

ADDENDUM TO THE AGENDA OF  
SEPTEMBER 12, 1990

F-4 DeMartino Liability Claim

ACTION: \_\_\_\_\_



CITY OF  
**FALCON HEIGHTS**

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

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September 12, 1990

TO: Mayor Baldwin and Councilmembers

FROM: Jan Wiessner

RE: DeMartino Liability Claim

Mr. Marvin DeMartino, 1345 W. California, has submitted a claim to the City for the cost of sewer repair work which was required recently on his sewer connection. Mr. DeMartino's letter (Attachment A) contends that the break was caused by the heavy construction on Hamline Avenue. Mr. DeMartino was informed by staff that we were going to submit his claim to our insurance company and he requested to be heard by the City Council on this matter tonight. He feels that homeowners should not be responsible for repairs on the stub connecting the main to the homeowner's property line.

(1) City Procedure for Complaints of this Nature

City Code (Ch. 4-1.09, Attachment B) requires that property owners are responsible for the maintenance from the main sewer to the house or building. This was adopted in 1972. The excerpt of Council minutes summarizes discussion clearly including stubs as the property owners responsibility. (Attachment C) We routinely tell property owners the code requirements. There have been 4 similar repairs this summer.

(2) Liability Claims

Claims of this nature are referred to the City's insurance provider, the League of Minnesota Cities Insurance Trust. Staff has been trained to document the complaints for LMCIT's review. They will investigate and determine the City's liability. (It does not appear that the City was negligent in this case).

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- (3) The complaint has been reviewed by Vince Wright, Shirley Chenoweth, Terry Maurer and Jan Wiessner. Attachment D is a drawing showing the location of the breakage.

STAFF RECOMMENDATION: Refer Complaint to LMCIT.

*Q.A.*

Marvin S. DeMartino  
1345 W. California Ave.  
Falcon Heights, MN 55108  
September 5, 1990

*644-8577*

Falcon Heights City Council  
Falcon Heights, Minnesota 55113

Dear Sirs;

On August 27, 1990 I had sewer back up in to my basement through the floor drain. On August 28, I called ROTO ROOTER to come out to clean the drain pipe. They attempted to clear the pipe from 1:00 PM to 6:00 PM, without success. ROTOR ROOTER returned on August 29, at this time an area supervisor attempted to clear the drain for two hours; he was also unsuccessful. The supervisor told me that he thought that there was probably a broken or collapsed section of pipe.

I went to the Falcon Heights City Hall to obtain a map of where the sewer line ran from my home out to the street. The clerk at the city hall was able to provide me with a map of my property sewer hook up which was signed by the Falcon Heights plumbing inspector on September 28, 1961. After obtaining this map, I contacted MINNESOTA HOME SEWER CO. They were unable to come out to my home until August 31, 1990.

On August 31, MINNESOTA HOME SEWER CO. began excavating along the area where the city supplied map showed that the sewer line should be located. The map indicated that the line was at a depth of 8 feet. However after digging to a depth of ten feet, they were unable to find the sewer pipe. Mr. George DaBuzzi (of MINN HOME SEWER CO.) and myself went back to the city hall at approximately 4:15 PM on August 31. At that time, we were finally given a map of the sewer line which

showed the connection stub from the street was 15 feet south of the spot shown on the map originally supplied by the city.

We returned to my home and were able to finally find the sewer line. By following the line out toward the street, the workers were able to find the cause of the blockage in the line. A break had occurred in the pipe at the juncture of the connection from the cast iron pipe from the house and the clay pipe which was installed by the city. The break was in the city installed clay pipe, in an area approximately thirty-two feet from my home and directly under the sidewalk. The thirty feet of cast iron pipe leading from the house was found to be in perfect condition, however the city installed stub and clay pipe connection were the source of the problem. The area of the break is within seven feet of Hamline Ave. and directly under sidewalk which was installed at the time of major reconstruction of Hamline Ave. in 1984 or 1985.

X  
It is my contention and the feeling of the people at MINNESOTA HOME SEWER CO. that the cause of this breakage was the heavy construction on Hamline Ave. The break in the line having been caused by the violent vibrations above the sewer line; and the resultant blockage having occurred through the degradation of the sewer line. I am submitting a claim to the City of Falcon Heights for the total amount of \$1864.00 (\$164.00 for ROTO ROOTER & \$1700.00 for MINNESOTA HOME SEWER CO.). Since the break was on city property and was caused by city construction, I feel that it is the responsibility of the city to pay for the repairs.

Sincerely,



Marvin S. DeMartino

city

Att. B.

discharges into the sewer system of the City, and such estimate shall be used in lieu of the metered volume of water from private sources to determine the sewer rental charges thereon and therefor, provided further that no appeal may be made from such estimates by the user other than by installation of a meter as provided above.

c. The council shall have the power to increase, decrease change the amount and basis of the sewer rental charges herein established as the same may be reasonably required; and, with respect to any waste unusual in either character or amount, in addition to all applicable charges hereunder, the council shall have the power to impose such supplemental sewage rate charge as said council shall determine as reasonable and warranted on the basis of all relevant factors.

**Subdivision 2. Sewer Rental Charge Statements.** Statements for sewer rental charges for the preceding quarterly period shall be mailed to each customer on the 20th day of December, March, June and September. Said statements shall be due and payable to the city treasurer on or before the last day of business of January, April, July and October. There shall be added to all statements not paid by that time a penalty charge of 10 percent of any unpaid balance.

**Subdivision 3. Collection of Charges.** Any amounts due hereunder for sewage charges may be collected in an action brought for that purpose in the name of the City; or the clerk may certify to the county auditor the amounts due for sewer charges, including penalty, together with the legal description of the premises served and the county auditor shall thereupon enter such amount with the tax levy on said premises collectible with the taxes for the next ensuing year.

\* 4-1.09 Maintenance of Individual Connections

It shall be the responsibility of the owner or occupant to maintain the sewer service from the main sewer into the house or building.

4-1.10 Penalties

Any person guilty of violating any provision of Part 1 of Chapter 4 shall be guilty of a misdemeanor.

PART 2. HOUSE SEWER CONNECTIONS

4-2.01 General

The plumbing inspector shall supervise all house sewer connections made

Sanitary Sewer  
Maintenance Costs:

Clerk-Administrator Barnes reported that he made a study of surrounding communities as to policy of sanitary sewer maintenance costs. It was revealed that Falcon Heights is the only community sharing cost of maintenance of sewer service stubs and concluded that an Ordinance be adopted on the order of Roseville's to eliminate Falcon Heights Village responsibility.

Sewer Service  
Cost Maintenance -  
Ordinance No. 121:

Motion by Councilman Stone, seconded by Councilman Ecklund, for adoption of Ordinance No. 121 to amend Ordinance No. 46 to read as follows:

ORDINANCE NO. 121

IT SHALL BE THE RESPONSIBILITY OF THE OWNER  
OR OCCUPANT TO MAINTAIN THE SEWER FROM THE  
MAIN SEWER TO THE HOUSE OR BUILDING

AYES: Mayor Warkentien, Councilmen Black, Stone, Ecklund,  
Councilwoman Stocker. MAY: None. Motion carried.

(Official Publication)

ORDINANCE NO. 121

AN ORDINANCE AMENDING ORDINANCE NO. 46, ENTITLED "AN ORDINANCE REGULATING THE OPERATION OF THE MUNICIPAL SANITARY SEWER SYSTEM REQUIRING CONNECTIONS TO BE MADE TO THE MUNICIPAL SANITARY SEWER SYSTEM ESTABLISHING REGULATIONS AS TO TYPES AND KINDS OF WASTES THAT MAY BE DISPOSED OF BY THE USE OF THE MUNICIPAL SANITARY SEWER SYSTEM PROHIBITING THE DISCHARGE OF ANY TYPE OR KIND OF SURFACE WATERS INTO THE MUNICIPAL SANITARY SEWER SYSTEM AND PRESCRIBING RATES AND CHARGES FOR DISPOSAL SERVICES," AS AMENDED BY ORDINANCE NO. 48, ORDINANCE NO. 58, ORDINANCE NO. 63, ORDINANCE NO. 82, ORDINANCE NO. 110 AND ORDINANCE NO. 113.

The Village Council of the Village of Falcon Heights does ordain as follows:

SECTION 1

The Ordinance No. 46 entitled "An Ordinance Regulating the Operation of the Municipal Sanitary Sewer System Requiring Connections to be Made to the Municipal Sanitary Sewer System Establishing Regulations as to Types and Kinds of Wastes That May be Disposed of by the Use of the Municipal Sanitary Sewer System Prohibiting the Discharge of any Type of Kind of Surface Waters into the Municipal Sanitary Sewer System and Prescribing Rates and Charges for Disposal Services," as Amended by Ordinance No. 48, Ordinance No. 58, Ordinance No. 63, Ordinance No. 82, Ordinance No. 110 and Ordinance No. 113 is hereby amended by adding a new Section 9 as follows:

"Section 9. Maintenance of Individual Connections. It shall be the responsibility of the owner or occupant to maintain the sewer service from the main sewer into the house or building."

and by renumbering Sections 9 and 10 to Sections 10 and 11, respectively.

SECTION 2

This ordinance shall be in full force and effect from and after its adoption and publication.

Passed by the Village Council this 10th day of August, 1972.

WILLIS WARKENTIEN  
Mayor

Attest:  
DEWAN B. BARNES  
Clerk-Administrator  
(Aug. 23, 1972)—RLEL-20C

Attachment B.

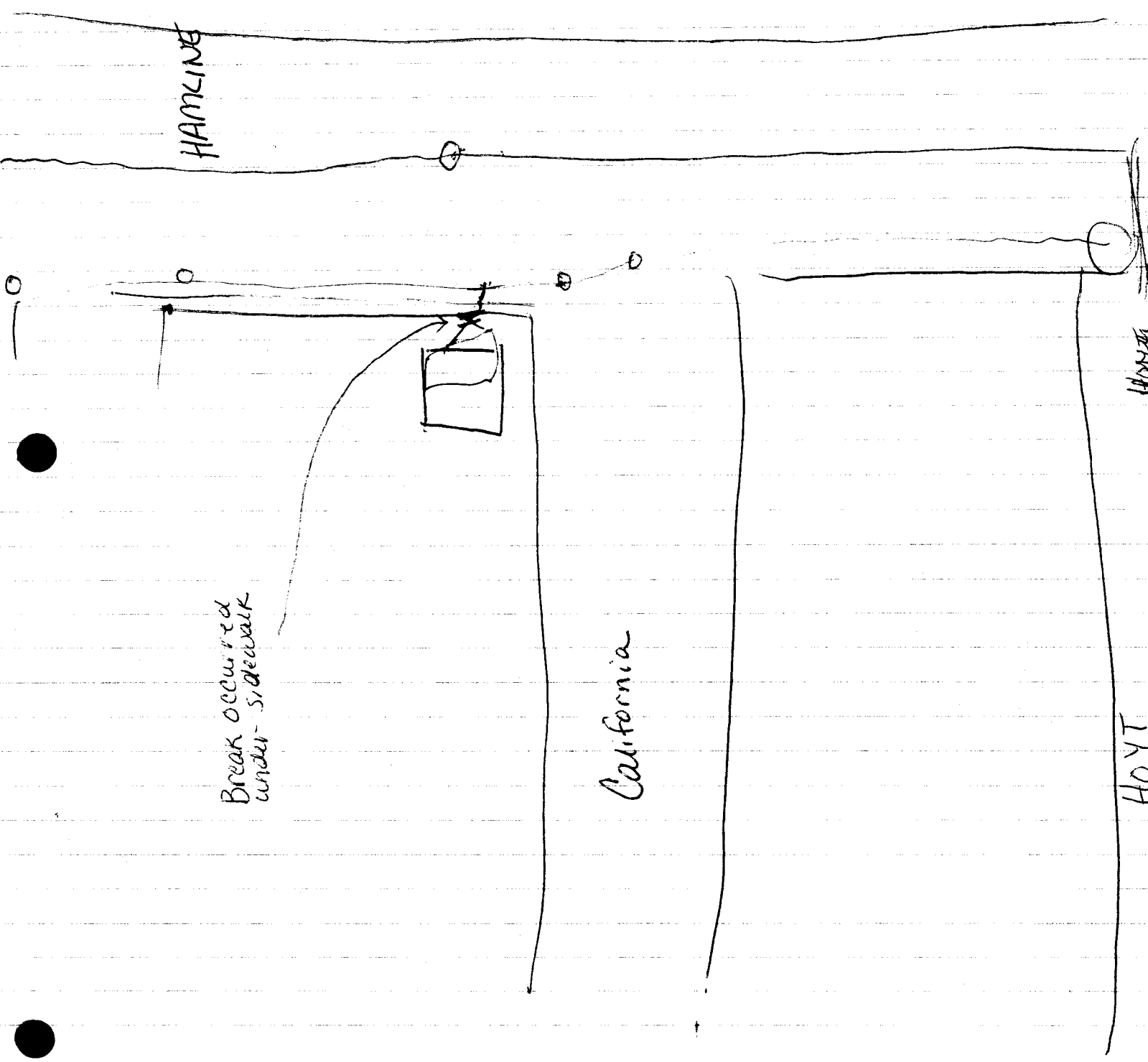
HANKINE

Break occurred  
under sidewalk

California

HOYT

HOYT







CITY OF  
**FALCON HEIGHTS**

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

*Jan's copy*

September 6, 1990

TO: Vince Wright  
Shirley Chenoweth  
Tom Kelly  
Terry Maurer

FROM: Jan Wiessner

RE: DEMARTINO CLAIM AGAINST CITY

Attached is a copy of a letter from Marvin S. DeMartino, 1345 W. California Ave. claiming the city is responsible for the break in his sewer line. His letter raises lots of questions which need to be sorted out before we can determine the City's liability. I'd appreciate it if you each would try to track down answers to the following:

- TM: 1. Do you think the Hamline Avenue construction and/or sidewalk construction could be responsible for this?  
2. If so, would the City and/or County be responsible for paying damages?  
3. Is delay in identifying problem a factor?

VW

- &  
SC 1. Is the chronology he reports accurate?  
2. Had he reported any problems prior to August 29, 1990?  
3. Did we provide him with an inaccurate map?  
4. If so, what can be done to prevent this from happening in the future?

- TK: 1. Will the City's insurance pay for this?

I would appreciate your responses as soon as possible. This letter was addressed to the City Council and he is expecting them to respond at meeting next week. Also, let me know if you think of other important considerations

Thanks for your help!

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FALCON HEIGHTS CITY COUNCIL

SEPTEMBER 12, 1990

WORKSHOP

IMMEDIATELY FOLLOWING COUNCIL MEETING

WORKSHOP DISCUSSION ITEMS

1. City Street Improvement Plan - See attached 9/6/90 Maurer letter
2. Hamline Avenue Feasibility Study - See attached document
3. Snelling Avenue Project Agreement - Update (Entire 50 page document is available in City Hall)
4. Driveway Issues
5. Red Ribbon Week - City Activities?

REGULAR CITY COUNCIL MEETING

CITY OF FALCON HEIGHTS

AGENDA

SEPTEMBER 12, 1990

A. CALL TO ORDER: 7:00 P.M.

B. ROLL CALL: JACOBS \_\_\_\_\_ WALLIN \_\_\_\_\_ CIERNIA \_\_\_\_\_  
GEHRZ \_\_\_\_\_ BALDWIN \_\_\_\_\_ WIESSNER \_\_\_\_\_  
S. CHENOWETH \_\_\_\_\_ ATTORNEY \_\_\_\_\_ ENGINEER \_\_\_\_\_

C. APPROVAL OF MINUTES OF AUGUST 22, 1990

D. PUBLIC HEARINGS: NONE

E. CONSENT AGENDA

1. Disbursements
  - a. Disbursements through 9/12/90, \$112,097.94
  - b. Payroll, 8/15/90-8/31/90, \$9,955.49
2. Commission Minutes
  - a. Parks & Recreation Minutes of 8/20/90
  - b. Planning Commission Minutes of 8/27/90
3. A request for a Permitted Accessory Use Permit for a Utility Shed at 1824 Asbury in an R-1 Zone.
4. A request for a variance from Section 9-13.02 (3)(c)(4) of the Zoning Code regarding the maximum area of a business sign in a B-2 zone, for Falcon Heights Pharmacy at 1707 Snelling Avenue
5. Request for a variance from Section 9-2.04 (2)(d) of the Zoning Code, regarding the rear yard setback on a through lot, and 9-13.04 (6)(a), regarding driveway access, for the construction of a double garage at 1586 Burton Street in an R-1 zone.
6. Proposed Resolution R-90-35 proclaiming 9/22/90 as National Voter Registration Day
7. Licenses

ACTION: \_\_\_\_\_

F. REPORTS, REQUESTS AND RECOMMENDATIONS:

1. Cleveland Avenue Feasibility Report

ACTION: \_\_\_\_\_

Page 2  
Council Agenda  
September 12, 1990

2. City Administrator Performance Appraisal Process

ACTION: \_\_\_\_\_

3. National League of Cities Conference

ACTION: \_\_\_\_\_

G. ANNOUNCEMENTS AND UPDATES

H. ADJOURNMENT

ACTION: \_\_\_\_\_

COUNCIL WORKSHOP IMMEDIATELY FOLLOWING MEETING

MINUTES  
REGULAR CITY COUNCIL MEETING  
AUGUST 22, 1990

Baldwin called the meeting to order at 7:05 P.M.

PRESENT

Baldwin, Ciernia, Gehrz and Jacobs. Also present were Gedde, Mauer, Wiessner and Chenoweth.

ABSENT

Wallin.

ADDENDA TO AGENDA

Council added the following items to the agenda by unanimous consent:

Policy Agenda: Revised recommendation to Item F(3), Grant Application for Idaho/Snelling Park Project. Consent Agenda: Item E(5), Parks and Recreation Commission Minutes of July 9, 1990, and Solid Waste Commission Minutes of August 9, 1990.

MINUTES OF 8/8/90 APPROVED

The Minutes of August 8, 1990 were approved by unanimous consent.

APPROVAL OF CONSENT AGENDA ITEMS

Council approved the following Consent Agenda items by unanimous consent:

1. Disbursements
  - a. General Disbursements through 8/22/90, \$265,962.90
  - b. Payroll, 8/1/90 - 8/15/90, \$12,356.62
2. Scheduling of Public Hearing on Delinquent Utility Assessments for 9/26/90
3. Solid Waste Commission Minutes of 9/12/90
4. Licenses: Able Fence, Inc. #0583, Disposal Systems, Inc. #0622, Britewood Construction #0623, Milbrandt Construction #0581, and Home Energy Center #0587
5. Commission Minutes:
  - a. Parks and Recreation Commission Minutes of 7/9/90
  - b. Solid Waste Commission Minutes of 8/9/90

PARK BUILDING - GENERAL UPDATE AND REQUEST FOR CHANGE ORDER

Dick Friemuth, Buetow and Associates, explained that the building is basically completed but that there are 60 small items still to be done. He then presented the request for Change Order No. 3 as outlined in his memo dated August 10, 1990. After a brief discussion, Jacobs moved approval of the Change Order which carried unanimously.

Wiessner questioned whether or not payment to Jefferson Construction for 91% completion of the building should be withheld until the contractor provides a schedule for

completion. Freimuth recommended that the payment be made as there is still 9% which can be retained. He will also obtain a schedule for completion.

#### DISCUSSION OF TRAFFIC CONTROL IN FALCON WOODS NEIGHBORHOOD

Maurer explained that he had researched the request for 15 mile per hour speed limit signs in the Falcon Woods neighborhood and has determined that it would be illegal to lower the speed limit from the 30 miles per hour stipulated by State Statutes. He also addressed the danger of using unwarranted stop signs to control speed and signage which might be appropriate such as "No Outlet" at the two Roselawn intersections or the possibility of placing "Pedestrian Crossing" signs at the Community Park entrance. Gehrz stated she had discussed the matter with Jerry Ruettiman of the Roseville Police Department. He suggested several methods which might remedy the situation such as people in the neighborhood calling the police if they observe careless driving, obtaining the license number and description of the vehicle and the Police Department will write the owner of the vehicle, and organizing a Crime Watch group which could assist in identifying problem drivers. Gehrz recommended the residents try this alternative, and Barbara Smith, 1964 Autumn, who made the original request, agreed to try the neighborhood/police enforcement approach.

#### 7:30 P.M. - PUBLIC HEARING ON ORGANIZED COLLECTION OF SOLID WASTE

Baldwin opened the Public Hearing at 7:30 P.M. and presented the Affidavit of Publication. He then gave a brief summary of the Solid Waste Commission's study and subsequent recommendation that an organized/integrated system be explored. He then asked for input from those in attendance.

JANET BROWN, 1887 SIMPSON, spoke in favor of retaining Woodlake Sanitary Service and commented on their good service.

GEORGE WALTERS, WALTER'S RUBBISH, INC., wanted to know why the City was considering changing the system and if there are problems, perhaps they could be solved without such a change. He presented a brief review of his company's background, present operation, and experience with integrated hauling in two other communities. Baldwin asked if Walters felt he would be on equal footing with other haulers in a open bidding system, to which he replied in the negative. Walters also stated he felt organized collection would downgrade the service as people cannot change haulers if dissatisfied. He stated he strongly believes in the free enterprise system and recommended the City maintain the open system.

AL KRAEMER, 1707 FAIRVIEW, asked the price of the present tipping fee at the Newport Facility, to which Mr. Walters replied it is \$68.00 or \$69.00 per ton. He explained that these costs have forced haulers to increase their charges to customers.

RAY GARCIA, 1906 PRIOR, congratulated the City on starting this study and indicated his support of an organized/integrated

system. He felt a unified system would reduce costs and reduce the wear on city streets, and was of the opinion that an organized system would streamline and simplify collection. He urged Council to work aggressively on setting up such a system and suggested the system be supervised by one person in the City.

SUE STANICH, BELLAIRE SANITATION, INC., expressed her opposition to organized collection as it discourages innovation and lowers the levels of service. She explained that Bellaire presently services two communities with organized systems and residents are not happy because they can not have the hauler of their choice.

RAY WIRTH, 1795 PASCAL, commended Council for having a good recycling program and felt the present recycling system works well and that SuperCycle does an excellent job. He indicated he did not feel organized collection would improve the service, would not reduce costs and requested Council stay with the open system. Mr. Wirth also requested that the City talk to the City of Roseville regarding the possibility of Falcon Heights residents using the Roseville compost site.

ROY HAAKE, WASTE MANAGEMENT-BLAINE, agreed with statements made by the other haulers and was in favor of maintaining the open market system. He felt organized collection was not always a big advantage as competition keeps the price down. He also stated that if he served only one section of the City he would send their largest truck, whereas they now use smaller trucks, which put less weight on the streets.

RICHARD WINKEL, 1825 FAIRVIEW, asked that the City maintain the open system, truck traffic does not bother him, and an integrated system would take 3 separate trucks. He felt that if everyone was billed at a flat rate it would be unfair to those who do not recycle.

KIM CARLSON, CONSULTANT REPRESENTING WOODLAKE SANITARY SERVICE, spoke in favor of the free enterprise system and indicated Woodlake would not support a bid process in the community as they feel the bid process is unfair to small haulers. She did indicate that Woodlake would be willing to work with the City to solve any problems connected with an open hauling system.

NANCY HEALY, SUPERCYCLE, INC., felt the present system is working well and indicated they are opposed to a closed system.

There being no others wishing to be heard, Baldwin closed the hearing at 8:24 P.M.

Ciernia stated he was more inclined toward integrated rather than organized collection as a means of encouraging recycling and minimizing waste, ie., the more you recycle the less refuse collection costs. Gehrz agreed but stated she had heard residents express concern that the number of trucks on the roads are a safety hazard. She felt that by having only one hauler in a neighborhood making a stop at each residence might reduce truck speed.

Jacobs indicated that he was not ready to make any decision and felt organized collection might not be the best solution. Baldwin expressed concern that small haulers would be at a disadvantage with an organized system, felt it would not reduce collection costs, and would increase City staff time costs. He stated he could see no good argument for organized collection.

Council was concerned that the wording of the proposed Resolution of Intent gave the impression that the City intends to implement organized collection. Therefore, the wording was amended to leave all options open. Jacobs then moved adoption of Resolution R-90-32 with the understanding that it is a legal requirement and does not indicate Council's preference for any option.

JANET BROWN, 1887 SIMPSON, requested permission to speak which was granted. She asked why no members of the Solid Waste Commission had been heard giving their rationale for recommending organized/integrated collection. Baldwin requested comments from the Commission and Commissioner Lyle Wray explained they recommended a change in the collection system to increase efficiency, reduce wear and tear on the streets and reduce the cost of collection. A vote was then taken on the motion previously made by Jacobs which carried unanimously.

RESOLUTION R-90-32

A RESOLUTION OF INTENT TO IMPLEMENT ORGANIZED/  
INTEGRATED REFUSE COLLECTION

APPROVAL TO SUBMIT GRANT APPLICATION FOR IDAHO/SNELLING PARK  
PROJECT

Carol Kriegler requested that Council consider authorizing staff to submit an application for funding to the Minnesota Department of Trade and Economic Development for upgrading the Idaho/Snelling Park. She explained that the proposed plans are consistent with the City's comprehensive park plan. Following a brief discussion, Jacobs moved adoption of Resolution R-90-33 which carried unanimously.

RESOLUTION R-90-33

A RESOLUTION RELATING TO APPLICATION TO THE MINNESOTA  
DEPARTMENT OF TRADE AND ECONOMIC DEVELOPMENT-OUTDOOR  
GRANTS PROGRAM

AMENDMENT OF CITY CODE RELATING TO DETACHED ACCESSORY BUILDINGS

Susan Hoyt Taff presented proposed Ordinance O-90-8 as recommended by the Planning Commission following the public hearing held July 23, 1990. She explained that the present code creates problems for new garages in the Northome area by prohibiting the construction of standard double or two and



one-half car garages. Following a brief discussion, Ciernia moved adoption of Ordinance O-90-8 which carried unanimously.

ORDINANCE O-90-8

AN ORDINANCE AMENDING SECTION 9-2.04, SUBDIVISION 2(B) OF THE CITY CODE RELATING TO LOT COVERAGE OF DETACHED ACCESSORY BUILDINGS

ITEM F(5), FIRE RELIEF ASSOCIATION REQUEST TO PARK CARS ON PRIOR AVENUE DURING THE STATE FAIR, WITHDRAWN FROM AGENDA

This item was withdrawn from the Agenda upon the request of the Fire Department

APPROVAL OF CONCESSION LICENSE FOR FIRE CADETS

Council approved License #0586 allowing the Falcon Heights Fire Cadet Explorer Scouts Post 202 to operate a pop concession during the State Fair on City Hall property, and to waive the license fee since they are part of the City.

1991 PROPOSED BUDGET AND TAX LEVY TO BE CERTIFIED TO COUNTY, BUDGET WORKSHOPS SCHEDULED, AND PUBLIC HEARING ON BUDGET SCHEDULED

Following a brief discussion regarding workshop dates, Gehrz moved the following items relating to the 1991 Budget: (1) Adoption of Resolution R-90-34 Certifying the proposed General Fund budget to the County Auditor, (2) Scheduling budget workshops for October 6 and October 20, 8:00 - 10:00 A.M., and (3) Scheduling a Public Hearing on the 1991 budget for November 28th at the regular 7:00 P.M. Council Meeting such hearing to be continued at the December 12th Council Meeting if necessary. Motion carried unanimously.

RESOLUTION R-90-34

A RESOLUTION CERTIFYING THE PROPOSED GENERAL FUND BUDGET OF \$1,093,356 AND TAX LEVY OF \$623,091 TO THE RAMSEY COUNTY AUDITOR

BUDGET WORKSHOPS TO BE TELEVISED OR VIDEO TAPED FOR FUTURE BROADCAST

Gehrz suggested that the budget workshops be televised or video taped for future broadcast and all members concurred.

CAR PARKING BUSINESSES OPERATING DURING STATE FAIR TO BE DISCUSSED AT 9/12/90 MEETING

Jacobs asked that the matter of operating car parking businesses during the State Fair be discussed at a future meeting. The item will be placed on the September 12th agenda.

ADJOURNMENT

The meeting was adjourned at 9:20 P.M.

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Tom Baldwin, Mayor

ATTEST:

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Shirley Chenoweth, City Clerk

Consent   X  

Agenda Item:   E-1  

Policy \_\_\_\_\_

CITY OF FALCON HEIGHTS

Meeting Date:   9/12/90  

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

DISBURSEMENTS

SUBMITTED BY:

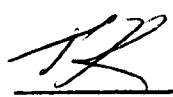
Tom Kelly

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

- (a) General Disbursements through 9/12/90, \$112,097.94
- (b) Payroll, 8/15/90-8/31/90, \$9,955.49

ACTION REQUESTED:



GENERAL DISBURSEMENTS

CHECK NO.	ISSUED TO	REASON	AMOUNT
24344	U.S. Postmaster	Stamps	\$500.00
24345	Commissioner of Revenue	State withholding	914.95
24346	North Star State Bank	Fed. withholding, FICA, Medicare	5,018.70
24347	United Way	Pledges, payroll deduction	67.00
24348	ICMA Retirement Trust	Retirement	609.10
24349	PERA	PERA deduction/benefit	911.93
24350	MN GFOA	Annual conference - T. Kelly	140.00
24351	Radisson Arrowwood	Lodging for GFOA conference	124.00
24352	American Heart Assoc.	CPR Instructor Certification	25.00
24353	American Linen Supply	Linen cleaning	57.76
24354	American National Bank	Bond fees	416.25
24355	AT&T	Phone service maintenance	49.00
24356	AT&T Credit Corp.	Lease of equipment	150.16
24357	AT&T	Long distance calls	24.49
24358	BFI	Rubbish pick-up, Sept.	134.40
24359	Boyer Trucks	Truck parts	15.81
24360	Blomberg Pharmacy	Film	13.99
24361	Barton Aschman Associates	Architectural service for July	62.15
24362	C&G Office Products	Office supplies	152.60
24363	Champion Auto Store	Connectors, head lamps, parts	50.29
24364	Carlson Equipment Co.	Rental of sign pounder	305.50
24365	Colonial	Insurance	48.00
24366	Doyle Maintenance	Repair lawn sprinklers	29.75
24367	Jim Fuller	Decal for F.D.	10.00
24368	Fuller Radio	2 batteries for portables & antennae	113.00
24369	F.H. Firefighters Relief Assoc.	State Aid - fire pensions	24,974.00
24370	Glenwood Inglewood	Spring water	23.00
24371	Tim Heil	Reimbursement for paint supplies	121.25
24372	Margaret Hall	Non resident reimbursement	14.00
24373	Hoisington Group	August comprehensive plan fees	1,630.00
24374	Terry Iverson	Mileage, August, Gavel Mtg.	70.75
24375	Insty-Prints	Post cards, Forum meetings	35.64
24376	Kathleen Janke	Cleaning Fire station, August	100.00
24377	J.O. Thompson, Inc.	Paint for Community Bldg.	300.40
24378	Konica Business Machines	Additional maintenance on copier	123.09
24379	Elizabeth Kortz	Non resident reimbursement	7.00
24380	Liz Kortz	" "	8.00

CHECK NO. ISSUED TO REASON AMOUNT

24381	Knox Commercial Credit	Paint for Park Bldg.	\$119.90
24382	James Leslie	Non resident reimbursement	4.00
24383	LMHRC	Conference for MN Human Rights (M. Furton)	30.00
24384	Linda McLoon	Non resident reimbursement	11.00
24385	The Menninger Clinic	Seminār; Jan' Wiessner (Bush Fellowship)	2,200.00
24386	MAMA	August meeting	10.00
24387	Motorola	Radio parts	161.65
24388	MN Benefit Assoc.	Cancer insurance	5.85
24389	Astech Corp.	1990 Sealcoating	26,746.02
24391	Metro Waste Control Comm.	October sewer charges	39,616.35
24391	Terry Nelson	Non resident reimbursement	4.00
24392	NSP	Street lights	1,992.12
24393	NSP	Electricity	47.05
24394	Oxygen Service Co.	Oxygen supplies	39.00
24395	One Hour Moto Photo	Film developing	15.74
24396	PERA	Additional life insurance	9.00
24397	Ramsey Co. Fire Chiefs Assoc.	Membership dues	25.00
24398	Mary Riley	Non-resident reimbursement	4.00
24399	Ramsey County	August insurance	2,681.94
24400	Chris Sauro, Jr.	Non-resident reimbursement	14.00
24401	Barbara Smith	Non resident reimbursement	4.00
24402	Riesook Shin	Non-resident reimbursement	11.00
24403	Bd. of Water Commissioners	August water, park bldg.	63.52
24404	Suburban Hardware	Misc. supplies	150.06
24405	SuperAmerica	Fuel	280.09
24406	Toll Company	Gas cylinders	62.00
24407	T.R.F. Supply	Hand towels	56.00
24408	Susan Hoyt Taff	Stamps for comp. plan meeting	45.00
24409	Tamarack	Sealant for masonry walls	75.00
24410	U.S. Postmaster	Postage for sewer bills	200.00
24411	U.S. West	Phone service	48.69
24412	University of Minnesota	Diseased tree diagnosis	15.00

TOTAL: \$112,097.94

Check Number	Employee Number	Employee Name	Pay Period	Pay Group	Pay Description	Check Amount	Check Date	Check Status
018655			0			0.00	31-Aug-90	VOID
018656			0			0.00	31-Aug-90	VOID
018657	000000002	Wiessner, Janet R.	16	01	semi-monthly	1,227.79	31-Aug-90	Outstanding
018658	000000004	Kriegler, Carol J.	16	01	semi-monthly	401.04	31-Aug-90	Outstanding
018659	000000011	Chenoweth, Shirley G.	16	01	semi-monthly	757.63	31-Aug-90	Outstanding
018660	000000020	Iverson, Terry D.	16	01	semi-monthly	806.69	31-Aug-90	Outstanding
018661	000000027	Morgan, Jay M.	16	01	semi-monthly	709.51	31-Aug-90	Outstanding
018662	000000038	Wright, Vincent D.	16	01	semi-monthly	785.13	31-Aug-90	Outstanding
018663	000000048	Marshall, Timothy	16	01	semi-monthly	254.00	31-Aug-90	Outstanding
018664	000000063	Phillips, Patricia A.	16	01	semi-monthly	649.69	31-Aug-90	Outstanding
018665	000000065	Kelly, Thomas R.	16	01	semi-monthly	863.90	31-Aug-90	Outstanding
018666	000000070	Sell, Matthew W.	16	01	semi-monthly	20.70	31-Aug-90	Outstanding
018667	000000071	Bosshardt, Brian	16	01	semi-monthly	65.54	31-Aug-90	Outstanding
018668	000000079	Hoyt Taff, Susan L.	16	01	semi-monthly	414.54	31-Aug-90	Outstanding
018669	000000081	Staffa, Gregory	16	01	semi-monthly	21.58	31-Aug-90	Outstanding
018670	000000091	Swenson, DeLoris J.	16	01	semi-monthly	538.88	31-Aug-90	Outstanding
018671	000000092	Peterson, Gregory S.	16	01	semi-monthly	288.86	31-Aug-90	Outstanding
018672	000000001	Baldwin, Thomas W.	8	03	monthly 2	300.31	31-Aug-90	Outstanding
018673	000000003	Baumann, Nicholas B.	8	03	monthly 2	50.71	31-Aug-90	Outstanding
018674	000000005	Berndt, Ross	8	03	monthly 2	41.50	31-Aug-90	Outstanding
018675	000000008	Brown, Raymond F.	8	03	monthly 2	63.00	31-Aug-90	Outstanding
018676	000000012	Ciernia, Paul C.	8	03	monthly 2	250.00	31-Aug-90	Outstanding
018677	000000018	Holmgren, John M. Sr.	8	03	monthly 2	135.00	31-Aug-90	Outstanding
018678	000000021	Kurhajetz, Clement M.	8	03	monthly 2	53.00	31-Aug-90	Outstanding
018679	000000024	Lindig, Leo	8	03	monthly 2	303.34	31-Aug-90	Outstanding
018680	000000033	Schauffert, Craig F.	8	03	monthly 2	135.00	31-Aug-90	Outstanding
018681	000000034	Smida, Gail	8	03	monthly 2	63.00	31-Aug-90	Outstanding
018682	000000037	Wallin, Gerald E.	8	03	monthly 2	200.00	31-Aug-90	Outstanding
018683	000000039	Morgan, Jay	8	03	monthly 2	41.50	31-Aug-90	Outstanding
018684	000000082	Gehrz, Susan L.	8	03	monthly 2	213.65	31-Aug-90	Outstanding
018685	000000089	Jacobs, Sam L.	8	03	monthly 2	300.00	31-Aug-90	Outstanding

Grand Total

9,955.49

Consent   X  

Agenda Item:   E-2  

Policy \_\_\_\_\_

CITY OF FALCON HEIGHTS

Meeting Date:   9/12/90  

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

COMMISSION MINUTES

SUBMITTED BY:

Parks and Recreation Commission, Carol Kriegler  
Planning Commission, Susan Hoyt

REVIEWED BY:

Shirley Chenoweth

EXPLANATION/SUMMARY (attach additional sheets as necessary):

ATTACHMENTS:

- (a) Parks & Recreation Commission Minutes of 8/20/90
- (b) Planning Commission Minutes of 8/27/90

ACTION REQUESTED:

  
\_\_\_\_\_

**DRAFT**

PARKS AND RECREATION COMMISSION MEETING

AUGUST 20, 1990

MINUTES

Members Present: Connie Lasser, Linda McLoon, Carol Huso, Lloyd Jacobson, Jyneen Thatcher, Carol Kriegler, Park Director, Sam Jacobs, Council Liaison

Members Absent: Steve Schugal, Jeff Johnson, Deborah Weiland, Jean Suppes

PARK BUILDING UPDATE

Our meeting was held in the new park building. Everyone agreed that the building was wonderful. Carol indicated that the city was having trouble getting the finishing done on the building. A number of windows had to be sent back due to imperfections, and we were still waiting on those. Carol is going to get quotes for painting of the inside, outside trim and a second coat of stain on the outside. The security system is complete except for the phone. The fire suppression system is complete. The sod is very uneven and Carol is working to rectify this problem.

FINANCIAL CONTRIBUTIONS

Carol said that the Lions Club was going to give \$1,000 to the park, the North Suburban Youth Association was giving a total of \$2,490. This includes a sandbox, 2 spring toys, 2 digger toys and one sandtable, as was chosen at a previous meeting. It was recommended that we all write the appropriate thank you's to these organizations. One requirement of the NSYA is that we write an official thank you and send it to the Roseville FOCUS. We should also write to Bob Matson directly.

BUILDING USE POLICIES

We need to make a recommendation to the City Council as to who can use the new building. (Free of charge, use list the city has already developed including groups such as the boy scouts, etc.) We need to set fee rates. Roseville uses \$50/shift, a shift being 8-3 and then 4-10. Someone would need to check the building over after each use. We thought a \$100 deposit against damages should be required. We all agreed to think it over and make a formal recommendation when the full commission was present. We also need to check with Terry Iverson about the occupancy number. The building is still not ready for use.

