

LAUDERDALE CITY COUNCIL MEETING AGENDA
7:30 P.M. TUESDAY, OCTOBER 25, 2016
LAUDERDALE CITY HALL, 1891 WALNUT STREET

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 THE MEETING TO ORDER**
2. **ROLL CALL**
3. **APPROVALS**
 - a. Agenda
 - b. Minutes of the October 11, 2016 City Council Meeting
 - c. Claims Totaling \$152,898.88
4. **CONSENT**
 - a. SCORE Grant Resolution 102516A
 - b. CIC Minutes
 - c. Sanitary Sewer Lining Project Payment Request No. 1
5. **SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**
6. **INFORMATIONAL PRESENTATIONS / REPORTS**
 - a. Presentation by Roseville Area School Superintendent Aldo Sicoli
7. **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.

8. **DISCUSSION / ACTION ITEMS**
 - a. Amending 2016 Fee Schedule Resolution 102516B
 - b. Metropolitan Council Inflow and Infiltration Grant Resolution 102516C
 - c. Enhanced Lighting for Community Park
 - d. Police Work Group Selection Process
9. **ITEMS REMOVED FROM THE CONSENT AGENDA**
10. **ADDITIONAL ITEMS**
11. **SET AGENDA FOR NEXT MEETING**
 - a. 2017 Special Revenue Fund Budgets
 - b. Canvassing Results of Municipal Election
12. **WORK SESSION**
 - a. Opportunity for the Public to Address the City Council

Any member of the public may speak at this time on any item not on the agenda. In consideration for the public attending the meeting, 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 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 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.

b. Community Development Update

13. ADJOURNMENT

LAUDERDALE CITY COUNCIL
MEETING MINUTES
Lauderdale City Hall
1891 Walnut Street
Lauderdale, MN 55113

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October 11, 2016

Roll Call

Mayor Dains called the Regular City Council meeting to order at 7:31 p.m.

Councilors present: Mary Gaasch, Denise Hawkinson, Lara Mac Lean, and Mayor Jeffrey Dains.
Councilors absent: Roxanne Grove.

Staff present: Heather Butkowski, City Administrator; Jim Bownik, Assistant City Administrator; and Miles Cline, Deputy City Clerk.

Approvals

Mayor Dains asked if there were any changes to the meeting agenda. There being none, Councilor Gaasch moved and Councilor Mac Lean seconded to approve the agenda. Motion was carried unanimously.

Councilor Mac Lean moved to approve the minutes of September 27, 2016. Councilor Hawkinson seconded the motion and it carried unanimously.

Councilor Hawkinson moved and seconded by Councilor Mac Lean to approve the claims totaling \$91,974.78 plus an additional \$1,334.97 for the credit card bill. Motion carried unanimously.

Consent

Councilor Mac Lean moved and seconded by Councilor Gaasch to approve the Consent Agenda thereby approving the Larpenteur Avenue sidewalk snow removal quote and the second 2016 Seal Coating Project pay request from Allied Blacktop. Motion carried unanimously.

Informational Presentation/Reports

A. Presentation by Sheriff Matt Bostrom

Sheriff Bostrom was unable to attend, so speaking in his place was Chief Deputy Jack Serier. Chief Deputy Serier presented a list of the Sheriff's Department accomplishments from the past year. He explained the recent records management and jail management system upgrades; community engagement activities such as "Hot Dog with a Deputy" and "Coffee with a Cop;" and a new jail initiative that is improving inmate behavior. Serier also mentioned the availability of drug drop boxes and encouraged residents to attend the "Fright Farm" which raises money for the Sheriff's youth enrichment activities.

7:53 p.m. Mayor Dains called for a 5-minute recess; the meeting resumed at 7:58 p.m.

LAUDERDALE CITY COUNCIL
MEETING MINUTES
Lauderdale City Hall
1891 Walnut Street
Lauderdale, MN 55113

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October 11, 2016

Discussion/Action Items

A. Accepting Donation of Kiosk by Friends of the Lauderdale Dog Park – Resolution 101116A
In order to improve communication among the Dog Park users, Dan Lange created a kiosk that he offered to donate to the City.

Councilor Gaasch moved and seconded by Councilor Mac Lean to adopt Resolution 101116A – A Resolution Accepting Donations for Improvements to the Lauderdale Dog Park. Motion carried unanimously.

Set Agenda for Next Meeting

Administrator Butkowski noted the next meeting may include a presentation by Roseville Area School Superintendent Aldo Sicoli.

Work Session

A. Opportunity for the Public to Address the City Council
No one addressed the city council.

B. Community Development Update

City Administrator Butkowski mentioned that the new owners of 2520 Larpenteur Avenue had been told to cease working on building improvements until proper permits are pulled. She also noted the heavier than usual volume of absentee voting. New snow emergency signs were installed throughout the City. The sewer lining project is temporarily stalled due to damage in one of the pipes.

Mayor Dains mentioned a resident inquired about obtaining lockboxes so that paramedics and public safety officers can enter people's homes during medical emergencies. Staff will discuss the idea with the fire chief.

Adjournment

There being no further items to discuss Councilor Hawkinson moved and seconded by Councilor Gaasch to adjourn the meeting at 8:08 p.m. Motion carried unanimously.

