

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

**AGENDA**  
**March 8, 2006**

- A. CALL TO ORDER: 7:00 PM
  
- B. ROLL CALL:           GEHRZ \_\_\_\_ KUETTEL \_\_\_\_ HARRIS \_\_\_\_  
                              LINDSTROM \_\_\_\_ TALBOT \_\_\_\_  
                              WORTHINGTON \_\_\_\_ KREUSER\_\_\_\_
  
- C. PRESENTATION:
  - 1. John Thein, Roseville School District #623
  - 2. John Ohl, SAPD Annual Report
  
- D. APPROVAL OF MINUTES: February 22, 2006 **TAB 1**
  
- E. PUBLIC HEARINGS:
  
- F. CONSENT AGENDA:
  - 1. General Disbursements through 3/2/06 \$64,440.47 **TAB 2**  
   Payroll \$15,770.36
  - 2. 2006 Licenses **TAB 3**
  - 3. Step increase, reclassification, and regular appointment for Stacey **TAB 4**  
   Kreuser, Deputy Clerk
  - 4. 18 month step increase for Greg Hoag, Parks and Public Works **TAB 5**  
   Director
  - 5. Replacement of 2001 Ford F250 Pickup Truck **TAB 6**
  
- G. POLICY AGENDA:
  - 1. Resolution supporting the constitutional amendment for motor vehicle **TAB 7**  
   sales tax dedication to transportation
  - 2. Drive-through Moratorium Study and Process **TAB 8**
  - 3. Hoyt/Snelling Feasibility Report (Addendum) **TAB 9****
  
- H. COMMUNITY FORUM:
  
- I. INFORMATION/ANNOUNCEMENTS:

**Minutes of the Regular Meeting of the City Council  
City of Falcon Heights  
February 22, 2006**

Mayor Gehrz convened the regular City Council meeting at 7:00 PM.

MEMBERS PRESENT: Mayor Sue Gehrz, Council members Laura Kuettel, Pam Harris, Peter Lindstrom and Richard Talbot, City Administrator Heather Worthington, Deputy Clerk Stacey Kreuser, and Parks and Public Works Director Greg Hoag.

PRESENTATIONS: None scheduled.

APPROVAL OF MINUTES: The minutes of the February 8, 2006 meeting were approved. Deputy Clerk Kreuser will clarify one section of the minutes dealing with the moratorium.

PUBLIC HEARINGS: None scheduled.

**CONSENT AGENDA:**

Council member Kuettel asked that the ZipCar program offered by the U of M be included in the publicity Falcon Heights is doing for HourCar.

Council member Harris asked what percentage the increase would be for the two public works employees. Mayor Gehrz replied that to bring the workers to 90% of comparable cities, Tretsven would receive a 6% salary increase with a 3% COLA. Callahan would receive an hourly adjustment of \$2.81 per hour. Administrator Worthington added the 2006 budget included these raises.

Council member Kuettel moved to approve the following nine items on the consent agenda. The motion was unanimously approved.

1. General Disbursements through 2/16/06: \$70,684.38  
Payroll: \$13,667.46
2. Approval of Licenses
3. Approval of Roselawn Trail Grant Application
4. Approval of an application for an exempt permit to conduct raffle sales for the Falcon Heights Elementary PTSA
5. Approval of final payment estimate to Jay Brothers, Inc. in the amount of \$10,218.85, for the 2004 Curtiss Field Pond Improvements
6. Award 2006 street sweeping contract
7. Placing of HourCar information on City website and in newsletter
8. Salary adjustment and title change for Dave Tretsven, Senior Maintenance Worker, Public Works
9. Position reclassification and salary adjustment for Colin Callahan, Maintenance Worker (50%), Public Works

**POLICY AGENDA:**

1. Council Operating Rules Amendment

Mayor Gehrz began the item by giving an overview of the council operating rules. She stated the proposed amendment represents no change in practice but just adds language to the council

operating rules that states council workshops are open to the public but not recorded. She added that although the amendment represents no change in practice, it was a good opportunity to talk about the reasons for this practice. Mayor Gehrz noted council workshops are held the first Wednesday of the month and regular business meetings are held the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of the month. All meetings are open to the public. At the business meetings (regular council meetings), the council conducts public hearings, discusses and votes on many different issues, approves expenditures, and sometimes hears informational presentations. These meetings are televised and web streamed. She stated that council workshops are much less formal and often longer than other council meetings. In these workshops, the council:

- a. Studies issues by inviting staff or consultants to present in-depth information on a topic;
- b. Gives staff direction on whether additional research is needed on an issue;
- c. Advises the City Administrator and Mayor about contract and public relations negotiating strategies that will best represent the interests of the people of Falcon Heights to other institutions like the U of M, the State Fair, or other cities with whom we have contracts like Roseville, St. Anthony, or Lauderdale. Providing web streamed or cable tv access to those discussions puts our city at a real disadvantage in any negotiation. Those with whom we are negotiating can have access to our bottom line positions;
- d. Develops the goals, strategies, and action plans for the next year upon which the budget will be based; and
- e. Develops the preliminary budget for the next year, which includes review and consideration of every line item. Opportunity for council and staff to consider a wide range of options including eliminating programs and staff positions that are highly valued by some residents. You want the council to not be constrained from putting all possible options on the table and televising sessions places an undue constraint.

Mayor Gehrz wrapped up by reminding residents that everyone is welcome to come to the workshops, and people do come.

Council member Harris moved to approve the council operating rules amendment. The motion was unanimously approved.

## 2. Consideration of the Final Environmental Impact Statement for the University of Minnesota Football Stadium Project

Mayor Gehrz began the item by giving a brief overview of the U's actions to date on the on-campus stadium proposal. She added the U has formed an Advisory Committee, and since Falcon Heights will be affected by a stadium on the campus through traffic and parking at the State Fairgrounds, she would entertain any comments or concerns from the council to report to the committee.

Council member Lindstrom asked about the traffic enforcement, and suggested the City get in writing that the U will pay for additional traffic officers whenever events warrant them.

Council member Harris stated that residents need to know when the overflow parking at the Fairgrounds will be utilized. Mayor Gehrz replied she would have the committee address it.

Mayor Gehrz ended by stating no action was necessary, since it was an informational update. She added that comments on the impact study will be accepted until February 27, and anyone who wants to view the report in its entirety can find it on the U website.

### 3. March Food Drive

Mayor Gehrz stated that Falcon Heights has done a food drive for the past two years. A date of April 1 was set for the Lions to pick up the food dropped off at City Hall.

Council member Kuettel added that Falcon Heights Elementary would be a drop off site as well.

Mayor Gehrz stated the Neighborhood Commission would discuss the food drive at its February 27<sup>th</sup> meeting, and would address the need for residential drop-off locations.

Administrator Worthington added that the Roseville Rotary club would be on-hand at the food shelf to help stock shelves.

### 4. Amendment to Credit Card Policy

Administrator Worthington gave an overview of the item by stating Parks and Public Works Director often purchases goods for City Hall at wholesale distributors that do not allow house charge accounts. To more conveniently allow for purchasing at these stores, Worthington recommended Parks and Public Works Director Hoag be added to the group, along with the City Administrator and Deputy Clerk, that is allowed to have a credit card in their name. She added the standard limit under her authority of \$5,000 would still apply, and the council would review all credit card statements.

Council member Lindstrom moved to approve the amendment to the credit card policy, and the motion was unanimously approved.

### 5. Year-end Forestry Report

Parks and Public Works Director Hoag began by giving a report on the tree activity in 2005.

