

CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 W. Larpenteur Ave.
April 12, 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 22, 2000 (Tab #1)

E. PUBLIC HEARING: None

F. CONSENT AGENDA:

1. General disbursements through 4/6/00, \$63,982.87
Payroll, 3/16/00 to 3/31/00, \$9,192.68 (Tab #2)
2. Licenses (Tab #3)
3. Approval of R-00-11 granting a variance of 6 feet in the required rear yard setback of 30 feet for 1821 Asbury (Tab #4)
4. Approval of agreement with St. Paul Water Utility and Questwood Development (Tab #5)
5. Transfer of funds to 1999 NE Quadrant street improvement bonds from sanitary sewer fund and amend the budget line items within these funds (Tab #6)
6. Consent to proceed with replacement of the hockey rink light pole at Curtiss Field (Tab #7)
7. Set interest rate for the 2000 alley assessments (Tab #8) ✓

G. POLICY AGENDA:

1. Approve hiring a part-time secretary (Tab #9)
2. Approve the hiring of a city administrator (Tab #10)
3. Consideration of a proposal for Community Park entrance planning services (Tab #11)
4. Thank you from the city administrator (Tab #12)
5. Approve hiring a part-time park and recreation director (Tab #13)

H. INFORMATION AND ANNOUNCEMENTS:

I. ADJOURN

City of Falcon Heights
City Council Meeting
March 22, 2000

DRAFT

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

PRESENT: Gehrz, Hustad, Lindstrom, Talbot. Also present: Heather Worthington, Assistant to the Administrator, Pat Phillips, Deputy Clerk, Terry Maurer, Engineer

ABSENT: Kuettel

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

MINUTES: The minutes of March 8, 2000 were approved.

CONSENT AGENDA:

1. General disbursements and payroll
2. Licenses
3. Authorization to retain Kunde forestry consultants
4. Authorization to request proposals for 2000 boulevard tree trimming/removal

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

PUBLIC HEARING

Engineer Maurer summarized Ramsey County's proposed improvement of Phase III of that portion of Larpenteur Avenue from Arona St. to Hamline Ave. It will be a four lane, urban style, all concrete, raised median street with protected left turn pockets. There will be no parking along the entire length except for the south side of Larpenteur at Arona St. going one block to the east. Maurer said there will be 6 foot sidewalks on both sides of the street and tree plantings wherever possible. The assessment rate is \$26.50/front foot. After a few brief questions by council, Mayor Gehrz opened the hearing to the public at 7:15 P.M.

1. Ms. Patricia Cruit of 1406 W. Larpenteur spoke about her concern for the no parking on Larpenteur. She has room for two cars in her driveway and cannot park on the side street of Albert St. which is posted "no parking". Engineer Maurer said he would look into the reason why Albert St. is posted no parking.

2. Dave Wigdahl of 1445 W. Larpenteur inquired why a stake was placed near the middle of a 60 year old tree and also questioned why the power lines weren't going to be buried underground. He also asked about access to his driveway during construction.
3. Sue Danowitz, 1442 W. Larpenteur asked who was responsible for maintaining the sidewalks and whether the tree plantings would be assessed separately.

The public hearing closed at 7:28 p.m.

POLICY AGENDA

Consideration of Resolution 00-07(a) ordering the improvement of Larpenteur Avenue and Resolution 00-08 adopting the assessment

Engineer Maurer explained the next process of this street improvement project is to approve the resolutions ordering the improvement and adopting the assessment. After brief questioning by council, councilmember Lindstrom moved to approve resolutions 00-07(a) and 00-08. The motion passed unanimously.

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

Engineer Maurer summarized the bidding procedure on the 2000 alley project and indicated that a total of seven bids were received. The lowest bid was from T. A. Schifsky & Sons at \$198,403.50. At this time, the assessment is \$29 per linear foot. Resolution 00-09 declares cost to be assessed and orders the preparation of the assessment roll. Resolution 00-10 sets the assessment hearing for May 10, 2000 at 7 p.m. After brief questions, councilmember Lindstrom moved to approve resolutions 00-09 and 00-10. The motion passed unanimously.

Consideration of police costs for 2001 and 2002

Mayor Gehrz indicated the agreement covering costs for police service with St. Anthony shows an increase of 3.5% for each of the contract years 2001 and 2002. The proposed cost for 2001 is \$410,654 and for 2002, \$425,027. The costs are negotiated every two years. After brief discussion, councilmember Hustad moved to approve the agreement. The motion passed unanimously.

Selection of search firms for the council to interview

Mayor Gehrz said the council was not prepared to recommend a search firm to manage the placement service for a city administrator. It was decided the matter be tabled to a council workshop to be held on March 29, schedule of councilmembers permitting, or to a workshop on April 5.

Authorization to contract with Netlink for web site upgrade services

Assistant to the administrator, Heather Worthington explained that the city's website needs to be redesigned and improved to make it more user friendly and attractive. Worthington suggests the city contract with Netlink International at a cost not to exceed \$3,800. After brief questions, councilmember Hustad moved to approve the contract with Netlink. The motion passed unanimously.

Authorization to proceed with the installation of lights in the parking lot at Community Park

Heather Worthington, assistant to the administrator, said the city has four 30 foot lightpoles which are being suggested for use in the parking lot at Community Park. Presently, one of the skating rink lights is aimed at the parking lot and some neighbors have complained about the glare in the windows of their residence. The new poles will cast their light downward directly on to the parking lot thereby eliminating a glare to the nearby homes. Three bids were received to install the lights with the lowest bid coming from Collins Electric at a cost of \$9,630.00 plus tax. After some discussion, it was suggested that the wiring be made so that each light can be turned off at different intervals if needed. Councilmember Lindstrom made a motion to approve the installation of the parking lot lights with the provision that interval wiring not exceed \$1,000. The motion passed unanimously.

ADJOURN

The meeting adjourned at 8:20 p.m.

Respectfully submitted,

Pat Phillips, Deputy Clerk

CONSENT 1
Meeting Date: 4/12/00

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Roland Olson, City Accountant

EXPLANATION/SUMMARY:

1. General disbursements through 4/06/00, \$63,982.87
2. Payroll, 3/16/00 to 3/31/00, \$9,192.68

ACTION REQUESTED: Approval

APPROVAL OF BILLS
 PERIOD ENDING: 4-6-00

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	RAMSEY COUNTY	SPEC ASSMT ADMIN FEE	-----	310.00
	*** TOTAL	FOR DEPT 00		310.00
	FOCUS NEWS	BID ADV. 200 ALLEY PROJ	LEGISLAT	52.70
	FOCUS NEWS	PT HELP ADVERTISEMENT	LEGISLAT	140.00
	LEAGUE MN CITIES INS TRST	OOINS OPEN MEETINGS	LEGISLAT	500.00
	NELSON CHEESE & DELI	BOX LUNCHES COUNCIL WKSP	LEGISLAT	32.10
	NORTH SUBURBAN SENIOR	OO COOPERATIVE SVCS	LEGISLAT	909.00
	GREAT WEST LIFE/ANNUITY	3/00 HUSTAD DEFERRED COM	LEGISLAT	75.00
	PHILLIPS, PATRICIA	FOOD FOR COUCIL WORKSHOP	LEGISLAT	76.64
	*** TOTAL	FOR DEPT 11		1,785.44
	AMERICAN OFFICE PRODUCTS	EXPANDA FILES/PENCILS	ADMINIST	47.26
	AMERICAN OFFICE PRODUCTS	TONER CARTRIDGE/PENS/BIN	ADMINIST	157.40
	AMERICAN OFFICE PRODUCTS	ENVELOPES/BATTEIES	ADMINIST	19.16
	CASH	SCREWDRIVER SET /OFFICE	ADMINIST	9.57
	CASH	STAMPS	ADMINIST	40.00
	EXECUTRAIN	WEB SITE TNG-HEATHER	ADMINIST	195.00
	LEAGUE MN CITIES INS TRST	OOINS EXCESS UMBRELLA	ADMINIST	2,965.00
	LEAGUE MN CITIES INS TRST	OOINS GENERAL LIABILITY	ADMINIST	13,784.00
	LEAGUE MN CITIES INS TRST	OOINS BONDS	ADMINIST	382.00
	LEAGUE MN CITIES INS TRST	OOINS TIME ELEMENT	ADMINIST	101.00
	LEAGUE OF MN CITIES	5 DIRECTORYS MN CITIES	ADMINIST	161.62
	WILLIAM MAERTZ	REIMB MILEAGE EXPS	ADMINIST	35.10
38645	MN DEPARTMENT OF REVENUE	MAR 16-31 ST WITH	ADMINIST	550.88
	NCPERS GROUP LIFE INS	4/00 PHILLIPS	ADMINIST	12.00
38646	OFFICE MAX CREDIT PLAN	FOLDERS	ADMINIST	59.56
38644	PERA	MAR 16-31 PERA	ADMINIST	991.58
	PHILLIPS, PATRICIA	MILEAGE	ADMINIST	1.30
	RAMSEY COUNTY	TAXPAYER REPORTS FRM CTY	ADMINIST	137.86
	TAFF, SUSAN HOYT	APR PRO/RATED AUTOALLOW	ADMINIST	191.67
38643	U.S. POSTMASTER	POSTAGE	ADMINIST	480.00
	WORTHINGTON, HEATHER	MILEAGE	ADMINIST	26.00
	WORTHINGTON, HEATHER	SEMINAR REGISTRATION	ADMINIST	15.00
	POSTIGO, ELIZABETH	MILEAGE	ADMINIST	4.23
	*** TOTAL	FOR DEPT 12		20,367.19
	ROLAND OLSON	MILEAGE REIMBURSMET	FINANCE	20.80
	*** TOTAL	FOR DEPT 13		20.80
	MCI WORLDCOM RES SVC	LONG DIST CHRGS	COMMUNIC	16.28
	*** TOTAL	FOR DEPT 16		16.28
	CASTLE INSPECTION SVC	1ST QTR BLDG INSPECTIONS	PLANNING	2,342.45
	CASTLE INSPECTION SVC	1ST QTR PLUMBING INSPECT	PLANNING	207.00
	DAHLGREN SHARDLOW & UBAN	ST PAUL CAMPUS PLANNING	PLANNING	229.53
38648	PAKOY, GENE	1ST QTR MECH INSPECTONS	PLANNING	1,238.93
	*** TOTAL	FOR DEPT 17		4,017.91
	NSP	ELECT TO 3-20	EMERGENC	6.28
	*** TOTAL	FOR DEPT 21		6.28
	HUGHES & COSTELLO	4/00 PROSECUTIONS	PROSECUT	2,665.00

APPROVAL OF BILLS
 PERIOD ENDING: 4-6-00

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
*** TOTAL FOR DEPT 23				2,665.00
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING	FIRE FIG	18.11
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING	FIRE FIG	37.94
	BEARCOM	9 PAGER BATTERIES	FIRE FIG	76.68
	FIRE EQUIPMENT SPECIALTIE	HYDRO TEST SCBA CYLINDER	FIRE FIG	65.80
	FIRE EQUIPMENT SPECIALTIE	POLE BRACKET/GASKET RPR	FIRE FIG	62.85
	JOHNSON-POWERS,DAN	REIMB FIRE TNG DULUTH	FIRE FIG	140.91
	HAR MAR LOCK & KEY	INSTALL NEW LOCK/FIREHAL	FIRE FIG	416.35
	HAR MAR LOCK & KEY	RESET SIMPLEX COMB LOCK	FIRE FIG	113.50
	KINGS TRUE VALUE	2 HASPS AND PADDLELOCKS	FIRE FIG	12.92
	LEAGUE MN CITIES INS TRST	OOINS FIRE STA PROPERTY	FIRE FIG	1,064.00
	LEAGUE MN CITIES INS TRST	OOINS FIRE VEHICLES	FIRE FIG	6,398.00
	LEMAY, BARBARA	REIMB FIRE TNG-ALEXANDRA	FIRE FIG	220.69
	LEMAY, BARBARA	FEIMB FIRE TNG DULUTH	FIRE FIG	82.44
	LEMAY, BARBARA	REIMB FIRE TNG WILLMAR	FIRE FIG	194.18
	CLARKIN, MIKE	REIMB FIRE TNG	FIRE FIG	65.00
	MOORE MEDICAL CORP	RUBBER GLOVES	FIRE FIG	27.00
	OXYGEN SERVICE COMPANY	AIR AND TANKS	FIRE FIG	51.53
	MARY RIGNEY	REIMB FIRE TNG DULUTH	FIRE FIG	154.44
	SANDBERG,LAUREL	REIMB FIRE TNG-DULUTH	FIRE FIG	233.04
	ROSEVILLE FIRE DEPT ACCOU	NAME TAGS	FIRE FIG	34.50
	SUBURBAN HARDWARE	OIL ABSORBENT FOR FLOORS	FIRE FIG	14.89
	SUPERAMERICA	FUEL	FIRE FIG	13.69
	DCT SYSTEMS GROUP	4 FIRE CERTIFICATIN EXAM	FIRE FIG	140.00
	POMP'S TIRE SERVICE	REPAIR INSIDE DUALS 757	FIRE FIG	140.00
*** TOTAL FOR DEPT 24				9,778.46
	BROWNING-FERRIS IND.	4/00 WASTE REMOVAL	CITY HAL	244.52
	BOARD OF WATER COMMISSNRS	H2O	CITY HAL	17.06
	BOARD OF WATER COMMISSNRS	SS	CITY HAL	11.67
	BOARD OF WATER COMMISSNRS	AUTOMATIC FIRE SUPPLY	CITY HAL	100.00
	GLENWOOD INGLEWOOD	3/00 H2O COOLER RENT	CITY HAL	9.00
	M-75 BUILDING MAINTENANCE	3/00 CITY HALL CLEANING	CITY HAL	221.41
	NSP	GAS GO 3-2	CITY HAL	319.85
	NSP	ELECT TO 3-2	CITY HAL	729.13
	OXYGEN SERVICE COMPANY	TANK RENT PUBLIC WORKS	CITY HAL	9.00
	PHILLIPS, PATRICIA	DISHWATER SOAP	CITY HAL	6.73
	SUBURBAN HARDWARE	PLUNGER/FASTENERS/SUPPLI	CITY HAL	39.53
	AIRTOUCH CELLULAR	CELL PHONE PUBLIC WORKS	CITY HAL	7.81
*** TOTAL FOR DEPT 31				1,715.71
	CASH	ANTIFREEZE FOR BOBCAT	STREETS	8.51
	GRAINGER, W. W., INC.	5 STREET LITES	STREETS	130.17
	GRAINGER, W. W., INC.	7 STREET LITES	STREETS	181.38
	GRAINGER, W. W., INC.	3/4" IMPACT SOCKET	STREETS	6.62
	LEAGUE MN CITIES INS TRST	OOINS OTHER VEHICLES	STREETS	732.00
	LEAGUE MN CITIES INS TRST	OOINS MOBILE PROPERTY	STREETS	1,020.00
	NSP	ELECT TO 3-1	STREETS	2,008.31
	NSP	ELECT TO 3-29	STREETS	21.97
	NSP	ELECT TO 3-2	STREETS	9.77
	NSP	ELECT TO 3-1	STREETS	8.88
	NSP	ELECT TO 3-1	STREETS	59.33

