

*Next Agenda
CWV Openness in Govt.

ADMINISTRATIVE UPDATE

April 12, 1989

Summer Recreation Program - The brochures will be out last next week.

Park Planning Project - The park needs assessment survey is being developed and will be delivered with the City newsletter.

**draft to be reviewed*

City Newsletter - Is at the printer and will be delivered next week.

Household Hazardous Waste Collection Day - Will be held May 20, 9:00 A.M. to 3:00 P.M. at the Roseville Public Works Garage (Woodhill and Lexington). Volunteers are needed to help. Interested people should contact Terry Iverson at City Hall.

Reminder: City Clean-Up Week - April 28 to May 7 at Gibbs Farm parking lot. Watch for Newsletter for details.

City's Emergency-Staff participated in a Disaster Training Drill on April 6th at Goodwill Industries.

Smoke Detector/Installation Program - 49 detectors have been installed in Falcon Heights and Lauderdale. Applications are still being taken.

Street Sweeping - Bids are being taken for service to be provided early in May.

**Signs*

Photo by Truman Olson

Whether the prediction proclaimed on this sign atop 2102 University Ave. comes true will probably not be decided until late 1989.

By Ann Dalger

After 30 years of Catholic education, Corpus Christi School will close in June. Plans are for a joint venture with St. Rose of Lima School on Hamline Ave., beginning in September of 1989. Corpus Christi parish will provide financial support for children attending St. Rose or other parochial schools.

A School Task Force was formed in Dec. to study the options for the future of Corpus Christi School. Due to declining enrollment and declining financial resources the school was falling below Archdiocesan guidelines. These guidelines state that school population for grades K-8 should be at least 180 students, and that the parish income should be able to support the school. Corpus Christi has an enrollment of 119 students. Studies done by the task force indicated that population trends would be stable within the parish boundaries, with little chance for an increase in students in the years ahead.

The recommendation of the Task Force, after many hours of looking at various options, was to close the school and offer Catholic education for parishioners at the St. Rose site. St. Rose has an enrollment of 377. If all Corpus Christi students would choose to attend St. Rose School, the combined enrollment would be 496. There are two classrooms in each grade, so no additional staff is needed at St. Rose.

Albin Update

Group home will open in Falcon Heights

By Jeri Glick-Anderson

The first group home to plan to operate in Falcon Heights has stirred controversy among its future neighbors and prompted the city government to learn more about issues surrounding foster care homes.

Enhanced Living and Rehabilitation Systems, a St. Paul company that provides rehabilitative services and residential homes for people with traumatic brain injuries, plans to open a foster care home for four brain-injured adults at 1746 N. Snelling Ave., just north of Embers restaurant.

The Home, which will have one live-in staff person, is expected to begin operating at the end of April or in early May, said Tom Knier, community home program manager for ELR Systems. The home would be the sixth such foster care unit operated by ELR Systems in the Twin Cities area.

Residents would stay at the

home for varying lengths of time - from months to years - depending on their particular needs, Knier said.

Although the four individuals who will be living at the Snelling Ave. location have not yet been chosen, brain-injured adults statistically tend to be men between ages 20 and 35 who have been in car or motorcycle accidents. Usually their social networks and vocational endeavors change substantially after their accidents, Knier said.

Eight thousand to 10,000 Minnesotans a year suffer traumatic brain injuries and up to 10 percent of them find their lives significantly altered. As many as 1,000 a year need some sort of transitional care before they can function independently, he said.

"The foster care home lets them integrate back into the community in a supportive environment," Knier said.

The Snelling Ave. location was chosen because it is situ-

ated along a relatively quiet frontage road, it is near shopping and restaurants, and it has ample living space on the ground level for people in wheelchairs, he said.

Also, Knier added, "We look for an established neighborhood with a low crime rate because we consider that to be a good environment for our residents."

Some neighbors, however, are concerned about the impact of the home on the community.

Emil Zappa, who lives two houses away, views the facility - which ELT Systems is leasing from a trio of investors - as a commercial venture. He fears the home may be expanded at some point becoming like a nursing home, which would be inappropriate in a residential neighborhood, Zappa said. Zappa also worries that visitors will increase traffic on the frontage road, he said.

Home to 3

Home from 1

"I'm very supportive of these things and if there were a problem I'd be one of the first ones down there to volunteer to help out," said Glen Olson, who lives three houses away. "But I wonder about the wisdom of putting the house there. I feel it's not the most safe and secure place for people who are brain-damaged," particularly with the heavy traffic along Snelling Ave., he said.

Olson also questions why the property wasn't rezoned for commercial use.

"I see this as a commercial enterprise but I felt they snuck it through and they'll just put it in. Once it's in, what can we do about it," he said. "I think they erred by not coming around and talking to us about it."

Neighbors also expressed concern that property values might be lowered by the presence of a foster care home in the neighborhood.

Krieger said only one or two cars will be parked at the home at any time, and a Metro Mobility van will make stops there four or five times a day. The house is unlikely ever to be expanded because no more than four beds are allowed under foster care home licenses.

ELR Systems is in the process of renovating to make the home wheelchair accessi-

ble and to meet fire and building codes. It hopes to receive a license to operate by mid-April and to open several weeks after that. Until ELR Systems actually has a license in hand giving it the final go-ahead to operate, however, the firm hesitates to contact neighbors and announce its plans, Krieger said.

"I really do believe once neighbors meet the folks, once we open the home, neighbors' fears will subside," he said.

Licenses for foster care homes are issued by the state and processed by the county. The city is not involved in the licensing process but Falcon Heights has taken an active interest nonetheless.

The city wants to serve as a facilitator, promoting dialogue and community understanding of the function and purpose of group homes, said Falcon Heights Mayor Tom Baldwin.

"We feel the city council can be a positive force by recognizing that people have questions and fears," Baldwin said. "If we're open about it, we can help people go through the process of change to community-based care."

Community-based foster care is becoming more prevalent now because civil rights legislation, increased advocacy and funding realities over

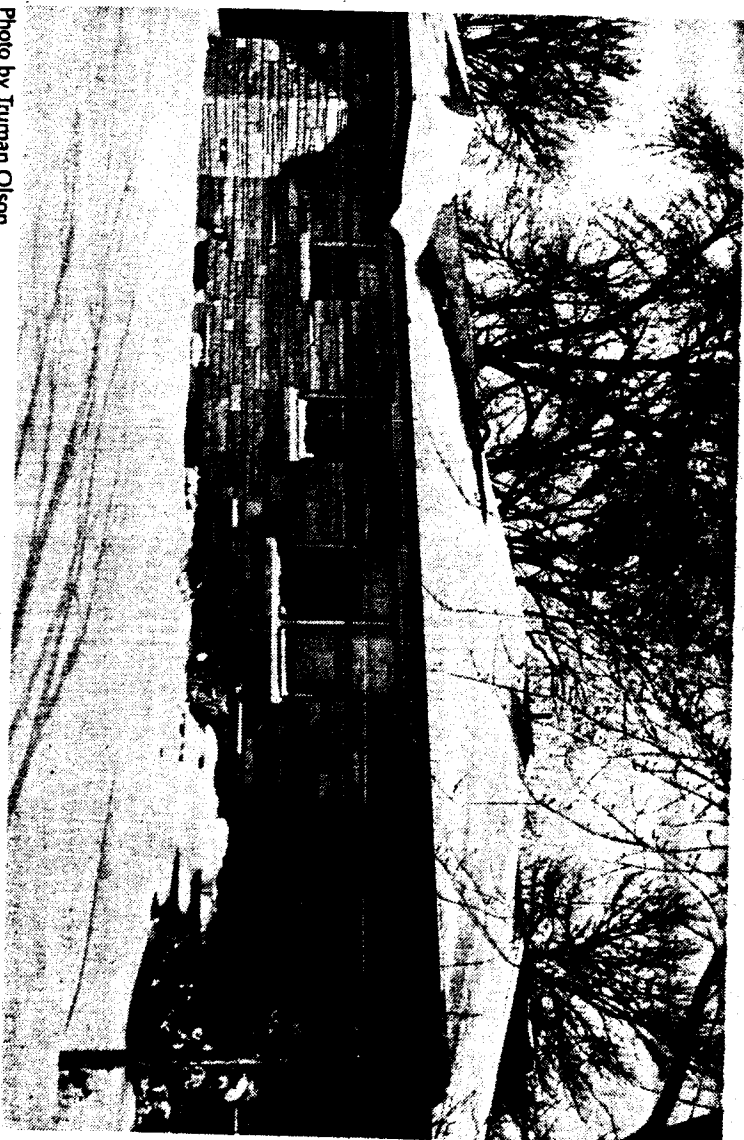


Photo by Truman Olson
Neighbors of this Snelling Ave. home have questions about its new focus as a group home for brain-damaged adults.

The last decade have forced specialized groups like the mentally retarded and the brain-injured out of institutions and large group homes and back to the communities, said Susan Smith, planning manager for Ramsey County Human Services Department, at a workshop on the foster care issue held recently in Falcon Heights.

The state has turned to corporations, like ELR Systems, to lease residences for foster care and staff them full-time because this has proved most practical and feasible. As

long as these homes have six or fewer people, they may operate in single-family residential areas, Smith said.

The state has taken over all licensing for such facilities to stop cities from legislating against them, Baldwin said.

In addition, care providers in the past often concentrated group homes and related services in poorer neighborhoods where there was little resistance. State legislation is being considered now to allow such facilities to locate in the community but to pre-

vent overconcentration. This is intended to ensure that the integrity of single-family residential neighborhoods is maintained, said Nancy Homans, a planner with the City of St. Paul who also spoke at the Falcon Heights workshop.

The legislation requires that foster care homes be located at least 450 feet apart and limits the concentration of such homes and related facilities to one percent of the population of a city or planning district.

Agribusiness

The old order is passing in the Twin Cities as outside owners take over long-time local companies. But agribusiness giants like ConAgra and Sandoz are adding to their holdings here, and a new power structure is growing.

By Lee Egerstrom
Staff Writer

When Grand Metropolitan PLC of London purchased Pillsbury Co., there was much hand-wringing in the Twin Cities over the loss of a longtime headquarters company.

Pillsbury was not only a pillar of corporate social responsibility, it was a pillar of the metropolitan agribusiness industry — one of the firms that built agriculture in the Upper Midwest and created the city of Minneapolis as a flour milling center upstream from St. Paul.

But a closer look shows that the purchase of Pillsbury wasn't unusual. It was simply the latest link in a chain of events that is changing the complexion of Twin Cities agribusiness.

How three agribusiness firms grew in the Twin Cities



Harvest States Cooperatives Falcon Heights

- and moved to Falcon Heights.
- 1984- Joined Intrade Corp., Hamburg, West Germany, with 10 other U. S., Canadian and European co-ops and ADM of Decatur, Ill., and established an InTrade International
- 1983- Pacific Northwest Growers, Portland, Ore., merged into Harvest States
- trading office in Falcon Heights.
- 1987- Formed International Maltling corp., Minneapolis; sold Froedtert Malt Corp., Milwaukee, to International Maltling, and moved Froedtert to Minneapolis.



Sandoz Corp. Basel, Switzerland

- 1984- Formed Sandoz Nutrilite Corp., St Louis Park from
- 1987- Bought Stauffer Seeds and moved it to Golden Valley from Connecticut. 1000 Danvers, Colorado

Heart transplant
hasn't stopped
student swimmer
— See page 7

Roseville Review

Lillie
NEWS

Phone 777-8800

A Lillie Suburban Newspaper

Cities of Little Canada and Falcon Heights awarded \$25,000 spruce-up grants

by Joe Holmberg

Antique street lighting, a park play area, and a city history book will emerge in Little Canada; a park and recreation building destroyed by fire will be resurrected in Falcon Heights.

Both cities have been awarded \$25,000 Celebrate Minnesota 1990 grants to fund these and other projects to spruce up their communities in preparation for when the U.S. Olympic Festival '90 comes to the Twin Cities. The projects must be completed by the end of this year in order to qualify for the grant money.

Of 328 communities in the state applying for the grant, Little Canada and Falcon Heights were two of just six cities to get the full grant amount, while 84 cities received at least partial funding. The grant is based on 3-1 matching funds, so each city must add \$75,000 to the projects. The Minnesota Department of Trade and Economic Development administers the Celebrate Minnesota program.

Floyd Rice, community development representative with the program, reviewed both cities' proposals and said Little Canada received the full amount based on its elaborate projects, including beautification plans for the annual Little Canada Days celebration.

"They were near the top of the overall ranking in points," Rice said. "Their proposal was more involved than a lot of others. They did quite well."

Little Canada park consultant Bill Sanders, who designed and submitted the city's proposal, was elated when informed that his proposal was entirely successful.

"The program was so competitive, so it was a real honor for the city to be selected with the

grant," he said. "It's an opportunity to celebrate what's happening with our park improvements and the other programs being made in the city at this time."

The bulk of the \$100,000 total is targeted to improve Spooner Park, specifically to expand its play area with space and equipment totaling \$35,000. \$26,000 is targeted complete trails connecting Spooner and the new Centerville Road Park.

Perhaps the most dramatic effect on the city's appearance involves projects which will alter the appearance of the I-35E/Little Canada Road intersection. Over 100 trees and shrubs planted around the bridge and exit ramps are part of a landscaping design to beautify the entrance into the city. Flagpoles and banners displaying the name of the city near the intersection will be added as well.

But Sanders and others are most excited about the decorative street lighting poles near the bridge. The old fashioned poles will cost about \$25,000. Similar lighting fixtures, found in smaller cities around the state, offer a pleasing home-town atmosphere that fits the style of Little Canada and its residents, said Sanders.

Falcon Heights also placed in the top half of the Celebrate Minnesota point rankings, Rice said. The city will use the entire \$100,000 to reconstruct and landscape a community park building which was damaged extensively by arsonists in September of last year. The facility will serve as a warming shelter for skating and a variety of other community

Spruce-up grants

Continued on 7



Brimhall's World...

BRIMHALL ELEMENTARY first-grader Lucero Lozano prepares a flour tortilla during a special class on Mexican culture as part of Brimhall's World Activities Day. This class, as well as over 60 other cultural classes, was held last Friday. Students were taught about lifestyles from places such as Cameroon, located in central Africa, and the cultures of people dwelling in areas such as the Peruvian Andes Mountains. At right, kindergartners join in song during an all-school assembly for the day's final event. (Review photos by Michael Woolsey)

Roseville boy recognized for caring

Continued from 1

the Caring Tree bronze statue; an 11 x 14 color portrait of Paul; the Jefferson Medallion; \$1,100 to be presented to the charity of his choice (Presbyterian Homes of Minnesota) and \$1,100 for himself.

And how does an 8-year-old plan to spend \$1,100? He explains

that \$1,000 will be put into savings toward his college education and with the balance Paul will buy himself a watch and a gift for his sister.

Bonnie stresses that through her son's recognition "we are hoping this will get other kids to volunteer."

Local cities receive spruce-up grants

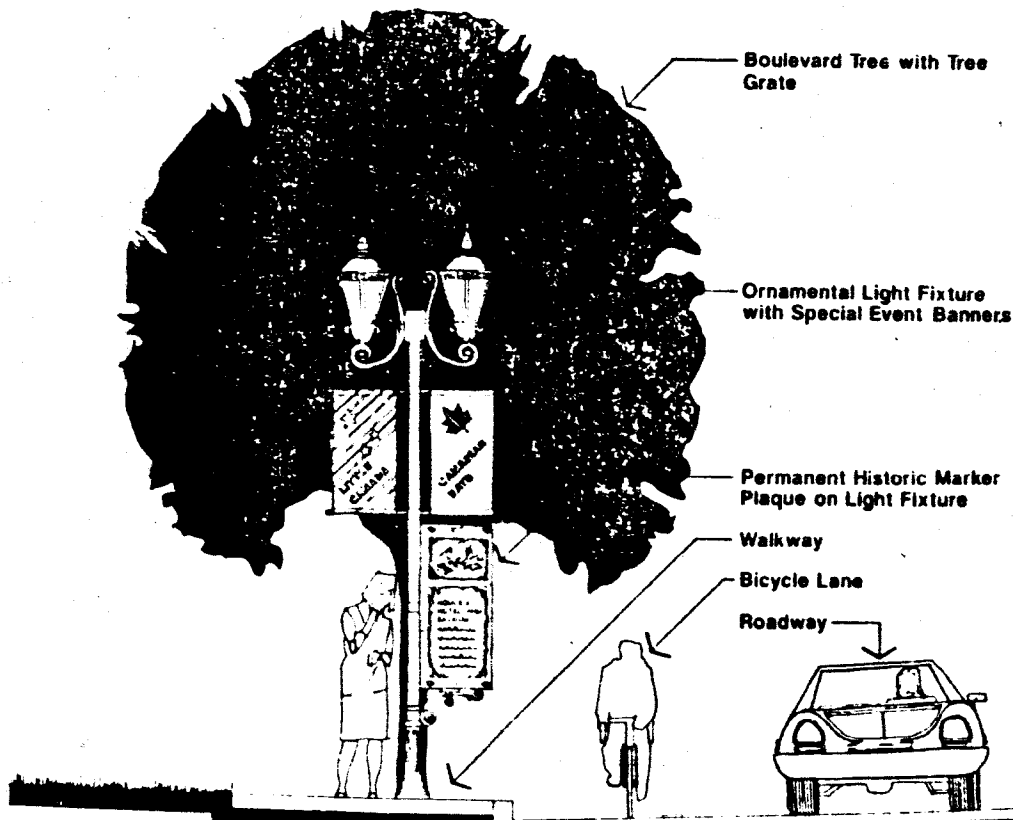
Continued from 1

Their local celebration, which was a prerequisite for communities receiving grant money, will be in the form of an ice cream social which will feature youth sports exhibition games and live entertainment in July of 1990.

Falcon Heights' \$75,000 matching funds will come from the city budget. Little Canada plans to ask a charity organization for part of the money, and

take the rest from park and recreation funds. Neither city expressed doubts about raising the money.

Celebrate Minnesota is a state-wide program launched by Gov. Rudy Perpich to clean up the state as athletes and visitors from around the world come to Minnesota for the Olympic Festival.



not been all roses.

Public notice

OFFICIAL PUBLICATION CITY OF ROSEVILLE REMOVAL OF DISEASED SHADE TREES Project M-89-01

Notice is hereby given that sealed bids will be received by the City Manager and the Community Development Director of the City of Roseville, in the amount of \$1,100,000.00, until

Tuesday, 11:00 a.m., Central Standard Time, March 4, 1989

at which time bids will be publicly opened and read aloud for the project which includes removal of diseased shade trees and stumps and necessary re-planting of public and private properties within the city limits with the approximate following major quantities:

Approximately 200 shade trees and stumps, estimated average diameter of eighteen (18") inches. Each bid shall be accompanied by a bid deposit in the form of a certified check or cash deposit in an amount of at least five (5%) percent of the amount of the bid which shall be forfeited to the city in the event the successful bidder fails to enter into a contract. The City Council reserves the right to retain the three (3) lowest bidders for a period not to exceed sixty (60) days after the date and time set for opening of the bids.

Payment of the contractors will be by check. Persons desiring a copy of the Proposal Specifications may obtain them from the City of Roseville, Community Development Department in the amount of \$1,100,000.00.

City of Roseville
2660 Civic Center Drive
Roseville, Minnesota 55113

The City Council reserves the right to reject all bids; to waive irregularities and informality; and reserves the right to award the Contract in the interests of the City.

Str
Acting City

(Roseville Review, March 21, 28, 1989)

J. Wallin -

Pl. Commission → Staff involvement
NW(?) →

Phil -

Ann - Legislation update

Paul -

LWV Openness & In Court

* Biggest shortcoming - qual. of audio

Q23 Levy Referendum

Pat -

Park Planning process

Tom B -

Non-Conforming Use. -

Lakewood College Leadership Institute

* Cost ?

* Set up mtg w/ TB

Tom Gedde -

Wants input into assessment policy
Tom B + put it in writing

Phil asked about status of Stratford
tax agreement no longer binding
redemption rights have expired

* TB
→ Consider Consent
Addendum Approved "

CITY OF FALCON HEIGHTS

AGENDA

APRIL 12, 1989

A. CALL TO ORDER 7:00 P.M.

B. ROLL CALL: CIERNIA _____ P. CHENOWETH _____ WALLIN _____ BUSH _____
BALDWIN _____ WIESSNER _____ S. CHENOWETH _____
ATTORNEY _____ ENGINEER _____

C. APPROVAL OF MINUTES OF MARCH 8, 1989

ACTION: _____

D. PUBLIC HEARINGS: NONE

E. CONSENT AGENDA:

1. Disbursements
 - a. General Disbursements - 3/22/89-4/12/89 ---\$81,214.41
 - b. Payroll - 3/16/89-4/3/89 ---- \$9,034.47
2. Appointment and Reappointments to Park & Recreation Commission
3. Hiring of "Spring Clean Up" Supervisors
4. Resolution Authorizing Execution of "Celebrate Minnesota 1990" Grant Agreement
5. Planning Commission Minutes of April 3, 1989
6. Licenses

ACTION: _____

F. REPORTS, REQUESTS AND RECOMMENDATIONS:

1. Request to remove No Parking Signs on St. Mary's Street/Update on Ciatti's Parking Situation

ACTION: _____

7:30
p.m.

2. Hamline Avenue Improvements - Informational Meeting

ACTION: _____

3. City Assessment Policy

ACTION: _____

4. Proposed Amendment to Section 9-17.02 of the Code Relating to Subdivision Procedures

ACTION: _____

5. Consider Proposed Amendments to Section 4 of the Code, Sewer Systems and Gas and Electric Service

ACTION: _____

6. Falcon Heights' 40th Birthday Celebration

ACTION: _____

G. ANNOUNCEMENTS AND UPDATES:

H. ADJOURNMENT:

ACTION: _____

MINUTES
REGULAR CITY COUNCIL MEETING
MARCH 8, 1989

Baldwin called the meeting to order at 7:00 P.M.

PRESENT

P. Chenoweth, Ciernia, Bush and Baldwin. Also present were Wiessner, S. Chenoweth and Engineer Madigan.

ABSENT

Wallin (arrived later).

ADDENDA TO CONSENT AGENDA

Council approved the following additions to the Consent Agenda: E(10), Travel Advance for Baldwin, E(11), Planning Commission Minutes of March 6, 1989, and E(12) Appointment of Joseph L. Martinez to the Rescue Department.

APPROVAL OF MINUTES OF 2/22/89

Council approved the Minutes of February 22, 1989 as presented.

CONSENT AGENDA APPROVED

The following Consent Agenda was approved:

1. Disbursements
 - a. General Disbursements through 3/8/89, \$28,662.33
 - b. Payroll 2/16/89 - 2/28/89, \$9,589.61
 - c. Statement from Jensen, Hicken, et al through 1/31/89, \$3,200.75
 - d. Statement from Dahlgren, Shardlow, Uban through 1/31/89, \$1,220.75
2. Cancellation of Check Nos. 22822, 22824, 22883 and 33893
3. Human Rights Commission Minutes of 2/16/89
4. Resolution R-89-6 Requesting Metro HRA to Implement a Revolving Loan Program in Falcon Heights
5. 1989 Basic Life Support Agreement with St. Paul Ramsey Medical Center
6. Resolution R-89-7 Supporting Roseville's "Minnesota Oval" Project (Speedskating, Bandy Rink and All-Weather Soccer Field)
7. Resolution R-89-8 Supporting Recommendations made by the City Engineers Association Regarding use of Motor Vehicle Excise Tax
8. Licenses
9. Appointments/Reappointments to Solid Waste Commission
 - a. New Appointments: John Hustad and Laura Kuettel to one year terms ending 12/31/89
 - b. Reappointments: John Thompson, Benno Salewski and Leo/Diana Klisch to three year terms ending 12/31/91, Nancy Misra, Lyle Wray and Terry Iverson to two year terms ending 12/31/91, and Michael Haglund to a one year term ending 12/31/89.
10. Travel Advance for Baldwin
11. Planning Commission Minutes of March 6, 1989
12. Appointment of Joseph L. Martinez to the Rescue Department

NO PRESENTATION GIVEN ON NORTHWEST YOUTH SERVICES

The Northwest Youth Services representative was not in attendance to give the presentation.

WALLIN ARRIVES

Wallin arrived at 7:10 P.M.

\$2,500 DONATION TO AMBULANCE FUND PRESENTED BY LOCAL LIONS CLUB

Sam Jacobs, representing the Falcon Heights/Lauderdale Lions Club, gave a brief presentation on the purpose and goals of Lions International, after which a check for \$2,500 was presented to the City to be used toward replacement of the City ambulance. Mayor Baldwin and Fire/Rescue members Jay McNabb and Ross Berndt accepted the check on behalf of the City.

CITY TO PARTICIPATE IN FUNDING OF EMERGENCY VEHICLE PRE-EMPTION SYSTEM AT LARPEUTEUR/HAMLIN INTERSECTION

Council briefly discussed participation in the proposed traffic signal revision and Emergency Vehicle Pre-emption System installation at Larpeuteur and Hamline, after which Ciernia moved authorization of an expenditure of \$3,988.78 from the Street Department Capital Outlay Account. Motion carried unanimously. Council also concurred that pre-emption equipment should be installed in the squad car.

UPDATE ON HAMLIN AVENUE CONSTRUCTION PROJECT (LARPEUTEUR TO COUNTY RD B) - INFORMATIONAL MEETING FOR RESIDENTS SCHEDULED FOR 4/12/89

Madigan reviewed the Maier Stewart letter dated February 21, 1989 and requested that Council determine whether or not Falcon Heights is interested in a sidewalk/pathway on the west side of Hamline from Roselawn to Larpeuteur (Roseville is contemplating such a pathway). Council was of the opinion that it would be useful as a link to Como Park, Ramsey County Library, and local shopping centers, however, they would need to see the projected cost of such an installation prior to making any decision. They also felt that the residents should be given an update, and scheduled an informational meeting for 7:30 P.M. on April 12, 1989.

BULLSEYE PLAZA PARKING ITEM WITHDRAWN FROM AGENDA

Item F(6), Bullseye Shopping Center Parking Variance Request, was withdrawn from the agenda due to the fact that the Planning Commission did not have complete information and could not make a recommendation. The Commission will address the matter at a Special Meeting on March 20th.

1988 PLANNING PROJECT SUMMARY

David Black, Planning Commission Chairman, thanked Council for

allowing the Commission to expend funds for planning assistance on the following items: 1) development of a Procedures Manual which will provide more complete information for zoning requests and simplify the procedure for both the applicant and staff, 2) preparation of a proposed amendment to the residential subdivision portion of the code which will bring it into conformance with statutory requirements, and 3) proposed changes in set-back requirements for residential districts to reduce the necessity for the large number of variances as required in the past. The Planning Commission will conduct a public hearing on the proposed code amendments on April 3, 1989 at 7:35 P.M. and will make recommendations to Council following the hearing.

