

CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 West Larpenteur Avenue
AGENDA
February 22, 2006

- A. CALL TO ORDER: 7:00 PM
- B. ROLL CALL: GEHRZ ____ KUETTEL ____ HARRIS ____
 LINDSTROM ____ TALBOT ____
 WORTHINGTON ____ KREUSER ____ HOAG ____
- C. PRESENTATION:
- D. APPROVAL OF MINUTES: February 8, 2006 **TAB 1**
- E. PUBLIC HEARINGS:
- F. CONSENT AGENDA:
1. General Disbursements through 2/16/06: \$70,684.38
 Payroll: \$13,667.46 **TAB 2**
 2. Approval of Licenses **TAB 3**
 3. Approval of Roselawn Trail Grant Application **TAB 4**
 4. Approval of an application for an exempt permit to conduct raffles
 for the Falcon Heights Elementary PTSA **TAB 5**
 5. Approval of final payment estimate to Jay Brothers, Inc. in the amount
 of \$10,218.85, for the 2004 Curtiss Field Pond Improvements **TAB 6**
 6. Award 2006 Street sweeping contract **TAB 7**
 7. Placing of HourCar information on City website and in newsletter **TAB 8**
 8. Salary adjustment and title change for Dave Tretsven, Senior Maintenance
 Worker, Public Works **TAB 9**
 9. Position reclassification and salary adjustment for Colin Callahan,
 Maintenance Worker (50%), Public Works **TAB 10**
- G. POLICY AGENDA:
1. Council Operating Rules Amendment **TAB 11**
 2. Consideration of the Final Environmental Impact Statement for the University
 of Minnesota Football Stadium Project **TAB 12**
 3. March Food Drive **TAB 13**
 4. Amendment to Credit Card Policy **TAB 14**
 5. Year-end Forestry Report **TAB 15**
- H. COMMUNITY FORUM:
- I. INFORMATION/ANNOUNCEMENTS:

**Minutes of the Regular Meeting of the City Council
City of Falcon Heights
February 8, 2006**

Mayor Gehrz called the meeting to order at 7:00 p.m. All members of the council were present. City Attorney Roger Knutson was also present.

Presentations:

1. Mary Morse from the St. Paul Neighborhood Energy Consortium presented on the HourCar service that is available to residents of Falcon Heights. The closest hub for Falcon Heights residents is at the St. Anthony location at Doswell and Como. Members can make reservations for the 2005 Toyota Prizes on the web or by phone. Council member Lindstrom asked to have one of the cars at an upcoming City event to promote usage. That proposal will be made to the Environment Commission and will be brought to the council at a future meeting.

2. Dan Detzner of the Human Rights Commission presented the new purpose statement to the council. The new statement was necessary due to updates involving the role of the commission. Council member Lindstrom asked about the joint community meetings between the Human Rights Commission and other City commissions. Detzner answered the joint meeting held on 1/23/06 was well attended and good discussion on the demographics of Falcon Heights was experienced. Council member Harris added she attended the meeting on 1/23. Council member Kuettel moved to approve the amended Human Rights Commission purpose statement. The motion passed unanimously.

The council minutes from January 25, 2006 were approved as corrected.

Public Hearing:

1. City Ordinance Fee Schedule

Administrator Worthington began by giving an overview of the proposed changes to the fee schedule, including lowering the cost of obtaining printed materials from City Hall. She also noted the ambulance fee schedule should be removed from the schedule.

Council member Kuettel asked about liquor licensing, and whether or not the \$500 malt-beverage on-sale license had to be purchased in addition to the \$1.00 wine license. Administrator Worthington replied the wine license could not be purchased alone, the malt-beverage on-sale license had to be purchased as well.

Council member Lindstrom asked about the Lions Club on the list of users for Community Park. Administrator Worthington replied the Lions had first dibs on the Park during the tree sales season, and the Field Use Policy, a separate document from the fee schedule did outline that.

Council member Talbot asked about the parking permit situation in areas of the City and how the amount charged was arrived at. Administrator Worthington replied that the permit parking areas of the City were designated long ago, a process that must be started by the residents. Mayor Gehrz added that permit parking is done to discourage residents from parking on the street only and not using their driveways.

Mayor Gehrz opened the public hearing.

R.B. Garcia, 1906 N Prior, spoke about his concerns with the cost of living in Falcon Heights. He had specific issues with the cost of ambulance service in Falcon Heights.

Mayor Gehrz responded by stating St. Paul Ambulance gives great care, and it is a personal call on whether or not to send for ambulance service.

Tom Lageson, 1740 Pascal, stated he had no problems with the fees, but was concerned with those groups able to use facilities free-of-charge. He asked for the specific list to be deleted, and language inserted to include 501c.3 organizations and other open meeting, non-profit groups.

Mayor Gehrz closed the public hearing.

Council member Talbot addressed Mr. Garcia's comments on the cost of living by reminding residents the city portion of the tax levy has remained at a 0.0% increase over the last three years. He also added that auditor's have told the City it is one of the best-run municipalities around.

Council member Talbot moved to approve ordinance 06-01, amending the fee schedule ordinance. The motion was unanimously approved.

Consent Agenda:

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

1. General Disbursements through 2/03/06 \$110,126.37
 Payroll through 1/31/06 \$15,306.60
2. License Renewals 2006
3. Designated Signors for Orders Drawn on City Funds
4. Fire Relief Association Bylaws

Policy Agenda:

Mayor Gehrz asked for council approval to amend the policy agenda to include an interim ordinance temporarily prohibiting the issuance of building permits and zoning approvals for drive-through businesses. The item became policy item G1.

1. An interim ordinance temporarily prohibiting the issuance of building permits and zoning approvals for drive-through businesses

Administrator Worthington gave background on the interim ordinance by explaining traffic trends surrounding the areas of Snelling and Crawford Avenues. She explained the volume of accidents are higher at Snelling and Crawford as compared to other streets simply because of its proximity to Larpenteur/Snelling and due to the lack of stacking room on Crawford. She stated research is necessary to study the turning movement onto Crawford and Snelling, and a 12-month moratorium would allow time for that study. In response to a question by Council member Lindstrom, Administrator Worthington replied Dino's was not in need of a variance since they amended their site plan to be in accordance with the lot coverage requirements.

Council member Kuettel asked about the timeline for the next year in the event of a moratorium. Administrator Worthington answered staff would take the time to study the traffic and access issues, convene a set of neighborhood meetings on drive-throughs, and finally make recommendations.

Jason Adamidis, Dino's Gyros, stated the restaurant conducted a survey/petition on the convenience of adding a drive-through, and over 8,000 people signed in support of the cause. He also said the addition of a drive-through would not add more traffic to the area, it would only add

convenience for the customer. He added he spoke with neighbors, and is willing to work on the traffic issues to get customers onto Snelling and out of Falcon Heights.

Council member Kuettel asked about the numbers on an average day at Dino's. Adamidis replied 500-600 people, and the majority are regulars so that number is at a plateau. He also reported on the drainage concerns from the neighboring lot that backs up against the restaurant. A retaining wall and landscaping is slated for later this spring, which will help keep water from flowing into that nearby yard.

Mayor Gehrz asked about the other Dino's locations with drive-throughs. Adamidis replied Shakopee and Lakeville do have drive-throughs with no complaints. He added the volume of the voice box is adjustable and would not be heard from beyond the car. He also said that neighbors have come to him with concerns about the added noise from a drive-through.

Council member Lindstrom stated he consulted his notes from 2003, and stated the percentage of revenue from adding a drive-through adds 10-15% to the bottom line. Adamidis said Shakopee and Lakeville are smaller stores and they depend on the drive-through more than the Falcon Heights store would.

Attorney Knutson commented the interim ordinance does not target a specific applicant; it is a blanket moratorium on all drive-throughs so the City can identify possible weaknesses with the current ordinance and possible drive-throughs. He also stated the moratorium is up to one-year or when the official controls are adopted, whichever comes first. He also stated the planning commission would be very active, along with the planning consultant and perhaps engineers for the initial study process. If deemed appropriate, changes to the ordinance would be brought before the council.

Mayor Gehrz stated the family could be confident the process will not be dragged out, but it was the city's obligation to take time to do a careful study on the issue for the City has a whole.

Adamidis agreed by stating they would rather have the neighbors embrace it through education rather than pushing it through.

Council member Lindstrom moved to approve the interim ordinance temporarily prohibiting the issuance of building permits and zoning approvals for drive-through businesses. The motion was unanimously approved.

2. Water System Interconnect Project

Administrator Worthington began the item by giving a brief overview and update of the water interconnect project between the two major cities, St. Paul and Minneapolis, and its impact on Falcon Heights residents as water is a major public utility. Surrounding cities were asked to send a letter to the Commissioner of Health in support of the project. She added Roselawn is the preferred route of the interconnect.

Mayor Gehrz asked that staff make the state and St. Paul and Minneapolis aware of the Roselawn reconstruction project, and to add language in the letter to that effect. She added no vote was necessary since clearly the council supported it and it is in the best interest of the citizens.

3. Approval of the Roselawn Reconstruction Project

Administrator Worthington began by stating everyone is ready to go forward and bid it out.

Council member Harris moved to approve resolution 06-03 and 06-04 ordering the reconstruction of Roselawn Avenue, and approving plans and specifications and ordering advertisement for bids for Roselawn Avenue reconstruction. The motion passed unanimously.

Information/Announcements:

Council member Lindstrom commented on the Dead of Winter event, and congratulated the staff on a job well done. He also recognized the sponsors of the event.

Council member Talbot asked residents to give their input on the re-design of the City website that will begin later this month.

Mayor Gehrz announced the Rose Bed and Breakfast was sold to the Ramsey County Historical Society. They will be using it to expand Gibbs Farm and will continue to run a b & b with a historical theme. In addition, she mentioned the City is taking applications for the Neil Kwong Youth Citizenship Award through March 1, 2006.

Mayor Gehrz adjourned the meeting at 8:45 p.m.

