

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

AGENDA  
April 8, 2009

- A. CALL TO ORDER: 7:00 PM
- B. ROLL CALL: LINDSTROM \_\_\_\_ HARRIS \_\_\_\_ KUETTEL \_\_\_\_  
LONG \_\_\_\_ MERCER-TAYLOR \_\_\_\_  
MILLER \_\_\_\_
- C. PRESENTATIONS:
- D. APPROVAL OF MINUTES: March 25, 2009 **TAB 1**
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:  
1. General Disbursements through 4/1/09: \$77,367.17 **TAB 2**  
Payroll through 3/27/09: \$14,707.21  
2. Sale of Sewer Jetter to the City of Lauderdale **TAB 3**  
3. Approval of plans and specifications and authorization of bids for 2009  
Pavement Management Plan **TAB 4**  
4. City License Renewal **TAB 5**
- G: POLICY ITEMS  
1. Garages in R-4 properties with alleys **TAB 6**  
2. Larpenteur Ave Streetscape Design Services Agreement - Phase II **TAB 7**  
3. Dogs in the Parks Trial Guidelines **TAB 8**
- H. INFORMATION/ANNOUNCEMENTS:  
I. COMMUNITY FORUM:  
J. ADJOURNMENT:

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



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

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

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

**EXPLANATION:**

General Disbursements through 4/1/09: \$77,367.17

Payroll through 3/27/09: \$14,707.21

**ATTACHMENTS:**

General disbursements and payroll

**ACTION REQUESTED:**

Approval

PACKET: 00300 PAYABLES MARCH 20-APRIL 2

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
=====						
01-01010	ABERNATHY, LISA					
I-200903311701		REIMB: NOTARY FEE & MILEAGE	164.90			
3/31/2009	APBNK	MANUAL CK# 074657 3/25/2009		1099: N		
		REIMB: NOTARY FEE WITH CITY		101 4112-86110-000	MEMBERSHIPS	100.00
		REIMB MILEAGE		101 4112-86010-000	MILEAGE & PARKING	64.90
		=== VENDOR TOTALS ===	164.90			
=====						
01-00800	ALLIED WASTE SERVICES					
I-200903311704		APRIL/09 WASTE REMOVAL	229.01			
3/31/2009	APBNK	DUE: 3/31/2009 DISC: 3/31/2009		1099: N		
		APRIL/09 WASTE REMOVAL		101 4131-82010-000	WASTE REMOVAL	229.01
		=== VENDOR TOTALS ===	229.01			
=====						
01-00255	AMERICAN OFFICE PRODUCTS					
I-099474I		COPY PAPER	53.36			
3/31/2009	APBNK	DUE: 3/31/2009 DISC: 3/31/2009		1099: N		
		COPY PAPER		101 4112-70100-000	SUPPLIES	53.36
		=== VENDOR TOTALS ===	53.36			
=====						
01-00250	AMERIPRIDE LINEN&APPAREL					
I-1000136225		LINEN CLEANING	35.35			
3/31/2009	APBNK	DUE: 3/31/2009 DISC: 3/31/2009		1099: N		
		LINEN CLEANING		101 4124-82011-000	LINEN CLEANING	35.35
		=== VENDOR TOTALS ===	35.35			
=====						
01-00869	BENEFIT EXTRAS, INC					
I-29904		FEB & MAR FLEX MINIMUM	60.00			
3/31/2009	APBNK	DUE: 3/31/2009 DISC: 3/31/2009		1099: N		
		FEB & MAR MINIMUM FLEX PYMT		101 4112-89000-000	MISCELLANEOUS	60.00
		=== VENDOR TOTALS ===	60.00			
=====						
01-01045	BREDAHL PLUMBING INC					
I-5296112		TEST BACKFLOW PREVENTORS	248.00			
3/31/2009	APBNK	DUE: 3/31/2009 DISC: 3/31/2009		1099: N		
		TEST BACKFLOW PREVENTORS		101 4141-87120-000	FACILITIES & GROUND MAIN	248.00
		=== VENDOR TOTALS ===	248.00			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION

01-03123 CINTAS CORPORATION #470

I-470258512		RUG SERVICE	39.47				
3/31/2009	APBNK	DUE: 3/31/2009 DISC: 3/31/2009		1099: N			
		RUG SERVICE		101 4131-87010-000	CITY HALL MAINTENANCE		39.47
=== VENDOR TOTALS ===			39.47				

01-06290 CITY OF ROSEVILLE

I-9475		LASERFICHE SOFTWARE SUPPORT	934.00				
3/31/2009	APBNK	DUE: 3/31/2009 DISC: 3/31/2009		1099: N			
		LASERFICHE SOFTWARE SUPPORT		401 4401-90100-000	FURNITURE & EQUIPMENT		934.00
=== VENDOR TOTALS ===			934.00				

01-04027 EMERGENCY APPARATUS MAINT

I-39437		REPAIR EQUIPMENT	66.00				
3/31/2009	APBNK	DUE: 3/31/2009 DISC: 3/31/2009		1099: N			
		REPAIR EQUIPMENT		101 4124-87029-000	REPAIR OTHER EQUIPMENT		66.00
=== VENDOR TOTALS ===			66.00				

01-05718 GOODPOINTE TECHNOLOGY, INC

I-1136		ICON SOFTWARE SUPPORT	750.00				
3/31/2009	APBNK	DUE: 3/31/2009 DISC: 3/31/2009		1099: N			
		ICON SOFTWARE SUPPORT		419 4419-92000-000	OTHER IMPROVEMENTS		750.00
=== VENDOR TOTALS ===			750.00				

01-05153 HOME DEPOT CRC/GECF

I-200903311700		SUPPLIES	99.58				
3/31/2009	APBNK	MANUAL CK# 074670 3/30/2009		1099: N			
		HOSE REEL/SANDPAPER/NAILS		101 4124-70100-000	SUPPLIES		35.03
		SAFETY GLASSES/STNLS ROD		101 4131-70110-000	SUPPLIES		19.82
		SPRAY PAINT		101 4132-70120-000	SUPPLIES		11.64
		BLINDS & WALLPAPER		101 4124-70100-000	SUPPLIES		33.09
=== VENDOR TOTALS ===			99.58				

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 DISCOUNT G/L ACCOUNT -----ACCOUNT NAME----- DISTRIBUTION  
 =====

01-05054 DEBORAH JONES

I-200903311716 1ST QTR MILEAGE REIMB 79.70  
 3/31/2009 APBNK DUE: 3/31/2009 DISC: 3/31/2009 1099: N  
 1ST QTR MILEAGE REIMB 101 4117-86010-000 MILEAGE 79.70  
 === VENDOR TOTALS === 79.70

01-05370 KERN, DEWENTER, VIERE LTD

I-92155 AUDIT FEE 2008 11,000.00  
 3/31/2009 APBNK DUE: 3/31/2009 DISC: 3/31/2009 1099: N  
 BALANCE AUDIT FEE 2008 101 4113-80310-000 AUDIT 11,000.00  
 === VENDOR TOTALS === 11,000.00

01-05404 KURHAJETZ, CLEM

I-200903311714 MILEAGE REIMB; FIRE MEETING 13.20  
 3/31/2009 APBNK DUE: 3/31/2009 DISC: 3/31/2009 1099: N  
 MILEAGE REIMB; FIRE MEETING 101 4124-86010-000 MILEAGE 13.20  
 === VENDOR TOTALS === 13.20

