

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

June 10, 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 27, 1998
- E. PUBLIC HEARING: None
- F. CONSENT AGENDA:
 - 1. General disbursements through 6/5/98, \$25,409.67
Payroll, 5/16/98 to 5/31/98, \$10,128.71
 - 2. Licenses
 - 3. Accept resignation of Clem Kurhajetz as fire chief and
appoint Nick Baumann as fire chief to fill remainder of the
 - 4. Accept sealcoating bid from Allied Blacktop Company for the
northeast quadrant
 - 5. Approval for planning consultant expenditures
- G. INFORMATION AND ANNOUNCEMENTS:
- H. ADJOURN TO WORKSHOP

**CITY OF FALCON HEIGHTS
REGULAR CITY COUNCIL MEETING
MINUTES OF MAY 27, 1998**

DRAFT

Acting Mayor Jacobs convened the meeting at 7:07 p.m.

PRESENT

Gibson Talbot, Hustad, and Jacobs. Also present was Hoyt and Asleson.

ABSENT

Gehrz and Kuettel.

COMMUNITY FORUM

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

MINUTES OF MAY 13, 1998

Minutes were approved by unanimous consent.

CONSENT AGENDA APPROVED

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

1. Disbursements
2. Licenses
3. Approval of Resolution 98-14, ordering apportionment of special assessments for re-platted parcels
4. Approval of St. Paul's plans and specifications for the Hoyt Avenue construction project
5. Authorization to purchase cable television equipment
6. Approval of change order #4 from North Metro Landscaping
7. Approval of change order #3 from Killmer Electric

POLICY AGENDA

CONSIDERATION OF PURCHASE OF A COMPUTER NETWORK SYSTEM

Administrator Hoyt explained that the city had investigated having a computer network installed at City Hall. The network would be connected to a central server which would allow for file sharing, printer sharing, and centralized data collection. The network would also allow city staff to communicate with the outside world via e-mail and to do research via the internet. The capital cost for the system would be \$14,455 initially, with operating costs of approximately \$2,400 per year.

Jeff Bergman, GE Capital IT, gave background on his company's services and product lines, as well as explaining the benefits of a network system. He explained this his company holds the state contract for computer hardware components and has a full staff

of support engineers who can assist clients when there are computer problems. The proposed Novell network is expandable should the need arise in the future.

Councilmember Gibson Talbot moved approval of the purchase of the computer network system from GE Capital IT at an initial cost of \$14,455 (from the general capital fund) and for the expenditure of up to \$2,400 for on-going network support (from the contingency fund.) The motion passed unanimously.

SET DATE FOR VOLUNTEER RECOGNITION PICNIC

The volunteer recognition picnic was scheduled for Thursday, June 25 from 6:00 to 7:00 p.m.

ADJOURNMENT

The meeting adjourned at 7:22 p.m.

Sam L. Jacobs, Acting Mayor

Carla Asleson
Recording Secretary

CONSENT 1
Meeting Date: 6/10/98

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Roland Olson, City Accountant

EXPLANATION/SUMMARY:

- a. General disbursements through 6/5/98, \$25,409.67
- b. Payroll, 5/16/98 to 5/31/98, \$10,128.71

