

CITY OF FALCON HEIGHTS
Regular Meeting of the City Council
City Hall
2077 W. Larpenteur Ave.

AGENDA
June 13, 2001

- A. CALL TO ORDER: 7 p.m.
- B. ROLL CALL: GEHRZ ___ KUETTEL ___ LAMB ___
LINDSTROM ___ TALBOT ___
WORTHINGTON ___ PHILLIPS ___
ATTORNEY ___ ENGINEER ___
- C. COMMUNITY FORUM
- D. APPROVAL OF MINUTES: May 16 2001 and May 23, 2001 (Tab #1)
- E. PRESENTATION
1. Certificate of Achievement for Excellence in Financial Reporting
- F. PUBLIC HEARING: None
- G. CONSENT AGENDA:
1. General disbursements through 6/7/01, \$114,320.77
Payroll, 5/16/01 to 5/31/01, \$10,669.82 (Tab #2)
2. Licenses (Tab #3)
3. Appeal of the Zoning Administrator's decision in the case of a garage permit at
1437 W. Idaho Avenue (Tab #4)
4. **ADDENDUM – Authorization to hire a part-time accounting student over
the summer months to assist with the implementation of GASB Statement 34
and the 2002 Budget in the GASB 34 format**
- H. POLICY AGENDA:
1. Receipt of the 2000 Comprehensive Annual Financial Report (Audit) (Tab #5)
2. Petition for Local Improvement (100% of property owners) for Fulham Street
Lighting (Tab #6)
3. Review and discussion regarding selection of a developer for the SE corner
redevelopment (Tab #7)
- I. INFORMATION AND ANNOUNCEMENTS:
- J. ADJOURN

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DRAFT

City of Falcon Heights
City Council Minutes
May 16, 2001

The meeting was called to order by Mayor Gehrz at 7:00 p.m.

PRESENT: Gehrz, Kuettel, Lindstrom, Talbot. Also present was Heather Worthington, City Administrator, Pat Phillips, Deputy Clerk

COMMUNITY FORUM: There was no one present wishing to speak.

APPROVAL OF MINUTES: The minutes of April 25, 2001 were approved.

CONSENT AGENDA

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

1. General disbursements and payroll.
2. Licenses
3. Adoption of chair schedule for the Board of Water Commissioners for the St. Paul Water Utility
4. Authorization for staff to plant sod in place of the prairie that currently exists near the city hall building and fire station for safety reasons

POLICY AGENDA

Request a motion to formally include the Lindig Mini Park in the Falcon Heights park system on a permanent basis

Administrator Worthington said a tax forfeit city lot was acquired by the city in the late 1970's and has been used as an informal park where neighborhood children play games. Ramsey County notified the city that in their field review of properties, this parcel appeared as not being used for its stated public purpose. The city maintains this parcel but Worthington noted that it had never been formally dedicated as park land and a sign indicating such was not in place. After brief discussion, councilmember Talbot moved to formally dedicate this lot and include it in the city's park system, and to install a small sign indicating that it is park land. The motion passed unanimously.

Request for authorization to contract with Short Elliott Hendrickson to conduct a Property Redevelopment Eligibility Assessment

Administrator Worthington explained that our consultant at Ehlers & Associates had recommended the city conduct a property redevelopment eligibility assessment as part of the redevelopment process for the Southeast corner of Snelling and Larpentaur.

All of the data collected will be entered into a GIS system and would then be available to the city for future projects and would be compatible with the city's GIS system. Worthington said the city expects to be able to recover these costs in a subsequent development agreement after a developer is chosen for the project. Request for proposals were sent out and staff recommends the contract be awarded to SEH at a cost of \$7,600.00. After brief discussion, councilmember Kuettel moved to contract with SEH for this property redevelopment eligibility assessment of the Southeast corner. The motion passed unanimously.

Proclamation of June 12 through June 16 as "Arabian Nights in Falcon Heights" for the Region 10 Championship Arabian Horse Show to be held at the State Fairgrounds

Mayor Gehrz said the International Arabian Horse Association expects 500 horses to compete in this year's regional show and requested the mayor to declare the evenings of June 12-16 as "Arabian Nights in Falcon Heights" to honor the out-of-state and in-state exhibitors who will participate in the show. The mayor read the proclamation and councilmember Lindstrom made a motion to proclaim the evenings of June 12-16, 2001 as "Arabian Nights in Falcon Heights". The motion passed unanimously.

Council appointment to fill the vacancy left by resignation of John Hustad

Mayor Gehrz explained the application process for appointment to the council seat due to the resignation of John Hustad. Gehrz said eleven people applied and gave short presentations and the reasons and qualifications for serving on the city council. The council then voted for seven finalists who were interviewed on May 9 or May 10. The councilmembers each voted for the one person they felt had the best qualifications. Mayor Gehrz then asked each councilmember to announce their selection and the reason for it. The mayor and all councilmembers unanimously voted for Robert Lamb. Councilmember Kuettel moved to appoint Robert Lamb to fill the vacancy left by the resignation of John Hustad whose term expires December 31, 2001. The motion passed unanimously.

Appeal of Zoning Administrator's decision by Bruce Callahan, 1437 Idaho Ave. West, in the matter of a garage site plan review

Administrator Worthington said Mr. Callahan submitted two different site plans for a new garage and was subsequently notified that the plans he submitted did not comply with the zoning code. Worthington offered to process a variance request for Mr. Callahan but he declined. Mr. Callahan advised Worthington that he wished to appeal to the Planning Commission for their review and recommendation which process is covered in Chapter 9-15.02, Subd. 3. Councilmember Lindstrom made a motion that Callahan's

appeal be referred to the Planning Commission at their May 22, 2001 meeting. The motion passed unanimously.

