

***CITY OF FALCON HEIGHTS***  
**Regular Meeting of the City Council**  
**City Hall**  
**2077 W. Larpenteur Ave.**

**AGENDA**  
**November 27, 2002**

- A. CALL TO ORDER: 7 p.m.
- B. ROLL CALL:       GEHRZ \_\_\_ KUETTEL \_\_\_ LAMB \_\_\_  
                          LINDSTROM \_\_\_ TALBOT \_\_\_  
                          WORTHINGTON \_\_\_ PHILLIPS \_\_\_  
                          ATTORNEY \_\_\_ ENGINEER \_\_\_
- C. COMMUNITY FORUM:
- D. APPROVAL OF MINUTES: November 13, 2002
- E. PUBLIC HEARING: None
- F. CONSENT AGENDA:
  - 1. General disbursements through 11/19/02, \$121,494.94  
    Payroll, 11/1/02 to 11/15/02, \$1,111.03 (Fire Dept.)  
       11/1/02 to 11/15/02, \$11,424.69 (City Staff and Election Judges)
  - 2. Close Special Revenue Employee Fund (203)
  - 3. Close Debt Service 1991 Improvement Bonds Fund (312)
  - 4. Close the Larpenteur Avenue Improvements Capital Fund (424) and transfer  
    the remaining fund balance to the Debt Service 1996 TIF Larpenteur Bonds  
    Fund (316)
  - 5. Adoption of resolution 02-22 eliminating the 2003 debt levy on general  
    obligation debt
- G. POLICY AGENDA:
  - 1. Approval of purchase of turnout gear for Fire Department
  - 2. Update on activities and upcoming training events from the Ramsey County  
    Homeland Security Advisory Committee
  - 3. Update on the University of Minnesota/Vikings Stadium issue

- H. REPORTS FROM COUNCILMEMBERS:
- I. INFORMATION AND ANNOUNCEMENTS:
- J. ADJOURN

City of Falcon Heights  
Council Minutes  
November 13, 2002

**DRAFT**

Mayor Gehrz called the meeting to order at 7 p.m.

PRESENT: Gehrz, Kuettel, Lamb, Lindstrom, Talbot. Also present: City Administrator, Heather Worthington, and Deputy Clerk, Pat Phillips

COMMUNITY FORUM: There was no one wishing to speak before council.

MINUTES: The minutes of October 23<sup>rd</sup> were approved as written.

#### CONSENT

Councilmember Lindstrom made a motion to approve the following consent agenda with a minor correction in the disbursement list.

1. General disbursements and payroll
2. Licenses

#### POLICY

Mayor Gehrz announced an addendum to the agenda and with council's consent, revised the order of the agenda.

#### Authorize the expenditure of \$3,400 for survey work to be done at Curtiss Field

Administrator Worthington said in order to complete the new design of Curtiss Field, it must be surveyed to give accurate elevations of all existing storm sewers, structures and ground elevations. Two proposals were received and staff is recommending to contract with H. R. Green Company at an amount not to exceed \$3,400. Worthington said results of this survey will be of use regardless of the final design of the SE corner redevelopment project. After brief questions, councilmember Kuettel made a motion to approve the contract with H. R. Green Company. The motion passed unanimously.

#### Request for approval of contract with SEH for SE Corner PUD Review

Administrator Worthington said the SE Corner Planned Unit Development (PUD) review will occur in November and December of this year to ensure that the project timeline and goals are maintained. Dan Cornejo of Short Elliott Hendrickson worked with the city during the project development phase and his creation of the design guidelines makes him familiar with the overall project. Staff received a proposal from SEH not to exceed \$5,494.00 for review of the PUD on the SE Corner. Worthington said the city will recoup costs associated with the PUD review in the final development agreement. After brief discussion, councilmember Lamb approved to

contract with SEH for planning services related to the PUD review. The motion passed unanimously.

Contract for building and fire inspection services with Little Canada

Administrator Worthington said the city has an opportunity to coordinate services with the City of Little Canada and decrease expenses related to our building and plumbing inspection service. Presently the city contracts with a private Certified Building Official for its building and plumbing inspections. The city also has a part time temporary fire inspector. Worthington said the city and Little Canada have been negotiating an agreement for about two months and said it is to the city's benefit to integrate building/plumbing/fire inspections; coordinate services with Little Canada; and have a more reliable source of fire inspections for the city. The person hired will be a regular employee of Little Canada but will work jointly for Falcon Heights under a contractual arrangement. Falcon Heights will pay the person monthly for services rendered on an hourly basis. After further discussion, councilmember Talbot made a motion to approve the agreement with Little Canada for provision of building/plumbing and fire inspection services. The motion passed unanimously.

Resolution supporting Metropolitan Council's Mayors' Regional Housing Task Force Plan and Report

Mayor Gehrz, as a member of the Met Council's Second Mayors' Regional Housing Task Force, presented a report from that group released in late October. Gehrz said the attention of the second task force was to identify how the metro region can meet its affordable housing needs. Gehrz said the mayors recognized that the enormous housing need would not be met unless certain objectives were fulfilled and the avenues to satisfy these objectives were identified. Gehrz next went through a series of sixteen recommendations (via overheads) and said she is seeking support for the recommendations found in this plan. Gehrz asked that council review and discuss the information presented and consider approving Resolution 02-20. Councilmember Lamb said the city should go on record as supporting this and encourages various levels of government to step up their part. Councilmember Lindstrom said the Planning Commission should be made aware of this report and educated in its efforts as well. After lengthy discussion, Councilmember Lindstrom made the motion to approve Resolution 02-20. The motion passed unanimously.

