

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

September 27, 2000

- A. CALL TO ORDER: 7 p.m.
- B. ROLL CALL: GEHRZ ___ HUSTAD ___ KUETTEL ___
 LINDSTROM ___ TALBOT ___
 WORTHINGTON ___ PHILLIPS ___
 ATTORNEY ___ ENGINEER ___
- C. COMMUNITY FORUM
- D. APPROVAL OF MINUTES: September 13, 2000
- E. PUBLIC HEARING:
- F. CONSENT AGENDA:
1. General disbursements through 9/22/00, \$158,069.95
Payroll, 9/1/00 to 9/15/00, \$9,681.65
 2. Licenses
 3. Adoption of Council Resolution 00-19 authorizing publication of a
summary of ordinance 00-02.
 4. Close the Hoyt Avenue Improvements Capital Project Fund
 5. Close the Rescue Services Enterprise Fund
 6. Change the Fixed Asset Capitalization Level from \$1000 to \$5000
 7. Replacement of Cable Access Channel playback VCR and cordless microphone
- G. POLICY AGENDA:
1. Approval of final pay estimate for patching the City Hall parking lot
 2. Continue the Community Development Special Revenue Fund (208)
 3. Purchase and installation of new carpeting for the council chambers
 4. Community Park entrance improvements
 5. 6 mo. performance evaluation of administrator
- H. INFORMATION AND ANNOUNCEMENTS:
- I. WORKSHOP
1. Coralie Wilson, North Suburban Cable Commission discussion of cable franchises
- J. ADJOURN TO WORKSHOP

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 LINDSTROM ___ TALBOT ___
 WORTHINGTON ___ PHILLIPS ___
 ATTORNEY ___ ENGINEER ___
- C. COMMUNITY FORUM
- D. APPROVAL OF MINUTES: September 13, 2000 **(Tab #1)**
- E. PUBLIC HEARING:
- F. CONSENT AGENDA:
1. General disbursements through 9/22/00, \$158,069.95
 Payroll, 9/1/00 to 9/15/00, \$9,681.65 **(Tab #2)**
 2. Licenses **(Tab #3)**
 3. Adoption of Council Resolution 00-19 authorizing publication of a
 summary of ordinance 00-02. **(Tab #4)**
 4. Close the Hoyt Avenue Improvements Capital Project Fund **(Tab #5)**
 5. Close the Rescue Services Enterprise Fund **(Tab #6)**
 6. Change the Fixed Asset Capitalization Level from \$1000 to \$5000 **(Tab #7)**
 7. Replacement of Cable Access Channel playback VCR and cordless
 microphone **(Tab #8)**
- G. POLICY AGENDA:
1. Approval of final pay estimate for patching the City Hall parking lot **(Tab #9)**
 2. Continue the Community Development Special Revenue Fund (208) **(Tab #10)**
 3. Purchase and installation of new carpeting for the council chambers **(Tab #11)**
 4. Community Park entrance improvements **(Tab #12)**
- H. INFORMATION AND ANNOUNCEMENTS:

I. WORKSHOP

1. Coralie Wilson, North Suburban Cable Commission discussion of cable franchises

J. ADJOURN TO WORKSHOP

City of Falcon Heights
City Council Minutes
September 13, 2000

DRAFT

The meeting was called to order by Mayor Gehrz at 7:02 p.m.

PRESENT: Gehrz, Hustad, Lindstrom, Talbot. Also present: Heather Worthington, City Administrator, Pat Phillips, Deputy Clerk. Also present was Finance Director, Roland Olson.
Councilmember Kuettel arrived at 7:17 p.m.

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

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

Councilmember Hustad moved to approve the following consent agenda. The motion passed unanimously.

CONSENT AGENDA

1. General disbursements and payroll
2. Licenses
3. Approval of audit contract for services with Kern, Dewenter, Viere, Ltd. for 2000 and 2001
4. Approval of the amended Comprehensive Plan Update as approved by the Metropolitan Council
5. Approval of the Partial Pay Estimate No. 2 to T. A. Schifsky & Sons for the 2000 Alley Improvements Project in the amount of \$63,214.77

POLICY AGENDA

Consideration of Resolution 00-18 adopting the proposed 2001 general fund budget of \$1,317,349 and certified levy of \$643,309.00.

Administrator Worthington explained that the council is being asked to approve the general fund budget for the year 2001. The budget is set according to the council's goals for 2001. After some questions to finance director Roland Olson, councilmember Hustad moved to approve resolution 00-18 adopting the proposed general fund budget of \$1,317,349 and certified levy of \$643,309 to the Ramsey County Auditor. The motion passed unanimously.

Scheduling the Truth in Taxation public hearing on the 2001 budget and tax levy and related tax rate for Monday, December 4, 2000 at 7:00 p.m.

Administrator Worthington said the council is being asked to set a date for the public hearing on the city's proposed 2001 budget. Worthington said state law requires that we hold a Truth in Taxation hearing every year. A follow-up hearing would be held on December 11, 2000, if needed. Councilmember Kuettel moved to schedule the hearing for Monday, December 4, 2000 at 7 p.m. The motion passed unanimously.

Establishment of the Neal Kwong Youth Citizenship Award

In memory of Neal Kwong, a youth leader and Eagle Scout who died suddenly while at Boy Scout camp, Mayor Gehrz suggested the establishment of the Neal Kwong Youth Citizenship Award to recognize outstanding youth leaders, volunteers, and citizens in their work in Falcon Heights. Mayor Gehrz recommends that the award be granted annually to one person between the age of 12 and 21. The youth would be recommended by a task force made up of one councilmember, one school student, and a Kwong family member. Councilmember Kuettel moved to approve establishment of the Neal Kwong Youth Citizenship Award. The motion passed unanimously. Gary Kwong, father of Neal, and Laura Kwong, sister, thanked the council for this award in memory of Neal and also mentioned that on September 24th, an oak tree will be planted in the city park in his memory.

Consideration of funding for the Roseville Area Senior Program

Mayor Gehrz said The North Suburban Senior Council is requesting the city to make a donation of \$909.00 for 2001 to fund the Transportation Program. This program includes the Shuttle Bug, a demand response transportation service for older adults and families who need transportation to allow young children to attend school readiness classes and also volunteer medical rides for older adults to attend medical appointments. Mayor Gehrz said this would be a shift in funding from the Blockworker Outreach Program which we currently help fund. After brief discussion, councilmember Hustad moved to approve the donation of \$909.00 to fund the Transportation Program. The motion passed unanimously. Mayor Gehrz is asking the executive director of the North Suburban Senior Council to keep track of the usage by Falcon Heights residents so it can be re-evaluated next year.

