

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

AGENDA
May 16, 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: April 25, 2001
- E. PUBLIC HEARING: None
- F. CONSENT AGENDA:
1. (a) General disbursements 4/20/01 to 5/4/01, \$28,089.47
 - (b) General disbursements 5/5/01 to 5/10/01, \$31,075.80
 - Payroll, 4/16/01 to 4/30/01, \$9,234.28
 2. Licenses
 3. Adoption of chair schedule for the Board of Water Commissioners for the St. Paul Water Utility.
 4. Authorization for staff to plant sod in place of the prairie that currently exists near the city hall building and fire station for safety reasons.
- G. POLICY AGENDA:
1. Request a motion to formally include the Lindig Mini Park in the Falcon Heights park system on a permanent basis.
 2. Request for authorization to contract with Short Elliott Hendrickson to conduct a Property Redevelopment Eligibility Assessment.
 3. Proclamation of June 12 through June 16 as "Arabian Nights in Falcon Heights" for the Region 10 Championship Arabian Horse Show to be held at the State Fairgrounds.
 4. Council Appointment to fill the vacancy left by resignation of John Hustad.
 5. Appeal of Zoning Administrator's decision by Bruce Callahan, 1437 Idaho Avenue West, in the matter of a garage site plan review
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN

DRAFT

City of Falcon Heights
City Council Minutes
April 25, 2001

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

PRESENT: Gehrz, Kuettel, Lindstrom, Talbot. Also present was Heather Worthington, City Administrator and Pat Phillips, Deputy Clerk

ABSENT: John Hustad

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

APPROVAL OF MINUTES: The minutes of April 11, 2001 were approved as amended.

PRESENTATION:

The city's prosecuting attorney, Martin Costello, appeared and handed out a written memo addressing the ten most frequent questions and answers relative to municipal prosecutions for Falcon Heights. He then answered questions from the mayor and council as well.

CONSENT AGENDA

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

1. General disbursements and payroll
2. License

POLICY AGENDA

One year evaluation of the city administrator

Mayor Gehrz said Heather Worthington has the full support of staff department heads and council members and has done an outstanding job during her first year as administrator. Heather had been offered a 3% salary increase but instead requested a third week of paid vacation rather than the salary increase. Councilmember Lindstrom made a motion to approve this request effective April 15, 2001. The motion passed unanimously.

Requested adoption of the Falcon Heights Stormwater Management Plan

Administrator Worthington said adoption of this plan will bring the city into compliance with the Metropolitan Council's Stormwater Management Ordinance requirement. The

plan will have little impact on existing properties in the city with the exception of the fertilizer requirement. The plan prohibits the use of phosphorous-based fertilizers. Worthington said residents would be required to use a nitrogen or other chemically based fertilizer. Councilmember Kuettel requested that the University be made aware of this requirement although they would be exempt as their fields are considered an agricultural use. Worthington said that commercial lawn companies and residents will be notified as well. After brief discussion, councilmember Talbot moved to adopt the Falcon Heights Stormwater Management Plan. The motion passed unanimously.

Requested authorization for staff to apply for a FEMA grant to offset the cost of a new fire truck and SCBA's

Administrator Worthington said the Federal Emergency Management Agency has grant money available for fire departments for equipment, training, education and other projects. The grant request would be for the new fire truck the city is purchasing as well as some additional self contained breathing apparatus. Councilmember Kuettel moved to authorize staff to apply for a FEMA grant. The motion passed unanimously.

Requested approval of radio purchase for new fire truck

Administrator Worthington said the fire department has requested to purchase a new radio for the fire truck which the city will purchase later this year. The lowest bid for the radio was for \$1,793.00 from BearCom which includes a radio, external speaker, ignition cable, deep mount antennas and headset. Councilmember Kuettel moved to approve the purchase of a radio for the fire truck. The motion passed unanimously.

Authorization to hire Deborah Jones as the Planning and Zoning Intern

Administrator Worthington said of the three candidates interviewed, Ms. Jones was the most qualified for this position. She has extensive computer experience in word processing, website development and database management. She is being hired as a permanent part-time person and would begin in mid-May. After brief discussion, councilmember Talbot moved to hire Ms. Jones with authorization to change her title at a later time. The motion passed unanimously.

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4/25/01

ADJOURN

The meeting adjourned at 7:55 p.m. After a short break, the first evening of 5 minute sessions with candidates interested in an appointment to the council took place.

Respectfully submitted,

Pat Phillips
Deputy Clerk

CONSENT 1
Meeting Date: 5/16/01

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Roland Olson, City Accountant

EXPLANATION/SUMMARY:

1. (a) General disbursements from 4/20/01 to 5/4/01, \$28,089.47
(b) General disbursements from 5/5/01 to 5/10/01, \$31,075.80
2. Payroll, 4/16/01 to 4/30/01, \$9,234.28

ACTION REQUESTED: Approval

a,

APPROVAL OF BILLS
PERIOD ENDING: 5-4-01

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
39963	MN DEPARTMENT OF REVENUE	4/20 ST WITHHOLDINGS	ADMINIST	565.39
	NCPERS GROUP LIFE INS	6/01 PHILLIPS	ADMINIST	12.00
39964	PERA	APRIL 30TH PERA WITH	ADMINIST	1,062.07
	ROSEVILLE ROTARY CLUB	APR-JUNE DUES	ADMINIST	231.25
	*** TOTAL FOR DEPT 12			1,870.71
	MCI WORLDCOM RES SVC	LONG DISTANCE CHRGS	COMMUNIC	13.47
	PHILLIPS, PATRICIA	MILEAGE REIMB	COMMUNIC	6.90
39962	U.S. POSTMASTER	BULK MAIL POSTAGE	COMMUNIC	1,500.00
	*** TOTAL FOR DEPT 16			1,520.37
	XCEL ENERGY	ELECTRICITY TO 4/19	EMERGENC	6.28
	*** TOTAL FOR DEPT 21			6.28
	HUGHES & COSTELLO	MAY LEGAL SVCS	PROSECUT	2,629.50
	*** TOTAL FOR DEPT 23			2,629.50
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING	FIRE FIG	43.55
	FIRE ENGINEERING	SUBSCRIPTION	FIRE FIG	19.95
	MESABI RANGE EVELETH CAMP	FIRE COMMAND CLASS	FIRE FIG	200.00
	MN DEPT PUBLIC SAFETY	FIRE/ARSON COURSE	FIRE FIG	180.00
	MARY RIGNEY	CLEANING FIRE HALL	FIRE FIG	160.00
	SUPERAMERICA	FUEL	FIRE FIG	57.10
	THUNE,DUSTIN	FIRE LEADRSHIP - DULUTH	FIRE FIG	380.90
	*** TOTAL FOR DEPT 24			1,041.50
	BOARD OF WATER COMMISSNRS	H2O	CITY HAL	17.06
	BOARD OF WATER COMMISSNRS	SS	CITY HAL	11.69
	M-75 BUILDING MAINTENANCE	CLEANING SVC APRIL	CITY HAL	221.41
	XCEL ENERGY	ELECT TO 4/30	CITY HAL	681.37
	XCEL ENERGY	ELECT TO 4/30	CITY HAL	386.90
	PHILLIPS, PATRICIA	COFFIE FOR KITCHEN	CITY HAL	12.98
	TREECYCLING	MULCH	CITY HAL	8.52
	UNITED LABORATORIES	BATHROOM SUPPLIES	CITY HAL	107.80
	*** TOTAL FOR DEPT 31			1,447.73
	XCEL ENERGY	ELECT TO 4/30	STREETS	76.40
	XCEL ENERGY	ELECT TO 4/30	STREETS	8.01
	XCEL ENERGY	ELECT TO 4/30	STREETS	66.99
	XCEL ENERGY	ELEDT TO 5/1	STREETS	1,941.04
	XCEL ENERGY	ELECT TO 4/30	STREETS	9.08
	RAMSEY CTY PUBLIC WORKS	MAR/01 SNOWPLOWING	STREETS	1,747.45
	SUPERAMERICA	FUEL	STREETS	194.71
	TREECYCLING	MULCH	STREETS	21.00
	T.A. SCHIFSKY & SONS, INC	ASPHALT PATCHING	STREETS	31.90
	UNITED RENTALS	ASPHALT PATCHES	STREETS	12.01
	VALLEY CREEK LAWN/LANDSCA	MULCH/CLEVELAND	STREETS	1,239.00
	*** TOTAL FOR DEPT 32			5,347.59
	UNITED RENTALS	TREE CLIPPERS	TREE PRO	203.34
	PRECISION TREE COMPANY	ELM TREE REMAVAL-GARDEN	TREE PRO	299.48
	*** TOTAL FOR DEPT 34			502.82
	BOARD OF WATER COMMISSNRS	H2O	PARK & R	10.85

