

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

**AGENDA**  
**January 24, 2007**

- A. CALL TO ORDER: 7:00 PM
- B. ROLL CALL:           GEHRZ \_\_\_\_ KUETTEL \_\_\_\_ HARRIS \_\_\_\_  
                              LINDSTROM \_\_\_\_ TALBOT \_\_\_\_  
                              MILLER \_\_\_\_ KREUSER\_\_\_\_
- C. PRESENTATION:
- D. APPROVAL OF MINUTES: January 10, 2007 **TAB 1**
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
  - 1. General Disbursements through 1/19/07: \$96,143.57  
    Payroll through 1/15/06: \$14,228.71 **TAB 2**
  - 2. 2007 License Renewals **TAB 3**
  - 3. Additional Two Year Proposal for Services by Audit Firm Kern,  
    DeWenter, Viere, Ltd for Years Ending 2007 and 2008 **TAB 4**
  - 4. Resolution Approving Costs to be Assessed for Hoyt Sewer  
    Replacements **TAB 5**
- G. POLICY AGENDA:
  - 1. Approval of stormwater pond maintenance projects **TAB 6**
  - 2. Approval of Safe Routes to School Grant Application **TAB 7**
  - 3. Approval of recodified City Code **TAB 8**
- H. COMMUNITY FORUM
- I. INFORMATION/ANNOUNCEMENTS
- J. ADJOURN

Regular Meeting of the City Council  
January 10, 2007

Members present: Mayor Gehrz, Council members Harris, Kuettel, Lindstrom and Talbot, and Administrator Miller. Absent: Assistant City Administrator/Deputy Clerk Kreuser.

Mayor Gehrz called the meeting to order at 7:00 p.m.

The minutes of the December 13, 2006 regular council meeting were approved as corrected by Council member Kuettel.

Public Hearing:

1. Ordinance Adopting a Fee Schedule

Mayor Gehrz began by stating every year the City evaluates the fees charged for city services. Administrator Miller said State statute requires cities to adopt their fee schedules each year, and Falcon Heights chose to do it by ordinance. He stated the biggest change would be the building fees as the City is operating under the 1997 fee schedule. He said a fee schedule from 2003 was created by the League, AMM, and the Builders Association and many cities operate under that schedule. He went over the changes: planning fees for variance applications would be \$100, solicitor application fee is \$25, residential storm sewer charges to \$9.75 per quarter, and commercial rates increase to \$91 per acre per quarter.

Council member Kuettel asked if the refuse hauler license fee was in line with other cities' fees. Miller replied he would check, but noted that the licensing for 2007 was mostly complete and the haulers paid the \$70 rate. Kuettel also asked about the facility rental fees.

Council member Lindstrom asked why the fee for solicitors would be reduced from \$35 to \$25. Administrator Miller replied that in speaking with the city attorney it was in line with other cities. He stated the \$25 fee was adequate to cover staff time, and the main driver in charging a fee is to recoup City expenses.

Mayor Gehrz opened the public hearing. No comments were heard. The public hearing was closed.

Council member Kuettel moved to approve ordinance 07-01, approval of the 2007 fee schedule. The motion passed unanimously.

Consent Agenda:

Council member Harris asked about the contract with HRC, and noted residents are becoming more familiar with the services provided since usage has increased.

Council member Kuettel inquired about the \$26 charge for rug service.

Council member Talbot commented on the tree trimming, Council standing rules, official newspaper, the HRC, and the City Administrator contract.

Council member Kuettel moved to approve the following 16 items. The motion passed unanimously.

1. General Disbursements 12/13/06 through 1/4/07: \$259,315.89  
Payroll 12/1/06 through 12/31/06: \$15,719.88
2. 2007 License Renewals
3. Review and adopt Council standing rules
4. Resolution 07-01 designating official depositories for 2007
5. Consider resolution 07-02 approving a 3% standard compensation increase for regular

employees in 2007

6. Designation of official newspaper for 2007
7. Appointment of City Engineer
8. Commission appointments
9. 2007 Tree Contractor Extension
10. Contract Renewal with Housing Resource Center
11. Agreement for legal services with Campbell Knutson
12. Appointment of Prosecuting Attorneys
13. Appointment of City Auditor for 2007
14. Council liaison assignments
15. Recommendations for changes to the Employment Agreement for the City Administrator
16. Approve Hiring of Melanie Leehy as Office Assistant

#### Policy Agenda:

##### 1. Solicitor's Ordinance

Administrator Miller began by going over the items of note in the proposed ordinance, including the fee, background check provision, and allowed time of operation.

Council member Lindstrom requested that the beginning time allowed for solicitation, 9 a.m., be added to the application.

Council member Kuettel moved to approve the solicitor's ordinance. The motion passed unanimously.

##### 2. Proposed New Ordinance on Mobile Storage Structures

Administrator Miller began the item by explaining that the proposed ordinance regulates mobile storage structures by size allowed. He mentioned the Planning Commission changed the time restriction to 72-hours from 48-hours, and the four-week provision was increased from three weeks since rental is generally for a four-week block.

Council member Talbot questioned whether PODS have reflectors for when they are parked on the street. He asked whether Miller had talked with Chief Ohl regarding parking them on the street. Miller replied that the restrictions are more stringent with PODS than for dumpsters, and stated that most streets are wide enough for one POD, but permitting two PODS on opposite sides of the street would be avoided.

Council members Talbot and Kuettel asked the fee, and after consulting the council agreed to base the fee in alignment with a parking permit, which is \$10.

Council member Talbot moved to approve ordinance 07-03. The motion passed unanimously.

Council member Lindstrom moved to bring back the fee schedule ordinance, and also moved to add a permit fee of \$10 for anyone who keeps a mobile storage unit. Both motions passed unanimously.

#### Information/Announcements:

Council member Harris stated the Park/Rec Commission met and they were working on their Park Plan to be used as part of the City's Comp Plan. She welcomed Eric Maronde to the Commission as a youth commissioner. The new chair is Gene Osazky. She reminded residents to return the parks/rec survey as well.

Council member Lindstrom stated the Community Garden Steering Committee met for the first time, and 10-12 people were in attendance. He stated ground would be broken in March/April, and people are excited.

Council member Kuettel stated the newsletter, parks/rec survey, and recycling calendar were mailed and to look for those.

Council member Talbot stated Cor Wilson would be attending a meeting soon regarding net neutrality and rights-of-way. He thanked the NSCC and Maureen Anderson in conjunction with several volunteers for their work with the cable channel.

Mayor Gehrz announced the CERT classes start January 11 with 20 participants. She also said at 6:30 at City Hall on January 22 residents are invited to attend the annual gathering of the Neighborhood Commission, CERT, Liaison groups. RSVP to City Hall.

Administrator Miller said rinks were beginning to be flooded. The new street signs will be installed during the winter and into the spring.

The meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Stacey Kreuser  
Assistant City Administrator/Deputy Clerk

**ITEM:**                   **Disbursements and Payroll**

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

**REVIEWED BY:** **Justin Miller, City Administrator**

**EXPLANATION:**

1. General Disbursements through 1/19/07: \$96,143.57
2. Payroll through 1/15/06: \$14,228.71

**ATTACHMENTS:**

General disbursements, credit card statement, and payroll

**ACTION REQUESTED:**

Approval

PACKET: 00063 Regular Payables  
VENDOR SET: 01 City of Falcon Heights  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

# Council Report

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
-----						
01-04423		ACS FIREHOUSE SOLUTIONS				
I-57870		FIREHOUSE SOFTWARE MAINT	106.37			
1/18/2007	APBNK	DUE: 1/18/2007 DISC: 1/18/2007				
		FIREHOUSE SOFTWARE MAINT		101 4124-89000-000	MISCELLANEOUS	106.37
		=== VENDOR TOTALS ===	106.37			
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01-00142		ACTION IMPRINTS				
I-30202		SWEATSHIRTS FOR PUBLIC WORKS	49.92			
1/18/2007	APBNK	DUE: 1/18/2007 DISC: 1/18/2007				
		SWEATSHIRTS FOR PUBLIC WKS		101 4132-77000-000	CLOTHING	49.92
		=== VENDOR TOTALS ===	49.92			
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01-00225		ALLWEATHER ROOF				
I-34694		CITY HALL ROOF REPAIRS	23,935.00			
1/18/2007	APBNK	DUE: 1/18/2007 DISC: 1/18/2007				
		CITY HALL ROOF REPAIRS		403 20200-000	ACCOUNTS PAYABLE	23,935.00
		=== VENDOR TOTALS ===	23,935.00			
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01-00255		AMERICAN OFFICE PRODUCTS				
I-79539		MISC OFFICE SUPPLIES	13.54			
1/18/2007	APBNK	DUE: 1/18/2007 DISC: 1/18/2007				
		MISC OFFICE SUPPLIES		101 20200-000	ACCOUNTS PAYABLE	13.54
		=== VENDOR TOTALS ===	13.54			
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01-00250		AMERIPRIDE LINEN&APPAREL				
I-M11875		LINEN CLEANING JAN 16	30.72			
1/18/2007	APBNK	DUE: 1/18/2007 DISC: 1/18/2007				
		LINEN CLEANING JAN 16		101 4124-82011-000	LINEN CLEANING	30.72
I-M885301		LINEN CLEANING DEC 19	29.56			
1/17/2007	APBNK	DUE: 1/17/2007 DISC: 1/17/2007				
		LINEN CLEANING DEC 19		101 20200-000	ACCOUNTS PAYABLE	29.56
		=== VENDOR TOTALS ===	60.28			

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DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00197		ASSOC FOR NONSMOKERS				
I-200701180331		07 TOBACCO COMPLIANCE	128.25			
1/18/2007	APBNK	DUE: 1/18/2007 DISC: 1/18/2007				
		07 TOBACCO COMPLIANCE		101 4121-70120-000	SUPPLIES	128.25
		=== VENDOR TOTALS ===	128.25			
=====						
01-03001		CAMPBELL KNUTSON				
I-200701180322		DEC/06 LEGAL SVCS	723.00			
1/18/2007	APBNK	DUE: 1/18/2007 DISC: 1/18/2007				
		DEC/06 LEGAL SVCS		101 20200-000	ACCOUNTS PAYABLE	723.00
		=== VENDOR TOTALS ===	723.00			
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01-03101		CAPITOL CITY REGION 1				
I-2007-01		07 MEMBERSHIP	50.00			
1/18/2007	APBNK	DUE: 1/18/2007 DISC: 1/18/2007				
		07 MEMBERSHIP		101 4124-86110-000	MEMBERSHIPS	50.00
		=== VENDOR TOTALS ===	50.00			
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01-03123		CINTAS CORPORATION #470				
I-470591613		RUG SERVICES	25.65			
1/18/2007	APBNK	DUE: 1/18/2007 DISC: 1/18/2007				
		RUG SERVICES		101 4131-87010-000	CITY HALL MAINTENANCE	25.65
		=== VENDOR TOTALS ===	25.65			
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01-03121		CITY OF ST PAUL				
I-97942		DEC/06 FUEL	239.43			
1/18/2007	APBNK	DUE: 1/18/2007 DISC: 1/18/2007				
		DEC/06 FUEL		101 20200-000	ACCOUNTS PAYABLE	239.43
I-97957		2007 FEE MASTER CONTRACT	350.00			
1/18/2007	APBNK	DUE: 1/18/2007 DISC: 1/18/2007				
		2007 FEE MASTER CONTRACT		101 4131-70110-000	SUPPLIES	350.00
		=== VENDOR TOTALS ===	589.43			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05090	DEEP ROCK WATER COMPANY					
I-200701180323		H2O AND COOLER RENTAL	34.60			
1/18/2007	APBNK	DUE: 1/18/2007 DISC: 1/18/2007				
		H2O AND COOLER RENT		101 20200-000	ACCOUNTS PAYABLE	34.60
		=== VENDOR TOTALS ===	34.60			
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01-04000	EHLERS AND ASSOCIATES					
I-200701180324		PUBLIC FINANCE SEMINAR-JUSTIN	215.00			
1/18/2007	APBNK	DUE: 1/18/2007 DISC: 1/18/2007				
		PUBLIC FINANCE SEMINAR-JUSTIN		101 4112-86100-000	CONFERENCES/EDUCATION/AS	215.00
I-334194		DEVELOPMENT PYMT CALCULATION	1,312.50			
1/18/2007	APBNK	DUE: 1/18/2007 DISC: 1/18/2007				
		DEVELOPMENT PYMT CALCULATION		414 20200-000	ACCOUNTS PAYABLE	1,312.50
		=== VENDOR TOTALS ===	1,527.50			
=====						
01-04027	EMERGENCY APPARATUS MAINT					
I-28799		757 - REPAIR PUMP SHIFT TRANS	2,105.09			
1/18/2007	APBNK	DUE: 1/18/2007 DISC: 1/18/2007				
		757 - REPAIR PUMP SHIFT TRANS		101 20200-000	ACCOUNTS PAYABLE	2,105.09
		=== VENDOR TOTALS ===	2,105.09			
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01-05026	FOREMOST FIRE PROMOTIONS					
I-378034		KIDS FIRE HATS/BADGES/PENCILS	354.27			
1/18/2007	APBNK	DUE: 1/18/2007 DISC: 1/18/2007				
		KIDS FIRE HATS/BADGES/PENCILS		101 20200-000	ACCOUNTS PAYABLE	354.27
		=== VENDOR TOTALS ===	354.27			
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01-05166	GRAINGER, W. W., INC.					
I-200701180327		AIR COMPRESSOR AND SOAP	496.12			
1/18/2007	APBNK	DUE: 1/18/2007 DISC: 1/18/2007				
		AIR COMPRESSOR & PARTS		403 4403-91000-000	MACHINERY & EQUIPMENT	483.61
		HAND SOAP FOR CITY HALL		101 4131-70110-000	SUPPLIES	12.51
		=== VENDOR TOTALS ===	496.12			



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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
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01-05200	ICMA RETIREMENT TRUST 457					
I-200701170318		ICMA - BALANCE JAN/07	294.00			
1/17/2007	APBNK	DUE: 1/17/2007 DISC: 1/17/2007				
		ICMA - BALANCE JAN/07		101 21709-000	OTHER PR WH PAYABLE	183.30
		ICMA - BALANCE JAN/07		601 21709-000	OTHER PR WH PAYABLE	59.00
		ICMA - BALANCE JAN/07		602 21709-000	OTHER PR WH PAYABLE	46.70
		ICMA - BALANCE JAN/07		204 21709-000	OTHER PR WH PAYABLE	5.00
		=== VENDOR TOTALS ===	294.00			
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01-05245	INTERACTIVE COMPUTER DESIGNS,					
I-50693		SOFTWARE MAINTENANCE 2007	3,387.47			
1/18/2007	APBNK	DUE: 1/18/2007 DISC: 1/18/2007				
		SOFTWARE MAINTENANCE 2007		101 4113-80600-000	SOFTWARE MAINTENANCE	3,387.47
		=== VENDOR TOTALS ===	3,387.47			
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01-05399	JONES & BARTLETT PUBLISHR					
I-1404685		FIRE FIGHTER WORKBOOKS	310.39			
1/18/2007	APBNK	DUE: 1/18/2007 DISC: 1/18/2007				
		FIRE FIGHTER WORKBOOKS		101 20200-000	ACCOUNTS PAYABLE	310.39
		=== VENDOR TOTALS ===	310.39			
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01-05466	LANDS'END BUSINESS OUTFIT					
I-5276936		SHIRTS & SWEATSHIRTS FOR PW	113.95			
1/18/2007	APBNK	DUE: 1/18/2007 DISC: 1/18/2007				
		SHIRTS & SWEATSHIRT FOR PW		101 4132-77000-000	CLOTHING	113.95
		=== VENDOR TOTALS ===	113.95			
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01-05450	LEAGUE MN CITIES INS TRST					
I-VL00010204		VOLUNTEER ACCIDENT POLICY	808.00			
1/18/2007	APBNK	DUE: 1/18/2007 DISC: 1/18/2007				
		VOLUNTEER ACCIDENT POLICY		101 4112-88000-000	INSURANCE & BONDS	808.00
		=== VENDOR TOTALS ===	808.00			