01-05209 MARIANNE MCEVOY

I-200904011722 REFUND 30.00  
 3/31/2009 APBNK DUE: 3/31/2009 DISC: 3/31/2009 1099: N  
 REFUND 201 34340-000 NON-RESIDENT FEE 30.00  
 === VENDOR TOTALS === 30.00

01-05555 MEDICS TRAINING

I-200903311705 3 HOUR MED TRAINING SESSION 525.00  
 3/31/2009 APBNK DUE: 3/31/2009 DISC: 3/31/2009 1099: N  
 3 HOUR MED TRAINING SESSION 101 4124-86020-000 TRAINING 525.00  
 === VENDOR TOTALS === 525.00

01-05585 METROPOLITAN AREA MANAGEMENT A

I-200903311706 2009 MEMBERSHIP DUES 45.00  
 3/31/2009 APBNK DUE: 3/31/2009 DISC: 3/31/2009 1099: N  
 2009 MEMBERSHIP DUES 101 4112-86100-000 CONFERENCES/EDUCATION/AS 45.00  
 === VENDOR TOTALS === 45.00

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-01002	JUSTIN MILLER					
I-200903311708		MILEAGE 1ST QTR REIMB	81.95			
3/31/2009	APBNK	DUE: 3/31/2009 DISC: 3/31/2009		1099: N		
		MILEAGE 1ST QTR REIMB		101 4112-86010-000	MILEAGE & PARKING	81.95
=== VENDOR TOTALS ===			81.95			
=====						
01-05843	MN NCPERS LIFE INSURANCE					
I-200903311702		APRIL/09 FOR DEB	16.00			
3/31/2009	APBNK	DUE: 3/31/2009 DISC: 3/31/2009		1099: N		
		APRIL/09 FOR DEB		101 21709-000	OTHER PAYABLE	15.20
		APRIL/09 FOR DEB		206 21709-000	OTHER PAYABLE	0.80
=== VENDOR TOTALS ===			16.00			
=====						
01-05208	NATIONSTAMPS					
I-200903311710		PRE-INKED NOTARY STAMPS	34.76			
3/31/2009	APBNK	DUE: 3/31/2009 DISC: 3/31/2009		1099: N		
		PRE-INKED NOTARY STAMPS		101 4112-70100-000	SUPPLIES	34.76
=== VENDOR TOTALS ===			34.76			
=====						
01-07263	NEXTEL COMMUNICATIONS, INC					
I-200904011721		CELL PHONE FIRE DEPARTMENT	135.94			
3/31/2009	APBNK	DUE: 3/31/2009 DISC: 3/31/2009		1099: N		
		CELL PHONE FIRE DEPARTMENT		101 4124-85015-000	CELL PHONE	135.94
I-610189225-069		CELL PHONES FEB22-MAR21	472.53			
3/31/2009	APBNK	DUE: 3/31/2009 DISC: 3/31/2009		1099: N		
		CELL PHONES FEB22-MAR21		101 4121-85015-000	CELL PHONE	66.06
		CELL PHONES FEB22-MAR21		101 4131-85015-000	CELL PHONE	52.40
		CELL PHONES FEB22-MAR21		101 4132-85015-000	CELL PHONE	52.40
		CELL PHONES FEB22-MAR21		101 4141-85015-000	CELL PHONE	52.40
		CELL PHONES FEB22-MAR21		601 4601-85015-000	CELL PHONE	78.63
		CELL PHONES FEB22-MAR21		602 4602-85015-000	CELL PHONES	78.63
		CELL PHONES FEB22-MAR21		101 4116-85010-000	TELEPHONE	92.01
=== VENDOR TOTALS ===			608.47			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05206	NORTHERN FABRICATING INC					
I-200903311709		SHEAR & BEND MATERIAL	60.00			
3/31/2009	APBNK	DUE: 3/31/2009 DISC: 3/31/2009		1099: N		
		SHEAR & BEND MATERIAL		101 4132-89000-000	MISCELLANEOUS	60.00
=== VENDOR TOTALS ===			60.00			
=====						
01-06030	OLSON,ROLAND					
I-200904011723		1ST QTR MILEAGE REIMB	28.88			
3/31/2009	APBNK	DUE: 3/31/2009 DISC: 3/31/2009		1099: N		
		1ST QTR MILEAGE REIMB		101 4113-86010-000	MILEAGE	28.88
=== VENDOR TOTALS ===			28.88			
=====						
01-06065	OXYGEN SERVICE COMPANY					
I-07338135		REPAIR EQUIPMENT	89.32			
3/31/2009	APBNK	DUE: 3/31/2009 DISC: 3/31/2009		1099: N		
		REPAIR EQUIPMENT		101 4124-87029-000	REPAIR OTHER EQUIPMENT	89.32
=== VENDOR TOTALS ===			89.32			
=====						
01-06090	GENE PAKOY					
I-200903311715		1ST QTR MECHANICAL INSPECTION	747.00			
3/31/2009	APBNK	MANUAL CK# 074671 3/31/2009		1099: N		
		1ST QTR MECHANICAL INSPECTIONS		101 4117-81220-000	MECHANICAL INSPECTORS	747.00
=== VENDOR TOTALS ===			747.00			
=====						
01-06115	TIMOTHY PITTMAN					
I-200903311711		MILEAGE	35.20			
3/31/2009	APBNK	DUE: 3/31/2009 DISC: 3/31/2009		1099: N		
		MILEAGE		101 4116-89010-000	SPECIAL EVENTS	35.20
=== VENDOR TOTALS ===			35.20			
=====						
01-06184	RAMSEY COUNTY - 911 DISPATCH					
I-EMCOM-000412		MARCH/09 911 DISPATCH	958.67			
3/31/2009	APBNK	DUE: 3/31/2009 DISC: 3/31/2009		1099: N		
		MARCH/09 911 DISPATCH		101 4124-86700-000	EMERGENCY DISPATCH SVCS-	958.67
=== VENDOR TOTALS ===			958.67			



