

CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue

AGENDA
May 9, 2012

Falcon Heights City Council Workshop will begin at 6:00pm see attached agenda

- A. CALL TO ORDER:
- B. ROLL CALL: LINDSTROM ____ HARRIS ____ GOSLINE ____
LONG ____ MERCER-TAYLOR ____
FISCHER ____
- C. PRESENTATIONS:
 - 1. CERT Presentation – Kris Grangaard and Dan Johnson-Powers
- D. APPROVAL OF MINUTES: April 25, 2012
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
 - 1. General Disbursements through 5/4/2012: \$93301.93
Payroll through 4/30/2012: \$16,831.47
 - 2. Appointment of Isaac Mielke
 - 3. Appointment of Jeff Connell
 - 4. City Hall Summer Hours
 - 5. Police Week Resolution
- G. POLICY ITEMS:
 - 1. Front Poarch Ordinance
 - 2. Prairie Grass Ordinance
- H. INFORMATION/ ANNOUNCEMENTS:
- I. COMMUNITY FORUM:
- J. ADJOURNMENT:

Falcon Heights City Council Workshop

**City Hall
2077 W Larpenteur Ave.
6:00 p.m.***

**AGENDA
Wednesday, May 9, 2012**

- 1) Review/Comparison of International Property
Maintenance Code as compared to existing City Code**

*If more time is needed, the Workshop will continue after the regularly scheduled City Council meeting (7:00 pm start time).

If you have a disability and need accommodation in order to attend this meeting, please notify City Hall 48 hours in advance between the hours of 8:00 a.m. and 4:30 p.m. at 651-792-7600. We will be happy to help.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Workshop Date	May 9, 2012
Agenda Item	1
Title	Workshop on ordinance adopting the International Property Maintenance Code
Submitted By	Deborah Jones, Director of Zoning and Planning

Description	To address a need for stronger and more specific enforcement tools to confront deficient maintenance on certain properties in Falcon Heights, both vacant and occupied, the City Council has expressed an interest in adopting by reference the International Property Maintenance Code into the Falcon Heights City Code. <i>Tabled from 4/25/12</i>
Background	<p>On April 25, 2012, the City Council tabled this matter in order to further examine specific provisions. Council Members had raised concerns that some measures in the code and/or amendments in the proposed ordinance that apply to all dwellings (a) might be better applied to rentals only, (b) might not be appropriate for Falcon Heights at all.</p> <p>Staff was asked to go through the IPMC and the ordinance's deletions and amendments and highlight those that might be cause for the above concerns. The highlighted sections are given in the attachments, along with an updated version of the staff notes from April 24.</p> <p>Sections that were deemed by staff to be appropriate and reasonable for health and safety in all occupancies, and which are considered unlikely to cause the above type of concern, have not been included in the attachments - though the Council may choose to add them</p> <p>The primary attachment is in the form of a worksheet for Council Members to make their own notes for discussion. Short sections are quoted in the worksheet; longer sections are annotated in an appendix.</p> <p>The City has one printed copy of the IPMC. The document can be read online at http://publicecodes.citation.com/icod/ipmc/2012/index.htm</p>
Budget Impact	Unknown
Attachment(s)	<ul style="list-style-type: none"> • IPMC Sections for further consideration by the City Council • Staff notes on deletions and amendments in the ordinance (version 2)
Action(s) Requested	<ul style="list-style-type: none"> • Discussion

IPMC Measures for Additional Council Examination

Omitted sections were considered unambiguous and uncontroversial by staff, or appropriate to the health and safety of all structures.

Section	Text	Apply to All?	Only Rental?	Remove?	Comment
304.1.1	Unsafe Conditions (see attached)				
304.2	Protective Treatment (see attached)				
304.6	<p>Exterior walls. All exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent <i>deterioration</i>.</p>				
304.7	<p>Roofs and drainage. The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or <i>deterioration</i> in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.</p>				
304.8 304.9 304.10 304.11	<p>Decorative Features Overhang Extensions Stairways, Decks, porches & balconies Chimneys and towers (see attached)</p>				Grouped together here because of similarity.

304.12	Handrails and guards. Every handrail and <i>guard</i> shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.				
304.13	Window, Skylight and door frames (see attached)				
304.14	Insect Screens (see attached)				Note that this section is amended in the ordinance.
304.15	Doors. All exterior doors, door assemblies, operator systems if provided, and hardware shall be maintained in good condition. Locks at all entrances to dwelling units and sleeping units shall tightly secure the door. Locks on means of egress doors shall be in accordance with Section 702.3.				Note that some of this already applies only to rentals.
304.16	Basement hatchways. Every <i>basement</i> hatchway shall be maintained to prevent the entrance of rodents, rain and surface drainage water.				
304.17	Guards for basement windows. Every <i>basement</i> window that is openable shall be supplied with rodent shields, storm windows or other <i>approved</i> protection against the entry of rodents.				
304.18	Building Security (see attached)				

304.19	Gates. All exterior gates, gate assemblies, operator systems if provided, and hardware shall be maintained in good condition. Latches at all entrances shall tightly secure the gates.				
305.1 305.1.1	Interior Structure. General. (see attached) Unsafe conditions (see attached)				Amended in ordinance
305.3	Interior surfaces (see attached)				
305.4 305.5 305.6	Stairs and walking surfaces Handrails and guards Interior doors (see attached)				Grouped together here because of similarity.
306	Component Serviceability (see attached)				This is amended in the ordinance.
402.1	Habitable spaces (see attached)				
402.2	Common halls and stairways (see attached)				

402.3	Other spaces (see attached)				
403.1	Ventilation. Habitable spaces (see attached)				
403.2	Bathrooms and toilet rooms (see attached)				
403.4	Process ventilation. Where injurious, toxic, irritating or noxious fumes, gases, dusts or mists are generated, a local exhaust <i>ventilation</i> system shall be provided to remove the contaminating agent at the source. Air shall be exhausted to the exterior and not be recirculated to any space.				
403.5	Clothes dryer exhaust. Clothes dryer exhaust systems shall be independent of all other systems and shall be exhausted outside the structure in accordance with the manufacturer's instructions. Exception: Listed and <i>labeled</i> condensing (ductless) clothes dryers.				
404.2	Minimum room widths. A habitable room, other than a kitchen, shall be a minimum of 7 feet (2134 mm) in any plan dimension. Kitchens shall have a minimum clear passageway of 3 feet (914 mm) between counterfronts and appliances				

	or counterfronts and walls.				
404.3	Minimum ceiling heights (see attached)				
404.4	Bedroom and living room requirements. Every <i>bedroom</i> and living room shall comply with the requirements of Sections 404.4.1 through 404.4.5 .				
404.4.1	Room area. Every living room shall contain at least 120 square feet (11.2 m ²) and every bedroom shall contain a minimum of 70 square feet (6.5 m ²) and every bedroom occupied by more than one person shall contain a minimum of 50 square feet (4.6 m ²) of floor area for each occupant thereof.				
404.4.2	Access from bedrooms. <i>Bedrooms</i> shall not constitute the only means of access to other <i>bedrooms</i> or <i>habitable spaces</i> and shall not serve as the only means of egress from other <i>habitable spaces</i> . Exception: Units that contain fewer than two <i>bedrooms</i> .				
404.4.3	Water closet accessibility. Every <i>bedroom</i> shall have access to at least one water closet and one lavatory without passing through another <i>bedroom</i> . Every <i>bedroom</i> in a <i>dwelling unit</i> shall have access to at least one water closet and lavatory located in the same story as the <i>bedroom</i> or an adjacent story.				

404.4.4	Prohibited occupancy. Kitchens and nonhabitable spaces shall not be used for sleeping purposes.				
404.4.5	Other requirements (see attached)				
404.5	Overcrowding - ** Deleted in ordinance (see attached)				
605.2	Recepticals (electrical requirements) (see attached)				Amended in ordinance
605.3	Luminaires. Every public hall, interior stairway, <i>toilet room</i> , kitchen, <i>bathroom</i> , laundry room, boiler room and furnace room shall contain at least one electric luminaire. Pool and spa luminaries over 15 V shall have ground fault circuit interrupter protection.				“Luminaire” is defined as a “complete electric light fixture” – for example, a plug-in lamp would <i>not</i> qualify, even if activated by the wall switch.
605.4	Wiring. Flexible cords shall not be used for permanent wiring, or for running through doors, windows, or cabinets, or concealed within walls, floors, or ceilings.				

APPENDIX A: IPMC Sections for further Council consideration

- Shorter sections are quoted in the worksheet.
- Sections are (generally) not included in the list if they are deleted in the ordinance, unless they were discussed on April 24.
- Sections amended in the ordinance are given with the original and amendment mark-up
- Sections may be omitted if, in the opinion of staff, they are appropriate for health and safety for all structures/occupancies and not unreasonable to require of owner occupants.

304. Exterior Structure

304.1.1 Unsafe conditions.

The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the *International Building Code* or the *International Existing Building Code* as required for existing buildings:

1. The nominal strength of any structural member is exceeded by nominal loads, the load effects or the required strength;
2. The *anchorage* of the floor or roof to walls or columns, and of walls and columns to foundations is not capable of resisting all nominal loads or load effects;
3. Structures or components thereof that have reached their limit state;
4. Siding and masonry joints including joints between the building envelope and the perimeter of windows, doors and skylights are not maintained, weather resistant or water tight;
5. Structural members that have evidence of *deterioration* or that are not capable of safely supporting all nominal loads and load effects;
6. Foundation systems that are not firmly supported by footings, are not plumb and free from open cracks and breaks, are not properly *anchored* or are not capable of supporting all nominal loads and resisting all load effects;
7. Exterior walls that are not *anchored* to supporting and supported elements or are not plumb and free of holes, cracks or breaks and loose or rotting materials, are not properly *anchored* or are not capable of supporting all nominal loads and resisting all load effects;
8. Roofing or roofing components that have defects that admit rain, roof surfaces with inadequate drainage, or any portion of the roof framing that is not in good repair with signs of *deterioration*, fatigue or without proper anchorage and incapable of supporting all nominal loads and resisting all load effects;
9. Flooring and flooring components with defects that affect serviceability or flooring components that show signs of *deterioration* or fatigue, are not properly *anchored* or are incapable of supporting all nominal loads and resisting all load effects;
10. Veneer, cornices, belt courses, corbels, trim, wall facings and similar decorative features not properly anchored or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects;

11. Overhang extensions or projections including, but not limited to, trash chutes, canopies, marquees, signs, awnings, fire escapes, standpipes and exhaust ducts not properly *anchored* or that are *anchored* with connections not capable of supporting all nominal loads and resisting all load effects;

12. Exterior stairs, decks, porches, balconies and all similar appurtenances attached thereto, including *guards* and handrails, are not structurally sound, not properly *anchored* or that are *anchored* with connections not capable of supporting all nominal loads and resisting all load effects; or

13. Chimneys, cooling towers, smokestacks and similar appurtenances not structurally sound or not properly *anchored*, or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects.

Exceptions:

1. When substantiated otherwise by an *approved* method.
2. Demolition of unsafe conditions shall be permitted when *approved* by the *code official*.

304.2 Protective treatment.

All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. All siding and masonry joints, as well as those between the building envelope and the perimeter of windows, doors and skylights, shall be maintained weather resistant and water tight. All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion, and all surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.

304.8 Decorative features.

All cornices, belt courses, corbels, terra cotta trim, wall facings and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.

304.9 Overhang extensions.

All overhang extensions including, but not limited to canopies, marquees, signs, metal awnings, fire escapes, standpipes and exhaust ducts shall be maintained in good repair and be properly *anchored* so as to be kept in a sound condition. When required, all exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

304.10 Stairways, decks, porches and balconies.

Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.

304.11 Chimneys and towers.

All chimneys, cooling towers, smoke stacks, and similar appurtenances shall be maintained structurally safe and sound, and in good repair. All exposed surfaces of metal or wood shall be protected from the elements and against decay or rust by periodic application of weather-coating materials, such as paint or similar surface treatment.

304.13 Window, skylight and door frames.

Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight.

304.13.1 Glazing.

All glazing materials shall be maintained free from cracks and holes.

304.13.2 Openable windows.

Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware.

Section 304.14 Insect Screens. ** Amended in ordinance

During the period from May 15 to October 15 every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas or any areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with approved tightly fitting screens of not less than 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control shall have a self-closing device in good working condition.

~~Exception: Screens shall not be required where other approved means, such as air curtains or insect repellent fans, are employed.~~

(original and amendment shown)

304.18 Building security.

Doors, windows or hatchways for *dwelling units*, room units or *housekeeping units* shall be provided with devices designed to provide security for the *occupants* and property within.

304.18.1 Doors.

Doors providing access to a *dwelling unit*, *rooming unit* or *housekeeping unit* that is rented, leased or let shall be equipped with a deadbolt lock designed to be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort and shall have a minimum lock throw of 1 inch (25 mm). Such deadbolt locks shall be installed according to the manufacturer's specifications and maintained in good working order. For the purpose of this section, a sliding bolt shall not be considered an acceptable deadbolt lock.

304.18.2 Windows.

Operable windows located in whole or in part within 6 feet (1828 mm) above ground level or a walking surface below that provide access to a *dwelling unit*, *rooming unit* or *housekeeping unit* that is rented, leased or let shall be equipped with a window sash locking device.

304.18.3 Basement hatchways.

Basement hatchways that provide access to a dwelling unit, rooming unit or housekeeping unit that is rented, leased or let shall be equipped with devices that secure the units from unauthorized entry.

