

**LAUDERDALE CITY COUNCIL MEETING AGENDA**  
**7:30 P.M. TUESDAY, MAY 9, 2017**  
**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 April 25, 2017 City Council Meeting
    - c. Claims Totaling \$94,418.93
  4. **CONSENT**
    - a. Agreement with OPG-3
    - b. Performance Agreement with Dawn Pape/Lawn Chair Gardner
  5. **SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**
  6. **INFORMATIONAL PRESENTATIONS / REPORTS**
    - a. Legislative Update by Senator John Marty
    - b. Eureka! Recycling Year End Report by Chris Goodwin
  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 ITEM**
    - a. Comprehensive Plan Steering Committee Appointments
  9. **ITEMS REMOVED FROM THE CONSENT AGENDA**
  10. **ADDITIONAL ITEMS**
  11. **SET AGENDA FOR NEXT MEETING**
    - a. City Administrator Annual Review
    - b. Quarterly Investment Report
    - c. Variance Request – 1714 Malvern Street
  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 Park Lighting Options
- c. Community Development Update

### 13. **ADJOURNMENT**

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

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April 25, 2017

**Roll Call**

Mayor Gaasch called the Regular City Council meeting to order at 7:32 p.m.

Councilors present: Jeff Dains, Kelly Dolphin, Roxanne Grove, Andi Moffatt, and Mayor Mary Gaasch.

Councilors absent: None.

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

**Approvals**

Mayor Gaasch asked if there were any changes to the meeting agenda. Mayor Gaasch proceeded to add an informational presentation about the various committee meetings council members have been attending. Councilor Grove moved and Councilor Dains seconded the motion to approve the agenda as amended. Motion carried unanimously.

Councilor Dolphin pointed out a spelling error on page three of the minutes. Councilor Grove moved to approve the minutes of the April 11, 2017 City Council meeting as amended. Councilor Moffatt seconded the motion and it carried unanimously.

Councilor Dains moved and seconded by Councilor Moffatt to approve the claims totaling \$40,806.82. Motion carried unanimously.

**Consent**

Councilor Grove moved and seconded by Councilor Dains to approve the Consent Agenda thereby acknowledging the Park Use Application and March Financial Report.

**Informational Presentations / Reports**

Mayor Gaasch asked council members to provide an update on things they have been working on. Councilor Dolphin mentioned that she and Councilor Moffatt participated in an Earth Day clean up event in and around the Nature Area. Mayor Gaasch and Councilor Dolphin noted their recent tour of the Bell Museum. Mayor Gaasch attended the Metro Cities Annual Meeting. The attendees discussed concerns regarding bills introduced at the legislature that would curb local control. Councilor Dains mentioned the police working group related to body cameras finished their work and a policy on the matter will be going to the St. Anthony City Council for approval. Finally, Councilor Dains noted the Cable Commission is still negotiating the franchise agreement with Comcast.

**Discussion/Action Items**

A. Eustis Street Parking – Resolution

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

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April 25, 2017

At the last meeting, the Council discussed options for Eustis Street parking based on information presented by the city engineer, and feedback from the community. The outcome of the discussion was to make one-sided parking on Eustis Street permanent. In order to do so the Council must adopt a resolution.

Councilor Grove moved to adopt Resolution 042517A – A Resolution Establishing No Parking on Eustis Street. The motion was seconded by Councilor Moffatt and approved unanimously.

**Set Agenda for Next Meeting**

Administrator Butkowski stated the next meeting would include the Quarterly Investment Report, a legislative update by State Senator John Marty, and a presentation from Chris Goodwin of Eureka Recycling.

**Work Session**

A. Opportunity for the Public to Address the City Council

Mayor Gaasch opened the floor to anyone in attendance that would like to address the Council. There being none, the floor was closed.

B. Community Development Update

Administrator Butkowski noted the owners of Greenway Village Apartments would like the fitness center to be on a separate parcel. Staff will work with them on that application. Brandy Chase Condominiums may request an amendment to the original Planned Unit Development agreement in order to amend their by-laws as they desire. Staff anticipate having a variance request from a Malvern Street resident on the May 23 agenda. Capital Regions hosted a meeting with neighboring communities to discuss the Seminary Pond project. The feedback was good but indicated the need for further discussions about boundaries and responsibilities. Beaupre Aerial Lifts plan to expand their parking area by building an underground storm water facility. Mayor Gaasch and Administrator Butkowski noted the attendance and discussion of the Lauderdale business community held the preceding week. Finally, staff noted that they were waiting for application materials from YEAH Academy before continuing to process their conditional use permit for the Chinese Christian Church site.

**Adjournment**

There being no further items on the agenda, Councilor Dains moved and seconded by Councilor Grove to adjourn the meeting at 8:12 p.m. Motion carried unanimously.

Respectfully submitted,



Heather Butkowski  
City Administrator



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:** April 25, 2017  
**Subject:** List of Claims

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The claims totaling \$94,418.93 are provided for City Council review and approval which includes check numbers 25332 to 25353.

# Accounts Payable

## Checks by Date - Detail by Check Date

User: heather.butkowski  
 Printed: 5/5/2017 4:29 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	43	Public Employees Retirement Association PR Batch 50900.05.2017 PERA Coordinated PR Batch 50900.05.2017 PERA Coordinated	05/05/2017 PR Batch 50900.05.2017 PER PR Batch 50900.05.2017 PER	891.16 1,028.26
Total for this ACH Check for Vendor 43:				1,919.42
ACH	44	Minnesota Department of Revenue PR Batch 50900.05.2017 State Income Tax	05/05/2017 PR Batch 50900.05.2017 Stat	621.79
Total for this ACH Check for Vendor 44:				621.79
ACH	45	ICMA Retirement Corporation PR Batch 50900.05.2017 Deferred Comp PR Batch 50900.05.2017 Deferred Comp	05/05/2017 PR Batch 50900.05.2017 Def PR Batch 50900.05.2017 Def	865.98 1,036.99
Total for this ACH Check for Vendor 45:				1,902.97
ACH	46	Internal Revenue Service PR Batch 50900.05.2017 FICA Employer Portio PR Batch 50900.05.2017 FICA Employee Portio PR Batch 50900.05.2017 Medicare Employer Po PR Batch 50900.05.2017 Medicare Employee Pc PR Batch 50900.05.2017 Federal Income Tax	05/05/2017 PR Batch 50900.05.2017 FIC. PR Batch 50900.05.2017 FIC. PR Batch 50900.05.2017 Me PR Batch 50900.05.2017 Me PR Batch 50900.05.2017 Fed	989.58 989.58 231.43 231.43 1,364.12
Total for this ACH Check for Vendor 46:				3,806.14
Total for 5/5/2017:				8,250.32
ACH	56 1Q2017	James Bownik 1Q2017 Mileage	05/09/2017	30.50
Total for this ACH Check for Vendor 56:				30.50
25332	21 INV-ACC29197	Accela Inc Final Milestone - Go Live	05/09/2017	1,280.00
Total for Check Number 25332:				1,280.00
25333	21 INV-ACC29887 INV-ACC29887 INV-ACC29887	Accela Inc Annual Maintenance Annual Maintenance Annual Maintenance	05/09/2017	803.88 3,751.44 803.88
Total for Check Number 25333:				5,359.20
25334	29 3528	City of St Anthony May Police Services	05/09/2017	56,049.17
Total for Check Number 25334:				56,049.17

