

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

**AGENDA**  
**April 9, 2008**

- A. CALL TO ORDER: 7:00 PM
  
- B. ROLL CALL:           LINDSTROM \_\_\_ HARRIS \_\_\_ KUETTEL \_\_\_  
                          LONG \_\_\_ MERCER-TAYLOR \_\_\_  
                          MILLER \_\_\_ KREUSER \_\_\_
  
- C. PRESENTATIONS:
  - 1. Neal Kwong Award Presentation to Nick Allen
  
- D. APPROVAL OF MINUTES: March 26, 2008 **TAB 1**
  
- E. PUBLIC HEARINGS:
  
- F. CONSENT AGENDA:
  - 1. General Disbursements through 4/4/08: \$65,239.62  
Payroll through 3/31/08: \$15,544.0727 **TAB 2**
  - 2. 2008 Licenses **TAB 3**
  
- G. POLICY AGENDA:
  - 1. Approval and Purchase of Street Banners **TAB 4**
  - 2. Approval of the Falcon Heights Comprehensive Plan draft for distribution to  
outside jurisdictions and agencies **TAB 5**
  
- H. INFORMATION/ANNOUNCEMENTS:
  
- I. COMMUNITY FORUM:

If you have a disability and need accommodation in order to attend this meeting, please notify City Hall 48 hours in advance between the hours of 8:00 a.m. and 4:30 p.m. at 651-792-7600. We will be happy to help.

## **Regular Meeting of the Falcon Heights City Council March 26, 2008**

**Members present:** Mayor Lindstrom, Council members Harris, Kuettel, Long, and Mercer-Taylor, and Administrator Miller. Absent: Assistant City Administrator/Deputy Clerk Kreuser.

### **Call to Order and Neal Kwong Award Presentation:**

Mayor Lindstrom called the meeting to order at 7:00 p.m., and began with a presentation of the 2008 Neal Kwong Award. Lindstrom spoke about Kwong, stating he has made a very positive impact on the city in a short period of time; and his commitment, and other young people's, to the city is very important and appreciated.

Mayor Lindstrom announced Ben Prather would be presented with the Neal Kwong Award.

Allan Kwong thanked Ben and Nick Allen, the other winner first, and went on to thank other youth leaders in the community. He added that big things often come in small packages, and encouraged all youth to take the examples given by the award recipients.

Laura Kwong told a bit about her brother Neal, stating he was active in Falcon Heights Parks and Recreation and in Boy Scouts, and always seemed to be going the right way in life. The award was created to memorialize Neal and his commitment to the community.

Laura recognized Ben Prather as active in CERT, stating he completed the 24-hour training program when he was just 13 years old. Ben also volunteered at the Citizen Corp Conference held at the U of M, and has logged numerous hours bettering the community by staying active in CERT training. Ben is a great role model to other youth in the community.

Nick Allen, winner of the 15-19 age group, would be recognized at the April 9 meeting.

The minutes of the March 12, 2008 meeting were approved as submitted.

### **Consent Agenda:**

Council member Kuettel pointed out the disbursements included sewer charges to the Met Council, insurance premiums, Roseville, etc. She added the agreement for the city forestry contract should include a correction of the word "the" under #7.

Council member Harris asked if references were checked regarding the forestry contract award. Miller replied City of Eagan had supplied a favorable reference. Parks and Public Works Director Pittman and he conducted interviews.

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

1. General Disbursements through 3/20/08: \$121,455.29  
Payroll through 3/15/08: \$16,045.07
2. Approval of Contract for 2008 City Forester
3. Commission Appointment

### **Policy Agenda:**

#### **1. City Commission Updates**

**Planning Commission** - Chair Eric Watkins stated the commission began the year with orientation of new members; in April the commission recommended a change to the code in regards to composting; June included a workshop; August saw a request for a fence variance that was denied, and in October, the Town Square PUD was amended. Council member

Kuettel added the Planning Commission also was working very hard on the comp plan in 2007, and in 2008 will be working on the sign code.

