

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

AGENDA
May 10, 2006

- A. CALL TO ORDER: 7:00 PM
- B. ROLL CALL: GEHRZ ____ KUETTEL ____ HARRIS ____
 LINDSTROM ____ TALBOT ____
 HOAG ____ KREUSER ____
- C. PRESENTATION:
- D. APPROVAL OF MINUTES: April 26, 2006 **TAB 1**
- D. PUBLIC HEARING:
- F. CONSENT AGENDA:
 - 1. General Disbursements through 5/4/06: \$55,557.67
 Payroll through 4/30/06: \$13,673.21 **TAB 2**
 - 2. Approval of City Licenses 2006 **TAB 3**
 - 3. Designated Signor for Orders Drawn on City Funds and Authority
 For Investments and Transfers of Funds by Interim City Administrator
 Gregory Hoag **TAB 4**
 - 4. Step increase for Colin Callahan, Maintenance Worker **TAB 5**
 - 5. Purchase of used utility cart **TAB 6**
- G. POLICY AGENDA:
 - 1. City Administrator Interviews **TAB 7**
- H. COMMUNITY FORUM:
- I. INFORMATION/ANNOUNCEMENTS:
- J. ADJOURN:

City Council Meeting Minutes

April 26, 2006

Members Present: Mayor Gehrz, Council members Kuettel, Talbot, Lindstrom and Harris, Administrator Worthington, Assistant City Administrator/Deputy Clerk Kreuser, City Engineer Bloom, and Parks and Public Works Director Hoag.

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

The minutes from the April 12, 2006 city council meeting were approved as corrected by Council member Kuettel.

Public Hearing: Hamline/Hoyt Reconstruction Project

City Engineer Bloom gave an overview of the project with a presentation to the council. She reported the total cost of the project will be \$459,146.44, with MSA funds producing \$442,326.62, and assessments bringing in \$16,819.82. Construction will begin after the State Fair.

Council member Talbot pointed out that if Falcon Heights streets were not 100% MSA, then the funding would have to come from infrastructure funds. He then asked what the assessment fees would be if Falcon Heights did not get MSA funding. After some quick math, Engineer Bloom replied it would be at least \$100 per frontage foot, in comparison to the \$26.50 currently charged.

Council member Lindstrom asked how long the project would take. Engineer Bloom replied about 6-8 weeks.

Mayor Gehrz opened the public hearing. No resident were present. Mayor Gehrz then closed the public hearing.

Consent Agenda:

Council member Harris asked about the location of the Chianti Grill encroachment. Administrator Worthington replied the right-of-way is the full width of the St. Mary's Street, up to Larpenteur.

Council member Harris added that she is in favor of the reclassification for Deb Jones, "she's excellent!"

Council member Talbot moved to approve the following six items. The motion was unanimously approved.

1. General Disbursements through 4/20/06: \$73,905.37
Payroll through 4/15/06: \$13,492.37
2. 2006 License Approval
3. Reclassification and salary increase for Zoning and Planning Coordinator
4. Donation of \$50 from Diane Ross
5. Memorandum of Understanding with Little Canada for Falcon Heights
City Administrator recruitment
6. Encroachment Agreement with Chianti Grill

Policy Agenda:

Mayor Gehrz asked the council's permission to add policy item G3, joint powers agreement with the City of Saint Paul, for maintenance of street and sewer facilities on Hamline and Hoyt Avenues. The council agreed to add the item.

1. Resolution ordering the reconstruction of Hamline-Hoyt and approving the Cooperative Construction Agreement with the City of St. Paul

Administrator Worthington gave the highlights of the resolution, with the assessable portion of the project at \$203,804.92. She noted the actual project cost was under the budgeted amount for the project.

Council member Lindstrom added that after this project, the street system will be completely restructured, but Administrator Worthington stated the assessment policy would need to be amended in the future.

Engineer Bloom reported that Falcon Heights has a great maintenance strategy, and there is no reason streets should not last 20-25 years with maintenance. She added that a new policy should be revisited before there is a need, so with the new administrator she would suggest next year.

Council member Kuettel moved to approve resolution 06-11 ordering the reconstruction of Hamline-Hoyt and approving the Cooperative Construction Agreement with the City of St. Paul. The motion was unanimously approved.

