

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

**October 14, 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: September 23, 1998 (Tab #1)
- E. PUBLIC HEARING: None
- F. CONSENT AGENDA:
1. General disbursements through 10/8/98, \$54,701.86  
Payroll, 9/16/98 to 9/30/98, \$10,250.74
  2. Licenses (Tab #2)
  3. Approval of election judges for November 3, 1998 election (Tab #3)
  4. Resolution authorizing city clerk to apply for SCORE  
recycling grant funds (Tab #4)
  5. Authorization to purchase computer equipment (Tab #5)
  6. Award contract for the 1998 sidewalk replacement/repairs (Tab #6)
  7. Consideration of resolution 98-30 continuing participation  
in the Metropolitan Livable Communities Act (Tab #7)
  8. Authorization to proceed with the repair of the brick retaining  
walls and modification of the roof scrapper at City Hall (Tab #8)
- G. POLICY AGENDA:
1. Request to reconsider removing the stop signs on Arona Street  
at Idaho Street. (Tab #9)
  2. Update on the city's Y2K efforts. (Tab #10)
  3. Consideration of a Resolution 98-29 finding that the site for the  
U of M Women's Intercollegiate Soccer Stadium does not require  
further action on the citizen's petition to the Minnesota  
Environmental Quality Board (EQB). (Tab #11)
  4. Consider a resolution 98-28 accepting a feasibility report and  
ordering an improvement hearing on the Northeast Street Improvement  
Project. (Tab #12)
  5. Proposed meeting with community businesses on November 5, 1998. (Tab #13)
- ADJOURN MEETING TO LOBBY AND EXTERIOR OF BUILDING TO CONSIDER OPTIONS  
ON THE NEXT TWO ITEMS ON THE AGENDA (TENTATIVELY SCHEDULED FOR 8 OR  
8:15 P.M.**
6. Action related to locating a community marker at the Hamline Avenue  
and Larpenteur Avenue entrance to the city including an agreement  
with the Thatchers to acquire an easement and change order number 2 of  
sign package C-1 for sign construction and relocation costs of the  
Thatcher sign. (Tab #14)
  7. Consideration of proposed modifications in lighting and letter  
background on the community signs. (Tab #15)
- H. INFORMATION AND ANNOUNCEMENTS:
- I. ADJOURN

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**CITY OF FALCON HEIGHTS  
REGULAR CITY COUNCIL MEETING  
MINUTES OF SEPTEMBER 23, 1998**

**DRAFT**

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

**PRESENT**

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

**ABSENT**

Gibson Talbot.

**COMMUNITY FORUM**

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

**MINUTES OF SEPTEMBER 9, 1998**

Minutes were approved by unanimous consent.

**CONSENT AGENDA**

Councilmember Jacobs moved approval of the following consent agenda. The motion passed unanimously.

1. Disbursements
2. Licenses
3. Approval of step increase for City Hall Secretary

**POLICY AGENDA**

**UPDATE ON THE UNIVERSITY OF MINNESOTA WOMEN'S SOCCER STADIUM  
SITE**

Consulting Planner John Shardlow compared the land use planning criteria for the women's soccer stadium on Cleveland Avenue north of Gibbs Farm. Shardlow explained that this site was significantly more compatible for a stadium use over the previously proposed site south of Larpenteur Avenue because the new site is surrounded by seasonal, institutional and recreational use, has adjacent parking, is currently used for active recreation sports, and provides reasonable expansion potential for the future.

Ted Lau, representing Gibbs Farm, stated that his organization's primary concern with the new site is that Sunday afternoon games will conflict with museum events that require parking. The University has expressed a willingness to work with Gibbs when scheduling home games to avoid conflicts where possible.

Larry Greenberg, 2129 Larpenteur Avenue, explained that he and his wife operate the Rose Bed and Breakfast, located south of the proposed site. Dr. Greenberg expressed his concerns about the impact of lighting, noise and traffic associated that a stadium would have on the retreat facility they are developing. Mayor Gehrz replied that the city does not have a site plan from the University showing where the stadium will be built, so it's difficult to react specifically to these concerns. John Shardlow stated that there is substantial area

**DRAFT**

between the house and the likely location of the proposed stadium with room for buffering to be included in the initial landscaping plans.

**CONSIDERATION OF A TOLLING AGREEMENT EXTENDING THE UNIVERSITY OF MINNESOTA'S STATUTORY LIMITATION FOR FILING A CHALLENGE TO THE CITY'S DECISION TO REQUIRE AN EAW ON THE SOCCER STADIUM ON CLEVELAND AVENUE SOUTH OF LARPENTEUR AVENUE**

Attorney Knutson explained that the city has been designated as the Responsible Governmental Unit (RGU) for determining if an Environmental Assessment Worksheet (EAW) is necessary for the proposed soccer stadium on Cleveland Avenue south of Larpenteur. The city has already determined that an EAW is necessary for this project. However, since the University is seriously considering moving the soccer stadium to the site north of Gibbs Farm, the council is asked to approve a tolling agreement which would extend the deadline for the University of Minnesota to challenge the state's designation of the city as the RGU. The agreement does not release the University from doing an EAW; it only extends the deadline for appealing the council's decision that an EAW is necessary. The EAW will be required if the University does not remove the site south of Larpenteur from consideration for the stadium.

Councilmember Jacobs moved approval of the tolling agreement between the city and the University of Minnesota, extending the statutory limitation for filing a challenge to the city's decision to require an EAW on the soccer stadium on Cleveland Avenue south of Larpenteur Avenue. The motion passed unanimously.

**CONSIDERATION OF RESOLUTION 98-26, APPROVING A SALES AND PURCHASE AGREEMENT WITH THE ST. PAUL WATER UTILITY BOARD OF WATER COMMISSIONERS**

Administrator Hoyt explained approval of the proposed resolution is the final action associated with the January 1998 agreement between the city and the St. Paul Water Utility's Board of Commissioners to take over the responsibility for the maintenance, replacement, and additions to the city's water system. In return for the property transfer, the St. Paul Water Utility will maintain and replace the system at its expense, guarantee Falcon Heights' water user rates to be the same as St. Paul's user rates by 2003, and to provide participating suburban cities with a representative on the Board of Commissioners.

Councilmember Hustad moved approval of Resolution 98-26, approving a sales and purchase agreement with the St. Paul Water Utility Board of Commissioners. The motion passed unanimously.



**DRAFT**

**CONSIDERATION OF A REQUEST FOR STOP SIGNS AT ARONA STREET AT THE INTERSECTION OF IOWA AVENUE**

Administrator Hoyt explained that a request had been made to install a four-way stop sign at Arona Street and Iowa Avenue. This intersection currently had a two-way stop. The initiator of the request, Ms. Andrea Kernan Howell, 1472 W. Iowa Avenue, explained that the intersection is one block east of Curtiss Field and must be crossed in order for children to get to the park. Engineer Maurer recommended a four-way stop because of the location of the park and because of the potential for substantial by-pass traffic from Snelling and Hoyt through this intersection.

Councilmember Hustad suggested that if a four-way stop is installed at Arona and Iowa, it might make sense to turn the four-way stop at Arona and Idaho into a two-way stop to maintain traffic flow along Arona and to avoid increasing the number of cars that may roll through two city stop signs on Arona. Engineer Maurer said this would be a possible alternative to avoid these consequences. Councilmember Hustad suggested that the city try this alternative and revise it if necessary.

Councilmember Hustad moved to install a four-way stop at Arona and Iowa and to make the intersection of Arona and Idaho a two-way stop with stop signs for east-west traffic. The motion passed with three ayes (Gehrz, Hustad, Jacobs) and one nay (Kuettel).

**UPDATE ON THE CITY'S Y2K COMPLIANCE ACTIVITIES**

Administrator Hoyt updated the city council on the city's preparations for year 2000 computer issues noting that a citizen, Kris Grangaard, had offered her services to assist. Specific information and updates will be provided as it becomes available.

**APPROVAL OF PROCLAMATION DECLARING OCTOBER 5 - 11, 1998 AS "CITIES WEEK" IN THE CITY OF FALCON HEIGHTS**

Councilmember Hustad read and moved approval of the proposed proclamation declaring October 5 - 11, 1998 as "Cities Week" in Falcon Heights. The motion passed unanimously.

**ADJOURNMENT**

The meeting adjourned at 8:32 p.m.

\_\_\_\_\_  
Susan L. Gehrz, Mayor

\_\_\_\_\_  
Carla Asleson  
Recording Secretary

CONSENT 1  
Meeting Date: 10/14/98

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Roland Olson, City Accountant

EXPLANATION/SUMMARY:

- a. General disbursements through 10/8/98, \$54,701.86
- b. Payroll, 9/16/98 to 9/30/98, \$10,250.74

ACTION REQUESTED: Approval

9.

APPROVAL OF BILLS  
PERIOD ENDING: \_10-8-98

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	HOWARD GREEN COMPANYC.	NE STREETS 84034905	-----	420.41
	*** TOTAL	FOR DEPT 00		420.41
	GEHRZ, SUE	MN MAYORS CONF REIMBRSM	LEGISLAT	263.64
	LEAGUE OF MN CITIES	YEARLY DUES	LEGISLAT	3,391.00
	*** TOTAL	FOR DEPT 11		3,654.64
	AMERICAN OFFICE PRODUCTS	PAPER, CLASP ENVELOPES	ADMINIST	67.40
36694	BANK CARD CENTER-FBS	STAMPS	ADMINIST	162.44
36694	BANK CARD CENTER-FBS	STAMPS	ADMINIST	322.77
36694	BANK CARD CENTER-FBS	BACK UP TAPES FOR NETWRK	ADMINIST	187.36
36693	BANK CARD CENTER	BUDGET WORKSHOP REFRESHM	ADMINIST	18.55
	INSTY-PRINTS PLUS	BUSINESS CARDS	ADMINIST	53.25
	IVERSON, TERRY	MILEAGE REIMBURSEMENT	ADMINIST	7.48
	LEAGUE OF MN CITIES	LMC 98 POLICY ADOPT CONF	ADMINIST	50.00
	MIDWEST DELIVERY SERVICE	DELIVERY TO U OF M PRES	ADMINIST	6.00
	MINNEAPOLIS PAPER COMPANY	LASER/COPY PAPER	ADMINIST	287.02
	MN CITY/COUNTY MANAGEMENT	ANNUAL DUES	ADMINIST	70.00
36696	MN DEPARTMENT OF REVENUE	9/30 ST WITHHOLDINGS	ADMINIST	665.21
	NCPERS GROUP LIFE INS	9/98 PHILLIPS	ADMINIST	12.00
	NCPERS GROUP LIFE INS	10/98 PHILLIPS	ADMINIST	12.00
36697	PERA	9/30 PERA WITHHOLDINGS	ADMINIST	1,374.61
	TAFF, SUSAN HOYT	OFFICE SUPPLIES	ADMINIST	13.92
	TAFF, SUSAN HOYT	OCT AUTO ALLOWANCE	ADMINIST	250.00
	TAFF, SUSAN HOYT	MEETING EXP REIMB	ADMINIST	23.67
	FOREST HEATING INC	REFUND LICENSE FEE	ADMINIST	30.00
	*** TOTAL	FOR DEPT 12		3,613.68
	AMERICAN OFFICE PRODUCTS	BUDGET FOLERS/3" FOLDERS	FINANCE	71.22
	*** TOTAL	FOR DEPT 13		71.22
	PHILLIPS, PATRICIA	ELECTION JUDGES SUPPLIES	ELECTION	4.15
	RAMSEY COUNTY	POSTAL VEIFICATION CARDS	ELECTION	13.44
	*** TOTAL	FOR DEPT 15		17.59
36695	PAKOY, GENE	3RD QTR MECHANICAL INSP	PLANNING	992.82
	*** TOTAL	FOR DEPT 17		992.82
	NSP	ELECT TO 9-18	EMERGENC	6.28
	*** TOTAL	FOR DEPT 21		6.28
	HUGHES & COSTELLO	9/98 PROSECUTIONS	PROSECUT	2,150.00
	HUGHES & COSTELLO	10/98 PROSECUTIONS	PROSECUT	2,324.00
	*** TOTAL	FOR DEPT 23		4,474.00
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING	FIRE FIG	38.99
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING	FIRE FIG	38.99
	COLONIAL INSURANCE	9/98 BAUMAN	FIRE FIG	29.65
	FIRE EQUIPMENT SPECIALTIE	EDUCTOR REBUILD	FIRE FIG	362.35
	FIRE EQUIPMENT SPECIALTIE	LADIES BOOTS 2 PAIR	FIRE FIG	193.95
	JANKE, KATHLEEN	10/98 CLEANING FIRE HALL	FIRE FIG	80.00
	NCPERS GROUP LIFE INS	9/98 BAUMAN	FIRE FIG	12.00

