

CITY OF FALCON HEIGHTS
Regular Meeting/Workshop of the City Council
City Hall
2077 W. Larpenteur Ave.

June 9, 1999
AGENDA

- A. CALL TO ORDER: 6 p.m.
- B. ROLL CALL: GEHRZ ____ GIBSON TALBOT ____ HUSTAD ____
 JACOBS ____ KUETTEL ____ HOYT ____
 ATTORNEY ____ ENGINEER ____
- C. COMMUNITY FORUM:
- D. APPROVAL OF MINUTES: May 26, 1999
- E. PUBLIC HEARING: None
- F. CONSENT AGENDA:
1. General Disbursements through 6/4/99, \$66,650.41
Payroll, 5/16/99 to 5/31/99, \$10,830.51
 2. Licenses
 3. Request to contract with Ehlers financial advisors for TIF reporting
 4. Request to the Metropolitan Council to extend the city's comprehensive plan deadline
 5. Request to approve job descriptions for the positions of executive secretary and elections administrator
 6. Response to request from the Capitol Region Watershed District (CRWD) regarding the Troutbrook stormwater interceptor
- G. POLICY AGENDA:
1. Consideration of an interim ordinance 99-04 temporarily prohibiting the issuance of building permits, subdivision approval and zoning controls for colleges, academies and schools in the B-1, B-2 and B-3 zone
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN TO WORKSHOP

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- C. COMMUNITY FORUM:
- D. APPROVAL OF MINUTES: May 26, 1999 (Tab #1)
- E. PUBLIC HEARING: None
- F. CONSENT AGENDA:
 - 1. General Disbursements through 6/4/99, \$66,650.41
Payroll, 5/16/99 to 5/31/99, \$10,830.51 (Tab #2)
 - 2. Licenses (Tab #3)
 - 3. Request to contract with Ehlers financial advisors for TIF reporting (Tab #4)
 - 4. Request to the Metropolitan Council to extend the city's comprehensive plan deadline (Tab #5)
 - 5. Request to approve job descriptions for the positions of executive secretary and elections administrator (Tab #6)
 - 6. Response to request from the Capitol Region Watershed District (CRWD) regarding the Troutbrook stormwater interceptor (Tab #7)
- G. POLICY AGENDA:
 - 1. Consideration of an interim ordinance 99-04 temporarily prohibiting the issuance of building permits, subdivision approval and zoning controls for colleges, academies and schools in the B-1, B-2, and B-3 zone. (Tab #8)
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN TO WORKSHOP

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CITY OF FALCON HEIGHTS
REGULAR CITY COUNCIL MEETING
MINUTES OF MAY 26, 1999

The meeting was called to order at 7:00 P.M. by Mayor Gehrz.

PRESENT: Gehrz, Gibson Talbot, Hustad, Jacobs, Kuettel, Administrator
Hoyt

COMMUNITY FORUM:

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

MINUTES OF MAY 12, 1999

Minutes were approved by unanimous consent.

PRESENTATION:

Mayor Gehrz recognized Ms. Katie Jo Kuhens, 1747 Holton Street, for achieving the Girl Scout Silver Award and Ms. Molly St. George of 1660 Maple Knoll for achieving the Girl Scout Gold Award. Mayor Gehrz also recognized Mr. Jason Ciernia for achieving the Gavel Club Youth Leadership Award.

CONSENT AGENDA:

Councilmember Hustad moved approval of the following consent agenda. The motion passed unanimously.

1. General disbursements and payroll
2. Consideration of hiring Kathy Ciernia as Election Coordinator

POLICY AGENDA:

Consideration of a position statement on future changes on the St. Paul campus.

Councilmembers reviewed a draft position statement regarding the city's land use planning expectations from the University of Minnesota prepared by consulting planner, John Shardlow, and city administrator, Susan Hoyt. Councilmember Jacobs moved to adopt the position statement as revised by the city council for the Mayor to present at the University Community Land Use Planning Task Force on May 27, 1999. The motion passed unanimously.

Receipt of the 1998 Annual Financial Report.

The city auditor, Jennifer Thienes, of Kern, DeWenter and Viere summarized the city's 1998 annual financial report. She reported that all funds were in excellent status at the end of 1998 except for the city's rescue fund, which is an enterprise fund that is experiencing a substantial loss. She said that if the trend in the fund continued, it would likely need to rely on other city funding sources to operate by the end of 2000. Councilmember Kuettel moved acceptance of the 1998 annual financial report. The motion passed unanimously.

Consideration of resolution 99-15 authorizing the issuance and awarding the sale of the \$1,580,000 in general obligation bonds 1999A.

The city's financial consultant, Sharon Klumpp of Springsted, reported on the sale of \$1,580,000 in general obligation bonds that day to finance the 1999 public improvement project in the northeast quadrant. Ms. Klumpp reviewed the city's A1 bond rating from Moody's. She reported that the interest rate on the bond sale was 4.4089%. Councilmember Talbot moved resolution 99-15 accepting the issuance and awarding the sale of the bonds. The motion passed unanimously.

Establish interest rate for the assessments on the 1999 street improvement project.

City Administrator, Susan Hoyt, explained the city's policy is to charge interest 2% over the cost of the bond issue to the city to recapture the financial costs to the city for borrowing money for a rate of 6.4%. She explained that the city had informed property owners being assessed that the interest would be 7%. Councilmember Kuettel moved a 6.4% interest on the assessment rate for the 1999 street improvement project. The motion passed unanimously.

Update on the results of the 1999 legislative session.

Administrator Hoyt summarized some of the key points from the 1999 legislative session including the continuation of levy limits for 2000.

Announcements followed.

Mayor Gehrz adjourned the meeting at 8:40 P.M.

