

CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 W. Larpenteur Ave.
October 13, 1999
AGENDA

- A. CALL TO ORDER: 7 p.m.
- B. ROLL CALL: GEHRZ ___ GIBSON TALBOT ___ HUSTAD ___
 JACOBS ___ KUETTEL ___ HOYT ___
 ATTORNEY ___ ENGINEER ___
- C. COMMUNITY FORUM
- D. APPROVAL OF MINUTES: September 22, 1999
- E. CONSENT AGENDA:
 - 1. General disbursements through 10/8/99, \$75,362.50
 General disbursements through 9/30/99, \$35,945.90
 Payroll, 9/16/99 to 9/30/99, \$14,248.64
 - 2. Licenses
 - 3. Authorization to advertise for bids for the ambulance
 - 4. Consider of interim ordinance 99-07 extending the moratorium on school uses in business zones
 - 5. Consideration of continuing a lease with the Minnesota Pollution Control Agency
 - 6. Consideration of a proposal to resurface the tennis courts at Community Park
 - 7. Schedule a November 3, 1999 council meeting and cancel November 10, 1999 council meeting
- F. PUBLIC HEARING:
 - 1. Hearing on the proposed city tax rate increase for pay 2000 property taxes
- G. POLICY AGENDA:
 - 1. Consideration of a proposal for the design and construction documents for a pavillion as part of the Larpenteur Avenue streetscape project
 - 2. Consideration of city letterhead
 - 3. Consideration of televising the planning commission meetings
 - 4. Presentation of a staffing plan and compensation
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN

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- B. ROLL CALL: GEHRZ ___ GIBSON TALBOT ___
HUSTAD ___ JACOBS ___ KUETTEL ___
HOYT ___ ATTORNEY ___ ENGINEER ___
- C. COMMUNITY FORUM
- D. APPROVAL OF MINUTES: September 22, 1999 (Tab #1)
- E. CONSENT AGENDA:
1. General disbursements through 10/8/99, \$75,362.50
General disbursements through 9/30/99, \$35,945.90
Payroll, 9/16/99 to 9/30/99, \$14,248.64 (Tab #2)
 2. Licenses (Tab #3)
 3. Authorization to advertise for bids for the ambulance (Tab #4)
 4. Consideration of interim ordinance 99-07 extending the moratorium on school uses in business zones (Tab #5)
 5. Consideration of continuing a lease with the Minnesota Pollution Control Agency (Tab #6)
 6. Consideration of a proposal to resurface the tennis courts at Community Park (Tab #7)
 7. Schedule a November 3, 1999 council meeting and cancel the November 10, 1999 council meeting (Tab #8)
- F. PUBLIC HEARING:
1. Hearing on the proposed city tax rate increase for pay 2000 property taxes (Tab #9)
- G. POLICY AGENDA:
1. Consideration of a proposal for the design and construction documents for a pavillion as part of the Larpenteur Avenue streetscape project (Tab #10)
 2. Consideration of city letterhead (Tab #11)
 3. Consideration of televising the planning commission meetings (Tab #12)
 4. Presentation of a staffing plan and compensation (Tab #13)
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN

City of Falcon Heights
City Council Minutes
22 September 1999

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

PRESENT: Gehrz, Jacobs, Kuettel and Administrator Hoyt.

ABSENT: Gibson Talbot and Hustad.

COMMUNITY FORUM:

There was no one wishing to speak at the Community Forum.

MINUTES OF SEPTEMBER 8, 1999

The minutes of September 8, 1999 were approved.

CONSENT AGENDA:

Councilmember Kuettel moved approval of the consent agenda including No. 6 which was an addendum.

1. General disbursements and payroll
2. Licenses
3. Consideration of a pay increase for the city administrator
4. Accept resignation of Carol Kriegler, Director of Parks, Recreation and Public Facilities
5. Approval of election judges for the November city election
6. Purchase of a computer and printer

Mayor Gehrz recognized the contributions of Carol Kriegler, the Director of Parks, Recreation and Public Facilities, who resigned effective September 30, 1999.

POLICY AGENDA:

Consider Resolution 99-22 continuing participation in the Local Housing Incentives Account Program under the Metropolitan Livable Communities Act.

After a presentation on the Metropolitan Council's Livable Communities Act and the city of Falcon Heights's affordable housing, Councilmember Jacobs moved resolution 99-22 to continue participation in the Livable Communities program. The motion passed unanimously.

Consideration of a proposal to do a financial study on redevelopment.

.Administrator Hoyt explained that even though there are no redevelopment proposals at this time for the southeast corner of Snelling and Larpenteur, that it would be helpful for the city council and the staff to have a better understanding of the financial conditions on the site in case redevelopment became an option in the future. Councilmember Kuettel moved to approved \$1,500 for the city to hire Ehlers to do a financial analysis of redevelopment options on the southeast corner of Snelling and Larpenteur. The motion passed unanimously.

The meeting was adjourned at 7:40 P.M.