APPROVAL OF BILLS  
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CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	NCPERS GROUP LIFE INS	10/98 BAUMAN	FIRE FIG	12.00
	SUBURBAN HARDWARE	WET DRY VAC	FIRE FIG	122.76
	SPEEDWAY SUPERAMERICA LLC	FUEL FIRE TRKS	FIRE FIG	46.25
	AIRTOUCH CELLULAR	8/98 AND 9/98 LADDER TRK	FIRE FIG	16.38
	USWEST COMMUNICATIONS	TELE CHRGS	FIRE FIG	176.14
	*** TOTAL	FOR DEPT 24		1,129.46
	BOISE MARKETING SERVICES	RESCUE HELMET LABELS	FIRE PRE	70.00
	COLONIAL INSURANCE	9/98 IVERSON	FIRE PRE	36.45
	IVERSON, TERRY	MILEAGE REIMBURSEMENT	FIRE PRE	36.73
	NCPERS GROUP LIFE INS	9/98 IVERSON	FIRE PRE	12.00
	NCPERS GROUP LIFE INS	10/98 IVERSON	FIRE PRE	12.00
	NATIONAL FIRE PROTECTION	98 SPARKY BANNER	FIRE PRE	28.25
	*** TOTAL	FOR DEPT 25		195.43
	AT&T WIRELESS SERVICES	PAGER PUBLIC WORKS	CITY HAL	42.16
	BROWNING-FERRIS IND.	10/98 WASTE	CITY HAL	209.71
	BOARD OF WATER COMMISSNRS	SS	CITY HAL	30.98
	BOARD OF WATER COMMISSNRS	H2O	CITY HAL	52.73
	BUMPER TO BUMPER	OIL/ FUSES	CITY HAL	51.90
	CARLSON EQUIPMENT COMP.	LOAD BINDER STRAP	CITY HAL	31.90
	HERMES FLORAL COMPANY	MUMS FOR CITY HALL	CITY HAL	32.98
	GRAINGER, W. W., INC.	HAND SOAP	CITY HAL	40.68
	GRAINGER, W. W., INC.	DISPENSER/HAND SOAP	CITY HAL	95.96
	GRAINGER, W. W., INC.	TOWELS/BATHROOM TISSUE	CITY HAL	130.00
	MCI	9/98 LONG DISTANCE	CITY HAL	31.17
	M-75 BUILDING MAINTENANCE	9/98 CLEANING SVCS	CITY HAL	206.88
	NSP	GAS TO 9-30	CITY HAL	25.10
	NSP	ELECT TO 9-30	CITY HAL	769.30
	OXYGEN SERVICE COMPANY	TANK RENTAL	CITY HAL	9.00
	TAFF, SUSAN HOYT	REIMB LONG DISTANCE TELE	CITY HAL	32.39
	USWEST COMMUNICATIONS	TELE CHRGS	CITY HAL	628.15
	*** TOTAL	FOR DEPT 31		2,420.99
	GOPHER SIGN COMPANY	STREET SIGNS	STREETS	500.23
	GOPHER SIGN COMPANY	4 STOP SIGNS	STREETS	368.62
	GOPHER STATE ONE-CALL	2 LOCATES	STREETS	3.50
	RENT ALL MINNESOTA INC	RENT TRAILER	STREETS	41.04
	SPEEDWAY SUPERAMERICA LLC	FUEL FOR TRUCKS	STREETS	105.00
	UNITED RENTALS	TIE DOWN W/RACHET	STREETS	31.90
	D-ROCK CENTER & SMALL ENG	BLACK DIRT BLVD TREES	STREETS	9.59
	D-ROCK CENTER & SMALL ENG	BALCK DIRT FOR BLVD TREE	STREETS	19.17
	*** TOTAL	FOR DEPT 32		1,079.05
	HOWARD GREEN COMPANYC.	GENERAL SVCS 330000M	ENGINEER	105.00
	HOWARD GREEN COMPANYC.	98 SIDEWALK 804720J	ENGINEER	549.85
	HOWARD GREEN COMPANYC.	U OF M SOCCER 804790J	ENGINEER	1,522.80
	HOWARD GREEN COMPANYC.	98 SEAL COATING803830J	ENGINEER	145.00
	*** TOTAL	FOR DEPT 33		2,322.65
	BAILEY NURSERIES INC	10 TREES PLANTED	TREE PRO	1,037.49
	GREEN VALLEY NURSERY	3 MAPLE TREES/FERTILOME	TREE PRO	371.22
	MARGOLIS BROTHERS	3 SUGAR MAPLES	TREE PRO	654.97

APPROVAL OF BILLS  
 PERIOD ENDING: \_10-8-98

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
*** TOTAL FOR DEPT 34				2,063.68
	BOARD OF WATER COMMISSNRS	SS.	PARK & R	23.32
	BOARD OF WATER COMMISSNRS	H2O	PARK & R	16.82
	CERTIFIED LABORATORIES	BUG KILLER FOR PARKS	PARK & R	160.09
	CUSHMAN MOTOR CO., INC.	CUSHMAN PARTS/LABOR REPR	PARK & R	90.20
	GARCEAU HDWR & PWR EQUIP	MOWER BELT	PARK & R	8.22
	GARCEAU HDWR & PWR EQUIP	WHEEL FOR 955 MOWER DECK	PARK & R	39.54
	NSP	ELECT TO 10-6	PARK & R	43.41
	NSP	ELECT TO 9-30	PARK & R	21.84
	NSP	ELECT TO 9/18	PARK & R	22.71
	NSP	ELECT TO 8/31	PARK & R	392.73
	ON SITE SANITATION	9/98 PORTABLE TOILETRENT	PARK & R	68.65
	SPEEDWAY SUPERAMERICA LLC	FUEL FOR MOWERS	PARK & R	20.08
	USWEST COMMUNICATIONS	TELE CHRGS	PARK & R	134.75
	USWEST COMMUNICATIONS	TELE CHRGS	PARK & R	59.80
*** TOTAL FOR DEPT 41				1,102.16
	DIANE MEYER	REIMB"MESSY ART"SUPPLIES	PARK PRO	58.20
	NORTH STAR TURF, INC.	WHITE MARKING PT SOCCER	PARK PRO	62.84
*** TOTAL FOR DEPT 50				121.04
	NSP	ELECT TO 10-1	STREET L	2,032.54
	NSP	ELECT TO 10-1	STREET L	67.22
	NSP	ELECT TO 9-30	STREET L	18.16
	NSP	ELECT TO 9-30	STREET L	91.78
	NSP	ELECT TO 10-1	STREET L	14.26
	NSP	ELECT TO 9-30	STREET L	36.43
	NSP	ELECT TO 9-30	STREET L	115.39
*** TOTAL FOR DEPT 54				2,375.78
	E-Z RECYCLING, INC.	9/98 RECYCLING	SOLID WA	2,559.40
*** TOTAL FOR DEPT 56				2,559.40
36693	BANK CARD CENTER	NEC 2ND ADAPTER	GENERAL	106.49
	CIERNIA, JASON	ADDTL MEMBORY-CALBE COMP	GENERAL	42.58
*** TOTAL FOR DEPT 63				149.07
	BUMPER TO BUMPER	MUFFLER AND CLAMP	SANITARY	30.46
	METROPOLITAN COUNCIL	10/98 S.S. CHRGS	SANITARY	21,108.00
	NSP	ELECT TO 10-6	SANITARY	7.90
	NSP	ELECT TO 10-1	SANITARY	112.57
	NSP	ELECT TO 9-30	SANITARY	6.43
*** TOTAL FOR DEPT 75				21,265.36
	SHARPS AWAY	REPLACE BOHAZARD PAIL	RESCUE S	25.60
	EMERGENCY APPARATUS MAINT	NEW ALTERNATOR 754	RESCUE S	1,200.50
	GROUP HEALTH PLAN INC	ADDTL 1998 MED DIRECTFEE	RESCUE S	55.50
36698	HCMC-EMS EDUCATION	K. ANDERSON EMT RERESHER	RESCUE S	175.00
	OXYGEN SERVICE COMPANY	OXYGEN	RESCUE S	236.51
	OXYGEN SERVICE COMPANY	OYXGEN	RESCUE S	28.77
	OXYGEN SERVICE COMPANY	OXYGEN	RESCUE S	54.00
	SPEEDWAY SUPERAMERICA LLC	FUEL 756	RESCUE S	15.70

APPROVAL OF BILLS  
 PERIOD ENDING: \_10-8-98

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	AIRTOUCH CELLULAR	8/98 AND 9/98 AMBULANCE	RESCUE S	29.79
	*** TOTAL	FOR DEPT 76		1,821.37
	KRIEGLER, CAROL	MILEAGE REIMB C.KRIEGLER	LARPENTE	39.00
	HOWARD GREEN COMPANYC.	LARP&ST FAIR SIGN330025M	LARPENTE	1,579.65
	*** TOTAL	FOR DEPT 82		1,618.65
	BERNARDY, CONNIE LANNERS	OCT 1-15 PROF SVCS	MCAD	1,227.13
	*** TOTAL	FOR DEPT 84		1,227.13
	*** TOTAL	FOR BANK 01		54,701.86
	*** GRAND TOTAL ***			54,701.86



PERIOD END DATE 09/30/98  
SYSTEM DATE 09/30/98

\*\*\*\*FILE UPDATED\*\*\*\*

PAGE 1

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	9 30 98	6 SUSAN GEHRZ	28889	285.81
COM	9 30 98	8 SAM JACOBS	28890	277.05
COM	9 30 98	10 JAN GIBSON TALBOT	28891	200.00
COM	9 30 98	11 JOHN HUSTAD	28892	277.05
COM	9 30 98	12 LAURA A. KUETTEL	28893	277.05
COM	9 30 98	30 NICHOLAS BAUMANN	28894	283.03
COM	9 30 98	35 LEO LINDIG	28895	63.66
COM	9 30 98	40 KEVIN ANDERSON	28896	116.75
COM	9 30 98	42 MICHAEL D. CLARKIN	28897	124.67
COM	9 30 98	47 NATHANIEL HEROLD	28898	55.41
COM	9 30 98	60 TERRY D. IVERSON	28899	29.56
COM	9 30 98	63 RACHELLE L. MARVIN	28900	59.31
COM	9 30 98	70 JUSTIN T. NOVAK	28901	46.17
COM	9 30 98	74 MARK J. ALLEN	28902	46.17
COM	9 30 98	75 JOSEPH P. KRAJEWSKI	28903	36.17
COM	9 30 98	1002 SUSAN HOYT TAFF	28904	1386.23
COM	9 30 98	1003 TERRY IVERSON	28905	1028.74
COM	9 30 98	1005 CAROL KRIEGLER	28906	647.10
COM	9 30 98	1007 PATRICIA PHILLIPS	28907	833.00
COM	9 30 98	1010 CARLA ASLESON	28908	1025.65
COM	9 30 98	1013 WILLIAM MAERTZ	28909	1049.97
COM	9 30 98	1026 JASON CIERNIA	28910	29.09
COM	9 30 98	1032 TWAROSKI, ANITA	28911	166.23
COM	9 30 98	1033 DAVE TRETSEVEN	28912	790.42
COM	9 30 98	1083 JAMES W. SNOWDEN	28913	64.64
COM	9 30 98	1136 ROLAND O. OLSON	28914	859.76
COM	9 30 98	1147 GEORGE BURNS	28915	166.53
COM	9 30 98	1151 MARK J GULULE	28916	25.52

COMPUTER CHECKS	10250.74
MANUAL CHECKS	.00
NOTICES OF DEPOSIT	.00

\*\*\*\*TOTALS\*\*\*\* 10250.74

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Pat Phillips, Licensing Coordinator

REVIEWED BY: Carla Asleson, AA/Planner

EXPLANATION/SUMMARY:

GENERAL CONTRACTOR

Bissonett Construction Services, Inc. #3713

DeMars Signs, Inc. #3714

G & N Construction #3715

Universal Signs #3717

DRAIN OR SEWER CONNECTION CLEANERS

Roto Rooter Services Company #3716

ACTION REQUESTED: Approval

ITEM: Approval of election judges for November 3, 1998 election

SUBMITTED BY: Carla Asleson, Administrative Assistant/Planner

EXPLANATION/DESCRIPTION:

State law requires that the city council formally approve the appointment of election judges.

Some judges work a full day and others work a 1/2 day shift. Political party balance among the judges is observed at all times during election day.

Precinct One

Jane Dehlin  
Pearle Gilbertson  
Steve Graham  
Mary Hill  
Bernice Lindemann  
Delaine Meyer  
Barbara O'Leary  
Pat Price  
Donna Reynolds  
Tai Shigaki  
Susan Smith  
Stanley Strommer

Precinct Two

Kathy Baldwin  
Margaret Barrett  
Gladys Brown  
Kathy Ciernia  
Susan Collins  
Avelyn Hooker  
Sally Jernberg  
Catherine Mackiwicz  
Florence Richards  
Hazel Strommer  
Betty Sundheim  
Betty Wilcox

ACTION REQUESTED: Approve hiring of election judges.

CONSENT 4  
Meeting Date: 10/14/98

ITEM DESCRIPTION: Resolution authorizing city clerk to apply for SCORE recycling grant funds

SUBMITTED BY: Carla Asleson, Administrative Assistant/Planner

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

Each municipality in Ramsey County is eligible to receive SCORE grant funds to fund recycling activities in their city. Grant funds are distributed based upon population. In 1999, Falcon Heights is eligible to receive up to \$10,837 in funding.

ACTION REQUESTED: Approve Resolution 98-27, authorizing the city clerk to apply for SCORE recycling grant funds from Ramsey County.

CITY OF FALCON HEIGHTS

COUNCIL RESOLUTION

Date: October 14, 1998

A RESOLUTION AUTHORIZING APPLICATION FOR  
SCORE RECYCLING GRANT FUNDS FOR 1998

WHEREAS, the City of Falcon Heights is eligible to apply for Ramsey County SCORE grant recycling funds in 1999; and

WHEREAS, such funds would assist in continuing and improving the city's recycling program for 1999;

NOW, THEREFORE, BE IT RESOLVED by the city council of the City of Falcon Heights, Minnesota, that the city clerk be authorized to apply for SCORE grant funds in the amount of \$10,837.00 for the year 1999.