Section 305: Interior Structure

305.1 General. ** Amended in ordinance

The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition. Occupants shall keep that part of the structure which they occupy or control in a clean and sanitary condition. Every owner of a structure containing a rooming house, housekeeping units, a hotel, a dormitory, two or more dwelling units or two or more nonresidential occupancies, shall maintain, in a clean and sanitary condition, the shared or public areas of the structure and exterior property. The property owner is ultimately responsible for the whole property.

305.1.1 Unsafe conditions.

The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the *International Building Code* or the *International Existing Building Code* as required for existing buildings:

1. The nominal strength of any structural member is exceeded by nominal loads, the load effects or the required strength;
2. The anchorage of the floor or roof to walls or columns, and of walls and columns to foundations is not capable of resisting all nominal loads or load effects;
3. Structures or components thereof that have reached their limit state;
4. Structural members are incapable of supporting nominal loads and load effects;
5. Stairs, landings, balconies and all similar walking surfaces, including *guards* and handrails, are not structurally sound, not properly *anchored* or are *anchored* with connections not capable of supporting all nominal loads and resisting all load effects;
6. Foundation systems that are not firmly supported by footings are not plumb and free from open cracks and breaks, are not properly *anchored* or are not capable of supporting all nominal loads and resisting all load effects.

Exceptions:

1. When substantiated otherwise by an *approved* method.
2. Demolition of unsafe conditions shall be permitted when *approved* by the *code official*.

305.3 Interior surfaces.

All interior surfaces, including windows and doors, shall be maintained in good, clean and sanitary condition. Peeling, chipping, flaking or abraded paint shall be repaired, removed or covered. Cracked or loose plaster, decayed wood and other defective surface conditions shall be corrected.

305.4 Stairs and walking surfaces.

Every stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained in sound condition and good repair.

305.5 Handrails and guards.

Every handrail and *guard* shall be firmly fastened and capable of supporting normally imposed loads and shall be maintained in good condition.

305.6 Interior doors.

Every interior door shall fit reasonably well within its frame and shall be capable of being opened and closed by being properly and securely attached to jambs, headers or tracks as intended by the manufacturer of the attachment hardware.

Section 306: Component Serviceability

306.1 General. ** Original is replaced in the amendment as follows:

~~The components of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition.~~

Every exterior and interior flight of stairs shall have handrails on both sides of the stair.

Exception: Stairs having four or more risers and permitted by the Minnesota State Building Code to be less than 44" wide may have handrails on one side. Stairs having less than four risers and permitted by the Minnesota State Building Code to be less than 44" wide are not required to have handrails.

Every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface which is more than 30 inches (762 mm) above the floor or grade below shall have guards. Handrails shall not be less than 34 inches (864 mm) high or more than 38 inches (965 mm) high measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Guards shall not be less than 42 inches (1067 mm) high above the floor of the landing, balcony, porch, deck, or ramp or other walking surface.

Exceptions:

1. Guards may be not less than 36 inches (914mm) high where permitted by the Minnesota State Building Code.
2. Guards shall not be required where exempted by the adopted building code.

306.1.1 Unsafe conditions.

Where any of the following conditions cause the component or system to be beyond its limit state, the component or system shall be determined as unsafe and shall be repaired or replaced to comply with the *International Building Code* as required for existing buildings:

1. Soils that have been subjected to any of the following conditions:
 - 1.1. Collapse of footing or foundation system;
 - 1.2. Damage to footing, foundation, concrete or other structural element due to soil expansion;

- 1.3. Adverse effects to the design strength of footing, foundation, concrete or other structural element due to a chemical reaction from the soil;
 - 1.4. Inadequate soil as determined by a geotechnical investigation;
 - 1.5. Where the allowable bearing capacity of the soil is in doubt; or
 - 1.6. Adverse effects to the footing, foundation, concrete or other structural element due to the ground water table.
2. Concrete that has been subjected to any of the following conditions:
 - 2.1. *Deterioration*;
 - 2.2. *Ultimate deformation*;
 - 2.3. Fractures;
 - 2.4. Fissures;
 - 2.5. Spalling;
 - 2.6. Exposed reinforcement; or
 - 2.7. *Detached*, dislodged or failing connections.
 3. Aluminum that has been subjected to any of the following conditions:
 - 3.1. *Deterioration*;
 - 3.2. Corrosion;
 - 3.3. Elastic deformation;
 - 3.4. *Ultimate deformation*;
 - 3.5. Stress or strain cracks;
 - 3.6. Joint fatigue; or
 - 3.7. *Detached*, dislodged or failing connections.
 4. Masonry that has been subjected to any of the following conditions:
 - 4.1. *Deterioration*;
 - 4.2. *Ultimate deformation*;
 - 4.3. Fractures in masonry or mortar joints;
 - 4.4. Fissures in masonry or mortar joints;
 - 4.5. Spalling;
 - 4.6. Exposed reinforcement; or
 - 4.7. *Detached*, dislodged or failing connections.
 5. Steel that has been subjected to any of the following conditions:
 - 5.1. *Deterioration*;
 - 5.2. Elastic deformation;
 - 5.3. *Ultimate deformation*;
 - 5.4. Metal fatigue; or
 - 5.5. *Detached*, dislodged or failing connections.
 6. Wood that has been subjected to any of the following conditions:
 - 6.1. *Ultimate deformation*;
 - 6.2. *Deterioration*;
 - 6.3. Damage from insects, rodents and other vermin;
 - 6.4. Fire damage beyond charring;
 - 6.5. Significant splits and checks;
 - 6.6. Horizontal shear cracks;
 - 6.7. Vertical shear cracks;
 - 6.8. Inadequate support;
 - 6.9. *Detached*, dislodged or failing connections; or

6.10. Excessive cutting and notching.

Exceptions:

1. When substantiated otherwise by an *approved* method.
2. Demolition of unsafe conditions shall be permitted when *approved* by the *code official*.

SECTION 402 LIGHT

402.1 Habitable spaces.

Every *habitable space* shall have at least one window of *approved* size facing directly to the outdoors or to a court. The minimum total glazed area for every *habitable space* shall be 8 percent of the floor area of such room. Wherever walls or other portions of a structure face a window of any room and such obstructions are located less than 3 feet (914 mm) from the window and extend to a level above that of the ceiling of the room, such window shall not be deemed to face directly to the outdoors nor to a court and shall not be included as contributing to the required minimum total window area for the room.

Exception: Where natural light for rooms or spaces without exterior glazing areas is provided through an adjoining room, the unobstructed opening to the adjoining room shall be at least 8 percent of the floor area of the interior room or space, but a minimum of 25 square feet (2.33 m²). The exterior glazing area shall be based on the total floor area being served.

402.2 Common halls and stairways.

Every common hall and stairway in residential occupancies, other than in one- and two-family dwellings, shall be lighted at all times with at least a 60-watt standard incandescent light bulb for each 200 square feet (19 m²) of floor area or equivalent illumination, provided that the spacing between lights shall not be greater than 30 feet (9144 mm). In other than residential occupancies, means of egress, including exterior means of egress, stairways shall be illuminated at all times the building space served by the means of egress is occupied with a minimum of 1 footcandle (11 lux) at floors, landings and treads.

402.3 Other spaces.

All other spaces shall be provided with natural or artificial light sufficient to permit the maintenance of sanitary conditions, and the safe *occupancy* of the space and utilization of the appliances, equipment and fixtures.

SECTION 403 VENTILATION

403.1 Habitable spaces.

Every *habitable space* shall have at least one openable window. The total openable area of the window in every room shall be equal to at least 45 percent of the minimum glazed area required in [Section 402.1](#).

Exception: Where rooms and spaces without openings to the outdoors are ventilated through an adjoining room, the unobstructed opening to the adjoining room shall be at least 8 percent of the

floor area of the interior room or space, but a minimum of 25 square feet (2.33 m²). The *ventilation* openings to the outdoors shall be based on a total floor area being ventilated.

403.2 Bathrooms and toilet rooms.

Every *bathroom* and *toilet room* shall comply with the *ventilation* requirements for *habitable spaces* as required by [Section 403.1](#), except that a window shall not be required in such spaces equipped with a mechanical *ventilation* system. Air exhausted by a mechanical *ventilation* system from a *bathroom* or *toilet room* shall discharge to the outdoors and shall not be recirculated.

SECTION 404 OCCUPANCY LIMITS

404.3 Minimum ceiling heights.

Habitable spaces, hallways, corridors, laundry areas, *bathrooms*, *toilet rooms* and *habitable basement* areas shall have a minimum clear ceiling height of 7 feet (2134 mm).

Exceptions:

1. In one- and two-family dwellings, beams or girders spaced a minimum of 4 feet (1219 mm) on center and projecting a maximum of 6 inches (152 mm) below the required ceiling height.
2. *Basement* rooms in one- and two-family dwellings occupied exclusively for laundry, study or recreation purposes, having a minimum ceiling height of 6 feet 8 inches (2033 mm) with a minimum clear height of 6 feet 4 inches (1932 mm) under beams, girders, ducts and similar obstructions.
3. Rooms occupied exclusively for sleeping, study or similar purposes and having a sloped ceiling over all or part of the room, with a minimum clear ceiling height of 7 feet (2134 mm) over a minimum of one-third of the required minimum floor area. In calculating the floor area of such rooms, only those portions of the floor area with a minimum clear ceiling height of 5 feet (1524 mm) shall be included.

404.4.5 Other requirements.

Bedrooms shall comply with the applicable provisions of this code including, but not limited to, the light, *ventilation*, room area, ceiling height and room width requirements of this chapter; the plumbing facilities and water-heating facilities requirements of [Chapter 5](#); the heating facilities and electrical receptacle requirements of [Chapter 6](#); and the smoke detector and emergency escape requirements of [Chapter 7](#).

404.5 Overcrowding. ~~Please note – this is deleted in the proposed ordinance!~~**

Dwelling units shall not be occupied by more occupants than permitted by the minimum area requirements of Table 404.5.

TABLE 404.5 MINIMUM AREA REQUIREMENTS

SPACE	MINIMUM AREA IN SQUARE FEET		
	1-2 occupants	3-5 occupants	6 or more occupants
Living room ^{a, b}	120	120	150
Dining room ^{a, b}	No requirement	80	100
Bedrooms	Shall comply with Section 404.4.1		

For SI: 1 square foot = 0.093 m².

a. See [Section 404.5.2](#) for combined living room/dining room spaces.

b. See [Section 404.5.1](#) for limitations on determining the minimum occupancy area for sleeping purposes.

Section 605.2 Receptacles. *(showing changes from the proposed ordinance)*

Every habitable space in a dwelling shall contain at least two separate and remote receptacle outlets. Every laundry area and bathroom in a dwelling shall contain at least one ~~grounded-type~~ receptacle ~~or a receptacle with a ground fault circuit interrupter~~. ~~Every bathroom shall contain at least one receptacle. Any new bathroom receptacle outlet shall have ground fault circuit interrupter protection.~~ All receptacle outlets shall have the appropriate faceplate cover for the location. Any electrical outlet within six feet of a water source or water outlet shall include operable ground fault circuit interrupter protection.

IPMC Ordinance Notes

105.59 Deletions

These are the sections listed for deletion in the ordinance because they do not apply in Falcon Heights or are provided for elsewhere in the City Code.

~~302.4—Weeds~~

~~All premises and exterior property shall be maintained free from weeds or plant growth in excess of [JURISDICTION TO INSERT HEIGHT IN INCHES]. All noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.~~

~~Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 106.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the owner or agent responsible for the property.~~

~~302.8 Motor Vehicles~~

~~Except as provided for in other regulations, no inoperative or unlicensed motor vehicle shall be parked, kept or stored on any premises, and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an approved spray booth.~~

~~Exception: A vehicle of any type is permitted to undergo major overhaul, including body work, provided that such work is performed inside a structure or similarly enclosed area designed and approved for such purposes.~~

~~303 Swimming Pools, Spas and Hot Tubs~~

~~303.1 Swimming pools.~~

~~Swimming pools shall be maintained in a clean and sanitary condition, and in good repair.~~

~~303.2 Enclosures.~~

~~Private swimming pools, hot tubs and spas, containing water more than 24 inches (610 mm) in depth shall be completely surrounded by a fence or barrier at least 48 inches (1219 mm) in height above the finished ground level measured on the side of the barrier away from the pool. Gates and doors in such barriers shall be self-closing and self-latching. Where the self-latching device is a minimum of 54 inches (1372 mm) above the bottom of the gate, the release mechanism shall be located on the pool side of the gate. Self-closing and self-latching gates shall be maintained~~

such that the gate will positively close and latch when released from an open position of 6 inches (152 mm) from the gatepost. No existing pool enclosure shall be removed, replaced or changed in a manner that reduces its effectiveness as a safety barrier.

Exception: Spas or hot tubs with a safety cover that complies with ASTM F 1346 shall be exempt from the provisions of this section.

307 Handrails and Guardrails

307.1 General.

Every exterior and interior flight of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface which is more than 30 inches (762 mm) above the floor or grade below shall have guards. Handrails shall not be less than 30 inches (762 mm) in height or more than 42 inches (1067 mm) in height measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Guards shall not be less than 30 inches (762 mm) in height above the floor of the landing, balcony, porch, deck, or ramp or other walking surface.

Exception: Guards shall not be required where exempted by the adopted building code.

404.5 Overcrowding.

Dwelling units shall not be occupied by more occupants than permitted by the minimum area requirements of Table 404.5.