Council member Kuettel expressed her frustration at the City having to replace 10-year old trees that were planted too deep and were dying. She asked that staff put employees working with planting, and those companies that are hired to do planting, through a training course so events do not happen like this in the future.

Mayor Gehrz asked about the ReLEAF grants that were awarded to the City, and whether or not they were continuous. Hoag replied that they are awarded on a 2-3 year cycle, depending on what the funding is for, and how ReLEAF decides to allocate grant dollars.

Council member Kuettel asked if the tree climbers use spiked boots that can damage the trees. Hoag replied the climbers usually use bungees and ropes, and the company the City uses staff-certified arborists.

Council member Lindstrom asked if there was any part of the City that was better or worse in regards to Dutch Elm Disease (DED). Hoag replied the highest percentage of trees were taken out of the Northome area, but that is also where the most trees are. He added the sooner that infected trees are removed, the less chance they have to spread the disease to other trees.

Mayor Gehrz asked about the status of the boulevard tree removal. Hoag replied it is about one year behind and the 30 trees that were to be removed in 2005 are on a wait list.

### COMMUNITY FORUM:

David Wickler, Boy Scouts Troop 266, addressed the council on the food drive item. He stated the troop would be interested in helping with the citywide drive; it would be a service project for the troop.

INFORMATION/ANNOUNCEMENTS:

Council member Lindstrom reported that at the Environment Commission meeting they were working on the community garden project. Currently the garden is slated to be planted in spring 2007, since there is not time to plan in time to have it growing by this summer. He added a "feasibility study" and consulting with other gardeners would be completed this spring, in time for the budget workshops in June.

Council member Harris reported the Park/Rec Commission discussed the open gym and its declining use. She stated the Commission decided to reduce the price of open gym from \$3 to \$2 for adults and \$1.50 for kids in hopes the attendance will rebound.

Mayor Gehrz announced the City was still taking applications for the Neil Kwong Youth Citizenship Award through the end of February. She stated Commissioner Janice Rettman taped a show at the new Senior Building, and the City will be notified when the show will air. Lastly, she reminded residents of the February 25 free emergency preparedness training session to be held at the Radisson in St. Paul. She added that she and Heather would be presenting at the session.

Administrator Worthington stated she had attended a meeting of the North Suburban Business Council, and good discussion on shared city services commenced. In addition, the Ramsey County report on City-shared services would be publicized and made available soon.

The meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Stacey Kreuser  
Deputy Clerk

**ITEM:**                   **Disbursements and Payroll**

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

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

**EXPLANATION:**

1. General Disbursements through 3/2/06   \$ 64,440.47
2. Payroll 2/16/06 – 2/28/06               \$ 15,770.36

**ATTACHMENTS:**

- General Disbursements
- Payroll

**ACTION REQUESTED:**

- Approval

APPROVAL OF BILLS  
 PERIOD ENDING: 3-2-06

The copy of the credit card statement supporting these 2 charges was included in the January 25, 2006 council agenda. However, these 2 charges didn't appear on the payable list and need to be listed. These charges were paid on a timely basis to avoid any late penalty fees imposed by the credit card company.

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
61482	US BANCORP	LMC CONFERENCE EXPENSES	-----	402.44
61482	US BANCORP	MN NURSEY&LANDSCAPE CONF	-----	65.00
	NORTHERN ESCROW INC	FINAL PAY EST. JAY BROS	-----	8,305.85
	NORTHERN ESCROW INC	FINAL PAY EST. JAY BROS	-----	1,913.00
	*** TOTAL FOR DEPT 00			10,686.29
	Laura Kuettel	DEC LMC EXPS REIMBURSMNT	LEGISLAT	90.56
	Lillie Suburban Newspaper	LEGAL PUBLICATION	LEGISLAT	19.18
	*** TOTAL FOR DEPT 11			109.74
	American Office Products	INK JET PRINTER CARTRIDG	ADMINIST	23.42
61483	EHLERS AND ASSOCIATES	FINANCE SEMINAR CONF	ADMINIST	195.00
	MINNEAPOLIS PAPER COMPANY	COPY/LASER PAPER	ADMINIST	74.53
	PERA	FEB 28TH PERA	ADMINIST	1,980.49
	UNIVERSITY OF MINNESOTA	MUNICIPALS WKSHP: STACEY	ADMINIST	70.00
	*** TOTAL FOR DEPT 12			2,343.44
	ASSOC. GOVT ACCOUNTANTS	MEMBERSHIP RENEWAL	FINANCE	95.00
	*** TOTAL FOR DEPT 13			95.00
	CITY OF ROSEVILLE	JAN15-FEB14 TELE CHRGS	COMMUNIC	433.34
	*** TOTAL FOR DEPT 16			433.34
	MN NCPERS LIFE INSURANCE	JONES/MARCH/06 INSURANCE	PLANNING	16.00
	*** TOTAL FOR DEPT 17			16.00
	HOAG, GREG	EMERG MGMT TNG CONF EXPS	EMERGENC	15.15
	XCEL ENERGY	ELECTRICITY:EMERG SIREN	EMERGENC	8.63
	NEXTEL COMMUNICATIONS, INC	CELL PHONE	EMERGENC	44.34
	*** TOTAL FOR DEPT 21			68.12
	CITY OF ST ANTHONY	MAR/06 POLICE SVCS	POLICE	41,035.08
	*** TOTAL FOR DEPT 22			41,035.08
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING	FIRE FIG	34.44
	FIRE EQUIPMENT SPECIALTIE	BATTERIES	FIRE FIG	132.13
61620	MICHAEL KNOX	REPLACE PAYROLL CK 62272	FIRE FIG	38.55
	KURHAJETZ, CLEM	ANT BAIT	FIRE FIG	6.38
	W.S. DARLEY & CO.	CHAIN SAW MOUNT	FIRE FIG	138.25
	W.S. DARLEY & CO.	1 SALVAGE COVER	FIRE FIG	137.83
	NEXTEL COMMUNICATIONS, INC	CELL PHONES FIRE DEPT	FIRE FIG	153.19
	*** TOTAL FOR DEPT 24			640.77
	HOAG, GREG	FEB MILEAGE	CITY HAL	70.76
	BOARD OF WATER COMMISSNRS	H2O	CITY HAL	52.85
	BOARD OF WATER COMMISSNRS	S.S.	CITY HAL	26.04
	CINTAS CORPORATION #470	RUG SVC CITY HALL	CITY HAL	78.23
	GRAINGER, W. W., INC.	HAND STAMP SET	CITY HAL	18.25
	MUSKA ELECTRIC	ELECTRICAL REPAIR WORK	CITY HAL	229.94
	OLSEN FIRE PROTECTION	SPRINKLER SYTEM CHECK	CITY HAL	210.00
	TERMINIX	ANT & PEST CONTROL	CITY HAL	47.93
	NEXTEL COMMUNICATIONS, INC	CELL PHONE	CITY HAL	28.01
	*** TOTAL FOR DEPT 31			762.01
	RAMSEY COUNTY	JAN 06 SNOWPLOWING/SANDG STREETS		2,527.83

