



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	December 8, 2010
Agenda Item	Consent F2
Attachment	
Submitted By	Michelle Tesser, Assistant to the City Administrator

Item	City License Applications
Description	<p>The following individuals have applied for a <u>Mechanical License</u> for 2010. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Care Air Conditioning and Heating 2. A-ABC Appliance & Heating, Inc. dba Total Comfort <p>The following individuals have applied for a <u>Christmas Tree License</u> for 2010. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. University of Minnesota Forestry Club 2. Falcon Heights/Lauderdale Lions <p>The following individuals have applied for a <u>Gas Station/Retail Grocery License</u> for 2011. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Northern Tier Retail, LLC dba SuperAmerica <p>The following individuals have applied for a <u>Cigarette License</u> for 2011. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Northern Tier Retail, LLC dba SuperAmerica 2. J's Liquor, Inc. <p>The following individuals have applied for a <u>Liquor License</u> for 2011. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. J's Liquor, Inc. <p>The following individuals have applied for a <u>Therapeutic Massage License</u> for 2011. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Personal Fitness Systems, Inc.

	<p>The following individuals have applied for a <u>Mechanical License</u> for 2011. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. Corval Constructors, Inc. 2. Sedgwick Heating & Air Conditioning LLC 3. Team Vail Inc. 4. Genz-Ryan Plumbing & Heating 5. Golden Valley Heating and Air 6. Fireside Hearth & Home <p>The following individuals have applied for a <u>Municipal Business License</u> for 2011. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> 1. National Youth Leadership Council 2. Premier Health 3. SPIRE Federal Credit Union 4. John A. Knutson & Co., PLLP 5. Cornerstone Construction Management, Inc. 6. Source Comics & Games 7. Har Mar Lock & Service Center 8. Golden Tailor 9. Tiffany Nails & Skin 10. Minnesota Association of Secondary School Principals 11. Northern Tier Retail, LLC dba SuperAmerica 12. J's Liquor, Inc.
Budget Impact	
Attachment(s)	N/A
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve the 2010 and 2011 City License Applications



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	December 8 , 2010
Agenda Item	Consent F3
Attachment	
Submitted By	Roland Olson, Finance Director

Item	Budget amendment to the Parks Program Special Revenue Fund (201)
Description	Additional revenues and expenses are being recognized in the Parks Program Fund from the Tae Kwon Do classes and other specialty classes such as Yoga. In addition, the city is offering specialty art classes before the end of the year. Staff recommends amending the revenue budget and expense budget to reflect these additional revenue and expenditure increases for 2010.
Budget Impact	Increase the recreation fees revenue line items by 2,500 and increase the expenditure line items for part-time salaries by 1,800 and the specialty instructor by 700.
Attachment(s)	NA
Action(s) Requested	<p>Staff recommends the following budget amendments to the Parks Program Special Revenue Fund 201:</p> <p>Increase 2,500 to the recreational fees revenue line budget items. Increase 1,800 to the part-time salary expenditure line budget item. Increase 700 to the specialty instructor expenditure line budget item.</p>



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REQUEST FOR COUNCIL ACTION

Meeting Date	December 8 , 2010
Agenda Item	Consent F4
Attachment	
Submitted By	Roland Olson, Finance Director

Item	Budget amendment to the TIF District # 1-2 (412) capital project fund
Description	The 2010 Larpenteur Streetscape project is TIF eligible and some of the expenses can be allocated to the TIF District # 1-2 capital fund. There is sufficient fund balance in this fund to help fund some of the project expenses. Staff recommends establishing a budget line item for the 2010 Larpenteur Streetscape in the amount of \$200,000.
Budget Impact	Establish a separate budget line item for the 2010 Larpenteur Streetscape project in the amount of \$200,000.
Attachment(s)	NA
Action(s) Requested	Staff recommends establishing a separate line item in the TIF District # 1-2 capital fund (412) for the 2010 Larpenteur Streetscape in the amount of \$200,000.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	December 8, 2010
Agenda Item	Consent F5
Attachment	
Submitted By	Roland Olson, Finance Director