TABLE 404.5 MINIMUM AREA REQUIREMENTS

SPACE	MINIMUM AREA IN SQUARE FEET		
	1-2 occupants	3-5 occupants	6 or more occupants
Living room ^{a, b}	120	120	150
Dining room ^{a, b}	No requirement	80	100
Bedrooms	Shall comply with Section 404.4.1		

For SI: 1 square foot = 0.093 m².

a. See [Section 404.5.2](#) for combined living room/dining room spaces.

b. See [Section 404.5.1](#) for limitations on determining the minimum occupancy area for sleeping purposes.

[P] 503.4 Floor surface.

In other than dwelling units, every toilet room floor shall be maintained to be a smooth, hard, nonabsorbent surface to permit such floor to be easily kept in a clean and sanitary condition.

Chapter 8 all sections - Referenced Standards. Applicable standards are given the text of the ordinance.

105.60 Amendments

101.1 Title.

These regulations shall be known as the *International Property Maintenance Code* of [NAME OF JURISDICTION], Property Maintenance Code of the City of Falcon Heights hereinafter referred to as "this code."

102.3 Application of other codes.

Repairs, additions or alterations to a structure, or changes of *occupancy*, shall be done in accordance with the procedures and provisions of the Minnesota State Building Code and Falcon Heights City Code *International Building Code, International Energy Conservation Code, International Fire Code, International Fuel Gas Code, International Mechanical Code, International Residential Code, International Plumbing Code* and NFPA 70. Nothing in this code shall be construed to cancel, modify or set aside any provision of the *International Zoning Code*.

Section 102.7 Referenced Codes and Standards.

The codes and standards referenced in this Code shall mean the applicable provision of the Falcon Heights City Code or Minnesota State Building Code, whichever is the most restrictive requirement permitted under statute and considered part of the requirements of this Code to the prescribed extent of each such reference. Where differences occur between provisions of this Code and the referenced standards, the provisions of this Code shall apply unless preempted by or in conflict with the State Building Code ~~be those that are listed in Chapter 8 and considered part of the requirements of this code to the prescribed extent of each such reference and as further regulated in Sections 102.7.1 and 102.7.2.~~

Exception: Where enforcement of a code provision would violate the conditions of the listing of the equipment or appliance, the conditions of the listing shall apply.

Section 103.2 Appointment.

The City Administrator or the City Administrator's designated agents shall be the code official responsible for the administration and enforcement of this Code. ~~The code official shall be appointed by the chief appointing authority of the jurisdiction.~~

Section 103.5 Fees.

The fees for activities and services performed by the City in carrying out its responsibilities under this Code shall be adopted by Resolution of the City Council ~~the department in carrying out its responsibilities under this code shall be as indicated in the following schedule.~~
[JURISDICTION TO INSERT APPROPRIATE SCHEDULE.]

Section 106.3 Prosecution of Violation.

Any person failing to comply with a notice of violation or order served in accordance with Section 107 shall be deemed guilty of a misdemeanor ~~or civil infraction as determined by the local municipality~~, and the violation shall be deemed a strict liability offense. If the notice of violation is not complied with, the code official shall institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the structure in violation of the provisions of this Code or of the order or direction made pursuant thereto. Any expenses incurred by the City in carrying out the enforcement of the provisions of this Code shall be included as a special assessment against the property. ~~action taken by the authority having jurisdiction on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.~~

Section 107.2 Form.

Such notice prescribed in Section 107.1 shall be in accordance with all of the following:

1. Be in writing.
2. Include a description of the real estate sufficient for identification.
3. Include a statement of the violation or violations and why the notice is being issued.
4. Include a correction order allowing a reasonable time to make the repairs and improvements required to bring the dwelling unit or structure into compliance with the provisions of this Code.
5. Inform the property owner of the right to appeal ~~file a lien~~.
6. Include a statement of the right to impose a special assessment in accordance with Section 106.3.

Section 108.1 General.

When a structure or equipment is found by the code official to be unsafe, or when a structure is found unfit for human occupancy, or is found unlawful, such structure shall be subject ~~condemned pursuant~~ to the provisions of this Code.

Section 108.2 Closing of Vacant Structures.

If the structure is vacant and unfit for human habitation and occupancy, and is not in danger of structural collapse, the code official is authorized to post a ~~placard of condemnation on~~ the premises and order the structure closed up so as not to be an attractive nuisance. Upon failure of the owner to close up the premises within the time specified in the order, the code official shall cause the premises to be closed and secured through any available public agency or by contract or arrangement by private persons and the cost thereof shall be assessed to ~~charged against~~ the real estate upon which the structure is located ~~and shall be a lien upon such real estate and may be collected by any other legal resource.~~

Section 108.3 Notice.

Whenever the code official has determined a structure or equipment is unsafe, a structure is unfit for human occupancy or a structure is unlawful under the provisions of this Article ~~condemned a structure or equipment under the provisions of this section~~, notice shall be posted in a conspicuous place in or about the structure affected by such notice and served on the owner or the person or persons responsible for the structure or equipment in accordance with Section

107.3. If the notice pertains to equipment, it shall also be placed on the unsafe condemned equipment. The notice shall be in the form prescribed in Section 107.2.

Section 108.4 Posting. ~~Placarding.~~

Upon failure of the owner or person responsible to comply with the notice provisions within the time given, the code official shall place a posting post on the premises or on the defective equipment which shall provide a placard bearing the word "Condemned" and a statement of the penalties ~~provided~~ for occupying the premises or operating the equipment ~~or removing the placard.~~

Section 108.4.1 Posting Removal.

The code official shall provide written approval and remove the posting whenever the defect or defects upon which the enforcement action and posting were based have been eliminated. It shall be unlawful for any person to deface, obscure or remove a posting without the approval of the code official. Any person who defaces, obscures or removes a posting shall be subject to the penalties provided by this Code.

Section 108.5 Prohibited Occupancy.

Any occupied structure posted condemned and placarded by the code official shall be vacated as ordered by the code official. Any person who shall occupy posted placarded premises or shall operate posted placarded equipment, and any owner or any person responsible for the premises who shall let anyone occupy a posted placarded premises or operate posted placarded equipment shall be liable for the penalties provided by this Code.

Section 109.6 Hearing.

Any person ordered to take emergency measures shall comply with such order forthwith. Any affected person shall thereafter, upon filing a written notice of appeal with the Clerk ~~petition directed to the appeals board~~, be afforded an appeal/hearing ~~a hearing~~ as described in this Code.

Section 110.3 Failure to Comply.

If the owner of a premise fails to comply with a demolition order within the time prescribed, the code official shall cause the structure to be demolished and removed, either through an available public agency or by contract or arrangement with private persons, and the cost thereof assessed to of such demolition and removal shall be charged against the real estate upon which the structure is located ~~and shall be a lien upon such real estate.~~

Section 111.1 Application for Appeal.

Any person directly aggrieved by ~~a decision of the code official or a notice or order~~ issued under this Code, may within ten days after service of the same, appeal to the Council by filing a written notice of appeal with the Clerk. In the case of an appeal from a notice issued to vacate pending elimination of imminent dangers, the appeal shall be heard as soon as possible after the time of filing. In the case of appeals from other notices, the appeal shall be heard at such time as may be established by the Council, but the taking of an appeal from a notice other than one to vacate pending the elimination of imminent dangers shall, during the pendency of such appeal, restrain the City and its officers from proceeding in any manner to enforce such notice. shall have the right to appeal to the board of appeals, provided that a written application for appeal is filed

~~within 20 days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means.~~

Section 111.2 Decision of the Council.

All appeals under this Code shall be heard by the Council. The Council may affirm in whole or in part or deny the existence of a violation of this Code, and if the violation is found to exist, confirm or modify the corrective action to be taken or the order requiring vacation of the premises and the time allowed for it.

111.2 Membership of board.

~~The board of appeals shall consist of a minimum of three members who are qualified by experience and training to pass on matters pertaining to property maintenance and who are not employees of the jurisdiction. The *code official* shall be an *ex officio* member but shall have no vote on any matter before the board. The board shall be appointed by the chief appointing authority, and shall serve staggered and overlapping terms.~~

Section 111.3 Correction of Violation by City; Assessment of Cost.

In all cases of violation of this Code to which M.S. 145A.03 through 145A.09 are applicable, the Sanitarian may proceed as provided in M.S. 145A.03 through 145A.09 to abate or remove the violation and to have the cost of it specially assessed against the lot or parcel where the violation was located. In suitable cases, said statutory remedies and procedure may be used either concurrently with, or separate from, the procedures prescribed in this Code.

111.3 Notice of meeting.

~~The board shall meet upon notice from the chairman, within 20 days of the filing of an appeal, or at stated periodic meetings.~~

Section 112.4 Failure to comply.

Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be guilty of a misdemeanor. Whenever the code official finds any work regulated by this code being performed in a manner contrary to the provisions of this code or in a dangerous or unsafe manner, the code official is authorized to issue a stop work order.

Section 201.3 Terms Defined in Other Codes.

Where terms are not defined in this Code and are defined in the Falcon Heights City Code or the Minnesota State Building Code International Building Code, International Existing Building Code, International Fire Code, International Fuel Gas Code, International Mechanical Code, International Plumbing Code, International Residential Code, International Zoning Code or NFPA 70, such terms shall have the meanings ascribed to them as stated in those codes.

Section 304.14 Insect Screens.

During the period from May 15 to October 15 every door, window and other outside opening required for ventilation of habitable rooms, food preparation areas, food service areas or any

areas where products to be included or utilized in food for human consumption are processed, manufactured, packaged or stored shall be supplied with approved tightly fitting screens of not less than 16 mesh per inch (16 mesh per 25 mm), and every screen door used for insect control shall have a self-closing device in good working condition.

~~Exception: Screens shall not be required where other approved means, such as air curtains or insect repellent fans, are employed.~~

Section 305.1 General.

The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition. Occupants shall keep that part of the structure which they occupy or control in a clean and sanitary condition. Every owner of a structure containing a rooming house, housekeeping units, a hotel, a dormitory, two or more dwelling units or two or more nonresidential occupancies, shall maintain, in a clean and sanitary condition, the shared or public areas of the structure and exterior property. The property owner is ultimately responsible for the whole property.

Section 306.1 General.

~~The components of a structure and equipment therein shall be maintained in good repair, structurally sound and in a sanitary condition.~~

Every exterior and interior flight of stairs shall have handrails on both sides of the stair.

Exception: Stairs having four or more risers and permitted by the Minnesota State Building Code to be less than 44" wide may have handrails on one side. Stairs having less than four risers and permitted by the Minnesota State Building Code to be less than 44" wide are not required to have handrails.

Every open portion of a stair, landing, balcony, porch, deck, ramp or other walking surface which is more than 30 inches (762 mm) above the floor or grade below shall have guards. Handrails shall not be less than 34 inches (864 mm) high or more than 38 inches (965 mm) high measured vertically above the nosing of the tread or above the finished floor of the landing or walking surfaces. Guards shall not be less than 42 inches (1067 mm) high above the floor of the landing, balcony, porch, deck, or ramp or other walking surface.

Exceptions:

1. Guards may be not less than 36 inches (914mm) high where permitted by the Minnesota State Building Code.
2. Guards shall not be required where exempted by the adopted building code.

Section 308.4 Multiple Occupancies. [Note: Should be 309.4.]

The owner of a structure containing two or more dwelling units, a multiple occupancy, a rooming house or a nonresidential structure shall be responsible for extermination pest elimination in the public or shared areas of the structure and exterior property. If infestation is caused by failure of an occupant to prevent such infestation in the area occupied, the occupant ~~and owner~~ shall be responsible for extermination. Whenever infestation exists in two or more

dwelling units in a dwelling, extermination of the infested areas shall be the responsibility of the owner and operator.

Section 401.3 Alternative Devices.

In lieu of the means for natural light and ventilation herein prescribed, artificial light or mechanical ventilation complying with the Minnesota State International Building Code shall be permitted.

Section 402.3 Other Spaces.

All other spaces shall be provided with natural or artificial light ~~sufficient~~ to permit the maintenance of sanitary conditions, and the safe occupancy of the space and utilization of the appliances, equipment and fixtures. Minimum artificial light shall provide 10 foot candles of light over the room area at a height of 30 inches.

Section 505.1 General. Amended to read:

Every sink, lavatory, bathtub or shower, drinking fountain, water closet or other plumbing fixture shall be properly connected to either a public water system or to an approved private water system. All kitchen sinks, lavatories, laundry facilities, bathtubs and showers shall be supplied with hot or tempered and cold running water in accordance with the Minnesota State Building International Plumbing Code.

Section 602.2 Residential Occupancies.

Dwellings shall be provided with heating facilities capable of maintaining a room temperature of 68°F (20°C) at a distance 3 feet above floor level in all habitable rooms, bathrooms and toilet rooms based on the winter outdoor design temperature of -15°F ~~for the locality indicated in Appendix D of the International Plumbing Code~~. Cooking appliances shall not be used, ~~nor shall portable unvented fuel burning space heaters be used, as a means to provide required heating to~~ provide space heating to meet the requirements of this section.

~~Exception: In areas where the average monthly temperature is above 30°F (-1°C), a minimum temperature of 65°F (18°C) shall be maintained.~~

Section 602.3 Heat supply.

Every owner and operator of any building who rents, leases or lets one or more dwelling units or sleeping units on terms, either expressed or implied, to furnish heat to the occupants thereof shall supply heat during the period from September 15 to May 15 to maintain a ~~minimum~~ temperature of not less than 68°F (20°C) at a distance 3 feet above floor level in all habitable rooms, bathrooms, and toilet rooms.