2005 ↑  
 2006 ↓

APPROVAL OF BILLS  
 PERIOD ENDING: 3-2-06\_\_

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	NEXTEL COMMUNICATIONS, INC	CELL PHONE	STREETS	19.14
	*** TOTAL	FOR DEPT 32		2,546.97
	BOARD OF WATER COMMISSNRS	H2O	PARK & R	18.35
	BOARD OF WATER COMMISSNRS	S.S.	PARK & R	26.04
	MOBILE MINI, INC.	WARMING HOUSE RENTAL	PARK & R	404.38
	MUSKA ELECTRIC	ELECTRICAL REPAIR WORK	PARK & R	230.03
	XCEL ENERGY	PROTECTIVE LIGHTING	PARK & R	27.86
	QWEST	TELEPHONE-COMMUNITY PK	PARK & R	111.28
	NEXTEL COMMUNICATIONS, INC	CELL PHONE	PARK & R	16.15
	NEXTEL COMMUNICATIONS, INC	CELL PHONE	PARK & R	16.15
	*** TOTAL	FOR DEPT 41		850.24
	JAMES FLEMING	REFUND: REC CLASS CANCLD	PARK PRO	54.00
	ROSEVILLE AREA SCHOOLS	SUMMER PROG APPLICATION	PARK PRO	20.00
	TARGET	DEAD OF WTR SUPPLIES	PARK PRO	95.15
	*** TOTAL	FOR DEPT 50		169.19
	WASTE MANAGEMENT-BLAINE	FEB/06 RECYCLING	SOLID WA	2,392.50
	*** TOTAL	FOR DEPT 56		2,392.50
	AMERICAN OFFICE PRODUCTS	TABLES:COUNCIL CHAMBERS	GENERAL	1,182.04
	*** TOTAL	FOR DEPT 63		1,182.04
	FIRE EQUIPMENT SPECIALTIE	RESCUE ROPE	FIRE & R	134.25
	FIRE EQUIPMENT SPECIALTIE	ELKHART NOZZLES	FIRE & R	639.80
	*** TOTAL	FOR DEPT 64		774.05
	NEXTEL COMMUNICATIONS, INC	CELLPHONE REPLACMNT:DAVE	SANITARY	103.27
	NEXTEL COMMUNICATIONS, INC	CELL PHONE	SANITARY	38.20
	NEXTEL COMMUNICATIONS, INC	CELL PHONE	SANITARY	19.14
	*** TOTAL	FOR DEPT 75		160.69
	EHLERS AND ASSOCIATES	2006 TIF ESTIMATES	TIF #1	87.50
	*** TOTAL	FOR DEPT 77		87.50
	EHLERS AND ASSOCIATES	2006 TIF ESTIMATES	TIF #2	87.50
	*** TOTAL	FOR DEPT 78		87.50
	*** TOTAL	FOR BANK 01		64,440.47
	*** GRAND TOTAL ***			64,440.47



SYSTEM DATE 02/27/06

## 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	2 27 06	6 SUSAN GEHRZ	62463	5.57
COM	2 27 06	12 LAURA A. KUETTEL	62464	277.05
COM	2 27 06	13 PETER C. LINDSTROM	62465	277.05
COM	2 27 06	14 RICHARD P TALBOT JR	62466	7.05
COM	2 27 06	16 PAMELA M. HARRIS	62467	277.05
COM	2 27 06	34 CLEMENT KURHAJETZ	62468	390.09
COM	2 27 06	40 KEVIN ANDERSON	62469	82.42
COM	2 27 06	74 MARK J ALLEN	62470	230.87
COM	2 27 06	91 RICHARD H HINRICHS	62471	94.05
COM	2 27 06	97 PATRICK GAFFNEY	62472	120.05
COM	2 27 06	98 BRADLEY J. REZNY	62473	115.26
COM	2 27 06	1003 HEATHER WORTHINGTON	62476	2126.19
COM	2 27 06	1007 PATRICIA PHILLIPS	62477	733.77
COM	2 27 06	1008 STACEY T. KREUSER	62478	1136.58
COM	2 27 06	1015 GREGORY R. HOAG	62479	1733.75
COM	2 27 06	1016 LISA A. ANDERSON	62480	1090.57
COM	2 27 06	1033 DAVE TRETSEVEN	62481	1620.84
COM	2 27 06	1035 JOSEPH J. AUGER SR	62482	193.11
COM	2 27 06	1038 DEBORAH K JONES	62483	1243.08
COM	2 27 06	1136 ROLAND O OLSON	62484	1570.09
COM	2 27 06	1140 ROBERT M PILGRIM	62485	361.55
COM	2 27 06	1143 COLIN B CALLAHAN	62486	1058.41
COM	2 27 06	1176 MICHAEL P ECKBERG	62487	189.90
COM	2 27 06	2068 WILLIAM PIDANY	62488	322.08
COM	2 27 06	2117 REBECCA L. SCHMIDT	62489	124.67
COM	2 27 06	2120 PATRICK J. BARNUM	62490	72.73
COM	2 27 06	2121 KAREN E. RAJCIC	62491	316.53
		COMPUTER CHECKS		15770.36
		MANUAL CHECKS		.00
		NOTICES OF DEPOSIT		.00

\*\*\*\*TOTALS\*\*\*\*

15770.36

**ITEM:**                   **2006 Licenses**

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

**EXPLANATION:**

The following business has applied for a mechanical contractor's licenses for 2006. City staff has obtained the necessary documents for licensure.

- Northern Air Corporation

The following businesses have applied for a municipal business license. Staff has obtained the necessary documents for licensure.

- Tiffany Nails & Skin, LLC
- Maytag Services LLC dba Hoover Sales & Service

**ITEM:** Step increase, reclassification and regular appointment for Stacey Kreuser, Deputy Clerk

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

**EXPLANATION:**

Summary: Stacey Kreuser, our Deputy Clerk, has reached the end of her probationary appointment period with the City. I have conducted a performance evaluation of her work, and found her to meet or exceed expectations in all performance areas, including quality of work, work habits, interpersonal relations, organizational flexibility, and work traits.

Stacey has become an integral part of our team here in Falcon Heights. While the learning curve for her position was steep, she has done an excellent job of learning her roles and responsibilities, correcting deficiencies, and taking on additional duties as needed.

Therefore, I am recommending a 5% standard first step increase, a regular appointment as Deputy Clerk, and a reclassification to Assistant City Administrator/Deputy Clerk. This reclassification is requested to better reflect her duties and responsibilities.

**ATTACHMENTS:**

- Assistant City Administrator/Deputy Clerk Job Description

**ACTION REQUESTED:**

- Approval of step increase of 5%, regular appointment, and reclassification to Assistant City Administrator/Deputy Clerk for Stacey Kreuser.



## City of Falcon Heights

### Assistant City Administrator/Deputy Clerk

*Updated March 2006*

**Reports to:** City Administrator

**Type:** Hourly, non-exempt; full time

**Salary:** Salary range depending on qualifications

**Primary objective:**

**Provides a broad range of administrative duties including support to the mayor and council members, city administrator, and other staff members in a wide variety of areas. Receives and provides information to the public. Independently maintains city records and licenses. All is done under minimal supervision.**

**Deputy Clerk duties:**

- First resource to answer telephones and cover front desk, responding to concerns/complaints or forwarding to appropriate staff person
- Processes applications for all permits and city contractor licenses.
- Organize and manage elections
- Provides answers to questions on assessments and maintains the assessment files
- Maintains, organizes and updates the city's files
- Oversees maintenance of city records
- Opens mail and receipts in money
- Updates the city calendar monthly and phone information line as needed
- Updates new residents list and provides new residents with packet of information
- Notifies, renews, and distributes parking permits for resident permit parking, and State Fair parking.
- Issue temporary parking permits to residents as requested.
- Copies and assembles council agendas and arranges for distribution to council members
- Attends council meetings, takes and records minutes of each meeting
- Handles licensing and renewals of all business, contractor and liquor licenses
- Anticipates and seeks out accurate information from the appropriate parties that the public needs access to and the city can help provide
- Maintains notary status
- Checks city e-mail address daily for incoming email and responds accordingly
- Orders office supplies
- Performs other duties as assigned