Moved by: \_\_\_\_\_

Approved by: \_\_\_\_\_

GEHRZ \_\_\_\_\_ In Favor  
GIBSON TALBOT \_\_\_\_\_  
HUSTAD \_\_\_\_\_ Against  
JACOBS \_\_\_\_\_  
KUETTEL \_\_\_\_\_

Mayor  
October 14, 1998  
Date

Attested by: \_\_\_\_\_

City Clerk  
October 14, 1998  
Date

ITEM: Authorization to purchase computer equipment

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 expenditures up to \$2,700 for computer equipment and installation to allow the city to have access to the e-mail from outside the office and to have a web page. These were not included in the original project cost of \$14,455.00.

Background. The city hall's computer network and e-mail system are now functioning. The council is asked to consider three purchases for the system.

1. Remote access (cost: \$1,129)  
This would allow city staff to access the city's computer network and e-mail from computers outside of city hall.
2. City web page (cost: \$362)  
A memory upgrade to the server and special software will be required to have the capability to produce a simple city web page (this does not include the cost to have the web page produced and updated.)
3. Installation time (estimated cost: \$1000 to \$1200)  
This will cover 10 to 12 hours for a computer engineer to install the above items and to perform system upgrades to existing software.

ACTION REQUESTED: Approve expenditure of up to \$2700 for computer network upgrades out of general capital funds.



ITEM DESCRIPTION: Consideration of a resolution 98-30 continuing participation in the Metropolitan Livable Communities Act

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/SUMMARY:

Summary and action requested: The city has annually participated in the Metropolitan Livable Communities Act to demonstrate its support for affordable housing opportunities throughout the metropolitan area. The city itself has a number of affordable housing units. The city council is being asked to adopt a resolution continuing this participation in 1999.

Meets overall goal. To promote a community that is a good place to live, work and visit.

Background.

- The city is fully developed and has a significant number of affordable housing units, particularly in the rental housing market. The combination of these factors means that the city is not in a position to add affordable housing.
- The city does not participate in the tax base contribution program, Affordable and Life-cycle Housing Opportunities (ALOHA) program, which reserves a limited amount of property tax revenue for the city to promote life cycle affordable housing opportunities.
- In the past, the city has participated in this program to demonstrate support for the concept.

ATTACHMENT:

- 1: Resolution 98-30

ACTION REQUESTED:

Adopt Resolution 98-30 continuing the city's participation in the Metropolitan Livable Communities Act.

CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION

Date: October 14, 1998

ELECTING TO CONTINUE PARTICIPATING IN THE LOCAL  
HOUSING INCENTIVES ACCOUNT PROGRAM UNDER THE  
METROPOLITAN LIVABLE COMMUNITIES ACT

WHEREAS, the Metropolitan Livable Communities Act (Minnesota Statutes 473.25 to 473.254) establishes a Metropolitan Livable Communities Fund which is intended to address housing and other development issues facing the metropolitan area defined by Minnesota Statutes section 473.121; and

WHEREAS, the Metropolitan Livable Communities Fund, comprising the Tax Base Revitalization Account, the Livable Communities Demonstration Account and the Local Housing Incentive Account, is intended to provide certain funding and other assistance to metropolitan area municipalities; and

WHEREAS, a metropolitan area municipality is not eligible to receive grants or loans under the Metropolitan Livable Communities Fund or eligible to receive certain polluted sites cleanup funding from the Minnesota Department of Trade and Economic Development unless the municipality is participating in the Local Housing Incentives Account Program under the Minnesota Statutes section 473.254; and

WHEREAS, the Metropolitan Livable Communities Act requires the Metropolitan Council to negotiate with each municipality to establish affordable and life-cycle housing goals for that municipality that are consistent with and promote the policies of the Metropolitan Council as provided in the adopted Metropolitan Development Guide; and

WHEREAS, each municipality must identify to the Metropolitan Council the actions the municipality plans to take to meet the established housing goals through preparation of the Housing Action Plan; and

WHEREAS, the Metropolitan Council adopted, by resolution after a public hearing, negotiated affordable and life-cycle housing goals for each participating municipality; and

WHEREAS, a metropolitan area municipality which elects to participate in the Local Housing Incentives Account Program must do so by November 15 of each year;

NOW THEREFORE, BE IT RESOLVED THAT the City of Falcon Heights hereby elects to participate in the Local Housing Incentives Program under the Metropolitan Livable Communities Act during the calendar year 1997.

Moved by: \_\_\_\_\_

GEHRZ \_\_\_\_\_ In Favor  
GIBSON TALBOT \_\_\_\_\_  
HUSTAD \_\_\_\_\_ Against  
JACOBS \_\_\_\_\_  
KUETTEL \_\_\_\_\_

Approved by: \_\_\_\_\_

Mayor  
October 14, 1998  
Date

Attested by: \_\_\_\_\_

City Clerk  
October 14, 1998  
Date

CONSENT  
Date:10/12/98  
Item: 9

ITEM: Authorization to proceed with the repair of the brick retaining walls and modification of the roof scupper at City Hall.

SUBMITTED BY: Carol Kriegler, Director of Parks, Recreation and Facilities  
Bill Maertz, Parks & Public Works Superintendent

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION / DESCRIPTION:

Summary and action requested. The city council is being asked to authorized the repair of the brick retaining wall and modification of the roof scupper at City Hall at a cost of approximately \$1,500.

The brick retaining wall at city hall located just outside the front entrance is in a deteriorating condition with brick work that has broken away from the foundation. The walls are unsightly and will continue to worsen if not repaired.

While the roof at city hall is no longer leaking, the "fix" is considered only temporary. An inspection of the roof early this spring resulted in the determination that the underlying problem is related to the design of the roof's scupper and the subsequent inability to adequately install flashing in this area. The temporary "fix" will eventually subside with multiple periods of freeze / thaw. A permanent repair / modification requires a mason to make a simple modification to the scupper in this area. City staff will then follow up by having the roofer return to sufficiently flash the roof in this area. While it is anticipated that the temporary "fix" will last for a year or two, it is suggested that this work be conducted in conjunction with the repair of the brick retaining wall.

Two quotations were obtained for the proposed repair / modification. Holmlund Masonry submitted the lowest proposal with a cost of about \$1,500.

ACTION REQUESTED:

Authorization to proceed with the repair of the brick retaining walls and modification of the roof at City Hall at a cost of about \$1,500.

ITEM: Request to reconsider removing the stop signs on Arona Street at Idaho Street

SUBMITTED BY: Sue Gehrz, Mayor

EXPLANATION/DESCRIPTION:

Summary and action requested. Mayor Gehrz is requesting that the city council move to reconsider the decision to remove the stop signs on Idaho Street. This decision was made in conjunction with the decision to install stop signs at Arona Street on Iowa at the September 23, 1998 city council meeting. In order to reconsider a council action, a member of the council voting with the majority must move to reconsider.

Meets goal # 1. To protect the public health and safety.

Background.

- A citizen on Iowa Street, Ms. Andrea Kernan Howell, requested that the city consider putting a four way stop in at Arona and Iowa where there is currently a two way stop. She made the request based upon the fact that the major entrance to Curtiss Field park was west of Iowa Avenue and, therefore, the Arona and Iowa intersection generated a lot of pedestrian traffic. (The citizen did not comment on the stop signs at Idaho Avenue.)
- The city administrator refers all formal and informal requests for traffic and parking designations or modifications to the city engineer for his review in order to assure that traffic and parking regulations are made based upon an overall commitment to efficient public transportation systems within the broader transportation network and to public safety.
- After receiving the request for the stop signs on Arona at Iowa, the city administrator followed the routine procedure of asking the city engineer to evaluate the desirability of a four way stop at the intersection of Arona and Iowa. The city engineer noted that with the major entrance to the park and the traffic using Arona to by-pass Snelling Avenue and the consistency of stop signs in this neighborhood this new stop sign location on Arona made sense. The engineer focussed his report exclusively on the request for locating a new sign on Arona at Iowa.
- At the city council meeting, councilmembers discussed the desirability of a stop sign at Iowa Avenue. The council also discussed the desirability of maintaining traffic flow along Arona Street and the possibility that two four

way stops within a block might reduce compliance with the stop signs. The city engineer commented that two four way stops in a row can create these issues.

- The council determined that it would try moving the four way stop to Iowa away from Idaho Street, and, if necessary, reconsider this decision later.
- Residents along Idaho Avenue read about the proposed stop sign change in the Focus News and are requesting that the council reconsider the decision to remove the stop signs on Idaho because residents along the north end of this neighborhood rely on the Idaho entrance for their access to Curtiss Field rather than relying on the Iowa entrance.
- A resident along Iowa Avenue read about the proposed change and called to comment that he was not happy with the idea of a four way stop at Iowa and Arona because it would create more stop and go noise by his home and more pollution from idling cars.
- As of this writing, there has been no change in the stop signs on Arona at either Idaho or Iowa Avenues because the necessary signs to make this change are still on order from the sign supplier.

#### ATTACHMENTS:

- 1 Engineer's report from 9/23/1998
- 2 Letter from Mitchell and Therese Rothman, 1485 Idaho Avenue
- 3 Letter from Mary and Shawn Kruse, 1505 Idaho Avenue

#### ACTION REQUESTED:

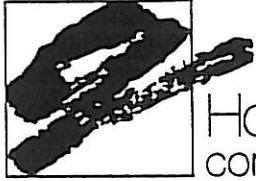
Motion to reconsider the council action to remove the stop signs on Arona at Idaho.

If the motion is approved, re-open the discussion and reconsider the prior action. including the following areas (not necessarily in this order)

Summary of decision from 9/25/98 meeting (city engineer)

Comments from citizens

Discussion of the ways to approach evaluating traffic and parking designations.



Howard R. Green Company  
CONSULTING ENGINEERS



CONSULTING ENGINEERS

Formerly MSA  
Consulting Engineers

September 2, 1998  
File: 330000M-0325

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

RE: ARONA/IOWA INTERSECTION  
ALL-WAY STOP SIGN REQUEST

Dear Ms. Hoyt:

As directed, I have reviewed the request from the neighborhood for an all-way stop condition at the intersection of Arona and Iowa. Currently, Iowa Avenue is stopped and Arona Avenue is not. Between Hoyt and Larpenteur, Arona is only stopped at Idaho Avenue, where a four-way stop condition exists. As the cover letter from Andrea Kernan Howell points out, the intersection of Iowa and Arona is a major pedestrian crossing for children wanting to use Curtiss Field. Ms. Kernan Howell also points out that Arona is used by many motorists as a by-pass for the Snelling and Larpenteur intersection. By turning on Hoyt and travelling north on Arona, they can reach Larpenteur while missing the major intersection of Snelling and Larpenteur.

I believe that, given the potential for the high pedestrian traffic count at this intersection, for persons wanting to use Curtiss Field, and the likelihood that there is a substantial amount of by-pass traffic using Arona Avenue, this would be an appropriate location for a four-way stop situation.

If you have any questions regarding this recommendation or would like any more information regarding four-way stop signs, please call.

Sincerely,

Howard R. Green Company

Terry J. Maurer, P.E.

TJM/st



MITCHELL AND THERESE ROTHMAN  
1485 Idaho Avenue West  
Falcon Heights, MN 55108-2117  
(651) 647-0603

October 4, 1998

Council Member Laura Kuettel  
City of Falcon Heights  
2077 W. Larpenteur Ave.  
Falcon Heights, MN 55113-5594

Dear Council Member Kuettel:

We were shocked to read in the October 1 edition of the Focus News that the City Council has voted to move the stop sign on Arona Street at Idaho Avenue one block south to Arona and Iowa. We are concerned for two reasons:

1. The four-way stop sign at Idaho and Arona allows the children who live on Idaho to cross Arona in maximum safety when they walk to Curtiss Field and its playground. Moving the stop sign to Iowa puts those children at risk. The Council apparently has decided that the safety of children who live on Idaho Avenue isn't as important as the safety of children on Iowa or the convenience of the motorists who use Arona Street to drive through the neighborhood. Such a decision is unacceptable.

2. The process used to reach this decision was badly flawed. The City did not inform Idaho Avenue residents in advance or seek their input. The City made no attempt to count the young children who live on the blocks in question and use the playground and Curtiss Field. The idea of moving the stop sign came up during the Council's discussion of whether to erect a second sign at Iowa and was adopted with little consideration of how the decision might affect all concerned. Is this how a city that boasts about "keeping connected" really works?

Perhaps the Council assumed that most children who walk or bicycle to the playground use Iowa Avenue. We are not aware of any data to support such an assumption. Please remember that (1) many children use the baseball diamond at the north (i.e., Idaho Avenue) end of Curtiss Field, and (2) kids who live on Idaho will have to walk one block in busy Arona Street to get to Iowa and the relative safety of a four-way stop sign once the sign is moved.

The Focus News article suggested that the Council rejected the possibility of having four-way stop signs at both Idaho and Iowa because that arrangement would slow motorized traffic on Arona too much. There are now six stop signs on Arona Street between Como Avenue and Larpenteur. Would a seventh make that much of a difference to through traffic? Surely, another stop sign would not affect drivers who live on Idaho or Iowa a great deal.