Exception: When the outdoor temperature is below the winter outdoor design temperature for the locality, maintenance of the minimum room temperature shall not be required provided that the heating system is operating at its full design capacity. The winter outdoor design temperature shall be -15°F.

~~Exceptions:~~

- ~~1. When the outdoor temperature is below the winter outdoor design temperature for the locality, maintenance of the minimum room temperature shall not be required provided that the heating system is operating at its full design capacity. The winter outdoor design temperature for the locality shall be as indicated in Appendix D of the International Plumbing Code.~~
- ~~2. In areas where the average monthly temperature is above 30°F (-1°C) a minimum temperature of 65°F (18°C) shall be maintained.~~

Section 602.4 Occupiable Work Spaces.

Indoor occupiable work spaces shall be supplied with heat during the period from September 15 to May 15 to maintain a ~~minimum~~ temperature of not less than 65°F (18°C) at a distance 3 feet above floor level during the period the spaces are occupied.

Exceptions:

- ~~1. Processing, storage and operation areas that require cooling or special temperature conditions.~~
- ~~2. Areas in which persons are primarily engaged in vigorous physical activities.~~

Section 604.2 Service.

The size and usage of appliances and equipment shall serve as a basis for determining the need for additional facilities in accordance with the currently adopted National Electrical Code NFPA 70. Dwelling units shall be served by a three-wire, 120/240 volt, single-phase electrical service having a ~~minimum~~ rating of not less than 60 amperes.

Section 605.2 Receptacles.

Every habitable space in a dwelling shall contain at least two separate and remote receptacle outlets. Every laundry area and bathroom in a dwelling shall contain at least one ~~grounded-type receptacle or a receptacle with a ground fault circuit interrupter~~. Every bathroom shall contain at least one receptacle. ~~Any new bathroom receptacle outlet shall have ground fault circuit interrupter protection.~~ All receptacle outlets shall have the appropriate faceplate cover for the location. Any electrical outlet within six feet of a water source or water outlet shall include operable ground fault circuit interrupter protection.

Section 606.1 General.

Elevators, dumbwaiters and escalators shall be maintained in compliance with Minnesota Elevators and Related Devices Code ASME A17.1. The most current certification of inspection shall be on display at all times within the elevator or attached to the escalator or dumbwaiter, or the certificate shall be available for public inspection in the office of the building operator ~~or be posted in a publicly conspicuous location approved by the code official~~. The inspection and tests shall be performed at not less than the periodical intervals listed in Minnesota Elevators and Related Devices Code ASME A17.1, Appendix N, except where otherwise specified by the authority having jurisdiction.

Section 702.1 General.

A safe, continuous and unobstructed path of travel shall be provided from any point in a building or structure to the public way. Means of egress shall comply with the ~~International~~ Minnesota State Fire Code.

Section 702.2 Aisles.

The required width of aisles in accordance with the ~~International~~ Minnesota State Fire Code shall be unobstructed.

Section 702.3 Locked Doors.

All means of egress doors shall be readily openable from the side from which egress is to be made without the need for keys, special knowledge or effort, except where the door hardware conforms to that permitted by the ~~International~~ Minnesota State Building Code.

Section 702.4 Emergency Escape Openings.

~~Required emergency escape openings for Group IRC, Group R and Group I-1 shall comply with Minnesota State Fire Code Section 1026, Emergency Escape and Rescue, shall be maintained in accordance with the code in effect at the time of construction, and the following. Required emergency escape and rescue openings shall be operational from the inside of the room without the use of keys or tools. Bars, grilles, grates or similar devices are permitted to be placed over emergency escape and rescue openings provided the minimum net clear opening size complies with the code that was in effect at the time of construction and such devices shall be releasable or removable from the inside without the use of a key, tool or force greater than that which is required for normal operation of the escape and rescue opening.~~

Section 704.1 General.

All systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire or any combination thereof shall be maintained in an operable condition at all times in accordance with the ~~International~~ Minnesota State Fire Code.

Section 704.2 Smoke Alarms.

Single or multiple-station smoke alarms shall be installed and maintained in Groups R-2, R-3, R-4 and in dwellings not regulated in Group R occupancies, regardless of occupant load at all of the following locations:

1. on the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms.
2. in each room used for sleeping purposes.
3. In each story within a dwelling unit, including basements and cellars but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.

Single or multiple-station smoke alarms shall be installed in other groups in accordance with the ~~International~~ Minnesota State Fire Code.

CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue

AGENDA
April 25, 2012

- A. CALL TO ORDER:
- B. ROLL CALL: LINDSTROM _X_ HARRIS _Ab_ GOSLINE _X_
LONG _X_ MERCER-TAYLOR _X_
FISCHER _X_ OLSON _X_
- C. PRESENTATIONS:
 - 1. 2011 Audit Presentation- Kern, DeWenter, Viere -
Presented by Matt Mayer, CPA, Partner Kern, DeWenter, Viere
- D. APPROVAL OF MINUTES: April 11, 2012 Approved
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA: Beth Mercer -Taylor Moved Approval 4-0
 - 1. General Disbursements through 4/20/2012: \$114,597.79
Payroll through 4/12/2012: \$16,239.22
 - 2. City License Renewal
 - 3. Appointment of Firefighter
 - 4. Merwin's Liquor Tobacco Compliance
- G. POLICY ITEMS:
 - 1. Ordinance adopting the International Property Maintenance Code Tabled
- H. INFORMATION/ ANNOUNCEMENTS:
- I. COMMUNITY FORUM:
- J. ADJOURNMENT: 7:50pm



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	May 9, 2012
Agenda Item	Consent F1
Attachment	General Disbursements and Payroll
Submitted By	Roland Olson, Finance Director

Item	General Disbursements and Payroll
Description	General Disbursements through 5/2/2012: \$93,301.93 Payroll through 4/30/2012: \$16,831.47
Budget Impact	
Attachment(s)	General Disbursements and Payroll
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve general disbursements and payroll.

PACKET: 00681 Regular Payables
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00255		AMERICAN OFFICE PRODUCTS				
I-125306		NAMEPLATES - COUNCIL	47.56			
4/26/2012	APBNK	DUE: 4/26/2012 DISC: 4/26/2012		1099: N		
		NAMEPLATES - COUNCIL		101 4111-70100-000	SUPPLIES	47.56
		=== VENDOR TOTALS ===	47.56			
=====						
01-00250		AMERIPRIDE SERVICES				
I-1002115964		LINEN CLEANING	41.08			
4/26/2012	APBNK	DUE: 4/26/2012 DISC: 4/26/2012		1099: N		
		LINEN CLEANING		101 4124-82011-000	LINEN CLEANING	41.08
		=== VENDOR TOTALS ===	41.08			
=====						
01-05454		CARTRIDGE CARE				
I-201204263407		HP 2420 PRINTER REPAIR	243.75			
4/26/2012	APBNK	MANUAL CK# 079115 4/26/2012		1099: N		
		HP 2420 PRINTER REPAIR		101 4112-87000-000	REPAIR OFFICE EQUIPMENT	243.75
		=== VENDOR TOTALS ===	243.75			
=====						
01-03181		CITY OF NEW BRIGHTON				
I-201204263406		HAZMAT EXP	571.12			
4/26/2012	APBNK	DUE: 4/26/2012 DISC: 4/26/2012		1099: N		
		HAZMAT EXP		101 4124-87025-000	HAZMAT EQUIPMENT MAINT	571.12
		=== VENDOR TOTALS ===	571.12			
=====						
01-03122		CITY OF ST PAUL				
I-122726		FUEL	104.98			
4/26/2012	APBNK	DUE: 4/26/2012 DISC: 4/26/2012		1099: N		
		FUEL		101 4124-74000-000	MOTOR FUEL & LUBRICANTS	104.98
		=== VENDOR TOTALS ===	104.98			
=====						
01-04084		FIRE EQUIPMENT SPECIALTIES				
I-7506		8 PBI HOODS	296.16			
4/26/2012	APBNK	DUE: 4/26/2012 DISC: 4/26/2012		1099: N		
		8 PBI HOODS		101 4124-77000-000	CLOTHING	296.16
		=== VENDOR TOTALS ===	296.16			

PACKET: 00681 Regular Payables
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05154	HEWLETT PACKARD					
I-51004335		COMPUTER MONITOR	203.54			
4/26/2012	APBNK	DUE: 4/26/2012 DISC: 4/26/2012		1099: N		
		COMPUTER MONITOR		424 4424-91000-000	MACHINERY & EQUIPMENT	203.54
=== VENDOR TOTALS ===			203.54			

=====						
01-05843	MN NCPERS LIFE INSURANCE					
I-201204263411		LIFE INSURANCE	32.00			
4/26/2012	APBNK	DUE: 4/26/2012 DISC: 4/26/2012		1099: N		
		LIFE INSURANCE		101 21709-000	OTHER PAYABLE	31.20
		LIFE INSURANCE		206 21709-000	OTHER PAYABLE	0.80
=== VENDOR TOTALS ===			32.00			

=====						
01-07263	NEXTEL COMMUNICATIONS, INC					
I-201204263409		CELL PHONES	142.84			
4/26/2012	APBNK	DUE: 4/26/2012 DISC: 4/26/2012		1099: N		
		CELL PHONES		101 4121-85015-000	CELL PHONE	70.40
		CELL PHONES		101 4131-85015-000	CELL PHONE	12.11
		CELL PHONES		101 4141-85015-000	CELL PHONE	31.57
		CELL PHONES		101 4132-85015-000	CELL PHONE	7.29
		CELL PHONES		601 4601-85015-000	CELL PHONE	21.47
=== VENDOR TOTALS ===			142.84			

=====						
01-06141	SHI INTERNATIONAL GROUP					
I-B00596956		2010 OFFICE SOFTWARE LICENSES	3,402.29			
4/26/2012	APBNK	DUE: 4/26/2012 DISC: 4/26/2012		1099: N		
		2010 OFFICE SOFTWARE LICENSES		401 4401-90100-000	FURNITURE & EQUIPMENT	3,402.29
=== VENDOR TOTALS ===			3,402.29			

=====						
01-00935	ST PAUL REGIONAL WATER SERVICE					
I-201204263408		H2O AND SS CHARGES	302.24			
4/26/2012	APBNK	DUE: 4/26/2012 DISC: 4/26/2012		1099: N		
		H2O		101 4131-85040-000	WATER	16.45
		SS		101 4131-85070-000	SEWER	17.41
		H2O		101 4141-85040-000	WATER	172.72
		SS		101 4141-85070-000	SEWER	95.66
=== VENDOR TOTALS ===			302.24			

PACKET: 00681 Regular Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
01-06931	U.S.	POSTMASTER				
I-201204263410		BULK MAIL PERMIT FEE	190.00			
4/26/2012	APBNK	DUE: 4/26/2012 DISC: 4/26/2012		1099: N		
		BULK MAIL PERMIT FEE		101 4116-70500-000	POSTAGE	190.00
		=== VENDOR TOTALS ===	190.00			
		=== PACKET TOTALS ===	5,577.56			

PACKET: 00684 May 4 payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00160		ACROSS THE STREET PRODUCTIONS				

I-12-0662		FOUR 50HR ON LINE TNG PROGRAM	1,540.00			
5/02/2012	APBNK	DUE: 5/02/2012 DISC: 5/02/2012		1099: N		
		FOUR 50HR ON LINE TNG PROGRAMS		101 4124-86020-000	TRAINING	1,540.00
		=== VENDOR TOTALS ===	1,540.00			

=====						
01-00800		ALLIED WASTE SERVICES				

I-0923-0254821		WASTE DISPOSAL	314.79			
5/02/2012	APBNK	DUE: 5/02/2012 DISC: 5/02/2012		1099: N		
		WASTE DISPOSAL		101 4131-82010-000	WASTE REMOVAL	314.79
		=== VENDOR TOTALS ===	314.79			

=====						
01-00265		AMERICAN ENVIRONMENTAL LLC				

I-147		STORM SEWER CLEANING	3,360.00			
5/02/2012	APBNK	DUE: 5/02/2012 DISC: 5/02/2012		1099: N		
		STORM SEWER CLEANING		602 4602-87150-000	CATCJ BASIN CLEANING/JET	3,360.00
		=== VENDOR TOTALS ===	3,360.00			

=====						
01-05422		BP				

I-201205023414		FUEL	1,234.80			
5/02/2012	APBNK	MANUAL CK# 079135 5/01/2012		1099: N		
		FUEL		101 4124-74000-000	MOTOR FUEL & LUBRICANTS	118.52
		FUEL		602 4602-74000-000	FUEL & LUBRICANTS	649.87
		FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	466.41
		=== VENDOR TOTALS ===	1,234.80			

=====						
01-03123		CINTAS CORPORATION #470				

I-470815959		TOILET TISSUE/SHOP TOWELS	88.95			
5/02/2012	APBNK	DUE: 5/02/2012 DISC: 5/02/2012		1099: N		
		TOILET TISSUE/SHOP TOWELS		101 4131-70110-000	SUPPLIES	88.95
		=== VENDOR TOTALS ===	88.95			

=====						
01-00218		E L REINHARDT CO INC				

I-211599		5 KEYS FOR PARK BLDG	50.98			
5/02/2012	APBNK	DUE: 5/02/2012 DISC: 5/02/2012		1099: N		
		5 KEYS FOR PARK BLDG		101 4141-70100-000	SUPPLIES	50.98
		=== VENDOR TOTALS ===	50.98			

PACKET: 00684 May 4 payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-04027	EMERGENCY APPARATUS MAINT					