Recognition of John Roethlisberger and establishment of a recognition day in his honor as Falcon Height's Olympian

Councilmember Lindstrom said he is recommending that Saturday, September 16th, be declared "John Roethlisberger Day" in Falcon Heights and that press releases be sent out to local and national media to help recognize John. He is attending the 2000 Summer Olympic Games in Sydney, Australia as a representative of the Men's Gymnastics Team. Motion was made by councilmember Lindstrom to approve recognition of John Roethlisberger's olympic achievement by establishing this recognition day. The motion passed unanimously.

Consideration of the Building Quality Communities Resolution and participation in Minnesota Cities Week, October 8-14.

Mayor Gehrz said the League of Minnesota Cities annual conference in St. Cloud addressed the concept of "Building Quality Communities" as the theme for Minnesota Cities Week, October 8-14. The League hopes that by framing their policies in the context of building quality communities, citizens will be able to better understand what local government does and how the taxes they pay have a direct bearing on the quality of life in our communities. Administrator Worthington said the city hall and fire station is having an open house Tuesday, October 10 from 6:30-8:30 p.m. After brief discussion, councilmember Talbot moved to adopt R-00-20. The motion passed unanimously.

Consideration of recommendations from Planning Commission on the University of Minnesota Athletic Precinct Plan

Mayor Gehrz indicated that the Planning Commission reviewed the proposed sites that are under consideration by the University of Minnesota for recreational athletic fields. Mayor Gehrz is asking the council to look at the draft letter with the planning commission's recommendations and get back to Administrator Worthington with their comments or questions. The letter will then be mailed to U of M Regents, President Yudof, and VP Sandra Gardebring.

ADJOURN

The meeting adjourned at 8:15 p.m.

Respectfully submitted,

Pat Phillips
Deputy Clerk

CONSENT 1
Meeting Date: 9/27/00

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Roland Olson, City Accountant

EXPLANATION/SUMMARY:

1. General disbursements through 9/22/00, \$158,069.95
2. Payroll, 9/1/00 to 9/15/00, \$9,681.65

ACTION REQUESTED: Approval

APPROVAL OF BILLS
 PERIOD ENDING: __9-22-00

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	CASH	COUNCIL WORKSHOP LUNCHES	LEGISLAT	25.38
	FOCUS NEWS	ACCURACY TEST-ELECTIONS	LEGISLAT	17.85
	GEHRZ, SUE	MN ECONOMIC SUMMIT CONF	LEGISLAT	36.00
	*** TOTAL	FOR DEPT 11		79.23
	AMERICAN OFFICE PRODUCTS	TAPE/PENS/CARD STOCK	ADMINIST	95.84
	CASH	POSTAGE	ADMINIST	27.45
	INSTY-PRINTS PLUS	NOTARY STAMP-HEATHER	ADMINIST	18.05
39214	LEAGUE OF MN CITIES	LEAGUE OF MN CITIES CONF	ADMINIST	35.00
	LEAGUE OF MN CITIES	CLERK CONF-PAT PHILLIPS	ADMINIST	150.00
	MN CITY/COUNTY MANAGEMENT	MEMBERSHIP-HEATHER	ADMINIST	77.00
39216	MN DEPARTMENT OF REVENUE	9/15 ST WITHHOLDINGS	ADMINIST	570.08
39215	PERA	9/15 PERA WITHHOLDINGS	ADMINIST	942.86
	RAMSEY COUNTY	9/00 INS PREMIUMS	ADMINIST	3,053.74
	*** TOTAL	FOR DEPT 12		4,970.02
	CAMPBELL KNUTSON	8/00 LEGAL SVCS	LEGAL	791.75
	*** TOTAL	FOR DEPT 14		791.75
	CIERNIA,KATHLEEN	REIMB MILEAGE EXPS	ELECTION	45.15
	CIERNIA,KATHLEEN	ELECTION JUDGES FOOD	ELECTION	22.83
39213	KEYS CAFE	LUNCHES-ELECTION JUDGES	ELECTION	60.71
	*** TOTAL	FOR DEPT 15		128.69
	PHOTOGRAPHERS GUILD	VOLUNTEER PHOTOS	COMMUNIC	154.08
39217	E. JAMES TOROK	BAND FOR ICE CREAM SOCIA	COMMUNIC	400.00
	USWEST COMMUNICATIONS	TELE TO 9/1	COMMUNIC	609.24
	USWEST COMMUNICATIONS	TELE TO 9/10	COMMUNIC	65.03
	KINKO'S INC.	ST FAIR FLYERS	COMMUNIC	64.97
	*** TOTAL	FOR DEPT 16		1,293.32
	NSP	CIVIL DEFENSE SIREN	EMERGENC	6.28
	*** TOTAL	FOR DEPT 21		6.28
	ST ANTHONY VILLAGE	10/00 POLICE SVCS	POLICE	33,063.91
	*** TOTAL	FOR DEPT 22		33,063.91
	HUGHES & COSTELLO	9/00 PROSECUTIONS	PROSECUT	2,649.00
	*** TOTAL	FOR DEPT 23		2,649.00
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING	FIRE FIG	41.77
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING	FIRE FIG	38.95
	OXYGEN SERVICE COMPANY	AIR AND O2	FIRE FIG	31.50
	VERIZON WIRELESS	CELL PHONE CHRGS	FIRE FIG	19.66
	USWEST COMMUNICATIONS	TELE TO 9/1	FIRE FIG	161.82
	*** TOTAL	FOR DEPT 24		293.70
	ALBRECHT	IRRIGATION PARTS	CITY HAL	91.54
	CASH	KITCHEN SUPPLIES	CITY HAL	11.63
	CASH	KEYS/ TRUCK SUPPLIES	CITY HAL	32.36
	INSTY-PRINTS PLUS	BUSINESS CARDS-MAERTZ	CITY HAL	54.65
	*** TOTAL	FOR DEPT 31		190.18
	NSP	ELECT TO 9/1	STREETS	1,951.78