**Human Rights Commission** – Chair Wayne Groff reported the commission works for equality for all citizens. In 2008, the commission has not heard any complaints. As a goal for 2008, the commission will be conducting neighborhood outreach to alert the residents of the commission’s existence. He added the commission would be collaborating with the Neighborhood Commission, and has shown videos on human rights on Channel 15, CTV. A poster contest in conjunction with the State Dept. for school-aged children in is in the works. A new member was appointed, and a commission logo was selected in 2007. Mayor Lindstrom announced the community meeting at the Coffee Grounds for the 13<sup>th</sup>, and offered the commission the opportunity to be present with materials for the public.

**Environment Commission** – Chair Ron Kroese reported he has taken over the chair position from Jim Kielsmeier, who would be missed on the commission. He said the highlight from 2007 was the community garden’s success. In 2008, things are looking equally good with 19 of the 20 plots reserved by Falcon Heights residents. He added the recycling ratio is a focus for 2008, and the city would be looking into the 2-sort recycling vs. single-sort when the current contract comes up for renewal. Rain gardens and storm water are an interest of residents, which will positively affect the aesthetics of the city. The commission also will focus on energy conservation, and make the community move towards being carbon-neutral, or at least reducing the use of fossil fuel.

**Neighborhood Commission** – Commissioner Laura Kwong reported in the absence of Chair Thompson, and thanked everyone who attended, trained, and volunteered for CERT classes/conference in 2007, and Sue Gehrz who stepped down from the commission. In January, the annual gathering of liaisons and CERTs concentrated on the comp plan, the city listserv, and personal emergency preparedness, followed by crime prevention seminars at Town Square. In July, the commission staffed a table at the Ice Cream Social, handing out “passports” to encourage attendees to visit each booth. August saw National Night Out, with the success of the first-ever guerilla block party, and 22 other block parties hosted by residents. Towards the end of the year the commission worked on literature to inform the community, including “Aging in Place”, “Resources for Seniors”, and “Apartment Safety” brochures.

Commissioner and CERT Kris Grangaard explained CERT is a community-based training program for residents, to prepare cities for an emergency in case professional help is delayed. CERT is open to all Lauderdale and Falcon Heights residents. The next CERT class starts in May on Wednesday evenings. Post-graduation, CERTs can continue their education through tabletop and HAM radio operations, along with other preparedness classes like winter emergencies and pet safety.

**Parks and Recreation Commission** – Council member Long reported in the absence of Chair Annie Green, and stated the commission has been spending time on the parks plan. The 2007 Ice Cream Social and 2008 Winterfest, and they have been thinking about adding events for the spring and fall – maybe a 5K race to promote active living. Long commended Lisa Abernathy on the great job she has been doing. He added residents could adopt a park and help sustain the city’s assets.

Mayor Lindstrom thanked the commissions on behalf of the council for everything they do.

**Information/Announcements:**

Council member Mercer-Taylor attended the joint Human Rights and Neighborhood Commission meeting and said she came away with a renewed appreciation, and thought other commissions may want to hold joint-meetings as well. On May 14, the block nurse program will hold a meeting to address seniors who want to remain in their homes, location forthcoming.

Council member Harris will attend the RCLLG meeting, and invited anyone from the community who would like to come. The March meeting will promote effective communication.

Council member Kuettel again thanked the volunteers on all commissions. The food drive is still open, just go to the school to drop off your donation.

Council member Long thanked everyone who has made a commitment to the city by serving on a commission. Summer program registration is open, info on the website. Parks/rec also has summer employment opportunities as well.

Mayor Lindstrom announced the city crime prevention meeting at Coffee Grounds and invited all to attend. A meeting with Jerry Hammer, Executive Director of the State Fair, was a productive and beneficial experience, with the city learning of a RV aficionado's convention at the fairgrounds this summer. Paul Charest will also meet with city leaders regarding holding a council meeting in conjunction with the school.

Administrator Miller said the Comp Plan open house would be April 3 at 6:30 at City Hall. The council workshop on April 2 will discuss infrastructure. The city has available reusable grocery bags and compost bins for sale.

**Community Forum:**

Ann Becker, 1597 Burton, asked if the Bell Museum representatives have come to any council meetings to chat about the new museum, as she went to the meeting over the weekend. Council member Mercer-Taylor added she went to the meeting as well, stating the residents as 1666 would be sending their support for the museum to the governor's office and legislature. The council also passed a resolution showing their support for the project.

The meeting was adjourned at 7:55 p.m. by Mayor Lindstrom.