OPEN HOUSE

We thought it would be nice to have a Halloween open house, tentatively scheduled for Thursday, Oct. 25 from 6-8. We could then use the special cake donated by the Falconeers for the Ice Cream Social. They didn't all get used due to the rain and lower attendance.



#### LIONS TREE SALE

We agreed that the Lions do alot for the city and that they could continue to sell trees in December. We decided not to seed the hockey rink until spring so that this effort would not be wasted by having new sod trampled on and then skated on.

#### COFFMAN SURVEY

Carol distributed the survey from the Coffman residents. One of the things highly requested for the Grove park is a horseshoe pit. We all agreed that it was an inexpensive item and should be pursued immediately.

#### DEVELOPMENT - OUTDOOR RECREATION GRANT APPLICATION

Carol and Sue Gehrz went to the MN Dept. of Trade and Economic Development to pursue a grant application. Originally there were 6 projects in the application. They recommended that the grant be rewritten to include all the improvements at Idaho and Snelling for a (tentative) \$92,000 total. Carol is going to recheck prices (no surprises!). Their priorities for granting money are based on numbers of facilities included, the overall design element and the public participation process. These monies are a 1:1 match. They felt that this combination of projects at Idaho and Snelling had the greatest chance of being funded. We felt, therefore, that we should wait to make improvements at Idaho/Snelling park until after the November grant notification deadline. In this way we had a better chance of getting the whole package funded.

#### OTHER BUSINESS

Carol passed out Park and Rec budgets and requested that we look them over before the next meeting.

Connie mentioned that the Red Ribbon Campaign for a Drug Free America was going great guns and we should look at our calendars for October to help out.

Connie also mentioned that we are still not receiving the agendas for the City Council meetings.

As there was no further business, the meeting was adjourned at 8:45 P.M.

# DRAFT

MINUTES  
REGULAR PLANNING COMMISSION MEETING  
AUGUST 27, 1990  
7:00 P.M.

Meeting was called to order at 7:10 P.M. by Chairperson Boche.

PRESENT:

Barry, Boche, Finegan, Nestingen, Daykin, Duncan  
City Planner Susan Hoyt

ABSENT:

Gibson Talbot  
City Councilmember Paul Ciernia

APPROVAL OF MINUTES:

Minutes of the July 23, 1990 meeting were unanimously approved.

A REQUEST FROM MR. DONALD SWANSON FOR A PERMITTED ACCESSORY USE PERMIT FOR A UTILITY SHED AT 1824 ASBURY IN AN R-1 ZONE.

City Planner Hoyt indicated to the commission that Mr. Swanson proposes to construct a utility shed, 8 ft. x 8 ft. x 7 ft. tall in his rear yard. The shed will be 5 ft. from the side lot line, 12 ft. from the rear of his dwelling and approximately 29 ft. from the rear lot line. It will be painted cream color with a dark roof to match the house. The structure meets all the requirements in Section 9-2.04(1)(c) and (i) of the Zoning Code. It does not require a building permit. The Commission voted unanimously to grant the permitted accessory use permit.

A REQUEST BY LOWELL ANDERSON FOR A VARIANCE FROM SECTION 9-13.02(3)(c)(4) OF THE ZONING CODE REGARDING THE MAXIMUM AREA OF A BUSINESS SIGN IN A B-2 ZONE, FOR FALCON HEIGHTS PHARMACY AT 1707 SNELLING AVENUE.

Mr. Anderson proposed to replace his existing business sign with a sign of similar square footage, 123.75 square feet. The new sign exceeds the 75 square foot maximum business sign allowed in a B-2 zone under Section 9-13.02(3)(c)(4) of the Zoning Code.

Mr. Anderson requested this variance due to the unique circumstances described briefly as:

- (1) conformity with the adjacent sign of Design Modern Interiors
- (2) necessity of capturing the attention of motorists on Snelling to the regional medical supply nature of the business
- (3) necessity of competing with the large AMOCO sign in the corner of the shopping center
- (4) necessity of replacing the outmoded current sign to eliminate the inefficient energy use of neon and to eliminate the large word, "DRUGS".

The Commission voted unanimously to grant the variance based on the unique circumstances governing Mr. Anderson's sign selection in order to promote his business.

REQUEST BY MS. PAULINE BOSS AND MR. DUDLEY RIGGS FOR A VARIANCE FROM SECTION 9-2.04 (2)(d) OF THE ZONING CODE, REGARDING THE REAR YARD SETBACK ON A THROUGH LOT, AND 9-13.04(6)(a), REGARDING DRIVEWAY ACCESS, FOR THE CONSTRUCTION OF A DOUBLE GARAGE AT 1586 BURTON STREET IN AN R-1 ZONE.

City Planner Hoyt briefed the Commission on this request which involves a portion of a home remodeling making the existing single car garage into a study/guest room and creating a new double car garage. The house is situated on a through lot. A variance from the 30 foot rear yard requirement on a through lot is necessary for the project. The current structure is 17 feet from the property line; the proposed garage will be 5 feet from the line.

The unique characteristics governing this site are:

- (1) The buildings along Burton are situated to conform to the angle of the sideyard of 2190 Folwell to the north of their property and, therefore, a sideyard setback is really what exists.
- (2) The proposed setback is in close conformance with adjacent properties of 10 ft. or less to the north and 9 ft. to the south.
- (3) The unique topography, a hillside and several pines, plus the location of neighboring homes make this plan the least intrusive one.

After some discussion and presentation of the plans as drawn by the architect, the Commission unanimously approved the variance from Section 9-2.04(2)(d) regarding the rear yard setback on a through lot, and also 9-13.04(6)(a), regarding driveway access. The approval was given based on the unique topography and site characteristics criteria as stated in Chapter 9-15.03 (Subd. 4) of the Municipal Code, "Standards for Granting a Variance".

### PLANNER'S REPORT

Susan Hoyt, City Planner, delivered a brief overview of planning activities she has been involved in over the past year. They are as follows:

1. Making procedures thorough, consistent, understandable and well documented.
2. Providing information on planning issues.
3. Becoming familiar with the Zoning Code, identifying problems and amending those that need immediate attention.
4. Creating a workable Parking Policy.
5. Addressing the City's future through Comprehensive Planning.

Commissioner Boche thanked Susan for her work over the past year.

### COMPREHENSIVE PLAN UPDATE

The City Planner introduced Mr. Fred Hoisington, the consultant with whom she has been working on the City's Comprehensive Plan. Mr. Hoisington presented some of his preliminary planning information and analysis to the Commission. He spoke of the upcoming "Community Forums" to be held on September 17 and 24 in which the residents' input will be received. Invitations will be mailed to approximately 200-300 residents on September 6th.

There will be small group discussions and open forum/reports. Discussion topics will include assets & opportunities, problems and needs, issues and vision for the future.

The objective of these meetings is to obtain the community's goals and incorporate those into the city's plan. Commissioners brought up the impact of the State Fair and the University of Minnesota's policy toward its agricultural land on the future of the city.

Mr. Hoisington stressed the importance of the Planning Commission attending both meetings, if at all possible.

### PARKING POLICY

Planner Hoyt reviewed the draft of the Falcon Heights Parking Policy. Some minor changes were made on page 5 under No. 2, "Procedures for Designating Residential Permit Parking Areas".

Commissioner Boche suggested the policy be given to the City Attorney for a general opinion that it complies with the law and also whether the policy is "defendable". Planner Hoyt agreed to do this and suggested the draft policy be placed on the October agenda for action.

The meeting was adjourned at 9:20 P.M.

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Patricia Phillips  
Acting Recording Secretary

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Susan Hoyt, City Planner

Consent   X  

Agenda Item: E-3

Policy \_\_\_\_\_

**CITY OF FALCON HEIGHTS**

Meeting Date: 9/12/90

**REQUEST FOR COUNCIL CONSIDERATION**

**ITEM DESCRIPTION:**

A REQUEST FOR A PERMITTED ACCESSORY USE PERMIT FOR A UTILITY SHED AT 1824 ASBURY IN AN R-1 ZONE

**SUBMITTED BY:**

Mr. Swanson, Property Owner

**REVIEWED BY:**

Susan Hoyt, City Planner  
Planning Commission, August 27, 1990

**EXPLANATION/SUMMARY (attach additional sheets as necessary):**

Mr. Swanson proposes to construct a utility shed, 8 ft. x 8 ft. x 7 ft. tall in his rear yard. The shed will be 5 ft. from the side lot line, 12 ft. from the rear of his dwelling and approximately 29 ft. from the rear lot line. It will be painted cream color with a dark roof to match the house. The structure meets all the requirements in Section 9-2.04(1)(c) and(i) of the Zoning Code. It does not require a building permit.

**ACTION REQUESTED:**

Approval

*JSW*

CITY OF FALCON HEIGHTS

Meeting Date:  9/12/90

REQUEST FOR COUNCIL CONSIDERATION

**ITEM DESCRIPTION:** A REQUEST FOR A VARIANCE FROM SECTION 9-13.02 (3) (c) (4) OF THE ZONING CODE REGARDING THE MAXIMUM AREA OF A BUSINESS SIGN IN A B-2 ZONE, FOR FALCON HEIGHTS PHARMACY AT 1707 SNELLING AVENUE.

**SUBMITTED BY:** Mr. Lowell Anderson, Store Owner

**REVIEWED BY:** Susan Hoyt, City Planner  
 Planning Commission, August 27, 1990

**EXPLANATION/SUMMARY (attach additional sheets as necessary):**

Mr. Lowell Anderson proposes to replace his existing business sign with a sign of similar square footage, 123.75 square feet (Attachment 1). The new sign exceeds the 75 square foot maximum business sign allowed in a B-2 zone under Section 9-13.02(3)(c)(4) of the Zoning Code.

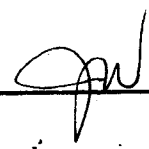
Mr. Anderson requests the variance in the application of the sign code due to the unique circumstances described in Attachment 2. Briefly, these are:

- (1) conformity with the adjacent sign of Design Modern Interiors
- (2) necessity of capturing the attention of motorists on Snelling to the regional medical supply nature of the business
- (3) necessity of competing with the large AMOCO sign in the corner of the shopping center
- (4) necessity of replacing the outmoded current sign to eliminate the inefficient energy use of neon and to eliminate the large word, "DRUGS"

**ATTACHMENTS:**

- 1. Illustration of proposed sign
- 2. Letter from Mr. Lowell Anderson dated 8/14/90
- 3. Planner's report and request for a variance from Section 9-13.02 (3) (c) (4)

**ACTION REQUESTED:** Approval due to unique circumstances of location and site.

  
\_\_\_\_\_

## WATAUGA CORP.

1707 NORTH SNELLING AVENUE • ST. PAUL, MINNESOTA 55113 • 612-646-4555

14 August 1990

Ms. Susan Hoyt  
City Planner  
City of Falcon Heights  
2077 W. Larpenteur Avenue

Re: Request for variance from sign ordinance for Falcon Heights  
Pharmacy, 1707 N. Snelling Ave

Dear Ms. Hoyt

Falcon Heights Pharmacy wishes to replace the sign located on its front fire-wall. This sign was originally placed there when the pharmacy moved from the southeast corner of the intersection in about 1953.

The proposed sign is 33' by 3'9" --- 123.75 square feet, even though this exceeds the standard found in the ordinance, we believe the variance to be justifiable, based on the following considerations:

The sign is about 37 years old, and reflects the style of the Korean war era. The present sign's predominant feature is the word "DRUGS", spelled out in neon. It has recently become evident that this is becoming offensive to some members of the community. eg. "Daddy, if drugs are bad why does that store sell them?"

The pharmacy has been developing a strong regional presence in the area of home health. eg. durable medical equipment, ostomy, diabetic, urologic and enteral nutrition. The present sign does not reflect this fact.

Although the pharmacy portion of our practice is, and will remain, local in emphasis; the home health area is a regional (almost Twin City wide) business. Our signage needs to be able to be seen, read and comprehended, by the out of neighborhood patient driving on Snelling Avenue. The front wall of the pharmacy is 165' from the curb of the southbound lane of Snelling. It is about 200' from the northbound lane. Further, the view of the pharmacy is partially blocked by the Standard Oil building and signage. This is especially true for a northbound car, stopped at the intersection with Larpenteur. Therefore, a smaller sign would not provide the identification necessary.

The proposed sign would bring our sign into conformity with those of Design Modern Interior, and Warner's Stellians. In attempting to provide a degree of consistency with our neighbors we are using the same sign company, Lawrence Signs, that did

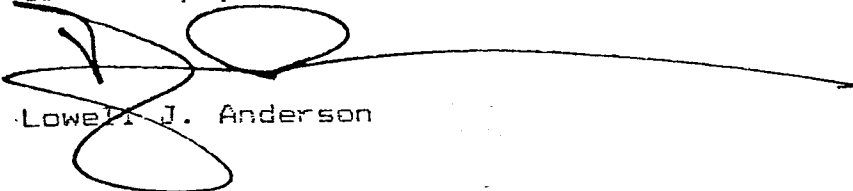


Design Modern Interiors. Our proposed sign is the same size as that of DMI, and somewhat smaller than Warner's Stellian.

The proposed sign will be lit with quartz halogen lamps, providing a similar night time appearance to the other signs. Quartz halogen lamps are also more energy efficient than are neon.

In looking forward to a satisfactory resolution to this matter, I am ready to provide any further information that you, the Commission or the Council might find necessary.

Sincerely yours

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

Lowell J. Anderson

**MEMORANDUM:****TO:** Planning Commission**FROM:** Susan Hoyt, City Planner**RE:** Report on the Request for a Variance from Section 9-13.02(3)(c)(4) of the Zoning Code for Falcon Heights Pharmacy at 1707 Snelling Avenue

In his letter, Mr. Anderson clearly delineates the unique circumstances governing his request for a variance from 75 sq. ft. to 123.75 sq. ft. for a business sign in a B-2 zone. In order for the commission to assess the uniqueness and possible hardship created by the applying code, it may be useful to reiterate the purpose of the sign code. First, it is to eliminate unsightly, offensive signs, especially billboards on top of buildings such as at Northome, and projecting signs. Second, the sign code is designed to promote consistency in the number and size of signs within a business zone without impairing recognition of the businesses. The purpose of a sign code is not to create nearly identical signs throughout the business zone. (Occasionally, shopping centers do this within a center.) The following elaborates on the unique characteristics stated by Mr. Anderson.

1) Setback

Reviewing this request in the context of other shopping centers in the B-2 zone along Larpenteur and Snelling, it is apparent that Falcon Center has a much larger setback from the main thoroughfare than the Bullseye Center and some of the Northome Center (see Figure 1). Unlike Bullseye, Falcon Center does not have a pylon sign identifying all its businesses. And the AMOCO station and sign are a visual detraction from the center. This is why Tile International has a roof sign. Therefore, signs are less visible from Falcon Center stores to drivers on the adjacent thoroughfare.

2) Business Area

It is a basic planning concept that certain types of businesses appeal to a larger geographic area than others. In other words, people are willing to go farther for a special purchase. Some of the businesses in Falcon Center meet this criterion. For example, people may drive for several miles to price an appliance at Warner/Stellians or to purchase a piece of furniture at Design Modern Interiors, whereas they will travel very few miles to take out a pizza or rent a video. Falcon Pharmacy is joining the businesses with a

larger geographic focus by expanding its medical supply clientele. These types of businesses require clearly identifiable and visible signs because people unfamiliar with the area may be looking for the business.

3) Consistency

The proposed Falcon Pharmacy sign maintains the intent of the sign code by being designed in consistency with its neighboring business, Design Modern Interiors. It is also similar in proportion and style to other Falcon Center signs. It does not cover up any unique architectural features on the building.

After viewing several shopping centers with setbacks like Falcon Center in other communities, it became apparent that the businesses in Falcon Center might be adequately marked with signs that conform to the code. This would require having all the signs in the center re-designed using letter styles, colors and lighting to highlight the businesses. The new signs would need to be large enough to clearly identify the unique businesses, and to compete with the AMOCO corner. Any major sign changes like this are expensive, and must be initiated by all the business owners. Without an overall change in the shopping center signs, the proposed sign maintains the style, consistency and similarity with the other businesses, specifically, Design Modern Interiors.

In summary, there appears to be unique circumstances governing the sign selection by Mr. Anderson to promote the Falcon Heights Pharmacy and Medical Supply business, which may render his request for a variance in the maximum sign area reasonable (see Attachment 4 - Standards for Granting a Variance).

MEMORANDUM:

TO: Planning Commission

FROM: Susan Hoyt, City Planner

RE: Report on the Request for a Variance from Section 9-13.02(3)(c)(4) of the Zoning Code for Falcon Heights Pharmacy at 1707 Snelling Avenue

In his letter, Mr. Anderson clearly delineates the unique circumstances governing his request for a variance from 75 sq. ft. to 123.75 sq. ft. for a business sign in a B-2 zone. In order for the commission to assess the uniqueness and possible hardship created by the applying code, it may be useful to reiterate the purpose of the sign code. First, it is to eliminate unsightly, <sup>(1)</sup> offensive signs, especially billboards on top of buildings such as at Northome, and projecting signs. Second, the sign code is designed to promote consistency in the number and size of signs within a business zone without impairing recognition of the <sup>(2)</sup> businesses. The purpose of a sign code is not to create nearly identical signs throughout the business zone. (Occasionally, shopping centers do this within a center.) The following elaborates on the unique characteristics stated by Mr. Anderson.

1) Setback

Reviewing this request in the context of other shopping centers in the B-2 zone along Larpenteur and Snelling, it is apparent that Falcon Center has a much larger setback from the main thoroughfare than the Bullseye Center and <sup>(3)</sup> some of the Northome Center (see Figure 1). Unlike Bullseye, Falcon Center does not have a pylon sign identifying all its businesses. And the AMOCO station and sign are a visual detraction from the center. This is why Tile International has a roof sign. Therefore, signs are less visible from Falcon Center stores to drivers on the adjacent thoroughfare.

2) Business Area

It is a basic planning concept that certain types of businesses appeal to a larger geographic area than others. In other words, people are willing to go farther for a special purchase. Some of the businesses in Falcon Center meet this criterion. For example, people may drive for several miles to price an appliance at Warner/Stellians or to purchase a piece of furniture at Design Modern Interiors, whereas they will travel very few miles to take out a pizza or rent a video. Falcon Pharmacy is joining the businesses with a

X

Consent \_\_\_\_\_

Policy \_\_\_\_\_

CITY OF FALCON HEIGHTS

Meeting Date: 9/12/90

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

REQUEST FOR A VARIANCE FROM SECTION 9-2.04 (2) (d) OF THE ZONING CODE, REGARDING THE REAR YARD SETBACK ON A THROUGH LOT, AND 9-13.04 (6)(a), REGARDING DRIVEWAY ACCESS, FOR THE CONSTRUCTION OF A DOUBLE GARAGE AT 1586 BURTON STREET IN AN R-1 ZONE.

SUBMITTED BY:

Ms. Pauline Boss and Mr. Dudley Riggs

REVIEWED BY:

Susan Hoyt, City Planner  
Planning Commission, August 27, 1990

EXPLANATION/SUMMARY (attach additional sheets as necessary):

Ms. Pauline Boss and Mr. Dudley Riggs propose to remodel their home. A portion of this remodeling involves making the existing single car garage into a study/guest room and creating a new double car garage (see Attachment 1). The house is situated on a through lot. A variance from the 30 foot rear yard requirement on a through lot is necessary for the project. The current structure is 17 feet from the property line; the proposed garage will be 5 feet from the line.

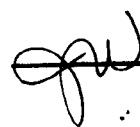
As the letter from Mr. Winston Close, project architect, states, there are unique characteristics governing this site: (see Attachments 2 & 3)

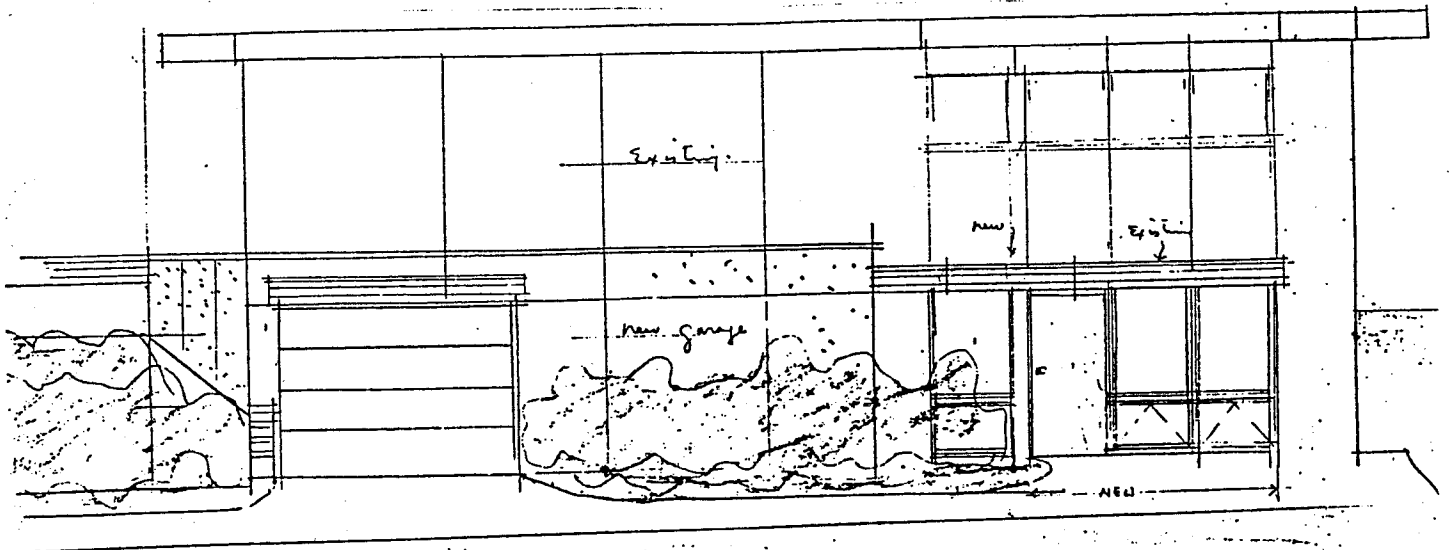
- (1) The buildings along Burton are situated to conform to the angle of the sideyard of 2190 Folwell to the north of their property and, therefore, a sideyard setback is really what exists.
- (2) The proposed setback is in close conformance with adjacent properties approximately 6 ft. to the north and 9 ft. to the south.
- (3) The unique topography, a hillside and several pines, plus the location of neighboring homes make this plan the least intrusive one.

ATTACHMENTS:

- 1. Garage design and plat
- 2. Letter from architect Close dated 8/12/90
- 3. Site plan for 1586 Burton
- 4. Planner's report

ACTION REQUESTED: Approval, based on the unique site characteristics.

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ELIZABETH & WINSTON CLOSE  
ARCHITECTS

3101 E. FRANKLIN AVE.  
MINNEAPOLIS, MINN. 55406  
TEL. FEDERAL 9-0979



1586 Burton

12 Aug 90

Boss - Riggs proposed Garage.

First: as to precedent:

When Coffman Street was extended thru the Grove for bus service, it cut off a strip of land about 85' wide between Coffman and Burton streets.

Too shallow for conventional lot division, the strip was divided longitudinally into 4 lots approx. 85' x 110' each.

The northerly house, 2190 Folwell Av., has a front setback and corner setback from Burton St. meeting code requirements of the time. The east margin was considered to be a side yard and the final clearance there was about 10'.

Subsequent houses faced Burton St., but repeated the angled site configuration of 2190 Folwell, again minimizing the clearance on the east side. Plans of the third house, 1578 Burton, indicated that the wall of a double garage would extend to within 7½ feet of the east property line,

Second

The 2. car garage proposed for the Boss. Riggs house

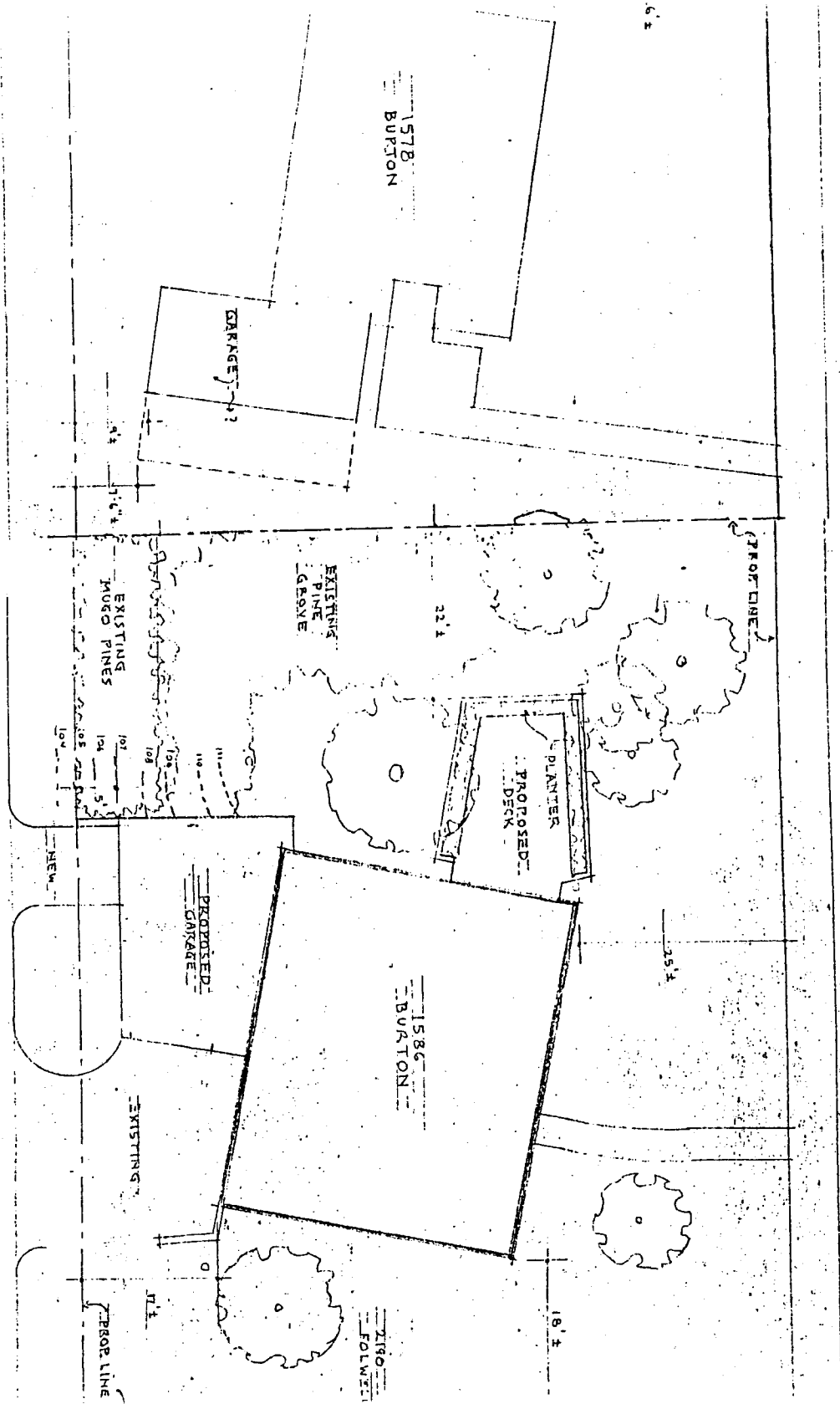
ELIZABETH & WINSTON CLOSE  
ARCHITECTS3101 E. FRANKLIN AVE.  
MINNEAPOLIS, MINN. 55406  
TEL. FEDERAL 9-0979

is so located because it harms neither neighbor, and it preserves a beautifully landscaped hillside. But because of the tilt of the house on the site, there is insufficient depth to take 2 cars side by side. Hence the unconventional right-angle arrangement of the cars. This necessitates a second access drive which forces a permanent open space to the east. There is no curb on Coffman Street.

The project therefore needs either a variance or an acceptance of the Coffman St. frontage as a side yards for these non-typical lots, as already established at 2190 Folwell Av.

W.C.C.





**MEMORANDUM:**

**TO:** Planning Commission

**FROM:** Susan Hoyt, City Planner

**RE:** Request for a variance from section 9-2.04(2)(d) and 9-13.04(6)(a) of the zoning code for 1586 Burton

After viewing the site at 1586 Burton and discussing the project plans and alternatives with Mr. Close, the project architect, the following points may be reiterated from Mr. Close's letter:

1) Rear yard/side yard

As Mr. Close states in his letter, the existing 17 ft. rear yard is actually designed to conform to the side yard of the house at 2190 Burton. If this was actually defined as a side yard, the setback would meet the required 5 ft. Neighboring property setbacks are 9 ft. for 1578 Burton and probably less than 10 ft. for 2190 Burton.

2) Description of the site and neighboring views

The proposed plan is significantly less disruptive to the topography, landscape and the neighbors' views than if the garage were placed in either sideyard, which would not require a variance.

3) Driveway access

The zoning code limits single family homes to one access drive. In part, this is to prevent paving over a large area to get "circle drives". This unusual two access plan does not propose to pave a large area, but to provide two single car accessways 5 feet long. Because each accommodates only one car, there should not be a safety problem, and the entrances are carefully worked into the design of the garage.

In summary, this request for two variances may satisfy the criterion for a unique site; and their approval may not jeopardize the intent of the zoning code nor the visual character of the streetscape and neighborhood.

Consent   X  

Agenda Item:   E-6  

Policy           

CITY OF FALCON HEIGHTS

Meeting Date:   9/12/90  

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

PROPOSED RESOLUTION R-90-35 PROCLAIMING 9/22/90  
AS NATIONAL VOTER REGISTRATION DAY

SUBMITTED BY:

League of Women Voters

REVIEWED BY:

Shirley Chenoweth

EXPLANATION/SUMMARY (attach additional sheets as necessary):

ATTACHMENTS:

- (a) Request from League of Women Voters
- (b) Proposed Resolution

ACTION REQUESTED: Adoption of Resolution R-90-35

  
\_\_\_\_\_

25C

# LEAGUE OF WOMEN VOTERS OF ROSEVILLE

FALCON HEIGHTS  
LITTLE CANADA  
MAPLEWOOD  
ROSEVILLE

Mayor, City Council members,

To encourage citizen participation in government through voting, the National League of Women Voters has proclaimed September 22nd as National Voters Registration Day. Locally, we will have voter registration tables at the Roseville and Maplewood libraries.

Local Leagues are encouraging their elected officials to participate by endorsing, through a proclamation, Saturday, September 22nd as National Voter Registration Day.

If your city is willing to participate, please let us know by September 5th, so we can publicize your cooperation in a news release.

*Responded to this request  
9/26/90  
SAC*

Sincerely,

Nancy Irsfeld  
Sharon Damsgard  
Voter Service Co-Chairs

Kathy Ciernia  
President LWVR

*Nancy Irsfeld  
1754 Maple Ln  
Roseville, MN  
55713*

No R 90-35

CITY OF FALCON HEIGHTS  
C O U N C I L R E S O L U T I O N

Date \_\_\_\_\_

-----  
**A RESOLUTION PROCLAIMING SATURDAY, SEPTEMBER  
22, 1990 AS NATIONAL VOTER REGISTRATION DAY**

**WHEREAS,** The League of Women Voters encourages citizen participation in government through voting, and

**WHEREAS,** The League of Women Voters of the United States has proclaimed a day emphasizing voter registration, and

**WHEREAS,** The Falcon Heights City Council recognizes the importance of voter registration and endorses the League of Women Voters in the promotion of this project,

**NOW THEREFORE BE IT RESOLVED** by the Falcon Heights City Council, that the City of Falcon Heights join other municipalities in proclaiming Saturday, September 22, as National Voter Registration Day.

-----  
Approved by \_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

YEAS

NAYS

BALDWIN  
CIERNIA  
GEHRZ  
WALLIN  
JACOBS

\_\_\_\_\_ In Favor

\_\_\_\_\_ Against

Attested by \_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date

Adopted by Council \_\_\_\_\_

Consent X

Policy \_\_\_\_\_

CITY OF FALCON HEIGHTS

Meeting Date: 9/12/90

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

LICENSES

SUBMITTED BY:

Shirley Chenoweth

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

General Contractors

Otterkill Plastering Company      0588      NEW  
3171 Spruce St.  
St. Paul, MN      55117

Craig A. Rudisell      0590      NEW  
6164 Woodbine Ave.  
Woodbury, MN      55125

Mechanical Contractor

Blaine Heating & Air Conditioning      0589      RENEWAL  
13562 Central Ave. N.E.  
Anoka, MN      55304

ACTION REQUESTED:      Approval

Consent \_\_\_\_\_

Agenda Item: F-1

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 9/12/90

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

CLEVELAND AVENUE FEASIBILITY REPORT

SUBMITTED BY:

Ken Weltzin, Ramsey County Public Works

REVIEWED BY:

Terry Maurer, Maier Stewart & Associates

EXPLANATION/SUMMARY (attach additional sheets as necessary):

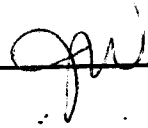
Tim Mayosich and Dan Soler of Ramsey County Public Works Department will be present to discuss the final draft feasibility study for the Cleveland Avenue road project. Terry Maurer has reviewed the report and will also be present at the meeting. The final draft has several significant changes.

ATTACHMENTS:

- A. 9/5/90 - Maurer correspondence
- B. August, 1990 - Feasibility Report for Cleveland Avenue

ACTION REQUESTED:

Approve Feasibility study if acceptable.

  
\_\_\_\_\_



CONSULTING ENGINEERS

**Maier Stewart & Associates Inc.**

September 5, 1990

File No: 330-018-70

Ms. Jan Wiessner  
Administrator  
City of Falcon Heights  
2077 Larpenteur Avenue West  
Falcon Heights, MN 55113

RE: CLEVELAND AVENUE FEASIBILITY REPORT

Dear Ms. Wiessner:

As requested, we have reviewed the final draft of the Cleveland Avenue feasibility report. Based on our review we would offer the following comments:

1. The final draft of the feasibility report was prepared by Ramsey County Public Works Department and dated August 1990. The draft report, previously reviewed, was dated November 1989.
2. The traffic counts on Cleveland Avenue show average daily traffic (ADT) of approximately 7600 vehicles between Larpenteur and Roselawn and approximately 8600 vehicles between Roselawn and County Road B. The counts show a unique spread in that 70% of the traffic is southbound at 7:00 a.m. and 65% is northbound at 5:00 p.m. Based on this information, the feasibility report makes the following statement, "A four lane design accommodates the traffic operations of Cleveland Avenue better than the three lane design by providing two travel lanes for both northbound and southbound traffic."

However, after this information, the report recommends a 48 foot wide three lane roadway over the 52 foot wide four lane option.

3. The report makes reference to the MnDOT process of changing the design standards which allows the 48 foot width. There appears to be much more to this than is stated in the report.

The 20 year projected traffic for Cleveland Avenue is between 12,000 and 13,000 vehicles per day. MnDOT criteria would classify this as either a low or high density arterial roadway. The proposed new design standards for reconstructed urban roadways with a 30 to 35 mile per hour design speed would allow a 48 foot wide road consisting of four eleven-foot lanes and two feet of reaction area on each side.



We believe Ramsey County has taken this one step further and decided 11 foot lanes are too narrow. Thus, the 48 foot width will accommodate a three lane configuration but not four lanes. We would not argue in favor of eleven foot lanes over twelve foot lanes.

There is, however, a significant cost impact of the 48 foot width versus 52 feet. Since according to County design practices, the 48 foot width will not accommodate four lanes, it is considered three lanes with bituminous shoulders. The County funding policy is 100% for travel lanes, but only 25% for shoulders. The 52 foot width roadway is considered four lanes wide regardless of striping and therefore, is 100% funded by the County. The cost difference to the City of Falcon Heights given a four foot narrower roadway is \$39,375.

In addition, we believe the four lane (52 feet) alternative better serves the City of Falcon Heights. Given the traffic count and disproportionate directional split of traffic, plus the limit access on to Cleveland, we see no reason for the center turn lane.

4. The feasibility study indicates the storm sewer alternative for Falcon Heights is to construct a small retention pond in the Community Park property or on the University Golf Course. The report estimates a total cost of \$50,000 for this facility with the local share being \$10,000. We believe there is negligible runoff from the adjacent properties and the total cost of the pond should be borne by the County.

Also, there is no mention of the construction impact on the existing pond adjacent to the Community Park. In previous meetings with the County, we were told construction activities would fill more than half of this area. We believe it is reasonable to ask for mitigation for this filling, which could take the form of an area for storm water retention.

5. The benefit of the 48 foot roadway width is it will allow a 5 foot pathway without the acquisition of any additional right-of-way.
6. The feasibility recommends the installation of a traffic signal at the intersection of Cleveland Avenue and Roselawn Avenue. The City share for this is shown as \$2,500 for half the cost of an EVP system.
7. The only land acquisition necessary, given the proposed street pathway alternatives, is two very small areas (550 and 100 square feet) from the Community Park and the University Golf Course.

CITY OF FALCON HEIGHTS  
SEPTEMBER 5, 1990  
PAGE THREE

8. The total City of Falcon Heights cost for this project is estimated at \$136,976 which is \$112,275 for construction and \$24,701 for engineering. This is approximately 86% higher than the draft feasibility estimate due to the additional cost for the proposed narrower street width and the cost of the detention pond, plus the 22% engineering overhead.

If you have any questions regarding these comments, please call.

Sincerely,

MAIER STEWART AND ASSOCIATES, INC.



Terry J. Maurer, P.E.

TJM/km

Consent \_\_\_\_\_

Agenda Item: 2

Policy \_\_\_\_\_

CITY OF FALCON HEIGHTS

Meeting Date: 9/12/90

WORKSHOP ITEM

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

COOPERATIVE AGREEMENT WITH RAMSEY COUNTY FOR  
HAMLINE AVENUE IMPROVEMENTS

SUBMITTED BY:

Wayne Leonard, Ramsey County Public Works

REVIEWED BY:

Terry Maurer  
Maier Stewart and Associates

EXPLANATION/SUMMARY (attach additional sheets as necessary):

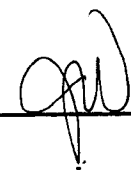
Ramsey County has submitted a draft cooperative agreement for the Hamline Avenue project. Terry Maurer has reviewed and will be available for discussion.

ATTACHMENTS:

- A. 8/28/90 Maurer correspondence reviewing Agreement
- B. 8/1/90 Leonard correspondence with revised schedule
- C. 7/31/90 Transmittal correspondence, Leonard
- D. 7/31/90 Draft Cooperative Agreement

ACTION REQUESTED:

Discussion Only

  
\_\_\_\_\_



CONSULTING ENGINEERS

## Maier Stewart &amp; Associates Inc.

August 28, 1990

File No: 330-016-10

Ms. Jan Wiessner  
Administrator  
City of Falcon Heights  
2077 West Larpenteur Avenue  
Falcon Heights, MN 55113

RE: DRAFT COOPERATIVE AGREEMENT BETWEEN RAMSEY COUNTY AND  
FALCON HEIGHTS FOR THE HAMLINE AVENUE IMPROVEMENTS  
SAP 62-650-04 AND SAP 62-630-37

Dear Ms. Wiessner:

We have reviewed the draft agreement and would make the following comments:

- 1.) The county has proposed a 50/50 split in costs for lowering the watermain as part of the road improvements with the two affected cities. The city share is equivalent to the cost of insulating the watermain.

