

City of Falcon Heights
Regular Meeting of the City Council
City Hall
2077 W. Larpenteur Avenue

May 27, 1998
A G E N D A

- A. CALL TO ORDER: 7 p.m.
- B. ROLL CALL: GEHRZ ___ GIBSON TALBOT ___ HUSTAD ___
 JACOBS ___ KUETTEL ___ HOYT ___ ASLESON ___
 ATTORNEY ___ ENGINEER ___
- C. COMMUNITY FORUM
- D. APPROVAL OF MINUTES: May 13, 1998 (Tab #1)
- E. PUBLIC HEARING: None
- F. CONSENT AGENDA:
 - 1. a. General disbursements through 5/22/98, \$83,999.65
 b. Payroll, 5/1/98 to 5/15/98, \$10,785.67 (Tab #2)
 - 2. Licenses (Tab #3)
 - 3. Consideration of Resolution 98-14, ordering apportionment of
 special assessment for re-platted parcels (Tab #4)
 - 4. Approval of St. Paul's plans and specifications for the Hoyt
 Avenue construction (Tab #5)
 - 5. Authorization for the purchase of cable television equipment (Tab #6)
 - 6. Consideration of change order #4 from North Metro Landscaping
 (Tab #7)
 - 7. Consideration of change order #3 from Killmer Electric (Tab #8)
- G. POLICY AGENDA:
 - 1. Consideration of purchase of a computer network system (Tab #9)
 - 2. Set date for Volunteer Recognition Picnic (Tab #10)
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN

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**CITY OF FALCON HEIGHTS
REGULAR CITY COUNCIL MEETING
MINUTES OF MAY 13, 1998**

DRAFT

Mayor Gehrz convened the meeting at 7:00 p.m.

PRESENT

Gehrz, Hustad, Kuettel, and Jacobs. Also present was Hoyt, Asleson, and Maurer.

ABSENT

Gibson Talbot.

COMMUNITY FORUM

There was no one wishing to take advantage of the community forum.

MINUTES OF APRIL 22, 1998

Minutes were approved with the following change: page six, sixth paragraph: "He also encouraged the city council to work collaboratively together with the University and for the council....."

CONSENT AGENDA APPROVED

Councilmember Hustad moved to approve the following consent agenda. The motion passed unanimously.

1. Disbursements
2. Licenses
3. Approval of Reciprocal Fire Service Agreement
4. Approval of change order #2 with Killmer Electric
5. Authorization to purchase 21 evergreen shrubs and 20 deciduous trees for boulevard planting
6. Acceptance of Falcon Heights/Lauderdale Lions Club donation toward the city's summer recreation open gym program
7. Appointment of Fire Chief and Assistant Fire Chief
8. Approval of payment to Jay Brothers of \$4,696.80 toward the State Fair sign

POLICY AGENDA

CONSIDERATION OF RESOLUTION 98-10, APPROVING THE BID FOR THE HOYT AVENUE PROJECT

Administrator Hoyt explained that the city's agreement with the City of St. Paul regarding the improvement of Hoyt Avenue is that St. Paul is to bid and award the project and Falcon Heights must give formal approval to the selected bidder. The proposed resolution approves the low bidder, Palda and Sons. Falcon Heights' share of the project is estimated to be \$186,642.21 for street reconstruction, streetlights, engineering, and inspection.

Councilmember Kuettel moved approval of Resolution 98-10, approving the bid of Palda and Sons for the reconstruction of Hoyt Avenue between Cleveland and Fulham Avenues. The motion passed unanimously.

ESTABLISHMENT OF HOYT AVENUE ASSESSMENT RATES AND CONSIDERATION OF RESOLUTION 98-11, DETERMINING COST TO BE ASSESSED AND ORDERING PREPARATION OF THE ASSESSMENT ROLL

Administrator Hoyt explained that the city council needed to set the assessment rates for the Hoyt Avenue improvement project. The proposed rates are \$26.50/front foot for street reconstruction, \$14.51/front foot for streetlight assessments to residential properties, and \$20.85/front foot for streetlight assessments to tax exempt properties. The street assessment rate is the same rate used for residential properties for the Lindig and Larpenteur Avenue improvement projects. The proposed streetlight assessment rate was calculated by dividing the cost of the "St. Paul" style decorative lights by the total available front footage and then applying a \$10,000 credit to taxpaying properties. The \$10,000 represents the amount that the city would have invested in replacing five of the "standard" streetlights on Hoyt Avenue.