ACTION REQUESTED: Approval

APPROVAL OF BILLS
 PERIOD ENDING: _6-5-98_

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	FOCUS NEWS	NOTICE OF EQUIP SALE	LEGISLAT	23.80
	FOCUS NEWS	SEAL COAT BID REQUESTS	LEGISLAT	34.20
	FASTSIGNS	RPR BANNER COMMUNITY EVNT	LEGISLAT	76.68
	*** TOTAL FOR DEPT 11			134.68
	AMERICAN OFFICE PRODUCTS	ENVELOPES,PAPER,FOLDERS	ADMINIST	138.36
	AMERICAN OFFICE PRODUCTS	PENS, PENCILS,CLEANER	ADMINIST	77.14
	AMERICAN PLANNING ASSOC.	98 MEMBERSHIP	ADMINIST	161.00
	AWARDS BY HAMMOND	ENGRAVING OF NAME PLATES	ADMINIST	36.00
	IVERSON, TERRY	REIMB ADMIN DELIVERIES	ADMINIST	6.83
	IVERSON, TERRY	NORTH SUBURBAN GAVEL ASC	ADMINIST	8.00
	LEAGUE OF MN CITIES	CITIES BULLETIN SUBSCRPT	ADMINIST	40.00
	MCFOA	MCFOA MEMBRSH 7/98-6/99	ADMINIST	30.00
36277	MN DEPARTMENT OF REVENUE	5/31 ST WITH	ADMINIST	654.16
36278	PERA	5/31 PERA WITH	ADMINIST	1,333.95
	PERA LIFE	6/98 PHILLIPS	ADMINIST	12.00
	STAR TRIBUNE	YEARLY SUSBSRIPTION	ADMINIST	104.00
	TAFF, SUSAN HOYT	6/98 AUTO ALLOWANCE	ADMINIST	200.00
	*** TOTAL FOR DEPT 12			2,801.44
	U.S. POSTMASTER		FINANCE	85.00
	COMPUTER CITY	US ROBOTICS MODEM	FINANCE	170.38
	*** TOTAL FOR DEPT 13			255.38
	CLOVER SUPER FOODS	CURTIS-ICECREAM SOCIAL	COMMUNIC	75.39
	*** TOTAL FOR DEPT 16			75.39
	NSP	CIVIL DEFENSE SIREN	EMERGENC	6.28
	*** TOTAL FOR DEPT 21			6.28
	HUGHES & COSTELLO	6/98 PROSECUTIONS	PROSECUT	2,248.00
	*** TOTAL FOR DEPT 23			2,248.00
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING	FIRE FIG	39.35
	COLONIAL INSURANCE	5/98 BAUMAN	FIRE FIG	29.65
	EMERGENCY APPARATUS MAINT	752 TURN SIGNAL/FUELLEAK	FIRE FIG	192.66
	EMERGENCY APPARATUS MAINT	753 REPAIR REAR DRAGLINK	FIRE FIG	321.36
	OXYGEN SERVICE COMPANY	BREATHING AIR FIRE DEPT	FIRE FIG	31.89
	PERA LIFE	6/98 BAUMAN	FIRE FIG	12.00
	SUBURBAN HARDWARE	TRASH BAGS/PINE SOL	FIRE FIG	35.09
	SPEEDWAY SUPERAMERICA LLC	FUEL	FIRE FIG	80.27
	*** TOTAL FOR DEPT 24			742.27
	COLONIAL INSURANCE	5/98 IVERSON	FIRE PRE	36.45
	IVERSON, TERRY	REIMB MILEAGE INSPECITON	FIRE PRE	55.59
	IVERSON, TERRY	2ND QTR AUTO INS REIMBUR	FIRE PRE	75.00
	PERA LIFE	6/98 IVERSON	FIRE PRE	12.00
	*** TOTAL FOR DEPT 25			179.04
	AT&T WIRELESS SERVICES	PULIC WORKS PAGER	CITY HAL	21.08
	BLI AMERI-STAR LIGHTING	FLOURESCENT LITES CITYHA	CITY HAL	786.27
	BOARD OF WATER COMMISSNRS	SS	CITY HAL	11.66
	BOARD OF WATER COMMISSNRS	WATER	CITY HAL	17.58

