

CITY OF FALCON HEIGHTS  
Regular Meeting of the City Council  
City Hall  
2077 West Larpenteur Avenue

AGENDA  
December 12, 2012

- A. CALL TO ORDER:
- B. ROLL CALL: LINDSTROM \_\_\_\_ HARRIS \_\_\_\_ GOSLINE \_\_\_\_  
LONG \_\_\_\_ MERCER-TAYLOR \_\_\_\_  
FISCHER \_\_\_\_
- C. PRESENTATIONS:
- D. APPROVAL OF MINUTES: November 28, 2012
- E. PUBLIC HEARINGS:
  - 1. Refinancing of 2005 Ecumen-Pines of Hutchinson Conduit Financing Bonds
  - 2. Budget Hearing
- F. CONSENT AGENDA:
  - 1. General Disbursements through 12/5/2012: \$114,976.20  
Payroll through 11/28/2012: \$14,364.58
  - 2. Approval of City License
  - 3. 2013 Commission Appointments
  - 4. Recognition of 2012 Adopt-a-Crop Participants
  - 5. 2013-2014 Forester Contract
  - 6. Mileage reimbursement rate for 2013
  - 7. 2013 Fee Schedule
  - 8. Budget amendment to the Parks Program Special Revenue Fund (201)
  - 9. Resolution Supporting Metro Transit's Funding Request from MnDOT for the Snelling Avenue Arterial Bus Rapid Transit Implementation
  - 10. Receive Feasibility Report and Order Public Hearing for the 2013 Pavement Management Program
  - 11. Budget Amendment of Transfer to General Fund from Sanitary Sewer Fund
- G. POLICY ITEMS:
- H. INFORMATION/ ANNOUNCEMENTS:
- I. COMMUNITY FORUM:
- J. ADJOURNMENT:

CITY OF FALCON HEIGHTS

Regular Meeting of the City Council  
City Hall  
2077 West Larpenteur Avenue

AGENDA  
November 28, 2012

- A. CALL TO ORDER: 7:05pm
- B. ROLL CALL: LINDSTROM \_\_X\_\_ HARRIS \_\_X\_\_ GOSLINE \_\_X\_\_  
LONG \_\_ab\_\_ MERCER-TAYLOR \_\_ab\_\_  
FISCHER \_\_X\_\_
- C. PRESENTATIONS:
- D. APPROVAL OF MINUTES: November 14, 2012 Approved
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA: Keith Gosline Moved Approval 3-0  
1. General Disbursements through 10/30/2012: \$89,771.38  
Payroll through 10/31/2012: \$14,909.60  
2. Approval of City License  
3. Declaration of Amendment and Restatement of the City of Falcon Heights Flexible Benefits Plan  
4. Designation of 2013 Prosecuting Attorney  
5. 2013 Housing Resource Center Consultant Services Agreement
- G. POLICY ITEMS:
- H. INFORMATION/ ANNOUNCEMENTS:
- Council member Pam Harris  
Brief update on Planning Commission meeting.
- Council member Keith Gosline  
Brief Park board update- commission discussed the thistle problems at Curtiss.  
Brief update on NYFS meeting.
- Mayor Peter Lindstrom  
Solar Panel Ribbon Cutting is at 9am on Saturday, December 1<sup>st</sup>  
Solar Pane Workshop/Bulk Purchasing Program is at 10am Saturday, December 1<sup>st</sup>

I. COMMUNITY FORUM:

J. ADJOURNMENT:

7:25pm



**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	December 12, 2012
<b>Agenda Item</b>	Public Hearing
<b>Attachment</b>	Resolution No. 12-15
<b>Submitted By</b>	Bart Fischer, City Administrator

<b>Item</b>	Refinancing of 2005 Ecumen-Pines of Hutchinson Conduit Financing Bonds
<b>Description</b>	<p>The City has the authority to conduit issue bank-qualified, tax-exempt (501(c)3) bonds each year. In a conduit financing scenario, the City lends its authority to a qualified non-profit, tax-exempt entity, and can take an administrative fee in return for lending this authority.</p> <p>In 2005, the City of Hutchinson, MN, asked Falcon Heights to utilize its conduit bonding authority in order to help with the issuance of housing bonds for Maplewood Senior Housing, Inc./Ecumen, a Minnesota non-profit corporation and tax-exempt 501(c)3 organization. These bonds were utilized to construct a 50-unit independent senior housing facility, The Pines of Hutchinson, LLC. The City of Hutchinson agreed to lend host approval to this transaction, due to their inability to act as a conduit for these bonds because they were near their bank-qualified limit for 2005. Maplewood Senior Housing/Ecumen agreed to a fee of \$25,000, or slightly less than .5% of the total issue of \$5,500,000.</p> <p>Recently, Pines of Hutchinson, LLC, contacted the attorney at Briggs &amp; Morgan, who had originally crafted the conduit financing deal in 2005 for the City of Falcon Heights, about the possibility of refinancing these bonds to a lower rate. There is no financial risk or repayment liability to the City for allowing this, and this conduit bonding does not affect the City's bond rating. It will however, allow us to collect about a .5% fee for the refinancing. They anticipate refinancing a little less than \$5 million in bonds which would put the fee collected by us at about approximately \$23,000.</p> <p>The action requested is for the City Council to hold a Public Hearing and adopt Resolution 12-15 approving the conduit bond refinancing and authorizing the Mayor and City Administrator to sign/execute all documents related to the refinancing.</p>
<b>Budget Impact</b>	The authorization of this refinancing will bring in one-time revenue of approximately \$23,000 for the City.

<b>Attachment(s)</b>	Resolution No. 12-15
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council hold a Public Hearing and adopt Resolution 12-15 approving the conduit bond refinancing and authorizing the Mayor and City Administrator to sign/execute all documents related to the refinancing.

CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION  
December 12, 2012  
No. 12-15

**RESOLUTION APPROVING THE ISSUANCE AND SALE OF A  
SENIOR HOUSING REVENUE REFUNDING NOTE  
(PINES OF HUTCHINSON, LLC PROJECT), SERIES 2012 AND  
AUTHORIZATION OF THE EXECUTION OF DOCUMENTS**

WHEREAS, Minnesota Statutes, Chapter 462C, as amended (the "Act"), authorizes municipalities to issue revenue bonds for the purpose of financing or refinancing projects including any land, building or other improvement and real or personal property, whether or not in existence, to the end that more adequate residential housing facilities for seniors and low- and middle-income families and persons may be provided, to enter into financing agreements with others for the purpose of providing revenues to pay such bonds, and further to secure the payment of such bonds;

WHEREAS, The City Council of the City of Falcon Heights, Minnesota (the "City") has received from Pines of Hutchinson, LLC, a Minnesota limited liability company (the "Borrower"), a proposal that the City assist in refinancing a Project hereinafter described through the issuance of a revenue note, as further defined below, the "Note", pursuant to the Act;

WHEREAS, The Project to be refinanced by the Note is the refunding of the outstanding principal balance of the City's \$5,285,000 Senior Housing Revenue Bonds (Pines of Hutchinson, LLC Project) Series 2005A (the "Prior Bonds"), which were issued to finance the acquisition and construction of a 50-unit senior housing facility located at 945 Century Avenue in Hutchinson, Minnesota (the "Project"). The Project is owned by the Borrower;

- a. Based on representations of the Borrower, no public official of the City has either a direct or indirect financial interest in the Project nor will any public official either directly or indirectly benefit financially from the Project; and
- b. A public hearing on the Project was held on this date, after notice was published and materials made available for public inspection at the City's offices, all as required by the Act and Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code"), at which public hearing all those appearing who desired to speak were heard and written comments were accepted.

BE IT RESOLVED by the City Council of the City of Falcon Heights, Minnesota, as follows:

SECTION 1. FINDINGS.

The City hereby finds, determines and declares as follows:

- a) The City is a municipal corporation and a political subdivision of the State of Minnesota and is authorized under the Act to assist the senior housing project

herein referred to, and to issue and sell the Note for the purpose, in the manner and upon the terms and conditions set forth in the Act and in this Resolution.

- b) The issuance and sale of the Senior Housing Revenue Refunding Note (Pines of Hutchinson, LLC Project), Series 2012, (the "Note") by the City, pursuant to the Act, is in the best interest of the City, and the City hereby determines to issue the Note and to sell the Note to Bell State Bank & Trust, in Alexandria, Minnesota (the "Lender"), as provided herein. The City will loan the proceeds of the Note (the "Loan") to the Borrower in order to refinance the Project and refund the Prior Bonds. A form of the Note has been submitted to the City Council.
- c) Pursuant to an Amended and Restated Loan Agreement (the "Loan Agreement") to be entered into between the City and the Borrower, the Borrower has agreed to repay the Note in specified amounts and at specified times sufficient to pay in full when due the principal of, premium, if any, and interest on the Note. In addition, the Loan Agreement contains provisions relating to the maintenance and operation of the Project, indemnification, insurance, and other agreements and covenants which are required or permitted by the Act and which the City and the Borrower deem necessary or desirable for the refinancing of the Project. A form of the Loan Agreement has been submitted to the City Council.
- d) Pursuant to a Pledge Agreement (the "Pledge Agreement") to be entered into between the City and the Lender, the City has pledged and granted a security interest in all of its rights, title, and interest in the Loan Agreement to the Lender (except for certain rights of indemnification and to reimbursement for certain costs and expenses). A form of the Pledge Agreement has been submitted to the City Council.
- e) Pursuant to an Amended and Restated Combination Mortgage, Security Agreement, Fixture Financing Statement and Assignment of Leases and Rents (the "Mortgage") to be executed by the Borrower in favor of the Lender, the Borrower has secured payment of amounts due under the Loan Agreement and Note by granting to the Lender a mortgage and security interest in the property described therein. A form of the Mortgage has been submitted to the City Council but will not be executed by the City.
- f) The Note will be a special, limited obligation of the City. The Note shall not be payable from or charged upon any funds other than the revenues pledged to the payment thereof, nor shall the City be subject to any liability thereon. No holder of the Note shall ever have the right to compel any exercise of the taxing power of the City to pay the Note or the interest thereon, nor to enforce payment thereof against any property of the City. The Note shall not constitute a debt of the City within the meaning of any constitutional or statutory limitation.
- g) It is desirable, feasible and consistent with the objects and purposes of the Act to issue the Note, for the purpose of refinancing the costs of the Project and refunding the Prior Bonds.

## SECTION 2. THE NOTE.

2.1 Authorized Amount and Form of Note. The Note is hereby approved and shall be issued pursuant to this Resolution in substantially the form submitted to the City Council with such appropriate variations, omissions and insertions as are necessary and appropriate and are permitted or required by this Resolution, and in accordance with the further provisions hereof; and the total aggregate principal amount of the Note that may be outstanding hereunder shall not exceed \$5,000,000, unless a duplicate Note is issued pursuant to Section 2.7. The Note shall bear interest at a variable rate as set forth therein, not to exceed 4%.

2.2 The Note. The Note shall be dated as of the date of delivery to the Lender, shall be payable at the times and in the manner, shall bear interest at the rate, and shall be subject to such other terms and conditions as are set forth therein.

2.3 Execution. The Note shall be executed on behalf of the City by the signatures of its Mayor and the City Administrator and shall be sealed with the seal of the City; provided that the seal may be intentionally omitted as provided by law. In case any officer whose signature shall appear on the Note shall cease to be such officer before the delivery of the Note, such signature shall nevertheless be valid and sufficient for all purposes, the same as if had remained in office until delivery. In the event of the absence or disability of the Mayor or the City Administrator, such officers of the City as, in the opinion of the attorney for the City, may act in their behalf, shall without further act or authorization of the City Council execute and deliver the Note.

2.4 Delivery of Initial Note. Before delivery of the Note there shall be filed with the Lender (except to the extent waived by the Lender) the following items:

- (1) an executed copy of each of the following documents:
  - (a) the Loan Agreement;
  - (b) the Pledge Agreement;
  - (c) the Mortgage;
- (2) An opinion of Counsel for the Borrower as prescribed by the Lender and Bond Counsel;
- (3) The opinion of Bond Counsel as to the validity and tax exempt status of the Note;
- (4) A 501(c)(3) determination letter from the Internal Revenue Service evidencing that the Borrower's sole member is exempt from income taxation under Section 501(c)(3) of the Code;
- (5) Such other documents and opinions as Bond Counsel may reasonably require for purposes of rendering its opinion required in subsection (3) above or that the Lender may reasonably require for the closing.



2.5 Disposition of Proceeds of the Note. Upon delivery of the Note to Lender, the Lender shall, on behalf of the City, disburse the proceeds of the Note for redemption and refunding of the Prior Bonds in accordance with the terms of the Loan Agreement.

2.6 Registration of Transfer. The City will cause to be kept at the office of the City Administrator a Note Register in which, subject to such reasonable regulations as it may prescribe, the City shall provide for the registration of transfers of ownership of the Note. The Note shall be initially registered in the name of the Lender and shall be transferable upon the Note Register by the Lender in person or by its agent duly authorized in writing, upon surrender of the Note together with a written instrument of transfer satisfactory to the City Administrator, duly executed by the Lender or its duly authorized agent. The following form of assignment shall be sufficient for said purpose.

For value received \_\_\_\_\_ hereby sells, assigns and transfers unto \_\_\_\_\_ the within Note of the City of Falcon Heights, Minnesota, and does hereby irrevocably constitute and appoint \_\_\_\_\_ attorney to transfer said Note on the books of such City with full power of substitution in the premises. The undersigned certifies that the transfer is made in accordance with the provisions of Section 2.9 of the Resolution authorizing the issuance of the Note.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Registered Owner

Upon such transfer the City Administrator shall note the date of registration and the name and address of the new Lender in the applicable Note Register and in the registration blank appearing on the Note.

2.7 Mutilated, Lost or Destroyed Note. In case the Note issued hereunder shall become mutilated or be destroyed or lost, the City shall, if not then prohibited by law, cause to be executed and delivered, a new Note of like outstanding principal amount, number and tenor in exchange and substitution for and upon cancellation of such mutilated Note, or in lieu of and in substitution for such Note destroyed or lost, upon the Lender's paying the reasonable expenses and charges of the City in connection therewith, and in the case of a Note destroyed or lost, the filing with the City of evidence satisfactory to the City with indemnity satisfactory to it. If the mutilated, destroyed or lost Note has already matured or been called for redemption in accordance with its terms it shall not be necessary to issue a new Note prior to payment.

2.8 Ownership of Note. The City may deem and treat the person in whose name the Note is last registered in the Note Register and by notation on the Note whether or not such Note shall be overdue, as the absolute owner of such Note for the purpose of receiving payment of or on account of the Principal Balance, redemption price or interest and for all other purposes whatsoever, and the City shall not be affected by any notice to the contrary.

2.9 Limitation on Note Transfers. The Note will be issued to an "accredited investor" and without registration under state or other securities laws, pursuant to an exemption for such issuance; and accordingly the Note may not be assigned or transferred in whole or part, nor

may a participation interest in the Note be given pursuant to any participation agreement, except to another "accredited investor" or "financial institution" in accordance with an applicable exemption from such registration requirements and with full and accurate disclosure of all material facts to the prospective purchaser(s) or transferee(s).

2.10 Issuance of a New Note. Subject to the provisions of Section 2.9, the City shall, at the request and expense of the Lender, issue a new note, in aggregate outstanding principal amount equal to that of the Note surrendered, and of like tenor except as to number, principal amount, and the amount of the periodic installments payable thereunder, and registered in the name of the Lender or such transferee as may be designated by the Lender.

### SECTION 3. MISCELLANEOUS.

3.1 Severability. If any provision of this Resolution shall be held or deemed to be or shall, in fact, be inoperative or unenforceable as applied in any particular case in any jurisdiction or jurisdictions or in all jurisdictions or in all cases because it conflicts with any provisions of any constitution or statute or rule or public policy, or for any other reason, such circumstances shall not have the effect of rendering the provision in question inoperative or unenforceable in any other case or circumstance, or of rendering any other provision or provisions herein contained invalid, inoperative, or unenforceable to any extent whatever. The invalidity of any one or more phrases, sentences, clauses or paragraphs in this Resolution contained shall not affect the remaining portions of this Resolution or any part thereof.

3.2 Authentication of Transcript. The officers of the City are directed to furnish to Bond Counsel certified copies of this Resolution and all documents referred to herein, and affidavits or certificates as to all other matters which are reasonably necessary to evidence the validity of the Note. All such certified copies, certificates and affidavits, including any heretofore furnished, shall constitute recitals of the City as to the correctness of all statements contained therein.

3.3 Authorization to Execute Agreements. The forms of the proposed Loan Agreement and the Pledge Agreement are hereby approved in substantially the form presented to the City Council, together with such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate and approved by Bond Counsel prior to the execution of the documents. The Mayor and the City Administrator of the City are authorized to execute the Loan Agreement and the Pledge Agreement and such other documents as Bond Counsel considers appropriate in connection with the issuance of the Note, in the name of and on behalf of the City. In the event of the absence or disability of the Mayor or the City Administrator such officers of the City as, in the opinion of the attorney for the City, may act on their behalf, shall without further act or authorization of the City Council do all things and execute all instruments and documents required to be done or executed by such absent or disabled officers. The execution of any instrument by the appropriate officer or officers of the City herein authorized shall be conclusive evidence of the approval of such documents in accordance with the terms hereof.

3.4 Qualified Tax Exempt Obligation. The Prior Bonds were designated by the City as a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3) of the Code and

the City intends that the Note be deemed a “qualified tax-exempt obligation” within the meaning of Section 265(b)(3) of the Code;

Adopted by the City Council of the City of Falcon Heights, Minnesota, this 12th day of December, 2012.

Moved by:

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

Peter Lindstrom, Mayor  
December 12, 2012

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

GOSLINE

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

HARRIS                \_\_\_\_\_ Against

Bart Fischer, Administrator  
December 12, 2012

LONG

MERCER-TAYLOR

STATE OF MINNESOTA  
COUNTY OF RAMSEY  
CITY OF FALCON HEIGHTS

I, the undersigned, being the duly qualified and acting City Administrator of the City of Falcon Heights, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of the City of Falcon Heights, Minnesota duly called and held on the date therein indicated, insofar as such minutes relate to a resolution authorizing the issuance of a revenue note.

WITNESS my hand this \_\_\_\_ day of December, 2012.

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City Administrator



**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	December 12, 2012
<b>Agenda Item</b>	Public Hearing
<b>Attachment</b>	Budget Introduction Letter Resolutions 12-19 and 12-20 Due to the size and cost of printing the 2013 Budget, the document is available on the City's website: <a href="http://www.falconheights.org">www.falconheights.org</a>
<b>Submitted By</b>	Bart Fischer, City Administrator

<b>Item</b>	2013 Budget Hearing and Adoption																										
<b>Description</b>	<p>Each year the City Council is required to adopt a budget and tax levy to fund City operations. This action must be completed before the end of the year, and the adopted levy is then provided to Ramsey County so they can produce property tax statements for each parcel in the County. On September 12<sup>th</sup>, the City Council adopted a preliminary levy and established December 12<sup>th</sup> as the date at which the public would be given an opportunity to address the Council about the proposed budget and tax levy.</p> <p>Before the Council is a proposed property tax levy of \$1,084,007 and a General Fund Budget of \$1,724,310. The levy and budget with a comparison to 2012 is detailed below:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 20%;">2012 Levy</th> <th style="width: 20%;">Proposed 2013 Levy</th> <th style="width: 30%;">% Increase (Decrease)</th> </tr> </thead> <tbody> <tr> <td>Ad Valorem</td> <td style="text-align: right;">\$945,644</td> <td style="text-align: right;">\$1,008,302</td> <td style="text-align: right;">6.60%</td> </tr> <tr> <td>Debt Service</td> <td style="text-align: right;">\$72,300</td> <td style="text-align: right;">\$75,705</td> <td style="text-align: right;">4.70%</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>\$1,017,944</b></td> <td style="text-align: right;"><b>\$1,084,007</b></td> <td style="text-align: right;"><b>6.49%</b></td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 20%;">2012 General Fund Budget</th> <th style="width: 20%;">Proposed 2013 General Fund Budget</th> <th style="width: 30%;">% Increase</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: right;">\$1,690,552</td> <td style="text-align: right;">\$1,724,310</td> <td style="text-align: right;">1.98%</td> </tr> </tbody> </table> <p>The impact of this proposed levy on a median valued home, which in 2013 is assessed at \$218,900, is estimated to result in a decrease of \$5, or (-0.9%), in the City portion of the homeowner's taxes.</p> <p>A full presentation with more details will be presented at the City Council meeting and will be available on the City's website. In addition, attached to this report is the budget cover letter which goes into more detail about specific budget line items,</p>				2012 Levy	Proposed 2013 Levy	% Increase (Decrease)	Ad Valorem	\$945,644	\$1,008,302	6.60%	Debt Service	\$72,300	\$75,705	4.70%	<b>Total</b>	<b>\$1,017,944</b>	<b>\$1,084,007</b>	<b>6.49%</b>		2012 General Fund Budget	Proposed 2013 General Fund Budget	% Increase		\$1,690,552	\$1,724,310	1.98%
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	factors influencing the proposed budget, and historical information.
<b>Budget Impact</b>	This budget preserves the core functions of the City's current operations, but does rely on a transfer from the Sanitary Sewer fund.
<b>Attachment(s)</b>	Budget Introduction Letter Resolutions 12-19 and 12-20 Due to the size and cost of printing the 2013 Budget, the document is available on the City's website: <a href="http://www.falconheights.org">www.falconheights.org</a>
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council hold a public hearing and receive comment. Once the hearing is closed, staff recommends that the City Council adopt Resolution 12-19 regarding the 2013 tax levy and adopt Resolution 12-20 regarding the 2013 City of Falcon Heights budgets.

December 12, 2012

Honorable Mayor Lindstrom  
And  
Members of the City Council  
City of Falcon Heights

I am pleased to present for your consideration the 2013 City of Falcon Heights operating budget. This document is important not only as a budgetary tool, but also communicates to our residents, business community, and property owners the goals and priorities of the city for the upcoming year.

The City of Falcon Heights is primarily a residential community situated near the center of the Minneapolis and St. Paul metropolitan area. The city is at or near full development, with the economy consisting of light industry, commerce, and agricultural related businesses. Economic conditions and employment remain stable with the University of Minnesota St. Paul campus, Spire Federal Credit Union, and the Minnesota State Fairgrounds providing a diversified economic employment base.

### **FORM OF GOVERNMENT**

The City of Falcon Heights operates under the Statutory Plan A form of government, where the policy decisions are made by the city council, but the administrative duties are delegated to the city administrator. One of the primary administrative duties of the city administrator is to prepare an annual budget for approval by the council.

### **BUDGET PROCESS**

In June, city staff start the preparation of their budget requests for the next calendar year (Falcon Heights' fiscal year is the calendar year). This is accomplished by correlating the city's budget goals into financial projections, while at the same time, revenues are estimated for the next year. During July, the staff submits their budget requests for the general, special revenue, debt service, and enterprise funds to the city administrator and city finance director. Budget requests are reviewed to determine if they are accurate, reasonable, and well justified. Staff requests are modified according to projected revenues. Once completed, a preliminary budget is prepared based upon initial revenue estimates, departmental budget requests, historical trends, and financial policies.

In July, the city administrator and finance director meet with staff members individually. During these meetings, any recommended revisions are discussed and the city administrator makes the final decision as to what will be included in the proposed budget. The finance director uses this information to prepare the proposed budget document.

In August, budget workshops open to the public are held where the city administrator presents the proposed budget to the city council. The city council reviews the proposed budget with staff, who then adjusts the budget for any changes the council recommends. In early September, the city certifies a proposed levy and budget to Ramsey County. The proposed levy is published and parcel specific notices are mailed to property owners. The council holds a public hearing on the proposed budget in early December and afterward approves the final budget. The city's property tax levy, which is necessary to finance the approved budget, is then certified to Ramsey County. Ramsey county collects the property taxes on behalf of the city as well as other taxing jurisdictions.

During the fiscal year, line items may be overspent as long as the total activity budget is not overspent. City staff may recommend changes in the activity budget to the city council, who can then approve or

disapprove the amendment. The council may approve an activity to be overspent if funding is available, but may not amend the property tax levy.

## **BUDGET ORGANIZATION**

The city's annual budget consists of five basic sections:

1. Introductory section
2. Governmental funds
3. Enterprise funds
4. Five-year capital improvement plan
5. Appendixes

The introductory section includes the city's goals for 2013, fiscal policies and budget summary information. The governmental funds section includes revenue and expenditure history and projections from 2010 to 2013 for the general, special revenue, debt service, and capital projects funds. A fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts and resources which are dedicated for a specific purpose. The city uses the modified accrual basis of accounting for all governmental funds, in which revenues are recognized when they become measurable and available and expenditures are generally recognized when the related fund liabilities are incurred.

Enterprise funds are those operated in a manner similar to private business enterprises, where the costs of providing services (expenses) are to be recovered primarily on a user-charge basis to the general public (revenues). The city uses the accrual basis of accounting for its enterprise fund (sanitary sewer, storm sewer), in which revenues are recognized when they are earned and expenses are recognized when they are incurred.

The city's Five-Year Capital Improvement Plan (C.I.P.) is a tabulation of projects and equipment that are being recommended with potential funding sources for each. A capital asset is defined as an expenditure which results in the acquisition or replacement of a fixed asset which costs \$1000 or more and/or has a life expectancy of three years or more. The city uses the threshold level of \$5000 to determine if the capital asset is listed in the general fixed asset account group. The Five-Year Capital Improvement Plan is approved by the city council, but it is a planning document only and approval carries no appropriation authority. All appropriations are made as a result of the annual budgeting process.

A glossary of terms is provided to assist in a better understanding of this budget. Appendixes include additional information to support underlying budget assumptions.

## **2013 BUDGET SUMMARY**

The 2011 State of Minnesota legislative session, or rather the special session that ended the state government shutdown, enacted sweeping changes to how property taxes are calculated at the local government level. The budget compromise negotiated between the governor and legislature eliminated the Market Value Homestead Credit (MVHC) program. In theory, this program served as a credit to local units of government and helped reduce the property tax impact on homesteaded properties. Over the past several years, however, this program was rarely fully funded and left cities such as Falcon Heights in the position of having to make up this loss of revenue. During the 2011 legislative special session, the MVHC program was eliminated and replaced with a Market Value Exclusion, where a portion of residential homestead properties value was eliminated for tax purposes. In effect, this action reduced the taxable market value of property in Falcon Heights by 4% FOR 2011.



For 2012, the Market Value Exclusion continued. The median Estimated Value dropped from 244,800 to 218,900 resulting in a decrease of 10.6% value.

However, the city's fiscal disparities distribution increased by \$4,490, or 2.5%.

Due to these two factors, and the fact that the residential households decreased in value more than the commercial and industrial properties, the median valued home in Falcon Heights would see an approximate \$5 dollar decrease in the city's portion of the property tax.

Personnel

As in most government and service related organizations, the vast majority of our spending is the result of employing workers and their associated benefits.

Health Insurance

2013 will be the fourth year where the city participates in the Public Employees Insurance Program. PEIP is a plan offered through the State of Minnesota to cities and other organizations throughout the state. The 2013 renewal rate is 6%. Employees will continue to purchase other insurance coverages (dental, life, etc.) through Ramsey County.

Personnel Costs

We have included a 2% cost of living adjustment for regular employees in 2013. There was a 1% COLA in 2012.

There are no new full-time employees included in the 2013 Budget.

**Individual Budget Summaries**

As was the case for the past few years, the economic outlook is still uncertain, but it is likely that economic improvements will be seen in the near future. The areas below highlight department budgets where there are notable changes from the 2012 budget:

Planning and Inspections (117): The expenses have been modestly adjusted upwards to better reflect the relationship with expected building permit revenues as the economy improves.

Police (122): Reflects 2<sup>nd</sup> year of two-year contract negotiated during 2011. Also reflects a slight decrease in dispatching expenses associated with consolidated dispatch center. *The increase in the police budget for 2013 totals a modest \$4,331 (\$5,904 for the police contract, a decrease of \$1,573 for dispatching costs).*

Fire (124) *The fire study (\$10,000) was concluded in 2012. There is no additional study needs budgeted for 2013.*

Expenditure Summary

The proposed budget reflects a modest increase in expenditures of \$33,458, or 1.98%

Revenues:

Local Government Aid (LGA)

The city's LGA allocation is projected to remain flat as compared to 2012 in the amount of \$310,126.

