

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

AGENDA
November 8, 2006

- A. CALL TO ORDER: 7:00 PM
- B. ROLL CALL: GEHRZ ____ KUETTEL ____ HARRIS ____
LINDSTROM ____ TALBOT ____
MILLER ____ KREUSER ____
- C. PRESENTATION:
- D. APPROVAL OF MINUTES: October 25, 2006 **TAB 1**
- E. PUBLIC HEARINGS:
 - 1. Assessment hearings for 2006 street improvement projects, adoption of assessment rolls **TAB 2**
- F. CONSENT AGENDA:
 - 1. General disbursements through 11/2/06: \$10,443.05
Payroll through 10/31/06: \$21,013.36 **TAB 3**
 - 2. Approval of licenses **TAB 4**
 - 3. Appointment of new volunteer firefighters **TAB 5**
 - 4. Increase budget line item in the Special Revenue Fund 209 Lawful Gambling to reflect expenditures and close the Fund **TAB 6**
- G. POLICY AGENDA:
 - 1. Discussion of Environment Commission recommendations regarding a Community Garden **TAB 7**
 - 2. Structure replacement and repainting of the Curtiss Field Playground **TAB 8**
 - 3. Advance Purchase of Copier – 2007 CIP **TAB 9**
 - 4. Approval of stormwater pond maintenance projects **TAB 10**
 - 5. Approval of City Hall roof repair proposal **TAB 11**
- H. COMMUNITY FORUM:
- I. INFORMATION/ANNOUNCEMENTS:
- J. ADJOURN

Falcon Heights City Council
Regular Meeting of October 25, 2006
City Hall

Members Present: Mayor Gehrz, Council members Harris, Kuettel, Lindstrom and Talbot, Administrator Miller, Assistant City Administrator/Deputy Clerk Kreuser, Chief Ohl, Captain Cotroneo, and Officers Sunde and Quicke.

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

Chief Ohl began with a presentation of the residents from Falcon Heights who graduated from the SAPD Citizen's Academy. Those residents were: Gretel Keene, Tom Keene, and Veryl Andre. Ohl explained the Academy was a way for citizens to learn about police work first-hand, including patrol procedures, K-9, firearms, drug enforcement, and tasers. He stated the force was able to meet many nice people, and found that teaching the Academy was gratifying.

Officer Sunde stated the Academy was a 21-hour course, and was excited to have such an enthusiastic group of residents participate. She added there would be another Academy scheduled for April 2007.

Graduate Tom Keene commented that the Academy was a great experience, and that everyone should take the course to understand how police work is done. He added that the more people know about policing, it makes their job easier. The other graduates agreed.

Minutes: The minutes of the October 11, 2006 regular council meeting were approved as corrected by Mayor Gehrz.

Consent Agenda: Two items were added to the consent agenda as addendums. The following eight items were moved for approval by Council member Kuettel. The motion passed unanimously.

1. General disbursements through 10/19/06: \$105,998.51
Payroll through 10/15/06: \$13,950.53
2. Approval of License
3. Accept resignation of Greg Hoag, Parks and Public Works Director
4. Approval of Melanie Leehy to the Neighborhood Commission
5. Close Out Fund 315 (1993 TIF Refinancing Bond) and Transfer the remaining balance in the fund to Fund 413 (TIF District 2-1)
6. Increase the Community Development Special Revenue Fund (Fund 208) "Other Professional Services" line item to reflect the unplanned and unbudgeted expenses associated with the "Drive Thru" Zoning and Planning Study
7. ***ADDENDUM* Resolution authorizing SCORE Grant application**
8. ***ADDENDUM* Approval of Subordination Agreement – Falcon Heights Town Square**

Policy Agenda: Mayor Gehrz stated that there were changes to information regarding the two ordinances on the policy agenda. Administrator Miller recommended tabling the discussion until a further meeting. The council agreed.

Information/Announcements:

Council member Talbot encouraged residents to go online and sign-up for the Citywide list-serv.

Mayor Gehrz announced the student intern team that produced the Falcon Heights walkability study was chosen as the Minnesota Planning Association's winner for the Best Student Project. She also announced that Falcon Heights is the recipient of a grant for \$5800 from the Department of Homeland Safety to use for emergency preparedness.

Administrator Miller said the council workshop would be held on November 1 at 6:30 p.m. On the agenda will be the possibility of renaming the City website, two sample ordinances for banner signs and PODs, and discussion of sanitary sewer fees.

Assistant City Administrator/Deputy Clerk Kreuser said that residents may come into City Hall to vote absentee anytime up to Election Day.

Mayor Gehrz adjourned the meeting at 7:45 p.m.

Respectfully submitted,

Stacey Kreuser
Assistant City Administrator/Deputy Clerk

ITEM: Assessment Hearing for 2006 Street Improvement Projects

SUBMITTED BY: Deb Bloom, City Engineer

REVIEWED BY: Justin Miller, City Administrator

Background:

On October 11, 2006, the City Council set a date to hold public hearings for the purpose of establishing special assessments for various improvements which were constructed this summer. Tonight the council is holding a required public hearing before setting the rate of assessments.

At the assessment hearings, staff will have available specific information for each of the projects to be assessed. Information will include a description of the project, project financing, and a discussion of typical assessments for properties benefiting from each of the improvements. Staff will summarize the City assessment policy and how it has been applied to each particular project.

Projects to be assessed are as follows:

Roselawn Avenue	Snelling Avenue to Hamline Avenue
Hoyt Avenue	Snelling Avenue to Hamline Avenue
Snelling Service Drive	Hoyt Avenue to Cul-de-sac

All the projects have been completed in accordance with the plans and specifications and there are no major problems with construction according to our final review.

These projects have been financed using a combination of special assessment improvement bonds, utility funds, and other outside funding sources. Financing for the individual projects is consistent with past City policy and practice.

Schedule: The 2006 assessment process is scheduled as follows:

October 11	Resolution declaring costs to be assessed, receiving assessment rolls, setting hearing dates
October 24 & 31	Notice of hearing published in the <i>Roseville Review</i>
October 20	Mail notices to affected property owners
November 8	Hearing date for final adoption of assessment roll
Nov 9 to Dec 8	Prepayment of assessments (30 days)
Dec 11	Tally of final assessment roll
December 12	Certification of assessment rolls to Ramsey County

RECOMMENDATION:

Staff recommends that the Falcon Heights City Council hold the assessment hearing and approve the attached resolutions and assessment rolls.

Hamline/ Hoyt Proposed Assessment Roll

Proposed Assessment Rate \$ 26.50

PID	Address	Assessable frontage	Estimated assessment
0222923220096	1582 Snelling Drive	100	\$2,650.00
0222923220097	1576 Snelling Drive	110	\$2,915.00
0222923220098	1570 Snelling Drive	75	\$1,987.50
0222923220099	1549 Hoyt Avenue	55.71	\$1,476.32
0222923220100	1545 Hoyt Avenue	56	\$1,484.00
0222923220101	1539 Hoyt Avenue	56	\$1,484.00
0222923220102	1535 Hoyt Avenue	56	\$1,484.00
0222923220103	1529 Hoyt Avenue	56	\$1,484.00
0222923220104	1523 Hoyt Avenue	70	\$1,855.00
Total		634.71	\$16,819.82

Roselawn Preliminary Assessment Roll

Proposed Assessment Rate \$ 26.50

PID	Address	Assessable frontage	Estimated assessment
152923320047	1910 Snelling	78.17	\$2,071.51
152923310045	1444 Roselawn	89.4	\$2,369.10
152923310002	1912 Sheldon	76.5	\$2,027.25
152923310010	1913 Sheldon	76.5	\$2,027.25
Total		320.57	\$8,495.11

CITY OF FALCON HEIGHTS

COUNCIL RESOLUTION

RESOLUTION 06-28

RESOLUTION ADOPTING ASSESSMENTS FOR HAMLINE/ HOYT RECONSTRUCTION PROJECT

BE IT RESOLVED by the Council of the City of Falcon Heights, Minnesota as follows:

