

City of Falcon Heights

A G E N D A

Regular Meeting of the City Council
October 11, 1995

- I. CALL TO ORDER: 7 p.m.
- II. BALDWIN _____ GEHRZ _____ GIBSON TALBOT _____ HUSTAD _____
JACOBS _____ HOYT _____ ASLESON _____
ATTORNEY _____ ENGINEER _____
- III. COMMUNITY FORUM
- IV. APPROVAL OF MINUTES: September 13 and 27, 1995
- V. PUBLIC HEARING: None
- VI. CONSENT AGENDA:
 - C-1. Disbursements
 - a. General disbursements through 10/5/95,
 - b. Payroll, 9/15/95 to 9/30/95, \$10,592.63
 - C-2. Licenses
 - C-3. Fund Transfer
 - C-4. Resolution authorizing city clerk to apply to SCORE recycling grant funds from Ramsey County
 - C-5. Falcon Heights School playground landscaping
 - C-6. Hiring of election judges for 1995 city election
 - C-7. Approval of administrative assistant/planner's eighteen month pay increase
- VII. WORKSHOP AGENDA:
 - W-1. Information from and discussion with Metro Council representatives about the Troutbrook stormsewer interceptor
- VIII. INFORMATION AND ANNOUNCEMENTS:
- IX. ADJOURNMENT

**CITY OF FALCON HEIGHTS
REGULAR CITY COUNCIL MEETING
MINUTES OF SEPTEMBER 27, 1995**

Mayor Baldwin convened the meeting at 7:05 p.m.

PRESENT

Baldwin, Gehrz, Hustad, and Jacobs. Also present were Hoyt, Asleson, and Maurer.

ABSENT

Gibson Talbot.

COMMUNITY FORUM

There was no one wishing to take advantage of the community forum.

MINUTES OF SEPTEMBER 6, 1995

Minutes were approved by unanimous consent.

CONSENT AGENDA APPROVED

Motion was made by Councilmember Jacobs to approve the following consent agenda. Motion passed unanimously.

1. Disbursements
2. Approval of a variance to Chapter 9-2.06 of the zoning code for additional fence height along the rear lot line at 1710 St. Mary's Street
3. Approval of attorney's review of agreement for 1666 Coffman Street
4. Final payment on 1995 alley project and 1993 street project to Frattalone
5. Approval of purchase of EMS coats and a new stretcher
6. Approval of a variance to Chapter 9-13.04 subd. 6 (a) of the zoning code to permit two access drives to the property at 1386 W. Idaho Avenue
7. Authorization for staff to apply for the 1995 Unitree Neighborhood Tree Planting Grant established by Foster-Wheeler Twin Cities, Inc. and the University of Minnesota

POLICY AGENDA

ADOPTION OF REVISED FEE SCHEDULE

Administrator Hoyt explained that, in response to the council's request, staff had revised the fee schedule to be a part of the city's administrative manual rather than a part of the city code. This will make it easier for the council to revise fees with a resolution, rather than an ordinance. Park rental fees are proposed to be the same at this time.

Mayor Baldwin explained that the following resolutions and ordinances are "housekeeping" items that are required in order to revise the fee schedule and move it to the administrative manual.

Motion was made by Councilmember Gehrz to approve Resolution 95-23. Motion passed unanimously. Motion was made by Councilmember Hustad to approve Ordinance 95-05. Motion passed unanimously. Motion was made by Councilmember Jacobs to approve Ordinance 95-06. Motion passed unanimously.

**DISCUSSION OF THE PROPOSED ACQUISITION OF THE TROUTBROOK STORM
SEWER INTERCEPTOR**

Administrator Hoyt explained that the Metropolitan Council is asking four cities (St. Paul, Roseville, Maplewood, and St. Paul) to purchase the Troutbrook storm sewer interceptor and contribute to the costs of major repairs. Troutbrook is one of five watershed districts in Falcon Heights and contributes about 3% of Troutbrook's total water runoff. The Metropolitan Council is asking that Falcon Heights pay 3% of the total acquisition and repair costs. Engineer Maurer explained the history of how the Metropolitan Council acquired the interceptor and how the purchase price was calculated. Falcon Heights' share would be about \$45,000 for purchase (\$78,103 with interest over time) and about \$16,680 for maintenance. The council had a number of questions about the proposal. Administrator Hoyt noted that Metropolitan Council officials would be present at a future meeting to answer more detailed questions.

CITY INFORMATION AND ANNOUNCEMENTS

Councilmember Hustad announced that the "Keeping Connected" group would be meeting on Monday, October 2nd.

Administrator Hoyt announced the dates of upcoming city events and the names of candidates in the upcoming city election.

Mayor Baldwin reported on a recent meeting with the Minnesota Board of Innovation and Cooperation and asked councilmembers to promote this program, as it is important for cities like Falcon Heights to have sources of funding for innovative projects.

ADJOURNMENT

The meeting was adjourned at 8:03 p.m.

Tom Baldwin, Mayor

Carla Asleson
Recording Secretary

**CITY OF FALCON HEIGHTS
REGULAR CITY COUNCIL MEETING
MINUTES OF SEPTEMBER 13, 1995**

Mayor Baldwin convened the meeting at 7:10 p.m.

PRESENT

Baldwin, Gehrz, Gibson Talbot, Hustad, and Jacobs. Also present were Hoyt, Asleson, and Rigdon.

COMMUNITY FORUM

There was no one wishing to take advantage of the community forum.

MINUTES OF AUGUST 23, 1995

Minutes were approved by unanimous consent.

CONSENT AGENDA APPROVED

Motion was made by Councilmember Hustad to approve the following consent agenda. Motion passed unanimously.