Licenses, Permits, and Charges for Service

Estimated revenues from building permits and licenses are projected to increase compared to what was anticipated in the 2012 budget. We also are budgeting about the same in other revenues such as facility rentals, zoning fees, and accident clean-up fees, but slightly less in fines and forfeitures, which reflects recent trends.

Transfer from Reserve Funds

In order to provide a balanced budget, a transfer from reserve funds is needed in the amount of \$80,000 . This is a decrease as compared to 2012, but during budget workshops the city council determined that due to the changes in the MVHC program, this was the best way to mitigate large property tax increases. The actual amount transferred in the past few years has been smaller than budgeted due to higher than expected revenues and lower than expected expenses. It is possible this could occur again in 2013, but this amount is needed in order for the budget to balance. Transferring money from capital and enterprise accounts to the general fund began in response to the 2003 LGA cuts the city was impacted by. Eliminating this transfer should be a goal of future budgets in order to protect the capital account balances and our bond ratings. Since 2006, the actual amount transferred from capital or other accounts at the end of the year has been less than what was originally budgeted.

History of Transfer From Reserves to General Fund		
Year	Budgeted Amount	Actual Amount
2004	\$135,676	\$135,676
2005	\$204,315	\$204,315
2006	\$229,832	\$160,000
2007	\$161,337	\$4,000
2008	\$113,797	\$65,000
2009	\$21,732	\$0
2010	\$112,400	\$77,400
2011	\$71,917	\$23,800
2012	\$126,075	\$126,075 (Estimate)

Debt Levy

The city council issued new equipment certificates in 2010 to fund the acquisition of new public works equipment. The total bond issue was \$300,000 for a term of five years. Favorable interest rates were received (under 3%) and the first payment on these bonds was due in 2011. \$75,705 is being included in the 2013 debt levy, which will be spread across all taxpayers in the city.

Summary

The overall general fund budget, including expenses, revenues, and transfers, totals \$1,724,310. This is an increase of \$33,458, or 1.98% over the 2012 operating budget. The total tax levy is \$1,084,007, which is 6.49% higher than the levy approved for the 2012 budget. This results in a city tax rate of 26.568%, and a resulted \$5 (-0.9%) property tax decrease on a median valued home (which in 2013 will be \$218,900). This property value shows a significant decrease due to the changes in how taxable values are calculated due to the changes in the MVHC program. I believe it is a responsible budget that allows the City of Falcon Heights to continue to provide a high level of service at a very reasonable cost.

When measured against other Ramsey County municipalities, Falcon Heights’ tax rate is very impressive:

City	Proposed 2013 City Tax Rate
<b>Falcon Heights</b>	26.568%
Arden Hills	27.841%

Lauderdale	31.631%
Little Canada	30.855%
Maplewood	49.013%
Mounds View	50.362%
New Brighton	42.058%
North St. Paul	36.749%
Roseville	38.961%
St. Paul	47.403%
Shoreview	36.953%
Vadnais Heights	29.273%
White Bear Lake	21.467%

The frugal tax rates are due to an aggressive budget philosophy that encourages sharing or contracting for services from neighboring government agencies. Some examples of these practices include:

- Obtaining police services from the City of St. Anthony
- Using the City of Roseville for city engineering services
- Providing fire department services to the City of Lauderdale (allowing us to offset our expenses)
- Sharing a building inspector and street sweeper with the City of Little Canada
- Participating with seventeen area communities on technology related issues, such as phone and information technology services

In closing, I wish to acknowledge the contributions of many staff members, especially Finance Director Roland Olson and Finance Intern Jake Stanczyk for their tireless efforts in putting these documents together.

Sincerely,

Bart Fischer  
City Administrator

**CITY OF FALCON HEIGHTS**

**Council Resolution 12-19**

**December 12, 2012**

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**RESOLUTION ADOPTING THE 2013 TAX LEVY**

BE IT RESOLVED that the City Council of the City of Falcon Heights authorizes the City to levy taxes in the amount of \$1,084,007 for the year 2013; and

BE IT FURTHER RESOLVED that the County Auditor should extend the tax levy in the amount of \$1,084,007 for the year 2013.

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Moved by:

Approved by: \_\_\_\_\_  
Peter Lindstrom, Mayor  
December 12, 2012

LINDSTROM \_\_\_\_\_ In Favor  
HARRIS  
LONG  
MERCER-TAYLOR  
GOSLINE \_\_\_\_\_ Against

Attested by: \_\_\_\_\_  
Justin Miller  
City Administrator  
December 12, 2012

Subscribed and sworn before me  
this \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

**CITY OF FALCON HEIGHTS**

**RESOLUTION 12-20**

**DECEMBER 12, 2012**

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**RESOLUTION ADOPTING THE 2013 BUDGET**

BE IT RESOLVED by the City Council of the City of Falcon Heights that the General Fund Operating Budget for the year 2013 in the amount of \$1,724,310 and other Fund Budgets as listed are adopted.

Park Program Fund (201)	\$52,400
Community Garden (203)	\$ 1,000
Water Fund (204)	\$11,030
Emerald Ash Borer	\$125,150
Recycling Fund (206)	\$84,700
Community Development Fund (208)	\$6,650
Street Light Utility (209)	\$40,275
CERT (211)	\$3,035
CERT (214)	\$4,935
GO Equipment Cert. Series 2010A	\$70,200
General Capital Improvements (401)	\$4,150
Public Safety Capital (402)	\$27,150
Parks Recreation/Public Facilities Capital (403)	\$6,150
TIF District #1-2 (412)	\$245,690
TIF District #1-3 (414)	\$191,650
Infrastructure Capital (419)	\$1,122,790
Capital Equipment 2010 A (424)	\$76,650

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Moved by:

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

Peter Lindstrom, Mayor  
December 12, 2012

LINDSTROM        \_\_\_\_\_ In Favor

HARRIS

LONG

MERCER-TAYLOR

GOSLINE        \_\_\_\_\_ Against

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

Justin Miller  
City Administrator  
December 12, 2012

Subscribed and sworn before me  
this \_\_\_\_ day of \_\_\_\_\_, 2012

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_



*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	December 12, 2012
<b>Agenda Item</b>	Consent F1
<b>Attachment</b>	General Disbursements and Payroll
<b>Submitted By</b>	Roland Olson, Finance Director

<b>Item</b>	General Disbursements and Payroll
<b>Description</b>	General Disbursements through 12/5/2012: \$114,976.20 Payroll through 11/28/2012: \$14,364.58
<b>Budget Impact</b>	
<b>Attachment(s)</b>	General Disbursements and Payroll
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council approve general disbursements and payroll.

PACKET: 00759 Nov 30 payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00255		AMERICAN OFFICE PRODUCTS				
I-12939		MECHANICAL PENCILS/SUPPLIES	101.10			
11/29/2012	APBNK	DUE: 11/29/2012 DISC: 11/29/2012		1099: N		
		MECHANICAL PENCILS/SUPPLIES		101 4112-70100-000	SUPPLIES	101.10
		=== VENDOR TOTALS ===	101.10			
=====						
01-00295		AVR, INC				
I-73513		CONCRETE FOR SIDEWALKS	524.22			
11/29/2012	APBNK	DUE: 11/29/2012 DISC: 11/29/2012		1099: N		
		CONCRETE FOR SIDEWALKS		419 4419-92005-000	SIDEWALK IMPROVEMENTS	524.22
		=== VENDOR TOTALS ===	524.22			
=====						
01-00869		BENEFIT EXTRAS, INC				
I-47545		FLEX PLAN RESTATEMENT/AMEND	250.00			
11/29/2012	APBNK	DUE: 11/29/2012 DISC: 11/29/2012		1099: N		
		FLEX PLAN RESTATEMENT/AMEND		101 4112-89000-000	MISCELLANEOUS	250.00
		=== VENDOR TOTALS ===	250.00			
=====						
01-05289		BLOOMINGTON EMBROIDERY				
I-32195		FIRE DEPT CAPS/CITY NAME	247.00			
11/29/2012	APBNK	DUE: 11/29/2012 DISC: 11/29/2012		1099: N		
		FIRE DEPT CAPS/CITY NAME		101 4124-77000-000	CLOTHING	247.00
		=== VENDOR TOTALS ===	247.00			
=====						
01-05422		BP				
I-201211293755		FUEL	1,400.59			
11/29/2012	APBNK	DUE: 11/29/2012 DISC: 11/29/2012		1099: N		
		FUEL		602 4602-74000-000	FUEL & LUBRICANTS	479.40
		FUEL		101 4124-74000-000	MOTOR FUEL & LUBRICANTS	135.39
		FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	785.80
		=== VENDOR TOTALS ===	1,400.59			
=====						
01-06290		CITY OF ROSEVILLE				
I-216822		ENGEERING CITY PROJECTS	-8,788.09			
11/29/2012	APBNK	DUE: 11/29/2012 DISC: 11/29/2012		1099: N		
		CURTISS FIELD DRAINAGE		602 4602-80100-000	ENGINEERING	479.63
		GENERAL ENG		101 4133-80100-000	ENGINEERING SERVICES	313.25
		2013 PROJECT ENGINEERING		419 4419-80100-000	ENGINEERING	7,995.21
		=== VENDOR TOTALS ===	8,788.09			

PACKET: 00759 Nov 30 payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-03122	CITY OF ST PAUL					
I-125395		FUEL	80.43			
11/29/2012	APBNK	DUE: 11/29/2012 DISC: 11/29/2012		1099: N		
		FUEL		101 4124-74000-000	MOTOR FUEL & LUBRICANTS	80.43
I-125416		STREET LIGHT MAINTENANCE	128.57			
11/29/2012	APBNK	DUE: 11/29/2012 DISC: 11/29/2012		1099: N		
		STREET LIGHT MAINTENANCE		209 4209-87120-000	REPAIR & MAINTENANCE	128.57
		=== VENDOR TOTALS ===	209.00			
=====						
01-04092	FISCHER, BART J					
I-201211293743		NOV/DEC REIMB CELL PHONE	80.00			
11/29/2012	APBNK	DUE: 11/29/2012 DISC: 11/29/2012		1099: N		
		NOV/DEC REIMB CELL PHONE		101 4131-85015-000	CELL PHONE	40.00
		NOV/DEC REIMB CELL PHONE		601 4601-85015-000	CELL PHONE	40.00
		=== VENDOR TOTALS ===	80.00			
=====						
01-05121	GFOA					
I-201211293751		GFOA CONF	380.00			
11/29/2012	APBNK	DUE: 11/29/2012 DISC: 11/29/2012		1099: N		
		GFOA CONF		101 4113-86100-000	CONFERENCES/EDUCATION/AS	380.00
		=== VENDOR TOTALS ===	380.00			
=====						
01-05161	HAMLINE MIDWAY COALITON					
I-201211293744		RECYCLING/CLEAN UP DAY	2,047.44			
11/29/2012	APBNK	DUE: 11/29/2012 DISC: 11/29/2012		1099: N		
		RECYCLING/CLEAN UP DAY		206 4206-89010-000	CLEANUPDAY/EVENTS/ORG CO	2,047.44
		=== VENDOR TOTALS ===	2,047.44			
=====						
01-05385	HIGHWAY TECHNOLOGIES					
I-4538977-001		SIGNAGE TREE REMOVALS/CLEVEL	339.87			
11/29/2012	APBNK	DUE: 11/29/2012 DISC: 11/29/2012		1099: N		
		SIGNAGE TREE REMOVALS/CLEVELAN		419 4419-85000-000	TREE REMOVAL	339.87
		=== VENDOR TOTALS ===	339.87			



PACKET: 00759 Nov 30 payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05054	DEBORAH JONES					
I-201211293745		MILEAGE REIMB	38.08			
11/29/2012	APBNK	DUE: 11/29/2012 DISC: 11/29/2012		1099: N		
		MILEAGE REIMB		101 4117-86010-000	MILEAGE	38.08
=== VENDOR TOTALS ===			38.08			
=====						
01-05555	MEDICS TRAINING					
I-9318		EMT INSERVICE TRAINING	525.00			
11/29/2012	APBNK	DUE: 11/29/2012 DISC: 11/29/2012		1099: N		
		EMT INSERVICE TRAINING		101 4124-86020-000	TRAINING	525.00
=== VENDOR TOTALS ===			525.00			
=====						
01-05843	MN NCPERS LIFE INSURANCE					
I-201211293752		LIFE INS: DEB & MICHELLE	32.00			
11/29/2012	APBNK	DUE: 11/29/2012 DISC: 11/29/2012		1099: N		
		LIFE INS: DEB & MICHELLE		101 21709-000	OTHER PAYABLE	32.00
=== VENDOR TOTALS ===			32.00			
=====						
01-06030	OLSON,ROLAND					
I-201211293746		MILEAGE REIMB	50.95			
11/29/2012	APBNK	DUE: 11/29/2012 DISC: 11/29/2012		1099: N		
		MILEAGE REIMB		101 4113-86010-000	MILEAGE	50.95
=== VENDOR TOTALS ===			50.95			
=====						
01-06115	TIMOTHY PITTMAN					
I-201211293749		MILEAGE AND CLOTHING REIMB	155.49			
11/29/2012	APBNK	DUE: 11/29/2012 DISC: 11/29/2012		1099: N		
		MILEAGE RIEMB		101 4132-86101-000	MILEAGE	35.52
		CLOTHING REIMB		101 4132-77000-000	CLOTHING	119.97
=== VENDOR TOTALS ===			155.49			
=====						
01-06185	RAMSEY COUNTY					
I-EMCOM 2231		RADIO FLEET SUPPORT	56.16			
11/29/2012	APBNK	DUE: 11/29/2012 DISC: 11/29/2012		1099: N		
		RADIO FLEET SUPPORT		101 4124-86800-000	RADIO MESB/FLEET SUPPORT	56.16
=== VENDOR TOTALS ===			56.16			

PACKET: 00759 Nov 30 payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06184		RAMSEY COUNTY - 911 DISPATCH				
I-EMCOM 2216		NOV 911 DISPATCH	2,155.92			
11/29/2012	APBNK	DUE: 11/29/2012 DISC: 11/29/2012		1099: N		
		NOV 911 DISPATCH		101 4122-81200-000	911 DISPATCH FEES	2,155.92
		=== VENDOR TOTALS ===	2,155.92			
=====						
01-00935		ST PAUL REGIONAL WATER SERVICE				
I-201211293748		H2O AND S.S.	776.83			
11/29/2012	APBNK	DUE: 11/29/2012 DISC: 11/29/2012		1099: N		
		H2O BLVD PLANTS 2095 LARP		101 4132-85040-000	WATER FOR BLVD PLANTS	44.33
		H2O BLVD PLANTS 2055 LARP		101 4132-85040-000	WATER FOR BLVD PLANTS	44.33
		H2O CITY HALL WATERING		101 4131-85040-000	WATER	435.91
		SS		101 4131-85070-000	SEWER	33.13
		H2O		101 4141-85040-000	WATER	123.37
		SS		101 4141-85070-000	SEWER	95.76
		=== VENDOR TOTALS ===	776.83			
=====						
01-05303		MICHELLE TESSER				
I-201211293754		MILEAGE REIMB	58.78			
11/29/2012	APBNK	DUE: 11/29/2012 DISC: 11/29/2012		1099: N		
		MILEAGE REIMB		101 4112-86010-000	MILEAGE & PARKING	58.78
		=== VENDOR TOTALS ===	58.78			
=====						
01-05870		XCEL ENERGY				
I-201211293747		ELECTRICITY	56.62			
11/29/2012	APBNK	DUE: 11/29/2012 DISC: 11/29/2012		1099: N		
		ELECTRICITY		101 4141-85020-000	ELECTRIC/GAS	10.23
		ELECTRICITY		209 4209-85020-000	STREET LIGHTING POWER	10.24
		ELECTRICITY		209 4209-85020-000	STREET LIGHTING POWER	7.44
		ELECTRICITY		209 4209-85020-000	STREET LIGHTING POWER	28.71
		=== VENDOR TOTALS ===	56.62			
		=== PACKET TOTALS ===	18,273.14			

PACKET: 00761 DEC 6TH PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00300		ABLE HOSE & RUBBER				
I-1-845344		AIR HOSE 250 PSI	47.56			
12/05/2012	APBNK	DUE: 12/05/2012 DISC: 12/05/2012		1099: N		
		AIR HOSE 250 PSI		101 4132-70120-000	SUPPLIES	47.56
		=== VENDOR TOTALS ===	47.56			
=====						
01-04423		ACS FIREHOUSE SOFTWARE				
I-201212043762		FIREHOUSE SOFTWARE	106.44			
12/04/2012	APBNK	DUE: 12/04/2012 DISC: 12/04/2012		1099: N		
		FIREHOUSE SOFTWARE		101 4124-70100-000	SUPPLIES	106.44
		=== VENDOR TOTALS ===	106.44			
=====						
01-00800		ALLIED WASTE SERVICES				
I-923-002098108		DEC WASTE REMOVAL	326.46			
12/05/2012	APBNK	DUE: 12/05/2012 DISC: 12/05/2012		1099: N		
		DEC WASTE REMOVAL		101 4131-82010-000	WASTE REMOVAL	326.46
		=== VENDOR TOTALS ===	326.46			
=====						
01-00250		AMERIPRIDE SERVICES				
I-1002314875		LINEN CLEANING	41.08			
12/03/2012	APBNK	DUE: 12/03/2012 DISC: 12/03/2012		1099: N		
		LINEN CLEANING		101 4124-82011-000	LINEN CLEANING	41.08
		=== VENDOR TOTALS ===	41.08			
=====						
01-05083		MICHAEL ARCAND				
I-201212053768		MILEAGE: FIRE SCHOOL	117.66			
12/05/2012	APBNK	DUE: 12/05/2012 DISC: 12/05/2012		1099: N		
		MILEAGE: FIRE SCHOOL AUSTIN		101 4117-86010-000	MILEAGE	117.66
		=== VENDOR TOTALS ===	117.66			
=====						
01-00892		BEARCOM				
I-4163770		RADIO REPAIR	99.72			
12/03/2012	APBNK	DUE: 12/03/2012 DISC: 12/03/2012		1099: N		
		RADIO REPAIR		101 4124-87092-000	REPAIR RADIOS	99.72
		=== VENDOR TOTALS ===	99.72			

PACKET: 00761 DEC 6TH PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION

01-03025 COLIN CALLAHAN

I-201212053769		REIMB: STEEL TOE WORK BOOTS	208.24			
12/05/2012	APBNK	DUE: 12/05/2012 DISC: 12/05/2012		1099: N		
		REIMB: STEEL TOE WORK BOOTS		101 4132-77000-000	CLOTHING	208.24
=== VENDOR TOTALS ===			208.24			

01-03089 CASH

I-201212053771		BUDGET COPY COSTS/POINTSETTAS	133.21			
12/05/2012	APBNK	DUE: 12/05/2012 DISC: 12/05/2012		1099: N		
		BUDGET COPY COSTS		101 4116-70100-000	SUPPLIES	112.50
		POINTSETTAS FOR LOBBY		101 4131-70110-000	SUPPLIES	12.73
		SOLAR PANEL WORKSHOP FOOD		101 4131-70110-000	SUPPLIES	7.98
=== VENDOR TOTALS ===			133.21			

01-03122 CITY OF ST PAUL

I-125467		NEWSLETTER AND POSTAGE	1,027.81			
12/04/2012	APBNK	DUE: 12/04/2012 DISC: 12/04/2012		1099: N		
		NEWSLETTER 2ND HALF		206 4206-70420-000	NEWSLETTER	21.85
		POSTAGE NEWSLETTER 2ND HALF		206 4206-70500-000	POSTAGE	6.73
		NEWSLETTER 2ND HALF		101 4116-70420-000	NEWSLETTERS/INFORMATION	763.90
		POSTAGE NEWSLETTER 2ND HALF		101 4116-70500-000	POSTAGE	235.33
=== VENDOR TOTALS ===			1,027.81			

01-05352 SHAILA CUNNINGHAM

I-201212033759		YOGA INSTRUCTOR	409.60			
12/03/2012	APBNK	DUE: 12/03/2012 DISC: 12/03/2012		1099: Y		
		YOGA INSTRUCTOR		201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	409.60
=== VENDOR TOTALS ===			409.60			

01-05139 ELEMENTS MATERIALS TECHNOLOGY

I-201212043764		SOIL BORINGS & GEOTECH REPORT	2,600.00			
12/04/2012	APBNK	DUE: 12/04/2012 DISC: 12/04/2012		1099: N		
		SOIL BORINGS & GEOTECH REPORT		419 4419-92030-000	2013 STREET/ALLEY PROJEC	2,600.00
=== VENDOR TOTALS ===			2,600.00			

PACKET: 00761 DEC 6TH PAYABLES  
 VENDOR SET: 01 City of Falcon Heights  
 SEQUENCE : ALPHABETIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-04027		EMERGENCY APPARATUS MAINT				
-----						
I-64906		753 - DOOR AND LIGHT REPAIRS	264.97			
12/03/2012	APBNK	DUE: 12/03/2012 DISC: 12/03/2012		1099: N		
		753 - DOOR AND LIGHT REPAIRS		101 4124-87029-000	REPAIR OTHER EQUIPMENT	264.97
		=== VENDOR TOTALS ===	264.97			
=====						
01-05718		GOODPOINTE TECHNOLOGY, INC				
-----						
I-2013 falcon height		ICON PAVEMENT MGMT SUPPORT	1,000.00			
12/04/2012	APBNK	DUE: 12/04/2012 DISC: 12/04/2012		1099: N		
		ICON PAVEMENT MGMT SUPPORT		419 4419-83010-000	PAVEMENT MANAGEMENT	1,000.00
		=== VENDOR TOTALS ===	1,000.00			
=====						
01-05115		GOPHER STATE ONE CALL				
-----						
I-54724		LOCATES	59.45			
12/05/2012	APBNK	DUE: 12/05/2012 DISC: 12/05/2012		1099: N		
		LOCATES		601 4601-88030-000	LOCATES	59.45
		=== VENDOR TOTALS ===	59.45			
=====						
01-05166		GRAINGER, W. W., INC.				
-----						
I-9006053939		BATHROOM SUPPLIES	42.44			
12/03/2012	APBNK	DUE: 12/03/2012 DISC: 12/03/2012		1099: N		
		BATHROOM SUPPLIES		101 4124-70100-000	SUPPLIES	42.44
		=== VENDOR TOTALS ===	42.44			
=====						
01-05153		HOME DEPOT CRC/GECF				
-----						
I-201212033756		ASPHALT PATCH/WOOD/PLASTIC	515.18			
12/03/2012	APBNK	DUE: 12/03/2012 DISC: 12/03/2012		1099: N		
		ASPHALT PATCH		101 4132-75000-000	BITUMINOUS PATCHING	46.78
		SIDEWALK SHEETING		419 4419-92005-000	SIDEWALK IMPROVEMENTS	118.51
		WOOD FOR STREET BARRICADES		101 4132-70120-000	SUPPLIES	349.89
		=== VENDOR TOTALS ===	515.18			
=====						
01-05058		JOSH JORDAN				
-----						
I-201212033757		TAE KWON DOE INSTRUCTOR	760.80			
12/03/2012	APBNK	DUE: 12/03/2012 DISC: 12/03/2012		1099: Y		
		TAE KWON DOE INSTRUCTOR		201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	760.80
		=== VENDOR TOTALS ===	760.80			

PACKET: 00761 DEC 6TH PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05404	KURHAJETZ, CLEM					
I-201212043760		KITCHEN SUPPLIES	48.07			
12/04/2012	APBNK	DUE: 12/04/2012 DISC: 12/04/2012		1099: N		
		KITCHEN SUPPLIES		101 4124-70100-000	SUPPLIES	48.07
		=== VENDOR TOTALS ===	48.07			
=====						
01-05968	LEAGUE MN CITIES INSURANCE TRU					
I-201212043761		2013 WORKMANS COMP INS	19,724.00			
12/04/2012	APBNK	DUE: 12/04/2012 DISC: 12/04/2012		1099: N		
		2013 WORKMANS COMP INS		101 15500-000	PREPAID EXPENDITURES	16,724.00
		2013 WORKMANS COMP INS		601 15500-000	PREPAID EXPENSE	2,000.00
		2013 WORKMANS COMP INS		602 15500-000	PREPAID EXPENSES	1,000.00
		=== VENDOR TOTALS ===	19,724.00			
=====						
01-07263	NEXTEL COMMUNICATIONS, INC					
I-201212043763		CELL PHONES FIRE TRKS	90.11			
12/04/2012	APBNK	DUE: 12/04/2012 DISC: 12/04/2012		1099: N		
		CELL PHONES FIRE TRKS		101 4124-85015-000	CELL PHONE	90.11
		=== VENDOR TOTALS ===	90.11			
=====						
01-06053	OREILLY AUTO PARTS					
I-201212053767		SHOP SUPPLIES; WHEEL WEIGHTS	136.26			
12/05/2012	APBNK	DUE: 12/05/2012 DISC: 12/05/2012		1099: N		
		SHOP SUPPLIES; WHEEL WEIGHTS		101 4132-70120-000	SUPPLIES	136.26
		=== VENDOR TOTALS ===	136.26			
=====						
01-06059	APRIL OSS					
I-201212033758		YOGA INSTRUCTOR	204.00			
12/03/2012	APBNK	DUE: 12/03/2012 DISC: 12/03/2012		1099: Y		
		YOGA INSTRUCTOR		201 4201-87700-000	INSTRUCTOR-SPECIALTY CLA	204.00
		=== VENDOR TOTALS ===	204.00			
=====						
01-06185	RAMSEY COUNTY					
I-RISK 1555		DEC DENTAL/LIFE/DISABILTY INS	1,067.08			
12/04/2012	APBNK	DUE: 12/04/2012 DISC: 12/04/2012		1099: N		
		DEC DENTAL/LIFE/DISABILTY INS		101 4112-89000-000	MISCELLANEOUS	1,067.08
		=== VENDOR TOTALS ===	1,067.08			

PACKET: 00761 DEC 6TH PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06485	SENSIBLE OFFICE SOLUTIONS					
I-730-001		COPY PAPER	85.68			
12/04/2012	APBNK	DUE: 12/04/2012 DISC: 12/04/2012		1099: N		
		COPY PAPER		101 4112-70100-000	SUPPLIES	85.68
		=== VENDOR TOTALS ===	85.68			
=====						
01-06483	SENTRY SYSTEMS, INC.					
I-663275		4TH QTR SECURITY MONITORING	98.82			
12/05/2012	APBNK	DUE: 12/05/2012 DISC: 12/05/2012		1099: N		
		4TH QTR SECURITY MONITORING		101 4131-70110-000	SUPPLIES	98.82
		=== VENDOR TOTALS ===	98.82			
=====						
01-07228	CITY OF ST ANTHONY					
I-2934		DEC/12 POLICE SVCS	49,672.43			
12/03/2012	APBNK	DUE: 12/03/2012 DISC: 12/03/2012		1099: N		
		DEC/12 POLICE SVCS		101 4122-81000-000	POLICE SERVICES	49,672.43
		=== VENDOR TOTALS ===	49,672.43			
=====						
01-00935	ST PAUL REGIONAL WATER SERVICE					
I-201212043766		BLVD H2O & METER REPLACEMENT	384.87			
12/04/2012	APBNK	DUE: 12/04/2012 DISC: 12/04/2012		1099: N		
		BLVD H2O		101 4132-85040-000	WATER FOR BLVD PLANTS	44.33
		REPLACE BROKEN METER		101 4132-85040-000	WATER FOR BLVD PLANTS	340.54
		=== VENDOR TOTALS ===	384.87			
=====						
01-05374	TENNIS SANITATION LLC					
I-837532		NOV RECYCLING	5,769.00			
12/04/2012	APBNK	DUE: 12/04/2012 DISC: 12/04/2012		1099: N		
		NOV RECYCLING		206 4206-82030-000	RECYCLING CONTRACTS	5,769.00
		=== VENDOR TOTALS ===	5,769.00			
=====						
01-07250	TRETSEVEN, DAVE					
I-201212053770		REIMB: STEEL TOE WORK BOOTS	191.24			
12/05/2012	APBNK	DUE: 12/05/2012 DISC: 12/05/2012		1099: N		
		REIMB: STEEL TOE WORK BOOTS		101 4132-77000-000	CLOTHING	191.24
		=== VENDOR TOTALS ===	191.24			