Respectfully submitted,

Stacey Kreuser  
Assistant City Administrator/Deputy Clerk

**CONSENT F1**  
**4/9/08**

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

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

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

**EXPLANATION:**

General Disbursements through 4/4/08: \$65,239.62

Payroll through 3/31/08: \$15,544.0727

**ATTACHMENTS:**

General disbursements and payroll

**ACTION REQUESTED:**

Approval

PACKET: 00177 APR 4 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-00892	BEARCOM					
I-3744479		2 NEW PAGERS	1,019.15			
4/04/2008	APBNK	DUE: 4/04/2008 DISC: 4/04/2008		1099: N		
		2 NEW PAGERS		402 4402-91000-000	MACHINERY & EQUIPMENT	1,019.15
I-3747464		PAGERS REPAIRS	33.56			
4/04/2008	APBNK	DUE: 4/04/2008 DISC: 4/04/2008		1099: N		
		PAGERS REPAIRS		101 4124-87092-000	REPAIR RADIOS	33.56
		=== VENDOR TOTALS ===	1,052.71			
=====						
01-03025	COLIN CALLAHAN					
I-200804041030		MILEAGE REIMB	63.63			
4/04/2008	APBNK	DUE: 4/04/2008 DISC: 4/04/2008		1099: N		
		MILEAGE REIMB		601 4601-89000-000	MISCELLANEOUS	63.63
		=== VENDOR TOTALS ===	63.63			
=====						
01-03350	D LEWIS ENTERPRISES INC					
I-3541		LECTURN TOP	55.00			
4/04/2008	APBNK	DUE: 4/04/2008 DISC: 4/04/2008		1099: N		
		LECTURN TOP		401 4401-90100-000	FURNITURE & EQUIPMENT	55.00
		=== VENDOR TOTALS ===	55.00			
=====						
01-05144	JOHN HARPEL					
I-200804041028		TNG SCHOOL REIMB	441.46			
4/04/2008	APBNK	DUE: 4/04/2008 DISC: 4/04/2008		1099: N		
		TNG SCHOOL REIMB		101 4124-86020-000	TRAINING	441.46
		=== VENDOR TOTALS ===	441.46			
=====						
01-05153	HOME DEPOT CRC/GECP					
I-200804041034		TOOLS/PODIUM WOOD/SHOP SUPPLY	456.55			
4/04/2008	APBNK	MANUAL CK# 007323 4/01/2008		1099: N		
		TOOLS		101 4131-70110-000	SUPPLIES	69.62
		PODIUM PARTS		101 4131-87010-000	CITY HALL MAINTENANCE	238.77
		MISC SHOP SUPPLIES		101 4131-70110-000	SUPPLIES	148.16
		=== VENDOR TOTALS ===	456.55			

PACKET: 00177 APR 4 PAYABLES

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DUE TO/FROM ACCOUNTS SUPPRESSED

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01-07276	HUGHES & COSTELLO					
I-200804041032	APR/08	PROSECUTIONS	2,639.08			
4/04/2008	APBNK	DUE: 4/04/2008 DISC: 4/04/2008		1099: N		
		APR/08 PROSECUTIONS		101 4123-80200-000	LEGAL FEES	2,639.08
=== VENDOR TOTALS ===			2,639.08			
=====						
01-05582	MENARDS					
I-200804041040	OAK & COUNCIL	CHMBRS SUPPLIES	581.40			
4/04/2008	APBNK	DUE: 4/04/2008 DISC: 4/04/2008		1099: N		
		OAK & COUNCIL CHMBRS SUPPLIES		101 4131-87010-000	CITY HALL MAINTENANCE	581.40
=== VENDOR TOTALS ===			581.40			
=====						
01-01002	JUSTIN MILLER					
I-200804041031	MILEAGE 1ST QTR	REIMB	83.83			
4/04/2008	APBNK	DUE: 4/04/2008 DISC: 4/04/2008		1099: N		
		MILEAGE 1ST QTR REIMB		101 4112-86010-000	MILEAGE & PARKING	83.83
=== VENDOR TOTALS ===			83.83			
=====						
01-07249	MN POLLUTION CONTROL AGENCY					
I-200804041037	CERTTIFICATE RENEWAL - DAVE		23.00			
4/04/2008	APBNK	MANUAL CK# 073025 4/01/2008		1099: N		
		CERTTIFICATE RENEWAL - DAVE		601 4601-86030-000	CONFERENCES & SCHOOLS	23.00
=== VENDOR TOTALS ===			23.00			
=====						
01-06090	GENE PAKOY					
I-200804041038	1ST QTR MECHANICALS		1,020.38			
4/04/2008	APBNK	MANUAL CK# 073026 4/01/2008		1099: N		
		1ST QTR MECHANICALS		101 4117-81220-000	MECHANICAL INSPECTORS	1,020.38
=== VENDOR TOTALS ===			1,020.38			
=====						
01-06115	TIMOTHY PITTMAN					
I-200804041025	MILEAGE REIMB		73.13			
4/04/2008	APBNK	DUE: 4/04/2008 DISC: 4/04/2008		1099: N		
		MILEAGE REIMB		601 4601-89000-000	MISCELLANEOUS	73.13
=== VENDOR TOTALS ===			73.13			

