

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

**AGENDA**  
**July 12, 2006**

- A. CALL TO ORDER: 7:00 PM
- B. ROLL CALL:           GEHRZ \_\_\_\_ KUETTEL \_\_\_\_ HARRIS \_\_\_\_  
                              LINDSTROM \_\_\_\_ TALBOT \_\_\_\_  
                              MILLER \_\_\_\_ KREUSER \_\_\_\_
- C. PRESENTATION:
- D. APPROVAL OF MINUTES: June 28, 2006 **TAB 1**
- E. PUBLIC HEARING: None
- F. CONSENT AGENDA:
  - 1. Disbursements through 6/30/06: \$9,125.90  
   Disbursements 7/1/06 through 7/6/06: \$19,165.38  
   Payroll through 6/30/06: \$19,559.26 **TAB 2**
  - 2. Resolution adopting model policy and appointing officials **TAB 3**
  - 3. Approval of licenses **TAB 4**
  - 4. Authorize the purchase of a Toro Groundsmaster 3280-D commercial tractor/mower from MTI Distributing **TAB 5**
  - 5. Promotion of Michael Poeschl to Falcon Heights Fire Department Captain **TAB 6**
  - 6. Acceptance of Low Bid for Seal Coating from Pearson Brothers in the Amount of \$52,441.60 **TAB 7**
- G. POLICY AGENDA:
  - 1. Drive-through Study Final Report **TAB 8**
  - 2. Review of Draft of Falcon Heights City Code Recodification **TAB 9**
- H. COMMUNITY FORUM
- I. INFORMATION/ANNOUNCEMENTS
- J. ADJOURN

## **Regular Meeting of the City Council June 28, 2006**

**Members present:** Mayor Gehrz, Council members Kuettel, Talbot, Lindstrom, and Harris, Administrator Miller, Assistant City Administrator/Deputy Clerk Kreuser, Parks and Public Works Director Hoag, Engineer Schwartz, and Fire Chief Kurhajetz.

Mayor Gehrz called the meeting to order at 7:00 p.m.

### **Presentation:**

Cor Wilson, Executive Director of the North Suburban Communications Commission and CTV, made a presentation to the council regarding current cable issues, legislation, and an overview of the workings of CTV and the cable commission.

### **Minutes:**

The meeting minutes from June 14, 2006 were approved as corrected by Mayor Gehrz.

### **Consent Agenda:**

Council member Kuettel moved the following five items for approval. The motion passed unanimously.

1. General Disbursements through 6/21/06: \$109,017.40  
Payroll through 6/15/06: \$14,304.90
2. Appointment of Gretel Keene to Environment Commission
3. Step increase for Dave Tretsven, Public Works Lead Worker
4. Appointment of new volunteer firefighters
5. Approval of license

### **Policy Agenda:**

#### **1. Approve the sale of 1978 American La France Fire Truck**

Fire Chief Kurhajetz began by stating the department tried to donate the truck to a southern city in need and advertised it, but the offer of \$4,000 was the only one that came in. No city was interested in the donation.

Council member Lindstrom asked where the truck had been advertised. Mayor Gehrz replied it was advertised in a clearinghouse through the National League of Cities after the hurricanes.

Administrator Miller added similar makes/models of fire trucks were for sale on e-bay, and the prices there were in line with the current offer.

Mayor Gehrz stated it was the City's preference to donate the truck, but now the \$4,000 will be used for fire department needs.

Council member Talbot moved to approve the sale of the 1978 American LaFrance Fire Truck. The motion passed unanimously.

#### **2. Resolution adopting a Cooperative Construction Agreement between the City of Falcon Heights and Capital Region Watershed District (CRWD)**

Administrator Miller began the item by giving a brief overview of the agreement between the cities in the watershed district and the CRWD for a new facility. He explained the funding was based on the stormwater production from each city, with 11.15% as Falcon Heights share. Along with the 10% construction costs, the "not to exceed" amount is roughly \$109,000.

In response to Council member Talbot's question, Engineer Schwartz stated there are two areas of discharge in Falcon Heights, one near the Snelling/Larpenteur area and the Godfried/Pitt area. He reiterated the flow calculations are not determined by acreage, but by total flow, based on direct discharge rates. He added Roseville approved the agreement.

Council member Harris stated the agreement was to construct a new building, but wanted to know if the cities then own a portion of the building. Schwartz answered the cities do not. He also stated the CRWD is talking about adding a maintenance agreement that is not currently in place, but will be drafted this fall.

Council member Talbot pointed out the watershed has levying authority, and if more dollars are needed, they do not necessarily have to come back to the cities for funds.

Mayor Gehrz noted the watershed district has the authority also to deny permits and approvals for construction projects if water is not managed.

Council member Harris pointed out the wording in the agreement stated an amount not to be exceeded "unless written approval by the council" is granted. She asked Schwartz if he presumed any increases. Schwartz answered the engineer's estimate was completed this spring, but that an increase and request for further funds could happen.

Council member Lindstrom asked about preliminary engineering costs and why engineering is often separate from the actual costs of projects. Schwartz answered that most of the time there are two different parties incurring those fees, but the construction observation is not preliminary. He added the wording was tweaked by City Attorneys, and this language was what came out.

Council member Talbot stated the estimated cost was \$99,565, not including project construction observation, which could amount to not more than 10% of the 99,565. The total not to exceed number is \$109,521.50.

Administrator Miller stated the watershed has to come back before council if they increase costs. He added that July 14 is the open of bids. Hoag added that if CRWD gets a higher bid, there would be no further funding without council consent.

Council member Lindstrom asked if this was common practice for watershed agreements. Administrator Miller replied that yes, every city belongs to a watershed district, and often are asked to contribute to projects.

Mayor Gehrz stated that the watershed has taxing and bonding authority, and if they come back to Falcon Heights, the City can say no and that would not stop the project.

Council member Harris added the maintenance agreement clause is so vague it doesn't hold the City to anything legally.

Mayor Gehrz also stated for the record that the stormsewer utility has adequate funds, and preparations for funding have been occurring for over four years.

Council member Kuettel moved to approve the resolution adopting a cooperative construction agreement between the City of Falcon Heights and Capital Region Watershed District. The motion passed unanimously.

### 3. Resolution adopting Traffic Signal Maintenance Agreement between the City of Falcon Heights, City of Saint Paul, and State of Minnesota

Parks and Public Works Director Hoag stated this was the final issue related to the Hoyt turn back from the County. The agreement is similar to that of the Roselawn agreement approved earlier, except that St. Paul is responsible for costs associated to ¼ of the intersection. Hoag explained that for the electrical Falcon Heights will invoice St. Paul for ¼ the costs each month. For re-lamping, cleaning and painting St. Paul will invoice Falcon Heights for ¾ of the actual costs.

Council member Kuettel asked if that was too much paperwork to do monthly, but Administrator Miller replied it is standard to send billing monthly and won't be too much of an effort.

Miller also answered Council member Talbot's question on estimated costs by stating  $\frac{3}{4}$  of the re-lamping, cleaning and painting would amount to roughly \$1,500 per year. He also stated Hoag was looking to LED type, which would defray the costs by about half.

Council member Lindstrom and Mayor Gehrz both instructed Administrator Miller to approach the State Fair about perhaps taking on some of the cost burden for that signal. That agreement, if drafted, would be a separate contract with the State Fair and would come before council at that time.

Council member Lindstrom moved to approve the resolution 2006-17 adopting traffic signal maintenance agreement between the City of Falcon Heights, City of Saint Paul, and State of Minnesota. The motion passed unanimously.

#### 4. Adoption of City goals for 2007

Mayor Gehrz began the item by giving a brief overview of the process of goal setting. She stated some of the goals would be incorporated into the City's comp plan. She asked the council to go over the changes.

Council member Harris stated the council added into the goals of the Park/Rec Commission an Adopt-a-Park program, which would not only allow of monetary donations, but also for time spent at park clean up or other ways parks need help. She added the commission is also creating a new version of the Park/Rec Master Plan from 1989. The commission is also updating since the plan only deals with parks and not recreation. She added some kind of survey would be completed to make sure the commission gets it right. Harris also mentioned there are some human rights commission changes, since now the commission meets regularly.

Mayor Gehrz said that as the City works on the comp plan, they will use the Active Living Ramsey County information from the student intern team and walkability workshops. A new section added in the goals is to promote the unique assets of Falcon Heights and to promote the new unique assets.

After a short reminder that residents can call Metropolitan Mosquito Control for tire pick-up, residents were also encouraged to give their e-mail addresses to City Hall for a quadrant database from Council members Talbot and Lindstrom.

Mayor Gehrz added the City assessment manual was written 20 years ago, designed with fairness in mind across the City, and now is the time to look at it and update since no assessments are foreseen for some time.

Council member Kuettel moved to adopt the City goals for 2007. The motion passed unanimously.

#### 5. Discussion of Public Participation Plan for the 2008 Comprehensive Plan

Mayor Gehrz began a presentation on the updating the City's comp plan and engaging the public in the process. She stated the process of inviting the public gives the City opportunities, but the process is getting a bit of a late start since the City wanted to wait until the new City Administrator started. Mayor Gehrz presented her plan to the council and went through the process:

### **Public Participation Plan**

**Step One** - Organize a **Steering Committee** to assist with the public participation process. Their role and responsibilities would be:

- Review suggestions from the Walkability Workshops and the Humphrey Institute Student Intern Team and determine which should be considered for inclusion in the revised Comp Plan.
- Serve as facilitators and/or note takers for small group discussions to gather the suggestions and opinions of residents about comprehensive planning issues.

- Promote participation in the planning process to their neighbors.

#### Steering Committee Membership

- Maximum of 14 members plus the mayor and City Administrator.
- One or two commissioners from each of the five city commissions (5 to 10 people)
- Volunteers appointed by the city council (4 to 9 people). Openings would be publicized on the city website, monthly flyer, and in the Roseville Review and Sun Focus. Interested residents would complete an application form and be interviewed by the mayor who will serve as Steering Committee Chair.

**Step Two** – Develop questions and a participant recruitment plan for **Small Group Discussions** with:

- Businesses, i.e. breakfast meeting, interviews
- Residents in each of the following neighborhoods:
  - Northome
  - Northeast Quadrant
  - St. Mary's/Fry/Garden
  - Hollywood Court
  - Falcon Woods
  - University Grove & 1666 Coffman
  - Tatum/Fry/Lindig area  
(Questwood/Snelling)

Questions should address both long-range vision development and reaction to specific possibilities.

**Step Three** – Develop **Survey Instrument & Plan**

- Park and open space utilization and unmet need questions
- Community garden questions
- Other topics

**Step Four** – Write preliminary 2008 Comprehensive Plan

- Contract with a planning consultant where needed.
- Use staff, council, and volunteer resources to write sections of the plan.

**Step Five** – Schedule and publicize a minimum of **two public forums**

- Present the proposed land use changes in the preliminary plan.
- Request feedback on the preliminary plan.

**Step Six** – **Revise** the preliminary plan.

**Step Seven** – **Submit** the 2008 Comp Plan to the Metropolitan Council

When asked by Council member Lindstrom if the neighborhood meetings would take place out in the neighborhoods, Mayor Gehrz replied it was her hope they would.

Council member Harris pointed out the Snelling/Questwood area was missing from the list of residential neighborhoods. It was added to the final plan.

Council member Talbot asked that the North Suburban Cable Commission be added to planning assumption four.

Council members Lindstrom and Kuettel lauded the Mayor for her work, and stated there were great ideas in the plan. In addition, Kuettel said this process may be an opportunity to reach out to a new population in the City, and hopes there will be large citizen participation.

Council member Harris suggested drafting a job description for those members on the steering committee. Staff will begin work on it, along with revision of the standard commission application.

Council member Lindstrom asked about the timeline for the work. Mayor Gehrz replied it should begin in September 2006 and continue through November. She stated she would like a preliminary plan by the end of January for revisions and forums. In addition, she stated a survey to residents, perhaps written by university students, would help get information from residents.

Mayor Gehrz stated the University would also be working on their master plan, but the timeline for theirs was close to two years out. She stated she would notify University master planners and ask them to interface with Falcon Heights when they are working on their plans. She stated the residents value heavily the agricultural fields along Larpenteur.

Council member Harris moved to approve the Public Participation Plan for the 2008 Comprehensive Plan. The motion passed unanimously.

#### **Community Forum:**

Bryan Olson, 1592 Roselawn, stated he was at the clerk's training in St. Cloud, and wanted to know why neither Falcon Heights clerk nor Little Canada's clerk were present. He also asked when the required five hours of elections training would be completed. Assistant City Administrator/Deputy Clerk Kreuser replied she attended elections training in Maple Grove the previous week and had obtained the required hours. Olson then asked about the payout of \$5,800 to Heather Worthington upon her departure from the City. The Mayor replied it was not severance pay, as questioned by Olson, however, it was accrued sick leave and accrued vacation hours. Olson stated the language in Administrator Miller's employment contract differed from that of former Administrator Worthington's contract. He asked if dues would be paid for the new administrator to belong to clubs/organizations such as Rotary. Mayor Gehrz replied they would because the organizations are professional enhancement organizations, and Miller is a professional. She added the expenses would not come before council for approval, as they are already part of the budget. Olson began speaking about a sale of a Roseville fire truck, but his five minutes had expired and he was asked to step down.

#### **Information/Announcements:**

Council member Kuettel stated the Planning Commission was beginning the process of recodification of the City Code.

Council member Talbot reminded residents to slow down on neighborhood streets.

