

**LAUDERDALE CITY COUNCIL MEETING AGENDA**  
**TUESDAY, JULY 29, 2003**  
**CITY HALL, 7:00 P.M.**

The City Council is meeting as a legislative body to conduct the business of the City according to ROBERT'S RULES OF ORDER AND THE STANDING RULES OF ORDER AND BUSINESS OF THE CITY COUNCIL. Unless so ordered by the Mayor, citizen participation is limited to the times indicated and always within the prescribed rules of conduct for public input at meetings.

1. **CALL MEETING TO ORDER AT 7:00 P. M.**

2. **ROLL:**

*Councilmembers:*

McCloskey _____	Christensen _____
Gill-Gerbig _____	Giannetti _____
Mayor Dains _____	

*Staff:* Getschow \_\_\_\_\_

3. **APPROVAL OF THE AGENDA**

4. **APPROVAL**

- A. Approval of minutes of 7/08/03 City Council Meeting
- B. Approval of claims totaling \$100,855.71

5. **OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS NOT ON THE AGENDA**

Any member of the public may speak at this time on any item NOT on the agenda. In consideration of the public attending the meeting for specific items on the agenda, this portion of the meeting will be limited to fifteen (15) minutes. Individuals are requested to limit their comments to four (4) minutes or less. If the majority of the Council determines that additional time on a specific issue is warranted, then discussion on that issue shall be continued under Additional Items at the end of the agenda. Before addressing the City Council, members of the public are asked to step up to the microphone, give their name, address and state the subject to be discussed. All remarks shall be addressed to the Council as a whole and not to any member thereof. No person other than members of the Council and the person having the floor shall be permitted to enter any discussion without permission of the presiding officer. Your participation, as prescribed by the Council's ROBERT'S RULES OF ORDER AND THE STANDING RULES OF ORDER AND BUSINESS OF THE CITY COUNCIL, is welcomed and your cooperation is greatly appreciated.

FILE

6. **CONSENT**
7. **SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS/ CITIZENS ADDRESSING STREET AND UTILITY IMPROVEMENTS**
8. **INFORMATIONAL PRESENTATIONS**
9. **REPORTS**
10. **PUBLIC HEARINGS**

Public hearings are conducted so that the public affected by a proposal may have input into the decision. During hearings, all affected residents will be given an opportunity to speak pursuant to the ROBERT'S RULES OF ORDER AND THE STANDING RULES OF ORDER AND BUSINESS OF THE CITY COUNCIL.

11. **ACTION**
  - A. Consideration of a Request to Extend an Alley (between the 1800 blocks of Walnut and Malvern) as part of the 2003 Street and Utility Improvements
  - B. Approval of the 2<sup>nd</sup> Quarter 2003 Financial and Investment Report
  - C. Resolution 072903A: A Resolution Proclaiming National Night Out 2003
  - D. Consideration of three (3) appointments to the Park and Community Involvement Committee (PCIC)
12. **ITEMS REMOVED FROM THE CONSENT AGENDA**
13. **ADDITIONAL ITEMS**
14. **SET AGENDA FOR NEXT MEETING**
15. **ADJOURNMENT**

**Lauderdale City Council  
Meeting Minutes  
July 8, 2003**

1. Meeting called to order at 7:00 P.M.
  
2. ROLL  
  
Council present: Christensen, Giannetti, McCloskey, and Gill-Gerbig  
  
Council absent: Mayor Dains  
  
Staff present: Administrator Getschow
  
3. APPROVAL OF THE AGENDA  
  
*A. Approval of Agenda.* Motion by Gill-Gerbig, second by Giannetti to approve the agenda. Motion carried unanimously.
  
4. APPROVAL  
  
*A. Approval of Minutes.* Motion by Giannetti, second by Christensen to approve the minutes of the June 24, 2003 City Council meeting. Motion carried unanimously.  
  
*B. Approval of Claims totaling \$61,937.85.* Motion by Christensen, second by Gill-Gerbig to approve the claims totaling \$61,937.85. Motion carried unanimously.  
  
*C. Approval of Pay Request #3 for the 2003 Street and Utility Improvements for S.M. Hentges and Sons in the amount of \$418,279.15.* Motion by Gill-Gerbig, second by Christensen to approve Pay Request #3 for the 2003 Street and Utility Improvements in the amount of \$418,279.15. Motion carried unanimously.
  
5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS ITEMS NOT ON THE AGENDA
  
6. CONSENT

7. SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS

*A. Day in the Park.* Council member Giannetti reminded everyone of the upcoming Day in the Park event that is scheduled from 4:00-8:00 p.m. on Saturday, July 12, 2003.

8. INFORMATIONAL PRESENTATIONS

9. REPORTS

*A. Adult Foster Care House.* Dale Johnston, Ramsey County Foster Care, provided a report to the City Council and those residents in attendance at the meeting on the state and county regulated foster home at 1889 Eustis Street.

Residents in attendance expressed concern with the notification process that was used. They also asked questions regarding the staffing and operation of the house.

Tim Hammond, Ramsey County Foster Care, addressed some of those questions and concerns regarding notification and the operation of the group home.

Johnston stated that there will be an open house at the group home on Monday, July 14 from 12:00 p.m.-2:00 p.m. and 6:00 p.m.-8:00 p.m. He encouraged everyone to attend.

*B. 2003 Street and Utility Improvements.* The City Administrator updated the City Council on the progress of the project. He also indicated that the Council would be receiving a report from the City Engineer at the next meeting regarding the request to open the alley between Walnut and Malvern Streets as part of the improvements this year.

10. PUBLIC HEARINGS

11. ACTION

A. *Approval of Quotations for the Demolition of 1728 Malvern pursuant to a Hazardous Building Removal Agreement.* The City Administrator stated that pursuant to a hazardous building agreement approved by the City Council at their last meeting, city staff has solicited quotations to demolish the structure at 1728 Malvern Street. The City is requiring that the approved contractor remove the house, footings, foundation and slabs from the property. The contractor will also be required to backfill excavations to the existing grade and provide topsoil and seed to fill the hole left from the demolition. The existing garage on the property will be left intact.

The low quotation was submitted by Ray Anderson and Sons Companies, Inc. for \$5,700 and does not include environmental services. Ray Anderson and Sons demolished the last hazardous structure in the mid-1990's under city direction.