Item	Transfer funds from Infrastructure capital project fund to the 2010 Larpenteur Streetscape capital project fund.
Description	During 2010 the city completed a streetscape improvement project on Larpenteur Avenue. A separate capital project fund had previously been set up to record these expenditures. Funds for this project need to be transferred to this fund to cover these expenditures. Staff recommends transferring enough funds from the Infrastructure Capital Project Fund to cover these expenditures. Since all the expenditures have not been received at this time only an estimate of \$500,000 is estimated as the amount of the transfer. Any excess funds when all expenses are paid would then be transferred back to the Infrastructure fund so the 2010 Larpenteur Streetscape capital project fund can be closed out.
Budget Impact	Transfer enough funds, currently estimated at \$500,000, from the Infrastructure Capital Project Fund to cover the expenditures of the streetscape project on Larpenteur Aveue being accounted for in the 2010 Larpenteur Streetscape Capital Project Fund.
Attachment(s)	NA
Action(s) Requested	Staff recommends transferring enough funds to cover the expenditures in the 2010 Larpenteur Streetscape Capital Project Fund from the Infrastructure Capital Project Fund. An initial estimate is \$500,000.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	December 8 , 2010
Agenda Item	Consent F6
Attachment	
Submitted By	Roland Olson, Finance Director

Item	Transfer funds from the general fund to the sanitary sewer fund for 2010.
Description	In prior years, the transfer from the sanitary sewer fund to the general fund in support of the general operating budget was completed at the end of the year. In 2010 this transfer was made at the beginning of the year to increase the investment income allocated to the general fund through out the year. It is too early to determine if there will be any unused portion of the original transfer, but if there is, staff requests the authority to transfer any excess back to the sanitary sewer fund to keep the fund balance of the general fund approximately the same as the ending fund balance of December 31, 2010.
Budget Impact	Transfer back any unused portion of the original budgeted transfer from sanitary sewer to the general fund for 2010.
Attachment(s)	NA
Action(s) Requested	Staff recommends that a transfer of any unused funds of the original budgeted transfer of sanitary sewer funds to the general fund be transferred back at the end of the year to maintain the ending fund balance of the general fund to be approximately the same as the ending fund balance of December 31, 2009.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	December 8, 2010
Agenda Item	Consent F7
Title	Resolution authorizing SCORE Grant application
Submitted By	Deborah Jones, Zoning & Planning Director

Description	The city's annual SCORE grant application requires a City Council resolution authorizing the acceptance of grant funds.
Background	<p>The SCORE grant from the State of Minnesota helps offset the cost of providing recycling services to our residents. The city must apply for this funding annually through St. Paul-Ramsey County Department of Public Health, Environmental Health Division.</p> <p>To complete the application for grant funding in 2011, the Council needs to authorize the Mayor and Administrator to sign the 2010 SCORE recycling grant contract from Ramsey County and adopt the attached resolution.</p>
Budget Impact	This year's grant is expected to provide \$11,849 to the City of Falcon Heights.
Attachment(s)	<ul style="list-style-type: none"> Resolution 2010-14
Action(s) Requested	<ul style="list-style-type: none"> Approve Resolution 2010-14

CITY OF FALCON HEIGHTS
COUNCIL RESOLUTION
December 8, 2010
No. 10-15

**RESOLUTION AUTHORIZING THE MAYOR AND STAFF TO SIGN THE 2010 RAMSEY
COUNTY SCORE GRANT, AND ENTER INTO AN AGREEMENT
WITH RAMSEY COUNTY FOR FUNDING**

WHEREAS, the City of Falcon Heights has a recycling program, which serves the residents of the City; and

WHEREAS, the City utilizes the SCORE funding to offset costs of that program each year; and

WHEREAS, the City Council has determined that participation in this program is beneficial to the residents of Falcon Heights;

NOW, therefore, be it resolved by the City Council of the City of Falcon Heights, Minnesota;

The Mayor and City Administrator are authorized to enter into an agreement with Ramsey County for funding under the 2010 SCORE Grant.

