

REGULAR CITY COUNCIL MEETING

CITY OF FALCON HEIGHTS

AGENDA

MAY 23, 1990

- A. CALL TO ORDER: 7:00 P.M.
- B. ROLL CALL: CIERNIA _____ GEHRZ _____ BALDWIN _____ JACOBS _____
WALLIN _____ WIESSNER _____ CHENOWETH _____
ATTORNEY _____ ENGINEER _____
- C. APPROVAL OF MINUTES OF MAY 9, 1990
- D. PUBLIC HEARING: PROPOSED AMENDMENT TO SECTION 9-14.01 OF
THE CITY CODE RELATING TO SWIMMING POOLS
- E. CONSENT AGENDA
1. Disbursements
 - a. Disbursements through 5/23/90, \$76,036.97
 - b. Payroll, 5/1/90 - 5/15/90, \$11,761.99
 2. Cancellation of Check #23874
 3. Request for a Conditional Use Permit to Construct a Single Family Dwelling 26½ Feet High at 1804 Lindig Street in an R-1 Zone.
 4. Parks & Recreation Commission Minutes of April 9, 1990
 5. Appointment of Deborah Weiland to Parks & Recreation Commission
 6. Licenses
 7. 1990 Sealcoating Project
 8. Appointment of Seasonal Employees to Parks and Recreation and Public Works Departments
 9. Appointment of Deloris Swenson to Full-Time Secretary Position

ACTION: _____

F. REPORTS, REQUESTS AND RECOMMENDATIONS:

1. Agreement with MNDOT for 1987 Snelling Avenue Construction Project

ACTION: _____

F. (Continued)

2. Street Repair Project, Iowa and Pascal

ACTION: _____

3. Park Building Update

ACTION: _____

4. Report from the Parking Committee on the McAllister "No Parking" Request along the Eastside of Arona between California and Larpenteur Avenues

ACTION: _____

5. Alcohol in the Parks

ACTION: _____

6. EMT-I Training for Rescue Workers

ACTION: _____

7. 1989 City Audit

ACTION: _____

8. 1666 Coffman Torrens Proceeding

ACTION: _____

9. Celebrate Drug Free Communities Program

ACTION: _____

10. June 13, 1990 City Council Meeting

ACTION: _____

11. Community Survey

ACTION: _____

12. Administrator's Request for Leave of Absence

ACTION: _____

G. ANNOUNCEMENTS AND UPDATES

H. ADJOURNMENT

ACTION: _____

MINUTES
REGULAR CITY COUNCIL MEETING
MAY 9, 1990

Baldwin convened the meeting at 7:00 P.M.

ALL MEMBERS PRESENT

Baldwin, Ciernia, Gehrz, Jacobs and Wallin. Also present was Chenoweth.

MINUTES OF APRIL 25, 1990 APPROVED

The Minutes of April 25, 1990 were approved by unanimous consent.

CONSENT AGENDA ITEMS APPROVED

Council approved the following Consent Agenda Items by unanimous consent:

1. Disbursements:
 - a. Disbursements through 5/9/90, \$47,179.79
 - b. Payroll, 4/16/90 -4/30/90, \$10,308.20
2. Appointment of Dirk Niles to Volunteer Fire Department for Rescue Services
3. Re-Appointment of Fire Department Senior Officers, Leo Lindig, Craig Shauffert and John Holmgren, Sr.
4. Solid Waste Commission Minutes of April 5, 1990
5. Proposed Resolution R-90-20 Relating to Cable TV Regulatory Authority
6. Licenses, Donovan Mechanical, #538, Rose Bed and Breakfast #537, and Will Anderson Construction, #536

NEED FOR ADDITIONAL FUNDS FOR COMMUNITY PARK WATER CONNECTION

Dick Friemuth, Buetow and Associates, explained that at the time construction companies were preparing bids for the new park building, none could obtain an estimated cost from the St. Paul Water Department for the connection of water service to the building. For that reason, the water connection cost was not included in the bid. Friemuth also explained that an eight inch water supply will be necessary to accomodate the addition of the sprinkler system, which will increase the cost. Jacobs questioned why the absence of the installation cost for water service was not noted at the time Council approved the \$290,000 bid for construction of the building. Wallin also expressed concern that Council was not informed that the cost was not available, and stated he did not like change orders as they are not subject to competitive bidding. Kriegler stated that the fact that the water connection cost was not available was briefly mentioned once, however, no indication of the ramifications was indicated. Council expressed concern that there might be more surprises, i.e., installation of the sewer system, and asked staff to research the matter. Wallin expressed his disappointment in the way the matter has been handled and requested Friemuth attempt to obtain a variance from St. Paul Water Utility to allow for a smaller water service to the building.

MINUTES
MAY 9, 1990
PAGE 2

APPROVAL OF CHANGE ORDER FOR PARK BUILDING WATER CONNECTION

Following the discussion, Gehrz moved approval of the change order in the amount of \$8,794.97 as recommended by the City Engineer. Motion carried unanimously.

The meeting was adjourned at 7:41 P.M.

Tom Baldwin, Mayor

ATTEST:

Shirley Chenoweth, City Clerk

CITY OF FALCON HEIGHTS
PUBLIC HEARING

ITEM DESCRIPTION:

PUBLIC HEARING ON PROPOSED AMENDMENT TO SECTION
9-14.01 - SWIMMING POOLS - ORDINANCE 0-90-6

SUBMITTED BY:

Shirley Chenoweth

REVIEWED BY:

Jan Wiessner

EXPLANATION/SUMMARY (attach additional sheets as necessary):

At the April 25th meeting staff was directed to re-draft the proposed swimming pool ordinance to reflect changes discussed at that meeting. The Planning Commission has indicated they do not feel another Public Hearing before that body is necessary (a hearing was previously held on August 7, 1989). Since Council expressed the desire to hold a hearing on the new language and the swimming pool construction season has arrived, the hearing was scheduled for May 23rd. The notice was published in the May 16, 1990 Focus Newspaper.

ATTACHMENT:

Proposed ordinance - NOTE: Newly revised sections:

D(1) - Height and D(4) - Construction fence

ACTION REQUESTED:

**Note ↑
color?*

JAC JW

~~148. Swimming Pool. Any enclosure in ground or above ground on private property have water surface area exceeding 100 square feet and a water depth of at least 1-1/2 feet.~~

9-14.02. Subdivision 16. Swimming Pools. (Definition No. 148) Private Swimming pools as regulated by this section are defined as any enclosure designed, intended or used for the containment of water, whether constructed above ground level or below ground level and in excess of 18 inches in depth or 100 square feet of surface area, which is designed, intended or used for swimming, wading or other recreational use by the owner, family, guest or guests of the property owner without payment of fee.

A. Permit Required.

1. Permit. No swimming pool shall be constructed, excavated or established in the City without first obtaining a building permit, ~~therefor.~~

2. Application. An application for permit shall be submitted to the building inspector which includes the type and size of the pool, together with a site plan containing the following information:

a. Plans. Complete plans and specifications for the construction of the pool.

b. 1. Location of pools. A site plan showing the location of all existing structures on the building lot including house, garage, fences or other improvements; location of existing underground or overhead wiring, utility easements, trees and similar other significant improvements or natural features; location of structures on adjacent lots.

c. 4. The proposed location of pumps, filters, wiring, electrical sources, protective fencing, back flush and drainage outlets, grading plans and finish elevation around the pool.

3. Inspection. All wiring, installation of heating units, grading, installation of pipe, or other construction shall be subject to inspection and shall conform to the State Building Code. (formerly 9-14.01 16.c. 8)

~~b. All pools shall be adequately fenced and enclosed to prevent unwanted entry. The fencing may be around the swimming pool, the perimeter of the yard or some combination of the two.~~

B. Minimum Setback Requirements.

1. Setback to Utility Lines. No Pools shall ~~not~~ be located within ten (10) feet (measured horizontally) from of underground or overhead utility lines of all types.

2. Easements. No Pools shall ~~not~~ be located within any private or public utility, drainage, walkway or other easement.

3. Special Rules for Pools in Single Family Residential Districts.

~~1. a. Rear Yard Setback. Pools~~ No pool shall not be located within eight (8) feet of any rear lot line ~~nor.~~

b. Side Yard Setback. No pool shall be located within five (5) feet of any side lot line ~~nor.~~

c. Front Yard Setback. No Pool shall be located within five (5) feet of any required front yard.

d. Setback to Existing Structures. No pool shall be located within six (6) feet of any principal structure or ~~frost~~ footing ~~nor.~~

~~2. e. Setback Requirements for Pool Equipment. The~~ No pool filter unit, pump, heating unit and/or any other noise making mechanical equipment shall be located at least within twenty-five (25) feet from of any residential structure on adjacent property and not closer than eight (8) feet to any lot line.

4. Special Rules for Pools in two Family Residential Districts or Multiple Family Residential Districts. Private swimming pools intended for and used by occupants and guests of occupants of multiple family dwellings shall adhere to the following regulations: (formerly 9-14.01 Subd. 16.A.)

~~1. a.~~ No part of the water surface of the swimming pool shall be closer than fifty (50) feet to any lot line.

~~2. b.~~ No pumps, filter, or other apparatus used in connection with the pool shall be located closer than fifty (50) feet to any lot line.

C. Miscellaneous Requirements.

~~3. 1. Liability. Construction of All~~ pools shall be ~~undertaken~~ so constructed as to avoid hazard, damage or considerable inconvenience to adjacent property owners or property.

~~4. 2.~~ The ~~lot~~ property owner shall be liable for damages to any business or private property caused during pool construction.

~~5. 3. Drainage. To the extent feasible, All back flushing water or water from~~ or pool drainage water shall be directed onto the owner's ~~property~~ or onto approved public drainage ways, and shall not drain onto adjacent private land. Drainage onto public streets or other public drainage ways shall require a conditional use permit.

~~6. 4.~~ Lighting. Any pool lighting above ground shall be directed toward the pool and not toward adjacent property.

9. 4. Filling the Pool. Filling of pools from Fire Hydrants or other public facilities shall require the permission of the appropriate local city officials.

D. Protective Fencing.

Revised { 7. 1. Height. The swimming Pools shall be completely enclosed with four foot fencing which shall effectively prevent the entrance of children and be without external hand or foot holds that would enable a child to climb over it. Chain link fence may be used if openings in the fabric do not exceed two inches. Fencing of above ground pools shall not be required if the pool sides meet the fence stipulations above and it is provided with a removeable ladder. a non-elimable-fence-at-least-five-(5)-feet-in-height-to-prevent unwanted-entry-to-the-pool-area.

2. Gates and Latches. and The fence openings shall have a gate be equipped with self-closing gates and self-latching devices with. All the openings shall be inaccessible to small children and at least four (4) feet from ground level. In the alternative, the perimeter of the yard including driveway entrance may be fenced and enclosed. The opening between the bottom of the fence and gates and the ground shall be no more than four (4) inches.

3. Posts. All fence posts shall be placed no further than eight (8) feet apart and be of decay or corrosion resistant materials and shall be set in concrete bases or other suitable method.

8.--All-wiring, installation of heating units, grading, installation of pipe or other construction shall be subject to inspection, and shall conform to the State Building Code. (revised to 9-14-01-Subdivision 16-a-e.)

4.--The fence shall be completely installed before filling the pool.

Revised { 4. Construction Fence. No person shall fill or caused to be filled the newly constructed pool or a pool under construction with water to a depth of more than eighteen (18) inches until the Building Inspector authorizes the filling of the pool with water. Such authorization shall be withheld until, as a minimum, the permittee has completely enclosed the swimming pool with a construction fence. This requirement does not apply to above ground pools if the walls are at least four (4) feet above grade. Said construction shall be:

(a) snow fence or similar design and securely anchored in place.

(b) constructed with its base flush to the ground.

(c) At least four (4) feet in height and have supportive posts placed no more than eight (8) feet apart.

(d) In place until a permanent fence completely enclosing the pool is installed to the specifications identified above and said fence is approved by the Building Inspector. Said installation and approval shall be achieved no later than ten (10) days after the Building Inspector authorizes the filling of the pool.

E. General Provisions.

f. 1. Accessory Buildings. Unless included within the swimming pool permit, a separate building permit shall be required for any pump house, filter house, pool enclosure ~~for the pool~~ or any other structure erected in conjunction with a swimming pool. Such structures shall conform to all provisions of the Building Code. Such structures shall also conform to the setback requirements set forth in Section 9-14.02 B.above.

g. 2. Alterations. ~~All~~ ~~No~~ changes, alterations or improvements shall be made to swimming pools or accessory structures after the completion of construction. ~~Such alterations are subject to inspection and may be subject to an additional permit fee, depending on the value of the improvement~~ other than routine maintenance shall require a permit.

Consent X

Agenda Item: E-1

Policy _____

CITY OF FALCON HEIGHTS

Meeting Date: 5/23/90

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

DISBURSEMENTS

SUBMITTED BY:

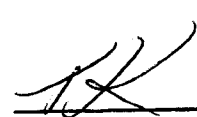
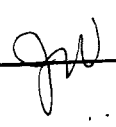
Tom Kelly

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

- (a) General Disbursements through 5/23/90, \$76,036.97
- (b) Payroll, 5/1/90-5/15/90, \$11,761.99

ACTION REQUESTED:


_____ 

GENERAL DISBURSEMENTS

CHECK NO.	ISSUED TO	REASON	AMOUNT
23959	Maust Recycling	Pick-up tires from spring clean-up	\$33.50
23960	LMC	Legislative Wrapup Session-Jan	25.00
23961	Briggs & Morgan	TIF Seminar - Susan	25.00
23962	Lynn Allen	Non resident reimbursement	8.00
23963	American Linen	Linen cleaning	31.73
23964	AT&T Credit Corp.	Merlin Lease	127.73
23965	AT&T	Phone changes	22.23
23966	AT&T	Maintenance	49.00
23967	BFI	Dumpster, satellite, May charge, dump pick-ups	1,290.22
23968	Sue Colten	Non-resident fees	4.00
23969	The Code Reporter	Subscription renewal	19.00
23970	C&G Office	Office Supplies	168.55
23971	City of Falcon Heights	Misc. petty cash expenditures	36.41
23972	Susan Gehrz	Refreshments for Town Meeting	10.88
23973	Glenwood Inglewood	5 Gal. Spring Water	18.60
23974	Gopher State One Call	April locates	60.00
23975	Gopher Signs	"No Motor Vehicles" signs	44.90
23976	Mike Haglund	Refreshments for Blockworkers party	34.81
23977	Harvest States	Fuel and bulb repair	36.55
23978	Jensen, Hicken, Gedde, Scott	April Legal Fees	2,581.25
23979	Insty-Prints	Letterhead, envelopes, rec flyers	244.52
23980	JR's Appliance Disposal	Pick-up appliances from dump	95.00
23981	Konica	Toner (2 boxes)	141.52
23982	Jean Malzer	Non resident reimbursement	4.00
23983	Materials Distribution Fund	Office supplies	31.50
23984	M-75 Bldg. Maintenance	Cleaning services, April	145.00
23985	Mike McPhillips	1990 Streetsweeping	3,736.50
23986	Joe Martinez	Hotel room while attending LifeLink III	52.00
23987	Maier Stewart & Assoc.	April services, 1990 sealcoat, Ham.Ave.	968.65
23988	MN Sub. Publications	Legal notices, truck & sewer jetter bids	110.50
23989	Metro Waste Control Comm.	June sewer charges	39,616.35
23990	NSP	Gas and Electricity, City Hall	1,109.89
23991	Pioneer Press	Extend subscriptions	16.20
23992	PERA	Pera deductions	890.15

CHECK NO.	ISSUED TO	REASON	AMOUNT
23993	PERA	PERA Life	\$9.00
23994	City of Roseville	June police service	19,326.83
23995	Rigs & Squads	Replacement domes for truck	148.00
23996	Ramsey County	Road limit signs (installation of)	626.20
23997	State Chemical Mfg.	Paint for streets, parking lots	369.28
23998	SuperCycle	April recycling pickup	2,103.07
23999	Barbara Smith	Non-resident fees	8.00
24000	Cindy Springer	Non-resident fees	4.00
24001	Suburban Hardware	Misc. supplies	83.73
24002	Deborah Trent	Non-resident reimbursement	4.00
24003	Target	Film for City camera	20.89
24004	Toll Company	Compressed Air	35.70
24005	U.S. West	Phone charges	312.16
24006	Dick Larson	Retainer for June	350.00
24007	Janet Wiessner	June mileage	150.00
24008	Fire Engineering	1 year subscription	21.95
24009	Fuller's Radio	Repair radios	96.00
24010	M.A.B. Enterprises	Rescue supplies	243.35
24011	Occupational Health Services	Physicals for N. Herold and R. Hassel	283.04
24012	Oxygen Service Company	Oxygen cylinders	27.60
24013	U.S. West Cellular	Phone-ambulance	25.03

TOTAL: 76,036.97

Check Number	Employee Number	Employee Name	Pay Period	Pay Group	Pay Group Description	Check Amount	Check Date	Check Status
018372			0			0.00	15-May-90	VOID
018373			0			0.00	15-May-90	VOID
018374	000000002	Wiessner, Janet R.	9	01	semi-monthly	1,158.73	15-May-90	Outstanding
018375	000000004	Kriegler, Carol J.	9	01	semi-monthly	378.80	15-May-90	Outstanding
018376	000000011	Chenoweth, Shirley G.	9	01	semi-monthly	757.63	15-May-90	Outstanding
018377	000000020	Iverson, Terry D.	9	01	semi-monthly	781.63	15-May-90	Outstanding
018378	000000027	Morgan, Jay M.	9	01	semi-monthly	672.37	15-May-90	Outstanding
018379	000000035	Zimmerman, Katherine	9	01	semi-monthly	386.53	15-May-90	Outstanding
018380	000000038	Wright, Vincent D.	9	01	semi-monthly	765.24	15-May-90	Outstanding
018381	000000050	Kubes, Jon E.	9	01	semi-monthly	48.17	15-May-90	Outstanding
018382	000000063	Phillips, Patricia A.	9	01	semi-monthly	620.11	15-May-90	Outstanding
018383	000000065	Kelly, Thomas R.	9	01	semi-monthly	825.47	15-May-90	Outstanding
018384	000000075	PICKA, GEORGE	9	01	semi-monthly	472.69	15-May-90	Outstanding
018385	000000079	Hoyt Taff, Susan L.	9	01	semi-monthly	469.88	15-May-90	Outstanding
018386	000000090	Olson, Jennifer L.	9	01	semi-monthly	343.52	15-May-90	Outstanding
018387	000000003	Baumann, Nicholas B.	5	02	monthly 1	192.66	15-May-90	Outstanding
018388	000000005	Berndt, Ross	5	02	monthly 1	200.01	15-May-90	Outstanding
018389	000000006	Bianchi, David P.	5	02	monthly 1	46.88	15-May-90	Outstanding
018390	000000008	Brown, Raymond F.	5	02	monthly 1	287.63	15-May-90	Outstanding
018391	000000013	Clarkin, Michael D.	5	02	monthly 1	161.63	15-May-90	Outstanding
018392	000000014	Dow, Michael J.	5	02	monthly 1	282.53	15-May-90	Outstanding
018393	000000015	Dowdell, Ralph L.	5	02	monthly 1	38.13	15-May-90	Outstanding
018394	000000016	Fuller, James D.	5	02	monthly 1	129.13	15-May-90	Outstanding
018395	000000018	Holmgren, John M. Sr.	5	02	monthly 1	103.75	15-May-90	Outstanding
018396	000000021	Kurhajetz, Clement M.	5	02	monthly 1	160.63	15-May-90	Outstanding
018397	000000023	LeMay, Douglas	5	02	monthly 1	190.39	15-May-90	Outstanding
018398	000000024	Lindig, Leo	5	02	monthly 1	67.13	15-May-90	Outstanding
018399	000000025	McDermond, Cindy K.	5	02	monthly 1	18.75	15-May-90	Outstanding
018400	000000026	McNabb, Gerald	5	02	monthly 1	6.25	15-May-90	Outstanding
018401	000000029	Olson, Joseph E.	5	02	monthly 1	175.63	15-May-90	Outstanding
018402	000000032	Schaefer, Richard A.	5	02	monthly 1	38.76	15-May-90	Outstanding
018403	000000033	Schauffert, Craig F.	5	02	monthly 1	51.25	15-May-90	Outstanding
018404	000000034	Smida, Gail	5	02	monthly 1	182.63	15-May-90	Outstanding
018405	000000039	Morgan, Jay	5	02	monthly 1	123.88	15-May-90	Outstanding
018406	000000040	Kayser, Douglas	5	02	monthly 1	125.38	15-May-90	Outstanding
018407	000000042	Stolz, Steven P.	5	02	monthly 1	84.38	15-May-90	Outstanding
018408	000000045	Gilbert, Jerome J.	5	02	monthly 1	25.00	15-May-90	Outstanding
018409	000000046	Holmgren, John H. Jr.	5	02	monthly 1	268.75	15-May-90	Outstanding
018410	000000047	McNabb, Kevin	5	02	monthly 1	103.76	15-May-90	Outstanding
018411	000000049	Anderson, Kevin L.	5	02	monthly 1	309.63	15-May-90	Outstanding
018412	000000064	PETERSON, GREGORY S.	5	02	monthly 1	128.46	15-May-90	Outstanding
018413	000000069	Martinez, Joseph L.	5	02	monthly 1	101.26	15-May-90	Outstanding
018414	000000084	Hassel, Richard	5	02	monthly 1	206.26	15-May-90	Outstanding
018415	000000085	Herold, Nathaniel	5	02	monthly 1	193.13	15-May-90	Outstanding
018416	000000087	Iverson, Terry D.	5	02	monthly 1	77.50	15-May-90	Outstanding

Grand Total

11,761.99

Consent X

Agenda Item: E-2

Policy _____

CITY OF FALCON HEIGHTS

Meeting Date: 5/23/90

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

CANCELLATION OF CHECK #23874

SUBMITTED BY:

Tom Kelly


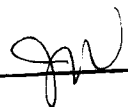
REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

Check #23874 in the amount of \$43.68 issued April 26, 1990 to Emergency Medical Products was a duplicate payment.

