

***City of Falcon Heights***  
**Agenda Approval and Budget Workshop**  
**City Hall**  
**2077 W. Larpenteur Avenue**

**July 27, 1996**  
**8:30 A.M.**  
**A G E N D A**

APPROVAL OF MINUTES: July 10, 1996

CONSENT AGENDA:

1. Disbursements
  - a. General disbursements through July 24, 1996, \$119,435.66
  - b. Payroll, 7/1/96 to 7/15/96, \$14,223.42
2. Approval of step increase for the Fire Marshal

POLICY AGENDA:

1. Approval of the draft Memorandum of Understanding with St. Paul Fire

**BUDGET WORKSHOP FOLLOWS**

CONSENT

Meeting Date: July 27, 1996

Item: 1

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Joe Rigdon, City Accountant

EXPLANATION/SUMMARY:

- a. General disbursements through July 24, 1996, \$119,435.66
- b. Payroll, 7/1/96 to 7/15/96, \$14,223.42

ACTION REQUESTED: Approval

# DRAFT

**CITY OF FALCON HEIGHTS  
REGULAR CITY COUNCIL MEETING  
MINUTES OF JULY 10, 1996**

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

**PRESENT**

Gehrz, Hustad and Kuettel. Also present was Hoyt.

**COMMUNITY FORUM**

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

**MINUTES OF JUNE 26, 1996**

Minutes were approved by unanimous consent.

**CONSENT AGENDA APPROVED**

Items 5 and 6 were added to the consent agenda by unanimous consent of the council. Motion was made by Councilmember Hustad to approve the consent agenda. Motion passed unanimously.

1. Approval of disbursements in the amount of \$21,202.04  
Approval of payroll from June 16-30, 1996, \$16,592.47
2. Approval of license
3. Resolution decertifying tax increment economic district 1-3.
4. Utility billing error (information only)
5. Resolution decertifying tax increment economic district 1-1.
6. Authorization to accept donation from the Falcon Heights/Lauderdale  
Lions Club

**POLICY AGENDA**

Item 2 was added to the policy agenda as an addendum.

**PROPOSED MEETING SCHEDULE FOR THE 1997 BUDGET**

After brief discussion, the meeting schedule for the 1997 budget was agreed upon. The schedule will be posted at city hall and the other designated posting places. It was also agreed to cancel the July 24th council meeting due to lack of agenda items and also because of a scheduled Fire Department meeting.

**REQUEST TO BE FISCAL AGENT FOR THE MAYORS COMMISSION  
AGAINST DRUGS (MCAD) AND THE TEEN COURT**

Mayor Gehrz indicated that currently the city acts as the fiscal agent for MCAD (Mayor's Commission Against Drugs). MCAD and the Teen Court project are applying for separate state grants for 1997 and if received, they will require a fiscal agent. This requires accounting for revenues and expenditures for both these programs. Councilmember Hustad moved that the city act as fiscal agent for MCAD and the Teen Court project for 1997 if state grants are received. Motion passed unanimously.

**CITY INFORMATION AND ANNOUNCEMENTS**

Councilmember Kuettel reminded everyone to attend the Ice Cream Social on July 25th at the Community Park beginning at 6 P.M.

Administrator Hoyt mentioned that National Night Out is August 6th this year. For residents who are planning block parties and want to invite the police and/or fire personnel, call either 789-5015 or 644-5050. Hoyt also thanked the Falcon Heights/Lauderdale Lions Club for their contribution towards a TV/VCR to be used at city hall for various meetings. She also thanked them for their participation at the bike safety rodeo at Curtiss Field and their donation of bike helmets to those who needed them.

**ADJOURNMENT**

The meeting was adjourned at 7:20 p.m.

---

Susan L. Gehrz, Mayor

---

Susan Hoyt  
Administrator and Acting Recording  
Secretary

APPROVAL OF BILLS  
PERIOD ENDING: 07/24/96

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	AT&T	MAINTENANCE 6/26-7/25/96	BUILDING	73.44
	AT&T	3RD QTR PHONE LEASE	FIRE FIG	18.26
	ALBRECHT	VALVE REPAIR-SPRINKLER	BUILDING	31.61
	ASLESON, CARLA	MILEAGE	ADMINIST	16.38
	ASLESON, CARLA	MILEAGE	ELECTION	4.96
	ASLESON, CARLA	MILEAGE	PLANNING	5.46
	*** TOTAL FOR ASLESON, CARLA			26.80
	AMERICAN LINEN SUPPLY CO.	LINEN CLEANING	FIRE FIG	37.68
	AMERICAN OFFICE PRODUCTS	TONER; P.O. BOOK	ADMINIST	85.70
	AMERICAN OFFICE PRODUCTS	FILE FRAME; HANG FOLDERS	ADMINIST	15.28
	AMERICAN OFFICE PRODUCTS	LEGAL PADS, POST-ITS, ETC	ADMINIST	51.68
	*** TOTAL FOR AMERICAN OFFICE PROD			152.66
	AMERICAN BANK	2ND 1/2 BOND INTEREST	90 HAML I	2,038.75
	ARROW APPLIANCE &	COFFEE POT PARTS	BUILDING	24.78
	BROWNING-FERRIS IND.	7/96 REFUSE SERVICE	BUILDING	136.25
	BLOMBERG PHARMACY	FILM/DEVELOPING	FIRE FIG	14.78
	BLOMBERG PHARMACY	FILM/DEVELOPING	FIRE PRE	9.83
	*** TOTAL FOR BLOMBERG PHARMACY			24.61
	CASH	POSTAGE	ADMINIST	9.10
	CASH	CONFERENCE PARKING	FINANCE	5.00
	CASH	COFFEE & MISC SUPPLIES	BUILDING	23.77
	CASH	SLIDES	ADMINIST	32.16
	CASH	GLAZE FOR SCHOOL SIGN	PARK MAI	18.09
	CASH	OVERDRAFT-PETTY CASH	-----	13.80
	*** TOTAL FOR CASH			101.92
	FIRST TRUST NAT'L ASSOC	2ND 1/2 BOND INTEREST	84B TIF	20,075.00
	FOCUS NEWS	LEGAL NOTICE	LEGISLAT	29.16
	FOCUS NEWS	LEGAL NOTICE	LEGISLAT	42.93
	FOCUS NEWS	LEGAL NOTICE	LEGISLAT	47.79
	*** TOTAL FOR FOCUS NEWS			119.88
	FULLER, JIM	REPAIR RADIO	RESCUE S	48.64
	GIBBS LAWN, INC.	APPLICATION & SPRAY	INFRASTR	300.33
	HARVEST STATES COOP.	LAWN MOWER TIRE CHANGE	PARK MAI	10.00
	GRAINGER, W. W., INC.	BATTERIES; SPRAY	BUILDING	8.38
	GRAINGER, W. W., INC.	TOWELS & TISSUES	PARK MAI	65.87
	GRAINGER, W. W., INC.	PAINT-COMM. PK.	PARK MAI	64.54
	*** TOTAL FOR GRAINGER, W. W., INC			138.79
	HOISINGTON KOEGLER GROUP	6/96 PLANNING & DESIGN	LARPENTE	2,234.70