INFORMATION AND ANNOUNCEMENTS

Councilmember Kuettel presented Mayor Gehrz and Administrator Worthington each a booklet of thank you notes from the third graders at Falcon Heights School. This was in appreciation of their appearing before the class to talk to the class on city government.

Councilmember Talbot updated those present and viewing on the latest cable commission news.

Mayor Gehrz was very pleased to say the city was awarded a grant of \$1,000,000 from the Metropolitan Council's Livable Communities Demonstration Account for the re-development of the SE corner.

Gehrz said the Neighborhood Commission is sponsoring two first aid training sessions. The first one is set for November 18<sup>th</sup> at city hall from 6:30 to 9 p.m. The second is set for December 3<sup>rd</sup> at the same place and time. Residents are encouraged to call city hall to sign up. Gehrz said the first class has over 50 participants and is free of charge.

Gehrz said the Neighborhood Commission is also sponsoring another training session dealing with traffic management. Residents will be trained on the basic concepts of traffic control at the first session which will be held January 30 at city hall from 6:30 pm to 8:30 pm. The second session will be on February 8<sup>th</sup> from 10 a.m. to 12 noon and will be a more hands on session with actual practice with cars in the rear parking lot of Twin City Co-ops Federal Credit Union, 2025 W. Larpenteur. Residents are also encouraged to call city hall to pre-register for this class.

Gehrz thanked everyone that worked to make the election run as smoothly as possible, particularly Kathy Ciernia, election coordinator, and also the judges, and city staff. Gehrz also thanked Worthington for her organization of Kid's Voting which had a 73% voter turnout in the District 623 area.

Administrator Worthington said the election in Precinct 1 had a 73% voter turnout and in Precinct 2, an 85% voter turnout. Worthington also said fall leaf streetsweeping has been completed.

There was brief discussion about December's schedule. The planning commission is hopefully going to reschedule their meeting date to December 17<sup>th</sup> in which case the council will meet December 18<sup>th</sup> rather than December 11<sup>th</sup>. A council workshop will be held on December 4<sup>th</sup> at 6 p.m. A Truth in Taxation hearing will be held on December 9<sup>th</sup> at 7 p.m.

ADJOURN

The meeting adjourned at 8:50 p.m.

Respectfully submitted,

Pat Phillips, Deputy Clerk

CONSENT 1  
Meeting Date: 11/27/02

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Roland Olson, Finance Director

EXPLANATION/SUMMARY:

1. General disbursements through 11/19/02, \$121,494.94
2. Payroll, 11/1/02 to 11/15/02, \$1111.03 (Fire Dept.)  
11/1/02 to 11/15/02, \$11,424.69 (City Staff and Election Judges)

ACTION REQUESTED: Approval

APPROVAL OF BILLS  
 PERIOD ENDING: 11/21/02

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
41753	US BANCORP	COUNCIL WORKSHOP	LEGISLAT	36.30
		*** TOTAL FOR DEPT 11		36.30
	AMERICAN OFFICE PRODUCTS	PAPER/PENS/PADS/LABELS	ADMINIST	151.77
41751	US BANCORP	VIRUS UPDATE	ADMINIST	26.57
41753	US BANCORP	WORKSHOP/STAFF TNG	ADMINIST	36.29
	MARY PAT MCGINNIS	REFUND PERMIT FEE	ADMINIST	103.60
41754	PERA	PERA NOV 1-15	ADMINIST	1,262.34
41756	RAMSEY COUNTY	NOV/02 INS PREMIUMS	ADMINIST	3,232.21
	LYNN & ASSOCIATES	CONSULTING/TEAM BUILDING	ADMINIST	580.00
		*** TOTAL FOR DEPT 12		5,392.78
	CAMPBELL KNUTSON	OCT/02 LEGAL FEES	LEGAL	1,067.00
		*** TOTAL FOR DEPT 14		1,067.00
41750	QWEST	TELEPHONE	COMMUNIC	600.19
		*** TOTAL FOR DEPT 16		600.19
	DEBORAH JONES	MILEAGE REIMBURSMENT	PLANNING	107.30
	DEBORAH JONES	POSTAGE	PLANNING	4.42
		*** TOTAL FOR DEPT 17		111.72
	MINNCOMM	PAGER RENTALS	EMERGENC	32.20
		*** TOTAL FOR DEPT 21		32.20
	ST ANTHONY VILLAGE	DEC/02 POLICE SVCS	POLICE	35,418.92
		*** TOTAL FOR DEPT 22		35,418.92
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING	FIRE FIG	43.88
	CAPITOL CITY MUTUAL AID	MEMBERHIP	FIRE FIG	50.00
	CY'S UNIFORMS	BADGES & COLLAR BRASS	FIRE FIG	150.32
	FALCON HEIGHTS FIRERELIEF	02 STATE FIRE AID	FIRE FIG	34,770.00
	FIRE EQUIPMENT SPECIALTIE	SUSPENDERS/LITBOX BATTERY	FIRE FIG	149.66
	HINRICHS,RICH	FIRE HALL CLEANING	FIRE FIG	590.00
	NATIONAL FIRE PROTECTION	MEMBERHIP	FIRE FIG	115.00
	OXYGEN SERVICE COMPANY	TANK RENTAL	FIRE FIG	45.00
	VERIZON WIRELESS	CELL PHONES	FIRE FIG	21.45
41750	QWEST	TELEPHONE	FIRE FIG	161.99
		*** TOTAL FOR DEPT 24		36,097.30
	BROWNING-FERRIS IND.	NOV/02 WASTE REMOVAL	CITY HAL	280.59
	GRAINGER, W. W., INC.	TRASHBAGS	CITY HAL	30.54
	M-75 BUILDING MAINTENANCE	SEPT/02 CLEANING CITY HL	CITY HAL	166.04
	OXYGEN SERVICE COMPANY	TANK RENTAL	CITY HAL	11.28
	T.A. SCHIFSKY & SONS, INC	TACH OIL/FINE ASPHALT	CITY HAL	85.34
	SAFE ASSURE CONSULTANTS	4TH QTR OSHA TNG	CITY HAL	465.00
		*** TOTAL FOR DEPT 31		1,038.79
	ONE CALL CONCEPTS, INC	LOCATES	STREETS	3.10
	GRAINGER, W. W., INC.	STREET LITE BULB S	STREETS	56.96
	LINDERS GARDEN CENTER	5 CRABVAPPLE TREES	STREETS	224.65
	TRI-STATE BOBCAT INC	TREE SPADE RENTAL	STREETS	159.75
	UNITED RENTALS	RENTAL OF IMPACTOR	STREETS	57.01

