

City of Falcon Heights
Regular Meeting of the City Council
City Hall
2077 W. Larpenteur Avenue

June 26, 1996

A G E N D A

- A. CALL TO ORDER: 7 p.m.
- B. ATTENDANCE: GEHRZ ___ GIBSON TALBOT ___ HUSTAD ___
JACOBS ___ KUETTEL ___ HOYT ___ ASLESON ___ ATTORNEY ___ ENGINEER ___
- C. COMMUNITY FORUM
- D. APPROVAL OF MINUTES: May 9 and May 22, 1996 (Tab #1)
- E. PUBLIC HEARING: None
- F. CONSENT AGENDA:
 - 1. Disbursements (Tab #2)
 - a. General disbursements through 6/20/96, \$101,833.01
 - b. Payroll, June 1 through June 15, 1996, \$12,917.76
 - 2. Licenses (Tab #2)
 - 3. Accept resignation of Mr. Jay Morgan, Parks and Public Works Maintenance Worker (Tab #3)
 - 4. Approve hiring Mr. Dave Tretsven as full-time parks/public works maintenance worker (Tab #4)
 - 5. Awarding of sealcoating contract (Tab #5)
 - 5a. Appointment of the City Administrator as the city representative to board of commissioners of three watershed districts (Tab #5)
 - 6. Award contract for the 1996 sidewalk replacement/repairs (Tab #6)
 - 7. Request for variance of eleven feet from the required front yard setback for the construction of a wheelchair ramp at 1806 Pascal St., Chapter 9-2.05, subd. 2(a) (Tab #7)
 - 8. Proposed changes to the city's personnel policies (Tab #8)
- G. POLICY AGENDA:
 - 1. Information on financing the Larpenteur Ave. Improvement Project (Tab #9)
 - 2. Request to proceed with the preparation of the final plans and specifications for the Larpenteur Ave. streetscape project (Tab #9)
 - 3. Recommendation from the EMS task force (Tab #10)
 - 4. Request to approve draft Livable Communities Housing Plan (Tab #11)
 - 5. Request to paint warning signs adjacent to the stormsewer drains in two city neighborhoods (Tab #12)
 - 6. Request for a contribution to Northwest Youth and Family Services (Tab #13)
 - 7. Consideration of Ordinance 96-04 establishing a moratorium on radio, TV, and communications towers/antennas (Tab #14)
 - 8. Consideration of Ordinance 96-03 amending Chapter 5 of the City Code related to Therapeutic Massage Enterprises (Tab #14)
- H. INFORMATION AND ANNOUNCEMENTS:
 - 1. Minutes of Solid Waste Commission (Tab #15)
- I. ADJOURN

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H. INFORMATION AND ANNOUNCEMENTS:

1. Minutes of Solid Waste Commission **(Tab #15)**

I. ADJOURN

CITY OF FALCON HEIGHTS
SPECIAL CITY COUNCIL MEETING
MINUTES OF MAY 9, 1996

DRAFT

Mayor Gehrz convened the meeting at 6:11 p.m.

PRESENT

Gehrz, Gibson Talbot, Hustad, Jacobs, and Kuettel. Also present were Hoyt and Asleson; Fire Chief Kurhajetz, and Fire Officers Martinez and Holmgren.

COMMUNITY FORUM

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

CONSENT AGENDA APPROVED

By unanimous consent, the council approved the following consent agenda:

1. Approval of April 24, 1996 minutes
2. Approval of disbursements in the amount of \$19,122.24
3. Approval of licenses
4. Approval to send out RFP's for sealcoating services

ADJOURN TO WORKSHOP

The meeting adjourned into an informational workshop regarding the city rescue service.

Susan L. Gehrz, Mayor

Carla Asleson
Recording Secretary

**CITY OF FALCON HEIGHTS
REGULAR CITY COUNCIL MEETING
MINUTES OF MAY 22, 1996**

DRAFT

Mayor Gehrz convened the meeting at 7:02 P.M.

PRESENT

Mayor Gehrz, councilmembers Gibson Talbot, Hustad, Jacobs and Kuettel. Also present was city engineer Maurer, city attorney Sampson, city administrator Hoyt and recording secretary Phillips.

COMMUNITY FORUM

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

PUBLIC HEARING AND APPROVAL FOR THERAPEUTIC MASSAGE LICENSE

Administrator Hoyt said the city has established a separate license for therapeutic massage enterprises and that the applicant, Mr. Doru Vladislav of 1860 Tatum St., meets the license requirements. Staff recommends approval of this license. Mayor Gehrz opened the public hearing at 7:06 P.M. There being no one to address the council, the public hearing closed at 7:07 P.M. Councilmember Hustad moved to approve the issuance of a therapeutic massage license at 1860 Tatum St. The motion passed unanimously.

CONSENT AGENDA APPROVED

Motion was made by councilmember Gibson Talbot to approve the consent agenda. Motion passed unanimously.

1. Disbursements
2. Licenses
3. Appointment to the Park and Recreation Commission
4. Appointment of fire chief and assistant fire chiefs
5. Appointment to the Human Rights Commission
6. Authorization of payment for tobacco compliance project costs
7. Cancellation of June 12 meeting and scheduling a May 28 council meeting in New Brighton
8. Proclamation declaring June 1, 1996 as "Stand for Children Day" in the City of Falcon Heights

POLICY AGENDA

CONSIDERATION OF ADDING MEDICAL DISPATCHING AND ADVANCED LIFE SUPPORT (ALS) FROM DISPATCH TO THE CITY'S EMERGENCY MEDICAL SERVICES (EMS) MODEL

Mayor Gehrz said the city was advised by its medical advisor, Dr. R. J. Frascone of Ramsey Emergency Medical Services, to add two items to its EMS model from the point of the 911 call. These were: (1) medical dispatching with pre-arrival instructions for the 911 caller and (2) ALS response from the point of dispatch. After a workshop held on May 9, 1996 with the city's fire chief and EMS captains and also with Ramsey EMS, it was suggested that the city would be best served to contract for these services through an appropriate provider. Mayor Gehrz introduced Dr. Frascone of Ramsey EMS who recommended Advanced Life Support in partnership with the Fire Department as the preferred method of EMS. Also, if council approves to proceed in this direction, the appointment of a Task Force to recommend a service delivery model(s) should be made.

Councilmember Jacobs moved to add medical dispatching with pre-arrival information and ALS response from the point of dispatch; and to appoint a Task Force with the assignments and composition described by the mayor to report back to the city council on June 26, 1996. In addition, during this time frame, postpone adding more volunteers to the fire department or rescue related capital purchases for EMS until the service model is established and operating and direct the administrator to proceed with the administrative tasks associated with this decision. The motion passed unanimously.

PROPOSED REVISIONS TO THE ASSESSMENT POLICY

At a previously held workshop, council discussed revisions to the assessment policy. City Engineer Maurer summarized the proposed revisions to the assessment policy which are proposed to apply through the street reconstruction cycle begun in 1990 and currently underway in the city. The anticipated projects include Larpenteur Avenue (1997 and 1998), Lindig Street (1997), Hoyt Avenue (in the Grove), several streets in the northeast quadrant of the city and alley reconstruction over the next five years. Recommendations to change some minor wording in the policy was made. Councilmember Kuettel moved to approve the revisions as summarized by the engineer including some minor wording changes requested by councilmembers. The motion passed unanimously.

**PROPOSED RESIDENTIAL EQUIVALENT ASSESSMENT RATE
FOR LARPENTEUR AVENUE AND LINDIG STREET**

City Engineer Maurer explained that it is useful to provide abutting property owners with some cost estimates for the proposed assessment during the early phases of discussing a street project. If necessary, the assessment rate can be revised during the formal assessment process. Engineer Maurer recommended that the council use \$26.50 per front foot for the residential assessment rate for Larpenteur Avenue and Lindig St. Councilmember Hustad moved to approve this rate and motion carried unanimously.

**COMPREHENSIVE ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED 12/31/95**

City Accountant, Joe Rigdon, introduced the auditor, Mr. Dave Hinnenkamp of Kern, DeWenter, Viere, Ltd. who guided the council through the 1995 annual financial report and related audit. Mr. Hinnenkamp summarized the city's annual 1995 Financial Report.

PROPOSED REVISIONS TO THE 1995 POLICE CONTRACT

Administrator Hoyt explained that the city's police contract with the City of St. Anthony Police Department terminates in 1997. A new contract is proposed with a termination process rather than providing a termination date. The proposals for 1997 and 1998 are \$349,365 and \$363,340 respectively. Councilmember Jacobs moved to approve the police contract. The motion carried unanimously.

PROPOSED RESOLUTION REQUESTING PERFORMANCE AID

A proposal passed by the 1996 legislature requires that the city submit a resolution requesting Performance Aid to the Minnesota Department of Revenue. The aid is part of the city's allocated Homestead and Agricultural Credit Aid which will be held back unless a resolution requesting it is submitted. The amount of aid is \$5,380 or the equivalent of the city's population. The purpose of performance aid is to encourage cities to maintain performance measures on its services. After a brief discussion, Councilmember Gibson Talbot moved to approve Resolution R-96-06 requesting performance aid. The motion passed unanimously.

INFORMATION AND ANNOUNCEMENTS

On behalf of Keeping Connected, councilmember Hustad said neighborhood directories and surveys on interests and hobbies are being compiled.

Administrator Hoyt noted that new boulevard trees will be planted soon. There also are scheduled walks down Larpenteur Avenue and an open house at city hall on June 1 to inform interested parties of the plans for the reconstruction and re-design of Larpenteur Avenue which will commence in 1997 by Ramsey County. She also commented that a resident called to advise that a deer was sighted near Curtiss Field!

ADJOURN

Meeting adjourned at 8:15 P.M.

Sue Gehrz, Mayor

Patricia Phillips
Acting Recording Secretary

CONSENT
Meeting Date: 6/26/96
Item: 1

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Joe Rigdon, City Accountant

EXPLANATION/SUMMARY:

1. Disbursements through 6/20/96, \$101,833.01
2. Payroll, June 1, 1996 to June 15, 1996, \$12,917.76

ACTION REQUESTED: Approval

APPROVAL OF BILLS
PERIOD ENDING: 06/26/96

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	ASLESON, CARLA	MILEAGE	SOLID WA	5.89
	ASLESON, CARLA	MILEAGE	PLANNING	7.14
	ASLESON, CARLA	MILEAGE	ADMINIST	55.49
	ASLESON, CARLA	POSTAGE	ADMINIST	6.70
	*** TOTAL FOR ASLESON, CARLA			75.22
	AMERICAN LINEN SUPPLY CO.	LINEN CLEANING	FIRE FIG	42.08
	BROWNING-FERRIS IND.	6/96 REFUSE SERVICE	BUILDING	136.25
	CASSERLY MOLZAHN & ASSOC.	INTEGRATED TIF REPORT	TIF #1	616.88
	CASSERLY MOLZAHN & ASSOC.	INTEGRATED TIF REPORT	TIF #2	616.87
	*** TOTAL FOR CASSELY MOLZAHN & A			1,233.75
	CHAMPION AUTO STORES	FILTER & OIL	STREETS	14.77
	CHAMPION AUTO STORES	COIL, CABLE TIES-ROLLER	STREETS	20.20
	CHAMPION AUTO STORES	LIFT STATION OIL	STORM SE	6.56
	CHAMPION AUTO STORES	SUPER BLUE-U-BLOCK	RESCUE S	1.99
	CHAMPION AUTO STORES	OIL	FIRE FIG	23.78
	*** TOTAL FOR CHAMPION AUTO STORES			67.30
	COPY-RIGHT OF SNELLING	KEEP. CONNECTED BROCHURE	LEGISLAT	188.21
	CY'S UNIFORMS	FIRE PREVENTION SHIRTS	FIRE PRE	55.40
	CY'S UNIFORMS	3 FIRE SHIRTS	FIRE FIG	74.85
	*** TOTAL FOR CY'S UNIFORMS			130.25
	E.M.S. LOGCON, INC.	2 SPINEBOARDS	RESCUE S	425.00
	EMPIRE CORPORATION	GRAB HOOKS	TREE PRO	63.90
	FULLER, GREG	STATE FIRE CONF. EXP.	FIRE FIG	288.04
	GEHRZ, SUE	LMC CONF. LODGING	LEGISLAT	241.35
	HART FORMS & SYSTEMS	PAYROLL CHECKS (2750)	ADMINIST	404.82
	HEJNY RENTALS, INC.	TILLER RENTAL	PARK MAI	68.10
	HOISINGTON KOEGLER GROUP	5/96 PLANNING & DESIGN	LARPENTE	1,475.50
	HOISINGTON KOEGLER GROUP	5/96 PLANNING-COMP PLAN	PLANNING	524.50
	*** TOTAL FOR HOISINGTON KOEGLER G			2,000.00
	ICMA RETIREMENT TRUST 457	6/96 CONTRIBUTIONS	ADMINIST	100.00
	ICMA RETIREMENT TRUST 457	6/96 CONTRIBUTIONS	FINANCE	150.00
	ICMA RETIREMENT TRUST 457	6/96 CONTRIBUTIONS	PARK MAI	200.00
	*** TOTAL FOR ICMA RETIREMENT TRUS			450.00
	IVERSON, TERRY	2ND QTR AUTO INSURANCE	FIRE PRE	75.00
	DAVID W. KRIESEL, INC.	6/96 BUILDING INSPECT	PLANNING	550.00
	DAVID W. KRIESEL, INC.	2ND QTR PLUMBING INSPECT	PLANNING	156.00
	*** TOTAL FOR DAVID W. KRIESEL, IN			706.00
	LEAGUE OF MN CITIES	96 LMC ANNUAL CONF-GEHRZ	LEGISLAT	245.00

APPROVAL OF BILLS
 PERIOD ENDING: 06/26/96

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	LEONARD, STREET & DEINARD	LEGAL SVC TO 5/31/96	LEGAL	716.60
32202	LEMAY, DENNIS	REPLACE PAYROLL #24386	FIRE FIG	17.17
	LESCO INC.	BLVD REPAIR SIGNS	STREETS	44.73
	MCI	LONG DISTANCE TO 6/11/96	BUILDING	21.50
	MAIER STEWART & ASSOC.	4/28-5/25/96 ENGINEERING	LARPENTE	519.96
	MAIER STEWART & ASSOC.	4/28-5/25/96 ENGINEERING	INFRASTR	119.99
	MAIER STEWART & ASSOC.	4/28-5/25/96 ENGINEERING	ENGINEER	1,611.66
	*** TOTAL FOR MAIER STEWART & ASSO			2,251.61
	METROPOLITAN COUNCIL	7/96 SEWER SERVICE	SANITARY	37,950.00
32199	MN DEPARTMENT OF REVENUE	STATE WITHHELD 6/15/96	ADMINIST	815.34
	NSP	5/96 STREET LIGHTING	STR. LIG	1,836.19
	NSP	5/96 ELECTRIC	SANITARY	8.99
	NSP	5/96 ELECTRIC	SANITARY	131.36
	NSP	5/96 GAS & ELECTRIC	PARK MAI	329.44
	*** TOTAL FOR NSP			2,305.98
32198	NORTH STAR STATE BANK	FED WITHHELD 6/15/96	ADMINIST	4,262.11
	NORTH STAR TURF, INC.	ROUNDUP GROVE BLVDS.	STREETS	153.36
	ON SITE SANITATION	5/17-6/13 SANITATION	PARK MAI	68.65
	OXYGEN SERVICE COMPANY	OXYGEN-PUBLIC WORKS	BUILDING	27.69
	OXYGEN SERVICE COMPANY	OXYGEN-RESCUE	RESCUE S	28.77
	OXYGEN SERVICE COMPANY	5/96 OXYGEN CYLINDERS	RESCUE S	13.50
	OXYGEN SERVICE COMPANY	5/96 OXYGEN CYLINDERS	BUILDING	4.50
	*** TOTAL FOR OXYGEN SERVICE COMPA			74.46
	PERA	PERA WITHHELD 6/15/96	ADMINIST	1,394.71
	PAKOV, GENE	END QTR MECH. INSPECT	PLANNING	701.25
	RAMSEY CLINIC ASSOCIATES	EMS COURSE (2 STUDENTS)	RESCUE S	560.00
	RAMSEY COUNTY	6/96 INSURANCE PREMIUMS	ADMINIST	3,528.43
	S & S TREE SPECIALISTS	IN TREE REMOVAL	TREE PRO	208.74
	SECRETARY OF STATE	MN JOIN TOGETHER CORP.	MCAD	70.00
	TAFF, SUSAN HOYT	6/96 CAR ALLOWANCE	ADMINIST	165.00
	TAFF, SUSAN HOYT	LMC CONF. EXP.	ADMINIST	150.06
	TAFF, SUSAN HOYT	LMC CONF. EXP.	LEGISLAT	201.11
	*** TOTAL FOR TAFF, SUSAN HOYT			516.17
	TARGET	SLIDE FILM, MISC.	ADMINIST	32.19

APPROVAL OF BILLS
PERIOD ENDING: 06/26/96

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	TOLL GAS & WELDING SUPPLY	COMPRESSED AIR	FIRE FIG	42.16
	TOLL GAS & WELDING SUPPLY	COMPRESSED AIR	FIRE FIG	37.49
	*** TOTAL FOR TOLL GAS & WELDING S			79.65
	UNITED WAY	2ND QTR UNITED WAY	ADMINIST	18.00
	UNITED WAY	2ND QTR UNITED WAY	FINANCE	1.80
	UNITED WAY	2ND QTR UNITED WAY	RESCUE S	2.25
	UNITED WAY	2ND QTR UNITED WAY	SANITARY	1.50
	UNITED WAY	2ND QTR UNITED WAY	SOLID WA	1.80
	UNITED WAY	2ND QTR UNITED WAY	PARK & R	9.00
	UNITED WAY	2ND QTR UNITED WAY	EMERGENC	3.38
	UNITED WAY	2ND QTR UNITED WAY	FIRE PRE	20.47
	*** TOTAL FOR UNITED WAY			58.50
32201	USWEST COMMUNICATIONS	6/96 PHONE	BUILDING	365.47
		6/96 PHONE	FIRE FIG	57.77
	USWEST COMMUNICATIONS	6/96 PHONE	PARK & R	57.83
	*** TOTAL FOR USWEST COMMUNICATION			481.07
	BERNARDY, CONNIE LANNERS	6/5	MCAD	0.00
	BERNARDY, CONNIE LANNERS	6/30/96 MCAD SERVICES	MCAD	1,543.85
	BERNARDY, CONNIE LANNERS	MCAD SOFTWARE & SUPPLIES	MCAD	728.39
	BERNARDY, CONNIE LANNERS	MCAD PRINTING	MCAD	269.33
	BERNARDY, CONNIE LANNERS	MCAD POSTAGE	MCAD	12.00
	BERNARDY, CONNIE LANNERS	US WEST; INTERNET SOFTWR	MCAD	280.98
	BERNARDY, CONNIE LANNERS	VARIOUS MCAD MEETINGS	MCAD	206.58
	*** TOTAL FOR BERNARDY, CONNIE LAN			3,041.13
	ST. ANTHONY VILLAGE	6/96 POLICE SERVICES	POLICE	27,209.17
	BRODERICK, BERNARD	DELIVERY MILEAGE	ADMINIST	11.69
	COLTER-MUNYER, SUSIE	4/96 & 5/96 AFTER SCHOOL	MCAD	937.20
	COLTER-MUNYER, SUSIE	4/96 & 5/96 OPEN GYM	MCAD	122.40
	*** TOTAL FOR COLTER MUNYER, SUSIE			1,059.60
	HOFFMAN & MCNAMARA	20 TREES	TREE PRO	2,387.68
	HUGHES & COSTELLO	6/96 PROSECUTION	PROSECUT	2,160.25
32202	ALL SYSTEMS ROOFING, INC.	FINAL CITY HALL REROOF		2,811.00
	*** TOTAL FOR BANK 01			101,533.01
	*** GRAND TOTAL ***			101,833.01

2.