ACTION REQUESTED:

Approval

Consent X

Agenda Item: E-3

Policy

CITY OF FALCON HEIGHTS

Meeting Date: 5/23/90

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

REQUEST FOR A CONDITIONAL USE PERMIT TO CONSTRUCT A SINGLE FAMILY DWELLING 26-1/2 FEET HIGH AT 1804 LINDIG STREET IN AN R-1 ZONE

SUBMITTED BY:

Felicia and Kevin Busch, Property Owners

REVIEWED BY:

Planning Commission
Susan Hoyt Taff, City Planner

EXPLANATION/SUMMARY (attach additional sheets as necessary):

The Busch's propose to construct a single family dwelling 26-1/2 feet high at 1804 Lindig Street in an R-1 zone. The zoning code requires a maximum 25 foot tall structure in an R-1 zone unless a taller structure is approved by a conditional use permit under section 9-2.07 (1) (a) of the zoning code. Therefore, the Busch's are requesting a conditional use permit for the construction of their new home.

- ATTACHMENT 1 - REQUEST FOR A CONDITIONAL USE PERMIT - BUSCH RESIDENCE AT 1804 LINDIG STREET
- ATTACHMENT 2 - ARCHITECTURAL SKETCH OF THE PROPOSED BUSCH RESIDENCE AT 1804 LINDIG STREET
- ATTACHMENT 3 - GENERAL AND SPECIFIC REQUIREMENTS FOR A CONDITIONAL USE PERMIT
- ATTACHMENT 4 - PLANNER'S REPORT ON THE REQUEST FOR A CONDITIONAL USE PERMIT FOR 1804 LINDIG STREET
- ATTACHMENT 5 - PROPOSED RESOLUTION R-90-21

ACTION REQUESTED:

Recommend approval of the conditional use permit with the **FINDING** that it meets all the general and specific requirements set out in 9-15.04, subdivision 3(a) of the zoning code, specifically 9-15.04, subdivision 3(a)(11). Recommend placing the following condition :

1. maintain the grade of the adjacent residential property to the immediate south

April 10, 1990

City of Falcon Heights
2077 West Larpenteur Avenue
Falcon Heights, MN 55113-5594

REQUEST FOR CONDITION USE PERMIT - BUSCH RESIDENCE, 1804 LINDIG ST.

OWNER'S STATEMENT

Having become familiar with the provisions set forth in Chapter 9-15.03 subdivisions (1-6) in the Zoning Code of the City of Falcon Heights, we would like to request a conditional use permit to allow the height for our single family residence in the one family "R-1" zone to be 26-1/2 feet, measured from grade to peak.

Our request is that our proposed new home be allowed to be 26-1/2 feet high, which is 1-1/2' above the height specified in the code, but which is lower than other single family homes in the immediate neighborhood and in the city at large.

We offer the following reasons for our conditional use:

- We are very concerned with the aesthetics and appeal of our home and future neighborhood. Kevin Busch is a recognized St. Paul architect, and the design of this home is not only for our personal use, but to serve as an example of the quality and integrity of work that his firm can provide.
- The roof shape, form and pitch are important components of the aesthetic and architectural integrity of our proposed home. Reducing the pitch would have a detrimental effect on the appeal of the home.
- The lot on which we propose to build this home is not a typical or standard size lot. It is more than double the width of many city lots, and is quite deep. (96.38' x 182') A one and a half foot increase in height spread over this amount of property would have negligible impact. It will also be 1-1/2 to 3-1/2 feet shorter than the only adjacent home located at 1788 Lindig.
- Reducing the height of the home that means the width must also be decreased and we lose valuable living space inside and this would create second level rooms too small and not usable for their intended purpose. We strongly desire a steep pitched roof, and the 1-1/2 foot difference significantly compromises the interior space.

- Although we respect the right of Falcon Heights to be different, surrounding communities allow much more flexibility in height limitations. The City of Falcon Heights has the most restrictive limits compared to other communities in the East half of the Twin City Metro area. Please see attached report of community height codes.
- If newly built homes are not able to be of comparable type those that are being constructed in adjacent communities they are placed at a competitive disadvantage.

We are quite sensitive to the fact that there has been considerable controversy over the development of the property surrounding the lot on which we plan to build. Several current homes are not of the same standard as the older homes in the area and has caused strife for both the city and the neighbors. We too regret that there has been some compromise in the quality of the homes permitted.

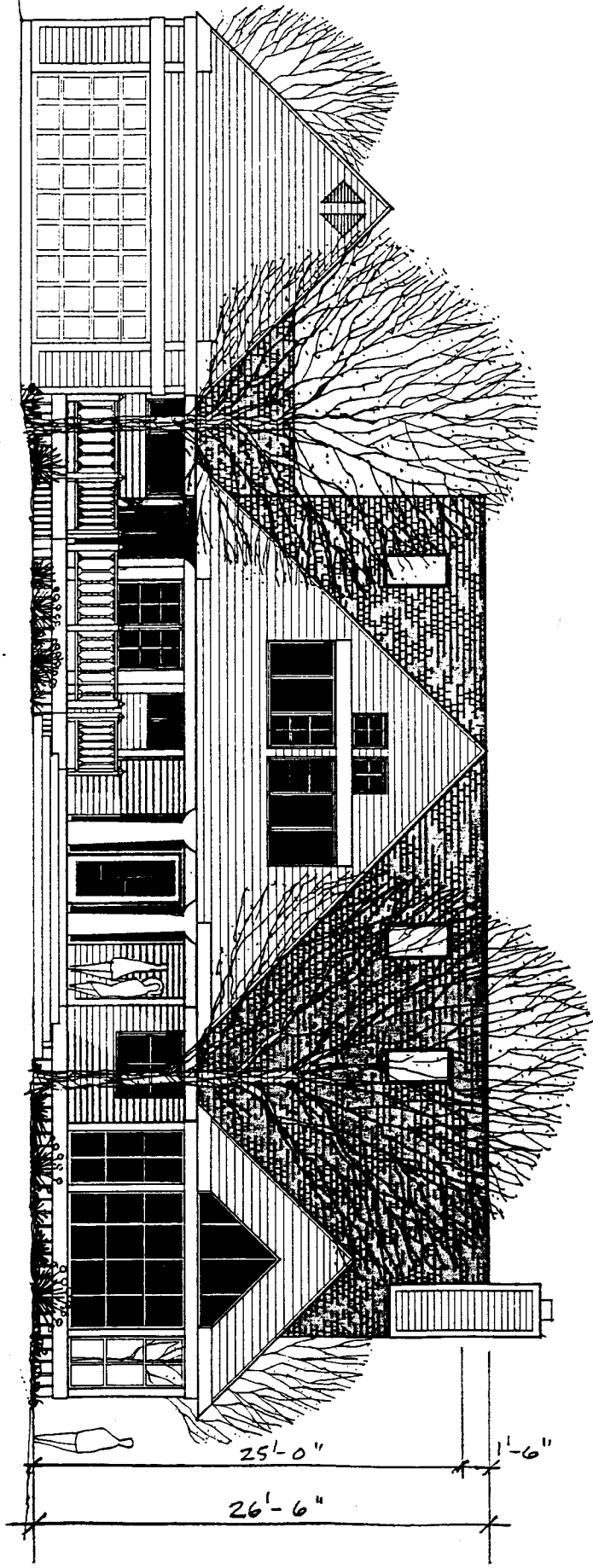
We would like our request for a conditional use permit to be judged on it's own merit, and not to rekindle old grudges about development of the property in general. It is our hope that the council will see that our home obviously has no objectionable characteristics, and in fact will improve the value of the neighborhood.

Respectfull submitted,

Kevin C. Busch, AIA



Felicia Lucas Busch



a. General and Special Requirements: The Planning Commission and/or Council shall consider to what extent the applicant's plan minimizes possible adverse effects of the proposed conditional use, what modifications to the plan and what conditions on approval could further minimize the adverse effects of the proposed use. The following development standards shall be considered general requirements for all conditional use permits except as hereinafter provided:

- (1) The land area and setback requirements of the property containing such a use or activity meet the minimums established for the district.
- (2) When abutting a residential use, the property shall be screened and landscaped.
- (3) Where applicable, all City, county, state and federal laws, regulations and ordinances shall be complied with and all necessary permits secured.
- (4) Signs shall not adversely impact adjoining or surrounding residential uses.
- (5) Adequate off-road parking and loading shall be provided. Such parking and loading shall be screened and landscaped from abutting residential uses.
- (6) The road serving the use or activity must be of sufficient design to accommodate the proposed use or activity, and such use or activity shall not generate such additional extra traffic as to create a nuisance or hazard to existing traffic or to surrounding land use.
- (7) All access roads, driveways, parking areas, and outside storage, service, or sales areas shall be surfaced or grassed to control dust and drainage.
- (8) All open and outdoor storage, sales and service areas shall be screened from view from public streets and from abutting residential uses or districts.
- (9) All lighting shall be designed to prevent any direct source of light being visible from adjacent residential areas or from the public streets.
- (10) The use or activity shall be properly drained to control surface water runoff.
- (11) The architectural appearance and functional plan of the building and site shall not be so dissimilar to the existing buildings or area as to cause impairment in property values or constitute a blighting influence.
- (12) The proposed water, sewer and other utilities shall be capable of accommodating the proposed use.
- (13) That the proposed use conforms to the comprehensive municipal plan. Such a finding shall be based upon the following considerations:
 - (a) That certain uses may not be considered appropriate within the interior of residential neighborhoods because of noise, traffic, or other conditions that would tend to affect adversely the residential character of the neighborhood and possible reduce property values. These uses are considered appropriate only on the periphery of residential neighborhoods, or under such conditions as the Planning Commission may deem proper. The uses may represent "buffer" uses for those areas lying between single family dwellings and non-residential uses.
 - (b) That certain uses are considered, as a rule, unsuitable in Business Districts because of inherent business characteristics (e.g. traffic, noise, glare), proximity to residential areas, the fact that they tend not to serve nearby residential areas, or may adversely affect nearby permitted business uses.
 - (c) That certain uses are considered generally unsuitable in Industrial Districts, because of conditions that would tend to discourage other industrial development in the vicinity. These conditions include noise, vibrations, dust, glare, unsightliness or similar nuisances. Certain other industrial land uses are considered generally inappropriate because they represent under-utilization of land. This, in turn, means a low tax return from land that under fuller development would be contributing needed revenue to the community's tax base. Such uses, however, may be considered as temporary uses.
 - (d) That certain temporary uses that are generally not suitable within a particular zoning district are potentially suitable on a temporary basis. This may be due to the lack of development on existing property, to a short-term need (such as highway construction), or to a limited degree of adverse effects, upon adjacent land use.

FROM: SUSAN HOYT TAFF, CITY PLANNER

RE: PLANNER'S REPORT ON A REQUEST FOR A CONDITIONAL USE PERMIT
FOR CONSTRUCTION OF A SINGLE FAMILY DWELLING 26-1/2 FEET
TALL IN AN R-1 ZONE

The request for a conditional use permit for the construction of a single family dwelling 26-1/2 feet tall in an R-1 district is allowed under section 9-2.07 (1) (a) of the zoning code. As you know, a conditional use permit must be granted if all general and special requirements governing conditional use permits are met. Reviewing the criteria for the general and special requirements governing conditional use permits, there is only one criterion that requires attention in this application. This is 9-15.04, subdivision 3 (a) (11):

The architectural appearance and functional plan of the building and site shall not be so dissimilar to the existing buildings or area as to cause impairment in property values or constitute a blighting influence.

Evaluating this criterion for a conditional use permit requires reviewing single family residential construction styles throughout the City with particular attention to this neighborhood. A tour of the City indicates that there are several examples of homes, built at various times, that exceed 25 feet. In this particular neighborhood on Lindig Street, a variety of one and two story housing styles exist. According to the building plans, the house at 1788 Lindig Street to the immediate south of 1804 Lindig is 27 feet high. The house to the south of 1788 Lindig is approximately 24 feet tall, but is on a higher grade than 1788 Lindig, and, therefore, appears to be about the same height as its neighboring structure to the north.

Given the height of the homes immediately to the south of the proposed structure and the presence of dwellings in other sections of the City which exceed 25 feet, it can be concluded that the additional foot and one-half (1-1/2) in height on this structure will not be out of character in the neighborhood. And, therefore, all criteria for the conditional use permit are met.

Mrs. Irene MacGregor, 1795 Fairview Avenue, who lives to the northeast of this property, expressed concern over the height of the structure because it might block sun from her home. She was also concerned about the setback requirements for the new house. I informed her that all setbacks would be met, and that the proposed dwelling would not exceed neighboring houses in height.

In summary, the application meets all the general and special criteria governing conditional use permits, specifically 15.04, subdivision 3(a)(11) regarding architectural conformance to the neighborhood. Therefore, I recommend granting the permit subject to these findings and to the following condition:

1. That the new structure be built at the same grade as the adjacent residential property to the immediate south.

No. R-90-21

CITY OF FALCON HEIGHTS
C O U N C I L R E S O L U T I O N

Date May 23, 1990

A RESOLUTION GRANTING A CONDITIONAL USE PERMIT TO
CONSTRUCT A SINGLE FAMILY DWELLING 26-1/2 FEET HIGH
AT 1804 LINDIG STREET IN AN R-1 ZONE

WHEREAS, the City of Falcon Heights received an application from Felicia and Kevin Busch for the issuance of a conditional use permit to construct a single family dwelling 26-1/2 feet high at 1804 Lindig Street; and

WHEREAS, the City Council did carefully consider the request as well as the recommendations made by the City's Planning Commission after holding the required Public Hearing; and

WHEREAS, it was determined that the conditional use permit meets all the general and specific requirements set forth in Section 9-15.04, Subdivision 3(a) of the Zoning Code;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Falcon Heights that a conditional use permit for the construction of a single family dwelling with a height 26-1/2 feet at 1804 Lindig Street be subject to the following condition:

- 1. Maintain the grade of the adjacent residential property to the immediate south.

Moved by _____

Approved by _____

Mayor

May 23, 1990

Date

YEAS Nays

BALDWIN
CIERNIA _____ in Favor

GEHRZ
WALLIN _____ Against

JACOBS

Attested by _____

City Clerk

May 23, 1990

Date

Adopted by Council May 23, 1990

Consent X

Agenda Item: E-4

Policy _____

CITY OF FALCON HEIGHTS

Meeting Date: 5/23/90

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

PARKS & RECREATION COMMISSION MINUTES
OF APRIL 9, 1990

SUBMITTED BY:

Parks & Recreation Commission

REVIEWED BY:

Carol Kriegler

EXPLANATION/SUMMARY (attach additional sheets as necessary):

See attached Minutes

ACTION REQUESTED:



Minutes, Parks and Recreation Commission

7:00 p.m., Monday, April 9, 1990

Present: Connie Lasser, Jeff Johnson, Jyneen Thatcher, Steve Schugal, Linda McLoon, Carol Kreigler, Park Director, Sam Jacobs, Council Liason

Absent: Jean Suppes, Lloyd Jacobson

1. Introductions

Our new Council Liason, Sam Jacobs, was introduced, along with a new commission member, Steve Schugal who lives near Falcon Heights Elementary School.

2. Update on Park Building

The big news was that the city council had unanimously approved the bid for the construction of the park building at the Community Park. The accepted bid was from Jefferson Construction Co. for \$290,463. Included in the bid was a sprinkler system and security system for the building, for \$10,000, but no alarm system. Also excluded were kitchen cabinets, since that was an item which could potentially be donated by private organizations, and staining and sealing of the building. This would save \$6,800 (less the cost of stain) and will be done by volunteers. Seeding and sodding was accepted in the bid. Scott Midness suggested that for the price quoted, it was worth having it done professionally.

The ground breaking ceremony will be Friday, April 13 at 2 p.m. The mayor and all city council members would be there. Jeff indicated that he would try to make it there also. The building is scheduled to be completed by July 26, the date of the ice cream social.

3. Update on City Code

Connie gave the history of the city code and the commission's recommendation that the parks be alcohol-free. The city council never changed the city code that reads that alcohol is allowed by permit only, to groups of 25 or above. Connie indicated that Tom Baldwin thinks alcohol should be allowed in the parks. Connie suggested that we attend the town meeting on "Mayors' for a Drug-Free City" on Thursday, April 26 at 7 p.m. and voice our concerns about alcohol use in our parks. The comment was made that to be smoke free but not alcohol free was a bit contradictory. Essentially the city council has tabled our efforts to change the city code to prohibit alcohol use in the parks. Sam indicated that he basically supported our position, and would try to make this issue an agenda item for the city council to discuss.

4. Park Building Amenities

Carol suggested that she and a few volunteers from the commission work on developing a plan for what we might want up at the community park to make the building functional upon completion. These include: picnic tables, waste receptacles, bike racks, benches, kitchen cabinets, appliances for the kitchen, drinking fountains, and replacement of the dangerous toys in the park. Linda presented the selections she and Jean had made for replacement of the spring toys and swinging gates. These included a spring toy which handicapped children could use, a spring toy for multiple children and a spring board for older children to use. Jean sent word that she thought it would be nice to add something distinctive to the park, such as the sandbox ship in the Kompan catalogue. Everyone agreed that a complete "wish list" should be drawn up and proposals made to organizations that fund these types of things. Jeff and Jyneen said they would help Carol in drawing up these plans, including selecting specific items and price ranges. They would report back to the Commission at its next meeting. Sam said that the sooner the better, since many of

these organizations are currently deciding on how they will spend their budgets. He also stated that he thought it was better to present a "wish list" to an organization, rather than ask for one specific item. That way the people could select what most interested them.

5. Torch Run

Due to mileage and time constraints Carol submitted an altered race route for the torch run on July 4. A number of council members had suggested it would be best to go through residential areas. The new route has us getting the torch at Roselawn and Snelling, it would go south on Snelling to Garden, East to Albert, South to Hoyt the West on Hoyt back to Snelling, where it would be taken into St. Paul. This is about 1.5 miles. Carol staid she would probably need help painting marks on the streets. Every 1/4 mile needed to be indicated along the route. Volunteers have already been identified to help out with the torch run through the city. Carol said she would also need volunteers to man the route to help direct the runner and his or her entourage.