Respectfully submitted,

Susan Hoyt
City Administrator/Clerk

CONSENT 1
Meeting Date: 10/13/99

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Roland Olson, City Accountant

EXPLANATION/SUMMARY:

1. General disbursements through 10/8/99, \$75,362.50
- 1(a) General disbursements through 9/30/99, \$35,945.90
- 1(b) Payroll, 9/16/99 to 9/30/99, \$14,248.64

ACTION REQUESTED: Approval

APPROVAL OF BILLS
PERIOD ENDING: 10-08-99

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	CADY COMMUNICATIONS INC	TELEPHONE REPAIRS	-----	198.00
	USWEST COMMUNICATIONS	TELE TO 10-1	-----	616.49
	*** TOTAL	FOR DEPT 00		814.49
	FOCUS NEWS	PUBLIC HEARING TAX INCRE	LEGISLAT	14.45
	GEHRZ, SUE	REIMB MN MAYORS CONF	LEGISLAT	240.78
	GOVERNMENT TRAINING SERV.	MAYOR ANNUAL CONF REGIST	LEGISLAT	128.00
	LEAGUE OF MN CITIES	YEARLY DUES	LEGISLAT	3,561.00
	*** TOTAL	FOR DEPT 11		3,944.23
	AMERICAN OFFICE PRODUCTS	FOLDERS/PADS/POST IT NOT	ADMINIST	40.80
	AMERICAN OFFICE PRODUCTS	PAPER CLIPS/PENCILS/LEAD	ADMINIST	17.07
	FBN, INC	MOVE PC'S/COMPUTER CARD	ADMINIST	280.21
	FBN, INC	COMPUTER SET UP	ADMINIST	170.00
38081	MN DEPARTMENT OF REVENUE	9/30 ST WITH	ADMINIST	1,154.24
	NCPERS GROUP LIFE INS	9/99 PHILLIPS	ADMINIST	12.00
	OFFICE MAX CREDIT PLAN	FOLDERS	ADMINIST	76.30
	TOP TEMPORARY	TEMPORARY WORKER	ADMINIST	54.00
	TAFF, SUSAN HOYT	10/99 AUTO ALLOWANCE	ADMINIST	250.00
38077	UNIVERSITY OF MINNESOTA	U OF M	ADMINIST	30.00
	JUVLAND HOMECARE	ROOF PERMIT REFUND	ADMINIST	113.50
	*** TOTAL	FOR DEPT 12		2,198.12
	CAMPBELL KNUTSON	9/99 LEGAL	LEGAL	398.00
	*** TOTAL	FOR DEPT 14		398.00
	ONE HOUR ROSEVILLE PHOTO	FILM DEVELOPING	COMMUNIC	9.46
	KINKO'S INC.	BROCHURES FOR 50TH EVENT	COMMUNIC	235.37
	*** TOTAL	FOR DEPT 16		244.83
	PAKOY, GENE	3RD QTR MECH 45A-66	PLANNING	1,192.50
	*** TOTAL	FOR DEPT 17		1,192.50
	ST. ANTHONY VILLAGE	10/99 POLICE SVCS	POLICE	31,792.25
	*** TOTAL	FOR DEPT 22		31,792.25
	HUGHES & COSTELLO	10/99 PROSECUTIONS	PROSECUT	2,270.00
	*** TOTAL	FOR DEPT 23		2,270.00
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING	FIRE FIG	36.76
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING	FIRE FIG	36.76
	CITY OF ST PAUL	FORE DRILL SITE FEE	FIRE FIG	400.00
	FIRE EQUIPMENT SPECIALTIE	SANITIZER WIPES	FIRE FIG	28.90
	FIRE EQUIPMENT SPECIALTIE	HYDO TEST SCBA EQUIP	FIRE FIG	29.90
	MED-COMPASS	MEDICAL EXAMS-FIRE FIGHT	FIRE FIG	1,571.75
	NATIONAL FIRE & RESCUE	SUBSCRIPTION	FIRE FIG	20.00
	OXYGEN SERVICE COMPANY	CYLINDER RENT	FIRE FIG	54.00
	MARY RIGNEY	RIGNEY-REIMB FIRE SCHOOL	FIRE FIG	346.64
	TREASURE ISLAND RESORT	2 NITES TNG(NOVAK/MARVIN	FIRE FIG	302.24
	SUPERAMERICA	FUEL	FIRE FIG	70.66
	USWEST COMMUNICATIONS	TELE TO 10-1	FIRE FIG	169.12
	MN DEPT OF PUBLIC SAFETY	FIRE REPORTING SOFTWARE	FIRE FIG	15.00
	*** TOTAL	FOR DEPT 24		3,081.73
	COLONIAL INSURANCE	9/99 IVERSON	FIRE PRE	36.45