STRATEGIC PLANNING WORKSHOP SCHEDULED FOR 3/18/89

Council scheduled a workshop on strategic planning for March 18, 1989, 8:00 to 10:00 A.M.

ADJOURNMENT

The meeting was adjourned at 8:57 P.M.

Tom Baldwin, Mayor

ATTEST:

Shirley Chenoweth
City Clerk

ADDENDUM TO CONSENT AGENDA FOR

APRIL 12, 1989

E-7 Cancellation of Check #22120 in the amount of \$90.00 issued to Telemark Lodge & Conference Center on March 30, 1989. Issued in error.

Consent X

Agenda Item: E-1

Policy _____

CITY OF FALCON HEIGHTS

Meeting Date: 4/12/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Disbursements

SUBMITTED BY:

Tom Kelly

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

- (a) Disbursements from 3/22/89 - 4/12/89 ---- \$81,214.41
- (b) Payroll - 3/16/89 - 4/3/89 ----- \$9,034.47

ACTION REQUESTED:

Approval

Tom Kelly

GENERAL DISBURSEMENTS

CHECK NO.	ISSUED TO	REASON	AMOUNT
22086	Cub	Rec Supplies	\$106.70
22087	U.S. Postmaster	Postage for Utility Bills	200.00
22088	League of MN Cities	Conference, P. Chenoweth	55.00
22089	Alexandria Fire Dept.	State Fire Convention	150.00
22090	Roseville/FH C of C	March meeting-T.Kelly	8.00
22091	Jim Klassen Appreciation Dinner	Appreciation Dinner, Baldwin, Ciernia, Bush	60.00
22092	American Linen	Cleaning	29.37
22093	Lynn Allen	Non-resident reimbursement	24.00
22094	American LaFrance	Switch	20.38
22095	AT&T Credit Corp.	Basic phone charges	22.43
22096	AT&T	Phone, long distance	5.07
22097	Tom Baldwin	Conference expense & non-res. reimbursement	226.13
22098	Bro-Tex	Cleaning rags	145.85
22099	Crown Marking Inc.	Badge	7.54
22100	Void		
22101	Minn. Conway Fire & Safety	Chemicals	27.50
22102	Irene Gengler	Non-resident reimbursement	12.00
22103	Jensen, Hicken, et al	Feb. '89 Legal Fees	3,349.95
22104	Insty-Prints	Business Cards	94.72
22105	LMC	LMC Reception-T.Baldwin	15.00
22106	MAMA	March lunch meeting	10.00
22107	Mine Safety Appliances	Equipment repair	75.26
22108	Maier, Stewart & Assoc.	Feb. '89 Fees	959.01
22109	Terry Iverson	Travel expenses	37.40
22110	Metro Waste Control Commission	April '89 Sewer	40,628.45
22111	Midwest Business Products	Office Supplies	99.48
22112	NE Metro Intermediate School	Responder class for 13 students	1,358.50
22113	Oxygen Service Company, Inc.	Monthly charge and oxygen	34.58
22114	Facility Systems, Inc.	Installation of dividers (last part)	156.50
22115	Post Publications	Publication charges	12.60
22116	Ramsey Clinic	Physicals	48.00
22117	Ramsey County	Levy info for auditor, Lift Station mainten-	
22118	Road Rescue, Inc.	ance, March '89 police, final '88 police	15,309.01
22119	U.S. West Communications	Supplies, rope	144.87
		Phone	48.87

GENERAL DISBURSEMENTS

CHECK NO.	ISSUED TO	REASON	AMOUNT
22120	Telemark Lodge and Conf. Center	Emergency Service Conference	90.00
22121	Zack's Industrial Cleaning	Elec. tape, brushes, shovel	88.10
22122	Gelco Space	Warming House	215.00
22123	Janet Wiessner	Feb. and March car expenses	300.00
22124	Tom Kelly	GFOA Mtg. and mileage	16.60
22125	SCAA/CRISP	Book	7.00
22126	Comm. of Transportation	Celebrate Minnesota Signs	382.50
22127	Elena Hammond	Non resident reimbursement	12.00
22128	HarMar Lock & Key	Extra keys	15.39
22129	Kathleen Janke	March cleaning	80.00
22130	ICMA Retirement Trust	Retirement account	812.59
22131	MN Benefit Assoc.	Insurance	5.85
22132	Midwest Business Products	Office Supplies	261.34
22133	Cathy Iavarano	Non-resident reimbursement	6.00
22134	Dakota County Technical Institute	Fire School	750.00
22135	Insty-Prints	Photocopying of Personnel Policy	48.40
22136	Colonial Life & Accident	Accident Insurance	48.00
22137	NSP	Electricity, gas, street lights	2,925.93
22138	Gov't Training Service	Planning Conference	180.00
22139	Public Employees Retirement Assoc.	Iverson	9.00
22140	SuperAmerica	Fuel	101.77
22141	Ramsey County	Feb. Plowing and Sanding	4,987.54
22142	United Way	Pledges	14.00
22143	PERA	Retirement fund	1,539.66
22144	Comm. of Revenue	State Withholding	627.80
22145	North Star State Bank	Fed. WH and FICA	3,954.77
22146	U.S. Postmaster	Stamps	250.00
22147	Gladys Brown	Non-resident reimbursement	3.00
TOTAL:			\$81,214.41

Ch Num	Employee Number	Employee Name	Pay Period	Pay Group	Pay Group Description	Check Amount	Check Date	Status
	017344		0			0.00	31-Mar-89	VOID
	017345		0			0.00	31-Mar-89	VOID
	017346		0			0.00	31-Mar-89	VOID
	017347	000000002 Wiessner, Janet R.	6	01	semi-monthly	1,155.95	31-Mar-89	Outstanding
	017348	000000004 Kriegler, Carol J.	6	01	semi-monthly	409.10	31-Mar-89	Outstanding
	017349	000000011 Chenoweth, Shirley G.	6	01	semi-monthly	752.77	31-Mar-89	Outstanding
	017350	000000020 Iverson, Terry D.	6	01	semi-monthly	820.53	31-Mar-89	Outstanding
	017351	000000027 Morgan, Jay M.	6	01	semi-monthly	709.92	31-Mar-89	Outstanding
	017352	000000035 Zimmerman, Katherine	6	01	semi-monthly	350.09	31-Mar-89	Outstanding
	017353	000000038 Wright, Vincent D.	6	01	semi-monthly	861.60	31-Mar-89	Outstanding
	017354	000000055 Fitzgerald, Scott T.	6	01	semi-monthly	23.72	31-Mar-89	Outstanding
	017355	000000063 Phillips, Patricia A.	6	01	semi-monthly	617.30	31-Mar-89	Outstanding
	017356	000000065 Kelly, Thomas R.	6	01	semi-monthly	774.47	31-Mar-89	Outstanding
	017357	000000066 Bogenholm, Garin W.	6	01	semi-monthly	29.56	31-Mar-89	Outstanding
	017358	000000070 Sell, Matthew W.	6	01	semi-monthly	37.94	31-Mar-89	Outstanding
	017359	000000073 Butala, Joe	6	01	semi-monthly	205.98	31-Mar-89	Outstanding
	017360	000000001 Baldwin, Thomas W.	3	03	monthly 2	346.84	31-Mar-89	Outstanding
	017361	000000003 Baumann, Nicholas B.	3	03	monthly 2	50.71	31-Mar-89	Outstanding
	017362	000000005 Berndt, Ross	3	03	monthly 2	41.50	31-Mar-89	Outstanding
	017363	000000007 Bianchi, Joseph D.	3	03	monthly 2	68.00	31-Mar-89	Outstanding
	017364	000000008 Brown, Raymond F.	3	03	monthly 2	63.00	31-Mar-89	Outstanding
	017365	000000009 Bush, Patti J.	3	03	monthly 2	238.65	31-Mar-89	Outstanding
	017366	000000010 Chenoweth, Philip E.	3	03	monthly 2	293.00	31-Mar-89	Outstanding
	017368	000000012 Ciernia, Paul C.	3	03	monthly 2	250.00	31-Mar-89	Outstanding
	017368	000000018 Holmgren, John M. Sr.	3	03	monthly 2	135.00	31-Mar-89	Outstanding
	017369	000000022 LeMay, Dennis G.	3	03	monthly 2	56.00	31-Mar-89	Outstanding
	017370	000000024 Lindig, Leo	3	03	monthly 2	303.34	31-Mar-89	Outstanding
	017371	000000033 Schauffert, Craig F.	3	03	monthly 2	135.00	31-Mar-89	Outstanding
	017372	000000034 Swida, Gail	3	03	monthly 2	63.00	31-Mar-89	Outstanding
	017373	000000037 Wallin, Gerald E.	3	03	monthly 2	200.00	31-Mar-89	Outstanding
	017374	000000039 Morgan, Jay	3	03	monthly 2	41.50	31-Mar-89	Outstanding

Grand Total

9,034.47

Consent X

Policy _____

Agenda Item: E-2

Meeting Date: 4/12/89

CITY OF FALCON HEIGHTS

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Commission Appointments

SUBMITTED BY:

Tom Baldwin

REVIEWED BY:

Various Commissions

EXPLANATION/SUMMARY (attach additional sheets as necessary):

- (a) Appointment of Jynceen Thatcher to Park & Recreation Commission, three year term to expire 12/31/91
- (b) Reappointments of Lizbeth Boger and Marie Furton - three year terms to expire 12/31/91 *to HR Comm.*

ACTION REQUESTED:

SC

1818 Howell St. N.
Falcon Heights, Minnesota 55113
March 21, 1989

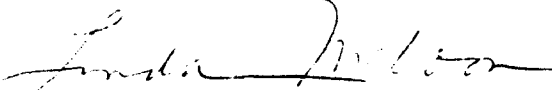
Falcon Heights City Hall
2077 Larpenteur Avenue
Falcon Heights, MN 55113

Dear Mayor Baldwin:

The Parks and Recreation Commission would like to recommend that you appoint Jyneen Thatcher (see enclosed application form) to the Falcon Heights Parks and Recreation Commission. She would make a valuable addition to our commission, both in terms of her background and purpose, but also in maintaining a location balance on the Commission.

Thank you.

Sincerely yours,



Linda McLoon
Chair, Parks and Recreation Commission

FALCON HEIGHTS COMMISSION/COUNCIL APPLICATION

DATE 3/5/89

NAME: SYNEEN E. THATCHER

ADDRESS: 1784 N. PASCAL

PHONE 6449616

HOW LONG AT ABOVE ADDRESS? 8 1/2 YEARS

Day(w): 2244737

IN WHAT CAPACITY DO YOU WISH TO SERVE? PARKS and REC Commission

REASON YOU WISH TO SERVE ON ABOVE:

- 1) There is a need to maintain or improve the use of the parks on a community level, especially now with the change of age patterns in the city.
- 2) see "relevant background".

PRIOR PUBLIC (OR RELATED) SERVICE:

OTHER RELEVANT BACKGROUND (OR COMMENTS):

I am currently a part-time student at the University, working towards a degree in landscape architecture, with a long range goal of urban design/city planning. I feel that the opportunity to work with my local park commission would be a valuable lesson in the realities of city planning, in addition to any help I give the city.

I am also an active participant in many sports, and could offer practical commentary as a user.

Consent X

Agenda Item: E-3

Policy _____

CITY OF FALCON HEIGHTS

Meeting Date: 4/12/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Hiring of two "Spring Clean Up" Supervisors

SUBMITTED BY:

Vince Wright and Shirley Chenoweth

REVIEWED BY:


EXPLANATION/SUMMARY (attach additional sheets as necessary):

We recommend hiring Jenni Olson and George Picka as "clean up" site supervisors for our annual event April 28 through May 7. Both have worked in this capacity for several years, are hard workers and do a very satisfactory job (as per Vince).

Shirley Chenoweth?

ACTION REQUESTED:

Approval



Consent X

Policy _____

Agenda Item: E-4

CITY OF FALCON HEIGHTS

Meeting Date: 4/12/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Resolution Authorizing Execution of "Celebrate Minnesota 1990"
Grant Agreement

SUBMITTED BY:

Carol Kriegler

REVIEWED BY:

Jan Wiessner

EXPLANATION/SUMMARY (attach additional sheets as necessary):

Attached is a copy of the "Celebrate Minnesota 1990" grant agreement as offered by the State of Minnesota, acting by and through the Department of Trade and Economic Development.

After a resolution has been passed authorizing execution of the grant agreement and the grant agreement has been signed, the City can apply for 70% of the grant amount (\$17,500). The remaining 30% can be applied for when the first 70% has been spent.

ACTION REQUESTED:

Resolution authorizing execution of the Grant Agreement.

** authorized person to sign agreements.*

STATE OF MINNESOTA
DEPARTMENT OF TRADE AND ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT DIVISION

Grant Agreement CB0026

This Agreement is made by and between the State of Minnesota, acting by and through the Department of Trade and Economic Development (hereinafter called the Grantor) and City of Falcon Heights (hereinafter called the Grantee);

WHEREAS, pursuant to Minnesota Laws, 1988, Chapter 686, Article 1, Section 14, (f), the Grantor has been allocated funds by the Legislature of the State of Minnesota for the Celebrate Minnesota 1990 Grant Program. The Grantee has proposed to conduct the project entitled "Community Park Building Reconstruction," (hereinafter called the Project) in furtherance of that Program;

NOW, THEREFORE, in consideration of and in reliance upon the mutual covenants and agreements contained herein, the parties hereto do covenant and agree, each for themselves and their respective successors and assigns, as follows:

The Grantor shall grant to the Grantee the total sum of TWENTY FIVE THOUSAND DOLLARS (\$25,000), which shall be state funds appropriated by the Legislature of the State of Minnesota.

Funds made available pursuant to this Agreement shall be used only for project costs incurred in performing and accomplishing such purposes as described herein and Minnesota Laws 1988, Chapter 686, Article 2, Section 1. The Grantee may utilize grant funds for the purpose of completing the Project as described in the application. Acceptance of the grant award constitutes an agreement to complete the project components by December 31, 1989 for the Celebrate Minnesota 1990 local celebration to be held during the year 1990.

Required Resolution

Grantee shall attach hereto, prior to submission, certified copies of resolutions or other authority by the appropriate governing body or bodies, as shall legally authorize the execution of this Agreement on behalf of the Grantee.

Accounting/Recordkeeping

For all expenditures of funds made pursuant to this Agreement, the Grantee shall keep financial records including properly executed contracts, invoices, and other documents sufficient to evidence in proper detail the nature and propriety of the expenditures. Attachment I details the approved total project costs. The Grantee must account for both the state grant and the required local match pursuant to Minnesota Laws, 1988, Chapter 686, Article 2, Section 1. Amendments to this Agreement must be approved in writing by the Grantor.

Provisions for Contracts and Subgrants

The Grantee shall include in any contract and subgrant, in addition to provisions that define a sound and complete agreement, such provisions that also assure contractor and subgrantee compliance with applicable state and federal laws. The Grantee shall obtain evidence from any contractor or subgrantee of compliance with the workers' compensation insurance coverage requirement of Minnesota Statutes, § 176,181, Subd. 2. Each contract or subgrant shall include the following wording:

NOTICE TO CONTRACTOR: You are required by Minnesota Statutes, § 270.66, to provide your social security number or Minnesota tax identification number if you do business with the State of Minnesota. This information may be used in the enforcement of federal and state tax laws. Supplying these numbers could result in action to require you to file state tax returns and pay delinquent state tax liabilities. This contract will not be approved unless these numbers are provided. These numbers will be available to federal and state tax authorities and state personnel involved in the payment of state obligations.

Social Security _____

Minnesota Tax ID _____

Federal Employer ID _____

Payment/Disbursement Schedule

The Grantor shall make grant funds available in two payments. The first payment will represent 70% of the grant award and will be released upon final execution of the grant agreement and submission of a payment request. The second payment will be for the remaining 30% of the grant award. The Grantee must complete both the expenditure report and payment request section of the form. The expenditure report section must document costs incurred to date. Upon approval of the expenditure report, final payment will be made. Payment requests shall be reviewed and processed on a weekly basis.

Term

The Grantee shall perform and accomplish such purposes and activities as are specified herein during the period from February 27, 1989 through December 31, 1989.

Termination Clause

If the Grantor finds there has been a failure to comply with the provisions of this Agreement, that reasonable progress has not been made, or that the purposes for which the funds were granted have not been or will not be fulfilled, notwithstanding any other provisions of this Agreement to the contrary, the Grantor may take action to protect the interests of the State of Minnesota, including refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

Audit and Inspection

Accounts and records related to the funds provided under this Agreement shall be accessible to authorized representatives of the Grantor for the purposes of examination and audit. In addition, Grantee will give the State of Minnesota, Department of Trade and Economic Development, Legislative Auditor, and State Auditor's Office, through any authorized representatives, access to and the right to examine all records, books, papers, or documents related to the grant for inspection and audit.

Antitrust

The Grantee hereby assigns to the State of Minnesota any and all claims for overcharges as to goods and/or services provided in connection with this contract resulting from antitrust violations which arise under the antitrust laws of the United States and the antitrust laws of the State of Minnesota.

Reporting Requirements

Grantee shall submit on the form prescribed by the Grantor, a completed expenditure report with the second payment request. A final expenditure report must be submitted to the Grantor upon completion of the project. The final report is due on January 30, 1990. Grantee shall promptly submit other reports as Grantor shall reasonably request.

Record Retention

Records pertinent to the grant shall be retained for a period of three years following project closeout.

Compliance

1. Professional and administrative costs such as salaries, planning, legal, engineering, design, etc. are not eligible components for either grant funds or local match.
2. Acquisition of land or buildings and donations of land or buildings are not eligible components for grant funds or local match.
3. Grantee shall secure appropriate federal, state and local permits as required.
4. Grantee must attain written approval from property owners if improvements will occur on non-public property.
5. Grantee is required to purchase two Celebrate Minnesota 1990 signs from the Minnesota Department of Transportation. The signs must be placed at separate community entrances to identify the community as a "Celebrate Minnesota 1990 Official Member Community." A third sign, produced locally, must be placed at the project site declaring the project to be a "Celebrate Minnesota 1990 Project."

CM/1-1

Grant Number: CB0026
Grant Title: Community Park Building Reconstruction

Notice to Grantee

You are required by Minnesota Statutes, 1981 Supplement, Section 270.66, to provide your Minnesota tax identification number if you do business with the State of Minnesota. This information may be used in the enforcement of federal and state tax laws. Supplying these numbers could result in action to require you to file state tax returns and pay delinquent state tax liabilities. This contract will not be approved unless these numbers are provided. These numbers will be available to federal and state tax authorities and state personnel involved in the payment of state obligations.

Minnesota Tax ID _____

Federal Employer ID _____

IN WITNESS WHEREOF, the Grantor has caused this Agreement to be duly executed on its behalf and its seal to be hereunto fixed and the Grantee has caused the same to be duly executed on its behalf.

APPROVED:

Commissioner of Administration

By _____

Date _____

APPROVED:

Commissioner of Finance

By _____

Date _____

APPROVED AS TO FORM AND EXECUTION:

Attorney General's Office

By _____

Title _____

Date _____

CM/1-2

GRANTEE: I have read and I agree to all of the above provisions of this agreement.

By _____

Title _____

Date _____

STATE OF MINNESOTA by and through the Department of Trade and Economic Development

By _____

Title _____

Date _____

Grant #: CB0026
Grant Title: Community Park Building Reconstruction

ATTACHMENT I

1. The budget for the project has been approved as follows:

<u>Project Component</u>	<u>Budget</u>
Demolition	\$ 5,800
Building construction	85,000
Landscaping	8,600
Signs	600
Total Project Cost	<u>\$100,000</u>
Required Local Match	<u>\$75,000</u>

CM/1-3

RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT

Be it resolved that the City of Falcon Heights enter into a grant agreement with the State of Minnesota for the project entitled Community Park Building Reconstruction, to be conducted during the period from February 27, 1989 through December 31, 1989.

~~_____~~ (primary contact person) is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the City of Falcon Heights.

I certify that the above resolution was adopted by the _____ (executive body)

_____ of _____ (grantee)

on _____ (date)

SIGNED:

_____ (signature)

_____ (title)

_____ (date)

WITNESSED:

_____ (signature)

_____ (title)

_____ (date)

CM/1-4

Consent X

Agenda Item: E-5

Policy _____

CITY OF FALCON HEIGHTS

Meeting Date: 4/12/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Planning Commission Minutes of April 3, 1989

SUBMITTED BY:

Planning Commission


REVIEWED BY:

S. Chenoweth

EXPLANATION/SUMMARY (attach additional sheets as necessary):

See Minutes attached.

ACTION REQUESTED:



MINUTES
REGULAR PLANNING COMMISSION MEETING
APRIL 3, 1989

Chairman Black called the meeting to order at 7:30 P.M.

Black, Carroll, Duncan, Barry, Finegan, Daykin, and Boche.
Also present was Council Liaison Wallin.

PRESENT

Nestingen and Grittner.

ABSENT

Barry moved, seconded by Duncan, to approve the March 3, 1989
Planning Commission Minutes as presented. Motion carried unanimously.

3/3/89

Chairman Black opened the public hearing at 7:35 P.M. and advised
that notice was published in the Falcon Heights Focus. He briefly
reviewed the City Code changes.

MINUTES
APPROVED

PUBLIC
HEARING

Joanne Behrens, 1816 Tatum, questioned whether their lot would
be affected by the subdivision/setback changes in the City Code.
She has an undeveloped lot which she would like to sell in the
future.

JOANNE
BEHRENS,
1816 TATUM

John Burns, 1910 Asbury, asked whether the changes being made
would affect the placement of his utility shed. He objects
to corner lot setbacks which would require his shed being placed
in another location.

JOHN
BURNS,
1910
ASBURY

There being no others wishing to be heard, Chairman Black closed
the public hearing at 7:57 P.M.

PUBLIC
HEARING
CLOSED

Finegan moved approval of the Code Amendments and recommended
they be sent to the City Council for consideration. The motion
was seconded by Carroll and approved unanimously.

CODE
AMENDMENTS
APPROVED

Chairman Black led a discussion on staff assistance to the Planning
Commission and requested input on how members felt regarding
what type of assistance should be requested.

STAFF
ASSISTANCE
TO
PLANNING
COMMISSION

Boche was of the opinion that staff recommendations should be
coming from City Administrator Wiessner on each petition that
comes before the Planning Commission. Who she turns to for
her recommendations is her decision. The Planning Commission
can then have the benefit of a recommendation as it loses when
it does not have that kind of staff review and input into the
process. The Planning Commission flounders when these kinds
of recommendations are not received--it needs that kind of staff
support.

BOCHE

Barry agreed that a staff recommendation should be provided.
Staff could then decide if a planner to attend a meeting is
necessary as it could be very expensive to have a planner attend
each Planning Commission meeting.

BARRY

MINUTES
REGULAR PLANNING COMMISSION MEETING
APRIL 3, 1989
PAGE 2

Daykin stated that a staff member should attend each meeting. A written recommendation could also be presented but this staff member could then field questions if they were in attendance.

DAYKIN

Black advised that he had discussed the issue prior to this meeting with the City Administrator who indicated it was not possible for her to attend Planning Commission meetings since she already had to attend Council meetings.

BLACK

Boche stated he was not adverse to written recommendations. If a complex issue arose, the City Administrator could then attend.

BOCHE

Carroll was of the opinion that the staff could work out the how. However, she would like to formally request that the Planning Commission be asked in advance as to what kind of assistance it would like. The Planning Commission should specify the what.

CARROLL

Duncan agreed that in certain cases the Planning Commission should have the City Administrator's input as to the background information and possibly a recommendation but in most instances the Commission should be making its own decisions. The City Administrator may not be the person with the best expertise in a certain area.

DUNCAN

Finegan stated that the Planning Commission has the final responsibility for a decision--the facts should be provided and recommendation made.

FINEGAN

After further discussion, Carroll moved, seconded by Boche, that the Planning Commission would like to formally request additional staff support to be the responsibility of the City Administrator. The determination of how this would be provided is to be the responsibility of the City Administrator and the determination of what is to be provided is the responsibility of the City Administrator and the Chair of the Planning Commission. Motion carried unanimously.

FORMAL
REQUEST
FOR
STAFF
ASSISTANCE

The parking issue was then discussed and the Planning Commission agreed that the best way to proceed would be to appoint a Committee to study the issue. Some possible items to consider would be: research the issues in the past two years that have triggered the need for these special parking needs; frame the policies which underlay the issue; make policy guidelines for Planning Commission acceptance; and then formulate recommendations. Carroll, Black, Finegan and Barry volunteered to be members of this Committee. Sue Gehrz, resident of University Grove, volunteered to help this Committee when it considers the Grove parking.

CITY
PARKING
ISSUE
COMMITTEE
APPOINTED

MINUTES
REGULAR PLANNING COMMISSION MEETING
APRIL 3, 1989
PAGE 3

Boche moved, seconded by Carroll to adjourn the meeting at 8:40
P.M. Motion carried unanimously.

ADJOURN-
MENT

Submitted by:

Katherine J. Zimmerman

Approved: _____

Edgar Finegan, Secretary

Consent x

Agenda Item: E-6


Policy

CITY OF FALCON HEIGHTS

Meeting Date: 4/12/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Licenses 

SUBMITTED BY: Katherine J. Zimmerman



REVIEWED BY: Shirley Chenoweth

EXPLANATION/SUMMARY (attach additional sheets as necessary):

All licenses are new except Embers Poor Richards & Thomas & Thomas.
(See attachment 1)

ACTION REQUESTED:

Approval

CONSENT AGENDA
April 12, 1989

LICENSES

Corporate

*	EMS System, Inc. dba Embers Restaurants	#312
*	John R. Benepe DDS	#311
*	Minnesota Made Boutique & Gallery	#310
*	Bullseye Yogurt	#319

REFUSE

	Poor Richards, Inc.	#318
--	---------------------	------

MECHANICAL CONTRACTOR

*	Genz Ryan	#314
---	-----------	------

GENERAL CONTRACTOR

*	Midwest Fence	#315
*	General Sprinkler Corporation	#316
*	Merle's Construction Co., Inc.	#317

TREE TRIMMERS

	Thomas & Thomas	#313
--	-----------------	------

* NEW

Consent _____

Agenda Item: F-1

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 4/12/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION: Request to Remove No Parking Signs on St. Mary's Street/
Update on Ciatti's Parking Situation
7:30 P.M.

SUBMITTED BY: Walter and Barbara McCoy, 1746 St. Mary's
Avelyn Hooker, 1756 St. Mary's

REVIEWED BY: Jan Wiessner

EXPLANATION/SUMMARY (attach additional sheets as necessary):

The McCoy's and Ms. Hooker have requested that the No Parking signs on St. Mary's Street be removed. This seems to be an appropriate time to review the status of Ciatti's parking situation.

Jim Warner, the new owner of the Falcon Shopping Center, has submitted a plan to re-stripe the parking lot on the South side of the Falcon Center. The plan is to move the fire lane away from the building and remove the "No Ciatti's Parking" Signs in the center parking lane. The plan results in a few additional parking places. (Fire Chief Lindig has approved the fire lane change. This does not require Council approval.)