Respectfully submitted,



Miles Cline
Deputy City Clerk



CITY OF LAUDERDALE
LAUDERDALE CITY HALL
1891 WALNUT STREET
LAUDERDALE, MN 55113
651-792-7650
651-631-2066 FAX

Request for Council Action

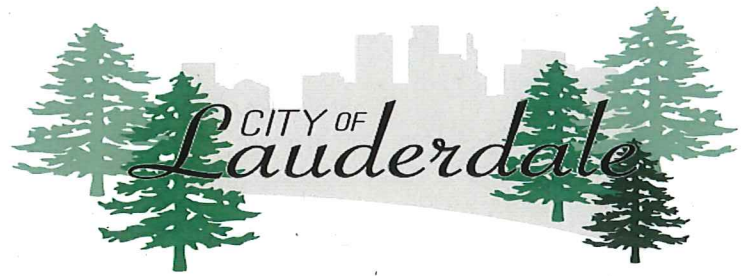
To: Mayor and City Council
From: City Administrator
Meeting Date: October 25, 2016
Subject: List of Claims

The claims totaling \$152,898.88 are provided for City Council review and approval which includes check numbers 25060 to 25086.

Accounts Payable

Checks by Date - Detail by Check Number

User: heather.butkowski
 Printed: 10/21/2016 5:21 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	55	Terry Berg Printer Toner Mileage Reimbursement	10/25/2016	42.50 181.44
Total for this ACH Check for Vendor 55:				223.94
ACH	98 4	Donna Braun Springbrook Implementation	10/25/2016	1,320.00
Total for this ACH Check for Vendor 98:				1,320.00
ACH	43	Public Employees Retirement Association PR Batch 52100.10.2016 PERA Coordinated PR Batch 52100.10.2016 PERA Coordinated	10/25/2016 PR Batch 52100.10.2016 PER PR Batch 52100.10.2016 PER	989.63 857.69
Total for this ACH Check for Vendor 43:				1,847.32
ACH	44	Minnesota Department of Revenue PR Batch 52100.10.2016 State Income Tax	10/25/2016 PR Batch 52100.10.2016 Stat	482.26
Total for this ACH Check for Vendor 44:				482.26
ACH	45	ICMA Retirement Trust 457 PR Batch 52100.10.2016 Deferred Comp PR Batch 52100.10.2016 Deferred Comp	10/25/2016 PR Batch 52100.10.2016 Def PR Batch 52100.10.2016 Def	848.77 1,841.92
Total for this ACH Check for Vendor 45:				2,690.69
ACH	46	Internal Revenue Service PR Batch 52100.10.2016 Medicare Employer Po PR Batch 52100.10.2016 Medicare Employee Pc PR Batch 52100.10.2016 Federal Income Tax PR Batch 52100.10.2016 FICA Employee Portio PR Batch 52100.10.2016 FICA Employer Portio	10/25/2016 PR Batch 52100.10.2016 Mec PR Batch 52100.10.2016 Mec PR Batch 52100.10.2016 Fed PR Batch 52100.10.2016 FIC PR Batch 52100.10.2016 FIC	247.67 247.67 1,096.69 1,058.96 1,058.96
Total for this ACH Check for Vendor 46:				3,709.95
25060	34	AFSCME MN Council 5 PR Batch 52100.10.2016 Union Dues	10/25/2016 PR Batch 52100.10.2016 Unic	191.20
Total for Check Number 25060:				191.20
25061	86 Pay Req 2 & Fin	Allied Blacktop Company 2016 Seal Coating Project	10/25/2016	14,006.46
Total for Check Number 25061:				14,006.46
25062	22 1010230014	AmeriPride Services Inc Tissue & Paper Towels	10/25/2016	209.28
Total for Check Number 25062:				209.28