APPROVAL OF BILLS  
 PERIOD ENDING: 11/21/02

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
		*** TOTAL FOR DEPT 32		501.47
	HOWARD GREEN COMPANYC.	F.H. GENERAL SVCS	ENGINEER	364.50
		*** TOTAL FOR DEPT 33		364.50
	BOARD OF WATER COMMISSNRS	WATER	PARK & R	10.88
	BOARD OF WATER COMMISSNRS	S.S.	PARK & R	23.38
41750	QWEST	TELEPHONE	PARK & R	111.82
		*** TOTAL FOR DEPT 41		146.08
	AMERICAN OFFICE PRODUCTS	2 METAL BOOKCASES	GENERAL	183.23
		*** TOTAL FOR DEPT 63		183.23
	FIRE EQUIPMENT SPECIALTIE	FIRE FIGHTER GLOVES	FIRE & R	181.47
	FIRE EQUIPMENT SPECIALTIE	BUNKER GEAR	FIRE & R	1,575.00
		*** TOTAL FOR DEPT 64		1,756.47
	NRG PROCESSING SOLUTIONS	SITE SOIL/SOD RECYCLING	PUBLIC W	247.54
	MN PLAYGROUND INC	PLAYGROUND ASSESSORIES	PUBLIC W	10,015.77
		*** TOTAL FOR DEPT 65		10,263.31
	HOWARD GREEN COMPANYC.	2002 SIDEWALK REPAIRS	INFRASTR	387.45
		*** TOTAL FOR DEPT 71		387.45
41752	BOARD OF WATER COMMISSNRS	FOLEY S.S. PYMT 21381	SANITARY	64.31
	METROPOLITAN COUNCIL	DEC/02 S.S.	SANITARY	25,526.60
41750	QWEST	TELEPHONE	SANITARY	57.99
	SAFE ASSURE CONSULTANTS	4TH QTR OSHA TNG	SANITARY	235.00
		*** TOTAL FOR DEPT 75		25,883.90
41755	RUSS SIMON	SCHOOL PRESENTATION	MCAD	1,000.00
	CAROLE L. SMITH	NOV/ 16-30 PROF SVCS	MCAD	1,213.33
		*** TOTAL FOR DEPT 84		2,213.33
		*** TOTAL FOR BANK 01		121,494.94
		*** GRAND TOTAL ***		121,494.94



**U.S. Bank Visa® Business Platinum Card**  
 Issued by U.S. Bank National Association ND

**New Balance Summary**

Previous balance		\$158.42
Payments & credits	-	\$158.42
New purchases & advances	+	\$26.57
Finance charges	+	\$0.00
Cash advance fees	+	\$0.00
Other fees	+	\$0.00
<b>New Balance</b>		<b>\$26.57</b>

**Credit Available**

Credit limit	\$2,000.00
New balance	- \$26.57
<b>Credit available</b>	<b>\$1,973.43</b>

**Account & Payment Information**

Customer name:	PATRICIA PHILLIPS
Company name:	CITY OF FALCON HEIGHTS
Account number:	4251 2400 0599 8802
Statement date:	Nov 05, 2002
Minimum payment due:	\$10.00
Payment must be received:	<b>Nov. 25, 2002</b>
Amount and Date Paid:	<input type="text"/>

**Your Resources for Help**

24 Hour Customer Service	1-800-344-5696
Text telephone (TTY)	1-800-585-5035

Transactions				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
<b>Payment &amp; Credits</b>				
Oct 28	Oct 28	74798262301000000000474	PAYMENT - THANK YOU 00000 C	- \$158.42
				<b>Total Payments and Credits - \$158.42</b>
<b>Purchases</b>				
Oct 15	Oct 14	24692162287000688657688	SYM*SYMANTEC 800-441-7234 CA <i>VIRUS PROTECTION</i>	\$26.57
				<b>Total Purchases \$26.57</b>

Finance Charge Summary				
	Average Daily Balance	Variable Monthly Periodic Rate	Corresponding APR	Interest Charges
PURCHASES	\$0	1.0125%	12.15%	\$0.00
ADVANCES	\$0	1.2625%	15.15%	\$0.00
<b>Total APR the Cycle: 0.00%</b>				

**U.S. Bank Visa® Business Platinum Card**  
 Issued by U.S. Bank National Association ND

Please tear payment coupon at perforation.