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
25335	2 IN00020720	City of St Paul Fulham St Lighting	05/09/2017	14.88
Total for Check Number 25335:				14.88
25336	25 EMCOM-006050 EMCOM-006064 EMCOM-006079	County of Ramsey April Fleet Support April CAD Services April 911 Dispatch Services	05/09/2017	6.24 258.44 1,280.65
Total for Check Number 25336:				1,545.33
25337	61 7040504	Gopher State One Call April Locates	05/09/2017	31.05
Total for Check Number 25337:				31.05
25338	82	Home Depot Park Supplies	05/09/2017	24.68
Total for Check Number 25338:				24.68
25339	31 136845 136845	Kennedy & Graven Chartered March Legal Services March Legal Services - Lawsuit	05/09/2017	1,039.50 1,696.60
Total for Check Number 25339:				2,736.10
25340	1 042017 042017	Lillie Suburban Newspapers Inc Summary Financial Report Zoning Ordinance	05/09/2017	1,000.50 50.75
Total for Check Number 25340:				1,051.25
25341	24 1068101	Metropolitan Council June Wastewater Treatment	05/09/2017	11,427.59
Total for Check Number 25341:				11,427.59
25342	76 08034	Minnesota Government Finance Officers A: Monthly Luncheon Training	05/09/2017	15.00
Total for Check Number 25342:				15.00
25343	84	North Star Bank Cardmember Services Business Community Meeting Refreshments MCMA Training - HB	05/09/2017	18.27 545.00
Total for Check Number 25343:				563.27
25344	10 0000403009	On Site Sanitation Inc Portable Restroom	05/09/2017	232.72
Total for Check Number 25344:				232.72
25345	75	Petty Cash Excel Seminar - Parking Safety & Loss Control - Parking Office Supplies - Office Max USPS - Certified Letter & Postage Safety & Loss Control - Parking USPS - Certified Letter	05/09/2017	5.00 6.00 10.76 15.69 6.00 6.59

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		USPS - SRA Package		9.85
		Correct Mistake - Charge to Building Permit		10.00
		SRA Meeting - Parking		10.00
		Excel Seminar - Parking		5.00
		Truck Wash		12.00
			Total for Check Number 25345:	96.89
25346	5 619861-04-17	Premium Waters Inc April Water Delivery	05/09/2017	15.46
			Total for Check Number 25346:	15.46
25347	47	Public Employees Insurance Program PR Batch 50900.05.2017 Dental PR Batch 50900.05.2017 Health Insurance	05/09/2017 PR Batch 50900.05.2017 Den PR Batch 50900.05.2017 Hea	110.46 2,290.44
			Total for Check Number 25347:	2,400.90
25348	156 173029	Red Pine Industries Inc Asbestos Monitoring for Carpet Project	05/09/2017	1,400.00
			Total for Check Number 25348:	1,400.00
25349	81 1Q2017 1Q2017 1Q2017 1Q2017 1Q2017	St Paul Regional Water Service 2439 Larpenteur Ave W 1821 Eustis St 1891 Walnut St 1915 Walnut St 1885 Fulham St	05/09/2017	46.59 19.59 67.90 36.00 110.39
			Total for Check Number 25349:	280.47
25350	26 1185729 1187532	Stantec Consulting Services Inc Submit I/I Workplan to MC 2018 LSWMP	05/09/2017	432.25 532.00
			Total for Check Number 25350:	964.25
25351	71 1184755	Summit Fire Protection Inc Annual Fire Extinguisher Inspection	05/09/2017	119.00
			Total for Check Number 25351:	119.00
25352	7 7623142-0500-1	Waste Management Inc May Public Works	05/09/2017	282.62
			Total for Check Number 25352:	282.62
25353	74 544602995 544602995 544697494 544697494	Xcel Energy 1891 Walnut Street 1891 Walnut Street 1821 Eustis Street 1821 Eustis Street	05/09/2017	79.43 146.35 13.50 9.00
			Total for Check Number 25353:	248.28
			Total for 5/9/2017:	86,168.61



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Report Total (27 checks):	94,418.93


**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent              X    
Public Hearing                
Discussion                   
Action                        
Resolution                   
Work Session              

Meeting Date            May 9, 2017

ITEM NUMBER            Laserfiche Implementation

STAFF INITIAL            

APPROVED BY ADMINISTRATOR

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

One of staff's goals is to digitize city records. Of most importance is keeping up with the scanning of new records. Currently, staff scan the accounts payable checks with supporting documentation into Laserfiche. This process is done one check at a time. The license we have allows for this process to be automated with the use of barcoding and a couple of hours of programming by the Laserfiche vendor. Staff estimates changing to the barcoding system could save a couple of hours of staff time every two weeks. The money spent would be recouped in two to three months plus it will minimize the risk of errors and omissions.

**OPTIONS:**

**STAFF RECOMMENDATION:**

By approving the consent agenda, the Council authorizes contracting with OPG-3 to set up accounts payable document processing within Laserfiche as presented in the attached scope of work.