Councilmember Jacobs moved approval of the following assessment rates: \$26.50/front foot for street reconstruction (residential properties), \$14.51/front foot for streetlights (residential properties) and \$20.85/front foot for streetlights (tax exempt properties.) The motion passed unanimously.

Councilmember Hustad moved approval of Resolution 98-11, determining total cost to be assessed and ordering preparation of the assessment roll. The motion passed unanimously.

CONSIDERATION OF RESOLUTION 98-12, CALLING PUBLIC HEARING ON PROPOSED ASSESSMENTS TO HOYT AVENUE PROPERTIES

Administrator Hoyt reported that the council is asked to adopt a resolution establishing the Hoyt Avenue assessment hearing for June 24, 1998. Each property owner will receive notice of their proposed assessment amount.

Councilmember Jacobs moved approval of Resolution 98-12, scheduling the Hoyt Avenue assessment hearing for June 24, 1998. The motion passed unanimously.

CONSIDERATION OF RESOLUTION 98-13, ORDERING A FEASIBILITY STUDY FOR THE NORTHEAST AREA STREET IMPROVEMENT PROJECT

Engineer Maurer reported that the city has been reconstructing its local residential streets over the past several years. The northeast quadrant of the city remains the major area for reconstruction. The first step in undertaking a street improvement project is to order a feasibility study, which will provide information on the proposed project and its costs.

City Council minutes
May 13, 1998
Page 3

The feasibility study would also address whether the project should be conducted in one year or two years.

Councilmember Hustad moved approval of Resolution 98-13, ordering a feasibility study for the northeast area street improvement project. The motion passed unanimously.

**AUTHORIZATION TO PURCHASE PLANTERS FOR THE SNELLING AND LARPENDEUR
BUSINESS DISTRICT**

The city council discussed the planters proposed for the Snelling and Larpenteur business district. Several of the councilmembers felt that the proposed plan would spread the planters too far apart and that the flowers would look too sparse. In the interest of a fuller foliage look, the city council decided that more or larger planters might be necessary.

Councilmember Hustad moved approval of \$20,000 for planters for the Snelling and Larpenteur business district, in a number and style to be determined by the city staff in consultation with the landscape architect. The motion passed unanimously.

ADJOURNMENT

The meeting adjourned at 7:46 p.m.

Susan L. Gehrz, Mayor

Carla Asleson
Recording Secretary

CONSENT 1
Date: 5/27/98

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Roland Olson, City Accountant

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

- a. General disbursements through 5/22/98 (first run) \$76,901.24
- b. General disbursements through 5/22/98 (second run) \$7,098.41
- c. Payroll, 5/1/98 TO 5/15/98, \$10,785.67

ACTION REQUESTED: Approval

a.
(Just run)