APPROVAL OF BILLS
 PERIOD ENDING: 5-4-01

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	BOARD OF WATER COMMISSNRS	SS	PARK & R	23.38
	HEJNY RENTALS, INC.	AERATOR RENTAL	PARK & R	80.66
39966	MN PARK SUPVR ASSOCIATION	2001 MEMBERSHIP	PARK & R	25.00
	NCPERS GROUP LIFE INS	6/01 MAERTZ	PARK & R	12.00
	XCEL ENERGY	AUTO PROTECTIVE LIGHTS	PARK & R	21.78
	XCEL ENERGY	ELECT TO 4/30	PARK & R	21.64
39967	UNITED RENTALS	TRIALER RENTAL	PARK & R	50.30
	UNITED RENTALS	GLOVES/EAR PROTECTORS	PARK & R	86.20
	QWEST	TELE TO 4/22	PARK & R	58.23
	*** TOTAL	FOR DEPT 41		390.04
	MIKE McPHILLIPS INC	SPRING STREET SWEEPING	STORM SE	5,554.75
	*** TOTAL	FOR DEPT 51		5,554.75
	E-Z RECYCLING, INC.	4/01 RECYCLING	SOLID WA	2,559.40
	*** TOTAL	FOR DEPT 56		2,559.40
	FIRE EQUIPMENT SPECIALTIE	4" SUPPLY HOSES	FIRE & R	2,465.36
	FIRE EQUIPMENT SPECIALTIE	GAS METER SAFETY KIT	FIRE & R	1,654.66
	*** TOTAL	FOR DEPT 64		4,120.02
	XCEL ENERGY	ELECT TO 4/30	SANITARY	15.43
	*** TOTAL	FOR DEPT 75		15.43
	WEBER, EILEEN	MAY 1-15 PROF SVCS	MCAD	1,083.33
	*** TOTAL	FOR DEPT 84		1,083.33
	*** TOTAL	FOR BANK 01		28,089.47
	*** GRAND TOTAL ***			28,089.47

APPROVAL OF BILLS
PERIOD ENDING: 5-10-01_

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	LEAGUE OF MN CITIES	MN LEAGUE CONF REGISTRAT	LEGISLAT	1,180.00
	LILLIE SUBURBAN NEWSPAPER	BIDS/2001 STREET REPAIRS	LEGISLAT	42.97
	*** TOTAL FOR DEPT 11			1,222.97
	METROPOLITAN STATE UNIV	REGISTRATION FEE-HEATHER	ADMINIST	95.00
	*** TOTAL FOR DEPT 12			95.00
	CAMPBELL KNUTSON	APRIL LEGAL FEES	LEGAL	1,178.00
	*** TOTAL FOR DEPT 14			1,178.00
	RAMSEY COUNTY PROP/RECORD	POSTAL VERIFICATION CARD	ELECTION	132.24
	*** TOTAL FOR DEPT 15			132.24
	QWEST	TELE TO 5-1	COMMUNIC	614.28
	*** TOTAL FOR DEPT 16			614.28
	CITY OF ST PAUL	REIMB FOR H2O FIRE TNG	FIRE FIG	62.88
	KINGS TRUE VALUE	MANILA ROPE	FIRE FIG	7.19
	OXYGEN SERVICE COMPANY	AIR AND OXYGEN	FIRE FIG	31.50
	SUBURBAN ACE HARDWARE	CLEANING SUPPLIES	FIRE FIG	36.77
	QWEST	TELE TO 5-1	FIRE FIG	167.36
	MN FIRE SVC CERT. BOARD	TESTING HINDRICHS/FF II	FIRE FIG	45.00
	*** TOTAL FOR DEPT 24			350.70
	BROWNING-FERRIS IND.	MARCH 01 REFUSE COLLECT	CITY HAL	267.74
	GLENWOOD INGLEWOOD	H2O	CITY HAL	18.00
	OXYGEN SERVICE COMPANY	TANK RENTALS	CITY HAL	9.00
	SUBURBAN ACE HARDWARE	PAINT/ROLLER	CITY HAL	7.52
	VERIZON WIRELESS	MOBIL PHONE	CITY HAL	8.21
	*** TOTAL FOR DEPT 31			310.47
	XCEL ENERGY	ELECT TO 5/1	STREETS	8.09
	XCEL ENERGY	ELECT TO 5/1	STREETS	50.46
	XCEL ENERGY	ELECT TO 5/1	STREETS	79.95
	XCEL ENERGY	ELECT TO 5/1	STREETS	8.10
	SUBURBAN ACE HARDWARE	DUST MAKES/PLIERS/PARTS	STREETS	61.05
	UNITED RENTALS	3 SAFETY VESTS	STREETS	171.15
	*** TOTAL FOR DEPT 32			378.80
	ICMA RETIREMENT TRUST 457	MAY/01 TRETSVEN	PARK & R	100.00
	ICMA RETIREMENT TRUST 457	MAY /01 MAERTZ	PARK & R	100.00
	XCEL ENERGY	CUSTIS PARK (GAS & ELECT	PARK & R	87.89
	SUBURBAN ACE HARDWARE	SEE/FRESHERS/HARDWARE	PARK & R	100.71
	*** TOTAL FOR DEPT 41			388.60
	KNOX LUMBER CO.	STAKES FOR POSING/SWEEPI	STORM SE	40.23
	*** TOTAL FOR DEPT 51			40.23
	DANKO EMERGENCY EQUIPMENT	HELMET	FIRE & R	186.57
	*** TOTAL FOR DEPT 64			186.57
39998	BOARD OF WATER COMMISSNRS	SS PYMET FOLEY #20016	SANITARY	59.69
	METROPOLITAN COUNCIL	JUNE S.S.	SANITARY	26,015.07

APPROVAL OF BILLS
PERIOD ENDING: 5-10-01_

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	QWEST	AUTO DIALER FOR S.S.	SANITARY	62.54
	***	TOTAL FOR DEPT 75		26,137.30
	US BANCORP	DEVELOPER MEETING EXPS	COMM. DE	40.64
	***	TOTAL FOR DEPT 79		40.64
	***	TOTAL FOR BANK 01		31,075.80
	***	GRAND TOTAL ***		31,075.80

2.