Administrator Miller reported the MSRA 50s weekend went relatively smooth, and no major concerns were reported.

Mayor Gehrz adjourned the meeting at 8:50 p.m.

Respectfully submitted,  
Stacey Kreuser  
Assistant City Administrator/Deputy Clerk

**ITEM: Disbursements and Payroll**

**SUBMITTED BY: Roland Olson, Finance Directors**

**REVIEWED BY: Justin Miller, City Administrator**

**Explanation:**

1. Disbursements through 6/30/06: \$9,125.90
2. Disbursements 7/1/06 through 7/6/06: \$19,165.38
3. Payroll through 6/30/06: \$19,559.26

**ATTACHMENTS:**

- General Disbursements
- Payroll

**ACTION REQUESTED:**

- Approval

APPROVAL OF BILLS  
 PERIOD ENDING: 6-30-06\_

| CHK#  | VENDOR NAME                | DESCRIPTION              | DEPT.    | AMOUNT   |
|-------|----------------------------|--------------------------|----------|----------|
|       | LILLIE SUBURBAN NEWSPAPER  | SUMMARY FINANCIALS       | LEGISLAT | 259.47   |
|       |                            | *** TOTAL FOR DEPT 11    |          | 259.47   |
|       | ALLEGRA PRINT & IMAGING    | SIGNATURE STAMP          | ADMINIST | 26.63    |
| 70049 | ICMA CONF REGISTRATION     | 92ND ANNUAL CONF REGIS   | ADMINIST | 590.00   |
| 70048 | ICMA HOUSING BUREAU        | ICMA HOUSING FOR CONF    | ADMINIST | 200.00   |
|       | STACEY KREUSER             | MILEAGE                  | ADMINIST | 2.03     |
| 70051 | PERA                       | JUNE/30 PERA             | ADMINIST | 1,953.78 |
|       | ASSOC. OF METROPOLITAN     | DUES                     | ADMINIST | 20.00    |
|       |                            | *** TOTAL FOR DEPT 12    |          | 2,792.44 |
|       | STACEY KREUSER             | MILEAGE & TRAINING EXPS  | ELECTION | 51.74    |
|       |                            | *** TOTAL FOR DEPT 15    |          | 51.74    |
| 70052 | PAKOY, GENE                | 2ND QTR MECHANICALS      | PLANNING | 1,170.61 |
|       |                            | *** TOTAL FOR DEPT 17    |          | 1,170.61 |
|       | NEXTEL COMMUNICATIONS, INC | CELL PHONE               | EMERGENC | 18.44    |
|       | NEXTEL COMMUNICATIONS, INC | CELL PHONE               | EMERGENC | 10.29    |
|       | NEXTEL COMMUNICATIONS, INC | CELL PHONE               | EMERGENC | 38.29    |
|       |                            | *** TOTAL FOR DEPT 21    |          | 67.02    |
|       | FIRE EQUIPMENT SPECIALTIE  | FIRE SUSPENDERS/HOODS    | FIRE FIG | 211.95   |
|       | METRO GARAGE DOOR CO.      | REPAIR GARAGE DOOR       | FIRE FIG | 230.79   |
|       |                            | *** TOTAL FOR DEPT 24    |          | 442.74   |
|       | HOAG, GREG                 | OSHA TNG EXPENSES        | CITY HAL | 7.88     |
|       | CINTAS CORPORATION #470    | RUG SVC                  | CITY HAL | 79.30    |
|       | GRAINGER, W. W., INC.      | TRASH CAN LINERS         | CITY HAL | 40.68    |
| 70050 | SAMS CLUB DISCOVER CARD    | TISSUE/PAPER TOWELS/LATE | CITY HAL | 150.94   |
|       | TERMINIX                   | PEST CONTROL             | CITY HAL | 47.93    |
|       | NEXTEL COMMUNICATIONS, INC | CELL PHONE               | CITY HAL | 18.44    |
|       |                            | *** TOTAL FOR DEPT 31    |          | 345.17   |
|       | HOAG, GREG                 | MILEAGE REIMB - JUNE     | STREETS  | 134.39   |
|       | BATTERIES PLUS             | BOBCAT BATTERY           | STREETS  | 59.11    |
|       | HERMES FLORAL COMPANY      | BLVD FLOWERS             | STREETS  | 77.67    |
|       | LINDERS GARDEN CENTER      | BLVD FLOWERS             | STREETS  | 102.70   |
|       | XCEL ENERGY                | ELECT                    | STREETS  | 25.07    |
|       | XCEL ENERGY                | ELECT                    | STREETS  | 6.90     |
|       | NORM'S TIRE SALES INC.     | NEW TIRES EQUIPMENT      | STREETS  | 70.00    |
|       | NEXTEL COMMUNICATIONS, INC | CELL PHONE               | STREETS  | 10.29    |
|       |                            | *** TOTAL FOR DEPT 32    |          | 486.13   |
|       | GRAINGER, W. W., INC.      | TRASH RECEPTACLES        | PARK & R | 178.78   |
|       | MUSKA ELECTRIC             | ADD ELECTRICAL CIRCUIT   | PARK & R | 499.22   |
|       | O'REILLY AUTO PARTS        | GREASE                   | PARK & R | 8.98     |
|       | NORM'S TIRE SALES INC.     | NEW TIRES EQUIPMENT      | PARK & R | 93.46    |
|       | NEXTEL COMMUNICATIONS, INC | CELL PHONE               | PARK & R | 115.71   |
|       | NEXTEL COMMUNICATIONS, INC | CELL PHONE               | PARK & R | 41.16    |
|       |                            | *** TOTAL FOR DEPT 41    |          | 937.31   |
|       | ANDERSON, LISA             | ARTS/CRAFTS SUPPLIES     | PARK PRO | 44.29    |

*Old System*



APPROVAL OF BILLS  
 PERIOD ENDING: 6-30-06\_

| CHK#  | VENDOR NAME                               | DESCRIPTION              | DEPT.    | AMOUNT   |
|-------|-------------------------------------------|--------------------------|----------|----------|
|       | MICHELLE FLEISCHHACKER                    | REFUND:MITEY MITES CLASS | PARK PRO | 34.00    |
|       | CINDY K. MEIER                            | QUILTING SUPPLIES/REIMB  | PARK PRO | 120.63   |
|       | KAREN ROUTH-ROGERS                        | REFUND MITEY MITES CLASS | PARK PRO | 34.00    |
| 70050 | SAMS CLUB DISCOVER CARD                   | SNACKS FOR COACHES TNG   | PARK PRO | 85.56    |
|       | TARGET                                    | BASKETBALL&PUMPS         | PARK PRO | 62.77    |
|       | TARGET                                    | KIDS IN MOTION VIDEO     | PARK PRO | 17.97    |
|       | TARGET                                    | COACHES BEVERAGES        | PARK PRO | 18.00    |
|       | *** TOTAL FOR DEPT 50                     |                          |          | 417.22   |
|       | HOME DEPOT CRC/GEFC                       | NEW REFRIDGE COMM PARK   | GENERAL  | 426.93   |
|       | NEXTEL COMMUNICATIONS, INC                | NEW CELL PHONE           | GENERAL  | 275.82   |
|       | *** TOTAL FOR DEPT 63                     |                          |          | 702.75   |
|       | FIRE EQUIPMENT SPECIALTIE 757 - GAS METER |                          | FIRE & R | 962.72   |
|       | *** TOTAL FOR DEPT 64                     |                          |          | 962.72   |
|       | NORM'S TIRE SALES INC.                    | NEW TIRES:TRUCKSTER      | PUBLIC W | 125.00   |
|       | *** TOTAL FOR DEPT 65                     |                          |          | 125.00   |
|       | NEXTEL COMMUNICATIONS, INC                | CELL PHONE               | SANITARY | 20.58    |
|       | *** TOTAL FOR DEPT 75                     |                          |          | 20.58    |
|       | MEDIATION CTR DISPUTE RES                 | DRIVE THRU COMM MEETINGS | COMM. DE | 345.00   |
|       | *** TOTAL FOR DEPT 79                     |                          |          | 345.00   |
|       | *** TOTAL FOR BANK 01                     |                          |          | 9,125.90 |
|       | *** GRAND TOTAL ***                       |                          |          | 9,125.90 |

PACKET: 00005 Regular Payables  
VENDOR SET: 01 City of Falcon Heights  
SEQUENCE : NUMERIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

*NEW PYS TEM*

| -----ID-----   |                           |                                | GROSS    | P.O. #             |                          |              |
|----------------|---------------------------|--------------------------------|----------|--------------------|--------------------------|--------------|
| POST DATE      | BANK CODE                 | -----DESCRIPTION-----          | DISCOUNT | G/L ACCOUNT        | -----ACCOUNT NAME-----   | DISTRIBUTION |
| =====          |                           |                                |          |                    |                          |              |
| 01-00227       | AMERICAN PLANNING ASSOCIA |                                |          |                    |                          |              |
| I-200607050042 |                           | APA MEMBERSHIP                 | 248.00   |                    |                          |              |
| 7/05/2006      | APBNK                     | DUE: 7/05/2006 DISC: 7/05/2006 |          |                    |                          |              |
|                |                           | APA MEMBERSHIP                 |          | 101 4117-86100-000 | CONFERENCES/EDUCATION/AS | 200.00       |
|                |                           | APA JOURNAL SUBSCRIPTION       |          | 101 4117-86100-000 | CONFERENCES/EDUCATION/AS | 48.00        |
|                |                           | === VENDOR TOTALS ===          | 248.00   |                    |                          |              |
| =====          |                           |                                |          |                    |                          |              |
| 01-00255       | AMERICAN OFFICE PRODUCTS  |                                |          |                    |                          |              |
| I-200607050048 |                           | CHAIRMAT & EASEL, SUPPLIES     | 167.69   |                    |                          |              |
| 7/05/2006      | APBNK                     | DUE: 7/05/2006 DISC: 7/05/2006 |          |                    |                          |              |
|                |                           | CHAIRMAT & EASEL               |          | 101 4112-70100-000 | SUPPLIES                 | 107.12       |
|                |                           | GLUE STICKS X 12               |          | 101 4112-70100-000 | SUPPLIES                 | 12.40        |
|                |                           | CALCULATOR & MESSAGE BOOK      |          | 101 4112-70100-000 | SUPPLIES                 | 18.19        |
|                |                           | SPECIAL ORDER SIGN             |          | 101 4112-70100-000 | SUPPLIES                 | 16.51        |
|                |                           | FLUID, TAPE, CLIPS             |          | 101 4112-70100-000 | SUPPLIES                 | 13.47        |
|                |                           | === VENDOR TOTALS ===          | 167.69   |                    |                          |              |
| =====          |                           |                                |          |                    |                          |              |
| 01-00800       | ALLIED WASTE SERVICES     |                                |          |                    |                          |              |
| I-200607050044 |                           | WASTE REMOVAL                  | 507.81   |                    |                          |              |
| 7/05/2006      | APBNK                     | DUE: 7/05/2006 DISC: 7/05/2006 |          |                    |                          |              |
|                |                           | WASTE REMOVAL                  |          | 101 4131-82010-000 | WASTE REMOVAL            | 507.81       |
|                |                           | === VENDOR TOTALS ===          | 507.81   |                    |                          |              |
| =====          |                           |                                |          |                    |                          |              |
| 01-00892       | BEARCOM                   |                                |          |                    |                          |              |
| I-200607050050 |                           | RADIO                          | 66.21    |                    |                          |              |
| 7/05/2006      | APBNK                     | DUE: 7/05/2006 DISC: 7/05/2006 |          |                    |                          |              |
|                |                           | RADIO REPAIRS                  |          | 101 4124-87092-000 | REPAIR RADIOS            | 50.15        |
|                |                           | RADIO ANTENNA                  |          | 101 4124-87092-000 | REPAIR RADIOS            | 16.06        |
|                |                           | === VENDOR TOTALS ===          | 66.21    |                    |                          |              |
| =====          |                           |                                |          |                    |                          |              |
| 01-01670       | AMERICAN PUBLIC WORKS ASN |                                |          |                    |                          |              |
| I-200607050045 |                           | APWA MEMBERSHIP RENEWAL        | 157.50   |                    |                          |              |
| 7/05/2006      | APBNK                     | DUE: 7/05/2006 DISC: 7/05/2006 |          |                    |                          |              |
|                |                           | APWA MEMBERSHIP RENEWAL        |          | 101 4131-86100-000 | CONFERENCES/EDUCATION/AS | 157.50       |
|                |                           | === VENDOR TOTALS ===          | 157.50   |                    |                          |              |