Mr. Warner informed me that they have leased 25 parking spaces in the North lot to Ciatti's for employee parking. They are currently negotiating a lease for additional spaces in front of Tile International. 12

It appears as if Ciatti's has acquired enough additional parking to allow the removal of the temporary No Parking signs on St. Mary's Street, at least on the North section of the street.

- ATTACHMENTS:**
1. Letter from McCoy's
 2. Letter from Hooker
 3. St. Mary's Street List

ACTION REQUESTED:

Remove ~~the~~ No Parking signs at North end of St. Mary's contingent upon Tile Int'l parking spaces opening up

2 signs on each side

from 1746 → North

No Parking signs at 1756 sign at 1756 sign

April 3, 1987

To: The Falcon Heights Planning Commission.
Re: "No Parking signs" on St. Marys Street.

It has now been approximately one year since both sides of the entire street were posted "No parking" This was intended as a temporary measure to satisfy the complaint of certain residents and to force Crutts to obtain additional parking. Since we are aware of the recent completion of the sale of the shopping center, more parking space will be available soon, per Mayor Baldwin. Therefore, we request, again, that the "no parking" signs be removed from our property northward on both sides of the street.

This request is also shared ~~at~~ least by the residents at 1755, 1756 (see attached letter) and 1776.

"Thank you" for your consideration and recommendation to the City Council in this matter.

Halter and Barbara McRay
1746 St. Marys St.
646-2201

4520 W. Douglas Ave. #103
Visalia, Ca. 93291
Dec. 28, 1988

Falcon Heights Council
Planning Commission, and others,
Re: Parking signs on St. Mary's St.

The situation of "no parking" any
time in front of my house at 1756 St. Mary's
St., Falcon Heights, Mn., has been an
inconvenience for several months.
People on St. Mary's St. were told that
it would be a temporary arrangement. I
want the signs removed from in front
of my property.

Prompt attention to this matter
will be appreciated.

yours truly,
Avelyn Hooker

SAINT MARYS

1700 Lido Ristorante
1703 Bob Thomas
1710 Theodore Meyer
1711 William and Mary Gielfuss
1713 Charles Laszewski
1720 Peter Navtzeny
1725 Dennis Smith
1728 William Juntunen
1734 Rodney Von De Linde
1735 Roy Jones Jr. —————→ opposed to removing signs
1745 James Bykowski
1746 Walter McCoy —————→ request to remove
1755 Norbert Hermes
1756 Avelyn Hooker —————→ request to remove signs
1765 w. David Bishop - sign in front of his home, opposed to removing
1766 Dr. Steven Keck - prefers to have 2 signs removed on ea. side
1775 Randall Gustafson
1776 Robert Wall

SHELDON

1863 Don Mead
1864 Ronald Kortz
1869 Roger Wald
1870 Patricia Fabriz
1877 Don Drach
1878 Greg Carlson
1883 Greg Galvin
1884 Janet Engeswick
1889 Joe Greenstein
1892 John Anderson
1896 Steven Strom
1897 David Kodada
1905 Orville Johnson
1906 Alfred Jensen
1912 Rod and Lori Sebastian
1913 Robert Hansen

Consent _____

Agenda Item: F-2

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 4/12/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Hamline Avenue from Larpenteur Ave. to Co. Rd. B
Informational Meeting

SUBMITTED BY:

Terry Maurer, Maier, Stewart & Associates

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

Maier, Stewart has completed its Preliminary Feasibility Study for the Hamline Avenue construction project. Terry Maurer and Tom Madigan will be present to describe the project.

At a review meeting held April 5th representatives of Ramsey County, Falcon Heights, and Roseville suggested several changes. Maier Stewart is presently preparing an update which will be delivered to you on Monday, April 10th.

ACTION REQUESTED:

Information Only

Alex Wilson



CONSULTING ENGINEERS

Maier Stewart & Associates Inc.

April 10, 1989

File: 460-001.10

Phil Chenoweth, Council Member
1426 W. Larpenteur Avenue
Falcon Heights, MN 55113

Re: Draft Feasibility Report for Hamline Avenue Improvements
from Larpenteur Avenue to County Road B

Dear Mr. Chenoweth:

Please find enclosed a copy of the revised draft report on the above referenced project in preparation for the public information meeting to be held this coming Wednesday evening April 12, 1989.

It should be noted that the draft has changed slightly since our discussion as it primarily affects the City of Roseville. The proposed road and pathway design is the same as we presented to you on March 8 for Falcon Heights.

There are additional storm sewer considerations as it affects Gottfried Pond, however. We will be ready to discuss this with you on Wednesday evening.

Yours truly,

MAIER STEWART & ASSOCIATES, INC.

Terry J. Maurer, P.E.

cc: Ms. Jan Wiessner, Administrator

TJM/jt



CONSULTING ENGINEERS

Maier Stewart & Associates Inc.

April 10, 1989

File: 460-001.10

Paul Ciernia, Council Member
1868 Holton
Falcon Heights, MN 55113

Re: Draft Feasibility Report for Hamline Avenue Improvements
from Larpenteur Avenue to County Road B

Dear Mr. Ciernia:

Please find enclosed a copy of the revised draft report on the above referenced project in preparation for the public information meeting to be held this coming Wednesday evening April 12, 1989.

It should be noted that the draft has changed slightly since our discussion as it primarily affects the City of Roseville. The proposed road and pathway design is the same as we presented to you on March 8 for Falcon Heights.

There are additional storm sewer considerations as it affects Gottfried Pond, however. We will be ready to discuss this with you on Wednesday evening.

Yours truly,

MAIER STEWART & ASSOCIATES, INC.

Terry J. Maurer, P.E.

cc: Ms. Jan Wiessner, Administrator

TJM/jt



CONSULTING ENGINEERS

Maier Stewart & Associates Inc.

April 10, 1989

File: 460-001.10

Pat Bush, Council Member
1853 Arona
Falcon Heights, MN 55113

Re: Draft Feasibility Report for Hamline Avenue Improvements
from Larpenteur Avenue to County Road B

Dear Ms. Bush:

Please find enclosed a copy of the revised draft report on the above referenced project in preparation for the public information meeting to be held this coming Wednesday evening April 12, 1989.

It should be noted that the draft has changed slightly since our discussion as it primarily affects the City of Roseville. The proposed road and pathway design is the same as we presented to you on March 8 for Falcon Heights.

There are additional storm sewer considerations as it affects Gottfried Pond, however. We will be ready to discuss this with you on Wednesday evening.

Yours truly,

MAIER STEWART & ASSOCIATES, INC.

Terry J. Maurer, P.E.

cc: Ms. Jan Wiessner, Administrator

TJM/jt



CONSULTING ENGINEERS

Maier Stewart & Associates Inc.

April 10, 1989

File: 460-001.10

Jerry Wallin, Council Member
1859 North Snelling Avenue
Falcon Heights, MN 55113

Re: Draft Feasibility Report for Hamline Avenue Improvements
from Larpenteur Avenue to County Road B

Dear Mr. Wallin:

Please find enclosed a copy of the revised draft report on the above referenced project in preparation for the public information meeting to be held this coming Wednesday evening April 12, 1989.

It should be noted that the draft has changed slightly since our discussion as it primarily affects the City of Roseville. The proposed road and pathway design is the same as we presented to you on March 8 for Falcon Heights.

There are additional storm sewer considerations as it affects Gottfried Pond, however. We will be ready to discuss this with you on Wednesday evening.

Yours truly,

MAIER STEWART & ASSOCIATES, INC.

Terry J. Maurer, P.E.

cc: Ms. Jan Wiessner, Administrator

TJM/jt



CONSULTING ENGINEERS

Maier Stewart & Associates Inc.

April 10, 1989

File: 460-001.10

Tom Baldwin, Mayor
1716 Albert
Falcon Heights, MN 55113

Re: Draft Feasibility Report for Hamline Avenue Improvements
from Larpenteur Avenue to County Road B

Dear Mayor Baldwin:

Please find enclosed a copy of the revised draft report on the above referenced project in preparation for the public information meeting to be held this coming Wednesday evening April 12, 1989.

It should be noted that the draft has changed slightly since our discussion as it primarily affects the City of Roseville. The proposed road and pathway design is the same as we presented to you on March 8 for Falcon Heights.

There are additional storm sewer considerations as it affects Gottfried Pond, however. We will be ready to discuss this with you on Wednesday evening.

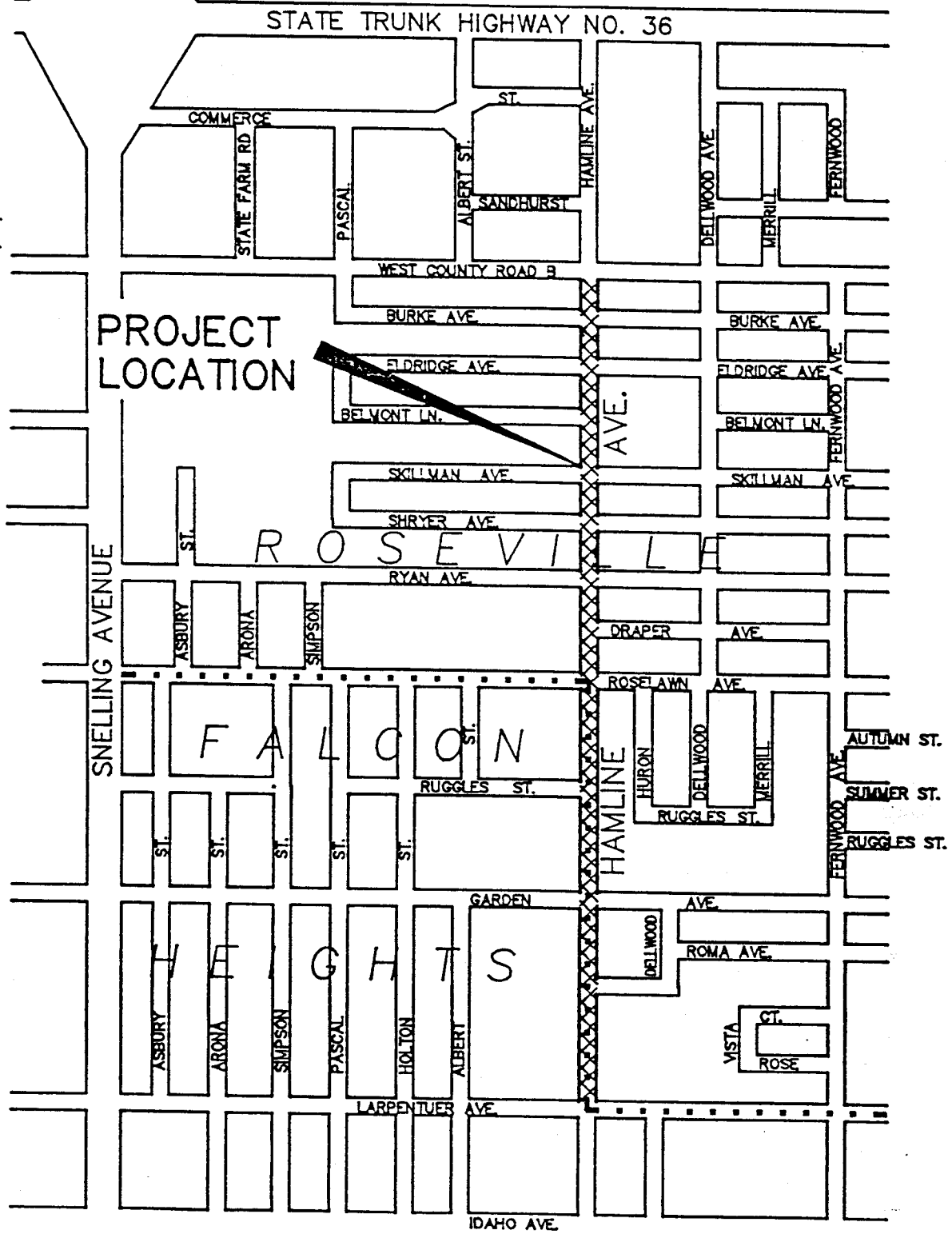
Yours truly,

MAIER STEWART & ASSOCIATES, INC.

Terry J. Maurer, P.E.

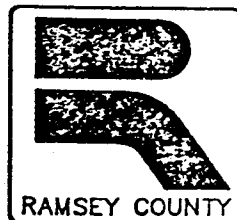
cc: Ms. Jan Wiessner, Administrator

TJM/jt



HAMLIN AVENUE
LARPENTUER AVENUE TO COUNTY ROAD B

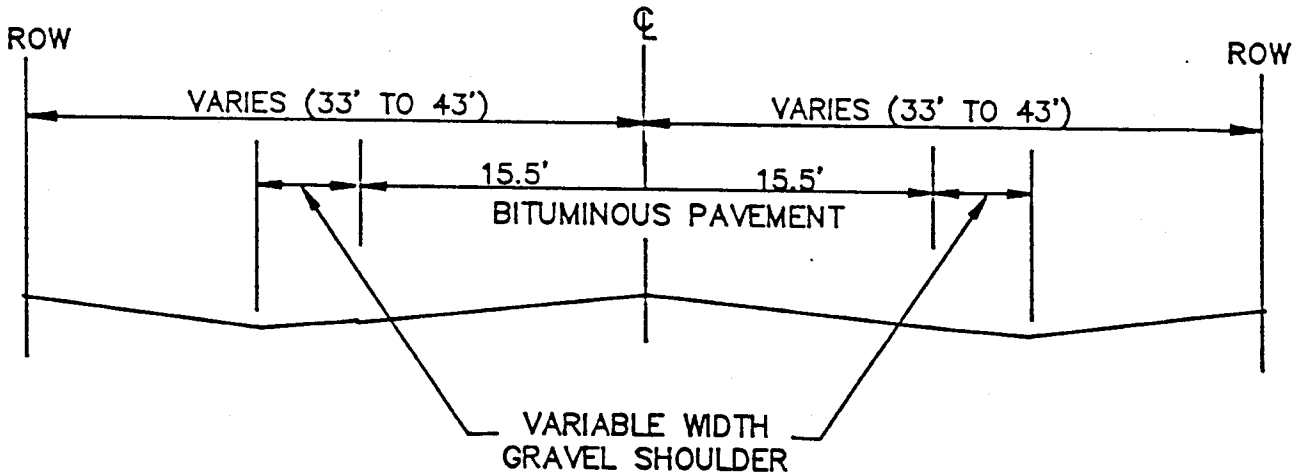
LOCATION MAP



RAMSEY COUNTY

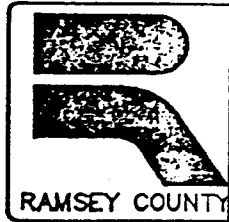
EXHIBIT 1

**Maier Stewart
& Associates Inc.**
CONSULTING ENGINEERS



Maier Stewart & Associates Inc.
CONSULTING ENGINEERS

HAMLIN AVENUE
LARPEN TEUR AVENUE TO COUNTY ROAD B
EXISTING STREET SECTION



TRAFFIC COUNTS

	<u>1989 CURRENT</u>	<u>2009 PROJECTED</u>
LARPEN TEUR AVENUE TO GARDEN AVENUE	7,250	11,600
GARDEN AVENUE TO ROSELAWN AVENUE	7,700	12,300
ROSELAWN AVENUE TO COUNTY ROAD B	9,700	15,500

NOTE:

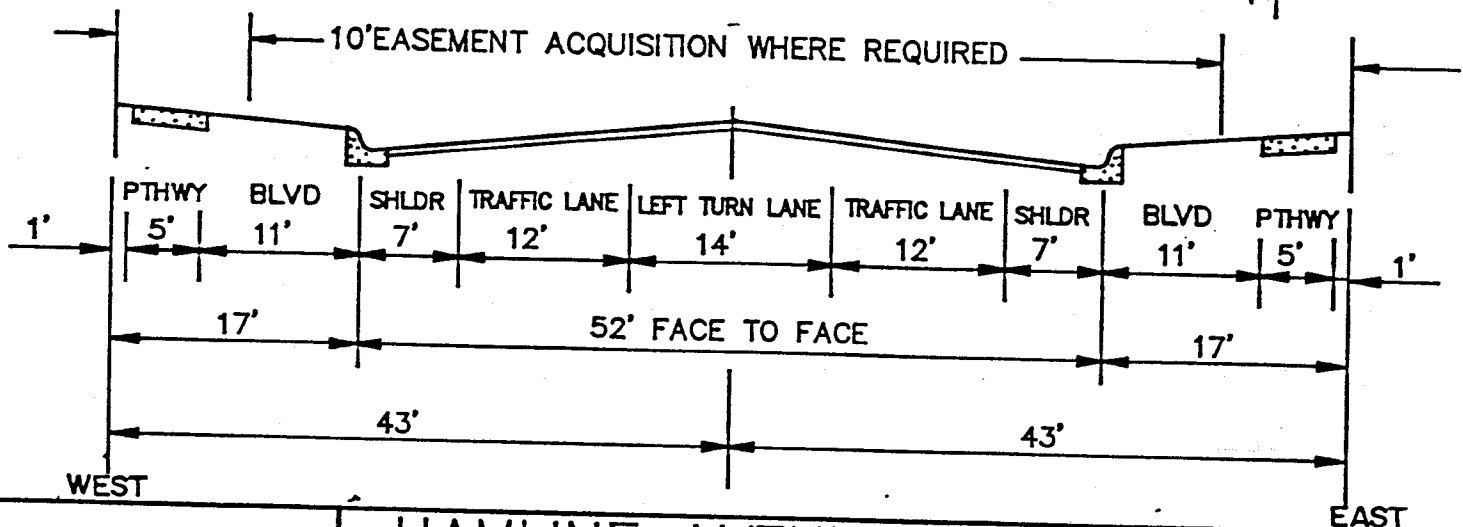
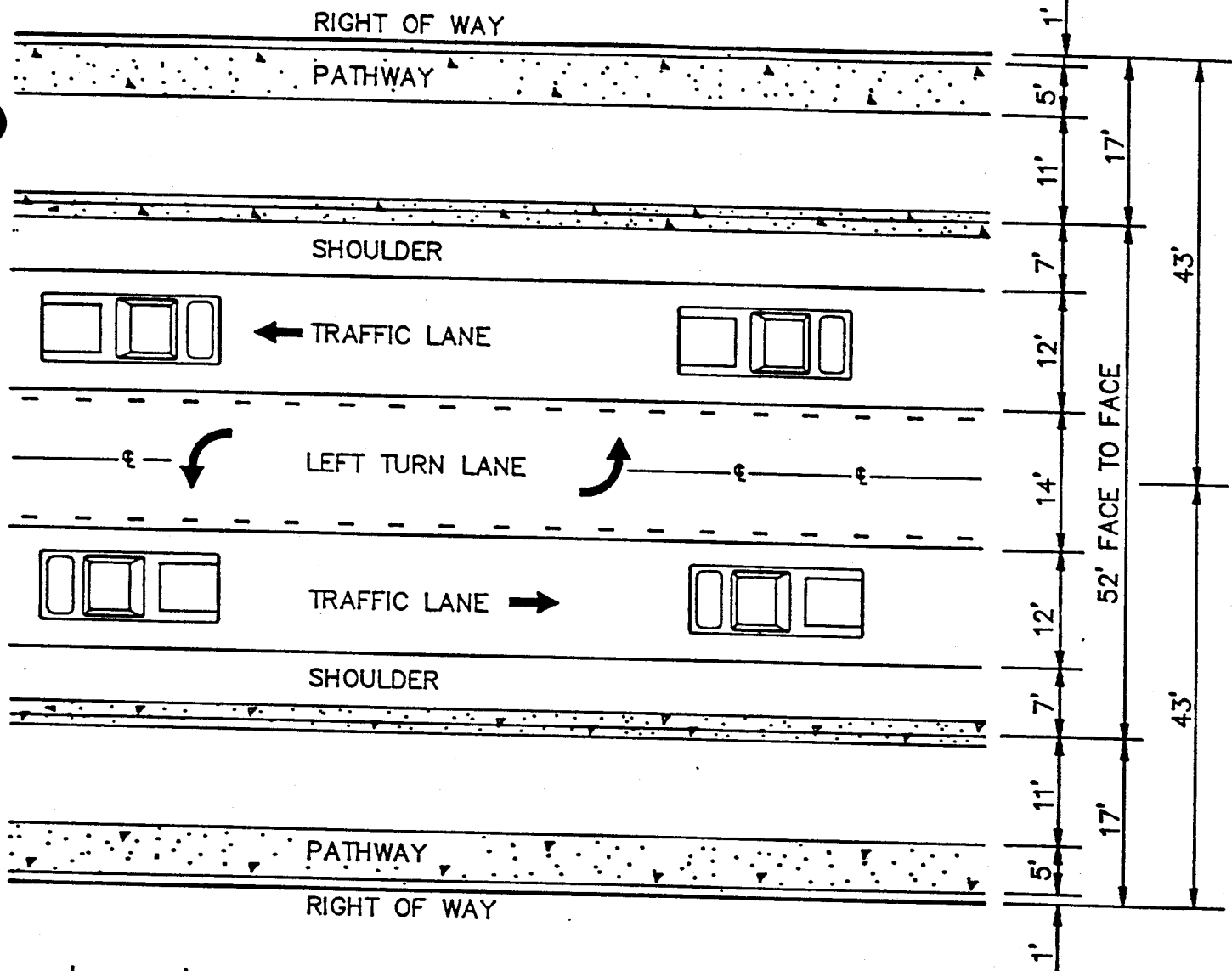
STATE AID DESIGN CRITERIA REQUIRES A 52' ROAD WIDTH FOR TRAFFIC VOLUMES OVER 10,000.



HAMLIN AVENUE
LARPEN TEUR AVENUE TO COUNTY ROAD B

TRAFFIC COUNTS





HAMLIN AVENUE

LARPEUTEUR AVE. TO ROSELAWN AVENUE

RECOMMENDED PLAN

ROADWAY ALTERNATE 1/PATHWAY ALTERNATE

52 FEET FACE OF CURB TO FACE OF CURB

3 TRAFFIC LANES

14' CENTER LEFT TURN LANE

2 - 12' TRAFFIC LANES

11' BOULEVARD ON EACH SIDE

5' PATHWAY ON EACH SIDE

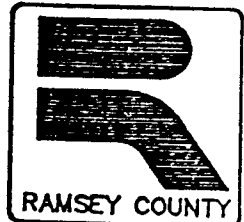
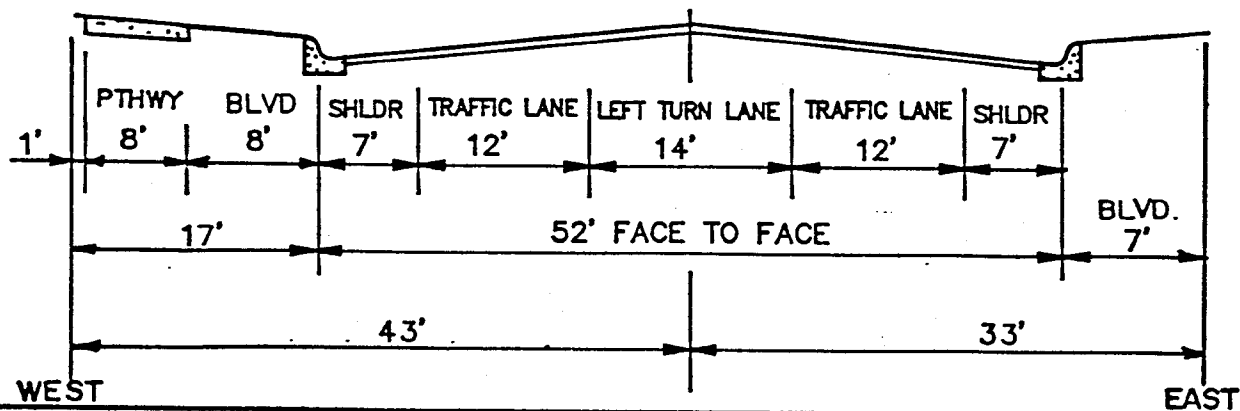
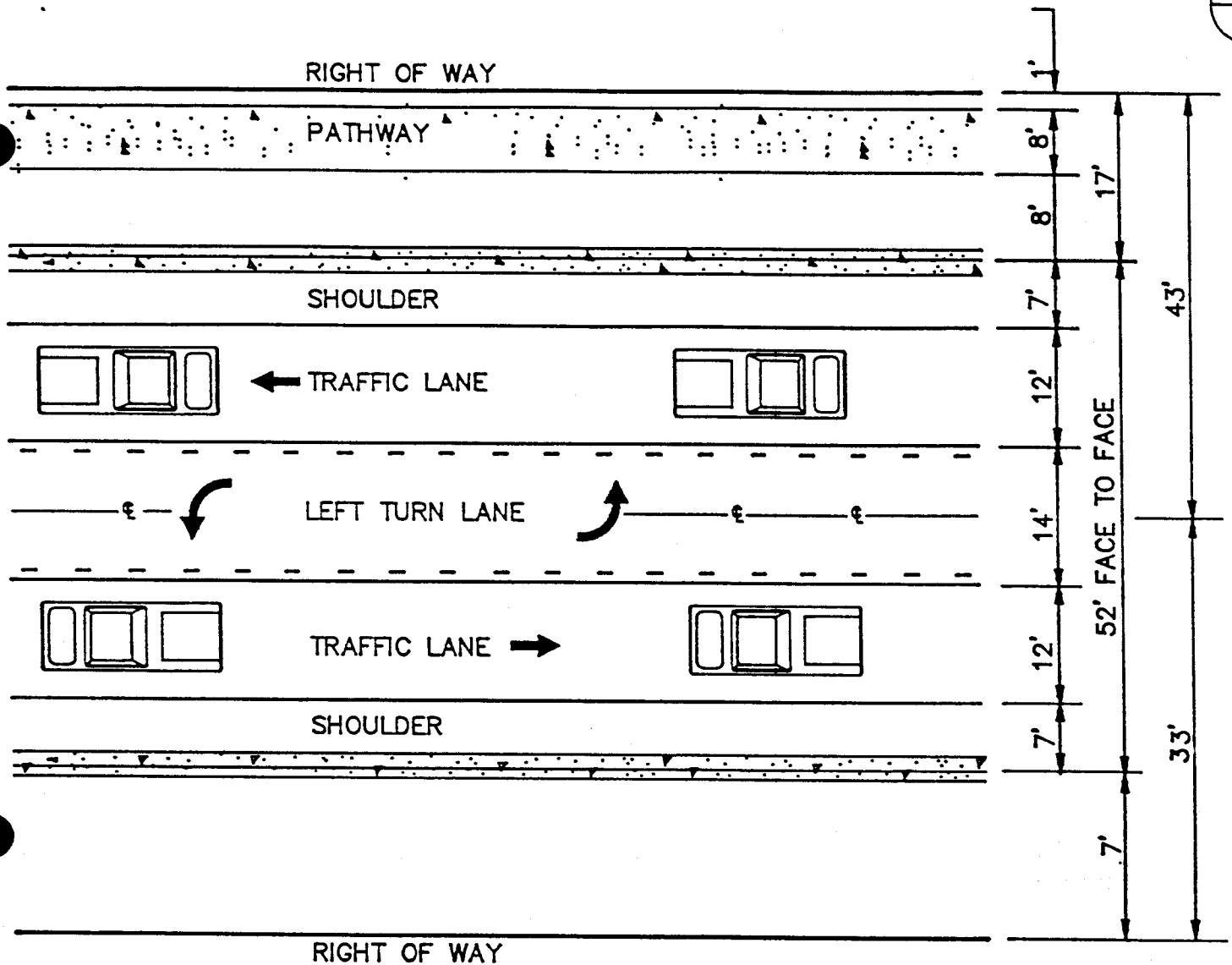
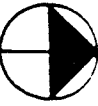