Moved by:

Approved by: _____

Peter Lindstrom, Mayor
December 8, 2010

LINDSTROM _____ In Favor

GOSLINE

HARRIS _____ Against

LONG

MERCER-TAYLOR

Attested by: _____

Justin Miller, Administrator
December 8, 2010



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	December 8, 2010
Agenda Item	Consent F8
Attachment	
Submitted By	Justin Miller, City Administrator

Item	Step Increase for Michelle Tesser
Description	December 24 th will mark the six month anniversary of Michelle Tesser taking over the position of assistant to the city administrator. This position was created as a combination of two previous full time positions (deputy city clerk and recreation supervisor). It is the city's policy to provide for a 5% salary step increase after an employee has successfully completed six months of employment in their position.
Budget Impact	This salary adjustment has been included in the 2010 and 2011 budgets.
Attachment(s)	
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve a 5% salary step increase for Michelle Tesser effective December 24, 2010.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	December 8, 2010
Agenda Item	Consent F9
Attachment	
Submitted By	Roland Olson, Finance Director

Item	Budget amendment to fund 414 -TIF District # 1-3 SE Corner
Description	Additional revenues and expenses are being recognized in fund 414 TIF District # 1-3 than what was originally estimated when the budget was prepared. This TIF district is a debt pay as you go district where payments are made as a percentage of tax increment received. Staff recommends amending both the revenue and expense budget line items by \$22,000.
Budget Impact	Increase the revenue budget line item (property tax increments) by \$22,000 and increase the expenditure budget line item (debt pay as you go) by \$22,000.
Attachment(s)	N/A
Action(s) Requested	Staff recommends the following budget amendments to fund 414 TIF District # 1-3 Increase \$22,000 to the property tax increment revenue budget line item. Increase \$22,000 to the debt pay as you go expense budget line item.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	December 8, 2010
Agenda Item	Policy G1
Attachment	Resolution 10-16 2011 Fee Schedule
Submitted By	Justin Miller, City Administrator

Item	2011 Fee Schedule
Description	<p>Each year the City of Falcon Heights adopts a fee schedule that outlines various charges for building permits, facility rentals, planning fees, and other non-property tax charges. The main changes from 2010 include:</p> <ul style="list-style-type: none"> • Increasing the sewer connection or repair fee from \$25 to \$50 • Increasing the conditional use permit fee from \$165 to \$500 • Increasing the variance application fee from \$150 to \$250 • Changes to the recycling, storm sewer, and sanitary sewer fees (including the new sanitary sewer fee structure based on usage) <p>Also proposed is a change in the way the parks facilities and city hall rentals are charged. Our current practice is to charge an hourly rate, but many times this would preclude the city from renting the building to more than one party in a day. Other cities rent facilities in half-day or full-day blocks so that multiple rentals can be accommodated. Staff is proposing to change to a half-day/full-day system.</p> <p>Staff is also proposing some minor changes to the list of organizations that obtain free use of city facilities. Many of these organizations no longer exist or operate under different names. All changes are indicated in strikethrough.</p>
Budget Impact	These fees have been incorporated into the 2011 operating budget.
Attachment(s)	Resolution 10-16 2011 Fee Schedule
Action(s) Requested	Staff recommends that the Falcon Heights City Council adopt the attached Resolution 10-13 which incorporates the 2011 City of Falcon Heights Fee Schedule.

CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA

Resolution No. 10-16

**A RESOLUTION ADOPTING
A FEE SCHEDULE**

THE CITY COUNCIL OF FALCON HEIGHTS RESOLVES:

The City of Falcon Heights Fee Schedule attached hereto as Exhibit A and incorporated herein by reference is hereby adopted.

This schedule shall be effective upon passage.

ADOPTED this 8th day of December 2010, by the City Council of Falcon Heights, Minnesota.