PACKET: 00005 Regular Payables  
 VENDOR SET: 01 City of Falcon Heights  
 SEQUENCE : NUMERIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

| -----ID-----   |           |                                | GROSS    | P.O. #             |                        |              |
|----------------|-----------|--------------------------------|----------|--------------------|------------------------|--------------|
| POST DATE      | BANK CODE | -----DESCRIPTION-----          | DISCOUNT | G/L ACCOUNT        | -----ACCOUNT NAME----- | DISTRIBUTION |
| =====          |           |                                |          |                    |                        |              |
| 01-03255       |           | KEEPRS, INC./CY'S UNIFORMS     |          |                    |                        |              |
| I-200607050043 |           | COLLAR PINS FOR UNIFORMS       | 38.02    |                    |                        |              |
| 7/05/2006      | APBNK     | DUE: 7/05/2006 DISC: 7/05/2006 |          |                    |                        |              |
|                |           | COLLAR PINS FOR UNIFORMS       |          | 101 4124-77000-000 | CLOTHING               | 38.02        |
|                |           | === VENDOR TOTALS ===          | 38.02    |                    |                        |              |
| =====          |           |                                |          |                    |                        |              |
| 01-05166       |           | GRAINGER, W. W., INC.          |          |                    |                        |              |
| I-200607060055 |           | 60 LIGHT BULBS                 | 267.74   |                    |                        |              |
| 7/05/2006      | APBNK     | DUE: 7/06/2006 DISC: 7/06/2006 |          |                    |                        |              |
|                |           | 60 LIGHT BULBS                 |          | 101 4131-70110-000 | SUPPLIES               | 267.74       |
|                |           | === VENDOR TOTALS ===          | 267.74   |                    |                        |              |
| =====          |           |                                |          |                    |                        |              |
| 01-05569       |           | LINDERS GARDEN CENTER          |          |                    |                        |              |
| I-200607060054 |           | NEW BUSHES FOR COMM PARK       | 66.70    |                    |                        |              |
| 7/05/2006      | APBNK     | DUE: 7/06/2006 DISC: 7/06/2006 |          |                    |                        |              |
|                |           | NEW BUSHES FOR COMM PARK       |          | 101 4141-70100-000 | SUPPLIES               | 66.70        |
|                |           | === VENDOR TOTALS ===          | 66.70    |                    |                        |              |
| =====          |           |                                |          |                    |                        |              |
| 01-05797       |           | MN STATE FIRE DEPT. ASSOC      |          |                    |                        |              |
| I-200607060051 |           | MEMBERSHIP DUES 06             | 180.00   |                    |                        |              |
| 7/06/2006      | APBNK     | DUE: 7/06/2006 DISC: 7/06/2006 |          |                    |                        |              |
|                |           | MEMBERSHIP DUES 06             |          | 101 4124-86110-000 | MEMBERSHIPS            | 180.00       |
|                |           | === VENDOR TOTALS ===          | 180.00   |                    |                        |              |
| =====          |           |                                |          |                    |                        |              |
| 01-05843       |           | MN NCPERS LIFE INSURANCE       |          |                    |                        |              |
| I-200607050040 |           | JULY/06 JONES INSURANCE        | 16.00    |                    |                        |              |
| 7/05/2006      | APBNK     | DUE: 7/05/2006 DISC: 7/05/2006 |          |                    |                        |              |
|                |           | JULY/06 JONES INSURANCE        |          | 101 21709-000      | OTHER PR WH PAYABLE    | 16.00        |
|                |           | === VENDOR TOTALS ===          | 16.00    |                    |                        |              |
| =====          |           |                                |          |                    |                        |              |
| 01-05870       |           | XCEL ENERGY                    |          |                    |                        |              |
| I-200607050037 |           | ELECTRIC                       | 1,350.08 |                    |                        |              |
| 7/05/2006      | APBNK     | DUE: 7/05/2006 DISC: 7/05/2006 |          |                    |                        |              |
|                |           | ELECTRIC                       |          | 101 4141-85020-000 | ELECTRIC/GAS           | 23.39        |
|                |           | GAS                            |          | 101 4131-85030-000 | NATURAL GAS            | 51.56        |
|                |           | ELECTRIC                       |          | 101 4132-85020-000 | STREET LIGHTING        | 954.40       |
|                |           | ELECTRIC                       |          | 101 4141-85020-000 | ELECTRIC/GAS           | 207.96       |
|                |           | ELECTRIC                       |          | 101 4132-85020-000 | STREET LIGHTING        | 7.97         |
|                |           | ELECTRIC                       |          | 101 4132-85020-000 | STREET LIGHTING        | 34.72        |
|                |           | ELECTRIC                       |          | 101 4132-85020-000 | STREET LIGHTING        | 33.03        |
|                |           | ELECTRIC                       |          | 101 4132-85020-000 | STREET LIGHTING        | 23.91        |

PACKET: 00005 Regular Payables  
 VENDOR SET: 01 City of Falcon Heights  
 SEQUENCE : NUMERIC  
 DUE TO/FROM ACCOUNTS SUPPRESSED

| -----ID-----          |                           |                                | GROSS    | P.O. #             |                        |              |
|-----------------------|---------------------------|--------------------------------|----------|--------------------|------------------------|--------------|
| POST DATE             | BANK CODE                 | -----DESCRIPTION-----          | DISCOUNT | G/L ACCOUNT        | -----ACCOUNT NAME----- | DISTRIBUTION |
| 01-05870              | XCEL ENERGY               | ( ** CONTINUED ** )            |          |                    |                        |              |
|                       |                           | ELECTRIC                       |          | 101 4132-85020-000 | STREET LIGHTING        | 13.14        |
| === VENDOR TOTALS === |                           |                                | 1,350.08 |                    |                        |              |
| =====                 |                           |                                |          |                    |                        |              |
| 01-06185              | RAMSEY COUNTY             |                                |          |                    |                        |              |
| I-200607050036        |                           | JULY/06 INSURANCE              | 4,318.65 |                    |                        |              |
| 7/05/2006             | APBNK                     | DUE: 7/05/2006 DISC: 7/05/2006 |          |                    |                        |              |
|                       |                           | JULY/06 INSURANCE              |          | 101 4112-88000-000 | INSURANCE & BONDS      | 4,318.65     |
| === VENDOR TOTALS === |                           |                                | 4,318.65 |                    |                        |              |
| =====                 |                           |                                |          |                    |                        |              |
| 01-06386              | S & S TREE SPECIALISTS IN |                                |          |                    |                        |              |
| I-200607050047        |                           | 3 TREE AND STUMP REMOVALS      | 6,005.80 |                    |                        |              |
| 7/05/2006             | APBNK                     | DUE: 7/05/2006 DISC: 7/05/2006 |          |                    |                        |              |
|                       |                           | 3 TREE AND STUMP REMOVALS      |          | 101 4134-84020-000 | TREE REMOVAL           | 6,005.80     |
| === VENDOR TOTALS === |                           |                                | 6,005.80 |                    |                        |              |
| =====                 |                           |                                |          |                    |                        |              |
| 01-06525              | SUBURBAN ACE HARDWARE     |                                |          |                    |                        |              |
| I-200607060056        |                           | HARDWARE SUPPLIES              | 551.24   |                    |                        |              |
| 7/05/2006             | APBNK                     | DUE: 7/06/2006 DISC: 7/06/2006 |          |                    |                        |              |
|                       |                           | GAS GRILL PROPANE              |          | 101 4131-70110-000 | SUPPLIES               | 21.29        |
|                       |                           | PLANTER BOXES                  |          | 101 4132-70120-000 | SUPPLIES               | 31.93        |
|                       |                           | FERTILIZER PLANT FOOD          |          | 101 4132-70120-000 | SUPPLIES               | 3.72         |
|                       |                           | WEED KILLER                    |          | 101 4141-70100-000 | SUPPLIES               | 75.69        |
|                       |                           | SHAKE N FEED                   |          | 101 4141-70100-000 | SUPPLIES               | 55.34        |
|                       |                           | GARDENING SUPPLIES             |          | 101 4141-70100-000 | SUPPLIES               | 48.95        |
|                       |                           | WEED KILLER                    |          | 101 4141-70100-000 | SUPPLIES               | 68.66        |
|                       |                           | WEED KILLER                    |          | 101 4141-70100-000 | SUPPLIES               | 56.95        |
|                       |                           | SEAFOAM MOTOR TUNE-UP          |          | 101 4141-70100-000 | SUPPLIES               | 7.02         |
|                       |                           | TRIM & FASTENERS               |          | 101 4131-70110-000 | SUPPLIES               | 23.33        |
|                       |                           | PAINT AND SUPPLIES             |          | 101 4131-70110-000 | SUPPLIES               | 63.41        |
|                       |                           | RUG DOCTOR PAINT CLEANER       |          | 101 4131-70110-000 | SUPPLIES               | 27.67        |
|                       |                           | FASTENERS                      |          | 101 4131-70110-000 | SUPPLIES               | 11.36        |
|                       |                           | FASTENERS                      |          | 101 4131-70110-000 | SUPPLIES               | 0.60         |
|                       |                           | REPAIR WATER TANK              |          | 101 4132-87000-000 | REPAIR EQUIPMENT       | 55.32        |
| === VENDOR TOTALS === |                           |                                | 551.24   |                    |                        |              |

PACKET: 00005 Regular Payables

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : NUMERIC

DUE TO/FROM ACCOUNTS SUPPRESSED

| -----ID-----   |                                |                                | GROSS     | P.O. #             |                          |              |
|----------------|--------------------------------|--------------------------------|-----------|--------------------|--------------------------|--------------|
| POST DATE      | BANK CODE                      | -----DESCRIPTION-----          | DISCOUNT  | G/L ACCOUNT        | -----ACCOUNT NAME-----   | DISTRIBUTION |
| =====          |                                |                                |           |                    |                          |              |
| 01-06945       | QWEST                          |                                |           |                    |                          |              |
| I-200607050041 |                                | TELEPHONE BILL                 | 111.37    |                    |                          |              |
| 7/05/2006      | APBNK                          | DUE: 7/05/2006 DISC: 7/05/2006 |           |                    |                          |              |
|                |                                | TELEPHONE BILL                 |           | 101 4141-85010-000 | TELEPHONE                | 111.37       |
|                |                                | === VENDOR TOTALS ===          | 111.37    |                    |                          |              |
| =====          |                                |                                |           |                    |                          |              |
| 01-07220       | CORNEJO CONSULTING             |                                |           |                    |                          |              |
| I-200607050046 |                                | DRIVE-THRU MORATORIUM          | 480.00    |                    |                          |              |
| 7/05/2006      | APBNK                          | DUE: 7/05/2006 DISC: 7/05/2006 |           |                    |                          |              |
|                |                                | DRIVE-THRU MORATORIUM          |           | 208 4208-81900-000 | OTHER PROFESSIONAL SERVI | 480.00       |
|                |                                | === VENDOR TOTALS ===          | 480.00    |                    |                          |              |
| =====          |                                |                                |           |                    |                          |              |
| 01-07263       | NEXTEL COMMUNICATIONS, INC     |                                |           |                    |                          |              |
| I-200607050049 |                                | CELL PHONE                     | 11.42     |                    |                          |              |
| 7/05/2006      | APBNK                          | DUE: 7/05/2006 DISC: 7/05/2006 |           |                    |                          |              |
|                |                                | CELL PHONE                     |           | 101 4141-85010-000 | TELEPHONE                | 11.42        |
|                |                                | === VENDOR TOTALS ===          | 11.42     |                    |                          |              |
| =====          |                                |                                |           |                    |                          |              |
| 01-07276       | HUGHES & COSTELLO              |                                |           |                    |                          |              |
| I-200607050035 |                                | JULY/06 PROSECUTION            | 2,594.75  |                    |                          |              |
| 7/05/2006      | APBNK                          | DUE: 7/05/2006 DISC: 7/05/2006 |           |                    |                          |              |
|                |                                | JULY/06 PROSECUTION            |           | 101 4123-80200-000 | LEGAL FEES               | 2,594.75     |
|                |                                | === VENDOR TOTALS ===          | 2,594.75  |                    |                          |              |
| =====          |                                |                                |           |                    |                          |              |
| 01-07901       | WASTE MANAGEMENT-BLAINE        |                                |           |                    |                          |              |
| I-200607050038 |                                | JULY/06 RECYCLING              | 1,996.40  |                    |                          |              |
| 7/05/2006      | APBNK                          | DUE: 7/05/2006 DISC: 7/05/2006 |           |                    |                          |              |
|                |                                | JULY/06 RECYCLING              |           | 206 4206-82030-000 | RECYCLING CONTRACTS      | 1,996.40     |
|                |                                | === VENDOR TOTALS ===          | 1,996.40  |                    |                          |              |
| =====          |                                |                                |           |                    |                          |              |
| 01-5487        | METROPOLITAN EMERGENCY MANAGER |                                |           |                    |                          |              |
| I-200607050039 |                                | MEMA MEMBERSHIP FEE            | 30.00     |                    |                          |              |
| 7/05/2006      | APBNK                          | DUE: 7/05/2006 DISC: 7/05/2006 |           |                    |                          |              |
|                |                                | MEMA MEMBERSHIP FEE            |           | 101 4121-86100-000 | MILEAGE/CONF/EDUC/ASSOCI | 30.00        |
|                |                                | === VENDOR TOTALS ===          | 30.00     |                    |                          |              |
|                |                                | === PACKET TOTALS ===          | 19,165.38 |                    |                          |              |