PACKET: 00177 APR 4 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----

POST DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
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01-06184		RAMSEY COUNTY - 911 DISPATCH				

I-EMCOM 39		911 DISPATCH FEES	958.67			
4/04/2008	APBNK	DUE: 4/04/2008 DISC: 4/04/2008		1099: N		
		911 DISPATCH FEES		101 4124-86700-000	EMERGENCY DISPATCH SVCS-	958.67
=== VENDOR TOTALS ===			958.67			

01-06999 RAMSEY CTY FIRE CHIEFS ASSOCIA

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I-200804041033		FIRE CHIEFS ANNUAL BANQUET	90.00			
4/04/2008	APBNK	MANUAL CK# 073011 3/24/2008		1099: N		
		FIRE CHIEFS ANNUAL BANQUET		101 4124-86110-000	MEMBERSHIPS	90.00
=== VENDOR TOTALS ===			90.00			

01-06535 SPEEDWAY SUPERAMERICA

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I-200804041035		FUEL	90.72			
4/04/2008	APBNK	MANUAL CK# 073024 4/01/2008		1099: N		
		FUEL		101 4132-74000-000	MOTOR FUEL & LUBRICANTS	90.72
=== VENDOR TOTALS ===			90.72			

01-07228 CITY OF ST ANTHONY

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I-1967		APR/08 POLICE SVCS	45,675.00			
4/04/2008	APBNK	DUE: 4/04/2008 DISC: 4/04/2008		1099: N		
		APR/08 POLICE SVCS		101 4122-81000-000	POLICE SERVICES	45,675.00
=== VENDOR TOTALS ===			45,675.00			

01-07003 TESCH, SCOTT

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I-200804041029		RADIO/ PA BASE PARTS RIMB	33.43			
4/04/2008	APBNK	DUE: 4/04/2008 DISC: 4/04/2008		1099: N		
		RADIO/ PA BASE PARTS RIMB		101 4124-70100-000	SUPPLIES	33.43
=== VENDOR TOTALS ===			33.43			

01-07250 TRETSEVEN, DAVE

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I-200804041027		MILEAGE REIMB	48.48			
4/04/2008	APBNK	DUE: 4/04/2008 DISC: 4/04/2008		1099: N		
		MILEAGE REIMB		601 4601-89000-000	MISCELLANEOUS	48.48
=== VENDOR TOTALS ===			48.48			



PACKET: 00177 APR 4 PAYABLES

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

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-----ID-----
POST DATE  BANK CODE  -----DESCRIPTION-----  GROSS  P.O. #
DISCOUNT  G/L ACCOUNT  -----ACCOUNT NAME-----  DISTRIBUTION
=====
01-07901  WASTE MANAGEMENT-BLAINE

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I-200804041026  APRI/08 COMM AND RESID RECYCL  2,478.71
4/04/2008  APBNK  DUE: 4/04/2008 DISC: 4/04/2008  1099: N
APR/08 COMM RECYCLING  206 4206-82030-000  RECYCLING CONTRACTS  620.26
APR/08 RESIDENTIAL RECYCLING  206 4206-82030-000  RECYCLING CONTRACTS  1,858.45

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=== VENDOR TOTALS === 2,478.71

=== PACKET TOTALS === 55,865.18

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FEDERAL WITH  5620.65
ST WITH      904.17
ICMA WIRE    317.00
PERA CK 73022  2532.62

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TOTAL: 165,239.62



**ITEM:**                   2008 Licenses

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

**EXPLANATION:**

The following business has applied for mechanical contractor's licenses for 2008. Staff has received the necessary documents for licensure.