APPROVAL OF BILLS
 PERIOD ENDING: 4-6-00

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	NSP	ELECT TO 3-1	STREETS	121.52
	NSP	ELECT TO 2-29	STREETS	65.09
	NSP	ELECT TO 2-29	STREETS	8.88
	NSP	ELECT TO 2-29	STREETS	73.46
	RAMSEY COUNTY	FEB SNOWPLOWING/SANDING	STREETS	3,993.38
	SUBURBAN HARDWARE	GRAFFITTI REMOVAL SUPPLS	STREETS	27.33
	SUPERAMERICA	FUEL	STREETS	173.80
	UNITED RENTALS	RENTAL OF HEDGE TRIMMER	STREETS	41.59
	GERTENS GREENHOUSE	LANDSCAPE PLAN	STREETS	40.00
	*** TOTAL	FOR DEPT 32		8,731.99
	BOARD OF WATER COMMISSNRS	H2O	PARK & R	10.88
	BOARD OF WATER COMMISSNRS	SS	PARK & R	23.34
	BOARD OF WATER COMMISSNRS	COMM PKS-AUTO SPRINKLER	PARK & R	100.00
	GRAINGER, W. W., INC.	3 STREET LITES	PARK & R	77.73
	GRAINGER, W. W., INC.	LIGHT BULBS COMM PARK	PARK & R	101.60
	LEAGUE MN CITIES INS TRST	OOINS PARKS PROPERTY	PARK & R	2,940.00
	MUSKA ELECTRIC CO.	LIGHT REPAIR TENNIS CRTS	PARK & R	362.33
	MUSKA ELECTRIC CO.	REPAIR ELECT PANEL/POLE	PARK & R	181.58
	NSP	GAS/ELECT TO 3-2	PARK & R	69.42
	NSP	ELECT TO 3-20	PARK & R	22.89
	USWEST COMMUNICATIONS	TELE TO 3-10	PARK & R	64.67
	USWEST COMMUNICATIONS	TELE TO 3-22	PARK & R	57.24
	D-ROCK CENTER & SMALL ENG	PEAROCK FOR PARKS	PARK & R	123.54
	*** TOTAL	FOR DEPT 41		4,135.22
	RAMSEY COUNTY	SPEC ASSMT ADMIN FEE	91 IMPRO	147.50
	*** TOTAL	FOR DEPT 55		147.50
	E-Z RECYCLING, INC.	3/00 RECYCLING	SOLID WA	2,559.40
	*** TOTAL	FOR DEPT 56		2,559.40
	RAMSEY COUNTY	SPEC ASSMT ADMIN FEE	93 IMPRO	117.50
	*** TOTAL	FOR DEPT 57		117.50
	FIRSTAR TRUST SERVICES	ADM BOND FEES FOR HAMLIN	90 HAML I	168.38
	RAMSEY COUNTY	SPEC ASSEMT ADMIN FEE	90 HAML I	37.50
	*** TOTAL	FOR DEPT 62		205.88
	AMERICAN OFFICE PRODUCTS	3 SECTIONS SHELVING	GENERAL	612.38
	*** TOTAL	FOR DEPT 63		612.38
	FIRE EQUIPMENT SPECIALTIE	2 MSA COMPOSITE SCBA	FIRE & R	997.95
	GALL'S INCORPORATED	COMPLETE FIRST AID KIT	FIRE & R	140.98
	*** TOTAL	FOR DEPT 64		1,138.93
	TRUCK UTILITIES MFG CO.	SALES TAX ON PLOW	PUBLIC W	233.94
	*** TOTAL	FOR DEPT 65		233.94
	RAMSEY COUNTY	SPEC ASSMT ADMIN FEE	INFRASTR	182.50
	*** TOTAL	FOR DEPT 71		182.50
	NSP	ELECT TO 3-29	SANITARY	14.71

APPROVAL OF BILLS
 PERIOD ENDING: 4-6-00

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
		*** TOTAL FOR DEPT 75		14.71
	RAMSEY COUNTY	SPEC ASSEMT ADMIN FEE	TIF #1	460.99
		*** TOTAL FOR DEPT 77		460.99
	RAMSEY COUNTY	SPEC ASSESMT ADMIN FEE	TIF #2	122.79
		*** TOTAL FOR DEPT 78		122.79
	PARSONS TRANSPORATION GRP	CITY HALL PAVILION	LARPENTE	490.45
	PARSONS TRANSPORATION GRP	LARP AVE LANDSCAPE	LARPENTE	1,018.98
		*** TOTAL FOR DEPT 82		1,509.43
38647	ROSEVILLE PARKS AND RECRE	1ST QTR TEEN STAFFING	MCAD	1,560.00
	BERNARDY, CONNIE LANNERS	SUPPLIES	MCAD	4.52
	BERNARDY, CONNIE LANNERS	POSTAGE	MCAD	66.00
	BERNARDY, CONNIE LANNERS	MEETING EXP	MCAD	16.98
	BERNARDY, CONNIE LANNERS	APRIL 1-15 PROF SVCS	MCAD	1,288.49
		*** TOTAL FOR DEPT 84		2,935.99
	CONSTRUCTION BULLETIN	2000 ALLEYS AD FOR BIDS	2000 ALL	190.65
		*** TOTAL FOR DEPT 87		190.65
		*** TOTAL FOR BANK 01		63,982.87
		*** GRAND TOTAL ***		63,982.87

PERIOD END DATE 03/31/00
SYSTEM DATE 03/30/00

***FILE NOT UPDATED**

PAGE 1

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 30 00	6 SUSAN GEHRZ	30111	301.22
COM	3 30 00	11 JOHN HUSTAD	30112	202.05
COM	3 30 00	12 LAURA A. KUETTEL	30113	277.05
COM	3 30 00	13 PETER C. LINDSTROM	30114	277.05
COM	3 30 00	14 RICHARD P. TALBOT JR	30115	277.05
COM	3 30 00	34 CLEMENT KURHAJETZ	30116	276.20
COM	3 30 00	42 MICHAEL D. CLARKIN	30117	94.67
COM	3 30 00	66 ALFRED HERNANDEZ	30118	124.67
COM	3 30 00	73 JEREMY HUTCHISON	30119	55.41
COM	3 30 00	74 MARK J. ALLEN	30120	55.41
COM	3 30 00	1002 SUSAN HOYT TAFF	30121	1083.64
COM	3 30 00	1007 PATRICIA PHILLIPS	30122	981.13
COM	3 30 00	1013 WILLIAM MAERTZ	30123	1190.84
COM	3 30 00	1026 JASON CIERNIA	30124	62.33
COM	3 30 00	1033 DAVE TRETSVEN	30125	904.55
COM	3 30 00	1102 AUSTIN M. PETERSON	30126	394.24
COM	3 30 00	1136 ROLAND O. OLSON	30127	1077.93
COM	3 30 00	1173 ELIZABETH M. POSTIGO	30128	313.37
COM	3 30 00	1176 MICHAEL P ECKBERG	30129	98.70
COM	3 30 00	1181 LEAH A BICKLER	30130	131.59
COM	3 30 00	1185 HEATHER M WORTHINGTON	30131	1013.58
		COMPUTER CHECKS		9192.68
		MANUAL CHECKS		.00
		NOTICES OF DEPOSIT		.00
		****TOTALS****		9192.68

CONSENT 2
Meeting Date: 4/12/00

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Pat Phillips, Licensing Coordinator

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

RESTAURANT

Living Room Music Café #00-643

GENERAL CONTRACTOR

Webster Company, Inc. #00-907

TREE TRIMMING/TREATING/REMOVAL

Pohl's Tree Service #00-1310

MECHANICAL CONTRACTOR

Changing Climates #00-825
Sedgwick Heating & Air Conditioning Co. #00-826
Country Fireplace #00-827
Sharp Heating & AC Inc. #00-828

ACTION REQUESTED: Approval

Consent: 3
Date: 4/12/00

ITEM: Consideration of resolution 11-00 granting a variance of 6 feet in the required rear yard setback of 30 feet for 1821 Asbury Street

SUBMITTED BY: Randy Boggio and Janet Schultz, Property Owners, 1821 Asbury

REVIEWED BY: Planning Commission
Susan Hoyt, City Administrator
Heather Worthington, Assistant to the City Administrator

EXPLANATION / DESCRIPTION:

Summary and action requested. The council is asked to approve a resolution granting a variance of 6 feet in the required 30 foot rear yard setback of 30 feet to put on an addition to their home at 1821 Asbury Street. It is on the consent agenda because it was unanimously approved by the planning commission. The variance, if granted, will maintain the existing rear yard setback of 24 feet. The staff recommends the variance request because the unusually shallow lot (75 feet rather than a standard 120 feet) creates a unique property related hardship for the property owner and, therefore, it meets the requirements for granting a variance. State statute requires that a variance have a hardship associated with the property. A variance cannot be granted because of cost or family living space concerns.

Characteristics of the property.

1821 Asbury Street is an atypical lot in Falcon Heights where there are three blocks that were subdivided to be narrow lots (75 feet in depth rather than 120 to 135) and wider (90 feet compared to 50 to 75 feet). They are typically 40 feet wider and 45 feet shorter than most city lots.

Homes along these narrow lots typically add on in the side yard rather than cutting further into the rear yard, although there are several examples from many years ago where additions were put on to encroach within 15 feet of the rear property line.

Background.

A few years ago the planning commission and council denied a request for a variance for a homeowner who wished to reduce the rear yard to 12 feet in depth from the existing 25 feet because the property owner had the opportunity to add onto the house in the sideyard without a variance.

The property owners of 1821 Asbury Street originally submitted plans to add onto their by extending the addition toward the rear lot line rather than going out the side of the home. However, they were amenable to revising their plans to maintain the existing rear line of the structure and expanding into the rear yard.

The zoning code permits property owners to maintain the existing setbacks for side yards, and therefore, it is not inconsistent in this unique case to allow the existing rear yard setback to continue.

Compatibility with neighborhood design. The proposed addition to the side and rear without further reducing the rear yard is consistent with other houses along these narrow lots.

Comments from neighbors. Five abutting property owners were notified of the variance as of this writing no one has commented on the request. (Whether or not neighbors object is not a legal reason for approving or denying a variance request.)

Staff recommendation.

The staff recommends granting this variance because the property depth creates a hardship in retaining a 30 foot rear yard setback.

The proposed addition is consistent with the rest of the neighborhood.

The variance will not create a threat to the public health and safety.

ATTACHMENTS:

- 1 Site plan with proposed addition
- 2 Diagram of comparative lots and development of lots
- 3 Plat of area
- 4 Letter from property owner
- 5 Resolution approving the granting of a variance of 6 feet in the rear yard setback

ACTION REQUESTED:

Approve the resolution granting the variance.