EXHIBIT 3

Maier Stewart & Associates Inc.
CONSULTING ENGINEERS



HAMLIN AVENUE

ROSELAWN AVE TO COUNTY ROAD B
RECOMMENDED PLAN

ROADWAY ALTERNATE 1/PATHWAY ALTERNATE

52 FEET FACE OF CURB TO FACE OF CURB

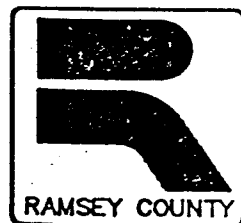
3 TRAFFIC LANES

14' CENTER LEFT TURN LANE

2 - 12' TRAFFIC LANES

7'-8' BOULEVARD ON EACH SIDE

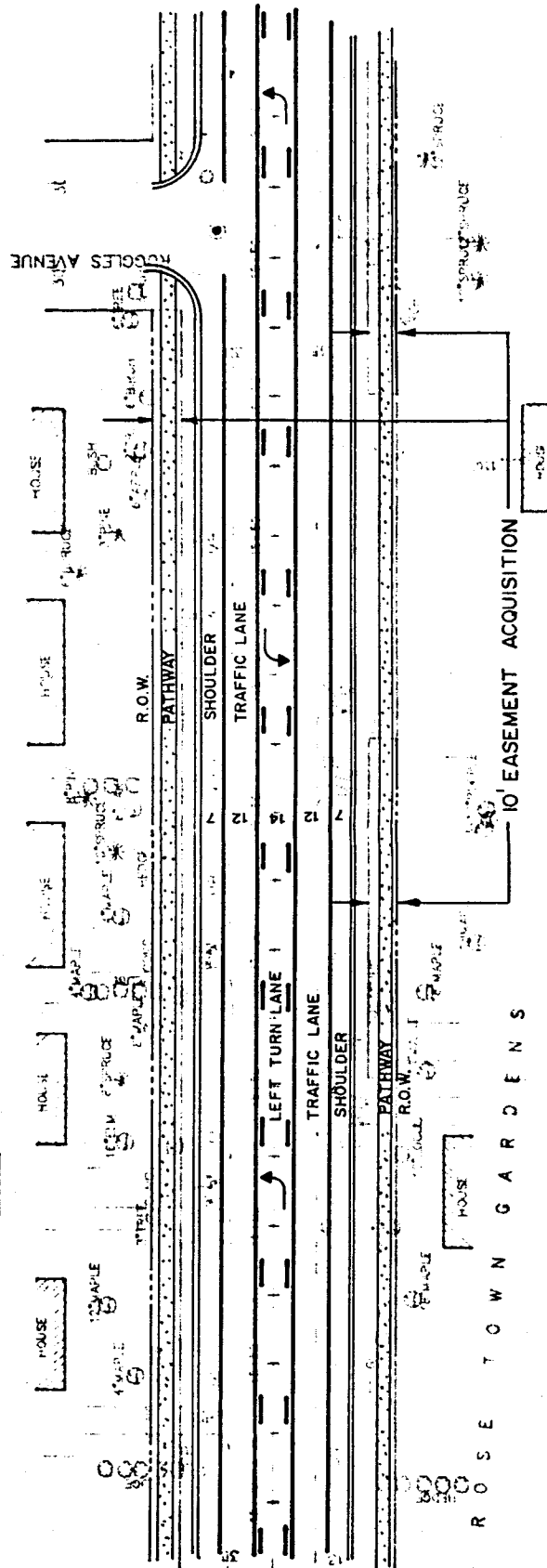
8' PATHWAY ON WEST SIDE



RAMSEY COUNTY

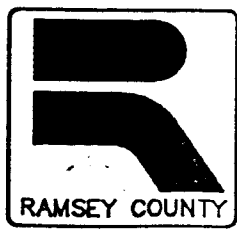
EXHIBIT 4

Maier Stewart & Associates Inc.
CONSULTING ENGINEERS



MSA
Maier Stewart
& Associates Inc.
CONSULTING ENGINEERS

HAMLIN AVENUE
 LARPEUR AVENUE TO COUNTY ROAD B
TYPICAL PLAN VIEW



ESTIMATED COST DISTRIBUTION

	Total	County	Roseville	Falcon Heights
Roadway	\$ 896,000	\$ 896,000	\$ 0	\$ 0
Curb and Gutter	67,500	16,875	37,969	12,656
Storm Sewer *	94,500	61,425	24,800	8,275
Pathways	99,108	0	70,758	28,350
Ramsey Co. Retention (Gottfried) Pond	82,000	27,334	27,333	27,333
Lift Station **				
R/W Acquisition	14,700	0	7,350	7,350
Total Construction	\$1,253,808	\$1,001,634	\$158,210	\$83,965
Preliminary Engineering (10%)	125,381	100,163	16,821	8,396
Construction Engineering (12%)	150,457	120,196	20,185	10,076
Total Engineering	\$ 275,838	\$ 220,359	\$ 37,006	\$18,472
Total Project	\$1,529,646	\$1,221,993	\$205,216	\$102,437

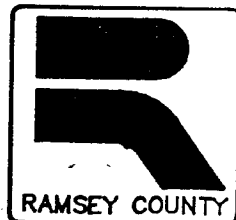
* County share based on that portion eligible for State Aid monies, City share based on contributing area off Hamline.

** Cost breakdown is based on a previous agreement with the affected cities (1/3 County, 1/3 Roseville, 1/3 Falcon Heights).



HAMLIN AVENUE
LARPEN TEUR AVENUE TO COUNTY ROAD B

COST DISTRIBUTION



TENTATIVE PROJECT SCHEDULE

March, 1989	Complete Draft Feasibility Report
April, 1989	Hold informational meeting, City of Roseville & Falcon Heights residents; complete final feasibility report; City Council approval in Falcon Heights of feasibility report
May, 1989	Roseville City Council approval of feasibility report; Ramsey County Board authorization to proceed with design
June, 1989	Complete preliminary design; hold public improvement hearing with City of Falcon Heights; hold public improvement hearing with City of Roseville
July, 1989	Complete final plans
Aug/Sept, 1989	Submit to MnDOT for review and approval
Oct/Nov, 1989	Receive Bids
May, 1990	Construction Begins
Sept., 1990	Construction Complete
Oct., 1990	Special assessment hearing in Falcon Heights
Aug./Sept. 1991	Special assessment hearing in Roseville.



HAMLIN AVENUE
LARPEN TEUR AVENUE TO COUNTY ROAD B

PROJECT SCHEDULE



10 April 1969

City Council
City of Grand Rapids
2077 West Lakewood

1. I am not in favor of a median between the street and driveway.
2. I am in favor or neutral regarding a sidewalk.
3. There is considerable foot traffic to the bus stop at Hamline and Lakewood and a sidewalk would seem to be appropriate.

Sincerely,



James L. Lammers
1027 North Hamline Avenue

HAMLIN

1565 Hamline Hoyt Service
 1579 Falcon Properties
 1579A Lakeland Thrift Store
 1579B Bergquist Meats and Deli
 1583 Blomberg Pharmacy
 1583A Sandy's Corner Stylists
 1583B Class A Leasing
 1583C MSP Veterinary Pathology

 1697 Jim Lammers - *letter*
 1707 Donovan Brausen
 1709 Daniel Riley
 1717 ✓ Robert Hardy
 1723 Joseph Pinski
 1727 ✓ James Kueppers *1/2 52' a given*
 1733 Clement Kurhajetz
 1737 Jim Holin
 1749 Mrs. L. Wakefield
 1757 Warner Pipkorn
 1763 ✓ William and Roger Soukup
 1771 W. W. Rooke
 1775 Gertrude Mattson
 1781 Robert Westlund
 1789 ✓ Margery McPartlin - *width of Blvd too wide*
 1797 Davin Miller and Elizabeth Whitchurch
 1803 Charles Radefeldt (owner)
 1807 Mel Pothan
 1811
 1821 Jack Walter
 1827 ✓ Dwight Brown
 1835 ✓ George Brown
 1843 Leo Pothan
 1849 Trong Lac Dao
 1865 Mariam Neu
 1871 D. Haukom
 1877 ✓ Gloria Hockbein
 1883 ✓ Ken Moser - *why do we need 11' of grass on sidewalk*
 1889 ✓ John Engelhart
 1897 Michael Mazanec
 1905 ✓ William and Fenita Foley
 1913 ✓ Mimi Ho - *stoplight or stop sign? people cut across corner now*

(32)

HOLLYWOOD COURT

1582 Jim Brost
 1583 Bill Peta and Beth Sell
 1589 Roger Aiken
 1590 Frank Newman
 1597 Farook and Hafsa Meah
 1598 James Friedl
 1603 Michael Ziegler
 1604 Thomas Meyers
 1607 Valetta Gyurci
 1608 Maxine Nick
 1611 Dale Gengler
 1612 Kay Woodward
 1617 Jean Pinkerton, Judy Bailey
 1618 Beverly Clarkin
 1624 Evie Peterson
 1625 Cynthia Koecher
 1627 Kathryn Dowdell

Consent 1

Policy X

*Collector
Inlets?*

Agenda Item: F-3

CITY OF FALCON HEIGHTS

Meeting Date: 4/12/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

City Assessment Policy

SUBMITTED BY:

Terry Maurer

REVIEWED BY:

Jan Wiessner

EXPLANATION/SUMMARY (attach additional sheets as necessary):

A few months ago the Council discussed the existing City Assessment policy and recommended that some changes be made. Attached is a draft of a revised policy prepared by Terry Maurer which incorporates these recommendations.

** less formal language
→ whereas. -*

** Staff to you history
+ projections*

ACTION REQUESTED:

Review revised policy.

PRELIMINARY

INDEX

	PAGE
CHAPTER I GENERAL	1
CHAPTER II DEFINITIONS	3
A. Assessment Units	3
1. Lot Unit	3
2. Gross Area	3
3. Weighted Areas	3
4. Front Footage	3
B. General	4
1. Petition	4
2. Total Project Cost	4
3. Assessment Period	5
4. Municipal State-Aid Streets	5
5. Municipal State-Aid Construction Funds	5
6. Pending Assessment	5
7. Classification of Local Improvement Projects	6
CHAPTER III STREET IMPROVEMENTS	7
A. Definitions	7
1. Federal, State & County Highways	7
2. Municipal State Aid (MSA) Streets	7
3. Collector Streets	7
4. Commercial Streets	7
5. Residential Streets	7
6. Appurtenances	8
7. Existing Street Reconstruction Projects	8
8. Maintenance/Rehabilitation Projects	8
B. Determining Sanitary Sewer Assessment Rates	9
1. Municipal State-Aid Projects	9
2. Commercial Streets	10
3. Residential Streets	10
4. Appurtenances	10
5. Existing Street Reconstruction Projects	10
6. Maintenance/Rehabilitation Projects	10

INDEX - Continued

	PAGE
CHAPTER IV	
STORM SEWER IMPROVEMENTS	11
A. Definitions	11
1. Storm Sewer Improvement District	11
2. Storm Sewer Trunk Facilities	11
3. Storm Sewer Lateral Facilities	11
B. Determining Sanitary Sewer Assessment Rates	12
1. Storm Sewer Trunk Rates	12
2. Storm Sewer Lateral Rates	12
3. Municipal State-Aid Construction Fund Contribution	13
CHAPTER V	
SANITARY SEWER/WATER IMPROVEMENTS	14
A. Definitions	14
1. Sanitary Sewer Laterals	14
2. Watermain Laterals	14
3. Sanitary Sewer Building Services	14
4. Watermain Building Services	14
5. Sanitary Sewer Availability Charge (SAC)	15
6. Infrastructure Rehabilitation Projects	15
B. Determining Storm Sewer Assessment Rates	15
1. Sanitary Sewer/Water Lateral Rates	15
2. Building Service	16

I. GENERAL

The purpose of this assessment manual is to set forth a guide to be utilized by the City of Falcon Heights when preparing assessment rolls, so as to assure uniform and consistent treatment of the effected properties. It is the general policy of the City of Falcon Heights to assess either 100 percent of project cost or 100 percent of project benefit, whichever is less.

* Staff look at last 10 years assessments
Reconst. 1/3 City 2/3 Prop
Newly 1/3 City 2/3 Prop
Calculate Assessment to cost Ratio

Minnesota State Law, Chapter 429.010 and 429.111 provides that a municipality shall have the power to make public improvements such as sanitary sewers, storm sewers, water source and distribution facilities, street improvements including grading, curb and gutter, surfacing, sidewalks, street lighting, and recreational facilities, etc. The various procedures that the municipality must follow including reports, notices and public hearings as well defined within the law.

The Statute further provides that the cost of any improvement may be assessed upon property benefited by the improvement based upon the benefits received whether or not the property abuts on the improvement and whether or not any part of the cost of the improvement is paid from other funding sources. The law is not specific on how these benefits are to be measured or how the costs are to be apportioned, but rather makes it incumbent upon the municipality to determine with assistance of the City Engineer, City Attorney, appraisers or other qualified personnel, a fair and equitable method of cost sharing among the properties involved. It is the intent of this policy that the maximum value of an assessment be based on the highest and best use of property.

Throughout this manual, the total cost of an improvement shall include the construction cost plus all associated overhead costs. The total cost of the associated overhead for a public improvement project would typically include the following as a percentage of the construction cost:

Engineering	14.0%
City Administration	2.5%
Legal	1.0%
Fiscal	2.5%
Interest During Construction	4.5%
Assessment Roll Preparation	0.5%
Contingencies	3.0%
	<hr/>
TOTAL:	28.0%

These overhead costs are estimates only. The actual costs incurred will be tracked and charged to the project. Any contributing funds from outside sources (i.e., Municipal State-Aid, water or sanitary sewer operating funds, connection charges, other governmental agencies) may be deducted from the total improvement cost to determine the assessable costs.

The initiation of public improvement projects may happen in two different methods. The first method is by a petition of the affected property owners. The petition must be signed by the owners of not less than 35 percent of the frontage of the real property abutting the proposed improvements. The second method is to initiate the proceedings by City Council direction, in which case no petition is needed. An outline of the public improvement process is provided in the Appendix.

Any reference to land zoning in this manual shall mean the most current approved City Zoning Map available at the time. It should be emphasized that the special assessment methods and policies summarized herein cannot be considered as all-inclusive and that unusual circumstances may at times justify special consideration. Also, any fixed cost data and rates presented herein will be adjusted from year to year so as to reflect current costs.

II. DEFINITIONS

A. Assessment Units

The following definitions refer to the assessment units to be used when determining various assessment rates as described in the remaining sections of this manual.

1. Lot Unit

A lot unit is defined as a platted single family residential lot which in accordance with Falcon Heights zoning and subdivision regulations, cannot be further subdivided.

2. Gross Area

The total area, in acres or square feet, of a lot or parcel of land including any easements. The gross area of a lot or parcel of land does not include any of the abutting right-of-way.

3. Weighted Areas

For the purpose of storm sewer assessments, the weighting of areas shall be based on zoning as follows:

Single-family Residential	1.00
Multi-Unit Residential	1.50
Commercial	2.50

4. Front Footage

a. Single Frontage Lots

In platted areas, the front footage for purposes of front footage assessments shall be determined at the building set back line as described in the Falcon Heights Zoning Ordinance, and shall be measured parallel to the property line abutting the improvement.

b. Corner Lots

In the case of a street improvement project which abuts both sides

*J. Walker
Questions
Benefit*

** Change - to Street address
from only on residential
street,*

of a corner lot, the front footage shall be the greater of the dimension of the long side or the dimension of the shorter side plus one-half of the dimension of the long side as measured according to Section II(A)(5).

For all other improvements such as sanitary sewer or water the front footage shall be the footage established for the smaller of the two sides of the lot. Where the proposed improvement project is only along one side of a corner lot the front footage established for that side shall be used.

B. General

1. Petition

Petition shall mean a written document presented to the City Council for purposes of initiating a public improvement project. All signatures shall be accompanied by the address of each signator, the date of the signature and a printing of each signator's name. An example of the usual form of petition is included in the Appendix.

2. Total Project Cost

Total project cost shall mean the final construction cost plus all associated overhead costs. Overhead costs shall include but not be limited to city administration, engineering, legal, fiscal, interest during construction, and land acquisition.

3. Assessment Period

The length of payment period on various types of improvement projects shall be as follows:

Sanitary Sewer	10-15 years
Watermain	10-15 years
Storm Sewer	5-10 years
Street Construction	10-15 years
Street Resurfacing	3-7 years

In the case where several of the improvements listed above are included in the same project, the assessment period will be 10-20 years. In no event shall an assessment period exceed 20 years.

4. Municipal State-Aid Streets

Municipal State-Aid streets are routes designated by the City Council and approved by the Commissioner of Transportation for inclusion in the City's State-Aid system. All routes included begin and end on another municipal state-aid road, county state-aid road or trunk highway.

5. Municipal State-Aid Construction Funds

Municipal State-Aid construction funds are monies apportioned to the City from the State to be used for the construction of routes designated on the municipal state-aid system. All construction funded with these monies must be in accordance with the MnDOT Office of State-Aid design criteria.

6. Pending Assessment

An assessment is pending against a particular property if the city has determined that the property is benefited by a public improvement project which has been ordered or constructed, but for which an assessment has not yet been levied against the property.

7. Classification of Local Improvement Projects

Local improvements are divided into the three classes according to their respective benefits to the City as a whole and to property specially serviced by the improvement. They are classified as follows:

Class A. Class A improvements are those which are of general benefit to the City at large. Any such improvements shall be financed from general City funds and not from special assessments.

Class B. Class B improvements are those which are of both general benefit to the City at large as well as special benefit to abutting or nearby property. Class B improvements include construction or reconstruction of collector or arterial streets.

Class C. Class C improvements are those which are primarily, if not exclusively, of benefit to property abutting or in the area of the improvement, including the construction of sidewalks and bicycle paths, the construction of storm sewers, the construction or reconstruction of residential streets and alleys.

Storm
sewers →

?

non-motorized pathways → Class B

if it's part of the City's Comprehensive Plan → A
if not → C

III. STREET IMPROVEMENTS

A. Definitions

1. Federal, State and County Highways

These streets are classified as expressways, freeways, and principal arterials constructed and maintained by the State or County Highway Departments. They will carry large volumes of traffic at peak loading times.

2. Municipal State Aid (MSA) Streets

These are termed collector streets which interconnect other collector streets, state or county highways, or other MSA streets in the municipality. Municipal state aid funds, apportioned from the gasoline tax are used to help finance the cost of MSA streets. The design for an MSA street is dependent on traffic volumes and whether or not on street parking is permitted.

3. Collector Streets

These are streets which interconnect residential areas with collector streets, state or county highways or MSA streets. A typical design would be 46 to 54 feet wide with concrete curb and gutter and 9-ton design in accordance with current MnDOT standards.

4. Commercial Streets

These are streets which generally serve commercial property. They would typically have a projected traffic volume higher than a residential street. A typical design would be 40 feet wide with concrete curb and gutter and 9-ton design in accordance with current MnDOT standards.

5. Residential Streets

This is the minimum street design acceptable as a public street within new subdivisions or developments. They carry relatively

small volumes of local neighborhood traffic. The typical urban residential street is 32 feet wide with concrete curb and gutter and a 7-ton design in accordance with current MnDOT standards.

6. Appurtenances

a. Sidewalks

Sidewalks or bicycle paths may be required by the City on or adjacent to selected streets or in selected subdivisions.

b. Street Lighting

The City is currently putting together a separate policy with regards to street lighting.

c. Trees

Trees and other types of landscaping may be required on selected streets.

d. Seeding/Sodding

Boulevard restoration by seeding/sodding is required as part of street improvement projects.

7. Existing Street Reconstruction Projects

Projects which reconstruct existing City streets shall be to the minimum applicable standards for the type of street classification regardless of the existing street section.

8. Maintenance/Rehabilitation Projects

a. Bituminous Overlay

Placement of an additional bituminous layer, generally 1-1/2 to 2 inches thick, over an existing bituminous surfaced street.

b. Crack Sealing

Placement of petroleum based material in the cracks of a bituminous surfaced street for the purpose of eliminating the flow of water from the surface to the aggregate base material below.

c. Bituminous Seal Coating

Placement of petroleum based material and aggregate on an existing bituminous surfaced street for the purpose of filling cracks and covering mild wear.

B. Determining Street Assessment Rates

1. Municipal State Aid Projects

a. Commercial Rates

Commercial properties abutting a municipal state aid street project will be assessed the equivalent cost of typical City commercial street. This may include the cost of other amenities such as sidewalks and lighting. Any incremental cost of the municipal state aid section in excess of the cost of an equivalent commercial street may be funded with municipal state aid construction funds.

b. Residential Rates

Residential properties abutting a municipal state aid street project will be assessed the equivalent cost of a typical City residential street. This may include the costs of other amenities such as sidewalks and lighting. Any incremental cost of the municipal state aid section in excess of the cost of an equivalent residential street may be funded with municipal state aid construction funds.

2. Commercial Streets

Commercial street construction shall be assessed to the abutting commercial property on a front foot basis. When residentially zoned property also abuts a commercial street it shall only be assessed the equivalent cost of the City's residential street section. The incremental cost between total project cost and total assessed cost shall be funded by the City.

3. Residential Streets

Residential street construction shall be assessed to the abutting property on a front foot basis.

4. Appurtenances

Appurtenances to street projects either required by the City or requested by the abutting properties shall be assessed along with the cost of the street.

5. Existing Street Reconstruction Projects

Existing street reconstruction projects shall be assessed to the abutting property on a front foot basis.

6. Maintenance/Rehabilitation Projects

a. Bituminous Overlay

Bituminous overlay projects shall be assessed to the abutting property on a lot basis.

b. Crack Sealing

Crack sealing is a maintenance procedure funded by the City.

c. Bituminous Seal Coating

Bituminous seal coating is funded by the City with no assessments to the abutting property.

IV. STORM SEWER IMPROVEMENTS

A. Definitions

1. Storm Sewer Improvement District

The City Council may, at its discretion, construct and finance storm sewer improvements by utilizing a storm sewer tax district pursuant to Minnesota Statute 444.16 through 444.21. These statutes are reproduced in the Appendix.

2. Storm Sewer Trunk Facilities

a. Ponds

A basin or wetland constructed or naturally located within a permanent easement for the purpose of containing storm runoff. May be either a retention (permanent) pond, detention (temporary) pond, or a combination of both.

b. Pipe Network

A network of pipes ranging in size generally from 30 inches through 60 inches. The trunk pipe networks are designed to collect storm run-off from an area generally larger than 10 acres.

c. Channels

An open ditch conveyance network constructed within permanent easements for the purposes of transporting storm run-off.

3. Storm Sewer Lateral Facilities

A network of pipes ranging in size generally from 12 inches to 27 inches designed to collect storm run-off from a specified small area to a trunk facility. The lateral facilities also include street overland flow and inlet structures such as catch basins, manholes and flared end sections.

B. Determining Storm Sewer Assessment Rates

1. Storm Sewer Trunk Rates

- a. Design and estimate the total improvement cost of the ultimate trunk system needed to provide complete service to each property in the Service District considered. Also, include the total cost of any existing facilities and/or previous storm sewer assessments to be credited.
- b. Determine the base assessment rate by dividing the ultimate system cost described above by the sum total of the following:
 1. Gross area of single family residential properties times 1.0.
 2. Gross area of multi-unit residential, properties times 1.50.
 3. Gross area of commercial property times 2.5.
- c. Assessment rates would be set as follows:

The base rate shall apply to single-family residential properties.

The base rate times 1.50 shall apply to multi-unit residential properties.

The base rate times 2.5 shall apply to commercial property.

2. Storm Sewer Lateral Rates

The lateral storm sewer project costs will be assessed by one of the following methods as determined by the City Council after the project feasibility study.

a. Area Basis

This method would be similar to determining the storm sewer trunk rates as described in Section IV(B)(1).

b. Front Footage Basis

Determine the total assessable front footage of all lots receiving lateral benefit and divide the project cost by the total of assessable front footage. Each lot assessment is equal to the total assessable front footage per unit multiplied by the front footage assessment rate. This method is used only when all benefited properties have the same zoning.

3. Municipal State Aid Construction Fund Contributions

When a municipal state aid street project includes storm sewer, either trunk or lateral, which the Minnesota Department of Transportation determines may be funded by municipal state aid construction funds, the amount determined to be actually funded by MnDOT may be deducted from the total improvement costs to be assessed.

V. SANITARY SEWER/WATER IMPROVEMENTS

A. Definitions

1. Sanitary Sewer Laterals

A network of pipes, usually 8 inch in size which are installed 8-20 feet deep and are designed to serve those buildings abutting a given street or easement.

2. Watermain Laterals

A network of water pipes and related appurtenances usually 6 or 8 inches in size which are installed with about 8 feet of ground cover to retard freezing and are designed to serve those buildings abutting a given street or easement. Lateral mains are "looped" wherever possible to balance pressures and prevent problems associated with "dead ends". Appurtenances to these facilities would include valves, fittings, and fire hydrants.

3. Sanitary Sewer Building Services

Those pipes, usually 4 inch or 6 inch in size leading from laterals which serve individual buildings. These services are plugged at the property line until such time that a building is connected to the sewer system.

The property owner must make arrangements with a licensed, bonded plumber to complete the service connection.

4. Watermain Building Service

Those pipes, usually 3/4 to 6 inch in size leading from laterals which serve individual buildings. The lines terminate at the property line with a shut off valve and are plugged until such time the building is connected to the water system.

The property owner must make arrangements with a licensed, bonded plumber to complete the service connection.

5. Sanitary Sewer Availability Charge (SAC)

This is a charge billed to all properties at the time of connection to the sanitary sewer system. The charge is the individual property share of the cost of the interceptor trunk and treatment facilities which make sewer service available. The charge is based on an equivalent unit basis. The method used to calculate the total number of units for any specific property and the current unit charge are provided in the Appendix. This charge may not be assessed against the property.

6. Infrastructure Rehabilitation Projects

Any project or portion of a project which reconstructs an existing sanitary sewer/water facility. A rehabilitation project may occur on the existing alignment of the sewer/water line or on a new alignment, thus allowing the existing line to be abandoned.