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	4 27 01	6 SUSAN GEHRZ	30935	302.45
COM	4 27 01	11 JOHN HUSTAD	30936	277.05
COM	4 27 01	12 LAURA A. KUETTEL	30937	277.05
COM	4 27 01	13 PETER C. LINDSTROM	30938	277.05
COM	4 27 01	14 RICHARD P. TALBOT JR	30939	277.05
COM	4 27 01	34 CLEMENT KURHAJETZ	30940	276.98
COM	4 27 01	35 LEO LINDIG	30941	64.64
COM	4 27 01	42 MICHAEL D. CLARKIN	30942	94.67
COM	4 27 01	66 ALFRED HERNANDEZ	30943	124.67
COM	4 27 01	74 MARK J. ALLEN	30944	55.41
COM	4 27 01	1003 HEATHER WORTHINGTON	30945	1237.27
COM	4 27 01	1007 PATRICIA PHILLIPS	30946	1033.21
COM	4 27 01	1013 WILLIAM MAERTZ	30947	1382.30
COM	4 27 01	1026 JASON CIERNIA	30948	70.65
COM	4 27 01	1033 DAVE TRETSEVEN	30949	1000.05
COM	4 27 01	1089 KATHLEEN A. CIERNIA	30950	206.74
COM	4 27 01	1136 ROLAND O. OLSON	30951	1148.75
COM	4 27 01	1143 COLIN B. CALLAHAN	30952	722.88
COM	4 27 01	1173 ELIZABETH M. POSTIGO	30953	405.41
		COMPUTER CHECKS		9234.28
		MANUAL CHECKS		.00
		NOTICES OF DEPOSIT		.00
		****TOTALS****		9234.28

CONSENT 2
Meeting Date: 5/16/01

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Pat Phillips, Licensing Coordinator

REVIEWED BY: Heather Worthington, City Administrator

EXPLANATION/SUMMARY:

GENERAL CONTRACTOR

Mohler Chimney Repair

Lic. #01-905

ACTION REQUESTED: Approval

ITEM: Adoption of chair schedule for the Board of Water Commissioners for the St. Paul Water Utility

SUBMITTED BY: Mayor Susan Gehrz

REVIEWED BY: Heather Worthington, City Administrator

EXPLANATION:

Summary: The suburban municipalities that contract for water service from the St. Paul Regional Water Services have representation on the Board of Water Commissioners. The current seat will be augmented by an additional seat beginning in 2002. The following schedule for rotation of those seats has been proposed:

1. Maplewood January 1998-December 2001
2. West St. Paul June 2001-May 2005
3. Falcon Heights January 2002-December 2005
4. Lauderdale June 2005-May 2009

This rotation would continue until another city joined the water utility.

ATTACHMENT:

Letter from Bernie Bullert, General Manager, St. Paul Regional Water Services

ACTION REQUESTED:

Adoption of seat rotation for Board of Water Commissioners, St. Paul Regional Water Services.



BOARD OF WATER COMMISSIONERS

James Reiter, *President* ♦ Stephen Haselmann, *Vice President*
Commissioners: Matt Anfang ♦ Robert Cardinal ♦ Pat Harris

April 26, 2001

Ms. Heather Worthington, City Manager
City of Falcon Heights
2077 Larpenteur Avenue West
Falcon Heights, Minnesota 55113

APR 27 2001

Dear Ms. Worthington:

On March 13, 2001, I sent a letter to the Mayor of each of the four cities (Falcon Heights, Lauderdale, Maplewood and West St. Paul) regarding a new Water Board Commissioner. Since then I have had some conversations regarding this and maybe I can help facilitate the process. It is my understanding, from some discussions, that a rotation of the four cities for Board seats may be acceptable. West St. Paul has expressed a strong interest in the current open seat. Therefore, I would suggest the following as the rotation, if you all agree:

Maplewood has had the 1st seat to date. The second seat is open June 1, 2001. The 1st seat re-opens January 1, 2002. My suggestion is follows:

1. Maplewood January 1998 - December 2001
2. West St. Paul June 2001 - May 2005
3. Falcon Heights January 2002 - December 2005
4. Lauderdale June 2005 - May 2009

Back to Maplewood, etc.

This rotation would continue until another city joined in and would need to be in the rotation. If this would be acceptable, I would offer to draft a short joint powers agreement to that affect.

If there are questions, please call me at 651-266-6260 or to authorize me to draft an agreement.

Sincerely,

Bernie R. Bullert
General Manager

BRB/mjg

SAINT PAUL REGIONAL WATER SERVICES

Bernie R. Bullert, General Manager

8 4th St E, Saint Paul MN 55101-1007 ♦ TTY: 651-266-6299

Saint Paul Regional Water Services provides quality water services to the following cities:
Arden Hills • Falcon Heights • Lauderdale • Little Canada • Maplewood • Mendota • Mendota Heights • Roseville • Saint Paul • West St. Paul

Consent 4
5/16/01

ITEM: Authorization for staff to plant sod in place of the prairie that currently exists near the City Hall building and fire station for safety reasons

SUBMITTED BY: Heather Worthington, City Administrator

REVIEWED BY: Bill Maertz, Director of Parks and Public Works
Kevin Kelly, Fire Inspector

EXPLANATION:

Summary: The City Hall was landscaped with a prairie planting around the perimeter of the building, within approximately 5 feet of the building, in 1997. The prairie requires a controlled burn to rejuvenate the plant materials approximately every three years. In addition, there were several crab apple trees planted amidst the prairie. In discussions with the Fire Inspector and the Director of Public Works, concerns about a burn so close to the building have been raised.

The DNR was contacted about the safety requirements of burning a prairie so close to a building. Doug Anderson of the Division of Forestry recommended that the minimum distance for a controlled burn is 25 feet from a building. He called this the "safe standard".

Therefore, staff is recommending that the prairie on the west and south sides of the building be removed and sod be planted in its place. The prairie "triangle" in front of the parking lot, and the front yard prairie on the south side of the building can remain and be maintained safely.

ACTION REQUESTED:

Authorize staff to remove the prairie on the west and south sides of the building and replace it with sod.

ITEM: Request a motion to formally include the Lindig Mini Park in the Falcon Heights park system on a permanent basis.

SUBMITTED BY: Heather Worthington, City Administrator

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

EXPLANATION:

Summary: A tax-forfeit city lot was acquired by the City in the late 1970's, and began utilizing it as an informal park where children in the surrounding neighborhood could play games, and enjoy it as a greenspace. In the early 1990's, the city installed a storm sewer conduit under the property. The installation of the storm sewer conduit prevented the lot from being developed for a single family home. The land was listed as a park in our 1989 Park Master Plan.