Motion by Gill-Gerbig, second by Christensen to accept the low quotation of \$5,700 from Ray Anderson & Sons Companies, Inc. for the demolition at 1728 Malvern Street. Roll: Yes: all. Motion carried.

B. *Resolution 070803A: A Resolution of Intent to Participate in the Upgraded Metropolitan Public Safety Communication System (800 MHz).* The City Administrator stated that Ramsey County is moving into its next phase of implementation regarding the required Metropolitan Public Safety Communication System (800 MHz). As part of the County moving into this phase of the project, resolutions of support are being requested from each municipality to apply for grant funding.

The main users of this radio system would be the public safety departments. In Lauderdale's case that would be the Saint Anthony Police Department and the Falcon Heights Fire Department. The Police Department has already implemented this radio communications system in Saint Anthony because they are partially in Hennepin County, where the system is currently operating. Also, the City of Falcon Heights has indicated that they support this initiative as it relates to their Fire Department. The passage of this resolution does not invoke a funding commitment. In fact, since both public safety agencies are contracted for there would not be a direct funding commitment on behalf of the City.

Motion by Christensen, second by Giannetti to approve Resolution 070803A: A Resolution of Intent to Participate in the Upgraded Metropolitan Public Safety Communication System (800 MHz). Roll: Yes: all. Motion carried.

12. ITEMS REMOVED FROM THE CONSENT AGENDA

13. ADDITIONAL ITEMS

*A. Adult Foster Care.* Council member Gill-Gerbig stated that it would be a good idea for everyone, if they have the opportunity, to attend the foster home open house on their own.

14. SET AGENDA FOR NEXT MEETING

1. 2003 Improvements- Alley extension
2. 2<sup>nd</sup> Quarter 2003 Financial and Investment Report
3. Insurance Policy Renewal
4. Resolution Appointing an Insurance Agent

15. ADJOURNMENT

Motion by Christensen, second by Gill-Gerbig to adjourn at 8:07 P.M. Ayes: All.

**CITY OF LAUDERDALE**

**Claims for Approval**

**July 29, 2003 City Council Meeting**

<u>Payroll</u>		
07/18/03 Payroll:	Check # 7396-7400	\$6,205.24
07/18/03 Payroll:	EFT: Federal Withholding Taxes/FICA	\$2,521.88
07/18/03 Payroll:	EFT: PERA	\$1,047.56
07/18/03 Payroll:	EFT: ICMA Retirement Fund	\$1,280.43
Jul 2003 Payroll:	EFT: State Withholding	\$879.03
<u>Vendor Claims</u>		
07/29/03 Claims:	Check # 16455-16477	\$88,921.57

**Subtotal of Claims From Above**

**\$100,855.71**

<b>Total Claims for Approval</b>	<b>\$100,855.71</b>
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CITY OF LAUDERDALE

Paid Register

Check Number	Employee Number	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date	Status
007396	000000011	BOWNIK, JAMES	15	BI-WEEKLY	\$1,000.43	7/18/03	Outstanding
007397	000000003	GETSCHOW, RICK	15	BI-WEEKLY	\$1,874.79	7/18/03	Outstanding
007398	000000002	HINRICHS, DAVID C	15	BI-WEEKLY	\$1,244.45	7/18/03	Outstanding
007399	000000005	HUGHES, JOSEPH A	15	BI-WEEKLY	\$1,161.17	7/18/03	Outstanding
007400	000000037	WALSH, KEVIN	15	BI-WEEKLY	\$924.40	7/18/03	Outstanding
007395		VOID	15		\$0.00	7/18/03	Void
					\$6,205.24		



# CITY OF LAUDERDALE

07/24/03 2:48 PM

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## Vendor Transactions

CHECK Nbr	Check Date	Batch Name Invoice	Amount	Comments
<b>Search Name ABDO ABDO EICK &amp; MEYERS</b>				
016455	7/29/03	072903claims 210609	\$401.30	auditor report, tif report
016455	7/29/03	072903claims 210609	\$401.30	auditor report, tif report
<i>Search Name ABDO ABDO EICK &amp; MEYERS</i>			\$802.60	
<b>Search Name AFSCME</b>				
016456	7/29/03	072903claims 7/29/03	\$76.24	07/03 union dues
<i>Search Name AFSCME</i>			\$76.24	
<b>Search Name AMERICAN ENGINEERING TESTING</b>				
016457	7/29/03	072903claims 22988	\$720.28	soil testing, 03 st/util project
<i>Search Name AMERICAN ENGINEERING TESTING</i>			\$720.28	
<b>Search Name AT &amp; T</b>				
016458	7/29/03	072903claims 1225665889	\$1.15	7/03 long distance
<i>Search Name AT &amp; T</i>			\$1.15	
<b>Search Name BFI</b>				
016459	7/29/03	072903claims 7/29/03	\$2,415.00	06/03 recycling
<i>Search Name BFI</i>			\$2,415.00	
<b>Search Name BIFFS, INC.</b>				
016460	7/29/03	072903claims w194699	\$106.50	extra biffy 4 daynpk
016460	7/29/03	072903claims w194699	\$70.26	park biffy thru 7/8/03
<i>Search Name BIFFS, INC.</i>			\$176.76	
<b>Search Name CINTAS</b>				
016461	7/29/03	072903claims 7/29/03	\$111.69	7/7, 7/14, 7/21 pw uniforms
<i>Search Name CINTAS</i>			\$111.69	
<b>Search Name CITY OF ROSEVILLE</b>				
016462	7/29/03	072903claims 4107	\$164.08	7/03 technical services
<i>Search Name CITY OF ROSEVILLE</i>			\$164.08	
<b>Search Name CITY OF ST ANTHONY</b>				
016463	7/29/03	072903claims 769	\$19,266.66	8/03 police services
<i>Search Name CITY OF ST ANTHONY</i>			\$19,266.66	
<b>Search Name LILLIE SUBURBAN NEWS</b>				
016464	7/29/03	072903claims 7/29/03	\$722.50	6/03 roseville review delivery
<i>Search Name LILLIE SUBURBAN NEWS</i>			\$722.50	
<b>Search Name LMCIT</b>				
016465	7/29/03	072903claims 7/29/03	\$367.40	12 mo workers' comp premium
016465	7/29/03	072903claims 7/29/03	\$1,653.30	12 mo workers' comp premium
016465	7/29/03	072903claims 7/29/03	\$183.70	12 mo workers' comp premium
016465	7/29/03	072903claims 7/29/03	\$1,469.60	12 mo workers' comp premium
<i>Search Name LMCIT</i>			\$3,674.00	
<b>Search Name MET-COUNCIL ENVIRONMENTAL SER.</b>				
016466	7/29/03	072903claims 758961	\$6,612.67	8/03 wastewater service
<i>Search Name MET-COUNCIL ENVIRONMENTAL SER.</i>			\$6,612.67	
<b>Search Name MN STATE TREASUER</b>				