APPROVAL OF BILLS
PERIOD ENDING: 5-21-98

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	HOWARD R GREEN COMPANY	HOYT AVE ISSUES	-----	618.15
	HOWARD R GREEN COMPANY	ENGINEERING EXP	-----	95.00
	NORTHWEST YOUTH & FAMILY	6/98 TEEN COURT SVCS	-----	4,682.10
	RAMSEY COUNTY	DATA PROCESS ASSESS CHRG	-----	4.30
	*** TOTAL	FOR DEPT 00		5,399.55
	FOCUS NEWS	ORD 98-03/EQUIP SALENOTI	LEGISLAT	56.10
	NELSON CHEESE FACTORY	COUNCIL WORKSHOPS	LEGISLAT	49.94
	*** TOTAL	FOR DEPT 11		106.04
	CARLA ASLESON	PARKING/ SCANNER CLASS	ADMINIST	15.50
	AMERICAN OFFICE PRODUCTS	LEGAL PADS/ CHAIR MT	ADMINIST	38.43
	ICMA RETIREMENT TRUST 457	5/98 CARLA	ADMINIST	200.00
	ICMA	7/98 MEMBERSHIP DUES	ADMINIST	424.00
	MIDWEST FENCE & MFG. COMP	REFUND BUILDING PERMIT	ADMINIST	6.56
	RAMSEY COUNTY	5/98 INS	ADMINIST	3,094.89
	TAFF, SUSAN HOYT	5/98 AUTO ALLOWANCE	ADMINIST	200.00
	WILLIAM MAERTZ	MILEAGE/PARKING	ADMINIST	22.28
	*** TOTAL	FOR DEPT 12		4,001.66
	RAMSEY COUNTY	OVERLAPPING DEBT SCHEDUL	FINANCE	30.00
	*** TOTAL	FOR DEPT 13		30.00
	CAMPBELL KNUTSON	4/98 LEGAL FEES	LEGAL	638.00
	*** TOTAL	FOR DEPT 14		638.00
	INSTY-PRINTS PLUS	NEIGHBORHOOD WATCH ALERT	COMMUNIC	35.79
	*** TOTAL	FOR DEPT 16		35.79
	CARLA ASLESON	CODES	PLANNING	6.83
	MIDWEST DELIVERY SERVICE	DELIVERY TO CITYS PLANNR	PLANNING	21.40
	*** TOTAL	FOR DEPT 17		28.23
	ST. ANTHONY VILLAGE	6/98 POLICE SVCS	POLICE	28,028.33
	*** TOTAL	FOR DEPT 22		28,028.33
	HUGHES & COSTELLO	5/98 PROSECUTIONS	PROSECUT	2,238.50
	*** TOTAL	FOR DEPT 23		2,238.50
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING	FIRE FIG	36.76
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING	FIRE FIG	39.35
	CAMERA'S EYE VIDEO PRODUC	700 ' 16MM FILM	FIRE FIG	119.28
	DANKO EMERGENCY EQUIPMENT	REPAIR HURST EQUIP	FIRE FIG	127.21
	JANKE, KATHLEEN	5/98 CLEANING FIRE HALL	FIRE FIG	80.00
	9-1-1 MAGAZINE	SUBSCRIPTIONS YEARLY	FIRE FIG	18.95
	OFFICE MAX CREDIT PLAN	OFFICE SUPPLY FAX PAPER	FIRE FIG	8.51
	CITY OF SAINT PAUL	2 HRS USE TNG FACILITY	FIRE FIG	200.00
	SUBURBAN HARDWARE	WINDEX/CLEANER/KORDITE	FIRE FIG	12.85
	SUBURBAN HARDWARE	WALLBOARD/COVE BASE	FIRE FIG	22.52
	USWEST COMMUNICATIONS	TELE 5-1-98	FIRE FIG	190.46
	*** TOTAL	FOR DEPT 24		855.89
	BROWNING-FERRIS IND.	5/98 REFUSE HAULING	CITY HAL	194.17