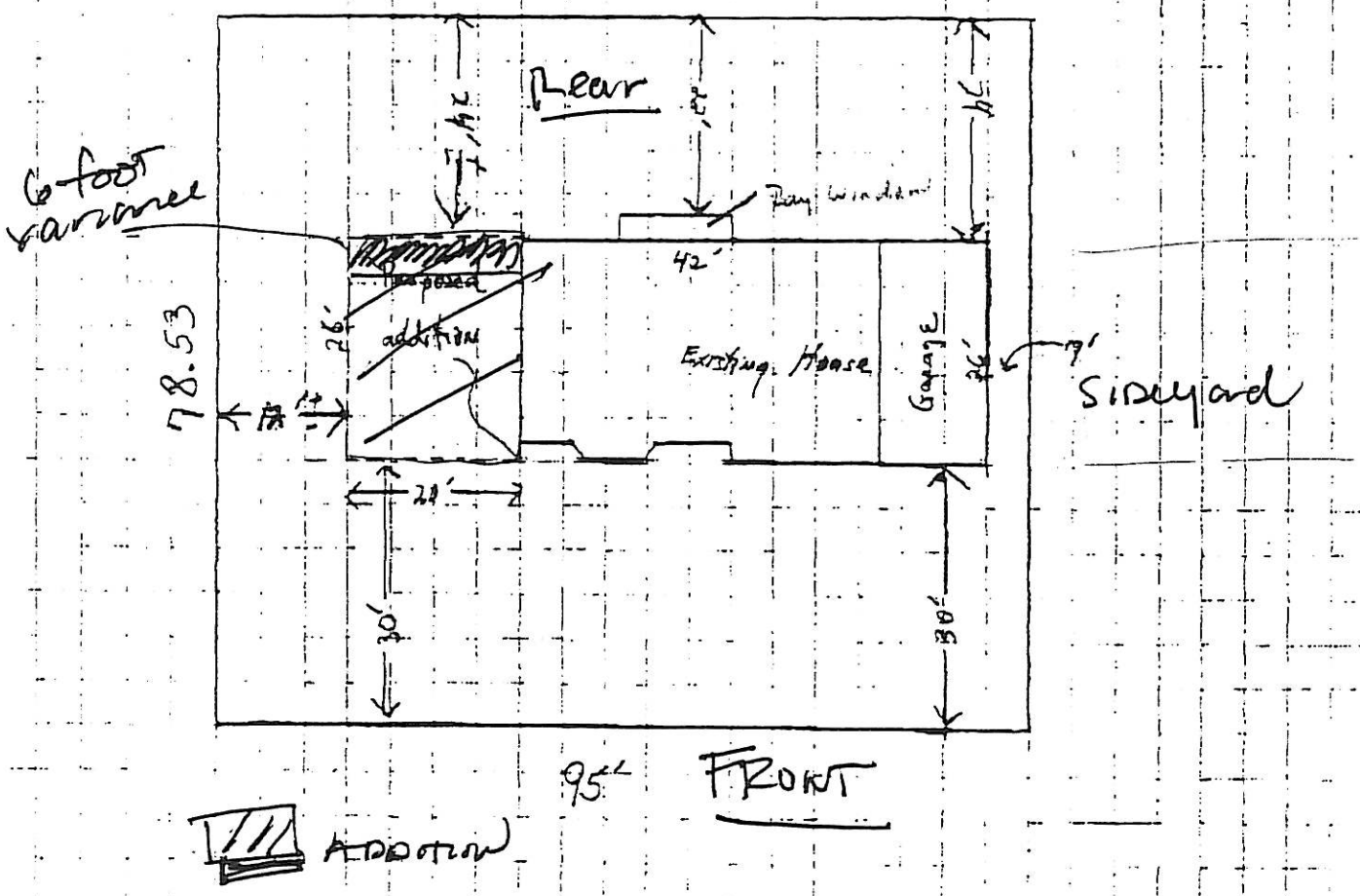
2

N →

Randy Boggio & Janet Schultz
1821 Asbury St.
Falcon Heights

Timber Craft Remodeling
Revised 3-17-00

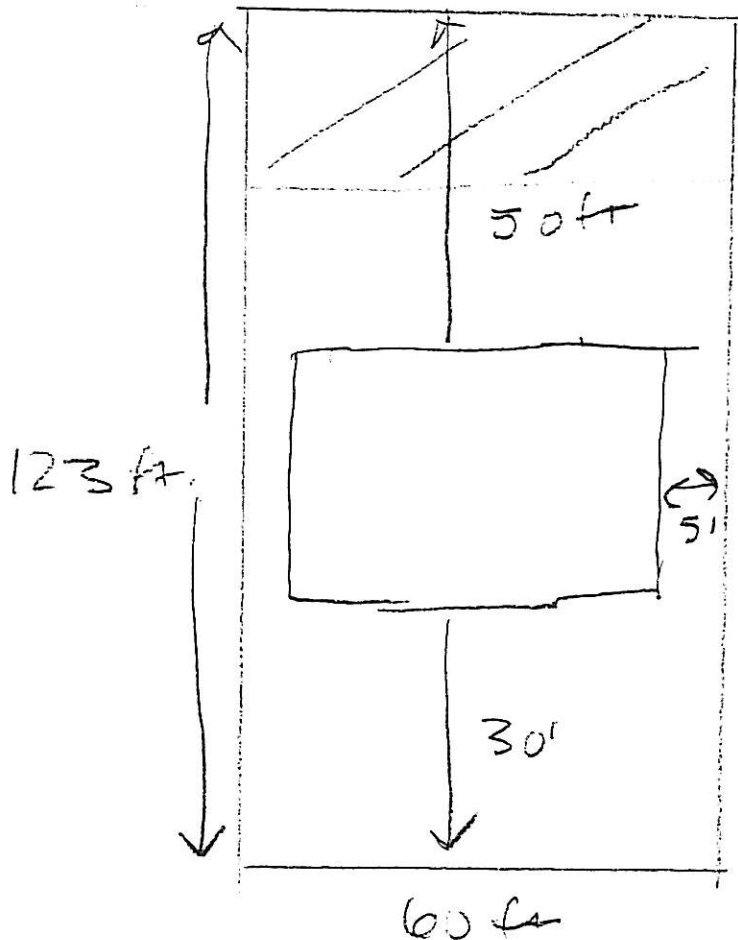
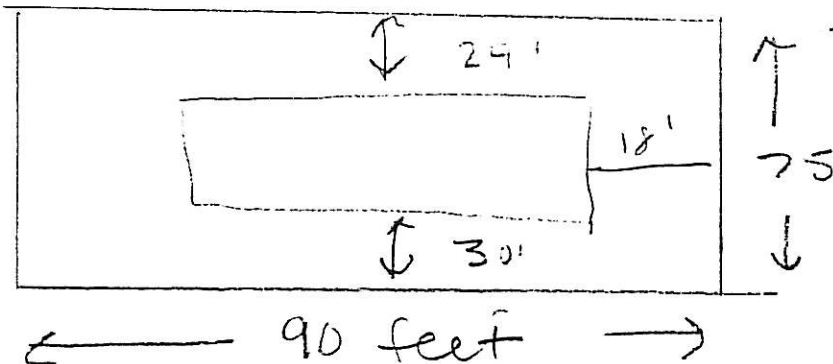
"Site Plan"



1/4" = 20'

NOT TO SCALE

EXAMPLES ONLY

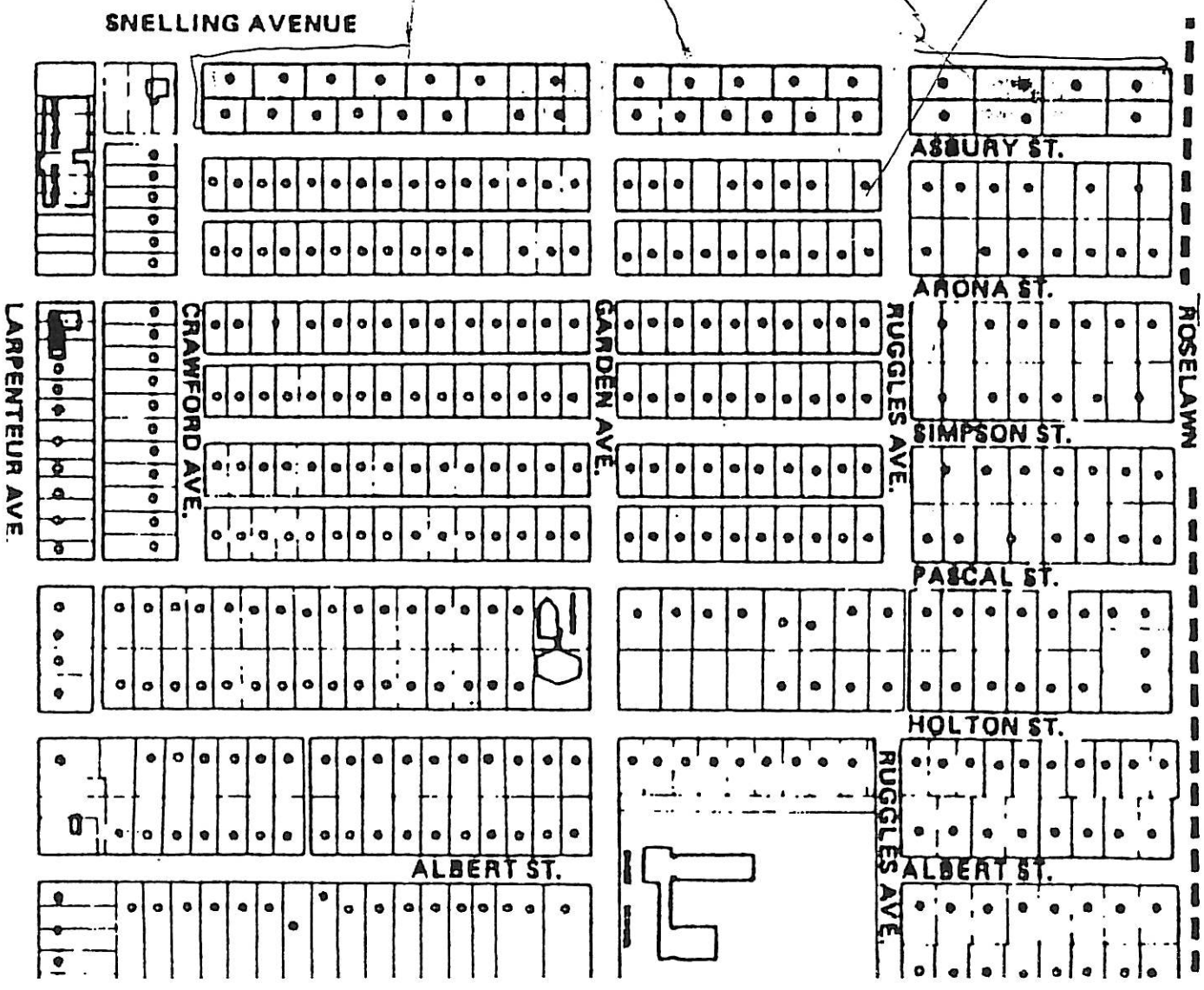


30' required rear yard

"Typical"

3 Blocks with narrow lots (25' deep) 90' wide

Standard lot 160' x 123'



3/23/00

4

Heather Worthington
Assistant City Administrator/Planner
City of Falcon Heights
2077 W. Carpenter Avenue
Falcon Heights, MN 55113-5594

RE: Variance for 1821 Ashbury

Dear Ms. Worthington,

This letter is to explain why we have requested a variance to construct an addition on our home.

We purchased our home in November of 1991. At the time we had one child, our oldest son Schuyler. Since that time our family has grown with the addition of our second son Dominic (7/15/93) and our third son Jamison (7/2/96). We loved our house the moment we saw it but had a concern even at that time that it was too small. With the current size our family the house is definitely too small and seems to get smaller each day as the boys get bigger.

We were faced with a choice: either move to a bigger home or add to our current home. It really was no choice at all. We love our neighborhood, our neighbors are fantastic, our children go to Falcon Hts. Elementary School; so moving is hopelessly out of the question.

After much discussion of our builder the current proposal is the only option which makes sense for us. We would build out on 3 levels. The new basement would double the current square footage of our current basement. We would put an extra bedroom in the basement and use the remaining space for much needed storage space.

The first floor would have a family room and a study. The family room was the main reason for the addition. Currently we do not have a space for the boys to stretch out, relax and entertain their friends. The second floor will be an extension off Schuyler and Dominic's bedroom. We plan to use this space as a study for the boys. As they get older and their home-work load gets heavier they will need a quiet place of their own.

The original plan for the 26' by 20' addition was to go 2' further toward the back lot line. This would place it 22' from the back which is in line with our kitchen which extends 2' further back than the rest of the house. The city planner did not want us to go back any further than 24' from the lot line so we revised our plans. The size of the addition stayed the same but we would now like to come out 2' further in the front of the house. The front of

The addition would still be 30' from the street and would not be any closer to the street than our current house.

Due to the current housing codes, it is my understanding the our entire house is noncompliant because it is 24' from the back lot line instead of the required 30'. Therefore in order to be in compliance, the addition would have to be 6' from the existing line of the house in the back. But we can not go any further in the front than we are currently planning to do. This would be unworkable and would not make the addition worth doing. Therefore we are asking that a variance be granted allowing us to put an addition on our house which is even with the current line of the back of our house.