CITY OF LAUDERDALE

Vendor Transactions

CHECK Nbr	Check Date	Batch Name Invoice	Amount	Comments
016467	7/29/03	072903claims 7/29/03	\$137.61	2q03 bldg permit surcharges
<i>Search Name MN STATE TREASUER</i>			\$137.61	
<b>Search Name NORTH STAR BANK, PETTY</b>				
016468	7/29/03	072903claims 7/29/03	\$14.85	daynpg expense
016468	7/29/03	072903claims 7/29/03	\$2.67	cerified mail
016468	7/29/03	072903claims 7/29/03	\$43.20	james mileage
016468	7/29/03	072903claims 7/29/03	\$7.55	daynpg expense
016468	7/29/03	072903claims 7/29/03	\$15.00	pizza pcic
016468	7/29/03	072903claims 7/29/03	\$34.92	daynpg expense
016468	7/29/03	072903claims 7/29/03	\$23.14	daynpg expense
016468	7/29/03	072903claims 7/29/03	\$23.76	kevin mileage
<i>Search Name NORTH STAR BANK, PETTY</i>			\$165.09	
<b>Search Name POSTMASTER</b>				
016469	7/29/03	072903claims 7/29/03	\$111.00	stamps for city hall
<i>Search Name POSTMASTER</i>			\$111.00	
<b>Search Name QWEST</b>				
016470	7/29/03	072903claims 7/29/03	\$227.37	7/03 city hall phone
<i>Search Name QWEST</i>			\$227.37	
<b>Search Name RAMSEY COUNTY, PROP REC &amp; REV</b>				
016471	7/29/03	072903claims risk587	\$936.97	7/03 employee benefits
016471	7/29/03	072903claims pubw3745	\$358.32	4/03 plow/sand
<i>Search Name RAMSEY COUNTY, PROP REC &amp; REV</i>			\$1,295.29	
<b>Search Name SPRINT PCS</b>				
016472	7/29/03	072903claims 7/29	\$16.10	6/03 pw cell phone
016472	7/29/03	072903claims 7/29	\$16.10	6/03 pw cell phone
<i>Search Name SPRINT PCS</i>			\$32.20	
<b>Search Name ST PAUL PIONEER PRESS</b>				
016473	7/29/03	072903claims 7/29/03	\$25.70	13 wk thru 10/03
<i>Search Name ST PAUL PIONEER PRESS</i>			\$25.70	
<b>Search Name US BANK, DEBT SERVICES</b>				
016474	7/29/03	072903claims 7/29/03	\$23,597.50	00 st/util imp bond interest
016474	7/29/03	072903claims 7/29/03	\$23,820.00	02 st/util imp bond interest
<i>Search Name US BANK, DEBT SERVICES</i>			\$47,417.50	
<b>Search Name WALTER'S RUBBISH</b>				
016475	7/29/03	072903claims 215624	\$38.92	7/03 garbage service
016475	7/29/03	072903claims 215624	\$38.93	7/03 garbage service
<i>Search Name WALTER'S RUBBISH</i>			\$77.85	
<b>Search Name WELLS FARGO BANK MINNESOTA, NA</b>				
016476	7/29/03	072903claims 7/29/03	\$4,025.00	tif bond interest
<i>Search Name WELLS FARGO BANK MINNESOTA, NA</i>			\$4,025.00	
<b>Search Name XCEL ENERGY</b>				
016477	7/29/03	072903claims 7/29/03	\$6.51	6/03 gas, electric 4 ch, pw, park

CITY OF LAUDERDALE

Vendor Transactions

CHECK Nbr	Check Date	Batch Name Invoice	Amount	Comments
016477	7/29/03	072903claims 7/29/03	\$20.42	6/03 gas, electric 4 ch, pw, park
016477	7/29/03	072903claims 7/29/03	\$6.81	6/03 gas, electric 4 ch, pw, park
016477	7/29/03	072903claims 7/29/03	\$111.02	6/03 gas, electric 4 ch, pw, park
016477	7/29/03	072903claims 7/29/03	\$37.01	6/03 gas, electric 4 ch, pw, park
016477	7/29/03	072903claims 7/29/03	\$8.63	6/03 gas, electric 4 ch, pw, park
016477	7/29/03	072903claims 7/29/03	\$6.51	6/03 gas, electric 4 ch, pw, park
016477	7/29/03	072903claims 7/29/03	\$20.66	6/03 gas, electric 4 ch, pw, park
016477	7/29/03	072903claims 7/29/03	\$7.49	6/03 gas, electric 4 ch, pw, park
016477	7/29/03	072903claims 7/29/03	\$429.64	6/03 street lighting
016477	7/29/03	072903claims 7/29/03	\$8.63	6/03 gas, electric 4 ch, pw, park
<i>Search Name XCEL ENERGY</i>			<u>\$663.33</u>	
<b>Grand Total</b>			<u>\$88,921.57</u>	

# Lauderdale City Council Memorandum

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Council Meeting Date: July 29, 2003  
To: Mayor and City Council  
From: Rick Getschow, City Administrator  
Agenda Item: Alley Extension Request

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## **BACKGROUND:**

At a recent City Council meeting there was a presentation of written requests to extend the alley from Summer to Spring Street between Walnut and Malvern as part of the 2003 Improvements. The main reasons requested for this extension were for improved drainage and access. The Council directed the City Engineer to evaluate the request. A brief report is included in the packet. The Engineer feels that the alley extension may require extra storm sewer to address the drainage problems. The total extra cost to extend this alley is including such work as clearing, grading, and paving is estimated by the City Engineer to be \$16,000. This would be an added cost on the overall \$1.7 million dollar improvement project this year.

