

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

AGENDA
March 14, 2001

- 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: February 28, 2001 (Tab #1)
- E. CONSENT AGENDA:
1. General disbursements through 3/9/2001, \$51,554.82
 Payroll, 2/16/01 to 2/28/01, \$9,480.52 (Tab #2)
 2. Licenses (Tab #3)
 3. Authorize RFP's for streetsweeping (Tab #4)
- F. PUBLIC HEARING:
1. Hearing on the proposed improvements to three alleys in the Northeast
 Quadrant and the Hollywood Court neighborhoods (Tab #5)
- G. POLICY AGENDA:
1. Payment in lieu of taxes (PILOT) agreement with TIES for payment of city services on the
 building at 1667 Snelling Avenue North (Tab #6)
 2. Request approval of geotechnical services proposal for Curtiss Field (Tab #7)
 3. Endorsement of design guidelines for the SE corner redevelopment, and approval of
 pre-RFP process and timeline (Tab #8)
 4. League of Minnesota Cities Annual Conference, Duluth, June 19-23 (Tab #9)
 5. Consideration of resolution 01-05 ordering the alley improvement project and preparation of
 plans and specifications (ADDENDUM) (Tab #10)
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN TO WORKSHOP

City of Falcon Heights
City Council Minutes
February 28, 2001

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

PRESENT: Gehrz, Kuettel, Lindstrom and Talbot. Also present: Heather Worthington, Administrator, Roger Knutson, City Attorney and John Anderson, City Engineer.

ABSENT: Councilmember Hustad

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

APPROVAL OF MINUTES: The minutes of February 14, 2001 were approved.

CONSENT AGENDA

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

1. General disbursements and payroll
2. Licenses
3. Authorization to retain Kunde Forestry Consultants

POLICY AGENDA

Resolution 01-04 accepting the feasibility study and scheduling a public hearing date for the 2001 alley projects

Administrator Worthington said the council is being asked to accept the feasibility study prepared by the engineering consultant and schedule a public hearing date for the 2001 alley projects. The schedule is being moved up four weeks in order to receive a better price earlier in the season and also to ensure the work would be done before the start of the state fair. Worthington explained that two projects will be up for bids together, the other includes the 2001 Northome street repairs. An arrangement has been made with the county to also include a mill and overlay of Hamline Ave., south of Larpenteur to Hoyt, in the Northome street repair bid. The county would pay the Hamline Ave. portion of the bid. Engineer Anderson said a notice has been sent to residents regarding the March 14 public hearing. Worthington said it is proposed to finalize the projects at the March 28th council meeting. Councilmember Lindstrom moved to approve resolution 01-04. The motion passed unanimously.

ADJOURN TO WORKSHOP

The meeting adjourned to a workshop with the Planning Commission. Attorney Knutson presented a training session to benefit the newly appointed planning commission members.

The meeting adjourned at 9:30 p.m.

Respectfully submitted, (via videotape)

Pat Phillips
Deputy Clerk

CONSENT 1
Meeting Date: 3/14/01

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Roland Olson, City Accountant

EXPLANATION/SUMMARY:

1. General disbursements through 3/9/01, \$51,554.82
2. Payroll, 2/16/01 to 2/28/01, \$9,480.52

ACTION REQUESTED: Approval

APPROVAL OF BILLS
PERIOD ENDING: 03-09-01

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	GREAT WEST LIFE/ANNUITY	MAR 01 HUSTAD DEF COMP	LEGISLAT	75.00
	*** TOTAL FOR DEPT 11			75.00
	AMERICAN OFFICE PRODUCTS	LETTERS/NUMERS/HELDER	ADMINIST	15.34
	AMERICAN OFFICE PRODUCTS	TAPE.PAPER.ENVELOPES	ADMINIST	157.81
39777	MN DEPARTMENT OF REVENUE	2/28 ST WITHHOLDINGS	ADMINIST	546.83
	NCPERS GROUP LIFE INS	MAR & APRIL PHILLIPS	ADMINIST	24.00
39776	PERA	2/28 PERA WITHHOLDINGS	ADMINIST	1,031.07
	*** TOTAL FOR DEPT 12			1,775.05
	KERN, DEWENTER, VIERE LTD	INTERIM BILLING AUDIT	FINANCE	4,800.00
	*** TOTAL FOR DEPT 13			4,800.00
	CAMPBELL KNUTSON	FEB/01 LEGAL SVCS	LEGAL	1,120.40
	*** TOTAL FOR DEPT 14			1,120.40
	ESCHELON TELECOM, INC.	TELEPHONE REPAIR	COMMUNIC	242.78
	FBN, INC	COMPUTER PROBLEMS	COMMUNIC	978.84
	HERMES FLORAL COMPANY	FLOWERS/PLAYROOM&MEMORIL	COMMUNIC	96.49
	MCI WORLDCOM RES SVC	LONG DISTANCE	COMMUNIC	26.67
	SUBURBAN HARDWARE	DEAD WTR EVENT-FIREWOOD	COMMUNIC	40.34
	*** TOTAL FOR DEPT 16			1,385.12
	HUGHES & COSTELLO	MARCH 01 PROSECUTIONS	PROSECUT	2,618.50
	*** TOTAL FOR DEPT 23			2,618.50
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING	FIRE FIG	43.55
	BCA TRAINING & DEVELOPMNT	REGISTRATION	FIRE FIG	180.00
	FIRE EQUIPMENT SPECIALTIE	SCBA FACEPLATE BAGS	FIRE FIG	118.45
	JOHNSON-POWERS,DAN	FIRE SCHOOL TNG	FIRE FIG	321.41
	HINRICHS,RICH	FIRE SCHOOL EXPS	FIRE FIG	226.48
	LEAGUE OF MN CITIES	CLEM-SAFETY/LOSS CLINIC	FIRE FIG	20.00
	LEMAY, BARBARA	FIRE SCHOOL TNG	FIRE FIG	70.08
	OXYGEN SERVICE COMPANY	TANK RENTS FIRE HALL	FIRE FIG	40.50
	MARY RIGNEY	JAN/FEB FIRE HALL CLEANI	FIRE FIG	180.00
	SUBURBAN HARDWARE	OIL ABSORBENT	FIRE FIG	21.30
	SUPERAMERICA	FUEL	FIRE FIG	87.18
	QWEST	TELE TO 3/1	FIRE FIG	167.55
	RAMSEY CTY FIRE CHEIFS	2001 MEMBERSHIP	FIRE FIG	50.00
	REVERING,RICKY	FIRE SCHOOL TNG	FIRE FIG	148.10
	*** TOTAL FOR DEPT 24			1,674.60
	REGIONAL MUTUAL AID ASSOC	2001 MEMBERSHIP FUND	CITY HAL	20.00
	REGIONAL MUTUAL AID ASSOC	2001 MEMBERSHIP FUND	CITY HAL	20.00
	REGIONAL MUTUAL AID ASSOC	2001 MEMBERSHIP	CITY HAL	20.00
	GLENWOOD INGLEWOOD	COOLER RENTALS	CITY HAL	18.00
	KNOX LUMBER CO.	MINI BLIND/SUPPLIES	CITY HAL	42.07
	KNOX LUMBER CO.	PANELS FOR BATHROOM RPR	CITY HAL	26.47
	M-75 BUILDING MAINTENANCE	FEB CLEANING CITY HALL	CITY HAL	221.41
	XCEL ENERGY	ELECT/GAS TO 2/28	CITY HAL	1,319.42
	OXYGEN SERVICE COMPANY	TANK RRNTALS CITY HALL	CITY HAL	9.00
	SUBURBAN HARDWARE	ICE MELT	CITY HAL	51.59
	VERIZON WIRELESS	CELL PHONE CHARGES	CITY HAL	8.74

I AM VOIDING THE check on these. It should only be one \$2000 charge. I will re-issue next payable run.

Re/and

APPROVAL OF BILLS
 PERIOD ENDING: 03-09-01

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
*** TOTAL FOR DEPT 31				1,756.70
	XCEL ENERGY	ELECT 3/4	STREETS	12.73
	XCEL ENERGY	ELECT 3/4	STREETS	67.74
	XCEL ENERGY	ELECT 3/4	STREETS	8.12
	XCEL ENERGY	ELECT 2/28	STREETS	77.90
	XCEL ENERGY	ELECT 2/28	STREETS	2,015.74
	XCEL ENERGY	ELECT 2/28	STREETS	171.09
	XCEL ENERGY	ELECT 2/28	STREETS	67.96
	XCEL ENERGY	ELECT 2/28	STREETS	8.42
	XCEL ENERGY	ELECT 2/28	STREETS	200.48
	SUBURBAN HARDWARE	MULTI-TESTER/LUBRICANT	STREETS	28.81
	SUPERAMERICA	FUEL	STREETS	414.65
	TRI-STATE BOBCAT INC	BOBCAT REPAIRS	STREETS	193.86
	UNITED RENTALS	MISC SALES TAX	STREETS	6.42
*** TOTAL FOR DEPT 32				3,273.92
	NCPERS GROUP LIFE INS	MAR AND APRIL MAERTZ	PARK & R	24.00
	XCEL ENERGY	ELECT 3/4	PARK & R	746.90
	XCEL ENERGY	ELECT TO 2/28	PARK & R	23.21
	SUBURBAN HARDWARE	ICE MELT/GLASS/BATTERIES	PARK & R	54.00
	QWEST	TELE TO 2/22	PARK & R	55.30
*** TOTAL FOR DEPT 41				903.41
	TARGET	STORAGE BOXES/REC EQUIP	PARK PRO	73.42
*** TOTAL FOR DEPT 50				73.42
	E-Z RECYCLING, INC.	FEB/01 RECYCLING	SOLID WA	2,559.40
*** TOTAL FOR DEPT 56				2,559.40
	FBN, INC	TAPE DRIVE	GENERAL	285.42
*** TOTAL FOR DEPT 63				285.42
	BEARCOM	2 NEW PAGES/TESTING	FIRE & R	940.49
*** TOTAL FOR DEPT 64				940.49
	SCHARBER & SONS	PTO SHAFT FOR KUBOTA	PUBLIC W	904.52
	FASTSIGNS	CITY LOGO ON NEW F250	PUBLIC W	199.37
*** TOTAL FOR DEPT 65				1,103.89
	METROPOLITAN COUNCIL	S.S. CHARGES	SANITARY	26,015.07
	XCEL ENERGY	ELECT TO 2/28	SANITARY	17.79
	QWEST	TELE TO 3/1	SANITARY	62.62
*** TOTAL FOR DEPT 75				26,095.48
	WEBER,EILEENEN	MAR 1-15 PROF SVCS	MCAD	1,083.33
	WEBER,EILEENEN	VIDEO TAPES	MCAD	59.60
	WEBER,EILEENEN	SUBWAYS FOR CTVCREW	MCAD	31.09
*** TOTAL FOR DEPT 84				1,174.02
*** TOTAL FOR BANK 01				51,614.82

~~60,00~~
51,554.82

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

CHECK TYPE	CHECK DATE	EMPLOYEE NAME NUMBER	CHECK NUMBER	CHECK AMOUNT
COM	2 27 01	6 SUSAN GEHRZ	30814	302.45
COM	2 27 01	11 JOHN HUSTAD	30815	202.05
COM	2 27 01	12 LAURA A. KUETTEL	30816	277.05
COM	2 27 01	13 PETER C. LINDSTROM	30817	277.05
COM	2 27 01	14 RICHARD P. TALBOT JR	30818	277.05
COM	2 27 01	34 CLEMENT KURHAJETZ	30819	276.98
COM	2 27 01	35 LEO LINDIG	30820	64.64
COM	2 27 01	42 MICHAEL D. CLARKIN	30821	94.67
COM	2 27 01	66 ALFRED HERNANDEZ	30822	124.67
COM	2 27 01	74 MARK J. ALLEN	30823	55.41
COM	2 27 01	77 BARBARA J. LEMAY	30824	55.41
COM	2 27 01	1003 HEATHER WORTHINGTON	30825	1237.27
COM	2 27 01	1007 PATRICIA PHILLIPS	30826	1033.21
COM	2 27 01	1013 WILLIAM MAERTZ	30827	1382.30
COM	2 27 01	1033 DAVE TRETSVEN	30828	957.70
COM	2 27 01	1036 KEVIN KELLY	30829	230.87
COM	2 27 01	1102 AUSTIN M. PETERSON	30830	154.14
COM	2 27 01	1103 DIANE MEYER	30831	126.06
COM	2 27 01	1136 ROLAND O. OLSON	30832	1148.75
COM	2 27 01	1142 ANTHONY ANDERSON	30833	210.24
COM	2 27 01	1143 COLIN B. CALLAHAN	30834	441.19
COM	2 27 01	1173 ELIZABETH M. POSTIGO	30835	268.18
COM	2 27 01	1181 LEAH A BICKLER	30836	133.34
COM	2 27 01	2001 ADAM J DEQUESADA	30837	149.84

COMPUTER CHECKS	9480.52
MANUAL CHECKS	.00
NOTICES OF DEPOSIT	.00

****TOTALS**** 9480.52

CONSENT 2
Meeting Date: 3/14/01

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Pat Phillips, Licensing Coordinator

REVIEWED BY: Heather Worthington, City Administrator

EXPLANATION/SUMMARY:

MECHANICAL CONTRACTOR

Hindig Heating #01-821

HOME OCCUPATION

David L. Wasson Graphic Design #01-1105

GENERAL CONTRACTOR

Minnesota Pools #01-904

ACTION REQUESTED: Approval

CONSENT 3
Date: 3/14/01

ITEM: Authorize RFP's for streetsweeping

SUBMITTED BY: William Maertz, Director of Parks and Public Works

EXPLANATION/DESCRIPTION:

Summary and action Requested. The council is being asked to authorize the staff to send out RFP's for streetsweeping for 2001. The city contracts for streetsweeping services for spring and fall of each year for a price \$12,000 and \$15,000. Streetsweeping not only makes for less dirt tracked into peoples homes, it keeps dirt and salt from going into the city's stormsewer system.

ACTION REQUESTED:

Authorize staff to send out RFP's for streetsweeping services.

2001 Street Sweepers RFP List

Clean Sweep Inc.
8600 Hansen Avenue
Shakopee, MN
55379

Mike McPhillips, Inc.
825 Concord Street North
South St. Pau, MN
55075

ASTECH Corp.
St. Cloud, MN
P.O. Box 1025
56302

Allied Blacktop Co.
10503 N. 89th Avenue
Maple Grove, MN
55369



CITY OF
FALCON HEIGHTS

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

Date: March 1, 2001

To: Street Sweeping Contractors

From: Bill Maertz, Parks and Public Works Director

RE: Street Sweeping Proposal **DUE BY NOON FRIDAY,
MARCH 30, 2001**

The City of Falcon Heights is requesting quotes for the combined spring and fall street sweeping. If you are interested in submitting a proposal, please complete the attached form and return it to our office on or before 12:00 noon Friday, March 30, 2001.

The proposals should include a breakdown for the price of the combined sweepings and the associated disposal costs. For the spring sweeping the Ramsey Co. sweeping recycling -site, located on Rice Street and 694, may be utilized. There is no cost to the contractor for disposing at this site. For the fall sweeping, the contractor is responsible for locating and using an environmentally acceptable disposal site

Proposals should be sent to the City of Falcon Heights, 2077 W. Larpenteur, Falcon Heights, Minnesota 55113 on or before noon Friday March 30, 2001. Please mark the proposal, **Street Sweeping Proposal**. You may also submit your proposal by fax at 651-644-8675.

RIGHT TO REJECT:

The city does not promise to accept the lowest proposal and reserves the right to reject any or all proposals, to waive any formal proposal requirements, to investigate the qualification and experience of any contractor, to reject any provisions in any proposal, to obtain new proposals, to negotiate the

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



PRINTED ON RECYCLED PAPER



CITY OF
FALCON HEIGHTS

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

Streetsweeping Contractors
3/1/01

requested services and contract terms with any contractor, or to proceed to do work otherwise.

Please direct any questions to Bill Maertz, Parks and Public Works Director, at 651-644-5050. Thank you for your consideration of this request for proposal.

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



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CITY OF FALCON HEIGHTS
2001 SPRING & FALL STREET SWEEPING SPECIFICATIONS

DESCRIPTION OF PROJECT

Street sweeping of bituminous street surfaces and parking lots, City of Falcon Heights, Minnesota. Area to be swept in both the spring and fall is comprised of:

1. Residential streets: 15 miles (No County or State roadways)
 2. All alleys: 2 miles
 3. Community Park & City Hall parking lots: estimated at 1 hour
- (see attached map)

SPECIFICATIONS:

1. PASSES

The sweeper shall take a minimum of 2 passes along all curb lines. The sweeper should expect to make a minimum of 5 passes on a length of street. The City will provide a source of water for the project.

2. POSTING

Contractor is responsible for posting "No parking" signs on blocks at least 24 hours in advance of street sweeping. Contractor is also responsible for notifying the Parks / Public Works Superintendent of the date and time of posting, the start of sweeping, and the schedule for completion.

3. WORK SCHEDULE

SPRING SWEEPING: Work shall begin on or after April 2 and be completed no later than April 20. Once begun, sweeping shall occur only on weekdays between the hours of 8:00 a.m. and 6:00 p.m. and be completed within 5 working days conducive to sweeping.

FALL SWEEPING: Work shall begin after the majority of leaves have fallen from trees, typically after Oct. 15, and completed no later than Nov. 9. Once begun, sweeping shall occur only on weekdays between the hours of 8:00 a.m. and 6:00 p.m. and be completed within 5 working days conducive to sweeping.

4. DISPOSAL

Contractor is required to dispose of the sweepings in an environmentally acceptable fashion as required by Ramsey County Dept. of Health. For the fall sweeping, it is the contractors responsibility to locate and utilize a disposal site and secure all agency permits for the disposal of the sweepings. For the spring sweeping, the contractor may dispose of the sweepings at the Ramsey Co. sweeping recycling

center, located at Rice St. and 694. There is no charge to the contractor for disposal of sweepings at the county site.

5. INSURANCE

Contractor must furnish a certificate of insurance with a minimum of \$500,000.00 aggregate if quotation is accepted.

**CITY OF FALCON HEIGHTS
2001 SPRING & FALL STREETSWEeping PROPOSAL**

DATE: _____

COMPANY NAME: _____

ADDRESS & ZIP: _____

PHONE NO: _____

SIGNATURE: _____

TITLE: _____

PUBLIC INSTITUTIONAL REFERENCES: _____

MUNICIPAL REFERENCES: _____

.....
TYPE OF SWEEPER

Make & Model: _____ Year: _____ No. of sweepers on job: _____

Make & Model: _____ Year: _____

Make & Model: _____ Year: _____

TYPE OF TRUCK

Make & Model: _____ Year: _____ No. of trucks on job: _____

_____ Year: _____

1. Sweeping Cost: (combined total of spring and fall) _____

2. Disposal Cost:

Spring – Utilize Ramsey Co. Sweeping Recycling Center, Rice & 694 (at no cost to contractor for depositing material at this site. _____

Fall - Contractor to locate and utilize their own disposal site _____

Total Cost: (Sweeping & Disposal) _____

ITEM: Public hearing on the proposed improvements to three alleys in the Northeast Quadrant and the Hollywood Court neighborhoods

SUBMITTED BY: John Anderson, H.R. Green Company

REVIEWED BY: Heather Worthington, City Administrator

EXPLANATION:

Summary: The council is being asked to hold a public hearing on the proposed improvements to three alleys in the Northeast Quadrant and Hollywood Court neighborhoods. The council budgeted for these alley improvements in the capital plan for the past several years after the first round of alleys was reconstructed in 1995. The council approved the feasibility study and ordered this hearing at the February 28, 2001 council meeting. The proposed project is estimated to cost \$242,500.00 including overhead. The city's assessment policy assesses 90% for alley improvements because alley traffic almost exclusively serves the property owners along the alley. For this project, city staff is proposing a \$29.00 per linear foot assessment in keeping with the past 5 years of project costs. This proposed project would be the final project in a larger city program to rebuild aging infrastructure over the past 10 years.