PAYROLL NO: 01 City of Falcon Heights

PAYROLL DATE: 6/30/2006

| EMP NO | EMPLOYEE NAME        | TYPE | CHECK<br>DATE | CHECK<br>AMOUNT | CHECK<br>NO. |
|--------|----------------------|------|---------------|-----------------|--------------|
| 0006   | GEHRZ, SUSAN         | R    | 6/29/2006     | 5.57            | 070002       |
| 0012   | KUETTEL, LAURA A     | R    | 6/29/2006     | 277.05          | 070003       |
| 0013   | LINDSTROM, PETER C   | R    | 6/29/2006     | 277.05          | 070004       |
| 0014   | TALBOT JR, RICHARD P | R    | 6/29/2006     | 7.05            | 070005       |
| 0016   | HARRIS, PAMELA M     | R    | 6/29/2006     | 277.05          | 070006       |
| 1002   | MILLER, JUSTIN J     | R    | 6/29/2006     | 1,910.80        | 070007       |
| 1007   | PHILLIPS, PATRICIA   | R    | 6/29/2006     | 404.70          | 070008       |
| 1008   | KREUSER, STACEY T    | R    | 6/29/2006     | 1,185.12        | 070009       |
| 1016   | ANDERSON, LISA A     | R    | 6/29/2006     | 1,090.57        | 070010       |
| 1136   | OLSON, ROLAND O      | R    | 6/29/2006     | 1,595.09        | 070011       |
| 1141   | YARD, MICHAEL C      | R    | 6/29/2006     | 886.38          | 070012       |
| 1035   | AUGER SR, JOSEPH J   | R    | 6/29/2006     | 263.52          | 070013       |
| 1038   | JONES, DEBORAH K     | R    | 6/29/2006     | 1,382.01        | 070014       |
| 0034   | KURHAJETZ, CLEMENT   | R    | 6/29/2006     | 340.04          | 070015       |
| 0040   | ANDERSON, KEVIN      | R    | 6/29/2006     | 60.03           | 070016       |
| 0074   | ALLEN, MARK J        | R    | 6/29/2006     | 184.70          | 070017       |
| 0097   | GAFFNEY, PATRICK     | R    | 6/29/2006     | 92.35           | 070018       |
| 0098   | REZNY, BRADLEY J     | R    | 6/29/2006     | 91.12           | 070019       |
| 1015   | HOAG, GREGORY R      | R    | 6/29/2006     | 1,816.03        | 070020       |
| 1033   | TRETSVEN, DAVE       | R    | 6/29/2006     | 1,341.65        | 070021       |
| 1143   | CALLAHAN, COLIN B    | R    | 6/29/2006     | 1,033.25        | 070022       |
| 1178   | FISCHER, PETER M     | R    | 6/29/2006     | 661.21          | 070023       |
| 1164   | MEIER, CINDI KAYE    | R    | 6/29/2006     | 387.87          | 070024       |
| 2009   | BLEDSON, ADAM C      | R    | 6/29/2006     | 148.57          | 070025       |
| 112    | KUHENS, KIMBERLY A   | R    | 6/29/2006     | 91.42           | 070026       |
| 2013   | KUHENS, KATIE JO     | R    | 6/29/2006     | 181.99          | 070027       |
| 2015   | COYNE, KEVIN M       | R    | 6/29/2006     | 68.57           | 070028       |
| 2020   | JENSEN, CLARE L      | R    | 6/29/2006     | 160.00          | 070029       |
| 2022   | PINSKI, CARLA J      | R    | 6/29/2006     | 154.28          | 070030       |
| 2025   | HOIUM, CHARLOTTE R   | R    | 6/29/2006     | 71.98           | 070031       |
| 2046   | ROTHMAN, ANDREA L    | R    | 6/29/2006     | 138.12          | 070032       |
| 2106   | DAYKIN, CHRIS J      | R    | 6/29/2006     | 156.19          | 070033       |
| 2108   | DAYKIN, ANDY J       | R    | 6/29/2006     | 162.86          | 070034       |
| 2111   | FINNEGAN, ERIN E     | R    | 6/29/2006     | 236.01          | 070035       |
| 2114   | AFWERKE, HANNAH W    | R    | 6/29/2006     | 212.09          | 070036       |
| 2119   | RAAEN, DREW P        | R    | 6/29/2006     | 142.22          | 070037       |
| 2122   | SCHMITTDIEL, MEGAN   | R    | 6/29/2006     | 193.62          | 070038       |
| 2123   | BLACK, NATE          | R    | 6/29/2006     | 118.44          | 070039       |
| 2124   | KOLL, KACEY M        | R    | 6/29/2006     | 127.35          | 070040       |
| 2125   | KOLL, KELLY L        | R    | 6/29/2006     | 127.35          | 070041       |
| 2126   | FRITZ, DIANE B       | R    | 6/29/2006     | 409.71          | 070042       |
| 2127   | MARONDE, ERIC M      | R    | 6/29/2006     | 136.58          | 070043       |
| 2128   | WROBLEWSKI, ANGIE K  | R    | 6/29/2006     | 271.26          | 070044       |
| 2129   | SKUNDBERG, KIRSTEN M | R    | 6/29/2006     | 142.17          | 070045       |
| 2130   | MURPHY, MEGHAN K     | R    | 6/29/2006     | 228.59          | 070046       |
| 2131   | CURRY, ANNA A        | R    | 6/29/2006     | 309.68          | 070047       |

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

|                                |    |           |
|--------------------------------|----|-----------|
| REGULAR CHECKS:                | 46 | 19,559.26 |
| DIRECT DEPOSIT REGULAR CHECKS: |    |           |
| MANUAL CHECKS:                 |    |           |
| PRINTED MANUAL CHECKS:         |    |           |
| DIRECT DEPOSIT MANUAL CHECKS:  |    |           |
| VOIDED CHECKS:                 |    |           |
| NON CHECKS:                    |    |           |
|                                |    | -----     |
| TOTAL CHECKS:                  | 46 | 19,559.26 |

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

\*\* END OF REPORT \*\*

**ITEM:**                   **Resolution adopting model policy and appointing officials**

**SUBMITTED BY:**   **Stacey Kreuser, Assistant City Administrator/Deputy Clerk**

**REVEIWED BY:**   **Justin Miller, City Administrator**

**EXPLANATION:**

The Government Data Practices Act, Minnesota Statutes Chapter 13, directs the City to adopt policies and procedures and to designate City officials. On April 27, 2005, the City Council resolved that Heather Worthington, former City Administrator, would act in the role of “Responsible Authority” and “Data Practices Compliance Official” for Falcon Heights.

Justin Miller began employment on June 19, 2006 as City Administrator, and should assume responsibility for these roles.

**ACTION REQUESTED:**

Approval of resolution 2006-18



**CITY OF FALCON HEIGHTS**

**COUNCIL RESOLUTION 2006-18**

**July 12, 2006**

**RESOLUTION ADOPTING MODEL POLICY  
AND APPOINTING OFFICIALS**

**WHEREAS**, the Government Data Practices Act, Minnesota Statutes Chapter 13, directs the City to adopt policies and procedures and to designate City officials.

**WHEREAS**, the Model Policy, public access to Government Data and right of subjects of data, prepared by the Minnesota Department of Administration was adopted as a City Policy on April 27, 2005.

**NOW, THEREFORE BE IT RESOLVED**, pursuant to the Act, the City Administrator Justin Miller is designated as the City’s “Responsible Authority” and “Data Practices Compliance Official.”

**ADOPTED** by the Falcon Heights City Council on July 12, 2006.

---

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

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

Susan L. Gehrz, Mayor  
July 12, 2006

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

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

TALBOT

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

Justin Miller  
City Administrator  
July 12, 2006

**ITEM:                   Approval of licenses**

**SUBMITTED BY:   Stacey Kreuser, Assistant City Administrator/Deputy Clerk**

**Explanation:**

The following company has submitted application for a mechanical contractor's license. All necessary documents have been received by City staff.

- Silvernail Enterprises LTD

The following business has applied for a tree trimming/removal license. All necessary documents have been received by City staff.

- Prime Cut Tree Service

The following company has submitted application for a general contractor's license. All necessary documents have been received by City staff.

- Grant Utilities

**ITEM:**                    **Authorize the purchase of a Toro Groundsmaster 3280-D commercial tractor/mower from MTI Distributing**

**SUBMITTED BY:**   **Greg Hoag, Director of Parks and Public Works**

**REVIEWED BY:**   **Justin Miller, City Administrator**  
                             **Dave Tretsven, Lead Worker Public Works**

**EXPLANATION:**

**Summary:** The 2006 Five Year Capital Improvement budget includes \$14,000 for replacement of the 1999 John Deere 725. This tractor is used for mowing in the parks, City Hall, and roadway medians. Staff has evaluated 5-7 different tractor/mowers to replace this piece of equipment. We have found that the Toro Groundsmaster best meets our needs.

When we receive delivery of the new equipment we propose to advertise for sale our 1999 John Deere mower. It is anticipated that the sale of this mower will bring revenue back to the City of approximately \$1200.00. This will help offset the overage from the original projected cost to replace this mower.

MTI Distributing, of Brooklyn Center, Minnesota, is authorized to offer government pricing on Toro equipment. The contract provides Falcon Heights with a 10% discount off the retail price of the tractor. The discounted price including sales tax of the tractor /mower is \$15,779.30.

**ATTACHMENT:**

- Equipment quotation from MTI Distributing, of Brooklyn Center, Minnesota

**ACTION REQUESTED:**

- Authorize the purchase of a Toro commercial tractor/mower from MTI Distributing at a total cost of \$15,779.30
- Authorize staff to advertise and sell the 1999 John Deere 725 tractor/mower

July 7, 2006

Quote Number T5-124

Greg Hoag  
City of Falcon Heights  
2077 Larpenteur Ave W  
Falcon Heights, MN 55113

651-792-7618

Dear Greg: We are pleased to quote you on the following equipment.

**PRODUCT DESCRIPTION QUOTE**

- New Toro Groundsmaster 3280-D (28 hp Kubota gasoline engine) 2 WD,  
\$14,816.24 52" side discharge deck, deluxe seat, operators and parts manual

GSA pricing

Pricing does not include appropriate sales tax.

This quote includes setup and service. This quote is valid for 30 days.

New Toro equipment has a 2 year warranty.

Thank you for the opportunity to submit this quote. If you have any questions, please call 763-592-5641 or 1-800-492-6344 and we will be happy to help you in any way possible.

Sincerely,

Bob Frank, Mandi Prinsen, Tim Mihalko  
Sales Representatives  
East Metro, Western WI  
MTI Distributing, Inc.

**ITEM:                   Promotion of Michael Poeschl to Falcon Heights Fire Department  
                          Captain**

**SUBMITTED BY:   Clem Kurhajetz, Fire Chief**

**Explanation:**

I would like to recommend council approval of the promotion of Michael Poeschl to Captain. This would fill the current vacancy of the position.

The effective date of this promotion would be July 1, 2006.

**ACTION RECOMMENDED:**

- Approval

**ITEM:**                    **Acceptance of Low Bid for Seal Coating from Pearson Brothers  
in the Amount of \$52,441.60**

**SUBMITTED BY:**   **Greg Hoag, Parks and Public Works Director**

**REVIEWED BY:**    **Justin Miller, City Administrator  
Deb Bloom, City Engineer**

**EXPLANATION:**

**Summary:** The Cities of Falcon Heights, Little Canada, and Vadnais Heights jointly advertised for bids for our 2006 seal coat projects. Bids were opened on July 7, 2006 and we have received two bids for seal coating, as outlined below:

|                         |             |
|-------------------------|-------------|
| Pearson Bros., Inc.     | \$52,441.60 |
| Allied Blacktop Company | \$54,408.16 |

The bids are higher than the \$40,000 that was included in our 2006 budget. The amount budgeted for this item was based on unit prices from our 2003 seal coat bid plus inflation. Due to the increases in the costs of oil, the construction industry has seen an increase in construction costs over the last three years of 20- 30%.

We have compared the unit pricing for this project to the City of Roseville and the City of Shoreview. Roseville's cost to do the work with their in house personnel is estimated at \$0.77/ square yard and Shoreview's contractor bid price is \$0.87/ square yard. The low bidder's unit price is \$0.80/ square yard. We are confident that these prices are competitive, and do not believe that waiting to do this work will decrease overall costs. These cost increase can be funded using infrastructure funds that were budgeted for the Cleveland Avenue median project. Staff is still in the process of evaluating options for the median project. It is now anticipated that this project will occur in 2007.

Staff is recommending acceptance of the low bid from Pearson Brothers, Inc.

**ACTION REQUESTED:**

- Acceptance of low bid

**ITEM:** Drive-through Study Final Report

**SUBMITTED BY:** Dan Cornejo, Planning Consultant,  
Deborah Jones, Planning and Zoning Coordinator

**REVIEWED BY:** Justin Miller, City Administrator  
Roger Knutson, City Attorney

**Summary:**

On February 8, 2006, the City Council approved an interim ordinance prohibiting the issuance of any permits or zoning approvals related to creating new drive-through business operation in Falcon Heights. The purpose of the ordinance was to allow time to complete an in-depth study of the impact of drive-through business on the local community.

The City hired Dan Cornejo of Cornejo Consulting to undertake the study for the City. A complete description of the study purposes and process is included in Mr. Cornejo's final report, which is attached.

Mr. Cornejo will attend the July 12 Council Meeting to present this report formally to the City Council and the Community and to present his recommendations.

If, after receiving the report of the study, the Council decides that changes to the zoning code are in order, the matter must be referred back to the Planning Commission for a public hearing.

**ATTACHMENTS:**

- Drive Through Facilities Zoning Study, Falcon Heights, Minnesota, July 7, 2006 prepared by Dan Cornejo of Cornejo Consulting.

**ACTION REQUESTED:**

- Recommendation and referral to the Planning Commission.