The City Engineer will be in attendance at the meeting to address the request and to answer any questions.

I have mailed notice of the potential alley extension to all property owners on the block. A copy of that letter is included in the packet. I have also had discussions with many of the residents of this block. A few Malvern Street residents have stated that they are not in favor of the extension, but they did not state if they were going to present any formal opposition to this proposal brought forward by the Walnut Street residents to put the alley through.

## **ENCLOSURES:**

1. Written Requests to Extend the Alley
2. Map of the Proposed Alley to Extend
3. July 21, 2003 Report from the City Engineer on Extending the Alley
4. July 21, 2003 Letter to Affected Residents on Extending the Alley

## **COUNCIL ACTION REQUESTED:**

Approve or deny the request to extend the alley from Summer to Spring Street between Walnut and Malvern as part of the 2003 Street and Utility Improvements.

Date 4-30-03

To The City of Gaardendale

I would like to see the alley  
in Back of my house go all the way  
thru. it would look nice ALSO  
we have a bad water problem work  
there year around and there is a  
lot of animals back there and Bugs  
Wet it do not like. would be  
very for snow Removal. They put  
all the snow Right on my fence and  
all the water goes in my back yard  
and puts my fence under 2 inches of  
water when snow is put Right on  
my fence. Please Please

~~#~~ Help us put the  
alley all the way  
thru.  
Thank you

1834 Walnut St.

Gaardendale

Marilyn Upham

4-25-03

To City of Lauderdale

Sir -

Just a note to say I would be in favor of extending the alley behind my resident at 1830 Walnut St. Because of the drainage problems back there and the possibility of rebuilding the garage back there, I would like to see <sup>the</sup> alley continued. I would think it would be easier for the city to maintain & plow it also.

James A. Scheyler  
1830 Walnut St

LEE Anderson  
1771 Walnut St

5/9/63

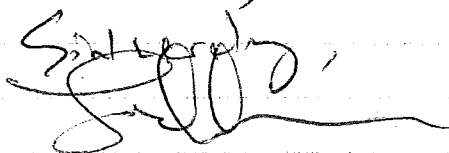
To Whom it may concern:

I would like to express my concern over the final phase of Landerdale's infrastructure improvements. There is an alley way behind the 1800 block of Walnut on the East side that does not go through. There are several benefits that could be realized if the alley did go through and the time to do it would be now, while all the workers and materials are available.

The problem I have is one of parking. Because of the apartments on the corner, often there is limited parking available - especially during snow months. Putting an alley way all the way through would provide ample parking for all houses on both sides: both Walnut and Walnut.

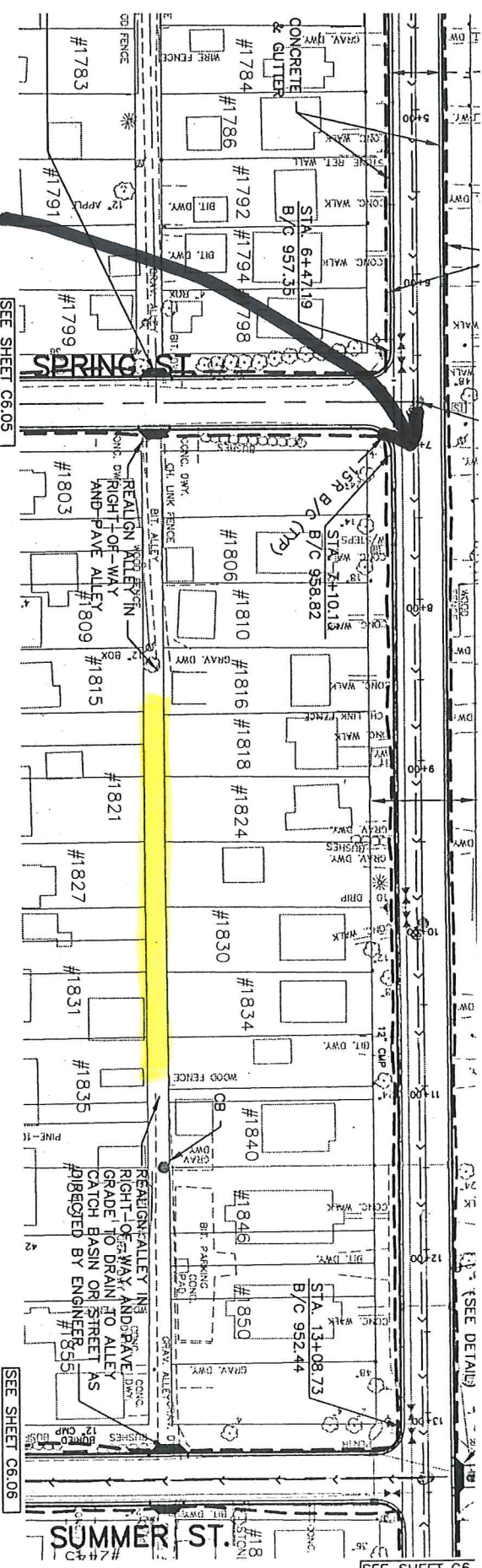
Another problem with leaving it as it is is all the rodents that live back there. They are a constant nuisance and a threat to our homes as each year they try and find warmth in our homes.

Every home along this block would benefit from another access to their homes. This will improve the value of the homes and, I believe, make for a better community. Thank you for your time.