PACKET: 00761 DEC 6TH PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #		
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====					
01-05870	XCEL ENERGY				
-----					
I-201212043765	ELECT AND GAS	1,184.97			
12/04/2012	APBNK		1099: N		
	DUE: 12/04/2012 DISC: 12/04/2012				
	GAS		101 4131-85030-000	NATURAL GAS	431.74
	ELECT		101 4141-85020-000	ELECTRIC/GAS	315.26
	GAS		101 4141-85030-000	NATURAL GAS	148.39
	ELECT		601 4601-85020-000	ELECTRIC	26.34
	ELECT		209 4209-85020-000	STREET LIGHTING POWER	45.94
	ELECT		209 4209-85020-000	STREET LIGHTING POWER	25.95
	ELECT		209 4209-85020-000	STREET LIGHTING POWER	9.92
	ELECT		209 4209-85020-000	STREET LIGHTING POWER	9.92
	ELECT		209 4209-85020-000	STREET LIGHTING POWER	44.70
	ELECT		209 4209-85020-000	STREET LIGHTING POWER	47.40
	ELECT		209 4209-85020-000	STREET LIGHTING POWER	12.97
	ELECT		101 4141-85020-000	ELECTRIC/GAS	39.72
	GAS		101 4141-85030-000	NATURAL GAS	26.72

=== VENDOR TOTALS === 1,184.97

=== PACKET TOTALS === 86,417.15

Federal Withholdings	4,952.36
State Withholdings	847.00
Pera	2,661.55
ICMA	1,825.00
	<u>96,703.06</u>



MP #	NAME	AMOUNT
013	PETER C LINDSTROM	317.84
1-0016	PAMELA M HARRIS	283.05
1-0019	KEITH P GOSLINE	283.05
1-1004	BART J FISCHER	2,408.86
1-1010	MICHELLE C TESSER	1,609.10
1-1013	CHERYL Y PELLEGRIN	6.37
1-1136	ROLAND O OLSON	1,232.86
1-2154	MAUREEN A ANDERSON	157.23
1-1038	DEBORAH K JONES	1,605.39
1-0086	RICHARD H HINRICHS	254.79
1-0095	MICHAEL J POESCHL	100.96
1-0105	ANTON M FEHRENBACH	98.29
1-1030	TIMOTHY J PITTMAN	1,737.17
1-1033	DAVE TRETSEVEN	1,477.37
1-1143	COLIN B CALLAHAN	1,066.27

TOTAL PRINTED: 15 12,638.60

11/28/2012 9:22 AM PAYROLL CHECK REGISTER

PAGE: 1  
 PAYROLL DATE: 11/28/2012

PAYROLL NO: 01 City of Falcon Heights

MP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
013	MERCER-TAYLOR, ELIZABETH	R	11/28/2012	280.60	079972
016	LONG, CHARLES E	R	11/28/2012	283.05	079973
038	STANCZYK, JACOB	R	11/28/2012	87.22	079974
034	KURHAJETZ, CLEMENT	R	11/28/2012	367.30	079975
097	GAFFNEY, PATRICK	R	11/28/2012	100.96	079976
102	ARCAND, MICHAEL W	R	11/28/2012	160.09	079977
109	PITTMAN, JUSTIN J	R	11/28/2012	85.64	079978
186	DAVITT, ALLISON N	R	11/28/2012	361.12	079979

11/28/2012 9:22 AM PAYROLL CHECK REGISTER

PAGE: 2  
 PAYROLL DATE: 11/28/2012

PAYROLL NO: 01 City of Falcon Heights

\*\*\* REGISTER TOTALS \*\*\*

REGULAR CHECKS:	8	1,725.98
DIRECT DEPOSIT REGULAR CHECKS:	15	12,638.60
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	23	14,364.58

\*\*\* NO ERRORS FOUND \*\*\*



**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	December 12, 2012
<b>Agenda Item</b>	Consent F2
<b>Attachment</b>	N/A
<b>Submitted By</b>	Michelle Tesser, Assistant to the City Administrator

<b>Item</b>	Approval of City Licenses
<b>Description</b>	<p>The following individuals have applied for a <u>Mechanical License</u> for 2013. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> <li>1. Absolute Mechanical Contractors, LLC</li> <li>2. Noah Acquisitions dba Benjamin Franklin</li> <li>3. Corval Constructors, Inc.</li> <li>4. Norblom Plumbing</li> <li>5. Genz Ryan Plumbing and Heating</li> <li>6. Kath HVAC</li> <li>7. Standard Heating &amp; Air Conditioning</li> </ol> <p>The following individuals have applied for a <u>Municipal Business License</u> for 2013. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> <li>1. Falcon Heights Gas &amp; Convenience, Inc.</li> <li>2. Minnesota Association of Secondary School Principals</li> <li>3. Merwin Liquors Falcon Heights, LLC</li> <li>4. Association of Metropolitan School Districts</li> <li>5. Edward Jones</li> <li>6. Cornerstone Construction Management, Inc</li> </ol> <p>The following individuals have applied for a <u>Liquor License and Restaurant License</u> for 2013. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> <li>1. Di Vo Jac, Inc. dba Dino's Gyros</li> <li>2. Stout's Pub, LLC</li> </ol> <p>The following individuals have applied for a <u>Massage Therapist License</u> for 2013. Staff has received the necessary documents for licensure.</p> <ol style="list-style-type: none"> <li>1. Ferencz-Mihaly Vincze-Turcean</li> </ol>

<b>Budget Impact</b>	
<b>Attachment(s)</b>	N/A
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council approve the 2013 City License Applications.



**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	December 12, 2012
<b>Agenda Item</b>	Consent F3
<b>Attachment</b>	
<b>Submitted By</b>	Peter Lindstrom, Mayor

<b>Item</b>	2013 Commission Appointments
<b>Description</b>	<p>Each year the City Council appoints residents to serve on various city commissions. Below are my recommendations for residents to serve three year terms (2013-2015), as directed by the city code:</p> <p>Serena Jones-White, Park Commission (second term)          Rebecca Montgomery, Environment Commission (second term)          Christopher Minns, Planning Commission (second term)          Ryan Wartick, Planning Commission (second term)</p>
<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	
<b>Action(s) Requested</b>	I recommend that the residents listed above be appointed to three year terms to their respective commissions.



**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	December 12, 2012
<b>Agenda Item</b>	Consent F4
<b>Attachment</b>	N/A
<b>Submitted By</b>	Bart Fischer, City Administrator

<b>Item</b>	Recognition of 2012 Adopt-a-Crop Participants																														
<b>Description</b>	<p>A few years ago the City Council and Environment Commission initiated an "Adopt-a-Crop" program. This idea was brought forth by local resident Joni Fletty who started a similar program at her place of business and has updated the Falcon Heights Adopt a Crop Blog over the past season. Residents were encouraged to bring their excess fruits and vegetables to City Hall where staff would weigh the donations and then deliver them to a local food shelf. In 2011, 1189.2 pounds of produce was donated.</p> <p>The results for this year were again impressive. The amount donated by individuals this year include:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Tom Staffa</td><td style="text-align: right;">1202 lbs.</td></tr> <tr><td>Ivan Marier</td><td style="text-align: right;">297 lbs.</td></tr> <tr><td>Peggy Hall</td><td style="text-align: right;">32 lbs.</td></tr> <tr><td>The Halvorson's</td><td style="text-align: right;">25.5 lbs.</td></tr> <tr><td>Lois Braun</td><td style="text-align: right;">24 lbs.</td></tr> <tr><td>Sue Johnson</td><td style="text-align: right;">22 lbs.</td></tr> <tr><td>The Behrens'</td><td style="text-align: right;">19 lbs.</td></tr> <tr><td>North Como Presbyterian Church Community Garden</td><td style="text-align: right;">18.5 lbs.</td></tr> <tr><td>City of Falcon Heights Park &amp; Rec Department</td><td style="text-align: right;">17 lbs.</td></tr> <tr><td>Anne Holzman</td><td style="text-align: right;">15 lbs.</td></tr> <tr><td>Anonymous</td><td style="text-align: right;">5.5 lbs.</td></tr> <tr><td>Julie Plovnick</td><td style="text-align: right;">5 lbs.</td></tr> <tr><td>Lisa Betz</td><td style="text-align: right;">4 lbs.</td></tr> <tr><td> </td><td> </td></tr> <tr><td><b>TOTAL</b></td><td style="text-align: right;"><b>1686.5 lbs.</b></td></tr> </table> <p>Types of produce donated included corn, squash, tomatoes, zucchini, carrots, peppers, and many others. All of the food was taken to Keystone Community Food shelves in Roseville and St. Paul.</p>	Tom Staffa	1202 lbs.	Ivan Marier	297 lbs.	Peggy Hall	32 lbs.	The Halvorson's	25.5 lbs.	Lois Braun	24 lbs.	Sue Johnson	22 lbs.	The Behrens'	19 lbs.	North Como Presbyterian Church Community Garden	18.5 lbs.	City of Falcon Heights Park & Rec Department	17 lbs.	Anne Holzman	15 lbs.	Anonymous	5.5 lbs.	Julie Plovnick	5 lbs.	Lisa Betz	4 lbs.			<b>TOTAL</b>	<b>1686.5 lbs.</b>
Tom Staffa	1202 lbs.																														
Ivan Marier	297 lbs.																														
Peggy Hall	32 lbs.																														
The Halvorson's	25.5 lbs.																														
Lois Braun	24 lbs.																														
Sue Johnson	22 lbs.																														
The Behrens'	19 lbs.																														
North Como Presbyterian Church Community Garden	18.5 lbs.																														
City of Falcon Heights Park & Rec Department	17 lbs.																														
Anne Holzman	15 lbs.																														
Anonymous	5.5 lbs.																														
Julie Plovnick	5 lbs.																														
Lisa Betz	4 lbs.																														
<b>TOTAL</b>	<b>1686.5 lbs.</b>																														

<b>Budget Impact</b>	N/A
<b>Attachment(s)</b>	None
<b>Action(s) Requested</b>	No action is required. This is being provided simply as an update to the Council and to provide recognition of the people who generously donated to this cause.



**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	December 12, 2012
<b>Agenda Item</b>	Consent F5
<b>Attachment</b>	Professional Services Agreement
<b>Submitted By</b>	Bart Fischer, City Administrator

<b>Item</b>	2013-2014 Forester Contract
<b>Description</b>	<p>For the past 5 years, Andy Hovland, d/b/a Branch and Bough, has served as the City's contract forester. His services have been very well received by residents and staff alike. He has been very instrumental in the Emerald Ash Borer mitigation program as well as assisting residents in evaluating trees on their own private property.</p> <p>Andy has requested extending the agreement from an annual to a 2-year term. Staff feels comfortable recommending a 2-year agreement based on the excellent working history with Andy.</p> <p>Staff recommends that the City continue working with Andy as the City Forester and that the attached Agreement be approved.</p>
<b>Budget Impact</b>	Funds for this service are allocated in the 2013 operating budget and are anticipated to be allocated in the 2014 operating budget as well. The hourly rate for this Agreement is consistent with other contract foresters and with what Mr. Hovland has billed the City in 2012. Furthermore, it is anticipated that much of his time will be covered under grant funding that has been secured.
<b>Attachment(s)</b>	Professional Services Agreement
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council adopt the attached Agreement with Andy Hovland, d/b/a Branch and Bough, for consultant forester services in 2013 & 2014.

# AGREEMENT

**AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, 2012, between the **CITY OF FALCON HEIGHTS**, a Minnesota municipal corporation ("City"), and **ANDREW HOVLAND d/b/a Branch and Bough** ("Consultant").

## **IN CONSIDERATION OF THE MUTUAL UNDERTAKINGS HEREIN CONTAINED, THE PARTIES AGREE AS FOLLOWS:**

**1. CONTRACT DOCUMENTS.** The following documents shall be referred to as the "Contract Documents", all of which shall be taken together as a whole as the contract between the parties as if they were set verbatim and in full herein:

A. This Agreement.

**2. OBLIGATIONS OF THE CONSULTANT.** The Consultant, a certified tree inspector, shall provide the services, and perform the work in accordance with the Contract Documents and applicable state law, Minn. Stat. 18G.16, and Rules, Minnesota Rules Chapter 1505, concerning shade tree disease control programs.

**3. OBLIGATIONS OF THE CITY.** The City shall pay the Consultant \$50 per hourly basis in accordance with the attached plus mileage based upon the IRS deduction rate.

**4. ASSIGNMENT.** Neither party may assign, sublet, or transfer any interest or obligation in this Contract without the prior written consent of the other party, and then only upon such terms and conditions as both parties may agree to and set forth in writing.

**5. TIME OF PERFORMANCE.** The term of this Agreement shall be from January 1, 2013 through December 31, 2014.

**6. PAYMENT.** The City will make periodic payment to the Consultant as the work is completed.. Such payment shall be made not later than thirty (30) days after invoicing by the Consultant.

**7. PROMPT PAYMENT TO SUBCONSULTANTS.** Pursuant to Minnesota Statute § 471.25, Subdivision 4a, the Consultant must pay any subconsultant within ten (10) days of the Consultant's receipt of payment from the City for undisputed services provided by the subconsultant. The Consultant must pay interest of one and one-half percent (1½ %) per month or any part of a month to subconsultant on any undisputed amount not paid on time to the subconsultant. The minimum monthly interest penalty payment for an unpaid balance of \$100.00 or more is \$10.00. For an unpaid balance of less than \$100.00, the Consultant shall pay the actual penalty due to the subconsultant. A subconsultant who prevails in a civil action to collect interest penalties from the Consultant



shall be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.

**8. WORKER'S COMPENSATION.** The Consultant shall obtain and maintain for the duration of this Contract, statutory Worker's Compensation Insurance and Employer's Liability Insurance as required under the laws of the State of Minnesota.

**9. COMPREHENSIVE GENERAL LIABILITY.** Consultant shall obtain the following minimum insurance coverage and maintain it at all times throughout the life of the Contract, with the City included as an additional name insured:

Bodily Injury:	\$1,000,000 each occurrence \$1,000,000 aggregate, products and completed operations
Property Damage:	\$1,000,000 each occurrence \$1,000,000 aggregate

Contractual Liability (identifying the contract):

Bodily Injury:	\$1,000,000 each occurrence
Property Damage:	\$1,000,000 each occurrence \$1,000,000 aggregate
Personal Injury, with Employment Exclusion deleted:	\$1,000,000 aggregate

Comprehensive Automobile Liability (owned, non-owned, hired):

Bodily Injury:	\$100,000 each occurrence \$50,000 each accident
Property Damage:	\$100,000 each occurrence

## **10. DATA PRACTICES/RECORDS**

A. All data created, collected, received, maintained, or disseminated for any purpose in the course of this Contract is governed by the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, any other applicable state statute, or any state rules adopted to implement the act, as well as federal regulations on data privacy.

B. All books, records, documents, and accounting procedures and practices of the Consultant and its subconsultants, if any, relative to this Contract are subject to examination by the City.

**11. WARRANTY.** The Consultant shall exercise the same degrees of care, skill, and diligence in the performance of the Services as is ordinarily possessed and exercised by a certified tree inspector under similar circumstances

**12. INDEMNITY.** The Consultant agrees to indemnify and hold the City harmless from any claim made by third parties as a result of the services performed by it. In addition, the Consultant shall reimburse the City for any cost of reasonable attorney's fees it may incur as a result of any such claims.

**13. WAIVER.** In the particular event that either party shall at any time or times waive any breach of this Contract by the other, such waiver shall not constitute a waiver of any other or any succeeding breach of this Contract by either party, whether of the same or any other covenant, condition, or obligation.

**14. INDEPENDENT CONTRACTOR.** The City hereby retains the Consultant as an independent contractor upon the terms and conditions set forth in this Agreement. The Consultant is not an employee of the City and is free to contract with other entities as provided herein. Consultant shall be responsible for selecting the means and methods of performing the work. Consultant shall furnish any and all supplies, equipment, and incidentals necessary for Consultant's performance under this Agreement. City and Consultant agree that Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's agents or employees are in any manner employees of the City. Consultant shall be exclusively responsible under this Agreement for Consultant's own FICA payments, workers compensation payments, unemployment compensation payments, withholding amounts, and/or self-employment taxes if any such payments, amounts, or taxes are required to be paid by law or regulation.

**15. GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

**16. SEVERABILITY.** If any term or condition of this Contract is found to be or become unenforceable or invalid, it shall not effect the remaining provisions, terms, and conditions of this Contract, unless such invalid or unenforceable provision, term, or condition renders this Contract impossible to perform. Such remaining terms and conditions of the Contract shall continue in full force and effect and shall continue to operate as the parties' entire contract.

**17 ENTIRE AGREEMENT.** This Contract represents the entire agreement of the parties and is a final, complete, and all inclusive statement of the terms thereof, and supersedes and terminates any prior agreement(s), understandings, or written or verbal representations made between the parties with respect thereto.

**CITY OF FALCON HEIGHTS**

BY: \_\_\_\_\_  
Peter Lindstrom, Mayor

\_\_\_\_\_  
Andrew Hovland  
d/b/a Branch and Bough

AND \_\_\_\_\_  
Bart Fischer, City Administrator



*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	December 12, 2012
<b>Agenda Item</b>	Consent F6
<b>Attachment</b>	
<b>Submitted By</b>	Roland Olson, Finance Director

<b>Item</b>	Mileage reimbursement rate for 2013
<b>Description</b>	The business mileage reimbursement rate allowed by the IRS is 56.5 cents per mile effective January 1, 2013. This is a 1 cent per mile increase in the mileage rate allowed by the IRS in 2012.
<b>Budget Impact</b>	The mileage reimbursement rate is 56.5 cents per mile effective January 1, 2013.
<b>Attachment(s)</b>	NA
<b>Action(s) Requested</b>	Staff recommends allowing the IRS approved reimbursement mileage rate of 56.5 cents per mile when employees use their personal vehicles for city business.



**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	December 12, 2012
<b>Agenda Item</b>	Consent F7
<b>Attachment</b>	Draft 2013 Fee Schedule Resolution 12-16
<b>Submitted By</b>	Bart Fischer, City Administrator

<b>Item</b>	2013 Fee Schedule
<b>Description</b>	<p>Each year the City Council is required to approve a fee schedule that identifies the various fees charged by the City. Staff reviews these fees each year to ensure that the costs charged cover the City's expenses and so they are competitive with other cities of comparable size.</p> <p>Staff's recommendations for 2013 are incorporated into the attached draft fee schedule. Changes are noted in <del>striketrough</del> and new language indicated by <u>underlining</u>.</p>
<b>Budget Impact</b>	These fees have been incorporated into the 2013 budget.
<b>Attachment(s)</b>	Draft 2013 Fee Schedule Resolution 12-16
<b>Action(s) Requested</b>	Staff recommends that the Falcon Heights City Council adopt the attached Resolution 12-16 approving the 2013 City of Falcon Heights fee schedule.

**FEE SCHEDULE 2013  
December 12, 2012**

**A. LICENSES**

1.	Business Licenses	
	<u>Item</u>	<u>Fee</u>
	Bus Benches (Courtesy)	\$ 25.00 per bench
	Filling Stations	
	Less than 15 hours	\$ 100.00
	15-20 hours	\$ 400.00
	20 hours or more	\$ 500.00
	General Business	\$ 50.00
	Pool Halls	\$ 800.00
	Precious Metal Dealer	
	Investigation fee/general	\$1500.00
	Investigation fee/MN only	\$ 500.00
	License fee	\$2000.00
	Restaurants	
	Lunchroom	\$ 50.00
	Less than 15 hours	\$ 100.00
	15-20 hours	\$ 400.00
	20 hours or more	\$ 500.00
	Therapeutic Massage License	
	Investigation fee	\$ 350.00
	License fee	\$ 100.00
2.	Liquor Licenses	
	<u>Item</u>	<u>Fee</u>
	Bottle Club	\$ 300.00
	Liquor, Off-Sale	\$ 310.00
	Liquor, On-Sale	\$4000.00
	Liquor, Special Event	\$ 25.00
	Liquor, Sunday	\$ 200.00
	Malt Beverage, Off-Sale	\$ 150.00
	Malt Beverage, On-Sale	\$ 500.00
	Malt Beverage, On-Sale (with wine license)	\$ 1.00
	Wine License	\$2000.00
3.	Other Licenses	
	<u>Item</u>	<u>Fee</u>
	Amusement machines (per machine)	\$ 30.00
	Cigarette sales	\$ 250.00
	Contractor licenses	\$ 35.00
	Itinerant salespersons & solicitors	
	(for profit only)	\$ 25.00
	(Charitable)	Free
	Pool tables (per table)	\$ 30.00
	Refuse Haulers	\$100.00
	Rental License	\$ 50.00

**B. PERMITS**

1. Building permit fees:

<b>Total Valuation</b>	<b>2012 Fee</b>
\$1.00 - \$500.00	\$25.00
\$501.00 - \$2,000.00	\$25.00 for first \$500, \$3.25/each additional \$100, to and including \$2000
\$2,001.00 - \$25,000	\$73.75 for first \$2000, \$14.75/each additional \$1000, to and including \$25,000
\$25,001.00 - \$50,000	\$413.00 for first \$25,000, \$10.75/each additional \$1000, to and including \$50,000
\$50,001.00 - \$100,000.00	\$681.75 for first \$50,000, \$7.50/each additional \$1000, to and including \$100,000.00
\$100,001.00 - \$500,000.00	\$1,056.75 for first \$100,000, \$6.00/each additional \$1000, to and including \$500,000
\$500,001.00 - \$1,000,000.00	\$3,456.75 for first \$500,000, \$5.00/each additional \$1,000, to and including \$1,000,000
\$1,000,001 and up	\$5,956.75 for first \$1,000,000, \$4.00/each additional \$1,000

Other Inspections and Fees:

1. Inspections outside of normal business hours \$47.00 per hour<sup>1</sup> (minimum charge – two hours)
2. Reinspection fees assessed under provisions of Section 305.8 \$47.00 per hour<sup>1</sup>
3. Inspections for which no fee is specifically indicated \$47.00 per hour<sup>1</sup> (minimum charge – one-half hour)
4. Additional plan review required by changes, additions or revisions to plans \$47.00 per hour<sup>1</sup> (minimum charge – one-half hour)
5. For use of outside consultants for plan checking and inspections, or both actual costs<sup>2</sup>

<sup>1</sup>Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages, and fringe benefits of the employees involved.

<sup>2</sup>Actual costs include administrative and overhead costs.

*\*Building Permits are subject to the State Surcharge*

2. Relocation of structure or building: \$150.00
3. Demolition or removal of structure: \$1.25/1,000 cubic ft; minimum \$50.00

4. Mechanical permit fees

a. Residential Work

Base Fee \$30.00

Gas Piping

\$10.00 \$500 valuation or less (repair or installation)

\$ 6.00 Each additional \$500 cost of repair or installation

Gas or oil fired furnaces or boilers

\$25.00 First 100,00 BTU input or less.

\$ 5.00 Each additional 100,00 input or fraction thereof.

Warm air or hot water heating system

\$30.00 First 100,000 BTU input for construction, installation, alteration, or replacement of each warm air furnace duct work or hot water system per unit.

\$ 6.00 Each additional 100,000 BTU input or fraction thereof.

\$20.00 First 100,000 BTU input per unit on unit heaters

\$ 5.00 Each additional 100,000 BTU input or fraction thereof.

Air conditioning

\$30.00 First 5 tons (60,000 BTU) of air conditioning per unit or of cooling for duct work for air conditioning.

\$ 6.00 Each ton (12,000 BTU) or fraction thereof over first 5 tons for duct work or air conditioning.

Other Items

\$35.00 Wood burning furnace per unit

\$35.00 Swimming pool heater per unit

\$25.00 Air exchanger with duct work per unit

\$25.00 Gas or oil space heater per unit

\$25.00 Gas direct vent heater per unit

\$25.00 Gas fireplace log or heater per unit

\$25.00 Gas hot water heater for domestic hot water

b. Commercial Work

Gas piping, refrigeration, chilled water, pneumatic control, ventilation, exhaust, hot water, steam, and warm air heating systems.

This fee shall be \$50 plus 1-1/4 percent (1.25%) of the total valuation of the work. Value of the work must include the cost of installation, alteration, addition, and repairs, including fans, hoods, HVAC units and heat transfer units, and all labor and materials necessary for installation. In addition, it shall include all material and equipment supplied by other sources when those materials are normally supplied by the contractor.



5. Plumbing Permit Fees.  
\$30.00 base fee plus \$7.00 per fixture installed

6. Sewer Connection or Repair \$50.00

7. Water Connection

<u>Meter Size</u>	<u>Fee</u>
3/4"	\$ 62.00
1"	\$ 115.00
1-1/2"	\$ 265.00
2"	\$ 470.00
3"	\$1,080.00

8. Street Opening Fee \$25.00 (plus cost of permit)

9. Fence Permit Fee \$40.00

10. Driveway Permit Fee \$25.00

11. Temporary Sign Permit \$30.00

12. Permanent Sign Permit \$50.00

13. Dumpster Permit \$ 20.00 (30 days) \$10.00 (14 days)  
(Dumpster permits can be renewed once)

**C. PLANNING FEES**

<u>Item</u>	<u>Fee</u>
Comprehensive Plan Amendment	\$550.00
Conditional Use Permit	\$500.00
Design Review (when required by code)	\$ 50.00
Lot Split (one lot into two)	\$ 250.00
Planned Unit Development	\$ 500.00
Rezoning/Zoning Amendment	\$ 500.00
Subdivision (>1 new lot)	\$ 300.00 + \$ 100.00/lot created
Variance	\$ 350.00

**D. FACILITY RENTAL FEES**

Private use of public facilities is permitted on a space available basis. Reservations and damage are required and security deposits may be are required for private use of the following community facilities. Discounted rates are available for weekly bookings:

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**Park and Facility Rental Fees**

Venue	Amenities included in rental	Half Day 9am-3pm 4pm-10pm	Full Day 9am-10pm
<b>Community Park Building and Upper Picnic Area</b> 2050 Roselawn Ave. (corner of Roselawn and Cleveland)	Park Building Full Kitchen (stove, oven, frig/freezer, sink, microwave) Tables and Chairs Inside Bathrooms 2 BBQ Grills 9 Outdoor picnic tables Parking lot (50) and off street parking	<b>\$100.00 + Tax</b>	<b>\$200.00 + Tax</b>
<b>East Picnic Area (near playground)</b>	2 Picnic Tables Trash receptacles Portable bathroom Parking lot (50) and off street parking	<b>\$20.00 + Tax</b>	<b>\$35.00 + Tax</b>
<b>Lower Picnic Area (Southwest corner of park)</b>	2 Picnic Tables 1 BBQ Grill Trash receptacles Portable bathroom Parking lot (50) and off street parking	<b>\$20.00 + Tax</b>	<b>\$35.00 + Tax</b>
<b>Curtiss Field Building and Picnic Shelter</b> 1551 W. Iowa Ave.	Park building Inside Bathrooms Playground Basketball hoop and half court 2 picnic tables Portable bathroom Parking lot (10) and off street parking	<b>\$50.00 + Tax</b>	<b>\$100.00 + Tax</b>
<b>Rentals: Play Kit</b>	Play kit variety of balls, frisbees, and other play equipment	<b>\$15.00 + Tax</b>	
<b>Set up/Tear Down</b>		<b>\$25.00</b>	

\* For park building rentals there is a \$200 damage deposit required that needs to be made in a separate form than the payment. Deposit will be refunded upon return of the key and inspection of the park building.

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\* Key pick up is two days prior to scheduled event and can be picked up at City Hall Monday –Friday 8:00am-4:30pm, (Summer hours: 7:30am- 5:00pm Monday-Thursday, Friday 7:30am-noon Memorial Day- Labor Day)

\* Keys can be dropped off at the key box located on the city hall building (near the front doors ) or during City Hall office hours.

\* Park building rental permits will be issued when payment is received. Holding reservations without payment is not accepted.

\*If you plan on bringing any equipment (i.e. inflatable devices, dunk tanks etc.) into the park you must disclose this to a city employee during the reservation process. The city may require documentation such as: a hold harmless agreement or certificate of insurance naming the city has an additional insured.