1. Disbursements
2. Approval of proposal for sidewalk replacement/repairs
3. Planning Commission membership
4. Approval of annual salary adjustment for the city administrator
5. Authorization for Brimhall Spanish Club to conduct a fundraising sale at Community Park, September 29 and 30

POLICY AGENDA

UPDATE FROM NORTHWEST YOUTH AND FAMILY SERVICES

Paul Ciernia, the city's liaison to Northwest Youth and Family Services (NWYS), presented a report to the council on the agency's activities of the previous year. Residents of Falcon Heights made use of the following types of services in 1994: counseling, restitution, awareness seminars, and employment services. Mr. Ciernia noted that NWYS relies upon cities to provide an integral part of their operating budget and that NWYS is an operation that no one city could provide on their own.

Mayor Baldwin thanked Mr. Ciernia for the presentation and for the work of NWYS. He stated that NWYS costs Falcon Heights residents about \$1.10 each per year, an amount he considered modest.

CONSIDERATION OF FEE CHANGES AND ADDITIONS

Administrator Hoyt presented proposed changes and additions to the city fee schedule for ambulance service, precious metal dealer's licenses, unspecified city requests, and rental of city buildings.

Councilmember Hustad asked why staff is proposing an increase in rental fees for city buildings. He stated that he would prefer to not see an increase in park building rental fees. Administrator Hoyt replied that the rental fees have not gone up in five years while costs to maintain the buildings have increased.

Mayor Baldwin stated that the fees should keep pace with costs while still remaining affordable. Councilmember Gibson Talbot noted that the last fee increase was quite substantial and the council noted at that time that the city should be proactive on this and raise the fees more slowly.

As the councilmembers still had questions regarding the fee increase, staff agreed to bring this matter back to the council with more background material on costs of maintaining the buildings and with a revised fee schedule. Also, at the urging of Mayor Baldwin and the consent of the council, staff agreed to bring back the fee schedule as a part of the administrative manual.

**RESOLUTION CERTIFYING THE PROPOSED GENERAL FUND BUDGET OF \$1,134,690
AND CERTIFYING LEVY OF \$549,081 TO RAMSEY COUNTY AUDITOR**

Mayor Baldwin noted that the proposed levy amount could always be decreased in the coming months but that it could not be increased above the amount set at this time.

Motion was made by Councilmember Gehrz to approve Resolution 95-24, certifying the proposed general fund budget of \$1,134,690 and certifying the levy of \$549,081 to the Ramsey County Auditor. Motion passed unanimously.

**ESTABLISH PUBLIC HEARING DATES FOR THE HEARING COMMONLY KNOWN AS
TRUTH IN TAXATION**

Because of conflicts with the Ramsey County League of Local Governments annual meeting and with the county and school taxation hearings, there was some difficulty finding an appropriate time for this hearing.

Motion was made by Councilmember Jacobs to schedule the taxation hearing for Thursday, December 7, 1995 with the continuation hearing scheduled for December 20, 1995, if necessary. Motion passed unanimously.

APPROVAL OF APPOINTMENTS TO THE "KEEPING CONNECTED" TEAM

Motion was made by Councilmember Hustad to approve the requested appointments to the "Keeping Connected" team. Motion passed unanimously.

After discussion, it was decided that the first meeting of the team would be scheduled for October 2, 1995. Mayor Baldwin and Councilmembers Gehrz and Hustad will meet at a special council meeting on September 27 to prepare an initial agenda.

DISCUSSION OF CITIES WEEK ACTIVITIES

Administrator Hoyt noted that two city functions will be held near the time of "Cities Week" - the Waste Reduction and Recycling Open House and the Fire Open House. Councilmembers with other ideas for simple promotions were encouraged to mention them to the staff.

CITY INFORMATION AND ANNOUNCEMENTS

Mayor Baldwin expressed his appreciation to those who filed for office in the upcoming elections, announced a meeting of the Board of Innovation and Cooperation, and thanked the officers and city council of the City of St. Anthony for their attendance at the Police Open House.

Councilmember Gibson Talbot reported on the activities of the Human Rights Commission, including their upcoming attendance at a statewide meeting.

Administrator Hoyt announced the names of all candidates for the 1995 mayor and council seats, noted that work had begun on the Falcon Heights Elementary park improvements, and announced that the first year of city funded sidewalk repair would soon begin in the Northome neighborhood. After discussion with the council, it was determined that a letter to Northome residents, explaining the new sidewalk repair policy, would be appropriate. An article to the same effect will appear in the October city newsletter.

ADJOURNMENT

The meeting was adjourned at 8:24 p.m.

Tom Baldwin, Mayor

Carla Asleson
Recording Secretary

Meeting Date: Oct. 11, 1995

Agenda Item: C - 1

CITY OF FALCON HEIGHTS

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Joe Rigdon, City Accountant

EXPLANATION/SUMMARY:

- a. General disbursements through 10/5/95, \$45,115.54
- b. Payroll 9/15/95 through 9/30/95, \$10,592.63

ACTION REQUESTED: Approval

a.