APPROVAL OF BILLS
PERIOD ENDING: 10-08-99

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	NCPERS GROUP LIFE INS	9/99 IVERSON	FIRE PRE-	12.00
	*** TOTAL	FOR DEPT 25		48.45
	BOARD OF WATER COMMISSNRS	H2O	CITY HAL	524.78
	BOARD OF WATER COMMISSNRS	SS.	CITY HAL	299.43
	GLENWOOD INGLEWOOD	COOLER RENTAL	CITY HAL	9.00
	HERMES FLORAL COMPANY	STRAW/PUMPKINS/SOIL	CITY HAL	56.49
	GRAINGER, W. W., INC.	KITCHE/BATHROOM TOWELS	CITY HAL	103.48
	KNOX LUMBER CO.	FLASHLITES/BATTERIES	CITY HAL	63.34
	KNOX LUMBER CO.	TRASH CAN/FILTER/LIGHTS	CITY HAL	85.45
	KNOX LUMBER CO.	CLEANING SUPPLIES	CITY HAL	64.74
	LINDERS GREENHOUSES	OUTSIDE PLANTS-MUMS	CITY HAL	26.90
	MCI WORLDCOM RES SVC	LONG DISTANCE 9/17	CITY HAL	12.90
	M-75 BUILDING MAINTENANCE	9/99 CLEANING SVCS	CITY HAL	206.88
	NSP	GAS TO 9/30	CITY HAL	57.01
	NSP	ELECT TO 9/30	CITY HAL	744.58
	OXYGEN SERVICE COMPANY	CYLINDER RENT	CITY HAL	9.00
	SUBURBAN HARDWARE	SUPPLIES/LIGHT BULBS	CITY HAL	15.95
	SUBURBAN HARDWARE	PAPER TOWELS/LINE	CITY HAL	10.50
	AIRTOUCH CELLULAR	CELL PHONE 9/99	CITY HAL	7.49
	*** TOTAL	FOR DEPT 31		2,297.92
	BUMPER TO BUMPER	HEATER CORE FOR TRUCK	STREETS	37.40
	KNOX LUMBER CO.	BLACK TOP PATCH	STREETS	29.04
	NSP	ELECT TO 9/28	STREETS	67.98
	NSP	ELECT TO 10/1	STREETS	7.99
	NSP	ELECT TO 10/1	STREETS	2,090.66
	NSP	ELECT TO 9/30	STREETS	8.94
	NSP	ELECT TO 9/30	STREETS	55.94
	NSP	ELECT TO 9/30	STREETS	75.38
	NSP	ELECT TO 9/30	STREETS	8.62
	SUPERAMERICA	FUEL	STREETS	144.76
	T.A. SCHIFSKY & SONS, INC	ASPHALT PATCH	STREETS	48.99
	UNITED RENTALS	ASPHALT PATCH	STREETS	72.60
	*** TOTAL	FOR DEPT 32		2,648.30
	HOWARD GREEN COMPANYYC.	F.H. GENERAL SVCS	ENGINEER	225.00
	HOWARD GREEN COMPANYYC.	LINDIG ISSUES	ENGINEER	336.90
	HOWARD GREEN COMPANYYC.	MSA STREET INVEST	ENGINEER	10.60
	*** TOTAL	FOR DEPT 33		572.50
	KUNDE CO INC	DISEASE TREE INSPECTIONS	TREE PRO	321.20
	KUNDE CO INC	DISEASE TREE INSPECTIONS	TREE PRO	280.90
	*** TOTAL	FOR DEPT 34		602.10
	BOARD OF WATER COMMISSNRS	H2O	PARK & R	11.54
	BOARD OF WATER COMMISSNRS	SS	PARK & R	23.34
	BUMPER TO BUMPER	OIL	PARK & R	31.84
	ICMA RETIREMENT TRUST 457	10/99 IVERSON	PARK & R	100.00
	ICMA RETIREMENT TRUST 457	10/99 MAERTZ	PARK & R	100.00
	NSP	AUTO PROTECTIVE LIGHTS	PARK & R	22.46
	NSP	ELECT/GS TO 10/1	PARK & R	32.02
	ON SITE SANITATION	PORTABLE TOILET COMM PRK	PARK & R	68.65

APPROVAL OF BILLS
 PERIOD ENDING: 10-08-99

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	SUBURBAN HARDWARE	FILTER AND GRASS SEED	PARK & R	39.33
	SUPERAMERICA	FUEL	PARK & R	44.48
	UNITED RENTALS	STRIPING PAINT-SOCCER	PARK & R	52.53
	USWEST COMMUNICATIONS	TELEPHONE EXPS	PARK & R	58.73
	*** TOTAL FOR DEPT 41			584.92
	E-Z RECYCLING, INC.	9/99 RECYCLING	SOLID WA	2,559.40
	*** TOTAL FOR DEPT 56			2,559.40
	IBM	COMPUTER PARTS	GENERAL	135.00
	*** TOTAL FOR DEPT 63			135.00
	FIRE EQUIPMENT SPECIALTIE	4" SUPPLY HOSE WITH COUP	FIRE & R	957.95
	FIRE EQUIPMENT SPECIALTIE	FIRE HOSE	FIRE & R	415.95
	*** TOTAL FOR DEPT 64			1,373.90
	HOWARD GREEN COMPANYC.	SIDEWALK IMPROVEMENTS	INFRASTR	135.00
	*** TOTAL FOR DEPT 71			135.00
38075	JOHN & SANDY HARRIGAN	CITYS SHARE SEWER LINE	SANITARY	250.00
	NSP	ELECT TO 9/30	SANITARY	124.32
	NSP	ELECT TO 9/30	SANITARY	16.48
	GREG & KATHY SCHAEFER	CITYS SHARE SEWER LINE	SANITARY	50.00
	SUBURBAN HARDWARE	FASTENERS/ELECT SUPPLIES	SANITARY	4.29
	*** TOTAL FOR DEPT 75			445.09
	PHYSIO-CONTROL CORP.	DEFIB PATCHES	RESCUE S	105.31
	SUPERAMERICA	756 FUEL	RESCUE S	20.45
	ANOKA-HENNEPIN TECHNICAL	SKILL EXAM	RESCUE S	50.00
	*** TOTAL FOR DEPT 76			175.76
	SPRINGSTED	FINANCAL ADVISORY SVCS	TIF #1	1,390.63
	*** TOTAL FOR DEPT 77			1,390.63
	SPRINGSTED	FINANCAL ADVISORY SVCS	TIF #2	1,390.62
	*** TOTAL FOR DEPT 78			1,390.62
	MUSKA ELECTRIC CO.	CITY SIGN ELECTRICAL	LARPENTE	370.64
	MUSKA ELECTRIC CO.	ELECTRICAL LARP/SNELLIN	LARPENTE	305.55
	MUSKA ELECTRIC CO.	ELECTRICAL CITY HALL SIG	LARPENTE	1,380.42
	MUSKA ELECTRIC CO.	ELECTRICAL CITY HALL SIG	LARPENTE	585.18
	*** TOTAL FOR DEPT 82			2,641.79
	RAMSEY COUNTY	BROCHURES	MCAD	701.00
38078	BERNARDY, CONNIE LANNERS	SEPT 1-15 PROF SVCS	MCAD	1,288.49
38080	BERNARDY, CONNIE LANNERS	SEPT 16-30 PROF SVCS	MCAD	1,288.49
	*** TOTAL FOR DEPT 84			3,277.98
	CITY OF ST PAUL	PARTS FOR WATER SVC LINE	NE QUAD	478.88
	HOWARD GREEN COMPANYC.	NE AREA STREETS	NE QUAD	8,654.11
	RAMSEY COUNTY	2 SPEC ASSEMT BOOKS	NE QUAD	14.00
	*** TOTAL FOR DEPT 86			9,146.99