Thank you for your consideration.

Sincerely,
Sam Boggis
& Janet Schulz

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

Date: April 12, 2000

RESOLUTION GRANTING VARIANCE AT 1821 ASBURY STREET

WHEREAS, on April 5, 2000 the Falcon Heights city council granted a variance of 6 feet in the 30 foot required rear yard setback of 1821 Asbury Street. The variance was granted to permit the construction of an addition to the single family home; and

WHEREAS, the city council determined that the property is unique because it is narrower than most lots in Falcon Heights and, therefore, creates a hardship for the property owner at 1821 Asbury Street.

NOW THEREFORE, BE IT RESOLVED that:

- a. Granting the variance will not be detrimental to the public welfare.
- b. Granting the variance will not substantially diminish or impair property values or improvement in the areas.
- c. Granting the variance is necessary for the preservation and enjoyment of substantial property rights.
- d. Granting the variance will not impair the orderly use of the public streets.
- e. Granting the variance will not impair an adequate supply of light and air to adjacent property.
- f. Granting the variance will not increase the danger of fire or endanger the public safety.
- g. A particular hardship, as distinguished from mere inconvenience to the owner, would result if the strict letter of the chapter was carried out.

h. The variance is not sought principally to increase financial gain of the property owner and that a substantial hardship to the owner would result from a denial of the variance.

Moved by: _____

Approved by: _____

Mayor

GEHRZ
HUSTAD ___ In Favor
KUETTEL
LINDSTROM ___ Against
TALBOT

Date

Attested by: _____

City Clerk

Date

Consent: 4
Date: 4/12/00

ITEM: Approval of an agreement with the St. Paul Water Utility and Questwood Development

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: Roger Knutson, City Attorney

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to approve an agreement between the St. Paul Water Utility and Questwood Development regarding the maintenance of the water on the Questwood Homes, which is a private water service for the private development. The St. Paul Water Utility owns and operates the city's water service. There is no negative impact to the city from the statements in this agreement.

ATTACHMENT:

1 Draft agreement

ACTION REQUESTED:

Approve the agreement between the St. Paul Water Utility and Questwood Development

AGREEMENT

THIS INDENTURE made this 14th day of March, 2000, by and between **MASTERPIECE HOMES, INC.**, a Minnesota corporation, hereinafter designated "Owner-MPH"; **M. GORDIE HOWE AND JEANETTE M. HOWE**, husband and wife, hereinafter referred to as "Owner-Howe", the **BOARD OF WATER COMMISSIONERS** of the City of Saint Paul, a Minnesota Municipal Corporation, hereinafter designated as "Board"; and the **CITY OF FALCON HEIGHTS**, a Minnesota Municipal Corporation, hereinafter designated as "City"; and

WHEREAS, Board during all times herein mentioned did and does manage, control and operate, pursuant to the Home Rule Charter of the City of Saint Paul, its water works and public water supply system primarily for the purpose of furnishing an adequate supply of water for industrial, commercial and domestic purposes to residents of the City of Saint Paul and to residents of the City of Falcon Heights for the same or similar purposes; and

WHEREAS, Owner-MPH owns the following described land hereinafter, "Owner-MPH's Property", that is situated within the corporate limits of the City of Falcon Heights in the County of Ramsey, State of Minnesota and described as follows:

Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, and 12 Block 1 and Outlot A, Questwood; and,

WHEREAS, Owner-MPH has made application to the Board for water supply service to be afforded to Owner-MPH's Property according to the rates and charges payable therefore by said Owner, its successors or assigns, to such municipality or the Board as the same may be established from time to time; and

WHEREAS, Owners M. Gordie Howe and Jeanette M. Howe, husband and wife own the following described land hereinafter "Owner-Howe's Property", also situated in the City of Falcon Heights, Ramsey County, Minnesota and described as follows:

Lot 11, Block 1, Questwood, and,

WHEREAS, The City of Falcon Heights and the Board have made subsisting agreements, by and between them, germane to the extension of water service for the aforesaid purposes, from said public water supply system of said City of Saint Paul, by the Board, to said City of Falcon Heights and the residents of the same within its corporate limits, and such extension of water supply service has been and now is the subject of city ordinances germane thereto duly enacted by the City of Falcon Heights and said City of Saint Paul, this agreement to be deemed subject to said prior subsisting agreements and said ordinances.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties for themselves, their successors and assigns, do hereby mutually agree as follows:

1. Owner-MPH hereby conveys and grants to City and the Board a perpetual easement in, under, through, over and across the property shown as Outlot A, as shown on the plat of Questwood, in Ramsey County, Stat of Minnesota as shown in attached EXHIBIT "A" (hereinafter, "Owner-MPH Easement") for the purposes of installing, repairing, inspecting and maintaining the water supply service to be constructed therein.

2. Owner-Howe hereby conveys and grants to Owner-MPH, City and the Board a perpetual easement in, under, through, over and across the property shown as Drainage and Utility Easement on Lot 11, Block 1 as shown on the plat of Questwood, in Ramsey County, State of Minnesota as shown in attached EXHIBIT "A" (hereinafter "Owner-Howe Easement") for the purpose of installing, repairing, inspecting and maintaining the water supply service to be constructed therein.

3. The City and the Board hereby grant permission to Owner-MPH to install, construct, maintain, inspect and repair a private water main ("Water Main") necessary for the furnishing of water supply ("Water Supply") to Owner-MPH's Property subject to the terms and conditions contained herein.

4. Owner-MPH shall construct the private water main and water service at its sole cost and expense, in strict accordance with approved plans and specifications on file with the Board, or its employees, under the supervision and to the approval of the Board and within the easements described in paragraphs 1. and 2. Owner-MPH shall pay a deposit to the Board to reimburse the Board for inspection costs, plus an administrative fee of \$300.00. All water service connections from the private main shall be constructed by Owner-MPH at its sole cost and expense, in strict accord with plans and specifications approved and on file with the Board under the supervision and approval of the Board.

5. Neither Owner-Howe nor their successors in title to Lot 11 will be responsible for any repair or maintenance to the water main or line to be constructed on the Owner-Howe Easement.

6. All necessary maintenance, repairs, operation, inspection and/or replacement of the water main and water service connections within Owner-MPH and Owner-Howe easements shall be borne by Owner-MPH at its sole cost and expense, in strict accord with plans and specifications approved and on file with the Board and subject to approval by the Board.

7. The City and the Board, at the request of any of the parties to this agreement, or in case of default by Owner-MPH or any of its heirs, successors or assigns in relation to the construction, reconstruction, maintenance, repair, inspection, installation or operation of said private water main or water service may enter upon the Owner-Howe Easement and/or the Owner-MPH Easement and may construct, reconstruct, maintain, repair or operate said private main and/or water service, and

all reasonable cost and expense thus incurred by the Board shall be chargeable by the Board to Owner-MPH and shall become due and payable upon presentation of an invoice therefore; and if such charges are not paid when due, they shall become and constitute a lien upon the property served whether owned by Owner-MPH, its successors or assigns. In the event of nonpayment, the Board reserves the right to deny water service to the property served, whether owned by Owner-MPH, or any of its successors or assigns.

8. The Board agrees to supply water service to Owner-MPH's Property, as the same has been or shall be developed for residential purposes, subject to and in accordance with applicable rates of charges, rules and regulations as they are or shall be established from time to time by the Board. It is understood and agreed, however, that the Board undertakes to supply such water supply only in case the pressure in its mains is sufficient to enable it to do so, and the Board assumes no responsibility for failure to supply water resulting from acts or conditions beyond its control.

9. It is agreed by and between the parties hereto that this agreement shall be subject to water service rates, rules and regulations germane to the subject of this agreement now in force and hereinafter prescribed and promulgated by the Board or by the City and further that there shall be and hereby is reserved to the Board and to the City the right to change, revise, alter, and amend such rates, rules and regulations as their discretion shall direct, to the end that such rates, rules and regulations shall be reasonable.

10. No further extension of the private water main beyond that shown in the plans and specifications currently on file with the Board shall be made without the prior written consent of the City and the Board. All necessary service connection taps from the private water main shall be installed by the Board upon due application therefore on a form supplied by the Board and shall be installed by the Board at the cost and expense of the party requesting the same.

11. The Board reserves the right to shut off or discontinue the water service when necessary for the extension, replacement, repair, maintenance, inspection, or cleaning of the private water main, water service, or apparatus appurtenant thereto, and the Board shall not be held liable for any damage occasioned thereby.

12. This agreement shall be binding upon Owner-MPH, Owner-Howe, both parties' successors and assigns, including any Association of Landowners within Owner-MPH's Property. It is understood and agreed that the Owner-MPH's Property will hereafter be divided and become owned by parties other than said Owner-MPH, and that an Association of Landowners of the individual property parcels within Owner-MPH's Property will be formed, and therefore, this agreement, and the rights and obligations herein of Owner-MPH shall be binding upon the Association of Landowners and by becoming an owner of a parcel of land within the Owner-MPH's Property, and without further act or agreement such individual property owner shall be deemed to have agreed to the provisions of this document and is to be bound hereby. In the event that Owner-MPH, or The Association of Landowners desires to transfer its title to a portion of Owner-MPH's Property it is expressly understood and agreed that Owner-MPH and transferees shall enter into an agreement by which the transferees shall agree to pay all or a proportionate share of the cost of maintenance, and replacement of the private water main and further agree to assume all or a proportionate share of the responsibility and liability arising out of the operation, maintenance, use and repair of the water main or water service pipes. This agreement shall be in form as to be subject to the approval of the City and the Board, and the City and the Board shall each be provided with an executed copy of the agreement.

13. That the Owner-MPH, or the Association of Landowners, in consideration of its being supplied water by the Board, upon the terms and conditions herein outlined, shall comply strictly with all of the rules and regulations of the Board, and pay or cause to be paid unto the Board therefore, according to all applicable rates and charges prescribed and promulgated therefore by the Board now in existence or as may be modified or amended, which are hereby incorporated herein by reference. The Board reserves the right to shut off the water supply for nonpayment of applicable water charges, and it is expressly agreed that such unpaid water charges and costs incurred by the Board pursuant to this agreement shall be and constitute a lien upon Owner-MPH's Property, or the Association of Landowners' Property, served pursuant to this agreement.

14. Owner-MPH, its successors and assigns, including the Association of Landowners, shall fully indemnify, defend and save harmless, the City, the Board, its officers, agents, employees and servants from all suits, actions or claims which shall arise from any injuries or damage caused by any break or leak in any service pipe, private main, other main or connection authorized by this agreement that may occur from the furnishing of a supply of water by the Board to Owner-MPH, the Association of Landowners, its tenants, successors and assigns or other persons, firms or corporations served and to be served by this private water main; and further, that Owner-MPH, its successors and assigns, including the Association of Landowners shall save harmless, indemnify and defend the Board and City against any claim, action or lawsuit brought against the Board and/or City in connection with or as a result of the furnishing of such supply of water, by the Board, to the Owner-MPH, or other persons, firms or corporations served on said premises by such private water main or service connection.

15. The undersigned represent that they have the power and authority to execute this agreement on behalf of their respective parties.

IN WITNESS WHEREOF, the parties hereto have executed these presents on the day and year first above written.

MASTERPIECE HOMES, INC.

By *[Signature]*
 Its CEO

STATE OF MINNESOTA)
)
 COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this 28th day of March, 2000, by Gordie Howe the CEO of Masterpiece Homes, Inc. a Minnesota Corporation on behalf of the corporation.



[Signature]
 Signature of person taking acknowledgment

M. GORDIE HOWE AND JEANETTE M. HOWE

[Signature]
 M. Gordie Howe
[Signature]
 Jeanette M. Howe

STATE OF MINNESOTA)
) ss.
 COUNTY OF RAMSEY)

The foregoing was acknowledged before me this 28th day of March, 2000, by M. Gordie Howe and Jeanette M. Howe husband and wife.



[Signature]
 Signature of person taking acknowledgment

CITY OF FALCON HEIGHTS

By: _____
Mayor

By: _____
City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF)

The foregoing instrument was acknowledged before me this _____ day of _____, 2000, by _____, and _____, Mayor and City Clerk, respectively of the City of Falcon Heights, a Minnesota municipal corporation, on behalf of the Municipal Corporation.

Signature of person taking acknowledgment

COUNTERSIGNED:

Joseph M. Reid, Director
Office of Financial Services, City of Saint Paul

STATE OF MINNESOTA)
) SS
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this _____ day of _____, 2000 by Joseph M. Reid, Director Office of Financial Services, City of Saint Paul, a Minnesota municipal corporation, on behalf of the corporation.

Signature of person taking acknowledgment

CONSENT

The undersigned Mortgagee joins in the execution of this Agreement for the purpose of evidencing its consent thereto and recognizing the rights of the Board of Water Commissioner of the City of Saint Paul.

PREMIER BANK

By: 

Its: Pres. / E-T - W3

By: _____

Its: _____

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this 27th day of March 2000, by Michael R. Ruether and _____, the President and _____, respectively of Premier Bank, a Minnesota Corporation on behalf of the Corporation.