2. Resolution adopting Vehicle Pre-emption System installation agreement for the Roselawn Avenue and Snelling Avenue intersection, between the City of Falcon Heights, City of Roseville, and State of Minnesota

Engineer Bloom began the item by explaining that Roselawn and Snelling is the only intersection left without emergency sensors in Falcon Heights, which allow fire, police, and ambulance to change signals using a special strobe light mounted on their vehicles. She added that Roseville had passed the agreement at their April 24 City Council meeting.

Council member Kuettel asked how much of the cost Falcon Heights would be responsible for, and Engineer Bloom replied the total cost is \$5300, so each city would pay \$2750 to install, and then the State would maintain the system. She explained that the initial estimate for the system was \$10,000, but since Roselawn is being reconstructed and the system would be installed during the construction, the cost is less. A left turn lane at eastbound Roselawn onto Snelling will be added as well.

A discussion on timing of the stoplights on Snelling commenced.

Council member Lindstrom moved to approve resolution 06-12, adopting vehicle pre-emption system installation for the Roselawn Avenue and Snelling Avenue intersection, between the City of Falcon Heights, City of Roseville, and State of Minnesota. The motion passed unanimously.

3. Joint powers agreement with the City of Saint Paul, for maintenance of street and sewer facilities on Hamline and Hoyt Avenues

Parks and Public Works Director Hoag gave an overview of the agreement, stating that Falcon Heights will handle the winter maintenance of the streets, including snow and ice removal, and St. Paul will do summer work, including seal coating and sweeping.

Council member Kuettel asked about the response Falcon Heights can expect to get from St. Paul. Parks and Public Works Director Hoag replied that proper communication plans are in

place, and St. Paul has agreed to respectable response times. Falcon Heights public works will monitor their response times, and provisions are laid out in the agreement.

Administrator Worthington added that currently there is only a handshake agreement between the two cities, and because of this document they will be more responsive.

Council member Harris asked who drafted the agreement. Hoag replied that St. Paul amended an agreement they had with West St. Paul, and both cities and their attorneys reviewed the document.

Mayor Gehrz suggested something of this nature be pursued in the next year or so with Roseville for Roselawn Avenue. Hoag replied the cities are close to putting something in writing, and after the reconstruction it will be easier to lay out responsibilities.

Council member Harris moved to approve resolution 06-13, joint powers agreement with the City of Saint Paul, for maintenance of street and sewer facilities on Hamline and Hoyt Avenues. The motion passed unanimously.

Information/Announcements:

Council member Lindstrom announced the Bio Blitz will be May 19th at 5 p.m. at the future Bell Museum site on Cleveland and Larpenteur. The Blitz is a race to document as many species as possible in 24 hours. Parks and Public Works Director Hoag added that Community Park will be monitored for wildlife that day as well.

Council member Talbot announced the selection process for the CTV scholarships has started.

Mayor Gehrz invited the public to the April 27 CERT training on evacuation training. She also reminded residents of the May 13th Treasures tour, and asked residents to watch for the flyers.

Lastly, she gave an update on the city administrator hiring process. There were 40 applicants, narrowed down to 12 by Joel Hanson, and Mayor Gehrz and Heather Worthington interviewed those 12. The 12 were narrowed to five, and council member Lindstrom, Mayor Gehrz, commissioners and staff interviewed these and selected three to bring before the entire council. The council will interview these three finalists at their May 10 meeting. Councilors will receive packets with the finalist's resumes, assessment information from PDI, and the interview questions before the 10th. Any question suggestions can be passed along to Mayor Gehrz before Friday, May 5 at noon. A special open council meeting on May 17th has been scheduled to deliberate and come to a conclusion.

Mayor Gehrz asked the council's permission to reimburse mileage for those finalists traveling long distances, along with a per diem for a hotel room, if needed. Council member Talbot moved to approve this, and the motion passed unanimously.

Mayor Gehrz adjourned the meeting at 8:20 p.m.