APPROVAL OF BILLS  
PERIOD ENDING: 07/24/96

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	HONEYWELL INC.	8/1-10/31 MONITOR CHARGE PARK & R		104.00
	ICMA RETIREMENT TRUST 457 7/96 CONTRIBUTIONS		ADMINIST	100.00
	ICMA RETIREMENT TRUST 457 7/96 CONTRIBUTIONS		FINANCE	150.00
	ICMA RETIREMENT TRUST 457 7/96 CONTRIBUTIONS		PARK MAI	200.00
	*** TOTAL FOR ICMA RETIREMENT TRUS			450.00
	INSTY-PRINTS PLUS	FIRE CHIEF CARDS	FIRE FIG	43.16
	INSTY-PRINTS PLUS	SUMMER NEWSLETTER	COMMUNIC	1,037.52
	INSTY-PRINTS PLUS	SUMMER NEWSLETTER	SOLID WA	123.13
	*** TOTAL FOR INSTY-PRINTS PLUS			1,203.81
	JANKE, KATHLEEN	7/96 CLEANING	FIRE FIG	100.00
	KNOX LUMBER CO.	BASKETBALL STAND REPAIR	PARK MAI	22.32
	KNOX LUMBER CO.	WOOD TO BURN	FIRE FIG	159.86
	*** TOTAL FOR KNOX LUMBER CO.			182.18
32308	KRIEGLER, CAROL	TENNIS BALL HOPPER	PARK PRO	26.56
	DAVID W. KRIESEL, INC.	7/96 BUILDING INSPECT	PLANNING	550.00
	LEONARD, STREET & DEINARD	LEGAL SVC TO 6/30/96	LEGAL	737.25
	MAIER STEWART & ASSOC.	5/26-6/29/96 ENGINEERING	LARPENTE	715.07
	MAIER STEWART & ASSOC.	5/26-6/29/96 ENGINEERING	INFRASTR	339.39
	MAIER STEWART & ASSOC.	5/26-6/29/96 ENGINEERING	ENGINEER	41.65
	*** TOTAL FOR MAIER STEWART & ASSO			1,096.11
	METRO FIRE	FIREFIGHTER FLASHLIGHTS	FIRE & R	2,033.10
	METROPOLITAN COUNCIL	8/96 SEWER SERVICE	SANITARY	37,950.00
32306	MN DEPARTMENT OF REVENUE	STATE WITHHELD 7/15/96	ADMINIST	829.82
	MINNESOTA GFOA	96 MGFOA CONFERENCE	FINANCE	160.00
	MINNESOTA STATE TREASURER	2ND QTR BLD PMT SURCHGS	-----	220.41
	NSP	6/96 ELECTRIC	BUILDING	883.30
	NSP	6/96 GAS	BUILDING	40.01
	NSP	6/96 ELECTRIC	SANITARY	16.91
	NSP	6/96 GAS & ELECTRIC	PARK MAI	301.28
	NSP	6/96 STREET LIGHTING	STR. LIG	2,031.39
	NSP	6/96 ELECTRIC	SANITARY	145.99
	NSP	6/96 ELECTRIC	SANITARY	8.67
	NSP	5/96 & 6/96 GAS & ELECT.	PARK MAI	107.31
	*** TOTAL FOR NSP			3,534.86
32305	NORTH STAR STATE BANK	FED WITHHELD 7/15/96	ADMINIST	4,427.13
	ON SITE SANITATION	6/14-7/11/96 SANITATION	PARK MAI	68.65

APPROVAL OF BILLS  
PERIOD ENDING: 07/24/96

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	OXYGEN SERVICE COMPANY	6/96 OXYGEN CYLINDERS	RESCUE S	13.50
	OXYGEN SERVICE COMPANY	6/96 OXYGEN CYLINDERS	BUILDING	9.00
	OXYGEN SERVICE COMPANY	MILD STEEL	BUILDING	4.43
	*** TOTAL FOR OXYGEN SERVICE COMPA			26.93
	PERA	PERA WITHHELD 7/15/96	ADMINIST	1,284.46
	PERA LIFE	PHILLIPS 7/96 PREMIUM	ADMINIST	12.00
	PERA LIFE	BAUMANN 7/96 PREMIUM	FIRE FIG	12.00
	PERA LIFE	IVERSON 7/96 PREMIUM	FIRE PRE	12.00
	*** TOTAL FOR PERA LIFE			36.00
	PETERSON, GREG	STATE FIRE CONF. EXP.	FIRE FIG	90.05
	RAMSEY COUNTY	ELECTIONS POSTAGE	ELECTION	50.64
	RAMSEY COUNTY	7/96 INSURANCE PREMIUMS	ADMINIST	3,046.52
	*** TOTAL FOR RAMSEY COUNTY			3,097.16
	S & S TREE SPECIALISTS	IN TREE REMOVAL	TREE PRO	676.28
	S & S TREE SPECIALISTS	IN TREE PRUNING/BRUSH CHIP	TREE PRO	628.75
	*** TOTAL FOR S & S TREE SPECIALIS			1,305.03
	SCHOOL-TECH, INC.	PARK & REC BALLS	PARK PRO	103.50
	TAFF, SUSAN HOYT	7/96 CAR ALLOWANCE	ADMINIST	165.00
	T.A. SCHIFSKY & SONS, INC	26.04 TON ASPHALT	STREETS	602.89
	TARGET	TENNIS RACKETS	PARK PRO	95.79
	TARGET	EYEGUARDS	PARK PRO	53.07
	TARGET	CRAFT SUPPLIES	PARK PRO	65.92
	*** TOTAL FOR TARGET			214.78
	UNITED ELECTRIC COMPANY	TENNIS CRT TIMING RELAY	PARK MAI	58.58
	US-ALLOYS	TRAILER REPAIR	STREETS	41.90
32307	USWEST COMMUNICATIONS	7/96 PHONE	BUILDING	355.25
		7/96 PHONE	FIRE FIG	59.37
	USWEST COMMUNICATIONS	7/96 PHONE	PARK & R	57.11
	*** TOTAL FOR USWEST COMMUNICATION			471.73
	PRAIRIE RESTORATIONS, INC	PRAIRIE MGMT-COMM. PK.	PARKS CI	514.57
	BERNARDY, CONNIE LANNERS	7/31/96 MCAD SERVICES	MCAD	1,543.85
	ST. ANTHONY VILLAGE	7/96 POLICE SERVICES	POLICE	27,209.17
	BRODERICK, BERNARD	DELIVERY MILEAGE	ADMINIST	6.54
	COLTER-MUNYER, SUSIE	IN-LINE SKATE DANCE EXP.	MCAD	433.00
	RIGDON, JOE	PARK & REC PARTY SUPPL.	PARK PRO	19.32

APPROVAL OF BILLS  
 PERIOD ENDING: 07/24/96

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	COORDINATED BUS. SYSTEMS,	COPIER MAINT 7/10-10/9	ADMINIST	448.37
	HUGHES & COSTELLO	7/96 PROSECUTION	PROSECUT	2,123.45
32303	RAMSEY COUNTY DEPARTMENT	TEMP FOOD SVC LICENSE	PARK PRO	88.00
32302	AMMANN, CHRISTINE	CRAFT SUPPLIES	PARK PRO	21.29
	AMMANN, CHRISTINE	WORKSHOP MILEAGE	PARK & R	18.60
	*** TOTAL FOR AMMANN, CHRISTINE			39.89
32310	PIZZA HUT	PARK & REC PIZZA PARTY	PARK PRO	82.01
	MS. CREGAN	AWAY FOR THE DAY REFUND	-----	12.00
	MS. FAIRBANKS	CRAFTS FOR KIDS REFUND	-----	20.00
32304	JULIE FRASER	PARK PROGRAMS REFUND	-----	36.00
	OLSEN, MARGOT	PARK PROGRAM REFUND	-----	18.00
	RUHLAND, NANCY	T-BALL REFUND	-----	18.00
	MS. SHIMADA	AWAY FOR THE DAY REFUND	-----	12.00
	THE SNELLING CO.	PERMIT REFUND	-----	45.00
	THE SNELLING CO.	PERMIT REFUND	-----	0.50
	*** TOTAL FOR THE SNELLING CO.			45.50
	*** TOTAL FOR BANK 01			119,435.66
	*** GRAND TOTAL ***			119,435.66



