

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

**AGENDA**  
**March 27, 2002**

- A. CALL TO ORDER: 7 p.m.
- B. ROLL CALL:       GEHRZ \_\_\_\_ KUETTEL \_\_\_\_ LAMB \_\_\_\_  
                          LINDSTROM \_\_\_\_ TALBOT \_\_\_\_  
                          WORTHINGTON \_\_\_\_ PHILLIPS \_\_\_\_  
                          ATTORNEY \_\_\_\_ ENGINEER \_\_\_\_
- C. NEAL KWONG YOUTH CITIZENSHIP 2001 AWARD PRESENTATION
- Nominees: 1. Ben Fraser  
              2. Christina Kielsmeier  
              3. KatieJo Kuhens  
              4. Michelle Peterson  
              5. Stephanie Weisberg
- D. COMMUNITY FORUM:
- E. APPROVAL OF MINUTES: March 13, 2002
- F. CONSENT AGENDA:
1. General disbursements through March 19, 2002, \$86,661.77  
    Payroll, 3/1/02 to 3/15/02, \$9,786.19
  2. Final payment on Larpenteur Avenue projects
  3. Appointment of Recreation Coordinator to permanent part-time status
  4. Approve purchase of a new computer for administrative offices
  5. Designation of building official

ADDENDUM

6. Authorization of Mayor and City Administrator to sign the Certificate of Completion for the Development Agreement for the Bullseye Golf Centers redevelopment (aka Falcon Crossing)
7. License

G. POLICY AGENDA:

1. Approval of purchase of SCBA masks for Fire Department
2. Resolution of support for Sherman and Associates' application to Ramsey County Community Development Block Grant and Dakota County Consortium Home Investment Partnership programs
3. Consideration of process for establishing pros and cons in change of election year

H. REPORTS FROM COUNCILMEMBERS:

I. INFORMATION AND ANNOUNCEMENTS:

J. ADJOURN

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

**AGENDA**  
**March 27, 2002**

- A. CALL TO ORDER: 7 p.m.
- B. ROLL CALL:       GEHRZ \_\_\_ KUETTEL \_\_\_ LAMB \_\_\_  
                          LINDSTROM \_\_\_ TALBOT \_\_\_  
                          WORTHINGTON \_\_\_ PHILLIPS \_\_\_  
                          ATTORNEY \_\_\_ ENGINEER \_\_\_
- C. NEAL KWONG YOUTH CITIZENSHIP 2001 AWARD PRESENTATION
- Nominees: 1. Ben Fraser  
              2. Christina Kielsmeier  
              3. KatieJo Kuhens  
              4. Michelle Peterson  
              5. Stephanie Weisberg
- D. COMMUNITY FORUM:
- E. APPROVAL OF MINUTES: March 13, 2002       **(Tab #1)**
- F. CONSENT AGENDA:
1. General disbursements through March 19, 2002, \$86,661.77  
    Payroll, 3/1/02 to 3/15/02, \$9,786.19       **(Tab #2)**
  2. Final payment on Larpenteur Avenue projects       **(Tab #3)**
  3. Appointment of Recreation Coordinator to permanent part-time status       **(Tab #4)**
  4. Approve purchase of a new computer for administrative offices       **(Tab #5)**
  5. Designation of building official       **(Tab #6)**

**ADDENDUM**

6. Authorization of Mayor and City Administrator to sign the Certificate of Completion for the Development Agreement for the Bullseye Golf Centers redevelopment (a Falcon Crossing)
7. License

G. POLICY AGENDA:

1. Approval of purchase of SCBA masks for Fire Department **(Tab #7)**
2. Resolution of support for Sherman and Associates' application to Ramsey County Community Development Block Grant and Dakota County Consortium Home Investment Partnership programs **(Tab #8)**
3. Consideration of process for establishing pros and cons in change of election year **(Tab #9)**