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

01-07272 LILLIE SUBURBAN NEWSPAPER

I-200701180326 PUBLIC HEARING NOTICE FEES 7.48  
 1/18/2007 APBNK DUE: 1/18/2007 DISC: 1/18/2007  
 PUBLIC HEARING NOTICE-FEES 101 4111-70410-000 LEGAL NOTICES 7.48  
 === VENDOR TOTALS === 7.48

01-05646 M-R SIGN COMPANY INC

I-144642 CORNER MARKER SIGNS FOR CITY 10,148.02  
 1/18/2007 APBNK DUE: 1/18/2007 DISC: 1/18/2007  
 CORNER MARKER SIGNS FOR CITY 412 20200-000 ACCOUNTS PAYABLE 10,148.02  
 I-144743 REFLECTIVE TAPE FOR SIGNS 132.21  
 1/18/2007 APBNK DUE: 1/18/2007 DISC: 1/18/2007  
 REFLECTIVE TAPE FOR SIGNS 412 20200-000 ACCOUNTS PAYABLE 132.21  
 === VENDOR TOTALS === 10,280.23

01-05665 METROPOLITAN COUNCIL

I-839227 FEB/07 S.S. 31,588.02  
 1/11/2007 APBNK DUE: 1/11/2007 DISC: 1/11/2007  
 FEB/07 S.S. 601 4601-85060-000 METRO SEWER CHARGES 31,588.02  
 === VENDOR TOTALS === 31,588.02

01-05585 METROPOLITAN AREA MANAGEMENT A

I-200701180332 MEETING EXPENSE 18.00  
 1/18/2007 APBNK DUE: 1/18/2007 DISC: 1/18/2007  
 MEETING EXPENSE 101 4112-86100-000 CONFERENCES/EDUCATION/AS 18.00  
 === VENDOR TOTALS === 18.00

01-05733 MNVOAD

I-200701180330 MEMBERSHIP 2007 20.00  
 1/18/2007 APBNK DUE: 1/18/2007 DISC: 1/18/2007  
 MEMBERSHIP 2007 101 4112-86100-000 CONFERENCES/EDUCATION/AS 20.00  
 === VENDOR TOTALS === 20.00

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
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01-04875		MOBILE MINI, INC.				
I-15103257		JAN/07 - WARMING HOUSE RENTAL	386.49			
1/11/2007	APBNK	DUE: 1/11/2007 DISC: 1/11/2007				
		JAN/07 - WARMING HOUSE RENTAL		101 4141-87120-000	REPAIRS & MAINTENANCE	386.49
		=== VENDOR TOTALS ===	386.49			
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01-05821		MUSKA ELECTRIC				
I-74029		REWIRED COMPRESSOR-COMM PARK	359.95			
1/18/2007	APBNK	DUE: 1/18/2007 DISC: 1/18/2007				
		REWIRED COMPRESSOR-COMM PARK		101 20200-000	ACCOUNTS PAYABLE	359.95
		=== VENDOR TOTALS ===	359.95			
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01-05982		NEP CORPORATION				
I-60961		WELDING SUPPLIES	111.98			
1/17/2007	APBNK	DUE: 1/17/2007 DISC: 1/17/2007				
		WELDING SUPPLIES		101 20200-000	ACCOUNTS PAYABLE	111.98
I-61002		HX HEAD ASSORTMENT - WELDER	303.53			
1/17/2007	APBNK	DUE: 1/17/2007 DISC: 1/17/2007				
		HX HEAD ASSORTMENT - WELDER		101 20200-000	ACCOUNTS PAYABLE	303.53
		=== VENDOR TOTALS ===	415.51			
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01-07263		NEXTEL COMMUNICATIONS, INC				
I-022		CELL PHONE - FIRE DEC/06	112.13			
1/17/2007	APBNK	DUE: 1/17/2007 DISC: 1/17/2007				
		CELL PHONE - FIRE DEC/06		101 20200-000	ACCOUNTS PAYABLE	112.13
		=== VENDOR TOTALS ===	112.13			
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01-03212		NORTH SUBURBAN ACCESS CO.				
I-07-702		REIMB: MAUREEN OCT/06	96.00			
1/17/2007	APBNK	DUE: 1/17/2007 DISC: 1/17/2007				
		REIMB: MAUREEN OCT/06		101 20200-000	ACCOUNTS PAYABLE	96.00
I-07-703		REIMB: MAUREEN DEC/06	84.00			
1/17/2007	APBNK	DUE: 1/17/2007 DISC: 1/17/2007				
		REIMB: MAUREEN DEC/06		101 20200-000	ACCOUNTS PAYABLE	84.00
		=== VENDOR TOTALS ===	180.00			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06024		ON SITE SANITATION				
I-255026		DEC/06 PORTABLE TOILET COMM PK	38.95			
1/18/2007	APBNK	DUE: 1/18/2007 DISC: 1/18/2007				
		DEC/06 PORTABLE TOILET COMM PK		601 20200-000	ACCOUNTS PAYABLE	38.95
		=== VENDOR TOTALS ===	38.95			
=====						
01-05115		ONE CALL CONCEPTS, INC				
I-6120367		DEC/06 LOCATES	36.25			
1/18/2007	APBNK	DUE: 1/18/2007 DISC: 1/18/2007				
		DEC/06 LOCATES		601 20200-000	ACCOUNTS PAYABLE	36.25
		=== VENDOR TOTALS ===	36.25			
=====						
01-06945		QWEST				
I-200701180325		AUTODIALER LIFT STATION JAN/07	57.57			
1/18/2007	APBNK	DUE: 1/18/2007 DISC: 1/18/2007				
		AUTODIALER LIFT STATION JAN/07		601 4601-85011-000	TELEPHONE - LANDLINE	57.57
I-200701180329		TELEPHONE - COMM PARK JAN/07	53.41			
1/18/2007	APBNK	DUE: 1/18/2007 DISC: 1/18/2007				
		TELEPHONE - COMM PARK JAN/07		101 4141-85011-000	TELEPHONE - LANDLINE	53.41
		=== VENDOR TOTALS ===	110.98			
=====						
01-06183		RAMSEY COUNTY PROP/RECORD				
I-PUBW-7268		DEC/06 SNOWPLOWING/SANDING	1,373.86			
1/17/2007	APBNK	DUE: 1/17/2007 DISC: 1/17/2007				
		DEC/06 SNOWPLOWING/SANDING		101 20200-000	ACCOUNTS PAYABLE	1,373.86
		=== VENDOR TOTALS ===	1,373.86			
=====						
01-06185		RAMSEY COUNTY				
I-RISK 1017		JAN/07 INS	6,398.07			
1/18/2007	APBNK	DUE: 1/18/2007 DISC: 1/18/2007				
		JAN/07 INS		101 4112-89000-000	MISCELLANEOUS	6,398.07
		=== VENDOR TOTALS ===	6,398.07			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06189	RAMSEY CTY PUBLIC WORKS					
I-PUBW 007309		LARPENTEUR LIFT STATION MAINT	1,515.22			
1/18/2007	APBNK	DUE: 1/18/2007 DISC: 1/18/2007				
		LARPENTEUR LIFT STATION MAINT		602 20200-000	ACCOUNTS PAYABLE	1,515.22
		=== VENDOR TOTALS ===	1,515.22			
=====						
01-06335	ROSELAWN STABLES					
I-200701110315		HAYRIDE FOR DOW EVENT	425.00			
1/11/2007	APBNK	DUE: 1/11/2007 DISC: 1/11/2007				
		HAYRIDE FOR DOW EVENT		101 4116-89010-000	SPECIAL EVENTS	425.00
		=== VENDOR TOTALS ===	425.00			
=====						
01-06525	SUBURBAN ACE HARDWARE					
I-DEC CHRGS		FASTENERS/BROOM/BATTERIES/NAI	67.68			
1/18/2007	APBNK	DUE: 1/18/2007 DISC: 1/18/2007				
		FASTENERS/BROOM/BATTERIES/NAI		101 20200-000	ACCOUNTS PAYABLE	67.68
		=== VENDOR TOTALS ===	67.68			
=====						
01-06664	TERMINIX					
I-265724963		PEST CONTROL DEC/06	47.93			
1/18/2007	APBNK	DUE: 1/18/2007 DISC: 1/18/2007				
		PEST CONTROL DEC/06		101 20200-000	ACCOUNTS PAYABLE	47.93
		=== VENDOR TOTALS ===	47.93			
=====						
01-06581	TRI-STATE BOBCAT INC					
I-A46932		EDGE PART FOR SNOWBLOWER	157.16			
1/18/2007	APBNK	DUE: 1/18/2007 DISC: 1/18/2007				
		EDGE PART FOR SNOWBLOWER		101 4131-70110-000	SUPPLIES	157.16
		=== VENDOR TOTALS ===	157.16			
=====						
01-00878	US BANCORP					
I-DEC/06		COMP PLAN STEERING COMM EXPS	16.71			
1/18/2007	APBNK	MANUAL CK# 071047 1/17/2007				
		COMP PLAN COMMITTEE EXPS		101 20200-000	ACCOUNTS PAYABLE	16.71
		=== VENDOR TOTALS ===	16.71			