I-61149		752 - INSTALL ANODES FLANGE	579.35			
5/02/2012	APBNK	DUE: 5/02/2012 DISC: 5/02/2012		1099: N		
		752 - INSTALL ANODES FLANGE		101 4124-87029-000	REPAIR OTHER EQUIPMENT	579.35

I-61151		753 - GUAGE REPAIR	189.15			
5/02/2012	APBNK	DUE: 5/02/2012 DISC: 5/02/2012		1099: N		
		753 - GUAGE REPAIR		101 4124-87029-000	REPAIR OTHER EQUIPMENT	189.15
		=== VENDOR TOTALS ===	768.50			
=====						
01-05171	FRA DOR INC					

I-1204176		BLACK DIRT	64.13			
5/02/2012	APBNK	DUE: 5/02/2012 DISC: 5/02/2012		1099: N		
		BLACK DIRT		203 4203-70100-000	SUPPLIES	64.13
		=== VENDOR TOTALS ===	64.13			
=====						
01-05115	GOPHER STATE ONE CALL					

I-36336		ADDTL LOCATES MARCH	4.35			
5/03/2012	APBNK	DUE: 5/03/2012 DISC: 5/03/2012		1099: N		
		ADDTL LOCATES MARCH		601 4601-88030-000	LOCATES	4.35

I-38876		APRIL LOCATES	170.50			
5/03/2012	APBNK	DUE: 5/03/2012 DISC: 5/03/2012		1099: N		
		APRIL LOCATES		601 4601-88030-000	LOCATES	170.50
		=== VENDOR TOTALS ===	174.85			
=====						
01-05045	GRUBER'S POWER EQUIPMENT					

I-107254		PIN FOR JD 1543	20.06			
5/02/2012	APBNK	DUE: 5/02/2012 DISC: 5/02/2012		1099: N		
		PIN FOR JD 1543		101 4132-87000-000	REPAIR EQUIPMENT	20.06
		=== VENDOR TOTALS ===	20.06			
=====						
01-05154	HEWLETT PACKARD					

I-51116642		COMPUTER MONITOR	203.54			
5/02/2012	APBNK	DUE: 5/02/2012 DISC: 5/02/2012		1099: N		
		COMPUTER MONITOR		424 4424-91000-000	MACHINERY & EQUIPMENT	203.54

I-51139285		LAP TOP DOCKING STATION	158.55			
5/02/2012	APBNK	DUE: 5/02/2012 DISC: 5/02/2012		1099: N		
		LAP TOP DOCKING STATION		424 4424-91000-000	MACHINERY & EQUIPMENT	158.55
		=== VENDOR TOTALS ===	362.09			

PACKET: 00684 May 4 payables
VENDOR SET: 01 City of Falcon Heights
SEQUENCE : ALPHABETIC
DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #			
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05153	HOME DEPOT	CRC/GECF				
I-201205023418		TILE/GROUT/SEALER/5 RAKES/MIS	219.80			
5/02/2012	APBNK	MANUAL CK# 079136 5/01/2012		1099: N		
		TILE/GROUT/SEALER/ MISC		403 4403-91000-000	MACHINERY & EQUIPMENT	113.21
		REPAIR PARTS FOR FENCE		101 4134-70110-000	SUPPLIES	31.30
		5 RAKES		203 4203-70100-000	SUPPLIES	75.29
		=== VENDOR TOTALS ===	219.80			
=====						

01-05380 KDV						
I-146467		FINAL BALANCE AUDIT FEE	9,000.00			
5/02/2012	APBNK	DUE: 5/02/2012 DISC: 5/02/2012		1099: N		
		FINAL BALANCE AUDIT FEE		101 4113-80310-000	AUDIT	9,000.00
		=== VENDOR TOTALS ===	9,000.00			
=====						

01-05510 LEAGUE OF MN CITIES						
I-166193		LMC ANNUAL CONF	295.00			
5/02/2012	APBNK	DUE: 5/02/2012 DISC: 5/02/2012		1099: N		
		LMC ANNUAL CONF		101 4112-86100-000	CONFERENCES/EDUCATION/AS	295.00
		=== VENDOR TOTALS ===	295.00			
=====						

01-05796 MN DEPT OF LABOR & INDUSTRY						
I-14139123015		1ST QTR BLDG SURCHARGES	323.63			
5/02/2012	APBNK	DUE: 5/02/2012 DISC: 5/02/2012		1099: N		
		1ST QTR BLDG SURCHARGES		101 20801-000	DUE TO OTHER GOVERNMENTS	323.63
		=== VENDOR TOTALS ===	323.63			
=====						

01-05890 MTI DISTRIBUTING						
I-833797		TIEROD/SPRINDLE FOR MOWER	211.75			
5/03/2012	APBNK	DUE: 5/03/2012 DISC: 5/03/2012		1099: N		
		TIEROD/SPRINDLE FOR MOWER		101 4132-87000-000	REPAIR EQUIPMENT	211.75
		=== VENDOR TOTALS ===	211.75			
=====						

01-07263 NEXTEL COMMUNICATIONS, INC						
I-201205023415		CELL PHONES FIRE TRUCKS	90.58			
5/02/2012	APBNK	DUE: 5/02/2012 DISC: 5/02/2012		1099: N		
		CELL PHONES FIRE TRUCKS		101 4124-85015-000	CELL PHONE	90.58
		=== VENDOR TOTALS ===	90.58			
=====						

PACKET: 00684 May 4 payables
 VENDOR SET: 01 City of Falcon Heights
 SEQUENCE : ALPHABETIC
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06030	OLSON,ROLAND					
1-201205023417		MILEAGE	66.71			
5/02/2012	APBNK	DUE: 5/02/2012 DISC: 5/02/2012		1099: N		
		MILEAGE		101 4113-86010-000	MILEAGE	66.71
		=== VENDOR TOTALS ===	66.71			
=====						
01-06024	ON SITE SANITATION					
1-A452272		APR PORTABLE TOILET COMM PK	59.85			
5/02/2012	APBNK	DUE: 5/02/2012 DISC: 5/02/2012		1099: N		
		APR PORTABLE TOILET COMM PK		601 4601-85080-000	PORTABLE TOILET PARKS	59.85
1-A452379		APR PORTABLE TOILET CURTISS P	59.85			
5/02/2012	APBNK	DUE: 5/02/2012 DISC: 5/02/2012		1099: N		
		APR PORTABLE TOILET CURTISS PK		601 4601-85080-000	PORTABLE TOILET PARKS	59.85
1-A453945		MAY PORTABLE TOILET COMM PK	59.85			
5/02/2012	APBNK	DUE: 5/02/2012 DISC: 5/02/2012		1099: N		
		MAY PORTABLE TOILET COMM PK		601 4601-85080-000	PORTABLE TOILET PARKS	59.85
1-A454059		MAY PORTABLE TOILET CURTISS	59.85			
5/02/2012	APBNK	DUE: 5/02/2012 DISC: 5/02/2012		1099: N		
		MAY PORTABLE TOILET CURTISS		601 4601-85080-000	PORTABLE TOILET PARKS	59.85
		=== VENDOR TOTALS ===	239.40			
=====						
01-06053	OREILLY AUTO PARTS					
1-201205033419		JD TRACTOR SEAL AND FILTER	32.03			
5/03/2012	APBNK	DUE: 5/03/2012 DISC: 5/03/2012		1099: N		
		JD TRACTOR SEAL AND FILTER		101 4132-87000-000	REPAIR EQUIPMENT	32.03
		=== VENDOR TOTALS ===	32.03			
=====						
01-06185	RAMSEY COUNTY					
1-EMCOM 1824		APR FLEET RADIO SUPPORT	56.16			
5/02/2012	APBNK	DUE: 5/02/2012 DISC: 5/02/2012		1099: N		
		APR FLEET RADIO SUPPORT		101 4124-86800-000	RADIO MESB/FLEET SUPPORT	56.16
1-RISK 1498		MAY/12 INS	1,067.08			
5/02/2012	APBNK	DUE: 5/02/2012 DISC: 5/02/2012		1099: N		
		MAY/12 INS		101 4112-89000-000	MISCELLANEOUS	1,067.08
		=== VENDOR TOTALS ===	1,123.24			

PACKET: 00684 May 4 payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06184	RAMSEY COUNTY	911 DISPATCH				
I-EMCOM 1865		APRIL 911 DISPATCHING	2,155.92			
5/02/2012	APBNK	DUE: 5/02/2012 DISC: 5/02/2012		1099: N		
		APRIL 911 DISPATCHING		101 4122-81200-000	911 DISPATCH FEES	2,155.92
		=== VENDOR TOTALS ===	2,155.92			
=====						
01-05107	ROTARY CLUB OF ROSEVILLE					
I-201205023416		MEETING EXP	16.00			
5/02/2012	APBNK	DUE: 5/02/2012 DISC: 5/02/2012		1099: N		
		MEETING EXP		101 4112-86100-000	CONFERENCES/EDUCATION/AS	16.00
		=== VENDOR TOTALS ===	16.00			
=====						
01-07228	CITY OF ST ANTHONY					
I-2827		MAY/12 POLICE SVCS	49,672.42			
5/02/2012	APBNK	DUE: 5/02/2012 DISC: 5/02/2012		1099: N		
		MAY/12 POLICE SVCS		101 4122-81000-000	POLICE SERVICES	49,672.42
		=== VENDOR TOTALS ===	49,672.42			
=====						
01-05374	TENNIS SANITATION LLC					
I-711891		APRIL/12 RECYCLING	5,769.00			
5/02/2012	APBNK	DUE: 5/02/2012 DISC: 5/02/2012		1099: N		
		APRIL/12 RECYCLING		206 4206-82030-000	RECYCLING CONTRACTS	5,769.00
		=== VENDOR TOTALS ===	5,769.00			
		=== PACKET TOTALS ===	77,194.63			
		Federal withholdings	5,394.04			
		State withholdings	936.83			
		PERA	2,773.87			
		ICMA	<u>1,425.00</u>			
			87,724.37			

EMP #	NAME	AMOUNT
01-0013	PETER C LINDSTROM	317.84
01-0016	PAMELA M HARRIS	283.05
01-0019	KEITH P GOSLINE	283.05
01-1004	BART J FISCHER	2,408.86
01-1010	MICHELLE C TESSER	1,471.15
01-1012	JESSICA A ANDERSON	933.37
01-1136	ROLAND O OLSON	1,619.92
01-2154	MAUREEN A ANDERSON	142.94
01-1038	DEBORAH K JONES	1,674.53
01-0086	RICHARD H HINRICHS	254.79
01-0095	MICHAEL J POESCHL	100.96
01-0105	ANTON M FEHRENBACH	98.29
01-1030	TIMOTHY J PITTMAN	1,815.12
01-1033	DAVE TRETSVEN	1,477.37
01-1143	COLIN B CALLAHAN	1,066.27

TOTAL PRINTED: 15 13,947.51

4-27-2012 9:20 AM PAYROLL CHECK REGISTER
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 1
 PAYROLL DATE: 4/27/2012

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
0017	MERCER-TAYLOR, ELIZABETH	R	4/27/2012	280.60	079127
0018	LONG, CHARLES E	R	4/27/2012	283.05	079128
1137	DIEGNAU, PAUL	R	4/27/2012	248.58	079129
0034	KURHAJETZ, CLEMENT	R	4/27/2012	367.30	079130
0097	GAFFNEY, PATRICK	R	4/27/2012	100.96	079131
2172	ARCAND, MICHAEL W	R	4/27/2012	373.55	079132
1036	IVERSON, ERIC K	R	4/27/2012	769.73	079133
2186	DAVITT, ALLISON N	R	4/27/2012	460.19	079134

4-27-2012 9:20 AM PAYROLL CHECK REGISTER
 PAYROLL NO: 01 City of Falcon Heights

PAGE: 2
 PAYROLL DATE: 4/27/2012

*** REGISTER TOTALS ***

REGULAR CHECKS:	8	2,883.96
DIRECT DEPOSIT REGULAR CHECKS:	15	13,947.51
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	23	16,831.47

*** NO ERRORS FOUND ***



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	May 9, 2012
Agenda Item	Consent F2
Attachment	Commission Application
Submitted By	Mayor Peter Lindstrom

Item	Appointment of Isaac Mielke to the Environment Commission as Youth Commissioner
Description	Due to a recent opening, applications were sought for the environment commission. I have spoken with Isaac Mielke and recommend that he be named to a three year term.
Budget Impact	N/A
Attachment(s)	Isaac Mielke Application
Action(s) Requested	I recommend that Isaac Mielke be appointed to a three year term (2012-2014) to the Falcon Heights Environment Commission.

**CITY OF FALCON HEIGHTS
COMMISSION APPLICATION**

DATE: April 15, 2012

NAME: Issac Mielke

ADDRESS: 1964 Acoma St. Falcon Heights, MN 55113

PHONE: (H) _____ (W) _____

EMAIL ADDRESS: _____

HOW LONG AT ABOVE ADDRESS? 13.5 years

IN WHAT CAPACITY DO YOU WISH TO SERVE? _____

Junior Commissioner of Environment Commission

REASON YOU WISH TO SERVE ON ABOVE: To aid our

community by becoming more environmentally
friendly and efficient.

PRIOR PUBLIC (OR RELATED) SERVICE: I have spent the

past two summers as a Junior Leader for the
Parks and Recreation Department and I hope to
return this summer.