APPROVAL OF BILLS
 PERIOD ENDING: 6-5-98

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	CARE AIR CONDITIONING & GLENWOOD INGLEWOOD	AIRCONDITIONER-C. CHAMBR EQUIP RENTAL	CITY HAL	1,350.00
	HERMES FLORAL COMPANY	GARDEN CENTER SOIL	CITY HAL	4.99
	MCI	LONG DISTANCE CHRGS	CITY HAL	34.89
	M-75 BUILDING MAINTENANCE	5/98 CLEANING	CITY HAL	270.78
	NSP	ELECT 6/2/98	CITY HAL	818.18
	SUBURBAN HARDWARE	LUMBER SUPPLIES/EQUIP PT	CITY HAL	12.71
	SUBURBAN HARDWARE	FASTENERS	CITY HAL	1.44
	D-ROCK CENTER & SMALL ENG	2 YDS BLACK DIRT	CITY HAL	38.34
	D-ROCK CENTER & SMALL ENG	ANOTHER 2YDS BLACK DIRT	CITY HAL	38.34
	D-ROCK CENTER & SMALL ENG	2 1/2 YRDS MULTCH	CITY HAL	49.26
	*** TOTAL FOR DEPT 31			3,468.12
	BUMPER TO BUMPER	AUTOMOTIVE SUPPLIES	STREETS	120.37
	GOPHER SIGN COMPANY	STOP/ST NAME/SPEED LIMIT	STREETS	279.99
	SPEEDWAY SUPERAMERICA LLC	FULE	STREETS	148.49
	*** TOTAL FOR DEPT 32			548.85
	CARLSON EQUIPMENT COMP.	3/8" CLEVIS SLIP HOOK	TREE PRO	4.88
	CASH	ARBOR DAY REFRESHMENTS	TREE PRO	32.34
	GREEN VALLEY NURSERY	ARBORVITAE ON BOULEVARDS	TREE PRO	1,063.79
	*** TOTAL FOR DEPT 34			1,101.01
	BOARD OF WATER COMMISSNRS	WATER	PARK & R	11.22
	BOARD OF WATER COMMISSNRS	SS	PARK & R	23.32
	CASH	FUEL	PARK & R	19.30
	CERES ENVIRONMENTAL SVCS	HARDWOOD MULCH	PARK & R	200.01
	CUSHMAN MOTOR CO., INC.	SPINDLE FOR CUSHMAN	PARK & R	85.19
	MUSKA ELECTRIC CO.	RELAMP TENNIS COURTS	PARK & R	374.06
	NSP	ELECT 6.2.98	PARK & R	21.66
	NSP	PROTECTIVE LIGHTING	PARK & R	22.46
	NSP	ELECT/GAS 5/15/98	PARK & R	542.58
	SUBURBAN HARDWARE	LUMBER/TWIST NOZZLE	PARK & R	9.87
	SUBURBAN HARDWARE	TOILET BOWL CLEANER	PARK & R	5.94
	USWEST COMMUNICATIONS	TELE 5/22/98	PARK & R	60.41
	*** TOTAL FOR DEPT 41			1,376.02
	CUB FOODS	REC PROG ORG MEETING EXP	PARK PRO	70.00
	*** TOTAL FOR DEPT 50			70.00
	NSP	STREET LIGHTING 6/1/98	STREET L	2,017.69
	*** TOTAL FOR DEPT 54			2,017.69
	E-Z RECYCLING, INC.	5/98 RECYCLING CONTRACT	SOLID WA	2,559.40
	*** TOTAL FOR DEPT 56			2,559.40
	NSP	ELECT 6/2/98	SANITARY	15.07
	*** TOTAL FOR DEPT 75			15.07
	MICROFLEX	GLOVES	RESCUE S	77.50
	OXYGEN SERVICE COMPANY	OXYGEN	RESCUE S	42.54
	SPEEDWAY SUPERAMERICA LLC	FUEL	RESCUE S	46.39
	AIRTOUCH CELLULAR	CELL PHONE	RESCUE S	14.67