**New Balance Summary**

Previous balance	\$81.04
Payments & credits	-
New purchases & advances	\$72.59
Finance charges	\$0.00
Cash advance fees	\$0.00
Other fees	\$0.00
<b>New Balance</b>	<b>\$72.59</b>

**Credit Available**

Credit limit	\$5,000.00
New balance	- \$72.59
<b>Credit available</b>	<b>\$4,927.41</b>

**Account & Payment Information**

Customer name: HEATHER WORTHINGTON  
 Company name: CITY OF FALCON HEIGHTS  
 Account number: 4251 2400 0599 8794  
 Statement date: Nov 05, 2002  
 Minimum payment due: \$10.00  
 Payment must be received: **Nov. 25, 2002**  
 Amount and Date Paid:

**Your Resources for Help**

24 Hour Customer Service 1-800-344-5696  
 Text telephone (TTY) 1-800-585-5036

**Transactions**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
			<b>Payment &amp; Credits</b>	
Oct 28	Oct 28	7479826230100000000466	PAYMENT - THANK YOU 00000 C	- \$81.04
			<b>Total Payments and Credits</b>	<b>- \$81.04</b>
			<b>Purchases</b>	
Oct 14	Oct 11	2445012284228579518191	RAINBOW FOODS #26 ROSEVILLE MN <i>workshop/staff training</i>	\$72.59
			<b>Total Purchases</b>	<b>\$72.59</b>

**Finance Charge Summary**

	Average Daily Balance	Variable Monthly Periodic Rate	Corresponding APR	Interest Charges
<b>PURCHASES</b>	\$0	1.0125%	12.15%	\$0.00
<b>ADVANCES</b>	\$0	1.2625%	15.15%	\$0.00
			<b>Total APR the Cycle: 0.00%</b>	

*Ok to pay 11/12/02*

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	11 16 02	34 CLEMENT KURHAJETZ	32332	28.63
COM	11 16 02	35 LEO LINDIG	32333	25.85
COM	11 16 02	40 KEVIN ANDERSON	32334	118.97
COM	11 16 02	42 MICHAEL D CLARKIN	32335	84.40
COM	11 16 02	66 ALFRED HERNANDEZ	32336	33.94
COM	11 16 02	74 MARK J ALLEN	32337	33.14
COM	11 16 02	81 LAUREL F SANDBERG	32338	19.40
COM	11 16 02	85 DANIEL S JOHNSON-POWERS	32339	36.99
COM	11 16 02	87 MICHAEL A MCKAY	32340	44.45
COM	11 16 02	90 ANDREW P SCHIPPEL	32341	129.87
COM	11 16 02	91 RICHARD H HINRICHS	32342	342.51
COM	11 16 02	94 CALEB H SORENSON	32343	6.47
COM	11 16 02	95 MICHAEL J POESCHL	32344	29.90
COM	11 16 02	96 DAVID R HOLTZ	32345	132.06
COM	11 16 02	97 PATRICK GAFFNEY	32346	44.45

*Fire Dept  
payroll*

COMPUTER CHECKS	1111.03
MANUAL CHECKS	.00
NOTICES OF DEPOSIT	.00

\*\*\*\*TOTALS\*\*\*\* 1111.03

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	11 14 02	1003 HEATHER WORTHINGTON	32295	1395.72
COM	11 14 02	1007 PATRICIA PHILLIPS	32296	1033.88
COM	11 14 02	1013 WILLIAM MAERTZ	32297	1514.77
COM	11 14 02	1033 DAVE TRETSVEN	32298	1090.52
COM	11 14 02	1038 DEBORAH K JONES	32299	839.93
COM	11 14 02	1043 GLADYS A BROWN	32300	55.25
COM	11 14 02	1045 FLORENCE M RICHARDS	32301	125.13
COM	11 14 02	1046 MARY MCGUIRE	32302	108.88
COM	11 14 02	1071 SALLY B JERNBERG	32303	68.25
COM	11 14 02	1072 DONNA LOU REYNOLDS	32304	94.25
COM	11 14 02	1089 KATHLEEN A CIERNIA	32305	826.22
COM	11 14 02	1094 KATHLEEN A BALDWIN	32306	120.25
COM	11 14 02	1095 MARGARET M BARRETT	32307	78.00
COM	11 14 02	1096 JANE ADAMS DEHLIN	32308	79.63
COM	11 14 02	1097 TAI SHIGAKI	32309	120.25
COM	11 14 02	1136 ROLAND O OLSON	32310	1222.04
COM	11 14 02	1143 COLIN B CALLAHAN	32311	309.75
COM	11 14 02	1157 MARY ELIZABETH HILL	32312	120.25
COM	11 14 02	1158 STEVEN R GRAHAM	32313	237.25
COM	11 14 02	1173 ELIZABETH M POSTIGO	32314	427.71
COM	11 14 02	1180 CAROLYN J RITCHIE	32315	121.88
COM	11 14 02	1192 IRENE S STRUCK	32316	71.50
COM	11 14 02	1195 WILLIAM L DOWNING	32317	94.25
COM	11 14 02	1197 VALETTA M GYURCI	32318	133.25
COM	11 14 02	1198 MARTHA V EVEREST	32319	185.25
COM	11 14 02	2002 VICTORIA L LONG	32320	126.75
COM	11 14 02	2004 MANELY E OLSON	32321	126.75
COM	11 14 02	2005 MARYHELEN J TAPIO	32322	133.25
COM	11 14 02	2026 SHARON C. CASTLE	32323	139.75
COM	11 14 02	2027 ANDREA K. HOWELL	32324	133.25
COM	11 14 02	2029 RACHEL E. MUELLER	32325	55.25
COM	11 14 02	2030 JORDAN J. OLSEN	32326	65.00
COM	11 14 02	2031 JEFFREY D. REZAB	32327	71.50
COM	11 14 02	2032 BEVERLY R. STAHLY	32328	29.25
COM	11 14 02	2033 LILY J. ZAHARIADES	32329	69.88

*cit y staff and*

*election judges*

COMPUTER CHECKS 11424.69  
 MANUAL CHECKS .00  
 NOTICES OF DEPOSIT .00

\*\*\*\*TOTALS\*\*\*\* 11424.69

Consent 2  
11/27/02

**ITEM: Close Special Revenue Employee Fund (203)**

**SUBMITTED BY: Roland O. Olson, Finance Director**

**REVIEWED BY: Matt Mayer, CPA, Kern, DeWenter, Viere, Ltd.  
Heather Worthington, City Administrator**

**EXPLANATION:**

Summary: Staff requests the closing of the Special Revenue Employee Fund (203) as of December 31, 2002 and transfer of any remaining fund balance to the General Fund. This is a very small fund. This would help simplify our city's financial records and help to reduce administrative costs in the preparation of future budgets and annual financial reports.