**Duties as Assistant City Administrator:**

- Assists City Administrator and Finance Director with annual budget
- Participates in large-scale city projects (i.e.: Comprehensive Plan)
- Works as an integral part of the City's management team
- Assists in maintaining the code, and coordinating code updates

**Minimum qualifications:**

- Excellent customer service and interpersonal skills are required for this position
- Ability to operate a personal computer including; word processing, spread sheets using Word, Excel, Access and internet
- Ability to write and edit
- Ability to work independently and organize, manage and prioritize a variety of tasks
- Ability to maintain an organized work environment and record keeping
- Ability to communicate effectively both orally and in writing
- Ability to maintain and enhance effective working relationships
- Willingness to initiate and follow-through on communication with the public
- 3 years as a secretary or administrative aide
- 3 years as a secretary or administrative aide in an environment dealing with a variety of responsibilities that require prioritizing tasks and moving from one task to another task on short notice
- Ability to organize and understand official city records

**Desirable qualifications:**

- Experience in city government beyond 3 years
- Familiarity with city codes
- College degree

**Necessary Physical skills:**

- Ability to communicate verbally in person and over the telephone
- Ability to navigate around and through the city office building
- Ability to use a personal computer and office equipment
- Ability to lift 30 pounds

**ITEM:** Step increase for Greg Hoag, Director of Parks and Public Works

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

**EXPLANATION:**

Summary: Greg has completed his first 18 months with the City. He has proven to be an excellent employee, who consistently meets and more frequently, exceeds, my expectations as his supervisor.

Greg has taken on many additional roles and responsibilities this past year, including becoming the Deputy Emergency Management Director, managing the two major road projects we have coming up in 2006, and being involved in the Capital Region Watershed District Technical Advisory Committee.

Because of Greg's exemplary performance, I am recommending the full 5% step increase he is eligible for at his 18 month anniversary under city policy.

**ACTION REQUESTED:**

- Approval of step increase of 5% for Greg Hoag, Director of Parks and Public Works.

**ITEM:** Replacement of 2001 Ford F250 Pickup Truck

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

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

**EXPLANATION:**

**Summary:** The Ford F250 is 5 years old and is scheduled for regular replacement. The Sanitary Sewer Capital Budget for 2006 includes \$30,000 for replacement of this vehicle. This truck must be purchased in two parts - the base truck and the additional equipment add-on.

Boyer Ford in Minneapolis can offer government pricing for the base vehicle. They are also offering a trade-in price "as is" for our existing 2001 truck.

Base Vehicle	\$23,288.00
Less trade	\$10,550.00
Subtotal	\$12,738.00
Tax	\$827.97
Total	\$13,565.97

Staff recommends that the plow for this truck be purchased so that it will be interchangeable with the plow on the one-ton pickup already in service. This will ensure that a plow is always available. The only manufacturer's representative for this plow, the Leo plow, is Truck Utilities in Maplewood. Additionally, the installation of the hydraulic tailgate lift, safety strobe lights, rear window cab protector, cab step bars and back up alarm be purchased and installed at Truck Utilities as well.

Cost	\$8,718.00 (plow, hydraulic tailgate lift, safety strobe lights, rear window cab protector, cab step bars and back up alarm)
Tax	\$566.67
Total	\$9,284.67

Fast signs will provide two City logos for the doors of the truck.

Cost	\$224.25
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Total: \$23,116.89.

**ATTACHMENTS:**

- Estimate from Truck Utilities, Inc., Boyer Trucks, and Fast Signs.

**ACTION REQUESTED:**

- Approve the purchase of a Ford F250 truck from Boyer Ford, snowplow, hydraulic lift gate, and other amenities from Truck Utilities, and door graphics from Fast Signs.

# TRUCK UTILITIES INC.

2370 English Street at Highway 36 St. Paul, Minnesota 55109 - 2098 (651) 484-3305 Fax: (651) 484-0076

February 24, 2006

Falcon Heights Public Works  
 Fax# 651-792-7610  
 Attn: Greg

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ONE (1) LEO SNOW PLOW:

Length: 8'  
 Height: 28"  
 Trip springs: 2  
 Lights: 2 Low profile, halogen head lights  
 Power source: Ferner stone pump mounted under hood  
 Controls: Rocker switch controls un-mounted on seat with enough cord  
 to reach over steering column to the left side.  
 Mounting: Exclusive single lever plow release

Base price includes installation \$ 3,591.00

ONE (1) TOMMY GATE "DIRECT LIFT" PICKUP LIFTGATE:

Model: G2-60-1540-TP42  
 Application: Full size Ford pickup  
 Capacity: 1500 lbs  
 Platform size: 55" x 42" Plus 7" tapered ramp Treadplate steel.  
 Power source: Electric hydraulic pump  
 Controls: Touch pad controls with 90 second safety shut down  
 Finish Paint Black: Included

Base price includes installation and freight to St. Paul \$ 2,536.00

Options/Additions:

Rubber snow deflector installed.	\$ 225.00
"Back Rack" Cab protector with strobe mount, installed.	\$ 340.00
Whelen dual amber strobe light with lighted switch in cab.	\$ 450.00
Whelen model TAL65 36" directional light bar with controller installed in cab.	\$ 1,176.00
Black nerf bars installed on cab.	\$ 325.00
Backup alarm, installed.	\$ 75.00

SUBTOTAL....\$ 8,718.00

Sales tax not included

If you have any questions, please feel free to contact me.

Sincerely;  
 Charlie Miller

**Your truck equipment specialists**  
[www.truckutilities.com](http://www.truckutilities.com)





**ESTIMATE:**

**204- 6315**

Estimate Date:

2/24/2006 11:21:44AM

Page 1 of 1

**Roseville Fastsigns**

2480 Fairview Ave North  
Roseville, MN 55113

Phone: (651) 631-1631  
Fax: (651) 631-9631  
Email: 204@fastsigns.com

Salesperson:  
Entered By:  
Date Printed:

Marcia Kopp  
Marcia Kopp  
2/24/2006 11:21:48AM

**Project Description:** ReOrder :letter truck - logo with web address

**Customer:** City Of Falcon Heights  
**Ordered by:** Dave Tretsven  
**Phone:** (651) 792-7619  
**Fax:** (651) 792-7610

2077 W. Larpenteur Ave  
Falcon Heights, MN 55113-5594

Dear Dave:

Thank you for considering Fastsigns Roseville for your sign needs. The quotation we discussed is attached below. If you have any questions, please don't hesistate to call me at 651-631-1631.

Sincerely

Marcia Kopp

PRODUCT	DESCRIPTION	QTY	SIDES	SIZE	UNIT COST	TOTALS
PU-DOORS	Logo with www.ci.falcon-height.mn.us	2	1	12 x 27	\$ 105.28	\$210.56
<b>Color:</b> forest green on WHITE, logo						
<b>Text:</b>						

TERMS: P

ESTIMATE RECEIVED/APPROVED BY:

X \_\_\_\_\_ / /  
CUSTOMER SIGNATURE DATE

P.O./Credit Card # \_\_\_\_\_ Exp: /

Bill To: City Of Falcon Heights  
Attention: Dave Tretsven  
2077 W. Larpenteur Ave  
Falcon Heights, MN 55113-5594

Line Item Total:	\$210.56
Subtotal:	\$210.56
Taxes:	\$13.69
Total:	\$224.25
Total Payments:	\$0.00
Balance Due:	\$224.25
Deposit Required:	\$ 112.13
<b>Thank You for choosing FASTSIGNS</b>	

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Sign & Graphics Solutions Made Simple