Moved by:

Approved by: _____

Peter Lindstrom, Mayor
December 8, 2010

LINDSTROM _____ In Favor

GOSLINE

HARRIS

LONG

MERCER-TAYLOR _____ Against

Attested by: _____

Justin Miller
City Administrator
December 8, 2010

FEE SCHEDULE 2011
December 8, 2010

A. LICENSES

1.	Business Licenses	
	<u>Item</u>	<u>Fee</u>
	Bus Benches (Courtesy)	\$ 25.00 per bench
	Filling Stations	
	Less than 15 hours	\$ 100.00
	15-20 hours	\$ 400.00
	20 hours or more	\$ 500.00
	General Business	\$ 50.00
	Pool Halls	\$ 800.00
	Precious Metal Dealer	
	Investigation fee/general	\$1500.00
	Investigation fee/MN only	\$ 500.00
	License fee	\$2000.00
	Restaurants	
	Lunchroom	\$ 50.00
	Less than 15 hours	\$ 100.00
	15-20 hours	\$ 400.00
	20 hours or more	\$ 500.00
	Therapeutic Massage License	
	Investigation fee	\$ 350.00
	License fee	\$ 100.00
2.	Liquor Licenses	
	<u>Item</u>	<u>Fee</u>
	Bottle Club	\$ 300.00
	Liquor, Off-Sale	\$ 310.00
	Liquor, On-Sale	\$4000.00
	Liquor, Special Event	\$ 25.00
	Liquor, Sunday	\$ 200.00
	Malt Beverage, Off-Sale	\$ 150.00
	Malt Beverage, On-Sale	\$ 500.00
	Malt Beverage, On-Sale (with wine license)	\$ 1.00
	Wine License	\$2000.00
3.	Other Licenses	
	<u>Item</u>	<u>Fee</u>
	Amusement machines (per machine)	\$ 30.00
	Cigarette sales	\$ 250.00
	Contractor licenses	\$ 35.00
	Itinerant salespersons & solicitors (for profit only)	\$ 25.00
	Pool tables (per table)	\$ 30.00
	Refuse Haulers	\$ 70.00
	Rental License	\$ 50.00

B. PERMITS

1. Building permit fees:

Total Valuation	2011 Fee
\$1.00 - \$500.00	\$25.00
\$501.00 - \$2,000.00	\$25.00 for first \$500, \$3.25/each additional \$100, to and including \$2000
\$2,001.00 - \$25,000	\$73.75 for first \$2000, \$14.75/each additional \$1000, to and including \$25,000
\$25,001.00 - \$50,000	\$413.00 for first \$25,000, \$10.75/each additional \$1000, to and including \$50,000
\$50,001.00 - \$100,000.00	\$681.75 for first \$50,000, \$7.50/each additional \$1000, to and including \$100,000.00
\$100,001.00 - \$500,000.00	\$1,056.75 for first \$100,000, \$6.00/each additional \$1000, to and including \$500,000
\$500,001.00 - \$1,000,000.00	\$3,456.75 for first \$500,000, \$5.00/each additional \$1,000, to and including \$1,000,000
\$1,000,001 and up	\$5,956.75 for first \$1,000,000, \$4.00/each additional \$1,000

Other Inspections and Fees:

1. Inspections outside of normal business hours \$47.00 per hour¹ (minimum charge – two hours)
2. Reinspection fees assessed under provisions of Section 305.8 \$47.00 per hour¹
3. Inspections for which no fee is specifically indicated \$47.00 per hour¹ (minimum charge – one-half hour)
4. Additional plan review required by changes, additions or revisions to plans \$47.00 per hour¹ (minimum charge – one-half hour)
5. For use of outside consultants for plan checking and inspections, or both actual costs²

¹Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

²Actual costs include administrative and overhead costs.

2. Relocation of structure or building: \$150.00
3. Demolition or removal of structure: \$1.25/1,000 cubic ft; minimum \$50.00

4. Mechanical permit fees

a. Residential Work

Base Fee \$30.00

Gas Piping

\$10.00 \$500 valuation or less (repair or installation)

\$ 6.00 Each additional \$500 cost of repair or installation

Gas or oil fired furnaces or boilers

\$25.00 First 100,00 BTU input or less.

\$ 5.00 Each additional 100,00 input or fraction thereof.

Warm air or hot water heating system

\$30.00 First 100,000 BTU input for construction, installation, alteration, or replacement of each warm air furnace duct work or hot water system per unit.

\$ 6.00 Each additional 100,000 BTU input or fraction thereof.

\$20.00 First 100,000 BTU input per unit on unit heaters

\$ 5.00 Each additional 100,000 BTU input or fraction thereof.

Air conditioning

\$30.00 First 5 tons (60,000 BTU) of air conditioning per unit or of cooling for duct work for air conditioning.

\$ 6.00 Each ton (12,000 BTU) or fraction thereof over first 5 tons for duct work or air conditioning.

Other Items

\$35.00 Wood burning furnace per unit

\$35.00 Swimming pool heater per unit

\$25.00 Air exchanger with duct work per unit

\$25.00 Gas or oil space heater per unit

\$25.00 Gas direct vent heater per unit

\$25.00 Gas fireplace log or heater per unit

\$25.00 Gas hot water heater for domestic hot water

b. Commercial Work

Gas piping, refrigeration, chilled water, pneumatic control, ventilation, exhaust, hot water, steam, and warm air heating systems.

This fee shall be \$50 plus 1-1/4 percent (1.25%) of the total valuation of the work. Value of the work must include the cost of installation, alteration, addition, and repairs, including fans, hoods, HVAC units and heat transfer units, and all labor and materials necessary for installation. In addition, it shall include all material and equipment supplied by other sources when those materials are normally supplied by the contractor.

5. Plumbing Permit Fees.
 \$30.00 base fee plus \$7.00 per fixture installed

6. Sewer Connection or Repair ~~\$25.00~~ \$50.00

7. Water Connection

<u>Meter Size</u>	<u>Fee</u>
3/4"	\$ 62.00
1"	\$ 115.00
1-1/2"	\$ 265.00
2"	\$ 470.00
3"	\$1,080.00

8. Street Opening Fee \$25.00 (plus cost of permit)

9. Fence Permit Fee \$25.00

10. Driveway Permit Fee \$25.00

C. PLANNING FEES

<u>Item</u>	<u>Fee</u>
Comprehensive Plan Amendment	\$ 500.00
Conditional Use Permit	\$ 165.00 <u>\$500.00</u>
Design Review	
(when required by code)	\$ 50.00
Lot Split (one lot into two)	\$ 250.00
Planned Unit Development	\$ 500.00
Rezoning/Zoning Amendment	\$ 500.00
Subdivision (>1 new lot)	\$ 300.00 + \$ 100.00/lot created
Variance	\$ 150.00 <u>\$250.00</u>

D. FACILITY RENTAL FEES

Private use of public facilities is permitted on a space available basis. Reservations are required and security deposits may be required for private use of the following community facilities:

Park and Facility Rental Fees

Venue	Amenities included in rental	Half Day 9am-3pm 4pm-10pm	Full Day 9am-10pm
Community Park Building and Upper Picnic Area 2050 Roselawn Ave. (corner of Roselawn and Cleveland)	Park Building Full Kitchen (stove, oven, frig/freezer, sink, microwave) Tables and Chairs Inside Bathrooms 2 BBQ Grills 9 Outdoor picnic tables Parking lot (50) and off street parking	\$100.00 + Tax	\$200.00 + Tax
East Picnic Area (near playground)	2 Picnic Tables Trash receptacles Portable bathroom Parking lot (50) and off street parking	\$20.00 + Tax	\$35.00 + Tax
Lower Picnic Area (Southwest corner of park)	2 Picnic Tables 1 BBQ Grill Trash receptacles Portable bathroom Parking lot (50) and off street parking	\$20.00 + Tax	\$35.00 + Tax
Curtiss Field Building and Picnic Shelter 1551 W. Iowa Ave.	Park building Inside Bathrooms Playground Basketball hoop and half court 2 picnic tables Portable bathroom Parking lot (10) and off street parking	\$50.00 + Tax	\$100.00 + Tax
Rentals: Play Kit	Play kit variety of balls, frisbees, and other play equipment	\$15.00 + Tax	
Set up/Tear Down		\$25.00	

- * For park building rentals there is a \$200 damage deposit required that needs to be made in a separate form than the payment. Deposit will be refunded upon return of the key and inspection of the park building.
- * Key pick up is two days prior to scheduled event and can be picked up at City Hall Monday –Friday 8:00am-4:30pm, (Summer hours: 7:30am- 5:00pm Monday-Thursday, Friday 7:30am-noon Memorial Day- Labor Day)
- * Keys can be dropped off at the key box located on the city hall building (near the front doors) or during City Hall office hours.
- * Park building rental permits will be issued when payment is received. Holding reservations without payment is not accepted.
- *If you plan on bringing any equipment (i.e. inflatable devices, dunk tanks etc.) into the park you must disclose

this to a city employee during the reservation process. The city may require documentation such as: a hold harmless agreement or certificate of insurance naming the city has an additional insured.

City Hall Rental Fees

City Hall	Capacity	Rates (3 hours) Hours must fall within half/full hours	Half Day 9am-3pm 4pm-10pm	Full Day 8am-10pm
Council Chambers Full Room (includes kitchen facility)	150 75- Seated	\$115.00	\$175.00	\$250.00
Council Chambers Front Half	75 30 Seated	\$50.00	\$100.00	\$150.00
Council Chambers Back Half	75 30 Seated	\$50.00	\$100.00	\$150.00
Kitchen Facility	10 6 Seated	\$25.00	\$50.00	\$50.00
Conference Room	8 maximum	\$30.00	\$60.00	\$100.00
Set Up Fee Excludes governmental entities		\$25.00		

* For city hall rentals there is a \$200 damage deposit required that needs to be made in a separate form than the payment. Deposit will be refunded upon return of the key and inspection of the park building.

* Key pick up is two days prior to scheduled event and can be picked up at City Hall Monday –Friday 8:00am-4:30pm, (Summer hours: 7:30am- 5:00pm Monday-Thursday, Friday 7:30am-noon Memorial Day-Labor Day)

* Keys can be dropped off at the key box located on the city hall building (near the front doors) or during City Hall office hours.

* Building rental permits will be issued when payment is received. Holding reservations without payment is not accepted.

Field/Court/Rink Rental Fees

You may rent Community Park's soccer field, tennis courts or basketball courts and Curtiss Field's ice rink (seasonal)

Renters	Fee (2 hr. block time)	Fee Seasonal 2 hr block time April-October Consecutive times in one week	Additional Hours
Resident	\$20+ tax	-	\$10 + tax
Non Resident	\$30+ tax	-	\$10 + tax
Youth Organizations ages 2-18 (must be open to serving residents of Falcon Heights)	\$20+ tax	1-2 times per week \$50.00 3-4 times per week \$100.00 5-7 times per week \$150.00	\$10 + tax
Adult Organizations	\$30+ tax	1-2 times per week \$75.00 3-4 times per week \$125.00 5-7 times per week \$175.00	\$10 + tax
Striping a soccer field	\$25	case by case basis	

Fees apply only for games and practices. Tournaments or special events/services are subject to additional fees.

Field rental permits will be issued when payment is received.

Disclaimer:

All short term rentals (1-5 times) entitle the customer to use of the field as is: anything additional will be the customer's responsibility (i.e. striping the field or providing bases.) Special request of services will be dealt with on a case by case basis and may include extra fees. All requests should be discussed with the Parks and Recreation Department at 651-792-7617.