INFORMATION AND ANNOUNCEMENTS

Mayor Gehrz publicly thanked John Hustad for his many years of service to the city as a solid waste commission member and as a member of the council. His guidance and expertise in many areas were invaluable.

ADJOURN

The meeting adjourned at 8:00 p.m.

Respectfully submitted,

Pat Phillips
Deputy Clerk

DRAFT

City of Falcon Heights
City Council Minutes
May 23, 2001

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

PRESENT: Gehrz, Kuettel, Lamb, Lindstrom, Talbot. Also present: Heather Worthington, City Administrator, Pat Phillips, Deputy Clerk, Terry Maurer, City Engineer.

OATH OF OFFICE:

Mayor Gehrz introduced Robert Lamb who was appointed by the council to fill the vacancy left by the resignation of John Hustad. Mr. Lamb was sworn into office by the mayor.

COMMUNITY FORUM: There was no one present wishing to speak.

2001 ALLEY ASSESSMENTS

Mayor Gehrz said that before the public hearing, Terry Maurer, City Engineer, was on hand to make a brief presentation of the 2001 alley improvement project and requested the people in the audience to refrain from asking questions until the public hearing was officially opened. Engineer Maurer presented, via overheads, the proposed alley design and reconstruction, the cost involved, and the terms of assessment. He said Crawford Ave. West alley is assessed at \$11.67 a front foot, payable over a 5 year period at an interest rate of 6.4%. Maurer said the Crawford Ave. East alley and the Hollywood Court alley is assessed at \$29.00 per front foot, payable over a 10 year period at an interest rate of 6.4%. The first alley will be milled and overlaid; the other alleys will undergo a complete reconstruction.

PUBLIC HEARING

The public hearing was opened at 7:20 p.m.

Bruce Kessel, 1583 Hollywood Court, asked if the city would be maintaining the alley on a regular basis after it is reconstructed. It was his understanding this alley had not been maintained and he wanted it on record that the city will be placing the alley on a maintenance schedule. Engineer Maurer said city streets and alleys are sealcoated on a 4 year rotating basis. After an alley is reconstructed, it is usually six to seven years before it is scheduled for a sealcoating and then every four years after that.

The second question was whether the south edge of the alley could be defined so his corner lot would not be damaged by snow plows, garbage trucks, etc. Engineer Maurer said he would talk to him about some options available but stressed there would not be any curbs placed at the ends of this alley.

The third question pertained to his assessment and the fact that it was much higher than he was led to believe at an earlier hearing. Engineer Maurer said he uses as an example in his presentations a 50 front footage lot and multiplies that by the rate per front foot. If a person has more front footage, he/she would have to use his or her exact front footage multiplied by the rate to get an exact assessment figure. Mr. Kessel suggested that in the future, the example used should reflect the average size lot in the area being assessed. The lots on Hollywood Court run from 60 to 75 feet wide.

The fourth question was how the city was factoring in the estimated increase in market value of his property according to state law. Engineer Maurer said that state statute 429 speaks to this issue and said the city is comfortable that the amount of the assessments do equate to the increase of property value increases that would meet the definition of law. Maurer also said the homeowner has the right to place an objection and challenge the amount of the assessment in District Court.

Frank Meah, 1597 Hollywood court questioned the amount of his assessment and said he wasn't sure of his front footage and how the assessment figure was arrived at. He also asked if he had to pay an additional tax on the assessment.

Richard Kranz, 1484 Crawford, wanted to know if the bids were received and the contract signed for the work to be done. He also wanted to know how long it would be before residents would have access to garages. Engineer Maurer said that as the work progresses, the contractor and the city would keep the residents informed as to when the alleys would be inaccessible.

There being no further questions, the Mayor closed the public hearing at 7:47 p.m.

CONSENT

Councilmember Kuettel made a motion to approve the following consent agenda with the correction of the disbursement figure on the staff report to coincide with the printout. The motion passed unanimously.

1. Disbursements
2. Appointment of firefighters
3. Authorization for staff to make the first progress payment on the purchase of a new fire truck in the amount of \$60,500.00.

POLICY

Introduction of new part-time Planning/Zoning Coordinator – Deborah Jones

Administrator Worthington introduced a new employee who was recently hired as the part-time planning/zoning coordinator. Deborah began working on May 14, and works approximately 20 hours per week. She spoke briefly to the mayor and council about her background and was warmly welcomed to the staff.

Adoption of the assessment for the 2001 Alley Improvement project

Administrator Worthington said the hearing and assessment notices had been sent to each of the residents affected by the alley improvement project this summer. Some of the residents appeared at the earlier public hearing and shared their concerns. Resolution 01-13 formally adopts the assessment for the alley reconstruction. Councilmember Lindstrom requested that clarification be made as to when the assessment is due the city before interest is accrued. A minor change in the resolution was suggested. Councilmember Talbot made a motion to approve Resolution 01-13 adopting the assessment for the 2001 alley improvement project. The motion passed unanimously.

Request to adopt Resolution 01-12, accepting bid from Hardrives, Inc. and awarding contract for 2001 Street Repairs and Alley Improvement project

Administrator Worthington said four bids were received for the street and alley project. Recommendations are to accept the bid of Hardrives, Inc. at \$449,385.80. After brief discussion, councilmember Lindstrom moved to adopt Resolution 01-12. The motion passed unanimously.