As you have experienced on other watermain projects in Falcon Heights, the St. Paul water utility does not allow insulating. The county's preference in lieu of lowering the watermain would be to insulate it but the St. Paul Water Utility would not allow insulating on Hamline either. Please note that the watermain must be lowered to provide proper cover (7 1/2 foot minimum) because the road grades are being lowered to match adjacent yards and driveways with the road widening from its existing 32 foot width to 52 feet. This water main lowering is reimbursable from state aid monies because of the grade change.

- 2.) The county has determined the storm sewer contributing areas for cost sharing such that the Falcon Heights share (8.3%) is greater than the Roseville share (3.5%). We would recommend that this be reviewed in detail with the county since Roseville fronts three-quarters of Hamline. Is the calculation based on overall contributing area to Gottfried Pond or contributing drainage off of property adjacent to Hamline Avenue? Please note that there is considerable new storm sewer construction on Hamline within the Roseville City limits as part of this project.

CITY OF FALCON HEIGHTS  
AUGUST 28, 1990  
PAGE TWO

- 3.) There is \$3,304 not reflected directly in the feasibility study which is shown in the draft agreement as a direct Falcon Heights expense to add valves to existing water hydrants. This is something St. Paul Water Utility likes to see and we see this as a prudent and reasonable Falcon Heights cost.

The remaining items within the agreement appear to be consistent with the feasibility study. The added costs of the watermain and storm sewer participation noted above places the Falcon Heights participation at \$27,672.27 over the feasibility study estimate.

It should be noted that Ramsey County has approached the Central Ramsey WMO to take over the Gottfried Pond maintenance in the future which will place greater responsibility on the affected cities. We do not believe the Falcon Heights cost sharing of 25% will change. However, Roseville, since the pond is located in that community, may bear considerably more cost for future improvements and maintenance.

Yours truly,

MAIER STEWART & ASSOCIATES, INC.



Terry J. Maurer, P.E.

TJM/jm



**Ramsey County**  
**DEPARTMENT OF PUBLIC WORKS**

3377 North Rice Street  
Saint Paul, Minnesota 55126  
(612) 484-9104

Divisions of:  
Engineering  
Maintenance  
Mobile Equipment  
Environmental Services

August 1, 1990

Mr. Terry Mauer, P.E.  
Maier Stewart & Associates, Inc.  
1959 Sloan Place  
St. Paul, Minnesota 55117

RE: Construction Schedule  
Hamline Avenue  
Larpenteur to County Road B  
S.A.P. 62-650-04  
S.A.P. 62-630-37  
Act. No. 47422

In response to your letter of July 24, 1990, we would expect the following schedule:

1. Draft Agreements submitted to Cities this week.
2. Revise Agreements, plans and estimates by August 31, 1990.
3. Plans submitted to Mn/DOT and County Board for approval and authorization to take bids by September 15, 1990.
4. Mn/DOT and County Board approval by October 31, 1990.
5. Bids received by end of November 1990, if right of way will be available.
6. Contract award, all right of way available and agreements fully executed by February 15, 1991.
7. Start construction April 15, 1991.

Mr. Terry Mauer  
August 1, 1990  
page 2

8. Project 85% constructed by August 31, 1991.
9. Project complete November 15, 1991.



Wayne R. Leonard, P.E.  
Coordinating Engineer

WRL:ptd

cc: Falcon Heights  
Roseville



**Ramsey County**  
**DEPARTMENT OF PUBLIC WORKS**

3377 North Rice Street  
Saint Paul, Minnesota 55126  
(612) 484-9104

Divisions of:  
Engineering  
Maintenance  
Mobile Equipment  
Environmental Services

July 31, 1990

Jan Wiessner  
Administrator  
City of Falcon Heights  
2077 West Larpenteur Avenue  
Falcon Heights, MN 55113

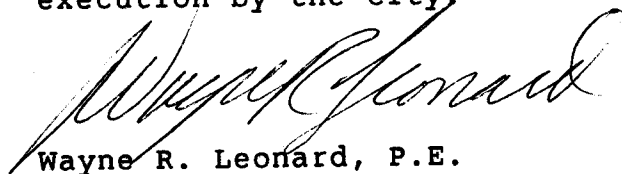
Agreement 90029  
Hamline Avenue - Larpenteur to County Road B  
S.A.P. 62-650-04  
S.A.P. 62-630-37  
Account 47422

Accompanying is a draft of our proposed cooperative agreement for this project, including the Gottfried Pond work. Note that we have separated the Falcon Heights and Roseville water system pay items. The St. Paul Water Department involvement in the Falcon Heights system requires that they be treated differently. However, we still have Roseville hook-ups to the Falcon Heights system and Falcon Heights hookups to the Roseville system. We have made an estimate of how these costs are to be divided. Please pay particular attention to these services.

In order to receive CSAH fund reimbursement for the walk removed, we will need to tabulate it in the plans and include a pay item. Similarly, we should identify the concrete curb and gutter removed so that the Cities cost share is easily identifiable. State Aid approval will probably require that all pay items shown in the estimated quantities need to be identified in the plans. If your right of way negotiations have resulted in a need for further identification in the plans, now would be a good time to accomplish this. With your concurrence on the cost participation pay items, we will request the consultant to make any necessary provisions in the plans prior to submitting them to Mn/DOT.



A similar agreement is being submitted to Falcon Heights. Both agreements are being reviewed by our Court House staff. With your comments, we will then furnish three originals for execution by the City.



Wayne R. Leonard, P.E.  
Coordinating Engineer


WRL:m

enc.

cc: Maier Stewart & Associates

## MEMORANDUM

TO: Kenneth Weltzin

FROM: Wayne R. Leonard 

SUBJECT: Hamline Avenue Agreements 90029 & 30  
Larpenteur to Co. Rd. B  
S.A.P. 62-650-04  
S.A.P. 62-630-37  
Act. No. 47422

DATE: July 31, 1990

Accompanying are three draft copies of each agreement for your review and also the Attorney, Risk Management, etc. Drafts have been submitted to the Cities and hopefully we will be needing staff signatures on the original copies for transmittal to the Cities by the end of August.

With concurrence by the Cities on the pay item structure we will have the plans updated and submitted to Mn/DOT. Again, hopefully by late August. At that time we will be requesting County Board approval and authorization to proceed to bids.

The Feasibility Study was approved in June 1989, with City hearings held shortly thereafter. It has now been about a year and the Cities may need to hold new hearings depending on their funding requirements. The estimated construction cost in the report was \$1,253,000 and is now estimated at \$1,600,000.

Based on the proposed agreements the Cities cost participation compared to the study is:

Item	Falcon Heights		Roseville	
	Study	Agmt.	Study	Agmt.
Roadway	-0-	-0-	-0-	-0-
Storm Sewer	\$ 9,765	\$17,859.27	\$ 29,204	\$ 7,208.26
Sanitary Sewer	Not Inc.	-0-	Not Inc.	26,107.50
Water System	Not Inc.	3,304.00	Not Inc.	2,065.00
Conc. Walk	33,453	21,145.60	83,494	39,728.53
Curb & Gutter	14,934	14,093.63	44,803	42,942.42
Watermain Repl.	Not Inc.	29,977.90	Not Inc.	32,290.70
Gottfried Pond	32,254	40,369.87	32,254	40,369.87
Subtotal	\$90,406	\$126,750.27	\$189,815	\$190,712.28
R/W	8,673	-0-	8,673	-0-
Subtotal	\$99,079		\$198,488	

**DRAINAGE AREA SUMMARY**  
**Hamline Avenue Storm Sewer**  
**Agreement 90029 & 90030**

Contributing Area of Hamline Avenue R/W

Sta. 3+13 to 50+00 = 4,687'  
 4,687'x86' wide/435.60 = 9.25 Ac.  
 R/W in Falcon Heights  
 Sta. 3+13 to 26+44 = 2,331'  
 2,331x43' wide/43,560 = 2.30 Ac.  
 R/W in Roseville = 6.95 Ac.

From Storm Sewer Design Calculations

Contributing Areas Total Number	Roseville Ac.		Falcon Heights Ac.
5,6,7,8,9,10 & 11	6.46		0
13 & 14	1.32		0
15 & 16	1.68		0
17 & 18	0.935		0.935
19 & 21	0.61		0
20	0		0.57
22 & 23	1.14		1.14
24,25,26 & 27	0		0
28,29,30 & 31	1.815		1.815
32 & 36	0		3.69
33,34,35 & 37	0		11.51
	33.62 Ac.		19.66
Hamline Ave. R/W	-13.96	+	19.66
Area Outside R/W	- 6.95		-2.30
	24.37 Ac.	+	17.36
			7.01

Storm Sewer Cost Participation


Ramsey County/Hydraulics Memo  
 CSAH funds-R/W = 88.35%  
 Roseville-Area outside R/W  
 11.65%x7.01/24.37 = 3.35%  
 Falcon Heights-Area outside R/W  
 11.65%x17.36/24.37 = 8.30%  
 100.00%

MAY 14 1990

STATE OF MINNESOTA  
DEPARTMENT OF TRANSPORTATION      O F F I C E   M E M O R A N D U M  
OFFICE OF BRIDGES AND STRUCTURES

TO : E. Morris, Jr.  
Assistant District Engineer

DATE : May 10, 1990  
PHONE: 612/296-0824  
FAX : 612/297-2070

FROM :   
Hydraulics Engineer

SUBJECT: SAP 62-650-04 (Hamline Ave)  
SAP 62-650-37 (Gottfried Pond)  
From Larpenteur Ave. to Co. Rd. "B"  
Storm Sewer and Ponding in Roseville

We have reviewed the storm sewer features of this plan and find that State Aid funds can bear 88.35% of the costs. This amount reflects a credit to the City for the use of in-place outfall lines. In addition, State Aid funds can also bear 25% of all pond improvement and pumping station costs.

The proposed improvements conform to State Aid standards and further review of the plan will be made by the State Aid Office.

Unless you wish to recommend modifying the amount of participation, the State Aid Office will use the above percentages.

We are forwarding a copy of this report to K. E. Weltzin, County Engineer, for his information.

Any questions regarding this approval or cost proration should be directed to E. H. (Ed) Aswegan at 612/296-0822.

cc: J. A. Skallman  
K. E. Weltzin  
D. L. Rholl ✓  
S. D. Gatlin  
D. V. Halvorson

County Auditor's Office

COUNTY BOARD

St. Paul, Minn.,

File No. 1739

Resolution No. 4790

May 12, 1958

The attention of County Auditor - County Engineer - Village of Roseville - Village of Falcon Heights - City Clerk, St. Paul - Comptroller, St. Paul

is respectfully called to the following Resolution of the Board of County Commissioners of Ramsey County, Minnesota, adopted at the meeting held on May 12, 1958

By Commissioner Blank:

WHEREAS, The County of Ramsey owns land situated on the north side of Larpenteur Avenue between Fernwood and Hamline Avenues which was purchased for a ponding area for waters draining from County highways, and

WHEREAS, The County of Ramsey proposes to reconstruct Larpenteur Avenue from Fernwood to Snelling in the year 1958, and in connection therewith to install a storm sewer thereon for the purpose of providing for storm waters on said Larpenteur Avenue, and

WHEREAS, Larpenteur Avenue between said streets is bordered by the City of St. Paul and the Villages of Roseville and Falcon Heights, the latter two of which do not have storm sewers, and

WHEREAS, The reconstruction of said Larpenteur Avenue with its storm sewer will drain a great deal of water from streets in the said two villages, and

WHEREAS, The construction of and operation of a pumping station will be necessary, together with a force main extending from the pumping station to empty into the City of St. Paul's storm sewer located at Idaho Avenue and Chelsea Street in said City of St. Paul, from which point waters from the ponding area will flow by gravity into Lake Como, and

WHEREAS, AS a condition to the use of said storm sewer and said Lake Como, the City of St. Paul has required the County of Ramsey to agree to pay a proportionage portion of the cost of an overflow from Lake Como into City of St. Paul's sewers located easterly of said Lake Como,

NOW, THEREFORE, IT IS AGREED By the Village of Falcon Heights and the Village of Roseville that each of them will pay to the County of Ramsey within thirty (30) days after the completion of said pumping station and said force main 1/3 of the cost of the construction of a pumping station to be built on the ponding area site and 1/3 of the cost of the force main from the said ponding area to connect with the City of St. Paul storm sewer located at the intersection of Idaho Avenue and Chelsea Street, and each of them agree to pay 1/3 of the County's share of the cost of the overflow from Lake Como within 30 days of receipt of advice as to their share, and each of said villages further agrees to pay to the County of Ramsey in or before the month of January in the year following 1/3 of the annual cost of operating and maintaining said pumping station and said force main.

EUGENE A. MONICK, County Auditor

By

Deputy.

RESOLUTION NO. 206

At a regular Council meeting on Tuesday, July 22, 1958, the following Resolution was introduced by Hammersten and Seconded by Carlson. Roll Call, Ayes (4), Nays (1), McGee opposed.

WHEREAS, The County of Ramsey owns land situated on the north side of Larpenteur Avenue between Fernwood and Hamline Avenues which was purchased for a ponding area for waters draining from County Highways, and

WHEREAS, The County of Ramsey proposes to reconstruct Larpenteur Avenue from Fernwood to Snelling in the year 1958, and in connection therewith to install a storm sewer thereon for the purpose of providing for storm waters on said Larpenteur Avenue, and

WHEREAS, Larpenteur Avenue between said streets is bordered by the City of St. Paul and the Villages of Roseville and Falcon Heights, the latter two of which do not have storm sewers, and

WHEREAS, The reconstruction of said Larpenteur Avenue with its storm sewer will drain a great deal of water from streets in the said two villages, and

WHEREAS, The construction of and operation of a pumping station will be necessary, together with a force main extending from the pumping station to empty into the City of St. Paul's storm sewer located at Idaho Avenue and Chelsea Street in said City of St. Paul, from which point waters from the ponding area will flow by gravity into Lake Como, and

WHEREAS, As a condition to the use of said storm sewer and said Lake Como, the City of St. Paul has required the County of Ramsey to agree to pay a proportionate portion of the cost of an overflow from Lake Como into City of St. Paul's sewers located easterly of said Lake Como,

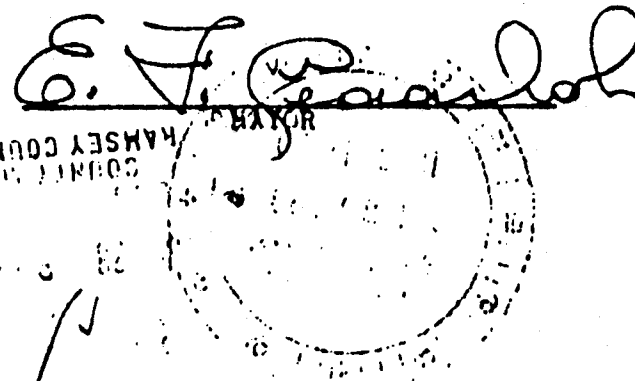
NOW, THEREFORE, IT IS AGREED By the Village of Falcon Heights and the Village of Roseville that each of them will pay to the County of Ramsey within thirty (30) days after the completion of said pumping station and said force main 1/3 of the cost of the construction of a pumping station to be built on the ponding area site and 1/3 of the cost of the force main from the said ponding area to connect with the City of St. Paul storm sewer located at the intersection of Idaho Avenue and Chelsea Street, and each of them agree to pay 1/3 of the County's share of the cost of the overflow from Lake Como within 30 days of receipt of advice as to their share, and each of said Villages further agrees to pay to The County of Ramsey in or before the month of January in the year following 1/3 of the annual cost of operating and maintaining said pumping station and said force main.

Adopted by the Village Council of Roseville this 22nd day of July, 1958.

ATTEST:

B. Hammersten  
- CLERK

RAYMOND J. HAMMERSTEN  
COUNTY CLERK  
RAMSEY COUNTY, MINN.



It was moved by Warkentien, seconded by Shavor, and unanimously voted that County Board Resolution #9-4790, County Board File #1739, relative to drainage of the Larpenteur Avenue Ponding Area into Lake Como in the City of St. Paul, passed by the Board of County Commissioners in session on May 12th, 1958, listed below, be adopted by the Village Council of the Village of Falcon Heights.

RESOLUTION:

WHEREAS, The County of Ramsey owns land situated on the north side of Larpenteur Avenue between Fernwood and Hamline Avenues which was purchased for a ponding area for waters draining from County highways, and

WHEREAS, The County of Ramsey proposes to reconstruct Larpenteur Avenue from Fernwood to Snelling in the year 1958, and in connection therewith to install a storm sewer thereon for the purpose of providing for storm waters on said Larpenteur Avenue, and

WHEREAS, Larpenteur Avenue between said streets is bordered by the City of St. Paul and the Villages of Roseville and Falcon Heights, the latter two of which do not have storm sewers, and

WHEREAS, The reconstruction of said Larpenteur Avenue with its storm sewer will drain a great deal of water from streets in the said two villages, and

WHEREAS, The construction of and operation of a pumping station will be necessary, together with a force main extending from the pumping station to empty into the City of St. Paul's storm sewer located at Idaho Avenue and Chelsea Street in said City of St. Paul, from which point waters from the ponding area will flow by gravity into Lake Como, and

WHEREAS, as a condition to the use of said storm sewer and said Lake Como, the City of St. Paul has required the County of Ramsey to agree to pay a proportionate portion of the cost of an overflow from Lake Como into City of St. Paul's sewers located easterly of said Lake Como,

NOW, THEREFORE, IT IS AGREED By the Village of Falcon Heights and the Village of Roseville that each of them will pay to the County of Ramsey within thirty (30) days after the completion of said pumping station and said force main 1/3 of the cost of the construction of a pumping station to be built on the ponding area site and 1/3 of the cost of the force main from the said ponding area to connect with the City of St. Paul storm sewer located at the intersection of Idaho Avenue and Chelsea Street, and each of them agree to pay 1/3 of the County's share of the cost of the overflow from Lake Como within 30 days of receipt of advice as to their share, and each of said Villages further agrees to pay to the County of Ramsey in or before the month of January in the year following 1/3 of the annual cost of operating and maintaining said pumping station and said force main.

VILLAGE OF FALCON HEIGHTS,

WILLIAM R. BISHOP  
Clerk

W. R. Bishop  
Clerk.

ENGINEERS OPINION OF COST: HAMLINE AVE STREET RECONSTRUCTION

Item No.	Item	Unit	Quantity	UNIT PRICE	TOTAL PRICE
SCHEDULE 1.0					
2021.501	MOBILIZATION	LS	1	10000.00	\$10,000.00
2104.501	REMOVE RC PIPE	LF	1900	3.00	\$5,700.00
2104.501	REMOVE CONCRETE CURB & GUTTER	LF	1125	0.50	\$562.50
2104.509	REMOVE CATCH BASIN	EA	26	200.00	\$5,200.00
2104.509	REMOVE MANHOLE	EA	21	200.00	\$4,200.00
2104.505	REMOVE EX BIT PVMT AND CURB	SY	33000	0.50	\$16,500.00
2104.505	REMOVE CONCRETE PAVEMENT	SY	1350	4.00	\$5,400.00
2101.502	CLEARING	TREE	49	60.00	\$2,940.00
2101.507	GRUBBING	TREE	49	60.00	\$2,940.00
2101.511	CLEAR & GRUBB	LS	1	5000.00	\$5,000.00
2105.501	COMMON EXCAVATION	CY	84938	2.00	\$169,876.00
2112.501	SUBGRADE PREPARATION	RD STA	56.95	75.00	\$4,271.25
2211.501	AGGREGATE BASE CLASS 5	TON	26000	5.50	\$143,000.00
2105.521	GRANULAR BORROW (CV)	CY	12000	5.00	\$60,000.00
2105.522	SELECT GRANULAR BORROW(CV)	CY	15000	5.50	\$82,500.00
2130.501	WATER	M GAL	500	10.00	\$5,000.00
2331.514	BASE COURSE MIXTURE 2331	TON	7720	10.00	\$77,200.00
2331.504	BIT MATL FOR 2331	TON	386	110.00	\$42,460.00
2331.510	BINDER COURSE MIXTURE 2331	TON	3900	11.00	\$42,900.00
2331.504	BIT MATL FOR 2331	TON	215	110.00	\$23,650.00
2361.508	WEAR COURSE MIXTURE 2361 MOD	TON	2150	15.00	\$32,250.00
2361.504	ASPHALT CEMENT	TON	151	120.00	\$18,120.00
2357.502	BIT TACK COAT	GAL	4670	1.00	\$4,670.00
2531.501	CONCRETE CURB & GUTTER B618	LF	770	5.50	\$4,235.00
2531.501	CONCRETE CURB & GUTTER B624	LF	11000	6.50	\$71,500.00
2521.501	4" CONCRETE SIDEWALK	SF	43000	1.75	\$75,250.00
0531.602	PED RAMP	EA	26	50.00	\$1,300.00
2531.507	6" CONCRETE D/W PAVEMENT	SY	1580	20.00	\$31,600.00
2531.507	8" CONCRETE D/W PAVEMENT	SY	210	25.00	\$5,250.00
0341.605	BIT D/W RESTORATION	SY	3670	8.00	\$29,360.00
2301.501	CONCRETE PAVEMENT	SY	475	35.00	\$16,625.00
2506.511	RECONSTRUCT MANHOLES	LF	120	200.00	\$24,000.00
2506.522	ADJUST FRAME & RING CASTING	EA	22	100.00	\$2,200.00
2506.516	CASTING ASSEMBLY	EA	6	250.00	\$1,500.00
2503.541	8" PVC STORM SEWER	LF	50	12.00	\$600.00
2503.541	15" RC PIPE CLASS III	LF	3357	18.00	\$60,426.00
2501.515	15" RC PIPE APRON	EA	1	400.00	\$400.00
0503.602	15" RC PIPE BEND 22 1/2 DEGREE	EA	2	300.00	\$600.00
2503.541	18" RC PIPE CLASS III	LF	334	21.00	\$7,014.00
2503.541	24" RC PIPE CLASS III	LF	12	25.00	\$300.00
0503.602	24" RC PIPE LONG RAD BEND	EA	1	250.00	\$250.00
2503.541	30" RC PIPE CLASS III	LF	697	35.00	\$24,395.00
0503.602	30" RC PIPE SHORT BEND	EA	7	375.00	\$2,625.00
2503.541	36" RC PIPE CLASS III	LF	36	45.00	\$1,620.00
0503.602	36" RC PIPE SHORT BEND	EA	7	450.00	\$3,150.00
2503.541	42" RC PIPE CLASS III	LF	48	62.00	\$2,976.00
0503.602	42" RC PIPE SHORT BEND	EA	2	550.00	\$1,100.00
2503.541	48" RC PIPE CLASS III	LF	30	72.00	\$2,160.00
2501.515	48" RC PIPE APRON	EA	1	750.00	\$750.00
2503.521	54" RC PIPE ARCH	LF	16	115.00	\$1,840.00



2503.541	72" RC PIPE CLASS III	LF	48	150.00	\$7,200.00
2503.515	72" RC PIPE APRON	EA	1	1300.00	\$1,300.00
2506.509	CATCH BASIN 27" DIA	EA	3	700.00	\$2,100.00
2506.509	CATCH BASIN DESIGN SPECIAL 2	EA	35	1000.00	\$35,000.00
2506.509	CATCH BASIN DESIGN LP	EA	6	1000.00	\$6,000.00
2506.508	MANHOLE 48" DIA	EA	29	900.00	\$26,100.00
2506.508	MANHOLE 60" DIA	EA	3	1400.00	\$4,200.00
2506.508	MANHOLE 10 FT DIA	EA	1	13000.00	\$13,000.00
2411.507	CONCRETE HEADWALL	EA	1	20000.00	\$20,000.00
0503.602	LIFT STATION	EA	1	80000.00	\$80,000.00
0503.601	12" FORCEMAIN	LF	150	27.00	\$4,050.00
0506.509	48" CONTROLLED INLET STRUCTURE	EA	1	3000.00	\$3,000.00
2502.541	4" PERFORATED TP PIPE DRAIN	LF	10400	4.00	\$41,600.00
2511.501	RANDOM RIP RAP CLASS IV	CY	129	30.00	\$3,870.00
2557.501	CHAIN LINK FENCE	LF	2000	10.00	\$20,000.00
2557.517	VEHICULAR GATE	EA	2	500.00	\$1,000.00
0503.614	MINOR SAN. SEWER REPLACEMENT	EA	35	300.00	\$10,500.00
0503.615	MAJOR SAN. SEWER REPLACEMENT	LF	750	15.50	\$11,625.00
0504.605	2" POLYSTYRENE INSULATION	SF	500	3.00	\$1,500.00
0504.603	6" DIP WATERMAIN	LF	4000	15.00	\$60,000.00
0504.603	8" DIP WATERMAIN	LF	500	19.00	\$9,500.00
0504.602	RELOCATE HYDRANT	EA	13	700.00	\$9,100.00
0504.602	ADD VALVE HYDRANT	EA	13	1000.00	\$13,000.00
0504.602	ADJUST HYDRANT	EA	2	425.00	\$850.00
0504.602	ADJUST VALVES	EA	24	100.00	\$2,400.00
0563.601	TRAFFIC CONTROL	LS	1	5000.00	\$5,000.00
0565.604	REVISED SIGNAL SYS A	SYS	1	10000.00	\$10,000.00
0565.604	REVISED SIGNAL SYS B	SYS	1	5000.00	\$5,000.00
2575.501	SEEDING	ACRE	6	1300.00	\$7,800.00
2575.505	SEEDING TYPE A	SY	24500	1.50	\$36,750.00
0575.601	EROSION CONTROL	LS	1	5000.00	\$5,000.00
0506.602	FURN & INST. 42" DRAIN GATE	EA	1	800.00	\$800.00
0506.602	FURN & INST. 36" DRAIN GATE	EA	1	650.00	\$650.00
0506.602	FURN & INST. 30" DRAIN GATE	EA	1	500.00	\$500.00
2580.501	TEMPORARY LANE MARKING	RD STA	52.00	10.00	\$520.00
0557.603	FURNISH & INSTALL MAILBOXES	EA	20	200.00	\$4,000.00

T SCHEDULE 1.0--Total

=====  
\$1,600,280.75

**COST PARTICIPATION SUMMARY**  
**Hamline Avenue S.A.P. 62-650-04**  
**Agreement 90029 & 90030**

based on  
**Engineers Estimate dated \_\_\_\_\_**  
**Low Bid Unit Prices dated \_\_\_\_\_**  
**Contract Prices & Quantities dated \_\_\_\_\_**

<u>STORM SEWER - HAMLINE AVENUE CONSTRUCTION COST</u>			= \$182,349.00
Ramsey County CSAH	88.35%	=	\$161,105.34
Falcon Heights	8.30%	=	15,134.97
Roseville	3.35%	=	6,108.69
			<u>\$182,349.00</u>

<u>GOTTFRIED POND - CONSTRUCTION COST</u>			= \$136,847.00
Ramsey County CSAH Funds	25%	=	\$ 34,211.75
Ramsey County Local Funds	25%	=	34,211.75
Falcon Heights	25%	=	34,211.75
Roseville	25%	=	34,211.75
			<u>\$136,847.00</u>

<u>SANITARY SEWER IMPROVEMENT</u>			
Falcon Heights			0
Roseville Minor Sys.		=	10,500.00
Roseville Major Sys.		=	<u>11,625.00</u>
			\$ 22,125.00

<u>CONCRETE WALK</u>			
Falcon Heights			
Total	10,410 sq. ft.		
	- 170 Replacement		
	<u>10,240 sq. ft. @ \$1.75</u>	=	\$17,920.00

Roseville			
Total	19,479 sq. ft.		
	- 240 Replacement		
	<u>19,239 sq. ft. @ \$1.75</u>	=	\$33,668.25

<u>CONCRETE CURB &amp; GUTTER</u>			
Falcon Heights			
Credit = 180 L.F. B618 with 340' removal = 160 L.F. B624 Credit			
B624 = 2,610 L.F.-160 L.F. = 2,450 L.F.			
Participation = 2,450 L.F. @ \$6.50x75% = \$11,943.75			
Roseville			
Credit = 590 L.F. B618 with 745' removal = 155 L.F. B624 Credit			
B624 = 7,620 L.F.-155 L.F. = 7,465 L.F.			
Participation = 7,465 L.F. @ \$6.50x75% = \$36,391.88			

WATER SYSTEM

Falcon Heights

100% City-Betterment			
Add 6" Gate Valve & Box	8 @ \$350	=	\$2,800.00
100% County-Adjust System			
2" Polystyrene Insulation	6 S.Y. @ \$10	=	\$ 60.00
Adjust Curb Stop Box	36 Ea. @ \$75	=	2,700.00
Relocate Hydrant	6 Ea. @ \$800	=	4,800.00
Adjust Hydrant	0 Ea.	=	0
Adjust Valve Box	2 Ea. @ \$100	=	200.00
			<u>\$7,760.00</u>
50% City/50% County-Watermain Replacement			
6" DIP Watermain	1,400 L.F. @ \$16	=	\$22,400.00
6" Gate Valve & Box	1 Asm. @ \$350	=	350.00
Water Service Trench Exc.			
32 Services in F.H.	1,500 L.F. @\$12	=	18,000.00
11 Services in RV	600 L.F. @ \$12	=	7,200.00
Connection to Existing	4 Ea. @ \$500	=	2,000.00
DIP Fittings	860 Lb. @ \$1	=	860.00
			<u>\$50,810.00</u>
Ramsey County = 50%			\$25,405.00
Falcon Heights = 50%			\$25,405.00

Roseville

100% City-Betterment			
Add 6" Gate Valve & Box	5 @ \$350	=	\$1,750.00
100% County-Adjustment			
2" Polystyrene Insulation	50 S.Y. @ \$10	=	\$ 500.00
Adjust Curb Stop Box	24 Ea. @ \$75	=	1,800.00
Relocate Hydrant	12 Ea. @ \$800	=	9,600.00
Adjust Valve Box	4 Ea. @ \$100	=	400.00
			<u>\$12,300.00</u>
50% City/50% County-Watermain Replacement			
6" DIP Watermain	1,630 L.F. @ \$16	=	\$26,080.00
8" DIP Watermain	325 L.F. @ \$20	=	6,500.00
6" Gate Valve & Box	8 Asm. @ \$350	=	2,800.00
8" Gate Valve & Box	1 Asm. @ \$400	=	400.00
Reconnect Water Services			
Roseville	32 Ea. @ \$300	=	9,600.00
Falcon Heights	6 Ea. @ \$300	=	1,800.00
6" Connection to Exist	11 Ea. @ \$500	=	5,500.00
8" Connection to Exist.	2 Ea. @ \$500	=	1,000.00
DIP Fittings	1,050 Lb. @ \$1	=	1,050.00
			<u>\$54,730.00</u>
Ramsey County = 50%			\$27,365.00
Falcon Heights = 50%			\$27,365.00

**CONSTRUCTION COST PARTICIPATION PLUS ENGINEERING  
AGREEMENT 90029 & 90030  
HAMLINE AVENUE**

<u>Falcon Heights</u> <u>Item</u>	<u>Constr.</u> <u>Cost</u>	<u>Prelim.</u> <u>Eng. 10%</u>	<u>Constr.</u> <u>Eng. 8%</u>	<u>Total</u>
Storm Sewer	\$ 15,134.97	\$ 1,513.50	\$ 1,210.80	\$ 17,859.27
San. Sewer Imp.	0	0	0	0
Water Sys. Imp.	2,800.00	280.00	224.00	3,304.00
Concrete Walk	17,920.00	1,792.00	1,433.60	21,145.60
Curb & Gutter	11,943.75	1,194.38	955.50	14,093.63
Watermain Repl.	25,405.00	2,540.50	2,032.40	29,977.90
Gottfried Pond	34,211.75	3,421.18	2,736.94	40,369.87
	<u>\$107,415.47</u>	<u>\$10,741.56</u>		<u>\$126,750.27</u>
<b>Due at Contract Award</b>		<b>\$118,157.03</b>		

<u>Roseville</u> <u>Item</u>	<u>Constr.</u> <u>Cost</u>	<u>Prelim.</u> <u>Eng. 10%</u>	<u>Constr.</u> <u>Eng. 8%</u>	<u>Total</u>
Storm Sewer	\$ 6,108.69	\$ 610.87	\$ 488.70	\$ 7,208.26
San. Sewer Imp.	22,125.00	2,212.50	1,770.00	26,107.50
Water Sys. Imp.	1,750.00	175.00	140.00	2,065.00
Concrete Walk	33,668.25	3,366.82	2,693.46	39,728.53
Curb & Gutter	36,391.88	3,639.19	2,911.35	42,942.42
Watermain Repl.	27,365.00	2,736.50	2,189.20	32,290.70
Gottfried Pond	34,211.75	3,421.18	2,736.94	40,369.87
	<u>\$161,620.57</u>	<u>\$16,162.06</u>		<u>\$190,712.28</u>
<b>Due at Contract Award</b>		<b>\$177,782.63</b>		

WRL:m  
7/31/90

# Minnesota Department of Transportation

Metropolitan District  
Transportation Building  
St. Paul, Minnesota 55155

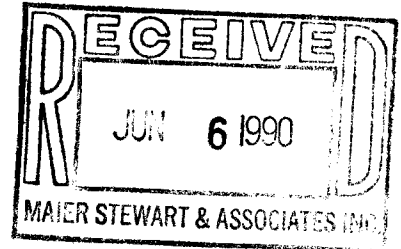
Oakdale Office, 3485 Hadley Avenue North, Oakdale, Minnesota 55128  
Golden Valley Office, 2055 North Lilac Drive, Golden Valley, Minnesota 55422

Reply to Oakdale  
Telephone No. 779-1178



June 1, 1990

JUN 12 1990



Mr. Terry Maurer  
Falcon Heights City Engineer  
% Maier Stewart & Assoc.  
1959 Sloan Place  
St. Paul, Minnesota 55117

Dear Mr. Maurer:

Attached is a copy of the Cooperative Construction Agreement requested by the City of Falcon Heights at the May 23, 1990, Council Meeting.

If you have any questions, please call.

Sincerely,

*Michael M. Christensen / R.H.*

Michael M. Christensen  
Assistant District Engineer  
Design

*I am sending this on for the city Council's information as the requested Terry*



An Equal Opportunity Employer

Room 607

296-0969

April 3, 1987

Mr. Dewan Barnes  
City Clerk-Administrator  
2077 W. Larpenteur Avenue  
Falcon Heights, MN 55113

In reply refer to: 330  
Coop. Cost. Agree. M 63866  
City of Falcon Heights  
S.P. 621-100 (T.H. 51=125)  
State Funds  
S.P. 6216-100 (T.H. 51=125)  
Fed. Proj. M 5421(6)  
City cost street and storm sewer  
construction by the State on T.H.  
51 (Snelling Avenue) from Hoyt Ave.  
to Roselawn Ave. in Falcon Heights

Dear Mr. Barnes:

Transmitted herewith for the City's use and retention is a fully executed copy of the subject agreement between the City of Falcon Heights and this department. This agreement provides for payment by the City of its share of the street, driveway, walk, storm sewer facilities and utility facilities construction to be performed upon, along and adjacent to Trunk Highway No. 51 (Snelling Avenue) from Engineer Station N.B. 239+51.696 (Hoyt Avenue) to Engineer Station N.B. 279+06.16 (Roselawn Avenue).

The State will be supplementing this agreement to meet the City's contingencies as stated in Council Resolution No. R-87-8 dated February 11, 1987. No advance payment from the City will be required at this time until execution of the aforesaid supplemental agreement.

Sincerely,

Clarence Michalko, P.E.  
Municipal Agreements Engineer

cc: K. McRae  
W. Murphy  
J. Swanson  
W. Dahl  
D. Smilonich  
P. Bergman  
W. Lagred  
S. Born  
N. Bartelt  
C. Michalko

DESIGN

STATE OF MINNESOTA  
DEPARTMENT OF TRANSPORTATION  
COOPERATIVE CONSTRUCTION  
AGREEMENT

AGREEMENT NO.

63866

S.P. 6216-91 (T.H. 51=125)  
State Funds  
S.P. 6216-100 (T.H. 51=125)  
Fed. Proj. M 5421(6)

Agreement between  
The State of Minnesota  
Department of Transportation, and  
The City of Falcon Heights  
Re: City cost street and storm sewer  
construction by the State on T.H.  
51 (Snelling Ave.) from Hoyt Ave.  
to Roselawn Ave. in Falcon Heights

AMOUNT ENCUMBERED

(None)

ESTIMATED AMOUNT  
RECEIVABLE

\$133,826.61

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THIS AGREEMENT made and entered into by and between the State of  
Minnesota, Department of Transportation, hereinafter referred to as  
the "State" and the City of Falcon Heights, Minnesota, acting by and  
through its City Council, hereinafter referred to as the "City".