## City Hall Rental Fees

City Hall	Capacity	Rates (3 hours) Hours must fall within half/full hours	Half Day 9am-3pm 4pm-10pm	Full Day 8am-10pm
<b>Council Chambers Full Room (includes kitchen facility)</b>	150 75- Seated	<b>\$115.00</b>	<b>\$175.00</b>	<b>\$250.00</b>
<b>Council Chambers Front Half</b>	75 30 Seated	<b>\$50.00</b>	<b>\$100.00</b>	<b>\$150.00</b>
<b>Council Chambers Back Half</b>	75 30 Seated	<b>\$50.00</b>	<b>\$100.00</b>	<b>\$150.00</b>
<b>Kitchen Facility</b>	10 6 Seated	<b>\$25.00</b>	<b>\$50.00</b>	<b>\$50.00</b>
<b>Conference Room</b>	8 maximum	<b>\$30.00</b>	<b>\$60.00</b>	<b>\$100.00</b>
<b>Set Up Fee Excludes governmental entities</b>		<b>\$25.00</b>		

\* For city hall rentals there is a \$200 damage deposit required that needs to be made in a separate form than the payment. Deposit will be refunded upon return of the key and inspection of the park building.

\* Key pick up is two days prior to scheduled event and can be picked up at City Hall Monday –Friday 8:00am-4:30pm, (Summer hours: 7:30am- 5:00pm Monday-Thursday, Friday 7:30am-noon Memorial Day-Labor Day)

\* Keys can be dropped off at the key box located on the city hall building (near the front doors) or during City Hall office hours.

\* Building rental permits will be issued when payment is received. Holding reservations without payment is not accepted.

## Field/Court/Rink Rental Fees

You may rent Community Park's soccer field, tennis courts or basketball courts and Curtiss Field's ice rink (seasonal). [Discounted rates are available for weekly bookings.](#)

Renters	Fee ( <del>3</del> <sup>2</sup> hr. block time)	Fee Seasonal <del>3</del> <sup>2</sup> hr block time April-October Consecutive times in one week	Additional Hours
Resident	\$20+ tax	-	\$10 + tax
Non Resident	\$30+ tax	-	\$10 + tax
Youth Organizations ages 2-18 (must be open to serving residents of Falcon Heights)	\$20+ tax	<del>2-3</del> <sup>1-2</sup> times per week \$50.00 <del>4-5</del> <sup>3-4</sup> times per week \$100.00 <del>6-7</del> <sup>5-7</sup> times per week \$150.00	\$10 + tax
Adult Organizations	\$30+ tax	<del>2-3</del> <sup>1-2</sup> times per week \$75.00 <del>4-5</del> <sup>3-4</sup> times per week \$125.00 <del>6-7</del> <sup>5-7</sup> times per week \$175.00	\$10 + tax
Striping a soccer field	\$25	case by case basis	

**Fees apply only for games and practices. Tournaments or special events/services are subject to additional fees.**

**Field rental permits will be issued when payment is received.**

**Disclaimer:**

All short term rentals (1-5 times) entitle the customer to use of the field as is: anything additional will be the customer's responsibility (i.e. striping the field or providing bases.) Special request of services will be dealt with on a case by case basis and may include extra fees. All requests should be discussed with the Parks and Recreation Department at 651-792-7617.

## E. FACILITY USE BY PUBLIC SERVICE ORGANIZATIONS

1. Public facilities are available for use on a reservation basis.
2. The following shall be allowed use of public facilities but set up/tear down fees apply:
  - a. Specifically listed local organizations:
    - League of Women Voters
    - Senior Citizen Groups (Falconeers, Roseville Area Seniors)
    - Ramsey County League of Local Governments
    - League of Minnesota Cities/ Association of Metropolitan Municipalities
    - Watershed management organizations
    - Scouts, Brownie Troops, 4-H, Campfire
    - Neighborhood Groups (e.g. Grove Association, Maple Knoll Courtyard Homeowner's Association)
    - 55 Alive Mature Driving Class
    - Cable Commission
    - Developers when presenting to neighbors
    - Legislators for informational (non-campaign) meetings, except after the filing date and before the November election of a legislative election year unless requested by a majority of the city council
    - Northwest Youth and Family Service
    - Lauderdale and Falcon Heights Lions Club
    - Roseville Rotary Club
    - Party Precinct caucuses, legislated district conventions and county conventions under the requirements of MN State Statute 202A.192
    - AARP Tax Services
    - Hobby groups or clubs that meet the following criteria:
      - Falcon Heights based (A minimum of 25% of on-going members or participants are Falcon Heights residents).
      - Non-profit
      - Open membership
      - Founded on a hobby
      - Actively reaches out to include people of different ages, especially youth, to encourage intergenerational exchanges of information
      - Encourages a community service and/or benefit component
    - Falcon Heights neighborhood or community groups whose activities are open to all and for the sole purpose of developing, fostering and strengthening neighborhood and community well-being.
  - b. Any organization that meets the above guidelines yet uses a facility more than twice a year shall be charged \$100 per year.
  - c. The organization or group cannot be a private, business, political, or religious organization.
  - d. Any organization denied free use under this policy as defined in this section may appeal to the city council.

**F. MISCELLANEOUS FEES.**

<u>Item</u>	<u>Fee</u>
Agendas (Council or Planning) <sup>1</sup>	\$15.00/year
City Council Minutes <sup>1</sup>	\$35.00/year
Planning Commission Minutes <sup>1</sup>	\$20.00/year
Single copies	\$.25/page for first 100 pages
Assessment search	\$20.00
Maps	\$ 6.50
Open burning permit (no charge for recreational fires)	\$25.00
Returned Check Fee	\$25.00

<sup>1</sup> The charges apply only when hard copies are mailed. These documents can be viewed free of charge on the website or at City Hall.

**G. FALSE ALARM FEES**

1. Fire False Alarms  
\$175.00 for second false alarm and \$225.00 for the third and all subsequent false alarms at an address within one calendar year.
2. Security False Alarms  
\$60.00 for second call and \$75.00 for the third and each subsequent false alarm at an address within one calendar year.
3. Penalties and Assessment  
Penalties for late payment and assessment of unpaid fees are the same as stipulated for unpaid utility fees in the city code.

**H. VEHICLE EMERGENCY RESPONSE**

The fee for emergency personnel response to accidents is \$350.00/vehicle.

**I. PARKING FEES**

<u>Item</u>	<u>Fee</u>
Application fee for residential area permit parking	\$ 200.00
Annual residential area parking permits	
First two vehicles	\$ 15.00/vehicle
Third and subsequent vehicles	\$ 25.00/vehicle
Lost permit replacement	\$ 7.00
Temporary parking permit (up to 3 weeks)	\$ 3.00/vehicle
Temporary parking permit for 5 or more vehicles for a one-time/ one-day event	\$ 25.00/event
Mobile Storage Structure (up to 72 hours)	\$ 10.00

- J. RENTAL HOUSING RE-INSPECTIONS** \$50.00 for third and subsequent inspections

**K. SANITARY SEWER**

The sanitary sewer fee for residential units is \$~~26.50~~28.75 per quarter plus \$.~~0173559~~0188311 per cubic foot of water usage during the months of November - January. For apartment units, the rate will be \$~~26.50~~28.75/unit/quarter plus \$.~~0173559~~0188311 per cubic foot of water used in November. For residential units, this will serve as the maximum fee for other quarters throughout the year, but the actual amount billed may be lower depending on water usage. For commercial units, the fee is \$.~~0173559~~0188311 per cubic foot of water usage during each month.

**L. STORM DRAINAGE**

The fee for storm drainage is ~~\$19.75~~22.00 per quarter for residential units and ~~\$184.33~~205.32 per acre for commercial and apartment units.

**M. HYDRANT WATER**

The fee for hydrant water is 6% surcharge of the water bill.

**N. RECYCLING**

The recycling charge is ~~\$9.00~~75 per quarter for residential units.

**O. STREET LIGHTING**

The street lighting fee is \$6.00 per quarter for residential units and \$0.02 per lineal foot frontage for commercial properties monthly.

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**OP. FEES FOR UNSPECIFIED REQUESTS**

A private party or public institution (hereinafter applicant) making a request to the City for approval of a project or for public assistance must cover the City's consultants' costs associated with reviewing the request. Prior to having the request considered by the City, the applicant must deposit an escrow fee in an amount that is estimated to cover the City's consultants' costs as determined by the City Administrator. If the City's consultants' costs exceed the initial escrow deposited by the applicant, an additional escrow fee will be required to cover the additional costs. The City shall use the applicant's fees to cover the City's actual consultants' costs in reviewing the request regardless of the City's action on the applicant's request. If the applicant's escrow fees exceed the City's actual consultants' costs for reviewing the request, the remaining escrow fees shall be refunded to the applicant.

CITY OF FALCON HEIGHTS  
RAMSEY COUNTY, MINNESOTA

Resolution No. 12-16

**A RESOLUTION ADOPTING  
A FEE SCHEDULE**

THE CITY COUNCIL OF FALCON HEIGHTS RESOLVES:

The City of Falcon Heights Fee Schedule attached hereto as Exhibit A and incorporated herein by reference is hereby adopted.

This schedule shall be effective upon passage.

**ADOPTED** this 12<sup>th</sup> day of December 2012, by the City Council of Falcon Heights, Minnesota.

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Moved by:

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

Peter Lindstrom, Mayor  
December 12, 2012

LINDSTROM        \_\_\_\_\_ In Favor

GOSLINE

HARRIS

LONG

MERCER-TAYLOR    \_\_\_\_\_ Against

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

Justin Miller  
City Administrator  
December 12, 2012





**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	December 12, 2012
<b>Agenda Item</b>	Consent F8
<b>Attachment</b>	
<b>Submitted By</b>	Roland Olson, Finance Director

<b>Item</b>	Budget amendment to the Parks Program Special Revenue Fund (201)
<b>Description</b>	Additional revenues and expenses are being recognized in the Parks Program Fund from the Tae Kwon Do classes and other specialty classes such as Yoga. In addition, the city is offering a Winter Break Adventure Camp before the end of the year. Staff recommends amending the revenue budget and expense budget to reflect these additional revenue and expenditure increases for 2012.
<b>Budget Impact</b>	Increase the non-resident recreation fees revenue line item by 3,000 and the resident recreation fees revenue line item by 4,000. Also, increase the expenditure line items for seasonal employees by 3,000, and specialty instructors by 4,000.
<b>Attachment(s)</b>	NA
<b>Action(s) Requested</b>	Staff recommends the following budget amendments to the Parks Program Special Revenue Fund 201 for 2012: Increase 4,000 to the resident recreational fees revenue line budget item. Increase 3,000 to the non-resident recreational fees revenue line budget item. Increase 3,000 to the seasonal employee expenditure line budget item. Increase 4,000 to the specialty instructor expenditure line budget item.



*The City That Soars!*

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	December 12, 2012
<b>Agenda Item</b>	Consent F9
<b>Title</b>	Resolution Supporting Metro Transit's Funding Request from MnDOT for the Snelling Avenue Arterial Bus Rapid Transit Implementation
<b>Submitted By</b>	Deborah Jones, Director of Zoning and Planning

<b>Description</b>	Metro Transit has requested the City's support for Metro Transit's application for Chapter 152 Transit Funding from the Minnesota Department of Transportation.
<b>Background</b>	<p>In 2011-2012 Metro Transit conducted a study of the benefits and costs of arterial bus rapid transit on eleven metropolitan area corridors. The upgraded bus service envisioned would add rider capacity and improve trip frequency and speeds by making use of easy-on and off vehicles, pre-boarding ticket purchase and coordinated traffic lights, among other measures. The study identified Snelling Avenue/Ford Parkway/46<sup>th</sup> Street as the top candidate for early implementation of arterial bus rapid transit.</p> <p>Metro Transit has now set in motion implementation of ABRT on Snelling by setting up a project office and seeking funding for the project. In 2008 the Minnesota Legislature provided \$50 million in bonding for improvements to trunk highway corridors. The Snelling corridor project qualifies for this funding, and Metro Transit is seeking \$6 million toward implementation of the project.</p> <p>Application for this Chapter 152 funding requires a written statement of support from each municipality on the trunk highway corridor. The proposed resolution offers support from the City of Falcon Heights.</p>
<b>Budget Impact</b>	None
<b>Attachment(s)</b>	<ul style="list-style-type: none"> <li>• Draft Resolution 12-17 in support of Metro Transit's funding request to MnDOT for implementation of the proposed arterial bus transit way on Snelling Avenue</li> <li>• Minnesota Department of Transportation Chapter 152 Letter</li> <li>• Map and station concepts for the proposed Snelling corridor project</li> </ul>
<b>Action(s) Requested</b>	<ul style="list-style-type: none"> <li>• Approve Resolution 12-17</li> </ul>

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

December 12, 2012

No. 12-17

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RESOLUTION IN SUPPORT OF THE METRO TRANSIT'S FUNDING REQUEST  
FROM MNDOT THROUGH THE CHAPTER 152 STATEWIDE TRANSIT GRANT  
SOLICITATION PROGRAM

**WHEREAS**, Metro Transit wishes to make transit improvements to State Trunk Highway 51 by building arterial bus rapid transit stations (Project); and,

Whereas, the Project will be of mutual benefit to the Minnesota Department of Transportation (MnDOT), Metro Transit, and the City of Falcon Heights; and,

Whereas, Metro Transit is requesting financial participation for allowable construction costs of the Project from MnDOT as noted and through the Chapter 152 Transit Grant Solicitation Program; and,

Whereas, Metro Transit is committed to providing all other non-eligible costs of the Project as well as any construction costs exceeding the award amount and for any agreed on-going costs for operation or maintenance as noted in the solicitation; and,

Whereas, Metro Transit is committed to completing the Project if selected and funding is provided in part through the Chapter 152 Statewide Transit Grant Solicitation Program;

**NOW THEREFORE BE IT RESOLVED** that the City of Falcon Heights hereby supports the Project and Metro Transit's funding request from MnDOT for the construction of the project.

Moved by:

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

Peter Lindstrom, Mayor  
December 12, 2012

LINDSTROM        \_\_\_\_\_    In Favor  
GOSLINE  
HARRIS            \_\_\_\_\_    Against  
LONG  
MERCER-TAYLOR

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

Bart Fischer  
City Administrator  
December 12, 2012



## Minnesota Department of Transportation

Metropolitan District  
1500 West County Road B2  
Roseville MN, 55113

November 9, 2012

Chapter 152 Stakeholder Group

### Re: Second Solicitation for Chapter 152 Transit Funding

Dear Stakeholder:

As many of you know, in 2008 the Minnesota Legislature provided for \$50 Million in trunk highway bonds for transit improvements. The goal of the program is to provide highway transit advantage capital improvements that will support and encourage transit use in congested Trunk Highway corridors. MnDOT has worked with the Metropolitan Council, many transit providers and other agencies to develop a framework and criteria to help evaluate transit improvements for this purpose in both the original solicitation and this current one. The attachment contains eligibility and prioritizing criteria that will be used to select projects.

Currently \$11 Million in Trunk Highway bonds are available through this solicitation with an anticipated \$6 Million cap per project depending on the number and quality of qualifying applications. This second solicitation is possible because projects from the previous solicitation have either found other funding sources or they are no longer moving forward. Please note that MnDOT may choose to select only a portion of the funds for projects during this cycle, and may reserve some funds for future transit improvement needs. Applications are due by December 21, 2012. A scoring committee of MnDOT and external partners will evaluate all applications and make recommendations to MnDOT's staff in February. Subsequently, MnDOT will make project selection and notify all proposers.

Please be sure to submit all of the requested "Project Information"; failure to do so could result in your project not scoring as well or not being considered for funding. In your project application information, please respond to all Qualifying Criteria and all eight Prioritizing Criteria.

If you have questions please contact Carl Jensen at (651) 234-7711 or [carl.jensen@state.mn.us](mailto:carl.jensen@state.mn.us).

An Equal Opportunity Employer





**Minnesota Department of Transportation**

Metropolitan District  
1500 West County Road B2  
Roseville MN, 55113

Please send 15 paper copies and 2 CD's of your project applications to Carl Jensen at the address above. Again, please note, the deadline for all project applications to be submitted is **Friday, December 21<sup>st</sup>**. Applications received after this date cannot be considered for funding.

We look forward to working with you on these transit projects to build infrastructure that strengthens a multi-modal approach to transportation.

Sincerely,

A handwritten signature in blue ink that reads "Scott McBride".

Scott McBride, P.E.  
Metro District Engineer

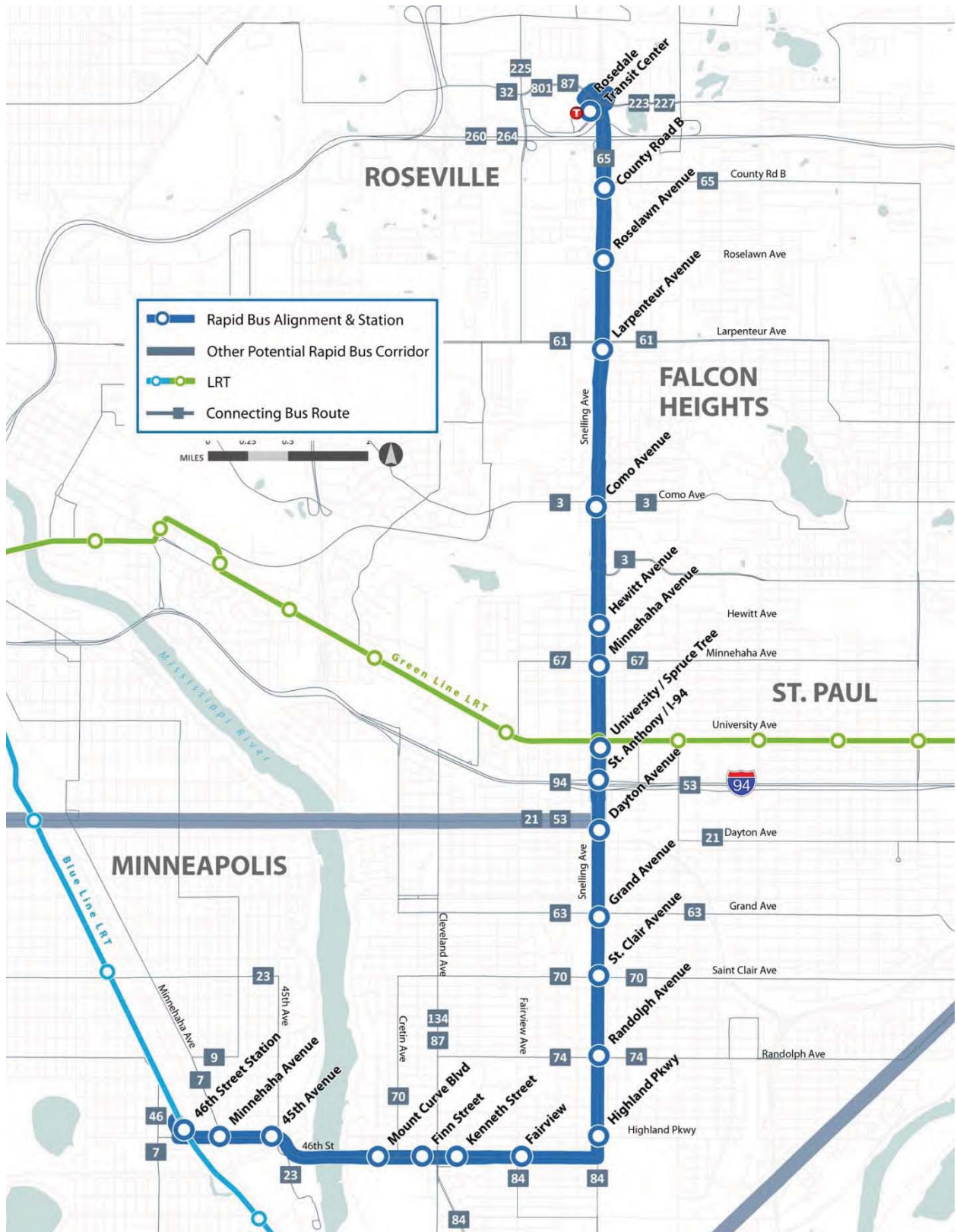
Attachment

An Equal Opportunity Employer

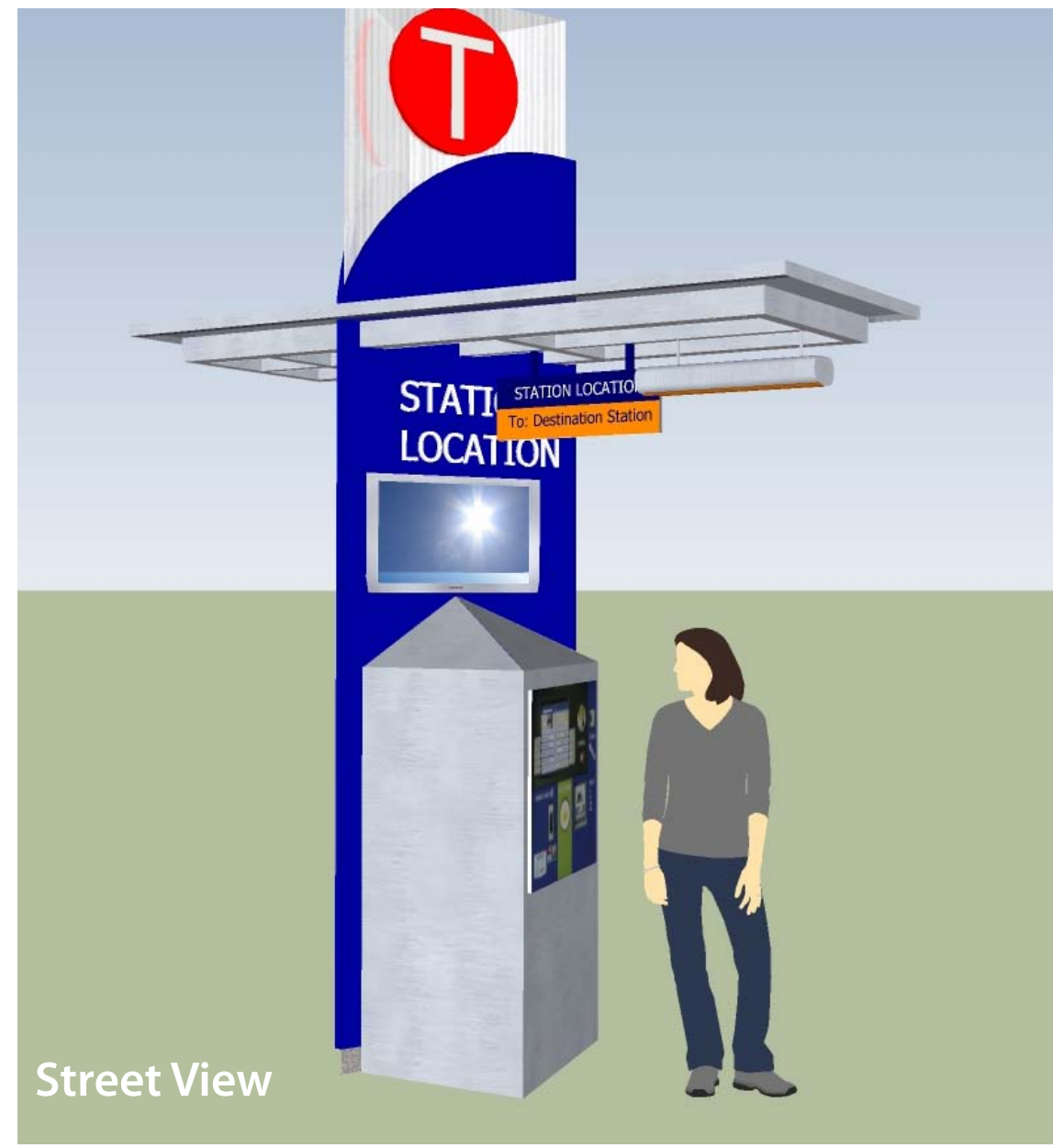


# SNELLING AVENUE

## RAPID BUS CONCEPT



Extra Small Prototype



Street View

Small Prototypes



Street View



Street View With Back Wind Screen

Medium Prototypes

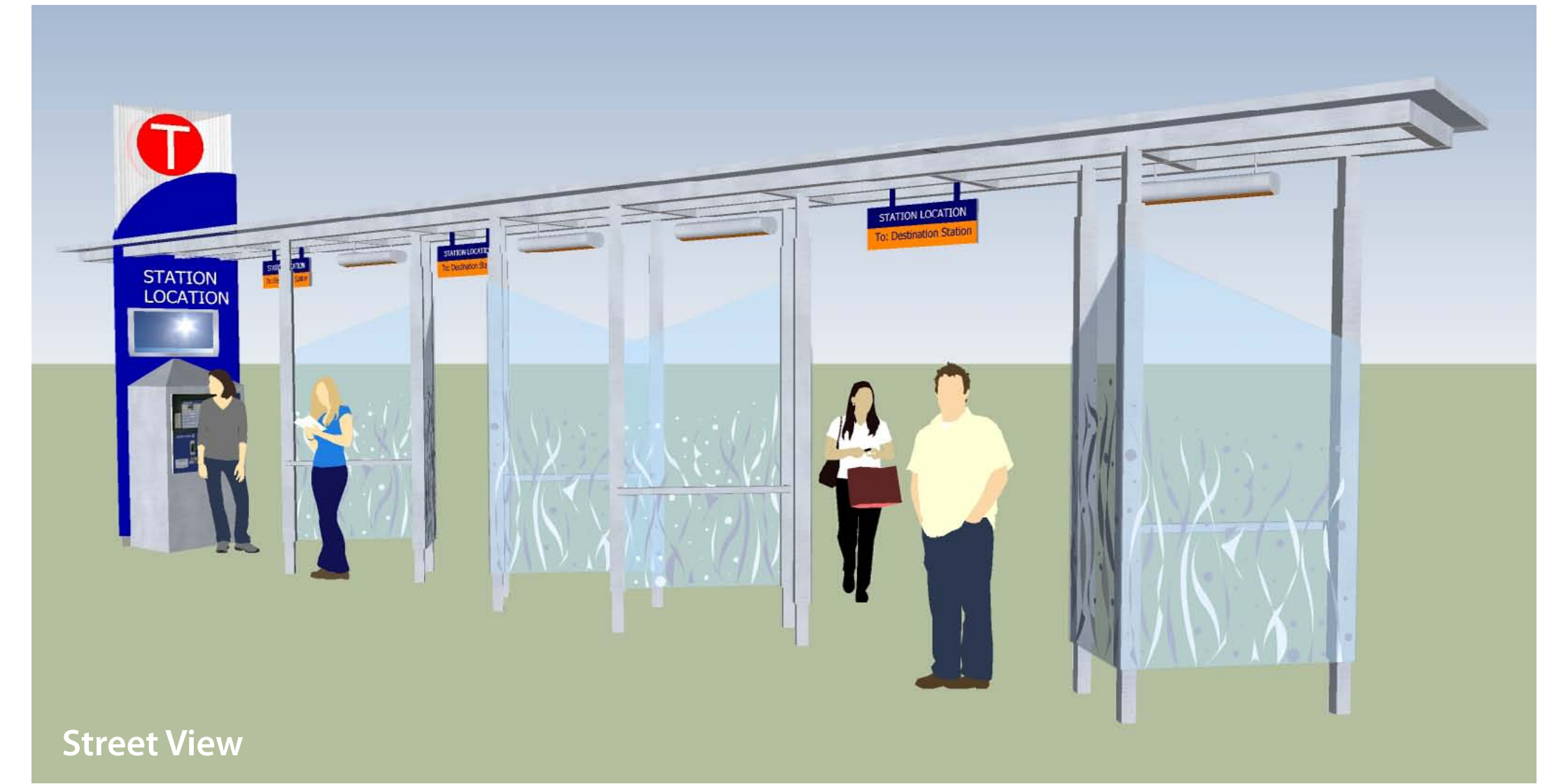


Street View



Street View With Back Wind Screen

Large Prototypes



Street View



Sidewalk View



Sidewalk View With Back Wind Screen



Street View With Back Wind Screen

# Prototypical Station Shelter Concepts

RAPID BUS CONCEPT



**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	December 12, 2012
<b>Agenda Item</b>	Consent F10
<b>Attachment</b>	Feasibility Report, Resolution 12-18
<b>Submitted By</b>	Kristine Giga, Civil Engineer

<b>Item</b>	Receive Feasibility Report and Order Public Hearing for the 2013 Pavement Management Program
<b>Description</b>	<p>On October 12, 2011 and August 8, 2012, the City Council ordered the preparation of a feasibility report for the 2013 Pavement Management Project (PMP). The following streets have been identified to be considered for improvements in 2013:</p> <ul style="list-style-type: none"> <li>• East Snelling Avenue Service Drive, Idaho Avenue to dead end</li> <li>• Albert Street, from Hoyt Avenue to Larpenteur Avenue</li> <li>• Pascal Street, from Hoyt Avenue to Larpenteur Avenue</li> <li>• Arona Street, from Hoyt Avenue to Larpenteur Avenue</li> <li>• Arona Street, from Crawford Avenue to Larpenteur Avenue</li> <li>• Crawford Avenue, from Snelling Avenue to Simpson Street</li> <li>• Hollywood Court, from Snelling Avenue Frontage Road to alleys</li> <li>• Alley between Larpenteur Avenue and California Avenue, from Albert Street to Hamline Avenue</li> <li>• Alley between Larpenteur Avenue and Crawford Avenue, from Snelling Avenue to Arona Street</li> </ul> <p>In accordance with City Council direction, a feasibility report has been prepared that details the proposed design, neighborhood impact, and estimated cost of the proposed 2013 Pavement Management Program. Copies of the completed feasibility report are attached. The next step in the process is for the Council to accept the feasibility report and to schedule a public hearing.</p> <p>A resolution receiving the feasibility report and ordering the public hearing for January 9, 2013, is attached. A portion of the 2013 PMP is proposed to be assessed. The approval of the attached resolution is required for the Minnesota Chapter 429 Assessment Process.</p>
<b>Budget Impact</b>	<p>This project has the following financial implications for the city and property owners along the streets being considered for maintenance:</p> <ul style="list-style-type: none"> <li>• Assessments levied in accordance with the City's assessment policy.</li> <li>• Use of Municipal State Aid (MSA), Tax increment financing (TIF), and street</li> </ul>



	<p>infrastructure funds to pay the City's portion of the project.</p> <ul style="list-style-type: none"><li>• Expenditure of utility fund dollars to pay for repairs needed to the existing utility system.</li></ul>
<b>Attachment(s)</b>	Feasibility Report Resolution 12-18
<b>Action(s) Requested</b>	Receive Feasibility Report and Order Public Hearing for the 2013 Pavement Management Program



CITY OF  
**FALCON HEIGHTS**

---

2077 W. LARPENTEUR AVENUE FALCON HEIGHTS, MN 55113-5594 PHONE (651) 792-7600 FAX (651) 792-7610

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## **Feasibility Report**

### **2013 Pavement Management Program Project FH-13-07**

East Snelling Avenue Service Drive, Idaho Avenue to dead end  
Albert Street, from Hoyt Avenue to Larpenteur Avenue  
Pascal Street, from Hoyt Avenue to Larpenteur Avenue  
Arona Street, from Hoyt Avenue to Larpenteur Avenue  
Arona Street, from Crawford Avenue to Larpenteur Avenue  
Crawford Avenue, from Snelling Avenue to Simpson Street  
Hollywood Court, from Snelling Avenue Frontage Road to alleys  
Alley between Larpenteur Avenue and California Avenue, from Albert  
Street to Hamline Avenue  
Alley between Larpenteur Avenue and Crawford Avenue, from Snelling  
Avenue to Arona Street

Prepared by: Kristine Giga  
Civil Engineer  
City of Falcon Heights

I hereby certify that this feasibility report was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the State of Minnesota.