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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-07218		SAFE ASSURE CONSULTANTS				
I-168		2009 OSHA SAFETY TRAINING	1,125.00			
3/31/2009	APBNK	DUE: 3/31/2009 DISC: 3/31/2009		1099: N		
		2009 OSHA SAFETY TRAINING		101 4131-86100-000	CONFERENCES/EDUCATION/AS	562.50
		2009 OSHA SAFETY TRAINING		601 4601-86100-000	TRAINING	562.50
		=== VENDOR TOTALS ===	1,125.00			
=====						
01-06441		SCOTT WEMYSS (PARTAGS)				
I-03-150		PAR TAGS FOR NEW MEMBER	17.78			
3/31/2009	APBNK	DUE: 3/31/2009 DISC: 3/31/2009		1099: N		
		PAR TAGS FOR NEW MEMBER		101 4124-70100-000	SUPPLIES	17.78
		=== VENDOR TOTALS ===	17.78			
=====						
01-06535		SPEEDWAY SUPERAMERICA				
I-200903311712		FUEL	262.10			
3/31/2009	APBNK	DUE: 3/31/2009 DISC: 3/31/2009		1099: N		
		FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	262.10
		=== VENDOR TOTALS ===	262.10			
=====						
01-07268		SPRINGSTED				
I-200903311707		CONT DISCLOSURE ON BONDS	1,965.00			
3/31/2009	APBNK	DUE: 3/31/2009 DISC: 3/31/2009		1099: N		
		CONT DISCLOSURE ON BONDS		316 4316-94900-000	BOND FEES	982.50
		CONT DISCLOSURE ON BONDS		317 4317-94900-000	BOND FEES	982.50
		=== VENDOR TOTALS ===	1,965.00			
=====						
01-07228		CITY OF ST ANTHONY				
I-2166		APRIL/09 POLICE SVCS	48,187.50			
3/31/2009	APBNK	DUE: 3/31/2009 DISC: 3/31/2009		1099: N		
		APRIL/09 POLICE SVCS		101 4122-81000-000	POLICE SERVICES	48,187.50
		=== VENDOR TOTALS ===	48,187.50			
=====						
01-00935		ST PAUL REGIONAL WATER SERVICE				
I-200903311713		H2O AND S.S.	154.46			
3/31/2009	APBNK	DUE: 3/31/2009 DISC: 3/31/2009		1099: N		
		H2O		101 4131-85040-000	WATER	13.89
		S.S.		101 4131-85070-000	SEWER	16.00
		H2O		101 4141-85040-000	WATER	92.57
		S.S.		101 4141-85070-000	SEWER	32.00
		=== VENDOR TOTALS ===	154.46			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----		DISTRIBUTION
=====							
01-06585		THE OFFICE CLEANERS					
-----							
I-20090331		MARCH/09 CLEANING SERVICES	420.68				
3/31/2009	APBnk	DUE: 3/31/2009 DISC: 3/31/2009		1099: N			
		MARCH/09 CLEANING SERVICES		101 4131-87010-000	CITY HALL MAINTENANCE		420.68
		=== VENDOR TOTALS ===	420.68				
=====							
01-05870		XCEL ENERGY					
-----							
I-200903311703		AUTO PROTECTIVE LIGHTS	36.45				
3/31/2009	APBnk	DUE: 3/31/2009 DISC: 3/31/2009		1099: N			
		AUTO PROTECTIVE LIGHTS		101 4141-85020-000	ELECTRIC/GAS		29.70
		AUTO PROTECTIVE LIGHTS		101 4141-85020-000	ELECTRIC/GAS		6.75
		=== VENDOR TOTALS ===	36.45				
		=== PACKET TOTALS ===	69,201.79				

federal withholding	4,753.94
state withholding	778.86
pera transfer	2,280.58
icma transfer	<u>352.00</u>
TOTAL	77,367.17

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
0017	MERCER-TAYLOR, ELIZABETH	R	3/27/2009	277.05	074658
0018	LONG, CHARLES E	R	3/27/2009	277.05	074659
1016	ABERNATHY, LISA A	R	3/27/2009	1,391.57	074660
1136	OLSON, ROLAND O	R	3/27/2009	500.00	074661
1142	HERZOG, PATRICK J	R	3/27/2009	96.04	074662
0034	KURHAJETZ, CLEMENT	R	3/27/2009	626.15	074663
0074	ALLEN, MARK J	R	3/27/2009	184.70	074664
0086	HINRICHS, RICHARD H	R	3/27/2009	92.35	074665
0095	POESCHL, MICHAEL J	R	3/27/2009	92.35	074666
0097	GAFFNEY, PATRICK	R	3/27/2009	92.35	074667
0105	FEHRENBACH, ANTON M	R	3/27/2009	85.95	074668
1030	PITTMAN, TIMOTHY J	R	3/27/2009	1,647.96	074669

\*\*\* DIRECT DEPOSIT LISTING \*\*\*

EMPNO#	NAME	SSNO#	BANK	ACCOUNT	TYPE	AMOUNT	TRACE
01-0012	LAURA KUETTEL	473-66-3508	296076301	1109124770	C	277.05	0100001
01-0013	Peter Lindstrom	472-78-8321	091000019	3112352755	C	330.57	0100002
01-0016	PAM HARRIS	326-42-8201	091000022	813026259	C	277.05	0100003
01-0040	KEVIN ANDERSON	473-98-4715	091000019	3571926918	C	186.65	0100004
01-1002	JUSTIN J MILLER	499-82-0411	091000022	104773332069	C	2,513.69	0100005
01-1030	TIMOTHY PITTMAN	472-72-4092	296075810	8100378110	S	300.00	0100006
01-1033	David & Deb Tretsven	472-82-5917	096000959	4680863	C	1,389.84	0100007
01-1033	DAVE TRETSVEN	472-82-5917	296075810	8105042000	S	25.00	0100008
01-1038	DEBORAH JONES	563-74-0353	296076301	1102041570	C	1,619.43	0100009
01-1136	ROLAND OLSON	474-56-6917	091000022	116398934194	C	1,200.00	0100010
01-1136	ROLAND OLSON	474-56-6917	296076301	95569	S	100.00	0100011
01-1143	COLIN & TRISH CALLAHAN	469-96-4534	091000019	3913265660	C	1,013.59	0100012
01-2154	MAUREEN ANDERSON	468-60-1533	091000022	180133767160	C	110.82	0100013

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

REGULAR CHECKS:	12	5,363.52
DIRECT DEPOSIT REGULAR CHECKS:	11	9,343.69
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	23	14,707.21

**ITEM:** Sale of Sewer Jetter to the City of Lauderdale

**SUBMITTED BY:** Justin Miller, City Administrator  
Tim Pittman, Parks and Public Works Director

**EXPLANATION:**

The City of Falcon Heights purchased our sewer jetter in 1990 to assist us when needing to clear blockages in our sanitary sewer system. Over the past several years, public works crews have rarely used it, and when we do need to perform this type of work, we typically use a contractor or a neighboring city's equipment that is better suited and more powerful. Further, since we have now implemented an annual sewer cleaning program, blockages are much less common. In fact, since the cleaning program has begun, we have not had to use the jetter at any time. The piece of equipment we own simply does not meet our needs anymore, and staff has been looking at how to best dispose of it.

Public works staff contacted the company we purchased the equipment from, and they stated that fair market value for the equipment was \$15,000. The City of Lauderdale, who has borrowed the equipment from us on a consistent basis, asked if they could purchase it from us at the price listed above.

Selling this piece of equipment will free up storage space, provide Lauderdale needed equipment at a fair purchase price, and provide a small monetary benefit to the city. The Lauderdale City Council has already approved the purchase, contingent on Falcon Heights city council approval.

**ACTION REQUESTED:**

Staff recommends that the Falcon Heights City Council approve the sale of our 1990 Sreco trailer mounted flexible sewer cleaning machine to the City of Lauderdale in the amount of \$15,000. The sale of the equipment is "as-is" and does not come with any warranties.

**ITEM:** Resolution Approving Plans and Specifications and Ordering Advertisement for the 2009 Pavement Management Program

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

Background

On Wednesday, March 25, 2009, a public improvement hearing was held for the 2009 Pavement Management Program. This project includes Mill & Overlay of the following street segments:

- Prior Avenue, (Larpenteur Ave to cul- de- sac)
- Maple Knoll Drive, (Fry St to Garden Ave)
- Garden Ave, (Fry St to W Snelling Frontage Rd)
- Fry Street, (Maple Knoll Dr to Garden Ave)

Following the hearing, the City Council ordered the improvement and preparation of plans and specifications for the proposed project. The next step in the public improvement assessment process is for the City Council to adopt a resolution approving plans and specifications and ordering the advertisement for bids. Since a portion of the costs for this project will be assessed to benefiting properties, the adoption of this resolution is required.