Signature of person taking acknowledgment

EXHIBIT A

QUESTWOOD

ACRE LOTS

MELLING & COMPANY
RAMSEY CO. MINN.

Found 1/2 inch Iron Pipe
ILLS. No. 13076

815.00 S89°39'51"W

256.05

256.05

ALL MEN BY THESE PRESENTS: That Mortierpiece Homes, Inc., a Minnesota Corporation, owner
member Bank, a Minnesota Corporation, mortgagee of the following described property

I hereby certify that I have surveyed and plotted the property described on this
that this plot is a correct representation of the survey; that all distances
correctly shown on this plot in feet and hundredths of a foot, that all

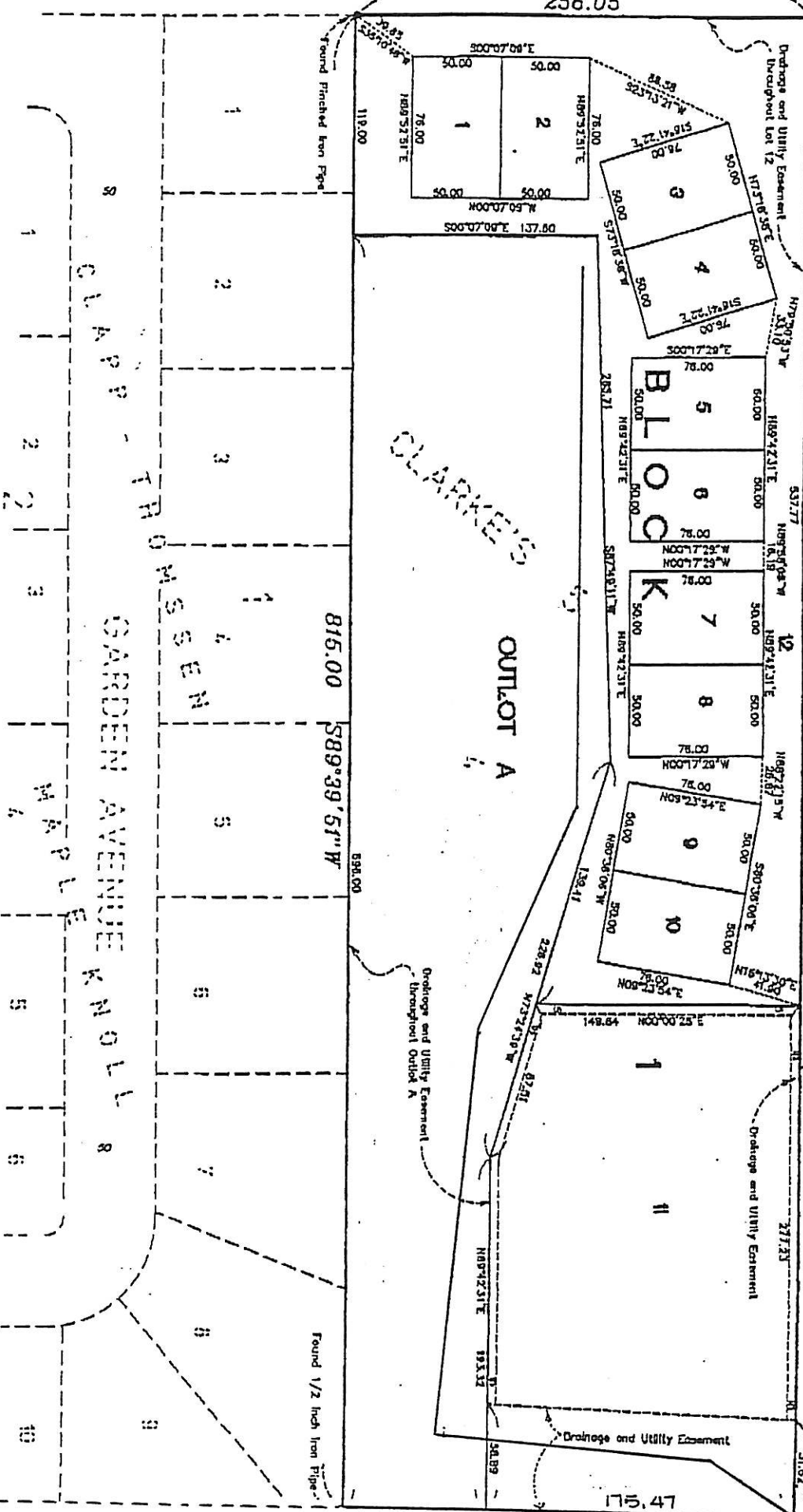


EXHIBIT "A"

BOARD OF WATER COMMISSIONERS

RESOLUTION — GENERAL FORM

No. 4695

PRESENTED BY COMMISSIONER Arcand

DATE March 14, 2000

WHEREAS, Masterpiece Homes, Inc., has requested permission to install a private water main to serve Questwood Townhomes in the City of Falcon Heights, with domestic water service and fire protection; and

WHEREAS, Masterpiece Homes, Inc. proposes to construct the private water main according to Saint Paul Regional Water Services Standards and agrees to accept full responsibility for the maintenance and repair of the private water main and hold the Board harmless from all claims that may arise from the existence or operation of the private water main; and

WHEREAS, Staff has prepared a Private Water Main Agreement and the General Manager recommends that the Board approve this Agreement; now, therefore, be it

RESOLVED, That the Board of Water Commissioners hereby approves the proposed Private Water Main Agreement to provide domestic water service and fire protection to Questwood Townhomes in the City of Falcon Heights, to be constructed in accordance with plans and specifications conforming to Saint Paul Regional Water Services Standards and as approved by staff, and that the proper officers of the Board are hereby authorized and directed to execute said Private Water Main Agreement on behalf of the Board.

Water Commissioners

Yeas	Arcand	Nays
	Cardinal	
	Harris	
Vice President	Haselmann	

Adopted by the Board of Water Commissioners

March 14, ~~19~~ 2000

In favor 4 Opposed 0

Janet Lindgren
SECY.

CONSENT # 5

Date: 04/27/00

12

ITEM: Transfer of Funds to 1999 NE Quadrant Street Improvement Bonds from Sanitary Sewer Fund and Amend the Budget Line Items Within these Funds.

SUBMITTED BY: Roland O. Olson, City Accountant

REVIEWED BY: Matt Meyer, CPA Kern, DeWenter, & Viere Ltd
Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested: The 1999 NE Quadrant Street Improvement Bonds were not fully funded from the special assessments to the affected property owners in accordance to city policy. This difference needs to be funded from other sources of income within the city. With most of the city streets having been improved without the need for sanitary sewer replacement occurring during the street reconstruction process, a transfer of funds from the sanitary sewer fund would be most appropriate.

Request that the following transfers be approved:

Transfer **TO** 1999 NE Quadrant Street Improvement Bond Fund(#317): \$750,000
Transfer **FROM** Sanitary Sewer Fund(#601): \$750,000

Request **Amending** the line item budgets within these funds for the year 2000:

	<u>2000 Budget</u>	<u>Amended Budget 2000</u>
317-000-39200 Operating Transfers In	0	750,000
601-601-97000 Operating Transfers Out	0	750,000

Meets goal # 4: To provide a responsive and effective city government.
Strategy 6: To effectively manage the city's financial resources.

ACTION REQUESTED:

Approve the transfer of funds from Sanitary Sewer Fund to fully fund the 1999 NE Quadrant Street Improvement Bond Fund and amend the year 2000 budgets.

Consent 6
4/12/00

Item: Consent to proceed with replacement of the hockey rink light pole at Curtiss Field

Submitted By: Bill Maertz, Parks Public Works
Maintenance Director

Reviewed By:

Explanation/Description

Summary and Action Requested

While moving hockey boards out of Curtiss Field this spring, the crew noticed that the light pole for the hockey rink was rotting at the base. The pole needs to be replaced before it falls over. Collins Electrical will be installing lights at Community Park on the week of April 10. They quoted a price of \$1797.00 to replace the pole with one of the metal poles that we have left over from the Larpenteur Ave. streetscape project.

Meets Goal 1: To protect the public health and safety.

Since Collins Electrical was the low bid by a substantial margin on a similar job, bid last month, staff believes that the price of \$1797.00 is the best price obtainable. Collins has done quality work for the City in the past.

ACTION REQUESTED: Approve the replacement of the Curtiss Field hockey light pole by Collins Electrical for \$1,797.00.

ITEM DESCRIPTION: Setting interest rate for the 2000 alley assessments

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: Heather Worthington, Assistant to the City Administrator

EXPLANATION/SUMMARY:

Summary and action requested. The council is being asked to approve the interest rate on the assessments for the 2000 alley project. The assessment rate is \$29 per linear foot and the interest rate is proposed to be at 6.4% over a period of 10 years with the starting date of interest on October 1, 2000. This interest rate is the same as the 1999 NE quadrant street improvement project.

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

Strategy 4. Maintain the city's infrastructure.

Action item: Plan for and implement street improvements.

ACTION REQUESTED:

Approve 6.4% interest rate.

Policy: 1
Date: 4/5/00

ITEM: Approve hiring a part-time secretary

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: Heather Worthington, Assistant to the City Administrator
(soon to be city administrator)
Pat Phillips, Deputy Clerk

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to approve the hiring of Elizabeth Postigo as a part-time secretary with a starting wage of \$12.60 per hour, which recognizes that she has been working in a temporary capacity for a year for the city already and assumes that she will not have a six month probation, but at step 2 in the personnel process. Elizabeth will be working about 16 hours a week and sometimes more if needed. She will do a variety of tasks from handling the phones and front desk activities as well as several reports and other tasks. Elizabeth came to the city after serving the University of Minnesota for 23 years. With the departure of the city administrator and the promotion of the assistant to the administrator's position, the city will need more than usual support staff to meet the needs of the citizens.

Goal 4: To provide an effective and responsive government.

ATTACHMENT:

- 1 Job description for secretary
- 2 Resume of Elizabeth Postigo

ACTION REQUESTED:

Introduction by city administrator
Discussion
Motion to approve hiring of Elizabeth Postigo as a regular part-time employee.

City of Falcon Heights
Job Description for Secretary
2 April 2000

Overall: The secretary reports to the deputy clerk with oversight by the city administrator. The job is hourly, non-exempt, regular, part-time position that requires people, communication, organizational, word processing and data entry skills. The job requires managing a variety of tasks throughout the work day.

Job Duties.

- Answering the telephone and the front desk answering questions related to a wide variety of city services including permits, licenses, recreation programming, parking permits, facility rental, hours of facilities and other routine and non-routine city information requests.
- Issuing building permits, recreation, license and parking permit applications in conjunction with the building official and related city staff.
- Arranging for leasing of city facilities.
- Recording gopher state one call requests.
- Maintaining data as requested on city activities such as the fire incident reports, various accounting reports and other items as requested by the deputy clerk, the accountant and the city administrator.
- Organizing, sorting and filing documents and the file system when directed to do so.
- Receipting fees received by the city.
- Ordering supplies when requested to do so.
- Listening and recording concerns from the public and providing accurate information to the public and referring the concern to the appropriate city staff person.
- Listening to citizen concerns and directing the citizen to the appropriate party whenever possible, if it is not a city service.
- Word processing documents as requested.
- Copying and collating documents as requested.

- Preparing public meeting agendas as requested.
- Preparing correspondence for the mayor, council and staff members as requested.
- Assisting with keeping city records up to date under the direction of the deputy clerk.
- Help prepare for elections and community events as requested by the city administrator.
- Other tasks as requested by the deputy clerk and the city administrator.

Hours of work.

- This is a part-time, regular position which will require about 16 hours of work each week or as needed. The work schedule will be determined in conjunction with the deputy clerk. All work hours will be done within the 8:00 AM to 4:30 PM regular city work day unless requested to work during a different time period.
- This employee should be available when the deputy clerk is out for a short time. Any extended absence by the deputy clerk would require reviewing the hours of work expected by this employee.

Qualifications.

- Experience working in a public work environment dealing with citizens.
- Word processing and computer skills including Microsoft Word and others as needed.
- Willingness to learn new things and receive training in technology and other areas as deemed desirable by the city administrator.
- Excellent verbal communication skills.
- The ability to walk around the city hall offices and to get up and down from a desk to go to the front desk and move throughout the building.
- The ability to answer and to talk expediently over the telephone.
- The ability to use a word processor and computer equipment.
- The ability to manage several tasks at one time.
- The ability to work within a small organization in an inside environment.

March 15, 2000

RESUME

ELIZABETH POSTIGO

Present Position:

1999-2000 Part time Secretary for City of Falcon Heights
Work with Secretary and City Accountant on various projects and fill in when Secretary/Clerk is on vacation.

Most Recent Position:

1974-1999 Senior Secretary in Department of Applied Economics, University of Minnesota.

Reason for Leaving:

Departmental reorganization and downsizing (5 secretarial and 1 accounting positions were terminated on April 26, 1999).