Council Member Kuettel  
October 4, 1998

Page 2 of 2

Our quarrel is not with Ms. Howell, the Iowa Avenue resident who asked the City to put a four-way sign at Arona and Iowa. She is a neighbor and friend; her children have been guests at our home. Surely, there is a solution to this problem that does not make one street's gain another street's loss.

On behalf of our children and all of the children in the Northome neighborhood, we ask you and the City Council to reconsider its decision. Thank you very much for your consideration.

Sincerely,



Mitchell L. Rothman  
Therese Rothman

Day 3

**Shawn R. and Mary M. Kruse**  
1505 Idaho Avenue West  
Falcon Heights, MN 55108

October 5, 1998

Mayor Sue Gehrz and  
Falcon Heights City Council  
City Hall  
2077 West Larpenteur Avenue  
Falcon Heights, MN 55113-5594

Dear Mayor Gehrz and City Council Members:

We are Falcon Heights residents, living at 1505 Idaho Avenue. We are writing because we are very concerned and disappointed about the city's plan to remove the stop sign at the intersection of Arona and Idaho which is just one house away from ours, at the end of our block. We just learned of this plan on Saturday, October 3, 1998 from the article in the October 1 issue of the Focus newspaper. If there was a public hearing on the issue, we were not notified of it. We ask and encourage you to please reconsider your decision.

Like Andrea Howell, whose petition to have a stop sign on Iowa and Arona prompted your decision to remove the one on Idaho and Arona, we have small children (a five-year old, a two-year old, and one on the way) who also frequently play at Curtiss Field. Our children, however, enter the park at the entrance on Idaho. (The entrance on Iowa Avenue is not the only entrance. There is also one on Idaho Avenue which is used frequently by neighborhood children, as it is closer to the ball field and hockey/ice skating rinks.) Removing the stop sign from the intersection of Idaho and Arona will make the intersection significantly more dangerous for my children and all the others in the neighborhood.

Moreover, if you remove the stop sign from the intersection of Idaho and Arona automobile traffic traveling from north to south on Arona will travel three blocks (from Larpenteur to Iowa) without encountering a single traffic control device. This will allow cars to attain significantly higher speeds than is now possible with the stop sign appropriately in place at Idaho and Arona. We think that it is in the best interest of all Falcon Heights residents, with or without children, especially those living in our Northome Addition, to deter traffic on Arona from attaining high speeds. Snelling Avenue, just one block to the west, and Hamline Avenue, just three blocks to the east, are avenues for faster travel for vehicles heading north or south. There is no need to encourage faster travel on Arona Avenue, which is what will happen if the stop sign is removed.

We have spoken with other residents who are also displeased with your decision to remove the stop sign, and we would be glad to provide you with their names and addresses if that would assist you in your consideration of this very important issue.

Additionally, the Focus article mentioned that an "engineered traffic study" was performed. Please send us a copy of the specifics of that study and its findings. Please also send us a copy of the minutes from the council meeting wherein this issue was discussed and the decision made.

Before closing this letter we also want to say that we have lived in Falcon Heights for over five years and our experience here has been extremely positive. We love living here and have been very happy with the services and treatment we receive as citizens. (For example, we have been very happy with the programs for our children, such as "Time In" and T-Ball at Curtiss Field.) We know that you as mayor and city council members work hard to make Falcon Heights such a wonderful place to live and we appreciate your work. We do believe, however, that it would be a serious mistake to remove the stop sign at Idaho and Arona.

We thank you very much for your attention to this matter and we will be waiting for a response from you.

Sincerely,



Mary M. Kruse



Shawn R. Kruse

ITEM: Update on the city's Y2K efforts

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. With the approach of January 1, 2000, there has been a lot of information about Year 2000 compliance in computer equipment because computer programs designed in earlier decades did not include a four digit date, but only a two digit date. Therefore, the programs may read 2000 as 1900. A Falcon Heights resident, Kris Grangaard, is following this issue and volunteered to work with the city on reviewing Y2K compliance issues as well as preparedness for any potential failures in the system. Kris will be at the council meeting to discuss this with the council.

Meets goals # 1. To protect the public health and safety.

Background.

Both the League of Minnesota Cities (LMC) and the International City and County Managers' Association (ICMA) are aggressively promoting Y2K compliance efforts by cities. The LMC has a handbook that lists systems that cities' should check to make sure that their systems will work at the turn of the millenium.

Since Falcon Heights' contracts or uses larger governmental units to provide most of its services, compliance by these outside entities is critical to the city's public health and safety. As of this writing, the city knows that the following systems are being brought into compliance.

Sanitary sewer. The Metropolitan Council Environmental Services is spending over \$11 million dollars to get the sewer system into compliance. This project began a couple of years ago and will be complete prior to 2,000.

Gas and electric (NSP). The city's gas and electric providers (NSP) responded to a voicemail left on its "Y2K" line and sent a letter acknowledging compliance with many systems by the end of 1998 with other lower priority systems becoming compliant in 1999.

Falcon Heights Basic Life Service. The city administrator is working with the fire department to determine any emergency medical equipment that might be time sensitive. The city was already considering purchasing the new light-weight defibrillators, which have dropped in price dramatically

over the past years. This purchase, out of the self supporting rescue fund, makes even more sense given the Y2K issue.

Falcon Heights computers, telephone system and network. The city's computers were all purchased within the past three years, and therefore, we do not anticipate Y2K compliance issues. However, Administrative Assistant Carla Asleson is getting documentation from the vendors for Y2K compliance on the 1998 phone system and 1998 network system.

ATTACHMENTS:

- 1 Y2K frequently asked questions (ICMA)
- 2 Y2K hot buttons for cities (ICMA)
- 3 Letter to Kris Grangaard from city administrator identifying service providers
- 4 Letter from NSP to city administrator

ACTION REQUESTED:

Introduction of Kris Grangaard

No action required.





## FREQUENTLY ASKED QUESTIONS

### *How did this mess occur?*

Successful programmers used computer shortcuts that conserve computer space. One of the shortcuts was the use of the last two digits of the year, e.g. "98" was used instead of "1998". This practice became pervasive (look at your checkbook, odds are it has a pre-printed "19" for the century) and was mistakenly even built into the "AT" class computer chip designed and first used in the early 1980s. Thus, computers, computer code (programs), and data contain this shortcut. The result is computers cannot reliably determine that "00" is a short-hand abbreviation for "2000" and is really one year greater than "99".

### *Why did this mess occur?*

When automated applications were first developed, computers were huge room-sized affairs -- with very little main storage in which to execute computer programs and very little permanent memory in which to store data. Computer managers, computer program designers and computer programmers were all rewarded for quick, efficient programs that used very little space.

### *Is it hard to fix?*

Actually fixing the problem is not hard, finding the problem and testing the "fix" is time-consuming and mistake-ridden.


### *How is the problem fixed?*

Technically there are probably only five ways to fix the problem.

The first, most obvious solution, and the most expensive, is to find all uses of the two-digit date and change them to conform to the International Organization for Standardization (see <http://www.iso.ch/> for a description of this organization) date format of ISO8601. This format would put all dates into the format of YYYY MM DD hh mm ss TZD where: YYYY = a year designation of four (4) numeric digits based on the Gregorian calendar (all four digits are required); MM = a month designation of two (2) numeric digits ("00" through "12" is the acceptable range); DD = the day of the month ("00" through "31" is the acceptable range); hh = a two numeric digit hour descriptor based on the 24-hour clock ("00" through "24" is the acceptable range); mm = a two numeric digit minute ("00" through "59" is the acceptable range); ss = a two numeric digit second descriptor ("00" through "59" is the acceptable range); TZD = the Time Zone Descriptor (offset from Coordinated Universal Time and is expressed in plus or minus hours).

Other ways include Windowing (using a selected 100-year period as a way of interpreting the meaning of any two digit year), Sliding Window (using Windowing but the window moves with each day),





Encapsulation (utilizing the fact that the Gregorian calendar repeats itself every 28 years, and Encryption (which relies on computer math to reduce the size of an ordinary date by about half). All fixes to the Year 2000 problem utilize one of these five techniques to manipulate the use and storage of dates.

***What if we don't finish before January 1, 2000?***

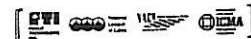
Many organizations will not finish "remediation" of their computer systems. Hopefully, only minor applications will be left. However, every organization must carefully prioritize its applications -- putting those critical to its self-preservation first. Contingency plans must be developed for those applications that are not completely "fixed and tested" before January 1, 2000. In addition, many applications depend on data from other systems. Organizations must develop contingency plans on what to do with data that is not Year 2000 compliant or is compliant but uses a different technique for becoming compliant.

***Why should local government be concerned?***

Many applications and systems within local communities are not Year 2000 compliant today. Yet, citizens depend on these applications daily. Local governments need to ensure that such critical systems as water and waste water, traffic signals, and telephone and electrical systems are Year 2000 compliant even though the local government may not be directly responsible for those systems. Civil authorities will be expected to make up for deficiencies in the local communities when essential services no longer function. While the Year 2000 problem may not turn out to be as bad as natural disasters such as tornadoes and hurricanes, citizens will look for guidance and leadership from their local authorities.

***Where do I start?***

The first thing any manager should do is to create a list of all automated systems that are either contained within government or whose failure will cause citizens discomfort. Management should educate their staff on the importance of this effort and elicit their help and responsibility. This issue is less of a technical issue than it is a managerial issue. The hard part is to focus on all critical automated systems, and make sure that sufficient resources are used to fix or avoid the problem.



# HOT BUTTONS

## What might be affected?

Virtually all systems that contain program logic are suspect. Not all of them will fail. However, prudent managers should ensure that all automated systems are identified and tested. Those that are not compliant should be remediated, if possible. If that is not possible, contingency plans should be made for the critical ones. Managers should be aware of interfaces from outside organizations as well, since those organizations may not have remediated their systems or they may have remediated their systems using another technique that is not compatible. Remember, this list is not all-inclusive; nor are all of the things listed necessarily non-compliant. Use this list as a starting point in your testing.

## The following should all be tested:

- Public Works Hardware
- Flow Control Devices
- Global Positioning Systems
- Elevators
- Power Plants
- Security Systems (Doors, etc.)
- Water Treatment, Potable
- Waste Water Treatment
- Transportation Systems
- Freeway Metering Systems
- Highway Transportation Controls
- Mass Transit Systems
- Rail Automated Switching Systems
- Traffic Light Controllers
- General Services Systems
- Electric Appliances
- Electric Utility Substations
- Communications Infrastructure
- Microwave Communications Systems

- Telephone Switches
- Pagers
- Cell Phones
- Telephones
- Phone Cards
- Banking Hardware (Credit Unions):
  - ATM Machines
  - Credit Cards
- Banking Services (Credit Unions):
  - Funds Transfer
  - Clearing Services
- Citizen Services
- Library Cards
- Data
- Mainframe Databases
- Network Server Databases
- Personal Computer Databases
- Computers
- Desktop Computers

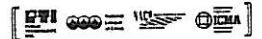


- Mainframes
- Network Computers
  - Mobile Data Terminals
  - Hand-held Computing Devices
- Software on Mainframes
- (Ad Valorem) Tax Systems
- Criminal Records Systems
- Criminal Justice Systems
- Drivers Licensing Networks
- Financial Management Systems
- Finger Print Identification Systems
- Fire CAD Systems
- Human Resource Systems
- Identification Systems
- Inventory Control Systems
- Management/Maintenance Systems
- Other Mainframe Applications
- Payroll Systems
- Permit Applications Systems
- Police CAD Systems
- Procurement Applications
- Wanted Vehicle Systems
- Revenue Systems
- Street/Location Systems
- Loan/Mortgage Systems
- Public Records Indexing Systems
- Utility Billing Applications
- Wanted Persons Systems
- Hand-held Software (Parking Tickets, Meter Reading, etc.)
- Software on Networks or Desktops

Electronic Spreadsheets

Other

- TVs
- VCRs
- Clocks
- Alarm Systems
- Cash Registers
- Pocket Organizers
- Travel Services





CITY OF  
**FALCON HEIGHTS**

*Free-Byt  
Agenda*

2077 W. LARPEUR AVENUE FALCON HEIGHTS, MN 55113-5594 PHONE (612) 644-5050 FAX (612) 644-8675

30 September 1998

Ms. Kris Grangaard  
1777 Simpson Street  
Falcon Heights, Minnesota 55113

Dear Kris:

This is a follow-up to our conversation on Y2K compliance for both the city of Falcon Heights and for households in Falcon Heights. Since Falcon Heights contracts for many of its services, especially those that directly affect the public health and safety, it is these agencies compliance with Y2K that is most critical. We have researched the following contacts for you on this.

Service provided	Organization	Contact person	Telephone/Web site
Emergency dispatch (911)	Ramsey County	Cindy Kevern Information Services	266-3400
Emergency medical Dispatch/service	St. Paul Fire City of St. Paul	Dennis (? Last name) Information Services	<a href="http://www.stpaul.gov/millie">www.stpaul.gov/millie</a> 266-6339
	Falcon Heights Fire	Susan Hoyt	644-5050
Police	City of St. Anthony	Mike Mornson City Manager	789-8881 (FH city administrator checking)
Water	St. Paul Water Utility	Barb Woolsey Information Services	266-6339
Sanitary sewer	Metro Council Environmental Services	Bev Auld Information Services	602-1338 (installing a new computer system to make things Y2K compliant)

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Service provided	Organization	Contact person	Telephone/Web site
Traffic signals	Ramsey County on Larpenteur Roselawn/Cleveland  Mn. Dept. of Transportation (MnDOT)  Snelling Avenue	(see above)  Kathy Hofstedt	  297-2892
Gas and electric	NSP	Y2K voice mail	330-5500
Cable television	Media One	Kathie Donnally Cohen	486-3521
Telephone infrastructure	U. S. West	Year 2000 Department	303-672-2918

The League of Minnesota Cities has a web site ([www.lmnc.org](http://www.lmnc.org)) with a lot of information on Y2K.

