

LAUDERDALE CITY COUNCIL MEETING AGENDA
7:30 P.M. TUESDAY, DECEMBER 11, 2018
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 TO ORDER THE LAUDERDALE CITY COUNCIL MEETING**
2. **ROLL CALL**
3. **APPROVALS**
 - a. Agenda
 - b. Minutes of the November 27, 2018 City Council Meeting
 - c. Claims Totaling \$97,864.81
4. **CONSENT**
 - a. Insituform Sanitary Sewer Lining Pay Request #2/Final
 - b. Accounts Payable Authorization for Year
 - c. 2019 City Council Meeting Schedule
 - d. Hiring of Seasonal Warming House Staff
5. **SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**
6. **INFORMATIONAL PRESENTATIONS / REPORTS**
 - a. Aldo Sicoli and Shari Thompson, Roseville ISD 623
 - b. City Council Updates
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. Recycling Contract with Eureka! Recycling
 - b. Adoption of the 2019 Final Property Tax Levy - Resolution No. 121118A
 - c. Adoption of the 2019 Final Budget and Establish Fund Appropriations - Resolution No. 121118B
 - d. 2019 Recycling, Sanitary Sewer, and Storm Sewer Rates – Resolution No. 121118C
 - e. Cooperative Agreement for the Jurisdictional Transfer of Eustis Street and Roselawn Avenue with Ramsey County
 - f. Resolution Concurring with Ramsey County Revocation of CSAH Status of Roselawn Avenue – Resolution No. 121118D
 - g. Joint Powers Agreement with the City of Roseville Regarding Roselawn Avenue
 - h. Amendment to Agreement with St. Paul Regional Water Service
 - i. Understanding with St. Paul Regional Water Service

- l. Resolution Receiving the Feasibility Report, Calling for a Hearing on the Improvement, and Ordering of Plans and Specifications Resolution No. 121118E
- m. 2019 Infrastructure Improvement Project Engineering Costs

9. ITEMS REMOVED FROM THE CONSENT AGENDA

10. ADDITIONAL ITEMS

11. SET AGENDA FOR NEXT MEETING

- a. 2019 Infrastructure Improvement Project Public Hearing
- b. Comprehensive Plan Public Hearing
- c. HDR-Conservation Draft Zoning Public Hearing
- d. November Financial Report
- e. 2019 Fee Schedule
- f. 2019 Investment Policy
- g. Designate Official Depository and Investment Institutions
- h. Tobacco and Alcohol Licenses
- i. Committee Appointments and Assignments
- j. Designate Official Newspaper

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. Post-Election Round Table
- c. Community Development Update

13. ADJOURNMENT

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Lauderdale City Hall
1891 Walnut Street
Lauderdale, MN 55113

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November 27, 2018

Roll Call

Mayor Gaasch called the Regular City Council meeting to order at 7:33 p.m.

Councilors present: Roxanne Grove, Kelly Dolphin, and Mayor Mary Gaasch.

Councilors absent: Andi Moffatt and Jeff Dains.

Staff present: Heather Butkowski, City Administrator and Jim Bownik, Assistant to the City Administrator.

Approvals

Mayor Gaasch asked if there were any additions to the meeting agenda. There being none, Councilor Grove moved and seconded by Councilor Dolphin to approve the agenda. Motion carried unanimously.

Mayor Gaasch asked if there were any corrections to the meeting minutes. There being none, Councilor Dolphin moved and seconded by Councilor Grove to approve the minutes of the November 13, 2018, city council meeting and the November 13, 2018, canvassing board. Motion carried unanimously.

Mayor Gaasch asked if there were any questions on the claims. There being none, Councilor Dolphin moved and seconded by Councilor Grove to approve the claims totaling \$26,232.44. Motion carried unanimously.

Consent

Councilor Grove moved and seconded by Councilor Dolphin to approve the Consent Agenda thereby approving the October Financial Report and the SafeAssure contract.

Informational Presentations/Reports

A. City Council Updates

Councilor Grove stated that she will attend a Ramsey County League of Local Governments meeting; Mayor Gaasch added that she may be attending that meeting as well.

Mayor Gaasch will be attending the regional meeting between the League of Minnesota Cities and Metro Cities on November 29 where they plan on adopting legislative policies.

Public Hearings

A. Truth in Taxation Public Hearing

Butkowski and the Council reviewed drafts of the 2019 General Fund budget, the 2019 Special Revenue Fund budget, the 2019-2028 Capital Improvement Plan, the draft utility rate memo, and

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the proposed tax levy.

The budgets reflect the recommended increases for the sanitary sewer rates and storm sewer rates; the recycling rate will be determined after a new recycling contract is approved. The budgets and levy are anticipated to be adopted at the December 11, 2018 council meeting.

After discussion, Mayor Gaasch opened the floor to the public at 7:45 p.m.

The first person to approach the dais was Joe Steinger of 1955 Carl Street. He wanted to know how the 1821 and 1825 Eustis Street properties would be divided or consolidated for sale purposes. Butkowski responded that the Council plans to sell the lots to a homebuilder that would two to three single family homes.

There being no other interested parties to speak, Mayor Gaasch closed the floor at 7:46 p.m.

Discussion/Action Items

A. Resolution 112718A Requesting Additional Time within which to Complete Comprehensive Plan Decennial Review and Update Obligations

Butkowski explained that staff would like to request an extension of the Metropolitan Council for the adoption of the Comprehensive Plan to allow for additional opportunity for public input and to align adoption of the Comprehensive Plan with the new zoning for the property owned by Luther Seminary.

The new timetable would include holding an additional public hearing on the Comprehensive Plan and a public hearing on the draft zoning text at the January 8 council meeting. A vote on the Comprehensive Plan and zoning text for the Seminary owned property would be scheduled for the January 22, 2019 council meeting. The Council supported taking additional time and holding additional public hearings.

Councilor Dolphin made a motion to adopt Resolution 112718A – A Resolution Requesting Additional Time within which to complete Comprehensive Plan “Decennial” Review and Update Obligations. This was seconded by Councilor Grove and carried unanimously.

B. Resolution 112718B Approving the Preparation of a Feasibility Report for the Eustis Street and Roselawn Avenue Infrastructure Project

Butkowski said the next step to evaluating the jurisdictional transfer of Eustis Street and Roselawn Avenue is for the city engineer to prepare a feasibility report. The feasibility report will identify costs, funding sources, benefiting properties, and the total special assessment amount. The feasibility report is required by Minnesota Statutes Chapter 429 which allows cities to specially assess for infrastructure improvements. Stantec anticipates completing this report by December 11.

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1891 Walnut Street
Lauderdale, MN 55113

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Councilor Grove made a motion to adopt Resolution 112718B – A Resolution Approving the Preparation of a Feasibility Report for the 2019 Eustis Street and Roselawn Avenue Infrastructure Project. This was seconded by Councilor Dolphin and carried unanimously.

C. Recycling Contract Proposal Responses

The City released a Request for Price Quotes (RFPQ) to multiple vendors and received responses from Eureka! Recycling and Republic Services. Eureka!'s proposal was less expensive than that of Republic Services.

This year, collection costs are expected to be about \$30,000. A new five-year contract with Eureka for weekly collection is expected to cost about \$38,375 in 2019. Staff recommends that the City Council authorize City staff to negotiate with Eureka! for a new five-year contract for weekly collection.

Staff will bring a new contract to the December meeting along with proposed recycling rates.

D. CTV Service Agreement

Butkowski explained that CTV's executive director presented a service agreement for Council consideration. This agreement clarifies the cost of the services we will receive from CTV in 2019 and the cost of elective services. The cost for cable casting and web streaming will continue at virtually the same rate. The City will join the "Neighborhood Network Service" to get two production videos done in the upcoming year at the cost of \$1.00.

Councilor Grove made a motion to enter into a service agreement with North Suburban Access Corporation as presented. This was seconded by Councilor Dolphin and carried unanimously.

Set Agenda for Next Meeting

Administrator Butkowski stated that the December 11 council meeting may include the adoption of the 2019 general and fund budgets, adoption of the 2019 property tax levy, setting the 2019 utility rates, the Eustis Street and Roselawn Avenue Feasibility Report, and the Eustis Street and Roselawn Avenue jurisdictional transfer.

Work Session

A. Opportunity for the Public to Address the City Council

Mayor Gaasch opened the floor to anyone in attendance that wanted to address the Council. There being no interested parties to speak, Mayor Gaasch closed the floor.

B. Presentation by Real Estate Equities Regarding their Interest in Purchasing 1795 Eustis Street
Real Estate Equities has expressed interest in purchasing 1795 Eustis Street for a multi-unit affordable 55+ facility. The proposed facility would have 115 mostly one bedroom units with about one-quarter of them being two bedroom units. Council generally expressed positive

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feedback on the concept and design. Based on the feedback, Estate Equities will do additional legwork to refine concepts in preparation for a community meeting closer to spring.

C. Community Development Update

Butkowski stated that Luther is expected to decide on a buyer for their land next week. Bergo Environmental has begun the asbestos abatement process at both 1825 Eustis Street.

Adjournment

Councilor Dolphin moved and seconded by Councilor Grove to adjourn the meeting at 8:55 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: December 11, 2018
Subject: List of Claims

The claims totaling \$97,864.81 are provided for City Council review and approval that includes check numbers 26162 to 26181.

Accounts Payable

Checks by Date - Detail by Check Date

User: miles.cline
 Printed: 12/7/2018 3:28 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	43	Public Employees Retirement Association PR Batch 52400.11.2018 PERA Coordinated PR Batch 52400.11.2018 PERA Coordinated	11/30/2018 PR Batch 52400.11.2018 PER PR Batch 52400.11.2018 PER	1,099.68 953.06
Total for this ACH Check for Vendor 43:				2,052.74
ACH	44	Minnesota Department of Revenue PR Batch 52400.11.2018 State Income Tax	11/30/2018 PR Batch 52400.11.2018 Stat	598.60
Total for this ACH Check for Vendor 44:				598.60
ACH	45	ICMA Retirement Corporation PR Batch 52400.11.2018 Deferred Comp	11/30/2018 PR Batch 52400.11.2018 Def	1,252.31
Total for this ACH Check for Vendor 45:				1,252.31
ACH	46	Internal Revenue Service PR Batch 52400.11.2018 FICA Employer Portio PR Batch 52400.11.2018 Medicare Employee Pc PR Batch 52400.11.2018 FICA Employee Portio PR Batch 52400.11.2018 Federal Income Tax PR Batch 52400.11.2018 Medicare Employer Po	11/30/2018 PR Batch 52400.11.2018 FIC PR Batch 52400.11.2018 Med PR Batch 52400.11.2018 FIC PR Batch 52400.11.2018 Fed PR Batch 52400.11.2018 Med	925.50 216.45 925.50 1,098.74 216.45
Total for this ACH Check for Vendor 46:				3,382.64
Total for 11/30/2018:				7,286.29
26162	13 6439	8th Day Landscaping LLC November Snow Removal	12/11/2018	645.00
Total for Check Number 26162:				645.00
26163	15 56827	Be There Pest Control LLC Quarterly Pest Control	12/11/2018	100.00
Total for Check Number 26163:				100.00
26164	212 2625	Bergo Environmental Inc Asbestos Removal - 1825 Eustis Street	12/11/2018	2,818.00
Total for Check Number 26164:				2,818.00
26165	33 122018	City of Falcon Heights October Fire Calls	12/11/2018	686.53
Total for Check Number 26165:				686.53
26166	36 0225280 0225326	City of Roseville November IT Services November Phone Services	12/11/2018	1,118.00 82.43

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	0225373	Adobe Subscription		105.00
Total for Check Number 26166:				1,305.43
26167	29 3743	City of St Anthony December Police Services	12/11/2018	57,730.67
Total for Check Number 26167:				57,730.67
26168	25 EMCOM-007330 EMCOM-007344 EMCOM-007361 RISK-001961	County of Ramsey November Fleet Support November 911 Dispatch Services November CAD Services Insurance Processing Fee	12/11/2018	6.24 1,248.01 233.07 25.00
Total for Check Number 26168:				1,512.32
26169	145 122018 122018 122018	Mary Gaasch Meal Reimbursement Mileage Reimbursement Hotel Reimbursement	12/11/2018	6.06 129.72 106.59
Total for Check Number 26169:				242.37
26170	61 8110516	Gopher State One Call November Locates	12/11/2018	4.05
Total for Check Number 26170:				4.05
26171	82 1014412 25668	Home Depot Pest Control Halloween Supplies	12/11/2018	15.97 54.98
Total for Check Number 26171:				70.95
26172	138 2018Final	Insituform Technologies USA LLC 2018 Sanitary Sewer Lining Final	12/11/2018	9,015.21
Total for Check Number 26172:				9,015.21
26173	1 122018	Lillie Suburban Newspapers Inc Publish Ordinance 18-02	12/11/2018	20.13
Total for Check Number 26173:				20.13
26174	24 0001089854	Metropolitan Council January Waste Water	12/11/2018	13,409.80
Total for Check Number 26174:				13,409.80
26175	140 122018	Minnesota Department of Agriculture MN Grown Labeling License	12/11/2018	60.00
Total for Check Number 26175:				60.00
26176	84 122018 122018 122018 122018 122018 122018	North Star Bank Cardmember Services Target - Election Supplies Cub - Election Supplies Costco - Election Supplies Tim Horton - Election Supplies Costco - Paper Towels Home Depot - Holiday Planters	12/11/2018	31.37 14.99 48.95 9.85 69.11 64.77

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	122018	RC Property Taxes - 1825 Eustis Street		1,444.79
			Total for Check Number 26176:	1,683.83
26177	5 619861-11-18	Premium Waters Inc November Water Bottles	12/11/2018	41.41
			Total for Check Number 26177:	41.41
26178	91 122018	Suburban Ace Hardware General Supplies	12/11/2018	29.13
			Total for Check Number 26178:	29.13
26179	162 690	Swanson Haskamp Consulting, LLC Phase/Zoning Ordinance	12/11/2018	246.25
			Total for Check Number 26179:	246.25
26180	7 8106927-0500-9	Waste Management Inc December Public Works	12/11/2018	398.83
			Total for Check Number 26180:	398.83
26181	74 617084713 617102647 617390920 617445808	Xcel Energy Larpenteur Bridge Lights 2430 Larpenteur Avenue W November Street Lighting Larpenteur Avenue	12/11/2018	41.27 19.43 432.10 65.81
			Total for Check Number 26181:	558.61
			Total for 12/11/2018:	90,578.52
			Report Total (24 checks):	97,864.81

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date December 11, 2018

ITEM NUMBER Sewer Lining Payment

STAFF INITIAL *AB*

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Insituform Technologies has submitted their second and final pay request for the 2018 Sanitary Sewer Lining Project. The request is for a payment of \$9,015.21. The lining project has been completed and the motion includes the City's acceptance of the project.

STAFF RECOMMENDATION:

By approving the Consent Agenda, the Council accepts the 2018 Sanitary Sewer Lining Project from Insituform and approves the final pay request in the amount of \$9,015.21.



Owner: City of Lauderdale, 1891 Walnut St., Lauderdale, MN 55113	Date: November 27, 2018
For Period: 10/4/2018 to 11/27/2018	Request No: 2/FINAL
Contractor: Insituform Technologies USA, LLC, 17988 Edison Ave., Chesterfield, MO 63005	

CONTRACTOR'S REQUEST FOR PAYMENT

LAUDERDALE 2018 SANITARY SEWER LINING PROJECT.
STANTEC PROJECT NO. 193804224

SUMMARY

1	Original Contract Amount		\$	110,592.60
2	Change Order - Addition	\$	0.00	
3	Change Order - Deduction	\$	0.00	
4	Revised Contract Amount		\$	110,592.60
5	Value Completed to Date		\$	95,385.60
6	Material on Hand		\$	0.00
7	Amount Earned		\$	95,385.60
8	Less Retainage 0%		\$	0.00
9	Subtotal		\$	95,385.60
10	Less Amount Paid Previously		\$	86,370.39
11	Liquidated damages -		\$	0.00
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. <u>2/FINAL</u>		\$	<u>9,015.21</u>

Recommended for Approval by:
STANTEC

Kellie M. Schlegel

Approved by Contractor:
INSITUFORM TECHNOLOGIES USA, LLC

Paul C. Elliotts

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 BID							
1	MOBILIZATION	LS	1	1057.80		1	\$1,057.80
2	TRAFFIC CONTROL	LS	1	528.90		1	\$528.90
3	SEWER REHABILITATION WITH CIPP, 8"	LF	3250	26.30		2891	\$76,033.30
4	REMOVE PROTRUDING SEWER SERVICE	EA	4	264.50		4	\$1,058.00
5	SERVICE LATERAL REPAIR BY CHEMICAL GROUT	EA	39	343.80	13	27	\$9,282.60
	TOTAL BASE BID						<u>\$87,960.60</u>
ALTERNATE NO. 1: BACKYARD PIPE SEGMENT							
6	SEWER REHABILITATION WITH CIPP, 8"	LF	225	33.00		225	\$7,425.00
7	REMOVE PROTRUDING SEWER SERVICE	EA	1	264.50			\$0.00
8	SERVICE LATERAL REPAIR BY CHEMICAL GROUT	EA	4	343.80			\$0.00
	TOTAL ALTERNATE NO. 1: BACKYARD PIPE SEGMENT						<u>\$7,425.00</u>
	TOTAL BASE BID						\$87,960.60
	TOTAL ALTERNATE NO. 1: BACKYARD PIPE SEGMENT						\$7,425.00
	WORK COMPLETED TO DATE:						<u>\$95,385.60</u>

PROJECT PAYMENT STATUS

OWNER CITY OF LAUDERDALE
 STANTEC PROJECT NO. 193804224
 CONTRACTOR INSITUFORM TECHNOLOGIES USA, LLC

CHANGE ORDERS

No.	Date	Description	Amount
Total Change Orders			

PAYMENT SUMMARY

No.	From	To	Payment	Retainage	Completed
1	08/01/2018	10/03/2018	86,370.39	4,545.81	90,916.20
2/FINAL	10/04/2018	11/27/2018	9,015.21		95,385.60

Material on Hand

Total Payment to Date		\$95,385.60	Original Contract	\$110,592.60
Retainage Pay No. 2/FINAL			Change Orders	
Total Amount Earned		\$95,385.60	Revised Contract	\$110,592.60

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date December 11, 2018

ITEM NUMBER YE Accounts Payable Auth.

STAFF INITIAL JAS

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

As the Council holds one meeting in December, staff is requesting authorization to process accounts payable in late December referencing the Purchasing and Contracting Policy adopted on June 30, 2015. The policy provides for expenditures that are included in the budget and under \$10,000 to be approved by the city administrator.

Additionally, Minnesota Statutes 471.425, subdivision 2 states that 35 days from receipt of claim payment must be made for governing boards that meet at least once per month. If claims, are not paid promptly, the government entity must pay interest on bills not paid in a time manner of 1.5% per month or part of a month. The lag between meetings means the 35 days could be exceeded.

The listing of claims paid would be included in the January 8 council packet.

OPTIONS:

STAFF RECOMMENDATION:

Motion to approve accounts payable processing for year-end per limits established in the Purchasing and Contracting Policy.

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date December 11, 2018

ITEM NUMBER Council Meeting Schedule

STAFF INITIAL MJC

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Annually, the City Council sets its meeting schedule for the following year. If the Council continues to meet the 2nd and 4th Tuesdays of the month, the schedule would be as attached. Holidays do not conflict with the proposed meeting schedule. After the Council adopts the meeting schedule, it will be posted in the entryway and published in the *Roseville Review*.

OPTIONS:

- Adopt the attached City Council meeting schedule.
- Propose a new schedule.

STAFF RECOMMENDATION:

Motion to Council adopt the attached City Council meeting schedule for 2019.

COUNCIL ACTION:

2019 Lauderdale Schedule

City Council Meetings

Holidays Observed

January 8
January 22

New Year's Day – Tuesday, January 1
M. L. King Day – Monday, January 21
President's Day – Monday, February 18

February 12
February 26

Memorial Day – Monday, May 27
Independence Day – Thursday, July 4

March 12
March 26

Labor Day – Monday, September 2
Veterans Day – Monday, November 11
Thanksgiving Holiday – Thursday, November 28 &

April 9
April 23

Friday, November 29
Christmas Holiday – Tuesday, December 24 &
Wednesday, December 25

May 14
May 28

June 11
June 25

July 9
July 23

August 13
August 27

September 10
September 24

October 8
October 22

November 12
November 26

December 10

Meeting Notes:

- City Council meetings begin at 7:30 p.m. at Lauderdale City Hall, 1891 Walnut Street.

ACTION REQUESTED	LAUDERDALE COUNCIL ACTION FORM
Consent <u> X </u>	MEETING DATE <u>December 11, 2018</u>
Special <u> </u>	ITEM NUMBER <u>Rink/Warming House Attendants</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>	

BACKGROUND:

We are currently accepting applications for the Winter Rink/Warming House Attendant positions. We usually hire two or three seasonal employees, depending on their other commitments during the season.

Staff proposes the following wages, which were established last season:

- \$10 per hour for staffing the warming house (same as last year).
- \$15 per hour for flooding the rinks

We are asking the Council to authorize staff to hire the following individuals contingent on successful background checks, and other individuals as staff deems necessary to achieve appropriate staffing levels for the winter skating season:

TJ Goodmanson
Thomas Etter

OPTIONS:

- 1) Authorize staff to hire seasonal personnel.
- 2) Do not authorize staff to hire seasonal personnel.
- 3) Remove from consent agenda for discussion before proceeding.

STAFF RECOMMENDATION:

By approving the Consent Agenda, the Council authorizes staff to hire seasonal personnel.

COUNCIL ACTION:

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date December 11, 2018

ITEM NUMBER Recycling Contract with Eureka

STAFF INITIAL Jim

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

A new Agreement has been negotiated with Eureka maintaining weekly collection and is ready for potential approval by the City Council. The new five year Agreement begins January 1, 2019. The new contract is based on the current contract and is substantially the same. It has been reviewed by city staff, Eureka, Ramsey County, Foth Infrastructure & Environment, and Kennedy & Graven's David Anderson. David added boiler plate insurance and legal liability upgrades.

The pricing schedule is brand new and entirely different for a lot of reasons, and can be found in Section 8.1 & 8.2. One reason the pricing schedule is different is because revenue sharing is not included. The City currently pays Eureka \$2.12 per household per month based on 1197 households. The new contract separates Single Unit Dwellings from Multi Unit Dwellings, which accounts for a big savings. There are 497 Single Unit Dwellings and 700 Multi Unit Dwellings. Pricing for 2019 is based on the following:

- \$5.65 per Single Unit Dwelling per month (497)
- \$5.65 per Multi Unit Dwelling carts per month (69)

Note: A clean copy of the new agreement will be provided to you on Monday.

OPTIONS:

- 1) Approve new Agreement as presented or with modifications.
- 2) Do not approve the new Agreement and authorize staff to extend the current Agreement for 6 months to solicit other contractors and pricing.

STAFF RECOMMENDATION:

Motion to approve the new five year Agreement with Eureka for weekly recycling services as presented starting January 1, 2019.

CITY OF LAUDERDALE

AGREEMENT FOR RECYCLING SERVICES

This Agreement for Recycling Services (the "Agreement") is made as of this ___ day of December, 2018 between the City of Lauderdale (thereafter the "City") and Neighborhood Recycling Corporation DBA Eureka Recycling (thereafter the "Contractor"), a Minnesota non-profit organization.

1. DEFINITIONS

These specifications define the requirements of the Comprehensive Recycling Collection Program for the City:

- 1.1. **Carton** - Any of various containers made from cardboard or coated paper such as milk cartons and juice boxes.
- 1.2. **Certified Dwelling Unit (CDU)** – Defined as a living unit in a residential structure.
- 1.3. **Collection Hours** – Defined as the time period during which collection of recyclables is authorized in the City, 7 a.m. – 6 p.m.
- 1.4. **Collection Vehicle** – Defined as any vehicle owned or operated by the Contractor for collection of recyclables within the corporate boundaries of the City.
- 1.5. **Contractor** – Means the company performing the recycling collection and processing services within the City, operating under a signed agreement with the City.
- 1.6. **Curbside/Alley** – Means at the curb line at the edge of the street or at the edge of the alley and placed on the ground and not on a snow bank or behind another cart.
- 1.7. **Holidays** – Means the following: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
- 1.8. **Market Demand** – Means the economic and technical capacity of markets to use recyclable material to make new products.
- 1.9. **Markets** – Means any person or company that buys (or charges) for recycling of specified materials from the Contractor and may include, but are not limited to: end markets, intermediate processors, brokers and other recycling material reclaimers.
- 1.10. **Method of Collection** – a single-sort collection of all recyclable materials.