In early April, the city was notified by the County Property Manager for Tax Forfeited Lands that the County had "recently conducted a field review of properties conveyed by Use Deed that are located in your city...and have determined that the parcels... are not being used for their stated public purpose".

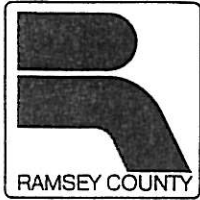
While the city has used this parcel as a park for many years, it has never been properly marked with a sign indicating that it is a park. In addition, the city never formally dedicated the land as a park when it was transmitted from the County. Staff is recommending that the Council make a motion dedicating it as park land, and authorizing staff to install a small sign indicating that it is park land.

ATTACHMENT:

Letter and attachments from Jim Carroll, Property Manager, Ramsey County Tax Forfeited Lands

ACTION REQUESTED:

Motion dedicating the Lindig Mini-Park as park land, and authorizing staff to install a small sign indicating that it is a park.



Property Records and Revenue

Richard J. Wendt, Division Manager

620B Government Center West
50 West Kellogg Boulevard
St. Paul, MN 55102-1557

Fax: 651-266-2210

April 12, 2001

Ms. Susan Hoyt
City of Falcon Heights Administrator
2077 Larpenteur Ave. W.
Falcon Heights, MN 55113

Re: Review of Use Deed parcels

Dear Ms. Hoyt,

The Ramsey County Tax Forfeited Lands section has recently conducted a field review of properties conveyed by Use Deed that are located in your city. Through this review we have determined that the parcels referred to in the enclosed information are **not** being used for their stated public purpose. A data sheet with an accompanying map for each of these parcels has been enclosed for your reference.

Pursuant to Minnesota Statutes, section 282.01, subd. 1d, "when a governmental subdivision to which tax-forfeited land has been conveyed for a specified public use, fails to put the land to that use, or to some other authorized public use, or abandons that use, the governing body of the subdivision shall authorize the proper officers to convey the land, or the part of the land not required for an authorized public use, to the State of Minnesota".

The following options are available to the City to resolve this issue; 1) begin using the property for its stated public purpose – effective immediately, 2) re-convey the property to the State of Minnesota, 3) apply for a Change of Use for the property, or 4) re-convey the property and purchase it at its current market value.

I would like to schedule a meeting with you to discuss the options that the Tax-Forfeited Lands section has listed above regarding the Use Deed process. Please contact me at (651) 266-2079 to schedule a time that is convenient for you.

Thank you for your prompt attention to this matter.

Sincerely,

Jim Carroll
Property Manager
Ramsey County Tax Forfeited Lands

**RAMSEY COUNTY
TAX FORFEITED LAND
USE-DEED REVIEW**

Date of review: 6-1-2000

PIN: 16-29-23-34-0040

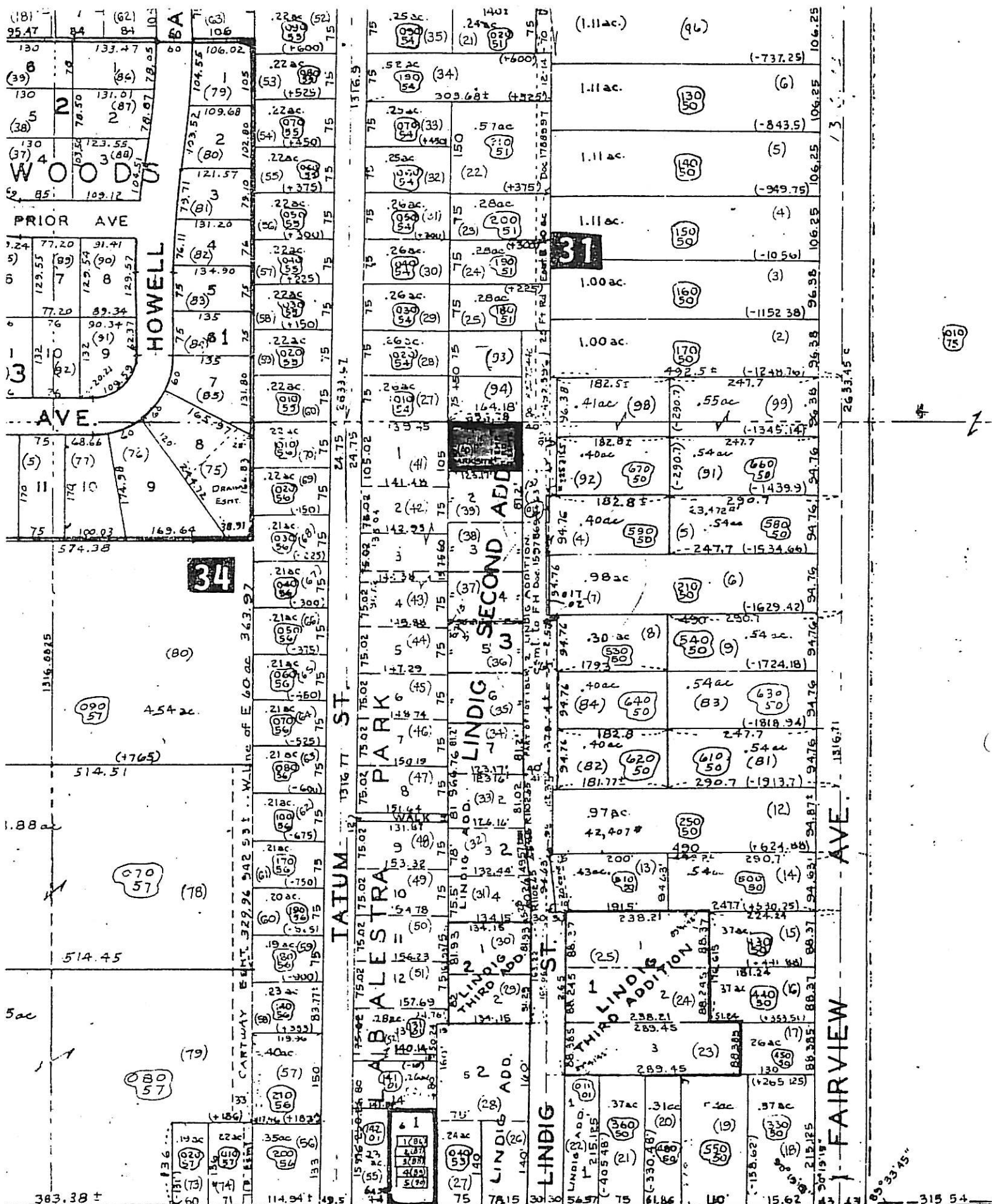
Municipality where property is located: Falcon Heights

Holder of Use-Deed: City of Falcon Heights

Date of Use-Deed: 12-17-1971

Purpose stated for Use-Deed: park site

Status and/or comments as of date of review: parcel is a vacant, grassy lot lying between two houses and does not appear to be used as a park.