B. Determining Sanitary Sewer Assessment Rates

1. Sanitary Sewer/Water Lateral Rates

The building service assessments described below will be deducted from the total improvement cost to be assessed. The amount remaining after said deductions will be assessed by the following method. The resulting assessment will be known as a lateral benefit assessment.

a. Front Footage Basis

Determine the total assessable front footage of all lots receiving lateral benefit and divide the project cost by the

total of assessable front footage. Each lot assessment is equal to the total assessable front footage per unit multiplied by the front footage assessment rate.

2. Building Service

The assessment rate for each size of building sanitary/water service shall be determined by adding all the costs associated with each size of service and dividing by the total number of services constructed. Each unit will be assessed at the determined rate for each size and number of services installed. This will be known as the building service assessment.

APPENDIX INDEX

	PAGE
1. TYPICAL MINNESOTA STATUTE 429 IMPROVEMENT PROJECT PROCESS	A-1
2. TYPICAL PETITION FORMS	A-5
3. SAMPLE RESOLUTIONS	A-6
4. SANITARY SEWER AVAILABILITY CHARGE UNITS	A-17
5. MINNESOTA STATUTE 444.16 - 444.21	A-19

TYPICAL MINNESOTA STATUE 429

IMPROVEMENT PROJECT PROCESS

1. Project Initiation
 - a. Petition of more than 35 percent of affected property owners.
 - b. Unanimous petition of affected property owners.
 - b. City Council action.

2. Resolution ordering preparation of report on improvement and declaring adequacy of petition if appropriate.

Note: This resolution should be published in the official newspaper after adoption. Unless there is a challenge to the determination of adequacy within 30 days, the determination can not be challenged in the future.

3. Engineer's Report
 - a. Feasibility of proposed improvement.
 - b. Whether improvements should be made as proposed or with other improvement.
 - c. Cost of improvement as recommended.

4. Resolution receiving the feasibility report and calling for hearing on the improvement.

Note: If 100% of affected property owners petition for the improvement, they may also waive their rights to this public hearing.

5. Notice of Public Hearing
 - a. Time and place of hearing.
 - b. General nature of improvement.
 - c. Estimated cost of improvement.
 - d. Proposed area to be assessed.

e. Notice must be published twice (one week apart) in the official newspaper; 3 days must elapse between the last publication date and the hearing.

f. Notice must be mailed to owner of each parcel within the area to be assessed not less than 10 days prior to the hearing.

6. Resolution order the improvement and preparation of plans and specifications.

Note: This action may be taken any time within 6 months after the public hearing. Beyond that a new public hearing must be held. If the project was initiated by petition of the owners of less than 35 percent of the frontage, this resolution must be adopted by at least a 4/5 vote.

7. Resolution approving the plans and specifications and ordering the advertisement for bids.

Note: If the estimated construction cost is under \$100,000 at least 10 days must elapse between the first advertisement and the bid opening. Over \$100,000 at least three weeks (21 days) must elapse.

8. Resolution accepting the bids and directing the Mayor and City Administrator to enter into a contract with the lowest responsible bidder must be done within one year of resolution ordering improvement.

9. Contractor/City paperwork prior to commencing construction.

o Issue Notice of Award and Contract

o Contractor resubmits signed Notice of Award, Contract, Performance Bond and insurance documents.

o Pre-Construction Meeting

- Discuss scheduling of construction
- Staking
- Conflicts with utilities
- Special problems

o Issue Notice to Proceed

o Contractor resubmits signed Notice to Proceed

o Construction begins

10. During construction phase, partial pay estimates and change orders are presented to the City Council for action.
11. Resolution determining cost to be assessed and ordering the preparation of proposed assessment roll.
12. City staff and City Engineer prepare and file assessment roll.
13. Notice of hearing on proposed assessment.
 - a. Notice must be published one or more times in the official newspaper at least two weeks prior to the meeting. Notice must contain the following items:
 - 1) Date, time and place of hearing.
 - 2) General nature of the improvements.
 - 3) Area proposed to be assessed.
 - 4) Total amount of the proposed assessment.
 - 5) That the proposed assessment roll is on file with the Clerk.
 - 6) That written and oral objections will be considered.
 - 7) No appeal of the amount of any assessment may be made unless a written objection signed by property owners is filed with the Clerk prior to the hearing or presented to the presiding officer at the hearing.
 - 8) That an appeal to district court may be made by serving notice upon the Mayor or Clerk within 30 days of the adoption of the assessment roll and filing such notice with the district court within 10 days after service upon the Mayor and Clerk.
 - 9) Whether the City has adopted any deferment ordinance or resolution and its basis substance.
 - 10) Substance of Minnesota Statute 435.193 through 435.195.
 - b. Notice must be mailed to each parcel owner described on the assessment roll not less than two weeks prior to the hearing. In addition to the items listed above, the mailed notice must include the following:

- 1) Amount to be assessed against the particular parcel.
- 2) That the assessment amount may be prepaid and to whom.
- 3) Whether partial prepayment has been authorized by ordinance.
- 4) Time within which prepayment may be made without interest.
- 5) Rate of interest to be accrued if assessment is not prepaid.

14. Public hearing and resolution adopting assessment roll.

15. Appeals to District Court.

Note: In order to appeal to district court, the property owner must serve notice upon the Mayor or City Clerk within 30 days of adoption of the assessment roll. They can only do this after having filed a written signed objection prior to the assessment hearing or having presented same to the presiding officer at the hearing. The notice of appeal must be filed with the Clerk of the district court within ten (10) days after service on the City.

PETITION FOR LOCAL IMPROVEMENT

City of Falcon Heights, Minnesota _____, 19 ____

To the City Council of Falcon Heights, Minnesota:

We, the undersigned, owners of not less than 35 percent in frontage of the real property abutting on _____ Street, between the _____ line of _____ Street and the _____ line of _____ Street hereby petition that such street is improved by _____ pursuant to Minnesota Statutes, Chapter 429.

	<u>DATE</u>	<u>SIGNATURE OF OWNER</u>	<u>PRINT NAME OF OWNER</u>	<u>DESCRIPTION OF PROPERTY</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____

Examined, checked, and found to be in proper form and to be signed by the required number of owners of property affected by the making of the improvement petitioned for.

City Clerk

RESOLUTION ____ - ____

A RESOLUTION OF THE CITY OF FALCON HEIGHTS

A RESOLUTION DECLARING THE ADEQUACY OF THE
PETITION AND ORDERING PREPARATION OF REPORT

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

1. A certain petition requesting the improvement of _____ Street between the _____ line of _____ Street and the _____ line of _____ Street by _____, filed with the council on _____, 19____, is hereby declared to be signed by the required percentage of owners of property affected thereby. This declaration is made in conformity to Minnesota Statutes, Section 429.035.

2. The petition is hereby referred to Maier Stewart & Associates, Inc. and they are instructed to report to the council with all convenient speed advising the council in a preliminary way as to whether the proposed improvement is feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Adopted by the council this _____ day of _____, 19__.

Mayor

City Clerk

RESOLUTION ____ - ____

A RESOLUTION OF THE CITY OF FALCON HEIGHTS

RESOLUTION ORDERING PREPARATION OF
REPORT ON IMPROVEMENT

WHEREAS, it is proposed to improve _____ Street between the
_____ line of _____ Street and the _____ Street by
_____ and to assess the benefited property for all or a portion of
the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

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

That the proposed improvement be referred to Maier Stewart &
Associates, Inc. for study and that he is instructed to report to the
council with all convenient speed advising the council in a preliminary way
as to whether the proposed improvement is feasible and as to whether it
should best be made as proposed or in connection with some other
improvement, and the estimated cost of the improvement as recommended.

Adopted by the council this _____ day of _____, 19__.

Mayor

City Clerk

RESOLUTION ____ - ____

A RESOLUTION OF THE CITY OF FALCON HEIGHTS

RESOLUTION RECEIVING REPORT AND
CALLING HEARING ON IMPROVEMENT

WHEREAS, pursuant to resolution of the council adopted _____,
19__, a report has been prepared by Maier Stewart & Associates with reference
to the improvement of _____ Street between the _____
line of _____ Street by _____, and this report was
received by the council on _____, 19__.

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

1. The council will consider the improvement of such street in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes Chapter 429 at an estimated total cost of the improvement of \$ _____.
2. A public hearing shall be held on such proposed improvement on the _____ day of _____, 19__ in the council chambers of the city hall at _____ a.m. (p.m.) and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted by the council this _____ day of _____, 19__.

Mayor

City Clerk

RESOLUTION ____ - ____

A RESOLUTION OF THE CITY OF FALCON HEIGHTS

RESOLUTION ORDERING IMPROVEMENT
AND PREPARATION OF PLANS

WHEREAS, a resolution of the city council adopted the _____,
day of _____, 19__, fixed a date for the council hearing on the
proposed improvement of _____ Street from the _____
line of _____ Street to the _____ line of _____
Street by _____

AND WHEREAS, ten days' mailed notice and two weeks' published notice of
the hearing was given, and the hearing was held thereon on the _____
day of _____, 19__, at which all persons desiring to be heard were
given an opportunity to be heard thereon,

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

1. Such improvement is hereby ordered as proposed in the council resolution
adopted _____ day of _____, 19__.
2. Maier Stewart & Associates, Inc. is hereby designated as the engineer
for this improvement. They shall prepare plans and specifications for the
making of such improvement.

Adopted by the council this _____ day of _____, 19__.

Mayor

City Clerk

RESOLUTION ____ - ____

A RESOLUTION OF THE CITY OF FALCON HEIGHTS

RESOLUTION APPROVING PLANS AND SPECIFICATIONS
AND ORDERING ADVERTISEMENT FOR BIDS

WHEREAS, pursuant to a resolution passed by the council on _____, 19__, the city engineer, Maier Stewart & Associates, Inc. has prepared plans and specifications for the improvement of _____ Street between the _____ line of _____ Street and the _____ line of _____ Street by _____ and has presented such plans and specifications to the council for approval;

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The city clerk shall prepare and cause to be inserted in the official paper and in The Construction Bulletin, an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for _____ days, shall specify the work to be done, shall state that bids will be opened and the responsibility of the bidders will be considered by the council at _____ p.m. on _____, 19__, in the council chambers of the city hall, _____ . Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the clerk for five per cent of the amount of such bid.

Mayor

City Clerk

RESOLUTION ____ - ____

A RESOLUTION OF THE CITY OF FALCON HEIGHTS

RESOLUTION ACCEPTING BID

WHEREAS, pursuant to an advertisement for bids for the improvement of _____ Street from the _____ line of _____ Street to the _____ line of _____ Street by _____, bids were received, opened and tabulated according to law, and the following bids were received complying with the advertisement:

AND WHEREAS, it appears that _____ of _____ 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 _____ of _____ in the name of the City of Falcon Heights for the improvement of _____ Street to the _____ line of _____ Street 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 _____ day of _____, 19__.

Mayor

City Clerk

RESOLUTION ____ - ____

A RESOLUTION OF THE CITY OF FALCON HEIGHTS

RESOLUTION DECLARING COST TO BE ASSESSED AND
ORDERING PREPARATION OF PROPOSED ASSESSMENT

WHEREAS, a contract has been let (costs have been determined) for the improvement of _____ Street between _____ line of _____ Street and the _____ line of _____ Street by _____, and the contract (bid) price for such improvement is \$_____, and the expenses incurred or to be incurred in the making of such improvement amount to \$_____ so that the total cost of the improvement will be \$_____.

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

1. The portion of the cost of such improvement to be paid by the city is hereby declared to be \$_____ and the portion of the cost to be assessed against benefited property owners is declared to be \$_____.
2. The city clerk, with the assistance of the consulting city engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and he shall file a copy of such proposed assessment in his office for public inspection.
3. The clerk shall upon completion of such proposed assessment, notify the council thereof.

Adopted by the council this _____ day of _____, 19__.

Mayor

City Clerk

RESOLUTION _____ - _____

A RESOLUTION OF THE CITY OF FALCON HEIGHTS

RESOLUTION FOR HEARING ON
PROPOSED ASSESSMENT

WHEREAS, by a resolution passed by the council on _____,
19__, the city clerk was directed to prepare a proposed assessment of the
cost of improving _____ Street between _____ line
of _____ Street and the _____ line of _____ Street
by _____.

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

1. A hearing shall be held on the _____ day of _____, in the
city hall at _____ p.m. to pass upon such proposed assessment and at such
time and place all persons owning property affected by such improvement will
be given an opportunity to be heard with reference to such assessment.
2. The city clerk is hereby directed to cause a notice of the hearing on
the proposed assessment to be published once in the official newspaper at
least two weeks prior to the hearing, and he shall state in the notice the
total cost of the improvement. He shall also cause mailed notice to be
given to the owner of each parcel described in the assessment roll not less
than two weeks prior to the hearings.
3. The owner of any property so assessed may, at any time prior to
certification of the assessment to the county auditor, pay the whole of the
assessment on such property, with interest accrued to the date of payment,
to the _____, except that no interest shall be charged if the entire
assessment is paid within _____ days from the adoption of the
assessment. He may at any time thereafter, pay to the _____ the entire
amount of the assessment remaining unpaid, with interest accrued to December
31 of the year in which such payment is made. Such payment must be made
before November 15 or interest will be charged through December 31 of the
succeeding year.

Adopted by the council this _____ day of _____, 19__.

Mayor

City Clerk

RESOLUTION ____ - ____

A RESOLUTION OF THE CITY OF FALCON HEIGHTS

RESOLUTION ADOPTING ASSESSMENT

WHEREAS, pursuant to proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment for the improvement of _____ Street between _____ line of _____ Street and the _____ line of _____ Street by _____,

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

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of _____ years, the first of the installments to be payable on or before the first Monday in January, 19__ and shall bear interest at the rate of _____ per cent annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 19__. To each subsequent installment when due shall be added interest for one year on the unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the city treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and he may, at any time thereafter, pay to the city treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.
4. The clerk shall forthwith transmit a certified duplicate of this assessment to the county auditor to be extended on the proper tax lists of the county, and such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted by the council this _____ day of _____, 19__.

Mayor

City Clerk

NOTICE OF ASSESSMENT HEARING

Falcon Heights, Minnesota
_____, 19__

TO WHOM IT MAY CONCERN:

Notice is hereby given that the council will meet at _____ a.m. (p.m.) on _____, 19__, at _____ to pass upon the proposed assessment for the improvement of _____ Street between the _____ line of _____ Street and the _____ line of _____ Street by _____.

The following is the area proposed to be assessed.

The amount to be specially assessed against your particular lot, piece, or parcel of land is _____. You may at anytime prior to certification of the assessment to the county auditor, pay the entire assessment on such property, with interest accrued to the date of payment, to the _____, No interest shall be charged if the entire assessment is paid within 30 days from the adoption of this assessment. You may at anytime thereafter pay to the _____ the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the next succeeding year. If you decide not to prepay the assessment before the date given above the rate of interest that will apply is _____ percent per year. The right to partially prepay the assessment according to Ordinance No. _____ is/is not available.

The proposed assessment roll is on file for public inspection at the city clerk's office. The total amount of the proposed assessment is _____. Written or oral objections will be considered at the meeting. No appeal may be taken as to the amount of an assessment unless a signed, written objection is filed with the clerk prior to the hearing or presented to the presiding officer at the hearing. The council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

If an assessment is contested or there is an adjourned hearing, the following procedure will be followed:

1. The city will present its case first by calling witnesses who may testify by narrative or by examination, and by the introduction of exhibits. After each witness has testified, the contesting party will be allowed to ask questions. This procedure will be repeated with each witness until neither side has further questions.
2. After the city has presented all its evidence, the objector may call witnesses or present such testimony as the objector desires. The same procedure for questioning of the city's witnesses will be followed with the objector's witnesses.
3. The objector may be represented by counsel.

4. Minnesota rules of evidence will not be strictly applied; however, they may be considered and argued to the council as to the weight of items of evidence or testimony presented to the council.

5. The entire proceedings will be tape-recorded.

6. At the close of presentation of evidence, the objector may make a final presentation to the council based on the evident and the law. No new evidence may be presented at this point.

An owner may appeal an assessment to district court pursuant to Minnesota Statutes Section 429.081 by serving notice of the appeal upon the mayor or clerk of the city within 30 days after the adoption of the assessment and filing such notice with the district court within ten days after service upon the mayor or clerk.

Under Minnesota Statutes, Sections 435.193 to 435.195, the council may, in its discretion, defer the payment of this special assessment for any homestead property owned by a person 65 years of age or older for whom it would be a hardship to make the payments. When deferment of the special assessment has been granted and is terminated for any reason provided in that law, all amounts accumulated plus applicable interest become due. Any assessed property owner meeting the requirements of this law and the ordinance (resolution) adopted under it may, within 30 days of the confirmation of the assessment, apply to the city clerk for the prescribed form for such deferral of payment of this special assessment on his property.

City Clerk

SERVICE AVAILABILITY CHARGE (SAC) UNITS

Single-family houses, townhouses, and duplex units		1.0 Unit
Condominiums and apartment units		0.8 Unit
Mobile Homes		0.8 Unit
Public housing units subsidized under any federal program for low and moderate income housing		0.8 Unit
Arenas	110 Seats	1.0 Unit
Automobile Service	2 Service Bays	1.0 Unit
Ballroom -		
Facility without liquor serv.	825 Square Feet	1.0 Unit
Facility with liquor service	590 Square Feet	1.0 Unit
Bank	2400 Square Feet	1.0 Unit
Banquet Room	1000 Square Feet	1.0 Unit
Barber Shop	Each	1.0 Unit
Boarding House	5 Beds	1.0 Unit
Body Shop (no vehicle washing)	14 Employees	1.0 Unit
Bowling Alley	3 Alleys	1.0 Unit
Car Wash - Full Service		
Water recycling equip.	Each	6.0 Units
Non-water recycling equip.	Each	10.0 Units
Car Wash - Self Service	1 Stall	3.0 Units
Car Wash - Service Station	Each	4.0 Units
Churches	250 Seats	1.0 Unit
Cocktail Lounge (no food service)	23 Seats	1.0 Unit
Day Care (number of children licensed for)	14 Children	1.0 Unit
Fast Service Restaurant	20 Seats	1.0 Unit

General Office Building	2000 Square Feet	1.0 Unit
Handball, Racquet Ball & Tennis Courts (public) w/sanitation and shower facilities	2 Courts	1.0 Unit
Hospitals	1 Bed	1.0 Unit
Laundromats	4 Washing Machines	1.0 Unit
Motels & Hotels	2 Rooms	1.0 Unit
Nursing Home	3 Beds	1.0 Unit
Restaurant, Drive-In	10 Parking Spaces	1.0 Unit
Restaurant	10 Seats	1.0 Unit
Retail Store	3000 Square Feet	1.0 Unit
Rooming House	7 Beds	1.0 Unit
Schools (Elementary)	20 Students	1.0 Unit
Schools (Secondary)	15 Students	1.0 Unit
Service Station (gas pumping only)	Each	1.0 Unit
Service Station with Service Center	Each	2.0 Units
Service Station with Service Center and Car Wash	Each	8.0 Units
Swimming Pool	Each	1.0 Unit
Theater	50 Seats	1.0 Unit
Theater, Drive-In	50 Parking Spaces	1.0 Unit
Warehouses	15 Employees	1.0 Unit

The number of standard sewage volume units for a facility not included in the above list shall be determined by the City Council. A request for determination should be made prior to the issuance of a building permit.

The current unit charge as of February 1, 1989 is \$_____.

444.16 STORM SEWER IMPROVEMENT DISTRICTS; MUNICIPALITY DEFINED

For purposes of Laws 1974, chapter 206 "municipality" means any city, however organized.

444.17 ESTABLISHMENT OF DISTRICT

The council of a municipality may by ordinance adopted by a two-thirds vote of all of its members, establish within its corporate limits a storm sewer improvement tax district. The ordinance shall describe with particularity the territory or area within the municipality to be included within the district. No such ordinance shall be adopted until after a public hearing has been held on the question. A notice of the time, place and purpose of the hearing shall be published for two successive weeks in the official newspaper of the municipality and the last notice shall be at least seven days prior to the day of the hearing. The ordinance when adopted shall be filed with the county auditor and county recorder.

444.18 AUTHORITY OF COUNCIL; RECOVERY OF COST; IMPROVEMENT PROCEDURES.

Subdivision 1. Following the adoption of an ordinance pursuant to Laws 1974, chapter 206, the council may acquire, construct, reconstruct, extend, maintain, and otherwise improve storm sewer systems and related facilities within the district. Storm water holding areas and pond within and without the corporate limits may also be acquired, constructed, maintained, and improved for the benefit of any such district. The cost of the systems and facilities described in this subdivision may be recovered by the tax authorized in section 444.20.

Subdivision 2. The procedures of sections 429.031 and 429.081 shall apply when the council of a municipality determines to make an improvement pursuant to this section.

444.19 BONDS

At any time after a contract for the construction of all or part of an improvement has been entered into or the work has been ordered done by day labor, the council may issue obligations in such amount as it deems necessary to defray in whole or in part the expense incurred and estimated to be incurred in making the improvement, including every item of cost from inception to completion of all fees and expenses incurred in connection with the improvement or the financing thereof. The obligations shall be payable primarily out of the proceeds of the tax levied pursuant to section 444.20. The council may by resolution adopted prior to the sale of obligations pledge the full faith, credit and taxing power of the municipality to assure payment of the principal and interest in the event the proceeds of the tax levy in the district are insufficient to pay such principal and interest. Obligations shall be issued in accordance with chapter 475, except that an election is not required, and the amount of any such obligations is not included in determining the net indebtedness of the municipality under the provisions of any law or charter limiting such indebtedness.

444.20 TAXES

The council of a municipality may levy on all taxable property within the district such taxes as are necessary to finance the cost of the improvement, including maintenance and to pay the principal and interest on obligations issued pursuant to section 444.19. Such taxes shall be collected and paid over as other taxes, but shall be spread only upon the property described in the ordinance. Such taxes shall be disbursed by the council only for the benefit of district as established by the ordinance.

444.21 DISSOLUTION OF DISTRICT

Upon the retirement of all obligations issued to finance improvements within the district, the district may be dissolved by following the procedures for establishment of the district set forth in section 444.17.

Consent _____

Agenda Item: F-4

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 4/12/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Proposed Amendment to Section 9-17.02 of the Code
Relating to Subdivision Procedures

SUBMITTED BY:

Tim Malloy

REVIEWED BY:

Planning Commission

EXPLANATION/SUMMARY (attach additional sheets as necessary):

ATTACHMENTS:

- (a) Planning Commission Minutes of Nov. 7, 1988
- (b) Memo from Tim Malloy dated January 4, 1989
- (c) Portion of Planning Commission Minutes of April 3, 1989 relating to Public Hearing
- (d) Latest draft of proposed changes (new wording is underlined, deletions crossed out)

ACTION REQUESTED:

JAC

MINUTES
REGULAR PLANNING COMMISSION MEETING
November 7, 1988

Chairman Black called the meeting to order at 7:30 P.M.

Black, Barry, Carroll, Finegan, Nestingen and Daykin. Also PRESENT
present was Council Liaison Wallin.

Boche, Duncan and Grittner. ABSENT

Barry moved, seconded by Daykin, to approve the October 3, 1988 10/3/88
Planning Commission Minutes as presented. MINUTES
APPROVED

Planner Malloy reviewed the application for consideration of
planning request, instructions for applicants requesting a
variance, the presentation outline, instructions for applicants
requesting zoning amendments, conditional use permits and the
portions of the forms relating to city staff responsibility
and Planning Commission responsibility. Planning Commission MALLOY
members made suggestions for revisions. These items will
be revised and presented at the next meeting. They will
also discuss the subdivision plan instructions at the next
meeting.

Chairman Black adjourned the meeting at 9:45 P.M. ADJOURN-
MENT

Submitted by:

Katherine J. Zimmerman
Katherine J. Zimmerman

Approved: December 5, 1988

Edgar Finegan
Edgar Finegan, Secretary



CONSULTING ENGINEERS
LANDSCAPE ARCHITECTS
380 FIRST AVENUE, NORTH
SUITE 200
MINNEAPOLIS, MINNESOTA
55401

MEMORANDUM

DATE: 4 January 1989

TO: City Administrator and Planning Commission Members

FROM: Tim Malloy, Planner

RE: Administrative Procedures Manual and Subdivision Code Revision

As we discussed at the last Planning Commission meeting, I am enclosing 12 copies of the revised draft Administrative Procedures Manual for your review. Due to the unusual formatting of this manual (to keep the hand outs formatted on a single page), I was unable to use overbar on the revisions to the subdivision section. We can review these changes at the January 9th meeting.

Also included is my suggested revisions to the subdivision and platting section of the City Code. These revisions are intended to make the City Code consistent with the procedure outlined in the manual. The changes only occur in certain sections of the subdivision and platting code, and in the interest of brevity, only those sections where I have suggested revisions are included. The specific changes which I have suggested are highlighted on each page and the number at the bottom of each page corresponds to the page number of the original text in the existing City Code. The pages from the original code have also been included for your review and comparison.

MINUTES
REGULAR PLANNING COMMISSION MEETING
APRIL 3, 1989

Chairman Black called the meeting to order at 7:30 P.M.	
Black, Carroll, Duncan, Barry, Finegan, Daykin, and Boche. Also present was Council Liaison Wallin.	PRESENT
Nestingen and Grittner.	ABSENT
Barry moved, seconded by Duncan, to approve the March 3, 1989 Planning Commission Minutes as presented. Motion carried unanimously.	3/3/89 MINUTES APPROVED
Chairman Black opened the public hearing at 7:35 P.M. and advised that notice was published in the Falcon Heights Focus. He briefly reviewed the City Code changes.	PUBLIC HEARING
Joanne Behrens, 1816 Tatum, questioned whether their lot would be affected by the subdivision/setback changes in the City Code. She has an undeveloped lot which she would like to sell in the future.	JOANNE BEHRENS, 1816 TATUM
John Burns, 1910 Asbury, asked whether the changes being made would affect the placement of his utility shed. He objects to corner lot setbacks which would require his shed being placed in another location.	JOHN BURNS, 1910 ASBURY
There being no others wishing to be heard, Chairman Black closed the public hearing at 7:57 P.M.	PUBLIC HEARING CLOSED
Finegan moved approval of the Code Amendments and recommended they be sent to the City Council for consideration. The motion was seconded by Carroll and approved unanimously.	CODE AMENDMENTS APPROVED
Chairman Black led a discussion on staff assistance to the Planning Commission and requested input on how members felt regarding what type of assistance should be requested.	STAFF ASSISTANCE TO PLANNING COMMISSION
Boche was of the opinion that staff recommendations should be coming from City Administrator Wiessner on each petition that comes before the Planning Commission. Who she turns to for her recommendations is her decision. The Planning Commission can then have the benefit of a recommendation as it loses when it does not have that kind of staff review and input into the process. The Planning Commission flounders when these kinds of recommendations are not received--it needs that kind of staff support.	BOCHE
Barry agreed that a staff recommendation should be provided. Staff could then decide if a planner to attend a meeting is necessary as it could be very expensive to have a planner attend each Planning Commission meeting.	BARRY

(d)

9-17.02 Procedures

Subdivision 1. Pre-application Procedure.