APPROVAL OF BILLS
 PERIOD ENDING: _5-21-98

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	GLENWOOD INGLEWOOD	COOLER EQUIP RENTAL	CITY HAL	12.60
	GRAINGER, W. W., INC.	PLUG IN LAMP	CITY HAL	41.09
	SUBURBAN HARDWARE	FASTENERS, ANT KILLER	CITY HAL	15.32
	USWEST COMMUNICATIONS	TELE 5-1-98	CITY HAL	634.84
	*** TOTAL	FOR DEPT 31		898.02
	CENTRAL LANDSCAPE SUPPLY	LAWN PATCH MIX	STREETS	229.68
	CERES ENVIRONMENTAL SVCS	HARDWOOD MULCH	STREETS	543.34
	GOPHER STATE ONE-CALL	LOCATES	STREETS	22.75
	SCHARBER & SONS	JD MOWER BELT	STREETS	42.59
	SEALMASTER/ST PAUL	CRACK FILLER	STREETS	21.40
	T.A. SCHIFSKY & SONS, INC	ASPHALT	STREETS	242.98
	*** TOTAL	FOR DEPT 32		1,102.74
	GREEN VALLEY NURSERY	ARBOR DAY PLANTING	TREE PRO	48.99
	*** TOTAL	FOR DEPT 34		48.99
	ALLIED PLASTICS	PLEXIGLASS/CURTIS FIELD	PARK & R	264.97
	FORESTRY SUPPLIERS INC	TAPE, DUCT TAPE	PARK & R	72.88
	HONEYWELL INC.	QTRLY MONITORING CHARGE	PARK & R	108.00
	ICMA RETIREMENT TRUST 457	5/98 TRETSVEN	PARK & R	100.00
	ICMA RETIREMENT TRUST 457	5/98 MAERTZ	PARK & R	100.00
	LINDERS GREENHOUSES	FLOWERS/PEAT MOSS	PARK & R	105.18
	LINDERS GREENHOUSES	FLOWERS/ PEAT MOSS	PARK & R	60.62
	NSP	ELECT/GAS TO 5-7-98	PARK & R	47.94
	NSP	ELECT/GAS TO 5-1-98	PARK & R	304.93
	NORTHLAND ELECTRIC SUPPLY	TIMING RELAY	PARK & R	124.09
	ON SITE SANITATION	PORTABLE TOILETS	PARK & R	112.78
	SUBURBAN HARDWARE	PARTS	PARK & R	15.92
	SUMMIT SUPPLY CORPORATION	TENNIS NETS	PARK & R	336.06
	USWEST COMMUNICATIONS	TELE 5-10-98	PARK & R	61.58
	PRAIRIE RESTORATIONS, INC	PRAIRIE MGMT BURN	PARK & R	852.00
	D-ROCK CENTER & SMALL ENG	3/8 RIVER ROCK	PARK & R	29.82
	*** TOTAL	FOR DEPT 41		2,696.77
	INDEPENDENT SCHOOL 623	GYN RENTALS	PARK PRO	182.75
	SOS TECHNOLOGIES	CPR COURSE MATERIALS	PARK PRO	66.83
	*** TOTAL	FOR DEPT 50		249.58
	NSP	ELECT TO 5-6-98	STREET L	55.83
	*** TOTAL	FOR DEPT 54		55.83
	RAMSEY COUNTY	SPEICAL ASSESSMENT CHRG	93 IMPRO	140.00
	*** TOTAL	FOR DEPT 57		140.00
	RAMSEY COUNTY	SPECIAL ASSESSEMNT CHRG	90 HAML I	40.00
	*** TOTAL	FOR DEPT 62		40.00
	FACILITY SYSTEMS, INC.	WORK SURFACES/CITY HALL	GENERAL	185.00
	*** TOTAL	FOR DEPT 63		185.00
	J.O. THOMPSON INC.	CARPET-CURTISS FIELD	PUBLIC W	464.59
	*** TOTAL	FOR DEPT 65		464.59
	RAMSEY COUNTY	SPECIAL ASSESSMENT CHRG	INFRASTR	125.00

APPROVAL OF BILLS
 PERIOD ENDING: 5-21-98

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	RAMSEY COUNTY	SPECIAL ASSEMENT CHRG	INFRASTR	162.50
		*** TOTAL FOR DEPT 71		287.50
	METROPOLITAN COUNCIL	6/98 SS CHARGES	SANITARY	23,675.83
	NSP	ELECT TO 5-6-98	SANITARY	116.44
	NSP	ELECT TO 5-7-98	SANITARY	9.17
		*** TOTAL FOR DEPT 75		23,801.44
	PHYSIO-CONTROL CORP.	QTRYL MATINENANCE	RESCUE S	288.00
		*** TOTAL FOR DEPT 76		288.00
	HOWARD R GREEN COMPANY	ENGINEERING THRU 4/17/98	LARPENTE	3,725.60
	KRIEGLER, CAROL	MILEAGE LARP AVE PROJ	LARPENTE	26.00
	MARGOLIS BROTHERS	6 YRDS OF TOPSOIL	LARPENTE	70.29
	MOGREN BROS	SOD FOR STREETScape	LARPENTE	132.59
	SUBURBAN HARDWARE	TILLER RENTAL	LARPENTE	76.68
		*** TOTAL FOR DEPT 82		4,031.16
	RAMSEY COUNTY	SPECIAL ASSESSMENT CHRG	LINDIG S	22.50
		*** TOTAL FOR DEPT 83		22.50
	BERNARDY, CONNIE LANNERS	5/16 TO 5/30 PROF SVCS	MCAD	1,227.13
		*** TOTAL FOR DEPT 84		1,227.13
		*** TOTAL FOR BANK 01		76,901.24
		*** GRAND TOTAL ***		76,901.24