Respectfully submitted,

Susan Hoyt
Recording Secretary

CONSENT 1
Meeting Date: 6/9/99

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Roland Olson, City Accountant

EXPLANATION/SUMMARY:

1. General disbursements through June 4, 1999, \$66,650.41
2. Payroll, 5/16/99 to 5/31/99, \$10,830.51

ACTION REQUESTED: Approval

APPROVAL OF BILLS
PERIOD ENDING: 06-04-99

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
37619	NATIONAL LEAGUE OF CITIES	REGIS-KUETTEL WASHD.C.	LEGISLAT	335.00
		*** TOTAL FOR DEPT 11		335.00
	AMERICAN OFFICE PRODUCTS	INK JET PAPER & PADS	ADMINIST	28.87
37623	MN DEPARTMENT OF REVENUE	5/99 STATE WITHHOLDINGS	ADMINIST	786.86
	NCPERS GROUP LIFE INS	5/99 PHILLIPS	ADMINIST	12.00
	OFFICE MAX CREDIT PLAN	PRINTMASTER SOFTWARE	ADMINIST	53.24
37622	PERA	5/31 PERA WITHHOLDINGS	ADMINIST	1,325.04
37620	TAFF, SUSAN HOYT	REIMB SENSIBLE LAND CONF	ADMINIST	30.00
	TAFF, SUSAN HOYT	6/99 AUTO ALLOWANCE	ADMINIST	250.00
37621	COMPUTER MANAGEMENT SVCS	SOFTWARE MAINT SUPPORT	ADMINIST	1,372.62
		*** TOTAL FOR DEPT 12		3,858.63
	KERN, DEWENTER, VIERE LTD	BALANCE OF 98 AUDIT FEE	FINANCE	4,225.00
		*** TOTAL FOR DEPT 13		4,225.00
	BLOMBERG PHARMACY	FILM FOR 50TH	COMMUNIC	4.57
	JIM ECKBERG	50TH B-DAY BAND	COMMUNIC	300.00
	KNOX LUMBER CO.	MAGNETIC TAPE FOR PARADE	COMMUNIC	19.85
	SUBURBAN HARDWARE	MAGNETIC TAPE	COMMUNIC	3.08
		*** TOTAL FOR DEPT 16		327.50
	NSP	CIVIL DEFENSE SIREN ELEC EMERGENC		6.28
		*** TOTAL FOR DEPT 21		6.28
	ST. ANTHONY VILLAGE	6/99 POLICE SVCS	POLICE	31,792.25
		*** TOTAL FOR DEPT 22		31,792.25
	HUGHES & COSTELLO	6/99 PROSECUTIONS	PROSECUT	2,336.50
		*** TOTAL FOR DEPT 23		2,336.50
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING	FIRE FIG	44.85
	EMERGENCY APPARATUS MAINT	REPAIR DOOR WINDOW 753	FIRE FIG	248.44
	FIRE ENGINEERING	SUBSCRIPTION	FIRE FIG	24.95
	MN-RIVERLAND COMM COLLEGE	FIRE SCHOOL- MARY RIGNEY	FIRE FIG	70.00
	MN STATE FIRE CHIEF ASSOC	P.A.C.E. CAR	FIRE FIG	45.00
37624	SUPERAMERICA	FUEL FOR FIRE TRKS	FIRE FIG	70.02
		*** TOTAL FOR DEPT 24		503.26
	COLONIAL INSURANCE	5/99 IVERSON	FIRE PRE	36.45
	NCPERS GROUP LIFE INS	5/99 IVERSON	FIRE PRE	12.00
		*** TOTAL FOR DEPT 25		48.45
	BOARD OF WATER COMMISSNRS	WATER	CITY HAL	72.38
	BOARD OF WATER COMMISSNRS	SS CITY HALL	CITY HAL	41.30
	GLENWOOD INGLEWOOD	MONTHLY COOLER RENTAL	CITY HAL	9.00
	KNOX LUMBER CO.	2 UTILITY KNIFES/FLOURES	CITY HAL	24.16
	MCI WORLDCOM RES SVC	LONG DISTANCE	CITY HAL	7.25
	MCI WORLDCOM RES SVC	LONG DISTANCE CHRGS	CITY HAL	24.22
		*** TOTAL FOR DEPT 31		178.31
	KNOX LUMBER CO.	BLACK TOP PATCH	STREETS	31.07
	KNOX LUMBER CO.	BLACKTOP PATCH	STREETS	30.93