- 1.11. **Multiple Unit Dwellings (MUDs)** - A building or a portion thereof containing more than four dwelling units.
- 1.12. **MUD recycling containers** – City approved recycling containers used for MUDs including standard carts or dumpsters for temporary storage and accumulation of designated recyclables from residents in MUDs prior to collection. Such recycling containers must be separate, explicitly labeled with text and graphics as to recyclables allowed, and colored differently from other containers for mixed solid waste or trash. Recycling containers must be maintained in proper operating condition and be reasonably clean and sanitary.
- 1.13. **Organics** - Organic materials derived from plant and animal matter including non-recyclable paper that is designated as acceptable by composting facilities and collected for composting.
- 1.14. **Pizza Boxes** – Cardboard takeout/delivery pizza boxes not heavily caked with cheese or grease with all contents removed.
- 1.15. **Recyclables** – defined as the following:
 - A. Rigid – Steel and aluminum food and beverage containers, foil and trays, selected plastic bottles and containers (e.g., plastic types #1, #2 and #5), glass food and beverage containers, milk cartons, and juice boxes.
 - B. Fibers – Newspapers, magazines, mixed mail, phone books, office paper, catalogs, pizza boxes, boxboard (e.g., dry food boxes; pop, beer, water, other beverage “carrier stock” boxes), and corrugated cardboard (flattened, broken down and placed loosely inside the cart with the lid closed).

Materials may be added to this list as part of Contractors proposal or by mutual written agreement between the City and the Contractor.

- 1.16. **Recycling Collection** – The collection of all recyclables from recycling carts or recycling dumpsters as approved by the City.
- 1.17. **Recycling Carts** - Wheeled carts used as part of a single-sort collection system.
- 1.18. **Scheduled Collection Day** – Means the day or days of the week on which recycling collection by the contractor is to occur, which the City has designated as every Monday.
- 1.19. **Single Unit Dwellings (SUDs)** – A building or a portion thereof containing up to four dwelling units.
- 1.20. **Unacceptable Materials (as collected)** – Means items that are prohibited from the recycling collection system and / or items that are not targeted recyclables in the City of Lauderdale recycling program that may be set out by residents into the recycling carts by mistake. Observable unacceptable materials may cause the Contractor to reject collection of the materials in the cart and leave an education tag.

- 1.21. **Walk-Up Service** - A service where the driver will walk up to the resident's garage door, stoop or other designated spot to collect recyclable material for loading onto the truck. The driver then returns the bins/carts to the same location. The Contractor shall provide walk-up service to disabled and/or special needs residents who request such service.

2. GENERAL DESCRIPTION OF SERVICES TO BE PERFORMED

- 2.1. The Contractor shall collect and process the recyclable materials as established by the City and in the corporate boundaries of the City at each CDU and public facility deemed acceptable by the City and agreed upon by the Contractor.
- 2.2. The Contractor shall not be required to make regular collections on holidays; provided, however, that collection occurs the day immediately following the scheduled pickup day or the next business day as agreed upon by the City and Contractor.
- 2.3. In extreme circumstances and major weather events, collection may be suspended to protect public safety and/or the safety of the Contractor's employees. In case of such an event, the Contractor will contact the appropriate City officials prior to suspension of recycling collections. Such suspension may be citywide or on a spot basis (e.g., block by block). If the Contractor attempts contact of the City official and does not get a response, the Contractor may suspend collections for safety reasons.

3. COLLECTION OPERATIONS

- 3.1. **Recycling Carts** – Collection of recyclable materials from all SUDs, subject to section 2, and most MUDs shall be from City supplied recycling carts. The recycling carts remain the property of the City. The City and Contractor have developed a cart management and operations plan, which is included as Attachment A, incorporated into this agreement by reference.
- 3.2. **Dumpsters May be Used at MUDs** - The Contractor may use dumpsters for recyclables collection from MUDs, but the dumpsters shall have the appropriate labeling for single-sort recycling. The current list of MUDs is included as Attachment B and the map of these MUD properties is included as Attachment C, both attachments incorporated into this Agreement by reference. The number of recycling carts or dumpsters may change based on a request from the Contractor or the MUD property owner. Any such change must first be approved by the City in writing (e.g., via email), which approval shall not be unreasonably withheld.
- 3.3. **City Facilities Collections** – City will provide containers and Contractor will provide recycling collection service for the following City facilities using standard recycling carts or dumpsters at no additional charge.

A. Lauderdale City Hall, 1891 Walnut Street

B. Lauderdale Warming House, 1885 Fulham Street

Collection will occur weekly unless the parties agree that more frequent collection is required based on the amount of materials generated.

- 3.4. **Walk-Up Service** - Free walk-up service for up to 2% of the City as specified in 1.21 shall be provided for all customers who request it. If the walk ups go above 2% of the total City SUD count, there will be an additional fee of \$1 per SUD per month for any number of SUDs over the 2% threshold.
- 3.5. **Frequency of Collection Initially Set at Weekly** – Curbside/Alley collection shall occur every week. Collection from MUDs will occur at least once each week and may occur more frequently as the need is determined by the Contractor.
- 3.6. **Every Other Week Collection Option** - The City and Contractor shall negotiate in good faith the details and price changes of the option of changing to every other week (EOW) collections for curbside/alley collections from SUDs. The City shall retain final decision-making authority, in its sole discretion, to make any change to the frequency of collection and collection schedule.

Collection service issues that shall be addressed in these negotiations to develop an EOW plan include:

- A. Designated collection weeks each year throughout the term of the Contract.
 - B. Means to address residents who need additional cart capacity if the City decides to change to EOW. (If providing an additional recycling cart is needed, plan who will pay for the extra cart.)
 - C. Specific transition schedule (e.g., plan for what date the every week collection frequency will end and the date the new EOW program will begin).
 - D. Specific public education plan to inform residents about the proposed new EOW program.
 - E. Proposed reduced price for EOW service compared to current price for weekly collection frequency.
- 3.7. **Collection Hours** – Collection shall commence no earlier than 7 am. Contractor shall maintain sufficient equipment and personnel to assure that all collection operations are completed by 6 pm on the scheduled collection day. Residents will be required to have their recyclables placed at the collection site (wherever their trash is collected or otherwise arranged by MUDs) before 7 am on the scheduled collection day.
 - 3.8. **Late Collection (Hours)** – If the Contractor determines that the collection of recyclables will not be completed by 6 pm on the scheduled day it shall notify the City's designated recycling coordinator ("Recycling Coordinator") by 4 pm and request an extension of the collection hours. The Contractor shall inform the Recycling Coordinator of the area expected to not be completed and the reason for non-completion and the expected time of completion via email.

- 3.9. **Number of Collection & Processing Sorts of Recycled Material** - The Contractor shall collect and process recycling material as a single-sort system. Any change in the number of sorts during recycling collection or processing shall be done only with written amendments to this Agreement and approved by the City Council. Failure to receive City approval for changes to the single-sort collection/processing system prior to implementation of collections in the City or material processing shall be considered by the City as a breach of this Agreement subject to termination.
- 3.10. **Materials Ownership** – All materials placed for collection shall be owned by and the responsibility of the occupants of residential properties until the Contractor handles them. Upon collection of the containers and recyclable materials by the Contractor, the recyclable materials become the property and responsibility of the Contractor.
- 3.11. **Carts Handling** – Handling of recycling carts should be managed by picking them up, emptying their contents into the collection vehicles, and taking responsible care to place them back in the original location. Standard collection procedures shall be utilized by the Contractor to handle carts with due care to prevent undue damage to the carts (e.g., use and operation of automatic cart lifting equipment to prevent damage to carts).
- 3.12. **Procedure for Unacceptable Materials** - If the Contractor determines that a resident has set out significant amounts of unacceptable recyclables, the driver shall use the following procedures:
- A. **Curbside/Alley** - The Contractor may refrain from collecting any cart with the unacceptable materials and leave an “education tag” indicating what constitutes acceptable materials and the proper method of preparation and make a note of the issue in the Contractor’s tracking system. If the unacceptable materials have been tipped into the collection truck, the driver shall make a note of the issue in the Contractor’s tracking system, and then will check again the following week and leave an educational tag if needed. If an address has been reported for contamination two weeks in a row, the Contractor will work to verify the accuracy of the address recorded in the tracking system and then shall send a letter to the resident noting the unacceptable materials and providing information on what are accepted recyclables. The address shall be recorded on a form acceptable to the City. The Contractor shall report the addresses which set out unacceptable materials and have been sent letters. (See monthly reporting section 5.1.A)
 - B. **Multiple-Unit Dwellings** - Carts or dumpsters with significant amounts of unacceptable material will not be collected. It will be the responsibility of the Contractor to encourage cooperation from the building owner/manager in removal of trash and separation of recyclables so that the carts or dumpsters can be serviced. The Contractor shall notify the property manager of problems and make attempts to address the issues. Should the property manager or tenants be unresponsive or refuse to cooperate, the Contractor will be responsible for notifying the City so that the City can take any necessary steps to enforce compliance. (See special reporting section 5.1.C.)
- 3.13. **Estimating Unacceptable Materials** (as collected) – The Contractor shall provide a written description of the means to estimate unacceptable materials (as collected) upon request of the City.

3.14. **Missed Collections** – The Contractor shall have a duty to pick up missed collections. Missed collections called in before 12 pm on the collection day will be collected that day. Calls after 12 pm will be collected before 4 pm on the following business day. Missed collections called in before 11 am on the day after collections will be collected that day before 4 pm. Calls received after 11 am will be collected before 4 pm on the following business day. The same policy will apply for missed collections called in two days or more after collection. Calls for missed service are either customer calls made directly to the Contractor or customer calls relayed to the Contractor by the City. A stop will not be deemed missed if Contractor has documentation of attempt to service and could not access the cart or the cart was not properly placed for pick-up by 7 am in the correct location.

3.15. **Materials Shall Be Recycled**

- A. The Contractor shall use its best efforts to ensure that all recyclable materials collected in the City are not placed in landfills or other mixed municipal solid waste recovery facilities but instead are processed and transported to the appropriate markets for recycling. All costs associated with disposal of process residuals will be borne by the Contractor.
- B. Any Process Residuals will be delivered to the appropriate disposal facilities in accordance with State law and County policies and documented as such. All weight tickets, etc. shall be maintained at the Contractor's office for review.
- C. The Contractor will report unacceptable materials (as collected) to the City once yearly. This report shall include, but may not be limited to: tonnage, percent of total materials collected, and general description or composition of the unacceptable materials.
- D. In the event that any market for a particular recyclable material ceases to exist, or becomes economically depressed such that it becomes economically unfeasible to continue recycling, the City will have the right to cause the Contractor to cease the collection of that particular recyclable material. As early as possible, the Contractor shall provide the City notice of such depressed market conditions that could cause the City to decide to cease collection of materials.
- E. If the Contractor requests to cease collection of a particular recyclable material, but the City directs the Contractor to continue to collect the material, the City agrees to negotiate in good faith with the Contractor to estimate and pay for the cost incurred by the Contractor to market or dispose of such recyclable material by landfill, incineration or other method.
- F. If the City and Contractor agree to cease collection of a recyclable material, the parties shall negotiate in good faith the roles, responsibilities and who shall pay for public education to notify residents and any costs of handling the designated material that residents continue to place in the cart.

3.16. **Truck Scale Weights for Each Load** – The Contractor shall maintain load weights with a truck scale weight slip with the date, time, collections route, driver's name, vehicle number, tare weight, gross weight, and net weight for each load each day. These scale tickets must be stored in paper or electronic format for a minimum of three (3) years and made available for City review upon request.

- 3.17. **Compliance** – All collection services of all recyclables shall be accomplished in accordance with all existing laws and ordinances, and future amendments thereto, of the State of Minnesota and local governing bodies.
- 3.18. **Collection Clean-ups** – The Contractor shall adequately clean up any material spilled or blown during the course of collection and/or hauling operations including leakage from the truck operations. All collection vehicles shall be equipped with at least one broom and one shovel for use in cleaning material spillage. The Contractor shall have no responsibility to remove or clean up any items which were blown or fell from the carts or dumpsters before arrival or after leaving the area.
- 3.19. **Resident Complaints** – The Contractor shall provide the City with a list of all customer complaints received as part of its monthly report including a brief description of how each was resolved.
- 3.20. **Utilities** – The Contractor shall be obligated to protect all public and private utilities whether occupying street or public or private property. If such utilities are damaged by reason of the Contractor's operations, under this Agreement, the Contractor shall repair or replace same, or failing to do so promptly, the City shall cause repairs or replacement to be made and the cost of doing so shall be deducted from payment to be made to the Contractor.
- 3.21. **Damage to Property** – The Contractor shall take all necessary precautions to protect public and private property. Except for reasonable wear and tear, the Contractor shall repair or replace any private or public property, including, but not limited to sod and mailboxes, which are proven to be damaged by the Contractor. Contractor shall start an investigation of such property damage within 48 hours of receiving a report from resident or the City. The contractor will communicate to the resident the results of the investigation within 5 business days of the original complaint and communicate next steps if at fault. If found at fault, the Contractor will arrange for repair as soon as commercially available.

4. STUDIES

- 4.1. **Material Composition Study** – The Contractor shall conduct at least one materials composition analysis of the City's recyclables each year to estimate the relative amount of weight of each recyclable commodity by grade. A City representative or designee may be present during the study and the Contractor shall provide at least two weeks advanced notice of the date of the material composition study. The results of this analysis shall include : (1) percent by weight of each recyclable commodity by grade (including unacceptable materials) as collected from the City; (2) relative change compared to the previous year's composition; and (3) a description of the methodology used to calculate the composition, including number of samples, dates weighed, and City route(s) used for sampling.
- 4.2. **Cart Check Study to Monitor Material Quality** - The Contractor must conduct at least once per quarter recycling cart checks. The Contractor shall audit the contents of carts from at least 25 households and leave education tags if any unacceptable materials are found in the carts. A log shall be kept of all resident addresses where education tags were left and the addresses shall be included in the year-end report to the City.

- 4.3. **Participation Trend Study** – Each year, the Contractor shall conduct a participation trend study that counts the number of SUDs by address that participates in curbside/alley recycling. The sample of residences selected for the annual study shall remain the same (i.e., same addresses) and shall be no less than 200 households. The Contractor shall record recyclables set out by address for at least four consecutive weeks (unless the City changes to an EOW collection frequency in which case the participation study shall be for at least six consecutive weeks, i.e., three consecutive collections). The same period of weeks shall be used each year for the study. An annual participation trend study report shall be submitted to the City within 30 days after the field data collection operations have been completed. The annual study report shall summarize participation trends and other data as a result of the data analysis. All participating and non-participating addresses shall be reported to the City each year as a result of the study. The Contractor may make recommendations for improving this participation trend study methods and procedures.

5. REPORTS AND YEAR-END MEETING

- 5.1. **Reports** - The Contractor shall submit to the City monthly reports and year-end reports dealing with the City's recycling program. At a minimum, the Contractor shall include in each report the following information:
- A. **Monthly Reports** are due to the City by the 15th day of each month and shall include:
 - a. Amounts of materials collected, by recyclable material and unacceptable material (in tons).
 - b. List of missed stops by date and address.
 - c. Customer Service and Education:
 - 1) List of all addresses where education tags were left for residents and why the tags were left.
 - 2) List of complaints for the month and how each was resolved.
 - B. **Year-end Reports** are due to the City by March 31 of each year for the preceding year and shall include:
 - a. Annual cart inventory updates, including initial cart count, carts placed, carts removed, carts destroyed and carts "lost."
 - b. Copy of year-end MUD report as specified in section 5.2 of this Agreement.
 - c. Review Contractor's year-end report, including trends in recyclables tonnages and participation.
 - d. Efforts the Contractor has made to expand recyclable markets.
 - e. Review Contractor's recommendations for improvement in the City's recycling program, including enhanced public education and other opportunities.
 - f. Review recommendations for improving Contractor's service.
 - g. Discuss other opportunities for improvement with the remaining years under the current contract.
 - h. Efforts by the Contractor to reduce its carbon footprint
 - C. **Special Reports** shall be submitted within 30 days after study operations are completed or as needed as follows:
 - a. Material composition study report (at least once per year).
 - b. Cart checks study report (at least once per quarter).
 - c. Participation trends study report (at least once per year).
 - d. MUD contamination reports (as needed).

- e. The Contractor will report amount of all materials stored for more than 90 days (as needed).
- f. As early as possible, the Contractor shall provide the City notice of such depressed market conditions that could cause the City to decide to cease collection of materials (as needed).
- g. Upon request by the City, the Contractor shall provide letters from end markets certifying the recyclable materials have been recycled. The Contractor may request that this information be held confidential (as needed).

5.2. **Year-end Report to MUD Owners** - The Contractor shall provide a year-end report by March 1 following the end of each calendar year to the MUD owners served by the Contractor. A copy of each report to the MUD owners shall also be submitted to the City. The report shall contain, at a minimum, the following information:

- A. Street address of each MUD served.
- B. Description of collection services made available to occupants, including number of MUD recycling stations, number of MUD recycling containers, location of stations and dates of collection.
- C. Description of public education tools used to inform occupants of availability of services.
- D. Recommendations for future improvements (e.g., specific public education tools).

5.3. **Year-End Meeting** - Prior to the year-end report being finalized and submitted by the Contractor, the City and the Contractor shall together schedule a year-end meeting with one another to discuss:

- A. Review Contractor's performance based on feedback from residents to the City.
- B. Review Contractor's recommendations for continuous improvement.
- C. Year-end work plan for the year.
- D. As a specific focus of the year-end report and annual work plan, the Contractor shall itemize MUD recycling program performance and opportunities for improvement. The Contractor shall develop specific MUD recycling program improvement strategies for each upcoming year.

6. PUBLIC EDUCATION AND PROMOTION

6.1. **Prior City Approvals Required** – The Contractor shall prepare and distribute the educational materials outlined in section 6 to insure accurate information and program directions. The City must approve all of the Contractor's outreach materials prior to printing. The Contractor will provide a PDF or other mutually agreed upon electronic format version of the flyer to the City. The annual flyers described below must include at a minimum the County website and phone number for other disposal information including household hazardous waste, yard waste and organics as provided by the County.

- 6.2. **SUDs Flyer** - The Contractor shall pay for the design, printing and mailing of the annual recycling program flyer to City SUD residents. The SUD flyer shall be delivered to City homes no later than January 31 of each year. For the first year of the contract the SUD flyer will be delivered no later than Feb 28.
- 6.3. **MUDs Flyer** – The Contractor shall pay for the design, printing and distribution of an annual one-page flyer to MUD owners, landlords or other designated contact person for all such properties in the City. The flyer shall be supplied in sufficient number that one copy may be distributed to each tenant. The MUD flyer shall be delivered to MUDs no later than January 31 of each year.
- 6.4. **Other MUD Public Educational Tools** - The Contractor shall also provide posters and other educational material for MUD owners, landlords or other designated contact person to post in common areas.
- 6.5. **Alternative Languages** - The Contractor must be able to provide public education material in languages other than English (e.g., Spanish, Hmong, Somali, Karan, etc.) and will provide these materials to City customers as needed. The City will work with the Contractor regarding the quantities needed and the locations for distribution.
- 6.6. **Public Appearances** - During the term of the contract the Contractor may be asked by the City to make public appearances, provide information for local environmental groups, or attend public events sponsored by the City.
- 6.7. **Outreach to Low Participating Communities** – The Contractor shall include in the annual work plan outreach efforts to low participating communities. Contractor and City will come to mutual agreement on the workplan efforts.
- 6.8. **Outreach Using Electronic Communications** - Contractor shall identify in the annual work plan outreach efforts using electronic communications. The City seeks to engage residents where they are and is looking for electronic outreach to residents in addition to websites with information in text format. Additional fees may be required for using additional electronic platforms.
- 6.9. **Organics Recycling at City Events** - Each year as part of the annual work plan, the Contractor shall propose how to support the City with recycling and source separated organics (SSO) collection operations at 1 City-sponsored event. The services may include having an informational booth, providing recyclables + SSO collection services, or both. The Contractor shall provide these services to the City at no extra charge, the cost of any additional events will be mutually agreed upon by Contractor and City.

7. CONTRACTOR'S FACILITIES, PERSONNEL AND EQUIPMENT

- 7.1. **Offices for Contractor's Customer Service** - The Contractor shall establish and maintain an operating facility with an office and continuous supervision for accepting complaints and customer calls. The office shall be in service with continuous supervision from the hours of 8 am until 5 pm Monday through Friday. Address and telephone number of such office and any changes therein shall be given to the City in writing.

- 7.2. **Personnel** – The Contractor shall maintain sufficient personnel and equipment to fulfill the requirements and specifications of this Agreement.
- 7.3. **Management** – The Contractor shall maintain a single Contract manager as the point of contact for the City. The Contractor shall notify the City of changes to this Contract manager as soon as possible.
- 7.4. **Contractor’s Equipment** - Contractor’s vehicles shall be marked with the name of the Contractor and phone number and be equipped with a (1) two-way communication or phone, (2) first aid kit, (3) approved 2A10BC dry chemical fire extinguisher, (4) warning flashers, (5) warning alarms to indicate movement in reverse, (6) sign in rear of vehicle stating “this vehicle makes frequent stops,” (7) and a broom and shovel for cleaning up spills.

8. COMPENSATION

The City will compensate the Contractor for the collection of recyclable materials from residential units.

- 8.1. **SUD Pricing** - During the term of the contract, City will pay to the Contractor, on a monthly basis, \$ per single-family dwelling according to the following schedule:

(\$ per single-family dwelling per month)

	2019	2020	2021	2022	2023 – June 30, 2024
Medium cart (65-gallons), weekly:	\$5.65	\$5.76	\$5.87	\$5.98	\$6.09

- 8.2. **MUD Pricing** - During the term of the contract, City will pay to the Contractor, on a monthly basis \$ per MUD cart according to the following schedule:.

(\$ per multi-unit cart per month)

	2019	2020	2021	2022	2023 – June 30, 2024
Large cart (96-gallons), at least weekly:	\$5.65	\$5.76	\$5.87	\$5.98	\$6.09

- 8.3. **Monthly Invoices** – The Contractor will submit a monthly invoice for services rendered. The City will pay within 30 days of receipt of the Contractor's monthly statement and the corresponding monthly report.
- 8.4. **CDU Count Updates** – As needed, the City and the Contractor will review additions or subtractions from the total CDU count. At the signing of this contract there are 1,197 households including 497 SDUs and 700 MUDs.
- 8.5. **Access to Records** – The Contractor shall provide access to the City or any of its duly authorized representatives to review any books, documents, papers, and records of the Contractor related to performance of this Agreement for the purpose of duties or other examination verifying compliance with its terms.
- 8.6 **Fuel Surcharge** – The fuel surcharge would be implemented when the biodiesel price index surpasses the benchmark price and it would expire once the biodiesel fuel index price equals or is less than the benchmark price. The amount of the surcharge price would be the difference of the indexed price above the benchmark price multiplied by the number of gallons of biodiesel fuel used in the on route collection of recyclables from within Lauderdale, which shall be considered 40 gallons each collection week. The surcharge benchmark price shall be \$4.50 per gallon for biodiesel based on the following biodiesel price index as published by the U.S. Department of Energy's Alternative Fuels Data Center: <https://afdc.energy.gov/fuels/prices.html>.

9. LEGAL VENUE

Minnesota law governs any disputes and all disputes will be subject to the jurisdiction of the Ramsey County District Court.

10. LIQUIDATED DAMAGES

The parties agree that, the City, in accordance with this section 10, may withhold payment from the Contractor in the amounts specified below as liquidated damages for failure of the Contractor to fulfill the obligation of the Contractor listed in sections 10.1 through 10.9. These are liquidated damages not penalties. The City and the Contractor agree that damages caused due to the circumstances listed below would be difficult to ascertain and would cause considerable delay and expense.

The City will notify the Contractor in writing documenting the reason for any assessment of liquidated damages within one week of the incident. The Contractor will then have the opportunity to refute and/or address and remedy any alleged failure. If any failure is not cured by the Contractor within a reasonable amount of time, the City can determine if imposing a liquidated damage is the appropriate course of action.

If the Contractor can provide documentation of an attempt to service, including without limitation dated camera and video footage and dated GPS data for the truck that reasonably refutes the alleged failure, liquidated damages will not be assessed. If the Contractor cannot provide documentation that reasonably refutes an alleged failure and does not remedy such failure, the City and Contractor agree to liquidated damages in the following amounts:

- 10.1. Failure to clean up recyclables spilled by Contractor within six (6) hours of oral or written notification – \$50 per incident.
- 10.2. Failure to complete City-wide collection by 6 p.m. without attempt to seek permission for extension from the Recycling Coordinator and/or other City employee with exception of extreme circumstances or major weather events (as contemplated by section 2) and street construction – \$2,500 per incident.
- 10.3. A missed block is defined as a block where residents from at least three (3) households within two intersections of that block report that their material was properly set out before 7 a.m., the material was not picked up and the addresses did not appear on the records of unacceptable setouts. Carts not picked up due to inaccessibility and/or where documentation provided that the cart was not properly set out will not count towards the three (3) household threshold – \$250 per incident.
- 10.4. Failure to pick up missed collections within time periods required under this agreement – \$50 per incident.
- 10.5. Failure to file reports and/or provide scale receipts – \$750 per incident.
- 10.6. Failure to maintain vehicle in a manner which prevents nuisances such as leaky seals or hydraulics – \$100 per incident.
- 10.7. Failure or neglect to provide notice to resident upon recyclables refused for collection for cause – \$50 per incident.
- 10.8. Failure to maintain recycling carts in proper working order as specified in the cart management plan - \$100 each incident.
- 10.9. Failure of the Contractor to obtain prior City approval of a Lauderdale – specific public education tool - \$250 per each incident.