H. REPORTS FROM COUNCILMEMBERS:

I. INFORMATION AND ANNOUNCEMENTS:

J. ADJOURN

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

**AGENDA**  
**March 27, 2002**

- A. CALL TO ORDER: 7 p.m.
- B. ROLL CALL:       GEHRZ \_\_\_ KUETTEL \_\_\_ LAMB \_\_\_  
                      LINDSTROM \_\_\_ TALBOT \_\_\_  
                      WORTHINGTON \_\_\_ PHILLIPS \_\_\_  
                      ATTORNEY \_\_\_ ENGINEER \_\_\_
- C. NEAL KWONG YOUTH CITIZENSHIP 2001 AWARD PRESENTATION
- Nominees: 1. Ben Fraser  
              2. Christina Kielsmeier  
              3. KatieJo Kuhens  
              4. Michelle Peterson  
              5. Stephanie Weisberg
- D. COMMUNITY FORUM:
- E. APPROVAL OF MINUTES: March 13, 2002       **(Tab #1)**
- F. CONSENT AGENDA:
1. General disbursements through March 19, 2002, \$86,661.77  
       Payroll, 3/1/02 to 3/15/02, \$9,786.19       **(Tab #2)**
2. Final payment on Larpenteur Avenue projects       **(Tab #3)**
3. Appointment of Recreation Coordinator to permanent part-time status       **(Tab #4)**
4. Approve purchase of a new computer for administrative offices       **(Tab #5)**
5. Designation of building official       **(Tab #6)**
- G. POLICY AGENDA:
1. Approval of purchase of SCBA masks for Fire Department       **(Tab #7)**
2. Resolution of support for Sherman and Associates' application to Ramsey  
       County Community Development Block Grant and Dakota County  
       Consortium Home Investment Partnership programs       **(Tab #8)**
3. Consideration of process for establishing pros and cons in change of election  
       year       **(Tab #9)**

- H. REPORTS FROM COUNCILMEMBERS:
- I. INFORMATION AND ANNOUNCEMENTS:
- J. ADJOURN

DRAFT

City of Falcon Heights  
City Council Minutes  
March 13, 2002

Acting Mayor Kuettel opened the meeting at 7 p.m.

PRESENT: Kuettel, Lamb, Lindstrom, Talbot. Also present was Heather Worthington, City Administrator, Patricia Phillips, Deputy Clerk

ABSENT: Gehrz

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

APPROVAL OF MINUTES: The minutes of February 27, 2002 were approved as written.

PRESENTATION

Coralie Wilson, Executive Director, CTV 15/North Suburban Cable Commission, updated the council on activities at the commission and informed council of the issues relating to the proposed merger of AT&T and ComCast Cable Company. Wilson said the customer service of AT&T Broadband has been less than satisfactory. The other competitors that were in the field a couple of years ago have left the market due to the downturn of the economy and insufficient funds. Wilson also encouraged the council to talk to both local and federal legislators on use of public right-of-way. Wilson said retention of local authority over public right-of-way is very important.

CONSENT

Councilmember Lamb made a motion to approve the following consent agenda. The motion passed unanimously.

1. General disbursements and payroll

POLICY

Update on the SE Corner Project

Administrator Worthington updated the council on the financial progress of the project at Snelling and Larpenteur. Worthington said the developer, Sherman & Associates, had applied to MHFA and to Ramsey County for financial help but most likely will not hear anything until May or June of 2002 so that is why things seem to be pretty quiet right now. Worthington also said the city will submit a second application to Metropolitan Council for a "Livable Communities" grant in the near future.

INFORMATION ONLY

Report on staff survey results.

Administrator Worthington said the city contracted with Lynn and Associates in December of 2001 to conduct an employee survey. The survey was taken by all employees, including those in the fire department. The survey asked 12 key questions and the city's overall score was 4.04 on a scale of 1 to 5, with 5 being "strongly agree". Overall, the survey indicated that employees were quite satisfied with Falcon Heights as a place to work. Worthington said several areas for improvement were identified and she will be working to improve these areas over the next year.

INFORMATION AND ANNOUNCEMENTS:

There were no announcements from council or staff.

ADJOURN

Acting Mayor Kuettel adjourned the meeting at 7:43 p.m.