487 LARPEUR RIDGE ESTATES
 654.98
 846.33
 656.98
 15.62
 315.54

(SEE PLAT COPY FOR DETAILS)

21

Policy 2
5/16/01

ITEM: Request for authorization to contract with Short Elliott Hendrickson to conduct a Property Redevelopment Eligibility Assessment

SUBMITTED BY: Heather Worthington, City Administrator

REVIEWED BY: Roger Knutson, City Attorney
Jim Prosser, Ehlers & Associates, Inc.

EXPLANATION:

Summary: As part of the redevelopment process for the SE Corner, our consultant at Ehlers & Associates Inc., Jim Prosser, has recommended that we conduct a Property Redevelopment Eligibility Assessment.

The Council authorized staff to send out a request for proposals on this work, and the following proposals were received:

Short Elliott Hendrickson	\$7,600.00
HKS Associates, Inc.	\$5,850.00

Staff recommends the contract be awarded to SEH. They will utilize technology which will allow all of the data collected to be entered into a GIS system. This data will then be available to the city for future projects, and will be compatible with our GIS system. Additional reimbursable costs will be billed separately. The City expects to be able to recover these costs in a subsequent development agreement after a developer is chosen for this project. Funds available in the city's Community Development fund will cover these costs in the interim.

ACTION REQUESTED:

Authorize staff to contract with SEH to provide a Property Redevelopment Eligibility Assessment for the sum of \$7,600.00.

**Policy 3
5/16/01**

ITEM: Proclamation of June 12 through June 16 as “Arabian Nights in Falcon Heights” for the Region 10 Championship Arabian Horse Show to be held at the State Fairgrounds

SUBMITTED BY: Susan L. Gehrz, Mayor

REVIEWED BY: Heather Worthington, City Administrator

EXPLANATION:

Summary: The Region 10 Championship Arabian Horse Show will be held at the State Fairgrounds from June 12th through June 17th. The International Arabian Horse Association expects 500 horses to compete in this year’s regional show, with the winners competing in national contests.

The Association has requested that the Mayor of Falcon Heights declare the evenings of June 12-16 as “Arabian Nights in Falcon Heights” in honor to welcome the out-of-state exhibitors, and in-state spectators who will participate in this year’s show.

ATTACHMENT:

Proclamation

ACTION REQUESTED:

Motion proclaiming the evenings of June 12-16, 2001 as “Arabian Nights in Falcon Heights” in honor of the Region 10 Championship Arabian Horse Show.

“ARABIAN NIGHTS IN FALCON HEIGHTS” PROCLAMATION

WHEREAS, the Region 10 Championship Arabian Horse Show will be held on June 12-17, 2001 at the State Fairgrounds; and

WHEREAS, the event’s planners hope to hold the show at the State Fairgrounds approximately every other year, and did hold the show here in 1999; and

WHEREAS, this event will attract exhibitors and spectators from the upper Midwest to the benefit of local businesses, and the promotion of Falcon Heights; and

WHEREAS, this show expects an entry of 500 horses competing for regional, and ultimately national honors;

I, Susan L. Gehrz, Mayor of Falcon Heights, now proclaim the evenings of June 12th-16th to be “Arabian Nights in Falcon Heights”.

IN WITNESS WHEREOF, I have set my hand this 16th day of May in the year Two Thousand and One.

Susan L. Gehrz, Mayor



CITY OF
FALCON HEIGHTS

*file w/
5/16 agenda*

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

May 25, 2001

IAHA Region 10 Horse Show
ATTN: Les Crowl, Publicity Director
15011 Oakland Avenue South
Burnsville, MN 55306-5137

Dear Mr. Crowl:

Enclosed is a proclamation proclaiming "Arabian Nights in Falcon Heights" for the evenings of June 12 – 16, 2001. We have also placed this proclamation on our bulletin board at city hall to advertise this to the residents that come in. I wish your organization much success with the show and hope it goes extremely well.

Sincerely,

Susan L. Gehrz
Mayor

PROCLAMATION

“ARABIAN NIGHTS IN FALCON HEIGHTS”

WHEREAS, the Region 10 Championship Arabian Horse Show will be held on June 12-17, 2001 at the State Fairgrounds; and

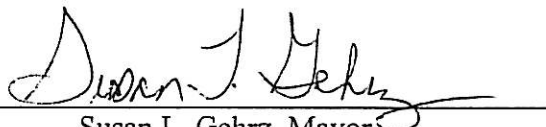
WHEREAS, the event's planners hope to hold the show at the State Fairgrounds approximately every other year, and did hold the show here in 1999; and

WHEREAS, this event will attract exhibitors and spectators from the upper Midwest to the benefit of local businesses, and the promotion of Falcon Heights; and

WHEREAS, this show expects an entry of 500 horses competing for regional, and ultimately national honors;

I, Susan L. Gehrz, Mayor of Falcon Heights, now proclaim the evenings of June 12th-16th to be “Arabian Nights in Falcon Heights”.

IN WITNESS WHEREOF, I have set my hand this 16th day of May in the year Two Thousand and One.


Susan L. Gehrz, Mayor

**Policy 3
5/16/01**

ITEM: Proclamation of June 12 through June 16 as “Arabian Nights in Falcon Heights” for the Region 10 Championship Arabian Horse Show to be held at the State Fairgrounds

SUBMITTED BY: Susan L. Gehrz, Mayor

REVIEWED BY: Heather Worthington, City Administrator

EXPLANATION:

Summary: The Region 10 Championship Arabian Horse Show will be held at the State Fairgrounds from June 12th through June 17th. The International Arabian Horse Association expects 500 horses to compete in this year’s regional show, with the winners competing in national contests.

The Association has requested that the Mayor of Falcon Heights declare the evenings of June 12-16 as “Arabian Nights in Falcon Heights” in honor to welcome the out-of-state exhibitors, and in-state spectators who will participate in this year’s show.

ATTACHMENT:

Proclamation

ACTION REQUESTED:

Motion proclaiming the evenings of June 12-16, 2001 as “Arabian Nights in Falcon Heights” in honor of the Region 10 Championship Arabian Horse Show.

File

**INTERNATIONAL ARABIAN HORSE ASSOCIATION
Region 10
Saint Paul (Falcon Heights), Minnesota**

April 30, 2001

MAY 01 2001

Office of the Mayor Susan Gehrz
City of Falcon Heights, MN.
2077 W. Larpenter Avenue
Falcon Heights, MN. 55113

RE: REQUEST FOR PROCLAMATION

Honorable Mayor Gehrz:

The Region 10 Championship Arabian Horse Show, held here in 1999, is again returning to St. Paul (Falcon Heights) in 2001.

To be held at the Minnesota State Fairgrounds Coliseum June 12th – 17th, this show expects an entry of about 500 horses competing for regional, and ultimately national, honors.

As you may know, a horse show of this caliber attracts exhibitors and spectators alike who explore the twin cities in general and the Falcon Heights area in particular. Moreover, a show like this is high-quality family entertainment at a bargain price...admission is FREE to the public, for promotional purposes.

If financially successful, we hope to host the show here approximately every other year. Accordingly, we would like to welcome the out-of-state exhibitors and in-state spectators in the spirit of local good will and therefore, respectfully request that you please, as the Honorable Mayor of Falcon Heights, Minnesota, PROCLAIM... The evenings of June 12 – 16, 2001 as "Arabian Nights in Falcon Heights", Minnesota.