Respectfully submitted,

Stacey Kreuser
Deputy Clerk

CONSENT F1
2/22/06

ITEM: **Disbursements and Payroll**

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

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

EXPLANATION:

1. General Disbursements through 2/16/06: \$70,684.38
2. Payroll \$13,667.46

ACTION REQUESTED:

Approval

APPROVAL OF BILLS
PERIOD ENDING: 2-16-06

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	CITY OF ROSEVILLE	IT TECH & TELEPHONY SUPT	-----	933.33
	*** TOTAL FOR DEPT 00			933.33
	ICMA RETIREMENT TRUST 457	302632-GEHRZ FEB/06	LEGISLAT	410.00
	ICMA RETIREMENT TRUST 457	302632-TRETSVEN FEB/06	LEGISLAT	270.00
	LILLIE SUBURBAN NEWSPAPER	PUBLIC HEARING NOTICE	LEGISLAT	13.70
	*** TOTAL FOR DEPT 11			693.70
	AMERICAN OFFICE PRODUCTS	INDEX CARDS/LEGAL PADS	ADMINIST	26.45
	AMERICAN OFFICE PRODUCTS	HIGH LIGHTERS/PENS	ADMINIST	60.73
	AMERICAN OFFICE PRODUCTS	TONER CARTRIDGES/POST IT	ADMINIST	205.99
61584	US BANCORP	OFFICE SUPPLIES	ADMINIST	93.44
	ICMA RETIREMENT TRUST 457	302632-WORTHINGTON FEB06	ADMINIST	250.00
	ORCHARD TRUST COMPANY	MNDGP KREUSER	ADMINIST	180.00
615400	PERA	JAN 31ST PERA WITHHOLDG	ADMINIST	1,853.18
61545	PERA	PERA FEB 15TH WITHHOLDG	ADMINIST	1,858.20
	RAMSEY COUNTY	INS FEB/06	ADMINIST	4,379.22
	*** TOTAL FOR DEPT 12			8,907.21
	GFOA	GFOA REGISTRATION FEE	FINANCE	60.50
	RAMSEY COUNTY	ROLL OF MAJOR TAXPAYERS	FINANCE	65.00
	*** TOTAL FOR DEPT 13			125.50
	CAMPBELL KNUXTON	LEGAL SVCS JAN/05	LEGAL	1,258.00
	*** TOTAL FOR DEPT 14			1,258.00
61544	AVENET, LLC	LICENSE FEE/WEB SITE IMP	COMMUNIC	2,620.00
	NORTH SUBURBAN ACCESS CO.	MAUREEN:CABLE WORK	COMMUNIC	132.00
61543	HERMAN CONTRACTING	HAYRIDE:DEAD WTR EVENT	COMMUNIC	500.00
	LINDERS GARDEN CENTER	HAYBALES FOR DEAD WTR	COMMUNIC	57.26
	NORTH SUBURBAN ACCESS CO.	PROGRAMMING- CABLE	COMMUNIC	245.54
	NORTH SUBURBAN	2006 CABLE NSCC MEMBRSHP	COMMUNIC	9,344.36
	*** TOTAL FOR DEPT 16			12,899.16
	HUGHES & COSTELLO	FEB/06 PROSECUTIONS	PROSECUT	2,677.45
	*** TOTAL FOR DEPT 23			2,677.45
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING:FIRE HALL	FIRE FIG	34.44
	DEEP ROCK WATER COMPANY	H2O AND COOLER RENTAL	FIRE FIG	27.55
	MOORE MEDICAL CORP	MEDICAL SUPPLIES/FIRE	FIRE FIG	86.11
	OXYGEN SERVICE COMPANY	AIR TANK RENTALS	FIRE FIG	51.77
	SUBURBAN ACE HARDWARE	2 BROOMS	FIRE FIG	27.67
	W.S. DARLEY & CO.	SALVAGE COVER	FIRE FIG	137.29
	W.S. DARLEY & CO.	SAFETY CAN/FIRE BROOM	FIRE FIG	92.08
	W.S. DARLEY & CO.	SAFETY CAN	FIRE FIG	43.41
	*** TOTAL FOR DEPT 24			500.32
	ALLIED WASTE SERVICES	SOLID WASTE CHRG	CITY HAL	298.91
	CINTAS CORPORATION #470	RUG SVC	CITY HAL	78.23
	DEEP ROCK WATER COMPANY	H2O AND COOLER RENTAL	CITY HAL	27.55
61547	XCEL ENERGY	ELECT	CITY HAL	1,861.98
61547	XCEL ENERGY	GAS	CITY HAL	1,033.19
	SUBURBAN ACE HARDWARE	BATHROOM SUP/MOUSE TRAP	CITY HAL	20.16

2005

2006 ↓

APPROVAL OF BILLS
 PERIOD ENDING: 2-16-06

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	SUBURBAN ACE HARDWARE	PAINT BRUSH/RUG DOCTOR	CITY HAL	58.50
	TRETSTVEN, DAVE	REIMB: KEYS AND MILEAGE	CITY HAL	70.69
	*** TOTAL FOR DEPT 31			3,449.21
	ONE CALL CONCEPTS, INC	LOCATES JAN/06	STREETS	121.75
	XCEL ENERGY	STREET SIGN:HOYT/SNELLNG	STREETS	7.97
	XCEL ENERGY	ELECT	STREETS	169.14
	XCEL ENERGY	ELECT	STREETS	7.97
	XCEL ENERGY	ELECT	STREETS	32.71
	XCEL ENERGY	ELECT	STREETS	7.97
	XCEL ENERGY	ELECT	STREETS	34.13
	XCEL ENERGY	ELECT	STREETS	17.95
	XCEL ENERGY	ELECT	STREETS	2,065.50
	XCEL ENERGY	ELECT	STREETS	35.88
	*** TOTAL FOR DEPT 32			2,500.97
	UNIVERSITY OF MINNESOTA	SHADE TREE COURSE	TREE PRO	140.00
	*** TOTAL FOR DEPT 34			140.00
	ICMA RETIREMENT TRUST 457	302632-TRETSTVEN FEB/06	PARK & R	100.00
	MRPA	CONF:NONSCHOOL ACTIVITY	PARK & R	10.00
	XCEL ENERGY	ELECT	PARK & R	25.60
	XCEL ENERGY	ELECT COMMUNITY PARK	PARK & R	993.38
	XCEL ENERGY	ELECT & GAS CURTIS PARK	PARK & R	241.39
	XCEL ENERGY	ELECT GAZEBO	PARK & R	25.18
	ON SITE SANITATION	PORTABLE TOILET-COMM PK	PARK & R	73.90
	SUBURBAN ACE HARDWARE	CORNER BRACES	PARK & R	12.64
	SUBURBAN ACE HARDWARE	ELECTRICAL SUPPLIES	PARK & R	18.49
	SUBURBAN ACE HARDWARE	ANT B-GONE AND BULBS	PARK & R	16.46
	SUBURBAN ACE HARDWARE	CABLE TIES	PARK & R	5.31
	QWEST	TELEPHONE:COMM PARK	PARK & R	111.28
	QWEST	TELEPHONE CURTIS PK	PARK & R	53.48
	WILS	DIVERSITY MEETING EXP	PARK & R	10.00
	WILS	REGULAR MEETING/MAR EXP	PARK & R	7.00
	*** TOTAL FOR DEPT 41			1,704.11
	ALLIED WASTE SERVICES	RAMSEY CTY CEC CHARGE	SOLID WA	157.91
	ALLIED WASTE SERVICES	SOLID WASTE MGMT TAX	SOLID WA	50.65
	*** TOTAL FOR DEPT 56			208.56
	HEWLETT PACKARD	SALES TAX ON HP COMP EQU	GENERAL	9.42
	*** TOTAL FOR DEPT 63			9.42
	CUSTOM FIRE APPARATUS	BUMPER GUARDS:FIRE TRK	FIRE & R	670.00
	FIRE EQUIPMENT SPECIALTIE	LINES/WEBBING/BAGS/HOOK	FIRE & R	542.68
	SUBURBAN ACE HARDWARE	STIHL CHAIN SAW	FIRE & R	308.79
	*** TOTAL FOR DEPT 64			1,521.47
	METROPOLITAN COUNCIL	MAR/06 S.S.	SANITARY	32,890.64
	XCEL ENERGY	ELECT	SANITARY	26.62
	QWEST	TELEPHONE LIFT STATION	SANITARY	57.71
	*** TOTAL FOR DEPT 75			32,974.97
	CAMPBELL KNUTSON	ATTORNEY BASS TRUL FEE	COMM DE	181.00

APPROVAL OF BILLS
PERIOD ENDING: 2-16-06_

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
		*** TOTAL FOR DEPT 79		181.00
		*** TOTAL FOR BANK 01		70,684.38
		*** GRAND TOTAL ***		70,684.38

APPROVAL OF BILLS
 PERIOD ENDING: 02-17-06

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	CITY OF LITTLE CANADA	4TH QTR BLDG INSPECTOR	-----	11,621.9
	RED CROSS	CPR CERT TNG	-----	92.0
	*** TOTAL FOR DEPT 00			11,713.93
	LILLIE SUBURBAN NEWSPAPER	LEGAL:BUDGET SUMMARY	LEGISLAT	34.8
	*** TOTAL FOR DEPT 11			34.88
	STACEY KREUSER	MILEAGE&HAMLINE TNG EXP	ADMINIST	17.1
	*** TOTAL FOR DEPT 12			17.13
	HEALTHPARTNERS MEDICAL GP	MED EXAM-NEW FIRE FIGHTR	FIRE FIG	169.0
	ANOKA TECHNICAL COLLEGE	FIRE FIGHTER TNG-DOUVIER	FIRE FIG	83.7
	*** TOTAL FOR DEPT 24			252.75
	CITY OF ST PAUL	FUEL	STREETS	268.4
	*** TOTAL FOR DEPT 32			268.42
	JACKIE ANDERSON	REFUND:CANCELLED CLASS	PARK PRO	27.0
	SHU TEOH	REFUND:CANCELLED CLASS	PARK PRO	27.0
	*** TOTAL FOR DEPT 50			54.00
	*** TOTAL FOR BANK 01			12,341.11
	*** GRAND TOTAL ***			12,341.11

SYSTEM DATE 02/14/06

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 14 06	34 CLEMENT KURHAJETZ	62442	65.80
COM	2 14 06	40 KEVIN ANDERSON	62443	54.02
COM	2 14 06	66 ALFRED HERNANDEZ	62444	115.44
COM	2 14 06	74 MARK J ALLEN	62445	125.14
COM	2 14 06	85 DANIEL S JOHNSON-POWERS	62446	51.42
COM	2 14 06	87 MICHAEL A MCKAY	62447	76.18
COM	2 14 06	90 ANDREW P SCHIPPEL	62448	54.30
COM	2 14 06	91 RICHARD H HINRICHS	62449	99.14
COM	2 14 06	95 MICHAEL J POESCHL	62450	85.88
COM	2 14 06	97 PATRICK GAFFNEY	62451	115.44
COM	2 14 06	98 BRADLEY J. REZNY	62452	68.80
COM	2 14 06	102 TIMOTHY B SYLVESTER	62453	46.64
COM	2 14 06	104 VINCENT A VANN	62454	85.88
COM	2 14 06	105 ANTON M. FEHRENBACH	62455	46.64
COM	2 14 06	106 SCOTT A. TESCH	62456	139.91
COM	2 14 06	109 JASON D. DOUVIER	62457	24.48
COM	2 14 06	111 ABRAHAM, GOL K.	62458	78.50
COM	2 14 06	112 CHRIS M. LESKE	62459	68.80
COM	2 14 06	114 ANNE T. GANSCHINIETZ	62460	75.89
COM	2 14 06	1003 HEATHER WORTHINGTON	62423	2126.19
COM	2 14 06	1008 STACEY T. KREUSER	62424	1136.58
COM	2 14 06	1015 GREGORY R. HOAG	62425	1733.75
COM	2 14 06	1016 LISA A. ANDERSON	62426	1090.57
COM	2 14 06	1033 DAVE TRETSVEN	62427	1254.25
COM	2 14 06	1035 JOSEPH J. AUGER SR	62428	352.35
COM	2 14 06	1038 DEBORAH K JONES	62429	1243.08
COM	2 14 06	1103 DIANE MEYER	62430	58.16
COM	2 14 06	1136 ROLAND O OLSON	62431	1570.09
COM	2 14 06	1140 ROBERT M PILGRIM	62432	211.94
COM	2 14 06	1143 COLIN B CALLAHAN	62433	751.46
COM	2 14 06	2006 DAMON J. WICKHEM	62434	38.38
COM	2 14 06	2015 KEVIN M. COYNE	62435	241.29
COM	2 14 06	2055 IVANA DAMJANAC	62436	24.24
COM	2 14 06	2068 WILLIAM PIDANY	62437	21.47
COM	2 14 06	2117 REBECCA L. SCHMIDT	62438	238.39
COM	2 14 06	2120 PATRICK J. BARNUM	62439	96.97

COMPUTER CHECKS	13667.46
MANUAL CHECKS	.00
NOTICES OF DEPOSIT	.00

****TOTALS**** 13667.46

ITEM: **Approval of Licenses**

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

EXPLANATION:

The following businesses have applied for a mechanical contractor's license. City staff has received the necessary documents for licensure:

- Gopher Heating & Sheet Metal
- Air Master, Inc.