APPROVAL OF BILLS
PERIOD ENDING: 10-08-99

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
		*** TOTAL FOR BANK 01		75,362.50
		*** GRAND TOTAL ***		75,362.50

1(a)

APPROVAL OF BILLS
 PERIOD ENDING: _9/30/99

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
NSP		ELECT 9/17	EMERGENC	6.28
		*** TOTAL FOR DEPT 21		6.28
ST. ANTHONY VILLAGE		9/99 POLICE SVCS	POLICE	31,792.25
		*** TOTAL FOR DEPT 22		31,792.25
NSP		ELECT/GAS 9/2	PARK & R	373.55
NSP		ELECT 9/17 AUTO PROTECTV	PARK & R	23.72
		*** TOTAL FOR DEPT 41		397.27
ROSEVILLE PARKS AND RECRE		JULY/AUG TEEN STAFFING	MCAD	2,239.00
ROSEVILLE PARKS AND RECRE		SEPT TEEN STAFFING	MCAD	810.00
BERNARDY, CONNIE LANNERS		VOLUNTEERS FOOD	MCAD	58.91
BERNARDY, CONNIE LANNERS		TELEPHONE EXP	MCAD	109.29
BERNARDY, CONNIE LANNERS		YOUTH PLAQUES	MCAD	50.00
BERNARDY, CONNIE LANNERS		LABELS	MCAD	21.29
BERNARDY, CONNIE LANNERS		VIDEO TAPES FOR CABLE	MCAD	12.76
BERNARDY, CONNIE LANNERS		VIDEO TAPE ON ALCHOLHISM	MCAD	205.00
BERNARDY, CONNIE LANNERS		TELEPHONE EXPSX	MCAD	105.05
BERNARDY, CONNIE LANNERS		COPIES	MCAD	15.34
BERNARDY, CONNIE LANNERS		MCAD MEETINGS/FOOD	MCAD	35.96
BERNARDY, CONNIE LANNERS		YOUTH AWARD BANQUET	MCAD	87.50
		*** TOTAL FOR DEPT 84		3,750.10
		*** TOTAL FOR BANK 01		35,945.90
		*** GRAND TOTAL ***		35,945.90

1(8)

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 29 99	6 SUSAN GEHRZ	29738	286.08
COM	9 29 99	8 SAM JACOBS	29739	277.05
COM	9 29 99	10 JAN GIBSON TALBOT	29740	200.00
COM	9 29 99	11 JOHN HUSTAD	29741	202.05
COM	9 29 99	12 LAURA A. KUETTEL	29742	277.05
COM	9 29 99	34 CLEMENT KURHAJETZ	29743	276.20
COM	9 29 99	42 MICHAEL D. CLARKIN	29744	94.67
COM	9 29 99	63 RACHELLE L. MARVIN	29745	112.11
COM	9 29 99	66 ALFRED HERNANDEZ	29746	64.64
COM	9 29 99	73 JEREMY HUTCHISON	29747	55.41
COM	9 29 99	74 MARK J. ALLEN	29748	55.41
COM	9 29 99	1002 SUSAN HOYT TAFF	29749	1529.42
COM	9 29 99	1003 TERRY IVERSON	29750	1078.55
COM	9 29 99	1005 CAROL KRIEGLER	29765	4823.50
COM	9 29 99	1007 PATRICIA PHILLIPS	29752	962.31
COM	9 29 99	1013 WILLIAM MAERTZ	29753	1080.47
COM	9 29 99	1026 JASON CIERNIA	29754	24.94
COM	9 29 99	1033 DAVE TRETSVEN	29755	820.82
COM	9 29 99	1089 KATHLEEN A. CIERNIA	29756	212.12
COM	9 29 99	1103 DIANE MEYER	29757	336.15
COM	9 29 99	1118 SHAWN M. STRONG	29758	90.04
COM	9 29 99	1136 ROLAND O. OLSON	29759	860.00
COM	9 29 99	1168 RYAN P. LAVELLE	29760	202.79
COM	9 29 99	1173 ELIZABETH M. POSTIGO	29761	220.35
COM	9 29 99	1174 JAMES O ECKBERG	29762	106.51

COMPUTER CHECKS 14248.64
MANUAL CHECKS .00
NOTICES OF DEPOSIT .00

****TOTALS**** 14248.64

CONSENT 2
Meeting Date: 10/13/99

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Pat Phillips, Licensing Coordinator

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

BUSINESS (Change of name and ownership) – new license will be issued the first of the
year

Living Room Music Café (formerly Coffee Shock)

MECHANICAL CONTRACTOR

Master Mechanical, Inc. #99-543

CORPORATE AMUSEMENT GAMES AND POOL TABLES

Don Hanson Sales, Inc. (for Living Room Music Café) #99-544
(2 video machines)

ACTION REQUESTED: Approval

CONSENT 3
Date: 10/13/99

ITEM: Authorization to advertise for bids for the ambulances.

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to authorize the staff to post notices offering the ambulances for sale through the League of Minnesota Cities Bulletin and any other publications that provide this service. With the city's BLS service ending on October 18, 1999, the ambulances are no longer necessary. The administrator will work with the fire chief and fire department to determine a value to put on and also provide for a best offer. Staff recommends that any money received from the sale of the two ambulances be put into the public safety capital fund.

ACTION REQUESTED:

Authorize staff to advertise for bids for the two ambulances.

CONSENT 4
Date: 10/13/99

ITEM: Consider of interim ordinance 99-07 extending the moratorium on school uses in business zones

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. The city council is being asked to adopt an interim ordinance extending the moratorium on school uses in the business zones until April 1, 2000. In August the city council adopted a moratorium on school uses in the business districts to provide for a study of how these should be handled in all business districts. Currently under the zoning code allows schools, other than dance and art schools, only in the B-2 zone. A draft of the study was just completed and requires review by the staff prior to discussion at the planning commission in November. Given the timetable for review, discussion and public hearing prior to being considered by the city council, it appears the work will not be completed until the first part of 2000. The extension is permitted under state statute.

ATTACHMENT:

1 Interim Ordinance 99-07

ACTION REQUESTED:

Adopt interim ordinance 99-07 extending the moratorium on school uses in business zones.

No. 99-07

CITY OF FALCON HEIGHTS

ORDINANCE

Date: October 13, 1999

**ORDINANCE EXTENDING THE MORATORIUM ON SCHOOL USES
IN THE BUSINESS ZONE**

The City of Falcon Heights extends the moratorium on school uses in the business zone as defined in interim ordinance 99-04 until April 1, 2000 or when the study and ordinance amendments, if any, are adopted.

Moved by: _____

GEHRZ _____ In Favor
GIBSON TALBOT
HUSTAD _____ Against
JACOBS
KUETTEL

Approved by: _____

Mayor
October 13, 1999
Date

Attested by: _____

City Clerk
October 13, 1999
Date

CONSENT 5
Date: 10/13/99

ITEM: Consideration of continuing a lease with the Minnesota Pollution Control Agency

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. The city council is being asked to approve a new lease with the PCA for the 100 square feet used for the agency's monitoring equipment, which measures air quality at the Snelling and Larpenteur intersection and perhaps other places. The new rate is \$1200 a year and runs through September 30, 2003. The prior rate was \$900 a year. The lease pays for the utilities. The space is available and the activity does not interfere with city activities or services. The agency has leased space in the top of the public works garage for at least fifteen years.

ATTACHMENT:

1 Lease agreement with PCA

ACTION REQUESTED:

Approve three year lease with PCA.

FY	AGENCY	FUND	ORG	APPR	REPT	OBJECT	VENDOR	AMOUNT
REG #		SOL#		CONTRACT#			ORDER#	COST CODE 5

MINNESOTA POLLUTION CONTROL AGENCY
Monitoring Equipment Site Lease Agreement

This Agreement is between City of Falcon Heights (LESSOR) and the State of Minnesota, Pollution Control Agency (LESSEE).

1. **Leased Premises.** LESSOR grants and LESSEE accepts the use of the following Leased Premises as a pollution control monitoring site in the City of Falcon Heights, Ramsey County, Minnesota: Approximately one hundred (100) square feet of useable floor space above the Forman's office at the Falcon Heights maintenance garage.
2. **Term.** This Agreement begins on October 1, 1999 and ends on September 30, 2003.
3. **Rent.** LESSEE will pay to LESSOR \$ 300.00 for each quarter, paid within 30 days of the end of each quarter.
4. **Duties of the LESSOR.** LESSOR shall provide the LESSEE with access to the Leased Premises and with electrical service to operate the monitoring equipment.
5. **Duties of the LESSEE.** LESSEE shall pay for the electricity used for the monitoring site, and shall pay for the cost of any necessary electrical equipment and its installation. LESSEE shall also:
 - a. furnish all materials and services required for its use of the Leased Premises;
 - b. maintain the Leased Premises in reasonably good condition and state of repair during its tenancy;
 - c. surrender the Leased Premises to LESSOR upon termination in the condition it was in at the start of LESSEE's tenancy, except for reasonable wear and damage by the elements; and
 - d. be responsible for any repairs to the Leased Premises caused by removal of its monitoring equipment at termination of this Agreement.
6. **Liability.** LESSEE shall be liable for injury to or loss of property or personal injury or death caused by an act or omission of any employee of LESSEE in the performance of this contract, under circumstances where LESSEE, if a private person, would be liable to the claimant, in accordance with Minn. Stat. § 3.736. Nothing in this Lease Agreement is intended to be construed as a waiver of the Tort Claims Act, Minn. Stat. § 3.736 or any other law, legislative or judicial, limiting governmental liability.
7. **Termination.** This Agreement may be terminated by either party upon giving thirty (30) days prior written notice of termination to the other party.

CONSENT 6
Date: 10/13/99

ITEM: Consideration of a proposal to resurface the tennis courts at
Community Park

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. The city council is being asked to approve a Proposal for \$4,632 from The Tennis Court Doctor for re-surfacing the tennis courts at Community Park. The city's former director of parks, recreation and public facilities highly recommends this firm. She used it on Community Park courts earlier and was satisfied; she used another firm for the hard surface at Curtiss Field and had on-going difficulties. This is a budgeted capital expense For 1999. The city engineer will monitor the quality of work before a payment is approved.

ATTACHMENT:

1 Proposal from The Tennis Court Doctor

ACTION REQUESTED:

Approve the proposal with The Tennis Court Doctor for \$4,632.

FALCON HEIGHTS PARKS
c/o CAROL KRIEGLER

AS PER OUR DISCUSSION AND MY INSPECTION OF YOUR TENNIS COURTS ON 6-2-99

RECREATIONAL SURFACERS WILL FURNISH ALL MATERIALS, LABOR AND APPLY OUR RESURFACING EXPERIENCE AND KNOW HOW TO DO THE FOLLOWING WORK ON YOUR BATTERY OF TWO TENNIS COURTS AT ROSELAWN & CLEVELAND:

1. CLEAN & SCRAPE EXISTING TENNIS COURT SURFACE
POWER WASH SURFACE AS NEEDED (7 gal / min @ 5500 psi)
ROTO-MAX NOZZLES WILL BE USED FOR SUPERIOR CLEANING
2. CLEAN & LEVEL ALL CRACKS. (acrylic binder filler)
3. PROVIDE ONE BIRD BATH APPLICATION TO LOW AREAS. THIS APPLICATION WILL HELP LESSEN THE PONDING WATER BUT WILL NOT COMPLETELY ELIMINATE THE STANDING WATER.
4. APPLY ONE ACRYLIC RESURFACER COAT OVER ENTIRE TENNIS COURT SURFACE. THIS PROCESS PROVIDES THE SURFACE UNIFORMITY & ACTS AS AN BONDING AGENT FOR SUCCESSIVE ACRYLIC COATS. THIS COAT DRIES HARDER, HOLDS MORE SAND & WILL NOT SHRINK OR PEEL AS DO ASPHALT EMULSION COATS.
5. APPLY TWO SAND FORTIFIED ACRYLIC COLOR COATS OVER ENTIRE TENNIS COURT SURFACE. THIS PROCESS PROVIDES TEXTURING VIA SILICA SAND RESULTING IN IN-DEPTH COLORING. (COLOR : RED/ GREEN)*
6. APPLY ONE ACRYLIC TOP COAT OVER ENTIRE TENNIS COURT SURFACE. THIS PROCESS PROVIDES THE SURFACES DURABILITY & LONGEVITY.
7. TAPE & HAND PAINT THE PLAYING LINES TO REGULATION.

FOR THE SUM OF:

FOUR THOUSAND SIX HUNDRED & THIRTY TWO DOLLARS (\$ 4,632.00)*

* deduct \$300 if color is all green

RECREATIONAL SURFACERS PROVIDES THE CRAFTSMANSHIP NECESSARY FOR THE PROPER INSTALLATION OF FULL ACRYLIC TENNIS COURT SURFACES. THE END RESULT IS A SUPERIOR & LONG LASTING TENNIS COURT SURFACE.

UNDER NO CIRCUMSTANCES WILL ASPHALT EMULSIONS (level master or elite fill) BE USED DUE TO THEIR UNRELIABLE NATURE (BLEED THROUGH & DELAMINATION).

RECREATIONAL SURFACERS GUARANTEE EXTENDS ONE YEAR & COVERS CHIPPING & PEELING OF THE NEWLY INSTALLED ACRYLIC COATINGS FROM THE EXISTING TENNIS COURT SURFACE. DUE TO OUR CLIMATE (freeze / thaw), STRUCTURAL CRACKS WILL RE-OPEN. THERE IS NO KNOWN METHOD TO PERMANENTLY SEAL THIS TYPE OF CRACK.

THE STANDARD EXPECTATIONS ON CRACKS & RESURFACING ARE AS FOLLOWS:

1. CRACKS FILLED WITH ACRYLIC BINDER LAST ONE WINTER THEN PIN CRACK WHAT IS RECOMMENDED BEFORE SECOND WINTER IS TO "RUBBER SEAL" CRACKS TO IMPED WATER FROM FREEZING IN THE CRACK. THIS PROCESS SHOULD BE UNDERTAKEN BEFORE EACH WINTER THERE AFTER.
2. RESURFACING IS USUALLY UNDER TAKEN EVERY 5 YEARS OR WHEN COSMETICALLY THE SURFACE LOOKS UNDESIRABLE.

PLEASE SIGN THE ABOVE PROPOSAL AND SEND IT BACK SO I CAN SCHEDULE YOUR FULL ACRYLIC SURFACING.

QUOTE GOOD TILL ~~11/11/01~~

Carol Krieger
at 10/11/01 11:11

CONSENT 7
Meeting Date: 10/13/99

ITEM : Schedule a November 3, 1999 council meeting and cancel the
 November 10, 1999 council meeting

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to meet on November 3, 1999 to ratify the local election results from November 2nd and to do other city business. The council is being asked to cancel the November 10, 1999 city council meeting.

ACTION REQUESTED: Schedule a November 3, 1999 council meeting at 7:00 P.M. and cancel the regularly scheduled November 10, 1999 council meeting.

PUBLIC HEARING

Date: 10/9/99

ITEM: Hearing the proposed city tax rate increase for pay 2000 property taxes

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTON:

Summary and action requested. The city council is holding a hearing on the proposed tax rate increase for the year 2000, which is now required by state statute. The city's proposed 2000 tax levy of \$615,904 will result in an estimated tax rate increase from 17.097% to 17.600%. The city comprises 12% to 13% of total property tax bill on a property. As of this writing, the county has not calculated the total tax rate for a home in Falcon Heights. This total tax rate will determine whether or not property owners will pay higher property taxes for 2000. The public hearing will include information on the anticipated increase in city property taxes on a single family home for pay 2000.

ACTION REQUESTED:

Presentation of tax rate information
Questions from the council
Open the public hearing
Accept questions/comments
Close public hearing

ITEM: Consideration of a proposal for the design and construction documents for a pavilion as part of the Larpenteur Avenue streetscape project

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to consider a Proposal for landscape architectural services from Barton Aschman for designing And preparing the specifications and construction documents for a pavilion In front of city hall as the final part of the city's Larpenteur Avenue streetscape project. The proposal is not to exceed \$9,850. The designer, Scott Midness, worked extensively with the city on Community Park construction and site development and Curtiss Field. The estimated cost of the pavilion is \$45,000. There are ample funds in the Larpenteur construction account to cover these costs if the council desires to include this as part of the streetscape project.

Meets goal 2. To maintain and promote the assets of the city's unique neighborhoods and tax base including commercial, residential, and open spaces for present and future generations.

Background.

The city council initially included a pavilion in front of city hall as part of the city's Larpenteur Streetscape project. However, the designs for the site were too expensive to consider pursuing (estimated cost \$90,000 to \$120,000). The council continues to be interested in this final step of the project. Therefore, the staff contacted landscape architect, Scott Midness, who has worked with the city for his ideas on this proposal. He proposes preparing a new, more simplified design that can be built within the city's budget of \$45,000.

The project needs to be bid prior to December 31, 1999. If the council decided to proceed with the proposal from Barton Aschman, staff recommends a committee of Councilmember Hustad, the administrator, the parks/public works superintendent, and, possibly, a Lions Club member, if the club is interested , meet to discuss design ideas and report back to the council.

ACTION REQUESTED:

Consider proposal for a pavilion design and construction documents from Barton Aschman for \$ 9,850 out of the Larpenteur Avenue streetscape fund.

September 29, 1999

Ms. Susan Hoyt
City Administrator
City of Falcon Heights
2077 West Larpenteur Avenue
Falcon Heights, MN 55113

Re: Professional Services Proposal for the City Hall Pavilion & South Lawn Project

Dear Ms. Hoyt:

Based upon our meeting on September 21, 1999, and per your request, Barton-Aschman Associates, Inc. hereby submits this proposal for landscape architectural design services related to the Falcon Heights City Hall Pavilion and South Lawn Project. Barton-Aschman proposes to provide the following scope of services and corresponding fee related to that effort based upon the assumptions identified below:

Assumptions

- **Project Location:** South Lawn of City Hall between Larpenteur Avenue, Prior Avenue, City Hall entrance drive, and the south parking lot.
- **Project Description:** Freestanding Pavilion structure and associated landscape improvements consistent with the City of Falcon Heights' existing "agricultural" theme. Pavilion and associated landscape improvements to serve as both a visual connection to the Larpenteur Avenue streetscape and a small gathering/meeting shelter for staff, City officials, and residents.
- **Base Map/Background Information:** Existing base map information, previous designs and studies related to the project and citywide entrance/streetscape project(s) to be supplied to the consultant by the City.
- **Project Timeline:** Complete schematic design, design development, and construction documents; bid project; award contract and appropriate funds by December 15, 1999.
- **Fee Structure:** Hourly, time and expenses basis with a not-to-exceed maximum. Fees associated with the Construction Document Phase of the project to be reevaluated upon completion of the Design Development Phase. Reevaluation shall be based upon the final direction given by the City related to the size, complexity, construction method, and budget related to the pavilion.



Scope of Services

Task 1 - Project Initiation:

- Assemble basemapping and project background information.
- Visit project location, perform drive-by of in-place entrance features, verify basemap information, and photograph site.
- Research historic farm buildings, structures, and landscapes consistent with the City theme, applicable to the design of the pavilion, and the associated landscape.
- Estimated Hours: 6 Estimated Fee: \$400

Task 2 - Schematic Design:

- Develop alternative concept designs (elevation sketches and plan views drawn by hand) based upon knowledge of the project to date and findings from the above research related to historic farm structures. Design shall include both the pavilion structure and the associated landscape improvements adjacent the structure.
- Meet with City staff and Council to discuss the pros and cons related to the concepts, and reach consensus for developing further, one or a combination of the designs for Design Development.
- Estimated Hours: 20 Estimated Fee: \$1,300

Task 3 - Design Development:

- Develop Design Development plan (elevation(s) and plan view) based upon direction given at Schematic Design meeting in Task 2. Design shall include both the pavilion structure and the associated landscape improvements adjacent the structure.
- Define materials, colors, and construction techniques associated with the above design.
- Establish preliminary cost estimates associated with the above design.
- Meet with City staff and Council to discuss the Design Development plan and reach consensus for developing Construction Documents.
- Estimated Hours: 16 Estimated Fee: \$1,100

Task 4 - Construction Documents:

- Prepare Construction Drawings and Specifications (inserted within drawings) for the pavilion and initial Phase 1 landscape improvements adjacent the structure based upon direction given at the Design Development meeting in Task 3.
- Meet with City staff to deliver the Construction Documents prior to bidding.
- Estimated Hours: 100 Estimated Fee: \$6,000

Task 5 - Bidding:

- Assist/coordinate with the City's Consulting Engineer (Howard R. Green Co.) related to bidding procedures. (Note: Proposal assumes City's Engineer to perform tasks related to bidding procedures (i.e. reproduction of plans, bid documents/forms, advertisement for bids, distribution of plans, contracts, etc.)

Ms. Susan Hoyt
September 29, 1999
Page 3

- Answer contractor questions via the telephone and/or fax related to the design plans and specifications during the bidding period.
- Coordinate with the City and City's Engineer related to the bid results and award of bid.
- Estimated Hours: 4 Estimated Fee: \$350

Task 6 - Construction Administration:

- Provide on-site construction observation as needed during construction, related to compliance with drawings and overall design intent. (Note: Proposal assumes City and City's Engineer to perform tasks related to construction administration (i.e. processing pay requests, inspection, etc.)
- Estimated Hours: 10 Estimated Fee: \$700

Barton-Aschman shall provide the scope of services identified above on an hourly, time and expenses basis, for a fee not-to-exceed \$9,850. As stated earlier, it is difficult to estimate the fee associated with the Construction Document Phase for such a project because the parameters for the final design have yet to be defined. Because the project is relatively small, a percentage-of-construction fee basis is not feasible, however, the fee stated represents our best estimate and we will make every attempt to be as efficient as possible during the entire process without sacrificing the creative aspects of the project.

Based upon our meeting and the timeframe desired, we would anticipate beginning this work as soon as possible. Therefore, your timely response to this proposal is requested. If you have any questions regarding our proposal, please call me directly at 612-370-2607. We appreciate the City asking us to assist on this exciting project and we look forward to working with the City of Falcon Heights again.

Sincerely,

BARTON-ASCHMAN ASSOCIATES, INC.



Wm. Scott Midness, ASLA
Principal Associate
16243.wsm.doc

WSM:mad

POLICY 2
Date: 10/13/99

ITEM: Consideration of city letterhead

SUBMITTED BY: Sue Gehrz, Mayor

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to discuss the desirability of changing the city letterhead to a deep green rather than the blue color now used. The dark green is in keeping with the city's logos used as part of the streetscape project and, more recently, on the new city truck. There is no cost for this.

In addition, the letterhead will be corrected to note that Falcon Heights is the home of the Minnesota State Fair and the University of Minnesota State Fair campus. The campus houses far more than the Institute of Agriculture as currently noted on city letterhead.

ACTION REQUESTED:

Discuss and direct staff on any change to the color.



CITY OF
FALCON HEIGHTS

2077 W. LARPEUR AVENUE FALCON HEIGHTS, MN 55113-5594 PHONE (651) 644-5050 FAX (651) 644-8675

SAINT PAUL CAMPUS

HOME OF THE MINNESOTA STATE FAIR AND THE U OF M INSTITUTE OF AGRICULTURE



PRINTED ON RECYCLED PAPER

POLICY 3
Date: 10/13/99

ITEM: Consideration of televising the planning commission meetings

SUBMITTED BY: Sue Gehrz, Mayor

EXPLANATION /DESCRIPTION:

Summary and action requested. Mayor Gehrz is requesting the council to approve televising regular planning commission meetings as a way to keep the community informed about land use issues. The meetings are held about every two months (depending upon whether or not there is business). The cost would be about \$50 a meeting, if all aspects of televising are included. Televising meetings would be handled like the council meetings and would not eliminate the planning commission from holding more informal workshops on issues that were not ready for a regular meeting. The communications budget would cover this expense. The city currently televises several types of special meetings or events throughout the year.

ACTION REQUESTED:

Discuss and direct the staff on televising planning commission meetings.

ITEM: Presentation of a staffing plan and compensation

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. The council will be asked to consider a staffing model with changed compensation for the staff with the departure of Carol Kriegler, the director of parks, recreation and public facilities. The staffing plan will include:

- New position Community planner/administrative aid (full time; starting immediately)
- New position: Recreation Director (10% to 15% time; after January 1)
- Promotion: Parks and Public Works Facilities Director from Parks Public Works Superintendent (effective October 1)
- Promotion: Executive Secretary/Deputy Clerk from Executive Secretary (effective October 15) will add deputy Clerk and additional responsibilities to this position

Review of two current positions for consistency w. other cities:

Accountant
Maintenance Worker

ACTION REQUESTED:

The administrator will present the proposed staffing plan and compensation to the council for review and approval if it is completed by October 13, 1999. However, time constraints may delay this action until the November 4 meeting. If so, a preliminary discussion on the direction being recommended will be given by the administrator.

On Friday, October 29, 1999 at about 8 PM the city council of Falcon Heights will be gathering at the Outback Steakhouse for a social event honoring the two outgoing councilmembers, Sam Jacobs and Jan Gibson Talbot. This gathering is purely social, will not involve city business and does not constitute a city meeting.



S Hoyt

C: Post *COM HALL*
Roger Knutson, City ~~Administrator~~ *Attorney*
Council Mayor