# Drive-through Facilities Zoning Study

Falcon Heights, Minnesota



Prepared for:  
City of Falcon Heights, Minnesota



Prepared by:  
**Dan Cornejo**  
**CORNEJO CONSULTING**  
COMMUNITY PLANNING + DESIGN

July 7, 2006



# Drive-through Facilities Zoning Study

## Falcon Heights, Minnesota

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### Attachments

- A. Survey of Falcon Heights Business Parcels
- B. Survey of Zoning Regulations for Drive-through Facilities

---

**Dan Cornejo**  
**CORNEJO CONSULTING**  
**Community Planning + Design**  
1657 Saunders Avenue  
Saint Paul, MN 55116-2430  
P 651.699.1927  
F 651.698.0212  
E [dancornejo@comcast.net](mailto:dancornejo@comcast.net)

# Drive-through Facilities Zoning Study

## Falcon Heights, Minnesota

### 1. Introduction

Over the past 20-25 years, drive-through facilities have emerged as part of new or retrofitted restaurants, dry cleaners, photo processing outlets, pharmacies, liquor stores, banks and financial institutions, and, more recently, coffee shops. Many early drive-through operations were located on interstate freeway interchanges. Early development of such facilities in metro areas began in outer suburban locations, usually on freeway interchanges or on major arterial roads. However, now it is difficult to find many communities (rural, suburban, or urban) that do not have one or more drive-through facilities. And, more recently, “curbside takeout” or “curbside pick-up” from so-called casual dining restaurants has become one of the fastest growing areas in the restaurant industry.

Even though drive-through facilities are permitted in all B-zoned properties in Falcon Heights (in some cases, only as a Conditional Use), there are currently no drive-through facilities in Falcon Heights.

On February 8, 2006, the Falcon Heights City Council adopted an Interim Ordinance temporarily prohibiting the issuance of building permits and zoning approvals for drive-through businesses. In that Interim Ordinance, a Drive-through business is defined as:

*A business that by design, physical facilities, service or by packaging procedures encourages or permits customers to receive services, obtain goods or be entertained while remaining in their motor vehicles, excluding gasoline service stations.*

It is intent of that Interim Ordinance to allow the City of Falcon Heights time to complete an in-depth study concerning changes in official controls for drive-through businesses, and in the interim to protect the planning process and the health, safety, and welfare of the citizens of the community.

### 2. Purpose of this Study

The purpose of this study is to:

1. Clarify the City’s interest in addressing the development impacts of sites with drive-through facilities;

2. Establish standards and criteria for the design of sites with drive-through facilities, integrating operational elements, site design, building design, with a focus on assisting this issue in making a positive contribution to the surrounding context and pedestrian streetscape; and
3. Make recommendations for any needed zoning code amendments.

### **3. Study Process**

The primary tasks for this study were as follows:

#### **Task 1: Analysis of Issues**

A. Analyze the following drive-through facilities issues:

1. Traffic (access, egress, and pedestrian safety).
2. Quality of life issues, such as noise, compatibility with residential uses, glare from car lights, and litter.
3. Lot coverage and drainage.

B. Survey requirements and regulations in other cities.

#### **Task 2: Site Survey and Documentation**

Conduct site visits to all B-zoned properties in Falcon Heights, and work closely with City staff to document property characteristics and map these properties.

#### **Task 3: Presentation and Participation at Community / City Council Meetings**

The City desired to sponsor several opportunities for the community, including property owners of B-zoned properties, to investigate these issues and make recommendations about the City's land use controls in these areas. To accomplish this, the City, in collaboration with the consultant, scheduled the following meetings, in the consultant presented his findings, solicited feedback, and participated in the discussion. These meetings were facilitated by a neutral third-party, Aimee Gourlay from the Mediation Center at Hamline University.

*Meeting 1:* Discussion of issues, concerns, and observations. Formulation of needed data collection. (Thursday, April 13)

*Meeting 2:* Discussion of data collected, formulation of policy recommendation. This meeting also included requests for further information and additional data collection. (Thursday, May 11).

*Meeting 3:* Development of draft policy options for City Council. (Thursday, June 8).

*City Council Meeting:* Consultant presentation of study findings, including a summary of community feedback, and recommendations. (Wednesday, July 12).

#### **Task 4: Prepare Report and Recommendations**

Preparation of this final report on findings and recommendations on proposed zoning code amendments, including design guidelines (1) to assist applicants in making informed decisions when developing site plan / conditional use / variance permit applications, and (2) to guide staff, the Planning Commission, and the City Council in evaluating and making decisions on those applications.

## **4. City Policy Context**

### **Comprehensive Plan**

Several sections of the Falcon Heights Comprehensive Plan provide expressions of the type and character of commercial uses desired in the community.

With regard to the Snelling/Larpenteur Commercial Core, the Background section of the Comprehensive Plan states that the northeast quadrant (and southwest) quadrants will remain relatively stable.

The Commercial / Business Areas section of the Land Use Element states that it is the intention of the Plan that the Snelling/Larpenteur Commercial Core maintain its mixed use character, that it be substantially upgraded and redeveloped, as appropriate, to improve its commercial viability as a community retail area and accessibility while meeting standards of design that are consistent with the City's goals. Further, it states that it is the intent of the City that the core provide limited retail trade, business services, and offices to satisfy the needs of the immediately surrounding community and complement the adjacent residential areas. Some uses which draw from a larger market area may be permissible provided that they do not have the potential for negative impacts on adjacent residential property (emphasis mine.)

### **City Code (Chapter 9 Planning and Development)**

"B" zoning in Falcon Heights is restricted primarily to collector and arterial streets. See Falcon Heights Zoning Map on the following page and in Attachment A.

Because most of the B-zoned properties are located on major roadways (Snelling and Larpenteur Avenues), this situation creates unique challenges in access to these sites due to high traffic counts. Also, most of these B-zoned properties are adjacent to residentially-zoned and residentially-used properties, creating unique challenges for compatibility and quality of life considerations.

Generally, the purpose and intent sections of the B-zoning districts are as follows (see Attachment A for full text excerpts):

**B-1 Neighborhood Convenience District**

To provide for small scale consumer goods stores and limited service establishments; intended to serve the surrounding neighborhood rather than the entire community.

**B-2 Limited Business District**

To provide for office and limited service, employment and institutional uses which are freestanding in nature, require large sites, and are or can be made compatible with adjacent land uses. This district is not intended to accommodate retail or wholesale business.

**B-3 Snelling and Larpenteur Community District**

To provide retail sales and services that only serve the surrounding neighborhoods' and community's needs. This district is designed to be accessible to retail customers from the nearby neighborhoods, to be compatible with neighborhood character, and to minimize the blighting influences on the surrounding residential neighborhoods. It excludes highway oriented and other high traffic volume businesses that would tend to disrupt the cohesiveness of the shopping center or its circulation patterns and shared parking arrangements.



- B-1: Neighborhood Convenience District
- B-2: Limited Business District
- B-3: Snelling and Larpenteur Community Business District
- Falcon Heights Town Square (PUD)
- Parcels
- City Boundary

Subdivision 2 Definitions defines Drive-In as follows:

*Any use where products and/or services are provided to the customer under conditions where the customer does not have to leave the car or where the service to the automobile's occupants is offered regardless of whether service is also provided within a building. This shall include, but not necessarily be limited to, the following: car and truck wash, drive-in banking, restaurants where some of all customers may consume their food and/or beverages in an automobile, restaurants providing carryout or delivery service, service stations, parcel pick-up, and similar uses.*

## 5. Description of B-zoned Properties

Falcon Heights has 27 B-zoned parcels: Eight (8) are zoned B-1; eight (8) are zoned B-2; and eleven (11) are zoned B-3. Some of these parcels are single and isolated, and others are part of consolidations. They are located as shown on the map on the previous page.

Roughly one-fourth of the parcels are small (under 20,000 sq. ft.); most of these are zoned B-1. Another one-fourth of the parcels are between 20,000 and 30,000 sq. ft. The balance range from 50, 530 sq. ft. up to 548,000 sq. ft.

Each of these parcels is described fully in Attachment A, along with two charts at the end of that Attachment that list all of the properties by current occupant, address, Property Identification Number (PIN), width and depth, and total area. The first chart lists the properties by location, and the second one lists the properties with respect to size, from smallest to largest.

## 6. Issues, Concerns, and Policy Directions

Attendees at the three community meetings expressed a range of concerns about drive-through facilities, from noise (from speaker box, patrons ordering), traffic both on and off site, pedestrian safety, hours of operation, lighting (glare from circling cars), effect on property values, and trash and loitering.

The main messages from this input can be summarized as follows;

- Severely restrict the locations of drive-through facilities, but don't necessarily prohibit them. Regulate all types of drive-through facilities, including "curbside take-out."
- Reduce the negative impact on residential uses. Retain livability, quality of life, and neighborhood character. Consider a minimum distance between drive-through operation and adjacent residentially-zoned or residentially-used properties. Consider a minimum lot size to ensure sufficient space on-site to

incorporate measures to improve compatibility with adjacent and nearby residential uses.

- Where a drive-through facility is permitted, make it a Conditional Use, with specific and clear guidelines for the site plan review.
- Nearby residents should NOT hear noise from the speaker box.
- Traffic should NOT overflow into the surrounding neighborhood. Retain, or increase minimum vehicle stacking requirements, and ensure that the stacking lane(s) do not interfere with parking or maneuvering aisles. Consider a larger minimum distance between driveways and street intersections.
- Keep pedestrians safe, both on and off site. Improve the quality of the public realm and pedestrian environment.
- Limit hours of operation.
- Shield glare from car lights.

## 7. Survey of Regulations in Other Cities

A survey was conducted of the zoning regulations for drive-through facilities in nineteen (19) other communities in the Twin Cities metro area and in nine (9) other cities in the U.S. These cities were selected by the consultant and City staff.

Categories of regulations studied were: Use (Permitted or Conditional), Distance Requirements, Minimum Lot Sizes, Open Space, Stacking Lanes, Hours of Operation, Noise, and Lighting.

A chart of the “Survey of Zoning Regulations for Drive-through Facilities” can be found in [Attachment B](#).

Findings can be summarized as follows:

- Use. Most jurisdictions that allowed drive-through facilities (either as a primary or accessory use) permitted them only as a Conditional Use, with a required Site Plan Review provision.
- Distance Requirements. Many jurisdictions required minimum distances not only from adjacent residential, but also from schools, churches, institutions, and public recreation areas. One required a minimum distance (1,320 ft.) from another drive-through. Several had minimum distances between the speaker box and/or the pick-up window and residential uses. Most minimum distance requirements ranged from 20 ft. to 500 ft.

- Minimum Lot Size. Several of the cities surveyed had a minimum lot size requirement, ranging from 10,000 sq. ft. to 30,000 sq. ft.
- Open Space. Generally, cities did not have landscaping requirements that were specifically related to drive-through facilities. However, one city surveyed, Sacramento, California, does have the requirement for a 6 ft. high masonry sound wall when the drive-through facility site is contiguous to a residentially-zoned or use property.
- Stacking Lanes. Requirements ranged from “Adequate stacking” to “Stacking for 10 cars.” Stacking for 6 to 8 cars (roughly 180 ft.) seemed to be the norm.
- Hours of Operation. Several jurisdictions limited hours of operation as a condition of approval, with 7:00 am to 10:00 pm being the norm.
- Noise. Some jurisdictions required that noise (from electronic devices or speaker boxes) not be audible from nearby residentially used property, while others specified decibel levels that should not be exceeded (50-60 dBA).
- Lighting. Most jurisdictions had no site or parking lot lighting regulations for drive-through facilities in addition to those normally required the primary use. However, several required that the glare from cars in parking lot maneuvering aisles and stacking lanes be shielded from adjacent property.

## 8. Policy Options

Based on the input and advice received from the three community meetings, my analysis of the survey of drive-through regulations in other cities, and my consideration of the intent and thrust of the Falcon Heights Comprehensive Plan, as well as the purpose and intent sections of all three Business Districts in the City Code, the following policy options are presented (see also the chart on the following page):

- All three options prohibit drive-through facilities in the B-1 District.
- Two options offer approaches that allow drive-through facilities as accessory uses in B-2 and B-3 Districts, but with varying specificities for the regulatory categories.
- Option #1 permits drive-through facilities as an accessory use in the B-2 and B-3 Districts only for banks or financial institutions.
- Option #2 permits the drive-through facilities only for banks and financial institutions in the B-2 District and for all uses in the B-3 District. Option #2 incorporates requirements that are more restrictive than those in Option #1.



- The Option #3 calls for the prohibition of drive-through facilities in all Business Districts.

These three options are presented in the chart below:

| <b>Policy Options for Drive-through Regulations</b> |                                                                        |                                                                        |                         |
|-----------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------|-------------------------|
|                                                     | <b>Option #1</b>                                                       | <b>Option #2</b>                                                       | <b>Option #3</b>        |
| Business Zones                                      | PROHIBITED in B-1; B-2, B-3 (see below)                                | PROHIBITED in B-1; B-2, B-3 (see below)                                | PROHIBITED in all zones |
| Permitted Use                                       | PROHIBITED                                                             | PROHIBITED                                                             |                         |
| Conditional Use with Site Plan Review               | Drive-through accessory use for ONLY BANKS                             | Drive-through accessory use for ONLY BANKS in B-2; for ALL USES in B-3 |                         |
| Distance Req. - building, speaker, service window   | 50 ft. from residential.; not in required yard                         | 100 ft. from residential.; not in required yard                        |                         |
| Distance Req. - driveway                            | 20 ft. from intersection                                               | 75 ft. from intersection                                               |                         |
| Minimum Lot Size                                    | >20,000 sq. ft.                                                        | >30,000 sq. ft.                                                        |                         |
| Stacking Spaces                                     | 8 spaces / 180 ft.; no interference with parking; not in required yard | 8 spaces / 180 ft.; no interference with parking; not in required yard |                         |
| Hours of Operation                                  | 7:00 am to 10:00 pm                                                    | 7:00 am to 10:00 pm                                                    |                         |
| Noise                                               | <50 dBA                                                                | Not audible from residential                                           |                         |
| Lighting                                            | No glare onto adjacent property                                        | No glare onto adjacent property                                        |                         |
| Traffic Impact Study                                | Required                                                               | Required                                                               |                         |

## 9. Conclusions and Recommendations

The overriding sentiment expressed during the community meetings was that the pedestrian character of the residential areas, defined by the sense of safety in the public realm, was at the core of why people lived in Falcon Heights. Further, most of the attendees advised that the few business districts that exist should be developed in such a manner that they serve primarily the local residential neighborhoods, and that their character should be “local” in the types of goods and services offered, and in design and site layout. The businesses should be compatible not only with the immediately adjacent properties, but compatible with the surrounding area, especially in terms of vehicle access, circulation, and shared parking arrangements.