APPROVAL OF BILLS
 PERIOD ENDING: 9-22-00

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
*** TOTAL FOR DEPT 32				1,951.78
	ICMA RETIREMENT TRUST 457	9/00 TRETSVEN	PARK & R	100.00
	ICMA RETIREMENT TRUST 457	9/00 MAERTZ	PARK & R	100.00
	NSP	ELECT TO 9/18	PARK & R	22.11
*** TOTAL FOR DEPT 41				222.11
	CASH	CRAFT SUPPLIES	PARK PRO	22.27
	UNITED RENTALS	WHITE STRIPPING PAINT	PARK PRO	58.28
*** TOTAL FOR DEPT 50				80.55
	E-Z RECYCLING, INC.	9/00 RECYCLING	SOLID WA	2,559.40
*** TOTAL FOR DEPT 56				2,559.40
	BRAUN PUMP & CONTROLS	MAINT CK-MAIN LIFT STATI	SANITARY	296.40
	METROPOLITAN COUNCIL	10/00 S.S.	SANITARY	39,912.00
	USWEST COMMUNICATIONS	TELE TO 9/1	SANITARY	61.86
*** TOTAL FOR DEPT 75				40,270.26
	MATTSON MACDONALD INC	PAVILION INSPECTIONS	LARPENTE	320.00
*** TOTAL FOR DEPT 82				320.00
	ROSEVILLE PARKS AND RECRE	TEEN STAFFING JULY-SEPT	MCAD	2,280.00
	BERNARDY, CONNIE LANNERS	PROF SVCS SEPT 16-30	MCAD	1,288.49
	BERNARDY, CONNIE LANNERS	REIMB TELEPHONE EXPS	MCAD	154.84
	BERNARDY, CONNIE LANNERS	MEETING EXP REIMB	MCAD	109.82
	BERNARDY, CONNIE LANNERS	SUPPLIES	MCAD	3.62
*** TOTAL FOR DEPT 84				3,836.77
	D-ROCK CENTER LANDSCAPE	BLACK DIRT	NE QUAD	41.54
	T.A. SCHIFSKY & SONS, INC	ALLEYS, PAY EST 2	NE QUAD	63,214.77
	TRAFFIC TECHNOLOGIES LLC	CROSSWALK IDENT DEVICE	NE QUAD	238.33
	SPRINGSTED	REBATE CALCULATION CHARG	NE QUAD	1,300.00
	LOT LINES INC	CROSSWALKS STRIPPING	NE QUAD	568.36
*** TOTAL FOR DEPT 86				65,363.00
*** TOTAL FOR BANK 01				158,069.95
*** GRAND TOTAL ***				158,069.95

* this 2000 alley payment is being paid out of the 99 NE streets capital fund. Per Springstead Financial we must completely pay out the 99 streets capital fund within 3 years of receiving the bond money, OR we may end up paying a penalty. Springstead suggested that we pay this 2000 alley payment out of the 99 Street Capital fund.

C H E C K R E G I S T E R

CHECK TYPE	CHECK DATE	EMPLOYEE NAME NUMBER	CHECK NUMBER	CHECK AMOUNT
COM	9 14 00	34 CLEMENT KURHAJETZ	30433	116.31
COM	9 14 00	35 LEO LINDIG	30434	64.24
COM	9 14 00	40 KEVIN ANDERSON	30435	30.71
COM	9 14 00	42 MICHAEL D. CLARKIN	30436	149.61
COM	9 14 00	66 ALFRED HERNANDEZ	30437	343.55
COM	9 14 00	74 MARK J. ALLEN	30438	75.15
COM	9 14 00	77 BARBARA J. LEMAY	30439	126.32
COM	9 14 00	80 MARY K RIGNEY	30440	107.59
COM	9 14 00	81 LAUREL F SANDBERG	30441	88.78
COM	9 14 00	82 DUSTIN P THUNE	30442	6.47
COM	9 14 00	85 DANIEL S JOHNSON-POWERS	30443	212.16
COM	9 14 00	86 GREGORY R YOUNGS JR	30444	75.10
COM	9 14 00	87 MICHAEL A. MCKAY	30445	23.44
COM	9 14 00	88 TRAPPER J. LAPPE	30446	25.85
COM	9 14 00	89 RICKY REVERING	30447	36.37
COM	9 14 00	90 ANDREW P SCHIPPEL	30448	23.44
COM	9 14 00	91 RICHARD H. HINRICHS	30449	12.93
COM	9 14 00	92 HERNON D. MONCADA	30450	25.85
COM	9 14 00	1007 PATRICIA PHILLIPS	30451	1011.11
COM	9 14 00	1013 WILLIAM MAERTZ	30452	1298.11
COM	9 14 00	1026 JASON CIERNIA	30453	41.56
COM	9 14 00	1033 DAVE TRETSVEN	30454	927.12
COM	9 14 00	1036 KEVIN KELLY	30455	242.41
COM	9 14 00	1043 GLADYS A. BROWN	30456	60.00
COM	9 14 00	1045 FLORENCE M. RICHARDS	30457	102.00
COM	9 14 00	1089 KATHLEEN A. CIERNIA	30458	767.23
COM	9 14 00	1094 KATHLEEN A. BALDWIN	30459	42.00
COM	9 14 00	1095 MARGARET M. BARRETT	30460	54.00
COM	9 14 00	1097 TAI SHIGAKI	30461	99.00
COM	9 14 00	1102 AUSTIN M. PETERSON	30462	216.57
COM	9 14 00	1136 ROLAND O. OLSON	30463	1061.82
COM	9 14 00	1143 COLIN B. CALLAHAN	30464	246.55
COM	9 14 00	1157 MARY ELIZABETH HILL	30465	66.00
COM	9 14 00	1158 STEVEN R. GRAHAM	30466	51.00
COM	9 14 00	1173 ELIZABETH M. POSTIGO	30467	377.04
COM	9 14 00	1179 BEVERLY M DOBIN	30468	60.00
COM	9 14 00	1180 CAROLYN J RITCHIE	30469	60.00
COM	9 14 00	1185 HEATHER M WORTHINGTON	30470	973.26
COM	9 14 00	1192 IRENE S. STRUCK	30471	51.00
COM	9 14 00	1193 BETTY CAROL TRENT	30472	54.00
COM	9 14 00	1194 CLARALYN ORA HOWARD	30473	57.00
COM	9 14 00	1195 WILLIAM L DOWNING	30474	108.00
COM	9 14 00	1196 MELDA A MILLER	30475	51.00
COM	9 14 00	1197 VALETTA M GYURCI	30476	60.00

COMPUTER CHECKS	9681.65
MANUAL CHECKS	.00
NOTICES OF DEPOSIT	.00

*****TOTALS***** 9681.65

CONSENT 2
Meeting Date: 9/27/00

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Pat Phillips, Licensing Coordinator

REVIEWED BY: Heather Worthington, City Administrator

EXPLANATION/SUMMARY:

MECHANICAL CONTRACTOR

Air Mechanical Inc. #00-834

ACTION REQUESTED: Approval

Consent 3
9/27/00

ITEM: Adoption of Council Resolution 00-19 authorizing publication of a summary of ordinance 00-02.