*Kristine Giga*

\_\_\_\_\_, P.E.

Registration No. 43081

**2013 PAVEMENT MANAGEMENT PROJECT  
FEASIBILITY REPORT  
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CITY OF  
**FALCON HEIGHTS**

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December 12, 2012

Honorable City Council  
City of Falcon Heights  
2077 W. Larpenteur Avenue  
Falcon Heights, Minnesota 55113-5594  
RE: 2013 Pavement Management Project

Dear Mayor and City Council Members:

At the council meeting of October 12, 2011 and August 8, 2012, the City Council authorized the preparation of a feasibility study for the improvements to the streets included in the 2013 Pavement Management Project. This study considers proposed improvements to the following streets:

- East Snelling Avenue Service Drive, Idaho Avenue to dead end
- Albert Street, from Hoyt Avenue to Larpenteur Avenue
- Pascal Street, from Hoyt Avenue to Larpenteur Avenue
- Arona Street, from Hoyt Avenue to Larpenteur Avenue
- Arona Street, from Crawford Avenue to Larpenteur Avenue
- Crawford Avenue, from Snelling Avenue to Simpson Street
- Hollywood Court, from Snelling Avenue Frontage Road to alleys
- Alley between Larpenteur Avenue and California Avenue, from Albert Street to Hamline Avenue
- Alley between Larpenteur Avenue and Crawford Avenue, from Snelling Avenue to Arona Street

As a part of the study for this area, the various public utilities have been analyzed regarding their capacity and structural integrity. Necessary utility improvements have then been recommended where appropriate.

In accordance with the City Council request, this study has been completed. It is my recommendation that the projects as proposed in this study are feasible.

Sincerely,

Kristine Giga, P. E.  
Civil Engineer



## INTRODUCTION

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On October 12, 2011 and August 8, 2012, the City Council adopted resolution # 11-12 and 12-09 authorizing the preparation of a feasibility study for the improvements to the streets included in the 2013 Pavement Management Project.

This report consists of a detailed investigation of the streets proposed for improvements, listed below. A map showing the street locations can be found in Appendix A:

- East Snelling Avenue Service Drive, Idaho Avenue to dead end
- Albert Street, from Hoyt Avenue to Larpenteur Avenue
- Pascal Street, from Hoyt Avenue to Larpenteur Avenue
- Arona Street, from Hoyt Avenue to Larpenteur Avenue
- Arona Street, from Crawford Avenue to Larpenteur Avenue
- Crawford Avenue, from Snelling Avenue to Simpson Street
- Hollywood Court, from Snelling Avenue Frontage Road to alleys
- Alley between Larpenteur Avenue and Crawford Avenue, from Snelling Avenue to Arona Street
- Alley between Larpenteur Avenue and California Avenue, from Albert Street to Hamline Avenue

The proposed project involves street and alley reclamation, spot curb replacement and storm sewer structure repairs. As has been discussed during development of the CIP, the City Council has expressed the desire to complete maintenance on City streets that, if neglected for too long, would need to be reconstructed. The proposed 2013 PMP achieves this, while also maintaining a neighborhood approach. The neighborhood approach minimizes the inconveniences residents experience due to construction.

Utility improvements for the project include the repair of selected sanitary manholes, storm sewer manholes and catch basins, and construction of bioinfiltration trenches. The watermain system is owned and operated by St. Paul Regional Water Services, who has identified minimal repairs needed to the system.

The total project cost is estimated to be \$1,227,149, which includes contingencies and overhead costs. Funding for the project will be provided through assessments from the benefitting properties, sanitary sewer utility funds, surface water management utility funds, street infrastructure funds, Tax Increment Financing (TIF), and Municipal State Aid (MSA) funds. It is expected that if these improvements are approved, the work will be completed during the 2013 construction season.

This project is necessary, cost-effective, and feasible from an engineering standpoint and should be constructed as proposed in this Report. It is expected that if these improvements are approved, the work will be completed during the 2013 construction season. As outlined by state law, projects initiated by council/staff require a 4/5 vote by the City Council for approval.





## **PUBLIC INVOLVEMENT**

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An informational meeting was held on December 4, 2012, for residents who live within the proposed 2013 PMP project. The meeting lasted approximately two hours. Meeting notices were sent out two weeks in advance to 124 residences. Approximately 20 people attended, representing 14 properties. The meeting was an open house format, where staff was available to discuss the City's Pavement Management Program, the roadways being proposed for improvement, and the City's Assessment Policy. Most of the questions City staff received pertained to the timing and necessity of the improvements, the scope of the project, the proposed project schedule, and traffic volumes. Residents also had questions regarding the assessment policy, particularly with respect to the multi-family residential assessment rate.



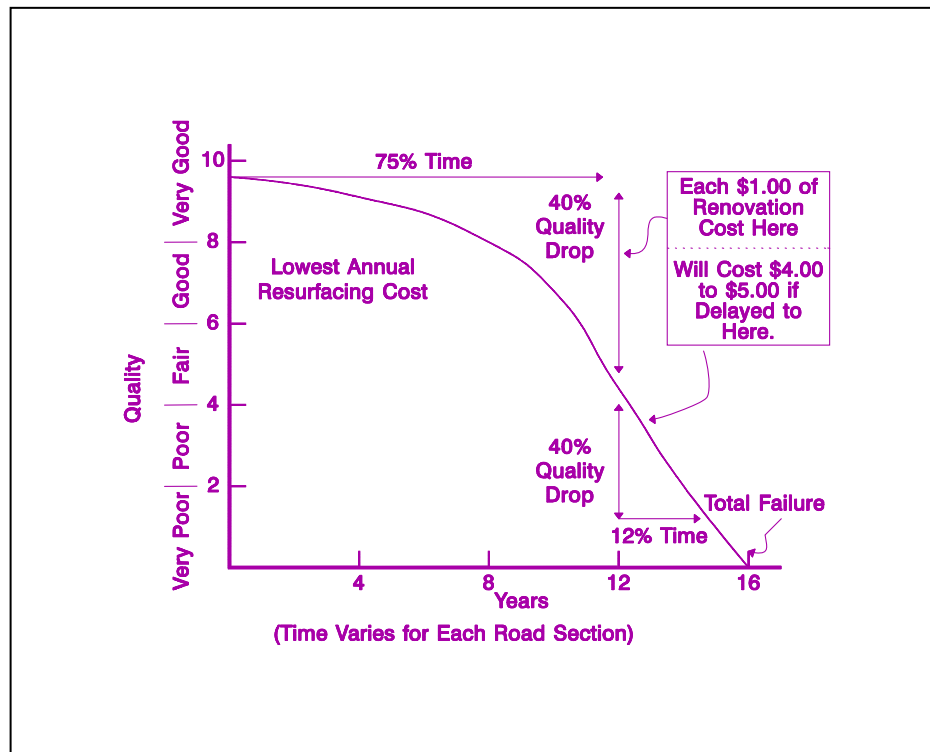
## EXISTING CONDITIONS

### General Comments

The project areas include single family, apartment buildings, town homes, and commercial properties. The neighborhoods are fully developed. All of the streets are delineated with concrete curb and gutter; the alleys do not have curb and gutter. Segments of the project area have concrete sidewalks, but there is no continuous sidewalk along the entire length of any segment.

Falcon Heights' pavement management system utilizes a pavement condition index (PCI) rating of 0 to 100. This rating is based on surficial pavement observations. Street condition ratings are divided into three categories: "adequate" (66 to 100), "marginal" (36 to 65) and "problem" (0 to 35). Generally, the indices correspond to a level of most cost effective improvement as follows: problem = pavement reconstruction; marginal = asphalt overlay; and adequate = sealcoat and/or crack sealing. This rating system assists in prioritizing roadway improvements and projecting costs for use in the City's pavement management and capital improvements plan.

Studies conducted by a number of agencies indicate that as pavement conditions decrease, the cost for the appropriate method of repair can quadruple. A graph of a typical case taken from the American Public Works Association, The Hole Story, is shown in the following figure.



The 2010 street ratings, compiled by GoodPointe Technology, are listed in the table below, as well as the previous ratings from 2007. Using GoodPointe Technology's pavement management software, ratings can be

projected based on the observed street condition and anticipated deterioration of the road. These estimated 2013 Pavement Condition Index (PCI) values have also been listed.

Street	2007 Rating	2010 Rating	Est. 2013 Rating	2013 Category
East Snelling Avenue Service Drive, Idaho to dead end	64	45	31	Problem
Albert Street, Hoyt Avenue to Larpenteur Avenue	76	68	58	Marginal
Pascal Street, Hoyt Avenue to Larpenteur Avenue	75	65	54	Marginal
Arona Street, Hoyt Avenue to Larpenteur Avenue	77	68	57	Marginal
Arona Street, Crawford Avenue to Larpenteur Avenue	76	66	55	Marginal
Crawford Avenue, Snelling Avenue to Arona Street	79	62	51	Marginal
Crawford Avenue, Arona Street to Simpson Street	72	48	34	Marginal/ Problem
Hollywood Court, Snelling Avenue Frontage Road to alleys	74	65	54	Marginal
Alley between Larpenteur Avenue and Crawford Avenue, Snelling Avenue to Arona Street	75	50	36	Marginal/ Problem
Alley between Larpenteur Avenue and California Avenue, Albert Street to Hamline Avenue	58	44	30	Problem

Actual levels of street improvements are determined by obtaining soil borings and a comprehensive geotechnical evaluation report. Soil borings have been obtained and are included in the appendix of this report. City staff has reviewed the soil boring results and have verified that the recommended improvements as described are appropriate.

## Special Considerations

### A. Street Design

The streets vary from 25 feet to 40 feet in width. The alleys are 14 to 15 feet wide, and do not have curb and gutter. All of the existing streets are located within a 60-foot right-of-way, except for Hollywood Court and the East Snelling Service Drive, which are within a 40-foot right of way. The streets have an average pavement thickness of 3 to 4 inches, with a subsurface consisting mainly of silty sands. The roads are 25 to 35 years old.

#### 1. *East Snelling Service Drive (Idaho Avenue to dead end)*

This street is located just east of Snelling Avenue and north of Idaho Avenue. This street serves three apartment buildings and dead ends where the Town Square development begins. The pavements show signs of distress, such as transverse and longitudinal cracking, alligator cracking, areas of settlement, and potholes. There is evidence of previous maintenance, including patching and seal coating. The pavement surface shows signs of severe oxidation, as evidenced by the exposed pavement aggregates. This street was originally constructed by Mn/DOT as the Snelling Service Drive, and was turned back to the City in 1993.

#### 2. *Albert Street, Pascal Street, Arona Street (south of Larpenteur)*

These primarily residential streets are located between Snelling and Hamline Avenues and south of Larpenteur Avenue, in the Northome neighborhood. Arona,

from Larpenteur to Idaho, has the highest average daily traffic volume in the neighborhood. The pavements show signs of distress, such as transverse and longitudinal cracking, alligator cracking, areas of settlement, and potholes. There is evidence of previous maintenance, including crack sealing and seal coating. The pavement is raveling and deteriorating along the edge of the curb and gutter, which is indicative of drainage issues. Drainage issues are also visible at the cross streets of Iowa, Idaho and California. Pascal and Albert were constructed in 1984. Arona was constructed in 1976.

3. *Arona Street (north of Larpenteur), Crawford Avenue*

These streets are located east of Snelling Avenue and north of Larpenteur Avenue. Arona, from Larpenteur to Crawford, and Crawford, from Arona to Snelling, have some of the highest average daily traffic volumes in the Northeast neighborhood, aside from Garden and Roselawn Avenues. The pavements show signs of distress, such as transverse and longitudinal cracking, areas of settlement, pavement shoving around manholes, and potholes. There is pavement raveling and deterioration along the edge of the curb in some areas. Previous maintenance includes patching, crack sealing and seal coating. These streets were originally constructed in 1976.

4. *Hollywood Court*

This residential street is located west of Snelling Avenue and south of Larpenteur Avenue. This street does not connect to any other streets, and serves only these residents. The pavement shows signs of distress, such as transverse and longitudinal cracking, alligator cracking, potholes and areas of settlement. There is evidence of previous maintenance, including patching, crack sealing and seal coating. This street was originally constructed in the late 1970s.

B. Alley Design

The alley between Larpenteur and California from Albert to Hamline has an 18-foot right-of-way, and the alley between Larpenteur and Crawford from Snelling to Arona has a 20-foot right-of-way. The alleys have an average pavement thickness 4 inches, with a subsurface consisting mainly of silty sands.

1. *Alley between Larpenteur Avenue and Crawford Avenue (from Snelling Avenue to Arona Street)*

This alley abuts six residential properties, and Falcon Crossing. Dino's Gyros also is located next to, although none of their property is directly adjacent to, the alley. The alley is exhibiting signs of distress including severe cracking, potholes, and poor drainage. There is evidence of previous maintenance, including seal coating and patching. This alley was milled and overlaid in 2001.

2. *Alley between Larpenteur Avenue and California Avenue (from Albert Street to Hamline Avenue)*

This alley serves all single-family properties with the exception of one property, the Super America gas station. The alley exhibits moderate to severe transverse and longitudinal cracking. In areas this has developed into alligator cracking. The alley also exhibits potholes and areas of poor drainage. Previous maintenance includes seal coating and patching. The alley was originally constructed in 1986.

C. Utility Conditions

City utilities located within the project limits include storm sewer, water, and sanitary sewer. A summary of the City’s utilities are listed below. Private utilities include gas, electric, cable television, and telephone.

1. *Water System*

St. Paul Water Utility maintains the water system in Falcon Heights. They have indicated that the existing system within the project area is in good condition.

2. *Sanitary Sewer System*

The existing conditions for the sanitary sewer system were obtained from City as-built drawings and televised recordings, which are a part of the City’s routine maintenance practices. City staff also inspected all sanitary sewer manholes within the project limits to determine if maintenance should be performed in conjunction with the street improvement project. The recommended manhole and pipe maintenance is discussed later in this report.

In the Northome neighborhood, most of the sanitary sewer is located on the east-west streets. The following is a table of the existing sanitary sewer with information on pipe size, pipe material, and any problems noted from the televising. The sanitary sewer was constructed in the late 1950’s.

Street	Pipe Size, Material, Comments
East Snelling Avenue Service Drive, Idaho to dead end	8” clay
Albert Street, Hoyt Avenue to Larpenteur Avenue	No pipe along Albert
Pascal Street, Hoyt Avenue to Larpenteur Avenue	No pipe along Pascal
Arona Street, Hoyt Avenue to Larpenteur Avenue	8” clay from Larpenteur to Idaho; Separated joint
Arona Street, Crawford Avenue to Larpenteur Avenue	No pipe along this segment
Crawford Avenue, Snelling Avenue to Arona Street	8” clay
Crawford Avenue, Arona Street to Simpson Street	8” clay
Hollywood Court, Snelling Avenue Frontage Road to alleys	8” clay, lined 2011

3. *Storm Sewer System/ Drainage*

All street and private property drainage east of Snelling drains to storm sewer that connects to the Roseville and St. Paul storm systems. Storm water from these neighborhoods ultimately drains to Como Lake. The street and private property drainage west of Snelling (namely, Hollywood Court,) drain west into a concrete swale that runs through the State Fairgrounds. The storm water entering the storm sewer system receives little to no pre-treatment for water quality.

Most street drainage is overland with minimal storm sewer conveyance. Generally, drainage is channeled along the edges of the streets and relies on the curb and gutter to keep the drainage impounded. Some of the streets have concrete valley gutters through intersections to aid the flow of storm water.

The existing storm sewer is generally in adequate condition. Some of the existing structures are old, block constructed structures that have deteriorated and reached the end of their useful life. There are also areas within the project that have poor drainage due to inadequate crown on the street. These streets are relatively flat; any changes in pavement elevation, such as settlements, potholes, etc., from freeze-thaw cycles have also inhibited proper drainage on the streets.

Upgrades to the existing neighborhood drainage system are recommended for properly managing storm drainage from the roadway and provide treatment prior to discharge into the storm sewer system. The recommended storm drainage system improvements are discussed later in this report.





## PROPOSED CONSTRUCTION

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### General Comments

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Staff evaluated all of the streets and alleys listed in this report and compared visual observations to the projected 2013 PCI values calculated by the GoodPointe software. The estimated 2013 PCI values are in line with what staff observed in the field.

Due to the existing conditions of the roadways as previously outlined and as shown in the soil borings, City staff recommends that all of the proposed streets and alleys within the project be improved with a bituminous reclamation, unless otherwise noted. Bituminous reclamation (or reclaim) involves grinding the existing asphalt surface and underlying aggregate base together, which creates a new uniform roadway base material. Some of the reclaimed material is then removed in order to meet the existing curb and gutter grades. Finally, the new base is graded and compacted in preparation for the new bituminous pavement.

### Special Considerations

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All items in this section of the report have been presented and discussed with the residents during the public involvement process.

#### A. Street Improvements

As shown on the soil borings, all of the existing roadways within the project have varying thicknesses of bituminous pavement and aggregate base. Refer to the Appendix for the soil boring results. On average, the new section for all the roadways will have approximately 6-inches of reclaimed base material with 4-inches of new bituminous pavement. This recommended improvement will meet the City's and State Aid's minimum standard for a 7-ton design roadway.

The following streets proposed for improvements are designated State Aid streets:

- Albert Street, from Hoyt Avenue to Larpenteur Avenue
- Arona Street, from Hoyt Avenue to Larpenteur Avenue
- Arona Street, from Crawford Avenue to Larpenteur Avenue
- Crawford Avenue, from Snelling Avenue to Arona Street

Typically, designated State Aid streets that are rehabilitated must meet a 9-ton design. However, streets with average daily traffic volumes less than 5,000 vehicles per day may be built to meet a 7-ton design. The average daily traffic on all of these street segments is less than 2,000 vehicles per day.

All of the improved roadways will maintain their existing widths. By preserving the existing curb lines along the roadways, the new vertical alignments will match the in-place alignments. The streets have segments of curb and gutter which have sunk, are deteriorated or have been damaged; spot curb replacement is proposed as needed on each of the streets. Necessary corrections to the roadway subgrade will be made in areas exhibiting more severe signs of distress or if poor soils are discovered prior to placing the bituminous pavement.

The reclaimed base will be graded with sufficient crown (slope from the centerline to the curb) to allow for proper drainage. Storm water runoff will sheet flow across the pavement into the curb and

gutter. It will then follow the gutter line until it reaches the storm sewer system. Concrete valley gutters will be constructed through intersections as needed to facilitate the movement of storm water runoff.

If driveways are impacted for spot curb removal or more extensive pavement/subgrade corrections, the removed portion of the driveway will be replaced in-kind with asphalt or concrete. Any sod that is damaged as a result of the project will be replaced.

## B. Alley Improvements

### 1. *Alley between Larpenteur Avenue and Crawford Avenue, from Snelling Avenue to Arona Street*

This alley was last improved in 2001 with a mill and overlay. Since then, the pavement has deteriorated, developing severe cracking and potholes. The relatively flat grade of the alley also does not provide for adequate drainage. The condition of the alley is such that more extensive repairs need to be made.

Staff evaluated two options. The first is to reclaim the alley, as is proposed for the streets, and repave a bituminous alley. This would allow for re-establishing an aggregate base, as well as grading and shaping to improve the drainage along the alley. Because asphalt is considered a flexible pavement that can shift when the ground freezes and thaws, staff recommends adding storm sewer to the alley to improve the drainage. The details of the storm sewer improvements would be determined during final design.

The second option evaluated is to construct the alley with a concrete pavement. This alley is mostly used by the adjacent commercial properties, and there is a higher volume on this alley than most alleys in the City. Concrete pavement typically is more durable in this type of environment, and more long-lasting. Concrete is a rigid pavement, and more suited to carry storm water runoff over relatively flat grades. Concrete pavement typically lasts 40 to 50 years, whereas bituminous pavement typically lasts 20 to 25 years, prior to needing major maintenance. If concrete is used, it reduces the need for storm sewer to improve drainage. The costs differences are discussed later in this report.

### 2. *Alley between Larpenteur Avenue and California Avenue, from Albert Street to Hamline Avenue*

This alley was originally constructed in 1986, and has reached the end of its useful life. Staff recommends reclaiming this alley. The grade on this alley is relatively flat, causing drainage problems. To improve drainage, staff recommends constructing a 2-foot wide longitudinal concrete valley gutter the entire length of the alley. Because concrete is a rigid pavement, it is more conducive to carrying storm water runoff over relatively flat grades. This will allow the storm water to reach the existing catch basins, as opposed to ponding in low points in the pavement along the alley.

## C. Utility Improvements

Existing manholes, fire hydrants, gate valves, and other similar structures will be adjusted and repaired as necessary as part of this project. The cost of underground utility improvements will be excluded from the assessable portion of the project and financed by the appropriate utility funds.

City staff will coordinate with private utility owners such as gas, electric, cable television, and telephone throughout the construction project.

1. *Water System*

City staff has contacted St. Paul Water Utility (SPWU) regarding the proposed 2013 project area. Initial comments from SPWU indicate that the existing watermain within the project area does not have a history of watermain breaks, and no improvements are scheduled. If any needed improvements or repairs are identified during final design, City staff will work with SPWU to incorporate the needed maintenance into the plans and specifications.

2. *Sanitary Sewer System*

The recommended sanitary sewer system improvements are relatively minor and include maintenance on all manholes. Manhole castings will be replaced with new, standard sized castings with concealed pick holes and chimney seals to reduce the potential for inflow and infiltration.

All of the pipe segments within the project have been televised and inspected. One segment has been identified for repair. A section along Arona Street from Larpenteur to California has separated joints and has settled; this correction needs to be made by digging up and replacing approximately ten feet of pipe. The remainder of the pipe within the project area is in sufficient operating condition. It is recommended, however, to program these segments in a future sanitary sewer main lining project. The clay pipe is over 50 years old, and is susceptible to root intrusion and cracking, which can cause infiltration. Cured-in-place pipe lining is effective at eliminating infiltration and provides the structural integrity of a new pipe.

3. *Storm Sewer System and Water Quality*

Public Works has identified several block-constructed catch basins in need of replacement. The grout between the concrete blocks has deteriorated to a point where it is more cost effective to replace the structure with one that is pre-cast than it is to repair the existing structure. Pre-cast structures are monolithic and are not as susceptible to joint/grout deterioration as block structures.

Areas identified with poor drainage will be analyzed in more detail during final design. Specific locations identified during the field survey were at intersection with the cross streets. Some of the intersections have existing concrete valley gutters, which are intended to guide runoff along the gutter line through the intersection to reach the intended catch basin. However, since the pavement has heaved or sunk around the concrete, the valley gutters are ineffective. These will be removed and replaced in conjunction with additional improvements. Potential improvements to these areas include extending storm sewer and installing new catch basins, modifying the grade to improve the drainage flow towards existing catch basins, or installing a Best Management Practice, which is described below.

a. *Storm Water Management - Curtiss Field Drainage Study*

The Capitol Region Watershed District (CRWD) is in the process of completing a drainage study at Curtiss Field. Curtiss Pond was originally designed to be an infiltration area; however, existing conditions are such that the pond does not drain. CRWD is investigating the reason for this, as well as identifying potential solutions and improvements to resolve this issue within the park. As a part of the study, CRWD is also evaluating the contributing upstream drainage area and identifying potential upstream improvements that could help alleviate some of the flooding at Curtiss Field. Upstream improvements will be incorporated into the design of this project.

Storm water management is often achieved by constructing Best Management Practices (BMPs.) BMPs are features such as infiltration basins, bio-filtration basins, rain gardens, underground filtration cells, and filtration strips. Storm water runoff is directed to BMPs, where it filters through an engineered soil media that provides time for sediments and nutrients to settle out, discharging cleaner water into the storm sewer system or infiltrating into the native, undisturbed sandy soils. Not only do BMPs help manage storm water volume and rate control, but they are also used to improve the water quality of storm water runoff in the area. BMPs that are incorporated into this project will be designed to meet Capitol Region Watershed District (CRWD) and Minnesota Pollution Control Agency (MPCA) requirements.

*b. Erosion Control*

As part of the project plans and specifications, staff is required to prepare a storm water pollution prevention plan (SWPPP) for the purposes of enforcing erosion and sediment control rules. The SWPPP will include erosion and sediment control methods that will be implemented throughout the project. Silt fence, bio-rolls, erosion control blanket, and other best management practices will be utilized where direct runoff might occur. Inlet protection will be used to protect both the existing and new catch basins during construction. Street sweeping will occur, as needed, on all paved street surfaces throughout the project, including intersecting streets. Exposed soils and aggregate material will be watered as needed as a dust-control measure. An erosion and sediment control plan sheet and storm water pollution prevention plan will be created during the design phase of this project. Immediate turf establishment in areas of soil disturbance will be required such as placing seed and erosion control blanket. After street and utility work is completed, sod will be placed as the permanent turf establishment in all disturbed areas. The City, in coordination with the watershed district, will closely monitor all erosion and sediment control measures throughout the construction process. The selected contractor will be required to install all preventative measures and maintain them as required by the City, CRWD, MPCA, and other regulatory agencies.