APPROVAL OF BILLS
 PERIOD ENDING: 06-04-99

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	LINDERS GREENHOUSES	PLANTS	STREETS	162.95
	LINDERS GREENHOUSES	PLANTS	STREETS	233.92
	LINDERS GREENHOUSES	SOD	STREETS	51.10
	SUBURBAN HARDWARE	DECK SOIL KNIFE	STREETS	21.28
37624	SUPERAMERICA	FUEL FOR TRKS,MOWERS	STREETS	144.23
	*** TOTAL FOR DEPT 32			675.48
	HOWARD R GREEN COMPANY	F.H. GENERAL SVCS	ENGINEER	110.00
	HOWARD R GREEN COMPANY	SIDEWALK IMPROVEMENTS	ENGINEER	354.55
	HOWARD R GREEN COMPANY	LINDIG STREET ISSUES	ENGINEER	150.00
	*** TOTAL FOR DEPT 33			614.55
	BOARD OF WATER COMMISSNRS	WATER	PARK & R	5.77
	BOARD OF WATER COMMISSNRS	SS PARKS	PARK & R	11.67
	GIBBS LAWN, INC.	PRE-EMERGENT,BROADLEAF,F	PARK & R	668.39
	ICMA RETIREMENT TRUST 457	5/99 TRETSVEN	PARK & R	100.00
	ICMA RETIREMENT TRUST 457	5/99 MAERTZ	PARK & R	100.00
	KNOX LUMBER CO.	32 GALLON TRASH CAN/TIES	PARK & R	45.29
	LITTLE TIKES COMMERCIAL	REPAIR TRACK RIDE CARE	PARK & R	270.45
	MN RECREATION/PARK ASSOC.	99 HAZARD TREE WORKSHOP	PARK & R	40.00
	NSP	PROTECTIVE LIGHING CMMPK	PARK & R	22.41
	NORTH HGHTS HARDWARE HANK	2 WEED WHIP HEADS	PARK & R	53.23
	RENT ALL MINNESOTA INC	RENTAL OF TILLER	PARK & R	63.40
	SUBURBAN HARDWARE	EXTENSION CORD	PARK & R	74.52
	SUBURBAN HARDWARE	STIHL TRIMMER & BLADES	PARK & R	154.89
	USWEST COMMUNICATIONS	TELEPHONE TO 5/22/99	PARK & R	57.76
	*** TOTAL FOR DEPT 41			1,667.78
	E-Z RECYCLING, INC.	5/99 RECYCLING	SOLID WA	2,559.40
	*** TOTAL FOR DEPT 56			2,559.40
	SPRINGSTED	TIF DIST CASH FLOW ANALY 93 IMPRO		1,235.76
	*** TOTAL FOR DEPT 57			1,235.76
	SPRINGSTED	TIF DIST CASH FLOW ANALY 93 TIF R		1,235.76
	*** TOTAL FOR DEPT 59			1,235.76
	ONE HOUR ROSEVILLE PHOTO	8X10 PHOTOS FOR DISPLAY	GENERAL	24.86
	*** TOTAL FOR DEPT 63			24.86
37624	SUPERAMERICA	FUEL FOR AMBULANCE	RESCUE S	27.79
	*** TOTAL FOR DEPT 76			27.79
	BAILEY NURSERIES INC	PLANTS FOR CITY SIGNS	LARPENTE	607.05
	RENT ALL MINNESOTA INC	TILLER RENTAL FOR PLANTN	LARPENTE	63.40
	*** TOTAL FOR DEPT 82			670.45
	BERNARDY, CONNIE LANNERS	PROF SVC JUNE 1-15	MCAD	1,227.13
	*** TOTAL FOR DEPT 84			1,227.13
	CITY OF ST PAUL	RELOCATE&REPLACE HYDRNTS	NE QUAD	4,025.18
	HOWARD R GREEN COMPANY	NE QUAD STREET PROJECT	NE QUAD	9,075.09
	*** TOTAL FOR DEPT 86			13,100.27

APPROVAL OF BILLS
PERIOD ENDING: 06-04-99

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
		*** TOTAL FOR BANK 01		66,650.41
		*** GRAND TOTAL ***		66,650.41

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	5 27 99	6 SUSAN GEHRZ	29435	286.06
COM	5 27 99	8 SAM JACOBS	29436	277.05
COM	5 27 99	10 JAN GIBSON TALBOT	29437	200.00
COM	5 27 99	11 JOHN HUSTAD	29438	277.05
COM	5 27 99	12 LAURA A. KUETTEL	29439	277.05
COM	5 27 99	35 LEO LINDIG	29440	63.66
COM	5 27 99	40 KEVIN ANDERSON	29441	116.75
COM	5 27 99	42 MICHAEL D. CLARKIN	29442	228.45
COM	5 27 99	60 TERRY D. IVERSON	29443	29.56
COM	5 27 99	63 RACHELLE L. MARVIN	29444	59.31
COM	5 27 99	70 JUSTIN T. NOVAK	29445	46.17
COM	5 27 99	74 MARK J. ALLEN	29446	46.17
COM	5 27 99	75 JOSEPH P. KRAJEWSKI	29447	36.17
COM	5 27 99	1002 SUSAN HOYT TAFF	29448	1389.02
COM	5 27 99	1003 TERRY IVERSON	29449	1050.31
COM	5 27 99	1005 CAROL KRIEGLER	29450	970.00
COM	5 27 99	1007 PATRICIA PHILLIPS	29451	1471.25
COM	5 27 99	1013 WILLIAM MAERTZ	29452	1073.09
COM	5 27 99	1026 JASON CIERNIA	29453	78.96
COM	5 27 99	1033 DAVE TRETSEVEN	29454	837.92
COM	5 27 99	1103 DIANE MEYER	29455	577.74
COM	5 27 99	1136 ROLAND O. OLSON	29456	845.66
COM	5 27 99	1148 RACHAEL J SEVERSON	29457	290.13
COM	5 27 99	1168 RYAN P. LAVELLE	29458	302.98

COMPUTER CHECKS	10830.51
MANUAL CHECKS	.00
NOTICES OF DEPOSIT	.00

****TOTALS**** 10830.51

CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA

ORDINANCE NO. 99-04

**AN INTERIM ORDINANCE TEMPORARILY PROHIBITING THE
ISSUANCE OF BUILDING PERMITS, SUBDIVISION APPROVAL,
AND ZONING APPROVALS FOR COLLEGES, ACADEMIES, AND
SCHOOLS IN THE B-1, B-2, AND B-3 ZONING DISTRICTS**

THE CITY COUNCIL OF FALCON HEIGHTS ORDAINS:

SECTION 1. DEFINITIONS: The following terms when used in this ordinance shall mean:

- ACADEMY:** A public or private secondary or college preparatory school.
- COLLEGE:** An educational institution that awards baccalaureate or higher degrees.
- OFFICIAL CONTROLS:** Ordinances and regulations which control physical development, including ordinances establishing zoning, subdivision controls, site plan regulations, sanitary codes, building codes, and official maps.
- SCHOOL:** An educational institution which meets state requirements for elementary, secondary or higher education.
- SUBDIVISION:** The separation of an area, parcel, or tract of land under single ownership into two or more parcels, tracts, lots, or long-term leasehold interests where the creation of the leasehold interest necessitates the creation of streets, roads, or alleys, for residential, commercial, industrial, or other use or any combination thereof, except those separations:
 - A. Where all the resulting parcels, tracts, lots, or interests will be 20 acres or larger in size and 500 feet in width for residential uses and five acres or larger in size for commercial and industrial uses;
 - B. Creating cemetery lots;
 - C. Resulting from court orders, or the adjustment of a lot line by the relocation of a common boundary.
- ZONING APPROVALS:** Rezoning, land use guide plan changes, conditional use permits, interim use permits, variances, site plan approval, planned unit development approval.