Sincerely,  


LEE Anderson  
651-645-7140



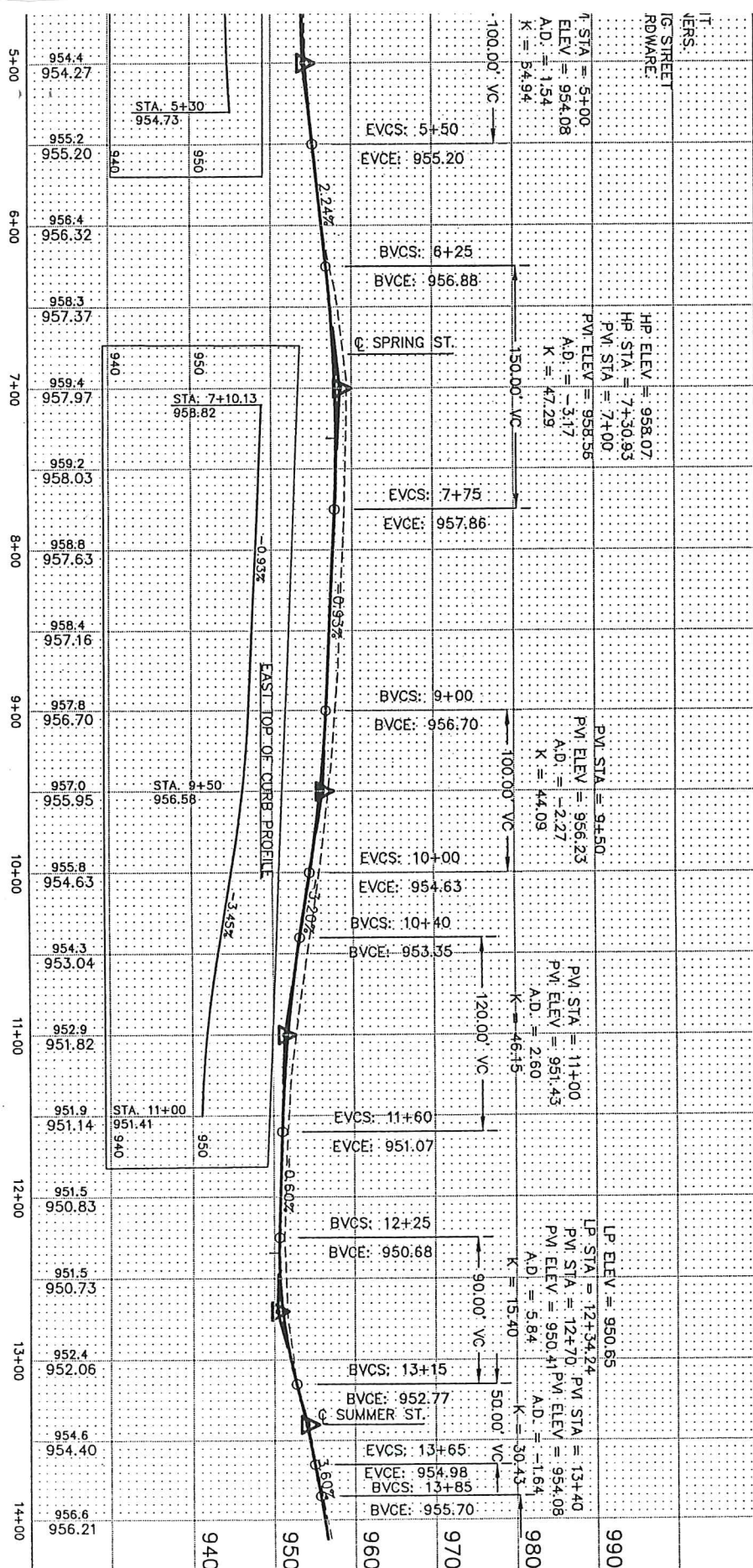


**WALNUT STREET**

SEE SHEET C6.05

SEE SHEET C6.06

SEE SHEET C6.



**LAUDERDALE, MINNESOTA**  
**2003 UTILITY AND STREET IMPROVEMENTS**  
**WALNUT STREET**  
**STREET IMPROVEMENTS**

**C6.01**

**Bonestroo**  
**Rosene**  
**Anderlik &**  
**Associates**  
 Engineers & Architects  
 www.bonestroo.com

**St. Paul Office**  
 2335 West Highway 36  
 St. Paul, MN 55113  
 Phone: 651-636-4600  
 Fax: 651-636-1311

IF HER  
 WAS I  
 AND I  
 UNDER  
 PRINT  
 SIGNA  
 DATE.





July 21, 2003

Rick Getschow  
City Administrator  
City of Lauderdale  
1891 Walnut Street  
Lauderdale, MN 55113

Re: Alley Extension  
File No. 532-02-103

Dear Rick:

We have reviewed the possibility of extending the existing alley south of Summer Street located east of Walnut Street. The proposed alley improvements would be to construct a through alley from Summer Street to Spring Street. We anticipate some additional storm sewer improvements will be necessary if the alley work goes forward to relieve existing drainage problems. The contractor has agreed to do the additional work for the bid unit prices in the contract. Based on our estimated quantities we expect the additional cost for alley and storm sewer work to be \$15,775. Please review and let me know if you want me to direct the contractor to do this work.

Please contact me at (651) 604-4863 if you have any questions regarding this matter.

Yours very truly,  
BONESTROO, ROSENE, ANDERLIK & ASSOCIATES, INC.

A handwritten signature in black ink that reads "Tom Kellogg". The signature is written in a cursive, flowing style.

Tom Kellogg

Bonestroo, Rosene, Anderlik and Associates, Inc. is an Affirmative Action/Equal Opportunity Employer and Employee Owned

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**Senior Consultants:** Robert W. Rosene, P.E. • Joseph C. Anderlik, P.E. • Richard E. Turner, P.E. • Susan M. Eberlin, C.P.A.

**Associate Principals:** Keith A. Gordon, P.E. • Robert R. Pfefferle, P.E. • Richard W. Foster, P.E. • David O. Loskota, P.E. • Michael T. Rautmann, P.E. • Ted K. Field, P.E. • Kenneth P. Anderson, P.E. • Mark R. Rolfs, P.E. • David A. Bonestroo, M.B.A. • Sidney P. Williamson, P.E., L.S. • Agnes M. Ring, M.B.A. • Allan Rick Schmidt, P.E. • Thomas W. Peterson, P.E. • James R. Maland, P.E. • Miles B. Jensen, P.E. • L. Phillip Gravel III, P.E. • Daniel J. Edgerton, P.E. • Ismael Martinez, P.E. • Thomas A. Syfko, P.E. • Sheldon J. Johnson • Dale A. Grove, P.E. • Thomas A. Roushar, P.E. • Robert J. Devery, P.E.