Thanks for your assistance with this project. Please call me if you have any questions.

Very truly yours,



Susan Hoyt  
City Administrator



Northern States Power Company

414 Nicollet Mall  
Minneapolis, Minnesota 55401-1927  
Telephone (612) 330-5500

OCT 03 1998

October 5, 1998

Susan Hoyt  
City of Falcon Heights  
2077 West Larpenteur Avenue  
Falcon Heights, MN 55113

Dear Susan Hoyt:

Thank you for expressing interest regarding year 2000 compliance issues and the impact these may have on your operations, customers, shareholders, and suppliers. NSP shares your concerns and interest in a smooth transition into the year 2000, and we are committed to providing the necessary systems and processes.

NSP assembled a highly experienced team three years ago to begin work on its enterprise-wide Year 2000 Program. This program covers not only NSP's 2,000 computer applications consisting of about 75,000 programs totaling more than 30 million lines of code, but also the thousands of hardware and embedded systems components in use throughout the organization. Embedded systems perform mission-critical functions in all parts of utility operations including power generation and distribution, communications, and business operations.

Early on, NSP developed and implemented a formal strategy to cover all systems and business areas, and we've built a complete infrastructure to support the program. The Year 2000 Program, one of the largest in NSP's history, addresses all NSP's business and technology areas. These include Fossil and Nuclear Generation, Electric Transmission and Distribution, Enterprise Information Systems, Gas Delivery and Distribution, Safety Systems, Facilities and Infrastructure, Corporate Administration, and NSP Subsidiaries and affiliates.

We've implemented a detailed methodology specific to this program. The year 2000 methodology includes a comprehensive project management approach consistent with state-of-the-art best practices and standards in our industry – coupled with ongoing consultation with recognized experts in this field. The methodology directly applies to the enterprise-wide Year 2000 Program and includes information technology, embedded automation, centralized project functions including a comprehensive database of year 2000 items and vendor and supply chain verification processes.

Every NSP business and technology area is devoting significant resources to this program. Currently, more than 150 people are actively working on the project. Centralized management of NSP's Year 2000 Program integrates all efforts through a detailed six-step process consisting of: identification of date-related logic in all automated processes; analysis, design, remediation, testing, and implementation. Year 2000 project managers and project leaders are in place for each of NSP's business units and are being coordinated enterprise-wide by a centralized Year 2000 Project Office. The program is staffed with NSP employees and industry consultants having experience in information processing technology, embedded systems technology, systems engineering, vendor coordination and liaison, and advanced project management.

NSP operates several different computer information processing systems including mainframe, client server, and distributed systems. Applications are written in Natural, COBOL, C++, and various other languages. Remediation activities are well underway and include in-house and factory remediation efforts. Our factory remediation activities are scheduled for completion in the summer of 1998. In



addition, we have implemented a comprehensive testing process on a dedicated test machine for all applications. The testing process includes the following:

- Baseline testing of the application before programming changes are applied
- Unit testing of remediated code
- Parallel baseline testing to ensure application functionality remained intact
- Compliance testing to confirm compliant year 2000 date processing

We are on target to remediate all critical applications by the end of 1998 and to then devote 1999 to working on final interface issues, remediation and testing lower priority applications, and re-testing and fine-tuning critical items.

Similarly, embedded systems are critical to NSP's utility operations and are found in the following areas:

- Fossil and nuclear generation systems
- Transmission and power delivery systems
- Sub-stations
- Gas delivery and storage systems
- Energy management control centers
- Measuring and testing equipment
- Facilities, including items such as HVACs, elevators, escalators, security systems, etc.
- Environmental monitoring systems
- Telecommunications systems, including data transmission, Fax EDI, telephony, etc.
- Vehicles, heavy equipment, rail equipment, etc.

We are on target to remediate the majority of the critical embedded components by the end of 1998 and to devote 1999 to remediating lower priority items, to fine tuning and re-testing, and to contingency planning. Some embedded systems such as our nuclear facilities are scheduled for completion in the second quarter of 1999 in accordance with Nuclear Regulatory Commission Guidelines.

NSP is part of the North American electrical grid that is supplied by electrical generating plants owned by many companies across North America. Stockholder-owned companies such as NSP own some of these plants, and the federal government, states and provinces, cooperatives, municipal utilities and independent power producers own others. We are working closely with these other utilities, the Electric Power Research Institute, Mid-Continent Area Power Pool, Nuclear Energy Institute, and the North American Electric Reliability Council and others to enhance coordination, system reliability and compliance with industry and regulatory requirements.

The Year 2000 Program is a top business priority for NSP, and we have established an appropriate schedule and high project standards. We are devoting significant time and resources to this critical program, consistent with our mission to provide reliable energy for our customers and our communities. NSP expended approximately \$3,000,000 prior to 1998 and has budgeted approximately \$21,000,000 in additional expense for 1998 and 1999 specifically for the year 2000 effort. While the year 2000 initiative is our number one priority, we do not anticipate any significant delays in other efforts.

We hope this information will satisfy your request concerning NSP's year 2000 effort. We anticipate providing regular updates of our year 2000 progress on NSP's website, <http://www.nspco.com>.

Sincerely,



Paul E. Anders, Jr.  
Vice President and CIO



POLICY 3

Date: 10/14/98

ITEM: Consideration of a Resolution 98-29 finding that the site for the U of M Women's Intercollegiate Soccer Stadium does not require further action on the citizen's petition to the Minnesota Environmental Quality Board (EQB)

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: Roger Knutson, City Attorney

EXPLANATION/DESCRIPTION:

Summary and action requested. The city council is being asked to consider a resolution finding that the new site for the U of M Women's Intercollegiate Soccer Stadium does not require further action on the citizens' petition submitted to the Minnesota Environmental Quality Board (EQB) because the original site north of Larpenteur Avenue is significantly different than the new site south of Larpenteur Avenue. As the responsible governmental unit for the project, the city had requested that an EAW be prepared on the original site proposed for the stadium.

Meets goal # 4. To provide a responsive and effective city government.

Background.

- On August 21, 1998 the city, acting as the responsible governmental unit (RGU), approved a resolution requiring an EAW on the proposed site for the U of M Women's Intercollegiate Soccer Stadium on Cleveland Avenue south of Larpenteur Avenue.
- On October 10, 1998 the University of Minnesota approved a new site for the U of M Women's Intercollegiate Soccer stadium on Cleveland Avenue north of the Gibbs Farm Museum.
- On September 23, 1998 the city's land use planner, John Shardlow, presented his analysis of the difference between the original site, where an EAW was required, and the new site. This analysis included:

The new site is not adjacent to property that is zoned for residential use. It is adjacent to property that is zoned for and used by public use whereas the original site was contiguous to residentially zoned property.

The new site is used for active recreational sports activities including 465

competitive games a year whereas the original site was primarily used for recreational soccer games on a less intense basis than the new site.

The new site's property line is setback 1,200 feet from the nearest residential neighborhood and the proposed location of the stadium structure is setback approximately 1,400 feet from the nearest residential neighborhood whereas the original site was contiguous to residential neighborhoods and the stadium building was 30 feet from residential property. The new site is setback further from all nearby residential uses than the original site.

The new site provides contiguous parking to the facility and easy pedestrian access from nearby parking areas without crossing major streets whereas the original site had no contiguous parking and all parking sites were located across streets.

The new site provides room to expand the facility whereas the original site did not provide expansion opportunities.

- In addition to the planning consultant's analysis, the following items make the new site different from the original site.

The new site was developed with active recreational playing fields in 1980, which required filling and grading the existing terrain at that time.

The new site is adjacent to a historical use, Gibbs Farm. The new plans do not include any proposed moving or demolition of this historic site. The original site included the possible future removal of a potential historic building, Gibbs schoolhouse, on the southwest corner of the property.

- Given the above information, the new site does not create the same potential for negative impacts on the environmental quality of residential neighborhoods or historic structures that the citizens' petition reflected in concerns for the original site.
- If adopted, this resolution will end the environmental review process on the U of M Women's Intercollegiate Soccer stadium because of its relocation to the new site that is more compatible with its abutting land uses.

#### ATTACHMENTS:

- 1 Resolution 98-29
- 2 Resolution requiring an environmental worksheet on the original site

#### ACTION REQUESTED:

Consider resolution 98-29.

**CITY OF FALCON HEIGHTS  
COUNCIL RESOLUTION**

Date: October 14, 1998

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**A RESOLUTION DECLARING A PROPOSED INTERCOLLEGIATE  
WOMEN'S SOCCER FACILITY ABANDONED, AND AN ALTERNATIVE  
SITE NOT SUBSTANTIALLY SIMILAR TO THE PRIOR SITE**

WHEREAS, by Resolution dated August 21, 1998, the City of Falcon Heights declared that the proposed construction by the University of Minnesota of an intercollegiate women's soccer facility at the southwest intersection of Cleveland and Larpenteur Avenues within the City had the potential for significant environmental effects and directed the preparation of an environmental assessment worksheet; and

WHEREAS, subsequent to the City's August 21, 1998 resolution, the University of Minnesota has taken steps to abandon the project and site as originally proposed; and

WHEREAS, the University of Minnesota is currently considering a modified project at a different location within the City of Falcon Heights; and

WHEREAS, the City of Falcon Heights through its staff and consultants, have conducted an initial review of the proposed alternative.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Falcon Heights finds that:

1. No further action on the citizen petition is necessary because the original project and site, which was the subject of the petition, has been abandoned and is no longer under consideration.
2. That the proposed modified project at the new site is not substantially similar to the project identified in the petition.

Moved by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Mayor  
October 14, 1998  
Date

GEHRZ \_\_\_\_\_ In Favor  
GIBSON TALBOT \_\_\_\_\_  
HUSTAD \_\_\_\_\_ Against  
JACOBS \_\_\_\_\_  
KUETTEL \_\_\_\_\_

Attested by: \_\_\_\_\_

City Clerk  
October 14, 1998  
Date

3

CITY OF FALCON HEIGHTS  
RAMSEY COUNTY, MINNESOTA

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IN RE:

PETITION FOR ENVIRONMENTAL  
ASSESSMENT WORKSHEET FOR  
PROPOSED SOCCER STADIUM

FINDINGS OF FACT  
AND DECISION

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On July 9, 1998, the City received a notice from the Minnesota Environmental Quality Board ("EQB") that it had designated the City as the "RGU", responsible governmental unit, to determine if an environmental assessment worksheet ("EAW") should be ordered for the proposed University of Minnesota Women's Intercollegiate Soccer Stadium. The process was commenced by the filing of a petition with the EQB requesting the preparation of an EAW.

NOW, THEREFORE, THE CITY COUNCIL MAKES THE FOLLOWING:

FINDINGS OF FACT

1. The University of Minnesota is proposing to construct an outdoor women's intercollegiate soccer stadium on approximately 11.5 acres at the southwest corner of the intersection of Larpenteur and Cleveland Avenues in Falcon Heights (the "Project"). The Project consists of a 2-story building containing a clubhouse, team meeting rooms, training rooms and restrooms, with permanent seating for 1,000 people and a planned expansion for additional 500 permanent seats. No limitation has been proposed for temporary seating. No limitation has been proposed on the number of games that can be played at the stadium. No on-site spectator parking is proposed.

2. An EAW for the project is discretionary. An EAW is not mandated because it does not exceed the thresholds of any of the EAW categories listed in Minnesota Rules 4410.4300. The project likewise is not exempt under Minnesota Rules 4410.4600.

3. Minnesota Rules 4410.110, Subp. 6 provides:

The RGU shall order the preparation of an EAW if the evidence presented by the petitioners, proposers, and other persons or

otherwise known to the RGU demonstrates that, because of the nature or location of the proposed project, the project may have the potential for significant environmental effects. The RGU shall deny the petition if the evidence presented fails to demonstrate the project may have the potential for significant environmental effects. The RGU shall maintain, either as a separate document or contained within the records of the RGU, a record, including specific findings of fact, of its decision on the need for an EAW.

4. The increased traffic generated by the Project may have the potential for noise and air pollution.

5. Use of the Project with a sound amplification system may have the potential for noise pollution.

6. Use of the Project may have the potential of disturbing the quietude of abutting and adjacent residential neighborhoods.

7. The construction and use of the Project may have the potential to impair the use, enjoyment, and preservation of a building which is a historical resource and of a historic archeological resource, an Indian trail, which may cross the project site.

8. Because of the nature and location of the Project, the Project may have the potential for significant environmental effects.

#### DECISION

Based upon these findings, the preparation of an EAW for the proposed women's intercollegiate soccer stadium and related facilities is ordered.

Dated: \_\_\_\_\_, 1998.

