

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

**AGENDA**  
**December 12, 2001**

- A. CALL TO ORDER: 7 p.m.
- B. ROLL CALL:       GEHRZ \_\_\_ KUETTEL \_\_\_ LAMB \_\_\_  
                          LINDSTROM \_\_\_ TALBOT \_\_\_  
                          WORTHINGTON \_\_\_ PHILLIPS \_\_\_  
                          ATTORNEY \_\_\_ ENGINEER \_\_\_
- C. COMMUNITY FORUM:
- D. APPROVAL OF MINUTES: November 28, 2001
- E. CONSENT AGENDA:
1. General disbursements through 12/7/01, \$32,804.97  
   Payroll, 11/16/01 to 11/30/01, \$9,705.50
  2. License to General Contractor
  3. Step Increase for Elizabeth Postigo, Receptionist
  4. Step Increase and permanent appointment of Deborah Jones, Zoning and  
   Planning Coordinator
  5. Transfer of Funds from Infrastructure Fund (419) to the Northome Street  
   Improvements Capital Improvement Fund (430), amend the budget line items  
   associated with this transfer of funds, and authorize the closing of this fund as  
   of December 31, 2001
  6. Approval of the final pay estimate to Pearson Brothers in the amount of  
   \$1,042.65
  7. Approval of the final pay estimate to T. A. Schifsky & Sons, Inc. for 2000  
   Alley Improvements Project
  8. ADDENDUM: Amend General Fund budget and a transfer of funds from the  
   General Fund to the Storm Drainage Fund (602)
- F. PUBLIC HEARING:
1. 2002 Budget

G. POLICY AGENDA:

1. Consideration of Resolution 01-30 adopting the 2002 property tax levy of \$851,600
2. Consideration of Resolution 01-31 adopting the 2002 budget
3. Presentation on the establishment of a Neighborhood Security Commission
4. Adoption of a Pavement Management Program to assist in maintaining and monitoring the performance of one of the city's largest investments, the paved street network.

H. REPORTS FROM COUNCILMEMBERS:

I. INFORMATION AND ANNOUNCEMENTS:

J. ADJOURN

**DRAFT**

City of Falcon Heights  
City Council Minutes  
November 28, 2001

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

PRESENT: Gehrz, Lamb, Lindstrom, Talbot. Also present was Heather Worthington, City Administrator

ABSENT: Councilmember Kuettel, Deputy Clerk Phillips

COMMUNITY FORUM: Virginia Allen, 1490 W. Idaho Ave. stepped forward to say she would like the city council to explore the possibility of participating in the construction of a community center in Roseville. She indicated it would be a good way to attract and retain young families in Falcon Heights. She currently drives to Shoreview Community Center. Mayor Gehrz said she'd contact Roseville to determine where they are in the planning process for a community center. Gehrz said perhaps a task force would need to be formed to study the pros and cons of such an arrangement and a survey would most likely have to be taken of the residents of the city. Gehrz told Ms. Allen that she would be getting back with her on the subject.

APPROVAL OF MINUTES: The minutes of November 14, 2001 were approved with a minor correction.

CONSENT

Councilmember Talbot requested clarification of two items and after receiving such, Councilmember Lamb made a motion to approve the following consent agenda. The motion passed unanimously.

1. General disbursements and payroll
2. Licenses
3. Fund transfers from the General Fund to selected other funds
4. Authorize the replacement of two existing rooftop heating and cooling units at city hall

POLICY

Approval of changes to the city's personnel policies having to do with sick leave, vacation, tuition reimbursement, part-time benefits and performance reviews.

Administrator Worthington said (1) the current cap on accrual of sick leave is 960 hours and staff recommended that employees with 10 years or more of service be capped at 1,260 hours. Compensation for sick leave is at 50% upon leaving employment with the city. Worthington then said (2) staff recommends vacation benefits be simplified so

accrual is based at 8 hours per month for full time employees, with a pro-rated amount for part-time employees based on their work hours per month. Present vacation benefits are accrued at 6.7 hours per month. Worthington also said (3) staff recommends an increase in tuition benefits from \$1,800 per year/ per employee, to \$2,000 per year/per employee. Worthington said (4) the next staff recommendation was part-time regular employees with variable schedules accrue vacation and sick leave on a pro-rated basis depending on hours worked each month, rather than hours worked each pay period. The final recommendation was (5) the city's policy regarding performance reviews be changed to say that employees will be eligible for reviews at their anniversary date of hire each year rather than all having reviews at the same time each year. After brief discussion, councilmember Talbot made a motion to approve the changes to the Personnel Policy. The motion passed unanimously.

Close the Fiduciary Recreation Trust Fund 802 and transfer the fund balance in this fund to the Special Revenue Park and Recreation Fund 201 effective as of January 1, 2001. In addition, label this amount as "Designated for Scholarships".

Administrator Worthington said the Recreation Trust Fund 802 was originally set up to account for assets held for recreation scholarships. With GASB 34, this fund would not be reported and should be closed. Worthington said staff recommendation is that the Special Revenue Park and Recreation Fund 201 receive these funds, with the stipulation that they be designated for scholarships. After brief discussion, councilmember Lindstrom made a motion to close Trust Fund 802 retroactive to January 1, 2001, and transfer the assets of the fund to Special Revenue Park and Recreation Fund 201 labeling the amount transferred as "Designated for Scholarships" and adjust the appropriate budget line items associated with the transfer. The motion passed unanimously.

Accept tree trimming proposal from Rainbow Tree Care, 2239 Edgewood Ave. S., St. Louis Park, MN 55426 and authorize additional trimming up to the budgeted amount.

Administrator Worthington said three bids were received for the trimming of trees on city hall grounds and three city parks. Rainbow Tree Care was well under the budgeted amount and staff is recommending that additional trees be trimmed in the Falcon Woods area, up to the budgeted amount. After brief discussion, councilmember Lamb made the motion to accept the tree trimming proposal from Rainbow Tree Care and authorize staff to contract with Rainbow Tree Care to do additional trimming up to the budgeted amount. The motion passed unanimously.

INFORMATION AND ANNOUNCEMENTS:

Councilmember Lindstrom introduced a "special guest", the dog who appeared to be lost and ended up at city hall. Lindstrom said staff had tried everything to find its owner and hopes to resolve the situation. Lindstrom said the dog is a female yellow lab and has been on Channel 45 news as the lost dog living at city hall.

Mayor Gehrz mentioned Heather Worthington's recent presentation before the Ramsey County Board of Commissioners encouraging a survey be done of resources in the cities throughout Ramsey County with respect to emergency management. It would not only cover fire, police and public works equipment, but also hospital, health care and specially trained personnel.

Gehrz also mentioned an editorial in the Star Trib recently entitled "Safe at Home Involves Citizens and Security" in which Falcon Heights' meeting on October 29th was mentioned. Gehrz also encouraged residents to become block captains as there is still a need for them.

Gehrz thanked the public safety professionals for their part in the November 15th Town Hall meeting on safety issues.

Administrator Worthington reminded every resident of the 2" snow emergency policy in Falcon Heights and secondly, sidewalks must be shoveled within 24 hours after a snowfall, including salting or sanding, if icy conditions warrant. Thirdly, a reminder to shovel around fire hydrants.

Worthington also reminded everyone to attend the December 4th meeting at city hall at 7 p.m. on the SE corner redevelopment. Some of the things discussed will be traffic flow, access and building design.

ADJOURN

The meeting adjourned at 7:50 p.m.

Respectfully submitted, (via videotape)

Pat Phillips

CONSENT 1  
Meeting Date: 12/12/01

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Roland Olson, Finance Director

EXPLANATION/SUMMARY:

1. General disbursements through December 7, 2001, \$32,804.97
2. Payroll, 11/16/01 to 11/30/01, \$9,705.50

ACTION REQUESTED: Approval

APPROVAL OF BILLS  
 PERIOD ENDING: 12/7/01\_

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	LEONARD, STREET & DEINARD	ARBITRAGE ISSUES/RESOLUT	-----	950.00
	***	TOTAL FOR DEPT 00		950.00
	LEAGUE MN CITIES INS TRST	02 WORKERS COMP INS	LEGISLAT	59.59
	***	TOTAL FOR DEPT 11		59.59
	AMERICAN OFFICE PRODUCTS	PENS/TAPE/LABELS/INKJET	ADMINIST	148.60
	ICMA RETIREMENT TRUST 457	DEC/01 WORTHINGTON	ADMINIST	100.00
	INSTY-PRINTS PLUS	CITY LETTERHEAD PAPER	ADMINIST	257.43
40636	MINNESOTA MEETING	BIOTERRIST MEETING REGST	ADMINIST	25.00
	LEAGUE MN CITIES INS TRST	02 WORKERS COMP INS	ADMINIST	523.06
	METROPOLITAN AREA MANAGE-	NOV/01 MEETING EXP	ADMINIST	16.00
	MIDWAY CHAMBER COMMERCE	NOV MEETING EXP	ADMINIST	16.00
	MIDWEST DELIVERY SERVICE	DELIVERIES	ADMINIST	14.65
	NCPERS GROUP LIFE INS	12/01 PHILLPS	ADMINIST	12.00
	LEAGUE MN CITIES INS TRUS	PROPERTY INS-PAVILLION	ADMINIST	321.00
40637	OFFICE MAX CREDIT PLAN	PAPER/NOTEBOOKS	ADMINIST	58.94
40635	PERA	NOV 16-30 PERA WITHHOLDG	ADMINIST	1,097.44
	PHILLIPS, PATRICIA	MILEAGE REIMB	ADMINIST	4.83
	UNITED WAY	PHILLIPS 4TH QTR	ADMINIST	39.00
	UNITED WAY	WORTHINGTON 4TH QTR	ADMINIST	30.00
	TRETSVEN, DAVE	MILEAGE REIMB	ADMINIST	10.35
	LYNN & ASSOCIATES	CONSULTING/SURVEY	ADMINIST	600.00
	***	TOTAL FOR DEPT 12		3,274.30
	ROLAND OLSON	2001YEARLY BANK MILEAGE	FINANCE	82.04
	***	TOTAL FOR DEPT 13		82.04
	ELECTION SYSTEM/SOFTWARE	BALLOTS FOR ELECTION	ELECTION	583.55
	ELECTION SYSTEM/SOFTWARE	PROGRAMING FOR ELECTION	ELECTION	498.00
	***	TOTAL FOR DEPT 15		1,081.55
	ESCHELON TELECOM, INC.	TECH SUPPORT/TELEPHONES	COMMUNIC	17.50
	FBN, INC	LAPTOP COMPUTER ISSUES\	COMMUNIC	255.00
40640	MCI WORLDCOM RES SVC	LONG DISTANCE CHRGES	COMMUNIC	15.64
	QWEST	TELE 11/22	COMMUNIC	125.20
	***	TOTAL FOR DEPT 16		413.34
	DEBORAH JONES	INSPECTION MILEAGE REIMB	PLANNING	45.02
	DEBORAH JONES	POSTAGE-CERTIFIED MAIL	PLANNING	3.94
	***	TOTAL FOR DEPT 17		48.96
	CASH	EMERG PPREPARE MEET EXPS	EMERGENC	9.57
	DEBORAH JONES	EMERG PLANNING MEETINGS	EMERGENC	37.13
	HEALY-RUFF	EMERG SIREN REPAIR (APRIL	EMERGENC	143.31
	BRUCE MIELKE	NEIGHBORHOOD WATCH MATLS	EMERGENC	33.94
	BRUCE MIELKE	BLOCK CAPTAIN MATERIALS	EMERGENC	32.85
40637	OFFICE MAX CREDIT PLAN	MAP BOARD/PUSH PINS	EMERGENC	28.08
	***	TOTAL FOR DEPT 21		284.88
	HUGHES & COSTELLO	DEC/01 PROSECUTIONS	PROSECUT	2,595.00
	***	TOTAL FOR DEPT 23		2,595.00
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING	FIRE FIG	44.20