SUBMITTED BY: Heather Worthington, City Administrator

REVIEWED BY: Andrea Poehler, Campbell Knutson

EXPLANATION:

Summary: On July 27th, the council approved adoption of an amendment to Chapter 9 of the Falcon Heights City Code defining permitted and conditional uses in the business districts. As the amended ordinance was very long, legal staff recommended that the published ordinance (as required by state statute) be a summary ordinance as spelled out in the attached publication notice, rather than the entire ordinance.

ATTACHMENTS:

1. Resolution
2. Summary Ordinance for publication

ACTION REQUESTED:

Adoption of Council Resolution 00-19 authorizing publication of a summary of ordinance 00-02.

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION

Date: September 27, 2000

A RESOLUTION AUTHORIZING PUBLICATION OF A SUMMARY OF ORDINANCE 00-02

WHEREAS, Ordinance No. 99-02 is entitled "An ordinance amending Chapter 9 of the Falcon Heights City Code defining permitted and conditional uses in the business districts" and contains several pages of text; and

WHEREAS, the contents of said ordinance can be summarized as follows:

Defines terms and specifies permitted and conditional uses within areas zoned as business districts.

WHEREAS, Minnesota Statutes Section 412.191 authorizes publication of ordinance summaries in lieu of publication of the entire text of ordinances under certain circumstances.

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

1. Publication of this resolution, which includes a summary of Ordinance 00-02 will clearly inform the public of the intent and effect of the ordinance.
 2. A copy of this resolution shall be published in lieu of publishing a copy of Ordinance 99-02 in its entirety.
 3. A copy of the complete ordinance shall be available for public inspection in the office of the city.
-

Moved by: _____

GEHRZ
HUSTAD ___ In Favor
KUETTEL
LINDSTROM ___ Against
TALBOT

Approved by: _____

Mayor
September 27, 2000
Date

Attested by: _____

City Clerk
September 27, 2000
Date

ITEM: Close the Hoyt Avenue Improvements Capital Project Fund

SUBMITTED BY: Roland O. Olson, Finance Director

REVIEWED BY: Jennifer Thienes, CPA, Kern, DeWenter, Viere ltd.
Heather Worthington, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested: With all construction being completed on the City of St Paul's street project on Hoyt Avenue of which Falcon Heights shared in the costs, recommendation is made to close out this fund to the Infrastructure Fund (419) from which the initial funding originated. This fund would be closed out by December 31, 2000. The fund balance in this fund as of August 31, 2000 is \$55,367.13 with some additional quarterly interest yet to be posted.

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

ACTION REQUESTED:

Approve closing the Hoyt Avenue Improvements fund and transfer the balance to the Infrastructure Fund from which the initial funding originated.

ITEM: Close the Rescue Services Enterprise Fund

SUBMITTED BY: Roland O. Olson, Finance Director

REVIEWED BY: Jennifer Thienes, CPA, Kern, DeWenter, Viere ltd.
Heather Worthington, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested: With the conclusion of the operation of the ambulance service for the citizens of Falcon Heights, the rescue service enterprise fund can be closed. Recommendation is made to close the rescue services enterprise fund (603) to the Public Safety Capital fund (402). This fund would be closed out by December 31, 2000. This would provide some additional funding in the Public Safety Capital fund to help pay for a new fire truck.

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

ACTION REQUESTED:

Approve closing the Rescue Services Enterprise Fund to the Public Safety Capital Fund by December 31, 2000.

CONSENT # 6

Date: 09/27/00

ITEM: Change the Fixed Asset Capitalization Level from \$1000 to \$5000

SUBMITTED BY: Roland O. Olson, Finance Director

REVIEWED BY: Jennifer Thienes, CPA, Kern, DeWenter, Viere ltd.
Heather Worthington, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested: The council is being asked to approve a change in the Fixed Asset Capitalization Level from \$1000 to \$5000 for all current and prior fixed asset additions. A capital asset would then be defined as an expenditure which results in the acquisition or replacement of a fixed asset which costs \$5000 or more and has a useful life expectancy of three years or more. This will help facilitate the implementation of GASB 34.

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 above listed increase in the fixed asset capitalization threshold level from \$1000 to \$5000..

ITEM: Replacement of Cable Access Channel playback VCR and cordless microphone

SUBMITTED BY: Heather Worthington, City Administrator

REVIEWED BY: Jason Ciernia, Cable Technician

EXPLANATION:

Summary: One of the city's playback VCRs has stopped working and cannot be repaired. This is used to play back tapes of our council meetings, public service announcements, and other video as needed. Additionally, our cordless microphone was damaged beyond repair during a hall rental several weeks ago. We are asking that the Council approve an expenditure to replace both items.

Capital funds were allocated for Cable/Electronic equipment for year 2000 in the amount of \$2,000.00.

Bids received were as follows:

	B&H Photo/Video	EPA
VCR	\$1,050.00	\$1,168.00
Microphone	\$289.95	\$321.00

Staff is recommending that the B&H Photo/Video bid be accepted for a total cost of \$1,339.95.

Goal 4: To provide a responsive and effective city government

Strategy 2: Communicate promptly and clearly with the citizens, business owners and institutional representatives by anticipating information and quickly responding to questions.

ACTION REQUESTED:

Approve expenditure of \$1,339.95 for the replacement of VCR and cordless microphone for the Cable Access Channel.

ITEM: **Approval of final pay estimate for patching the City Hall parking lot**

SUBMITTED BY: **Heather Worthington, City Administrator**

REVIEWED BY: **Terry Maurer, City Engineer**

EXPLANATION:

Summary: As part of the 2000 Sealcoating Project done in the Northwest quadrant, we contracted with Frattalone Paving to patch the city hall parking lot in preparation for sealcoating. Due to rain and discovery of more damage to the parking lot than previously thought, the contractor patched more areas than originally estimated. Since more bituminous material was needed, the cost went up slightly from the original contracted amount of \$1,354.00. The final pay estimate is \$1,541.30, a difference of \$187.31.