Respectfully submitted,

Stacey Kreuser

Assistant City Administrator/Deputy Clerk

ITEM: **Disbursements and Payroll**

SUBMITTED BY: **Roland O. Olson, Finance Director**

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

EXPLANATION:

Summary:

1. General Disbursements through 5/4/06: \$55,557.67
2. Payroll through 4/30/06: \$13,673.21

ACTION REQUESTED:

- Approval

APPROVAL OF BILLS
 PERIOD ENDING: 5-4-06__

CK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	GEHRZ, SUE	MN MAYOR'S ASSOC CONF	LEGISLAT	282.43
	NELSON CHEESE/DELI	INTERVIEWERS MEETING REF	LEGISLAT	90.00
	LILLIE SUBURBAN NEWSPAPER	LEGALS: HOYT & SNELLING	LEGISLAT	27.40
	*** TOTAL FOR DEPT 11			399.83
61813	PAULA LEWIS	REFUND: SIDING PERMIT	ADMINIST	6.41
	PERA	APRIL 30TH PERA	ADMINIST	1,883.12
	*** TOTAL FOR DEPT 12			1,889.53
	DOCUMENT RESOURCES	NEW CHECKS FOR NEW SOFTW	FINANCE	1,093.35
	*** TOTAL FOR DEPT 13			1,093.35
61810	DEBORAH JONES	MILEAGE REIMB	PLANNING	58.92
	METRO GIS IMAGING	GIS IMAGING FORUM - DEB	PLANNING	65.00
61811	MN NCPERS LIFE INSURANCE	MAY/06 JONES INSURANCE	PLANNING	16.00
	*** TOTAL FOR DEPT 17			139.92
	AMERICAN VETERINARY	SAVING WHOLE FAMILY BROC	EMERGENC	26.00
	XCEL ENERGY	ELECT	EMERGENC	8.23
	NEXTEL COMMUNICATIONS, INC	PHONE	EMERGENC	14.00
	NEXTEL COMMUNICATIONS, INC	PHONE	EMERGENC	19.14
	NEXTEL COMMUNICATIONS, INC	PHONE	EMERGENC	41.31
	*** TOTAL FOR DEPT 21			108.68
	CITY OF ST ANTHONY	MAY/06 POLICE SVCS	POLICE	41,035.08
	*** TOTAL FOR DEPT 22			41,035.08
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING	FIRE FIG	26.75
	FIRE EQUIPMENT SPECIALTIE	FLASHLIGHT BATTERY PACK	FIRE FIG	53.10
	KURHAJETZ, CLEM	2 LOG BOOKS & 5 PADS	FIRE FIG	13.34
	MN FIRE SVC CERT. BOARD	3 RECERTIFICATION EXAMS	FIRE FIG	45.00
	*** TOTAL FOR DEPT 24			138.19
	ALLIED WASTE SERVICES	SOLID WASTE CHARGES	CITY HAL	298.90
	ALLIED WASTE SERVICES	CEC CTY CHRNG	CITY HAL	157.91
	ALLIED WASTE SERVICES	SOLID WASTE MGMT TAX	CITY HAL	50.65
	HOAG, GREG	APR MILEAGE REIMBURSEMNT	CITY HAL	62.30
	CERTIFIED LABORATORIES	OSHA 1ST AID KIT	CITY HAL	86.43
	CINTAS CORPORATION #470	RUG SERVICE	CITY HAL	79.30
61812	HOME DEPOT CRC/GECF	PAINT AND SUPPLIES	CITY HAL	68.85
	MINNESOTA CONWAY	NEW FIRE EXTINGUISHER:PW	CITY HAL	63.90
	XCEL ENERGY	ELECT	CITY HAL	603.09
	SUBURBAN ACE HARDWARE	TOOLS	CITY HAL	5.27
	TERMINIX	PEST CONTROL CITY HALL	CITY HAL	47.93
	NEXTEL COMMUNICATIONS, INC	PHONE	CITY HAL	14.00
	*** TOTAL FOR DEPT 31			1,538.53
	CERTIFIED LABORATORIES	OSHA 1ST AID KIT	STREETS	86.45
	SUBURBAN ACE HARDWARE	BLACK TOP PATCH	STREETS	74.44
	NEXTEL COMMUNICATIONS, INC	PHONE	STREETS	19.15
	*** TOTAL FOR DEPT 32			180.04
	CERTIFIED LABORATORIES	OSHA 1ST AID KIT	PARK & R	86.44

Note: the OSHA first aid kits are cross charged to several departments.