Discussion of development programs for SE Corner Redevelopment

Administrator Worthington introduced Jim Prosser of Ehlers and Associates who, together with Dan Cornejo of Short, Elliott, Hendrickson, presented a summary analysis of proposals received from developers for the SE corner of Snelling and Larpenteur. This analysis was provided to guide the council in the selection of developers to be interviewed prior to selection of a developer for a preliminary development review. Prosser and Cornejo presented summaries of proposals from seven developers. After considerable review and discussion, councilmember Lamb made a motion to invite four of the seven developers to be interviewed on June 6, 2001. They are (1) Cornerstone; (2) Metro Plains; (3) North American Properties; and (4) Sherman. The motion passed unanimously.

INFORMATION AND ANNOUNCEMENTS

Mayor Gehrz announced that Vince Wright, a 22 year employee of the city, died on May 17. Vince was a very dedicated employee and staff is encouraged to think about an appropriate memorial.

Administrator Worthington had received telephone calls regarding the boulevard trees newly planted along Larpenteur Ave. Some appeared to be dead and Worthington said the city forester inspected them and reported they are delayed due to the excessive amount of salt and sand from last winter. They will be watched closely.

ADJOURN

The meeting adjourned at 9:45 p.m.

Respectfully submitted,

Pat Phillips
Deputy Clerk

CONSENT 1
Meeting Date: 6/13/01

ITEM DESCRIPTION: Disbursements

SUBMITTED BY: Roland Olson, City Accountant

EXPLANATION/SUMMARY:

1. General disbursements through 6/7/01, \$114,320.77
2. Payroll, 5/16/01 to 5/31/01, \$10,669.82

ACTION REQUESTED: Approval

APPROVAL OF BILLS
 PERIOD ENDING: _06/07/01

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	CAHNERS CONSTRUCTION	BLTN STREET/ALLEY BIDS	LEGISLAT	332.52
	LILLIE SUBURBAN NEWSPAPER	ALLEY ASSESSMENTS HEARIN	LEGISLAT	102.46
	*** TOTAL FOR DEPT 11			434.98
	AMERICAN OFFICE PRODUCTS	PLASTIC CHAIR MAT	ADMINIST	70.00
	AMERICAN OFFICE PRODUCTS	TAPE/PADS/CALENDAR/RULER	ADMINIST	103.12
	AMERICAN OFFICE PRODUCTS	TAPE/PLASTIC BINDERS	ADMINIST	29.49
	CASH	SUPPLIES/CUPS	ADMINIST	7.12
	CASH	COOKIES OSHA TNG	ADMINIST	7.60
	INSTY-PRINTS PLUS	ENVELOPES	ADMINIST	569.71
	MIDWAY CHAMBER COMMERCE	MEETING EXPS	ADMINIST	16.00
	MINNEAPOLIS PAPER COMPANY	LASER/COPY PAPER	ADMINIST	173.94
40050	MN DEPARTMENT OF REVENUE	MAY 16-31 STATE WITHHOLD	ADMINIST	633.08
	NCPERS GROUP LIFE INS	JUL /01 PHILLIPS	ADMINIST	12.00
40049	PERA	MAY 16-31 PERA WITHHOLDI	ADMINIST	1,126.04
	SHURE INCORPORATED	TIE CLASPS FOR MICROPHON	ADMINIST	12.50
	*** TOTAL FOR DEPT 12			2,760.60
	KERN, DEWENTER, VIERE LTD	FINAL PYMT AUDIT 2000	FINANCE	4,350.00
	*** TOTAL FOR DEPT 13			4,350.00
	FBN, INC	PC INSTALLAION/NETWORK I	COMMUNIC	595.00
	FBN, INC	E-MAIL SET UP/TNG:DEB	COMMUNIC	127.50
	MCI WORLDCOM RES SVC	LONG DISTANCE	COMMUNIC	29.94
	QWEST	TELE TO 6/21	COMMUNIC	615.52
	DAVID L. WASSON GRAPHIC	APR-JUNE NEWSLETTER	COMMUNIC	1,385.13
	*** TOTAL FOR DEPT 16			2,753.09
	XCEL ENERGY	CIVIL DEFENSE SIREN	EMERGENC	6.28
	*** TOTAL FOR DEPT 21			6.28
	CASH	TABACCO COMPLIANCE	POLICE	2.95
	*** TOTAL FOR DEPT 22			2.95
	HUGHES & COSTELLO	JUNE/01 LEGAL SVCS	PROSECUT	2,619.79
	*** TOTAL FOR DEPT 23			2,619.79
	AMERIPRIDE LINEN&APPAREL	LINEN CLEANING	FIRE FIG	44.70
	BEARCOM	REPAIR RADIO	FIRE FIG	45.00
	HCMC-EMS EDUCATION	K. ANDERSON EMT REFRESHR	FIRE FIG	190.00
	MIKE MCKAY	TNG TEXTBOOKS/1ST RESPON	FIRE FIG	62.35
	MED-COMPASS	11 SCBA USER MED EXAMS	FIRE FIG	675.00
	OXYGEN SERVICE COMPANY	AIR AND O2	FIRE FIG	40.50
	SUPERAMERICA	FUEL	FIRE FIG	40.00
	QWEST	TELE TO 6/21	FIRE FIG	167.46
	MN FIRE SVC CERT. BOARD	MCKAY-FIRE CERT TESTING	FIRE FIG	45.00
	*** TOTAL FOR DEPT 24			1,310.01
	BROWNING-FERRIS IND.	JUNE/00 WASTE REMOVAL	CITY HAL	267.74
	BOARD OF WATER COMMISSNRS	H2O	CITY HAL	73.22
	BOARD OF WATER COMMISSNRS	SS	CITY HAL	11.69
	GIBBS LAWN, INC.	FERTILIZER/ WEED CHEMICA	CITY HAL	368.46
	HAR MAR LOCK & KEY	KEYS - DUPLICATED	CITY HAL	15.55