**ACTION REQUESTED:**

Authorize staff to close the Special Revenue Employee Fund (203) as of December 31, 2002 and transfer any remaining fund balance to the General Fund.

**Consent 3**  
**11/27/02**

**ITEM: Close Debt Service 1991 Improvement Bonds Fund (312)**

**SUBMITTED BY: Roland O. Olson, Finance Director**

**REVIEWED BY: Matt Mayer, CPA, Kern, DeWenter, Viere Ltd  
Heather Worthington, City Administrator**

**EXPLANATION:**

Summary: Staff requests the closing of the Debt Service Fund 1991 Improvement Bonds (312) since all debt service for that bond is now fully paid. There is a small fund balance of approximately \$2100. It would be appropriate to transfer this ending fund balance to the Infrastructure Fund since it already contains funds for future bond payments of the city.

**ACTION REQUESTED:**

Authorize staff to close the Debt Service 1991 Improvement Bonds Fund (312) before the year-end and transfer the ending fund balance to the Infrastructure Fund.

Consent 4  
11/27/02

**ITEM:** Close the Larpenteur Avenue Improvements Capital Fund (424) and transfer the remaining fund balance to the Debt Service 1996 TIF Larpenteur Bonds Fund (316).

**SUBMITTED BY:** Roland O. Olson, Finance Director

**REVIEWED BY:** Matt Mayer, CPA, Kern, DeWenter, Viere, Ltd.  
Shelly Eldridge, Ehlers and Associates.  
Heather Worthington, City Administrator

**EXPLANATION:**

Summary: With the completion of the Larpenteur Avenue Project there is a remaining fund balance in the Larpenteur Avenue Improvements Capital Fund (424). This balance is approximately \$490,000. Since these capital funds were obtained for a tax increment financing project, the excess capital funds must be held for the debt associated with this project (Fund 316). Therefore, staff requests closing the Larpenteur Avenue Improvements Capital Fund (424) and transferring funds of the remaining fund balance in the Larpenteur Avenue Improvements Capital Fund (424) to the 1996 TIF Larpenteur Avenue Bonds Fund (316) before the end of the fiscal year.

**ACTION REQUESTED:**

Authorize staff to close the Larpenteur Avenue Improvement Capital Fund (424) and transfer the remaining fund balance to the 1996 TIF Larpenteur Bonds Fund (316) before year end.

**Consent 5**  
**11/27/02**

**ITEM:** Adoption of resolution 02-22 eliminating the 2003 debt levy on general obligation debt

**SUBMITTED BY:** Heather Worthington, City Administrator

**REVIEWED BY:** Roland Olson, Finance Director

**EXPLANATION:**

Summary: The Council is being asked to approve resolution 02-22 agreeing not to levy for the general obligation bonds of 1993 and 1999A in the amount of \$242,934.00. The City pays for these funds through its infrastructure fund that it created to pay for the non-assessed portion of projects.

**ACTION REQUESTED:**

Adoption of Resolution 02-22



CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION

Date: November 27, 2002

RESOLUTION ELIMINATING THE 2003 DEBT LEVY ON  
GENERAL OBLIGATION DEBT

WHEREAS, the city council of the City of Falcon Heights has sufficient funds on hand in the Debt Service Funds; and

WHEREAS, this amount is strictly reserved for the debt payment on the General Obligation Improvement Bonds of 1993, and the General Obligation Improvement Bonds of 1999A.

NOW THEREFORE, BE IT RESOLVED by the city council of the City of Falcon Heights that the following be removed from the 2003 tax levy:

G. O. Improvement Bonds 1993	\$120,200.00
G. O. Improvement Bonds 1999A	122,734.00
Total Reduction	242,934.00

Moved by:

GEHRZ  
 KUETTEL     \_\_\_   In Favor  
 LAMB  
 LINDSTROM   \_\_\_   Against  
 TALBOT

Approved by: \_\_\_\_\_

Mayor  
November 27, 2002  
Date

Attested by: \_\_\_\_\_

City Clerk  
November 27, 2002  
Date

**Policy 1**  
**11/27/02**

**ITEM: Approval of purchase of turnout gear for Fire Department**

**SUBMITTED BY: Chief Clem Kurhajetz, FHFD**

**REVIEWED BY: Heather Worthington, City Administrator**

**EXPLANATION:**

Summary: The Fire Department is requesting approval of a purchase of two firefighter coats, and one pant, for equipping firefighters who recently joined the fire department. Properly fitted protective clothing is essential to their duties. The total cost of this equipment, with shipping, comes to \$1,575.00. The fire department had a capital budget of \$5,000 for fire clothing in 2002, and has a balance of \$504.10 after this purchase.