6. Bike Safety Rodeo

The rodeo is set for Falcon Heights Elementary School on May 5. Carol said it would essentially be the same as last year, with a presentation by a police officer, a film on bike safety, introduction of the bike patrol, and stations to practice various bike riding rules. Refreshments would also be offered. Carol asked for as many volunteers as possible, who could be trained the day before the event to make the morning of the 5th easier. Connie said she and her husband would help. Sam said he would talk to the Lions to see if they could help again.

7. Summer Programs

The summer program brochures have been distributed to all the local schools. Everyone agreed they looked really good this year. Additions include a fire prevention seminar at the fire station and a variety of special events to be held at the new community building at the Community Park.

8. Garden Park

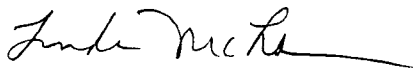
Sam asked about why we couldn't renew the lease at Garden Park, since the Park Plan included this in its design. Carol said the University did not make renewal of the lease for that property an option. We reviewed the history of that plot of land.

9. Insurance

Sam asked about the price of insurance for the old park building and wondered why it seemed underinsured. We all agreed that the issue of replacement insurance should be examined, in light of our putting in a \$290,000 + building. Carol said she would consult with Jan about the issue of insurance, and Sam indicated that he thought it was something for the city council to consider.

10. As no further business was at hand, the meeting was adjourned at 9:30 p.m.

Respectfully submitted,



Linda McLoon

Consent X

Agenda Item: E-5

Policy _____

CITY OF FALCON HEIGHTS

Meeting Date: 5/23/90

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

APPOINTMENT OF DEBORAH WEILAND TO
PARKS & RECREATION COMMISSION

SUBMITTED BY:

Tom Baldwin

REVIEWED BY:

Parks & Recreation Commission

EXPLANATION/SUMMARY (attach additional sheets as necessary):

Attached is the application from Deborah Weiland, 2203
Folwell Avenue.

ACTION REQUESTED:

Approval.

A handwritten signature in black ink, appearing to be 'SAC' followed by a flourish, is written over a horizontal line.

Consent X

Meeting Date: 5/23/90

Policy _____

CITY OF FALCON HEIGHTS

Agenda Item: E-6

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

LICENSES

SUBMITTED BY:

Katherine J. Zimmerman

REVIEWED BY:

Shirley Chenoweth

EXPLANATION/SUMMARY (attach additional sheets as necessary):

General Contractor

*Stock Roofing, Inc.	#540
*Construct-All Corporation	#543
Leske Co., Inc.	#541

Tree Trimming

Thomas and Thomas	#539
-------------------	------

Business

Ceramic Tile International	#542
Bullseye Yogurt	#544

ACTION REQUESTED:

Approval.

[Handwritten signatures]

6/29/87

FALCON HEIGHTS COMMISSION/COUNCIL APPLICATION

NAME: DEBORAH WEILAND

ADDRESS: 2203 FOLWELL F.HGTS. 55108 PHONE: 645-5175

HOW LONG AT ABOVE ADDRESS? 2 YEARS. ARE YOU AGE 21 OR OLDER? YES NO

IN WHAT CAPACITY DO YOU WISH TO SERVE? Member, Parks and Recreation
Commission

REASON(S) YOU WISH TO SERVE: To contribute to the planning,
successful operation, and safety of
Falcon Heights parks and their recreation
programs.

PRIOR PUBLIC (OR RELATED) SERVICE: none

OTHER RELEVANT BACKGROUND (OR COMMENTS):

PLEASE ATTACH RESUME' AND/OR ADDITIONAL SHEETS IF NECESSARY.

Consent X

Agenda Item: E-7

Policy _____

CITY OF FALCON HEIGHTS

Meeting Date: 5/23/90

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

1990 SEALCOATING PROJECT

SUBMITTED BY:

Terry Maurer, City Engineer

REVIEWED BY:

Jan Wiessner
Shirley Chenoweth

EXPLANATION/SUMMARY (attach additional sheets as necessary):

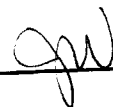
As part of the City's Street Maintenance program, one quadrant of the City streets are sealcoated each year. The 1990 project is the Northeast quadrant of the City (with the exception of the streets to be reconstructed in 1991). Astech Corporation came in with the low bid of \$28,122 (\$30,000 was budgeted for this project).

ATTACHMENTS:

1. May 16, 1990 Maurer letter
2. Resolution R-90-22

ACTION REQUESTED:

1. Award the sealcoat bid to Astech Corporation
2. Authorize staff to return bid bonds to the other bidders.





CONSULTING ENGINEERS

Maier Stewart & Associates Inc.

May 16, 1990

File No: 330-017-20

Honorable Mayor and City Council
 City of Falcon Heights
 City Hall
 2077 W. Larpenteur Avenue
 Falcon Heights, MN 55113

RE: 1990 STREET SEAL COATING PROGRAM - CONSTRUCTION BIDS

Dear Council Members:

We have tabulated the construction bids opened at 10:00 a.m., Tuesday, May 15, 1990, for the 1990 Street Seal Coating Program. The areas that will be seal coated are streets located north of Larpenteur Avenue and east of Snelling Avenue, excluding the portions of Albert and Arcna planned for reconstruction.

There were three bidders. The following table lists the bidders and their bids. A tabulation is also attached for your reference.

Astech Corporation	\$28,122.00
Bituminous Roadways	\$30,214.56
Allied Blacktop	\$40,462.80

Astech Corporation has previously completed similar projects in other communities. Their work on these projects was satisfactory, therefore, we would recommend award to Astech Corporation, as the lowest responsible bidder. Attached is a draft resolution awarding the contract to Astech Corporation for your consideration. We would also request direction from City Council to return the bid bonds for the two unsuccessful bidders after a contract is executed with Astech Corporation.

Sincerely,

MAIER STEWART AND ASSOCIATES, INC.

Terry G. Maurer, P.E.

TJM/km

enc.

RESOLUTION 90-_____

A RESOLUTION OF THE CITY OF FALCON HEIGHTS

RESOLUTION ACCEPTING BID

WHEREAS, pursuant to an advertisement for bids for the improvement of the 1990 Street Seal Coating, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

Astech Corporation	\$28,122.00
Bituminous Roadways	\$30,214.56
Allied Blacktop	\$40,462.80

AND WHEREAS, it appears that Astech Corporation of St. Cloud, Minnesota, is the lowest responsible bidder.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF FALCON HEIGHTS, MINNESOTA:

1. The Mayor and Clerk are hereby authorized and directed to enter into the attached contract with Astech Corporation of St. Cloud, Minnesota, in the name of the City of Falcon Heights for the improvement of 1990 Street Seal Coating, according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

Adopted by the Council this 23rd day of May, 1990.

Thomas Baldwin, Mayor

Shirley Chenoweth, City Clerk

Consent X

Agenda Item: E-8

Policy

CITY OF FALCON HEIGHTS

Meeting Date: 5/23/90

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

APPOINTMENT OF SEASONAL EMPLOYEES TO PARKS AND RECREATION AND PUBLIC WORKS DEPARTMENTS

SUBMITTED BY:

Carol Kriegler and Vince Wright

REVIEWED BY:

Jan Wiessner

EXPLANATION/SUMMARY (attach additional sheets as necessary):

Seasonal employees are hired each year in the Parks and Recreation Program and Public Works and Parks Maintenance areas. At this time, we recommend the appointments of 5 individuals to the Public Works Department and 4 to the Parks and Recreation Department. Two additional positions (Job Training Program Aid and Young Child Teacher) are expected to be filled later. Two part-time Public Works employees were appointed 4/11/90.

- | | |
|-----------------------------|---|
| <u>Parks and Recreation</u> | <u>Public Works and Parks Maintenance</u> |
| 1. Chip Bogenholm* | 1. Greg Peterson |
| 2. Rod Olson* | 2. Tim Marshall* |
| 3. Amy Posel* | 3. Jon Kubes* |
| 4. Greg Staffa* | 4. Tom Amman* |
| | 5. Dave Tretsvan* |

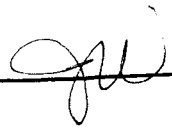
ATTACHMENTS:

- A. 5/17/90 Memo from Carol Kriegler
- B. 5/18/90 Memo from Vince Wright

*Indicates previous experience with the City of Falcon Heights

ACTION REQUESTED:

Approve appointment of seasonal employees; wages not to exceed 1990 budget.





CITY OF
FALCON HEIGHTS

2077 W. LARPENTEUR AVENUE FALCON HEIGHTS, MN 55113-5594 PHONE (612) 644-5050 FAX (612) 644-8675

May 17, 1990

TO: Jan Wiessner

FROM: Carol Kriegler

SUBJECT: Summer Recreation Program Hiring

As you requested, I have prepared an update on the status of hiring for summer recreation programs. Following is a list of positions and the individuals I anticipate recommending for appointment by the City Council. Registration for programs will continue to take place for the next month and final enrollment figures will likely have an impact on my final recommendations, hours, assignments, and specific program assignments.

Head Sport Coaches and Instructors - Soccer, T-Ball, Nearball,
Tennis, Bowling

- | | | | |
|----|---|--------------|--|
| 1. | Chip Bogenholm
Hamline University
1536 Hewitt
St. Paul, MN 55104 | (\$7.50/hr.) | Has worked for City in
the past 12 mos. |
| 2. | Rod Olson
Peru State College
Peru, Nebraska | (\$7.50/hr.) | Worked summer of '89
(Student at Peru, his folks
reside in F.H.) |

Recreation Program Aid

- | | | | |
|----|------------------------------|--------------|------------------------------------|
| 1. | Amy Posel
1754 Holton St. | (\$3.80/hr.) | Worked for City in past
12 mos. |
| 2. | Greg Staffa
1870 Tatum | (\$3.80/hr.) | Worked for City in past
12 mos. |
| 3. | JPTA Program Worker | | |

Young Child Teacher - Mighty Mites, Kid's Stuff, Beginning Ball
Skills, Discovery

VACANCY

CK:pp

HOME OF THE MINNESOTA STATE FAIR AND THE U OF M INSTITUTE OF AGRICULTURE



PRINTED ON RECYCLED PAPER



CITY OF
FALCON HEIGHTS

2077 W. LARPEN TEUR AVENUE FALCON HEIGHTS, MN 55113-5594 PHONE (612) 644-5050 FAX (612) 644-8675

May 18, 1990

TO: Jan Wiessner
FROM: Vince Wright *VW*
RE: SUMMER PUBLIC WORKS AND PARK MAINTENANCE EMPLOYEES

As you requested, the following is a list of positions and people I am recommending be hiring for the summer of 1990:

<u>Name</u>	<u>Wage</u>	<u>Duties</u>
Gregory Peterson 2960 North Asbury Roseville, MN 55113 (Falcon Heights Volunteer Fireman)	\$5.00/hr.	plant trees, park, street, sanitary sewer and storm sewer maintenance
Tim Marshall 1414 West Shryer Roseville, MN 55113 (employed part-time since 1987)	\$5.75/hr	same
John Kubes 1877 Holton Falcon Heights, MN 55113 (employed part-time since 1987)	\$5.75	same
Tom Ammann 1869 Moore Falcon Heights, MN 55113 (employed part-time since 1988)	\$5.75	plant trees only
Dave Tretsvan 1542 West Idaho Falcon Heights, MN 55113 (employed part-time for recreation programs)	\$5.50	same



<u>Name</u>	<u>Wage</u>	<u>Duties</u>
* George Picka 1073 Eleanor Avenue St. Paul, MN 55116 (employed part-time for clean-up and city maintenance)	\$6.00	same
* Marvin Pieske 2300 Penn Avenue North Minneapolis, MN 55411 (employed part-time cutting brush this spring)	\$5.00	same

The above employees will be hired part-time during the summer months for hours not to exceed 1990 budget.

VW:kjz

*Approved 4/1/90 by Council

Consent X

Agenda Item: E-9

Policy _____

CITY OF FALCON HEIGHTS

Meeting Date: 5/23/90

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION: APPOINTMENT OF DELORIS SWENSON TO FULL-TIME SECRETARY POSITION

SUBMITTED BY: Jan Wiessner and Shirley Chenoweth

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

During the 1990 budget process, the City Council approved a new position for a full-time secretary.

Hiring seasonal and temporary secretaries has proven to be problematic in the amount of training and supervision required and the loss of continuity which results in carrying out the work load.

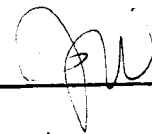
The position was advertised in the City Newsletter as well as in local newspapers. Twenty-eight individuals applied. Shirley Chenoweth, Tom Kelly, Susan Hoyt Taff, Pat Phillips and Jan Wiessner were involved in the screening and interviewing process. Deloris (Dee) Swenson is our unanimous choice to fill the position.

ATTACHMENTS:

- A. Letter
- B. Resume
- C. Letters of recommendation

ACTION REQUESTED:

Appoint Deloris Swenson to the Secretary position at Level I (\$1,566.00/month) effective Monday, June 11, 1990.



Rec'd
4/10/90

Deloris J. Swenson
1681 Sherburne Avenue
St. Paul, Minnesota 55104
647-9433

City of Falcon Heights
2077 Larpenteur
Falcon Heights, MN 55113

Dear Personnel Director:

Please consider me for the position of secretary for the City of Falcon Heights.

I bring with me 14 years of secretarial experience. Ten of these years were at an administrative/executive level in a hospital setting where one of my many duties was attending and taking minutes at the monthly medical staff meetings. Four of these years have been at Hamline University School of Law where I was the main contact person for not only the dean's office but for the law school as a whole. Here, too, I was responsible for preparing the agenda and taking minutes at the monthly faculty meetings. I also bring with me reliability and professionalism, along with excellent telephone, reception, organizational, typing, and word processing skills.

My resume is enclosed detailing my work experience and knowledge of computer and office equipment. I am also enclosing two letters of recommendation which will give you a little more insight as to my character and abilities.

I look forward to meeting with you to see if we have a match between my qualifications and your expectations.

Sincerely,



Deloris J. Swenson

/ds

PS As mentioned in our telephone conversation, I will be on a previously planned vacation in Germany from April 23 to May 10.

R E S U M E

DeLoris J. Swenson
1681 Sherburne Avenue
St. Paul, Minnesota 55104

Home Phone: 647-9433

EXPERIENCE: 12/86 - present Executive Secretary to Dean of Hamline University School of Law.

3/86-12-86 Secretary/Receptionist for Associated Rehabilitation Consultants, Minneapolis.

3/85-3/86 Executive/Medical Staff Secretary at St. Croix Valley Memorial Hospital, St. Croix Falls, Wisconsin.

1/78-3/85 Executive Secretary to Hospital Administrator Director of Finance at St. Croix Valley Memorial Hospital.

7/76-1/78 Administrative Secretary to Director of Finance and three department heads at the St. Croix Hospital.

5-6/76 Accepted position of pool typist at the hospital.

4/76 Receptionist at the hospital.

Experience on IBM Electronic typewriter, Norcom, Sanyo and Sony dictating equipment, Adler and Casio calculators, Leading Edge, IBM, Wyse, WordPerfect word processors.

EDUCATION: Completed certificate program for Executive Secretaries/Administrative Assistants. This consisted of four units taken over a two year period through the University of Wisconsin at Eau Claire.

Attended a workshop in Perfecting Secretarial Writing Craft through the University of Wisconsin Extension in Eau Claire, Wisconsin.

Resume
DeLoris J. Swenson
Page 2

Attended seminar through the University of Wisconsin on Developing Interpersonal Skills for Secretaries and Administrative Assistants.

Attended workshop at the Sheraton Ritz in Minneapolis put on by Dunn & Bradstreet on Managerial Techniques for Secretaries.

Seminar on Improving Secretarial Communication Skills sponsored by the University of Wisconsin.

MISCELLANEOUS: Past president of Redeemer Lutheran Church Ladies Group.

Past president of Shiloh Homemakers Club.

Past secretary/treasurer of Fellowship Club.

HOBBIES: Golfing, Cross Country Skiing, Knitting, Jogging, Collecting Antiques and Decorating.

References furnished upon request.

February 13, 1990

Faculty Office
(612) 641-2081

Clinics Office
(612) 641-2898

To Whom It May Concern:

Dee Swenson has asked that I write a letter of recommendation on her behalf. Dee served as the Dean's secretary for the two and a half years when I was the acting Dean of the Hamline University School of Law. She had worked previously as the Dean's secretary for Steven Young. Dee was an excellent secretary/administrative assistant and I give her a very high recommendation.

Dee had many responsibilities. As the Dean's secretary she was responsible for keeping my calendar as well as the school's calendar. She maintained the school files and my personal files. She served as the secretary at the faculty meetings and was frequently asked to administer special events. These special events would require sending out the invitations, securing rooms, finding caterers, organizing parking, room set up, clean up and the logistics of the participants. Up until the last month of my tenure as a Dean, she also was the main receptionist for the law school.

In addition, she did almost all of my typing. This included daily correspondence, numerous reports, articles, as well as legal documents in several of the cases that I was involved in. As you can see by the description of her duties, Dee was doing the work of two secretaries.

She worked long hours and never complained. She always got the work done on time and in professional form. She was excellent at transcribing dictation and her word processing skills on her IBM compatible Word Perfect program were quite good.

Dee is an extremely reliable, trustworthy person. She has excellent telephone skills and was a wonderful representative of the Dean's office when dealing with students, lawyers, faculty or staff. Dee is a very pleasant person to work with, has a good sense of humor and was very interested in making the office a comfortable place to work in. I am very pleased to recommend Dee Swenson.

Very truly yours,

Peter N. Thompson

Peter N. Thompson
Professor of Law

PNT:jc

February 13, 1990

Office of the Dean
(612) 641-2400
Placement Office
(612) 641-2470
Registrar's Office
(612) 641-2468

To Whom It May Concern:

RE: Letter of Recommendation for Dee Swenson


As Associate Dean of Hamline University School of Law I have worked relatively closely with Dee Swenson for approximately three years. While Dee's primary assignment has been executive secretary to the law school dean, she also did much for the associate dean's office. In fact, during the past six months she has handled my scheduling and correspondence.

During this entire period of time Dee has been a delightful person to work with and a secretary of great skill. Her production skills, both with respect to short correspondence and longer documents, are excellent. She always got my work out in a very timely fashion with a minimum of mistakes or errors. Also, she was equally able to work with either dictation or handwritten manuscript. I rarely required more than one draft for simple short work. Longer work rarely required more than two drafts and on those occasions where more than two drafts were required it was due to my editing and not to any mistakes in Dee's production of my work.

Dee also performed receptionist tasks and set up programs here in the law school for me and for the dean during this period of time. She always put forth a positive and professional image for the law school in her position, which was one of the primary contact points for persons outside of the law school. Additionally, Dee was always willing to work long hours when necessary and always was cheerful in her approach to her work and to what I am sure are my own idiosyncracies.

If you have any questions please do not hesitate to contact me. My number is 641-2358.

Yours truly,


William E. Martin
Associate Dean for
Academic Affairs

WEM:cac.1

Consent _____

Agenda Item: F-1

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 5/23/90

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

AGREEMENT WITH MNDOT FOR 1987 SNELLING AVENUE
CONSTRUCTION PROJECT

SUBMITTED BY:

Jan Wiessner

REVIEWED BY:

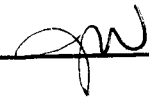
EXPLANATION/SUMMARY (attach additional sheets as necessary):

Mike Christensen of MNDOT will be present to discuss the
City's share of costs for the Snelling Avenue project.

ATTACHMENTS:

- A. March 9, 1990 letter from M. Christensen, MNDOT
- B. Feb. 16, 1990 letter from J. Wiessner
- C. Excerpts of City Council meeting Minutes: Jan. 24, 1990
Apr. 25, 1990
- D. Jan. 17, 1990 letter from Maurer
- E. Dec. 4, 1986 letter from Kermit McRae, MNDOT
- F. Proposed Agreement, Supplement No. 1

ACTION REQUESTED:



MINUTES
APRIL 25, 1990
PAGE 2

SNELLING AVENUE CONSTRUCTION PROJECT ITEM DEFERRED TO 5/23/90

* The item relating to the City's financial obligation for the Snelling Avenue Project was deferred to the May 23rd meeting at the request of the Minnesota Department of Transportation.

