

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

**February 23, 2000**  
**AGENDA**

- A. CALL TO ORDER: 7 p.m.
- B. ROLL CALL:       GEHRZ \_\_\_ HUSTAD \_\_\_ KUETTEL \_\_\_  
                          LINDSTROM \_\_\_ TALBOT \_\_\_  
                          HOYT \_\_\_ PHILLIPS \_\_\_  
                          ATTORNEY \_\_\_ ENGINEER \_\_\_
- C. COMMUNITY FORUM
- D. APPROVAL OF MINUTES: February 9, 2000
- E. CONSENT AGENDA:
  - 1. General Disbursements through 2/18/00, \$113,435.01  
    Payroll, 2/1/00 to 2/15/00, \$10,403.64
  - 2. Licenses
  - 3. Authorization to proceed with the purchase of a snowplow for the F350 truck
- F. PUBLIC HEARING:
  - 1. Public Hearing on the proposed improvements to six alleys in the Northome neighborhood.
- G. POLICY AGENDA:
  - 1. Consideration of resolution 00-05 ordering the alley improvement project and preparation of plans and specifications
  - 2. Consideration of resolution 00-06 advertising for bids for the alley project
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN

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                          HOYT \_\_\_ PHILLIPS \_\_\_  
                          ATTORNEY \_\_\_ ENGINEER \_\_\_
- C. COMMUNITY FORUM
- D. APPROVAL OF MINUTES: February 9, 2000 **(Tab #1)**
- E. CONSENT AGENDA:
  - 1. General Disbursements through 2/18/00, \$113,435.01  
   Payroll, 2/1/00 to 2/15/00, \$10,403.64 **(Tab #2)**
  - 2. Licenses **(Tab #3)**
  - 3. Authorization to proceed with the purchase of a snowplow for the F350 truck  
   **(Tab #4)**
- F. PUBLIC HEARING:
  - 1. Public Hearing on the proposed improvements to six alleys in the Northome  
   neighborhood. **(Tab #5)**
- G. POLICY AGENDA:
  - 1. Consideration of resolution 00-05 ordering the alley improvement project and  
   preparation of plans and specifications **(Tab #6)**
  - 2. Consideration of resolution 00-06 advertising for bids for the alley project  
   **(Tab #7)**
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN

DRAFT

City of Falcon Heights  
City Council Minutes  
9 February 2000

The meeting was called to order by Mayor Gehrz at 7:00 p.m.

PRESENT: Gehrz, Hustad, Kuettel, Lindstrom, Talbot. Also present:: Susan Hoyt, City Administrator

COMMUNITY FORUM: There was no one present wishing to speak.

MINUTES: The minutes of January 26, 2000 were approved.

CONSENT AGENDA:

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

1. General disbursements and licenses
2. Rejection of ambulance bids
3. Authorize RFP's for streetsweeping
4. Approval of updated sewer jetter agreement with the city of Lauderdale

POLICY AGENDA:

Draft letter to Metropolitan Transit regarding the Sector 1 and 2 transit restructuring plan

Mayor Gehrz introduced the letter to the Metropolitan Transit regarding the proposed Sector 1 and Sector 2 transit plan, which is designed to expand, increase and improve bus transportation in and around St. Paul and its suburbs. The Mayor asked councilmembers to approve a letter supporting the plan's concept but removing the Hoyt/Pascal Street segment for southerly bus traffic along Snelling Avenue from the plan. Councilmember Kuettel moved approval of the letter. The motion passed unanimously.

Request to approve the adopt Joint Powers Geographical Information System (GIS) Agreement with Ramsey County Users Group

Administrator Hoyt explained that the city had the opportunity to join the Geographic Information Systems (GIS) users group to share data as part of a countywide GIS effort. She noted that the budgeted amount is a \$503 a year.

Page 2  
City Council Minutes  
February 9, 2000

Councilmember Kuettel also noted the \$500 one time membership fee.  
Councilmember Talbot moved to approve membership in the GIS users group.  
The motion passed unanimously.

ADJOURN

Mayor Gehrz adjourned the meeting at 7:30 P.M. Councilmembers met with legislators about the 2000 session in a workshop following the regular meeting.

Respectfully submitted,

Susan Hoyt  
City Clerk

CONSENT 1  
Meeting Date: 2/23/00

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Roland Olson, City Accountant

EXPLANATION/SUMMARY:

1. General disbursements through 2/18/00, \$113,435.01
2. Payroll, 2/1/00 to 2/15/00, \$10,403.64

ACTION REQUESTED: Approval

APPROVAL OF BILLS  
 PERIOD ENDING: \_02/18/00

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	NORTH SUBURBAN	COOPERATIVE SVC	LEGISLAT	6,171.32
	*** TOTAL FOR DEPT 11			6,171.32
	AMERICAN OFFICE PRODUCTS	ZIP DICS/FOLDERS/CARTRID	ADMINIST	141.51
	AMERICAN OFFICE PRODUCTS	CHAIR MAT/NOTEBOOK/ERASE	ADMINIST	89.55
38500	US BANCORP	GET WELL REMEMBRANCE	ADMINIST	41.60
	FBN, INC	FRONT PAGE/SOFTWARE ISSU	ADMINIST	85.00
	LEAGUE OF MN CITIES	CONF REGISTRATION	ADMINIST	55.00
	LEAGUE OF MN CITIES	5 CITY DIRECTORIES	ADMINIST	161.62
38503	MN DEPARTMENT OF REVENUE	2/15 ST WITHHOLDINGS	ADMINIST	703.23
38502	PERA	2/15 PERA WITH	ADMINIST	1,119.48
	PHILLIPS, PATRICIA	MILEGE REIMB	ADMINIST	6.50
	RAMSEY COUNTY	2/00 INSURANCE PREMIUMS	ADMINIST	2,938.27
	SENSIBLE LAND USE COALIT.	JAN 19TH SEMINAR EXPS	ADMINIST	30.00
	KINKO'S INC.	COPYING COSTS	ADMINIST	219.73
	*** TOTAL FOR DEPT 12			5,591.49
	DOCUMENT RESOURCES	PAYROLL CHECKS	FINANCE	307.86
	*** TOTAL FOR DEPT 13			307.86
	HERMAN CONTRACTING	SLEIGH RIDE/DEAD WTR EVT	COMMUNIC	500.00
	PHILLIPS, PATRICIA	SUPPLIES/ DEAD WTR EVT	COMMUNIC	30.34
	USWEST COMMUNICATIONS	TELE 2/1	COMMUNIC	607.12
	*** TOTAL FOR DEPT 16			1,137.46
	DAHLGREN SHARDLOW & UBAN	PLANNING PROJ 1501	PLANNING	312.98
	*** TOTAL FOR DEPT 17			312.98
	ST ANTHONY VILLAGE	3/00 POLICE SVCS	POLICE	33,063.92
	*** TOTAL FOR DEPT 22			33,063.92
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING FIRE HALL	FIRE FIG	37.94
	CY'S UNIFORMS	BADGES FOR FIREFIGHTERS	FIRE FIG	302.89
	EMERGENCY APPARATUS MAINT	753/RADIATOR&BALL VALVE	FIRE FIG	3,820.51
	EMERGENCY APPARATUS MAINT	OIL/AND LUBRICATION	FIRE FIG	141.22
	FIRE EQUIPMENT SPECIALTIE	SCBA REPAIR	FIRE FIG	85.60
	FIRE INSTRUCTORS ASSN. MN	FIREFIGHTING TEXTBOOK	FIRE FIG	42.60
	HENNEPIN TECH. COLLEGE	FIREFIGHTING TUITION	FIRE FIG	819.00
	LAKE SUPERIOR COLLEGE	MN STATE FIRE SCHOOL	FIRE FIG	164.00
	OXYGEN SERVICE COMPANY	AIR/OXYGEN	FIRE FIG	45.00
	OXYGEN SERVICE COMPANY	AIR AND OXYGEN	FIRE FIG	45.00
	SUBURBAN HARDWARE	KITCHEN SUPPLIES	FIRE FIG	13.82
	AIRTOUCH CELLULAR	CELL PHONE CHARGES	FIRE FIG	19.66
	USWEST COMMUNICATIONS	TELE 2/1	FIRE FIG	164.26
	*** TOTAL FOR DEPT 24			5,701.50
	BROWNING-FERRIS IND.	2/00 WASTE REMOVAL	CITY HAL	222.29
	REGIONAL MUTUAL AID ASSOC	REGIONAL MUTUAL AID ASS	CITY HAL	10.00
	GRAINGER, W. W., INC.	TOWELS/TISSUE	CITY HAL	97.54
	GRAINGER, W. W., INC.	TOWELS	CITY HAL	49.22
	KNOX LUMBER CO.	UTILITY HOOKS	CITY HAL	16.14
	NSP	GAS 2/2	CITY HAL	789.45
	NSP	ELECT 2/2	CITY HAL	831.99