**COUNCIL ACTION:**



# Scope of Work

**Client:** City of Lauderdale  
**Process Name:** AP Document Processing  
**Department:** Accounts Payable & Finance  
**Project Sponsor:** Heather Butkowski  
**OPG-3 Staff:** Joel Blackford – Sales Representative, Jon Swensen – Software Engineer

## Scope of Work

Scope Statement
OPG-3 will work with City of Lauderdale to develop an AP batch scanning Quick Fields session, including Barcoding and RTL (Real Time Lookup), which will consist of creating folder structure and standardized naming conventions.
OPG3 Deliverables
<ul style="list-style-type: none"><li>❖ OPG-3 Engineers will work with City of Lauderdale business process owners to create a new template and configure all associated fields.</li><li>❖ Configuration of Quick Fields session to process the AP batches/ Springbrook scans.</li><li>❖ Configuration of RTL (Real Time Lookup) to Springbrook.</li><li>❖ Configuration of the Laserfiche Connector with Springbrook.</li><li>❖ Installation of the Coversheet Creator.</li></ul>
Exclusions
***Any data backup is the responsibility of City of Lauderdale***
City of Lauderdale Project Kick-Off Requirements
<ul style="list-style-type: none"><li>❖ Call Springbrook to turn on Bar Codes. Verify Bar Codes on check stubs.</li><li>❖ Verify database information and format in Springbrook, to ensure compatibility to Laserfiche lookup.</li><li>❖ OPG3 will need the batch numbering system.</li></ul>

### Milestones

Milestone	Start Date	Completion Date
Accounts Payable Quick Fields workflow	5/8/2017	5/8/2017

### Stakeholders

Stakeholder	Responsibility
OPG-3	Develop Quick fields process for batch AP Scanning thru Quick Fields.
City of Lauderdale	Provide resources to OPG-3 staff as needed, which are outlined in aforementioned City of Lauderdale Project Kick-Off Requirements section.

### Project Cost Estimates

Type	Description	Hours	Cost
Labor – Internal	Creation of templates, folder structure, Quick fields sessions	4	\$740.00
Labor – External	N/A		
Materials	N/A		
Hardware	N/A		
Software	N/A		
<b>Total</b>		<b>4</b>	<b>\$740.00</b>

### Approvals

City of Lauderdale:

Project Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Business Matter Expert: \_\_\_\_\_ Date: \_\_\_\_\_

OPG-3:

Project Lead: Jennifer Bongrean Date: 5/1/17

Management: Jan V. [Signature] Date: 5/1/17

# LAUDERDALE COUNCIL ACTION FORM

## Action Requested

Consent   X    
Public Hearing \_\_\_\_\_  
Discussion \_\_\_\_\_  
Action \_\_\_\_\_  
Resolution \_\_\_\_\_  
Work Session \_\_\_\_\_

Meeting Date   May 9, 2017    
ITEM NUMBER   June Farmers Market    
STAFF INITIAL   Jim    
APPROVED BY ADMINISTRATOR \_\_\_\_\_

## DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Staff is asking the city council to consider approving the attached performance agreement with Dawn Pape for two presentations at a cost of \$200. The following appeared in the current city newsletter:

The June 15 Market is scheduled for 4:00 to 7:00 p.m. and includes presentations by Ramsey County Master Gardner and author of *Lawn Chair Gardner*, Dawn Pape.

### **5:30 p.m. Pollinator Puppet Show, Story Time, and Sing Along**

Meet Mason—a boy who is afraid of bees. Discover how Mason conquers his fear of bees and feels like a superhero on a mission to save bees after he meets a talking mason bee. Yes, a bee sharing his own name! This puppet show teaches timely, important and weighty topics about native bees, habitat, pesticides, and native plants in a light and fun way. Although geared for grades K-5, adults may learn a thing or two as well.

### **6:30 p.m. Basics of How to Host Mason Bees**

Most people are familiar with European honey bees, but that's often where the conversation stops. If you are curious about native bees, come learn all about hive-less, solitary bees--like the mason and leaf-cutter bees. By the end of this short workshop you will understand their life cycles and how to "host" these gentle, amazing pollinators. Hosting native bees only requires an hour or two of time each year and no special clothing. It certainly isn't rocket science, but there are key things to know to keep the bees healthy and thriving. And besides feeling good about helping little critters in need, you'll feel great about increased harvests at home and helping our food supply as well.

## OPTIONS:

Approve by adopting the consent agenda or remove for discussion.

## STAFF RECOMMENDATION:

By approving the consent agenda, the city council is approving the performance agreement with Dawn Pape .

**City of Lauderdale Performance Agreement**

**Event: Farmers Market**

**Date & Time: Thursday, June 15, 2017 from 4-7 p.m.**

**Location: Lauderdale Community Park, 1885 Fulham Street**

**Performance Time: 5:30 p.m. Pollinator Puppet Show, Story Time, and Sing Along  
6:30 p.m. Basics of How to Host Mason Bees**

**ARTIST or GROUP INFORMATION**

Artist or Group Name: Lawn Chair Gardener

Artist/Group Leader: Dawn Pape

Daytime Phone: 651-485-5171

Cell Phone: \_\_\_\_\_

Email Address: [dawnpape@gmail.com](mailto:dawnpape@gmail.com) [dawn@lawnchairgardener.com](mailto:dawn@lawnchairgardener.com)

Website Address (if applicable): <http://www.lawnchairgardener.com/pollinator-puppet-show/>

# Chairs Needed: \_\_\_\_\_

**PAYMENT INFORMATION**

Performance Fee: \$200.00

Name & Address of Individual or Group for Payment of Fee:

Lawn Chair Gardener

PO Box 74

Circle Pines, MN 55014-1793

**PERFORMANCE PROVISIONS**

- 1) The Artist or Group is considered an independent contractor and is responsible for all appropriate insurance, income taxes, and the licensed use of any or all copyright music performed.
- 2) The Artist or Group understands the City does not hold a public performance license, thus the artist agrees not to play music registered with ASCAP, BMI, SESAC, or any other licensing entity.
- 3) The Artist or Group will supply their own sound system and the following items as needed: music stands, stage etc.
- 4) The City will provide chairs, electricity and an extension cord.
- 5) Cancellation/Inclement Weather Policy:
  - If the performance is cancelled by the City before Noon the day of the performance, the City will pay 50% of the agreed performance fee as compensation.
  - If the performance is cancelled by the City after Noon the day of the performance, the City will pay 100% of the agreed performance fee as compensation.
- 6) Sale of promotional merchandise is allowed at the concert site.
- 7) Payment Information: The City will make every effort to present payment to the Artist or Group the day of the performance, but may mail payment within 30 days after performance date.
- 8) Indemnification: The Artist or Group agrees to defend and indemnify the City, and its employees, officials, volunteers and agents from and against all claims, actions, damages, losses and expenses arising out of the Artist or Group's performance or failure to perform its duties under this Agreement.

Signature of Artist/Group Leader: \_\_\_\_\_ Date: \_\_\_\_\_

_____	_____	_____	_____
Mayor	Date	City Administrator	Date

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent \_\_\_\_\_  
Public Hearing \_\_\_\_\_  
Discussion \_\_\_\_\_  
Action \_\_\_\_\_  
Resolution \_\_\_\_\_  
Work Session \_\_\_\_\_

Meeting Date March 28, 2017  
ITEM NUMBER Year-End Recycling Report  
STAFF INITIAL Jim  
APPROVED BY ADMINISTRATOR \_\_\_\_\_

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

Chris Goodwin from Eureka! Recycling will present information on the recycling program.