Our local MN. Arabian Horse Assn., as well as the Region 10 Committee and the International Arabian Horse Association, would be extremely appreciative of your forthcoming proclamation.

On behalf of the above organizations, I sincerely thank you for your consideration.

Respectfully,



Les Crowl, Publicity Director

IAHA Region 10 Horse Show ('01)
15011 Oakland Avenue South
Burnsville, MN. 55306-5137
Res: (952) 435-8758
Bus: (952) 361-1712
Fax: (952) 361-1636
E mail: lcrowl@co.carver.mn.us

Enc

POLICY 4
Date: 5/16/01

ITEM: Council Appointment to fill the vacancy left by resignation of John Hustad

SUBMITTED BY: Mayor Gehrz

EXPLANATION/DESCRIPTION:

Summary and action requested.

A letter was sent to all households informing residents of the council opening and the application process. Eleven people applied and gave short presentations about the reasons and qualifications for serving on the city council. Based upon the vote of individual council members, seven finalists were selected and interviewed on May 9 or May 10. Those finalists were:

Tom Brace
Roy Garza
Barb Heideman
Robert Lamb
Melissa Maher
Bruce Mielke
Patrick Ryan

Tonight the council members need to select the person to be appointed to fill the council seat being vacated by John Hustad. This appointment will be effective on May 17 and the person appointed will be sworn in on May 23rd. The term of the appointment ends on December 31, 2001.

ACTION REQUESTED: Appointment of the person to fill the city council seat from May 17 through December 31, 2001.

**Policy 5
5/16/01**

ITEM: Appeal of Zoning Administrator's decision by Bruce Callahan, 1437 Idaho Avenue West, in the matter of a garage site plan review

SUBMITTED BY: Heather Worthington, City Administrator

REVIEWED BY: Roger Knutson, City Attorney

EXPLANATION:

Summary: Mr. Callahan submitted plans for a new garage on March 3, 2001. The plans were reviewed, and a letter sent on April 3, 2001, notifying Mr. Callahan that the plan he submitted did not comply with the zoning code (see attachments).

Mr. Callahan submitted another site plan on April 10, 2001. Mr. Callahan and I conversed by phone about his site plan the next day, and I explained to him that it too did not comply with the zoning code. On April 19, Roger Knutson, City Attorney, sent Mr. Callahan a letter confirming our conversation, and listing the deficiencies in his site plan as submitted (attached).

I offered to process a variance request for Mr. Callahan, but he did not want to apply for a variance. I also offered several other options, including the construction of a slightly larger garage, still within the 600 square foot maximum, or utilizing attic trusses for the roof, which would allow additional ceiling height and storage space.

Background:

The Zoning Administrator has authority to make decisions regarding zoning issues according to the following excerpt from the Falcon Heights City Code, Chapter 9, Part 15, Subdivision 1-3:

Subdivision 1. Establishment, Appointment, Facilities. There is hereby established the office of Zoning Administrator, which shall be filled by the City Administrator unless otherwise appointed by the City Council.

Subdivision 2. Duties. The duties of the Zoning Administrator shall be:

- a. To administer and enforce the provisions of this Chapter either directly or through the Building Inspector;
- b. To issue building permits;
- c. To issue such other permits as are required by this ordinance upon the
- d. determination thereof by the proper authority;

- e. To issue certificates of occupancy;
- f. To keep and maintain a permanent record of this Chapter, to enter upon such record all amendments thereof, to provide for public inspection thereof at all times, and pursuant to the determination of the Council to provide for the distribution or sale thereof;
- g. To keep secure the official land use map and the official zoning map and to make amendments thereof or additions thereto upon adoption thereof, to provide for public inspection thereof during official business hours of the city and pursuant to the determination of the Council to provide for the distribution or sale thereof;
- h. To maintain all city plans (comprehensive municipal or guide plan, central business district and others) in an up-to-date condition;
- i. Issue permit numbers to existing business uses in the "EB" Zoning District upon enactment of this Ordinance;
- j. Assign Conditional and other permit numbers to all land uses in the City which are automatically granted a permit upon enactment of this Chapter; this may be done at such time as existing land uses change, alter, expand, construct, move or otherwise require an amendment due to change following enactment of this Chapter;
- k. To prepare and submit to the Planning Commission, and the Council, if appropriate, applications for building permits, variances, conditional use permits and appeals;
- l. To maintain records of all permits issued, appeals, variances, conditional use permits and the disposition thereof;
- m. To receive, file and forward to the respective official bodies applications for variances, conditional uses and appeals;
- n. To publish and attend to the service of all notices required under the provisions of this Chapter and to make or prepare and file affidavits of service thereof;
- o. To refer to the City Attorney all violations of this ordinance which cannot be handled administratively;
- p. To assure that all building permits comply with the terms of this Chapter;

q. To conduct inspections of buildings and land to determine compliance with the terms of this Chapter.

Subdivision 3. Discretion. The Zoning Administrator shall not have the discretion to vary the terms and provisions of this Chapter. He/she shall have the power and the responsibility to interpret any provisions of this Chapter which may be unclear. In the discharge of this duty the City Attorney shall provide advice to him/her upon request. In the making of any such interpretation, the Zoning Administrator shall set forth a decision in writing, including reasons thereof.

An applicant may appeal the decision of the Zoning Administrator by following the process outlined below:

9-15.02 Appeals

Subdivision 1. Appeals. The City Council shall determine, in harmony with the general purpose and intent of this Chapter and the Comprehensive Municipal Plan, by resolution, all appeals from any order requirement, permit or decision made by the Zoning Administrator as to the location of the boundary of a Zoning District as shown on the Zoning Map.

Subdivision 2. Notice. At any time within ninety (90) days after the decision of the Zoning Administrator under the provisions of this Chapter, except in connection with prosecutions for violations thereof, the Applicant or other person or officers of the City affected thereby may appeal to the City Council by filing a written notice stating the action appealed from and stating the specific grounds upon which the appeal is made.

Subdivision 3. Referral. Before any determination of an appeal from action by the Zoning Administrator, the appeal shall be referred to the Planning Commission which shall function as the Board of Appeals for study and recommendation. The Planning Commission may conduct such hearings as it may deem advisable and shall prescribe what notice, if any, shall be given of such hearing.

Subdivision 4. Hearing. The City Council shall by motion after the filing of notice of appeal, set a date for hearing thereon, not earlier than seven (7) days after nor more than sixty (60) days after the next regular meeting date of the Planning Commission.

Subdivision 5. Notice of Hearing. Notice of the hearing before the City Council shall be mailed to all appellants. In all cases involving determination of district boundary lines or interpretation of the text of the Chapter, ten (10) days published notice of hearing in the official newspaper shall be given.

Subdivision 6. Determination. If the recommendation of the Planning Commission is not transmitted to the City Council prior to the date of hearing, the City Council may take action without further awaiting such recommendation.

The City adheres to the following process for building permit applications:

1. Permit application is filled out by the applicant
2. Applicant submits site plan along with permit application
3. Application is reviewed by Zoning Administrator to determine compliance with provisions of the Zoning Code.
4. If application is in compliance with code, it is forwarded to the Building Inspector for processing.
5. Building Inspector processes application, contacts applicant if necessary, and issues building permit.