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
25063	36 0221994 0222039	City of Roseville October IT Services October Telephone Services	10/25/2016	492.33 90.84
Total for Check Number 25063:				583.17
25064	25	County of Ramsey PR Batch 52100.10.2016 Long Term Disability PR Batch 52100.10.2016 Life Insurance PR Batch 52100.10.2016 Short Term Disability	10/25/2016 PR Batch 52100.10.2016 Lon PR Batch 52100.10.2016 Life PR Batch 52100.10.2016 Sho	76.05 282.15 59.35
Total for Check Number 25064:				417.55
25065	38 452927 452927 452927	Croix Oil Company September Fuel September Fuel September Fuel	10/25/2016	57.61 12.35 12.34
Total for Check Number 25065:				82.30
25066	60 2277524-09 2277524-09	G & K Services Inc September Uniforms September Uniforms	10/25/2016	46.97 46.97
Total for Check Number 25066:				93.94
25067	138 Pay Req 1	Insituform Technologies USA LLC 2016 Sanitary Sewer Lining Project	10/25/2016	92,642.35
Total for Check Number 25067:				92,642.35
25068	65 14207778	Integra Telecom Holdings Inc Fax Line	10/25/2016	51.28
Total for Check Number 25068:				51.28
25069	78 54469 54469 54469 54469 54469 54469 54469 54469 54469 54469	League of Minnesota Cities Insurance Trust 8/16-8/17 Insurance Renewal 8/16-8/17 Insurance Renewal 8/16-8/17 Insurance Renewal 8/16-8/17 Insurance Renewal 8/16-8/17 Insurance Renewal 8/16-8/17 Insurance Renewal 8/16-8/17 Insurance Renewal 8/16-8/17 Insurance Renewal 8/16-8/17 Insurance Renewal 8/16-8/17 Insurance Renewal	10/25/2016	1,334.61 3,177.60 368.79 368.80 316.30 713.79 2,052.96 3,006.00 3,323.15
Total for Check Number 25069:				14,662.00
25070	79 25816123025	Minnesota Department of Labor & Industry 3Q2016 Surcharge Report	10/25/2016	461.35
Total for Check Number 25070:				461.35
25071	84	North Star Bank Cardmember Services NLC Lodging - MG ICMA Conference Lodging - HB ICMA Conference Rental Car, Gas, Parking - HI	10/25/2016	614.88 503.04 227.05
Total for Check Number 25071:				1,344.97
25072	12	North Suburban Access Corporation	10/25/2016	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	16-113	3Q Webstreaming and Archiving		752.88
			Total for Check Number 25072:	752.88
25073	136 151562	Northern Capital Insurance Group 2016 Agent Fee	10/25/2016	1,145.00
			Total for Check Number 25073:	1,145.00
25074	10 0000330161	On Site Sanitation Inc 10/8/2016-11/4/2016 Portable Restroom	10/25/2016	200.22
			Total for Check Number 25074:	200.22
25075	75	Petty Cash Parallel to USB Cable SRA Lunch Meeting Oil Filter Post Office - Stamps PCIC Meeting Tire Repair Refill Kit	10/25/2016	26.93 13.00 7.34 47.00 30.00 2.67
			Total for Check Number 25075:	126.94
25076	47	Public Employees Insurance Program PR Batch 52100.10.2016 Health Insurance PR Batch 52100.10.2016 Dental	10/25/2016 PR Batch 52100.10.2016 Hea PR Batch 52100.10.2016 Den	2,218.06 107.49
			Total for Check Number 25076:	2,325.55
25077	14 162269	Rapit Printing Inc 3Q2016 Newsletter	10/25/2016	633.03
			Total for Check Number 25077:	633.03
25078	131 0112606-IN	Safety Signs LLC 7 No Parking Signs	10/25/2016	276.85
			Total for Check Number 25078:	276.85
25079	26 1101024 1101025 1109457 1109459 1109460	Stantec Consulting Services Inc 2016 Sanitary Sewer Lining Project 2016 Seal Coat Project General Engineering Services 2016 Sanitary Sewer Lining Project 2016 Seal Coat Project	10/25/2016	2,094.32 556.50 613.50 5,705.76 243.75
			Total for Check Number 25079:	9,213.83
25080	137 20037023	Surplus Services Computer Monitor and Laptop Bag	10/25/2016	30.00
			Total for Check Number 25080:	30.00
25081	4 16768 16768	The Neighborhood Recycling Company Revenue Share Processing Fee September Recycling	10/25/2016	-318.37 2,396.16
			Total for Check Number 25081:	2,077.79
25082	77	United States Postal Service 2 Rolls of Stamps	10/25/2016	94.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		3 Rolls of Stamps		141.00
			Total for Check Number 25082:	235.00
25083	110	University of Minnesota 2017 Building Official Training - DH	10/25/2016	550.00
			Total for Check Number 25083:	550.00
25084	3 314907791	US National Equipment Finance Copier Contract	10/25/2016	149.00
			Total for Check Number 25084:	149.00
25085	90 9772869923 9772869923 9772869923	Verizon Wireless September September September	10/25/2016	16.25 16.25 32.52
			Total for Check Number 25085:	65.02
25086	74 519168486 519168486 519168486 519168486	Xcel Energy 1917 Walnut St 1885 Fulham St 1885 Fulham St 1917 Walnut St	10/25/2016	35.12 25.00 12.64 25.00
			Total for Check Number 25086:	97.76
			Report Total (33 checks):	152,898.88

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Claims X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date October 25, 2016
ITEM NUMBER Hydro Clean Payment
STAFF INITIAL AB
APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

As you may recall, the City is contracting with Insituform Technologies to line the sanitary sewer pipe south of Larpenteur Avenue. They identified a hole in the pipe that needed to be repaired prior to them continuing their work. Hydro Klean (formerly Infratech) came out to do the short liner repair yesterday (Monday). Staff is asking the Council to approve payment to Hydro Klean so that we can include this dollar amount with our grant application to the Metropolitan Council which is due this week. The cost of the repair is \$4,323.40.

STAFF RECOMMENDATION:

By approving the Claim, the Council also approves the Hydro Klean payment totaling \$4,323.40.



333 N.W. 49th Place
 Des Moines, Iowa 50313
 (515) 283-0500/Fax (515) 283-0505

Invoice

DATE	INVOICE #
10/25/2016	56271

Please Pay From This Invoice
 Customer Number: CITY0664

BILL TO

City of Lauderdale
 1891 Walnut St.

Lauderdale MN 55113

SHIP TO

City of Lauderdale

Lauderdale MN 55113

P.O. NUMBER	TERMS	REP	SHIP	DUE DATE		
	Net 30	MLB	10/24/2016	11/24/2016		
QUANTITY	U OF M	DESCRIPTION		PRICE EACH	AMOUNT	
1.00	Each	Mobilization		\$400.00	\$400.00	
1.00	Each	8" X 4' Short Liner		\$2,500.00	\$2,500.00	
5.50	Hours	Combination Jet/Vacuum Truck		\$160.00	\$880.00	
5.50	Labor hr	Service Technician - Straight Time		\$70.00	\$385.00	
1.00	Each	Fuel Surcharge		\$158.40	\$158.40	

Thank you! We appreciate your business!