\*\*\*\* APPRAISALS GOOD FOR 30 DAYS FROM DATE AT TOP OF PAGE \*\*\*\*

Greg (cell)  
CSI 248 9318

**VEHICLE APPRAISAL**

DATE: 2/28/08  
 CUSTOMER: City of Falcon Heights  
 YEAR: 2009 MILEAGE: 28,104  
 MAKE: Ford CAB TYPE: Reg Cab  
 MODEL: F250 TRIM LEVEL: XL  
 4X2: \_\_\_\_\_ 4X4:   
 EXTERIOR COLOR: White  
 INTERIOR COLOR: Gray  
 SEAT TYPE: Bench  
 CLOTH: \_\_\_\_\_ VINYL:  LEATHER: \_\_\_\_\_

SALES REP: Terry  
 VIN #: 1FTNF21L21EB70907  
 LICENSE #: \_\_\_\_\_  
 STATE: MN EXP: / / AXLE CODE: \_\_\_\_\_  
 ENGINE: 5.4 TRANS: Auto  
 GAS:  DIESEL: \_\_\_\_\_  
 PICKUP BED LENGTH: 8ft  
 WHEEL BASE: 132 WARRANTY START: / /  
 DUAL REAR WHEELS: NO GVW: \_\_\_\_\_  
 WHEELS: \_\_\_\_\_ TIRES: \_\_\_\_\_

AIR COND:  PWR. WINDOWS: NO  
 REAR AIR COND: \_\_\_\_\_ PWR. LOCKS: NO  
 TILT: NO PWR. MIRRORS: \_\_\_\_\_  
 CRUISE CONTR: NO PWR. SEATS: \_\_\_\_\_  
 KEYLESS ENTRY: NO SUN/MOON ROOF: \_\_\_\_\_  
 SLIDING WINDOW: NO REAR DEFROST: \_\_\_\_\_  
 POWER SLIDER: NO REV. SENSING SYS: \_\_\_\_\_  
 OTHER EQUIPMENT: Xt Decor

BEDLINER: \_\_\_\_\_ AM: \_\_\_\_\_  
 CAB STEPS: NO FM: Yes  
 VISOR: \_\_\_\_\_ CASSETTE: \_\_\_\_\_  
 LUGG. RACK: \_\_\_\_\_ CD: \_\_\_\_\_  
 5TH WHEEL: \_\_\_\_\_ CHANGER: \_\_\_\_\_  
 AUTO START: \_\_\_\_\_ DVD: \_\_\_\_\_  
 TOW COMMAND: \_\_\_\_\_  
 RUNNING BOARDS: \_\_\_\_\_  
 TOPPER/COVER: \_\_\_\_\_

BODY EQUIPMENT: Western Unimount Plow 8ft  
Tommy Gate

230

RECENT MAINTENANCE OR MECHANICAL WORK

RECONDITIONING	OK	
ENGINE	<input checked="" type="checkbox"/>	\$ _____
TRANS	_____	\$ _____
GLASS	_____	\$ _____
TIRES, FRT	_____	\$ _____
TIRES, RR	_____	\$ _____
BRAKES, FRT	_____	\$ _____
BRAKES, RR	_____	\$ _____
FRONT END	_____	\$ _____

**BODY WORK**

Lt Rear Box + Right Box Side (3000)  
Chassis (1000)  
Tires (3000)

BUY BIDS	BID BY	AMOUNT
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

ACTUAL CASH VALUE \$ 10,550.00 APPRAISED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Plow 1000  
Tommy Gate

2009 Low  
Clean 1 Fin

\*\*\*\* APPRAISALS GOOD FOR 30 DAYS FROM DATE AT TOP OF PAGE \*\*\*\*

*Boyer Ford Trucks*

*Presents...*



## **The 2006 Ford F-250 XL**

*Prepared For:* Mr. Greg Hoag  
*Prepared By:* Terry Wojtowicz  
*Prepared On:* February 06, 2006

*Ford*

**TRUCKS**

**Prepared For:**  
Mr. Greg Hoag  
City of Falcon Heights  
2077 W Larpenteur Ave  
Falcon Heights, Minnesota, 55113  
Phone: 651-792-7618

**Prepared By:**  
Terry Wojtowicz  
Boyer Ford Trucks  
2425 Broadway St NE  
Mpls, Minnesota, 55413  
Phone: 612-627-5515  
Toll Free: 1-800-570-8453

612-702-7468  
cell.



## Vehicle Profile

## 2006 Ford F-250

4x4 SD Regular Cab 137" WB SRW XL (F21)

### Powertrain

Triton 5.4L V-8 SOHC SMPI 24 valve engine with variable valve control \* 140 amp HD alternator \* 650 amp 72 amp hours (Ah) HD battery \* Engine block heater \* 5-speed electronic automatic transmission with overdrive, lock-up, driver selection \* Part-time four-wheel drive with manual transfer case shift, manual locking hubs \* Limited slip differential \* 3.73 axle ratio \* Stainless steel exhaust

### Steering and Suspension

Hydraulic power-assist re-circulating ball steering \* 4 wheel disc brakes with front and rear vented discs \* Firm ride suspension \* Non-independent front suspension \* Front anti-roll bar \* Front coil springs \* HD front shocks \* Rigid rear axle \* Rear leaf suspension \* HD rear leaf springs \* HD rear shocks \* Front and rear 17.0" x 7.50" argent steel wheels with chrome hub covers \* LT245/75SR17.0 BSW AT front and rear tires \* Underbody w/crankdown mounted full-size steel spare wheel

### Safety

4-wheel anti-lock braking system \* Center high mounted stop light \* Dual airbags, passenger side front-impact cancellable airbag \* Front height adjustable seatbelts

### Comfort and Convenience

Air conditioning \* AM/FM stereo, clock, seek-scan, 2 speakers, fixed antenna \* Manual tailgate/rear door lock \* 2 12V DC power outlets, ashtray, front lighter element(s) location \* Analog instrumentation display includes tachometer, oil pressure gauge, engine temperature gauge, transmission fluid temp gauge, engine hour meter, trip odometer \* Warning indicators include oil pressure, water temp warning, battery, key in ignition, low fuel, door ajar \* Manual front windows with light tint \* Variable intermittent front windshield wipers \* Passenger side vanity mirror \* Day-night rearview mirror \* Interior lights include dome light with delay, front reading lights \* Glove box, front cupholder, instrument panel bin, dashboard storage

### Seating and Interior

Seating capacity of 3 \* Bench front seat with fixed head restraints \* 4-way adjustable driver seat \* 4-way adjustable passenger seat \* Cloth faced front seats with carpet back material \* Full cloth headliner, full vinyl/rubber floor covering, plastic/rubber gear shift knob, cabback insulator

### Exterior Features

Prices and content availability as shown, are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information. Reference CT05203259 2/1/2006

**Exterior Features (Continued)**

Side impact bars, front license plate bracket, fully galvanized steel body material, side steps \* Black side window moldings, black front windshield molding, black rear window molding \* Black door handles \* Argent grille \* 2 doors with tailgate rear cargo door \* Class V trailering, trailer harness, trailer hitch, brake controller \* Driver and passenger manual black folding outside mirrors \* Front and rear chrome bumpers, with front black bumper insert, front tow hooks rear step \* Aero-composite halogen headlamps \* Additional exterior lights include cab clearance lights, pickup cargo box light, underhood light \* Clearcoat monotone paint

**Warranty**

Bumper to bumper .....	36 month/36,000 miles	Powertrain .....	36 month/36,000 miles
Corrosion Perforation .....	60 month/unlimited mileage	Roadside Assistance .....	36 month/36,000 miles