**Offices:** St. Paul, St. Cloud, Rochester and Willmar, MN • Milwaukee, WI • Chicago, IL

**Website:** www.bonestroo.com

# The City of Lauderdale

1891 Walnut Street • Lauderdale • Minnesota • 55113

Phone: 651.631.0300 • Fax: 651.631.2066

[www.ci.lauderdale.mn.us](http://www.ci.lauderdale.mn.us)

July 21, 2003

Dear Lauderdale Resident:

Earlier this summer, the City was petitioned in writing to extend the alley that is in the rear of your property. Many of you are already served by this alley from Summer Street to the north or Spring Street to the south, but residents in the middle of this block of Walnut Street not served by the alley have requested that this platted alley be connected from Summer to Spring as part of this year's street and utility improvements. I have contacted, or have attempted to contact, every property owner where the alley does not currently go through to discuss the request that came forward from these residents of Walnut Street. By sending this letter, I also wish to notify everyone on both sides of this block that this request has come forward.

There appear to be two main reasons for the residents' request to put the alley through. The first reason is for drainage. There are drainage problems in the alley whereby the City could construct more storm sewer than originally planned to improve the drainage. The second reason for the request is for access. There are property owners on Walnut Street that would like to be able to access the rear of their property through an alley.

It is important to note that these requested alley improvements are not being assessed. They would be a minor additional component to the 2003 Street and Utility Improvements currently underway and would not alter any proposed assessment. The work would commence on this alley after most of the street work on Walnut Street in this area is complete. All residents would be personally notified before the work begins.

Please contact me at City Hall with any questions or concerns that you have regarding this request to put this alley through or this year's improvements in general.

The City Council will address the written requests to put the alley through at their next City Council meeting on Tuesday, July 29, 2003 at 7:00 p.m.

Sincerely,

**CITY OF LAUDERDALE**



Rick Getschow  
City Administrator

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# MEMOS BY JAMES

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**DATE:** July 29, 2003  
**TO:** Honorable Mayor and Council  
**FROM:** James Bownik, A2CA

## 2nd Quarter 2003 Financial and Investment Report

There have been no unusual revenues or expenditures so far this year. This quarterly report reflects an accurate financial picture of the City's revenues and expenditures.

### Combined Funds 101 – 601

	2002 1/1 - 6/30 Actual	2002 Budget	% of Budget	2003 1/1 - 6/30 Actual	2003 Budget	% of Budget
Revenues	\$1,747,821	\$1,734,227	101%	\$1,815,494	\$1,645,849	110%
Expenditures	\$1,132,267	\$1,840,718	62%	\$1,420,828	\$1,958,767	73%

The above table gives an overall picture of the City's finances compared to last year. At the half way mark, revenues and expenditures are both above 50% due to the 2003 street and utility improvement project (Fund 413). As you are aware, the 2003 street and utility project had not been ordered until after the budget had been approved. Thus, the actual revenues and expenditures so far this year for Funds 101-601 include about \$1,000,000 in revenues and about \$500,000 in expenditures from Fund 413, which the 2003 budget does not reflect.

### General Fund 101 Revenues

	2002 1/1 - 6/30 Actual	2002 Budget	% of Budget	2003 1/1 - 6/30 Actual	2003 Budget	% of Budget
Property Tax	119,580	366,898	33%	202,716	396,971	51%
Licenses & Permits	11,764	8,480	139%	13,006	8,280	157%
Intergovernmental	0	423,687	0%	38,017	422,213	9%
Public Safety	20,977	32,468	65%	21,081	33,100	64%
Charges for Services	18,606	810	2297%	16,297	310	5257%
Interest	4,065	12,000	34%	3,258	12,000	27%
Miscellaneous	5,139	0	+	5,431	0	+
Transfers	0	0	NA	0	0	NA
<b>Total</b>	<b>\$180,130</b>	<b>\$844,343</b>	<b>21%</b>	<b>\$299,806</b>	<b>\$872,874</b>	<b>34%</b>

Property taxes are mostly received in June and December. License and permit fees are slightly ahead of last year's pace. Intergovernmental revenue mostly consists of local government aid and fiscal disparities received from the State in July and December. Public Safety revenue includes court fines (\$19,615) and false fire alarm invoice fees (\$1,466). Charges for services included the third of four annual bond fee payments (\$15,030) from the Children's Home Society. Miscellaneous revenues include reimbursement from Falcon Heights for street lighting improvements on Fulham Street (\$3,502) and a workers' comp audit refund (\$608). A \$1000 donation from the Lion's Club was received this quarter for new tables for the social room and events.

## General Fund 101 Expenditures

	2002 1/1 - 6/30 Actual	2002 Budget	% of Budget	2003 1/1 - 6/30 Actual	2003 Budget	% of Budget
General Government	81,661	189,713	43%	77,945	191,234	41%
Public Safety	146,325	277,272	53%	162,657	286,948	57%
Public Works	49,379	100,363	49%	46,207	97,319	47%
Park & Recreation	26,384	53,804	49%	28,176	54,857	51%
Contingency	0	10,000	0%	0	10,000	0%
Transfers	0	185,000	0%	0	185,000	0%
<b>Total</b>	<b>\$303,749</b>	<b>\$816,152</b>	<b>37%</b>	<b>\$314,985</b>	<b>\$825,358</b>	<b>38%</b>

General fund expenditures are pretty much on par with the 2nd quarter of last year. 43% of this year's general fund expenditures can be attributed to police services (\$134,867).

## Special Revenue Funds 201 - 204

Revenues	2002 1/1 - 6/30 Actual	2002 Budget	% of Budget	2003 1/1 - 6/30 Actual	2003 Budget	% of Budget
201 Community Events	371	2,275	16%	855	2,075	41%
202 Cable T.V.	9,067	10,100	90%	7,669	12,100	63%
203 Recycling	5,141	33,667	15%	4,425	35,048	13%
<b>Total</b>	<b>\$14,579</b>	<b>\$46,042</b>	<b>32%</b>	<b>\$12,949</b>	<b>\$49,223</b>	<b>26%</b>

Expenditures	2002 1/1 - 6/30 Actual	2002 Budget	% of Budget	2003 1/1 - 6/30 Actual	2003 Budget	% of Budget
201 Community Events	959	1,850	52%	810	2,050	40%
202 Cable T.V.	7,526	14,380	52%	8,692	15,703	55%
203 Recycling	17,616	37,600	47%	16,503	39,109	42%
<b>Total</b>	<b>\$26,101</b>	<b>\$53,830</b>	<b>48%</b>	<b>\$26,005</b>	<b>\$56,862</b>	<b>46%</b>

**201 Community Events:** The revenue is mostly from Snow\*Commotion (\$179) and donations for Day in the Park (\$555). The expenditures were mostly for Snow\*Commotion (\$639).

