

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

AGENDA
October 9, 2002

- 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: September 25, 2002
- E. PUBLIC HEARING: None
- F. CONSENT AGENDA:
1. General disbursements through 10/3/02, \$70,264.31
Payroll, 9/16/02 – 9/30/02, \$11,451.34
 2. Licenses
 3. Consideration of 2003 SCORE Contract and adoption of Resolution 02-19
- G. POLICY AGENDA:
1. Authorize the replacement of the rooftop heating and air conditioning unit that serves the fire department
 2. *Addendum* Request for public hearing on lot coverage amendments.
- 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
October 9, 2002

- 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: September 25, 2002 **(Tab #1)**
- E. PUBLIC HEARING: None
- F. CONSENT AGENDA:
 - 1. General disbursements through 10/3/02, \$70,264.31
 Payroll, 9/16/02 – 9/30/02, \$11,451.34 **(Tab #2)**
 - 2. Licenses **(Tab #3)**
 - 3. Consideration of 2003 SCORE Contract and adoption of Resolution 02-19
 (Tab #4)
- G. POLICY AGENDA:
 - 1. Authorize the replacement of the rooftop heating and air conditioning unit
 that serves the fire department **(Tab #5)**
- H. REPORTS FROM COUNCILMEMBERS:
- I. INFORMATION AND ANNOUNCEMENTS:
- J. ADJOURN

DRAFT

City of Falcon Heights
Council Minutes
September 25, 2002

Mayor Gehrz opened the meeting at 7 P.M.

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

ABSENT: Councilmember Lamb, Deputy Clerk Phillips

COMMUNITY FORUM: There was no one wishing to speak before council. Mayor Gehrz acknowledged the presence of three students in Public Administration from Hamline University who were in attendance.

APPROVAL OF MINUTES: The minutes of September 11, 2002 were approved with one correction noted by Mayor Gehrz.

CONSENT

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

1. General disbursements and payroll
2. Accept tree trimming proposal from Precision Landscape and Tree Service, Little Canada

POLICY

Accept tree planting request by city staff of 21 trees to be planted on the boulevard within the city limits

Administrator Worthington explained that staff identified 22 boulevard trees that needed to be removed, seven of which were due to Dutch Elm disease, and other trees that were already dead or dying. The tree planting budget for 2002 was at \$2,000 and the only bid received was from Gertens at \$3,574.14. The trees are 2" to 4" in diameter so they are a good size. Councilmember Kuettel asked that the city make sure the trees are planted correctly and homeowners are given instructions as to maintenance of them. Councilmember Lindstrom made a motion to approve the tree planting expenditure of \$3,574.14. The motion passed unanimously.

Approve application to the National Safety Council

Mayor Gehrz is asking council to approve an application to the National Safety Council as a pilot community for on-line first aide and CPR training. Gehrz said she participated in the on-line training program and felt it would be a valuable resource to residents. Gehrz proposes to

work out some kind of arrangement where residents could take the on-line program free of charge and the city would provide the Safety Council with information such as how many residents took the course, how many completed it, and some type of evaluation of the program. The Safety Council would then be able to promote that kind of program and perhaps apply for a federal grant. After brief discussion, councilmember Kuettel made a motion to approve the application. The motion passed unanimously.

Approve the city's participation in the Ramsey County Citizen Corps

Mayor Gehrz said the Neighborhood Commission would like to participate in the Ramsey County Citizen Corps and the Federal Citizen Corps program in order to enable residents and volunteers to access more training resources. Tim Knautz, a member of the Neighborhood Commission volunteered to be the liaison to these meetings. Councilmember Kuettel moved to approve the participation in these programs by the Neighborhood Commission. The motion passed unanimously.

2002 Sealcoat and Crackseal Improvements Project – Final Pay Estimate

Administrator Worthington said the project has been completed and the construction cost was \$2,283.33 higher than the contract amount. Worthington said this was due to crack sealing quantities being roughly 11% higher than the contract. In addition, more emulsion was needed to ensure that the chipped granite adhered to the street properly, resulting in a 10% increase in quantity. Worthington said the city engineer recommends paying Pearson Brothers in the amount of \$44,693.63, with \$2,352.30 held in retainage until the contractor submits the required documentation to close out the job. After brief discussion, councilmember Kuettel moved to approve this payment. The motion passed unanimously.

Consideration of a monthly fee for web-streaming

Councilmember Talbot explained that the North Suburban Cable Commission is now offering web streaming service to cities in their service area. This will enable web users to access video of any council meeting of the cities signed to this service, any time of the day. Talbot said the cost of this service is \$163.69 per month and will be billed quarterly coinciding with the quarterly franchise fee checks. In addition, Talbot said CTV will be able to archive council meetings on DVD. Talbot said web-streaming will pay for itself through franchise fees the city receives. After thorough discussion, councilmember Lindstrom made a motion to approve the web streaming service and archival DVD's. The motion passed unanimously.

Consideration of Ordinance 02-03 amending Chapter 5 of the Falcon Heights city code regarding the removal, trimming and treatment of trees

Administrator Worthington explained that a tree contractor brought a portable sawmill into the area and processed trees into lumber in a residential neighborhood. The city code does not specifically prohibit this type of activity and feels it would be prudent to address this type of activity in the future by amending the code to specifically prohibit it. After further questioning, Councilmember Talbot made a motion to approve the adoption of Ordinance 02-03. The motion passed unanimously.

INFORMATION AND ANNOUNCEMENTS

Councilmember Lindstrom said he attended a meeting at the University of Minnesota re bio-incubators. A facility will most likely be located off campus somewhere in the City of St. Paul.

Councilmember Kuettel reminded everyone that Neighborhood Liaisons are still needed. Kuettel also said there was a Solid Waste Commission meeting on September 26 at 7 pm and she will be attending a Human Rights meeting on Saturday, September 28th.