APPROVAL OF BILLS  
 PERIOD ENDING: 12/7/01\_

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	GLENWOOD INGLEWOOD	H2O AND COOLER RENTAL	FIRE FIG	19.48
	LEAGUE MN CITIES INS TRST	02 WORKERS COMP INS	FIRE FIG	2,350.46
	MESABI RANGE EVELETH CAMP	FLOOR/APRON CEMENT REPLC	FIRE FIG	825.00
	ROSEVILLE FIRE DEPT ACCOU	7 NAME TAGS	FIRE FIG	13.50
40639	SUPERAMERICA	FUEL	FIRE FIG	84.29
	*** TOTAL FOR DEPT 24			3,336.93
	BOARD OF WATER COMMISSNRS	H20	CITY HAL	17.06
	BOARD OF WATER COMMISSNRS	SS	CITY HAL	11.69
	CASH	TOASTER FOR KITCHEN	CITY HAL	5.33
	CASH	RED BOWS FOR DECORATIONS	CITY HAL	11.68
	GLENWOOD INGLEWOOD	H20/COOLER RENT	CITY HAL	19.49
40638	HOME DEPOT CRC/GECF	2 ELECTRIC HEATERS	CITY HAL	80.08
40638	HOME DEPOT CRC/GECF	CLEANING SUPPLIES	CITY HAL	43.48
	GRAINGER, W. W., INC.	ICE MELT/LIGHT BULBS	CITY HAL	237.72
	LEAGUE MN CITIES INS TRST	02 WORKERS COMP INS	CITY HAL	536.30
	LINDERS GARDEN CENTER	SPRUCE TOPS/GARLAND	CITY HAL	167.92
	M-75 BUILDING MAINTENANCE	NOV/01 CLEANING	CITY HAL	221.41
	XCEL ENERGY	ELECT 11/29	CITY HAL	705.01
	XCEL ENERGY	GAS 11/28	CITY HAL	206.46
	OXYGEN SERVICE COMPANY	TANK RENTALS	CITY HAL	10.91
	PHILLIPS, PATRICIA	REIMB KITCHEN SUPPLIES	CITY HAL	12.87
	SUBURBAN ACE HARDWARE	SQUEEGE/CLEANING SUPPLIE	CITY HAL	37.23
	VERIZON WIRELESS	CELL PHONES	CITY HAL	27.42
	*** TOTAL FOR DEPT 31			2,352.06
	GAME TIME	TRASH RECPTACLES	STREETS	833.88
	GRAINGER, W. W., INC.	1 STREET LIGHT BULB	STREETS	31.17
	GRAINGER, W. W., INC.	6 STREET LIGHT BULBS	STREETS	186.99
	LEAGUE MN CITIES INS TRST	02 WORKERS COMP INS	STREETS	1,694.97
	XCEL ENERGY	ELECT 11/28	STREETS	9.95
	XCEL ENERGY	ELECT 11/28	STREETS	76.16
	XCEL ENERGY	ELECT 11/28	STREETS	7.51
	XCEL ENERGY	ELECT 11/28	STREETS	65.39
	XCEL ENERGY	CURTIS PK ELECT/GAS	STREETS	62.15
	XCEL ENERGY	ELECT 11/29	STREETS	64.28
	XCEL ENERGY	ELECT 11/29	STREETS	8.87
	XCEL ENERGY	ELECT 11/29	STREETS	82.21
	XCEL ENERGY	ELECT 11/29	STREETS	1,954.75
	XCEL ENERGY	ELECT 11/29	STREETS	9.15
	LEAGUE MN CITIES INS TRUS	STREET LIGHTS INS	STREETS	892.00
	SUBURBAN ACE HARDWARE	WINDSHIELD WASH	STREETS	4.44
	SUBURBAN ACE HARDWARE	FASTERNERS/DRILL BITS	STREETS	25.79
	*** TOTAL FOR DEPT 32			6,009.66
	KUNDE CO INC	SHADE TREE DISEASE PROG	TREE PRO	734.36
	PRECISION TREE COMPANY	ROOT CHIPPING(FOLWELL)	TREE PRO	202.35
	*** TOTAL FOR DEPT 34			936.71
	BOARD OF WATER COMMISSNRS	H20	PARK & R	10.88
	BOARD OF WATER COMMISSNRS	SS	PARK & R	23.38
	GARCEAU HDWR & PWR EQUIP	TIRE REPLACEMENT JD750	PARK & R	87.03
40638	HOME DEPOT CRC/GECF	HOCKEY BOARDS/NAIILS/BOLT	PARK & R	397.07



APPROVAL OF BILLS  
 PERIOD ENDING: 12/7/01\_

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
40638	HOME DEPOT CRC/GEFC	DRILL BITS/CLEANING SUPP	PARK & R	46.22
	ICMA RETIREMENT TRUST 457	DEC/01 TRETSVEN	PARK & R	100.00
	ICMA RETIREMENT TRUST 457	DEC/01 MAERTZ	PARK & R	100.00
	LEAGUE MN CITIES INS TRST	02 WORKERS COMP INS	PARK & R	1,456.62
	NCPERS GROUP LIFE INS	12.01 MAERTZ	PARK & R	12.00
	XCEL ENERGY	PROTECTIVE LIGHTS/GROVE	PARK & R	21.30
	XCEL ENERGY	ELECT/GAS COMM PARK	PARK & R	457.92
	LEAGUE MN CITIES INS TRUS	GROVE PLAYGRD EQUIP	PARK & R	167.00
	ON SITE SANITATION	PORTABLE TOILET COMM PK	PARK & R	78.86
	SUBURBAN ACE HARDWARE	NAILS/FASTENERS/CAULK	PARK & R	16.93
	SUBURBAN ACE HARDWARE	HOCKEY BOARDS REPLACMNT	PARK & R	17.56
40639	SUPERAMERICA	FUEL	PARK & R	75.28
	UNITED WAY	MAERTZ 4TH QTR	PARK & R	30.00
	*** TOTAL FOR DEPT 41			3,098.05
	DIANE MEYER	REIMB:TOYS FOR PLAYROOM	PARK PRO	42.58
	*** TOTAL FOR DEPT 50			42.58
	E-Z RECYCLING, INC.	NOV/01 RECYCLING	SOLID WA	2,559.40
	E-Z RECYCLING, INC.	DEC/01 RECYCLING	SOLID WA	2,559.40
	DEBORAH JONES	MILEAGE RECYCLING MEETNG	SOLID WA	7.11
	ST ANTHONY PARK COMM CNCL	2001 NEIGHBORHOOD RECYL	SOLID WA	1,852.71
	*** TOTAL FOR DEPT 56			6,978.62
	XCEL ENERGY	ELECT 11/28	SANITARY	93.84
40639	SUPERAMERICA	FUEL	SANITARY	74.60
	*** TOTAL FOR DEPT 75			168.44
	MIDWEST DELIVERY SERVICE	DELIVERY	COMM. DE	8.93
	*** TOTAL FOR DEPT 79			8.93
	CAROLE L. SMITH	PROF SVCS DEC 1-15	MCAD	1,083.33
	*** TOTAL FOR DEPT 84			1,083.33
	*** TOTAL FOR BANK 01			32,804.97
	*** GRAND TOTAL ***			32,804.97

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	11 29 01	6 SUSAN GEHRZ	31418	302.45
COM	11 29 01	12 LAURA A. KUETTEL	31419	277.05
COM	11 29 01	13 PETER C. LINDSTROM	31420	277.05
COM	11 29 01	14 RICHARD P. TALBOT JR	31421	277.05
COM	11 29 01	15 ROBERT E LAMB	31422	277.05
COM	11 29 01	34 CLEMENT KURHAJETZ	31423	276.98
COM	11 29 01	35 LEO LINDIG	31424	64.64
COM	11 29 01	42 MICHAEL D. CLARKIN	31425	94.67
COM	11 29 01	74 MARK J. ALLEN	31426	55.41
COM	11 29 01	1003 HEATHER WORTHINGTON	31430	1198.29
COM	11 29 01	1007 PATRICIA PHILLIPS	31431	1033.21
COM	11 29 01	1013 WILLIAM MAERTZ	31432	1382.30
COM	11 29 01	1033 DAVE TRETSEVEN	31433	1049.33
COM	11 29 01	1038 DEBORAH K JONES	31434	486.72
COM	11 29 01	1039 CRAIG A. STIER	31435	191.09
COM	11 29 01	1089 KATHLEEN A. CIERNIA	31436	57.87
COM	11 29 01	1103 DIANE MEYER	31437	294.37
COM	11 29 01	1136 ROLAND O. OLSON	31438	1100.00
COM	11 29 01	1143 COLIN B. CALLAHAN	31439	552.33
COM	11 29 01	1165 MEGAN M. MURPHY	31440	4.15
COM	11 29 01	1173 ELIZABETH M. POSTIGO	31441	317.75
COM	11 29 01	1175 LAURA M SUPPES	31442	8.13
COM	11 29 01	1178 PETER M. FISCHER	31443	9.35
COM	11 29 01	1181 LEAH A BICKLER	31444	100.43
COM	11 29 01	1183 ALEX D. EVANS	31445	6.92
COM	11 29 01	1188 NICOLE S GRAHAM	31446	10.91
		COMPUTER CHECKS		9705.50
		MANUAL CHECKS		.00
		NOTICES OF DEPOSIT		.00
		****TOTALS****		9705.50

CONSENT 2  
Meeting Date: 12/12/01

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Pat Phillips, Licensing Coordinator

REVIEWED BY: Heather Worthington, City Administrator

EXPLANATION/SUMMARY:

**GENERAL CONTRACTOR**

Greiner Construction, Inc.

Lic. #01-912

ACTION REQUESTED: Approval

**Consent 3**  
**12/12/01**

**ITEM: Step increase for Elizabeth Postigo, Receptionist**

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

**EXPLANATION:**

Summary: Elizabeth Postigo has been with the city on a part-time, permanent basis for 18 months. As such, she is eligible for a step increase to Step 3. Therefore, I am recommending a 3% raise for her very good performance. Elizabeth assists greatly in various projects, including receptionist duties, filing, finance activities, and other projects as assigned. Additionally, I recommend that this raise be retroactive to October 15, 2001.

**ACTION REQUESTED:**

Approval of a 3% raise for Elizabeth Postigo, and a step increase to Step 3.

Consent 4  
12/12/01

**ITEM:** Step increase and permanent appointment of Deborah Jones, Zoning and Planning Coordinator

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

**EXPLANATION:**

Summary: Deborah Jones has been with the city for six months, and has completed her probationary appointment as a city employee. I have completed a performance review of Deborah, and her performance has been excellent. She has taken on a wide range of activities, projects, and code enforcement duties, and I have been impressed with her overall attention to detail, her customer service skills, her general initiative in her work, and her problem solving skills. Therefore, I am recommending a 5% increase to Step 2, effective as of November 15<sup>th</sup>.

**ACTION REQUESTED:**

Approval of a 5% raise for Deborah Jones, and a step increase to Step 2.