Attached is the following:

- Year-End Recycling Report
- Appendix A: Outreach & Education Summary
- Appendix B: Composition Method
- Appendix C: Participation Methodology

**OPTIONS:**

**STAFF RECOMMENDATION:**



## City of Lauderdale 2015-2016 Year-End Recycling Report

This year-end report contains information on several areas that Eureka Recycling tracks to monitor the success of Lauderdale's zero waste recycling program over the course of each year. As a non-profit social enterprise organization we believe tracking and reporting this data is an essential way to ensure program transparency. It also gives Eureka Recycling and city staff the tools needed to successfully manage the program.

This report covers the following categories of information:

- Tonnage collected – page 2
- Resident participation in the program – page 3
- Composition of the materials being recycled – page 4
- Revenue earned from the sale of recycled material and shared with the city – page 6
- Environmental benefits from the material recycled by residents – page 9
- Education and outreach - Appendix A

### Introduction

This is the second full year that Lauderdale has had a single sort recycling program with wheeled carts. The program continues to function smoothly with decreasing numbers of people calling the hotline with recycling questions or concerns. Participation continues to be among the highest in Ramsey County at 90%. Despite the continued lightening of packaging, the tons of recycling collected in Lauderdale in 2016 were steady with a slight 1.6% decrease.

Market prices showed slow and steady improvement throughout 2016 with Lauderdale receiving just over \$1,800 in revenue. In addition, there continues to be a significant and positive environmental impact from the recycling efforts of Lauderdale residents. More details on these and other aspects of the program can be found within the pages of this report.

(651) 222-SORT (7678)

[www.eurekarecycling.org](http://www.eurekarecycling.org)

Our mission is to reduce waste today through innovative resource management and to reach a waste-free tomorrow by demonstrating that waste is preventable, not inevitable.

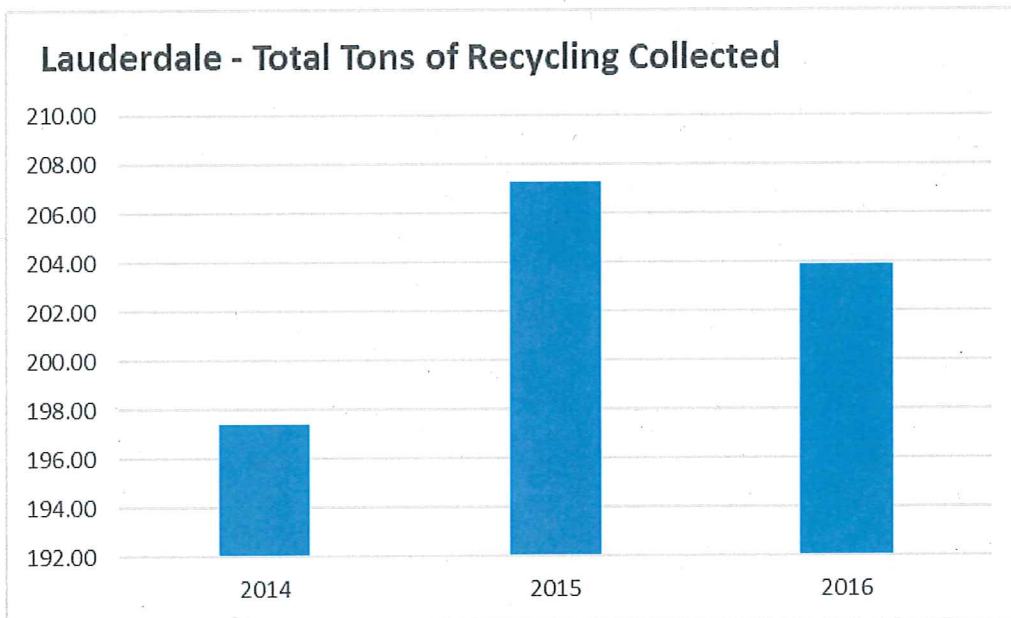
An affirmative action, equal opportunity employer.

\* Printed on 100% postconsumer recycled paper that was processed without the use of chlorine.