APPROVAL OF BILLS
 PERIOD ENDING: _06/07/01

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	HERMES FLORAL COMPANY	PLANTS	CITY HAL	55.32
	XCEL ENERGY	ELECT TO 5/31	CITY HAL	837.10
	XCEL ENERGY	GAS TO 5/30	CITY HAL	84.44
	OXYGEN SERVICE COMPANY	TANK RENTAL	CITY HAL	9.00
40051	SUBURBAN ACE HARDWARE	ALUMINUM PAINT&ROLLERS	CITY HAL	44.53
	VERIZON WIRELESS	CELL PHONE CHRGS	CITY HAL	8.21
	*** TOTAL FOR DEPT 31			1,775.26
	D-ROCK CENTER LANDSCAPE	BLACK DIRT	STREETS	103.84
	D-ROCK CENTER LANDSCAPE	BLACK DIRT	STREETS	62.30
	GERTENS	PLANTS FOR STREET PLANTR	STREETS	708.86
	ONE CALL CONCEPTS, INC	ONE LOCATE	STREETS	1.60
	HERMES FLORAL COMPANY	SOIL/FERTILIZER	STREETS	52.29
	LINDERS GARDEN CENTER	PEAT MOSS AND PERLITE	STREETS	32.50
	NRG PROCESSING SOLUTIONS	SOD/TREES RECYCLING	STREETS	8.52
	XCEL ENERGY	ELECT TO 5/31	STREETS	45.59
	XCEL ENERGY	ELECT TO 5/31	STREETS	8.13
	XCEL ENERGY	ELECT TO 5/31	STREETS	93.70
	XCEL ENERGY	ELECT TO 5/31	STREETS	1,964.65
	XCEL ENERGY	ELECT TO 5/31	STREETS	8.99
	XCEL ENERGY	ELECT TO 5/31	STREETS	73.77
	XCEL ENERGY	ELECT TO 5/31	STREETS	7.96
	XCEL ENERGY	ELECT TO 5/31	STREETS	77.87
	XCEL ENERGY	ELECT TO 5/31	STREETS	7.28
	XCEL ENERGY	ELECT TO 5/31	STREETS	44.56
	RAMSEY CTY PUBLIC WORKS	2000 EVP MAINT COSTS	STREETS	22.59
40051	SUBURBAN ACE HARDWARE	LAWNSEED & TIRE SEALER	STREETS	62.81
	SUPERAMERICA	FUEL	STREETS	272.15
	UNITED RENTALS	SAFETY GLASSES	STREETS	29.89
	UNITED RENTALS	3 TIE DOWN STRAPS	STREETS	26.79
	*** TOTAL FOR DEPT 32			3,716.64
	HOWARD GREEN COMPANYC.	PAVEMENT MANAGEMENT PROJ	ENGINEER	92.25
	HOWARD GREEN COMPANYC.	PAVEMENT MGMT PROJECT	ENGINEER	2,607.41
	HOWARD GREEN COMPANYC.	2001 SEALCOAT/CRACK SEAL	ENGINEER	2,117.57
	*** TOTAL FOR DEPT 33			4,817.23
	HOME DEPOT CRC/GEFC	TREES FOR PLANTING	TREE PRO	85.24
	MARGOLIS BROTHERS	TREE PLANTINGS	TREE PRO	256.67
	*** TOTAL FOR DEPT 34			341.91
	BOARD OF WATER COMMISSNRS	H2O	PARK & R	11.66
	BOARD OF WATER COMMISSNRS	SS	PARK & R	23.41
	CASH	LUMBER	PARK & R	66.41
	GIBBS LAWN, INC.	FERTILIZER/ WEED CHEMICA	PARK & R	368.45
	HAR MAR LOCK & KEY	KEYS - DUPLICATED	PARK & R	23.00
	HOME DEPOT CRC/GEFC	FERTILIZER/GRASS SEED	PARK & R	232.97
	ICMA RETIREMENT TRUST 457	JUNE/01 TRETSVEN	PARK & R	100.00
	ICMA RETIREMENT TRUST 457	JUNE/01 MAERTZ	PARK & R	100.00
	NCPERS GROUP LIFE INS	JUL/01 MAERTZ	PARK & R	12.00
	XCEL ENERGY	AUTO PROTECTIVE LITES	PARK & R	22.35
	XCEL ENERGY	AUTO PROTECTIVE LITES	PARK & R	20.88
	ON SITE SANITATION	PORTABLE TOILET COMM PK	PARK & R	70.65