Personnel Time Services Note:

Straight time is M-F 7AM-4PM, excluding holidays
 Overtime is M-F 4PM-7AM, all day Saturday excluding holidays
 Additional premium for Sunday and Holidays

Misc	\$0.00
Shipping & Handling	\$0.00
Tax	\$0.00
Total	\$4,323.40

ACTION REQUESTED	LAUDERDALE COUNCIL
Consent <input checked="" type="checkbox"/>	MEETING DATE <u>October 25, 2016</u>
Special <input type="checkbox"/>	ITEM NUMBER <u>SCORE Funding for Recycling Program</u>
Public Hearing <input type="checkbox"/>	STAFF INITIAL <u>Jim</u>
Report <input type="checkbox"/>	APPROVED BY ADMINISTRATOR _____
Discussion/Action <input type="checkbox"/>	
Resolution <input checked="" type="checkbox"/>	
Work session <input type="checkbox"/>	

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

In 1989, the Minnesota Legislature adopted comprehensive waste reduction and recycling legislation based on the recommendations of the **Governor's Select Committee on Recycling and the Environment**. This set of laws, commonly referred to as SCORE, is a part of Minnesota's Waste Management Act. The SCORE legislation has provided counties with a funding source to develop effective waste reduction, recycling and solid waste management programs.

SCORE funding grants are automatically provided to municipalities in Ramsey County on an annual basis with submittal of a grant application. In 2016, Lauderdale received \$5,977 to help cover expenses related to the City's recycling program such as administration, promotion, equipment, and collection. Lauderdale is eligible for \$6,213 in 2017.

A resolution is required as part of the grant application. Adopting the attached resolution means the city accepts the funding. A grant agreement should be ready for signing in November.

OPTIONS:

- Adopt the prepared resolution as part of the consent agenda.
- Remove from the consent agenda for discussion and action.

STAFF RECOMMENDATION:

By approving the consent agenda, the Council is adopting the attached resolution.

COUNCIL ACTION:

RESOLUTION NO. 102516A

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

**A RESOLUTION ACCEPTING 2017 SCORE FUNDING FROM RAMSEY
COUNTY FOR THE LAUDERDALE RECYCLING PROGRAM**

WHEREAS, SCORE Funding Grants are available to municipalities in Ramsey County for reimbursement of expenses related to administration, promotion, and collection of, recycling materials; and,

WHEREAS, the City of Lauderdale has a comprehensive curbside residential recycling program currently in use; and,

WHEREAS, these funds will provide Lauderdale with a method of paying for some incurred costs related to the administration of this program, thus aiding in keeping the cost to the residents low;

NOW THEREFORE, BE IT RESOLVED that the Lauderdale City Council does hereby authorize staff to submit an application to the St. Paul - Ramsey County Department of Public Health - Environmental Health Section for allocation of 2017 SCORE Funding Grant Monies in the amount of \$6,213.

I CERTIFY THAT the above resolution was adopted by the City Council of the City of Lauderdale on this 25th day of October, 2016.

Jeffrey Dains, Mayor

(ATTEST)

(SEAL)

Heather Butkowski, City Administrator

ACTION REQUESTED	LAUDERDALE COUNCIL
Consent <u> X </u>	MEETING DATE <u> October 25, 2016 </u>
Special <u> </u>	ITEM NUMBER <u> CIC Minutes </u>
Public Hearing <u> </u>	STAFF INITIAL <u> Jim </u>
Report <u> </u>	APPROVED BY ADMINISTRATOR <u> </u>
Discussion/Action <u> </u>	
Resolution <u> </u>	
Work session <u> </u>	

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Attached are the minutes from the Community Involvement Committee meeting of October 3, 2016.

OPTIONS:

- 1) Approve as consent item.
- 2) Remove from consent for discussion and/or action.

STAFF RECOMMENDATION:

By approving the consent agenda, the Council acknowledges receipt of and placing on file the attached minutes of the Community Involvement Committee.

COUNCIL ACTION:

**COMMUNITY INVOLVEMENT COMMITTEE
MINUTES
MONDAY, OCTOBER 3, 2016**

1. CALL TO ORDER

Bownik called the meeting to order at 6:35 p.m.

2. ROLL CALL

Members Present: Sara Nelson

Members Absent: Matt Eisenschenk, Susie Zahratka, April Brandt,
Monica Gallagher, Dan Murphy, Marilyn Smith

Staff & Council Present: Jim Bownik

Others Present: Lara Mac Lean

3. APPROVAL OF THE AGENDA

A quorum was not present to approve the agenda.

4. APPROVAL OF MINUTES OF AUGUST 29, 2016 MEETING

A quorum was not present to approve the minutes.

5. REPORTS

6. DISCUSSION/ACTION

A. Halloween Planning

Bownik and Nelson discussed the Halloween Party. Nelson has been in contact with the Girl Scouts about decorating the inside of the maze. Nelson & Bownik discussed ideas including a photo station, keeping the trick-or-treat bags behind the table and further from the entrance to the social room, a creepy feely station, festive music, a costume contest and a yard decoration contest.

7. OTHER BUSINESS

A. Event Wrap Ups

The September farmers market and fun run were not discussed due to lack of members present.

8. SET PRELIMINARY AGENDA FOR NEXT MEETING

The agenda for the next meeting has not been set.

9. SET DATE FOR NEXT MEETING

The committee meets on Mondays at 6:30 p.m. The next meeting, expected to be March 2017, has not been set.

10. ADJOURNMENT

The meeting was adjourned at 7:14 p.m.

Respectfully submitted,

Jim Bownik
Assistant City Administrator / CIC Staff Liaison


**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date October 25, 2016

ITEM NUMBER Sewer Lining Payment

STAFF INITIAL 

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Insituform Technologies has submitted their first pay request for the sewer lining project. The request is for a payment of \$92,642.35. The project is expected to be completed the first week of November.

STAFF RECOMMENDATION:

By approving the Consent Agenda, the Council approves the first pay request for the 2016 Sanitary Sewer Lining Project in the amount of \$92,642.35.