ACTION REQUESTED:

Approval of business licenses

ITEM: **Approval of Roselawn Trail Grant Application**

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

REVIEWED BY: **Heather Worthington, City Administrator**
Debra Bloom, City Engineer

EXPLANATION:

Staff has researched and found that our pathway project on Roselawn Avenue qualifies for the Minnesota Department of Natural Resources (DNR) 2006 Local Trail Connections Grants Program.

This Grant program requires as part of the application process that the City Council by resolution supports the application for the Grant. If we receive this Grant it will be a 50/50 matching grant.

ACTION REQUESTED:

Adoption of resolution 06-06 supporting the application for a 2006 local Trail Connections Grant for the Roselawn Avenue pathway.

**City of Falcon Heights
Resolution No. 2006-06**

February 22, 2006

**RESOLUTION AUTHORIZING STAFF TO APPLY FOR MINNESOTA DNR 2006
LOCAL TRAIL CONNECTIONS GRANT PROGRAM**

WHEREAS the Minnesota DNR 2006 Local Trail Connections application process requires a council resolution authorizing staff to apply;

NOW THEREFORE, BE IT RESOLVED that the staff of the City of Falcon Heights is hereby authorized to apply for a grant from the DNR for the Roselawn Avenue pathway.

Moved by:

GEHRZ
KUETTEL _____ In Favor
HARRIS
LINDSTROM _____ Against
TALBOT

Approved: _____
Susan L. Gehrz, Mayor
February 22, 2006

Attested: _____
Heather M. Worthington
City Administrator
February 22, 2006

ITEM: **Approval of an application for an exempt permit to conduct raffles
for the Falcon Heights Elementary PTSA**

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

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

EXPLANATION:

The Falcon Heights Elementary PTSA (Parent, Teachers, and Student Association) desires to hold raffles at their annual event April 21, 2006 to be held at the Falcon Heights Elementary School. Since the dollar value of the prizes are expected to be over \$1,500, an exempt permit to hold lawful gambling activity is required. The Falcon Heights Elementary PTSA is asking the City to approve their application to conduct this lawful gambling activity. They are requesting the approval be with no waiting period so the raffle tickets can be printed and the students can start selling them as soon as possible.

Because the gambling premises is within the city limits, the city must sign on the LG220 Application Form. There are three choices for the city: (1) The City approves the application with no waiting period. (2) The City approves the application with a 30 day waiting period, and allows the Board to issue a permit after 30 days. (3) The City denies the application. Once the City signs their approval of the application, the organization would then submit it to MN Lawful Gambling Board. The Board usually completes their process within a couple of days and mails out the permit or arranges with the organization to pick it up at the Board's office. The organization must also complete a Financial Report that must be returned to MN Lawful Gambling within 30 days of the gambling activity.

ACTION REQUESTED:

Approve this temporary permit request with no waiting period by the Falcon Heights Elementary PTSA to conduct lawful gambling activity at their annual event to be held April 21, 2006 at the Falcon Heights Elementary School.

ITEM: **Approval of final payment estimate to Jay Brothers, Inc. in the amount of \$10,218.85, for the 2004 Curtiss Field Pond Improvements**

SUBMITTED BY: **Doug Tholo, City Engineer for project**

REVIEWED BY: **Heather Worthington, City Administrator**
Greg Hoag, Parks and Public Works Director

EXPLANATION:

The Council is being asked to approve the final pay estimate to Jay Brothers, Inc. in the amount of \$10,218.85, for the 2004 Curtiss Field Pond Improvements Project. This will close the project and release Jay Brothers Inc. of any further obligations.

ATTACHMENTS:

- 2/3/06 Letter from Howard R. Green
- Final pay estimate

ACTION REQUESTED:

Approval of final pay estimate to Jay Brothers, Inc. in the amount of \$10,218.85, for the 2004 Curtiss Field Pond Improvements. Final payment will be made by two separate checks: one payable to Jay Brothers Inc. for \$8,305.85, the second jointly payable to Jay Brothers Inc. and Minnesota Valley Landscape for \$1,913.00.



Howard R. Green Company

February 3, 2006
File #811550J01

Mr. Mark Jay
Jay Brothers, Inc.
PO Box 700
Forest Lake, MN 55025

RE: CURTISS FIELD PARK POND IMPROVEMENTS PROJECT

Dear Mr. Jay:

This letter is to confirm that the Curtiss Field Park Pond Improvements Project work is complete and ready for final payment. We have reviewed the closeout documents provided, and following discussions with City officials, we recommend the City of Falcon Heights release final payment for this project less the following amounts:

- \$500.00, as damages for the "bird bath" in the basketball court
- \$4,970.62 to re-grade and re-seed the field area where proper grade and turf establishment were not accomplished. The cost to re-grade the field area has been reduced by \$329.38 from the original estimated amount of \$5,300 as stated in the City's letter dated August 17, 2005.

We recommend the City issue two checks for final payment. The first check in the amount of \$8305.85 issued to Jay Brothers, and the second check, jointly payable to the Jay Brothers, Inc. and Minnesota Valley Landscape in the amount of \$1913.00. This releases any claim by Jay Brothers and Valley Landscaping for this project.

We have prepared the attached final invoice reflecting the above. We have also submitted your final closeout documents and copy of the final invoice to the City for payment. The scope of work for this project is complete, the contract is closed, and Jay Brothers, Inc is released from this project.

Sincerely,
Howard R. Green Company


Douglas G. Tholo PE

CC: Heather Worthington, City of Falcon Heights
Greg Hoag, City of Falcon Heights
Roger Knutson, City Attorney
John Melicar, Minnesota Valley Landscape
Pate Bonding, Inc.

FINAL PAYMENT ESTIMATE

NO. 8

Friday, February 03, 2006

CONTRACTOR: JAY BROS INC

ADDRESS: P.O. Box 624, 9218 Lake Drive NE, Forest Lake, MN 55025

OWNER: CITY OF FALCON HEIGHTS, MINNESOTA

PROJECT: CURTISS FIELD PARK POND 811550J

COMPLETION DATE
 ORIGINAL: August 16, 2004
 REVISED:

AMOUNT OF CONTRACT
 ORIGINAL: \$ 323,702.71
 REVISED: \$ 338,184.74

ITEM NO.	MNDOT NO.	DESCRIPTION	CONTRACT ITEMS			THIS PERIOD		TOTAL TO DATE	
			UNIT	QTY	UNIT PRICE	QTY	AMOUNT	QTY	AMOUNT
SCHEDULE 1.0 REMOVALS									
1	2021.501	MOBILIZATION	LS	1	7,000.00	0	0.00	1	7,000.00
2	2101.501	CLEARING TREE > 4" DIAMETER	ACRE	0.5	1,000.00	0	0.00	0.5	500.00
3	2101.502	CLEARING TREE > 4" DIAMETER	TREE	11	150.00	0	0.00	6	900.00
4	2101.506	GRUBBING TREE > 4" DIAMETER	ACRE	0.5	1,000.00	0	0.00	0.5	500.00
5	2101.507	GRUBBING TREE > 4" DIAMETER	TREE	11	100.00	0	0.00	24	2,400.00
6	2104.501	REMOVE CONCRETE CURB AND GUTTER	LF	296	2.50	0	0.00	235	587.50
7	2104.501	REMOVE 12" CMP	LF	85	8.00	0	0.00	123	738.00
8	2104.501	REMOVE 15" CMP	LF	135	6.00	0	0.00	123	738.00
9	2104.501	REMOVE 24" CMP	LF	245	7.00	0	0.00	139	973.00
10	2104.501	REMOVE 36" RCP	LF	24	8.00	0	0.00	0	0.00
11	2104.501	REMOVE CHAIN LINK FENCE	LF	1355	3.00	0	0.00	1314	3,942.00
12	2104.505	REMOVE CONCRETE PAVEMENT and SIDEWALK	SY	430	1.00	0	0.00	339	339.00
13	2104.505	REMOVE BITUMINOUS PAVEMENT (FULL DEPTH)	SY	2265	0.80	0	0.00	2528	2,022.40
14	2104.509	REMOVE CONCRETE DRAINAGE STRUCTURE	EA	6	200.00	0	0.00	6	1,200.00
15	2104.509	REMOVE BENCH	EA	3	35.00	0	0.00	3	105.00
16	2104.509	REMOVE BASKETBALL HOOP	EA	1	80.00	0	0.00	1	80.00
17	2104.511	SAWING CONCRETE PAVEMENT	LF	42	4.00	0	0.00	48	192.00
18	2104.523	SALVAGE SIGN	EA	7	60.00	0	0.00	7	420.00
19	2104.523	SALVAGE 36" RC FLARED END SECTION	EA	1	250.00	0	0.00	1	250.00
20	2104.601	HAUL SALVAGED MATERIAL	LS	1	200.00	0	0.00	1	200.00
21	2104.603	ABANDON 12" CMP	LF	43	7.00	0	0.00	0	0.00
22	2232.501	MILLING ASPHALT PAVEMENT	SY	181	5.00	0	0.00	62	310.00
T		SCHEDULE 1.0 REMOVALS TOTALS					0.00		23,396.90

ITEM NO.	MnDOT NO.	DESCRIPTION	UNIT	CONTRACT ITEMS		THIS PERIOD		TOTAL TO DATE	
				QTY.	UNIT PRICE	QTY.	AMOUNT	QTY.	AMOUNT

SCHEDULE 2.0 STORM SEWER

23	2501.515	15" RC PIPE APRON	EA	2	325.00	0	0.00	2	650.00
24	2501.515	30" RC PIPE APRON	EA	1	490.00	0	0.00	2	980.00
25	2501.602	15" TRASH GUARD	EA	2	300.00	0	0.00	2	600.00
26	2501.602	30" TRASH GUARD	EA	1	702.00	0	0.00	2	1,404.00
27	2501.602	TRASH GUARD FOR 36" SALVAGED FES	EA	1	865.00	0	0.00	0	0.00
28	2503.541	15" RC PIPE SEWER DESIGN 3006 CL V	LF	220	24.00	0	0.00	209	5,016.00
29	2503.541	24" RC PIPE SEWER DESIGN 3006 CL III	LF	139	33.00	0	0.00	139	4,587.00
30	2503.541	27" RC PIPE SEWER DESIGN 3006 CL III	LF	30	43.00	0	0.00	27	1,161.00
31	2503.541	30" RC PIPE SEWER DESIGN 3006 CL III	LF	106	62.00	0	0.00	106	6,572.00
32	2503.602	CONNECT TO EXISTING STORM SEWER	EA	1	250.00	0	0.00	1	250.00
33	2506.502	CONSTRUCT DRAINAGE STRUCTURE DES 48"	EA	4	1,250.00	0	0.00	4	5,000.00
34	2506.502	CONSTRUCT DRAINAGE STRUCTURE DES 27"	EA	2	650.00	0	0.00	2	1,300.00
35	2506.602	ADJUST FRAME RING AND CASTING	EA	3	200.00	0	0.00	3	600.00
36	2511.501	CLASS III RANDOM RIP RAP	CY	45	50.00	0	0.00	56.58	2,829.00
37	2550.602	INSTALL SALVAGED 36" APRON	EA	1	150.00	0	0.00	1	150.00