Kuettel said a new Park and Rec program on "Quilting" held last summer was very successful and the young persons attending that class made a community quilt. The quilt was entered in a contest and won 2nd place for a \$150 prize.

Mayor Gehrz said another training session for Neighborhood Liaisons will be held on October 8 at 6:30 p.m. at city hall.

Administrator Worthington reminded everyone of the Neighborhood Cleanup on Saturday, September 28th from 8 a.m to 2 p.m. on the Camel Lot of the State Fairgrounds.

Worthington said the second funding request of 1 million dollars from the Livable Communities demonstration account ranked No. 1 for funding for the reconstruction of the SE corner of Snelling and Larpenteur. Worthington said additional meetings with the developer and residents will be coming up sometime in November at city hall.

ADJOURN

The meeting adjourned at 8:15 p.m.

Respectfully submitted, (via video)

Pat Phillips
Deputy Clerk

CONSENT 1
Meeting Date: 10/9/02

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Roland Olson, Finance Director

EXPLANATION/SUMMARY:

1. General disbursements through October 3, 2002, \$70,264.31
2. Payroll, 9/16/02 through 9/30/02, \$11,451.34

ACTION REQUESTED: Approval

APPROVAL OF BILLS
PERIOD ENDING: 10-04-02

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	GEHRZ, SUE	MN MAYERS CONF/BREZZY PT	LEGISLAT	316.07
	LEAGUE OF MN CITIES	YEARLY DUES	LEGISLAT	4,003.00
	*** TOTAL FOR DEPT 11			4,319.07
	AMERICAN OFFICE PRODUCTS	PAPER/APPT BK/CALCULATOR	ADMINIST	91.87
	AMERICAN OFFICE PRODUCTS	TRANSFLM,LASER/TAPE	ADMINIST	55.22
	AMERICAN OFFICE PRODUCTS	CALENDAR	ADMINIST	12.42
	ITL PATCH COMPANY	200 FALCON HIGHTS PINS	ADMINIST	111.83
	NCPERS GROUP LIFE INS	OCT/02 PHILLIPS	ADMINIST	12.00
	SMALL CITIES PUBLISHING	SUBSCRIPTION	ADMINIST	105.00
41607	PERA	SEPT 16-30 PERA	ADMINIST	1,323.54
	*** TOTAL FOR DEPT 12			1,711.88
	DOCUMENT RESOURCES	PAYROLL/PAYABLE CHECKS	FINANCE	974.32
	*** TOTAL FOR DEPT 13			974.32
	NORTH SUBURBAN ACCESS CO.	REIMB MAUREEN CABLE WORK	COMMUNIC	121.00
	NORTH SUBURBAN ACCESS CO.	REIMB MAUREEN CABLE WORK	COMMUNIC	99.00
	*** TOTAL FOR DEPT 16			220.00
	NCPERS GROUP LIFE INS	OCT/02 JONES	PLANNING	16.00
41606	PAKOY, GENE	3RD QTR MECHANICALS	PLANNING	1,175.44
	*** TOTAL FOR DEPT 17			1,191.44
	XCEL ENERGY	CIVIL DEFENSE SIREN	EMERGENC	6.28
	*** TOTAL FOR DEPT 21			6.28
	HUGHES & COSTELLO	OCT/02 PROSECUTIONS	PROSECUT	2,583.00
	*** TOTAL FOR DEPT 23			2,583.00
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING	FIRE FIG	43.88
	BATTERIES PLUS	BATTERIES FOR PACK SETS	FIRE FIG	144.80
41609	BUREAU CRIMINAL APPREHEN.	3 BACKGROUND CHECKS	FIRE FIG	45.00
	CY'S UNIFORMS	UNIFORMS/NEW FIREFIGHTRS	FIRE FIG	810.38
	FIRE EQUIPMENT SPECIALTIE	BATTER PACKS	FIRE FIG	249.81
	FIRE INSTRUCTORS ASSN. MN	BOOKS FOR FIRE CLASSES	FIRE FIG	31.95
	FIRE INSTRUCTORS ASSN. MN	FIRE/EXPLOSIVE INVEST BK	FIRE FIG	45.53
	HENNEPIN TECH COLLEGE	TNG/POESHL,GAFFNEY/HINDR	FIRE FIG	1,675.85
	KINGS TRUE VALUE	SCRUB BRUSH&PAIL	FIRE FIG	32.83
	KURHAJETZ, CLEM	3 LOG BOOKS	FIRE FIG	5.08
	JERYY MALEITZKE	MILEAGE/FIRE INSPECTIONS	FIRE FIG	61.31
	OXYGEN SERVICE COMPANY	COMPRESSED AIR	FIRE FIG	57.85
	PIONEER PRODUCTS INC	SOAP FOR BUNKER GEAR/HOS	FIRE FIG	174.84
	SUBURBAN ACE HARDWARE	FOUR 9 VOLT BATTERIES	FIRE FIG	11.70
	SUPERAMERICA	FUEL	FIRE FIG	71.59
	ANOKA-HENNEPIN TECH COLLE	TNG/VENTILIZQATION TRLR	FIRE FIG	450.00
	ANOKA-HENNEPIN TECH COLLE	RAPID INTERVENTION TRLR	FIRE FIG	705.00
	*** TOTAL FOR DEPT 24			4,617.40
	BOARD OF WATER COMMISSNRS	H2O	CITY HAL	604.03
	BOARD OF WATER COMMISSNRS	S.S.	CITY HAL	11.69
	CERTIFIED LABORATORIES	ICE BREAKER PLUS	CITY HAL	237.09
	EQUIPMENT SUPPLY INC	THERMASTAT CALIBRATION	CITY HAL	160.00