*nye*

Ken Weltzin  
July 31, 1990  
page 2

In terms of construction costs - funding for the project is now estimated as:

Falcon Heights	=	\$107,415.47
Roseville	=	161,620.57
Ra. Co. local funds	=	34,211.75
Subtotal	=	<u>\$303,247.79</u>

CSAH and/or Bond Funds	=	<u>\$1,300,000+</u>
Est. Construction Cost	=	<u>\$1,600,000+</u>

WRL:ptd

Enclosure



RAMSEY COUNTY  
COOPERATIVE AGREEMENT  
WITH FALCON HEIGHTS

Agreement between  
the County of Ramsey  
and the City of Falcon Heights

S.A.P. 62-650-04  
S.A.P. 62-630-37  
Account 47422

Hamline Avenue (CSAH 50)  
Larpenteur Avenue to County Road B Reconstruction  
and Gottfried Pond Reconstruction

Estimated Amount Receivable from City of Falcon Heights:	
Storm Sewer	\$ 17,859.27
San. Sewer Impr.	0.00
Water Sys. Impr.	3,304.00
Concrete Walk	21,145.60
Curb & Gutter	14,093.63
Watermain Repl.	29,977.90
Gottfried Pond	40,369.87
Total	\$126,750.27

THIS AGREEMENT, by and between the City of Falcon Heights, Minnesota, a municipal corporation, hereinafter referred to as the "City," and Ramsey County, a political subdivision of the State of Minnesota, hereinafter referred to as the "County";

WITNESSETH:

WHEREAS, the County and the City desire to construct and rebuild Hamline Avenue (County State Aid Highway 50) from Larpenteur Avenue (CSAH 30) to County Road B (CSAH 25) and Gottfried Pond a storm water holding and pumping facility adjacent to Larpenteur Avenue just east of Hamline Avenue in the City of Roseville; and

WHEREAS, the east one-half of Hamline Avenue from Larpenteur Avenue to Roselawn Avenue and both sides of Hamline Avenue from Roselawn Avenue to County Road B is in the City of Roseville; and

WHEREAS, the City of Roseville and the County have a separate agreement covering that portion of Hamline Avenue in Roseville and the Roseville participation in the Gottfried Pond reconstruction; and

WHEREAS, that portion of Hamline Avenue not in the City of Roseville is in the City; and

WHEREAS, the Hamline Avenue road project has been designated by the Minnesota Department of Transportation as eligible for certain construction costs reimbursement from CSAH funds and identified as S.A.P. 62-650-04;- and

WHEREAS, the Gottfried Pond reconstruction has been designated by the Minnesota Department of Transportation as eligible for certain construction costs reimbursement from CSAH funds and identified as S.A.P. 62-630-37; and

WHEREAS, the Minnesota Department of Transportation has determined allowable credit for storm sewer outfall lines previously constructed prior to the project, and that 88.35% of project S.A.P. 62-650-04 and 25.00% of project S.A.P. 62-630-37 storm sewer system is eligible for reimbursement from the CSAH funds as present in D.V. Halvorson, Mn/DOT Hydraulics Engineer, office memorandum dated May 10, 1990; and

WHEREAS, 11.65% of the storm sewer cost of project S.A.P. 62-650-04 is attributable to drainage areas outside the Hamline Avenue road right of way; and

WHEREAS, the City of Roseville, the City and the County have a separate agreement for the maintenance and operation of Gottfried Pond; and

WHEREAS, plans for this project S.A.P. 62-650-04, S.A.P. 62-630-37 showing proposed alignment, profiles, grades and cross sections for the improvement of County State Aid Highway 50 within the limits of the City as a County State Aid Highway project and the reconstruction of Gottfried Pond have been presented to the City; and

WHEREAS, the project includes, in addition to other things, grading, concrete curb and gutters, storm sewer, water system replacement, walks, paths, ponds, lift stations and City utility adjustments, and/or improvements; and

WHEREAS, the grading provisions require acquisition of certain right of way and temporary construction and slope easements prior to construction; and

WHEREAS, grading provisions of the road project will reduce the earth cover on portions of the City water system; and

WHEREAS, portions of the water system are being replaced with a new system with adequate cover rather than insulate the existing system; and

WHEREAS, the cost of insulating the water system is estimated as one-half the cost of replacement; and

WHEREAS, the design and plan preparation by the consulting firm Maier Stewart & Associates was performed under a separate agreement between the consultant and the County; and

WHEREAS, the City and County will participate in the cost, maintenance and operation of this segment of Hamline Avenue as hereinafter set forth; and

WHEREAS, the City and County will participate in the operation of Gottfried Pond as provided in separate resolutions.

NOW, THEREFORE, IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:

1. The County shall prepare, or cause to be prepared, the necessary plans, specifications, estimates and proposals, take bids, and with concurrence of the City of Roseville and the City, award a contract for the construction of this project, S.A.P. 62-650-04 and S.A.P. 62-630-37, the County shall perform the construction inspection.

2. The City shall acquire and pay for all rights of way and easements within the City required for the construction of the project except for those on County-owned property.

3. All rights of way which cannot be negotiated will be acquired through eminent domain proceedings.

4. All Hamline Avenue rights of way and temporary easements acquired by the City will thereafter be assigned by the City to the County. Parking and other regulations will be controlled by the County.

5. A portion of the storm system as shown in the plans and specifications is determined to be eligible for reimbursement by CSAH funds based on the Mn/DOT Hydraulics Memorandum and this portion shall be paid by the County.

6. The City of Roseville and the City shall pay for that portion of the storm sewer system not eligible for reimbursement from CSAH funds attributable to drainage area outside the Hamline Avenue right of way. As shown in the attached Drainage Area Summary for the Hamline Avenue storm sewer project S.A.P. 62-650-04, the cost participation is distributed:

County		
CSAH Funds	=	88.35%
City of Roseville	=	8.30%
City	=	3.35%
Total		<u>100.00%</u>

7. The County shall pay for 25% of the cost of the Gottfried Pond project S.A.P. 62-630-37 which is eligible for reimbursement from the County CSAH funds. As provided in separate 1958 resolutions, attached, the City of Roseville, the City and the County shall each pay one-third of the cost of that portion of the Gottfried Pond project, S.A.P. 62-630-37, not eligible for reimbursement for CSAH funds.

County		
CSAH Funds	=	25%
Local Funds	=	25%
City of Roseville	=	25%
City	=	25%
Total		<u>100%</u>

8. Upon completion of the project the County shall own and maintain the Hamline Avenue storm sewer S.A.P. 62-650-04 catch basins and leads and the City shall own and maintain the storm sewer trunk lines, ponds, ditches and laterals within the City servicing property outside the road right of way.

9. Upon completion of the Gottfried pond project the City of Roseville, the City and the County shall institute procedures to turn over ownership and operation of the Gottfried pond to the Central Ramsey Watershed Management Organization. The Gottfried Pond operation and maintenance shall continue as provided in the separate resolutions until accepted by the Watershed Management Organization or other responsible agency.

10. The City shall pay 75% of the cost of concrete curb and gutters constructed within the City except for medians and replacement of existing concrete curb and gutters.

11. The City shall pay 100% of the cost of new walk constructed except for medians and replacement of existing walk.

12. Upon completion of the project the City shall own and maintain the pedestrian walk and/or path constructed within the City under this project.

13. The City shall pay 50% of the cost of replacing the existing cast iron watermain system with Ductile Iron Pipe. Replacement of the system shall include replacement of existing valves with new valves and reconnection of the water services to the new main. The County shall pay the remaining 50% of the cost of this work in lieu of insulating the existing system.

14. The City shall pay 100% of the cost of adding to the existing water system.

15. The County shall pay 100% of the cost of relocating, adjusting and insulating the existing water system not replaced.

16. The City shall assist the County in the inspection of the water system construction and the City shall own and maintain the water system within the City.

17. Any existing City utility modifications and or adjustments which are necessitated by the roadway construction, as shown in the plans and specifications, shall be paid for by the County if eligible for reimbursement through its County State Aid Highway funds.

18. Any City improvements to those provisions presently made in the plans and specifications may be incorporated in the construction contract by supplemental agreement approved by the City and shall be paid for as specified in the supplemental agreement.

19. The City shall pay ten percent (10%) of its share of the construction cost, as determined by the contract as awarded, to the County as a preliminary engineering fee. This fee shall be due upon award of the construction contract. This fee is in addition to and not in lieu of the 8% fee identified in paragraph 20 of this agreement.

20. The City shall pay eight percent (8%) of its share of the construction cost, as determined by the final contract amounts, to the County as a construction engineering fee. This fee shall be due upon notification to the City of the final amounts of the contract.

21. The City shall not assess or otherwise recover any portion of its cost for this project through levy on County-owned property.

22. Attached is a preliminary construction cost estimate form which lists all of the anticipated cost items and their estimated quantities and costs. For convenience, grouped totals and subtotals of the construction costs of the various aspects of the project have been shown.

23. Attached is a preliminary cost participation breakdown demonstrating the method of cost calculation and identifying the City estimated costs for the project.

24. It is estimated, for accounting purposes, that the City share of the costs of the construction plus engineering cost payment to the county is the total sum of \$126,750.27. The County shall, when a construction contract is proposed to be awarded, prepare a revised cost participation breakdown based on construction contract unit prices and submit a copy to the City. The City agrees to advance to the County an amount equal to 100% of its share of the total construction cost share plus preliminary engineering costs as set forth be it more or less than the estimated sum of \$118,157.03. The County may then authorize the contractor to commence work.

25. Upon substantial completion of the work, the County shall prepare a revised cost participation breakdown based upon the contract unit prices and the actual units of work estimated to have been performed and submit a copy to the City. The construction engineering costs to be paid the County by the City shall be based on this revised final construction costs. The County shall add to the City's estimated final construction costs the preliminary engineering and construction engineering costs due from the City, make necessary adjustments for liquidated damages, if any, and deduct City funds previously advanced for the project by the City. The City agrees to pay to the County any amounts due. In the event the calculations show that the City has advanced funds in greater amount than is due the County, the County shall refund the amount to the City without interest. All monies paid by the City and not expended on the project will be returned within a reasonable time not to exceed two (2) years from deposit.

26. Preliminary plans reviewed at the public hearing and final plans and specifications are hereby in all things approved.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed.

In presence of

\_\_\_\_\_  
\_\_\_\_\_

CITY OF FALCON HEIGHTS, MINNESOTA

By: \_\_\_\_\_

Its: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

THE COUNTY OF RAMSEY

Recommended for approval:

\_\_\_\_\_  
Kenneth E. Weltzin, P.E.  
Director, Ramsey County  
Public Works Department

By: \_\_\_\_\_  
Hal Norgard, Chairperson  
Board of County Commissioners

Approved as to Form:

Attest:

By: \_\_\_\_\_  
Assistant County Attorney

By: \_\_\_\_\_  
Chief Clerk-County Board

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Attach. B

Feasibility Report  
for  
CLEVELAND AVENUE (CSAH 46)

Larpenteur Avenue to County Road B  
in Falcon Heights and Roseville  
Ramsey County, Minnesota

Recommended for Approval:

\_\_\_\_\_ Date  
Falcon Heights

\_\_\_\_\_ Date  
Roseville

Kenneth E. Weltzin 8/22/90  
Ramsey County Engineer and Director of Public Works Date

Prepared by:  
Ramsey County Public Works Department  
Kenneth E. Weltzin, P.E.  
County Engineer and Director of Public Works  
350 St. Peter Street  
Suite 270  
St. Paul, Minnesota 55102

Draft - November , 1989  
Final - August, 1990

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- C. Correspondence
- D. Ramsey County Cost Participation Policy



FEASIBILITY REPORT  
for  
Cleveland Avenue from Larpenteur Avenue to County Road B

INTRODUCTION

This feasibility report for Cleveland Avenue from Larpenteur Avenue to County Road B has been prepared by Ramsey County Public Works Department. The purpose of the report is to outline what improvements are needed for this segment of Cleveland Avenue, what alternatives have been considered, the impacts of making the improvements and how the improvements could be implemented.

DESCRIPTION OF EXISTING FACILITY

Cleveland Avenue (CSAH 46) is under the jurisdiction of Ramsey County. The portion from Larpenteur Avenue to County Road B is one mile long and borders Falcon Heights, Roseville and includes the St. Paul Campus of the University of Minnesota. (See Figure 1).

Cleveland Avenue has a functional classification of minor arterial. It connects subregions and activity centers within subregions. Current average daily traffic counts are 7,700 from Larpenteur Avenue to Roselawn Avenue, and 8,600 from Roselawn Avenue to County Road B. Projected traffic volumes for 2009 are 11,500 and 12,900 for these sections of Cleveland Avenue. (See Appendix A).

The amount of right of way currently available on the east and west sides of Cleveland Avenue is 33 feet from Larpenteur Avenue to Roselawn Avenue. The amount of right of way currently available on the east and west sides of varies between 33 and 49.5 feet from Roselawn Avenue to County Road B.

Cleveland Avenue is bituminous, two lanes, undivided, with variable width gravel shoulders. (See Figure 2). The road was last surfaced in 1948 with bituminous to a width of 24 feet from Larpenteur Avenue to Roselawn Avenue and to a width of 22 feet from Roselawn Avenue to County Road B.

There is no storm sewer system along Cleveland Avenue between Larpenteur Avenue and Roselawn Avenue. Two minor storm sewer systems exist between Roselawn Avenue and County Road B. The terrain adjacent to Cleveland Avenue is rolling. There are two areas of wetland, one on the southeast corner of the intersection of Cleveland Avenue and Roselawn Avenue, the other on the northwest corner of the intersection.

The posted speed limit is 40 miles per hour. Traffic signals are located at the intersection of Cleveland Avenue and Larpenteur Avenue and at the intersection of Cleveland Avenue and County Road B. There is a four-way stop at the intersection of Cleveland Avenue and Roselawn Avenue. Other intersecting streets stop for Cleveland Avenue traffic. Parking is prohibited along the east side from Larpenteur Avenue to Roselawn Avenue and along the west side from Larpenteur Avenue to the Gibbs Farm Museum entrance.

Land use adjacent to Cleveland Avenue is public institutional from Larpenteur Avenue to Roselawn Avenue and predominately low density residential from Roselawn Avenue to County Road B. Ramsey County Historical Society's Gibbs Farm Museum is adjacent to Cleveland Avenue on the west side near Larpenteur Avenue. The University of Minnesota golf course and intramural baseball fields are also adjacent to Cleveland Avenue on the west. The Falcon Heights Community Park borders Cleveland Avenue on the east side near Roselawn Avenue. A geographical marker identifying the location of the 45th parallel is located on the east side of the road approximately 100 feet north of the Loren Road intersection. The Midland Hills Country Club borders Cleveland Avenue on the west near County Road B. No commercial development exists within the project area.

#### EXISTING DEFICIENCIES

Cleveland Avenue from Larpenteur Avenue to County Road B is in poor condition. The surface is eroded, cracked and patched. The base and sub-base are inadequate to accommodate current traffic. The existing road width and travel lane provisions are not in accordance with accepted standards. There are drainage problems on some sections of the road. The lack of a storm sewer system causes poor subgrade drainage and water to pool and occasionally flood the surface of the the road. The rideability of the road is poor.

There are no bicycle or pedestrian facilities located on this portion of Cleveland Avenue.

#### RECONSTRUCTION ALTERNATIVES CONSIDERED

Ramsey County recommends Cleveland Avenue be reconstructed. Any other procedure would have no long term effect on correcting the deficiencies of the road. Within the reconstruction category, several alternatives have been considered. All of the alternatives are urban type sections with storm sewer, curb and gutter, rather than shoulders and ditches for drainage. Ditches are by their state aid definition, appropriate to rural areas, not urban areas such as the area where Cleveland Avenue is located.

One alternative would be to reconstruct Cleveland Avenue to a width of 52 feet utilizing a three lane design consisting of two 12 foot travel lanes, one 14 foot two way center left turn lane and two seven foot shoulders consisting of five feet of bituminous and two feet of curb and gutter.

Another alternative would be to reconstruct Cleveland Avenue to a width of 52 feet utilizing a four lane design consisting of four 12 foot travel lanes and an additional two feet of curb and gutter on both sides of the roadway.

Traffic counts taken north of Larpenteur Avenue on Cleveland Avenue (Appendix A) show distinct traffic volume peaks at 7:00 A.M. and 4:00 P.M.. At the 7:00 A.M. peak, 70% of the traffic is

southbound on Cleveland Avenue, 30% is northbound. At the 5:00 P.M. peak, 65% of the traffic is northbound on Cleveland Avenue, 35% is southbound. These percentages reflect a definite directional split in the traffic movements. A four lane design accommodates the traffic operations of Cleveland Avenue better than the three lane design by providing two travel lanes for both northbound and southbound traffic.

The centerline of the roadway could be relocated two feet to the west of the existing centerline between Roselawn Avenue and County Road B. The centerline would be relocated to alleviate the need to purchase permanent right of way from the 26 residences adjacent to Cleveland Avenue. The purchase of permanent right of way would be required from the Midland Hills Country Club. Measures will be taken to minimize the impact on Midland Hill's property. Such measures may include the construction of retaining walls.

Consideration was given to relocating the centerline of the roadway approximately eight feet to the east between Larpenteur Avenue and Roselawn Avenue to avoid impacting the trees on the west side of Cleveland Avenue adjacent to the University of Minnesota's golf course fence. This alternative was considered at the request of the University of Minnesota. Following a more detailed evaluation of the factors associated with this alternative, representatives of the University of Minnesota requested this alternative be eliminated from further consideration.

The Minnesota Department of Transportation (Mn/DOT) is in the process of reviewing a proposal to change the current state aid design standards for road construction. The proposed changes would allow Ramsey County to reconstruct Cleveland Avenue to a width of 48 feet utilizing a three lane design. This design would consist of two twelve foot travel lanes, a 14 foot two way center left turn lane, and two five foot shoulders consisting of three feet of bituminous and two feet of curb and gutter. (See Figure 2). The shoulder space is required to accommodate service vehicles such as garbage trucks, mail trucks, emergency and maintenance vehicles. Ramsey County has also observed the shoulders being utilized for thru bicycle movements.

All of the lane design alternates require a retaining wall on the west side of Cleveland Avenue near the University of Minnesota Golf Course.

#### RECOMMENDED ROAD ALTERNATIVE

Based on information received at the informational meetings (See Appendix B) and input from the agencies involved with this project, the recommended alternate includes reconstructing Cleveland Avenue with the 48 foot, three lane design alternate consisting of two 12 foot travel lanes, a 14 foot center two way left turn lane, and two five foot shoulders consisting of three feet of bituminous and two feet of curb and gutter (Figures 3-4). The road would be 44 feet in width, with an additional two feet of

curb and gutter on each side of the road. Unlike the four lane design originally considered, the three lane design places thru traffic an additional five feet from the residences adjacent to Cleveland Avenue. It also allows reconstruction of the roadway to occur within the existing right of way limits with negligible impact to adjacent residences. It will accommodate the construction of a five foot concrete sidewalk and a six foot boulevard from Larpenteur Avenue to County Road B without acquiring any additional right of way. Parking would be prohibited. A traffic signal system will be installed at the intersection of Cleveland Avenue and Roselawn Avenue.

This design, two travel lanes with a center two way left turn lane without parking, will accommodate existing and proposed traffic volumes on Cleveland Avenue and conforms to past County practice and Mn/DOT state aid construction standards, contingent upon Mn/DOT's approval of the new state aid construction standards. This design could provide for left turn movements of maintenance vehicles onto the agricultural fields, golf course and intramural baseball fields that are located between Larpenteur Avenue and Roselawn Avenue.

For these reasons, the 48 foot, three lane design alternative for the reconstruction of Cleveland Avenue is recommended.

#### PATH/SIDEWALK ALTERNATIVES CONSIDERED

Ramsey County requests the municipalities and the University consider detached path construction from Larpenteur Avenue to County Road B as part of the Cleveland Avenue reconstruction project. Trip generators near the proposed Cleveland Avenue path include the Falcon Heights Community Park, the University's intramural fields, the Gibbs Farm Museum, and the St. Paul Agricultural Campus of the University of Minnesota.

A detached bicycle path exists on the south side of Roselawn Avenue from Fulham Street to Snelling Avenue (Trunk Highway 51). A detached path also exists on the south side of County Road B from Hamline Avenue to Cleveland Avenue.

Ramsey County has suggested two alternatives for the detached path. One alternate would consist of a detached bituminous path eight feet in width on the east side of Cleveland Avenue. The width of the boulevard between the road and the path would be six feet, the minimum standard recommended by Ramsey County Public Works Department for snow storage, signing and utilities.

A "no build" alternate is the second alternative considered by Ramsey County. The Ramsey County Regional Recreational Bikeway System Plan does not include a path on Cleveland Avenue from Larpenteur Avenue to County Road B.

A bicycle lane located on Cleveland Avenue is not recommended as an alternative. The average daily traffic (ADT) on Cleveland Avenue is greater than the ADT recommended in the design standards of the Mn/DOT Bikeway Design Manual for bicycle lanes.

## RECOMMENDED PATH/SIDEWALK ALTERNATIVE

Because the Ramsey County Regional Recreational Bikeway System Plan does not include a path on Cleveland Avenue between Larpenteur Avenue and County Road B, Ramsey County Public Works Department will not recommend the construction of a bicycle path alternative for this project.

The municipalities affected by this reconstruction project should determine the need and select a recommended a bicycle path alternative for the reconstruction of Cleveland Avenue from Larpenteur Avenue to County Road B.

The City of Roseville had initially considered the construction of an eight foot wide bituminous path on the east side of Cleveland Avenue from Roselawn Avenue to County Road B. The eight foot path was considered as part of the reconstruction alternative that proposed to reconstruct Cleveland Avenue to a width of 52 feet without relocating the existing centerline. Retaining walls would have been required on the east side of Cleveland Avenue, north and south of Loren Road to accommodate the proposed bicycle path and additional permanent right of way would have been required from several residents located on the east side of Cleveland Avenue. The City of Roseville now supports the construction of a five foot sidewalk on the east side of Cleveland Avenue. By including the construction of a five foot sidewalk as part of the recommended reconstruction alternative, no additional permanent right of way will need to be acquired from residents along either the east or west sides of Cleveland Avenue. The boulevard width will be six feet.

The City of Falcon Heights has considered the construction of an eight foot wide bituminous path on the east side of Cleveland Avenue from Larpenteur Avenue to Roselawn Avenue. The City of Falcon Heights would need to acquire additional right of way from the University of Minnesota to accommodate the construction of a detached path. Because of this right of way requirement, the University of Minnesota does not support the construction of a path from Larpenteur Avenue to Roselawn Avenue as part of the reconstruction of Cleveland Avenue. Representatives of Ramsey County, Falcon Heights and the University of Minnesota have met on several occasions to discuss alternatives for the construction of a path between Larpenteur Avenue and Roselawn Avenue. Several alternatives had been proposed (See Appendix C) but a preferred alternate was not selected.

The City of Falcon Heights does support the construction of a five foot sidewalk between Larpenteur Avenue and Roselawn Avenue. The sidewalk could be constructed without the need for any additional right of way if the recommended roadway design alternate of 48 feet is approved by Mn/DOT. A six foot boulevard would separate the sidewalk from the roadway.

Both sidewalk segments, Larpenteur Avenue to Roselawn Avenue, or Roselawn Avenue to County Road B could be constructed, or only one segment could be constructed.

The Ramsey County Cost Participation Policy requires the municipality in which a sidewalk is constructed to acquire all necessary right of way for the sidewalk. The municipality will also be responsible for funding 100% of the cost of constructing the sidewalk and the maintenance of the sidewalk.

#### STORM SEWER

Two minor storm sewer systems currently exist on Cleveland Avenue between Roselawn Avenue and County Road B. The first system consists of catch basins near the Cleveland Avenue/Loren Road intersection. A trunk line carries the storm water run-off to the pond located on the northwest corner of Cleveland Avenue and Roselawn Avenue. The second system consists of catch basins south of Skillman Avenue, and a trunk line which flows north to Eldridge Avenue and eventually ties into the Trunk Highway 36 ditch system.

The proposed storm sewer system consists of extending these trunk lines and installing additional catch basins along the newly constructed portions of the roadway.

There is no existing storm sewer system between Larpenteur Avenue and Roselawn Avenue. The City of Falcon Heights does not have a storm water management plan for this area. Consequently, no storm water outlets have been identified for this area. Potential storm water outlets along this section of Cleveland Avenue are the two ponds located on the southeast and northwest corners of the Cleveland Avenue/Roselawn Avenue intersection.

An apron inlet exists in the northwest corner of Larpenteur Avenue and Cleveland Avenue. This apron can only accommodate a limited amount of additional capacity.

The low point of the Larpenteur Avenue to Roselawn Avenue section is located approximately 950 feet south of Roselawn Avenue. Storm water does pool in this area at the present time. In order for this portion of Cleveland Avenue to be drained to the two ponds mentioned earlier, the road would need to be raised a significant amount. The raising of the roadway could require the placement of fill slopes on adjacent properties. An alternate method of draining the road would be the construction of a small storm water pond at either the southwest corner of the Falcon Heights Community Park or on the University of Minnesota Golf Course. Because the low point generates a small amount of run-off, pond requirements would be minimal. Ramsey County recommends discussion occur with the City of Falcon Heights and the University of Minnesota to select a storm water outlet for this portion of Cleveland Avenue.

### ESTIMATED COSTS

Cost distribution for this project is estimated in accordance with Ramsey County policy and past practices. Note: a copy of the approved Ramsey County policy is attached to the report in Appendix (D).

According to Ramsey County's Cost Participation Policy, the municipality in which a retaining wall is located is responsible for 75% of the cost of the retaining wall. Ramsey County will participate in 25% of the cost of the retaining wall.

The fences adjacent to the University of Minnesota Golf Course and the Midland Hills Country Club will be temporarily relocated during reconstruction. Cost participation for the relocation of the fence is also based on Ramsey County's Cost Participation Policy.

- Traveled portion of the roadway  
(travel lanes, 12'+ 14'+ 12' = 38') Ramsey County pays 100%
- Shoulders (3'+ 3' = 6') Ramsey County pays 25%
- Curb and gutter Ramsey County pays 25%.
- Storm sewer Ramsey County participates to the extent of county state aid funding participation. The city is responsible for the maintenance of the trunk lines of the system once they are constructed. The County maintains catch basins and leads serving Cleveland Avenue.
- Traffic Signals Ramsey County pays 100% of County legs.
- Right of way Ramsey County does not participate.
- Sidewalks (new) Ramsey County does not participate.
- Retaining walls Ramsey County pays 25%.
- Fencing replacement Ramsey County pays 100% if in serviceable condition; 0% if on county right of way or in poor condition.

With these policies as the basis for cost distribution, the proposed alternative is anticipated to cost:

Three Travel Lanes  
Larpenteur Avenue to County Road B

	Total	County	Falcon Heights	Roseville
Roadway	645,000	645,000	-0-	-0-
Shoulders	105,000	26,250	39,375	39,375
Curb & Gutter	61,500	15,400	22,700	23,400
Storm Sewer	203,400	166,600	20,700	16,100
Detention Pond	50,000	40,000	10,000	-0-
Traffic Signal/EVP	95,000	90,000	2,500	2,500
Retaining Walls	7,600	1,900	5,700	-0-
Sidewalk	32,900	-0-	11,300	21,600
<b>Total Construction</b>	<b>\$1,200,400</b>	<b>985,150</b>	<b>112,275</b>	<b>102,975</b>

	Total	County	Falcon Heights	Roseville
Preliminary Engineering(10%)	120,040	98,515	11,228	10,297
Construction Engineering(12%)	144,048	118,218	13,473	12,357
<b>Total</b>	<b>\$1,464,488</b>	<b>\$1,201,883</b>	<b>\$136,976</b>	<b>\$125,629</b>

**PUBLIC AND AGENCY INVOLVEMENT**

The cities of Falcon Heights and Roseville and the University of Minnesota have been and will be contacted about this project. Approval of the project by the cities is required. Approval by the Board of Ramsey County Commissioners and the Minnesota Department of Transportation will also be required. A public hearing is required by the Board of Ramsey County Commissioners. This requirement is usually satisfied by having the cities hold the hearing.

Ramsey County has held two informational meetings on the proposed reconstruction of Cleveland Avenue. The meetings were held on January 24, 1990 and May 1, 1990. The public involvement record for this project is contained in Appendix (B).

The Ramsey County Historical Society and Midland Hills Country Club will be contacted about this project. Correspondence from meetings with some of these agencies is contained in Appendix (C) of this report.

**RIGHT OF WAY**

Ramsey County's Major Street Plan recommends a minimum of 86 feet of right of way for this segment of Cleveland Avenue. The amount of right of way currently available is 33 feet on both the east and west sides of Cleveland Avenue from Larpenteur Avenue to



Roselawn Avenue and between 33 and 49.5 feet of right of way on the east and west sides between Roselawn Avenue and County Road B. Ramsey County foresees the possibility of future difficulties concerning the placement of utilities and snow storage in those areas where 33 feet of right of way exists.

In order to accommodate the traffic signal at the intersection of Cleveland Avenue and Roselawn Avenue, the City of Falcon Heights would need to acquire approximately 550 square feet of additional right of way adjacent to the Falcon Heights Community Park and approximately 100 square feet of additional right of way adjacent to the University golf course. (See Figure 3).

In order to accommodate the proposed sidewalk on the east side of Cleveland Avenue from Roselawn Avenue to County Road B, approximately 1,380 square feet of additional right of way is proposed to be acquired by the City of Roseville from the Midland Hills Country Club. (See Figure 4).

The total amount of additional right of way required for the reconstruction of Cleveland Avenue including the construction of a sidewalk on the east side from Larpenteur Avenue to County Road B is approximately .04 acres.

Any additional temporary or permanent right of way needed for the project is to be acquired by the city in which the needed right of way exists. The right of way will be acquired at city expense. No property owners will be required to relocate as a result of any right of way acquisition associated with this project.

#### ENVIRONMENTAL IMPACTS

No negative environmental impacts are anticipated from the reconstruction of Cleveland Avenue from Larpenteur Avenue to County Road B. Preparation of an environmental assessment worksheet is necessary for this project. A permit will be required from the Rice Creek Watershed District. The geographical marker identifying the 45th parallel may be relocated a few feet east or west of its current location. The Roseville Historical Society will be consulted prior to relocating the marker.

#### METHOD OF HANDLING TRAFFIC DURING CONSTRUCTION

Cleveland Avenue will be closed to thru traffic during construction. Local traffic will be allowed to use portions of Cleveland Avenue during construction. At times traffic may be restricted to a single lane and delays may occur. Traffic control operations will be coordinated with municipal emergency services and schools. A traffic control plan will be prepared.

### TIMELINE

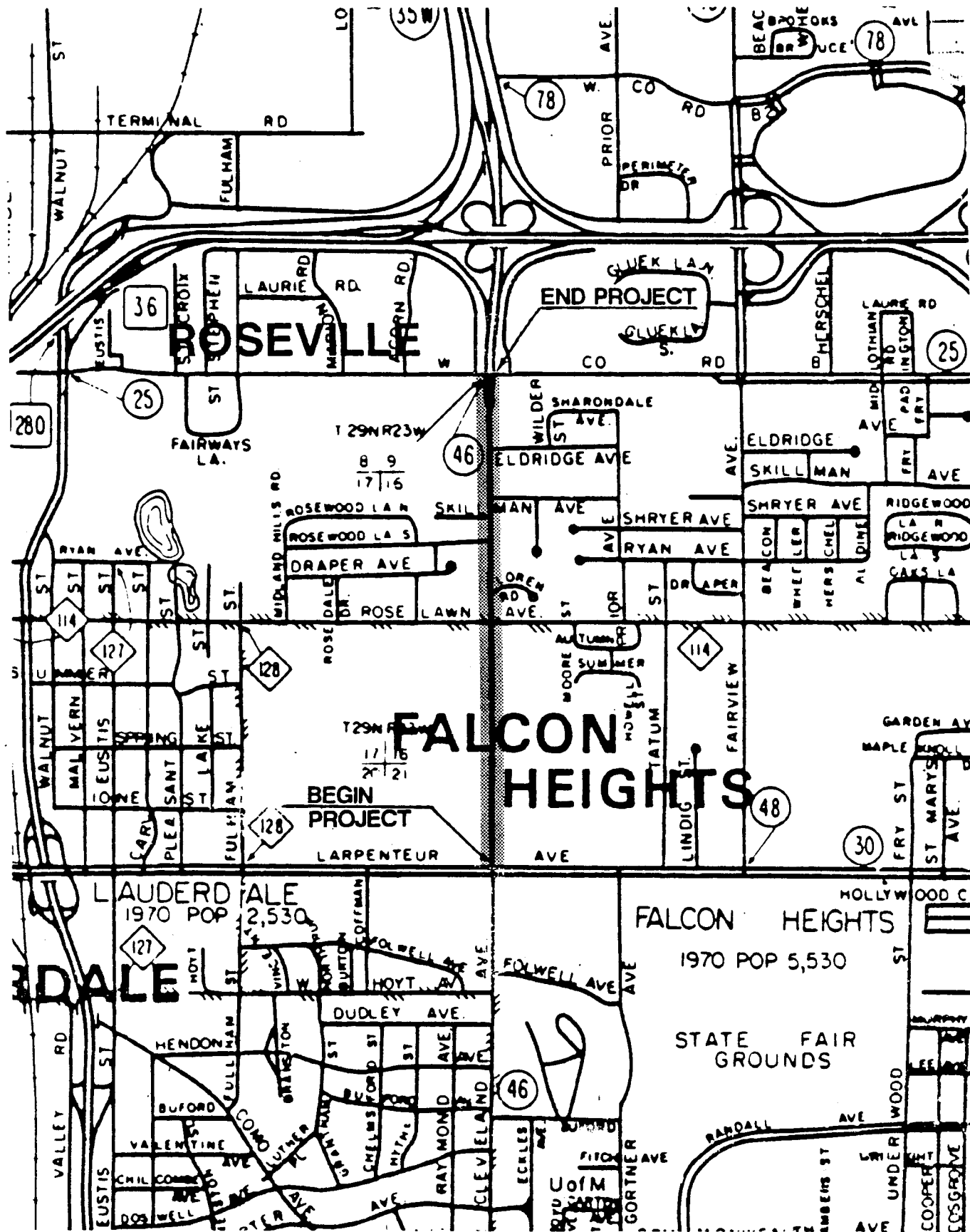
If funding is available and required approvals are received, construction could occur within 12 months after the final feasibility report for this project is approved.

Prior to initiating the detailed design phase of this project, Ramsey County requires each municipality identified in this report to provide a signature of approval to this feasibility report. The signature of approval signifies that the municipality concurs with the design and cost participation parameters established in this feasibility report. Major costs incurred due to a change in scope deviating from that approved in the feasibility report will be borne by the agency requesting the design change.

### PROJECT MANAGER

The project manager is Paul Kirkwold, P.E., Deputy Director, Ramsey County Public Works Department, 350 St. Peter St., Suite 270, St. Paul, MN 55102, telephone 298-4127.

**ILLUSTRATIONS**



**Cleveland Avenue**  
Larpenteur Avenue to County Road B

Location Map

**Figure**  
**1**

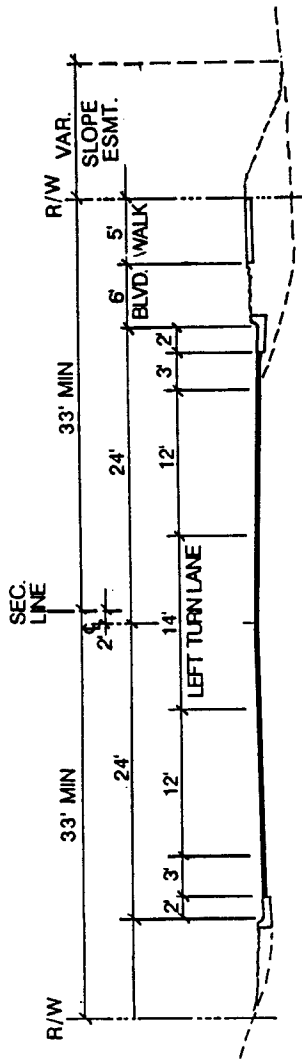


**Cleveland Avenue**  
Larpenteur Ave. to County Road B

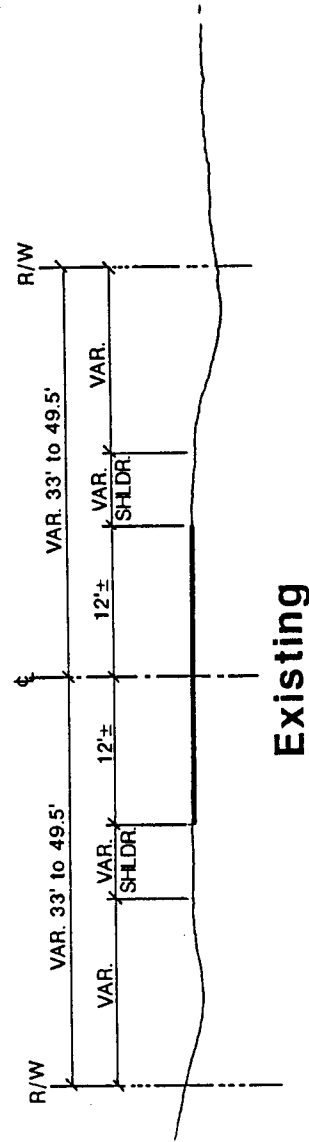
**Typical Sections**

**Figure**

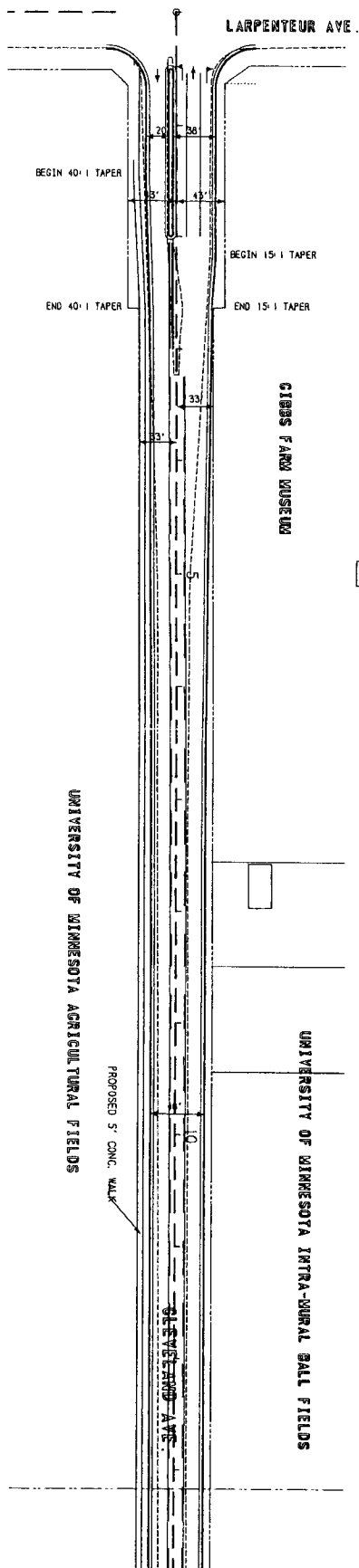
**2**



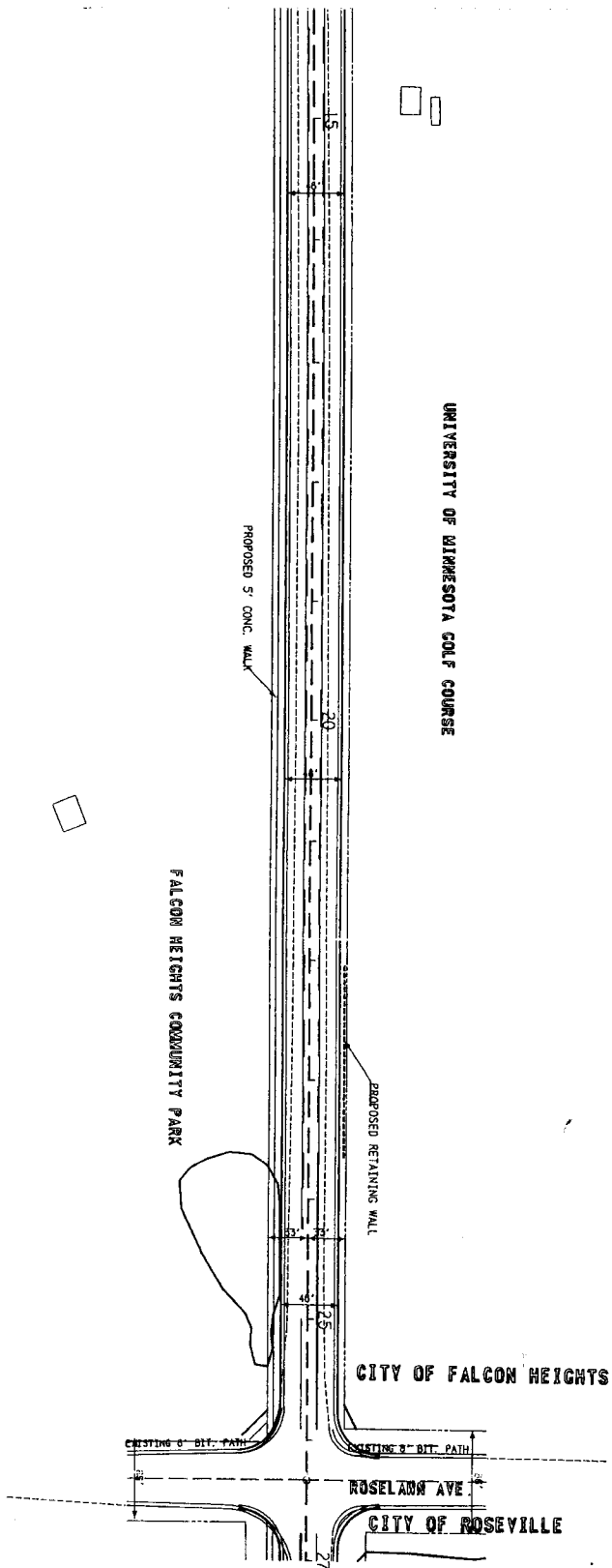
**Proposed**



**Existing**



FIGURE



**FIGURE 3**

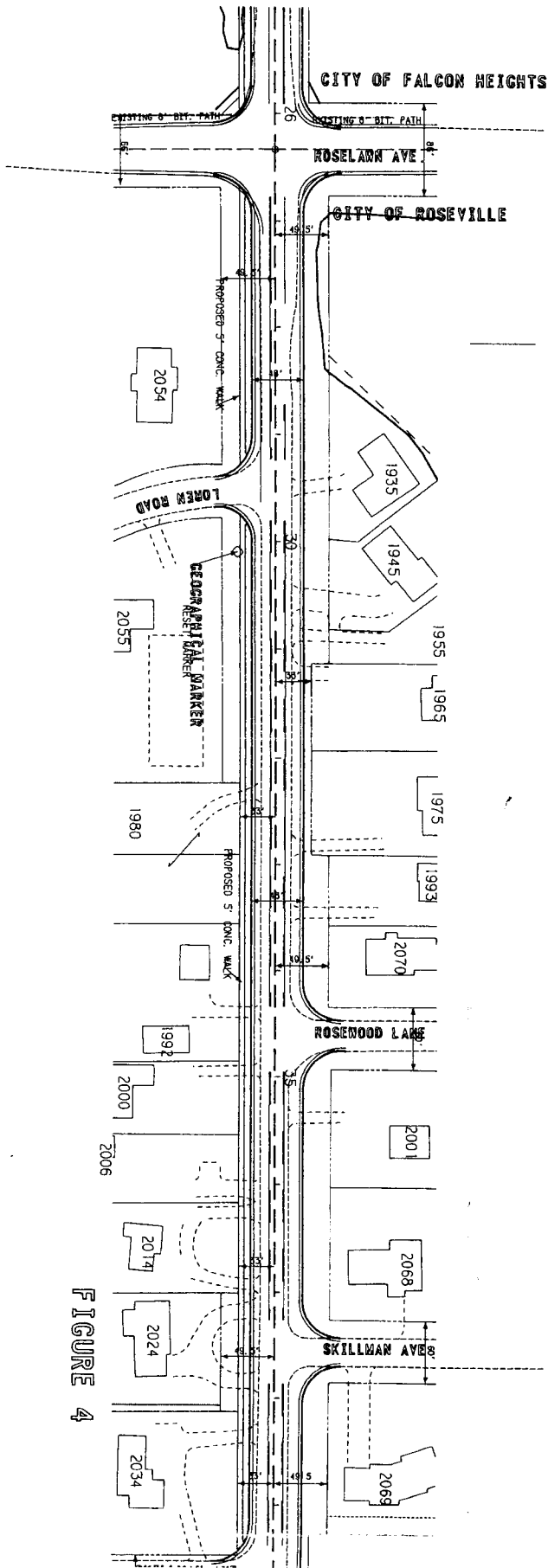
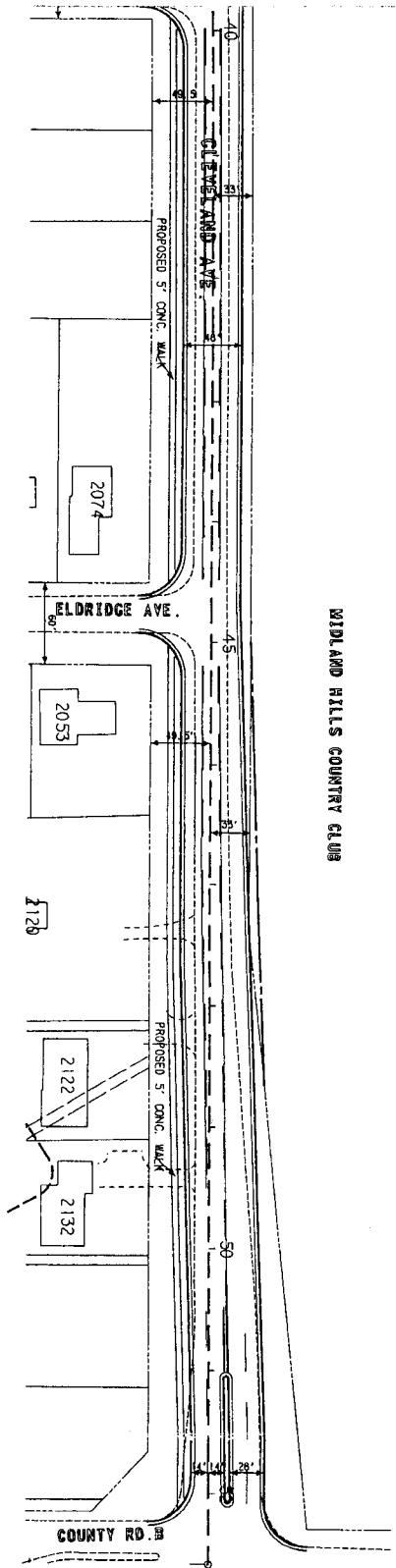