SECTION 2. INTENT: It is the intent of this ordinance to allow the City of Falcon Heights time to complete an in-depth study concerning changes in official controls in the B-1, B-2, and B-3 zoning districts, and in the interim to protect the planning process and the health, safety, and welfare of the citizens of the community.

SECTION 3. TEMPORARY PROHIBITION: Pending the completion of the above referenced study and the adoption of appropriate official controls, no building permits, subdivision or zoning approvals shall be processed or approved and no application for such approvals shall be accepted and no new use or development shall be allowed for colleges, academies, and schools in the B-1, B-2, and B-3 zoning districts.

SECTION 4. EXEMPTION: This ordinance shall not apply to the following:

Final plan approval of a subdivision that has been given preliminary approval prior to the effective date of this ordinance.

SECTION 2. EFFECTIVE DATE: This ordinance shall take effect from and after its passage and publication and shall remain in effect until the date of the adoption of the official controls contemplated hereunder or January 1, 2000, whichever occurs first.

ADOPTED this _____ day of _____, 1999, by the City Council of Falcon Heights.

CITY OF FALCON HEIGHTS

BY: _____
Sue Gehrz, Mayor

ATTEST:

Susan Hoyt, City Clerk

WORKSHOP
Date: 6/9/99

1. Presentation of the current staffing plan
2. Discussion of 1999 legislative action and potential budget impacts
3. Additional items as needed

CONSENT 2
Meeting Date: 6/9/99

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Pat Phillips, Licensing Coordinator

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

MECHANICAL CONTRACTOR

Janecky Plumbing Inc. #99-529

TREE TRIMMING/TREATING/REMOVING

Twin City Tree Service #99-530

Pohl's Tree Service #99-531

ACTION REQUESTED: Approval

CONSENT 3
Date: 6/9/99

ITEM: Request to contract with Ehlers financial advisors
for TIF reporting

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to approve an expenditure to have the city's 1998 State Auditor Tax Increment Report prepared by a consultant this year rather than by the city staff as it has been done in the past. The expected cost will be between \$2,000 and \$4,000 (final figure is being calculated now by the consultant.) This request is being made because the reporting format is becoming more and more complicated, which requires at least 80 plus hours of work by the administrator and an additional 20 hours by the accountant. In addition, these reports are extremely important. Many cities are being audited by the State Auditor. If violations in TIF law are found, the county can prosecute the city. It will be helpful to have a consultant, who is trained in this, review the city's past reports and prepare the new one so the consultant can respond to questions that might arise from the auditor. Ehlers is recommended for this task because the firm set up the original TIF districts for the city and is familiar with the long term history. The city has only two active TIF districts remaining.

ACTION REQUESTED:

Approve the expenditure between \$2,000 and \$4,000 to prepare the city's annual TIF report and to review the prior year reports. This is an eligible TIF administrative expense.

CONSENT 4
Date: 6/9/99

ITEM: Request to the Metropolitan Council to extend the city's comprehensive plan deadline

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to formally extend the deadline for the city's comprehensive plan update to the Metropolitan Council until June, 2000. The city made this request but was told that the council was not agreeing to extensions beyond June, 1999. However, the staff working with the city said an extension beyond this date would likely not be a problem because of the city's fully developed nature and unique university/community planning process. The city staff will be discussing the possibility of budgeting for a total comprehensive plan update in the year 2000 with the city council.

ACTION REQUESTED:

Approve the request to extend the deadline for the city's comprehensive plan update to June, 2000.

CONSENT 5
Date: 6/9/99

ITEM: Request to approve job descriptions for the positions
of executive secretary and elections administrator

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to approve the
job descriptions for the positions of executive secretary and elections
administrator.

ATTACHMENTS:

- 1 Executive Secretary
- 2 Elections Administrator

ACTION REQUESTED:

Approve the job descriptions for executive secretary and elections
administrator.

April, 1999
Job Description
EXECUTIVE SECRETARY

Reports to: City Administrator

Type: Hourly, non-exempt; full time

Primary objective:

Provides a broad range of secretarial duties including administrative activities and secretarial support to the city administrator and other staff members in a wide variety of areas. Receives and provides information to the public. All is done under minimal supervision.

Job responsibilities:

- First resource to answer telephones and covering front desk
- Takes applications for permits, recreation programming, reservations of city facilities.
- Coordinates newsletter materials and prepares them for giving to the printer.
- Word processes memorandums, reports, correspondence for the staff.
- Prepares miscellaneous routine reports
- Answers questions on assessments and maintains the assessment files.
- Maintains, organizes and updates the city's files
- Keeps minutes from meetings and documents of city records
- Updates the city codes and administrative manual
- Receipts in money
- Works with the city accountant to send out appropriate invoices on a monthly basis.
- Updates the city calendar and information line.
- Updates, keeps track of and mails out new resident information prepares
- Attends meetings as the minute taker upon the request of the administrator
- Notifies, renews and distributes parking permits for resident permit parking, temporary parking and State Fair parking