Owner: City of Lauderdale, 1891 Walnut St., Lauderdale, MN 55113	Date: October 21, 2016
For Period: 9/1/2016 to 10/21/2016	Request No: 1
Contractor: Insituform Technologies USA, LLC, 17988 Edison Ave., Chesterfield, MO 63005	

CONTRACTOR'S REQUEST FOR PAYMENT
2016 SANITARY SEWER LINING PROJECT
STANTEC PROJECT NO. 193803445

SUMMARY

1	Original Contract Amount		\$	124,875.30
2	Change Order - Addition	\$	0.00	
3	Change Order - Deduction	\$	8,990.00	
4	Revised Contract Amount		\$	115,885.30
5	Value Completed to Date		\$	95,507.58
6	Material on Hand		\$	0.00
7	Amount Earned		\$	95,507.58
8	Less Retainage 3%		\$	2,865.23
9	Subtotal		\$	92,642.35
10	Less Amount Paid Previously		\$	0.00
11	Liquidated damages -		\$	0.00
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO.	<u>1</u>	\$	<u>92,642.35</u>

Recommended for Approval by:
STANTEC

Kellie Schlegel

Approved by Contractor:
INSITUFORM TECHNOLOGIES USA, LLC

Ross Kramer

Digitally signed by Ross Kramer
DN: cn=Ross Kramer, o=Insituform Technologies USA
LLC, ou, email=rkramer@insituform.com, c=US
Date: 2016.10.21 11:38:08 -05'00'

Approved by Owner:
CITY OF LAUDERDALE

Specified Contract Completion Date:

Date:

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
BASE QUOTE:							
1	MOBILIZATION	LS	1	2122.10	0.9	0.9	1,909.89
2	TRAFFIC CONTROL	LS	1	9863.10	0.9	0.9	8,876.79
3	SEWER REHABILITATION WITH CIPP, 8"	LF	2165	25.70	1510	1510	38,807.00
4	SERVICE LATERAL REPAIR BY CHEMICAL GROUT	EA	5	558.50	2	2	1,117.00
5	OFFSET PIPE REMOVAL	LS	1	1179.80	1	1	1,179.80
6	REMOVE PROTRUDING SEWER SERVICES	EA	3	335.10	1	1	335.10
7	REMOVE AND INSTALL SANITARY SEWER CASTING AND RINGS	EA	24	2178.00	24	24	<u>52,272.00</u>
	TOTAL BASE QUOTE:						104,497.58
CHANGE ORDER NO. 1							
1	REMOVE AND INSTALL SANITARY SEWER CASTING AND RINGS	EA	24	-2178.00	24	24	(52,272.00)
2	REMOVE AND INSTALL SANITARY SEWER CASTING AND RINGS	EA	19	2278.00	19	19	<u>43,282.00</u>
	TOTAL CHANGE ORDER NO. 1						(8,990.00)
	TOTAL BASE QUOTE:						104,497.58
	TOTAL CHANGE ORDER NO. 1						<u>(8,990.00)</u>
	TOTAL WORK COMPLETED TO DATE						95,507.58

PROJECT PAYMENT STATUS

OWNER CITY OF LAUDERDALE
STANTEC PROJECT NO. 193803445
CONTRACTOR INSITUFORM TECHNOLOGIES USA, LLC

CHANGE ORDERS

No.	Date	Description	Amount
1	9/8/2016	This Change Order provides for adjustment to this project. See Change Order.	(8,990.00)
Total Change Orders			(8,990.00)

PAYMENT SUMMARY

No.	From	To	Payment	Retainage	Completed
1	09/01/2016	10/21/2016	92,642.35	2,865.23	95,507.58

Material on Hand

Total Payment to Date		\$92,642.35	Original Contract	124,875.30
Retainage Pay No.	1	2,865.23	Change Orders	(8,990.00)
Total Amount Earned		\$95,507.58	Revised Contract	115,885.30

LAUDERDALE COUNCIL ACTION FORM

Action Requested

Consent _____
Public Hearing _____
Discussion _____ X _____
Action _____ X _____
Resolution _____
Work Session _____

Meeting Date October 25, 2016

ITEM NUMBER Amending Fee Schedule

STAFF INITIAL

AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

I am pleased to report that the new financial software system is fully operational and staff are ready to begin accepting payments by credit card. Staff is looking for direction on how the Council would like to handle credit card processing fees. Unlike businesses, many government agencies charge a fee of the credit card paying customer to defray all or part of the processing costs so that they aren't born by the tax payers. Other cities consider the fees part of the cost of doing business. Staff's recommendation is to charge \$2.00 per transaction from now until the end of the year. That will help us evaluate whether the fee recoups processing costs and whether it is a deterrent to those wishing to pay by credit card.

Accepting credit cards is the final step in a process that began last September with the Council's approval of purchasing a new financial software package. Terry Berg has worked tremendously and tirelessly, especially since resigning, to make the transition possible. Terry was here all day Friday to put the final pieces in place so that she was able to turn in her laptop and keys.

OPTIONS:

Decide whether or not to charge credit card customers a processing fee, and if so, how much.

STAFF RECOMMENDATION:

Motion to adopt Resolution 102516B—Amending of Fee Schedule for 2016.

COUNCIL ACTION:

RESOLUTION 102516B

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

AMENDING OF FEE SCHEDULE FOR 2016

WHEREAS, Chapter 1, License and Permit Fees, Section 3-1-1 of the Lauderdale City Code requires the City of Lauderdale to establish permit and license fees; and

WHEREAS, Resolution 120815C last established permit or license fees as authorized in the City of Lauderdale Code; and

WHEREAS, the City has elected recently to accept credit card payment; and

WHEREAS, the City Council elects to pass on a portion of the credit card processing fees to the customer.