**Consent 5**  
**12/12/01**

**ITEM :** Transfer of Funds from Infrastructure Fund (419) to the Northome Street Improvements Capital Improvement Fund (430), amend the budget line items associated with this transfer of funds, and authorize the closing of this fund as of December 31, 2001

**SUBMITTED BY:** Roland O. Olson, Finance Director

**REVIEWED BY:** Heather Worthington, City Administrator  
Matt Mayer, CPA, Kern DeWenter Viere Ltd.

**EXPLANATION:**

Summary: On July 11, 2001, the City Council enacted Policy 1 approving the addition of five streets for mill and overlay for the Northome Street Project (see Policy 1 attached). Also, the city engineer recommended that the city not exhaust the 2002 state aid monies by requesting this additional cost for reimbursement from MSA funds, but instead pay for the additional work from the Infrastructure Fund (419) as originally planned.

We have been informed that we will be getting approximately \$350,000 from MSA funds. At this time, the cost of the Northome Street Improvement project is \$388,491.81 with some additional engineering fees yet to be billed. This cost includes a retainage amount of \$15,198.94, which would be held until any outstanding issues are addressed in 2002. Since there are still some costs outstanding, staff recommends transferring only the necessary funds required to meet the obligations of the fund. This amount would be calculated as of December 31, 2001 and the transfer done at that time. Currently, this amount is approximately \$38,500 with some additional engineering fees yet to be billed. This final transfer would then be used as the final closing entry for the fund to save some bookkeeping and audit time during the annual audit. Staff recommends closing the Northome Street Improvements Fund as of December 31, 2001.

Meets Goal # 4: To provide a responsive and effective city government.

Strategy # 7: To effectively manage the city's financial resources.

**ATTACHMENTS:**

Policy 1, 7/11/01

**ACTION REQUESTED:**

Recommend closing the Northome Street Improvement Fund as of December 31, 2001. Authorize a transfer of only the necessary funds required to meet the obligations of the fund as of December 31, 2001 and then close the fund, and amend the budget line items associated with this transfer.

**Consent 6**

**12/12/01**

**ITEM: Approval of the final pay estimate to Pearson Brothers in the amount of \$1,042.65**

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

**REVIEWED BY: John Anderson, P.E., H.R. Green Company  
Bill Maertz, Director of Parks and Public Works**

**EXPLANATION:**

Summary: The Council is being asked to approve the final pay estimate for the 2001 Seal Coat and Crack Seal Improvements. The total amount contracted for this project was \$20,967.50. The total cost of the project, \$20,853.00, was slightly lower than the contract amount. While project paperwork is not yet complete on this project, all work has been satisfactorily completed, and staff is recommending authorization of payment, pending submission of all documentation by the contractor. H.R. Green will provide a letter to staff recommending payment once all the documents have been received.

The total for this pay estimate is \$1,042.65, which constitutes the retainage held on this project.

Staff was very pleased with the crack seal treatment, and plans to include this work in future proposals.

**ATTACHMENTS:**

Letter from John Anderson, H.R. Green Company  
Final Payment Estimate

**ACTION REQUESTED:**

Approval of the final pay estimate to Pearson Brothers for the 2001 Seal Coat and Crack Seal Improvements in the amount of \$1,042.65 pending the submission of necessary documentation from the contractor.



# Howard R. Green Company

December 5, 2001

File: 814430J-0325

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

RE: 2001 SEAL COAT AND CRACK SEAL IMPROVEMENTS  
FINAL PAY ESTIMATE

Dear Ms. Worthington:

Enclosed please find one copy of the Final Pay Estimate for Pearson Brothers Inc. who is the Contractor for the 2001 Seal Coat & Crack Seal Improvements. This pay estimate is in the amount of \$1,042.65 the retainage held on the project. The total construction cost is \$20,853.00, which is slightly under the contract amount of \$20,967.50. The contractor has completed all work required in the contract. The contractor is still working to submit the required paper work to close out the job. We recommend the City Council approve the Final Pay estimate, but the final check be held by staff until all the required documents are submitted.

We will provide a letter recommending release of payment to the contractor once we have received the necessary documentation

Sincerely,

Howard R. Green Company

John M. Anderson, P.E.  
Project Engineer

JMA:mw



PAYMENT ESTIMATE

FINAL

FROM: August 1, 2001  
TO: November 26, 2001

CONTRACTOR: PEARSON BROTHERS, INC.  
ADDRESS: 240 ST. JOHN'S STREET  
OWNER: CITY OF FALCON HEIGHTS, MINNESOTA  
PROJECT: 2001 SEAL COAT AND CRACK SEAL IMPROVEMENTS

COMPLETION DATE  
ORIGINAL: August 25, 2001  
REVISED:  
AMOUNT OF CONTRACT  
ORIGINAL: \$ 20,957.50  
REVISED:

ITEM NO.	DESCRIPTION	CONTRACT ITEMS			THIS PERIOD		TOTAL TO DATE	
		UNIT	QTY.	UNIT PRICE	QTY.	AMOUNT	QTY.	AMOUNT
SCHEDULE 1.0 - SEAL COAT AND CRACK SEAL								
1	BITUMINOUS MATERIAL FOR SEAL COAT, CRS-2	GAL	5550	\$1.50	0	\$0.00	5450	\$8,175.00
2	SEAL COAT AGGREGATE, FA-2	TON	310	\$17.75	0	\$0.00	312	\$5,538.00
3	ROUT & SEAL CRACKS	LB	4200	\$1.70	0	\$0.00	4200	\$7,140.00
T	SCHEDULE 1.0 - SEAL COAT AND CRACK SEAL-TOTAL					\$0.00		\$20,853.00
T	TOTAL BID SUMMARY THIS PERIOD					\$0.00		
T	TOTAL BID SUMMARY TO DATE							\$20,853.00

	TOTAL THIS PERIOD	TOTAL TO DATE
AMOUNT EARNED	\$0.00	\$20,853.00
AMOUNT RETAINED	(\$1,042.65)	\$0.00
MATERIAL ON SITE	\$0.00	\$0.00
MATERIAL DEDUCT.	\$0.00	\$0.00
PREVIOUS PAYMENTS		\$19,810.35
AMOUNT DUE	\$1,042.65	\$1,042.65

**Consent 7**  
**12/12/01**

**ITEM: Approval of the final pay estimate to T.A. Schifsky & Sons, Inc. for 2000 Alley Improvements Project**

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

**REVIEWED BY: John Anderson, P.E., H.R. Green Company**

**EXPLANATION:**

Summary: The Council is being asked to approve the final pay estimate for the 2000 Alley Improvements Project. The total amount contracted for this project was \$198,403.50. The final total cost of the project was \$182,165.95, 8% lower than the contract amount.

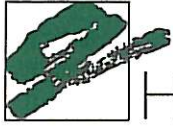
The total for this pay estimate is \$9,108.29. This includes the entire retainage amount. The engineers have inspected the project, and have required some sod work and curb repair which have now been completed. H.R. Green is recommending that the city pay the final retainage amount at this time. The contractor has submitted the necessary documentation.

**ATTACHMENTS:**

Letter from John Anderson, H.R. Green  
Final Pay Estimate

**ACTION REQUESTED:**

Approval of the final pay estimate to T.A. Schifsky & Sons, Inc., in the amount of \$9,108.29.



# Howard R. Green Company

December 5, 2001  
File: 808630J-0071

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

RE: 2000 ALLEY IMPROVEMENTS  
FINAL PAY ESTIMATE

Dear Ms. Worthington:

Enclosed are three copies of Final Pay Estimate for T.A. Schifsky & Sons, Inc. who is the Contractor for the 2000 Alley Improvements project. This pay estimate is in the amount of \$9,108.29. This amount includes only the retainage held on the project there are no additional pay items since the previous pay estimate

We have inspected the work performed by T.A. Schifsky & Sons, Inc. and recommend payment of the Final Pay Estimate . The Contractor has completed some minor sod replacements and replaced unacceptable concrete curb identified in our one year inspection conducted in September of this year. The contractor has submitted all required documentation to close out this project

The total construction cost for this project is \$182,165.95, which is 8% under the contract amount of \$198,403.50.

Sincerely,

Howard R. Green Company

John M. Anderson, P.E.  
Project Engineer

JMA:tw  
Enclosures

**PAYMENT ESTIMATE**

**FINAL**

**FROM:** November 27, 2000  
**TO:** November 26, 2001

**CONTRACTOR:** T. A. SCHIFSKY & SONS, INC.  
**ADDRESS:** 2370 EAST HIGHWAY 36  
**OWNER:** NORTH ST. PAUL, MN 55109  
**PROJECT:** 2000 ALLEY IMPROVEMENTS

**COMPLETION DATE**

**ORIGINAL:** AUGUST 11, 2000  
**REVISED:**

**AMOUNT OF CONTRACT:**

**ORIGINAL:** \$198,403.50  
**REVISED:**

ITEM NO.	DESCRIPTION	UNIT	CONTRACT ITEMS		THIS PERIOD		TOTAL TO DATE	
			QTY.	UNIT PRICE	QTY.	AMOUNT	QTY.	AMOUNT

**SCHEDULE 1.0 - ALLEY RECONSTRUCTION**

1	2104.5 REMOVE CURB AND GUTTER	LF	185.00	\$1.10	0	\$0.00	175	\$192.50
2	2104.5 REMOVE SIDEWALK	SF	460.00	\$0.50	0	\$0.00	171	\$85.50
3	2104.5 REMOVE BITUMINOUS PAVEMENT	SY	6,500.00	\$1.30	0	\$0.00	6500	\$8,450.00
4	2104.5 REMOVE CONCRETE PAVEMENT	SY	1,375.00	\$1.30	0	\$0.00	443.1	\$576.03
5	2104.5 REMOVE BITUMINOUS DRIVEWAY PAV	SY	600.00	\$1.30	0	\$0.00	957.9	\$1,245.27
6	2104.5 SAWING BITUMINOUS SURFACE	LF	150.00	\$5.00	0	\$0.00	503	\$2,515.00
7	2104.5 SALVAGE FENCE	LF	90.00	\$2.00	0	\$0.00	0	\$0.00
8	2104.5 SALVAGE SIGN	EA	13.00	\$20.00	0	\$0.00	2	\$40.00
9	2105.5 COMMON EXCAVATION (P)	CY	1,900.00	\$5.50	0	\$0.00	2675	\$14,712.50
10	2105.5 SUBGRADE EXCAVATION	CY	90.00	\$5.50	0	\$0.00	0	\$0.00
11	2105.5 SELECT GRANULAR BORROW (CV)	CY	155.00	\$9.50	0	\$0.00	0	\$0.00
12	2105.5 TOPSOIL BORROW (CV)	CY	120.00	\$10.00	0	\$0.00	84	\$840.00
13	2105.6 GEOTEXTILE FABRIC	SY	500.00	\$1.35	0	\$0.00	0	\$0.00
14	2105.6 GEOGRID	SY	500.00	\$1.55	0	\$0.00	277	\$429.35
15	2130.5 WATER FOR DUST CONTROL	MGAL	30.00	\$35.00	0	\$0.00	0	\$0.00
16	2211.5 AGGREGATE BASE CLASS 5	TON	4,100.00	\$8.32	0	\$0.00	4047	\$33,666.96
17	2231.5 MILLING BITUMINOUS SURFACE	SY	60.00	\$3.00	0	\$0.00	24.4	\$73.20