APPROVAL OF BILLS
 PERIOD ENDING: _06/07/01

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
40051	SUBURBAN ACE HARDWARE	FASTENERS & LAWN SUPPLIE	PARK & R	23.05
	T.A. SCHIFSKY & SONS, INC	PEA GRVEL	PARK & R	270.00
	QWEST	TELE TO 5/22	PARK & R	58.26
	COYOTE CORPORATION	LANDSCAPE BOULDERS/COMM	PARK & R	81.95
	*** TOTAL	FOR DEPT 41		1,485.04
	I PRINT TEXTILES	SWEATS & T-SHIRTS	PARK PRO	387.90
	*** TOTAL	FOR DEPT 50		387.90
	MUNICIPAL/COMMERCIAL	VAC&JET STORM SEWER	STORM SE	500.00
	*** TOTAL	FOR DEPT 51		500.00
	CITY OF ST PAUL	HRDRANT VALUE REPAIR	WATER FU	402.27
	*** TOTAL	FOR DEPT 53		402.27
	E-Z RECYCLING, INC.	5/01 RECYCLING	SOLID WA	2,559.40
	*** TOTAL	FOR DEPT 56		2,559.40
	CUSTOM FIRE APPARATUS	PROGRESS PAYMENT # 1	FIRE & R	60,500.00
	FIRE EQUIPMENT SPECIALTIE	SCBA EQUIPMENT	FIRE & R	582.57
	FIRE EQUIPMENT SPECIALTIE	FIRE EXTINGUISHER	FIRE & R	64.95
	*** TOTAL	FOR DEPT 64		61,147.52
	FRICKE & SONS SOD, INC.	SOD/GROVE PARK PLAYGROND	PUBLIC W	160.08
	HERMES FLORAL COMPANY	SOIL & PERENNIALS	PUBLIC W	57.59
	LINDERS GARDEN CENTER	GROVE PARK/SOD/ANNUALS	PUBLIC W	16.41
	MARGOLIS BROTHERS	GROVE PLAYGROUND SHURBS	PUBLIC W	133.13
	NRG PROCESSING SOLUTIONS	GROVE PLAYGROUND EXPS	PUBLIC W	392.99
	T.A. SCHIFSKY & SONS, INC	PEA GRAVEL/GROVE PLAYGRO	PUBLIC W	269.72
	*** TOTAL	FOR DEPT 65		1,029.92
	XCEL ENERGY	PUMPING STATION	SANITARY	15.00
	QWEST	LIFT STA AUTO DIALER	SANITARY	62.57
	*** TOTAL	FOR DEPT 75		77.57
	EHLERS AND ASSOCIATES	1/2 TIF MODIFICATION EXP	TIF #1	3,015.00
	*** TOTAL	FOR DEPT 77		3,015.00
	EHLERS AND ASSOCIATES	1/2 TIF MODIFICATION EXP	TIF #2	3,015.00
	*** TOTAL	FOR DEPT 78		3,015.00
	EHLERS AND ASSOCIATES	APRIL DEVELOPMENT ISSUES	COMM. DE	2,092.50
	KEYS CAFE	DEVELOPMENT MEETING EXPS	COMM. DE	95.30
	*** TOTAL	FOR DEPT 79		2,187.80
	ROSEVILLE PARKS AND RECRE	TEEN STAFFING/JAN-MAR	MCAD	2,953.25
	WEBER,EILEEN	JUNE 1-15 PROF SVCS	MCAD	1,083.33
	*** TOTAL	FOR DEPT 84		4,036.58
	HOWARD GREEN COMPANYC.	APRIL ENGINEERING	2001 ALL	4,912.33
	HOWARD GREEN COMPANYC.	MAY ENGINEERING	2001 ALL	3,702.70
	*** TOTAL	FOR DEPT 89		8,615.03
	HERMES FLORAL COMPANY	FUNERAL/VINCE WRIGHT	CONTINGE	73.00

APPROVAL OF BILLS
PERIOD ENDING: _06/07/01

CHECK#	VENDOR NAME	DESCRIPTION	DEPT.	AMOUNT
	WILLIAM MAERTZ	TUITION REIMB	CONTINGE	900.00
		*** TOTAL FOR DEPT 92		973.00
		*** TOTAL FOR BANK 01		114,320.77
		*** GRAND TOTAL ***		114,320.77

C H E C K R E G I S T E R

CHECK TYPE	CHECK DATE	EMPLOYEE NAME NUMBER	CHECK NUMBER	CHECK AMOUNT
COM	5 30 01	6 SUSAN GEHRZ	30984	302.45
COM	5 30 01	11 JOHN HUSTAD	30985	138.52
COM	5 30 01	12 LAURA A. KUETTEL	30986	277.05
COM	5 30 01	13 PETER C. LINDSTROM	30987	277.05
COM	5 30 01	14 RICHARD P. TALBOT JR	30988	277.05
COM	5 30 01	15 ROBERT E LAMB	30989	138.52
COM	5 30 01	34 CLEMENT KURHAJETZ	30990	276.98
COM	5 30 01	35 LEO LINDIG	30991	64.64
COM	5 30 01	42 MICHAEL D. CLARKIN	30992	94.67
COM	5 30 01	66 ALFRED HERNANDEZ	30993	124.67
COM	5 30 01	74 MARK J. ALLEN	30994	55.41
COM	5 30 01	1003 HEATHER WORTHINGTON	30995	1237.27
COM	5 30 01	1007 PATRICIA PHILLIPS	30996	1033.21
COM	5 30 01	1013 WILLIAM MAERTZ	30997	1382.30
COM	5 30 01	1026 JASON CIERNIA	30998	116.36
COM	5 30 01	1033 DAVE TRETSEVEN	30999	1000.05
COM	5 30 01	1036 KEVIN KELLY	31000	242.41
COM	5 30 01	1038 DEBORAH K JONES	31001	494.18
COM	5 30 01	1136 ROLAND O. OLSON	31002	1100.00
COM	5 30 01	1143 COLIN B. CALLAHAN	31003	636.80
COM	5 30 01	1167 PHILLIP A LANG	31004	375.03
COM	5 30 01	1169 JAY PAUL KURTIS	31005	535.68
COM	5 30 01	1173 ELIZABETH M. POSTIGO	31006	489.52