MINUTES
JANUARY 24, 1990
PAGE 2

* DISCUSSION OF PROPOSED AGREEMENT WITH MN/DOT REGARDING 1987
SNELLING AVE. CONSTRUCTION PROJECT

Maurer presented Supplement #1 to the Minnesota Department of Transportation agreement for street, watermain and storm sewer construction on Snelling Avenue in 1987, and explained the related costs. A lengthy discussion ensued regarding costs to the City as the Council understood that the City would not be charged for any street construction and objected to the charges now being proposed. Since the new watermain was entirely a City project and the City's expense, Council agreed that the first installment should be paid. Ciernia moved approval of the first good faith installment in the amount of \$45,426.67 which will not constitute agreement with the proposed payment plan. Motion carried unanimously.

The proposed agreement with MN/DOT was not approved due to the street charges.



Minnesota Department of Transportation

ATTACHMENT MAR. 14 1990
✓ Copy Council
T Maurer

**Metropolitan District
Transportation Building
St. Paul, Minnesota 55155**

Oakdale Office, 3485 Hadley Avenue North, Oakdale, Minnesota 55128
Golden Valley Office, 2055 North Lilac Drive, Golden Valley, Minnesota 55422

March 9, 1990

Reply to
Telephone No. 779-1177

Ms. Janet Wiessner
City Administrator
2077 West Larpenteur Avenue
Falcon Heights, Minnesota 55113

Dear Ms. Wiessner:

SUBJECT: S.P. 6216-91, 6216-100 (T.H. 51)
Supplement No. 1 to Agreement No. 63866
Snelling Avenue

Returned herewith is the check we received from the City of Falcon Heights in the amount of \$45,426.67. Mn/DOT cannot accept payment until we have a signed agreement.

As you indicated in your letter of February 16, 1990, the City Council took exception to being assessed for street costs when Mn/DOT Representatives had told Falcon Heights residents that there would be no local costs for that portion of the project. We have researched our Location/Design public hearing transcripts and Mn/DOT replies to specific inquires from Falcon Heights residents indicate that we did expect local government participation in the cost of particular items which benefit their constituency.

In order to consummate this agreement in an orderly fashion we would be happy to discuss the agreement and any specific issues you may have in order to come to a mutual understanding of the agreement. If additional information is required please contact Mr. Howard Ries at 779-1181.

Sincerely,

for Howard Ries

Mike Christensen, P.E.
Assistant Metro District Engineer



An Equal Opportunity Employer



CITY OF
FALCON HEIGHTS

2077 W. LARPENTEUR AVENUE FALCON HEIGHTS, MN 55113-5594 PHONE (612) 644-5050 FAX (612) 644-8675

February 16, 1990

Mr. Howard Ries
Minnesota Department of Transportation
3485 Hadley Ave. North
Oakdale, MN 55109

Dear Mr. Ries:

Enclosed is a check from the City of Falcon Heights in the amount of \$45,426.67 for the Snelling Avenue project.

I understand that our City's Engineer, Terry Maurer of Maier Stewart and Associates informed you of the discussion which took place at the January 24, 1990 Falcon Heights City Council meeting. The City Council authorized the enclosed check; however, they did not approve the agreement. They took exception to the City's being assessed for street costs when MNDOT representatives had told Falcon Heights residents that there would be no local costs for that portion of the project.

Please give me a call so we can discuss this, Howard. I apologize for the delay.

Sincerely,

Janet Wiessner
City Administrator

JW:pp
enclosure





CONSULTING ENGINEERS

Maier Stewart & Associates Inc.

January 17, 1990

File No: 330-003-40

Ms. Jan Wiessner
 Administrator
 City of Falcon Heights
 2077 W. Larpenteur Avenue
 Falcon Heights, MN 55113

RE: SNELLING AVENUE MNDOT AGREEMENT

Dear Ms. Wiessner:

As you requested, I have reviewed Supplement No. 1 to MnDOT Agreement #63866 for street, water main and storm sewer construction on the Snelling Avenue project. In reviewing this I compared it to the original agreement and City Council resolution R-87-8.

The original agreement estimated a total City cost of \$133,826.01, while Supplement No. 1 is in the amount of \$106,962.01. It appears from my review, the reduced cost is from several changes. First, the calculation of all storm sewer cost items has been reduced by 50% in accordance with City Council resolution. Second, the lower costs reflect a reduction in unit price cost from the estimated amount to the actual amount. Finally, the elimination of all tree and shrub costs in accordance with the City Council resolution. The following table compares the costs from the original agreement and Supplement No. 1.

<u>ITEM</u>	<u>ORIGINAL AGREEMENT</u>	<u>SUPPLEMENT NO. 1</u>
Storm Sewer	\$ 10,277.89	\$ 3,687.39
Storm Sewer	18,431.63	6,744.27
Street	3,056.58	1,904.42
Street	5,613.84	5,092.72
Water Main	56,399.00	61,751.67
Storm Sewer	590.80	472.45
Storm Sewer	1,900.42	697.48
Street	2,176.22	1,629.58
Street	1,034.92	925.55
Sanitary Sewer Adjustment	8,220.00	6,700.00
* Prorata Items	5,240.86	4,034.41
Engineering Costs	<u>20,944.45</u>	<u>13,322.07</u>
TOTAL COST	\$133,826.61	\$106,962.01

* Prorata items include mobilization, field office, field laboratory, traffic control, maintenance of haul roads.

CITY OF FALCON HEIGHTS
JANUARY 19, 1990
PAGE TWO

Based on this breakdown of costs and my review of the information, I believe Supplement No. 1 to MnDOT Agreement #63866 is correct. I would therefore recommend City payment of this amount in accordance with the payment schedule outlined in City Resolution R-87-8 and included in the supplemental agreement. Page 7 at the rear of the supplemental agreement indicates the costs included in the new water main construction which makes up the first payment due. The amount of these items is \$45,426.67.

If you have any questions regarding this, please call.

Sincerely,

MAIER STEWART AND ASSOCIATES, INC.


Terry J. Maurer, P.E.

TJM/km



Minnesota
 Department of Transportation
 District 9
 3485 Hadley Avenue North, Box 9050
 North St. Paul, Minnesota 55109

December 4, 1986

Telephone 779-1178

Mr. Dewan Barnes
 Administrator/Clerk/Treasurer
 City Hall Annex
 2077 W. Larpenteur Avenue
 Falcon Heights, Minnesota 55113

Dear Mr. Barnes:

SUBJECT: S.P. 6215-58, 6216-100, 6216-91 (T.H. 51)
 GRADING AND SURFACING FROM COMO AVENUE IN
 ST. PAUL TO T.H. 36 IN ROSEVILLE

We are transmitting herewith the preliminary construction plans on the above referenced project for your general information and review. It is anticipated this project will be let January 23, 1987.

We would like to thank the City Council for scheduling the informational meeting for this project on November 19, 1986. We appreciated the opportunity to come before the citizens to discuss the plan and answer their concerns.

A Cooperative Cost Sharing Agreement between the State and the City will be prepared by Mn/DOT for the City's share of the cost for storm sewer and water main construction. A preliminary estimate for the City's share of the cost for this project is approximately \$98,500.00, which is broken down as follows:

	<u>CITY'S SHARE</u>
Storm sewer	\$49,000.00
Water	41,500.00
Mobilization	5,000.00
Traffic control	3,000.00

We would appreciate an early contact with this office on any questions arising from your review in order that we may discuss them with you prior to our submittal of a final construction plan for your approval.

We realize that the storm sewer participation is a concern of the City. Bob Cartford and Sue Klein would be pleased to discuss this with the City Council at their convenience.

Sincerely,

Kermit K. McRae

Kermit K. McRae, P.E.
 District Engineer

AGREEMENT
SERVICES
SECTION

STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
COOPERATIVE CONSTRUCTION
AGREEMENT

AMENDMENT TO
AGREEMENT NO.
63866

SUPPLEMENT NO. 1

S.P. 6216-91 (T.H. 51=125)
State Funds
S.P. 6216-100 (T.H. 51=125)
Fed. Proj. M 5421(6)

Supplement No. 1 to
Agreement No. 63866 between
The State of Minnesota
Department of Transportation, and
The City of Falcon Heights
Re: City cost street and storm sewer
construction by the State on T.H.
51 (Snelling Ave.) from Hoyt Ave.
to Roselawn Ave. in Falcon Heights

AMOUNT ENCUMBERED

(None)

ESTIMATED AMOUNT
RECEIVABLE

\$106,962.01

THIS SUPPLEMENTAL AGREEMENT made and entered into by and between
the State of Minnesota, Department of Transportation, hereinafter
referred to as the "State" and the City of Falcon Heights,
Minnesota, acting by and through its City Council, hereinafter
referred to as the "City".

WITNESSETH:

WHEREAS the State and the City did enter into an agreement dated
March 10, 1987 and designated as Agreement No. 63866 providing
for participation by the City in the costs of the grading,
surfacing, drainage, traffic signals and lighting construction
and other associated construction to be performed upon, along and
adjacent to Trunk Highway No. 51 (Snelling Avenue) from Engineer

Handwritten initials

ESTIMATED PROJECT COSTS

6" Watermain	1027 LF	@\$ 15.50	\$15,918.50
8" x 6" Wet Tap	2 EA	@\$1460.00	2,920.00
6" Gate Valve	2 EA	@\$ 500.00	1,000.00
Fittings	500 LBS	@\$ 2.00	1,000.00
Hydrant	2 EA	@\$1300.00	2,600.00
Air Release Valve	1 EA	@\$ 525.00	525.00
1" Corporation Stop	6 EA	@\$ 60.00	360.00
1" Curb Stop & Box	6 EA	@\$ 125.00	750.00
1" Copper Service Pipe	270 LF	@\$ 12.60	3,402.00

ESTIMATED TOTAL CONSTRUCTION COST	\$28,475.50
MnDOT OVERHEAD (12.86261%)	3,662.69
CONSTRUCTION INSPECTION (5%)	1,450.00
INITIAL DESIGN FEE (10%)	2,850.00

ESTIMATED TOTAL PROJECT COST	\$36,438.19
------------------------------	-------------

Station N.B. 200+86.02 (the north end of Bridge No. 62015 over Como Avenue) in the City of St. Paul to Engineer Station N.B. 317+05 (a point 175 feet south of the south end of Bridge No. 9013 over Trunk Highway No. 36) in the City of Roseville under State Projects No. 6215-58 (T.H. 51=125), No. 6215-61 (T.H. 51=125), No. 6216-91 (T.H. 51=125), No. 6216-100 (T.H. 51=125), No. 6216-101 (T.H. 51=125) and No. 6216=105 (T.H. 51=125) and State Aid Project No. 62-630-25 and in the records of the Federal Highway Administration as Minnesota Project M 5421(6); and

WHEREAS the City signed Agreement No. 63866 subject to certain changes listed in the agreement attached City Resolution No. R-87-8; and

WHEREAS the State is willing to supplement Agreement No. 63866 by incorporating these changes listed in the City's resolution: (1) the City pay only 50 percent of the cost of their determined contributing flow for the storm sewer construction located north of Larpenteur Avenue, (2) elimination of the provision which makes the City responsible for storm sewer facilities maintenance, (3) deletion of all City cost tree and shrub construction, and (4) a City cost share advancement schedule; and

WHEREAS City costs for construction on Hoyt Avenue (County State Aid Highway No. 56) and Roselawn Avenue (County Road No. 114)

were included in Agreement No. 63866 and should now be deleted since they are County Roads; and

WHEREAS significant City cost supplemental sanitary sewer and water main construction has been performed in connection with the construction of Trunk Highway No. 51 (Snelling Avenue) and should now be added to the City's cost share so that the amount advanced by the City more accurately represents their total cost share.

IT IS THEREFORE, MUTUALLY AGREED AS FOLLOWS:

ARTICLE I - AMENDMENT OF ARTICLE II OF AGREEMENT NO. 63866

The City Cost Participation Construction description under Article II, Section A. of Agreement No. 63866 dated March 10, 1987 is hereby amended and modified to read as follows:

CITY COST PARTICIPATION CONSTRUCTION

All of the following construction to be performed upon, along and adjacent to Trunk Highway No. 51 (Snelling Avenue) from Engineer Station N.B. 239+51.696 (Hoyt Avenue) to Engineer Station N.B. 279+06.16 (Roselawn Avenue) within the corporate city limits under State Projects No. 6216-91 (T.H. 51=125) and No. 6216-100 (T.H. 51=125).

100 PERCENT shall be the City's rate of cost participation in all of the City owned sanitary sewer and water main facilities

construction, except for the adjustment of valve boxes and frame and ring castings covered below under "40 Percent" and "9.3 Percent".

100 PERCENT minus all anticipated Federal-aid funding shall be the City's rate of cost participation in all of the following construction to be performed along and adjacent to the Trunk Highway No. 51 (Snelling Avenue) roadway from Engineer Station N.B. 239+51.696 (Hoyt Avenue) on the east side of the roadway and from Engineer Station N.B. 246+00 (a point approximately 175 feet south of Hollywood Court) on the west side of the roadway to Engineer Station N.B. 260+00 (a point approximately 350 feet north of Crawford Street) under State Project No. 6216-100 (T.H. 51=125):

1. Except for the driveway located on the west side of the Trunk Highway No. 51 (Snelling Avenue) West Frontage Road roadway at Engineer Station 249+75, all of the construction of concrete driveways including their aggregate base to be performed along the west side of the Trunk Highway No. 51 (Snelling Avenue) West Frontage Road roadway and along the east side of the Trunk Highway No. 51 (Snelling Avenue) East Frontage Road roadway.

2. All of the construction of concrete walk including its aggregate base to be performed along the east side of the Trunk Highway No. 51 (Snelling Avenue) East Frontage Road roadway.

3. Except for excavation, all of the construction to be performed upon and within the Hollywood Court approach to Trunk Highway No. 51 (Snelling Avenue) West Frontage Road. Said construction includes, but is not limited to, removal of curb and gutter, sawing bituminous pavement, granular borrow, bituminous surfacing and concrete curb and gutter.

40 PERCENT minus all anticipated Federal-aid funding shall be the City's rate of cost participation in all of the following construction to be performed along and adjacent to the Trunk Highway No. 51 (Snelling Avenue) roadway from Engineer Station N.B. 239+51.696 (Hoyt Avenue) on the east side of the roadway and from Engineer Station N.B. 246+00 (a point approximately 175 feet south of Hollywood Court) on the west side of the roadway to Engineer Station N.B. 260+00 (a point approximately 350 feet north of Crawford Street) under State Project No. 6216-100 (T.H. 51=125):

1. Except for excavation and removal of pavement, all of the construction to be performed upon and within the Crawford Street and Falcon Center Crossover approaches to Trunk Highway No. 51

(Snelling Avenue). Said construction includes, but is not limited to, removal of concrete curb, sawing bituminous pavement, granular borrow, bituminous surfacing, concrete curb and gutter and curb ramps.

2. All of the sodding including its topsoil borrow to be performed along the west side of the Trunk Highway No. 51 (Snelling Avenue) West Frontage Road roadway and along the east side of the Trunk Highway No. 51 (Snelling Avenue) East Frontage Road roadway.

3. All of the grubbing to be performed along the west side of the Trunk Highway No. 51 (Snelling Avenue) West Frontage Road roadway.

4. All of the adjustment of City owned sanitary sewer and water main facilities.

5. All of the construction of concrete walk including its aggregate base to be performed in the following locations:

a. The northeast quadrant of the Trunk Highway No. 51 (Snelling Avenue) - Hoyt Avenue intersection.

b. The southwest, southeast and northeast quadrants of the Trunk Highway No. 51 (Snelling Avenue) - Larpenteur Avenue (County State Aid Highway No. 30) intersection.

c. The bus stops located in the southwest and northeast quadrants of the Trunk Highway No. 51 (Snelling Avenue) - Larpenteur Avenue (County State Aid Highway No. 30) intersection.

23.26 PERCENT shall be the City's rate of cost participation in all of the following construction to be performed under State Project No. 6216-91 (T.H. 51=125):

1. All of the construction of concrete walk including its aggregate base and all of the construction of concrete and bituminous driveways including their aggregate base and the removal of pipe culvert therefor to be performed along the west side of the Trunk Highway No. 51 (Snelling Avenue) West Frontage Road roadway and along the east side of the Trunk Highway No. 51 (Snelling Avenue) East Frontage Road roadway.

2. Except for excavation, all of the construction to be performed upon and within the Ruggles Avenue approach to Trunk Highway No. 51 (Snelling Avenue) East Frontage Road. Said construction includes, but is not limited to, sawing bituminous

pavement, granular borrow, bituminous surfacing, concrete curb and gutter and curb ramps.

19.8 PERCENT of 50 PERCENT minus all anticipated Federal-aid funding shall be the City's rate of cost participation in all of the cooperative joint-use storm sewer facilities construction as shown and/or described in "Red" color on the attached EXHIBIT "A".

9.3 PERCENT shall be the City's rate of cost participation in all of the following construction to be performed under State Project No. 6216-91 (T.H. 51=125):

1. Except for excavation and removal of pavement, all of the construction to be performed upon and within the Falcon Center Crossover and Garden Avenue approaches to Trunk Highway No. 51 (Snelling Avenue). Said construction includes, but is not limited to, miscellaneous removals, sawing bituminous pavement, granular borrow, bituminous surfacing, concrete curb and gutter and curb ramps.

2. All of the sodding including its topsoil borrow to be performed along the west side of the Trunk Highway No. 51 (Snelling Avenue) West Frontage Road roadway and along the east

side of the Trunk Highway No. 51 (Snelling Avenue) East Frontage Road roadway.

3. All of the adjustments of City owned sanitary sewer and water main facilities.

7.6 PERCENT minus all anticipated Federal-aid funding shall be the City's rate of cost participation in all of the cooperative joint-use storm sewer facilities construction as shown and/or described in "Brown" color on the attached EXHIBIT "A".

4.7 PERCENT of 50 PERCENT shall be the City's rate of cost participation in all of the cooperative joint-use storm sewer facilities construction as shown and/or described in "Blue" color on the attached EXHIBIT "A".

4.1 PERCENT of 50 PERCENT shall be the City's rate of cost participation in all of the cooperative joint-use storm sewer facilities construction as shown and/or described in "Pink" color on the attached EXHIBIT "A".

ARTICLE II - AMENDMENT OF ARTICLE III OF AGREEMENT NO. 63866

Article III, Section A. of Agreement No. 63866 dated March 10, 1987 is hereby amended and modified to read as follows:

It is estimated that the City's share of the costs of the contract construction plus the construction engineering cost share is the sum of \$133,826.61 as shown in the attached SCHEDULE "I". Upon award of the construction contract the State shall prepare a revised SCHEDULE "I" based on construction contract unit prices and shall submit a copy of the revised SCHEDULE "I" to the City. The City shall advance to the Commissioner of Transportation the City's total estimated cost share as shown in the revised SCHEDULE "I" be it more or less than the sum of \$133,826.61 in accordance with the following advancement schedule.

CITY COST SHARE ADVANCEMENT SCHEDULE

First Payment: Upon execution of this agreement and upon receipt of a request from the State for such advancement of funds, the City shall advance to the Commissioner of Transportation an amount equal to the City's total cost share of the new water main facilities construction as set forth in the revised SCHEDULE "I".

Second Payment: On or before July 15, 1990, the City shall advance to the Commissioner of Transportation an amount equal to 50 percent of that amount of the City's total cost share as set forth in the revised SCHEDULE "I" which has not been advanced by the City.

Third Payment: On or before July 15, 1991, the City shall advance to the Commissioner of Transportation an amount equal to the City's total cost share as set forth in the revised SCHEDULE "I", or the final SCHEDULE "I" if available, less the total of all funds previously advanced by the City.