ITEM NO.	DESCRIPTION	UNIT	CONTRACT ITEMS		THIS PERIOD		TOTAL TO DATE		
			QTY.	UNIT PRICE	QTY.	AMOUNT	QTY.	AMOUNT	
18	2331.5 TYPE 41 WEARING COURSE MIXTURE	TON	610.00	\$41.37	0	\$0.00	698.9	\$28,912.67	
19	2331.5 TYPE 31 BASE COURSE MIXTURE	TON	790.00	\$39.37	0	\$0.00	895.8	\$35,267.65	
20	2506.5 27" DIA CB, MnDOT TYPE H	EA	2.00	\$850.00	0	\$0.00	2	\$1,700.00	
21	2606.5 CONST DRAINAGE STRUCTURE 48"	EA	2.00	\$1,250.00	0	\$0.00	2	\$2,500.00	
22	2521.5 4" CONCRETE WALK	SF	460.00	\$3.17	0	\$0.00	528	\$1,673.76	
23	2531.5 INSTALL CURB AND GUTTER	LF	185.00	\$19.88	0	\$0.00	172.2	\$3,423.34	
24	2531.5 6" CONCRETE DRIVEWAY PAVEMENT	SY	900.00	\$29.50	0	\$0.00	400	\$11,800.00	
25	2531.5 BITUMINOUS DRIVEWAY PAVEMENT	SY	600.00	\$15.00	0	\$0.00	1008	\$15,118.50	
26	2531.6 CONCRETE APRON	SY	475.00	\$31.44	0	\$0.00	0	\$0.00	
27	2537.5 BITUMINOUS MATERIAL FOR TACK CO	GAL	320.00	\$1.25	0	\$0.00	323	\$403.75	
28	2557.6 REINSTALL FENCE	LF	90.00	\$7.00	0	\$0.00	0	\$0.00	
29	2564.6 REINSTALL SIGN	EA	13.00	\$50.00	0	\$0.00	2	\$100.00	
30	2571.5 TRANSPLANT SHRUB	SHRB	13.00	\$50.00	0	\$0.00	0	\$0.00	
31	2575.5 SODDING TYPE LAWN	SY	850.00	\$4.00	0	\$0.00	675	\$2,700.00	
32	SPEC 12" RC PIPE SEWER DES 3006 CL V OF	LF	690.00	\$16.00	0	\$0.00	688	\$11,008.00	
33	SPEC SALVAGE AND REINSTALL ROCK GARI	SY	20.00	\$10.00	0	\$0.00	0	\$0.00	
34	SPEC SALVAGE AND REINSTALL PLANTER	EA	9.00	\$50.00	0	\$0.00	2	\$100.00	
35	SPEC SUBGRADE STAND. PROCTOR TEST	EA	1.00	\$125.00	0	\$0.00	0	\$0.00	
36	SPEC SUBGRADE DENSITY TEST, IN PLACE	EA	8.00	\$50.00	0	\$0.00	0	\$0.00	
37	SPEC CLASS 5 GRADATION TEST	EA	2.00	\$100.00	0	\$0.00	0	\$0.00	
38	SPEC CLASS 5 STAND. PROCTOR TEST	EA	1.00	\$125.00	0	\$0.00	0	\$0.00	
39	SPEC CLASS 5 DENSITY TEST, IN PLACE	EA	8.00	\$50.00	0	\$0.00	0	\$0.00	
40	SPEC CONCRETE TESTING	EA	2.00	\$150.00	0	\$0.00	0	\$0.00	
41	SPEC BITUMINOUS CORE DENSITY TESTING	EA	3.00	\$75.00	0	\$0.00	0	\$0.00	
T	<b>SCHEDULE 1.0 - ALLEY RECONSTRUCTION - TOTAL</b>						<b>\$0.00</b>		<b>\$177,533.97</b>
	<b>SCHEDULE 2.0 - EXTRA WORK</b>								
1	8" BITUMINOUS CURB	LF		\$6.00	0	\$0.00	202	\$1,212.00	
2	6"X6" GREENTREATED RETAINING WA	SF		\$20.00	0	\$0.00	46	\$920.00	
3	CONC. DRIVEWAY REMOVE & REPLAC	LS		\$2,500.00	0	\$0.00	1	\$2,500.00	
T	<b>SCHEDULE 2.0 - EXTRA WORK - TOTAL</b>						<b>\$0.00</b>		<b>\$4,632.00</b>

ITEM NO.	DESCRIPTION	CONTRACT ITEMS			THIS PERIOD		TOTAL TO DATE	
		UNIT	QTY.	UNIT PRICE	QTY.	AMOUNT	QTY.	AMOUNT

	TOTAL THIS PERIOD	TOTAL TO DATE
AMOUNT EARNED	\$0.00	\$182,165.97
AMOUNT RETAINED	(\$9,108.29)	\$0.00
MATERIAL ON SITE	\$0.00	\$0.00
MATERIAL DEDUCT.	\$0.00	\$0.00
PREVIOUS PAYMENTS		\$173,057.68
AMOUNT DUE	\$9,108.29	\$9,108.29

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

**CONTRACTOR:** T. A. SCHIFSKY & SONS.

BY:

Ronald Wingard

TITLE:

VICE PRESIDENT

DATE:

12-04-01

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

**ENGINEER:** HOWARD R. GREEN COMPANY

BY:

John M. Wilson

TITLE:

Project Engineer

DATE:

12-05-01

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Approved by Owner/Commission

CITY OF FALCON HEIGHTS, MINNESOTA

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

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**ADDENDUM**

**Consent 8  
12-11-01**

**ITEM : Amend General Fund Budget for a Fund Transfer from the General Fund to the Storm Drainage Fund 602**

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

**REVIEWED BY: Roland Olson, Finance Director  
Jennifer Thienes, Kern, DeWenter, and Viere Ltd**

**EXPLANATION:**

**Staff requests amending the General Fund Budget and requests a transfer of funds from the General Fund to the Storm Drainage Fund (602) to provide financial support of current and future storm drainage projects to eliminate storm water drainage problems that exist in the various parts of the city. Staff requests transferring \$300,00 from the General Fund undesignated funds to the Storm Drainage Fund 602 and amending the appropriate budget line items.**

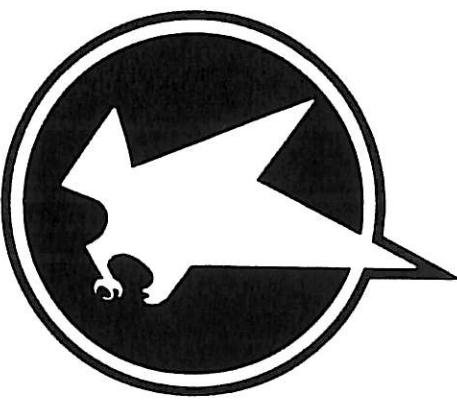
**Meets Goal #4: To provide a responsive and effective city government.  
Strategy 6: To effectively manage the city's financial resources.**

**ACTION REQUESTED:**

**Approve the transfers of funds and amendments to the budgeted line items.**



*original*



# **2002 Budget Hearing**

## **City of Falcon Heights**

**Roland Olson, Finance Director**

**Heather Worthington, City Administrator**

# 2002 Budget Goals

- Providing public safety services to citizens
- 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
- Expand opportunities for the interaction and involvement of citizens of all ages in their neighborhoods and community
- Provide a responsive and effective city government



# Your Proposed Property Tax for 2002

This is Not a Bill • Do Not Pay

The amount of property tax given below is being prepared by your city or township, school district, county, and metropolitan special taxing districts.

FIN: 15, 29, 23, 22

Property:

FALCON HEIGHTS ACQUISITION  
W 1/2 OF WAG ALLEY ADD AND

Taxable Market Value for 2001 Taxes: \$ 151,700  
Taxable Market Value for 2002 Taxes: \$ 129,000  
Property Classification: RESIDENTIAL-HOUSEHOLD

Owner(s):

FRANCK REGERTS MW 55113-6137

The market value above is the 2001 value as published for the accounting audit period. They are determined by the County Assessor or Assessor's Office. The County Assessor's Office may review the County Board of Equalization's market values may reflect a reduction under the limited market value law. If the property is a qualifying homestead, the limited market value law for 2001 taxes may be used to determine the value made to the property.

## Effect of Proposed Local Budgets on Your Property Taxes

The table below shows the effect on your property taxes of:

- local government budget and spending decisions  
- your property's change in market value

Column (1) shows your actual 2001 property taxes.

Column (2) below shows what your 2002 property taxes will be if your local jurisdictions approve the property tax amounts they are now considering. Any upward or downward change in market value, natural disasters, and any special assessments could result in increasing or decreasing taxes.

The amounts shown below for other special taxing districts - such as watershed districts - are the total for all other special taxing districts in which your property is located. No marking is required for these districts.

	(1) 2001 Property Tax	(2) Proposed 2002 Property Tax
COUNTY OF RANKERS		\$ 576.65
CITY OF FALCON HEIGHTS		286.30
STATE GENERAL TAX		20
SCHOOL DISTRICT		296.67
STATE RESTRICTED LEVY (applicable for 2002)		44.12
VOTER APPROVED LEVIES		
OTHER LOCAL LEVIES		

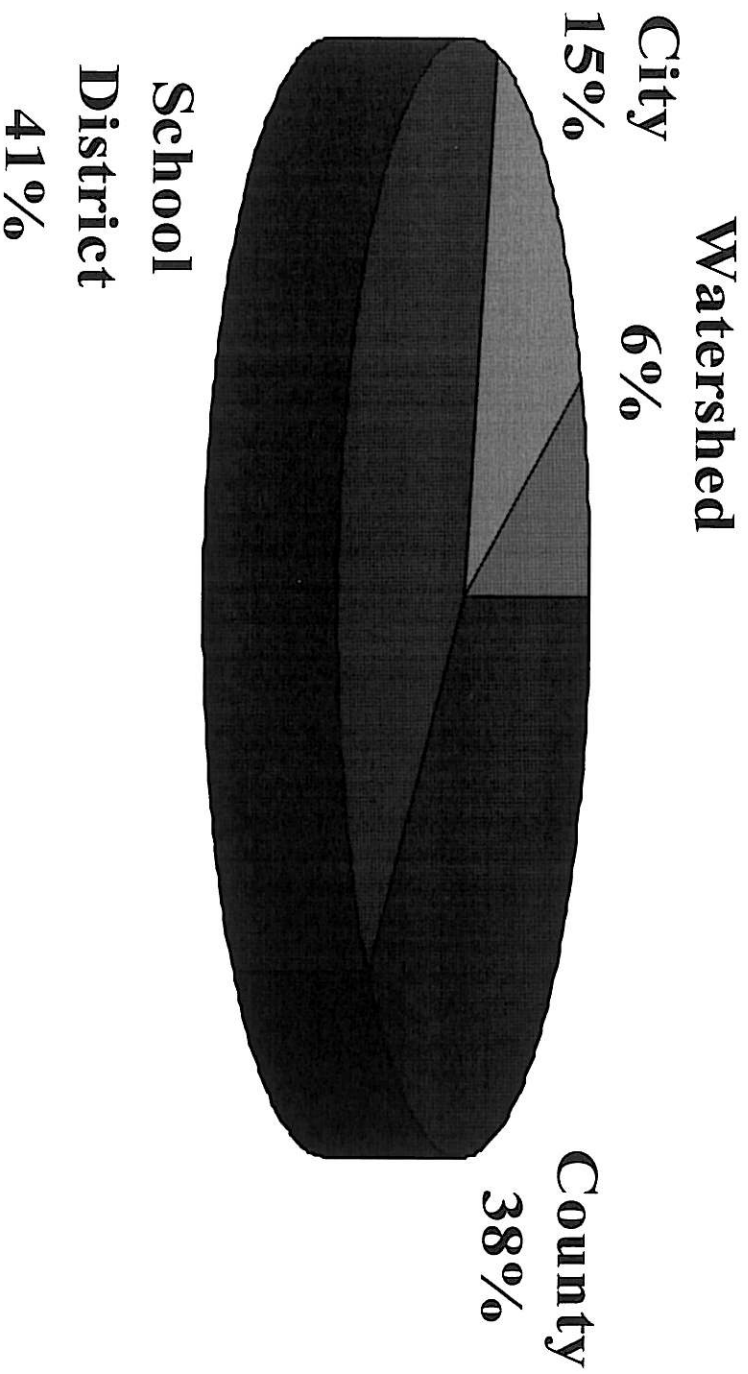
METRO. SEVG. TAX (SIS)		26.32
CITY-SEVG. TAX (SIS)		8.29
TAX INCLEMENT TAX		20
FISCAL EMPLOYER TAX		20
Total	\$ 1,486.66	\$ 1,253.00

Percent change (proposed 2002 total tax over 2001 total tax)

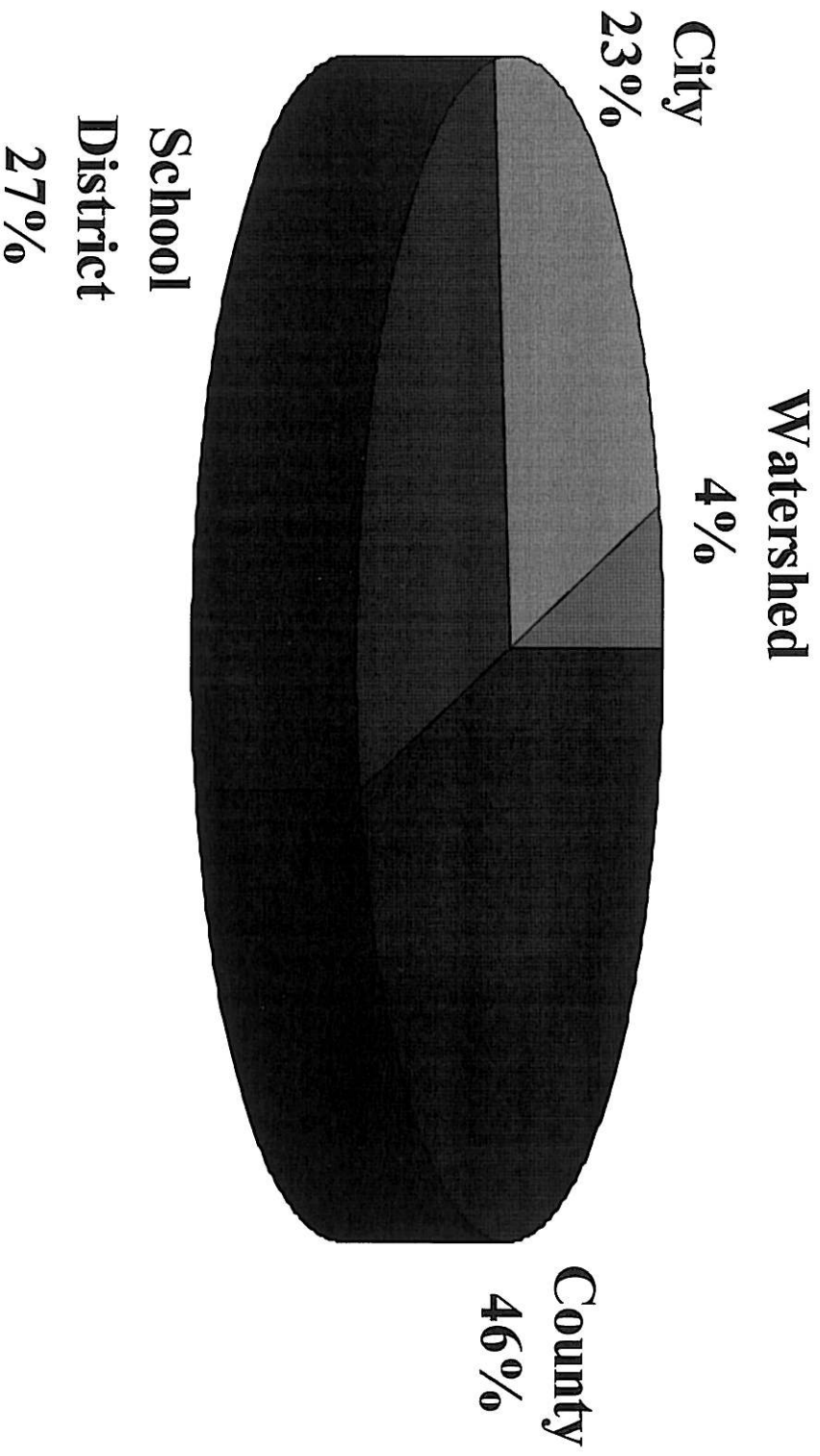
15.3%

Budgetary Changes: Local Government and Cities: Written Comments: RANKERS COUNTY MANAGER'S OFFICE

# 2001 Property Tax Allocation



# 2002 Property Tax Allocation



# 2001 to 2002 Comparison for Property Taxes in Falcon Heights

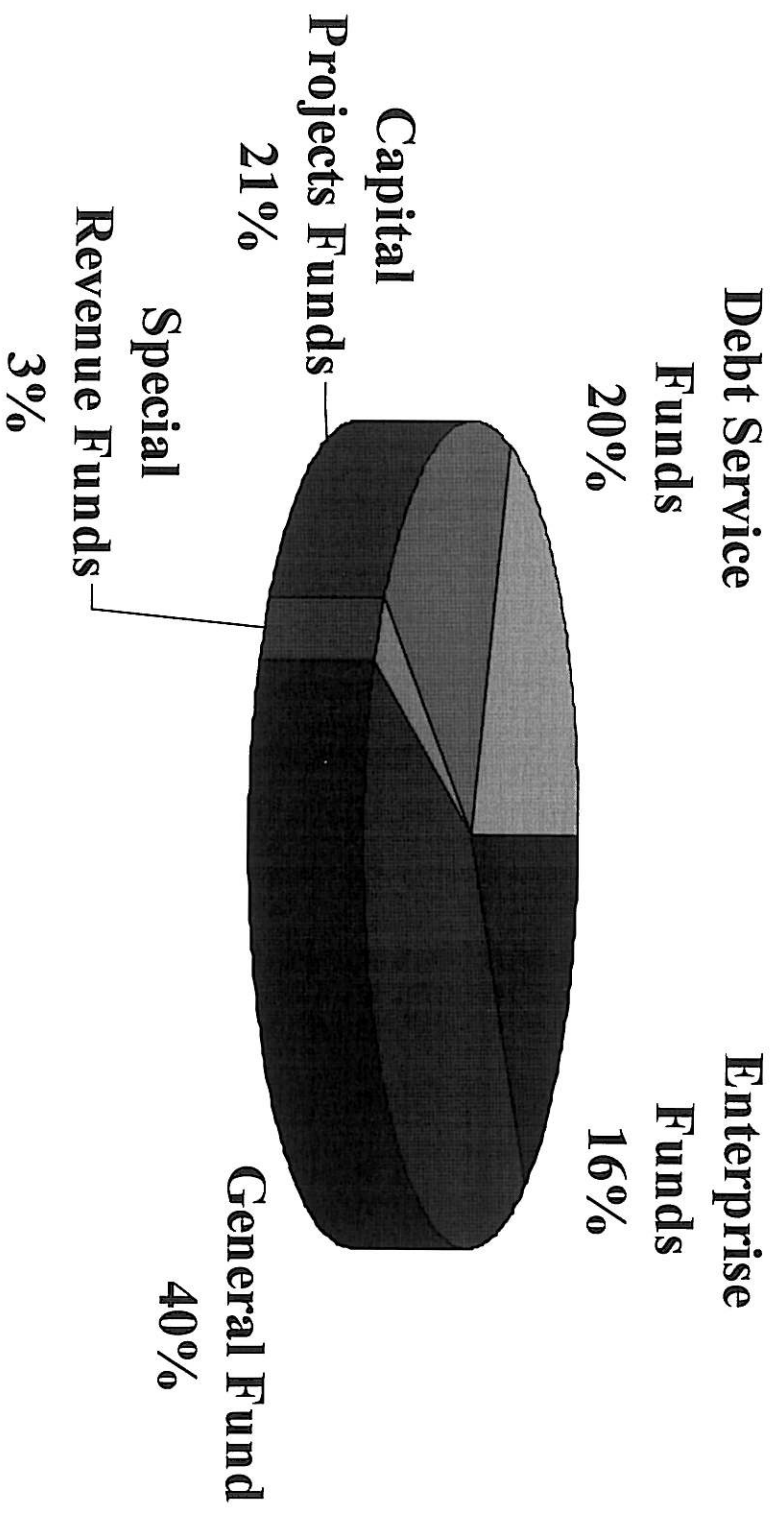
ASSUMING 6.2% MARKET VALUE INCREASE RESIDENTIAL HOMESTEAD PROPERTY			
DESCRIPTION	PAY 2001	PAY 2002	DIFFERENCE
MEDIAN MARKET VALUE:	150,600.00	160,000.00	9,400.00
NET TAX CAPACITY*	1991.00	1600.00	-391.00
X LOCAL TAX RATE **:	105.8522%	99.305%	-518.63
(1) NET TAX CAPACITY TAXES:	2107.51	1588.88	-518.63
NET TAX CAPACITY	1991.00	1600.00	-391.00
X EDUCATIONAL HOMESTEAD CREDIT RATE:	30.312%	variable	-228.40
(2) EDUCATIONAL HOMESTEAD CREDIT AMOUNT:	-390.00	-228.40	161.60
TAXABLE MARKET VALUE OF HOME	150,600	160,000	9400.00
X MARKET TAX RATE:	0.26046%	0.17711%	-108.88
(3) MARKET VALUE TAXES:	392.25	283.38	-108.88
<b>SUMMARY:</b>			
(1) NET TAX CAPACITY TAXES:	2107.51	1588.88	-518.63
(2) EDUCATIONAL HOMESTEAD CREDIT AMOUNT:	-390.00	-228.40	161.60
(3) MARKET VALUE TAXES:	392.25	283.38	-108.88
<b>TOTAL TAXES DUE:</b>	<b>\$2,109.77</b>	<b>\$1,643.86</b>	<b>(\$465.91)</b>
		<b>22.09% DECREASE</b>	
* Net Tax Capacity = Taxable Market Value x Class Rate			
** Local tax rate is composed of City, County, School District, and Special Taxing District taxes			
*** Maximum educational homestead credit of \$304.00 for 2002 at a home valued at \$76,000. For value over \$76,000 then deduct amount times .09%.			