COMPUTER CHECKS	10669.82
MANUAL CHECKS	.00
NOTICES OF DEPOSIT	.00

****TOTALS**** 10669.82

CONSENT 2
Meeting Date: 6/13/01

ITEM DESCRIPTION: Licenses

SUBMITTED BY: Pat Phillips, Licensing Coordinator

REVIEWED BY: Heather Worthington, City Administrator

EXPLANATION/SUMMARY:

TREE TRIMMING/TREATING/REMOVAL

All Seasons Tree Service

Lic. #01-1309

ACTION REQUESTED: Approval

Consent 3
6/13/01

ITEM: Appeal of the Zoning Administrator's decision in the case of a garage permit at 1437 Idaho Avenue

SUBMITTED BY: Heather Worthington, City Administrator

REVIEWED BY: Roger Knutson, City Attorney
Falcon Heights Planning Commission

EXPLANATION:

Summary: The Planning Commission reviewed this case at their regular May 22, 2001 meeting, and voted unanimously to recommend overturning the zoning administrator's decision and interpretation of the code in this case. A literal reading of the code was recommended by the Planning Commission, which would allow the owner to build a garage outside the thirty-foot required rear yard, thereby complying with the code requirements setting the maximum square footage for accessory structures.

ACTION REQUESTED:

Motion to overturn the Zoning Administrator's decision in the matter of a garage permit at 1437 Idaho Avenue.

Addendum

CONSENT # 4

June 13, 2001

ITEM: Authorization to hire a part-time accounting student over the summer months to assist with the implementation of GASB Statement 34 and the 2002 Budget in the GASB 34 format.

SUBMITTED BY: Roland Olson, Finance Director

REVIEWED BY: Heather Worthington, City Administrator

EXPLANATION: The conversion to GASB Statement 34 is proving much more time consuming than I originally planned. I need some help. In the 2001 Finance Budget we have budgeted \$5000 for financial consultants. I talked with our auditing firm to find out the cost per hour for one of their newly hired auditors and was told that the cost would be over \$50 per hour. I talked with the Carlson School of Management and was told that a part-time accounting intern would cost approximately \$12 to \$14 per hour. With my knowledge of GASB 34, an energetic part-time accounting intern would work out quite well. I would propose to use between \$3000-\$3500 of this original budget. The balance of the financial consultant line item would then be available for our auditors to review and make recommendations prior to the end of 2001. Using an accounting student would be very cost beneficial to the city.

GASB Statement 34 established a whole new financial reporting model for state and local governments. In the past, the financial health of a government was not presented as a single unified entity. Financial reporting focused on aggregations of similar individual fund types (e.g. special revenue funds, debt service funds, capital project funds, and the general fund). Under GASB Statement 34, governments must continue to provide this fund based information; but also for the first time, present the government as a single unified entity comparable in many ways to a consolidated, private-sector business enterprise.

ACTION REQUESTED: Approve the hiring of a part-time accounting student to work with the Finance Director on the implementaton of GASB Statement 34 and the 2002 Budget GASB 34 information.

**Policy 1
6/13/01**

ITEM: Receipt of the 2000 Comprehensive Annual Financial Report (Audit)

SUBMITTED BY: Jennifer Thienes, CPA, Kern DeWenter Viere

**REVIEWED BY: Heather Worthington, City Administrator
Roland Olson, Finance Director**

EXPLANATION:

Summary: The Council will receive the 2000 Comprehensive Annual Financial Report from the city's auditor, Kern DeWenter Viere, Ltd. This presentation will include an overview of the revenues and expenditures for the City in 2000. Questions are welcome. Although the annual financial report is compiled by the auditor, the finance director is very involved in providing information for the annual audit and for this document.

Goal #4: To provide a responsive and effective city government
Strategy #6: To effectively manage the city's financial resources

ATTACHMENTS:

2000 Comprehensive Annual Financial Report

ACTION REQUESTED:

Presentation by Jennifer Thienes, CPA, Kern DeWenter, Viere, Ltd.
Questions and discussion
Motion to accept the 2000 Comprehensive Annual Financial Report

**Policy 2
6/13/01**

ITEM: Petition for Local Improvement (100% of property owners) for Fulham Street Lighting

SUBMITTED BY: Heather Worthington, City Administrator

REVIEWED BY: Rick Getschow, City Administrator, City of Lauderdale

EXPLANATION:

Summary: Wayne Sisel, 1567 Fulham Street, approached the City of Lauderdale on May 8th with a petition for the installation of decorative streetlights on his street. Mr. Getschow provided all of the property owners in that area with a petition form which acknowledges the conditions of the Lauderdale assessment policy. Their policy states that appurtenances (ie: street lights, sidewalks) constructed or provided separate from new street construction or street reconstruction shall be 100% assessed.

The City of Falcon Heights' assessment policy states that "appurtenances, with the exception of pathways or landscaping, may be assessed". It further states that all "new construction of such appurtenances shall be totally assessed to the benefiting properties on a front-foot basis".

The City of Lauderdale does not require a public hearing for a project when it is petitioned by 100% of the property owners. They would require that each owner sign a petition and a waiver agreement. Further, the City of Lauderdale has offered to coordinate the work, complete reports, and obtain bids for the project. The City of Falcon Heights would be responsible for assessing our property owners (of which there are four).