FIGURE 4





WILD AND HILLS COUNTRY CLUB

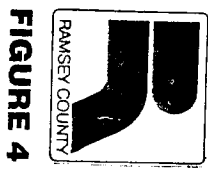
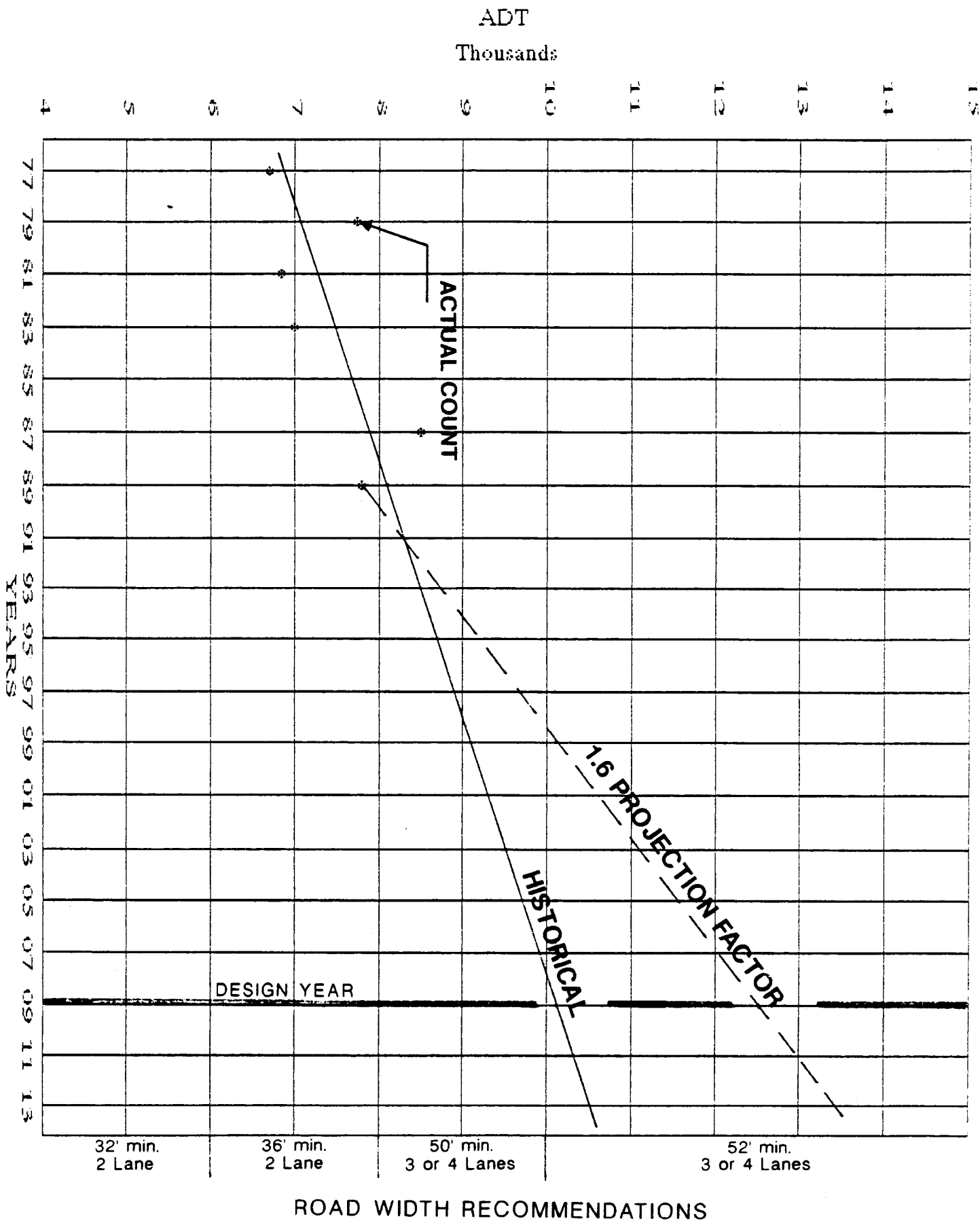


FIGURE 4

**APPENDIX A**  
**Traffic Counts**

# CLEVELAND AVENUE (Larpenteur to Roselawn)

# 20 YEAR TRAFFIC GROWTH



SITE CODE : 47422

RAMSEY COUNTY PUBLIC WORKS - TRAFFIC

PAGE: 1

Location : Cleveland Ave - S of Roselawn

FILE:

Weather : Cold

Operator : WJ

DATE: 4/02/90

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	WEEKDAY	SATURDAY	SUNDAY	WEEK
BEGIN	2	3	4	5	6	AVERAGE	7	8	AVERAGE
12:00 AM	†	†	†	53	52	52	†	†	52
1:00	†	†	†	33	23	28	†	†	28
2:00	†	†	†	10	17	13	†	†	13
3:00	†	†	†	8	7	7	†	†	7
4:00	†	†	†	18	23	20	†	†	20
5:00	†	†	†	90	81	85	†	†	85
6:00	†	†	†	408	366	387	†	†	387
7:00	†	†	†	820	814	817	†	†	817
8:00	†	†	†	607	666	636	†	†	636
9:00	†	†	416	397	†	406	†	†	406
10:00	†	†	377	348	†	362	†	†	362
11:00	†	†	401	452	†	426	†	†	426
12:00 PM	†	†	508	452	†	480	†	†	480
1:00	†	†	492	454	†	473	†	†	473
2:00	†	†	518	470	†	494	†	†	494
3:00	†	†	670	666	†	668	†	†	668
4:00	†	†	769	849	†	809	†	†	809
5:00	†	†	776	776	†	776	†	†	776
6:00	†	†	531	522	†	526	†	†	526
7:00	†	†	362	366	†	364	†	†	364
8:00	†	†	373	312	†	342	†	†	342
9:00	†	†	286	300	†	293	†	†	293
10:00	†	†	169	173	†	171	†	†	171
11:00	†	†	97	91	†	94	†	†	94
TOTALS	†	†	6745	8675	2049	8729	†	†	8729
% AVG WKDAY	†	†	77.3	99.4	23.5				
% AVG DAY	†	†	77.3	99.4	23.5				
AM PEAK HR	†	†	9:00	7:00	7:00	7:00	†	†	7:00
VOLUME	†	†	416	820	814	817	†	†	817
PM PEAK HR	†	†	5:00	4:00	†	4:00	†	†	4:00
VOLUME	†	†	776	849	†	809	†	†	809

High Comm  
 $.886 \times 8729 = 7734$  ADT

SITE CODE : 46P HIGH COM

RAMSEY COUNTY PUBLIC WORKS - TRAFFIC

PAGE: 1

Location : CLEVELAND AVE-LARP. TO ROSELWN

FILE:

Weather : WARM

Operator : JZ

DATE: 3/19/90

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	WEEKDAY	SATURDAY	SUNDAY	WEEK
BEGIN	19	20	21	22	23	AVERAGE	24	25	AVERAGE
12:00 AM	†	17	25	†	†	21	†	†	21
1:00	†	17	10	†	†	13	†	†	13
2:00	†	12	12	†	†	12	†	†	12
3:00	†	20	22	†	†	21	†	†	21
4:00	†	76	70	†	†	73	†	†	73
5:00	†	370	352	†	†	361	†	†	361
6:00	†	794	781	†	†	787	†	†	787
7:00	†	604	516	†	†	560	†	†	560
8:00	†	352	336	†	†	344	†	†	344
9:00	†	369	343	†	†	356	†	†	356
10:00	387	357	362	†	†	368	†	†	368
11:00	395	419	†	†	†	407	†	†	407
12:00 PM	428	406	†	†	†	417	†	†	417
1:00	447	494	†	†	†	470	†	†	470
2:00	582	630	†	†	†	606	†	†	606
3:00	832	765	†	†	†	798	†	†	798
4:00	679	634	†	†	†	656	†	†	656
5:00	431	489	†	†	†	460	†	†	460
6:00	284	340	†	†	†	312	†	†	312
7:00	225	242	†	†	†	233	†	†	233
8:00	205	211	†	†	†	208	†	†	208
9:00	150	163	†	†	†	156	†	†	156
10:00	82	75	†	†	†	78	†	†	78
11:00	52	52	†	†	†	52	†	†	52
TOTALS	5179	7908	2829	†	†	7769	†	†	7769
% AVG WKDAY	66.7	101.8	36.4	†	†				
% AVG DAY	66.7	101.8	36.4	†	†				
AM PEAK HR	11:00	6:00	6:00	†	†	6:00	†	†	6:00
VOLUME	395	794	781	†	†	787	†	†	787
PM PEAK HR	3:00	3:00	†	†	†	3:00	†	†	3:00
VOLUME	832	765	†	†	†	798	†	†	798

High Comm  
 $.958 \times 7769 = 7443$  ADT

SITE CODE : 47422

Location : Cleveland Ave - N of Roselawn

Weather : Cold

Operator : WJ

RAMSEY COUNTY PUBLIC WORKS - TRAFFIC

PAGE: 1

FILE:

DATE: 4/02/90

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	WEEKDAY	SATURDAY	SUNDAY	WEEK
BEGIN	2	3	4	5	6	AVERAGE	7	8	AVERAGE
12:00 AM	†	†	†	65	50	57	†	†	57
1:00	†	†	†	38	21	29	†	†	29
2:00	†	†	†	13	15	14	†	†	14
3:00	†	†	†	12	7	9	†	†	9
4:00	†	†	†	18	13	15	†	†	15
5:00	†	†	†	103	59	81	†	†	81
6:00	†	†	†	426	256	341	†	†	341
7:00	†	†	†	871	572	721	†	†	721
8:00	†	†	†	648	579	613	†	†	613
9:00	†	†	487	451	†	469	†	†	469
10:00	†	†	410	378	†	394	†	†	394
11:00	†	†	516	513	†	514	†	†	514
12:00 PM	†	†	541	520	†	530	†	†	530
1:00	†	†	551	490	†	520	†	†	520
2:00	†	†	624	574	†	599	†	†	599
3:00	†	†	809	771	†	790	†	†	790
4:00	†	†	1027	989	†	1008	†	†	1008
5:00	†	†	944	927	†	935	†	†	935
6:00	†	†	660	612	†	636	†	†	636
7:00	†	†	432	427	†	429	†	†	429
8:00	†	†	440	339	†	389	†	†	389
9:00	†	†	353	338	†	345	†	†	345
10:00	†	†	198	191	†	194	†	†	194
11:00	†	†	112	104	†	108	†	†	108
TOTALS	†	†	8104	9818	1572	9740	†	†	9740
% AVG WKDAY	†	†	83.2	100.8	16.1				
% AVG DAY	†	†	83.2	100.8	16.1		†	†	
AM PEAK HR	†	†	11:00	7:00	8:00	7:00	†	†	7:00
VOLUME	†	†	516	871	579	721	†	†	721
PM PEAK HR	†	†	4:00	4:00	†	4:00	†	†	4:00
VOLUME	†	†	1027	989	†	1008	†	†	1008

High Comm  
.886 x 9740 = 8630 ADT

SITE CODE : 460- HIGH COM  
 Location : CLEVELAND AVE-ROSELAWN TO CO B  
 Weather : WARM  
 Operator : JZ

RAMSEY COUNTY PUBLIC WORKS - TRAFFIC

PAGE: 1  
 FILE:  
 DATE: 3/19/90

TIME BEGIN	MONDAY 19	TUESDAY 20	WEDNESDAY 21	THURSDAY 22	FRIDAY 23	WEEKDAY AVERAGE	SATURDAY 24	SUNDAY 25	WEEK AVERAGE
12:00 AM	†	51	55	†	†	53	†	†	53
1:00	†	19	33	†	†	26	†	†	26
2:00	†	17	9	†	†	13	†	†	13
3:00	†	15	14	†	†	14	†	†	14
4:00	†	20	31	†	†	25	†	†	25
5:00	†	95	86	†	†	90	†	†	90
6:00	†	456	422	†	†	439	†	†	439
7:00	†	853	845	†	†	849	†	†	849
8:00	†	640	578	†	†	609	†	†	609
9:00	†	391	365	†	†	378	†	†	378
10:00	366	392	379	†	†	379	†	†	379
11:00	466	427	431	†	†	441	†	†	441
12:00 PM	482	456	†	†	†	469	†	†	469
1:00	511	468	†	†	†	489	†	†	489
2:00	504	558	†	†	†	531	†	†	531
3:00	681	738	†	†	†	709	†	†	709
4:00	1032	914	†	†	†	973	†	†	973
5:00	789	863	†	†	†	826	†	†	826
6:00	511	556	†	†	†	533	†	†	533
7:00	340	363	†	†	†	351	†	†	351
8:00	280	293	†	†	†	286	†	†	286
9:00	253	260	†	†	†	256	†	†	256
10:00	169	177	†	†	†	173	†	†	173
11:00	86	93	†	†	†	89	†	†	89
TOTALS	6470	9115	3248	†	†	9001	†	†	9001
% AVG WKDAY	71.9	101.3	36.1	†	†				
% AVG DAY	71.9	101.3	36.1	†	†				
AM PEAK HR	11:00	7:00	7:00	†	†	7:00	†	†	7:00
VOLUME	466	853	845	†	†	849	†	†	849
PM PEAK HR	4:00	4:00	†	†	†	4:00	†	†	4:00
VOLUME	1032	914	†	†	†	973	†	†	973

High Comm.  
 .958 x 9001 = 8623 ADT

SITE CODE : 046 PQ  
 Location : CLEVELAND N. OF ROSELAWN  
 Weather : MILD & SUNNY  
 Operator : W.L. & K.H.

RAMSEY COUNTY PUBLIC WORKS - TRAFFIC

PAGE: 1  
 FILE: CLEV

DATE: 6/26/89

TIME BEGIN	MONDAY 26		TUESDAY 27		WEDNESDAY 28		THURSDAY 29		FRIDAY 30		SATURDAY 1		SUNDAY 2		WEEK AVERAGE	
	NB	SB	NB	SB	NB	SB	NB	SB	NB	SB	NB	SB	NB	SB	NB	SB
12:00 AM	†	†	40	20	38	45	†	†	†	†	†	†	†	†	39	32
1:00	†	†	7	16	12	19	†	†	†	†	†	†	†	†	9	17
2:00	†	†	6	13	9	20	†	†	†	†	†	†	†	†	7	16
3:00	†	†	8	5	9	7	†	†	†	†	†	†	†	†	8	6
4:00	†	†	10	15	12	22	†	†	†	†	†	†	†	†	11	18
5:00	†	†	25	94	25	81	†	†	†	†	†	†	†	†	25	87
6:00	†	†	101	337	86	335	†	†	†	†	†	†	†	†	93	336
7:00	†	†	232	583	229	585	†	†	†	†	†	†	†	†	230	584
8:00	†	†	198	455	167	450	†	†	†	†	†	†	†	†	182	452
9:00	†	†	185	282	168	268	†	†	†	†	†	†	†	†	176	275
10:00	201	305	188	263	†	†	†	†	†	†	†	†	†	†	194	284
11:00	287	336	204	264	†	†	†	†	†	†	†	†	†	†	245	300
12:00 PM	292	282	284	272	†	†	†	†	†	†	†	†	†	†	288	277
1:00	259	259	257	258	†	†	†	†	†	†	†	†	†	†	258	258
2:00	259	259	275	258	†	†	†	†	†	†	†	†	†	†	267	258
3:00	402	292	356	312	†	†	†	†	†	†	†	†	†	†	379	302
4:00	572	354	604	259	†	†	†	†	†	†	†	†	†	†	588	306
5:00	524	409	575	251	†	†	†	†	†	†	†	†	†	†	549	330
6:00	297	298	369	232	†	†	†	†	†	†	†	†	†	†	333	265
7:00	224	241	277	259	†	†	†	†	†	†	†	†	†	†	250	250
8:00	176	229	188	251	†	†	†	†	†	†	†	†	†	†	182	240
9:00	184	199	168	232	†	†	†	†	†	†	†	†	†	†	176	215
10:00	121	132	114	136	†	†	†	†	†	†	†	†	†	†	117	134
1:00	61	78	69	88	†	†	†	†	†	†	†	†	†	†	65	83

TOTALS 3859 3673 4740 5155 755 1832 † † † † † † † † 4671 5325

URB. COM. NB ADT 0.884 X 4671 = 4129  
 URB. COM. SB ADT 0.884 X 5325 = 4707  
 COMBINED TOTALS

12:00 AM	†	60	83	†	†	†	†	†	†	†	†	†	†	†	†	71
1:00	†	23	31	†	†	†	†	†	†	†	†	†	†	†	†	26
2:00	†	19	29	†	†	†	†	†	†	†	†	†	†	†	†	23
3:00	†	13	16	†	†	†	†	†	†	†	†	†	†	†	†	14
4:00	†	25	34	†	†	†	†	†	†	†	†	†	†	†	†	29
5:00	†	119	106	†	†	†	†	†	†	†	†	†	†	†	†	112
6:00	†	438	421	†	†	†	†	†	†	†	†	†	†	†	†	429
7:00	†	815	814	†	†	†	†	†	†	†	†	†	†	†	†	814
8:00	†	653	617	†	†	†	†	†	†	†	†	†	†	†	†	634
9:00	†	467	436	†	†	†	†	†	†	†	†	†	†	†	†	451
10:00	506	451	†	†	†	†	†	†	†	†	†	†	†	†	†	478
11:00	623	468	†	†	†	†	†	†	†	†	†	†	†	†	†	545
12:00 PM	574	556	†	†	†	†	†	†	†	†	†	†	†	†	†	565
1:00	518	515	†	†	†	†	†	†	†	†	†	†	†	†	†	516
2:00	518	533	†	†	†	†	†	†	†	†	†	†	†	†	†	525
3:00	694	668	†	†	†	†	†	†	†	†	†	†	†	†	†	681
4:00	926	863	†	†	†	†	†	†	†	†	†	†	†	†	†	894
5:00	933	826	†	†	†	†	†	†	†	†	†	†	†	†	†	879
6:00	595	601	†	†	†	†	†	†	†	†	†	†	†	†	†	598
7:00	465	536	†	†	†	†	†	†	†	†	†	†	†	†	†	500
8:00	405	439	†	†	†	†	†	†	†	†	†	†	†	†	†	422
9:00	383	400	†	†	†	†	†	†	†	†	†	†	†	†	†	391
10:00	253	250	†	†	†	†	†	†	†	†	†	†	†	†	†	251
11:00	139	157	†	†	†	†	†	†	†	†	†	†	†	†	†	148

TOTALS 7532 9895 2587 † † † † † † 9996

High COM 0.847 9996 = 846.7 ADT



**APPENDIX B**

**Public Involvement Record**

## TABLE OF CONTENTS

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Information Meeting (May 1, 1990)	23
Mailing List	24-25
Public Response	26-31

## SUMMARY

On January 24, 1990, Ramsey County sponsored an informational meeting at the Falcon Heights City Hall to introduce its proposal to reconstruct Cleveland Avenue from Larpenteur Avenue to County Road B. Approximately 35 residents adjacent to the proposed project attended the meeting. Major elements of the project at that time included the construction of a 52 foot, four lane roadway with storm sewer, curb and gutter. The City of Roseville had proposed construction of an eight foot path on the east side of Cleveland Avenue from Roselawn Avenue to County Road B. The City of Falcon Heights had proposed construction of an eight foot path on the east side of Cleveland Avenue between Larpenteur Avenue and County Road B. Thirteen residents submitted written comments on the project to Ramsey County. The majority of the comments received expressed concern over the need for a four lane roadway and the need for a stop light at the intersection of Cleveland Avenue and Roselawn Avenue.

As a result of the comments received from the January 24, meeting, representatives of Ramsey County and the City of Roseville developed a second alternate for the portion of Cleveland Avenue between Roselawn Avenue and County Road B. The alternate consisted of shifting the horizontal alignment of Cleveland Avenue to the west between Roselawn Avenue and County Road B. The proposed path on the east was reduced from an eight foot path to a six foot path. The placement of a traffic signal at the intersection of Roselawn Avenue and Cleveland Avenue was also added to this alternate.

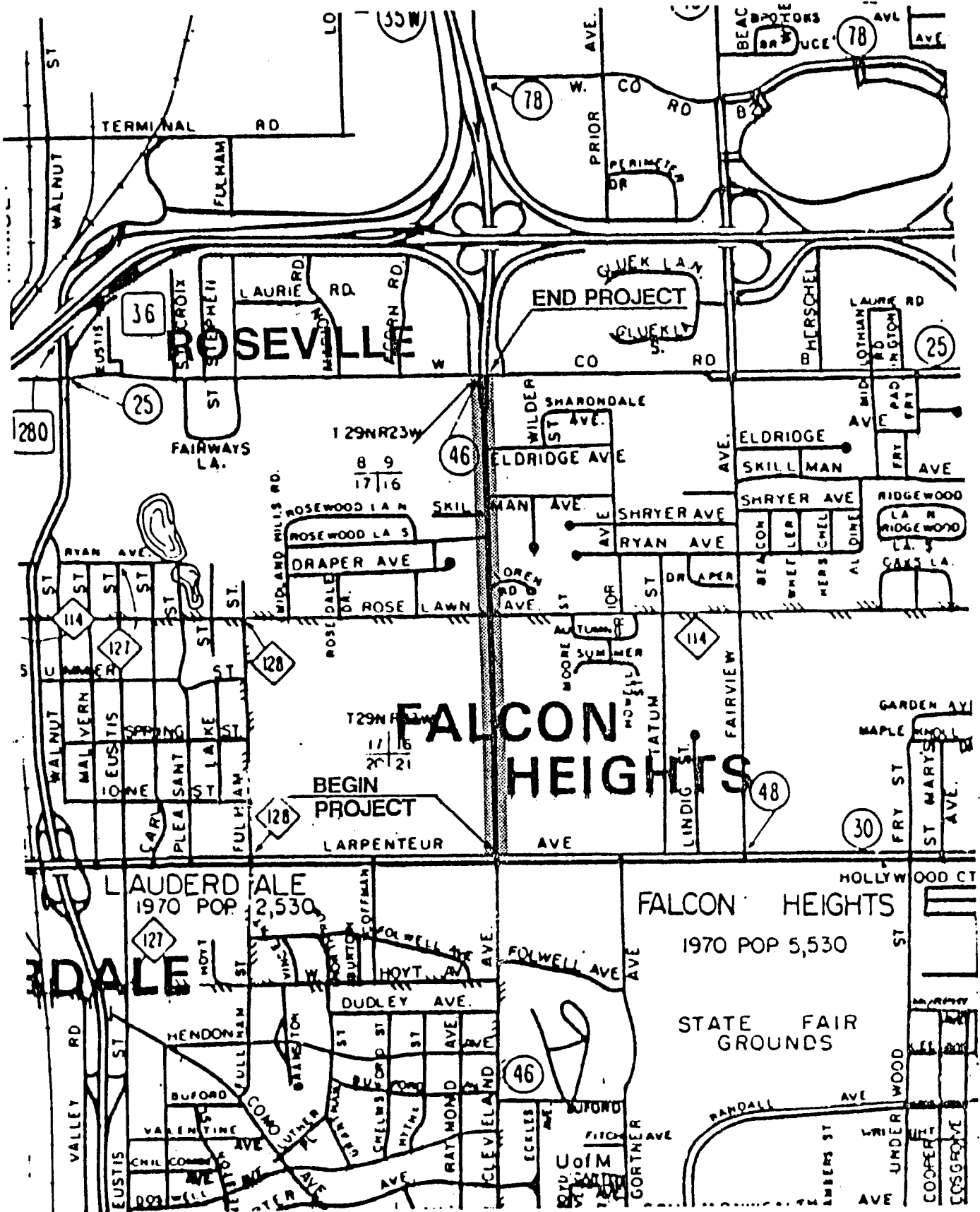
Representatives of the City of Falcon Heights and the University of Minnesota have been working with Ramsey County in the development of an alternate for the portion of Cleveland Avenue between Larpenteur Avenue and County Road B. The major issue concerning this portion of Cleveland Avenue is the location of a path proposed by the City of Falcon Heights. Ramsey County has recommended that discussions concerning the placement of the path continue between the City of Falcon Heights and the University of Minnesota.

The second alternate for the portion of Cleveland Avenue between Roselawn Avenue and County Road B was introduced at an informational meeting held on May 1, 1990 at the Roseville City Hall. Approximately 40 residents attended the meeting. Eight residents submitted written comments on the project to Ramsey County. The majority of the comments received concerned the need for a four lane roadway and the increase in traffic and the speed of the traffic as a result of the four lane design.

As a result of comments received at this meeting, Ramsey County has proposed reconstructing Cleveland Avenue to a width of 52 feet, utilizing a three lane design consisting of two twelve foot travel lanes and a fourteen foot center two-way left turn lane. There would be five foot shoulders on both sides of the roadway along with two feet of curb and gutter. The City of

Roseville has proposed construction of a five foot concrete sidewalk on the east side of Cleveland Avenue between Roselawn Avenue and County Road B. The alignment of the roadway would be shifted two feet to the west along this portion of Cleveland Avenue which will eliminate the need to purchase any permanent right of way from residents. Permanent right of way will need to be purchased from the Midland Hills Country Club. A traffic signal will be placed at the intersection of Cleveland Avenue and Roselawn Avenue.

Ramsey County has prepared a Feasibility Report on this project and is awaiting comments on the report from the cities of Falcon Heights and Roseville and the University of Minnesota. Approval of the Feasibility Report is required by the cities of Falcon Heights and Roseville. If funding is available and required approvals are received, construction could occur within 12 months after the final Feasibility Report for this project is approved.



**Cleveland Avenue**  
Larpenteur Avenue to County Road B

**Location Map**

**Figure**  
**1**

## SUMMARY

Ramsey County Public Works Department plans to reconstruct Cleveland Avenue from Larpenteur Avenue to County Road B. Major elements of the project include the construction of a four lane roadway with storm sewer, curb and gutter. The City of Roseville has proposed construction of and eight foot wide path on the east side of Cleveland Avenue from Roselawn Avenue to County Road B.

Ramsey County sent information of the reconstruction project and the informational meeting to residents adjacent to the project area. The meeting was held at the Falcon Heights City Hall on January 24, 1990. Approximately 35 residents attended the meeting. Thirteen residents submitted written comments on the project to Ramsey County. The majority of the comments received expressed concern over the need for a four lane roadway and the need for a stop light at the intersection of Cleveland Avenue and Roselawn Avenue.

Ramsey County has prepared a draft Feasibility Report on this project and is awaiting comments on the report from the cities of Falcon Heights and Roseville and the University of Minnesota. Approval of the final Feasibility Report is required by the cities of Falcon Heights and Roseville. If funding is available and required approvals are received, construction could occur within 12 months after the final feasibility report for this project is approved.

TM

CLEVELAND AVENUE  
LARPENTEUR AVENUE TO COUNTY ROAD B  
RECONSTRUCTION

PROPOSED PROJECT

Ramsey County Public Works Department plans to reconstruct Cleveland Avenue from Larpenteur Avenue to County Road B. The road is proposed to be an urban type section with storm sewer, curb and gutter. The road would be 52 feet wide utilizing a four lane design consisting of four 12 foot travel lanes and an additional two feet of curb and gutter on both sides of the roadway. A detached path is proposed to be constructed on the east side of Cleveland Avenue as part of the project. Parking would be prohibited.

Retaining walls would be required on the west side of Cleveland Avenue near the University of Minnesota Golf Course and north of Skillman Avenue. A retaining wall will also be required on the east side of Cleveland Avenue at the geographical marker.

NEED

The pavement of Cleveland Avenue is deteriorated. Drainage along the road is poor. The current two lane design will not accommodate the increased traffic volumes projected for Cleveland Avenue. There are no bicycle or pedestrian facilities located on this portion of Cleveland Avenue.

COSTS

The estimated costs for the reconstruction of Cleveland Avenue from Larpenteur Avenue to County Road B are \$1,300,000. Ramsey County funds will pay for 80-90% of the total reconstruction cost. Assessments to benefiting property owners for non-roadway work will be determined by municipalities when precise construction plans are available.

RIGHT OF WAY

The existing amount of right of way from Larpenteur Avenue to County Road B would be adequate for the reconstruction of Cleveland Avenue. If the decision is made to develop a detached path on the east side from Larpenteur Avenue to County Road B, approximately 1.2 acres of additional right of way will need to be acquired.

PUBLIC INVOLVEMENT

An informational meeting on this project has been scheduled from 4:00 to 6:30 p.m. on Wednesday, January 24, at the Falcon Heights City Hall, 2077 West Larpenteur Avenue. Meetings have been held with staff of Falcon Heights and Roseville about the project.

IMPLEMENTATION

The reconstruction of Cleveland Avenue could begin in 1991 if all required approvals for the project are received on schedule.

ADDITIONAL INFORMATION

For additional information about the reconstruction of Cleveland Avenue, contact Paul Kirkwold, Deputy Director, Ramsey County Public Works Department, 350 St. Peter Street, Suite 270, St. Paul MN 55102, telephone 298-4127.

TAM:ptd



**Ramsey County**  
**DEPARTMENT OF PUBLIC WORKS**

3377 North Rice Street  
Saint Paul, Minnesota 55126  
(612) 484-9104

INFORMATION MEETING

Divisions of:  
Engineering  
Maintenance  
Mobile Equipment  
Environmental Services

An information meeting will be held at the Falcon Heights City Hall, 2077 West Larpenteur Avenue on Wednesday, January 24, 1990, from 4:00 to 6:30 p.m. to review a concept plan and receive comments on Ramsey County Public Works Department's plans to reconstruct Cleveland Avenue from Larpenteur Avenue to County Road B.

A fact sheet on the proposed project is attached. Representatives of Ramsey County, Falcon Heights and Roseville will be available during the hours mentioned to answer questions about the project. Written comments may be made at the meeting or sent to Paul Kirkwold, Ramsey County Public Works Department, 350 St. Peter Street, Suite 270, St. Paul, MN 55102.

Comments from affected residents are welcomed and will also be received by Falcon Heights and Roseville City Council members during their hearing and approval processes to be held when the plans have been developed in greater detail.

TAM:ptd

Attachment



Occupant  
2049 Loren Road  
Roseville, MN 55113

Occupant  
2079 Skillman Avenue  
Roseville, MN 55113

Occupant  
2030 County Road B  
Roseville, MN 55113

Occupant  
2050 Loren Road  
Roseville, MN 55113

Occupant  
2086 Skillman Avenue  
Roseville, MN 55113

Occupant  
2105 Roselawn Avenue  
Roseville, MN 55113

Occupant  
2054 Loren Road  
Roseville, MN 55113

Occupant  
2093 Skillman Avenue  
Roseville, MN 55113

Occupant  
2070 Rosewood Lane So.  
Roseville, MN 55113

Occupant  
2055 Loren Road  
Roseville, MN 55113

Occupant  
2015 Eldridge Avenue  
Roseville, MN 55113

Occupant  
2080 Rosewood Lane So.  
Roseville, MN 55113

Occupant  
2030 Skillman Avenue  
Roseville, MN 55113

Occupant  
2030 Eldridge Avenue  
Roseville, MN 55113

Occupant  
2081 Rosewood Lane So.  
Roseville, MN 55113

Occupant  
2040 Skillman Avenue  
Roseville, MN 55113

Occupant  
2042 Eldridge Avenue  
Roseville, MN 55113

Occupant  
2085 Rosewood Lane So.  
Roseville, MN 55113

Occupant  
2068 Skillman Avenue  
Roseville, MN 55113

Occupant  
2043 Eldridge Avenue  
Roseville, MN 55113

Occupant  
2088 Rosewood Lane So.  
Roseville, MN 55113

Occupant  
2069 Skillman Avenue  
Roseville, MN 55113

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1965 Cleveland Ave. No.  
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Occupant  
2014 Cleveland Ave. No.  
Roseville, MN 55113

Hazel Bruhn  
1931 Malvern Street  
St. Paul, MN 55113-5133

Occupant  
1975 Cleveland Ave. No.  
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Roger Nelson  
3139 Rosewood Lane No.  
Roseville, MN 55113

Occupant  
1980 Cleveland Ave. No.  
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Occupant  
2034 Cleveland Ave. No.  
Roseville, MN 55113

Bethany Baptist Church  
2025 Skillman Ave. W.  
Roseville, MN 55113-5445

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Roseville, MN 55113

Occupant  
2074 Cleveland Ave. No.  
Roseville, MN 55113

University of Minnesota  
Real Estate Office  
335 Morrill Hall  
100 Church Street  
Mpls., MN 55455-0110

Occupant  
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Roseville, MN 55113

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Ramsey County Historical Ctr.  
Room 323 Landmark Center  
75 - 5th Street West  
St. Paul, MN 55102-1431

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Roseville, MN 55113

Occupant  
2006 Cleveland Ave. No.  
Roseville, MN 55113

Midland Hills Country Club  
2001 Fulham Street  
St. Paul, MN 55113-5111

INFORMATIONAL MEETING  
 CLEVELAND AVENUE IMPROVEMENT PROJECT  
 FROM  
 LARPENTEUR AVENUE TO COUNTY ROAD B

NAME	ADDRESS
Richard Epley	2081 S. Rosewood Lane, Roseville
Harold HOGLOUND	2085 " " "
W. Johnston	2070 S. Rosewood Ln
Raymond H. Dwyer	2054 North Paul Roseville 53713
Melba Vaccarella	1955 H-THIE ST Roseville
Bardo Quade	U of M Office of Phys. Planing
Wendy Kuttler	2055 Loren Rd
Carl Kuttler	2055 Loren Rd
D. U. Z. Lacey	1965 N Cleveland
John Benete	1975 N Cleveland
Susan Bruhn	1983 N Cleveland
Roger Nelson	2139 Rosewood Lane N., Roseville
Charles Fuller	2103 W. Skillman, Roseville
Dawidyn Fuller	✓ - -
Dave Mihay	2285 Folwell Falcon Hts.
Sue Hoyt	City of Falcon Heights
Walter Jackson	2132 Cleveland Ave N. Roseville
Ed Jackson	2132 Cleveland Ave N. Roseville
John Shurdlow	2086 Skillman Ave W. Roseville
JAN WIESSNER	City of Falcon Heights
Earlene McEaneron	2068 W. Skillman, Roseville
B. J. McEaneron	" " "
Constance Turner	2030 W. Cty Rd B "

INFORMATIONAL MEETING  
 CLEVELAND AVENUE IMPROVEMENT PROJECT  
 FROM  
 LARPENTEUR AVENUE TO COUNTY ROAD B

NAME	ADDRESS
Nancy Winkler	1835 N. Fairview St. Rosel, MA 01863
Gina Johnson	1935 Cleveland Ave. Roseville
Jale Marshall	2120 No. Cleveland Ave "
Steve Gartin	2660 Civic Center Dr.
KEN WELTZIN	2800 N HAMLINE Roseville
DAVID HATCHER	2001 CLEVELAND AVE N Roseville
Lynn Andree	2024 N. Cleveland Av. "
Renee Valente	2014 N. Cleveland Roseville
David Haseung	" " "
Emma L. Markowski	2074 Cleveland No
Lynn Johnson	1707 LYDIA Av - Roseville
W A Pletcher	2050 Loren Rd, Roseville MA 01863

## Renee Valois

2014 N. Cleveland Avenue  
Roseville, Minnesota 55113

January 24, 1990

To the Ramsey County Department of Public Works:

Recently I received a proposal from you about the reconstruction of Cleveland Avenue from Larpenteur to County Road B. I was delighted to learn that something was finally going to be done about our patchwork-paved street. But I was amazed and disturbed to learn that a four-lane highway is proposed. This seems poorly conceived if the goal is more efficient movement of traffic on Cleveland Avenue, since a four-way stop-sign at Cleveland and Roselawn will remain, and this corner is the source of most traffic problems on the avenue.