Notwithstanding the foregoing, the City may not assess liquidated damages or withhold payments for failures listed in sections 10.1 through 10.9 above that are caused by extreme circumstances or major weather events (as contemplated by section 2.3). Liquidated damage shall be the City's sole financial remedy against the Contractor for the failures listed in sections 10.1 through 10.9.

11. INSURANCE

- 11.1. Prior to commencement of this Agreement, the Contractor shall furnish the City with Certificates of Insurance for comprehensive general liability, automobile liability and property damage insurance with the following coverage amounts:

General liability insurance:	\$1,500,000 each/person \$1,500,000 each/occurrence
Automotive insurance:	\$1,500,000 aggregate
Property damage insurance	\$1,500,000 each/person \$1,500,000 each/occurrence

- 11.2 Certificates of Insurance shall name the City as an additional insured. Any losses to person or property connected with the collection of recyclable materials through this project shall be the responsibility of the Contractor. The Contractor shall also provide evidence of workers' compensation insurance covering all employees of the Contractor and subcontractors engaged in the performance of the Contractor's obligations under this Agreement as required by law.
- 11.3 Nothing herein shall be deemed to constitute a waiver by the City of any limits on liability it enjoys under common law or under Minnesota Statutes, Chapter 466.

12. INDEMNIFICATION

The Contractor hereby agrees to indemnify and hold harmless the City and its employees, officers, and agents from and against all claims, damages, losses or expenses, including attorneys' fees and other costs of defense, for which it may be held liable, arising out of or resulting from the assertion by third parties against the City of any claims, debts, or obligations resulting from the negligence, recklessness, or willful misconduct of the Contractor, its employees, agents, or subcontractors in the performing of the obligations of the Contractor under this agreement. The Contractor may elect, at its own expense, to assume the defense of any action or claim giving rise to an indemnification obligation under this section 12, provided that no settlement of any such suit, demand, or other claim is entered or executed without the written agreement of the City (with such agreement not to be unreasonably withheld) unless the settlement (x) will not lead to loss, liability, or create any financial or other obligation on the part of the City for which the City is not entitled to indemnification hereunder, (y) does not provide for injunctive or other non-monetary relief applicable to the City, and (z) includes an unconditional release of the City.

13. TERM AND TERMINATION

- 13.1. **Term** – The term of this agreement shall be from January 1, 2019 through June 30, 2024.
- 13.2. **Extension** – The term of this Agreement may be extended upon mutual agreement of the parties and subject to approval by the City Council.
- 13.3. **Termination**
- A. If the Contractor, or any subcontractor hired by the Contractor, fails to materially perform the Contractor's obligations under this Agreement diligently and on schedule, the City shall have the right to terminate this Agreement. Prior to any such termination, the City shall give thirty (30) days' prior written notice to the Contractor identifying the basis of the intent to terminate. After the notice of intent to terminate has been given, both parties will attempt to reconcile their differences during the 30-day notice period. If after the 30-day notice period the failure that is the basis of the intent to terminate has not been cured to the reasonable satisfaction of the City, either party may terminate this Agreement upon five (5) business days' written notice delivered by certified mail, return receipt requested upon the other party, at the party's last known address.

- B. Contractor may terminate this Agreement for a material breach by the City upon sixty (60) days' written notice; provided, however, that the City shall have the duration of said 60-day notice period to cure such material breach. If the City cures any material breach noticed by Contractor within the 60-day period, Contractor shall not terminate this Agreement for cause.

14. ASSIGNMENT

This Agreement is assignable only by agreement of the parties. If Contractor sells substantially all of its business, the City reserves the right to negotiate a new agreement with the purchaser of such business. The City reserves the right to terminate this Agreement by delivering notice of termination to the Contractor within thirty (30) days after such a sale and to negotiate a new agreement for recycling collection services with the purchaser or through a competitive bidding process.

15. INDEPENDENT CONTRACTOR

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Contractor shall at all times remain an independent contractor with respect to the services to be performed under this Agreement. Any and all employees of the Contractor or other persons engaged in the performance of any work or services required by the Contractor under this Agreement shall be considered employees or sub-contractors of the Contractor only and not of the City; and any and all claims that might arise, including workers' compensation claims under the Workers' Compensation Act of the State of Minnesota or any other state, on behalf of said employees or other persons while so engaged in any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of the Contractor.

16. DATA PRACTICES

The Contractor agrees to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. The Contractor must immediately report to the City any requests from third parties for information relating to the Agreement. The City agrees to promptly respond to inquiries from the Contractor concerning data requests. The Contractor agrees to hold the City, its officers, and employees harmless from any claims resulting from the Contractor's unlawful disclosure or use of data protected under state and federal laws.

17. SIGNATURES

Neighborhood Recycling Corporation DBA Eureka Recycling

Kate Davenport, Co-President

Date

Lynn Hoffman, Co-President

Date

City of Lauderdale

Mary Gaasch, Mayor Date

Heather Butkowski, City Administrator

Date

ATTACHMENT A

Recycling Cart and Dumpster Management and Operations

This Attachment outlines details for the management and operations of the recycling carts and dumpsters. This Attachment shall be incorporated by reference into the Agreement.

Residents shall be instructed by the Contractor and the City that all recyclables (e.g., paper, cans, bottles, etc.) must be placed inside the recycling cart. As long as residents call ahead of time, "Occasional" overflow recyclables can be placed outside of the cart in bins or paper bags (e.g., once after a holiday, etc.) as further specified below.

1. If single-unit dwelling residents with curbside/alley service have overflow recyclables three times within two months, the Contractor will notify the resident in writing, copy the City and switch the resident to a large (94-gallon) cart at no additional charge to the resident. The City will purchase a small number (five percent) of large carts in addition to the standard medium carts. If overflow is regular, the Contractor's driver shall place a tag on the cart with instructions on how the resident may obtain a larger or second cart.
2. All recycling containers must be maintained in proper operating condition by the Contractor and be reasonably clean and sanitary. The Contractor shall notify the property owner if recycling carts or dumpsters are not in reasonably clean and sanitary condition. If the property owner does not comply with the Contractor's request to clean the cart or dumpster, the Contractor shall notify the City to help enforce compliance.
3. If MUD residents consistently have overflow recyclables, the Contractor will adjust the number or size of containers and/or the frequency of collection with the permission of the property owners and the City Recycling Coordinator or designee.
4. The City buildings and parks will be serviced by City Public Works who will put the recyclables in standard recycling carts (or a standard dumpster) at the City Hall and the Warming House at the Community Park. The number of carts (or a single stream recycling dumpster) and collection frequency will initially be once per week. If these containers at the City facilities consistently have overflow recyclables, the Contractor will adjust the number or size of containers and/or the frequency of collection.
5. The Contractor will maintain a sufficient cart and dumpster inventory of containers that will be purchased by the City. The Contractor shall service and repair these containers to meet supply and demand needs for the entire term of the Agreement. The Contractor will provide annual cart inventory updates, including initial container count, containers placed, containers removed, containers destroyed and containers "lost."
6. The City will instruct residents to place recycling carts at the edge of the curbside or at the alley line on collection day, placing the cart with the handle toward the house and the lid opening toward the street. Carts must be placed on the ground, not on snowbanks or other structures or behind other carts. The Contractor shall collect from each participating household all acceptable materials that have been prepared according to publicized procedures. The Contractor shall place the emptied cart back down in the same curbside/alley location as it was set by the resident; however in no case is the cart to be left in the street in a manner that blocks traffic.
7. The City shall be responsible for the cost of the new recycling carts and dumpsters and the physical educational material on the carts including the in-mold label.

ATTACHMENT B

List of MUD Property Information

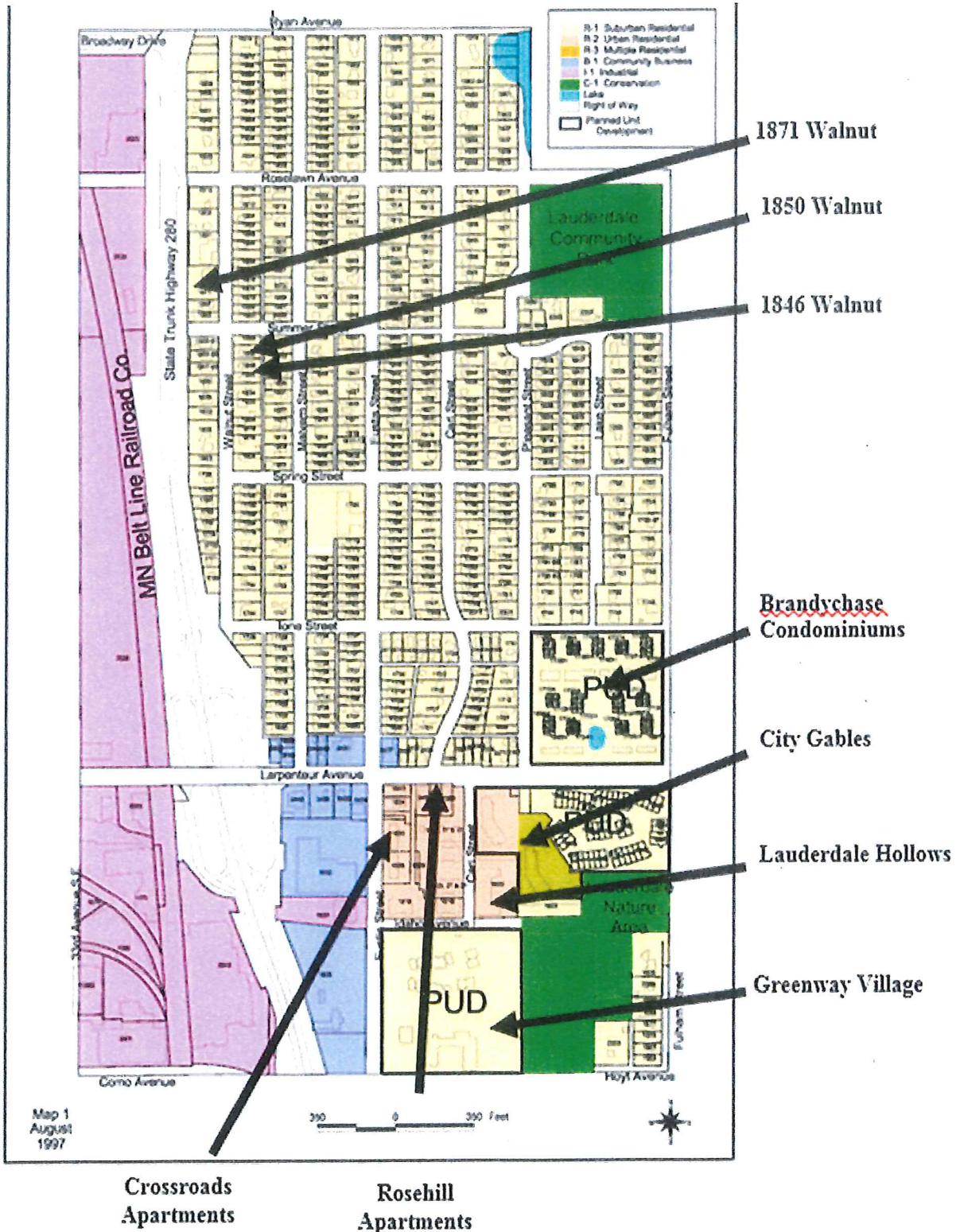
Estimates of numbers of recycling carts and dumpsters currently in place *

Building Name	Address	Containers	Account Notes
City Gables	1609 Pleasant St	Two 2 yard dumpsters & Eight 96 gallon carts	Key (2 keys). Two sites in garage (1609 & 1611) - one just inside garage and a second site with in middle of garage.
1846 Walnut St	1846 Walnut St	Two 96 gallon carts	
1850 Walnut St	1850 Walnut St	Two 96 gallon carts	
1871 Walnut St	1871 Walnut St	Three 96 gallon carts	
Rosehill Apartments	1627 Carl St	Eight 96 gallon carts	Site 1: 2393 Larpenteur. Site 2: 1623-27 carts by entryway.
Crossroads Apartments	2400 Larpenteur Ave	Four 96 gallon carts	
Lauderdale Hollows	1618 Eustis St	Twelve 96 gallon carts	Site 1: 1642 Larpenteur Site 2: by 1618 Eustis on Idaho. Site 3: behind 1626-1630 Eustis.
Brandychase at Rose Hill	1712 Pleasant St	Eighteen 96 gallon carts	Groups of carts in 4 parking areas between garages. 2 lots are accessible from Pleasant St and 2 lots are accessible from Fulham St.
Greenway Village	1578 Eustis St	Twelve 96 gallon carts	Enter south driveway- take a left. In fence enclosure.

* The number of recycling carts or dumpsters may change based on a request from the Contractor or the MUD property owner. Any such change must first be approved by the City in writing (e.g., via email).

ATTACHMENT C:

Map of MUD Properties



(* Note: The names, owners and managers of these MUD properties may change.)


**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date December 11, 2018

ITEM NUMBER 2019 Budget and Levy

STAFF INITIAL 

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Included with this memo are the 2019 General Fund and Special Revenue Fund budgets and the 2019-2028 Capital Improvement Plan. These items will be formatted into a budget book that staff will distribute in a couple of weeks.

The City Council held the Truth-in-Taxation public hearing as required by state law at the previous meeting. To finalize the budgets and levy, the Council is asked to make the following motions. Edits to the budget and levy may be made during the meeting as needed.

STAFF RECOMMENDATION:

Motion to adopt Resolution 121118A—A Resolution Adopting the 2019 Final Property Tax Levy.

Motion to adopt Resolution 121118B—A Resolution Adopting the 2019 Final Budget and Establishing Fund Appropriations.

RESOLUTION 121118A

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

ADOPTING THE 2019 FINAL PROPERTY TAX LEVY

WHEREAS, the City annually adopts an operating levy for the coming year in accordance with Minnesota Statutes; and

WHEREAS, Minnesota Statutes 275.065, Subdivision 1 requires cities to certify the final property tax levy to the county auditor on or before five working days after December 20.

NOW, THEREFORE BE IT RESOLVED, that the final 2019 levy to be certified to the Ramsey County Auditor of \$810,104, inclusive of anticipated fiscal disparities revenue, is hereby established as the maximum possible levy for property tax payable in 2019.

Adopted by the City of Lauderdale this 11th day of December, 2018.

Mary Gaasch, Mayor

ATTEST:

Heather Butkowski, City Administrator

RESOLUTION 121118B

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

**ADOPTING THE 2019 FINAL BUDGET AND
ESTABLISHING FUND APPROPRIATIONS**

WHEREAS, the City Council has met specifically for the purpose of discussion on the 2019 budget; and

WHEREAS, estimated December 31, 2018, fund balances are sufficient to meet approved expenditures for fiscal year 2018.

NOW, THEREFORE BE IT RESOLVED,

Section 1. That the City of Lauderdale 2019 budget is hereby approved in accordance with State Statute as follows:

General	\$1,438,574
Special Revenue	\$ 80,076

Section 2. That the following financial plan for fiscal year 2019 is hereby approved for expenditures in each of the funds as follows:

Capital Projects	\$ 155,000
Enterprise	\$ 402,610

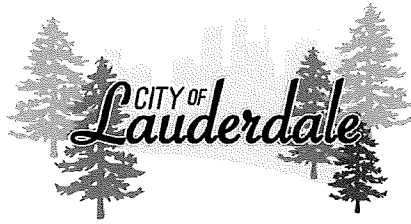
Section 3. Maximum appropriations may be increased if and when additional revenues are anticipated or received.

Adopted by the City of Lauderdale this 11th day of December, 2018.

Mary Gaasch, Mayor

ATTEST:

Heather Butkowski, City Administrator



CITY OF LAUDERDALE

BUDGET

2019

Adopted December 11, 2018

CITY OF LAUDERDALE
ANNUAL BUDGET
FOR FISCAL YEAR BEGINNING
JANUARY 1, 2019

DIRECTORY OF OFFICIALS

Mary Gaasch	Mayor
Jeff Dains	Councilmember
Kelly Dolphin	Councilmember
Roxanne Grove	Councilmember
Andi Moffatt	Councilmember

Heather Butkowski, City Administrator

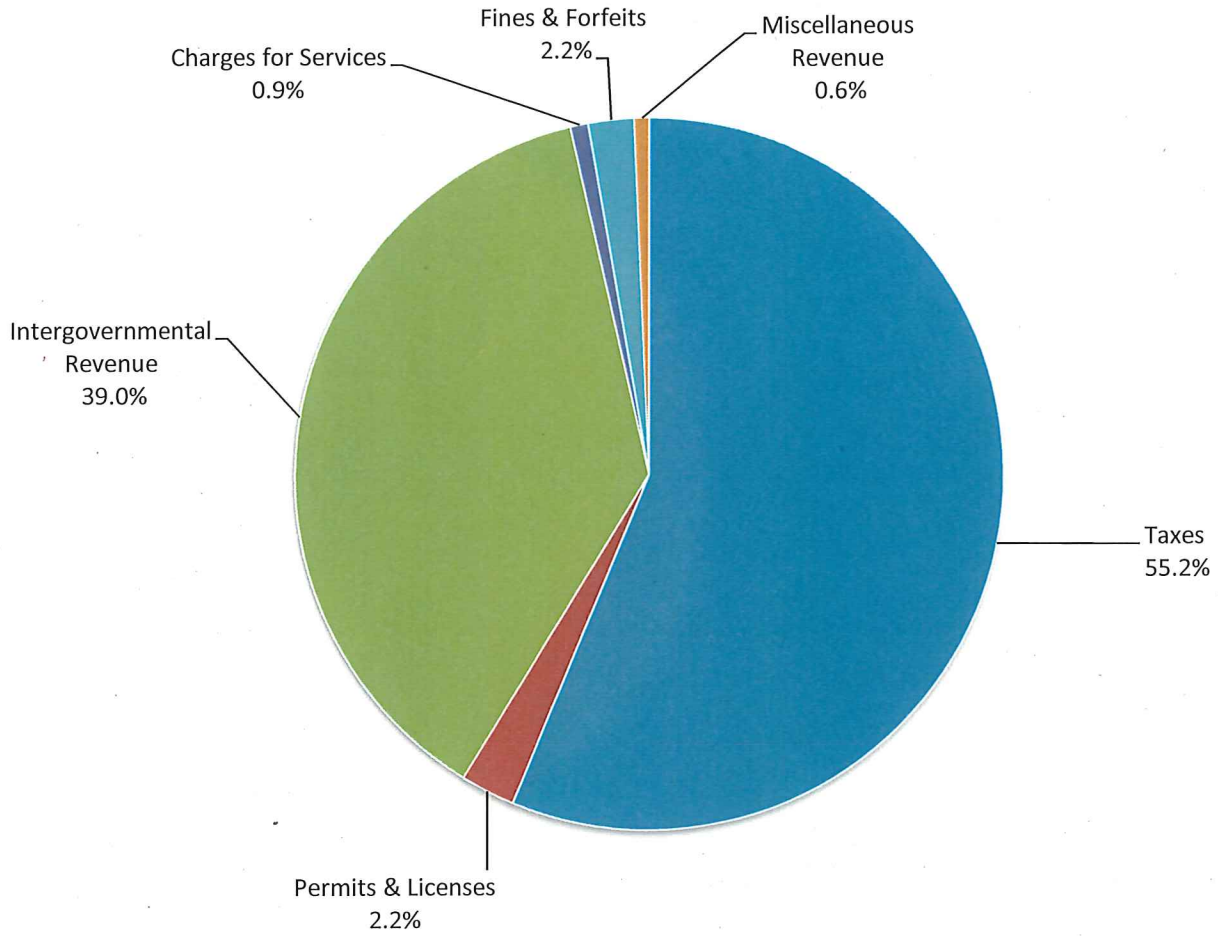
Jim Bownik, Assistant to the City Administrator

Miles Cline, Deputy City Clerk-Treasurer

David Hinrichs, Public Works Coordinator

Gordy Beck, Public Works Maintenance

CITY OF LAUDERDALE ADOPTED 2019 BUDGET REVENUES



Revenues

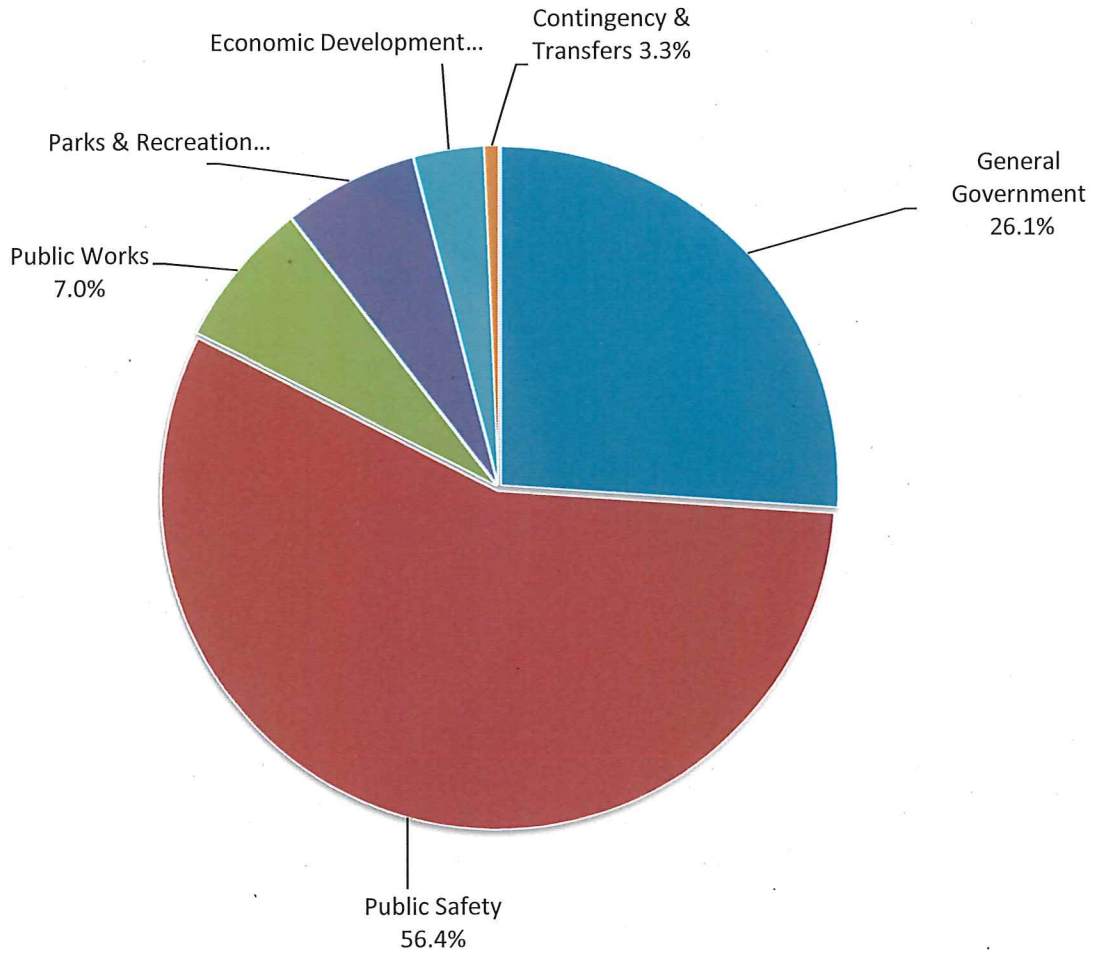
Taxes	\$ 810,104
Permits & Licenses	\$ 35,850
Intergovernmental Revenue	\$ 540,820
Charges for Services	\$ 11,800
Fines & Forfeits	\$ 30,000
Miscellaneous Revenue	\$ 10,000