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SCHEDULE 2.0 STORM SEWER TOTALS

0.00 31,099.00

SCHEDULE 3.0 WATERMAIN

38	2104.501	REMOVE WATERMAIN	LF	265	10.00	0	0.00	265	2,650.00
39	2504.602	WATER UTILITY HOLE	EA	2	500.00	0	0.00	2	1,000.00
40	2504.602	WATERMAIN OFFSET TRENCH	EA	2	800.00	0	0.00	0	0.00
41	2504.603	WATERMAIN TRENCH	LF	285	13.00	0	0.00	265	3,445.00

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SCHEDULE 3.0 WATERMAIN TOTALS

0.00 7,095.00

SCHEDULE 4.0 GRADING AND PAVEMENTS

42	2105.501	COMMON EXCAVATION (P)	CY	3700	6.00	0	0.00	3700	22,200.00
43	2105.501	ADDITIONAL POND EXCAVATION (P)	CY	770	7.50	0	0.00	250	1,875.00
44	2105.522	SELECT GRANULAR BORROW (CV) (P)	CY	770	9.00	0	0.00	244	2,196.00
45	2211.501	CLASS 5 AGGREGATE BASE	TN	900	18.00	0	0.00	809.19	14,565.42
46	2350.501	TYPE LV3 WEARING COURSE MIXTURE (C) 2" BITUMINOUS PAVEMENT BASKETBALL COURT	TN	110	78.00	0	0.00	110.24	8,598.72
47	2350.501	TYPE LV3 WEARING COURSE MIXTURE	TN	22	78.00	0	0.00	22	1,716.00
48	2350.502	TYPE LV3 NON-WEARING COURSE MIXTURE (C)	TN	140	76.00	0	0.00	128.35	9,754.60
49	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GAL	70	4.05	0	0.00	50	202.50
50	2521.501	4" CONCRETE WALK	SF	10350	3.00	0	0.00	9860.2	29,580.60
51	2521.507	6" CONCRETE DRIVEWAY PAVEMENT 6" COLORED AND STAMPED CONCRETE	SY	63	27.40	0	0.00	64.3	1,761.82
52	2521.618	CROSSWALK	SF	182	18.90	0	0.00	0	0.00
53	2531.501	CONCRETE CURB AND GUTTER DES. B618	LF	520	14.95	0	0.00	402.5	6,017.38
54	2531.602	PEDESTRIAN CURB RAMP	EA	5	1,035.00	0	0.00	5	5,175.00
55	2563.601	TRAFFIC CONTROL	LS	1	500.00	0	0.00	1	500.00
56	2573.602	TEMPORARY ROCK CONSTRUCTION ENTRANCE	LS	1	1,000.00	0	0.00	0	0.00

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SCHEDULE 4.0 GRADING AND PAVEMENTS TOTALS

0.00 104,143.04

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			UNIT	QTY.	UNIT PRICE	QTY.	AMOUNT	QTY.	AMOUNT

SCHEDULE 5.0 PARK APPURTENANCES

57	2100.601	GAZEBO	LS	1	25,000.00	0	0.00	1	25,000.00
58	2100.601	PAINT GAZEBO	LS	1	2,000.00	0	0.00	1	2,000.00
59	2540.602	BENCH	EA	7	1,050.00	0	0.00	7	7,350.00
60	2540.602	WASTE RECEPTACLE	EA	2	1,100.00	0	0.00	2	2,200.00
61	2545.501	GAZEBO LIGHTING	LS	1	13,125.00	0	0.00	1	13,125.00
62	2557.603	6-FOOT VINYL COATED CHAIN LINK FENCE	LF	220	21.50	0	0.00	220	4,730.00
63	2557.603	12-FOOT VINYL COATED CHAIN LINK FENCE	LF	80	31.75	0	0.00	78.5	2,492.38
64	2557.603	ORNAMENTAL FENCE DESIGN SPECIAL	LF	170	50.00	0	0.00	161	8,050.00
65	SPEC	INSTALL BASKETBALL HOOP GROUND ANCHOR	EA	1	1,195.00	0	0.00	1	1,195.00
T							0.00		66,142.38

SCHEDULE 6.0 LANDSCAPE PLANTING

66	2105.526	SELECT TOPSOIL BORROW (P)	CY	350	10.00	0	0.00	531	5,310.00
67	2105.607	AMENDED SOIL	CY	101.64	50.00	0	0.00	101	5,050.00
68	2571.602	TREES OVERSTORY (LARGE CAL.)	EACH	6	840.00	0	0.00	6	5,040.00
69	2571.602	DECIDUOUS SHADE TREES	EACH	9	615.00	0	0.00	9	5,535.00
70	2571.602	EVERGREEN TREES	EACH	8	300.00	0	0.00	8	2,400.00
71	2571.602	DECIDUOUS ORNAMENTAL TREES	EACH	46	216.00	0	0.00	46	9,936.00
72	2571.602	DECIDUOUS SHRUBS	EACH	109	52.50	0	0.00	109	5,722.50
73	2571.602	PERENNIALS	EACH	701	15.75	0	0.00	701	11,040.75
74	2571.602	GRASSES	EACH	26	21.00	0	0.00	26	546.00
75	2575.505	SOD	SY	1574	2.94	0	0.00	1730	5,086.20
76	2575.511	TYPE 1 MULCH (DISC ANCHORED)	TN	2.56	420.00	0	0.00	2.56	1,075.20
77	2575.523	CATEGORY 3 EROSION CONTROL BLANKET (INCLUDES MAINTENANCE)	SY	4200	1.78	0	0.00	3440	6,123.20
78	2575.532	COMMERCIAL FERTILIZER ANALYSIS 22-5-10	LB	130	2.10	0	0.00	130	273.00
79	2575.608	MARSH SITE MIX	LB	7.5	357.00	0	0.00	7.5	2,677.50
80	2575.608	WETTER SITE SEED MIX	LB	3.5	357.00	0	0.00	3.5	1,249.50
81	2575.608	MARSH WETTER SITE MIX	LB	1	357.00	0	0.00	1	357.00
82	2575.608	GRASS SEED (TYPE 260)	LB	64	21.00	0	0.00	64	1,344.00
83	2575.608	GRASS SEED (TYPE 150)	LB	64	16.80	0	0.00	64	1,075.20
84	2573.502	HEAVY DUTY SILT FENCE	LF	520	2.50	0	0.00	0	0.00
T							0.00		69,841.05

ITEM NO.	MNDOT NO.	DESCRIPTION	UNIT	CONTRACT ITEMS		THIS PERIOD		TOTAL TO DATE	
				QTY	UNIT PRICE	QTY	AMOUNT	QTY	AMOUNT

SCHEDULE 7.0 DEWATERING (SUPPLEMENTAL AGREEMENT NO. 1)									
85	2105.601	DEWATERING	LS	1	12,281.00	0	0.00	0.83	10,228.00
T							SCHEDULE 7.0 DEWATERING TOTAL	0.00	10,228.00
SCHEDULE 8.0 ADDITIONAL WORK COMPLETED (CHANGE ORDER NO. 2)									
86		IDAHO CATCH BASIN MODIFICATIONS	LS	1	1,358.52	0	0.00	1.00	1,358.52
87		REMOVE 320 LF OF 1.5" INTERDUCT	LS	1	141.70	0	0.00	1.00	141.70
88		INSTALLATION OF 2" FOUNTAIN DRAIN	LS	1	64.42	0	0.00	1.00	64.42
89		INSTALLATION OF 4" DRAINTILE FOR TOT LOTT	LS	1	93.47	0	0.00	1.00	93.47
90		MANHOLE MODIFICATION	LS	1	185.92	0	0.00	1.00	185.92
T							SCHEDULE 8.0 ADDITIONAL WORK COMPLETED TOTAL	0.00	1,844.03

	TOTAL THIS PERIOD	TOTAL TO DATE
PAY ESTIMATE SUMMARY		
T SCHEDULE 1.0 REMOVALS TOTAL	0.00	23,396.90
T SCHEDULE 2.0 STORM SEWER TOTAL	0.00	31,099.00
T SCHEDULE 3.0 WATERMAIN TOTAL	0.00	7,095.00
T SCHEDULE 4.0 GRADING AND PAVEMENTS TOTAL	0.00	104,143.04
T SCHEDULE 5.0 PARK APPURTENANCES TOTAL	0.00	66,142.38
T SCHEDULE 6.0 LANDSCAPE PLANTING TOTAL	0.00	69,841.05
T SCHEDULE 7.0 DEWATERING TOTAL	0.00	10,228.00
T SCHEDULE 8.0 ADDITIONAL WORK COMPLETED TOTAL	0.00	1,844.03
TOTAL PARTIAL PAYMENT SUMMARY THIS PERIOD	<u>0.00</u>	
TOTAL PPAYMENT SUMMARY TO DATE		<u>313,789.39</u>

TOTAL TO DATE	
AMOUNT EARNED	\$313,789.39
AMOUNT RETAINED	\$15,689.47
MATERIAL ON SITE	\$0.00
MATERIAL DEDUCT	\$0.00
PREVIOUS PAYMENTS	\$298,099.92
AMOUNT DUE	\$0.00

TOTAL RETAINED	\$15,689.47
LESS DAMAGED	\$5,470.62
TOTAL AMOUNT DUE	\$10,218.85
LESS CHECK TO MINNESOTA VALLEY LANDSCAPE	\$1,913.00
AMOUNT DUE JAY BROS INC	\$8,305.85

ITEM: Award 2006 Street sweeping contract

SUBMITTED BY: Greg Hoag, Parks and Public Works Director

REVIEWED BY: Heather Worthington, City Administrator

EXPLANATION:

The council is being asked to award the street sweeping contract for 2006 to Mike McPhillips Inc., 825 Concord Street, South St. Paul, MN 55075. An RFP was sent to four sweeping contractors and three proposals were received. McPhillips was the low bid at \$16,250. The bid is for two sweeps per year, one in the spring, and one in the fall.

- Mike McPhillips Inc. \$16,250
- Allied Blacktop Co. \$20,320
- City of Roseville \$ 6,076.65 (Spring only no bid for fall sweep)

ACTION REQUESTED

Authorize staff to contract with Mike McPhillips Inc. for 2006 street sweeping at a total cost of \$16,250.