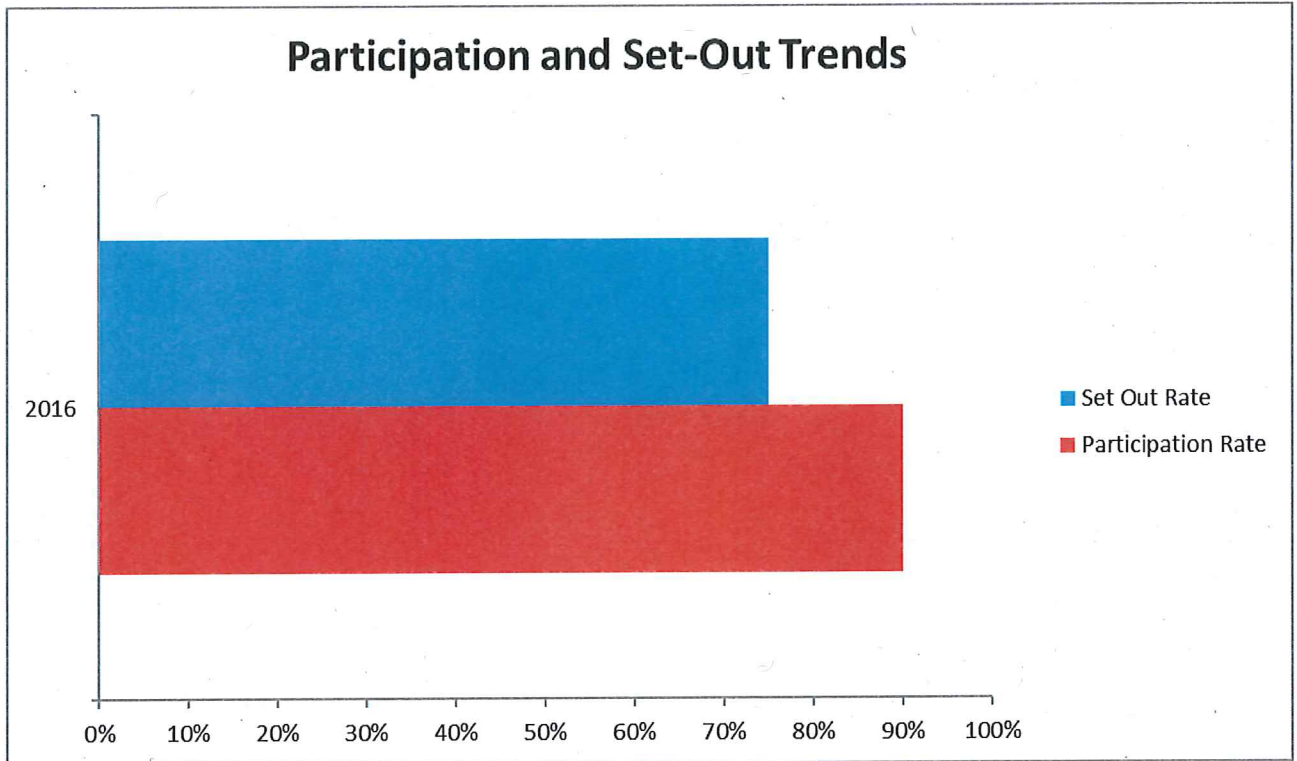
## TONS OF MATERIAL RECYCLED

Total tonnage collected in Lauderdale in 2016 was 203.99 tons. This represents a slight decrease (1.6%) over the previous year. However, this is something to be proud of considering the continuing trend towards the lightening of individual products and packaging that make up recycled materials. Recycling rates are measured by weight industry wide, but that metric doesn't tell the complete story. Manufacturers are continuing to find lighter and lighter weight packaging options. Products once bottled in glass are now bottled in plastic or aluminum. Aluminum and plastic bottles are getting thinner and lighter. Also, fewer and fewer households subscribe to physical newspapers and magazines, opting instead to get their news and entertainment on computers, tablets, and phones. Lauderdale's tons remain steady despite this trend toward light weighting of packaging and very likely represents a bigger percentage increase in terms of actual recycling efforts by residents, because it takes more material to create a ton now than it has in the past.



## PARTICIPATION

Lauderdale is one of the few cities in the metropolitan area in which the actual city-specific participation trend information is gathered and made available. 90% participation is one of the highest of any city in Ramsey County that Eureka has data for.



Eureka Recycling conducted the annual participation and set-out rate trend study in the fall of each year. (See Appendix C for the definitions, and methodologies of the participation, and set-out rate studies.)

### Set-Out Versus Participation Numbers

The set-out rate is the percentage of people in any given week that set out material. Not every household sets out material every week and just because you don't set out material in one specific week does not mean that you do not participate in the program at all.

The participation rate is the percentage of households that set out recycling at least once over the course of a month.

## COMPOSITION OF MATERIALS

Each year Eureka Recycling conducts a composition of the material collected in Lauderdale.

While this is certainly not an industry standard, Eureka Recycling believes that this information is important for cities to have as they plan their budgets, make decisions on their education and outreach work plans and communicate with residents about what to recycle and the success of their program overall.

Type of Material	2015-2016
	% of Total Tonnage
<b>Total Annual Tons</b>	<b>203.99</b>
	% of Total Tonnage
News Mix	56.27%
Cardboard	8.59%
Boxboard	4.48%
Wet Strength	0.84%
Phone Books	0.00%
Milk Cartons & Juice Boxes	0.31%
Textiles	0.11%
Total Glass	17.58%
Steel Cans	2.09%
Aluminum	1.13%
HDPE NAT	1.24%
HDPE Col	0.99%
PET	3.04%
Tubs and Lids	0.66%
Thermoform	0.20%
Residual	2.47%
<b>TOTAL</b>	<b>100.00%</b>

For more information on the methodology of the composition analysis done by Eureka Recycling, please see Appendix B.

### **Increases in Cardboard**

In 2016 we have seen an increase in the amount of cardboard in many of the cities we work with. This can be linked to an increase in online shopping and rapid delivery offered by shipping companies. More people are buying more things online. This creates an increase in the amount of cardboard boxes households have to recycle each week.

From a zero waste perspective this suggests the need for factors that balance this increase in consumption. More is not necessarily better unless the products we are manufacturing and purchasing have been designed to be:

- Durable and last a long time
- Repairable if they break
- Exchanged to others when they are no longer needed and not thrown away.
- Made from materials that are free of toxins
- Completely re-usable, recyclable or compostable at the end of their lifecycles
- Made by local businesses that keep the revenue from the sale of these products within the local economy creating local living wage jobs.

## REVENUE

Since 2015, the City of Lauderdale did not receive enough revenue from the sale of materials to cover the cost of processing the material. Processing happens at Eureka Recycling's Material Recovery Facility, or MRF. It is the work of taking single sort recycling with all materials mixed together and sorting it using machines and people into over 15 different categories or commodities that are sold to end markets which make them into new products.

As a result of the relatively low prices being paid by these end markets in 2015, the city paid just over \$1000 for processing the materials. Since beginning its partnership with Eureka Recycling in 2005 the City of Lauderdale has received more than \$91,000 in revenue from the sale of its recyclables. The materials that Lauderdale residents set out are valuable. They required tons of natural resources, a great deal of energy, and hours of labor to produce. Much of that value still remains in the items after they are used. Recycling this material captures that value and reinvests it into the next generation of products reducing costs and creating significant environmental benefit. The market for recycled material generates billions of dollars each year in the United States alone. This material is highly sought after by manufacturers who want to make new products out of it.

In 2016 Lauderdale received \$1,816.90 in revenue from the sale of recyclable materials. Commodity prices remained low in the first quarter of 2016 leading to the city receiving no revenue from the sale of product to markets. This turned around in the second quarter of the year with moderate improvements in prices being paid by markets. By the end of the year Lauderdale had received just over \$1,800. While this may be a far cry from the revenues the city saw a few years ago it is revenue that the city can use to make improvements to the city's waste reduction programs or to keep the cost of recycling low for the residents.

Lauderdale	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
<b>2015 Revenue</b>	\$ (26.39)	\$ (332.30)	\$ (280.19)	\$ (495.73)	\$ (1,134.62)
<b>2016 Revenue</b>	\$ (502.59)	\$ 383.19	\$ 981.02	\$ 955.28	\$ 1,816.90

### Global, Regional, and Local Market Conditions Affecting Prices

Recycled materials are commodities just like other products such as, corn, cotton, and oil. In our modern, global economy things that happen near and far can impact the prices paid for material on the open market. The following are the major factors influencing the prices paid for recycled materials. Some are very local issues affecting glass prices. Others are more global in nature and involve the economies of other countries like China.

### **Summary of Current Market Conditions**

In 2016, the overall prices paid by end markets for the material recycled in the city's program began the year low with the gross revenue generated from the sale of materials still being exceeded by the cost for processing.