(second run)

APPROVAL OF BILLS
 PERIOD ENDING: 5-21-98_

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT	
362120	N. SUBURBAN GAVEL ASSOC.	GAVEL LEADERSHIP DINNER	LEGISLAT	17.50	
	*** TOTAL FOR DEPT 11			17.50	
362130	BANK CARD CENTER-FBS	STAMPS	ADMINIST	314.18	
362140	BANK CARD CENTER	INK JET PAPER/ CLIPS	ADMINIST	18.89	
362170	MN DEPARTMENT OF REVENUE	5/15 STATE WITHHOLDINGS	ADMINIST	657.72	
362180	PERA	5/15 PERA WITHHOLDINGS	ADMINIST	1,370.81	
	*** TOTAL FOR DEPT 12			2,361.60	
362160	LYNNANNE WARREN	NEW RESIDENT OPEN HOUSE	COMMUNIC	22.51	
	*** TOTAL FOR DEPT 16			22.51	
362150	JAY BROTHERS INC	STATE FAIR SIGH PYMT# 2	LARPENTE	4,696.80	(previously approved 5/13/98 council meeting)
	*** TOTAL FOR DEPT 82			4,696.80	
	*** TOTAL FOR BANK 01			7,098.41	
	*** GRAND TOTAL ***			7,098.41	

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	5 14 98	30 NICHOLAS BAUMANN	28571	4.12
COM	5 14 98	32 RAYMOND BROWN	28572	277.92
COM	5 14 98	34 CLEMENT KURHAJETZ	28573	156.19
COM	5 14 98	35 LEO LINDIG	28574	63.27
COM	5 14 98	40 KEVIN ANDERSON	28575	80.52
COM	5 14 98	42 MICHAEL D. CLARKIN	28576	252.83
COM	5 14 98	45 JAMES D. FULLER	28577	135.88
COM	5 14 98	47 NATHANIEL HEROLD	28578	35.55
COM	5 14 98	60 TERRY D. IVERSON	28579	22.42
COM	5 14 98	63 RACHELLE L. MARVIN	28580	169.65
COM	5 14 98	66 ALFRED HERNANDEZ	28581	231.92
COM	5 14 98	70 JUSTIN T. NOVAK	28582	119.65
COM	5 14 98	72 JOHN R. WOLFSBERGER	28583	175.87
COM	5 14 98	73 JEREMY HUTCHISON	28584	187.21
COM	5 14 98	74 MARK J. ALLEN	28585	144.65
COM	5 14 98	75 JOSEPH P. KRAJEWSKI	28586	107.98
COM	5 14 98	76 STEVEN M. HOY	28587	97.78
COM	5 14 98	77 BARBARA J. LEMAY	28588	135.45
COM	5 14 98	1002 SUSAN HOYT TAFF	28589	1325.18
COM	5 14 98	1003 TERRY IVERSON	28590	1028.74
COM	5 14 98	1005 CAROL KRIEGLER	28591	648.28
COM	5 14 98	1007 PATRICIA PHILLIPS	28592	830.30
COM	5 14 98	1010 CARLA ASLESON	28593	1025.65
COM	5 14 98	1013 WILLIAM MAERTZ	28594	999.87
COM	5 14 98	1026 JASON CIERNIA	28595	62.33
COM	5 14 98	1032 TWAROSKI, ANITA	28596	117.74
COM	5 14 98	1033 DAVE TRETSEVEN	28597	752.86
COM	5 14 98	1088 DONALD R. MEISSNER	28598	598.33
COM	5 14 98	1107 RICHARD P. TALBOT III	28599	14.78
COM	5 14 98	1110 JULIE OBERMILLER	28600	76.18
COM	5 14 98	1136 ROLAND O. OLSON	28601	906.57