ITEM: **Placing of HourCar information on City website and in newsletter**

SUBMITTED BY: **Council member Lindstrom**

EXPLANATION:

The Environment Commission discussed the HourCar program at their February meeting. They recommend that the City of Falcon Heights place information on the HOURCAR program on the city's website, newsletter, and flyers in addition to inviting the HOURCAR program to participate in the Dead of Winter and Ice Cream Social events.

ACTION REQUESTED:

Approval

ITEM: **Salary adjustment and title change for Dave Tretsven, Senior Maintenance Worker, Public Works**

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

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

EXPLANATION:

Dave Tretsven has been with the city for over nine years, and has had excellent performance during this period.

Dave has assumed the duties of the Lead Maintenance Worker and is responsible for coordinating the daily tasks of the maintenance staff. His knowledge of the city and its facilities has been invaluable to the city's residents, employees, and business owners.

Dave 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 salary adjustment for Dave. The recommended adjustment is 90% of the Stanton group 7 average for this position (2005 data) plus 3% to reflect current year adjustments to the data. I am also recommending a title change to Public Works Lead Worker to better reflect his job duties and responsibilities.

ACTION REQUESTED:

Approval of salary adjustment and title change for Dave Tretsven retroactive to January 1, 2006

CONSENT F9
2/22/06

ITEM: **Position reclassification and salary adjustment for Colin Callahan, Maintenance Worker (50%), Public Works**

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

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

EXPLANATION:

During the 2005 budget process, staff recommended changing the 50% Maintenance Worker position to a 100% position. The Council implemented this in the 2006 Budget.

Colin Callahan currently holds this position. Colin works approximately 85% time and the remainder of his salary has come from the seasonal employees' line item. At this time staff is recommending to change the position to 100% time. Colin will continue to work at 85% time and we will supplement the position with seasonal help to reach 100%.

Colin has become 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, staff is recommending that the Maintenance Worker position be re-classified, and that Colin Callahan retain the position. Staff also recommends adjusting the salary for the position to 90% of the Stanton group 7 average for this position (2005 data) plus 3% to reflect current year adjustments to the data.

ACTION REQUESTED:

Approval of position reclassification and salary adjustment for Colin Callahan retroactive to January 1, 2006

ITEM: Council Operating Rules Amendment

SUBMITTED BY: Mayor Gehrz

REVIEWED BY: Roger Knutson, City Attorney

EXPLANATION:

In an effort to further clarify the council standing rules, language has been added regarding the recording of council workshops. The proposed language has been reviewed by City Attorney Roger Knutson.

Council workshops are an opportunity for the Council to meet and discuss policy items, projects, or other issues that require more time or in-depth analysis and to request that staff conduct additional research on any of these issues before bringing recommendations to the Council. The council members do not vote or take action on items in these meetings. Meetings are posted, and are open to the public but are not recorded.

The following sentence will be added to the council standing rules: Council workshop sessions are open to the public but will not be recorded.

ATTACHMENTS:

- Council standing rules with proposed changes.

ACTION REQUESTED:

Approval of addition of proposed language.

Amended January 11, 2006

B. CITY COUNCIL STANDING RULES

INTRODUCTION

In the belief that the best decisions are made by the best informed decision makers and that the public decision process is best served when the public has every opportunity to present views, the following rules are established to govern regular and special council meetings, as well as formal public hearings. There are several goals behind these rules.

1. In general, free and open discussion by all interested parties should be an essential part of the decision making process.
2. The council process should have as little procedural overhead as possible.
3. Time is better spent on substantial matters rather than proforma matters.

MEMBERSHIP

The formal council membership consists of the four council members and the mayor. All five have one vote each and all five can introduce motions. For purposes of leading the meeting, the mayor, or in the absence of the mayor, the acting mayor will be considered the chairperson.

RULES

Agenda

1. To be considered, an item must be on the agenda and the agenda must be distributed to all of the council members and any other persons having responsibility for an item at least three working days prior to the meeting. An agenda can be modified with addenda by a majority vote, but this should be used only for minor items or items with extreme time constraints.
2. An item can be moved from the consent agenda to the action agenda at the request of any council member.
3. Since there will be an audience and cable TV viewers not familiar with each item, the chair will give a brief explanation of each item as it is addressed.

Agenda (continued)

4. The order of items on the agenda need not be followed absolutely. The chair may adjust the order in the interest of:
 - a. Filling in time before a scheduled item, i.e. a public hearing.
 - b. Grouping several items to best make use of consultant time.
 - c. Accommodating individuals who have attended the meeting specifically to provide input on an item.

Process – Regular and Special Council Meetings

1. For these proceedings, the council will use the “open discussion” procedure. That is, discussion is open to any member before or after a motion is made. This privilege is also extended to the city administrator, city clerk and any of the consultants who may have an interest in or can contribute to the item at hand.
2. At the discretion of the chair, this privilege is also extended to those members of the audience who wish to provide input. The chair may also rule out of order any input felt to be redundant, superfluous, or irrelevant.
3. The chair can make liberal use of the “unanimous consent” procedure. That is, items that in the judgment of the chair are likely to be unanimously approved, can be introduced for approval with the statement “If there are no objections . . . stands approved (or denied).” If any council member has an objection, the item reverts to the standard motion procedure. This “unanimous consent” procedure cannot be used for items requiring formal votes, i.e. resolutions, or for approval of the consent agenda.
4. The standard motion procedure is changed to not require a second. A motion need only to be considered. This also applies to amendments.
5. To eliminate confusion, only one amendment will be considered at a time and that amendment must be germane to the motion. An amendment cannot itself be amended. If a change to an amendment is deemed appropriate, the amendment should be withdrawn and reintroduced accordingly.
6. The general mode of voting will be by acclamation, but with enough clarity that the individual votes can be recorded in the minutes. If in doubt, the city clerk can request a clarification.

Process – Regular and Special Council Meetings (continued)

7. The meeting will be recorded and the recording will be retained for three months following approval of the minutes for that meeting. The standard retention can be extended if, in the judgment of the mayor, city administrator, city clerk or any council member, such action is warranted. Council workshop sessions are open to the public but will not be recorded.
8. If the council action is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.
9. No council meeting will extend beyond 10:30 PM except by unanimous vote. This rule is not subject to the modification or suspension provisions of the Standing Rules.

Process – Public Hearings

Since a public hearing is a more formal procedure and often requires certain procedures and actions to be legal, the meeting rules are changed accordingly.

1. The primary aim of a public hearing is to take input from the public. To accomplish this in the most effective manner, the chair will introduce the hearing with an explanation of the issues. This explanation will be given by the chair or a person designated by the chair. The use of explanatory visual aids is encouraged.
2. Following the explanation, input from the public will be taken. Prior to accepting input, though, the chair will state the areas where input will be appropriate, the maximum time to be allotted to any individual presenter, and any other procedural rules deemed appropriate to guarantee that all concerned parties have a fair and adequate opportunity to be heard.
3. All individuals wishing to speak must identify themselves, their address, and speak into a recording microphone. Individuals not wishing to speak in public may provide a written statement. The council may take up to 15 minutes to review written statements presented at the meeting. If the council decides to not act on the issue at the public hearing meeting, it may, by majority vote, extend the time where written input will be taken to a day no later than one week before the next meeting where a deciding vote is planned.
4. All speakers are expected to be businesslike, to the point and courteous. Anyone not abiding by these rules will be considered out of order.
5. The council will refrain from initiating a discussion during the public input phase of the hearing except to clarify points brought up. These “points of information” requests should be held to a minimum.
6. Once the public testimony phase is complete, the chair will announce the public hearing to be closed and the council will revert back to its open discussion mode

of operation. From this point on, public input will only be appropriate when solicited by the council.

7. It shall be the intent of the council to vote on the issue at the same meeting as the public hearing and as close in time to the public hearing as possible. Should it be necessary to defer voting until a later date, that procedure will be clearly explained to the audience.
8. No public hearing will extend beyond 10 PM.
9. If the motion contains conditions, as may occur in conditional use or variance requests, those conditions will be conveyed in writing to the requestor.
10. If the public hearing is the result of a resident request and that request is denied in whole or in part, reasons of fact supporting the denial will be made part of the public record.
11. If the public hearing is to set an assessment rate, the assessment formula(s) under discussion cannot be altered. This implies that the council has fully discussed any formulas prior to the hearing and that the appropriate legal, fiscal and engineering consultants have passed on formula(s) viability, legality and feasibility.
12. If the hearing is to set an assessment, it cannot be scheduled later than the first meeting in September. This is to allow time to correct any errors prior to the time needed to certify the rolls to the county.

ADOPTION/MODIFICATION/SUSPENSION

These rules, with the exception of the mandatory 10:30 PM adjournment, can be adopted, modified or suspended in whole or in part by a $\frac{3}{4}$ vote of the council. If suspended, they are automatically reinstated at the next meeting. Should they be suspended or a situation occurs that is not covered by the standing rules, Sikkink's Seven Motion System (attached) will apply.

ANNUAL REVIEW

These rules will be reviewed annually at the first meeting in January.

INTERPRETATION

The chair will interpret the rules. However, the chair's interpretation can be appealed by any council member and can be overruled by a majority vote.

Attachment

SIKKINK'S SEVEN MOTION SYSTEM

General Rules for a Simplified System of Parliamentary Procedure

1. The purpose of this decision making system is to allow efficient decision making that represents a majority position. Any motion, request, discussion or proposal, which seems to have as its purpose unreasonable delay, manipulation, or the goal of serving individual ends rather than group ends, can be ruled out of order by the chair. Such a ruling by the chair will be subject to the motion called appeal.
2. Free and open discussions are valued in this decision making system. For that reason, most motions are discussable and the motion to restrict discussion requires a 2/3 vote in order to pass. In recognizing persons for discussion, the chair first recognizes the person who made the motion, next recognizes other persons and always recognizes a person who has not spoken over a person who has already participated in the discussion. As far as possible, the chair should try to alternately recognize persons representing different viewpoints.
3. In examining the chart on the following page, you will note that five of the seven motions are amendable. However, only one amendment at a time may be considered. As soon as that amendment is passed or defeated, another amendment may be proposed.
4. The number in front of the motion listed indicates the rank of each motion. Thus, #1 – General motions are lowest in rank, and #7 – Restrict Debate motions are highest in rank. Two rules apply:
 - (1) You usually cannot consider two motions of the same rank at the same time, and
 - (2) If a motion of one rank is being considered, a motion of the same rank or lower rank is usually out of order, but a motion of higher rank is in order.

While these rules generally apply, the chair may allow some flexibility in certain circumstances. These situations almost always occur with motions #5, 6 and 7. For example, if #7 - “Restrict Discussion” is being discussed and a member wants a secret ballot vote on the matter, Request, while lower in rank, could be used to accomplish this purpose. The chair is allowed to make all decisions on exceptions, but all such decisions are subject to appeal.

ITEM: **Consideration of the Final Environmental Impact Statement
for the University of Minnesota Football Stadium Project**

SUBMITTED BY: **Mayor Gehrz**

EXPLANATION:

Staff and the Mayor have been involved in the Stadium Area Advisory Group since last spring. Meetings have progressed to the point of the University completing their Final Environmental Impact Statement, which is now available online for review by interested parties.

The Stadium plan calls for parking at the State Fairgrounds on game days. There are significant traffic impacts forecasted for the area around the Fairgrounds, including Falcon Heights.