ATTACHMENTS:

Letter from City of Falcon Heights, April 3, 2001 to Mr. Callahan

Letter from Campbell Knutson, April 19, 2001 to Mr. Callahan

Letter from Mr. Callahan, April 18, 2001 to Heather Worthington, City of Falcon Heights

Site Plan #1 with notes from Mr. Callahan

Site Plan #2

Staff Worksheet on Site Plan Review dated 4/10/01 from Heather Worthington

ACTION REQUESTED:

Refer appeal to the Planning Commission for review and recommendation as outlined in Chapter 9-15.02, Subdivision 3 (see above).



CITY OF
FALCON HEIGHTS

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

April 3, 2001

Bruce and Jane Callahan
1437 Idaho Ave. West
Falcon Heights, MN 55108

Dear Bruce and Jane:

In reviewing your site plan for a new garage on your property, I noted the following issues:

1. The new garage is not replacing an existing garage.
2. You plan to utilize the existing garage as a storage shed.
3. The required rear yard for your property is 1,500 square feet, measured from your rear lot line, 30 feet in. The maximum built space for this rear yard is 600 square feet. If you retain the existing garage, you will exceed the maximum allowable built space for the rear yard.

I would be happy to meet with you, or talk on the phone about the option available to you which would be to replace the existing garage, in the same location, with a new garage that does not exceed 600 square feet in area.

Please call me at 651/644-5050 as soon as possible. I will hold on to your application until I hear from you.

Sincerely,

Heather Worthington
City Administrator

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



PRINTED ON RECYCLED PAPER

CAMPBELL KNUTSON

APR 20 2001

Professional Association

Attorneys at Law

(651) 452-5000

Fax (651) 452-5550

Direct Dial: (651) 234-6215

E-mail Address: rknutson@ck-law.com

Thomas J. Campbell
Roger N. Knutson
Thomas M. Scott
Elliott B. Knetsch
Joel J. Jamnik
Andrea McDowell Poehler
Matthew K. Brokl*

**Also licensed in Wisconsin*

John F. Kelly
Matthew J. Foli
Marguerite M. McCarron
Gina M. Brandt

April 19, 2001

Bruce and Jane Callahan
1437 Idaho Avenue West
Falcon Heights, MN 55108

RE: PROPOSED GARAGE

Dear Mr. and Mrs. Callahan:

I am the Falcon Heights City Attorney. City Administrator, Heather Worthington, asked me to inform you of the City's zoning ordinance requirements concerning your proposed garage. I have reviewed two hand drawn site plans. Both proposals require a variance. Site Plan No. 1 requires a variance from Section 9-2.04, Subd. 2b of the zoning ordinance because more than 40% of your required rear yard would be occupied by accessory buildings. Site Plan No. 2 requires a variance from Section 9-2.04, Subd. 1 because of its location.

If you would like to proceed, please contact Heather Worthington to obtain an application for a variance. If you disagree with City staff's interpretation of the zoning ordinance, you may appeal to the City Council which acts as the Board of Adjustments and Appeals (Zoning Ordinance § 9-15.02).

Regards,

CAMPBELL KNUTSON
Professional Association

BY:

Roger N. Knutson

RNK:srn

cc: Heather Worthington, City Administrator

April 18, 2001

City of Falcon Heights
Attn: Heather Worthington
2077 W. Larpenteur Ave.
Falcon Heights, MN 55113

Dear Ms. Worthington:

After you rejected my initial garage site plan, I met with you in your office and you provided me with all the City code and starred pertinent sections that you felt were important.

I submitted a revised garage site plan to you on April 5th that addresses the issues outlined in your April 3rd letter. In our April 10th meeting in your office, you indicated you had a problem with the garage placed within 12 feet of the house's deck. I told you I did not feel you were interpreting the code correctly, as page 37, Item c. Minimum Clearance states a requirement of 5 feet. In addition you offered several other vague concerns, but offered to give me a formal response the next day. I returned your call on April 11th, when you stated you were rejecting the revised site plan, claiming that page. Item (3) (iv) requires that I must build in the rear 30 feet of the lot. I told you that the Item you cited was not germane as the whole of Section c. starting on page 33 deals with setbacks from the side and rear lot lines not a requirement related to building in the rear yard.

I asked that you detail your issues in writing and you said you would do so. To date I have not received a written response. I expect an immediate response in writing if you do not find my site plan acceptable.

I tried to seek clarification from the city building inspector as to whether I had not met the codes and I found you have not even submitted my revised site plan to the building inspector for review. It is my understanding that you are taking the approach of seeking to interpret the city codes, and instead of seeking the opinion of the building inspector as would be normal practice, you are working with the city attorney to find a way to block my plan. I find your approach very unprofessional.

Sincerely,



Bruce Callahan

1437 Idaho Ave W.

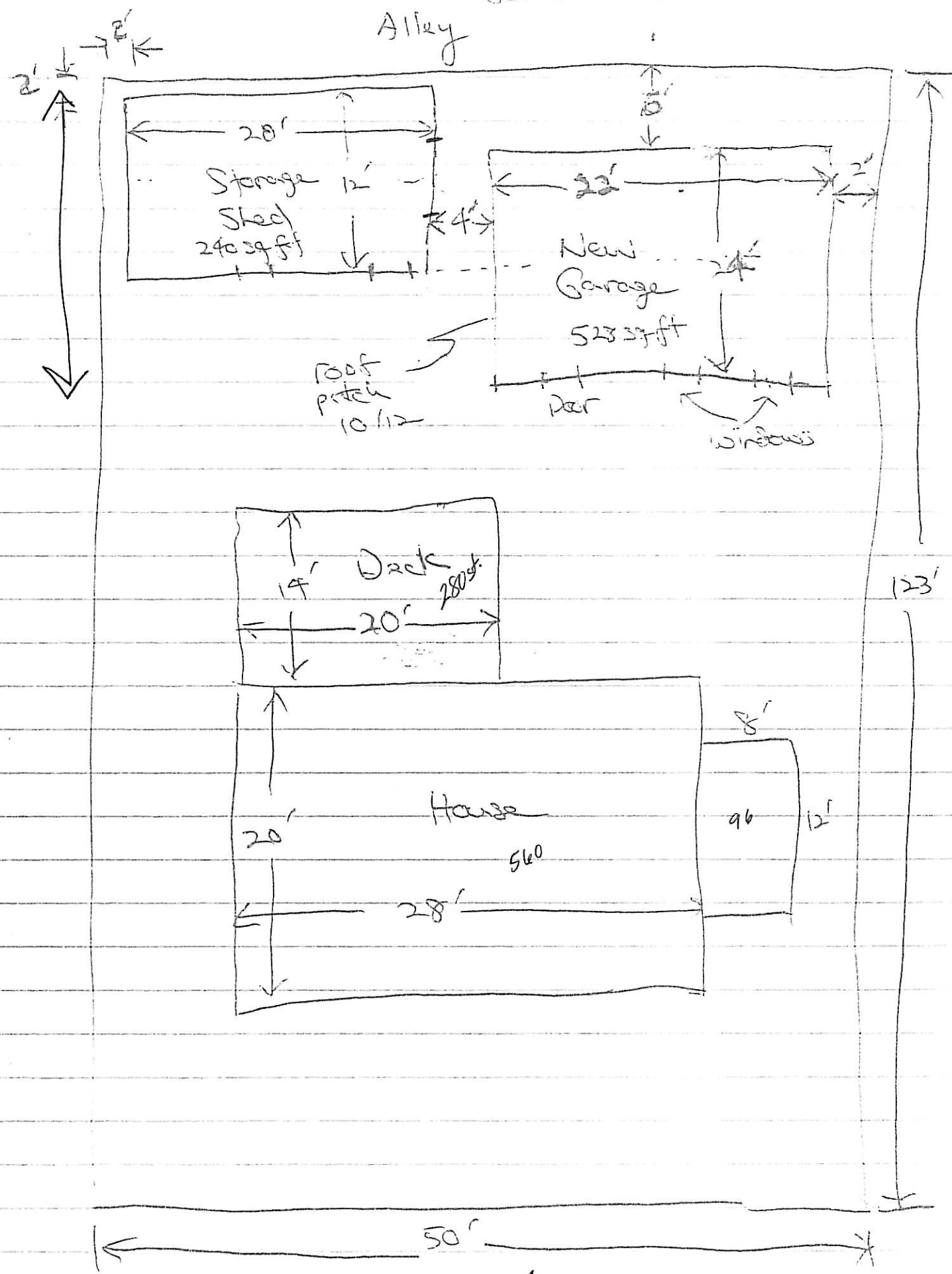
Falcon Hts.