NOW, THEREFORE BE IT RESOLVED, that the City Council amends the fees and charges as listed in Exhibit A effective October 25, 2016.

AND BE IT ALSO RESOLVED, that whenever any provision of this resolution is in conflict with the City of Lauderdale Code, it is the intent of the City Council that the Code shall prevail.

BE IT ALSO RESOLVED, that this resolution shall supersede Resolution 120815C or any previous measures of the City Council that sets, establishes or fixes a specific amount for such fees, licenses or charges.

Adopted this 25th day of October, 2016.

Jeffrey E. Dains, Mayor

ATTEST:

Heather Butkowski, City Administrator

EXHIBIT A

ADMINISTRATIVE FEE	
Each Occurrence	\$25.00
ANIMALS	
License	\$10.00
Duplicate License	\$3.00
Non-Domestic Animal	\$10.00
BINGO OR RAFFLE	\$100.00
BUILDING PERMITS	
Valuation	\$23.00
\$1.00 - \$500.00	\$26.55
\$501.00 to \$600.00	\$29.60
\$601.00 to \$700.00	\$32.65
\$701.00 to \$800.00	\$35.70
\$801.00 to \$900.00	\$38.75
\$901.00 to \$1,000.00	\$41.80
\$1,001.00 to \$1,100.00	\$44.85
\$1,101.00 to \$1,200.00	\$47.90
\$1,201.00 to \$1,300.00	\$50.95
\$1,301.00 to \$1,400.00	\$54.00
\$1,401.00 to \$1,500.00	\$57.05
\$1,501.00 to \$1,600.00	\$60.10
\$1,601.00 to \$1,700.00	\$63.15
\$1,701.00 to \$1,800.00	\$66.20
\$1,801.00 to \$1,900.00	\$69.25
\$1,901.00 to \$2,000.00	\$83.25
\$2,001.00 to \$3,000.00	\$97.25
\$3,001.00 to \$4,000.00	\$111.25
\$4,001.00 to \$5,000.00	\$125.25
\$5,001.00 to \$6,000.00	\$139.25
\$6,001.00 to \$7,000.00	\$153.25
\$7,001.00 to \$8,000.00	\$167.25
\$8,001.00 to \$9,000.00	\$181.25
\$9,001.00 to \$10,000.00	\$195.25
\$10,001.00 to \$11,000.00	\$209.25
\$11,001.00 to \$12,000.00	\$223.25
\$12,001.00 to \$13,000.00	\$237.25
\$13,001.00 to \$14,000.00	\$251.25
\$14,001.00 to \$15,000.00	\$265.25
\$15,001.00 to \$16,000.00	\$279.25
\$16,001.00 to \$17,000.00	\$293.25
\$17,001.00 to \$18,000.00	\$307.25
\$18,001.00 to \$19,000.00	\$321.25
\$19,001.00 to \$20,000.00	\$335.25
\$20,001.00 to \$21,000.00	\$349.25
\$21,001.00 to \$22,000.00	\$363.25
\$22,001.00 to \$23,000.00	\$377.25
\$23,001.00 to \$24,000.00	\$391.25
\$24,001.00 to \$25,000.00	\$401.35
\$25,001.00 to \$26,000.00	\$411.45
\$26,001.00 to \$27,000.00	\$421.55
\$27,001.00 to \$28,000.00	\$431.65
\$28,001.00 to \$29,000.00	\$441.75
\$29,001.00 to \$30,000.00	\$441.75 for the first \$30,000.00 plus \$10.10
\$30,001.00 to \$50,000.00	for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00

BUILDING PERMITS - Continued	
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00 or fraction thereof
Plan Review Fee	65% of the permit fee
Valuation	\$40.00
Per Hour	
Surcharge Fee	
Valuation	\$0.0005 x valuation
Investigation Fee	Same as permit fee
Other Inspections	
Inspection Outside Normal Business Hours	\$60.00/hour with 2 hour minimum
BUSINESS ASSISTANCE	Escrow with minimum of \$10,000.00
CANDIDATE FILING FEE	\$2.00
CERTIFIED COPIES	\$1.00/page plus sales tax
CIGARETTES/TOBACCO LICENSE	\$200.00/year
CITY COUNCIL	
Requested Special Meeting	\$100.00
CITY PROPERTY RENTAL	
Banquet Table Rent	\$4.00/table
Banquet Table Deposit	\$100.00/table
Metal Detector Rent	\$5.00/day
Metal Detector Deposit	\$100.00
Metal Folding Chair Rent	\$0.75/chair
Metal Folding Chair Deposit	\$20.00/chair
COMMUNITY ROOM RENTAL	
Resident Use Only	\$50.00/5 hour block
Deposit - Key	\$100.00
Deposit - Damage	\$100.00
Excess Trash Fee	\$10.00/bag
Cancellation Fee (5 business days prior to reservation)	\$20.00
Cancellation Fee (less than 5 business days prior to reservation)	Reservation fee
CONDITIONAL USE PERMIT APPLICATION	\$200.00