Goal 2: To maintain and promote the assets of the city's unique neighborhoods and tax base, 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 and alley improvements throughout the city as needed.

Background:

- The city administrator and engineer held neighborhood informational meetings on the proposed alley project on January 31, 2001. Approximately 50 residents attended these meetings.
- These alleys have been patched and filled over the last several years as problems have arisen. In 1989, the Hollywood Court alleys were sealcoated. In 1989, 1993, and 1998, the Crawford alleys were sealcoated.

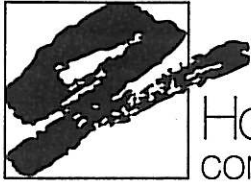
- The city assesses for alleys based upon frontage on the alley regardless of whether or not the current property owner uses the alley for access to his or her property.
- Approximately 16 homeowners in the affected area were assessed for the 1999 Street Improvement project, or the reconstruction of Larpenteur Avenue, and the average assessment was \$1,450.00, based on \$26.50 per linear foot for those two projects.

ATTACHMENTS:

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

ACTION REQUESTED:

- Introduction and presentation by Terry Maurer and John Anderson of H.R. Green Co.
- Questions from councilmembers
- Open public hearing and receive questions and comments
- Close the public hearing
- Discussion among councilmembers related to next item of business



Howard R. Green Company
CONSULTING ENGINEERS

MEETING MINUTES

Informational Meeting
January 31, 2000 – 6:00 p.m.

City of Falcon Heights
2001 Alley Improvements – Crawford Avenue West

The meeting was opened at 6:00 p.m. by Heather Worthington, City Administrator. She gave a brief introduction. John Anderson, Project Manager, reviewed the agenda for the meeting, including the alley history, project information, design considerations, estimated cost, excerpts from the City Assessment Policy, assessment rates, and project schedule.

John Anderson highlighted a few important project items as listed below:

- ♦ Falcon Heights has proactive street and alley program and the alleys proposed in this project are the last few to be completed.
- ♦ The improvement for this segment will only be a mill and overlay as the subgrade is in fairly good condition with no major pavement failures.
- ♦ An inverted crown will be used to direct storm water to Arona Street.
- ♦ No storm sewer will be added to the alley.
- ♦ All work will be within ROW and existing pavement width will remain.
- ♦ Project will be assessed at 100% of the project cost per front foot.

Question and answer period followed.

Question: Will accessibility be an issue? Response: No, the project will only last one or two days with accessibility to properties established each evening. Accessibility will only be limited during the Contractor's workday.

Question: What is normal life of pavement with mostly commercial traffic and garbage trucks with not much resident traffic? Response: The life of the pavement can vary, however the City has established a 4-year cycle for seal coating and does periodic maintenance, such as filling pot holes, to extend the life of the pavement. A mill and overlay would be completed prior to complete pavement failure. Reconstruction for this alley would be sometime in the future once it is determined that maintenance and overlays will no longer extend the life of the pavement.

Question: How would complete reconstruction be assessed in regards to residential and commercial properties? Response: Commercial properties would typically have a higher assessment rate than residential properties.

Question: What about frozen storm sewer and water in alley? Response: At this time it is more than likely due to the icy weather recently and storm sewer in the streets being frozen. City works to keep the gutter free of snow and opens up frozen storm sewers as necessary during the winter.

Question: What about deep ruts in the alley? Response: Plowing for alleys throughout the City are contracted out by the adjacent property owners, in this case solely by Shopping Center. This problem needs be taken up with the plowing contractor hired by the Shopping Center.

Question: How will assessment need to be paid? Response: You can pay off your assessment in full with the City until October 1st without accruing any interest, after that it will be forwarded to the County and put on your property taxes. It would be a 5-year assessment accruing interest at a rate determined by the City's current bond rating.



CITY OF
FALCON HEIGHTS

NEIGHBORHOOD INFORMATIONAL MEETING

2001 ALLEY IMPROVEMENTS

CRAWFORD AVENUE WEST

January 31, 2001

Heather Worthington, City Administrator
Terry Maurer, City Engineer
John Anderson, Project Engineer



Howard R. Green Company
CONSULTING ENGINEERS

CRAWFORD AVENUE WEST INFORMATIONAL MEETING

- I. INTRODUCTION
- II. HISTORY
- III. PROJECT INFORMATION
- IV. DESIGN CONSIDERATIONS
- V. ESTIMATED PROJECT COSTS
- VI. ESTIMATED ASSESSMENTS
- VII. PROJECT SCHEDULE
- VIII. PUBLIC COMMENT

II. HISTORY

STREET AND ALLEY EVALUATION REPORT 5 YEAR CAPITAL IMPROVEMENT PLAN	AUGUST 7, 1988
ADOPT ASSESSMENT MANUAL	NOVEMBER 1989 (Revisions 1991 and 1994)
UPDATE 5-YEAR CAPITAL IMPROVEMENT PLAN	APRIL 1993
CONDITION OF ALLEYS EXAMINED	DECEMBER 1993
CITY COUNCIL REVISED ASSESSMENT POLICY	NOVEMBER 1994
1995 ALLEY IMPROVEMENTS	1995
MUNICIPAL STATE AID SYSTEM CERTIFIED	JULY 1999
CONDITION OF ALLEYS EXAMINED	DECEMBER 1999
2000 ALLEY IMPROVEMENTS	2000
CITY COUNCIL REVISED ASSESSMENT POLICY	DECEMBER 2000
CITY COUNCIL AUTHORIZE FEASIBILITY STUDY OF CRAWFORD AVENUE ALLEYS AND HOLLYWOOD COURT ALLEYS	DECEMBER 13, 2000
PUBLIC INFORMATIONAL MEETING	JANUARY 31, 2001

IV. DESIGN CONSIDERATIONS

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

V. ESTIMATED PROJECT COSTS

ESTIMATED STREET CONSTRUCTION COST	\$8,200
ESTIMATED OVERHEAD COST 28% (Engineering, City Administration, Legal, Fiscal, Interest during Construction, Assessment Roll Preparation, Contingencies)	\$2,300
TOTAL PROJECT COST	\$10,500

VI. ESTIMATED ASSESSMENTS

ALLEY MILL AND OVERLAY

TOTAL PROJECT COST	\$10,500
ASSESSABLE PERCENTAGE	100%
ASSESSABLE FRONT FOOTAGE	900 FF
ESTIMATED ASSESSMENT RATE \$10,500 / 900 FF =	\$11.67 PER FF
ASSESSABLE AMOUNT	\$10,500

TYPICAL 50- FOOT LOT ASSESSMENT

$$50 \text{ FF} \times \$11.67 = \$583.50$$

ESTIMATED YEARLY PAYMENT, ASSUMING 8% INTEREST

5-YEAR PAYMENT PERIOD - AVERAGES \$150 PER YEAR

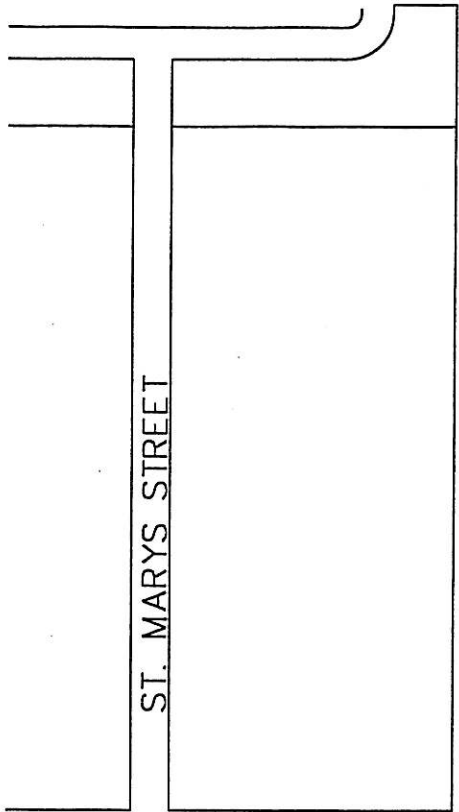
7-YEAR PAYMENT PERIOD - AVERAGES \$115 PER YEAR

10-YEAR PAYMENT PERIOD - AVERAGES \$85 PER YEAR

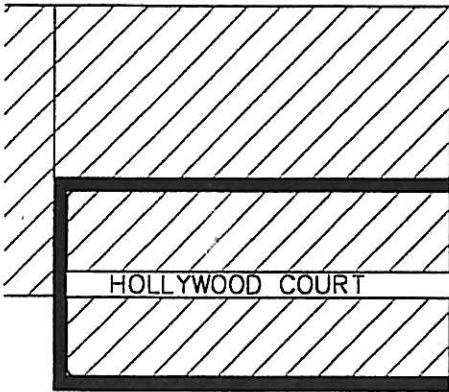
VII. PROJECT SCHEDULE

ORDER FEASIBILITY STUDY	DECEMBER 13, 2000
INFORMATIONAL MEETING	JANUARY 31, 2001
CITY COUNCIL RECEIVES FEASIBILITY STUDY AND ORDERS PUBLIC HEARING	FEBRUARY 14, 2001
PUBLIC HEARING AND ORDER PREPARATION OF PLANS AND SPECIFICATIONS	MARCH 14, 2001
APPROVE PLANS AND SPECIFICATIONS AND AUTHORIZE ADVERTISEMENT FOR BIDS	APRIL 25, 2001
CITY COUNCIL CONSIDERS BIDS AND ORDERS PREPARATION OF ASSESSMENT ROLL	JUNE 13, 2001
ASSESSMENT HEARING AND AWARD CONTRACT	JULY 11, 2001
BEGIN CONSTRUCTION	JULY 2001
COMPLETE CONSTRUCTION	OCTOBER 2001
FIRST PAYMENT DUE WITH REAL ESTATE TAXES	MAY 2002

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LARPEUR AVENUE



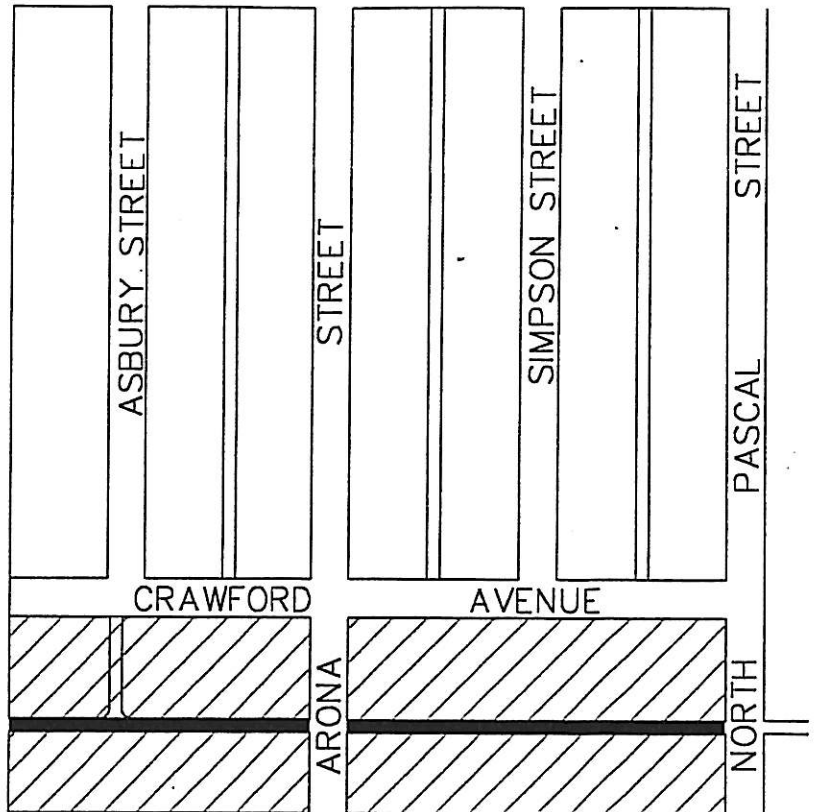
HOLLYWOOD COURT

STATE FAIR



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SNELLING AVENUE



CRAWFORD AVENUE

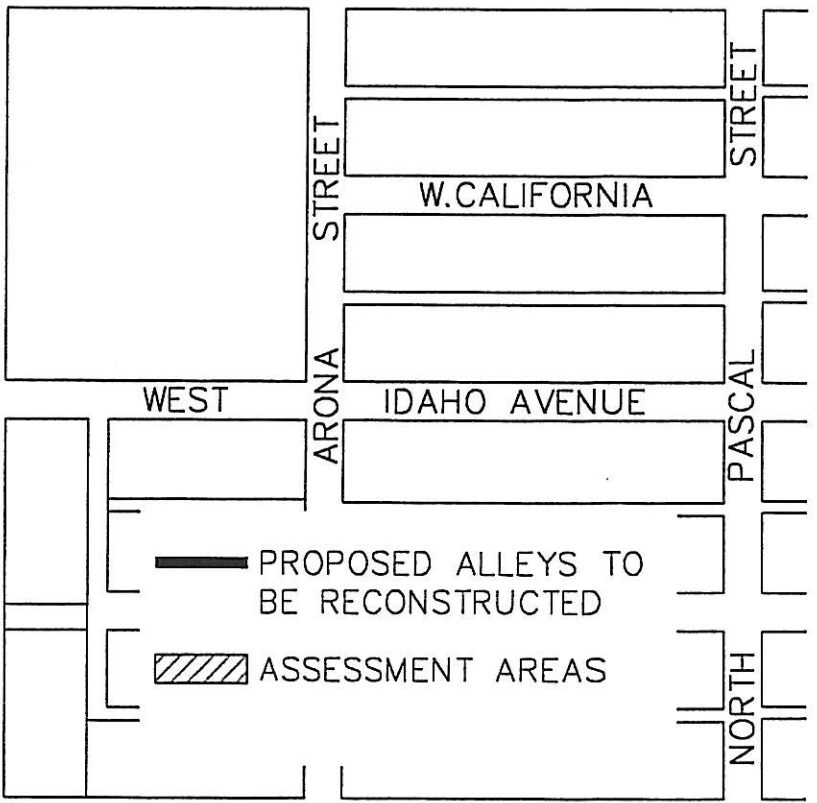
ARONA STREET

SIMPSON STREET

PASCAL STREET

NORTH

ARONA AVENUE



W. CALIFORNIA

WEST ARONA STREET

IDAHO AVENUE

STREET

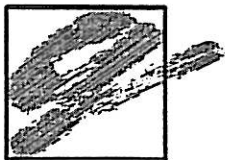
PASCAL

NORTH

WEST HOYT AVENUE

PROPOSED ALLEYS TO BE RECONSTRUCTED
ASSESSMENT AREAS

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Howard R. Green Company
CONSULTING ENGINEERS

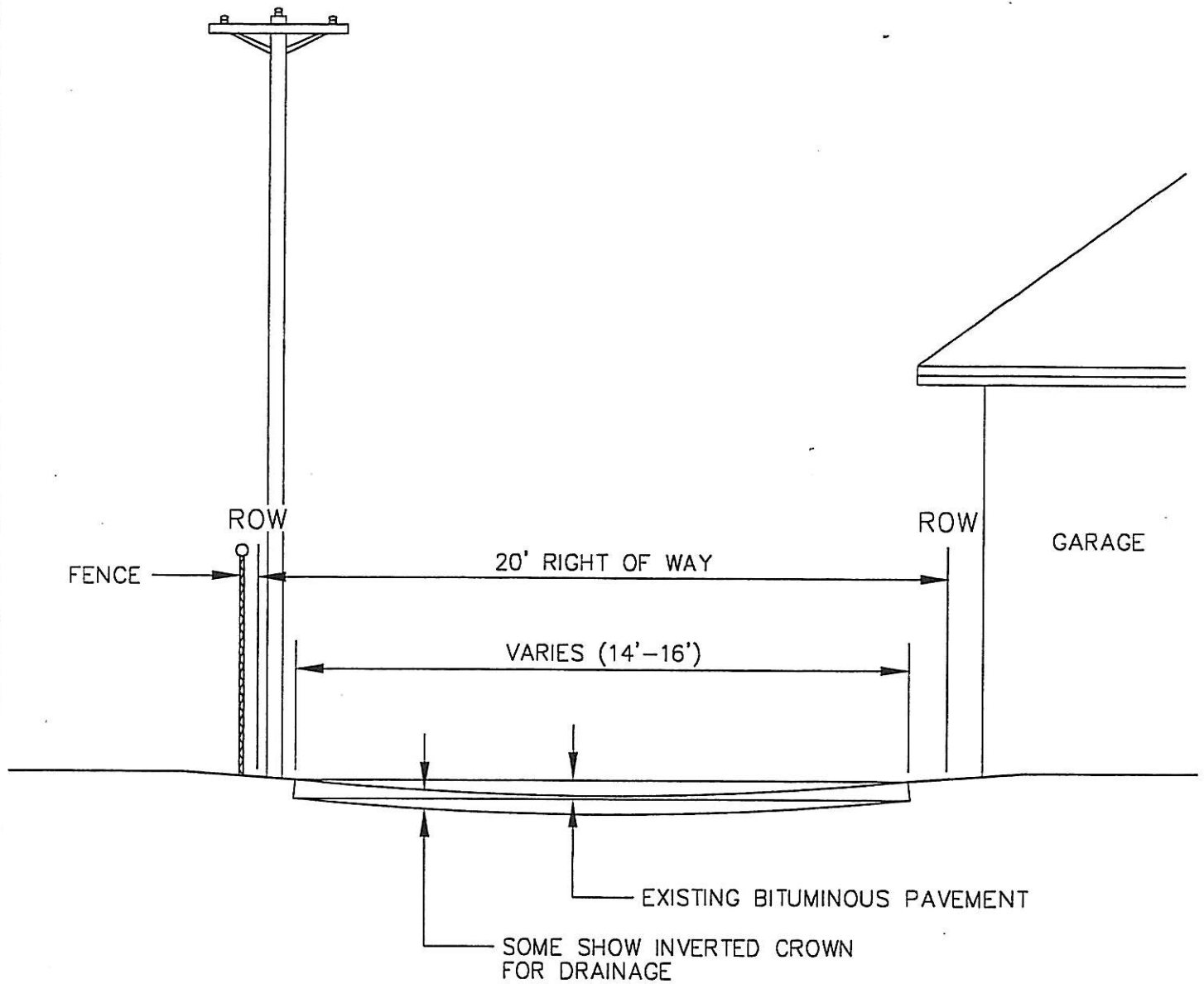
2001 ALLEY IMPROVEMENTS

PROJECT LOCATION AND ASSESSMENT AREA

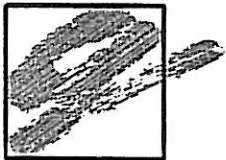


CITY OF FALCON HEIGHTS EXHIBIT 1

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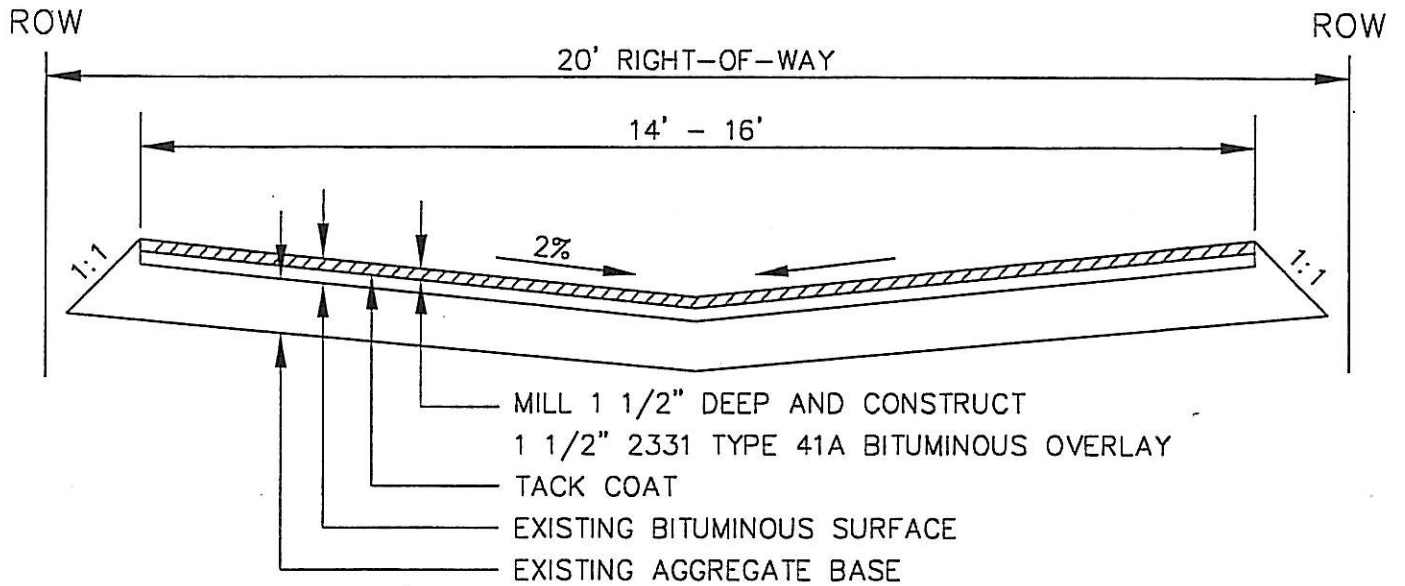