APPROVAL OF BILLS
 PERIOD ENDING: 6-5-98

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
*** TOTAL FOR DEPT 76				181.10
	A.M.G. GROWERS	BULBS FOR STREETScape	LARPENTE	4,299.02
	BRIGHTON EXCAVATING CO.	10 YDS SOIL FOR STREETSC	LARPENTE	133.13
	CERES ENVIRONMENTAL SVCS	HARDWOOD MULCH	LARPENTE	428.00
	MARGOLIS BROTHERS	2 YDS TOP SOIL/STREETSCP	LARPENTE	23.43
	MOGREN BROS	SOD FOR STREETScape	LARPENTE	63.90
	SUBURBAN HARDWARE	HAND TRANSPLANTER	LARPENTE	10.38
	SUBURBAN HARDWARE	YELLOW NYLON TWINE	LARPENTE	17.54
36279	GERTENS GREENHOUSE	PLANTINGS LARP STREETSCP	LARPENTE	443.40
*** TOTAL FOR DEPT 82				5,418.80
	BERNARDY, CONNIE LANNERS	JUNE 1-15 PROF SVCS	MCAD	1,227.13
*** TOTAL FOR DEPT 84				1,227.13
	CARLA ASLESON	TUITION REIMBURSEMENT	CONTINGE	984.00
*** TOTAL FOR DEPT 92				984.00
*** TOTAL FOR BANK 01				25,409.67
*** GRAND TOTAL ***				25,409.67

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 28 98	6 SUSAN GEHRZ	28604	285.81
COM	5 28 98	8 SAM JACOBS	28605	277.05
COM	5 28 98	10 JAN GIBSON TALBOT	28606	200.00
COM	5 28 98	11 JOHN HUSTAD	28607	277.05
COM	5 28 98	12 LAURA A. KUETTEL	28608	277.05
COM	5 28 98	30 NICHOLAS BAUMANN	28609	4.93
COM	5 28 98	34 CLEMENT KURHAJETZ	28610	275.33
COM	5 28 98	40 KEVIN ANDERSON	28611	46.17
COM	5 28 98	42 MICHAEL D. CLARKIN	28612	124.67
COM	5 28 98	47 NATHANIEL HEROLD	28613	46.17
COM	5 28 98	60 TERRY D. IVERSON	28614	29.56
COM	5 28 98	63 RACHELLE L. MARVIN	28615	59.31
COM	5 28 98	66 ALFRED HERNANDEZ	28616	73.88
COM	5 28 98	1002 SUSAN HOYT TAFF	28617	1325.18
COM	5 28 98	1003 TERRY IVERSON	28618	1028.74
COM	5 28 98	1005 CAROL KRIEGLER	28619	647.16
COM	5 28 98	1007 PATRICIA PHILLIPS	28620	830.30
COM	5 28 98	1010 CARLA ASLESON	28621	1025.65
COM	5 28 98	1013 WILLIAM MAERTZ	28622	999.87
COM	5 28 98	1032 TWAROSKI, ANITA	28623	83.11
COM	5 28 98	1033 DAVE TRETSEVEN	28624	752.86
COM	5 28 98	1088 DONALD R. MEISSNER	28625	507.06
COM	5 28 98	1103 DIANE MEYER	28626	83.11
COM	5 28 98	1123 ABRAHAM T. CYR	28627	34.63
COM	5 28 98	1136 ROLAND O. OLSON	28628	834.06

COMPUTER CHECKS	10128.71
MANUAL CHECKS	.00
NOTICES OF DEPOSIT	.00

****TOTALS**** 10128.71

CONSENT 2
Meeting Date: 6/10/98

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Pat Phillips, Licensing Coordinator

REVIEWED BY: Carla Asleson, AA/Planner

EXPLANATION/SUMMARY:

MECHANICAL CONTRACTOR

Air Conditioning Associates, Inc. #3697

Associated Mechanical Contr., Inc. #3698

ACTION REQUESTED: Approval

ITEM DESCRIPTION: Accept the resignation of Clem Kurhajetz as fire chief and appoint Nick Baumann as fire chief to fill remainder of the term

SUBMITTED BY: Officers of the fire department

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

Chief Kurhajetz resigned from the fire department effective May 31, 1998. The city administrator met with the officers of the fire department and asked that they agree on a replacement for Chief Kurhajetz for the remainder of the chief's term until May, 1999. The officers submitted Nick Baumann as fire chief.