Past Positions:

1969 to 1972 Taught private English classes to business people in Mexico City, Mexico
1967 to 1969 Secretary at Farmers Union GTA, Falcon Heights, MN
1963 to 1966 English teacher at Garside High School, Mexico City, Mexico

Education and Training:

1963 Graduate of the University of Minnesota
1977 University of Minnesota Procedures Class
1984 CPT Word Processing instruction
1990's Two Word Perfect Training Classes
1999 U/M Excel Training and HTML Tutoring
1999 (Aug. - Dec.) Multiple all day classes at Comp USA (Access 97 Intro., Microsoft Word 97 Intro. & Intermediate, Windows 95, Intro. & Intermediate, Publisher 98 Intro., Power Point 97 Intro. & Intermediate, Front Page 2000 Intro, and Web Fundamentals.

Foreign Language: Spanish (Conversational)

Work Experience:

Falcon Heights City Hall: Work involves greeting public, issuing building permits, registering recreation program users, preparing documents, assisting with accounting records, working with Excel spreadsheets, writing receipts, filing, and phone answering. Used Microsoft Word for typing documents and letters on computer.

University of Minnesota: Most of the word processing work was done on Word Perfect 7.0 (edit, format, proofread) create tables and transcribe dictation. I worked on books and class work from handwritten materials and a great amount of daily correspondence. I accepted, prioritized and completed assignments for 8 professors. I arranged meetings, scheduled appointments, made travel and hotel arrangements, Xeroxed, sent faxes, set up conference calls, greeted and directed visitors. I accessed information via e-mail and the Net. I have had the responsibility of all correspondence on search committees. I have assisted in classroom, compiled information and materials for reports, and tabulated data.

My 25 years in the Department of Applied Economics, University of Minnesota has given me the opportunity to work for many different Faculty members. I worked with Dr. Lee Martin on all the materials that went into his four volumes of the *Post World War II Survey of Agricultural Economics Literature*. I help set up a summer travel program involving the CIC Universities study-tour of the Mediterranean. Legal typing was required for Dr. Snyder, international work (typing in German) for Dr. von Witzke and a multitude of tasks for Dr. Wilbur Maki, including Lotus 123, CPT computer use and some bookkeeping for IMPLAN seminars.

I have played an active role in the Department of Applied Economics at the University of Minnesota by being on volunteer committees and back up services. I was back-up person for all the word processing that was done on a large CPT computer. I was active as a College of Ag. Civil Service Committee Representative. I served two terms on the Single Quarter Leave Committee for the College of Ag. I served on the Departmental Grievance Committee for 2 years.

Supervisor Experience:

Over the past 25 years I have hired and supervised the work of several secretaries and about 10 student workers.

References: Please contact the following for Letters of Recommendation.

Susan Hoyt, City Administrator
City of Falcon Heights
2077 W. Larpenteur Ave
Falcon Heights, MN 55113-5594
651-644-5050

Dr. Terry Roe
Department of Applied Econ.
University of Minnesota
337 Classroom Office Building
St. Paul, MN 55108
612-625-6706

Dr. George Morse
Department of Applied Econ.
University of Minnesota
337 Classroom Office Building
St. Paul, MN 55108
612-625-9769

Dr. Steve Taff
Department of Applied Econ.
University of Minnesota
337 Classroom Office Building
St. Paul, MN 55108
612-625-3103

Policy: 2
Date: 4/12/00

ITEM: Approve the hiring of a city administrator

SUBMITTED BY: Mayor Sue Gehrz

EXPLANATION/DESCRIPTION

Summary and action requested. The council is being asked to approve the hiring of Heather Worthington as the city administrator effective April 15, 2000 for \$47,000 a year with expense reimbursement and benefits consistent with the personnel policy. With the departure of the current city administrator, Susan Hoyt, on April 24, 2000, the council needs to replace the position with a qualified candidate. Heather recently began work as the assistant to the city administrator and she fulfills the qualifications for the position. The city administrator has clerk responsibilities as part of this position. The mayor will work with the city attorney to prepare a contract for this position.

Goal 4: To provide an effective and responsive government

ATTACHMENT:

- 1 Current city administrator job description – can be revised as part of contract
- 2 Resume for Heather Worthington

ACTION REQUESTED:

Introduction by Mayor Gehrz

Comments and discussion from councilmembers

Motion to approve the appointment effective April 15, 2000

Approved Aug., 1991

POSITION DESCRIPTION

CITY OF FALCON HEIGHTS

POSITION: City Administrator (with clerk-responsibilities)*

OBJECTIVE AND SCOPE

Plan and direct the administration of city functions to ensure efficient municipal services and development in line with objectives and general guidelines established by the City Council.

Supervises the municipal office, administration of all departments placed within his/her jurisdiction which includes city clerk responsibilities, treasurer, parks and recreation, building inspection, public works and administrative functions of the fire department. Responsible for coordinating the city activities with the city attorney, engineering consultant, Roseville Police, and planning consultant. Works in an advisory capacity with the commissions and committees. Operates with considerable discretion in normal administrative functions and in implementing policies of the Council. Responsible for effective recommendations in areas of policy, staffing, expenditures, etc. where Council action is required.

RELATIONSHIPS

Reports to: City Council

Supervises: City Accountant *Dist. Parks*
~~Foreman, Maintenance and Public Works~~ *and Public Works*
Park and Recreation Director *Community Services*
Fire Chief in Administrative Functions of the Dept.
~~Fire Marshal~~
Deputy City Clerk
Inspectors
Through these subordinates, he/she indirectly controls additional city employees

*sup
flexible*

Coordinates: City Attorney
Engineering Consultant
Planning Consultant
~~Roseville Police~~
S A P D
other when Harris needed

* (2000)

SPECIFIC RESPONSIBILITIES

1. Direct and control all municipal operations.
 - a. Works closely with subordinate managers to plan and coordinate their functions.
 - b. Follows up to ensure effective service to the public and efficient conduct of all municipal affairs within overall city objectives.
2. Develop and ensure effective utilization of administrative planning, budgeting, and control procedures.
 - a. Utilizes input from department managers to develop plans.
 - b. Prepares annual budgets for council decision.
 - c. Controls expenditures within approved budgetary guidelines. Includes ensuring proper control of all purchasing functions.
3. Develop and maintain an effective organization.
 - a. Evaluates operations and makes or recommends changes in organization structure to best achieve city objectives.
 - b. Supervises the selection of all employees, ensures proper employee utilization and motivation, reviews employee performance, recommends salary treatment, and determines replacement needs.
 - c. Recommends employee benefit and personnel policy programs and coordinates all phases of personnel administration.
4. Ensure effective management and utilization of all physical assets.
 - a. Plans for replacement or upgrading of equipment and other assets as appropriate.
 - b. Directs efficient use and proper care of all existing assets.

5. Ensure effective management of financial assets.
 - a. Oversees all fund management and investment activities.
 - b. Ensures effective accounting practices to properly control financial assets and provide accurate information for financial planning.
 - c. Develop plans to meet current and future financial needs.
6. Provide effective support to the City Council.
 - a. Oversees all functions of a City Clerk under the Plan A form of municipal government.
 - b. Prepares agendas and supporting data for all council meetings, relieves the council of other administrative work, and implements council decisions.
 - c. Provides reports, recommendations, and advice as appropriate to keep the council fully informed and assist its policymaking role.
7. Ensure proper public relations.
 - a. Ensures that public services are efficiently provided and that all complaints are effectively handled.
 - b. Directs communications activities to keep the public informed of city plans and operations.
 - c. Represents the city in local, regional, and state meetings and functions as delegated by the council.
8. Keep abreast of developments in municipal operations and administrative technology.
 - a. Research improved methods for possible use in Falcon Heights.
 - b. Cooperate with other governmental units and municipalities on matters of mutual interest.
 - c. Assist and coordinate with various city commissions as appropriate.
 - d. Cooperate with the State Fairgrounds and University Administration.
9. Perform other duties as delegated by the council or as necessary to effectively manage city affairs and achieve council objectives.

Heather M. Worthington

Education

Michigan State University

BA in History/Historic Preservation with an emphasis in U.S. History and Art History

Electives included U.S. History, Anthropology, and Urban Planning

Additional course work:

Mini-MBA for Non-Profits, Center for Non-Profit Management, St. Thomas University, Saint Paul, MN, 1997

Experience

Project Management

Coordination of neighborhood programs and projects including the Neighborhood Senior Chore Service for five neighborhoods in Saint Paul; recycling coordination; crime prevention; the Saint Anthony Park STAR Loan/Grant Exterior Fix-up Fund; neighborhood housing initiatives and economic development projects; code enforcement issues and nuisance property identification; annual neighborhood cleanup for two St. Paul neighborhoods, and the City of Falcon Heights and the City of Lauderdale. Raised awareness, fundraised, negotiated for the sale of, and coordinated the neighborhood efforts for purchasing the Community Garden land in Saint Anthony Park. Strong familiarity with building code, zoning and planning codes, and related processes. Multiple projects seen from conception to completion. Strong ability to manage several projects at once.

Advocacy

Strong advocate for neighborhood residents and businesses. Spokesperson for the Council and its programs and activities. Represented the SAPCC at City Council meetings, neighborhood events, and citywide meetings and activities. Direct contact with neighborhood residents regarding housing, transportation, and livability issues. Strong working relationships with fellow community organizers, city councilmembers, city staff, and neighborhood residents.

Outreach

Built a strong base of support and partnership through outreach to businesses, residents and city staff. Increased community involvement in St. Anthony Park Community Council (SAPCC) initiatives. Maintained a healthy balance of projects and programs aimed at economic development, business development, and residential livability. Personal contact and continued communication with these stakeholders led to fundraising opportunities, project development, and unique partnerships that helped further the mission of the SAPCC. Involved in numerous economic development projects in the West Midway/St. Anthony Park area, including business development, housing

Administrative

Management of a non-profit with an operating budget of over \$90,000. Responsible for payroll, accounts payable, financial record keeping, staff supervision, hiring, and budgeting.

Desktop Publishing

Strong experience in desktop publishing, spreadsheet and database management, and word processing. Creation and editing of quarterly newsletter, multiple flyers, posters, and other outreach materials.

(continued on next page)

Heather M. Worthington

Fundraising

Raised nearly \$500,000 towards various community projects from government and private sources over the past year. Community fundraising efforts brought nearly \$65,000 from direct-mail and business outreach. Made valuable personal contacts with city staff, the lending community, the foundation community, the University of Minnesota, and other organizations in the Twin Cities metropolitan area. Grant writing and grant management for ongoing projects and programs.

Event Planning

Three years of involvement in planning and execution of the Greater Midway Home and Garden Show. Program and resource guide layout, media and public relations, writing and coordination of all press releases, as well as on-site management of the event. Coordination of all vendors, exhibitors, and workshops.

Work History

<i>Assistant City Administrator</i>	<u>City of Falcon Heights, Minnesota</u> , January 2000 to present
<i>Executive Director/ Community Organizer</i>	<u>Saint Anthony Park Community Council (SAPCC)</u> , Saint Paul, Minnesota, May 1997 to present
<i>Library Assistant II</i>	<u>Texas A&M University—Corpus Christi, Bell Library, Special Collections and Archives</u> , Corpus Christi, TX, July 1996-September 1996
<i>Exhibits Manager</i>	<u>Wichita-Sedgwick County Historical Museum</u> , Wichita, KS, March 1995-August 1995
<i>Administrative Assistant</i>	<u>Minneapolis Institute of Arts, Textile Department</u> , July 1994-October 1994
<i>Site Interpreter/ Technician</i>	<u>Minnesota State Capitol, Minnesota Historical Society</u> , Saint Paul, MN, February 1993-October 1994
<i>Administrative Assistant</i>	<u>Summit Hill Association/District 16 Planning Council</u> , Saint Paul, MN, March 1993-May 1994

Volunteer Activities

Trustee, Minnesota Transportation Museum, 1997-present
Writer, Preservation Alliance of Minnesota, Newsletter Preservation Matters, 1994-present
Twin Cities Bungalow Club, Midway Chapter, 1998-present
Hamline-Midway Area Rehabilitation Corporation (H-MARC), Board of Directors, 2000-present

Publications

Preservation Matters, Preservation Alliance of Minnesota, July 1994, Vol. 10, No. 7, "The Quadriga of the Capitol."
Preservation Matters, Preservation Alliance of Minnesota, January 1997, Vol. 11, No. 1, "The Traction Division of the Minnesota Transportation Museum."
Preservation Matters, Preservation Alliance of Minnesota, February 1997, Vol. 12, No. 2, "Rondo."
Preservation Matters, Preservation Alliance of Minnesota, March 1997, Vol. 13, No. 3, "Thomas Lowry's Streetcar Boats."

Heather M. Worthington

References

Richard B. Beeson, Jr.