- (a) Previous to the filing of an application for conditional approval of the Preliminary Plat (General Subdivision Plan), the Subdivider shall submit to the Council plans and data as specified in 9-17.05.

Planning Commission for review subdivision sketch plans which shall contain the following information: tract boundaries, north point, streets on and adjacent to the tract, significant topographical and physical features, proposed general street layout, and proposed general lot layout and other information related to any restrictions on the use of the land including easements, protective covenants, and zoning district(s).

This step does not require formal application, fee or filing of plat with the Council.

- ~~(b) Within fifteen (15) days the Council shall inform the Subdivider that the plans and data as submitted or as modified do or do not meet the objectives of these regulations and ordinances. When the Council finds the plans and data do not meet the objectives of these regulations it shall express its reasons therefor.~~
- ~~(c) If the plans or data submitted by the Subdivider, as submitted or modified, meet the objectives of these regulations and the existing ordinances of the Village, then the Council shall refer said plans and data to the Planning Commission for their study, consideration and recommendations, all with due regard to the provisions of the regulations contained herein and other ordinances of the Village.~~

- (b) Such sketch plans will be considered as submitted for preliminary and informal discussion between the subdivider and the Planning Commission. Submission of a subdivision sketch plan shall not constitute formal filing of a plat.
- (c) As far as may be practical on the basis of a sketch plan, the Planning Commission will informally advise the Subdivider as promptly as possible of the extent to which the proposed subdivision conforms to the design standards of this chapter and will discuss possible plan modifications necessary to secure conformance.

Subdivision 2. Procedures for Conditional Approval of Preliminary Plat.

- (a) On reaching conclusions informally as recommended above regarding his general program and objectives, the Subdivider shall cause to be prepared a Preliminary Plat, together with improvement plans and other supplementary material as specified in 9-17.05.
- (b) ~~Three (3)~~ Six (6) copies of the Preliminary Plat and supplementary materials specified shall be submitted to the ~~clerk~~ administrator with written application for conditional approval at least ~~ten~~ fourteen (14) ~~(10)~~ days prior to the ~~council~~ Planning Commission meeting at which it is to be considered together with the application fee for such submittal. The clerk-administrator shall promptly forward one (1) copy each of the Preliminary Plat and supplemental materials to the following: consulting engineer, planning consultant, and when such land abuts a County or State Highway copies shall be sent to the County Highway Engineer or State Highway Commissioner.
- (c) The engineering consultant shall submit his written report concerning the engineering aspects of the project to the Planning Commission at least seven (7) days prior to the meeting at which the plat is to be considered.
- (d) The planning consultant shall examine the plat for compliance with this and other ordinances of the City and the City's Comprehensive Plan and shall submit a written report to the Planning Commission at least seven (7) days prior to the meeting at which the plat is to be considered.
- (e) A public hearing shall be held by the Planning Commission after the filing of the Preliminary Plat. This hearing shall be held if possible, at the next regularly scheduled meeting of the Planning Commission. A notice of the time, place, and purpose of the hearing shall be published in the official City Newspaper at least ten (10) days prior to the date of the hearing. In addition, the City shall notify, in writing, the Subdivider and each owner of affected property and property situated wholly or partly within 350 feet of the exterior boundary of the subject property.

(f) After consideration of all hearings, reports, comments, and suggestions, the Planning Commission shall within thirty (30) days after the public hearing submit to the City Council, in writing, a report summarizing its recommendations and rationale concerning the Preliminary Plat. Copies of the engineers and planning consultants reports shall also be forwarded to the City Council along with the Preliminary Plat and application.

(g) ~~(c)~~ Following review of the Planning Commission recommendation ~~Preliminary Plat~~ and other material submitted for conformity thereof to these regulations and negotiations with the Subdivider on changes deemed advisable and the kind and extent of improvements to be made by him, the Council shall, within thirty (30) days, act thereon as submitted or modified, and if approved, the Council shall express its approval as Conditional Approval and state the conditions of such approval, if any, or if disapproved, shall express its disapproval and its reasons therefor.

(h) ~~(d)~~ The action of the Council shall be noted on two copies of the Preliminary Plat, referenced and attached to any conditions determined. One copy shall be returned to the Subdivider and the other retained by the Council.

(i) ~~(e)~~ Conditional approval of a Preliminary Plat shall not constitute approval of the Final Plat (Subdivision Plat). Rather it shall be deemed an expression of approval to the layout submitted on the Preliminary Plat as a guide to the preparation of the Final Plat which will be submitted for approval of the Council and for recording upon fulfillment of the requirements of these regulations and the conditions of the Conditional Approval, if any.

Subdivision 3. Procedures for Approval of Final Plat.

(a) The Final Plat shall conform substantially to the Preliminary Plat as approved, and, if desired by the Subdivider, it may constitute only that portion of the approved Preliminary Plat which he proposes to record and develop at the time, provided, however, that such portion conforms to all requirements of these regulations.

(b) Application for approval of the Final Plat shall be submitted in writing to the Council at least thirty (30) days prior to the meeting at which it is to be considered, together with the application fee for such submittal.

~~(c) Application for approval of the Final Plat shall be submitted in writing to the Council at least thirty (30) days prior to the meeting at which it is to be considered.~~

~~(d) Three (3) copies of the Final Plat and other exhibits required for approval shall be prepared as specified in Article V, and shall be submitted to the Council within six (6) months after approval of the Preliminary Plat; otherwise such approval shall become null and void unless an extension of time is applied for and granted by the Council.~~

~~(e) Published notice. When a copy of any Final Plat is filed with a municipality for approval, published notice shall be given of a public hearing to be held within thirty (30) days thereafter, in the legal newspaper for the Village. At such hearing all persons interested therein may be heard and the Council may thereafter approve or disapprove the plat.~~

(c) Ten (10) copies of the Final Plat and other exhibits required for approval shall be prepared as specified in 9-17.05 Subd. 2 and shall be submitted to the Council within six (6) months after approval of the Preliminary Plat; otherwise such approval shall become null and void unless an extension of time is applied for and granted by the Council.

(d) At the discretion of the City Council, a public hearing may be held. Notice of said hearing shall be published in the official City Newspaper at least ten (10) days prior to the date of the hearing. At such hearing all persons interested therein may be heard and the Council may thereafter approve or disapprove the plat. Such approval or disapproval shall be given not more than sixty (60) days after the filing of any Final Plat with a formal request for its approval. The grounds for any refusal to approve a plat shall be set forth in the proceedings of the Council and reported to the person or persons

applying for such approval. Plats after approval, may then be recorded as now provided by law and further described in the City's Administrative Procedures Manual.

9-17.03 Procedure for Dividing Existing Lots

Subdivision 1. Procedure Dividing Existing Lots.

(a) Prior to the filing of an application for conditional approval of the proposed subdivision of an existing tract of land, either by division of an existing lot, or metes and bounds description of an existing tract, the Subdivider shall submit to the Council plans and data provided in ~~Section 9-17.02~~, Subd. 1A here in. This step does not require formal application, fee or filing of plat with the Council.

~~(b) Within fifteen (15) days the Council shall inform the Subdivider that the plans and data as submitted or as modified do or do not meet the objectives of these regulations and ordinances. When the Council finds the plans and data do not meet the objectives of these regulations it shall express its reasons therefor.~~

~~(c) If the plans or data submitted by the Subdivider, as submitted or modified, meet the objectives of these regulations, and the existing ordinances of the City, then the Council shall refer said plans and data to the Planning Commission for their study, consideration and recommendations, all with due regard to the provisions of the regulations contained herein.~~

(b) Such sketch plans will be considered as submitted for preliminary and informal discussion between the Subdivider and the Planning Commission. Submission of a subdivision sketch plan shall not constitute formal filing of a plat.

(c) As far as may be practical on the basis of a sketch plan, the Planning Commission will informally advise the Subdivider as promptly as possible of the extent to which the proposed subdivision conforms to the design standards of this chapter and will discuss possible plan modifications necessary to secure conformance.

Subdivision 2. Conditional Approval.

- (a) On reaching conclusions informally as recommended above regarding his general program and objectives, the Subdivider shall cause to be prepared a Preliminary Survey, together with improvement plans and other supplementary material as specified in 9-17.04.
- (b) ~~Three (3)~~ Six (6) copies of the Preliminary Survey and supplementary material specified shall be submitted to the ~~clerk~~-administrator with written application for conditional approval together with an application fee for such submittal at least ~~ten (10)~~ fourteen (14) days prior to the ~~City Council~~ Planning Commission meeting at which it is to be considered.
- (c) The engineering consultant shall submit his written report concerning the engineering aspects of the project to the Planning Commission at least seven (7) days prior to the meeting at which the plat is to be considered.
- (d) The planning consultant shall examine the plat for compliance with this and other ordinances of the City and the City's Comprehensive Plan and shall submit a written report to the Planning Commission at least seven (7) days prior to the meeting at which the plat is to be considered.
- (e) A public hearing shall be held by the Planning Commission after the filing of the Preliminary Survey. This hearing shall be held if possible, at the next regularly scheduled meeting of the Planning Commission. A notice of the time, place, and purpose of the hearing shall be published in the official City Newspaper at least ten (10) days prior to the date of the hearing. In addition, the City shall notify, in writing, the Subdivider and each owner of affected property and property situated wholly or partly within 350 feet of the exterior boundary of the subject property.
- (f) After consideration of all hearings, reports, comments, and suggestions, the Planning Commission shall within thirty (30) days after the public hearing submit to the City Council, in writing, a report summarizing its recommendations and rationale concerning the Preliminary Survey. Copies of the engineers and planning consultants reports shall also be forwarded to the City Council along with the Preliminary Survey and application.

- (g) ~~(c)~~ Following review of the Preliminary Survey and other material submitted for conformity thereof to the existing regulations and ordinances of the ~~village~~, and negotiations with the Subdivider on changes deemed advisable and the kind and extent of improvements to be made by him, the Council shall, within thirty (30) days, act thereon as submitted or modified, and if approved, shall refer the Preliminary Survey to the Planning Commission for its approval or disapproval, and if disapproved, the Planning Commission and Council shall express its disapproval and the reasons therefor.
- (h) ~~(d)~~ The action of the Council shall be noted on two copies of the Preliminary Survey, referenced and attached to any conditions determined. One copy shall be returned to the Subdivider and the other retained by the Council.
- (i) ~~(e)~~ Conditional approval of a Preliminary Survey shall not constitute approval of the Final Survey. Rather, it shall be deemed an expression of approval to the layout submitted on the Preliminary Survey as a guide to the preparation of the Final Survey which will be submitted for approval of the Council and for recording upon fulfillment of the requirements of these regulations and the conditions of the Conditional Approval, if any.

Subdivision 3. Final Survey.

- (a) The Final Survey shall conform substantially to the Preliminary Survey as approved, and, if desired by the Subdivider, it may constitute only that part of the approved Preliminary Survey which he proposes to record and develop at the time, provided, however, that such portion conforms to all requirements of these regulations.
- (b) Application for approval of the Final Survey shall be submitted in writing to the Council at least thirty (30) days prior to the meeting at which it is to be considered.
Ten (10)
- c) ~~Three (3)~~ copies of the Final Survey and other exhibits required for approval shall be prepared as specified in 9-17.05, ~~and~~ ^{Subd. 2} shall be submitted to the Council within six (6) months after approval of the Preliminary Survey; otherwise such approval shall become null and void unless an extension of time is applied for and granted by the Council.

~~d) Published notice. When a copy of any Survey is filed with a municipality for approval, published notice shall be given of a public hearing to be held within thirty (30) days thereafter in the legal newspaper of the Village. At such hearing all persons interested shall be heard and the Council may thereafter approve or disapprove the Survey.~~

- (d) At the discretion of the City Council, a public hearing may be held. Notice of said hearing shall be published in the official City Newspaper at least ten (10) days prior to the date of the hearing. At such hearing all persons interested shall be heard and the Council may thereafter approve or disapprove the Survey. Such approval or disapproval shall be given not more than sixty (60) days after the filing of any Survey with a formal request for its approval. The grounds for any refusal to approve a Survey shall be set forth in the proceedings of the Council and reported to the person or persons applying for such approval.

Surveys after approval, may then be recorded as now provided by law and further described in the City's Administrative Procedures Manual.

9-17.05 Plats and Data

Subdivision 1 Preapplication.

- ~~(a) General Subdivision information shall describe or outline the existing conditions of the site and the proposed development as necessary to supplement the drawings required below. This information may include data on existing covenants, land characteristics, and available community facilities and utilities, and information describing the subdivision proposal such as number of residential lots, typical lot width and depth, business areas, playgrounds, park areas, and other public areas, proposed protective covenants and proposed utilities and street improvements.~~
- ~~(b) Location map shall show the relationship of the proposed subdivision to existing community facilities which serve or influence it. Include development name and location, main traffic arteries, title, scale, north arrow and date.~~

Subdivision ¹/₂. Conditional Approval.

(a) Topographical Data required as a basis for the Preliminary Plat in (b) below shall include existing conditions as follows except when otherwise specified by the Council.

~~(1) Boundary lines, bearings and distances.~~

~~(2) Easements, location, width and purpose.~~

~~(3) Streets on and adjacent to the tract, name and right of way width and location, type, width and elevation of surfacing, any legally established centerline elevations, walks, curbs, gutters, culverts, etc.~~

~~(4) Utilities on and adjacent to the tract.~~

~~(5) Ground elevations on the tract, based on a datum plane approved by the Council for land that slopes less than approximately two (2) percent show spot elevations at all breaks in grade, along all drainage channels or swales, and at selected points not more than one hundred (100) feet apart in all directions, for land that slopes more than approximately two (2) percent either show contours with an interval of not more than five (5) feet if ground slope is regular and such information is sufficient for planning purposes or show contours with an interval of not more than two (2) feet if necessary because of irregular land or need for more detailed data for preparing plans and construction drawings.~~

~~(6) Photographs, if required by the Council, camera locations, directions of views and key numbers.~~

~~(7) Proposed public improvements, highways or other major improvements planned by public authorities for future construction on or near the tract.~~

~~(8) Key plan showing location of the tract, with names and addresses of owners, notation stating acreage, scale, north arrow, datum, benchmarks, certification of registered civil engineer or surveyor, date of survey.~~

~~(b) Preliminary Plat (General Subdivision Plan) shall be at a scale of two hundred (200) feet to one (1) inch or larger (preferred scale of fifty (50) feet to one (1) inch). It shall show all existing conditions required above in Section 19-17.05 (2), Topographic Data and shall show all proposals including the following:~~

~~(1) Streets, names, right of way and roadway widths, approximate gradients, similar data for alleys, if any;~~

~~(2) Other rights of way or easements, location, width and purpose;~~

~~(3) Location of utilities, if not shown on other exhibits;~~

~~(4) Lot lines, lot numbers and block numbers;~~

~~(5) Sites, if any, to be reserved or dedicated for parks, playgrounds or other public use;~~

~~(6) Sites, if any, for multifamily dwellings, shopping centers, churches, industry or other non-public uses exclusive of single family dwellings;~~

~~(7) Minimum building setback lines;~~

~~(8) Site data, including number residential lots, typical lot size, and acres in parks, etc; and~~

~~(9) Title scale, north arrow and date.~~

~~(c) Other Preliminary Plans. When required by the Council, the preliminary Plat shall be accompanied by profiles showing existing ground surface and proposed street grades, including extensions for a reasonable distance beyond the limits of the proposed subdivision, typical cross sections of the proposed grading, roadway and sidewalk and preliminary plan of proposed sanitary and storm sewers with grades and sizes indicated. All elevations shall be based on a datum plane approved by the Council.~~

~~(d) Draft of Protection Covenants whereby the Subdivider proposes to regulate land use in the subdivision and otherwise protect the proposed development.~~

- (1) The Date
- (2) Map Scale
- (3) Name and Address of: Owner, Subdivider,
Surveyor*, Engineer*, Designer*

*(include license numbers and seals)

- (4) The name of the proposed subdivision and all
subdivisions adjacent to it.

(b) Description:

- (1) Field survey of the boundary lines of the
tract giving complete descriptive data by
bearings and distances, made and certified by
a licensed land surveyor.
- (2) Descriptions, reference ties and elevations of
all bench marks.
- (3) Total acreage of the proposed subdivision.

(c) Existing Conditions:

- (1) Zoning District, including exact boundary
lines of the district. If more than one
district, any proposed changes in the zoning
district lines including dimensions and/or the
Zoning Code text applicable to the area to be
subdivided.
- (2) Topographic data with a contour interval of
not more than 2 feet and showing spot
elevations at all breaks in grade, along all
drainage channels, and at selected points not
more than one hundred (100) feet apart in all
directions in extremely flat areas. Wooded
areas, power transportation poles and lines,
gas lines, single trees with a diameter of 8
inches or more as measured 3 feet above the
base of the trunk, and other significant
existing features for the proposed subdivision
and adjacent property.

- (3) Soils information prepared by a qualified licensed professional.
- (4) The location, right-of-way width, and names of existing or platted streets or other public ways. Park and other public lands, permanent buildings, and structures, easements, section and corporate lines within the subdivision and to a distance 100 feet beyond.
- (5) The location, size, grade and direction of flow of existing sewers, water mains, culverts, drains and underground facilities on the property and to a distance of 100 feet beyond. Such elevations and locations of catch basins, inverts, manholes, hydrants and street pavement width and type.
- (6) Proposed public improvements, highways, or other major improvements planned by public authorities for future construction on or near the site.
- (7) Photographs (if required by Planning Commission), camera locations, direction of view, and key numbers.
- (d) Design Features: Layout of proposed streets, alleys, pedestrian ways and easements showing right-of-way widths, gradients, and proposed street names. Preliminary dimensions of lots and blocks with their layout numbers using consecutive numbering of all lots and blocks beginning with a number "1" within the subdivision; outlots shall be designated by alphabetical order beginning with "A".
- Areas intended to be dedicated or reserved residential lots, typical lots sizes plus information about all proposed uses within the subdivision. Minimum front and side building setback lines. Location, size, and gradients of proposed sanitary sewers, storm sewers, water mains, and plans for surface drainage and flood control.
- (e) When required by Planning Commission, the petitioner shall provide the following supplemental information:

- (1) Profiles showing existing ground surface and proposed street grades including extensions for a reasonable distance beyond the limits of the proposed subdivision, typical cross sections of the proposed grading, roadways and sidewalks.
- (2) Draft of Protective Covenants whereby the subdivider proposes to regulate land in the subdivision and otherwise protect the proposed development.

Subdivision ~~3~~² Final Approval.

(a) Final Plat shall be drawn in ink on tracing cloth on sheets and shall be at a scale of one hundred (100) feet to one (1) inch or larger (preferred scale of fifty (50) feet to one (1) inch). Where necessary, the plat may be on several sheets accompanied by an index sheet showing the entire subdivision. For large subdivisions the Final Plat may be submitted for approval progressively in contiguous sections satisfactory to the Council. The Final Plat shall show the following:

- ~~(1) Primary control points, approved by the Council, or descriptions and "ties" to such control points, to which all dimensions, angles, bearings and similar data on the plat shall be referred.~~
- ~~(2) Tract boundary lines, right of way lines of streets, easements and other rights-of-way and property lines of residential lots and other sites, with accurate dimensions, bearings or deflection angles, and radii, arcs and central~~
- ~~(3) Name and right of way width of each street or other right of way.~~
- ~~(4) Location, dimensions and purpose of any easements.~~
- ~~(5) Number to identify each lot or site.~~

- (1) State Requirements by Law (for clarification see MSA Chapter 505.02)
- (a) Name of all thoroughfares.
 - (b) Names and locations of all public grounds.
 - (c) Dimensions of all lots, thoroughfares, and public grounds.
 - (d) All inlots, outlots, and blocks numbered in accordance with State Statutes.
 - (e) Indication that all monuments have been set.
 - (f) All data necessary to locate monuments and to trace all interior and exterior boundary lines.
 - (g) The plat graphically shown with measurements in accordance with State Statutes.
 - (h) Ditto marks are not to be used anywhere on the plat.
 - (i) Where a pond constitutes a boundary line within or on the plat, a survey line shall be shown in relation to the water line.
 - (j) The outside boundary lines of the plat shall close with an error not to exceed on foot in 7,500 feet.
 - (k) All ponds, swamps and all public highways and thoroughfares laid out, opened, or traveled (existing before platting) shall be correctly shown.
 - (l) Name and adjacent boundary lines of any adjoining plat.

Consent

Agenda Item: F-5

Policy x

CITY OF FALCON HEIGHTS

Meeting Date: 4/12/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Consider proposed amendments to ^{Chapter} Section 4 of the Code, Sewer Systems and Gas and Electric Service

SUBMITTED BY:

Shirley Chenoweth

REVIEWED BY:

EXPLANATION/SUMMARY (attach additional sheets as necessary):

The purpose of these proposed changes is to update and shorten this Section.

Attachments:

- (a) Explanation of Code Changes.
- (b) Copy of Code showing proposed changes.

ACTION REQUESTED:

m / Paul
✓ 5-D

Approval/Disapproval

Shirley Chenoweth

'ATTACHMENT A

The Sections relating to installation of sewers, plumbing and gas burning equipment were originally adopted in the late 1950s and early 1960s. Many changes have been made in the installation requirements which make these Sections obsolete. Other proposed corrections are due to changes in fees, insurance requirements, etc.

Proposed deletions are marked out, and additions underlined. The rationale for some major changes are as follows:

4-1.08, Subd. 2. Sewer Rental Charge Statements

- (1) add wordage to reflect changes made in 1984, regarding billing dates
- (2) penalties are charged on any unpaid balance, wording changes recommended by Tom Kelly

Part 2 HOUSE SEWER CONNECTIONS

4-2.02 Delete all reference to licensing of plumbers. Plumbers have not been licensed by municipalities for over ten years and are under state jurisdiction.

4-2.03 Construction Requirements. Delete these details and reference state code. Our City Plumbing Inspector, Bill Walsh, concurs with these changes.

4-6.01 Subdivision 3. (a) Name, address, etc. are addressed on the license application; (b) insurance certificates, fees, etc. are required before presentation to Council.

Subdivision 5. We recommend the Surety Bond requirement be deleted. This is not required by other communities (apparently carried over from our old ordinances). City inspector, Gene Pakoy, feels it is not necessary.

Subdivision 6. Gene Pakoy recommends that the liability insurance requirements be increased to \$300/\$100/\$50. Present limits are inadequate..

4-6.02 Construction, Installation, Alteration, etc. Delete these details and reference state code. City Inspector Gene Pakoy concurs.

4-1.08 Rates and ChargesSubdivision 1. Sewage Service Charge.

a. For the purpose of providing funds to meet the cost of operating and maintaining the sewer system of the City, and the payment of reasonable requirements for replacement and obsolescence thereof, there is hereby levied and assessed against each lot, parcel of land, building or premises having any connection with the public sewer system of the City, or otherwise discharging sewage, industrial waste, water or other liquid directly or indirectly into the public sewer system of the City, a sewage service charge payable as stipulated in Section ~~5-13.01~~ ^{14.07} of this Code.

b. In the event that any commercial or industrial user's lot, parcel of land, building or premises discharging sanitary sewage, industrial wastes, water or other liquid into the sewer system of the City directly or indirectly, is supplied in whole or in part with water not obtained from the City or the City of St. Paul, it shall immediately, install necessary metering equipment as approved by the city engineer to measure the quantity of water used; and the sewer rental charge shall be based on the quantity of water so measured. Whenever the owner, lessee or occupant fails to install such metering equipment where it is not practical to measure the amount of water used on the premises by meter or meters, the city engineer shall estimate the volume of water from private sources which discharges into the sewer system of the City, and such estimate shall be used in lieu of the metered volume of water from private sources to determine the sewer rental charges thereon and therefor, provided further that no appeal may be made from such estimates by the user other than by installation of a meter as provided above.

c. The council shall have the power to increase, decrease change the amount and basis of the sewer rental charges herein established as the same may be reasonably required; and, with respect to any waste unusual in either character or amount, in addition to all applicable charges hereunder, the council shall have the power to impose such supplemental sewage rate charge as said council shall determine as reasonable and warranted on the basis of all relevant factors.

Subdivision 2. Sewer Rental Charge Statements. Statements for sewer rental charges for the preceding quarterly period shall be mailed to each customer on ~~or before the 5th day of January, April, July and October of each year~~ the 20th day of December, March, June and September. Said statements shall be due and payable to the city treasurer on or before the ~~end of~~ ^{the last business day of} January, April, July and October. There shall be added to all statements not paid by that time a penalty charge of 10 percent ~~per quarter~~ per fraction thereof on all unpaid sanitary sewer charges of any unpaid balance.

Subdivision 3. Collection of Charges. Any amounts due hereunder for sewage charges may be collected in an action brought for that purpose in the name of the City; or the clerk may certify to the county auditor the amounts due for sewer charges, including penalty, together with the legal description of the premises served and the county auditor shall thereupon enter such amount with the tax levy on said premises collectible with the taxes for the next ensuing year.

4-1.09 Maintenance of Individual Connections

It shall be the responsibility of the owner or occupant to maintain the sewer service from the main sewer into the house or building.

4-1.10 Penalties

Any person guilty of violating any provision of Part 1 of Chapter 4 shall be guilty of a misdemeanor.

Part 2. House Sewer Connections.

4-2.01 General. The plumbing inspector shall supervise all house sewer connections made to the municipal sanitary sewer system and all excavations for the purpose of installing or repairing the same.

4.2.02 Permits, Licenses, Fees, Bond and Insurance.

Subd. 1. Application. Any person desiring to make connection to the municipal sanitary sewer system shall apply to the City for a permit for such connection. The application shall be submitted on ~~blanks furnished by the plumbing inspector~~ forms provided at the Clerk's Office and shall be accompanied by plans, specifications and such other information as is desired by the plumbing inspector, together with a permit and inspection fee of \$10.00 as stipulated in section 5-14.03(b). All costs and expenses incident to the installation and connection shall be borne by the owner and the owner shall indemnify the City for any loss or damage that may directly or indirectly ~~be occasioned by results~~ from the installation of the sewer connection including restoring streets and street surfaces.

Any person, firm or corporations who shall commence work of any kind for which a permit is required under this section, without first having received the necessary permit therefor, shall, when subsequently securing such permit, be required to pay double the fees provided by this section for such permit and shall be subject to all the penal provisions of this section.

~~Subd. 2. Permits.~~ Permits shall be issued when the applications shows that the work is to be done by persons, firms or corporations who have been duly licensed by the City to engage in the business of sewer installation within the City who have paid the required fee and have filed the bonds and insurance certificates required under 4-2.02, Subdivision 3 certified by the State of Minnesota.