OTHER RELEVANT BACKGROUND (OR COMMENTS): I would

like to carry on my family's legacy of
serving the community.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	May 9, 2012
Agenda Item	Consent F3
Attachment	Commission Application
Submitted By	Mayor Peter Lindstrom

Item	Appointment of Jeff Connell to the Environment Commission
Description	Due to a recent opening, applications were sought for the environment commission. I have spoken with Jeff Connell and recommend that he be named to a three year term.
Budget Impact	N/A
Attachment(s)	Jeff Connell Application
Action(s) Requested	I recommend that Jeff Connell be appointed to a three year term (2012-2014) to the Falcon Heights Environment Commission.

*CITY OF FALCON HEIGHTS
COMMISSION APPLICATION*

DATE: April 24, 2012

NAME: Jeff T. Connell

ADDRESS: 1572 Fulham Street, Falcon Heights

PHONE: (651) 322-6780 (W) 651-757-2288

EMAIL ADDRESS: jconnellaw8@gmail.com

HOW LONG AT ABOVE ADDRESS? 5 months, but lived at 1572 Burton Street for 2 years before that.

IN WHAT CAPACITY DO YOU WISH TO SERVE? Commissions, Environment or P&Z, or Parks and Rec, whatever is helpful

REASON YOU WISH TO SERVE ON ABOVE: I like this little town, I often find people really don't know too much about it, where it is located, or the great community that it is. I would hope that my participation would be helpful to analysis and support for various council and committee decisions. In some areas I might even have some background that might be helpful.

PRIOR PUBLIC (OR RELATED) SERVICE: see below, although I did serve on the environment committee in Maplewood, some 5-10 years ago just before that city kind of imploded. It was a little messy and political at times. Still is from what I hear.

OTHER RELEVANT BACKGROUND (OR COMMENTS):

I work for the Minnesota Pollution Control Agency, I lead the compliance and enforcement efforts at the agency so my focus is more on rule and permit compliance, legal issues, and applicability of various requirements for cities and businesses across Minnesota.

I practice law on the side focusing mainly on disability related family law issues.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	May 9, 2012
Agenda Item	Consent F
Attachment	None
Submitted By	Bart Fischer, City Administrator

Item	City Hall Summer Hours				
Description	<p>For the past four years, the city has implemented a modified schedule during summer months. The arrangement seemed to work well, and staff is requesting that the revised hours be implemented again this year.</p> <p>During the summer months, especially on Fridays, the amount of walk-in and phone call requests for service drops off dramatically. Many cities use this as an opportunity to employ alternative hours of operation, commonly known as “summer hours”. Neighboring cities that use this type of schedule include St. Anthony Village and Arden Hills.</p> <p>Currently, normal hours of operation are Monday – Friday, 8:00 a.m. – 4:30 p.m. Staff is proposing that the City of Falcon Heights use the following schedule between Memorial Day and Labor Day:</p> <table style="margin-left: 20px; border: none;"> <tr> <td style="padding-right: 20px;">Monday – Thursday</td> <td>7:30 am – 5:00 pm</td> </tr> <tr> <td>Friday</td> <td>7:30 am - noon</td> </tr> </table> <p>This would allow for city hall to still be open the same number of hours per week (42.5) and for employees to still work the same number of total hours (40, with one ½ hour break each day). It would also allow contractors the ability to pick up permits earlier so that they may get working on projects sooner in the day. Finally, it would be a benefit to our employees by allowing them to begin their weekend a little bit earlier.</p> <p>We would need to publicize this through our normal methods (email, website, flyers, newsletters, newspapers, social media). We would also insert a notice on all permit applications so that contractors and/or residents do not come to city hall on Friday afternoon hoping to pick up permits for their weekend projects. Notice will also be given to those who rent facilities that building keys will need to be picked up before noon on Friday.</p>	Monday – Thursday	7:30 am – 5:00 pm	Friday	7:30 am - noon
Monday – Thursday	7:30 am – 5:00 pm				
Friday	7:30 am - noon				
Budget Impact	N/A				

Attachment(s)	None
Action(s) Requested	Staff recommends that the Falcon Heights City Council adopt the summer hours schedule explained above from Memorial Day to Labor Day.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	May 9, 2012
Agenda Item	Consent F
Attachment	Resolution 12-07
Submitted By	Jessica Anderson, Office Assistant

Item	Resolution Proclaiming Police Week
Description	To recognize National Police Week 2012 and to honor the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy communities throughout the area are proclaiming police week.
Budget Impact	None
Attachment(s)	Resolution 12-07
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve the attached Resolution Proclaiming Police Week, Resolution 12-07.

**CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION**

May 9, 2012

No. 12-07

**RESOLUTION PROCLAIMING POLICE WEEK
CITY OF FALCON HEIGHTS**

WHEREAS, there are approximately 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of the St. Anthony Police Department also serving the City of Falcon Heights;

WHEREAS, nearly 60,000 assaults against law enforcement officers are reported each year, resulting in approximately 16,000 injuries;

WHEREAS, since the first recorded death in 1791, almost 20,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty;

WHEREAS, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.;

WHEREAS, names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, including 163 officers killed in 2011 and 199 officers killed in previous years;

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 24th Annual Candlelight Vigil, on the evening of May 13, 2012;

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the MINNESOTA LAW ENFORCEMENT MEMORIAL ASSOCIATION'S Annual Candlelight Vigil, on the evening of May 15, 2012;

WHEREAS, the Candlelight Vigil is part of National Police Week, which takes place this year on May 13-19;

WHEREAS, May 15 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families;

THEREFORE, BE IT RESOLVED that the Falcon Heights City Council formally designates May 13-19, 2012, as POLICE WEEK in the City of Falcon Heights, and publicly salutes the service of law enforcement officers in our community and in communities across the nation.

Moved by:

Approved by: _____

Peter Lindstrom, Mayor
May 9, 2012

LINDSTROM _____ In Favor

GOSLINE

HARRIS _____

Against

LONG

MERCER-TAYLOR

Attested by: _____

Bart Fischer
City Administrator
May 9, 2012



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	May 9, 2012
Agenda Item	G1 Policy
Title	Ordinance amending the Falcon Heights zoning code to allow certain front porch encroachments
Submitted By	Deborah Jones, Zoning & Planning Director

Description	An ordinance is proposed to amend the City Code to allow limited encroachment of open front porches into required front yards in residential zones.
Background	<p>At the request of the City Council in 2011, the Planning Commission undertook an exploration of whether to add front porches as permitted encroachments into required front yards in residential zones. Although front porches are certainly legal in Falcon Heights, they are not included among those structures and features which are allowed as encroachments into the required front setback. For a majority of homes in Falcon Heights, there is no room to add a porch or even a covered entry without encroaching into the 30 foot setback (the “required front yard”).</p> <p>The Planning Commission found that this issue required a lot of thought and careful discussion to balance competing aspects of community value. On one hand, for example, front porches and covered entries have a clear value as amenities for homes – as shelter for the front door and as transitional social space into the neighborhood. On the other hand, the neighborhoods of Falcon Heights have a distinct mid-20th century architectural style that is attractive and valued on its own merits, worth preserving. Also, effectively narrowing the open streetscapes residents now enjoy could have a significant impact on the look of whole neighborhoods. Discussion took place over several months of workshops in the fall of 2011.</p> <p>In February, 2012, the Planning Commission held a public hearing on a proposed ordinance to allow certain front porch encroachments. The hearing was attended by three community members who supported the principle of front porches as amenities that improve neighborhoods. In the ensuing discussion, Commissioners raised new concerns about the amendment as written and realized it did not reflect a balance they were comfortable with. They voted to table the matter to reconsider the language of the proposed ordinance.</p> <p>After further workshop discussion in March, Commissioners proposed alternate language limiting the encroachment to 50 square feet of the required front yard (front setback). Porches are to be open to the elements and unscreened, with open railings, to minimize the visual impact on streetscapes and the views from adjacent homes. At the April 24 Planning Commission meeting, the Commission voted to recommend this revised version of the ordinance to the City Council.</p>

Budget Impact	None
Attachment(s)	<ul style="list-style-type: none">• Draft ordinance amending Section 113-241 Required yards and open spaces
Action(s) Requested	<ul style="list-style-type: none">• Approve Ordinance 12-03

ORDINANCE NO. 12-03
CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA

**AN ORDINANCE AMENDING CHAPTER 113 OF
THE CITY CODE CONCERNING PORCHES**

THE CITY COUNCIL OF FALCON HEIGHTS ORDAINS:

SECTION 1. Section 113-3 of the Falcon Heights City Code is amended by adding the following definition:

Porch means a roofed, open area attached to a building with direct access to and from the building to which it is attached.

SECTION 2. Section 113-241 of the Falcon Heights City Code is amended by adding Subsection (b)(5) to provide as follows:

- (5) Porches with open railings which do not have walls, doors, windows or screens and which do not extend above the roof line of the building to which they are attached may encroach into the required front yard six feet if they are a minimum 24 feet from any front lot line. The encroachment into the front yard may not exceed 50 square feet.

SECTION 3. Effective Date. This ordinance shall take effect from and after its passage.

ADOPTED this _____ day of _____, 2012, by the City Council of Falcon Heights, Minnesota.

CITY OF FALCON HEIGHTS

BY: _____
Peter Lindstrom, Mayor

ATTEST:

Bart Fischer, City Administrator/Clerk



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	May 9, 2012
Agenda Item	G2 Policy
Title	Ordinance amending the Falcon Heights code to regulate natural landscaping.
Submitted By	Deborah Jones, Staff Liaison to the Environment Commission

Description	The Falcon Heights Environment Commission recommends adoption of an ordinance allowing and regulating varied landscaping styles in Falcon Heights, including prairie gardens, meadow gardens and rain gardens.
Background	<p>Fairview Avenue resident Todd Miller has approached the City about converting part of his yard to a prairie garden. Because the Falcon Heights city code does not address this kind of landscaping specifically (other than a restriction of grass height to six inches) and assumes that yards will be landscaped with traditional turf grass, and because there is potential for abuse and neighborhood disagreement with respect to non-traditional yards, staff suggested that Mr. Miller look for support from the Environment Commission and the City Council.</p> <p>The Commission took up this discussion at the March, 2012, meeting, which Mr. Miller attended. Those Commissioners present were definitely in favor of providing for prairie gardens and other types of natural landscaping in the City of Falcon Heights.</p> <p>In April, the Environment Commission reviewed natural landscaping ordinances from a number of Minnesota communities and other staff research. As discussion continued, the Commission developed a consensus to take an approach similar to the City of Minnetonka's ordinance: explicitly allowing these types of yards within limits, as long as they are well-maintained, but declining to impose an up-front permitting requirement as certain other cities have done.</p> <p>Commissioners went through the Minnetonka ordinance and gave staff the changes they wanted to make to suit Falcon Heights. From this work, the city attorney created a draft which is submitted now to the City Council, and amendment to Chapter 54 Vegetation. The proposed ordinance also removes parts of the nuisance and blight ordinance in Chapter 22 that would now be covered by the new sections in Chapter 54.</p> <p>Environment Commissioners acknowledge that some public education will have to be undertaken by the city if this ordinance is adopted.</p>
Budget Impact	Unknown

Attachment(s)	<ul style="list-style-type: none">• Draft Ordinance 12-04 regulating prairie gardens and other natural landscaping.• City of Minnetonka original ordinance used as a model by the Environment Commission.• For comparison, native plant ordinance from the City of Golden Valley, which does require permitting for this type of landscaping.• “Establishing and Maintaining a Prairie Garden” from the University of Minnesota Extension Service, provided for background information.
Action(s) Requested	<ul style="list-style-type: none">• Approve Ordinance 12-04

ORDINANCE NO. 12-04
CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA

**AN ORDINANCE AMENDING CHAPTERS 22 AND 54 OF
THE CITY CODE CONCERNING VEGETATION**

THE CITY COUNCIL OF FALCON HEIGHTS ORDAINS:

SECTION 1. Chapter 54 of the Falcon Heights City Code is amended by adding Section 54-41 to provide as follows:

Sec. 54-41. Vegetation Maintenance.

(1) Intent and Purpose. The city council finds that there are a variety of landscapes in the city that add diversity and richness to the quality of life. Certain areas in the city have been left, or allowed to go, unmaintained. These have been accepted by the vast majority of the city residents as appropriate and as part of the unique quality of life in this community. There are community expectations, however, that once an area has been disturbed, landscaped, or otherwise maintained, that area will continue to be maintained in a consistent manner. When vegetation in that area is not continually maintained, it becomes aesthetically unpleasing and violates community standards. Property that appears neglected may decrease the value of adjacent properties. In addition, if vegetation is not properly maintained, there may be the following adverse impacts on public health, safety, and welfare:

- a. undesirable vegetation such as common buckthorn, quackgrass, and other weeds may invade and threaten to supplant other more desirable vegetation;
- b. vegetation that causes allergic reactions, such as ragweed, may develop; and
- c. tall vegetation along driveways and public roads may impair visibility when entering or exiting public roads.

The city council also finds that it is in the public interest to allow citizens to choose the type of landscaping on their properties and to make changes in that vegetation. As a protection for the larger community, however, this change in vegetation must be properly managed and maintained and the length of the transition period must be minimized.

The council finds that the establishment of prairie and meadow plant communities is an acceptable landscape treatment in the city. This requires special consideration, however, because weeds will grow during the first few years of transition before the new vegetation predominates and will appear like neglect. Therefore, the council finds that this type of vegetation is acceptable if it is properly maintained to shorten the transition period and if notice is given of the intended result.

In contrast, the transition to trees and other woody species does not require special consideration because untended grass or weeds are not a necessary part of that transition period. Rather, the transition period is shortened by eliminating competition around the seedlings through such techniques as organic mulch.