Respectfully submitted,

Patricia Phillips  
Deputy Clerk



CONSENT 1  
Meeting Date: 3/27/02

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Roland Olson, Finance Director

EXPLANATION/SUMMARY:

1. General disbursements through 3/19/02, \$\$86,661.77
2. Payroll, 3/1/02 to 3/15/02, \$9,786.19

ACTION REQUESTED: Approval

APPROVAL OF BILLS  
 PERIOD ENDING: 3-20-02

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	US BANK TRUST NATL ASSOC	AGENT FEES/ 99 BONDS	-----	316.25
	US BANK TRUST NATL ASSOC	AGENT FEES/ 96 BONDS	-----	316.25
	*** TOTAL	FOR DEPT 00		632.50
	AMERICAN OFFICE PRODUCTS	POST-ITS TONER CARTRIDGE	ADMINIST	104.64
	AMERICAN OFFICE PRODUCTS	INDEX CARDS/3 HOLE PUNCH	ADMINIST	27.05
41003	US BANCORP	MCMA CONF-DULUTH	ADMINIST	101.70
	METROPOLITAN AREA MANAGE-	FEB MEETING EXPS	ADMINIST	12.65
	NCPERS GROUP LIFE INS	APRIL/02 PHILLIPS	ADMINIST	12.00
41005	PERA	MAR 1-15 PERA	ADMINIST	1,270.47
	RAMSEY COUNTY	MAR/02 INS PREMIUMS	ADMINIST	3,232.21
	*** TOTAL	FOR DEPT 12		4,760.72
	AGA	2002 MEMBERSHIP	FINANCE	75.00
	*** TOTAL	FOR DEPT 13		75.00
	CAMPBELL KNOTSON	FEB/02 LEGAL SVCS	LEGAL	673.34
	*** TOTAL	FOR DEPT 14		673.34
	MAUREEN ANDERSON	VHS TAPES/BATTERIES	COMMUNIC	37.63
	DAVID L. WASSON GRAPHIC	NEWSLETTER DESIGN/LAYOUT	COMMUNIC	400.00
	DAVID L. WASSON GRAPHIC	NEWSLETTER PRINTING/FOLD	COMMUNIC	772.13
	*** TOTAL	FOR DEPT 16		1,209.76
	DAVID L. WASSON GRAPHIC	EMERG PREP INSERT-DESIGN	EMERGENC	500.00
	DAVID L. WASSON GRAPHIC	EMERG PREP FLIERS	EMERGENC	426.00
	*** TOTAL	FOR DEPT 21		926.00
	RAMSEY COUNTY	TRAFFIC SITATION BOOKS	POLICE	863.10
	ST ANTHONY VILLAGE	APR/02 POLICE SVCS	POLICE	35,418.91
	*** TOTAL	FOR DEPT 22		36,282.01
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING	FIRE FIG	44.73
	GALL'S INCORPORATED	LITE PARTS	FIRE FIG	213.97
	JOHNSON-POWERS,DAN	REIMB-XP WINDOWS BOOK	FIRE FIG	38.33
	GLENWOOD INGLEWOOD	H2O & COLLER RENTAL	FIRE FIG	17.48
	GRAINGER, W. W., INC.	HYDRAULIC COUPLER/757	FIRE FIG	16.87
	GRAINGER, W. W., INC.	AIR HOSE/AIR GAUGE/WIRE	FIRE FIG	46.56
	KURHAJETZ, CLEM	RECIPT PADS/FUSE HOLDERS	FIRE FIG	13.14
	LAKE SUPERIOR COLLEGE	PUMPING CLASS/SCHIPPEL&M	FIRE FIG	180.00
	HOLTZ,DAVID	REIMB-LAMINATE-ID BADGES	FIRE FIG	22.05
41004	VERIZON WIRELESS	CELL PHONE	FIRE FIG	21.27
	*** TOTAL	FOR DEPT 24		614.40
	GLENWOOD INGLEWOOD	H2O & COLLER RENTAL	CITY HAL	17.47
	GRAINGER, W. W., INC.	TOILET TISSUE/PAPER TOWL	CITY HAL	219.53
	*** TOTAL	FOR DEPT 31		237.00
	GRAINGER, W. W., INC.	STREET LITES	STREETS	58.64
	GRAINGER, W. W., INC.	STREET LITES	STREETS	117.28
	GRAINGER, W. W., INC.	STREET LITES	STREETS	131.24
	*** TOTAL	FOR DEPT 32		307.16
	HOWARD GREEN COMPANYC.	GENERAL SVC	ENGINEER	160.00