No permit shall be issued until the plumbing in the building to be served is inspected by the plumbing inspector and altered, if necessary, to conform to the Minnesota Plumbing Code - Administrative Rules Chapter 4715, to the extent necessary to permit a proper and safe connection to the municipal sanitary sewer system.

Upon completion of the work, a copy of the permit shall be signed and dated by the licensed individual or firm making the sewer installation and delivered to the plumbing inspector at the time s/he makes her/his final inspection of the work. The plumbing inspector shall sign the permit to show that the work and material conform to this Code. The permit shall also be filled out showing the kind and size of pipe, the kind of joint used, and length of house connection, the depth at the street, the depth at the house, the distance from either side of the house where the connection is made to the house plumbing, and any other information listed on the permit form or required by the plumbing inspector.

~~Subd. 3. Bond and Insurance Requirements. Before any person, firm or corporation is licensed to engage in the business of sewer installation within the City it shall make application to the City for such license, shall pay the following fee and shall file with the clerk the following bond and insurance requirements:~~

~~a. The fee for such license shall be \$25.00 per year and each license shall terminate on June 30 next after its issuance. Licenses shall not be transferable. Where the term of the license is less than a year the fees shall be prorated with a minimum fee of \$10.00.~~

~~b. A surety bond in the face amount of \$10,000 running to the City, approved by the council, conditioned that the City will be saved harmless from any loss, damage, cost or expense, by reason of any work performed under this section, or by reason of improper or inadequate performance or compliance with the terms of this section by the holder of the license or his/her agent or employees.~~

~~c. A certificate of insurance or copies of public liability and property damage insurance policies, approved by the council, containing a provision that they shall not be cancelled without 10 days written notice to the clerk, showing coverage of not less than \$25,000 for injuries, including accidental death to any one person and subject to the same limit for each person in an amount not less than \$50,000 on account of any one accident, and property damage insurance in the amount of not less than \$25,000.~~

~~Subd. 4. Revocation. The council may revoke any license at any time if the licensee shall violate the provisions of this or any other laws of the City. No licensee shall allow his/her name to be used by any other person for the purpose of doing any work within the City.~~

4-2.03 CONSTRUCTION REQUIREMENTS. --The following materials and construction methods, and no other, shall be used in making sewer connections to the municipal sewer system: State Uniform Plumbing Code.

Subdivision 1. Materials. --All pipe shall be 4" diameter or larger, Extra Heavy Cast Iron Soil Pipe, conforming to the A.S.P.M. Standard Specification A-74-42, or 6" or larger, Vitrified Glazed Clay Sewer Pipe, conforming to A.S.P.M. Standard Specification C-13-44F. State Uniform Plumbing Code. The latest edition of the Uniform Plumbing Code, together with all future amendments thereto, is adopted and incorporated as fully as if set out at length herein, and the same shall be controlling within the City of Falcon Heights.

When the clearance between the house sewer connection and any water service line is less than 10 feet or when the clearance between the house sewer connection and any well is less than 20 feet, cast iron soil pipe must be used for the sewer connection.

Subd. 2. Joints and Connections.

a. Vitrified Glazed Clay Sewer Pipe. All joints on vitrified clay pipe shall be made with jute and a hot poured bitumastic joint made with GK Compound or JC-60. The hot poured joint shall be made as follows: A thin strand of oakum shall be caulked between the bell and spigot of the pipe to center the pipe in the bell and to prevent the leakage of the hot poured bitumastic compound. The hot poured material shall then be poured in the joint in a continuous pour and if depressions or voids appear on the surface they shall be refilled to make the joint level with the outside of the bell. The above described method is for a joint made on the top of the ground with two pipes jointed together in a perfectly straight alignment. The joint made in the trench shall be poured with the use of a runner which shall be properly treated to prevent sticking to the compound. In wet trenches the spigot of one pipe and the bell of the other shall be primed with a priming compound recommended for the type of joint material used priming of the pipe shall be done a day prior to the time the pipe is laid. The hot poured compound "GK" material shall be heated without burning to a temperature of 250 degrees Fahrenheit or until it runs freely. The hot poured compound "JC 60" material shall be heated without burning to a temperature as recommended by the manufacturer, but in no event less than 465 degrees Fahrenheit.

Pipes before pouring shall be dry and clean. Care shall be executed in placing the runner to assure non-leakage during the pouring and it shall not be removed until the compound has sufficiently cooled to be permanently set.

The compound shall be heated in a clean kettle with smooth round bottom without pipes or other obstructions. Compound shall be stirred in the kettle and kept mixed while it is being used. When the compound is liquid and of easy pouring consistency draw it from the kettle and the buckets or other pouring vessels and pour it into the pipe joint. As melted material is taken out of the kettle, fresh, cold compound shall be added to maintain the supply. If work is interrupted, lower the heat on the kettle so the compound will not be hardened too much by over cooking. Keep the compound kettle and pouring containers free of dirt or foreign matter. The pouring container shall be kept free of cold and caked material. Bells shall be entirely free of water when the joints are made, and no water shall be allowed to rise over the joint until the joint has permanently set.

b. Cast Iron Soil Pipe. The cast iron pipe shall be laid in the same manner as specified for clay pipe. The joints shall be made by caulking in the space between the bell and spigot with jute, well driven in, and pouring in molten lead to fill the remainder of the space. After the lead has set it shall be caulked around the entire joint. Leave a 1/8" clearance between the back surface of the bell and the spigot end for movement. The quantity of lead required for 4" pipe is at least 4 pounds; 6" pipe at least 6 pounds; 10" pipe at least 10 pounds.

Where cast iron spigot connects to hub of clay pipe make joint as specified for clay pipe. Where spigot of clay pipe is to connect to hob of cast iron pipe and the outside diameter of the clay pipe is larger than the inside diameter of the cast iron pipe hub, the latter shall be filled with lead or Sewertite Coal Tar Type, leaving the surface flush with the inside surfaces of the pipes. The ends of the pipe shall be butted together with the inside surfaces flush and a ring of concrete poured around the joint 6" in thickness and 15" long.

Subd. 3. Grades. Unless otherwise authorized all house sewers shall have a grade of not less than 1/8 inch per foot. A grade of 1/4 inch per foot should be used wherever practical. The contractor shall check grades before construction proceeds. Wherever possible, the connecting sewer shall join the building at an elevation which is below the basement floor of such building.

Subd. 4. Alignment. No connecting sewer shall contain bends or a combination of bends which at any point shall be greater than 45 degrees, and no more than three bends, regardless of angle, shall be permitted in any single house connection, except where manholes are constructed at such points and in manner as directed by the city plumbing inspector. No

connecting sewer shall be laid parallel to any bearing wall or footing unless further distant than three feet from any such bearing wall or footing. No connecting sewer shall be laid within twenty feet of any well or new construction.

Subd. 5. Trenching and Backfilling. All excavations shall be open-trench work unless otherwise authorized by the Plumbing Inspector. The foundation in the trench shall be formed to prevent any subsequent settlement of the pipes. If the foundation is good and firm earth, the earth shall be pared or molded to give a full support to the lower third of each pipe. Bell holes shall be dug to provide ample space for pouring of joints. Care must be exercised in backfilling below the center line of the pipe in order to give it proper support. Backfilling shall be placed in layers and solidly tamped or packed up to two feet above the pipe. Backfilling shall not be done until the section to be backfilled has been inspected and approved by the plumbing inspector.

Subd. 6. Use of Old House Sewers. All sewer connections shall be made directly to the pipe outlet from the building served provided the pipe outlet is either cast iron or vitrified glazed clay pipe. No cesspool or septic tank shall be connected to any portion of a house sewer that is also laid across or over any existing cesspool or septic tank. The existing cesspool or septic tank shall first be pumped clean and filled with earth to the surrounding ground level. Where a connection sewer is laid across or over any existing cesspool or septic tank, only cast iron soil pipe, conforming to the A.S.T.M. Standard Specification A-74-42, shall be used for that portion of the connecting sewer which is laid across or over the existing cesspool or septic tank, and if interposed in a vitrified glazed clay sewer pipe, the cast iron soil pipe shall be of the same diameter as the clay pipe.

Subd. 7. Connections at Stub Only. Every connecting sewer shall be connected to the municipal system only at the stub provided for the property served by the connection except where otherwise expressly authorized by the council.

In the event it becomes necessary to install a wye branch this shall be done by removing the length of straight pipe and installing the wye branch which shall be done by cutting the top of the bell of the adjoining pipe and the bottom of the bell of the wye branch when the wye branch is turned opposite to the direction to which it is to face in its permanent position. Then insert the wye branch by lowering same horizontally in place, then turn wye branch around by rotating same 180 degrees, then caulk the joint at each end of the pipe and seal the joint with the specified hot compound jointing material, making sure that the entire joint is properly sealed against leakage. Then

place a 1:3 mix mortar envelope around the entire pipe at each joint. The envelope to be at least twelve (12) inches wide and four (4) inches in thickness. The bell hole shall be dug out to completely encase the pipe at the joint. The use of the double T's or tapping the sewer in the street by cutting a hole in the pipe and inserting a straight pipe or use of saddle hubs will not be permitted.

Subd. 8. Cesspools. The sewer installer shall be permitted to pump the clear liquid content of septic tanks and cesspools into the lateral line in the street with a centrifugal pump having a discharge line of 1 1/2 inches maximum diameter and s/he shall then flush the stub connection clean with a garden hose for at least 15 minutes under the supervision of the plumbing inspector. Sludge which cannot be removed in the above manner shall be pumped into tank wagons and removed.

All wooden and metal cesspools and septic tanks shall be pumped and filled to eliminate the danger of future cave-ins.

Subd. 9. Tunneling. Tunneling for distances of not more than six feet is permissible in yards, courts or driveways of any building site. When pipes are driven, the drive pipe shall be at least one size larger than the pipe to be laid.

Subd. 10. Cover. The minimum cover over house connections shall be six feet in order to prevent freezing. Wherever possible the cover shall be maintained at seven (7) feet.

4-2.02

4-2.04 Independent Systems

Subdivision 1. Independent Systems. The drainage and plumbing system of each new building and of new work installed in an existing building shall be separate from and independent of that of any other building except where provided in Subd. 2 hereof, and every building shall have an independent connection with a public sewer when such is available.

Subdivision 2. Exceptions. Where one building stands to the rear of another building on an interior lot and no private sewer is available, or can be constructed to the rear building through an adjoining alley, court, yard or driveway, the building drain from the front building may be extended to the rear building and the whole will be considered as one building drain. Where such a building drain is extended, a cleanout shall be provided immediately inside the rear wall of the front building.

4-2.03

4-2.05 Repair of Public Right-of-Way

No connection to the municipal sanitary sewer system shall be finally approved until all streets, pavements, curbs and boulevards or other public improvements thereon have been restored to their former condition to the satisfaction of the Engineer.

4-2.04

~~4-2.06~~ Variances

The plumbing inspector may permit variations from the strict application of any of the provisions of this section if she/he is satisfied that there are special circumstances or conditions affecting the premises for which the variance is requested will not materially adversely affect health, safety or general welfare or public or private property. Any variation permitted under this provision must be noted on the permit.

4-2.05

~~4-2.07~~ Penalties

Any person guilty of violating any provision of Chapter 4, Part 2 shall be guilty of a misdemeanor.

PART 3. SEWER SYSTEM AGREEMENT WITH ST. PAUL

4-3.01 Preamble

The City of St. Paul, Ramsey County, Minnesota, has heretofore granted permission to the City of Falcon Heights to connect its sewer system to the sewer system of the City of Saint Paul, upon and subject to the provisions, terms and conditions of Ordinance No. 10829, approved September 14, 1956.

The City of St. Paul, Ramsey County, Minnesota, by Ordinance No. 11782, approved July 6, 1960, amended Ordinance No. 10829 by adding thereto a new Section 12-1.

Said Ordinance No. 10829 and said Ordinance No. 11782 are, by reference thereto, hereby incorporated herein and made a part thereof with the same intent, purpose and effect as if said Ordinance Nos. 10829 and 11782 were set forth herein verbatim.

4-3.02. Adoption of Terms

The City of Falcon Heights does hereby accept and agree to abide by all the provisions, terms, and conditions set forth in both Ordinance No. 10829 of the City of St. Paul, Ramsey County, Minnesota, approved September 14, 1956 and Ordinance No. 11782 of the City of St. Paul, Ramsey County, Minnesota, approved July 6, 1960.

PART 4. GAS SERVICE FRANCHISE

The City Council hereby grants to Northern States Power Company, a Minnesota corporation, ("NSP") its successors and assigns, a nonexclusive gas franchise. Thereby, NSP, its successors and assigns, shall construct, operate, repair, and and maintain in the City a system of mains, pipe lines, and other facilities for the manufacture, distribution, and sale of gas, subject to certain terms and conditions set forth in the NSP Nonexclusive Gas Franchise Agreement on file in the office of the City Clerk.

PART 5. ELECTRICAL FRANCHISE

Part 6. Installation, Repair and Service to Gas Burning Equipment.

4-6.01 General Licensure and Permit Requirements.

Subdivision 1. General. No person, firm, corporation or agent shall hereafter install, alter, repair or service gas burners or gas burner equipment within the City without conforming to the provisions of this section.

Subd. 2. Licenses Required. No person, firm or corporation shall engage in the business of installing, altering, repairing or servicing of gas burners or incinerators without first securing a mechanical contractor's license from the City ~~permitting to engage in such business.~~ The requirements contained herein shall not be construed to limit the right of the gas utility and its authorized employees to render necessary service in the event of an emergency.

Subd. 3. Application. Application for such license shall be made to the clerk. ~~Such application shall state the full name and address of the applicant, the location of its place of business, whether a corporation, partnership or sole owner, length of time in business, other licenses held, and such other information as shall be required by the clerk or the city council.~~ The clerk shall present the application to the council for consideration and if the license is granted by the council it shall be issued by the clerk ~~after the payment of the required fee and compliance with all other provisions of this section by the applicant.~~

Subd. 4. Fee. The fee for such license shall be ~~\$25.00 per annum, and each license shall terminate on June 30 next after its issuance, licenses shall not be transferable, where the term of the license is less than a year the fee shall be prorated with a minimum fee of \$10.00.~~ as listed in Section 5-14.02 of this Code.

~~Subd. 5. Surety Bond. No master gas installers license shall be issued until the licensee shall have filed with the clerk and the council shall have approved, a surety bond in the face amount of \$5,000.00 running to the City conditioned that the City shall be saved harmless from any loss or damage by reason of work performed under this section or by reason of improper or inadequate performance or compliance with the terms of this section by the holder of the license or his/her agents or employees.~~

Subd. 65. Public Liability and Property Damage Insurance. No ~~master gas installers~~ mechanical contractor's license shall be issued until the licensee shall have filed with the clerk and the council shall have approved, copies of public liability and property damage insurance policies, which shall remain in force and effect during the entire term of said license and which shall not be cancelled without ten days' written notice to the clerk. Public liability insurance shall not be less than ~~\$25,000.00~~ ^{\$300,000} for injuries, including accidental death to any one person and, subject to the same limit for each person, in an amount not less than ~~\$50,000~~ ^{\$100,000} on account of any one accident, and property damage insurance in the amount of not less than ~~\$25,000.00~~ ^{\$50,000}.

Subd. 76. Permits. ~~A permit will be required to begin the installation, alteration or repair (except such minor repair not involving the removal of the burner from its application) of any gas burner equipment. Fee for such permit shall be \$7.00 for each installation involving a BTU gas input of 400,000 BTU or less, and a fee of \$7.00 plus \$1.00 for each 400,000 BTU of gas input capacity for installations larger than 400,000 BTU of gas input.~~ A permit will be required to begin the installation, alteration or repair of any gas burner equipment. Fees are as established in Section 5-14.03 of this Code.

Subdivision 8. Examination. The council may require examination of applicants for gas installers' licenses, if they deem it necessary and said council may accept a certificate of competency issued to applicant by the Division of Housing and Building Code Enforcement of the City of Saint Paul, Minnesota, in lieu of such an examination.

Subdivision 98. Gas-Inspector Mechanical Inspector. There is hereby created the position of mechanical gas inspector who shall be appointed by the council. The person appointed to this position shall be a competent gas burner and gas burner equipment installer who shall have had at least two years experience as a gas burner installer and shall be well versed in the approved methods of gas burner and equipment installation. The gas inspector shall receive as compensation for his/her services such fees as the council by resolution shall provide, and he/she shall not engage in the business of the installation and maintenance of gas burners or gas burning equipment either directly or indirectly in this City and he/she shall have no financial interest in any concern engaged in such business in this City.

It shall be the duty of the mechanical gas inspector to enforce the provisions of this section. All work covered by this section hereafter performed shall be inspected and if not found to be in accordance with the provisions of this section shall be corrected. If after written notice to the person performing such work, such person neglects or refuses to conform to any order contained therein, the City or the city mechanical gas inspector may remove such work and charge the cost thereof to the person installing the same. No gas burner, gas burning equipment or incinerator as defined by this section shall be operated without having been duly inspected and approved by the mechanical gas inspector and no person shall refuse to correct work when so ordered by the city mechanical gas inspector.

The gas mechanical inspector shall have the right during reasonable hours to enter any building in the discharge of his/her duties or for the purpose of making any inspection or test under the provisions of this section.

4-6.02 ~~Construction-Installation-Alteration-and-Repair-of Gas-Burners-with-Input-Capacity-no-Greater-than-400,000-BTU per-Hour.~~ Mechanical Systems - Chapter 1345, Adopted April 8, 1985

~~Subdivision 1. Scope. The construction arrangement, manner of installation, alteration and repair of all gas burners, gas burner equipment and all appliances as herein defined having input capacity of 400,000 BTU per hour or less, shall conform to provisions of sections 4-8.02, 4-8.03, and 4-8.04.~~

Mechanical Systems - Chapter 1345. The April 8, 1985 edition of the Mechanical Systems, Chapter 1345, together with all future amendments thereto, is adopted and incorporated as fully as if set out at length herein, and the same shall be controlling within the city of Falcon Heights.

~~Subdivision 2. Definitions. For the purpose of this section the following definitions shall apply:~~

~~a. Gas Burners and Gas Burner Equipment: Means a device for the final conveyance of gas or a mixture of gas and air to the combustion zone of a steam or hot water boiler, furnace, or to any device or appliance used in connection with a space heating system, and shall include conversion burners, gas designed heating appliances, power gas burners and atmospheric gas burners. The term "gas burner equipment" shall include gas burners as above defined, together with all fans, blowers, control devices, accessories connected to the burners, and piping involved in supplying the burner.~~

~~b. Conversion Burner: Means a gas burning appliance designed to supply gaseous fuel to and properly burn same in the combustion chamber of a boiler, furnace or other device originally designed to burn another fuel.~~

~~c. Gas Designed Heating Appliance: Means any space heating appliance designed for the exclusive use of gaseous fuel, excepting such auxiliary heaters as gas logs, radiant heaters, etc.~~

~~d. Power Gas Burner: Means a device in which either the gas or air or both are supplied at pressures exceeding, for gas, the house line pressure and for air, atmospheric pressure.~~

~~e. Atmospheric Burner: Means a device (other than a gas range or a gas water heater) in which air at atmospheric pressure is injected into the burner by a jet of gas under pressure and whose input exceeds fifty thousand (50,000) BTU per hour.~~

mechanical ~~Subdivision 3. Approval of Gas Burners. It shall be unlawful for any person, firm, corporation or agent to install any gas burner as defined within this section until such gas burner has been approved by the city gas inspector. The mechanical gas inspector may only approve gas burners approved by the bureau of public buildings of the City of St. Paul which are approved by the American Standards Association and which comply with all requirements of this Code.~~ Mechanical Systems, Chapter 1345, adopted April 8, 1985.

~~Subdivision 4. Installation of Used Gas Burners. It shall be unlawful to install any used gas burner and no permit shall be issued authorizing such installation until the licensed installer shall have first submitted with his application for permit a copy of the purchase order stating that a used burner is to be installed and bearing an acknowledgement by the purchaser that such is the case together with a statement by the licensed installer that said burner has been reconditioned and will comply in every way with requirements for new equipment as to operation, safety standards and adjustments. No used gas burner shall be installed unless it is of a type, make and model currently approved for installation in the City as evidenced by a certificate of approval.~~

~~Subdivision 5. Type of Gas. The requirements of this section shall apply to gas burners supplied with natural gas from the general distribution system within the City. Burners and their installation where supplied with other types of gas, such as bottled or liquified petroleum gas, shall conform to the requirements of this section where applicable together with the requirements of the American Gas Association and the National Board of Fire Underwriters pertaining to the type of gas to be used.~~

~~Subdivision 6. Ventilation. Gas burners and gas burning appliances as hereinbefore defined shall not be installed for operation in a room where the normal facilities for ventilation do not permit proper combustion of the gas, unless special provision is made for supplying sufficient air for complete combustion.~~

~~4-6.03 Installation of Conversion Burners, Gas Designed Appliances & Controls~~

~~Subdivision 1. General. The installation of conversion burners shall be made in conformance with American Standards Association requirements, as sponsored by the American Gas Association and with requirements herein set forth.~~

~~Subdivision 2. Preparation of Boilers and Furnaces. Before a gas burner is installed in any existing boiler or furnace, all flues, fire pots, combustion chambers and connecting joints through which flue gases are conducted shall be thoroughly cleaned, examined for leaks and draft conditions and made gas tight as shown by a smoke bomb test or its equivalent.~~

~~Subdivision 3. Flues and Flue Pipes. The chimney flue and flue pipe shall be examined and reconditioned if necessary so that they will freely conduct the flue gases to the outer air. Where flue pipes are rusted or burned out, they shall be replaced by new pipe.~~

~~Subdivision 4. Draft Hoods.~~

~~a. Each gas burning appliance shall be equipped with a draft hood or its equivalent designed to:~~

- ~~1. Insure the ready escape of the products of combustion in the event of no draft, back draft, or stoppage beyond the appliance.~~
- ~~2. Prevent a back draft from entering the appliance.~~
- ~~3. Neutralize the effect of stack action of the flue upon the operation of the appliance.~~

b. The draft hood shall be placed in and made a part of the flue pipe from the appliance or shall be in the appliance itself. Such device shall have a free area equal to or greater than the cross-sectional area of the flue pipe connected thereto subject to the approval of the gas inspector.

c. The draft hood shall be located at a point not lower than the top of the highest flue passage in the appliance.

d. Appliances of the revertible flue type shall have the draft hood located at least one foot higher than the top of the highest flue passage. Proper provision shall be made, subject to the approval of the gas inspector, to prevent the accumulation of gas in any part thereof.

Subdivision 5. Flue Pipes. The internal cross-sectional area of the flue pipe between the appliance and the chimney liner shall be such as to provide not less than one square inch of flue area per 7,500 hourly BTU input. In no case shall this flue pipe be less than five (5) inches in diameter for central heating gas appliances nor less than four (4) inches in diameter for space heating appliances and it shall not be larger than the next integral inch diameter above the size given in the following table:

MINIMUM PERMISSIBLE FLUE SIZES FOR GAS BURNER
INSTALLATIONS

<u>Input Rating</u> <u>BTU per Hour</u>	<u>Area of Flue</u> <u>Outlet-Sq. In.</u>	<u>Diameter of Flue</u> <u>Pipe-Inches</u>
94,500	12.6	4
147,000	19.6	5
212,250	28.3	6
288,750	38.5	7
377,250	50.3	8
477,000	63.6	9

Based on 1 sq. in. flue area per 7,500 BTU per hour input.

Note: If flue pipe exceeds 10 feet in length or contains more than two elbows, use next size larger pipe and draft hood.

In cases where the outlet from the appliance is larger than the above indicated size, an orifice plate may be inserted, or a section of the flue pipe restricted to the size indicated between the appliance outlet and the draft diverter. In special cases with high chimneys or flues, the above schedule of areas may be modified subject to specific approval of the gas inspector.

- a. The draft hood should ordinarily be located adjacent to the appliance. In cases where it appears desirable to place the draft hood at a distance from the appliance, the size of the restricted section may be modified according to the length and rise of the flue pipe.
- b. The proportioned section of the flue outlet of the appliance eliminates the necessity of using an adjustable damper in the flue pipe and such damper will not be permitted.
- c. Where dampers are an integral part of the boiler or furnace, they shall be removed or permanently secured in the wide open position, except such dampers the function of which is to alter the passage of flue gases through the appliances, which shall be locked in such a position as not to interfere with the normal operation of the burners.
- d. Material used for flue pipe shall be such as to resist the corrosive action of flue gases.
- e. Flue pipe of existing systems shall be relocated where necessary and new flue pipe installations shall be so made as to avoid sharp turns or other constructional features which would create excessive resistance to the flow of flue gases. Flue pipes shall slope upward to chimney.
- f. Flue pipe shall be tightly connected to the chimney liner, so as to prevent infiltration of cold air.
- g. No baffles shall be applied which will interfere with the proper combustion of the gas.
- h. Flue pipe shall be well supported to prevent sagging and shall not be installed closer than six (6) inches to any combustible building materials unless flue pipe is covered with incombustible insulation such that the surface temperature of the exterior surface thereof attain a temperature not higher than one hundred twenty-five (125) degrees Fahrenheit when the appliance is under continuous operation.
- i. All space heating equipment shall be of the vented type and properly vented to an effective flue.
- j. Radiant heaters or other invested heaters of less than 25,000 BTU input may be installed in fireplaces providing the chimney has a positive draft with the damper closed.

Subdivision 6. Gas Burners. Gas burners of all types shall consist of assembled and tested units and shall be accompanied by complete and comprehensive installation and operation instructions. The burner or burners shall be located according to the manufacturers' instructions and shall be so secured that they will not twist, slide, or drop out of position.

- a. The burners shall be so installed as to be readily accessible for cleaning and inspection.
- b. The burner or burners shall be so installed that no part of the flames impinge on the heating surface so as to cause incomplete combustion.
- c. Air shutters shall be adjusted to produce a proper flame at the prevailing gas pressure.
- d. On all pre-mix power burners an approved type of check valve shall be installed in the gas supply line at the appliance to prevent back flow of air into the gas line.

Subdivision 7. Air Intake. Where secondary air is necessary, secondary air opening or openings shall be provided, of sufficient area to supply an adequate amount of air for complete combustion under the specified draft conditions and at the maximum rate of firing.

- a. Where an automatic secondary air control is provided, the construction shall be such that, in case the control fails in any way, either the gas will be shut off or the secondary air door will remain open.
- b. The air intake of power burners shall be so located as to prevent the possibility of accidental closure. The gas and air supply shall be equipped with controls coordinated to prevent opening of the gas supply until the air supply is adequate for proper combustion and to shut off the gas supply in the event of failure of the air supply.

Subdivision 8. Pilots. Each gas burner shall be equipped with a safety device arranged to prevent the flow of gas through the main burner unless the pilot flame is burning, to consist of a thermostatic pilot or other similar type of safety device. The operation of this device shall not depend upon the closing of an electric circuit to shut off the main gas supply. Gas burners installed under 4-8.03, subdivision 5(j) are exempt from this provision.