PACKET: 00063 Regular Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05870	XCEL ENERGY					
I-200701170320		ELECTRIC	4,897.04			
1/17/2007	APBNK	DUE: 1/17/2007 DISC: 1/17/2007				
		ELECTRIC		101 20200-000	ACCOUNTS PAYABLE	4,897.04
		=== VENDOR TOTALS ===	4,897.04			
=====						
01-07210	ZACK'S INC					
I-22466		30 GAL INDUSTRIAL CLEANER/PUM	315.32			
1/11/2007	APBNK	DUE: 1/11/2007 DISC: 1/11/2007				
		30 GAL INDUSTRIAL CLEANER/PUMP		101 4141-70100-000	SUPPLIES	105.11
		30 GAL INDUSTRIAL CLEANER/PUMP		101 4132-70120-000	SUPPLIES	105.11
		30 GAL INDUSTRIAL CLEANER/PUMP		101 4131-70110-000	SUPPLIES	105.10
I-22476		AXE HANDLE/SQUEEGE/FUNNEL/FOR	122.95			
1/18/2007	APBNK	DUE: 1/18/2007 DISC: 1/18/2007				
		AXE HANDLE/SQUEEGE/FUNNEL/FORK		101 4131-70110-000	SUPPLIES	122.95
		=== VENDOR TOTALS ===	438.27			
		=== PACKET TOTALS ===	94,003.76			

PERA CK# 71012 \$2,39.81  
 1/11/2007

Total 96,143.57



January Statement for activity from Dec. 06, 2006 through Jan. 03, 2007  
 CITY OF FALCON HEIGHT, JUSTIN J MILLER (CPN 000107109)

Inquiries: 1-866-485-454  
 BUS 18 02 Page 1 of

Your U.S. Bank Visa® Business Card account at a glance ...

Activity Summary

Previous Balance.....	\$366.86
Payments and Credits.....	\$366.86
Purchases, Advances & Other Debits	\$16.71
<b>FINANCE CHARGES</b> .....	\$0.00
<b>New Balance</b> .....	<b>\$16.71</b>

Credit and Payment Information

Credit Line .....	\$15,000.0
Available Credit.....	\$14,983.2
Minimum Payment Due (Current Month)...	\$10.0
Minimum Payment Due (Past Due) .....	\$0.0
<b>Total New Minimum Payment Due</b> .....	<b>\$10.0</b>
<b>Payment Due Date</b> .....	<b>Jan. 23, 200</b>

To reduce or avoid paying additional finance charges on your purchase balance, pay the total new balance of \$16.71 by 01/23/07. Any cash balance or balance transfer balance will continue to accrue daily interest until the date your payment is received.

Transactions

Post Date	Trans Date	Ref. Nbr	Description of Transaction	Amount	Notation
<b>Payments and Credits</b>					
12/18	12/18	0133	PAYMENT THANK YOU.....	\$366.86	CR
<b>Purchases, Advances, Debits</b>					
12/12	12/11	1422	CUB FOODS ROSEVILLE MN.....	\$16.71	
<i>Comp pla steering cmtk food</i>					

Company Approval (This area for use by your company)

Signature/Approval: \_\_\_\_\_ Accounting Code: \_\_\_\_\_

Rate Summary

Balance Type	Balance By Type	Avg. Daily Balance	Daily Periodic Rate	Rate Type	Interest	Corresp APR	***APR*** This Period	Grace Period
BALANCE TRANSFER	\$0.00	\$0.00	0.043123%	VARIABLE	\$0.00	15.74%	0.00%	N
PURCHASES	\$16.71	\$0.00	0.043123%	VARIABLE	\$0.00	15.74%	0.00%	Y
ADVANCES	\$0.00	\$0.00	0.066410%	VARIABLE	\$0.00	24.24%	0.00%	N

Continued on Next Page

1-16-2007 11:05 AM  
 PAYROLL NO: 01 City of Falcon Heights

PAYROLL CHECK REGISTER

PAGE: :  
 PAYROLL DATE: :

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
1035	AUGER SR, JOSEPH J	R	1/16/2007	313.21	071013
0034	KURHAJETZ, CLEMENT	R	1/16/2007	119.72	071014
0040	ANDERSON, KEVIN	R	1/16/2007	42.86	071015
0066	HERNANDEZ, ALFRED	R	1/16/2007	95.01	071016
0074	ALLEN, MARK J	R	1/16/2007	29.67	071017
0087	MCKAY, MICHAEL A	R	1/16/2007	82.77	071018
0090	SCHIPPEL, ANDREW P	R	1/16/2007	75.39	071019
0095	POESCHL, MICHAEL J	R	1/16/2007	144.65	071020
0097	GAFFNEY, PATRICK	R	1/16/2007	133.34	071021
0098	REZNY, BRADLEY J	R	1/16/2007	98.64	071022
0104	VANN, VINCENT A	R	1/16/2007	124.79	071023
0105	FEHRENBACH, ANTON M	R	1/16/2007	99.84	071024
0106	TESCH, SCOTT A	R	1/16/2007	138.30	071025
0109	DOUVIER, JASON D	R	1/16/2007	64.18	071026
0112	LESKE, CHRIS M	R	1/16/2007	85.31	071027
0114	GANSCHINIETZ, ANNE T	R	1/16/2007	78.95	071028
0115	FRIDGEN, JOSH T	R	1/16/2007	14.78	071029
0116	GOPLIN, ADAM R	R	1/16/2007	93.96	071030
0117	EISCHEN, RONALD B	R	1/16/2007	55.53	071031
0118	HARPEL, JOHN M	R	1/16/2007	124.79	071032

\*\*\*\*\* DIRECT DEPOSIT LIST \*\*\*\*\* PAY PERIOD ENDING 1/16/2007

EMP #	NAME	AMOUNT
01-0085	DANIEL S JOHNSON-POWERS	44.26
TOTAL PRINTED: 1		44.26

1-16-2007 11:05 AM  
 PAYROLL NO: 01 City of Falcon Heights

PAYROLL CHECK REGISTER

PAGE: :  
 PAYROLL DATE: :

\*\*\* REGISTER TOTALS \*\*\*

REGULAR CHECKS:	20	2,015.69
DIRECT DEPOSIT REGULAR CHECKS:	1	44.26
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		



EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
1009	LEEHY, MELANIE M	R	1/11/2007	100.46	071007
1136	OLSON, ROLAND O	R	1/11/2007	1,475.19	071008
1141	YARD, MICHAEL C	R	1/11/2007	629.06	071009
1030	PITTMAN, TIMOTHY J	R	1/11/2007	1,350.28	071010
1033	TRETSVEN, DAVE	R	1/11/2007	1,209.95	071011

\*\*\*\*\* DIRECT DEPOSIT LIST \*\*\*\*\* PAY PERIOD ENDING 1/15/2007

EMP #	NAME	AMOUNT
01-1002	JUSTIN J MILLER	2,155.13
01-1008	STACEY T KREUSER	1,219.73
01-1038	DEBORAH K JONES	1,412.47
01-1030	TIMOTHY J PITTMAN	300.00
01-1143	COLIN B CALLAHAN	1,147.71
01-1016	LISA A ABERNATHY	1,168.78

TOTAL PRINTED: 6 7,403.82

\*\*\* REGISTER TOTALS \*\*\*

REGULAR CHECKS:	5	4,764.94
DIRECT DEPOSIT REGULAR CHECKS:	6	7,403.82
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	11	12,168.76

\*\*\* NO ERRORS FOUND \*\*\*

\*\* END OF REPORT \*\*

**ITEM: 2007 License Renewals**

**SUBMITTED BY: Stacey Kreuser, Assistant City Administrator/Deputy Clerk**

**EXPLANATION:**

The following businesses have applied for renewal municipal licenses for 2007. City staff has obtained the necessary documents for licensure.

- Curves
- Hermes Floral
- Blomberg Pharmacy
- Jackson Hewitt
- Cornerstone Construction Management

The following businesses have applied for renewal refuse/recycling licenses for 2007. City staff has obtained the necessary documents for licensure.

- Horrigan Hauling

The following businesses have applied for renewal mechanical contractor's licenses for 2007. City staff has obtained the necessary documents for licensure.

- Kath HVAC
- The Snelling Company
- St. Paul Plumbing and Heating

The following individual has applied for a renewal massage therapy license. City staff has obtained the necessary documents for licensure.

- Susan Lundquist

The following businesses have applied for a renewal tree trimming/removal license. City staff has obtained the necessary documents for licensure.

- Pioneer Tree and Landscape
- Hugo's Tree Care

The following individual has applied for a renewal home occupation license. City staff has received the necessary documents for licensure:

- David Wasson Graphic Design

**ITEM:**                   **Additional Two Year Proposal for Services by Audit Firm  
Kern, DeWenter, Viere, Ltd for Years Ending 2007 and 2008**

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

**REVIEWED BY:**   **Justin Miller, City Administrator**

**EXPLANATION/DESCRIPTION:**

The City has already approved audit services from the auditing firm Kern, DeWenter, Viere for the year ending December 31, 2006 at a price of \$16,200. Included with the price quote for 2006, were quotes for the years ending 2007 and 2008. The advantage of locking in the price for these two additional years would be savings in audit costs for the City. The only increases in price are due to inflationary estimates. There are no projected increases due to increases in GASB (Governmental Accounting Standards Board) and SAS (Statement of Auditing Standards) auditing requirements even though these requirements increase yearly. The City's thorough preparation for the audit results in savings in audit costs.

The City's audit cost for the year ending December 31, 2005, was \$15,500. The cost for the year ending December 31, 2006 will be \$16,200. For the year ending December 31, 2007 it would cost \$16,850. For the year ending December 31, 2008 it will cost \$17,500.

The City completed an RFP for audit services in 2004. Kern, DeWenter, Viere, Ltd was the lowest price. By choosing Kern, DeWenter, Viere Ltd over the next lowest competitor, the City saved \$7,590 in audit costs over the last three year period. Incidentally, the projected 2008 audit cost for the City utilizing Kern, DeWenter, Viere is still lower than the next lowest competitor's cost would have been for the year ending December 31, 2005.

Kern, DeWenter, Viere, Ltd provides exemplary service. They were a leader with GASB34 implementation and they continue to participate in continuing education at the MN GFOA conference with various topics/seminars on the latest GASB requirements.

**ACTION REQUESTED:**

Approval of the three year price quote from Kern, DeWenter, Viere, Ltd.



KERN · DEWENTER · VIERE

Mr. Roland Olson  
Finance Director  
City of Falcon Heights  
2077 West Larpenteur Avenue  
Falcon Heights, MN 55113

Dear Mr. Olson:

Thank you for the opportunity to provide a quote for audit services for the next three years. Because of the City's thorough preparation for the audit process, the assumptions made in our most recent three year quote remain the same, and we are able to provide a new three year quote with only inflationary increases:

For the year ended December 31, 2006	\$16,200
For the year ended December 31, 2007	\$16,850
For the year ended December 31, 2008	\$17,500

We value our relationship with the City of Falcon Heights and hope this quote meets your expectations and those of administration and the City Council.

Sincerely,

Matthew L. Mayer, CPA

Expert advice. When you need it.™

Certified Public Accountants  
Financial Services  
Organization Development  
Strategic Consulting  
Technology Services

**Minneapolis**  
7100 Northland Circle N.  
Suite 119  
Minneapolis, Minnesota  
55428-1500  
Phone: 763.537.3011  
Fax: 763.537.9682

**St. Cloud**  
220 Park Avenue S.  
P.O. Box 1304  
St. Cloud, Minnesota  
56302  
Phone: 320.251.7010  
Fax: 320.251.1784

**Waite Park**  
415 3rd Street N.  
Suite 100  
Waite Park, Minnesota  
56387-2510  
Phone: 320.252.7060  
Fax: 320.252.9627

[www.kdv.com](http://www.kdv.com)

877.912.7696

Technology Help Desk:  
866.400.6426

**ITEM:** Resolution declaring costs to be assessed, receiving assessment rolls and setting assessment hearing date for Hamline/ Hoyt Sanitary Sewer repairs

**SUBMITTED BY:** Deb Bloom, City Engineer

**REVIEWED BY:** Justin Miller, City Administrator

**EXPLANATION:**

As a part of the Hamline Hoyt reconstruction project the contractor completed five sanitary sewer service repairs. Consistent with City Code, the repair of sanitary sewer services is the responsibility of the private property owner. Prior to completing this work, the City of St. Paul provided an estimated cost to the property owners. These costs were based upon bid prices for a “normal” depth sanitary sewer main. Upon performing the work, it was determined that the sewer main line was 26 feet deep. “Normal” depth of sanitary sewer would be considered 5 to 10 feet. Deeper pipes mean more material to dig out, more restoration, more time, and additional safety measures. As a result of this, the cost to reconstruct these services was considerably higher than the estimate provided to the property owners.

Due to the nature of trunk sanitary sewer, there are areas of sewer that can get to be quite deep. This is the result of the need for gravity to accommodate the flow of effluent in the pipe. The extra depth of the line in this area is because it is a trunk line, not because of the homeowner’s connection to it. As a result, staff felt that since the depth was not “normal” it would not be appropriate to require the homeowner to pay the additional cost.

The costs, as originally estimated was; \$12,290.20, the actual cost of this work was; \$29,044.24. Since this is a joint St. Paul- Falcon Heights trunk sewer main, the City staffs have agreed that the additional cost should be shared by the Cities.

We were unable to include these assessments with the street assessments levied last fall because the total cost for these repairs had not been finalized at that time.

The following properties located within the City of Falcon Heights are proposed to be assessed at this time. The assessments are consistent with the costs as estimated prior to the work being performed by the contractor. They are based on the length of the sanitary sewer service repair and estimated excavation time for a “normal” depth sanitary sewer.

<b>HAMLIN/ HOYT SANITARY SEWER REPAIRS</b>			
<b>Assessment Roll</b>			
Address	Excavation	Pipe Cost	Assessment Amount
1397 Hoyt	\$1,300.00	\$1,196.00	\$2,496.00
1403 Hoyt	\$1,300.00	\$1,214.20	\$2,514.20
1405 Hoyt	\$1,300.00	\$1,232.40	\$2,532.40

1415 Hoyt	\$1,300.00	\$1,320.80	\$2,620.80
1443 Hoyt	\$1,300.00	\$826.80	\$2,126.80
Total Sanitary sewer service costs			\$12,290.20

To comply with the statutory assessment process, it is necessary for the council to adopt a resolution setting a hearing date for the assessments. It is recommended that assessment hearings be held at the regular meeting on Wednesday, February 28, 2007.

**Schedule:** The 2007 assessment process is scheduled as follows:

January 24	Resolution declaring costs to be assessed, receiving assessment rolls, setting hearing dates
Feb 13 & 20	Notice of hearing published in the <i>Roseville Review</i>
Feb 12	Mail notices to affected property owners
February 28	Hearing date for final adoption of assessment roll
March 1-30	Prepayment of assessments (30 days)
April 2	Tally of final assessment roll
April 3	Certification of assessment rolls to Ramsey County

**ATTACHMENTS:**

Resolution 07-03

**RECOMMENDED ACTION:**

Approval of resolution declaring costs to be assessed, receiving assessment rolls and setting assessment hearing date for February 28, 2007 for Hamline/ Hoyt Sanitary Sewer Repairs costs to be assessed.

**City of Falcon Heights**  
**No. 07-03**  
**January 24, 2007**

**RESOLUTION DECLARING COST TO BE ASSESSED RECEIVING PROPOSED  
SPECIAL ASSESSMENT ROLL AND PROVIDING FOR HEARINGS FOR HAMLINE/  
HOYT SANITARY SEWER REPAIRS**

**WHEREAS**, contracts have been let and costs have been determined for the private sanitary sewer repairs performed as a part of the Hamline/ Hoyt reconstruction project on the following properties located within the City of Falcon Heights: 1397, 1403, 1405, 1415, and 1443 Hoyt; and

**WHEREAS**, the City Administrator, with the assistance of the City Engineer, has calculated the proper amount to be specially assessed for such improvement against each of these assessable lots, without regard to cash valuation, as provided by law, and he shall file a copy of such proposed assessment in his office for public inspection.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and the City Council that:

1. The City Administrator has notified the council that such proposed assessment has been completed and filed in his office for public inspection,
2. The portion of the cost of such improvement to be paid by the cities of Falcon Heights and St. Paul is hereby declared to be \$16,754.04 and the portion of the cost to be assessed against benefited property owners is declared to be \$12,290.20.
3. A hearing shall be held on the 28th day of February, 2007, at the City Hall, 2077 Larpenteur Avenue W, in the City of Falcon Heights at 7:00 o'clock p.m., to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
4. The City Administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he shall state in the notice the total cost of the improvement. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearings.
5. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, to the City Administrator, no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. The owner may at any time thereafter, pay to the County Auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

Moved by:

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

Susan L. Gehrz, Mayor  
January 24, 2007

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

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

Justin Miller  
City Administrator  
January 24, 2007



**ITEM:**                   **Approval of Storm Pond Maintenance Projects**

**SUBMITTED BY:**   **Justin Miller, City Administrator**  
                          **Deb Bloom, City Engineer**

**EXPLANATION:**

Periodically, stormwater retention ponds accumulate road debris, soil, and other materials that keep them from functioning properly. As a result, they need to be cleaned out to ensure that they have adequate capacity to hold and treat the stormwater runoff before making its way to lakes and rivers.

Last fall we included two of our storm ponds with the City of Roseville pond maintenance project bid. Unfortunately, the low bid received, \$19,892, far exceeded our estimate of \$9,280. As a result, we could not recommend awarding the project. In the interest of completing the project we have asked additional contractors to provide us with a stand alone project bid. The following are the two new bids received for this work:

Contractor Name	Bid amount
Tom Perkins	\$7,140
Matco	\$7,356

The two basins proposed for this maintenance work are located between Maple Court and Prior Avenue (north of City Hall) and immediately behind the Twin Cities Co-Op parking lot. During some heavy rains this year, we have received complaints from nearby residents about the accumulation of standing water.

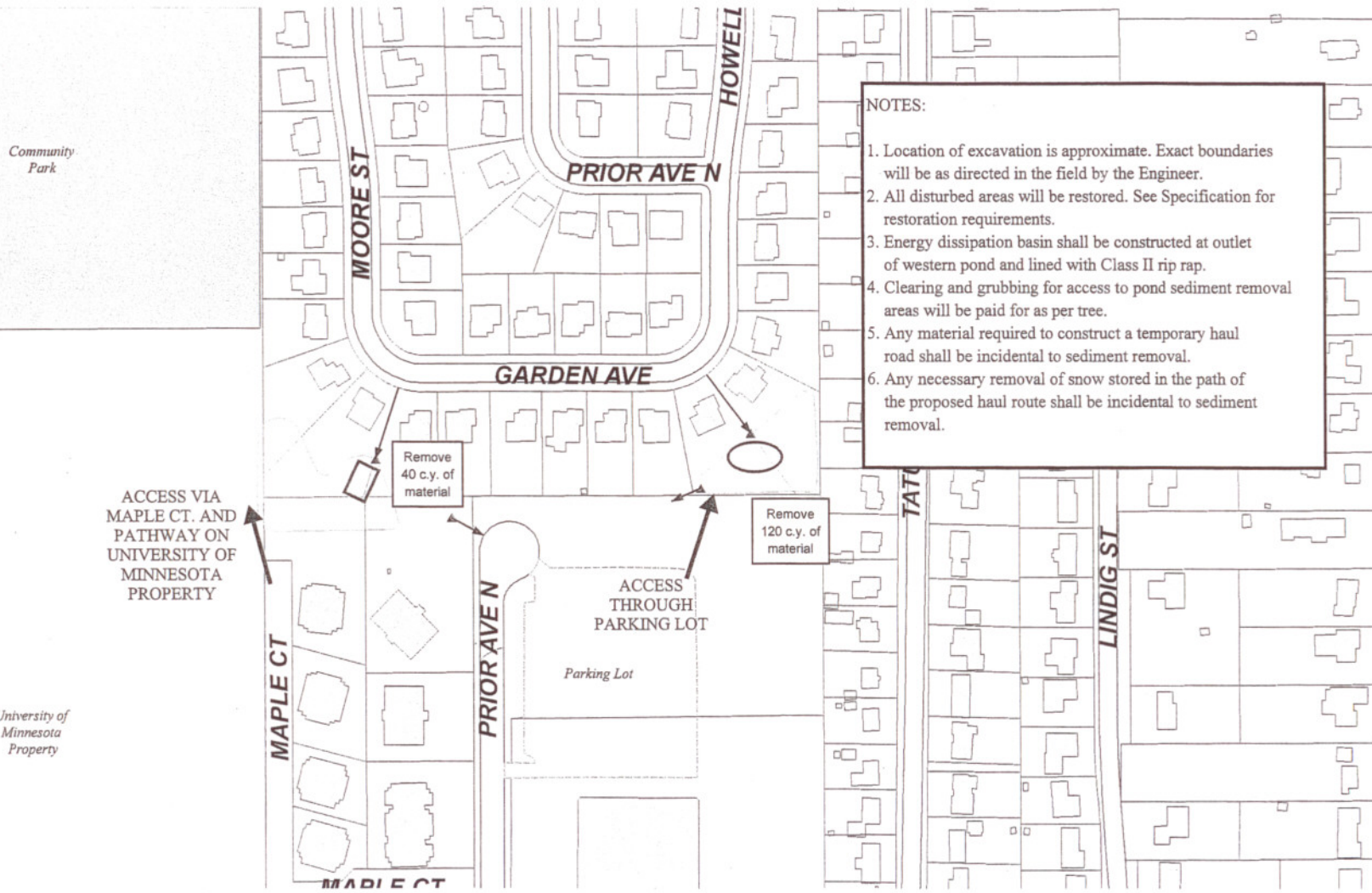
This work will be performed yet this winter to prevent any threat of wet or soft soil conditions. A letter was sent last fall to neighboring property owners alerting them of this potential project and giving them plenty of time to let us know of their concerns. Once the timeline is determined, a follow-up letter will be sent.

**ATTACHMENTS:**

Stormwater map

**RECOMMENDATION:**

Staff recommends that the Falcon Heights City Council award the pond maintenance work to Tom Perkins.



- NOTES:**
1. Location of excavation is approximate. Exact boundaries will be as directed in the field by the Engineer.
  2. All disturbed areas will be restored. See Specification for restoration requirements.
  3. Energy dissipation basin shall be constructed at outlet of western pond and lined with Class II rip rap.
  4. Clearing and grubbing for access to pond sediment removal areas will be paid for as per tree.
  5. Any material required to construct a temporary haul road shall be incidental to sediment removal.
  6. Any necessary removal of snow stored in the path of the proposed haul route shall be incidental to sediment removal.

ACCESS VIA  
MAPLE CT. AND  
PATHWAY ON  
UNIVERSITY OF  
MINNESOTA  
PROPERTY

Remove  
40 c.y. of  
material

Remove  
120 c.y. of  
material

ACCESS  
THROUGH  
PARKING LOT

Parking Lot

**ITEM: Approval of Safe Routes to School Grant Application for Falcon Heights Elementary**

**SUBMITTED BY: Justin Miller, City Administrator**

**EXPLANATION:**

The Safe Routes to School (SRTS) program, created by the Federal Surface Transportation Act, established a grant program providing communities with the opportunity to improve conditions for bicycling and walking to school. The goals of the grant program are to encourage children to bike and walk to school, to make walking and bicycling a safer and more attractive transportation alternative, and to facilitate the planning, development, and implementation of projects that will improve safety and reduce traffic, fuel consumption, and air pollution in the vicinity of schools.

Last year, staff was approached by the Falcon Heights Elementary PTA asking us what could be done to provide more pedestrian/bicycling access to the school, and we agreed to submit an application on behalf of the school. Currently, there are limited sidewalks/pathways available to Falcon Heights Elementary students, and in fact they do not even allow students to bike to school because of the lack of safe off-road pathways. One of the goals of the council is to encourage more physical activity by our residents, and this is clearly identified through the University of Minnesota report provided to the council last summer as well as in our participation in the Active Living Ramsey County program.

This grant application is for \$54,234 and would fund the following projects:

- 1) Bituminous pathways on each side of the Falcon Heights Elementary School playground, connecting Garden and Ruggles Avenues and extending a sidewalk to Hamline Avenue
- 2) Two solar-powered, pedestrian controlled flashing beacons to be placed at the intersection of Hamline and Garden Avenues to provide for safer pedestrian crossings
- 3) Two bike racks to be located at Falcon Heights Elementary
- 4) Education and supplies for bike safety classes

The deadline for this application is January 31<sup>st</sup>, and we should receive notification by March if we are successful in receiving any of the \$1.3 million available statewide.

**ATTACHMENTS:**

SRTS Grant Application  
Falcon Heights Elementary School Map

**ACTION REQUESTED:**

Staff recommends that the Falcon Heights City Council approve the attached Safe Routes to School grant application on for pedestrian/bicycling improvements in the area of Falcon Heights Elementary School.

Minnesota Department of Transportation  
**SAFE ROUTES TO SCHOOL**  
**2007 GRANT APPLICATION WORKSHEET**



1	<b>Title Of Proposed Project:</b>		Falcon Heights Elementary Pedestrian and Bikeway Improvements
2	<b>Brief Description Of Proposed Project:</b>		Installation of new pathways, purchase of bike racks, and installation of pedestrian controlled crosswalk lights.
3	<b>City In Which The Project Is Located:</b>		Falcon Heights
4	<b>County In Which The Project Is Located:</b>		Ramsey
5	<b>Grant Type Requested:</b>		<input checked="" type="checkbox"/> Infrastructure <input type="checkbox"/> Non-Infrastructure
6	<b>Funding Amount Requested:</b>		\$54,234
7	<b>Total Project Cost:</b>		\$54,234
8	<b>Project Type Of Work. Select All That Apply:</b>	<b>Infrastructure Project</b>	<b>Non Infrastructure Project</b>
		<input checked="" type="checkbox"/> Crosswalk Improvement <input checked="" type="checkbox"/> Filling Gaps In Bike Ped Network <input checked="" type="checkbox"/> Creating New Bike/Ped Facility <input checked="" type="checkbox"/> Traffic Calming, Driver Feedback <input checked="" type="checkbox"/> Bike Parking <input type="checkbox"/> Other	<input type="checkbox"/> Safe Route Plan Development <input type="checkbox"/> Enforcement Or Enforcement Training <input type="checkbox"/> Education Program <input type="checkbox"/> Promotional Events <input type="checkbox"/> Other
9	<b>Project Contact Name:</b>		<b>First:</b> Justin <b>Last:</b> Miller
10	<b>Position Title And Organization:</b>		City Administrator, City of Falcon Heights
11	<b>Address:</b>		2077 W. Larpenteur Avenue
12	<b>City, State, Zip Code:</b>		Falcon Heights, MN 55113
13	<b>Phone Number:</b>		(651) 792-7611
14	<b>E-Mail:</b>		justin.miller@falconheights.org
15	<b>Project Sponsor Name:</b>		<b>First:</b> Justin <b>Last:</b> Miller
16	<b>Position Title And Organization:</b>		City Administrator, City of Falcon Heights



27

**Describe The Current Risks And Obstacles To Walking/Biking To And From Schools. You May Include Photos With Descriptions Of Current Conditions If You Wish.**

There are no currently no sidewalks, pathways, or other accomodations available to students who wish to walk or ride a bike to school along these routes, so the students are required to share the road with vehicles. Garden Avenue is one of the only uninterrupted east-west streets in Falcon Heights, so there is considerable non-school related traffic. Additionally, students wishing to cross Hamline Avenue must navigate their way through high traffic levels which are also travelling at a high speed.

28

**Please Summarize Any Relevant Planning Documents, Surveys And/Or Crash Data That Demonstrate The Need For This Project.**

The City of Falcon Heights is an leading member of Active Living Ramsey County, an organization that is trying to encourage healthier lifestyles for our residents. One recommendation of this organization is for cities to provide more accessible pedestrian facilities so people are encouraged to get out of their vehicles and bike/walk to their destinations. A recent study by a University of Minnesota intern team also recommened that the City of Falcon Heights install more walking trails, and denoted this area as one possibility. Relevant sections of this study are attached.

29

**For Infrastructure Projects, Please Provide A Map Of The Area (See Instructions)**

(Please Attach Map, Maximum Size 11x17)

30

**Provide The Following Information For Each Affected Roadway.**

Roadway Name	Road Authority (Town, City, County, State)	Number Of Lanes	Shoulder Or Parking Lane Width	Current Average Daily Traffic	Projected Average Daily Traffic
Garden	City	2	8'	670	670
Ruggles	City	2	8'	150	150
Hamline	County	2	8' each side	6900	9719

**For Infrastructure Projects Please Complete 31-33**

<p align="right">31</p> <p><b>Describe Proposed Infrastructure Improvement(s) And How It Addresses The Conditions Described Line 27.</b></p>	<p>The proposed pathways will provide a direct connections for students coming to the school from the north and south and direct them away from the street system, instead having them walk through the school's playground. The eastern pathway will connect into an existing regional sidewalk running parallel along Hamline Avenue. Creating more pedestrian access points will also reduce the number of students who have to navigate their way through a very congested car/bus drop-off area.</p> <p>Additionally, the pedestrian-controlled crosswalk/flashing lights will stop traffic and allow students to safely cross Hamline Avenue.</p>
<p align="right">32</p> <p><b>Describe Non-Infrastructure Activities That Support Your Infrastructure Project (See Instructions).</b></p>	<p>Currently students are not allowed to ride their bikes to school because of the lack of adequate pathways. If the proposed pathways are constructed, a training program will be designed to educate students in safe bike riding practices.</p>
<p align="right">33</p> <p><b>Cost Estimates:</b></p>	<p><b>Engineering:</b> \$6,804</p> <p><b>Right Of Way:</b> \$0</p> <p><b>Construction:</b> \$45,930</p> <p><b>Education/Encouragement:</b> \$1,500</p> <p><b>Enforcement:</b></p>

**For Non-Infrastructure Projects Please Complete 34-35**

<p align="right">34</p> <p><b>Describe The Proposed Non-Infrastructure Program And How It Addresses The Conditions Described In Line 27.</b></p>	
<p align="right">35</p> <p><b>Cost Estimates:</b></p>	<p><b>Education/Encouragement:</b></p> <p><b>Enforcement:</b></p>
<p align="right">36</p> <p><b>Additional Funding Sources: This Information Is Requested If Your Project Exceeds Your SRTS Grant Request.</b></p>	<p><b>Local Funds:</b></p> <p><b>In-Kind Contributions:</b></p> <p><b>State Funds:</b></p> <p><b>Other Federal Funds:</b></p>

# Falcon Heights Elementary School

2006 Aerial Photo





**ITEM:**                   **Approval of recodified City Code**

**SUBMITTED BY:**   **Deb Jones, Zoning and Planning Director**

**REVIEWED BY:**     **Justin Miller, City Administrator**

**EXPLANATION:**

In 2004, the Council directed Staff to put in motion a review and recodification of the City Code, a process that was last done more than 10 years ago. The City selected Municipal Code Corporation of Tallahassee, Florida, to undertake this project, and a draft was delivered to the City at the end of May, 2006. During the following months the draft was subjected to an intensive review by Staff, the City Council and the City Attorney. The zoning chapter was also reviewed by the Planning Commission

State statute requires a public hearing before the Planning Commission on the zoning chapter and a recommendation by the Commission to the Council. This hearing was held on July 25, 2006. The Planning Commission submitted a list of suggested revisions and recommended approval of the zoning chapter provided the items on the list were addressed prior to final approval of the code. Editorial changes from all Falcon Heights reviewers were returned to Municipal Code at the beginning of December.

Code books with the revised code in final formatting were delivered to the City during the last week of December. New ordinances and amendments passed after September 13 will be included in the first supplement, already in preparation. After approval, the new City Code will be available on the web.

**ATTACHMENTS:**

- Omitted Ordinances (A guide to types of ordinances generally omitted from a city's code)
- Ordinance 07-04 Adopting and Enacting a New Code for the City of Falcon Heights

**ACTION REQUESTED:**

- Approve Ordinance 07-04

## OMITTED ORDINANCES

To merit inclusion in a Code, ordinances must be both general and permanent. Examples: a budget ordinance is general, in that it affects all municipal government, but it is only good for one year and is therefore not permanent. A rezoning ordinance is permanent but since it only affects one parcel of land, it is not general enough to merit inclusion.

Generally omitted by most municipalities: These ordinances are not considered to be either general or permanent enough to warrant inclusion.

- purchase orders, change orders and other contractual ordinances guaranteeing payment of money
- bond issuance
- annual tax levies (ad valorem)
- street opening, closing, renaming, vacating, accepting grade lines
- transfers, sales or acceptances of real or personal property
- rezoning
- acceptance of subdivisions
- a temporary ordinance that is general in effect (e.g., a one-year increase in the sales tax)
- a special ordinance that is permanent in effect (e.g., the creation of a special taxing district that affects the downtown development district)
- an ordinance that was passed for a purpose that has been consummated or is otherwise obsolete (e.g., black-out regulations left over from World War II; declaration of drought)

Ordinances that may or may not be included depending on the preference of the municipality: These ordinances are more or less general and permanent but for various reasons--length, complexity, proneness to frequent amendment, political situation--a municipality may choose not to include them.

- zoning and subdivision ordinances
- building and technical code amendments
- personnel plans
- franchises
- employee salaries
- fees (water rates; recreation-related fees; building permit fees)
- traffic schedules for specific streets

Ordinances omitted for any reason may be summarized in list form in an appendix or may be accounted for in a disposition table that notes subject matter and adoption date.

**CITY OF FALCON HEIGHTS  
RAMSEY COUNTY, MINNESOTA**

**ORDINANCE NO. 07-04**

**AN ORDINANCE ADOPTING AND ENACTING A NEW CODE FOR THE CITY OF  
FALCON HEIGHTS, MINNESOTA; PROVIDING FOR THE REPEAL OF CERTAIN  
ORDINANCES NOT INCLUDED THEREIN; PROVIDING A PENALTY FOR THE  
VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE;  
AND PROVIDING WHEN SUCH CODE AND THIS ORDINANCE SHALL BECOME  
EFFECTIVE.**

THE CITY COUNCIL OF FALCON HEIGHTS ORDAINS AS FOLLOWS:

Section 1. The Code entitled "Falcon Heights, Minnesota City Code" published by Municipal Code Corporation, consisting of chapters 1 through 113, each inclusive, is adopted.

Section 2. All ordinances of a general and permanent nature enacted on or before September 13, 2006, with the exception of ordinance no. 01-01, and not included in the Code or recognized and continued in force by reference therein, are repealed.

Section 3. The repeal provided for in section 2 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.

Section 4. Except as otherwise provided by law or ordinance, a person convicted of a violation of this Code shall be punished by a fine of not more than \$1,000.00, imprisonment for a term not exceeding 90 days, or any combination thereof; provided, however, that if the violation is declared to be a petty misdemeanor the penalty shall be a fine not exceeding \$300.00. In any case a person convicted of a violation of this Code shall pay the costs of prosecution. Except as otherwise provided by law or ordinance, with respect to violations of this Code that are continuous with respect to time, each day that the violation continues is a separate offense, and with respect to violations that are not continuous with respect to time, each act is a separate offense. The penalty provided by this section, unless another penalty is expressly provided, shall apply to the amendment of any Code section, whether or not such penalty is reenacted in the amendatory ordinance. In addition to the penalty prescribed above, the city may pursue other remedies such as abatement of nuisances, injunctive relief and revocation of licenses or permits.

Section 5. Additions or amendments to the Code when passed in such form as to indicate the intention of the city council to make the same a part of the Code shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments.

Section 6. Ordinances adopted after September 13, 2006 that amend or refer to ordinances that have been codified in the Code shall be construed as if they amend or refer to like provisions of the Code.

Section 7. This Ordinance shall take effect and be enforced from and after its passage and publication.

ADOPTED by the City Council of Falcon Heights this 24<sup>th</sup> day of January, 2007.

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Mayor

ATTEST:

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City Administrator/Clerk