ACTION REQUESTED:

Accept the resignation of Chief Kurhajetz and appoint Nick Baumann to complete the current term of fire chief.

CONSENT 4

Date: 6/10/98

ITEM: Accept sealcoating bid from Allied Blacktop Company for the northeast quadrant

SUBMITTED BY: Terry Maurer, City Engineer

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

The city plans to sealcoat the northeast quadrant streets that are not being reconstructed in 1999. The low bidder on the sealcoating project is Allied Blacktop Company at \$20,630.50.

ATTACHMENT:

- 1 Letter from city engineer dated 4 June 1998



Howard R. Green Company
CONSULTING ENGINEERS



CONSULTING ENGINEERS

Formerly MSA
Consulting Engineers

June 4, 1998
File: 803830J (0060)

Honorable Mayor and City Council
City of Falcon Heights
2077 West Larpentour Avenue
Falcon Heights, MN 55113

RE: 1998 SEAL COAT PROGRAM

Dear Council Members:

We have tabulated the bids opened Wednesday June 3, 1998 for the seal coat program. The area to be seal-coated is the streets to the northeast not included in the proposed 1999 street reconstruction program and the recently reconstructed alleys. There were a total of three bids. The following list provides the bidders' names and total bids.

Allied Blacktop Company	\$20,630.50
Asphalt Surface Technologies	\$21,420.00
Bituminous Roadways, Inc.	\$22,650.00

Allied Blacktop Company has previously successfully completed seal coating in the City of Falcon Heights. Therefore, we would recommend award to Allied Blacktop Company as the lowest responsible bidder in the amount of \$20,630.50.

Sincerely,

Howard R. Green Company

Terry J. Maurer

Terry J. Maurer, P.E.

TJM/st

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1326 Energy Park Drive • St. Paul, MN 55108 • 612/644-4389 fax 612/644-9446 toll free 888/368-4389

TOTAL P.02

CONSENT 5
Date: 6/10/98

ITEM: Approval for planning consultant expenditures

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

As a small staff, the city administrator relies on consultants to assist with specialized projects. Most of the land use planning research and analysis is done by the city administrator. However, there are times when a land use planner is used on a consulting basis for additional and needed expertise. Typically, the costs are incurred on an as-needed basis by hourly rate and are included in the city's annual budget. For example, the city used about \$3,000 of planning and legal consulting time on the conditional use permit request for the Metro Deaf School. An occasional difficult variance requires a planner for over a \$1,000 from time to time.

With the increased building activity in the city and the proposed soccer stadium with its potential impact on neighborhoods, traffic, parking and public safety, planning consultant costs will be higher this year in order to keep the city zoning code up to date and to do a careful analysis of the soccer stadium proposal. The staff is requesting the council to lift the \$3,000 cap on the planning consultant fees for the stadium. Although none of this has been expended to date because the planner has acted only as the facilitator (\$1,500 assigned to this), if the site proceeds as a high priority for the university, the city will want to have the potential suitability and impact from this use analysed. It is unlikely that the allocated \$1,000 in legal fees will be used on this because it is not a legal issue at this time. Increased building activity inevitably results in increased planning time, the city staff is having a planner review the definitions of parking space and garage space to make sure that our code is up to date. There are also some developer discussions that may required a planner from time to time.

The budget has \$4,500 for planning services. Typically, the cost is less than this during a regular year. However, in 1998 this amount may be exceeded.

ACTION REQUESTED:

Approve use of planning consultants on an as-needed basis to exceed the \$4,500 budget if needed and to release the \$3,000 tied to the soccer analysis.

10 July 1998

City of Falcon Heights
WORKSHOP
7:00 PM

Discussion on:

1. The Renewal of the Cable Franchise Agreement
2. An update on the Soccer Stadium Task Force
3. Discussion on the community sign on the eastern end of Larpentour
4. Schedule summer meetings
5. Other items