APPROVAL OF BILLS
 PERIOD ENDING: 10-04-02

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	HOME DEPOT CRC/GECF	SUPPLIES/BUCKET/CEDARLUM	CITY HAL	112.78
	MCI WORLDCOM RES SVC	LONG DISTANCE CHRGS	CITY HAL	13.76
	XCEL ENERGY	GAS CITY HALL	CITY HAL	48.27
	XCEL ENERGY	ELECT 9/30	CITY HAL	783.25
	SUBURBAN ACE HARDWARE	6 FLOUORESCENT BULBS	CITY HAL	11.36
	VERIZON WIRELESS	CELL PHONE CHRGS	CITY HAL	25.91
	*** TOTAL FOR DEPT 31			2,008.14
	GOPHER SIGN COMPANY	5 SIGNS	STREETS	192.87
	GRAINGER, W. W., INC.	15 STREET LIGHT BULBS	STREETS	249.26
	XCEL ENERGY	EELCT 9/29	STREETS	65.99
	XCEL ENERGY	EELCT 9/29	STREETS	7.40
	XCEL ENERGY	EELCT 9/29	STREETS	156.52
	XCEL ENERGY	ELECT 9/29	STREETS	9.05
	XCEL ENERGY	ELECT 9/29	STREETS	44.18
	XCEL ENERGY	ELECT 9/29	STREETS	8.56
	XCEL ENERGY	ELECT 9/29	STREETS	81.38
	XCEL ENERGY	ELECT 9/29	STREETS	1,782.28
	PEARSON BROS. INC	2002 SEAL COATING/CRACK	STREETS	22,346.82
	SCHARBER & SONS	REPAIR JD 725 MOWER	STREETS	176.28
	SUBURBAN ACE HARDWARE	TIRE REPAIR/AUTO PARTS	STREETS	43.21
	SUBURBAN ACE HARDWARE	FLAGS/PLANT FOOD/TAPE	STREETS	107.95
	UNITED RENTALS	BALL HITCH FOR TRAILER	STREETS	15.98
	UNITED RENTALS	EAR PLUGS/STRIPING PAINT	STREETS	119.49
	*** TOTAL FOR DEPT 32			25,407.22
	HOWARD GREEN COMPANYS.	GENERAL SERVICES	ENGINEER	225.00
	*** TOTAL FOR DEPT 33			225.00
	BOARD OF WATER COMMISSNRS H2O		PARK & R	11.66
	BOARD OF WATER COMMISSNRS S.S.		PARK & R	23.38
	NCPERS GROUP LIFE INS	OCT/02 MAERTZ	PARK & R	16.00
	XCEL ENERGY	AUTO PROTECTLITES CURTIS	PARK & R	22.24
	XCEL ENERGY	ELECT GAS COMM PARK	PARK & R	238.49
	XCEL ENERGY	AUTO PROTECTLITES GROVE	PARK & R	20.95
	ON SITE SANITATION	PORTABLE TOILET COMM PK	PARK & R	70.65
	SUBURBAN ACE HARDWARE	FERTILIZER/OIL/FASTENERS	PARK & R	163.92
	SUPERAMERICA	FUEL	PARK & R	159.88
	QWEST	TELE 9/22	PARK & R	113.03
	*** TOTAL FOR DEPT 41			840.20
	HERMES FLORAL COMPANY	FUNERAL:CLARKIN RELATIVE EMPLOYEE		48.95
	*** TOTAL FOR DEPT 52			48.95
	SUN NEWSPAPERS	ADV:CITY WIDE GARAGESALE	SOLID WA	44.00
	LILLIE SUBURBAN NEWSPAPER	CITY WIDE GARAGE SALE	SOLID WA	20.00
	*** TOTAL FOR DEPT 56			64.00
	FIRE EQUIPMENT SPECIALTIE	RESCUE HAULING KIT	FIRE & R	458.96
	FIRE EQUIPMENT SPECIALTIE	FIRE BOOTS	FIRE & R	92.59
	FIRE EQUIPMENT SPECIALTIE	FLASH LIGHTS	FIRE & R	297.00
	*** TOTAL FOR DEPT 64			848.55
	MIDWEST CONCRETE DRIVEWAY SHELTER	DEMOLITION/REMOV	PUBLIC W	975.00

APPROVAL OF BILLS
 PERIOD ENDING: 10-04-02

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
*** TOTAL FOR DEPT 65				975.00
41608	PEARSON BROS. INC	2001 RETANAGE SEAL COATI	INFRASTR	1,042.65
	PEARSON BROS. INC	2002 SEAL COATING/CRACK	INFRASTR	22,346.81
*** TOTAL FOR DEPT 71				23,389.46
	BATTERIES PLUS	BATTERY FOR JETTER	SANITARY	54.85
	BUMPER TO BUMPER	SOLENOID FOR JETTER	SANITARY	6.41
	BUMPER TO BUMPER	STARTER & SWITCH JETTER	SANITARY	86.51
	XCEL ENERGY	ELEC 9/29	SANITARY	97.74
	SUPERAMERICA	FUEL	SANITARY	20.46
	UNITED LABORATORIES	LIQUI-ZYME FOR S.S.	SANITARY	228.55
*** TOTAL FOR DEPT 75				494.52
	CLARITY COVEREDALE FURY	2 PUBLIC SVC TAPES	MCAD	110.00
	MN DEPT OF HUMAN SERVICES	REFUND EXCELL GRANT PYMT	MCAD	36.00
41605	MN PREVENTION RESOURCE CT	REGISTRATION	MCAD	110.00
	CAROLE L. SMITH	SUBWAYS/CABLE CREWS/GUES	MCAD	68.99
	CAROLE L. SMITH	VHS TAPES/CABLE SHOWS	MCAD	14.89
*** TOTAL FOR DEPT 84				339.88
*** TOTAL FOR BANK 01				70,264.31
*** GRAND TOTAL ***				70,264.31