In the second quarter of the year prices began to show a slow and steady increase. In the second quarter Lauderdale saw just over \$383 in revenue. By the end of the year that had risen to just over \$1800.

The low cost of oil continues to put downward pressure on the price of recyclable plastics as manufacturers can choose to use virgin oil over recycled content.

Cardboard saw a steady increase. With more and more people joining the online shopping phenomenon all those shipments in cardboard boxes meant that not only did we see an increase in the amount of cardboard in the recycling. It also caused an increase in the prices paid by manufacturers for recycled cardboard to make the next generation of boxes. Old corrugated cardboard (OCC) prices were up 60% by the end of 2016.

Steel also showed price improvements from January to December. The price for steel went up nearly 35% by the end of the year, with higher spike in prices mid-year during the summer. At its peak steel was up 90% from its January price.

Prices paid for glass remain very low in 2016. The existence of only one processing facility for glass in Minnesota means that the supply of glass is still as high or higher than the capacity of the local market to process and sell it. As a result, while Eureka is still able to sell and recycle the glass here in a local market the cost of processing and shipping that mixed glass to Strategic Materials Inc. (SMI) exceeds the price paid for it. While the economic value of glass may currently be low, the environmental benefits and the positive impact glass has when recycled locally supporting jobs locally still makes it a net positive material.

### **Why does recycling glass matter?**

Without immediate planning and action, some of Minnesota's recycled glass will end up in landfills or dropped from programs all together, and without a long-term solution that requires responsibility and some investment from producers, like bottle deposit legislation, glass may cease to be recycled at all. Glass collected for recycling that needlessly ends up in a landfill will end up costing the cities and their residents more money while reducing their recycling programs' environmental benefits.

There are significant, undisputable environmental and economic benefits achieved from recycling glass. These include energy savings, reduction of air and water pollution, and a reduced need to mine new resources. Furthermore, State, municipal and environmental advocates agree that environmental benefits reduce dramatically the further we stray from the highest and best use of recycled glass, so glass bottles recycled into glass bottles should be the primary goal and then the next best markets for the smaller glass and fines need to be developed. These environmental impacts are the reason Eureka Recycling has been

committed to finding a solution to keep bottle-to-bottle recycling viable despite changes in collection methods.

- Glass bottles and jars are 100% recyclable and can be recycled endlessly without any loss in purity or quality.
- Over a ton of natural resources are saved for every ton of glass recycled.
- Energy costs drop about 2-3% for every 10% recycled glass, also called cullet, used in the manufacturing process.
- One ton of carbon dioxide is reduced for every six tons of recycled container glass used in the manufacturing process.

## ENVIRONMENTAL BENEFITS

The environmental benefits of Lauderdale's zero-waste recycling program are quantified transparently using widely-accepted environmental models. This ensures that all residents have a chance to see how their efforts can be measured and quantified.

There are many ways to calculate the benefits of recycling. To better explain these benefits in commonly understood terms, government agencies, research scientists, and economists have created several "calculators" to translate the amounts of recycled materials collected, and processed into equivalent positive societal and environmental benefits.

Because of the increasing societal focus on causes of, and solutions to, climate change, it has become imperative to measure waste reduction (and all of our activities) in terms of its impact on the environment. This allows us to speak in a common language, understand the impact of our choices, and help us prioritize the personal, and policy actions that we take. Many cities around the country work with the International Council for Local Environmental Initiatives (ICLEI) to quantify and now register the climate change impacts of their city. It is also important to calculate the carbon impact of waste reduction as the global effort continues to enact a carbon "cap and trade" system.

In addition to climate change mitigation, there are other environmental benefits to recycling, including saving energy and protecting air quality, water quality, natural resources, natural beauty, habitat, and human health.

### **The Environmental Protection Agency (EPA) WARM Calculator**

The equations used in environmental calculations try to take into account the "full life cycle" of each material—everything from off-setting the demand for more virgin materials (tree harvesting, mining, etc.) to preventing the pollution that would have occurred if that material were disposed of (burned or buried). Different calculators may include some or all of the many factors that contribute to the "full life cycle" so results will vary from calculator to calculator.

While there are many models emerging to calculate greenhouse gas reductions, the most recognized, and standard model is the U.S. Environmental Protection Agency's Waste Reduction Model (WARM). WARM was designed to help solid waste planners and organizations track and voluntarily report greenhouse gas emissions reductions from several different waste management practices. WARM, last updated in June 2014, recognizes 46 material types.



Lauderdale	Total Recycling	Metric Tons Carbon Equivalent Reduction	Metric Tons Carbon Dioxide Equivalent Reduction
2015	207.3	137	501
2016	203.9	133	488

MTCE (Metric tons of carbon equivalent), and MTCO<sub>2</sub>E (Metric tons of carbon dioxide emissions) are figures commonly used when discussing greenhouse gas emissions. For more information about the process of measuring the environmental benefits of waste reduction, visit <http://epa.gov/climatechange/wycd/waste/measureghg.html#click>

### What do all these numbers mean?

In addition to preventing pollution, an important impact of recycling is that it conserves a huge amount of energy. Making products and packaging from raw materials harvested from nature uses a much larger amount of energy than using recycled materials.

Every manufactured item has the energy used to make it “embedded” into it. Recycling takes advantage of that energy, as it is easier and more energy efficient to make a glass bottle from another glass bottle than from raw materials.

The WARM model and other calculators measure the difference between recycling all these tons of materials and using them to make new products versus sending them to an incinerator and making replacement products from raw materials. This difference is expressed as the amount of CO<sub>2</sub> that was not produced because we did not have to make and use all the energy that would have been needed if we used raw materials.

The numbers above help municipalities calculate and track their environmental footprint. For more information about the process of measuring the environmental benefits of waste reduction, visit <http://epa.gov/climatechange/wycd/waste/measureghg.html#click>.

These numbers, however, don’t have much meaning to the average person. To help recyclers understand the significance of their actions, the EPA has also developed tools to translate these numbers into equivalent examples that people can more easily understand.

- For example, using the figures above, the EPA estimates that **Lauderdale would have had to remove 103 cars from the road for one year to have had the same environmental impact in 2016 as they did by recycling.** To achieve this, nearly 9% of Lauderdale’s households would have had to give up one car for a year.

Although WARM is the most widely peer-reviewed, and accepted model, it is considered to have several flaws. Many believe the use of this calculator is conservative, and understates the real impact of waste reduction efforts, but it offers a conservative starting place to measure our impacts, and work towards our goals. Even with these conservative calculations, the impacts of Lauderdale’s recycling program prove to be quite significant.