Traffic on Cleveland is fairly steady, but not particularly heavy. However, during morning and evening rush hours it can get backed up for a considerable distance on both sides of Roselawn, because everyone must stop at that corner, even though there is rarely traffic on Roselawn. A four-lane highway will not do much to relieve the problem, since traffic will still be stop-and-go at that juncture. However, a stoplight would solve the problem.

It worries me that Ramsey County, Falcon Heights and Roseville might be considering spending almost one and a half million dollars on widening a street to handle traffic that will then be stop-and-go in the very middle of the reconstruction!

I understand that the recommendation to increase the two lanes to four was made because over 8,000 cars travel down Cleveland each day. However, I also understand that there are two-lane roads handling up to 15,000 cars a day--a volume almost double that of Cleveland--with no plans to turn them into four-lane highways.

As a nearly life-long resident of Cleveland Avenue, I can assure you that the traffic is not heavy enough to merit four lanes. It never takes long to get out of or return to one's driveway. And even when a car ahead of you on the street is stopped waiting to make a left turn, the wait is short.

Besides, this stretch of Cleveland does not lead to any area of industrial or retail development that would require such a highway! The primary users of the avenue are people leaving from or returning to their homes from

work or errands. Quite simply, it provides residential access, yet the proposal would destroy its residential beauty.

It would be very sad indeed to see a residential street unnecessarily turned into a major highway, blighting the neighborhood by increasing traffic, noise and pollution while decreasing property values. Some houses will find their very doorsteps on the new highway. Every home will lose a large chunk of front yard, including irreplaceable mature trees and hedges, many of which are over 50 years old. Property values will decline by thousands of dollars (Most people would prefer not to live on a four-lane highway!) Property tax revenues for the state and city are also bound to decrease.

Worse yet, since this is a street of families, there will be increased danger to our children. I worry about the health and safety of my one-year old son. Studies have shown increased levels of lead in the bodies of children living within 100 feet of major roads. Such lead poisoning leads to learning disabilities and costly lawsuits. Also, since a wider street is bound to attract more traffic--not just handle the current load--car accidents and pedestrian injuries will also probably increase.

It seems ironic that assessments will then be charged to the "benefitting property owners" for seizing land, destroying property values, increasing noise and pollution, endangering our children and hastening the deterioration of the neighborhood.

If Ramsey County, Roseville and Falcon Heights proceed with this expensive and poorly-conceived proposal to turn a residential road into a four-lane highway--against the wishes of the very neighborhood Cleveland Avenue serves--than it will be a grave injustice indeed.

A much wiser course would be to repave and improve the existing road, add curbs, a sidewalk and a stoplight at Roselawn and Cleveland. (Or extra turn lanes--only at that juncture--if a stoplight is considered too costly) This would improve the traffic flow on Cleveland, save the taxpayers money, and preserve a beautiful neighborhood from ruin.

Please take a drive along Cleveland Avenue from County Road B to Larpenteur and see for yourself what I mean.

I will be calling you soon to find out if you are responsive to the residents' concerns.

Most sincerely,

Ronée Valois

copy returned  
R/Co. DPW  
J.R. DeLong 1/26/90

**Renee Valois**  
2014 N. Cleveland Avenue  
Roseville, Minnesota 55113

**RECEIVED**  
JAN 31 1990  
RAMSEY COUNTY  
PUBLIC WORKS

January 22, 1990

Dear Mayor Rog.

Recently I received a proposal from the Ramsey County Public Works Department about the reconstruction of Cleveland Avenue from Larpenteur to County Road B. I was delighted to learn that something was finally going to be done about our patchwork-paved street. But I was amazed and disturbed to learn that a four-lane highway is proposed. This seems poorly conceived if the goal is more efficient movement of traffic on Cleveland Avenue, since a four-way stop-sign at Cleveland and Roselawn will remain, and this corner is the source of most traffic problems on the avenue.

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Besides, this stretch of Cleveland does not lead to any area of industrial or retail development that would require such a highway! The primary users of the avenue are people leaving from or returning to their homes from

NAME	COPY
K.E.W.	
G.G.J.	
P.L.R.	
G.L.L.	
W.R.L.	
K.H.P.	
E.S.	
C.T.	
D.R.	
K.H.	
D.G.	
J.A.P.	

PK KSW  
2-2-90

File X

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Please take a drive along Cleveland Avenue from County Road B to Larpenteur and see for yourself what I mean.

I will be calling you soon to find out where you stand on this issue.

Most sincerely,

Reneé Valois



(Cleveland Avenue)

Name Roger Nelson  
Address 2139 Rosewood Lane N.  
Phone 636-1025 Position, agency or group

Comments Improved signage & lighting @ Rosewood is needed.  
Provide curb cut for bikeway @ Rosewood.

3 lane roadway through ~~the~~ residential area such as was constructed on Lexington south of Hwy #96 is ideal.

Existing intersection @ Rosewood is too steep. Lower Cleveland about 18" through this area.

Can the overhead power/phone lines be buried as part of the roadway upgrading?

Comment Card

Name Eileen G. Miller  
Address 283 Rosewood Ave W. St Paul, Minn. 55113  
Phone 631-1685 Position, agency or group

Comments When we come from the West, up to Cleveland, and try to cross Cleveland, you don't know, the cars are going to stop at Cleveland Park, and now! If you make Cleveland wider, it will be just like coming off the freeway, and just as fast. What we need is a bike path, along Cleveland, for the young adults coming to the Park, and a sidewalk, for those along with who don't walk to the High M. from this area. We do but need a speedway, which is what it will be.

Name C. Ternea

Address 2030 W City Rd B

Phone 631-2550 Position, agency or group \_\_\_\_\_

Comments

① Best walking/bike path on west side

② Question -  
How to place driveway on vacant lots on corner of Cleveland - B  
Answer: Corner must come out on B

③ 3 lane instead of 4

Comment Card

Name John Sharrow

Address 2056 Skillman Ave W

Phone wk 339 3300 Position, agency or group Resident, Planning Consultant Roseville + Falcon Heights  
hm 636 4031

Comments I think it would have been much better to first make a presentation and then break up into informal discussion

I am concerned about pedestrian circulation - my small kids need to get to the park, etc. The proposed pathway can't accommodate both pedestrians and bikes.

Concerned about the loss of oak trees adjacent to the golf course.

Comment Card

Name Nancy Wenkel  
Address 1835 Fairview  
Phone 644-5794 Position, agency or group Private Citizen - Falcon Heights

Comments It would seem that a bike-ped-bidwell is certainly necessary with Cleveland being a "barrier" to school for many children and the Falcon Heights Park. My primary concern is that increased speed + traffic should certainly call for a traffic light at Cleveland + Roselawn, and I certainly do not think widening that Road ~~is~~ is justified for the cost involved. I drove up at 2153 Roselawn and saw well aware of the traffic patterns on this area ~~that~~ that intersection. It seems that those highway monies could be spent more wisely somewhere ELSE.

Comment Card

Name Richard Epley  
Address 2081 S. Rosewood Lane, Rossville GA 30513  
Phone 633-6489 Position, agency or group CITIZEN

Comments DO NOT FEEL THAT A 4 LANE WILL SOLVE THE CURRENT PROBLEM. IN FACT, IT MAY POSSIBLY INCREASE TRAFFIC AND SPEEDING.  
I FEEL THAT THE FOLLOWING IS NEEDED:  
1. Light, with automatic eye, AT ROS-LAWN + CLEVELAND. THE STOP SIGN IS WHAT SLOWS SOUTH-NORTH TRAFFIC.  
2. Re-surface existing TWO LANE.

Name RICHARD J. FOURNIER (PROPERTY AT 1980 CLEVELAND)

Address 912 18TH AVE S.E. MPLS

Phone 331-5615 Position, agency or group \_\_\_\_\_

Comments THE PROPOSED PROJECT OF WIDENING CLEVELAND AVENUE SEEMS TO BE ALL OUT OF PROPORTION TO THE PROBLEM THAT IT IS CLAIMED IT WILL SOLVE. SINCE THERE ARE MAJOR NORTH-SOUTH ARTERIES WITHIN A MILE IN EACH DIRECTION IT SEEMS THAT ADDITIONAL LANES IN THIS AREA ARE HARDLY NEEDED. A TRAFFIC LIGHT (SEMAPHORE) AT THE CORNER OF CLEVELAND AND ROSELAWN WOULD HELP A LOT TO SMOOTH OUT TRAFFIC FLOW AND AN EFFORT TO ENCOURAGE DRIVERS TO USE ALTERNATE ROUTES MIGHT ALSO MAKE MORE SENSE.

AN 8-FOOT BIKE PATH IS BEYOND BELIEF - EVEN IN THE NETHERLANDS AND DENMARK WHERE BIKES ARE USED EXTENSIVELY FOR TRANSPORTATION THERE IS NOWHERE NEAR THIS TYPE OF ACCOMADATION. AND WHY IS THERE ANY NEED FOR A SIX FOOT BOULEVARD?

THIS PROJECT WILL CHANGE THE NATURE OF THE PROPERTY WE OWN TO A VERY GREAT EXTENT DUE TO THE REMOVAL OF MANY TREES AND SHRUBS AND BECAUSE THE PROXIMITY OF TRAFFIC WILL BE SO MUCH CLOSER TO THE RESIDENCE.

Comment Card

Name PETER PLAGEMANN

Address 1955 CLEVELAND AVE

Phone 633-0466 Position, agency or group \_\_\_\_\_

Comments I AM GREATLY IN FAVOR OF REDEVELOPING CLEVELAND AVE. HOWEVER I BELIEVE A 3-LANE ROAD WOULD BE MORE SUITABLE THAN A 4-LANE HIGHWAY. FIRST, THERE DOES NOT SEEM <sup>TO BE</sup> NEED FOR 4-LANES. MORE IMPORTANTLY, FOR PEOPLE LIVING ON CLEVELAND IT WILL EXTREMELY DIFFICULT TO MAKE LEFT HAND TURNS INTO THEIR DRIVEWAYS. FURTHERMORE, IT WOULD BE DIFFICULT FOR PEOPLE ON THE WEST SIDE TO CROSS THE ROAD FROM THE PROPOSED BIKEWAY OR SIDEWALK OR TO GET TO THE RAIL BOX.

ON THE OTHER HAND, THE PROPOSED BIKEWAY OR SIDEWALK IS ESSENTIAL. THERE ARE NO SIDESTREETS ONE CAN USE TO CIRCUMVENT CLEVELAND AVE. AND THERE IS CONSIDERABLE FOOT AND BIKE TRAFFIC ON THIS STREET, WHICH WILL PROBABLY INCREASE IN THE FUTURE WITH MORE PEOPLE JOGGING AND BIKING. THE NEW SIDEWALK ON ROSELAWN IS HEAVILY IN USE.

Comment Card

Name DAVID THATCHER  
Address 2001 CLEVELAND AVE N  
Phone 636-1062 Position, agency or group \_\_\_\_\_

Comments 1. Retain current width and surface.  
2. Lower speed limit to 35 mph  
3. Bury electrical lines  
4. Entire speed limit along Cleveland and also  
stop sign on Kenelburn Ave.

Comment Card

Name B.J. McLerrison  
Address 2068 West Killman, Rosville  
Phone 431-1676 Position, agency or group \_\_\_\_\_

Comments I am concerned that a 4 lane road  
would just be a speedway. Traffic coming off  
35 and getting a green light at County Road B  
never slow down and go by our home at speeds  
way over the 40 mile speed limit. I'm also afraid  
that a 4 lane road would generate more traffic  
especially trucks.

Comment Card

Name C. A. & Marilyn Kitteson  
Address 2055 Loren Rd  
Phone 631-2571 Position, agency or group affected property

Comments We do not want to see Cleveland as a 4 lane Highway.  
1. It will attract more traffic to Cleveland - & faster; also more trucks will find it attractive.  
2. It is not possible to provide access ~~to~~ from the small streets onto Cleveland if it is 4 lanes. Left turns from Loren Rd, Rosewood etc will be very difficult.  
3. the neighborhood character will be affected by the increased speed, noise & traffic volume.  
4. A three lane like Lexington would be MUCH better.

Comment Card

Name W. Yale Marshall  
Address 2120 No. Cleveland Ave.  
Phone 633-1542 Position, agency or group \_\_\_\_\_

Comments Every thing about the project seems great for me personally. The big argument about the steady stream of two lanes in one direction preventing owners from entering + crossing traffic I feel <sup>demand</sup> that a traffic signal be immediately installed at Rose lawn which would break the traffic into stages with pedestrian and car crossing made safe. The installation of storm sewers should improve the value of our properties getting rid of troublesome swales

Good luck,  
Yale Marshall

Name ERIKA PLAGEMANN

Address 1955 CLEVELAND AVE N.

Phone 633-0466

Position, agency or group \_\_\_\_\_

**Comments** An updating of this part of (highway) Cleveland Ave is badly needed, but not the construction that is proposed. There is no need for a 4-lane street, inspite of the criteria for funding or projected traffic increase. A 4-lane street will only invite more cars and trucks to bypass possibly Hwy 280. Hwy 280 should be upgraded and the bottleneck from Hwy 36 eliminated. Cleveland is a strictly residential street, that's right - with relatively few residential houses and driveways and therefore, it seems, the County and City wants to have its way before asking or consulting the residents. I suggest an upgrading of the existing 2 lanes plus adding a bicycle and pedestrian path. There should be funding for fixing up roads like this without resorting to funds that have criteria for specific widths. Be creative! Go to the legislature! Whom is this proposed 4 lane street going to benefit? Not to the people who live on Cleveland or in the near vicinity. We have trouble making left turns, right turns, because people tailgait. We have trouble collecting →

fold along dotted line

mail from the mailboxes. I think it is time to think of the future and to think of the humans not only of the automobile.

We have ruined many of our cities by bad planning, let's not do it again.

A 4 way street between County B and Leaper Street is illogical, except for your notional financing and would only benefit people who want to bypass 280.

Roslawon street is very nice and a good example how to build Cleveland Ave.

Name B. H. HARVEY  
Address 1965 W. CLEVELAND  
Phone 631-0257 Position, agency or group \_\_\_\_\_

Comments I am concerned  
about the defacement of my neighbors  
established front yards.  
Main driveway -  
space away -  
steps to go lights at Rose lawn  
cutting of trees on Cleveland. Oaks at golf course  
some trucks -  
Costs - of building Road.





**Ramsey County**  
**DEPARTMENT OF PUBLIC WORKS**

3377 North Rice Street  
Saint Paul, Minnesota 55126  
(612) 484-9104

Divisions of:  
Engineering  
Maintenance  
Mobile Equipment  
Environmental Services

**"REVISED NOTICE"**

**OPEN HOUSE/PUBLIC INFORMATIONAL MEETING**

An open house/public informational meeting will be held at the Roseville City Hall, 2660 Civic Center Drive on Tuesday, May 1, 1990, from 6:30 to 9:00 p.m.\* to review a revised concept plan and receive comments on Ramsey County Public Works Department's plans to reconstruct Cleveland Avenue from Larpenteur Avenue to County Road B.

Representatives of Ramsey County will make a presentation at 7:30 p.m. explaining the proposed project and will also address issues raised at the previous informational meeting held on January 24, 1990 at the Falcon Heights City Hall. Following the presentation, representatives of Ramsey County, Falcon Heights and Roseville will be available to review the plans and answer questions concerning the proposed reconstruction of Cleveland Avenue.

Written or oral comments may be made at the meeting. Written comments may also be sent to Paul Kirkwold, Ramsey County Public Works Department, 350 St. Peter Street, Suite 270, St. Paul, MN 55102.

Comments from affected residents are welcomed and will be forwarded to the City Council's of Falcon Heights and Roseville.

\* NOTE TIME CHANGES!

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1965 Cleveland Ave. No.  
Roseville, MN 55113

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City of Falcon Heights  
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Real Estate Office  
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100 Church Street S.E.  
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Roseville, MN 55113

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Occupant  
2100 Draper Avenue  
Roseville, MN 55113

Occupant  
2079 Skillman Avenue  
Roseville, MN 55113

Occupant  
2086 Skillman Avenue  
Roseville, MN 55113

Occupant  
2093 Skillman Avenue  
Roseville, MN 55113

Occupant  
2015 Eldridge Avenue  
Roseville, MN 55113

Occupant  
2030 Eldridge Avenue  
Roseville, MN 55113

Occupant  
2042 Eldridge Avenue  
3Roseville, MN 55113

Occupant  
2043 Eldridge Avenue  
Roseville, MN 55113

Occupant  
2053 Eldridge Avenue  
Roseville, MN 55113

Occupant  
2020 County Road B  
Roseville, MN 55113

Occupant  
2108 Draper Avenue  
Roseville, MN 55113

Occupant  
2030 County Road B  
Roseville, MN 55113

Occupant  
2105 Roselawn Avenue  
Roseville, MN 55113

Occupant  
2070 Rosewood Lane So.  
Roseville, MN 55113

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INFORMATIONAL MEETING  
 CLEVELAND AVENUE IMPROVEMENT PROJECT  
 FROM  
 LARPENTEUR AVENUE TO COUNTY ROAD B

NAME	ADDRESS
Tom Evans	2034 N Cleveland
Mr. & Mrs. David W. Thompson	1666 Coffman, #226, Falcon Hts, 55108
Clair Hill	1992 Cleveland
D. W. Mend	Univ of Minnesota
Brenda Thomas	City Council
Carol Pletcher	2050 Louisa Rd
A. L. Anderson	2069 W. Skillman Ave
MICHAEL TAKACH	2001 Fulham St. Roseville MN
Ray Tuttle	UNIV. OF MN.
Renee Valois	2014 N. Cleveland Av
David Housewright	" " "
Marilyn Kuttler	2055 Forest Rd
Carl Kuttler	" " "
Linda Harwood	2237 Knoll Dr
John Shardlow	2086 Skillman Ave W.
JERRY WALLIN	1859 N. SWELLING AVE. FALCON HTS
K. Williams Eesty	1954 Hylle St., Roseville
G. Pedersen	2100 Draper Ave. Roseville
Helen Jackson	2132 Cleveland Av N. Roseville
Ed Jahn	" " " " "
Erika Pragemann	1955 Cleveland Ave. Roseville
Pete Pragemann	" " "
Harald Haglund	2085 Rosewood Lane So. Bethany Baptist Church, 2075 Skillman

INFORMATIONAL MEETING

CLEVELAND AVENUE IMPROVEMENT PROJECT

FROM

LARPENTEUR AVENUE TO COUNTY ROAD B

NAME	ADDRESS	
Raymond H. Davy	2054 Loren Rd.	St. Paul 55113
Charlie Pooch	1988 Herschel St.	Roseville 55113
Maureen Johnson	1935 Cleveland N.	Roseville 55113
<del>St. John</del>	2070 S. Rosewood Dr	" "
Rich Stensland	2078 Skillman Ave W	Roseville 55113
Tom Baldeera	1716 Allert St.	Falcon Heights 55112
Mrs Leon Reinson	1666 Coffman	Falcon HTS
Leon Reinson	1464 Coffman	Falcon HTS
Sue Gilbertson	2000 Cleveland N	Roseville
Mona Gilbertson	" " "	" "
Sally Austin	2001 Fullam (Midland Hills Cir)	
Mona Olson	1666 Coffman	St. P.
Gertrude Esters	1666 Coffman	St. P.
B.J. M'Lesmon	2068 W. Skillman	Roseville 55113
Barbara M'Lesmon	" "	" "

Name ERIKA PLAGEMANN

Address 1955 CLEVELAND AVE

Phone 633-0466 Position, agency or group PRIVATE

Comments Since there is not much choice given to the residents on Cleveland Ave, I would prefer plan I with reduction of the footage on the Boulevard to 4 ft. and the sidewalk to 6 ft. From my observation, foot traffic on Cleveland Ave has increased considerably and a sidewalk is absolutely essential. Also it would be the only means for residents to get out of their properties on foot without putting their lives in danger. The mail boxes for the west-side should be also on the west side. The present 40 mph should not be raised and it should be enforced. An improvement of this roadway with the projected expenses should include moving the wires underground.

Comment Card

Name P. PLAGEMANN

Address 1955 CLEVELAND AVE

Phone 633-0466 Position, agency or group CLEVELAND PROJECT

Comments I PREFER PLAN I BECAUSE THIS WILL YIELD A STRAIGHT STREET NORTH AND SOUTH OF ROSELAWN. HOWEVER I SUGGEST REDUCING BOULEVARD TO 4 FEET AND SIDEWALK TO 6 FEET TO SAVE SPACE ON THE EAST SIDE. A SIDEWALK IS ABSOLUTELY ESSENTIAL. HOW OTHERWISE COULD ANYBODY GET OUT ON FOOT FROM THE VARIOUS RESIDENTIAL PROPERTIES? ALSO, ESSENTIAL IS THAT MAILBOXES WILL BE LOCATED ON BOTH SIDES OF THE STREET. PREFERABLE WOULD BE IF ALL CABLES ETC WOULD BE PLACED UNDER GROUND.

Name John Shardlow

Address 2086 Skillman Ave W

Phone 636 4031

Position, agency or group Property owner

Comments My wife and I have three children, twins (9) and a 3 year old. We live on the west side of Cleveland Ave. and for obvious reasons we are concerned about their safety in crossing this busy thoroughfare. I understand the inherent limitations involved with the design of this roadway assuming county participation in the funding. WE SUPPORT THE IMPROVEMENT OF THIS IMPORTANT ROADWAY.

From what I have been able to learn, it would appear that a design with a center turn lane would be adequate, given current traffic volumes. If this is the case we ask that you give favorable consideration to this alternative since it would provide an opportunity for a refuge for crossing pedestrians

I also want to be very clear in stating that the improvement of this and other major thoroughfares throughout (over)

the city is important to facilitate the movement of traffic but it creates major barriers between neighborhoods and creates very negative edges. The protection of these neighborhoods and the aesthetic improvement of these corridors needs a greater ~~serious~~ commitment. This is an important issue to consider as the City of Roseville moves toward the upgrading of the Comprehensive Plan.

Thank You for the opportunity to review these plans and have my questions answered. There is no simple answer.  
John Shardlow

place stamp here

fold along dotted line

Ramsey County Department of Public Works  
3377 North Rice Street  
Shoreview, Minnesota 55126

Name Bruce Johnson  
 Address 1935 Cleveland W. Roseville  
 Phone 631-8024 Position, agency or group Re: Cleveland Ave Project

Comments We are concerned about the alternate plan (#2.) that shifts the middle of Cleveland to west - Many trees along the pond as well as along the street in front of our house will be lost - we planted a hedge and evergreens to build up the sound barrier & with more lanes & potentially more noise - it would be difficult for us and our children.

Our yard would get smaller & with the street 16 feet closer I fear for the lives of my children ages 5 & 19 months. There won't be the trees to deter them away from playing in the street.

We favor keeping the same mid-line to the street as is now.

Comment Card

Name Maureen Johnson  
 Address 1935 Cleveland Ave. W.  
 Phone 631-8024 Position, agency or group Re: Cleveland Ave Project

Comments We object to the alternate plan presented May 1 at Roseville City Hall. The proposed 16' shift to the west side of the street imposes on our natural sound barriers - trees & hedges. Our children won't have much of a place to play if this plan is implemented.

Keeping the same middle line & eliminating some of the 16' boulevards on the east side of the street would be more desirable.

We would invite anyone out to look & walk off what this alternate would do to our natural sound barriers.



Name Carl O Evans  
 Address 2034 N. Cleveland Ave  
 Phone 636 0795 Position, agency or group HOME OWNER

Comments WE NEED A NICE 4-LANE WITH PATH  
I HAVE NO COMPLAINTS ABOUT EITHER OPTION

Comment Card

Name Brett + Leann Johnson  
 Address 1935 Cleveland N.  
 Phone 431-8024 Position, agency or group Cleveland Ave. Project

Comments Brett age 5 + Leann age 19 months  
urge you to reject the alternate plan  
that shifts the street 6' to the  
west. We love where we live and  
don't want to lose any of our yard.  
We know the street needs to be improved  
as the stroller + car hit many bumps, but  
keep the street where it is + away from  
our place to play - it is limited as  
it is Thank you.

Again we invite anyone out to review  
the situation + discuss other alternatives.

**APPENDIX C**  
Correspondence

## Cleveland Avenue Reconstruction Project

### Summary of Meeting

Subject: Review of proposed reconstruction plans for Cleveland Avenue from Larpenteur Avenue to County Road B.

Date: July 17, 1989

Participants: Jan Wiessner, Terry Maurer, City of Falcon Heights; Harvey Turner, Orlyn Miller, University of Minnesota; Tim Mayasich, Dave Rholl, Dan Soler, Ramsey County Public Works Department.

Ramsey County is preparing a feasibility report for the reconstruction of Cleveland Avenue from Larpenteur Avenue to County Road B. The purpose of the meeting was to discuss issues the City of Falcon Heights and the University of Minnesota have with the reconstruction proposal for Cleveland Avenue. The City and the University will be affected by the reconstruction of Cleveland Avenue between Larpenteur Avenue and Roselawn Avenue.

#### Design

Ramsey County proposes to reconstruct Cleveland Avenue from Larpenteur Avenue to County Road B as a 52 foot wide roadway with four travel lanes and curb and gutter.

#### Bicycle Path

Cleveland Avenue is not identified on Ramsey County's bikeway system plan. No recommendation will be made by Ramsey County in the report as to whether or not a bicycle path should be provided. The City of Falcon Heights is in the process of developing a bikeway system plan. Both the University of Minnesota and the City of Falcon Heights support the construction of a path as part of the Cleveland Avenue reconstruction project. Representatives of the University did state however, that additional review by other University staff members will be required before the path receives final approval.

#### Wetlands/Drainage

The City of Falcon Heights and the University of Minnesota stated that a drainage plan has yet to be developed for this portion of Cleveland Avenue.

The pond located southeast of the intersection of Cleveland Avenue and Roselawn Avenue will be impacted by this reconstruction project. A gauge is located in the center of the pond. Harvey Turner stated that they will determine the

purpose of the gauge and the significance of the pond to the University of Minnesota.

### Parking

The University of Minnesota supports parking on at least one side of Cleveland Avenue. The University may propose the construction of a parking lot on the east side of Cleveland Avenue near their intramural baseball fields. The City of Falcon Heights inquired about the impact on street parking would have on the overall function of the roadway. Dan Soler stated that it would impact the flow of traffic along this portion of Cleveland Avenue.

The City of Falcon Heights and the University of Minnesota will meet to discuss the off street/on street parking issue.

### Right of Way

The amount of right of way currently available on the east and west sides of Cleveland Avenue is 33 feet from Larpenteur Avenue to County Road B. Additional permanent right of way would need to be acquired if a bike path or parking lane were constructed as part of this project.

The University of Minnesota will not allow additional right of way to be acquired along the west side of Cleveland Avenue from Larpenteur Avenue to Roselawn Avenue. Right of way acquisitions will only be considered on the east side of Cleveland Avenue.

### Cost

Costs associated with the reconstruction of Cleveland Avenue will be outlined in the feasibility report. The costs are based on Ramsey County's cost participation policy. A copy of the cost participation policy is included in Ramsey County's 1989-91 Capital Improvement Program (CIP), which is being sent to representatives of Falcon Heights and the University of Minnesota.

The Minnesota State Legislature allocated funds to the University of Minnesota to cover the costs incurred by the University from the reconstruction of Roselawn Avenue and Cleveland Avenue. Ramsey County Public Works Department and the City of Falcon Heights have documentation supporting this funding allocation to the University. Harvey Turner stated that they will investigate the current status of the funds allocated for the reconstruction of Cleveland Avenue.

### Timeline

A draft feasibility report will be sent to the Cities of Falcon Heights and Roseville and the University of Minnesota in

October. Approximately two months after comments on the draft have been received, a final report will be sent to the cities and the university. The cities will then be asked to concur in the general design and cost participation proposed in the report. Approximately 18 months from the approval of the final report, construction could begin. This project is scheduled in the 1991 construction category of the Ramsey County Public Works Department CIP.

Summary prepared by Tim Mayasich.

## Cleveland Avenue Reconstruction Project

### Summary of Meeting

Subject: Review of proposed reconstruction plans for Cleveland Avenue from Larpenteur Avenue to County Road B.

Date: July 18, 1989

Participants: Steve Gatlin, City of Roseville; Tim Mayasich, Dan Soler, Ramsey County Public Works Department.

Ramsey County is preparing a feasibility report for the reconstruction of Cleveland Avenue from Larpenteur Avenue to County Road B. The purpose of the meeting was to discuss issues the City of Roseville has with the reconstruction proposal for Cleveland Avenue. The City of Roseville will be affected by the reconstruction of the portion of Cleveland Avenue between Roselawn Avenue and County Road B.

#### Design

Ramsey County proposes to reconstruct Cleveland Avenue from Larpenteur Avenue to County Road B as a 52 foot wide roadway with four travel lanes and curb and gutter.

#### Bicycle Path

Cleveland Avenue is not identified on Ramsey County's bikeway system plan. No recommendation will be made by Ramsey County in the report as to whether or not a bicycle path should be provided. Roseville's bikeway system plan identifies a path on Cleveland Avenue between County road B and Roselawn Avenue. Steve Gatlin will review the path option with the Roseville City Council.

#### Wetlands/Drainage

Steve Gatlin will review Roseville's drainage plan for this portion of Cleveland Avenue.

The pond located northwest of the intersection of Cleveland Avenue and Roselawn Avenue will be impacted by this reconstruction project. The pond may be part of an existing drainage system.

#### Parking

The City of Roseville supports Ramsey County's no parking proposal for this portion of Cleveland Avenue.

### Right of Way

The amount of right of way currently available on the east and west sides of Cleveland Avenue is 33 feet from Larpenteur Avenue to County Road B. Additional permanent right of way would need to be acquired if a bike path were constructed as part of this project.

It may be beneficial to acquire any additional right of way from the east side of Cleveland Avenue. Right of way acquisition on the west side would involve the Midland Hills Golf Course and the drainage pond northwest of the Roselawn Avenue intersection. The cost of acquiring right of way on the west would be greater than that of the east. No property owners will be required to relocate if additional right of way is required.

### Cost

Costs associated with the reconstruction of Cleveland Avenue will be outlined in the feasibility report. The costs are based on Ramsey County's cost participation policy.

### Unique Features

A historical marker is located on the east side of Cleveland Avenue approximately 100 feet north of the Roseville Avenue intersection. Steve Gatlin will gather additional information on the significance of the marker and what procedures must be followed if the marker is impacted by the reconstruction of Cleveland Avenue.

### Timeline

A draft feasibility report will be sent to the Cities of Falcon Heights and Roseville and the University of Minnesota in October. Approximately two months after comments on the draft have been received, a final report will be sent to the cities and the university. The cities will then be asked to concur in the general design and cost participation proposed in the report. Approximately 18 months from the approval of the final report, construction could begin. This project is scheduled in the 1991 Construction Category of the Ramsey County Public Works Department Capital Improvement Program.

Summary prepared by Tim Mayasich.



FOUNDED IN 1849

# MINNESOTA HISTORICAL SOCIETY

Fort Snelling History Center, St. Paul, MN 55111 • (612) 726-1171

February 1, 1989

RAMSEY COUNTY  
PUBLIC WORKS

Mr. Curtis Pratt  
Ramsey County Department of Public Works  
3377 North Rice Street  
St. Paul, Minnesota 55126

FEB 6 1990

Dear Mr. Pratt:

Re: Reconstruction of Cleveland Avenue from Larpenteur Avenue to CR B  
S16/17, T29, R23; Falcon Heights and Roseville, Ramsey County  
MHS Referral File Number: 90-0388

Thank you for the opportunity to review and comment on the above-referenced project. The above-referenced project affects non-federal public lands which may contain state sites as defined in the Minnesota Field Archaeology Act (Minnesota Statutes 138.31-42).

This review reveals the location of no recorded sites of historic, architectural, cultural, or engineering significance within the area of the proposed project. Although there are no known archaeological sites in the proposed project area, there is reason to believe that such sites may exist. It is our understanding that the area is scheduled to be surveyed by the Municipal and County Highway Archaeologist, Scott Anfinson, in the coming field season. Therefore, we withhold our final comment until the results of the survey are reviewed. If you have not already done so, please send Dr. Anfinson a set of detailed plans for the proposed undertaking.

Thank you for your continued close attention to historic and prehistoric values in your planning process.

Sincerely,

Dennis A. Gimmetad  
Deputy State Historic Preservation Officer

DAG:dmb

cc: Scott Anfinson, County-Municipal Highway Archaeologist  
Fort Snelling History Center, St. Paul, MN 55111

Clem Kachelmyer, Preliminary Design Engineer, MnDOT  
612H Transportation Building, St. Paul, MN 55155





**Ramsey County**  
**DEPARTMENT OF PUBLIC WORKS**

3377 North Rice Street  
Saint Paul, Minnesota 55126  
(612) 484-9104

Divisions of:  
Engineering  
Maintenance  
Mobile Equipment  
Environmental Services

July 24, 1989

Mr. Orlyn Miller  
Office of Physical Planning  
503 Morrill Hall  
100 Church Street S.E.  
University of Minnesota  
Minneapolis, MN 55455

Enclosed for your information is a copy of the documentation concerning the cost estimates for the reconstruction of Roselaw Avenue and Cleveland Avenue.

Please contact me at 482-5207 if I can be of further assistance to you.

Sincerely,

A handwritten signature in black ink that reads 'Tim Mayasich'. The signature is written in a cursive style with a long, sweeping underline.

Tim Mayasich  
Transportation Planner

TM:m  
enc.

*Prices just paid  
(accurate)*

*Prices look  
good*

*DLR, 12/10/86*

*WRL*

November 16, 1984

Mr. Dewan B. Barnes  
Clerk-Administrator  
City of Falcon Heights  
2077 West Larpenteur Avenue  
Falcon Heights, Minnesota 55113

**Roselawn Avenue and Cleveland Avenue**

As you requested, we have reviewed the anticipated City cost participation for these two projects adjacent to University-owned property. Based on current prices, we do not see any change over the estimate supplied to you in a letter dated February 13, 1984. A recap of those estimates follows:

Roselawn Avenue - Fulham Street to Cleveland Avenue

This is a County road whose construction and maintenance is not benefited by gas taxes. As outlined in our feasibility study of August 1983, the minimum urban section considered for reconstruction of this roadway would be 36 feet face-to-face of concrete curb and gutter and would require a parking ban on the south side of the roadway adjacent to the University property. No provisions would be made for pedestrians or bicyclists on the roadway or a detached facility.

In accordance with the feasibility report, the City of Falcon Heights' cost participation would be estimated as:

1983 construction cost		\$69,900
Engineering @ 13%		9,087
	Subtotal	78,987
10% allowance for inflation		7,899
Estimated City cost to Ramsey County		\$86,886
	Say	\$87,000

It should be remembered that any right-of-way costs, walks or paths, lighting, storm sewer and utility provisions for areas outside the right of way, etc. are not included in the feasibility report and would be added at the City's expense.

Cleveland Avenue - Larpenteur Avenue to Roselawn Avenue

Cleveland Avenue is our County State Aid Highway No. 46 and has projected design traffic volumes in excess of 8,000 cars per day. As such, its reconstruction is eligible for participation in our gas tax receipts so long as the improvement meets the established

*letter  
sent*

*WRL - ltr re-cl cost part*

Mr. Barnes  
November 16, 1984  
Page 2 of 2


standards. The reconstruction of this roadway would result in an urban section 52 feet face-to-face of concrete curb and gutter. It would be necessary to provide a storm sewer system as none presently exists. It is also deemed necessary to provide an 8-foot wide detached path for pedestrian and bicycle traffic as this roadway leads into the University farm campus. There is considerable shoulder traffic presently which cannot be encouraged with the reconstructed urban design.

The alternative to the urban section through this area would be a 48-foot wide roadway providing two lanes of traffic in each direction, supported by 8-foot wide shoulders on either side for safety and nonmotorized traffic use. This would need to be drained by an average of 3-foot deep ditches requiring 12 feet for inner side slopes, a 6-foot wide bottom and an average of 12-foot wide back slopes. This provides a reconstructed cross section 124 feet wide which, of course, is well beyond the present right-of-way limits. Our experience with projects adjacent to the University farm research plots indicates that this wide a section would not be acceptable and there is not significant savings in overall costs. We, therefore, do not consider this a viable alternative.

In addition to the City of Falcon Heights paying for any right of way, lighting, utility improvements, etc. we estimated the City's cost participatin in the urban section improvement to be:

Concrete curb and gutter	
5,300 feet @ \$6 = \$31,800	
City cost participation @ 75%	\$23,850
Storm sewer	
\$100,000 City cost for that portion not eligible for CSAH reimbursement estimated @ 25%	25,000
Detached 8-foot bituminous path	
100% City cost	16,000
Estimated current construction cost	<u>\$64,850</u>
Plus 13% engineering	8,430
	Subtotal
	<u>\$73,280</u>
10% allowance for inflation	7,328
Estimated City cost to Ramsey County	<u>\$80,608</u>
Say	\$81,000

If additional information on the proposed reconstruction of these two roadways is needed, please advise us.