COMPUTER CHECKS	10785.67
MANUAL CHECKS	.00
NOTICES OF DEPOSIT	.00

****TOTALS**** 10785.67

CONSENT 2
Meeting Date: 5/27/98

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Pat Phillips, Licensing Coordinator

REVIEWED BY: Carla Asleson, AA/Planner

EXPLANATION/SUMMARY:

BUSINESS LICENSE

W. J. Tobacco #3694
Tropic Tan #3695

CIGARETTE LICENSE

W. J. Tobacco #3696

GENERAL CONTRACTOR

Contact Signs Inc. #3692

MECHANICAL

Sedgwick Heating & Air Conditioning Co. #3693

ACTION REQUESTED: Approval

ITEM: Consideration of Resolution 98-14, ordering apportionment of special assessment for re-platted parcels

SUBMITTED BY: John Fohrenkamm, Ramsey County Tax Accountant

REVIEWED BY: Carla Asleson, Administrative Assistant/Planner
Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and Action Requested. Three parcels of property along Larpenteur Avenue were re-platted due to the county's acquisition of roadway easements. This re-platting resulted in a change to the property identification numbers used by the county to collect taxes and special assessments. The council is asked to apportion the special assessments from the old PIN numbers to the new PIN numbers. The assessment amounts will remain the same.

ACTION REQUESTED: Approve Resolution 98-14, ordering apportionment of special assessments for re-platted parcels.

No. 98-14

CITY OF FALCON HEIGHTS

COUNCIL RESOLUTION

Date: May 27, 1998

RESOLUTION ORDERING APPORTIONING SPECIAL ASSESSMENTS FOR RE-
PLATTED PARCELS

WHEREAS, certain property parcels have been given new property identification numbers (PINs) by reason of a conveyance or platting; and

WHEREAS, in order to collect the special assessments associated with these properties, the city must apportion the assessment amounts to the new PIN numbers.

NOW, THEREFORE, BE IT RESOLVED that the city council of the City of Falcon Heights apportions the assessment amounts as follows:

<u>OLD PIN</u>	<u>NEW PIN</u>	<u>ASSESSMENT BALANCE</u>
21-29-23-11-0001	21-29-23-11-0028	\$5,250.00
21-29-23-11-0002	21-29-23-11-0029	\$3,500.00
21-29-23-11-0024	21-29-23-11-0030	\$5,600.00

Moved by: _____

GEHRZ ___ In Favor
GIBSON TALBOT
HUSTAD ___ Against
JACOBS
KUETTEL

Approved by: _____

Mayor
May 27, 1998
Date

Attested by: _____

City Clerk
May 27, 1998
Date

CONSENT 4
Date: 5/27/98

ITEM: Approval of St. Paul's plans and specifications for the Hoyt Avenue construction

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: Terry Maurer, City Engineer

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to formally approve the plans and specifications for the Hoyt Avenue reconstruction project being done by St. Paul. The engineer reviewed the plans and specifications and found them satisfactory prior to asking the council to move ahead with the approval of the bid, but no action was formally taken by the council and it is necessary to meet the terms of the agreement with St. Paul.

ATTACHMENT:

- 1 Letter from city engineer

ACTION REQUESTED:

Approve plans and specifications for the Hoyt Avenue project



Howard R. Green Company
CONSULTING ENGINEERS



May 21, 1998
File: 802050j (0601)

Ms. Susan Hoyt
City Administrator
City of Falcon Heights
2077 West Larpenteur Avenue
Falcon Heights, MN 55113-5594

RE: HOYT AVENUE CONSTRUCTION PLANS

Dear Ms. Hoyt:

As requested, I have reviewed the plans and specifications for the reconstruction of Hoyt Avenue. As you are aware, this is part of a much larger project being undertaken by the City of St. Paul. With regard to Hoyt Avenue, the plans call for the reconstruction of an urban-style street, approximately the same width. The recently constructed sidewalk on the north side of Hoyt Avenue will remain in place. The pedestrian ramps and driveway approaches will be removed with the current construction, and be replaced to ensure that all grades match the new street. The plan also includes St. Paul-style lighting alternating sides along Hoyt Avenue.