PERIOD END DATE 06/15/96
SYSTEM DATE 06/14/96

***FILE NOT UPDATED**

PAGE 1

C H E C K R E G I S T E R

CHECK TYPE	CHECK DATE	EMPLOYEE NAME	CHECK NUMBER	CHECK AMOUNT
COM	6 14 96	30 NICHOLAS BAUMANN	24368	34.10
COM	6 14 96	31 ROSS BERNDT	24369	39.80
COM	6 14 96	32 RAYMOND BROWN	24370	202.94
COM	6 14 96	33 JOHN HOLMGREN SR.	24371	54.14
COM	6 14 96	34 CLEMENT KURHAJETZ	24372	48.84
COM	6 14 96	35 LEO LINDIG	24373	53.32
COM	6 14 96	40 KEVIN ANDERSON	24374	91.89
COM	6 14 96	41 DAVID P. BIANCHI	24375	6.47
COM	6 14 96	42 MICHAEL D. CLARKIN	24376	114.17
COM	6 14 96	45 JAMES D. FULLER	24377	75.27
COM	6 14 96	47 NATHANIEL HEROLD	24378	76.88
COM	6 14 96	48 JOHN H. HOLMGREN	24379	49.30
COM	6 14 96	49 DOUGLAS LEMAY	24380	19.40
COM	6 14 96	50 JOSEPH L. MARTINEZ	24381	86.46
COM	6 14 96	51 CINDY K. MCDERMOND	24382	27.48
COM	6 14 96	56 GREGORY S. PETERSON	24383	148.18
COM	6 14 96	59 GREGORY M. FULLER	24384	137.57
COM	6 14 96	60 TERRY D. IVERSON	24385	62.09
COM	6 14 96	61 DENNIS G. LEMAY	24386	17.17
COM	6 14 96	62 BRYON A. SCHULTZ	24387	135.04
COM	6 14 96	63 RACHELLE L. MARVIN	24388	42.87
COM	6 14 96	66 ALFRED HERNANDEZ	24389	131.84
COM	6 14 96	67 BRENT W. KOSKELA	24390	169.90
COM	6 14 96	69 JASON J. HYATT	24391	177.08
COM	6 14 96	70 JUSTIN T. NOVAK	24392	126.07
COM	6 14 96	71 THOMAS R. REITAN	24393	162.15
COM	6 14 96	72 JOHN R. WOLFSBERGER	24394	112.33
COM	6 14 96	1002 SUSAN HOYT TAFF	24395	1451.39
COM	6 14 96	1003 TERRY IVERSON	24396	967.23
COM	6 14 96	1005 CAROL KRIEGLER	24397	717.45
COM	6 14 96	1006 JAY MORGAN	24398	928.22
COM	6 14 96	1007 PATRICIA PHILLIPS	24399	789.51
COM	6 14 96	1008 DELORIS SWENSON	24400	775.97
COM	6 14 96	1010 CARLA ASLESON	24401	944.09
COM	6 14 96	1011 LAWRENCE A. KLINGENBERG	24402	983.93
COM	6 14 96	1012 JOSEPH M. RIGDON	24403	889.46
COM	6 14 96	1031 LINDA TREEFUL	24404	689.16
COM	6 14 96	1033 DAVE TRETSVEN	24405	575.43
COM	6 14 96	1083 JAMES W. SNOWDEN	24406	250.71
COM	6 14 96	1084 CHRISTINE AMMANN	24407	473.03
COM	6 14 96	1107 RICHARD P. TALBOT	24408	79.43
****TOTALS****				12917.76

CONSENT
Meeting Date: 6/26/96
Item: 2

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Dee Swenson

REFUSE:

Joe Horrigan Refuse #3393

CONSENT
Date: 6/26/96
Item: 3

ITEM: Accept resignation of Mr. Jay Morgan, Parks and Public Works
Maintenance Worker

SUBMITTED BY: Jay Morgan, Parks and Public Works Maintenance Worker

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Jay Morgan submitted his resignation from city employment effective June 27, 1996. He was presented with a city plaque at this morning's staff meeting in recognition of his 14 years of service to the city.

ACTION REQUESTED:

Accept resignation of Jay Morgan from city employment effective June 27, 1996.

CONSENT
Date: 6/26/96
Item: 4

ITEM: Approve hiring Mr. Dave Tretsven as full-time parks/public works maintenance worker

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: Carol Kriegler, Director of Parks, Recreation and Public Facilities
Pete Klingenberg, Parks and Public Works Superintendent

EXPLANATION/DESCRIPTION:

With the departure of the city's full-time maintenance worker, there is a need to fill that full-time position. Staff is recommending appointing Mr. Dave Tretsven to that position and eliminating the permanent part-time position (at 75% time) that he currently fills. One permanent, full-time parks/public works maintenance worker fits the staffing model that is currently being developed for the 1997 budget.

Mr. Dave Tretsven has filled the position of permanent part-time maintenance worker for the past four years and is currently working at 75% time. He receives 75% of the city's benefits which provides him with full health coverage. Prior to working for the city in a permanent part-time capacity, Dave worked in a variety of part-time, temporary positions. Dave's work record and skills qualify him for the position.

Dave's pay will remain the same as he is currently earning since it is the identical position at full-time. He will be eligible for 100% of the city's benefits.

ATTACHMENTS:

- 1 Job description
- 2 Resume for Dave Tretsven

ACTION REQUESTED:

Appoint Dave Tretsven to a full-time position as parks and public works maintenance worker.

CITY OF FALCON HEIGHTS
POSITION DESCRIPTION

POSITION IDENTIFICATION

TITLE: Maintenance Worker
DEPARTMENTS: Public Works and Parks

POSITION SUMMARY

Performs work in general maintenance of city parks, sewers, buildings, and equipment; involves operating automotive and other equipment. Under direct supervision, performs semi-skilled and skilled tasks to maintain parks, streets, sewers, buildings, vehicles, and equipment. Is expected to take initiative to identify and perform necessary maintenance and repairs without instruction. Work involves public contact that requires good public relations skills. Reports to the Public Works and Parks Superintendent.

A. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Operates small engine equipment and light equipment in the maintenance of City streets and parks, including driving of trucks and tractors.
2. Maintains city parks and recreation facilities: cleans, tends, and maintains park grounds and plantings ; maintains, paints, and repairs park buildings and recreation facilities.
3. Performs routine maintenance on city streets: makes minor repairs to street surfaces; erects, repairs, and removed street signs, fences, and markers; removes downed branches and other debris from street.
4. Maintains sewers: cleans, flushes, and maintains sanitary and storm sewers; responds to calls about sewer problems; checks and cleans catch basins and ponding areas; maintains manholes in proper condition using a jet rodder.
5. Operates and performs routine maintenance on automotive equipment, including cars, trucks, tractors, and their attachments; operates, maintains, and does routine repairs on shop and other maintenance equipment.
6. Cleans, maintains, paints, and make repairs to City Hall building and property, including furnishings, fixtures, and equipment.
7. Inspects, plants, and maintains trees on city property, including parks and boulevards.
8. Floods and maintains ice skating and hockey rinks.

9. Removes snow from driveways, parking areas, pathways, and fire hydrants using light equipment.
10. Monitors and reports non-compliance with parking, refuse disposal, and related city codes. Participates with supervisor in monitoring compliance with permit, licensing, and inspection requirements.
11. Other duties as assigned or apparent.

B. DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of streets, parks, and utility maintenance practices and procedures.
2. Skill in building repair and maintenance.
3. Skill in the care and operation of hand and power tools.
4. Skill in providing basic preventative maintenance and making repairs on equipment used in this position.
5. Ability to understand and perform street maintenance activities including patching, blacktopping, manhole maintenance, and storm sewer operation.
6. Ability to understand and perform park maintenance and inspection activities including mowing, field/court maintenance, shelter building maintenance, watering, tree and shrub maintenance, ice rink and play equipment area maintenance, ice rink flooding, and general summer and winter park maintenance.
7. Ability to understand and perform sewer maintenance activities including operation and maintenance of lift station pumps, maintenance of service lines, sanitary and storm sewers, and catch basin systems.
8. Ability to operate, in an efficient and safe manner, all equipment and vehicles required for this position.
9. Ability to understand and follow oral and written instructions.
10. Ability to communicate clearly and concisely in English, both orally and in writing.
11. Ability to deal tactfully and effectively with all City personnel, outside agencies, and the public.

C. WORK SCHEDULE

This is a full-time, non-exempt position. The employee will be scheduled at least 40 hours each week. The employee is expected to respond to emergency call-outs and to work occasional evening and weekend hours as scheduled by the employee's supervisor. To the extent possible, the employee's schedule will be arranged with the supervisor in advance.

D. WORKING CONDITIONS

Daily exposure to weather conditions and temperature extremes. Daily exposure to noise, irritants, and fumes.

E. MINIMUM QUALIFICATIONS

1. High school diploma or GED.
2. Two years of experience in the operation of trucks and light equipment.
3. Two years of experience in some area of construction such as carpentry, welding, landscape construction, masonry, or asphalt paving or two years of experience in the maintenance of buildings and/or open space.
4. Valid Minnesota Class C driver's license or ability to obtain said license within 30 days of employment.

F. DESIRABLE QUALIFICATIONS

1. Two years of experience in general maintenance work in sewer, street, or park facilities.

This job description is not a contract between the city and the employee. The work examples are intended as illustrations of various types of work performed and are not necessarily all-inclusive. This job description is subject to change as the needs of the employer and the requirements of the job change. It supersedes all previous job descriptions written for this position.

Dated: June 26, 1996

1996 Compensation Schedule
Maintenance Worker

Step One	\$11.29/hour (\$23,483/year)	Starting Wage
Step Two	\$11.97/hour (\$24,897/year)	6 months after hire
Step Three	\$12.57/hour (\$26,145/year)	18 months after hire
Step Four	\$13.19/hour (\$27,435/year)	5 years after hire
Step Five	\$13.59/hour (\$28,267/year)	10 years after hire

Dave Tretsven has been a regular employee of the city since July of 1993. He is presently at Step 3 in the compensation schedule.

Only regular employees progress through the five-step compensation schedule; temporary and seasonal employees are not eligible.

DAVID A. TRETSVEN

406 Herschel Street
 Saint Paul, Minnesota 55104
 (612) 644-5050 work
 (612) 644-1648 home

OBJECTIVE

Seeking a full-time position with the ^{Public} Public Works Department of the City of Falcon Heights.

WORK EXPERIENCE

City of Falcon Heights, Falcon Heights, Minnesota

^{Public} Public Works Department, 1991 to present

- Assist Public Works staff as needed for park maintenance.
- Assisted with sewer jetting of all city sewer lines in Falcon Heights and Lauderdale.
- Performed snow removal at City Hall, city pathways and public skating rinks.
- Assisted Public Works with routine street patching.
- Operation and routine maintenance of City vehicles and all city equipment.
- MPCA Waste Water Collection Systems seminar, March 1995.

Seasonal Rink Maintenance, 1981 to 1991

- Coordinated flooding and scheduling of Curtiss Field.
- Snow removal as needed.

Title Wave Music & Video Stores, Inc., Roseville, Minnesota

Keyholder, 1990 to 1995

- Handle closing procedures and bookkeeping.
- Manage store operations as needed.
- Resolve customer complaints and handle customer inquiries.
- Train new employees.
- Employee of the Year, Roseville location (1990 & 1991).
- Customer Service Award, Roseville location (1993 & 1994).

InTown Apple Store, Falcon Heights, Minnesota

Customer Service Representative, Seasonally 1979 to 1989

- Sell apples and related products.
 - Manage store operations as needed.
 - Resolve customer complaints and handle customer inquiries.
-

EDUCATION

University of Minnesota, Minneapolis, Minnesota

Two hundred plus credits toward a degree in biological sciences, 1982 to 1989

CONSENT

Date: 6/26/96

Item: 5

ITEM: Appointment of the City Administrator as the city representative to board of commissioners of three watershed districts

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Four watersheds are located within the geographic boundaries of Falcon Heights. One watershed, Rice Creek, is a watershed district with appointed commissioners and a staff of its own. Three of these watersheds are governed by less structured watershed management organizations (WMOs) which are made up of the cities who lie within their borders. Representatives from each city comprise the governing bodies of these organizations.

The Central Ramsey WMO, the Southwest Ramsey WMO and the Middle Mississippi WMO require representation from Falcon Heights. In the past, these organizations have met only twice a year and the city engineer's designee has represented the city. (Frequently, public works directors are the city's representatives). However, these WMO's are meeting more regularly and the issues are frequently of a policy or administrative rather than an engineering nature. Therefore, the city administrator has been attending these meetings instead of the city engineer's designee.

It would be appropriate to appoint the city administrator as the city's representative to these WMO's. These appointments should be reviewed in January of each year. An interested councilmember may wish to be a commissioner now or at some point in the future.

ACTION REQUESTED:

Appoint the city administrator as the city's representative to the Central Ramsey WMO, the Southwest Ramsey WMO and the Middle Mississippi River WMO.

CONSENT

Meeting Date: 6/2696

ITEM: 5-~~A~~

ITEM DESCRIPTION: Awarding of sealcoating contract

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

REVIEWED BY: Susan Hoyt, City Administrator
Terry Maurer, City Engineer

EXPLANATION / SUMMARY:

Request for proposals were sent to three contractors for this year's sealcoating project in the Falcon Woods area. One proposal was received. Allied Blacktop submitted a proposal of \$19,998.50.

Terry Maurer has reviewed the proposal and recommends awarding the contract to the lone proposer. The city's budget has allocated \$28,000 for 1996 sealcoating and the proposal falls within the city engineer's anticipated range for the project cost. Allied Blacktop has completed similar projects for the city and other communities. Their work on these projects was satisfactory.

ACTION REQUESTED:

Award the 1996 sealcoating contract to Allied Blacktop in the amount of \$19,998.50.

CONSENT
Meeting: 6/26/96
Item: 6

ITEM DESCRIPTION: Award contract for the 1996 sidewalk replacement/repairs

SUBMITTED BY: Carol Kriegler, Director of Parks, Recreation, Grounds and
Facilities
Pete Klingenberg, Public Works and Parks Superintendent

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY: The city takes responsibility for replacement and repair of public sidewalks as part of an on-going sidewalk maintenance program. The public works staff conducts an annual sidewalk survey throughout the city to determine which sidewalk pieces are so cracked or raised that they are hazardous. This year's project involves the repair/replacement of approximately 2,035 sq. feet. Following this survey, a request for proposals for sidewalk repair was sent to several concrete firms. Two proposals were received. They are as follows:

Midwest Concrete	\$3.58 per sq. foot or \$7,285 total
Con-Tech, Inc.	\$6.50 per sq. foot or \$13,228 total

Staff recommends authorizing Midwest Concrete to do the 1996 sidewalk repairs and replacement. Last year's project was conducted by Midwest Concrete. Their performance was troublefree and work quality high.

ACTION REQUESTED: Award the 1996 contract for sidewalk repairs and replacement to Midwest Concrete at a cost of \$3.58 per square foot.

ITEM: Request for variance of eleven feet from the required front yard setback for the construction of a wheelchair ramp at 1806 Pascal Street, Chapter 9-2.05 subd. 2 (a)

SUBMITTED BY: James and Lorraine Utne, Property Owners
Kevin Dooley, KD Construction, Applicant for Property Owners

REVIEWED BY: Carla Asleson, Administrative Assistant/Planner
Planning Commission

EXPLANATION/DESCRIPTION:

A. REQUEST FOR VARIANCE

Mr. and Mrs. Utne, through their contractor, Mr. Dooley, are requesting a variance to construct a wheelchair ramp on their property. Chapter 9-2.05 subd, 2 (a) reads, in part, that "No...exposed ramps (wheelchair)... shall be less than five feet from a side or rear lot line, and if in a front yard, a variance shall be required." The variance is being requested because the ramp is proposed for the front yard (the side and rear setbacks are met.) The ramp is proposed to be built at a 19' setback from the property line instead of the 30' front yard setback required.

Mrs. Utne is recovering from paralysis and needs the ramp to get outside. With the ramp, her husband will be able to help her get out without additional assistance. See applicant's statement, attachment 1.

B. EMERGENCY VARIANCE GRANTED

The City Planner verbally granted a temporary variance for Mr. Dooley to begin construction due to the emergency hardship. It was decided that the intent of the Code, 9-1.01 (a) "to protect and promote the health, safety, and comfort of residents" covered this situation. Without the ramp, Mrs. Utne would not be able to leave the house in the event of a fire, even with her husband's assistance.