Consistent with the City's Assessment Policy, a portion of the costs for this project are assessed to benefitting property owners. This project is proposed to be completed this summer; the final assessment amount would be determined by the Council at an assessment hearing in the fall. These assessments can either be paid up, or be put against taxes payable in 2010 for 7 years at around 6% (rate set at time of hearing). The Council adopted the following assessment rates for this improvement.

Mill & Overlay Assessment Rates:	
Tax Exempt - 100% of project cost/foot	<b>\$50.88</b>
Commercial - 60% of project cost/ foot	<b>\$30.53</b>
Residential - 40% of project cost/ foot	<b>\$20.35</b>

These rates were set using the following City of Falcon Heights assessment policies:

- Assessment rate based on lot frontage at building setback
- Corner lots assessed 100% long, 0% short side.
- All costs associated with the water main replacement, including additional pavement removal and excavation, will be funded by St. Paul Water Utility and not become part of the assessable portion of the project.

Financial Impacts

Fund the street reconstruction with Municipal State Aid funds and assessments as shown in the table below:

Special Assessments	\$109,675.43
MSA Funds	\$121,922.79
Total	\$231,598.22

Requested Action

Adopt a resolution approving the plans and specifications and ordering the advertisement for bids for the 2009 Pavement Management Program

CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION

April 8, 2009

No. 09-04

-----  
**RESOLUTION**  
**RESOLUTION APPROVING PLANS AND SPECIFICATIONS**  
**AND ORDERING ADVERTISEMENT FOR BIDS**  
**FOR 2009 PAVEMENT MANAGEMENT PROGRAM**

WHEREAS, pursuant to resolution passed by the City Council, the City Engineer has prepared plans and specifications for the following improvements and has presented such plans and specifications to the Council for approval:

**City Project No. FH-09-10: 2009 Mill & Overlay Project**

- Prior Avenue, (Larpenteur Ave to cul- de- sac)
- Maple Knoll Drive, (Fry St to Garden Ave)
- Garden Ave, (Fry St to W Snelling Frontage Rd)
- Fry Street, (Maple Knoll Dr to Garden Ave)

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

1. Such plans and specifications, copies of which are attached hereto, and made a part hereof, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the *Roseville Review*, the official newspaper, and in the *Construction Bulletin*, an advertisement for bids upon the making of such approved plans and specifications. The advertisement for bids for City Project P-09-10, 2009 Mill & Overlay Project, shall be published as required by law, shall specify the work to be done, shall call the bids on the basis of cash payment for such work, shall state the date and time that the bids will be received by the City Engineer at which time they will be publicly opened in the City Hall by the City Engineer and subsequently be considered by the Council; and that no bids will be considered unless sealed and filed with the City Administrator and accompanied by a cash deposit, certified check or bid bond payable to the City of Falcon Heights for ten percent of the amount of such bid.

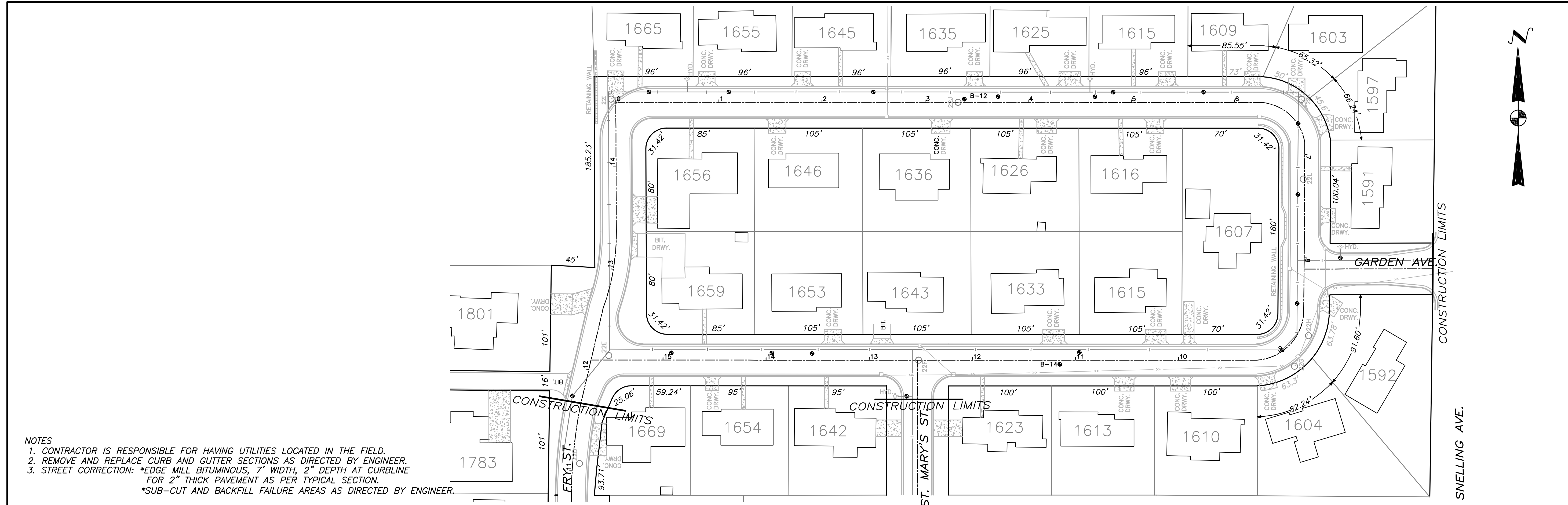
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Moved by:

Approved by: \_\_\_\_\_  
Peter Lindstrom, Mayor  
April 8, 2009

LINDSTROM        \_\_\_\_\_    In Favor  
KUETTEL  
HARRIS            \_\_\_\_\_    Against  
LONG  
MERCER-TAYLOR