The city council enacts this section to balance the public interest in a variety of vegetation with the public need to ensure proper maintenance of that vegetation. The council finds that establishing a height limitation for certain vegetation is in the best interest of the public health, safety, and welfare as outlined above and is a reasonable maintenance standard.

(2) Definitions. For purposes of this section the following words have the meanings specified below.

a. "Meadow vegetation" is grasses and flowering broad-leaf plants that are native to, or adapted to, the state of Minnesota, and that are commonly found in meadow and prairie plant communities, except weeds.

b. "Noxious weeds" are those plants so designated by the state of Minnesota under Minn. Stat. § 18.171, subd. 5.

c. "Regularly cut" means mowing or otherwise cutting the vegetation so that it does not exceed 6 inches in height.

d. "Turf grasses" are grasses commonly used in regularly cut lawn areas, such as bluegrass, fescue and rye grass blends, and non-woody vegetation interspersed with them.

e. "Weeds" include all noxious weeds, buffalobur, burdock, common cocklebur, jimsonweed, quackgrass, common and giant ragweed, and velvetleaf. Weeds also include anything that is horticulturally out of place. For example, a tree seedling is a weed in a vegetable garden. A property owner may establish that a plant or plants are not horticulturally out of place by providing a written landscape plan to the City for the area in question, complete with a listing and locations of plant species. The plants specifically listed above may not be included within the landscape plan. Vegetation that does not comply with this plan are weeds.

(3) Maintenance standard. The maintenance standard in this section applies to property that has been developed with a building as defined in the building code,

including vacant property combined with developed property for tax purposes, and a parcel of property that has been completely or partially disturbed by demolition, grading or other means in preparation for development or redevelopment.

a. All turf grasses and weeds must not exceed a height of 6 inches, measured from the base at ground level to the tip of each stalk, stem, blade, or leaf.

b. This requirement does not apply to the following:

(1) a wetland or floodplain designated in the zoning ordinance and wetland buffers voluntarily created by a private land owner when compatible with the character of the neighborhood;

(2) a drainage pond or ditch that stores or conveys stormwater;

(3) an area in which the land and vegetation appears not to have been graded, landscaped, mowed, or otherwise disturbed by human or mechanical means at any time. Determination of what constitutes this type of area will be based on a reasonable judgment of the present appearance of the area. The recent history of the area may be relevant to this determination; and

(4) an area established with meadow vegetation if:

(a) the prior vegetation is eliminated and the meadow vegetation is planted through transplanting or seed by human or mechanical means;

(b) the area is cut at least once per year to a height of no more than 6 inches;

(c) a sign is posted on the property in a location likely to be seen by the public, advising that a meadow or prairie is being established. This sign is required only if the meadow vegetation is in an area likely to be seen by the public. This sign must be in addition to any sign permitted by the sign ordinance but must be no smaller than ten inches square, no larger than one square foot, and no higher than three feet tall; and

(d) the area is set back a minimum of 10 feet from the street curb.

(4) Declaration of public nuisance. The following are public nuisances subject to abatement under this chapter:

a. noxious weeds; and

b. vegetation that does not meet the maintenance standard specified in paragraph 3 above.

SECTION 2. Subsection 22-19, Subdivision 4 of the Falcon Heights City Code is amended to provide as follows:

No owner agent or occupant of any premises shall permit upon his or her premises fallen trees, dead trees, tree limbs or items which are a fire hazard or otherwise detrimental to the health or appearance of the neighborhood.

SECTION 3. Effective Date. This ordinance shall take effect from and after its passage.

ADOPTED this _____ day of _____, 2012, by the City Council of Falcon Heights, Minnesota.

CITY OF FALCON HEIGHTS

BY: _____
Peter Lindstrom, Mayor

ATTEST:

Bart Fischer, City Administrator/Clerk

Minnetonka Code of Ordinances

845.030. Special Provisions - Lawn Maintenance.

1. Preamble. The city council finds that there are a variety of landscapes in the city that add diversity and a richness to the quality of life. Certain areas in the city have been left, or allowed to go, unmaintained. These have been accepted by the vast majority of the city residents as appropriate and as part of the unique quality of life in this community. There are community expectations, however, that once an area has been disturbed, landscaped, or otherwise maintained, that area will continue to be maintained in a consistent manner. When vegetation in that area is not continually maintained, it becomes aesthetically unpleasing and violates community standards. Property that appears neglected may decrease the value of adjacent properties. In addition, if vegetation is not properly maintained, there may be the following adverse impacts on public health, safety, and welfare:

- a. undesirable vegetation such as common buckthorn, quackgrass, and other weeds may invade and threaten to supplant other more desirable vegetation;
- b. vegetation that causes allergic reactions, such as ragweed, may develop; and
- c. tall vegetation along driveways and public roads may impair visibility when entering or exiting public roads.

The city council also finds that it is in the public interest to allow citizens to choose the type of landscaping on their properties and to make changes in that vegetation. As a protection for the larger community, however, this change in vegetation must be properly managed and maintained and the length of the transition period must be minimized.

The council finds that the establishment of prairie and meadow plant communities is an acceptable landscape treatment in the city. This requires special consideration, however, because weeds will grow during the first few years of transition before the new vegetation predominates and will appear like neglect. Therefore, the council finds that this type of vegetation is acceptable if it is properly maintained to shorten the transition period and if notice is given of the intended result.

In contrast, the transition to trees and other woody species does not require special consideration because untended grass or weeds are not a necessary part of that transition period. Rather, the transition period is shortened by eliminating competition around the seedlings through such techniques as organic mulch.

The city council enacts this ordinance to balance the public interest in a variety of vegetation with the public need to ensure proper maintenance of that vegetation. The council finds that establishing a height limitation for certain vegetation is in the best interest of the public health, safety, and welfare as outlined above and is a reasonable maintenance standard.

2. Definitions. For purposes of this section the following words have the meanings specified below.

- a. "Meadow vegetation" is grasses and flowering broad-leaf plants that are native to, or adapted to, the state of Minnesota, and that are commonly found in meadow and prairie plant communities, except weeds.
- b. "Noxious weeds" are those plants so designated by the state of Minnesota under Minn. Stat. §

18.171, subd. 5.

c. “Regularly cut” means mowing or otherwise cutting the vegetation so that it does not exceed 10 inches in height.

d. “Turf grasses” are grasses commonly used in regularly cut lawn areas, such as bluegrass, fescue and rye grass blends, and non-woody vegetation interspersed with them.

e. “Weeds” include all noxious weeds, buffalobur, burdock, common cocklebur, crabgrass, dandelions, jimsonweed, quackgrass, common and giant ragweed, field sandbur, velvetleaf, and wild sunflower. Weeds also include anything that is horticulturally out of place. For example, a tree seedling is a weed in a vegetable garden. A property owner may establish that a plant or plants are not horticulturally out of place by providing a written landscape plan for the area in question, complete with a listing and locations of plant species. The plants specifically listed above may not be included within the landscape plan. Vegetation that does not comply with this plan are weeds.

3. Maintenance standard. The maintenance standard in this section applies to property that has been developed with a building as defined in the building code, including vacant property combined with developed property for tax purposes, and a parcel of property that has been completely or partially disturbed by demolition, grading or other means in preparation for development or redevelopment.

a. All turf grasses and weeds must not exceed a height of 10 inches, measured from the base at ground level to the tip of each stalk, stem, blade, or leaf.

b. This requirement does not apply to the following:

(1) a wetland or floodplain designated in the zoning ordinance and required wetland buffers or those voluntarily created by a private land owner when compatible with the character of the neighborhood and the intent of the wetland ordinance, Section 300.23;

(2) a drainage pond or ditch that stores or conveys stormwater;

(3) a pasture that is (a) currently being used only for the exercise or feeding of domestic hoofed animals, (b) physically surrounded by a permanent fence that separates the pasture from property used for other purposes, (c) at least one-half acre in size, and (d) undeveloped with any habitable buildings;

(4) an area in which the land and vegetation appears not to have been graded, landscaped, mowed, or otherwise disturbed by human or mechanical means at any time. Determination of what constitutes this type of area will be based on a reasonable judgment of the present appearance of the area. The recent history of the area may be relevant to this determination; and

(5) an area established with meadow vegetation if:

(a) the prior vegetation is eliminated and the meadow vegetation is planted through transplanting or seed by human or mechanical means;

(b) the area is cut at least once per year to a height of no more than 10 inches, if weeds cover more than 25 percent of the area; and

(c) a sign is posted on the property in a location likely to be seen by the public, advising that

a meadow or prairie is being established. This sign is required only if the meadow vegetation is in an area likely to be seen by the public. This sign must be in addition to any sign permitted by the sign ordinance but must be no smaller than ten inches square, no larger than one square foot, and no higher than three feet tall. The sign is no longer required when weeds cover 25 percent or less of the area.

4. Declaration of public nuisance. The following are public nuisances subject to abatement under this chapter:

- a. noxious weeds;
- b. vegetation that does not meet the maintenance standard specified in paragraph 3 above; and
- c. vegetation that violates the sight-distance standards in section 300.15, subd. 9(e) and section 300.28, subd. 20 of this code.

(Amended by Ord. #99-28, adopted November 8, 1999)

Disclaimer:

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Section 10.51: Lawn Maintenance

Subdivision 1. Purpose

The purpose of this Section is to establish minimum standards for lawn maintenance while recognizing that a variety of landscapes within a community adds diversity and richness to the quality of life for all residents. Turf grass lawns continue to be recognized as the dominant feature in the landscape; however, alternatives to this traditional type of lawn are recognized as important parts of a diverse and successful landscape.

Subdivision 2. Definitions

- A. **Maintenance Plan:** A document submitted with an application for a Native Vegetation Permit demonstrating a precise course of maintenance for numerous individual plants in a landscape over months and seasons.
- B. **Native Vegetation:** Those indigenous trees, shrubs, wildflowers, grasses and other plants that have naturally adapted themselves to the climate and soils of the area but require cultivation and maintenance to remain viable.
- C. **Native Vegetation Permit:** A permit issued by the City pursuant to this Section allowing an owner or occupant to cultivate Native Vegetation upon his/her property, subject to the restrictions of this Section. A Native Vegetation Permit exempts an owner or occupant from Subdivision 3(C) of this Section.
- D. **Natural Habitat:** Specially uncultivated valued and sensitive habitat whereupon native vegetation exists in a pristine state and provides habitat for a variety of species native to the area. Such vegetation shall maintain itself in a stable condition with minimal human intervention.
- E. **Noxious Weeds:** An annual, biennial, or perennial plant designated by the MN Commissioner of Agriculture or the Council as injurious to public health, the environment, public roads, crops, livestock, or other property.
- F. **Rank Vegetation:** Uncultivated vegetation growing at a rapid rate due to unplanned, unintentional, or accidental circumstances.
- G. **Turf Grass:** Cultivated vegetation consisting of a highly maintained surface of dense grass underlain by a thick root system.
- H. **Weeds:** Unsuitable, unwanted, or uncultivated vegetation, often causing injury to the desired vegetation type.

Subdivision 3. General Requirements

- A. All lot areas not designated for buildings, pedestrian or vehicle, parking, recreation, and storage shall be provided with Turf Grass, Native Vegetation, or combined ground cover of cultivated vegetation, garden, hedges, trees, and shrubbery.
- B. No owner or occupant of any lot shall allow to grow any Noxious Weeds on any part or portion of said lot as designated by Minn. Stat. Sec. 18.78.
- C. No owner or occupant shall allow any Turf Grass, Weeds, Native Vegetation or Rank Vegetation to grow to a height greater than eight (8) inches on a majority of any lot or parcel of land.

Subdivision 4. Exemptions

- A. Vacant Land. The owner of vacant and unoccupied land consisting of a contiguous tract of one (1) acre or more is exempt from Subdivision 3(C) of this Section, provided that Weeds, Turf Grass, Native Vegetation, and Rank Vegetation thereon are cut twice annually. The first cutting shall not be later than June 1, and the second cutting shall be made between July 15 and September 15.
- B. Natural Habitat.
 - 1. All private lands designated by the Council as Natural Habitat shall be exempt from Subdivision 3(C) of this Section.
 - 2. All public lands designated in the City's Comprehensive Plan as Natural Habitat shall be exempt from Subdivision 3(C) of this Section.
- C. Native Vegetation.
 - 1. Native Vegetation Permit. Upon satisfaction and completion of all the requirements of this Section, the City Manager or designee shall approve all applications for a Native Vegetation Permit and issue such permit. A Native Vegetation Permit shall grant any property owner or occupant so interested the ability to cultivate Native Vegetation on his/her property and exempt the owner and occupant from the requirements of Subdivision 3(C) of this Section. A Native Vegetation Permit shall be valid for five (5) years from the date of approval. The City Manager or designee shall approve no Native Vegetation Permit for any owner or occupant having unresolved City code violations or administrative citations.
 - 2. Application. The Application for a Native Vegetation Permit and Renewal Application, which shall be provided by the City Manager or designee shall contain the following:

- a. Statement of intent and purpose in cultivating Native Vegetation;
 - b. Site plan showing lot lines, buildings, location of proposed Native Vegetation, the property's legal description, corner visibility requirements as defined by Section 7.04 of City Code, and right-of-way requirements as defined by Section 7.05 of City Code.
 - c. Latin and common names of the species the property owner or occupant plans to cultivate;
 - d. Maintenance requirements for said species;
 - e. Name and address of a Professional Landscaping Company which has been hired to perform maintenance on the Native Vegetation; or the name, address, and qualifications of the person(s) who will be responsible for maintenance of the Native Vegetation.
 - f. A Maintenance Plan, which shall contain the following:
 - 1.) Planting diagram showing the location and mature height of all specimens of Native Vegetation; and
 - 2.) Detailed information on the upkeep of each specimen; and
 - 3.) Details of any long-term maintenance required for the Native Vegetation.
3. Revocation. The City Manager or designee may regularly inspect any property holding a Native Vegetation Permit for compliance with the Maintenance Plan on file with the City for the property. For any property out of compliance with the Maintenance Plan, the City Manager or designee shall give notice to the holder of the Native Vegetation Permit by US Mail stating that the property must be in compliance with the Maintenance Plan within thirty (30) days. Should that period pass without action by the holder of the Native Vegetation Permit, the City Manager or designee shall:
- a. Revoke the Native Vegetation Permit;
 - b. Remove all improperly maintained Native Vegetation;
 - c. Declare the property ineligible for a Native Vegetation Permit, unless sold, for a period of two (2) years; and
 - d. Assess the property for all fees associated with inspection of the property and any removal of improperly maintained Native Vegetation in accordance with Subdivision 5 of this Section.