Based on our review of the plans and specs, we would recommend approval. If you have any questions regarding this project, please call me at 644-4389.

Sincerely,

Howard R. Green Company

Terry J. Maurer, P.E.

TJM/st

ITEM: Authorization for the purchase of cable television equipment

SUBMITTED BY: Jason Ciernia, Cable Technician

REVIEWED BY: Carla Asleson, Administrative Assistant/Planner
Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and Action Requested. The city council is being asked to give approval to the purchase of a cable equipment at at cost of \$1,241.95 plus tax.

Background.

Cable Technician Jason Ciernia has obtained quotations for three pieces of cable equipment: a broadcast quality VCR player (replaces a broken, obsolete player), an adapter cable to connect the VCR to the playback system, and a longer podium microphone. The price quotes were as follows:

Sony SVO-2000 VCR

B & H Photo Video: \$1,000.00

EPA Audio Visual: \$1,100.00

AVI Audio Visual: \$1,490.00

Adapter Cable

B & H Photo Video: \$75.00

EPA Audio Visual: \$90.00

Shure MX418/C Microphone

B & H Photo Video: \$166.95

EPA Audio Visual: \$209.00

Cable Grant. The city has \$2,000 in unused grant funds from the cable commission. This money can be used only for cable equipment purchases or for special cable television programming (not for routine cable operations such as taping council meetings.) It is anticipated that the cable commission will award another \$2,300 equipment grant to the city in 1998.

Goal 4: To provide a responsive and effective city government

Strategy 6: Effectively manage the city's consulting and personnel resources.

Action Item: Provide adequate funds for personnel, equipment, and contractors to maintain the city's infrastructure, facilities, public spaces, and public improvements.

ACTION REQUESTED: Approve the purchase of cable equipment from the low bidder, B & H Photo Video, at a cost of \$1,241.95 plus tax.

CONSENT
Date: 5/27/98
Item: 6

ITEM: Consideration of change order #4 from North Metro Landscaping

SUBMITTED BY: Carol Kriegler, Director of Parks, Recreation and Facilities

REVIEWED BY: Susan Hoyt, City Administrator
Terry Maurer, Howard R. Green, Consulting Engineers

EXPLANATION / DESCRIPTION:

Summary and action requested. The council is being asked to approve change order #4 with North Metro Landscaping for a decrease in the contract amount by \$5,775.00. The decrease results from the elimination of some Ginkgo trees that can't be accommodated in the Larpenteur project. The change order also provides for some additional work not included in the original contract. The additions include the construction of a small limestone retaining wall at the northwest corner of Arona and Larpenteur and for the placement of landscape rock around City Hall. Construction of the retaining wall is needed due to the change in grade resulting from the sidewalk construction in this area. The landscape rock will provide a ground cover under the overhangs of City Hall.

ACTION REQUESTED:

Approve change order #4 from North Metro landscaping for a decrease of \$5,775.00.

CONSENT
Date: 5/27/98
Item: 7

ITEM: Consideration of change order #3 from Killmer Electric

SUBMITTED BY: Carol Kriegler, Director of Parks, Recreation and Facilities

REVIEWED BY: Susan Hoyt, City Administrator
Terry Maurer, Howard R. Green, Consulting Engineers

EXPLANATION / DESCRIPTION:

Summary and action requested. The council is being asked to approve change order #3 with Killmer Electric for a decrease in the contract amount by \$2,076.00. A decrease results from the elimination of the installation of ten roadway lighting units that have been determined to be unnecessary in the Larpenteur project. The change order also provides for some additional work not included in the original contract. The additions include miscellaneous installations and connections related to the marker sign and lights and streetlights.

ACTION REQUESTED:

Approve change order #3 from Killmer Electric for a decrease of \$2,076.00

ITEM: Consideration of purchase of a computer network system

SUBMITTED BY: Carla Asleson, Administrative Assistant/Planner

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and Action Requested. The city council is asked to approve the purchase of a computer network system for city hall at an initial capital cost of \$14,455. There will be operating costs estimated at \$2,400 for network support in the first year. The network will allow the city staff to be more efficient through the sharing of centralized data and by having access to e-mail and the internet. It is anticipated that cabling of the building could begin within two weeks of the system being approved. Installation of the network hardware can be completed within two weeks after the cabling, assuming no difficulties with hardware shipments.