### Measuring Environmental Benefits Calculator (MEBCalc™)

Jeffrey Morris, Ph.D., Economist at Sound Resource Management in Seattle, has developed a calculator that begins with the EPA's WARM calculator, and expands upon it to gather information on not just carbon, and CO<sub>2</sub>, but also several other important environmental, and human health indicators. Although not yet widely used, this calculator shows the significant benefits that WARM does not consider.

The MEBCalc™ model expands, and shows the benefits other than just energy savings, and carbon savings. Recycling materials with zero waste in mind recognizes not just the value in the resource itself, but the contribution to the health of the community when materials are kept out of landfills, and incinerators, avoiding the toxic, and carcinogenic emissions.

Lauderdale	2015	2016
<b>Total Recycling</b>	<b>207.3</b>	<b>203.99</b>
Carbon Dioxide Equivalent Reduction (eCO <sub>2</sub> )	541.00	532.10
Human Health—Carcinogens Reduction (eBenzene)	0.1	0.1
Human Health—Non-Carcinogen Toxins Reduction (eToluene)	255	249.7
Human Health—Particulates Reduction (ePM <sub>2.5</sub> )	0.2	0.2
Acidification Reduction (eSO <sub>2</sub> )	1.5	1.4

## City of Lauderdale Outreach and Education Summary 2015-2016

Lauderdale’s recycling program continues to be a leader. Outreach and education elements of the program are an important part to ensuring good participation and helping residents understand the benefits of recycling. This appendix details the specific outreach and education efforts which were undertaken in 2015 and 2016.

### Zero-Waste Hotline

Eureka Recycling’s zero waste hotline is staffed by educators trained to answer questions about a wide variety of zero waste topics. Everything from recycling and customer service issues, to composting advice and support and tips to make your backyard barbeque waste free. The chart below represents the number of calls taken by our hotline from Lauderdale residents.

	2015	2016
<b>Hotline Calls</b>		
Curbside Calls	79	72
Multi-family Calls	7	4
<b>Total Calls</b>	<b>86</b>	<b>76</b>
<b>Requests for Printed Materials</b>		
Curbside	4	1

### Curbside Program Guide to Recycling

The 2016 guide to recycling provided all of the information needed for each household to participate in the single sort recycling program. Many residents appreciated this additional information and chose to call the Zero-Waste Hotline to learn more.

This year’s guide promoted the new Story of a Cereal Box video. More information on that new video can be found below in the Special Outreach and Education Section.



### Direct Education

Our experience has shown that the absolute best place to educate residents about their zero-waste recycling program is right at their recycling cart. Eureka Recycling and the City of Lauderdale share a value that all the material that can be recycled should be and material that

cannot be recycled should not be collected. Taking non-recyclable items on a ride in a recycling truck and through a processing facility not only wastes the fuel and energy to transport and process the material, but also leaves the residents with the mistaken impression that the material can be recycled.

Eureka Recycling drivers educate residents at the curb using educational tags for specific problems. In 2016, drivers left educational tags in recyclers' bins. By simplifying the program to a single sort process, using carts provided to the household, and by adding additional plastics we eliminated many of the issues that generated tags in the past.

The most common reason residents received a tag in 2015 and 2016 were:

1. Repeatedly having excess recycling placed next to cart while having a small or medium sized cart. The tag recommended that the resident call the hotline to request a larger, or even a second cart.
2. Cardboard not been broken down to a size that will fit in the cart. To collect extra cardboard the driver tips the cart and then puts the extra cardboard into the cart and tips it again. Cardboard too big for the cart is difficult for the driver to collect.
3. Placing cart too far from the curb or backwards with the handle facing the street. This makes it hard for the material to fall in the truck and causes litter.

We work with our drivers to ensure they take every opportunity to provide additional education to residents. The value of this approach is that begins a conversation with residents and eliminates confusion. All of Eureka Recycling's tags encourage residents to call our hotline where zero-waste educators are available to clear up confusion about why certain items are not recyclable or to explain how residents' efforts at the curb have an important impact on the value of the material and the environmental benefits of recycling.



Sample Tags

### **Special Pickup Addresses**

To ensure every resident has the opportunity to recycle, Eureka Recycling offers to collect recycling from locations other than the curb for residents who request special pickup service due to short- or long-term physical limitations. This service is provided free of charge to ensure that anyone who would like to recycle has the opportunity to do so by helping remove any physical barriers. Sixteen households current participate in the recycling program using this walk-up service.

### **Multifamily Zero-Waste Recycling Program**

Eureka Recycling currently services a total of 627 units in Lauderdale's multifamily program.



One of the challenges with recycling in multifamily properties is turnover. Residents move in and out all the time and even property managers and caretakers turn over constantly. Not having a reliable contact at each property makes it difficult to manage problems that may arise or to communicate the successes to residents. This challenge is one of the reasons most cities do not include apartment and condo buildings in their residential recycling programs. Eureka Recycling's staff also updated building managers' contact information whenever possible.

### **Multifamily Educational Materials and Customer Service**

Eureka Recycling constantly monitors the performance of each account to improve participation. Our drivers track issues so our staff can immediately follow up with suggestions to address any identified building needs and to provide educational materials for residents. Eureka Recycling provided 193 pieces of recycling education (instructional posters, brochures, schedules, etc.) to building management and residents of existing and newly established multifamily accounts in 2015 and 2016.

We continue to monitor the performance and service issues with each account to adjust service levels on an ongoing basis. We ensure that we are providing appropriate service levels to all buildings by working with our drivers and involved on-site contacts to add more carts as residents recycle more.

### Twin Cities Free Market

Residents of the City of Lauderdale have the opportunity to exchange reusable materials via the Twin Cities Free Market ([www.twincitiesfreemarket.org](http://www.twincitiesfreemarket.org)). This is a program of Eureka Recycling.

The Twin Cities Free Market is a great way for residents to give and get free, reusable items while keeping them out of the landfill or incinerator.

Lauderdale Free Market Usage	2015	2016
Number of Users	6	11
Number of Items Exchanged	15	8
Pounds of Material Exchanged	318	3330*
*Pounds of Material Exchanged – Minus the Garage		830

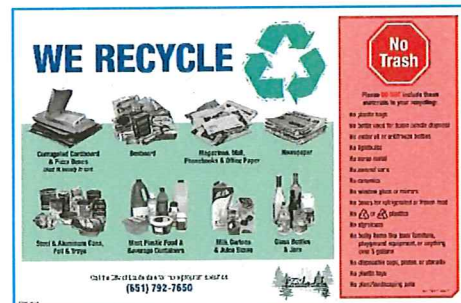


Most items that are exchanges on the Free Market are in the categories of furniture, appliances, gardening equipment, small engines, etc. But, in 2016 a Lauderdale resident had the great idea of giving away a garage that they did not need anymore. Another resident wanted it and contacted the Lauderdale resident. The exchange was made and 2500 pounds of garage was kept out of the construction waste stream.