# 2001/2002 Comparison With Average Market Increase

MEDIAN MARKET VALUE INCREASE FROM 2001 TO 2002 WAS 6.5%									
INCREASED FROM \$150,600 TO \$160,000									
<b>2001 TAXES ON A \$150,600 MEDIAN VALUE HOME</b>									
Class Rate Calculation:									
1%	X	\$76,000	=	760					
1.65%	X	\$74,600	=	<u>1231</u>					
				1991	TAX CAPACITY				
1991 TAX CAPACITY X 16.36% CITY TAX RATE = \$326									
<b>2002 TAXES ON A \$160,000 MEDIAN VALUE HOME</b>									
Class Rate Calculation:									
1%	X	\$160,000	=	1600	TAX CAPACITY				
1600 TAX CAPACITY X 27.53% CITY TAX RATE = \$440.									
INCREASE OF: \$114									

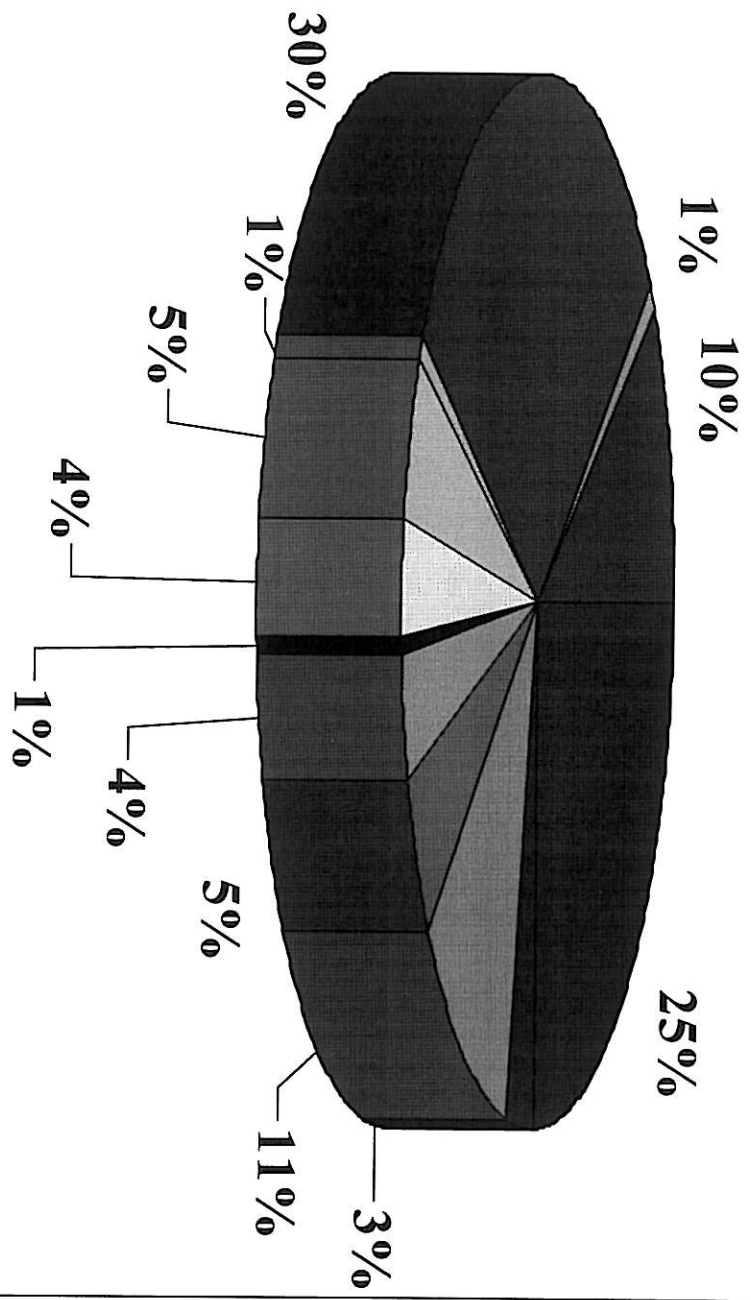
# 2002 Expenditures

## \$3,333,604



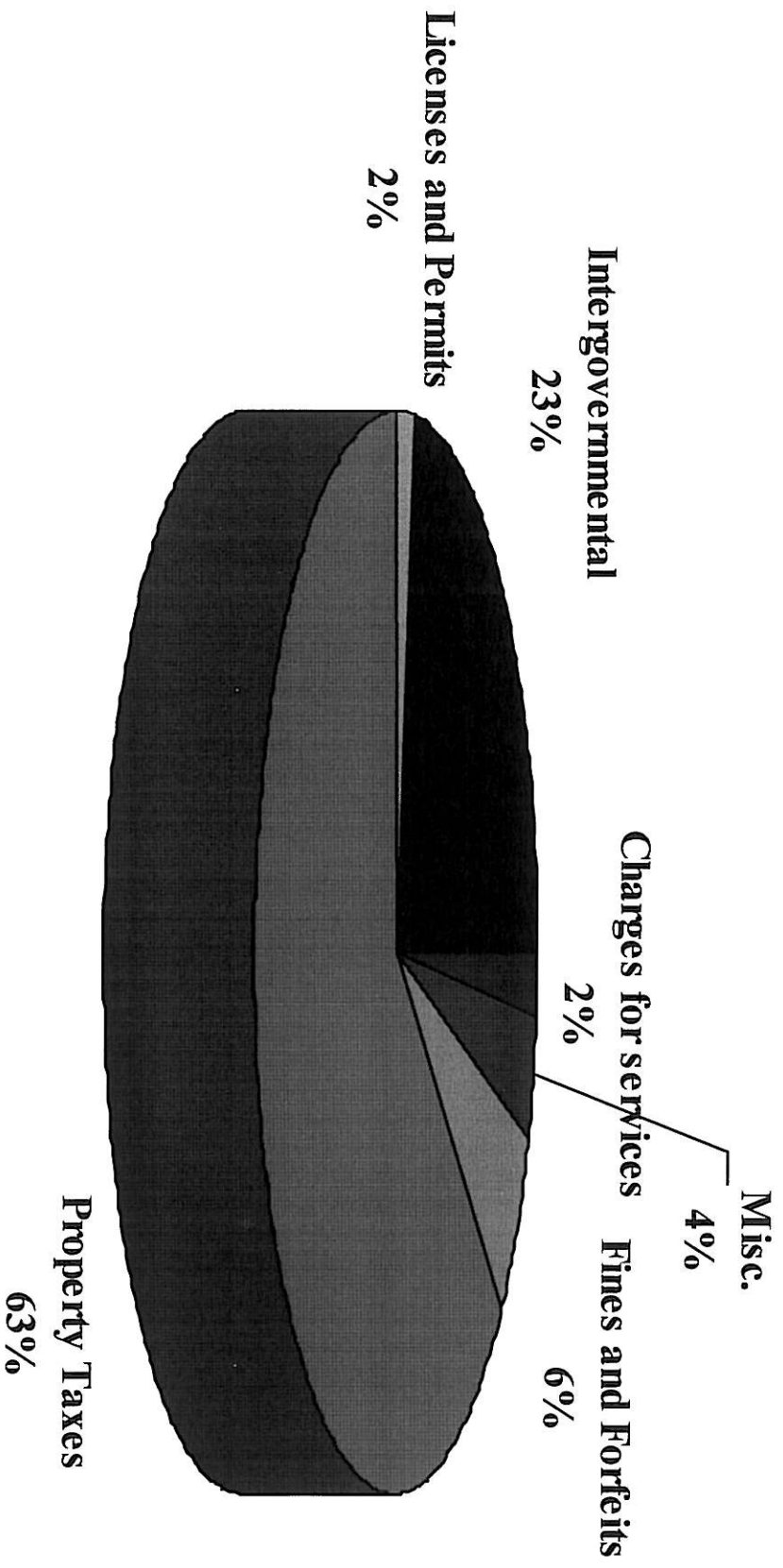


# 2002 General Fund Expenditures by Department

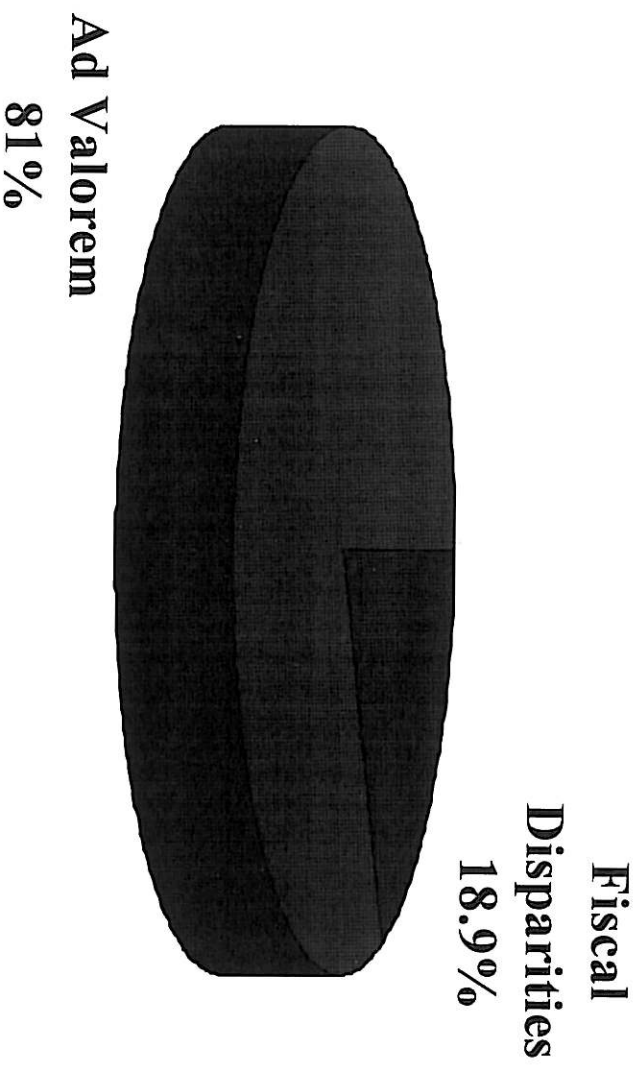


- Parks/Public Works
- Legislative
- Administrative
- Finance
- Legal
- Elections
- Communications
- Planning/Insp.
- Emergency Prep.
- Police
- Contingency
- Fire