**D. Permits**

Permits will be required from the following agencies for the proposed project:

Agency	Required Permit
Minnesota Pollution Control Agency (MPCA)	NPDES Erosion & Storm water
Rice Creek Watershed District (RCWD)	Storm water
Minnesota Department of Transportation (Mn/DOT)	Right-of-way Permit
Ramsey County	Right-of-way Permit

During final design for the project, City staff will coordinate with each of the agencies to ensure all requirements are met.

## ESTIMATED COSTS AND PROPOSED FUNDING

Proposed project costs for the 2013 PMP Improvement Project (including bituminous streets, storm sewer, sanitary sewer, and restoration) are summarized below. The cost estimate is based on recent construction projects of similar character and assumes that the proposed improvements would begin in 2013. Actual costs will be determined through competitive bids following final design for the project. Therefore the actual costs will be dependent upon the market conditions that exist at the time of the bidding.

	Estimated Cost*	MSA	Street Infrastructure Funds	TIF***	Assessments	Sanitary Sewer Fund	Storm Sewer Fund****
Street Improvements	\$848,487.74	\$150,000.00	\$272,332.14	\$58,600.00	\$367,555.60	\$0	\$0
Alley Improvements**	\$136,536.89	\$0	\$13,673.85	\$0	\$122,863.04	\$0	\$0
Storm Sewer Improvements	\$240,224.40	\$0	\$0	\$0	\$0	\$0	\$240,224.40
Sanitary Sewer Improvements	\$1,900.00	\$0	\$0	\$0	\$0	\$1,900.00	\$0
Total	\$1,227,149.04	\$150,000.00	\$286,006.00	\$58,600.00	\$490,418.64	\$1,900.00	\$240,224.40

\*Includes 17% Engineering

\*\*for purposes of this table, the costs for a concrete alley were used.

\*\*\*TIF funds will be used where eligible on the project, as determined by the Finance Director and the City's Finance consultants.

\*\*\*\* The 2013 Budget includes \$179,440 for storm sewer improvement on this project. It is anticipated that some of the improvements will be a result of the Curtiss Field Drainage Analysis. Capitol Region Watershed District has monies budgeted for improvements, which may also include areas upstream from Curtiss Field.

The proposed project is eligible for assessments according to the City of Falcon Heights Assessment Policy. Per City Policy, a portion of the street improvements will be assessed to the benefitting properties. Along with assessments, street costs will be financed through the Street Infrastructure Fund and Municipal State Aid. Typically, only roads that have been added to the City's Municipal State Aid system (MSA) are eligible for funding through the City's portion of state gas tax revenues. However, the City of Falcon Heights has a Certified Municipal State Aid Street system. As a result, the City can use MSA funds to pay for the City's portion of the project costs. Utility improvements will be funded from the appropriate infrastructure fund, and are not assessable.

Assessments will be levied to the benefitting properties as outlined in Minnesota State Statute Chapter 429 and the City's Assessment Policy, which is summarized below. The assessed amount is levied on a front footage basis, or rear footage, in the case of alley assessments. The City Council may deviate from any portion of the Assessment Policy as deemed appropriate.

Assuming this project is completed by fall 2013, the final assessment amount would be determined following an assessment hearing in the fall of 2013 and a thorough review of the proposed assessments by the Council.

### A. Street Assessments

The following City of Falcon Heights assessment policies are being followed:

- Corner lots assessed 100% long, 0% short side
- If the property being assessed is a non-single family residential parcel, both sides will be assessed.
- Mill & Overlay (Reclaim) Assessment Rates:
  - Residential - 40% of project cost
  - Commercial and Multi-Unit Residential - 60% of project cost

<b>Assessment Summary- Streets</b>	
Estimated total street construction cost	<b>\$848,487.74</b>
Total Assessable Frontage	<b>9,227.34 ft</b>
Engineer's recommended street assessment:	
60% of project cost/ foot	<b>\$55.17</b>
40% of project cost/ foot	<b>\$36.78</b>

**B. Alley Assessments**

The following City of Falcon Heights assessment policies are being followed for the alleys in this project:

- Alley Assessment Rates:
  - Residential, Multi-Unit Residential and Commercial - 90% of project cost

The Assessment Policy states that for alleys which also serve non-residential purposes, a traffic study will be performed to determine the amount of traffic created by the non-residential users and the assessment amounts will be altered to reflect estimated usage. It is the intent of this policy to set the assessment amount as fairly as possible, using best engineering practices, for all benefiting property owners.

*1. Alley Traffic Study*

Traffic counts were collected for both alleys proposed for improvements, since both serve at least one non-residential property. SRF Consulting, Inc., was contracted by the City to collect video traffic counts over a two day period to establish average daily trips along each alley. The video method was used to be able to identify the destination of the traffic (commercial or residential).

The results of the traffic counts are summarized below.

*a. Alley 1 (Alley between Larpenteur and Crawford, Snelling and Arona, or "Falcon Crossing" alley)*

The alley provides access to the Falcon Crossing Shopping Center, Dino's Gyros, and six (6) residential properties.

- Of the six residential properties, two properties do not have garage access from the alley (one has access to Crawford Avenue; one has access to Arona Street).
- The average daily trips by user type along the alley are summarized in Table 1.

**Table 1 – Alley 1 Trip Summary**

<b>Trip Type</b>	<b>Average Daily Trips</b>	<b>Percent Trips</b>
Commercial	365 trips	99%
Residential	3 trips	1%
<b>Total Trips</b>	368 trips	100%

- The traffic data collected indicate that Alley 1 has an average daily traffic volume of 368 trips.
  - Commercial trips represent approximately 99 percent of the average daily trips.
  - Approximately two (2) percent of the commercial trips observed were considered heavy vehicles (i.e. garbage trucks, delivery trucks, etc.).
  - Residential trips represent approximately one (1) percent of the average daily trips.
- The peak traffic periods of the alley corresponded with the peak commercial trips, which represent the midday peak (approximately 11:00 a.m. to 1:00 p.m.) and the evening peak (approximately 5:00 p.m. to 8:00 p.m.) periods.
  - These peak periods are consistent with typical shopping center and restaurant land use peak periods.

*b. Alley 2 (Alley between Larpeur and California, Albert and Hamline, or “Super America” alley)*

The alley provides access to 20 residential properties and two parking spaces for the Super America commercial property.

- Of the 20 residential properties, three properties do not have garage access from the alley (two have access to Albert Street; one has access to Hamline Avenue).
- The two parking spaces for the Super America commercial property serve primarily employee parking. However, garbage truck and delivery trucks for this commercial property were observed using the alley as well.
- The average daily trips by user type along the alley are summarized in Table 2.

**Table 2 – Alley 2 Trip Summary**

<b>Trip Type</b>	<b>Average Daily Trips</b>	<b>Percent Trips</b>
Commercial	12 trips	13%
Residential	83 trips	87%
<b>Total Trips</b>	95 trips	100%

- The traffic data collected indicates that Alley 2 has an average daily traffic volume of 95 trips.
  - Commercial trips represent approximately 13 percent of the average daily trips.
  - Approximately 17 percent of the commercial trips observed were considered heavy vehicles (i.e. garbage trucks, delivery trucks, etc.).
  - Residential trips represent approximately 87 percent of the average daily trips.
- The peak traffic periods of the alley corresponded with the peak residential trips, which represent the a.m. peak (approximately 7:00 a.m. to 8:00 a.m.) and the evening peak (approximately 5:00 p.m. to 6:00 p.m.) periods.
  - These peak periods are consistent with typical residential land use peak periods.

*c. Interpretation of findings*

The Institute of Transportation Engineers (ITE) Trip Generation Manual is a collection of traffic studies completed for various land uses. The manual studies show that a typical trip count for residential properties is 12 average annual daily trips (AADT) per residence. The traffic counts for Alley 1 indicated an average of 0.5 trips per day per residence. The traffic counts for Alley 2 showed that there was an average of 4 trips per day per residence. It is difficult to reconcile the large difference between the ITE manual AADT with the counts

taken.

We concluded that the two day count may not have captured a “typical” traffic count for shared commercial/ residential alleys. To acknowledge that the counts may have not been an accurate representation of a typical residential alley use, staff recommends that for determining the assessment rate, we use the following criteria:

- If results from traffic counts show a greater number than 4 trips per day per residence, then the actual number will be used.
- If results from traffic counts show that less than 4 trips per day per residence, than 4 trips per day will be assumed.

The assumption of 4 trips per day is based on the counts from Alley 2 and an assumption that there are typically two trips in the morning and two trips at night for residential property owners. These assumptions help reconcile the differences between the ITE manual and counts taken for each of the alleys.

## 2. Recommendations

Once the projected residential traffic is determined, residential and commercial percentages are calculated based on the total trips. This percentage is then applied to the assessable portion of the construction costs to determine the pro-rated amounts used to set the per foot costs.

### Assessment Summary- Alley 1 (“Falcon Crossing”)

#### Bituminous

Estimated total alley construction cost -BITUMINOUS		<b>\$57,144.20</b>
90% assessable cost		<b>\$51,429.78</b>
	7% Residential*	<b>\$3,354.12</b>
	93% Commercial	<b>\$48,075.67</b>
Assessable Residential Footage		<b>311.78 ft</b>
Assessable Commercial Footage		<b>655.99 ft</b>
Engineer's recommended alley assessment:		
	Residential cost/ foot	<b>\$10.76</b>
	Commercial cost/ foot	<b>\$73.29</b>

### Assessment Summary- Alley 1 (“Falcon Crossing”)

#### Concrete

Estimated total alley construction cost -CONCRETE		<b>\$88,117.85</b>
90% assessable cost		<b>\$79,306.06</b>
	7% Residential**	<b>\$3,354.12</b>
	93% Commercial	<b>\$75,951.95</b>
Assessable Residential Footage		<b>311.78 ft</b>
Assessable Commercial Footage		<b>655.99 ft</b>
Engineer's recommended street assessment:		
	Residential cost/ foot	<b>\$10.76</b>
	Commercial cost/ foot	<b>\$115.78</b>



\* The traffic counts showed less than 4 trips per day per residence. Therefore, 4 trips per day per residence was assumed to establish the residential percentage (6 parcels x 4 trips per day = 24 trips. The commercial balance was then taken from the total 368 trips counted = 344.)

\*\*Because the concrete pavement would be to accommodate the traffic volumes of the commercial properties, it is recommended that the residential properties are assessed for the cost of bituminous pavement, and the commercial property assumes the responsibility of the additional costs for concrete pavement.

**Assessment Summary- Alley 2 ("Super America")**

**Bituminous**

Estimated total alley construction cost		<b>\$48,419.05</b>
90% assessable cost		<b>\$43,577.14</b>
	87% Residential	<b>\$38,072.66</b>
	13% Commercial	<b>\$5,504.48</b>
Assessable Residential Footage		<b>1,048.28 ft</b>
Assessable Commercial Footage		<b>136 ft</b>
Engineer's recommended alley assessment:		
	Residential cost/ foot	<b>\$36.32</b>
	Commercial cost/ foot	<b>\$40.47</b>

C. Schedule

If the City Council approves the project for construction the following is the recommended schedule for this project.

City Council Receives Feasibility Report and Orders the Public Improvement Hearing	December 12, 2012
Conduct Public Improvement Hearing and Order Preparation of Plans and Specifications	January 9, 2013
Neighborhood Open House to review Plans and Specifications	February 2013
City Council Approves Plans and Specifications and Orders Ad for Bids	February 2013
Anticipated Bid Opening	March 2013
City Council Accepts Bids and Awards the Construction Contract	April 2013
Begin Construction	May 2013
Complete Construction	August 2013
City Council Conducts the Assessment Hearing	September 2013

## CONCLUSIONS & RECOMMENDATIONS

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- A. All portions of the project proposed are feasible.
- B. Estimated project cost- \$1,227,149  
(cost includes 17% engineering)

The following is a summary of the recommendations discussed in this report.

- A. Construct the project in 2013.
- B. Construct the project as proposed in this report, with one of the following options.
  - 1. Construct the “Falcon Crossing” alley with bituminous pavement.
  - 2. Construct the “Falcon Crossing” alley with concrete pavement.
- C. Fund the street and alley construction with Municipal State Aid and TIF funds as allowed, street infrastructure funds, utility funds, and assessments as detailed in this report.
- D. Schedule a public hearing on Wednesday, January 9, 2013.

## Exhibit A: Location Map

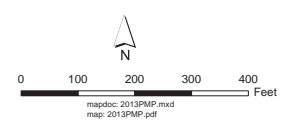
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# 2013 Street and Alley Improvements

Prepared by:  
City of Roseville Engineering Department  
August 3, 2012

Proposed Projects

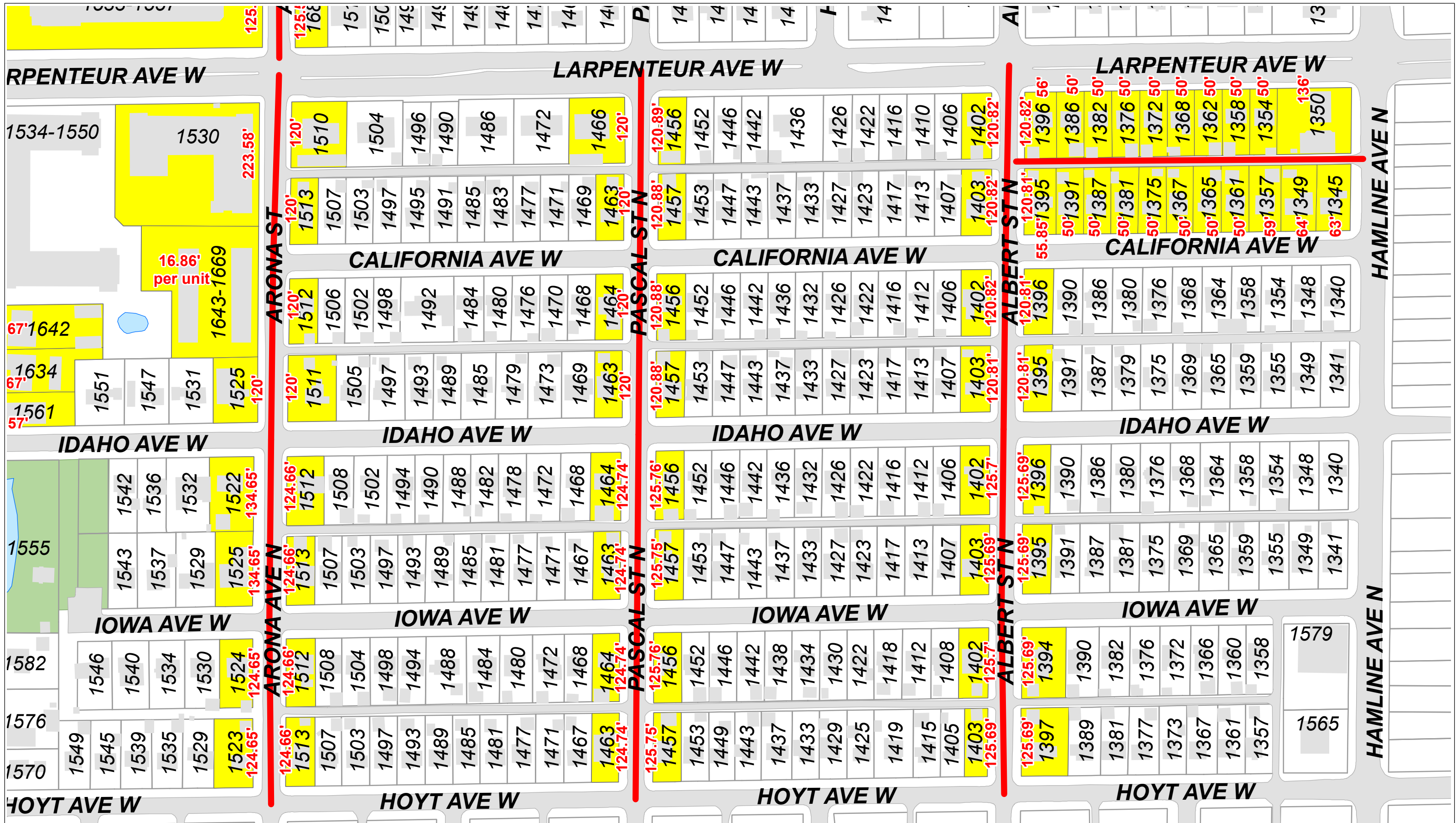


Data Sources and Contacts:  
 \* Ramsey County GIS Base Map (7/02/12)  
 \* City of Roseville Engineering Department  
 For further information regarding the contents of this map contact:  
 City of Roseville, Engineering Department,  
 2650 Civic Center Drive, Roseville, MN

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## Exhibit B: Assessment Parcels

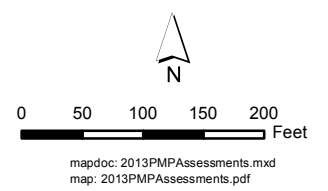
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# 2013 Street and Alley Improvements (East Area)

- Street Improvement Project
- Parcels to be Assessed
- Single-Family Residential with Short-Side Adjacent to Project; Not Assessed

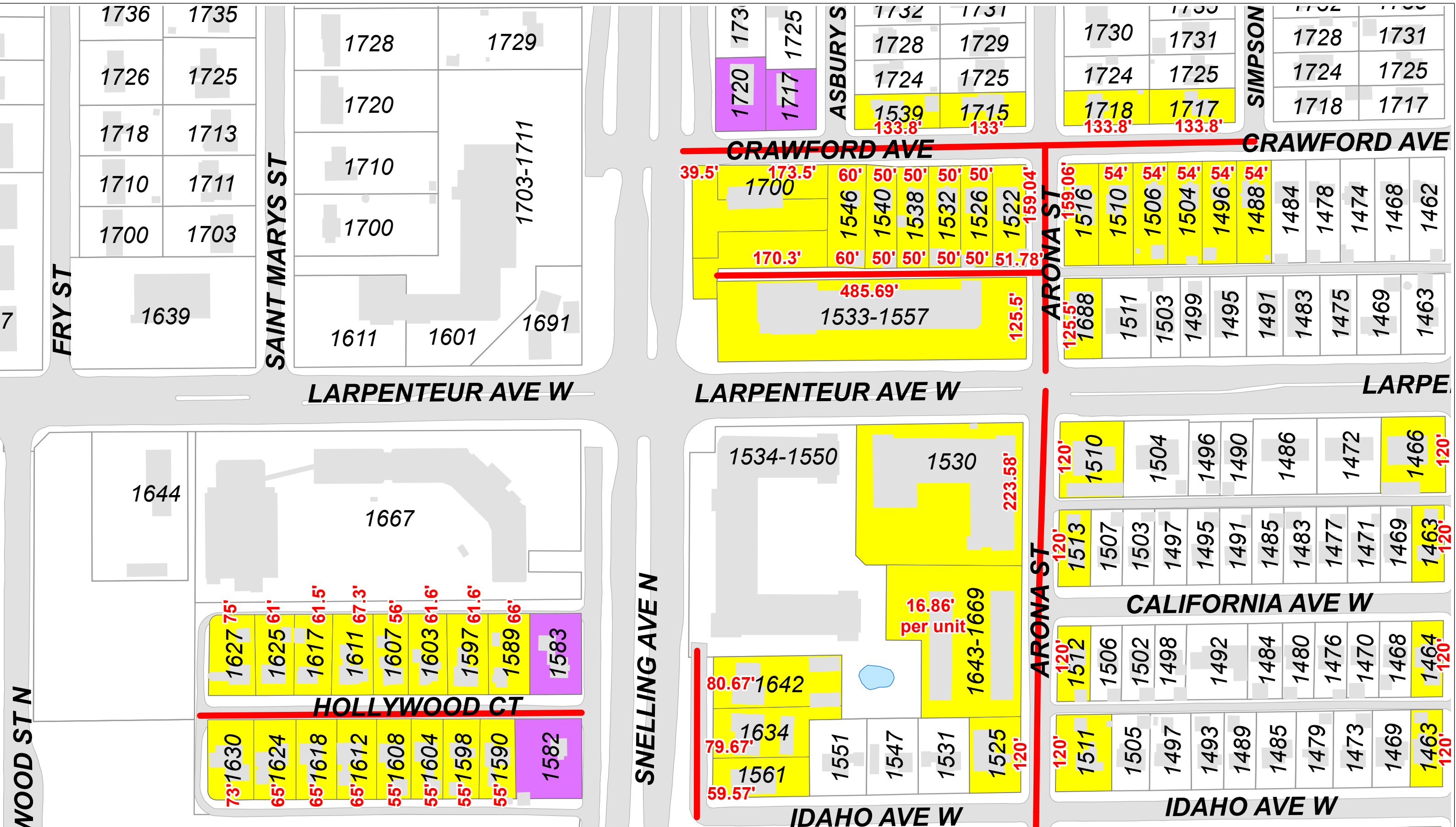
Prepared by:  
 City of Roseville Engineering Department  
 December 4, 2012






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mapdoc: 2013PMPAssessments.mxd  
 map: 2013PMPAssessments.pdf

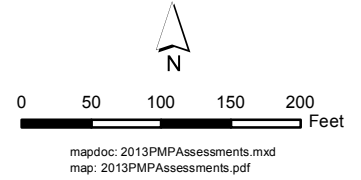


# 2013 Street and Alley Improvements (West Area)

-  Street Improvement Project
-  Parcels to be Assessed
-  Single-Family Residential with Short-Side Adjacent to Project; Not Assessed

Prepared by:  
City of Roseville Engineering Department  
December 4, 2012

Data Sources and Contacts:  
 \* Ramsey County GIS Base Map (10/29/12)  
 \* City of Roseville Engineering Department  
 For further information regarding the contents of this map contact:  
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## **Exhibit C: Preliminary Assessment Roll**

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2013 Pavement Management Project  
 Falcon Heights  
 Preliminary Assessment Roll  
 Street Improvements