w: 612 371-4066

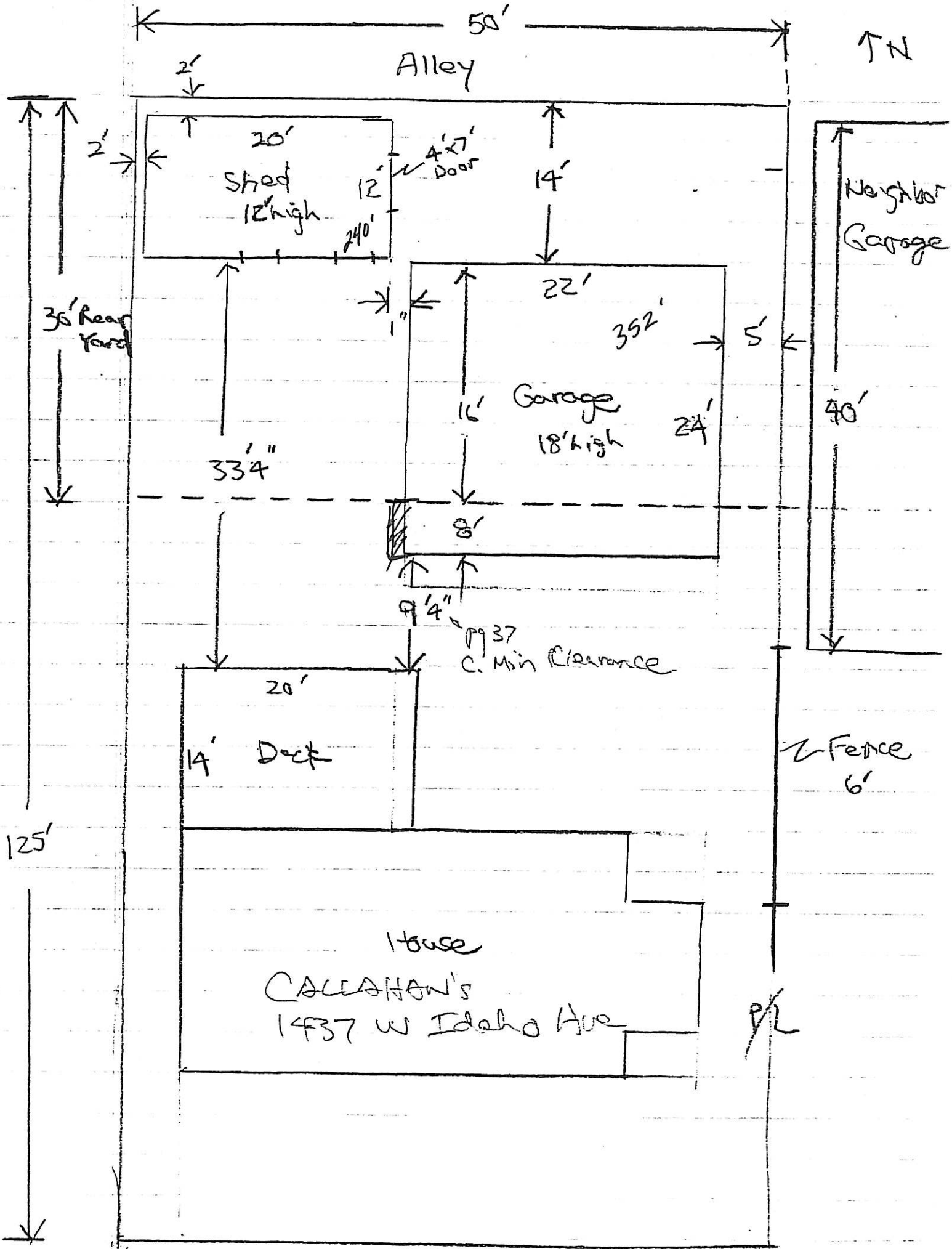
h: 651-659-0425

651-639-0425

Alley



→ 1st site plan



→ 2nd Site Plan

TO BE COMPLETED AND FILED WITH EACH BUILDING PERMIT DATE: _____

PERMIT/PLAN REVIEW AND INSPECTION
RECORD WORKSHEET

ADDRESS: 1437 Idaho

OWNER: Callahan

CONTRACTOR: _____

APPROVED BY: Not Approved *HAW*

4/10/01

COMMERCIAL OR RESIDENTIAL ZONE R-1
USE: Permitted Conditional Accessory Home Occupation

PROPOSED ACTIVITY:

- Commercial: ___ new use ___ expanded use
- Commercial or residential: ___ addition ___ deck X garage
___ shed/or gazebo ___ driveway ___ fence ___ other _____

ZONING CODE REQUIREMENTS (check specific zoning district):

X site plan attached (if applicable)
Meets code type of requirement setback/ other/ comment

X parking _____
X front setback _____
X sideyard setback _____
 _____ rearyard setback _____
 _____ maximum height _____
 _____ lot coverage _____
 (40% of rear yard for Does not meet
 residential detached accessory)

Does not meet - see 9-2.04 subd. (1), and Subd (3).

_____ total paved/built space
(75% maximum) _____

_____ sign requirements: _____
 _____ number _____
 _____ location _____
 _____ size _____
 _____ illumination _____

*Site Plan not approved.
Permit not released*

INSPECTION RECORD

INSPECTED BY: _____

Date	Type of Inspection	Comments (if any)
_____	FOOTINGS	_____
_____	FRAMING	_____
_____	OTHER	_____
_____	OTHER	_____
_____	FINAL	_____