CITY OF LAUDERDALE
GENERAL FUND REVENUES
2019

Account Number	Account Description	2017 Actual	2018 Adopted	2019 Proposed
101-00000-410-31010	CURRENT AD VALOREM TAXES	\$ 572,135	\$ 634,045	\$ 670,231
101-00000-410-31020	DELINQUENT AD VALOREM TAXES	\$ 4,587	\$ -	\$ -
101-00000-410-31400	FISCAL DISPARITIES	\$ 131,121	\$ 131,469	\$ 139,873
101-00000-410-31055	EXCESS TAX INCREMENT	\$ -	\$ -	\$ -
101-00000-410-31900	PENALTIES AND INTEREST TAXES	\$ 64	\$ -	\$ -
	TAXES	\$ 707,908	\$ 765,514	\$ 810,104
101-00000-410-32110	LIQUOR LICENSES	\$ 450	\$ 150	\$ 150
101-00000-410-32180	TOBACCO LICENSES	\$ 1,000	\$ 400	\$ 400
101-00000-410-32190	OTHER BUSINESS LICENSES	\$ 2,025	\$ 2,000	\$ 2,000
101-00000-410-32192	HVAC CONTRACTOR LICENSES	\$ 1,350	\$ 1,200	\$ 1,200
101-00000-410-32240	ANIMAL LICENSES	\$ 123	\$ 100	\$ 100
101-00000-420-32210	BUILDING PERMITS	\$ 20,727	\$ 17,000	\$ 20,000
101-00000-420-32230	PLUMBING & HEATING PERMITS	\$ 9,020	\$ 6,000	\$ 8,000
101-00000-420-32270	RENTAL HOUSING LICENSES	\$ 2,106	\$ 4,000	\$ 4,000
101-00000-430-32261	EXCAVATING PERMITS	\$ 100	\$ -	\$ -
	PERMITS & LICENSES	\$ 36,901	\$ 30,850	\$ 35,850
101-00000-410-33401	LOCAL GOVERNMENT AID	\$ 537,817	\$ 539,562	\$ 539,622
101-00000-410-33422	OTHER STATE GRANTS & AIDS	\$ 1,198	\$ 1,198	\$ 1,198
101-00000-410-33423	OTHER GRANTS & AIDS	\$ 5,000	\$ -	\$ -
	INTERGOVERNMENTAL REVENUE	\$ 544,015	\$ 540,760	\$ 540,820
101-00000-410-34101	CITY HALL RENT	\$ 5,350	\$ 5,000	\$ 4,500
101-00000-410-34103	ZONING & SUBDIVISION FEES	\$ 1,900	\$ 1,000	\$ 1,000
101-00000-420-34104	PLAN REVIEW FEES	\$ 10,888	\$ 5,000	\$ 5,000
101-00000-410-34105	SALE OF MAPS & PUBLICATIONS	\$ -	\$ -	\$ -
101-00000-410-34108	ADMINISTRATIVE FEES	\$ -	\$ -	\$ -
101-00000-420-34202	SPECIAL FIRE PROTECTION SERVICES	\$ 1,928	\$ 600	\$ 600
101-00000-420-34206	MOWING & GARBAGE CLEANUP	\$ -	\$ -	\$ -
101-00000-430-34303	SNOW REMOVAL CHARGES	\$ -	\$ -	\$ -
101-00000-450-34780	PARK SHELTER FEES	\$ 300	\$ 300	\$ 300
101-00000-450-34920	MERCHANDISE SALES	\$ 217	\$ 400	\$ 400
	CHARGES FOR SERVICES	\$ 20,582	\$ 12,300	\$ 11,800

Account Number	Account Description	2017 Actual	2018 Adopted	2019 Proposed
101-00000-420-35101	COURT FINES & ADMINISTRATIVE PENALTIES	\$ 24,046	\$ 30,000	\$ 30,000
101-00000-420-35200	FORFEITED & SEIZED ASSETS	\$ -	\$ -	\$ -
	FINES & FORFEITS	\$ 24,046	\$ 30,000	\$ 30,000
101-00000-410-36101	SPECIAL ASSESSMENTS - COUNTY	\$ 3,600	\$ -	\$ -
101-00000-410-36102	PENALTIES & INTEREST	\$ 1,123	\$ -	\$ -
101-00000-410-36200	OTHER MISCELLANEOUS REVENUE	\$ 8,629	\$ -	\$ -
101-00000-410-36210	INTEREST ON INVESTMENTS	\$ (7,174)	\$ 5,000	\$ 6,000
101-00000-410-36215	OTHER FEES (CREDIT CARD FEES)	\$ -	\$ -	\$ 500
101-00000-410-36230	CONTRIBUTIONS & DONATIONS	\$ -	\$ -	\$ -
101-00000-450-36230	CONTRIBUTIONS & DONATIONS (COMM EVENT)	\$ 3,048	\$ 2,500	\$ 2,500
101-00000-420-36260	SURCHARGES COLLECTED	\$ 921	\$ 1,000	\$ 1,000
	MISCELLANEOUS REVENUE	\$ 10,147	\$ 8,500	\$ 10,000
101-00000-410-39101	SALE OF CAPITAL ASSETS	\$ -	\$ -	\$ -
101-00000-410-39200	TRANSFER IN	\$ -	\$ -	\$ -
	OTHER SOURCES	\$ -	\$ -	\$ -
	TOTAL GENERAL FUND REVENUE	\$ 1,343,598	\$ 1,387,924	\$ 1,438,574
	REVENUES OVER/UNDER EXPENDITURES	\$ -	\$ 0	\$ -
	FUND BALANCE - January 1	\$ 758,551	\$ 780,967	\$ 780,967
	FUND BALANCE - December 31	<u>\$ 780,967</u>	<u>\$ 780,967</u>	<u>\$ 780,967</u>

CITY OF LAUDERDALE ADOPTED 2019 BUDGET EXPENDITURES



Expenditures

Legislative	\$ 27,802
City Administration	\$ 235,602
Elections	\$ 17,957
Public Safety	\$ 764,311
Legal	\$ 26,500
General Government Buildings	\$ 29,500
Public Works	\$ 93,630
Planning, Zoning, Inspections	\$ 38,038
Street Lighting	\$ 7,000
Building Inspections	\$ 47,412
Parks & Recreation	\$ 92,822
Contingency	\$ 10,000
Transfer	\$ 38,000
Economic Development	\$ 10,000

CITY OF LAUDERDALE
GENERAL FUND EXPENSE SUMMARY
2019

Department Number	Title	2017 Actual	2018 Adopted	2019 Proposed
41110	LEGISLATIVE	\$ 25,271	\$ 27,953	\$ 27,802
41320	CITY ADMINISTRATION	\$ 212,415	\$ 227,951	\$ 235,602
41410	ELECTIONS	\$ 16,083	\$ 24,851	\$ 17,957
41610	LEGAL	\$ 49,150	\$ 23,000	\$ 26,500
41910	PLANNING	\$ 65,259	\$ 47,522	\$ 38,038
41940	GENERAL GOVERNMENT BUILDINGS	\$ 19,318	\$ 26,700	\$ 29,500
	GENERAL GOVERNMENT	\$ 387,495	\$ 377,977	\$ 375,399
42100	PUBLIC SAFETY	\$ 724,870	\$ 743,174	\$ 764,311
42400	BUILDING INSPECTIONS	\$ 40,623	\$ 28,615	\$ 47,412
	PUBLIC SAFETY	\$ 765,493	\$ 771,789	\$ 811,723
43121	PUBLIC WORKS	\$ 81,884	\$ 88,094	\$ 93,630
43160	STREET LIGHTING	\$ 6,295	\$ 7,000	\$ 7,000
	PUBLIC WORKS	\$ 88,178	\$ 95,094	\$ 100,630
45200	PARKS & RECREATION	\$ 83,652	\$ 85,064	\$ 92,822
46500	ECONOMIC DEVELOPMENT	\$ 7,814	\$ 10,000	\$ 10,000
49200	MISCELLANEOUS UNALLOCATED EXPENSES	\$ -	\$ 10,000	\$ 10,000
49300	OTHER FINANCING USES	\$ 38,000	\$ 38,000	\$ 38,000
	OTHER	\$ 129,466	\$ 143,064	\$ 150,822
TOTAL EXPENDITURES		\$ 1,370,632	\$ 1,387,924	\$ 1,438,574

CITY OF LAUDERDALE
 LEGISLATIVE
 2019

Account Number	Account Description	2017 Actual	2018 Adopted	2019 Proposed
101-41110-410-41030	PART TIME EMPLOYEES	\$ 16,375	\$ 16,500	\$ 16,500
101-41110-410-41220	FICA	\$ 1,015	\$ 1,023	\$ 1,023
101-41110-410-41225	MEDICARE	\$ 238	\$ 239	\$ 239
101-41110-410-41510	WORKERS COMPENSATION INSURANCE	\$ 38	\$ 41	\$ 40
	PERSONNEL	\$ 17,666	\$ 17,803	\$ 17,802
101-41110-410-42010	OFFICE SUPPLIES	\$ -	\$ -	\$ -
101-41110-410-42110	GENERAL SUPPLIES	\$ 459	\$ 50	\$ 50
101-41110-410-42115	MEETINGS	\$ 146	\$ 200	\$ 200
101-41110-410-42410	MINOR TOOLS & EQUIPMENT	\$ -	\$ -	\$ -
	SUPPLIES	\$ 605	\$ 250	\$ 250
101-41110-410-43140	TRAINING & EDUCATION	\$ 1,255	\$ 2,500	\$ 2,500
101-41110-410-43310	TRAVEL EXPENSE	\$ -	\$ 1,200	\$ 1,200
101-41110-410-43510	LEGAL NOTICES & PUBLISHING	\$ 1,037	\$ 2,000	\$ 1,300
101-41110-410-43610	INSURANCE & BONDS	\$ 217	\$ 400	\$ 250
101-41110-410-44330	DUES & SUBSCRIPTIONS	\$ 4,492	\$ 3,800	\$ 4,500
	OTHER SERVICES & CHARGES	\$ 7,001	\$ 9,900	\$ 9,750
101-41110-410-45700	OFFICE FURNITURE & EQUIPMENT	\$ -	\$ -	\$ -
	CAPITAL OUTLAY	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 25,271	\$ 27,953	\$ 27,802

NOTES:

Dues include Metro Cities, League of Minnesota Cities, Mayor's Association and Suburban Rate Authority

CITY OF LAUDERDALE
CITY ADMINISTRATION
2019

Account Number	Account Description	2017 Actual	2018 Adopted	2019 Proposed
101-41320-410-41010	FULL TIME EMPLOYEES	\$ 120,797	\$ 126,150	\$ 128,436
101-41320-410-41020	OVERTIME	\$ -	\$ -	\$ -
101-41320-410-41040	TEMPORARY EMPLOYEES	\$ -	\$ -	\$ -
101-41320-410-41210	PERA	\$ 9,060	\$ 9,461	\$ 9,633
101-41320-410-41220	FICA	\$ 7,587	\$ 7,821	\$ 7,963
101-41320-410-41225	MEDICARE	\$ 1,774	\$ 1,829	\$ 1,862
101-41320-410-41250	DEFERRED COMPENSATION	\$ 505	\$ 500	\$ 525
101-41320-410-41310	HEALTH INSURANCE	\$ 19,092	\$ 19,172	\$ 17,706
101-41320-410-41320	DENTAL INSURANCE	\$ 398	\$ 200	\$ 400
101-41320-410-41330	LIFE INSURANCE	\$ 841	\$ 300	\$ 850
101-41320-410-41340	DISABILITY INSURANCE	\$ 703	\$ 200	\$ 700
101-41320-410-41420	UNEMPLOYMENT	\$ -	\$ -	\$ -
101-41320-410-41510	WORKERS COMPENSATION INSURANCE	\$ 884	\$ 1,018	\$ 1,027
	PERSONNEL	\$ 161,641	\$ 166,651	\$ 169,102
101-41320-410-42010	OFFICE SUPPLIES	\$ 469	\$ 1,000	\$ 800
101-41320-410-42020	COMPUTER SUPPLIES	\$ -	\$ 500	\$ 500
101-41320-410-42030	PRINTED FORMS	\$ 3,434	\$ 4,500	\$ 4,500
101-41320-410-42110	GENERAL SUPPLIES	\$ 195	\$ 200	\$ 200
101-41320-410-42115	MEETINGS	\$ -	\$ -	\$ -
101-41320-410-42410	MINOR EQUIPMENT & TOOLS	\$ -	\$ -	\$ -
101-41320-410-42420	MINOR COMPUTER EQUIPMENT	\$ 1,557	\$ 1,500	\$ 1,500
	SUPPLIES	\$ 5,655	\$ 7,700	\$ 7,500
101-41320-410-43030	AUDITING & ACCOUNTING SERVICES	\$ 15,036	\$ 15,000	\$ 16,000
101-41320-410-43090	EXPERT & PROFESSIONAL SERVICES	\$ 8,353	\$ 16,000	\$ 16,000
101-41320-410-43140	TRAINING & EDUCATION	\$ 1,963	\$ 3,000	\$ 3,000
101-41320-410-43220	POSTAGE	\$ 865	\$ 4,000	\$ 4,000
101-41320-410-43250	OTHER COMMUNICATIONS	\$ -	\$ -	\$ -
101-41320-410-43310	TRAVEL EXPENSE	\$ 1,369	\$ 1,500	\$ 1,500
101-41320-410-43510	LEGAL NOTICES & PUBLISHING	\$ 1,407	\$ 1,000	\$ 1,300
101-41320-410-43610	INSURANCE & BONDS	\$ 2,629	\$ 3,500	\$ 2,900
101-41320-410-44040	VEHICLE/EQUIPMENT REPAIRS	\$ -	\$ -	\$ -
101-41320-410-44160	RENTS & LEASES	\$ 2,384	\$ 2,700	\$ 2,700
101-41320-410-44325	BANK FEES & CHARGES	\$ 1,417	\$ 1,000	\$ 1,500
101-41320-410-44330	DUES & SUBSCRIPTIONS	\$ 9,158	\$ 5,300	\$ 9,500
101-41320-410-44370	MISCELLANEOUS CHARGES	\$ 539	\$ 600	\$ 600
	OTHER SERVICES & CHARGES	\$ 45,120	\$ 53,600	\$ 59,000
101-41320-410-45700	OFFICE EQUIPMENT & FURNITURE	\$ -	\$ -	\$ -
	CAPITAL OUTLAY	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 212,415	\$ 227,951	\$ 235,602

NOTES

Dues includes MCFOA, MAMA, MN GFOA, IMCA, MCMA, Press, Notary, RC GIS

CITY OF LAUDERDALE
ELECTIONS
2019

Account Number	Account Description	2017 Actual	2018 Adopted	2019 Proposed
101-41410-410-41010	FULL TIME EMPLOYEES	\$ 10,096	\$ 10,745	\$ 11,388
101-41410-410-41040	TEMPORARY EMPLOYEES	\$ -	\$ 5,000	\$ -
101-41410-410-41210	PERA	\$ 757	\$ 806	\$ 854
101-41410-410-41220	FICA	\$ 633	\$ 666	\$ 706
101-41410-410-41225	MEDICARE	\$ 148	\$ 156	\$ 165
101-41410-410-41250	DEFERRED COMPENSATION	\$ 56	\$ -	\$ 50
101-41410-410-41310	HEALTH INSURANCE	\$ 1,854	\$ 1,763	\$ 1,753
101-41410-410-41320	DENTAL INSURANCE	\$ 44	\$ 50	\$ 50
101-41410-410-41330	LIFE INSURANCE	\$ 56	\$ 25	\$ 50
101-41410-410-41340	DISABILITY INSURANCE	\$ 62	\$ 25	\$ 50
101-41410-410-41510	WORKERS COMPENSATION INSURANCE	\$ 74	\$ 115	\$ 91
	PERSONNEL	\$ 13,781	\$ 19,351	\$ 15,157
101-41410-410-42010	OFFICE SUPPLIES	\$ -	\$ -	\$ -
101-41410-410-42110	GENERAL SUPPLIES	\$ -	\$ 1,500	\$ 500
101-41410-410-42410	MINOR EQUIPMENT & TOOLS	\$ 2,302	\$ 2,500	\$ 2,300
	SUPPLIES	\$ 2,302	\$ 4,000	\$ 2,800
101-41410-410-43510	LEGAL NOTICES PUBLISHING	\$ -	\$ 500	\$ -
101-41410-410-44370	MISCELLANEOUS CHARGES (AB VOTING)	\$ -	\$ 1,000	\$ -
	OTHER SERVICES & CHARGES	\$ -	\$ 1,500	\$ -
101-41410-410-45700	OFFICE EQUIPMENT & FURNITURE	\$ -	\$ -	\$ -
	CAPITAL OUTLAY	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 16,083	\$ 24,851	\$ 17,957

CITY OF LAUDERDALE
LEGAL
2019

Account Number	Account Description	2017 Actual	2018 Adopted	2019 Proposed
101-41610-410-43040	LEGAL SERVICES - CIVIL PROCESS	\$ 38,050	\$ 11,500	\$ 15,000
101-41610-410-43045	LEGAL SERVICES - PROSECUTION	\$ 11,100	\$ 11,500	\$ 11,500
	OTHER SERVICES & CHARGES	<u>\$ 49,150</u>	<u>\$ 23,000</u>	<u>\$ 26,500</u>
TOTAL EXPENDITURES		<u><u>\$ 49,150</u></u>	<u><u>\$ 23,000</u></u>	<u><u>\$ 26,500</u></u>

CITY OF LAUDERDALE
 PLANNING, ZONING & INSPECTIONS
 2019

Account Number	Account Description	2017 Actual	2018 Adopted	2019 Proposed
101-41910-410-41010	FULL TIME EMPLOYEES	\$ 22,543	\$ 23,739	\$ 15,639
101-41910-410-41210	PERA	\$ 1,691	\$ 1,780	\$ 1,173
100-41910-410-41220	FICA	\$ 1,415	\$ 1,472	\$ 970
101-41910-410-41225	MEDICARE	\$ 331	\$ 344	\$ 227
101-41910-410-41250	DEFERRED COMPENSATION	\$ 138	\$ -	\$ 100
101-41910-410-41310	HEALTH INSURANCE	\$ 4,105	\$ 3,547	\$ 2,214
101-41910-410-41320	DENTAL INSURANCE	\$ 133	\$ 200	\$ 100
101-41910-410-41330	LIFE INSURANCE	\$ 121	\$ 400	\$ 90
101-41910-410-41340	DISABILITY INSURANCE	\$ 134	\$ 200	\$ 100
101-41910-410-41510	WORKERS COMPENSATION INSURANCE	\$ 165	\$ 190	\$ 125
	PERSONNEL	\$ 30,777	\$ 31,872	\$ 20,738
101-41910-410-42010	OFFICE SUPPLIES	\$ -	\$ -	\$ -
101-41910-410-42030	PRINTED FORMS	\$ -	\$ -	\$ -
101-41910-410-42110	GENERAL SUPPLIES	\$ -	\$ -	\$ -
	SUPPLIES	\$ -	\$ -	\$ -
101-41910-410-43090	EXPERT & PROFESSIONAL SERVICES	\$ 33,794	\$ 15,000	\$ 16,500
101-41910-410-43140	TRAINING & EDUCATION	\$ -	\$ -	\$ -
101-41910-410-43220	POSTAGE	\$ 140	\$ 250	\$ 250
101-41910-410-43610	INSURANCE & BONDS	\$ 330	\$ 400	\$ 400
101-41910-410-44330	DUES AND SUBSCRIPTIONS	\$ 219	\$ -	\$ 150
	OTHER SERVICES & CHARGES	\$ 34,482	\$ 15,650	\$ 17,300
TOTAL EXPENDITURES		\$ 65,259	\$ 47,522	\$ 38,038

CITY OF LAUDERDALE
GENERAL GOVERNMENT BUILDINGS
2019

Account Number	Account Description	2017 Actual	2018 Adopted	2019 Proposed
101-41940-410-42110	GENERAL SUPPLIES	\$ 1,374	\$ 1,000	\$ 1,500
101-41940-410-42230	BUILDING REPAIR SUPPLIES	\$ -	\$ -	\$ -
101-41940-410-42410	MINOR EQUIPMENT & TOOLS	\$ -	\$ -	\$ -
	SUPPLIES	\$ 1,374	\$ 1,000	\$ 1,500
101-41940-410-43090	EXPERT & PROFESSIONAL SERVICES	\$ -	\$ -	\$ -
101-41940-410-43210	TELEPHONE & TELEGRAPH	\$ 1,780	\$ 2,400	\$ 2,400
101-41940-410-43250	OTHER COMMUNICATIONS (INTERNET)	\$ -	\$ 6,000	\$ 6,000
101-41940-410-43610	INSURANCE & BONDS	\$ 3,915	\$ 3,200	\$ 4,000
101-41940-410-43810	ELECTRIC UTILITIES	\$ 3,215	\$ 4,000	\$ 5,000
101-41940-410-43820	WATER UTILITIES	\$ 526	\$ 600	\$ 600
101-41940-410-43830	GAS UTILITIES	\$ 2,470	\$ 3,000	\$ 3,000
101-41940-410-43840	REFUSE DISPOSAL	\$ 4,305	\$ 4,000	\$ 4,500
101-41940-410-43850	SEWER UTILITIES	\$ -	\$ -	\$ -
101-41940-410-44010	BUILDING MAINTENANCE	\$ 1,732	\$ 2,500	\$ 2,500
101-41940-410-44040	VEHICLE/EQUIPMENT REPAIRS	\$ -	\$ -	\$ -
101-41940-410-44160	RENTS & LEASES	\$ -	\$ -	\$ -
	OTHER SERVICES & CHARGES	\$ 17,944	\$ 25,700	\$ 28,000
101-41940-410-45700	OFFICE FURNITURE & EQUIPMENT	\$ -	\$ -	\$ -
	CAPITAL OUTLAY	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 19,318	\$ 26,700	\$ 29,500

NOTES:

Dues include Metro Cities, League of Minnesota Cities, Mayor's Association and Suburban Rate Authority

CITY OF LAUDERDALE
PUBLIC SAFETY
2019

Account Number	Account Description	2017 Actual	2018 Adopted	2019 Proposed
101-42100-420-43100	DISPATCH	\$ 18,469	\$ 17,773	\$ 15,670
101-42100-420-43110	POLICE CONTRACT	\$ 672,590	\$ 692,701	\$ 713,141
101-42100-420-44370	MISCELLANEOUS CHARGES	\$ 75	\$ 200	\$ 200
101-42220-420-43120	FIRE CONTRACT	\$ 20,086	\$ 18,500	\$ 21,000
101-42220-420-43125	FIRE CALLS & INSPECTIONS	\$ 13,386	\$ 14,000	\$ 14,000
101-42200-420-44370	MISCELLANEOUS CHARGES	\$ 264	\$ -	\$ 300
	OTHER SERVICES & CHARGES	\$ 724,870	\$ 743,174	\$ 764,311
101-42220-420-45400	MACHINERY & EQUIPMENT	\$ -	\$ -	\$ -
	CAPITAL OUTLAY	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 724,870	\$ 743,174	\$ 764,311

CITY OF LAUDERDALE
 BUILDING INSPECTIONS
 2019

Account Number	Account Description	2017 Actual	2018 Adopted	2019 Proposed
101-42400-420-41010	FULL TIME EMPLOYEES	\$ 22,129	\$ 17,562	\$ 32,517
101-42400-420-42010	OVERTIME	\$ 86	\$ -	\$ -
101-42400-420-41210	PERA	\$ 1,666	\$ 1,317	\$ 1,742
101-42400-420-41220	FICA	\$ 1,592	\$ 1,089	\$ 1,440
101-42400-420-41225	MEDICARE	\$ 372	\$ 255	\$ 337
101-42400-420-41250	DEFERRED COMPENSATION	\$ 2,251	\$ 1,829	\$ 1,900
101-42400-420-41310	HEALTH INSURANCE	\$ -	\$ -	\$ 2,408
101-42400-420-41320	DENTAL INSURANCE	\$ 110	\$ 100	\$ 200
101-42400-420-41330	LIFE INSURANCE	\$ 526	\$ 500	\$ 600
101-42400-420-41340	DISABILITY INSURANCE	\$ 67	\$ 55	\$ 100
101-42400-420-41510	WORKERS COMPENSATION INSURANCE	\$ 1,222	\$ 808	\$ 1,068
	PERSONNEL	\$ 30,021	\$ 23,515	\$ 42,312
101-42400-420-42030	PRINTED FORMS	\$ -	\$ -	\$ -
101-42400-420-42110	GENERAL SUPPLIES	\$ -	\$ -	\$ -
	SUPPLIES	\$ -	\$ -	\$ -
101-42400-420-43090	EXPERT & PROFESSIONAL SERVICES	\$ 8,510	\$ 3,000	\$ 3,000
101-42400-420-43140	TRAINING & EDUCATION	\$ 1,175	\$ 600	\$ 600
101-42400-420-43220	POSTAGE	\$ 245	\$ -	\$ 250
101-42400-420-43310	TRAVEL EXPENSES	\$ -	\$ -	\$ -
101-42400-420-43510	LEGAL NOTICES PUBLISHING	\$ -	\$ -	\$ -
101-42400-420-43610	INSURANCE & BONDS	\$ 208	\$ 400	\$ 400
101-42400-420-44330	DUES & SUBSCRIPTIONS	\$ -	\$ 100	\$ 100
101-42400-420-44380	BUILDING PERMIT SURCHARGES	\$ 463	\$ 1,000	\$ 750
	OTHER SERVICES & CHARGES	\$ 10,602	\$ 5,100	\$ 5,100
TOTAL EXPENDITURES		\$ 40,623	\$ 28,615	\$ 47,412