This point of view is supported by the direction laid out in the Comprehensive Plan, and reinforced by the intent and purpose statements for all three of the Business Districts

permitted in the City Code. Further, these existing policy statements acknowledge that the Falcon Heights community lies between larger urban centers (i.e., Saint Paul and Roseville) that provide many opportunities for “regional shopping” and car-oriented suburban environments.

**Therefore, I recommend that the City of Falcon Heights adopt Option #3 and amend its zoning regulations to prohibit all drive-through facilities.**

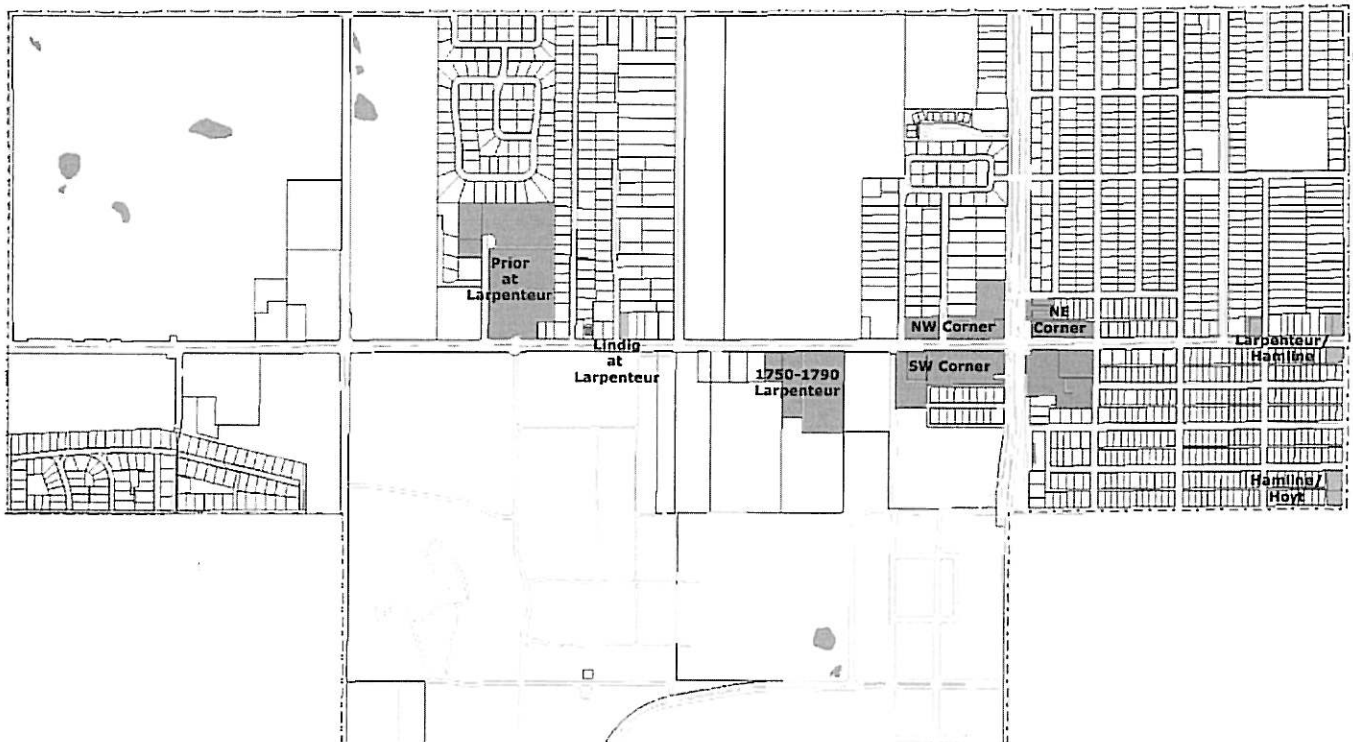
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



City of Falcon Heights  
Study on Drive-Through Businesses  
May 11, 2006

# Attachment A

## Survey of Falcon Heights Business Parcels (B-1, B-2, and B-3)



-  B-1: Neighborhood Convenience District
-  B-2: Limited Business District
-  B-3: Snelling and Larpenteur Community Business District
-  Falcon Heights Town Square (PUD)
-  Parcels
-  City Boundary

“B-1” Neighborhood Convenience District, Purpose and Intent (9-8.01, Subd. 1),  
“B-2” Limited Business District, Purpose and Intent (9-9.01, Subd. 1), “B-3” Snelling and  
Larpenteur Community Business District, Purpose and Intent (9-10.01, Subd. 1)

...

**PART 8. "B-1" NEIGHBORHOOD CONVENIENCE DISTRICT**

**9-8.01 "B-1" Neighborhood Convenience District**

**Subdivision 1. Purpose and Intent.** The purpose of the neighborhood convenience business district is to provide for small scale consumer goods stores and limited service establishments which deal directly with the customer by whom the goods and services are consumed. The maximum business size limit is 5,000 square feet. Some business areas may be further restricted by zoning regulations to avoid adverse impacts on residential neighborhoods. The district is primarily intended to serve the surrounding neighborhood rather than the entire community. It is designed to be accessible to retail customers from the nearby neighborhoods, to be compatible with the character of the neighborhoods, and to minimize the blighting influence on surrounding residential neighborhoods by limiting and controlling of the uses that are permitted.

...

**PART 9. "B-2", LIMITED BUSINESS DISTRICT**

**9-9.01 "B-2", Limited Business District**

**Subdivision 1. Purpose and Intent.** The primary purpose of the limited business district is to provide for office and limited service, employment and institutional uses which are freestanding in nature, require larger sites and are or can be made to be compatible with adjacent land uses. It is also intended to accommodate certain existing businesses for the purpose of maintaining them as conforming uses. Except where current retail or wholesale businesses are specifically listed, the limited business district is not intended to accommodate retail or wholesale businesses. The district is designed to minimize the blighting influence on the surrounding residential neighborhoods by limiting and controlling the uses that are permitted.

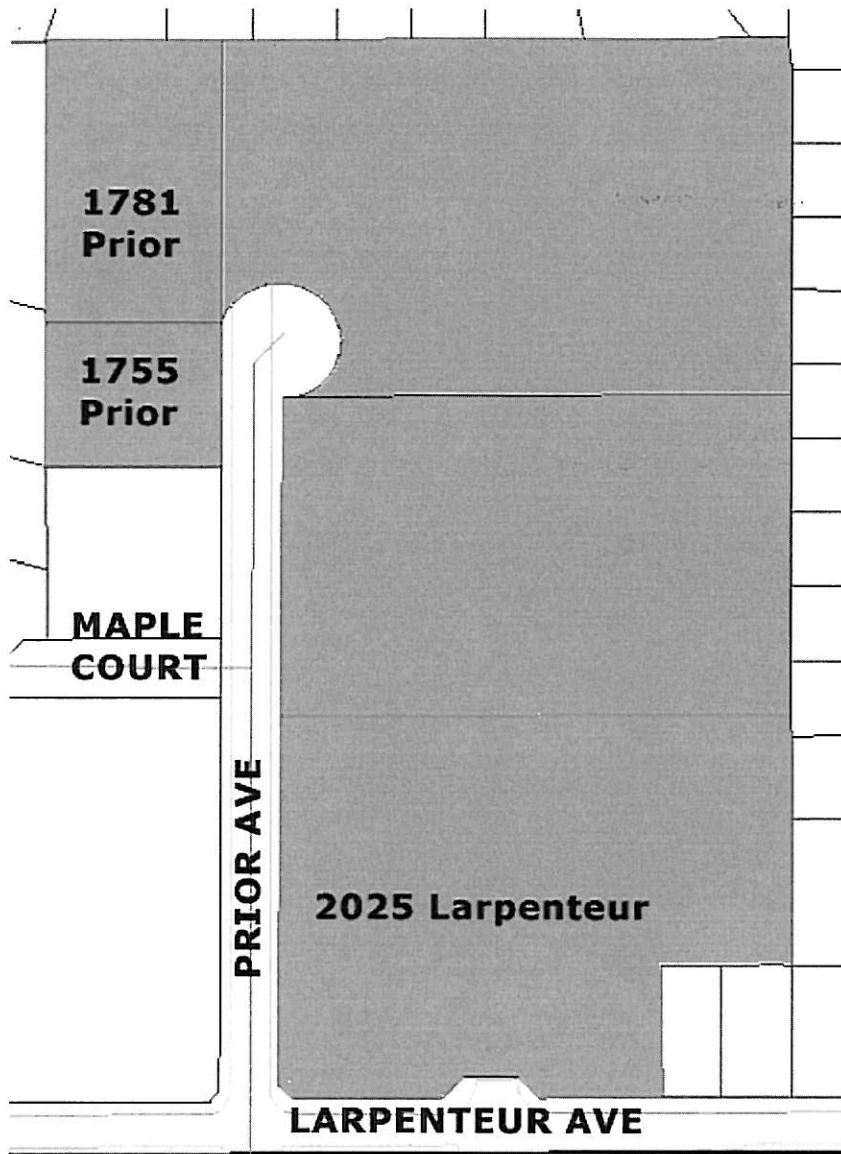
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**PART 10. "B-3" SNELLING AND LARPELTEUR COMMUNITY BUSINESS DISTRICT**

**9-10.01 "B-3", Snelling and Larpenteur COMMUNITY Business District**

**Subdivision 1. Purpose and Intent.** The district applies only to the four quadrants of the Larpenteur and Snelling intersection. The district is designed to provide retail sales and services that only serve the surrounding neighborhoods' and community's needs. Retail sales and services that serve a larger geographic area are available in larger, nearby business districts in adjacent cities. By limited and controlling the uses that are permitted, the district is designed to be accessible to retail customers from the nearby neighborhoods and the community, to be compatible with the character of the neighborhoods and overall community, and to minimize the blighting influence on the surrounding residential neighborhoods.

Furthermore, the district provides for and encourages compact centers for retail sales and services by grouping businesses into patterns of workable relationships that complement each other. The district is designed to be easily accessible to users. It excludes highway oriented and other high traffic volume businesses that would tend to disrupt the cohesiveness of the shopping center or its circulation patterns and shared parking arrangements.



**2025 Larpenteur (B2)**

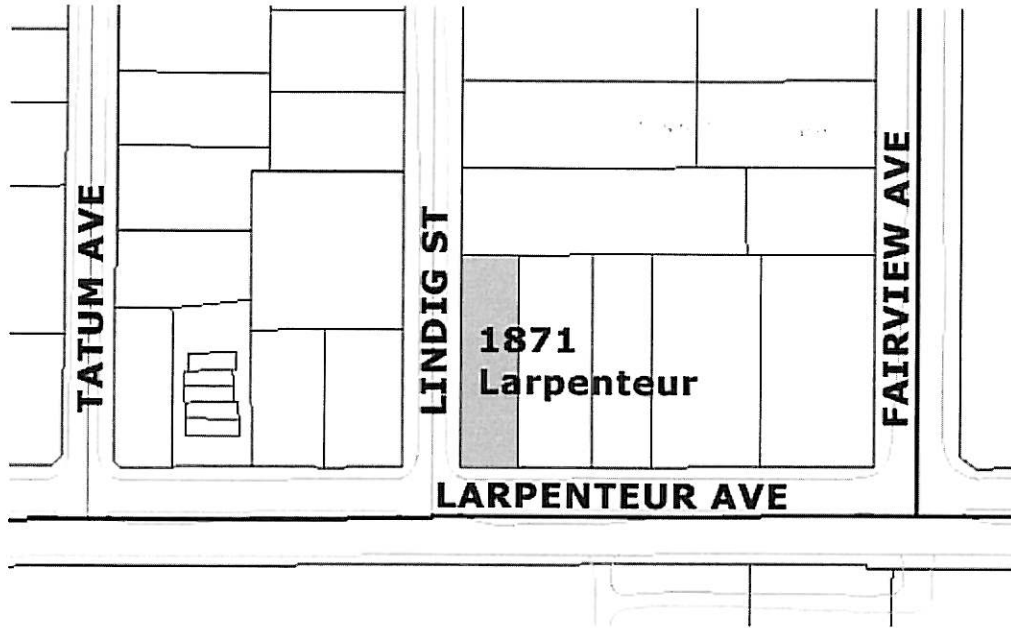
PIN#: 162923340080,  
 162923340078,  
 162923340094  
 Width: 515 ft.  
 Depth: 1317 ft.  
 Area: 548,357 sq. ft.

**1755 Prior (B2)**

PIN# 162923330021  
 Width: 145 ft.  
 Depth: 177 ft.  
 Area: 25,665 sq. ft.