If this project is approved, reports will be obtained, bid documents prepared, and an assessment roll presented at a future meeting.

ATTACHMENTS:

Letter from Wayne Sisel, Lauderdale Resident date August 31, 2000

Letter from Wayne Sisel, dated April 16, 2001

Petition signed by Falcon Heights property owners

City Council memo from Rick Getschow, City Administrator, Lauderdale

Petition signed by Lauderdale property owners

ACTION REQUESTED:

Approval of petition, and joint project with Lauderdale to install streetlights along Fulham Avenue, with the understanding that residents will be responsible for 100% of the cost associated with this improvement.

To: Fulham Street Neighbors
From: Wayne Sisel (646-8050), email: sisel001@tc.umn.edu

August 31, 2000

Re: Update On Street Lighting Proposal

Background:

I've talked to most of you earlier this summer about adding street lighting on our street between Hoyt and Folwell Streets, after several of us experienced some vandalism to cars parked on the street last summer and earlier this year. Everyone I talked to seemed concerned about improving night safety and security on our dark street.

I've conferred with the City Administrator in Lauderdale, who has talked with Falcon Heights officials, and NSP. I met with NSP staff on site they have recently provided an estimate of costs based on certain assumptions.

A Proposal:

One possibility would be to extend the lighting system started by St. Paul south of Hoyt, placing fixtures on alternate sides of the street. The poles and luminaires would be of similar design to the St. Paul ones. (St. Paul has cast aluminum poles, the NSP quote was for fiberglass poles, but of similar historic design, used recently in Prospect Park in Minneapolis). Boulevards would only be disturbed minimally where poles are located. All underground wiring would be placed by boring, rather than trenching methods. The estimate included three fixtures. NSP's estimate for this scheme was \$15,150.

Costs:

Financing of a project requested by residents, I am told, would be assessed 100% to properties affected (eight houses on the Lauderdale side, four on Falcon Heights side-only houses that face Fulham). The cities would pay for the electricity used. The assessments to each property could be paid by residents over a ten-year period, with interest. Using the above estimate, each property would be assessed approximately a total of \$1,263, over 10 years. At 5% interest, this would be about \$164 per year.

What Happens Next?

To proceed from here, if there is a consensus to proceed, we can petition our respective cities to authorize NSP to proceed with the project. (We could proceed without public hearings if there is 100% consensus.) NSP needs about 12 weeks lead time to procure materials for the project. Unless we have another mild winter, construction may not get started until next spring. Costs may escalate slightly.

I would appreciate your thoughts and opinions, and welcome your questions.

April 16,2001

Wayne Sisel
1567 Fulham St.
Lauderdale, MN
55108

Rick Getschow
City Manager
City of Lauderdale
1890 Walnut St
Lauderdale, MN

Dear Rick:

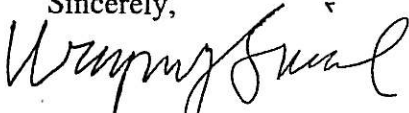
Here are the signed petitions (one for Lauderdale, one for Falcon Heights) for street lighting on Fulham Street between Hoyt and Folwell.

Some of us feel that two fixtures may do the job, instead of the three that NSP/Excel proposed in their estimate.

The residents are also concerned about the design and location of the fixtures, with respect to existing boulevard trees, bedroom windows, etc. We ask that the contractor and the cities work with us on these issues. I would volunteer to represent the residents.

Please let me know if you have any questions, or need any additional information. Please keep me appraised of the process.

Sincerely,

A handwritten signature in cursive script that reads "Wayne Sisel". The signature is written in dark ink and is positioned above the printed name.

Wayne Sisel

Petition For Local Improvement-Street Lighting (100 percent of property owners)

Falcon Heights, Minnesota

March 24, 2001

To the City Council of Falcon Heights, Minnesota

We, all owners of real property on the east side of Fulham Street between Hoyt Avenue and Folwell Avenue in the city of Falcon Heights hereby petition that such street be improved by street lighting pursuant to Minnesota Statutes, Chapter 429, and that the city assess the entire cost of the improvement against our property described below, and we hereby agreed to pay the entire cost as apportioned by the city:

Name of Owner	Address of Property	Signature of Owner
1. DEEN	1564 FULHAM	Heidi Deen
2. RAUP	1572 FULHAM	Marianne and Robert Raup
3. CERMAK/RAYNES	1580 FULHAM	[Signature]
4. CLOSE	1588 FULHAM	Carl and Ann Close

Examined, checked, and found to be in proper form and to be signed by the required number of owners of property affected by the making of the improvement petitioned for.

City Administrator _____

Post#	Date	# of pages
Fax Note R7073	9-16	12
To	HEATHER W	
Fax#	644-9675	
From	RICK	
Phone#		

City Council Memorandum

To:	Mayor and City Council
From:	Rick Getschow
Council Meeting Date:	May 8, 2001
Agenda Item:	Petition for Local Improvement (100% of Property Owners) – Fulham St. Street Lighting

Background:

Wayne Sisel, 1567 Fulham Street, approached the City Council last fall requesting the institution of a parking permitting process on Fulham Street, south of Larpenteur Avenue. At that time, Sisel stated that the residents would be bringing forth a petition in the near future requesting the Council to consider undertaking the local improvement of installing decorative streetlights on their street. I have just recently been presented with the aforementioned petition.

I provided the property owners with a sample form of a "Petition for a Local Improvement by 100% of the property owners". The petition acknowledges the conditions of our assessment policy, which regulate that appurtenances (i.e., street lights, sidewalks) constructed or provided separate from new street construction or street reconstruction shall be 100% assessed.