1. The amount proper and necessary to be specially assessed at this time for Hamline/ Hoyt Reconstruction Project against every assessable lot, piece or parcel of land affected thereby has been duly calculated upon the basis of benefits, without regard to cash valuation, in accordance with the provisions of Minnesota Statutes, Chapter 429, as amended, and notice has been duly mailed and published, as required by law, that this Council would meet to hear, consider, and pass upon all objections, if any, and said proposed assessment has at all times since its filing been open for public inspection, and an opportunity has been given to all interested persons to present their objections, if any, to such proposed assessments.
2. This Council, having held a public hearing and received no objections, and being fully advised in the premises, finds that each of the lots, pieces, and parcels of land enumerated in the proposed assessment was and is specifically benefited by the construction of said improvement in not less than the amount of the assessment set opposite the description of each such lot, piece, and parcel of land, respectively, and such amount so set out is hereby levied against each of the respective lots, pieces and parcels of land therein.
3. The proposed assessments are hereby adopted and confirmed as the proper special assessments for each of said lots, pieces, or parcels of land, respectively, and the assessment against each parcel, together with interest at the rate of 6.25% per annum accruing on the full amount thereof from time to time unpaid, shall be a lien concurrent with general taxes upon such parcel and all thereof. The total amount of each such assessment shall be payable in equal annual principal installments extending over a period of ten (10) years, the first of said installments, together with interest on the entire assessment from the date hereof to December 31, 2007, to be payable with general taxes collectible in 2007, and one of each of the remaining installments, together with one year's interest on that and all other unpaid installments, to be payable with general taxes for each consecutive year thereafter until the entire assessment is paid.
4. If the adopted assessment differs from the proposed assessment as to any particular lot, piece, or parcel of land, the administrator shall mail to the owner a notice stating the amount of the adopted assessment. The administrator must also notify affected

owners of any changes adopted by the Council in interest rates or prepayment requirements from those contained in the notice of the proposed assessment.

5. Prior to the certification of the assessment to the County Auditor, the owner of any lot, piece, or parcel of land assessed hereby may at any time pay the whole of such assessment, with interest to the date of payment, to the City Treasurer, but no interest shall be charged if such payment is made within 30 days after the date of this resolution.
6. The City Administrator shall forthwith prepare and transmit to the County Auditor a certified duplicate of the assessment roll, with each installment and interest on each unpaid assessment set forth separately, to be extended upon the proper tax lists of the County, and the County Auditor shall thereafter collect such assessments in the manner provided by law.

Moved by: _____

Approved: _____

Susan L. Gehrz, Mayor
November 8, 2006

GEHRZ _____ In Favor
KUETTEL
LINDSTROM
TALBOT
HARRIS _____ Against

Attested: _____
Justin Miller, City Administrator
November 8, 2006

(seal)

CITY OF FALCON HEIGHTS

COUNCIL RESOLUTION

RESOLUTION 06-29

RESOLUTION ADOPTING ASSESSMENTS FOR ROSELAWN AVENUE RECONSTRUCTION PROJECT

BE IT RESOLVED by the Council of the City of Falcon Heights, Minnesota as follows:

2. The amount proper and necessary to be specially assessed at this time for Roselawn Avenue Reconstruction Project against every assessable lot, piece or parcel of land affected thereby has been duly calculated upon the basis of benefits, without regard to cash valuation, in accordance with the provisions of Minnesota Statutes, Chapter 429, as amended, and notice has been duly mailed and published, as required by law, that this Council would meet to hear, consider, and pass upon all objections, if any, and said proposed assessment has at all times since its filing been open for public inspection, and an opportunity has been given to all interested persons to present their objections, if any, to such proposed assessments.
2. This Council, having held a public hearing and received no objections, and being fully advised in the premises, finds that each of the lots, pieces, and parcels of land enumerated in the proposed assessment was and is specifically benefited by the construction of said improvement in not less than the amount of the assessment set opposite the description of each such lot, piece, and parcel of land, respectively, and such amount so set out is hereby levied against each of the respective lots, pieces and parcels of land therein.
3. The proposed assessments are hereby adopted and confirmed as the proper special assessments for each of said lots, pieces, or parcels of land, respectively, and the assessment against each parcel, together with interest at the rate of 6.25% per annum accruing on the full amount thereof from time to time unpaid, shall be a lien concurrent with general taxes upon such parcel and all thereof. The total amount of each such assessment shall be payable in equal annual principal installments extending over a period of ten (10) years, the first of said installments, together with interest on the entire assessment from the date hereof to December 31, 2007, to be payable with general taxes collectible in 2007, and one of each of the remaining installments, together with one year's interest on that and all other unpaid installments, to be payable with general taxes for each consecutive year thereafter until the entire assessment is paid.
4. If the adopted assessment differs from the proposed assessment as to any particular lot, piece, or parcel of land, the administrator shall mail to the owner a notice stating the amount of the adopted assessment. The administrator must also notify affected

owners of any changes adopted by the Council in interest rates or prepayment requirements from those contained in the notice of the proposed assessment.

5. Prior to the certification of the assessment to the County Auditor, the owner of any lot, piece, or parcel of land assessed hereby may at any time pay the whole of such assessment, with interest to the date of payment, to the City Treasurer, but no interest shall be charged if such payment is made within 30 days after the date of this resolution.
6. The City Administrator shall forthwith prepare and transmit to the County Auditor a certified duplicate of the assessment roll, with each installment and interest on each unpaid assessment set forth separately, to be extended upon the proper tax lists of the County, and the County Auditor shall thereafter collect such assessments in the manner provided by law.

Moved by: _____

Approved: _____

Susan L. Gehrz, Mayor
November 8, 2006

GEHRZ _____ In Favor
KUETTEL
LINDSTROM
TALBOT
HARRIS _____ Against

Attested: _____
Justin Miller, City Administrator
November 8, 2006

(seal)

CONSENT F1
11/08/06

ITEM: **Disbursements and Payroll**

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

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

EXPLANATION:

1. General disbursements through 11/02/06: \$10,443.05
2. Payroll through 10/31/06: \$21,013.36

ACTION REQUESTED:

- Approval

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
0012	KUETTEL, LAURA A	R	10/27/2006	277.05	070625
0013	LINDSTROM, PETER C	R	10/27/2006	277.05	070626
0014	TALBOT JR, RICHARD P	R	10/27/2006	7.05	070627
0016	HARRIS, PAMELA M	R	10/27/2006	277.05	070628
1136	OLSON, ROLAND O	R	10/27/2006	1,545.09	070629
1141	YARD, MICHAEL C	R	10/27/2006	341.58	070630
1035	AUGER SR, JOSEPH J	R	10/27/2006	301.59	070631
0034	KURHAJETZ, CLEMENT	R	10/27/2006	340.04	070632
0040	ANDERSON, KEVIN	R	10/27/2006	10.03	070633
0074	ALLEN, MARK J	R	10/27/2006	184.70	070634
0095	POESCHL, MICHAEL J	R	10/27/2006	92.35	070635
0097	GAFFNEY, PATRICK	R	10/27/2006	92.35	070636
0098	REZNY, BRADLEY J	R	10/27/2006	91.12	070637
1015	HOAG, GREGORY R	M-P	10/27/2006	6,467.28	070638
1015	HOAG, GREGORY R	R	10/27/2006	1,802.68	070639
1033	TRETSVEN, DAVE	R	10/27/2006	1,374.89	070640
2121	RAJCIC, KAREN E	R	10/27/2006	147.76	070641

***** DIRECT DEPOSIT LIST *****

PAY PERIOD ENDING 10/31/2006

EMP #	NAME	AMOUNT
01-0006	SUSAN GEHRZ	5.57
01-1002	JUSTIN J MILLER	1,873.26
01-1007	PATRICIA PHILLIPS	512.00
01-1008	STACEY T KREUSER	1,185.12
01-1038	DEBORAH K JONES	1,373.15
01-1143	COLIN B CALLAHAN	1,197.38
01-1016	LISA A ABERNATHY	1,237.22