- a. Pilot burners shall be rigidly supported in such a manner that their position relative to the main burner or burners will be fixed.

b. Pilot burner or burners shall be so placed that they can be safely lighted and they shall be readily accessible or removable for cleaning.

c. Pilot lines shall be of aluminum tubing connected to vertical main gas supply lines or to the side or top or horizontal lines ahead of all controls including pressure regulators and appliance shut-off, and shall be provided with a separate cock.

d. Thermostatic safety pilots shall be so adjusted that main gas supply will be shut off within three (3) minutes after pilot flame has been extinguished under continuous operating conditions.

Pilot burners shall be so designed and positioned so that the holding flame on the pilot burner will ignite the gas burner provided the lighting pilot does not function.

Subdivision 9. Main Shut-off Valve or Cock. A manually operated approved shut-off valve or cock shall be installed at each appliance to shut off the entire gas supply to the appliance, except the pilot, in case of emergency.

a. Such valve or cock shall be so located that it is readily accessible, at about five feet above the floor, and shall clearly indicate the "on" and "off" positions, or direction of rotation to open or close. Where a cock is provided, the opening handle shall be securely attached to the plug in such manner that it may not be readily removed.

Subdivision 10. Automatic Control. Electric control valves all be installed according to the instructions furnished by the manufacturer. All heating equipment shall be automatically controlled by thermostat except heaters installed in fireplaces as provided in 4-8.03, Subdivision 5(j).

Subdivision 11. Electric Wiring. All electrical connections shall be made in accordance with the provisions of all Building and Electrical codes relating to the installation of electric wiring in the City.

Subdivision 12. Gas Pressure Regulators. A gas pressure regulator, approved by the gas inspector, shall be installed on the down-stream side of the pilot supply on all gas burners, and a pressure regulator and pilot filter shall be installed in all pilot lines, downstream from the pilot shut-off cock, on all burners. Pressure regulators and pilot filters shall be of types listed for approval by the American Gas Association and shall be approved by the gas inspector.

Subdivision 13. Limiting Devices. The boiler or furnace shall be equipped with safety devices arranged to limit high steam pressures or water temperatures, as well as high air temperatures in warm air furnaces, and all such devices shall be subject to the approval of the gas inspector.

a. Each gas fired steam boiler shall be equipped with a low-water cut-off, approved by the gas inspector.

b. Safety devices operated electrically shall not depend upon the closing of a circuit to shut off the main gas supply. This requirement shall not be construed as prohibiting the use of electrical regulating devices, provided the required safety devices are also installed. Controls shall be so connected that maximum inherent safety provided by such controls will be attained.

Subdivision 14. Safety Shutoff Valves. Safety shutoff valves if used shall be tested to assure gas tightness of the seat when in the closed position; the valve assembly shall be gas tight in all positions. Packing glands shall be designed so that the valve will not be made inoperative by excessive tightening of the packing nut.

Either the valve shall incorporate means for requiring manual operation for re-opening of the valve after it has closed or the electrical circuit shall be so arranged as to require a manual operation to re-open the valve after it has been closed. In no case shall valves be able to be opened manually until safety pilots are lighted and circuit completed or low-water cut-off circuit has been completed.

Subdivision 15. Piping. Gas piping installed for serving conversion burners or gas designed heating appliances shall be sized for a total pressure drop not exceeding 0.3 inches water gauge from the meter to the burner for the total connected load. A separate pipe from the meter is to be preferred and in no case shall the service pipe be smaller than the size of equipment connection. All gas piping shall be installed in conformance with the provisions of this section.

Subdivision 16. Chimney Liners. Except as exempted in this section, and except on approved incinerators as designated in 4-8.06 masonry chimneys serving gas fired boilers, furnaces, or heating devices, whether of the gas designed type or fired by gas conversion burners shall be lined continuously from the thimble to the top with an approved incombustible, acid and corrosion resisting liner of the same equivalent internal cross-sectional area as the flue pipe or pipes extending from the appliance or other appliances to the chimney liner. A condensation pocket shall be provided at the base of said liner with provisions for a drip, so arranged that excessive condensation of flue products may be disposed of without damage to chimney, foundation, floor or footings.

Such liners shall be constructed of material having a thickness before coating of not less than No. 22 U.S. Standard Gauge. Where such liners are constructed of uncoated materials and inherent characteristics of which show a high degree of resistance to acids and corrosion, a lighter gauge may be used, subject to the approval of the gas inspector. In the event the chimney flue serving the conversion fired or gas designed appliance also serves one or more heating appliances other than gas fired, the above provided liner may be omitted. On larger installations where burners are in more or less continuous operation, and stack temperatures are sufficiently high to minimize the possibility of condensation within the chimney, the chimney liner may be omitted, subject to the approval of the gas inspector.

Subdivision 17. Adequacy of Draft. In the event conditions at the time of installation are such that the chimney or vertical flue has insufficient natural draft to properly carry away the products of combustion or is subject to down drafts, provision shall be made by the installer to rectify existing conditions or provide mechanical means of maintaining constant updraft during appliance operation.

Subdivision 18. Adjustment of Burners. After the piping has been thoroughly purged, the pilot burner shall be lighted and adjusted and the burners put into operation in accordance with the manufacturers' instructions.

4-6.04 Inspection and Tests

Subdivision 1. Pilot Operation. Pilot flames shall effectively ignite the gas at the main burner or burners and shall be adequately protected from drafts. A device which, under normal chimney draft conditions is at least equal in performance to the draft hood hereinbefore provided for, shall be interpreted as fulfilling the second part of this requirement as far as chimney drafts are concerned.

- a. Pilot flames shall not become extinguished when the main burner or burners are turned on or off in a normal manner, either manually or by automatic controls.
- b. Luminous flame pilots shall not show carbon deposits when adjusted according to the manufacturers' instructions.
- c. Where escapement pilots are used, their flames shall be freely ignited by the constant burning pilot.

Subdivision 2. Burner Operation. The flames from each burner shall freely ignite the gas from adjacent burners when operating at the normal gas pressure or when the main control valve is regulated to deliver about one-third (1/3) the full gas rate, except where additional pilots are provided. If the additional pilot is a runner type pilot, this pilot must be proven by a safety mechanism before the main burner valve can open.

a. Burner flames shall not flash back upon immediate ignition, nor upon turning the gas cock until the gas rate to the burner is about one-third (1/3) the full supply.

b. Burner flames shall not flash back when the gas is turned on or off by any automatic control mechanism.

c. Main burner flames shall ignite freely from each constant burning pilot when the main control valve is regulated to deliver about one-third (1/3) the full gas rate and when pilot flame is reduced to minimum point at which it will actuate the safety thermostatic device. The holding port of multiple port pilots must satisfactorily ignite the main burner if the ignition port, or ports, are stopped.

d. Burners shall be of such design that ignition from pilot or pilots will carry to all ports or burner heads protected by the pilot at inputs from one-third (1/3) to maximum rating.

e. When ignition is made in a normal manner, the flames shall not flash outside the appliance.

f. Burners shall not expel gas through air openings in mixer faces when operating at the normal burner pressure.

Note: In making the test under 4-8.04, Subdivisions 1 and Subd. 2, care shall be exercised to prevent the accumulation of unburned gas in the appliance or flues which might result in explosion or fire.

Subdivision 3. Appliance Performance. The flue gas temperature as taken on the appliance side of the draft hood shall not exceed 480 degrees F. above that of the air temperature surrounding the appliance. The concentration of CO₂ shall not exceed 9%, the concentration of CO shall not exceed .04%, the concentration of oxygen shall not be less than 4% nor more than 10%.

a. Method of Test, Gas Designed Equipment. The rate of flow of the gas shall be adjusted to within plus or minus two (2) percent of the required hourly BTU input rating at the manifold pressure specified by the manufacturer. When the prevailing pressure is less than the manifold pressure specified, the gas rate shall be adjusted at the prevailing pressure. The appliance shall be allowed to operate until the stack temperature becomes stabilized, after which a sample of the flu products shall taken at a point in the flue after the outlet of the appliance but ahead of the draft hood, and analyzed for carbon dioxide, carbon monoxide and oxygen.

b. Method of Test, Conversion Burners. The rate of flow of gas shall be adjusted to within plus 5% or minus 15% of 1.7 times the calculated hourly BTU heat loss of the building to which it is installed. The appliance shall be allowed to operate until the stack temperature becomes stabilized, after which a sample of the flue products shall be taken at a point in the flue after the outlet of the appliance but ahead of the draft hood, and analyzed for carbon dioxide, carbon monoxide and oxygen.

c. The various controls of the appliance shall be checked by both inspector and installer, to insure their proper operation.

d. Upon completion of the test of any newly installed gas burning equipment as hereinafter provided in 4-8.04, Subdivision 3 and its subsections, the installer shall file with the gas inspector, complete records of such test.

Subdivision 4. Instructions to the Owner and/or Occupant. The owner and/or occupant shall be thoroughly instructed by the installer as to the proper and safe operation of the appliance before it is placed in service, such instructions to include actual demonstration to the customer or his authorized agent of the processes of lighting and turning off the gas burner. A printed set of instructions, enclosed in an envelope labelled "Instructions to Customer," shall be securely attached to the gas valve.

a. A metallic plate, suitably etched or stamped, setting forth detailed instructions for the safe lighting and shutting off of the appliance, shall be permanently attached to the appliance in a prominent position near the lighting apertures. The size of type used shall not be smaller than ten (10) point and the wording contained thereon shall be subject to the approval of the gas inspector. This plate shall also state make and model numbers of the burner and show the rate hourly gas BTU input.

4-6.05 Installation, Alteration and Repair of Gas Burners with Input Capacity Greater than 400,000 BTU per hour

Subdivision 1. Scope. The construction arrangement, manner of installation, alteration and repair of all gas burners in steam and hot water boilers, furnaces and air heaters having an input capacity exceeding 400,000 BTU per hour, and for power, industrial and process uses shall conform to the provisions of 4-8.05. The requirements for installation of gas burning equipment in power boilers as adopted by the American Standards Association, sponsored by the American Gas Association, shall be considered herein as minimum requirements.

Subdivision 2. Definitions. For the purpose of this section the following definitions shall apply:

a. Gas Burners and Gas Burner Equipment: The term "gas burner" means a device for the final conveyance of gas or a mixture of gas and air to the combustion zone of a steam or hot water boiler, furnace or to any device or appliance used in connection with a space heating system and shall include conversion burners, gas designed heating appliances, power gas burners and atmospheric gas burners.

The term "gas burner equipment" includes gas burners as above defined, together with all fans, blowers, control devices, accessories connected to the burners, and piping involved in supplying the burner.

b. Conversion Burner: Means a gas burning appliance designed to supply gaseous fuel to and properly burn same in the combustion chamber of a boiler, furnace or other device originally designed to burn another fuel.

c. Power Gas Burner: Means a device in which either the gas or air or both are supplied at pressures exceeding, for gas, the house line pressure and for air, atmospheric pressure.

d. Atmospheric Burner: Means a device in which air at atmospheric pressure is injected into the burner by a jet of gas under pressure.

Subdivision 3. General. All burners shall be accompanied by a complete and comprehensive installation and operating instructions.

a. Where burners are equipped with secondary air shutters or louvres, they must be so designed or counter-balanced so as to drop to a wide open position in the event of failure or breakage of connecting linkage. They shall also be of sufficient area to supply adequate air for complete combustion under specified draft conditions and at the maximum rate of firing.

b. The air intake on power burners must be protected with means to prevent accidental closure by debris being pulled over inlet by suction of blower.

c. The burner or burners shall be located according to the manufacturers' instructions and shall be so secured that they will not slide, twist or drop out of position.

d. The burner or burners shall be so installed as to be readily accessible for cleaning and inspection.

e. The burner or burners shall be so installed that no part of flame shall impinge on heating surface so as to cause incomplete combustion.

f. On all pre-mix power burners an approved type of check valve shall be installed in the gas supply line to prevent back flow of air into the gas line.

g. Burners shall be sized according to the BTU rating shown in the regularly published literature of the burner manufacturer, and under no conditions shall it be permissible to alter the burner so as to exceed the rated maximum BTU input.

Before the permit for installation of a burner is issued, the burner manufacturer shall furnish the gas inspector with a certified copy of the literature showing capacity of burner, spud size and draft loss across the burner for the maximum ratings at the various pressures.

Subdivision 4. Plain Pilots. Each burner shall be equipped with a plain gas pilot or pilots in addition to the safety pilot to insure smooth lighting of the burner so that there will be no rollback or heavy detonations during lighting off period except that where the burner unit is of such size that safety pilot only will light burner smoothly, the plain pilot may be omitted. The pilot flame shall effectively ignite the gas at the burner and shall be so designed as to be adequately protected from drafts. Pilot flames shall not become extinguished during the operation of the main burners nor by starting or stopping them in a normal manner. Luminous flame pilots shall not show carbon deposit during the period of tests when adjusted according to the manufacturer's instructions.

a. Where the vertical or upshot type of burner consisting of a multiplicity of heads is used, a minimum of one plain gas pilot for each eight heads must be used. In arriving at the number of pilots, the safety pilot will be counted as one plain gas pilot above eight heads; below eight heads there must be at least one plain gas pilot and a safety pilot unless the Gas Inspector approves of a lesser number.

Subdivision 5. Safety Pilots. All burners shall be equipped with a flame conductivity or flame rectification type of safety pilot or other approved type of safety device. The thermostatic type of pilot will not be permitted.

a. Safety pilots shall be so designed that upon insertion of pilot after removal for repairs or cleaning, pilot will be in the same position relative to the main burner as when originally installed.

The pilot flame shall be in such a position that in the event of a drop in gas pressure, the contact between pilot flame and flame rod or thermocouple shall be broken before the point where the pilot flame will fail to reliably ignite the main burner. In the event that this cannot be accomplished then the flame rod or thermocouple shall supervise the main burner flame.

The flame conductivity or flame rectification type of pilot shall consist of a flame rod and pilot burner, flame head (if of the flame head type), relay, start-stop push button switch, solenoid gas valve, for shutting off safety pilot gas as well as gas to the flame pilots, necessary high tension cable, and a positive shut-off gas valve carrying the approval of the Gas Inspector. The safety pilot shall be so arranged as to prevent its being lit unless the main safety valve is in the off position.

b. All pilot burners shall be supported in such manner that their position relative to the main burner or burners will remain fixed.

c. Pilot lines shall be of aluminum tubing connected to vertical supply lines when possible. When horizontal line is used, connection must be made on top or side. Connection must be ahead of all controls including regulator and appliance shut-off and shall be provided with a separate shut-off cock. Where gas pressure is greater than that for which pilots are designed a pressure regulator (pilot regulator) must be installed on the downstream side or pilot line shut-off cock.

d. A shut-off cock must be installed on branch line to safety pilot and to each branch line to plain pilot system.

Subdivision 6. Firing Cock. A manually operated approved shut-off cock shall be installed adjacent to the gas burner or the downstream of all other control valves either manual or automatic. Such cock shall be so located that it is readily accessible and shall clearly indicate the "on" and "off" positions, or direction of rotation to open or close. This valve or cock must have a handle securely attached in such a manner that it may not be readily removed. When gas pressures are greater than 1 psig the cock must be of the lubricated plug type. Gate or globe type valve will not be acceptable.

Provide bleeder line or other approved method of insuring against gas leakage to boiler during shut down periods.

Subdivision 7. Main Shut-off Cock. A manually operated approved type lubricated shut-off cock shall be installed at each boiler or furnace ahead of all control valves and regulators except pilot line. This cock shall be so located that it is readily accessible and shall clearly indicate the on and off position or direction of rotation to open and close. Cock shall be provided with a suitable operating handle permanently attached. Gate or globe valve will not be acceptable.

Subdivision 8. Electric Control Valves. Electric control valves shall be installed according to the instructions furnished by the manufacturer.

Subdivision 9. Electric Wiring. All electrical connections shall be made in conformity with the provisions of all codes relating to the installation of electric wiring within the City.

Subdivision 10. Filter and Gas Pressure Regulator. All pilot lights shall have a filter and a pressure regulator in the pilot supply line to each unit.

Subdivision 11. Limiting Devices. Each boiler or furnace shall be equipped with safety devices to limit high steam pressures or water temperatures, low water level and high air temperatures. Where boiler or furnace is equipped with so-called power burner, where air for combustion is furnished by means other than a natural draft stack or where boiler burners are so sized and designed to require forced or induced draft or both, the gas and air supply shall be equipped with suitable controls to prevent functioning of the gas supply until air supply is adequate for proper combustion, or in the event of failure of air supply to shut off the gas supply.

a. Where forced draft equipment is used, a manual cutout control switch may be installed, subject to approval, to permit lighting of the burner under natural draft, normal operation under forced draft to remain under safety control.

b. For a burner or a combination of burners with a total input exceeding 2,500,000 BTU per hour, a combustion control of the modulating type must be used.

Where the uptake or outlet damper is securely locked in a fixed position for maximum load condition, the control may be of the type that operates the inlet air louver of the burner in conjunction with the gas valve by means of mechanical linkage.

The control may also be of the type that operates the uptake or outlet damper in conjunction with the gas control valve or valves, either by mechanical linkage or by change in furnace pressure. The operating medium may be steam, electricity, air or hydraulic. If the gas control goes to open position upon failure of operating medium, then a means for shutting off the gas supply upon the failure of the operating medium must be provided.

c. Where quick opening or slow opening gas control valve is connected to an inlet shutter on gas burner, the air inlet shutter or louver only must be so designed or counter-balanced as to drop to full open position in the event of breakage or failure of connecting mechanism. When the control is of the modulating type that operates the air inlet shutter or louver only, shutter or louver must be so designed and counterbalanced as to drop to full open position upon the failure or breakage of connecting linkage. The uptake or outlet damper must have an indicator or pointer visible to the operator to show the position of the damper in relation to open and closed position. Remote indicators are permitted where necessary.

Subdivision 14. Draft Regulator. When up-take damper is set in a fixed position such as will be used with "on" or "off" control or the modulating type that operates only the air louvers on the burner, a draft regulator must be used. This regulator shall be of the type that will reverse and open to the boiler room in the event of down or back drafts. Where control that operates the damper is used, or induced or forced draft fan or both is used, it shall be optional as to the use of a draft regulator. Draft hood or diverter is not permissible.

Subdivision 15. Combustion Instruments. All gas burner installations in steam boilers with an input exceeding 2,500 ft. of gas per hour shall be equipped with indicating gauges for furnace, windbox and uptake draft to show combustion conditions and with flue gas analysis equipment of portable or fixed type. On installations exceeding 20,000 cu. ft. gas input per hour, equipment shall be installed for continuous indication or recording of carbon dioxide, oxygen or air flow-steam flow.

Subdivision 16. Piping. All piping connections for gas burners under this section shall be properly sized for the design maximum load with a total pressure drop permissible under the particular conditions of the application.

Subdivision 17. Installation Drawing. On all installations with an input capacity in excess of 1,000,000 BTU per hour, the contractor shall submit to the building inspector with his request for a permit a detailed drawing made by the burner manufacturer showing method of installing burner, recommended furnace construction including floor insulation, control assembly along with piping details, pipe sizes, valve sizes, type and make of control if the uptake damper operating type. If this is to be furnished by someone other than the burner manufacturer, he must show this as it will be applied to his burner. This drawing must be one that is made up for the specific job and cannot be what is known as a typical installation nor a marked up drawing of some similar installation with changes to suit the job in question. This drawing must have a drawing number as well as a title listing the name of the job to which it applied. It is desirable that this drawing be made by the home office of the burner manufacturer but, in lieu of this, drawing may be made by the local representative in which case it must be certified by an officer of the manufacturer that it is approved by them.

Subdivision 18. Inspection and Test. At completion of installation the installer shall adjust all equipment and controls and, in the presence of the inspector, demonstrate the proper functioning of all equipment and controls throughout the normal range of operation from minimum to maximum input. A combustion analysis shall be made to demonstrate proper combustion results throughout the operating range. Burners shall be able to demonstrate main burner flame retention without pilot stabilization but pilot shall be used in all cases.

4-6.06 Incinerators, Domestic or Portable Type

Portable or domestic incinerators or rubbish burners may be installed and vented into the same flue with gas-fired boilers, furnaces or heating devices providing the incinerator or rubbish burner installation conforms to the following requirements.

Subdivision 1. Incinerators, Type and Approval. Incinerators installed in conjunction with gas space heating devices and venting into the same flue:

- a. Shall be designed with gas or constant electrical auxiliary heating elements to facilitate the drying and combustion of garbage.

b. When gas fired shall conform to the Approval Requirement for Domestic Gas Fired Incinerators ASA-221.6-1949 and bear the AGA label.

c. When equipped with electric heaters shall conform to standards established by Underwriters Laboratories and bear their label. The general construction features shall meet the requirements of the above standard for gas fired equipment.

d. Shall be approved by the gas inspector. The gas inspector may only approve incinerators approved by the Division of Housing and Building Code Enforcement of the City of St. Paul.

e. Shall be equipped with approved spark arresters.

f. Shall be equipped with manufacturer's tag or name plate permanently attached stating fuel for which unit is designed and input rating.

Subdivision 2. Venting. The vent from the incinerator shall be connected to a masonry flue by means of a smoke pipe constructed of metal suitable for operation of 1800 degrees F. temperature. Where such smoke pipe is within 18" of combustible materials, such materials shall be provided with 1/2" fireproof insulation.

Where the masonry chimney is of Type A Underwriters construction and is provided with a glazed tile flue liner or a vitrified bell type flue liner installed with bells upward of ample size for the load of the incinerator in addition to other appliances connected thereto but not less than 8" equivalent diameter, the metal flue liner required elsewhere in this section may be omitted.

Where the masonry flues are not provided with the flue liners as above described, then the flue shall be provided with flue liner constructed of materials approved for operation with temperatures of 1600 degrees F., this liner to receive the vents from the incinerator and other devices and to be sized for the total load.

Subdivision 3. Permits Required. A permit shall be required for the installation of each incinerator used in conjunction with a gas space heating installation, such permit to be secured from the gas inspector, the permit fees are as follows:

<u>Ventilating Systems</u>	
\$25.00	First 2,000 CFM per unit
\$ 5.00	Each additional 1,000 CFM or fraction thereof per unit
\$ 5.00	Each bathroom exhaust fan in a multiple dwelling

4-6.07³ Issuance of Permits

Subdivision 1. Securing a Permit. No apparatus or equipment to be used with gas supplied from the general gas distribution system of the Northern States Power Company within the City shall be installed, connected, altered or repaired without a permit having been secured therefor from the city ~~gas~~ mechanical inspector.

mechanical

Subdivision 2. Issuance of Permit. No permits shall be issued by the ~~gas~~ mechanical inspector for the installation, connection, alteration or repair of any gas-fired apparatus or equipment (except domestic ranges, refrigerators, water heaters, or any gas equipment other than space heating equipment, having an input rating of less than 50,000 BTU per hour) supplied from the general gas distribution system of the Northern States Power Company located within the City unless the application for said permit for such installation, connection, alteration or repair is accompanied by a certificate from said company operating such system stating that it has the facilities and capacity to serve the equipment or apparatus at the location designated.

Subdivision 3. Refusal of Gas Service. The Northern States Power Company shall refuse gas service to the premises wherein any gas-fired installation or connection is made contrary to the terms of this section, upon discovery of same, until the same has been disconnected and removed.

4-6.08⁴ Penalites Penalties

~~Any person who shall authorize or contract for or perform work in connection with the installation, connection, alteration or repair of gas-fired apparatus or equipment contrary to the provisions of Part 8 of Chapter 4 shall be deemed guilty of a misdemeanor.~~

Any person violating the provisions of this section shall be guilty of a misdemeanor.



CITY OF
FALCON HEIGHTS

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

April 12, 1989

TO: City Council
FROM: Shirley Chenoweth
RE: Agenda Item F-5

Page 3, Section 4-2.02 should be amended to read:

"Permits shall be issued when the application shows that the work is to be done by persons, firms or corporations who have been certified by the State of Minnesota". (See attached)

SC:pp
attachment

Part 2. House Sewer Connections.

4-2.01 General. The plumbing inspector shall supervise all house sewer connections made to the municipal sanitary sewer system and all excavations for the purpose of installing or repairing the same.

4.2.02 Permits, Licenses, Fees, Bond and Insurance.

Subd. 1. Application. Any person desiring to make connection to the municipal sanitary sewer system shall apply to the City for a permit for such connection. The application shall be submitted on ~~blanks furnished by the plumbing inspector~~ forms provided at the Clerk's Office and shall be accompanied by plans, specifications and such other information as is desired by the plumbing inspector, together with a permit and inspection fee of ~~\$10.00~~ as stipulated in section 5-14.03(b). All costs and expenses incident to the installation and connection shall be borne by the owner and the owner shall indemnify the City for any loss or damage that may directly or indirectly ~~be occasioned by results~~ from the installation of the sewer connection including restoring streets and street surfaces.

Any person, firm or corporations who shall commence work of any kind for which a permit is required under this section, without first having received the necessary permit therefor, shall, when subsequently securing such permit, be required to pay double the fees provided by this section for such permit and shall be subject to all the penal provisions of this section.

~~Subd. 2. -- Permits.~~ Permits shall be issued when the applications shows that the work is to be done by persons, firms or corporations who have been duly licensed by the City to engage in the business of sewer installation within the City who have paid the required fee and have filed the bonds and insurance certificates required under 4-2.02, Subdivision 3 certified by the State of Minnesota.

No permit shall be issued until the plumbing in the building to be served is inspected by the plumbing inspector and altered, if necessary, to conform to the Minnesota Plumbing Code - Administrative Rules Chapter 4715, to the extent necessary to permit a proper and safe connection to the municipal sanitary sewer system.

Consent _____

Agenda Item: F-6

Policy X

CITY OF FALCON HEIGHTS

Meeting Date: 4/12/89

REQUEST FOR COUNCIL CONSIDERATION

ITEM DESCRIPTION:

Falcon Heights' 40th Birthday Celebration

SUBMITTED BY:

Pat Bush

REVIEWED BY:

Jan Wiessner

EXPLANATION/SUMMARY (attach additional sheets as necessary):

This year Falcon Heights will be celebrating its 40th Birthday! To mark the occasion, a committee has been organizing a Community Celebration. The intent of the celebration is to build and promote community spirit, inform residents about the past and present Falcon Heights, to have fun and to recognize the volunteers that "serve" Falcon Heights. The celebration will be held Saturday, May 20th, and will be held at the Falcon Heights school grounds. Activities for the day include a 5k Run, Bike Parade, local entertainment (featuring Dudley Riggs as emcee!) and a variety of games and activities.

The committee is also organizing a recognition dinner to be held Thursday, May 18th. The purpose of the dinner is to recognize and thank commission members for the many hours of service they contribute to the community.

The total budget for the celebration, ^{and} dinner is \$1,900.00

ACTION REQUESTED:

Authorization of funds for recognition dinner from Contingency Account.

M/ Pat
C 5-0

Jan Wiessner