commercial/multi unit rate: \$ 55.17  
 residential rate: \$ 36.78

Parcel ID	PropertyAddress	Assessable footage (LF)	Assessment rate (\$/LF)	Proposed Assessment	Notes	Owner Name 1	Owner Name 2	Owner Street Address	Owner City/State/Zip
<b>COMMERCIAL/MULTI UNIT</b>									
152923330105	0 SNELLING AVE N (1700)	173.5	\$ 55.17	\$ 9,572.00	Dino's main parcel	ADAMIDIS PROPERTIES LLC		1700 Snelling Ave N	Falcon Heights MN 55113-5726
152923330136	1533 LARPENTEUR AVE W	125.5	\$ 55.17	\$ 6,923.84	Falcon Crossing	FALCON CROSSING LLC	CO WELLINGTON MANAGEMENT	1625 Energy Park Dr Ste 100	St Paul MN 55108-2703
152923330139	1700 SNELLING AVE N	39.5	\$ 55.17	\$ 2,179.22	Second parcel for Dino's	ADAMIDIS PROPERTIES LLC		1700 Snelling Ave N	Falcon Heights MN 55113-5726
152923330140	0 SNELLING AVE N (1533)	148.5	\$ 55.17	\$ 8,192.75	frontage on north side of alley- Falcon Crossing	FALCON CROSSING LLC	WELLINGTON MANAGEMENT INC	1625 Energy Park Drive Ste 100	St Paul MN 55108-2703
222923220145	1530 LARPENTEUR AVE W (0)	223.58	\$ 55.17	\$ 12,334.91	Apartments	TOWN SQUARE SR APTS LLC	SHERMAN ASSOC INC	233 Park Av S #201	Minneapolis MN 55415-1132
152923330135	1688 ARONA ST	125.5	\$ 55.17	\$ 6,923.84	Apartments	LEONARD L CARLSON	LORRAINE E CARLSON	1600 Englewood Ave Ste 100	Saint Paul MN 55104-1225
222923220056	1561 IDAHO AVE W	59.57	\$ 55.17	\$ 3,286.48	Apartments	GARFIELD STREET LLC		2601 Sunset Blvd Unit 3g	Minneapolis MN 55416-4370
222923220057	1634 SNELLING AVE N	79.67	\$ 55.17	\$ 4,395.39	Apartments	GARFIELD STREET LLC		2601 Sunset Blvd Unit 3g	Minneapolis MN 55416-4370
222923220058	1642 SNELLING AVE	80.67	\$ 55.17	\$ 4,450.56	Apartments	GARFIELD STREET LLC		2601 Sunset Blvd Unit 3g	Minneapolis MN 55416-4370
222923220001	1466 LARPENTEUR AVE W	120	\$ 55.17	\$ 6,620.40	Apartments	MARVIN A FLODIN		8 Scotch Pine Rd	North Oaks MN 55127-2032
222923220007	1510 LARPENTEUR AVE W	120	\$ 55.17	\$ 6,620.40	Apartments	DONALD E SOBANIA	JOANNE M SOBANIA	1510 Crawford St	Falcon Heights MN 55113-0251
222923220149	1669 ARONA ST, Unit 1	16.86	\$ 55.17	\$ 930.17	townhome	GERALD A DRAPER	ALEXANDRA C E DRAPER	1669 Arona St Unit 1	Falcon Heights MN 55108-2351
222923220150	1665 ARONA ST, Unit 2	16.86	\$ 55.17	\$ 930.17	townhome	TONYA SLATTERY		1665 Arona St #2	Falcon Heights MN 55108-2351
222923220151	1661 ARONA ST, Unit 3	16.86	\$ 55.17	\$ 930.17	townhome	AMY J EICHORN	MITCHELL D EICHORN	139 Raleigh Dr Apt 1d	Elizabethtown KY 42701-4138
222923220152	1657 ARONA ST, Unit 4	16.86	\$ 55.17	\$ 930.17	townhome	JUSTIN S GRAVING	MICHELLE L OPHAUG	1657 Arona St #4	Falcon Heights MN 55108-2351
222923220153	1653 ARONA ST, Unit 5	16.86	\$ 55.17	\$ 930.17	townhome	JIAJIA DONG		1 Dent Dr	Lewisburg PA 17837-2005
222923220154	1649 ARONA ST, Unit 6	16.86	\$ 55.17	\$ 930.17	townhome	JOHN P PICHA REV INEVIVOS TRU	CO JOHN P PICHA	1649 Arona St #6	Falcon Heights MN 55108-2351
222923220155	1645 ARONA ST, Unit 7	16.86	\$ 55.17	\$ 930.17	townhome	TROY D HELLER	GLORIA E LOPEZ FRANCO	1645 Arona St Unit 7	Falcon Heights MN 55108-2351
222923220156	1667 ARONA ST, Unit 8	16.86	\$ 55.17	\$ 930.17	townhome	JOANNA G LEE		1667 Arona St Unit 8	Falcon Heights MN 55108-2351
222923220157	1663 ARONA ST, Unit 9	16.86	\$ 55.17	\$ 930.17	townhome	KAREN M JOHNSON		1663 Arona St #9	Falcon Heights MN 55108-2351
222923220158	1659 ARONA ST, Unit 10	16.86	\$ 55.17	\$ 930.17	townhome	AMY ELIZABETH KANGAS		1659 Arona St	Falcon Heights MN 55108-2351
222923220159	1655 ARONA ST, Unit 11	16.86	\$ 55.17	\$ 930.17	townhome	KYLE B FOSTER		1655 Arona St	Falcon Heights MN 55108-2351
222923220160	1651 ARONA ST, Unit 12	16.86	\$ 55.17	\$ 930.17	townhome	ARONA HOUSE LLC		1651 Arona St	Falcon Heights MN 55108-2351
222923220161	1647 ARONA ST, Unit 13	16.86	\$ 55.17	\$ 930.17	townhome	JULIE ANN HANDBERG TRUSTEE		1647 Arona St Unit 13	Falcon Heights MN 55108-2351
222923220162	1643 ARONA ST, Unit 14	16.86	\$ 55.17	\$ 930.17	townhome	GARY R BERGER	MARTHA I SNIDER	1643 Arona St #14	Falcon Heights MN 55108-2351
	<b>subtotal footage</b>	1532.03							
<b>RESIDENTIAL</b>									
152923330045	1717 SIMPSON ST	133.8	\$ 36.78	\$ 4,921.16	long side	MARGARET D COUNTRYMAN		1717 Simpson St	Falcon Heights MN 55113-6257
152923330046	1718 ARONA ST	133.8	\$ 36.78	\$ 4,921.16	long side	DONALD E WINGE	CARMEN E FLANIGAN	1718 Arona St	Falcon Heights MN 55113-6248
152923330073	1715 ARONA ST	133	\$ 36.78	\$ 4,891.74		NANCY S OSMON TR	PATRICIA A OSMAN TR	1233 N Gulfstream Ave Apt 403	Sarasota FL 34236-8954
152923330074	1539 CRAWFORD AVE	133.8	\$ 36.78	\$ 4,921.16		SCOTT D NOBLE	WENDY R NOBLE	1539 Crawford Ave	Falcon Heights MN 55113-6255
152923330098	1717 ASBURY ST	0	\$ 36.78	\$ -	short side- 78.8 on Crawford; long side- 95 on Asbury	PAUL P FAUST	JOY L FAUST	1717 Asbury St	Falcon Heights MN 55113-6249
152923330099	1720 SNELLING DR	0	\$ 36.78	\$ -	short side- 78.8 on Crawford; long side- 115 on Asbury	KATHLEEN S CLEMONS		1720 Snelling Dr	Falcon Heights MN 55113-5734
152923330109	1522 CRAWFORD AVE	159.04	\$ 36.78	\$ 5,849.49	long side on Arona	JOHN M PATTON		1522 Crawford Ave	Falcon Heights MN 55113-6254
152923330110	1526 CRAWFORD AVE	50	\$ 36.78	\$ 1,839.00		GEORGE T PASEK	JEANETTE M PASEK	1526 Crawford Ave	Falcon Heights MN 55113-6254
152923330111	1532 CRAWFORD AVE	50	\$ 36.78	\$ 1,839.00		VIRGINIA A BLASE		1532 Crawford Ave	Falcon Heights MN 55113-6254
152923330112	1538 CRAWFORD AVE	50	\$ 36.78	\$ 1,839.00		VALERIE A RUTH	STACY A RUTH	1538 Crawford Ave	Falcon Heights MN 55113-6254
152923330113	1540 CRAWFORD AVE	50	\$ 36.78	\$ 1,839.00		THOMAS DETERS	LILLIAM DETERS	1540 Crawford Ave	Falcon Heights MN 55113-6254
152923330114	1546 CRAWFORD AVE	60	\$ 36.78	\$ 2,206.80		GEORGE PECK	CYNTHIA PECK	1546 Crawford Ave	Falcon Heights MN 55113-6254
152923330115	1516 CRAWFORD AVE	159.06	\$ 36.78	\$ 5,850.23	long side on Arona	DAN F GREWE	ALISA R L GREWE	1516 Crawford Ave	Falcon Heights MN 55113-6251
152923330116	1510 CRAWFORD AVE	54	\$ 36.78	\$ 1,986.12		DONALD E SOBANIA	JOANNE M SOBANIA	1510 Crawford Ave	Falcon Heights MN 55113-6251
152923330117	1506 CRAWFORD AVE	54	\$ 36.78	\$ 1,986.12		LOUIS D FRENZEL CO TRUSTEES	VIRGINA C FRENZEL CO TRUSTEES	1506 Crawford Ave	Falcon Heights MN 55113-6251
152923330118	1504 CRAWFORD AVE	54	\$ 36.78	\$ 1,986.12		ANTHONY T VON RUDEN	SARAH A R VON RUDEN	1504 Crawford Ave	Falcon Heights MN 55113-6251
152923330119	1496 CRAWFORD AVE	54	\$ 36.78	\$ 1,986.12		PAMELA M WAITE		1496 Crawford Ave	Falcon Heights MN 55113-6251
152923330120	1488 CRAWFORD AVE	54	\$ 36.78	\$ 1,986.12		VIRGINIA E CARPENTER	EVAJANE KOEPER	1505 Black Oaks Ln N	Plymouth MN 55447-2856
212923110004	1583 HOLLYWOOD CT	0	\$ 36.78	\$ -	short side- 76.52 on Hollywood; long side- 125 on Snelling Svc Dr	NATHAN D WIERZBA	IRINA A RIVAS LOPEZ	1583 Hollywood Ct	Falcon Heights MN 55108-2130
212923110005	1589 HOLLYWOOD CT	66	\$ 36.78	\$ 2,427.48		ROGER G AIKEN	CONNIE L AIKEN	1589 Hollywood Ct	Falcon Heights MN 55108-2130
212923110006	1597 HOLLYWOOD CT	61.6	\$ 36.78	\$ 2,265.65		FAROOK Z MEAH	HAFSA F MEAH	1597 Hollywood Ct	Falcon Heights MN 55108-2130
212923110007	1603 HOLLYWOOD CT	61.6	\$ 36.78	\$ 2,265.65		JUDITH E BALDWIN		1603 Hollywood Ct	Falcon Heights MN 55108-2130
212923110008	1607 HOLLYWOOD CT	56	\$ 36.78	\$ 2,059.68		VALETTA M GYURCI TRUSTEE	VALETTA M GYURCI	1607 Hollywood Ct	Falcon Heights MN 55108-2130
212923110009	1611 HOLLYWOOD CT	67.3	\$ 36.78	\$ 2,475.29		DALE J GENGLER	IRENE M GENGLER	1611 Hollywood Ct	Falcon Heights MN 55108-2130
212923110010	1617 HOLLYWOOD CT	61.5	\$ 36.78	\$ 2,261.97		JUDITH A BAILEY	JUDITH A BAILEY TRUSTEE	1617 Hollywood Ct	Falcon Heights MN 55108-2130
212923110011	1625 HOLLYWOOD CT	61	\$ 36.78	\$ 2,243.58		THANG NGUYEN		1625 Hollywood Court	Falcon Heights MN 55108-2130
212923110012	1627 HOLLYWOOD CT	75	\$ 36.78	\$ 2,758.50		MARK L HARRINGTON	JULIE A JANNIS	1627 Hollywood Ct	Falcon Heights MN 55108-2130
212923110013	1630 HOLLYWOOD CT	73	\$ 36.78	\$ 2,684.94		WILLIAM K SCHULTZ TRUSTEE		Po Box 131792	Saint Paul MN 55113-0020
212923110014	1624 HOLLYWOOD CT	65	\$ 36.78	\$ 2,390.70		ROBERT J SKUNDBERG	MOONEEN E SKUNDBERG	1624 Hollywood Ct	Falcon Heights MN 55108-2130
212923110015	1618 HOLLYWOOD CT	65	\$ 36.78	\$ 2,390.70		BEVERLY L CLARKIN	MARGARET A CLARKIN	1618 Hollywood Ct	Falcon Heights MN 55108-2130
212923110016	1612 HOLLYWOOD CT	65	\$ 36.78	\$ 2,390.70		PATRICK A HAWKINS	MICHELE S HAWKINS	1612 Hollywood Ct	Falcon Heights MN 55108-2130

2013 Pavement Management Project  
 Falcon Heights  
 Preliminary Assessment Roll  
 Street Improvements

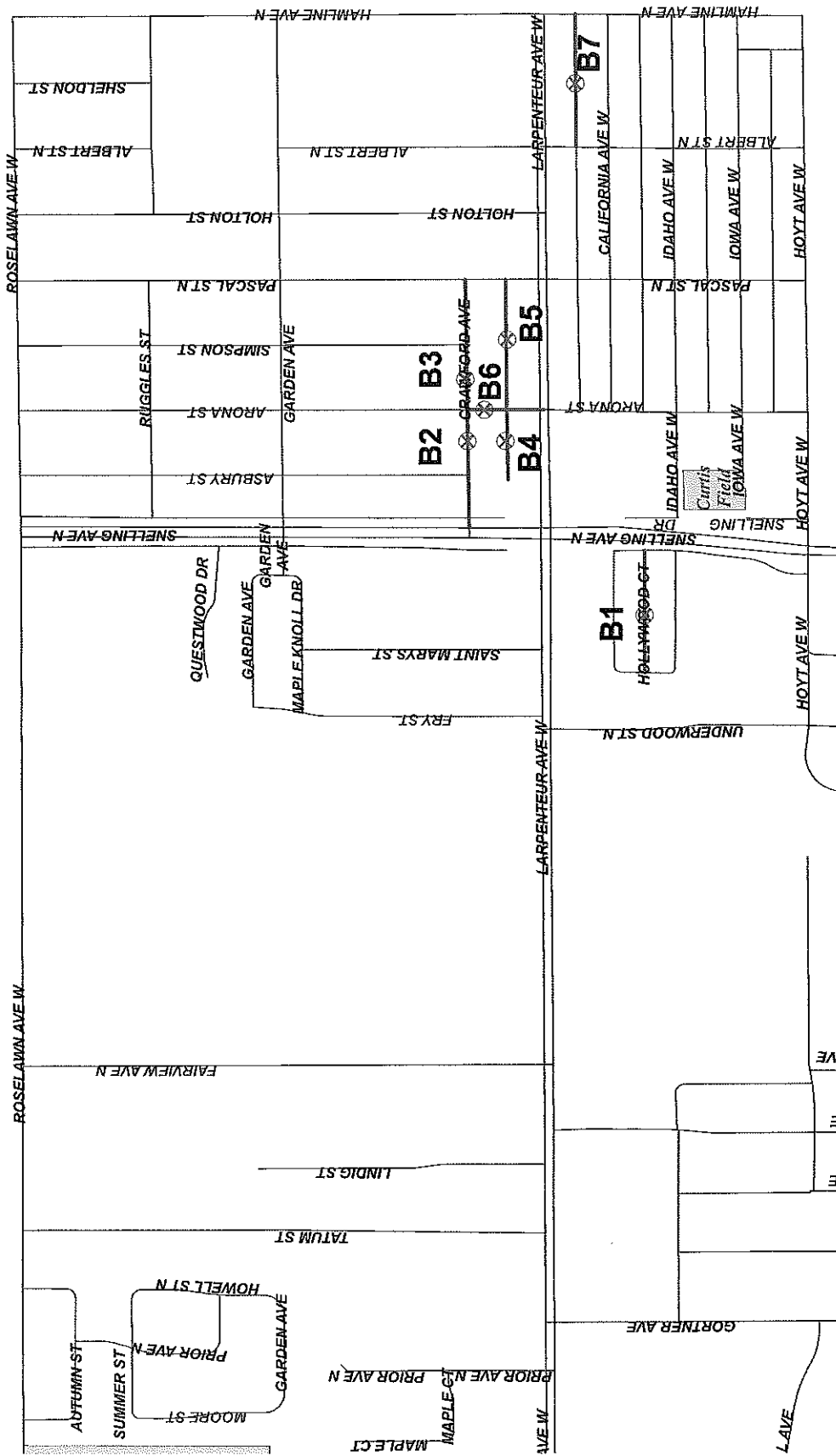
commercial/multi unit rate: \$ 55.17  
 residential rate: \$ 36.78

Parcel ID	PropertyAddress	Assessable footage (LF)	Assessment rate (\$/LF)	Proposed Assessment	Notes	Owner Name 1	Owner Name 2	Owner Street Address	Owner City/State/Zip
212923110017	1608 HOLLYWOOD CT	55	\$ 36.78	\$ 2,022.90		NINA T FAN		1608 Hollywood Ct	Falcon Heights MN 55108-2130
212923110018	1604 HOLLYWOOD CT	55	\$ 36.78	\$ 2,022.90		SUSAN S MEYERS		1604 Hollywood Ct	Falcon Heights MN 55108-2130
212923110019	1598 HOLLYWOOD CT	55	\$ 36.78	\$ 2,022.90		FEDERAL HOME LOAN MORTGAGE COR		400 National Way Stop Sv74	Simi Valley CA 93065-6414
212923110020	1590 HOLLYWOOD CT	55	\$ 36.78	\$ 2,022.90		NAVEED MOHAMMED		1590 Hollywood Ct	Falcon Heights MN 55108-2130
212923110021	1582 HOLLYWOOD CT	0	\$ 36.78	\$ -	short side- 98.53 on Hollywood; long side- 125 on Snelling Svc Dr	THOMAS M HON	HEMLOCK GARAGE	110 4th St E	Duluth MN 55805-1731
222923210010	1396 LARPENTEUR AVE W	120.82	\$ 36.78	\$ 4,443.76	long side	ANNETTE G NOVAK	ANNETTE G NOVAK TRUSTEE	1396 Larpenteur Ave W	Falcon Heights MN 55113-6301
222923210011	1395 CALIFORNIA AVE W	120.81	\$ 36.78	\$ 4,443.39	long side	STEVE THOMPSON	CAROL THOMPSON	1395 California Ave	Falcon Heights MN 55108-2102
222923210022	1402 LARPENTEUR AVE W	120.82	\$ 36.78	\$ 4,443.76	long side	JOSEPH KUNKEL		Po Box 8101	Saint Paul MN 55108-0101
222923210032	1456 LARPENTEUR AVE W	120.89	\$ 36.78	\$ 4,446.33	long side	DORIS L UTKE	ROBERT UTKE	1456 Larpenteur Ave W	Falcon Heights MN 55113-6303
222923210033	1457 CALIFORNIA AVE W	120.88	\$ 36.78	\$ 4,445.97	long side	DAVID B SMITH	COLLEEN M SMITH	1457 California Ave W	Falcon Heights MN 55108-2103
222923210044	1403 CALIFORNIA AVE W	120.82	\$ 36.78	\$ 4,443.76	long side	RENNETTE E ARNEMAN		1403 California Ave W	Falcon Heights MN 55108-2103
222923210045	1402 CALIFORNIA AVE W	120.82	\$ 36.78	\$ 4,443.76	long side	JOHN R LUEY	CHRISTINA M LUEY	1402 California Ave W	Falcon Heights MN 55108-2104
222923210056	1456 CALIFORNIA AVE W	120.88	\$ 36.78	\$ 4,445.97	long side	KATHRYN J FRAHM		1456 California Ave	Falcon Heights MN 55108-2104
222923210057	1457 IDAHO AVE W	120.88	\$ 36.78	\$ 4,445.97	long side	DAVID S GORRINGE	GRACE M GORRINGE	1457 Idaho Ave W	Falcon Heights MN 55108-2114
222923210068	1403 IDAHO AVE W	120.81	\$ 36.78	\$ 4,443.39	long side	PETER WILLIAMS	AMY WILLIAMS	1403 Idaho Ave W	Falcon Heights MN 55108-2114
222923210079	1396 CALIFORNIA AVE W	120.81	\$ 36.78	\$ 4,443.39	long side	MICHAEL R BLACK	CAROLYN INDIA BLACK	1396 California Ave W	Falcon Heights MN 55108-2101
222923210080	1395 IDAHO AVE W	120.81	\$ 36.78	\$ 4,443.39	long side	WILLIAM B KELM	BARBARA J ANDERSEN	1395 Idaho Ave W	Falcon Heights MN 55108-2113
222923210101	1396 IDAHO AVE W	125.69	\$ 36.78	\$ 4,622.88	long side	SHIRLEY ANN DINGMAN		1396 Idaho Ave W	Falcon Heights MN 55108-2112
222923210102	1395 IOWA AVE W	125.69	\$ 36.78	\$ 4,622.88	long side	BRUCE H LEPPINK	JULIE A LEPPINK	1395 Iowa Ave W	Falcon Heights MN 55108-2122
222923210113	1402 IDAHO AVE W	125.7	\$ 36.78	\$ 4,623.25	long side	STEVEN H MOORE	LORI W MOORE	1402 Idaho Ave W	Falcon Heights MN 55108-2115
222923210124	1456 IDAHO AVE W	125.76	\$ 36.78	\$ 4,625.45	long side	MARIE A FURTON	DARLENE MCMINN	1456 Idaho Ave W	Falcon Heights MN 55108-2115
222923210125	1457 IOWA AVE W	125.75	\$ 36.78	\$ 4,625.09	long side	MATTHEW O SHAUGHNESSY	GILLIAN O SHAUGHNESSY	1457 Iowa Ave W	Falcon Heights MN 55108-2123
222923210136	1403 IOWA AVE W	125.69	\$ 36.78	\$ 4,622.88	long side	WILLIAM R MCGUIGAN	THELMA S MCGUIGAN	1403 Iowa Ave W	Falcon Heights MN 55108-2123
222923210137	1402 IOWA AVE W	125.7	\$ 36.78	\$ 4,623.25	long side	FREDERICK J MASKE	CAROL J MASKE TRUSTEE	1402 Iowa Ave W	Falcon Heights MN 55108-2124
222923210148	1456 IOWA AVE W	125.76	\$ 36.78	\$ 4,625.45	long side	MICHAEL A SHERWOOD	BRONWYN B SHERWOOD	1456 Iowa Ave W	Falcon Heights MN 55108-2124
222923210149	1457 HOYT AVE W	125.75	\$ 36.78	\$ 4,625.09	long side	TIMOTHY L CARBONNEAU	CAROL R CARBONNEAU	1457 Hoyt Ave W	Falcon Heights MN 55108-2111
222923210160	1403 HOYT AVE W	125.69	\$ 36.78	\$ 4,622.88	long side	PHILIP A BEHRENS	JILL D SCHUBBE	1403 Hoyt Ave W	Falcon Heights MN 55108-2111
222923210171	1394 IOWA AVE W	125.69	\$ 36.78	\$ 4,622.88	long side	STEPHEN A HECHT	STACEY H HECHT	1394 Iowa Ave W	Falcon Heights MN 55108-2121
222923210172	1397 HOYT AVE W	125.69	\$ 36.78	\$ 4,622.88	long side	JAY M LANDIN	LESLEY A LANDIN	1397 Hoyt Ave W	Falcon Heights MN 55108-2110
222923220008	1513 CALIFORNIA AVE W	120	\$ 36.78	\$ 4,413.60	long side	CARRIE J MARTINSON 2000 IR TR		1513 California W	Falcon Heights MN 55108-2106
222923220019	1463 CALIFORNIA AVE W	120	\$ 36.78	\$ 4,413.60	long side	AMY J SELBY		1463 California Ave W	Falcon Heights MN 55108-2106
222923220020	1464 CALIFORNIA AVE W	120	\$ 36.78	\$ 4,413.60	long side	JOHN R LANDY	BRENDA J LANDY TRUSTEE	1464 California Ave W	Falcon Heights MN 55108-2105
222923220030	1512 CALIFORNIA AVE W	120	\$ 36.78	\$ 4,413.60	long side	F WILLIAM FRITSCH		1512 California Ave W	Falcon Heights MN 55108-2105
222923220031	1511 IDAHO AVE W	120	\$ 36.78	\$ 4,413.60	long side	KENT O PAULSON	JOAN E PAULSON	1511 Idaho Ave W	Falcon Heights MN 55108-2117
222923220040	1463 IDAHO AVE W	120	\$ 36.78	\$ 4,413.60	long side	KATHLEEN J STANTON		1463 Idaho Ave W	Falcon Heights MN 55108-2117
222923220052	1525 IDAHO AVE W	120	\$ 36.78	\$ 4,413.60	long side	JUDITH A CONNOLLY		1525 Idaho Ave W	Falcon Heights MN 55108-2118
222923220062	1464 IDAHO AVE W	124.74	\$ 36.78	\$ 4,587.94	long side	WILLIAM DONALD MOSIER		1464 Idaho Ave W	Falcon Heights MN 55108-2116
222923220072	1512 IDAHO AVE W	124.66	\$ 36.78	\$ 4,584.99	long side	HARRIET BALIAN		1512 Idaho Ave W	Falcon Heights MN 55108-2116
222923220073	1513 IOWA AVE W	124.66	\$ 36.78	\$ 4,584.99	long side	HANS BRINK		1513 Iowa St	Falcon Heights MN 55108-2126
222923220084	1463 IOWA AVE W	124.74	\$ 36.78	\$ 4,587.94	long side	KENT S MCCOY	ANGELA M MCCOY	1463 Iowa Ave W	Falcon Heights MN 55108-2126
222923220104	1523 HOYT AVE W	124.65	\$ 36.78	\$ 4,584.63	long side	APRIL J ANDERSON	BRIAN J ANDERSON	1523 Hoyt Ave W	Falcon Heights MN 55108-2133
222923220105	1524 IOWA AVE W	124.65	\$ 36.78	\$ 4,584.63	long side	JAMES A LEE		1524 Iowa Ave W	Falcon Heights MN 55108-2127
222923220110	1464 IOWA AVE W	124.74	\$ 36.78	\$ 4,587.94	long side	ROBERT S TOMLINSON	RANDI C TOMLINSON	1464 Iowa Ave W	Falcon Heights MN 55108-2125
222923220120	1512 IOWA AVE W	124.66	\$ 36.78	\$ 4,584.99	long side	PATRICIA L RHEIN		1512 Iowa Ave W	Falcon Heights MN 55108-2125
222923220121	1513 HOYT AVE W	124.66	\$ 36.78	\$ 4,584.99	long side	PEGGY L BRITTON		1513 Hoyt Ave W	Falcon Heights MN 55108-2132
222923220132	1463 HOYT AVE W	124.74	\$ 36.78	\$ 4,587.94	long side	RYAN HOLTON	MATTHEW HOLTON	1463 Hoyt Ave W	Falcon Heights MN 55108-2132
222923220133	1522 IDAHO AVE W	134.65	\$ 36.78	\$ 4,952.43	long side	JOHN S KILBRIDE	KARIS A KILBRIDE	1522 Idaho Ave W	Falcon Heights MN 55108-2119
222923220142	1525 IOWA AVE W	134.65	\$ 36.78	\$ 4,952.43	long side	HERBERT RICHARDS	FLORENCE RICHARDS	1525 Iowa Ave W	Falcon Heights MN 55108-2128
	<b>subtotal footage</b>	7695.31							
	<b>total footage</b>	9227.34							



## Exhibit D: Soil Boring Logs

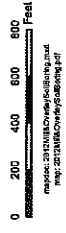
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Date: 04/22/2011  
 Drawn by: J. [unreadable]  
 Checked by: [unreadable]  
 For further information regarding the contents of this map contact:  
 [unreadable]  
 2855 Cook Center Drive, Roseville, MN

2012, Mill & Overlay  
 Soil Boring (5 ft)

# 2012 Mill & Overlay



Prepared by  
 City of Roseville Engineering Department  
 April 22, 2011  
 Project: 2012 Mill & Overlay  
 Map: 2012 Mill & Overlay



This map is a technical drawing and is not a survey. It is not to be used for legal purposes. The user is responsible for verifying the accuracy of the information shown on this map. The City of Roseville is not responsible for any errors or omissions on this map. The City of Roseville is not responsible for any damages or liabilities arising from the use of this map. The City of Roseville is not responsible for any claims or lawsuits arising from the use of this map. The City of Roseville is not responsible for any claims or lawsuits arising from the use of this map.

Project No. TCT008195P

# LOG OF BORING NO. B1

Sheet 1 of 1

CLIENT

City of Falcon Heights

ARCHITECT/ENGINEER

SITE

Falcon Heights, Minnesota

PROJECT

2012/2013 Pavement Reconstruction - Mill and Overlay

Hollywood Court

SAMPLES

TESTS

GRAPHIC LOG

DEPTH (FT.)

BLOWS/12"  
N - VALUE  
RQD

NUMBER

TYPE

IN. RECOVERED  
IN. DRIVEN

MOISTURE, %

DRY DENSITY  
PCF

PID Reading,  
ppm

ADDITIONAL  
DATA/  
REMARKS

Surface Elev.:

0.2 2 1/4" of bituminous pavement  
FILL, silty sand with gravel, brown, moist  
(Fill)

1.0 FILL, lean clay, dark brown to black, moist, a  
trace of organics  
(Fill)

2.0 SAND with a little gravel, mostly fine grained,  
light brown, moist, medium dense to loose,  
with a lens of lean clay at 4' (SP)  
(Coarse Alluvium)

5.0 End of Boring

DEPTH (FT.)	BLOWS/12" N - VALUE RQD	NUMBER	TYPE	IN. RECOVERED IN. DRIVEN	MOISTURE, %	DRY DENSITY PCF	PID Reading, ppm	ADDITIONAL DATA/ REMARKS
0.2	AS	1	AUGER	12				
1.0	16	2	SS	24				
2.0	7	3	SS	24				
5.0								

WATER LEVEL OBSERVATIONS

None



**element**<sup>™</sup>  
materials technology  
662 Cromwell Ave.  
St. Paul, MN 55114  
Telephone: 651-645-3601

STARTED	11/1/11	FINISHED	11/1/11
DRILL CO.	Element	DRILL RIG	367
DRILLER	Dunleavy	ASS'T DRILLER	MS
LOGGED BY	KSZ	APPROVED	MAS

LOG A GNN08 TCT008195P.GPJ LOG A GNN08.GDT 11/20/12

CLIENT **City of Falcon Heights** ARCHITECT/ENGINEER

SITE **Falcon Heights, Minnesota** PROJECT **2012/2013 Pavement Reconstruction - Mill and Overlay**

Crawford Avenue	GRAPHIC LOG	DEPTH (FT.)	SAMPLES				TESTS			
			BLOWS/12" N-VALUE RQD	NUMBER	TYPE	IN. RECOVERED IN. DRIVEN	MOISTURE, %	DRY DENSITY PCF	PID Reading, ppm	ADDITIONAL DATA/REMARKS
Surface Elev.: 3 1/2" of bituminous pavement			AS		AUGER	6				
0.3 FILL, silty sand with gravel, brown, moist (Fill)			17	1	SS	24				
2.0 FILL, lean clay, dark brown, moist (Fill)			6	2	SS	24				
2.5 LEAN CLAY with sand, brown, moist, soft to hard (CL) (Fine Alluvium)										
4.5 SAND with gravel, fine to medium grained, light brown, moist, medium dense (SP) (Coarse Alluvium)			28	3	SS	24				
6.0 End of Boring		5								

WATER LEVEL OBSERVATIONS

None



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Telephone: 651-645-3601

STARTED	11/1/11	FINISHED	11/1/11
DRILL CO.	Element	DRILL RIG	367
DRILLER	Dunleavy	ASS'T DRILLER	MS
LOGGED BY	KSZ	APPROVED	MAS

Project No. TCT008195P

# LOG OF BORING NO. B3

Sheet 1 of 1

CLIENT **City of Falcon Heights** ARCHITECT/ENGINEER

SITE **Falcon Heights, Minnesota** PROJECT **2012/2013 Pavement Reconstruction - Mill and Overlay**

Crawford Avenue	GRAPHIC LOG	DEPTH (FT.)	SAMPLES				TESTS			ADDITIONAL DATA/REMARKS
			BLOWS/12" N - VALUE RQD	NUMBER	TYPE	IN. RECOVERED IN. DRIVEN	MOISTURE, %	DRY DENSITY PCF	PID Reading, ppm	
Surface Elev.: 3 1/2" of bituminous pavement			AS	1	AUGER	12				
0.3 FILL, silty sand with gravel, brown, moist (Fill)										
1.0 FILL, sandy lean clay with gravel, dark brown, moist (Fill)			10	2	SS	24				
3.0 LEAN CLAY, brown, moist, firm (CL) (Fine Alluvium)			9	3	SS	24				
5.0 End of Boring		5								

WATER LEVEL OBSERVATIONS	
	None



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 St. Paul, MN 55114  
 Telephone: 651-645-3601

STARTED	11/1/11	FINISHED	11/1/11
DRILL CO.	Element	DRILL RIG	367
DRILLER	Dunleavy	ASS'T DRILLER	MS
LOGGED BY	KSZ	APPROVED	MAS

LOG A GNN08 TCT008195P.GPJ LOG A GNN08.GDT 11/20/12



CLIENT **City of Falcon Heights** ARCHITECT/ENGINEER

SITE **Falcon Heights, Minnesota** PROJECT **2012/2013 Pavement Reconstruction - Mill and Overlay**

**Alley between Arona and Pascal Streets  
South of Crawford, North of Larpenteur**

Surface Elev.:	GRAPHIC LOG	DEPTH (FT.)	SAMPLES				TESTS			ADDITIONAL DATA/REMARKS
			BLOWS/12" N-VALUE RQD	NUMBER	TYPE	IN. RECOVERED IN. DRIVEN	MOISTURE, %	DRY DENSITY PCF	PID Reading, ppm	
6" of bituminous pavement			AS	1	AUGER	12				
0.5 FILL, silty sand with gravel, brown, moist (Fill)										
1.0 FILL, lean clay with sand and a little gravel, dark brown, moist (Fill)			7	2	SS	24				
3.0 FILL, lean clay with sand and a little gravel, dark brown to black, moist, a trace of organics (Fill)			11	3	SS	24				
5.0 End of Boring		5								

WATER LEVEL OBSERVATIONS

None



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Telephone: 651-645-3601

STARTED	11/1/11	FINISHED	11/1/11
DRILL CO.	Element	DRILL RIG	367
DRILLER	Dunleavy	ASS'T DRILLER	MS
LOGGED BY	KSZ	APPROVED	MAS

Project No. TCT008195P

# LOG OF BORING NO. B5

Sheet 1 of 1

CLIENT

City of Falcon Heights

ARCHITECT/ENGINEER

SITE

Falcon Heights, Minnesota

PROJECT

2012/2013 Pavement Reconstruction - Mill and Overlay

Alley between Arona and Pascal Streets

Surface Elev.:

5" of bituminous pavement at the surface

0.4

FILL, silty sand with gravel, brown, moist

(Fill)

1.0

FILL, sand with a little gravel, light brown, moist

(Fill)

3.0

FILL, lean clay with sand, dark brown, moist

(Fill)

4.0

SAND with a little gravel, fine to medium grained, brown, moist, medium dense (SP)

(Coarse Alluvium)

5.0

End of Boring

GRAPHIC LOG

DEPTH (FT.)