**Dimensions and Capacities**

Output .....	300 hp @ 5,000 rpm	Torque .....	365 lb.-ft. @ 3,750 rpm
1st gear ratio .....	3.110	2nd gear ratio .....	2.220
3rd gear ratio .....	1.550	4th gear ratio .....	1.000
5th gear ratio .....	0.710	Reverse gear ratio .....	2.880
Curb weight .....	6,140 lbs.	GVWR .....	9,000 lbs.
Front GAWR .....	4,000 lbs.	Rear GAWR Weight .....	6,100 lbs.
Payload .....	2,900 lbs.	Front curb weight .....	3,617 lbs.
Rear curb weight .....	2,523 lbs.	Front axle capacity .....	6,000 lbs.
Rear axle capacity .....	6,200 lbs.	Front spring rating .....	4,000 lbs.
Rear spring rating .....	6,100 lbs.	Front tire/wheel capacity .....	6,390 lbs.
Rear tire/wheel capacity .....	6,390 lbs.	Towing capacity .....	9,700 lbs.
Maximum GCWR .....	16,000 lbs.	5th-wheel towing capacity .....	9,700 lbs.
Front legroom .....	41.0 "	Front headroom .....	41.1 "
Front hiproom .....	67.4 "	Front shoulder room .....	68.0 "
Passenger area volume .....	66.3 cu.ft.	Length .....	226.4 "
Body width .....	79.9 "	Height .....	79.1 "
Wheelbase .....	137.0 "	Front tread .....	68.3 "
Rear tread .....	67.2 "	Turning radius .....	23.1 '
Fuel tank .....	38.0 gal.	Exterior cargo length .....	98.6 "
Exterior cargo minimum width .....	50.9 "	Exterior cargo volume .....	77.8 cu.ft.
Exterior cargo pickup box depth .....	20.0 "	Exterior cargo maximum width .....	69.3 "

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Prepared For:  
 Mr. Greg Hoag  
 City of Falcon Heights  
 2077 W Larpenteur Ave  
 Falcon Heights, Minnesota, 55113  
 Phone: 651-792-7618

Prepared By:  
 Terry Wojtowicz  
 Boyer Ford Trucks  
 2425 Broadway St NE  
 Mpls, Minnesota, 55413  
 Phone: 612-627-5515  
 Toll Free: 1-800-570-8453



## Selected Options

## 2006 Ford F-250

4x4 SD Regular Cab 137" WB SRW XL (F21)

Vehicle Snapshot
<b>Engine:</b> 5.4L 3-Valve SOHC EFI Triton V8 <b>Transmission:</b> TorqShift Elect. 5-Spd Auto w/OD <b>Rear Axle Ratio:</b> Limited Slip w/3.73 <b>GVWR:</b> 9,000 lbs

Code	Description	Class	MSRP
F21	<b>Base Vehicle Price (F21)</b>	STD	25,480.00
<b>Packages</b>			
600A	<b>Order Code 600A</b> <i>(995) Engine: 5.4L 3-Valve SOHC EFI Triton V8; (445) Transmission: 6-Speed Manual w/OD; (X37) 3.73 Axle Ratio; (TBK) Tires: LT245/75Rx17E BSW A/S Continental (5); (641) Wheels: 17" Argent Painted Steel (5) : Includes painted center ornaments.; (587) Radio: ETR AM/FM Stereo w/Digital Clock : Includes 2-speakers.; (V) HD Vinyl Full Bench Seat w/Recline; (STDGV) GVWR: 9,000 lbs</i>	OPT	N/C
<b>Powertrain</b>			
995	<b>Engine: 5.4L 3-Valve SOHC EFI Triton V8</b> <i>Torque: 365 ft.lbs. @ 3750 rpm.</i>	INC	Included
44T	<b>Transmission: TorqShift Elect. 5-Spd Auto w/OD</b> <i>Transmission Temp. Gauge in Instrument Cluster</i>	OPT	1,490.00
X3L	<b>Limited Slip w/3.73 Axle Ratio</b>	OPT	300.00
STDGV	<b>GVWR: 9,000 lbs</b>	INC	Included
<b>Wheels &amp; Tires</b>			
TBM	<b>Tires: LT245/75Rx17E BSW A/T B.F. Goodrich (5)</b>	OPT	125.00

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*Selected Options Continued*

Prepared For: Mr. Greg Hoag  
 Prepared By: Terry Wojtowicz  
 Dealership: Boyer Ford Trucks

Code	Description	Class	MSRP
641	<b>Wheels: 17" Argent Painted Steel (5)</b> <i>Includes painted center ornaments.</i>	INC	Included
<b>Seats &amp; Seat Trim</b>			
C	<b>HD Cloth Full Bench Seat w/Recline</b>	OPT	160.00
<b>Other Options</b>			
137WB	<b>137" Wheelbase</b>	STD	N/C
18L	<b>Molded Black Cab Steps</b>	OPT	320.00
PAINT	<b>Monotone Paint</b>	STD	N/C
592	<b>Roof Clearance Lights</b>	OPT	55.00
86T	<b>12.5K Built Ford Tough Trailer Hitch Receiver</b> <i>Includes 2" trailer hitch.</i>	OPT	175.00
54D	<b>Trailer Tow Mirrors w/Manual Glass</b> <i>Manual telescoping.</i>	INC	Included
52B	<b>TowCommand Integrated Trailer Brake Controller</b> <i>Deletes trailer brake wiring kit included with standard Trailer Tow Package. Works with electric brakes only.</i>	INC	Included
572	<b>Manual Air Conditioning</b>	OPT	850.00
587	<b>Radio: ETR AM/FM Stereo w/Digital Clock</b> <i>Includes 2-speakers.</i>	INC	Included
86M	<b>Snow Plow Package</b> <i>Includes computer selected springs for snowplow application and rear auxiliary springs. NOTE: Restrictions apply; see Supplemental Reference or Body Builders Layout Book for details.</i>	OPT	85.00
91T	<b>TowCommand System</b> <i>(52B) TowCommand Integrated Trailer Brake Controller : Deletes trailer brake wiring kit included with standard Trailer Tow Package. Works with electric brakes only.; (54D) Trailer Tow Mirrors w/Manual Glass : Manual telescoping.</i>	OPT	355.00
17F	<b>XL Decor Group</b> <i>Chrome Front Bumper; Chrome Rear Step Bumper; Dual Beam Jewel Effect Headlamps; Bright Chrome Hub Covers &amp; Center Ornaments; Underhood Engine Compartment Light</i>	OPT	175.00
41H	<b>Engine Block Heater (LPO)</b>	OPT	35.00
<b>Interior Colors For : Primary w/XL (Reg/Super)</b>			
CE	<b>Medium Flint</b>	OPT	N/C
<b>Primary Colors For : Primary w/XL (Reg/Super)</b>			
Z1	<b>Oxford White Clearcoat</b>	OPT	N/C

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*Selected Options Continued*

Prepared For: Mr. Greg Hoag  
Prepared By: Terry Wojtowicz  
Dealership: Boyer Ford Trucks

Code	Description	Class	MSRP
	Vehicle Subtotal		\$29,605.00
	Destination		\$875.00
	Vehicle Subtotal (including Destination)		\$30,480.00

Prices and content availability as shown, are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.  
Reference CT05203259 2/1/2006



Prepared For:  
 Mr. Greg Hoag  
 City of Falcon Heights  
 2077 W Larpenteur Ave  
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 Phone: 651-792-7618

Prepared By:  
 Terry Wojtowicz  
 Boyer Ford Trucks  
 2425 Broadway St NE  
 Mpls, Minnesota, 55413  
 Phone: 612-627-5515  
 Toll Free: 1-800-570-8453



*Quotation*

**2006 Ford F-250**

4x4 SD Regular Cab 137" WB SRW XL (F21)

<b>Vehicle Snapshot</b>	<b>Engine:</b> 5.4L 3-Valve SOHC EFI Triton V8 <b>Transmission:</b> TorqShift Elect. 5-Spd Auto w/OD <b>Rear Axle Ratio:</b> Limited Slip w/3.73 <b>GVWR:</b> 9,000 lbs
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Description	MSRP
<b>Vehicle Price (excluding option discounts)</b>	<b>\$29,605.00</b>
Fuel	55.00
Model Year Price Increase	675.00
<b>Vehicle Subtotal</b>	<b>\$30,335.00</b>
Option Credits	0.00
Fleet Discount & Local Govert.	(5,600.00)
Other (Discount)Margin	(2,322.00)
Incentives	0.00
<b>Total Other Items</b>	<b>(7,922.00)</b>
Net Selling Price	\$22,413.00
Destination	875.00
<b>Total Quote</b>	<b>\$23,288.00</b>
<b>TOTAL</b>	<b>\$23,288.00</b>

Prices and content availability as shown, are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information. Reference CT05203259 2/1/2006

*Quotation Continued*

Prepared For: Mr. Greg Hoag  
Prepared By: Terry Wojtowicz  
Dealership: Boyer Ford Trucks

Description MSRP

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Customer Signature

---

Acceptance Date

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Prices and content availability as shown, are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.  
Reference CT05203259 2/1/2006

## 2006 Ford F-250 4x4 SD Regular Cab 137" WB SRW XL (F21)

Engine: 5.4L 3-Valve SOHC EFI Triton V8

Transmission: TorqShift Elect. 5-Spd Auto w/OD

Exterior (0 P) Oxford White  
Clearcoat  
Interior (0 I) Medium Flint



### Standard Equipment

Items Featured Below are included at NO EXTRA CHARGE in the Standard Vehicle Price Shown at Right

- Triton 5.4L V-8 SOHC w/SMPI 300hp
- 6 speed w/OD
- 4-wheel ABS
- LT245/75SR17.0E BSW AS tires
- Firm suspension
- AM/FM stereo
- Variable intermittent wipers
- Dual airbags w/passenger cancel
- Tachometer
- Reclining front bench seats

### STANDARD VEHICLE PRICE

**\$25,480.00**

#### Optional Equipment

Order Code 600A	N/C
Engine: 5.4L 3-Valve SOHC EFI Triton V8	INC
Transmission: TorqShift Elect. 5-Spd Auto w/OD	\$1,490.00
Limited Slip w/3.73 Axle Ratio	\$300.00
GVWR: 9,000 lbs	INC
Tires: LT245/75Rx17E BSW A/T B.F. Goodrich (5)	\$125.00
Wheels: 17" Argent Painted Steel (5)	INC
HD Cloth Full Bench Seat w/Recline 137" Wheelbase	\$160.00 STD
Molded Black Cab Steps	\$320.00
Roof Clearance Lights	\$55.00
12.5K Built Ford Tough Trailer Hitch Receiver	\$175.00
Trailer Tow Mirrors w/Manual Glass	INC
TowCommand Integrated Trailer Brake Controller	INC
Manual Air Conditioning	\$850.00
Radio: ETR AM/FM Stereo w/Digital Clock	INC
Snow Plow Package	\$85.00
TowCommand System	\$355.00
XL Decor Group	\$175.00
Engine Block Heater (LPO)	\$35.00
Interior : Medium Flint	N/C
Primary : Oxford White Clearcoat	N/C

CITY MPG  
N/A



HIGHWAY MPG  
N/A

Accessories and Incentives	\$0.00
<b>SUBTOTAL</b>	<b>\$29,605.00</b>
Destination	\$875.00

**TOTAL \$30,480.00**

**ITEM:**                    **Resolution supporting the constitutional amendment for motor vehicle sales tax dedication to transportation**

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

**EXPLANATION:**

**Summary:** In the upcoming fall elections, voters will be asked to approve a constitutional amendment to dedicate all existing Motor Vehicle Sales Tax (MVST) to transportation purposes. Currently, about 54% of the MVST is used for transportation projects. During the 2005 Legislative Session, the amendment was approved for the ballot in 2006. If approved, it would call for the funds to be phased in over five years beginning in 2007. When completed in 2011, the transfer would provide more than \$300 million per year for transportation. There would be no increase in the existing 6.5% tax collected on the sales of all new and used motor vehicles.

The Legislature, during the late 1980s, dedicated MVST revenue to highways and transit, intending that the money supplement other transportation funding. However, this dedication was periodically changed or suspended due to shortages in the general fund. It was abolished entirely beginning in Fiscal Year 1992. From then until 2001, all MVST revenue was deposited into the general fund and used for non transportation-related purposes.

The current distribution of MVST revenues is:

- General fund – 46.25 percent.
- Highway user tax distribution fund – 30 percent.
- County state-aid highways - .65 percent.
- Municipal state-aid highways - .17 percent.
- Metropolitan transit – 21.5 percent.
- Greater Minnesota transit – 1.43 percent.

Of the 54 percent that is dedicated to transportation, about 55 percent goes to highways and 45 percent to transit.

**The proposed amendment to the Minnesota Constitution will be on the ballot in the November 2006 election and will ask voters:**

"Shall the Minnesota Constitution be amended to dedicate revenue from a tax on the sale of new and used motor vehicles over a five-year period, so that after June 30, 2011, all of the revenue is dedicated at least 40 percent for public transit assistance and not more than 60 percent for highway purposes?"

The state holds a higher threshold for amending the Constitution. Passage requires a "yes" vote by a majority of everyone who goes to the polls, even if individuals skip the specific ballot question. In other words, a "non" vote is counted as a "no" vote. Since a portion of voters

usually leave constitutional ballot questions blank, it is estimated that passage will require a “yes” vote of approximately 65 percent of those individuals who do mark the question.

The Association of Metropolitan Municipalities is asking cities in the Metro Area to consider passing a resolution of support for the MVST Amendment. Their hope is to utilize our support to prevent the legislature from amending the wording of the amendment, as well as demonstrating city support for the amendment. Staff has participated in policy discussions through the League of Minnesota Cities, and AMM, and recommends adoption of this resolution.

**ATTACHMENTS:**

- Resolution 06-07

**ACTION REQUESTED:**

- Discussion
- Motion to approve Resolution 06-07

**CITY OF FALCON HEIGHTS**

**RESOLUTION 06-07  
MARCH 8, 2006**

---

**A RESOLUTION SUPPORTING THE CONSTITUTIONAL AMENDMENT FOR MOTOR  
VEHICLE SALES TAX DEDICATION TO TRANSPORTATION**

WHEREAS, the City Council of the City of Falcon Heights is the official governing body of the City of Falcon Heights; and

WHEREAS, Minnesota's transportation infrastructure forms the backbone of the State's economy and has a direct impact on future economic development; and

WHEREAS, funding for highway and transit systems in Minnesota has remained stagnant and is failing to keep pace with its growing population and growing demands; and

WHEREAS, local governments throughout the State struggle to maintain local transportation systems while the State's gas tax has not been increased since 1988 and transit budgets have been cut in recent years; and

WHEREAS, the Minnesota Legislature has repeatedly turned to revenue from the motor vehicle sales tax, which has been viewed as user fee revenue, in order to fund highway and transit systems including the current dedication of 54% of motor vehicle sales tax for transportation purposes; and

WHEREAS, the Legislature passed a proposed constitutional amendment during the 2005 Legislative Session that would appear on the November 7, 2006 ballot asking voters if the remaining 46% of motor vehicle sales tax revenue currently used for other purposes should be used for highways and transit systems; and

WHEREAS, passage of this amendment would mean an increase in more stable revenue for highway and transit systems throughout the State and would raise approximately \$300 million per year once the transfer of revenue is fully phased in by 2011.

NOW, THEREFORE, BE IT RESOLVED, that the City of Falcon Heights strongly supports passage of the proposed amendment to the Minnesota Constitution dedicating all of the motor vehicle sales tax revenue to transportation with at least 40% of the revenue for public transit assistance and not more than 60% of the revenue for highway purposes.

Passed and adopted this 8th day of March, 2006.

---

Moved by:

GEHRZ  
KUETTEL  
HARRIS  
LINDSTROM  
TALBOT

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

\_\_\_\_\_ Against

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

Susan L. Gehrz, Mayor  
March 8, 2006

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

Heather M. Worthington  
City Administrator  
March 8, 2006

**ITEM:** Drive-through Moratorium Study and Process

**SUBMITTED BY:** Heather Worthington, City Administrator  
Deb Jones, Zoning and Planning Coordinator

**EXPLANATION:**

**Summary:** At your regular February 8<sup>th</sup> Council meeting, you passed a moratorium on permitting drive-through uses in all B-zoning areas. I have attached a map showing all of the areas affected by this moratorium.

Staff has been working on developing a process by which to study this matter, and involve property owners (residents and businesses) in this process, while also observing a reasonable time limit to these proceedings.

**Study Purpose:**

1. To clarify the City's interest in addressing the development impacts of sites with drive-through facilities.
2. To 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.

**Analysis of Issues:**

1. Traffic (access, egress and pedestrian safety)
2. Quality of Life Issues (noise, compatibility with residential uses, glare from car lights, litter)
3. Lot Coverage and Drainage
4. Survey of requirements/regulations in other cities

**Meeting Scope:**

*Meeting 1:* Discussion of issues, concerns, and observations. Formulation of needed data collection.

*Meeting 2:* Discussion of data collected, formulation of policy recommendations. This meeting may include requests for further or additional data collection.

*Meeting 3:* Development of policy recommendations for City Council.

**Meeting Composition:**

Staff recommends that any and all residents, property owners and business owners in effected areas be allowed to participate in any or all three meetings. A core group of participants will



most likely develop out of the first meeting; however, restricting the group in any way will likely have the affect of creating discontent with the policy recommendations and outcomes.

### **Study Scope:**

“B” Zoning in the City is restricted primarily to collector and arterial streets. The attached map shows all of the B-zoned properties in the city. Because most of our B-zoned properties are located on our major roadways (Snelling and Larpenteur Avenues), this creates unique challenges in access to these sites due to high traffic counts.

The study scope should take into account these varied B-zoned properties, and their potential future redevelopment. Property owners of these sites should be invited to participate in this community process to investigate and make recommendations about the city’s land use controls in these areas.

Finally, the Planning Commission should be involved in these meetings so that they can utilize the group’s perspective and recommendations during their Comprehensive Plan Process, which will commence in mid-2006.

### **Schedule:**

With other meeting schedules for our commissions and council falling primarily on Mondays and Wednesdays, we are recommending that these meetings be held on either Tuesday or Thursday evenings, beginning at 6:30 p.m. The draft schedule is as follows:

Meeting 1: April 13<sup>th</sup>

Meeting 2: May 11<sup>th</sup>

Meeting 3: June 8<sup>th</sup>

City Council: July 12<sup>th</sup> (staff recommendation based on results of community meetings and feedback from residents’ working group)

### **Outstanding Issues:**

- Meeting facilitation: Staff recommends hiring a professional third-party neutral facilitator.
- Budget? This is not a line item for 2006. Staff estimates that between engineering and planning consultant time, this will end up costing around \$10,000 for a thorough analysis of these uses and their impact. This includes traffic studies, data collection on other city’s land use controls on drive-throughs, and noise studies. We will be contracting with Dan Cornejo for planning assistance, and engineering services will be provided under our contract with Roseville.

### **ACTION REQUESTED:**

- Approval of moratorium process as outlined above.

**ITEM: Hoyt/Snelling Feasibility Report**

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

**REVIEWED BY: Greg Hoag, Parks and Public Works Director and Deb Bloom, City Engineer**

**EXPLANATION:**

**Summary:** The cities of Falcon Heights and St. Paul are proposing to jointly reconstruct the section of Hoyt between Snelling and Hamline Avenues, and the southerly terminus of the Snelling Avenue Service Drive where it meets Hoyt Avenue. We are following the State Statute 429 process for the project, outlined below:

**Pre-Construction:**

- Resolution ordering preparation of feasibility report (non-resident initiated projects)
- Receive feasibility report and order hearing
- Publish Public Hearing Notice and mail to residents
- Hold Public hearing and order preparation of plans and specifications (Resolution needed)
- Approve plans and specifications and order advertisement for bids (Resolution needed)
- Award Contract (Resolution needed)
- Build Project

**Post Construction:**

- Council approves resolution declaring cost to be assessed and orders the preparation of an assessment roll
- Resolution receiving proposed assessment roll and setting hearing date
- Publish public hearing notice and mail notice to residents
- Affidavit of mailing assessment hearing notice to the US Post Office
- Assessment hearing before City Council
- Resolution adopting assessment roll

At the January 25 meeting the Falcon Heights City Council ordered the feasibility report. Tonight staff is requesting that the Council accept the feasibility report and order a public hearing for April 26, 2006 at or about 7:00 p.m.

**ATTACHMENTS:**

- Resolution 06-07
- Feasibility Report is bound separately and included in the packet.

**ACTION REQUESTED:**

- Discussion & Questions
- Approval of resolution 05-24

**CITY OF FALCON HEIGHTS**  
**RESOLUTION NO. 06-07**  
**March 8, 2006**

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**RESOLUTION RECEIVING FEASIBILITY REPORT ON SNELLING/HOYT  
RECONSTRUCTION PROJECT AND ORDERING PUBLIC HEARINGS**

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

1. By resolution adopted January 25, 2006, the Council directed the City Engineer to prepare preliminary reports as to the feasibility of the proposed improvements:

Hoyt Avenue and Snelling Drive (between Snelling and Hamline Avenues)
2. The City Engineer was also directed to include in the report the estimated cost of the proposed improvements. The preliminary report and cost estimates have been submitted and considered by the Council and are hereby approved and directed to be placed on file in the office of the City Administrator. The improvements proposed to be made in the general manner set forth in the report are designated as Hoyt Avenue and Snelling Drive Reconstruction.
3. The Council shall meet at the City Hall, 2077 West Larpenteur Avenue, in said City, on April 26, 2006 at 7:00 p.m. for the purpose of holding a public hearing on the proposed improvements under and pursuant to the provisions of Minnesota Statutes, Chapter 429, and the Administrator is hereby authorized and directed to cause notice of the time, place, and purpose of that meeting to be published twice in the official newspaper, *Roseville Review*, which publications shall be a week apart, and the second publication shall be not less than three days before the date of the hearing.
4. The general nature, estimated cost and area proposed to be assessed for Hoyt Avenue and Snelling Drive Reconstruction are determined to be as stated in the foregoing notice, as fully as though the same were separately set forth and resolved herein.

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

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

Susan L. Gehrz, Mayor  
March 8, 2006

GEHRZ        \_\_\_\_\_    In Favor  
KUETTEL  
HARRIS  
LINDSTROM  
TALBOT       \_\_\_\_\_    Against

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

Heather M. Worthington  
City Administrator  
March 8, 2006