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	9 27 02	6 SUSAN GEHRZ	32193	303.12
COM	9 27 02	12 LAURA A. KUETTEL	32194	277.05
COM	9 27 02	13 PETER C. LINDSTROM	32195	277.05
COM	9 27 02	14 RICHARD P TALBOT JR	32196	277.05
COM	9 27 02	15 ROBERT E LAMB	32197	277.05
COM	9 27 02	34 CLEMENT KURHAJETZ	32198	280.63
COM	9 27 02	35 LEO LINDIG	32199	64.64
COM	9 27 02	42 MICHAEL D CLARKIN	32200	108.52
COM	9 27 02	74 MARK J ALLEN	32201	138.52
COM	9 27 02	85 DANIEL S JOHNSON-POWERS	32202	54.64
COM	9 27 02	91 RICHARD H HINRICHS	32203	64.64
COM	9 27 02	96 DAVID R HOLTZ	32204	64.64
COM	9 27 02	1003 HEATHER WORTHINGTON	32207	1395.72
COM	9 27 02	1007 PATRICIA PHILLIPS	32208	1072.85
COM	9 27 02	1013 WILLIAM MAERTZ	32209	1514.77
COM	9 27 02	1033 DAVE TRETSEVEN	32210	1090.52
COM	9 27 02	1038 DEBORAH K JONES	32211	839.93
COM	9 27 02	1040 JEROLD A. MALEITZKE	32212	407.28
COM	9 27 02	1089 KATHLEEN A CIERNIA	32213	205.56
COM	9 27 02	1136 ROLAND O OLSON	32214	1407.04
COM	9 27 02	1143 COLIN B CALLAHAN	32215	397.92
COM	9 27 02	1144 ANITA TWAROSKI	32216	244.19
COM	9 27 02	1173 ELIZABETH M POSTIGO	32217	688.01

COMPUTER CHECKS	11451.34
MANUAL CHECKS	.00
NOTICES OF DEPOSIT	.00

****TOTALS**** 11451.34

ITEM DESCRIPTION: Licenses
SUBMITTED BY: Pat Phillips, Licensing Coordinator
REVIEWED BY: Heather Worthington, City Administrator
EXPLANATION/SUMMARY:

THERAPEUTIC MASSAGE

Susan Lundquist, Masseuse Lic. #02-610
(employed part time at Hair Designs Unlimited)

MECHANICAL CONTRACTOR

Metro Gas Installers Lic. #02-732
Andover, MN

Equipment Supply, Inc. Lic. #02-733
St. Paul, MN

E.L.K. Mechanical HVAC, Inc. Lic. #02-734
Ramsey, MN

MUNICIPAL BUSINESS LICENSE

Kindred Beads, 1538 W. Larpenteur Ave. #02-636

ACTION REQUESTED: Approval

Consent 3
10/9/02

ITEM: **Consideration of 2003 SCORE Contract, and adoption of Resolution 02-19**

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

REVIEWED BY: **Roland Olson, Finance Director**
 Roger Knutson, City Attorney

EXPLANATION:

Summary: The Council is being asked to authorize the Mayor and Administrator to sign the 2003 SCORE recycling grant contract from Ramsey County, and adopt the accompanying resolution. The grant is in the amount of \$10,887.00.

SCORE funds are granted by the State of Minnesota, with Ramsey County acting as the grant administrator. SCORE funds cover only expenses that are not reimbursed by another source (e.g., clean-up fees, recycling service charge, or outside grant programs.) Grant funds are capped for each municipality, and are calculated on a per capita basis.

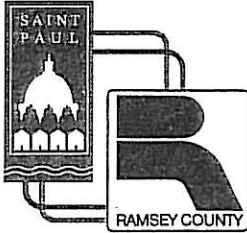
ATTACHMENT:

- 2003 SCORE Grant
- Resolution 02-19

ACTION REQUESTED:

Authorize Mayor and Administrator to sign the 2003 SCORE Grant

Falcon Heights



**Saint Paul - Ramsey County
Department of Public Health**

Rob Fulton, Director

Environmental Health Section
1670 Beam Avenue - Suite A
Maplewood, MN 55109-1176
651-773-4444 Fax: 651-773-4454

DATE: September 19, 2001
TO: Municipal Recycling Coordinators
FROM: Dan Donkers, Program Analyst
RE: 2002 SCORE Grant Applications

SEP 25 2001

<<APPLICATION DUE NOVEMBER 9, 2001>>

Attached are the materials for the 2002 SCORE Funding Grants, including the SCORE Funding Guidelines, the 2001 SCORE Funding Grant Application, and a table showing the funds available for each municipality.

You will notice the Application form has been redesigned. Although some items are the same as in past applications, please take a close look at the questions and instructions. ALL QUESTIONS must be answered fully in order to process the application. Adequate level of detail and description will avoid the need for follow-up, speed up the process of getting the agreement to your municipality, and increase the chance of receiving the full grant amount for which you are eligible. In short, it makes things easier for everyone!

The Grant Guidelines also offer greater detail on examples of eligible expenses, as well as clarifications on restrictions and conditions on the use of SCORE funds. Please read these carefully as you consider what to propose in your grant application. We have recently been audited by the State and want to be sure that it is clear what funds are being used for and that requests for reimbursement are consistent with the grant application. Any questions, please call me before you submit your application.

If you do not have your council/ board resolution authorizing submission of the application and acceptance of the funds by November 9, submit the application with a note stating that the resolution is in process and when the resolution will be approved. The adopted resolution MUST be submitted no later than December 14, 2001.

Cities with Joint Powers Agreements for collection of the City Recycling Fee must have the City Recycling Fee amounts included as an attachment to the SCORE Grant Application.

If you have any questions about the application or the guidelines, please call me at 651-773-4451.

Thanks, and let's make the most of our reduction and recycling programs!



SAINT PAUL - RAMSEY COUNTY DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH SECTION

2002 MUNICIPAL GRANT GUIDELINES: SCORE FUNDING GRANTS

SCORE FUNDING GRANTS are provided to municipalities in Ramsey County. Grants are provided to a municipality pursuant to an Agreement between the County and municipality following application for a grant by the municipality. The grant funds are capped for each municipality, and are calculated on a per capita basis.

Eligible Expenses

General Information

- SCORE funds are granted by the State. Ramsey County must follow State law that sets out restrictions on how funds may be used, including how funds are used by grantees. Inappropriate uses may result in the County (and, by extension, grantees) receiving less funding.
- SCORE funds can only cover expenses that are not reimbursed by another source (e.g., clean-up fees, recycling service charge, outside grant program, etc.).
- Changes from the budget adopted in the grant agreement are possible (such as moving money from one budget area to another, replacing a project in the budget with a new one, etc.), but requests to do so must be made in writing. County staff must obtain the County Manager's written approval to change the budget once it is adopted.
- **Creative and innovative ideas are encouraged! Do not let these guidelines limit your ideas.** However, if you would like to use SCORE funds for a project that does not seem to fit the guidelines, please talk to County staff first to make sure you have the funding support you need for a successful project.

Equipment: All equipment must remain the property of the Municipality. Examples of eligible expenses include:

- Purchase or lease of equipment used only for collection and transportation of recyclable materials, or collection and storage of recyclable materials at municipal drop-off centers (e.g., trucks, storage containers, sorting equipment, etc.)
- Recycling collection containers, bins, totes, bags, etc.
- Purchase or lease of computer/data processing equipment used for managing recycling data (e.g., bar coding equipment, etc.)
- Recycled content products that contain post consumer waste (not just pre-consumer/post-industrial recycled content), but only the "premium," if any, above the price of a comparable virgin product (examples of eligible recycled content products include plastic lumber, plastic picnic tables, copy paper and other office supplies, paint, glass road aggregate, garbage bags, carpet, etc.)
- Brush/wood waste chipping equipment: purchase, rental, maintenance expenses
- Equipment that results in waste reduction, approved on a case-by-case basis (e.g., duplexing units for laser printers, air hand dryers for restrooms)

Promotion: Must address waste/toxicity reduction, recycling, recycled products, composting, clean-ups, or other waste-related issues to qualify for SCORE funding. Audiences may include businesses, residents, and municipal employees. SCORE funds may be used to cover costs of production and distribution of paper materials (brochures, newsletters, etc.) that model environmentally preferable printing practices, such as using paper made with a minimum of 30% post-consumer recycled content, using agri-based inks, and including a tag line promoting how the publication demonstrates environmentally preferable printing practices. Examples of eligible expenses include:

- Production and distribution of printed materials (e.g., "how to" recycling guides or brochures, waste reduction posters, recycling reminder lawn signs, etc.)
- Features, articles, etc. in municipality newsletters (coverage of SCORE-related issues must comprise a significant portion of the newsletter's content if seeking full cost reimbursement)
- Advertising in the media (e.g., newspaper, radio, etc.)
- Postage for distribution of promotional information (e.g., newsletters, direct mail, etc.)
- Promotional goods (e.g., magnets, pencils, cloth bags, mugs, key chains, clothing, etc.)
- Environmental education activity materials (e.g., coloring books, displays, educational performing troupes, videos, etc.)
- Video productions
- Web design/hosting expenses (only the costs directly associated with waste/toxicity reduction, recycling, composting, or other waste management issues)
- Cash prize drawings as incentives are eligible if included in the grant application

>>>**REMINDER:** The SCORE grant agreement requires that Ramsey County and the State of Minnesota SCORE fund be credited as funding sources in any public education materials paid for in part or in full with SCORE funds. Materials not so labeled are not eligible for reimbursement.

Recycling Collection: For collection activities that will maintain and increase the level of recycling beyond the level achieved in 2001. Examples of eligible expenses include:

- Contractor costs for municipal-sponsored residential collection (any and all residences)
- Grants to multi-unit or manufactured home park property managers to help cover cost of collection (if not provided by municipal contractor)
- Recycling services for municipal facilities
- Recycling collection programs for small businesses
- Reuse, recycling, or source-separated organizes composting of materials collected at community clean-up events (Disposal costs are NOT an eligible expense. Also, if clean-up patrons are asked to pay a fee for specific items, such as appliances, electronics, tires, etc., SCORE can be used only to pay the difference between what the patron pays and the cost to the municipality to recycle that item.)

Administration

- Salary and benefits to cover that portion of employee time (full- or part-time) dedicated to planning, coordinating, implementing, or operating the recycling program; yard/tree waste recycling/composting program; public education efforts for recycling, waste reduction, HHW management, clean-up events at which at least a portion of materials collected are reused or recycled, etc.

Submitting a Grant Application

The Municipality must complete a grant application, on a form provided by the County, which includes the following information:

1. A description of the Municipality's curbside recycling program and long-term source of funding;
2. A description of programs or provisions for assuring residential recycling service is available to residents on-site at all multi-unit housing and manufactured home parks;
3. A description of promotional efforts in the Municipality;
4. A description of the Municipality's in-house recycling program, established pursuant to Minn. Stat. Section 115A.151;
5. A description of proposed uses for SCORE Funding Grants and a budget itemizing proposed costs; and,
6. A resolution from the governing body of the municipality requesting the funding allocation, or a certified copy of the official proceedings at which the request was approved.

Use of Grant Funds

FOR ALL MUNICIPALITIES:

- A. The Municipality shall submit two reports to the County: the first is due in August of the grant year and the second in February of the following year. The due dates are specified in the grant agreements. The reports cover the periods of January 1 - June 30, and July 1 - December 31, respectively. The reports are to be on forms provided by the County. These reports are to include information on recycling at all residential units, including multi-unit housing and manufactured home parks, even if the municipal program does not serve them.
- B. The Municipality shall, upon request, submit an audited financial report to the Ramsey County Budget and Accounting Office. The report shall show how funds received from Ramsey County were disbursed.
- C. Any public education materials produced by the Municipality or its subcontractor(s) using SCORE funds shall credit the County and the State of Minnesota's SCORE fund as funding sources.

FOR MUNICIPALITIES THAT DO NOT ENTER INTO A JOINT POWERS AGREEMENT FOR RECYCLING FUNDING:

- A. The Municipality shall incur expenses for reimbursement according to a budget attached to the Agreement. The total amount available shall be capped at a specific amount. The Municipality shall not use grant funds for expenses, or a portion of expenses, which have been or will be reimbursed by other parties.

- B. To receive reimbursement the Municipality shall submit a claim using a form provided by the County, and shall include proper documentation for expenses including photocopies of contractor's bills, bills for education expenses, staff time records, receipts for equipment purchases, and other information to verify expenses.
- C. Requests for reimbursement may be submitted at any time, but funds will be distributed to the Municipality four times each year, according to the schedule in the table below:

<u>For activities during the period of:</u>	<u>Reimbursement will occur after:</u>
January 1 - March 31	April 1
January 1 - June 30	July 1
January 1 - September 30	October 1
January 1 - December 31	January 1 of Following Year

Funds will be distributed on the condition that the Municipality is current in submittal of complete semiannual reports due to the County. In the event that the Municipality's expenses are less than the amount available to the Municipality pursuant to the Grant Agreement, the County will reimburse only the eligible amount expended by the Municipality. In the event that the Municipality's eligible expenses exceed the amount available to the Municipality pursuant to the Grant Agreement, the County will reimburse only the eligible amount in the Grant Agreement.

FOR CITIES THAT ENTER INTO A JOINT POWERS AGREEMENT:

- A. The Municipality shall receive two payments from the County pursuant to the Joint Powers Agreement. The first distribution shall occur in early February and shall be in the amount of one half of the SCORE funds allocated to the Municipality. The second distribution will be in early May, and shall be for the balance of the funds. The total amount available shall be capped at a specific amount. The Municipality shall not use grant funds for expenses, or a portion of expenses, which have been or will be reimbursed by other parties, or for any purposes besides those approved in the SCORE Funding Agreement and the Joint Powers Agreement, if present
- B. The Municipality shall submit two reports to the County: the first is due in mid-August and the second in February of the following year. The due dates are specified in the grant agreements. The reports cover the periods of January 1 - June 30, and July 1 - December 31, respectively. The reports are to be on forms provided by the County. These reports are to include information on recycling at all residential units, including multi-unit housing and manufactured home parks, even if the municipal program does not serve them.
- C. The Municipality shall submit a letter, which certifies that the SCORE funds have been used pursuant to the Joint Powers Agreement and the SCORE Funding Agreement.

SAINT PAUL - RAMSEY COUNTY DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH SECTION

2002 SCORE FUNDING GRANT APPLICATION

CITY/TOWNSHIP _____

CONTACT PERSON _____

ADDRESS _____

PHONE _____ FAX _____

A. DESCRIPTION OF 2002 RESIDENTIAL RECYCLING PROGRAM

1. In 2002, will any collection services be provided under a contract? Yes _____ No _____

a. If so, provide contractor(s), address, and contact name. _____

b. Which type of households are expected to receive service under the contract?

Single-family: _____ Duplex: _____ Triplex: _____ 4plex: _____

Townhome: _____ Condominium: _____ Manufactured Home Park: _____

Multi-unit buildings (up to _____ units): _____

c. What is the total number of households expected to receive service under the contract?

Single-family thru 4-plex: _____ Multi-unit buildings with 5 or more units: _____

d. What materials will be collected? (If different materials will be collected based on type of housing, please describe differences.)

e. What is the collection frequency? (If frequency is different based on type of housing, please describe differences.)

2. How will the municipality assure materials are collected in 2002 from those households that will not receive recycling collection services under a municipally-arranged contract? (e.g., ordinance provisions, licensing requirements, other mechanism) What materials are required to be collected, and at what frequency?

3. What changes are planned or anticipated for 2002?

4. How are recycling services in 2002 to be paid for, beyond any use of SCORE funds? What long-term funding source is in place for recycling services?

5. Describe the municipality's source reduction and recycling promotional efforts. List types of materials to be used, intended audiences, and method and frequency of distribution.

6. What measurable goals do you have for source reduction and recycling activities in 2002? Please describe how you will measure progress toward those goals and how activities will be evaluated.

7. If any activities will be conducted by a contractor or subcontractor, what provisions will be made to monitor and audit (sub)contractor activities?

B. SCORE GRANT REQUEST

1. Please describe how a SCORE grant would enhance or improve source reduction and recycling efforts in your community. List specific activities for which SCORE funding would be used.

2. Please show how you intend to allocate your 2002 SCORE grant. Detail how you intend to use SCORE funds within each applicable budget area. Attach a copy of your 2002 municipal budget for all recycling activities, including all funding sources. (If the budget has not been adopted by your governing body, attach the most current draft budget.)

PROPOSED SCORE BUDGET—SCORE EXPENSES ONLY

ADMINISTRATION: \$ _____

PROMOTION ACTIVITIES \$ _____

Please detail:

EQUIPMENT \$ _____

Please detail:

COLLECTION OF RECYCLABLES \$ _____

Please detail:

TOTAL SCORE GRANT \$ _____

C. IN-HOUSE RECYCLING PROGRAM

Please describe the recycling program for materials generated at municipal facilities, per requirements in Minn. Stat. Sec. 115A.151. List materials collected and service provider(s). If any materials are brought to a drop-off center or otherwise not handled by a collection service, list those materials and describe how they are transferred.

D. RESOLUTION

Please attach a resolution from your governing body requesting the funding allocation or a certified copy of the official proceedings at which the request was approved. SCORE grants agreements cannot be issued without such an attachment.

NAME OF PERSON AUTHORIZED TO SUBMIT GRANT:

TYPE OR PRINT

SIGNATURE

TITLE

DATE

Please return the completed grant application form by NOVEMBER 9, 2001, to:

DAN DONKERS, PROGRAM ANALYST
SAINT PAUL - RAMSEY COUNTY DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH SECTION
1670 BEAM AVENUE, SUITE A
MAPLEWOOD, MN 55109

2002 Municipal SCORE Grant Availability

Municipality	2000 pop. (Census)	% of Total	Grant Available
Arden Hills	9,652	1.9%	\$ 18,891
Falcon Heights	5,572	1.1%	\$ 10,906
Gem Lake	419	0.1%	\$ 820
Lauderdale	2,364	0.5%	\$ 4,627
Little Canada	9,771	1.9%	\$ 19,124
Maplewood	34,947	6.8%	\$ 68,399
Mounds View	12,738	2.5%	\$ 24,931
New Brighton	22,206	4.3%	\$ 43,462
North Oaks	3,883	0.8%	\$ 7,600
North Saint Paul	11,929	2.3%	\$ 23,348
Roseville	33,690	6.6%	\$ 65,938
St. Anthony (part)	2,348	0.5%	\$ 4,596
Saint Paul	287,151	56.2%	\$ 562,015
Shoreview	25,924	5.1%	\$ 50,739
Vadnais Heights	13,069	2.6%	\$ 25,579
White Bear Twp	11,293	2.2%	\$ 22,103
White Bear Lake (part)	23,974	4.7%	\$ 46,922
Total	510,930	100.0%	\$ 1,000,000

COUNCIL RESOLUTION

Date: October 10, 2001

RESOLUTION AUTHORIZING THE MAYOR AND STAFF TO SIGN THE 2002 RAMSEY COUNTY SCORE GRANT, AND ENTER INTO AN AGREEMENT WITH RAMSEY COUNTY FOR FUNDING

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Falcon Heights, Minnesota:

The Mayor and City Administrator are authorized to enter into an agreement with Ramsey County for funding under the 2002 SCORE Grant.

Adopted by the Council this tenth day of October 2001.

Moved by: _____

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

Approved by: _____

Mayor
October 10, 2001
 Date

Attested by: _____

City Clerk
October 10, 2001
 Date

CITY OF FALCON HEIGHTS

COUNCIL RESOLUTION
02-19

Date: October 9, 2002

**RESOLUTION AUTHORIZING THE MAYOR AND STAFF TO SIGN THE 2003
RAMSEY COUNTY SCORE GRANT, AND ENTER INTO AN AGREEMENT WITH
RAMSEY COUNTY FOR FUNDING**

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Falcon Heights, Minnesota:

The Mayor and City Administrator are authorized to enter into an agreement with Ramsey County for funding under the 2003 SCORE Grant.

Adopted by the Council this ninth day of October 2002.

Moved by: Kuettel

GEHRZ 5 In Favor
KUETTEL
LAMB 0 Against
LINDSTROM
TALBOT

Approved by: _____

Mayor
October 9, 2002
Date

Attested by: _____

City Clerk
October 9, 2002
Date

**Policy 1
10/11/02**

ITEM: Authorize the replacement of the rooftop heating and air conditioning unit that serves the fire department.

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

REVIEWED BY: Heather Worthington, City Administrator

EXPLANATION:

Summary: The rooftop heating and air conditioning unit that serves the fire station is twenty years old and was budgeted for replacement in 2003. A fall service check revealed a rusted heat exchanger. Repairs to a twenty-year-old unit are not cost effective and staff recommends replacing this unit immediately to assure safe and uninterrupted heat to the fire station. This expenditure can be covered by capital funds for building maintenance.

Proposals for a three-ton Trane rooftop heating/cooling unit were received from two contractors. Equipment supply, Inc. of 593 N. Fairview Ave. St. Paul, MN was the low bid at \$6,573.

ATTACHMENTS:

Proposals from Equipment Supply Inc. and Kath Heating and Air Conditioning.

ACTION REQUESTED:

Authorize the replacement of the fire department heating/cooling unit that serves the fire station.

AIR CONDITIONING

HEATING

REFRIGERATION

24 HR SERVICE

PHONE # 651-646-2571

FAX: 651-646-2971

PROPOSAL

ES EQUIPMENT SUPPLY, INC.
593 NORTH FAIRVIEW AVENUE
ST. PAUL, MN 55104

Submitted To: City of Falcon Heights
Street: 2077 West Larpenteur
City, State, Zip: Falcon Heights, MN. 55113

Phone # 651-917-1285 Date: September 12, 2002
Job Name: _____
Job Location: _____

Attention: William D. Maertz

Scope of work: Replace a 3 ton Bryant with a Trane Model# YSC036A 3 ton with economizer and curb adapter.

We include the following:

- 1 Curb adapter
- 2 Thermostat programmable
- 3 New electrical disconnect
- 4 Crane
- 5 Disposal of the old unit
- 6 1 year parts and labor warranty

Excisions: Roofing
Structural work
Existing power supply to be used

NOTE: If (2) units are replaced at same time Deduct \$150.00 per unit.

We propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Six Thousand Five Hundred Seventy Three Dollars and No/100 Dollars: \$6,573.00

Payment to be made as follows

All material is guaranteed to be as specified. All work is to be completed in a professional manner according to standard practices. Any alterations of deviation from above specifications, involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance

Note: This proposal may be withdrawn by us if not accepted within 60 days

Authorized Signature: Ted Truckenbrod
Ted Truckenbrod

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Authorized Signature: William Maertz Date 9-30-02

Hand



HEATING AIR CONDITIONING ELECTRICAL

"Serving Your Community Since 1944"

651-484-3325



PROPOSAL SUBMITTED TO CITY OF FALCON HEIGHTS HOME PHONE # 651-917-1285 WORK PHONE # _____ DATE 9/24/02

ADDRESS 2077 W Landmarker Pl 55113 JOB LOCATION 55113 FAX 651-644-8675

FURNACE MFG.	<u>CARRIER</u>	A.F.U.E. <u>80%</u>	A.F.U.E. <u>80%</u>	A.F.U.E. <u>80%</u>
MODEL #	<u>Roof Top Unit 48TFE004</u>	<u>Roof Top Unit</u>	<u>TRANE</u>	<u>YSC036A3RHA</u>
BTUH'S:	INPUT <u>COMBINATION</u>	OUTPUT <u>HEATING & COOLING</u>	INPUT <u>COMBINATION</u>	OUTPUT <u>HEAT & COOLING</u>
FRESH AIR INTAKE	YES NO	YES NO	YES NO	YES NO
FLUE LINER	YES NO	YES NO	YES NO	YES NO
THERMOSTAT #	<u>NEW - CONTROL T87 Q539</u>	<u>T87 Q539</u>	<u>on digital</u>	
WARRANTIES:				
PARTS & LABOR	<u>1</u> YEARS			
HEAT EXCHANGER	<u>5/5</u> YEARS			
INSTALLED FURNACE PRICE	<u>\$ 7304.00</u>			
AIR CONDITIONING PRICE	\$			
TOTAL FURN. & A/C PRICE	\$			
REBATES	\$			
NET COST	\$			
OPTIONS:	<u>(Includes CURB ADAPTATION, ECONOMIZER w/controls)</u>			
HUMIDIFIER #	<u>Removal of EXISTING ROOF TOP CRANE</u>			
SET-BACK STAT #	<u>HONEYWELL DIGITAL</u>	<u>SETBACK ADD 120.</u>		
AIR CLEANER #	\$			

Prices include installation, permits, gas piping, wiring, venting and present furnace removal and disposal.

We Propose hereby to furnish material and labor complete in accordance with above specifications, for the sum of: One ON INSTALLATION dollars (\$ _____).

TERMS:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are full covered by Workman's Compensation Insurance. One year parts and labor warranty by Kath.

Authorized Signature James A. M...

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date of Acceptance:

*Calling for
a public hearing
post legal notice*

City Code

**Policy 2
10/9/02**

- Addendum

ITEM: Request for public hearing on lot coverage amendments

SUBMITTED BY: Heather Worthington, City Administrator

**REVIEWED BY: Falcon Heights Planning Commission
Deborah Jones, Planning and Zoning Coordinator
Roger Knutson, City Attorney**

EXPLANATION:

Summary: On August 27, the Planning Commission reviewed the attached ordinance amendment. They discussed calling for a public hearing at their regular September meeting on the 24th; however, there was not a quorum present at that meeting, so they could not take action that evening.

In order to keep the process moving forward, and to satisfy legal requirements for notification, staff is requesting that the city council call for a public hearing before the Planning Commission on October 22nd at 7:00 p.m. Their recommendation will then come back to the city council for final approval.

ATTACHMENTS:

- Ordinance 02-04
- Legal Notice

ACTION REQUESTED:

Motion to call for a public hearing before the Falcon Heights Planning Commission on October 22, 2002, at 7:00 p.m. to take comments on the amendment to Chapter 9 of the Falcon Heights City Code concerning limitations on impervious surfaces.

**CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA**

ORDINANCE NO. 02-04

**AN ORDINANCE AMENDED CHAPTER 9 OF THE
FALCON HEIGHTS CITY CODE, THE ZONING ORDINANCE,
CONCERNING LIMITATIONS ON IMPERVIOUS SURFACES**

THE CITY COUNCIL OF THE CITY OF FALCON HEIGHTS ORDAINS:

SECTION 1. Section 9-2.05, subd. 2d of the Falcon Heights City Code is amended to read:

In no event shall off street parking, structures of any type, buildings, or any impervious surfaces cover more than seventy-five percent (75%) of the lot areas, except for R-1 zoned land which is regulated by the Schedule below:

Lot Area (s.f.)	7370 or less	Over 7370 to 15800	Over 15800 to 34000	Over 34000
Maximum Impervious Lot Coverage	40%	2950 s.f. or 30%, whichever is greater	4940 s.f. or 20%, whichever is greater	6800 s.f. or 15%, whichever is greater

SECTION 2. This ordinance shall be effective immediately upon its passage and publication.

ADOPTED this _____ day of _____, 2002, by the City Council of the City of Falcon Heights.

CITY OF FALCON HEIGHTS

BY: _____
Susan Gehrz, Mayor

ATTEST:

Heather Worthington, City Administrator

PUBLIC HEARING NOTICE

Notice is hereby given that the Falcon Heights Planning Commission will meet in the Council Chamber of the City Hall at 7:00 p.m. on Tuesday, October 22, 2002, to consider an amendment to the City's Zoning Ordinance. The ordinance, if adopted, would change the amount of impervious surface allowed in various zoning districts in the City. Such persons as desire to be heard with reference to the proposed zoning ordinance amendment will be heard at this meeting.

Heather Worthington, City Administrator