C. COMMENTS FROM NEIGHBORS

Letters regarding the proposed variance were delivered to the two abutting property owners. Falcon Heights United Church of Christ owns the property to the east of the Utne home; staff at the church have indicated that they don't anticipate having any objections to the variance. The owners of the property to the north have not contacted staff since the notification letters were delivered.

D. CHARACTERISTICS OF THE RAMP AND THE PROPERTY

The ramp is modular in design and is built without footings. Therefore, if the property owners would no longer need to use the ramp or if the property were sold to someone who did not need it, the ramp could be removed with a minimum of time and expense. It extends approximately fourteen feet from the house toward the street, where a concrete walk will connect the ramp to the street for loading/unloading purposes. The size and slope of the ramp were designed specifically to accommodate Mrs. Utne's medical limitations and the provisions of the Uniform Building Code.

Staff and the applicant examined the possibility of having the ramp built in the back yard rather than in the front yard. The smaller size of the rear door and the interior layout of the home will not accommodate a wheelchair access point.

E. ANALYSIS

This variance may be granted only if the planning commission finds that it meets the criteria for granting a variance. Four of the criteria (that the variance will not be detrimental to the public welfare, will not impair light and air to adjacent properties, will not increase the danger of fire or endanger the public safety, and will not impair the use of public streets) appear to be met without great analysis. The remaining four criteria are discussed below.

That the granting of the variance will not substantially diminish or impair property values or improvements in the area.

Staff knows of no impact on property values associated with wheelchair ramps. The ramp has been designed to be orderly and professional looking in appearance. As for the value of the property itself, the ramp should not be an issue for the long term value of the property since it is not permanently in the ground and can be removed by future property owners if desired.

That the granting of the variance is necessary for the preservation and enjoyment of substantial property rights; that a particular hardship, as distinguished from mere inconvenience to the owner, would result if the strict letter of the chapter were carried out; that the variance is not sought principally to increase financial gain of the owner and that a substantial hardship would result from the denial of the variance.

Without the variance, Mrs. Utne will not be able to access her property without outside assistance. This situation creates an on-going health and safety hardship issue which goes beyond "mere inconvenience." The design and configuration of the house have made it necessary for the ramp to be built in the proposed location and constitute the property related hardship in this case. The variance is not being sought principally for financial gain and is necessary for the property owners to enjoy full use of their property. The requested variance is the minimum needed to alleviate the hardship, since the ramp cannot be made smaller without sacrificing the safety of its intended user.

F. STAFF AND PLANNING COMMISSION RECOMMENDATION

Staff and the planning commission recommend approval of the requested variance due to the fact that the configuration of the home and property are such that the ramp cannot be placed elsewhere to meet the applicant's needs and that the ramp is needed to protect the health and safety of the residents. The requested variance is the minimum needed to alleviate the hardship.

However, staff and the planning commission also recommend that a condition be placed upon the variance that the ramp not be converted into any other kind of use, such as a deck or an enclosed living space. Any use other than a wheelchair ramp would not meet the health and safety hardship requirement for the granting of a front yard variance. The present owners have no intent to do this but the provision in the variance would protect the city should the next owner wish to convert the ramp into another type of structure.

G. ATTACHMENTS

1. Statement from applicant
2. Site plan
3. Existing yard design
4. Proposed ramp design
5. Example of a wheelchair ramp
6. Proposed Resolution 96-07

H. ACTION REQUESTED

Approve the requested a variance of eleven feet in the front yard setback by adopting Resolution 96-07, which specifies that this request meets the standards for granting a variance, specifically 9-15.03 subd. 4(c), that the amendment is necessary for the enjoyment of substantial property rights, and 9-15.03 subd.4 (h), that a substantial hardship to the owner would result from the denial of the variance.

(Applicant's Statement)

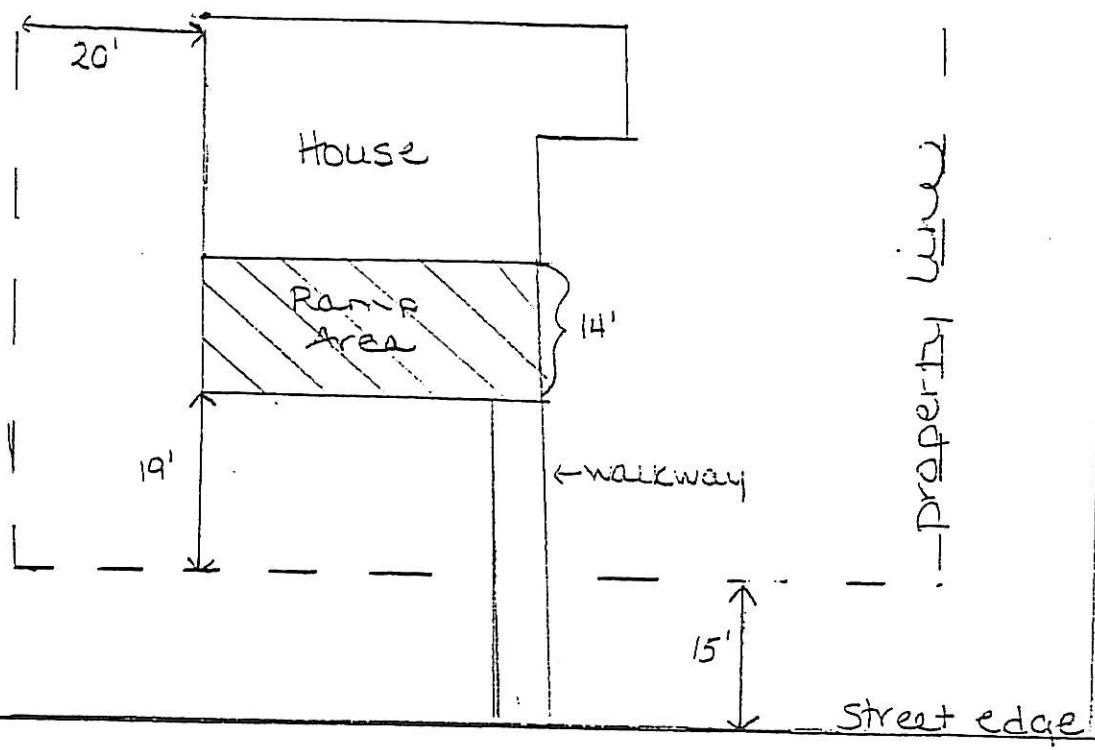
Lorraine is a very beautiful, elderly woman recovering from paralysis on her right side. She is "impatiently waiting", in her own words, to get outside and enjoy the summer, as we all have been. The ramp would allow her husband to get her out of the house without any outside assistance.

This ramp is temporary, no footings and built in compatible, portable sections, well engineered, professional looking, and it just happens that it is situated partially behind the trees in the front yard.

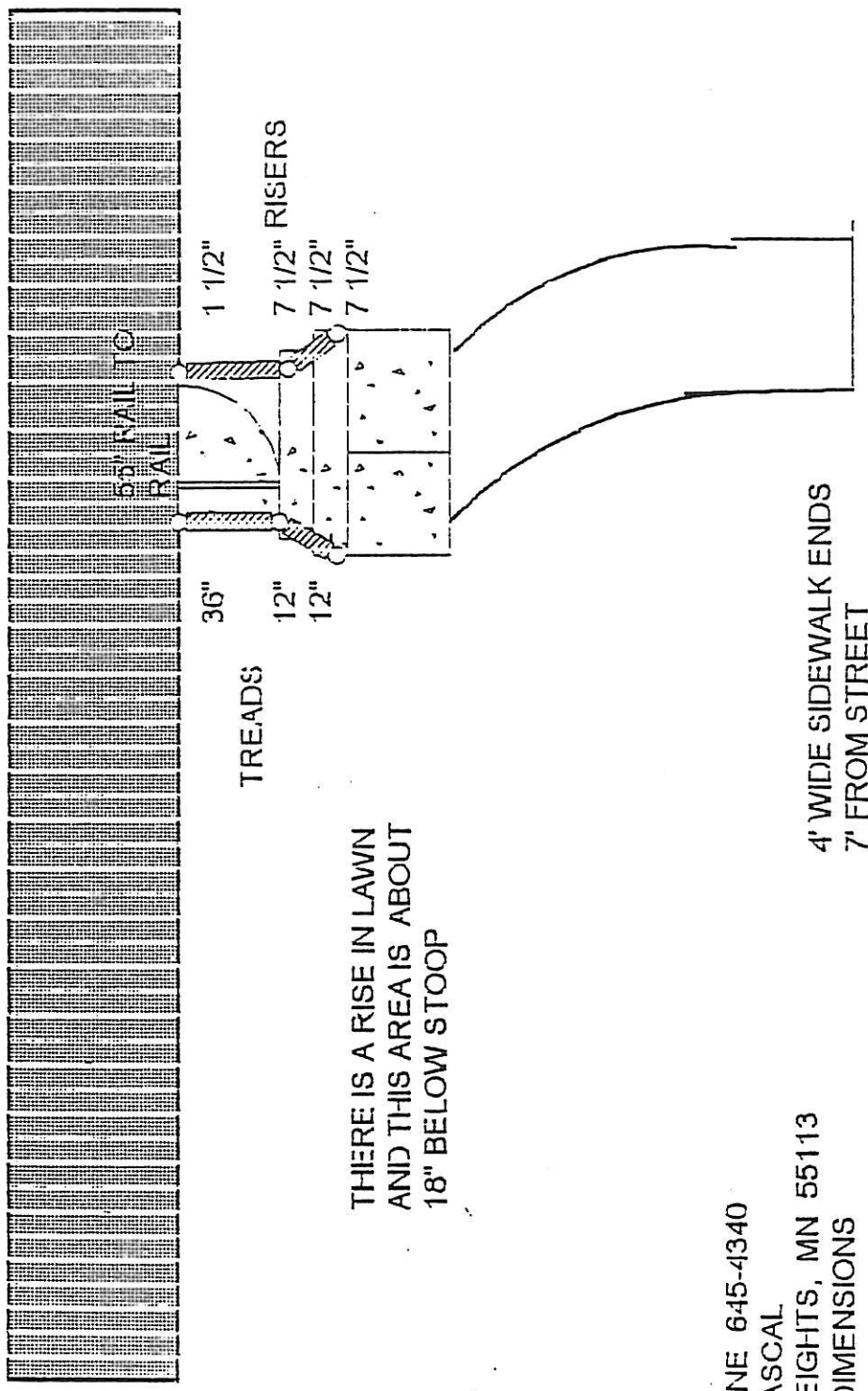
Thank you very much for your considering this and hopefully for your cooperating with Lorraine's best interests.

Kevin Dooley
KD Construction

2



Pascal

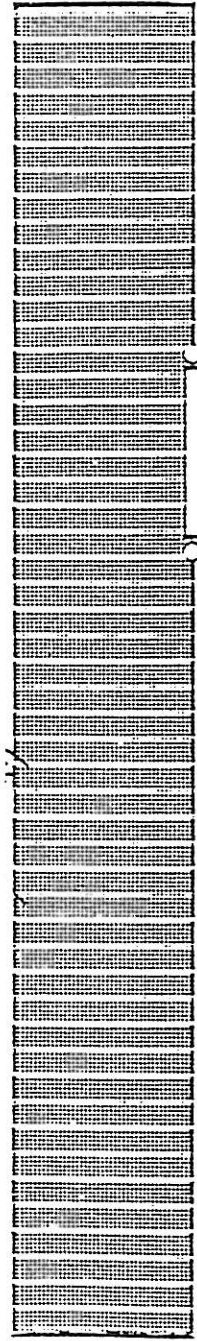


THERE IS A RISE IN LAWN
AND THIS AREA IS ABOUT
18" BELOW STOOP

HOME OF
MR. JIM UTTNE 645-4340
1806 NO PASCAL
FALCON HEIGHTS, MN 55113
EXISTING DIMENSIONS

3.

EXISTING



5/4 X 6 X 55" DECKING
WILL BE CEMENT
SCREWED TO TOP OF
EXISTING STOOP

LEVEL LANDING
SURFACE WILL
BE 7 1/2" ABOVE
GROUND

12.5
5' X 8'
LEVEL

1.25

20' SLOPE

1.25

5.6

6.0

4' X 6'
LEVEL 1.00

1.75

2' LEVEL EXTENSION
OVER EXISTING STEPS,
ALSO 55" WIDE

NEW STEPS
WITH 6" RISERS
AND 12" TREADS



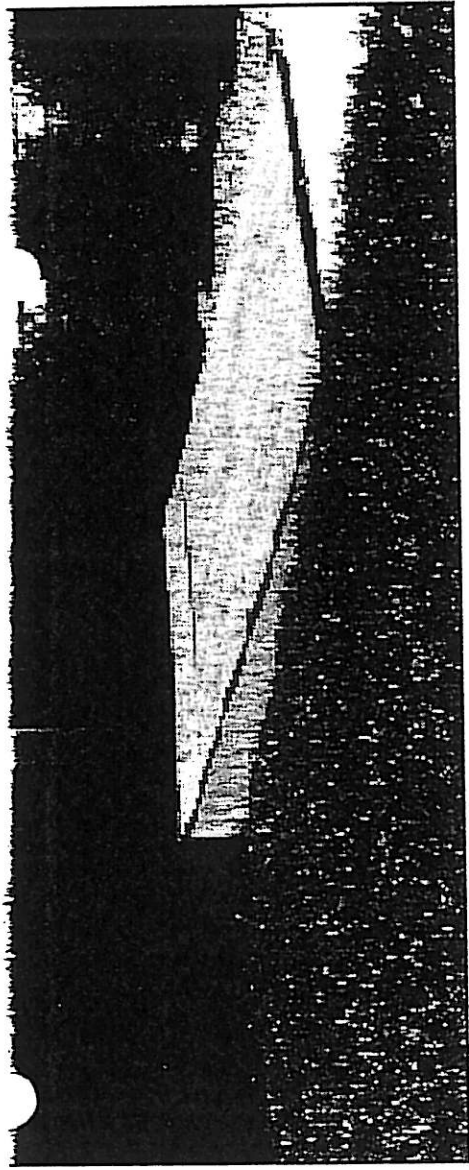
Concrete
BOARDWALK
FROM END OF
SIDEWALK TO
STREET WILL
BE SLOPED

15' OF BOARDWALK WILL
USE EXISTING SLOPE OF
LAWN FOR SLOPE AND WILL
HAVE HANDRAIL ON BOTH
SIDES. BOARDWALK END
WILL BE FLUSH WITH
SIDEWALK

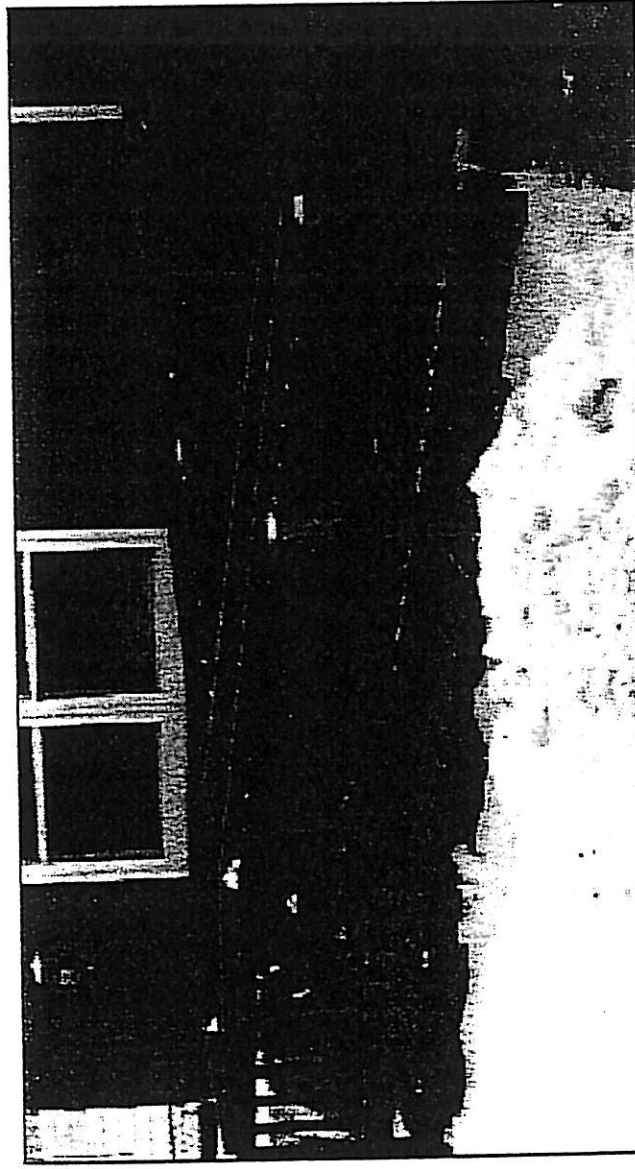
HOME OF
MR. JIM UTNE 645-4340
1806 NO PASCAL
FALCON HEIGHTS, MN 55113
THIS LAYOUT ACHIEVES 40' OF
SLOPE FOR A 25" RISE, WHICH
EQUALS A 1 TO 19 SLOPE RATIO

4

PROPOSED



Example of bad ramp: This ramp is 8' too short, there is no level landing, guardrail, or wheel stop, and the lip at the bottom is not flush to the ground. A contractor designed and built it for \$550.



Example of good ramp: 20' of sloped surface for 18" rise. Volunteers built it for \$625

allows flexibility in creating various length runs of sloped surface and pre-made modules can be matched to custom segments built on-site to create the needed ramp. The width of the ramp can be tailored to individual needs by changing the width of each module. Usually the landing at the doorway will require customization and sometimes the ground level end of the ramp will need to be modified to meet site conditions. Having reusable components for the majority of the ramp reduces costs and increases the possibility of obtaining either short-term or long-term access.

CITY OF FALCON HEIGHTS

C O U N C I L R E S O L U T I O N

Date: June 26, 1996

RESOLUTION APPROVING A VARIANCE FOR 1806 PASCAL STREET

On June 26, 1996, the Falcon Heights City Council granted the following variance request for 1806 Pascal Street:

Chapter 9-4.01 subd. 4 (c) requiring a thirty foot front yard setback in an R-1 zoning district.