APPROVAL OF BILLS  
 PERIOD ENDING: \_02/18/00

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	OXYGEN SERVICE COMPANY	TANK RENTAL	CITY HAL	9.00
	PHILLIPS, PATRICIA	COFFEE/SPONGES	CITY HAL	24.18
	SUBURBAN HARDWARE	PROPANE & KITCHEN SUPPLY	CITY HAL	61.35
	SUBURBAN HARDWARE	SHOP SUPPLIES	CITY HAL	118.82
	*** TOTAL	FOR DEPT 31		2,229.98
	NSP	ELECT 2/3	STREETS	123.41
	NSP	ELECT 2/3	STREETS	100.78
	NSP	ELECT 2/3	STREETS	29.49
	NSP	ELECT/GAS 2/2	STREETS	185.24
	RAMSEY CTY PUBLIC WORKS	JAN SNOW PLOWING/SANDING	STREETS	5,516.92
	*** TOTAL	FOR DEPT 32		5,955.84
	ICMA ANNUAL CONFERENCE	2/00 TRETSVEN	PARK & R	100.00
	ICMA ANNUAL CONFERENCE	2/00 MAERTZ	PARK & R	100.00
	NSP	ELECT 2/2	PARK & R	12.93
	USWEST COMMUNICATIONS	TELE 2/1	PARK & R	64.67
	*** TOTAL	FOR DEPT 41		277.60
	ABM EQUIPMENT & SUPPLY CO	RECYLING BIN REPAIRS	SOLID WA	348.54
	*** TOTAL	FOR DEPT 56		348.54
	GRAINGER, W. W., INC.	BENCH GRINDER	PUBLIC W	105.44
	GRAINGER, W. W., INC.	1/2 " HAMMERDRILL	PUBLIC W	156.32
	*** TOTAL	FOR DEPT 65		261.76
38501	BOARD OF WATER COMMISSNRS	FOLEY PYMT H2O #18896	SANITARY	56.27
	METROPOLITAN COUNCIL	3/00 S.S.	SANITARY	50,580.00
	*** TOTAL	FOR DEPT 75		50,636.27
	EHLERS AND ASSOCIATES	TIF CONSULTING	TIF #1	75.00
	*** TOTAL	FOR DEPT 77		75.00
	EHLERS AND ASSOCIATES	TIF CONSULTING	TIF #2	75.00
	*** TOTAL	FOR DEPT 78		75.00
	BERNARDY, CONNIE LANNERS	FEB 16-29 PROF SVCS	MCAD	1,288.49
	*** TOTAL	FOR DEPT 84		1,288.49
	*** TOTAL	FOR BANK 01		113,435.01
	*** GRAND TOTAL ***			113,435.01

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	2 14 00	32 RAYMOND BROWN	30022	12.93
COM	2 14 00	34 CLEMENT KURHAJETZ	30023	53.29
COM	2 14 00	35 LEO LINDIG	30024	69.90
COM	2 14 00	40 KEVIN ANDERSON	30025	69.02
COM	2 14 00	42 MICHAEL D. CLARKIN	30026	100.90
COM	2 14 00	66 ALFRED HERNANDEZ	30027	131.72
COM	2 14 00	70 JUSTIN T. NOVAK	30028	5.96
COM	2 14 00	73 JEREMY HUTCHISON	30029	54.14
COM	2 14 00	74 MARK J. ALLEN	30030	60.61
COM	2 14 00	77 BARBARA J. LEMAY	30031	151.01
COM	2 14 00	79 MICHAEL D CLARKIN II	30032	62.94
COM	2 14 00	80 MARY K RIGNEY	30033	138.93
COM	2 14 00	81 LAUREL F SANDBERG	30034	69.40
COM	2 14 00	82 DUSTIN P THUNE	30035	243.00
COM	2 14 00	83 JAMES R RYLE SR	30036	12.93
COM	2 14 00	85 DANIEL S JOHNSON-POWERS	30037	110.76
COM	2 14 00	86 GREGORY R YOUNGS JR	30038	52.53
COM	2 14 00	1002 SUSAN HOYT TAFF	30039	1449.34
COM	2 14 00	1007 PATRICIA PHILLIPS	30040	988.92
COM	2 14 00	1013 WILLIAM MAERTZ	30041	1245.89
COM	2 14 00	1033 DAVE TRETSEVEN	30042	904.55
COM	2 14 00	1035 LISA LOVDAHL	30043	74.57
COM	2 14 00	1102 AUSTIN M. PETERSON	30044	543.32
COM	2 14 00	1136 ROLAND O. OLSON	30045	987.36
COM	2 14 00	1142 ANTHONY ANDERSON	30046	279.26
COM	2 14 00	1143 COLIN B. CALLAHAN	30047	316.61
COM	2 14 00	1168 RYAN P. LAVELLE	30048	185.48
COM	2 14 00	1173 ELIZABETH M. POSTIGO	30049	222.85
COM	2 14 00	1176 MICHAEL P ECKBERG	30050	394.41
COM	2 14 00	1182 NATHANIEL J DEUSTERMAN	30051	130.70
COM	2 14 00	1185 HEATHER M WORTHINGTON	30052	1013.58
COM	2 14 00	1186 CAROLINE E DAYKIN	30053	266.83

COMPUTER CHECKS	10403.64
MANUAL CHECKS	.00
NOTICES OF DEPOSIT	.00

\*\*\*\*TOTALS\*\*\*\* 10403.64



ITEM DESCRIPTION: Licenses

SUBMITTED BY: Pat Phillips, Licensing Coordinator

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

MUNICIPAL BUSINESS LICENSE

Round Bobbin Sewing Center	#00-639	
Balanced Energy Technologies Center/Gallery		#00-640
Packaging & Freight Store	#00-641	

GENERAL CONTRACTOR

E. L. Bulach Construction Company, Inc.	#00-904
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MECHANICAL CONTRACTOR

Hoffman Corner Heating & Air Conditioning	#00-819
Tschida Bros. Plumbing	#00-820
A. Binder & Son, Inc.	#00-821

ACTION REQUESTED: Approval

ITEM: Authorization to proceed with the purchase of a snowplow for the F350 truck

SUBMITTED BY: Bill Maertz, Parks and Public Works Maintenance Director

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to authorize the purchase of a snowplow for the F350 truck for \$3,374. plus tax. This is budgeted for \$3,000 in the 2000 capital improvement program. The recommended snowplow from Truck Utilities is compatible with both trucks whereas the less expensive model is not.

Goal 4. To provide a responsive and effective city government.

Strategy 4. Strive to provide citizens with more efficient and convenient city services.

Background.

Three quotes were received:

Crysteel Truck Equipment	\$3,411.50	
Truck Utilities	\$3,374.00	
L-Z equipment	\$3,262.00	plus tax for all quotes

Recommend the middle price because of flexibility.

ACTION REQUESTED:

Approve purchase of a snowplow for \$3,374.00 from Truck Utilities.

ITEM: Public hearing on the proposed improvements to six alleys in the Northome neighborhood

SUBMITTED BY: Terry Maurer, City Engineer

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to hold a public hearing on the proposed improvements to six alleys in the Northome neighborhood. The council budgeted for these alley improvements in the capital plan for the past five years after the first round of alleys was done in 1995. The alleys are approximately 40 years old. The council approved the feasibility study and ordered this hearing at the February 8, 2000 council meeting. The proposed project is estimated to cost \$216,500. The city's assessment policy assesses 90% for alley improvements because alley traffic almost exclusively serves the property owners along the alley. This proposed project is the final leg of a major city effort to rebuild aging infrastructure over the past 10 years.

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

Strategy 4. Maintain the city's infrastructure.

Action item. Plan for and implement street improvements on Larpenneru east of Arona and alleys.

Background.

- The city administrator and engineer held neighborhood informational meetings on the proposed alley project on January 12 and January 25. Approximately 75 people attended these meetings.
- The notes from the informational meeting were distributed to all property owners along the alley.
- The alleys in this area were last sealcoated, which fills cracks, in 1989 because the city planned to reconstruct these alleys in 1995. They were not sealcoated in 1998 because they were planned for reconstruction in 2000.

The alleys have been periodically patched, but city records show no major maintenance over the past years.

- The city assesses for alleys based upon frontage on the alley regardless of whether or not the current property owner uses the alley for access to his or her property.

#### ATTACHMENTS:

- 1 Alley handout at informational meeting
- 2 Informational meeting follow-up

#### ACTION REQUESTED:

Introduction and presentation by Terry Maurer, City Engineer

Questions from councilmembers

Open the public hearing and receive questions and comments.

Close the public hearing.

Discussion among councilmembers related to next item of business.



CITY OF  
FALCON HEIGHTS

# NEIGHBORHOOD INFORMATIONAL MEETING

## 2000 ALLEY IMPROVEMENTS

### NORTHOME AREA

January 12, 2000

Susan Hoyt, City Administrator  
Terry Maurer, City Engineer  
Victoria Nill, Staff Engineer



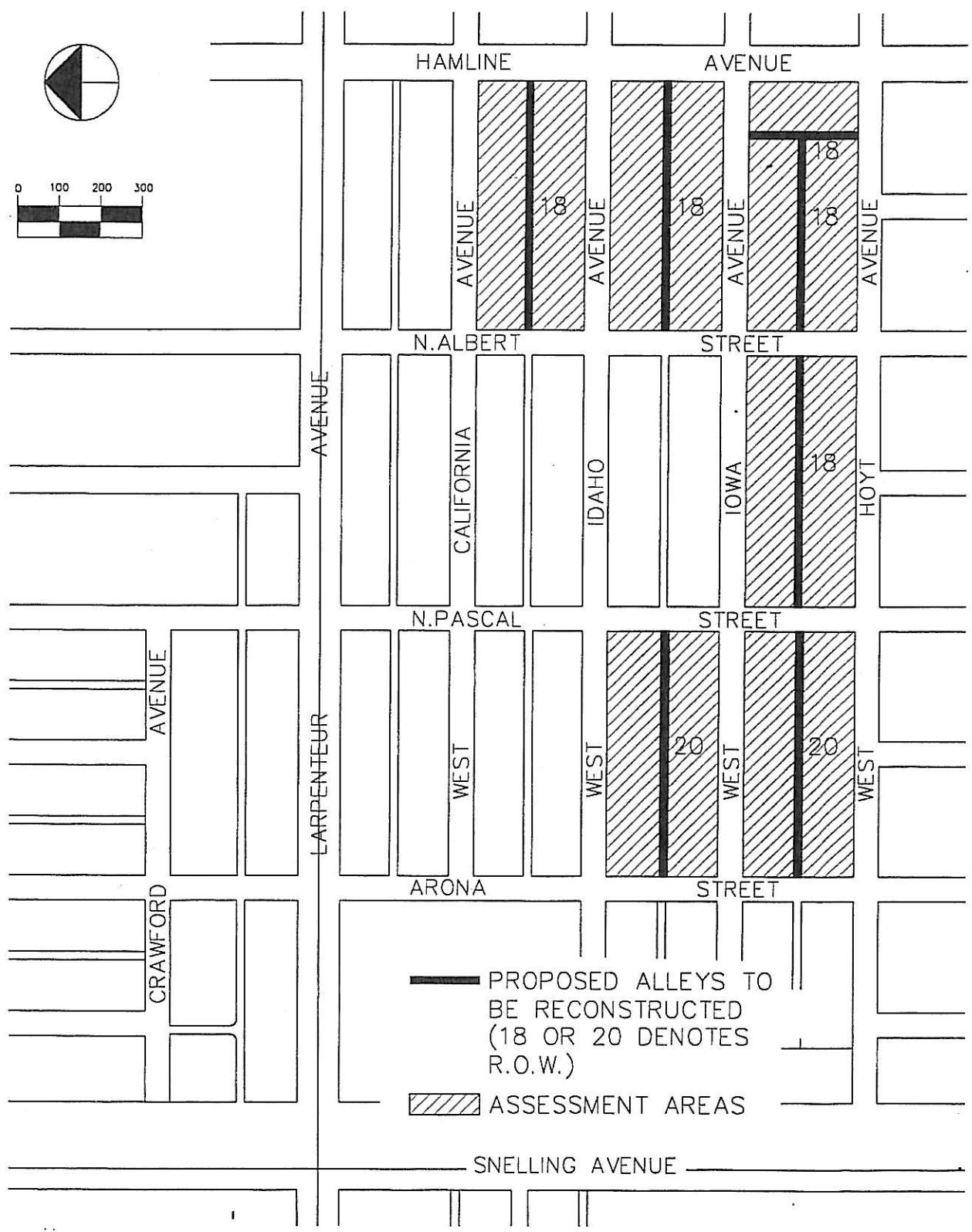
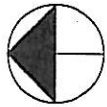
Howard R. Green Company  
CONSULTING ENGINEERS



# **NORTHHOME AREA INFORMATIONAL MEETING**

- I. INTRODUCTION
- II. HISTORY
- III. PROJECT INFORMATION
- IV. DESIGN CONSIDERATIONS
- V. ESTIMATED PROJECT COSTS
- VI. CITY OF FALCON HEIGHTS ASSESSMENT POLICY
- VII. ESTIMATED ASSESSMENTS
- VIII. PROJECT SCHEDULE
- IX. PUBLIC COMMENT

## II. HISTORY

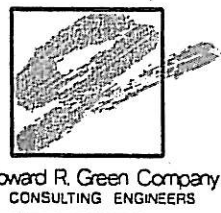
STREET AND ALLEY EVALUATION REPORT 5 YEAR CAPITAL IMPROVEMENT PLAN	AUGUST 7, 1988
ADOPT ASSESSMENT MANUAL	NOVEMBER 1989 (Revisions 1991 and 1994)
UPDATE 5-YEAR CAPITAL IMPROVEMENT PLAN	APRIL 1993
CONDITION OF ALLEYS EXAMINED	DECEMBER 1993
CITY COUNCIL REVISED ASSESSMENT POLICY	NOVEMBER 1994
1995 ALLEY IMPROVEMENTS	MARCH 1995
CITY COUNCIL AUTHORIZE FEASIBILITY STUDY OF NORTHOME AREA ALLEYS	OCTOBER 27, 1999
CONDITION OF ALLEYS EXAMINED	DECEMBER 1999
PUBLIC INFORMATIONAL MEETING	JANUARY 12, 2000



 PROPOSED ALLEYS TO BE RECONSTRUCTED (18 OR 20 DENOTES R.O.W.)  
 ASSESSMENT AREAS

January 07, 2000 12:43:38 p.m.

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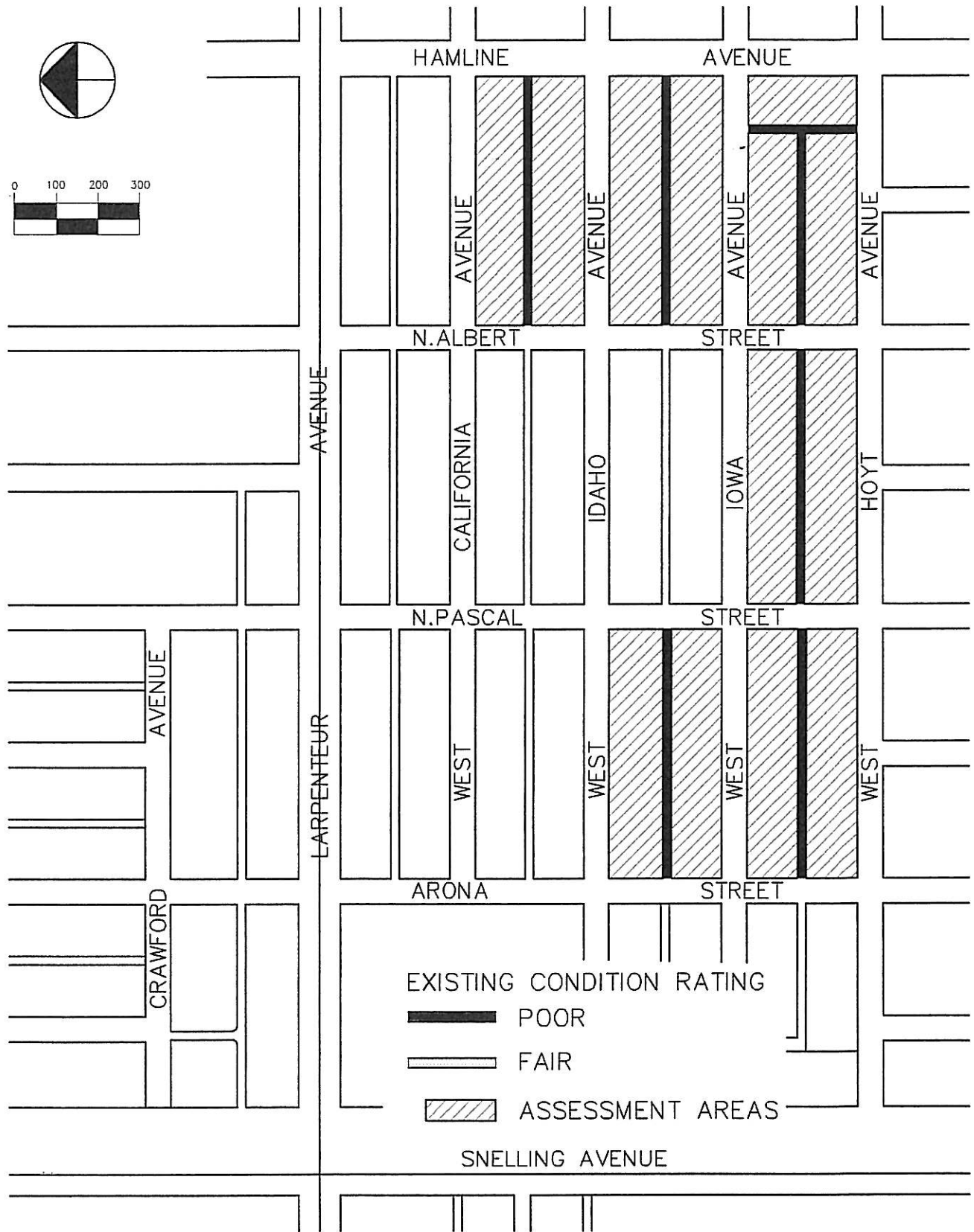
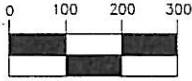
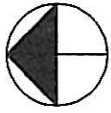


2000 ALLEY IMPROVEMENTS  
PROJECT LOCATION AND ASSESSMENT AREA



CITY OF EXHIBIT  
FALCON HEIGHTS 1





EXISTING CONDITION RATING

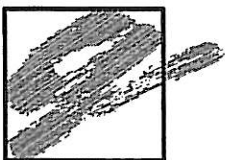
POOR

FAIR

ASSESSMENT AREAS

January 07, 2000 12:43:38 p.m.

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Howard R. Green Company  
CONSULTING ENGINEERS

# 2000 ALLEY IMPROVEMENTS 1999 CONDITION EVALUATION

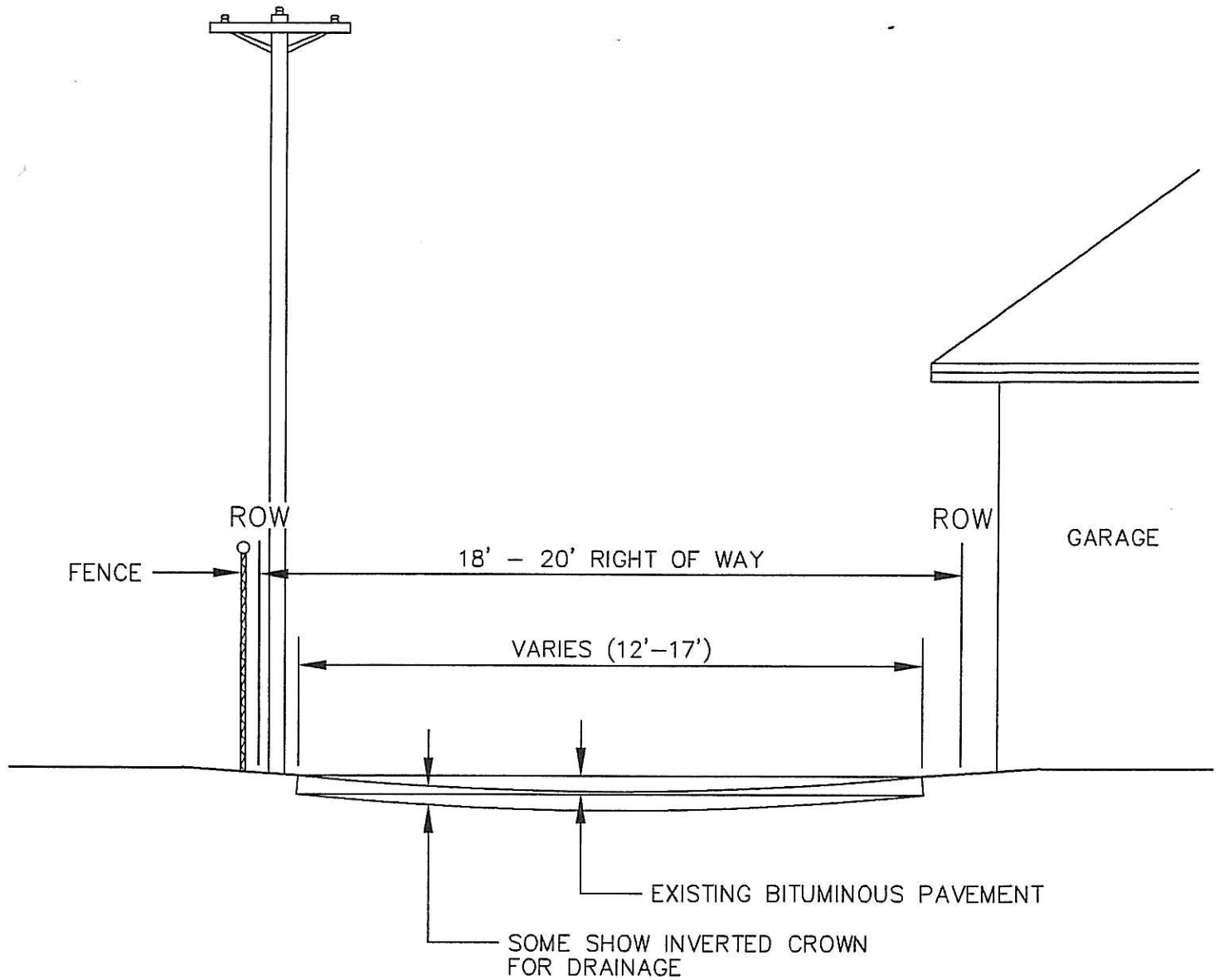


CITY OF EXHIBIT  
FALCON HEIGHTS 2

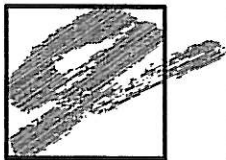
## **IV. DESIGN CONSIDERATIONS**

- A. TYPES OF VEHICLES AND TRAFFIC
- B. PAVEMENT DESIGN
- C. DRAINAGE
- D. ALLEY GRADES
- E. CONSTRUCTION METHODS DUE TO SURFACE OBSTRUCTIONS
- F. RIGHT-OF-WAY WIDTH
- G. WIDTH OF ALLEY

January 07, 2000 12:43:38 p.m.



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Howard R. Green Company  
CONSULTING ENGINEERS

# 2000 ALLEY IMPROVEMENTS

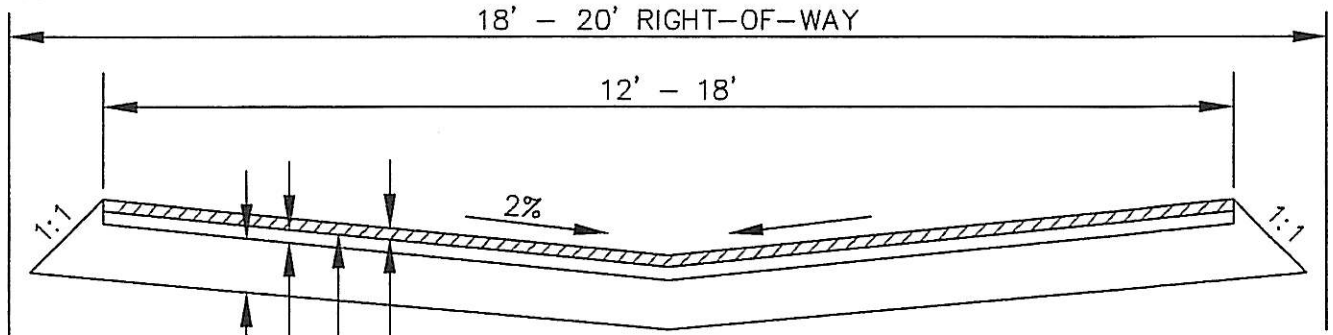
## EXISTING ALLEY TYPICAL SECTION



CITY OF EXHIBIT  
FALCON HEIGHTS 3

ROW

ROW



1 1/2" 2331 TYPE 41A BITUMINOUS WEAR COURSE  
TACK COAT  
2" 2331 TYPE 31B BITUMINOUS BASE COURSE  
10" CLASS 5 AGGREGATE BASE

### DESIGN CONSIDERATIONS :

- INVERTED CROWN IN CENTER OF ALLEY
- DRAINAGE DOWN CENTER OF ALLEY;  
STORM SEWER ADDED WHERE REQUIRED  
AND AVAILABLE
- WIDTH 12 TO 18 FEET - FITS WITHIN  
EXISTING ALLEY RIGHT-OF-WAY

January 07, 2000 12:43:38 p.m.



Howard R. Green Company  
CONSULTING ENGINEERS

2000 ALLEY IMPROVEMENTS  
PROPOSED TYPICAL SECTION



CITY OF EXHIBIT  
FALCON  
HEIGHTS 4

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## V. ESTIMATED PROJECT COSTS

ESTIMATED STREET CONSTRUCTION COST	\$169,000
ESTIMATED OVERHEAD COST 28% (Engineering, City Administration, Legal, Fiscal, Interest during Construction, Assessment Roll Preparation, Contingencies)	\$47,500
<b>TOTAL PROJECT COST</b>	<b>\$216,500</b>

## VI. CITY OF FALCON HEIGHTS, ASSESSMENT POLICY

### ALLEY RECONSTRUCTION

#### Definitions

Alley - These are narrow bituminous surfaced driving areas constructed within City rights-of-way. They provide a means of ingress and egress to the rear of property. They are typically constructed to a 7-ton design in accordance with current Mn/DOT standards.

#### Determining Street Assessment Rates

All new alley reconstruction shall be assessed to the abutting properties. The assessment shall be on a front foot basis for the property frontage on the alley. The assessment rate shall be based on 90% of the total project cost divided by the assessable front footage.

#### Assessment Period

The length of payment period on various types of improvement projects shall be as follows:

Street Construction	10-15 years
(1995 Alley Improvements	10 years)

## VII. ESTIMATED ASSESSMENTS

### ALLEY RECONSTRUCTION

TOTAL PROJECT COST	\$216,500
ASSESSABLE PERCENTAGE	90%
ASSESSABLE COST	\$194,850
ASSESSABLE FRONT FOOTAGE	6,750 FF
ESTIMATED ASSESSMENT RATE \$194,850 / 6,750 FF =	\$29 PER FF

### TYPICAL 50- FOOT LOT ASSESSMENT

$$50 \text{ FF} \times \$29 = \$1,450.00$$

ESTIMATED YEARLY PAYMENT, ASSUMING 8% INTEREST

5-YEAR PAYMENT PERIOD - AVERAGES \$375 PER YEAR

7-YEAR PAYMENT PERIOD - AVERAGES \$275 PER YEAR

10-YEAR PAYMENT PERIOD - AVERAGES \$215 PER YEAR

## VIII. PROJECT SCHEDULE

ORDER FEASIBILITY STUDY	OCTOBER 27, 1999
INFORMATIONAL MEETING	JANUARY 12, 2000
CITY COUNCIL RECEIVES FEASIBILITY STUDY AND ORDERS PUBLIC HEARING	JANUARY 26, 2000
PUBLIC HEARING, ORDER PREPARATION OF PLANS AND SPECIFICATIONS	FEBRUARY 2000
PROJECT FINAL DESIGN	FEBRUARY 2000
APPROVE PLANS AND SPECIFICATIONS AND AUTHORIZE ADVERTISEMENT FOR BIDS	FEBRUARY 23, 2000
CITY COUNCIL CONSIDERS BIDS AND ORDERS PREPARATION OF ASSESSMENT ROLL	MARCH 22, 2000
ASSESSMENT HEARING AND AWARD CONTRACT	MAY 10, 2000
BEGIN CONSTRUCTION	LATE MAY 2000
COMPLETE CONSTRUCTION	AUGUST 2000
FIRST PAYMENT DUE WITH REAL ESTATE TAXES	MAY 2001





CITY OF  
**FALCON HEIGHTS**

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

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February 9, 2000

RE: 2000 Alley Improvement Project

Dear Resident,

As you are aware the alley's in the Northome Area are being considered for reconstruction this year. Informational meetings were held on January 12, 2000 and January 25, 2000 to present the project and answer questions and/or concerns that residents may have. For your information the City is supplying the questions and answers from the two meetings. Also attached are a map showing the proposed alleys to be reconstructed, the estimated assessments, and the project schedule. The assessments are only estimated at this time. They will be finalized once the project is bid and we have actual construction costs.

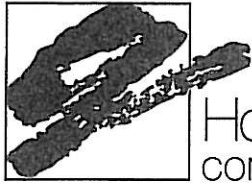
A public hearing will be held on February 23, 2000 at 7:00 p.m. The public is encouraged to attend the meeting, which will be at city hall, 2077 West Larpenteur Avenue in Falcon Heights.

If you have any questions please call John Anderson or myself at (651) 644-4389.

Sincerely,

Terry J. Maurer  
City Engineer





Howard R. Green Company  
CONSULTING ENGINEERS

## MEETING MINUTES

Informational Meeting  
January 25, 2000

Falcon Heights  
2000 Alley Improvements

The meeting was opened at 6:40 p.m. by Susan Hoyt, City Administrator. She gave a brief introduction. Terry Maurer, City Engineer, reviewed the agenda for the meeting, including the alley history, project information, design considerations, estimated cost, excerpts from the City Assessment Policy, assessment rates, and project schedule. Question and answer period followed.

**Question: How will this project effect parking?** Response: The City will work with the police department on easing the 48-hour parking limit when necessary.

**Question: How will we be notified when access to our alleys will be restricted?** Response: You will be notified by mail of individuals to contact with questions. Our inspector will pass out notifications door to door of specific information on schedules as the work progresses.

**Question: How will garbage service be affected?** Response: It will be the responsibility of the Contractor to either allow access to the alleys on the garbage collection days or in the past the Contractor has transported the garbage to the ends of the alleys for collection when necessary.

**Question: When were the alley's constructed?** Response: In the 1950's.

**Question: What is the condition of the sub-base now?** Response: Mn/DOT usually rates roads as being 7-ton or 9-ton. The soils do not show a clear definition of gravel base, consequently the current condition of the alleys is so poor they are off of the scale.

**Question: In 1994 the alleys were scheduled to be seal coated, why was this maintenance deferred?** Response: All the alleys in this area were originally scheduled to be rebuilt in 1995 so the seal coating schedule was suspended in this area in 1994. Following the decision to suspend seal coating, City Council decided to reconstruct only the northerly alleys.

**Question: Why has our alley not been seal coated recently?** Response: The City has an ongoing maintenance program and if no major improvements are planned your alley should be seal-coated every 4-years.

**Question: My lot is higher than the alley, will there be a lip or some way of taking up the grade?** Response: We have not developed detailed plans at this point, but in the last group of alleys that were constructed we did include some bituminous curb in special situations where appropriate. In the last project the Engineer met with the interested residents on the site to explain how specific concerns would be handled.

**Question: What standard will the alleys be built to?** Response: 9-ton.

**Question: Is there a big difference in cost if the design were reduced?** Response: There is not a significant reduction in cost. If we were to go to a 7-ton design the pavement and gravel would be reduced slightly. In order to see a significant reduction in cost, the road section would be reduced to the point where it would not hold up for its useful life.

**Question: Is the current poor condition of the alleys due to the fact that they have not been properly maintained such as a lack of seal coating recently?** Response: No, the alleys in their current condition would not benefit significantly from seal coating. The drastic cracking you see in most of the alleys would not be remedied by seal coating. The life of the pavement is limited due to the Minnesota climate and the freeze thaw cycle that takes place when water is allowed to penetrate to the sub-base through cracks. In fact, people are now incorporating crack and seal practices into some of their projects to try to control cracking before it occurs.

**Question: Would sealing coating deal with the cracks?** Response: Seal coating remedies normal minor cracking, not cracking of the degree that exists in these alleys.

**Question: What is the life expectancy of this project pavement?** Response: With the ongoing maintenance program the City has the life expectancy of the pavement will probably be extended to the typical 20-year life. Some major maintenance may be necessary in 20 years but certainly not a full reconstruction.

**Question: It seems the major traffic that affects the pavement is all the garbage trucks we have maybe 5 or 6 trucks that come through our alley what is the possibility of limiting that to one?** Response: The City is limited by State statute on what they can do about this. A way to reduce the number of garbage trucks would be to have the neighbors on a block organize and collectively hire a single collector. The City has limited collection to one day.

**Question: How much has the cost increased over 1995?** Response: In 1995 the assessment was \$22.58 per front foot. The estimated cost for this project is \$29.00 per foot. We did a preliminary cost estimate based on estimated plan quantities and today's construction costs in a very busy construction market. We also have built in some fluff to avoid any increases from this amount as the design progresses. The increase in cost from the 1995 project comes from doing a smaller project and inflation.

**Question: You said the project cost has some allowance for sewer work, how much of this is expected?** Response: We included enough to extend storm sewer about 1/3 of the length of 2 of the alleys.

**Question: It says that 90% of the cost is assessed to the properties, does the City cover the other 10%?** Response: Yes the City will pay 10% of the total project cost. The assessment manual says that alleys should be assessed 100% to the affected properties. The City Council decided in 1995 to assess the properties 90% and the City would pay the

remaining 10%. This same approach is recommended to the Council for this project. It should be noted that streets are assessed somewhat differently than alleys. Streets are assessed 60% to the properties since alleys act more like your driveway the residents share is higher.

**Question: I think the City's share should be higher?** Response: One answer to that question would be in order to be fair to the others in your neighborhood who have already paid for their alleys the rate should stay the same. But that is a valid concern that should be shared at the public hearing or in writing if you can not attend.

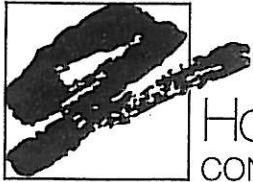
**Question: I live on a corner and I don't use the alley, should I pay the same as others who use the alley?** Response: The alley is a benefit to your property and it affords you and future owners the opportunity to build a garage and access it.

**Question: What does the 18 or 20 ROW mean on the map?** Response: That is 18 or 20 feet wide of City owned right-of-way, which can include some non-paved area. The actual pavement width will probably be 14 to 16 feet wide.

**Question: On non-petitioned improvements, what are the voting requirements?** At two points a super majority vote (4 out of 5) is required. The first vote passed when the City Council ordered the feasibility study. The second would be when they order the improvement.

**Question: Does the law require the council to adopt this project in its entirety or could they selectively pick a portion of these alleys to do at this point?** Response: No, the council can do a portion of the alleys if they wish but in order to be cost effective, we would recommend that they be done together in one project due to the costs involved in mobilizing.

With no further questions, the meeting was closed at 7:30 p.m. As a closing comment, Susan Hoyt announced that minutes of the neighborhood meeting along with the informational handout would be sent out to all residents who were invited to the meetings.



Howard R. Green Company  
CONSULTING ENGINEERS

## MEETING MINUTES

Informational Meeting  
January 12, 2000

Falcon Heights  
2000 Alley Improvements

The meeting was opened at 6:30 p.m. by Susan Hoyt, City Administrator. She gave a brief introduction. Terry Maurer, City Engineer, reviewed the agenda for the meeting, including the alley history, project information, design considerations, estimated cost, excerpts from the City Assessment Policy, assessment rates, and project schedule. Question and answer period followed.

**Question: How long will each alley be out of use?** Response: You will be inconvenienced for a good month. You won't be kept out completely the whole time but there will be a couple days while the contractor subcuts and paves that you will be asked to park on the street.

**Question: If the proposed grades are different from existing grades is the resident responsible to tie into their driveway?** Response: No, we will blend into your existing driveway if a steep grade develops.

**Question: What is the life expectancy of this type of construction?** Response: Typically 20 years, but the City is on a 4-year maintenance cycle which should extend the life expectancy of the pavement.

**Question: How does the proposed assessment rate per front foot, \$29 / FF, compare to the rate in 1995?** Response: The 1995 rate was \$22.58 / FF. A typical 50' lot paid \$1,125.

**Question: How confident are you with the proposed assessment rate of \$29 / FF? Did you just look at the 1995 rate and add 5%?** Response: No, we didn't even look at the 1995 prices. We did a preliminary cost estimate based on estimated plan quantities and today's construction costs in a very busy construction market. The increase in cost comes from doing a smaller project and inflation.

**Question: Will the residents have the opportunity to work with the contractor to have their driveways completely redone?** Response: We have to wait and see who the contractor is and what they are willing to do. Some Contractors are more then willing to work with residents others think it is to much hassle and don't have time.

**Question: Are there any complaints about drainage from the 1995 alley project? I have poor drainage now, will that be corrected?** Response: There were a few minor issues at first but they have been resolved. The proposed inverted crown with a minimum .5% slope should alleviate drainage problems.

**Question: If I have good drainage now, road has good slope, can't we just recap our alley and not do the inverted crown?** Response: The City can't just do 1 alley here and ½ an alley there. It is much more cost effective to complete all the alleys at once.

**Question: Is the alley 7-ton design rate per vehicle?** Response: No, per axle.

**Question: Several garbage trucks only have a single axle in the back, don't they exceed the design rate?** Response: The design is a heavy 7-ton to light 9-ton. Depending on where the garbage truck is when it is in the alley, the end of the route would be over weight while at the beginning it wouldn't be. Also, alleys get less regular traffic than a roadway.

**Question: Storm sewer is being considered for some alleys and not others, will everyone be assessed the same?** Response: Yes, but some alleys will be wider than others, some will need more subgrade correction than others. Therefore, it is best to just to assess everyone the same.

**Question: How will you assess corner lots?** Response: Property owners with alleys being reconstructed on both sides will only be assessed on the short side.

**Question: My property has a City owned easement along the alley, will I be assessed for that front footage?** Response: No, you will only be assessed for the property you own.

**Question: Are there any plans to widen the alleys?** Response: We will not be widening but will be meaning out the widths. For example is the alley is 14' wide in some places and 13' wide other places, we will make it all 14' wide if possible.

**Question: How much notice with the resident receive to remove any landscaping?** Response: As soon as the contract is awarded to a contractor a notice will be sent out with an anticipated construction schedule. The notice will also have the name and number of our full time inspector who will help you out with any questions you have involving the project and a more day to day construction schedule.

**Question: Has the City done an analysis on the cost of doing this small alley project alone vs. combining it with the 1995 project? Are we being disadvantaged because we didn't combine this project with the one done in 1995?** Response: We don't see that you are being given any significant disadvantage. Things were less expensive in 1995 due to inflation. Also, current property owners were not paying for the project over the past 5 years and money could be invested elsewhere.

**Question: Will the City be doing a project walk through?** Response: Yes, we will walk through the alleys and be available to explain the construction process. Everyone is invited to attend.

**Question: Is there any significance to the location of the stakes the surveyors put in last fall?** Response: No, there is no significance to where the stakes were placed, that was just the preliminary survey. Stakes were placed to mark existing or missing property pins and survey instrument set-up points.

**Question: How long will each alley be shut down to traffic?** Response: 2 to 3 days while the contractor is sub cutting and another day or two for paving.

**Question: There are asphalt curbs on the 1995 alley improvements project, will there be any proposed on this project?** Response: The asphalt curb on the 1995 alley project was placed to correct a drainage problem. We don't anticipate using any on the 2000 alley project.

**Question: Was there any debate as to the source of funds for this or the 1995 alley project?** Response: The City's assessment policy originally said the property owners will be assessed 100% of the project but the city council reconsidered and decided 90% was more fair.

**Question: Where does the 28% increase over the 1995 alley project come from? 5.1% inflation per year?** Response: We are comparing 2000 project's conservative preliminary cost to the 1995 project's final cost we do anticipate that coming down some. Also, there is inflation and the construction market is good and contractors can ask for slightly higher prices.

**Question: Does the alley improvements increase my property value?** Response: There is no direct correlation.

**Question: You are proposing a 28% overhead cost, what was it for the 1995? Are you expecting it to cost 28% again?** Response: We don't have the exact overhead figure for the 1995 project but historically it has averaged 28%.

**Question: Will the construction be done by the State Fair?** Response: Yes.

With no further questions, the meeting was closed at 7:30 p.m. As a closing comment, Susan Hoyt announced that minutes of the neighborhood meeting along with the informational handout would be sent out to all residents who were invited to the meetings. Also, due to the poor weather another meeting will be held in two weeks for the residents who couldn't make it.

POLICY 1  
Date: 2/23/00

ITEM: Consideration of resolution 00-05 ordering the alley improvement project and preparation of plans and specifications

SUBMITTED BY: Terry Maurer, City Engineer

REVIEWED BY: Susan Hoyt, City Administrator  
Roger Knutson, City Attorney

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to consider adopting resolution 00-05 which proceeds with the alley project by ordering the improvement and authorizing the city engineer to prepare plans and specifications. The resolution requires a 4/5 vote.

ATTACHMENT:

1 Resolution 00-05

ACTION REQUESTED:

Discuss and approve resolution 00-05 to proceed, if desired.



COUNCIL RESOLUTION

Date: February 23, 2000

RESOLUTION ORDERING IMPROVEMENT  
AND PREPARATION OF PLANS

WHEREAS, a resolution of the city council adopted the 26<sup>th</sup> day of January, 2000, fixed a date for the council hearing on the proposed improvement of the following alleys:

1. Alley between Idaho Avenue and Iowa Avenue from Arona Street to Pascal Street.
2. Alley between Iowa Avenue and Hoyt Avenue from Arona Street to Hamline Avenue, including the alley between Hamline Avenue and Albert Street from Hoyt Avenue to Iowa Avenue.
3. Alley between Idaho Avenue and Iowa Avenue from Albert Street to Hamline Avenue.
4. Alley between California Avenue and Idaho Avenue from Albert Street to Hamline Avenue.

AND WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 23<sup>rd</sup> day of February, 2000, at which all persons desiring to be heard were given opportunity to be heard thereon,

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

1. Such improvement is hereby ordered as proposed in the council resolution adopted on the 26<sup>th</sup> day of January, 2000.
2. Howard R. Green Company is hereby designated as the engineer for this improvement. They shall prepare plans and specifications for the making of such improvement.

Adopted by the council this 23<sup>rd</sup> day of February 2000.

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

GEHRZ \_\_\_\_\_ In Favor  
 TALBOT \_\_\_\_\_  
 HUSTAD \_\_\_\_\_ Against  
 LINDSTROM \_\_\_\_\_  
 KUETTEL \_\_\_\_\_

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

Mayor  
February 23, 2000  
 Date

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

City Clerk  
February 23, 2000  
 Date

POLICY 2  
Date: 2/23/00

ITEM: Consideration of resolution 00-06 advertising  
For bids for the alley project

SUBMITTED BY: Terry Maurer, City Engineer

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to approve resolution 0-06 allowing the city to go out for bids for the alley project once the specifications are completed so the project can begin in a timely way.

ATTACHMENT:

1 Resolution 00-06

ACTION REQUESTED:

If the council authorized the alley project, approve 00-06 to move Forward.

COUNCIL RESOLUTION

Date: February 23, 2000

RESOLUTION APPROVING PLANS AND SPECIFICATIONS  
AND ORDERING ADVERTISEMENT FOR BIDS

WHEREAS, pursuant to resolution of the council adopted February 23<sup>rd</sup>, 2000, the city engineer, Howard R. Green Company has prepared plans and specifications for the improvement of the following alleys:

1. Alley between Idaho Avenue and Iowa Avenue from Arona Street to Pascal Street.
2. Alley between Iowa Avenue and Hoyt Avenue from Arona Street to Hamline Avenue, including the alley between Hamline Avenue and Albert Street from Hoyt Avenue to Iowa Avenue.
3. Alley between Idaho Avenue and Iowa Avenue from Albert Street to Hamline Avenue.
4. Alley between California Avenue and Idaho Avenue from Albert Street to Hamline Avenue.

and has presented such plans and specifications to the council for approval.

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The city clerk shall prepare and cause to be inserted in the official paper and in The Construction Bulletin, an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be opened and the responsibility of the bidders will be considered by the council at 7:00pm on March 22, 2000, in the council chambers of the city hall, City of Falcon Heights. Any bidder whose responsibility is questioned during consideration of the bid will be given opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the clerk for five per cent of the amount of such bid.

Adopted by the council this 23<sup>rd</sup> day of February 2000.

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

GEHRZ \_\_\_\_\_ In Favor  
 TALBOT \_\_\_\_\_  
 HUSTAD \_\_\_\_\_ Against  
 LINDSTROM \_\_\_\_\_  
 KUETTEL \_\_\_\_\_

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

Mayor  
February 23, 2000  
 Date

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

City Clerk  
February 23, 2000  
 Date

CITY OF FALCON HEIGHTS  
2077 W. Larpenteur Ave.  
Falcon Heights, MN 55113  
Phone: (651) 644-5050 Fax: (651) 644-8675

**FAX**

Date: 2/22/00

To: Roger Knutson, City Attorney  
Terry Maurer, City Engineer

From: Pat Phillips

Re: 2/23/00 Council Agenda Packet

No. of Pages including cover sheet:

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You may be receiving by mail the 2/23 council agenda packet today. I am forwarding 2 pages that were missing in the Public Hearing section of the agenda. The first is estimated assessments which goes after Exhibit 1 and the second is page 2 of the minutes dated January 25, 2000 (these are quite crucial). I apologize for this – they were on those back to back pages that I didn't catch.

**ESTIMATED ASSESSMENTS  
ALLEY RECONSTRUCTION**

TOTAL PROJECT COST	\$216,500
ASSESSABLE PERCENTAGE	90%
ASSESSABLE COST	\$194,850
ASSESSABLE FRONT FOOTAGE	6,750 FF
ESTIMATED ASSESSMENT RATE \$194,850 / 6,750 FF =	\$29 PER FF

**TYPICAL 50- FOOT LOT ASSESSMENT**

50 FF x \$29 = \$1,450.00

ESTIMATED YEARLY PAYMENT, ASSUMING 8% INTEREST

5-YEAR PAYMENT PERIOD - AVERAGES \$375 PER YEAR

7-YEAR PAYMENT PERIOD - AVERAGES \$275 PER YEAR

10-YEAR PAYMENT PERIOD - AVERAGES \$215 PER YEAR

**PROJECT SCHEDULE**

ORDER FEASIBILITY STUDY	OCTOBER 27, 1999
INFORMATIONAL MEETING	JAN. 12 & 25, 2000
CITY COUNCIL RECEIVES FEASIBILITY STUDY AND ORDERS PUBLIC HEARING	JANUARY 26, 2000
PUBLIC HEARING, ORDER PREPARATION OF PLANS AND SPECIFICATIONS, APPROVE PLANS AND SPECIFICATIONS AND AUTHORIZE ADVERTISEMENT FOR BIDS	FEBRUARY 23 2000
CITY COUNCIL CONSIDERS BIDS AND ORDERS PREPARATION OF ASSESSMENT ROLL	MARCH 22, 2000
ASSESSMENT HEARING AND AWARD CONTRACT	MAY 10, 2000
BEGIN CONSTRUCTION	LATE MAY 2000
COMPLETE CONSTRUCTION	AUGUST 2000
FIRST PAYMENT DUE WITH REAL ESTATE TAXES	MAY 2001

Question: My lot is higher than the alley, will there be a lip or some way of taking up the grade? Response: We have not developed detailed plans at this point, but in the last group of alleys that were constructed we did include some bituminous curb in special situations where appropriate. In the last project the Engineer met with the interested residents on the site to explain how specific concerns would be handled.

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