E. FACILITY USE BY PUBLIC SERVICE ORGANIZATIONS

1. Public facilities are available for use on a reservation basis.
2. The following shall be allowed use of public facilities but set up/tear down fees apply:
 - a. Specifically listed local organizations:
 - League of Women Voters
 - Senior Citizen Groups (Falconeers, Roseville Area Seniors)
 - Ramsey County League of Local Governments
 - League of Minnesota Cities/ Association of Metropolitan Municipalities
 - Watershed management organizations
 - Scouts, Brownie Troops, 4-H, Campfire
 - Neighborhood Groups (e.g. Grove Association, Maple Knoll Courtyard Homeowner's Association)
 - 55 Alive Mature Driving Class
 - Cable Commission
 - Developers when presenting to neighbors
 - Legislators for informational (non-campaign) meetings, except after the filing date and before the November election of a legislative election year unless requested by a majority of the city council
 - Northwest Youth and Family Service
 - ~~Ramsey County Anti-Violence Initiative~~
 - Lauderdale and Falcon Heights Lions Club
 - Roseville Rotary Club
 - Party Precinct caucuses, legislated district conventions and county conventions under the requirements of MN State Statute 202A.192
 - AARP Tax Services
 - Hobby groups or clubs that meet the following criteria:
 - Falcon Heights based (A minimum of 25% of on-going members or participants are Falcon Heights residents).
 - Non-profit
 - Open membership
 - Founded on a hobby
 - Actively reaches out to include people of different ages, especially youth, to encourage intergenerational exchanges of information
 - Encourages a community service and/or benefit component
 - Falcon Heights neighborhood or community groups whose activities are open to all and for the sole purpose of developing, fostering and strengthening neighborhood and community well-being.
 - Any organization that meets the above guidelines yet uses a facility more than twice a year shall be charged \$100 per year.
 - ~~Any organization denied free use under this policy may appeal to the city council.~~
 - b. The organization or group cannot be a private, business, political, or religious organization.
 - c. Any organization denied free use under this policy as defined in this section may appeal to the city council.
3. ~~The Roseville Area Schools will be charged their own prevailing rates for use of city facilities.~~

F. MISCELLANEOUS FEES.

<u>Item</u>	<u>Fee</u>
Agendas (Council or Planning) ¹	\$15.00/year
City Council Minutes ¹	\$35.00/year
Planning Commission Minutes ¹	\$20.00/year
Single copies	\$.25/page for first 100 pages
Assessment search	\$20.00
Maps	\$ 6.50
Open burning permit	\$25.00
(no charge for recreational fires)	

¹ The charges apply only when hard copies are mailed. These documents can be viewed free of charge on the website or at City Hall.

G. FALSE ALARM FEES

1. Fire False Alarms
 \$175.00 for second false alarm and \$225.00 for the third and all subsequent false alarms at an address within one calendar year.
2. Security False Alarms
 \$60.00 for second call and \$75.00 for the third and each subsequent false alarm at an address within one calendar year.
3. Penalties and Assessment
 Penalties for late payment and assessment of unpaid fees are the same as stipulated for unpaid utility fees in the city code.

H. VEHICLE EMERGENCY RESPONSE

The fee for emergency personnel response to accidents is \$350.00/vehicle.

I. PARKING FEES

<u>Item</u>	<u>Fee</u>
Application fee for residential area permit parking	\$ 200.00
Annual residential area parking permits	
First two vehicles	\$ 15.00/vehicle
Third and subsequent vehicles	\$ 25.00/vehicle
Lost permit replacement	\$ 7.00
Temporary parking permit (up to 3 weeks)	\$ 3.00/vehicle
Temporary parking permit for 5 or more vehicles for a one-time/ one-day event	\$ 25.00/event
Mobile Storage Structure	\$ 10.00

- J. RENTAL HOUSING RE-INSPECTIONS** \$50.00 for third and subsequent inspections

K. SANITARY SEWER

~~The sanitary sewer fee is \$55.00 per quarter for residential units and \$.0163735 per cubic foot for commercial units.~~

The sanitary sewer fee for residential units is \$25.00 per month plus \$.0163735 per cubic foot of water usage during the months of November – January. For apartment units, the rate will be \$25.00/unit/month plus \$.016375 per cubic foot of water used in November. For residential units, this will serve as the maximum fee for other quarters throughout the year, but the actual amount billed may be lower depending on water usage. For commercial units, the fee is \$.0163735 per cubic foot of water usage during each month.

L. STORM DRAINAGE

The fee for storm drainage is ~~\$16.75~~ \$17.50 per quarter for residential units and ~~\$156.33~~ \$163.33 per acre for commercial and apartment units.

M. HYDRANT WATER

The fee for hydrant water is 6% surcharge of the water bill.

N. RECYCLING

The recycling charge is ~~\$4.38~~ \$7.50 per quarter for residential units.