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

*Strategy 1: Provide a responsive, well-trained fire service.*

**ACTION REQUESTED:**

Approve purchase equipment listed above at a cost of \$1,575.00

**Policy 2**  
**Informational**  
**11/27/02**

**ITEM: Update on activities and upcoming training events from the Ramsey County Homeland Security Advisory Committee**

**SUBMITTED BY: Mayor Sue Gehrz**

**EXPLANATION:**

Summary: Mayor Gehrz will provide an update to the Council on the activities of the Committee, and upcoming training or tabletop exercises planned by groups associated with the Committee.

**Policy 3  
Informational  
11/27/02**

**ITEM:           Update on the University of Minnesota/Vikings Stadium issue**

**SUBMITTED BY:   Mayor Sue Gehrz**

**EXPLANATION:**

Summary: Mayor Gehrz will provide an update to the Council on the University of Minnesota's plan to build a joint Gophers/Vikings stadium on the Minneapolis Campus, with parking at the State Fairgrounds.



CITY OF  
**FALCON HEIGHTS**

*HW*

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2077 W. LARPEUTEUR AVENUE FALCON HEIGHTS, MN 55113-5594 PHONE (651) 644-5050 FAX (651) 644-8675

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**November 27, 2002**

**MEMORANDUM**

**To: Mayor Gehrz, Councilmembers Kuettel, Lamb, Lindstrom and Talbot**

**From: Heather Worthington, City Administrator**

**Re: Workshop Agenda, Wednesday, December 4, 2002, 6:00 p.m.**

We will be looking at a diverse collection of issues next Wednesday. I do not have the entire packet put together; however, I wanted to get some of it to you before the long weekend. I will have the remainder of the items delivered to you on Monday, December 2<sup>nd</sup>.

**Parks Programs Fund Discussion (material attached)**

We need to discuss the ongoing funding for this Parks Programs Fund (201). We will end the year with very little to carry over to 2003.

**Fund Balance Reserve Policy (material attached)**

We have been advised by KDV (our auditors) that we need to have a policy for how much of a reserve to carry forward each year. Roland and I have prepared a draft policy for your consideration.

**Deputy Clerk Position (material attached)**

I've completed my analysis of the preferred candidate for Pat's job. I will be checking references on Monday, so I'll have more information for you then. She is an excellent candidate, and I am waiting to offer her the position until I can talk to all of you about her and her qualifications.

**Budget (material forthcoming)**

We are nearly done with this, but we need to put the finishing touches on some of the narrative, and capital pages. We have made some minor changes. We can also review the contingency budget again; however, it has not changed since we last looked it over.

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HOME OF THE MINNESOTA STATE FAIR AND THE U OF M ST. PAUL CAMPUS

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In addition, Councilmember Lamb has requested some additional analysis, and Roland and I will include that in your Monday packet.

**Farmer's Market (material forthcoming)**

I have yet to type up my notes from Monday's meeting, though the meeting was very positive and helpful. I will put everything together and have a draft CUP and B-2 Zoning amendment ready for your consideration and discussion on Wednesday.

**City Attorney Discussion**

At the request of Councilmember Lamb, we will have a discussion about concerns about the City Attorney's performance.

I believe that this is everything. I will be back in the office on Monday morning, and I'd be happy to discuss any of this with you if you have questions.

Have a VERY Happy Thanksgiving!

PARKS PROGRAM FUND 201

YEAR:	1998	1999	2000	2001	estimated 2002
<b>Revenues:</b>					
Recreation Fees	10699	6480	4100	3444	4000
Non Resident Fees	408	4837	5062	5037	6250
Other Revenues:	1669	62	2202	1196	200
Operating Transfer IN	15000	15000	15000	15000	15000
Total Revenues:	27776	26379	26364	24677	25450
<b>Expenditures:</b>					
Compensation:	24179	25940	28776	26266	28527
Other Expenses:	7352	5089	5178	5614	5700
Total Expenditures:	31531	31029	33954	31880	34227
<b>Net Gain (Loss)</b>	<b>-3755</b>	<b>-4650</b>	<b>-7590</b>	<b>-7203</b>	<b>-8777</b>

WE PROJECT A POSITIVE FUND BALANCE IN THE PARKS PROGRAM FUND 201  
TO BE ONLY ABOUT \$700 AT THE END OF 2002.

***DRAFT POLICY***

***Council Action proposed on December 18, 2002***

**ITEM:** Establishment of a Fund Balance Reserve policy

**SUBMITTED BY:** Roland Olson, Finance Director

**REVIEWED BY:** Heather Worthington, City Administrator

**EXPLANATION/DESCRIPTION:** With the uneven timing of the receipt of the city's revenues in it's General Fund during the year, it is an absolute necessity that a fund balance reserve be maintained. The city receives the majority of its property tax revenue two times a year during July and December. The city also receives the majority of its intergovernmental aid two times a year, also during the later part of July and December. The property tax revenues and intergovernmental aids make up approximately 85% of the revenues to the General Fund. When this amount of revenue is received only two times a year, while the expenditures occur throughout the year, it is a necessity that a fund balance reserve in the General Fund must be maintained in order to cash-flow city expenses. Our auditors have advised us that this level of fund balance reserve cannot be a general amount for all cities, but must be tailored to the specific needs of our city.

With the extreme uncertainty of future intergovernmental aids to Falcon Heights being maintained at our current level, we must plan accordingly for this uncertainty. LGA (Local Governmental Aid) to the cities is currently being evaluated for cuts by the State of Minnesota. We currently get 15.5% of our total General Fund revenues from LGA. LGA may not be the only intergovernmental aid that could be reduced—there has been talk about a change in fiscal disparities as well.