CITY OF FALCON HEIGHTS

By: \_\_\_\_\_  
Susan L. Gehrz, Mayor

And: \_\_\_\_\_  
Susan Hoyt, City Administrator

POLICY 4  
Date: 10/14/98

ITEM: Consider a resolution 98-28 accepting a feasibility report and ordering an improvement hearing on the Northeast Street Improvement Project

SUBMITTED BY: Terry Maurer, City Engineer

REVIEWED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to consider a resolution accepting the feasibility report on the northeast street project and scheduling a public hearing on the proposed improvement for December 16, 1998. The city's capital improvement program and pavement management plans include the reconstruction of the remaining streets in the northeast quadrant in 1999. The project is budgeted in 1999 for \$2,000,000, but the most recent project estimate is for \$1,408,000. The proposed assessment rate is \$26.50 per front foot for residential taxpaying properties. This is the same assessment rate established for Larpenteur Avenue and has been used for all reconstruction projects since 1997.

Meets goal # 2. To maintain and promote the asset's of the city's unique neighborhoods including commercial, residential and open space uses for present and future generations.

Strategy 4: To maintain the city's infrastructure.

Action item: To plan and implement street improvement projects.

Background.

- On September 30 and October 1 the city held its first neighborhood meetings on the proposed 1999 street improvement project. Approximately 70 of the 240 households, who were mailed notices, attended one of the two meetings. (A summary of the questions is currently being developed for distribution.)
- The feasibility report is completed by the city engineer. It is appropriate to review and accept the report and order a public hearing on the improvement to proceed with this project.
- The proposed date for the public hearing is December 16, 1998. Originally, November 25 was considered for the hearing, but since this is the day before the Thanksgiving holiday, it may create problems for citizens wishing to attend the meeting.

- A summary of the project is attached for your information. This summary is being distributed to all property owners in the area.

**ATTACHMENTS:**

- 1 Resolution 98-28 accepting the feasibility report and scheduling a hearing on the improvement
- 2 Information sheet on the proposed project
- 3 Feasibility report

**ACTION REQUESTED:**

Overview of the feasibility report (city engineer)

Consider resolution 98-28 accepting the report and scheduling an improvement hearing on the proposed project.

7 October 1998

INFORMATIONAL SUMMARY OF THE  
PROPOSED 1999 STREET IMPROVEMENTS  
In the NORTHEAST QUADRANT

PUBLIC HEARING ON THE STREET PROJECT ITSELF	7:00 PM on DECEMBER 16  Please note change of date from November 25. This Hearing is before the city council and the point at which the council decided if it wants to proceed with a street improvement project.
PUBLIC HEARING ON THE ASSESSMENT FOR THE PROJECT	Probably April 14, 1999 at 7:00 PM
IF APPROVED, START DATE	June, 1999
COMPLETION DATE	August, 1999 for streetwork before the Fair September, 1999 for final landscaping, second paving
ESTIMATED PROJECT COST	\$1,408,000
STREET WIDTH	About 30 to 31 feet; the street will not be widened
CURB AND GUTTER	Includes new barrier curbs and gutters with added Catch basins where necessary to improve drainage.
STORMSEWER/ SANITARY SEWER	As needed to improve drainage and replace deteriorating Sewers, if any are found through televising or on-site.
UTILITIES	All utility companies will be contacted to see if they want to make improvements or changes while the street is torn up.
SIDEWALKS	No plans for sidewalks The city is considering a public pathway (sidewalk Along Garden Avenue, if feasible to do so.)
TREES	Trees will be protected





CITY OF FALCON HEIGHTS

COUNCIL RESOLUTION

Date: October 14, 1998

RESOLUTION RECEIVING REPORT AND  
CALLING HEARING ON IMPROVEMENT

WHEREAS, pursuant to resolution of the council adopted May 13, 1998, a report has been prepared by Howard R. Green Company with reference to the improvement of the following streets :

Asbury Street, Crawford to Roselawn  
Simpson Street, Crawford to Roselawn  
Pascal Street, Larpenteur to Roselawn  
Holton Street, Larpenteur to Roselawn  
Albert Street, Ruggles to Roselawn  
Ruggles Avenue, Snelling to Hamline  
Crawford Avenue, Simpson to Pascal

and this report was received by the council on October 14, 1998.

NOW THEREFORE, BE IT RESOLVED by the city council of Falcon Heights, Minnesota:

1. The council will consider the improvement of such street in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes Chapter 429 at an estimated total cost of the improvement of \$1,500,000.
2. A public hearing shall be held on such proposed improvement on the 16th day of December, 1998 in the council chambers of the city hall at 7 p.m., or shortly after, and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted by the council this 14th day of October, 1998.

Moved by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Mayor  
October 14, 1998  
Date

GEHRZ \_\_\_\_\_ In Favor  
GIBSON TALBOT \_\_\_\_\_  
HUSTAD \_\_\_\_\_ Against  
JACOBS \_\_\_\_\_  
KUETTEL \_\_\_\_\_

Attested by: \_\_\_\_\_  
City Clerk  
October 14, 1998

POLICY 5  
Date: 10/14/98

ITEM: Proposed meeting with community businesses on November 5, 1998

SUBMITTED BY: Susan Hoyt, City Administrator

EXPLANATION/DESCRIPTION:

Summary and action requested. The council is being asked to schedule a meeting with community business owners to discuss the upcoming birthday party for the city. The proposed date is Thursday, November 5, 1998 at 8:00 AM at Ciatti's restaurant for a breakfast meeting. The city administrator is working on discussing how the breakfast costs will be handled with the Ciatti's owners.

Meets goal #4. To promote a responsive and effective city government.

ACTION REQUESTED:

Discuss and schedule a breakfast meeting with community business owners.

ITEM: Action related to locating a community marker at the Hamline Avenue and Larpenteur Avenue entrance to the city including an agreement with the Thatchers to acquire an easement and change order number 2 of sign package C-1 for sign construction and relocation costs of the Thatcher sign

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: Roger Knutson, City Attorney  
Terry Maurer, City Engineer  
Carol Kriegler, Director of Parks, Recreation, Public Facilities  
Dr. and Mrs. Thatcher

EXPLANATION/DESCRIPTION:

Summary and action requested. The city council is being asked to approve the actions associated with getting a community marker on the Hamline and Larpenteur entrance to the city. This includes approving a draft agreement with the Thatchers for an easement on their property as well as costs for acquiring the easement, costs for relocating the Thatcher sign to the southside of their property and the costs of landscaping and reconstructing a smaller sign on the easement itself. The total cost for this activity is \$ 33,580. The city staff is asking that the council approve the expenditure for these activities and approve the final agreement with the Thatchers with all of these approvals contingent upon a final sign off by the city administrator and the city attorney because some of the details of the size of the easement need to be calculated and the precise location of the signs are still being discussed. This action and the item dealing with modifying the community sign letters and lighting will complete the non-landscaping streetscape identification activities associated with Larpenteur Avenue unless the council decides to do something additional as part of phase III of Larpenteur Avenue.

Meets goal # 2. To maintain and promote the assets of the city's unique neighborhoods.

Strategy #5. To protect and enhance the physical land use characteristics of the community.

Action items. To create and maintain a community identity along Laprenteur Avenue at key intersections.

Background.

- To locate a community sign at the east entrance of the city requires working with the property owners of the Thatcher Clinic to gain an easement because

of the lack of right of way to put a sign in. Over a period of several months, the city staff and the Thatchers have been discussing ways to accommodate a community sign on the edge of their property without negatively impacting the visibility and appearance of their sign and property. As of this writing all parties agree on the size, general location, landscaping and placement of the Thatcher sign on the property. However, the specific details related to the exact location of the Thatcher sign and the exact size of the city easement are not finalized. Therefore, the council is being asked to approve the agreement contingent upon the administrator and attorney approving the final details and getting the appropriate Thatcher signatures.

- There are expenditures related to this action. These expenditures are also contingent upon the Thatchers executing the agreement with the city about easement, landscaping and location of the community sign and will not be spent until that is done.

\$	1,200	cost of easement on Thatcher property
\$	9,000	relocation of Thatcher sign and new lettering
\$	19,380	to construct for this site
\$	est. 3,000	to put in lighting for signs
\$	est. <u>1,000</u>	landscaping (city will do planting)
\$	33,580	total

- To date the city has obligated \$ 864,866 toward the Larpenteur Avenue streetscape project that was estimated to cost \$1,300,000. Unless the council chooses to add some additional amenities beyond landscaping for the final phase of the Larpenteur streetscape improvements will be primarily landscaping for an estimated cost of \$35,000 for trees, \$15,000 for planters west of Snelling by the streetlights and for the pavilion estimated at \$25,000 for a total anticipated commitment of \$924,866 for the entire project. As of this writing the fund balance for Larpenteur Avenue after subtracting anticipated expenses for the phase III streetscape and county improvements is \$ 593,000.
- This decision also allows the city to locate a community marker at city hall which can be seen from both Cleveland and Larpenteur Avenue and ties the city government center more closely into the streetscape plan.

**ATTACHMENTS:**

- 1 Site plan for sign and landscaping
- 2 Draft agreements that will be completed prior to proceeding

**ACTION REQUESTED:**

Discuss and consider motions to approve the following items contingent on agreement with the Thatchers and final review of the agreement by the administrator and attorney.

- an agreement with the Thatchers related to a grant of easement from them and items associated with locating the sign on their property
- change order #2 to Jay Brothers for the sign and sign relocation for \$ 28,380
- \$ 4,000 for lighting and landscaping associated with the signs
- locating a sign at city hall

LARSEN  
LANE

POBCH

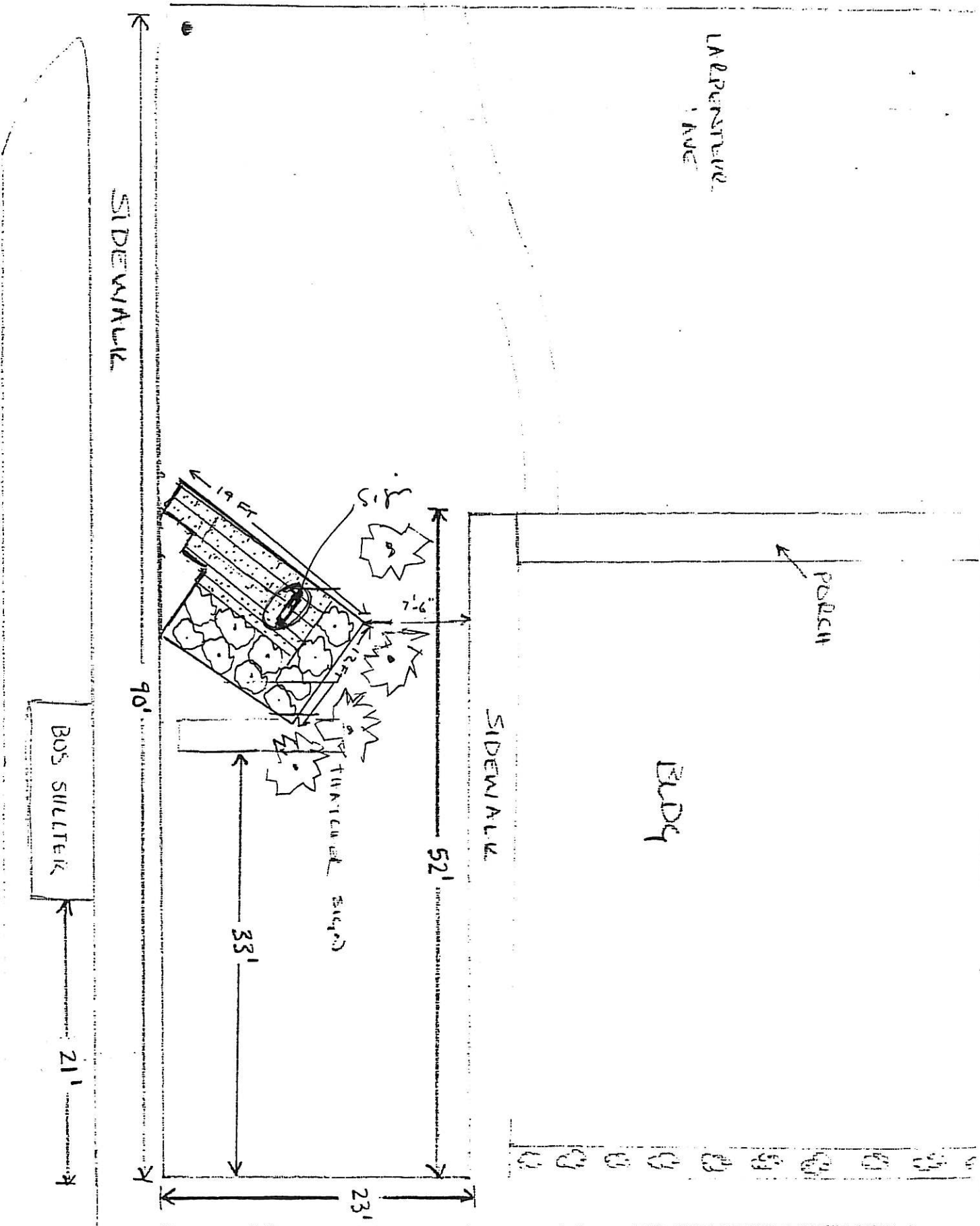
BUDY

1/4  
LOT

SIDEWALK

SIDEWALK

HAMLIN AVE





CITY OF  
**FALCON HEIGHTS**

2077 W. LARPELLE AVENUE FALCON HEIGHTS, MN 55113-5594 PHONE (612) 644-5050 FAX (612) 644-8675

25 September 1998

Dr. and Mrs. Thatcher  
9320 53<sup>rd</sup> Street North  
Lake Elmo, Minnesota 55042

Dear Dr. and Mrs. Thatcher:

The city is proceeding with locating the community sign on an easement on your property along with adding some landscaping as well as arranging to have your sign moved to the location that you wish on the southside of your building. In order to proceed with this project, I've attached the site plan for the proposed sign and landscaping plan that is being proposed. The plan includes arborvitae to the rear of the sign, red rose bushes and perennial plantings. I've enclosed a picture of the roses and flowers that we are using by the other community signs to give you an idea of what is being proposed. Please let me know if you have any other ideas on how you think that the landscaping should be handled.

