

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

AGENDA
October 22, 2008

- A. CALL TO ORDER: 7:00 PM

- B. ROLL CALL: LINDSTROM ____ HARRIS ____ KUETTEL ____
 LONG ____ MERCER-TAYLOR ____
 MILLER ____ KREUSER ____

- C. PRESENTATIONS:
 - 1. Community Garden Year-End Presentation

- D. APPROVAL OF MINUTES: October 8, 2008 **TAB 1**

- E. PUBLIC HEARING:

- F. CONSENT AGENDA:
 - 1. General disbursements through 10/15/08: \$84,821.29
 Payroll through 10/15/08: \$14,894.90 **TAB 2**
 - 2. Adoption of Assessment Roll for Removal of Hazardous Tree **TAB 3**
 - 3. City Licenses **TAB 4**
 - 4. Resolution authorizing SCORE Grant application **TAB 5**

- G. POLICY AGENDA:
 - 1. Adoption of New City Slogan - Continued **TAB 6**
 - 2. Rental housing licensing ordinance **TAB 7**
 - 3. Water Resource Management Plan **TAB 8**

- H. INFORMATION/ ANNOUNCEMENTS:

- I. COMMUNITY FORUM:

- J. ADJOURNMENT:

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.

Falcon Heights City Council Meeting October 8, 2008

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

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

The minutes of the September 25 special meeting were approved unanimously.

Mayor Lindstrom announced the winners of the Human Rights Poster Contest as Samuel Justice Stewart and Lillian Grace Stewart. Council member Harris explained the Human Rights Commission wanted to boost it's identity throughout the city and decided to hold a poster contest in conjunction with the state's contest. The two winner's posters will be sent to the state contest. She added that with two entries, the commission hopes for more enthusiasm next year. The two winners received tickets to a show at the Youth Performance Company.

Consent Agenda:

Council member Kuettel moved the following two items for approval after she pointed out the first relief aid pass through. The motion passed unanimously.

1. General Disbursements through 10/1/08: \$97,974.96
Payroll through 10/1/08: \$15,276.73
2. City Licenses

Policy Agenda:

1. Adoption of New City Slogan

Administrator Miller began the item by explaining the process the city used for the new slogan. He said there were 50 entries received, and the city council narrowed their choices to two: "the City that Soars," and "Families, Fields, and Fair." At the student-council meeting, students took a vote and they chose by an 85-21 vote "the City that Soars."

Council member Kuettel said it was a nice way to search, with varied methods for collecting slogans. Council member Harris said she has been asked why the city needs to have a slogan at all. The city is trying to bring visibility and wants to be more identifiable to everyone, and by putting the slogan on banners, signs, and on the website, it is a step of that sort. Miller added the slogan would be printed on the website, on new shipments of letterhead, business cards, and within staff's email signatures.

Council member Mercer-Taylor said that students feel affiliated with the falcon from FH Elementary. Mayor Lindstrom agreed there were several good comments and good arguments by the students for both slogans.

Council member Long said he liked "Families, Fields, and Fair" better, because of the identity it gives to the city through the unique characteristics Falcon Heights is known for.

Mayor Lindstrom said he likes both but thought "the City that Soars" gives a better inspirational image of launching into the future and was more memorable and easier to say than the other was.

Council member Harris and Mercer-Taylor conversed about how the students liked it for the bird connection, but had trouble remembering the order of the other slogan. Harris added there are no falcons here. Mercer-Taylor added a visual cue on the website while using "the City that Soars" as the slogan made a better sound bite. Harris said she liked the identity theme with "families, fields, and fair," but the order can be jumbled. Long replied that it would become more recognizable with time, and it is only a few words to remember.

Council member Harris asked for the item to be tabled so staff could figure out how to incorporate both. The item was tabled.

2. Community Park Tennis Court Reconstruction

Administrator Miller said the tennis courts are in bad shape at Community Park, and the council put money in the CIP for a resurface this year. After consulting with engineers, it was determined the courts were too far-gone for a resurface and a reconstruction was required. He explained the USTA would cover 30% of costs associated with a reconstruction through a grant. The grant has been applied for, but the city has not heard back about it. Three bids were solicited, and TA Schifsky was the lowest. The project will cost \$56,580 for reconstruction and engineering, and with the 30% coverage by USTA, the city portion would be \$39,606. He said \$10,000 was budgeted for 2008 for the resurface, and another \$10,000 was budgeted for the basketball court resurfacing. The basketball courts can wait, and with 25,000 coming from the Larpenteur Avenue streetscape line item, (TIF funds can be used for that project). Approval by the council is contingent on the grant. The contractor thought the project would be finished this year and the courts will be ready for the 08-09 rec season.

Council member Kuettel asked about the \$3600 for engineering. Miller said the scope of work was outside the city staff's expertise, and that would cover the USTA's specific requirements.

Council member Harris said through creative funding, the city could get it done and thought it was a good idea. Mayor Lindstrom agreed, stating the courts are heavily used and are in poor shape. Kuettel added the city has the park lease for another 20 years as well.

Administrator Miller also noted there is a possibility of finding a grant for the basketball courts next year.

Kuettel said that it was difficult to vote for the project when money is tight and personnel cannot be hired. Mayor Lindstrom pointed out that by not giving approval, the city would be passing up \$17,000 in grant money.

Council member Mercer-Taylor moved to approve the Community Park Tennis Court Reconstruction. The motion passed unanimously.

Information/Announcements:

Council member Mercer-Taylor attended the CRWD meeting and learned about resources available to homeowners for watershed initiatives like rain gardens.

Council member Harris said the Human Rights Commission is awaiting response to a grant application from the State Department of Human Rights to enhance the skills of the commission - reaching out to new residents/immigrant groups.

Council member Long encouraged residents to sign up for the music classes through parks/rec.

Mayor Lindstrom asked residents to sign up for the Rake-A-Thon on Oct 25.

Administrator Miller said the Fire Department Open House was well-attended. On Oct 16 is the open house for the Larpenteur Avenue Streetscape, 6:30 - 8 at City Hall.

Assistant City Administrator/Deputy Clerk Kreuser said anyone needing to vote absentee could stop by city hall or call to request a ballot.

The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Stacey Kreuser
Assistant City Administrator/Deputy Clerk

ITEM: Disbursements and Payroll

SUBMITTED BY: Roland O. Olson, Finance Director

REVIEWED BY: Justin Miller, City Administrator

EXPLANATION:

General Disbursements through 10/15/08: \$84,821.29

Payroll through 10/15/08: \$14,894.90

ATTACHMENTS:

General disbursements, payroll and credit card statement

ACTION REQUESTED:

Approval

PACKET: 00238 PAYBLES OCT 4-OCT 17

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
=====						
01-00800		ALLIED WASTE SERVICES				
I-200810121421		WASTE REMOVAL	209.04			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		WASTE REMOVAL		101 4131-82010-000	WASTE REMOVAL	209.04
		=== VENDOR TOTALS ===	209.04			
=====						
01-00250		AMERIPRIDE LINEN&APPAREL				
I-M710411		LINEN CLEANING	35.35			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		LINEN CLEANING		101 4124-82011-000	LINEN CLEANING	35.35
		=== VENDOR TOTALS ===	35.35			
=====						
01-05183		BARBARA LEARY				
I-200810121424		REFUND	9.00			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		REFUND		201 34310-000	RECREATION FEES	9.00
		=== VENDOR TOTALS ===	9.00			
=====						
01-00972		BONESTROO				
I-161108		COM PARK TENNIS COURT RENOV	2,939.34			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		COM PARK TENNIS COURT RENOV		403 4403-91000-000	MACHINERY & EQUIPMENT	2,939.34
		=== VENDOR TOTALS ===	2,939.34			
=====						
01-03001		CAMPBELL KNUTSON				
I-200810121429		SEPTEMBER/08 LEGALS	244.50			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		SEPTEMBER/08 LEGALS		101 4114-80200-000	LEGAL FEES	244.50
		=== VENDOR TOTALS ===	244.50			
=====						
01-03089		CASH				
I-200810121419		STAMPS AND SHIPPING EXP	60.03			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		STAMPS		101 4112-70500-000	POSTAGE	42.00
		FEDX EXPENSE SHIPPING		101 4112-70500-000	POSTAGE	18.03
		=== VENDOR TOTALS ===	60.03			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05173	CENTERLINE CHARTER CORP					
I-092508b		BUS TRANS KIDS COUNCIL MEETNG	181.38			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		BUS TRANS KIDS COUNCIL MEETNG		101 4111-86100-000	CONFERENCES/EDUCATION/TR	181.38
		=== VENDOR TOTALS ===	181.38			
=====						
01-03109	CENTURY COLLEGE					
I-200810151442		EMT CLASS : HAWTHORNE	837.71			
10/15/2008	APBNK	DUE: 10/15/2008 DISC: 10/15/2008		1099: N		
		EMT CLASS : HAWTHORNE		101 4124-86020-000	TRAINING	837.71
		=== VENDOR TOTALS ===	837.71			
=====						
01-03123	CINTAS CORPORATION #470					
I-470171389		RUG SERVICE CITY HALL	116.96			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		RUG SERVICE CITY HALL		101 4131-87010-000	CITY HALL MAINTENANCE	116.96
		=== VENDOR TOTALS ===	116.96			
=====						
01-03117	CITY OF LITTLE CANADA					
I-200810121428		3RD QTR BUILDING INSPECTIONS	5,983.73			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		3RD QTR BUILDING INSPECTIONS		101 4117-81210-000	BUILDING INSPECTORS	5,983.73
		=== VENDOR TOTALS ===	5,983.73			
=====						
01-06290	CITY OF ROSEVILLE					
I-0009102		OCT/08 TECH SERVICES	1,149.58			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		OCT/08 TECH SERVICES		101 4116-85070-000	TECHNICAL SUPPORT	1,149.58
		=== VENDOR TOTALS ===	1,149.58			
=====						
01-03122	CITY OF ST PAUL					
I-106797		NEWSLETTER	1,479.28			
10/15/2008	APBNK	DUE: 10/15/2008 DISC: 10/15/2008		1099: N		
		NEWSLETTER		101 4116-70420-000	NEWSLETTERS/INFORMATION	1,409.94
		NEWSLETTER		206 4206-70420-000	NEWSLETTER	69.34
		=== VENDOR TOTALS ===	1,479.28			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05175		CONTINENTAL RESEARCH CORPORATI				
I-200810121434		SUPPLIES	335.01			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		SUPPLIES		101 4131-70110-000	SUPPLIES	111.67
		SUPPLIES		101 4141-70100-000	SUPPLIES	111.67
		SUPPLIES		101 4132-70120-000	SUPPLIES	111.67
		=== VENDOR TOTALS ===	335.01			
=====						
01-03531		MARIE LOPEZ DEL PUERTO				
I-200810151440		REFUND; CLASS CANCELLED	103.00			
10/15/2008	APBNK	DUE: 10/15/2008 DISC: 10/15/2008		1099: N		
		REFUND; CLASS CANCELLED		201 34340-000	NON-RESIDENT FEE	103.00
		=== VENDOR TOTALS ===	103.00			
=====						
01-04084		FIRE EQUIPMENT SPECIALTIES				
I-5870		SCBA AIR TANK	966.44			
10/15/2008	APBNK	DUE: 10/15/2008 DISC: 10/15/2008		1099: N		
		SCBA AIR TANK		402 4402-91000-000	MACHINERY & EQUIPMENT	966.44
I-5871		SCBA FACE PIECE AND REPAIRS	548.48			
10/15/2008	APBNK	DUE: 10/15/2008 DISC: 10/15/2008		1099: N		
		SCBA REPAIRS		101 4124-87029-000	REPAIR OTHER EQUIPMENT	159.48
		SCBA FACE PIECE		402 4402-91000-000	MACHINERY & EQUIPMENT	389.00
I-5872		SCBA AIR TANK	966.44			
10/15/2008	APBNK	DUE: 10/15/2008 DISC: 10/15/2008		1099: N		
		SCBA AIR TANK		402 4402-91000-000	MACHINERY & EQUIPMENT	966.44
		=== VENDOR TOTALS ===	2,481.36			
=====						
01-05174		FIRE INSTRUCTION & RESCUE EDUC				
I-05683		LEADERSHIP CLASS: FIREFIGHTER	1,080.00			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		LEADERSHIP CLASS: FIREFIGHTERS		101 4124-86020-000	TRAINING	1,080.00
		=== VENDOR TOTALS ===	1,080.00			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05026		FOREMOST FIRE PROMOTIONS				
I-40566		FIRE HATS & PINS FOR KIDS	199.27			
10/15/2008	APBNK	DUE: 10/15/2008 DISC: 10/15/2008		1099: N		
		FIRE HATS & PINS FOR KIDS		101 4124-70100-000	SUPPLIES	199.27
		=== VENDOR TOTALS ===	199.27			
=====						
01-05171		FRA DOR INC				
I-524062		C.H. FRONT TRI LANDSCAPING	20.00			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		C.H. FRONT TRI LANDSCAPING		101 4131-87010-000	CITY HALL MAINTENANCE	20.00
		=== VENDOR TOTALS ===	20.00			
=====						
01-06000		PAMELA GAHR				
I-200810151441		REFUND; CLASS CANCELLED	103.00			
10/15/2008	APBNK	DUE: 10/15/2008 DISC: 10/15/2008		1099: N		
		REFUND; CLASS CANCELLED		201 34340-000	NON-RESIDENT FEE	103.00
		=== VENDOR TOTALS ===	103.00			
=====						
01-05137		HEALTHPARTNERS MEDICAL GP				
I-200810151444		MEDICAL EXAMS:FIRE FIGHTERS	225.00			
10/15/2008	APBNK	DUE: 10/15/2008 DISC: 10/15/2008		1099: N		
		MEDICAL EXAMS:FIRE FIGHTERS		101 4124-86200-000	MEDICAL EXAMINATIONS	225.00
		=== VENDOR TOTALS ===	225.00			
=====						
01-05184		HOFFMAN BROS SOD, INC				
I-113633		SOD	73.02			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		SOD		101 4131-87010-000	CITY HALL MAINTENANCE	73.02
		=== VENDOR TOTALS ===	73.02			
=====						
01-07276		HUGHES & COSTELLO				
I-200810121423		OCT/08 PROSECUTIONS	2,796.84			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		OCT/08 PROSECUTIONS		101 4123-80200-000	LEGAL FEES	2,796.84
		=== VENDOR TOTALS ===	2,796.84			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05182	JACKSON HUMES					
I-200810121422		REFUND: WRONG CHARGE	50.00			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		REFUND: WRONG CHARGE		201 34340-000	NON-RESIDENT FEE	50.00
		=== VENDOR TOTALS ===	50.00			
=====						
01-03255	KEEPRS, INC.					
I-100651		NAME TAG FOR LESKE	19.15			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		NAME TAG FOR LESKE		101 4124-77000-000	CLOTHING	19.15
I-101406-01		CLOTHING	366.55			
10/15/2008	APBNK	DUE: 10/15/2008 DISC: 10/15/2008		1099: N		
		CLOTHING		101 4124-77000-000	CLOTHING	366.55
		=== VENDOR TOTALS ===	385.70			
=====						
01-05370	KERN, DEWENTER, VIERE LTD					
I-85961		FLEXIBLE BENEFITS PLAN HELP	600.00			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		FLEXIBLE BENEFITS PLAN HELP		101 4113-80330-000	FINANCIAL CONSULTANT	600.00
		=== VENDOR TOTALS ===	600.00			
=====						
01-07569	LAB SAFETY SUPPLY					
I-1012217331		10 TRAFFIC VESTS	409.00			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		10 TRAFFIC VESTS		101 4124-70100-000	SUPPLIES	409.00
		=== VENDOR TOTALS ===	409.00			
=====						
01-05450	LEAGUE MN CITIES INS TRST					
I-13908		ADDT'L WORKMANS COMP PREMIUM	1,119.00			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		ADDT'L WORKMANS COMP PREMIUM		101 4112-88000-000	INSURANCE & BONDS	1,119.00
		=== VENDOR TOTALS ===	1,119.00			