O. FEES FOR UNSPECIFIED REQUESTS

A private party or public institution (hereinafter applicant) making a request to the City for approval of a project or for public assistance must cover the City's consultants' costs associated with reviewing the request. Prior to having the request considered by the City, the applicant must deposit an escrow fee in an amount that is estimated to cover the City's consultants' costs as determined by the City Administrator. If the City's consultants' costs exceed the initial escrow deposited by the applicant, an additional escrow fee will be required to cover the additional costs. The City shall use the applicant's fees to cover the City's actual consultants' costs in reviewing the request regardless of the City's action on the applicant's request. If the applicant's escrow fees exceed the City's actual consultants' costs for reviewing the request, the remaining escrow fees shall be refunded to the applicant.



The City That Soars!

REQUEST FOR COUNCIL ACTION

Meeting Date	December 8, 2010
Agenda Item	Policy G2
Attachment	Letter of Intent
Submitted By	Justin Miller, City Administrator

Item	City Hall Solar Panel Project Letter of Intent
Description	<p>During the December 1st city council workshop, a group representing tenKsolar presented details regarding a proposed solar panel project for Falcon Heights city hall. The project would be funded through a combination of federal income tax credits, Xcel Energy rebates, private financing, and city lease payments. In order to get in the queue for the Xcel Energy rebates, the developer is asking for a non-binding letter of intent stating that the City of Falcon Heights is interested in the project and is progressing with further due diligence efforts.</p> <p>The proposed letter of intent is attached to this report. It is a non-binding letter of intent, meaning that the city or developer can withdraw from the project at any time. Further analysis of both the technology and financing still needs to be completed, but approving this letter will enhance the developer's ability to obtain the finite amount of rebates that are available.</p> <p>The city attorney has reviewed the letter and finds it acceptable.</p>
Budget Impact	The letter of intent does not pledge any financial assistance from the city at this time.
Attachment(s)	Letter of Intent
Action(s) Requested	Staff recommends that the Falcon Heights City Council approve the attached non-binding letter of intent for the city hall solar panel project.



CITY OF
FALCON HEIGHTS

2077 W. LARPELLE AVENUE FALCON HEIGHTS, MN 55113-5594 PHONE (651) 792-7600 FAX (651) 792-7610

December 8, 2010

James P. (Jim) Losleben
Vice President of Business Development
tenKsolar
9549 Penn Avenue S., Suite D
Bloomington, MN 55431

Dear Sir,

We are writing to express our interest in negotiating with tenKsolar, Inc. (tenK) for the development of a 40-kilowatt solar electric project on the rooftop of the Falcon Heights City Hall. An additional project may also include a solar thermal system from Rural Renewable Energy Alliance (RREAL) on the same facility. This project will be funded by utility rebates from Xcel Energy, tax equity from the Federal Investment Tax Credit (FITC), and other financing that may be developed by the project team and made available to the City.

The City of Falcon Heights has decided to continue further negotiations with tenKsolar and RREAL as the preferred solar technology providers. This non-binding Letter of Intent is our request of tenK and RREAL to work with Falcon Heights to develop a detailed development plan for the projects. It is our desire to complete the detailed development plan as soon as practical so that the City may make a final decision on the projects and proceed with the procurement and installation and completion of the solar electric generation and solar thermal system as soon as possible.

To the extent allowed by state law, this letter is our indication that we will work with tenK and RREAL on an exclusive basis until an agreeable detailed development plan is finalized or until such time as the City, at its option, notifies tenK or RREAL that it has decided not to continue work on the projects. As the preferred vendors, tenK and RREAL shall also have the right, upon notice to the City, to terminate discussions for either technical or financial reasons that it believes may make the projects not feasible.

It is understood that this letter merely constitutes a statement of City of Falcon Heights intentions with respect to the projects contemplated herein and does not contain all matters upon which agreement must be reached in order for the projects to be commenced and, therefore, that nothing in this letter will constitute a legally binding agreement by the City, tenKsolar, Inc., RREAL or any other vendor or contractor with respect to this potential transaction. Neither does this expression of intent on the part of Falcon Heights obligate the City to accept the utility rebates or any other financing in order to complete the projects.

On behalf of the City of Falcon Heights we look forward to working with your staff to complete a successful project.

Sincerely,

Justin Miller
City Administrator
City of Falcon Heights