ARTICLE III - AMENDMENT OF ARTICLE IV OF AGREEMENT NO. 63866

The first paragraph of Article IV, Section D. of Agreement No. 63866 dated March 10, 1987 is hereby amended and modified to read as follows:

It is hereby understood and agreed that, upon the satisfactory completion of State Projects No. 6216-91 (T.H. 51=125) and No. 6216-100 (T.H. 51=125) construction, the City shall thereafter provide for the proper maintenance, without cost or expense to the State, of all of the City owned utility facilities constructed within the corporate City limits under said state projects and that neither party to this agreement shall drain any additional drainage into the storm sewer facilities constructed within the corporate City limits under said state projects that is not included in the drainage for which said storm sewer facilities were designed without first obtaining permission to do so from the other party.

ARTICLE IV - AGREEMENT NO. 63866

Except as amended and modified herein, all of the terms and conditions set forth in Agreement No. 63866 dated March 10, 1987 shall remain in full force and effect.

ARTICLE V - APPROVAL

Before this supplemental agreement shall become binding and effective, it shall be approved by resolution of the City Council of the City and shall also receive the approval of such state officers as the law may provide in addition to the Commissioner of Transportation or his authorized representative.

IN TESTIMONY WHEREOF the parties have duly executed this agreement by their duly authorized officers and caused their respective seals to be hereunto affixed.

(City Seal)

CITY OF FALCON HEIGHTS

By _____
Mayor

Date _____

By _____
City Administrator

Date _____

DEPARTMENT OF TRANSPORTATION

Recommended for approval:

By Harold R. Remec 11-7-89
Director - Agreement
Services Section

By [Signature] 11/28/89
District Engineer

By _____
Deputy Division Director
Technical Services Division

Approved as to form and execution:

By _____
Special Assistant Attorney General

STATE OF MINNESOTA

By _____
Deputy Commissioner
of Transportation

Date _____
(Date of Agreement)

Approved:
Department of Administration

By _____
(Authorized Signature)

Date _____

SCHEDULE "I"
 Supplement No. 1 to
 Agreement No. 63866

REVISED CONSTRUCTION COST ESTIMATE

S.P. 6216-91 (T.H. 51-125)

State Funds

S.P. 6216-100 (T.H. 51-125)

Fed. Proj. M 5421(6)

City of Falcon Heights

Revised: November 3, 1989

Date: January 23, 1987

Grading, Surfacing and Drainage construction performed under
 State Contract No. 20047 with Progressive Contractors, Inc.
 located on T.H. 51 (Snelling Ave.) from Como Ave. in St. Paul to T.H. 36 in Roseville

Type and location of City cost participation construction covered under this agreement is described
 in Article II of the agreement, and the construction work items are listed on the following sheets.

SUMMARY:

DIVISION OF COST PARTICIPATION

	FEDERAL	STATE	CITY
S.P. 6216-91 (From Sheet No. 2)		\$523,872.58	\$ 82,745.50
S.P. 6216-100 (From Sheet No. 2)	\$62,960.27	\$ 14,553.93	\$ 10,894.44
Subtotals	\$62,960.27	\$538,426.51	\$ 93,639.94
*Construction Engineering (From Sheet No. 14)			\$ 13,322.07
Grand Totals - Federal, State and City	\$62,960.27	\$538,426.51	\$106,962.01
City Water Main Costs (From Sheet No. 7)			\$ 45,426.67
Prorata Percentage (4.5024148)			2,045.30
Subtotal			\$ 47,471.97
Construction Engineering (88)			3,797.76
The City's First Advance Payment			\$ 51,269.73

* No Federal-aid will be applied to construction engineering costs

SUMMARY

S.P. 6216-91

	STATE	CITY
From Sheet No. 3	\$153,222.61	\$ 3,687.39
From Sheet No. 4	312,704.05	6,744.27
From Sheet No. 5	18,573.18	1,904.42
From Sheet No. 6	16,802.05	5,092.72
From Sheet No. 7		61,751.67
Subtotals	\$501,301.89	\$79,180.47
Prorata Percentage (4.502414%)	22,570.69	3,565.03
Totals - State and City	\$523,872.58	\$82,745.50

S.P. 6216-100

	FEDERAL PORTION		FEDERAL MATCHING PORTION		NON FEDERAL-AID	
	FEDERAL	STATE	FEDERAL	CITY	FEDERAL	CITY
From Sheet No. 8	\$20,509.46	\$ 5,134.78	\$ 472.45			
From Sheet No. 9	23,243.78	6,347.74	697.48			
From Sheet No. 10	13,440.83	2,444.36	1,629.58			
From Sheet No. 11	3,053.60		925.55			
From Sheet No. 12					\$6,700.00	
Subtotals	\$60,247.67	\$13,926.88	\$3,725.06		\$6,700.00	
Prorata Percentage (4.502414%)	2,712.60	627.05	167.72		301.66	
Subtotals	\$62,960.27	\$14,553.93	\$3,892.78		\$7,001.66	
Totals - Federal, State and City	\$62,960.27	\$14,553.93	\$10,894.44			

(P) = Plan Quantity

SPEC. ITEM NO.	S.P. 6216-91 WORK ITEM	UNIT	UNIT PRICE	QUANTITY	COST ESTIMATE (1)
2105.522	Select Granular Borrow (CV)	(P) Cu. Yd.	6.00	1,425	8,550.00
2503.511	36" RC Pipe Sewer CL III	Lin. Ft.	42.50	20	850.00
2503.511	42" RC Pipe Sewer CL III	Lin. Ft.	59.00	605	35,695.00
2503.511	42" RC Pipe Sewer CL IV	Lin. Ft.	69.95	680	47,566.00
2503.511	48" RC Pipe Sewer	Lin. Ft.	63.50	329	20,891.50
2503.511	54" RC Pipe Sewer CL III	Lin. Ft.	86.70	325	28,177.50
2506.507	Construct Catch Basins DES A or F	Lin. Ft.	130.00	6	780.00
2506.507	Construct Catch Basins DES C or G	Lin. Ft.	160.00	4	640.00
2506.507	Construct Catch Basins DES J	Lin. Ft.	155.00	31	4,805.00
2506.507	Construct Catch Basins DES 60-4019	Lin. Ft.	210.00	6	1,260.00
2506.507	Construct Catch Basins DES 78-4019	Lin. Ft.	315.00	7	2,205.00
2506.507	Construct Catch Basins DES 90-4020	Lin. Ft.	365.00	11	4,015.00
2506.516	Casting Assemblies	Each	295.00	5	1,475.00
				Total	\$156,910.00

(1) (508 x 4.7%) + 95.38 STATE - \$153,222.61 50% x 4.7% CITY - \$3,687.39

(P) = Plan Quantity

SPEC. ITEM NO.	S.P. 6216-91 WORK ITEM	UNIT	UNIT PRICE	QUANTITY	COST ESTIMATE (2)
2105.522	Select Granular Borrow (CV)	(P) Cu. Yd.	6.00	3,162	18,972.00
2501.515	60" RC Pipe Aprons	Each	820.00	1	820.00
2503.511	48" RC Pipe Sewer	Lin. Ft.	63.50	1,045	66,357.50
2503.511	54" RC Pipe Sewer	Lin. Ft.	80.20	769	61,673.80
2503.511	54" RC Pipe Sewer CL III	Lin. Ft.	86.70	565	48,985.50
2503.511	60" RC Pipe Sewer CL II	Lin. Ft.	93.60	882	82,555.20
2506.506	Construct Manholes DES 120-4019	Lin. Ft.	740.00	15	11,100.00
2506.506	Construct Manholes DES 120-4020	Lin. Ft.	765.00	8	6,120.00
2506.507	Construct Catch Basins DES C or G	Lin. Ft.	160.00	8	1,280.00
2506.507	Construct Catch Basins DES J	Lin. Ft.	155.00	131	20,305.00
2506.507	Construct Catch Basins DES 72-4019	Lin. Ft.	250.00	7	1,750.00
2506.507	Construct Catch Basins DES 84-4019	Lin. Ft.	340.00	8	2,720.00
2506.516	Casting Assemblies	Each	295.00	17	5,015.00
2511.501	Random Riprap CL III	Cu. Yd.	45.00	23	1,035.00
2511.511	Granular Filter	Cu. Yd.	25.00	12	300.00
Total					\$328,989.00

(2) (50% x 4.18) +93.0% STATE - \$312,704.05 50% x 4.1% CITY - \$6,744.27 2.9% OTHER - \$ 9,540.68

(P) = Plan Quantity

SPEC. ITEM NO.	S.P. 6216-91 WORK ITEM	UNIT	UNIT PRICE	QUANTITY (3)	COST ESTIMATE (3)
2104.501	Remove Concrete Curb	Lin. Ft.	0.50	50	25.00
2104.513	Sawing Bituminous Pavement	Lin. Ft.	1.25	65	81.25
2105.521	Granular Borrow (CV)	(P) Cu. Yd.	6.00	700	4,200.00
2105.525	Topsoil Borrow (CV)	(P) Cu. Yd.	7.95	295	2,345.25
2331.504	Bit. Material for Mixture	Ton	130.00	20	2,600.00
2331.510	Binder Course Mixture (MOD)	Ton	10.45	72	752.40
2331.514	Base Course Mixture (MOD)	Ton	9.95	306	3,044.70
2341.504	Bituminous Materials For Mixture	Ton	130.00	5	650.00
2341.508	Wearing Course Mixture (MOD)	Ton	14.50	72	1,044.00
2357.502	Bit. Material for Tack Coat	Gallon	1.10	70	77.00
0504.602	Adjust Gate Valve	Each	105.00	6	630.00
2506.522	Adjust Frame & Ring Castings	Each	155.00	3	465.00
2531.501	Concrete C & G DES B624	Lin. Ft.	5.80	235	1,363.00
0531.602	Pedestrian Curb Ramp	Each	55.00	8	440.00
2575.505	Sodding	Sq. Yd.	1.15	2,400	2,760.00
				Total	\$20,477.60

(3) 90.7% STATE - \$18,573.18 9.3% CITY - \$1,904.42

(P) = Plan Quantity

SPEC. ITEM NO.	S.P. 6216-91 WORK ITEM	UNIT	UNIT PRICE	QUANTITY (4)	COST ESTIMATE (4)
2104.501	Remove Pipe Culverts	Lin. Ft.	6.30	439	2,765.70
2104.513	Sawing Bituminous Pavement	Lin. Ft.	1.25	32	40.00
2105.521	Granular Borrow (CV)	(P) Cu. Yd.	6.00	80	480.00
2221.503	Aggregate Shouldering Placed CL 5	(P) Cu. Yd.	13.50	27	364.50
2331.504	Bit. Material for Mixture	Ton	130.00	5	650.00
2331.508	Wearing Course Mixture (MOD)	Ton	14.50	24	348.00
2331.510	Binder Course Mixture (MOD)	Ton	10.45	13	135.85
2331.514	Base Course Mixture (MOD)	Ton	9.95	60	597.00
2341.504	Bituminous Materials For Mixture	Ton	130.00	1	130.00
2341.508	Wearing Course Mixture (MOD)	Ton	14.50	13	188.50
2357.502	Bit. Material for Tack Coat	Gallon	1.10	14	15.40
2521.501	4" Concrete Walk	Sq. Ft.	1.62	161	260.82
2531.501	Concrete C & G DES B624	Lin. Ft.	5.80	105	609.00
2531.507	6" Concrete Driveway Pavement	Sq. Yd.	24.00	577	13,848.00
2531.507	8" Concrete Driveway Pavement	Sq. Yd.	26.00	52	1,352.00
0531.602	Pedestrian Curb Ramp	Each	55.00	2	110.00

Total \$21,894.77

(4) 76.74% STATE - \$16,802.05

23.26% CITY - \$5,092.72

*The City's first advance payment per the terms of the agreement shall consist of these water main facilities construction costs.

SPEC. ITEM NO.	S.P. 6216-91 WORK ITEM	UNIT	UNIT PRICE	QUANTITY	COST ESTIMATE
			(5)	(5)	(5)
2104.523	Salvage Castings	Each	75.00	6	450.00
0504.601	Water Main System	Lump Sum	12,325.00	100%	12,325.00*
0504.602	Hydrant	Each	1,300.00	2	2,600.00*
0504.602	Air Release Valve	Each	525.00	1	525.00*
0504.602	1" Corporation Stop	Each	60.00	6	360.00*
0504.602	6" Gate Valve and Box	Each	500.00	2	1,000.00*
0504.602	8" x 6" Wet Tap	Each	1,460.00	2	2,920.00*
0504.602	1" Curb Stop and Box	Each	125.00	6	750.00*
0504.603	1" Type K Copper Pipe	Lin. Ft.	12.60	270	3,402.00*
0504.603	6" Water Main-Ductile Iron CL 53	Lin. Ft.	15.50	1,027	15,918.50*
0504.620	Cast Iron Fittings	Pound	2.00	500	1,000.00*
2506.511	Reconstruct Manholes	Lin. Ft.	140.00	31	4,340.00
2506.521	Install Castings	Each	155.00	6	930.00
Supplemental Agreement No. 2					
	Force Account - Equipment	Lump Sum	790.90	100%	790.90*
	Force Account - Labor	Lump Sum	652.66	100%	652.66*
	Force Account - Specialty Contractor	Lump Sum	3,031.06	100%	3,031.06*
	Prime Contractor Allowance (5%)	Lump Sum	151.55	100%	151.55*
Supplemental Agreement No. 6					
0503.603	Sewer Pipe 8" PVC	Lin. Ft.	16.50	456	7,524.00
2506.506	Construct Manholes DES A or F	Lin. Ft.	160.00	14.4	2,304.00
2506.516	Casting Assemblies	Each	295.00	1	295.00
	Force Account (Estimated)	Lump Sum	482.00	100%	482.00
					Total \$61,751.67

Water Main

(P) = Plan Quantity

SPEC. ITEM NO.	S.P. 6216-100 WORK ITEM	UNIT	UNIT PRICE	QUANTITY (6)	COST ESTIMATE (6)
2501.569	Lt. Duty Safety Grate 24" RC Apron	Each	340.00	1	340.00
2503.511	15" RC Pipe Sewer	Lin. Ft.	20.30	848	17,214.40
2503.511	18" RC Pipe Sewer	Lin. Ft.	22.80	10	228.00
2503.541	18" RC Pipe Sewer DES 3006	Lin. Ft.	23.00	83	1,909.00
2503.541	24" RC Pipe Sewer DES 3006 CL III	Lin. Ft.	26.35	70	1,844.50
2506.507	Construct Catch Basins DES A or F	Lin. Ft.	130.00	13	1,690.00
2506.507	Construct Catch Basins DES 54-4019	Lin. Ft.	215.00	5	1,075.00
2506.507	Construct Catch Basins DES 54-4020	Lin. Ft.	180.00	5	900.00
2506.516	Casting Assemblies	Each	295.00	4	1,180.00
2511.501	Random Riprap CL III	Cu. Yd.	45.00	6	270.00
2511.511	Granular Filter	Cu. Yd.	25.00	3	75.00

Total \$26,725.90

(6) 76.74% FEDERAL - \$20,509.46

23.26% (82.6% STATE - \$5,134.78

7.6% CITY - \$472.45

9.8% OTHER - \$609.21)

(P) = Plan Quantity

SPEC. ITEM NO.	S.P. 6216-100 WORK ITEM	UNIT	UNIT PRICE	QUANTITY (7)	COST ESTIMATE (7)
2105.522	Select Granular Borrow (CV)	(P) Cu. Yd.	6.00	343	2,058.00
2503.511	30" RC Pipe Sewer	Lin. Ft.	32.40	340	11,016.00
2503.511	36" RC Pipe Sewer	Lin. Ft.	41.40	100	4,140.00
2503.511	36" RC Pipe Sewer CL III	Lin. Ft.	42.50	200	8,500.00
2506.507	Construct Catch Basins DES I	Lin. Ft.	110.00	9	990.00
2506.507	Construct Catch Basins DES 54-4020	Lin. Ft.	180.00	15	2,700.00
2506.516	Casting Assemblies	Each	295.00	3	885.00
Total					\$30,289.00

(7) 76.74% FEDERAL - \$23,243.78

23.26% [(50% x 19.8%) + 80.2% STATE - \$ 6,347.74 50% x 19.8% CITY - \$ 697.48]

(P) = Plan Quantity

SPEC. ITEM NO.	S.P. 6216-100 WORK ITEM	UNIT	UNIT PRICE	QUANTITY	COST ESTIMATE
			(8)	(8)	(8)
2101.507	Grubbing	Tree	75.00	2	150.00
2104.501	Remove Concrete Curb	Lin. Ft.	0.50	45	22.50
2104.513	Sawing Bituminous Pavement	Lin. Ft.	1.25	90	112.50
2105.521	Granular Borrow (CV)	(P) Cu. Yd.	6.00	300	1,800.00
2105.522	Select Granular Borrow (CV)	(P) Cu. Yd.	6.00	130	780.00
2105.525	Topsoil Borrow (CV)	(P) Cu. Yd.	7.95	50	397.50
2221.503	Aggregate Shouldering Placed CL 5	(P) Cu. Yd.	13.50	58	783.00
2331.504	Bit. Material for Mixture	Ton	130.00	11	1,430.00
2331.508	Wearing Course Mixture (MOD)	Ton	14.50	23	333.50
2331.510	Binder Course Mixture (MOD)	Ton	10.45	23	240.35
2331.514	Base Course Mixture (MOD)	Ton	9.95	146	1,452.70
2357.502	Bit. Material for Tack Coat	Gallon	1.10	40	44.00
0504.602	Adjust Gate Valve	Each	105.00	11	1,155.00
2506.522	Adjust Frame & Ring Castings	Each	155.00	4	620.00
2521.501	4" Concrete Walk	Sq. Ft.	1.62	4,376	7,089.12
2531.501	Concrete C & G DES B624	Lin. Ft.	5.80	62	359.60
0531.602	Pedestrian Curb Ramp	Each	55.00	1	55.00
2575.505	Sodding	Sq. Yd.	1.15	600	690.00
				Total	\$17,514.77

(8) 76.748 FEDERAL - \$13,440.83 23.268 (60% STATE - \$ 2,444.36 40% CITY - \$ 1,629.58)

(P) = Plan Quantity

SPEC. ITEM NO.	S.P. 6216-100 WORK ITEM	UNIT	UNIT PRICE	QUANTITY (9)	COST ESTIMATE (9)
2104.501	Remove Concrete Curb	Lin. Ft.	0.50	60	30.00
2104.513	Sawing Bituminous Pavement	Lin. Ft.	1.25	26	32.50
2105.521	Granular Borrow (CV)	(P) Cu. Yd.	6.00	60	360.00
2221.503	Aggregate Shouldering Placed CL 5	(P) Cu. Yd.	13.50	24	324.00
2331.504	Bit. Material for Mixture	Ton	130.00	3	390.00
2331.508	Wearing Course Mixture (MOD)	Ton	14.50	6	87.00
2331.510	Binder Course Mixture (MOD)	Ton	10.45	6	62.70
2331.514	Base Course Mixture (MOD)	Ton	9.95	35	348.25
2357.502	Bit. Material for Tack Coat	Gallon	1.10	11	12.10
2521.501	4" Concrete Walk	Sq. Ft.	1.62	30	48.60
2531.501	Concrete C & G DES B624	Lin. Ft.	5.80	80	464.00
2531.507	6" Concrete Driveway Pavement	Sq. Yd.	24.00	26	624.00
2531.507	8" Concrete Driveway Pavement	Sq. Yd.	26.00	46	1,196.00
				Total	\$ 3,979.15

(9) 76.748 FEDERAL - \$ 3,053.60 23.268 (100% CITY - \$ 925.55)

PRORATA ITEMS

2021.501	Mobilization	Lump Sum	\$269,000.00
2031.501	Field Office, Type D	Each	\$ 3,500.00
2031.503	Field Laboratory, Type D	Each	\$ 3,000.00
2051.501	Maintenance and Restoration of Haul Roads	Lump Sum	\$ 1,000.00
563.601	Traffic Control	Lump Sum	\$ 95,000.00
TOTAL PRORATA ITEMS AMOUNT			<u>\$371,500.00</u>

Formula for determining the prorata percentages of prorata items is listed below and shall be applied as shown on the front sheet of this form.

$$A = \text{Total Contract Amount} = \$8,622,628.68$$

$$T = \text{Total Prorata Items Amount} = \$371,500.00$$

$$P = \text{Prorata Percentage}$$

$$T \div (A - T) \times 100 = P$$

$$\$371,500.00 \div (\$8,622,628.68 - \$371,500.00) \times 100 = 4.502414\%$$

After the contract has been completed, final costs will be used to compute a final prorata percentage.