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POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-05178		LUTHER-NORTH COUNTRY				
I-200810121435		REPAIR F-250	85.38			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		REPAIR F-250		101 4132-87011-000	REPAIR PICKUP TRUCK	85.38
		=== VENDOR TOTALS ===	85.38			
=====						
01-05582		MENARDS				
I-200810121426		PUBLIC WORKS CLOTHING	50.64			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		PUBLIC WORKS CLOTHING		101 4124-77000-000	CLOTHING	50.64
		=== VENDOR TOTALS ===	50.64			
=====						
01-05665		METROPOLITAN COUNCIL				
I-0000883275		NOVEMBER/08 S.S.	36,383.81			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		NOVEMBER/08 S.S.		601 4601-85060-000	METRO SEWER CHARGES	36,383.81
		=== VENDOR TOTALS ===	36,383.81			
=====						
01-07263		NEXTEL COMMUNICATIONS, INC				
I-200810121425		CELL PHONE	297.94			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		CELL PHONE		101 4121-85015-000	CELL PHONE	70.40
		CELL PHONE		101 4131-85015-000	CELL PHONE	12.11
		CELL PHONE		101 4141-85015-000	CELL PHONE	31.57
		CELL PHONE		101 4132-85015-000	CELL PHONE	7.29
		CELL PHONE		601 4601-85015-000	CELL PHONE	60.70
		CELL PHONE		602 4602-85015-000	CELL PHONES	65.48
		CELL PHONE		601 4601-85015-000	CELL PHONE	50.39
		=== VENDOR TOTALS ===	297.94			
=====						
01-05115		ONE CALL CONCEPTS, INC				
I-8090480		LOCATES SEPT/08	114.15			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		LOCATES SEPT/08		601 4601-88030-000	ONE CALL CONCEPTS-LOCATE	114.15
		=== VENDOR TOTALS ===	114.15			

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-----ID-----			GROSS	P.O. #		
POST DATE	BANK CODE	-----DESCRIPTION-----	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====						
01-06054	ORCHARD TRUST COMPANY					
I-200810121432		OCTOBER/08 DEF COMP	372.00			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		OCTOBER/08 DEF COMP		101 21709-000	OTHER PAYABLE	354.00
		OCTOBER/08 DEF COMP		201 21709-000	OTHER PAYABLE	18.00
		=== VENDOR TOTALS ===	372.00			
=====						
01-06053	OREILLY AUTO PARTS					
I-200810121433		SHOP TOOLS	140.47			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		SHOP TOOLS		101 4131-70110-000	SUPPLIES	140.47
		=== VENDOR TOTALS ===	140.47			
=====						
01-06065	OXYGEN SERVICE COMPANY					
I-03095907		MONTHLY RENTAL OF AIR TANKS	54.76			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		MONTHLY RENTAL OF AIR TANKS		101 4124-70100-000	SUPPLIES	54.76
		=== VENDOR TOTALS ===	54.76			
=====						
01-06945	QWEST					
I-200810121430		LANDLINE TELEPHONE	58.02			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		LANDLINE TELEPHONE		101 4141-85011-000	TELEPHONE - LANDLINE	58.02
		=== VENDOR TOTALS ===	58.02			
=====						
01-06185	RAMSEY COUNTY					
I-EMCOM-000140		FLEET SUPPORT FEE	199.68			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		FLEET SUPPORT FEE		101 4124-86800-000	RADIO MESB/FLEET SUPPORT	199.68
I-EMCOM-000171		FLEET SUPPORT FEE	199.68			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		FLEET SUPPORT FEE		101 4124-86800-000	RADIO MESB/FLEET SUPPORT	199.68
I-RISK-001188		OCTOBER/08 INSURANCE	7,184.56			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		OCTOBER/08 INSURANCE		101 4112-89000-000	MISCELLANEOUS	7,184.56
		=== VENDOR TOTALS ===	7,583.92			

PACKET: 00238 PAYBLES OCT 4-OCT 17

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
=====						
01-06999		RAMSEY CTY FIRE CHIEFS ASSOCIA				
I-200810151443		AGILITY TESTS TO 2 APPLICANTS	100.00			
10/15/2008	APBNK	DUE: 10/15/2008 DISC: 10/15/2008		1099: N		
		AGILITY TESTS TO 2 APPLICANTS		101 4124-86200-000	MEDICAL EXAMINATIONS	100.00
		=== VENDOR TOTALS ===	100.00			
=====						
01-05107		ROTARY CLUB OF ROSEVILLE				
I-200810121431		MEMBERSHIP DUES & MEETING EXP	265.00			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		MEMBERSHIP DUES & MEETING EXP		101 4112-86100-000	CONFERENCES/EDUCATION/AS	265.00
		=== VENDOR TOTALS ===	265.00			
=====						
01-06441		SCOTT WEMYSS (PARTAGS)				
I-03-141		NAME TAGS FOR J. ADAMS	11.41			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		NAME TAGS FOR J. ADAMS		101 4124-70100-000	SUPPLIES	11.41
		=== VENDOR TOTALS ===	11.41			
=====						
01-06525		SUBURBAN ACE HARDWARE				
I-73209		SEED GRASS & FERTILIZER	43.16			
10/12/2008	APBNK	MANUAL CK# 073975 10/15/2008		1099: N		
		SEED GRASS & FERTILIZER		101 4132-87010-000	BOULEVARD MAINTENANCE	43.16
I-73432		BATTERIES	45.19			
10/12/2008	APBNK	MANUAL CK# 073975 10/15/2008		1099: N		
		BATTERIES		101 4124-70100-000	SUPPLIES	45.19
I-73434		FOUNTAIN REPAIR-CURTIS FIELD	0.96			
10/12/2008	APBNK	MANUAL CK# 073975 10/15/2008		1099: N		
		FOUNTAIN REPAIR-CURTIS FIELD		101 4141-87120-000	REPAIRS & MAINTENANCE	0.96
I-73464		LIGHT SWITCH	6.38			
10/12/2008	APBNK	MANUAL CK# 073975 10/15/2008		1099: N		
		LIGHT SWITCH		101 4141-87120-000	REPAIRS & MAINTENANCE	6.38
I-73502		PAINT THINNER	10.11			
10/12/2008	APBNK	MANUAL CK# 073975 10/15/2008		1099: N		
		PAINT THINNER		101 4131-70110-000	SUPPLIES	10.11
I-73538		ELECT- LIGHT BULB	1.69			
10/12/2008	APBNK	MANUAL CK# 073975 10/15/2008		1099: N		
		ELECT- LIGHT BULB		101 4131-70110-000	SUPPLIES	1.69
		=== VENDOR TOTALS ===	107.49			