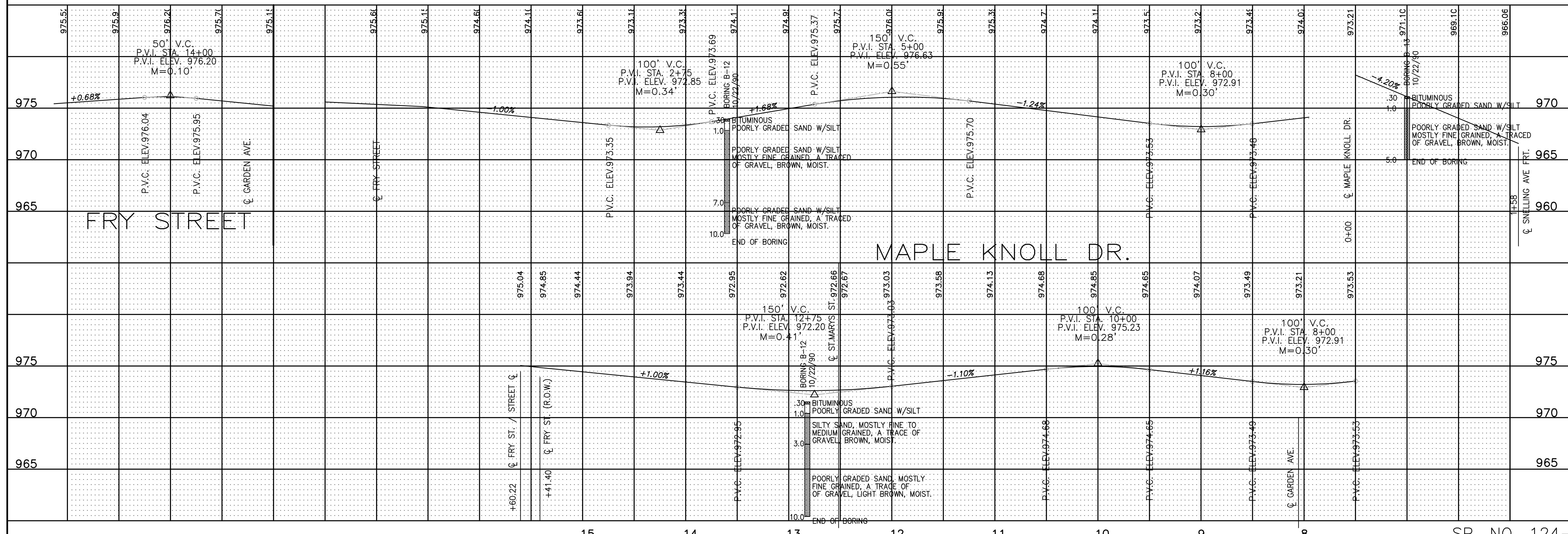
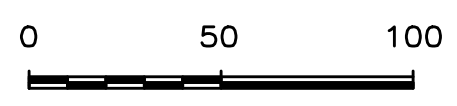
Attested by: \_\_\_\_\_  
Justin Miller  
City Administrator  
April 8, 2009

CAD\Projects\2009\FH\_Mill-&-Overlays\MapleKnoll.dwg



**NOTES**  
 1. CONTRACTOR IS RESPONSIBLE FOR HAVING UTILITIES LOCATED IN THE FIELD.  
 2. REMOVE AND REPLACE CURB AND GUTTER SECTIONS AS DIRECTED BY ENGINEER.  
 3. STREET CORRECTION: \*EDGE MILL BITUMINOUS, 7" WIDTH, 2" DEPTH AT CURBLINE FOR 2" THICK PAVEMENT AS PER TYPICAL SECTION.  
 \*SUB-CUT AND BACKFILL FAILURE AREAS AS DIRECTED BY ENGINEER.

**MAPLE KNOLL DRIVE/GARDEN AVENUE**  
 50' RIGHT - OF - WAY



I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.  
 ASSISTANT PUBLIC WORKS DIRECTOR  
 DATE \_\_\_\_\_ REG. NO. 26469

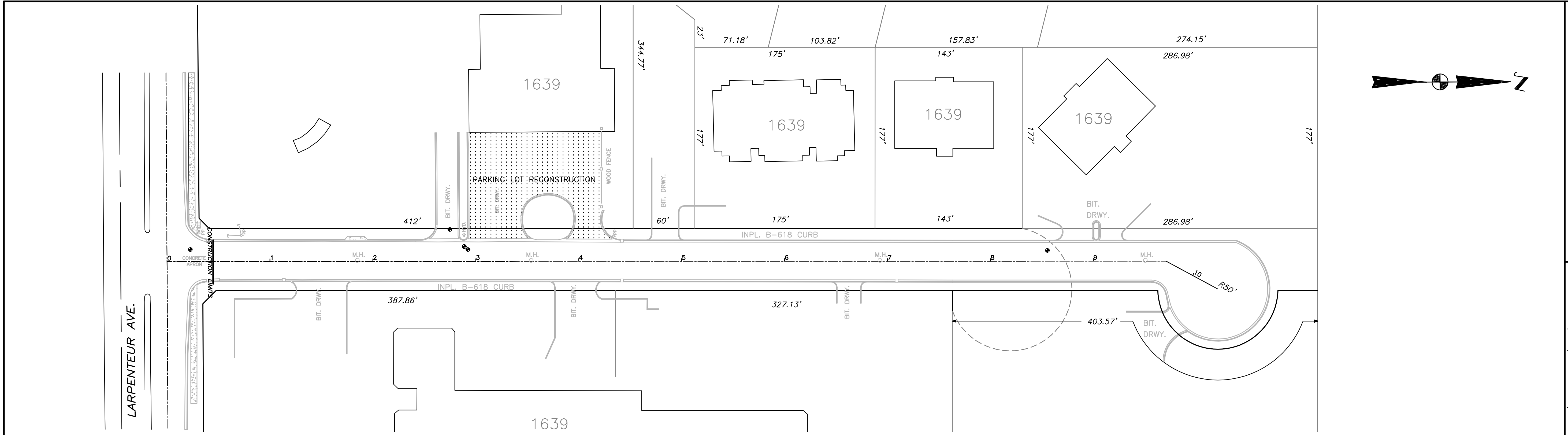
DATE	REVISION

**MILL AND OVERLAY PROJECT**

ENGINEERING DEPARTMENT  
 CITY OF ROSEVILLE  
 PLAN AND PROFILE FOR:  
**MAPLE KNOLL DRIVE/ GARDEN AVENUE**  
 FROM FRY ST. TO SNELLING AVE.  
 CITY PROJ. NO. 09-10 2009 CONTRACT "A"  
**SHEET NO.**  
 6 / 6

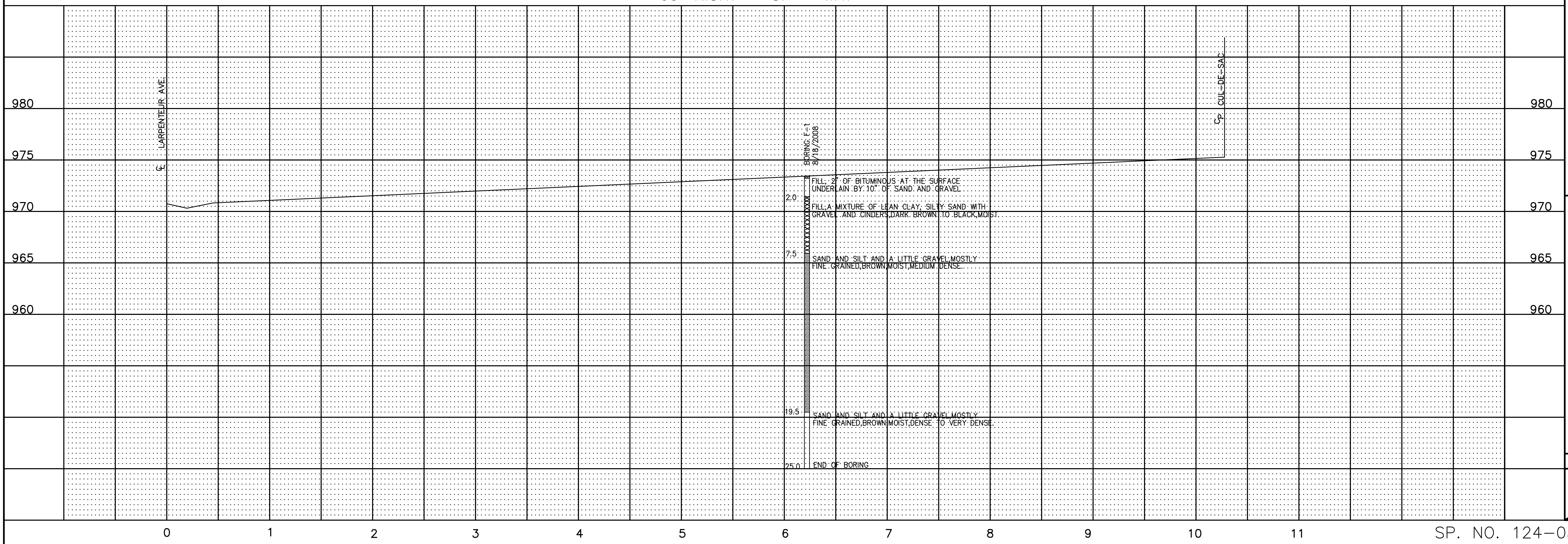
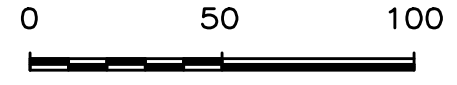






- NOTES**
1. CONTRACTOR IS RESPONSIBLE FOR HAVING UTILITIES LOCATED IN THE FIELD.
  2. REMOVE AND REPLACE CURB AND GUTTER SECTIONS AS DIRECTED BY ENGINEER.
  3. STREET CORRECTION: \*EDGE MILL BITUMINOUS, 7" WIDTH, 2" DEPTH AT CURBLINE FOR 2" THICK PAVEMENT AS PER TYPICAL SECTION.  
\*SUB-CUT AND BACKFILL FAILURE AREAS AS DIRECTED BY ENGINEER.

**PRIOR AVENUE**  
60' RIGHT - OF - WAY



I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A FULLY REGISTERED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

ASSISTANT PUBLIC WORKS DIRECTOR  
DATE \_\_\_\_\_ REG. NO. 26469

DATE	
REVISED	
DRAWN BY:	
CHECKED BY:	
AS BUILT BY:	

**MILL AND OVERLAY PROJECT**

ENGINEERING DEPARTMENT  
CITY OF ROSEVILLE  
PLAN AND PROFILE FOR:  
PRIOR AVENUE  
FROM LARPELLEUR AVE. TO CUL-DE-SAC  
CITY PROJ. NO. 09-10 2009 CONTRACT "A"

**SHEET NO.**  
5 / 6

**ITEM:**                   **City License Renewals**

**SUBMITTED BY:**   **Lisa Abernathy -Deputy Clerk**

The following individuals have applied for a Mechanical license for 2009. Staff has received the necessary documents for licensure.

- Kevin's Heating & Cooling, Inc.

**ITEM:** Garages in R-4 properties with alleys

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

**REVIEWED BY:** Justin Miller, City Administrator  
Roger Knutson, City Attorney

**Background and Analysis:**

In February the Planning Commission studied the issue of parking and garages on those R-4 multifamily properties that have alleys. These 9 buildings are among the oldest multi-family buildings in Falcon Heights. None of them have enough land to provide two parking spaces per unit, as required by the city's present day code. The code also requires at least half the parking to be enclosed. These properties are also subject to a 10 foot side setback, 30 feet on a side abutting a street.

All of the properties under discussion are legally non-conforming and may maintain their status quo. However, when owners seek to demolish or replace existing garages or build new ones, their options are extremely limited. Parking spaces and covered parking spaces cannot be further reduced without variances. New garages cannot be constructed closer to the side lot lines than 10 feet, if not more, without variances. New garages that reduce the total amount of on-site parking cannot be built without variances. In many cases there is no possible change to parking or accessory structures than can be done without variances, leaving rebuilding on existing footprints as the only option. The Commission was asked to consider whether the zoning code might be amended to provide more permitted options to these owners without negative impacts on parking capacity and neighborhood character.

The Commission discussed the issue in workshop and came to the consensus that the only zoning code change they would recommend at this time is to remove the enclosed parking requirement for the apartment buildings with alleys. This provides one additional option to owners, the option of reducing the amount of existing enclosed parking if they plan to demolish an existing garage. Commissioners did not favor a reduction in the setback requirements and would prefer that any requests for reduced setback be handled case by case through the variance process.

Commissioners instructed staff to prepare an ordinance amending the code for hearing at the following meeting. The proposed amendment ordinance was drafted by the city attorney and presented for a public hearing on March 24. There was no opposition from the public.

Following the hearing, the Planning Commission voted unanimously to recommend approval of the ordinance.

**Attachments:**

- Proposed ordinance amending Section 113-310(2)(e) of the Falcon Heights City Code to make R-4 multifamily properties exempt from the enclosed parking requirement if they abut an alley.
- Map of R-4 properties in Falcon Heights, with and without alleys
- 2006 aerial photo of the block of Larpenteur between Arona and Pascal
- Parking data for apartment buildings on alleys

**Actions Requested:**

Vote on whether code should be amended by this ordinance.

# Aerial Photo Unselected - R-4 with alleys

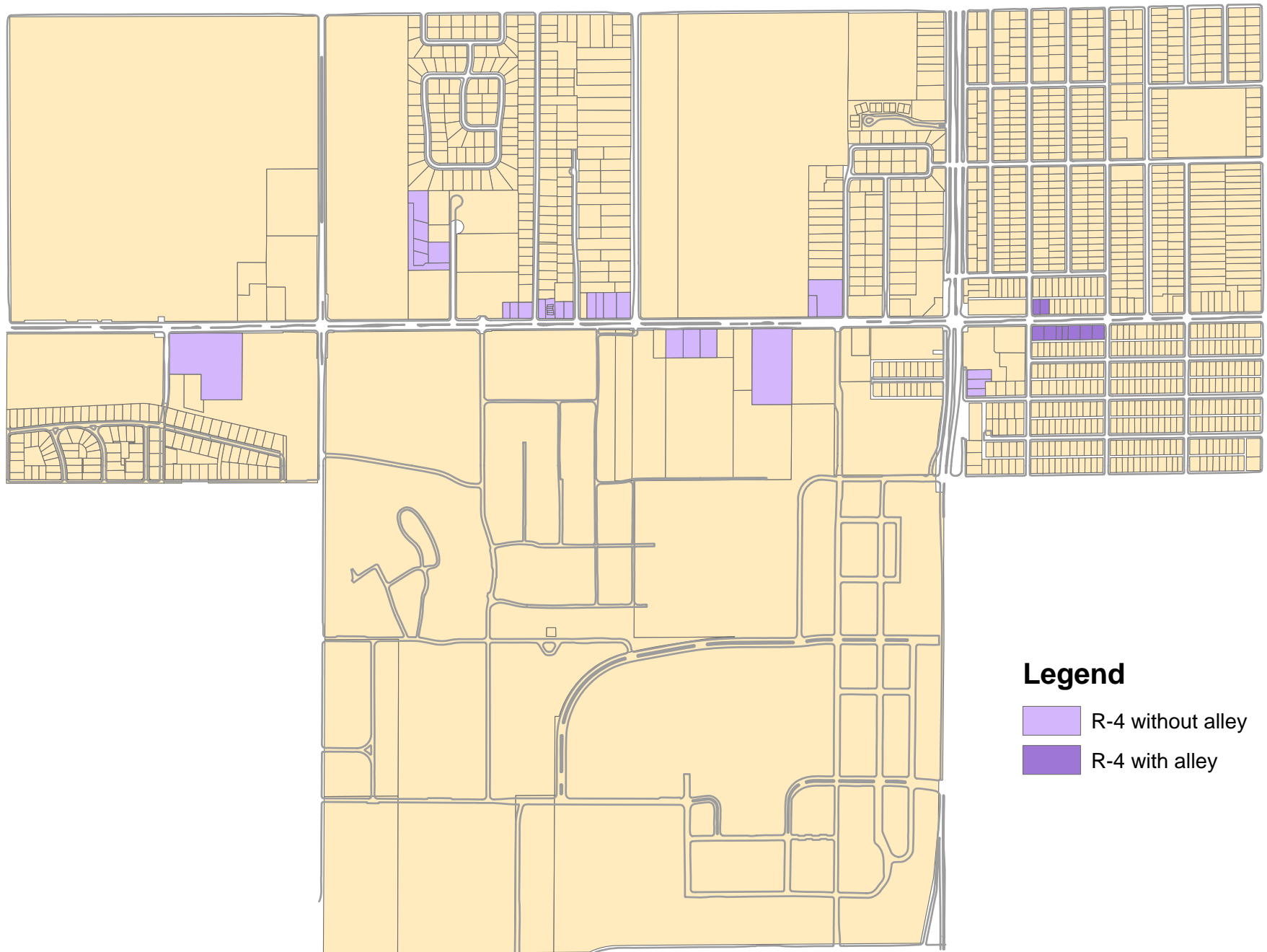
## Falcon Heights



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 records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only.

SOURCES: Ramsey County (February 2, 2009), The Lawrence Group:February 2, 2009 for County parcel and property records data; February 2009 for commercial and residential data; April 2006 for color aerial imagery;

# Falcon Heights R-4 (Multi-Family) Properties



**ITEM:** Larpenteur Avenue Streetscape Design Services Agreement - Phase II

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

**EXPLANATION:**

The City Council, along with SRF Consulting Group and the Larpenteur Streetscape Advisory Committee, spent the second half of 2008 developing design concepts to improve the streetscape appearance along Larpenteur Avenue. When the council reviewed the final plans earlier this year, it was decided to delay the project until 2010 to allow for staff and consultants more time to develop detailed plans and to coordinate efforts with the University of Minnesota.

Attached to this report is a proposal from SRF Consulting Group to conduct phase II of these design services. Components of this proposal include:

- 50% level plans (which will allow for final designs to be drawn and bid)
- Confirmation with the University of Minnesota on agreeable plant/tree species
- Preliminary topographical survey work
- Providing estimated budget and construction timeline

The work will be completed on an hourly basis, but the total cost is estimated to total \$24,630. Staff receives monthly invoices, and will monitor the status of the project to ensure the project is kept within this amount. Any amount over this will require separate approval by the city council.

**ACTION REQUESTED:**

Staff recommends that the Falcon Heights City Council approve the attached scope of work for phase II design services with SRF Consulting Group for the Larpenteur Avenue Streetscape project.



March 31, 2009

Mr. Justin Miller  
City Administrator  
CITY OF FALCON HEIGHTS  
2077 West Larpenteur Avenue  
Falcon Heights, MN 55113

**SUBJECT: PROPOSAL FOR PROFESSIONAL SERVICES FOR PHASE II LARPEN-  
TEUR AVENUE STREETScape PLANNING**

Dear Mr. Miller:

Based on your request, we are pleased to submit this proposal to provide professional services for Phase II of the Larpenteur Avenue Streetscape project. The City of Falcon Heights has made a commitment to this significant project and the corridor that serves as the front door to the community. By continuing the design process, the City will be able to maintain the momentum that has been generated during the Phase I process and ultimately create a welcoming Larpenteur Avenue corridor that provides a sense of identity that will distinguish the city from adjacent communities.

### **SCOPE OF SERVICES**

We propose to carry out the work as described in the enclosed Scope of Services.

### **ASSUMPTIONS**

- The City has expressed an interest in focusing on intersection improvements, including colored concrete or other entrance markers.
- The City is interested in median improvements through plantings (trees, shrubs, grasses, and other alternatives).
- The project is tentatively scheduled to be constructed in 2010.
- The City is requesting detailed design concepts for key medians and intersections.
- The City is requesting meetings with University of Minnesota personnel to determine exactly what species of plantings will be agreeable to their research fields.
- The City requests detailed costs estimates and construction timelines.



- Assume that this phase of the project will take plans to a Design Development completion level (approximately 50 percent of final plans).
- Larpenteur Avenue is a County road and therefore subject to County requirements for landscape improvements.
- Larpenteur Avenue is a State Aid route and therefore subject to State Aid design requirements.
- Estimated construction budget for the proposed streetscape improvements is \$700,000.
- Assume that a preliminary topographic survey is needed to provide design with the accuracy the City is requesting. If CAD files that were used for the previous (1997) streetscape work can be obtained by the City, survey costs may be reduced.

### **SCHEDULE**

We will complete this work within a mutually agreed-upon time schedule.

### **BASIS OF PAYMENT/BUDGET**

We propose to be reimbursed for our services on an hourly basis for the actual time expended. Other direct project expenses, such as printing, supplies, reproduction, etc., will be billed at cost, and mileage will be billed at the current allowable IRS rate for business miles. Invoices are submitted on a monthly basis for work performed during the previous month. Payment is due within 30 days.

Based on our understanding of the project and our scope of services, we estimate the cost of our services to be \$24,630, which includes both time and expenses.

### **CHANGES IN THE SCOPE OF SERVICES**

It is understood that if the scope or extent of work changes, the cost will be adjusted accordingly. Before any out-of-scope work is initiated, however, we will submit a budget request for the new work and will not begin work until we receive authorization from you.

### **NOTICE TO PROCEED**

A signed copy of this proposal or a separate letter of authorization, either mailed or faxed to our office, will serve as our notice to proceed. Our fax number is 763-475-2429.

Mr. Justin Miller  
City of Falcon Heights

March 31, 2009  
Page 3

We sincerely appreciate your consideration of this proposal and look forward to working with you on this project. Please feel free to contact us if you have any questions or need additional information.

Sincerely,

SRF CONSULTING GROUP, INC.



Michael P. McGarvey, ASLA, LEED AP  
Principal  
Landscape Architecture/Urban Design



Barry J. Warner, FASLA, AICP  
Senior Vice President

MPM/dcm

Scope of Services Spreadsheet

**APPROVED:**

\_\_\_\_\_  
(signature)

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

*This cost proposal is valid for a period of 90 days. SRF reserves the right to adjust its cost estimate after 90 days from the date of this proposal.*

SRF P09236

H:\Arch\PROMO\Mike M\arpenteur\_phase II\Phase II proposal.docx

CLIENT: CITY OF FALCON HEIGHTS SRF CONSULTING GROUP, INC.

PROJECT: LARPELLEUR AVENUE STREETSCAPE - PHASE II  
FULHAM STREET TO HAMLINE AVENUE

TASK NO. WORK TASK DESCRIPTION PRINCIPAL SR ASSOC. ASSOCIATE PROF. TECHNICAL CLERICAL TOTALS ESTIMATE FEE

1.0 PROJECT MANAGEMENT AND CLIENT RELATIONS

1.1 Attend one (1) project kick off meeting with City staff.  
The purpose of the meeting is to establish a common understanding of the project scope, approach, deliverables and desired project outcomes.

1.2 Review previous plans.

1.3 Project Coordination  
Project coordination will include up to two (2) mid project "check-in" meetings with key City staff to review interim products and project status. In addition, to scheduled "check-in" meetings, this task includes the day to day management of the project and periodic coordination calls to City staff.

SUBTOTAL - TASK 1

2.0 TOPOGRAPHIC SURVEY

2.1 Provide a preliminary topographic survey that locates the following:  
- Median curblines  
- Outside curb lines  
- Signal locations, sidewalks and misc. cabinets at signalized intersections

2.2 Prepare basemap for use in developing preliminary plans

SUBTOTAL - TASK 2

3.0 STAKEHOLDER INPUT

3.1 One (1) meeting with University of Minnesota personnel and one follow-up discussion to review the impact of streetscape improvements to research fields adjacent the corridor and potential approached to addressing their concerns.

3.2 One (1) meeting with representatives of Ramsey County transportation to review plans and gather input on work proposed within county road right-of-way.

SUBTOTAL - TASK 3

23 0 0 14 0 0 37 \$4,372

0 1 0 0 88 0 89

0 3 0 0 0 0 3

0 4 0 0 88 0 92 \$8,552

5 0 0 4 0 0 9

3 0 0 3 0 0 6

8 0 0 7 0 0 15 \$1,689

CLIENT: CITY OF FALCON HEIGHTS SRF CONSULTING GROUP, INC.

PROJECT: LARPELITEUR AVENUE STREETSCAPE - PHASE II  
FULHAM STREET TO HAMLINE AVENUE

TASK NO. WORK TASK DESCRIPTION PRINCIPAL SR ASSOC. ASSOCIATE PROF. TECHNICAL CLERICAL TOTALS ESTIMATE FEE

4.0 PRELIMINARY STREETSCAPE PLAN

4.1 Prepare streetscape design development level plans for the Larpenteur Avenue corridor that are anticipated to include proposed locations and descriptions of the following elements: 16 0 2 60 0 0 78

- Intersection crosswalk improvements at key intersections
- Median landscape improvements
- Potential gateway elements at medians and/or intersections
- Pedestrian safety elements at intersections

4.2 Provide an estimate of anticipated construction costs for implementing the project 4 0 0 10 0 0 14

4.3 Provide a proposed construction schedule for implementing the project 4 0 0 4 0 0 8

**SUBTOTAL - TASK 4**

24 0 2 74 0 0 100 \$9,454

SRF CONSULTING GROUP, INC.

CLIENT: CITY OF FALCON HEIGHTS

PROJECT: LARPENTEUR AVENUE STREETScape - PHASE II  
FULHAM STREET TO HAMLINE AVENUE

TASK NO.	WORK TASK DESCRIPTION	PRINCIPAL	SR ASSOC.	ASSOCIATE	PROF. TECHNICAL	CLERICAL	TOTALS	ESTIMATEE FEE
	TOTAL ESTIMATED PERSON HOURS	55	4	2	88	0	244	
	AVERAGE HOURLY BILLING RATES	\$142	\$158	\$100	\$90	\$74		
	ESTIMATED LABOR AND OVERHEAD	\$7,810	\$632	\$200	\$7,920	\$0		\$24,067
	ESTIMATED DIRECT NON-SALARY EXPENSES							\$563
	<b>TOTAL ESTIMATED FEE</b>							<b>\$24,630</b>

ESTIMATE OF DIRECT NON-SALARY EXPENSES:

MILEAGE:	250 Miles @	\$0.55	\$138
REPRODUCTION:	Copy Duplicator	\$0.10	\$50
	Bond Prints	\$2.50	\$125
	Mylar Prints	\$12.00	\$0
SUPPLIES:	Miscellaneous Supplies		\$250
ESTIMATED DIRECT NON-SALARY EXPENSES			\$563

SRF CONSULTING GROUP, INC.

CLIENT: CITY OF FALCON HEIGHTS

PROJECT: LARPENTEUR AVENUE STREETScape - PHASE II  
FULHAM STREET TO HAMLINE AVENUE

TASK NO.	WORK TASK DESCRIPTION	PRINCIPAL	SR ASSOC.	ASSOCIATE	PROF.	TECHNICAL	CLERICAL	TOTALS	ESTIMATED FEE	
<b>COST OF WORK TASKS BY TASK NUMBER</b>										
1.0	PROJECT MANAGEMENT AND CLIENT RELATIONS	\$3,266	\$0	\$0	\$1,106	\$0	\$0	\$0	\$4,372	
2.0	TOPOGRAPHIC SURVEY	\$0	\$632	\$0	\$0	\$7,920	\$0	\$0	\$8,552	
3.0	STAKEHOLDER INPUT	\$1,136	\$0	\$0	\$553	\$0	\$0	\$0	\$1,689	
4.0	PRELIMINARY STREETScape PLAN	\$3,408	\$0	\$200	\$5,846	\$0	\$0	\$0	\$9,454	
ESTIMATED LABOR AND OVERHEAD										\$24,067
ESTIMATED DIRECT NON-SALARY EXPENSES										\$563
TOTAL ESTIMATED FEE										\$24,630

**ITEM:** Dogs in City Parks Trial

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

**REVIEWED BY:** Justin Miller, City Administrator  
Tim Pittman, Public Works and Parks Director

**Summary:** In August 2008 City council approved the Parks Commission implementing a Dogs in City Parks Trial Period. The trial period will run Monday, May 25<sup>th</sup> – Monday, September 7<sup>th</sup>, 2009. Below are guidelines the Parks Commission would like to implement during this trial period. The City would post signs at each park location with a few of these selected guidelines to notify the public of the changes during the trail period. The City will also post these guidelines on the City website:

#### Dogs in the Park Guidelines

Between the dates of May, 25, 2009 and Monday, September 7, 2009 the City of Falcon Heights will hold a trial period in which dogs will be allowed in City parks under the following guidelines:

- (1) Leashed dogs will be permitted in the park but not inside designated playground areas and in park shelters.
- (2) Dogs shall be under control at all times. The dog owner is liable for any action taken or damages caused by the dog.
- (3) All pets shall be restrained at all times on a leash not exceeding six feet in length, including reel type leashes and electronic control collars. Nothing in these guidelines shall be construed to permit the running of dogs at large.
- (4) Persons in control of the dog must have in their possession tools or equipment suitable for the removal of animal fecal material and shall promptly and effectively remove them from the ground all fecal material deposited there by the dog. Persons removing dog waste from the park surfaces shall dispose of it in a sanitary manner, which may include depositing it in any waste receptacle located in the public parks.

During the trial run of this allowance, the City will be posting signs at the parks to inform the public of this temporary change. The following guidelines will be displayed on each sign as park goers enter the park:

- (1) Dog must be under control at all times and on a leash not exceeding six feet in length.
- (2) Dog owner is responsible for cleaning up fecal material from their pet and disposing of it properly.

- (3) Leashed dogs are permitted in the parks but not inside designated playground areas and in park shelters.

**Action Requested:**

The Parks and Recreation Commission is recommending approval of the guidelines for the Dogs in City parks trial run.