CITY OF LAUDERDALE
PUBLIC WORKS
2019

Account Number	Account Description	2017 Actual	2018 Adopted	2019 Proposed
101-43121-430-41010	FULL TIME EMPLOYEES	\$ 38,049	\$ 37,730	\$ 37,209
101-43121-430-41020	OVERTIME	\$ 106	\$ -	\$ -
101-43121-430-41040	TEMPORARY EMPLOYEES	\$ -	\$ -	\$ -
101-43121-430-41210	PERA	\$ 2,715	\$ 2,680	\$ 2,603
101-43121-430-41220	FICA	\$ 2,759	\$ 2,339	\$ 2,307
101-43131-430-41225	MEDICARE	\$ 645	\$ 547	\$ 540
101-43121-430-41250	DEFERRED COMPENSATION	\$ 5,055	\$ 5,612	\$ 5,059
101-43121-430-41310	HEALTH INSURANCE	\$ 1,151	\$ -	\$ -
101-43121-430-41320	DENTAL INSURANCE	\$ 110	\$ 50	\$ 100
101-43121-430-41330	LIFE INSURANCE	\$ 579	\$ 200	\$ 550
101-43121-430-41340	DISABILITY INSURANCE	\$ 166	\$ 100	\$ 150
101-43121-430-41510	WORKERS COMPENSATION INSURANCE	\$ 1,473	\$ 1,736	\$ 1,712
	PERSONNEL	\$ 52,807	\$ 50,994	\$ 50,230
101-43121-430-42110	GENERAL SUPPLIES	\$ 796	\$ 700	\$ 700
101-43121-430-42120	MOTOR FUELS	\$ 2,389	\$ 2,500	\$ 2,500
101-43121-430-42130	LUBRICANTS & ADDITIVES	\$ -	\$ 150	\$ 150
101-43121-430-42160	CHEMICALS & CHEMICAL PRODUCTS	\$ -	\$ -	\$ -
101-43121-430-42170	SAFETY EQUIPMENT	\$ -	\$ -	\$ -
101-43121-430-42210	VEHICLE/EQUIPMENT PARTS	\$ 235	\$ 1,500	\$ 500
101-43121-430-42220	TIRES	\$ -	\$ -	\$ -
101-43121-430-42240	STREET MAINTENANCE MATERIALS	\$ -	\$ -	\$ -
101-43121-430-42410	MINOR EQUIPMENT & TOOLS	\$ 92	\$ 1,000	\$ 1,000
101-43121-430-42420	MINOR COMPUTER EQUIPMENT	\$ -	\$ -	\$ -
	SUPPLIES	\$ 3,512	\$ 5,850	\$ 4,850
101-43121-430-43030	ENGINEERING	\$ 6,723	\$ 1,000	\$ 8,000
101-43121-430-43090	EXPERT & PROFESSIONAL SERVICES (SNOW)	\$ 14,423	\$ 12,000	\$ 12,000
101-43121-430-43095	TREE TRIMMING AND REMOVAL	\$ -	\$ 14,000	\$ 14,000
101-43121-430-43140	TRAINING & EDUCATION	\$ 400	\$ 500	\$ 500
101-43121-430-43210	TELEPHONE & TELEGRAPH	\$ 359	\$ -	\$ -
101-43121-430-43310	TRAVEL EXPENSE	\$ 69	\$ -	\$ -
101-43121-430-43610	INSURANCE & BONDS	\$ 1,797	\$ 2,200	\$ 2,000
101-43121-430-44010	BUILDING MAINTENANCE	\$ -	\$ -	\$ -
101-43121-430-44040	VEHICLE/EQUIPMENT REPAIRS	\$ 1,770	\$ 1,500	\$ 2,000
101-43121-430-44160	RENTS & LEASES	\$ -	\$ -	\$ -
101-43121-430-44330	DUES & SUBSCRIPTIONS	\$ 25	\$ -	\$ -
101-43121-430-44390	TAXES & LICENSES	\$ -	\$ 50	\$ 50
	OTHER SERVICES & CHARGES	\$ 25,565	\$ 31,250	\$ 38,550
101-43121-430-45400	MACHINERY & EQUIPMENT	\$ -	\$ -	\$ -
	CAPITAL OUTLAY	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 81,884	\$ 88,094	\$ 93,630

CITY OF LAUDERDALE
STREET LIGHTING
2019

Account Number	Account Description	2017 Actual	2018 Adopted	2019 Proposed
101-43160-430-43810	ELECTRIC UTILITIES	\$ 6,295	\$ 7,000	\$ 7,000
101-43160-430-44040	VEHICLE/EQUIPMENT REPAIRS	\$ -	\$ -	\$ -
	OTHER SERVICES & CHARGES	<u>\$ 6,295</u>	<u>\$ 7,000</u>	<u>\$ 7,000</u>
TOTAL EXPENDITURES		<u><u>\$ 6,295</u></u>	<u><u>\$ 7,000</u></u>	<u><u>\$ 7,000</u></u>

CITY OF LAUDERDALE
PARKS & RECREATION
2019

Account Number	Account Description	2017 Actual	2018 Adopted	2019 Proposed
101-45200-450-41010	FULL TIME EMPLOYEES	\$ 49,470	\$ 50,797	\$ 57,766
101-45200-450-41020	OVERTIME	\$ 68	\$ -	\$ -
101-45200-450-41040	TEMPORARY EMPLOYEES	\$ 4,970	\$ 6,000	\$ 6,000
101-45200-450-41210	PERA	\$ 3,509	\$ 3,600	\$ 3,657
101-45200-450-41220	FICA	\$ 3,729	\$ 3,521	\$ 3,582
101-45200-450-41225	MEDICARE	\$ 872	\$ 824	\$ 838
101-45200-450-41250	DEFERRED COMPENSATION	\$ 4,951	\$ 5,542	\$ 4,314
101-45200-450-41310	HEALTH INSURANCE	\$ 4,146	\$ 3,000	\$ 4,000
101-45200-450-41320	DENTAL INSURANCE	\$ 177	\$ 175	\$ 175
101-45200-450-41330	LIFE INSURANCE	\$ 375	\$ 200	\$ 375
101-45200-450-41340	DISABILITY INSURANCE	\$ 273	\$ 150	\$ 250
101-45200-450-41420	UNEMPLOYMENT	\$ -	\$ -	\$ -
101-45200-450-41510	WORKERS COMPENSATION INSURANCE	\$ 1,293	\$ 1,555	\$ 1,565
	PERSONNEL	\$ 73,834	\$ 75,364	\$ 82,522
101-45200-450-42030	PRINTED FORMS	\$ -	\$ -	\$ -
101-45200-450-42110	GENERAL SUPPLIES	\$ 139	\$ 500	\$ 500
101-45200-450-42115	MEETINGS	\$ -	\$ -	\$ -
101-45200-450-42120	MOTOR FUELS	\$ -	\$ -	\$ -
101-45200-450-42160	CHEMICALS & CHEMICAL PRODUCTS	\$ -	\$ -	\$ -
101-45200-450-42210	VEHICLE/EQUIPMENT PARTS	\$ -	\$ 500	\$ -
101-45200-450-42220	TIRES	\$ -	\$ -	\$ -
101-45200-450-42230	BUILDING REPAIR SUPPLIES	\$ -	\$ -	\$ -
101-45200-450-42410	MINOR EQUIPMENT & TOOLS	\$ -	\$ -	\$ -
	SUPPLIES	\$ 139	\$ 1,000	\$ 500
101-45200-450-43090	EXPERT & PROFESSIONAL SERVICES	\$ -	\$ -	\$ -
101-45200-450-43130	COMMUNITY EVENTS	\$ 3,398	\$ 3,000	\$ 3,500
101-45200-450-43140	TRAINING & EDUCATION	\$ -	\$ -	\$ -
101-45200-450-43210	TELEPHONE & TELEGRAPH	\$ 33	\$ -	\$ -
101-45200-450-43310	TRAVEL EXPENSE	\$ -	\$ -	\$ -
101-45200-450-43610	INSURANCE & BONDS	\$ 638	\$ 800	\$ 800
101-45200-450-43810	ELECTRIC UTILITIES	\$ 653	\$ 400	\$ 700
101-45200-450-43820	WATER UTILITIES	\$ 229	\$ 600	\$ 500
101-45200-450-43830	GAS UTILITIES	\$ 521	\$ 500	\$ 600
101-45200-450-43840	REFUSE DISPOSAL	\$ -	\$ -	\$ -
101-45200-450-44010	BUILDING MAINTENANCE	\$ -	\$ -	\$ -
101-45200-450-44040	VEHICLE/EQUIPMENT MAINTENANCE	\$ 647	\$ -	\$ -
101-45200-450-44160	RENTS & LEASES (PORTABLE RESTROOM)	\$ 1,755	\$ 1,500	\$ 1,800
101-45200-450-44382	RECREATION PROGRAMS	\$ 1,805	\$ 1,900	\$ 1,900
	OTHER SERVICES & CHARGES	\$ 9,679	\$ 8,700	\$ 9,800
101-45200-450-45200	BUILDING & IMPROVEMENTS	\$ -	\$ -	\$ -
	CAPITAL OUTLAY	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 83,652	\$ 85,064	\$ 92,822

CITY OF LAUDERDALE
 ECONOMIC DEVELOPMENT
 2019

Account Number	Account Description	2017 Actual	2018 Adopted	2019 Proposed
101-46500-462-43090	CONSULTING FEES	\$ 7,814	\$ 10,000	\$ 10,000
101-46500-462-44370	MISCELLANEOUS	\$ -	\$ -	\$ -
	OTHER SERVICES & CHARGES	<u>\$ 7,814</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>
TOTAL EXPENDITURES		<u><u>\$ 7,814</u></u>	<u><u>\$ 10,000</u></u>	<u><u>\$ 10,000</u></u>

CITY OF LAUDERDALE
 MISCELLANEOUS UNALLOCATED EXPENDITURES
 2019

Account Number	Account Description	2017 Actual	2018 Adopted	2019 Proposed
101-49200-410-48100	CONTINGENCY	\$ -	\$ 10,000	\$ 10,000
	OTHER SERVICES & CHARGES	\$ -	\$ 10,000	\$ 10,000
TOTAL EXPENDITURES		<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>

CITY OF LAUDERDALE
OTHER FINANCING USES
2019

Account Number	Account Description	2017 Actual	2018 Adopted	2019 Proposed
101-49300-410-47200	TRANSFER OUT	\$ 38,000	\$ 38,000	\$ 38,000
	TRANSFERS	\$ 38,000	\$ 38,000	\$ 38,000
TOTAL EXPENDITURES		<u>\$ 38,000</u>	<u>\$ 38,000</u>	<u>\$ 38,000</u>



CITY OF LAUDERDALE
SPECIAL REVENUE FUNDS
CAPITAL FUNDS
ENTERPRISE FUNDS
BUDGET 2019

Adopted December 11, 2018

CITY OF LAUDERDALE
SPECIAL REVENUE FUNDS
2019

Fund	Fund Title	2017 Actual	2018 Adopted	2019 Proposed
226	COMMUNICATIONS	\$ 22,130	\$ 20,040	\$ 20,040
227	RECYCLING	\$ 49,232	\$ 47,292	\$ 52,460
	TOTAL REVENUES	\$ 71,362	\$ 67,332	\$ 72,500
226	COMMUNICATIONS	\$ 16,799	\$ 17,267	\$ 18,230
227	RECYCLING	\$ 46,083	\$ 53,090	\$ 61,846
	TOTAL EXPENDITURES	\$ 62,882	\$ 70,357	\$ 80,076

CITY OF LAUDERDALE
COMMUNICATIONS
2019

Account Number	Account Description	2017 Actual	2018 Adopted	2019 Proposed
226-00000-410-31810	FRANCHISE TAX	\$ 22,034	\$ 20,000	\$ 20,000
226-00000-410-36210	INTEREST ON INVESTMENTS	\$ 96	\$ 40	\$ 40
	TOTAL REVENUES	\$ 22,130	\$ 20,040	\$ 20,040
226-49840-410-41010	FULL TIME EMPLOYEES	\$ 5,883	\$ 6,232	\$ 6,579
226-49840-410-41210	PERA	\$ 441	\$ 467	\$ 493
226-49840-410-41220	FICA	\$ 369	\$ 386	\$ 408
226-49840-410-41225	MEDICARE	\$ 86	\$ 90	\$ 95
226-49840-410-41250	DEFERRED COMPENSATION	\$ 44	\$ -	\$ -
226-49840-410-41310	HEALTH INSURANCE	\$ 1,163	\$ 1,207	\$ 1,192
226-49840-410-41320	DENTAL INSURANCE	\$ 44	\$ 15	\$ 50
226-49840-410-41330	LIFE INSURANCE	\$ 26	\$ 10	\$ 25
226-49840-410-41340	DISABILITY INSURANCE	\$ 35	\$ 10	\$ 35
226-49840-410-41510	WORKERS COMPENSATION INSURANCE	\$ 43	\$ 50	\$ 53
	PERSONNEL	\$ 8,134	\$ 8,467	\$ 8,930
226-49840-410-42020	COMPUTER SERVICES	\$ 835	\$ 600	\$ 600
	SUPPLIES	\$ 835	\$ 600	\$ 600
226-49840-410-43130	SPECIAL PROGRAMS	\$ 3,097	\$ 3,200	\$ 3,200
226-49840-410-44160	RENTS & LEASES (CABLE COMM FEE)	\$ 4,733	\$ 5,000	\$ 5,000
226-49840-410-44370	MISCELLANEOUS CHARGES	\$ -	\$ -	\$ 500
	OTHER SERVICES & CHARGES	\$ 7,830	\$ 8,200	\$ 8,700
226-49840-410-45700	OFFICE EQUIPMENT & FURNITURE	\$ -	\$ -	\$ -
	CAPITAL OUTLAY	\$ -	\$ -	\$ -
	TOTAL EXPENDITURES	\$ 16,799	\$ 17,267	\$ 18,230
	REVENUES OVER/UNDER EXPENDITURES	\$ 5,331	\$ 2,773	\$ 1,810

CITY OF LAUDERDALE
 RECYCLING
 2019

Account Number	Account Description	2017 Actual	2018 Adopted	2019 Proposed
227-00000-430-33620	COUNTY GRANTS	\$ 6,213	\$ 5,832	\$ 6,000
227-00000-430-36101	SPECIAL ASSESSMENTS - COUNTY	\$ 41,621	\$ 40,460	\$ 45,460
227-00000-430-36102	PENALTIES & INTEREST	\$ 238	\$ -	\$ -
227-00000-430-36210	INTEREST ON INVESTMENTS	\$ 1,160	\$ 1,000	\$ 1,000
	TOTAL REVENUES	\$ 49,232	\$ 47,292	\$ 52,460
227-43245-430-41010	FULL TIME EMPLOYEES	\$ 15,730	\$ 16,374	\$ 17,025
227-43245-430-41210	PERA	\$ 1,180	\$ 1,228	\$ 1,277
227-43245-430-41220	FICA	\$ 988	\$ 1,015	\$ 1,056
227-43245-430-41225	MEDICARE	\$ 231	\$ 237	\$ 247
227-43245-430-41250	DEFERRED COMPENSATION	\$ 102	\$ 60	\$ 105
227-43245-430-41310	HEALTH INSURANCE	\$ 2,907	\$ 2,945	\$ 2,855
227-43245-430-41320	DENTAL INSURANCE	\$ 110	\$ 40	\$ 115
227-43245-430-41330	LIFE INSURANCE	\$ 85	\$ 30	\$ 90
227-43245-430-41340	DISABILITY INSURANCE	\$ 91	\$ 30	\$ 90
227-43245-430-41510	WORKERS COMPENSATION INSURANCE	\$ 115	\$ 131	\$ 136
	PERSONNEL	\$ 21,539	\$ 22,090	\$ 22,996
227-43245-430-42110	GENERAL SUPPLIES	\$ -	\$ -	\$ -
227-43245-430-42115	MEETING EXPENSES	\$ -	\$ -	\$ -
	SUPPLIES	\$ -	\$ -	\$ -
227-43245-430-43130	RECYCLING CONTRACTOR	\$ 24,212	\$ 31,000	\$ 38,500
227-43245-430-43430	ADVERTISING - OTHER	\$ -	\$ -	\$ -
227-43245-430-44330	DUES & SUBSCRIPTIONS	\$ 331	\$ -	\$ 350
	OTHER SERVICES & CHARGES	\$ 24,543	\$ 31,000	\$ 38,850
	TOTAL EXPENDITURES	\$ 46,083	\$ 53,090	\$ 61,846
	REVENUES OVER/UNDER EXPENDITURES	\$ 3,149	\$ (5,798)	\$ (9,386)

CITY OF LAUDERDALE
DEBT SERVICE - 1795 EUSTIS STREET
2019

Account Number	Account Description	2017 Actual	2018 Adopted	2019 Proposed
305-00000-462-36210	INTEREST ON INVESTMENTS	\$ -	\$ -	\$ 300
305-00000-462-39200	TRANSFER IN	\$ -	\$ -	\$ -
305-47000-462-39300	BONDS PROCEEDS	\$ -	\$ -	\$ -
	TOTAL REVENUES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 300</u>
305-47000-462-47110	BOND PRINCIPAL	\$ -	\$ -	\$ -
305-47000-462-47210	BOND INTEREST	\$ -	\$ -	\$ 18,939
	OTHER FINANCING	\$ -	\$ -	\$ 18,939
	TOTAL EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 18,939</u>
	REVENUES OVER/UNDER EXPENDITURES	\$ -	\$ -	\$ (18,639)

CITY OF LAUDERDALE
 CAPITAL IMPROVEMENT FUNDS
 2019

Fund	Fund Title	2017 Actual	2018 Adopted	2019 Proposed
401	GENERAL CAPITAL	\$ 1,162	\$ 500	\$ 28,000
403	STREET CAPITAL	\$ 21,851	\$ 6,000	\$ 6,000
404	PARK CAPITAL	\$ 4,831	\$ 3,000	\$ 3,500
405	ROSEHILL TAX INCREMENT	\$ 484	\$ -	\$ -
414	DEVELOPMENT	\$ 121,614	\$ 39,000	\$ 40,000
415	HOUSING REDEVELOPMENT	\$ -	\$ -	\$ -
	TOTAL REVENUES	\$ 149,941	\$ 48,500	\$ 77,500
401	GENERAL CAPITAL	\$ 7,459	\$ 10,000	\$ 70,000
402	STREET CAPITAL	\$ 7,385	\$ 40,000	\$ -
404	PARK CAPITAL	\$ 16,200	\$ 25,000	\$ 65,000
405	ROSEHILL TAX INCREMENT	\$ 991	\$ -	\$ -
414	DEVELOPMENT	\$ 0	\$ 10,000	\$ 20,000
415	HOUSING REDEVELOPMENT	\$ -	\$ -	\$ -
	TOTAL EXPENDITURES	\$ 32,035	\$ 85,000	\$ 155,000

CITY OF LAUDERDALE
GENERAL CAPITAL
2019

Account Number	Account Description	2017 Actual	2018 Adopted	2019 Proposed
401-00000-410-33422	OTHER STATE GRANTS & AIDS	\$ -	\$ -	\$ -
401-00000-410-36200	OTHER MISCELLANEOUS REVENUE	\$ -	\$ -	\$ -
401-00000-410-36210	INTEREST ON INVESTMENTS	\$ 1,162	\$ 500	\$ 1,000
401-00000-410-39200	TRANSFER IN	\$ -	\$ -	\$ 27,000
	TOTAL REVENUES	<u>\$ 1,162</u>	<u>\$ 500</u>	<u>\$ 28,000</u>
401-41940-410-44370	MISCELLANEOUS CHARGES	\$ 1,280	\$ -	\$ -
	OTHER SERVICES & CHARGES	\$ 1,280	\$ -	\$ -
401-41940-410-45300	IMPROVEMENTS OTHER THAN BUILDINGS	\$ 6,179	\$ -	\$ 60,000
401-41940-410-45400	MACHINERY & EQUIPMENT	\$ -	\$ 10,000	\$ 10,000
	CAPITAL OUTLAY	<u>\$ 6,179</u>	<u>\$ 10,000</u>	<u>\$ 70,000</u>
401-41940-410-47200	TRANSFER OUT	\$ -	\$ -	\$ -
	OTHER FINANCING	\$ -	\$ -	\$ -
	TOTAL EXPENDITURES	<u>\$ 7,459</u>	<u>\$ 10,000</u>	<u>\$ 70,000</u>
	REVENUES OVER/UNDER EXPENDITURES	\$ (6,297)	\$ (9,500)	\$ (42,000)

CITY OF LAUDERDALE
STREET CAPITAL
2019

Account Number	Account Description	2017 Actual	2018 Adopted	2019 Proposed
403-00000-430-33422	OTHER STATE GRANTS & AIDS	\$ 16,470	\$ -	\$ -
403-00000-430-36200	OTHER MISCELLANEOUS REVENUE	\$ 137	\$ -	\$ -
403-00000-430-36210	INTEREST ON INVESTMENTS	\$ 5,244	\$ 6,000	\$ 6,000
403-00000-430-39200	TRANSFER IN	\$ -	\$ -	\$ -
	TOTAL REVENUES	<u>\$ 21,851</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>
403-43121-430-45300	IMPROVEMENTS OTHER THAN BUILDINGS	\$ 7,385	\$ 40,000	\$ -
	CAPITAL OUTLAY	<u>\$ 7,385</u>	<u>\$ 40,000</u>	<u>\$ -</u>
403-43121-430-47200	TRANSFER OUT	\$ -	\$ -	\$ -
	OTHER FINANCING	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	TOTAL EXPENDITURES	<u>\$ 7,385</u>	<u>\$ 40,000</u>	<u>\$ -</u>
	REVENUES OVER/UNDER EXPENDITURES	\$ 14,466	\$ (34,000)	\$ 6,000

CITY OF LAUDERDALE
PARK CAPITAL
2019

Account Number	Account Description	2017 Actual	2018 Adopted	2019 Proposed
404-00000-450-36200	OTHER MISCELLANEOUS REVENUE	\$ -	\$ -	\$ -
404-00000-450-36210	INTEREST ON INVESTMENTS	\$ 3,331	\$ 3,000	\$ 3,500
404-00000-450-36230	CONTRIBUTIONS & DONATIONS	\$ 1,500	\$ -	\$ -
404-00000-450-36250	PARKLAND FEES	\$ -	\$ -	\$ -
404-0000-450-39200	TRANSFER IN	\$ -	\$ -	\$ -
	TOTAL REVENUES	<u>\$ 4,831</u>	<u>\$ 3,000</u>	<u>\$ 3,500</u>
404-45200-450-42410	MINOR EQUIPMENT & TOOLS	\$ -	\$ -	\$ -
	OTHER SERVICES & CHARGES	\$ -	\$ -	\$ -
404-45200-450-45100	LAND	\$ -	\$ -	\$ -
404-45200-450-45200	BUILDING & IMPROVEMENTS	\$ -	\$ -	\$ -
404-45200-450-45300	IMPROVEMENTS OTHER THAN BUILDINGS	\$ 16,200	\$ 25,000	\$ 65,000
404-45200-450-45400	MACHINERY & EQUIPMENT	\$ -	\$ -	\$ -
	CAPITAL OUTLAY	<u>\$ 16,200</u>	<u>\$ 25,000</u>	<u>\$ 65,000</u>
404-45200-450-47200	TRANSFER OUT	\$ -	\$ -	\$ -
	OTHER FINANCING	\$ -	\$ -	\$ -
	TOTAL EXPENDITURES	<u>\$ 16,200</u>	<u>\$ 25,000</u>	<u>\$ 65,000</u>
	REVENUES OVER/UNDER EXPENDITURES	\$ (11,369)	\$ (22,000)	\$ (61,500)

CITY OF LAUDERDALE
 DEVELOPMENT
 2019

Account Number	Account Description	2017 Actual	2018 Adopted	2019 Proposed
414-00000-462-36200	OTHER MISCELLANEOUS REVENUE	\$ 81,125	\$ -	\$ -
414-00000-462-36210	INVESTMENT INTEREST	\$ 2,489	\$ 1,000	\$ 2,000
414-00000-462-36230	DONATIONS	\$ -	\$ -	\$ -
414-00000-462-39200	TRANSFER IN	\$ 38,000	\$ 38,000	\$ 38,000
	TOTAL REVENUES	\$ 121,614	\$ 39,000	\$ 40,000
414-46500-462-44370	MISCELLANEOUS CHARGES	\$ -	\$ -	\$ -
414-46500-462-45300	IMPROVEMENTS OTHER THAN BUILDINGS	\$ -	\$ 10,000	\$ 20,000
414-46500-462-47200	TRANSFER OUT	\$ 0	\$ -	\$ -
	OTHER FINANCING	\$ 0	\$ 10,000	\$ 20,000
	TOTAL EXPENDITURES	\$ 0	\$ 10,000	\$ 20,000
	REVENUES OVER/UNDER EXPENDITURES	\$ 121,614	\$ 29,000	\$ 20,000