SAMPLES TESTS

BLOWS/12" N-VALUE RQD	NUMBER	TYPE	IN. RECOVERED IN. DRIVEN	MOISTURE, %	DRY DENSITY PCF	PID Reading, ppm	ADDITIONAL DATA/REMARKS
AS	1	AUGER	12				
16	2	SS	24				
14	3	SS	24				

WATER LEVEL OBSERVATIONS

None



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STARTED	11/1/11	FINISHED	11/1/11
DRILL CO.	Element	DRILL RIG	367
DRILLER	Dunleavy	ASS'T DRILLER	MS
LOGGED BY	KSZ	APPROVED	MAS

LOG A.GNIN08.TCT008195P.GPJ LOG A.GNIN08.GDT 11/20/12

Project No. TCT008195P

# LOG OF BORING NO. B6

Sheet 1 of 1

CLIENT **City of Falcon Heights** ARCHITECT/ENGINEER

SITE **Falcon Heights, Minnesota** PROJECT **2012/2013 Pavement Reconstruction - Mill and Overlay**

Arona Street	GRAPHIC LOG	DEPTH (FT.)	SAMPLES				TESTS			ADDITIONAL DATA/REMARKS
			BLOWS/12" N-VALUE RQD	NUMBER	TYPE	IN. RECOVERED IN. DRIVEN	MOISTURE, %	DRY DENSITY PCF	PID Reading, ppm	
Surface Elev.: 5" of bituminous pavement at the surface			AS	1	AUGER	12				
0.4 FILL, silty sand with gravel, brown, moist (Fill)										
1.0 FILL, lean clay with sand, dark brown, moist (Fill)			9	2	SS	24				
3.0 SANDY SILT, light brown, moist, firm (ML) (Fine Alluvium)			9	3	SS	24				
5.0 End of Boring		5								

WATER LEVEL OBSERVATIONS	
	None



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 Telephone: 651-645-3601

STARTED	11/1/11	FINISHED	11/1/11
DRILL CO.	Element	DRILL RIG	367
DRILLER	Dunleavy	ASS'T DRILLER	MS
LOGGED BY	KSZ	APPROVED	MAS

LOG A.GNIN08.TCT008195P.GPJ LOG A.GNIN08.GDT 11/20/12

CLIENT

City of Falcon Heights

ARCHITECT/ENGINEER

SITE

Falcon Heights, Minnesota

PROJECT

2012/2013 Pavement Reconstruction - Mill and Overlay

Alley between Hamline Ave and Albert St.  
South of Larpentuer, North of California Ave

GRAPHIC LOG

DEPTH (FT.)

SAMPLES

TESTS

BLOWS/12"  
N - VALUE  
RQD

NUMBER

TYPE

IN. RECOVERED  
IN. DRIVEN

MOISTURE, %

DRY DENSITY  
PCF

PID Reading,  
ppm

ADDITIONAL  
DATA/  
REMARKS

Surface Elev.:

4 3/4" of bituminous pavement

0.4

ORGANIC LEAN CLAY, dark brown to black,  
moist

1.0 (Topsoil)

LEAN CLAY, brown, moist, firm (CL)

(Fine Alluvium)

5.0

End of Boring

5

WATER LEVEL OBSERVATIONS

None



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materials technology  
662 Cromwell Ave.  
St. Paul, MN 55114  
Telephone: 651-645-3601

STARTED 11/1/11 FINISHED 11/1/11

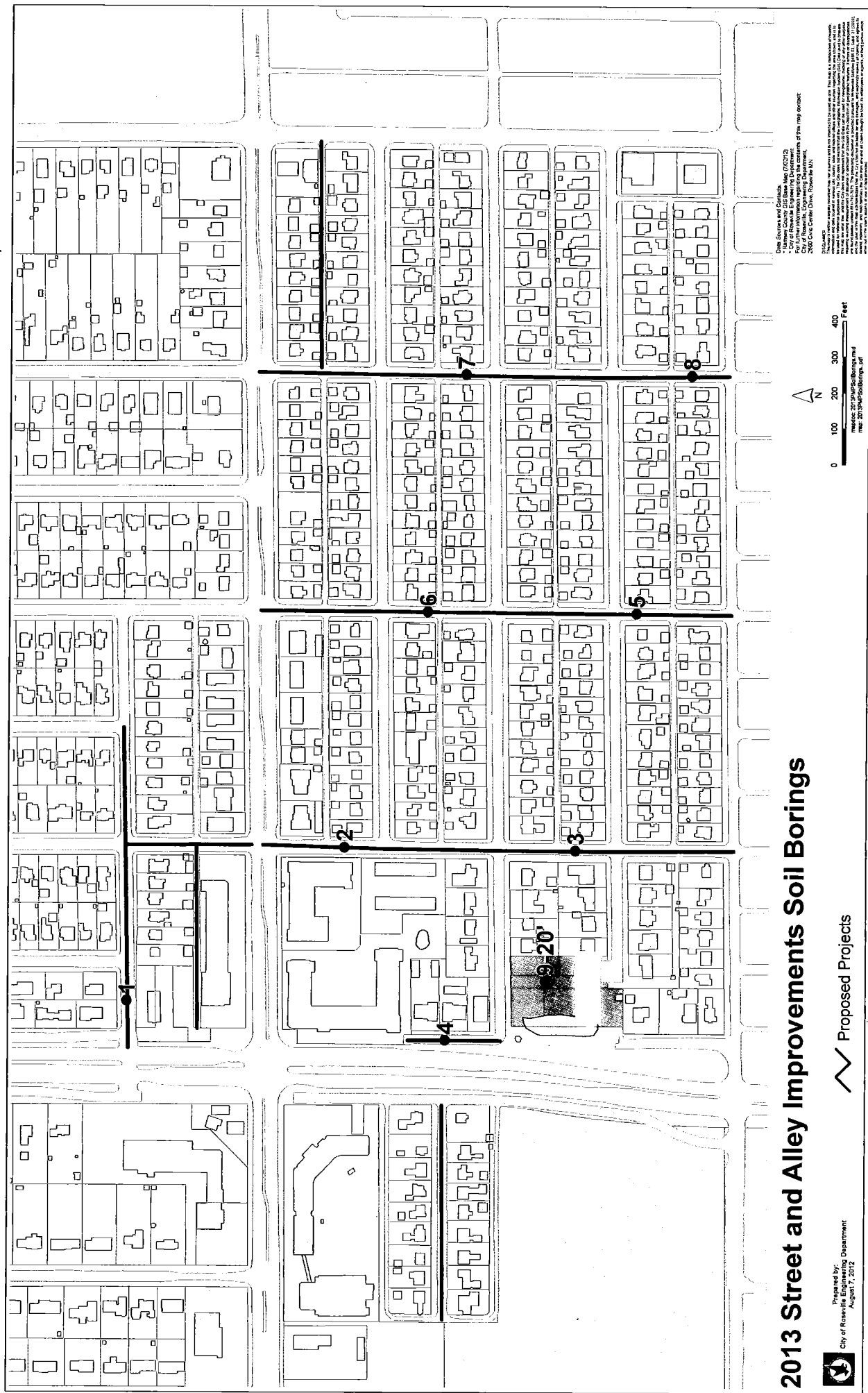
DRILL CO. Element DRILL RIG 367

DRILLER Dunleavy ASS'T DRILLER MS

LOGGED BY KSZ APPROVED MAS

## SYMBOLS AND TERMINOLOGY ON TEST BORING LOGS

SYMBOLS							
Drilling and Sampling				Laboratory Testing			
Symbol	Description			Symbol	Description		
HSA	3-1/4" I.D. hollow stem auger			W	Water content, % (ASTM:D2216)**		
_FA	4", 6" or 10" diameter flight auger			D	Dry density, pcf		
_HA	2", 4" or 6" hand auger			LL	Liquid limit (ASTM:D4318)		
_DC	2-1/2", 4", 5" or 6" steel drive casing			PL	Plastic limit (ASTM:D4318)		
_RC	Size A, B or N rotary casing			--- Inserts in Last Column (Qu or RQD) ---			
PD	Pipe drill or cleanout tube			Qu	Unconfined compressive strength, psf (ASTM:D2166)		
CS	Continuous split barrel sampling			Pq	Penetrometer reading, tsf (ASTM:D1558)		
DM	Drilling mud			Ts	Torvane reading, tsf		
JW	Jetting water			G	Specific gravity (ASTM:D854)		
SB	2" O.D. split barrel sampling			SL	Shrinkage limits (ASTM:D427)		
_L	2-1/2" or 3-1/2" O.D. SB liner sample			OC	Organic content – Combustion method (ASTM:D2974)		
_T	2" or 3" thin walled tube sample			SP	Swell pressure, tsf (ASTM:D4546)		
3TP	3" thin walled tube using pitcher sampler			PS	Percent swell under pressure (ASTM:D4546)		
_TO	2" or 3" thin walled tube using Osterberg sampler			FS	Free swell, % (ASTM:D4546)		
W	Wash sample			SS	Shrink swell, % (ASTM:D4546)		
B	Bag sample			pH	Hydrogen ion content – Meter Method (ASTM:D4972)		
P	Test pit sample			SC	Sulfate content, parts/million or mg/l		
_Q	BQ, NQ, or PQ wireline system			CC	Chloride content, parts/million, or mg/l		
_X	AX, BX, or NX double tube barrel			C*	One dimensional consolidation (ASTM:D2435)		
N	Standard penetration test, blows per foot			Qc*	Triaxial compression (ASTM:D2850 and D4767)		
CR	Core recovery, percent			D.S.*	Direct shear (ASTM:D3080)		
WL	Water level			K*	Coefficient of permeability, cm/sec (ASTM:D2434)		
≡	Water level			P*	Pinhole test (ASTM:D4647)		
NMR	No measurement recorded, primarily due to the presence of drilling or coring fluid			DH*	Double hydrometer (ASTM:D4221)		
				MA*	Particle size analysis (ASTM:D422)		
				R	Laboratory electrical resistivity, ohm-cm (ASTM:G57)		
				E*	Pressuremeter deformation modulus, tsf (ASTM:D4719)		
				PM*	Pressuremeter test (ASTM:D4719)		
				VS*	Field vane shear (ASTM:D2573)		
				IR*	Infiltrometer test (ASTM:D3385)		
				RQD	Rock quality designation, percent		
				* Results shown on attached data sheet or graph			
				** ASTM designates American Society for Testing and Materials			
TERMINOLOGY							
Particle Sizes				Soil Layering and Moisture			
Type	Size Range			Term	Visual Observation		
Boulders	> 12"			Lamination	Up to 1/4" thick stratum		
Cobbles	3" – 12"			Varved	Alternating laminations of any combination of clay, silt, fine sand, or colors		
Coarse gravel	3/4" – 3"			Lenses	Small pockets of different soils in a soil mass		
Fine gravel	#4 sieve – 3/4"			Stratified	Alternating layers of varying materials or colors		
Coarse sand	#4 - #10 sieve			Layer	1/4" to 12" thick stratum		
Medium sand	#10 - #40 sieve			Dry	Powdery, no noticeable water		
Fine sand	#40 - #200 sieve			Moist	Damp, below saturation		
Silt	100% passing #200 sieve and > 0.005 mm			Waterbearing	Pervious soil below water		
Clay	100% passing #200 sieve and < 0.005 mm			Wet	Saturated, above liquid limit		
Gravel Content				Standard Penetration Resistance			
Coarse-Grained Soils		Fine-Grained Soils		Cohesionless Soils		Cohesive Soils	
% Gravel	Description	% Gravel	Description	N-Value	Relative Density	N-Value	Consistency
2 – 15	A little gravel	< 5	Trace of gravel	0 – 4	Very loose	0 – 4	Very soft
16 – 49	With gravel	5 – 15	A little gravel	5 – 10	Loose	5 – 8	Soft
		16 – 30	With gravel	11 – 30	Medium dense	9 – 15	Firm
		31 – 49	Gravelly	31 – 50	Dense	16 – 30	Hard
				> 50	Very dense	> 30	Very hard



**2013 Street and Alley Improvements Soil Borings**

City of Roseville Engineering Department  
 Prepared by: August 7, 2012

0 100 200 300 400 Feet

North Arrow

**Figure 1 – Approximate Boring Locations**  
**AET No. 01-05566**



# SUBSURFACE BORING LOG

AET JOB NO: 01-05566 LOG OF BORING NO. 1 (p. 1 of 1)  
 PROJECT: 2013 Street/Alley and Curtiss Field Park Improvements; Falcon Heights, MN

DEPTH IN FEET	SURFACE ELEVATION: _____ MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS							
							WC	DEN	LL	PL	%-#200			
1	4" Bituminous pavement	FILL												
1	16" FILL, mostly silty sand, a little gravel, brown (A-2-4)		11	M	SS	14		20						
2	LEAN CLAY, brown, firm (CL) (A-6)	FINE ALLUVIUM												
3			5	M	SS	18		23						
4	SILTY SAND WITH GRAVEL, fine to medium grained, brown, moist, loose to medium dense (SM) (A-1-b)	COARSE ALLUVIUM												
5	SAND WITH SILT, a little gravel, fine grained, light brown, moist, medium dense (SP-SM) (A-3)		21	M	SS	20								
6	<b>END OF BORING</b>													

*Location: Crawford Avenue, 16'N of C/L, 98'E of East Snelling Service Drive C/L*

DEPTH:	DRILLING METHOD	WATER LEVEL MEASUREMENTS						NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG	
		DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL		WATER LEVEL
0-4'	3.25" HSA	9/7/12	12:10	6.0	4.0	5.8			None
BORING COMPLETED: 9/7/12									
DR: TA LG: TK Rig: 85C									

AET CORP 01-05566.GPJ AET+CPT+WELL GDT 9/17/12



# SUBSURFACE BORING LOG

AET JOB NO: **01-05566** LOG OF BORING NO. **2 (p. 1 of 1)**  
 PROJECT: **2013 Street/Alley and Curtiss Field Park Improvements; Falcon Heights, MN**

DEPTH IN FEET	SURFACE ELEVATION: _____ MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS				
							WC	DEN	LL	PL	%-#200
1	4.75" Bituminous pavement	FILL	24	M	SS	14					
2	FILL, mostly silty sand, a little gravel, brown (A-2-4)										
3											
4	SANDY LEAN CLAY, trace roots, dark gray and black, very stiff (CL) (A-6) (possible fill)	FINE ALLUVIUM OR FILL	30	M	SS	14	13				
5	LEAN CLAY WITH SAND, slightly organic, dark brown and gray, stiff (CL) (A-6) (possible fill)										
6	<b>END OF BORING</b>										

*Location: Arona Street, 13'W of C/L, 116'N of California Avenue C/L*

DEPTH:	DRILLING METHOD	WATER LEVEL MEASUREMENTS						NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG	
0-4'	3.25" HSA	DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL		WATER LEVEL
		9/7/12	9:55	6.0	4.0	6.0			None
BORING COMPLETED: 9/7/12									
DR: TA LG: TK Rig: 85C									

AET\_CORP 01-05566.GPJ AET+CPT+WELL.GDT 9/17/12





# SUBSURFACE BORING LOG

AET JOB NO: **01-05566** LOG OF BORING NO. **3 (p. 1 of 1)**  
 PROJECT: **2013 Street/Alley and Curtiss Field Park Improvements; Falcon Heights, MN**

DEPTH IN FEET	SURFACE ELEVATION: _____ MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS								
							WC	DEN	LL	PL	%-#200				
1	3.5" Bituminous pavement	FILL													
2	2" FILL, mostly sand with silt and gravel, brown (A-1-b)														
3	FILL, mostly silty sand, a little gravel, brown (A-2-4)														
4	FILL, mixture of sand with silt and lean clay, a little gravel, brown (A-3 and A-6)	COARSE ALLUVIUM	16	M	SS	14									
5	SAND WITH GRAVEL, fine to medium grained, brown, moist, medium dense (SP) (A-1-b)														
6	SAND WITH SILT AND GRAVEL, fine grained, light brown, moist, medium dense (SP-SM)			16	M	SS	18	14							
<p><b>END OF BORING</b></p> <p><i>Location: Arona Street, 13'E of C/L, 118'N of Iowa Avenue C/L</i></p>															

DEPTH:	DRILLING METHOD	WATER LEVEL MEASUREMENTS							NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG.
		DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL	WATER LEVEL	
0-4'	3.25" HSA	9/7/12	10:15	6.0	4.0	5.7		None	
BORING COMPLETED: 9/7/12									
DR: TA LG: TK Rig: 85C									

AET CORP 01-05566.GPJ AET+CPT+WELL.GDT 9/17/12



# SUBSURFACE BORING LOG

AET JOB NO: 01-05566 LOG OF BORING NO. 4 (p. 1 of 1)  
 PROJECT: 2013 Street/Alley and Curtiss Field Park Improvements; Falcon Heights, MN

DEPTH IN FEET	SURFACE ELEVATION: _____ MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS							
							WC	DEN	LL	PL	%-#200			
1	12" Weathered bituminous pavement	FILL												
2	LEAN CLAY, brown, a little dark brown, firm, laminations of silt (CL) (A-6) (possible fill)	FINE ALLUVIUM OR FILL	*	M	SS	6	19							
3	CLAYEY SAND, a little gravel, brown, very stiff (SC) (A-6) (possible fill)	TILL OR FILL	17	M	SS	18	14							
4	SAND, fine to medium grained, light brown, moist, medium dense (SP) (A-3)	COARSE ALLUVIUM												
5	SAND WITH GRAVEL, fine grained, light brown, moist, dense (SP) (A-3)		32	M	SS	10								
6	<b>END OF BORING</b>													
*3/0.5 + 8/0.5														
<i>Location: East Snelling Service Drive, 15'E of C/L, 166'N of Idaho Avenue C/L</i>														

DEPTH: DRILLING METHOD		WATER LEVEL MEASUREMENTS							NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG
		DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL	WATER LEVEL	
0-4'	3.25" HSA	9/7/12	9:30	6.0	4.0	5.5		None	
BORING COMPLETED: 9/7/12									
DR: TA LG: TK Rig: 85C									

AET CORP 01-05566.GPJ AET+CPT+WELL.GDT 9/18/12



# SUBSURFACE BORING LOG

AET JOB NO: 01-05566 LOG OF BORING NO. 5 (p. 1 of 1)  
 PROJECT: 2013 Street/Alley and Curtiss Field Park Improvements; Falcon Heights, MN

DEPTH IN FEET	SURFACE ELEVATION: _____ MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS							
							WC	DEN	LL	PL	%-#200			
1	3" Bituminous pavement	FILL												
2	17" FILL, mostly gravelly silty sand, dark brown (A-1-b)		12	M	SS	14								
3	LEAN CLAY, trace roots, brown, a little dark brown, stiff (CL) (A-6) (possible fill)	FINE ALLUVIUM OR FILL					12							
4	SAND, a little gravel, fine to medium grained, brown, moist, loose (SP) (A-3)	COARSE ALLUVIUM					17							
5	SAND WITH GRAVEL, medium to fine grained, brown, moist, medium dense (SP) (A-1-b)		22	M	SS	20								
6	<b>END OF BORING</b>													

*Location: Pascal Street, 11'E of C/L, 57'S of Iowa Avenue C/L*

DEPTH:	DRILLING METHOD	WATER LEVEL MEASUREMENTS						NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG	
		DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL		WATER LEVEL
0-4'	3.25" HSA	9/7/12	10:40	6.0	4.0	5.4			None
BORING COMPLETED: 9/7/12									
DR: TA LG: TK Rig: 85C									

AET CORP 01-05566.GPJ AET+CPT+WELL.GDT 10/11/12



# SUBSURFACE BORING LOG

AET JOB NO: 01-05566 LOG OF BORING NO. 6 (p. 1 of 1)  
 PROJECT: 2013 Street/Alley and Curtiss Field Park Improvements; Falcon Heights, MN

DEPTH IN FEET	SURFACE ELEVATION: _____ MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS				
							WC	DEN	LL	PL	%-#200
1	3" Bituminous pavement FILL, mostly gravelly silty sand, pieces of concrete, brown (A-1-b)	FILL	21	M	SS	18					
2	LEAN CLAY, brown, stiff (CL) (A-6) (possible fill) (set, 5/0.5)	FINE ALLUVIUM OR FILL COARSE ALLUVIUM	16	M	SS	14	17				
3	GRAVELLY SAND WITH SILT, fine to medium grained, brown, moist, medium dense (SP-SM) (A-1-b)										
4	GRAVELLY SAND, fine to medium grained, light brown, moist, dense (SP) (A-1-b)										
5			32	M	SS	18					
6	<b>END OF BORING</b>										
<i>Location: Pascal Street, 6'W of C/L, 119'S of California Avenue C/L</i>											

DEPTH:	DRILLING METHOD	WATER LEVEL MEASUREMENTS						NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG	
		DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL		WATER LEVEL
0-4'	3.25" HSA	9/7/12	11:00	6.0	4.0	5.8			None
BORING COMPLETED: 9/7/12									
DR: TA LG: TK Rig: 85C									

AET CORP 01-05566.GPJ AET+CPT+WELL.GDT 10/11/12



**SUBSURFACE BORING LOG**

AET JOB NO: 01-05566 LOG OF BORING NO. 7 (p. 1 of 1)  
 PROJECT: 2013 Street/Alley and Curtiss Field Park Improvements; Falcon Heights, MN

DEPTH IN FEET	SURFACE ELEVATION: _____ MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS				
							WC	DEN	LL	PL	%-#200
1	4" Bituminous pavement	FILL	76	M	SS	14					
	FILL, mostly gravelly silty sand, dark brown (A-1-b)										
2	FILL, mostly sand with silt, a little gravel, brown (A-3)										
3	FILL, mostly silty sand with gravel, brown (A-1-b)	COARSE ALLUVIUM	24	M	SS	16					
4	FILL, mostly silty sand with gravel, brown (A-1-b)										
5	SAND, a little gravel, fine to medium grained, brown, moist, medium dense (SP) (A-3)										
6	<b>END OF BORING</b>										
<p><i>Location: Albert Street, 8'E of C/L, 85'N of Idaho Avenue C/L</i></p>											

DEPTH:	DRILLING METHOD	WATER LEVEL MEASUREMENTS						NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG	
		DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL		WATER LEVEL
0-4'	3.25" HSA	9/7/12	11:22	6.0	4.0	5.1			None
BORING COMPLETED: 9/7/12									
DR: TA LG: TK Rig: 85C									

AET\_CORP 01-05566.GPJ AET+CPT+WELL\_GDT 9/17/12



# SUBSURFACE BORING LOG

AET JOB NO: **01-05566** LOG OF BORING NO. **8 (p. 1 of 1)**  
 PROJECT: **2013 Street/Alley and Curtiss Field Park Improvements; Falcon Heights, MN**

DEPTH IN FEET	SURFACE ELEVATION: _____ MATERIAL DESCRIPTION	GEOLOGY	N	MC	SAMPLE TYPE	REC IN.	FIELD & LABORATORY TESTS				
							WC	DEN	LL	PL	%-#200
1	3.25" Bituminous pavement FILL, mostly silty sand with gravel, brown and dark brown (A-1-b)	FILL	40	M	SS	16					
2	SAND WITH GRAVEL, fine to medium grained, light brown, moist, dense (SP) (A-1-b)	COARSE ALLUVIUM	36	M	SS	20					
3											
4											
5	SAND, a little gravel, fine to medium grained, brown, moist, medium dense (SP) (A-3)		16	M	SS	18					
6	<b>END OF BORING</b>										
<i>Location: Albert Street, 9'E of C/L, 116'N of Hoyt Avenue C/L</i>											

DEPTH:	DRILLING METHOD	WATER LEVEL MEASUREMENTS						NOTE: REFER TO THE ATTACHED SHEETS FOR AN EXPLANATION OF TERMINOLOGY ON THIS LOG	
		DATE	TIME	SAMPLED DEPTH	CASING DEPTH	CAVE-IN DEPTH	DRILLING FLUID LEVEL		WATER LEVEL
0-4'	3.25" HSA	9/7/12	11:45	6.0	4.0	6.0			None
BORING COMPLETED: 9/7/12									
DR: TA LG: TK Rig: 85C									

AET\_CORP 01-05566.GPJ AET+CPT+WELL.GDT 9/17/12

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

December 12, 2012

No. 12-18

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**RESOLUTION RECEIVING THE 2013 PAVEMENT MANAGEMENT PROJECT  
FEASIBILITY REPORT AND ORDERING PUBLIC HEARING FOR IMPROVEMENT**

WHEREAS, pursuant to resolutions of the Council adopted October 12, 2011 and August 8, 2012, a report has been prepared by the City Engineer with reference to the improvement of the following streets:

- Arona Street, from Crawford Avenue to Larpenteur Avenue
- Crawford Avenue, from Snelling Avenue to Simpson Street
- Hollywood Court, from Snelling Avenue Frontage Road to alleys
- Alley between Larpenteur Avenue and California Avenue, from Albert Street to Hamline Avenue
- Alley between Larpenteur Avenue and Crawford Avenue, from Snelling Avenue to Arona Street
- Albert Street, from Hoyt Avenue to Larpenteur Avenue
- Pascal Street, from Hoyt Avenue to Larpenteur Avenue
- Arona Street, from Hoyt Avenue to Larpenteur Avenue
- East Snelling Avenue Service Drive, Idaho Avenue to dead end

and this report was received by the Council on December 12, 2012, and

WHEREAS, the report provides information regarding whether the proposed project is necessary, cost effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

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

1. The council will consider the improvement of such streets in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$1,227,149.

2. A public hearing shall be held on such proposed improvement on the 9th day of January, 2013 in the council chambers of the city hall at 7:00 p.m. and the City Administrator shall give mailed and published notice of such hearing and improvement as required by law.

-----  
Moved by: \_\_\_\_\_ Approved by: \_\_\_\_\_  
Peter Lindstrom, Mayor  
December 12, 2012

LINDSTROM	_____	In Favor	Attested by: _____
GOSLINE			Bart Fischer
HARRIS	_____	Against	City Administrator
LONG			December 12, 2012
MERCER-TAYLOR			





**The City That Soars!**

## REQUEST FOR COUNCIL ACTION

<b>Meeting Date</b>	December 12, 2012
<b>Agenda Item</b>	Consent F11
<b>Attachment</b>	
<b>Submitted By</b>	Roland Olson, Finance Director

<b>Item</b>	Budget Amendment of Transfer to General Fund from Sanitary Sewer Fund
<b>Description</b>	In prior years, the transfer from the sanitary sewer fund to the general fund in support of the general operating budget was completed at the end of the year. In 2012 this transfer was made at the beginning of the year to increase the investment income allocated to the general fund through out the year. It is too early to determine if there will be any unused portion of the original transfer, but if there is, staff requests the authority to transfer any excess back to the sanitary sewer fund to keep the fund balance of the general fund approximately the same percentage of next year's expenditures as the ending fund balance of December 31, 2012.
<b>Budget Impact</b>	Transfer back an unused portion of the original budgeted transfer from sanitary sewer to the general fund for 2012.
<b>Attachment(s)</b>	NA
<b>Action(s) Requested</b>	Staff recommends that a transfer of unused funds of the original budgeted transfer of sanitary sewer funds to the general fund be transferred back at the end of the year to maintain the ending fund balance of the general fund to be approximately the same percentage of next year's expenditures as the ending fund balance of December 31, 2012.