A variance of eleven feet to allow a wheelchair ramp to be built at a front yard setback of nineteen feet where a minimum of thirty feet is required in the zoning code.

The City Council approved this variance with the following condition:

That the ramp not be converted into any type of alternative use.

The City Council adopted the following findings for the granting of the variance at 1806 Pascal Street:

- a. That the granting of the variance will not be detrimental to the public welfare;
- b. That the granting of the variance will not substantially diminish or impair property values or improvements in the area;
- c. That the granting of the variance is necessary for the preservation and enjoyment of substantial property rights;
- d. That the variance will not impair an adequate supply of light and air to adjacent property.
- e. That the amended variance will not impair the orderly use of the public streets;
- f. That the variance will not increase the danger of fire or endanger the public safety;
- g. That a particular hardship, as distinguished from mere inconvenience to the owner, would result if the strict letter of the chapter were carried out;

- h. That the variance is not sought principally to increase financial gain of the owner of the property and that a substantial hardship to the owner would result from a denial of the variance.
-

Moved by: _____

GEHRZ ___ In Favor
GIBSON TALBOT
HUSTAD ___ Against
JACOBS
KUETTEL

Approved by: _____

Mayor

June 26, 1996

Date

Attested by: _____

City Clerk

June 26, 1996

Date

ITEM: Proposed changes to the city's personnel policies

SUBMITTED BY: Carla Asleson, Administrative Assistant/Planner

EXPLANATION/DESCRIPTION:

Insurance Benefits to Part-time Employees

In November 1995, the city council amended the personnel policy to extend all city-paid benefits to regular part-time employees regardless of the number of hours the employee worked each year. Prior to the changes, an employee had to be at least 1/2 time before he or she was eligible for city benefits.

The changes made in November allowed all city employees to receive benefits in proportion to the number of hours the employee was scheduled for in a given year. For example, an employee scheduled at 1/4 time could receive 1/4 of the city paid maximum toward insurance and 1/4 of a full-time employee's vacation and sick benefits. However, Ramsey County, the city's group insurance administrator, will not cover employees who work less than 20 hours per week. This is written into their contracts with Medica and Delta Dental. Therefore, the sections in the personnel code referring to insurance coverage for part-time employees has been changed to reflect these limitations. Employees who work at least 20 hours per week will continue to be eligible to enroll in the city insurance programs.

Other benefits extended to regular, part-time employees will not be affected. These benefits include vacation and sick leave accrual, holiday pay, tuition reimbursement, and certain types of leaves of absence. These benefits are pro-rated according to the number of hours a part-time employee is scheduled to work in a given year.

School Conference and Activities Leave

This section has been amended to comply with recent state legislation. The law now allows employees to take off up to 16 hours of leave each year to attend school activities related to their child. Previously, the leave had to be classroom related or a conference with the child's teacher. This is unpaid leave unless the employee elects to use vacation or accrued comp time.

Employee Travel Policy

The section regarding employee travel has been amended in two ways. The first is to prohibit employees who use city-paid airline tickets from claiming personal frequent-flyer airline miles. This is also in accordance with state statute. The second amendment changes the city's policy of issuing a "per diem" travel expense to one of paying only for actual costs incurred.

Compensation Policy

At the time of the last revision of the personnel policy, the city council decided to eliminate merit or incentive pay from the city's compensation schedule. Reference to merit pay was eliminated from the "General Rules and Regulations" section of the personnel policy, but was not removed from the "Compensation Policy." The proposed amendment changes the requirement for a step five increase from "exceeds requirements" to "meets requirements" in order to make the two sections consistent.

ACTION REQUESTED: Approve the personnel policy changes as outlined in the attached document.

**THIS POLICY SUPERSEDES ALL EARLIER PERSONNEL
POLICY MANUALS
(NOVEMBER 22, 1995)
(JUNE 26, 1996)**

A. GENERAL RULES AND REGULATIONS

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.

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 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. Regular part-time employees must be budgeted to work at least 20 hours per week in order to be eligible for insurance coverage.

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

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. Documentation of the oral reprimand will be placed in the employee's personnel file.
- 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.

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 provided that the employee's position is budgeted at least 20 hours per week. The city will contribute toward these health premiums in an amount determined by the city council. Basic 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 with positions budgeted at 20 hours per week or more shall be~~ have prorated insurance benefits 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 employees shall be eligible for reimbursement for 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 approval from the city administrator 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 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.~~ In order to qualify for compensatory time off, the additional work time must have been pre-approved by the employee's immediate supervisor. 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.

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

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>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 hire	M e e t s requirements
Step 4	5 years after hire	M e e t s requirements
Step 5	10 years after hire	Exceeds Meets 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.

- 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.

F. TRAVEL POLICY

Purpose

To provide for city officials, employees and volunteers to participate in local, metropolitan, regional and national meetings, conferences, programs and seminars that directly benefit the City of Falcon Heights; and to allow city personnel to perform job duties and responsibilities which require travel.

The following policies and procedures shall govern payment by the City of Falcon Heights city officials, ~~(with the exception of elected officials)~~, employees and volunteers for travel.

Policy

All reimbursement is subject to approval. The city may authorize reimbursement of travel expense incurred by city officials, volunteers and employees which serves a public purpose. The travel expense must be necessary, convenient and incurred solely and directly by the city officials, employee or volunteer.

Employees and volunteer firefighters shall be paid for meetings they attend as representatives of the city and for training required to carry out their city responsibilities with prior approval. Volunteer firefighters shall be paid at their training rate. Hourly employees shall be paid at their regular hourly rate. Salaried employees and elected officials shall not receive additional compensation.

Procedure

1. Approval

- a. Employees. Employee and paid volunteer travel for specific events or functions requires prior approval by the employee's supervisor and the city administrator.
- b. City Officials. Travel by commission members, or other non-paid volunteers requires approval by the city council.
- c. Routine Travel. In situations where routine travel is required as part of the job responsibilities, employees shall generally submit monthly claim requests and the city administrator shall document approval in writing.

2. Travel Time. The city administrator shall be responsible for determining the number of days allowed for travel by employees.
 - a. If a reduced air fare requires an employee to spend an additional non-workday in the destination city, and if the reduction in air fare totals more than the extra day's lodging and per diem expense allotment, plus \$25, then the employee will be reimbursed for the extra day's lodging and per diem expenses.
 - b. Any excess travel time, falling within the normally scheduled work week, shall be at the employee's own expense; i.e., vacation, holiday or leave without pay.
 - c. Travelers taking advantage of reduced air fare by staying longer than required by the conference or meeting should attach an explanation to their travel expense report showing the savings to the city.

3. Travel Requests.
 - a. Over 50 miles or Requiring Overnight Travel.
A travel request for a specific event or function over 50 miles from city hall or requiring overnight travel shall be submitted to the supervisor on a travel expense report (Attachment A). The supervisor shall submit the travel expense report to the city administrator for approval. Travel information must include destination, duration of stay, method of travel, estimated expenditures, amount of any requested advance payment and reason for travel. A copy of the registration and/or brochure must be attached to the travel expense report.
 - b. One-Day Local Travel. Travel requests for one-day events or functions not requiring overnight travel, must be submitted to the supervisor on personnel action forms. Expenses must be documented with receipts and turned in on payment expense report for reimbursement.

4. Allowable Expenses.
 - a. Local Travel. Less than 50 miles from Falcon Heights and not requiring an overnight stay.

1. Registration
2. Actual meal cost, if not included in registration fee
3. Mileage reimbursement

b. Long Distance

1. Registration
2. Lodging
3. Inter-city transportation
4. ~~Per-Diem Expense Allotment.~~ (Includes reimbursement for meals, intra-city transportation and miscellaneous expenses). ~~adjusted for actual expenses upon return.~~

5. Reimbursement.

- a. Travel Advance. Travel advance checks in the amount identified on the travel expense report will generally be processed in the city's payment cycle. Unused portions of a travel advance must be returned to the city with the payment request form completed within three weeks of return.
- b. Payment Request Report. Upon return from travel to a specific event or function, the city official, employee or volunteer must complete a payment request form within three (3) weeks to receive reimbursement.
- c. Documentation. Every reasonable effort must be made to obtain receipts for all reimbursable expenses. Documentation shall be in the form of canceled checks, receipts, or other written confirmation. ~~The city administrator may deny reimbursement claims if it is determined that proper documentation has not been provided.~~
- d. Personal Vehicle Use. Expenses incurred for use of personal vehicle for city business.
 - (1) Reimbursement requests for routine recurring expenses such as mileage to and from inspections, meetings and appointments using a private vehicle must be submitted to the supervisor on the city's payment request form by the end of the calendar year.

- (2) Employees who use a personal vehicle for city business must submit proof of insurance on automobile liability on an annual basis and update whenever the insurance policy is changed or amended.
 - (3) Payment for mileage shall be based on a per mile basis at a rate established by the city council unless otherwise agreed to by the city council.
 - (4) In the event of ride-sharing, the appropriate percentage will be allowed. Mileage will be reimbursed at the current rate approved by the city council.
- e. Frequent Flyer Points. Employees flying at the expense of the city may not claim frequent flyer airline points to their personal mileage accounts.
- f. Travel Arrangements. Whenever possible, employees should utilize the services of the city or "event" designated travel agent or agency to ensure the most economical transportation and lodging arrangements.
- g. Per Diem. Expense Allotment.
1. ~~Per diem~~ Expenses shall be authorized only for travel to a destination in excess of 50 miles or requiring overnight travel.
 2. ~~Actual costs~~ Expenses up to a maximum of \$35.00 for each day or fraction thereof, will be allowed for meals, and miscellaneous expenses such as phone calls, meal and hotel gratuities. ~~Receipts are not required; however,~~ Only actual expenses are to be reimbursed and must be itemized on the payment request form.

When meals are included in registration fees, or not otherwise allowed, the ~~per diem~~ daily expense allowance shall be reduced as follows:

Breakfast	\$4.00
Lunch	6.00
Dinner	10.00

Employees travelling to a city on the attached list of high cost cities may request reimbursement for daily expenses of up to \$50 for each day or fraction.

When meals are included in registration fees, or otherwise not allowed, the per diem daily expense allowance shall be reduced as follows:

Breakfast	\$6.00
Lunch	9.00
Dinner	15.00

- h. Lodging. Accommodations shall be selected based on reasonable costs, available space, and convenience to the location of the event. City officials, employees and volunteers may claim only the actual and necessary cost of a single occupancy or one-half the cost of a double occupancy, whichever is used. Sharing of accommodations is encouraged, if appropriate.

Lodging expenses will be reimbursed for events as follows:

- (1) For the night prior to the event if it starts in the morning and there is no flight in at a reasonable time and/or if it is an unreasonable distance to drive.
- (2) For the night on the last day of an event if there is no flight out at a reasonable time and/or if it is an unreasonable distance to drive.

- i. Meals. Reimbursement for meals shall be at a reasonable cost. If the city official, employee or volunteer attends a meeting as a representative of the city and a meal is part of the meeting or event, the cost of the meal will be reimbursed to the employee, volunteer or official. In the event that meals are included with the registration or tuition fee, other charges for meals shall not be allowed.

Allowable meal costs include:

- (1) Breakfast if departure from Falcon Heights is prior to 8:00 A.M.
- (2) Dinner if arrival in ~~Falcon Heights~~ at ~~destination~~ is after ~~7:00 P.M.~~ ~~6:00 P.M.~~
- (3) Three (3) meals per full day at an event over 50 miles from Falcon Heights or requiring overnight travel.

j. Miscellaneous Costs.

- (1) Alcohol. No reimbursement shall be allowed for alcoholic beverages.
- (2) Telephone use. Telephone calls of a business nature shall be allowed. A list of calls made, to whom, and reason must be submitted.
- (3) Other Expenses. Tips, registration, and supplies shall be reimbursed if required for the event. Cost of taxi fares, secretarial services, copying and similar items necessary to performing city business shall be allowed.

Any violation or abuse of the provisions of this policy shall subject an employee to disciplinary action up to and including dismissal.

LIST OF HIGH COST AREAS

* * * * *

The City's travel regulations effective Feb. 14, 1990, requires the City Administrator annually to develop a list of high cost cities for which department heads may authorize per diem expenses of up to \$50.00 per day. If no city is shown for a state, all cities within that state will qualify for increased per diem expense allotment. All other areas will be considered at the \$35.00 per diem rate. Reimbursement for per diem is for authorized actual expenses up to the maximum amount allowed.

Arizona - Phoenix/Scottsdale
California
Colorado
District of Columbia
Florida - Ft. Lauderdale, Orlando, Tampa,
St. Petersburg, Miami
Georgia - Atlanta
Illinois - Chicago
Indiana - Indianapolis
Kansas - Kansas City, Wichita
Louisiana - New Orleans
Maryland - Baltimore
Massachusetts - Boston
Michigan - Detroit
Missouri - Kansas City, St. Louis
Nevada - Las Vegas
New Jersey - Atlantic City, Newark
New York
Ohio
Oregon
Pennsylvania - Philadelphia
Rhode Island
Texas - Austin, Dallas, Galveston, Houston and
San Antonio
Utah - Salt Lake City
Virginia
Washington - Seattle
Wisconsin - Madison, Milwaukee

* * * * *

POLICY
Date: 6/26/96
Item: 1

ITEM: Information on financing the Larpenteur Avenue Improvement Project

SUBMITTED BY: Mary Molzahn
James Casserly

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

The reconstruction and public improvements along Larpenteur Avenue and in the city's business district are scheduled for spring, 1997 and 1999. Given this, it is appropriate to review the status of the revenue that is planned for funding these improvements. Consultants Mary Molzahn and Jim Casserly projected a tentative general obligation bond issue of \$1,500,000 to finance the proposed improvements. The bonds would likely be issued in November, 1996. This bond issue is hypothetical at this time.

Jim Casserly and Mary Molzahn will explain the projected revenues and expenditures associated with financing this project.

ATTACHMENT:

1 Memo from Mary Molzahn and Jim Casserly dated 3 June 1996

ACTION REQUESTED:

Receive presentation from the consultants and ask questions.

Casserly Molzahn & Associates, Inc.

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

M E M O R A N D U M

TO: City of Falcon Heights
Attention: Susan Hoyt

FROM: Mary E. Molzahn
James R. Casserly

RE: Proposed Bond Issue

DATE: June 3, 1996

Enclosed please find a proposed debt service schedule with a sources and uses of funds statement and a revised analysis for the City's Integrated Development Program. The proposed bond issue assumes the following:

1. 10/01/96 date of issue
2. principal amount of \$1.580 million
2. term of 9 years/10 months
3. tax exempt rate of 6.5%
- 4 interest only from 10/01/96 - 2/01/99
5. first principal payment on 8/01/99
6. final principal payment on 8/01/11
7. discount, issuance costs, etc. are 5.0% of bond proceeds
8. project costs of \$1.5 million
9. contingency of \$1,000

The debt service for the proposed bond issue is included under the Other Expenses category from 1997 through 2011 and reflects both principal and interest payments, respectively \$1,580,000 and \$1,043,683, for total payments of \$2,629,858. The \$1,500,000 in bond proceeds, along with a cash outlay of \$310,000 in 1997 (see Project Expenses in the Integrated Development Program cash flow) total the \$1,810,000 in estimated project costs that you provided. With this mix of cash and bonds, the City is able to draw down some of its accumulated funds, yet safely extend payment of the debt service costs into the future.

With the proposed debt service schedule, the first principal payment is due in 1999 which is the year after the bonds for the Housing TIF District are paid off. The principal payments then remain constant until 2006, the year after the bonds for the

Commercial TIF District are paid off. At that point they increase for the remaining term. Although the proposed structure of the bonds reduces the Annual Balances, both the Ending Fund Balance and Available Fund Balance provide a comfortable position for the City. Keep in mind that the Ending Fund Balance represents the amount of dollars the City has actually has available and the Available Fund Balance reflects the amount of dollars the City has available to spend after reserving the next year's debt service.

We have tried to be conservative in our projections. In addition, we have debited administrative fees which total \$395,073 through 2011 and have calculated interest only on the Debt Service Reserve which is substantially smaller than the average fund balances. In short, it appears reasonable to issue bonds in the amount of \$1,580,000 and draw down your fund balances \$300,000 to pay for the Larpenteur Avenue public improvements.

If you have any questions, please give a call.