APPROVAL OF BILLS
 PERIOD ENDING: 5-4-06__

CK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
61812	HOME DEPOT CRC/GECP	INSULATION	PARK & R	42.63
	XCEL ENERGY	ELECT	PARK & R	25.44
	SUBURBAN ACE HARDWARE	TIRE SEALANT	PARK & R	6.05
	QWEST	TELEPHONE	PARK & R	111.37
	NEXTEL COMMUNICATIONS, INC	PHONE	PARK & R	16.14
	NEXTEL COMMUNICATIONS, INC	PHONE	PARK & R	16.14
	*** TOTAL FOR DEPT 41			304.21
	CERTIFIED LABORATORIES	OSHA 1ST AID KIT	SANITARY	86.42
	PIPE SERVICES CORP.	ROSELAWN&HAMLINE TV INSP	SANITARY	1,273.59
	UNITED RENTALS	MARKING PAINT	SANITARY	48.44
	NEXTEL COMMUNICATIONS, INC	PHONE	SANITARY	38.63
	*** TOTAL FOR DEPT 75			1,447.08
	MIKE McPHILLIPS INC	SPRING STREET SWEEPING	STORM DR	7,000.00
	S & S TREE SPECIALISTS IN	WEED CONTROL:CURTISS FLD	STORM DR	251.6
	*** TOTAL FOR DEPT 76			7,251.61
	DEBORAH JONES	FOAM BOARDS:DRIVE THRU M COMM.	DE	12.76
	DEBORAH JONES	DRIVE THRU MEETNG:REFRES COMM.	DE	18.86
	*** TOTAL FOR DEPT 79			31.62
	*** TOTAL FOR BANK 01			55,557.67
	*** GRAND TOTAL ***			55,557.67

C H E C K R E G I S T E R

CHECK TYPE	CHECK DATE	EMPLOYEE NAME NUMBER	CHECK NUMBER	CHECK AMOUNT
COM	4 28 06	6 SUSAN GEHRZ	62596	5.55
COM	4 28 06	12 LAURA A. KUETTEL	62597	277.05
COM	4 28 06	13 PETER C. LINDSTROM	62598	277.05
COM	4 28 06	14 RICHARD P TALBOT JR	62599	7.00
COM	4 28 06	16 PAMELA M. HARRIS	62600	277.05
COM	4 28 06	34 CLEMENT KURHAJETZ	62601	340.04
COM	4 28 06	40 KEVIN ANDERSON	62602	60.03
COM	4 28 06	74 MARK J ALLEN	62603	184.70
COM	4 28 06	91 RICHARD H HINRICHS	62604	66.35
COM	4 28 06	97 PATRICK GAFFNEY	62605	92.35
COM	4 28 06	98 BRADLEY J. REZNY	62606	91.12
COM	4 28 06	1003 HEATHER WORTHINGTON	62609	2126.15
COM	4 28 06	1007 PATRICIA PHILLIPS	62610	390.35
COM	4 28 06	1008 STACEY T. KREUSER	62611	1185.12
COM	4 28 06	1015 GREGORY R. HOAG	62612	1802.68
COM	4 28 06	1016 LISA A. ANDERSON	62613	1090.55
COM	4 28 06	1033 DAVE TRETSVEN	62614	1341.65
COM	4 28 06	1035 JOSEPH J. AUGER SR	62615	301.55
COM	4 28 06	1038 DEBORAH K JONES	62616	1243.08
COM	4 28 06	1136 ROLAND O OLSON	62617	1520.05
COM	4 28 06	1140 ROBERT M PILGRIM	62618	236.88
COM	4 28 06	1143 COLIN B CALLAHAN	62619	699.45
COM	4 28 06	2012 KIMBERLY A. KUHENS	62620	32.95
COM	4 28 06	2101 RACHEL E. PIKE	62621	24.25
		COMPUTER CHECKS		13673.25
		MANUAL CHECKS		.00
		NOTICES OF DEPOSIT		.00
		****TOTALS****		13673.25