TOTAL PRINTED: 7 7,383.70

*** REGISTER TOTALS ***

REGULAR CHECKS:	16	7,162.38
DIRECT DEPOSIT REGULAR CHECKS:	7	7,383.70
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:	1	6,467.28
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	24	21,013.36

*** NO ERRORS FOUND ***

PACKET: 00043 PAYABLES NOV 8

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
=====						
01-00800	ALLIED WASTE SERVICES					
I-923-000473497		ALLIED WASTE SERVICES	507.81			
11/02/2006	APBNK	DUE: 11/02/2006 DISC: 11/02/2006				
		NOV/06 WASTE SERVICES		101 4131-82010-000	WASTE REMOVAL	507.81
		=== VENDOR TOTALS ===	507.81			
=====						
01-00250	AMERIPRIDE LINEN&APPAREL					
I-M830984		AMERIPRIDE LINEN&APPAREL	26.75			
11/01/2006	APBNK	DUE: 11/01/2006 DISC: 11/01/2006				
		LINEN CLEANING		101 4124-82011-000	LINEN CLEANING	26.75
		=== VENDOR TOTALS ===	26.75			
=====						
01-03025	COLIN CALLAHAN					
I-200611010207		COLIN CALLAHAN	1,074.11			
11/01/2006	APBNK	DUE: 11/01/2006 DISC: 11/01/2006				
		REIMB: STEEL TOE WORK BOOTS		101 4132-77000-000	CLOTHING	79.99
		REIMB: TUITION		101 4192-89000-000	MISCELLANEOUS	994.12
		=== VENDOR TOTALS ===	1,074.11			
=====						
01-06290	CITY OF ROSEVILLE					
I-0005654		CITY OF ROSEVILLE	865.23			
11/01/2006	APBNK	DUE: 11/01/2006 DISC: 11/01/2006				
		AUG 15 - OCT 14 TELEPHONE		101 4116-85010-000	TELEPHONE	865.23
		=== VENDOR TOTALS ===	865.23			
=====						
01-03121	CITY OF ST PAUL					
I-96633		CITY OF ST PAUL	372.24			
11/02/2006	APBNK	DUE: 11/02/2006 DISC: 11/02/2006				
		FUEL SEPT/06		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	372.24
		=== VENDOR TOTALS ===	372.24			
=====						
01-03243	CUSTOM REMODELERS, INC					
I-200611020213		CUSTOM REMODELERS, INC	137.32			
11/02/2006	APBNK	DUE: 11/02/2006 DISC: 11/02/2006				
		REFUND PERMIT 06-47		101 32212-000	ROOFING PERMIT	133.80
		REFUND PERMIT 06-47		101 20801-000	DUE TO OTHER GOVERNMENTS	3.52
		=== VENDOR TOTALS ===	137.32			

PACKET: 00043 PAYABLES NOV 8

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
=====						
01-05090	DEEP ROCK WATER COMPANY					
I-1023409165		DEEP ROCK WATER COMPANY	34.60			
11/02/2006	APBNK	DUE: 11/02/2006 DISC: 11/02/2006				
		H2O AND COOLER RENT		101 4131-85040-000	WATER	17.30
		H2O AND COOLER RENT		101 4124-89000-000	MISCELLANEOUS	17.30
		=== VENDOR TOTALS ===	34.60			
=====						
01-04027	EMERGENCY APPARATUS MAINT					
I-28138		EMERGENCY APPARATUS MAINTENAN	218.57			
11/01/2006	APBNK	DUE: 11/01/2006 DISC: 11/01/2006				
		REPAIR SWITCH - LIGHT BAR #757		101 4124-87029-000	REPAIR OTHER EQUIPMENT	218.57
		=== VENDOR TOTALS ===	218.57			
=====						
01-04084	FIRE EQUIPMENT SPECIALTIE					
I-4763		FIRE EQUIPMENT SPECIALITIES	241.51			
11/02/2006	APBNK	DUE: 11/02/2006 DISC: 11/02/2006				
		REPAIR NOZZEL		101 4124-87029-000	REPAIR OTHER EQUIPMENT	241.51
		=== VENDOR TOTALS ===	241.51			
=====						
01-05166	GRAINGER, W. W., INC.					
I-9211648441		GRAINGER.W.W.INC	220.08			
11/02/2006	APBNK	DUE: 11/02/2006 DISC: 11/02/2006				
		STREET LIGHT BULBS		101 4132-87120-000	STREET LIGHT MAINTENANCE	220.08
		=== VENDOR TOTALS ===	220.08			
=====						
01-05244	HENNEPIN TECH COLLEGE					
I-119261		HENNEPIN TECH COLLEGE	1,250.00			
11/01/2006	APBNK	DUE: 11/01/2006 DISC: 11/01/2006				
		VENTILATION TRAILER FIRE TRNG		101 4124-86020-000	TRAINING	625.00
		CAR FIRE TRAILER TRNG		101 4124-86020-000	TRAINING	625.00
		=== VENDOR TOTALS ===	1,250.00			
=====						
01-00909	HOAG, GREG					
I-200611010208		GREG HOAG	67.64			
11/01/2006	APBNK	DUE: 11/01/2006 DISC: 11/01/2006				
		OCT/06 MILEAGE		101 4134-86010-000	MILEAGE	67.64
		=== VENDOR TOTALS ===	67.64			

PACKET: 00043 PAYABLES NOV 8

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05153	HOME DEPOT	CRC/GECF				
I-6262282		HOME DEPOT CRG/GECF	58.80			
11/01/2006	APBNK	DUE: 11/01/2006 DISC: 11/01/2006				
		PLYWOOD FOR FIRE TRAINING		101 4124-86020-000	TRAINING	58.80
		=== VENDOR TOTALS ===	58.80			
=====						
01-05361	KINGS	TRUE VALUE				
I-020288		KINGS TRUE VALUE HDWR	23.55			
11/01/2006	APBNK	DUE: 11/01/2006 DISC: 11/01/2006				
		BATTERIES AND CLEANER		101 4124-70100-000	SUPPLIES	23.55
		=== VENDOR TOTALS ===	23.55			
=====						
01-07272	LILLIE	SUBURBAN NEWSPAPER				
I-10/24 TEST		LILLIE SUBURBAN NEWSPAPER	4.19			
11/02/2006	APBNK	DUE: 11/02/2006 DISC: 11/02/2006				
		VOTING EQUIP PUBIC TEST		101 4111-70410-000	LEGAL NOTICES	4.19
		=== VENDOR TOTALS ===	4.19			
=====						
01-05581	MERCURY WASTE	SOLUTIONS				
I-215001		MERCURY WASTE SOLUTIONS	174.95			
11/01/2006	APBNK	DUE: 11/01/2006 DISC: 11/01/2006				
		FLOURESCENT BULB RECYCLING		101 4131-82010-000	WASTE REMOVAL	174.95
		=== VENDOR TOTALS ===	174.95			
=====						
01-00585	MERIT	SUPPLY				
I-70684		MERIT SUPPLY	227.30			
11/01/2006	APBNK	DUE: 11/01/2006 DISC: 11/01/2006				
		FLOOR WAX - COMM PARK		101 4141-87120-000	REPAIRS & MAINTENANCE	227.30
		=== VENDOR TOTALS ===	227.30			
=====						
01-05629	MIDWAY	CHAMBER COMMERCE				
I-13233		MIDWAY CHAMBER COMMERCE	215.00			
11/01/2006	APBNK	DUE: 11/01/2006 DISC: 11/01/2006				
		MEMBERSHIP DUES		101 4112-86110-000	MEMBERSHIPS	215.00
		=== VENDOR TOTALS ===	215.00			