PACKET: 00238 PAYBLES OCT 4-OCT 17

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
=====						
01-06585		THE OFFICE CLEANERS				
I-20080930		SEPT/OFFICE CLEANING	340.80			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		SEPT/OFFICE CLEANING		101 4131-87010-000	CITY HALL MAINTENANCE	340.80
		=== VENDOR TOTALS ===	340.80			
=====						
01-06974		UNIVERSITY OF MINNESOTA ASTRON				
I-200810151439		REFUND: PARK CANCELLATION	106.75			
10/15/2008	APBNK	MANUAL CK# 073955 10/13/2008		1099: N		
		REFUND: PARK CANCELLATION		101 34101-000	CITY FACILITY RENTAL	100.00
		REFUND: PARK CANCELLATION		101 20802-000	SALES TAX PAYABLE	6.75
		=== VENDOR TOTALS ===	106.75			
=====						
01-00878		US BANCORP				
I-200810121420		CONF AND MEETING EXP	545.95			
10/12/2008	APBNK	MANUAL CK# 073954 10/10/2008		1099: N		
		COUNCIL WORKSHOP FOOD		101 4111-70100-000	SUPPLIES	26.73
		ICMA HOTEL CONF EXPS		101 4112-86100-000	CONFERENCES/EDUCATION/AS	349.98
		RAMSEY COUNTY MEETING EXP		101 4112-86100-000	CONFERENCES/EDUCATION/AS	169.24
		=== VENDOR TOTALS ===	545.95			
=====						
01-07901		WASTE MANAGEMENT-BLAINE				
I-200810121427		SEPT/08 RES RECYCLING	1,858.45			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		SEPT/08 RES RECYCLING		206 4206-82030-000	RECYCLING CONTRACTS	1,858.45
		=== VENDOR TOTALS ===	1,858.45			
=====						
01-05870		XCEL ENERGY				
I-200810121436		ELECT & GAS	3,671.19			
10/12/2008	APBNK	DUE: 10/12/2008 DISC: 10/12/2008		1099: N		
		SCHOOL WARMING HOUSE		101 4132-85020-000	STREET LIGHTING	8.50
		ELECT		101 4132-85020-000	STREET LIGHTING	44.27
		ELECT		101 4131-85020-000	ELECTRIC	48.73
		ELECT		101 4132-85020-000	STREET LIGHTING	8.52
		ELECT		601 4601-85020-000	ELECTRIC	23.95
		ELECT		101 4132-85020-000	STREET LIGHTING	8.52
		ELECT		101 4132-85020-000	STREET LIGHTING	41.96
		ELECT		101 4141-85020-000	ELECTRIC/GAS	23.73
		ELECT		101 4132-85020-000	STREET LIGHTING	39.80
		ELECT/GAS COMM PARK		101 4141-85020-000	ELECTRIC/GAS	381.67
		ELECT		101 4131-85020-000	ELECTRIC	880.03
		ELECT		101 4141-85020-000	ELECTRIC/GAS	41.34
		ELECT		101 4132-85020-000	STREET LIGHTING	1,946.71

PACKET: 00238 PAYBLES OCT 4-OCT 17

VENDOR SET: 01 City of Falcon Heights

SEQUENCE : ALPHABETIC

DUE TO/FROM ACCOUNTS SUPPRESSED

-----ID-----		GROSS	P.O. #		
POST DATE	BANK CODE	DISCOUNT	G/L ACCOUNT	-----ACCOUNT NAME-----	DISTRIBUTION
=====					
01-05870	XCEL ENERGY				(** CONTINUED **)
	ELECT		101 4141-85020-000	ELECTRIC/GAS	9.63
	ELECT		101 4132-85020-000	STREET LIGHTING	163.83
=== VENDOR TOTALS ===		3,671.19			
=== PACKET TOTALS ===		75,374.23			
federal withholdings		5672.51			
st withholdings		970.88			
ICMA wire tx		317.00			
PERA ck # 73974		<u>2486.67</u>			
		84,821.29			

EMP #	NAME	AMOUNT
01-1002	JUSTIN J MILLER	2,320.54
01-1008	STACEY T KREUSER	1,331.42
01-1009	MELANIE M LEEHY	166.76
01-1136	ROLAND O OLSON	1,300.00
01-2154	MAUREEN A ANDERSON	96.97
01-1038	DEBORAH K JONES	1,580.40
01-0040	KEVIN ANDERSON	33.73
01-0085	DANIEL S JOHNSON-POWERS	87.44
01-0087	MICHAEL A MCKAY	103.66
01-0101	DALE E HUFF	128.48
01-0106	SCOTT A TESCH	103.66
01-1030	TIMOTHY J PITTMAN	300.00
01-1033	DAVE TRETSVEN	1,305.69
01-1143	COLIN B CALLAHAN	964.49
TOTAL PRINTED: 14		9,823.24

EMP NO	EMPLOYEE NAME	TYPE	CHECK DATE	CHECK AMOUNT	CHECK NO.
1136	OLSON, ROLAND O	R	10/13/2008	437.37	073956
1142	HERZOG, PATRICK J	R	10/13/2008	186.09	073957
0034	KURHAJETZ, CLEMENT	R	10/13/2008	400.49	073958
0066	HERNANDEZ, ALFRED	R	10/13/2008	74.11	073959
0074	ALLEN, MARK J	R	10/13/2008	69.04	073960
0095	POESCHL, MICHAEL J	R	10/13/2008	108.74	073961
0097	GAFNEY, PATRICK	R	10/13/2008	113.59	073962
0104	VANN, VINCENT A	R	10/13/2008	108.63	073963
0105	FEHRENBACH, ANTON M	R	10/13/2008	106.06	073964
0112	LESKE, CHRIS M	R	10/13/2008	69.04	073965
0117	EISCHEN, RONALD B	R	10/13/2008	59.34	073966
0119	WICK, JEFFREY M	R	10/13/2008	69.26	073967
0120	HAWTHORNE, ROCHELLE L	R	10/13/2008	159.49	073968
0121	BIRCHEN, JESSICA L	R	10/13/2008	92.66	073969
2172	ARCAND, MICHAEL W	R	10/13/2008	34.63	073970
1030	PITTMAN, TIMOTHY J	R	10/13/2008	1,600.07	073971
1016	ABERNATHY, LISA A	R	10/13/2008	1,350.84	073972
2164	MILLER, ALLISON	R	10/13/2008	32.21	073973

REGULAR CHECKS:	18	5,071.66
DIRECT DEPOSIT REGULAR CHECKS:	14	9,823.24
MANUAL CHECKS:		
PRINTED MANUAL CHECKS:		
DIRECT DEPOSIT MANUAL CHECKS:		
VOIDED CHECKS:		
NON CHECKS:		
TOTAL CHECKS:	32	14,894.90

*** NO ERRORS FOUND ***



OCT 8 2008



October Statement for activity from Sep. 05, 2008 through Oct. 03, 2008
CITY OF FALCON HEIGHT , JUSTIN J MILLER (CPN 000107109)

Inquiries: 1-866-485-454
BUS 802 Page 1 of

Your U.S. Bank Visa® Business Card account at a glance ... Account # [REDACTED]

Activity Summary

Previous Balance.....	\$529.76
Payments and Credits	\$529.76
Purchases, Advances & Other Debits	\$545.95
FINANCE CHARGES	\$0.00
New Balance.....	\$545.95

Credit and Payment Information

Credit Line	\$21,000.0
Available Credit.....	\$20,454.0
Minimum Payment Due (Current Month)...	\$10.0
Minimum Payment Due (Past Due)	\$0.0
Total New Minimum Payment Due.....	\$10.0
Payment Due Date	Oct. 23, 200

To reduce or avoid paying additional finance charges on your purchase balance, pay the total new balance of \$545.95 by 10/23/08. Any cash balance or balance transfer balance will continue to accrue daily interest until the date your payment is received.