The University is accepting comments on the EIS until February 27th. The Mayor will draft a letter regarding the EIS following discussion at this meeting.

ATTACHMENTS:

- Summary of mitigative measures
- Letter from Falcon Heights and the responses

ACTION REQUESTED:

Discussion of the Final Environmental Impact Statement, and consideration of the draft letter.

4.0 Summary of Mitigative Measures

The purpose of this section is to summarize the mitigation measures that have been identified for addressing the adverse impacts of the Stadium Project. The measures are listed by each technical subject area as presented in Section 3.0.

4.1 Transportation and Parking

Non-Event Weekday Conditions: Mitigation Commitments

Traffic analysis showed comparable weekday non-event traffic flow for the Build and No-Build scenarios with the exception that, by year 2030, the new intersection of University Avenue (CSAH 36)/Huron Boulevard/23rd Avenue is expected to operate poorly by that time, although it exhibits acceptable operations in year 2009. The poor operations at this intersection result from the heavy westbound left-turn volumes from University Avenue (CSAH 36) to Huron Boulevard. To mitigate this impact, the following intersection improvements will be undertaken:

- To improve the intersection LOS to D or better, an additional westbound left-turn lane is required. Therefore the geometrics at the intersection will include: Northbound; dual left-turn lanes and a thru-right lane, Eastbound; a left-turn lane, two through lanes and a right-turn lane, Southbound; a left-turn lane, a through lane and a through-right lane, Westbound; dual left-turn lanes, a through lane and a through-right lane.

Major Stadium Events: Mitigation Commitments

Physical improvements to area roadways needed to improve intersection operations to a LOS D or better during Major Event conditions would require substantial roadway and/or intersection widening that would incur both significant cost and property impacts. Given the infrequent nature of Major Events at the Stadium, improvements of this type are considered neither cost effective nor prudent.

Instead, Major Event mitigation commitments will focus on pre-planning activities and event day traffic management efforts to reduce traffic volumes, disperse traffic volumes over time, facilitate efficient traffic flow, and minimize traffic impacts to other geographic areas. Specifically, the University will do the following:

1. Establish a University Event Transportation Manager Position

The University of Minnesota will create a University Event Transportation Manager position to coordinate transportation and parking activities for all Major Events. This position will have the following responsibilities:

- Oversee development and implementation of a Travel Demand Management (TDM) Plan.
- Facilitate meetings of the Event Management Advisory Committee (described below) to coordinate inter-agency activities
- Participate in meetings of the SAAG to better understand and respond to concerns of the surrounding neighborhoods.

-
- Work with the Athletic Department and other University departments to manage traffic flows and parking demands.

2. Develop an Event Travel Demand Management (TDM) Plan

The Travel Demand Management Plan will be developed in cooperation with the Cities of Minneapolis, St. Paul and Falcon Heights, Ramsey County, Hennepin County, Metro Transit, the State Agricultural Society (Minnesota State Fair), and Mn/DOT to identify specific strategies and protocols to reduce traffic volumes and manage traffic flows. The TDM Plan will identify specific agency roles and responsibilities. At a minimum, the University commits to the following elements as the framework for the TDM Plan:

Traffic Management:

- Developing an optimized event signal timing plan with the agencies responsible for operating signals at key intersections including the Cities of Minneapolis, St. Paul and Falcon Heights, Ramsey County, Hennepin County and Mn/DOT.
- Coordinating with Mn/DOT to manage event traffic on the regional system during Major Event arrival and departure periods. The University Event Transportation Manager will be responsible to work with Mn/DOT to monitor traffic on the freeways (I-94, I-35W, TH 280) using Mn/DOT staff and traffic cameras, and then manage flows as conditions warrant. In particular, the interchange areas of I-35W/University Avenue/4th Street, I-35W/Washington Avenue, I-94/Huron Boulevard and TH 280/University Avenue will be observed. The Mn/DOT VMS (variable message signs) system will be used to direct traffic and provide information to balance the flows among the interchanges. The VMS may also be used to notify the public of the expected increase in traffic prior to events, and specific roadway incidents.
- Using static, portable and permanent variable message signs to guide traffic to appropriate local roadway route to access parking facilities during arrival and guide traffic to the regional system during departure.
- Employing traffic control personnel at access points to the large parking areas and at key intersections which are expected to have high pedestrian activity. The objective of the traffic control officers is not to direct vehicular traffic, but to prevent pedestrians from over taking the roadway or vehicles from blocking intersections.
- Communicating recommended ingress and egress routes via a wide variety of media including distributing an event transportation guide for attendees, including event information into existing University communications with the surrounding community, providing information on the University web page and/or provide traffic advisory information during pre- and post-game radio broadcasts

-
- Dispersing traffic volumes during arrival and departure periods through pre- and post-game activities

Parking Management (University of Minnesota facilities):

- Using traffic control officers, static signs, portable and permanent variable message signs, and/or Intelligent Transportation Systems (ITS) technology to efficiently direct traffic to available parking facilities
- Improving communications to ticket holders regarding available parking facilities through a variety of means including distributing parking information and/or parking assignments for all ticket holders.
- Establishing a priority parking assignment system for season ticket holders.
- Creating bundled ticket and parking packages.
- Positioning parking egress traffic control personnel where needed

Parking Management (Off-Campus)

- Working with law enforcement in adjacent municipalities to enforce existing ordinances and regulations.
- Coordinating with the SAAG to identify areas of particular concern.

Transit Management:

- Positioning parking egress traffic control personnel where needed
- Planning for efficient bus staging areas in relation to the Stadium (scheduled Metro Transit, charter, and shuttle)
- Promoting the use of the Central Corridor line when available
- Installing directional and informational signage to transit facilities

Pedestrian Management:

- Directing pedestrians with signage, barriers, and traffic control officers at critical points near the proposed Stadium to ensure safety and facilitate efficient traffic flow
- Clearly marking pedestrian walkways to the Stadium

3. Manage University Event Scheduling

A capacity Stadium event (50,000 attendees) will consume a large portion of the available parking on both the East Bank and West Bank Campus and a substantial number of spaces at the St. Paul Campus/State Fairgrounds. Therefore, scheduling of other events at Williams Arena, Mariucci Arena, or Northrup Auditorium concurrent with a capacity Stadium event will be avoided.

4. Assemble Stadium Advisory Committees

Event Management Advisory Committee (EMAC):

The University will create the EMAC to identify, coordinate and advise on Major Event planning and operations. The EMAC will also be responsible for developing and implementing adaptive parking and transportation mitigation techniques. The EMAC will include representatives from the University (including Athletics, Public Safety, Facilities Management, Parking and Transportation, Media Relations), representatives from adjacent municipalities, the Minnesota State Fair, MetroTransit, the Department of Transportation, Hennepin County, and Ramsey County. The committee will meet before home football games and other Major Events and as required at other times of the year. The committee will be ongoing.

Stadium Area Advisory Group (SAAG:)

The University will continue to convene a community group to provide advice and feedback on the impacts and opportunities associated with Major Events at the proposed Stadium. The group will be constituted in a manner similar to the existing SAAG, which is charged with providing feedback to the University during the planning, development, and construction phase of the Stadium. The reconstituted SAAG will include representatives of the recognized citizen participation neighborhood organizations, business associations, and municipalities adjacent to the Twin Cities Campus. The committee will serve as a means for regular, sustained, and meaningful consultation. The SAAG will meet between home football games and other Major Events and as required at other times of the year. The SAAG will be on-going. Expenditures from the Mitigation/Good Neighbor Fund will be coordinated with the SAAG.

4.2 **Concert Event Noise**

Minor Concert Event Mitigation

Noise levels in adjacent residential areas, during Minor Concert Events result in additional nighttime standard exceedances. The University will implement the following measures to mitigate these impacts:

- The University will specify in contractual agreements use of Line-Array systems for concert audio and that the vertical coverage pattern of any cluster component not aim over the bowl's edge.
- Specify in contractual agreements that noise levels must be monitored at the closest residential receptors during the concerts to ensure compliance with State standards. Continuation of this program will be considered after the first year of operation.
- Require concerts to end before 10:00 p.m.

Major Concert Events Mitigation

The analysis concludes that additional noise standard violations will occur for both the daytime and nighttime conditions. As a result, in addition to the measures described for Minor Concert Event, the University has committed to the following:

- Initially, the University will not schedule Major Concert Events.
- When the Stadium is complete, the University will conduct a noise test to determine actual noise levels experienced in the surrounding areas.
- The results of this noise test will be used to determine whether Major Concert Events should be allowed and if so, the parameters for such concerts so as to avoid new noise standard exceedances.
- Major Concert Events will not occur on weeknights

By implementing these mitigation measures, Stadium events violating State noise standards will be avoided. However, it is recognized that concerts, in all probability, will be heard. It is the excessive concert noise over and above state standards which is being examined with regard to mitigation and control.

4.3 Surface Water Quantity and Quality

Given that the Project Site is completely impervious surface with no storm water treatment, any mitigation introduced by the Stadium Project will result in a net improvement over existing conditions.

The design of the storm water management system is still in process, however, the conceptual storm water management plan is illustrated in Figure 13. In order to manage the issues outlined in the previous section, the University will commit to the following mitigation measures.

- Minimize impervious surfaces – Reducing the amount of impervious surface reduces the amount of storm water runoff that will need to be managed by treatment devices. The nature of this Project and its need for significant hard surfaces to convey pedestrians and vehicles limits the ability to implement this strategy on a large scale basis. However, wherever practicable, runoff from impervious surfaces and from the Stadium gutter systems will be directed onto landscaped areas or other pervious surfaces to allow for some degree of infiltration, filtration, and rate attenuation. As Stadium designs progress, use of pervious pavers and other permeable surfaces will be considered where appropriate given pedestrian volumes and maintenance conditions.
- Level spreaders –Level spreaders will be considered for:
 - Discharge areas with erosion-resistant material (stabilized vegetation or a turf reinforcement mat).
 - Where sheet flow into bioretention basins is not possible and point discharges are not desirable.
- Bioretention basins – Bioretention will be used as storm water treatment for small storms. Treatment occurs via infiltration/filtration and plant uptake. Their primary design benefit is removal of total suspended solids (TSS), total phosphorous (TP), nitrogen, heavy metals, oil, and grease. These basins also provide some removal of floatables and attenuation for small storms. Bioretention basins are proposed surrounding many of the

parking lots adjacent to the Stadium, within the pedestrian promenade, and adjacent to the railroad tracks.

- Underground storage/cisterns – will be used to provide temporary storage of storm water runoff in conjunction with other treatment devices. Cisterns would be used as part of a treatment train. This treated water could then be recycled for irrigation or for other purposes. Where feasible, the intent would be to design any underground storage units incorporated into this Project such that the treatment train system provides the rate control criteria of the MWMO.

Other measures still under investigation include wet detention basins, pervious pavers, and other permeable surfaces.

4.4 Environmental Contamination

The identified releases of hazardous substances, pollutants or contaminants will be addressed during redevelopment activities in a manner that is protective of public health and the environment, as determined by the MPCA. Specifically, a Response Action Plan (“RAP”) will be developed to address the identified impacts at the Site. It is anticipated that a significant portion of the impacted soils will be managed on-Site. The MPCA has determined that the contaminated soils associated with the former Republic Creosoting operations may remain in place, provided that the Stadium is constructed outside of the area of the creosote contamination and no dewatering of area soils is required as part of the Stadium Project.