- Assigns the council agenda and other items are put on the website and / or cable monitor
- Arranges for back-up assistance and substitute when needed in consultation with the city administrator
- Assists with the preparation of the annual budget as needed
- Carries out licensing of city businesses
- Keeps the front desk area neat and orderly
- Anticipates and seeks out information from the appropriate parties that the public needs access too and the city can help provide
- Performs other duties as assigned

Minimal qualifications:

- Ability to operate a personal computer including word processing, spread sheets using word, excel and internet.
- Ability to write and edit
- Ability to manage and prioritize a variety of tasks
- Ability to communicate effectively both orally and in writing
- Ability to maintain and enhance effective working relationships
- Willingness to initiate and follow-through on communication with the public
- 5 years as secretary in an environment dealing with the public

Desirable qualifications:

- Experience in city government

Physical skills:

- Ability to communicate verbally in person and over the telephone
- Ability to get around the office
- Ability to use a personal computer and office equipment

May, 1999
Job Description
ELECTION ADMINISTRATOR

Reports to: City Administrator

Type of position: Hourly, non-exempt

Job Duties:

Overall responsibility for organizing and implementing city, county, school board, state and national elections that are required by state statute to be held by the city.

Duties include all aspects of managing, implementing and completing the local, state and federal election process. These are some :

- staying abreast of election law and requirements
- working with the Secretary of State's Office and the County election staff to follow through on elections
- initiating the proper notifications and published notices for elections
- oversee absentee voting including training city staff in taking absentee ballots and answering questions
- oversees ballot preparation
- oversees election machine preparedness
- recommend election judges for hiring
- training election judges
- informing city staff about election activities
- providing citizens' information on the election process including information in the city newsletter
- preparing polling places for election days
- managing the election on election day at the precincts
- follow-up to election process including tally from election
- Other duties as required in successfully carrying out the election process
- Other duties as assigned by the city administrator

Pay rate: \$15.00 per hour

ELECTION ADMINISTRATOR

page 2

Minimal qualifications:

- Understanding and appreciation for the role of elections in government
- Ability to organize information and follow instructions.
- Ability to work independently.
- Ability to initiate activities associated with the election.
- Ability to train people on election requirements.
- Ability to read and write detailed instructions.
- Ability to verbally communicate.
- Ability to get to and from polling places and election training sessions.
- Ability to work with machines.

Desirable qualifications:

- Experience serving as an election judge
- Experience studying or monitoring the election process for a civic organization or a political party

CONSENT 6
Date: 6/9/99

ITEM: Response to request from the Capitol Region Watershed District (CRWD) regarding the Troutbrook stormwater interceptor

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION / DESCRIPTION:

Summary and action requested. The council is being asked to respond to a request from the CRWD, the recently created watershed district covering most of the city, about the city's interest in the Troutbrook stormwater interceptor. The administrator relied on the city council's extensive review of this issue from a year ago to compile the direction in the draft letter. The attached letter reiterates the city's belief that the CRWD was supported by Falcon Heights, in a large part, as a way to deal with the management of the Troutbrook interceptor. The letter clarifies that the city expects the CRWD to deal with managing the Troutbrook, but does not specify how to do it since the CRWD Board was appointed for the purpose of making these decisions. The interceptor, currently owned by the Metropolitan Council, was planned as a turnback through a Joint Powers Agreement with Maplewood, Roseville, St. Paul and Falcon Heights. (The Metropolitan Council cannot own and operate stormwater facilities.) However, Roseville did not agree with the funding formula for this agreement. Given this stalemate, the cities agreed to organize a CRWD that governs the area to manage this resource similar to the Beltline interceptor being managed by the Ramsey Washington Watershed.

ATTACHMENTS:

- 1 Letter from Ms. Deneen, President of the CRWD Board of Managers
- 2 Draft letter

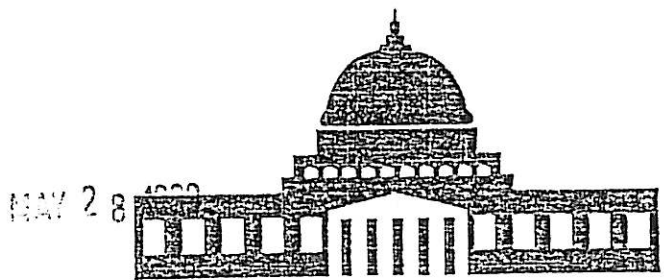
ACTION REQUESTED:

Review
Discuss if needed
Approve letter or its revision

Capitol Region Watershed District

2015 Rice Street
Roseville, MN 55113-6814

Phone 651-488-1476 ext. 14
FAX 651-488-3478



May 20, 1999

Honorable Sue Gehrz,
Mayor of Falcon Heights
2285 Folwell Ave.
Falcon Heights, MN 55108

Dear Mayor Gehrz:

As part of its comprehensive watershed management planning efforts, the Capitol Region Watershed District (CRWD) Board of Managers is evaluating its potential role in the ownership and operation of the Trout Brook Interceptor. Based on background information obtained at the CRWD's April 1, 1999 Trout Brook Interceptor Issue Forum, we understand that your city has an interest in this issue.

In order for the CRWD Board to fully understand this water resource management issue, it is extremely important that the City of Falcon Heights inform the CRWD Board of Managers of its expectations for the management of this resource. We would appreciate your City's formal comments on this issue by July 1, 1999.

If you have any questions, please contact either Terry Noonan, Ramsey County Public Works (482-5230) or Tom Petersen (Ramsey Soil and Water Conservation District (488-1476 ex. 11).

Sincerely,

Marylyn Deneen,
President of the CRWD Board of Managers

cc. City Manager
City Engineer

DRAFT

9 June 1999

Ms. Marylyn Deneen
President
CRWD Board of Managers
2015 Rice Street
Roseville, Minnesota 55113

RE: Troutbrook Interceptor

Dear President Deneen:

Thank you for your letter asking about Falcon Heights interest in the Troutbrook Interceptor turnback from the Metropolitan Council. You are accurate in stating that the city does have an interest in this issue since the Troutbrook interceptor serves a portion of our community. In fact, the city found the concept of a watershed district preferable to the former water management organization (WMO), in part, because the ownership and management of the Troutbrook interceptor was not being adequately addressed in the WMO forum. The city believed that a watershed could more efficiently deal with the Troutbrook interceptor.

As you are well aware from the information provided to you, Falcon Heights participated in discussions with the Metropolitan Council, St. Paul and Roseville about the turnback of the Troutbrook interceptor since it is not in the Metropolitan Council's purview to own and operate stormsewer facilities. Although it is clear that there are unresolved issues surrounding some outstanding debt and on-going maintenance costs of the Troutbrook, the city was, and remains, confident that the Capitol Region Watershed Board will be able to lead this area on this issue to the benefit of all involved. By having the Capitol Region Watershed manage this facility, there will be no need to

create another organization through a joint powers agreement to manage the stormwater facility.

Again, thank you for contacting Falcon Heights about this issue. Good luck as you pursue the best way to deal with this stormwater facility that jointly serves four communities.

Sincerely yours,

Sue Gehrz
Mayor

POLICY 1

Date: 6/9/99

ITEM: Consideration of an interim ordinance 99-04 temporarily prohibiting the issuance of building permits, subdivision approval and zoning controls for colleges, academies and schools in the B-1, B-2 and B-3 zone

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: Roger Knutson, City Attorney

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to approve a six month moratorium on allowing schools, colleges or academies from locating in the city's business zones until further study can be done on the appropriateness of this use in the B-2 zone (Hewlett, Hermes, Office buildings north of city hall) and a clear definition of the type of school that is intended in the B-3 zone (Snelling/Larpenteur). Schools are not permitted in the B-1 zone (Blomberg, SuperAmerica, Thatcher, One-Hour). This will be done as part of a routine update of the definition of uses in the city's business zones currently underway by the planning commission.

Goal 2: To maintain and promote the assets of the city's unique neighborhoods including commercial, residential and open space uses for present and future generations

Background.

- B-2 zone (Office buildings north of city hall, Hewlett Packard, Hermes)

Schools, academies and colleges are conditional uses in the B-2 zone. This use remains in the city code, in part, because the Stratford office buildings were originally designed as a six building college campus. The project never came to fruition resulting in two office buildings without the access and parking that was originally anticipated. When the Metro Area Deaf School requested a conditional use permit for 14 students in one of these buildings, the request could be accommodated. It also

demonstrated that the area is limited in access and parking and play space for school children. The other B-2 commercial uses include Hermes and Hewlett Packard, which are located on a busy street. Therefore, it is prudent to review this in the B-2 zone.

- B-3 Zone

Schools of art, dance, and photography are permitted in the B-3 zone, the commercial center along Snelling and Larpenteur. This use is to include small retail storefront schools like the Midwest School for Dance in the Falcon Crossing building.

Due to recent requests for possible charter school facilities in the city's B- 3 community business district, which is not a permitted or conditional use under the zoning code. This commercial center of the city is appropriately zoned for commercial use. However, it seems prudent to review the zoning to make sure that the type of school that is intended to be a permitted use, small retail storefront type of school, is appropriately defined in the code.

- Finally, State Statute 462.351 Municipal Planning and Development; Statement of Policy states that a secure tax base is one of the outcomes of careful municipal planning. Given that about 40% of the city's market value is in institutional educational property including the U of M and Gibbs Museum, it is prudent to understand this outcome of good planning in the context of revisiting the zoning for schools.

Statute 462.351. . . . Municipal planning will assist in developing lands more wisely to serve citizens more effectively, will make the provision of public services less costly and will achieve a more secure tax base. It is the purpose of sections 562.351 to 462.364 to provide municipalities, in a single body of law, with the necessary powers and a uniform procedure for adequately conducting and implementing municipal planning.