Transactions

Post Date	Trans Date	Ref. Nbr	Description of Transaction	Amount	Notation
Payments and Credits					
09/15	09/15	0019	PAYMENT THANK YOU.....	\$529.76	CR -----
Purchases, Advances, Debits					
09/05	09/04	4129	JIMMY JOHN'S - FALCON FALCON HEIGHT MN.....	\$19.75	Wkshp Meals
09/25	09/24	8222	MARRIOTT RESORTS RICHM RICHMOND VA..... 09/21/08 FOR 03 NIGHTS FOLIO: 3290007930009	\$349.98	ICMA Hotel.....
09/26	09/25	1503	NELSONS CHEESE & DELI ST PAUL MN.....	\$169.24	Ram Co-leave Meals
10/03	10/01	6707	SNYDERS DRUG 5015 SAINT PAUL MN.....	\$6.98	Wkshp dinner-chips

Company Approval (This area for use by your company)

Signature/Approval: OK JM Accounting Code: _____

Continued on Next Page

ITEM: Adoption of Assessment Roll for Removal of Hazardous Tree

SUBMITTED BY: Justin Miller, City Administrator

EXPLANATION:

During our city forester's routine tree inspections, he determined that a tree in the rear yard of 1771 Arona Street was dangerous and constituted a hazard. According to the city code, the city forester has the authority to require that hazardous trees be removed (Sec. 54-38).

The homeowner was notified of this problem but did not have the ability to remove the tree herself or contract with a tree trimming company. Staff contacted our tree removal company and they supplied a quote to remove the hazardous section of the tree in the amount of \$2,175. Staff and the homeowner agreed to have the city remove the hazardous section and to assess it to her property taxes beginning in 2009. The assessment will be spread over five years at a 6% interest rate. The property owner has agreed to these terms, and has signed the attached "public improvement and special assessment agreement."

By having the city complete this work, the hazardous tree will be removed and will eliminate a dangerous condition for both the property owner's house as well as the neighboring properties.

ACTION REQUESTED:

Staff recommends that the Falcon Heights City Council adopt the attached assessment roll and approve the public improvement and special assessment agreement.

ATTACHMENTS:

Resolution 08-11

Public Improvement and Special Assessment Agreement

**PUBLIC IMPROVEMENT
AND SPECIAL ASSESSMENT AGREEMENT**

AGREEMENT made this 9th day of October, 2008, by and between the **CITY OF FALCON HEIGHTS**, a Minnesota municipal corporation ("City") and Kay Gutzmann (the "Owner").

RECITALS

A. Owner is the fee owner of property with a street address of 1771 Arona St., Falcon Heights, Minnesota, legally described as E 1/2 Of Vac Alley Adj And S 5 Ft Of Lot 5 And All Of Lot 6 Blk 6 ("Subject Property").

B. There is one (1) tree on the Subject Property that is a public hazard and the Owner has requested that the City remove the trees from the Subject Property.

NOW, THEREFORE, IN CONSIDERATION OF THEIR MUTUAL COVENANTS THE PARTIES AGREE AS FOLLOWS:

1. TREE REMOVAL. The City will remove the hazardous tree from the Subject Property.

2. SPECIAL ASSESSMENTS. The City will assess the Subject Property \$2,175.00 for the removal of the hazardous tree. The assessment shall be deemed adopted on the date this Agreement is signed by the City. The assessment shall be paid over a five (5) year period without deferment, together with 6% interest on the unpaid balance. Interest shall accrue commencing on January 1, 2009. The first installment shall be due and payable with first half of property taxes in 2009. The Owner waives any and all procedural and substantive objections to the installation of the public improvements and the special assessments, including but not limited to hearing requirements and any claim that the assessment exceeds the benefit to the property. The Owner waives any appeal rights otherwise available pursuant to M.S.A. § 429.081.

3. **BINDING EFFECT; RECORDING.** This Agreement shall be binding upon the Owner and the Owner's successors and assigns. This Agreement may be recorded against the title to the Subject Property.

CITY OF FALCON HEIGHTS

BY: _____
Mayor

(SEAL)

AND _____
City Administrator/City Clerk

OWNER:

By: Kathryn J. (Kay) Gutzman

STATE OF MINNESOTA)
(ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this _____ day of _____, 2____, by _____ and by _____, the Mayor and City Administrator/City Clerk of the City of Falcon Heights, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

NOTARY PUBLIC

**CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA
RESOLUTION 08-11**

**RESOLUTION 08-11 ADOPTING ASSESSMENT ROLL FOR
REMOVAL OF DANGEROUS TREE**

WHEREAS, pursuant to a Special Assessment Agreement dated October 8, 2008, approved by the Falcon Heights City Council on October 22, 2008, the City has agreed to assess for the removal of diseased trees the following property:

E ½ of Vac Alley Adj And S 5 Ft of Lot 5 and All of Lot 6 Blk 6

having a street address of 1771 Arona Street, Falcon Heights Minnesota (the "Subject Property").

NOW THEREFORE, BE IT RESOLVED by the City Council of Falcon Heights, Minnesota:

1. A special assessment in the principal amount of \$2,175.00 is hereby imposed against the Subject Property.
2. Such assessment shall be payable in equal annual installments extending over a period of five years, the first of the installments to be payable with the first installment of the 2009 property taxes, and shall bear interest at the rate of 6% per annum beginning January 1, 2009. To each subsequent installment when due shall be added interest for one year on all unpaid installments.
3. The owner of the Subject Property may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the city, except that no interest shall be charged in the entire assessment is paid within 60 days from the adoption of this resolution; and he may, at any time thereafter, pay to the city treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.
4. The City Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

ADOPTED by the Falcon Heights City Council the 22nd day of October, 2008.

CITY OF FALCON HEIGHTS

BY: _____
Peter Lindstrom, Mayor

ATTEST: _____
Justin Miller, City Administrator/Clerk

ITEM: **City Licenses**

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

EXPLANATION:

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

- Practical Systems
- St. Paul Pipeworks
- Binder Heating & Air

ITEM: Resolution authorizing SCORE Grant application

SUBMITTED BY: Deb Jones, Planning and Zoning Director

REVIEWED BY: Justin Miller, City Administrator
Roland Olson, Finance Director

EXPLANATION:

Summary: The Council is being asked to authorize the Mayor and Administrator to sign the 2009 SCORE recycling grant contract from Ramsey County and adopt the attached resolution. The grant is in the amount of \$11,469.

The SCORE grant helps offset the cost of providing recycling services to our residents, as well as providing educational materials to residents.

ATTACHMENT:

- Resolution 2008-12

**CITY OF FALCON HEIGHTS
RESOLUTION 2008-12**

**RESOLUTION AUTHORIZING THE MAYOR AND STAFF TO SIGN THE 2009 RAMSEY
COUNTY SCORE GRANT, AND ENTER INTO AN AGREEMENT
WITH RAMSEY COUNTY FOR FUNDING**

WHEREAS, the City of Falcon Heights has a recycling program, which serves the residents of the City; and

WHEREAS, the City utilizes the SCORE funding to offset costs of that program each year; and

WHEREAS, the City Council has determined that participation in this program is beneficial to the residents of Falcon Heights;

NOW, therefore, be it resolved by the City Council of the City of Falcon Heights, Minnesota;

The Mayor and City Administrator are authorized to enter into an agreement with Ramsey County for funding under the 2009 SCORE Grant.

Adopted, unanimously, by the City Council of Falcon Heights on October 22, 2008.

APPROVED: _____
Peter Lindstrom, Mayor
October 22, 2008

ATTEST: _____
Justin Miller
City Administrator
October 22, 2008

ITEM: Adoption of New City Slogan - Continued

SUBMITTED BY: Justin Miller, City Administrator

EXPLANATION:

Earlier this year, the city council initiated a contest for residents to suggest a new City of Falcon Heights slogan. The response was very positive, with close to 50 suggestions coming in by email, through the website, and at the Ice Cream Social.