APPROVAL OF BILLS
PERIOD ENDING: 10/11/95

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	AT&T	MAINTENANCE 9/26-10/25	BUILDING	73.39
	ASLESON, CARLA	MILEAGE	ELECTION	5.40
	ASLESON, CARLA	MILEAGE	ADMINIST	1.20
	ASLESON, CARLA	MILEAGE	PLANNING	4.80
	ASLESON, CARLA	MILEAGE	SOLID WA	5.70
	ASLESON, CARLA	POLICE OPEN HOUSE EXP.	COMMUNIC	30.13
	*** TOTAL	FOR ASLESON, CARLA		47.23
	AMERICAN LINEN SUPPLY CO.	LINEN CLEANING	FIRE FIG	51.89
	CHAMPION AUTO STORES	AIR COMPRESS. FUEL FILTER	BUILDING	2.39
	CHAMPION AUTO STORES	LIGHT BULBS	FIRE FIG	3.18
	*** TOTAL	FOR CHAMPION AUTO STORES		5.57
	COLONIAL INSURANCE	IVERSON PREMIUM	FIRE PRE	36.45
	COLONIAL INSURANCE	BAUMANN PREMIUM	FIRE FIG	29.65
	*** TOTAL	FOR COLONIAL INSURANCE		66.10
	E-Z RECYCLING, INC.	9/95 RECYCLING	SOLID WA	2,389.50
31243	CITY OF FALCON HEIGHTS	CITY HALL REROOF PERMIT	CONTINGE	624.29
	CITY OF FALCON HEIGHTS	3RD QTR SEWER	BUILDING	212.92
	CITY OF FALCON HEIGHTS	3RD QTR SEWER	PARK MAI	126.25
	*** TOTAL	FOR CITY OF FALCON HEIGH		963.46
31249	F.M. FRATTALONE	3RD PMT 95 ALLEYS	95 ALLEY	14,180.88
		FINAL PMT 93 STREETS		1,000.00
	*** TOTAL	FOR F.M. FRATTALONE		15,180.88
31244	FRED'S TIRE CO.	2 TIRES #754 (REAR)	RESCUE S	396.00
	FRED'S TIRE CO.	2 TIRES #754 (FRONT)	RESCUE S	396.00
	*** TOTAL	FOR FRED'S TIRE CO.		792.00
	GLENWOOD INGLEWOOD	25 GALLONS WATER	BUILDING	28.75
	GOPHER SIGN COMPANY	VARIOUS STREET SIGNS	STREETS	416.29
	GOPHER SIGN COMPANY	VARIOUS STREET SIGNS	STREETS	174.06
	*** TOTAL	FOR GOPHER SIGN COMPANY		590.35
	GRAINGER, W. W., INC.	BOBCAT V-BELT	PARK MAI	11.69
31245	HUMPHREY INSTITUTE	POLICY FORUM	ADMINIST	50.00
	ICMA RETIREMENT TRUST 457	10/95 CONTRIBUTIONS	ADMINIST	50.00
	ICMA RETIREMENT TRUST 457	10/95 CONTRIBUTIONS	ELECTION	15.00
	ICMA RETIREMENT TRUST 457	10/95 CONTRIBUTIONS	PLANNING	15.00
	ICMA RETIREMENT TRUST 457	10/95 CONTRIBUTIONS	SOLID WA	20.00
	ICMA RETIREMENT TRUST 457	10/95 CONTRIBUTIONS	FINANCE	82.50
	ICMA RETIREMENT TRUST 457	10/95 CONTRIBUTIONS	SANITARY	60.00
	ICMA RETIREMENT TRUST 457	10/95 CONTRIBUTIONS	RESCUE S	7.50
	*** TOTAL	FOR ICMA RETIREMENT TRUS		250.00
	IVERSON, TERRY	9/95 MILEAGE	ADMINIST	6.60

APPROVAL OF BILLS
PERIOD ENDING: 10/11/95

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	IVERSON, TERRY	9/95 MILEAGE	FIRE PRE	71.10
	IVERSON, TERRY	NORTH SUB GAVEL MEETING	FIRE PRE	7.34
	*** TOTAL FOR IVERSON, TERRY			85.04
	DAVID W. KRIESEL, INC.	3RD QTR PLUMBING INSPECT	PLANNING	164.25
	LEAGUE OF MN CITIES	WORKERS COMP DEDUCTIBLE	RISK MAN	250.00
31240	LMHRC	HUMAN RIGHTS CONFERENCE	HUMAN RT	45.00
	LEAGUE OF MN CITIES	95-96 LMC DUES	LEGISLAT	3,119.00
	MCI TELECOMMUNICATIONS	8/15-9/14 LONG DISTANCE	BUILDING	2.46
	M-75 BUILDING MAINTENANCE	9/95 CLEANING	BUILDING	208.65
	METRO FIRE	FIRE TAPE; GLOVES	FIRE FIG	268.98
	MIDWEST CONCRETE DRIVEWAY	SIDEWALK REPAIR	INFRASTR	6,799.00
31246	MN DEPARTMENT OF REVENUE	STATE WITHHELD 9/30/95	ADMINIST	664.27
	NSP	9/95 ELECTRIC	EMERGENC	6.28
	NSP	9/95 ELECTRIC	PARK MAI	22.22
	NSP	9/95 ELECTRIC	PARK MAI	22.34
	*** TOTAL FOR NSP			50.84
	NSP	9/95 STREET LIGHTING	STR. LIG	1,935.65
	NEEDELS JANITOR SUPPLY	MULTIFOLD TOWELS	BUILDING	53.53
	NEEDELS JANITOR SUPPLY	MULTIFOLD TOWELS	FIRE FIG	26.77
	NEEDELS JANITOR SUPPLY	MULTIFOLD TOWELS	PARK MAI	26.77
	*** TOTAL FOR NEEDELS JANITOR SUPP			107.07
	NELSON CHEESE FACTORY	MEETING SANDWICHES	LEGISLAT	22.47
31247	NORTH STAR STATE BANK	FED WITHHELD 9/30/95	ADMINIST	3,607.20
	PERA	PERA WITHHELD 9/30/95	ADMINIST	1,226.14
	PAKOY, GENE	3RD QTR MECH. INSPECT	PLANNING	1,012.50
	PETERSON, FRAM, & BERGMAN	7/95 PROSECUTIONS	PROSECUT	79.00
	ROSEVILLE PLUMBING & HTG.	COMM PK VALVE REBUILT	PARK MAI	193.98
	S & S TREE SPECIALISTS	IN TREE REMOVAL/BRUSH CHIP	TREE PRO	94.79
	STAR TRIBUNE	NEWSPAPER SUBSCRIPTION	ADMINIST	24.05
	SUBURBAN HARDWARE	LOCK, SURGE PROTECTOR	FIRE FIG	10.64
	SUBURBAN HARDWARE	EXTRACTOR SET	BUILDING	9.57
	SUBURBAN HARDWARE	MOWER LINE	PARK MAI	11.61

APPROVAL OF BILLS
PERIOD ENDING: 10/11/95

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
		*** TOTAL FOR SUBURBAN HARDWARE		31.82
	SUPER AMERICA	FUEL 8/22-9/20/95	RESCUE S	58.91
	SUPER AMERICA	FUEL 8/22-9/20/95	FIRE FIG	28.26
	SUPER AMERICA	FUEL 8/22-9/20/95	SANITARY	56.17
	SUPER AMERICA	FUEL 8/22-9/20/95	STREETS	152.67
	SUPER AMERICA	FUEL 8/22-9/20/95	PARK MAI	59.13
		*** TOTAL FOR SUPER AMERICA		355.14
	TAFF, SUSAN HOYT	KEEPING CONNECT. MEETING ADMINIST		11.92
	T.A. SCHIFSKY & SONS	36.44 TONS ASPHALT	STREETS	829.13
	TOLL GAS & WELDING SUPPLY	COMPRESSED AIR	FIRE FIG	55.73
	TOLL GAS & WELDING SUPPLY	COMPRESSED AIR	FIRE FIG	46.58
		*** TOTAL FOR TOLL GAS & WELDING S		102.31
	UNITED WAY	3RD QTR DONATIONS	ADMINIST	53.00
	UNITED WAY	3RD QTR DONATIONS	FIRE PRE	20.40
	UNITED WAY	3RD QTR DONATIONS	PARK & R	30.00
	UNITED WAY	3RD QTR DONATIONS	PARK MAI	30.00
		*** TOTAL FOR UNITED WAY		113.40
	USWEST COMMUNICATIONS	9/95 PHONE	PARK & R	55.88
	VIKING AUTO SPRINKLER CO.	FIX COMPRESSOR AIR LEAK	PARK MAI	149.00
	ZACK'S INC	ROLL TOWELS	FIRE FIG	84.77
	ST. PAUL WATER UTILITY	9/95 WATER	BUILDING	40.98
	ST. PAUL WATER UTILITY	9/95 WATER	PARK MAI	10.42
		*** TOTAL FOR ST. PAUL WATER UTILI		59.40
	BERNARDY, CONNIE LANNERS	10/15/95 MCAD SERVICES	MCAD	1,470.86
	BERNARDY, CONNIE LANNERS	VARIOUS MEETINGS	MCAD	261.24
	BERNARDY, CONNIE LANNERS	MCAD POSTAGE	MCAD	195.88
	BERNARDY, CONNIE LANNERS	VARIOUS COPIES	MCAD	24.05
	BERNARDY, CONNIE LANNERS	7-8/95 US WEST	MCAD	56.30
		*** TOTAL FOR BERNARDY, CONNIE LAN		2,008.33
	RIGDON, JOE	MGFOA CONJF HOTEL/MILEAGE	FINANCE	256.41
	RIGDON, JOE	9/95 BANK MILEAGE	FINANCE	10.50
	RIGDON, JOE	3 1/2" DISK DRIVE, MOUSE	ADMINIST	71.35
		*** TOTAL FOR RIGDON, JOE		338.26
	GRANDSTRAND, EARL	386 PC CONVERSION	ADMINIST	160.00
	31250 MARTIES FARM SERVICE	100 LB GRASS SEED	STREETS	111.83
	31248 MATRX MEDICAL INC.	RESCUE SUPPLIES	RESCUE S	102.31
	ASPHALT MAINT. SUPPLIES	50 GAL TAC	STREETS	53.25
	31242 BRUEGL SABEAN	NATL NIGHT-OUT BOOKS	COMMUNIC	74.34

B.

PERIOD END DATE 09/30/95
SYSTEM DATE 09/28/95

FILE NOT UPDATED

PAGE 1

C H E C K R E G I S T E R

CHECK TYPE	CHECK DATE	EMPLOYEE-NAME NUMBER	CHECK NUMBER	CHECK AMOUNT
COM	9 28 95	1 THOMAS BALDWIN	23710	300.31
COM	9 28 95	6 SUSAN GEHRZ	23711	217.05
COM	9 28 95	8 SAM JACOBS	23712	277.05
COM	9 28 95	10 JAM GIBSON TALBOT	23713	169.05
COM	9 28 95	11 JOHN HUSTAD	23714	247.05
COM	9 28 95	30 NICHOLAS BAUMANN	23715	122.78
COM	9 28 95	34 CLEMENT KURHAJEZT	23716	294.37
COM	9 28 95	40 KEVIN ANDERSON	23717	46.17
COM	9 28 95	42 MICHAEL D. CLARKIN	23718	27.70
COM	9 28 95	48 JOHN H. HOLMGREN	23719	69.26
COM	9 28 95	50 JOSEPH L. MARTINEZ	23720	64.64
COM	9 28 95	56 GREGORY S. PETERSON	23721	44.64
COM	9 28 95	59 GREGORY M. FULLER	23722	36.17
COM	9 28 95	61 DENNIS G. LEMAY	23723	104.67
COM	9 28 95	1002 SUSAN HOYT TAFF	23725	1443.58
COM	9 28 95	1003 TERRY IVERSON	23726	349.16
COM	9 28 95	1005 CAROL KRIEGLER	23727	410.84
COM	9 28 95	1006 JAY MORGAN	23728	856.89
COM	9 28 95	1007 PATRICIA PHILLIPS	23729	777.51
COM	9 28 95	1008 DELORIS SWENSON	23730	753.75
COM	9 28 95	1010 CARLA ASLESON	23731	881.19
COM	9 28 95	1011 LAWRENCE A. KLINGENBERG	23732	979.45
COM	9 28 95	1012 JOSEPH M. RIGDON	23733	851.90
COM	9 28 95	1026 JASON CIERNIA	23734	35.55
COM	9 28 95	1031 LINDA TREEFUL	23735	34.89
COM	9 28 95	1033 DAVE TRETSVEN	23736	597.01
****TOTALS****				10592.63

RECYCLED PAPER

Meeting Date: 10/11/95

Agenda Item: C-2

CITY OF FALCON HEIGHTS

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Dee Swenson

GENERAL CONTRACTORS

Hayes Concrete #3244

DeMars Signs #3245

MECHANICAL CONTRACTORS

MKD Plumbing #3246

J. Smith Htg & A/C #3247

* Denotes new business

Meeting Date: 10/11/95

Agenda Item: C - 3

CITY OF FALCON HEIGHTS

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION: Fund Transfer

SUBMITTED BY: Joe Rigdon, City Accountant

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

As stated in the proposed 1996 budget, an operating transfer from the TIF #2 Improvements Fund (Fund #413) to the Larpenteur Avenue Improvements Fund (Fund #424) is to be made in 1995. This \$70,000 transfer of TIF funds is necessary to cover the expected planning and engineering costs associated with the Larpenteur Avenue project through 1996.

ACTION REQUESTED: Approve the fund transfer as detailed.

Meeting Date: 10/11/95

Agenda Item: C - 4

CITY OF FALCON HEIGHTS

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION: Resolution authorizing city clerk to apply for
SCORE recycling grant funds from Ramsey County

SUBMITTED BY: Carla Asleson, Administrative Assistant/Planner

EXPLANATION/SUMMARY: Each municipality in Ramsey County is eligible to receive SCORE grant funds to fund recycling activities in their city. Grant funds are distributed based upon population. In 1996, Falcon Heights is eligible to receive \$10,749 in grant funds. If received, the grant will be used to fund the solid waste newsletter, recycling related community events, and the administrative costs of providing curbside recycling collection.

ACTION REQUESTED: Approve Resolution No. 95-27, authorizing the city clerk to apply for SCORE recycling grant funds from Ramsey County

No. 95-27

CITY OF FALCON HEIGHTS

COUNCIL RESOLUTION

Date: 10/11/95

A RESOLUTION AUTHORIZING APPLICATION FOR SCORE RECYCLING GRANT FUNDS FOR 1996

WHEREAS, the City of Falcon Heights is eligible to apply for Ramsey County SCORE grant recycling funds in 1996; and

WHEREAS, such funds would assist in continuing and improving the city's recycling program for 1996;

NOW, THEREFORE, BE IT RESOLVED by the city council of the City of Falcon Heights, Minnesota, that the city clerk be authorized to apply for SCORE grant funds in the amount of \$10,749 for the year 1996.

Moved by: _____

BALDWIN

GEHRZ In Favor

GIBSON TALBOT

HUSTAD Against

JACOBS

Approved by: _____

Mayor

10/11/95

Date

Attested by: _____

City Clerk

10/11/95

Date

Meeting Date: 10/11/95
Agenda Item: C - 5

CITY OF FALCON HEIGHTS

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION: Falcon Heights School Playground Landscaping

SUBMITTED BY: Carol Kriegler, Parks & Recreation Director

EXPLANATION/SUMMARY: The Falcon Heights School site improvement project plans included limited landscaping with a budget of \$1,200. The landscaping was to include turf repair and replacement as determined by the degree of disruption caused by the construction of the planned improvements.

With the construction of the hardcourt complete, it is now recommended that sodding be done to an extent considerably greater than what was originally anticipated. The increase in turf disruption was increased substantially due to the fact that construction of the hardcourt resulted in excess soils beyond what was originally anticipated and that these soils were utilized and spread on site rather than hauled away. The excess soils were spread and graded around the existing play equipment where there was a need for improved drainage and grade. The general effect of this change will be major turf improvement on the playground.

The cost of the recommended landscaping is \$2,145.00, an increase of \$1,215.00 over the original budgeted amount. It should be considered though, that with unit pricing in effect on this project, there would have been costs associated with hauling the materials off site.

Although several other price quotations were solicited for the above mentioned sodding, 3 prices were obtained. Following are those quotations:

- A & L Superior Sod - \$2,415.00 for sod, sod installation, grading, trimming, rock picking, and fertilization (\$1.30/yard)
- Bartylla - \$1.35/yard with additional costs for grading and other site preparation
- L N Sodding - \$1.10/yard with additional costs for grading and other site preparation

A & L Superior Sod was the only contractor to visit the site and submit a price for both the installation of sod and necessary site preparation. Staff requested quotations for installation and site preparation. A & L Superior Sod has recently completed quality work for the City of Roseville and Roseville Area Schools.

ACTION REQUESTED: Authorization to contract with A & L Superior Sid at a cost of \$2,415.00 for the installation of sod in the disturbed areas at Falcon Heights School playground.

Proposal

Page No.

of

Pages

A & L SUPERIOR SOD CO., INC.
 77 Main Street
 LINO LAKES, MINNESOTA 55014
 (612) 784-0500 786-7797

PROPOSAL SUBMITTED TO City of Falcon Heights		PHONE	DATE 9-28-95
STREET 2077 W Larpenteur Ave		JOB NAME	
CITY, STATE AND ZIP CODE Falcon Heights, MN 55113-5594		JOB LOCATION Falcon Heights Elementary School	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for

Sod and sod installation, grading, trimming, rock picking, fertilization for
 Area A only = \$1,065.00 + tax

Area A & B = \$2,415.00 + tax

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Payment to be made as follows: _____ dollars (\$ _____).

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature *Allen Schuman*

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Signature _____

Meeting Date: 10/11/95
Agenda Item: C - 6

CITY OF FALCON HEIGHTS
REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION: Hiring of election judges for 1995 city election
SUBMITTED BY: Carla Asleson, Administrative Assistant/Planner
EXPLANATION/SUMMARY:

The following individuals have agreed to serve as election judges for the 1995 city election. All meet the legal qualifications for service and have previous experience as election judges. If approved, they will be paid \$5.00 per hour for their service at the election plus training time.

Precinct One:

- Pearle Gilbertson
- Delaine Meyer
- Tai Shigaki
- Susan K. Smith
- Kathy Ciernia (6 a.m. to 2 p.m.)
- Jane Dehlin (2 p.m. to 9 p.m.)

Precinct Two:

- Gladys Anderson Brown
- Dorothy Grittner
- Sally Jernberg
- Florence Richards
- Elizabeth Sundheim
- Margaret Barrett (4 p.m. to 9 p.m.)

ACTION REQUESTED: Approval of above election judges to be hired at \$5.00 per hour for the November 7, 1995 city election.

Meeting Date: 10/11/95

Agenda Item: C - 7

***CITY OF FALCON HEIGHTS
REQUEST FOR COUNCIL CONSIDERATION***

ITEM DESCRIPTION: Approval of administrative assistant/planner's eighteen month step pay increase

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

The city's administrative assistant/planner, Carla Asleson, is completing her eighteenth month with the city on October 18, 1995. The city's salary policy provides a step increase at this time to acknowledge that the employee has mastered the skills associated with the job. Carla meets all performance criteria and a step increase to \$33,245 is warranted.

ACTION REQUESTED:

Approval of eighteen month step increase for the administrative assistant/planner position.

Meeting Date: 10/11/95
Agenda Item: C - 8

***CITY OF FALCON HEIGHTS
REQUEST FOR COUNCIL CONSIDERATION***

ITEM DESCRIPTION: Partial payment on roof reconstruction

SUBMITTED BY: All Systems Roofing

REVIEWED BY: Bill Hennemuth, Architect
Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

All Systems Roofing is requesting the first partial payment on the roof reconstruction for city hall. The architect overseeing the work authorized a payment of \$25,341.50 for approval by the city council.

ATTACHMENTS:

1 - Request for payment and authorization from architect

ACTION REQUESTED:

Approve the payment of \$25,341.50 to All Systems Roofing from the general improvement capital fund.

APPLICATION AND CERTIFICATE FOR PAYMENT AIA DOCUMENT G702 (Instructions on reverse side) PAGE ONE OF PAGES

TO (OWNER): City of Falcon Heights
 2077 W. Larpenteur
 Falcon Heights, Mn. 55113

PROJECT: Reroofing
 APPLICATION NO: 1
 DISTRIBUTION TO:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM (CONTRACTOR): All Systems Roofing, Inc. VIA (ARCHITECT): Borden Hennemuth Arch.
 2340 Charles Ave.
 ST. Paul, Mn. 55114
 7300 France Ave. So.
 Mpls, Mn. 55435

PERIOD TO: 9-29-95
 ARCHITECT'S PROJECT NO:
 CONTRACTOR
 CONTRACT DATE: September 1, 1995

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner			
TOTAL			
Approved this Month			
Number	Date Approved		
TOTALS			
Net change by Change Orders			

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: All Systems Roofing, Inc.

By: [Signature] Date: 9-29-95

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

- ORIGINAL CONTRACT SUM \$ 49,575.00
- Net change by Change Orders \$ -0-
- CONTRACT SUM TO DATE (line 1 ± 2) \$ 49,575.00
- TOTAL COMPLETED & STORED TO DATE \$ 27,435.00
 (Column G on G703)
- RETAINAGE: 14,435.50
 a. 10 % of Completed Work \$ 4,435.50
 (Column D + E on G703)
 b. 5 % of Stored Material \$ 1,190.00
 (Column F on G703)
 Total Retainage (line 5a + 5b or Total in Column I of G703) \$ 2,093.50
 Total in Column I of G703) \$ 1,633.50
- TOTAL EARNED LESS RETAINAGE \$ 26,633.25
 (line 4 less line 5 Total) \$ 25,341.50
- LESS PREVIOUS CERTIFICATES FOR PAYMENT (line 6 from prior Certificate) \$ -0-
- CURRENT PAYMENT DUE \$ 26,633.25
- BALANCE TO FINISH, PLUS RETAINAGE \$ 22,941.75
 (line 3 less line 6) \$ 24,233.50

State of: MN County of: RAMSEY
 Subscribed and sworn to before me this 31 day of SEPTEMBER 1995
 Notary Public: JOAN L. KLINKEBORG
 My Commission expires: Jan 31, 2000
 JOAN L. KLINKEBORG
 NOTARY PUBLIC - MINNESOTA
 RAMSEY COUNTY
 My Commission Expires Jan. 31, 2000

AMOUNT CERTIFIED: 25,341.50
 (Attach explanation if amount certified differs from the amount applied for)
 ARCHITECT: BORDEN HENNEMUTH ARCHITECTS, LTD.

By: [Signature] Date: SEPT 19 1995
 This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

(Instructions on reverse side)

PAGE

OF

PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 1
 APPLICATION DATE: 9-29-95
 PERIOD TO: 9-29-95
 PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D111)	THIS PERIOD			% (G + C)			
1	Roof Materials	15,800.00	-0-	6,000.00	6,000.00	4,010.00	15,800.00	15	9,790.00	
2	Insulation	10,000.00	-0-	4,000.00	4,000.00	0	8,000.00	80	2,000.00	
3	Sheet Metal	1,600.00	-0-	-0-	-0-	-0-	-0-		1,600.00	
4	Labor	10,000.00	-0-	2,000.00	2,000.00	0	2,000.00	20	8,000.00	
5	Profit & Overhead	12,175.00	-0-	2,435.00	2,435.00	0	2,435.00	20	9,740.00	
		49,575.00		14,435.00	14,435.00	13,010.00	27,435.00		22,130.00	
				287,235.00	287,235.00		287,235.00		21,340.00	

Meeting Date: 10/11/95

Agenda Item: C - 9

CITY OF FALCON HEIGHTS

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION: Adoption of Ordinance 95-07 regarding accessory buildings and structures

SUBMITTED BY: Carla Asleson, Administrative Assistant/Planner

EXPLANATION/SUMMARY:

In September of 1994, the city council approved several changes to the zoning code regarding setbacks and height of accessory buildings. These changes were recommended by the Planning Commission following a public hearing.

It has come to staff's attention that this zoning code change was adopted without being presented in a formal ordinance form. Therefore, it is appropriate for the city council to formally assign these changes an ordinance number and allow for the appropriate publication.

ATTACHMENTS:

1. Ordinance 95-07
2. Resolution 95-28, authorizing summary publication of Ordinance 95-07

ACTION REQUESTED: Approval of Ordinance 95-07 and Resolution 95-28.

CITY OF FALCON HEIGHTS

ORDINANCE

Date October 11, 1995

AN ORDINANCE AMENDING CHAPTER 9-2.04, SUBD. 1 OF THE CITY CODE
RELATING TO ACCESSORY BUILDINGS AND STRUCTURES

The City Council of the City of Falcon Heights does hereby ordain:

Section 1. Chapter 9-2.04, Subd. 1 (c) of the Falcon Heights City Code is hereby amended to read:

c. Accessory buildings, other than garages, in a residential district may be located not less than five feet from an interior side or rear lot line unless the accessory structure is located in the rear twenty percent of the lot, in which case they can be located not less than one foot from the interior side or rear lot line (overhangs may not extend into the one foot side or rear yard setback).

Garages in a residential district ~~may~~ **must** be located ~~not less than set back at least~~ five feet from an interior side or rear lot line unless: ~~they are (1) located in the rear twenty percent of the lot, (2) adjacent to an alley, and (3) oriented such that the vehicular access door does not face the alley in which case they can be located not less than one foot from an interior side or rear lot line (overhangs may not extend into the one foot side or rear yard setback).~~

- (1) the garage meets all of the following:
 - (i) is accessed from an alley, not a public street,
 - (ii) is located in the rear 28 feet of the lot, and
 - (iii) is oriented such that the vehicular access door is perpendicular to the alley; or
- (2) the garage meets all of the following:
 - (i) is detached from the principal structure,
 - (ii) is accessed from a driveway off of a public street, not an alley,

- (iii) is replacing an existing garage that is located less than five feet from the side lot line, and
- (iv) is located a minimum of five feet to the rear of the principal structure on the nearest adjoining property that is closest to the garage; or is located at least 12 feet from any portion of the principal structure on the nearest adjoining property.

If all the conditions of section 9-2.04 subd. 1 c. (1) are met, the garage can be located not less than one foot from an interior side or rear lot line.

If all of the conditions of section 9-4.04 subd. 1 c. (2) are met, the garage can be located at the same side setback as the existing garage that is being replaced, except that the new garage shall not be located less than two feet from the side lot line. The replacement garage does not have to be in the same location as the existing garage.

The corner side yard setback for accessory buildings, including garages, shall adhere to the setback requirement for principal buildings as described in Section 9-4.01, Subd. 4(b) (20% of the lot width). The rear yard and interior side yard setbacks shall be those required for garages and accessory buildings on interior lots. Lots smaller than 75 feet wide shall have a minimum corner side yard setback requirement less than 15 feet. Garages on these lots may be located closer than 15 feet from the corner side lot line if the vehicular access door does not face the side street. In no case shall a garage or other accessory building be located within the corner side yard. (Amended by Ordinance 0-89-12, 7/26/89) See Figure I.

Section 2. Chapter 9-2.04, Subd. 1 (d) of the Falcon Heights City Code is hereby amended to read:

~~d. No accessory building in a residential district shall exceed the height of the principal building.~~

d. No accessory building in a residential district shall exceed the height of the principal building. No detached garage in a residential district shall exceed:

- (1) a maximum of 18 feet in height from grade to peak if the roof has a pitch that is 4 foot (horizontal) to 1 foot (vertical) or greater.

(2) a maximum of 12 feet in height from grade to peak if the roof has a pitch that is less than 4 foot (horizontal) to 1 foot (vertical).

Section 3. Chapter 9-2.04, Subd. 1 (i) of the Falcon Heights City Code is hereby amended to read:

i. Utility structures and other similar buildings ~~for the storage of domestic supplies; such structures~~ shall conform to the following standards in Residential Districts:

1. All structures shall require a building permit. (Amended by Ordinance O-91-13, November 27, 1991)

2. All such structures shall be secure from wind displacement.

3. The area of such buildings shall not be less than thirty-five (35) square feet. Only one such building shall be permitted per lot and permitted only within the single family districts.

4. The height of detached building shall not exceed twelve (12) feet. If attached, the structure shall not exceed the height of the principal building.

5. Exterior colors or materials matching the principal structure or earthen tones shall be utilized. No door or other access opening in a utility structure shall exceed twenty-eight (28) square feet in area.

Section 4. This ordinance, passed the 11th day of October, 1995, shall become effective upon publication of a summary resolution.

Moved by: _____

BALDWIN ___ In Favor
GEHRZ
GIBSON TALBOT
HUSTAD ___ Against
JACOBS

Approved by: _____

Mayor
October 11, 1995
Date

Attested by: _____

City Clerk
October 11, 1995
Date

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

Date: October 11, 1995

A RESOLUTION AUTHORIZING PUBLICATION OF A SUMMARY OF ORDINANCE 95-07

WHEREAS, Ordinance No. 95-07 is entitled "An ordinance amending Chapter 9-2.04 subd. 1 of the city code relating to accessory buildings and structures" and contains several pages of text; and

WHEREAS, the contents of said ordinance can be summarized as follows:

Amends 9-2.04 subd. 1 (c) related to minimum setbacks for residential garages.

Amends 9-2.04 subd. 1 (d) related to maximum height for residential garages.

Amends 9-2.04 subd. 1 (i) related to use of utility structures; and

WHEREAS, Minnesota Statutes Section 412.191 authorizes publication of ordinance summaries in lieu of publication of the entire text of ordinances under certain circumstances.

NOW, THEREFORE, BE IT RESOLVED by the city council of the City of Falcon Heights, Minnesota that:

1. Publication of this resolution, which includes a summary of Ordinance 95-07 will clearly inform the public of the intent and effect of the ordinance.
2. A copy of this resolution shall be published in lieu of publishing a copy of Ordinance 95-07 in its entirety.
3. A copy of the complete ordinance shall be available for public inspection in the office of the city.

Moved by: _____

BALDWIN
GEHRZ ___ In Favor
GIBSON TALBOT
HUSTAD ___ Against
JACOBS

Approved by: _____

Mayor
October 11, 1995
Date

Attested by: _____

City Clerk
October 11, 1995
Date

**CITY OF FALCON HEIGHTS
REQUEST FOR COUNCIL CONSIDERATION**

ITEM DESCRIPTION: Information from and discussion with Metropolitan Council representatives about the Troutbrook stormsewer interceptor

SUBMITTED BY: Susan Hoyt, City Administrator
Terry Maurer, City Engineer

METRO COUNCIL REPRESENTATIVES: Don Bluhm
Jack Frost

EXPLANATION/SUMMARY:

Proposal. The Metropolitan Council currently owns the Troutbrook stormsewer interceptor, which provides drainage for portions of the cities of St. Paul, Maplewood, Roseville and Falcon Heights. From maps it appears that the flow area in Falcon Heights is all area to the east of Snelling Avenue (the Northome and Northeast neighborhoods). The Metro Council is proposing to turn the stormsewer back to the four municipalities through a joint powers agreement because the Metropolitan Council is not in the business of operating stormsewers in the metropolitan area. The turnback includes purchasing the facility as well as covering future maintenance and improvements to the facility. Falcon Heights represents 3% of these costs based upon land area or \$78,103 of the purchase price spread over 30 years at 4% and \$16,680 of the initial repair of the interceptor.

Related information. The city council requested some additional information about stormwater drainage in the city.

Watersheds. A map of the city's watersheds is attached. After reviewing city records, staff finds that the city currently provides an annual administrative payment of \$180 to the Central Ramsey Watershed District and \$120 to the Southwest Ramsey Watershed District. The Rice Creek Watershed District levies a general property tax each year for administrative fees and improvements. This was approximately \$30 on a median value Falcon Heights home for pay 1995. The watershed management organizations or districts intend to let the cities that require storm drainage facilities or improvements to work together in solving these issues.

Stormwater drainage charges. City records show no fees associated with stormwater drainage other than those incurred from the city's stormsewer. However, in 1982 the city constructed some stormwater facilities in conjunction with the expansion of Hewlett Packard and the development of Good Value Homes. The newly constructed stormsewer required purchasing additional stormwater capacity from the City of St. Paul and the University of Minnesota. According to St. Paul officials, the University of Minnesota may have for some stormwater capacity from the City of St. Paul. This is

Anticipated future projects. The city is dealing with stormwater drainage as part of the Larpenteur Avenue reconstruction because stormsewer will replace the current open ditch drainage method along the roadway. This may require constructing some additional stormwater drainage facilities in conjunction with Ramsey County and other affected municipalities just as it did with Hamline Avenue and Cleveland Avenue. The city within whose jurisdiction the stormwater facility lies (e.g. Community Park) is required to maintain it. There do not appear to be any proposals for the city becoming involved in a joint powers agreement in regard to stormwater facilities ownership or management other than the Troutbrook interceptor.

Information from the Metropolitan Council Representatives. The Metropolitan Council representatives, Jack Frost and Don Bluhm, will provide the city with information on the history of the Troutbrook interceptor. In addition, their expertise about water resource issues may also prove very informative. Jack Frost has extensive experience with water resources and environmental issues. Don Bluhm works closely with environmental and sewer related issues. Besides gaining a thorough understanding of the Troutbrook interceptor history and proposal, the council may wish to specifically ask why the Troutback stormsewer turnback is different than the county road turnback program. The county road turnback program turns back the roads to the cities at no cost and in a guaranteed condition prior to the municipalities' taking ownership.

ATTACHMENT:

1 - watershed map

ACTION REQUESTED:

- Review of watershed map from city engineer
- Information and discussion with Metropolitan Council representatives

NOTICE

CITY OF FALCON HEIGHTS

COUNCIL WORKSHOP

PLEASE BE ADVISED THE WORKSHOP SCHEDULED FOR
OCTOBER 4, 1995 AT 6 P.M. IS CANCELLED.