COUNCIL MEETING DVD	\$50.00 plus sales tax	
CREDIT CARD PROCESSING FEE	\$2.00 per transaction	
FACSIMILE	\$0.50/page	
FALSE ALARMS		
Fire		
Each Offense	Cost plus administrative fee	
Security		
1st Offense	\$85.00 plus administrative fee	
2nd or More Offenses	\$90.00 plus administrative fee	
FIRE CALL		
Charge Back	Cost of Fire Services plus administrative fee	
FIRE INSPECTION		
Annual	\$35.00/hour	
HOME OCCUPATION		
Application	\$100.00	
LIQUOR, 3.2 Percent		
Off-Sale	\$150.00	
On-Sale	\$300.00	
Temporary	\$50.00	
LOT CONSOLIDATION/DIVISION		
Application	\$100.00	
MECHANICAL CONTRACTOR LICENSE	\$50.00/year	
MECHANICAL PERMITS		
Permit	\$40.00	
Each Supplemental Permit	\$4.50	
Minnesota Surcharge	\$1.00	
Uniform Mechanical Code - Each Unit Fee Schedule	Exhibit B	
Other Inspections		
Inspections Outside Normal Business Hours	\$60.00/hour with 2 hour minimum	
Investigative Fee (no permit)	Same as permit fee	
MERCHANDISE SALES		
Historical Video	\$8.00	(\$7.47 + \$.53 sales tax)
History Book	\$25.00	(\$23.34 + 1.66 sales tax)
T-shirts	\$11.00	
MILEAGE REIMBURSEMENT		
Per IRS	\$.54/mile	
NON-SUFFICIENT CHECK	\$30.00	
NUISANCE VIOLATIONS		
Weed/Grass Mowing	Actual Costs	
Refuse	Actual Costs	
Junk Vehicles	Actual Costs of Towing & Disposal	
Nuisance Violation Appeal	\$200.00	

PARK RESERVATION RENTALS

Resident

No Fee

Non-resident

\$20.00 plus sales tax/4 hour block
\$35.00 plus sales tax/day rental

Deposit - Damage for Non-resident

\$50.00

PHOTOCOPY

\$.25/page

PLANNED DEVELOPMENT APPLICATION FEE

\$500 plus \$1,000 escrow *

PLANNING AND ZONING CERTIFICATIONS

No Charge

PLUMBING

Surcharge

\$1.00

Investigative Fee - Failure to Apply

Same as permit fee

Permit

\$40.00

Each Fixture

\$8.00

Inspections Outside Normal Business Hours

\$60.00/hour with 2 hour minimum

RECYCLING CARTS

32 Gallon

\$33.00

64 Gallon

\$41.25

96 Gallon

\$48.00

REFUSE HAULERS

Annual

\$75.00/truck

RENTAL HOUSING

License

Single Unit

\$30.00

2 Units Plus

\$30.00 plus \$2.50/unit

Inspection - Initial

\$34.00

Re-inspection fees

First re-inspection

\$0.00

Second re-inspection

\$34.00

Any additional re-inspection

\$34.00

Administrative Penalty

Late Application

\$25.00/day

License Violations

Up to \$1,000.00/day

SALES TAX

Sale of goods

7.125%

City Purchases

6.875%

SANITARY SEWER AND WATER DEVELOPMENT

Residential

\$2,485/access

Sewer Availability Charge

No Fee

Water Availability Charge

SPECIAL ASSESSMENTS, Interest Rate

Delinquent Utility Bills, Accounts Receivable

8% or \$25.00, whichever is greater

SPECIAL EVENTS PERMIT, Administrative Fee

\$25.00

STREET	
Excavations	\$100.00
Obstruction	\$100.00
TEMPORARY RIGHT OF WAY PERMIT	\$10.00/event
TREE CONTRACTOR LICENSE	\$50.00/year
VACATIONS (Streets, Alleys, etc.)	\$500.00 plus \$700 escrow *
VARIANCE FROM ZONING ORDINANCE	\$150.00
ZONING	
Subdivision Application	\$500.00 plus \$1,000 escrow *
Zoning Amendment	\$500.00 plus \$1,000 escrow *
ZONING PERMIT	
Driveway or Parking Pad	\$50.00
Fence	\$50.00
Retaining Wall	\$50.00
Sidewalk	\$50.00

* Applicants will be responsible for submitting the escrow payment in addition to assuming all other city accrued costs on the application review.

Exhibit B: Mechanical / HVAC Permit Fees - Uniform Mechanical Code

City of Lauderdale
 1891 Walnut Street Lauderdale MN 55113
 Telephone 651-792-7650 Fax 651-631-2066

	Description	Fee
1	Base Permit Fee*	\$40.00
2	Each Supplemental Permit	\$4.50
Each Unit Fee Schedule		
1	Residential/Commercial: Installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance	\$10.00
2	Installation or relocation of each floor furnace, including vent	\$9.00
3	Installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater.	\$9.00
4	Installation, relocation, or replacement of each appliance vent installed and not included in an appliance permit	\$4.50
5	Repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling absorption, or evaporative cooling system, including installation of controls regulated by this code.	\$9.00
6	Residential: installation or relocation of each boiler or compressor to and including three horse power, or each absorption system to and including 100,000 Btu/h	\$9.00
7	Residential/Commercial: installation or relocation of each boiler or compressor over three horse power to and including 15 horsepower, or each absorption system over 100,000 Btu/h and including 500,000 Btu/h	\$16.50
8	Commercial: Installation or relocation of each boiler or compressor over 15 horsepower to and including 30 horsepower, or each absorption system over 500,000 Btu/h to and including 1,000,000 Btu/h.	\$22.50
9	Commercial: Installation or relocation of each boiler or compressor over 30 horsepower to and including 50 horsepower, or each absorption system over 1,000,000 Btu/h to and including 1,750,000 Btu/h.	\$33.50
10	Commercial: Installation or relocation of each boiler or refrigeration compressor over 50 horsepower, or each absorption system over 1,750,000 Btu/h	\$56.00
11	Each air-handling unit to and including 10,000 cubic feet per minute, including ducts attached thereto. NOTE: this fee shall not apply to an air handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in this code.	\$6.50
12	For each air-handling unit over 10,000 cfm	\$11.00
13	For each evaporative cooler other than a portable type	\$6.50
14	For each ventilation fan connected to a single duct	\$4.50
15	For each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit.	\$6.50
16	For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood.	\$6.50
17	For the installation or relocating of each domestic-type incinerator.	\$11.00
18	For the installation or relocation of each commercial or industrial-type incinerator	\$45.00
19	Other: For each appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in this code.	\$6.50
20	When Chapter 22 is applicable (see Section 103), permit fees for fuel-gas piping shall be:	
	For each gas-piping system of one to four outlets.	\$3.00
	For each gas-piping system of five or more outlets, per outlet	\$0.75
21	When Chapter 24 is applicable (see Section 103), permit fees for process piping shall be:	
	For each hazardous process piping system (HHP) of one to four outlets	\$5.00
	For each piping system of five or more outlets, per outlet	\$1.00
	For each nonhazardous process piping system (NPP) of one to four outlets	\$2.00
	For each piping system of five or more outlets, per outlet	\$0.50