PACKET: 00043 PAYABLES NOV 8

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
=====						
01-05843		MN NCPERS LIFE INSURANCE				
I-200611020211		MN NCPERS LIFE INSURANCE	16.00			
11/02/2006	APBNK	DUE: 11/02/2006 DISC: 11/02/2006				
		NOV/06 LIFE INS DEB		101 21709-000	OTHER PR WH PAYABLE	15.20
		NOV/06 LIFE INS DEB		206 21709-000	OTHER PR WH PAYABLE	0.80
		=== VENDOR TOTALS ===	16.00			
=====						
01-07263		NEXTEL COMMUNICATIONS,INC				
I-200611010200		NEXTEL COMMUNICATIONS,INC	223.59			
11/01/2006	APBNK	DUE: 11/01/2006 DISC: 11/01/2006				
		CELL PHONE		101 4121-85015-000	CELL PHONE	64.84
		CELL PHONE		101 4131-85015-000	CELL PHONE	11.15
		CELL PHONE		101 4141-85015-000	CELL PHONE	29.07
		CELL PHONE		101 4132-85015-000	CELL PHONE	6.73
		CELL PHONE		601 4601-85015-000	CELL PHONE	55.90
		CELL PHONE		602 4602-85015-000	CELL PHONES	55.90
I-200611010201		NEXTEL COMMUNICATIONS INC	112.29			
11/01/2006	APBNK	DUE: 11/01/2006 DISC: 11/01/2006				
		CELL PHONE		101 4124-85015-000	CELL PHONE	112.29
		=== VENDOR TOTALS ===	335.88			
=====						
01-03212		NORTH SUBURBAN ACCESS CO.				
I-06-268		NORTH SUBURBAN ACCESS	30.00			
11/02/2006	APBNK	DUE: 11/02/2006 DISC: 11/02/2006				
		REIMB:CABLE WORK SHANNON		101 4116-85050-000	CABLE TV	30.00
I-06-271		NORTH SUBURBAN ACCESS	26.74			
11/02/2006	APBNK	DUE: 11/02/2006 DISC: 11/02/2006				
		PARTS/SWITCH FOR CABLE EQUIP		101 4116-87090-000	REPAIR OTHER EQUIPMENT	26.74
		=== VENDOR TOTALS ===	56.74			
=====						
01-06024		ON SITE SANITATION				
I-247379		ON SITE SANITATION	77.90			
11/02/2006	APBNK	DUE: 11/02/2006 DISC: 11/02/2006				
		PORTABLE TOILET - COMM PK		101 4141-82010-000	WASTE REMOVAL	77.90
		=== VENDOR TOTALS ===	77.90			

PACKET: 00043 PAYABLES NOV 8

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
=====						
01-06945	QWEST					
I-200611010203	QWEST		110.96			
11/01/2006	APBNK	DUE: 11/01/2006 DISC: 11/01/2006				
		TELEPHONE-COMM PARK		101 4141-85011-000	TELEPHONE - LANDLINE	110.96
		=== VENDOR TOTALS ===	110.96			
=====						
01-06999	RAMSEY CTY FIRE CHIEFS					
I-100	RAMSEY CTY FIRE CHEFS		100.00			
11/01/2006	APBNK	DUE: 11/01/2006 DISC: 11/01/2006				
		PHYSICAL AGILITY TESTING		101 4124-86020-000	TRAINING	100.00
		=== VENDOR TOTALS ===	100.00			
=====						
01-06301	SAMS CLUB DISCOVER CARD					
I-200611010204	SAMS CLUB DISCOVER CARD		241.34			
11/01/2006	APBNK	DUE: 11/01/2006 DISC: 11/01/2006				
		PAPER TOWELS/TOISSUE/KLEENEX		101 4124-70100-000	SUPPLIES	43.96
		PAPER TOWELS/TOISSUE/KLEENEX		101 4141-70100-000	SUPPLIES	71.79
		PAPER TOWELS/TOISSUE/KLEENEX		101 4131-70110-000	SUPPLIES	125.59
		=== VENDOR TOTALS ===	241.34			
=====						
01-00935	ST PAUL REGIONAL WATER SERVICE					
I-200611010205	ST PAUL REGIONAL WATER		301.85			
11/01/2006	APBNK	DUE: 11/01/2006 DISC: 11/01/2006				
		H2O		101 4131-85040-000	WATER	219.77
		SS		101 4131-85070-000	SEWER	13.02
		H2O		101 4141-85040-000	WATER	43.02
		SS		101 4141-85070-000	SEWER	26.04
		=== VENDOR TOTALS ===	301.85			
=====						
01-06664	TERMINIX					
I-264163512	TERMINIX		47.93			
11/02/2006	APBNK	DUE: 11/02/2006 DISC: 11/02/2006				
		PEST CONTROL - ANTS		101 4131-87010-000	CITY HALL MAINTENANCE	47.93
		=== VENDOR TOTALS ===	47.93			

PACKET: 00043 PAYABLES NOV 8

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #			
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====						
01-07003	TESCH, SCOTT					
I-200611010206	TESCH, SCOTT	4.85				
11/01/2006	APBNK					
	DUE: 11/01/2006					
	DISC: 11/01/2006					
	REIMB: SCREWS TO MOUNT RADIO		101 4124-70100-000	SUPPLIES		4.85
	=== VENDOR TOTALS ===	4.85				
=====						
01-03115	TRUGREEN-CHEMLAWN					
I-726679	TRUGREEN-CHEMLAWN	200.22				
11/01/2006	APBNK					
	DUE: 11/01/2006					
	DISC: 11/01/2006					
	WEED CONTROL/FERTILIZER		101 4131-87010-000	CITY HALL MAINTENANCE		200.22
I-726680	TRUGREEN-CHEMLAWN	119.28				
11/01/2006	APBNK					
	DUE: 11/01/2006					
	DISC: 11/01/2006					
	WEED CONTROL/FERTILIZER		101 4141-87120-000	REPAIRS & MAINTENANCE		119.28
	=== VENDOR TOTALS ===	319.50				
=====						
01-05870	XCEL ENERGY					
I-200611010202	XCEL ENERGY	1,110.31				
11/01/2006	APBNK					
	DUE: 11/01/2006					
	DISC: 11/01/2006					
	ELECTRIC		601 4601-85020-000	ELECTRIC		23.36
	ELECTRIC - CURTISS		101 4141-85020-000	ELECTRIC/GAS		26.30
	ELECTRIC - EMER		101 4121-85020-000	ELECTRIC		6.58
	ELECTRIC		101 4131-85020-000	ELECTRIC		796.15
	ELECTRIC		101 4132-85020-000	STREET LIGHTING		32.05
	ELECTRIC		101 4132-85020-000	STREET LIGHTING		33.69
	ELECTRIC		101 4132-85020-000	STREET LIGHTING		12.70
	ELECTRIC		101 4132-85020-000	STREET LIGHTING		7.86
	GAS		101 4131-85030-000	NATURAL GAS		146.25
	ELECTRIC - COFFMAN		101 4141-85020-000	ELECTRIC/GAS		25.37
	=== VENDOR TOTALS ===	1,110.31				
	=== PACKET TOTALS ===	8,442.91				

PACKET: 00043 PAYABLES NOV 8

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

** T O T A L S **

INVOICE TOTALS	8,442.91
DEBIT MEMO TOTALS	0.00
CREDIT MEMO TOTALS	0.00

BATCH TOTALS	8,442.91
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PERA CK # 70668	2000.14
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TOTAL PAYABLES	10,443.05
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PACKET: 00042 OCT 31 PAYROLL - 9

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----	ITM DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-05745			MN DEPT OF REVENUE				
I-T2 200610270197	10/27/2006		STATE WITHHOLDING	1,739.87			
		PYBNK	DUE: 10/00/2006 DISC: 10/00/2006				
			STATE WITHHOLDING		101 21702-000	STATE WITH PAYA	820.21
			STATE WITHHOLDING		201 21702-000	STATE WITH PAYA	22.33
			STATE WITHHOLDING		204 21702-000	STATE WITH PAYA	9.15
			STATE WITHHOLDING		206 21702-000	STATE WITH PAYA	4.55
			STATE WITHHOLDING		601 21702-000	STATE WITH PAYA	836.95
			STATE WITHHOLDING		602 21702-000	STATE WITH PAYA	46.68
			=== VENDOR TOTALS ===	1,739.87			

01-06074			PERA				
I-91 200610270197	10/27/2006		PERA	2,000.14			
		PYBNK	DUE: 10/27/2006 DISC: 10/27/2006				
			PERA		101 21704-000	PERA PAYABLE	787.80
			PERA		101 4112-64011-000	PERA CONTRIBUTI	283.73
			PERA		101 4113-64011-000	PERA CONTRIBUTI	152.63
			PERA		101 4115-64011-000	PERA CONTRIBUTI	10.82
			PERA		101 4116-64011-000	PERA CONTRIBUTI	34.74
			PERA		101 4117-64011-000	PERA CONTRIBUTI	95.73
			PERA		101 4121-64011-000	PERA CONTRIBUTI	5.25
			PERA		101 4131-64011-000	PERA CONTRIBUTI	45.86
			PERA		101 4132-64011-000	PERA CONTRIBUTI	71.00
			PERA		101 4134-64011-000	PERA CONTRIBUTI	7.68
			PERA		101 4141-64011-000	PERA CONTRIBUTI	152.01
			PERA		201 21704-000	PERA PAYABLE	24.55
			PERA		201 4201-64011-000	PERA	26.78
			PERA		204 21704-000	PERA PAYABLE	11.10
			PERA		204 4204-64011-000	PERA CONTRIBUTI	12.10
			PERA		206 21704-000	PERA PAYABLE	5.38
			PERA		206 4206-64011-000	PERA CONTRIBUTI	5.86
			PERA		601 21704-000	PERA PAYABLE	74.03
			PERA		601 4601-64011-000	PERA CONTRIBUTI	80.77
			PERA		602 21704-000	PERA PAYABLE	53.72
			PERA		602 4602-64011-000	PERA CONTRIBUTI	58.60
			=== VENDOR TOTALS ===	2,000.14			

01-00898			US BANK TRUST NATL ASSOC				
I-T1 200610270197	10/27/2006		FED INCOME TAX WITHHELD	5,118.17			
		PYBNK	DUE: 10/27/2006 DISC: 10/27/2006				
			FED INCOME TAX WITHHELD		101 21701-000	FED WITH PAYABL	1,907.49
			FED INCOME TAX WITHHELD		201 21701-000	FED WITH PAYABL	55.31
			FED INCOME TAX WITHHELD		204 21701-000	FED WITH PAYABL	22.91
			FED INCOME TAX WITHHELD		206 21701-000	FED WITH PAYABL	9.81
			FED INCOME TAX WITHHELD		601 21701-000	FED WITH PAYABL	3,007.78
			FED INCOME TAX WITHHELD		602 21701-000	FED WITH PAYABL	114.87

ITEM: **Approval of Licenses**

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

Explanation:

The following business has applied for a mechanical contractor's license. City staff has received the necessary documents for licensure:

- B&E Mechanical

ITEM: **Appointment of new volunteer firefighters**

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

EXPLANATION:

The Fire Department wishes to appoint the following firefighters:

- John Harpel
- Ronald Eischen

ACTION REQUESTED:

- Appointment of the above firefighters to the Falcon Heights Fire Department.

ITEM: **Increase budget line item in the Special Revenue Fund 209**
Lawful Gambling to reflect expenditures and close the Fund

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

REVIEWED BY: **Justin Miller, City Administrator**
Matthew Mayer, CPA, Kern, DeWenter, Viere

EXPLANATION:

The 10% lawful purpose expenditure line item (209-209-89000) in the Special Revenue Fund (209) Lawful Gambling needs to be amended and increased to approximately \$865 to allow for increased expenditures from this fund. With these expenditures, the fund will have a zero balance and should be closed out.

Staff recommends amending the expenditure budget and closing this fund. There are no charitable gambling operations in the city.

ACTION REQUESTED:

Approve the budget amendment of the expenditure line item to approximately \$865 dollars and close the fund since it has a zero balance.

ITEM: **Discussion of Environment Commission recommendations
regarding a Community Garden**

SUBMITTED BY: **Peter Lindstrom, City Council**

EXPLANATION:

For several months, the Environment Commission has been exploring the idea of starting a community garden somewhere in Falcon Heights. Councilmember Peter Lindstrom, the council liaison to the Commission, will be making a presentation outlining their findings and recommendations.

Community Garden Feasibility Study

Environment Commission

City of Falcon Heights

11/8/06

Table of Contents

- I. Introduction
- II. Activities to Date
- III. Market Analysis
- IV. Location analysis
- V. Appendix
 - 1. Photographs of local community gardens
 - 2. Community Garden Site Assessment List
 - 3. Sample: Time Line for Planning a Community Garden

Introduction

Residents of Falcon Heights take pride in their quality of life. We take care of our homes and our yards, we volunteer, we participate in our community and know our neighbors.

In the spring of 2005 the city council changed the name of the Solid Waste Commission to the Environment Commission and changed its directive to the following:

Plan and coordinate environmental workshops and programs for city residents, using existing educational resources from other governmental agencies, non-profit organizations, research bodies, or university and academic resources.

The Environment Commission believes that the quality of life in the city will be enhanced with the creation of a community garden. The Falcon Heights City Council has endorsed the commission's exploratory efforts by including "continue research of a community garden" as a city goal for 2007 under the strategy designed to "maintain and enhance the neighborhood and community parks with updated facilities, recreation and community services."

This feasibility study will examine the market for a community garden, analyze seven potential locations and provide a timeline for moving forward.

Falcon Heights has an extensive gardening history. For many years, up until the early 1990s, a community garden existed at Gibbs Farm. The second busiest road in the city, Larpenteur Avenue, was considered the "Avenue of Flowers" because of the high number of greenhouses including Hermes Floral & Greenhouse, Rose Hill Nursery, Lebens Floral & Greenhouse and Linders Garden Center.

The Environment Commission believes that the quality of life of Falcon Heights will benefit with the addition of a community garden for the following reasons:

- Encouraging active living by creating opportunities for recreation, exercise, and education
- Fostering social interaction;
- Encouraging self-reliance;
- Beautifying neighborhoods;
- Producing nutritious food;
- Reducing family food budgets;
- Conserving resources; and
- Allowing residents with-in apartments, townhomes and homes with unsuitable lots to garden

Activities to Date

Date	Activity
3/23/2005	Joint meeting is held with all city commissions and city council to discuss environmental initiatives. Community garden is highlighted as a potential new program.
4/13/2005	City Council changes name of Solid Waste Commission to Environment Commission. Mission is changed to reflect broader scope.
Winter 2005	Environment Commission begins discussions on community garden concept. Considers fast tracking the initiative to begin in spring 2006, but decides to wait until spring 2007 to ensure a successful program launch.
6/12/2006	Environment Commission holds joint meeting with Parks and Recreation Commission. Parks and Recreation Commission passes a motion to endorse the creation of a community park in Falcon Heights.
6/12/2006	Environment Commission passes a motion to create a feasibility study to analyze potential locations of the community garden.

Market Analysis

Rental and Townhome Property

As of the 2000 census, there were 5,572 people and 1,434 families residing in the city. There are 2,129 housing units of which 875 are renter-occupied. The 41.1% renter-occupied housing rate is nearly double the state average (23.4%).

Falcon Heights also has a sizable number of townhomes. A community garden will be a natural attraction to renters and owners of townhomes.

Lot size

The city's tree-lined streets and backyard oaks, elms and maples bring grace and beauty to the city year-round. However the shade they produce can make gardening problematic, particularly vegetable gardening. Additionally, many lots in the cities are relatively small. Families may prefer to have grass lots for kids to run around, outdoor parties, etc.

Surveys

The Environment Commission had a booth at the Falcon Heights Ice Cream Social on July 27.

The results of the survey are as follows:

1. Do you like the concept of community gardens?
 - a. Yes – 23
No – 0

2. If a community garden were available to you, would you be interested in leasing a plot?
 - a. Yes – 13
No – 9
Don't know - 1

3. Would you be interested in volunteering on a community garden steering committee?
 - a. Yes - 7
No – 13
Need More Information - 3

The Environment Commission also hopes that there will be questions regarding the desire for a community garden in a city-wide survey of residents that will be part of the comprehensive planning process.

Community Garden Popularity

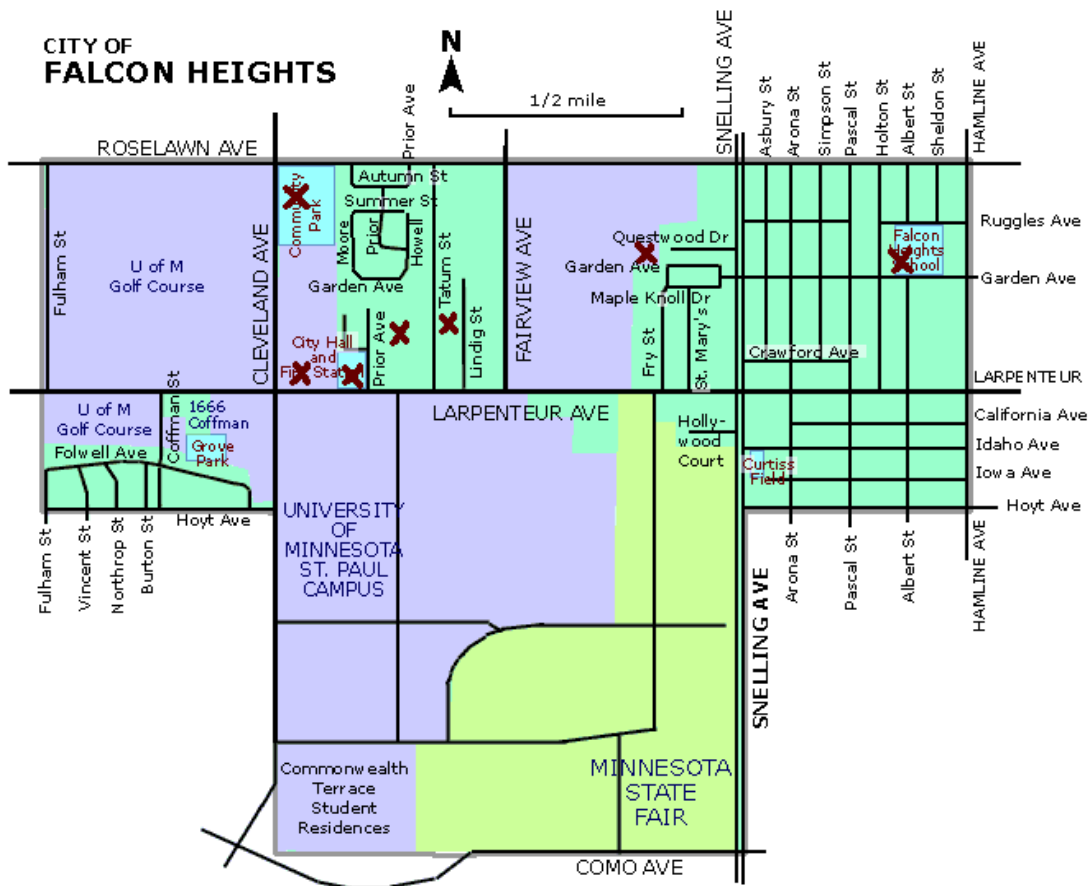
The Twin Cities has developed into a hotbed for community gardens. Perhaps its “cabin fever” that drives us outside in the summer. Whatever the reason, dozens of community gardens have sprouted across the Twin Cities, including several city-sponsored programs. A cursory Internet search shows that many community gardens have waiting lists.

Location Analysis

The Environment Commission, with the assistance of city staff, has identified seven potential garden locations. The commission utilized a uniform site assessment list to analyze each potential location. Commission members volunteered to assess different locations.

They potential locations are:

- Community Park
- City Hall's front yard
- Falcon Heights Elementary School
- Lindig Park
- U of M property at Fry St. and Garden Ave
- Area behind Twin Cities Federal Co-op
- U of M property, west of City Hall



Falcon Heights Community Park

(Report by Jim Kielsmeier with support from Gregg Hoag)

Location: We looked at all potential sites in the park that were close to water and parking and determined that the northwest corner of the park just west of the shelter was the best. A rectangular location of approximately 30x100 ft or larger would take advantage of the best soil. This would slope slightly to the west but could be made nearly level after cultivation. The resultant drainage would be very good although the depth and compaction of soil still needs to be determined and will affect drainage and overall fertility.

Sun: The site would qualify as having full sun with easily over 6 hours of direct sun per day. I would estimate that all or nearly all direct daily sunlight would reach the site.

Soil: If the area just west of the skating rink is used there appears to be 6-8 inches of top soil over a hard clay sub surface. I suggest that a thorough analysis of the soil structure be made with the likelihood that considerable soil building or raised beds will be a part of site preparation.

Water access: An outdoor spigot is located approximately 75 yards from the proposed garden site.

Site description:

- Park Shelter is nearby and logical storage point for tools;
- Composting and mulch materials could be stored nearby either along side the garden or around nearby spruce trees;
- The site is highly visible from the parking lot;
- Parking is within 15-20 yards;
- Either the shelter facilities or portable rest rooms already in place;
- Power can be accessed via the shelter.

Neighborhood considerations:

This is of course located at a corner of the city with walking access limited primarily to residents in and near Falcon Woods, including homes east to Fairview and south to Larpenteur. Walking from 1666 Coffman may be too long for the residents although a shuttle could make it accessible both to these residents and others beyond walking distance. A major plus is the visibility afforded by it's placement in Community Park with particular exposure to regular users of the recreational and play facilities.

The prohibition of pets in the park is a positive feature as is the visibility from the street serving as a crime/vandalism deterrent.

City Hall

(Report by Debbie Tretsven/Peter Lindstrom)

Sun South facing; Full Sun; very little shade

Soil: Unknown until a soil test is done. Drainage appears to be moderate.

Topography: Flat

Water Access: City Hall would be the likely source of water. A spigot would need to be installed. There is a sprinkler system in the front yard.

Site Amenities:

- Plenty of space for a tool shed
- Space for composting site or barrels
- There is 7800 square feet available - way more than we would need to start
- It is a highly visible spot, not likely to be vandalized with city hall right there
- Plenty of parking
- Restroom access during city hall business hours
- Power - not sure if power would be a need beyond the initial set up of the garden.
- Easy vehicle access to the area.
- Land is under utilized
- Central, high visibility location, but not immediately next to homes
- Next to farmers market, University of Minnesota, MN State Horticulture Society, Hermes & Linders

Neighborhood:

- On the bus line
- Lots of apartments, U of M, townhomes, and single family homes nearby.
- Unsure what animals could be a problem for the site. My guess is geese, but due to the high traffic volume on Larpenteur, there probably are not many deer, dogs, raccoons, etc.

Other Issues:

One major issue with city hall's front yard is the potential parking lot reconstruction that will be happening next year. This project may change the landscape of the front yard. If the front yard is the spot of choice, it may not be wise to invest time and money into the garden until after the parking lot reconstruction.

F.H. Elementary School

(Report by Amy Onofrey with support from Greg Hoag)

Greg and I met in the large grass field behind the Falcon Heights Elementary School. He suggested a potential site in this large area based on his knowledge of how the space is used presently and future plans for the area. We walked to the eastern side of the property near where the evergreen trees form a border with the neighbors on Hamline Avenue, just to the side of the baseball cage and north of the side parking lot.

This area is also being considered as a potential site for a permanent ice hockey rink and warming house. The warming house would have electricity, water and a storage area for tools, etc. The school needs for the space are for recess, gym class and community sport practices like football and baseball. The school plans on putting a fence around the perimeter but there is no set time line for this project.

Using the in the packet that Ila Duntemann gave us, I will further describe the site.

Sun: There is full sun in the area as there are no tree or buildings that would shade it during any part of the day. The site we mapped out would be open to all sides for sun and there are no obstacles blocking the sun.

Soil: We did not dig to get a sample, but since the area is covered in sod and thatch and has been for years, most likely it will need amendments. Since there is a slight slope, it does drain to toward the eastern edge of the field.

Topography: The land here is very slightly sloped; visible to the eye but negligible. There are no windbreaks.

Water Access: The school is the nearest source of water. It is about 150-200 yards away. There is a hydrant about 250 yards near the edge of the field, along Ruggles Avenue.

Site Amenities: Because the space is large, a shed, compost area and plot numbers and sizes could be accommodated, also considering the warming house that may be built could be a consideration. It is visible since the space is open and treeless, and ample parking exists in the school lot and on the street which is wide and has low traffic. Restroom access could be a problem since the school may have security policies regarding access to the halls. Restrooms and power could accessed through the school/potential warming house but since most gardeners will work in the daylight, power is not that necessary. The site history is that it has been a school for at least 40 years. The history of the land in general is that it was a farm before being parceled out and developed by Kellor

Manor. There could be vehicle access for delivery of wood chips and compost since the curb is quite low and it is an open area.

Neighborhood: This section of Falcon Heights is residential and family centered although there is a mix of senior citizens and DINKS, it is mostly families. There really is no crime to speak of except the usual neighborhood crime like the occasional garage break-in, marauding teenagers that may hang out in the school yard to play basketball and rarely graffiti. Animals include rabbits, squirrels, maybe raccoons from time to time and very often dogs and cats. Although there is a sign restricting dog off leash, it does happen.

Obvious Advantages: For me, the biggest advantage is the open and unlimited space in the area we mapped out. It could be as big as or small as necessary, although narrow. The tie in of the school children and teachers to the community garden could be such a wonderful addition to their curriculum. I think it would be the first school garden of this kind in the district. I attached a website of a program I used once that could be helpful in this area. The National Wildlife Foundation outside of Washington, DC has a great program. Plus it is the part of the city that is could be easily accessed by apartment dwellers. Click here: [Create a Schoolyard Habitats site - Backyard Wildlife Habitat](#)

Obvious Disadvantages: Water source could be difficult and expensive. Unless the warming house and ice hockey rink become realities, this site would need its own restrooms, storage and water and power source.

Lindig Park

(report by Linda Smith)

Looks like a smaller sized lot. Turnaround for cars as Lindig dead ends after a couple of houses.

- Probably (10) 10x10 plots would fit - currently mowed grass on this lot
- Mostly sun
- No water access
- No restroom access
- No Power access
- Limited parking (perhaps 4-5 vehicles on Lindig turnaround)
- No room for a shed or pile of compost for gardeners to use.
- Residential neighborhood
- Animals (wild and domestic). Probably not as prevalent as on Fry & Garden

U of M Property: Fry & Garden

(report by Linda Smith)

- Quite a large flat lot (about 200' x 120' - stepping off) - currently looks like it had been plowed in spring but weedy now.

- Full sun
- No water access
- No restroom access
- No Power access
- Limited parking (perhaps 6 vehicles on Fry and Garden corner)
- Did someone mention that this was Uof M property? If so, I wonder why they don't farm it as it butts up to the ag fields.
- Probably room for a shed or tool site
- Room for someone to haul in compost for gardeners to use.
- Residential neighborhood
- Animals (wild and domestic) are prevalent in the ag fields

Area behind Twin Cities Federal Co-op

A full analysis of this site wasn't completed because it was determined that this area frequently floods after a heavy rain.

U of M property, west of City Hall

A full analysis of this site wasn't completed because the possibilities for use of U of M lands that are already in use by the university are very tricky with lots of competition among various departments for square footage. The university's role in the community garden will likely be limited to technical assistance.

Community Garden Photographs



City of Chanhassen



Dowling Comm. Garden – Mpls



St. Paul's east side – Larpenteur & 35E

Sample: Time Line For Planning a Community Garden

Summer-Fall

1. Publicize the community garden project, make a list of interested individuals, and then call, email or give each of them an introduction/welcome letter.
2. Call a meeting for those who showed interest in the garden project.
3. **1st meeting agenda:**
 - Welcome, introduction
 - Envisioning stage. What type of garden—theme (ex. Neighborhood garden), goals, objectives.
 - Form a planning committee (sub-committees for each task), organizational structure, positions
 - Next steps: (1) Investigate land options (2) Outreach/build support, funding
 - Schedule next meeting date

Fall

1. Review and assess land options/contact owners, soil test
2. Continue outreach, generating interest
3. Start drafting budget, listing garden needs, determine garden plot rental fee (if there will be one)

Fall-Winter

1. Finalize budget/start fundraising, looking for donations (\$ and in-kind)
2. Choose a site, negotiate lease
3. Plan the garden--determine rules and regulations
4. Insurance

Winter

1. Continue fundraising
2. Outreach—look for volunteers (to help develop site) and gardeners
3. Plan the garden--layout

Winter-Spring

1. Organize the Gardeners: orientation, applications, waivers, fees, etc.
2. Finalize garden plan
3. Gather all remaining materials needed—plants, seeds, tools, compost, etc.

Spring

1. Prepare and develop site

ITEM: **Structure replacement and repainting of the Curtiss Field
Playground**

SUBMITTED BY: **Lisa Abernathy, Recreation Supervisor**

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

EXPLANATION:

Summary: The playground at Curtiss Field Park is reaching its 15-year anniversary of installation. The City has received numerous complaints or concerns regarding the wood components of the playground. There are currently four components of the playground made of wood. This wood has been causing splinters to users. In the 2006 Parks Five-Year CIP there is \$70,000 budgeted for the playground structure. Staff has met with several vendors regarding replacement or repairing the playground structure. All vendors that staff met with said the playground is still in great shape and that simple repairs would probably extend the life of the playground 12-15 more years.

Earl F. Anderson, the original manufacturer's representative, can replace the wood components with painted metal components that are similar to what is currently there. The components that would be replaced consist of the walking bridge, balance beam and two spring riders that have wooded seats.

Subtotal for replacement components:	\$5,115.00
Shipping and Handling:	\$210.00
Sales Tax	\$256.43
Total	\$5,581.43

Another issue with the Curtiss Field playground is paint chipping. In many areas the bare aluminum is showing and flakes of paint can easily be picked off. The paint used on the structure has overtime stopped adhering to the aluminum and is currently chipping off severely in some areas. Staff looked in to companies who could repaint the playground structure to fix this problem.

Advanced Coating Systems surveyed the playground and can remove the loose paint, sand all surfaces and repaint the aluminum. A clear coat hardener would also be sprayed on to protect the paint from chipping again.

Repaint Playground Equipment: \$5,650.00

These two projects can improve the overall appeal to the park's playground as well as the safety for those who play on the structure. Total the two projects would be \$11,231.43; however staff is requesting a \$3,000 contingency for any unforeseen issues that may arise. Therefore the total expense for the project would be between \$14,000 and \$15,000. The Parks Commission has decided to recommend these two projects to extend the life of

the playground and conserve the left over money for long term projects. Our goal is to have the wood components replaced sometime this year before the ground freezes. The repainting of the playground would take place in the spring of 2007 due to the weather and Advanced Coating Systems schedule.

ACTION REQUESTED

- Approve the proposal from Earl F. Anderson and replace the wood components with new painted metal components and Advanced Coating Systems to administer repainting the Curtiss Field Playground.

ITEM: Advance Purchase of Copier – 2007 CIP

SUBMITTED BY: Justin Miller, City Administrator

EXPLANATION:

In the proposed 2007 Capital Improvement Plan, staff has budgeted \$15,000 to purchase a new copier to replace our existing machine. The current copier, which is at least eight years old, has become increasingly unreliable and does not have many of the features that are available in today's models. Staff solicited proposals from three companies, expressing to them the following requirements:

- Network compatible
- Color copying
- Ability to act as a scanner/printer
- Ability to copy large (11 x 17) maps

Proposals were received from Coordinated Business Systems, Loffler, and Ricoh. After receiving the proposals, staff visited Loffler and Ricoh to test out their copiers. The copiers we looked at were very similar in terms of features, copies per minute and cost per color copy. A breakdown of the proposals is attached.