President

St. Anthony Park State Bank

2265 Como Avenue

Saint Paul, MN 55108

651/647-0131

Stephen Wellington

Wellington Management

413 Wacouta Street

Saint Paul, MN 55101

651/292-9844

Dr. Karlyn Eckman

973 Raymond Avenue

Saint Paul, MN 55114

651/649-1606

Policy: ~~4~~³
Date: 4/12/00

ITEM: Consideration of a proposal for Community Park entrance planning services

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to consider a proposal from Scott Midness of Barton Aschmann (Parsons) for park planning services to work with the Park Commission to prepare plans for upgrading the entrance and tot lot area and shelter for Community Park. This will get the process going on Community Park planning, which requires some expertise to develop. Scott did the shelter and master plan for the city's parks in 1989 and is familiar with Falcon Heights parks and park users. This activity is budgeted in the city's capital budget for \$20,000 (including shelter replacement of tot lot shelter). The Lions Club has expressed some interest in this activity as well. The proposal and associated fee will be available at the meeting since Scott is out of town for time prior to it. Scott worked with the Park Commission at a meeting in March to discuss the preliminary ideas for this plan. The Community Park serves the entire Falcon Heights community as well as people from St. Anthony Park, Lauderdale and nearby Roseville.

GOAL 2: To maintain the quality and uniqueness of the city's neighborhoods

Strategy: To maintain and improve the city's park .

Action item: To redesign and improve the entry way, tot lot and accessibility at Community Park

ACTION REQUESTED:

Introduction by Susan Hoyt
Presentation by Scott Midness
Questions and discussion
Consider a motion approving this proposal.

PARSONSnew
P=3
SITE WORKS STUDIO**PARSONS TRANSPORTATION GROUP INC.**

Formerly Barton-Aschman Associates, Inc.

111 Third Avenue South, Suite 350 • Minneapolis, Minnesota 55401 USA • (612) 332-0421 • Fax (612) 332-6180

D R A F T (FOR REVIEW ONLY)

April 10, 2000

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

Re: Professional Services Proposal for the Community Park Planning and Design Project

Dear Ms. Hoyt:

Based upon the March 13, 2000 Parks and Recreation Commission meeting, which I attended, and per your request, we hereby submit this proposal for landscape architectural planning services related to the Community Park Planning and Design Project. The purpose of our effort will be to provide planning and design for the City of Falcon Heights and its Parks and Recreation Commission in their efforts to improve the entrance and play area facilities within Community Park.

We propose to provide the following scope of services and corresponding fee related to that effort based upon the assumptions identified below:

Assumptions

- **Project Location:** Community Park, Falcon Heights, MN
- **Project Description and Scope:** Oversight, Planning and Design Services for site improvements within Community Park related to 1) additional park entrance signage at the east end of the park on Roselawn Avenue, 2) replacement and enhancement of the fence, additional landscaping and entrance feature to the playground area and incorporation of a new pathway from Roselawn Avenue, and 3) improvements to the existing shelter adjacent the playground area. Future additional services, not included within this proposal but identified at the March 13th meeting, include consideration of additional entrance features from the parking lot to the Community Park Building, and incorporation of additional landscaping within the parking lot and park grounds.



- **Base Map / Background Information:** Existing base map information, previous designs and studies related to the park to be supplied to the consultant by the City.
- **Project Timeline:** Complete planning and design to accommodate year 2000 implementation timeline and budget.
- **Fee Structure:** Hourly, time and expenses basis with a not-to-exceed maximum. Fees associated with the Construction Document Phase of the project to be reevaluated upon completion of the Design Development Phase. Reevaluation shall be based upon the final direction given by the City related to the size, complexity, construction method, and budget related to the shelter and entrance feature(s).

Scope of Services

Task 1- Project Initiation:

- Assemble basemapping and project background information.
- Visit project location, verify basemap information and photograph site.
- Attend initial Parks and Recreation Commission Meeting and facilitate discussion related to the above desired improvements. (3/13/00)
- Estimated Hours: 6 Estimated Fee: \$650

Task 2- Schematic Design and Planning:

- Develop alternative concept designs for the three primary areas outlined in the *Project Description and Scope* (elevation sketches and plan views drawn by hand) based upon input from the 3/13/00 meeting.
- Meet with City staff, Parks and Recreation Commission, and Lions in a joint meeting to discuss the pros and cons related to the concepts, and reach consensus for developing further, one or a combination of the designs for Design Development.
- Estimated Hours: 20 Estimated Fee: \$1,950

Task 3- Design Development:

- Develop Design Development plan (elevation(s) and plan view) based upon direction given at Schematic Design and Planning meeting in Task 2.
- Define materials, colors, and construction techniques associated with the above design.
- Meet with City staff, Parks and Recreation Commission, and Lions in a joint meeting to discuss the Design Development planning effort, and reach consensus for developing Construction Documents.
- Estimated Hours: 16 Estimated Fee: \$1,150

Task 4- Construction Documents:

- Prepare "Design Intent Level" Construction Drawings for the three primary improvement areas based upon direction given at the Design Development meeting in Task 3.

- Present "Design Intent Level" Construction Drawings to the City Council at a regular council meeting and answer questions related to the desired improvements within Community Park.
- Meet with City staff to deliver the Construction Documents for use by the City related to construction by others.
- Estimated Hours: 42 Estimated Fee: \$2,500

Task 5- Bidding:

- Not included

Task 6- Construction Administration:

- Not included

We shall provide the scope of services identified above on an hourly, time and expenses basis, for a fee not-to-exceed \$6,250. Because the project is relatively small, a typical percentage-of-construction fee basis is not feasible, however, the fee stated represents our best estimate and we will make every attempt to be as efficient as possible during the entire process without sacrificing the creative aspects of the project.

Based upon the year 2000 timeframe desired, we would anticipate beginning this work as soon as possible. Therefore, your timely response to this proposal is requested. If you have any questions regarding our proposal, please call me directly at 612-370-2607. Again, we appreciate the City asking us to assist on this exciting project.

Sincerely,

Wm. Scott Midness, ASLA
Principal Associate

Policy: 5 4
Date: 4/12/00

ITEM: Thank you from the city administrator

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. This is the last council meeting for the current city administrator, Susan Hoyt. The mayor, the council, the city staff and the community are being asked to accept thanks from Susan for everything each and everyone has done over the past eleven and half years working in Falcon Heights. She believes that this was, is and will continue to be a great place to work and to live because of the people who live here and because of the commitment of city employees and the leadership and care of the mayor and council.

ACTION REQUESTED:

Accept thanks from a grateful employee.

ITEM: Hiring a recreation director

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: Heather Worthington, Assistant to the City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to hire Kristin Wolverton as the city's recreation director with a work starting date of April 15, 2000. The position is a part-time regular position at 15% to 20% time a year. The position pays \$15.00 per hour. A part-time regular position (rather than temporary) puts the employee in the city's step program, which provides for a 5% pay increase after the first six months, if performance standards are met. It also provides pro-rated vacation and sick leave benefits and demonstrates the city's commitment to her as an employee. Six other candidates were interviewed for the position, but after reviewing criteria Kris is the most qualified person for this position. Kris is enthusiastic about continuing her work with the city's recreation program. She has coordinated and supervised the coaches and training for the past few years under the general direction of the former recreation director. Prior to that she was a coach in the program and a volunteer junior leader as a young teen. Kris is graduating from college in May, 2000 and will begin work at city hall after May 21. Prior to that date, Kris will contact coaches from her location in Waverly, Iowa. The city staff typically handles information, registrations and processing job applications for the recreation program. The program begins June 19, 2000. Recreation fliers are out and registrations are coming in. Kris's career plans include getting an elementary school teaching job in the fall of 2000, hopefully within the metropolitan area.

MEETS GOAL #4: To provide effective and responsive city government
Strategy : To promote employees' success at their jobs by
Carefully matching employees' skills to requirements of
The job

ATTACHMENTS:

- 1 Resume for Kris Wolverton
- 2 Letter of recommendation
- 3 Recreation director job description

ACTION REQUESTED:

Summary by city administrator
Authorize the hiring of Kris Wolverton as the city's recreation director.

wolvertk@wartburg.edu

Kristin Wolverson

CURRENT ADDRESS

Wartburg College Box 1361
222 NW 9th St.
Waverly, IA 50677
(319) 352-7138

PERMANENT HOME ADDRESS

1946 Fairview Ave. N.
Roseville, MN 55113-5421
(651) 647-1106

OBJECTIVE

Elementary Educator: Grades K-6 certified, willing to teach where there is a promotion of diversity, reading, educational centers within the classroom, and parent involvement. Interested in working with Spanish-speaking students or teaching Spanish.

EDUCATION

Bachelor of Arts, 2000
Wartburg College, Waverly, Iowa
Majors: Elementary Education, Spanish Studies
Cumulative GPA: 3.883 Major GPA: 3.766

RELATED COURSEWORK

- Elementary Reading
- Foreign Language Methods
- Semester Abroad in Mexico
- Human Relations

INSTRUCTIONAL EXPERIENCE WITH CHILDREN

Student Teaching

First Grade: St. Nicholas Elementary School, Evansdale, Iowa (January 3 – February 18, 2000)

- Created and taught lesson plans in all subject areas
- Developed interactive educational centers for students
- Utilized the Guided Reading program with reading groups

Fourth Grade: West Cedar Elementary School, Waverly, Iowa (February 23 – April 21, 2000)

- Currently at this experience

Field Experiences Waverly, Iowa, and Waterloo, Iowa School Districts (1996-2000)

Reading, thirty hours observing and teaching whole-class and group reading lessons to second-graders

Math, six separate lessons in grades one – six, each one age-appropriate, using math manipulatives

Educational Psychology, thirty hours actively observing second-graders as a whole class and small groups

Foundations of Education, twenty-five hours observation of first-graders in a culturally diverse school

Teaching English Escuela Yolitzli de Cholula, Cholula, Mexico (August - October, 1998)

- Taught an advanced English class for students of ages 10-18
- Developed lesson plans and class projects to enhance students' English skills

Recreation Department Coordinator City of Falcon Heights, MN (Summers, 1993-present)

- Coordinated teams, games, T-shirts, equipment, and facilities for city-wide recreation program
- Organized and facilitated daily crafts and games for playground program
- Managed and coached soccer and t-ball teams
- Planned city-wide ice cream social
- Supervised staff, staff scheduling, and staff meetings
- Attended to office duties in the city hall

HONORS

Regents Scholar
Kappa Delta Pi Member
Dean's List

ACTIVITIES

Castle Singers Jazz Choir Member
Choir tour in Australia
Student Senate Representative

REFERENCES

Mrs. Denise Gehrke
Cooperating Teacher
St. Nicholas Elementary School
443 S. Roosevelt Rd.
Evansdale, IA 50707
(319) 233-0266
Home: (319) 233-8244

Mrs. June Huth
Supervising Teacher
Wartburg Education Department
222 NW 9th St.
Waverly, IA 50677
(319) 352-8226
Home: (319) 352-0573

Mrs. Barbara Emerson
Elementary Principal
St. John/St. Nicholas School
1701 Mulberry St.
Waterloo, IA 50703
(319) 234-6665

April 2, 2000

To whom it may concern,

I am writing on behalf of Kristin Wolverton, a young woman who worked under my supervision as a recreation program coach and administrator for the City of Falcon Heights. While Kristin was an employee of the city for seven summers, she served as a volunteer in the program for several years prior to that. Due to her length of service, I know her very well and am familiar with her many skills, talents, and abilities.

Having worked in the parks and recreation profession for over 17 years, I have had the opportunity to supervise some 400 or so young adults who have served in positions similar to that of Kristin's. Without question, I would rate Kristin as one of the very finest young adults I have had the opportunity to supervise. Over the course of her tenure, Kristin continually exhibited excellent organization skills, effective problem solving, good leadership, and an extremely high level of dependability. Because of these qualities, Kristin was promoted to a position where she was charged with the additional responsibility of coordinating the summer program. In addition to her coaching duties, Kristin was responsible for staff and program scheduling, staff training, program and curriculum planning, special event planning, equipment and supply purchasing, and customer service. While Kristin was not always the most senior member of the program staff, she was appointed to the position of program coordinator due to her constant high level performance. She is highly regarded by the entire regular city staff, city council, and summer recreation program staff.

While there is the temptation to expound on Kristin's unique administrative skills and abilities, her teaching and coaching skills deserve strong acknowledgment as well. Kristin has always been one of our most effective and talented teachers. She has the natural ability to communicate effectively with students and parents alike, and makes learning fun and enjoyable. She balances her love for the kids with effective and respected discipline and problem solving. For years she has been a true favorite of the community.

Kristin has my unqualified recommendation for a teaching position or any other in a related field. I have every confidence that she will be a great asset to any organization she joins. She is sure to be one of those special teachers who will make a difference in the lives of her students and her school.

Feel free to call if I can provide you with any additional information. I can be reached at (651) 488-2711.

Sincerely,

Carol Kriegler

January 2000

City of Falcon Heights
RECREATION DIRECTOR
JOB DESCRIPTION

TITLE: Recreation Director
DEPARTMENT: Parks and Recreation
REPORTS TO: City Administrator
STATUS: Part-time, Regular, Hourly, Non-Exempt (estimate 15% time)

DUTIES:

1. Overall: coordinate, plan and implement a comprehensive recreation program.
2. Recruit, select, train and evaluate recreation program staff
3. Prepare brochures, program information, registration information and procedures
4. Establish fee structures
5. Conduct period program and activity checks to evaluate and ensure program quality.
6. Plan, promote and conduct special events and activities
7. Assess community recreation programming needs and explore and propose activities and programs to meet needs
8. Evaluate programming and recommend program changes, additions or elimination
9. Develop ways to maintain good communication about programming with the city staff and the public
10. Follow required hiring practices.
11. Recommend an annual budget to the administrator.
12. Follow the budget.
13. Attend park and recreation commission meetings as requested by the administrator.