CITY OF LAUDERDALE
HOUSING DEVELOPMENT
2019

Account Number	Account Description	2017 Actual	2018 Adopted	2019 Proposed
415-00000-461-36200	OTHER MISCELLANEOUS REVENUE	\$ -	\$ -	\$ -
415-00000-461-36210	INTEREST ON INVESTMENTS	\$ -	\$ -	\$ -
415-00000-461-39200	TRANSFER IN	\$ -	\$ -	\$ -
	TOTAL REVENUES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
415-46310-461-44370	TAXES AND LICENSES	\$ -	\$ -	\$ -
415-46310-461-45100	LAND	\$ -	\$ -	\$ -
	OTHER FINANCING	\$ -	\$ -	\$ -
	TOTAL EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	REVENUES OVER/UNDER EXPENDITURES	\$ -	\$ -	\$ -

CITY OF LAUDERDALE
TIF DISTRICT 1-2
2019

Account Number	Account Description	2017 Actual	2018 Adopted	2019 Proposed
416-00000-462-31050	TAX INCREMENT	\$ -	\$ -	\$ -
416-00000-462-63210	INTEREST ON INVESTMENTS	\$ -	\$ -	\$ 750
416-00000-462-39200	TRANSFER IN	\$ -	\$ -	\$ -
416-47000-462-39300	BOND PROCEEDS	\$ -	\$ -	\$ -
	TOTAL REVENUES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 750</u>
416-46500-462-44370	MISCELLANEOUS CHARGES	\$ -	\$ -	\$ -
416-46500-462-45300	IMPROVEMENTS OTHER THAN BUILDINGS	\$ -	\$ -	\$ -
416-46500-462-47200	TRANSFER OUT	\$ -	\$ -	\$ -
416-47000-462-47600	BOND ISSUANCE COSTS	\$ -	\$ -	\$ -
	OTHER FINANCING	\$ -	\$ -	\$ -
	TOTAL EXPENDITURES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	REVENUES OVER/UNDER EXPENDITURES	\$ -	\$ -	\$ 750

CITY OF LAUDERDALE
 ENTERPRISE FUNDS
 2019

Fund	Fund Title	2017 Actual	2018 Adopted	2019 Proposed
602	SANITARY SEWER	\$ 288,627	\$ 282,301	\$ 295,916
603	STORM WATER	\$ 119,049	\$ 104,575	\$ 111,694
	TOTAL REVENUES	\$ 407,676	\$ 386,876	\$ 407,610
602	SANITARY SEWER	\$ 256,790	\$ 266,301	\$ 295,916
603	STORM WATER	\$ 92,905	\$ 87,075	\$ 106,694
	TOTAL EXPENDITURES	\$ 349,695	\$ 353,376	\$ 402,610

CITY OF LAUDERDALE
SANITARY SEWER
2019

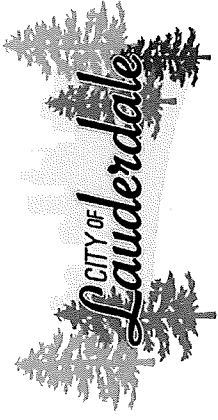
Account Number	Account Description	2017 Actual	2018 Adopted	2019 Proposed
602-00000-000-33422	OTHER STATE GRANTS & AIDS	\$ 15	\$ -	\$ -
602-00000-000-36210	INTEREST ON INVESTMENTS	\$ 11,706	\$ 10,000	\$ 10,000
602-00000-000-37210	SEWER CHARGES	\$ 276,905	\$ 272,301	\$ 285,916
602-00000-000-37290	SEWER ACCESS CHARGES	\$ -	\$ -	\$ -
602-00000-000-39101	SALE OF CAPITAL ASSETS	\$ -	\$ -	\$ -
602-00000-000-39110	GAIN ON DISPOSAL	\$ -	\$ -	\$ -
	TOTAL REVENUES	\$ 288,627	\$ 282,301	\$ 295,916
602-49450-000-41010	FULL TIME EMPLOYEES	\$ 36,263	\$ 50,409	\$ 55,338
602-49450-000-41020	OVERTIME	\$ 84	\$ -	\$ -
602-49450-000-41190	OTHER PAY	\$ -	\$ -	\$ -
602-49450-000-41195	COMP ABSENCES/OPEB	\$ 5,238	\$ -	\$ -
602-49450-000-41210	PERA	\$ 3,023	\$ 3,661	\$ 3,963
602-49450-000-41220	FICA	\$ 2,920	\$ 3,125	\$ 3,431
602-49450-000-41225	MEDICARE	\$ 683	\$ 731	\$ 802
602-49450-000-41250	DEFERRED COMPENSATION	\$ 4,074	\$ 5,000	\$ 4,300
602-49450-000-41310	HEALTH INSURANCE	\$ 2,385	\$ 2,266	\$ 3,244
602-49450-000-41320	DENTAL INSURANCE	\$ 102	\$ 50	\$ 110
602-49450-000-41330	LIFE INSURANCE	\$ 556	\$ 200	\$ 600
602-49450-000-41340	DISABILITY INSURANCE	\$ 198	\$ 60	\$ 200
602-49450-000-41510	WORKERS COMPENSATION INSURANCE	\$ 2,796	\$ 3,141	\$ 3,410
	PERSONNEL	\$ 58,321	\$ 68,643	\$ 75,398
602-49450-000-42110	GENERAL SUPPLIES	\$ -	\$ 100	\$ 100
602-49450-000-42120	MOTOR FUELS	\$ 512	\$ 700	\$ 700
602-49450-000-42130	LUBRICANTS & ADDITIVES	\$ -	\$ -	\$ -
602-49450-000-42170	SAFETY EQUIPMENT	\$ -	\$ -	\$ -
602-49450-000-42210	VEHICLE/EQUIPMENT PARTS	\$ -	\$ -	\$ -
602-49450-000-42220	TIRES	\$ -	\$ -	\$ -
602-49450-000-42240	STREET MAINTENANCE MATERIALS	\$ -	\$ -	\$ -
602-49450-000-42410	MINOR EQUIPMENT & TOOLS	\$ -	\$ -	\$ -
	SUPPLIES	\$ 512	\$ 800	\$ 800
602-49450-000-43010	AUDITING & ACCOUNTING SERVICES	\$ 3,222	\$ 2,200	\$ 3,500
602-49450-000-43030	ENGINEERING	\$ 5,045	\$ 22,000	\$ 10,000
602-49450-000-43090	EXPERT & PROFESSIONAL SERVICES	\$ -	\$ 7,000	\$ 7,000
602-49450-000-43140	TRAINING & EDUCATION	\$ 745	\$ 600	\$ 800
602-49450-000-43210	TELEPHONE & TELEGRAPH	\$ 196	\$ 300	\$ 300
602-49450-000-43310	TRAVEL EXPENSE	\$ -	\$ 100	\$ 100
602-49450-000-43430	ADVERTISING - OTHER	\$ -	\$ -	\$ -
602-49450-000-43610	INSURANCE & BONDS	\$ 2,740	\$ 3,500	\$ 3,000
602-49450-000-43820	WATER UTILITIES	\$ 93	\$ 100	\$ 100
602-49450-000-43850	SEWER - MET COUNCIL	\$ 137,131	\$ 130,158	\$ 160,918
602-49450-000-44040	VEHICLE/EQUIPMENT REPAIRS	\$ -	\$ 1,000	\$ 1,000
602-49450-000-44060	LAUNDRY SERVICES	\$ 717	\$ 800	\$ 800
602-49450-000-44160	RENTS & LEASES	\$ -	\$ -	\$ -
602-49450-000-44200	DEPRECIATION	\$ 39,768	\$ 20,000	\$ -
602-49450-000-44330	DUES & SUBSCRIPTIONS	\$ 1,648	\$ 400	\$ 1,500
602-49450-000-44370	MISCELLANEOUS CHARGES	\$ 7,211	\$ 8,000	\$ 8,000
602-49450-000-44390	TAXES & LICENSES	\$ -	\$ 700	\$ 700

602-49450-000-44450	CLAIMS & DAMAGES	\$ -	\$ -	\$ -
	OTHER SERVICES & CHARGES	\$ 198,515	\$ 196,858	\$ 197,718
602-49450-000-45300	IMPROVEMENTS OTHER THAN BUILDINGS	\$ (558)	\$ -	\$ -
602-49450-000-45500	VEHICLES	\$ -	\$ -	\$ -
	CAPITAL OUTLAY	\$ (558)	\$ -	\$ -
602-49450-000-47200	TRANSFER OUT	\$ -	\$ -	\$ 22,000
	OTHER FINANCING	\$ -	\$ -	\$ 22,000
	TOTAL EXPENDITURES	\$ 256,790	\$ 266,301	\$ 295,916
	REVENUES OVER/UNDER EXPENDITURES	\$ 31,837	\$ 16,000	\$ 0

CITY OF LAUDERDALE
STORM WATER
2019

Account Number	Account Description	2017 Actual	2018 Adopted	2019 Proposed
603-00000-000-33422	OTHER STATE GRANTS & AIDS	\$ 15	\$ -	\$ -
603-00000-000-36210	INTEREST ON INVESTMENTS	\$ 4,214	\$ 4,500	\$ 4,500
603-00000-000-37170	STORM WATER CHARGES	\$ 114,820	\$ 100,075	\$ 107,194
603-00000-000-39200	TRANSFER IN	\$ -	\$ -	\$ -
	TOTAL REVENUES	\$ 119,049	\$ 104,575	\$ 111,694
603-49500-000-41010	FULL TIME EMPLOYEES	\$ 35,753	\$ 43,691	\$ 46,967
603-49500-000-41020	OVERTIME	\$ 84	\$ -	\$ -
603-49500-000-41190	OTHER PAY	\$ -	\$ -	\$ -
603-49500-000-41195	COMP ABSENCES/OPEB	\$ 5,232	\$ -	\$ -
603-49500-000-41210	PERA	\$ 2,984	\$ 3,157	\$ 3,373
603-49500-000-41220	FICA	\$ 2,888	\$ 2,709	\$ 2,912
603-49500-000-41225	MEDICARE	\$ 675	\$ 634	\$ 681
603-49500-000-41250	DEFERRED COMPENSATION	\$ 4,069	\$ 4,500	\$ 4,100
603-49500-000-41310	HEALTH INSURANCE	\$ 2,141	\$ 1,773	\$ 2,151
603-49500-000-41320	DENTAL INSURANCE	\$ 97	\$ 40	\$ 110
603-49500-000-41330	LIFE INSURANCE	\$ 555	\$ 200	\$ 600
603-49500-000-41340	DISABILITY INSURANCE	\$ 194	\$ 70	\$ 200
603-49500-000-41510	WORKERS COMPENSATION INSURANCE	\$ 2,288	\$ 2,651	\$ 2,750
	PERSONNEL	\$ 56,960	\$ 59,425	\$ 63,844
603-49500-000-42110	GENERAL SUPPLIES	\$ -	\$ -	\$ -
603-49500-000-42120	MOTOR FUELS	\$ 512	\$ 700	\$ 700
603-49500-000-42160	CHEMICALS & CHEMICAL PRODUCTS	\$ -	\$ -	\$ -
603-49500-000-42170	SAFETY EQUIPMENT	\$ -	\$ -	\$ -
603-49500-000-42210	VEHICLE/EQUIPMENT PARTS	\$ -	\$ -	\$ -
603-49500-000-42220	TIRES	\$ -	\$ -	\$ -
603-49500-000-42410	MINOR EQUIPMENT & TOOLS	\$ -	\$ -	\$ -
	SUPPLIES	\$ 512	\$ 700	\$ 700
603-49500-000-43010	AUDITING & ACCOUNTING SERVICES	\$ 3,222	\$ 2,200	\$ 3,500
603-49500-000-43030	ENGINEERING	\$ 18,717	\$ 3,000	\$ 10,000
603-49500-000-43090	EXPERT & PROFESSIONAL SERVICES	\$ 7,500	\$ 6,500	\$ 7,500
603-49500-000-43140	TRAINING & EDUCATION	\$ -	\$ 300	\$ 300
603-49450-000-43210	TELEPHONE & TELEGRAPH	\$ 196	\$ 300	\$ 300
603-49500-000-43310	TRAVEL EXPENSE	\$ -	\$ -	\$ -
603-49500-000-43510	LEGAL NOTICES PUBLISHING	\$ -	\$ -	\$ -
603-49500-000-43610	INSURANCE & BONDS	\$ 1,252	\$ 1,500	\$ 1,400
603-49500-000-44040	VEHICLE/EQUIPMENT REPAIRS	\$ -	\$ 400	\$ 400
603-49500-000-44060	LAUNDRY SERVICES	\$ 717	\$ 750	\$ 750
603-49500-000-44200	DEPRECIATION	\$ -	\$ -	\$ -
603-49500-000-44330	DUES & SUBSCRIPTIONS	\$ 2,558	\$ 1,000	\$ 2,000
603-49500-000-44370	MISCELLANEOUS CHARGES	\$ 1,273	\$ 1,000	\$ 1,000
603-49500-000-44390	TAXES & LICENSES	\$ -	\$ -	\$ -
	OTHER SERVICES & CHARGES	\$ 35,433	\$ 16,950	\$ 27,150
603-49500-000-45300	IMPROVEMENTS OTHER THAN BUILDINGS	\$ -	\$ 10,000	\$ 5,000

	CAPITAL OUTLAY	\$ -	\$ 10,000	\$ 5,000
603-49450-000-47200	TRANSFER OUT	\$ -	\$ -	\$ 10,000
	OTHER FINANCING	\$ -	\$ -	\$ 10,000
	TOTAL EXPENDITURES	<u>\$ 92,905</u>	<u>\$ 87,075</u>	<u>\$ 106,694</u>
	REVENUES OVER/UNDER EXPENDITURES	\$ 26,144	\$ 17,500	\$ 5,000



CITY OF LAUDERDALE
CAPITAL IMPROVEMENT PLAN
2019-2028

CITY OF LAUDERDALE
 CAPITAL IMPROVEMENT PLAN
 FUNDING SOURCE SUMMARY



FUND	TITLE	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Total
226	Communications		\$ 30,000									\$ 30,000
401	General Capital	\$ 70,000	\$ 15,000	\$ 40,000	\$ 40,000				\$ 40,000			\$ 205,000
403	Street Improvement				\$ 175,000						\$ 2,200,000	\$ 2,375,000
404	Park Improvement	\$ 65,000										\$ 65,000
414	Development	\$ 20,000										\$ 20,000
602	Sanitary Sewer		\$ 150,000		\$ 150,000							\$ 300,000
603	Storm Water	\$ 10,000	\$ 80,000									\$ 90,000
GRAND TOTAL		<u>\$ 165,000</u>	<u>\$ 275,000</u>	<u>\$ 40,000</u>	<u>\$ 365,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 40,000</u>	<u>\$ -</u>	<u>\$ 2,200,000</u>	<u>\$ 3,085,000</u>

CITY OF LAUDERDALE
 CAPITAL IMPROVEMENT PLAN
 PROJECT SUMMARY BY YEAR AND FUNDING SOURCE



YEAR	PROJECT	226	401	403	FUND 404	414	602	603
2019	Lawn Mower		\$ 10,000					
	City Hall - Replace Roof		\$ 60,000					
	Skyview Park Improvements				\$ 60,000			
	Community Park Improvements				\$ 5,000			
	1821/1825 Eustis Demolition					\$ 20,000		
	Invasive Species Management							\$ 10,000
2020	Council Chambers Technology	\$ 30,000						
	Public Works Garage - Replace Roof		\$ 15,000					
	Sewer Lining Project						\$ 150,000	
	Seminary Pond Project							\$ 80,000
2021	2001 John Deere Tractor 3520		\$ 40,000					
	2012 Ford F350 Truck and Plow		\$ 40,000					
2022	Sealcoating - All City streets			\$ 175,000				
	Sewer Lining Project						\$ 150,000	
2023								
2024								
2025								
2026	2016 Ford F350 Truck and Plow		\$ 40,000					
2027								
2028				\$ 2,200,000				
TOTALS		\$ 30,000	\$ 205,000	\$ 2,375,000	\$ 65,000	\$ 20,000	\$ 300,000	\$ 90,000

CITY OF LAUDERDALE
 CAPITAL IMPROVEMENT PLAN
 FUND 401 - GENERAL CAPITAL IMPROVEMENT



PROJECT	YEAR										
	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	
Lawn Mower 10 year schedule	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City Hall - replace roof 20 year schedule	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Replace Public Works Garage Roof 25 year schedule	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Replace 2001 John Deere Tractor 3520 10 year schedule	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Replace 2012 Ford F350 Truck and Plow 10 year schedule	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Replace 2016 Ford F350 Truck and Plow 10 year schedule	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -
TOTALS	\$ 70,000	\$ 15,000	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -

CITY OF LAUDERDALE
 TECHNOLOGY REPLACEMENT PLAN
 2019 - 2028



Department	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Funding Source(s)
City Administrator	1,500	0	0	0	1,500	0	0	0	1,500	0	Fund 101 - Operating
Assistant City Administrator	750	0	0	0	1,000	0	0	0	1,000	1,000	Fund 101 - Operating
Deputy City Clerk	0	0	0	1,000	0	0	0	1,000	0	0	Fund 101 - Operating
Public Works Coordinator	0	0	0	1,000	0	0	0	1,000	0	0	Fund 101 - Operating
Public Works Maintenance	0	750	0	0	0	1,000	0	0	0	1,000	Fund 101 - Operating
City Hall Front Counter	0	0	1,000	0	0	0	1,000	0	0	0	Fund 101 - Operating
Council Chambers/Cable TV	750	0	0	0	1,000	0	0	0	1,000	0	Fund 101 - Operating
City Hall Copier	Lease	0	0	0	Lease	0	0	0	Lease	Lease	Fund 101 - Operating
TOTAL	3,000	750	1,000	2,000	3,500	1,000	1,000	2,000	3,500	2,000	2,000

NOTES

Computers are replaced on 4-year schedule.

Copier is leased on 4-year schedule.

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date December 11, 2018

ITEM NUMBER 2019 Utility Rates

STAFF INITIAL *ASB*

APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Staff is recommending the following utility and recycling rate increases for 2019 assuming the Council approved the recycling contract with Eureka! Recycling earlier in the meeting.

Sanitary Sewer 5.0% or \$11.00 per year per household

Residential flat rate of \$57.76 and commercial consumption rate of \$2.86. This increase was needed in large part to cover the 23% increase to the City's wastewater charge from the Met Council for 2019.

Storm Water 7.1% or \$4.60 per year per household

Flat rate of \$17.40 per quarter per Residential Equivalency Factor. The increase will help finance the needed repairs to the City's storm water pond.

Recycling 6.4% or \$2.22 per year per household

Flat rate of \$3.17 per residential unit per month.

The attached resolution reflects these increases. Along with the resolution is the 2019 Rate Study for Council review prior to adoption.

STAFF RECOMMENDATION:

Motion to adopt Resolution 121118C—A Resolution Adopting 2019 Sanitary Sewer Rates, Storm Sewer Rates, and Recycling Rates.

RESOLUTION NO. 121118C

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

**A RESOLUTION ESTABLISHING 2019
SANITARY SEWER RATES, STORM SEWER RATES AND RECYCLING RATES**

WHEREAS, the City of Lauderdale incurs expenses related to the operation of its sanitary sewer collection and disposal system, including Metropolitan Council Environmental Services wastewater treatment fees, as well as its own costs for salaries and maintenance of the utility; and

WHEREAS, the City of Lauderdale incurs expenses related to the operation of its storm sewer collection system, including costs for salaries and maintenance of the utility; and

WHEREAS, the City of Lauderdale incurs expenses related to the operation of its residential recycling program, including costs for salaries and collection of materials; and

WHEREAS, sanitary sewer rates, storm sewer rates and recycling rates are set annually by the Lauderdale City Council; and

WHEREAS, the City Code provides for the collection of sanitary sewer service charges, storm sewer service charges and residential recycling collection;

NOW THEREFORE, BE IT RESOLVED that the Lauderdale City Council sets the following rates for 2019:

- 1) Sanitary Sewer
 - A) Residential: A flat rate of \$57.76 per residential unit per quarter
 - B) Commercial: \$2.86 per unit of water consumption per month, with a minimum monthly charge of \$13
- 2) Storm Sewer: A flat rate of \$17.40 per quarter per REF (Residential Equivalency Factor)
- 3) Recycling: A flat rate of \$3.17 per residential unit per month

Adopted by the City Council of the City of Lauderdale this 11th day of December, 2018.

Mary Gaasch, Mayor

(ATTEST)

Heather Butkowski, City Administrator

**Sanitary Sewer, Storm Water and Recycling
Rate Study**



Approved December 11, 2018

Key Findings

Annually, the City of Lauderdale establishes rates for sanitary sewer, storm water and recycling collection. Staff has completed the review and determined that:

- A 5.0% increase is proposed for the sanitary sewer residential and commercial charges.
- A 7.1% increase is proposed for the storm water charges.
- An 6.4% increase is proposed for the recycling collection charges.

Goals of a Utility Rate Study

The purpose of the rate study is to ensure that:

1. Rates are sufficient to pay for the ongoing operations and capital improvements, and to maintain adequate cash balances.
2. Staff and Council revisit cash balance policies to ensure they are meeting their enterprise system's current and future needs.
3. The rate structure distributes the costs of operating the system across utility users consistent with the policy objectives of the Council.

Sanitary Sewer Utility

The Metropolitan Council adopted a Metropolitan Wastewater Charge for 2019 of \$227 million, an increase of 3.5% over 2018. The City's share is \$160,918, which is \$30,761 more than 2018. As staff shared with the City Council, the Metropolitan Council detected an increase in flow in the unmetered portion of the City in the fourth quarter of 2016 and we are just now finding out. The flow rates have normalized but they feel there is no basis upon which to reduce this fee.

Sanitary Sewer Capital Improvements

The 2019-2028 Capital Improvement Plan (CIP) does not anticipate a capital improvement project in 2019 after completing additional sewer lining in 2018. The sanitary sewer fund has not contributed to the purchase of the equipment used to support the sewer system such as sewer jettors and trucks in the past. Staff propose transferring \$22,000 in 2019 to the 401 General Capital Improvement Fund.

Target Cash Reserves – Sanitary Sewer Funds

Adequate cash reserves are needed to accommodate cash flow needs, invest in sewer replacement projects, and save for future capital projects. The City Council established a goal of setting aside half the depreciation expense or approximately \$20,000 each year to grow the cash reserve for sewer repair and replacement. Due to the unusual increase in the Metropolitan Council wastewater charge, staff propose not budgeting for that in 2019 to even out the rate increase needed to support the fund.

Staff is proposing a 5.0% increase to the sanitary sewer rate in recognition of the increased wastewater charge. This rate increase will offset the wastewater charge increase by \$13,615 and balance revenue and expenses for the year. The annualized cost to homeowners is \$11.00.

Quarterly Sanitary Sewer Rate History

Sewer Rates	2015	2016	2017	2018	2019
Residential Base Charge	\$50.26	\$52.77	\$54.09	\$55.01	\$57.76
Commercial Flow Charge	\$2.48	\$2.60	\$2.67	\$2.72	\$2.86
% Increase	3%	5%	2.5%	1.7%	5.0%

Sanitary Sewer Availability Charge

The Metropolitan Council did not increase the base metropolitan sewer availability charge (SAC) for 2018. The SAC rate will be \$2,485 for metropolitan customer communities. The rate is the same as 2017 and 2018.

Pursuant to Minnesota Statute 473.517, subd. 3, a metropolitan SAC is paid by our community to the Metropolitan Council as users connect to the metropolitan wastewater system for the first time or as a user's maximum demand for sewer capacity increases. These fees are for the availability of capacity, not the actual use or flow in the metropolitan system as demanded by development or changes in use on specific properties within our community. Lauderdale may adopt a different SAC rate that would include the Metropolitan Council amount plus additional funds for the City. Historically, Lauderdale has used the Metropolitan Council rate.

Storm Water Utility

The Storm Water Utility pays for the infrastructure and maintenance that improves the quality of storm water run-off. The City has been working with the area watershed districts on future projects to curb the City's contribution to pollution in the Mississippi River.