A Site Redevelopment Construction Contingency Plan (“Contingency Plan”) will also be necessary to address any environmental impacts that may be identified during site preparation and redevelopment activities. The Contingency Plan will govern all site preparation, construction and other redevelopment-related construction affecting the subsurface, such as grading, pavement removal, utility work, storm water system construction, and foundation system construction. The Contingency Plan will also include air monitoring requirements, soil management and covering of soil stockpiles, storm water pollution prevention controls, and site worker health and safety issues.

The RAP and Contingency Plan will be developed and submitted to the MPCA for review and approval when detailed redevelopment plans have been prepared, including plans for Stadium siting, excavation and grading.

4.5 Social, Community, and Economic Effects

4.5.1 Compatibility with Plans

With respect to the Central Corridor project, the University will continue to work with the proposers to support a transit line through campus that:

- maximizes access to the University and increases transit ridership;
- optimizes the overall efficiency of the transit system;
- avoids significant pedestrian/ vehicular/bicycle conflicts on and around campus;

-
- promotes a vibrant urban environment on and around campus;
 - does not degrade the functionality of campus operations.

The Central Corridor project, however, is still a proposed project awaiting approval of its EIS and funding for preliminary engineering. As no final decisions have been made on either the mode of transportation (rail or bus) or on the overall alignment between downtown Minneapolis and downtown St. Paul it is premature to address any mitigation for potential additional system costs.

4.5.2 Social and Community

Mitigation Measures – Event Day Operations

Major Events:

In order to mitigate the adverse impacts outlined above, the University will do the following:

- Traffic – Mitigation measures outlined in Section 4.1.1.
- Parking – Mitigation measures outlined in Section 4.1.1.
- Student and Fan Behavior:
 - Guest Services/Ushers/Fan Ambassadors – The University will train game day staff to reinforce and support a responsible, welcoming, and family friendly environment.
 - Behavior Expectations and Stadium Rules – The University will develop clear behavior expectations and Stadium rules. These guidelines will be communicated to all ticket holders through e-mail, inserts in ticket envelopes, game day programs, public address announcements and regular media outlets.
 - Alcohol – Consistent with Regents policy, alcohol will be available only in accordance with applicable state laws and limited to suites, club seats, and other premium seating areas. The University will not allow intoxicated persons into the Stadium and will confiscate alcoholic beverages that are brought in.
 - Tailgating – Tailgating is part of the collegiate game day experience and the University anticipates that it will take place on game days. In order to limit the adverse impact of this activity, the University will provide locations on campus to accommodate this activity including designated parking lots and picnic sites. In consultation with the SAAG the University will develop reasonable tailgating policies for University controlled areas. These will include but not be limited to policies on sound amplification, cooking devices, and alcohol use. The University will ensure appropriate City and Regent authority to regulate and control tailgating outside designated areas.
 - Party Patrols – The University Police will work with the adjacent municipalities to increase police enforcement in adjacent neighborhoods on Major Event weekends. This increased

enforcement will occur on Friday (pre-game) and Saturday (post-game) nights.

- **Litter** – The University will provide and pick-up trash containers for use on and off-campus. The number and location of these containers will be coordinated with the SAAG, adjacent municipalities, and adapted as necessary to reflect fan behavior.

In addition to the measures presented above, the University will establish a Mitigation/Good Neighbor Fund. The use of the funds will be coordinated through the SAAG as described in Section 7.2.3. Further details on the Mitigation/Good Neighbor Fund are provided in Section 7.2.2.

Minor Events:

No additional mitigation measures are required beyond those detailed in Section 3.2.5.

4.6 Construction Related Impacts

4.6.1 Odors

Air monitoring will be a necessary part of any approved remediation plan, and mitigation measures will be necessary if visible dust emissions are observed. If organic vapors are detectable downwind at the Project perimeter, mitigation measures may also be necessary. Conducting remediation activities during cold weather months (which is expected) will be helpful in reducing the potential for volatilization of organic vapors, and reducing the number of potential nuisance concerns

4.6.2 Dust

During construction, the following dust control measures will be used as necessary:

- Minimize the period and extent of area being exposed at any one time.
- Spray construction areas with water.
- Minimize the use of vehicles on unpaved surfaces.
- Cover or spray materials and truck loads.

In addition, contractors will be required to keep public roads clean of stadium-related dirt and dust.

4.6.3 Noise and Vibration

Requirements relating to limiting construction noise will be incorporated into all construction contracts. Two such provisions will be:

- Construction delivery and demolition equipment will be operated only during the hours of 7:00 am to 6:00 pm, Monday through Friday.
- Construction and demolition equipment will not be operated on Saturdays, Sundays, State and Federal Holidays or from 6:00 pm to 7:00 am without permission from Building Code Official.

Relative to the construction of foundation support systems for the Stadium Project, the project designers will investigate all appropriate footing systems in addition to a driven pile system, including but not limited to auger cast



CITY OF FALCON HEIGHTS

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Phone - (651) 792-7600
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November 10, 2005

Mr. Brian Swanson
335 Morrill Hall
100 Church Street SE
Minneapolis, MN 55455

Re: Draft Environmental Impact Statement

Dear Brian,

Thank you for the opportunity to comment on the Draft Environmental Impact Stadium for the University of Minnesota Football Stadium. Some of the critical issues for the city of Falcon Heights were identified in the draft and some were added during discussion at the November 1 SAG meeting.

The Draft projects the need for 3,549 parking spaces on the fairgrounds for Saturday games and 5,193 for a weekday event. Although the fairgrounds can accommodate over 11,000 parked cars during the State Fair, those cars do not all need to arrive or leave within a short time period. Since this would be the case for a football game, we expect that the traffic impact for football games will be much greater on Falcon Heights residents and businesses than the two weeks of the State Fair.

We request that the following issues be included in the implementation plans:

1. All possible entrances into the fairgrounds be open before and after the games with traffic control officers assigned to every entrance. B-1
2. Post traffic control officers at all of the gates, and develop a plan to direct traffic to the next gate if it backs up at a certain location. The use of signage directing out-of-town attendees to parking will be essential. The State Fair has been very effective in marking their entrance and park-and-ride lots. B-2
3. Traffic control officers be assigned to the intersection of Snelling and Larpenteur. Cars going north on Snelling Avenue present the greatest traffic challenge during the fair. These cars must make left turns onto Como or on Larpenteur to enter the fairgrounds at Underwood. In spite of our posting of "No U Turn" signs, drivers often try to make U turns into the southbound lanes of Snelling to use the Snelling entrance. This causes accidents and gridlock at that intersection. B-3



B-1 For a Saturday game, most of the parking in this area will be provided at the St. Paul Campus (about 2,600 spaces) with the remainder located at the State Fairgrounds (about 950 spaces). Numbers being confirmed. The Fairgrounds spaces will be located as near as possible to the Campus to provide good access to the shuttle bus routes to the Stadium. Access to the fairgrounds spaces will most likely be provided from Snelling via Como Avenue and Dan Patch Avenue. Doing so will require a primary fairgrounds gate access at Underwood and Dan Patch to accommodate the expected parking demand.

As Stadium operations begin, traffic control officers will be positioned at many key locations around the St. Paul Campus and the State Fairgrounds to monitor traffic operations and direct movements as necessary to prevent gridlock. Once conditions are better understood, traffic control officers will be positioned at the most critical locations to ensure reasonable operating conditions.

B-2 As stated above, traffic control officers will initially be positioned at many key locations to direct movements. In addition, an overall regional traffic management plan will be developed before stadium opening to identify appropriate use of advisory signs to help manage traffic flows. The freeway system will utilize fixed location message signs to post advisories and roadways like Snelling Avenue will utilize portable message displays to provide basic parking information and direct flows.

B-3 Due to the size of the intersection of Snelling Ave. and Larpenteur, the use of police officers to control the intersection would not be beneficial and would pose safety concerns for the police in the intersection. It is recommended that an event signal timing plan be developed in cooperation with appropriate governmental agencies, to control this intersection, with a police officer at the intersection to prevent vehicles from stopping in the middle of the intersection and creating gridlock.

4. Do not utilize the Hoyt Gate. This causes enormous backups on Snelling Avenue northbound, and effectively eliminates access to the Hollywood Court neighborhood. We have had little success in addressing these issues during the State Fair. There simply is not adequate stacking room for northbound traffic, turning west into that gate.
5. Price parking low enough so that game-day visitors will be encouraged to park on the Fairgrounds, and not in our surrounding residential neighborhoods. Also, consider utilizing a pre-paid parking sticker or other method, to be included with season ticket holder's information. This will make entrance to the grounds more efficient by limiting the number of the cars that will need to pay on-site when they arrive.
6. Use of the shuttle bus service between the fairgrounds and the stadium be restricted to people who have parked cars at the fairgrounds or can prove they live in the neighborhoods surrounding the fairgrounds.
7. We strongly endorse your plan to create an Event Management Advisory Committee with City, County and State agencies to discuss traffic and parking management strategies. We request that this committee meet after every home game during the first year after the Stadium opens, and quarterly thereafter to ensure that the various affected entities continue to communicate.

B-4

B-5

B-6

B-7

Please let me know if you would like clarification or additional information concerning any of these recommendations.

Sincerely,



Sue Gehrz, Mayor

B-4 To eliminate northbound left-turns from Snelling Avenue onto Hoyt Avenue, variable message signs on Snelling Avenue, south of Como Avenue will direct northbound traffic to Como Avenue or Dan Patch Avenue. Use of the Hoyt Avenue access for southbound traffic may be considered as it does not create a conflict with through traffic on Snelling Avenue.

B-5 Parking prices will be set at reasonable levels to ensure parking occurs in desired locations. Some locations at the St. Paul Campus will most likely accommodate tail-gating activities so these will be very desirable spaces. Pre-selling parking spaces is expected at a number of locations on the East Bank Campus to ease traffic concerns and will be included for the St. Paul Campus if there is enough demand for such action. It is initially believed that most parking at the St. Paul Campus and the State Fairgrounds will be pay-on-entry.

Please refer to Section 7.2.5 and Section 3.1.3 of the FEIS for a more detailed discussion of neighborhood parking concerns.

B-6 It is the intention to provide shuttle bus service for just those people parking at the St. Paul Campus and State Fairgrounds and students living in the area. The University will work with the Event Management Advisory Committee to develop appropriate means to ensure the target audience is properly accommodated and that outsiders are discouraged or prohibited from using the shuttle system.

B-7 See Section 7.2.3.

ITEM: **March Food Drive**

SUBMITTED BY: **Mayor Gehrz**

EXPLANATION:

The City has conducted a food drive the past two years to benefit the Keystone Community Services Food Shelf located in Roseville, which serves our area. This has been a popular community building effort, and with increased need for donations to the food shelf, a much needed community service project.

Staff needs direction about this year's food drive, when it should be held, and how it should be promoted.