SUMMARY

City Construction Engineering

A = Total Construction Cost From Sheet No. 3 = \$156,910.00
B = Total Construction Cost From Sheet No. 4 = \$328,989.00
C = Total Construction Cost From Sheet No. 5 = \$ 20,477.60
D = Total Construction Cost From Sheet No. 6 = \$ 21,894.77
F = Total Construction Cost From Sheet No. 7 = \$ 61,751.67
G = Total Construction Cost From Sheet No. 8 = \$ 26,725.90
H = Total Construction Cost From Sheet No. 9 = \$ 30,289.00
I = Total Construction Cost From Sheet No. 10 = \$ 17,514.77
J = Total Construction Cost From Sheet No. 11 = \$ 3,979.15
K = Total Construction Cost From Sheet No. 12 = \$ 6,700.00
T = Total Construction City Costs
P = Prorata Percentage (4.502414%)
E = City Construction Engineering Costs
$(A \times 20.2\% \times 50\%) + (B \times 17.6\% \times 50\%) + [(C + I) \times 40\%] + D + F + (G \times 7.6\%) + (H \times 19.8\% \times 50\%) + J + K = T$
\$15,847.91 + \$28,951.03 + \$15,196.95 + \$21,894.77 + \$61,751.67 + \$2,031.17 + \$2,998.61 + \$3,979.15 + \$6,700.00 =
\$159,351.26
$[T + (T \times P)] \times 8\% = E$
[\$159,351.26 + (\$159,351.26 x 4.502414%)] x 8% = \$13,322.07

Consent _____

Agenda Item: F-2

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 5/23/90

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

STREET REPAIR PROJECT: IOWA AND PASCAL

SUBMITTED BY:

Jan Wiessner (Responding to complaints from Mr. Bob Fry, 1457 Iowa)

REVIEWED BY:

Vince Wright
Terry Maurer

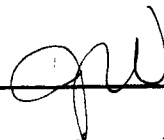
EXPLANATION/SUMMARY (attach additional sheets as necessary):

ATTACHMENTS:

- A. 5/17/90 Memo from Vince Wright explaining background of the problem.
- B. 5/7/90 letter from Terry Maurer recommending action.
- C. 8/10/89 letter from William Westerberg.

ACTION REQUESTED:

Plan for corrective action to be taken in conjunction with other street projects in 1991.



TO: Jan Wiessner

FROM: Vince Wright

RE: Complaint - Water Not Draining Down Pascal to the North, Which Backs Up in Front of 1457 West Iowa

Back in the 1970's before the street was put in, there was a big deep swale across Iowa so that the water could drain to the south down to Hoyt. It was deep so when the traffic would cross it, the cars would lose tailpipes and mufflers. The Fire Truck once lost a Fireman off the back of the rig. So when the street was reconstructed in 1982, the City tried to eliminate such a deep swale across Iowa and smooth out the street. After the road was installed, it did not drain--it did not run across unless the water was a couple of inches deep. As a result, the water ran around the corner to the south and puddled in front of the garages on Pascal at 1457 and 1463. In 1985, after receiving lots of complaints, the City put down blacktop to stop the water from going around the corner onto Pascal hoping that the water would then go to the south. It did not work; so, in 1987 more tar was added in hopes that the water would drain the other way. Unfortunately, it did not. It backed up in front of 1457 still and would not run away. In 1989, a new curb was installed in front of 1457 Iowa (Bob Fry's home) to try to keep the water from puddling and after shooting the elevation and matching up the new curb with the old curb, that did not solve the problem either. What the problem is is that there is too much build up when the street was constructed and that intersection never did drain satisfactorily since the new street was installed. Any work that the City did to try to correct the problem did not have any bearing on this drainage at all.

So, after trying to solve this problem, we had the other engineering firm check out the situation but nothing was ever done. In fact, it was checked out in 1983. Since then, Terry Maurer looked at it and he shot a level out and determined that the road is just too high in that area. He recommends that the City install cement swale and do it with a street improvement program because it would be much cheaper to do it at that point. I do agree with his conclusion and I also think that if the City is going to do any street work in this area, that both the east and west side of that intersection be checked (Iowa and Pascal) and also the one on Idaho and Pascal.

If you need more information, we can discuss it further.

MAY 10 1990



CONSULTING ENGINEERS

Maier Stewart & Associates Inc.

May 7, 1990

File: 330-000-00

Ms. Jan Wiessner, Administrator
City of Falcon Heights
2077 W. Larpenteur Avenue
Falcon Heights, MN 55113

RE: 1457 Iowa Drainage

Dear Ms. Wiessner:

As you requested, I have reviewed the drainage situation at the corner of Iowa Avenue and Pascal Street in front of the Fry Property. Both Iowa and Pascal have concrete curb and gutter which convey runoff to the intersection. At the intersection the runoff is expected to flow southerly on Pascal across Iowa through a bituminous swale. The bituminous has a high area in it which causes water to pond at the northeast corner of the intersection.

Last year we measured the elevations of the curbs at the north and south radius and found that there is sufficient fall to have the runoff flow across if it were not for the high spot. (See attached correspondence dated August 10, 1989.) Typically an intersection like this should have a concrete cross gutter rather than a bituminous swale. The attached standard detail plate shows a typical concrete cross gutter.

I would recommend the City consider such an installation to correct the problem. It would be rather expensive (\$1,500 to \$2,500) to have a contractor mobilize just for this small project. A better solution may be to wait until 1991 and add this work to the street projects. The economy of scale would likely save 30 to 40% on this work.

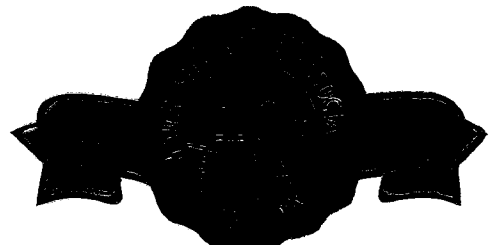
If you have any questions or need additional information, please call.

Sincerely,

MAIER STEWART & ASSOCIATES, INC.

Terry J. Maurer
Terry J. Maurer, P.E.

TJM/jt





CONSULTING ENGINEERS

Maier Stewart & Associates Inc.

August 10, 1989

File No: 330-000-00

Mr. Vince Wright
City of Falcon Heights
2077 Larpenteur Avenue West
Falcon Heights, MN 55113

RE: PASCAL AND IOWA AVENUE INTERSECTION DRAINAGE

Dear Mr. Vince Wright:

As requested, we have looked at the drainage problem at the northeast corner of Pascal and Iowa Avenue. Presently, water collects at the northeast corner of the intersection.

After checking a few spot elevations, we have determined that drainage along Pascal Avenue will flow south through the Iowa Avenue intersection if certain pavement irregularities are removed. Since the drainage along Iowa Avenue flows toward Pascal Avenue, adding to the total flow at this point, this intersection is an ideal location for a concrete valley gutter. The concrete valley gutter will convey the water from Pascal and Iowa Avenue through the intersection toward the south. Attached is a standard detail of a typical cross gutter.

A second option is to remove the high spots in the pavement by grinding. This option will not be aesthetically pleasing and is more of a potential maintenance problem, because pavement will be removed, decreasing the strength of the roadway in that location.

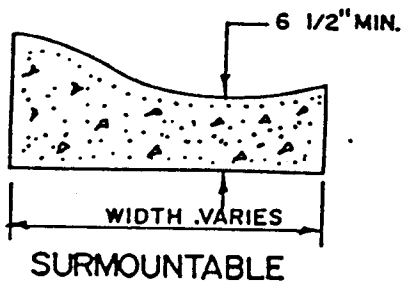
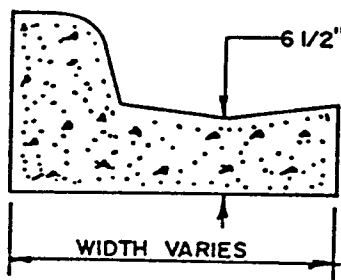
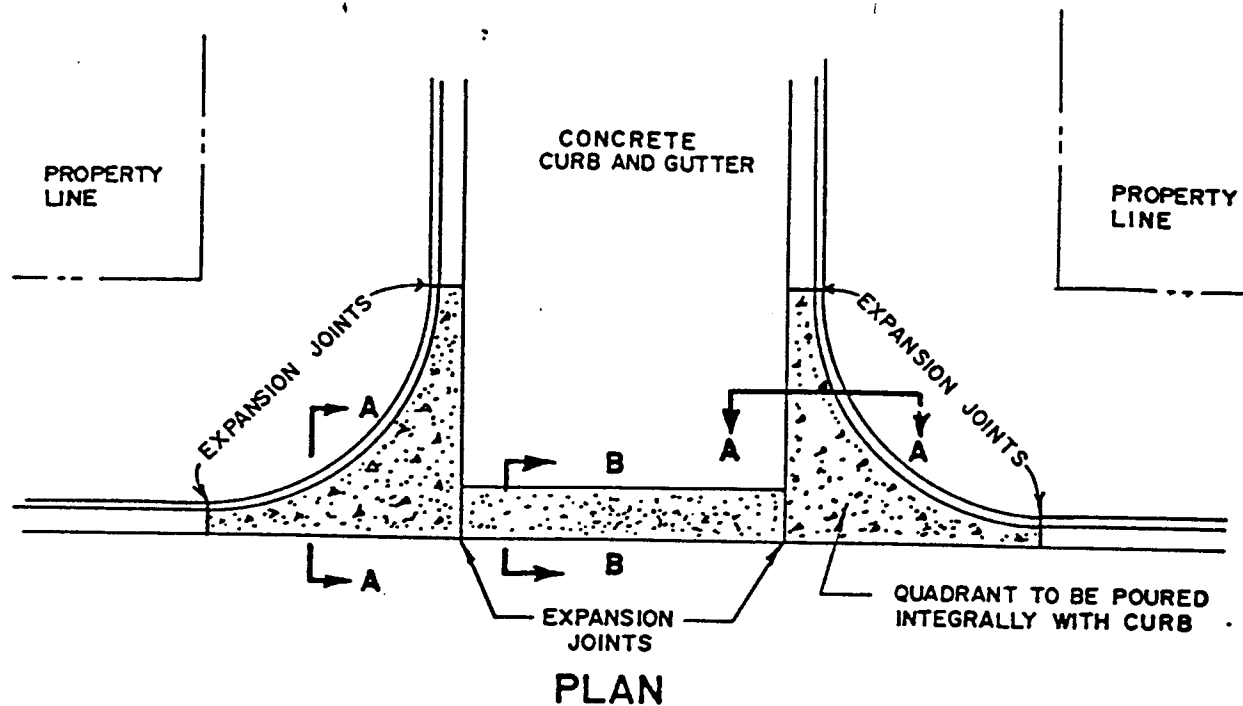
If you have any questions or need additional information, please call.

Sincerely,

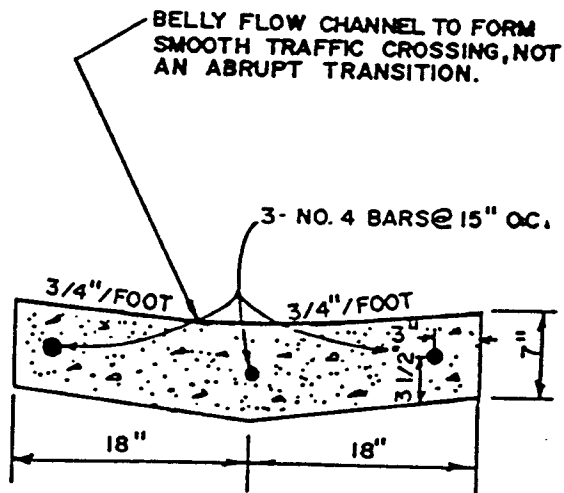
MAIER STEWART AND ASSOCIATES, INC.

William K. Westerberg
Staff Engineer

WKW/km



SECTION A-A



SECTION B-B

CONCRETE "V" GUTTER

Consent _____

Agenda Item: F-3

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 5/23/90

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

PARK BUILDING UPDATE

SUBMITTED BY:

Dick Friemuth, Buetow and Associates
(Project Manager)

REVIEWED BY:

Jan Wiessner
Carol Kriegler
Terry Maurer

EXPLANATION/SUMMARY (attach additional sheets as necessary):

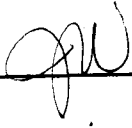
Dick Friemuth will be present to give an update on the construction project.

ATTACHMENTS:

- A. Field Report - 5/16/90
5/17/90

ACTION REQUESTED:

Information Only





BUETOW AND ASSOCIATES, INC.
ARCHITECTS AND ENGINEERS
2345 RICE STREET SUITE 210
ST. PAUL, MINNESOTA 55113
TEL. 612/483-6701

May 17, 1990

FIELD OBSERVATION REPORT #4

Falcon Heights
Community Park Building
BA #8927

TO: Carol Kriegler, Jan Weissner
Barton Aschman, Gow Assoc, Amberker Assoc.
Engineering Design Group
Jefferson Construction Inc.

BY: Dick Freimuth

Environmental Conditions: Cloudy, 50°-60°

Construction Personnel on Site: 4 masons

The Following was Observed on May 16, 1990:

1. Masons had 4 courses of block laid on the northeast side from vestibule to vestibule.
2. Ample supply of block insulation, and reinforcement were on site.
3. Sash cord weeps were visible in block cores but not at exterior.
4. Grading of fill for free skating rink was underway.
5. The construction was approximately one week behind schedule due to rains in the last couple of weeks.
6. Plastic was on site and masonry subcontractor indicated this was for protection of work and material when it rains.
7. Fence had been removed on south and west side of construction area.

Items to Verify:

1. Confirming smaller domestic water line to allow 6" water service to building. Main water tap method is resolved.

Information or Action Required:

1. Make sure all weep holes are clear for proper drainage of the cavity.
2. Horizontal and vertical masonry reinforcing should be wiped clean of loose excess rust prior to using and adequately protected with covers when not being used.
3. The fence or another method should be utilized to protect the public from the construction area.

End of Report



BUETOW AND ASSOCIATES, INC.
ARCHITECTS AND ENGINEERS
2345 RICE STREET SUITE 210
ST. PAUL, MINNESOTA 55113
TEL. 612/483-8701

May 7, 1990

FIELD OBSERVATION REPORT #2

Falcon Heights
Community Park Building
BA #8927

TO: Carol Kriegler, Jan Weissner
Barton Aschman, Gow Assoc, Amberker Assoc.
Engineering Design Group
Jefferson Construction Inc.

BY: Dick Freimuth

Environmental Conditions: Partly Cloudy, 60-65°

Construction Personnel on Site: 4 masons laying foundation wall

The Following was Observed on May 2, 1990:

1. Northeast and northwest foundation walls were complete except for grouting of vertical cores.
2. Masons were working on west foundation.

Items to Verify:

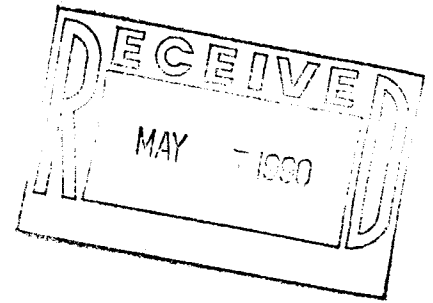
1. Jefferson Construction verified mortar to be 2500 PSI which is better than the 1800 PSI specified.
2. Complete and full mortar joints for foundation to be struck flush.
3. Still verifying water access with the City of St. Paul.

Information or Action Required:

1. Buetow & Associates will arrange site visit of structural engineer.
2. City is reviewing keying schedule and operation of some lockset so Buetow & Associates can complete hardware shop drawings.

End of Report

ENGINEERING DESIGN GROUP
OF MINNESOTA
12665 HOMESTEAD DRIVE NORTH
WHITE BEAR LAKE, MN 55110
(612) 653-9867



5-4-90

Dick Freimuth
Beutow And Associates, Inc.
2345 Rice Street
St. Paul, Mn. 55113

Re: Falcon Heights Community
Park Building

Dear Dick,

On Friday May 4th, 1990 I conducted an inspection of the foundation system of the Falcon Heights Community Building at your request and the following is a summary of the inspection.

FOOTING CONSTRUCTION

The footings were observed to be in good condition and had been constructed with good workmanship and of proper size.

MASONRY CONSTRUCTION (Block)

All masonry construction of block walls were in good condition with minor alterations to the original plan details 2/S1 and the rebar at typical on center spacing.

I confronted the mason foreman, Will Anderson of Will Anderson Construction and I was told that the typical rebar will be doweled in place to ensure that the proper spacing for cores would be allowed.

I agreed with this suggestion and told him that this would be okay and that they could proceed with construction.

"We make architectural dreams come to life."

At the site backfill soils were being delivered and stock for later use. At this time there were no walls that had backfill against them.

In conclusion the project is being constructed in a very professional manner and in my opinion should continue at this time.

If there should be any questions or problems please contact me as soon as possible. Thank you.

Sincerely,



Sean K. Hallett, P.E.

SKH/skh

Consent _____

Agenda Item: F-4

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 5/23/90

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION: REPORT FROM THE PARKING COMMITTEE ON THE MC ALLISTER "NO PARKING" REQUEST ALONG THE EASTSIDE OF ARONA BETWEEN CALIFORNIA AND LARPEN TEUR AVENUE.

SUBMITTED BY: Susan and Colin McAllister, 1513 California Avenue

REVIEWED BY: Planning Commission
Parking Committee
Susan Hoyt Taff, City Planner

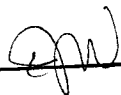
EXPLANATION/SUMMARY (attach additional sheets as necessary):

At the March 23, 1990 Planning Commission meeting Ms. Susan McAllister submitted a request for a "no parking" zone along the eastside of Arona Street between California and Larpenteur Avenues adjacent to the side yard of her home (Attachment 1).

The Planning Commission referred the item to the staff for research and to the Parking Committee. A staff report is attached for your review (Attachment 2). The Parking Committee will report at the Planning Commission meeting on May 21, 1990.

ACTION REQUESTED:

1. Review and discuss
2. Recommend action



March 16, 1990

Rec'd
3/22/90

To: City of Falcon Heights (Planning Commission; City Council)

From: Colin and Susan McAllister
1513 California Avenue West (NE corner of Calif and Arona)

Subject: Request for No Parking Zone on West Side of Residence

We have lived, very happily, at 1513 California for the past three years. We would change very little with our situation here, but one aspect of life on this corner is becoming unbearable. Hopefully, you will be able to help us with our problem.

Immediately behind us (facing Larpenteur) is a series of apartments. We are acquainted with the owner and some of the tenants, and find them to be very nice people. However, some of the tenant cars, parked alongside of our house (the western side-- along Arona) are a real trouble to us. Our reasons for requesting a "no parking zone" on this particular section of Arona (the only section where "no parking" is not enforced, to our knowledge, in the immediate area) are many and varied. Please allow us to explain.

First, in the past three years, we have worked very hard to raise the value of our home, and thus the value of our Falcon Heights neighborhood. We have succeeded, by three independent appraisals, in doing so-- by \$30,000. But having a used car lot outside our door really detracts from the appearance we have tried to create.

Second, and more tangibly, we spend roughly \$300 each year for flowers and lawn maintenance. This includes general fertilizers, etc., plus a whole row of salvia flowers along our fence each year. We are known in the neighborhood for these flowers, and they mean alot to us. As well, Falcon Heights has planted two mature trees on the Arona avenue, and we have planted two seedlings. The damage done each year to our landscaping efforts is really perplexing. It ranges from cigarette butts to glass in the grass (we have a two-year old daughter who is discovering the joys of walking barefoot) to trash in general. Not to mention general trampling damage to the grass, and the loss of two seedlings and numerous salvias last summer, alone. We are really trying hard to make an ugly section of Arona (Northome) a little more pleasant, but it's a frustrating effort.

Third, the nuisance of having cars parked along our house is annoying in every season. In the winter months, snow plows often miss our driveway section of the road altogether because the tenants have forgotten to move their cars off Arona. Each of the past three springs, I have manually swept up the gravel off of Arona caused by car owners not moving their cars on the designated day for the street sweeper. This costs me about two hours of my time, plus alot of nasty swearing. Not to mention our rubbish pickup costs. Whatever the season, the trash is really an eyesore-- people dump their ashtrays on our lawn or on the street. There is a non-stop supply of food wrappers, pop cans, and glass.

Fourth, the parking of cars near our driveway is really a danger to us. Often we have had to manuver our way out of our driveway because the cars were simply parked too close to our exit. This is not only maddening, but also severely limits our ability to view oncoming cars. We have often pulled out into someone else's way because we were not able to see their approach from the south. As well, our 10-year old Irish Setter was seriously hurt last autumn by a car whose driver failed to see her dart out from between the parked cars on Arona. We realize that a loose dog is obviously our fault as owners, but still, our mistake could have been easily compounded by the problems of the parked cars. And caused much more serious injuries-- to our dog and people in the car.

Fifth, the noise factor. Cars come and go all day and all night. With very loud people, most of the time. I wish the drivers/passengers would come into our home and put our two-year old back to sleep each time they awaken her with their loud discussions! We recognize the fact that, on this corner, we can't observe total silence, but we do live in a semi-residential neighborhood, at least, and would appreciate others' observance of this fact.

I'm sorry that I have rambled on in this manner. But this means much to us. We have worked for the past three years to improve our little corner of Falcon Heights, and hope that its governing body will return the favor. I don't think our request for a "no parking" zone is impractical. Often tenant cars park in the back Northome lot, and so hopefully more long-term arrangements can be made with Northome management. That lot is rarely more than 10% full, except perhaps for an hour or two on winter Saturday afternoons.

So, there you are. We thank you for your consideration of our request. We enjoy living in Falcon Heights very much, and for your continual caring attitude. Sorry for being such pests!!!

Sincerely,

Colin & Susan McAllister
Colin and Susan McAllister
(and Maddie) 644-5183

May 14, 1990

TO: PARKING COMMITTEE
FROM: SUSAN HOYT TAFF, CITY PLANNER
SUBJECT: MC ALLISTER "NO PARKING" REQUEST

BACKGROUND

On March 23, 1990, Ms. Susan McAllister, 1513 California, requested the Planning Commission to consider posting a "no parking" zone adjacent to her dwelling along the eastside of Arona Street between California and Larpenteur. The request was made because cars are parking on Arona alongside her home. Ms. McAllister reported that the parked vehicles create a safety hazard when she backs out of her driveway, and that the occupants of the vehicles leave litter and harm the landscaping in her side yard. She reported that the cars belong to the occupants of the apartment building on the corner of Arona and Larpenteur.

The Planning Commission referred this item to the staff for research and the Parking Committee for its consideration.

INFORMATION

Existing Parking Regulations (See Figure 1)

- * No parking on Arona between Hoyt and California (By Council resolution in 1976 due to a state aid street.)
- * No parking on the western one-half block of Larpenteur between Arona and Pascal
- * No parking on the west side of Arona alongside Northome Shopping Center between California and Larpenteur
- * No parking along the west side of Arona north of Larpenteur (due to being a state aid street)

On-Site Report

Several drive-bys of the site indicated that from one to four cars were parked on Arona alongside the McAllister property at various times of the day. Some of these cars infringed on the five feet of space adjacent to the driveway, which can create a visibility problem for users of the McAllister driveway. Approximately two to three cars were also parked adjacent to the apartment building on the corner of Arona and Larpenteur. There were also about four cars on the eastern side of the Northome Shopping Center lot, possibly associated with the apartment building residents. There are nine garages and no off-street, surfaced parking for the ten-unit apartment building.

On drive-bys on Pascal and Arona, staff noticed that parking was allowed adjacent to the single family dwellings located near apartment buildings on Arona at the end of Crawford and at Larpenteur and Pascal. However, there were not as many cars parked at these dwellings because some paved off-street parking was available behind the units, and because parking was allowed on Larpenteur in front of the Arona and Pascal building.

Police Report

The Roseville Police officers found no safety problems associated with the existing parking arrangement on this block during their drive-bys of the neighborhood.

Follow-Up

Staff spoke with the owner/manager of the apartment building about tenant parking. The owner said there were currently twelve cars associated with the ten units. She also said that most tenants did not rent the garage space, but preferred on-street parking or parked in the Northome lot. She said no formal arrangements exist with the owner of the Northome Shopping Center. She also said that she knew of no complaints associated with residents and guests parking in this lot or on the street.

As part of her request, Ms. McAllister suggested an arrangement be made with the Northome owners to accommodate the apartment parking demand. Since the apartment owners and residents are not breaking any code requirements nor requesting any action from the City, it is difficult to see on what grounds we could require the owner of the apartments to work out an agreement with the Northome owners. Such an agreement would probably lead to a charge to the apartment owners and/or the elimination of the casual parking arrangement now available to the apartment dwellers.

Furthermore, in the past loitering and occasional vandalism have occurred in the Northome lot. Encouraging more cars in the lot, especially overnight, might possibly exacerbate this problem by decreasing the visibility of the Northome lot for the police patrolling the area. Therefore, the staff has not suggested that the apartment owner/manager contact the owner of the Northome Shopping Center about formalizing this parking arrangement.

Although the City encourages off-street parking with residential units, it is difficult to encourage tenants to rent and use garages when they may be awkward to access from the alley, and cost more than the alternatives of parking on the street or in the Northome lot. Perhaps reducing the on-street parking availability might result in increased tenant use of garage space.

ALTERNATIVES

Given the information on the parking situation, the following alternatives come to mind:

1. Make no changes.
2. Post "no parking between signs" five feet to the south of the McAllister driveway and five feet to the north of the furthest edge of the alley. This will increase visibility when McAllister's leave their driveway, thereby, eliminating the safety hazard. It will leave two to three parking spaces for apartment residents adjacent to their residence.

3. Post "no parking" signs from the alley south to California along the eastside of Arona, thereby, eliminating all parking adjacent to the McAllister home. This might result in 1) additional cars in the Northhome lot; and/or 2) using the parking garages and/or 3) parking in front of the McAllister or neighbors homes along California.

4. Switch the parking on this section of Arona to the westside of the street between the driveway exits in the Northhome lot and make the eastside of Arona between California and Larpenteur "no parking". Then no parking would exist by the apartments or the McAllister home. This might reduce the amount of on-street parking spaces, create a safety hazard due to right turns off of Larpenteur or out of the shopping center onto Arona, and reduce visibility into the Northhome lot for the police patrols.

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

ALCOHOL IN THE PARKS

SUBMITTED BY:Jan Wiessner
Shirley ChenowethREVIEWED BY:

Parks and Recreation Commission

EXPLANATION/SUMMARY (attach additional sheets as necessary):

As you requested, we have obtained information from other communities regarding consumption of beer in city parks and also have researched beer permits issued for our Community Park in the years 1986, 1987 and 1988. This information is attached. Permits are seldom issued for University Grove and Idaho Snelling.

The Liquor Control Commission has no jurisdiction over issuance of 3.2 beer permits in city parks. They become involved only when strong beer, wine or liquor is being consumed or sold.

Tom Gedde will address the liability issue at the meeting. The University's Real Estate Attorney, Sue Weinberg, indicated that the U of M's position is that the issue is totally within the City's jurisdiction.

ATTACHMENTS:

- A. Excerpt of City Code referring to Alcohol in Parks
- B. Excerpts of Council Minutes: March 12, 1986 and March 26, 1986
- C. Survey Results of Other Cities
- D. List of Permits granted 1986, 1987, 1988
- E. Current Falcon Heights Permit Application Form

ACTION REQUESTED:

- (1) Determine whether beer should be allowed in City parks.
- (2) If so, specify which parks, specify conditions, and permit fees.
- (3) Amend City Code (by **Ordinance**) to clarify and/or change the intent.

JW

d. Loitering. No person over the age of 6 shall enter any comfort station or restroom, washroom or toilet facility set apart or designated for the opposite sex. No person shall lurk or loiter in or around any toilet or other park structure except to use such facility for the purpose for which it is intended.

e. Alcoholic and Intoxicating Beverages. No person shall transport, possess, offer for sale, consume or be under the influence of any beer, wine, liquor or other alcoholic or intoxicating beverage in any park site except with a special permit or in such areas and at such times as may be designated by the council or clerk.

f. Unlawful Sales. No person shall sell, offer for sale, hawk, peddle or lease any object, merchandise or service or carry on any manner of business or commercial enterprise except those concessions authorized by the council.

g. Law Enforcement Officers and Employees. No person shall willfully resist, refuse or fail to comply with any order, direction or request lawfully given by any law enforcement officer or city employee acting under the authority of the council and in accordance with this section.

Subdivision 5. Penalties for Violation. Any person violating any of the provisions of this section shall be guilty of a misdemeanor.

PART 5. INTRUSION ALARM SYSTEMS

3-5.01 Regulation

Subdivision 1. Scope and Purpose.

a. Scope. This ordinance provides regulation for the use of fire, burglary, and safety alarms, establishes users fees, and establishes a system of administration.

b. Purposes. The purpose of this Ordinance is to protect the public safety services of the City from misuse of public safety alarms and to provide for the maximum possible service to public safety alarm users.

Subdivision 2. Definitions.

a. Alarm Systems. An alarm installation designed to be used for the prevention or detection of burglary, robbery or fire and located in a building, structure or facility.

b. Alarm User. The person, firm, partnership, association, corporation, company or organization of any kind in control of any building, structure, or facility wherein an alarm system is maintained.

MINUTES
REGULAR CITY COUNCIL MEETING
MARCH 12, 1986
PAGE 3

* NO DECISION MADE ON LIQUOR IN THE PARKS - REFERRED TO ATTORNEY

Ciernia explained that Park and Recreation Commission is unanimously opposed to use of alcohol in the parks and would like the parks posted "No

* Alcohol". During Council's discussion relating to possible City liability by permitting beer in the parks, Wallin informed that he had heard of a court decision that liquor liability does not apply in a social situation. The city attorney will be asked to reasearch the subject for discussion at the March 26th meeting.

REGULAR CITY COUNCIL MEETING
MARCH 26, 1986
PAGE 2

* ALCOHOL IN THE PARKS - PERMITS TO BE REQUIRED FOR GROUPS OF 25 OR MORE

Council reviewed information received from the city attorney and League of Cities relating to the city's liability in the issuance of permits for use of beer in the parks, discussed whether or not to prohibit the use of alcohol as recommended by the Parks and Recreation Commission, or if discontinuing the issuance of permits but not prohibiting use of alcohol would make the city less likely to be named in a lawsuit. Wallin was of the opinion that no matter what precautions are taken it would still be possible for the city to be named. Ciernia explained that Parks and Recreation did not approve of alcohol in the parks as they feel parks are family orientated, and alcohol consumption is not an appropriate activity. Ciernia then moved prohibition of alcohol in the parks as recommended by the Parks and Recreation Commission. The motion died for lack of a second. Council determined that the permitting process does provide some control and stipulated that groups of 25 or more must obtain a permit.

Pg. 1

QUESTIONS

	<u>ROSEVILLE</u>	<u>ARDEN HILLS</u>	<u>SHOREVIEW</u>	<u>NEW BRIGHTON</u>
1. Do you allow beer in your parks?	3-2 beer in kegs Central Park Only	yes	no	beer in less than case quantity between 8:00 A.M. to 8:00 P.M. picnic areas only
2. Do you issue beer permits?	yes	letter verification	no	Yes
3. What are your beer permit requirements?	groups 50 people or larger - no special requirements	no special requirements, applicant must notify Ramsey County Sheriff		mailed us copy of permit form see attached form
4. What kind of groups do you allow beer permits?	anyone	company picnics mostly		anybody
5. Fee?	\$50.00	none		\$10.00 (\$50.00 deposit)

<u>QUESTIONS</u>	<u>MOUNDS VIEW</u>	<u>ST. ANTHONY</u>	<u>FALCON HEIGHTS</u>
1. Do you allow beer in your parks?	no	3.2 beer	3.2 beer
2. Do you issue beer permits?	no	yes	yes
3. What are your beer permit requirements?		will mail application form they use	no bottles
4. What kind of groups do you allow beer permits?		must be resident or work in city	any one
5. Fee?		\$50.00 deposit	\$30.00 with season reservation \$15.00 for one event

Beer Permits Granted for Community Park - 1986, 1987, 1988

Strikers Soccer Club (3 years)
Eden Prairie

U of MN
F.H. Resident

Mark Noble
St. Paul

U of MN
Ag and Applied Econ. (department picnic)

U of MN
Dept. Picnic

U of MN
Hodgson Hall (fall picnic)

Fundraiser, Women's Basketball
F.H. Resident

Beep Ball (Blind Softball Team - City provided field for many years)
Spring Lake Park

Family Reunion
F.H., Resident

Ball Game
Roseville

Softball Game (2 years)
Muningswear, Mpls.

Corp. of Engineers Golf League
St. Paul

Party
F.H. Resident

Park Bank Picnic (2 years)
St. Paul

Nationwide Paper Softball Game/Picnic (2 years)
Mpls.

U of M
Farm and Grounds

U of MN, 495 Borlaug Hall (softball game and picnic)
1991 Upper Buford Circle, Mpls.

U of MN
Animal Science

Cindy McDermond
Fire Department

U of M
Mastiff/Mast, Coffey Hall

Flamingo Soccer Source Teams
was reserved by F.H. Resident

U of M
Delta Theta Sigma

MN Rec. Soccer League
Inver Grove Heights

U of MN
Fisheries and Wildlife Club

CITY OF FALCON HEIGHTS PARK PERMIT

DATE TODAY _____

APPLICATION AT LEAST 30 DAYS NO MORE THAN 60 DAYS PRIOR

CHECK PORTION OF PARK TO BE USED:

BALL FIELD _____

TENNIS COURTS _____

PICNIC AREA _____

HOCKEY RINK _____

PLEASURE RINK _____

FACILITY TO BE USED _____

DATE FACILITIES DESIRED _____

DATE ASSIGNED _____

EXACT BEGINNING AND ENDING TIME REQUESTED _____

ASSIGNED _____

EXACT PURPOSE FOR WHICH FACILITIES DESIRED _____

PARK BLDG. TO BE OPENED _____ NOT OPENED _____

FEE IF APPLICABLE _____

NUMBER OF PEOPLE EXPECTED IN ATTENDANCE _____

REGULATIONS: BE SURE TO READ AND UNDERSTAND FULLY BEFORE SIGNING

The organized activity which I have requested a permit for use of the City of Falcon Height's Park and its facilities will not be used for the advertising of any product, goods or services, and is not held for private profit.

1. I have made adequate provisions for cleaning up the park area after the event has been made.
2. The proposed event will not unreasonably interfere with the general public use of the park.
3. The event will not substantially interrupt the safe and orderly movement of traffic.
4. The conduct of the event is not reasonably likely to cause injury to persons or property or diminish the level of police protection elsewhere in the City of Falcon Heights.
5. The event will not unreasonably interfere with or detract from the promotion of the public health, safety, recreation or welfare.
6. I understand that regularly scheduled events in the City recreation program have priority over this activity.
7. NO BEER MAY BE PRESENT OR CONSUMED AT PARK WITHOUT A PERMIT.

NOTE: The Council or Clerk Administrator may attach such conditions to the permit as it deems necessary.

THE PERSON MAKING THIS APPLICATION AND HIS ORGANIZATION ASSUME INDIVIDUAL AND JOINT OBLIGATION FOR REPLACEMENTS OR PAYMENT IN CASE OF LOSSES OR DAMAGES RESULTING FROM THEIR USE OF THE PARK AND ITS FACILITIES, AND, AGREE TO ABIDE BY THE RULES ESTABLISHED BY THE CITY COUNCIL OF FALCON HEIGHTS.

SIGNATURE OF APPLICANT _____

OFFICE IN ORGANIZATION _____

TELEPHONE NUMBER _____

ADDRESS OF APPLICANT _____

ADDRESS OF ORGANIZATION _____

TELEPHONE NUMBER _____

DATE APPROVED AND BY WHOM. _____

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

EMT-I TRAINING FOR RESCUE WORKERS

SUBMITTED BY:

Ray Brown, Rescue Captain

REVIEWED BY:Jan Wiessner
Leo LindigEXPLANATION/SUMMARY (attach additional sheets as necessary):

The Fire Department would like to increase the level of rescue services provided to include the capacity to administer intravenous fluids. This requires additional training to the level of EMT-I. They estimate approximately 100 calls/year require this level of service.

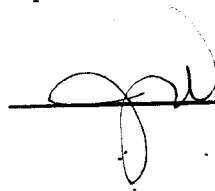
Cost Implications:

There are 2 cost categories involved in this: (1) training, and (2) equipment and supplies. They would like to request the Falcon Heights Lions Club to donate the cost of training. The cost of equipment and supplies would be recovered by charging patients for the IV services.

ATTACHMENTS:

- A. 5/18/90 Memo from Ray Brown
- B. 3/21/90 letter from Dr. David Hankins
- C. EMT-I Training Agenda

ACTION REQUESTED:

- (1) Authorize Fire Department to upgrade Rescue services to the EMT I level.
 - (2) Authorize Fire Department to solicit training funds from the Falcon Heights Lions Club.
 - (3) Authorize acquisition of start-up equipment and supplies out of the Fire Department's Capital Improvement Fund.
- 

St. Paul Ramsey Medical Center

RAMSEY

640 Jackson Street
St. Paul, Minnesota 55101-2595
(612) 221-3991

Emergency Medical Services

March 21, 1990

Honorable Tom Baldwin
Mayor, City of Falcon Heights
2077 West Larpentuer Avenue
Falcon Heights, MN 55113

Dear Mayor Baldwin:

This letter is to support Falcon Heights Fire Department in upgrading their ambulance training level to include intravenous therapy. This would designate them as an EMT-Intermediate service.

The ability to initiate intravenous therapy would enhance the care of the trauma patient by replacing necessary fluids. It would also provide a ready access if intravenous medication needs to be given in the non-trauma patient.

It is our experience that a community based ambulance service is very beneficial and as medical directors we feel upgrading to the EMT-I level would lead to better prehospital care and affect the public health and welfare of the Falcon Heights community in a positive way.

Sincerely,

Daniel G. Hankins, M.D.
Daniel G. Hankins, M.D.
Co-Medical Director, EMS

1142j

NORTHEAST METRO TECHNICAL COLLEGE

EMERGENCY MEDICAL TECHNICIAN - INTERMEDIATE

COURSE AGENDA

~~██████████~~ FIRE DEPARTMENT

MARCH - MAY, 1990

#250-300/
person

March 26	Introduction Roles & Responsibilities, Ethics, EMS Communications, Medical Legal Con- siderations	
March 31	EMT Review - Med. Term, Systems, Assessment, & EMS Communications Review of Roles & Responsibilities Patient Assessment	pg. 39-54
April 2	EMT Review - Med. Emergencies Patient Assessment Review Fluid & Electrolytes	pg. 58-78
April 4	EMT Review - Fracture Immobilization Review Fluid & Electrolytes Lecture on Shock	pg. 78-83
April 9	EMT Review - OB, Gyn, Peds Shock Review IV Therapy Assessment	pg. 82-98
April 11	EMT Review - Environmental Emergencies, Psych IV Therapy MAST Assessment	pg. 89-93
April 16	Respiratory System Respiratory Skills Assessment	pg. 168-240
April 18	Respiratory Review Spinal & Fracture Immobilization Assessment	
April 21	Skills Review CPR	
April 23	Final Written Exam	
April 25	Final Practical Exam	
To Be Announced	Final review for Nat.'l Registry	



CITY OF
FALCON HEIGHTS

2077 W. LARPEN TEUR AVENUE FALCON HEIGHTS, MN 55113-5594 PHONE (612) 644-5050 FAX (612) 644-8675

May 18, 1990

TO: Jan Wiessner, City Administrator

FROM: Ray Brown, Rescue Captain

The Falcon Heights Fire Department requests that the City Council approve upgrading patient care provided by the Rescue Department to EMTI (Intermediate). This program is approved by East Metro Ambulance Medical Control for enhancing medical technician skills toward advance life support level of patient care.

We are also requesting the City Council approve acceptance of a donation from the Falcon Heights/Lauderdale Lions Club toward tuition to cover costs of this program.

PP

HOME OF THE MINNESOTA STATE FAIR AND THE U OF M INSTITUTE OF AGRICULTURE



PRINTED ON RECYCLED PAPER

Consent _____

Agenda Item: F-7

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 5/23/90

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

1989 CITY AUDIT REPORT

SUBMITTED BY:

Dick Ellsworth, George M. Hansen Company, P.A.

REVIEWED BY:

Tom Kelly, City Accountant
Jan Wiessner, City Administrator

EXPLANATION/SUMMARY (attach additional sheets as necessary):

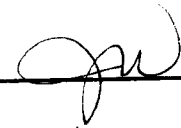
Dick Ellsworth will make a brief presentation on the 1989 City audit.

ATTACHMENTS:

- A. April 10, 1990 letter from Dick Ellsworth
- B. City of Falcon Heights Financial Statements, Dec. 31, 1989.

ACTION REQUESTED:

Accept and approve 1989 Audit Report.



GMHCo

GEORGE M. HANSEN COMPANY, P.A.

A Professional Corporation of Certified Public Accountants

April 10, 1990

The City Council
City of Falcon Heights
Falcon Heights, Minnesota 55113

Dear Council Members:

During the course of our examination, we made certain observations relating to the system of internal control and accounting procedures which we are bringing to your attention in this letter.

We realize the difficulty of achieving an ideal system of internal control with a limited number of employees, but we feel the recommendations made in this letter can be implemented with the present staff and will strengthen the City's control over its operations and assets.

STATUS OF PRIOR YEARS' RECOMMENDATIONS

Year-end Procedures - We found the closing procedures followed by the City to be significantly improved from the previous year, permitting the audit to proceed without undue problems or delays.

Cash Disbursements - In 1989, invoices were generally initialled by department heads for receipt of materials or services.

Payroll Records - All required forms appeared to be on file for the 1989 audit.

Fund Balances - Transfers were made in 1989 to adjust fund balances to amounts expected to be needed under capital improvement programs. The December 31, 1989 General Fund balance, \$549,999, represents 50% of 1990 budgeted expenditures which appears reasonable.

Our prior years' comments on fixed asset records and cost accounting/expenditure allocations were not implemented as of December 31, 1989, but the latter was implemented in connection with the account code revision effective January 1, 1990.

April 10, 1990
Page 2

CURRENT YEAR COMMENTS

Cash and Investments - A small adjustment was necessary to the recorded amounts of cash and investments at December 31, 1989. It appeared that the accounting system in use in 1989 did not facilitate a reconciliation of cash and investments on a periodic basis. We understand that under the new system a periodic reconciliation of cash and investments will be possible and we urge that it be carried out monthly.

The City's depository bank had not pledged collateral for the City's deposits in 1989. The balance in the bank at December 31 amounted to \$174,233, or \$74,233 in excess of FDIC insurance coverage, resulting in a deficiency of required collateral of \$81,656 (110% of the uninsured balance). Although the City Accountant attempts to maintain the bank balance at or below \$100,000, this is not always possible considering investment maturities and tax and State Aid payments which are deposited in the account. We suggest that, as the City's depository, the bank be requested to pledge an amount to cover the City's deposits. A minimum amount should be required - say \$100,000 or \$200,000 - with provisions for increased amounts to cover short-term excess deposits.

In addition, one of the City's investment agents made - apparently unauthorized - a purchase of a \$300,000 CD in 1989 which was on hand at December 31. This resulted in a \$200,000 excess over FDIC coverage, but no collateral was pledged. We understand procedures have been changed to prevent a recurrence of this situation.

Cash Disbursements - During our detail testing of disbursements, we noted that often the supporting documentation consisted of photocopies rather than originals of invoices, etc. Proper internal control requires that payments be made only on the basis of original documents. If other departments or advisors need copies of documents, they should be provided copies.

We qualified our Auditors' Report on Legal Compliance in 1989 (page 13 of the annual report) in regard to the State law requiring all claims for payment be accompanied by a declaration. State Statute Para. 471.38 requires that every person claiming payment put his claim in writing. The claim should be signed to the effect that the claim is just and correct and no part of it has been paid. Para. 471.391 states the declaration should take the following form:

"I declare under penalties of law, that this account claim or demand is just and correct and that no part of it has been paid."

This paragraph also states that a check, when properly endorsed with a declaration statement may serve as a declaration of the claim.

To comply with these requirements, we recommend that the City have its checks so annotated, either by stamping them or by having them preprinted by its depository. A sample of how this might look is enclosed for your guidance. We also recommend that the declaration be appended to all internal forms used to support payments, such as travel expense forms, etc.

OPERATIONS

A discussion of the City operations follows:

General Fund

A comparison of the General Fund revenues and expenditures for 1989 to those for 1988 shows:

	<u>1989</u>	<u>1988</u>	<u>Increase (decrease)</u>
Revenue, before transfers	\$1,129,039	\$1,190,108	\$(61,069)
Expenditures, before transfers	<u>927,922</u>	<u>939,083</u>	<u>(11,161)</u>
Revenue over expenditures before transfers	<u>\$ 201,117</u>	<u>\$ 251,025</u>	<u>\$(49,908)</u>

The revenue increase is comprised of the following items:

General property taxes	\$(36,361)
Licenses and permits	(3,626)
Intergovernmental revenue	69,517
Charges for services	5,992
Fines and forfeits	(5,877)
Interest income	(18,147)
Insurance proceeds	(73,860)
Other, net	<u>1,293</u>
	<u>\$(61,069)</u>

The major changes in expenditures occurred in the following areas:

General government	
Administrator and clerk	\$ 20,774
Legal	11,726
Public safety	
Police protection	(13,212)
General maintenance	8,413
Sanitation and waste removal	<u>7,271</u>

OPERATIONS (CONTINUED)

General Fund revenue decreased \$61,069 from the previous year in 1989, or 5%, but exceeded budget by \$33,921, or 3%. Property tax revenue declined \$36,361 from 1988, reflecting the \$42,967 decrease in the General Fund levy. The \$69,517 increase in intergovernmental revenue was caused by a \$78,926 increase in Local Government Aid, and a \$9,160 decrease in the Homestead Credit. Insurance proceeds of \$73,860, recorded as revenue in 1988 were transferred to the Park and Recreation Capital Improvement Fund in 1989. The increases over budget occurred primarily in charges for services - \$14,125, and interest revenue - \$15,695.

Expenditures before transfers decreased \$11,161 from the preceding year and were \$156,035 under budget. While general government expenditures exceeded budget by \$19,957, other functions were close to budget and the contingency expenditures were under budget by \$69,370.

Transfers to other funds totaled \$1,068,832, of which \$864,948 were classified as residual equity transfers (non-recurring, non-operational transfers). A summary of General Fund transfers is shown below:

	<u>Budget</u>	<u>Actual</u>		<u>Total</u>
		<u>Operating</u>	<u>Equity</u>	
Capital improvements - General	\$ 4,700	\$ 4,700	\$ 12,614	\$ 17,314
Capital improvements - Fire	65,814	65,814)	151,097	241,656
Lauderdale net receipts		24,745)		
Capital improvements - Public works	9,340	9,340	39,660	49,000
Capital improvements - Parks				
and Recreation	11,556	11,556)	661,577	746,993
Insurance proceeds		73,860)		
Capital improvements - Snelling				
Avenue		13,869		13,869
	<u>\$ 91,410</u>	<u>\$203,884</u>	<u>\$864,948</u>	<u>\$1,068,832</u>

OPERATIONS (CONTINUED)

Enterprise Funds

Below is a summary of operations of the Sanitary Sewer Fund for the years 1987-1989:

	<u>1989</u>	<u>1988</u>	<u>1987</u>
Rental charges	<u>\$464,114</u>	<u>\$504,442</u>	<u>\$425,321</u>
Operating expense	\$469,603	\$502,529	\$385,960
Depreciation	<u>24,847</u>	<u>24,049</u>	<u>22,000</u>
	<u>\$494,450</u>	<u>\$526,578</u>	<u>\$407,960</u>
Operating income (loss)	\$ (30,336)	\$ (22,136)	\$ 17,361
Interest and other income	<u>58,375</u>	<u>71</u>	<u>80</u>
Net income (loss)	<u>\$ 28,039</u>	<u>\$ (22,065)</u>	<u>\$ 17,441</u>

The main factors contributing to the \$8,200 increase in the operating loss for 1989 were a \$40,328 decrease in rental charges and a \$36,568 decrease in disposal charges, the latter caused primarily by a \$63,800 decrease in the final cost allocation for 1988 from 1987.

* * * * *

We would be pleased to discuss the above comments with you at your convenience and to render any assistance you may require. We wish to acknowledge the courtesy and cooperation extended to us during our audit.

Very truly yours,

GEORGE M. HANSEN COMPANY, P.A.

Richard O. Ellsworth

Richard O. Ellsworth
ROE:iac

ENDORSE HERE

X "I declare under penalties of law that this account claim or demand is just and correct and that no part of it has been paid."

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE
RESERVED FOR FINANCIAL INSTITUTION USE

FEDERAL RESERVE BOARD OF GOVERNORS REG. CC

JENSEN, HICKEN, GEDDE & SCOTT, P. A.

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TELEPHONE (612) 421-4110
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OF COUNSEL
HADLEY, CHARLES S.
LUTHER, RICHARD L.

May 17, 1990

VIA TELECOPIER

Jan Wiessner
City Administrator
City of Falcon Heights
Falcon Heights, MN 55113-5594

Re: 1666 Coffman Torrens Proceeding

Dear Jan:

Shaun McElhatton, the attorney handling the above-referenced Torrens proceeding, has advised me that he has not been able to locate satisfactory evidence that the Falcon Heights City Council approved the Development Agreement and Deeds executed in 1985 involving the City and the 1666 Coffman Project. He has requested that the City adopt a resolution at this time ratifying and approving such documents. Enclosed is a proposed resolution which I have prepared in that regard. If possible, it would be best to present the resolution at the Council Meeting on May 23, 1990.

I understand that a separate resolution approving the execution of the Agreement Regarding Easements and Agreement Amending and Restricting Lease (see my letter to you dated April 20, 1990) will also be presented at the May 23, 1990 Council Meeting. Both resolutions relate to matters involving the 1666 Coffman Project.

Attorney McElhatton believes that the proposed resolutions mentioned in this letter will allow him to complete the Torrens proceeding. Apparently, unit owners in the Coffman Project are experiencing substantial title difficulties because the Torrens proceeding has been ongoing for so many years. I am sure it would be a great relief to owners, title companies, attorneys and mortgage companies involved for the proceeding to be completed.

Please contact me regarding this matter if you have any questions or comments. I have not prepared a resolution regarding the Agreement Regarding Easements and Agreement Amending and Restricting Lease, but I will be happy to do so if you wish.

Very truly yours,

JENSEN, HICKEN, GEDDE & SCOTT, P.A.



Edward A. Bock, Jr.

EAB/mh
enc.

RESOLUTION NO. _____

RESOLUTION APPROVING DOCUMENTS REGARDING 1666 COFFMAN

WHEREAS, in connection with the 1666 Coffman Project, the City of Falcon Heights was a party to the following documents: (1) Development Agreement filed as Document No. 2279248; (2) Deed filed as Document No. 2279249; and (3) Deed filed as Document No. 2279437.

WHEREAS, the property involved in the 1666 Coffman Project is being registered in Ramsey County Torrens Case No. 12543.

WHEREAS, the report of the Examiner of Titles in said Case No. 12543 requires evidence that said documents have been approved by the City of Falcon Heights.

WHEREAS, the City Council finds that it is in the public interest to ratify and approve said documents.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Falcon Heights hereby approves and ratifies the execution, delivery and acceptance by the City of Falcon Heights of documents filed in the office of the Ramsey County Recorder as Document Nos. 2279248, 2279249 and 2279437.

ADOPTED by the Falcon Heights City Council this _____ day of _____, 1990.

Mayor

ATTEST:

City Clerk

Consent _____

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 5/23/90

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

CELEBRATE DRUG FREE COMMUNITIES PROGRAM

SUBMITTED BY:

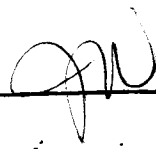
Sue Gehrz

REVIEWED BY:EXPLANATION/SUMMARY (attach additional sheets as necessary):

- (1) The Committee would like to tie red ribbons all over the City as a visible symbol of support for the concept of promoting Falcon Heights as a Drug Free Community. Some governmental jurisdictions have expressed opposition to tying the ribbons on their signs (i.e. MNDOT). The Committee would like to request permission to use City street and No Parking signs for the ribbons.
- (2) The Committee would also like to request permission to use the Falcon Heights City mailing address on the fund-raising material. Contributions would be made payable to the 623 PTA but would be mailed to our City Hall.

ACTION REQUESTED:

- (1) Authorize use of City street signs for Red Ribbon campaign.
- (2) Authorize City involvement in Red Ribbon fund-raising efforts.



Consent _____

Agenda Item: F-10

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 5/23/90

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

JUNE 13, 1990 CITY COUNCIL MEETING

SUBMITTED BY:

Jan Wiessner

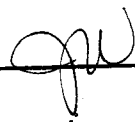
REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

Each year the first meeting in June falls during the Annual League of Minnesota Cities Conference. Three council members are planning to attend this year's conference in Duluth, June 11-14.

ACTION REQUESTED:

Cancel June 13th Council meeting.



Consent _____

Agenda Item: F-11

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 5/23/90

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

COMMUNITY SURVEY

SUBMITTED BY:

Jan Wiessner

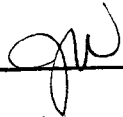
REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

Decision Resources has indicated that they could conduct a City survey consisting of 300 random samples with 60 units for \$4,200, each additional question would cost \$60.00. If the council decides to proceed, the next step would be to schedule a Workshop to discuss questions, neighborhoods, etc. Decision Resources staff would not be available June 4-10 or Saturday, June 16th. However, other dates are open at this time.

ACTION REQUESTED:

- (1) Authorize staff to hire Decision Resources to conduct a Community Survey, funds to come out of Contingency Account.
- (2) Schedule Workshop to discuss survey.



Consent _____

Agenda Item: F-12

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 5/23/90

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

ADMINISTRATOR'S REQUEST FOR LEAVE OF ABSENCE

SUBMITTED BY:


Jan Wiessner

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

SEE ATTACHED LETTER DATED MAY 18, 1990

ACTION REQUESTED:





CITY OF
FALCON HEIGHTS

2077 W. LARPEUR AVENUE FALCON HEIGHTS, MN 55113-5594 PHONE (612) 644-5050 FAX (612) 644-8675

May 18, 1990

Dear Mayor Baldwin and Council Members,

I would like to request a short-term leave of absence from my responsibilities as City Administrator during the next several months to improve my management skills and my leadership abilities.

I have applied for and was recently selected to receive a 4 week Bush Leadership Fellowship from the Bush Foundation. My training plan involves a total leave of 16 work days (and 8 week-end days) which would occur in three parts:

- (1) July 15-27 (10 work days) at the University of Virginia's Senior Executive Institute for local government managers;
- (2) October ? (1 work day), a 3-day follow-up to UV's program;
- (3) January or February (5 work days), a 1 week seminar for Government Executives at the Menninger Center in Topeka, Kansas.

The Bush Fellowship will pay \$600 for transportation expenses, and 50% of the tuition costs, plus \$600/week, totalling \$5,060. The total cost will be \$5,150 plus transportation (\$1,200?) = \$6,350 (?) leaving a difference of approximately \$1,200. I would appreciate any assistance the City would be willing to contribute towards this cost. I realize this is a very costly program which the City or I could not afford without the fellowship.

I believe this opportunity is timely given the challenges and changes we are facing and I appreciate your consideration of this request.

Sincerely,


Janet Wiessner

JW:pp

HOME OF THE MINNESOTA STATE FAIR AND THE U OF M INSTITUTE OF AGRICULTURE



PRINTED ON RECYCLED PAPER

MAY 07 1990

BUSH LEADERSHIP FELLOWS PROGRAM

E-900 FIRST NATIONAL BANK BUILDING
332 MINNESOTA STREET
SAINT PAUL, MINNESOTA
55101

TELEPHONE 227-0891
AREA CODE 612

May 3, 1990

Ms. Janet R. Wiessner
200 Windsor Court
New Brighton, MN 55112

Dear Janet:

I am very pleased to tell you that The Bush Leadership Fellows Final Selection Committee has awarded you a Bush Leadership Fellowship. The terms of the fellowship are outlined in the Acceptance of Fellowship Agreement which accompanies this letter.

If you accept the terms of the Fellowship, please sign and return one copy of the "Acceptance Agreement" to me before May 16, 1990. If you have questions about any of the terms of the Agreement please call or write.

Before beginning your fellowship program you should provide us with certification that you have been admitted as a student in an acceptable educational program; a notice that you have resigned your current employment or have received a leave of absence from your employer; and a completed "Final Fellowship Plan." Also, as quickly as possible, we would like to have a recent black and white photograph suitable for publication.

The Bush Foundation will announce the names of 1990 fellows in its own newsletter and to newspapers in the four-state geographic region. However, please feel free to announce the news of your award as you choose.

Mary Kaplan and I add our personal congratulations to those of the Final Selection Committee, and offer our best wishes for a very successful fellowship experience.

Sincerely,


John Archabal
Director

JA:jh
Enclosure

IV. New Information

Revised Bush Appl.

In the space below, provide any information not included in your original application which you believe should affect the Final Selection Committee's consideration of your application. Report results of school or program applications and aptitude and achievements tests not available at the time of your initial application. If you have changed your plans significantly from those presented in your original application, explain those changes. If you have completed section IIb. above, explain what adjustments you would make in your program you were to pursue the program outlined in IIb., rather than the program outlined in IIa.

My initial application included participation in the Kennedy School Program for Senior Executives. My application with this school was not accepted with the reason given that they have limited the participants to individuals from communities in excess of 40,000 population.

My revised application includes participation in two programs which I believe will satisfy my initial goals and complement each other.

The first part of my revised proposal is the Senior Executive Institute (SEI) located at the University of Virginia in Charlottesville, VA. This is a 12 day program, July 15-27, 1990. The SEI program also has a 3 day follow-up program for alumni in October, 1990, totalling 15 days in the SEI program.

The second part of my proposal includes participation in a 1 week seminar for Government Executives co-sponsored by the International City Management Association and the Menninger Center in Topeka, Kansas. The program is offered in Jan., Feb., and March. A \$600 deposit is required with application, therefore, I have not yet applied.

The content of both programs fit my needs and interests at this time. The SEI program emphasizes four main areas: 1) the political and economic environment, 2) human behavior within organizations, 3) the manager as leader, and 4) applied leadership skills. The Menninger Seminar, "Toward Understanding Human Behavior and Motivation" focuses on helping City Managers use their personal resources more effectively through increased understanding of individuals experiences, desires, and relationships. This will be particularly helpful in dealing with probable major changes in my organization during the coming year or two, as well as broadening my skills for other future challenges.

SIGNATURE:

Date: Apr. 24, 1990



May 7, 1990

Ms. Janet R. Wiessner
City Administrator
City of Falcon Heights
2077 W. Larpenteur
Falcon Heights MN 55113

Dear Jan:

Welcome to SEI '90! We have reviewed your application and are pleased to announce your acceptance to the Senior Executive Institute.

You will be joining the more than 160 outstanding alumni from 19 states and New Zealand who have participated in this outstanding professional development opportunity.

Over the next weeks, you will receive information (schedule, maps, what to pack, etc.) that will answer the many specific questions you surely have about this summer's program.

As July approaches, please do not hesitate to call us if there is anything we can do from our end to help with your arrangements for coming to Charlottesville.

I will be in touch and look forward to seeing you in July.

Sincerely,

Linda C. Winner
Director, Executive Programs

LW/mg