PERIOD END DATE 07/15/96  
SYSTEM DATE 07/15/96

\*\*FILE NOT UPDATED\*\*

PAGE 1

C H E C K   R E G I S T E R

CHECK TYPE	CHECK DATE	EMPLOYEE NAME NUMBER	CHECK NUMBER	CHECK AMOUNT
COM	7 15 96	30 NICHOLAS BADMANN	24446	80.82
COM	7 15 96	31 ROSS BERNDT	24447	92.33
COM	7 15 96	32 RAYMOND BROWN	24448	169.71
COM	7 15 96	33 JOHN HOLMGREN SR.	24449	98.59
COM	7 15 96	34 CLEMENT KURHAJETZ	24450	180.82
COM	7 15 96	35 LEO LINDIG	24451	116.98
COM	7 15 96	40 KEVIN ANDERSON	24452	56.54
COM	7 15 96	41 DAVID P. BIANCHI	24453	25.06
COM	7 15 96	42 MICHAEL D. CLARKIN	24454	96.29
COM	7 15 96	45 JAMES D. FULLER	24455	172.93
COM	7 15 96	47 NATHANIEL HEROLD	24456	157.58
COM	7 15 96	48 JOHN H. HOLMGREN	24457	41.21
COM	7 15 96	49 DOUGLAS LEMAY	24458	54.14
COM	7 15 96	50 JOSEPH L. MARTINEZ	24459	101.81
COM	7 15 96	51 CINDY K. MCDERMOND	24460	31.52
COM	7 15 96	56 GREGORY S. PETERSON	24461	188.04
COM	7 15 96	59 GREGORY M. FULLER	24462	222.56
COM	7 15 96	60 TERRY D. IVERSON	24463	37.95
COM	7 15 96	61 DENNIS G. LEMAY	24464	60.50
COM	7 15 96	62 BRYON A. SCHULTZ	24465	327.61
COM	7 15 96	63 RACHELLE L. MARVIN	24466	107.53
COM	7 15 96	66 ALFRED HERNANDEZ	24467	204.10
COM	7 15 96	67 BRENT W. KOSKELA	24468	351.01
COM	7 15 96	69 JASON J. HYATT	24469	218.14
COM	7 15 96	70 JUSTIN T. NOVAK	24470	150.81
COM	7 15 96	71 THOMAS R. REITAN	24471	286.67
COM	7 15 96	72 JOHN R. WOLFSBERGER	24472	207.68
COM	7 15 96	1002 SUSAN HOYT TAFF	24473	1451.39
COM	7 15 96	1003 TERRY IVERSON	24474	967.23
COM	7 15 96	1005 CAROL KRIEGLER	24475	711.00
COM	7 15 96	1007 PATRICIA PHILLIPS	24476	789.51
COM	7 15 96	1008 DELORIS SWENSON	24477	775.97
COM	7 15 96	1010 CARLA ASLESON	24478	944.09
COM	7 15 96	1011 LAWRENCE A. KLINGENBERG	24479	983.93
COM	7 15 96	1012 JOSEPH M. RIGDON	24480	896.44
COM	7 15 96	1026 JASON CIERNIA	24481	29.09
COM	7 15 96	1031 LINDA TREEFUL	24482	283.05
COM	7 15 96	1033 DAVE TRETSVEN	24483	734.68
COM	7 15 96	1057 KRISTIN L. WOLVERTON	24484	329.12
COM	7 15 96	1083 JAMES W. SNOWDEN	24485	387.38
COM	7 15 96	1084 CHRISTINE AMMANN	24486	373.23
COM	7 15 96	1121 JOSHUA L. SWANSON	24487	302.60
COM	7 15 96	1122 JOSEPH L. SNOWDEN	24488	106.20
COM	7 15 96	1123 ABRAHAM T. CYR	24489	143.59
COM	7 15 96	1124 GEORGE S. WENZEL	24490	98.87
COM	7 15 96	1125 MICHAEL K. SEAL	24491	66.72
****TOTALS****				14223.42

CONSENT  
Meeting Date: 7/27/96  
Item: 2

ITEM: Approval of step increase for the Fire Marshal

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Fire Marshal Terry Iverson will have his ten year employment anniversary with the city on July 28, 1996. In accordance with the city's compensation policy, consideration of a step increase at this time is appropriate.

Terry has met the expectations of his position, which merits a 3% pay increase according to the compensation policy. This will raise the position's salary from \$15.59/hour to \$16.06/hour or from \$32,427 to \$33,404 per year.

ACTION REQUESTED:

Approve step increase for the Fire Marshal position to \$16.06/hour.

ITEM: Approval of the draft Memorandum of Understanding with St. Paul Fire

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: Eric Galatz, Acting as City Attorney (in process)

EXPLANATION/DESCRIPTION:

On June 26, 1996 the city council authorized the administrator to negotiate an agreement with the City of St. Paul to provide medical dispatching and advanced life support emergency medical services to the city. The attached draft Memorandum of Understanding is the basis for this agreement. The agreement defines the responsibilities of the entities involved in delivering emergency medical services according to the service delivery model that the city council approved. The responsibilities are:

- **Ramsey County Sheriff Communications (RCSC)** will initially answer the 911 call from Falcon Heights and transfer all medical calls to St. Paul Fire for medical dispatching.
  - In the first 90 days the RCSC will dispatch the St. Anthony Police (first responders) and Falcon Heights Fire as the BLS unit.
  - After the first 90 days, the RCSC will dispatch the St. Anthony Police (first responder on all calls) and, if requested by St. Paul Fire, Falcon Heights Fire for BLS calls
- **St. Paul Fire** will give pre-arrival instructions to medical callers and dispatch a St. Paul Fire ALS unit to all calls during the first 90 days. After the first 90 days St. Paul Fire will determine whether it is an ALS call or a BLS call. If it is an ALS call, a St. Paul Fire ALS unit will be dispatched. If it is a BLS call, the RCSC will be notified to dispatch Falcon Heights Fire. St. Paul Fire will provide communication to Falcon Heights's police and fire units responding to calls.

*Note: This section (or somewhere) a statement should be made that the dispatching will be done according to the Ramsey Emergency Medical Services' dispatching guidelines and with the Ramsey Medical Director's oversight.*

- **Falcon Heights Fire** will be dispatched to all medical calls for the first ninety days. After the first 90 days, Falcon Heights fire will be dispatched to BLS calls as determined by the St. Paul Fire medical dispatcher.
- The agency that transports the patient to the hospital will have sole claim to the reimbursements for transport.

*Note: This understanding should say that there will be no charges to the City of Falcon Heights for this service.*

- The **St. Anthony Police** will be the first responders on all calls for Falcon Heights.
- The medical party caring for the patient is liable for the care given.

ATTACHMENT:

- 1- *Draft Memorandum of Understanding with St. Paul Fire, dated 8 July 1996*

ACTION REQUESTED:

Discuss and approve the draft Memorandum of Understanding with authorization for the administrator to make revisions for the final document.



**Interdepartmental Memorandum**  
CITY OF SAINT PAUL

**DRAFT**

July 8, 1995

Subject: MEMORANDUM OF UNDERSTANDING

1. This Memorandum of Understanding outlines the understanding of the parties regarding emergency public safety communications and services for the City of Falcon Heights. By signature below, all agencies represented express their intent to follow these procedures and their intent to provide adequate training, equipment, and internal policies to carry out these procedures. The parties do not intend to create legal duties owed amongst themselves. They do not intend to create legal duties owed to any other person or entity.

2. Falcon Heights has asked Saint Paul Fire to provide Advanced Life Support (ALS) paramedic service to their community. This includes dispatch services and on-scene communications for all ALS incidents, and caller questioning and delivery of pre-arrival instructions for ALL medical incidents, involving either Basic Life Support (BLS) or ALS. Initially, Falcon Heights Fire BLS Ambulance will also be dispatched and respond to ALL medical situations, both BLS and ALS. Ninety days after the effective date of this Memorandum of Understanding, Falcon Heights Ambulance would only be dispatched after Saint Paul dispatchers determine the situation is of a BLS nature.

3. Ramsey County Sheriff Communications (RCSC) will continue initially answering 9-1-1 and 7-digit calls for emergency service in Falcon Heights. They will transfer all medical callers to Saint Paul Fire Dispatch. Finally, during the first 90 days of the new procedures, RCSC dispatchers will dispatch a Saint Anthony Police unit and a Falcon Heights Fire ambulance to all medical situations.

4. Saint Paul Fire will question Falcon Heights callers reporting a medical emergency, and will give pre-arrival instructions to those callers.

During the first 90 days of the new procedures, Saint Paul will dispatch a Saint Paul Fire ALS unit for all medical situations in Falcon Heights. After the initial 90-day period, Saint Paul dispatchers will determine whether the situation is an ALS or BLS matter. If ALS, they will dispatch a Saint Paul unit. For BLS, they will call RCSC for the dispatch of a Falcon Heights ambulance. Finally, Saint Paul dispatchers will maintain on-scene communications with Saint Paul Fire ALS units, Falcon Heights Fire BLS units, and Saint Anthony Police first responders.