### Special Education and Outreach

#### Roll-Out Education with New Carts

In early 2015 residents received their new recycling carts. These carts included an in-mold label on the top cover that gives residents visual information on what can be put in with the recycling and a list of common items that should not be recycled.



## Fall 1015 Switch to Alley Collection for Some Residents

In the switch to cart collection it became clear that some properties were not well set up for collection of carts from the curb. As a result the city made the decision to move collection to the alleys for some residents where that matched their trash collection. Education was sent to residents to alert them to the change which made participating in the recycling program much easier.



## The Story of a Cereal Box Video



Many people have asked to come on a tour of our materials recovery facility (MRF) to see what happens to their material after it leaves their curb. While not everyone can do this we wanted to offer the next best thing. We created a 10 minute video that follows a cereal box from the household that placed it in to their recycling all the way through the sorting process and finally to the end market that makes it into a new cereal box and the store that sells that new box.

Viewers can see the many types of machines and awesome people who make recycling work for Lauderdale. They can also see the impact of problem materials like plastic bags, hoses, chords and other things that people try and recycle. The video can be seen on Eureka Recycling's website. Residents and community groups can even request a special screening of the video along with a questions and answer presentation so they can ask all the questions they have about their recycling program.

The screening request form and the video can be found on Eureka Recycling website (<http://www.eurekarecycling.org/story-of-a-cereal-box>)



## Eureka Recycling Composition Analysis Methodology

Eureka Recycling collects materials in a single sort collection system with all paper, cardboard, metal and plastic, steel, aluminum and glass containers combined by residents into one cart. Each year we conduct an annual composition study of the single sort material to determine the percentage each material represents in the overall composition.

(651) 222-SORT (7678)

[www.eurekarecycling.org](http://www.eurekarecycling.org)

Our mission is to reduce waste today through innovative resource management and to reach a waste-free tomorrow by demonstrating that waste is preventable, not inevitable.



### Composition by Commodity of Each Recycling Stream

During the composition study we weigh each truck before and after to determine the weight of the material. Each truck has a stored weight that is updated regularly for accuracy. This process allows us to determine the initial weight of the material set out by residents during the period being analyzed.

The composition study starts with Eureka Recycling storing all of the materials collected in the city during a one-week period. These materials are stored in a separate bunker from all other materials at the facility. We sort the material separately from all other recycling at the facility.



The sorted materials are then baled or put into a hopper and transported with a forklift to the truck scale to be weighed. Finally, we weigh the total amount of each sorted material grade including the non-recyclable material (residual) to establish the percentage of the total tonnage that each material type represents in the overall composition.

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## Participation Trend Analysis Methodology

Eureka Recycling conducts an annual participation study in which both set-out and participation rates are analyzed and documented.

The **set-out rate** is the average number of households that set materials out for recycling collection on a given day. Not every household sets out their recycling each week. If they are out of town, forget or simply don't have very much in their cart they may not have a cart out for collection on their day. The Set-Out number is the average across all weeks reported of percentage of households that set-out material in any given week.



The **participation rate** is the number of households who set materials out for recycling collection at least once over the period of the study.

The participation rate is a better indication of overall recycling participation because it includes households that recycle at least once over the course of a month, recognizing that some households may not set-out recycling every week. It more accurately indicates how many households are participating in the recycling program overall, as opposed to the number of participants on a specific day.

### Summary of Process

The study spans one month of collections. Over a four-week period, Eureka Recycling tallies the exact number of households that set out recycling for collection in the morning of their collection day, before the driver services the section. These tallies are then used to determine what percentage of the city sets out recycling on any given week (set-out rate) and what percentage of the city sets out recycling at least once over the study period (participation rate).

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# LAUDERDALE COUNCIL ACTION FORM

### Action Requested

Consent \_\_\_\_\_  
Public Hearing \_\_\_\_\_  
Discussion   X    
Action   X    
Resolution \_\_\_\_\_  
Work Session \_\_\_\_\_

Meeting Date   May 9, 2017    
ITEM NUMBER   Comp Plan Steering Comm.    
STAFF INITIAL       
APPROVED BY ADMINISTRATOR \_\_\_\_\_

### DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Staff advertised the creation of the Comprehensive Plan Steering Committee and received interest from a dedicated group of residents. Staff is asking the Council to appoint the following residents to the Comprehensive Plan Steering Committee. The Committee is expected to meet about five times over the upcoming year with Councilor Dolphin, staff, and the consultant.

- Dave Greenlund
- Daniel Gumnit
- John Hamre
- Kendra Kauppi
- Zak Knudson
- Kathy Lerfald
- Brian Malzer
- Bob Milligan
- Jess Winkelaar
- Zack Zehrer

### OPTIONS:

### STAFF RECOMMENDATION:

Motion to approve the Comprehensive Plan Steering Committee as presented.

## LAUDERDALE COUNCIL ACTION FORM

### Action Requested

Consent \_\_\_\_\_  
Public Hearing \_\_\_\_\_  
Discussion \_\_\_\_\_  
Action \_\_\_\_\_  
Resolution \_\_\_\_\_  
Work Session   X  

Meeting Date   May 9, 2017  

ITEM NUMBER   Community Park Lighting  

STAFF INITIAL \_\_\_\_\_

APPROVED BY ADMINISTRATOR \_\_\_\_\_

### DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Concern has been expressed about the new light covering the dog park and northern parking lot at Community Park. The light was installed to provide cost-effective lighting for the dog park from fall through spring with the added benefit of providing security lighting for the parking lot.

In speaking with Xcel Energy, there are a couple of options that might help address the concerns expressed.

1. Lower the wattage of the bulb from 400 watts to 250 watts. The area covered by the light will shrink, as will the glow. There would be no cost to the bulb switch.
2. Install a new pole, light, and on/off switch or timer. Xcel Energy said they could assist in finding a contractor but the ownership of the light and its maintenance would rest entirely with the City. Xcel Energy would simply provide the electricity to the pole. If this is of interest to the Council, staff will get estimates for installing the light.
3. Replace the existing high-pressure sodium bulb with an LED bulb. As LED bulbs direct light downward, only a small area of the parking lot and dog park would be covered. There would be no cost to switch the bulb.

Staff will take our direction based on the outcome of the discussion.

### STAFF RECOMMENDATION: