

**City of Falcon Heights**  
**Regular Meeting of the City Council**  
**City Hall**  
**2077 W. Larpenteur Avenue**

*Original*

**November 5, 1997**

**A G E N D A**

- A. CALL TO ORDER: 7 p.m.
- B. ROLL CALL:           GEHRZ \_\_\_ GIBSON TALBOT \_\_\_ HUSTAD \_\_\_  
                              JACOBS \_\_\_ KUETTEL \_\_\_ HOYT \_\_\_ ASLESON \_\_\_  
                              ATTORNEY \_\_\_ ENGINEER \_\_\_
- C. COMMUNITY FORUM
- D. APPROVAL OF MINUTES: October 22, 1997
- E. PUBLIC HEARING: None
- F. CONSENT AGENDA:
  - 1. Disbursements
    - a. Disbursements through October 30, 1997, \$136,906.72
    - b. Payroll, 10/16/97 through 10/31/97, \$10,320.98
  - 2. Licenses
  - 3. Purchase of computer equipment
- G. POLICY AGENDA:
  - 1. Consideration of resolution certifying the city returns of November 4, 1997
  - 2. Update on the Larpenteur Avenue improvements
  - 3. Discussion of possible city hall interior improvements and furnishings
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN

**A TOUR OF THE PARKS/PUBLIC WORKS GARAGE FOLLOWS THE MEETING**

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**City Hall**  
**2077 W. Larpenteur Avenue**

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- A. CALL TO ORDER: 7 p.m.
- B. ROLL CALL: GEHRZ \_\_\_ GIBSON TALBOT \_\_\_ HUSTAD \_\_\_  
JACOBS \_\_\_ KUETTEL \_\_\_ HOYT \_\_\_  
ASLESON \_\_\_ ATTORNEY \_\_\_ ENGINEER \_\_\_
- C. COMMUNITY FORUM
- D. APPROVAL OF MINUTES: October 22, 1997 (Tab #1)
- E. PUBLIC HEARING: None
- F. CONSENT AGENDA:
  - 1. Disbursements (Tab #2)
    - a. Disbursements through October 30, 1997,  
\$136,906.72
    - b. Payroll, 10/16/97 through 10/31/97, \$10,320.98
  - 2. Licenses (Tab #3)
  - 3. Purchase of computer equipment (Tab #4)
- G. POLICY AGENDA:
  - 1. Consideration of resolution certifying the city returns of  
November 4, 1997 (Tab #6)
  - 2. Update on the Larpenteur Avenue improvements (Tab #5)
  - 3. Discussion of possible city hall interior improvements and  
furnishings (Tab #7)
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN

**A TOUR OF THE PARKS/PUBLIC WORKS GARAGE FOLLOWS  
THE MEETING**

**DRAFT**

**CITY OF FALCON HEIGHTS  
REGULAR CITY COUNCIL MEETING  
MINUTES OF OCTOBER 22, 1997**

Mayor Gehrz convened the meeting at 7:00 p.m.

**PRESENT**

Gehrz, Gibson Talbot, Hustad, Jacobs and Kuettel. Also present was Hoyt.

**COMMUNITY FORUM**

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

**MINUTES OF SEPTEMBER 24, 1997**

Minutes were approved by unanimous consent.

**CONSENT AGENDA APPROVED**

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

1. Disbursements
2. Licenses
3. Approval of election judges for November city election
4. Extension of State Fair Sign Package to November 30, 1997
5. Authorization to purchase a Bobcat Skid Steer
6. Resolution authorizing city clerk to apply for SCORE recycling grant funds
7. Request for two variances in sections 9-4.01 subd. 5 (d) and 9-13.04 subd. 5 (h) of the zoning code to construct a parking space at 1588 Vincent Street
8. Approval of participation in the Lauderdale stormwater ravine restoration project
9. Appointment of Ms. Toni Middleton to the planning commission