5. The procedures are as follows:

- 5a. RCSC will answer all 9-1-1 telephone calls from citizens in Falcon Heights served by the RCSC as soon as possible. The RCSC dispatcher will determine if the caller is requesting a response in the City of Falcon Heights, and if the services requested are of a medical nature. If so, the dispatcher shall use the ANI/ALI transfer panel or suitable hardware to rapidly transfer the caller to the Saint Paul Fire ECC. The Saint Paul Fire ECC direct number is 642-6415. For 7-digit calls, the RCSC dispatcher will contact the Saint Paul Fire dispatcher via the 7-digit line (224-7371), and provide the caller's address and telephone number.
- 5b. The RCSC dispatcher will remain on the line to ensure a successful transfer has been made. They will listen until they have suitable information to dispatch the Saint Anthony Police and Falcon Heights Fire Ambulance. They shall not question the caller or interfere with the Saint Paul Fire Emergency Medical Dispatcher's (EMD's) interrogation of the caller.
- 5c. When the RCSC dispatchers have sufficient information they will hang up and dispatch the appropriate responders. During the first 90 days of the this Memorandum of Understanding, those responders shall be the Saint Anthony Police and the Falcon Heights Fire Ambulance. After the initial 90 days, the Falcon Heights Ambulance will only be dispatched upon request of Saint Paul Fire Dispatch.
- 5d. Saint Paul Fire will conduct caller questioning for all medical calls. They will deliver appropriate post-dispatch and pre-arrival instructions per the Advanced Medical Priority Dispatch System and their EMD and EMT training and certification.

Memorandum of Understanding  
Page Three

- 5e. During the first 90 days, Saint Paul Fire will dispatch a Saint Paul paramedic unit to the scene. After 90 days, the Saint Paul EMD will determine if the call is ALS or BLS in nature. If ALS, they will dispatch a Saint Paul paramedic. If the EMD determines that the incident is a BLS situation, they shall call RCSC (484-3366) and request the dispatch of the Falcon Heights Ambulance.
- 5f. Saint Paul Fire dispatchers will maintain on-scene communications with medical units from both Saint Paul Fire and Falcon Heights Fire, and first responding units from Saint Anthony Police. Saint Paul's EMDs will pass patient information to responding units per current medical communication Standard Operating Procedures.
- 5g. Saint Paul Fire will alert the RCSC dispatcher via telephone (484-3366) for any additional response required by the Saint Anthony Police or the Falcon Heights Fire Department.

6. The responsibility for proper medical treatment of the patient rests entirely on the agency administering the treatment. Saint Paul Fire does not assume liability or responsibility for patients not under the care of a Saint Paul Fire pre-hospital medical professional. Use of dispatching services from Saint Paul Fire does not place a patient under fire care or treatment of Saint Paul Fire. Likewise, Falcon Heights Fire Ambulance is not responsible or liable for any patient under the treatment of a Saint Paul Fire unit.

7. The agency which transports a patient to the hospital shall have sole claim to the reimbursements for the transport.

8. These procedures will go into effect at \_\_\_\_\_, \_\_\_\_\_, 1996. The 90-day period, as this term is used in this memorandum, ends \_\_\_\_\_, \_\_\_\_\_, 1996.

(From the list below, please indicate which people should be signatories)

Chief Fuller, Saint Paul Fire  
Chief Baumann, Falcon Heights Fire  
Sheriff Fletcher, Ramsey County Sheriff  
Susan Hoyt, Falcon Heights City Administrator  
Chief \_\_\_\_\_, Saint Anthony Police  
Gary Kollman, RCSC Director  
Tim Butler, Saint Paul Fire Communications Chief

**MINUTES**  
**CITY OF FALCON HEIGHTS**  
**REGULAR PLANNING COMMISSION MEETING**  
**June 17, 1996**

**PRESENT**  
Wendy Treadwell, Acting Chair  
Paul Kuettel  
Wayne Groff  
Alex Hanschen  
Irene Struck

**ABSENT**  
Tom Brace  
Betty Wilcox

**ALSO PRESENT**  
Carla Asleson, Planner  
Sue Gehrz, Council Liaison

Meeting was called to order at 7:00 p.m. by Acting Chair Treadwell.

**REQUEST FOR A VARIANCE OF 11 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)**

Planner Asleson reported that Mr. and Mrs. Utne of 1806 Pascal Street were requesting a variance to place a handicapped accessible ramp in their required front yard area at a 19' setback rather than the 30' required by the code. The zoning code also requires a variance whenever a wheelchair ramp is placed in the front yard. The Planner verbally granted a temporary variance to begin construction of the ramp due to several considerations, but primarily because the ramp was necessary for the health, safety and welfare of the applicant, as she would be unable to get out of her house without it. The ramp is temporary in nature in that it is built without footings and can be dismantled if necessary or when the occupants no longer need it. The slope and size of the ramp were designed to accommodate the applicant's medical condition and the provisions of the Uniform Building Code.

Asleson stated that the property meets the criteria for granting a variance, specifically that the granting of the variance is necessary for the preservation and enjoyment of substantial property rights and that a hardship could result if the variance were denied. The ramp is necessary for the owners to be able to safely enter and exit the property and to escape the house in the event of a fire or other emergency. The ramp could not be built in the rear of the house due to the smaller size of the rear door and the interior layout of the home. The variance is the minimum needed to alleviate the hardship, since the ramp can't be made smaller or with a steeper slope without sacrificing the safety of the applicant.

Kevin Dooley, representative of the applicant, answered questions posed by Commissioner Struck, specifically the rationale for the design of the ramp. The ramp was designed by an accessibility specialist at the State of Minnesota to accommodate this particular property and the physical needs of the applicant.

The commission also discussed staff's use of a temporary variance in this situation. Asleson noted that, while not an ideal situation, the case was handled this way to avoid the possibility of an accident or fire happening during the two weeks that it would take for the variance to be processed through the planning commission and city council.

Commissioner Treadwell suggested that the contingency clause in the resolution be changed to read: "That the ramp not be converted into any type of alternative use." This



would prohibit the ramp from being used in any manner other than as a ramp, rather than limiting the prohibition to just a few types of structures.

Motion was made by Commissioner Kuettel, seconded by Commissioner Hanschen, to adopt Planning Commission No. 96-02, as amended, recommending approval of the variance at 1806 Pascal Street. Motion passed with Commissioners Treadwell, Kuettel, Groff, and Hanschen voting in favor of approval and Commissioner Struck abstaining.

#### CONSIDERATION OF REPEAL OF THE VARIANCE REQUIREMENT FOR HANDICAP ACCESSIBLE RAMPS IN FRONT YARDS

Planner Asleson reported that staff is recommending that the commission consider repealing the variance requirement for ramps in front yards. These structures are often built quite quickly following an accident or medical emergency. The ramp users have a personal hardship in needing to use them but a property related hardship is required to process a variance. It is still desirable that the ramps be subject to design review, so staff is proposing that the variance requirement be dropped and be replaced with a requirement for development review by the city planner. This will ensure that the ramps are appropriately designed without requiring that the property owner prove a property related hardship.

Commissioner Treadwell suggested that the language of the code require that, in addition to reviewing the appearance of the ramp, the planner should also be permitted to review the design of the ramp with respect to the needs of the intended user.

Motion was made by Commissioner Struck, seconded by Commissioner Groff, to schedule a public hearing to consider the repeal of the variance requirement for ramps at the July 15, 1996 meeting. Motion passed unanimously.

#### CONSIDERATION OF THE ADOPTION OF A MORATORIUM ON ANTENNA EQUIPMENT PLACEMENT

Due to a number of recent requests for information on the city's code regarding antennas and new federal legislation on the subject, Planner Asleson reported that staff is recommending a moratorium on the placement of new antennas and towers that would require a conditional use permit. This subject has not been re-visited in a number of years and given the new technologies and legislation on the subject, it would be appropriate to give staff some time to study the issues. The proposed moratorium would expire on September 30, 1996 or upon the enactment of a zoning change on the matter, whichever came first.

Commissioner Treadwell asked if three months would be sufficient time to complete the study. Asleson responded that staff believes that it can be completed in that time frame. However, if necessary, an extension of the moratorium could be accomplished by passing another ordinance before the first one expired.

Motion was made by Commissioner Hanschen, seconded by Commissioner Kuettel, to adopt Planning Commission Resolution 96-03, recommending to the city council the adoption of a moratorium on new antennas and communications towers, effective through September 30, 1996. Motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 7:58 p.m.

Respectfully submitted,

---

Carla Asleson  
Planner/Recording Secretary

24 July 1996

RE: Proposed Goals for the 1997 Budget

Mayor and Councilmembers:

It's time to discuss the goals for the 1997 budget. The goals for the 1996 budget are attached for your review and comments. Please feel free to add, delete, edit and enhance these goals for 1997.

A draft of some 1997 goals is also enclosed for your review and revisions. This document includes many of the 1996 goals with some editing. The *italics* are items that the staff would like the council to consider for 1997.

Susan

## 1996 BUDGET GOALS

**OVERALL:** To promote a community that is a good place to live, work, and visit.

**Goal 1:** To protect the public health and safety by:

- ⇒ continuing to provide a responsive, visible, community based police service.
- ⇒ continuing to provide a responsive, well-trained fire/rescue service.
- ⇒ considering adopting a housing code.

**Goal 2:** To maintain and promote the city's distinct neighborhoods, which include commercial, residential, and open space land uses, by:

- ⇒ continuing the street improvement program as funding permits.
- ⇒ continuing the sidewalk maintenance program.
- ⇒ continuing and expanding the city's boulevard tree planting program.
- ⇒ maintaining the city's sewer maintenance program.
- ⇒ working with Ramsey County to make single and multi-family housing rehabilitation funds available to property owners.
- ⇒ maintaining the neighborhood and community parks with updated facilities, recreation, and community services that meet current needs.
- ⇒ expanding pedestrian opportunities with the construction of pedestrian pathways and a possible pedestrian underpass in conjunction with the Larpenteur Avenue reconstruction project.
- ⇒ working with businesses to reduce potential negative impacts on neighboring residential areas.
- ⇒ reducing negative impacts from traffic, improving the business environment and retail identity in the Snelling and Larpenteur intersection with landscaping, lighting, and other amenities.
- ⇒ creating a community identity along the Larpenteur Avenue corridor and at key intersections through a streetscape plan.
- ⇒ reviewing and possibly amending the comprehensive plan and zoning code to clearly identify desired land uses and design

**guidelines for the southeast corner of Snelling and Larpenteur, if this site is redeveloped, and for the northeast corner of Fairview and Larpenteur and the northeast corner of Larpenteur and Cleveland, if this agricultural land is sold for development.**

**Goal 3: To expand opportunities for citizens, neighborhoods, and community involvement by:**

- ⇒ **continuing to be flexible in planning and hosting community/neighborhood activities including:**
  - ◆ **the communitywide Ice Cream Social and Dead of Winter Event.**
  - ◆ **impromptu neighborhood gatherings.**
  - ◆ **neighborhood watch groups and National Night Out.**
  - ◆ **the indoor playroom and time-in park program.**
  - ◆ **the volunteer recognition event.**
  - ◆ **the Arbor Day celebration planned by the elementary school children.**
  - ◆ **the annual fire and rescue open houses.**
- ⇒ **finding ways to welcome new residents to the community.**
- ⇒ **expanding the city's recreation programs to include more non-sports oriented activities and investigate programming opportunities for adults.**
- ⇒ **making the newsletter more reader friendly.**
- ⇒ **continuing to invite interested citizens into the process of decision-making through information meetings.**
- ⇒ **building a team of citizens to discuss ways of keeping the community connected.**
- ⇒ **researching and encouraging participation by a diversity of individuals.**

**Goal 4: To involve youth in the community by:**

- ⇒ **continuing the junior leaders program.**
- ⇒ **including youth as commission members.**
- ⇒ **asking council, staff, and police officers to informally interact with youth when the opportunity arises.**
- ⇒ **participating in the Mayors Commission Against Drugs (MCAD).**
- ⇒ **participating in the Chamber of Commerce Career Day and scholarship fund.**

- ⇒ **speaking about local government at schools or youth related functions.**

**Goal 5: To provide a well run city government by:**

- ⇒ **ensuring that public officials and the citizenry are well informed.**
- ⇒ **having the council and staff annually meet to establish goals for the coming year.**
- ⇒ **communicating promptly and clearly with the citizenry in response to questions or actions.**
- ⇒ **establishing collaborative relationships with other entities to meet specific city needs.**

**Goal 6: To effectively manage the city's personnel resources by:**

- ⇒ **evaluating the performance and work assignments allocated to consultants and employees.**
- ⇒ **carrying out annual performance evaluations for employees.**
- ⇒ **having an annual employee recognition event which is planned by the staff.**
- ⇒ **providing employees with the affordable resources they require to efficiently and effectively do their jobs.**

**Goal 7: To effectively manage the city's financial resources by:**

- ⇒ **reviewing and adjusting fees for service to reflect the actual cost.**
- ⇒ **preparing a five-year capital improvement program that includes all the city's anticipated revenue sources including:**
  - ◆ **researching the options available to meet any necessary fire and rescue equipment needs within the city's financial resources for the future.**
  - ◆ **preparing a financial plan for the capital costs and future maintenance costs of the Larpenteur Avenue reconstruction project including reviewing the city's assessment policy.**
- ⇒ **developing fiscal policies to determine what public benefits must result from a private property owner's or developer's improvements to a property before the city will consider providing financial assistance to the property owner or developer to make the improvement happen.**

**DRAFT**

**Purpose:** To promote a community that is a good place to live, work, and visit.

**Goal 1:** To protect the public health and safety by

- ⇒ providing a responsive, visible, community police service
- ⇒ providing a responsive, well-trained fire service.
- ⇒ considering adopting a housing code.  
*( did not complete this activity; continue to work on this?)*
- ⇒ *expanding the city's emergency medical services to include advanced life support and medical dispatching by sharing services*

*Delete/edit/others?*

A yellow rectangular sticky note is placed on the right side of the page. It contains the handwritten text "pm/c" in black ink.

**Goal 2:** To maintain and promote the city's distinct neighborhoods, which include commercial, residential , and open space land uses by

- ⇒ continuing the street improvement program as funding permits
- ⇒ continuing the sidewalk maintenance program
- ⇒ continuing and expanding the city's boulevard tree planting program
- ⇒ maintaining the city's sewer maintenance program
- ⇒ working with Ramsey County to make single and multi-family housing rehabilitation funds available to property owners
- ⇒ maintaining the neighborhood and community parks with updated facilities, recreation, and community services that meet current needs
- ⇒ expanding pedestrian opportunities with the construction of pedestrian pathways and a possible pedestrian underpass at the Golf Course in conjunction with the Larpenteur Avenue reconstruction project
- ⇒ working with businesses to reduce potential negative impacts on neighboring residential areas
- ⇒ reducing negative impacts from traffic, improving the business environment and retail identity in the Snelling and Larpenteur intersection with landscaping, lighting, and other amenities
- ⇒ creating a community identity along the Larpenteur Avenue corridor and at key intersections through a streetscape plan
- ⇒ reviewing and amending the comprehensive plan and zoning code on an on-going basis

*Delete/edit/others?*



**Goal 3:** To expand opportunities for citizens, neighborhoods, and community involvement by

⇒ **planning and hosting community/neighborhood activities including:**

*(Change, eliminate some, new ideas?)*

- ◆ the communitywide Ice Cream Social and Dead of Winter Event
- ◆ impromptu neighborhood gatherings.
- ◆ neighborhood watch groups and National Night Out.
- ◆ the indoor playroom, open gym and time-in park program.
- ◆ a volunteer recognition event
- ◆ the Arbor Day celebration
- ◆ the annual fire department open houses.

⇒ **providing recreation programming to meet a variety of interests**

⇒ **making the newsletter more reader friendly**  
*(not researched yet; interested? )*

⇒ **inviting interested citizens into the process of decision-making through information meetings**

⇒ **using the Keeping Connected Team's initiatives as a way to enhance and strengthen the sense of community**  
*(include finding new ways to welcome residents to the community)*

⇒ **encouraging participation by a diversity of individuals**

*Delete/edit/others?*

**Goal 4: To involve youth in the community by**

- ⇒ **continuing the junior leaders program.**
- ⇒ **including youth as commission members**  
*(Carol is seeking a park and recreation representative)*
- ⇒ **asking council, staff, and police officers to**  
**informally interact with youth when the opportunity arises**
- ⇒ **participating in the Mayors Commission Against Drugs (MCAD) and**  
***planning for the Teen Court***
- ⇒ **participating in the Chamber of Commerce Career Day and**  
**scholarship fund**
- ⇒ **speaking about local government at schools or youth related**  
**functions**

***Delete/edit/others?***

**Goal 5: To maintain a city government that runs well by**

- ⇒ **ensuring that public officials and the citizenry are well informed**
- ⇒ **annually meeting with the council and staff to establish goals for the coming year**
- ⇒ **communicating promptly and clearly with the citizenry in response to questions or actions**
- ⇒ **establishing collaborative relationships with other entities to meet specific city needs**

*Delete/edit/others?*

**Goal 6:**      **To provide efficient and effective city services by**

- ⇒      **completing the first stage of the city's park and public works management program and continuing to refine it**
- ⇒      **working with the St. Paul Water Utility to have the Utility handle the city's quarterly sanitary sewer billing (storm sewer and recycling) on the property owners' quarterly water bills**
- ⇒      **investigating the opportunity to change the sewer fee to a flow charge rather than the current flat fee**
- ⇒      **evaluating the delivery of the city's emergency medical services after making a transition to the advanced life support and medical dispatching**

**Delete/edit/others?**

**Goal 7: To effectively manage the city's personnel resources by**

⇒ **evaluating the performance and work assignments allocated to consultants and employees**

*(focus on the impact of changes in the emergency medical services on personnel)*

⇒ **carrying out annual performance evaluations for employees**

⇒ **having an annual employee recognition event which is planned by the staff**

⇒ **providing employees with the affordable resources they require to efficiently and effectively do their jobs**

*(researching opportunities for internet access for external information/e-mail for staff)*

**Delete/edit/others?**

**Goal 8: To effectively manage the city's financial resources by**

⇒ reviewing and adjusting the city's fees for service as part of the annual budgeting process

*(This year we'll try to eliminate some of the "dated" fees that don't make sense.)*

⇒ preparing a five-year capital improvement program that includes all the city's anticipated, potential revenue sources

*(Include TIF administrative costs in budget for first time?)*

⇒ analyzing the city's rescue fund six months after the transition to advanced life support and medical dispatching

*Delete/edit/others?*



\$6,500 increase or 21.3%. The fee should be adjusted to cover 100% of the new cost.

**V. DEBT SERVICE FUNDS (Total: \$486,265)**

The debt service funds represent the city's financial commitment to paying outstanding general obligation bonds. G.O. Bonds sold for infrastructure improvements receive revenue from assessments, from transfers from the infrastructure, storm sewer and sanitary sewer capital funds and from interest accrued on the fund balance. Tax increment bonds are paid from property tax revenue generated from tax increment districts.

**VI. FIVE YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)  
(1997 total: \$1,254,743)**

The five year capital improvement program outlines upcoming capital needs and expenditures. The CIP is annually reviewed and amended to reflect the most recent information. The planning commission will review the five year capital plan to assure its conformance to the city's comprehensive plan (required by state statute).

- A. General capital improvements (pages 7-2,3) identifies furnishing and equipment purchases for city hall offices and meeting rooms.

**Of note :**

1. Computers. \$5,000 in 1997 includes purchasing a computer to replace the 1988 computer used by the forester and other temporary workers; replacing the accountant's printer (\$300) and the secretaries' laser printer (\$2,000), if necessary; miscellaneous software and modems for e-mail and internet hook-ups. Future years are programmed for upgrades in this equipment on an as-needed basis.
2. Furnishings. \$1,500 in 1997 to use for miscellaneous furnishings. The only planned expenditure is purchasing six to eight new chairs to replace the existing chairs in the lobby and a small table.
3. Carpeting \$10,000 in 1997. Propose to purchase new commercial grade carpeting for the city offices to replace the 1982 carpeting. Do not know the estimated cost at this time.
4. Electronic storage \$2,000 in 1998. Possible purchase of electronic storage for official documents that must be kept for long-term purposes. This would minimize the storage space devoted to paper. This is still being researched.
5. Elections. \$10,500 in 2000 for two new voting machines to replace the two current machines. The new machines are less subject to jamming and will let an election judge know if there is a "bad" ballot before the voter leaves the room so the voter can re-vote. All Ramsey County cities must replace these machines at the same time because Ramsey County administers the elections.

- B. Public Safety. (pages 7 -4,5) includes the fire and rescue capital purchases.

As background, the fire department responded to 171 fire related calls in Falcon Heights, Lauderdale and through mutual aid from January, 1995 through August 17, 1996 (Attachment 3). Of these 171 calls, 92 calls or 54% were documented fire hazards (not false alarms); 34 were actual fires. The department assists Roseville and other suburban cities through mutual aid. Falcon Heights has a



formal mutual aid agreement with the suburban Ramsey County cities and can also request mutual aid from St. Paul.

**Of note:**

1. Fire trucks. The fire department has three fire trucks. 752 (1973); 753(1978) and 757 (1992). The 1996 capital plan included refurbishing 752 in 1997 and 753 in 1999 contingent upon an evaluation of the trucks' condition. The evaluation determined that 752 was not worth refurbishing but that 753 is. The 1997 CIP reflects this information.
    - a. Truck 752 for major repair in 1997 for \$10,000. This vehicle holds all rescue extraction equipment and is used to wash up car accidents. The other trucks cannot hold this equipment. (Fire departments often provide extraction services for ambulance companies. The department did 6 to 8 extractions in 1995).
    - b. Truck 753 for refurbishing in 1999 for an estimated \$80,000. Refurbishing 753 would keep two reliable, up-to-date fire trucks (753 and 757) for fighting fires in the department. Replacing truck 753 with a new pumper truck would cost about \$250,000.
  2. Equipment in 1997 includes purchasing an airbag lift system for approximately to lift vehicles and fallen debris from people and firefighters for an estimated \$2,700 and an in-line foam inductor and nozzle to force foam on gasoline fires for \$1,500. The department does not have this equipment. It is not required equipment, but considered very helpful in some emergency situations. Miscellaneous equipment like flashlights is also covered on an as-needed basis.
  3. Self contained breathing apparatus (SCBA) in 1998 through 2001 years is planned to replace dysfunctional/deteriorated SCBA's on an annual basis (\$1,500 per SCBA). This is required equipment.
  4. Fire clothing in all years include purchasing bunker suits for new firefighters and replacing damaged bunker suits at \$800 per suit. Regulations mandate every firefighter to have a bunker suit and that it be sized for the individual firefighter (no 'hand-me-downs'). The department does not purchase a bunker suit for a new firefighter until he or she has completed training and been on the department for one year.
  5. Communication at \$1,000 in 1997 and 1998 is to replace damaged or inoperable pack sets at about \$500 each. These are required equipment. 1999 through 2001 includes a \$5,500 set aside for 800 Mghz radio. However, the timing and cost of the 800 Mghz system is still unknown. Ramsey County is currently preparing a plan to move toward 800 Mghz in conjunction with other metro area agencies/cities/counties. 800 Mghz will provide more flexibility in communicating among different agencies in different geographic boundaries.
  6. Ambulances. The rescue service has two ambulances (1989, 1979). There are no plans to do major repairs to these vehicles nor to purchase replacement vehicles in the next five years. The 1996 CIP included a replacement ambulance in 1999. This has been eliminated due to the changes in the delivery of rescue services in the city.
  7. Rescue life support in all years to replace damaged items or to purchase new items required by medical control. None are foreseen at this time.
- C. Park, Recreation, Public Facilities (pages 7-6,7,8,9) includes all improvements to the city's parks, grounds and buildings. Most improvements are on an as-needed basis.

**Of note:**

1. Curtiss Field drainage improvements estimated at \$10,000 in 1997 and \$5,000 in 1998. This is a new activity without current cost estimates. The budgeted amounts are probably high. The costs of the storm sewer improvements would be covered by the city's storm water fund which is funded through a quarterly fee of \$3.25 per household.
2. Storage improvements. estimated at \$2,500 in 1997. The parks/public works staff needs a small, low fenced, accessible area to store useable materials such as sand, salt, black dirt and lime for routine work. These materials are currently dumped on the lawn by the parking lot until they are used up. This is proposed for the south side of the rear parking area by the trees. It will be designed to fit in with the landscaping plans at city hall.
3. City hall landscaping is included in the Larpenteur Avenue improvements under the Infrastructure capital fund for 1997.
4. One Ton Pick-Up. Estimated \$25,000 in 1997. The 1988 white one ton truck 's transmission and tires are deteriorating due to wear and tear, not mileage (35,000 miles). The parks/public works superintendent, who does all vehicle maintenance and repairs, believes that the truck should be replaced and the old one traded in for a \$4,000 to \$6,000 credit. The wood box for equipment and hauling would be transferred from the old truck to the new truck under this scenario. The truck is the most heavily used city vehicle.
5. Riding mower. Estimated at \$20,000 with attachments in 1998. The replacement of a 1979 tractor and a 1980 bobcat with a new tractor is proposed for clearing snow from pathways and mowing in 1998. This is being coordinated with the completion of the pathways along Larpenteur Avenue. (A snowplowing policy for public pathways is being developed.)

- D. Infrastructure fund (pages 7-10,11) includes the planned street improvement projects which include storm sewer, sanitary sewer and water improvements.

**Of note:**

1. Lindiq. Estimated at \$200,000 in 1997. The cost is rough because of unknowns associated with drainage improvements. The assessment rate is currently set at \$26.50 per front foot for residential property.
2. Larpenteur. Estimated at about \$ 2,121,000 in 1997, 1998 and 1999. The project is planned for financing with G.O. Bonds in November, 1996. The project costs are budgeted with tax increment funds. Assessments and Minnesota State Aid (MSA) construction dollars are also tied to the project . The proposed golf course underpass will be financed by the University.  
1997 - Cleveland to Fulham; City Hall; Business District  
1998 - St. Mary's to Cleveland  
1998 or 1999 - Arona to Hamline
3. Alleys. Estimated at \$250,000 in 1998 or 1999 depending upon the impact of the Larpenteur Avenue project on the this neighborhood. Reconstructing the remaining six deteriorating alleys would complete the alley upgrade for the city. These alley conditions vary, except for the alley behind SuperAmerica which was improved in the late 1980's, all alleys not replaced in 1995 are heavily patched and need attention. It would be most cost effective to do all six alleys as part of one project.

4. Streets Ruggles, Pascal, Simpson, Holton, Asbury east of Larpenteur. Estimated at \$1,810,000 in 1999 or 2000. These streets, along with Hoyt Avenue west of Cleveland, are the remaining streets in the city's infrastructure rebuilding program. Timing for the improvement to Hoyt Avenue will be coordinated with the City of St. Paul's street improvement program.
5. Troutbrook storm water interceptor estimated at \$2,343 per year for 30 years plus some major maintenance to the system represents a joint purchase of this storm water drainage facility with Maplewood, St. Paul and Roseville from the Metropolitan Council. This is still being discussed by the affected communities.

## VII. ENTERPRISE FUNDS (Total: \$609,868 including operating transfers. )

The enterprise funds are managed to be self-supporting. In other words, the charges for service cover the costs.

- A. Sanitary sewer fund. The sanitary sewer fund covers the costs of cleaning the city's sewers, replacing the sewer infrastructure and paying for treatment through the Metropolitan Council, which manages the metro area sewers. The city charges households, businesses and institutions a quarterly charge for sanitary sewer service. The fee is \$35.00 per household. Businesses and institutions are charged based upon a percentage of their water use. To date, the fee covers the costs associated with this service and will continue to cover the cost if the city contracts with the St. Paul Water Utility to send out sewer bills in conjunction with the quarterly water bill. The estimated cost for this service is \$1.50 per bill or \$7,500.
- B. Rescue services. Due to anticipated changes in the number of calls for service for the rescue services, the budget reflects reduced revenues of 44% (revenue was budgeted too high in 1996.) as well as 30% reduced expenditures in areas that are directly affected by reduced responses to calls - compensation, rescue supplies. Many costs are fixed and will not fluctuate by the number of calls. The rescue fee was recently increased to cover the costs of providing this service. The council and staff will review the financial status of this service after the first quarter of 1997.

## VIII. ORGANIZATION AND COMPENSATION

- A. Organizational Chart. Attachment 4 outlines the city's organizational structure. It denotes the recent formal combination of the parks, recreation and public works activities into one department under the director of parks, recreation and public facilities. Historically, these departments' operations were informally integrated.
- B. Compensation.
  1. Personnel Attachment 5 outlines the salaries and wages for city employees and the city's contribution toward employee benefits. This includes the 2 1/2% standard compensation increase for employees. Federal laws define what positions qualify as exempt or non-exempt. Exempt employees are not eligible for overtime with the exception of the fire marshal, who is eligible by state statute. Non-exempt employees must be paid overtime or compensatory time at the rate of 1 1/2 times their hourly wage. Except for emergencies, overtime or compensatory time must be pre-approved by the city administrator.

2. Firefighters. Attachment 6 outlines the compensation for volunteer firefighters. Firefighters are compensated when they respond to a call and for attending the weekly drill night where firefighters communicate and get training. Officers receive an additional monthly stipend for their service.

The fire department has a procedural manual and training requirements. The fire chief and the two assistant chiefs are elected by the membership every three years. The chief appoints all other officers. As volunteers, firefighters are not subject to the city's personnel policy nor to performance reviews.

Persons apply to be on the fire department. If selected, the firefighter serves a six month probationary period. A new firefighter costs:

physical	\$	150
immunizations		125
firefighter I & II		310
first aid class		200
EMT		550
<u>Bunker gear</u>		<u>800</u>
Total	\$	2,135 w all training
Total	\$	1,385 w/o first aid/EMT training

**THE JULY 24TH REGULAR CITY COUNCIL MEETING IS  
CANCELLED.**

**SCHEDULE  
OF  
1997 BUDGET WORKSHOPS**

Saturday	July 27	8:30 A.M.	Goals
Wednesday	August 14	7:15 P.M.	Review goals Policies/General Fund
Wednesday	August 21	6:00 P.M.	Review General Fund/Special Revenue Fund/ Capital Fund
Wednesday	August 28	7:15 P.M.	Review of proposed budget

THE PROPOSED LEVY IMPACT ON THE CITY PROPERTY TAXES OF A MEDIAN VALUE HOME

1995 home value \$111,400  
 1996 home value \$111,400  
 1997 home value \$111,400

1995 city property tax = \$249  
 1996 city property tax = \$240  
 1. est. 1997 city property tax = \$242 (> 28,228) @ 5%  
 2. est. 1997 city property tax = \$239 (> 21,963) @ 4%

1997 Home Value with market value increases of

	>0%	>5%	>8.3%	>10%
	\$111,400	\$116,970	\$120,646	\$122,540

1. Estimated '97 city property tax	\$242	\$260	\$272	\$278
	+\$2	+\$20	+\$32	+\$38
	>0.8%	>8.3%	>13.3%	>15.8%
2. Estimated '97 city property tax	\$239	\$257	\$268	\$274
	-1	+17	+28	+34
	>0%	>7.1%	>11.7%	>14.2%

> 5%  
 28,228  
 > 4%  
 21,963

# Casserly Molzahn & Associates, Inc.

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

## MEMORANDUM

TO: City of Falcon Heights  
Attention: Susan Hoyt

FROM: Mary E. Molzahn  
James R. Casserly

RE: Administration Fees

DATE: August 19, 1996

---

The limitation concerning the amount of tax increment the City of Falcon Heights may retain for administrative expenses is set forth in Minnesota Statutes, Section 469.176, Subdivision 3(a):

For districts for which certification was requested before August 1, 1979, or after June 30, 1982, no tax increment shall be used to pay any administrative expenses for a project which exceed ten percent of the total tax increment expenditures authorized by the tax increment financing plan or the total tax increment expenditures for the project, whichever is less.

When preparing budgets for TIF Plans, we encourage including as expansive a budget as possible because the expenditures should include potential activities within the Project Area as well as within the TIF District itself. As a result, the budgets often exceed the total amount of tax increment generated. Since it is assumed that all available tax increment is required for, designated for, and will be spent on authorized project expenses, the "either/or" clause in the above paragraph is eliminated. Based on this assumption that the tax increment expenditures authorized by the TIF plan are the same as the total tax increment expenditures for the project, ten percent of the tax increment generated is considered available for administrative purposes.

Administrative expenses are defined in Minnesota Statutes, 469.174, Subdivision 14 as:

... all expenditures of an authority other than amounts paid for the purchase of land or amounts paid to contractors or others providing materials and services, including architectural and engineering services, directly connected with the physical development of the real property in the district, relocation benefits paid to or services provided for persons residing or businesses located in the district, or amounts used to pay interest on, fund a reserve for, or sell at a discount bonds issued pursuant to section 469.178. "Administrative expenses" include amounts paid for services provided by bond counsel, fiscal consultants, and planning or economic development consultants.

The Tax increment Act is somewhat vague in its definitions. It does state that bond counsel, and fiscal, planning and economic development consultant fees are included in administrative costs, and that land acquisition, materials and services directly related to the physical development of the land (engineers, architects, etc), relocation costs, interest reserves and discounts for bond issues are not.

A city's out-of-pocket expenses for outside consultants are easily identified. Establishing a city's "in-house" expenses requires additional effort. It is probably prudent to estimate the amount of staff time annually devoted to the redevelopment effort and then factor in all overhead costs.

The administrative expense limitation applies only to the use of tax increment. Payments from other sources such as funds deposited with the city by a developer for development related expenses, or funds received from land sales, leases, contracts etc. are not subject to this limitation.



**Falcon Heights Fire Department Fire Run Data**

	<u>1995</u>	<u>1996 thru 8/17</u>	<u>Total</u>
Structure Fire	11	3	14
-House			
-Business			
-Garage			
-Mutual Aid Fire			
Vehicle Fire	7	8	15
Garbage Fire	2	1	3
Grass Fire	1	1	2
Electrical Fire	10	6	16
-Arcing Elec. Equip.			
-Power Line Down			
Food on Stove	13	7	20
Hazardous Materials	11	10	21
-Natural Gas Leak			
-CO Alarm			
-Gasoline Spill			
Fire Alarms	36	24	60
-False Alarm			
-Unintentional			
-Malicious			
Other	14	5	19
-Water Problem			
-Excessive Dust			
<b>TOTAL FIRE RUNS</b>	<b>105</b>	<b>66</b>	<b>171</b>

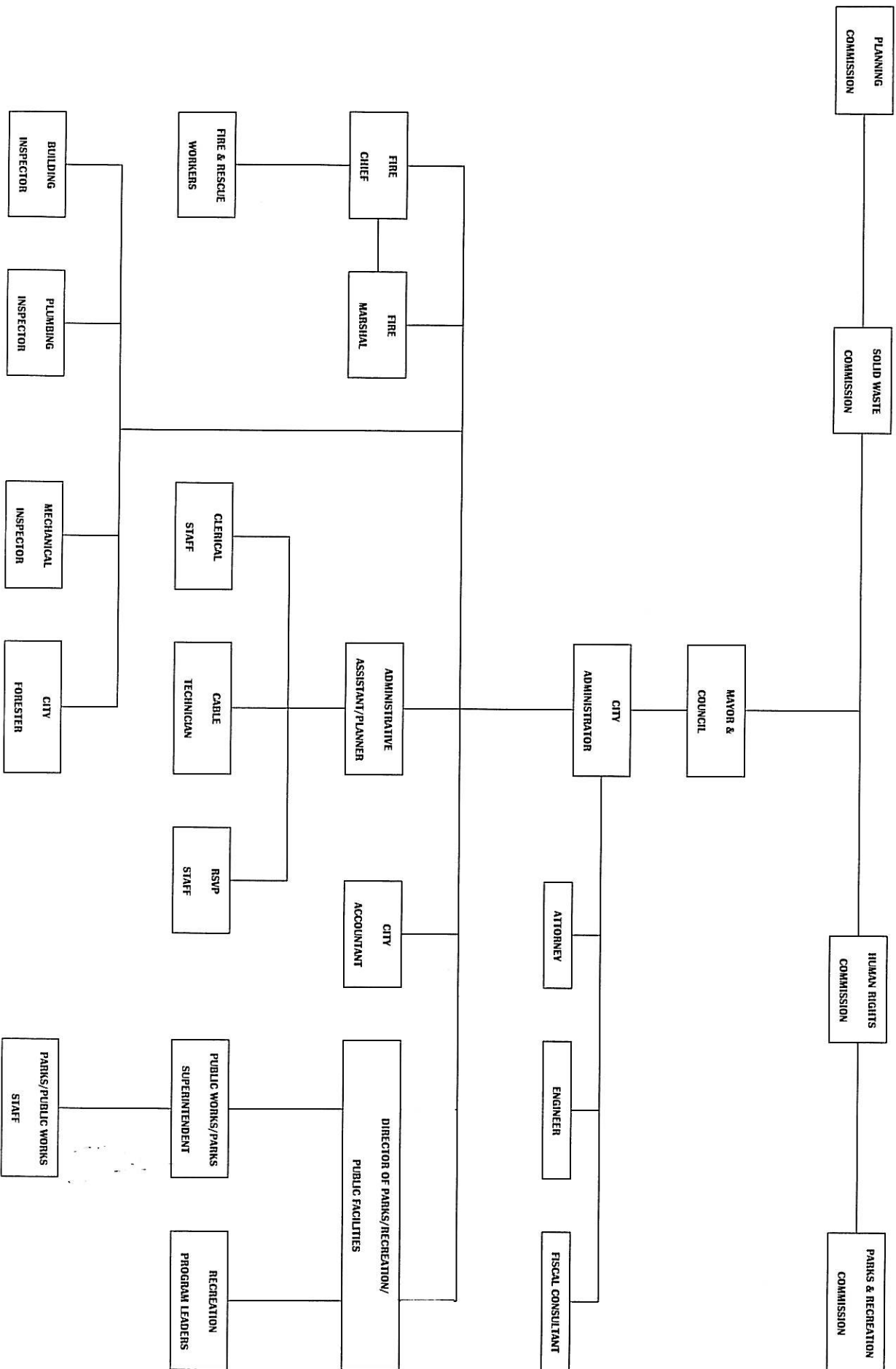
---

	<u>752</u>	<u>753</u>	<u>757</u>
<b>Miles</b>	8817	8513	6948
<b>Hours</b>	1507*	1939	577

\*meter has been broke for  
at least 3 years now, unknown  
true hours reading

NOTE: Hours are the only true accurate reading of how much the vehicle is used considering vehicle is parked during most fire operations.

**CITY OF FALCON HEIGHTS**  
ORGANIZATIONAL CHART



## Proposed 1997 Employee Salaries and Benefits

All figures are proposed and/or anticipated costs.

Position	Status	97 Salaries	97 City Contribution for required benefits	97 City Contribution for optional insurance	Total Salary and Benefit Cost
City Administrator	E	53,575.45	6,600.76	1,276.25	61,452.46
Fire Marshal	E	34,235.00	4,501.26	4,410.00	43,146.26
Park and Recreation Director	E	24,304.80	3,050.24	892.71	28,247.75
Secretary	N	27,949.78	3,492.37	4,410.00	35,852.15
Secretary	N	27,949.78	3,492.37	2,689.09	34,131.24
Admin Assistant/Planner	E	35,098.05	4,359.45	2,710.51	42,168.01
Public Works Superintendent	N	37,288.43	4,625.15	4,410.00	46,323.58
Accountant	E	33,646.65	4,183.40	2,691.99	40,522.04
Forester	N	4,869.86	590.71	0.00	5,460.57
Maintenance Worker	N	26,799.65	3,352.85	2,620.67	32,773.17
<b>TOTAL</b>		<b>\$305,717.45</b>	<b>\$38,248.56</b>	<b>\$26,111.22</b>	<b>\$370,077.23</b>

### BENEFITS EXPLANATION

Required Benefits include PERA and FICA (employer match), insurance administrative fee, and premiums for basic life and basic long term disability insurance, which the city is required to pay on each employee under the terms of its contract with Ramsey County.

Optional Insurance includes health insurance, dental insurance, and additional life and disability insurance. City policy has been to pay for these coverages up to the amount of money necessary to cover 75% of family medical and dental insurance.

The insurance contribution rate proposed for 1997 is \$367.50/month.

### NOTES

Park and Recreation Director is proposed to move from .50 FTE to .60 FTE in 1997. The Forester is budgeted to remain at .14 FTE.

E=Exempt employee, not eligible for overtime except the Fire Marshal (per state statute)  
 N=Nonexempt employee, must be paid overtime or comp time at 1 1/2 times hourly wage

ANNUAL FIRE OFFICER SALARIES

CHIEF	4,020
1ST ASSISTANT	1,620
2ND ASSISTANT	1,620
1ST CAPTAIN	720
2ND CAPTAIN	720
1ST LIEUTENANT	600
2ND LIEUTENANT	600
SAFETY OFFICER	360
	10,260

DRILL EXPENDITURES = APPROXIMATELY \$6,000 PER YEAR AT \$7/HOUR OR 857 HOURS.  
THIS EQUATES TO AN AVERAGE OF \$200-\$240 PER FIREFIGHTER PER YEAR.

FIRE CALL EXPENDITURES = APPROXIMATELY \$15,500 PER YEAR AT \$8.75/HOUR  
OR 1771 HOURS. THIS EQUATES TO AN AVERAGE OF \$500-600 PER FIREFIGHTER  
PER YEAR. FIRE CALL COMPENSATION IS CALCULATED ON ONE-HALF HOUR INTERVALS.