Staff is proposing to purchase the Konica Minolta Bizhub C450 from Loffler in the amount of \$11,994 + tax. While this amount is slightly higher than the purchase price for the Ricoh copier, the monthly service contract is \$69 cheaper, which means that the difference in purchase price will be made up in just over two years. Since we plan on having this copier for many years, the Loffler purchase makes more financial sense over the long term.

Another reason we are recommending Loffler is that they are holding a promotion where we can receive the copier this year, yet not have to pay for it until 2007, thus allowing us to charge it to the 2007 CIP. Our current copier is being run without a service contract, so if any repairs are needed, an expensive service call would be needed. With large copy demands coming up, such as printing the 2007 budget and CIP, a reliable copier is needed.

ACTION REQUESTED:

Staff recommends that the Falcon Heights City Council approve the advance purchase of a Konica Minolta Bizhub C450 from Loffler Companies, Inc. in the amount of \$11,994 + tax.

	Copier Brand	Model	B&W Prints per Minute	Color Prints per Minute	Color Copy Cost per Page	Purchase	Service Contract	60 month lease	Five Year Purchase Costs	Five Year Lease Costs
Coordinated Business Systems	Kyocera	KM-C3225	32	25	\$ 0.08	\$ 13,358.00	\$ 183.33	\$ 275.17	\$ 24,357.80	\$27,510.00
Loffler	Canon	ImageRunner C587OU	58	16	\$ 0.077	\$ 15,750.00	\$ 126.00	\$ 313.43	\$ 23,310.00	\$26,365.80
Loffler	Konica Minolta	Bizhub C450	45	35	\$ 0.077	\$ 11,994.00	\$ 126.00	\$ 238.68	\$ 19,554.00	\$21,880.80
Ricoh	Ricoh	MP C3500 SP	35	35	\$ 0.079	\$ 10,046.00	\$ 195.00	\$ 196.90	\$ 21,746.00	\$23,514.00

ITEM: **Approval of stormwater pond maintenance projects**

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

EXPLANATION:

Periodically, stormwater retention ponds and basins accumulate road debris, soil, and other materials that keep them from functioning properly. As a result, the need to be cleaned out from time to time to ensure that they are adequately treating the stormwater runoff before making it's way to the storm sewer.

The City of Roseville is soliciting proposals to conduct maintenance on several of their ponds, and they have included two of our basins in their scope of work so that we can hopefully take advantage of some economies of scale. The two basins included in our project 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, so staff thought this was an ideal time to partner with the City of Roseville and clean out these basins.

Work will be performed this winter to prevent any threat of wet or soft soil conditions. A letter has already been sent 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.

Bid opening for this project is November 8th, so staff will present bids to the council at our meeting on Wednesday night.

RECOMMENDATION:

Pending acceptable bids, staff recommends that the Falcon Heights City Council approve a contract with the winning bidder to perform stormwater basin maintenance in the City of Falcon Heights.

Community
Park

University of
Minnesota
Property

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

EVELAND AVE N

MAPLE CT

MOORE ST

PRIOR AVE N

GARDEN AVE

PRIOR AVE N

HOWELL

TATUM

LINDIG ST



MAPLE CT



ST-06-15
Falcon Heights
Sheet 6 of 6

Prepared by:
City of Roseville Engineering Department
October 27, 2006

LEGEND:

-  Storm Pipe
-  Outlets & Inlets

Data Sources and Contacts:
 * Ramsey County GIS Base Map (8/6/2006)
 * City of Roseville Engineering Department
 For further information regarding the contents of this map contact:
 City of Roseville, Engineering Department
 2880 Chic Center Drive, Roseville MN

DISCLAIMER:
 This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of source data and does not represent the City, County, State and Federal offices and other agencies regarding the area shown, and is to be used for informational purposes only. The City does not warrant that the Geographic Information System (GIS) Data used to prepare this map are true and that the same are correct. This map shall not be used for legal purposes, including the determination of boundaries or locations of structures or other features. If errors or omissions are found, users should contact the City of Roseville. The preparation of this map was funded by the City of Roseville (8/6/06), and the user of this map acknowledges that the City shall not be liable for any damages, real or personal, arising from the use of this map, and that the user of this map shall be deemed to have accepted the City's terms and conditions of use of this map.

0 50 100 150 200 Feet

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map: TITL6_mnch 15 200x.pdf



ITEM: **Approval of City Hall roof repair proposal**

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

EXPLANATION:

Last fall, city staff became aware of several leaks in the city hall roof. The original roof was installed with the building in 1982. The last roof repair was completed in October 1995, therefore the ten year warranty had terminated on October 30, 2005. Staff and the city attorney have had several discussions since this time with Firestone, the vendor who installed the roof, and they have been hesitant to claim full responsibility for the leaks. At the time staff learned of the leaks, we hired Roof Spec, Inc. to inspect the roof and recommend an appropriate course of action.

Firestone has agreed to supply the materials for the repair at their expense, which totals \$6,347. We have received a proposal from All Weather Roof, a Firestone certified installer, to repair the roof for a total of \$23,935. Our inspector estimates that the repair will last 12-15 years. All Weather also provided a quote of \$42,221 to basically install a new roof, but our inspector estimates that this would also only last 12-15 years, but have a longer warranty.

Staff is recommending that we proceed with the less costly repair option, since the life expectancy is roughly the same and the majority of the roof is in satisfactory condition. While this is an unbudgeted expense, staff is confident that there is money left over from the following CIP projects to cover the expenses without making a budget amendment:

Project	Budgeted Amount	Actual Amount
Corner markers/street signs	\$35,000	\$15,000
Cleveland Median repairs	\$18,000	Postponed until 2007

RECOMMENDATION:

Staff recommends that the Falcon Heights City Council approve the proposal from All Weather Roof to repair the City Hall roof in the amount of \$23,935.



November 2, 2006

Mr. Justin Miller
City of Falcon Heights
2077 West Larpenteur Avenue
Falcon Heights, Minnesota 55113

Re: Firestone Ballasted EPDM System

Dear Mr. Miller:

In following up with Firestone Building Products concerning the tenting of the EPDM membrane at the roof perimeter, Firestone has committed to providing the materials necessary to redo your perimeter and protrusion flashings.

The materials being provided by Firestone are:

- 11 rolls QS 6” RPF
- 9 rolls QS 3” Tape
- 3 rolls QS 18” Curb Flashing
- 900 lineal feet 24” wide 45 mil EPDM
- 1000 ea 2” diameter Seam Plates
- 1000 ea 1 5/8” AP Screws
- 35 gals Bonding Adhesive
- 15 gals Quick Prime
- 5 gals EPDM Prewash

Scope of Work:

1. Remove existing the existing sheet metal and save for reuse.
2. Move gravel ballast back from work area.
3. Remove existing EPDM perimeter and protrusion flashing and dispose of same.
4. Install ½" exterior grade plywood at perimeter walls. Hold plywood below sheet metal coping or counter flashing.
5. Install 6" QS RPF attaching to perimeter and protrusions.
6. Install 45 MIL EPDM flashing attaching to the underside of the existing EPDM sheet using 3" QS seam tape. Attach EPDM flashing to 3" tape on QS RPF and adhere membrane to perimeter surface extending EPDM over perimeter surface.
7. Install 18" QS curb flashing at roof protrusion flashings attaching to 6" QS RPF and to underside of field sheet.
8. Reinstall existing sheet metal flashings and redistribute gravel ballast.
9. All work in accordance with Manufacturers' specifications.


Investment:

Total cost labor and materials complete is \$ 30,282 less materials supplied by Firestone of \$ 6,347 leaves a balance of \$ 23,935.

We had looked at the option of leaving the existing sheet metal in place to reduce costs; however we have a concern that the membrane is properly secured up and over the outside edge. If it is not, future leaks could occur under the sheet metal cap. The sheet metal coping should not be relied upon for water integrity.

Weather may become an issue in completing the work this year, if, the gravel ballast becomes frozen or we accumulate snow. However, if the weather cooperates it is possible to still get the work done this year. If a contract is signed by December 1, 2006 and we are not able to complete the work in 2006 we will hold our pricing for work to be completed in 2007.

Sincerely,



Ken Sorensen
Vice President