Services to the citizens of Falcon Heights continue throughout the year. The expenditures for services are due and payable to our suppliers when they occur. Public Safety expenditures total approximately 46% of our total general fund expenses while parks and public works total 23% and general government costs total 31%. Many of these services, such as snowplowing, police and fire services, and building maintenance are critical services. If LGA is cut, the reserves we have in place will be essential in the continuance of local services.

Other revenue sources to the general fund are very limited for Falcon Heights and total only about 15% of the revenue and cannot be relied upon to carry the load if large intergovernmental revenue cuts are made outside of our control.



Therefore a reserve fund balance of sufficient magnitude to allow the city to maintain the services to its citizens is needed. Basically, we have cash flow needs of at least 50% of our projected budget before we would even get out tax revenues during the middle of July. Also, since we don't know what intergovernmental cuts will be initiated, it would make sense to also allow for this uncertainty in our reserve fund by adding an additional 15%. The proposed reserve fund balance should be at least 65% of the next year's expenditures for the general fund.

**Summary and Action Requested:**

Recommend establish a minimum reserve fund balance for the General Fund of at least 65% of the next year's general fund expenditures.

Goal 4: To provide a responsive and effective city government.

Strategy 6: Effectively manage the city's financial resources.



CITY OF  
**FALCON HEIGHTS**

2077 W. LARPENTEUR AVENUE FALCON HEIGHTS, MN 55113-5594 PHONE (651) 644-5050 FAX (651) 644-8675

12/4/02

**MEMORANDUM**

**To: Mayor Gehrz, Councilmembers Kuettel, Lamb, Lindstrom and Talbot**

**From: Heather Worthington, City Administrator**

**RE: Hiring of new Deputy Clerk  
Comparison of classification/pay rate/requirements for small metro area/greater  
Minnesota cities**

I have gathered the following data from the 2002 Stanton Salary Survey, and analyzed the issue of pay scale for the deputy clerk position that we hope to hire in the next several weeks.

My plan is to present this informally at the Council Workshop on December 4<sup>th</sup>, and request final approval at the December 9<sup>th</sup> Council meeting.

Deputy Clerk				
City	Monthly Salary	Yearly Salary	Title	Population
Orono	4044	48,528	City Clerk	7,538
Shorewood	3747	44,964	Deputy Clerk	7,400
Hugo	3799	45,588	City Clerk	6,363
Mahtomedi	3800	45,600	City Clerk	7,563
Wayzata	3590	43,080	City Clerk	4,113
Saint Anthony	3637	43,644	City Clerk	8,012
St. Paul Park	3784	45,408	Deputy Clerk	5,070
Lake Elmo	3068	36,816	Deputy Clerk	6,863
Victoria	3473	41,676	City Clerk	4,025
Falcon Heights	3288	39,456	Deputy Clerk	5,572
<b>Average</b>	<b>3623</b>	<b>43,476</b>		

There are two position titles here: Deputy Clerk and City Clerk. The only difference in these two positions is really the presence of a City Administrator in that city, who technically functions as the city clerk, and delegates clerk functions to their deputy (such as Falcon Heights). The candidate for this position, Mary Shea Kodluboy, is the current city clerk in Mahtomedi. (See

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attached resume/cover letter and references.) She has stated that she would like to remain at or very near her current salary. I have done the following analysis of available revenue for this position, and found that the city can afford to pay her \$45,000 to start, with step increases at 6 and 18 months. Since we will realize a revenue savings in permit fees with the Little Canada contract, some of the permit revenue can be shifted to the Deputy Clerk position—since that person deals almost solely with building permits, this is easily justified. In addition, we could offer her three weeks of vacation as an incentive to take a slightly lower salary initially.

<b>Budget Fund</b>	<b>Amount</b>
Administrative	39,456
Elections	5,000
Planning/Zoning	1,000
Total	45,456
Proposed salary	45,000
Difference	456

It is my feeling that Mary Shea Kodluboy is the best candidate for the position of Deputy Clerk, and that her qualifications and experience will provide the city with an exemplary employee in a position which is key to the continued success of city service delivery. Mary has 15 years of experience in local government, and has managed all of the areas that Pat currently oversees—licensing, permits, records management, customer service, and council minutes and agendas. In addition, she has been the elections coordinator for Mahtomedi. Since Kathy Ciernia is leaving us at the end of December, this represents a unique opportunity to combine the elections duties with those of the deputy clerk—a common approach in many cities. This will also decrease the city's FTE's, and streamline staff duties.

In a contingency budget scenario, we have not projected any staff impact, so this position will be fully funded if LGA or other revenue is lost.

The large increase between Pat and the proposed salary for Mary is directly attributed to the elections component of the new job description (attached).

I'll be checking her references on Monday, and I'll have that information for you on Wednesday at the workshop.

*AW*

NOV 20 2002

484 Pelham Boulevard  
Saint Paul  
Minnesota 55104  
November 17, 2002

Ms. Pat Phillips, Deputy Clerk  
City of Falcon Heights  
2077 West Larpenteur Avenue  
Falcon Heights, Minnesota 55113

Dear Pat:

Thank you for responding to my telephone query about the cover letter and resume for the Deputy Clerk position with the City of Falcon Heights.

Enclosed is my cover letter. I would appreciate having it attached to one of the resumes I submitted last week.

Again, thank you, and best regards,

*Mary Shea Kodluboy*

Mary Shea Kodluboy

Enclosure

484 Pelham Boulevard  
Saint Paul  
Minnesota 55104  
November 17, 2002

Ms. Heather Worthington, City Administrator  
City of Falcon Heights  
2077 West Larpenteur Avenue  
Falcon Heights, Minnesota 55113

Dear Ms. Worthington:

Enclosed is my letter of application and resume. I would like to be considered for the Deputy Clerk position that is being advertised by the City of Falcon Heights.