I've also included a picture of the sign with the modifications that are being planned for your property. A separate enclosed plan includes a possible (not precise) location for where your sign may be relocated. This location can be staked out for you after you let us know where you would like it. If you would like to draw the desired location on the plan and return it to me, it can be staked from a drawing or in person. Of course, you'll be given an opportunity to review the specific location and change it before your sign is moved. I'm also including a draft agreement that was prepared by the city attorney, Roger Knutson, for your consideration.

The grant of easement document requires a legal description for the area covered by the city sign and flower landscaping. The city engineer is working on this. The drawing shows it to be about 228 square feet. This includes the rose bushes, but not the arborvitae. The city plans to maintain the roses and flowers. If you would prefer that the roses be outside the permanent easement so that the easement is smaller, please let me know. The city plans to pay \$1,200 for the easement with its current dimensions.

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



TREE CITY USA



PRINTED ON RECYCLED PAPER



The city attorney will look into having the bus bench moved because it is redundant with the bus shelter next to it.

I plan to ask the city council to approve the acquisition and payment for the easement on your property and to approve a contract for the work associated with all aspects of this project (placing the community sign on an easement on your property, landscaping the sign, relocating your sign to the southside of your property and getting letters on both sides of your sign) at the next council meeting on October 14. However, before asking the city council to financially commit to all aspects of this project on this date, it's necessary for me to know that you accept the agreement on or before October 5, 1998. Therefore, please let me know if this is satisfactory and when it is convenient to meet with you on the site, if you so desire on or before October 5, 1998. Once the council approves the agreement and the contract for the work, we'll coordinate the work schedule with you so that it is as efficient as possible.

Again I thank you for your cooperation on this project. I can be reached at 644-5050 during daytime hours and at 645-3849 in the evenings.

Your cooperation in working on this project is really appreciated.

Very truly yours,

A handwritten signature in black ink, appearing to be 'Susan Hoyt', with a large, stylized initial 'S'.

Susan Hoyt  
City Administrator

C: Roger Knutson, City Attorney  
Terry Maurer, City Engineer

Draft

# COMMUNITY SIGN AGREEMENT

AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 1998, between the CITY OF FALCON HEIGHTS, a Minnesota municipal corporation ("City"), and JOHN W. THATCHER AND LAVERNE V. THATCHER, TRUSTEES OF THE THATCHER FAMILY TRUST DATED NOVEMBER 22, 1991 ("Trust").

WHEREAS, the Trust owns property located at the northwest corner of Larpenteur Avenue and Hamline Avenue which is legally described as follows:

("Subject Property");

WHEREAS, the City has adopted a plan to place community signs at each of the key intersections to the City of Falcon Heights which will inform the public that they are entering the City of Falcon Heights and which will be landscaped to make an attractive entrance to the City ("Community Sign");

WHEREAS, the Subject Property is located at one of the key intersections near the City's eastern border and the City desires to locate a Community Sign on the Subject Property;

**IN CONSIDERATION OF THEIR MUTUAL COVENANTS THE PARTIES AGREE AS FOLLOWS:**

1. **EASEMENT.** The Trust agrees to grant permanent and temporary easements to the City in the form attached hereto as Exhibit A ("Easement") for installation and maintenance by the City of a Community Sign on the Subject Property in the location provided under the attached Easement and agrees to execute the Easement immediately following execution of this Agreement by both parties.

2. **PAYMENT.** The City shall pay \$ 1,250 to the Trust for the Easement.

3. **COMMUNITY SIGN.** The City shall arrange for the installation of the Community Sign and shall pay for all costs associated with the installation, repair, maintenance, replacement, and removal of the Community Sign. The Community Sign shall be substantially in the form, dimensions, and location as depicted on the Community Sign Plan, attached hereto as Exhibit B.

4. **LANDSCAPING.** The City shall landscape the area surrounding Community Sign consistent substantially as shown on the Landscape Plan attached hereto as Exhibit C. The landscaping shall include a year-round dense buffer of arborvitae and other evergreens, visually separating the Community Sign from the building located on the Subject Property. The City shall be responsible for maintaining the landscaping installed by the City in connection with the Community Sign.

5. **THATCHER SIGN RELOCATION.** The City, at its expense, shall relocate the single-faced Thatcher business sign from the location along the Hamline Avenue frontage of the Subject Property ("Thatcher Sign") to a location along the Larpenteur Avenue frontage of the Subject Property, as depicted on the Thatcher Sign Site Plan attached hereto as Exhibit D. As part of the Thatcher Sign relocation, the City will have new footings poured, install lighting, and put gold leaf letters on the remaining blank side of the sign. The lighting and lettering of the Thatcher Sign shall be as depicted on the attached Exhibit D. The City will restore the Subject Property by replacing dirt and sodding the area of removal and areas disturbed in connection with the Thatcher Sign relocation.

**CITY OF FALCON HEIGHTS**

BY: \_\_\_\_\_  
Sue Gehrz, Mayor

AND \_\_\_\_\_  
Susan Hoyt, City Administrator

STATE OF MINNESOTA )  
( ss.  
COUNTY OF HENNEPIN )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 1998, by \_\_\_\_\_ and by \_\_\_\_\_, respectively the \_\_\_\_\_ of the City of Falcon Heights, a Minnesota municipal corporation, on behalf of the corporation.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
John W. Thatcher, Trustee

\_\_\_\_\_  
LaVerne V. Thatcher, Trustee

STATE OF MINNESOTA

( ss. )

COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 1998, by John W. Thatcher and LaVerne V. Thatcher as Trustees of the Thatcher Family Trust dated November 22, 1991.

\_\_\_\_\_  
NOTARY PUBLIC

EXHIBIT A  
to  
COMMUNITY SIGN AGREEMENT

Grant of Easement

*See also  
document*

Draft - Information  
is being gathered.

## GRANT OF EASEMENT

SUSA -

THIS GRANT OF EASEMENT is made on this day \_\_\_ of \_\_\_\_\_, 1998, by John W. Thatcher and LaVerne V. Thatcher, Trustees of the Thatcher Family Trust dated November 22, 1991 (hereinafter referred to as the "Grantor"), to the CITY OF FALCON HEIGHTS, a Minnesota Municipal Corporation, the Grantee (hereinafter referred to as the "City").

### RECITALS

WHEREAS, Grantors are the owners in fee simple of real property in the County of Ramsey, Minnesota, which is legally described on Exhibit A attached hereto ("Subject Property");

WHEREAS, Grantee desires to use a portion of the Subject Property for the construction and maintenance of landscaping, lighting, and signage, which is legally described on Exhibit A attached hereto ("Permanent Easement Area").

NOW, THEREFORE, in consideration of the sum of One Dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by Grantors:

1. Permanent Easement. Grantors hereby grant unto the City, its successors and assigns, forever, a permanent easement for landscaping, lighting, and signage purposes, over, across, on, under, and through the Permanent Easement Area. This easement shall permanently run with the title to the Subject Property and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, successors

and assigns, including, but without limitation all subsequent owners of the Subject Property and all persons claiming under them. This easement shall include the rights of the City, its contractors, agents, servants, and assigns, to enter upon the easement premises at all reasonable times to construct, reconstruct, inspect, repair, maintain, remove said signage, lighting, and landscaping over, across, on, under, and through the Subject Property.

2. Temporary Easement. Grantors hereby grant and convey to the City, its successors and assigns, a temporary easement for construction purposes, over, on across, under, and through the land situated in the County of Ramsey, State of Minnesota, as legally described on the attached Exhibit "A" ("Temporary Easement Area"). This temporary easement shall commence upon execution of this agreement and expire on \_\_\_\_\_, \_\_\_\_\_. This temporary easement shall include the right of ingress to and egress from the property, for the purpose of constructing, reconstructing, inspecting, repairing, and maintaining the property of the City upon the Permanent Easement Area hereinbefore described, at the will of the City, its contractors, successors and assigns; it being the intention of the parties hereto that the Grantors hereby grant the uses herein specified without divesting themselves of the right to use and enjoy the above described Temporary Easement Area, subject only to the right of the City to use the same for the purposes herein expressed.

2. Maintenance of Landscaping, Lighting, and Signage. The City shall be solely responsible for all costs of installation, repair, maintenance, removal and insurance

associated with any landscaping, lighting or signage placed in the Permanent Easement Area.

3. Use of Subject Property. Grantors hereby agree that they will not perform or allow or cause the construction of any improvements on the Subject Property which could damage or obstruct the Permanent Easement or interfere with the City's access to or the City's right to construct, maintain and repair the landscaping, lighting, and signage on the Subject Property.

4. Warranty of Title. Grantors represent and warrant to the City that they are the only owners of fee simple title to the Permanent Easement Area and Temporary Easement Area, and that there are no owners of mortgages, contract for deed, leases, rental agreements, occupancy agreements, or any other encumbrances or verbal or written agreements of any nature whatsoever affecting title to the Permanent Easement Area and Temporary Easement Area. Grantors, on behalf of themselves, their successors, heirs, and assigns hereby indemnify and hold harmless the City against and from any and all claims for loss, damage, or expense which may be incurred or asserted by Grantors or any party whose consent is required to be obtained hereunder, in connection with this Grant of Easement or Grantee's use of the Permanent Easement Area or Temporary Easement Area pursuant to this Grant of Easement.

5. Governing Law. This Grant of Easement shall be construed and governed by the laws of the State of Minnesota.



IN TESTIMONY WHEREOF, the Grantors hereto have signed this agreement

this \_\_\_\_\_ day of \_\_\_\_\_, 1998.

GRANTOR(S):

\_\_\_\_\_  
John W. Thatcher, Trustee

\_\_\_\_\_  
LaVerne V. Thatcher, Trustee

STATE OF MINNESOTA )  
( ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 1998, by John W. Thatcher and LaVerne V. Thatcher as Trustees of the Thatcher Family Trust dated November 22, 1991.

\_\_\_\_\_  
NOTARY PUBLIC

DRAFTED BY:  
Campbell Knutson  
*Professional Association*  
317 Eagandale Office Center  
1380 Corporation Center Curve  
Eagan, Minnesota 55121  
(612) 452-5000

*Interests  
Being  
granted*

EXHIBIT "A"  
to  
GRANT OF PERMANENT EASEMENT

Legal Description of Subject Property:

Legal Description of Permanent Easement Area:

Legal Description of Temporary Easement Area:

ABSTRACT OR TORRENS-ODCOT# \_\_\_\_\_ NEEDED

CONSENT TO EASEMENT

\_\_\_\_\_, which holds a mortgage on all or part of the property more particularly described in the foregoing Grant of Easement, which mortgage is dated \_\_\_\_\_, and recorded \_\_\_\_\_ as Document No. \_\_\_\_\_ with the office of the County Recorder for Ramsey County, Minnesota, pursuant to that certain Assignment of Mortgage from \_\_\_\_\_ dated \_\_\_\_\_, and recorded \_\_\_\_\_, as Document No. \_\_\_\_\_, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, do(es) hereby join in, consent, and is subject to the foregoing Grant of Permanent Easement.

\_\_\_\_\_  
BY: \_\_\_\_\_  
Its

AND \_\_\_\_\_  
Its

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, by \_\_\_\_\_ and by \_\_\_\_\_ the \_\_\_\_\_ and \_\_\_\_\_ of \_\_\_\_\_, on its behalf.