* Commercial Mechanical Permits require a plan review fees = to 1% of project valuation

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent _____
Public Hearing _____
Discussion X
Action X
Resolution X
Work Session _____

Meeting Date October 25, 2016

ITEM NUMBER Inflow/Infiltration Grant Res.

STAFF INITIAL *AS*

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

A grant designed to help cities address inflow and infiltration issues is going to cover some of the costs of the sanitary sewer lining project. In order to complete the application, the Council needs to adopt the attached resolution. The exact dollar amount is unknown, but staff expect the grant to be between \$25,000 and \$30,000.

STAFF RECOMMENDATION:

Motion to adopt Resolution 102516C—A Resolution Authorizing Application for and Execution of the Municipal Infiltration and Inflow Grant.

RESOLUTION 102516C

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

**A RESOLUTION AUTHORIZING APPLICATION FOR AND EXECUTION
OF THE MUNICIPAL INFILTRATION AND INFLOW GRANT**

WHEREAS, the Minnesota Legislature has appropriated to the Metropolitan Council \$4,156,800 for a grant program for the purpose of providing grants to municipalities for capital improvements to public municipal wastewater collection systems to reduce the amount of inflow and infiltration to the Council's metropolitan sanitary sewer disposal system; and

WHEREAS, the Metropolitan Council Environmental Services identified the City of Lauderdale as one of the many cities having excessive inflow and infiltration to the Council's metropolitan sanitary sewer disposal system and thus is an eligible applicant for grant funds under the inflow and infiltration grant program; and

WHEREAS, the City of Lauderdale has developed a sanitary sewer lining project anticipated to cost approximately \$130,000 to eliminate sources of infiltration and extend the life of the sewer system.

NOW, THEREFORE BE IT RESOLVED, the Lauderdale City Council authorizes the application for funding through the Municipal Infiltration and Inflow Grant Program to off-set part of the anticipated cost of the sanitary sewer lining project described in the application and authorizes the city administrator to execute the grant agreements on behalf of the City.

CITY OF LAUDERDALE)
COUNTY OF RAMSEY)
STATE OF MINNESOTA)

ss

Adopted by the City Council of the City of Lauderdale, Minnesota this 25th day of October, 2016.

(ATTEST)

Jeffrey E. Dains, Mayor

(SEAL)

Heather Butkowski, City Administrator

LAUDERDALE COUNCIL ACTION FORM

Action Requested

Consent _____
Public Hearing _____
Discussion _____ X
Action _____ X
Resolution _____
Work Session _____

Meeting Date October 25, 2016

ITEM NUMBER Dog Park Lighting

STAFF INITIAL HB

APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

City staff met with Xcel Energy Outdoor Lighting staff to discuss options for lighting the northern parking lot at Community Park and part of the dog park. After discussing some possible lighting options, only one accomplished lighting the dog park and the parking lot.

Installing a light pole with a 400 watt fixture in the northeast corner of the parking lot off of Roselawn Avenue and directing it southwest (toward the tennis courts) would provide lighting for the northern half of the dog park and about two-thirds of the parking lot. If it is determined after installation that the 400 watt fixture is too bright, Xcel Energy would replace it with a 250 watt fixture. They anticipate it would be a high pressure sodium fixture until about 2018.

Due to the need for a pole, the upfront cost is approximately \$675 dollars; the monthly lighting and maintenance cost would be about \$17. In speaking with Dan Lange, he said the dog park users could contribute half of the cost of installing the light. If the Council is interested in a cost sharing plan, I will let Dan know. The light would be installed approximately 2-3 weeks after staff give Xcel Energy the go-ahead.

OPTIONS:

STAFF RECOMMENDATION:

Motion directing staff to coordinate with Xcel Energy for the installation of a light as described above in Community Park.

COUNCIL ACTION:

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent _____
Public Hearing _____
Discussion _____ X
Action _____ X
Resolution _____
Work Session _____

Meeting Date October 25, 2016

ITEM NUMBER Police Workgroup

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

So far, six residents have submitted applications for the police work group. Residents have until the end of the day on Tuesday to apply so I will know by the council meeting the total number of applicants.

The decision for the Council is how you would like to narrow the pool down to three members. If the City doesn't receive a significant number of additional applications, staff could schedule interviews. Ideally, no more than two council members would participate in the interviews. If we receive a sizable number of additional applications, staff could distribute the applications for Council review and scoring. Staff are open to other ideas as well. Let us know how you would like staff to proceed.

STAFF RECOMMENDATION: