

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

March 22, 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: March 8, 2000 (Tab #1)
- E. CONSENT:
 - 1. General disbursements through 3/17/00, \$98,726.07
Payroll, 3/1/00 to 3/15/00, \$8,420.07 (Tab #2)
 - 2. Licenses (Tab #3)
 - 3. Authorization to retain Kunde forestry consultants (Tab #4)
 - 4. Authorization to request proposals for 2000 boulevard tree trimming/removal
(Tab #5)
- F. PUBLIC HEARING:
 - 1. Public hearing on the proposed improvement and proposed assessment for
the reconstruction of Larpenteur Avenue between Arona and Hamline Avenues
(Tab #6)
- G. POLICY AGENDA:
 - 1. Consideration of resolution 00-07^(a) ordering the improvement of Larpenteur
Avenue and 00-08 assessing property owners for the reconstruction (Tab #7)
 - 2. Consideration of police costs for 2001 and 2002 (Tab #8)
 - 3. Selection of search firms for the council to interview (Tab #9)
 - 4. Authorization to contract with Netlink for web site upgrade services (Tab #10)
 - 5. Authorization to proceed with the installation of lights in the parking lot at
Community Park (Tab #11)
 - 6. Consider resolutions accepting the bid, determining assessments and scheduling
the assessment hearing on the alley project (Tab #12)
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN

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

March 22, 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: March 8, 2000
- E. CONSENT:
 - 1. General disbursements through 3/17/00, \$98,726.07
Payroll, 3/1/00 to 3/15/00, \$8,420.07
 - 2. Licenses
 - 3. Authorization to retain Kunde forestry consultants
 - 4. Authorization to request proposals for 2000 boulevard tree trimming/removal
- F. PUBLIC HEARING:
 - 1. Public hearing on the proposed improvement and proposed assessment for the reconstruction of Larpenteur Avenue between Arona and Hamline Avenues
- G. POLICY AGENDA:
 - 1. Consideration of resolution 00-07 ordering the improvement of Larpenteur Avenue and 00-08 assessing property owners for the reconstruction
 - 2. Consideration of police costs for 2001 and 2002
 - 3. Selection of search firms for the council to interview
 - 4. Authorization to contract with Netlink for web site upgrade services
 - 5. Authorization to proceed with the installation of lights in the parking lot at Community Park
 - 6. Consider resolutions accepting the bid, determining assessments and scheduling the assessment hearing on the alley project
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN

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

March 22, 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: March 8, 2000
- E. CONSENT:
 - 1. General disbursements through 3/17/00, \$98,726.07
Payroll, 3/1/00 to 3/15/00, \$8,420.07
 - 2. Licenses
 - 3. Authorization to retain Kunde forestry consultants
 - 4. Authorization to request proposals for 2000 boulevard tree trimming/removal
- F. PUBLIC HEARING:
 - 1. Public hearing on the proposed improvement and proposed assessment for the reconstruction of Larpenteur Avenue between Arona and Hamline Avenues
- G. POLICY AGENDA:
 - 1. Consideration of resolution 00-07 ordering the improvement of Larpenteur Avenue and 00-08 assessing property owners for the reconstruction
 - 2. Consideration of police costs for 2001 and 2002
 - 3. Selection of search firms for the council to interview
 - 4. Authorization to contract with Netlink for web site upgrade services
 - 5. Authorization to proceed with the installation of lights in the parking lot at Community Park
 - 6. Consider resolutions accepting the bid, determining assessments and scheduling the assessment hearing on the alley project
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN

Draft

City of Falcon Heights
City Council Minutes
March 8, 2000

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

PRESENT: Gehrz, Kuettel, Lindstrom, Talbot

Also present: Susan Hoyt, City Administrator, Pat Phillips, Deputy Clerk

ABSENT: Hustad

COMMUNITY FORUM: There was no one requesting to speak at the forum.

MINUTES: The minutes of February 23, 2000 were approved.

CONSENT AGENDA:

Councilmember Kuettel moved approval of the following consent agenda with a correction noted in Item No. 7, resolution No. 00-07. The estimated total cost of the Larpenteur Avenue Phase III construction should be \$125,000 rather than \$59,139.84. The motion passed unanimously.

1. General disbursements and payroll
2. Licenses
3. Accept the resignation of the city administrator effective April 24, 2000
4. Clarification of ambulance sale
5. Accept the proposal for streetsweeping services to Kieger Enterprises for \$11,800
6. Request to approve the resignation of James Ryle, Sr. and Mike Clarkin, Jr. and the promotion of Al Hernandez to the position of second assistant fire chief.
7. Approve Resolution 00-07 re-scheduling the Larpenteur Avenue Improvement and Assessment Hearing for March 22, 2000 at or about 7:00 P.M.

POLICY AGENDA

Presentation of the St. Paul Campus Land Use Planning Task Force Common Principles

Mayor Gehrz explained the proposed common principles which are being included as part of the St. Paul Campus Land Use Planning Task Force report. Some key points of the principles include 1) a commitment to continued communication, 2) a specific recognition of potential impacts on neighborhoods and 3) a stated opportunity for communities' adjacent to a U project to independently review and comment on the project's impact on the community. Gehrz reminded council that these principles have no legally binding authority over any entity.

Dr. Robert Anderson, president of Neighbors of St. Paul Campus, and Gertrude Esteros both of 1666 Coffman, expressed their gratitude to the mayor, council, administrator and

planning commission of 1998, 1999 and 2000 for the excellent manner in which they listened to, communicated with, and helped resolve a potential problem involving the placement of the women's soccer stadium. Mayor Gehrz thanked Dr. Anderson and the other persons involved for their work with all the different committees in order to bring the matter to a satisfactory conclusion.

Councilmember Lindstrom moved to approve the proposed common principles. The motion passed unanimously.

Consideration of an agreement with Metricom Internet services for use of the right of way

Administrator Hoyt explained that the council was being asked to approve use of the right of way for an internet provider. The city authorizes companies to use the public right of way if permits are approved and restorative costs of boulevard covered. Hoyt then introduced Metricom representative Max Thompson who summarized the wireless internet service system that his company provides and asks that an agreement be approved by council for use of the city's right of way. It is estimated that Falcon Heights will need 7 units which will be box mounted on existing poles, some of which are on the county right of way. The city will receive a percentage of the revenue to cover any change to right of way. After a brief discussion, Councilmember Talbot moved to approve the agreement allowing Metricom to use the city right of way. The motion passed unanimously.

Request to approve expenditures associated with the implementation of GIS

Heather Worthington, assistant to the city administrator, presented the expenditures associated with the implementation of a GIS project. The GIS system will allow the city to track land use, zoning and planning information, as well as map public works themes such as sewers, fire hydrants and park features. Worthington recommended entering into a contract with Rowekamp Associates to provide the services and also the addition of one computer and a large format printer. The estimated cost for implementation is \$9,281.58. Councilmember Kuettel moved to approve the estimated expenditure of \$9,281.58. The motion passed unanimously.

ADJOURN

The meeting adjourned at 8:20 p.m.

Respectfully submitted,

Susan Hoyt
City Clerk

CONSENT 1
Meeting Date: 3/22/00

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Roland Olson, City Accountant

EXPLANATION/SUMMARY:

1. General disbursements through 3/17/00, \$98,726.07
2. Payroll, 3/1/00 to 3/15/00, \$8,420.07

ACTION REQUESTED: Approval

APPROVAL OF BILLS
PERIOD ENDING: 03/17/00

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	US BANK TRUST NATL ASSOC	PAYING AGENT FEES	-----	143.75
	*** TOTAL	FOR DEPT 00		143.75
	FOCUS NEWS	ADV FOR BIDS ALLEY PROJ	LEGISLAT	94.50
38586	TAFF, SUSAN HOYT	HUSTAD-NATL LEAGUE CITYS	LEGISLAT	485.00
	*** TOTAL	FOR DEPT 11		579.50
	AGA	2000 MEMBERSHIP	ADMINIST	75.00
	FBN, INC	NETWORKS RIGHTS-HEATHER	ADMINIST	42.50
	FBN, INC	INTERNET SVC MEETING	ADMINIST	170.00
	INSTY-PRINTS PLUS	BLDG PERMIT FORMS	ADMINIST	243.29
	INSTY-PRINTS PLUS	BUSINESS CARDS-MAERTZ	ADMINIST	58.29
	MCQUIRE, MARY E.	REFUND PARK BLDG	ADMINIST	15.00
38591	MN DEPARTMENT OF REVENUE	3/15 ST WITHHOLDINGS	ADMINIST	639.86
38592	PERA	3/15 PERA WITHHOLDINGS	ADMINIST	1,107.96
	PHILLIPS, PATRICIA	REIMB FOR COFFEE	ADMINIST	19.14
	RAMSEY COUNTY	3/00 INS PREMIUMS	ADMINIST	2,938.27
	JANE SAVAGE	NEIGHBORHOOD WATCH MEETG	ADMINIST	24.72
38586	TAFF, SUSAN HOYT	MEETING EXPS	ADMINIST	45.00
	SUBURBAN CHAMBER COMMERCE	FEB LUNCHEON	ADMINIST	20.00
	KINKO'S INC.	COLOR COPIES	ADMINIST	27.00
	COMPUTER MANAGEMENT SVCS	FINANCIAL SOFTWARE SUPPT	ADMINIST	1,129.50
	*** TOTAL	FOR DEPT 12		6,555.53
	CAMPBELL KNUTSON	2/00 LEGAL WORK	LEGAL	957.00
	*** TOTAL	FOR DEPT 14		957.00
	RAMSEY COUNTY	POSTAL VERIFICATION CRDS	ELECTION	16.80
	*** TOTAL	FOR DEPT 15		16.80
38590	U.S. POSTMASTER	BULK MAIL POSTAGE	COMMUNIC	1,500.00
	USWEST COMMUNICATIONS	TELE 3/1	COMMUNIC	598.47
	DAVID L. WASSON GRAPHIC	NEWSLETTER/DESIGN	COMMUNIC	1,315.05
	*** TOTAL	FOR DEPT 16		3,413.52
	AGC DEVELOPMENTS, INC	NOISE CONTROL-SOCCER STA	PLANNING	362.64
	*** TOTAL	FOR DEPT 17		362.64
	ST ANTHONY VILLAGE	4/00 POLICE SVCS	POLICE	33,063.91
	*** TOTAL	FOR DEPT 22		33,063.91
	HUGHES & COSTELLO	3/00 PROSECUTIONS	PROSECUT	2,616.50
	*** TOTAL	FOR DEPT 23		2,616.50
38589	ALLEN, MARK	REIMB FIRE SCHOOL EXPS	FIRE FIG	187.02
	AMERICAN OFFICE PRODUCTS	2 RECORD BOOKS/FIRE DEPT	FIRE FIG	58.78
	ANDERSON, KEVIN	REIMB FIRE CLASS	FIRE FIG	198.72
	CY'S UNIFORMS	SHIRT/NAME TAGS	FIRE FIG	34.30
	EMERGENCY APPARATUS MAINT	SVC ENGINE752	FIRE FIG	345.00
	EMERGENCY APPARATUS MAINT	OIL/LUBE ENGINE 752	FIRE FIG	111.93
	EMERGENCY APPARATUS MAINT	AERIAL 757 REPAIR LIFT	FIRE FIG	2,901.38
	EMERGENCY APPARATUS MAINT	757 OIL/FILTERS	FIRE FIG	142.64
	FIRE EQUIPMENT SPECIALTIE	FACEPIECE BAG	FIRE FIG	105.00

APPROVAL OF BILLS
 PERIOD ENDING: 03/17/00

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
		FIRE EQUIPMENT SPECIALTIE SCBA TEST AND REPAIR	FIRE FIG	168.95
		FIRE EQUIPMENT SPECIALTIE CHARGER	FIRE FIG	39.90
38588	AL HERNANDEZ	REIMB FIRE SCHOOL EXPS	FIRE FIG	143.28
	OXYGEN SERVICE COMPANY	AIR & OXYGEN	FIRE FIG	54.00
	OXYGEN SERVICE COMPANY	AIR AND OXYGEN	FIRE FIG	34.64
38587	MARY RIGNEY	REIMB FIRE SCHOOL EXPS	FIRE FIG	162.29
	AIRTOUCH CELLULAR	CELLULAR PHONE	FIRE FIG	19.66
	USWEST COMMUNICATIONS	TELE 3/1	FIRE FIG	183.70
	ANOKA-HENNEPIN TECHNICAL	FLAMMABLE LIQUIDS COURES	FIRE FIG	395.00
	ANOKA-HENNEPIN TECHNICAL	LP BULK GAS EMERG COURSE	FIRE FIG	500.00
	RAMSEY CO. FIRE CHIEFS	ANNUAL BANQUET-6 ATTENDG	FIRE FIG	70.50
	*** TOTAL	FOR DEPT 24		5,856.69
	BROWNING-FERRIS IND.	3.00 WASTE REMOVAL	CITY HAL	222.29
	GLENWOOD INGLEWOOD	COOLER RENTAL	CITY HAL	9.00
	KNOX LUMBER CO.	PUTTY KNIVES/GLASS FABRC	CITY HAL	15.90
	MERCURY WASTE SOLUTIONS	FLOURESCENT LIGHT DISPOS	CITY HAL	29.64
	NSP	ELECT 3/2	CITY HAL	780.40
	NSP	GAS 3/2	CITY HAL	540.18
	OXYGEN SERVICE COMPANY	TANK RENTAL	CITY HAL	9.00
	SUBURBAN HARDWARE	RUG CLEANER/BRUSH/ANTKIL	CITY HAL	38.19
	UNITED LABORATORIES	CONCRETE FLOOR CLEANER	CITY HAL	269.17
	*** TOTAL	FOR DEPT 31		1,913.77
	BUMPER TO BUMPER	AUTOMOTIVE SUPPLIES	STREETS	75.06
	GRAINGER, W. W., INC.	STREET LAMPS	STREETS	259.11
	NSP	ELECT 2/29	STREETS	63.90
	NSP	ELECT TO 2/29	STREETS	9.00
	NSP	ELECT 2/29	STREETS	72.10
	NSP	ELECT 3/1	STREETS	1,996.35
	NSP	ELECT 2/29	STREETS	24.67
	NSP	ELECT 3/1	STREETS	62.12
	NSP	ELECT 3/1	STREETS	114.56
	NSP	ELECT 3/2	STREETS	115.55
	NSP	ELECT 3/2	STREETS	11.19
	NSP	ELECT 3/1	STREETS	9.00
	SUBURBAN HARDWARE	CONCRETE MMIX	STREETS	7.65
	TRI-STATE BOBCAT INC	BOBCAT ENGINE FILTER	STREETS	7.95
	UNITED RENTALS	RENTAL OF STREET BROOM	STREETS	146.72
	*** TOTAL	FOR DEPT 32		2,974.93
	HOWARD GREEN COMPANYC.	MSA STREET INVEST	ENGINEER	330.00
	*** TOTAL	FOR DEPT 33		330.00
	UNIVERSITY OF MINN EXTENS	SHADE TREE COURSE/MAERTZ	TREE PRO	100.00
	*** TOTAL	FOR DEPT 34		100.00
	GRAINGER, W. W., INC.	36" GRIPPER ARM	PARK & R	45.42
	ICMA RETIREMENT TRUST 457	2/00 MAERTZ	PARK & R	100.00
	ICMA RETIREMENT TRUST 457	2.00 TRETSVEN	PARK & R	100.00
	SUBURBAN HARDWARE	CAULK/SEALER/AIR FRESHNR	PARK & R	10.07
	SUBURBAN HARDWARE	ICE MELT/NYLON CORD/PAIN	PARK & R	96.38
	*** TOTAL	FOR DEPT 41		351.87
38586	TAFF, SUSAN HOYT	TOYS FOR PLAYROOM	PARK PRO	37.25

APPROVAL OF BILLS
 PERIOD ENDING: 03/17/00

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
*** TOTAL FOR DEPT 50				37.25
	C.J. LARSON PHOTOGRAPHY	HISTORICAL PHOTOS	GENERAL	430.00
38593	TARGET	SONY DIGITAL CAMERA	GENERAL	532.49
*** TOTAL FOR DEPT 63				962.49
	FIRE EQUIPMENT SPECIALTIE	HOODS W/COMFORT LINER	FIRE & R	236.45
*** TOTAL FOR DEPT 64				236.45
	TRUCK UTILITIES MFG CO.	SNOWPLOW & DEFLECTOR	PUBLIC W	3,599.00
*** TOTAL FOR DEPT 65				3,599.00
	BRAUN PUMP & CONTROLS	LIFT STATION MAINT CALL	SANITARY	178.50
	METROPOLITAN COUNCIL	4/00 S.S.	SANITARY	20,517.61
	NSP	ELECT	SANITARY	16.45
	RAMSEY COUNTY	CITY SHARE LIFT STA MAIN	SANITARY	2,125.52
*** TOTAL FOR DEPT 75				22,838.08
	EHLERS AND ASSOCIATES	RESPONSE TO OSA LETTER	TIF #1	225.00
*** TOTAL FOR DEPT 77				225.00
	EHLERS AND ASSOCIATES	RESPONSE TO OSA LETTER	TIF #2	225.00
*** TOTAL FOR DEPT 78				225.00
	BERNARDY, CONNIE LANNERS	MAR 16-31 PROF SVCS	MCAD	1,288.49
*** TOTAL FOR DEPT 84				1,288.49
	HOWARD GREEN COMPANYC.	NE STREETS	NE QUAD	45.50
*** TOTAL FOR DEPT 86				45.50
	HOWARD GREEN COMPANYC.	ENGINEERING	2000 ALL	10,032.40
*** TOTAL FOR DEPT 87				10,032.40
*** TOTAL FOR BANK 01				98,726.07
*** GRAND TOTAL ***				98,726.07

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	3 14 00	34 CLEMENT KURHAJETZ	30085	51.26
COM	3 14 00	35 LEO LINDIG	30086	62.22
COM	3 14 00	40 KEVIN ANDERSON	30087	32.32
COM	3 14 00	42 MICHAEL D. CLARKIN	30088	110.20
COM	3 14 00	66 ALFRED HERNANDEZ	30089	114.63
COM	3 14 00	70 JUSTIN T. NOVAK	30090	21.20
COM	3 14 00	73 JEREMY HUTCHISON	30091	18.99
COM	3 14 00	74 MARK J. ALLEN	30092	33.83
COM	3 14 00	75 JOSEPH P. KRAJEWSKI	30093	49.28
COM	3 14 00	77 BARBARA J. LEMAY	30094	85.19
COM	3 14 00	80 MARY K RIGNEY	30095	90.91
COM	3 14 00	81 LAUREL F SANDBERG	30096	79.28
COM	3 14 00	82 DUSTIN P THUNE	30097	205.29
COM	3 14 00	85 DANIEL S JOHNSON-POWERS	30098	135.38
COM	3 14 00	86 GREGORY R YOUNGS JR	30099	67.89
COM	3 14 00	1002 SUSAN HOYT TAFF	30100	1412.09
COM	3 14 00	1007 PATRICIA PHILLIPS	30101	949.97
COM	3 14 00	1013 WILLIAM MAERTZ	30102	1409.95
COM	3 14 00	1033 DAVE TRETSEVEN	30103	904.55
COM	3 14 00	1102 AUSTIN M. PETERSON	30104	345.23
COM	3 14 00	1136 ROLAND O. OLSON	30105	993.77
COM	3 14 00	1173 ELIZABETH M. POSTIGO	30106	153.87
COM	3 14 00	1184 MATTHEW W KRIEGLER	30107	79.19
COM	3 14 00	1185 HEATHER M WORTHINGTON	30108	1013.58

COMPUTER CHECKS	8420.07
MANUAL CHECKS	.00
NOTICES OF DEPOSIT	.00

****TOTALS**** 8420.07

CONSENT 2
Meeting Date: 3/22/00

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Pat Phillips, Licensing Coordinator

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

GENERAL CONTRACTOR

ERI – Environmental Resources, Inc. #00-906

TREE TRIMMING/TREATING/REMOVAL

All Seasons Tree Service #00-1309

ACTION REQUESTED: Approval

CONSENT 3
DATE: 3/22/00

ITEM: Authorization to retain Kunde forestry consultants

SUBMITTED BY: Susan Hoyt, City Administrator

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

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to enter into an on-going contract with Kunde forestry consultants to provide the services of city forester for \$39 per hour for a professional forester and \$26 per hour for a technician along with mileage costs. Kunde provided this service to the city last year, which includes checking for diseased trees on public and private property and providing advice to the city tree program and some advice to property owners. The total cost for the service was \$2171.55 in 1999. This is less than budgeted \$4,000 for this service. In past years the city hired a part time forester to provide this service. The part time forester cost the city \$4,015 in 1998 and more in earlier years. Although the city staff schedules when Kunde will make its office visits, a Kunde forester and inspector is available on a daily basis to city staff and residents on an as-needed basis. Staff received several compliments on the service last year. Either party can terminate the contract with a 30 day notification. This leaves the city the flexibility to change the service if it doesn't meet expectations.

GOAL 4: To provide effective and responsive city government.

ATTACHMENTS:

1 Contract with Kunde

ACTION REQUESTED:

Approve contract with Kunde for forestry services.



2311 WOODBRIDGE ST. • ROSEVILLE, MINNESOTA 55113 • (651) 484-0114

Susan Hoyt
City of Falcon Heights
2077 West Larpentuer
Falcon Heights MN 55108

March 3, 2000

Re: Shade Tree Disease Control Program

Dear Ms. Hoyt;

Enclosed is the proposal for the Shade Tree Disease Control Program for the City of Falcon Heights.

We feel that our forestry services in your community has been a positive action in the suppression of Oak Wilt and Dutch Elm disease. We take pride in our accomplishments within the municipalities we serve.

Our staff of foresters is always available for your community's forestry needs. We look forward to a continuing working relationship with the City of Falcon Heights.

Please look over the enclosed proposal which gives both the City of Falcon Heights and Kunde Co., Inc. thirty (30) days written termination notice.

If there are any questions regarding this proposal, please call me at 651-484-0114.

Sincerely,

Steve Kunde
President, Forester
Kunde Co., Inc.

**PROPOSAL FOR SHADE TREE DISEASE CONTROL
PROGRAM FOR FALCON HEIGHTS, MINNESOTA**

SERVICE - Kunde Co., Inc. agrees to conduct, supervise and otherwise carry out the Tree Disease Program in and for Falcon Heights, MN. The Tree Disease Program services to be provided by Kunde Co., Inc. include, but are not limited to, the following:

- a) Detection;
- b) Identification;
- c) Laboratory sampling, if and when necessary;
- d) Root graft disruption (if directed by City);
- e) Systematic reporting;
- f) Such other items and procedures as may be, from time to time necessary.

COMPANSATION - Kunde Co., Inc. agrees to undertake its duties hereunder at the hourly rate of **\$39.00** for Professional Forester consulting, and an hourly rate of **\$26.00** for Technician Inspector. Mileage shall be reimbursed at the rate of **\$0.30** per mile. The rate for the Vibratory Plow and Operator shall be at the available market rental rate (approximately **\$125.00/hr.**). The City shall also reimburse Kunde Co., Inc. for the cost of required materials, and supply expenses necessary to perform its obligations and duties hereunder provided that Kunde Co., Inc. shall not expend more than **\$300.00** for purchase of materials and supply expenses without prior written approval of the City. Kunde Co., Inc. shall submit periodic statements to the City setting forth the following:

- a) Number of hours worked at each hourly rate;
- b) Brief description of work performed;
- c) Quantity of material used;
- d) Cost of material used.

Payments due hereunder shall be made within thirty (30) days after the billing statement is received by the City.

INDEMNITY - Kunde Co., Inc. agrees to indemnify and otherwise hold the City of Falcon Heights harmless for any and all responsibility, liability or obligation resulting from its activities in conducting, supervising and otherwise carrying out the Shade Tree Disease Control Program in and for the City of Falcon Heights, MN.

INSURANCE - Kunde Co., Inc. shall provide the City of Falcon Heights with Certificates of Insurance for its general liability and worker's compensation policies. These insurance policies shall be kept in full force and effect during the term of the Agreement. Any changes in these policies must be immediately reported in writing to the City of Falcon Heights, MN.

INDEPENDENT CONTRACTOR - Kunde Co., Inc. is deemed to be an independent contractor for the purposes of the services it provides under this Agreement and shall not be entitled to any of the benefits usually accorded regular City employees, including but not limited to severance pay, health and welfare, insurance benefits, retirement credits, worker's compensation coverage, or any other similar rights or benefits that would apply to the present City of Falcon Heights employees.

TERM - Either of the parties may terminate this Agreement for any reason by giving the other party thirty (30) days written notice. The City of Falcon Heights agrees that any written notices will be sent to the following address:

Kunde Co., Inc.
2311 Woodbridge Street
Suite # 170
Roseville MN 55113

Kunde Co., Inc. agrees that any written notices shall be sent to the following address:

City of Falcon Heights
2077 West Larpentuer
Falcon Heights, MN 55127-7099

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed and delivered on their behalf.

CITY OF FALCON HEIGHTS, MN

KUNDE CO., INC.

BY _____

BY *Steph K...*

TITLE _____

TITLE *President*

DATE _____

DATE *3/2/90*

CONSENT 5
Meeting Date: 3/22/00

ITEM DESCRIPTION: Authorization to request proposals for 2000 tree trimming/removal

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

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

Summary and action requested. The council is being asked to authorize staff to request proposals for the city's boulevard tree trimming/removal in 2000. It has been several years since proposals were obtained.

Goal 2. To maintain and promote the assets of the city's unique neighborhoods

Strategy 4. Maintain the city's infrastructure

Action item. Continue with a boulevard tree program for replacement, maintenance and expansion

ATTACHMENT: Letter and proposal to tree contractors

ACTION REQUESTED: Approve authorization to request proposals for tree trimming

April 6, 2000

TO: Tree Removal / Trimming contractors

FROM: Bill Maertz, Parks/Public Works Maintenance Director

The City of Falcon Heights is currently seeking proposals from tree services who are interested in providing public tree removal services for the city, as well as cyclic tree trimming. The proposal should include an hourly labor and equipment rate schedule for trimming, and a cost per diameter inch for tree removal. In addition to the hourly rate schedule, the proposal should include a total cost not to be exceeded for trimming.

The area scheduled for trimming this year is the **north-home** neighborhood. Two blocks, **1463 to 1513 California** and **1390 to 1456 Idaho** were trimmed in 1999 and are not included. **All work shall be completed by Dec. 31, 2000.** A map indicating the areas to be trimmed is enclosed for your information. Contractors are encouraged to survey the areas scheduled for trimming. Please feel free to call if you have any questions.

A tree trimming service doing business for the city must have a current license in the City of Falcon Heights. A \$30.00 license fee and proof of insurance (minimum \$300,000, \$500,000, \$100,000) is required.

Please submit proposals by April 28, 2000. A faxed proposal is acceptable.

Proposals will be reviewed and services inspected by the city's forestry consultants. The city council reserves the right to reject any or all proposals and to waive informalities and to award the contract in the best interests of the city.

PUBLIC HEARING

Date: 3/22/00

ITEM: Public Hearing on the proposed improvement and proposed assessment for the reconstruction of Larpenteur Avenue between Arona and Hamline Avenues

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 improvement and the associated assessment to property owners for Larpenteur Avenue from Arona to Hamline Avenues that is planned by Ramsey County this spring and summer. This is the third and final phase of the reconstruction of Larpenteur Avenue through Falcon Heights, which began in 1997. As of this writing the estimated cost for wrapping up the work with Ramsey County is \$58,140 The proposed assessment is \$26.50 a front foot for residential properties. This is the same assessment paid by property owners on previous sections of Larpenteur.

Goal 2. To maintain and promote the assets of the city's unique neighborhoods.

Strategy 4. Maintain the city's infrastructure.

Action item. Plan for and implement the Larpenteur Avenue street improvement project.

Background

- The proposed improvement includes:
 - sidewalks on both sides of the street and
 - tree plantings along the boulevard where feasible to plant them.
 - a parking lane on the southside of Larpenteur in front of the apartments
 - no parking in areas where there is not a parking lane (appears to be little use of on street parking on Larpenteur by residential owners.)
- The city's assessment policy assesses all property owners for street reconstruction regardless of the type of street they abut.

ACTION REQUESTED:

Summary from city engineer

Questions for city engineer and county engineer

Open public hearing

Close public hearing

ITEM: Consideration of resolution 00-07 ordering the improvement of Larpenteur Avenue and 00-08 assessing property owners for the reconstruction

SUBMITTED BY: Terry Maurer, City Engineer

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to approve a resolution to order the improvement of Larpenteur Avenue between Arona and Hamline Avenues and to assess the abutting property owners for that improvement.

Goal 2. To maintain the quality of the city's unique neighborhoods.

Strategy 4. To improve the city's infrastructure

Action item. To plan and implement the reconstruction of Larpenteur Avenue

ATTACHMENTS:

1. Resolution 00-07 ordering the improvement
2. Resolution 00-08 assessing the project

ACTION REQUESTED:

Discussion and approval of resolutions 07 and 08, if desired.

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

Date: March 22, 2000

RESOLUTION ORDERING IMPROVEMENT

WHEREAS, a resolution of the city council adopted the 26th day of January, 2000, fixed a date for the council hearing on the proposed improvement of Larpenteur Avenue between the West line of Arona Street and the West line of Hamline Avenue; and

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was held thereon on the 22nd day of March, 2000, at which all persons desiring to be heard were given an 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 this 22nd day of March, 2000.

Moved by: _____

GEHRZ
HUSTAD ___ In Favor
KUETTEL
LINDSTROM ___ Against
TALBOT

Approved by: _____

Mayor
March 22, 2000
Date

Attested by: _____

City Clerk
March 22, 2000
Date

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

Date: March 22, 2000

RESOLUTION ADOPTING ASSESSMENT

WHEREAS, pursuant to proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment for the improvement of Larpenteur Avenue between the West line of Arona Street and the West line of Hamline Avenue.

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

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable on or before the first Monday in January, 2001 and shall bear interest at the rate of 8 per cent annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2001. To each subsequent installment when due shall be added interest for one year on the unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the city treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and he may, at any time thereafter, pay to the city treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.
4. The clerk shall forthwith transmit a certified duplicate of this assessment to the county auditor to be extended on the proper tax lists of the county, and such assessments shall be collected and paid over in the same manner as other municipal taxes.

Moved by: _____

Approved by: _____

GEHRZ
HUSTAD ___ In Favor
KUETTEL
LINDSTROM ___ Against
TALBOT

Mayor
March 22, 2000
Date

Attested by: _____
City Clerk
March 22, 2000
Date

ITEM: Consideration of police costs for 2001 and 2002

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: Mayor Gehrz

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to consider the costs for contracting for police services from the city of St. Anthony for \$410,654 for 2001 and \$425,027 for 2002. If adopted this will be a 3.5% increase each year. The increased costs are due to increases in personnel compensation, health insurance and automotive supplies. The current contract amount is \$396,767. Policing costs comprise 31% of the city's general operating budget. St. Anthony approved the contract on March 14, 2000.

Meets goal #1. To protect the public health and safety.

Strategy #1. Providing public safety services to citizens.

Action item: Provide a responsive, visible, community police service.

Background.

- The city has an on-going contract with the city of St. Anthony for police service. The contract requires that the cities negotiate the costs for the service every two years.
- The contract price is based upon the time and material costs of providing Falcon Heights with a 24 hour designated officer, back-up assistance, investigations, dispatch and other related items. This guarantees Falcon Heights that it is not paying for police services generated by the city of St. Anthony or Lauderdale, which also contracts for this service.
- The proposed increase of 3% reflect actual cost increases for personnel and automotive supplies. This is less than increases in prior years which was 5% for 1999 and 4.5% for 2000.

ATTACHMENT: 1. Contract

ACTION REQUESTED:

Recommend adopting the proposed police cost increases for 2001 and 2002.



Administrative Offices

3301 Silver Lake Road, St. Anthony, Minnesota 55418-1699

(612) 789-8881

FAX (612) 781-9323

February 23, 2000

Susan Hoyt
City Administrator
2077 W. Larpenteur Avenue
Falcon Heights, MN 55113-5594

Dear Susan:

Enclosed is a Joint Powers Agreement for police services for 2001 and 2002 between the Cities of Falcon Heights and St. Anthony. Staff has recommended to the St. Anthony City Council a 3.5% increase for each of the contract years 2001 and 2002.

The 3.5% increase is necessary to offset a three-percent increase in wages that our police officers will receive in 2001 and a half percent for inflationary increases for general supplies, charges for services and wage increases in 2002.

The proposed increases listed below are contingent on a favorable approval by the St. Anthony City Council at their March 14, 2000 meeting.

<u>2000</u>	<u>2001</u>	<u>2002</u>
\$396,767	\$410,654	\$425,027

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael J. Mornson", with a long horizontal flourish extending to the right.

Michael J. Mornson
City Manager

JOINT POWERS AGREEMENT FOR POLICE SERVICES

This Agreement is made and entered into as of _____, 2000, between the CITY OF ST. ANTHONY, a municipal corporation under the laws of the State of Minnesota ("St. Anthony") and the CITY OF FALCON HEIGHTS, a municipal corporation under the laws of the State of Minnesota ("Falcon Heights"). The services to be performed under this Agreement will commence January 1, 2001.

I. PURPOSE

St. Anthony and Falcon Heights have the power within their respective cities to provide for the prevention of crime and for police protection. Under Minnesota Statutes, Section 471.59, the cities may, by agreement, provide for the exercise of the police power by one city on behalf of the other city.

This Agreement sets forth the terms and conditions under which St. Anthony will provide police services for Falcon Heights. St. Anthony will have full authority and responsibility to provide services in accordance with all enabling legislation under the laws of the State of Minnesota and the ordinances of Falcon Heights. St. Anthony will provide feedback to the Falcon Heights City Administrator and City Council on a regular and timely basis, and will actively support the creation of a joint advisory committee pursuant to Section IX of this Agreement, whose members come from both cities, and whose purpose is to review, monitor, and ensure a successful relationship between the two cities under this Agreement.

II. INTERPRETATION

This Agreement is entered following the preparation by Falcon Heights of a Request for Proposal for Police Services and the submission of a responsive Proposal by St. Anthony (the "Proposal"). To the extent that any of the provisions of this Agreement are inconsistent with the provisions of the Proposal, the provisions of this Agreement will control. If any provision of this Agreement is ambiguous, the parties agree that the Proposal may be looked to as evidence of the parties' intent.

III. SERVICES

St. Anthony will provide Falcon Heights with 24 hour police service, and will physically place a certified officer within the boundaries of Falcon Heights 24 hours each day, except in those instances when the officer makes an arrest and transports a prisoner,

during mutual aid situations, when providing a backup for another officer, or when called away for a court appearance, booking or similar police matter. Subject to these exceptions and in normal circumstances, St. Anthony will provide 24 hour police protection and police presence each day within the City of Falcon Heights. In those instances stated above when an officer is not physically present in Falcon Heights, St. Anthony will respond to emergency police calls with other officers.

IV. LEVEL OF SERVICES

During the term of this Agreement, St. Anthony will provide to Falcon Heights the same police service extended to persons and property within St. Anthony, which will include, but be limited to, the following:

- A. Patrol services, with random patrolling of all residential, business and public property areas during all shifts;
- B. Police presence within the boundaries of Falcon Heights 24 hours each day, subject only to the exceptions noted above;
- C. Animal control services as provided within the City of St. Anthony by the animal control service employed by St. Anthony;
- D. Enforcement of all ordinances of Falcon Heights which are intended to be enforced by police officers, with special attention being given to parking, winter and nuisance ordinances;
- E. Ticketing for traffic violations will be done routinely during normal shifts;
- F. Crime prevention programs that encourage community involvement and investment in the City of Falcon Heights, including participation in the Mayor's Commission, Family Violence Network, Neighborhood Watch Programs, "McGruff Houses," and "Combat Auto Theft" programs; in appropriate cases, referrals will be made to the Northwest Youth and Family Services Youth Diversion Program;
- G. Criminal investigations, crime lab service and supervisory service;
- H. Reports on police services and activities, including weekly, monthly and annual police reports;

- I. Responses to medical emergencies, fires and other emergencies; responses shall include, where appropriate, securing the scene for fire/rescue personnel, accompanying fire/rescue personnel to the hospital upon request of such personnel, and providing follow-up information to fire/rescue personnel upon request of such personnel;
- J. Officers will be available at Falcon Heights City Hall to answer questions from, and provide information regarding police activities to, Falcon Heights residents, business owners and staff on an as-needed basis;
- K. License inspections, background investigations and license enforcement services as called for under applicable state law or city ordinances;
- L. Review and comment, upon request, of proposed Falcon Heights ordinances affecting police services or enforcement;
- M. Follow-up on reported crimes with the person(s) who reported the crime, including routine notification by telephone or mail as to the status of the investigation; and
- N. Special event traffic patrol services, including ten days per year during the State Fair; and other events such as periodic parades and the National Street Rods Association Convention.

V. PAYMENT FOR SERVICES

This Agreement will be effective January 1, 2001 and will continue until December 31, 2002, In consideration of the services to be provided under this Agreement, Falcon Heights will pay St. Anthony an annual fee of \$410,654 for the year 2001, and an annual fee of \$425,027 for the year 2002, for the police services under this Agreement. This Agreement will be effective January 1, 2001 and will continue indefinitely unless canceled in accord with the procedure outlined in Section XX of this Agreement. In consideration of services provided for under this Agreement, St. Anthony and Falcon Heights shall establish the fee for these services on a biennial basis by May 15th of the even numbered year preceding each biennium.

VI. METHOD OF PAYMENT

St. Anthony will bill Falcon Heights monthly for 1/12 of the annual fee, and Falcon Heights will promptly remit payments to St. Anthony within 30 days after receiving each billing from St. Anthony.

VII. LIABILITY

St. Anthony will be responsible for all liability incurred as a result of the actions of St. Anthony police officers under this Agreement, and will hold Falcon Heights, its officers and employees harmless for any liability resulting from actions of a St. Anthony employee and shall defend Falcon Heights, its officers and employees, against any claim for damages arising out of St. Anthony's performance of this Agreement; provided, however that if the claim, action or liability is one which is insured by St. Anthony's liability insurer, Falcon Heights will bear the first \$5,000.00 of expense for any such claim, action or liability, or expenses relation thereto, including attorneys' fees, to the extent not covered by the insurer because of a deductible amount under the policy (which deductible amount is currently \$10,000.00).

VIII. ADMINISTRATIVE RESPONSIBILITY

The law enforcement and police services rendered to Falcon Heights will be under the sole direction of St. Anthony. The standards of performance, the hiring and discipline of officers assigned, and other matters relating to regulations and policies related to police employment, services and activities, will be within the exclusive control of St. Anthony. The parties hereto expressly affirm the importance of work force diversity and St. Anthony agrees to use reasonable efforts, within applicable departmental budgetary limits, to recruit qualified female and minority police officers through the Minnesota Police Recruitment System.

IX. JOINT ADVISORY COMMITTEE

Both cities will appoint members to a joint advisory committee. The committee will meet at least four times each year to ensure that this Agreement and the services performed pursuant to this Agreement are meeting the expectations of both cities. Any recommendations of the committee will be strictly advisory.

X. COMMUNICATIONS, EQUIPMENT AND SUPPLIES

St. Anthony will furnish all communication equipment and any necessary supplies required to perform the services which are to be rendered under this Agreement.

XI. COOPERATION AND ASSISTANCE AGREEMENTS

Falcon Heights will be included in all cooperative agreements entered into by the St. Anthony Police Department with other police services units.

XII. HEADQUARTERS

Headquarters for services rendered to Falcon Heights under this Agreement will be located at offices owned or leased by St. Anthony. The citizens of Falcon Heights may notify headquarters or Ramsey County radio dispatch for police services requested either in person or by some other means of communication. St. Anthony officers may take routine telephone calls and complete routine reports for Falcon Heights at the Falcon Heights City Hall, and Falcon Heights will have facilities available to the officers at Falcon Heights City Hall for this purpose. The facilities will include a desk, telephone, fax and copier.

XIII. EMPLOYEES OF ST. ANTHONY

Officers assigned to duty in Falcon Heights will at all times be employees of St. Anthony. All obligations with regard to workers compensation, PERA, withholding tax, insurance, and similar personnel and employment matters will be the obligation of St. Anthony. Falcon Heights will not be required to furnish any fringe benefits or assume any other liability of employment to any officer assigned to duty within Falcon Heights.

XIV. ENFORCEMENT POLICIES

Enforcement policies of St. Anthony will prevail as the enforcement policies within Falcon Heights. A written statement of the current enforcement policies of St. Anthony will be provided in writing to Falcon Heights.

XV. ENFORCEMENT OF ORDINANCES OF THE CITY OF FALCON HEIGHTS

St. Anthony officers assigned to duty within Falcon Heights will enforce Falcon Heights' ordinances to the extent appropriate for enforcement by police officers.

XVI. OFFICERS OF FALCON HEIGHTS

The officers assigned duty within Falcon Heights will be provided with authority to enforce the laws of the City of Falcon Heights by proper action to be taken by the Falcon Heights City Council, and while performing services under this Agreement will be considered police officers of Falcon Heights. The Chief of Police of St. Anthony will furnish to the Falcon Heights City Administrator the names of all St. Anthony police officers assigned to Falcon Heights, and all such officers will be appointed officers of the City of Falcon Heights.

XVII. OFFENSES

All offenses within Falcon Heights charged by police officers under this Agreement will be charged in accordance with Falcon Heights' ordinances when possible; otherwise, the charge will be made in accordance with the laws of the State of Minnesota or the laws of the United States of America.

XVIII. COMMUNICATIONS

St. Anthony agrees to provide the Falcon Heights Administrator with weekly, monthly and annual police reports, in a format as is mutually agreed to by the St. Anthony Police Chief and the Falcon Heights City Administrator.

The St. Anthony Police Chief will regularly communicate with the Falcon Heights City Administrator in order to ensure that Falcon Heights is knowledgeable about any police activity in the City, and at the request of the Administrator the Police Chief will make presentations to the Falcon Heights City Council.

XIX. PROSECUTION AND REVENUES

Falcon Heights will pay all costs of prosecution for all offenses charged within its boundaries or under its ordinances. LEAA funds and confiscated drug funds will be retained by St. Anthony. Fine revenues will be paid to Falcon Heights. P.O.S.T. training funds will be used for officer training.

XX. CONTINUATION OF AGREEMENT

This Agreement will be effective January 1, 1997 and will continue until terminated as described in Paragraph XXI below. In consideration for services provided under this Agreement, St. Anthony and Falcon Heights shall establish the fee for police services on a biennial basis on or before May 15th of the even numbered year preceding each biennium.

XXI. TERMINATION OF AGREEMENT

Either St. Anthony or Falcon Heights may terminate the Agreement by submitting a written notification to terminate to the City Administrator of Falcon Heights and the City Manager of St. Anthony by April 15th of even numbered years that St. Anthony or Falcon Heights intends to terminate the Agreement. Termination of this Agreement shall be effective on December 31st at 11:59 of the year that either St. Anthony or Falcon Heights terminate the Agreement.

XXII. REVIEW OF AGREEMENT

From time to time the terms and conditions of this Agreement shall be reviewed and revised as St. Anthony and Falcon Heights deem necessary.

XXIII. ASSIGNMENT

The rights and obligations of the parties under this Agreement will not be assigned, and St. Anthony will not subcontract for any services to be furnished to Falcon Heights (except as otherwise provided in this Agreement), without the prior written consent of the other party.

Joint Powers Agreement
for Police Services
Page 8

The parties hereto have executed this Agreement as of the date first above stated.

CITY OF FALCON HEIGHTS

CITY OF ST. ANTHONY

By: _____
Mayor

By: _____
Mayor

By: _____
City Administrator

By: _____
City Manager

POLICY 3
Date: 3/22/00

ITEM: Selection of search firms for the council to interview

SUBMITTED BY: Mayor Gehrz

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to determine which search firms it would like to interview to manage the placement services for a city administrator. The city received seven proposals. Mayor Gehrz is suggesting that three firms be interviewed based upon the RFPs.

GOAL 4: To provide a responsive and effective city government.

ACTION REQUESTED:

Discussion of search firms responding to RFPs
Selection of firms to interview
Date and time to post for interviews

POLICY 4
DATE: 3/22/00

ITEM: Authorization to contract with Netlink for web site upgrade services

SUBMITTED BY: Heather Worthington, Assistant to the City Administrator

REVIEWED BY: Susan Hoyt, City Administrator
Dale Holtberg, Computer Consultant

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to approve a contract not to exceed \$3,800 with Netlink to redesign and improve the navigation on the city's web site. Netlink has provided the service for many other cities. Initially the city used a part time employee to get the site up and running, with a new staff member on board to oversee the site and keep it updated, it is time to make it more user friendly and attractive. The city budgeted \$5,000 for this service. City staff is working closely with the cable commission to make sure that the connection to the server is working so the site is available to users.

GOAL 4: To provide a responsive and effective city government.

Strategy 2: Communicate promptly and clearly with citizens, businessowners and insitutional representatives

Action item: Upgrade the web site

ATTACHMENT:

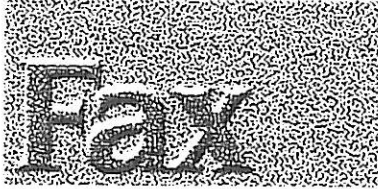
1 Proposal from Netlink

ACTION REQUESTED:

Brief explanation by staff

Discuss

Approve, if desired



Date: 3/2/00

To: City of Falcon Heights
Heather Worthington
Phone: 651-644-5050
Fax: 651-644-8675

From: Netlink International
Art Carruth
Phone: (651) 645-5101
Fax: (651) 645-0615
E-mail: art@netlink.nlink.com

Number of Pages (Including Cover): 10

Heather: Attached is the proposal for the development of the city web site. Please review and call me with questions.

Proposal For:

Development of City Web Site

Prepared For:

City of Falcon Heights

3/2/00

Prepared by:
NETLink International
2550 University Avenue West
Suite 240 North
Saint Paul, Minnesota 55114
www.nlink.com

Copyright © 2000 by NETLink International, Inc. This document contains information that is proprietary to NETLink International, Inc. No part of this document may be reproduced, in whole or in part, by any means unless specifically needed for the internal use of the City of Falcon Heights in the evaluation of this proposal. Thank you for your professional courtesy and compliance with this request.

Prepared for the City of Falcon Heights

TABLE OF CONTENTS

I. EXECUTIVE SUMMARY	3
II. OUR UNDERSTANDING OF THE PROJECT.....	4
III. VENDOR AND CONTACT INFORMATION	4
IV. NETLINK'S QUALIFICATIONS	5
V. PRICING.....	7
VI. REFERENCES	8

Prepared for the City of Falcon Heights

Executive Summary

The purpose of this document is to present a proposal to the City of Falcon Heights for the development of a city web site. NETLink has made recommendations based on our creative and technical expertise and vast experience in the area of web development. NETLink has an extensive client list in both the public and private arenas and is currently working with many government and public organizations.

NETLink International has the people and products to implement a successful and results oriented web site for the City of Falcon Heights. We have built our business on developing and maintaining long-term, quality relationships with our clients. The common thread between all of our clients is their desire to have a competent technology partner with whom they can build a long-term "consultative" relationship.

We look forward to working with the City of Falcon Heights and hope this document not only conveys our expertise and experience but our sincere desire to establish a long-term business relationship with your City. We welcome the opportunity to discuss our recommendations with the City of Falcon Heights staff and answer any questions in regards to this proposal.

Sincerely,



Art Carruth
Manager of Government Projects
Art@netlink.nlink.com
(651) 645-5101

Prepared for the City of Falcon Heights

Our Understanding of the Situation

As a result of our meeting with Heather Worthington and Pat Phillips, NETLink has developed the following understanding of the City's situation:

- You would like to develop a web site to extend city services over the Internet and keep city hall open twenty-four hours a day
- You would like the web site to be user friendly, intuitive and easy to navigate
- You would like the web site developed with a consistent look and feel
- You would like the web site developed to be browser independent
- You would like the web site to be easy to update
- You would like graphics used in such a way that they are attractive yet downloaded promptly
- You would like to include maps on the web site. These may include street, park, and zoning maps
- You would like e-mail links to staff and City Council included on the web site
- You would like the web site to be ADA compliant
- You would like to add a "disclaimer" to protect the city from any legal liability
- You would like the ability to monitor site usage to determine what sections of the site are most often accessed
- You would like NETLink to include hours in the proposal for training you and/or your associates to update the web site
- You would like the site developed in such a way that forms can be easily added at a later time. These may include, but are not limited to; job applications, applications for various City boards and commissions and applications for Parks & Recreation programs

Prepared for the City of Falcon Heights

Vendor and Contact Information

Vendor: **NETLink International**
2550 University Ave., Suite 240N
St. Paul, MN 55114
Phone: (651) 645-5101
FAX: (651) 645-0615
www.nlink.com

Vendor Contacts: **Art Carruth**
Government Technology Manager
art@nlink.com

Paula Sotirin
Manager of Web Development
paula@nlink.com

Mary Henschel
President
mary@nlink.com

Services Offered: Internet/Intranet Consulting & Design
Database Design and Implementation
Strategic Consulting and Planning
Project Management Services
Administration Training and Support Services
Wide Area Network Design and Installation
GroupWare Design and Implementation
Document Management Consulting and Integration
Security Audit Consulting and Implementation
Hardware Sales and Support

Prepared for the City of Falcon Heights

NETLink's Qualifications

NETLink has extensive experience in the area of web design and implementation. Web technology includes the areas of web site, intranet and extranet development, database integration, and security planning and integration. The following is a list of technologies and products that NETLink has specific experience with:

Web Development (Both Technical Development and Project Management)
Database Development
Web to Database Integration and Linking
HTML
ASP (Active Server Pages)
Active X
Cold Fusion
JavaScript
CGI
Visual Basic
Microsoft SQL Server
Microsoft Access
Microsoft Internet Information Server
Microsoft Internet Explorer
Netscape SuiteSpot Server and all of its components
Netscape Navigator and Communicator

NETLink has a team of developers with a wealth of experience in web, software, and database development. Our team has extensive expertise in the following areas:

- Web Site (HTML-Graphics) development
- Web enabling databases and business oriented web development
- Our team is highly experienced in such projects with expertise in ASP (Active Server Pages), CGI (Common Gateway Interface), ISAPI and NSAPI technologies
- Our staff have an excellent blend in classical (Business Oriented) approach to software development and the right skills to tackle current web based technologies
- We implement the RAD (Rapid Application Development) approach to accomplish highly successful projects

At NETLink International, we take pride in offering complete technology solutions. We have assisted hundreds of businesses with web development, network design, implementation, application integration, hardware purchases, training and on-going support for both local and remote systems. Listed below are areas of expertise that NETLink has provided our clients for the last eight years.

Prepared for the City of Falcon Heights

Our Staff includes highly skilled professionals:

- Web Designers
- Internet/Intranet Design and Connectivity Specialists
- Application Development Staff
- Certified Novell Engineers
- Microsoft Systems Engineers
- Technical Project Managers
- UNIX Specialists
- Document Management Engineers
- TCP/IP Systems Engineers
- Wide Area Network Specialists
- GroupWare Design and Implementation Engineers
- Security Consultants

PROJECT MANAGEMENT

NETLink believes that project management is the most important aspect of any technology project. Because of the diverse elements involved in a web and database development project, you must have a system to plan and track the evolution of the implementation process. By carefully planning projects with our clients and implementing project management tools, we can ensure the timely delivery of the products and services purchased from NETLink International.

Too often, technology projects are filled with finger pointing and last minute shuffling. At NETLink, we can take away those worries by offering a technical project manager to oversee your entire project. Your project manager will be a certified engineer with hands on experience implementing the solutions they are overseeing. The project manager will develop a team of NETLink and City of Falcon Heights staff members to bring the project to a successful completion.

The NETLink project manager will work with you to create and define a project plan for your web development project. The project plan includes tasks, time frames, resources, dependencies and milestones for the entire project. We will then meet with you to review the plan and get sign off for moving forward as scheduled. After the project plan is approved, it is submitted to our support service manager for allocation of engineering time.

During the project, our project manager will meet with you frequently to monitor progress, gather feedback on proceedings and keep the project moving forward as scheduled.

Our goal is to maintain an open line of communications to quickly respond to any issues that may arise during planning, development and implementation. Our project management team recognizes the challenges in organizing a project of this size and will guarantee an open line of communication to address issues immediately as they arise. We recommend the City of Falcon Heights assign one internal point-person to clarify communications between our organizations. As each milestone is completed, NETLink's project manager will meet with the point person to confirm acceptable completion and gain sign off on each milestone. If the work performed is not acceptable to the City, we will make every effort to quickly remedy the situation.

Prepared for the City of Falcon Heights

Pricing:

At NETLink, we take pride in providing our clients with accurate proposals. We take careful measures to insure that our proposals address your business needs as well as fit your budget. The following is a breakdown of the steps involved with a web development project of this nature. Because each project is different, I have included a range of hours.

The first phase of this project is the web site planning and definition phase. In this phase of the project, the following tasks will be completed:

- Definition of the scope of the project
- Identify target audience
- Brief strategy meeting with key players at the City of Falcon Heights. This meeting should include managers, department heads and those that will have a role in defining the objectives for the City of Falcon Heights web site
- Create flow chart for the organization of the site
- Assign development difficulty ranking to each page to allow the City of Falcon Heights to prioritize site
- Discuss and define database integration needs
- Set objectives for the completed project

Estimate for phase 1: 5-8 Hours

The second phase of the project includes design, development, implementation and training. The following tasks are included in the second phase:

- Review mock ups to determine look and feel of site
- Review other web sites to assist in selecting colors, fonts...
- This phase includes the actual "hands on" programming and development utilizing technologies and tools such as: HTML, DHTML, Java, CGI, COM, COM+, Visual Basic, Active X, ASP, cold Fusion, PERL, Shock Wave, SQL and others.
- Define and document on-going procedure for site maintenance. This includes applying changes, making edits, and training on procedure to apply changes
- Make recommendations regarding training requirements for person chosen to maintain web site

Estimate for phase 2: 25-32 Hours

TOTAL: (30-40 Hours @ \$120 Per Hour)

\$3,600-\$4,800

Prepared for the City of Falcon Heights

Web Site Development References	Additional References
<p>Rick Pribyl (Finance Director/Treasurer) City of Fridley 6431 University Avenue Northeast Fridley, MN 55432 (612) 572-3520 pribylr@ci.fridley.mn.us</p>	<p>Cindy Mullan (Director of IS) City of St. Paul 25 West 4th Street Suite 600 St. Paul, MN 55102 (651) 266-8538 cindy.mullan@ci.stpaul.mn.us</p>
<p>Roger Larson (Finance Director) City of Saint Anthony 3301 Silver Lake Road Saint Anthony, MN 55418-1699 (612) 789-8881 rlarson@ci.saint-anthony.mn.us</p>	<p>Jim Genellie (Assistant City Manager) The City of Hopkins 1010 First Street South Hopkins, MN 55343 (612) 939-1331 genellie@hopkinsmn.com</p>
<p>Dick Crumb (Manager of Information Systems) City of Shoreview 4600 North Victoria Street Shoreview, MN 55126 (651) 490-4628 rcrumb@ci.shoreview.mn.us</p>	<p>Doug Reeder The City of South St. Paul 125 Third Avenue North South St. Paul, MN 55075 (651) 453-9045</p>
<p>Janet Lewis The City of Crystal 4141 Douglas Drive Crystal, MN 55422 (612) 531-1145 jlewis@ci.crystal.mn.us</p>	<p>Ron Rogstad (Administrative Services Director) City of Oakdale 1584 Hadley Avenue North Oakdale, MN 55128 (651) 730-2706 Ron@ci.oakdale.mn.us</p>
<p>Janet LeGarde (Information Services Supervisor) City of Brooklyn Park 5200 85th Avenue North Brooklyn Park, MN 55443 (612) 493-8068 janetl@ci.brooklyn-park.mn.us</p>	<p>Merton Auger (City Administrator) City of Buffalo 212 Central Avenue Buffalo, MN 55313 (612) 682-1181 Mertona@cityofbuffalomn.org</p>
<p>Tom Burt (City Administrator) City of Rosemount 2875 145th Street West Rosemount, MN 55068 (651)322-2006 tom.burt@ci.rosemount.mn.us</p>	<p>Tim Durose (Assistant Controller) Minneapolis Public Housing Authority 1001 Washington Avenue North Minneapolis, MN 55401-1043 (612) 342-1218 tdurose@mplspha.org</p>

POLICY 5
Date: 3/22/00

ITEM: Authorization to proceed with the installation of lights in the parking lot at Community Park.-

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

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION / DESCRIPTION:

Summary and action requested The council is being asked to approve the installation of four, 30 foot lightpoles in the parking lot at Community Park by Collins Electric for \$9,630. The lights are available from the Larpenteur Streetscape project because they were not installed along Larpenteur after it was determined that the smaller decorative lights provided enough light. Nevertheless, the city owned the lights and has been storing them. The lights are being planned for the parking lot at Community Park does not have parking lot lights. In order to provide some light on the lot, staff has aimed one of the skating rink lights onto the parking lot. This light illuminates less than half of the parking lot. In addition park neighbors have complained to the city about the glare from the floodlight in their windows. They have asked if the city could come up with some alternative.

Meets goal 1. To protect the public health and safety.

Strategy 2. Participate in initiatives designed to prevent crime and the need for emergency responses.

Meets goal 4. To provide a responsive and effective city government.

Background.

Three quotes were received:

Muska Electric Co.	\$12,610.00
Weber Electric	\$12,500.00
Collins Electrical	\$9,630.00 (plus tax for all quotes)

The project requires trenching and installing these lights.

Collins has worked for the city in the past.

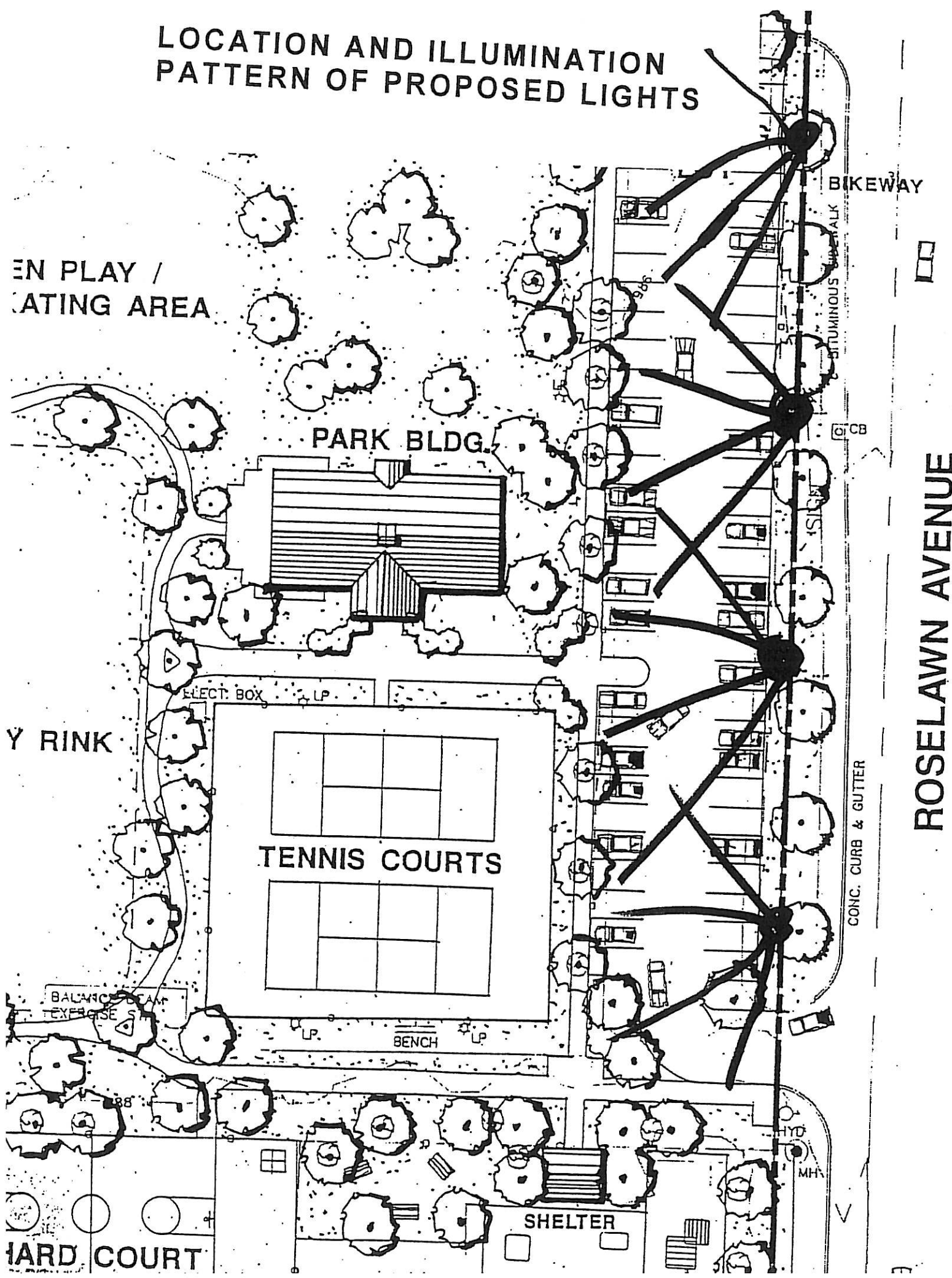
ATTACHMENT:

- 1 Diagram of proposed lights
- 2 Proposal

ACTION REQUESTED:

Approve the installation of parking lot lights at Community Park by Collins Electrical for a cost of \$9,630.00. + tax out of the park capital funds.

LOCATION AND ILLUMINATION PATTERN OF PROPOSED LIGHTS



EN PLAY /
ATING AREA

PARK BLDG.

TENNIS COURTS

Y RINK

HARD COURT

SHELTER

BIKEWAY

ROSELAWN AVENUE

CONC. CURB & GUTTER

ILLUMINOUS SUBTALK

Q/CB

HYD
MH

38'

BALANCE BEAM
EXERCISE ST.

ELECT. BOX

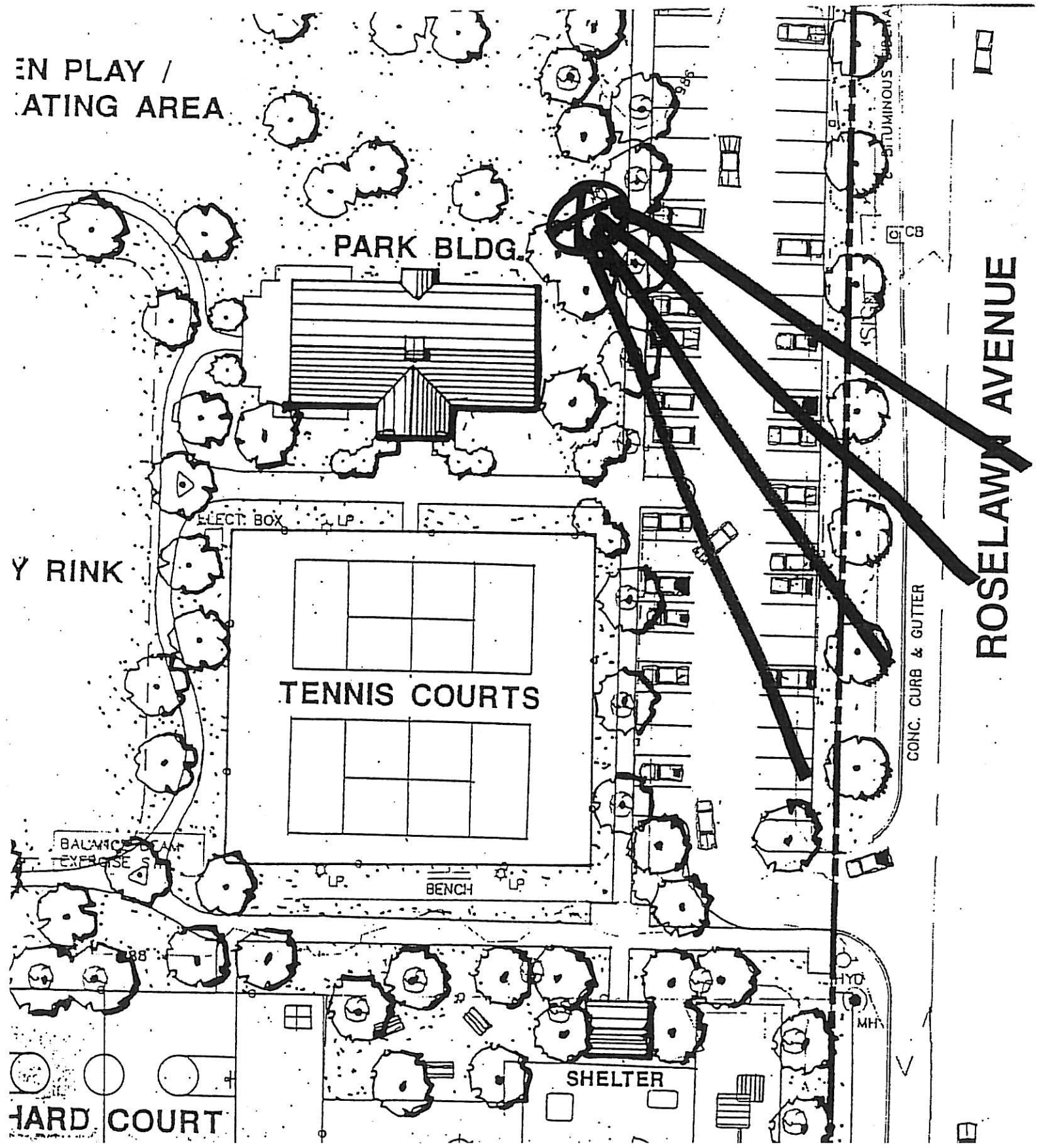
LP

LP

BENCH

LP

ILLUMINATION PATTERN OF CURRENT LIGHT



Collins

ELECTRICAL CONSTRUCTION CO.

March 7, 2000

Bill Merc
City of Falcon Heights
2077 W. Larpenteur Avenue
Falcon Heights, Minnesota 55113

Re: Parking Lot Lighting
Cleveland Avenue & Roselawn Avenue

Dear Bill:

We are pleased to offer the following proposal for the parking lot lighting system project:

- Furnish and install (4) concrete light foundations with anchor bolts.
- Furnish trenching and backfill.
- Furnish and install under-ground push, under parking lot and sidewalk.
- Furnish and install 1 1/4" PVC conduit.
- Furnish and install all necessary wiring.
- Furnish and install entrance to building with inside electrical work. Install (4) owner furnished light poles.
- Furnish and install (4) luminaires and lamps.
- Furnish and install miscellaneous items for a complete system.
- Furnish the necessary permits and fees with under-ground locations.

Total Price—\$9,630.00

Please call if you have any questions.

Sincerely,



Daniel F. McGrath
Project Manager/Estimator

DFM/mo:Falcon Hts-Pkg Lot Ltg

250 w
High Pressure Sodium

278 State Street
St. Paul, Minnesota 55107-1679

Telephone: (651) 224-2833



Facsimile: (651) 292-0359

POLICY 6
DATE: 3/22/00

ITEM: Consider resolutions accepting the bid, determining assessments and scheduling the assessment hearing on the alley project

SUBMITTED BY: Terry Maurer, City Engineer

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to consider and accept the lowest bid on the alley project, to determine the assessments for the project and to schedule the assessment hearing.

GOAL 2: To maintain and promote the assets of the city's unique neighborhoods and tax base

Strategy 4: Maintain the city's infrastructure.

Action Item : Plan for and implement the alley improvements

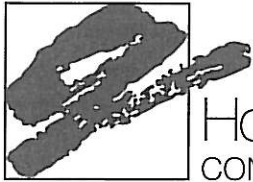
Bids were received today and will be reviewed and reported on at the meeting on Wednesday by Terry Maurer.

ACTION REQUESTED:

Report from city engineer

Discussion

Consider resolutions associated with moving forward with the project.



Howard R. Green Company
CONSULTING ENGINEERS

March 20, 2000
File: 808630J-0564

Honorable Mayor and City Council
City of Falcon Heights
2077 Larpenteur Avenue West
Falcon Heights, MN 55113-5594

RE: ALLEY RECONSTRUCTION BIDS

Dear Council Members:

We have tabulated the bids opened on Friday, March 17, for the reconstruction of the alleys. There were a total of seven bidders. The following list provides the bidders and their total bids:

T. A. Schifsky & Sons, Inc.	\$198,403.50
Tower Asphalt, Inc.	213,790.25
Palda & Sons, Inc.	270,725.60
North Valley, Inc.	273,398.25
Midwest Asphalt Corporation	283,836.90
Bituminous Roadways, Inc.	311,414.00
Ace Blacktop, Inc.	363,608.00

The feasibility study estimated the construction cost at \$169,000. T. A. Schifsky & Sons' bid is approximately 16% over the feasibility estimate. This is due to a number of issues. First, it is a relatively small project. Second, the project bid includes several items which are there for insurance purposes, such as removal of unstable materials and backfilling with suitable subgrade. We are hopeful that all of these quantities will not be necessary. Third, we are looking closely at the project to determine if all quantities bid are necessary relative to the storm sewer and driveway restoration. Fourth, we are working with Susan Hoyt, City Administrator, to determine the appropriate amount of overhead to charge to the project. Obviously, if the City does not bond for the project but finances it internally, there will be some savings in the estimated overhead due to the lack of a bond issue.

The next step in the project schedule, according to the feasibility study, would be to proceed to an assessment hearing on May 10, 2000. Attached are two resolutions for the Council's consideration. The first one declares the cost to be assessed and orders the preparation of the assessment roll. At this point in time, we have prepared this resolution at \$29.00 per linear foot for the assessment cost. This is the number that was presented at the public hearing. We will continue to work with Susan to see if there is an opportunity to reduce the assessment cost through reduction in overhead or adjustment to the design prior to the assessment hearing. The second resolution sets the assessment hearing for May 10th at 7:00 p.m.

O:\PROJ\808630J\0564\ltr 3-20-00 Council.doc

Honorable Mayor and City Council
March 20, 2000
Page Two

If you have any questions regarding this project, I will be in attendance at your March 22, 2000, City Council meeting.

Sincerely,

Howard R. Green Company

A handwritten signature in cursive script that reads "Terry J. Maurer".

Terry J. Maurer, P.E.

TJM:tw
Encs.

COUNCIL RESOLUTION

Date: March 22, 2000

RESOLUTION DECLARING COST TO BE ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENT

WHEREAS, a contract has been bid (costs have been determined) 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 the contract (bid) price for such improvement is \$198,403.50 and the expenses incurred or to be incurred in the making of such improvement amount to \$55,500.00 so that the total cost of the improvement will be \$353,903.50.

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

1. The portion of the cost of such improvement to be paid by the city is hereby declared to be \$46,403.50 and the portion of the cost to be assessed against benefited property owners is declared to be \$207,500.00.
2. The city clerk, with the assistance of the consulting city engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and shall file a copy of such proposed assessment in the City office for public inspection.
3. The clerk shall, upon completion of such proposed assessment, notify the council thereof.

Adopted by the council this 22nd day of March, 2000.

Moved by: _____

GEHRZ _____ In Favor
 TALBOT _____
 HUSTAD _____ Against
 LINDSTROM _____
 KUETTEL _____

Approved by: _____

Mayor
March 22, 2000
 Date

Attested by: _____

City Clerk
March 22, 2000
 Date

COUNCIL RESOLUTION

Date: March 22, 2000

RESOLUTION FOR HEARING ON
PROPOSED ASSESSMENT

WHEREAS, by a resolution passed by the council on March 22, 2000, the city clerk was directed to prepare a proposed assessment of the cost of improving 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.

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

1. A hearing shall be held on the 10th day of May, 2000, in the city hall at 7:00 p.m. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The city clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he shall state in the notice the total cost of the improvement. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearings.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Clerk, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. He may at any time thereafter, pay to the County Auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

Adopted by the council this 22nd day of March, 2000.

Moved by: _____
 GEHRZ _____ In Favor
 TALBOT _____
 HUSTAD _____ Against
 LINDSTROM _____
 KUETTEL _____

Approved by: _____
 Mayor
March 22, 2000
 Date

Attested by: _____
 City Clerk
March 22, 2000
 Date

Preliminary Concept for the Harvest States Building for Residential Use

prepared by city as of 4/4/00

This is a concept only at this time...

- Developer:** Developers Design Corporation
- Site area:** 6.356 acre site
- Total housing units proposed:** 355 to 362 market rate condominium and townhome units
- Unit breakdown:** Main building -
- 73 units condominiums in existing building
 - 12 units in add- on fourth floor
 - 85 total units
- (very preliminary estimated cost \$140,000 for 900 square foot unit in this building)
- 30 condominiums in garage building
 - 34 to 36 townhomes
- Parking:** 355 to 362 total spaces
- 64 spaces under main building
 - 96 spaces remaining in garage
 - 58 to 59 spaces uncovered on site
 - 68 to 72 spaces with townhomes
- Access:** Major access off of Larpenteur Avenue similar to current access point
- Landscaping:** Proposed landscaping on site in a center courtyard and around residential units
- Building removal:** All other outbuildings and the skyway are proposed for removal.

NOTICE OF MEETING

WORKSHOP OF THE CITY COUNCIL

WHEN: Thursday, March 30, 2000

**WHERE: Falcon Heights City Hall
2077 W. Larpenteur Ave.
Falcon Heights, MN 55113**

TIME: 6:00 P.M.

**PURPOSE: Discussion of replacement of city administrator
and proposals received by consultants**