Lauderdale's ordinance established a system for billing using Residential Equivalency Factor (REF). A single family residential property is considered to be one REF and pays the base fee adopted by the Council. The other developed property were individually assigned a certain number of REF's based on property size, impervious surface, and calculated storm water run-off. A property receives a credit if it has a storm water retention pond on-site. Since Lauderdale is considered developed, the City only anticipates an increase in the number of REF's when redevelopment occurs.

Storm Sewer Capital Improvements

The 2019 Capital Improvement Plan shows spending resources on invasive species management, especially Japanese Knotweed. The storm sewer fund has not contributed to the purchase of the equipment used to support the storm sewer system in the past. Staff propose transferring \$5,000 in 2019 to the 401 General Capital Improvement Fund.

Target Cash Reserves – Storm Water Fund

The projected cash balances must be adequate to meet on-going storm water expenditures and ensure a cash reserve balance that will allow the City to meet the obligations of its MS4 permit, especially Total Maximum Daily Load (TMDL) obligations imposed on the City by the Pollution Control Agency. As storm water projects can be expensive and TMDLs are expected as the City's runoff terminates in the Mississippi River, the City continues to raise the storm water rate to build the nest egg to cover future costs. Staff recommends raising the storm water rate 7.1% for 2019; the annualized cost to homeowners is \$4.60. This is anticipated to increase the fund balance by \$5,000.

Storm Water Rate History

Storm Water Rates	2015	2016	2017	2018	2019
Residential	\$14.54	\$15.27	\$16.03	\$16.25	\$17.40
Commercial	\$72.71	\$76.35	\$80.17	\$81.29	\$87.06
% Increase	10%	5%	5%	1.4%	7.1%

Recycling Fee

Lauderdale’s single-sort recycling program changed in May 2015 from recycling bins to carts. Eureka! Recycling has the contract to provide curbside collection on a weekly basis through December 31, 2018. The contract rate was \$2.52 per household per month when the more labor intense bins collection system was in place but adjusted downward after the carts were implemented. The rate for 2017 was \$2.08 per household per month, the rate for 2018 was \$2.12 per household per month.

New Recycling Contract

The recycling contract is up for renewal. To continue weekly collection at Eureka’s proposed price would be \$5.65 per cart per month. This is a change from previous years when rates were established on a per household basis. The new rate eliminates the “revenue sharing” program as the recent recycling market woes have left the city’s revenue share falling short of meeting processing costs.

Target Cash Reserves – Recycling Fund

The City Council and staff have discussed the recycling market upheaval that happened after China started refusing shipments of recycled materials earlier in 2018. The markets aren’t expected to recover for years and may get worse. Staff recommends spreading out the recycling increases over two to three years. This means raising rates by \$2.22 per household per year (6.4%) in 2019. The fund balance would cover the remaining balance of approximately \$9,400. The current fund balance is \$85,000. For 2020, the Council can look at the impact of the recycling contract changes and determine next steps.

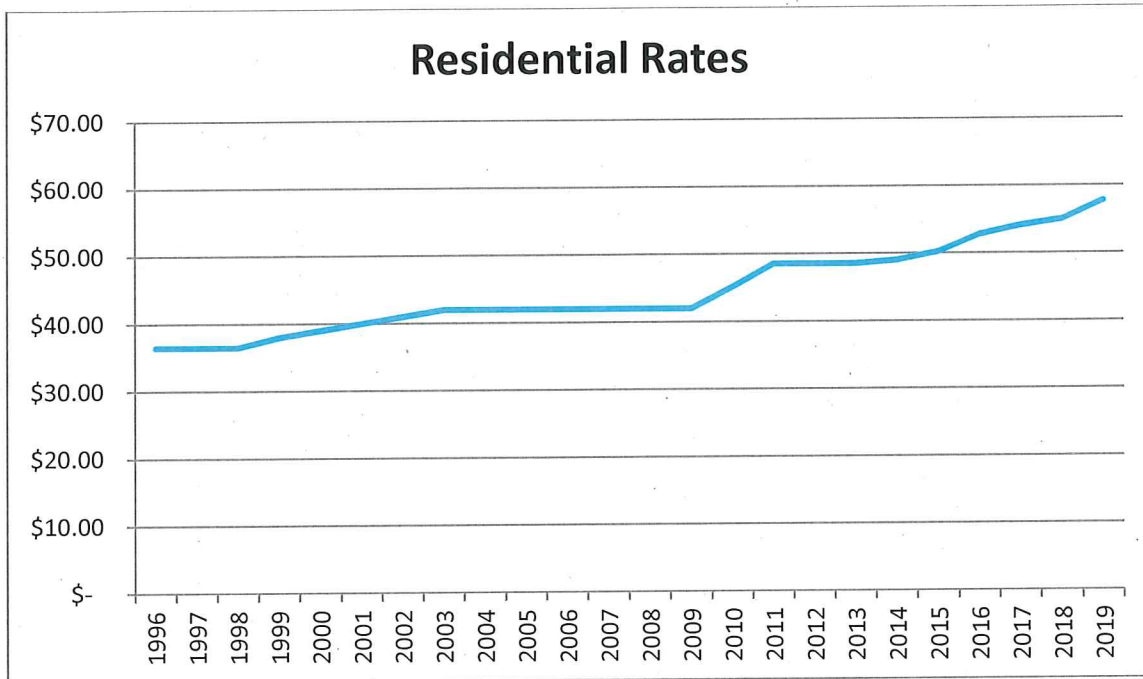
Recycling Rate History (Per Month):

Recycling Rate	2015	2016	2017	2018	2019
Residential /Mo,	\$2.45	\$2.70	\$2.84	\$2.98	\$3.17
Residential /An.	\$29.40	\$32.40	\$34.08	\$35.76	\$37.98
% Increase	0%	0%	10%	5%	6.4%

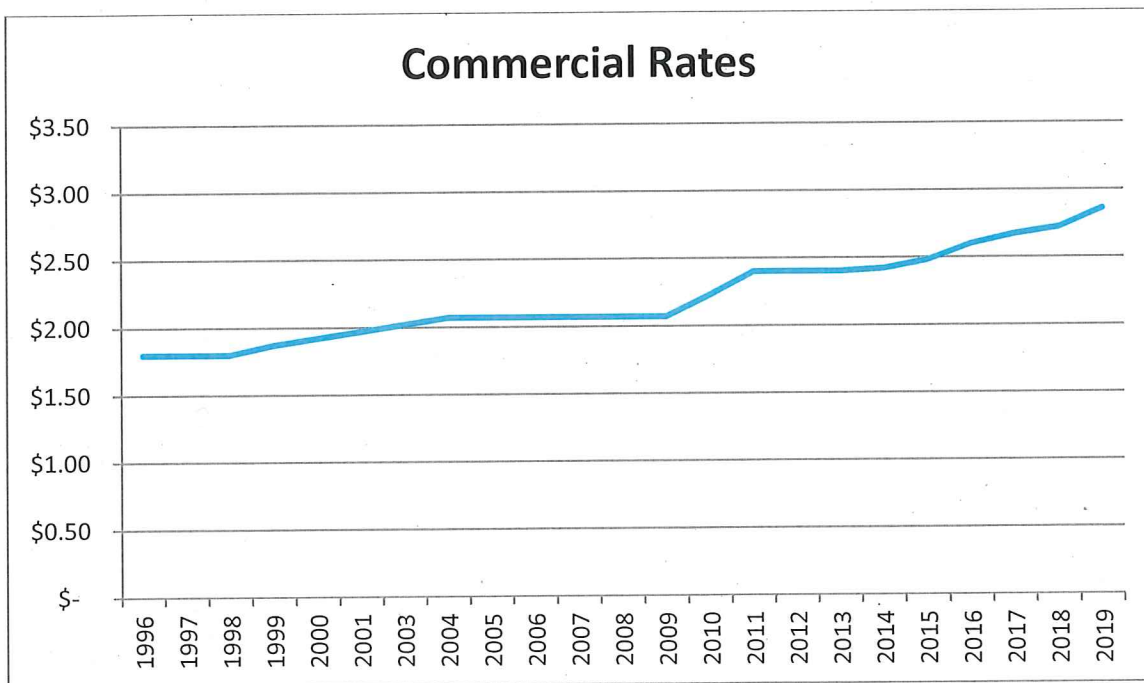
Appendix A

Sanitary Sewer Historical Rates

Residential rates are a flat charge per month.



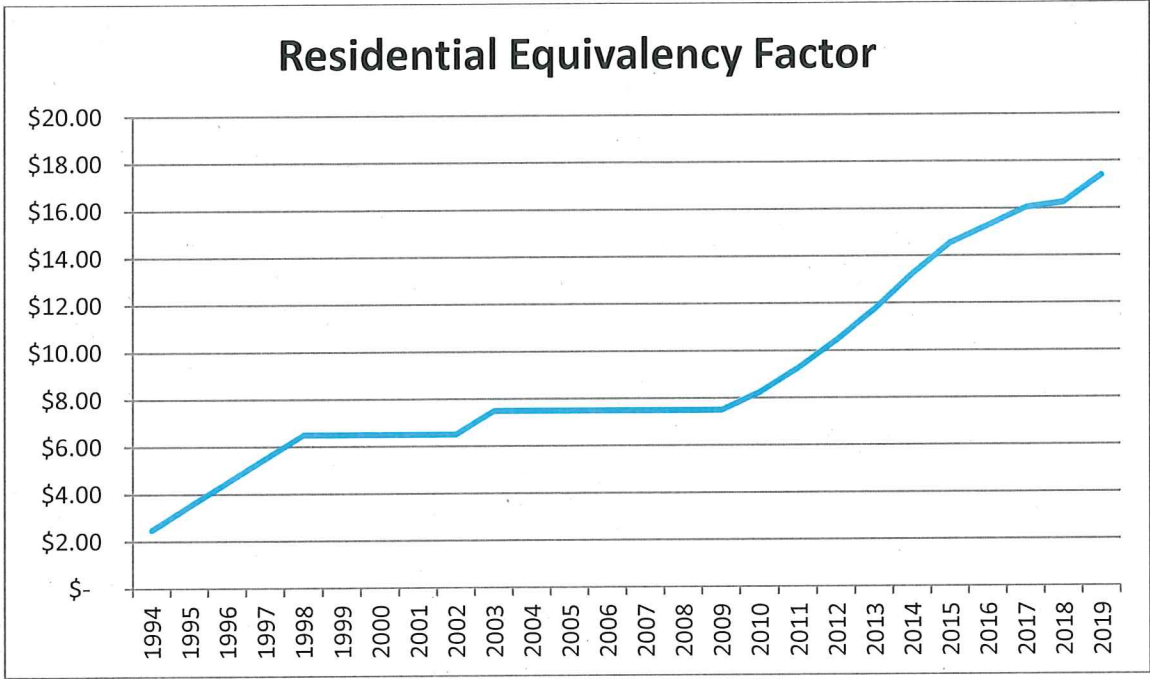
Commercial rates are based on flow or consumption charge.



Appendix B

Storm Water Historical Rates

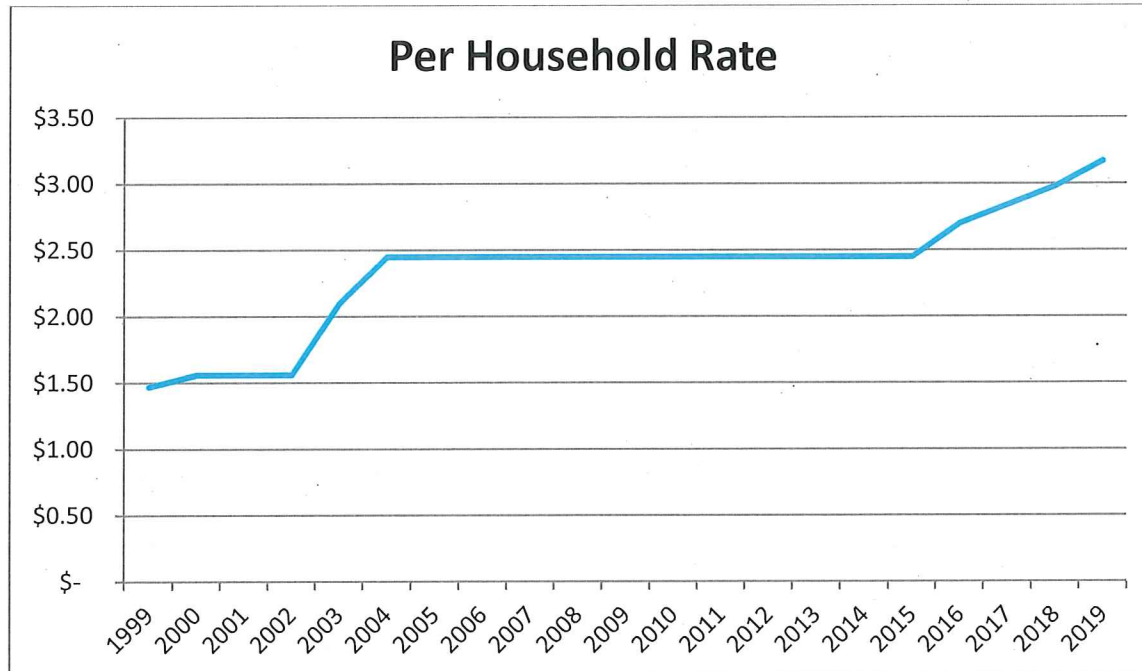
Storm Water rates are a flat charge based on Residential Equivalency Factor (REF) per month.



Appendix C

Recycling Historical Rates

Recycling rates are per household. These rates are collected through the property tax system as a special assessment.



**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date December 11, 2018

ITEM NUMBER Jurisdictional Transfer Agree.

STAFF INITIAL 

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The following agreement would make the City of Lauderdale the road authority for Roselawn Avenue within the city limits and Eustis Street from Larpenteur Avenue to Roselawn Avenue. Currently, Ramsey County is the road authority. This agreement has been many years, if not decades, in the making. Per the agreement, Ramsey County will be compensating Lauderdale \$836,341 to fund improvements as the City will be taking ownership of the roads as they are. The agreement includes Ramsey County continuing any necessary maintenance until April 1, 2019. This will include some diseased tree removal this winter.

This is the first of a number of agreements and resolutions on the agenda to be approved to plan for an improvement project in 2019 with the city engineer and neighboring jurisdictions. If the Council does not approve this agreement, the other agreements should not be considered.

OPTIONS:

STAFF RECOMMENDATION:

Motion to approve the Ramsey County Cooperative Agreement with the City of Lauderdale as presented.

**RAMSEY COUNTY
COOPERATIVE AGREEMENT
WITH THE CITY OF LAUDERDALE**

Jurisdictional Transfer of:

- 1) **County Road 127 (Eustis Street) between the north right-of-way line of County State Aid Highway 30 (Larpenteur Avenue) and the south right-of-way line of County State Aid Highway 26 (Roselawn Avenue), and,**
- 2) **County State Aid Highway 26 (Roselawn Avenue) between the west right-of-way line of State Highway 280 and the east City limit (Fulham Street).**

This Agreement ("Agreement") is between the city of Lauderdale, a Minnesota municipal corporation ("City") and Ramsey County, a political subdivision of the State of Minnesota ("County") for transfer of jurisdiction from the County to the City of: 1) County Road 127 (Eustis Street) between the north right-of-way line of County State Aid Highway 30 (Larpenteur Avenue) and the south right-of-way line of County State Aid Highway 26 (Roselawn Avenue), and, 2) County State Aid Highway 26 (Roselawn Avenue) between the west right-of-way line of Minnesota State Highway 280 and the east City limit (Fulham Street).

RECITALS

1. A project to improve Eustis Street is identified in Ramsey County's 2017 – 2021 Transportation Improvement Program ("TIP"). The TIP also identifies bituminous resurfacing projects which, in part, include Roselawn Avenue.
2. The above described roads are located within the City. A portion of Roselawn Avenue, however, is also located in the city of Roseville. It is acknowledged that a separate jurisdictional transfer agreement between the County and the city of Roseville is necessary to implement part of this Agreement.
3. The parties wish to mutually transfer the jurisdiction of the above-described roads from the County to the City in accordance with the terms and conditions of this Agreement.

AGREEMENTS

1. The parties agree that Eustis Street, as described above, shall become the jurisdiction of the City upon execution of this Agreement by both parties.
2. The parties agree that Roselawn Avenue, as described above and located within the city limits of the City shall become the jurisdiction of the City upon both of the following conditions having been met:
 - a) Execution of this Agreement by both parties; and

- b) Execution of a similar jurisdictional transfer agreement between the County and the city of Roseville regarding Roselawn Avenue.
3. Upon the transfer of jurisdiction in accordance with sections (1) and (2) of this Agreement, the City will become responsible for all maintenance, repair, future construction, operating expenses, overall planning, management and ownership of the roadway, appurtenances, and associated right-of-way.
4. In the event that jurisdiction is transferred to the City pursuant to this Agreement between October 30 and April 1, the County will continue with all maintenance through April 1.
5. The County agrees to deed any acquired street right-of-way to the City, and prepare and execute any other necessary and appropriate documents, in order to convey its interest in Eustis Street and Roselawn Avenue to the City and effectuate the transfer of jurisdiction contemplated in sections 1 and 2 of this Agreement.
6. The County shall, upon request, provide the City with the following information and records that are applicable to the transferred portions of Eustis Street and Roselawn Avenue:
 - a) A list of any active maintenance agreements with other governmental agencies or companies that will be cancelled.
 - b) Utility, drainage, access driveway, sign advertising and limited use permits.
 - c) As-built construction plans and records.
 - d) Inspection reports and ratings.
 - e) Photo logs, aerial photos, right-of-way maps and parcel files.
 - f) Inventory data.
 - g) Pavement condition ratings.
 - h) A history of the most recent betterment.
 - i) Accident reports and statistics, subject to privacy requirements.
 - j) Any alignment ties, horizontal and vertical control monuments, and relative data.
 - k) All partially completed and completed plans for construction projects.
 - l) Road opening authority documentation and/or right-of-way authority documentation.
7. Notwithstanding any of the provisions contained herein, the County shall retain jurisdiction of the full width of the existing Larpenteur Avenue right-of-way through the intersection of Larpenteur Avenue and Eustis Street, assumed to be one hundred (100) feet, which includes and is defined by the intersection storm sewer catch basins, pedestrian ramps and cross walks, signs, and, traffic signal and appurtenances.
8. Following the transfer of jurisdiction, the County shall remove all County route signs and corresponding sign posts that exist within the Eustis Street and Roselawn Avenue rights-of-way. The "no parking" signage that exists therein shall remain in the present location and, upon execution of this Agreement by both parties, shall immediately become the property of the City.

9. The County agrees to pay the City a lump sum of:
 - a) \$516,341.00 in consideration of the transfer of jurisdiction of Eustis Street. This includes funds to construct a cul-de-sac at the west end of Roselawn Avenue, should the City choose to construct it; and
 - b) \$320,000.00 in consideration of the transfer of jurisdiction of Roselawn Avenue. This includes funding for the portion of Roselawn Avenue within the city of Roseville and shall be shared accordingly through a separate cooperative construction agreement with the city of Roseville.

10. The funds paid to the City originate from transportation funds source. The City agrees to apply these funds only to transportation expenditures.

11. Payment Schedule: Full payment will be made for Eustis Street within 30 days of execution of this Agreement. Full payment for Roselawn Avenue will be made within 30 days following both the execution of this agreement and the execution of a jurisdiction transfer agreement between Ramsey County and the city of Roseville regarding the portion of Roselawn Avenue within Roseville.

12. Upon the execution of this agreement by both parties and at no cost to the City, the County grants the City a license to enter onto the portion of County right-of-way within the limits of the roadway being transferred herein for all purposes necessary for the City to exercise its right-of-way authority contemplated herein. The license shall expire upon the County's full adherence to section 5 of this Agreement.

13. The City and County shall indemnify, defend, and hold each other harmless against any and all liability, losses, costs, damages, expenses, claims, or actions, including attorney's fees, which the indemnified party, its officials, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the indemnifying party, its officials, agents, or employees, in the execution, performance, or failure to adequately perform the indemnifying party's obligation pursuant to this Agreement. Nothing in this Agreement shall constitute a waiver by the County or the City of any statutory or common law immunities, limits, or exceptions on liability.

14. This Agreement shall remain in full force and effect until terminated or amended by mutual agreement of the parties, which may only be done in writing.

CITY OF LAUDERDALE, MINNESOTA

By: _____
 Mary Gaasch, Mayor

Date: December 11, 2018

By: _____
 Heather Butkowski, City Clerk-Administrator

Date: December 11, 2018

RAMSEY COUNTY, MINNESOTA

Ryan O'Connor, County Manager

Date: _____

Approval recommended:

Ted Schoenecker, Director
Public Works Department

Date: _____

Approved as to form:

Assistant County Attorney

Date: _____

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date December 11, 2018

ITEM NUMBER CSAH Roselawn Resolution

STAFF INITIAL HB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

As previously discussed, Ramsey County must remove the "County State Aid Highway" (CSAH) designation of Roselawn Avenue whether the City accepts jurisdictional transfer of the road or not. Roselawn Avenue has not met the requirements since the sound-wall was built. Ramsey County needs a resolution from the City concurring with this understanding.

OPTIONS:

STAFF RECOMMENDATION:

Motion to adopt Resolution 121118D—A Resolution Concurring with Ramsey County Revocation of County State Aid Highway Status for Roselawn Avenue, CSAH 26, between the West Right-of-Way of State Highway 280 to Fulham Street.

RESOLUTION NO. 121118D

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

RESOLUTION CONCURREING WITH RAMSEY COUNTY REVOCATION OF COUNTY STATE AID HIGHWAY STATUS FOR ROSELAWN AVENUE, CSAH 26, BETWEEN THE WEST RIGHT-OF-WAY OF STATE HIGHWAY 280 TO FULHAM STREET

WHEREAS, Roselawn Avenue (County State Aid Highway 26) from west right-of-way line of State Highway 280 to Fulham Street, the majority of which is located in the city of Lauderdale, is presently under the jurisdiction of Ramsey County as a County State Aid Highway; and

WHEREAS, the standards for County State Aid Highways requires them to connect with another County State Aid Highway, State Trunk Highway, or to a regional trade center; and

WHEREAS, this roadway does not meet these standards and has been determined to serve a local function only; and

WHEREAS, Ramsey County is compelled to remove non-conforming County State Aid Highways from its County State Aid Highway system; and

WHEREAS, revocation of County State Aid Highway status may be accomplished by resolution of the Ramsey County Board of Commissioners and governing body of the affected city pursuant to Minnesota Statutes 162.02.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Lauderdale does hereby concur that the Ramsey County Board of Commissioner's revocation of the County State Aid Highway status of Roselawn Avenue (County State Aid Highway 26) from the west right-of-way line of State Highway 280 to Fulham Street is warranted.

Adopted by the city council of the city of Lauderdale, Minnesota this 11th day of December, 2018.

Mary Gaasch, Mayor

ATTEST:

Heather Butkowski, City Administrator

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date December 11, 2018

ITEM NUMBER JPA with City of Roseville

STAFF INITIAL *TB*

APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Part of the discussions over the jurisdictional transfer of Roselawn Avenue included the City of Roseville as half of the width of Roselawn Avenue from Pleasant Street to Fulham Street is within Roseville's corporate limits. Roseville also had to agree to the jurisdictional transfer of their portion of the road. They readily agreed as they already are the road authority for their portion of Roselawn Avenue heading east.

Roseville prefers that all compensation from Ramsey County be given to Lauderdale and we incorporate the paving of their half of the road into our project. To accomplish this, the following joint powers agreement would need to be approved to allow us to complete the project and receive their share of the funding.

OPTIONS:

STAFF RECOMMENDATION:

Motion to approve the Joint Powers Agreement between the City of Lauderdale / City of Roseville, 2019 Street and Utility Improvement Project including Roselawn Avenue Improvements between the West Right-of-Way Line of State Highway 280 and Fulham Street.

JOINT POWERS AGREEMENT
City of Lauderdale/City of Roseville
2019 Street and Utility Improvement Project including
Roselawn Avenue Improvements between
the West Right-of-Way Line of State Highway 280 and Fulham Street

THIS JOINT POWERS AGREEMENT (the "Agreement") is made and entered on this ____th day of _____, _____, by and between the City of Lauderdale, a Minnesota municipal corporation ("Lauderdale"), and the City of Roseville, a Minnesota municipal corporation ("Roseville").