ATTACHMENTS:

- Food drive flyer from 2005

ACTION REQUESTED:

- Discussion
- Determine whether or not to hold the annual food drive
- Determine dates of food drive, and publicity methods

2005 Falcon Heights Community-wide Food Drive



Saturday, April 2, 2005

What is needed? Non-perishable food items, paper products, toiletries and cash donations

Where will it go? Keystone Community Service, our neighborhood food shelf

Please make checks payable to Keystone Community Services, and write "food shelf" in the memo line

Food may be dropped off at any of these locations up until April 2nd:

The City of Falcon Heights
Falcon Heights Elementary School
St. Rose of Lima
Curves for Women
Falcon Heights United Church of
Christ

Coffee Grounds
TC Co-ops Federal Credit Union
WJ Tobacco
Chianti Grill
Blomberg Pharmacy
Dino's Gyros
Town Square Senior Apartments

And these Neighborhood Liaisons—

Bob & Sue Gehrz
2285 Folwell Avenue

Kathy Shimada
1497 Idaho Ave.

Kris Grangaard & Tom Prather
1777 Simpson St.

Ann Ricketts
1493 Idaho Ave

Linda Fite
1710 St. Mary's St.

Mel & AmyJo Kuhens
1747 Holton St.

Mark Hove
1824 Tatum St.

Roger Aiken
1589 Hollywood Ct.

Wayne Groff
1757 Fairview Ave. N.

Margaret Barrett
1437 Hoyt Ave. W.

Dan Johnson-Powers
1974 Tatum

Robert Thompson
1845 Moore St.

Don Mead
1863 Sheldon St.

Special thanks to the

Falcon Heights/Lauderdale Lions
Club
&
Roseville Rotary Club

For providing community service for
pick-up of donations, and
staffing of the food shelf warehouse!

Please be generous & Thank You!

ITEM: **Amendment to Credit Card Policy**

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

REVIEWED BY: **Roland Olson, Finance Director**
 Greg Hoag, Parks and Public Works Director

EXPLANATION:

The City's credit card policy currently allows for the City Administrator and Deputy Clerk to hold credit cards in their names. Much of the city's purchasing is done through the public works and parks and recreation departments. Sam's Club is one of the vendors we have found to have consistently low prices; however, they will not allow us to set up a house charge with them. They also do not accept Visa, which is the current City credit card. Staff is recommending adding a Discover Card issued in the Parks and Public Works Directors name, in order to streamline purchasing at Sam's Club.

All expenditures are reviewed by the City Administrator, and are made under the Administrators expenditure limit set by the City Council. All staff purchases are made in accordance with the City's Budget.

ATTACHMENTS:

- Current Credit Card Policy
- Proposed Credit Card Policy

ACTION REQUESTED:

Amend the credit card policy to add the Parks and Public Works Director as a credit card holder on behalf of the City.

K. CREDIT CARD POLICY - CURRENT

1. PURPOSE

The credit card policy provides the city with the convenience and flexibility of using a credit card as a method of payment while assuring the city has implemented the proper safeguards for utilizing a credit card as a payment option.

2. POLICY

Only employees in the following positions may use the city's credit card: City Administrator and Deputy Clerk. Employees that are authorized to use the city's credit card shall retain all receipts and invoices upon making a purchase and shall file them with the financial director within twenty (20) days.

The city's credit card shall not be used for personal purchases. The city's credit card shall only be used to pay for authorized public expenditures, including authorized travel expenditures.

The city will pay off the credit card charges in full on a monthly basis. The city council shall review all credit card statements.

3. IMPLEMENTATION

The city has obtained a credit card.

K. CREDIT CARD POLICY - PROPOSED

1. PURPOSE

The credit card policy provides the city with the convenience and flexibility of using credit cards as a method of payment while assuring the city has implemented the proper safeguards for utilizing a credit card as a payment option.

2. POLICY

Only employees in the following positions may use the city's credit card(s): City Administrator, Director of Public Works, and Deputy Clerk. Employees that are authorized to use the city's credit card(s) shall retain all receipts and invoices upon making a purchase and shall file them with the Financial Director within twenty (20) days.

The city's credit card(s) shall not be used for personal purchases. The city's credit card(s) shall only be used to pay for authorized public expenditures, including authorized travel expenditures.

The city will pay off the credit card charges in full on a monthly basis. The city council shall review all credit card statements.

3. IMPLEMENTATION

The city has obtained a credit card(s).

ITEM: **Year-end Forestry Report**

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

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

EXPLANATION:

Each year, the city forester submits a year-end report on the activities, programs, and projects undertaken by the city in the area of boulevard trees and trees on private property.

This year was a particularly difficult year with regard to Dutch Elm Disease (DED), and the city worked closely with residents to resolve issues related to trees stricken with DED.

This report contains information regarding DED programs and other tree diseases, as well as recommendations regarding future programs and projects.

ATTACHMENT:

- 2005 year end Forestry Report

ACTION REQUESTED:

- Review report
- Questions

2005 Urban Forestry Program Year End Report

Introduction

The City of Falcon Heights has continued the long tradition of maintaining an urban forest on private and public lands within the city, with the use of a contracted Forester and staff who can address forestry issues. This service is made available at no cost to city residents. In addition, the City of Falcon Heights is committed to replanting and maintaining trees on public property. This program is a cost-effective public investment that adds value to the community.

The main emphasis of the forestry program is Forestry Extension/Public Assistance and Tree Disease Management. The following report highlights the forestry program activities for the year 2005. This report also identifies recommendations to further enhance the program.

Forestry Extension/Public Assistance

The Forester and city staff responded to approximately 100 inquiries from Falcon Heights' residents requesting information and advice. The majority of the calls were questions and concerns about Dutch Elm Disease (DED). DED was a large issue throughout the entire Metro Area again this year. DED has greatly impacted the budgets of many cities as well as private citizens.

Tree Disease Management

The emphasis of the tree disease management portion of the forestry program is to survey for diseased, dying or hazardous trees on public or private property, as required by MN Statute Chapter 18 and MN Rules Chapter 1505.

As part of this program, trees may require removal or trimming. The City contracts with a private tree removal company to complete this work. This year the contract was awarded to S & S Tree and Horticultural Specialists, Inc. from South St. Paul, MN (S & S).

S & S removed 32 trees, ranging in size from 3 to 45 inches in diameter on public property. Eighteen of the 32 trees removed were elms with DED, nine of the trees removed were the result of storm damage, and five were removed due to health problems. In addition, 25-30 trees had large branch damage from wind during storms and required trimming. City staff collected approximately 60 cubic yards of storm debris from the streets and parks after the storms.

The budget for tree removal was \$20,000 for tree removal. There was also \$5,000 budgeted for storm damage. Total expenditures for these were \$27,055.64.

Twenty-three letters were sent to private property owners requiring that the diseased elm trees on their property be removed within 20 days as required by state law. This involved the removal of 35 diseased elm trees.

Most of the property owners were cooperative and removed the trees in a timely manner, unless an extension was requested, typically because tree contractors were overburdened this year. One

resident asked for the removal to be coordinated by the city and have it assessed to their property taxes, which was done.

Dutch Elm Disease There was a decline in the incidence of DED this year for the City of Falcon Heights. This year 53 elm trees were identified with DED whereas last year 99 trees were identified as having DED.

Table 1. Summary of DED for the Past Four Years

	2005	2004	2003	2002
Public Trees	18	28	8	22
Private Trees	35	71	21	8
Total	53	99	29	30

Forestry Initiatives

Arona and Iowa Maples Approximately eight to ten years ago, maple trees were planted in the Northome and Northeast neighborhoods. In the past few years some of these same trees have started to decline. Upon closer inspection, the trees appear to be rotting from the inside. It also appears that the trees were planted too deep. As a result, the roots may be girdling the stem, or trunk causing the tree to die slowly.

Recommendation: Continue to monitor and remove as necessary. In 2005 three of these trees were removed.

Oak Wilt The Forester reviewed the city for Oak Wilt, and also responded to three requests to look at private Oak trees. One private tree was found to be infected with Oak Wilt. The tree was removed.

Street Tree Master Plan The Street Tree Master Plan is an official city approved plan that identifies the tree species that should be planted on each street. This is done so as to ensure diversity of the tree species in order to prevent epidemic losses. In addition, some uniformity of species per street keeps the maintenance costs down.

Recommendation: The City Forester should continue to develop the street tree master plan.

Forestry Grant In May of 2005 city staff submitted a request to the Minnesota Department of Natural Resources for a ReLEAF grant. These grants are matching fund grants. In July we were notified that we received a \$7500 grant for the period of July 2005 through June 2007. Our grant request was for two different projects: project one is to help offset our replanting efforts due to large losses of Elm trees in recent years. Project two is funding for our forester to do an inventory of trees on public land.

Tree Planting In October the city purchased and had a private contractor plant 38 new trees. The trees planted were trees lost to DED in 2003, and 2004 as well as some trees lost to storms

and other causes. This planting project was completed with city budgeted funds. We plan to use the ReLEAF funding to assist in our 2006 replanting efforts.

Recommendation: The City may need to increase the tree planting budget to accommodate the increased loss of trees that were affected by DED, as well as others that will be removed next year.

Tree Inventory During the spring of 2002, a group of volunteers began a tree inventory. They measured the size of the trees and identified their location. They did not identify the species of the tree, nor was this information entered into a computer program. Project two of our ReLEAF grant will identify locations and species of public trees as well get them entered into an electronic data base.

Recommendation: The City Forester should identify the tree species and enter the information into an electronic database.

Trimming As the urban forest continues to mature, maintenance is extremely important. Part of a maintenance program includes trimming. The city has always scheduled the trimming of the public trees on a five-year cycle.

As the trees continue to grow, maintenance costs will also grow. In 2005 \$14,000 was budgeted for trimming the Northome neighborhood. The actual cost was \$10,650. As in the past we requested proposals to do this work. We received three proposals for trimming with bucket trucks as well as a fourth quote to use a tree climbing class. The quote for the climbing class was \$2500 cheaper than any of the conventional quotes. Staff checked references on the climbing class and chose that option. This proved to be very successful. The climbing class is S & S's way of training their past ground workers to properly climb trees to do their work. This is a skill they need when working in areas that they cannot easily access with trucks.

In the winter of 2006, the Falcon Woods Neighborhood, City Hall and City Parks will be trimmed. As of the writing of this report the City Council has already authorized the climbing class to again perform the work. \$2200 was also used in 2005 to trim hazard branches found in other areas of the city, and to trim the Hollywood Court neighborhood, as it is one of the few streets not covered in the trimming cycle plan.

Recommendation: Increase the budget for trimming in order to continue the cyclic trimming program. Also continue to use the climbing class as a method to help keep costs down.

Conclusions

Trees are a sound public investment and add value to the city in a relatively inexpensive way. Continued maintenance protects this investment.

Appendix

Annual Tree Trimming Cycle

City of Falcon Heights Annual Tree Trimming Cycle

Grove Neighborhood.	Winter 2008, 2013, 2018
Northeast Neighborhood (West Half)	Winter 2007, 2012, 2017
Falcon Woods Neighborhood, Maple Knoll Neighborhood, Lindig St., Tatum St., City Hall, and City Parks	Winter 2006, 2011, 2016
Northome Neighborhood, Hollywood Ct	Winter 2010, 2015, 2020
Northeast Neighborhood (East Half)	Winter 2009, 2014, 2019