Goal 4: To provide a responsive and effective city government.

Strategy 6: Effectively manage the city's consulting and personnel resources.

Action Item: Provide adequate funds for personnel, equipment, and contractors to maintain the city's infrastructure, facilities, public spaces, and public improvements.

Background. City staff have met with several computer network companies to investigate installing a computer network at city hall. The proposed network would allow the office computers to be connected to a central server. This server would allow for file sharing, printer sharing, and centralized data collection. It would also allow staff to communicate with citizens and outside organizations via e-mail and to do research via the internet.

The preferred vendor, GE Capital IT, has extensive experience in the installation of networks in governmental settings. It is also the vendor that holds the state contract for computer hardware and, therefore, prices for cities who participate in the state purchasing program.

Initial capital cost. GE Capital's quotation for the initial installation of the network is **\$14,455** (see Attachment 1). This includes the server, tape back-up system, system software, 16 hours of installation and training time, cabling of 18 work sites, and one personal computer.

The network will require that the building be wired for connection to the server. In order to provide for maximum flexibility, there would be 18 computer connections wired to the server, although there would only be eight to ten computers connected to the network initially.

Most of the existing City Hall computers can be connected to the network. One personal computer must be replaced as its processor speed is too slow to interface efficiently with the server. Two other computers with slower processors can be used until their scheduled retirement in 1999.

Once the network is operational, the city council may wish to investigate having a city web page. This would require a second server costing approximately \$3,000. The second server is not a part of the current proposal, but can be added at a later date.

On-going operating costs. GE Capital's staff has recommended that the city plan for 20 hours or **\$2,400** worth of operating support from a System Engineer in the first year of the network's operation. The System Engineer will assist with system troubleshooting, training, and upgrades as necessary. The North Suburban Cable Commission will serve as the city's Internet Service Provider through its ethernet connection. At this time, there is no charge to cities for this service.

ACTION REQUESTED:

- Hear brief presentation from Jeff Bergman, GE Capital IT
- Discussion
- Approve the purchase of the computer network system from GE Capital IT at an initial capital cost of \$14,455 (from the general capital fund) and authorize \$2,400 for on-going network support (from the contingency fund)

ATTACHMENTS:

1. List of computer components and service rates

Computer Network -- Capital Costs

Server components: computer, back-up system, network cards, network software	\$5,504
E-Mail software for 10 users	\$ 646
Installation and initial training (16 hours @ \$120)	\$1,920
Personal computer	\$1,218
Cabling of 18 work stations	\$4,688
Applicable sales tax	\$ 479
TOTAL	\$14,455

Estimated Yearly Technical Assistance

System Engineer: 20 hours/year @ \$120/hour	\$2,400
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Some work may be able to be done by a network (hardware) engineer at an hourly cost of \$85/hour. Also, discounted "blocks" of engineer time can be purchased should the city need to have a system engineer on site for an extended period of time.

ITEM: Set date for Volunteer Recognition Picnic

SUBMITTED BY: Carla Asleson, Administrative Assistant/Planner

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and Action Requested. The city council is being asked to select a date for the volunteer recognition picnic. In March, the city council directed staff to plan a volunteer recognition picnic for the month of June. A sub sandwich buffet would be provided and a group volunteer photo would again be taken. The cost for the picnic is estimated to be \$200 for picnic food (subs and pop), \$100 for incidentals (napkins, decorations) and \$100 for the group photo.

Additional Information

Staff is recommending the picnic be held as an "open house" on a weeknight from 6:00 p.m. to 7:00 p.m. (similar to the New Resident Open House.)

The dates that the park building is available and there are no other city

meetings: Tuesday, June 23
Thursday, June 25
Monday, June 29
Tuesday, June 30

GOAL 3: To expand opportunities for the interaction and involvement of citizens of all ages in their neighborhoods and community.

Strategy 2: Host community/neighborhood activities.

Action Item: Recognize volunteers.

ACTION REQUESTED: Select a date for the volunteer recognition picnic.