14. Other activities as assigned by the administrator.

B. WORK SCHEDULE

The position is designed to be a regular, part-time position averaging about 15% or about 312 hours over the year. Initially may require more time to become familiar with the organization and programming. Most time will be spent in the late spring and summer developing and supervising the summer programs. Pay will be based upon actual hours worked.

C. MINIMUM QUALIFICATIONS

1. Four year college degree from an accredited college in recreation or a recreation related field or recreation as part of educational degree or two year college work in recreation or related field with five years of work experience.
2. Recreation work experience for the equivalent of three years in a responsible position requiring coordination and supervision of recreation activities and staff in a recreation program with a community service base.
3. Ability to communicate through writing and speech over the phone and in person in English.
4. Ability to move about the office, the recreation facilities and parks on own.
5. Ability to drive around the city and to different locations.

City of Falcon Heights
City Council and Planning Commission Workshop
Harvest States 1667 Snelling Avenue North

12 April 2000
5:30 PM

AGENDA

1. Brief tour
2. Call to order: Mayor Sue Gehrz, Councilmembers John Hustad,
Laura Kuettel, Peter Lindstrom, Richard Talbot

Commissioners Ken Salzberg, Barb Heideman, Toni
Middleton, Irene Struck, Melissa Maher, Tom Brace,
Wayne Groff
3. Brief introduction of why we are here and zoning of property (Susan Hoyt)
4. Presentation of the concept for the property (Henry Hyatt)
5. Comments from planning consultant on proposal (John Shardlow)
6. Questions from commissioners and councilmembers
7. Questions from the public
8. Discussion on next steps
9. Adjourn (no later than 7:30 PM)

**City of Falcon Heights
Joint
City Council and Planning Commission Workshop**

DATE: Wednesday, 12 April 2000

TIME: 5:30 PM (no later than 7:30 PM)

LOCATION: Harvest States Building
(enter at the lobby)
1667 Snelling Avenue North

PURPOSE: To get a short tour of the building
and to hear a presentation on a preliminary concept for
the site from a developer who is considering market rate
condominiums and townhomes on the 6.345 acre site
reusing the existing building and garage and
constructing new townhome units.

For more information call Susan Hoyt, 651-644-5050

Copies to Hollywood Court residents.

Residents, if you can't make this meeting, please call 651-644-5050 and the information that will be provided at the meeting will be mailed to you.

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.

Council/Planning
Workshop: 1
Date: 4/12/00

ITEM: A brief tour of the Harvest States building and the presentation of a preliminary concept from a potential developer of the site

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: Heather Worthington, soon-to-be city administrator
Terry Maurer, City Engineer
John Shardlow, Planner, DSU
Greg Schmidt, Building Official
Roger Knutson, City Attorney

EXPLANATION/DESCRIPTION:

Summary and action requested. The council and planning commission are being invited to get a brief tour of the Harvest States Office Building and to hear a presentation on a preliminary concept for residential use of the existing building for 85 units including a fourth story and underground parking, the parking garage for 30 units and parking and for 34 to 36 townhomes from the developer, Developers Design Corporaton. The staff and consultants met with the developers and their architect in late March to review the plan. This is an opportunity for the council, commissioners and the public to learn about this proposal and ask questions.

Goal 2: To maintain the unique characteristics and the tax base of the city's neighborhoods.

Related information.

- The property is located in the B-3 zone, the Community Business District. The zone allows for residential use as a planned unit development (PUD) under a conditional use permit. This essentially means that residential use is not considered inconsistent with the district, but must get a PUD zoning change.
- The proposed residential use would require a minor amendment to the city's comprehensive plan.
- The current site plan requires working out an agreement with the city and the Minnesota Department of Transportation to allow parking on the end of the service drive.

- The city engineer is gathering information on a stormsewer easement and storm drainage on the site.
- Harvest States, formerly the Farmer's Grain Exchange, was built in Falcon Heights on the southwest corner of Snelling and Larpenteur Avenues in 1946.
- Harvest States operated at this location until approximately November, 1998 when it began to move its major operations to the Cenex in Inver Grove Heights after the two companies merged.
- Although the number of employees at the Harvest States site varied over the years, it had as many as 435 at one time.
- The Harvest States property has been on the market for over a year.
- The city received inquiries about the property from a number of interested parties, some commercial, and several from not for profit entities especially schools. Schools have not been a permitted or conditional use in a B-3 zone in the city.
- The property is on a key corner in the city and represents a significant tax base to the community.
- A preliminary analysis of the potential property tax impact by Ehlers finds:

151 condos and townhomes at \$150,000	pays \$42,195 of city taxes
Office commercial at current value	pays \$15,629 of city taxes

Process

- If the developer proceeds with this proposal he will be requesting a PUD on this corner, which requires a zoning change. The city has 120 days to process this application after it is deemed to be complete.
- The minor comprehensive plan amendment and the zoning change require a public hearing before the planning commission followed by action by the city council.
- The developer and the city would typically host informational meetings on the proposal prior to the formal public hearing at the planning commission.
- The developer pays the city expenses for processing this application.

ATTACHMENTS:

- 1 Summary of proposal
- 2 Proposed site plan
- 3 Developer's summary
- 4 PUD ordinance (adopted in 1999)

ACTION REQUESTED:

Brief Introduction by the city administrator

Presentation by the developer and his associates

Comments from consultants

Questions from councilmembers and planning commissioners

Questions and comments from the public

The developer is looking for some general direction on the proposal

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: 151 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.

March 15, 2000
 J. Buxell Architecture, Ltd.
 Harvest States Project - Cont'd.

Unit Count

	1 st Flr	2 nd Flr	3 rd Flr	4 th Flr	Total
Main Building "A"	22	23	24	4	73
Add-on - 4 th Floor				12	12
Total					85
Garage Building "B"	4	16	19		30
Total					115

Total Units - By Unit Type

		Plan 1	Plan 2
Condominium - Bldg A	85	-	-
Condominium - Bldg B	30	-	-
Townhouse - On-grade		-0-	31
Townhouse - Tuck-under		34	5
Total		149	151

Parking Units

		Plan 1	Plan 2
Main Building "A"	64		
Garage	96		
Uncovered		59	58
Townhouse			
Interior		68	72
Exterior		68	72
Total		355	362

PLANNING AND DEVELOPMENT 9-16.01-9-16.10

PART 16. PLANNED UNIT DEVELOPMENT (PUD).

9-16.01 Purpose

The Planned Unit Development district is intended to permit flexibility of site design, the conservation of land and open space through clustering of buildings and activities, and an incentive to developers to plan creatively by providing density bonuses. This flexibility can be achieved by allowing deviations from standards including setbacks, heights and similar regulations. "PUDs" are characterized by central management, integrated planning and architecture, joint or common use of parking, open space and other facilities, and a harmonious selection and efficient distribution of uses.

9-16.02 Required Use

PUD zoning is required for all developments having two or more principal uses or structures on a single parcel of land and may include townhouses, apartment projects involving more than one building, residential subdivisions, multi-use structures such as an apartment building with retail at ground floor level, commercial developments, mixed residential and commercial developments, and similar projects.

9-16.03 General Requirements and Standards

Subdivision 1. Comprehensive Plan/Ordinance Consistency. A PUD must be consistent with the City Comprehensive Plan and the intent and purpose of the City Code provisions relative to land use, subdivision and development.

Subdivision 2. Operating and Maintenance Requirements for PUD Common Open Space/Facilities. Whenever joint common open space or service facilities for individual owners or users are provided within the PUD, the PUD plan shall provide reasonable assurance of adequate operation and maintenance of such open space and service facilities.

Subdivision 3. Staging of Public and Common Open Space. When a PUD provides for common or public open space, the total area of common or public open space or security in any stage of development, shall, at a minimum, bear the same relationship to the total open space to be provided in the entire PUD as the stages or units completed or under development bear to the entire PUD.

Subdivision 4. Development Stage. Whenever any PUD is to be developed in stages, no such stage shall, when averaged with all previously completed stages, have a residential density that exceeds one hundred twenty-five percent (125 %) of the proposed residential density of the entire PUD.

Subdivision 5. Urban Development and Availability of Public Serv All development shall be carefully phased so as to ensure that it will not cause an unreasonable burden upon the City in providing services and utilities or cause a deleterious impact upon the natural environment.

9-16.04 Permitted Uses and Standards

The permitted uses, standards, and development plan shall be set forth in the ordinance rezoning the property to PUD.

9-16.05 Procedure for Processing a Planned Unit Development

Subdivision 1. Approval Process. Planned Unit Developments may be permitted in the legislative discretion of the City Council. The application and hearing process for Planned Unit Developments will be as required for other zoning ordinance amendments.

Subdivision 2. Pre-application Conference. Before filing an application for PUD, the applicant of the proposed PUD shall arrange for and attend a conference with the City Administrator. The primary purpose of the conference shall be to provide the applicant with an opportunity to gather information and obtain guidance as to the general suitability of his proposal for the area for which it is proposed and its conformity to the provisions of this ordinance before incurring substantial expense in the preparation of plans, surveys and other data.

Subdivision 3. Application. An applicant shall submit a completed application form furnished by the City, together with the following information:

- a. Drawings in schematic form containing the following:
 1. The location, size of site and the proposed uses of the land to be developed.
 2. The density of land use to be allocated to the several parts of the site to be developed.
 3. The location and size of all useable open space and the form of organization to own land maintain such space.
 4. The use, height, bulk and approximate location of buildings and other structures.
 5. The plans for the distribution of sanitary wastes, storm water, and the provisions of other utilities.
 6. The plans for parking of vehicles and the location and width of proposed streets, curbs, gutter and landscaping.
 7. A schedule showing the proposed times within which application for final approval of all sections of the Planned Unit Development are intended to be filed.
- b. A written statement must include the following:
 1. A narrative explanation of the general character of the Planned Unit Development, its integration with the surrounding land uses and justification of any requested density bonuses.
 2. A statement identifying the final ownership and describing maintenance of all parts of the development including streets, structures and useable open space.

3. The total anticipated population of the Planned Unit Development, with break-downs as to the estimated number of school age children, adults and families.

c. The following exhibits:

1. Abstractor's certified property certificate showing the names and addresses of property owners within three hundred fifty (350) feet of the outer boundaries of the property.

2. Location map showing property in relation to the City as a whole and to the City's primary elements such as thoroughfares, schools, parks and shopping areas.

3. A legal description of the property including approximate total acreage.

4. Boundary survey prepared by a registered surveyor of the property and one hundred (100) feet beyond showing:

- a. Existing property lines and dimensions.
- b. Ownership of all parcels.
- c. Platting and easements.
- d. Street and railroad rights-of-way.
- e. Buildings.
- f. Utility lines and facilities.

5. A topographic map prepared by a Registered Civil Engineer or Registered Land Surveyor covering the entire tract proposed for development which contains the following information:

- a. Contour lines at no more than foot intervals.
- b. Hydrologic information including drainage patterns, wetlands, and land subject to periodic flooding.
- c. Soil and subsoil conditions.
- d. Vegetation including classification of tree cover by species.

6. Any other material requested by the City Council, Planning Commission or City staff.

9-16.06 Coordination with Subdivision Approval

If development of the PUD requires subdivision approval, the PUD and subdivision shall be processed concurrently.

9-16.07 Development Contract

The City and the developer shall enter into a development contract setting forth any improvements required to be undertaken by the developer. This contract may be combined with

the development contract required for subdivision approval.

9-16.08 Zoning

If approved by the City Council, the property shall be rezoned PUD in accordance with the terms of approval. If a concurrent plat application is being processed, PUD rezoning shall be concurrent with final plat approval.

9-16.09 Control of Planned Unit Development Following Completion

Subdivision 1. Modification of Structures. After the certificate of occupancy has been issued, the use of the land and the construction, modification or alteration of any buildings or structures within the planned development shall be governed by the Final Development Plan.

Subdivision 2. Changes in Final Development Plan. After the certificate of occupancy has been issued, no changes shall be made in the approved Final Development Plan except upon application as provided below:

- a. Any minor extensions, alterations or modifications of existing buildings or structures may be authorized by the Planning Commission if they are consistent with the purposes and intent of the final plan. No change authorized by this section may increase the volume of any building or structure by more than ten percent (10%).
- b. Any building or structure that is totally or substantially destroyed may be reconstructed only in compliance with the Final Development Plan unless an amendment to the Final Development Plan is approved.
- c. Changes in the use of common open space or any other substantial changes in the Final Development Plan may be authorized by an amendment to the Final Development Plan.

9-16.10 Amendment of Plan

Any substantial changes in the Final Development Plan, including but not limited to changes in land use, increases in development density or intensity or changes in the provisions for common open spaces shall require a PUD amendment. The amendment process for Planned Unit Developments shall be the same as that for all other amendments to the Zoning Code. (See

→ (0-15.05)