At the August 6th city council workshop, the council narrowed down the slogans to two choices:

- 1) "The City That Soars"
- 2) "Families, Fields and Fair"

During a special city council-Falcon Heights Elementary student meeting, these two suggestions were debated and voted upon by the students. The result of the voting was:

The City That Soars	85 votes
Families, Fields and Fair	21 votes

At the October 8th city council meeting, staff was directed to report back with suggestions on how both slogans could be used in marketing our city. Staff developed the following suggestions:

- 1) City letterhead - when our current supply runs out and new letterhead is ordered, the chosen slogan could be prominently displayed towards the top of the page, and the other slogan could be placed on the bottom, where the phrase "Home of the Minnesota State Fair and the U of M Institute of Agriculture" is located.
- 2) City website - the masthead currently displays our website address - www.falconheights.org. This could be replaced with the city slogan, and the bottom of the page, which has our contact information, could be replaced with the other slogan.
- 3) City photo contest - our first annual contest was held this year, and it is anticipated that the contest will continue in future years. The contest theme could be one of the chosen slogans.
- 4) Newsletters and Flyers - we can make it a practice to include either or both slogans in our printed materials.

These are just a few examples, and staff is confident that other outlets could be used in promoting both ideas.

ACTION REQUESTED:

A formal motion is needed from the city council in order to officially change the City of Falcon Heights' slogan.



CITY OF
FALCON HEIGHTS

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

email: mail@ci.falcon-heights.mn.us
website: www.ci.falcon-heights.mn.us

Phone - (651) 792-7600
Fax - (651) 792-7610

HOME OF THE MINNESOTA STATE FAIR AND THE U OF M INSTITUTE OF AGRICULTURE



PRINTED ON RECYCLED PAPER

Falcon Heights

www.falconheights.org

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- Community & Visitor Information
- Public Safety
- Parks & Recreation
- Events Calendar
- Resources for Residents
- Contact Us
- Site Map
- Privacy Policy

Events Calendar

October 2008						
S	M	T	W	Th	F	S

Welcome to the City of Falcon Heights, Minnesota!



Curtiss Field, 2008 Photo Contest Winner, Courtesy of Richard Bartz.

Falcon Heights - The Fair City!

Located just ten minutes from both downtown St. Paul and Minneapolis, we are the home of the Minnesota State Fair, with over a million visitors a year, and the University of Minnesota St. Paul Campus, whose wide open agricultural fields give our community a rural feel in the heart of the Twin Cities metropolitan area.

Falcon Heights was incorporated as a village in 1949 and became a city in 1974. The city occupies 2.28 square miles. According to the 2000 census, 5578 people of all ages live in our tree-lined neighborhoods. Find out more about Falcon Heights by visiting our [Community & Visitor Information](#) pages.

General Election - Tuesday, November 4.

Polls are open 7 a.m. to 8 p.m. More information on voting and elections can be found on our [elections](#) page.

Planning Commission, Parks Commission and Human Rights Commission Openings

There are currently three openings on [city commissions](#), one on the city Planning Commission, an opening for a student representative on the Parks Commission, and one on the Human Rights

2008 Ice Cream Social Video

Watch it [here!](#)

Walking and Biking Routes

Looking for a pleasurable walk or bike ride around Falcon Heights?

[Download a map or submit your favorite route here!](#)

Comprehensive Plan

The Falcon Heights 2008 Comprehensive Plan can be downloaded at [this location](#).

CORRECTED

October 2008

S	M	T	W	Th	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

< Sep. Read more... Nov >

Park and Rec. Quick List

Fall/Winter Registration has begun! Click [here](#) to view the programs we'll be offering this summer.

Recreation Weather Hot Line: 651-792-7607

Join our Recreation Email List: Click [here](#) to sign up

[Read more...](#)

[Printer-friendly Version](#)

Planning Commission, Parks Commission and Human Rights Commission Openings

There are currently three openings on [city commissions](#), one on the city Planning Commission, an opening for a student representative on the Parks Commission, and one on the Human Rights Commission. For more information, please contact Justin Miller, City Administrator, at 651-792-7600. Applications are now being accepted at City Hall. A commission application form may be downloaded [here](#). City commissioners are appointed by the Mayor.

Firefighter Openings

The Falcon Heights Fire Department is seeking paid on-call volunteer firefighters. The department serves the cities of Falcon Heights and Lauderdale. [Click here for more information.](#)

[More about the Falcon Heights website.](#)

Recreation News

Parent and Child Craft Classes- A different theme each month!

Open Gym- Starting up November 1st.

[Read more...](#)

CORRECTED 2008 Recycling Dates

New calendar here!

The 2008 Recycling Calendar distributed with the newsletter is not correct for months after January, 2008! Get your corrected copy today

We apologize for the error.



ITEM: **Rental Housing Licensing Ordinance**

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

EXPLANATION:

For several months, the city council has been discussing the implementation of a rental housing licensing ordinance. After receiving input during city council meetings, staff and the city attorney have prepared the attached version of the rental licensing program. Key points of the program include:

- 1) Licenses would be required if the term of the lease is at least four months and only applies to buildings with one to four living units (Sec. 105-87, *rental dwelling*).
- 2) Information required to be provided by the landlord includes the owners name and address, legal address of the property, and number/type of units being rented (Sec. 105-89).
- 3) License fees shall be established by the city council (Sec. 105-91). At this time, staff is recommending that a \$50 fee be established to cover the costs of inspections and administering the program.
- 4) Inspections will be required before a license will be granted. Items to be inspected are listed in section 105, article III of the Falcon Heights city code, which defines basic requirements on all housing units in the city (Sec. 105-93). Items which will be inspected include kitchen appliances, adequate plumbing, egress windows, door locks, windows, heating facilities, electricity, sound exterior and interior walls, and safe stairways. Regular code enforcement violations that fall under Chapter 22 (blight) will also be recorded as violations and can be cause for termination of the rental license (Sec. 105-94).
- 5) Specific crime free/ drug free language is required to be included in all tenant leases (Sec. 105-95). Violations of the drug free aspects of the lease or section (a)(2)(c) requires the landlord to terminate the lease within 10 days, and the unit cannot be leased to an evicted tenant for one year (Sec. 105.95(b)). If there are three violations within a twelve month period of the crime free lease requirements listed under Sec. 105-95(a)(2), the landlord must also terminate the lease within 10 days and not lease the unit to an evicted tenant for one year (Sec. 105.95(f)). Calls made to the police for emergency or police assistance or to assist in cases of domestic abuse do not qualify under these sections (Sec. 105.95(g)).
- 6) Licenses may be revoked by the city council, after a public hearing, for any violations of these requirements or any other city code provision (Sec. 105-96).

Once this ordinance is approved, staff will begin sending letters to properties known to house rental units. Staff will also consistently watch for properties that are suspected to have been converted to rental units, and will promote and advertise this new program through our normal communication channels. The program will begin on January 1, 2009, with inspections beginning shortly thereafter.

ACTION REQUESTED:

Staff recommends that the Falcon Heights City Council adopt the attached ordinance establishing a rental housing licensing program.

ORDINANCE NO. 08-04

CITY OF FALCON HEIGHTS
RAMSEY COUNTY, MINNESOTA

AN AMENDMENT TO CHAPTER 105
OF THE FALCON HEIGHTS CITY CODE
CONCERNING RENTAL HOUSING

THE CITY COUNCIL OF THE CITY OF FALCON HEIGHTS ORDAINS:

SECTION 1. Article IV is added to Chapter 105 of the Falcon Heights City Code to read as follows:

ARTICLE IV. RENTAL HOUSING

Sec. 105-86. Purpose.

It is the purpose of this article to protect the public health, safety and welfare of citizens of the city who have as their place of abode a living unit furnished to them for the payment of a rental charge to another by adopting licensing regulations for all rental dwellings in the city.