**202 Cable TV:** The revenue is mostly from franchise fees (\$7,436). An annual contribution to the North Suburban Cable Commission of \$3,797 was made, as well as payment for technical services (\$1,433).

**203 Recycling:** The revenue is mostly from a Ramsey County SCORE Grant (\$4,079). BFI has been paid \$14,433 through the 2nd quarter.

## TIF Debt Service Fund 301

	2002 1/1 - 6/30 Actual	2002 Budget	% of Budget	2003 1/1 - 6/30 Actual	2003 Budget	% of Budget
Revenues	\$60,727	\$172,500	35%	\$1,396	\$155,000	1%
Expenditures	\$136,230	\$204,460	67%	\$137,730	\$141,755	97%

The City made it's second to last TIF Bond principal and interest payment in January. The revenue will come with the tax settlement twice per year.



## '00 Debt Service Fund 302

	2002 1/1 - 6/30 Actual	2002 Budget	% of Budget	2003 1/1 - 6/30 Actual	2003 Budget	% of Budget
Revenues	\$12,429	\$112,224	11%	\$12,492	\$77,224	16%
Expenditures	\$25,748	\$51,495	50%	\$100,710	\$124,665	81%

Revenue is from assessment payments for the 2000 street project via property taxes and investment interest. The expenditure is from a general obligation bond principal and interest payment in January.

## '02 Debt Service Fund 303

	2002 1/1 - 6/30 Actual	2002 Budget	% of Budget	2003 1/1 - 6/30 Actual	2003 Budget	% of Budget
Revenues	\$32,647	\$0	+	\$438	\$25,000	2%
Expenditures	\$0	\$0	NA	\$32,134	\$57,175	56%

The revenue is from investment interest. The City made its first interest payment on the 2002 street/utility bonds in January.

## Capital Improvement Funds 401 – 412

Revenues	2002 1/1 - 6/30 Actual	2002 Budget	% of Budget	2003 1/1 - 6/30 Actual	2003 Budget	% of Budget
401 Street Improve	2,751	75,000	4%	4,490	75,000	6%
402 General Improve	303	56,000	1%	406	1,000	41%
403 Storm Water Imp	23,921	99,218	24%	25,389	94,500	27%
404 Park Imp	546	22,000	2%	869	2,000	43%
405 TIF Project	0	60,000	0%	0	0	NA
407 Sanitary Sewer	1,208	16,500	7%	932	16,500	6%
409 Water Imp Fund	3,951	7,700	51%	4,294	7,700	56%
410 '00 St/Util Imp Fund	922	0	+	0	0	NA
411 '01 St/Util Imp Fund	149,723	0	+	17,080	0	+
412 '02 St/Util Imp Fund	1,154,122	0	+	352,474	38,000	928%
413 '03 St/Util Imp Fund	0	0	NA	971,195	0	+
<b>Total</b>	<b>\$1,337,447</b>	<b>\$336,418</b>	<b>398%</b>	<b>\$1,377,129</b>	<b>\$234,700</b>	<b>587%</b>

Expenditures	2002 1/1 - 6/30 Actual	2002 Budget	% of Budget	2003 1/1 - 6/30 Actual	2003 Budget	% of Budget
401 Street Improve	0	60,000	0%	32,705	60,000	55%
402 General Improve	4,207	31,000	14%	0	1,000	0%
403 Storm Water Imp	11,280	61,139	18%	20,807	72,514	29%
404 Park Imp	0	0	NA	1,464	0	+
405 TIF Project	4,467	70,045	6%	4,794	8,449	57%
407 Sanitary Sewer	0	10,000	0%	0	10,000	0%
409 Water Imp Fund	0	0	NA	18,334	0	+
410 '00 St/Util Imp Fund	2,496	0	+	0	0	NA
411 '01 St/Util Imp Fund	111,554	256,000	44%	2,462	0	+
412 '02 St/Util Imp Fund	396,447	0	+	179,976	370,000	49%
413 '03 St/Util Imp Fund	0	0	NA	470,115	0	+
<b>Total</b>	<b>\$530,451</b>	<b>\$488,184</b>	<b>109%</b>	<b>\$730,657</b>	<b>\$521,963</b>	<b>140%</b>

Revenue for funds 401-409 is from storm sewer fees, water surcharge fees, and investment interest. Expenses for funds 401-409 are mostly attributed to a final bill for Larpenteur Avenue reconstruction (\$31,516 engineering and \$18,334 water main) and the new storm water permit requirements (\$10,590).

Revenue for Fund 411 is from special assessments and reimbursement from St. Paul Regional Water for water main improvements. Revenue for Fund 412 is mostly from grant monies and reimbursement from St. Paul Regional Water for water main improvements. Revenue for Fund 413 is mostly from bond proceeds. Fund 411 expenditures were \$578 for street repair and \$1,885 for engineering. Fund 412 expenditures were \$144,741 for street repair and \$35,234 for engineering. Fund 413 expenditures were mostly for street repair (\$303,032) and engineering (\$165,953).

### Sewer Utility Fund 601

	2002 1/1 - 6/30 Actual	2002 Budget	% of Budget	2003 1/1 - 6/30 Actual	2003 Budget	% of Budget
Revenue	\$109,862	\$222,700	49%	\$111,284	\$231,828	48%
Expenditures	\$109,988	\$226,597	49%	\$78,607	\$230,989	34%

Fund 601 expenditures are about 28% less than last year at this point. This is mostly due to lower wastewater treatment costs by Metropolitan Council Environmental Services.

### INVESTMENTS

The following is a comparison of the amount of funds the City has invested for the past 3 years:

June '01: \$2,755,366                      June '02: \$2,976,141                      June '03: \$2,737,064

The City's investments as of June 30, 2003 are attached for your review.

### CITY COUNCIL ACTION REQUESTED

Motion to approve the 2nd Quarter 2003 Financial & Investment Report.