# 2002 Revenue



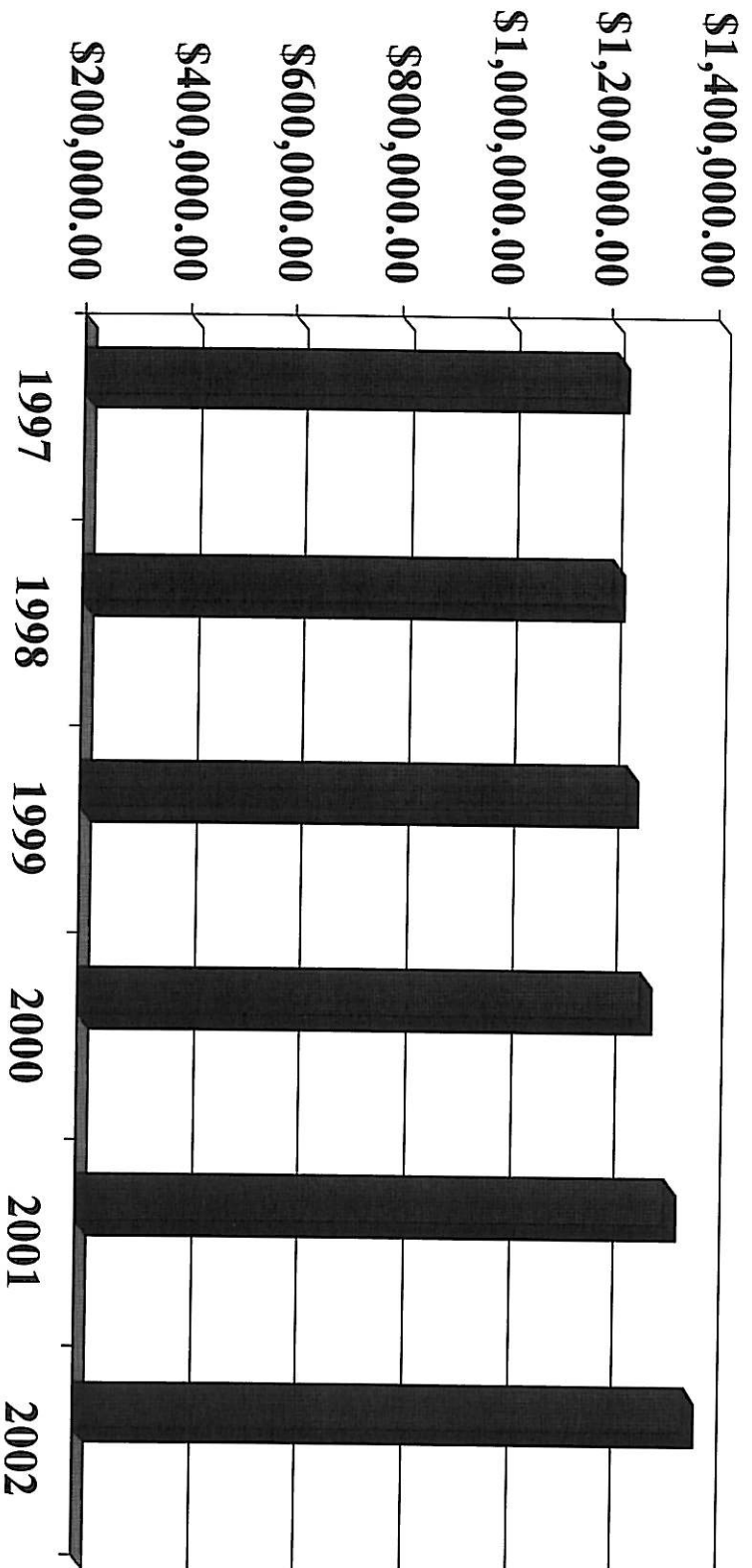
# 2002 Proposed Property Tax Levy of \$851,600



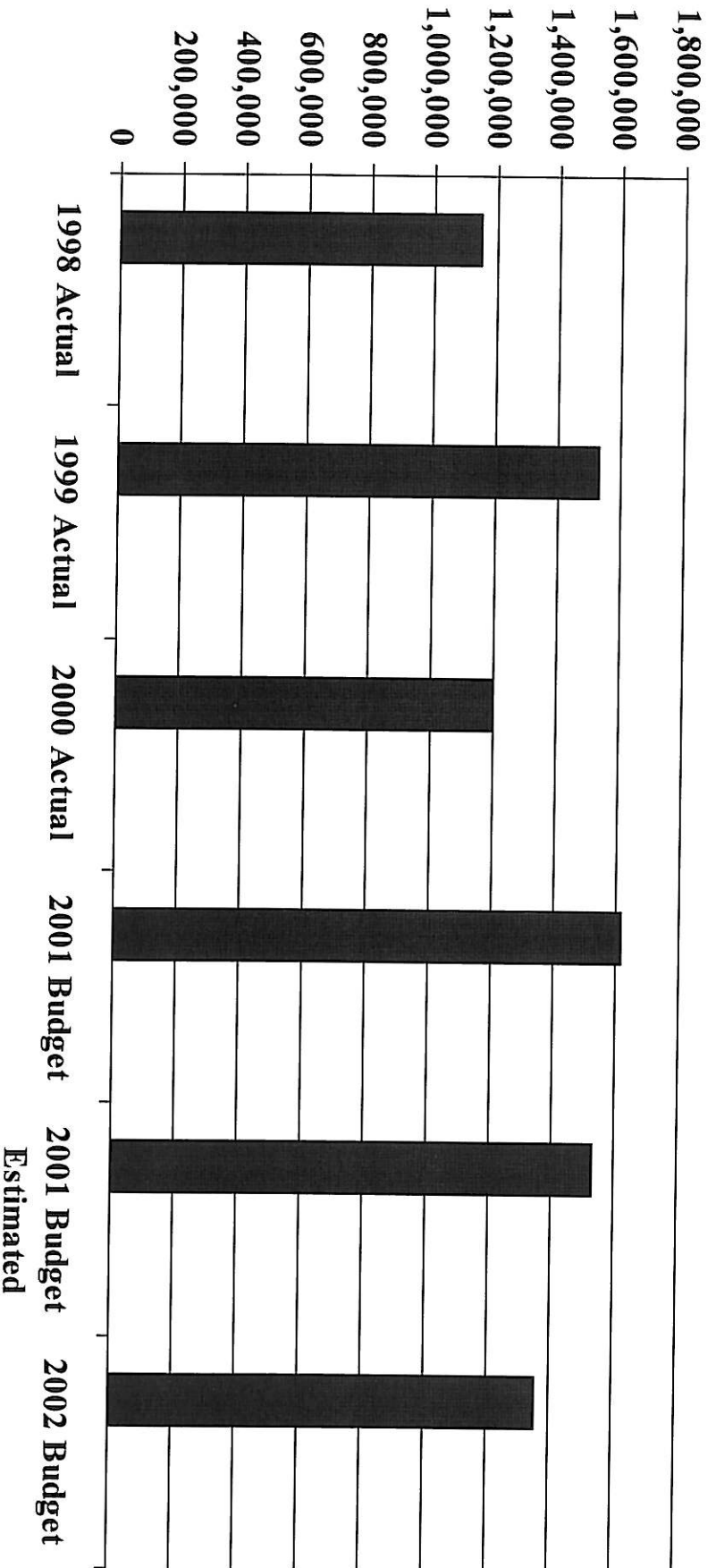
# Calculated Tax Capacity of Homeowners 2002

FALCON HEIGHTS MEDIUM HOME VALUE =		160,000							
1.00% x FIRST	160,000	=	1,600						
	TAX CAPACITY =		1600						
TAX CAPACITY X CITY TAX RATE	= CITY TAXES								
TAX CAPACITY X TOTAL TAX RATE	= LOCAL TAX								
LOCAL TAX - GENERAL EDUCATIONAL HOMESTEAD CREDIT = NET LOCAL TAX									
TAXABLE MARKET VALUE X MARKET TAX RATE = MARKET TAX									
NET LOCAL TAX + MARKET TAX = TOTAL TAX BEFORE SPECIAL ASSESSMENTS									
TAX RATE DATA:									
CITY	AVERAGE CITY TAX RATE %	AVERAGE TOTAL LOCAL TAX RATE %	CITY TAXES	SUB-TOTAL TAX BILL	LESS HSTD CREDIT	PLUS MARKET TAX	TOTAL TAX	TAX CAPACITY	MKT TAX RATE
ROSEVILLE	32.11	102.345	514	1,638	-228.40	283.38	1,692.50	1600	0.0017711
SHOREVIEW	29.65	114.775	474	1,836	-228.40	101.12	1,709.12	1600	0.0006320
ARDEN HILLS	25.04	96.470	401	1,544	-228.40	283.38	1,598.50	1600	0.0017711
LITTLE CANADA	29.67	102.129	475	1,634	-228.40	193.73	1,599.39	1600	0.0012108
LAUDERDALE	33.31	104.745	533	1,676	-228.40	283.38	1,730.90	1600	0.0017711
NEW BRIGHTON	39.52	125.838	632	2,013	-228.40	101.12	1,886.13	1600	0.0006320
FALCON HEIGHTS	27.53	99.305	440	1,589	-228.40	283.38	1,643.86	1600	0.0017711
ST PAUL	38.72	131.624	620	2,106	-228.40	0.78	1,878.37	1600	0.0000049
VADNAIS HEIGHTS	26.35	110.293	422	1,765	-228.40	193.73	1,730.02	1600	0.0012108
SOURCE: Ramsey County Tax Rates for Taxes Payable 2002									
HOMESTEAD CREDIT: Maximum of \$304 with a home valued at 76,000									
Over \$76,000, then difference over 76,000 multiplied by factor of .09%									
is then subtracted from the \$304.									
160,000-76,000 = 84,000 x .0009 = \$75.60 to be subtracted for the \$304									
\$304 - \$75.60 = \$228.40									

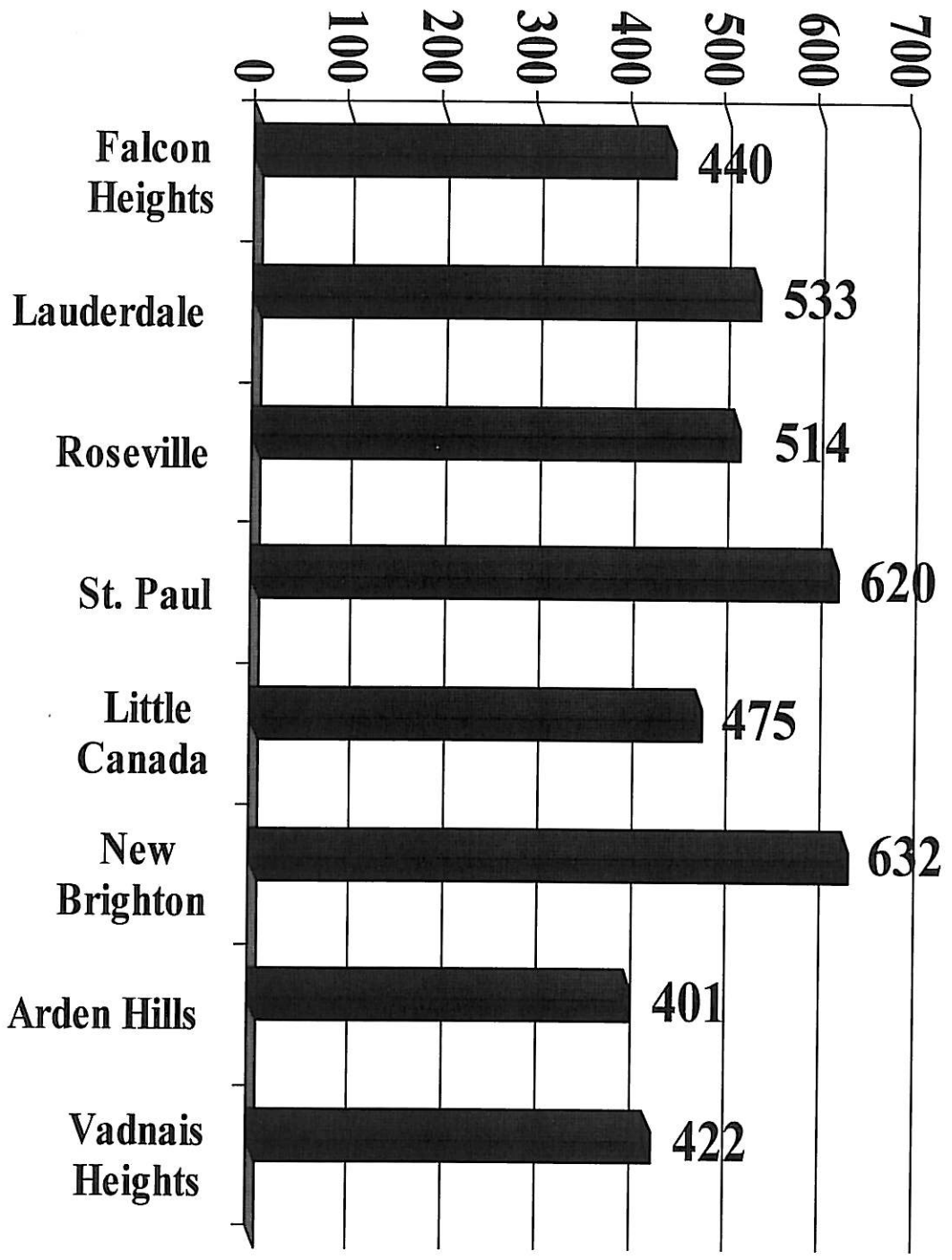
# General Fund Budget Trends



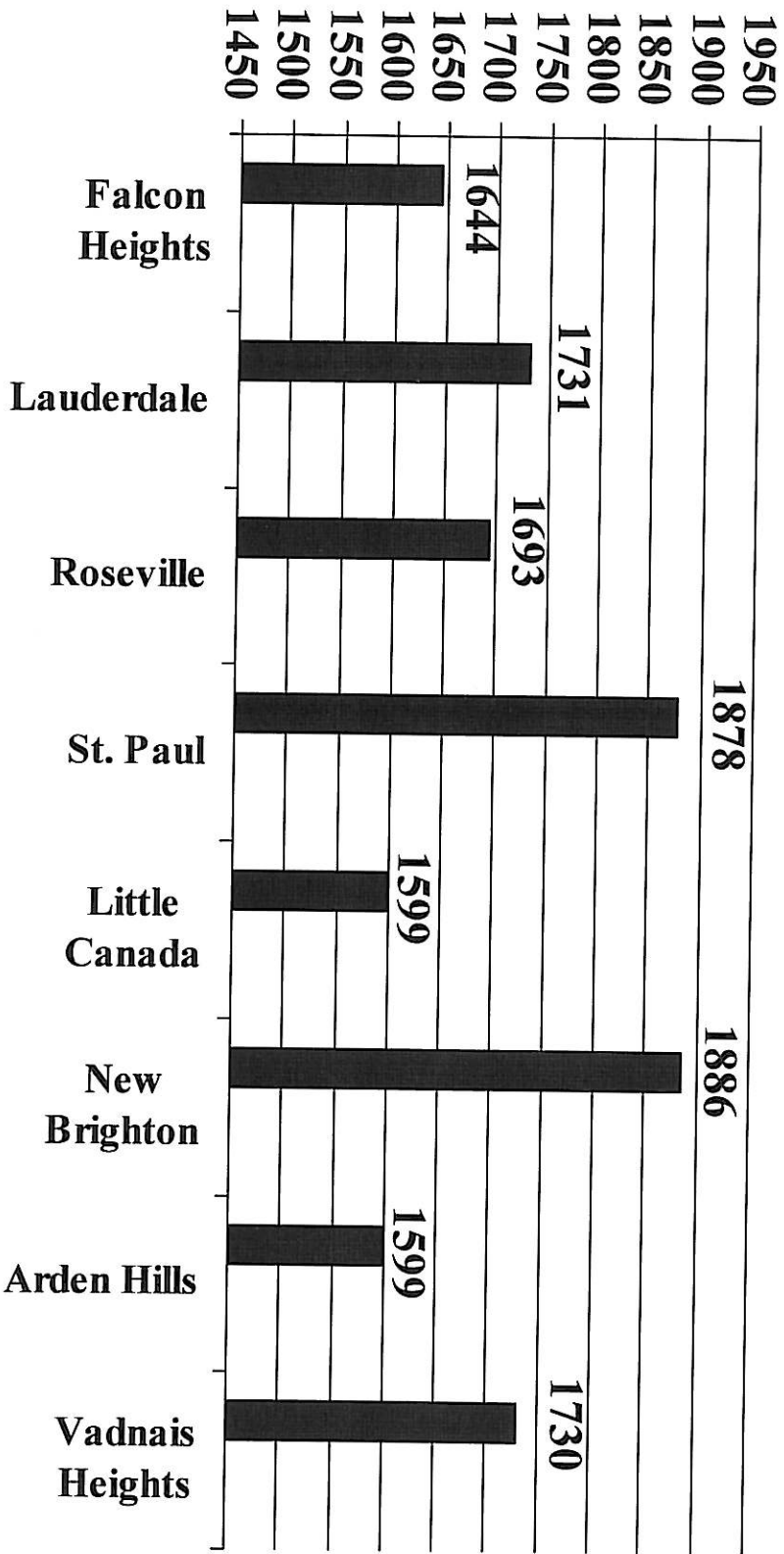
# General Fund Expenditure History



# 2002 City Property Taxes on a \$160,000 Median Value Home



# 2002 Total Taxes on a \$160,000 Median Value Home





# **Factors That Affect Taxes**

- Changes in the tax levy (or spending decision) made by the city, county, school, or special taxing authority
- Changes in the market value of your property
- Changes in the market values for the area or a particular type of property
- Legislative changes to the class rates
- Legislative changes to state aid formulas
- New taxes approved by referendum are applied to market value (not tax capacity)

**Policy 1  
12/12/01**

**ITEM:**           **Consideration of Resolution 01-30 adopting the 2001 property tax levy of \$851,600**

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

**REVIEWED BY:**   **Mayor Gehrz, Councilmembers Lamb, Lindstrom, Kuettel and Talbot  
Roland Olson, Finance Director**

**EXPLANATION:**

Summary: The council is being asked to adopt Resolution 01-30, approving the property tax levy for 2002 in the amount of \$851,600 to support the \$1,356,780 operating budget for 2002. The council held a public hearing on the 2002 Budget on December 12, 2001.

Purpose: To promote a community that is a good place to work, live, and visit.

**ATTACHMENTS:**

Resolution 01-30

**CITY OF FALCON HEIGHTS**

**COUNCIL RESOLUTION**

**NO: 01-30**

**DECEMBER 12, 2001**

---

**A RESOLUTION CERTIFYING THE 2002 TAX LEVY**

BE IT RESOLVED that the city council authorizes the city to levy taxes in the amount of \$851,600 for the year 2002; and

BE IT FURTHER RESOLVED that the county auditor should extend the tax levy in the amount of \$851,600 for the year 2002.

---

Moved by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Mayor

Date: December 12, 2001

GEHRZ

KUETTEL

\_\_\_\_ In Favor

LAMB

LINDSTROM

\_\_\_\_ Against

TALBOT

Attested by: \_\_\_\_\_

City Administrator

Date: December 12, 2001

**Policy 2  
12/12/01**

**ITEM: Consideration of Resolution 01-31 adopting the 2001 budget**

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

**REVIEWED BY: Mayor Gehrz, Councilmembers Lamb, Lindstrom, Kuettel and  
Talbot  
Roland Olson, Finance Director**

**EXPLANATION:**

Summary: The council is being asked to adopt Resolution 01-31, approving and adopting the 2002 budget in the amount of \$1,356,780. The council held a public hearing on the 2002 Budget on December 12, 2001.

Purpose: To promote a community that is a good place to work, live, and visit.

**ATTACHMENTS:**

Resolution 01-31  
2002 Budget

**CITY OF FALCON HEIGHTS**

**COUNCIL RESOLUTION**

**NO: 01-31**

**DECEMBER 12, 2001**

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**A RESOLUTION ADOPTING THE 2002 BUDGET**

BE IT RESOLVED by the city council of the City of Falcon Heights that the General Operating Budget for the year 2002 in the amount of \$1,356,780 is adopted.

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Moved by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Mayor

Date: December 12, 2001

GEHRZ

KUETTEL

\_\_\_\_\_ In Favor

LAMB

LINDSTROM

\_\_\_\_\_ Against

TALBOT

Attested by: \_\_\_\_\_

City Administrator

Date: December 12, 2001

**Policy 3**  
**12/12/01**

**ITEM: Presentation on the establishment of a Neighborhood Security Commission**

**SUBMITTED BY: Bruce Mielke, Chair, Neighborhood Security Task Force**

**REVIEWED BY: Mayor Susan Gehrz**

**EXPLANATION:**

Summary: Mr. Mielke will discuss the establishment of a Neighborhood Security Commission, and give the Council an update on the activities of the current Neighborhood Security Task Force.

**ACTION REQUESTED:**

Instruct staff to draft a resolution establishing the Neighborhood Security Commission for the January 9, 2002 City Council Meeting.

**ITEM:** Adoption of a Pavement Management Program to assist in maintaining and monitoring the performance of one the city's largest investments, the paved street network.

**SUBMITTED BY:** Roland Olson, Finance Director

**REVIEWED BY:** Heather Worthington, City Administrator  
Matt Mayer, CPA, Kern DeWenter Viere Ltd.

**EXPLANATION:**

**Summary:** During 2001, the city hired the engineering firm of H.R. Green to establish a pavement management program to assess the current condition of all roadways and alleys that are to be part of the program. A copy of this Pavement Management Plan prepared by our engineering firm revised October 2001 is attached. The city currently has a 13-mile street system that would have a significant dollar value if it were replaced today. Each city street and alley section was broken down into smaller segments and a field survey completed for each section. The pavement management plan's MicroPAVER software database is used to calculate a pavement condition index (PCI) rating for each segment. The City's current PCI rating is an 88. The City can use these ratings for future maintenance, rehabilitation and reconstruction action. Our engineers recommended the following:

1. Maintaining a City wide average PCI rating of 70 or above
2. Schedule major rehabilitation or reconstruction for any street section that falls below a rating of PCI rating of 30
3. Perform a complete rating analysis every three years

This last action is preferred over performing a rating analysis on 1/3 of the streets and alleys every year, since there would be streets and alleys deteriorating during the period not being rated and the result would be a rating that would be higher than what it should be.

To report infrastructure assets under the "Modified Approach" allowed by GASB 34, the City must establish a condition level at which infrastructure streets and alleys will be maintained, a basis for the condition measurement, and the measurement scale used to assess and report the condition. Our engineering firm has recommended an average citywide PCI rating of 70 or above. The basis for condition measurement would be distresses found in pavement surfaces. The

**measurement scale used to assess and report condition would be the range from zero for a failed pavement to 100 for a pavement in perfect condition.**

**A major advantage of using the Modified Approach to report infrastructure condition of streets and alleys is that the City would not be required to report the depreciation expense on these assets. Any repairs and maintenance to keep the PCI rating of 70 or above would be expensed in the year in which they occurred.**

**ATTACHMENT:**

**Pavement management plan**

**ACTION REQUESTED:**

**Adopt Resolution 01-32 adopting the Pavement Management Plan as recommended by the engineering firm of Howard R Green Company, establish an average citywide PCI rating of 70 or above, and establish a time table of performing a complete rating analysis every three years.**



**CITY OF FALCON HEIGHTS**

**COUNCIL RESOLUTION**

**No. 01-32**

**December 12, 2001**

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**RESOLUTION ADOPTING A PAVEMENT MANAGEMENT PLAN FOR THE  
CITY OF FALCON HEIGHTS, MINNESOTA**

**WHEREAS, the City of Falcon Heights is interested in adopting the Pavement Management Plan as proposed by the engineering firm of Howard R Green Company, and;**

**WHEREAS, the City wishes to establish a PCI rating of 70 or above, and;**

**WHEREAS, the City wishes to establish a timetable of performing a complete rating analysis every three years:**

**NOW THEREFORE, BE IT RESOLVED that the Falcon Heights City Council adopts the Pavement Management Plan proposed by H.R. Green Company, establishes a PCI rating of 70 or above, and hereby establishes a time table of performing a complete rating analysis every three years.**

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Moved by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Mayor

Date: December 12, 2001

GEHRZ

KUETTEL

\_\_\_\_ In Favor

LAMB

LINDSTROM

\_\_\_\_ Against

TALBOT

Attested by: \_\_\_\_\_

City Administrator

Date: December 12, 2001