- Paul Stafford Electric, Heating & Cooling

**ITEM:** Approval and Purchase of Street Banners

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

**EXPLANATION:**

Over the past several months, the City Council has reviewed several designs for banners to be placed on the streetlight poles along Larpenteur Avenue. Attached to this report are final designs that hopefully incorporate the council's input since our last meeting.

In total, there are 39 streetlight poles along Larpenteur (including four along the entrance to city hall). Since many of the poles have traffic control signs already placed on them, staff is recommending that we place banners on half of the poles. We are also recommending that we purchase a few extra banners and bracket sets as replacements. The total cost to complete this project is outlined below:

22 banners @ \$68 each	\$1,496
22 spring-loaded brackets @ \$120/set	\$2,640
22 flower basket arms @ \$115 each	<u>\$2,530</u>
Total	\$6,666

The 2008 Capital Improvements Plan includes \$7,500 for this item.

**ACTION REQUESTED:**

Staff recommends that the Falcon Heights City Council select a banner design and approve the purchase of the banners and associated equipment in the amount of \$6,666 plus applicable shipping fees and taxes, but not to exceed \$7,500.



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[www.northernlightsdisplay.com](http://www.northernlightsdisplay.com)

All designs remain the property of Northern Lights Display and cannot be duplicated without their expressed written permission

Falcon Heights







Falcon Heights



**ITEM:** Approval of the Falcon Heights Comprehensive Plan draft for distribution to outside jurisdictions and agencies

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

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

**Explanation:**

Falcon Heights is required to submit a new comprehensive plan to the Metropolitan Council by the end of 2008. Before the plan is submitted, three steps must be taken by the city:

- Allow for adjacent governmental units and affected school districts to review and comment
- Approval by the Planning Commission
- Local government body approval (but not final adoption)

Falcon Heights' draft comprehensive plan has been available to the public at City Hall and on the city's website since January. The city hosted informal open houses for the public on March 13 and April 3. On March 25, 2008, the Falcon Heights Planning Commission held a public hearing on the draft plan and voted to recommend approval, with some additional language inserted into the Background section to strengthen the city's affirmation of the need for housing that accommodates a diverse population. A draft of that change, prepared by staff, is attached.

The next step is to submit the draft to adjacent cities, the school district and other entities, as required, for a six month period of review. At the end of the six month period, the City Council will formally approve the plan and submit it to the Metropolitan Council.

According to the city attorney, there is no required form or format for the Council's action, and a written resolution is not required at this time. A simple motion is sufficient.

**Attachment:**

- Draft update as recommended by the Planning Commission

**Actions Requested:**

Approve the draft Falcon Heights Comprehensive Plan for distribution to neighboring communities, the Roseville Area Schools and required regulatory agencies.



## **Planning Commission Recommended Addition**

In its discussions of the draft comprehensive plan on February 26 and March 25 the Planning Commission spent considerable time pondering ways in which the City of Falcon Heights might incorporate a stronger commitment to affordable housing in its new comprehensive plan.

Commissioners voted to insert language into the "Vision, Values and Objectives" section that makes the city's commitment to affordable housing more explicit. The following revision for Page I-2 has been written by staff at the Commission's request (New words underlined):

### **Maintaining our traditional neighborhoods in this central Metro location, with opportunities for all our generations to stay in the City.**

Falcon Heights residents delight in their convenient location close to both central St. Paul and Minneapolis and their proximity to so much of what the Metro area has to offer. Residents prize their attractive, well-maintained neighborhoods, each of which has a distinct identity and some of which are on the threshold of becoming historically significant. Reinvestment in these neighborhoods must be sensitive to the style and character of these older homes and respectful of the green space and urban forest surrounding them and the open land adjacent to them. Finally, residents have also expressed a hope that they can remain in Falcon Heights as they age, that the City can continue to be home to an economically and culturally diverse population, including the young people who grow up here as they form households of their own.