Subdivision 5. Violations

- A. On or before May 1 of each year, the Clerk shall publish once in the official newspaper a notice directing owners and occupants of property within the City to remove all Turf Grass, Weeds, Noxious Weeds, Rank Vegetation, and Native Vegetation not covered by a Native Vegetation Permit exceeding eight (8) inches in height. Said notice shall state that if such vegetation is not removed within ten (10) days after publication of said notice, it may be removed by the Weed Inspector or his/her designee at the expense of the property owner which may be assessed against the property in accordance with Minn. Stat. Sec. 429.101.

*Source: Ordinance No. 324, 2nd Series
Effective Date: 3-25-05*

- B. The Weed Inspector or his/her designee shall, seven (7) days prior to removing any Turf Grass, Weeds, Noxious Weeds, Rank Vegetation, or and Native Vegetation not covered by a Native Vegetation Permit send by U.S. Mail a letter notifying the property owner of the upcoming removal and stating that unless such is removed in accordance with this Section, such shall be removed and the costs of removal shall be assessed against the property in accordance with Minn. Stat. Sect. 429.101. Notwithstanding the foregoing, any failure of the Weed Inspector or his/her designee to send such a letter or for such a letter to be received by the property owner shall not make notice ineffective. For properties for which there have been two (2) or more notices issued within the prior twelve (12) month period, a mailed notice is not required. For those properties, the second notice issued within a twelve (12) month period shall contain a general notice that the City may abate future violations without providing additional specific notice of violation.

*Source: Ordinance No. 407, 2nd Series
Effective Date: 8-29-08*

- C. Property owners shall be notified by U.S. Mail immediately thereafter of any work performed and all administrative and removal work costs involved and that such will be assessed against the property. The Weed Inspector or his/her designee shall keep a record of all properties whereupon removal was necessary and the number of times it was necessary, and, by October 1 of each year, he/she shall give copies of such records to the Clerk to file as special assessments against each said property which shall become liens on such lots or lands. This shall be an additional remedy and not in lieu of any other penalty provided for in City Code or state law.

*Source: Ordinance No. 324, 2nd Series
Effective Date: 3-25-05*

Establishing and Maintaining a Prairie Garden

John F. Kyhl, graduate student, Entomology
Mary H. Meyer, assistant professor, Horticulture
Vera A. Krischik, assistant professor, Entomology

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NOTE: Figures only available in printed publication.

Introduction

Over the last 150 years more than 99% of the midwestern tallgrass prairies were converted to homesteads, agricultural fields, cities, and highways. In recent years, however, interest in prairies has soared, since people realized the beauty of native grasses and wildflowers. Much of the charm and appeal of prairies comes from wildflowers, such as coneflowers, prairie phlox, false indigo, and orchids. The great beauty of prairie wildflowers and grasses has prompted many people to create prairie gardens in their landscapes. People find prairie gardens attractive, as do many types of birds, butterflies, and other native wildlife. Over the years, prairie gardens may take less time and expense to maintain than conventional lawns, since they reduce the use of pesticides, fertilizers, and mowing.

Even though prairies aren't native to all regions, they can be created in most areas. Prairie management includes removal of weeds and volunteer woody plants that compete with prairie plants for water, light, and space.

Contents:

- What is a prairie?
- Planting a prairie garden
 - Site selection
 - Site preparation
 - Plant selection
 - Seeds vs. plants
 - Planting dates
- Prairie maintenance
- For further information
- Sources of seeds, plants, and information for prairie plantings
- Table 1: Prairie Wildflowers and Grasses

Planting a prairie garden

1. Site selection:

Prairie plants grow best in full sun and in open spaces. When selecting a site, look for areas with the maximum sun exposure with minimal root competition from trees. Ash, basswood, and maple trees provide more competition for prairie plants because they have many surface roots which compete for water and nutrients. Prairie plants often are more compatible with bur or white oak.

Knowing your soil type and surface drainage is quite important when selecting plants for your prairie. Native prairie soils vary greatly in composition, from dry, gravelly, sandy soils which hold little moisture to silty or heavy clay soils that can hold excessive water. Standing water on a site or water that does not drain from a 1' deep hole within 24 hours are indicators of wet and poorly drained soils. Knowing the soil drainage of your site is really more critical than taking a soil test which is typically done in planting a garden. Although you may have a soil test done, (soil test information is available from your county extension agent or from the University of Minnesota soil testing labs*) it is not critical in establishing a successful prairie garden. Understanding the drainage and sun/shade exposure of your site is essential for selecting plants that thrive in your location.

Determine if there are weed ordinances in your city. These ordinances were originally designed to keep yards more attractive and to control the spread of noxious weeds by keeping lawns cut to a certain height. Ordinances vary from one city to another, so call your city government to find out the specifics on the weed ordinances in your community. Consider using some "elements of care" such as mowed edges, signs, bird houses, edging fences, etc., near your prairie to show the area is meant to be there.

Also, prairies can be fire hazards during dry weather. Leave at least 20 feet of conventional lawn or noncombustible surface between the prairie and buildings or any other combustible items.

2. Site preparation:

The first step in preparing the site for a prairie garden is removing all existing vegetation. If you try to scatter seeds or put young plants into existing vegetation, you will have a very low likelihood of success. Maximize your success by reducing the existing plant competition.

There are three commonly used procedures to establish a prairie in an existing lawn or area of other vegetation. The first method is to put a dark plastic sheet, tarp, or pieces of plywood over the grass for at least two months before you begin planting. This kills the grass, making it much easier to remove, although tough perennial weeds, such as thistles and quackgrass can survive. Once the vegetation is dead, till the area thoroughly. This

method often works best when begun in the summer or fall to prepare for a spring planting.

The second procedure is to turn the soil and cultivate the area every few weeks for a complete growing season. Turning the soil brings weed seeds to the surface, and cultivating kills the seeds that have germinated since the soil was last turned. Over time, many of the weed seeds present in the soil will germinate and die. If possible, till to a depth of 12" or more and rake the area to create a uniform fine seedbed.

A third method, and probably the most common method of establishment, involves using a nonselective herbicide containing the active ingredient glyphosate, such as Round Up® or Kleenup®, to kill all existing vegetation. As with all herbicides, be sure to read and follow all label directions. When the vegetation has died in about two weeks, till to a depth of 12" or more. If a slit seeder will be used, tilling may be eliminated and the now dead vegetation can be mowed to a 1"- 2" stubble. This dead mat of roots and sod may actually act as a mulch and prevent excessive weed growth.

3. Plant selection:

Always select plants with the characteristics of your particular site in mind, because plants vary in their tolerance of light and moisture. Include grasses because they provide physical support, weed competition, protection for wildflowers, and a source of food and shelter for birds during the winter. Prairies typically consist of 60% - 80% grasses. A brief list of common prairie plants can be found in [Table 1](#). For a more complete list see Minnesota Extension Service publication [Plants in Prairie Communities \(FO-3238\)](#).

4. Seeds vs. plants:

You can start a prairie from seeds or plants; each has its own benefits. Starting from seed is more economical, but it will take two to five years for the plants to reach full size. Plants are more expensive, but establish quickly and may flower the first year. Also, some species are available only as live plants. You can control placement of plants, and they can easily be planted anytime from spring through fall. "Prairie-in-a-can" mixes are available from a wide variety of sources, but often contain marginally hardy perennial and annual species that don't return in subsequent years. Better results may be achieved by using seed mixes created for your area by local seed dealers. Be sure that any seeds you purchase are packaged for the year that you will sow them.

5. Planting dates:

The best time to direct sow seeds outdoors is after frost and before the heat of summer. For example, in central Minnesota this is between May 20th and June 20th, although seeds can be sown as soon as the soil can be worked. Dormant seeding in the fall, between mid-October and freezing, is another option.

Even seed distribution and **good seed-to-soil contact** are vital for successful seed germination. Broadcast seed by hand or use a spreader. For small seeds, mix with a bulking agent such as clean sand or dry sawdust for a more uniform seeding. Seed slowly and make passes from two different directions to cover the area completely. Flower seed can be concentrated in high-priority areas or spread evenly throughout the site. Many seeds are very small and should be spread thinly to achieve the best results. Seeding rates vary due to seed size and germination. As a general rule, use 1/2 lb. of grass seed per 1000 square feet, and 2 ounces of wildflower seed per 1000 square feet. More specific instructions on seeding rates can be obtained from the information provided when purchasing seeds.

Watering after seeding improves germination, but is not essential. Covering with a thin mulch of clean, weed-free straw prevents drying out, reduces exposure to wind and animals, and is important in preventing erosion on slopes. Grouping several plants of the same species together can make a showy display and can increase pollination and seed set.

Prairie Maintenance

Your biggest task in the first few years of a prairie planting is **weed control**. Weeding, burning, and mowing are the most effective ways to control weeds.

In small areas, removing and cutting back weeds are the most efficient methods. The most challenging aspect of these tasks is distinguishing between prairie plants and weeds. If you aren't sure what a seedling is, wait a week and look again, but be sure to remove the suspected weeds before they flower and set seed. See references for obtaining the slide set, *Prairie Seeds and Seedling Identification* (EP-6725).

The best way to manage a large prairie is through the use of controlled burns. Fire promotes plant growth by keeping down competition from trees and weeds, and by recycling nutrients. Burning is not practical or possible in all situations, as in small lots or within the city limits. Check with your local fire department to see if burning is allowed, and to get the required permits. Burning in April or early May is most advantageous to warm-season prairie plants, because it reduces competition with weeds and the soil heats up more quickly. Most prairies have only portions burned yearly in a cycle where complete burning takes several years. This partial burning fosters survival of overwintering insects that are lying dormant in the form of eggs or cocoons. It also leaves food and shelter for birds. Though burning is quite effective, it is not recommended until at least the third year after planting.

Mowing and removing clippings is a good substitute for burning, particularly on smaller sites. If you start a prairie from seed, mowing is recommended during the first year to control weeds which grow more quickly than prairie plants. For the first few years, set the mower high (4" to 8") to avoid cutting desirable prairie plants. After 4 or 5 years, mowing once a year after the seeds have fallen, or preferably, in the early spring. Remove clippings to expose crowns for regrowth.

Prairie usually needs no herbicides, insecticides, or fertilizers. Dense prairie vegetation will discourage invading weeds although perennial grasses from adjacent turf can invade along the edges of the planting. The wildflowers will provide food for beneficial insects which will aid in controlling pest insect populations.

For additional help in establishing and maintaining your prairie, consult the references below as well as private landscaping companies and, in some midwestern states, the Department of Transportation. For your own enjoyment, take photos from of same spot, on the same dates, several times a year, for several years. This will show you how far your prairie garden has progressed. Note how it changes through the year, including new and different creatures that your garden has attracted. Don't be surprised to see butterflies and native birds like goldfinches. Enjoy the benefits of restoring part of the landscape to what it was not so long ago.

For further information

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Table 1. Prarie wildflowers and grasses.

Name	flower color	flowering date	height
wild lupine (<i>Lupinus perennis</i>)	blue	May - June	1-2'
purple coneflower (<i>Echinacea purpurea</i>)	purple	June - Sept.	2-4'
meadow blazing star (<i>Liatris pycnostachya</i>)	purple	Aug. - Sept.	2-4'
prairie phlox (<i>Phlox pilosa</i>)	pink/purple	May - July	1-3'
blue false indigo (<i>Baptisia australis</i>) tralis)	blue	June - July	2-5'
butterfly weed (<i>Asclepias tuberosa</i>)	orange-red	July - Aug.	1-2'
black-eyed Susan (<i>Rudbeckia hirta</i>)	yellow	July - Aug.	2-3'
grey-headed coneflower (<i>Ratibida pinnata</i>)	yellow	July - Sept.	3-6'
large-flowered beardtongue (<i>Penstemon grandiflorus</i>)	pink/purple	May - June	2-3'
hoary puccoon (<i>Lithospermum canescens</i>)	orange	May - June	1-2'
big bluestem (<i>Andropogon gerardii</i>)	bronze; bluish stems	Aug. - Sept.	3-8'
little bluestem (<i>Schizachyrium scoparium</i>)	white; bluish stems	Aug. - Sept.	2-4'
sideoats grama (<i>Bouteloua curtipendula</i>)	orange-purple	July - Sept.	1-3'
Indian grass (<i>Sorghastrum nutans</i>)	golden-brown	Aug. - Sept.	3-6'

* Contact the University of Minnesota soil testing labs by phone at 612-625-3101, or by mail at 1529 Gortner Avenue, St. Paul, MN 55108.