  
Wayne R. Leonard, P.E.  
Coordinating Engineer

WRL/clm

# ROSEVILLE

August 14, 1989

Tim Mayasich  
Ramsey County Transportation Planner  
Ramsey County Public Works Department  
3377 Rice Street  
St. Paul, MN 55126

Re: Proposed Ramsey County Cleveland Avenue improvement

Dear Mr. Mayasich:

We recently met regarding the proposed Ramsey County improvement to Cleveland Avenue between Larpenteur and County Road B. At the July 28, 1989, meeting several issues were raised regarding the project that needed further discussion and clarification by the City of Roseville.

Enclosed is a memorandum from Karl Keel, Assistant Public Works Director, which discusses the issues we needed to consider. After you have had an opportunity to review the memorandum, please contact me if you have any questions or need additional information.

The city council in the future will be discussing their pathway policy, and we may make some changes to the policy for pathways. However, at this time consistent with the city policy we do suggest a pathway be considered as noted.

We have not yet made a contact with the Roseville Historical Society regarding the historic survey monument. However, as part of the feasibility analysis this can be done, and the comments from the historical society can be included in the feasibility report.

Sincerely,



Steven D. Gatlin  
Public Works Director

SDG:cy

Enclosure

To: Steven D. Gatlin, Public Works Director  
From: Karl P. Keel, Assistant Public Works Director *KK*  
Re: Ramsey County proposed Cleveland Avenue improvement  
City Project No. 90-07  
Date: August 8, 1989

In a memo dated July 28, 1989, you requested a preliminary investigation of a number of issues related to the proposed reconstruction of Cleveland Avenue from County Road B to Roselawn Avenue. Each issue outlined in your memo is discussed below:

1. PATHWAY

After a site investigation, it seems most feasible to install a non-motorized pathway along the east side of Cleveland Avenue. With the exception of three large trees at 2024 Cleveland Avenue, which would most likely be removed, few obstacles exist which would impede pathway construction. It appears that the 45th parallel monument at the corner of Cleveland Avenue and Loren Road is far enough away from the existing roadway. The installation of a pathway along the west side of Cleveland Avenue is hampered by numerous trees and a steeply back-sloped boulevard. Approximately two-thirds of the west side of Cleveland slopes at greater than 20% away from the street.

2. WETLAND-DRAINAGE

Two wetlands are situated next to Cleveland Avenue. Both are on the west side of the roadway--one on the corner of Roselawn and Cleveland and the other approximately mid-way on the Midland Hills Country Club property. This segment of Cleveland is currently served by two separate storm sewer systems. The first is installed on the east side of Cleveland and drains catch basins on the north side of Loren Road south to Roselawn and crosses Cleveland to outlet into the pond on the northwest corner of Roselawn and Cleveland. The second system collects water from approximately 250 feet south of Skillman Avenue along the east side of Cleveland and drains north to Eldridge Avenue where it moves east along Eldridge Avenue and then north on the rear lot line of those properties fronting on Cleveland across County Road B northward to where it eventually drains into the MnDOT

right-of-way at the intersection of 35W and T. H. 36. Cleveland currently drains from County Road B to a low point on Eldridge and splits from approximately mid-point between Skillman and Loren Road to the north and south. Roselawn is the low point on the south side.

An 8-inch watermain extends along the west side from Roselawn to Skillman, and a 12-inch main continues from Skillman to County Road B. Sanitary sewer exists along the east side of Cleveland.

3. PARKING REQUIREMENTS

Most of the homes which front on Cleveland are sufficiently set back and have adequate parking and turnaround facilities on site. Although most of this segment is not posted, it appears that few people utilize this street for parking.

4. RIGHT-OF-WAY

The section map shows six lots on the east side of Cleveland which currently have dedicated 33 feet of right-of-way. The total frontage included in these six lots is 609.9 feet. Therefore, to purchase an additional 16 1/2 feet, to increase the 33 feet to 49.5 feet, it would be necessary to acquire an additional 10,064 square feet.

Three lots along the west side have dedicated 33 feet for a total frontage of 1,030 feet. The vast majority of this frontage is owned by the Midland Hills Country Club. It would be necessary to acquire an additional 16,995 square feet to increase these three lots from 33 feet to 49.5 feet. In order to minimize right-of-way acquisition, it seems reasonable to install a pathway along the east side of Cleveland. This conclusion is reinforced by our site investigation described in item one.

5. HISTORICAL MONUMENT

Although the monument has not yet been surveyed, it appears that adequate right-of-way exists between the existing street and the monument to facilitate both a wider roadway section and pathway. An opportunity exists to develop a resting point along the pathway at the monument. This could consist of a widening of the pathway around the monument or benches to sit on surrounded by additional landscaping.

cc: Doug Strong



**Ramsey County**  
**DEPARTMENT OF PUBLIC WORKS**

3377 North Rice Street  
Saint Paul, Minnesota 55126  
(612) 484-9104

Divisions of:  
Engineering  
Maintenance  
Mobile Equipment  
Environmental Services

September 15, 1989

Mr. Michael Takach, Manager  
Midland Hills Country Club  
2001 Fulham Street  
Roseville, Minnesota 55113

Dear Mr. Takach:

Enclosed for your information are copies of the preliminary drawings for the reconstruction of Cleveland Avenue from County Road B to Larpenteur Avenue.

Ramsey County has proposed reconstructing Cleveland Avenue to a width of 52 feet, utilizing a four lane design with curb and gutter. The City of Roseville has proposed a path on the east side of Cleveland Avenue between County Road B and Roselawn Avenue.

Ramsey County will need to temporarily relocate the Midland Hills Country Club fence which is adjacent to Cleveland Avenue. The fence will be relocated approximately ten feet to the west. Any shrubs, bushes or trees within the ten feet will be removed to accommodate the relocation of the fence.

The integrity of the fence will be maintained at all times. The fence will be relocated back to its present position following completion of the reconstruction project.

Please contact me at 482-5207 if I can be of further assistance to you.

Sincerely,

Tim Mayasich  
Transportation Planner

TM:ptd

Enclosures

MIDLAND HILLS COUNTRY CLUB



ST. PAUL, MINNESOTA 55113 / 612-631-0440

September 26, 1989

Mr. Tim Mayasich  
Ramsey County  
Department of Public Works  
3377 North Rice Street  
St. Paul, MN 55126

Dear Mr. Mayasich,

Midland Hills Country Club is in receipt of your letter of September 15, 1989. The Greens Committee has reviewed the letter and attached overlays and feels that the widening of Cleveland Avenue would certainly upgrade the community.

Prior to the beginning of excavation it is requested that our golf course superintendent walk through the area with the construction foreman as a coordinating effort to save any mature trees on Midland's property.

We are looking forward to the project and wish you the best.

Sincerely,

*Michael A. Takach*

Michael A. Takach  
General Manager

cc: Dale Merrick  
Scott Austin





May 1, 1990

File No: 330-000-00

RE: CLEVELAND AVENUE RECONSTRUCTION

Dear

As you are aware, Ramsey County is planning the reconstruction of Cleveland Avenue between Larpenteur Avenue and County Road B. This section of roadway is on the City of Falcon Heights' pathway plan. Therefore, it is the City's desire to have a detached pathway included as part of the construction. It appears from the County's draft feasibility study that additional right-of-way will be required to accomplish this construction. Recently City and County representatives met to discuss the various alternatives for these improvements. The alternatives are as follows:

1. Acquire 10 feet of additional right-of-way along the east side of Cleveland Avenue and construct an eight foot wide pathway on the same side. A six foot wide boulevard area would be maintained for snow storage, street signs and utilities.
2. The right-of-way acquisition could be reduced to four feet if the pathway is reduced from eight to six feet, the property line set back reduced from three to one foot and the roadway centerline moved two feet to the west. However, this scenario would place the westerly curb line only five feet from the golf course fence which raises questions of potential damage from snowplowing operations. Therefore, the County would require that the University allow the golf course fence to be relocated a minimum of 8-10 feet from the curb line if this scenario is pursued.
3. A right-of-way acquisition of six feet would be the same as above with the exception of moving the roadway centerline. Therefore, it would not have the negative impact on the golf course fence.

May 1, 1990  
Page Two

4. Finally, the University could grant an easement for the pathway construction on the east side. This would allow the pathway to be built on the inside of the split rail fence. With this scenario University farm equipment could still use the pathway area for turning movements. This is the least desirable alternative from the City's perspective due to the potential muddy condition of the pathway during farming operations.

The City would like to further discuss these alternatives with the University at a mutually convenient time. Please contact Jan Wiessner to set up such a meeting after you have had an opportunity to review the alternatives.

Sincerely,

MAIER STEWART AND ASSOCIATES, INC.

Terry J. Maurer

TJM/jm

**APPENDIX D**

**Ramsey County Cost Participation Policy**

RANSEY COUNTY PUBLIC WORKS COST PARTICIPATION GUIDELINES FOR IMPLEMENTATION OF COUNTY POLICY AS OUTLINED IN RESOLUTION 9 - 1272 FOR THE CONSTRUCTION, RECONSTRUCTION AND MAJOR MAINTENANCE OF ROAD IMPROVEMENTS.

CURRENT STANDARDS FOR THE DESIGN AND CONSTRUCTION OF COUNTY STATE AID HIGHWAYS SHALL APPLY FOR THE INTERPRETATION OF THESE POLICIES.

CATEGORY	PERCENT			
	CSAH >5000 POPULATION	COUNTY ROAD	CSAH <5000 POPULATION AND WHITE BEAR TOWNSHIP	COUNTY SHARE OF FEDERAL PROJECT to be 50 to 77% of eligible items)
Right of way	0	0	0	100
Rehovals	100	100	100	100 of nonfederal share eligible for State Aid
Travel lanes	100	100	100	100 of nonfederal share
Parking lanes	25	0	100	25 of nonfederal share
Shoulders	25	0	100	25 of nonfederal share
Bicycle lane	25	0	100	25 of nonfederal share
Concrete Curb and gutter (new)	25	0	25	25 of nonfederal share
Concrete curb and gutter (replacement)	100 if in serviceable condition	0	100 if in serviceable condition	100 of nonfederal share
Storm sewer	Z eligible for State Aid	assessment policy	Z eligible for State Aid	100 of nonfederal share eligible for State Aid
Culverts	100-State Aid	100	100-State Aid	100 of nonfederal share

RANNEY COUNTY PUBLIC WORKS COST PARTICIPATION GUIDELINES FOR IMPLEMENTATION OF COUNTY POLICY AS OUTLINED IN RESOLUTION 9 - 1272 FOR THE CONSTRUCTION, RECONSTRUCTION AND MAJOR MAINTENANCE OF ROAD IMPROVEMENTS.

CURRENT STANDARDS FOR THE DESIGN AND CONSTRUCTION OF COUNTY STATE AID HIGHWAYS SHALL APPLY FOR THE INTERPRETATION OF THESE POLICIES.

## PERCENT

=====

CATEGORY	CSAH >5000 POPULATION	COUNTY ROAD	CSAH <5000 POPULATION AND WHITE BEAR TOWNSHIP	COUNTY SHARE OF FEDERAL PROJECT to be 50 to 77% of eligible items)
Watermain modification	100 if required for travel lane construction	100 if required for travel lane construction	100 if required for travel lane construction	100 of nonfederal share eligible for State Aid if required for travel lane construction
Sanitary sewer modification	100 if required for travel lane construction	100 if required for travel lane construction	100 if required for travel lane construction	100 of nonfederal share eligible for State Aid if required for travel lane construction
Other utilities (telephone, gas, cable TV, electric, pipelines, etc)	0 inside existing R/W; 100 outside R/W	0	0	0 inside existing R/W; nonfederal share outside R/W
Traffic signals	100 of county legs	100 of county legs	100 of county legs	100 of nonfederal share of county legs
NOTE: Traffic signal construction is addressed in a separate policy (County Board Resolution 92-1001).				
Intersecting streets	ratio of surface participation items	ratio of surface participation items	ratio of surface participation items	ratio of surface participation items of nonfederal share
Retaining walls	25 %	0	25 %	100 of nonfederal share
Grading behind curb	100	0	100	100 of nonfederal share
Sidewalks (new)	0	0	0	0 of nonfederal share
Sidewalks (replacement)	100 if in serviceable condition & required for travel lane const.	0	100 if in serviceable condition & required for travel lane const.	100 of nonfederal share if in serviceable condition & required for travel lane const.

=====

Retaining walls constructed in lieu of right of way acquisition.

RANSEY COUNTY PUBLIC WORKS COST PARTICIPATION GUIDELINES FOR IMPLEMENTATION OF COUNTY POLICY AS OUTLINED IN RESOLUTION 9 - 1272 FOR THE CONSTRUCTION, RECONSTRUCTION AND MAJOR MAINTENANCE OF ROAD IMPROVEMENTS.

CURRENT STANDARDS FOR THE DESIGN AND CONSTRUCTION OF COUNTY STATE AID HIGHWAYS SHALL APPLY FOR THE INTERPRETATION OF THESE POLICIES.

PERCENT

CATEGORY	CSAH >5000 POPULATION	COUNTY ROAD	CSAH <5000 POPULATION AND WHITE BEAR TOWNSHIP	COUNTY SHARE OF FEDERAL PROJECT to be 50 to 77% of eligible items)
Bituminous bicycle path (new)	25 if on approved system and funds are available	25 if on approved system and funds are available	25 if on approved system and funds are available	0
Bituminous bicycle path (replacement)	100 if in serviceable condition & required for travel lane const.	100 if in serviceable condition & required for travel lane const.	100 if in serviceable condition & required for travel lane const.	100 of nonfederal share if in serviceable condition
Bituminous overlay	100	100	100	NA
Replacement or transplanting of trees	25	0	100	25 of nonfederal share
Replacement shrubs	0	0	0	0
Fencing replacement	100 if in serviceable condition; 0 if on county R/W or in poor cond.	0	100 if in serviceable condition; 0 if on county R/W or in poor cond.	100 of nonfederal share if in serviceable condition; 100 if on county R/W or in poor cond.
Seeding, sodding, fertilizer	100	0	100	100 of nonfederal share eligible for State Aid
Driveway replacement	100	0	100	100 of nonfederal share eligible for State Aid
Preliminary engineering	2 of participation	2 of participation	2 of participation	2 of participation prior to application of federal funds
Construction engineering	2 of participation	2 of participation	2 of participation	2 of participation prior to application of federal funds

**POLICY FOR TRAFFIC CONTROL SIGNAL SYSTEMS  
COUNTY/MUNICIPAL COOPERATIVE PROJECTS**  
Adopted 12/14/81 - Ramsey County Board Resolution 81-1001

PURPOSE

The purpose of this policy is to establish guidelines for county cost participation and maintenance responsibilities pertaining to all traffic control signal systems on county roadways. The guidelines pertain to all new construction, upgrading and revisions of any type.

EXPLANATION

To clearly define the cost participation and maintenance responsibilities between the county and the city having jurisdiction over the entering roadways before final commitment to expend public funds for traffic control signal systems is made, cooperative agreements describing these responsibilities will be negotiated and executed by the affected agencies. With these responsibilities clearly defined in advance of the installation or revision, all required work can be performed expeditiously without confusion as to each agency's responsibilities. Policies contained herein are not applicable to intersections controlled by the Minnesota Department of Transportation.

DEFINITIONS

County - Ramsey County, acting by and through its Board of County Commissioners.  
City - Municipal corporation, acting by and through its council.

ENTERING LEGS

Under this document "entering legs" means the physical legs of an intersection. The entering leg may carry two-way vehicular traffic or may carry pedestrian traffic exclusively. In the event an entering leg is split by a subdivision boundary, that leg shall be equally prorated.

STANDARD PROCEDURES

Resolution

A cooperative traffic signal project shall be initiated by a resolution of the city having jurisdiction over the entering legs requesting the improvement and indicating willingness to share in the cost of the work.

Funding

If sufficient warrants exist for the installation of traffic control signals as outlined in the Manual on Uniform Traffic Control Devices on county state aid highways or county roadways at their intersections with roadways under the jurisdiction of cities, the county will participate in the construction cost and the engineering and inspection costs as set forth in this policy.

The county will not participate in installations where it cannot justify a need for a traffic signal. Installation may be permitted at no cost to the county. The county will prepare the plans, construct, operate and maintain the installation at the expense of the city. All equipment will become the property of the county.



Exception - Emergency Vehicle Pre-Emption

If the city participates in the installation of emergency vehicle pre-emption equipment, regardless of road jurisdiction, the city shall pay all costs associated with its installation. Energy costs of the signal system and integral street lighting shall comply with current policies. Equipment installed shall be owned and maintained by the county and the city shall reimburse the county all maintenance costs, plus 25 percent for administration, of the emergency vehicle pre-emption equipment. This section shall also apply to EVP equipment salvaged and reinstalled on another signal system.

If the county has previously participated in the installation of emergency vehicle pre-emption equipment, regardless of road jurisdiction, and the city now pays energy costs for both the signal system and emergency vehicle pre-emption system, energy costs may be distributed in accordance with the approaching legs concept after a period of seven years following the installation of the emergency vehicle pre-emption system. This provision will apply only to in-place systems on county-owned signals and after an official request from the city is received.

Agreements

The county, through the Public Works Department, Division of Traffic Engineering, will prepare cooperative agreements as necessary to administer the improvement. The agreements will provide for all costs and responsibilities pertaining to engineering, construction and maintenance for the county and the city.

POLICIES - FINANCING

The construction cost participation will be in the same ratio as the number of entering legs of the intersection under each jurisdiction bears to the number of legs entering the intersection. The construction cost is defined as the contract cost of the work, or, if the work is not contracted, the cost of all labor, materials, and equipment rental required to complete the work.

The participant who awards the contract and supervises the construction shall be reimbursed for a portion of the construction engineering (plans, specifications and proposals) and inspection costs. The reimbursement will be computed as a uniform fixed percentage of the other participant's share of the cooperative construction cost. The current rate is 6 percent and is subject to uniform change.

Exceptions

Federal Funding

If federal funds are used for the traffic signal construction, any remaining participation costs will be in the same ratio as the number of entering legs of the intersection.

Emergency Vehicle Pre-Emption

The city will pay 100 percent of the cost of the emergency vehicle pre-emption installation or improvement.

Private Intersections, Shopping Centers

The county will share in these construction costs on the basis of negotiation, considering such items as entering legs in the intersection, hazard to through traffic, traffic volumes, etc. In no case will the county pay more than 50 percent of the cost.

POLICIES - MAINTENANCE

The county will own and maintain the control equipment, electrical wiring including conduit and bases, replace knocked-down equipment, relamp, clean and paint.

The participating city shall provide the installation of an adequate electrical power supply to the service equipment or pole including any necessary extension of power lines at no cost to the county. The city shall maintain the integral street lighting including relamping and cleaning of the luminaires. The city shall pay for electrical energy to operate both the signal system and the integral street lighting.

Consent \_\_\_\_\_

Agenda Item: F-2

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 9/12/90

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

CITY ADMINISTRATOR PERFORMANCE APPRAISAL PROCESS

SUBMITTED BY:

Jan Wiessner

REVIEWED BY:

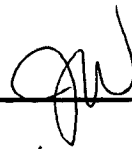
EXPLANATION/SUMMARY (attach additional sheets as necessary):

ATTACHMENTS

- A. Public Management Article
- B. Appraisal Form
- C. Employment Agreement
- D. Salary Comparison
- E. Position Description

ACTION REQUESTED:

- 1. Discuss process
- 2. Schedule Workshop

  
\_\_\_\_\_




CITY OF  
**FALCON HEIGHTS**

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

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September 6, 1990

TO: Mayor Baldwin and Councilmembers  
FROM: Jan Wiessner   
RE: Administrator Performance Appraisal Process

I suggest we try a new process this year for my annual performance review. In previous years, each council member has completed an appraisal form (based on the position description), given it to the mayor to consolidate the information, and he discussed it with me.

I can see some benefits to having a group discussion of this. One is to clarify the expectations and develop a consensus on performance standards. Another is to link it with a discussion of broader city goals and talk about goals for the coming year.

I've attached a copy of an article from ICMA's Public Management magazine by Lyle Sumek which gives some interesting perspectives on City Manager performance evaluations, particularly why they differ from private sector managers and other public sector employees' performance evaluations. (Attachment A).

Suggested Process

Step 1 - Discuss process at City Council meeting Sept. 12.  
Schedule workshop for appraisal discussion.

Step 2 - Each council member and mayor complete appraisal form. Attachment B is a performance appraisal form which was developed by Jim Brimeyer of Sathe and Associates for the New Brighton council's appraisal of their city manager. It was also used recently by the Roseville Council. I like it because it focuses on eight major areas of responsibility and gives some specific performance standards to use as measures. If you don't believe that these are the appropriate performance standards it leads to a good discussion of what they should be.

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Step 3 - At an informal council workshop session, go through the appraisal forms discussing performance standards, observations and suggestions for improvement. (It's important to remember that I work for all five of you and I think it would be beneficial for us all to hear if there are differences of opinions.)

Step 4 - Any formal action such as amending the employment agreement must take place at a regular city council meeting.

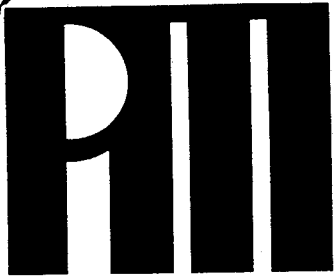
#### SALARY ADJUSTMENT

The Administrator's Employment Agreement (Attachment C) indicates that the salary will be reviewed annually following a performance appraisal. Attachment D is a current comparison of the five cities larger and smaller in level 6 of the Stanton Salary Survey. Attachment E is the City Administrator's Position Description to assist you in your preparation.

Don't hesitate to call if you have any questions or suggestions.

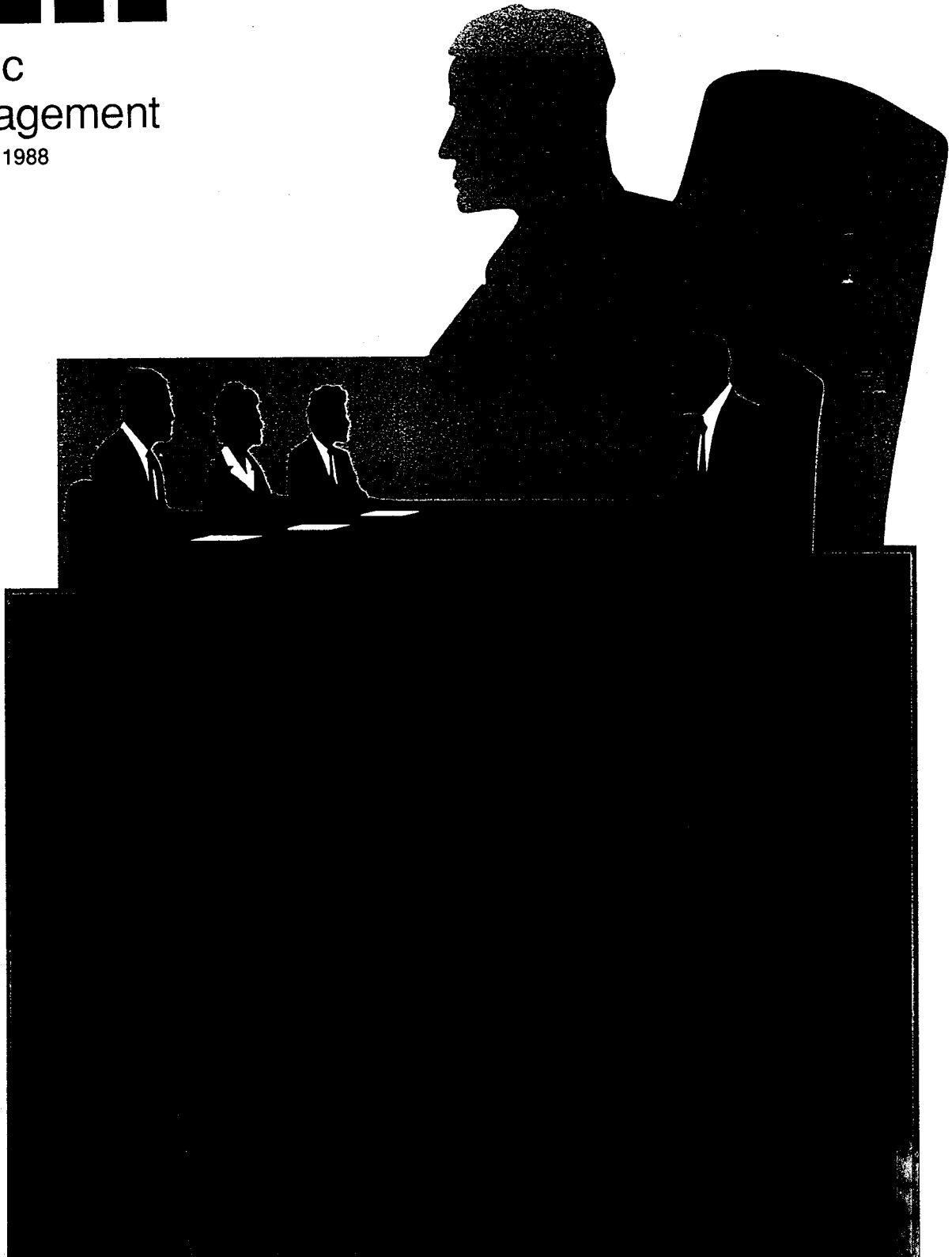
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attachments

# EVALUATING THE MANAGER



Public  
Management

February 1988



# Performance Evaluation: Evaluate or Not? That is Not the Question

Lyle J. Sumek

Evaluation is a fact of life. We are always evaluating, whether it be performance of a symphony, a sporting event, a meal, another person's behavior, or daily experiences. It is easier to evaluate an object than it is to evaluate a person who is likely to react to our comments. When evaluating a person, we also find it easier to comment about them to others than to them directly. In response to this difficult task, mayors and councilmembers have often relied on informal comments regarding the manager's performance—using their own methods of conveying their desired message to the manager. A local government manager's performance evaluation can take place in a variety of settings that might include the Rotary Club, a local bar while analyzing that evening's council meeting, at community events, or through informal comments made to city employees. *The basic question regarding manager performance evaluation is: What degree of formality is desired?*

Unfortunately, no single best method has been identified for conducting an evaluation of the local government manager. This article attempts to:

- Present some simple concepts on local government manager performance evaluation processes
- Define the elements of a manager evaluation
- Reflect on the realities of the manager evaluation in the 1980s, both from the manager's perspective and from the local council's perspective
- Outline key learning points and guidelines for improving the performance evaluation process for local government managers

The thoughts and comments offered here represent an accumulation of experiences and observations, compiled in the author's experience as a designer of performance evaluation

processes, as a facilitator of these processes, and as a counselor to mayors, city councils, and local government managers.

## Performance Evaluation: Basic Definition

The evaluation process comprises three basic stages: (1) reflection on past performance, (2) identification of goals and direction for the next year, and (3) development of action plans for implementing these goals and for overall performance improvement.

Management literature defines performance evaluation in a variety of ways. From this author's perspective, performance evaluation as related to the local government manager is defined as:

Assessment of a manager's performance in completing assigned tasks and implementing planned programs and services; assessment of a manager's behaviors against defined standards of performance; identification of future work objectives and tasks; and development of specific action plans for future implementation of goals and for more effective management of the local government organization.

The specific reasons for conducting performance evaluations may vary among local communities. Several general purposes include the following:

- To energize the local government manager's performance
- To modify and change the individual behavior of the manager
- To recognize and reinforce positive accomplishments during the past year
- To identify and learn from setbacks and crises in order to prevent them in the future
- To strengthen the working relationships

- among the mayor, council, and manager
- To exchange feedback, observations, and feelings regarding the manager's performance during the past year
- To establish the upcoming year's goals and direction for the locality, for management, and for the individual
- To develop and commit to action plans for accomplishing goals and improving performance

The performance evaluation should be seen as a team effort by the mayor, the council, and the manager.

## Observations and Realities

Local government managers have always struggled with the issue of performance evaluation. In the service-oriented municipal environment of the 1980s, gaining insights into the differing perspectives and barriers affecting performance evaluations is important.

### The Manager's Perspective

Local government managers show little agreement on the issue of performance evaluation. Some myths concerning performance evaluations are reflected in the following comments:

- "I am evaluated every day I come to work. If they do not like my performance, they may fire me."
- "The council is going to change soon, so why bother doing the evaluation now?"
- "My nerves are raw from bad experiences at the last several council meetings, so why do I want to relive those bad experiences again?"
- "One councilmember is pushing for evaluation. I wonder if he is out to fire me. Maybe I should not proceed."
- "Never get a council together when you do not know what is going to happen, because other managers have done that and ended up getting fired as a result of the process."
- "Do individual councilmembers have their own hidden agendas, and will my evaluation become a politicized process for expressing personal agendas?"

These comments reflect many managers' personal concerns regarding the performance evaluation process. Every manager has either heard about or experienced firsthand bad performance evaluation processes. In one city, a councilmember collected negative comments about a city manager in a "black book." When he reached page 20, he called for the evaluation process. The result? The manager was fired.

In spite of horror stories such as these, a

good process has the potential to be a significant learning experience for the manager. The goal is to enhance the manager's capacity to manage the organization and accomplish positive results in the community.

### The Council's Perspective

City or town councilmembers have differing perspectives and concerns regarding the desirability of and the most effective process for conducting performance evaluations. These may include:

- Preference for one-on-one versus group evaluation, which provides an opportunity to push personal agendas, avoid group norms or achievement of consensus, circumvent the open meeting law, or level with the manager outside the group. One primary reason for preferring a one-on-one is that some individuals may distrust their fellow councilmembers.
- Dislike for evaluating others due to lack of experience in conducting performance evaluations, uncertainty of outcome, or negative experience with past processes because of unclear standards and processes for conducting the evaluation and "personal attacks."
- Time-consuming delays on evaluations due to the difficulty of getting responses, completing forms, and attending meetings.
- Uncomfortable feelings that the manager evaluation actually reflects the council's performance—an evaluation of the policy team (mayor, council, manager, and top management staff)—which may be threatening to some councilmembers.
- Questionable accuracy of the available data—much of the feedback on the manager's performance comes from the negative "20 percent" who are against everything the local government does—those individuals who call the city, write letters to the editor, and complain at council meetings.
- Concern that a positive relationship with the manager may result in council's focusing only on the manager's positive accomplishments.
- Belief that evaluations are simply a forum for political rhetoric—insincere comments and political posturing.
- Professional domination—the manager will emphasize his or her accomplishments, leaving councilmembers with minimal opportunity for dialogue.
- Examples of some myths from the council perspective concerning performance evaluations include:
  - "No big deal. We are simple people in a simple business, and the evaluation process

**3.3 The evaluation of a local government manager differs in many ways from that of a corporate executive or manager in the private sector.** **3.3**

- is going to have minimal impact on our daily operations."
- "The only reason we are doing the performance evaluation is because the manager wants more money."
- "The performance evaluation provides an opportunity to anticipate issues and to provide a firm direction for the manager."
- "I have done evaluations in my own business, and I am the expert on how they should be done."

These diverse attitudes about evaluation make it necessary for the council to understand why it is doing the performance evaluation, and to determine what is its desired end result.

**Barriers to Effective Performance Evaluations**  
In response to pressures for increased productivity, many localities have developed rather sophisticated, formal performance evaluation systems for managers, while others have relied on informal discussions. Common barriers to effective performance evaluations include:

- Focus on past performance with little emphasis on future direction
- Emphasis on complex numerical evaluation rather than on substantive data
- Vague job standards and undefined role expectations
- Failure to establish a strong link between manager performance, the evaluation system, and compensation
- Formal structure that does not allow for personal comments, observations, or development of action plans for improvement
- No means for continuous monitoring of performance—resulting in focusing only on the negative or most recent observations
- Complexity of task and vague terminology
- Minimal commitment and support by the mayor, council, and manager in implementing the performance evaluation system.

**Unique Factors**

The evaluation of a local government manager differs in many ways from that of a corporate executive or manager in the private sector. Some unique features of the local government manager evaluation include:

- Role of Media.** In most states, local manager evaluations are conducted as open meetings. Many newspapers want a "report card" on the manager's performance and focus only on the negative aspects, not on major accomplishments.
- "Everything is Personal."** The manager is a personification of the local government

organization; negative comments about the community thus reflect personally on him or her.

- Ability of Council to Perform Group Evaluation.** The dynamics of the local council affect its ability to perform as a group. If the council is experiencing severe personal conflicts, operating off hidden agendas, or overreacting to citizen feedback, these factors are likely to negatively affect the evaluation.
- Council Leadership.** Council's willingness and ability to focus key issues, develop processes for addressing those issues, and build consensus among members of the council are key to meaningful manager evaluation.
- Credibility.** The performance evaluation of the local manager will be widely shared and will affect the personal credibility of the manager in managing the local organization, in interacting with the community, and in assisting in policy leadership with the mayor and council.
- Family and Personal Impact.** As the manager's performance evaluation is shared within the community, an impact will be made on spouse and children.
- Timing.** Depending upon the election and budget cycles, evaluations may best be done at the council's mid-term, or at the "legacy phase," after the election and prior to the next council election.

In spite of these observations, the need for more formal evaluations of local managers is indicated. The degree of formality of this process depends on the council's needs or desires.

**Decision-making**

The decision-making part of the performance evaluation process is often the most difficult to execute. An overriding question the local manager needs to address is: How formal do I want the performance evaluation process to be? This section attempts to increase understanding of this dilemma. The following questions are provided to stimulate thoughts about the development of positive approaches to the evaluation process. Managers who are facing a performance evaluation in the future are encouraged to respond to the following questionnaire (figure 1) to gain insights into their own evaluation process.

The responses to these questions will influence and help determine the type of performance evaluation process that will take place. Answering the following questions may also be helpful:

- Why do you want to be evaluated?

- consistency between values and actions
- To anticipate issues
- To resolve problems hampering management and service delivery
- To build the capacity of the organization

In addition, the manager has the responsibility to interpret the directives of the policy leaders and translate them into guidelines for employees.

- What do you want the results of the evaluation to be?

This section is aimed at helping the manager focus his or her own perspective on the evaluation process.

**Learning Points and Guidelines**

**Learning Point #1: Local Government Manager Role**

**Manager Role: A Common Frame of Reference.** An expanded sense of partnership exists today among the mayor/council, manager/staff, and the community. Recognition is growing that this interdependence is important to effectively translate the intentions of the mayor and council into action by employees and volunteers. An effective community is one in which the governance, management, and service delivery processes are linked, and the mayor and council's goals as policy leaders are translated into actions by employees. The governance process is aimed at providing overall direction for locality. The key players are the policy leaders—primarily the mayor and the council. They share their responsibilities with various boards, commissions, and key managers. The primary functions of the governance process are:

- Setting a tone that guides management and service delivery
- Focusing the future vision of the community—long-term horizon
- Translating this vision into specific target issues that need to be addressed during the life cycle
- Determining policy direction and guidelines for the community

In addition, policy leaders have the responsibility of sensing community values and obtaining feedback on local government performance. A comparison is made between the desired outcomes and the actions of the local government.

The management process focuses on designing mechanisms for translating the vision and target issues into action. The key players are the local manager in conjunction with other managers and supervisors within the government organization. The primary functions of the managers are:

- To develop an organizational philosophy that reflects values and beliefs on how the local government should be managed and operated on a daily basis
- To develop specific programs for achieving

**Figure 1—Performance Evaluation Questionnaire**

Questions to Ask Oneself About Council	Yes	Maybe	No
1. From my perspective, does the council have the ability to provide a meaningful evaluation?			
2. Is the council committed to completing the evaluation process?			
3. Does the council have the capacity to provide complete feedback to me?			
4. Does the council have the ability to handle conflict in a positive, nonpersonal manner?			
5. Does the council have a team relationship rather than an adversarial relationship with me as their manager?			
Questions to Ask Oneself as Local Government Manager	Yes	Maybe	No
1. Do I really want to be evaluated?			
2. Do I really want direct feedback from the council?			
3. Am I going to be nondefensive in listening, and understanding council comments?			
4. Do the potential positive impacts outweigh the negatives for me, my family, and the local government?			
5. Am I approaching the evaluation as a learning and planning process?			
Questions About the Evaluation Process	Yes	Maybe	No
1. Do I want my performance evaluation linked to compensation?			
2. Is there a good time to do the performance evaluation and, if so, when?			
3. Is council willing to spend the amount of time necessary to complete the evaluation?			
4. Has the council established organizational goals that can be linked to my performance evaluation?			
5. Is there a good place to do the performance evaluation outside of the formal council meeting? (Setting: _____)			

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**66 Defining specific expectations for ... performance should be done ideally at the time the manager is hired. 52**

B. Performance standards: Assessment of how the manager performed the job

The performance standards, again, need to be developed by the individual local government. The performance appraisal process is the application of performance standards to past performance. In appraising a manager, the basic levels of performance are:

- *Below expectations* is that level of performance consistently falling below the requirements of the job and indicating the need for improvement. It does not mean that every aspect of the employee's performance is below adequate standards but that, in general, the employee does not meet minimum expectations and requirements.

- *Meets expectations* is that level of performance considered adequate to meet the requirements of the job. Some day-to-day variation is to be expected and may range, on occasion, from poor to very good. For the most part, however, "meets expectations" represents satisfactory performance; neither consistently below nor superior to what is necessary to do the job.
- *Exceeds expectations* is reserved for the employee who consistently surpasses standards of adequate performance. Individuals who consistently do a good job should be rated "meets expectations," not "exceeds expectations." An occasional instance of superior performance is not sufficient justification for an "exceeds expectations" rating. "Exceeds expectations" performance

comples the results and focuses key issues for discussion. The mayor should also contact individual councilmembers at this time to clarify the meaning of specific comments. This is also the time to "test" the issues in a preliminary evaluation session.

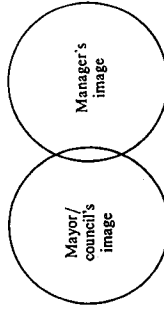
**Step Five: Evaluation Session**

During this phase of the process, the mayor and council meet with the manager to discuss:

- Performance appraisal
- Performance objectives
- Performance plans

More than one session may be necessary to adequately address all the issues.

Both the mayor/council team and the local manager may enter the session with different perceptions of what took place during the evaluation period. Since that is the case, even though they have had similar experiences, each will put his or her interpretation into the events.



**Step Six: Manager Response**

The local manager prepares "My Action Plan" (MAP) for the next year. This plan responds to the council's comments and suggested goals for the next year. It also provides a written document for future evaluation.

The performance evaluation is an opportunity for the mayor, council, and local manager to focus on and discuss various aspects of work performance. The evaluation process helps to open the eyes of the manager and the council and lays a foundation for the future. It should be kept as simple as possible while still meeting the needs of the local government organization. **PM**

manace requires that the employee has consistently exceeded the supervisor's expectations for adequate or "meets expectations" performance.