APPROVAL OF BILLS  
 PERIOD ENDING: 3-20-02

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
*** TOTAL FOR DEPT 33				160.00
	UNIVERSITY OF MINNESOTA	SHADE TREE COURSE/ANITA	TREE PRO	125.00
	UNIVERSITY OF MINNESOTA	SHADE TREE COURSE/BILL	TREE PRO	125.00
*** TOTAL FOR DEPT 34				250.00
	MINNESOTA CONWAY	RECHARGE/FIRE EXT	PARK & R	33.70
	NCPERS GROUP LIFE INS	APR/02 MAERTZ	PARK & R	12.00
	XCEL ENERGY	ELECT/GAS CURTIS FIELD	PARK & R	90.96
	ON SITE SANITATION	PORTABLE TOILET	PARK & R	80.65
*** TOTAL FOR DEPT 41				217.31
	RAMSEY COUNTY	WASTE MGMT SPEC ASSMENT	SOLID WA	99.94
	DAVID L. WASSON GRAPHIC	RECYCLING FLIERS/INSERT	SOLID WA	308.85
*** TOTAL FOR DEPT 56				408.79
41004	US BANCORP	NEW PRINTER HP 1000	GENERAL	266.24
*** TOTAL FOR DEPT 63				266.24
	FBN, INC	NEW COMPUTER SETUP	FIRE & R	170.00
	MES, INC.	4 HELMETS	FIRE & R	772.88
*** TOTAL FOR DEPT 64				942.88
	SHORT ELLIOTT HENDRICKSON	CURTIS FIELD SITE DESIGN	INFRASTR	2,781.60
*** TOTAL FOR DEPT 71				2,781.60
	METROPOLITAN COUNCIL	APR/02 S.S. CHRGS	SANITARY	33,538.00
*** TOTAL FOR DEPT 75				33,538.00
	RAMSEY COUNTY PROP/RECORD	TIF ADM 2001 EXPS	TIF #1	850.76
*** TOTAL FOR DEPT 77				850.76
	RAMSEY COUNTY PROP/RECORD	TIF ADMIN 2001 EXPS	TIF #2	197.38
*** TOTAL FOR DEPT 78				197.38
	CAROLE L. SMITH	MAR 16-31 PROF SVCS	MCAD	1,213.33
	CAROLE L. SMITH	GAVEL ASSOC LUNCHEON	MCAD	6.50
	CAROLE L. SMITH	CABLE GUEST SNACKS	MCAD	5.89
	CAROLE L. SMITH	PIES FOR FEB MCAD MTG	MCAD	19.18
	CAROLE L. SMITH	CHIPS FOR CABLE GUEST	MCAD	2.70
	CAROLE L. SMITH	SUBWAYS FOR CABLE GUESTS	MCAD	26.85
	CAROLE L. SMITH	REFRESHMENTS CABLE GUEST	MCAD	15.34
	CAROLE L. SMITH	GAVEL ASSOC MEETING	MCAD	6.50
	CAROLE L. SMITH	POSTAGE	MCAD	2.64
	CAROLE L. SMITH	SUBWAYS CABLE GUEST	MCAD	31.99
*** TOTAL FOR DEPT 84				1,330.92
*** TOTAL FOR BANK 01				86,661.77
*** GRAND TOTAL ***				86,661.77

3/27  
Agenda

Please tear payment coupon at perforation.

**U.S. Bank Visa® Business Platinum Card**  
Issued by U.S. Bank National Association ND

**MAR 1 1 2002**

**New Balance Summary**

Previous balance		\$39.64
Payments & credits	-	\$40.32
New purchases & advances	+	\$367.94
Finance charges	+	\$0.00
Cash advance fees	+	\$0.00
Other fees	+	\$0.00
<b>New Balance</b>		<b>\$367.26</b>

**Account & Payment Information**

Customer name:	HEATHER WORTHINGTON
Company name:	CITY OF FALCON HEIGHTS
Account number:	4251 2400 0599 8794
Statement date:	Mar 05, 2002
Minimum payment due:	\$10.00
Payment must be received:	Mar. 25, 2002
Amount and Date Paid:	

**Credit Available**

Credit limit	\$5,000.00
New balance	- \$367.26
<b>Credit available</b>	<b>\$4,632.74</b>

**Your Resources for Help**  
24 Hour Customer Service 1-800-344-5696  
Text telephone (TTY) 1-800-585-5035

**Transactions**

Post Date	Tran Date	Reference Number	Transaction Description	Amount
<b>Payment &amp; Credits</b>				
Feb 14	Feb 14	7479826204500000001408	PAYMENT - THANK YOU 00000 C	- \$40.32
				<b>Total Payments and Credits - \$40.32</b>
<b>Purchases</b>				
Feb 07	Feb 05	24445742037407282808561	OFFICE DEPOT #375 ROSEVILLE MN	\$266.24
Feb 12	Feb 10	24270762042286495402151	FITGERS INN DULUTH MN 4166	\$101.70
				ARRIVAL: 02/10/02
				<b>Total Purchases \$367.94</b>

*Supplies / printer* - \$266.24  
*Admin / printer* - \$101.70  
*Admin / MCMA Conf. in Duluth*

**Finance Charge Summary**

	Average Daily Balance	Variable Monthly Periodic Rate	Corresponding APR	Interest Charges
PURCHASES	\$0	1.0125%	12.15%	\$0.00
ADVANCES	\$0	1.1792%	14.15%	\$0.00
<b>Total APR the Cycle: 0.00%</b>				

*OK to pay  
thru 3/11/02*

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	3 14 02	34 CLEMENT KURHAJETZ	31678	47.22
COM	3 14 02	35 LEO LINDIG	31679	19.40
COM	3 14 02	40 KEVIN ANDERSON	31680	55.76
COM	3 14 02	42 MICHAEL D CLARKIN	31681	162.47
COM	3 14 02	66 ALFRED HERNANDEZ	31682	42.02
COM	3 14 02	74 MARK J ALLEN	31683	37.17
COM	3 14 02	80 MARY K RIGNEY	31684	6.47
COM	3 14 02	81 LAUREL F SANDBERG	31685	6.47
COM	3 14 02	82 DUSTIN P THUNE	31686	112.81
COM	3 14 02	85 DANIEL S JOHNSON-POWERS	31687	117.92
COM	3 14 02	86 GREGORY R YOUNGS JR	31688	120.70
COM	3 14 02	87 MICHAEL A MCKAY	31689	48.08
COM	3 14 02	90 ANDREW P SCHIPPEL	31690	49.69
COM	3 14 02	91 RICHARD H HINRICHS	31691	94.43
COM	3 14 02	94 CALEB H SORENSON	31692	8.08
COM	3 14 02	95 MICHAEL J POESCHL	31693	38.38
COM	3 14 02	96 DAVID R HOLTZ	31694	72.73
COM	3 14 02	1003 HEATHER WORTHINGTON	31696	1279.79
COM	3 14 02	1007 PATRICIA PHILLIPS	31697	1072.85
COM	3 14 02	1013 WILLIAM MAERTZ	31698	1516.77
COM	3 14 02	1033 DAVE TRETSEVEN	31699	1090.52
COM	3 14 02	1038 DEBORAH K JONES	31700	789.76
COM	3 14 02	1039 CRAIG A STIER	31701	334.31
COM	3 14 02	1103 DIANE MEYER	31702	391.34
COM	3 14 02	1136 ROLAND O OLSON	31703	1305.79
COM	3 14 02	1143 COLIN B CALLAHAN	31704	633.04
COM	3 14 02	1173 ELIZABETH M POSTIGO	31705	332.22

COMPUTER CHECKS	9786.19
MANUAL CHECKS	.00
NOTICES OF DEPOSIT	.00

\*\*\*\*TOTALS\*\*\*\* 9786.19

**Consent 2**  
**3/27/02**

**ITEM: Final payment on Larpenteur Avenue projects**

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

**REVIEWED BY: John Anderson, H.R. Green**  
**Roland Olson, Finance Director**

**EXPLANATION:**

Summary: The Council is being asked to approve the final payment on the Larpenteur Avenue reconstruction projects, Phase I through III. John Anderson of H.R. Green, the city's engineering firm, met with Dan Soler of Ramsey County Public Works in late January to discuss the details of the last invoice. The project involved a number of funding sources, including local dollars from Falcon Heights. The attached invoice represents the final payment to Ramsey County for Falcon Heights' local share of the three projects.

**ATTACHMENT:**

Invoice from Ramsey County, dated 12/26/01

**ACTION REQUESTED:**

Approve final payment of \$50,420.87 on Larpenteur Avenue reconstruction projects to be paid out of Fund 424, Larpenteur Avenue Improvements.

**INVOICE  
Ramsey County**

**Public Works**

**Please Remit To: Ramsey County**

PROP RECREV-Revenue  
830 RCGC-West  
50 West Kellogg Boulevard  
St Paul MN 55102  
United States

Page: 2  
Invoice No: PUBW-002281  
Invoice Date: 12/26/2001  
Customer Number: 020200  
Payment Terms: Immediate  
Due Date: 12/26/2001

**Customer:**

FALCON HEIGHTS CITY OF  
2077 W LARPEUR AVE  
FALCON HEIGHTS MN 55113  
United States

**AMOUNT DUE: \$ 50,420.87**

For billing questions, please call

Line	Adj	Identifier	Description	Quantity	UOM	Unit Amt	Net Amount
		AGREEMENT 99023	RECONSTRUCTION OF LARPEUR AVENUE BETWEEN MALVERN AND OXFORD				
1			LARPEUR AVENUE	1.00	EA	18,196.25	18,196.25
2			LARPEUR AVENUE	1.00	EA	32,224.62	32,224.62
<b>SUBTOTAL:</b>						<b>\$ 50,420.87</b>	
<b>TOTAL AMOUNT DUE :</b>						<b>\$ 50,420.87</b>	

Keep This Portion For Your Records

**ITEM: Appointment of Recreation Coordinator to permanent part-time status.**

**SUBMITTED BY: Bill Maertz, Director of Parks and Public Works**

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

**EXPLANATION:**

Summary: Diane Meyer has been filling the role of Recreation Coordinator on a temporary basis for the last 7 months. Prior to that she organized special events, ran the playroom at Falcon Heights Church, and taught the summer recreation art class. Her performance has been excellent at each of these jobs and staff believes she will make an good permanent Recreation Coordinator. Permanent part-time status will make her eligible for step increases and yearly wage adjustments. Upon approval of permanent part-time status she will receive the 2002 wage increase of 3% received by other city staff.

**ATTACHMENTS:**

Job description

**ACTION REQUESTED:**

Authorize the appointment of Diane Meyer to permanent part-time Recreation Coordinator.



**March 2002**

**City of Falcon Heights  
RECREATION COORDINATOR  
JOB DESCRIPTION**

**TITLE:** Recreation Coordinator

**DEPARTMENT:** Parks and Recreation

**REPORTS TO:** Parks and Public Works Director

**STATUS:** Part-time, Regular, Hourly, Non-Exempt (estimate 15% time)

**DUTIES:**

1. Coordinate, plan and implement recreational programming.
2. Recruit, select, train, and supervise recreation staff.
3. Prepare brochures, program information and registration information.
4. Plan, promote and conduct special events and activities.
5. Attend park and recreation meetings as requested by the Parks and Public Works Director
6. Evaluate programs recommend program changes, additions or elimination.
7. Provide input during the budgeting process.
8. Other activities as assigned by supervisor.

**WORK SCHEDULE:**

This position is designed to be a regular, part time position averaging about 15% or about 325 hours per year. Most time will be spent in the late spring and summer developing and supervising the summer programs. Pay will be based upon actual hours worked.

**QUALIFICATIONS:**

1. Recreation work experience for the equivalent of three years in a responsible position.
2. Ability to drive around the city and to different locations.
3. Ability to use computer software to create brochures and recreation flyers.
4. Ability to communicate clearly and effectively.

**Consent 4**  
**3/27/02**

**ITEM: Approve purchase of a new computer for administrative offices**

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

**EXPLANATION:**

Summary: This computer purchase represents the final purchase in the computer updating plan we have been implementing over the past two years. The old computers were six to eight years old on average, and we have been systematically replacing them at the rate of about three per year. We take advantage of sales, good deals on computers, and other cost-savings to ensure that we are spending the city's money wisely in this endeavor. In addition, we save old computers for use in other locations, or as backups when they are still viable.

We are requesting that you approve the purchase of a new Gateway computer at a cost of \$1,086.10. This includes the PC, monitor and software.

**ACTION REQUESTED:**

Approval of purchase of new Gateway computer for administrative offices in the amount of \$1,086.10.

**ITEM:           Designation of building official**

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

**EXPLANATION:**

Summary: The 2001 Minnesota Legislature amended M.S. §16B.65 to require every municipality with a building code to designate a certified building official to administer the code. This designation has been requested by the Department of Administration, State of Minnesota via letter dated February 2002.

Staff requests that Greg Schmit, our building official, be designated as such by the Council, and proper paperwork be filed with the state.

**ATTACHMENT:**

Letter from Department of Administration, State of Minnesota

**ACTION REQUESTED:**


Designation of Greg Schmit as the city's building official.



**MEMORANDUM**

Date: February, 2002

To: All administrative authorities

From: Thomas R. Joachim   
State Building Official

Subject: **Designation of certified building officials**

The 2001 Minnesota Legislature amended M.S. §16B.65 to require every municipality with a building code to designate a certified building official to administer the code. This designation was to be made by Jan. 1, 2002, and reported to the commissioner of administration, through this division. M.S. §16B.65, Subdivisions 1 and 6, were amended to read:

Subd. 1 – By January 1, 2002, each municipality shall designate a building official to administer the code. A municipality may designate not more than one building official responsible for code administration defined by each certification category established in rule. Two or more municipalities may combine in the designation of a building official for the purpose of administering the provisions of the code within their communities.

Subd. 6 – In the event that a designated building official position is vacant within a municipality, that municipality shall designate a certified building official to fill the vacancy as soon as possible. The commissioner must be notified of any vacancy or designation in writing within 15 days.

Please note that a building official must be certified by the commissioner of administration to be eligible for designation and that your municipality may not issue building permits without a designated certified building official.

For your convenience, a form for notifying the commissioner of your designation is provided with this letter. Please complete the form and send it to the Building Codes and Standards Division as soon as possible. If you have questions, please call your regional representative or our Education Section at (651) 296-2922. Thank you for your cooperation.

TRJ:mw  
enc. notification form

**ADDENDUM  
Consent 6  
3/27/02**

**ITEM: Authorization of Mayor and City Administrator to sign the Certificate of Completion for the Development Agreement for the Bullseye Golf Centers redevelopment (aka Falcon Crossing)**

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

**REVIEWED BY: Roger N. Knutson, City Attorney  
Deborah Jones, Planning and Zoning Coordinator**

**EXPLANATION:**

Summary: The city entered into a Development Agreement with Bullseye Golf Centers in 1984 for the redevelopment of the old Flower City site, which was destroyed by fire in 1981. The Development Agreement stipulated that the City upon the completion of the redevelopment would issue a Certificate of Completion. The City never issued the Certificate of Completion, but did record the Development Agreement against the deed to the property in 1984.

Staff received a request from Felhaber Larson Fenlon & Vogt, Attorneys at Law representing the current owner, Wellington Management, for the Certificate of Completion on March 14, 2002. Wellington Management is selling the property, and require this documentation in order to close on the property. It is the opinion of the city attorney that the requirements of the Certificate of Completion have been met, and the Certificate should be signed by the Mayor and City Administrator, and returned to the attorneys representing Wellington Management.

**ATTACHMENTS:**

Letter from Felhaber Larson Fenlon & Vogt dated March 13, 2002  
Certificate of Completion

**ACTION REQUESTED:**

Authorize Mayor and City Administrator to sign the Certificate of Completion for the Development Agreement for the Bullseye Golf Centers redevelopment (aka Falcon Crossing).

**ADDENDUM**

CONSENT 7

Meeting Date: 3/27/02

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Pat Phillips, Licensing Coordinator

REVIEWED BY: Heather Worthington, City Administrator

EXPLANATION/SUMMARY:

THERAPEUTIC MASSAGE

Hair Designs Unlimited (for masseuse Ruth Atherly)

Lic.#02-609B

ACTION REQUESTED: Approval

**Policy 1**  
**3/27/02**

**ITEM:           Approval of purchase of SCBA masks for Fire Department**

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

**EXPLANATION:**

Summary: The Fire Department is requesting approval of a purchase of four MSA UltraElite SCBA Facepieces for replacement of existing equipment. As the Chief explained at our February 27 meeting, SCBA facepieces can become worn out, and not seal properly around the firefighter's face. This creates a situation where smoke, and other gases from a fire can enter the mask. These four facepieces are replacing equipment which has come to the end of its useful life. The total cost for four masks is \$1,215.78 (\$299 per mask, plus \$19.78 shipping). There is no sales tax charged on emergency equipment in Minnesota.

**ACTION REQUESTED:**

Approve purchase of four SCBA facepieces for a total of \$1,215.78.

**CITY OF FALCON HEIGHTS  
RESOLUTION**

**No: 02-09**  
**Date: March 27, 2002**

---

**RESOLUTION IN SUPPORT OF SHERMAN AND ASSOCIATES' APPLICATION TO  
THE RAMSEY COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT AND  
DAKOTA COUNTY CONSORTIUM HOME INVESTMENT PARTNERSHIP  
PROGRAMS**

**SOUTHEAST CORNER REDEVELOPMENT PROJECT**

**WHEREAS**, the City of Falcon Heights has identified the southeast corner of Snelling and Larpentour Avenues as a priority for redevelopment in its Comprehensive Plan update of 2000; and

**WHEREAS**, the city has determined, through research, community input, and the development of guidelines, that mixed use development is appropriate for this site, including a mix of housing and neighborhood retail services; and

**WHEREAS**, the city has worked closely with both the property owners and the residents of this neighborhood to determine a course of action which will improve the appearance, quality of life, and future development of the city;

**NOW, THEREFORE BE IT RESOLVED THAT** the City supports Sherman and Associates efforts to provide 25 housing units targeted to 30% of the median income at this site, and asks Ramsey County to join the City and Sherman and Associates as a partner in this development.

---

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

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

KUETTEL

LAMB

LINDSTROM \_\_\_\_\_ Against

TALBOT

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

Mayor

\_\_\_\_\_, 2002

Date

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

City Clerk

\_\_\_\_\_, 2002

Date



Policy 2  
3/27/02

**ITEM: Resolution of support for Sherman and Associates application to Ramsey County Community Development Block Grant and Dakota County Consortium Home Investment Partnership Programs**

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

**EXPLANATION:**

Summary: The Council is being asked to adopt the attached resolution in support of Sherman and Associates application to Ramsey County for funds to subsidize the construction of 25 out of the 120 units in the multi-family building targeted at persons living at or below 30% of the median income level (\$22,400 for a household of four persons).

**ACTION REQUESTED:**

Adoption of Resolution 02-09 in support of Sherman and Associates' application to Ramsey County Community Development Block Grant and Dakota County Consortium Home Investment Partnership Programs.

**ITEM:** Consideration of process for establishing pros and cons in change of election year

**SUBMITTED BY:** Mayor Susan Gehrz

**EXPLANATION:**

Summary: Council member Lindstrom requested that the city consider changing the election year for city offices from odd to even years. Staff have researched information from other cities and presented this in two previous council workshops.

Advantages and disadvantages of making this change have been identified. Advantages include higher voter turnout for local elections and cost savings resulting from running elections every two years instead of every year. Disadvantages include possible decrease in focus on local issues and candidates and loss of non-partisan nature of our current system.

The Council is interested in gathering as much citizen input as possible to factor into their decision on this issue. We need to determine a process for doing that.

The options currently being discussed are:

1. Random phone survey of statistically representative sample of Falcon Heights voters
2. Written survey of Falcon Heights residents

**ACTION REQUESTED:**

Determine an appropriate course of action for future research on this question including strategies for obtaining citizen input.