PROPOSED SOURCES & USES STATEMENT

PROPOSED DEBT SERVICE SCHEDULE

Payment Date	Principal Payment	Interest Rate	Interest Payment	Semi Annual Payment
10/01/96		6.500%	0	0
08/01/97		6.500%	85,583	85,583
02/01/98		6.500%	51,350	51,350
08/01/98		6.500%	51,350	51,350
02/01/99		6.500%	51,350	51,350
08/01/99	75,000	6.500%	51,350	126,350
02/01/2000		6.500%	48,913	48,913
08/01/2000	75,000	6.500%	48,913	123,913
02/01/2001		6.500%	46,475	46,475
08/01/2001	75,000	6.500%	46,475	121,475
02/01/2002		6.500%	44,038	44,038
08/01/2002	75,000	6.500%	44,038	119,038
02/01/2003		6.500%	41,600	41,600
08/01/2003	75,000	6.500%	41,600	116,600
02/01/2004		6.500%	39,163	39,163
08/01/2004	75,000	6.500%	39,163	114,163
02/01/2005		6.500%	36,725	36,725
08/01/2005	75,000	6.500%	36,725	111,725
02/01/2006		6.500%	34,288	34,288
08/01/2006	170,000	6.500%	34,288	204,288
02/01/2007		6.500%	28,763	28,763
08/01/2007	170,000	6.500%	28,763	198,763
02/01/2008		6.500%	23,238	23,238
08/01/2008	170,000	6.500%	23,238	193,238
02/01/2009		6.500%	17,713	17,713
08/01/2009	170,000	6.500%	17,713	187,713
02/01/2010		6.500%	12,188	12,188
08/01/2010	180,000	6.500%	12,188	192,188
02/01/2011		6.500%	6,338	6,338
08/01/2011	195,000	6.500%	6,338	201,338
	<u>1,580,000</u>		<u>1,049,858</u>	<u>2,629,858</u>

SOURCES:	
Bond Proceeds	1,580,000
Total Sources	<u>1,580,000</u>
USES:	
Discount, Issuance, Etc	5.000%
Project Costs	79,000
Contingency	1,500,000
Total Uses	<u>1,580,000</u>

CITY OF FALCON HEIGHTS, MINNESOTA

INTEGRATED DEVELOPMENT PROGRAM

	1995	1996	1997	1998	1999	2000	2001	2002	2003
BEGINNING FUND BALANCE	1,053,966	1,073,788	1,075,894	686,064	477,552	476,431	482,307	484,883	499,523
REVENUES:									
TAX INCREMENT	253,430	253,321	253,321	253,321	253,321	253,321	253,321	253,321	253,321
INTEREST EARNINGS *	44,342	15,822	20,128	10,781	10,472	10,595	10,037	9,704	9,106
OTHER REVENUES	23,648	23,648	23,648	0	0	0	0	0	0
ANNUAL REVENUES	321,420	292,791	297,096	264,102	263,793	263,916	263,358	263,025	262,427
EXPENSES:									
ADMIN FEES **	0	25,332	25,332	25,332	25,332	25,332	25,332	25,332	25,332
PROJECT EXPENSES	33,175	0	310,000	0	0	0	0	0	0
DEBT SERVICE	268,423	265,353	266,011	344,581	61,882	59,883	67,500	59,978	57,453
OTHER EXPENSES	0	0	85,583	102,700	177,700	172,825	167,950	163,075	158,200
ANNUAL EXPENSES	301,598	290,685	686,926	472,613	264,914	258,040	260,782	248,385	240,985
ANNUAL BALANCE	19,822	2,105	(389,830)	(208,511)	(1,121)	5,876	2,576	14,640	21,441
ENDING FUND BALANCE	1,073,788	1,075,894	686,064	477,552	476,431	482,307	484,883	499,523	520,965
DEBT SERVICE RESERVE	265,353	351,594	447,281	239,582	232,708	235,450	223,053	215,653	202,349
AVAILABLE FUND BALANCE	808,435	724,299	238,783	237,970	243,723	246,857	261,830	283,870	318,616

* EARNED ON DEBT SERVICE RESERVE	4.500%	4.500%	4.500%	4.500%	4.500%	4.500%	4.500%	4.500%	4.500%
** % OF TAX INCREMENT	10.000%	10.000%	10.000%	10.000%	10.000%	10.000%	10.000%	10.000%	10.000%

CITY OF FALCON HEIGHTS, MINNESOTA

INTEGRATED DEVELOPMENT PROGRAM

	2004	2005	2006	2007	2008	2009	2010	2011	TOTAL
BEGINNING FUND BALANCE	520,965	555,431	598,014	597,667	607,872	628,630	660,390	693,349	621,500
REVENUES:									
TAX INCREMENT	253,321	253,321	253,321	253,321	253,321	253,321	253,321	150,918	4,204,160
INTEREST EARNINGS *	8,826	10,736	10,239	9,741	9,244	9,197	9,345	0	208,316
OTHER REVENUES	0	0	0	0	0	0	0	0	70,944
ANNUAL REVENUES	262,147	264,057	263,559	263,062	262,565	262,518	262,666	150,918	4,483,420
EXPENSES:									
ADMIN FEES **	25,332	25,332	25,332	25,332	25,332	25,332	25,332	15,092	395,073
PROJECT EXPENSES	0	0	0	0	0	0	0	0	343,175
DEBT SERVICE	49,024	47,691	0	0	0	0	0	0	1,547,779
OTHER EXPENSES	153,325	148,450	238,575	227,525	216,475	205,425	204,375	207,675	2,629,858
ANNUAL EXPENSES	227,681	221,473	263,907	252,857	241,807	230,757	229,707	222,767	4,915,885
ANNUAL BALANCE	34,466	42,584	(348)	10,205	20,758	31,761	32,959	(71,849)	
ENDING FUND BALANCE	555,431	598,014	597,667	607,872	628,630	660,390	693,349	621,500	621,500
DEBT SERVICE RESERVE	196,141	238,575	227,525	216,475	205,425	204,375	207,675		
AVAILABLE FUND BALANCE	359,290	359,439	370,142	391,397	423,205	456,015	485,674	621,500	621,500
* EARNED ON DEBT SERVICE RESERVE	4.500%	4.500%	4.500%	4.500%	4.500%	4.500%	4.500%	4.500%	4.500%
** % OF TAX INCREMENT	10.000%	10.000%	10.000%	10.000%	10.000%	10.000%	10.000%	10.000%	10.000%

POLICY

Date: 6/26/96

Item: 2

ITEM: Request to proceed with the preparation of the final plans and specifications for the Larpenteur Avenue Streetscape project

SUBMITTED BY: Michael Schroeder, The Hoisington/Koegler Group

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Background. Ramsey County is preparing the final plans for the reconstruction of Larpenteur Avenue beginning in 1997. The city's final streetscape plans and specifications must be submitted to the county by September in order to incorporate and coordinate the work with the road reconstruction.

Property owner/community meetings. In late May and June the city hosted meetings with property owners along Larpenteur Avenue as well as a community walk. Unfortunately, the walk on June 1 was canceled due to rain, but the open house gave many people who don't live on Larpenteur the opportunity to see and comment on the roadway plans and landscape plans in individual and small groups. The overall reaction from people was very positive. In particular, the public pathways along Larpenteur were commended. There was also a lot of interest in the landscaping and the proposed improvements in the business district. Property owners at 1666 Coffman and east of Arona inquired about the possibility of putting the overhead wires underground. This will be investigated for feasibility and cost, then the appropriate payment mechanism could be discussed if there is interest in pursuing underground wiring in these residential areas. There were also a number of good suggestions about the configuration of pedestrian crossings and details related to the roadway reconstruction. Following these meetings, property owners were mailed a summary sheet of the proposed project improvements, timetable and anticipated assessment rate.

For the following sections, Michael Schroeder will be bringing updated and more complete information to the meeting.

Anticipated cost. The anticipated cost for proceeding with the next phase of the streetscape plan is \$80,000 including survey and easement preparation work done by the city's engineering firm. The estimated cost at this time for the streetscape project :

	<u>estimates only</u>
• landscaping, signs, lighting (not pathways except in business district)	\$ 980,000
• proposed business district underground lighting	200,000
• preparation of final plans and specifications	80,000
• roadway costs (including replacement of deteriorated bituminous on Cleveland south of Larpenteur)	240,000 to 450,000
	Estimated total cost \$ 1,500,000 to 1,710,000

(There will be additional costs for bidding and construction services. These will be staged with the project.)

Annual maintenance costs are estimated at \$11,780 or 5% of the landscaping stock for the first five years after they are installed. These costs would include replacement trees and trimming. The city will work with the University and Gibbs Farm about assisting with some maintenance. There will also be some maintenance costs associated with streetlights and signs.

Proposed timetable for streetscape improvements

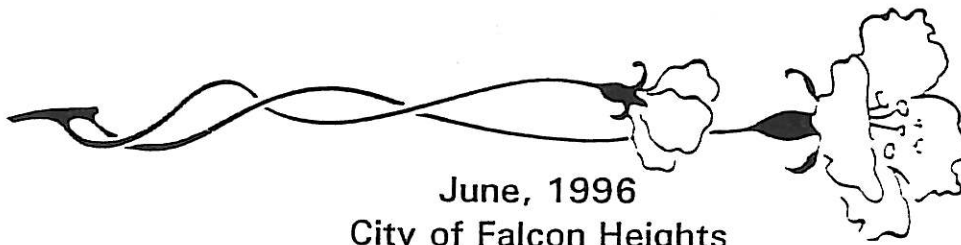
- 1997 Larpenteur between Fulham and Cleveland
City Hall and adjacent fields
Business District and city signs
- 1998 Larpenteur between Cleveland and St. Mary's
- 1999 Larpenteur east of Arona Street

ATTACHMENTS:

- 1 Summary of project
- 2 Project timeline of activities to date

ACTION REQUESTED:

Discuss the proposed plans for the streetscape with any modifications at this time. Approve proceeding with the preparation of the final plans and specifications.



Update on the Larpenteur Avenue Improvement Plans

Elements of the Larpenteur Avenue Improvements

1. Roadway design being prepared by county.
Brief synopsis of proposed design:
 - four lanes
 - protected left turn lanes
 - curb and gutter (eliminate drainage ditches west of Snelling Avenue)
 - four foot shoulders plus extra 2 feet between the shoulder and the curb for bicyclists
 - traffic signal at Gortner
 - will eliminate on-street parking on most sections of the roadway; parking will be permitted on the southside of Larpenteur between Arona and Pascal Streets

2. Public pathways
Proposed locations:
 - northside between Fulham and Coffman (no path by 10th and 11th holes on southside due to safety to pedestrians)
 - southside between Coffman and Larpenteur
 - northside from Cleveland to Hamline (some is existing)
 - southside from Cleveland to Hamline (some is existing)
 - existing pathways will be replaced with new concrete outside the business district
 - plans will be reviewed for the impact of the proposed pathways' location on existing vegetation to minimize any negative impacts

Pathway maintenance:
The city maintains these designated public pathways. The amount of snow likely to be pushed onto the pathways along Larpenteur during snowplowing will require the city to develop a maintenance plan during the heavy snowfall months. Up to now, property owners with sidewalks along Larpenteur have maintained them.

3. Underpass at Coffman by the Les Bolstad Golf Course
Proposed underpass by the golf course is part of the plans. The university and golf course will work with the county on the design and to help determine how to control access and provide security.

4. Streetscape design (landscaping, community identification signs, business district improvements)
Proposed design includes:
 - Identification signs/symbols of community and key points of interest:
 - Fulham and Larpenteur
 - City hall
 - State Fair
 - Business district
 - Hamline and Larpenteur
 - Roselawn and Snelling (being sensitive to the neighboring residences)
 - Hoyt and Snelling

- Landscaping materials
 - Trees along Golf Course area/1666 (U land)
 - Hedgerows along the agricultural research fields are varied lines of plantings using evergreens and lilacs, shrub roses and taller, overstory trees are proposed to be located:
 - between 1666 and the U greenhouse area
 - on the west and north side of Gibbs with some openings (mostly U land)
 - on the eastside of Cleveland field toward community park (U land)
 - toward the northside of the Fairview fields
 - trees along city hall
 - mixed tree types along the northside of Larpenteur by homes; and southside of Larpenteur by businesses and apartments
 - plantings on burm by state fair
 - business district trees and shrubs along Snelling and Larpenteur
 - trees along the boulevard east of Snelling to Hamline
- Streetlighting and underground wires in the business district
- Public pathways by the northwest and southeast corners of the business district
- Pedestrian crossings in the business district
- Colored median strips in some locations

Related Information about the Project

1. Anticipated construction timetable in Falcon Heights.
 - 1997 Fulham Street to Cleveland Avenue
City Hall landscaping and adjacent agricultural research fields to the north
Business District improvements
 - 1998 Cleveland to St. Mary's Street includes State Fair entrance
 - 1998 (possibly 1999) Arona to Hamline Avenue
2. Estimated total project cost
\$1,815,000 to \$2,000,000 includes all anticipated work
3. City assessment policy
 - All abutting property owners are assessed for street projects regardless of the street's designation as a county road or a local road.
 - Public landscaping and public pathways are not assessed.
 - The assessment rate is established at \$26.50 per front foot for residentially zoned properties and \$35.78 per front foot for commercially zoned properties.
 - Corner properties are assessed for only one street project. Corner properties along Larpenteur Avenue that have or had recorded assessments against them from street (not alley) reconstruction projects in the 1980's or 1990's will not be assessed for Larpenteur Avenue. Typically, the city provides a ten year payment period for assessments.

Next Steps

1. The proposed landscaping plan, business district lighting and crosswalks and community identification signs will be reviewed by the council on June 26 before proceeding with the final plans and specifications for this portion of the project.
2. The county's proposed roadway design and public pathway plan will be reviewed and brought back to the city for a public hearing and approval in the fall of 1996. This will probably be only for the 1997 phase of the project (Fulham to Cleveland).
3. Depending upon the county's schedule, the city's proposed assessment hearings will take place in late 1996 or early 1997 for the area between Fulham and Cleveland Avenues; and in late 1997 or early 1998 for the areas between Cleveland and Hamline Avenues.

21 June 1996

**City of Falcon Heights
Timetable for Key Events on Larpenteur Avenue Project
page 1**

1996

- 6/1/96 June 1 Walk down Larpenteur and Open House
- 5/29/96 Meeting with abutting property owners in three different times, County engineer, city engineer, landscape architect
- 5/28/96 Meeting with U of M officials, Dean Mike Martin, Orlyn Miller, Richard Hemmingren, Michael Schroeder
- 5/23/96 Article and schedule of walk in Focus News
- 5/23/96 Fliers mailed to all businesses and to all single family residents regarding the walk down Larpenteur on June 1
- 5/22/96 Set assessment rate for Larpenteur Avenue and clarified city assessment policy
- 5/21/96 Fliers mailed to Larpenteur Avenue property owners regarding meeting on May 29
- 5/14/96 Presentation before the planning commission with Michael Schroeder, Dan Soler, Terry Maurer
- 5/14/96 Meeting with Maple Court Townhome representatives about specific landscaping plan
- 4/27/96 Newsletter Article on Larpenteur Avenue
- 3/20/96 Larpenteur Avenue Article in St. Paul Pioneer Press
- 3/12/96 Larpenteur Avenue Article in Roseville Review

- 3/7/96 Article on Larpenteur Avenue in FOCUS newspaper
- 3/4/96 Ramsey County Dan Soler said ISTEPA funding not approved for underpass.
- 2/28/96 City council approves \$10,000 more for community meetings and working out details
- 2/28/96 Weinberg (U of M) response to letter requesting assessment and tunnel dollars. Approved \$450,000 for assessments.
- 2/28/96 Review of preliminary design for the streetscape plan
- 2/12/96 Letter and tape sent to Councilmember Roberta Megard who represents St. Paul's St. Anthony Park
- 1/29-30/96 Meetings with property owners significantly impacted by streetscape plans

1995

- 11/30/95 Tape and plans to Roseville's planner on Larpenteur at Dahlgren, Shardlow and Uban
- 11/08/95 Council approves the Ramsey County right-of-way plan
- 9/95 City newsletter article on the proposed reconstruction of Larpenteur Avenue
- 7/95 Bugle article on the city's Larpenteur Avenue streetscape plans
- 7/26/95 Council hears results of meetings and approves going ahead with a preliminary design plan for the street

- 6/08/95 Mailing to all property owners along Larpenteur Avenue summarizing the meetings that they attended or were invited too
- 5/24/95 Meeting at 1666 with the university, engineer and landscape planner
- 5/23/95 Meetings for all property owners along Larpenteur Avenue; individual meetings with key business and institutional properties ;open meeting to apartment owners and rental on the streetscape plans (engineer and landscape planner)
- 5/2/95 Focus article on the Larpenteur Avenue plans
- 4/26/95 Council presentation of the concept plan for the streetscape along Larpenteur Avenue (replayed for six weeks and distributed to interested parties)
- 4/26/95 St. Paul Pioneer Press article in Blake Morrison's column
- 4/05/95 Council workshop update on the Larpenteur Avenue plans with the landscape architect, Michael Schroeder and city engineer. Discussed roadway design on eastside of Snelling Avenue - continued with the sidewalk on both sides - no parking by homes but parking by the apartment buildings on the southside at Larpenteur and Arona
- 3/27/95 Planning commission presentation of the concept plan for Larpenteur Avenue streetscape

1994

- 10/07/94 City and county meeting with U of M, 1666, State Fair on Larpenteur Avenue

- 8/03/94 Council approval of contract for landscape services with Hoisington/Keogler for the first phase of the Larpenteur Avenue streetscape plan
- 7/15/94 City mailed information handout to all property owners along Larpenteur Avenue following the county meetings
- 7/12/94 Ramsey County public meetings for property owners along Larpenteur Avenue (FH east of Snelling)
- 7/14/94 Ramsey County public meetings for property owners along Larpenteur west of Snelling (at FH city hall)
- 7/22/94 Council consideration of a proposal for landscape planning services for the Larpenteur Avenue corridor
- 2/09/94 Council update on the Larpenteur Avenue planning process with roadway section plan and discussion of meetings with individuals
- 1/27/94 Larpenteur Avenue task force meeting within Falcon Heights participants to discuss improvements between Fulham and Cleveland (U of M, Golf Course, 1666, County, City, Fields, Hermes)

1993

- 2/93 City staff meetings with business owners and institutional owners along Larpenteur about the proposed reconstruction (Ciatti's, Northome, Warner, Gimmestad of B & J, talked with pizza hut, Embers, Harvest States, Hewlett Packard) also state fair, u of m, 1666 and golf course, fields
- 4/14/93 Council action to support county application for ISTEAFunds for Larpenteur Avenue

1992

- 11/92 City staff meetings with u of m, 1666, golf course, fields
- 5/92 Ramsey County established the Larpenteur Avenue task force with representatives from Falcon Heights, Lauderdale, St. Paul and Roseville to plan for Larpenteur (FH participants included Hermes (business representative), Orlyn Miller (U of M), Ted Lau, Gibbs Farm, Gertrude Esteros & Harold Jensen, 1666, Ken Wenzel, State Fair, Terry Maurer, City Engineer, Susan Hoyt, City Administrator)
- Task force continued until the planning by individual cities' took off.
- 1/13/92 Council resolution declaring intent to finance the Larpenteur Avenue costs with general obligation bonds

1988

- 3/88 City amends its tax increment plan to include anticipated future costs for the reconstruction of Larpenteur Avenue - the plan could not identify specific time nor cost at this date

1987

- 1987 The county began to include the reconstruction of Larpenteur Avenue as a planned future capital project in its transportation improvement program

POLICY

Date: 6/26/96

Item: 3

ITEM: Recommendation from the EMS task force

SUBMITTED BY: Sam Jacobs, Councilmember, Chair of EMS Task Force

REVIEWED BY: Ramsey Emergency Medical Director

EXPLANATION/DESCRIPTION: (prepared by S. Hoyt)

Background. On May 22, 1996 the city council appointed an Emergency Medical Services Task Force to recommend a service delivery model that met the following criteria:

- adding medical dispatching with pre-arrival information;
- adding the capability to dispatch advanced life support (ALS) from the point of dispatch;
- guaranteeing a response time that meets current EMS standards in an urban area;
- following the city's policy as closely as possible that provides for ambulance users to cover the costs of providing the service through a fee for service;
- as a starting point investigating how EMS might be shared and contracted with St. Paul

Recommendation. The task force makes the following recommendations:

- To contract for ALS service and medical dispatching with the City of St. Paul - St. Paul Fire;
- To arrange for Ramsey County Dispatch to "push a button" to send caller to St. Paul Fire medical dispatcher for medical dispatching
 - St. Paul Fire dispatching has trained EMT medical dispatchers with one dispatcher sending the appropriate ambulance and the other dispatcher providing the 9-1-1 caller with uninterrupted medical information to help the victim.
- To provide a transition model of dual ALS/BLS response to all emergency medical calls for a period of three months;
 - The medical director views this level of response as useful for a transition period.
 - EMS protocol puts the most senior medical person with the ALS service on the scene in charge; If ALS is not on the scene, the most senior medical officer with BLS is in charge.
- To review the arrangement after the first three months with the task force
- After a three month transition period, the service model provides for an ALS or a BLS response as deemed appropriate by the medical dispatcher at St. Paul Fire.