Howard R. Green Company
CONSULTING ENGINEERS

2001 ALLEY IMPROVEMENTS EXISTING ALLEY TYPICAL SECTION



CITY OF EXHIBIT
FALCON HEIGHTS 2



DESIGN CONSIDERATIONS :

- INVERTED CROWN IN CENTER OF ALLEY
- DRAINAGE DOWN CENTER OF ALLEY
- WIDTH WILL REMAIN AT 14 TO 16 FEET

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Howard R. Green Company
CONSULTING ENGINEERS

2001 ALLEY IMPROVEMENTS
PROPOSED TYPICAL SECTION
FOR MILL AND OVERLAY



CITY OF EXHIBIT
FALCON
HEIGHTS 4



Howard R. Green Company
CONSULTING ENGINEERS

MEETING MINUTES

Informational Meeting
January 31, 2000 – 6:30 p.m.

City of Falcon Heights
2001 Alley Improvements – Crawford Avenue East

The meeting was opened at 6:30 p.m. by Heather Worthington, City Administrator. She gave a brief introduction. John Anderson, Project Manager, reviewed the agenda for the meeting, including the alley history, project information, design considerations, estimated cost, excerpts from the City Assessment Policy, assessment rates, and project schedule.

John Anderson highlighted a few important project items as listed below:

- ♦ Falcon Heights has proactive street and alley program and the alleys proposed in this project are the last few to be completed.
- ♦ The improvement for this segment is proposed to be a full pavement reconstruction as there are subgrade and drainage problems that have been identified and need to be corrected prior to re-paving.
- ♦ An inverted crown will be used to direct storm water to Arona Street and Pascal Street.
- ♦ Storm sewer may be added to help facilitate drainage due to lack of grade.
- ♦ All work will be within ROW and existing pavement width will remain.

Question and answer period followed.

Question: What about any conflicts with gas mains? Response: Gas Company would replace the gas main and services under the alley as part of this project if they determined it was required. They have already installed a new stub into the alley during the previous street reconstruction project.

Question: What would the interest rate be? Response: It should be in the neighborhood of 6-8% based on the City's bond rating. Falcon Heights has an A-1 bond rating, the best possible for this size city that the rate is based off of.

Question: How is contractor determined? Response: The project would be publicly bid and awarded to lowest responsible bidder.

Question: Is there a reduced cost construction method? Response: The alternative would be to mill and overlay the alley, however the life cycle for this method would not be acceptable. It would only be a temporary fix as there are underlying problems.

Question: Is there a way to shorten the schedule? Response: In order to complete all required processes as required by Chapter 429 of the Minnesota Rules for assessable projects, this would be difficult.

Question: Will low October temps affect final product? Response: Would only affect concrete if it were part of project. Lower temperatures will not affect the processes needed for this project.

Question: How many currently have access from the alley? Response: Two.

Question: Where would storm sewer connect? Response: Storm sewer was stubbed for this purpose when Pascal Street was reconstructed.

Question: How will alley width be affected? Response: The alley will be reconstructed to a more consistent width, possibly 16-foot wide, but no wider than existing. This will be done to minimize impacts to adjacent properties.

Question: Will driveways be adjusted if alley grades change? Response: Yes, the adjacent driveways will be reconstructed as much as necessary to make a smooth transition from the alley into the property.

Question: Do garbage trucks affect the pavement more? Response: Yes, the heavier vehicles impact to the alleys is much greater than passenger vehicles. Even more so than one garbage truck making the trip down the alley it is the many providers making the same trip each week.

Question: Where did \$29/FF assessment rate come from? Response: This rate was set based on the 2000 alley improvement project. This rate of \$29/FF is much less than what the City's assessment policy states it could assess. The City could assess up to 90% of the cost of a project of this type. The City feels that the rate of \$29/FF should be used so that properties being assessed during this project aren't penalized for not being part of last years projects.

Question: What is next step? Response: The Feasibility Study and comments from this meeting will go to City Council where they will review the findings and decide what should be done.



CITY OF
FALCON HEIGHTS

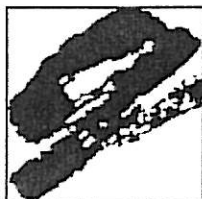
NEIGHBORHOOD INFORMATIONAL MEETING

2001 ALLEY IMPROVEMENTS

CRAWFORD AVENUE EAST

January 31, 2001

Heather Worthington, City Administrator
Terry Maurer, City Engineer
John Anderson, Project Engineer



Howard R. Green Company
CONSULTING ENGINEERS

CRAWFORD AVENUE EAST INFORMATIONAL MEETING

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

II. HISTORY

STREET AND ALLEY EVALUATION REPORT 5 YEAR CAPITAL IMPROVEMENT PLAN	AUGUST 7, 1988
ADOPT ASSESSMENT MANUAL	NOVEMBER 1989 (Revisions 1991 and 1994)
UPDATE 5-YEAR CAPITAL IMPROVEMENT PLAN	APRIL 1993
CONDITION OF ALLEYS EXAMINED	DECEMBER 1993
CITY COUNCIL REVISED ASSESSMENT POLICY	NOVEMBER 1994
1995 ALLEY IMPROVEMENTS	1995
MUNICIPAL STATE AID SYSTEM CERTIFIED	JULY 1999
CONDITION OF ALLEYS EXAMINED	DECEMBER 1999
2000 ALLEY IMPROVEMENTS	2000
CITY COUNCIL REVISED ASSESSMENT POLICY	DECEMBER 2000
CITY COUNCIL AUTHORIZE FEASIBILITY STUDY OF CRAWFORD AVENUE ALLEYS AND HOLLYWOOD COURT ALLEYS	DECEMBER 13, 2000
PUBLIC INFORMATIONAL MEETING	JANUARY 31, 2001

IV. DESIGN CONSIDERATIONS.

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

V. ESTIMATED PROJECT COSTS

ESTIMATED STREET CONSTRUCTION COST	\$58,500
ESTIMATED OVERHEAD COST 28% (Engineering, City Administration, Legal, Fiscal, Interest during Construction, Assessment Roll Preparation, Contingencies)	\$16,500
TOTAL PROJECT COST	\$75,000

VI. CITY OF FALCON HEIGHTS- ASSESSMENT POLICY

ALLEY RECONSTRUCTION

Definitions

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

Determining Street Assessment Rates

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

Assessment Period

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

Street Construction	10-15 years
1995 Alley Improvements	10 years
2000 Alley Improvements	10 years

VII. ESTIMATED ASSESSMENTS

ALLEY RECONSTRUCTION

TOTAL PROJECT COST	\$75,000
ASSESSMENT RATE	29 PER FF
ASSESSABLE FRONT FOOTAGE	1,100 FF
ASSESSABLE AMOUNT	\$31,900
CITY FUNDING	\$43,100

TYPICAL 50- FOOT LOT ASSESSMENT

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

ESTIMATED YEARLY PAYMENT, ASSUMING 8% INTEREST

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

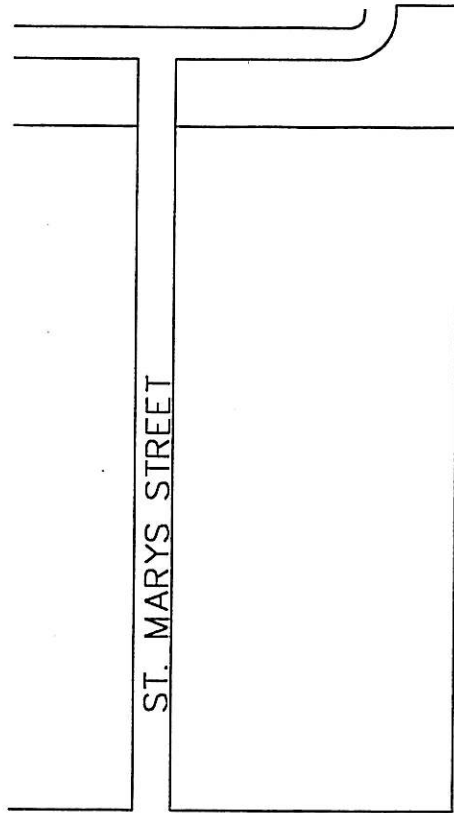
7-YEAR PAYMENT PERIOD - AVERAGES \$275 PER YEAR

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

VIII. PROJECT SCHEDULE

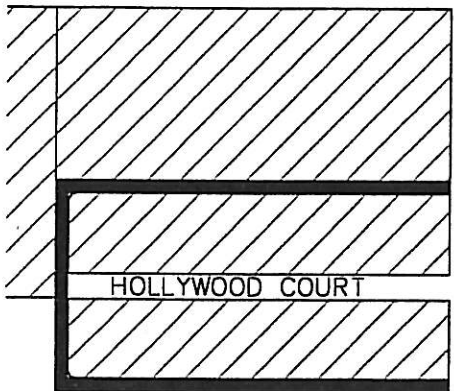
ORDER FEASIBILITY STUDY	DECEMBER 13, 2000
INFORMATIONAL MEETING	JANUARY 31, 2001
CITY COUNCIL RECEIVES FEASIBILITY STUDY AND ORDERS PUBLIC HEARING	FEBRUARY 14, 2001
PUBLIC HEARING AND ORDER PREPARATION OF PLANS AND SPECIFICATIONS	MARCH 14, 2001
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BEGIN CONSTRUCTION	JULY 2001
COMPLETE CONSTRUCTION	OCTOBER 2001
FIRST PAYMENT DUE WITH REAL ESTATE TAXES	MAY 2002

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ST. MARYS STREET

LARPEN TEUR



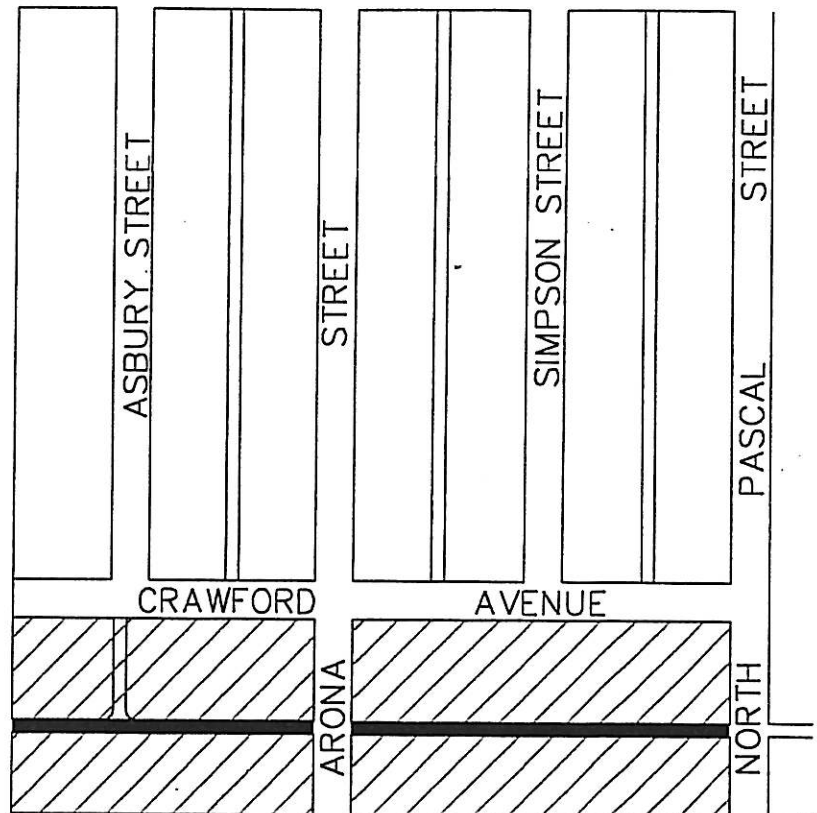
HOLLYWOOD COURT

STATE FAIR



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SNELLING AVENUE



ASBURY STREET

STREET

SIMPSON STREET

STREET

CRAWFORD AVENUE

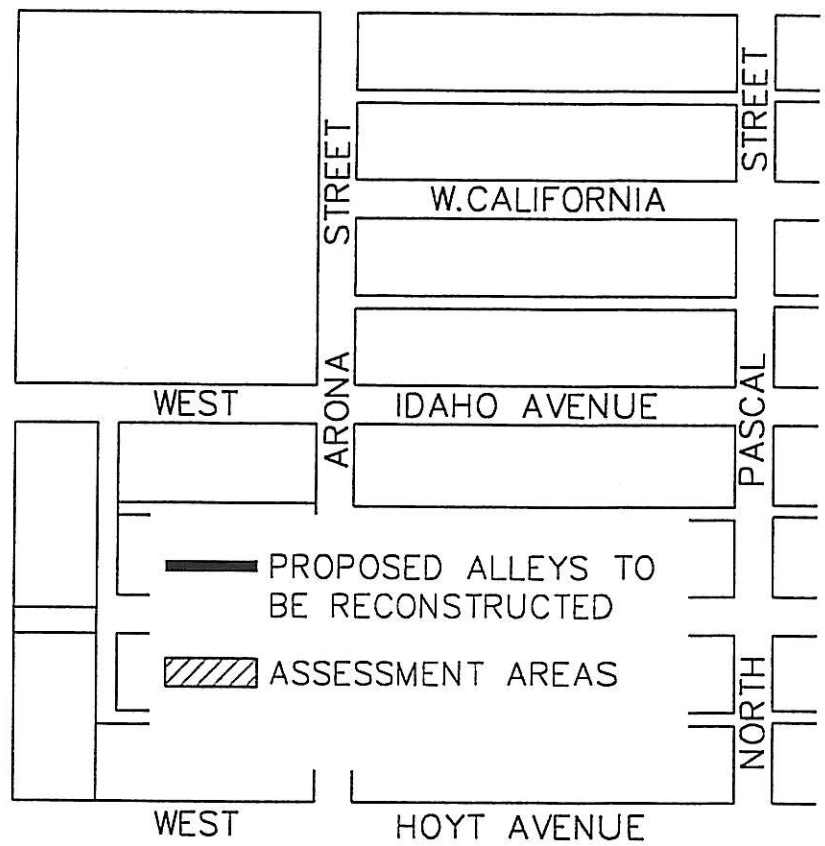
AVENUE

ARONA

NORTH

AVENUE

SNELLING AVENUE



ARONA STREET

STREET

W. CALIFORNIA

WEST

ARONA

IDAHO AVENUE

PASCAL

WEST

HOYT AVENUE

NORTH

PROPOSED ALLEYS TO BE RECONSTRUCTED

ASSESSMENT AREAS

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Howard R. Green Company CONSULTING ENGINEERS

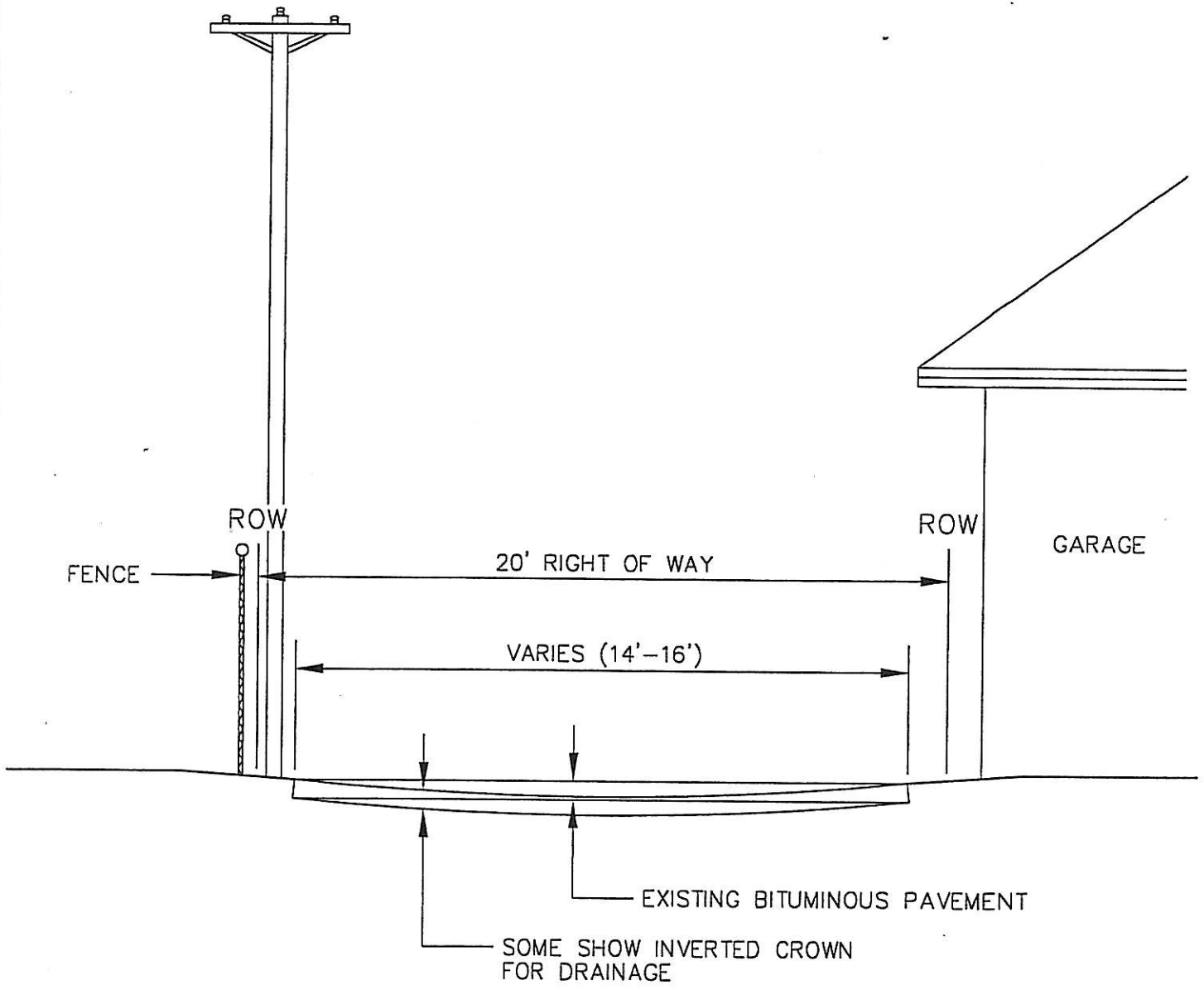
2001 ALLEY IMPROVEMENTS

PROJECT LOCATION AND ASSESSMENT AREA



CITY OF FALCON HEIGHTS EXHIBIT 1

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Howard R. Green Company
CONSULTING ENGINEERS

2001 ALLEY IMPROVEMENTS
EXISTING ALLEY
TYPICAL SECTION



CITY OF EXHIBIT
FALCON HEIGHTS 2

ROW

ROW

20' RIGHT-OF-WAY

14' - 16'

2%

1:1

1:1

1 1/2" 2331 TYPE 41A BITUMINOUS WEAR COURSE

TACK COAT

2" 2331 TYPE 31B BITUMINOUS BASE COURSE

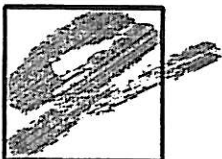
10" CLASS 5 AGGREGATE BASE

DESIGN CONSIDERATIONS :

- INVERTED CROWN IN CENTER OF ALLEY
- DRAINAGE DOWN CENTER OF ALLEY;
STORM SEWER ADDED WHERE REQUIRED
AND AVAILABLE
- WIDTH 14 TO 16 FEET - FITS WITHIN
EXISTING ALLEY RIGHT-OF-WAY

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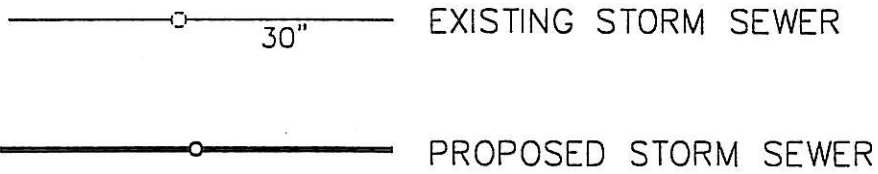
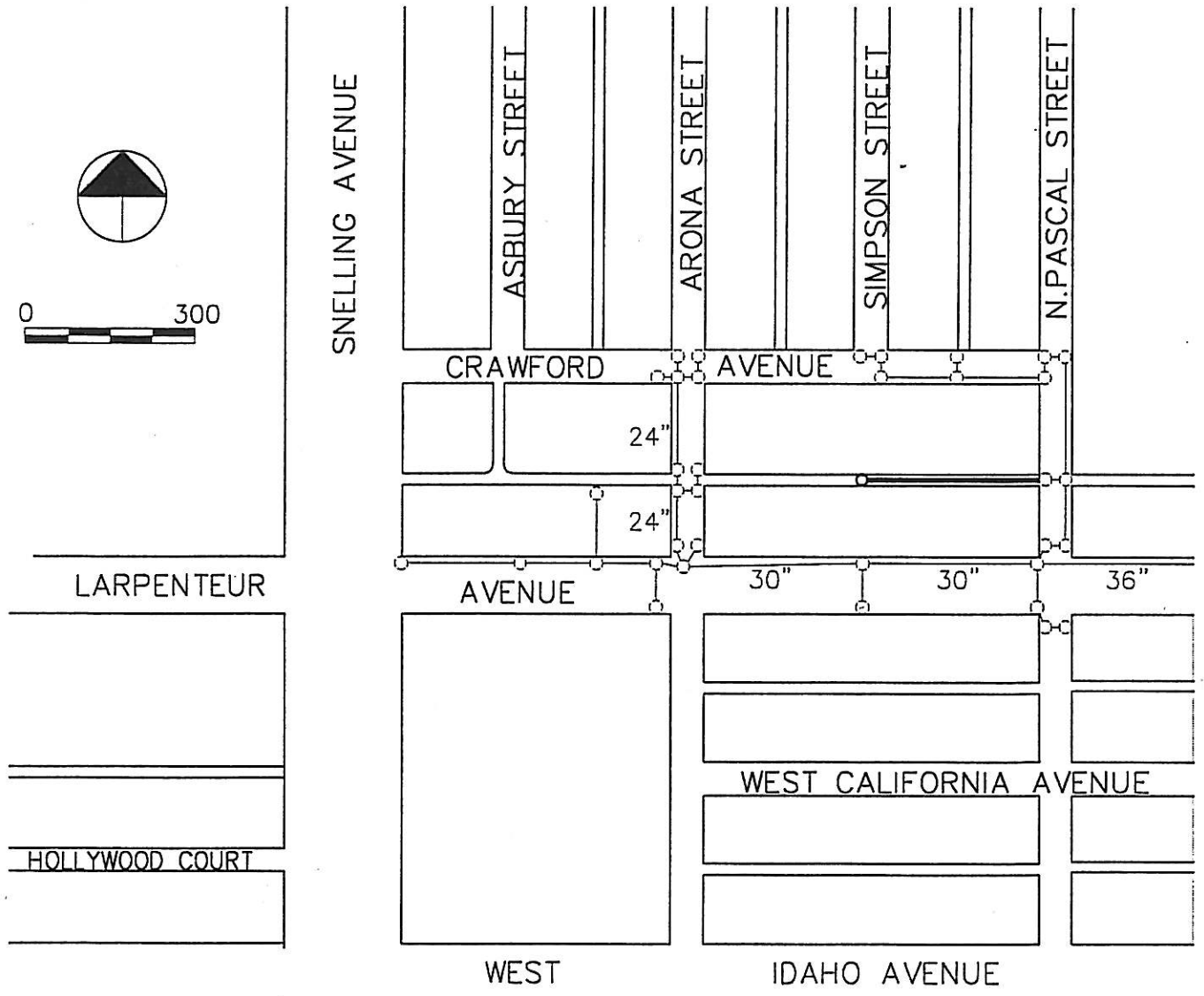
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2001 ALLEY IMPROVEMENTS
PROPOSED TYPICAL SECTION
FOR RECONSTRUCTION

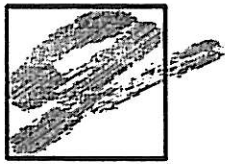


CITY OF EXHIBIT
FALCON
HEIGHTS 3

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Howard R. Green Company
CONSULTING ENGINEERS

2001 ALLEY IMPROVEMENTS
EXISTING AND PROPOSED
STORM SEWER



CITY OF EXHIBIT
FALCON HEIGHTS 6



Howard R. Green Company
CONSULTING ENGINEERS

MEETING MINUTES

Informational Meeting
January 31, 2000 – 7:30 p.m.

City of Falcon Heights
2001 Alley Improvements – Hollywood Court

The meeting was opened at 7:30 p.m. by Heather Worthington, City Administrator. She gave a brief introduction. John Anderson, Project Manager, reviewed the agenda for the meeting, including the alley history, project information, design considerations, estimated cost, excerpts from the City Assessment Policy, assessment rates, and project schedule.

John Anderson highlighted a few important project items as listed below:

- ◆ Falcon Heights has proactive street and alley program and the alleys proposed in this project are the last few to be completed.
- ◆ The improvement for this segment is proposed to be a full pavement reconstruction as there are subgrade and drainage problems that have been identified and need to be corrected prior to re-paving.
- ◆ An inverted crown or bituminous curb will be used to direct storm water to the existing drainage swale to the west and to the Snelling Avenue frontage road.
- ◆ No storm sewer should be necessary.
- ◆ All work will be within ROW and existing pavement width will remain.

Question and answer period followed.

Question: When was alley paved? Response: It was reconstructed and paved somewhere around 1977 was offered as a response by a resident.

Question: Has alley had proper maintenance? Response: It was seal coated once in the last 12 years. It should have been seal coated several more times in this time frame. The City is working to maintain a 4-year seal coating cycle.

Question: Is seal coating assessable? Response: No. Maintenance such as seal coating, crack filling, and filling of potholes is not assessable.

Question: Can MSAS funds be used on local streets now that the system is certified?
Response: Yes it can be used for street repairs, but not alleys under the City's current policy.

Question: Is this alley really a street? Response: Snow plowing of these alleys is done, as there is no way for the plows to turn around and in turn plow the alleys for access. These alleys meet the City's definition of an alley for right-of-way and pavement width and use regardless of how the original plating was defined.

Question: If inverted crown used, how deep is the center? Response: The channel down the center would be approximately 2" lower than the outside edge of the pavement. Snow plowing would be most effective with 2 passes with this design.

Question: How will soft spots be handled? Response: Project inspector would assess this situation and make corrective measures as the existing material is removed.

Question: Why is plowing rather poor at times? Response: The alley proves to be tight quarters for maneuvering the plows due to sharp corners, trees and other obstacles. Possible elimination of curb could help with easier plowing.

Question: The Corner breaks off pavement in the NE corner of the area. Could curb be installed to keep vehicles from cutting corner? Response: Could install curb or boulder, but this could create difficulty for snow plowing and garbage trucks and create other problems with these services.

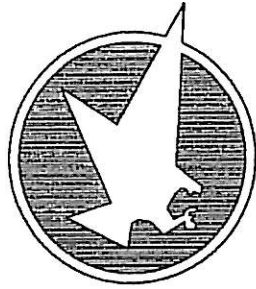
Question: How does assessment go on taxes? Response: Assessment will automatically go onto property taxes if not paid by the October 1st deadline.

Question: How do untaxed entities pay? Response: Voluntary payment agreements. These properties can't be forced to pay even if there is an agreement.

Question: What does City tax cover? Response: Public safety, fire, street maintenance, etc.

Question: What about construction during fair? Response: Construction could be possible during the State Fair as this area is secluded and is not susceptible to parking problems experienced in other areas. St. Paul does traffic control and the City of Falcon Heights would need to discuss this with them.

Question: Would July be earliest to start? Response: Yes. This is due to the Chapter 429 process for assessable projects and scheduling around other projects being bid this year.



CITY OF
FALCON HEIGHTS

NEIGHBORHOOD INFORMATIONAL MEETING

2001 ALLEY IMPROVEMENTS

HOLLYWOOD COURT

January 31, 2001

Heather Worthington, City Administrator
Terry Maurer, City Engineer
John Anderson, Project Engineer



Howard R. Green Company
CONSULTING ENGINEERS

HOLLYWOOD COURT INFORMATIONAL MEETING

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

II. HISTORY

STREET AND ALLEY EVALUATION REPORT 5 YEAR CAPITAL IMPROVEMENT PLAN	AUGUST 7, 1988
ADOPT ASSESSMENT MANUAL	NOVEMBER 1989 (Revisions 1991 and 1994)
UPDATE 5-YEAR CAPITAL IMPROVEMENT PLAN	APRIL 1993
CONDITION OF ALLEYS EXAMINED	DECEMBER 1993
CITY COUNCIL REVISED ASSESSMENT POLICY	NOVEMBER 1994
1995 ALLEY IMPROVEMENTS	1995
MUNICIPAL STATE AID SYSTEM CERTIFIED	JULY 1999
CONDITION OF ALLEYS EXAMINED	DECEMBER 1999
2000 ALLEY IMPROVEMENTS	2000
CITY COUNCIL REVISED ASSESSMENT POLICY	DECEMBER 2000
CITY COUNCIL AUTHORIZE FEASIBILITY STUDY OF CRAWFORD AVENUE ALLEYS AND HOLLYWOOD COURT ALLEYS	DECEMBER 13, 2000
PUBLIC INFORMATIONAL MEETING	JANUARY 31, 2001

IV. DESIGN CONSIDERATIONS

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

V. ESTIMATED PROJECT COSTS

ESTIMATED STREET CONSTRUCTION COST	\$122,500
ESTIMATED OVERHEAD COST 28% (Engineering, City Administration, Legal, Fiscal, Interest during Construction, Assessment Roll Preparation, Contingencies)	\$34,500
TOTAL PROJECT COST	\$157,000

VI. CITY OF FALCON HEIGHTS ASSESSMENT POLICY

ALLEY RECONSTRUCTION

Definitions

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

Determining Street Assessment Rates

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

Assessment Period

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

Street Construction	10-15 years
1995 Alley Improvements	10 years
2000 Alley Improvements	10 years

VII. ESTIMATED ASSESSMENTS

ALLEY RECONSTRUCTION

TOTAL PROJECT COST	\$157,000
RESIDENTIAL ASSESSMENT RATE	\$29 PER FF
RESIDENTIAL ASSESSABLE FRONT FOOTAGE	1,050 FF
ASSESSABLE AMOUNT	\$30,450
ESTIMATED COMMERCIAL ASSESSMENT RATE \$157,000 / 2650 FF (TOTAL FF)	\$59 PER FF
COMMERCIAL ASSESSABLE FRONT FOOTAGE	800 FF
ASSESSABLE AMOUNT	\$47,200
CITY FUNDING	\$79,350

TYPICAL 50- FOOT RESIDENTIAL LOT ASSESSMENT

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

ESTIMATED YEARLY PAYMENT, ASSUMING 8% INTEREST

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

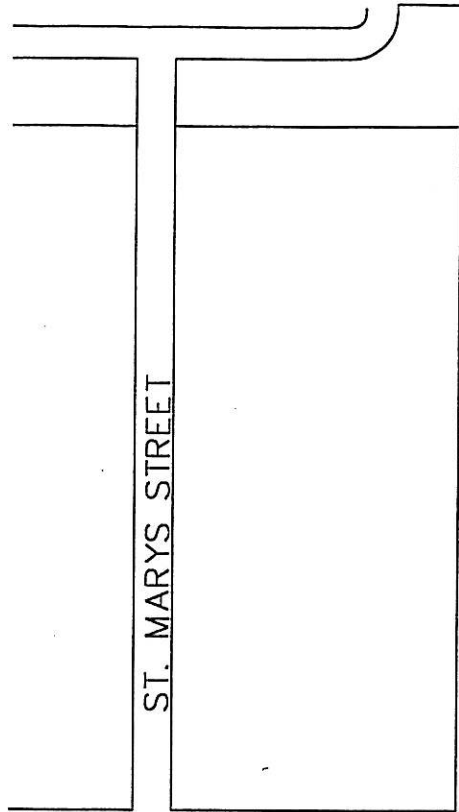
7-YEAR PAYMENT PERIOD - AVERAGES \$275 PER YEAR

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

VIII. PROJECT SCHEDULE

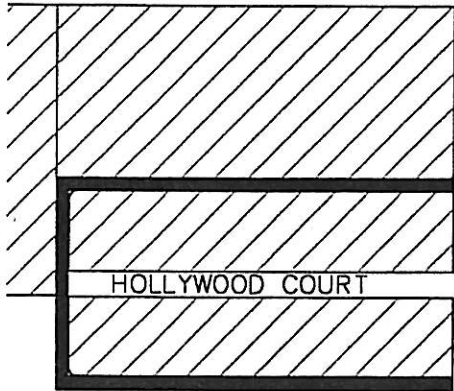
ORDER FEASIBILITY STUDY	DECEMBER 13, 2000
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FIRST PAYMENT DUE WITH REAL ESTATE TAXES	MAY 2002

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ST. MARYS STREET

LARPENTEUR



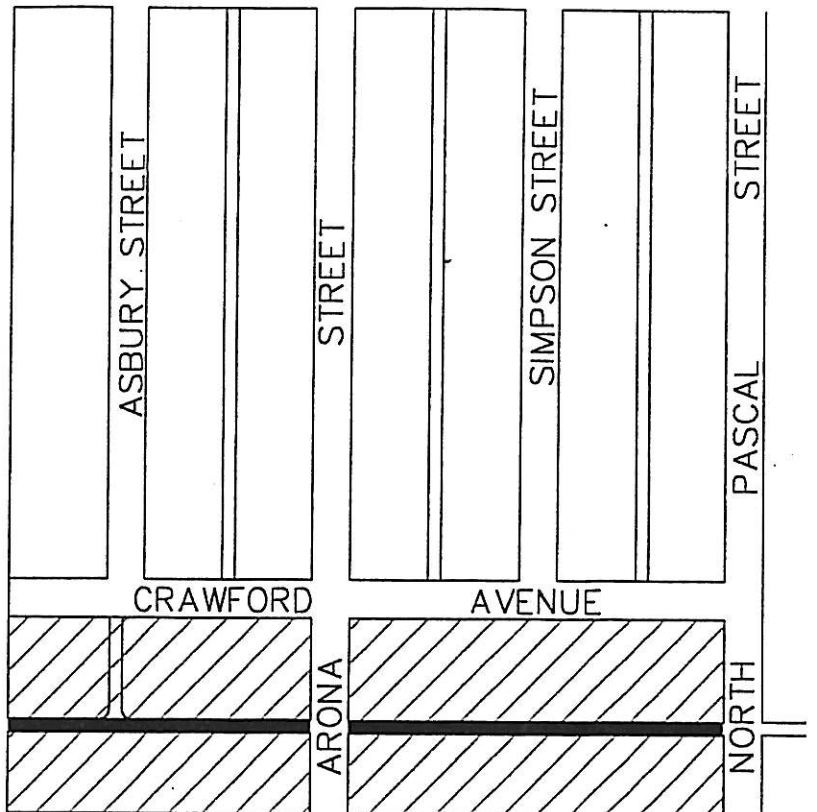
HOLLYWOOD COURT

STATE FAIR



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SNELLING AVENUE



ASBURY STREET

STREET

SIMPSON STREET

STREET

CRAWFORD

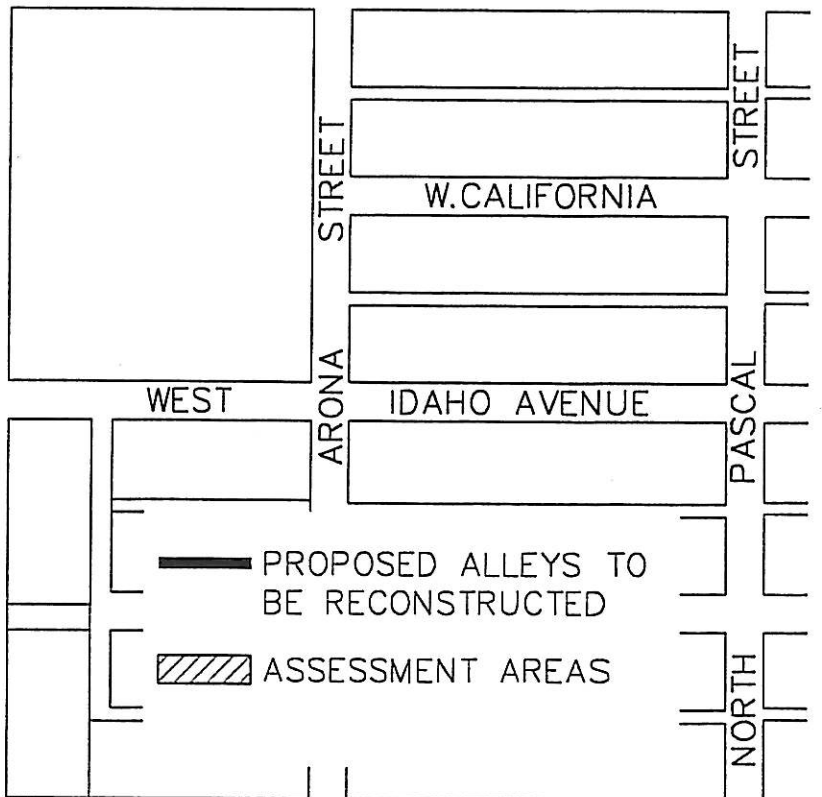
AVENUE

ARONA

NORTH

AVENUE

SNELLING AVENUE



WEST

STREET

W. CALIFORNIA

STREET

ARONA

WEST

IDAHO AVENUE

PASCAL

NORTH

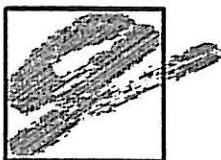
WEST

HOYT AVENUE

PROPOSED ALLEYS TO BE RECONSTRUCTED

ASSESSMENT AREAS

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Howard R. Green Company
CONSULTING ENGINEERS

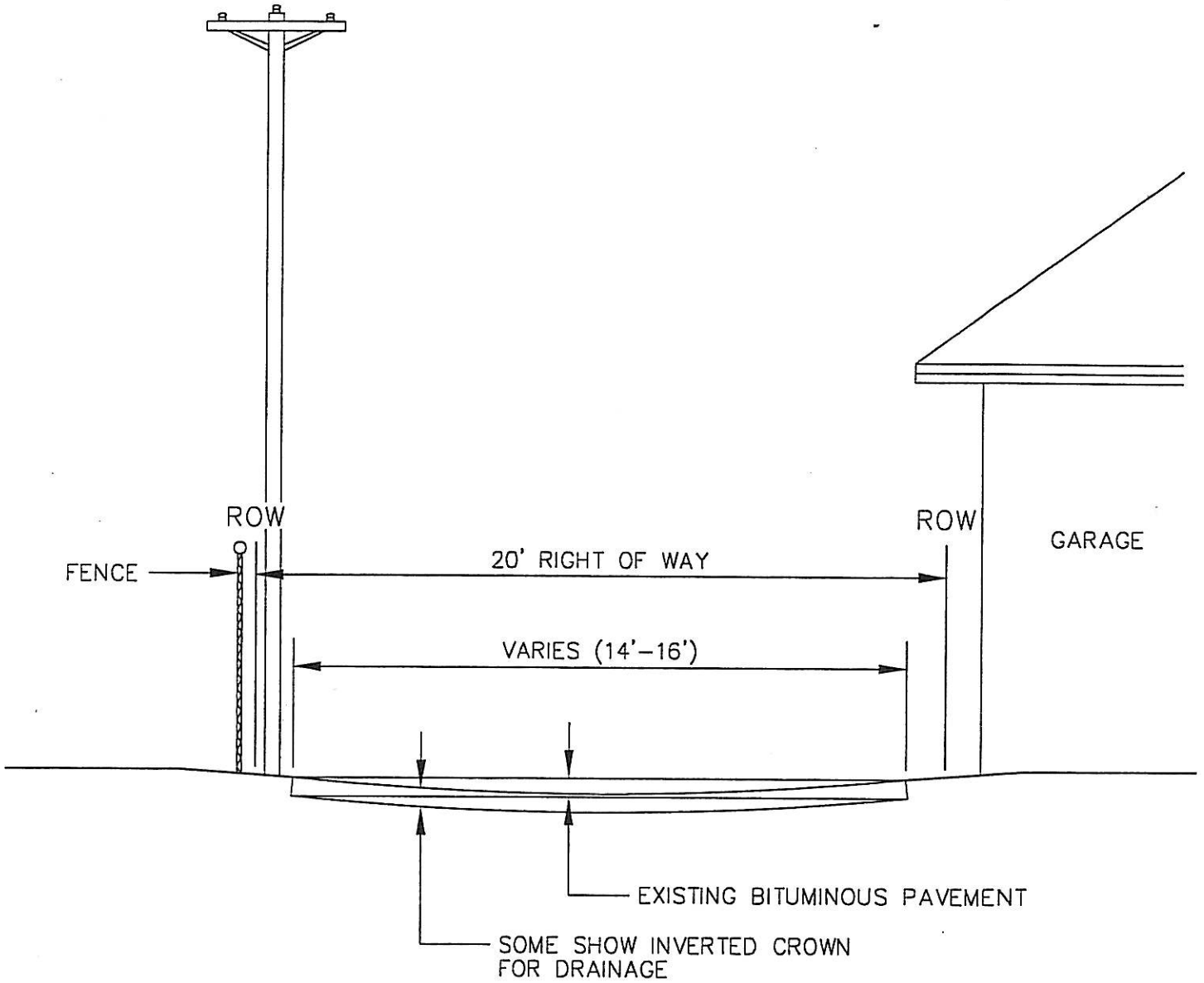
2001 ALLEY IMPROVEMENTS

PROJECT LOCATION AND ASSESSMENT AREA

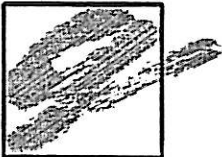


CITY OF EXHIBIT FALCON HEIGHTS 1

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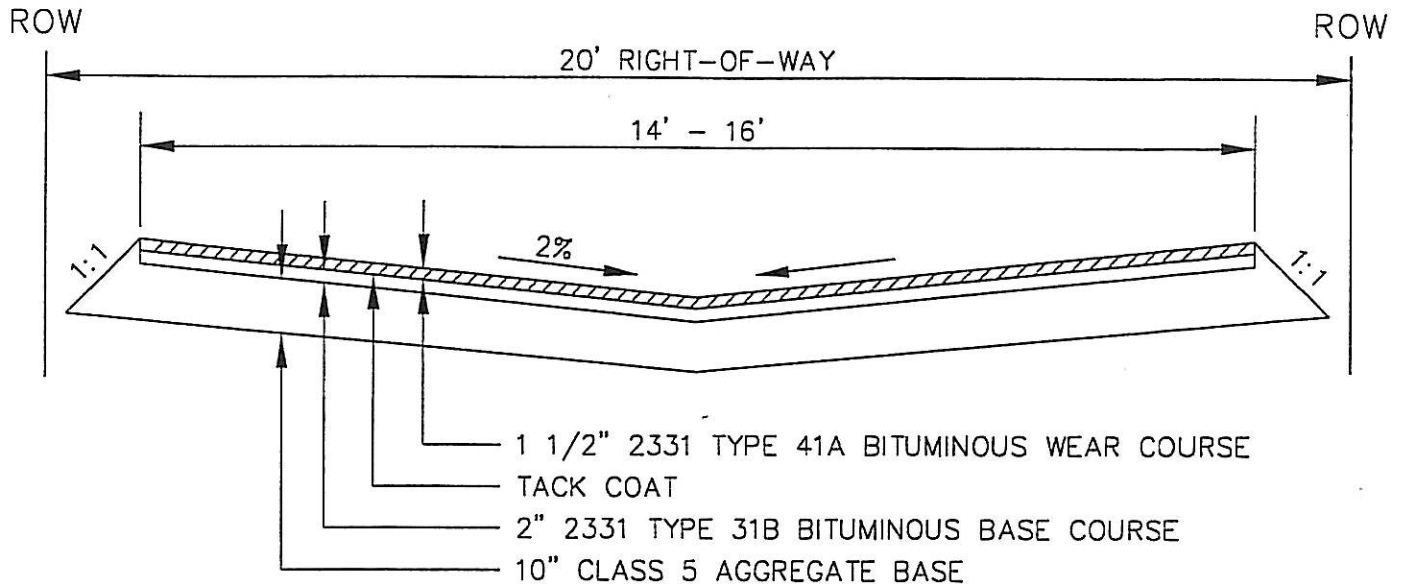


Howard R. Green Company
CONSULTING ENGINEERS

2001 ALLEY IMPROVEMENTS
EXISTING ALLEY
TYPICAL SECTION



CITY OF EXHIBIT
FALCON HEIGHTS 2

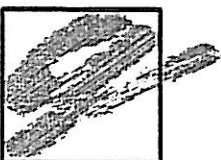


DESIGN CONSIDERATIONS :

- INVERTED CROWN IN CENTER OF ALLEY
- DRAINAGE DOWN CENTER OF ALLEY;
STORM SEWER ADDED WHERE REQUIRED
AND AVAILABLE
- WIDTH 14 TO 16 FEET - FITS WITHIN
EXISTING ALLEY RIGHT-OF-WAY

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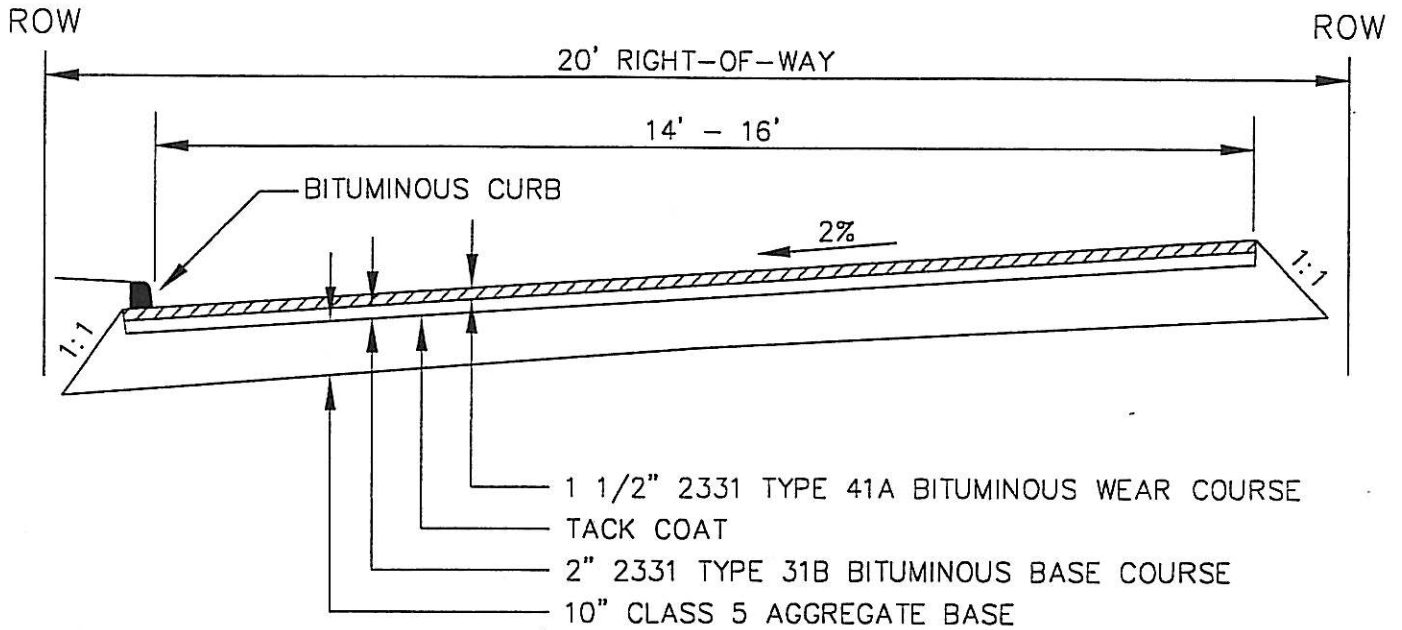


Howard R. Green Company
CONSULTING ENGINEERS

2001 ALLEY IMPROVEMENTS
PROPOSED TYPICAL SECTION
FOR RECONSTRUCTION



CITY OF EXHIBIT
FALCON HEIGHTS 3



DESIGN CONSIDERATIONS :

- CROSS SLOPE TOWARD BITUMINOUS CURB
- DRAINAGE ALONG BITUMINOUS CURB AND DISCHARGE THROUGH EXISTING SPILLWAY
- WIDTH 14 TO 16 FEET - FITS WITHIN EXISTING ALLEY RIGHT-OF-WAY

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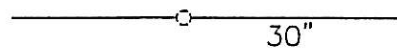
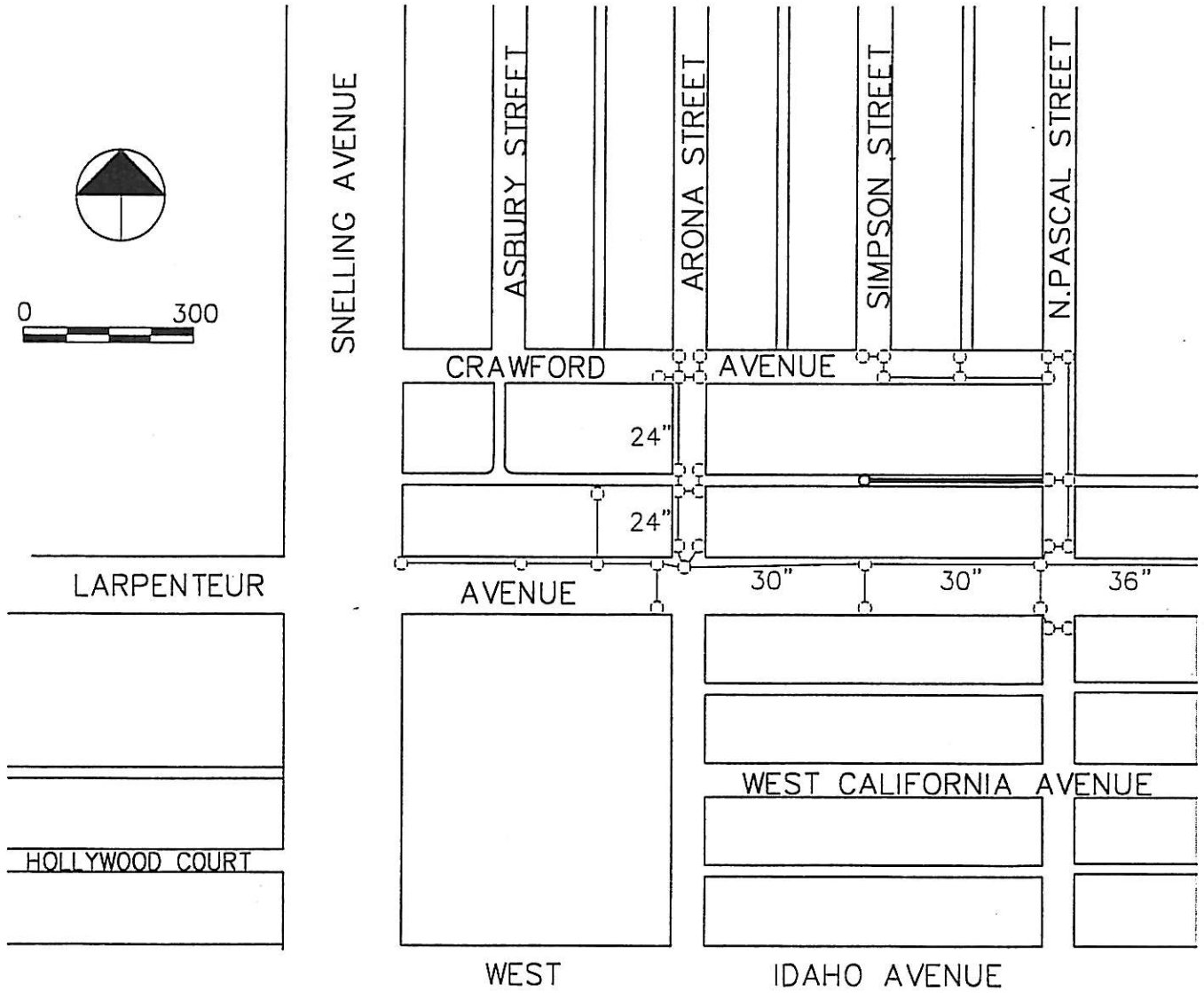


Howard R. Green Company
CONSULTING ENGINEERS

2001 ALLEY IMPROVEMENTS
PROPOSED TYPICAL SECTION
FOR RECONSTRUCTION W/ CURB



CITY OF EXHIBIT
FALCON HEIGHTS 5



EXISTING STORM SEWER



PROPOSED STORM SEWER

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Howard R. Green Company
CONSULTING ENGINEERS

2001 ALLEY IMPROVEMENTS EXISTING AND PROPOSED STORM SEWER



CITY OF EXHIBIT
FALCON HEIGHTS 6



CITY OF
FALCON HEIGHTS

NEIGHBORHOOD INFORMATIONAL MEETING

2001 STREET REPAIRS

NORTHOME AREA

January 30, 2001

Heather Worthington, City Administrator
Terry Maurer, City Engineer
John Anderson, Project Engineer



Howard R. Green Company
CONSULTING ENGINEERS

2001 STREET REPAIRS NORTHOME AREA INFORMATIONAL MEETING

- I. INTRODUCTION
- II. HISTORY
- III. PROJECT INFORMATION
- IV. DESIGN CONSIDERATIONS
- V. ESTIMATED PROJECT COSTS
- VI. FUNDING
- VII. PROJECT SCHEDULE
- VIII. PUBLIC COMMENT

II. HISTORY

STREET AND ALLEY EVALUATION REPORT 5 YEAR CAPITAL IMPROVEMENT PLAN	AUGUST 7, 1988
ADOPT ASSESSMENT MANUAL	NOVEMBER 1989 (Revisions 1991 and 1994)
UPDATE 5-YEAR CAPITAL IMPROVEMENT PLAN	APRIL 1993
CITY COUNCIL REVISED ASSESSMENT POLICY	NOVEMBER 1994
1995 ALLEY IMPROVEMENTS	1995
MUNICIPAL STATE AID SYSTEM CERTIFIED	JULY 1999
2000 ALLEY IMPROVEMENTS	2000
CITY COUNCIL REVISED ASSESSMENT POLICY	DECEMBER 2000
CITY COUNCIL AUTHORIZES PLANS AND SPECIFICATIONS FOR 2001 STREET REPAIRS – NORTHHOME AREA	DECEMBER 4, 2000
PUBLIC INFORMATIONAL MEETING	JANUARY 30, 2001

IV. DESIGN CONSIDERATIONS

- A. PAVEMENT DESIGN
- B. DRAINAGE
- C. CONSTRUCTION METHODS
- D. RIGHT-OF-WAY WIDTH

V. ESTIMATED PROJECT COSTS

ESTIMATED STREET CONSTRUCTION COST	\$375,500
ESTIMATED OVERHEAD COST 28% (Engineering, City Administration, Legal, Fiscal, Interest during Construction, Assessment Roll Preparation, Contingencies)	\$105,100
TOTAL PROJECT COST	\$480,600

VI. FUNDING

STATE AID FUNDING (2001)	\$360,000
STATE AID FUNDING (2002)	\$55,000
LOCAL FUNDS	\$65,600
TOTAL PROJECT COST	\$480,600

VII. PROJECT SCHEDULE

ORDER PLANS AND SPECIFICATOINS	DECEMBER 4, 2000
INFORMATIONAL MEETING	JANUARY 30, 2001
APPROVE PLANS AND SPECIFICATIONS AND AUTHORIZE ADVERTISEMENT FOR BIDS	APRIL 25, 2001
CITY COUNCIL CONSIDERS BIDS	MAY 31, 2001
BEGIN CONSTRUCTION	MID JUNE 2001
COMPLETE CONSTRUCTION	EARLY AUGUST 2001

ITEM: Payment in lieu of taxes (PILOT) agreement with TIES for payment of city services on the building at 1667 Snelling Avenue North

SUBMITTED BY: Roger Knutson, City Attorney

REVIEWED BY: Heather Worthington, City Administrator

EXPLANATION:

Summary: The council is being asked to approve an agreement with TIES (Technology and Information Educational Services), for a voluntary payment in lieu of taxes on the building at 1667 North Snelling Avenue for city services provided to them.

This agreement was negotiated with TIES, a Minnesota tax-exempt, 501(c)3 corporation, in February. As part of the agreement, TIES will pay the city, in two installments, a yearly payment equal to the amount that would be received in real estate taxes if TIES was not tax-exempt. This amount for 2000 would equal \$22,000 by way of example.

The payments will commence in 2002, as the property is still taxable for the pay 2001 tax year.

The city will provide TIES with a statement in January of each year, and TIES will make two payments, on or before May 15, and on or before October 15. They may, upon written notice, discontinue payment to the city, if they notify us before July 1st of the year prior to non-payment.

ATTACHMENT:

- Agreement relating to payment for services

ACTION REQUESTED:

Approve the Agreement relating to payment for services with TIES, as it pertains to the property at 1667 North Snelling Avenue.

**AGREEMENT RELATING TO PAYMENT
FOR SERVICES**

AGREEMENT as of this 23rd day of February, 2000, by and between the **CITY OF FALCON HEIGHTS**, a Minnesota municipal corporation ("City") and **TECHNOLOGY AND INFORMATION EDUCATIONAL SERVICES**, a joint powers entity created pursuant to Minn. Stat. § 471.59 ("TIES").

RECITALS

A. TIES owns the real property described on Exhibit A attached hereto which is PID #'s: 21-29-23-11-0028, 0029 and 0030 with an address of 1667 Snelling Avenue North, Falcon Heights, MN 55108

(hereinafter the "Subject Property").

B. The Subject Property may become exempt from payment of real estate taxes.

C. As set forth in this Agreement if the Subject Property becomes tax exempt, TIES is willing to make an annual contribution to the City to cover the cost of certain services provided by the City to the Subject Property and to TIES which costs the City would otherwise receive through the collection of real estate taxes.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. **VOLUNTARY PAYMENT FOR SERVICES.** Although under no legal obligation to do so under the laws of the State of Minnesota or any ordinances of the City of Falcon Heights, TIES agrees to make an annual payment to the City for services provided by the City in an amount equal to the amount the City would have received through the collection of real estate taxes from the Subject Property if the Subject Property was not exempt from the payment of real estate taxes. By way of example, such amount for the calendar year 2000, would be approximately \$22,000 based on total real estate taxes due and payable on the Subject Property of approximately \$156,000.00. TIES will make such payment in two installments, one on or before May 15 of each year and the balance on or before October 15 of each year. If the Subject Property is exempt from the payment of real estate taxes in part, but not in full, the amount payable under this Agreement shall be reduced by the actual amount of real estate taxes paid to the City.

2. **CITY OBLIGATIONS.** The City agrees that it will send a statement to TIES in January of each year requesting the amount described in Paragraph 1 above and provide its services covered by such payments.

3. **BINDING EFFECT AND TERMINATION.** This Agreement is binding upon, and shall inure to the benefit of, the parties hereto only. The commitment of TIES in this Agreement shall continue indefinitely but shall be a personal commitment of TIES only, not its successors and assigns and such commitment does not run with the land. Upon written notice to the City, provided by TIES on or before July 1st, of any given year, TIES can discontinue the payment described hereunder for the next calendar year and all future years thereafter in which case this Agreement automatically terminates.

4. **TAX EXEMPT STATUS.** If for any reason, the Subject Property is not exempt from the payment of real estate taxes due and payable in any given calendar year(s), this Agreement shall be of no force and effect for such calendar year(s).

5. **INTERPRETATION AND AMENDMENT.** This Agreement shall be interpreted in accordance with Minnesota law. This Agreement may be amended only by a written document or instrument, signed by both parties.

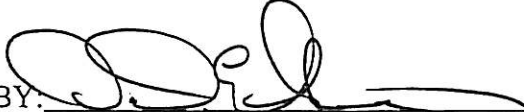
6. **NO RECORDING.** This Agreement shall not be recorded against the title to the Subject Property.

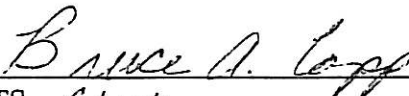
CITY OF FALCON HEIGHTS

BY: _____
SUSAN GEHRZ, MAYOR

AND _____
HEATHER M. WORTHINGTON, City Administrator

**TECHNOLOGY AND INFORMATION
EDUCATIONAL SERVICES**

BY:  _____
ITS Chair

BY:  _____
ITS Clerk

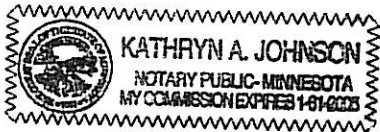
STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this ____ day of _____, 2000, by Susan Gehrz and by Heather M. Worthington, the Mayor and City Administrator of the City of Falcon Heights, a Minnesota municipal corporation, on behalf of the corporation and pursuant the authority granted by the City Council.

Notary Public

STATE OF MINNESOTA)
) ss.
COUNTY OF Ramsey)

The foregoing instrument was acknowledged before me this 23rd day of February, 2000, by DAVID E ANDERSON and BRUCE A. COPP the Chair and Clerk of Technology and Information Educational entity created pursuant to Minn. Stat. § 471 .59.



Kathryn A. Johnson
Notary Public

EXHIBIT A

Legal Description

PARCEL 1:

The West 150 feet of the East 160 feet of the North 283 feet of the Northwest Quarter of the Northeast Quarter of the Northeast Quarter of Section 21, Township 29, Range 23, West of the Fourth Principal Meridian.

(Registered Property)

PARCEL 2:

The East 250 feet of the North 500 feet except the West 150 feet of the East 160 feet of the North 283 feet of the Northwest 1/4 of the Northeast 1/4 of the Northeast 1/4 of Section Twenty-one (21), Township Twenty-nine (29), Range Twenty-three (23) West of the Fourth Principal Meridian, reserving to the regents of the University of Minnesota a perpetual easement for ingress and egress over all that part of the above described property which is West of Hollywood Court (a street located in "Crossroad Court") and which is between the North line of Hollywood Court extended Westerly, and the South line of Hollywood Court extended Westerly, according to the Government Survey thereof.

(Registered Property)

PARCEL 3:

The Westerly 133 feet of the Northerly 318 feet excepting therefrom that part taken for Larpenteur Avenue, of the Northeast Quarter of the Northeast Quarter of the Northeast Quarter, Section 21, Township 29, Range 23.

PARCEL 4:

The North Half of the Northeast Quarter of the Northeast Quarter of the Northeast Quarter, except the West 133 feet thereof, in Section 21, Township 29, Range 23, Ramsey County, Minnesota, except that part taken for Snelling and Larpenteur Avenues.

PARCEL 5:

The part of the West 133.00 feet of the Northeast Quarter of the Northeast Quarter of the Northeast Quarter of Section 21, Township 29, Range 23, which lies South of the North 318.00 feet thereof, and which lies North of the South 330.00 feet, Ramsey County, Minnesota.

(Registered Property)

ITEM: Request approval of geotechnical services proposal for Curtiss Field Pond

SUBMITTED BY: John Anderson, H.R. Green Co.

**REVIEWED BY: Bill Maertz, Director of Public Works
Heather Worthington, City Administrator**

EXPLANATION:

Summary: The pond at Curtiss Field has not been draining properly for some time. This causes the playing fields to flood during a heavy rainstorm, or during the spring thaw every year.

In the 2001 Capital Improvement Plan budget, the council allocated \$20,000 for the upgrade of the drainage pond at Curtiss Field.

This proposal is the first step in determining what the condition of the pond is, and how well it is allowing water to infiltrate, and therefore drain away from the playing fields. The firm we would like to contract with, American Engineering Testing, Inc., will drill two test borings on the pond ice, down 16 feet, perform soil laboratory testing on the borings, and then prepare a report for the city. We will then be able to formulate a plan for remediating the infiltration problems.

ATTACHMENTS:

Proposal from American Engineering Testing, Inc.

ACTION REQUESTED:

Approval of geotechnical services for Curtiss Field Pond

HOWARD R. GREEN COMPANY

Consulting Engineers
 1326 Energy Park Drive
 ST. PAUL, MINNESOTA 55108
 (651) 644-4389

LETTER OF TRANSMITTAL

Date: January 18, 2001
Job No. 811550j-0325
Attn: Heather Worthington
Re: Curtis Field Pond

To: City of Falcon Heights

We are sending you the following items:

- Attached
- Under Separate Cover
- Via u.s. mail

- Shop Drawings Prints Plans Samples Submittals
- Specifications Copy of Letter Change Order geotechnical proposal

COPIES	DATE	NO.	DESCRIPTION
1	January 9, 2001		AET Proposal for soil borings

- For Approval Reviewed as submitted Resubmit _____ Copies for approval
- For Your Use Reviewed as noted Submit _____ Copies for distribution
- As Requested Returned for corrections Return _____ Corrected prints
- For Review and Comment Prints Returned After Loan To Us _____
- For Bids Due _____

Remarks:
 Heather

As we discussed please review the attached proposal and return a signed copy to me. I will coordinate scheduling the work

Copies to: _____ Signed: 



JAN 10 2001

January 9, 2001

City of Falcon Heights
c/o Howard R. Green Company
1326 Energy Park Drive
St Paul, MN 55108

Attn: John Anderson

RE: Proposal for Geotechnical Services
Curtis Field Pond, Falcon Heights, MN

Dear Mr Anderson:

Per your request, we are submitting this cost proposal for the following scope:

Fieldwork

- Drill two standard penetration test borings on the pond ice to depths of 16'.
- Check the ice thickness prior to driving on the ice to explore ice support competency.
- Clear underground public utilities through the Gopher State One-Call System.
- Dimension and document boring locations referenced to existing surface features.
- No measuring of surface elevations planned.

Laboratory

- Perform soil laboratory testing (two sieve analysis tests).

Report

- Logs of test borings, along with drilling methods and classification procedures.
- General opinions on the relative permeabilities of the encountered soils, and their effect on pond infiltration.

The scope of work defined in this proposal is intended for geotechnical purposes only, and not to explore for the presence or extent of environmental contamination at the site. However, we will note obvious contamination encountered.

John Anderson
January 9, 2001
Page 2

Fee

Our services will be performed on a time and materials basis in accordance with our current fee schedule, a short-form copy of which is attached. We will establish \$2200 as a not-to-exceed fee for the scope described. In the event the scope of our work needs to be revised, we will review such scope adjustments and the associated fees with you, and receive your approval before proceeding.

Schedule

Based on our current backlog, we anticipate drilling can be performed within about three weeks after receiving authorization to proceed. Verbal results can be provided shortly after drilling. The report should typically follow the fieldwork by about two weeks.

Terms/Conditions

Our services will be performed per the attached two-page "Service Agreement," and the one-page "Subsurface Boring Supplement."

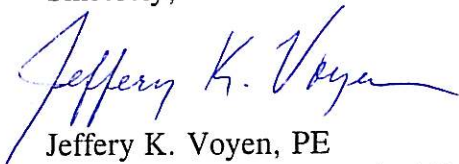
Acceptance

Please indicate your acceptance of this proposal by endorsing the enclosed copy and returning it to us. The original proposal is intended for your records.

Remarks

If you have questions or need additional information, please do not hesitate to contact me.

Sincerely,



Jeffery K. Voyer, PE
Vice President, Geotechnical Division
Phone #651-659-1305
Fax #651-659-1379
jvoyer@amengtest.com

PROPOSAL ACCEPTANCE BY:

Signature: _____

Printed Name _____

Date: _____

Attachments:

Geotechnical Short-Form Fee Schedule
Service Agreement, Subsurface Boring Supplement

American Engineering Testing, Inc.

GEOTECHNICAL SHORT FORM FEE SCHEDULE

(Effective January 1, 2001)

	<u>Description</u>	<u>Unit</u>	<u>Rate</u>
I.	Engineering/Technical Personnel Rates		
	A. Drill Technician	per hour	62.00
	B. Senior Engineering Technician III	per hour	71.00
	C. Engineering Assistant	per hour	82.00
	D. Engineer I	per hour	85.00
	E. Senior Engineering Assistant, Engineer II	per hour	97.00
	F. Senior Engineer	per hour	108.00
	G. Principal Engineer	per hour	129.00
	H. Word Processing Specialist	per hour	47.00
II.	Vehicle Mileage		
	A. Personal Automobile/Truck	per mile	\$ 0.45
	B. 3/4-ton Truck/Van	per mile	0.60
	C. 1-ton Truck with Drill Rig	per mile	0.80
	D. 1.5 to 2.5-ton Truck with Drill Rig	per mile	0.90
	E. Tractor/Lowboy Trailer	per mile	1.25
III.	Site Exploration/Testing Equipment Rental (portal to portal)		
	A. Drill Rig Rental		
	1. Rotary Drill on 4WD 1-ton Truck	per hour	\$ 42.00
	2. Rotary Drill on 2WD 1.5 to 2.5-ton Truck	per hour	55.00
	3. Rotary Drill on All-Terrain Vehicle	per hour	86.00
	4. Portable, Non-rotary Rig	per hour	55.00
	B. Rig Auxiliary Vehicle Rental	per hour	12.00
	C. Electronic Cone/Piezocone Penetrometer Rental	per hour	30.00
	D. Borehole Pressuremeter Rental	per hour	40.00
	E. GPS Mapping System Rental	per hour	10.00
IV.	Laboratory Tests of Soil		
	A. Water Content	per test	13.00
	B. Dry Density (includes Water Content)	per test	38.00
	C. Atterberg Limits (ASTM:D4318)	per test	85.00
	D. Sieve Analysis (includes -#200 determination)	per test	80.00
	F. Hand Penetrometer/Torvane	per test	10.00
	G. Unconfined Compression	per test	60.00
	H. Electrical Resistivity	per test	65.00
	J. R-value (Hveem Stabilometer)	per test	300.00
V.	Expenses		
	A. Direct Project Expenses: includes out-of-town per diem, plowing and towing; special equipment, materials and supplies; special travel, transportation and freight; subcontracted services; justified	Cost + 15%	

SERVICE AGREEMENT TERMS AND CONDITIONS

SECTION 1 - RESPONSIBILITIES

1.1 - The party to whom the proposal/contract is addressed is the Client of American Engineering Testing, Inc. (AET).

1.2 - Prior to AET performing work, Client will provide AET with all information that may affect the cost, progress, safety and performance of the work. This includes, but is not limited to, information on proposed and existing construction, all pertinent sections of contracts between Client and property owner, site safety plans or other documents which may control or affect AET's work. If new information becomes available during AET's work, Client will provide such information to AET in a timely manner. Also, Client will provide a representative for timely answers to project-related questions by AET.

1.3 - Work by AET will not relieve other persons of their responsibility to perform work according to the contract documents or specifications, and AET will not be held responsible for work or omissions by Client and other persons. AET will not be responsible for directing or supervising the work of others, unless specifically authorized in writing.

1.4 - Work by AET often includes sampling at specific locations. Inherent with such sampling is variation between sampling locations. Client recognizes this uncertainty and the associated risk, and acknowledges that opinions developed by AET, based on the samples, are qualified to that extent.

1.5 - AET is not responsible for interpretations or modifications of AET's recommendations by other persons.

1.6 - Should changed conditions be alleged, Client agrees to notify AET before evidence of change is no longer accessible for evaluation.

SECTION 2 - SITE ACCESS AND RESTORATION

2.1 - Client will furnish AET safe and legal site access.

2.2 - It is understood by Client that in the normal course of the work, some damage to the site or materials may occur. AET will take reasonable precautions to minimize such damage. Restoration of the site is the responsibility of the Client.

SECTION 3 - SAFETY

3.1 - Client shall inform AET of any known or suspected hazardous materials or unsafe conditions at the work site. If, during the course of AET's work, such materials or conditions are discovered, AET reserves the right to take measures to protect AET personnel and equipment or to immediately terminate services. Client shall be responsible for payment of such additional protection costs.

3.2 - AET shall only be responsible for safety of AET employees at the work site. The Client or other persons shall be responsible for the safety of all other persons at the site.

SECTION 4 - SAMPLES

4.1 - Client is responsible for informing AET of any known or suspected hazardous materials prior to submittal to AET. All samples obtained by, or submitted to, AET remain the property of the Client during and after the work. Any known or suspected hazardous material samples will be returned to the Client at AET's discretion.

4.2 - Non-hazardous samples will be held for 30 days and then discarded unless, within 30 days' of the report date, the Client provides a written request that AET store or ship the samples, at the Client's expense.

SECTION 5 - PROJECT RECORDS

The project records prepared by AET will remain the property of AET. AET shall retain these records for a period of three years following submission of the report, during which period the project records can be made available to Client at AET's office at reasonable times.

SECTION 6 - STANDARD OF CARE

AET will perform services consistent with the level of care and skill normally performed by other firms in the profession at the time of this service and in this geographic area, under similar budgetary constraints. No other warranty is implied or intended.

SECTION 7 - INSURANCE

AET carries Worker's Compensation, Property Damage and Professional Liability insurance. AET will furnish certificates of insurance to Client upon request.

SECTION 8 - DELAYS

If AET work delays are caused by Client, work of others, strikes, natural causes, weather, or other items beyond AET's control, a reasonable time extension for performance of work shall be granted, and AET shall receive an equitable fee adjustment.

SECTION 9 - PAYMENT, INTEREST AND BREACH

9.1 - Invoices are due on receipt. Client will inform AET of invoice questions or disagreements within 15 days of invoice date; unless so informed, invoices are deemed correct.

9.2 - Client agrees to pay interest on unpaid invoice balances at a rate of 1.5% per month, or the maximum allowed by law, whichever is less, beginning 30 days after invoice date.

9.3 - If any invoice remains unpaid for 60 days, such non-payment shall be a material breach of this agreement. As a result of such material breach, AET may, at its sole option, terminate all duties to the Client or other persons, without liability.

9.4 - Client will pay all AET collection expenses and attorney fees relating to past due fees which the Client owes under this agreement.

SECTION 10 - LITIGATION REIMBURSEMENT

Payment of AET costs for Client lawsuits against AET which are dismissed or are judged substantially in AET's favor will be the Client's responsibility. Applicable costs include, but are not limited to, attorney and expert witness fees, court costs, and AET costs.

SECTION 11 - MUTUAL INDEMNIFICATION

11.1 - AET agrees to hold harmless and indemnify Client from and against liability arising out of AET's negligent performance of the work, subject to any limitations, other indemnifications or other provisions Client and AET have agreed to in writing.

11.2 - Client agrees to hold harmless and indemnify AET from and against liability arising out of Client's negligent conduct, subject to any limitations, other indemnifications or other provisions Client and AET have agreed to.

11.3 - If Client has indemnity agreement with other persons, the Client shall include AET as a beneficiary.

SECTION 12 - LIMITATION OF LIABILITY

Client agrees to limit AET's liability to Clients arising from professional acts, errors or omissions, such that the total aggregate liability of AET shall not exceed \$50,000.

SECTION 13 - TERMINATION

After 7 days written notice, either party may elect to terminate work for justifiable reasons. In this event, the Client shall pay for all work performed, including demobilization and reporting costs to complete the file.

SECTION 14 - SEVERABILITY

Any provisions of this agreement later held to violate a law or regulation shall be deemed void, and all remaining provisions shall continue in force. However, Client and AET will in good faith attempt to replace an invalid or unenforceable provision with one that is valid and enforceable, and which comes as close as possible to expressing the intent of the original provision.

SECTION 15 - GOVERNING LAW

This Agreement shall be construed, and the rights of the parties shall be determined, in accordance with the Laws of the State of Minnesota.

SECTION 16 - ENTIRE AGREEMENT

This agreement, including attached appendices, is the entire agreement between AET and Client. This agreement nullifies any previous written or oral agreements, including purchase/work orders. Any modifications to this agreement must be in writing.

SUBSURFACE BORING SUPPLEMENT TO TERMS AND CONDITIONS

SECTION 17 - UNDERGROUND UTILITY AND STRUCTURE CLEARANCE

17.1 - It is necessary that borings, excavations and other penetrations be located such that they maintain a minimum safe distance from underground utilities or other man-made improvements. Client shall advise AET of all utilities that service or are located on the site, as well as any underground improvements located on the site. AET will contact state notification centers, where available, or individual utility owners where a state notification center is not available prior to drilling.

17.2 - Public utility owners may not provide the locating service on private property. In such situations, the Client is responsible for location of such utilities prior to drilling.

17.3 - The property owner may have private underground improvements which cannot be cleared through the state notification center or public utility owners. The Client is responsible for location of these improvements.

17.4 - AET will not be responsible for any damages to "non-located" or incorrectly located underground utilities or other man-made improvements.

SECTION 18 - CONTAMINATION

18.1 - Client acknowledges and accepts that unavoidable contamination risks may be associated with AET's subsurface drilling, sampling and installation of monitoring devices. Risks include, but are not limited to, cross contamination created by linking contaminated zones to uncontaminated zones during the drilling process; containment and proper disposal of known or suspected hazardous materials, drill cuttings and drill fluids; and decontamination of equipment and disposal and replacement of contaminated consumables. Client and AET agree that the discovery of unanticipated actual or suspected hazardous materials may make it necessary for AET to take immediate measures to protect human health and safety, and/or the environment. Client and AET also agree that the discovery of such materials constitutes a changed condition which may result in added costs to the Client, and may require a renegotiation of work scope or termination of services.

18.2 - Because subsurface sampling is a necessary aspect of AET's work performed on the Client's behalf, Client agrees to hold harmless and indemnify AET from and against liability associated with contamination.

SECTION 19 - LOST EQUIPMENT

Equipment lost in bore holes may be required to be retrieved or properly abandoned by government agencies. Client agrees to pay AET all costs related to retrieving and/or abandoning such equipment at AET fee schedule rates, unless agreed otherwise.

SECTION 20 - LIMITATIONS OF SUBSURFACE EXPLORATION

Client recognizes that unavoidable risks occur whenever engineering or related disciplines are applied to identify subsurface conditions. Even a comprehensive sampling and testing program performed in accordance with a professional standard of care may fail to detect certain conditions, because they are hidden. For similar reasons, actual environmental, geologic and geotechnical conditions that AET characterizes to exist between sampling points may differ significantly from those that actually exist. The passage of time also must be considered, and Client recognizes that, due to natural occurrences or direct or indirect human activities at the site or distant from it, actual conditions discovered may change. Client recognizes that nothing can be done to eliminate the risks associated with these limitations.

ITEM: Endorsement of design guidelines for the SE Corner redevelopment, and approval of pre-RFP process and timeline

SUBMITTED BY: Heather Worthington, City Administrator

**REVIEWED BY: Jim Prosser, Ehlers and Associates, Financial Consultant
Dan Cornejo, Short Elliot Hendrickson, Consulting Planner**

EXPLANATION:

Summary: The council has been working with business owners and residents over the past several months to determine a course of action for the potential redevelopment of the Southeast Corner of Snelling and Larpenteur Avenues.

The consulting planner, Dan Cornejo, and the city's financial consultant, Jim Prosser, have prepared a redevelopment timeline, list of developers, and design guidelines for the project.

The next step in this process is to send the guidelines and background information out to the list of developers (attached), and request a development program from them.

Tonight, staff is requesting that the council endorse the design guidelines, and direct staff to move forward with the process as outlined on the attached documents.

ATTACHMENTS:

- SE Corner design guidelines
- Redevelopment timeline
- Developer List
- Memo from Jim Prosser regarding the redevelopment schedule

ACTION REQUESTED:

Endorsement of design guidelines, and direction to staff that guidelines and supporting documentation be sent to developers for purposes of generating development programs for review by the city council in early May.

Falcon Heights Redevelopment: SE Corner of North Snelling and Larpenteur

Urban Design Guidelines

DRAFT

Overall Urban Design Goals

Mix of Uses

Project Identity

Scale, Massing, and Proportion

Architectural Design

Pedestrian Movement and Gathering Places

Transition to Adjacent Residential Areas

Parking

Access

Signs

Public Safety Considerations

City of Falcon Heights, Minnesota
February, 2001

Prepared by Short Elliott Hendrickson, Inc.

Overall Urban Design Goals

1. Create a group of buildings and connecting spaces that reflects a mix of commercial and residential uses.
2. Create a positive, moderate-density urban village identity with a high quality and site specific design.
3. Create a context-sensitive transition between the new development and the adjacent residential neighborhood; lessen negative visual and parking impacts.
4. Enhance the pedestrian experience and promote transit use; reduce the negative impacts of the car-oriented location.



Vancouver, BC Canada (D. Cornejo photo)



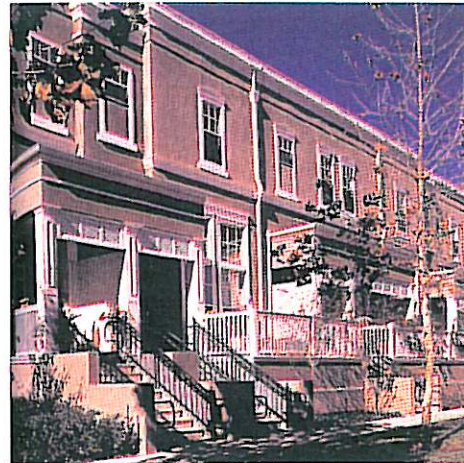
Addison, TX (Multi-Family Housing Development Handbook, Urban Land Institute)



Stillwater, MN
(D. Cornejo photo)



Robbinsdale, MN (D. Cornejo photo)



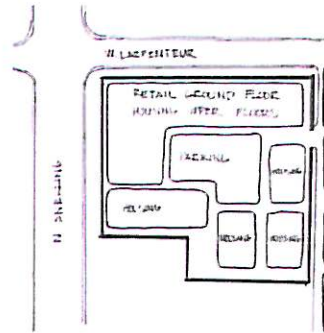
Celebration, FL (Density By Design)

1. Mix of Uses

A. North Snelling and Larpenteur frontages. First floor should be retail, office, service, or other commercial use. On the upper floors (2-5), the preference is for 100 percent residential (mix of 1-, 2-, and 3-bedroom apartments). Some office or service uses on the upper floors may be considered for a portion of the development.



Portland, Oregon (Density by Design, Urban Land Institute)



B. Arona Street and along the south property line should be developed for townhouses and/or apartments, with entrances from Arona and the south property line. The preference is for townhouses.



Kansas City, MO (D. Cornejo photo)



Baltimore, MD (D. Cornejo photo)

C. Special Considerations. Every effort should be made to incorporate two of the existing businesses into the new development. They are Dino's Gyros Restaurant and the Falcon Bowl entertainment center.

2. Project Identity

A. Overall Character. Shape project identity with buildings, not parking lots. All buildings should have a unifying theme or character that is reflected in the scale, massing, proportion, and architectural program.

B. Building Edge. Buildings should “front” the walking path/sidewalk. Treat the edge of the building as a zone with a volume or thickness to it. Make places that have a depth and a covering, with places to sit, lean, walk, and “window shop.”

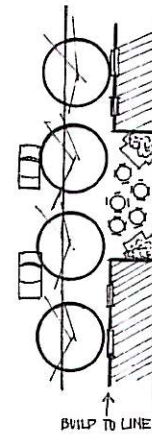
C. Build-to Lines. The facades of the first and second floors of buildings should meet a build-to line that measures 15 feet from the front lot lines of both North Snelling and Larpenteur Avenues. Small setbacks of 10-15 feet to create courtyards or for outdoor dining and seating are encouraged.

D. Street Wall Alignment. At least 75 percent of the North Snelling and Larpenteur Avenue frontage should be occupied by building facades meeting the build-to line.

E. Connected Buildings. Buildings should be contiguous or connected whenever possible with arcades, outdoor rooms, and courtyards.



Vancouver, BC Canada (D. Cornejo photo)



Cincinnati, OH (Multi-Family Housing Development Handbook, Urban Land Institute)

3. Scale, Massing, and Proportion

A. Height. Buildings along North Snelling and Larpenteur should not exceed five (5) stories. Height limits shall not apply to cupolas, cornices, or other architectural appurtenances, or necessary mechanical equipment. However, all necessary mechanical equipment should be screened, preferably by the building parapet, and/or located in such a manner that it is not visible from the sidewalk on the opposite sides of North Snelling and Larpenteur Avenues. Residential buildings along Arona Street and along the south property line should not exceed three (3) stories.



Vancouver, BC Canada (D. Cornejo photo)

B. Height Transitions. Vary building heights (and materials) to break the monotony of structures, and to provide a transition of heights for increased compatibility with the adjacent neighborhood. Step down to the rear/south property line.



Vancouver, BC Canada (D. Cornejo photo)

C. Building Modules and Increment of Development. There should be a “main building,” located at the North Snelling and Larpenteur corner that has distinguishing architectural features such as a tower or higher roofline. This building and other buildings on the site should have modules or increments that have a width of at least 50 but no more than 75 feet. Avoid long, monotonous, uninterrupted walls or roof planes.



Vancouver, BC Canada (D. Cornejo photo)

D. Horizontal Rhythms. All buildings should have a similar alignment of windows, cornices, and roof lines. A clear demarcation should be created between street level and upper floors, with all floors delineated through belt courses, cornice lines, or other similar architectural detailing.



Robbinsdale, MN (D. Cornejo photo)

E. Pedestrian-scale. Doorways, windows and other openings in the façades should be proportioned to reflect pedestrian scale and movement and to encourage interest at street level.



St. Paul, MN (D. Cornejo photo)

F. Entrances. Primary building entrances should face North Snelling and Larpenteur Avenues, and they should be clearly visible from these streets. Other entrances should be located so that they combine with the primary entrances to form a readily readable family or group. Rear entrances used for public access should be given the same attention to design as the front entrances.



Minneapolis, MN (D. Cornejo photo)

4. Architectural Design

A. Overall Character. The buildings fronting on North Snelling and Larpenteur should have an overall unifying style or character. Their design should not copy “historic” styles or use trendy cliches. Corporate identities and “franchise” designs that are integrated into the building design or color scheme should be avoided. The overall design character should evoke a sense of timelessness within a rich, strong, and exciting image. The townhouses and apartment building(s) on Arona Street and along the south property line should reflect the surrounding neighborhood in terms of materials and be of a compatible design.

B. Materials. Primary building materials should cover at least 60 percent of the façade and consist of modular brick, stone cast stone, or glass (clear, not bronze-tinted or reflective). Secondary materials may cover no more than 30 percent of the façade and may consist of stucco or decorative block. Synthetic stucco is not permitted. Accent materials may be used on door, door and window frames, lintels, cornices, and other minor elements, and may cover no more than 10 percent of the façade. Wood, metal, stone, and tile are acceptable accent materials. Jumbo brick, wood, plastic, or metal siding, sheet metal, corrugated metal, fiberglass panels that mimic traditional materials, and unadorned or painted concrete block are unacceptable exterior building materials.

C. Focal Features. Corner developments offer special opportunities to add character and image to their location.



Ottawa, Canada (D. Cornejo photo)



Cincinnati, OH (Multi-Family Housing Development Handbook, Urban Land Institute)



Shakopee, MN (D. Cornejo photo)



Vancouver, BC Canada (D. Cornejo photo)

D. Roof Forms. Parapets and stepped rooflines should be used to provide variety and interest, and to screen roof-top equipment..



Vancouver, BC Canada (D. Cornejo photo)

E. Street-level Interest. Use display windows and outdoor uses such as outdoor dining to stimulate interest and activity at street level. The size and proportion of window and door openings should incorporate a minimum of 60 percent glazed area at street level. Facades or open space areas that are fronting a street should be articulated architecturally through the use of different materials, horizontal or vertical offsets, windows, entrances, plantings, railings, or canopies.



Edina, MN
(D. Cornejo photo)



Savannah, GA
(D. Cornejo photo)



Vancouver, BC Canada (D. Cornejo photo)

5. Pedestrian Movement and Gathering Places

A. Outdoor Space. Make all outdoor spaces that surround and lie between buildings, as well as parking areas, positive for the pedestrian. Create a degree of enclosure with wings of buildings, trees, hedges, railings, arcades, and walks. Provide public seating, landscaping, and opportunities for public advertising of community and cultural activities. Create major gathering places so that they receive southern exposure and are protected from the elements. All of these elements should be contained in a comprehensive site landscape plan.

B. Pedestrian Street/Circulation Within Site. Arrange buildings so that they form pedestrian streets with many entrances. Include shortcuts or other links/connectors that encourage the pedestrian to use multiple alternative routes. Include some part of the pedestrian activity on the far side of the pedestrian path, through the use of both hard and soft landscaping features.

C. Weather Protection/Signs of the Season. Provide weather protection through canopies, awnings, recessed entrances, and/or arcades along primary pedestrian routes and seating areas, and at gathering places, including transit stops. Plant trees and other landscaped areas to provide year-round color and interest. Provide trees along the North Snelling and Larpentour Avenue frontages.

D. Building Orientation. Make the north face of the building(s) a cascade that slopes down to the ground, so that the sun, which normally casts a long shadow to the north, strikes the ground immediately beside the building(s).



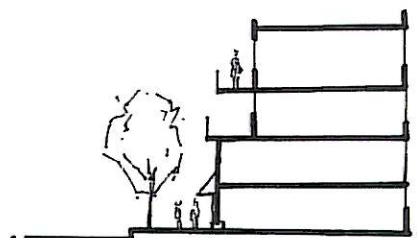
Charlotte, NC (Multi-Family Housing Development Handbook, Urban Land Institute)



Edina, MN (D. Comejo photo)

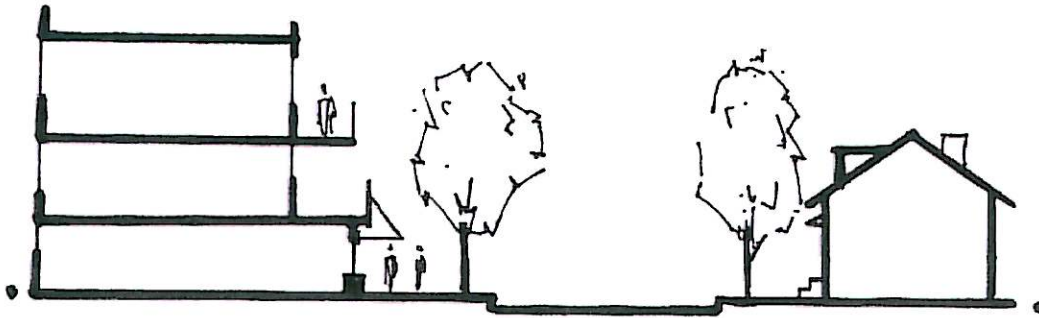


Keswick, England (D. Comejo photo)



6. Transition to Adjacent Neighborhood

A. Special effort should be made to soften the transition from the new residential development to the adjacent neighborhood. Street trees and a landscaped setback should be used along the Arona Street frontage. Generous landscaping features should be used, such as evergreen trees, along the south property line.



7. Parking

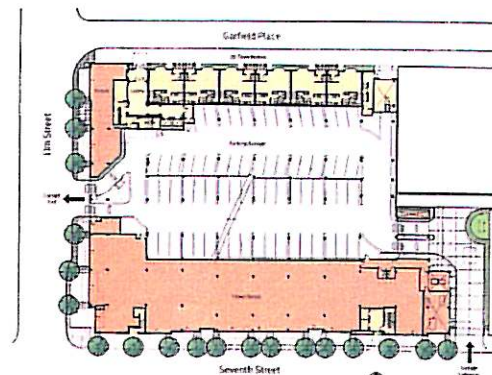
A. Location of Parking. One level of underground parking, to serve the residential units, should be provided. Surface off-street parking, to serve the commercial portion of the development, should be located to the rear of the buildings, in the center of the site.

B. Parking Requirements. For commercial uses, one surface space for every 400 square feet. For residential units, one underground or “within building” space for every unit plus one surface space for every five units to accommodate visitors. Bicycle parking facilities should be provided on site.

C. Parking Lot Design. Entrances, pedestrian accommodation, screening/landscaping (place entrances and exits to the parking lots or structures so that they fit naturally into the pattern of pedestrian movement.)



Charlotte, NC (Multi-Family Housing Development Handbook, Urban Land Institute)



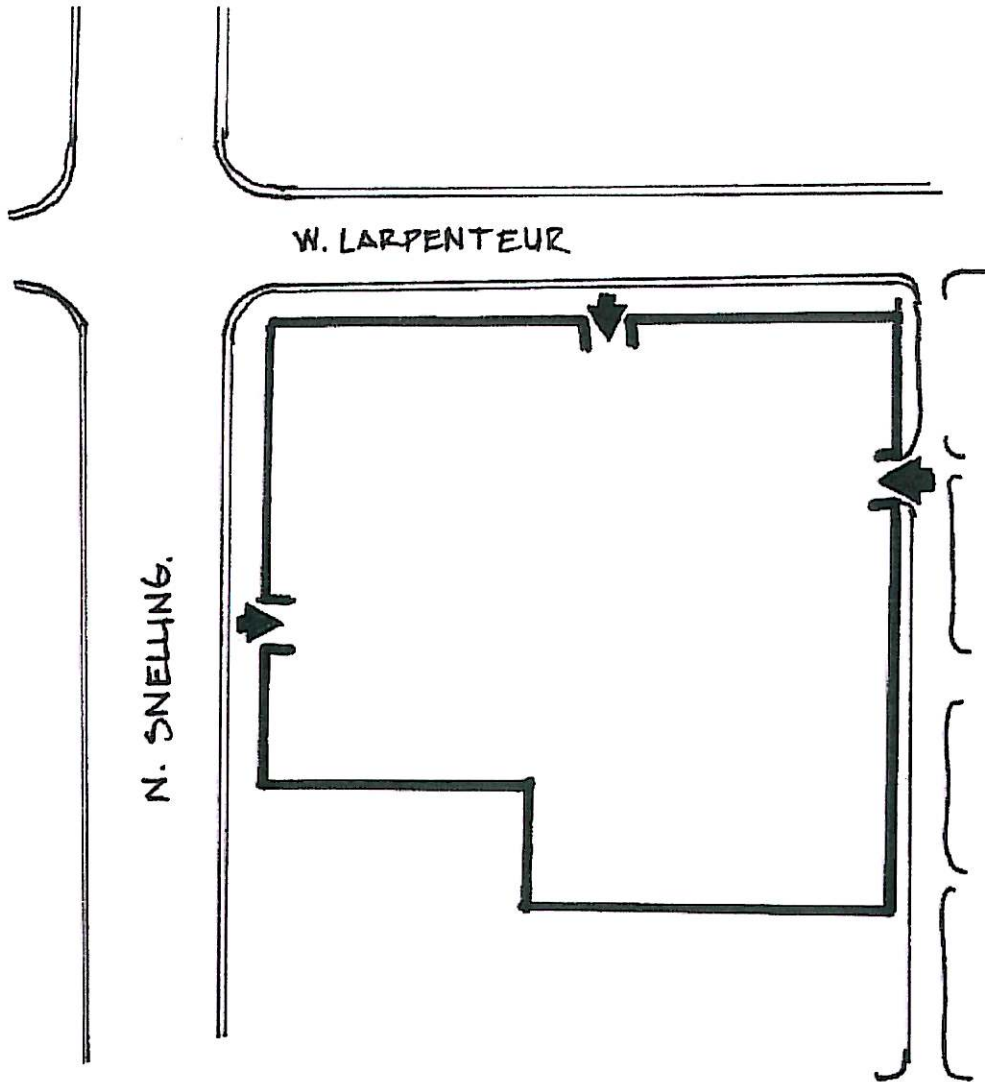
Cincinnati, OH (Multi-Family Housing Development Handbook, Urban Land Institute)



Kansas City, MO (D. Cornejo photo)

8. Access

Only one vehicular access location will be permitted from North Snelling frontage road, Larpenteur Avenue, and Arona Street, as depicted on the illustration below.



9. Signs

A unified sign program should be developed for all the buildings on the site, in accordance with the following guidelines.

A. Materials. Natural materials such as metal and wood are preferred. However, plastic and neon signs may also be permitted.

B. Sign Types and Location. The following signs are permitted: attached wall signs, projecting and hanging signs. Prohibited signs include awning signs, box or cabinet signs (except for logo signs approved as part of the unified sign program), pylon or freestanding signs, billboards and roof signs.



Toronto, Canada (D. Cornejo photo)



St. Paul, MN (D. Cornejo photo)



Kansas, City, MO (D. Cornejo photo)



Pasadena, CA
(D. Cornejo photo)

10. Public Safety Considerations

A. Ownership. A sense of ownership or stewardship should be fostered throughout the development, through the overall design of the buildings and spaces, and on an ongoing basis through a comprehensive maintenance program.

B. Activity and Uses. A variety of activities and uses, both day and evening, weekdays and weekends, will involve more people who can be “eyes on the street.” People who live, work, and shop on the site can casually observe the public areas. Pedestrian routes and well-designed public areas can encourage various people to come together.

C. Visibility. Public areas and pedestrian routes are safer if they are visible to users and observers of those spaces. Sidelines are important, and landscaping can be planned and maintained to permit unobstructed visibility. Lighting levels are critical to preserve visibility. Use of multiple light sources should be considered instead of fewer and brighter lights.

D. Readability. The site layout and overall development program should incorporate cues, entrances and exits, lighting, signs, maps to impart a sense of place and orientation.

E. Mobility. The development program should contain provisions for pedestrians to change their course of movement to avoid an undesirable or unsafe situation. Special attention should be given to providing a hierarchy of routes, some redundancy or parallel or looping pathways, and to avoiding narrow passages and dead-end entrapment areas.



Edina, MN (D. Comejo photo)



Addison, TX (Multi-Family Housing Development Handbook, Urban Land Institute)



Edina, MN (D. Comejo photo)



**City of Falcon Heights
Northome Center Redevelopment**

Task	Description	Status	Responsibility
Concept refinement	The concept will be used to provide a framework for developer proposals.	Under development. First draft expected in February.	Dan Cornejo/SEH will coordinate. Final concept approval provided by City Council.
Establishment of TIF district	Establishing the TIF district will enable the city to provide tax increment assistance, if needed.	It will be necessary for the concept refinement to be completed before a TIF plan can be developed. Once a draft plan is prepared a date can be set for a hearing on establishing the TIF district.	City Council must adopt the TIF plan after public hearing and Planning Commission review. Plan will be prepared by Ehlers.
Develop design guidelines	The guidelines will be used to guide the developer in design aspects of the project. This will clarify expectations and assure a “coordinated” design of future developments within area.	Some general guidelines were included in the Comprehensive Plan. These guidelines need to be expanded and put in a form to be used when soliciting developers. These proposed guidelines must be reviewed and adopted by the city council.	The City staff and planning consultant will prepare draft design guidelines. The guidelines will be reviewed and adopted by the City Council.
Developer qualification	It is recommended that developers who may submit proposals for	Names of developers interested in various phases of the Northome	Names of potential developers can be submitted to the Project Team

Task	Description	Status	Responsibility
	<p>specific development be pre-qualified. Qualification helps assures that the developer has the experience and resources to complete the proposed project.</p>	<p>Redevelopment have been recorded. In addition, Ehlers has a resource guide of developers qualified for various projects. The next step would be identify any additional developers to be contacted and to proceed with the qualification process.</p>	<p>by anyone. In addition the Project Team will solicit developers who may be interested in the development. Materials will be sent to the developer for qualification review. The process will require about three weeks. The Project Team will be responsible for this task.</p>
<p>Developer selection</p>	<p>Qualified developers are requested to submit development programs. These programs describe the components of a proposed development (not the design). This permits an analysis of financial feasibility.</p>	<p>This phase has not been initiated. Requires concept refinement.</p>	<p>The Project Team will prepare a packet of information regarding the Northome Center, mail to qualified developers, conduct a proposal conference, evaluate the development programs and provide a written report to the City Council for developer selection. The process will require three to four weeks and may be conducted concurrently with the developer qualification.</p>
<p>Preliminary development agreement</p>	<p>This stage is used to permit the developer to gather and prepare additional project information including general site design, land assembly cost, project costs and financing/market feasibility..</p>	<p>Requires developer selection</p>	<p>Project team reviews. The developer will be required to present to the Council a general concept plan including general development issues that will need to be addressed in the development agreement. The preliminary</p>

Task	Description	Status	Responsibility
Final development agreement	This agreement identifies all of the developer and city expectations, including but not limited to type of development, project timing, security for project completion, design standards, payment for public improvements, land assembly, planning and regulatory approvals and level and type of financial assistance.	Requires pre-development agreement.	Project team will work with developer to assure that project issues are properly addressed. The development agreement will be reviewed for approval by the City Council.
Planning/Regulatory Approvals	The development agreement will include contingencies including land use approvals, financing and land assembly. If the developer is unable to secure land use approvals, obtain financing or secure property at projected cost the agreement would not be closed.	Requires development agreement	Developer, Project Team.
Closing on development agreement and land sale.	This stage is achieved when all of the contingencies within the development agreement are met.	Requires development agreement, land use approvals, financing, etc.	Developer, Project Team
Begin construction			

Developer Resource Guide



EHLERS
& ASSOCIATES INC

Developer/Address	Contact	Phone	Fax	E-Mail	Type
Affordable Suburban Housing 10306 Morris Road Bloomington, MN 55437	Bill Schatzlein	952-835-5498	952-835-4586	bill.schatzlein@juno.com	Housing
Bayport Properties 3103 East 80th Street, Suite 100 Minneapolis, MN 55425	Peter Harrington Tom Threkeld, President	612-853-3000			
Beard Group Inc. 10 Eleventh Avenue South Hopkins, MN 55343	Bill Beard	612-930-0630	612-930-0631	WilliamBeard@email.msn	Retail Mixed
Brighton Development Company 15 North 12 th Street Minneapolis, MN 55403	Linda Donaldson	612-332-5664	612-332-1250		
Centex Multi-Family Communities 2728 North Harwood, 3rd Floor Dallas, Texas 75201 (PO Box 199000 - Zip 75219-9000)	Roger Fraley Project Manager	214-981-6227 214-244-0037 (mobile)	214-981-6786	rfraley614@aol.com	Multi-family housing
Ron Clark Homes 7500 W. 78 th Street Edina, MN 55439	Ron Clark	952-947-3022	957-947-3030		Housing Townhomes
Contractor Property Developers Company The Quadrant Building 7100 Northland Circle, Suite 108 Minneapolis, MN 55428	Craig R. Rapp	612-971-0477 X-205	612-971-0576	craigrapp@schererbro.com	Housing Mixed
CSM 2575 University Avenue West, Suite 150	Murray Kornberg	651-646-1717	651-646-2404	mkornberg@csmcorp.net	Retail Hotel

Developer/Address	Contact	Phone	Fax	E-Mail	Type
St. Paul, MN 55114-1024					Mixed
Delta Homes 3902 Cedarvale Drive Eagan MN 55122	Mark Parranto, Vice President	651-454-1600 612-363-7559 (cell)	651-454-8943	apple@minter.net	Housing
Dunbar Development Corporation 5000 Glenwood Avenue, Suite 200 Minneapolis, MN 55422-5146	Frank Dunbar	612-377-7090			
Gramercy 7900 International Drive Suite 1035 Bloomington, MN 55425	Lou Stocco	612-854-0467	612-876-4188	gramercyco@aol.com	Senior Housing Mixed
Greg T. Merz 12520 29 th Avenue Plymouth Avenue North Plymouth, MN 55441	Greg Merz	612-557-8978 612-308-7757 cell	612-557-8038	gmerz@usinternet.com	General
Hans Hagen Homes	Hans Hagen				Housing
Horning Companies, Inc 1000 West 22 nd Street Minneapolis, MN 55405	David Horning	612-874-4400	612-874-4401		
Loren T. Kjersten 4720 S. Lake Dr. Maple Plain, MN 55359		763-479-1300			
Krause-Anderson Construction Company 525 South Eighth Street Minneapolis, MN 55404	David Anderson Director of Marketing	612-332-7281	612-332-0217	danderson@k-a-c.com	Retail
LandCor, Inc. 9464 Hemlock Lane North Maple Grove, MN 55369	Robert L. Fields	763-315-0818	763-315-0817	landcor@att.net	Commercial Office Warehouse
Laurent & Associates, Inc. 130 West Lake Street Wayzata, MN 55391	John Laurent	612-475-2798			

Developer/Address	Contact	Phone	Fax	E-Mail	Type
MetroPlains 1600 University Ave., Suite 212 St. Paul, MN 55104-3825	Larry Olson	651-523-1246	651-646-8947	lolson@metroplains.com	Housing Mixed
Mogren Development Company 1801 Gervais Avenue Maplewood, MN 55109	Bruce Mogren, President	651-777-3600	651-777-5151		Housing
North American Properties 18566 Bearpath Trail, Minneapolis, MN 55347	Jay M. Scott	952-974-9200	952-974-9300	jay.scott@nanproperties.com	Housing Mixed
Pat Pellstring 1200 Osborne Road NE. Fridley, MN 55432	Pat Pellstring	612-792-4227	612-792-4236		
PSC The Phillip Stevens Companies, Inc. 2845 Hamline Avenue North Suite 222 Roseville, MN 55113	Phillip S. Dommer	651-604-0937	651-636-8695	pseudesign@aol.com	Housing
Rottlund Homes 3065 Centre Pointe Drive Roseville, MN 55113	Tim Whitten Richard Palmiter	651-638-0561 651-638-0534			Housing
Ryan Companies US, Inc. 700 International Centre 9000 Second Ave. South Minneapolis, MN 55402-2387	Kent M. Carlson	612-336-1217	612-337-5552	kent.carlson@ryancompanies.com	Commercial Office Retail
Ryland					Housing
Sherman Associates, Inc. 1525 South 4 th Street, Suite 200 Minneapolis, MN 55454	George Sherman	612-332-3000	612-332-9119	georgesherman@riversideplaza.com	Housing Mixed Use
Stuart Management	Stu Nolan	952-948-9500 x 501			Rental Housing
Hunt-Gregory 129 North 7th Street, Suite 100	Daniel Hunt	612-630-1782			

Developer/Address	Contact	Phone	Fax	E-Mail	Type
Minneapolis, MN 55401					
TOLD Development Company 6385 Old Shady Oak Road Suite 120 Eden Prairie, MN 55344	Gary Dreher Vice President Development	952-278-0114 612-963-9402 (mobile)	612-278-7574	gdreher@toldmn.com	Commercial Office Retail Housing
Twin Cities Housing Development Corporation Suite C 400 Selby Avenue St. Paul MN 55102	Gary Handberg	651-292-1930	651-292-1930		Housing
United Properties 3500 West 80th Street Minneapolis, MN 55431	Dale Glowa	612-893-8828	612-893-8804	dglowa@uproperties.com	Commercial Office Retail
OPUS 10350 Bren Road West Minnetonka, MN 55343	John Meyers Director of Real Estate Development	612-656-4498			

N:\General\Project Management\dev.resource.wpd

MEMO

To: Heather Worthington, City Administrator
From: Jim Prosser
Subject: Northome Redevelopment Schedule
Date: March 8, 2001

Per our discussion the schedule for the Northome project is attached. The following is the timetable for near term activities related to the redevelopment process.

March 2	Draft concept plan and design guidelines prepared.
March 14	Concept plan, design guidelines and developer list reviewed by City Council
March 26	Request for proposals sent to prospective developers
April 9	Pre-proposal conference
April 23	Deadline for proposals
May 9	Developer proposal review/selection by City Council

**Policy 4
Discussion
3/14/01**

ITEM: League of Minnesota Cities Annual Conference, Duluth, June 19-23, 2000

SUBMITTED BY: Sue Gehrz, Mayor

REVIEWED BY: Heather Worthington, City Administrator

EXPLANATION:

Summary: The LMC Annual Conference will be held in Duluth this year, from June 19-23. If you are planning on attending, it would be helpful to book all of the rooms at the same time. Please let Heather know if you would like a room for the conference, and for which dates.

Further information on the conference will be forthcoming from the LMC in about three weeks.

ADDENDUM

POLICY 5

Date: 3/14/01

ITEM: Consideration of resolution 01-05 ordering the alley improvement project and preparation of plans and specifications

SUBMITTED BY: Terry Maurer, John Anderson, Consulting Engineers

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to consider adopting resolution 01-05 which proceeds with the alley project by ordering the improvement and authorizing the city engineer to prepare plans and specifications. The resolution requires a 4/5 vote.

ATTACHMENT:

1. Resolution 01-05

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

COUNCIL RESOLUTION

Date: March 14, 2001

**RESOLUTION ORDERING IMPROVEMENT
AND PREPARATION OF PLANS**

WHEREAS, a resolution of the City Council adopted the 28th day of February, 2001, fixed a date for a council hearing on the proposed improvement of the following alleys:

1. Alley segment north of Hollywood Court, west of Snelling Avenue.
2. Alley segment south of Hollywood Court, west of Snelling Avenue.
3. Alley segment between Crawford Avenue and Larpenteur Avenue from Snelling Avenue to Arona Street.
4. Alley segment between Crawford Avenue and Larpenteur Avenue from Arona Street to North Pascal Street.

AND WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 14th day of March, 2001, at which all persons desiring to be heard were given an opportunity to be heard thereon,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF FALCON HEIGHTS, MINNESOTA:

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the council resolution adopted the 28th of February, 2001.
3. Howard R. Green Company is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.
4. The City Council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of the tax exempt bond.

Adopted by the council this 14th day of March, 2001.

Moved by: _____

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

Approved by: _____

Mayor
March 14, 2001
 Date

Attested by: _____

City Clerk
March 14, 2001
 Date

For: Workshop



CITY OF
FALCON HEIGHTS

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

MEMORANDUM

March 9, 2001

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

FROM: Heather Worthington, City Administrator *HW*

RE: Guidelines and requirements for filling council vacancy (attached)

I've attached information related to the application process for filling a council vacancy.

We will be discussing this at the meeting on March 14, 2001 in the workshop session.

Thanks!

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



PRINTED ON RECYCLED PAPER




CITY OF
FALCON HEIGHTS

2077 W. LARPELLEUR AVENUE FALCON HEIGHTS, MN 55113-5594 PHONE (612) 644-5050 FAX (612) 644-8675

January 16, 1990

TO: Interested Falcon Heights Residents

FROM: Jan Wiessner 
City Administrator

RE: Application Process for City Council Position

On Wednesday, January 10, 1990, the Falcon Heights City Council accepted the resignation of council member Pat Bush, announced that a vacancy exists on the council for a term which will expire Dec. 31, 1991, and established the process by which a new council member will be appointed.

Appointment Process

Interested residents are asked to submit a completed Council Application Form and brief resume' to Falcon Heights City Hall, 2077 W. Larpenteur, Falcon Heights, 55113, by 4:30 P.M. Friday, February 16th.

The Mayor and three elected council members will review all applications received. An undetermined number of candidates will be selected for council interviews the last week in February. It is expected that the council will make the appointment at the council meeting on Wednesday, March 14. Should the council vote result in a tie, the Mayor has the authority to make the appointment.

Eligibility

Qualifications for elective office are set forth in the Minnesota Constitution. City Council members must be qualified city voters, at least 21 years of age on the date of their taking office, U.S. citizens, and residents of the state for at least 20 days.

For further information, call 644-5050.

CC: City Council

JW:pp

**CITY OF FALCON HEIGHTS
COMMISSION/COUNCIL APPLICATION**

DATE: _____

NAME: _____

ADDRESS: _____

PHONE: (H) _____ (W) _____

HOW LONG AT ABOVE ADDRESS? _____

IN WHAT CAPACITY DO YOU WISH TO SERVE? _____

REASON YOU WISH TO SERVE ON ABOVE: _____

PRIOR PUBLIC (OR RELATED) SERVICE: _____

OTHER RELEVANT BACKGROUND (OR COMMENTS): _____

Sec. 6. Public Disclosure by Public Official. Within 30 days after the effective date of this Ethics Policy, each person covered under this policy shall complete and file, as a public record in the office of the City Clerk, a signed statement disclosing the following:

- A. Information requested in Exhibit A.
- B. A list of his or her interests in real property (except homestead) or rights in the same located within the City of Falcon Heights.

Sec. 7. Filing Requirements.

(1) Each person who files as a candidate to become a member of the City Council, at the time of filing as a candidate, shall also file the disclosure statement required by this section.

(2) Within 30 days after each anniversary date of an initial filing, each person required to file under this section shall file a new disclosure statement.

(3) Material changes in financial interest or in positions held shall be disclosed by filing an amended disclosure statement within 30 days after such interest is obtained or such change in position occurs.

Sec. 8. This Ethics Policy shall not be construed to require the filing of any information relating to any person's affiliation with, or interest in, any professional society, charitable, religious, social, fraternal, educational, recreational, public service, civic or political organization, or similar organization not conducted as a business enterprise or governmental agency and which is not engaged in the ownership or conduct of such a business enterprise or governmental agency. Nor shall disclosure be required where prohibited by professional or business association ethics promulgated by any state agency.

Sec. 9. Effective Date

The effective date of this Policy shall be March 28, 1990.

EXHIBIT "A" TO ETHICS POLICY
OF THE CITY OF FALCON HEIGHTS, MINNESOTA

STATE OF MINNESOTA)
)
COUNTY OF RAMSEY)

The undersigned, as a Public Official of the City of Falcon Heights, Minnesota, being first duly sworn upon oath, deposes and states:

1. That the following constitutes the address and/or legal description of each parcel of real estate, situated in the City of Falcon Heights, Ramsey County, Minnesota (other than real estate occupied by the undersigned as a personal residence), in which the undersigned, directly or indirectly, holds any Financial or Personal Interest including the right to occupy said property:

2. That the following constitutes the names of all businesses, corporations, companies, firms, partnerships, or other business enterprises, doing business with or in the City of Falcon Heights, in which the undersigned is connected, as an employee, owner, director, officer, adviser or consultant, or in which the undersigned has a Direct Financial or Personal Interest.

3. That the undersigned has read and is familiar with the provisions of the Ethics Policy approved by the Council of the City of Falcon Heights on _____, 1990.

Subscribed and sworn to

before me this _____ day of

_____, 19____.

Notary Public