ITEM: **Approval of City Licenses 2006**

SUBMITTED BY: **Stacey Kreuser, Deputy Clerk**

Explanation:

The following business has applied for a tree trimming/treating/removal license. City staff has received the necessary documents for licensure:

- Pohl's Tree Service

ITEM: **Designated Signor for Orders Drawn on City Funds and Authority For Investments and Transfers of Funds by Interim City Administrator Gregory Hoag**

SUBMITTED BY: **Roland O. Olson, Finance Director**

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

EXPLANATION/DESCRIPTION:

In accordance with Minnesota Statute 412.271, the Mayor and City Clerk are required to be the designated signors for any orders drawn on the city's funds. The signors currently are Mayor Susan Gehrz and the City Administrator, designated as the City Clerk, Heather Worthington. Heather Worthington's last official day as City Administrator and City Clerk of Falcon Heights will be May 12, 2006. Heather Worthington's authority to be a designated signor on the city's funds needs to be rescinded as of close of business on May 12, 2006. The Interim City Administrator/City Clerk previously approved by the Council is Gregory Hoag. Gregory Hoag needs to be approved by the Council as a designated signor on the City's Funds and authorize the use of facsimile signatures for Mayor Susan Gehrz and Interim City Administrator/City Clerk Gregory Hoag.

Also, Gregory Hoag acting as Interim City Administrator/City Clerk needs to be authorized to deposit general and other funds and handle investments and transfers of funds for the City of Falcon Heights for the period of time that he is appointed in these positions.

Meets Goal #4: To provide a responsive and effective city government.
Strategy #6: To effectively manage the city's financial resources.

ACTION REQUESTED:

Remove Heather Worthington as a designated signor on the City's funds and authority to deposit general funds and other funds and handle investments and transfers of funds for the City at the close of business on May 12, 2006. Grant such authority to Gregory Hoag for the period of time until a new city administrator/city clerk starts employment with the City of Falcon Heights.

CONSENT F4
5/10/06

ITEM: **Step increase for Colin Callahan, Maintenance Worker**

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

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

EXPLANATION:

Summary: Colin Callahan has completed eight years of employment with the city, five years as a permanent employee. Colin has had excellent performance during this period.

Colin is a key member to our maintenance staff. His primary duties include mowing, plowing, building maintenance, and ice rink maintenance. His knowledge of the city and its facilities has been invaluable to the city's residents, employees, and business owners.

Colin has shown excellent judgment, a strong work ethic, and a willingness to take on new duties and responsibilities as needed.

At this time, I am recommending a 3% step increase for Colin, which is in accordance with the city's compensation policy of an increase after five years of full-time employment.

ACTION REQUESTED:

- Approval of step increase for Colin Callahan retroactive to March 29, 2006.

**CONSENT F5
5/10/06**

ITEM: Purchase of used utility cart

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

REVIEWED BY: Heather Worthington, City Administrator

EXPLANATION:

Summary: During the 2006 budget discussions, staff recommended purchasing a used utility cart with a drag attachment for grooming ball fields. The City Council approved \$7,000.00 for this purchase in the 2006 budget.

Our maintenance operations often have staff working in different locations, and while we presently have two full size trucks, the addition of the utility cart will be another transportation vehicle to use when we add our summer seasonal help.

The City of Little Canada has available for sale a used 1996 Jacobsen utility cart with a field drag attachment. Staff has inspected this vehicle and it will serve our needs well.

ATTACHMENT:

- Picture of proposed vehicle

ACTION REQUESTED:

- Approve the purchase of a used 1996 Jacobsen SV3422 utility cart from the City of Little Canada in the amount of \$4,400.00 plus tax, for a total of \$4,686.00.

MEMORANDUM

TO: Mayor Gehrz & Members of the City Council

FROM: Joel Hanson, City Administrator

DATE: May 5, 2006

RE: City Administrator Interviews/Process Update

Forty applications were received for the City Administrator position. A ranking process was done on each application. The rankings were reviewed with Mayor Gehrz and City Administrator Worthington. Based upon that review, 12 candidates were selected for further screening by the Mayor and City Administrator. That screening resulted in seven candidates being selected for panel interview stage. Two of those chose to withdraw.

Panel interviews were conducted on May 1st and May 2nd. One panel consisted of elected officials/commission members. The other panel was made up of staff representatives. That process yielded two choices that far outdistanced the other applicants. A third was selected to complete the interview field, but after several attempts to contact him, he finally responded on May 5th indicating he is finalizing an employment agreement with another community and wishes to withdraw. Therefore, only two candidates will be present to interview with you on May 10th. They are Mr. Justin Miller, Assistant City Manager in Chanhassen, and Mr. Edward Treska, City Administrator of Grand Rapids. (Copies of their application materials and panel interview commentary are attached for your review.)

Other testing/checking is being done on the two candidates. Criminal background checks, references, credit checks, and academic verification are presently being done. Personnel Decisions International (PDI) is also running the two candidates through a barrage of management tests. This information will be presented for your consideration after the May 10th interviews.

I will be present at your meeting of May 17th to provide whatever assistance you deem necessary in making your selection decision. Should you have any comments or questions in the meantime, please contact me at (651) 766-4040.

PANEL INTERVIEW COMMENTARY

Justin Miller:

- Clearly has broad depth of understanding of city related issues – redevelopment, policing, finance, etc.
- Very bright and forward thinking.
- Did his homework.
- Good approach to staff and overall human relationships.
- Great potential.
- Would work hard and do an excellent job.
- Familiar with metro issues.
- He will grow with us.
- Would quickly earn the respect of the City’s residents.
- Straight and to the point, direct.
- People person that would get along well with the team approach.
- Relies on staff as professionals.
- Somebody one could go to with a problem.

Ed Treska:

- Will be strong in dealing with University and Fairgrounds.
- Brings experience.
- Will be good fit with population/community.
- Excellent understanding of city and county government and the relationships.
- Would be a valuable mentor to staff – also willing to grow.
- Not afraid to work “hands-on.”
- Believes in collaborative management and policy development with Council and residents.
- Will get things done – motivated.
- Very well educated and highly qualified.
- Personable with co-workers.
- Very accomplished, long-time public employee.
- Likes team approach.
- Sense of humor, vast professional knowledge.

Interview Questions for the Finalists for the Position of City Administrator

1. **LAURA - The City Administrator has an important role in providing information about Falcon Heights. Imagine that a friend of yours who has never been to Minnesota asks you to tell them what the City of Falcon Heights is like. What would you say?**

2. **RICK - Imagine you are taking us on a tour of a city in which you have worked. What are some things that you have worked on and would want us to see?**

3. **PAM - In December of every year we hold a Truth in Taxation Hearing at which time our City Administrator presents information about the proposed city budget for the upcoming year. What do you think are the three most important things that the taxpayers of the city want to learn from that presentation?**

4. PETER - During the next 12 months the city will be revising the Comprehensive Plan that will guide future changes in zoning, housing, roads, parks, sewers, environmental protection, utilities, economic development, and other land uses. This is a very important process in which we want to engage our residents and business owners. What ideas do you have for how we can get people to participate in this process?

5. SUE - City Councils have to deal with many difficult and controversial issues. In my experience, the most difficult issues are any that involve animals. Why do you think that is so?

6. RICK - Enforcing city codes can also be very challenging. City staff members often find themselves in the middle of resident conflicts about how people maintain their property. What is your preferred approach to code enforcement?

10. SUE – Falcon Heights has been able to provide a very high quality of public services at a very reasonable cost because of our ability to partner with neighboring cities and the county. We currently have cost sharing contracts with St. Anthony, Roseville, Saint Paul, Lauderdale, Little Canada, and Ramsey County. What personal characteristics would you bring to this job that could help us maintain effective partnerships with so many of our neighboring communities?

11. LAURA - The job of a City Administrator is very demanding. There are many evening meetings and stressful situations. You have already experienced some of that. What helps you cope and manage stress?

12. RICK - What do you think would be the biggest challenges for you in this job?

13. PETER – Why are you interested in being the City Administrator of Falcon Heights?

14. PAM – Is there anything else that you would want us and our residents to know about you?