Sec. 105-87. Definitions.

For the purposes of this article, the terms defined in this section shall have the meanings given them as follows:

Compliance official. As used in this article, the term "compliance official" shall mean the city administrator or his or her designee.

Operate. As used in this article, the term "operate" means to charge a rental charge or other form of compensation for the use of a unit in a rental dwelling.

Rental dwelling. As used in this article, the term "rental dwelling" shall mean any rental dwelling with one to four living units in which the units are rented for more than four months in any calendar year. "Rental dwelling" does not include hotels, motels, hospitals, or homes for the aged.

Sec. 105-88. License required.

No person, firm, partnership, corporation or other legal entity shall operate a rental dwelling in the city without first obtaining a license. The license is issued annually and is valid until the date of expiration.

Sec. 105-89. Application for licenses.

Applications for licenses shall be made in writing on forms provided by the city and accompanied by the fee amounts as established in the City Code. Such application shall be submitted at least sixty (60) days prior to the expiration date of the license, and shall specify the following:

- (1) *Provisional license.* Dwellings required to be licensed, which are existing and in operation prior to the effective date of this ordinance, may continue to operate with a provisional license. A provisional license will be issued upon receipt of application

and payment of fees. The provisional license shall be valid until a license is issued or it is determined that license requirements have not been met and the city will not issue a license.

- (2) Name and address of the owner of the rental dwelling.
- (3) Name and address of any operator or agent actively managing said rental dwelling.
- (4) Name and address of all partners if the registrant is a partnership.
- (5) Name and address of all officers of the corporation if the registrant is a corporation.
- (6) Name and address of the vendee if the rental dwelling is owned or being sold on a contract for deed.
- (7) Legal address of the rental dwelling.
- (8) Number and kind of units within the rental dwelling classified as dwelling units, tenement units, or rooming units or other.
- (9) Name and address of on site operating manager, if any.

Sec. 105-90. License renewal.

Notwithstanding the application signature requirements, renewals of the license as required annually by this Code may be made by filling out the required renewal form furnished by the compliance official to the owner, operator or agent of a rental dwelling and mailing said form together with the required registration fee to the compliance official.

Sec. 105-91. License fees.

Such license fees shall be in the amount established in this Code.

Sec. 105-92. Furnish License.

Every registrant of a rental dwelling shall be given a copy of the license. The license shall contain a statement that the tenant or tenants may contact the attorney general for information regarding the rights and obligations of owners and tenants under state law. The statement shall include the telephone number and address of the attorney general.

Sec. 105-93. City inspections.

(a) Pursuant to this section, the compliance official shall make inspections to determine the condition of rental dwellings located within the City for the purpose of enforcing the rental licensing standards. The compliance official or designated representative may enter, examine and survey at all reasonable times all rental dwellings and premises after obtaining consent from an occupant of the premises. In the event that an occupant of the premises does not consent to entry by the compliance official or designate representative, and if there is probable cause to believe that an inspection is warranted, then application may be made to the court for an administrative or other search warrant for the purpose of inspecting the premises.

(b) The owner's rental housing license may be suspended, revoked or denied renewal for failing to maintain the licensed building in compliance with the property maintenance code as set forth in chapter 105, article III of this Code or otherwise failing to comply with the requirements of the City Code or applicable state or federal law.

Sec. 105-94. Maintenance standards.

Every rental dwelling shall maintain the standards in chapter 105, article III, Housing Code and chapter 22, Blight, in addition to any other requirement of the ordinance of the city or special permits issued by the city, or the laws of the State of Minnesota.

Sec. 105-95. Crime Free/Criminal Activity Lease Requirements.

(a) All tenant leases, except for state licensed residential facilities and subject to all preemptory state and federal laws, shall contain the following Crime Free/Criminal Activity language:

(1) DRUG-RELATED ACTIVITY.

- a. Resident, any members of the resident's household or a guest or other person affiliated with resident shall not engage in drug-related criminal activity, on or near the premises.
- b. Resident, any member of the resident's household or a guest or other person affiliated with resident shall not engage in any act intended to facilitate drug-related criminal activity on or near the premises.
- c. Resident or members of the household will not permit the dwelling unit to be used for, or to facilitate drug-related criminal activity, regardless of whether the individual engaging in such activity is a member of the household, or a guest.
- d. Resident, any member of the resident's household or a guest, or other person affiliated with the resident shall not engage in the unlawful manufacturing, selling, using, storing, keeping, or giving of a controlled substance at any locations, whether on or near the premises or otherwise.
- e. VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR IMMEDIATE TERMINATION OF TENANCY.

(2) CRIMINAL ACTIVITY.

- a. Resident, members of the resident's household, guests, or other persons under the resident's control shall not engage in Criminal Activity, engage in any act intended to facilitate Criminal Activity, or permit the dwelling unit to be used for or facilitate Criminal Activity on or near the premises.
- b. THREE CRIMINAL ACTIVITY VIOLATIONS INVOLVING THE SAME TENANCY WITHIN A CONTINUOUS TWELVE MONTH PERIOD SHALL BE A SUBSTANTIAL AND MATERIAL VIOLATION OF THE LEASE AND GOOD CAUSE FOR TERMINATION OF THE TENANCY.
- c. NOTWITHSTANDING THE ABOVE PROVISION, CRIMINAL ACTIVITY THAT JEOPARDIZES THE HEALTH, SAFETY, AND WELFARE OF THE LANDLORD, HIS OR HER AGENT, OTHER RESIDENTS, NEIGHBORS OR OTHER THIRD PARTY, OR INVOLVING IMMINENT OR ACTUAL SERIOUS PROPERTY DAMAGE SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR IMMEDIATE TERMINATION OF TENANCY.

(3) Definitions.

- a. The term "criminal activity" means the violation of the following:
 - 1) Minnesota Statutes §§ 609.75 through 609.76, which prohibit gambling;
 - 2) Minnesota Statutes §§ 609.321 through 609.324, which prohibit prostitution and acts relating thereto;
 - 3) Minnesota Statutes § 340A.401, which prohibit the unlawful sale of alcoholic beverages;

- 4) Minnesota Statutes §§ 97B.021, 97B.045, 609.66 through 609.67 and 624.712 through 624.716, and § 930 of this code, which prohibit the unlawful possession, transportation, sale or use of a weapon;
 - 5) Minnesota Statutes §§ 609.185, 609.19, 609.195, 609.20, and 609.205 which prohibit murder and manslaughter;
 - 6) Minnesota Statutes §§ 609.221, 609.222, 609.223, and 609.2231 which prohibit assault;
 - 7) Minnesota Statutes §§ 609.342, 609.343, 609.344, 609.345, and 609.3451 which prohibit criminal sexual conduct;
 - 8) Minnesota Statutes §§ 609.52 which prohibit theft;
 - 9) Minnesota Statutes §§ 609.561, 609.562, 609.563, 609.5631, and 609.5632 which prohibit arson;
 - 10) Minnesota Statutes § 609.582 which prohibit burglary;
 - 11) Minnesota Statutes § 609.595 which prohibit damage to property;
 - 12) Chapter 22, Article III of this Code, which prohibits nuisances;
 - 13) Minnesota Statutes § 609.72, which prohibit disorderly conduct, when the violation disturbs the peace and quiet of the occupants of at least one unit on the licensed premises or other premises, other than the unit occupied by the person(s) committing the violation; and
 - 14) Section 30-3 of the Falcon Heights City Code which prohibits the discharge of a firearm.
- b. The term “drug related criminal activity” means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use of a controlled substance or any substance represented to be drugs in violation of Minnesota Statutes §§ 152.01 through 152.025, and 152.027, subds. 1 and 2 and Section 102 of the Controlled Substance Act, 21 U.S.C. § 802).