Cost. The following costs are associated with this proposal:

- At this time St. Paul proposes providing this service at no charge to the city as long as it is guaranteed that all revenue associated with ALS transports within the city;
- The dispatching arrangements will require the purchase of four mounted radios and two portable radio sets for communication with St. Paul Fire and the medical vehicles at an estimated cost of \$6,000. These can be purchased at the state discount rate through St. Paul Fire.

Additional considerations.

- Currently, the EMS task force membership does not include a representative of the city's first responder, the police. Adding a police representative to the task force for review purposes might be useful.
- Given the dual ALS/BLS response to all calls during the first three months, it would be appropriate to eliminate the charge that is currently billed for "treatment no transport" because many ALS transports (with the dual BLS response) might fall into this category. This charge is typically \$180 per call and is frequently not paid. Many ambulance services do not charge for no transport.
- To date, the council's policy is to keep the city's BLS service as a fee for service with the costs covered by the fee. Therefore, it would be prudent to review the financial status of the rescue fund six months after the start of the ALS service to determine what, if any, financial adjustments are required to maintain this policy.

Anticipated start date. The service *may* be up and running on or before July 31, 1996. This is contingent on contractual arrangements between St. Paul and Falcon Heights.

ATTACHMENTS:

- 1 List of task force participants
- 2 Diagrams of proposed service delivery models
- 3 Letter from Kent Griffith, Ramsey EMS

ACTION REQUESTED:

- Receive the task force report from Chair Sam Jacobs.
- Discuss the recommendations.
- Approve the proposed service delivery models with modifications, if necessary including a three month review period by the task force and, if desired, adding a representative from the police department, the city's first responder.
- Direct the city administrator to proceed with administrative actions related to implementing this decision including a letter of request to the City of St. Paul and submitting an ALS license application to the State of Minnesota and the city attorney to work on the contract.

June, 1996
EMS TASK FORCE
MEMBERS

Sam Jacobs, Chair, Councilmember

Laura Kuettel, Councilmember

Nick Baumann, Fire Chief

John Holmgren Jr. (2nd Captain, EMS); Greg Peterson, First Asst. Chief (alternate)

Pat McCauley; Kent Griffith (Ramsey EMS) (alternate)

Tim Cruikshank, City of Lauderdale

Susan Hoyt, City Administrator acting as staff

**FALCON
HEIGHTS
CALLER**

9 - 1 - 1 →

**RAMSEY CO.
DISPATCH**

- * dispatch police
- * dispatch fire dept.
- * transfer all medical calls

(remain on line for joint police/FH responses)

**All EMS calls
fast transfer to
St. Paul Fire**

**request
for BLS
response**

**ST. PAUL FIRE
DISPATCH**

- * dispatch St. Paul AIs
- * give caller pre-arrival instructions
- * give all fire and EMS responders updates on situations and patient condition.



HealthPartners

Ramsey Emergency Medical Services

640 Jackson Street
St. Paul, MN 55101-2595
612.221.3991 Office

June 19, 1996

Susan Hoyt City Administrator
City of Falcon Heights
2077 W. Larpentour Av.
Falcon Heights, MN. 55113-5594

Dear Susan

Thank you for again including Ramsey EMS in your task force meeting last evening.

Ramsey medical directors are very much in support of your proposed service delivery model. We feel you made a wise decision to include dispatch as the beginning point of care with medical priority system and pre - arrival instructions. We also believe that during the transition phase, it makes sense to continue the response pattern as it currently exists, thus giving the new system time to work out problems. During the three month transition it is important that all responses be evaluated and any changes be made so that at the end of this period clear cut policies should exist on who is responding to what type of call.

We look forward to working with you and applaud the effort of the fire department to help define and deliver high quality emergency care to its citizens in Falcon Heights.

Sincerely,

Kent Griffith R.N. EMT-P

Medical Direction Coordinator

POLICY
Date: 6/26/96
Item: 4

ITEM: Request to approval draft Livable Communities Housing Plan

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Under the Metropolitan Livable Communities Act participating cities are required to submit a housing plan that demonstrates how the city's housing goals will be met in the future. Since Falcon Heights already meets the required affordability benchmarks, it is less critical that the city develop such a plan. Nevertheless, the city must submit a plan to comply with this law.

The draft housing plan includes a list of several housing programs that may be or may become available to the rental and single family property owners. Since the city is fully developed, these programs are primarily rental and homeowner rehabilitation programs. Staff is not currently familiar with the details nor the eligibility requirements for each of these programs. However, the MHFA deferred loan program and the Ramsey County Block Grant program are currently available to city residents for housing rehabilitation.

The draft plan must be submitted to the Metropolitan Council for its review and approval.

ATTACHMENTS:

1 DRAFT Housing Plan for Metropolitan Livable Communities

ACTION REQUESTED:

Approve the draft housing plan for submission to the Metropolitan Council for review.

17 June 1996

**City of Falcon Heights
Draft Action Plan
for the Metropolitan Livable Communities**

I. Background

- A. Affordability Measures The City of Falcon Heights is a fully developed community with little or not opportunities for development. The current data demonstrates that 85% of the city's rental housing stock is affordable and 60% of its owner occupied housing stock is affordable. The city's land use development patterns are also denser than the goals for the area.

- B. Development potential Due to the fully developed nature of the city and the affordability of the community, the city does not anticipate increasing these percentages over the coming years. Therefore, the housing programs that apply most directly to Falcon Heights include housing rehabilitation programs for both renter and homeowner units.

- C. Program participation Finally, the current housing stock in Falcon Heights is generally in good condition. Due to the city's size and the condition of its housing stock, the city has not developed housing programs to administer on its own, but participates in the Ramsey County Community Development Program housing rehabilitation program and in some Minnesota Housing Finance Agency programs.

II. Potential housing programs to maintain affordability

There are a number of housing programs that might serve the city's goals of maintaining its existing housing stock. The following programs appear to offer some opportunities, if the city or its property owners are eligible to participate in them.

A. Rental assistance

- 1. *Section 8 rental voucher and certificate programs.* In 1990 there were ten households receiving Section 8 rental assistance in Falcon Heights. This program is available to provide low income households with rental assistance.

B. Housing ownership assistance programs

1. *The Minnesota Housing Finance Agency (MHFA) Minnesota Home Mortgage Program* provides below market interest rate first mortgage loans for low and moderate income first-time homebuyers through local lenders.
2. *The MHFA Homeownership Assistance Fund* provides monthly payment assistance and downpayment assistance to more modest income borrowers who purchase their first homes through an MHFA mortgage revenue bond program.
3. *The MHFA Purchase Plus Program* enables borrowers to either purchase or rehabilitate or refinance existing housing with a single mortgage. The applicant does not have to be a first time homebuyer.
4. *Habitat for Humanity* works with low income potential homeowners to rehabilitate or build new structures for families to own.

C. Housing maintenance programs

1. *A housing code or housing certificate program* can guarantee a certain level of housing maintenance as a community's housing stock ages. Over the past few years the city has investigated a housing code program that would be enforceable when needed and at the point of sale (a truth-in-housing) program. Currently, the city does annual fire inspections of all multi-family housing. Expanding these annual fire inspections to include a total housing inspection program has also been discussed and will continue to be as a way to maintain the city's housing stock.

D. Housing rehabilitation programs for rental and owner occupied housing These programs might be useful in maintaining the city's existing rental and owner occupied housing stock.

1. *The federal Community Development Block Grant (CDBG) through Ramsey County* offers homeowners housing rehabilitation funds throughout suburban Ramsey County. This program is primarily directed at homeowners, but might be used for a rental rehabilitation project too.

2. *The federal Home Investment Partnership Program (HOME)* may be used for rehabilitating as well as constructing affordable rental housing.
3. *The MHFA Low Income Housing Tax Credit Program* provides federal income tax credits for the substantial rehabilitation of rental housing.
4. *The MHFA Low and Moderate Income Rental Program* makes mortgage and rehabilitation funds available for the acquisition and rehabilitation of rental apartment buildings housing low and moderate income families.
5. *The MHFA Mod Rehab* low interest loans are made to owners of rental units who, then, must rent the assisted units to persons that are eligible and on the waiting list for Section 8 rental vouchers.
6. *The MHFA Community Rehabilitation Fund* provides grants to cities for homeowner or multi-family rental rehabilitation, demolition or new construction.
7. *The MHFA Deferred Loan Program* provides assistance to low income homeowners for improvements directly related to safety, habitability, energy efficiency and accessibility.
8. *The MHFA Revolving Loan Program* provides rehabilitation financing to low and moderate income homeowners who are unable to qualify for other assistance.
9. *The MHFA Great Minnesota Fix Up Fund* provides property improvement loans to homeowners to increase livability and energy efficiency.

III. Administration

At this time, the city is interested in identifying and promoting areas where housing rehabilitation is needed. However, the city will continue to work with county, regional and state housing agencies to administer housing programs whenever possible.

POLICY
Date: 6/26/96
Item: 5

ITEM: Request to paint warning signs adjacent to the stormsewer drains in two city neighborhoods

SUBMITTED BY: Michael Perniel, District 10 Environmental Committee

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Mr. Michael Perniel is requesting permission to have signs painted by the city's stormsewer drains that drain into Lake Como. These are roughly in the northeast quadrant and Northome neighborhoods in the city (see attached map). The signs would read "*Please don't pollute, this runs into Lake Como*". This is a project being done in St. Paul, Roseville and Falcon Heights in conjunction with The Friends of the Mississippi.

Staff had the opportunity to talk with Mike about this proposal. Mike said that the signs are currently painted in white and last for two years. The staff explained the city's general approach to signs which is basically that signs become ineffective because they are part of the environment and are quickly ignored such as "watch out for children" signs and that the city strives to minimize signs because they disrupt the already busy urban residential landscape.

Mike was very understanding of these concerns and was aware that making these signs temporary was a good idea because they lose their effectiveness. The signs will be painted by Roseville High School students. They are doing so in Roseville on June 22. The staff also told Mike that this information on dumping into the stormsewers would be included in the city's July newsletter to get the message out.

ATTACHMENT:

- 1 Letter from Mike Perniel dated May 19, 1996
- 2 Letter from City Administrator to Mr. Perniel dated May 22, 1996
- 3 Map of stormsewers in designated area

ACTION REQUESTED:

Decide on the stormsewer painting request.

May 19, 1996

Ms. Susan Hoyt
City Administrator
City of Falcon Heights
2077 West Larpentour
Falcon Heights, Minnesota 55113

MAY 21 1996

Dear Susan Hoyt,

We the citizens of District 10 Environment Committee of St. Paul, would like to request permission to paint stencils on the Stormsewer drains in a small portion of Falcon Heights that read, "Please Don't Pollute, This Drains to Lake Como". There are three small fish below the lettering. The City of St. Paul has provided us with the stencils, paint, orange cones and vests, maps etc..

This project is in cooperation with, The Friends of the Mississippi. It is also a wonderful opportunity to educate the public that stormsewers now drain to local area lakes and rivers. We will be merging our efforts with local Roseville environmental citizen groups to do the actual painting. The enclosed map of 5A would be the effected area.

We look forward to receiving your permission, and making our neighborhoods and environment a better place to live, work and grow up.

Sincerely,



Michael Perniel
487-3565 (h)

Enclosure



CITY OF
FALCON HEIGHTS

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

22 May 1996

Mr. Michael Perniel
District 10 Environmental Committee
1571 Chelsea
St. Paul, Minnesota 55108

Dear Mr. Perniel:

Thank you for the letter requesting permission for the citizens of the District 10 Environment Committee of St. Paul to paint stencils on the stormsewer drains in the southeastern neighborhood in our city.

As we discussed, curbing pollution from Lake Como is a very worthy cause. And your organizations' efforts are appreciated. After reviewing the city's policies on signs in the right-of-way, I've determined that your request needs to be approved by the city council just like any other sign to be posted in the right of way in Falcon Heights. Due to the annual League of Minnesota Cities conference in mid-June, which conflicts with a regularly scheduled council meeting, the next city council meeting is scheduled for June.26.

Your request also gave me the thought that we should put something in our summer newsletter about avoiding polluting stormwater. Therefore, I plan to include a newsletter article about this topic in the city's July newsletter which reaches all residents and business persons in Falcon Heights. Using our local newsletter, we'll not only be able to educate people about the negative impacts of polluting stormwater by dumping in stormsewers, but we'll also be able to explain that some areas of the city drain into Lake Como whereas other areas drain into other waterways. (Falcon Heights is in four watersheds.)



Mr. Perniel
page 2

Thanks again for alerting us to this information and for taking the time to send your request with the attached map to me.

Sincerely,



Susan Hoyt

City Administrator

ALL SQUARES ARE STORM SEWER CATCH BASINS
WHERE STENCILLING WOULD BE DONE.



POLICY
Date: 6/26/96
Item: 6

ITEM: Request for a contribution to Northwest Youth and Family Services

SUBMITTED BY: Paul Ciernia, Chair, Board of Directors, NYFS

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

The Northwest Youth and Family Services is requesting an additional voluntary contribution to a \$100,000 computer project that it is undertaking as well as an additional \$100,000 for services. This request is being made to many organizations and individuals that have supported NYFS in the past.

The city contributed \$ 6,305 to NYFS in 1996. There is approximately \$1,100 remaining in the city's contribution fund allocated in the 1996 budget.

ATTACHMENTS:

1 Letter from NYFS dated June, 1996

ACTION REQUESTED:

Decide on the request for an additional donation to NYFS.



Northwest Youth & Family Services

3490 Lexington Avenue North • Shoreview, MN 55126 • (612) 486-3808 • FAX (612) 486-3858

June, 1996

Dear Friend:

THANK YOU for your support during our recently completed capital campaign. Your general operating gifts and capital campaign pledges have made it possible for us to now provide more services to the community in our new spacious facility. As a matter of fact, the demand for our services has grown faster than we had anticipated.

In January and February of 1996, mental health counseling cases increased 56% over the same period in 1995. NYFS' Diversion program has seen an 18% increase in clients during the same period. Other programs are also showing modest and steady increases. NYFS' new Youth Activity Center is becoming more well known and attracts an average of 30 youth on a weekend night. The after-school hours are becoming more popular as students begin to take advantage of the opportunities the Center has to offer. The concession businesses operated by the Youth Business Ventures Program is expanding to include a summer job training component.

But there are two big problems and we need your help. Government funding currently accounts for over 39% of NYFS' budget. As you are aware, those dollars are likely to be reduced. Unfortunately, the need for our services will not. In addition, our obsolete computer system is unable to keep pace with the increased demands. To put it simply, our financial resources are being strained at a time when our client load is increasing and our staff does not have adequate computer and technological support to meet the increased demand. We must either hire more support staff, or upgrade our technology. As an organization that has managed to run with only 12% administrative overhead for twenty years, we know that the cost-effective solution rests with the computer system.

Currently, many of our staff have limited or no access to a computer. This means that it is difficult, if not impossible for them to access current client information and record important data and notes in a timely manner.

The computers that are available are almost entirely 286 and 386 machines without hard-drives. Parts are no longer available for many of them, and the others would have to be sent to Texas if they should require repair. None of the workstations has the capability of running Windows or using telecommunications.

We have evaluated our needs internally, and reviewed those needs with external consultants. In order to adequately support the services offered by NYFS to this community we need to:

- 1) provide workstations for all staff,
- 2) develop a comprehensive database which will allow staff to quickly retrieve and store client information,
- 3) connect electronically with government agencies, and
- 4) to upgrade our financial accounting and administrative systems.

In addition to the needs listed above, we must also upgrade the system to incorporate use by handicapped and non-sighted clients. By doing so will enable all persons to access our services.

NYFS estimates that it will cost about \$100,000 for the entire computer project. In addition, we need to fund raise over \$100,000 this year to support the continuation and expansion of our programs and services.

As a whole, the goal is very large. But there many pieces to reach it - and you can make it a reality. Your contribution will help:


- purchase a new workstation which will allow staff to spend more time delivering services and less time performing administrative tasks. Cost: \$2,000
- cover the costs not covered by fees for 6 families to participate in a support group for parents and children struggling with disruptive behaviors. Cost: \$540
- purchase a new computer network file-server with software and backup providing a complete and secure system of storing and retrieving data necessary for providing the best client services. Cost \$10,000.
- allow one at-risk youth to obtain supervised job training and skill development through the Youth Business Ventures program. Cost \$500.
- pay for one year of telecommunications service enabling NYFS staff to communicate with similar agencies to learn of new ways to implement effective programs, report results to our funders, and refer clients to needed services. Cost: \$250


We plan to begin implementing the computer project as soon as possible and complete it by the end of 1997.

It is because of your generosity that we have been able to provide programs and services to area youth and families for twenty years, and that we now have a permanent home. We are coming to you again in order to continue the growth with the same cost-efficiency that has enabled us to keep administrative costs at a minimum. There is no contribution too small. Please take this opportunity to invest in the future of our youth and families by completing the enclosed pledge form and returning it today.

If you have any questions about this project, would like more information, or would like a tour of the facility, please do not hesitate to call.

Sincerely,


Paul Ciernia, Chair
Board of Directors


Jeanne Thompson
Development Director

Northwest Community Services

Diversion/Restitution:

Diversion counseling is available when a youth is involved in illegal behavior. Counseling consists of short-term, problem solving meetings with youth and family members as an alternative to being petitioned to court. Parents and youth referred to the program meet with the Diversion Coordinator. The Coordinator in cooperation with the arresting officer decides appropriate consequences. These consequences may include completion of community service restitution, financial restitution, educational seminars or a combination of services.

Community service restitution provides young people an opportunity to complete hours of unpaid work in the community.

Youthful offenders arrested for shoplifting, negligent fire setting, and experimenting with tobacco and alcohol or other chemicals, participate with their parents in an educational seminar designed to dispel misconceptions and discuss family issues and concerns surrounding the offense.

Family Support Project:

In 1994, NYFS became a Case Management Agency for the Ramsey County Human Services Family Support Project. This research project, funded by the McKnight Foundation, has a goal of servicing families at risk of becoming involved with child protection. Families meeting the Project's criteria are referred to case management agencies and receive services to reduce the likelihood of child protection involvement.

Youth Employment Program:

The Youth Employment Program is offered for youth between the ages of 12-22 who are looking for temporary and part time jobs. Pre-employment training, job readiness assessments and current lists of part time and temporary jobs with area businesses are available.

Senior Citizen Chore Service (Handyworks):

This special program assists senior citizens in need of home-chore help to remain in independent living situations by referring workers to them.

Youth Business Ventures:

The Youth Business Ventures program offers youth who have no work experience or have failed in the work force a chance to gain positive work skills through our three youth run businesses. They receive hands-on training in marketing, customer service, retail display and merchandising, inventory control, bookkeeping, computer and cash register use.

Community Clothing Connection; sells used clothing at a reasonable cost. It is housed at Fairview Community Center in Roseville. This youth run business is co-sponsored by NYFS, Capital Community Services and Roseville Community Education. Donations of clean and mended used or new clothing and shoes are needed. Roseville youth interested in working at the CCC can call NYFS Youth Business Ventures Program for details. Call for store hours and clothing drop off instructions.

•**The New Brighton Family Center Teen Canteen;** is housed at the New Brighton Family Service Center. Youth participate in all facets of a concession business and receive a stipend upon completion of the program.

•**The NYFS Youth Activity Center Teen Canteen;** is our home-based, youth operated business housed at NYFS. Youth participate in all facets of a concession business and receive a stipend upon completion of the program.

Youth Activity Center:

The NYFS Youth Activity Center provides a safe, drug & smoke free drop-in center targeting youth ages 10-15. Youth can listen to music, watch big screen T.V., play pool, foosball, video

games and more. There is a snack canteen and a computer lab.

Northwest Counseling Center

Mental Health Services:

Therapy for people of all ages is provided through the Northwest Counseling Center. Short-term, goal-oriented and problem solving assistance is available as well as long-term, in-depth therapy. Services include individual, family, and group counseling; psychological testing, psychiatric assessment and medication management. The Center is staffed by a multi-disciplinary team of professionals and is certified by the State of Minnesota, Department of Human Services as a Rule 29 comprehensive mental health clinic.

In-Home Treatment Services:

This program helps children and their families solve their problems together through a mix of home-based therapeutic intervention and educational services tailored to their needs. Clients needing more intensive services than traditional outpatient counseling are appropriate for this program. The goal of the project is to prevent out-of-home placement of children.

Speakers Bureau:

Staff are available to speak on a variety of youth and family issues such as loss and grief, self-esteem, stress management, peer pressure, parenting, communication within families, and adolescent health issues. A complete list of topics is available upon request.

Teen Pregnancy Prevention Services

Teen Health Center:

The Teen Health Center (THC) provides services for male and female youth ages 23 and younger. Services offered include reproductive health care, patient education, STD testing and treatment, pregnancy testing, case management and referrals. Services are confidential and a

ITEM: Consideration of Ordinance 96-04, establishing a moratorium on radio, TV, and communications towers/antennas

SUBMITTED BY: Carla Asleson, Administrative Assistant/Planner

EXPLANATION/DESCRIPTION:

Cities throughout the area have recently been approached regarding requirements for the placement of antennas and towers for telecommunications devices, such as cellular phones and pagers. This recent flurry of calls is a result of several companies attempting to enter the telecommunications market following the auction of frequency space by the federal government.

Falcon Heights' zoning requirements regarding antenna and tower placement have not been reviewed in a number of years. They presently require a conditional use permit for any antenna or structure that exceeds ten feet above the roof line (this is true for all zoning districts.) No specific conditions regarding these devices are included in the code.

Given that this technology is new and may be governed, in part, by the new federal Telecommunications Act, staff would like time to explore the city's options with respect to zoning requirements for this technology. It would be useful for the research and possible code revisions to be in place at the time of an actual application. Therefore, staff is recommending that a moratorium on the placement of new antennas and towers be imposed through September 30, 1996. This moratorium would apply only to antennas and towers that would ordinarily require a conditional use permit. Persons wishing to place an antenna that is less than 10 feet in height would not be affected by the moratorium.

The Planning Commission discussed this item at their June 17, 1996 meeting and have recommended that the city council impose the moratorium as noted above. A concern was voiced that the three month moratorium may not be sufficient time to complete the necessary studies. Staff believes that this can be completed within three months; however, if there is a delay, the moratorium can be legally extended.

ATTACHMENTS:

- Chapter 9-2.01 subd.1, "Height Limitations"
- Proposed Ordinance 96-04

ACTION REQUESTED: Approve Ordinance 96-04, establishing a moratorium on radio, TV, and communications towers/antennas, to be effective through September 30, 1996 or upon the enactment of a zoning amendment concerning the matter, whichever comes first.

CITY OF FALCON HEIGHTS

ORDINANCE

Date June 26, 1996

AN ORDINANCE ESTABLISHING A MORATORIUM ON RADIO, TV AND
COMMUNICATIONS TOWERS/ANTENNAS

WHEREAS, the City of Falcon Heights has approved a zoning ordinance; and

WHEREAS, it has been determined that it is necessary for the health, safety, and welfare of the residents of the City of Falcon Heights to study and consider an amendment to this ordinance regarding radio, TV, and communication towers/antennas; and

WHEREAS, Minnesota State Statute 462.355 subd. 4 allows a city to adopt an interim ordinance when undertaking a study to revise the zoning ordinance by amendment.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Falcon Heights that effective upon adoption of this ordinance, a moratorium shall be imposed upon the approval of all radio, TV, and communications towers/antennas that require a conditional use permit as provided in Chapter 9-2.07 subd. 1.

BE IT FURTHER RESOLVED that this moratorium shall be for the purpose of allowing the City of Falcon Heights to study and consider an amendment to the zoning ordinance regarding radio, TV, and communications towers/antennas and shall expire on September 30, 1996 or upon the enactment of a zoning amendment concerning the matter, whichever comes first.

BE IT FINALLY RESOLVED that this ordinance, passed the 26th day of June, 1996, shall become effective upon publication.

Moved by: _____

GEHRZ ___ In Favor
GIBSON TALBOT
HUSTAD ___ AGAINST
JACOBS
KUETTEL

Approved by: _____

Mayor
June 26, 1996
Date

Attested by: _____

City Clerk
June 26, 1996
Date

ITEM: Consideration of Ordinance 96-03, amending Chapter 5 of the City Code related to Therapeutic Massage Enterprises

SUBMITTED BY: Carla Asleson, Administrative Assistant/Planner

EXPLANATION/DESCRIPTION:

Chapter 5 of the city code specifies certain licensing criteria for Therapeutic Massage Enterprises. During the course of processing such an application recently, it was discovered that the code requires that a public hearing be held prior to the council approving or denying the license.

This is presently the only type of license that requires a public hearing. A public hearing isn't an appropriate step in the approval of licenses such as this since the council must approve the license if all required materials have been submitted and the materials show compliance with the city's licensing requirements. Public comment, whether positive or negative, is not legally a relevant factor in the granting or denying of a city license.

All other types of city licenses, such as contractor's licenses and business licenses, are approved by the council after the applicant has submitted all required licensing information to the city.

ATTACHMENT: Proposed Ordinance 96-03

ACTION REQUESTED: Motion to approve Ordinance 96-03, amending Chapter 5 of the code to delete the public hearing requirement for the issuance of a Therapeutic Massage Enterprise license.

CITY OF FALCON HEIGHTS

ORDINANCE

Date: June 26, 1996

AN ORDINANCE AMENDING CHAPTER 5 OF THE CITY CODE RELATED TO
THERAPEUTIC MASSAGE ENTERPRISES

The City Council of the City of Falcon Heights does hereby ordain:

Section 1. Chapter 5-1.03, Subd. E of the Falcon Heights City Code is hereby amended as follows:

8. Application Verification and Consideration. The city shall verify the information supplied on the license application and shall investigate the background, including the criminal background, of the applicant to assure compliance with this section. Within ninety (90) days of receipt of a complete application and fee for a therapeutic massage enterprise license, the city administrator shall make a written recommendation to the city council as to issuance or nonissuance of the license. The city council may order and conduct such additional investigation as it deems necessary, but shall grant or deny the application within one hundred twenty (120) days of receipt by the city of the complete application and fee. ~~At an advertised public hearing, the city council shall approve or deny the therapeutic massage enterprise license.~~

Section 2. This ordinance, passed the 26th day of June, 1996, shall become effective upon publication.

Moved by: _____

Approved by: _____

GEHRZ ___ In Favor
GIBSON TALBOT
HUSTAD ___ Against
JACOBS
KUETTEL

Mayor
June 26, 1996

Date

Attested by: _____

City Clerk
June 26, 1996

Date

INFORMATION
Meeting Date: 6/26/96
Item: 1

ITEM DESCRIPTION: Minutes

SUBMITTED BY: Solid Waste Commission

EXPLANATION/SUMMARY:

Minutes of the April 11, 1996 Solid Waste Commission. For information only.

Falcon Heights Solid Waste Commission
Minutes
April 11, 1996

Call to Order: Chair Marty McCleery called the meeting to order at 7:00 p.m.

Attendance:

<u>P</u> Jeff Alexander	<u>P</u> Marty McCleery	<u>P</u> Susan Smith
<u>A</u> John Brynildson	<u>A</u> Mary Pat McGinnis	<u>P</u> Sam Jacobs
<u>P</u> Barbara Leary	<u>P</u> Frank Meah	<u>P</u> Carla Asleson
<u>P</u> Catherine Mackiewicz	<u>P</u> Barbara O'Leary	

Approval of Minutes: The minutes for the meeting of March 7, 1996, will be changed to reflect (1) that Sam Jacobs was present and (2) that the Commission at that meeting approved the minutes for the meeting of February 8. Jeff Alexander moved and Catherine Mackiewicz seconded approval of the minutes as amended.

City-Wide Garage Sale: Participating residents will not be asked to register their sales this year. In order to maintain information regarding the level of interest and participation in this annual event, the Commission will conduct a manual count of participating households. Each Commissioner who will be available on the day of the sale was assigned an area of the city in which to count the number of garage sales. Counts will be reported to Carla Asleson.

Summer Schedules: Attendance at Commission meetings in June, July and August has been low in the past. Commissioners will bring their summer schedules to the May meeting in order to decide whether to suspend meetings for the summer.

Apartment Recycling: The Commission discussed the need for additional efforts to encourage recycling among apartment residents but determined that such efforts would not be productive. Recycling by apartment residents in Falcon Heights is already high compared to that of apartment residents in other cities. There are significant barriers to increased participation, including the relative transience of apartment residents, the lack of storage space for units which do not have a central collection container, and the difficulty of providing information to new residents (especially in buildings which do not have managers). Rather than directing information to specific apartment residents, the Commission will include in the summer newsletter an invitation for apartment residents to call the City for recycling bins and/or information and a note of thanks and congratulation for the high levels of recycling in multi-unit housing.

Reports on Individual Projects: Jeff Alexander is working with the County with regard to a grant for wood chipping. Barbara Leary reported that the fifth graders at Falcon Heights Elementary are preparing to tape their recycling video for airing on the cable channel. Barbara O'Leary is looking at the issue of recycling animal waste, which includes hazardous waste issues as well as general disposal issues. Catherine Mackiewicz reported on a number of activities. A student "Green Club" will be in place by the end of the year which is expected to remain as an ongoing student activity. Catherine was also involved in discussions regarding a group trip to Washington which would be funded by a garage sale, but the project did not go forward. In

addition, the student council is sponsoring a recycling contest in which prizes will be awarded in various categories. Marty McCleery will report on recycling information he gathers on his upcoming trip to China.

"Fifth Friday" Curbside Collection: There was some discussion of resuming collection on the fifth Friday of months that have five Fridays to alleviate the buildup of recyclables at the end of those months, but it was decided that the "first and third Friday" pattern has been established and to change it would lead to renewed confusion. There was also some discussion of establishing a regular "every other Friday" collection, with the dates to be publicized on the recycling calendar and on the cable channel, but this too was rejected as a potential source of confusion. The recycling dates will, however, be added to the information on the cable channel.

EZ Recycling: Commissioners noted that when materials put out at curbside are rejected, EZ does not always give residents the reason. Education is a part of the recycling program, and the cards EZ is to leave behind were intended to provide that information. EZ drivers will be reminded to circle the appropriate information or otherwise indicate to the resident why the materials were not accepted.

Court Ruling on Designated Dumping Site: The Commission discussed the recent federal court ruling which struck down county ordinances requiring haulers to dump at the Newport facility or the Hennepin County incinerator. A Ramsey County article which is expected for the City newsletter will likely address this issue, and the county is also expected to step up efforts to educate the public on the issue. The Commission will continue to follow developments in this area.

Cable Channel: The Commission discussed expanding its use of the cable channel for education, such as by obtaining more videos and increasing staff time to input more information and increase the variety of programming. It was noted, however, that only about 25% of residents subscribe to cable. Further possibilities will be explored.

May Agenda: Discussion for the May meeting will include finalizing plans for the garage sale, comparing recycling volumes for 1995 and 1996, viewing prospective videos for the cable channel, establishing the summer schedule, further discussion of the designated dumping site issue (and in particular, the County's response to the court ruling), and individual project reports.

Adjournment: Susan Smith moved and Barbara O'Leary seconded adjournment of the meeting at 8:20 p.m.

Respectfully Submitted,



Susan K. Smith
Secretary

DHC:13265

TO: Mayor and Council
FROM: Susan

The following items are routine and budgeted items. Let me know if there's a problem with any of them.

AGENDA

June 7, 1996

- Item 1. Disbursements
 - a. General Disbursements through June 6, 1996, \$21,267.16
 - b. Payroll, 5/16/96 to 5/31/96, \$11,661.02
- Item 2. Licenses
- Item 3. Final payment on roof replacement
- Item 4. Contracting for fence replacement in the rear of city hall behind the maintenance garage
- Item 5. Promotion of city accountant to Step #3 of the city's compensation plan

CONSENT
Date: 6/6/96
Item: 1

ITEM: Disbursements

SUBMITTED BY: Joe Rigdon, City Accountant

EXPLANATION/DESCRIPTION:

- a. General Disbursements through June 6, 1996, \$21,267.16
- b. Payroll, 5/16/96 to 5/31/96, \$11,661.02

ACTION REQUESTED: Approval

9.

APPROVAL OF BILLS
PERIOD ENDING: 06/12/96

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	AT&T	MAINTENANCE 5/26-6/25/96 BUILDING		73.44
	AT&T WIRELESS SERVICES	PUBLIC WORKS PAGER 6/96 BUILDING		19.30
	ASPHALT MAINT. SUPPLY	50 GAL. TAC. STREETS		53.25
	ASLESON, CARLA	SPRING 96 TUITION REIMB. CONTINGE		882.00
	AMERICAN LINEN SUPPLY CO.	LINEN CLEANING FIRE FIG		39.14
	AMERICAN LINEN SUPPLY CO.	LINEN CLEANING FIRE FIG		38.35
		*** TOTAL FOR AMERICAN LINEN SUPPL		77.49
	AMERICAN OFFICE PRODUCTS	10 CASES COPY PAPER, MISC ADMINIST		398.31
	COLONIAL INSURANCE	BAUMANN 5/96 PREMIUM FIRE FIG		29.65
	COLONIAL INSURANCE	IVERSON 5/96 PREMIUM FIRE PRE		36.45
		*** TOTAL FOR COLONIAL INSURANCE		66.10
	DANKO EMERGENCY EQUIPMENT	AIR CYLINDER HYDRO TESTS FIRE FIG		66.00
	E-Z RECYCLING, INC.	5/96 RECYCLING SOLID WA		2,500.44
	GLENWOOD INGLEWOOD	10 GAL. WATER BUILDING		11.90
	GLENWOOD INGLEWOOD	6/96 COOLER RENTAL BUILDING		12.60
		*** TOTAL FOR GLENWOOD INGLEWOOD		24.50
	HEALTHSPAN TRANSPORTATION	2 GLUCAMETERS RESCUE S		170.00
	HERMES FLORAL COMPANY	CITY HALL FLOWER BED BUILDING		56.02
	GRAINGER, W. W., INC.	FIRE ALARM BATTERIES EMERGENC		13.67
	GRAINGER, W. W., INC.	CITY HALL EXIT LIGHTS BUILDING		33.87
		*** TOTAL FOR GRAINGER, W. W., INC		47.54
	INSTY-PRINTS PLUS	WALK DOWN LARP. FLYER LARPENTE		223.00
	INSTY PRINTS PLUS	FIRE DEPT THANK YOU'S FIRE FIG		133.66
		*** TOTAL FOR INSTY-PRINTS PLUS		356.66
	IVERSON, TERRY	5/96 MILEAGE ADMINIST		6.51
	IVERSON, TERRY	5/96 MILEAGE FIRE PRE		97.96
		*** TOTAL FOR IVERSON, TERRY		104.47
	JANKE, KATHLEEN	6/96 CLEANING FIRE FIG		80.00
	KERN, DEWENTER, VIERE LTD	FINAL AUDIT BILLING FINANCE		3,550.00
	KNOX LUMBER CO.	MISC. SUPPLIES BUILDING		13.34
32138	KRIEGLER, CAROL	EVENT REFRESHMENTS PARK PRO		62.47
	LEONARD, STREET & DEIHARD	LEGAL SVC TO 4/30/96 LEGAL		47.50
	MCI	LONG DISTANCE TO 5/10/96 BUILDING		6.83

APPROVAL OF BILLS
PERIOD ENDING: 06/12/96

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	M-75 BUILDING MAINTENANCE	5/96 CLEANING	BUILDING	154.43
	MN SENIOR FEDERATION	1996 FALCONEER DUES	LEGISLAT	40.00
	METROPOLITAN STATE UNIV.	MN STATE FIRE SCHOOL	FIRE FIG	400.00
	MIDWAY FORD ROSEVILLE	REPAIR TIRE,OIL,FILT-756	RESCUE S	191.86
	MIDTOWN CLEANERS	DRY CLEAN BLANKET	RESCUE S	19.26
	MIDWEST DELIVERY SERVICE	DELIVERY	ADMINIST	10.15
	MN CHAPTER IAAI	1996 DUES RENEWAL	FIRE PRE	10.00
	MCFOA	ADDL MCFOA MEMBERSHIP	ADMINIST	5.00
	32139 MN DEPARTMENT OF REVENUE	STATE WITHHELD 5/31/96	ADMINIST	716.87
	32142 MN RECREATION/PARK ASSOC.	MRPA LEADERSHIP WORKSHOP	PARK & R	20.00
	MN SUN PUBLICATIONS	GARAGE SALE AD	SOLID WA	18.60
	MUSKA ELECTRIC CO.	COMM PK LIGHT ADJUSTMENT	PARK MAI	89.00
	MUSKA ELECTRIC CO.	COMM PK LIGHT PART	PARK MAI	28.18
	*** TOTAL	FOR MUSKA ELECTRIC CO.		117.18
	NSP	5/96 ELECTRIC	EMERGENC	6.28
	NSP	5/96 ELECTRIC	PARK MAI	22.11
	NSP	5/96 ELECTRIC	BUILDING	650.40
	NSP	5/96 GAS	BUILDING	105.50
	NSP	5/96 ELECTRIC	SANITARY	17.67
	*** TOTAL	FOR NSP		801.96
	32140 NORTH STAR STATE BANK	FED WITHHELD 5/31/96	ADMINIST	3,858.97
	NORTH STAR TURF, INC.	BLVD MIX-GROVE	STREETS	242.82
	OFFICE MAX CREDIT PLAN	LASER LABELS	ADMINIST	64.14
	ON SITE SANITATION	5/13-5/16 SANITATION	PARK MAI	9.80
	PERA	PERA WITHHELD 5/31/96	ADMINIST	1,305.19
	PERA LIFE	PHILLIPS 6/96 PREMIUM	ADMINIST	12.00
	PERA LIFE	BAUMANN 6/96 PREMIUM	FIRE FIG	12.00
	PERA LIFE	IVERSON 6/96 PREMIUM	FIRE PRE	12.00
	*** TOTAL	FOR PERA LIFE		36.00
	32137 PHILLIPS, PATRICIA	MILEAGE	ADMINIST	4.96
		NAME BADGES	ADMINIST	4.68
	*** TOTAL	FOR PHILLIPS, PATRICIA		9.64
	PRECISION COMPUTER SYSTEM	BUDGETARY 2.62 UPDATE	FINANCE	10.73

APPROVAL OF BILLS
PERIOD ENDING: 06/12/96

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	RAMSEY CLINIC	IMMUNIZATIONS	RESCUE S	91.00
	RAMSEY COUNTY	TIF ADMIN COSTS 1995	TIF #1	444.39
	RAMSEY COUNTY	TIF ADMIN COSTS 1995	TIF #2	123.10
	*** TOTAL FOR RAMSEY COUNTY			567.49
	ST. PAUL PIONEER PRESS	GARAGE SALE AD	SOLID WA	20.00
	ST. PAUL PIONEER PRESS	FHTS ARTICLE REPRODUCTH	ADMINIST	26.63
	*** TOTAL FOR ST. PAUL PIONEER PRE			46.63
	SCHARBER & SONS	2 TIRES J.D. #525	STREETS	133.01
	STAR TRIBUNE	26 WEEK SUBSCRIPTION	ADMINIST	48.10
	SUBURBAN HARDWARE	MISC. SUPPLIES	BUILDING	9.14
	SUBURBAN HARDWARE	WIRE-PARK LIGHT	PARK MAI	0.67
	SUBURBAN HARDWARE	CLEANING SUPPLIES	FIRE FIG	14.72
	*** TOTAL FOR SUBURBAN HARDWARE			24.53
	SUPER AMERICA	FUEL 4/26-5/14/96	FIRE FIG	20.69
	SUPER AMERICA	FUEL 4/26-5/14/96	RESCUE S	31.63
	SUPER AMERICA	FUEL 4/26-5/14/96	STREETS	29.31
	SUPER AMERICA	FUEL 4/26-5/14/96	TREE PRO	25.52
	SUPER AMERICA	FUEL 4/26-5/14/96	PARK MAI	124.99
	*** TOTAL FOR SUPER AMERICA			232.14
	TAFF, SUSAN HOYT	CHAMBER MEETING	ADMINIST	15.00
	TAFF, SUSAN HOYT	OPEN HOUSE COOKIES	LEGISLAT	21.59
	*** TOTAL FOR TAFF, SUSAN HOYT			36.59
	T.A. SCHIFSKY & SONS, INC	5.1 TON ASPHALT & OIL	STREETS	141.33
	T.A. SCHIFSKY & SONS, INC	0.82 TON ASPHALT	STREETS	206.65
	*** TOTAL FOR T.A. SCHIFSKY & SONS			347.98
	TOLL GAS & WELDING SUPPLY	COMPRESSED AIR	FIRE FIG	30.00
	32135 U.S. POSTMASTER	LARPEN TEUR AVE. FLYERS	LARPENTE	169.65
	32141 U.S. POSTMASTER	POSTAGE PERMIT	SANITARY	250.00
	USWEST CELLULAR	4/96 CELLULAR PHONE	RESCUE S	17.89
	USWEST COMMUNICATIONS	5/96 PHONE	PARK & R	55.97
	ST. PAUL WATER UTILITY	5/96 WATER	BUILDING	33.49
	ST. PAUL WATER UTILITY	5/96 WATER	PARK MAI	10.66
	*** TOTAL FOR ST. PAUL WATER UTILI			44.15
	BERNARDY, CONNIE LANNERS	6/15/96 MCAD SERVICES	MCAD	1,543.85
	RIGDON, JOE	5/96 BANK MILEAGE	FINANCE	9.30
	HOFFMAN & MCNAMARA	2 TREES	TREE PRO	650.00

Handwritten initials 'f.'

PERIOD END DATE 05/31/96
SYSTEM DATE 05/31/96

FILE NOT UPDATED

PAGE 1

C H E C K R E G I S T E R

CHECK TYPE	CHECK DATE	EMPLOYEE NAME	CHECK NUMBER	CHECK AMOUNT
COM	5 31 96	6 SUSAN GEHRZ	24339	284.56
COM	5 31 96	8 SAM JACOBS	24340	277.05
COM	5 31 96	10 JAN GIBSON TALBOT	24341	200.00
COM	5 31 96	11 JOHN HUSTAD	24342	277.05
COM	5 31 96	12 LAURA A. KUETTEL	24343	277.05
COM	5 31 96	30 NICHOLAS BAUMANN	24344	122.78
COM	5 31 96	34 CLEMENT KURHAJETZ	24345	274.55
COM	5 31 96	40 KEVIN ANDERSON	24346	46.17
COM	5 31 96	42 MICHAEL D. CLARKIN	24347	27.70
COM	5 31 96	50 JOSEPH L. MARTINEZ	24348	64.64
COM	5 31 96	56 GREGORY S. PETERSON	24349	44.06
COM	5 31 96	59 GREGORY M. FULLER	24350	45.41
COM	5 31 96	61 DENNIS G. LEMAY	24351	104.67
COM	5 31 96	62 BRYON A. SCHULTZ	24352	26.17
COM	5 31 96	1002 SUSAN HOYT TAFF	24353	1451.39
COM	5 31 96	1003 TERRY IVERSON	24354	979.23
COM	5 31 96	1005 CAROL KRIEGLER	24355	762.67
COM	5 31 96	1006 JAY MORGAN	24356	928.22
COM	5 31 96	1007 PATRICIA PHILLIPS	24357	801.51
COM	5 31 96	1008 DELORIS SWENSON	24358	775.97
COM	5 31 96	1010 CARLA ASLESON	24359	944.09
COM	5 31 96	1011 LAWRENCE A. KLINGENBERG	24360	983.93
COM	5 31 96	1012 JOSEPH M. RIGDON	24361	861.51
COM	5 31 96	1026 JASON CIERNIA	24362	27.48
COM	5 31 96	1033 DAVE TRETSVEN	24363	604.51
COM	5 31 96	1083 JAMES W. SNOWDEN	24364	81.33
COM	5 31 96	1084 CHRISTINE AMMANN	24365	387.32
****TOTALS****				11661.02

RECYCLED PAPER

CONSENT
Meeting Date: 6/7/96
Item: 2

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Dee Swenson

BUSINESS

*Advantage Tennis #3390

REFUSE

Highland Sanitation #3388

MECHANICAL

White Bear Furnace #3389

GENERAL CONTRACTOR

Top Line Advertising #3391

Leroy Signs #3392

* Denote new business

CONSENT
Date: 6/7/96
Item: 3

ITEM: Final Payment on roof replacement

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

In the fall of 1995 the city contracted for replacement of the deteriorated roof on city hall. The work is completed and has been tested for leakage. Staff plans to make the final payment of \$2,811.00 to All Systems Roofing pending a final written approval from the architect overseeing the project.

CONSENT

Meeting Date: 6/7/96

ITEM DESCRIPTION: Request for authorization to contract for the construction of a fence to contain the public works outdoor storage area.

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

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION / SUMMARY:

The existing fence that contains the public works outdoor storage area is unattractive and in very poor condition. The 1996 capital program has \$15,000 budgeted for fence replacement.

Three proposals for the construction of a 6' high cedar fence have been received and reviewed by Carol Kriegler and Pete Klingenberg. Proposals were evaluated on the following criteria: quality of lumber and materials, structural qualities / construction methods, and aesthetics. Each of the proposals varied significantly in regard to these criteria.

Staff recommends accepting a proposal from Ted Becchetti Contracting at a cost of \$6,890. This proposal includes the use of rough sawn cedar 1x6 boards, 4x4 posts 8' minus spacing, 3 rows of 2 x 4 horizontal girts, and 2 rolling gates. Other proposals were received from Sterling Fence Inc. (\$5,700) and Midwest Fence (\$6,599).

ACTION REQUESTED: Authorization to contract Ted Becchetti Contracting at a cost of \$6,890. for the construction of a 6' high cedar fence to contain the public works outdoor storage area.

Ted Becchetti Contracting

22860 Olinda Tr. N.
Scandia, MN 55073
433-4572

License Number: 3400

PROPOSAL SUBMITTED TO CITY OF FALCON HEIGHTS		PHONE	DATE JUNE 2, 1990
STREET		JOB NAME	
CITY, STATE AND ZIP CODE		JOB LOCATION	
ARCHITECT	DATE OF PLANS	PER PLAN (EXISTING)	JOB PHONE

We hereby submit specifications and estimates for:

**LABOR AND MATERIAL TO INSTALL 133⁽¹³³⁾ L.F. OF CEDAR FENCE
WITH 1-22' CHAIN LINK ROLLING GATE
1-15' CHAIN LINK ROLLING GATE**

**ALL CEDAR LUMBER - # 2 ROUGH SAWN
CEDAR VERTICAL 1x6 BOARDS - # 3 * SIZE
(* SURFACED 1 SIDE AND 2 EDGES)**

CONSTRUCTION OF FENCE

**4x4 POSTS 8' MINUS SPACING 30" EMBEDMENT IN CONC.
3 - ROWS 2x4 HORIZONTAL GIRTS ON 1-SIDE OF POSTS
1x6 VERTICAL BOARDS APPLIED ON 1-SIDE OF GIRTS
WITH 1/2" SPACE BETWEEN**

**NOT INCLUDED IN THIS QUOTE ... DEMO OR EXISTING DEBRIS REMOVED
DIRT FROM POST HOLES REMOVED
STAINING OF LUMBER**

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

SIX THOUSAND FOUR HUNDRED SIXTY AND ⁰⁰/₁₀₀ — dollars (\$ **6,460.00**).

Payment to be made as follows:

PAID IN FULL UPON COMPLETION

+ \$430 FOR GATE (CK)

THANK YOU! SCREENING #6890

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. State law requires us to notify you that a mechanics lien will be filed against your property if the total amount of this project as installed and billed is not paid within ten days of completion.

Authorized Signature Ted Becchetti

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature _____

Signature _____

ESTIMATE / ORDER



525 E. Villaume Ave. / South St. Paul, Minnesota 55075
 (612) 451-2221 - Fax (612) 451-6939

Gopher State (1) Call ID #464 Ticket # _____
 Nearest Intersecting Street _____
 Hudson Page # _____ Township _____
 Hudson Grid # _____ Range _____
 County _____ Section/Quarter _____

Company City of Falcon Heights Bill To: _____ Date 4-25 1996
 Address 2077 W Harpenteur Address _____ Job No. _____
 City Falcon Hts State MN Zip 55113 City _____ State _____ Zip _____ Salesperson Ron Smith
 Contact Person Pete Klinsenberg P. O. _____
 Job Site Address _____ Work Phone 644-5050
 Fax # 644-8805
 Other Phone 648-7363

Terms: 10% Down
 50% Start Up
 Balance on Completion
 Customer Initials _____

QUANTITY	DESCRIPTION	Price
146'	6' high 1X4 Dog Fenced Chain Link Fence Solid Style	
9	Terminals	
10	Wood Holes Blacktop	
2	15' wide Driveway Swing Gates	3611 00
	OR	
169'	6' high 1X4 Dog Fenced Chain Link Fence	
12	Terminals	4163 00
20	Blacktop Wood holes	2988 00
2	15' wide Driveway Swing Gates	
	ADD #1494.00 x 2 EACH FOR SLIDE GATES IN LIEU OF SWING GATES	

EXISTING fence Removal By owner

A SERVICE CHARGE of 1 1/2% per month (18% Annually) will be applied on all past due balances.
 The purchaser shall be responsible for any and all collection and legal costs incurred by Midwest Fence in the event of this bill becoming past due.
 Midwest Fence reserves the right to lien the improved property if payment in full as agreed to in this contract is not received.

MATERIAL AND INSTALLATION	
THIS ESTIMATE VALID FOR 30 DAYS FROM ABOVE DATE	TAX
TOTAL	6594 00

Owner responsible for showing correct property and fence lines, for removal of obstructions to fence installation, obtaining permits and identifying underground cables.

Midwest Fence & Mfg. Co. shall furnish only the material and labor specified in this contract. Any changes made from the above specifications necessitating additional material or labor will be billed at Midwest Fence & Mfg. Co.'s current retail prices.

This contract subject to acceptance of Midwest Fence Credit Manager.

I accept this contract on behalf of Midwest Fence.

Customer Signature _____ Date _____
 Salesperson's Signature _____ Date _____

Sterling Fence Inc.

Established 1978

Bloomington
147 West 78th Street
Bloomington, MN 55420
(812) 888-6843 • Fax (812) 888-3315

Brooklyn Park
(812) 482-5244

Roseville
(812) 484-6520

Wayzata
(812) 478-0743

Name City of Falcon Heights - pate
 Address 2077 W. Larpenteur
 City Falcon Heights
 State MN Zip _____ Phone 644-5050
 fax 644-8675

Date 4/26 19 96
 Job No. _____
 Salesman Harry
 Installer _____
 Terms 20% Down
Balance on Completion

QUANTITY	DESCRIPTION	PRICE	UNIT
1	178' 6" - 9 ga. chain link fence, complete with top rail and posts. with PDS strips		
2	6 Terminal posts, complete with fittings.		
3	2 Corner posts, complete with fittings.		
4	Breaker posts, complete with fittings.		
5	1 15' WIDE WOOD gates, complete with fittings. Rolling - 4" posts		
6	1 15' Wide driveway gates, complete with fittings. 4" posts		
7	Hard holes. <input type="checkbox"/> yes <input checked="" type="checkbox"/> no Removal (no haul away) <input type="checkbox"/> yes <input checked="" type="checkbox"/> no Haul Away <input type="checkbox"/> yes <input checked="" type="checkbox"/> no		
8	Bottom Rail <input type="checkbox"/> yes <input checked="" type="checkbox"/> no Bottom Tension Wire <input type="checkbox"/> yes <input checked="" type="checkbox"/> no		
10	Materials and Labor	\$4683.00	
11	Option:		
12	178' Western red Cedar Alternating B/B fence 72" (1X6 DIMENSIONAL LUMBER)		
13	Gates will be galvanized framework with wood 2 - 2"x4"s (WRES)		
14	mounted on them, hung on 4" galvanized posts.		
16	Materials and Labor	\$5700.00	
CABLE CHECK: Gopher State I - 454-0002			

OWNER responsible for showing correct property and fence lines, for removal of obstructions to fence installation, obtaining permits in accordance with current building codes and identifying underground cables. (Phone, Electric, Gas, Cable T.V. and Sprinkler System.) Sterling Fence not responsible for hauling dirt from holes from the job site or for hauling away scrap material. All unusable material will be removed from site.

STERLING FENCE INC. shall furnish only the material and labor specified in this contract. Any changes made from the above specifications necessitating additional material or labor will be billed at Sterling Fence Inc.'s retail prices. Cancellations: if any expenses have occurred customer will be charged for these expenses. See placement of gates on slope and warranty on reverse side.

Salesman Signature

Customer Signature

ITEM: Promotion of City Accountant to step three of the city's compensation plan

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Joe Rigdon's 18 month employment anniversary with the city is June 6, 1996. The city's compensation plan provides for a 5% pay increase at the time of an 18 month anniversary provided that the employee meets the requirements of his position.

Joe has satisfactorily performed his responsibilities as the city accountant.

ACTION REQUESTED:

Approve promotion of Joe Rigdon to step three in the city's compensation schedule, with a salary increase to \$32,825/year, effective June 6, 1996.