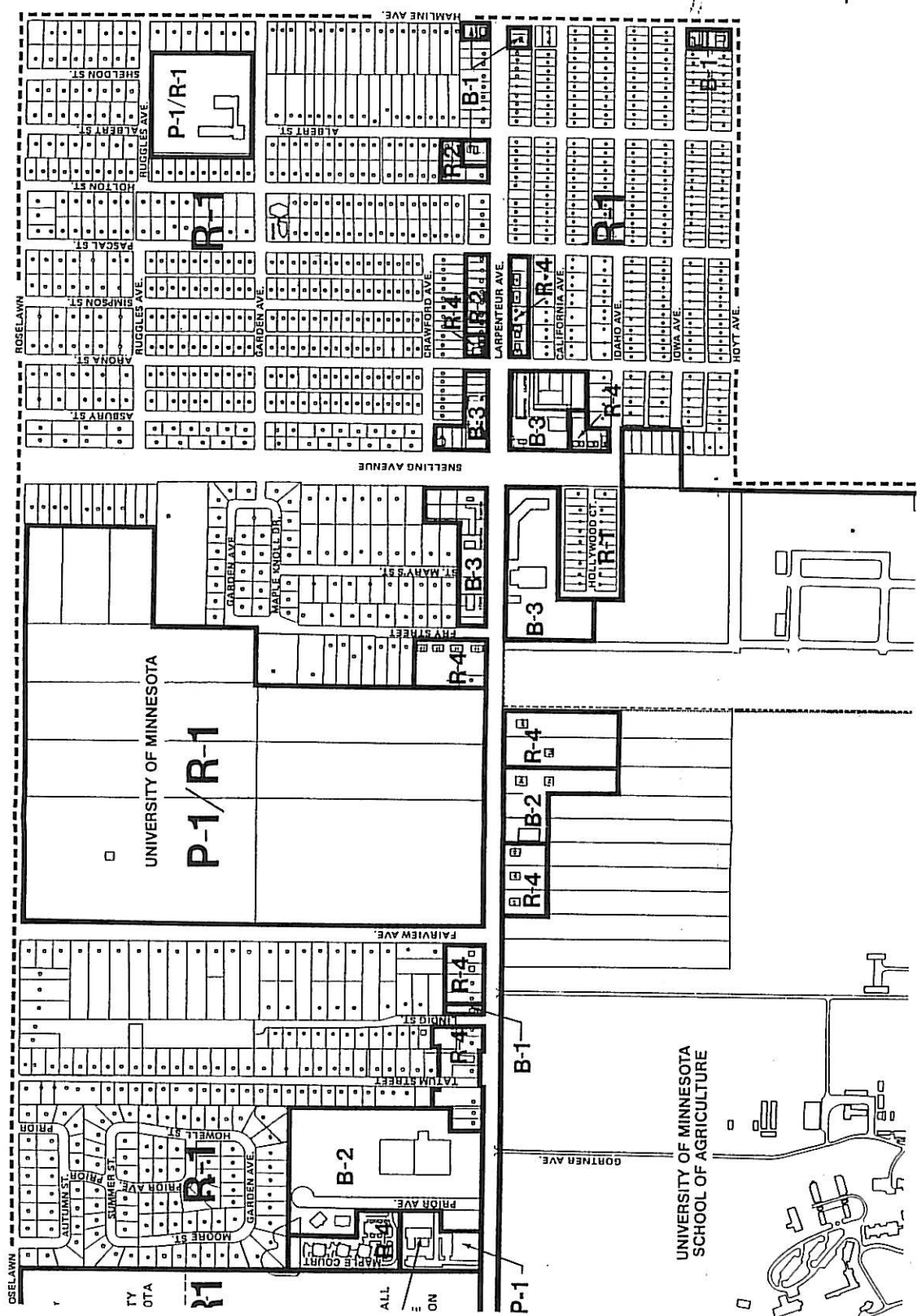
ATTACHMENTS:

- 1 Map of business zones
- 2 Zoning code for B-2 and B-3 permitted/conditional uses

- 3 Interim ordinance 99-04 temporarily prohibiting the issuance of building permits, subdivision approval and zoning approvals for colleges, etc.

ACTION REQUESTED:

- Report from city administrator
- Discussion
- Consider moratorium and adopt ordinance 99-04, if desired



MAP OF BUSINESS ZONES

LARPELTEUR
 EAST
 ↑

6/99

9.01

PART 9. "B-2", LIMITED BUSINESS DISTRICT

9-9.01 "B-2", Limited Business District

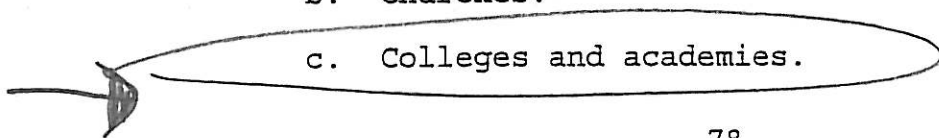
Subdivision 1. Purpose and Intent. The primary purpose of the limited business district is to provide for office and limited service, employment and institutional uses which are freestanding in nature, require larger sites and are or can be made to be compatible with adjacent land uses. It is also intended to accommodate certain existing businesses for the purpose of maintaining them as conforming uses. Except where current retail or wholesale businesses are specifically listed, the limited business district is not intended to accommodate retail or wholesale businesses. The district is designed to minimize the blighting influence on the surrounding residential neighborhoods by limiting and controlling the uses that are permitted.

Subdivision 2. Permitted Uses. No structure or land shall be used except for the following uses:

- a. Financial institutions with hours open to the public from 8 a.m. to 6 p.m. Monday-Friday and 8 a.m. to noon on Saturdays. An automatic teller machine may operate for 24 hours a day.
- b. Medical offices and clinics.
- c. Offices, business and professional.
- d. Publicly owned and operated buildings and uses provided there shall be no unscreened outdoor storage of materials, supplies or equipment or trucks and trailers exceeding a capacity of one and one-half (1 1/2) tons.

Subdivision 3. Conditional Uses. The following uses are permitted subject to the issuance of a conditional use permit (C.U.P.):

- a. Bank drive-in facilities as an accessory use to a financial institution, with hours open to the public identified in the conditional use permit.
- b. Churches.
- c. Colleges and academies.



- d. Child care facilities and nursery schools subject to licensing by the State of Minnesota.
- e. Florist, garden supply and garden wholesale stores.
- f. Funeral homes and mortuaries.
- g. Limited fabricating and processing of a product in conjunction with any permitted use when such products are wholly processed within a building and such use is deemed appropriate and consistent with the character of the district and environs. Where such uses consist of more than one principal building, plans for such development shall be submitted as a planned unit development (P.U.D.).
- h. Historical buildings, museums, art institutes and galleries.
- i. Radio and television broadcasting and cable television studios (SIC 483 and 484) excluding external antenna systems.
- j. Research centers and laboratories excluding medical waste processing facilities.
- k. Schools or studios for dance, music, art, photography or interior design.
- l. Veterinary clinics with no animal boarding.

Subdivision 4. Permitted Accessory Uses. Any accessory use permitted in Chapter 9, Section 8.01.

Subdivision 5. Other requirements. All uses shall in addition to all other requirements comply with the following standards:

- a. No bars on doors or windows during business hours.
- b. No automatic interior or exterior security lock doors or doors that require requesting entry or exit during business hours.
- c. No exterior storage of merchandise except for nursery stock associated with a garden supply store or florist.
- d. No exterior sales of merchandise except for nursery stock associated with a garden supply store or florist.

PART 10. "B-3" SNELLING AND LARPENTEUR COMMUNITY BUSINESS DISTRICT

9-10.01 "B-3", Snelling and Larpenteur COMMUNITY Business District

Subdivision 1. Purpose and Intent.

The district applies only to the four quadrants of the Larpenteur and Snelling intersection. The district is designed to provide retail sales and services that only serve the surrounding neighborhoods' and community's needs. Retail sales and services that serve a larger geographic area are available in larger, nearby business districts in adjacent cities. By limited and controlling the uses that are permitted, the district is designed to be accessible to retail customers from the nearby neighborhoods and the community, to be compatible with the character of the neighborhoods and overall community, and to minimize the blighting influence on the surrounding residential neighborhoods.

Furthermore, the district provides for and encourages compact centers for retail sales and services by grouping businesses into patterns of workable relationships that complement each other. The district is designed to be easily accessible to users. It excludes highway oriented and other high traffic volume businesses that would tend to disrupt the cohesiveness of the shopping center or its circulation patterns and shared parking arrangements.

Subdivision 2. Permitted Uses. No structure or land shall be used except for the following uses (SIC = Standard Industrial Classifications from the Office of Management and Budget, SIC Manual, 1987):

- a. Auto parts and accessory stores.
- b. Apparel and accessory stores (SIC 56).
- c. Beauty and barbershops (SIC 723 & 724).
- d. Bowling alley
- e. Coin and philatelic (stamp) store.
- f. Computer programming and data processing services (SIC 737).

- g. Eating establishments (SIC 5812).
- h. Financial institutions and insurance establishments with hours open to the public no earlier than 8 a.m. and no later than 6 p.m. An automatic teller machine may operate 24 hours a day.
- i. Food stores (SIC 54) excluding the outdoor sales of produce, meat and seafood.
- j. Hardware stores (SIC 5251).
- k. Home furnishing, appliance and equipment stores (SIC 57).
- l. Laundry, laundromat and dry cleaning establishments (SIC 7212, 7215 and 7219).
- m. Mailing, reproduction, commercial art, photography and stenographic services (SIC 733).
- n. Medical and dental offices and clinics (SIC 801-804).
- o. Miscellaneous retail establishments (SIC 59) including antique stores but excluding fuel dealers (SIC 598) and gun shops.
- p. Motion picture theaters (SIC 7832).
- q. Offices, business and professional.
- r. Office supply and art supply stores, retail.
- s. Paint and wallpaper stores, retail (SIC 523).
- t. Personal service establishments as follows: tax return preparation services, diet centers, costume and dress suit rental stores, photography services.
- u. Physical fitness facilities.
- v. Precious metal dealer with a precious metal dealer license.
- w. Printing and duplicating shops provided not more than six employees are employed on the premises at one time (SIC 7334).
- x. Public and essential service uses.
- y. Schools and studios for art, photography (SIC 722),

dance (SIC 791), music and interior design.

z. Therapeutic massage enterprise (see 5-3.08 for license).

z1. Video rental stores (SIC 784).

Subdivision 3. Conditional Uses. The following uses are permitted subject to the issuance of a C.U.P.

a. Animal grooming and pet stores provided there shall be no boarding of animals on the site.

b. Bank drive-in facilities as an accessory use to a financial institution with hours open to the public as identified in the conditional use permit.

c. Basement storage of goods not sold on the premises provided that the space is completely finished and ready for use, is sprinklered, has elevator access, provides two pedestrian accesses, has an existing loading dock or area that does not conflict with adjacent residential areas or entry to businesses and is approved by the city fire marshal.

d. Car washes which are accessory to the principal use and meet the requirements for service stations, Section 9-14.01, Subdivision 17.

e. Child care and nursery school facilities subject to licensing by the State of Minnesota.

f. Charitable gambling establishments as a principal use in accordance with the city's licensing requirements, Chapter 5, Section 3 of the city code.

g. Custom manufacturing of handmade goods that are sold on the premises provided the manufacturing operation is incidental to a retail operation.

h. Drinking establishments, bars and taverns (SIC 5813) subject to the city's licensing requirements, Chapter 5, Section 3 of the city code.

i. Gun shops are a conditional use on the northwest corner of Snelling and Larpenteur as long as the following conditions exist:

- 1) A minimum of 1,000 feet from any residential zone except for a minimum of 150 feet from any residential zone when the residential zone is buffered by a separate commercial facility.

- 2) A minimum of 750 feet from any park.
 - 3) A minimum of 1,000 feet from any public or private preschool, elementary or secondary school or church.
 - 4) The firearms dealers security standards as mandated by Minnesota Statute 624.7161 and 624.7162 are met.
- j. Hotels and motels by P.U.D. (SIC 701).
- k. Motor fuel or service stations subject to the design and performance standards as specified in Section 9-14.01, Subdivision 17 of this code.
- l. Multi-family housing by Planned Unit Development.
- m. Satellite communications dishes as an accessory use.
- n. Second hand goods store, as defined in the zoning code.
- o. Veterinary clinics with no boarding of animals on the site and no external runs.

Subdivision 4. Permitted Accessory Uses.

a. Any accessory use permitted in Chapter 9, Section 8.01.

b. Limited repair and service operations which are incidental to a principal use.

c. One pool table per 2,000 square feet of area excluding area devoted to bowling lanes and one video or electronic game per 300 square feet of area excluding area devoted to bowling lanes are permitted accessory uses to a bowling alley.

d. The limited sale of used merchandise is allowed as an accessory use, but only if the following conditions are met:

(i) The sale of used merchandise must be clearly incidental to the sale of new merchandise of the same general type.

(ii) The used merchandise which is sold on the premises must be acquired by the owner of the principal use only on a "trade-in" basis from customers trading in used merchandise at the time they purchase new merchandise of the same general