\_\_\_\_\_  
NOTARY PUBLIC

DRAFTED BY:  
Campbell Knutson  
*Professional Association*  
317 Eagandale Office Center  
1380 Corporate Center Curve  
Eagan, Minnesota 55121  
(612) 452-5000

1099-S -- PROCEEDS FROM REAL ESTATE TRANSACTIONS

FILER: CAMPBELL, KNUTSON, SCOTT & FUCHS, P.A.  
1380 Corporate Center Curve, Suite 317  
Eagan, MN 55121-1200

FED ID# 41-1562130

TRANSFEROR'S NAME(S): \_\_\_\_\_  
\_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

SSN# \_\_\_\_\_ (IF HUSBAND AND WIFE--ONLY 1 SSN NEEDED)

IF PARTNERSHIP -- FEDERAL TAX ID# \_\_\_\_\_

1. DATE OF CLOSING: \_\_\_/\_\_\_/\_\_\_

2. GROSS PROCEEDS \$ \_\_\_\_\_

3. LEGAL DESCRIPTION:

4. TRANSFEROR RECEIVED OR WILL RECEIVE PROPERTY OR SERVICES AS PART OF THE CONSIDERATION? \_\_\_\_\_

5. BUYER'S PART OF REAL ESTATE TAX - \$ \_\_\_\_\_

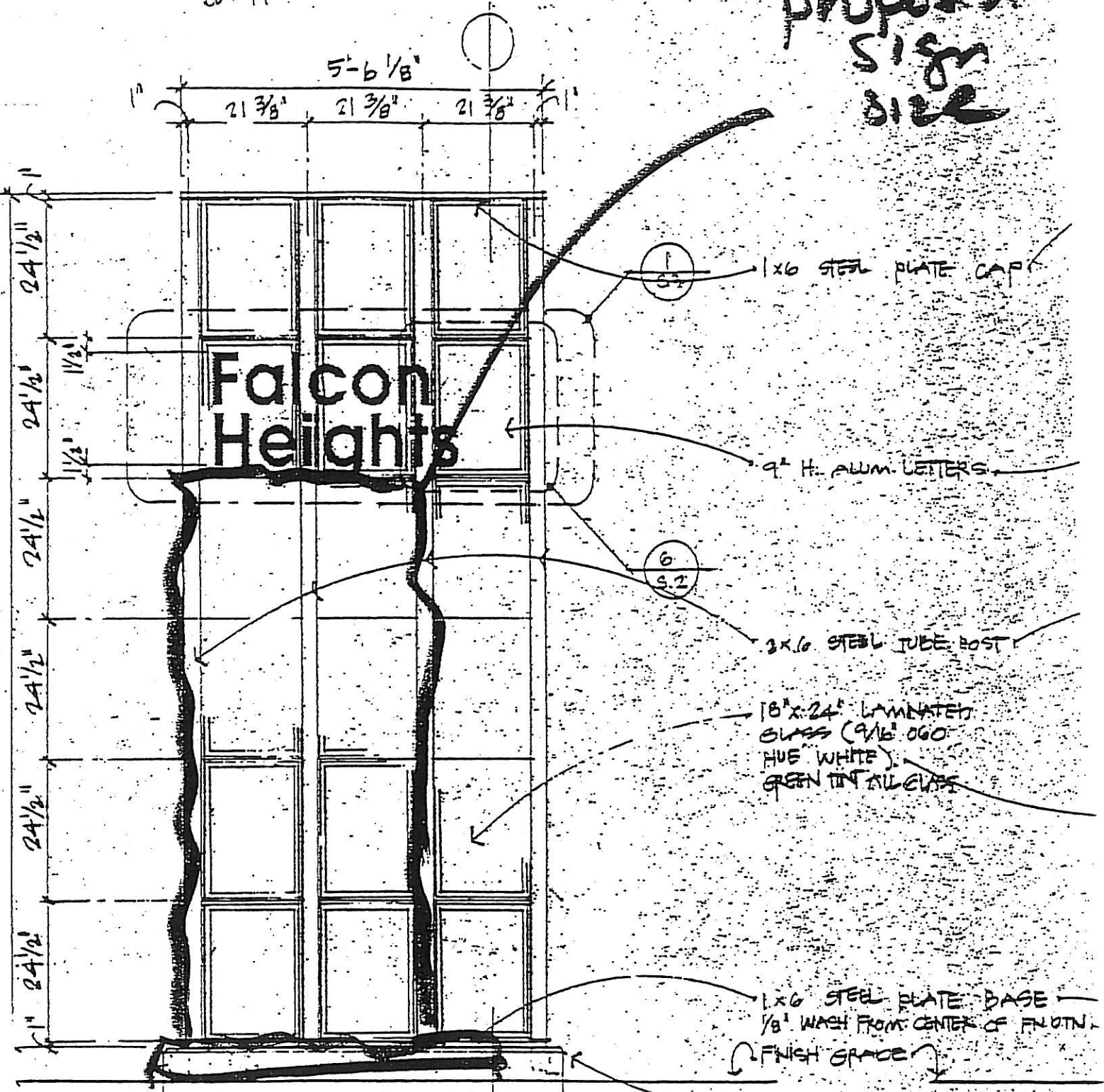
EXHIBIT B  
to  
COMMUNITY SIGN AGREEMENT

Community Sign Plan

*See Exhibit A*

(Will have a light on it on it)

PROPOSED SIGN SIZE

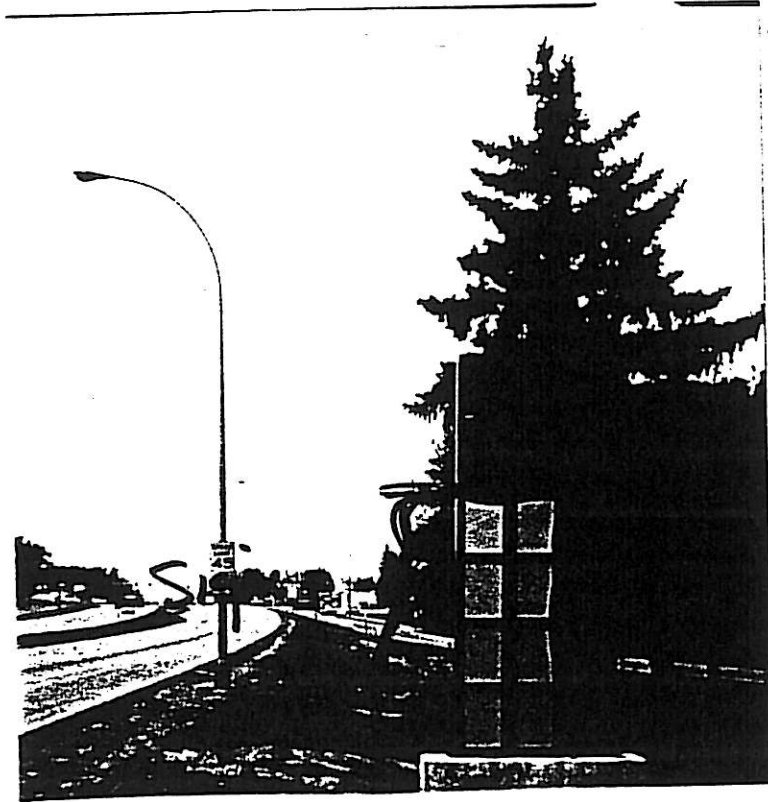


700 FT. SAND ALL WELDS SMITH COUNTERSINK ALL MECHANICAL FASTERS.

1x6 STEEL PLATE BASE 1/8\" FINISH GRADE

1\" CHAMFER ALL SIDES

CONC FOUNDATION SEE STRUCTURAL DRAWINGS SHEET FOR FOUNDATION AND ANCHORAGE



EXAMPLE OF REDUCED  
SIZE SIGN FOR HAMLINE SITE

Letters will be on sign too.  
Sign will be light.

6/25/98

EXHIBIT C  
to  
COMMUNITY SIGN AGREEMENT

Community Sign Landscape Plan

*See Draft Plan*

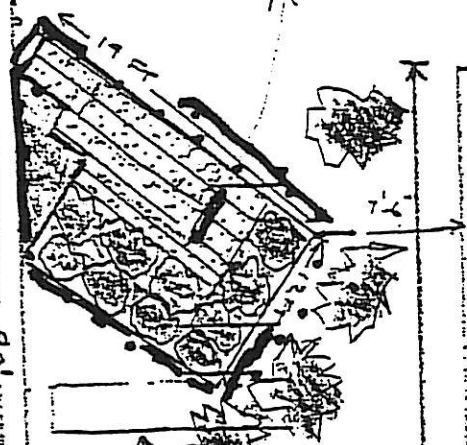


LARPERMAN AVE

Proposed  
Basement  
7' x 11' 6" x 11'

Sign

SIDEWALK



Structural Support

Public

BDDG

SIDEWALK

52'

90'

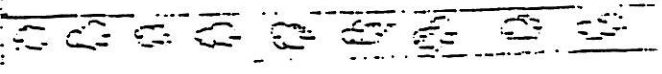
33'

23'

BOB SULLIVAN

21'

WILMINGTON AVE



FRONT  
LOT

2

ITALIAN ARBORETAE  
6'-0" Ht. B&B

FIELD LOCATION  
BY OWNER AND  
CITY STAFF

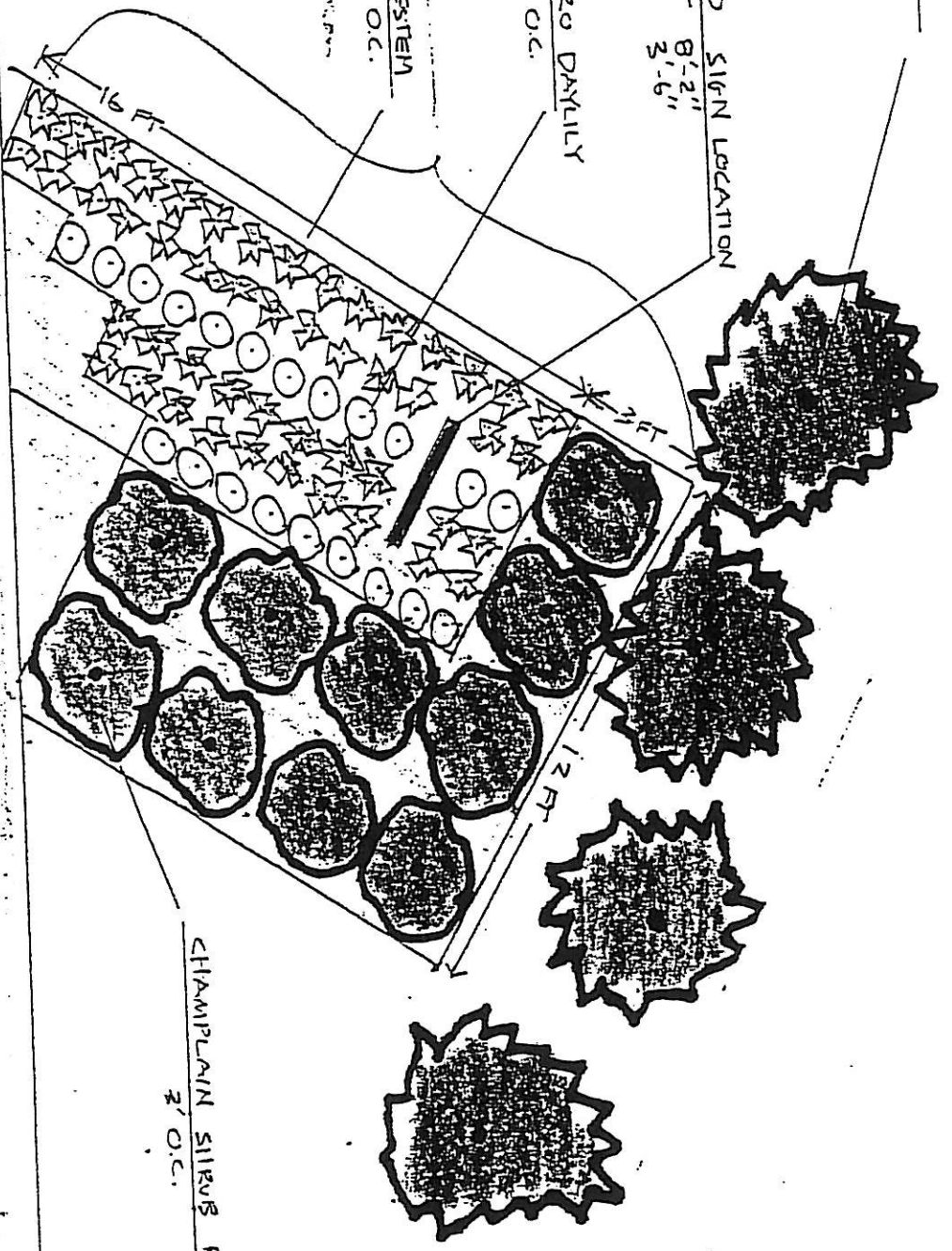
PROPOSED SIGN LOCATION  
HEIGHT 8'-2"  
WIDTH 3'-6"

STELLA D'ORO DAYLILY  
12" O.C.

LIME BLESSTEN  
12" O.C.  
bordered section

Proposed  
Easement  
includes  
walks

SIDEWALK



LANDSCAPE PLAN  
LAPRENTEUR / HAMLINE

EXHIBIT D  
to  
COMMUNITY SIGN AGREEMENT

Thatcher Sign Site Plan

*all work  
plan*

①

44.586 m

THATCHER  
CLINIC

15.288 m



Meter  
Sign  
Proposed  
location

NOT TO SCALE

SIDEWALK

LARPEN TEUR AVENUE

3+990

POLICY 7  
Date: 10/14/98

ITEM: Consideration of proposed modifications in lighting and letter background on the community signs

SUBMITTED BY: Susan Hoyt, City Administrator

REVIEWED BY: Carol Kriegler, Director of Parks, Recreation and Public Facilities

EXPLANATION/DESCRIPTION:

Summary and action requested. The city council is being asked to approve an expenditure not to exceed \$ 4,000 for ground mounted micro-spotlights for the community signs (approximately \$600 per sign for six signs – build in some leeway) to provide a better light source on the letters at night. Micro-spots are being recommended by a lighting person that the city has consulted with. The council is also being asked to approve an expenditure not to exceed \$4,000 for redoing the letters with a new darker back-drop and letters. A community volunteer, who is a graphic designer, has recommended some options for sign design and lettering to accomplish the goal of creating more readable signs yet not loose the interest and uniqueness of the signs themselves. If these expenditures of \$8,000 are approved, they will come out of the anticipated \$593,000 fund balance in the Larpenteur Avenue project.

ACTION REQUESTED:

Discuss the proposed lighting and sign designs and consider motions to approve one or both of these items.