Section 9 (Local Improvement Process), Paragraph C (Procedural Steps for 100% Petitioned Projects) covers this type of project. Basically, the process for this type of improvement is the same as the process for a normal street and utility improvement project – with one exception. There does not need to be a public hearing for the project when it is petitioned by 100% of the property owners. Also, to ensure that there is not a misunderstanding or possible objection with the assessment, cities dealing with 100% petitioned projects usually require that all of the property owners sign petition and waiver agreements. These agreements are officially known as "agreements of assessment and waiver of irregularity and appeal" In this case, the city would be securing a waiver from the property owner that they will not appeal the assessment or the process of the assessment. A model of this type of agreement is included in the packet. Also, language similar to this is already included in the submitted petition by the residents.

There is another twist this petitioned project. Part of the improvement is in the City of Falcon Heights. Eight (8) of the twelve (12) affected property owners are in the City of Lauderdale, whereas as four (4) of the twelve (12) reside in the City of Falcon Heights. Both communities will be concurrently following the improvement and assessment process. Since the majority of the property owners are in Lauderdale and a Lauderdale resident initiated the process, I stated to Falcon Heights that our community would take the lead as it relates to completing the report and obtaining bids for the project. Falcon Heights will still have to assess their own residents for this project.

Resolution 050801A: Declaring Adequacy of the Petition and Ordering A Report

The improvement process in this case begins with the City Council approval of a resolution declaring the adequacy of the petition and ordering a report on the project. Since this is a fairly simple project involving the installation of 2-3 streetlights, it is recommended that the Lauderdale City Administrator be appointed the person to prepare the report. Assistance from the utility company and an engineer may still be needed, but a consulting engineer does not need to be assigned to complete a feasibility report. Also, since this project is 100% petitioned, a public hearing is not needed.

Agreements of Assessment and Waiver of Irregularity and Appeal

One step that should be completed before the project is ordered and undertaken is to have all affected residents sign petition and waiver agreements. As was stated, these agreements avoid misunderstandings and appeals in the later stages of this improvement project.

The project can then be approved and ordered at a later City Council meeting following the presentation of a report and the execution of the assessment and waiver agreements.

Enclosures:

1. 8-31-00 Letter to Fulham Street residents from Wayne Sisel
2. 4-16-01 Letter to City Administrator from Wayne Sisel
3. Lauderdale resident's Petition for Local Improvement
4. Falcon Heights resident's Petition for Local Improvement
5. Assessment Policy Manual Pages 10, 15-16
6. Sample Agreement of Assessment and Waiver of Irregularity and Appeal
7. Resolution 050801A: A Resolution Declaring the Adequacy of the Petition and Ordering the Preparation of a Report on the Fulham St. Street Light Improvements

Council Action Requested:

1. Approve Resolution 050801A: A Resolution Declaring the Adequacy of the Petition and Ordering the Preparation of a Report on the Fulham St. Street Light Improvements.
2. Direct the City Administrator to obtain signed agreements of Assessment and Waiver of Irregularity and Appeal

Petition For Local Improvement-Street Lighting (100 percent of property owners)

Lauderdale Minnesota March 24, 2001

To the City Council of Lauderdale Minnesota

We, all owners of real property on the west side of Fullam Street between Hoyt Avenue and Folwell Avenue in the city of Lauderdale hereby petition that such street be improved by street lighting pursuant to Minnesota Statutes, Chapter 429, and that the city assess the entire cost of the improvement against our property described below, and we hereby agreed to pay the entire cost as apportioned by the city.

Name of Owner	Address of Property	Signature of Owner
1. <u>ATLGERD</u>	<u>1563 FULLAM</u>	<u>Steven Ahlgerd</u>
2. <u>SIEEL</u>	<u>1567 FULLAM</u>	<u>Wm. J. Sieel</u>
3. <u>BADLES</u>	<u>1573 FULLAM</u>	<u>Richard H. Osten</u>
4. <u>OOSTEN</u>	<u>1577 FULLAM</u>	<u>Richard H. Osten</u>
5. <u>ABRAHAMSON</u>	<u>1583 FULLAM</u>	<u>Richard H. Osten</u>
6. <u>BROWN</u>	<u>1589 FULLAM</u>	<u>Richard Brown</u>
7. <u>SUPPRA</u>	<u>1599 FULLAM</u>	<u>R. Supra</u>
8. <u>SMITH</u>	<u>1605 FULLAM</u>	<u>Richard Smith</u>

Examined, checked, and found to be in proper form and to be signed by the required number of owners of property affected by the making of the improvement petitioned for.

City Administrator _____

**Policy 3
6/13/01**

ITEM: Review and discussion regarding selection of a developer for the SE corner redevelopment

SUBMITTED BY: Heather Worthington, City Administrator

EXPLANATION:

Summary: On Wednesday, June 6, the city council met with four developers for interviews in order to proceed with a pre-development agreement on the SE Corner Redevelopment Area project. The following criteria were used in determining the developer's capabilities:

- Financial capability
- Financial planning capability
- Previous related experience
- Experience with local businesses
- Knowledge of market
- Project planning capability
- Knowledge of development process
- Partnering experience (if applicable)
- Design capacity
- Design flexibility
- Design creativity

City staff can begin working with consultants to draft a pre-development agreement immediately, and community meetings can then proceed with the developer regarding building design, site considerations, and access issues.

ACTION REQUESTED:

- Discussion
- Selection of developer