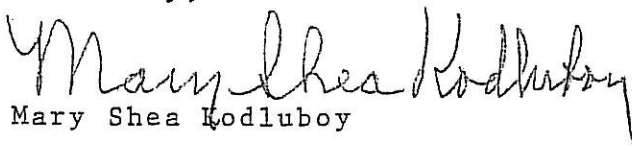
My administrative and secretarial skills are excellent. I am professional in attitude, performance and appearance. I work well with the public and with my co-workers. I have been the City Clerk and Deputy Clerk for the City of Mahtomedi for over fifteen years, and many of my duties and responsibilities there are similar to what you are seeking. I worked in the private, non-profit sector for twenty years and helped set up two non-profit organizations. I also worked in the for-profit sector and in the area of public education.

My educational background is also varied. I have completed the Municipal Clerks Certification Program, and the clerks training program sponsored by the League of Minnesota Cities. I attend the Advanced Clerks seminar and the Munici-Pals winter seminar whenever possible. I have completed about three years of course work at the University of Minnesota, and I graduated from a private secretary program offered by the Minnesota School of Business. I was a Peace Corps Volunteer in India for two years, serving as a Volunteer Secretary to the Peace Corps Regional Director in Bangalore, Mysore State. I also worked part-time at a medical dispensary and an orphanage.

You may contact me at work (651-426-3344), or at home, after 6 PM, at (651-644-8497).

Thank you.

Sincerely,

  
Mary Shea Kodluboy

Enclosure

Mary Shea Kodluboy

484 Pelham Boulevard, Saint Paul, Minnesota 55104  
Home #: 651-644-8497 Work #: 651-426-3344

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EXPERIENCE - MUNICIPAL GOVERNMENT

2001 - Present      City Clerk - City of Mahtomedi, 600 Stillwater Road,  
Mahtomedi, Minnesota 55115

1987 - 2001      Deputy Clerk - City of Mahtomedi

Assist with collection, preparation and distribution of City Council packet materials. Attend Council meetings and joint workshops; prepare and transcribe minutes. Prepare ordinances, resolutions and other items related to Council activity. Prepare public notices and legal notices and submit them for publication.

Prepare periodic payrolls for City staff, City Council, Fire/Ambulance Department and election judges. Prepare and submit payroll reports to appropriate governmental entities. Maintain and track worker's compensation files/claims and property damage files/claims. Assist City City Administrator with human resources function and matters of a confidential nature.

Process all City licensing, bringing attention to City Council those licenses requiring their approval.

Conduct the yearly elections. Maintain voter registration, purchase election supplies, coordinate 'election judges' trainings and schedules. Remain current with appropriate State and County laws and procedures.

Answer a variety of public inquiries regarding municipal practices, policies and ordinances. Where necessary, refer complaints and inquiries to proper individual.

Prepare, from draft or dictation, City Administrator letters, reports and other materials.

Maintain records of current materials in files and archive.

EXPERIENCE - NON-PROFIT ORGANIZATIONS AND BUSINESS

- 1987 Administrative Assistant - People, Incorporated,  
Saint Paul, Minnesota
- 1983 - 1986 Executive Secretary - The Bridge for Runaway Youth,  
Minneapolis, Minnesota
- 1982 - 1983 Administrative Secretary - Medtronic, Inc., Neuro  
Division, Fridley, Minnesota
- 1976 - 1981 Office Manager/Administrative Assistant - Merriam  
Park Neighborhood Housing Services,  
Saint Paul, Minnesota
- 1970 - 1975 Administrative Assistant - The Nature Conservancy,  
Minneapolis, Minnesota

SPECIAL EXPERIENCE

- 1966 - 1968 American Peace Corps Volunteer Secretary - India  
Volunteer Secretary for the Peace Corps Regional  
Director in Bangalore, Mysore. Also worked part-  
time at a medical dispensary and taught office  
skills/practices at an orphanage for Anglo Indian  
girls.

EDUCATION

- To Date Three years of course work, University of Minnesota,  
Minneapolis. Completed the three year Municipal  
Clerks certification program and the League of  
Cities one-week clerks training program. Attend the  
Advanced Clerks seminar whenever possible. Attend  
the Muni-ci-pals winter seminar whenever possible.  
Completed the Private Secretary course of study,  
Minnesota School of Business.
- 1966 Three months of intensive Peace Corps training,  
University of Kentucky, Lexington. Courses of  
study: Hindi language, American and Indian  
culture, health and secretarial skills.

ADMINISTRATIVE AND SECRETARIAL SKILLS

- \* Shorthand
- \* Working knowledge of personal computers and networks
- & Working knowledge of Microsoft Word and Excel; Banyon payroll  
and fund accounting software programs
- \* Working knowledge of standard office equipment

## REFERENCES FOR MARY SHEA KODLUBOY

Jon Hohenstein, City Administrator (June, 1998, to Date)  
City of Mahtomedi  
600 Stillwater Road  
Mahtomedi, Minnesota 55115  
Phone: 651-426-3344

Mark Lenz, former Mahtomedi City Administrator (1985 – 1992)  
Executive Vice President  
T. C. Field and Company  
530 North Robert  
Saint Paul, Minnesota 55101  
Phone: 651-227-8405  
After Hours: 763-576-0933

Patty McGing, Senior Accounting Clerk (1989, to Date)  
City of Mahtomedi  
600 Stillwater Road  
Mahtomedi, Minnesota 55115  
Phone: 651-426-3344

Any of the Mahtomedi staff outlined below may also be contacted:

Marlin Amundson, Finance Director  
Jerene Rogers, Accounts Clerk II  
Luann Tembreull, Office Assistant