**II. Definition of goals**

- What goals do you want to see the manager accomplish for the local community?
- What goals do you want to see the manager accomplish as an individual?

**III. Development of specific action plans—**

Commitment by the manager  
This process involves the identification of specific steps to be taken that satisfy developmental needs and clarify roles, issues, and concerns. Steps should be specific to ensure that the manager and the council have the same understanding.

The choice of a simple or a sophisticated form depends on the needs of the organization. Two variations have been presented—one that is almost totally narrative and one that allows only for numerical ratings. This author believes that a form with only numerical ratings results in council's focusing on numbers rather than on substantive comments. On the other hand, if the manager's compensation is linked to his or her performance evaluation, narrative statements are more subjective and are not easily quantified.

**Learning Point #4: Adjust the Process to the Council**

The process needs to be adjusted to fit the specific idiosyncrasies of the situation; however, some basic steps are recommended to ensure a comprehensive evaluation.

**Step One: Review of Previous Year**

- Establish goals and targets
- Define role boundaries and decision space
- Outline the evaluation process

**Step Two: Record Observations**

Encourage councilmembers to have a file for comments and observations regarding the manager's performance, so that at the end of the year they have positive and negative feedback for the entire year, instead of just for the past month.

**Step Three: Process Agreement**

The mayor and council (in conjunction with the manager) develop a process and agree on the steps for the evaluation.

**Step Four: Homework**

The councilmembers complete their evaluations and return them to the mayor, who

**CMP Cresap, McCormick and Paget**

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# LAYING THE GROUNDWORK FOR EVALUATION

Linda Hopper

The scene is an all too familiar one: a bright and energetic manager is fired with little notice from the council.

Both sides are embarrassed, and they should be. It didn't have to happen. If both the manager and the councilmembers had followed a common procedure, the firing might have been avoided. If the manager and councilmembers had met periodically to discuss the manager's performance, the councilmembers' expectations, and how each side defines success, they might have found an alternative to termination.

When most people interview for a job they are careful to find out the key requirements of the position, the benefits and compensation, and relevant information about staff relations. Local government managers are sure to ask about the political climate, the special needs of the area, and its financial condition. Interviewers are seldom asked to provide critical information that affects a person's success on the job, however, and the answers may not be ascertained until the manager learns that he or she has been fired. Most people unfortunately never ask:

- What criteria will be used to evaluate my success?
- How will these criteria be selected?
- How often will the criteria be updated?
- What measures will be used to determine success?
- How often will I be evaluated?
- Who will conduct the evaluation, and what process will be used?

Without this information, managers are vulnerable to the whims of individuals who may use unfair or unethical means to evaluate performance. In addition, without answers to these vital questions, managers often work in a vacuum where they don't know something is amiss until it is too late to take corrective action.

Why does this happen? Why do managers and councilmembers allow this situation to exist? First, some managers and councils simply aren't in the habit of taking time out to review performance. If things are going well, we normally just assume that everyone understands the current situation. After all, why rock the boat? Second, if things aren't going well, we often deal with conflict by ignoring it and hoping it will resolve itself. When it doesn't, we confront, sometimes in anger and frustration. Third, some people are embarrassed and threatened by the process of evaluation, may view it as a critical process, and tend to shy away from giving news that might not be well received.

Mac D. Manning reported the status of the governing body's evaluation of the city manager in his national survey and research project for the Hugo Wall Center for Urban Studies at Wichita State University.<sup>1</sup> Manning's research indicates the following:

- 65.5 percent of the respondents conduct an annual formal evaluation.
- 12.7 percent of the respondents who conduct evaluations are reviewed every six months.
- 95.2 percent of the respondents indicated that the governing body conducts the evaluation.
- 65.5 percent of the respondents complete a specifically designed form to evaluate the manager, and 76.1 percent of those use the form during the review process.
- 83 percent of the respondents indicated that the evaluation process was initiated by the manager (16.4 percent indicated that the governing body initiated).
- 51.4 percent of the respondents had employment contracts, and only 33.6 percent required an annual evaluation.

<sup>1</sup> The discussion is based upon an unpublished applied research project conducted by Mac D. Manning, Jr., Hugo Wall Center for Urban Studies at Wichita State University, May 1986. Dr. Sam J. Yeager, faculty advisor. A total of 316 cities or 48.25 percent of the sample responded to Mr. Manning's survey. Mr. Manning is the city administrator for Valley Center, Kansas.

- 56.3 percent reported that the city's goal-setting mechanism was a part of the evaluation process of the manager.

The respondents to Manning's survey reported that the following performance areas were used in their evaluations:

	Percentage of Evaluations
• Supervision	72.2
• Personnel	60.0
• Department performance	52.2
• Leadership	76.3
• Fiscal management	77.1
• Council relations	75.9
• Council communication	71.0
• Execution of policy	71.4
• Program development	58.0
• Decision making	66.1
• Goal achievement	64.5
• Citizen relations	72.2
• Media relations	56.7
• Intergovernmental relations	57.6

Manning also found that a manager is far more likely to be evaluated if the employment contract specifically required a formal review. Of those managers who have a contract but no evaluation clause, only 50 percent are evaluated; only 47.4 percent of managers without contracts receive an annual review. Clearly, the presence of a contractual agreement makes it far more likely that the manager will be given structured feedback by the council.

Manning recommends that the manager and the governing body develop the following items before initiating a formal evaluation process:

1. An accurate job description for the manager
2. An organizational mission statement for the governing body
3. A goal-setting process that is integrated with the mission statement and the operating budget
4. A work plan that guides the implementation of the goals and provides a way to measure accomplishments
5. A method to submit an annual report to the governing body so that progress toward goals is documented

The situation obviously has improved over the years, but a large percentage of managers are not receiving the kind of structured feedback they need to develop the best working relationship with their council. We need a new way to look at the topic of performance evaluation so that councilmembers and man-

agers can exercise their responsibility to each other and the public. It is, after all, the public that suffers when a manager is terminated. The city, county, or municipality is most directly affected when a manager is fired. Evaluation is not a frill. Performance evaluation is what professionals do to ensure that they are performing professionally.

The Center for Creative Leadership lists 10 reasons why executives fail:<sup>2</sup>

1. Specific performance problems with business
2. Inensitivity to others: an abrasive, intimidating, bullying style
3. Cold, aloof, arrogant
4. Betrayal of trust
5. Overmanaging—failing to delegate or build a team
6. Overly ambitious—thinking of the next job, playing politics
7. Failing to staff effectively
8. Unable to think strategically
9. Unable to adapt to a boss with a different style
10. Overdependent on an advocate or mentor

Note that the number one reason for failure is specific performance problems; of the 10 listed, 3 flaws relate to communication and 3 deal with management or delegation failures. All of these "failures" can be avoided if people define expectations, establish realistic performance measures, and regularly discuss performance in an atmosphere of trust.

**□□ If things are going well, we normally just assume that everyone understands the current situation. □□**

What can managers and councilmembers do to establish and foster a performance evaluation system if one is not in place? Here are some suggestions.

- Work out performance indicators together. Define what it takes to be successful in the job. Determine how success can be and should be measured.
- Make sure that performance indicators are realistic and within the control of the manager. Evaluate only those things that are relevant to the job and avoid evaluating nebulous and hard-to-measure factors.

<sup>2</sup> McCull, Morgan W., and Michael M. Lombardo, *Off the Track: Why and How Successful Executives Get Derailed*, Technical Report Number 21, January 1983, Center for Creative Leadership, Greensboro, North Carolina, page 6.

- Establish at least two times a year when the council provides structured feedback to the manager with opportunity for the manager to respond.
- Make a commitment to open and honest communication so that conflict can be dealt with as it occurs. Resist the natural "flight" impulse and deal with disagreements as they occur.
- Never "stockpile" grievances and dump them all at once. Discuss issues as they arise.
- Separate the person from the problem. Know what is caused by internal and external factors.
- Define timeframes for corrective action to ensure that the process is fair and just.
- Continue to meet informally to discuss performance and expectations. Continuous feedback improves communication and helps to avoid misunderstandings.

**CS** *If things aren't going well, we often deal with conflict by ignoring it and hoping it will resolve itself.* **CS**

The manager has the responsibility to document his or her own performance and to provide the council with periodic updates. Although some people believe it is wrong to promote themselves, it is impossible for councilmembers to know what you have done and how well you have done it if you do not tell them.

Establishing a formal annual review requires that the manager and councilmembers first agree on its importance. Next, the man-

ager and council must agree on the criteria that will be evaluated, how the criteria will be measured, and who will conduct the evaluation. Keep in mind that the qualitative aspects of the review, not the quantitative elements, are the most important. Managers should be careful not to tie themselves to overly empirical systems that equate benchmarking to effective management of complex systems. The evaluation process, ideally, is a way to establish more effective and open communication. A good system thus is reciprocal, with all involved discussing how they help or hinder each other's performance. If the evaluation process makes you feel manipulated or controlled, it's time to revisit what you're doing. At the end of the review, you should feel that you know more about what you're doing right as well as those areas that you need to improve. You should feel a greater sense of understanding of your evaluators' expectations and goals. And you should have a clear picture of your goals and priorities for the next rating period.

Professional development requires regular and systematic feedback. Managers who don't receive a regular review are missing an opportunity to learn more about themselves and their councilmembers' expectations. Finally, an annual review coupled with a good employment contract form the basis of a package that enhances the professionalism of our field. Managers deserve the same executive treatment other CEOs and CAOs experience. Performance evaluation is only one way to improve the daily council-manager relationship, but it is a mechanism that deserves attention from the almost 40 percent who are not exploring it as an option. **PM**

# COMMENTARY: Manager Evaluation

## Cumberland, Maryland

The process of city manager performance by the elected officials of a municipality is one of the most vital yet least understood interrelationships between appointed and elected officials.

The annual, formal review of manager/CAO performance must be part of an ongoing dialogue between employer and employee, tied to compensation, be conducted in strict confidence, and follow some guidelines as to expected goals and objectives.

In the case of my previous managerial experience in Connecticut, the board of selectmen annually sat down among themselves and, following a written outline, rated my previous 12 months' performance and developed a new list of goals and objectives. The only problem that arose was the confusion and lack of understanding of what merit-based pay and performance evaluations represented for the manager's position vis-à-vis the rank-and-file union employees. To their credit, the elected officials then met face to face with me to discuss the evaluation and their rationale and provided a written summary of their comments and recommendations for future evaluations and individual performance.

In my new position, my employment contract includes a stipulation that an annual performance review of the CAO be conducted by the mayor and city council. Again, it is understood that I will provide some guidelines and a format for the elected officials to utilize, and the results of said evaluations are tied to merit pay and the continuation of my employment agreement with the city.

I don't believe there is any one ideal evaluation process or set of guidelines. Those things should be discussed and agreed to jointly by the CAO and elected officials as to frequency of evaluation (at least every six months or annually), timing during the fiscal year, confidentiality, and precedent for application throughout the management hierarchy of the municipality. Both sides have to be-

lieve in the concept of performance evaluation, invest the time necessary to do it "right," and be committed enough that both negative and positive comments and feedback (the manager should be able to critique the council as an operating unit) will not hurt the effectiveness nor the routineness of the evaluations. **PM**

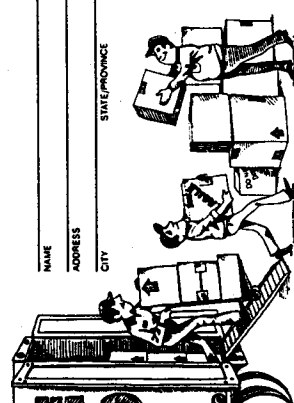
—Jay A. Gsell  
City Administrator  
Cumberland, Maryland

## Saratoga, California

Two years ago I changed jobs. In Rolling Hills Estates, I had had a formal evaluation by the council for 12 years and found it to be a positive, helpful experience for the most part. Naturally I was interested in continuing with such an evaluation in my new city, Saratoga. What I tried to do and what has happened in the past two years has been interesting.

In addition to my personal experience, the city managers of Santa Clara County, including County Executive Sally Reed, spent a half-day session discussing the topic of evaluating the manager several months ago. Our conclusions were recorded by our group's president, Arne Croce, city manager of Los Altos.

My personal experience revolved around two issues—the appropriateness of the evaluation document being used and the participation level of the manager during the actual evaluation session. I brought with me the form used in Rolling Hills Estates and offered it for use for my first annual evaluation in 1986. Council used it but didn't think it was so hot, while my previous council thought it was just fine. This year I redesigned the form, stealing ideas from other cities and from the discussions among our managers group. While the councilmembers like this one better, they still have problems relating to some of the categories. They unfortu-



**DON'T  
MAKE A  
MOVE...  
WITHOUT  
US!**

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE/PROVINCE \_\_\_\_\_ ZIP/POST CODE \_\_\_\_\_

SEND THIS FORM AND THE ADDRESS LABEL TO:

ICMA  
ATTC, Member Services  
1200 G Street, N.W.  
Washington, D.C. 20005

nately haven't offered to come up with something better, even though that would be preferred. What they want to focus on are goals for accomplishment and how well I did accomplishing those. Process and public relations are just as important to almost all council people I have worked for, however. To overemphasize task orientation in evaluation is not good, and probably unworkable.

The 1986 evaluation session was done mostly without my participation. I was called in at the end, my performance was summarized, and a week or so later I got a letter from the mayor summarizing my evaluation. This year I pushed very hard to participate during the entire process, hearing the detailed comments of each member of the council rather than a summary by the mayor. Councilmembers reluctantly agreed to this approach but were worried how it would work, since not all the council saw eye to eye on the things we are doing or the way we are doing them. Conversely, my only bad evaluation experience had been during a two-year period in Rolling Hills Estates when the mayor had insisted on shutting me out of the process.

Not surprisingly, once the councilmembers got into their individual evaluations, which were shared with me and the others on the council, they felt very comfortable with the process. Afterward they agreed it was much better than what they had done in 1986. They felt all of us had a clear understanding of what my performance goals were going to be for the next year and how I planned to meet their expectations. **PM**

—Harry R. Peacock  
City Manager  
Saratoga, California

## Massachusetts

Times change. And the way managers are evaluated also needs to change. This creates an important new responsibility for councils as well as managers themselves.

By analogy, try to think of a board of directors in the private sector evaluating a CEO. Without a doubt, the private-sector CEO would gain praise or blame for the firm's effectiveness in managing technology in manufacturing, banking, or corporate R&D functions.

ICMA members now face similar challenges and responsibilities. Managers and councils need to look at how their communities are dealing with various kinds of technologies. These include (among others):

- Computer-based systems
- Telecommunications
- Public works technologies
- Firefighting and law enforcement technologies

New technologies continue to emerge rapidly. Councils should expect their managers to stay on top of these new technologies on a continuous basis.

The management of technology needs to tie into other elements of local government administration. For example:

- Do you as manager encourage departments to take the initiative in searching out technologies to improve their own services? How does this get incorporated into the evaluation of departmental personnel?
- Do you as manager solicit and evaluate recommendations for implementing new technologies? And are these incorporated specifically into the government's long-term capital budget?
- Do you have a communitywide process for coordinating investment in technology in order to maximize its benefit to all?
- How do you manage the implementation of technology?
- Do you have an ongoing process for evaluating the implementation of technology?
- Do you keep current with contemporary technologies related to urban management?

The management of technology can be a vexing issue for local governments, large or small. Nevertheless, technology is a fact of life today whose impact on management and services in local government will continue to grow. The process of evaluation in which councils and managers share now needs to incorporate the increasingly important role of technology. **PM**

—Sheldon S. Cohen  
Associate Director  
Massachusetts Municipal  
Association  
Boston, Massachusetts

Coming Next Month:  
**The Secret Is Out:  
Public Service Is Fun**

**Appraisal of Performance**

**City of:**

FALCON HEIGHTS

**Position:**

City Administrator

**Date:**

September, 1990

City of FALCON HEIGHTS  
Evaluation of Chief Executive Officer

Explanations and Directions

Performance Evaluation as Team Building

\*\*\*\*\*

Evaluation as Team Building

If evaluation is to be, in the truest sense, a means of team building, certain conditions must prevail. The two processes must be compatible and interrelated in the following ways:

1. Evaluation is basically a means, not an end in itself.
2. The trust level between the evaluatee and evaluators must be high.
3. The roles each are to fulfill must be clearly indicated and accepted.
4. Responsibilities are matched with pre-determined standards of performance.

Definition of Roles

A. City Council

1. Conduct annual assessments of performance of the Chief Executive Officer (CEO).
2. Respect the prerogatives of the CEO insofar as operational management function of the organization is concerned and the policy function of the Council.
3. Make assessments in general terms except in instances where specific improvements are needed or when explicit commendations are due.

B. Chief Executive Officer

1. Accepts the prospects of annual evaluations.
2. Understands the scope and thrust of the evaluations.
3. Expects the evaluations to adhere to the established procedures for evaluating the performance of the CEO.

Pre-Determined Performance Standards

A performance standard is defined as the condition that will exist when a responsibility or function is successfully performed. It is essential that a performance standard be established, at the outset, for each of the eight major areas of responsibility of the CEO. This is necessary in order to use the rating scale effectively.

Major Areas of Responsibility

It should be reiterated that in determining the appropriate level of expectations, actual performance must be measured in relation to the indicated standard of performance.

Eight major areas of responsibility are identified as the basis upon which assessments are to be made. Descriptors are provided under each to clarify the meaning and content of the area. However, the evaluation is made of the major area.

Major Areas of Responsibility cont.

Rating Symbols

Three rating symbols are used to make the assessments as follows:

**E = Exceeds Expectations** (performance has been above reasonable expectations)

**M = Meets Expectations** (performance has attained a level of reasonable expectations)

**B = Below Expectations** (performance has been below reasonable expectations)

As indicated earlier, without more precise definition of the term "expectations", it is possible that ambiguity will result in the use of the term. In order to help avoid this possibility, the concept of performance standards is used.

It will be noted that in connection with each major area, a performance standard is stated, including the conditions that have to be met in order to decide the extent to which "expectations" have been met.

## **Eight Major Areas of Responsibility**

- I. Organizational Management**
- II. Fiscal / Business Management**
- III. Program Development and Follow-Through**
- IV. Relationship with the Mayor / Council**
- V. Long Range Planning**
- VI. Relationship with Public / Public Relations**
- VII. Intergovernmental Relations**
- VIII. Professional / Personal Development**



Rating

Responsibility

Performance Standard

\_\_\_ E I. Organizational Management

\_\_\_ M

\_\_\_ B

Organizational Management will be considered effective when a majority of the conditions have been successfully fulfilled:

Plans and organizes the work that goes into providing services established by past and current decisions of the Council.

Plans and organizes work that carries out policies adopted by Council and developed by Staff.

Plans and organizes responses to public requests and complaints or areas of concern brought to the attention of Staff by Council and Staff.

Evaluation and keeping up with current technology.

Selecting, leading, directing and developing staff members.

- a. Well qualified, promising persons are recruited and employed.
- b. Employees are appropriately placed, contributing to a high retention rate.
- c. Supervisory techniques motivate high performance.
- d. Complaints to Council are not common.
- e. The organization is aware of new trends in technology.

Comments: (Observations of Evaluators: use this space also to indicate the impact upon the teamwork factor)

Suggestions for Improvement: (Specific area (s) that need strengthening)

Commendations: (Area (s) of performance calling for praise/commendation)

Comments of the CEO: (Responses to any of the evaluations/comments/suggestions/commendations)

Rating

Responsibility

Performance Standard

\_\_\_ E II. Fiscal / Business Management

\_\_\_ M

\_\_\_ B

Fiscal/Business Management will be considered effective when a majority of the conditions have been successfully fulfilled:

Plans and organizes the preparation of an annual budget with documentation, etc. that conforms to guidelines adopted by the Council.

Plans, organizes and administers the adopted budget within approved revenues and expenditures.

Plans, organizes and supervises most economic utilization of manpower/materials/machinery.

Plans and organizes a system of reports for Council that provide most up-to-date data available concerning expenditures and revenue.

Plans and organizes maintenance of City-owned facilities/buildings/equipment.

- a. Budget preparation and management are thorough and effective.
- b. Cost-effective measures are persistently pursued.
- c. Financial reporting is timely and readily understandable.
- d. Physical facilities management is efficient.

Comments: (Observations of Evaluators: use this space also to indicate the impact upon the teamwork factor)

Suggestions for Improvement: (Specific area (s) that need strengthening)

Commendations: (Area (s) of performance calling for praise/commendation)

Comments of the CEO: (Responses to any of the evaluations/comments/suggestions/commendations)

Rating

Responsibility

Performance Standard

\_\_\_ E III. Program Development and Follow-Through

\_\_\_ M

\_\_\_ B

Program planning techniques and procedures will be considered effective when a majority of the conditions have been successfully fulfilled:

Plans and organizes on-going programs and services to the City government.

Plans and organizes work involved in researching program suggestions by Council and Staff and the reporting of the results of analysis.

Maintains knowledge of current and innovative trends in the area of services being provided by local governments, and incorporates that knowledge in program suggestions and research.

Plans and organizes work assigned by the Council so that it is completed with dispatch and efficiency.

Plans, organizes and supervises implementation of programs adopted or approved by Council.

- a. Ongoing programs and services are fully responsive to the City's needs.
- b. Monitoring procedures are in place and functioning well.
- c. Measurable outcomes (to the extent possible) are used to determine success in program planning.
- d. The CEO can be depended upon to follow through.
- e. Makes most effective use of available Staff talent.

Comments: (Observations of Evaluators:

use this space also to indicate the impact upon the teamwork factor)

Suggestions for Improvement: (Specific area (s) that need strengthening)

Commendations: (Area (s) of performance calling for praise/commendation)

Comments of the CEO: (Responses to any of the evaluations/comments/suggestions/commendations)

Rating

Responsibility

\_\_\_ E IV. Relationship with Mayor / Council  
\_\_\_ M  
\_\_\_ B

Maintains effective communications, both verbal and written, with Council.

Maintains availability to Council, either personally or through designated subordinates.

Establishes and maintains a system of reporting to Council current plans and activities of the Staff.

Plans and organizes materials for presentations to the Council, either verbally or written, in the most concise, clear and comprehensive manner possible.

Performance Standard

Relations with the Mayor/ Council will be considered effective when a majority of the conditions have been successfully fulfilled:

- a. Materials, reports, presentations and recommendations are clearly and convincingly made.
- b. Communications are made in a timely, forthright, and open manner.
- c. Responses to requests are made promptly and completely.
- d. Recommendations appear to be thoroughly researched.
- e. Adequate information is provided to Council to make decisions.
- f. A system is in place to report to Council current plans, activities, events of the City.

Comments: (Observations of Evaluators: use this space also to indicate the impact upon the teamwork factor)

Suggestions for Improvement: (Specific area (s) that need strengthening)

Commendations: (Area (s) of performance calling for praise/commendation)

Comments of the CEO: (Responses to any of the evaluations/comments/suggestions/commendations)

Rating

Responsibility

Performance Standard

\_\_\_ E  
\_\_\_ M  
\_\_\_ B

V. Long Range Planning

Strategic planning will be considered effective when a majority of the conditions have been successfully fulfilled:

Maintains a knowledge of new technologies, systems, methods, etc. in relation to City services.

Keeps Council advised of new and impending legislation and developments in the area of public policy.

Plans and organizes a process of program planning in anticipation of future needs and problems.

Establishes and maintains an awareness of developments occurring within other cities or other jurisdictions that may have an impact on City activities.

Plans, organizes and maintains a process for establishing community goals to be approved or adopted by Council and monitoring and status reporting.

- a. A well-constructed long-range (strategic) plan is currently in operation.
- b. Annual operational plans are carried out by Staff members.
- c. An on-going monitoring process is in operation to attain quality assurance in program and project implementation.
- d. Program evaluation and personnel evaluation are inter-related with the strategic planning process.
- e. Legislative knowledge is current and complete.

Comments: (Observations of Evaluators: use this space also to indicate the impact upon the teamwork factor)

Suggestions for Improvement: (Specific area (s) that need strengthening)

Commendations: (Area (s) of performance calling for praise/commendation)

Comments of the CEO: (Responses to any of the evaluations/comments/suggestions/commendations)

Rating

Responsibility

Performance Standard

\_\_\_ E  
\_\_\_ M  
\_\_\_ B

VI. Relationship with Public /  
Public Relations

Plans, organizes and maintains training of employees in contact with the public, either by phone or in person.

Ensures that an attitude and feeling of helpfulness, courtesy and sensitivity to public perception exists in employees coming in contact with the public.

Establishes and maintains an image of the City to the community that represents service, vitality and professionalism.

Establishes and maintains a liaison with private non-governmental agencies, organizations and groups involved in areas of concern that relate to services or activities of the City.

Communication services will be considered effective when a majority of the conditions have been successfully fulfilled:

- a. Contacts with the media are timely and credible.
- b. Publications are varied and consistently well-received by the citizens.
- c. Feedback from the public and the community leadership is positive.
- d. City has good image with comparable organizations.

Comments: (Observations of Evaluators:  
use this space also to indicate the impact upon the teamwork factor)

Suggestions for Improvement: (Specific area (s) that need strengthening)

Commendations: (Area (s) of performance calling for praise/commendation)

Comments of the CEO: (Responses to any of the evaluations/comments/suggestions/commendations)

Rating

Responsibility

Performance Standard

\_\_\_ E VII. Intergovernmental Relations  
\_\_\_ M  
\_\_\_ B

Intergovernmental relations will be considered effective when a majority of the conditions have been successfully fulfilled:

Maintains awareness of developments and plans in other jurisdictions that may relate to or affect City government.

Establishes and maintains a liaison with other governmental jurisdictions in those areas of service that improve or enhance the City's programs.

Maintains communications with governmental jurisdictions with which the City is involved or interfaces.

- a. Sufficient activity with municipal and professional organizations.
- b. Regarded as leader by municipal officials.
- c. Provides examples of good ideas from other jurisdictions.
- d. Positive relationship with surrounding cities.
- e. Good cooperation with County and State agencies.

Comments: (Observations of Evaluators: use this space also to indicate the impact upon the teamwork factor)

Suggestions for Improvement: (Specific area (s) that need strengthening)

Commendations: (Area (s) of performance calling for praise/commendation)

Comments of the CEO: (Responses to any of the evaluations/comments/suggestions/commendations)

Rating

Responsibility

Performance Standard

\_\_\_ E VIII. Professional / Personal Development

\_\_\_ M

\_\_\_ B

Professional and personal competencies will be considered effective when a majority of the conditions have been successfully fulfilled:

Maintains awareness and value of broadening professional and personal development.

Demonstrates imaginative leadership initiatives.

Ability to build cohesiveness in Staff.

Decisiveness in leadership performance.

Effectiveness in verbal communication.

- a. Management techniques show evidences of innovation, imagination and decisiveness.
- b. Synergetic techniques are fostered.
- c. Verbal communication is commendable.

Comments: (Observations of Evaluators:  
use this space also to indicate the impact upon the teamwork factor)

Suggestions for Improvement: (Specific area (s) that need strengthening)

Commendations: (Area (s) of performance calling for praise/commendation)

Comments of the CEO: (Responses to any of the evaluations/comments/suggestions/commendations)



## EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT made this 25th day of April, 1987, between the City of Falcon Heights and Janet R. Wiessner herein called Wiessner.

WITNESSETH:

WHEREAS THE CITY OF FALCON HEIGHTS wishes to employ Wiessner as its City Clerk Administrator and Wiessner agrees to enter the employ of the City of Falcon Heights effective May 18, 1987, upon the terms herein provided:

IT IS AGREED as follows:

1. **POSITION.** The City of Falcon Heights agrees to employ Wiessner as their City Clerk Administrator. Wiessner agrees to serve as the City Clerk Administrator and will devote her full business time and best efforts to the City of Falcon Heights and will engage in no outside business. Attached is a copy of the position description.
2. **SALARY.** The City of Falcon Heights agrees to pay Wiessner an annual salary at the rate of \$35,000 per year for the year starting May 18, 1987, and thereafter at such rate as may from time to time be fixed by the City Council. It is understood that Wiessner's salary will be reviewed annually and she will be given a performance appraisal prior to her annual reviews.
3. **CITY PLANS.** Wiessner will be entitled to participate in PERA and FICA, insurance and other benefit plans as the City of Falcon Heights may from time to time maintain for the benefit of its employees, plus the other benefit plans as outlined below.
  - a. **CAR ALLOWANCE.** Wiessner will be paid a car allowance of one hundred fifty (\$150) dollars per month to compensate her for all City driving on city business within the seven (7) county metro area. Wiessner will be further compensated for all City driving on City business outside the seven (7) county area at the rate of twenty (\$.20) cents per mile (this rate shall be subject to change from time to time due to economic changes and will be handled by Resolution) in addition to the one hundred fifty (\$150) dollars per month car allowance.
  - b. **VACATIONS.** The City agrees to grant two week's vacation in 1987.
  - c. **SICK LEAVE.** The City will advance Wiessner twelve (12) sick leave days effective for her reporting date. Wiessner will continue to accrue sick leave at the same rate as other employees in addition twelve (12) days.
  - d. **HOLIDAYS.** The City will provide the same standard holidays as enjoyed by other employees.
  - e. **INSURANCE.** The City will pay the full cost of the dental, hospital and medical insurance for Wiessner and her family. <sup>She shall have the</sup> choice of the plans now in existence with the City.

The City will provide group life insurance coverage equal to one (1) times annual salary at no expense to Wiessner.

7. The City agrees to pay <sup>long</sup> short term disability premiums.

4. **DUES AND SUBSCRIPTIONS.** The City agrees to budget and to pay the professional dues and subscriptions of Wiessner necessary for her continuation and full participation in national, regional, state and local associations necessary and desirable for her continued professional participation, growth and advancement, for the good of the City.
5. **PROFESSIONAL DEVELOPMENT.** The City agrees to budget and pay the travel and subsistence expenses of Wiessner for professional and official travel, meetings and occasions adequate to continue the professional development of Wiessner and to adequately pursue necessary official and other functions for the City including, but not limited to, the ICMA Conference, State League of Municipalities, National League of Cities and such other committees thereof which Wiessner serves as a member. Wiessner will use good judgment in her outside activities so that she will not neglect her primary duties to the City.

The City also agrees to budget and to pay for the travel and subsistence expenses of Wiessner for short courses, or seminars that are necessary for her professional growth and for the good of the City as approved by the City Council.

6. **CIVIC CLUB MEMBERSHIP.** The City recognizes the desirability of representation in and before local civic and other organizations, and Wiessner is authorized to become a member of such civic clubs or organizations as deemed appropriate at City expense.
7. **MOVING.** A one time moving allowance not to exceed \$1,000 shall be granted if such allowance is used within the first two years of employment. Moving allowance will be granted only for a move that will locate Wiessner's place of permanent residence closer to the boundaries of Falcon Heights than does her current residence. Should the City terminate Wiessner's employment, the moving allowance will be deducted from her severance allowance. Should Wiessner terminate her employment with the City within two years of the moving allowance being granted, she will reimburse the City the total amount of the moving allowance.
8. **RETIREMENT, ICMA PLAN.** The City agrees to continue the agreement provided by the ICMA retirement plan and the City of Falcon Heights. Any contributions to the plan will be deducted from Wiessner's annual salary as stated in Paragraph 2 above.
9. **TERMINATION AND SEVERANCE PAY.** In the event that Wiessner is terminated by the City Council during such time that Wiessner is willing and able to perform the duties of the City Clerk Administrator, then in that event the City agrees to pay Wiessner a lump sum cash payment equal to three (3) month's pay aggregate salary; provided, however, that in the event Wiessner is terminated because of her conviction of any illegal act involving personal gain to her, then, in that event, the City shall have no obligation to pay the aggregate severance sum designated in this paragraph.

In the event the City at any time during the employment term reduces the salary or other financial benefits of Wiessner in a greater percentage than any across-the-board reduction for all City employees, or in the event the City refuses, following written notice, to comply with any other provision benefitting Wiessner herein, or Wiessner resigns following a formal suggestion by the City that she resign, then, in that event, Wiessner may at her option, be deemed to be "terminated" at the date of such reduction or such refusal to comply with the meaning and context of the herein severance pay provision.

In the event Wiessner voluntarily resigns her position with the City, then Wiessner shall give the City forty-five (45) days notice in advance.


10. **GENERAL EXPENSES.** The City recognizes that certain expenses of a non-personal and generally job affiliated nature are incurred by Wiessner, and hereby agrees to reimburse or to pay said general expenses subject to Council approval.
11. **GENERAL PROVISIONS.** the text herein shall constitute the entire Employment Agreement between the City and Wiessner.

This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Wiessner.

This Agreement shall become effective April 25, 1987.

If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

IN WITNESS WHEREOF, the City of Falcon Heights on a unanimous vote of its City Council has caused this Agreement to be signed and executed in its behalf by its Mayor and Wiessner has signed and executed this Agreement, both in duplicate, the day and year first above written.

  
MAYOR OF THE CITY OF FALCON HEIGHTS  
STATE OF MINNESOTA

  
JANET R. WIESSNER

1989 METRO AREA  
CITY ADMINISTRATOR SALARY COMPAARISON

10 Comparison Cities

<u>City</u>	<u>Population</u>	<u>Stanton '89 Survey</u>	<u>Telephone Survey Aug., '90 Current Salary</u>
Orono	7,212	\$53,100	\$57,755 \$350/mo. auto allowance
Rosemount	6,847	\$50,200	
Spring Lake Park	6,843	\$46,400	\$48,707 \$.20/mile
Lake Elmo	6,090	\$36,000	\$34,000
Forest Lake	5,391	\$42,400	\$44,117
FALCON HEIGHTS	5,377	\$37,800	\$41,500 \$150/mo.
Farmington	5,162	\$43,400	\$46,779 \$160/mo.
Shorewood	4,921		\$42,500
Corcoran	4,862	\$40,400	\$42,245
St. Paul Park	4,771	\$47,600	\$49,944 \$200/mo.
Circle Pines	4,705	\$38,700	\$40,590 City Car

APPROVED JUNE 22, 1988

## POSITION DESCRIPTION

CURRENT

## CITY OF FALCON HEIGHTS

POSITION: City Administrator

OBJECTIVE AND SCOPE

Plan and direct the administration of city functions to ensure efficient municipal services and development in line with objectives and general guidelines established by the City Council.

Supervises the municipal office, administration of all departments placed within his/<sup>her</sup> jurisdiction which includes city clerk responsibilities, treasurer, parks and recreation, building inspection, public works and administrative functions of the fire department. Responsible for coordinating the city activities with the city attorney, engineering consultant, Ramsey County Sheriff, and planning consultant. Works in an advisory capacity with the commissions and committees. Operates with considerable discretion in normal administrative functions and in implementing policies of the Council. Responsible for effective recommendations in areas of policy, staffing, expenditures, etc. where Council action is required.

RELATIONSHIPS

Reports to: City Council

Supervises: Finance Manager/Administrative Assistant  
Foreman, Maintenance and Public Works  
Park and Recreation/Director Community Services  
Fire Chief in Administrative functions of the Department  
Fire Marshall  
City Clerk  
Inspectors  
Through these subordinates, he/she indirectly controls additional city employees.

Coordinates: City Attorney  
Engineering Consultant  
Planning Consultant  
Ramsey County Sheriff

SPECIFIC RESPONSIBILITIES

1. Direct and control all municipal operations.
  - a. Works closely with subordinate managers to plan and coordinate their functions.
  - b. Follows up to ensure effective service to the public and efficient conduct of all municipal affairs within overall City objectives.

2. Develop and ensure effective utilization of administrative planning, budgeting, and control procedures.
  - a. Utilizes input from department managers to develop plans.
  - b. Prepares annual budgets for Council decision.
  - c. Controls expenditures within approved budgetary guidelines. Includes ensuring proper control of all purchasing functions.
3. Develop and maintain an effective organization.
  - a. Evaluates operations and makes or recommends changes in organization structure to best achieve City objectives.
  - b. Supervises the selection of all employees, ensures proper employee utilization and motivation, reviews employee performance, recommends salary treatment, and determines replacement needs.
  - c. Recommends employee benefit and personnel policy programs and coordinates all phases of personnel administration.
4. Ensure effective management and utilization of all physical assets.
  - a. Plans for replacement or upgrading of equipment and other assets as appropriate.
  - b. Directs efficient use and proper care of all existing assets.
5. Ensure effective management of financial assets.
  - a. Oversees all fund management and investment activities.
  - b. Ensures effective accounting practices to properly control financial assets and provide accurate information for financial planning.
  - c. Develop plans to meet current and future financial needs.
6. Provide effective support to the City Council.
  - a. Performs all functions of a City Clerk under the Plan A form of municipal government.
  - b. Prepares agendas and supporting data for all Council meetings, relieves the Council of other administrative work, and implements Council decisions.
  - c. Provides reports, recommendations, and advice as appropriate to keep the Council fully informed and assist its policy making role.

7. Ensure proper public relations.
  - a. Ensures that public services are efficiently provided and that all complaints are effectively handled.
  - b. Directs communications activities to keep the public informed of City plans and operations.
  - c. Represents the City in local, regional, and state meetings and functions as delegated by the Council.
8. Keep abreast of developments in municipal operations and administrative technology.
  - a. Research improved methods for possible use in Falcon Heights.
  - b. Cooperate with other governmental units and municipalities on matters of mutual interest.
  - c. Assist and coordinate with various City commissions as appropriate.
  - d. Cooperate with the State Fairgrounds Board and with University Management.
9. Perform other duties as delegated by the Council or as necessary to effectively manage City affairs and achieve Council objectives.

## REQUIREMENTS

1. Education: College graduate, preferably in public or business administration, or equivalent experience. Additional training in municipal government functions desirable at the graduate level.
2. Experience: An individual who enjoys and excels with others in getting things done. Should be thoroughly familiar with the role, responsibility, and functions of local government and possess several years of progressive public administration experience in a city in responsible municipal management positions.

## PROFESSIONAL AND PERSONAL TRAITS

Honest with a reputation above reproach; must have a high degree of personal integrity.

Problem solving and results oriented; must possess a reputation for getting things done by setting goals and accomplishing objectives.

Possess exceptional communication and interpersonal skills. Experienced in retaining composure during stressful situations.

Subscribed to a team building approach to solving problems.

Positive innovative leadership, flexible, and willing to promote individual professional achievements.

Highly motivated and interested in excelling with the help of others.

Firm but fair, compassionate yet committed to improving the quality of life for every individual of the City and the level of services afforded to every individual of the City.

Ability to work effectively with the City Council.

Possess the ability to speak before civic and government groups.

Possess the ability to clarify and assist the Council in interpreting technical data for Council decisions.



Consent \_\_\_\_\_

Agenda Item: F-3

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 9/12/90

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

NATIONAL LEAGUE OF CITIES CONFERENCE

SUBMITTED BY: Jan Wiessner

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

The National League of Cities Annual Conference will be held in Houston, Texas, Dec. 1-5, 1990. Interest has been expressed by some council members in attending the conference. There are currently some airfare reductions available (round trip is \$169) if tickets are purchased in September. There is currently approximately \$400 in the Council Conference Budget. A transfer from the Contingency Fund would have to be authorized by Council to cover the costs.

ACTION REQUESTED: Discuss and authorize transfer.