**DRAFT**

**POLICY AGENDA**

**CONSIDERATION OF A RESOLUTION TO ELIMINATE PARKING ON THE NORTH SIDE OF LARPENTEUR AVE. JUST WEST OF FAIRVIEW AVE.**

Ramsey County is proceeding with state approval of the Larpenteur Avenue reconstruction 1998 plans and requires a resolution eliminating parking on a stretch of roadway in front of the apartments on the northside of Larpenteur Avenue adjacent to Fairview Avenue. The only area permitting parking currently is in front of the apartments on the northside of Larpenteur Ave. adjacent to Fairview Ave. After brief discussion about the modest use of the area for parking and the possibility that four trees would be lost due to the added parking lane if parking remained, Councilmember Jacobs moved to approve resolution 97-38 eliminating parking on this stretch of roadway. Motion passed unanimously.

**ADJOURNMENT**

The meeting adjourned at 7:30 p.m.

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Susan L. Gehrz, Mayor

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Susan Hoyt, Acting Recording Secretary

CONSENT  
Date: 11/5/97  
Item: 1

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Roland Olson, City Accountant

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

General disbursements through October 30, 1997, \$136,906.72  
Payroll, 10/16/97 to 10/31/97, \$10,320.98

ACTION REQUESTED: Approval

a.

APPROVAL OF BILLS  
 PERIOD ENDING: 10/30/97

| CHECK# | VENDOR NAME               | DESCRIPTION              | DEPT.    | AMOUNT    |
|--------|---------------------------|--------------------------|----------|-----------|
|        | NORTHWEST YOUTH & FAMILY  | 11/97 PROF SVCS          | -----    | 4,682.10  |
|        | *** TOTAL FOR DEPT 00     |                          |          | 4,682.10  |
|        | LEAGUE OF MN CITIES       | ANNUAL DUES LEAGUECITIES | LEGISLAT | 3,290.00  |
|        | NELSON CHEESE FACTORY     | CITY COUNCIL BOX LUNCHES | LEGISLAT | 33.71     |
|        | RAMSEY COUNTY             | TRUTH IN TAX NOTICES     | LEGISLAT | 256.95    |
|        | *** TOTAL FOR DEPT 11     |                          |          | 3,580.66  |
|        | CARLA ASLESON             | MILEAGE REIMBURSEMENT    | ADMINIST | 4.73      |
|        | AMERICAN OFFICE PRODUCTS  | ENVELOPES                | ADMINIST | 19.39     |
| 35476  | BANK CARD CENTER          | SUPPLIES/COPIES          | ADMINIST | 86.04     |
|        | JEANE THORNE INC          | TEMP HELP                | ADMINIST | 118.58    |
|        | PERA                      | OMITTED DEDUCTION REPORT | ADMINIST | 1,784.45  |
|        | ASSOC. OF METROPOLITAN    | RETIREMENT EXEC DIRECTOR | ADMINIST | 30.00     |
|        | BRODERICK, BERNARD        | MILEAGE REIMBURSEMENT    | ADMINIST | 9.36      |
|        | RICH LINDELL              | SCANNER SETUP            | ADMINIST | 69.00     |
|        | *** TOTAL FOR DEPT 12     |                          |          | 2,121.55  |
| 35476  | BANK CARD CENTER          | COPIES OF BUDGET FOR 98  | FINANCE  | 143.78    |
|        | *** TOTAL FOR DEPT 13     |                          |          | 143.78    |
|        | FOCUS NEWS                | TEXT AMENDMENTZONING COD | LEGAL    | 23.80     |
|        | *** TOTAL FOR DEPT 14     |                          |          | 23.80     |
|        | CARLA ASLESON             | MILEAGE RIEMBURSEMENT    | ELECTION | 5.67      |
|        | BRC - ASSIST CENTER       | PAPER BALLOTS FOR ELECT  | ELECTION | 334.81    |
|        | *** TOTAL FOR DEPT 15     |                          |          | 340.48    |
|        | CARLA ASLESON             | MILEAGE REIMBURSEMENT    | PLANNING | 7.88      |
|        | *** TOTAL FOR DEPT 17     |                          |          | 7.88      |
|        | NSP                       | CIVIL DEFENSE SIREN ELEC | EMERGENC | 6.28      |
|        | *** TOTAL FOR DEPT 21     |                          |          | 6.28      |
|        | ST. ANTHONY VILLAGE       | 11/97 POLICE SVCS        | POLICE   | 29,113.75 |
|        | *** TOTAL FOR DEPT 22     |                          |          | 29,113.75 |
|        | AMERICAN LINEN SUPPLY CO. | LINEN FOR FIRE HALL      | FIRE FIG | 36.88     |
|        | COLONIAL INSURANCE        | 10/97 BAUMAN             | FIRE FIG | 29.65     |
|        | FALCON HEIGHTS FIRE       | 1997 STATE FIRE AID      | FIRE FIG | 26,972.00 |
|        | SUPER AMERICA             | GAS FOR FIRE TRUCK       | FIRE FIG | 36.94     |
|        | *** TOTAL FOR DEPT 24     |                          |          | 27,075.47 |
|        | COLONIAL INSURANCE        | 10/97 IVERSON            | FIRE PRE | 36.45     |
|        | *** TOTAL FOR DEPT 25     |                          |          | 36.45     |
|        | ALBRECHT                  | PIPE CAPS PVC            | CITY HAL | 3.68      |
|        | BOARD OF WATER COMMISSNRS | WATER CITY HALL          | CITY HAL | 16.60     |
|        | BOARD OF WATER COMMISSNRS | SEWER-CITY HALL          | CITY HAL | 17.53     |
|        | GRAINGER, W. W., INC.     | TOWELS                   | CITY HAL | 66.49     |
|        | MCI                       | LONG DIST THRU 10/7      | CITY HAL | 35.45     |
|        | M-75 BUILDING MAINTENANCE | 10/97 CLEANING SVC       | CITY HAL | 197.03    |
|        | MARGOLIS BROTHERS         | BLVD REPAIR HOYT AVE     | STREETS  | 23.43     |

APPROVAL OF BILLS  
 PERIOD ENDING: 10/30/97

| CHECK# | VENDOR NAME               | DESCRIPTION               | DEPT.    | AMOUNT     |
|--------|---------------------------|---------------------------|----------|------------|
|        | MOGREN BROS               | BLVD REPAIR HOYT AVE      | STREETS  | 39.94      |
|        | SCHARBER & SONS           | JD MOWER BELT REPLACEMNT  | STREETS  | 42.46      |
|        | *** TOTAL FOR DEPT 32     |                           |          | 105.83     |
|        | OWL ENGINEERING INC       | US WEST CHARGES           | ENGINEER | 700.00     |
|        | OWL ENGINEERING INC       | TOWER CHRGS               | ENGINEER | 800.00     |
|        | *** TOTAL FOR DEPT 33     |                           |          | 1,500.00   |
|        | BOARD OF WATER COMMISSNRS | PARKS WATER               | PARK & R | 5.30       |
|        | BOARD OF WATER COMMISSNRS | SEWER CURTIS              | PARK & R | 17.07      |
|        | BOARD OF WATER COMMISSNRS | WATER-COMMUNITY PARK      | PARK & R | 26.52      |
|        | BOARD OF WATER COMMISSNRS | SEWER-COMMUNITY PARK      | PARK & R | 21.42      |
|        | NSP                       | PROTECTIVE LIGHTING       | PARK & R | 23.28      |
|        | SUPER AMERICA             | FUEL FOR TRUKS/MOWERS     | PARK & R | 145.66     |
|        | USWEST COMMUNICATIONS     | PHONE SVC 10/10           | PARK & R | 59.68      |
|        | USWEST COMMUNICATIONS     | PHONE SVC 10/22           | PARK & R | 55.60      |
|        | *** TOTAL FOR DEPT 41     |                           |          | 354.53     |
|        | E-2 RECYCLING, INC.       | 10/97 RECYCLING           | SOLID WA | 2,501.86   |
|        | *** TOTAL FOR DEPT 56     |                           |          | 2,501.86   |
| 35477  | ROLAND OLSON              | REIMBURSE FOR SCANNERCOS  | GENERAL  | 59.00      |
| 35477  | ROLAND OLSON              | SCANNER SOFTWARE COSTS    | GENERAL  | 138.44     |
|        | *** TOTAL FOR DEPT 63     |                           |          | 197.44     |
|        | EARL F. ANDERSEN, INC.    | TRASH RECEPTACLES         | PUBLIC W | 1,396.05   |
|        | *** TOTAL FOR DEPT 65     |                           |          | 1,396.05   |
|        | SUPER AMERICA             | GAS FOR JETTER            | SANITARY | 15.00      |
|        | *** TOTAL FOR DEPT 75     |                           |          | 15.00      |
|        | SUPER AMERICA             | GAS FOR AMBULANCES        | RESCUE S | 91.09      |
|        | *** TOTAL FOR DEPT 76     |                           |          | 91.09      |
|        | HOISINGTON KOEGLER GROUP  | 9/97 PROF SVCS            | LARPENTE | 6,752.72   |
|        | JAY BROTHERS INC          | SIGNS STREETScape         | LARPENTE | 12,563.75  |
|        | KILLMER ELECTRIC CO, INC. | 1ST PYMT                  | LARPENTE | 40,042.03  |
|        | RAMSEY COUNTY             | ASSESS HEARING NOTICES    | LARPENTE | 23.31      |
|        | *** TOTAL FOR DEPT 82     |                           |          | 59,381.81  |
|        | CARLA ASLESON             | RECORDING FEES REIMBRSM T | LINDIG S | 55.00      |
|        | *** TOTAL FOR DEPT 83     |                           |          | 55.00      |
|        | CITY OF ROSEVILLE         | AFTER SCHOOL HRS/DUSTIN   | MCAD     | 2,612.00   |
|        | BERNARDY, CONNIE LANNERS  | AA/1 TO 11/15 PROF SVCS   | MCAD     | 1,227.13   |
|        | *** TOTAL FOR DEPT 84     |                           |          | 3,839.13   |
|        | *** TOTAL FOR BANK 01     |                           |          | 136,906.72 |
|        | *** GRAND TOTAL ***       |                           |          | 136,906.72 |

C H E C K   R E G I S T E R

| CHECK<br>TYPE | CHECK<br>DATE | EMPLOYEE NAME<br>NUMBER | CHECK<br>NUMBER | CHECK<br>AMOUNT |
|---------------|---------------|-------------------------|-----------------|-----------------|
| COM           | 10 30 97      | 6 SUSAN GEHRZ           | 28144           | 285.06          |
| COM           | 10 30 97      | 8 SAM JACOBS            | 28145           | 277.05          |
| COM           | 10 30 97      | 10 JAN GIBSON TALBOT    | 28146           | 200.00          |
| COM           | 10 30 97      | 11 JOHN HUSTAD          | 28147           | 277.05          |
| COM           | 10 30 97      | 12 LAURA A. KUETTEL     | 28148           | 277.05          |
| COM           | 10 30 97      | 30 NICHOLAS BAUMANN     | 28149           | 303.36          |
| COM           | 10 30 97      | 34 CLEMENT KURHAJETZ    | 28150           | 12.70           |
| COM           | 10 30 97      | 40 KEVIN ANDERSON       | 28151           | 72.83           |
| COM           | 10 30 97      | 42 MICHAEL D. CLARKIN   | 28152           | 124.67          |
| COM           | 10 30 97      | 66 ALFRED HERNANDEZ     | 28153           | 46.17           |
| COM           | 10 30 97      | 1002 SUSAN HOYT TAFF    | 28155           | 1530.98         |
| COM           | 10 30 97      | 1003 TERRY IVERSON      | 28156           | 1031.36         |
| COM           | 10 30 97      | 1005 CAROL KRIEGLER     | 28157           | 614.51          |
| COM           | 10 30 97      | 1007 PATRICIA PHILLIPS  | 28158           | 819.81          |
| COM           | 10 30 97      | 1010 CARLA ASLESON      | 28159           | 975.64          |
| COM           | 10 30 97      | 1013 WILLIAM MAERTZ     | 28160           | 979.57          |
| COM           | 10 30 97      | 1032 TWAROSKI, ANITA    | 28161           | 100.43          |
| COM           | 10 30 97      | 1033 DAVE TRETSEVEN     | 28162           | 734.57          |
| COM           | 10 30 97      | 1083 JAMES W. SNOWDEN   | 28163           | 141.35          |
| COM           | 10 30 97      | 1084 CHRISTINE AMMANN   | 28164           | 41.21           |
| COM           | 10 30 97      | 1088 DONALD R. MEISSNER | 28165           | 474.73          |
| COM           | 10 30 97      | 1123 ABRAHAM T. CYR     | 28166           | 45.02           |
| COM           | 10 30 97      | 1136 ROLAND O. OLSON    | 28167           | 955.86          |

\*\*\*\*TOTALS\*\*\*\*

10320.98



CONSENT  
Meeting Date: 11/5/97  
Item: 2

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Pat Phillips, Secretary

REVIEWED BY: Carla Asleson, AA/Planner

EXPLANATION/SUMMARY:

GENERAL CONTRACTOR

Midwest Concrete Driveway - #3562

MECHANICAL CONTRACTOR

Paul Falz Co., Inc. - #3563

ACTION REQUESTED: Approval

CONSENT  
Meeting Date: 11/5/97  
Item: 3

ITEM DESCRIPTION: Purchase of computer equipment

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY: After analyzing the computer needs of the staff, it will be useful to purchase a notebook computer and color ink jet printer for the administrator to provide flexibility and a color option for computing needs. The color option for a printer may be helpful for some reports and the annual tax hearing. The full size computer will go to the secretary to upgrade her current machine. The seven year old laser printer, which still works well, will go to the accountant.

Notebook Computer

|         |                    |            |
|---------|--------------------|------------|
|         | (everywhere)       |            |
| Toshiba | \$1,999.99 + tax = | \$2,129.99 |
| * NEC   | "                  | "          |
| Compaq  | "                  | "          |

\*(Will order this model - came well recommended).

HP 722C Ink Jet

|               |                  |          |
|---------------|------------------|----------|
| Office Depot  | \$349.99 + tax = | \$372.74 |
| Computer City | \$349.92 + tax   |          |
| Comp USA      | \$349.97 + tax   |          |

(Will purchase where it is in stock) TOTAL: \$2,502.73

ACTION REQUESTED:

Approve purchase of computer and printer for \$2,500.00 out of the general capital fund.

**ADDENDUM**

**CONSENT**

Date: 11/5/97

Item: 4

ITEM: Acceptance of a utility easement on 1711 North Snelling Avenue, Warner properties

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

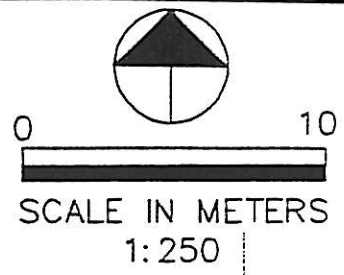
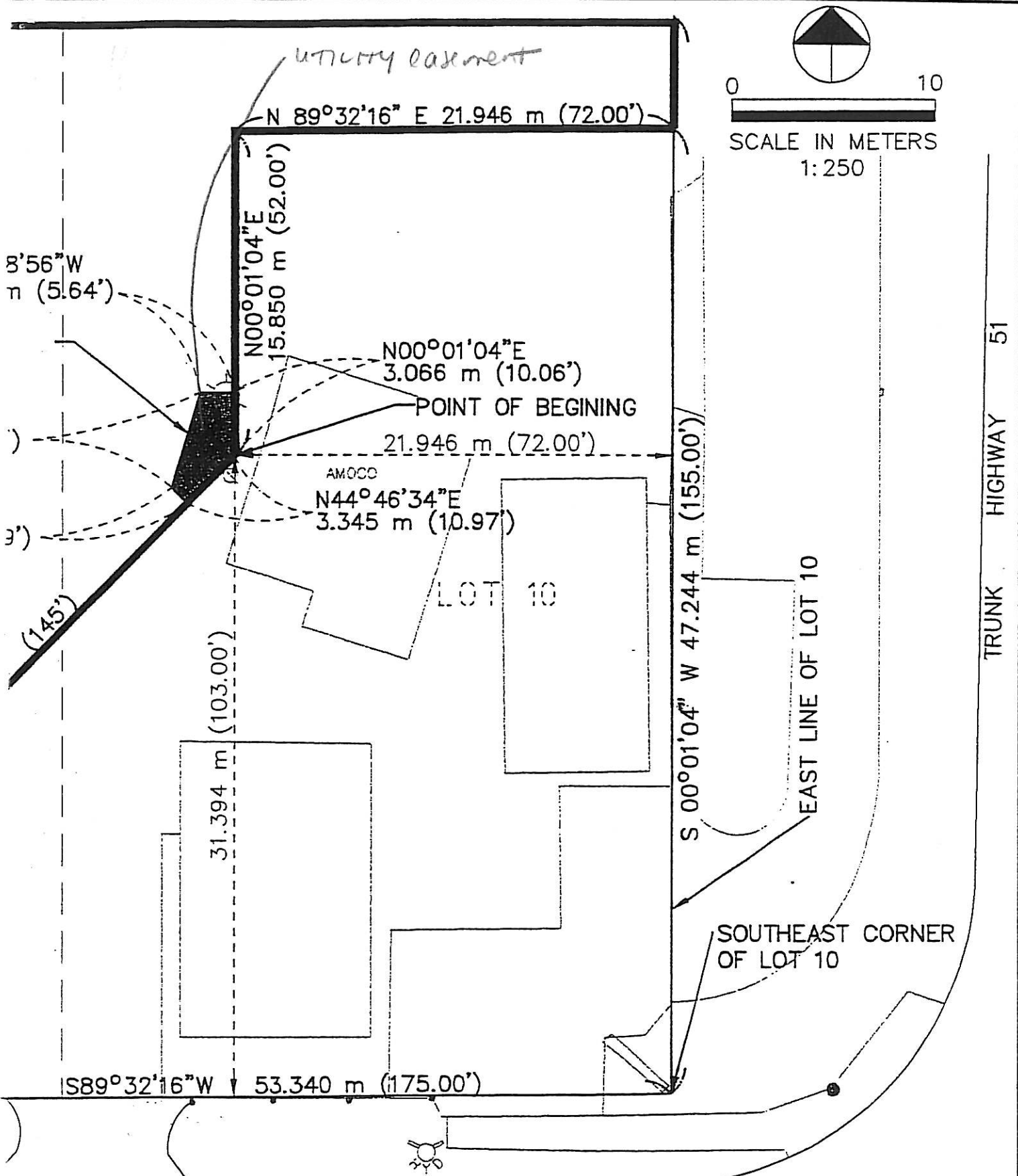
The relocation of the NSP overhead wires, being done in conjunction with the Larpenteur Avenue streetscape project, necessitated moving an NSP transformer onto the Warner property abutting the AMOCO station (attachment 1). In order to make this transition, the property owner provided the city with a utility easement for \$1.00 for these purposes. The relocation of the transformer benefits the property owner by providing electrical service access to the property's new pedestal sign and parking lot lights.

ATTACHMENT:

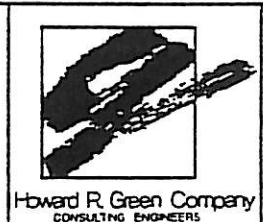
- 1 Diagram of area of the utility easement for 1711 North Snelling Drive

ACTION REQUESTED:

Accept the utility easement on 1711 North Snelling Drive in return for \$1.00 to Warner properties.



**WARNER PROPERTIES  
UTILITY EASEMENT**



**EXHIBIT  
X**

POLICY  
Meeting Date: 11/5/97  
ITEM: 1

ITEM DESCRIPTION: Consideration of resolution certifying the city returns of November 4, 1997

SUBMITTED BY: Carla Asleson, Administrative Assistant/Planner

EXPLANATION/SUMMARY: After a city election, the city council (acting as the canvassing board) is responsible for certifying the election returns prior to their being sent to the Ramsey County Auditor.

A resolution with the final election results will be distributed at the council meeting.

ACTION REQUESTED: Approval of Resolution 97-44 certifying the city election returns of November 4, 1997.

CITY OF FALCON HEIGHTS

**C O U N C I L   R E S O L U T I O N**

Date: November 5, 1997

-----  
A RESOLUTION CERTIFYING THE CITY ELECTION RETURNS OF  
NOVEMBER 4, 1997

WHEREAS, the City of Falcon Heights election judges tabulated the votes in Precinct 1 and Precinct II for two councilmember positions, both four-year terms effective January 1, 1998, with the following results:

COUNCILMEMBER POSITIONS:

|               | Precinct I | Precinct II | Total |
|---------------|------------|-------------|-------|
| Laura Kuettel | 121        | 125         | 246   |
| John Hustad   | 114        | 128         | 242   |
| Write-Ins     | 5          | 4           | 9     |
| TOTAL:        | 240        | 257         | 497   |

NOW, THEREFORE, BE IT RESOLVED by the city Canvassing Board that Laura Kuettel and John Hustad are each duly elected to the office of councilmember for four-year terms beginning January 1, 1998; and

BE IT FURTHER RESOLVED that the city clerk be directed to certify such election returns to the Ramsey County Auditor.

-----  
Moved by: \_\_\_\_\_

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

Mayor

November 5, 1997

Date

GEHRZ     In Favor  
GIBSON TALBOT  
HUSTAD    Against  
JACOBS  
KUETTEL

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

City Clerk

November 5, 1997

Date

POLICY

Date: 11/5/97

Item: 2

ITEM: Update on the Larpenteur Avenue improvements

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. The staff will provide a brief update on the status of the 1997 Larpenteur Avenue improvements. No action is required.

Meets goal 2: To maintain and promote the assets of the city's unique neighborhoods including commercial, residential and open space uses.

Strategy 4: Enhance the physical land use characteristics of the community.

Action item: Creating a community identity along Larpenteur Avenue and improving the business environment.

ACTION REQUESTED:

Brief report from staff.

ITEM: Discussion of possible city hall interior improvements and furnishings

SUBMITTED BY: Carol Kriegler, Director of Parks, Recreation and Public  
Facilities

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION / DESCRIPTION:

Summary: The 1997 City Budget includes funds for **Furnishings**, and **Carpeting / Curtains / Paint** for the interior improvement of City Hall. Specifically, \$1,500 is allocated for **Furnishings** and \$10,000 is allocated for **Carpeting / Curtains / Paint** as a part of the city's capital fund. After reviewing the general condition of the furnishings, staff has obtained cost estimates for improvements related to the replacement of the carpet in the administrative offices; the purchase of new furniture for the conference room and lobby area; and replacement of the Formica counter-top in the reception area. Following are those cost estimates:

- \$5,000 Carpet. This estimate includes the purchase and installation of a commercial grade, 28 oz. short loop carpet at a cost of approximately \$18 a yard. It is recommended that a carpet of this quality be utilized as it offers excellent wear and appearance retention. These are important qualities given the foot traffic in the administrative office area.
- \$2,200 Office furniture. This estimate includes the purchase of office furniture for the conference room and lobby area. Specifically it includes a conference room table, 8 conference room chairs (no arms), 6 lobby chairs (with arms), and a laminate end table for the lobby area.
- \$700 Counter-top replacement. This estimate includes the purchase and installation of a new Formica counter-top in the reception area. The Formica top would match the proposed table tops.

These improvements represent a fairly aggressive approach to the improvement of the interior of City Hall. The ideas are offered for discussion as they provide for the opportunity to make coordinated improvements at one time.

ACTION REQUESTED:

Discussion and direction.