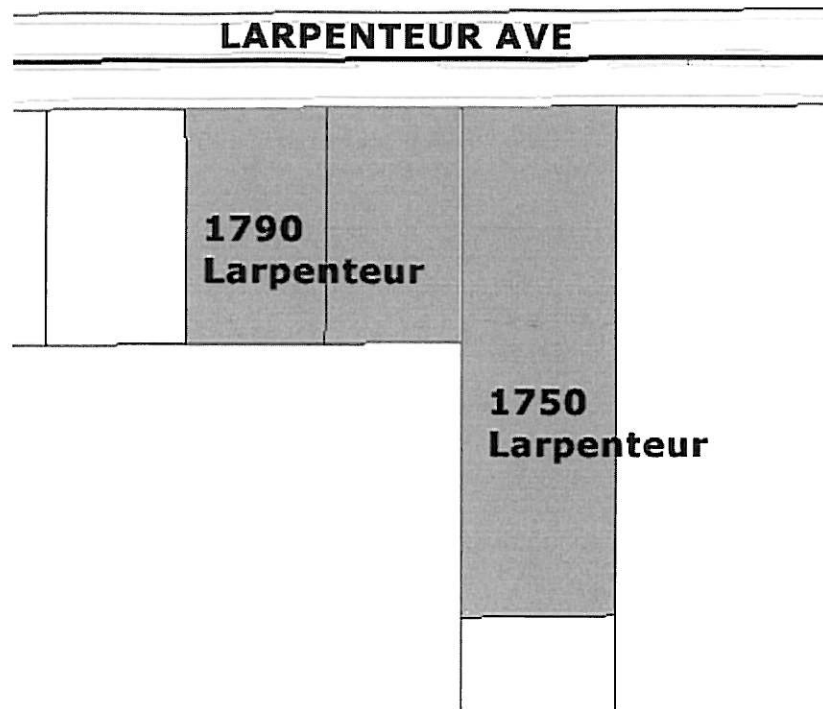
**1781 Prior (B2)**

PIN# 162923330020  
 Width: 287 ft.  
 Depth: 177 ft.  
 Area: 50,887 sq. ft.



**1871 Larpenteur (B1)**

PIN#: 162923340022  
Width: 57 ft.  
Depth: 215 ft.  
Area: 12,255 sq. ft.



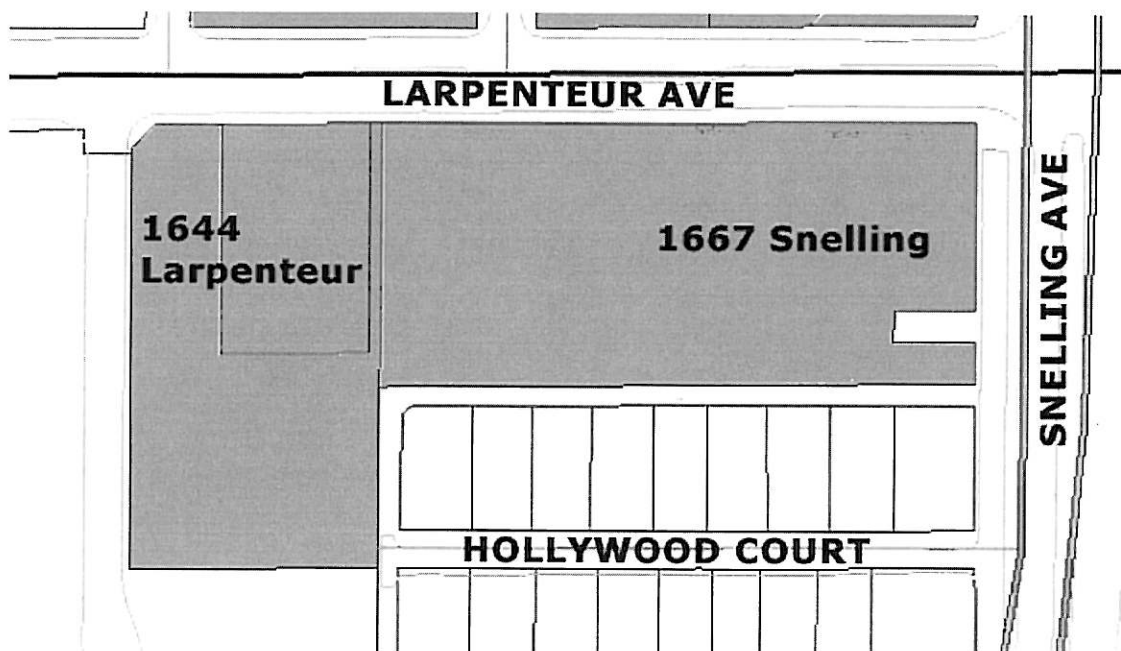
**1790 Larpenteur (B2)**

PIN#: 212923120005, 212923120006  
Width: 283 ft.  
Depth: 241 ft.  
Area: 67,954 sq. ft.

**1750 Larpenteur (B2)**

PIN#: 212923120007  
Width: 158 ft.  
Depth: 638 ft.  
Area: 81,893 sq. ft.

*Total Area: 149,847 sq. ft.*

**1667 Snelling (B3)**

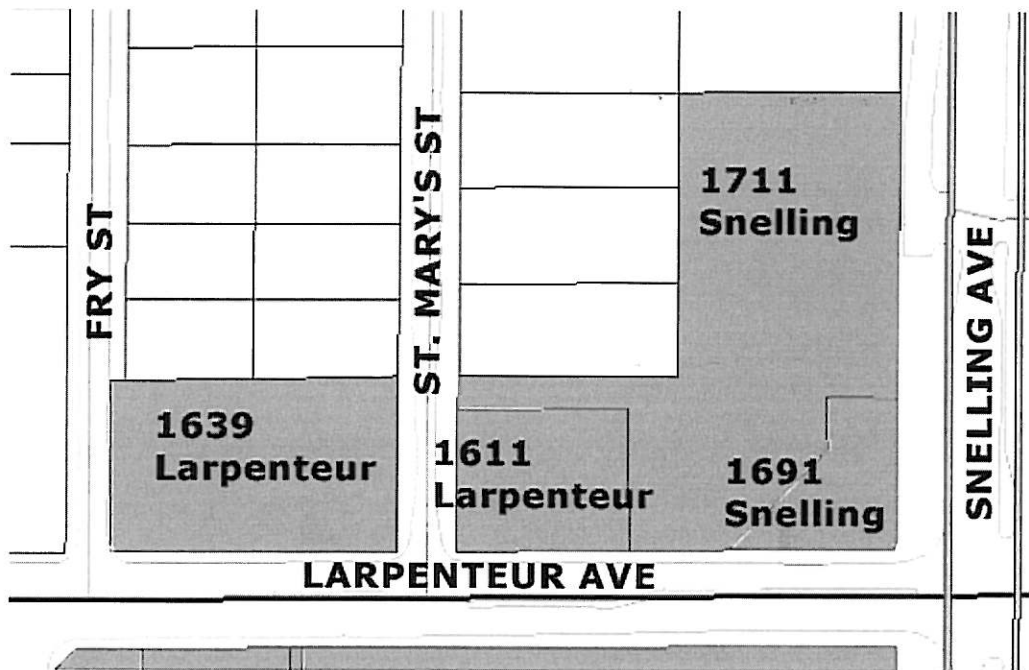
PIN#: 212923110030  
 Width: 273 ft.  
 Depth: 607 ft.  
 Area: 162,479 sq. ft.

**1644 Larpenteur (B3)**

PIN# 212923110028, 212923110029  
 Width: 250 ft.  
 Depth: 500 ft.  
 Area: 112,385 sq. ft.

*Total Area: 274,864 sq. ft.*



**1639 Larpenteur (B3)**

PIN#: 162923440047  
 Width: 201 ft.  
 Depth: 174 ft.  
 Area: 50,530 sq. ft.

**1611 Larpenteur (B3)**

PIN#: 162923440074  
 Width: 175 ft.  
 Depth: 144 ft.  
 Area: 25,265 sq. ft.

**1711 Snelling (B3)**

PIN#: 162923440073  
 Width: approx. 462 ft.  
 Depth: approx. 225 ft.  
 Area: 91,476 sq. ft.

**1691 Snelling (B3)**

PIN#: 162923440067  
 Width: 172 ft.  
 Depth: approx. 100 ft.  
 Area: 16,553 sq. ft.

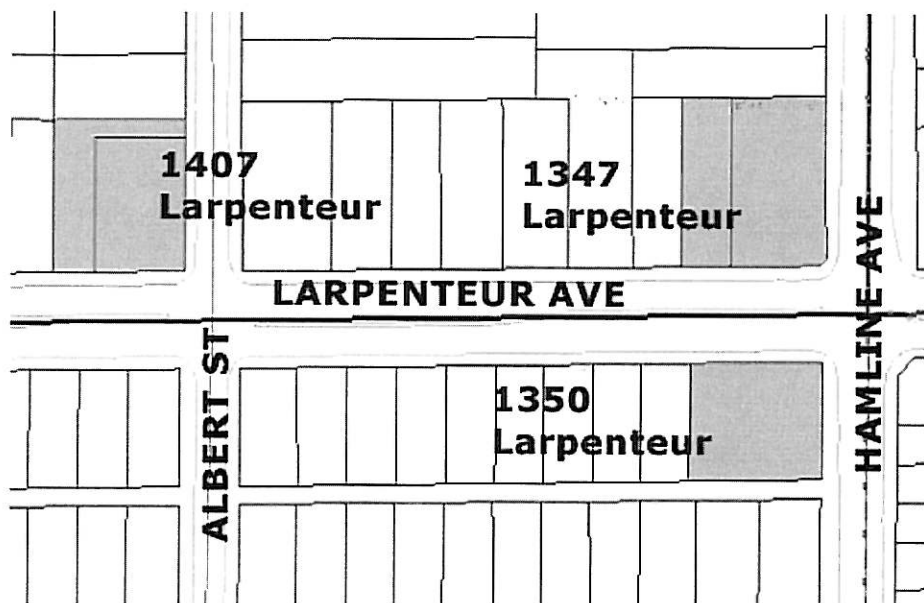


**1533 Larpenteur (B3)**

PIN#: 152923330136, 152923330140  
Width: approx. 482 ft.  
Depth: 126 ft.  
Area: 73,445 sq. ft.

**1700 Snelling (B3)**

PIN#: 152923330105, 152923330139  
Width: 107 ft.  
Depth: 218 ft.  
Area: 23,547 sq. ft.



**1407 Larpenteur (B1)**

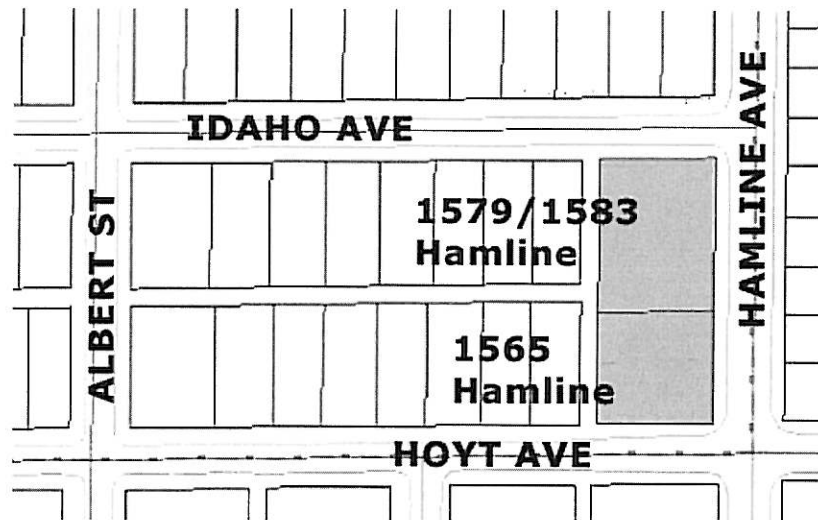
PIN#: 152923340061, 152923340061  
 Width: 139 ft.  
 Depth: 207 ft.  
 Area: 21,780 sq. ft.

**1347 Larpenteur (B1)**

PIN#: 152923340132, 152923340020  
 Width: 146 ft.  
 Depth: 172 ft.  
 Area: 25,265 sq. ft.

**1350 Larpenteur (B1)**

PIN#: 222923210001  
 Width: 136 ft.  
 Depth: 121 ft.  
 Area: 16,553 sq. ft.



**1579/1583 Hamline (B1)**

PIN#: 222923210181  
Width: 157 ft.  
Depth: 118 ft.  
Area: 18,295 sq. ft.

**1565 Hamline (B1)**

PIN#: 222923210161  
Width: 112 ft.  
Depth: 118 ft.  
Area: 13,068 sq. ft.

**Business Property Data – Falcon Heights**

| Current Occupant               | Address           | PIN(s)                                   | Width                | Depth       | Area           |
|--------------------------------|-------------------|------------------------------------------|----------------------|-------------|----------------|
| <b>Prior (B2)</b>              |                   |                                          |                      |             |                |
| TCCU                           | 2025 Larpenteur   | 162923340080, 162923340078, 162923340094 | 515                  | 1317        | 548,357        |
| Knutson                        | 1781 Prior        | 162923330020                             | 287                  | 177         | 50,887         |
| Hort Soc                       | 1755 Prior        | 162923330021                             | 145                  | 177         | 25,665         |
| <b>CCM (B1)</b>                |                   |                                          |                      |             |                |
|                                | 1871 Larpenteur   | 162923340022                             | 57                   | 215         | 12,255         |
| <b>Hermes (B2)</b>             |                   |                                          |                      |             |                |
|                                | 1790 Larpenteur   | 212923120005, 212923120006               | 283                  | 241         | 67,954         |
|                                | 1750 Larpenteur   | 212923120007                             | 158                  | 638         | 81,893         |
|                                |                   |                                          | <i>Hermes Total:</i> |             | <i>149,847</i> |
| <b>TIES (B3)</b>               |                   |                                          |                      |             |                |
|                                | 1667 Snelling     | 212923110030                             | 273                  | 607         | 162,479        |
|                                | 1644 Larpenteur   | 212923110028, 212923110029               | 250                  | 500         | 112,385        |
|                                |                   |                                          | <i>TIES Total:</i>   |             | <i>274,864</i> |
| <b>NW corner (B3)</b>          |                   |                                          |                      |             |                |
| Bucks                          | 1639 Larpenteur   | 162923440047                             | 201                  | 174         | 50,530         |
| Chianti Grill                  | 1611 Larpenteur   | 162923440074                             | 175                  | 144         | 25,265         |
| Warner                         | 1711 Snelling     | 162923440073                             | approx. 462          | approx. 225 | 91,476         |
| Amoco                          | 1691 Snelling     | 162923440067                             | 172                  | approx. 100 | 16,553         |
| <b>NE Corner (B3)</b>          |                   |                                          |                      |             |                |
| Falcon Crossing                | 1533 Larpenteur   | 152923330136, 152923330140               | approx. 482          | 126         | 73,445         |
| Dino's                         | 1700 Snelling     | 152923330105, 152923330139               | approx. 107          | 218         | 23,547         |
| <b>Larpenteur/Hamline (B1)</b> |                   |                                          |                      |             |                |
| Martinizing                    | 1407 Larpenteur   | 152923340061, 152923340061               | 139                  | 207         | 21,780         |
| Awad Clinic                    | 1347 Larpenteur   | 152923340132, 152923340020               | 146                  | 172         | 25,265         |
| Super America                  | 1350 Larpenteur   | 222923210001                             | 136                  | 121         | 16,553         |
| <b>Hamline/Hoyt (B1)</b>       |                   |                                          |                      |             |                |
| Blomberg                       | 1579/1583 Hamline | 222923210181                             | 157                  | 118         | 18,295         |
| Auto Repair                    | 1565 Hamline      | 222923210161                             | 112                  | 118         | 13,068         |

### Businesses by lot area: smallest to largest

| Current Occupant | Zone | Address           | Pin(s)                                   | Width       | Depth       | Area    |
|------------------|------|-------------------|------------------------------------------|-------------|-------------|---------|
| CCM              | B1   | 1871 Larpenteur   | 162923340022                             | 57          | 215         | 12,255  |
| HH Auto Repair   | B1   | 1565 Hamline      | 222923210161                             | 112         | 118         | 13,068  |
| Amoco            | B3   | 1691 Snelling     | 162923440067                             | 172         | approx. 100 | 16,553  |
| Super America    | B1   | 1350 Larpenteur   | 222923210001                             | 136         | 121         | 16,553  |
| Blomberg         | B1   | 1579/1583 Hamline | 222923210181                             | 157         | 118         | 18,295  |
| Martinez         | B1   | 1407 Larpenteur   | 152923340061, 152923340061               | 139         | 207         | 21,780  |
| Dino's           | B3   | 1700 Snelling     | 152923330105, 152923330139               | 107         | 218         | 23,547  |
| Chianti Grill    | B3   | 1611 Larpenteur   | 162923440074                             | 175         | 144         | 25,265  |
| Awad Clinic      | B1   | 1347 Larpenteur   | 152923340132, 152923340020               | 146         | 172         | 25,265  |
| Hort Soc         | B2   | 1755 Prior        | 162923330021                             | 145         | 177         | 25,665  |
| Bucks            | B3   | 1639 Larpenteur   | 162923440047                             | 201         | 174         | 50,530  |
| Knutson          | B2   | 1781 Prior        | 162923330020                             | 287         | 177         | 50,887  |
| Hermes (west)    | B2   | 1790 Larpenteur   | 212923120005, 212923120006               | 283         | 241         | 67,954  |
| Falcon Crossing  | B3   | 1533 Larpenteur   | 152923330136, 152923330138               | approx. 482 | 126         | 70,132  |
| Hermes (east)    | B2   | 1750 Larpenteur   | 212923120007                             | 158         | 638         | 81,893  |
| Warner           | B3   | 1711 Snelling     | 162923440073                             | approx. 462 | approx. 225 | 91,476  |
| TIES (west)      | B3   | 1644 Larpenteur   | 212923110028, 212923110029               | 250         | 500         | 112,385 |
| Hermes (total)   | B2   | 1790 Snelling     | 212923120005, 212923120006, 212923120007 |             |             | 149,847 |
| TIES (east)      | B3   | 1667 Snelling     | 212923110030                             | 273         | 607         | 162,479 |
| TIES (total)     | B3   | 1667 Snelling     | 212923110030, 212923110028, 212923110029 |             |             | 274,864 |
| TCCU             | B2   | 2025 Larpenteur   | 162923340080, 162923340078, 162923340094 | 515         | 1317        | 548,357 |

NOTES: The "approx" measures are lots with non-rectangular shapes, where the measurement given corresponds with either the dimension of the greater part of the lot or a "perceptual" frontage (in the case of the most irregular parcels, such as the BP station).

# Attachment B: Survey of Zoning Regulations for Drive-through Facilities

## Falcon Heights Drive-through Study - Cornejo Consulting - July 7, 2006

### Minnesota

|                       | Permitted or Cond.?                                                              | Distance Req.                                                                                                                                           | Min. Lot Size   | Open Space                                                                             | Stacking Lanes                                                                           | Hours | Noise | Lighting                                |
|-----------------------|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-------|-------|-----------------------------------------|
| <b>Falcon Heights</b> | B-2: Bank (Cond.)<br>B-3: Eating (Permitted)<br>Bank (Cond.)<br>Site Plan Review | driveway 20 ft.<br>from street ROW                                                                                                                      |                 | 25% landscaped                                                                         | 8 cars                                                                                   |       |       |                                         |
| <b>Arden Hills</b>    | Special Use Permit in B-2,<br>B-3, B-3;<br>Site Plan Review                      | 400 ft. from school,<br>church, pub. rec. area,<br>residential;<br>1320 ft. from another<br>drive-through;<br>electronic device 50 ft.<br>from lot line | >24,000 sq. ft. | 20 ft. from front lot line;<br>10 ft. from side lot line;<br>15 ft. from rear lot line |                                                                                          |       |       |                                         |
| <b>Edina</b>          | Acc. Use in PCD-2, PCD-3,<br>PCD-4;<br>Site Plan Review                          |                                                                                                                                                         |                 |                                                                                        | Financial: 3 cars<br>Car Wash: 25cars<br>Acc. Car Wash: 2 cars<br>All other uses: 4 cars |       |       |                                         |
| <b>Little Canada</b>  | Cond. Use Permit in<br>B-2, B-3, B4;<br>Site Plan Review                         | Not less than 5 ft. from<br>resid. Dist.                                                                                                                |                 |                                                                                        |                                                                                          |       |       | Hooded                                  |
| <b>Maplewood</b>      | BC Bus. Com'l Dist.<br>SC Shopping Ctr Dist.                                     |                                                                                                                                                         |                 |                                                                                        |                                                                                          |       |       |                                         |
| <b>Minneapolis</b>    | B4C, B4S, C2, C3S, C4<br>Site Plan Review                                        |                                                                                                                                                         | >12000 sq. ft.  |                                                                                        | Bank Teller 4 cars<br>Restaurant 6 cars                                                  |       |       |                                         |
| <b>Minnetonka</b>     | B-1-2-3 Bank (Cond.)<br>B-2-3 Eating (Cond.)                                     | 100 ft. from resid.                                                                                                                                     |                 |                                                                                        | 6 cars                                                                                   |       |       | PA system<br>not audible<br>from resid. |

| No. St. Paul    | Cond. Use in B-2, B-3; Site Plan Review                   | 200 ft. from school, church, or pub. rec. area 400 ft. from resid.                  | >30,000 sq. ft. | 10% landscaped                          | 3 cars for banks                                                              | Req. as condition of approval             | >300 ft. from resid. 65-70 dBA    | No glare on adjacent prop.            |
|-----------------|-----------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------|-----------------------------------------|-------------------------------------------------------------------------------|-------------------------------------------|-----------------------------------|---------------------------------------|
| Oakdale         | C-2 Permitted Use                                         |                                                                                     |                 |                                         |                                                                               | 6 am to 11 pm if within 100 ft. of resid. |                                   |                                       |
| Plymouth        | Cond. Use in C-2, C-3, C-4; Site Plan Review              | 300 ft. from resid.                                                                 |                 | Screen all elements of drive-through    | Pharmacy: 5 cars<br>All other: 10 cars                                        | 7 am to 10 pm                             | Not audible from resid.           | Screen glare from stacking lights     |
| Red Wing        | Cond. Use in B-2, B-2a                                    |                                                                                     | >10,000 sq. ft. |                                         | Fast Food: 4 cars<br>Banks: 4 cars<br>Car Wash: 4-5 cars<br>All other: 3 cars |                                           |                                   | No glare on adjacent prop.            |
| Richfield       | Cond. Use in C-2, C-3, MU-R, MU-C                         | 20-30 ft. from resid. 150 ft. (window, order station, ext. loudspeaker) from resid. |                 |                                         | 4 cars                                                                        |                                           | 50-60 dBA                         |                                       |
| Roseville       | Cond. Use in B-1B, B-2, B-3, B-6/PUD, SC Site Plan Review |                                                                                     |                 |                                         |                                                                               |                                           |                                   |                                       |
| St. Anthony     | Cond. Use in C District                                   |                                                                                     |                 |                                         |                                                                               |                                           |                                   |                                       |
| St. Louis Park  | Cond. Use in C-1, C-2, PUD                                | 100 ft. from resid., schools, churches, institutions                                |                 |                                         | 6 cars                                                                        |                                           | PA system not audible from resid. |                                       |
| Saint Paul      | Cond. In OS, B1, B2 Perm. In B3, B4, B5                   | 60 ft. from resid. 60 ft. from intersec. To the side or rear                        |                 | 6 ft. buffer area w. planting and fence |                                                                               |                                           |                                   |                                       |
| Wayzata         | Cond. Use in C-2 (banks) C-3, C-4 (banks, restaurants)    |                                                                                     |                 | 5 ft. green strip                       | >180 feet                                                                     | Limited as necessary                      | Satisfy State regs.               |                                       |
| West St. Paul   | Cond. Use in B-2, B-3, B-4                                | Not in front yard or setback area                                                   |                 | Screen headlights                       | Adequate stacking; provide bypass lane                                        |                                           | Not audible bet. 10 pm and 7 am   |                                       |
| White Bear Lake | Cond. Use in B-3                                          |                                                                                     |                 | 5 ft. landscaped screen                 |                                                                               |                                           |                                   | Not visible from public ROW or resid. |





**ITEM:**                    **Review of Draft of Falcon Heights City Code Recodification**

**SUBMITTED BY:**   **Deborah Jones, Planning and Zoning Coordinator**

**REVIEWED BY:**   **Justin Miller, City Administrator**

**Summary:**

Municipal Code Corporation has submitted for the City’s review the draft of the updated Falcon Heights City Code. Over the next two months the City Council will have the opportunity to read and discuss the draft in four successive meetings and to point out any areas that need to be examined closely or referred to the City Attorney and Municipal Code for further work before final hearings and adoption.

For the first review session, you are receiving the following chapters of the recodification draft:

- Chapter 1: General Provisions
- Chapter 2: Administration
- Chapter 6: Alcoholic Beverages
- Chapter 10: Animals
- Chapter 18: Emergency Services
- Chapter 26: Fire Prevention and Protection

So that you end up with a complete copy of the recodification draft, your packet also includes “placeholder” pages for the following reserved chapters: 3 – 5, 7 – 9, 11 – 13, 19 – 22, 27 – 29. These reserved chapters provide space for future ordinances. This packet also includes a sample of what Chapter 2 would look like after final formatting.

**Process:**

The draft chapters, though substantially reorganized, should contain no substantive or policy changes from our current code except those necessary to bring our code into line with State Law. Recent ordinances have been incorporated into the text. Staff recommends that you read through the draft, section by section, with your copy of the existing City Code at hand for comparison. Please note any areas that you would like to bring up for question or discussion. We encourage you to write directly on your copy any notes or questions you have.

The draft looks very different from the text we are all used to, so you may find the following points helpful:

- Each section is annotated with a reference to the existing code or ordinance – very helpful for comparing old and new. Look for this in parentheses at the end of each section.
- Each change is explained in the footnotes.

The Planning Commission is conducting a separate review of the zoning chapter and will hold a public hearing, as required by statute, for that chapter on July 25. The Council will consider the zoning chapter after the Planning Commission completes its review, as the final portion of your review.

A public hearing before the Council on the whole new code will be required before the new code can be adopted. That hearing is not yet scheduled; it would take place in August or September. According to this timetable, the vote for approval would take place in September.

A CD of the complete draft in PDF format can be prepared for you on request. Please do not hesitate to contact Staff if you have any questions.

**ATTACHMENTS:**

- Falcon Heights City Code draft preface
- Falcon Heights City Code draft of Chapters 1 – 13, 18 – 21, 26 - 29
- Sample Chapter 2 with final formatting.

**ACTION REQUESTED:**

No official action at this time; discussion only.