City of Lauderdale

Investments through June 30, 2003

Maturity Date	Purchase Date	Purchasing Agent	Depository Name	Investment Type	Interest Rate	Days Held	Amount Invested	Estimated Interest	Monthly Interest Received	Interest Dates
6/16/03	6/14/02	MJSK	Eagle Bank	12 mo CD	2.950	367			\$2,881.00	matured at 100,000 (97,119 + 2881)
6/17/03	6/17/02	MJSK	Pennsylvania Business Bank	12 mo CD	2.950	365			\$2,866.00	matured at 100,000 (97,134 + 2866)
12/15/03	6/17/03	MJSK	INDYMAC BANK/PASADENA	6 MO CD	1.500	180	\$99,261.66	\$738.34		maturity
12/15/03	6/16/03	MJSK	COMMERCE BANK/PENNSYLVANIA	6 MO CD	1.450	180	\$99,282.18	\$717.82		maturity
12/15/03	6/16/03	MJSK	NBANK/COMMERCE, GA	6 MO CD	1.550	180	\$99,233.06	\$766.94		maturity
12/15/03	6/16/03	MJSK	COMMUNITY BANK/PASADENA	6 MO CD	1.350	180	\$99,331.36	\$668.64		maturity

Wells Fargo  
 Insight Investment Mgmt  
 Insight Investment Mgmt

Wells Fargo Prime Investment MM Fund  
 League of MN Cities 4M Fund  
 League of MN Cities 4M Plus

Money Market  
 Money Market  
 Money Market

\$37,730.53  
 \$631,013.70  
 \$1,671,211.42

\$21.79  
 \$256.68  
 \$977.18

1.463  
 Average Rate

\$7,002.65  
 Monthly Interest Received

Investments as of 6/30/03		
Purchasing Agent	Amount	Percentage
Smith Barney	\$0.00	0%
Wells Fargo	\$37,730.53	1%
US Bank	\$0.00	0%
Dain Rauscher	\$0.00	0%
MJSK	\$397,108.26	15%
League of MN Cities	\$2,302,225.12	84%
Total	\$2,737,063.91	100%

Investments as of 6/30/03		
Agency	Amount	Percentage
Fed Agency	\$0.00	0%
Commercial Paper	\$0.00	0%
Treas & 100% Agency	\$0.00	0%
Certified Deposit	\$397,108.26	15%
Money Market	\$2,339,955.65	85%
Total	\$2,737,063.91	100%

Investments as of 6/30/03		
Term	Amount	Percentage
Up to 1 year	\$397,108.26	15%
2 to 3 years	\$0.00	0%
3 years & over	\$0.00	0%
No time limit	\$2,339,955.65	85%
Total	\$2,737,063.91	100%





**RESOLUTION NO. 072903A**

**CITY OF LAUDERDALE  
COUNTY OF RAMSEY  
STATE OF MINNESOTA**

**A RESOLUTION PROCLAIMING NATIONAL NIGHT OUT 2003**

**WHEREAS**, there is a nationwide, crime and drug prevention event on Tuesday evening, August 5, 2003, called National Night Out; and

**WHEREAS**, National Night Out provides an opportunity for Lauderdale to join thousands of other communities across the Country in promoting cooperative, police-community crime and drug prevention efforts; and

**WHEREAS**, the citizens of Lauderdale play a vital role in assisting the St. Anthony Police Department fight crime in the City through crime and drug prevention efforts; and

**WHEREAS**, police-community partnerships and neighborhood safety and awareness and cooperation are important themes of the National Night Out program; and

**WHEREAS**, the City of Lauderdale supports National Night Out;

**NOW, THEREFORE, BE IT RESOLVED**, the Mayor and City Council of the City of Lauderdale do hereby call upon all citizens to participate in this year's National Night Out by meeting with their neighbors and the Police Department.

Adopted by the City Council of the City of Lauderdale, Minnesota this 29<sup>th</sup> day of July, 2003.

(ATTEST)

\_\_\_\_\_  
Jeff Dains, Mayor

(SEAL)

\_\_\_\_\_  
Rick Getschow, City Administrator

**CITY OF LAUDERDALE**

**MEMORANDUM**

TO: Mayor and Council Members  
FROM: Kevin Walsh, Deputy Clerk  
SUBJECT: Application for membership to the Park & Community Involvement  
Committee  
DATE: July 29, 2003

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**BACKGROUND**

The following residents have submitted applications to become members of the  
Lauderdale Park & Community Involvement Committee:

Elizabeth Miyashiro	1887 Malvern Street
Megan McGinty	1795 Carl Street
Michelle Krug	1922 Malvern Street

According to City Code Section 2-3-3: B, "members are appointed for a term of two (2)  
years and may be re-appointed by the City Council with submission of application".

**I have included the applications for your review.**

**COUNCIL ACTION REQUESTED**

Appoint Elizabeth Miyashiro, Megan McGinty, and Michelle Krug to the Park/Community  
Involvement Committee for a two-year term expiring December 31, 2004.

# PCIC Membership Application

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Yes,

I am interested in joining the Lauderdale Park and Community Involvement Committee.

Name Elizabeth Miyashiro

Address 1887 Malvern St. Lauderdale MIU. 55113

Phone 651-697-9005

I am interested in becoming a member of the Park & Community Involvement Committee for the following reason(s):

Promote community spirit

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I have the following talents and experiences that I am able to contribute to the Committee:

arts & crafts

Children's games

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# PCIC Membership Application

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Yes,

I am interested in joining the Lauderdale Park and Community Involvement Committee.

Name Megan Mc Bintry

Address 1744 Malvern St. N.

Phone 651/646-5199

I am interested in becoming a member of the Park & Community Involvement Committee for the following reason(s):

Love Lauderdale, get along well with others.

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I have the following talents and experiences that I am able to contribute to the Committee:

BBA experience - minutes, reports

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# PCIC Membership Application

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Yes,

I am interested in joining the Lauderdale Park and Community Involvement Committee.

Name Michelle Krug

Address 1922 Malvern St., Lauderdale

Phone 651/633-0091

I am interested in becoming a member of the Park & Community Involvement Committee for the following reason(s):

I would like to see the improvements that are being made to the park. I want to see the park accessible to all abilities and age.

I have the following talents and experiences that I am able to contribute to the Committee:

I am active in the Lion's club, church and teach in the school district. My children grew up using the park & enjoying community activities.