(4) **Non-Exclusive Remedies.** The Crime Free/ Criminal Activity provisions are in addition to all other terms of the lease and do not limit or replace any other provisions.

(b) These lease provisions shall be incorporated into every new lease for a tenancy beginning January 1, 2009 and all renewed leases thereafter.

(c) Upon determination by the compliance official that a licensed premises or unit within a licensed premises was used in violation of the Drug-Related Activity provision of Subsection (a)(1) or Criminal Activity provision of Subsection (a)(2)(c) , the city shall cause notice to be made to the owner and property manager of the violation. The owner or property manager shall notify the tenant or tenants within ten (10) days of the notice of violation of the Crime Free/Criminal Activity lease language and proceed with termination of the tenancy of all tenants occupying the unit. The owner shall not enter into a new lease for a unit located in the licensed property with an evicted tenant for a period of one year after the eviction.

(d) Upon determination by the compliance official that a licensed premises or unit within a licensed premises was used for Criminal Activity as set forth in Subsection (a)(2) herein, the city shall cause notice to be made to the owner and property manager of the violation and direct the owner and property manager to take steps to prevent further Criminal Activity violations.

(e) If a second Criminal Activity violation occurs within a continuous twelve (12) month period involving the same tenancy, the city shall cause notice to be made to the owner and property manager

of the second violation. The owner or property manager shall respond in writing within ten (10) days of receipt of the notice with an action plan to prevent further Criminal Activity violations.

(f) If a third Criminal Activity violation occurs within a continuous twelve (12) month period involving the same tenancy, the city shall cause notice to be made to the owner and property manager of the third violation. The owner or property manager shall notify the tenant or tenants within ten (10) days of the violation of the Crime Free/Criminal Activity lease language within the lease and proceed with termination of the tenancy of all tenants occupying the unit. The owner shall not enter into a new lease for a unit located in the licensed property with an evicted tenant for a period of one year after the eviction.

(g) The provisions of Subsections (c), (d), (e), and (f) herein do not apply if the determination that the premises have been used in violation of the Crime Free/Criminal Activity provisions of Subsections (a)(1) and (a)(2) herein originates from a call from or at the request of one or more of the tenants occupying the premises for police or emergency assistance, or in the case of domestic abuse, from a call for assistance from any source. The term "domestic abuse" has the meaning given in Minn. Stat. § 518B.01, subd. 2.

Sec. 105-96. Revocation or suspension.

(a) Every license or permit issued under this article is subject to the right, which is hereby expressly reserved, to suspend or revoke the same should the license holder or their agents, employees, representatives or lessees directly or indirectly operate or maintain rental dwellings contrary to the provisions of this article or any other City Code provision, or any permit issued by the city or the laws of the State of Minnesota.

(b) The license may be suspended or revoked by the city council after a written notice is sent to the license holder specifying the ordinance or law violations with which they are charged. This notice shall also specify the date for hearing before the city council, which shall not be less than ten days from the date of the notice.

(c) At such hearing before the city council, the license holder or their attorneys may submit and present witnesses on their behalf.

(d) After a hearing the city council may suspend or revoke the license if they deem it necessary to protect the public health, safety or general welfare.

Sec. 105-97. Summary action.

(a) When the condition of the rental dwelling of any license holder or their agent, representative, employee or lessee is detrimental to the public health, safety and general welfare as to constitute a nuisance, fire hazard or other unsafe or dangerous condition and thus give rise to an emergency, the compliance official shall have the authority to summarily condemn or close off such area of the rental dwelling.

(b) Any person aggrieved by a decision of the compliance official to cease business or revoke or suspend the license or permit shall be entitled to appeal to the city council immediately, by filing a notice of appeal. The administrator shall schedule a date for hearing before the city council and notify the aggrieved person of the date.

(c) The hearing shall be conducted in the same manner as if the aggrieved person had not received summary action.

(d) The decision of the compliance official shall not be voided by the filing of such appeal. Only after the city council has held its hearing will the decision of the compliance official be affected.

Sec. 105-98. Applicable laws.

Licenses shall be subject to all of the ordinances of the city and the State of Minnesota relating to rental dwellings; and this article shall not be construed or interpreted to supersede or limit any other such applicable ordinance or law.

Sec. 105-99. Multiple suspensions.

If the license of more than one dwelling unit in a licensed premises is suspended within 12 months, the period of suspension for the second and subsequent dwelling units licensed that are suspended may be doubled for the suspension period specified in section 105-96.

SECTION 2. EFFECTIVE DATE: This ordinance shall take effect from and after its passage.

ADOPTED this ____ day of _____, 2008, by the City Council of Falcon Heights, Minnesota.

CITY OF FALCON HEIGHTS

BY: _____
Peter Lindstrom, Mayor

ATTEST:

Justin Miller, City Administrator/Clerk

ITEM: Water Resource Management Plan

SUBMITTED BY: Deb Bloom, City Engineer

EXPLANATION:

The need for developing the City's Water Resource Management Plan (WRMP) plan was the direct result of comments from the Metropolitan Council and Capital Region Watershed District after their review of our draft 2008 Comprehensive Plan.

The draft 2008 Comprehensive Plan contains a chapter on Storm Water Management; however, these reviewing agencies determined that it did not meet the requirements of state statutes. The Metropolitan Surface Water Management Act of 1982 required all communities in the seven county metropolitan area to prepare a local surface water management plan. The intention of the act was to prevent water problems through planning and management. Management of a water body requires control of contributing drainage areas. Therefore, the act requires the preparation of a water management plan for every watershed unit. Watershed districts and water management organizations within the metro area were charged with preparing and implementing these plans. Once the plans were prepared and approved by the Board of Water and Soil Resources (BWSR), each Local Government Unit (LGU) within the watershed was to prepare a local plan to bring the management into conformance with the watershed plan. In 1995, Minnesota Statutes Section 473.859, subd 2., was amended to make the local surface water management plan a component of the local comprehensive plan.

In order to meet state statute the City needed to develop a stand alone WRMP. The City Engineer used the following documents as a basis for the WRMP: the 2008 Comprehensive Plan, the City's 2001 Stormwater Inventory, and the City's Stormwater ordinance. This information was edited and supplemented to develop the plan.

The WRMP has been reviewed by all the Watershed Management Organizations as well as the Metropolitan Council and has been found satisfactory. We will need to revise the Comprehensive Plan to ensure that it is consistent with the new WRMP. The section of the plan most impacted is; Chapter III. Physical Systems: Transportation, Utilities, Storm Water Management, Section 4. Storm Water Management. Staff has been working on these edits and will have them incorporated in the final draft of the Comprehensive Plan.

The purpose of a Water Resource Management Plan (WRMP) is to:

Assess existing water quantity and quality issues.

Assess potential problems and opportunities for natural resource enhancement in light of anticipated development within each watershed.

Formulate practical goals and strategies to correct existing problems, to prevent potential problems, and to take advantage of opportunities to enhance water related natural resources.

The Plan contains the following sections:

Introduction

Executive Summary

Purpose

Water Resource Management Agreements: describes the ownership and maintenance responsibility for all of the storm sewer facilities within the City of Falcon Heights.

Land and Water Resources Inventory: describes the physical environment including precipitation, topography, geology, groundwater, soils, watersheds, drainage patterns, dominant land uses, and significant waterbodies within the City.

Policies and Goals: a list of the Capitol Region Watershed District goals and policies adopted by the City of Falcon Heights.

Problem Area Assessment: Describes the different watersheds that are within the City of Falcon Heights and issues related to each area.

Implementation Program: describes the City's intent to implement capital improvements in cooperation with the Watershed Districts.

Capitol Improvement Plan: Describes the projects included in the City's Capital Improvement Plan

Plan Updates and Amendments. Describes the processes to update this plan.

Action Requested:

Approve Water Resource Management Plan