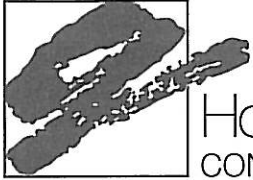
ATTACHMENTS:

1. Letter from Terry Maurer, City Engineer
2. Partial Pay Estimate for Frattalone Paving, Inc.

ACTION REQUESTED:

Discussion

Approval of final pay estimate for patching the City Hall parking lot.



Howard R. Green Company
CONSULTING ENGINEERS

September 12, 2000
File: 330000

Ms. Heather Worthington
City Administrator
City of Falcon Heights
2077 Larpenteur Avenue West
Falcon Heights, MN 55113-5594

RE: PATCHING OF CITY HALL PARKING LOT
FINAL PAY ESTIMATE

Dear Ms. Worthington:

Enclosed are three copies of the final pay estimate for the Patching Improvements project. The original contract price for this project was \$1,354.00. The final contract amount is \$1,541.30.

We have inspected the work done by Frattalone Paving, Inc., in the performance of the patching of City Hall parking lot and have found it to be in compliance with the plans, specifications, and contract documents. All the paper work that they provided is in order and complete; therefore, we would recommend final payment to them in the amount of \$1,541.30.

Please forward us a copy of the completed final pay estimate for our files. If you have any questions regarding this information, please call.

Sincerely,

HOWARD R. GREEN COMPANY

Terry J. Maurer, P.E.

TJM
Encs.

AUG 25 2000

PARTIAL PAYMENT ESTIMATE

NO. 1 (FINAL)

FROM: JULY 13, 2000
TO: AUGUST 4, 2000

CONTRACTOR: FRATTALONE PAVING INC.
ADDRESS: 3230 RICE STREET
OWNER: ST. PAUL, MN 55126-3047
PROJECT: CITY HALL PARKING LOT PATCHING

COMPLETION DATE ORIGINAL: AUGUST 11, 2000
REVISED:
AMOUNT OF CONTRACT: ORIGINAL: \$1,354.00
REVISED:

ITEM NO.	DESCRIPTION	UNIT	CONTRACT ITEMS		THIS PERIOD		TOTAL TO DATE		
			QTY.	UNIT PRICE	QTY.	AMOUNT	QTY.	AMOUNT	
SCHEDULE 1.0									
1	SAW CUT, FULL DEPTH	LF	55.00	\$1.90	47	\$89.30	47	\$89.30	
2	BITUMINOUS REMOVAL	SF	170.00	\$1.25	120	\$150.00	120	\$150.00	
3	TYPE 2340 WEARING COURSE MIXTURE (0" - 2")	SF	510.00	\$1.50	740	\$1,110.00	740	\$1,110.00	
4	TYPE 2340 WEARING COURSE MIXTURE (3")	SF	170.00	\$1.60	120	\$192.00	120	\$192.00	
T	SCHEDULE 1.0 - TOTAL						\$1,541.30		\$1,541.30

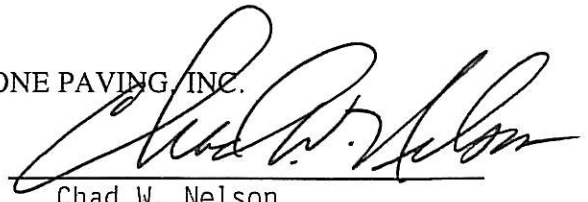
	TOTAL THIS PERIOD	TOTAL TO DATE
AMOUNT EARNED	\$1,541.30	\$1,541.30
AMOUNT RETAINED	\$0.00	\$0.00
MATERIAL ON SITE	\$0.00	\$0.00
MATERIAL DEDUCT.	\$0.00	\$0.00
PREVIOUS PAYMENTS		\$0.00
AMOUNT DUE	\$1,541.30	\$1,541.30

I hereby certify that all items and amounts shown by this pay estimate are correct for the work completed to date.

CONTRACTOR:

FRATTALONE PAVING, INC.

BY:



Chad W. Nelson

TITLE:

President

DATE:

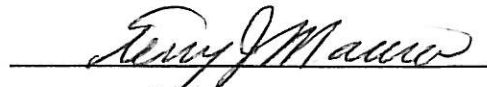
August 22, 2000

Based on the ENGINEER'S on-site inspections as an experienced and qualified design professional and on review of application for payment and the accompanying data and schedules, the ENGINEER has determined, to the best of his knowledge and belief, that the quantities shown by this estimate are correct and that, based on such inspections and review, that the work has progressed to the point indicated (subject to an evaluation of such work as a functioning Project upon Substantial Completion, to the results of any subsequent tests required by the Contract Documents, and to any qualifications stated in his recommendation), and that payment of the amount recommended is due Contractor(s); but by recommending any payment, the ENGINEER will not thereby be deemed to have reviewed the means, methods, sequences, techniques, or procedures of construction or safety precautions or programs incident thereto or that the ENGINEER has made any examination to ascertain how or for what purpose any Contractor has used the monies paid on account of the Contract Price, or that title to any of the work, materials, or equipment has passed to the Owner free and clear of any lien, claims, security interests or encumbrances, or that the Contractor(s) have completed their work exactly in accordance with the Contract Documents.

ENGINEER:

HOWARD R. GREEN COMPANY

BY:



TITLE:

Proj Eng

DATE:

9/13/00

Approved by Owner/Commission

CITY OF FALCON HEIGHTS, MINNESOTA

BY:

TITLE:

DATE:

End

ITEM: Continue the Community Development Special Revenue Fund (208)

SUBMITTED BY: Roland O. Olson, Finance Director

REVIEWED BY: Jennifer Thienes, CPA, Kern, DeWenter, Viere ltd.
Heather Worthington, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested: The Community Development fund was created to account for the administration and other costs associated with community development activities. Originally, in the 2000 budget the revenue and costs associated with community development were moved to the General Fund. However, with the implementation of GASB 34, one of the suggested primary government activities to be accounted for and identified separately is Community Development. Therefore to better meet the requirements of GASB 34, recommendation is made to continue the Community Development fund. Recommend amending the 2000 Community Development fund as follows:

REVENUES:	Interest on Investments:	1200.00
	Rents & Royalties:	1155.00
EXPENDITURES:	Audit:	240.00
	Other Prof Svcs	5000.00
	Miscellaneous:	500.00

The 2001 budget for the Community Development fund is currently being planned.

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

ACTION REQUESTED:

Approve continuing the Community Development Fund and amending the 2000 budget.

enclosure: Sample from GASB 34 showing the new format for the Statement of Activities which includes a community development section.

Sample City
Statement of Activities
For the Year Ended December 31, 2002

The detail presented for governmental activities represents the minimum requirement. Governments are encouraged to provide more details—for example, police, fire, EMS, and inspections—rather than simply "public safety."

Functions/Programs	Program Revenues			Net (Expense) Revenue and Changes in Net Assets				
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-type Activities	Total	Component Units
Primary government:								
Governmental activities:								
General government	\$ 9,571,410	\$ 3,146,915	\$ 843,617	\$ 62,300	\$ (5,580,878)	\$ (5,580,878)	\$ —	
Public safety	34,844,749	1,198,855	1,307,693	2,252,615	(32,275,901)	(32,275,901)	—	
Public works	10,128,538	850,000	—	—	(7,025,923)	(7,025,923)	—	
Engineering services	1,299,645	704,793	—	—	(594,852)	(594,852)	—	
Health and sanitation	6,738,672	5,612,267	575,000	—	(551,405)	(551,405)	—	
Cemetery	735,866	212,496	—	—	(523,370)	(523,370)	—	
Culture and recreation	11,532,350	3,995,199	2,450,000	2,580,000	(5,087,151)	(5,087,151)	—	
Community development	2,994,389	—	—	—	(414,389)	(414,389)	—	
Education (payment to school district)	21,893,273	—	—	—	(21,893,273)	(21,893,273)	—	
Interest on long-term debt	6,068,121	—	—	—	(6,068,121)	(6,068,121)	—	
Total governmental activities	105,807,013	15,720,525	5,176,310	4,894,915	(80,015,263)	(80,015,263)	—	
Business-type activities:								
Water	3,595,733	4,159,350	—	1,159,909	—	1,723,526	—	
Sewer	4,912,853	7,170,533	—	486,010	—	2,743,690	—	
Parking facilities	2,796,283	1,344,087	—	—	—	(1,452,196)	—	
Total business-type activities	11,304,869	12,673,970	—	1,645,919	—	3,015,020	—	
Total primary government	\$ 117,111,882	\$ 28,394,495	\$ 5,176,310	\$ 6,540,834	(80,015,263)	(77,000,243)	—	
Component units:								
Landfill	\$ 3,382,157	\$ 3,857,858	\$ —	\$ 11,397	—	—	—	487,098
Public school system	31,186,498	705,765	3,937,083	—	—	—	—	(28,543,650)
Total component units	\$ 34,568,655	\$ 4,563,623	\$ 3,937,083	\$ 11,397	—	—	—	(26,056,552)

General revenues:

Taxes:	
Property taxes, levied for general purposes	51,693,573
Property taxes, levied for debt service	4,726,244
Franchise taxes	4,055,505
Public service taxes	8,969,887
Payment from Sample City	—
Grants and contributions not restricted to specific programs	1,457,820
Investment earnings	1,958,144
Miscellaneous	884,907
Special item—Gain on sale of park land	2,653,488
Transfers	501,409
Total general revenues, special items, and transfers	76,900,977
Change in net assets	204,865
Net assets—beginning	(3,114,286)
Net assets—ending	3,219,885
Total net assets	126,673,160
Net assets—beginning	82,349,309
Net assets—ending	\$ 85,569,194

**Policy 3
9/27/00**

ITEM: Purchase and installation of new carpeting for the council chambers

SUBMITTED BY: Heather Worthington, City Administrator

REVIEWED BY: Bill Maertz, Parks and Public Works Director

EXPLANATION:

Summary: In the 2000 Capital Improvement Budget, the council approved money to replace the carpet in the council chambers. Staff has reviewed several options, and is recommending the sample you will see at the meeting. We chose this color for its ability to hide stains, and the carpet is a special commercial grade that will resist crushing and wear.

In the 200 CIB budget, \$6,000 was allocated for new carpet for the council chambers.

Staff received three quotes for the carpet:

Seestedts	\$5,017.33
J.O. Thompson	\$6,311.00
Carpet Consultants	\$6,613.00

Staff recommends the low bid by Seestedts at \$5,017.33.

ACTION REQUESTED:

Approval of purchase and installation of new carpet for council chambers from Seestedts for \$5,017.33.

ITEM DESCRIPTION: Community Park entrance improvements

SUBMITTED BY: Bill Maertz, Director Parks and Public Works

REVIEWED BY: Heather Worthington, City Administrator

EXPLANATION:

Summary: In order to increase the visibility and attractiveness of the entrance to Community Park, staff and the Park Commission are recommending the following changes.

- 1) Replacement of the rusted chain link fence with a black aluminum "wrought iron " style fence. Two brick columns topped with ornamental caps will border the entrance to this gate. (See attached plan) This aluminum fence is rust proof and has a life span of at least forty years. It is virtually maintenance free.
- 2) Moving the Community Park sign that is currently on the north edge of the parking lot to the east side of the parking lot. Landscaping would be added to highlight the sign and make the entrance more visible. (See attached plan) Moving the sign and landscaping would be done by park staff using money from the park maintenance fund.

Three quotes were received for the installation of the fence:

Designer Decks and Fences, Hamel, MN	\$9,324.00
Premier Fence, St. Paul, MN	\$10,795.00
Sterling Fence, St. Paul, MN	\$16,165.00

Staff called the manufacturer of the fence material (Jerith Manufacturing) and found out that Designer Decks and Fences is the largest installer of this product in the Twin Cities.

For the construction of the columns, quotes were solicited from 5 different masonry firms and two quotes were returned

Midwest Concrete , St. Paul, MN	\$1,675.00
Holmlund Masonry, St. Paul, MN	\$6,600.00

Midwest Concrete has performed work for Falcon Heights and has done quality work.

ATTACHMENTS:

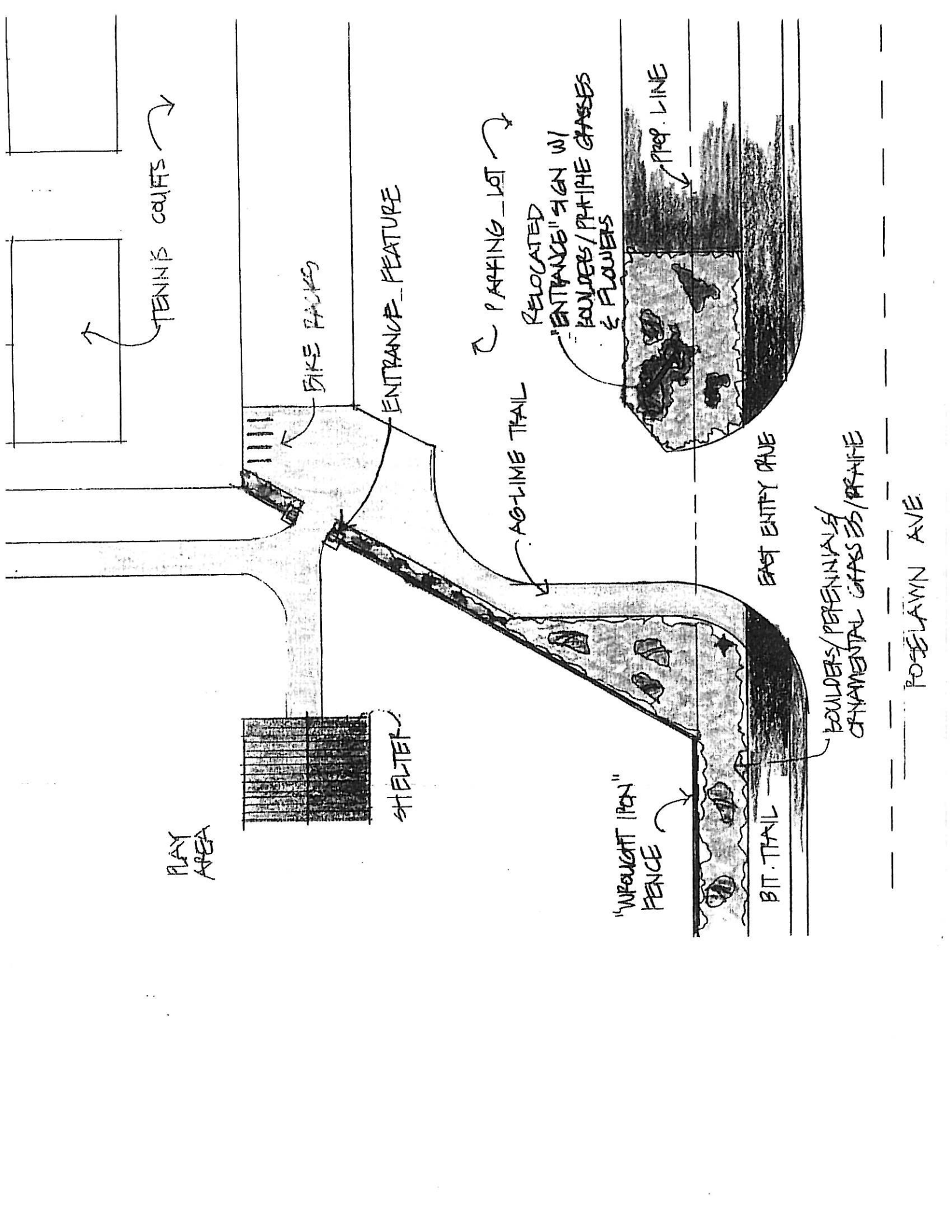
Site plan
Fence cross-section drawing
Landscaping/sign plan

ACTION REQUESTED:

Discussion

Approve the installation of the fence by Designer Decks and and Fences at a cost of \$9324.00.

Approve the installation of the columns by Midwest Concrete at a cost of \$1,675.00



THE CENTER FOR LIVING EDUCATION

DEPARTMENT OF HEALTH & WELLNESS

TO: Human Resources Administrator	FROM: The Center for Living Education
COMPANY: Falcon Heights Fire Dept	DATE: 12/2/2010
FAX NUMBER: (651) 644-8675	TOTAL NO. OF PAGES, INCLUDING COVER: 2
PHONE NUMBER: N/A	PHONE NUMBER: 800-431-6856 x701
RE: Winter Wellness Seminars	EMAIL: info@livingeducationcenter.org

URGENT FOR REVIEW PLEASE COMMENT PLEASE REPLY PLEASE RECYCLE

To Whom It May Concern:

The Center for Living Education is a 501(c)3 non-profit organization partnering with companies and institutions to deliver free health seminars and workshops, teaching employees how to practice healthier living.

Our Winter Wellness Program will be running in the St Paul area until December 22nd 2010. Please review the seminar dates available below, and contact us at your earliest convenience if you wish to join us in promoting healthy habits for your employees this Holiday season.

Warm Regards,

James Tobkin
 Director of Public Affairs
 Dept. of Employee Health and Wellness



AVAILABLE SEMINAR DATES REMAINING

NOVEMBER				
M	T	W	Th	F

DECEMBER				
M	T	W	Th	F
		8	9	10
13	14	15	16	
20	21		23	

To stop receiving updates on upcoming events, please call: 800-841-4362 ext: 40360, or Fax: 888-213-5733

Add'l Item

Policy 5
9/27/00

ITEM: Six-month performance evaluation of administrator

SUBMITTED BY: Mayor Sue Gehrz

REVIEWED BY: Heather Worthington, City Administrator

EXPLANATION:

Summary: The mayor is asking council and staff to participate in the six month performance evaluation of Heather Worthington, City Administrator. Her six month service anniversary is on October 13th. According to her contract with the city, she will be reviewed at the end of the first six months of service.

The mayor will provide evaluation materials to the council and staff, and interview each councilmember, key department heads in city staff, as well as the city attorney, city engineer, and building official over the next several weeks.



CITY OF
FALCON HEIGHTS

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

MEMORANDUM

DATE: September 25, 2000

TO: Mayor Gehrz, Councilmembers Hustad, Kuettel, Lindstrom and Talbot

FROM: Heather Worthington, City Administrator

RE: **Redevelopment Workshop Discussion**

Since the redevelopment landscape has changed quite a bit in the past few weeks, I thought it would be a good idea to revisit some of the issues, and discuss some new policy direction in regard to the redevelopment of our three primary commercial properties.

Northome

As you know from earlier conversations, Mr. Ladner has not yet sold the property. Apparently, the buyer he thought he had didn't come through for him. The mayor and I sat down with Jim Prosser of Ehlers last Thursday, and Jim recommended that the city consider going forward with a "Pre-RFP" type of process. Using this process, the city would send out pre-requests for proposals to various developers, outlining the type of development we would like to see, and asking for their best effort in putting together a proposal for redevelopment. This would involve about 10-12 hours of time for Jim to work with me to develop that "Pre-RFP", and then we would wait to see what we get back. According to Jim, many developers are looking for several different options, and a greater degree of variety in the proposals they are developing for cities. Since the council has already done much of the work in deciding what they would like to see on that corner, there would be minimal time involved in moving that process forward. While I believe that it is still in the best interests of the city to work with Mr. Ladner on this process in a cooperative spirit, it would be more advantageous to our overall goals to have the council lift the constraint they placed on me regarding cooperation/notification of the property owner. I have talked to several residents in the surrounding neighborhood over the past few weeks, and I am hearing more and more that they are unhappy with the condition of the property, and wish that something could be done to clean it up. Also, with the Roseville Center getting a facelift, Northome continues to look less viable.

Questions:

HOME OF THE MINNESOTA STATE FAIR AND THE U OF M ST. PAUL CAMPUS



PRINTED ON RECYCLED PAPER

1. *Which development options does the council feel comfortable with?*
2. *Is the council comfortable with a process that may not include the owner—if he decides not to work with the city?*
3. *How quickly does the council want to move forward with this process?*
4. *What should the process be in notifying and meeting with the residents in the area?*

Hewlett Packard

This property is on the market as you know. Several potential buyers have looked at the property, although I have not had any communication from HP on the sale or possible sale. One developer has contacted me, and asked about demolishing the building to make way for a townhome development. While this appears to fit into the overall land use of the area, I would caution the council on a more intensified use of the site. Right now, the property is utilized by a very respectful neighbor who has employees entering and leaving the property during regular business hours. Their building is one story high, and they have not proposed a more intensive use of the available land to the rear of that building in the 20 years they have been there. The neighbors around them have commented to staff on several occasions that they are wonderful neighbors, and they would be concerned if another business were to occupy that space. A townhome development could be as high as three stories, would be a 24 hour use, would bring additional traffic, noise and light. Potentially, due to proximity to the adjoining landowners, this could be more problematic than a housing development in the Northhome area because on the HP site, there is residential on three sides in closer proximity (backyards abutting). It seems, after talking with several real estate people, that the HP property is perhaps our most commercially viable property. The building is fairly new, is well constructed and laid out, and it has a great location with very good access. Of course, this is what makes it attractive to a housing developer. It would appear that our best bet on this property is to actively promote the site as a commercial site, and not encourage re-zoning at this time.

Questions:

1. *Is the council interested in other options for the site?*
2. *Should the city push for one use—commercial?*

Harvest States

When I talked with Roger Tschida last week, he said that Cenex was ready to make a deal soon—maybe at the end of the week. I had a call from him today, and he informed me that one of the developers thinking about making an offer had backed out because he didn't want to go through the PUD process with the city. (This is the developer who was considering demolition of the main building). There is one seemingly viable offer still on the table from Metro Plains (a developer that Jim and I talked with back in the spring). Metro Plains specializes in conversions of old buildings. They have a good track record in the Midwest. Currently, they own and manage two very large commercial properties in the Midway in St. Paul, the Spruce Tree Center (green tile building at the corner of University and Snelling), and the 1919 Building (1919 University), which at one time was owned by the University of Minnesota. Both are currently 100% rented (which is quite a feat), and they are both meticulously maintained and well managed. I talked with their representative, Larry Olson, and he said that Metro Plains and

Cenex were about \$150,000 apart on their offer. He is estimating that Metro Plains will have to put about \$1 million into the building before it can be occupied (mostly in the heating and cooling I suspect). Additionally, Metro Plains is talking about tearing down the parking ramp and building a residential apartment building on the rear of the lot, on the Larpenteur side. As with any plan for that site, there are some significant traffic issues that would need to be resolved, however, I think that of the plans we've either heard of or seen, this one seems to be the most economically viable. It would preserve the current tax base, and actually add to it. It would be compatible (the main building would remain commercial), and the residential use would be buffered for Hollywood Court, and be similar to the multi-family residential uses to the west and north. It would add housing in a desirable area, and maintain the commercial nature of the main building.

Questions:

1. *Is the council comfortable with a recommendation to Cenex that they work with Metro Plains?*
2. *How should the city proceed in discussing potential development with surrounding residents?*

Next Steps

Once you are ready to make a recommendation to me about each site, Jim has recommended that the city write letters to each property owner and communicate our wishes clearly. In the case of Harvest States, I know that a letter was sent earlier in the year, but no follow-up has been sent recently. A letter was also sent to HP earlier in the year. My goal with that sale is to forge a more communicative relationship with HP in order to "stay in the loop". With Northome, I continue to talk with Jim Ladner, but I feel that he would react more willingly to a specific developer and offer. To that end, I would recommend that we put him in touch with any developer that comes out of the "pre-RFP" process I'm proposing.

After talking with Jim, he recommended that we use the following criteria to establish our wishes for each site, and then communicate those wishes to the sellers immediately:

1. What works in your community? (Don't think too much about tax base at this point—think about compatibility with the community).
2. How much commercial do you have? (He says not to overburden yourselves with too much).

**CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA**

**SUMMARY OF ORDINANCE NO. 00-02, AN ORDINANCE
AMENDING CHAPTER 9 OF THE FALCON HEIGHTS
CITY CODE DEFINING PERMITTED AND
CONDITIONAL USES IN THE BUSINESS DISTRICTS**

NOTICE IS HEREBY GIVEN that, on July 26, 2000, Ordinance No. 00-02 was adopted by the city council of the City of Falcon Heights, Minnesota.

NOTICE IS FURTHER GIVEN that, because of the lengthy nature of Ordinance No. 00-02, the city council has directed that a title and summary be prepared for publication.

NOTICE IS FURTHER GIVEN that the general purpose of the ordinance is to define terms and specify permitted and conditional uses within areas zoned as business districts.

A printed copy of the whole ordinance is available for inspection by any person during the city's regular office hours and at the city hall during regularly scheduled city council meetings.

APPROVED for publication by the city council of the City of Falcon Heights this 27th day of September, 2000.

CITY OF FALCON HEIGHTS

BY: _____
Heather Worthington
City Administrator/City Clerk