WHEREAS, Lauderdale and Roseville, pursuant to the provision of Minnesota Statutes, section 471.59, are authorized to enter into agreements to exercise jointly the governmental powers and functions each has individually; and,

WHEREAS, Lauderdale and Roseville took jurisdictional authority from Ramsey County over Roselawn Avenue in 2018;

WHEREAS, Lauderdale is proposing to conduct roadway reconstruction and associated improvements on Roselawn Avenue from T.H. 280 to Fulham Street in 2019 (the "Project"); and,

WHEREAS, a portion of this segment of Roselawn Avenue is located within the boundary of Roseville; and,

WHEREAS, the Lauderdale wishes to improve its roadway system by performing pavement reclamation and associated improvements on Roselawn Avenue; and,

WHEREAS, Roseville wishes to improve its roadway system by cooperating with Lauderdale's work in performing pavement reclamation and associated improvements on Roselawn Avenue; and,

WHEREAS, Lauderdale agrees to include the subject work listed above, consistent with the feasibility study and design plans, as a part of its 2019 Street and Utility Improvement Project; and,

WHEREAS, Lauderdale has contracted with a consulting engineer, Stantec Consulting Services, to prepare a feasibility report and final plans and specifications for said improvements to Roselawn Avenue.

NOW, THEREFORE, it is hereby agreed by and between the parties hereto as follows, to wit:

1. Lauderdale shall be responsible for the design and construction of the entire Project. Therefore, the parties agree that:
 - a. Lauderdale shall plan and design, advertise and receive bids, award the contract, administer the construction and conduct inspections of the Project.
 - b. Roseville grants to Lauderdale the right to use its portion of Roselawn Avenue and immediately adjacent streets, public rights of way and easements in Roseville for purposes of constructing the Project. Roseville agrees to cooperate with Lauderdale in the execution of the Project.
2. Roseville will allocate its share of jurisdictional transfer agreement funding from Ramsey County to Lauderdale for the roadway improvements to Roseville's portion of Roselawn Avenue. Should the cost exceed the \$320,000 provided by Ramsey County, Lauderdale and Roseville will confer to determine how to handle the additional costs.
3. Lauderdale and Roseville hereby agree to indemnify each other and hold each other harmless from any and all claims, causes of action, lawsuits, judgments, charges, demands, costs, and expenses, including, but not limited to, interest involved therein and attorneys' fees and costs and expenses connected therewith, arising out of or resulting from the failure of either party to satisfy the provisions of this Agreement or for damages caused to other parties as a result of the manner in which Lauderdale or Roseville perform or fail to perform duties imposed on each party by the terms of this Agreement. Under no circumstance, however, shall either party be required to pay on behalf of itself and the other party any amounts in excess of the limits on liability established in Minnesota Statutes, Chapter 466. The limits of liability for the

parties may not be added together to determine the maximum amount of liability for either party.

4. This Agreement shall remain in full force and effect until terminated by mutual agreement of Lauderdale and Roseville or upon completion of the Project and expiration of any applicable warranty periods, whichever occurs first.
5. It is agreed that, except as specifically provided herein, neither party, by the execution of this Agreement, relinquishes any rights or powers possessed by it and neither party is relieved of any responsibility, duty or obligation imposed on it by law or regulation.
6. With regard to Data Practices; the parties agree as follows:
 - a. Lauderdale and Roseville agree to comply with the Minnesota Government Data Practices Act and all other state and federal laws relating to data privacy or confidentiality;
 - b. Lauderdale and Roseville will immediately report to each other any requests from third parties for information relating to this Agreement.
 - c. Lauderdale and Roseville agree to promptly respond to each other's inquiries concerning data requests.
7. It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and all negotiations between the parties relating to the subject matter thereof, as well as any previous agreement presently in effect between the parties regarding the subject matter thereof. Any alterations, variations, or modifications of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties.
8. For purposes of delivery of any notice required by this Agreement, the notice shall be effective if delivered by certified or registered U.S. mail, postage prepaid, or hand delivered to:

a) As to Lauderdale: City of Lauderdale
1891 Walnut Street
Lauderdale, MN 55113
Attn: City Administrator

b) As to Roseville: City of Roseville
2660 Civic Center Drive
Roseville, MN 55113
Attn: City Manager

9. This Agreement shall be interpreted under the laws of Minnesota.
10. This Agreement may be executed in any number of counterparts, each of which shall be considered one and the same instrument.

[signature pages follow]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective duly authorized representatives.

Dated

CITY OF LAUDERDALE

December 11, 2018

By _____
Its Mayor

By _____
Its City Administrator

Dated

CITY OF ROSEVILLE

By _____
Its Mayor

By _____
Its City Manager

This Agreement was drafted
by the city of Lauderdale.

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date December 11, 2018

ITEM NUMBER SPRWS Agree. Amendment

STAFF INITIAL JB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Part of the negotiations over the jurisdictional transfer of Roselawn Avenue and Eustis Street included discussions with St. Paul Regional Water Service (SPRWS) over the water main replacement. Eustis Street regularly experiences water main breaks in the winter and is one of their priority lines to replace. They are also contemplating improvements to the water main on Roselawn Avenue.

The first agreement needed with SPRWS follows. This agreement amends our initial agreement from 1997 by allowing the City to complete the water main portion of the project with its own contractors. SPRWS will reimburse the City for those costs based upon an understanding that is the next item on the agenda.

OPTIONS:

STAFF RECOMMENDATION:

Motion to approve Amendment No. 2 to Agreement between Board of Water Commissioners of the City of Saint Paul and the City of Lauderdale.

Agreement # _____

**AMENDMENT NO. 2
to
AGREEMENT BETWEEN**

**BOARD OF WATER COMMISSIONERS OF THE CITY OF SAINT PAUL
and
THE CITY OF LAUDERDALE**

This **AMENDMENT NO. 2 TO AGREEMENT** entered into this 13th day of November 2018, by and between the **BOARD OF WATER COMMISSIONERS OF THE CITY OF SAINT PAUL**, a municipal corporation of the State of Minnesota, d/b/a Saint Paul Regional Water Services (the "Board"), and the **CITY OF LAUDERDALE**, a municipal corporation of the State of Minnesota ("Lauderdale").

WITNESSETH:

WHEREAS, Lauderdale and the Board entered into an agreement dated December 10, 1997 for the provision of water service by the Board to properties within Lauderdale (the "Agreement"); and

WHEREAS, Article XV of the Agreement allows for amendments to the original agreement, and

WHEREAS, to provide the greatest efficiency and to minimize traffic disruptions and replacement costs, the parties desire that the Board whenever possible perform water main replacement and/or other water system repair work in conjunction with Lauderdale street paving projects.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties mutually agree to amend the Agreement in the manner described below.

1. The following is hereby added to Section 1 of the Agreement:

When it is possible to coordinate Board water facility work with a Lauderdale street paving project, it is mutually agreed:

- a) Lauderdale and Board shall negotiate a Cooperative Cost Share Understanding (the "Understanding") which shall define the work responsibilities and cost obligations of both parties.
- b) The Understanding shall be approved by Saint Paul Regional Water Services General Manager on behalf of the Board.

- c) The Understanding shall be approved by Lauderdale City Council on behalf of Lauderdale.

Upon completion of work, or periodically during construction, an itemized invoice of charges for the work defined in the Understanding shall be transmitted to the other party. Payment shall be issued within 30 days following review and approval of the charges.

- 2. Except as modified herein, the terms of the Agreement shall remain in full force and effect.

[Remainder of page is left intentionally blank]

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 1 to Agreement to be executed as of the day and year first above written.

Approved:

**BOARD OF WATER COMMISSIONERS OF
THE CITY OF SAINT PAUL**

Stephen P. Schneider, General Manager

By _____
Matt Anfang, President

Approved as to Form:

By _____
Mollie Gagnelius, Secretary

Assistant City Attorney

By _____
Todd Hurley, Director
Office of Financial Services

CITY OF LAUDERDALE

By _____
Mary Gaasch, Mayor

By _____
Heather Butkowski, City Administrator

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date December 11, 2018
ITEM NUMBER Understanding with SPRWS
STAFF INITIAL AS
APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Part of the negotiations over the jurisdictional transfer of Roselawn Avenue and Eustis Street included discussions with St. Paul Regional Water Service (SPRWS) over the water main replacement. Eustis Street regularly experiences water main breaks in the winter is one of their priority lines to replace.

The second agreement needed with SPRWS follows. This understanding identified the project costs that SPRWS will cover. This includes the cost of the water main replacement AND about \$100,000 worth of the pavement project. They agreed to pay these costs in recognition that they would bear these costs if they were to replace the water mains outside of a street improvement project.

OPTIONS:

STAFF RECOMMENDATION:

Motion to approve the Cooperative Cost Share Understanding between Board of Water Commissioners of the City of Saint Paul and City of Lauderdale for the Eustis Street and Roselawn Avenue Improvements Project.

COOPERATIVE COST SHARE UNDERSTANDING
Between
BOARD OF WATER COMMISSIONERS OF THE CITY OF SAINT PAUL
and
CITY OF LAUDERDALE

Eustis Street and Roselawn Avenue Improvements Project

THIS UNDERSTANDING is made and entered into this 11th day of December 2018, by and between the **BOARD OF WATER COMMISSIONERS OF THE CITY OF SAINT PAUL**, (the “Board”), acting through its Saint Paul Regional Water Services General Manager (“SPRWS General Manager”), and the **CITY OF LAUDERDALE** (“Lauderdale”).

WITNESSETH:

WHEREAS, Lauderdale and the Board entered into an agreement dated December 10, 1997 (the “Agreement”) for the provision of water service by the Board to properties within Lauderdale; and

WHEREAS, Lauderdale and the Board entered into an Amendment No. 1 to Agreement dated November 13, 2018, for the purpose of minimizing traffic disruptions and water facility replacement costs by having said replacement work performed in conjunction with Lauderdale street paving projects whenever possible; and

WHEREAS, said Amendment No. 1 to Agreement further provided that Lauderdale and the Board shall negotiate a Cooperative Cost Share Understanding for each street project that is to include water facility work in order to define the work responsibilities and cost obligations of the parties with respect to water facility work, and that such Cooperative Cost Share Understandings shall be approved by Saint Paul Regional Water Services General Manager on behalf of the Board, and by Lauderdale city council on behalf of Lauderdale; and

WHEREAS, Lauderdale is planning a roadway improvements project (the “Project”) to include the reconstruction of Eustis Street from Roselawn Avenue and Larpenteur Avenue, and the mill and overlay of Roselawn Avenue from TH 280 to Fulham Street; and

WHEREAS, the Board has requested that Lauderdale, as part of the Project, provide the work necessary to replace water mains and related facilities within the Project area; and

WHEREAS, Lauderdale has prepared a preliminary estimate of water facility replacement costs in the amount of \$733,678.73, attached as Exhibit A.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and in accordance with said Amendment No. 1 to Agreement, the parties mutually agree as follows:

1. Lauderdale, in cooperation with the Board, shall prepare plans, specifications, estimates, and proposals for the Project including water facility replacement work.

2. Lauderdale shall obtain bids for water facility replacement including materials, excavation, pipe handling and installation, backfilling, restoration, and all other work necessary for water facility pipe work to be completed by Lauderdale as part of the Project through its contractor.
3. The Board shall pay the actual costs of water facility replacement, based upon bid prices contained in a contract duly awarded by Lauderdale for the Project, and upon final Project quantities.
4. The Board shall pay the actual costs of repairing the existing roadway that will be disturbed by the water facility replacement, based upon bid prices contained in a contract duly awarded by Lauderdale for the Project, and upon the final Project quantities defined as:
 - a. Full repair of a 10' width of bituminous roadway, including removal of existing bituminous pavement, removal and replacement of existing concrete curb and gutter (where applicable), placement of 6" of class 5 aggregate base, and paving of bituminous non-wearing course, currently assumed to be 4" in depth.
5. The costs of contractor mobilization and traffic control will be allocated based upon cost participation of the water facility work as a percentage of the final total construction cost, which will be determined upon completion of the Project.
6. Quantities and costs in Exhibit A are estimates of the Board's share of the Project. Actual costs shall be based on the contractor's unit prices and the quantities constructed. The Board shall also pay the actual cost of any additional work requested by the Board or change orders to the Project which are reasonably required and related to water mains and related facilities which arise after the date of this Understanding and are not reflected in Exhibit A.
7. The Board shall pay Lauderdale a 15% fee for design and construction administration services for its share of the Project based on the final quantities and unit prices at the completion of the Project as shown in Exhibit A.

IN WITNESS WHEREOF, the parties hereto have caused this Cooperative cost Share Understanding to be executed as of the day and year first above written.

**BOARD OF WATER COMMISSIONERS
OF THE CITY OF SAINT PAUL**

By _____
Stephen P. Schneider, General Manager
Saint Paul Regional Water Services

CITY OF LAUDERDALE

By _____
Mary Gaasch, Mayor

By _____
Heather Butkowski, City Administrator

EXHIBIT A
Preliminary Cost Estimate
Watermain Improvements
Eustis Street and Roselawn Avenue
December 10, 2018

A. STREET REPAIRS

No.	Item	Units	Qty	Unit Price	Total Price
1	MOBILIZATION	LS	1	\$4,000.00	\$4,000.00
2	TRAFFIC CONTROL	LS	1	\$2,000.00	\$2,000.00
3	REMOVE BITUMINOUS PAVEMENT	SY	3,100	\$5.00	\$15,500.00
4	AGGREGATE BASE, CLASS 5	TN	1,100	\$14.00	\$15,400.00
5	NONWEARING COURSE MIXTURE	TN	400	\$65.00	\$26,000.00
6	REMOVE AND REPLACE CONCRETE CURB & GUTTER	LF	130	\$50.00	\$6,500.00
7	RESTORATION	SY	100	\$10.00	\$1,000.00
8	BITUMINOUS STREET PATCH	SY	270	\$50.00	\$13,500.00
Subtotal					\$83,900.00
Contingencies (15%)					\$12,585.00
Estimated Construction Cost - Street Repairs					\$96,485.00

B. WATER MAIN REPLACEMENT

No.	Item	Units	Qty	Unit Price	Total Price
1	MOBILIZATION	LS	1	\$18,000.00	\$18,000.00
2	TRAFFIC CONTROL	LS	1	\$9,000.00	\$9,000.00
3	REMOVE EXISTING WATER MAIN	LF	2900	\$5.00	\$14,500.00
4	REMOVE HYDRANT, VALVE & BOX	EA	7	\$500.00	\$3,500.00
5	REMOVE GATE VALVE & BOX	EA	11	\$200.00	\$2,200.00
6	REMOVE EXISTING WATER SERVICE	EA	10	\$100.00	\$1,000.00
7	8" DIP WATER MAIN	LF	2850	\$80.00	\$228,000.00
8	6" DIP WATER MAIN	LF	70	\$65.00	\$4,550.00
9	PIPE BURST 8" CIP WATER MAIN	LF	340	\$130.00	\$44,200.00
10	IMPROVED PIPE FOUNDATION	LF	2920	\$3.00	\$8,760.00
11	HYDRANT WITH 6" GATE VALVE	EA	10	\$6,500.00	\$65,000.00
12	8" GATE VALVE AND BOX	EA	11	\$2,000.00	\$22,000.00
13	CONNECT TO EXISTING WATER MAIN	EA	10	\$1,200.00	\$12,000.00
14	DUCTILE IRON FITTINGS	LB	3500	\$5.00	\$17,500.00
15	INSULATION - 4" THICK	SY	70	\$40.00	\$2,800.00
16	REMOVE EXISTING WATER SERVICE	EA	10	\$100.00	\$1,000.00
17	CORPORATION STOP AND BOX	EA	12	\$250.00	\$3,000.00
18	COPPER WATER SERVICE	LF	400	\$40.00	\$16,000.00
19	CURB STOP AND BOX	EA	10	\$400.00	\$4,000.00
20	CONNECT TO EXISTING WATER SERVICE	EA	12	\$150.00	\$1,800.00
20	DENSITY TESTING	LS	1	\$3,000.00	\$3,000.00
Subtotal					\$481,810.00
Contingencies (15%)					\$72,271.50
Estimated Construction Cost - Water Main Improvements					\$554,081.50

COST SUMMARY

STREET REPAIRS	\$83,900.00
WATER MAIN REPLACEMENT	\$481,810.00
SUBTOTAL	\$565,710.00
CONTINGENCIES (15%)	\$84,856.50
TOTAL ESTIMATED WATER MAIN CONSTRUCTION COST	\$650,566.50
ENGINEERING FEES (15% of water main improvements)	\$83,112.23
TOTAL ESTIMATED WATER MAIN PROJECT COSTS	\$733,678.73

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date December 11, 2018

ITEM NUMBER Feasibility Rpt / Pub Hearing

STAFF INITIAL 

APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Stantec staff will be at the meeting to present the feasibility report they were authorized to complete at the November 27, 2018 council meeting. This report assesses the feasibility of the proposed street project from an engineering perspective. The feasibility report also will identify costs, funding sources, preliminary assessment information, and the total special assessment amount. The feasibility report is required by Minnesota Statutes Chapter 429 which allows cities to specially assess for street improvements.

To continue moving towards a construction project in 2019, the Council would adopt the following resolution accepting the Feasibility Report, calling for a public hearing on the proposed improvements at the January 8, 2019 council meeting, and authorizing the city engineer to prepare the plans and specifications.

OPTIONS:

STAFF RECOMMENDATION:

Motion to adopt Resolution 121118E, A Resolution Receiving the Feasibility Report, Calling for a Hearing on the Improvement, and Ordering Preparation of Plans and Specifications.

RESOLUTION NO. 121118E

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

**RESOLUTION RECEIVING THE FEASIBILITY REPORT, CALLING
FOR A HEARING ON THE IMPROVEMENT, AND ORDERING
PREPARATION OF PLANS AND SPECIFICATIONS**

WHEREAS, pursuant to resolution of the council adopted November 27, 2018, a report has been prepared by Stantec Consulting Services with reference to the proposed 2019 Infrastructure Improvement Project, the improvement of Eustis Street between Larpenteur Avenue and Roselawn Avenue and Roselawn Avenue between the TH280 right-of-way and Fulham Street by the City of Lauderdale, and this report was received by the council on December 11, 2018, and

WHEREAS, the report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF LAUDERDALE, MINNESOTA:

1. The council will consider the improvement of such streets in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$2,327,866.
2. A public hearing shall be held on such proposed improvement on the 8th day of January, 2019, in the council chambers of the city hall at 7:30 p.m. and the clerk shall give mailed and published notice of such hearing and improvement as required by law.
4. Stantec Consulting Services is hereby designated as the engineer for the proposed improvement and shall prepare plans and specification for the making of such improvement.

Adopted by the city council of the city of Lauderdale, Minnesota this 11th day of December, 2018.

Mary Gaasch, Mayor

ATTEST:

Heather Butkowski, City Administrator

Feasibility Report for 2019 Infrastructure Improvements

City of Lauderdale, Minnesota

December 2018

Project No. 193804608





Stantec Consulting Services Inc.
2335 Highway 36 West, St. Paul MN 55113-3819

December 11, 2018
File: 193804608

Attention: Honorable Mayor and Council

City of Lauderdale
1891 Walnut Street
Lauderdale, Minnesota 55113

Re: 2019 Infrastructure Improvements Project

Dear Mayor and Council:

Enclosed for your review is the 2019 Infrastructure Improvements Feasibility Report. The general location of the improvements includes Eustis Street between Larpenteur Avenue West (CSAH 30) and Roselawn Avenue, and Roselawn Avenue between TH 280 and Fulham Street.

Proposed improvements include the reconstruction of Eustis Street and rehabilitation of Roselawn Avenue West in conjunction with the jurisdictional transfer of these roadways from Ramsey County to the City of Lauderdale. The feasibility report describes the roadway and utility improvements necessary for both the reconstruction and mill and overlay portions of this project. Cost estimates as well as potential funding sources are included in the report.

We recommend this report be presented and discussed at the December 11, 2018 City Council meeting.

Respectfully submitted,

Darren Amundsen PE

Principal

Phone: (651) 604-4894
Mobile: (651) 775-5623
Darren.Amundsen@stantec.com

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Kellie M. Schlegel, PE
Date: December 11, 2018 Reg. No. 46200

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Appendices

- A – Preliminary Cost Estimate
- B – Geotechnical Evaluation

Introduction

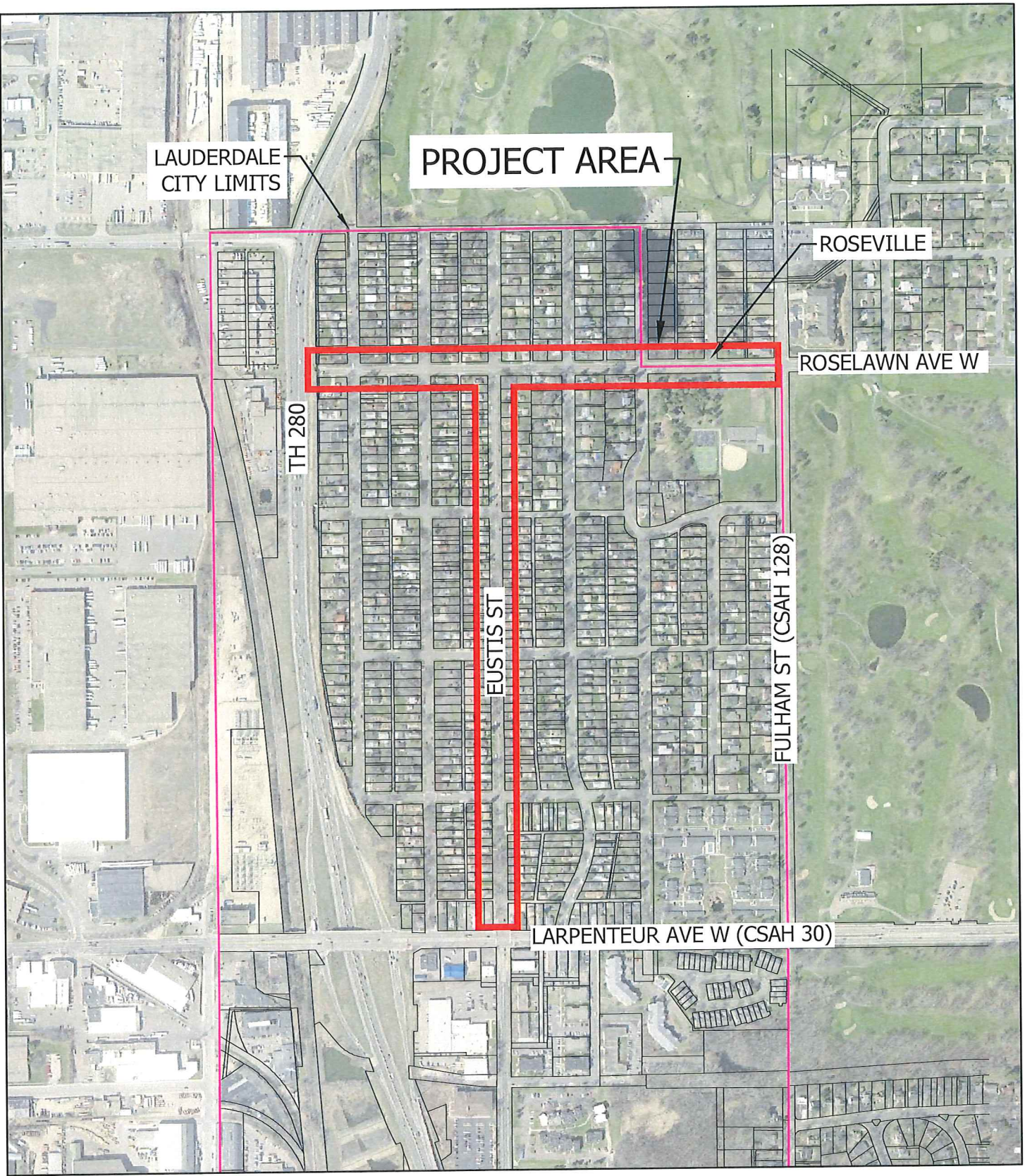
The City of Lauderdale authorized the preparation of this Feasibility Report to determine the feasibility of performing street and utility improvements on Eustis Street from Larpenteur Avenue to Roselawn Avenue, and on Roselawn Avenue from Minnesota Trunk Highway (TH) 280 to Fulham Street. See Figure 1 for the project area.

History and Jurisdictional Transfer

Lauderdale is committed to providing safe, well-maintained roadways to its residents and businessowners. To date, both Eustis Street and Roselawn Avenue have been owned and maintained by Ramsey County. Roselawn Avenue (formerly County State Aid Highway 26) was designated as a state aid roadway, meaning the county was able to utilize state aid funds for roadway improvements. However, Eustis Street (formerly County Road 127) was not designated as a state aid roadway. Thus, the county was not able to utilize state aid funds for roadway improvements. As a result, the quality of Eustis Street has decreased significantly over the past 20 years, resulting in substantial cracking, rutting, and potholes throughout the roadway. The City of Lauderdale and Ramsey County have held discussions periodically over that time period to discuss the jurisdictional transfer of both Eustis Street and Roselawn Avenue to the City of Lauderdale. With the most recent discussions, an agreement was reached between these two entities to complete the jurisdictional transfer in conjunction with a transfer of funds that the City can put towards the much-needed roadway and utility improvements.

Scope of Study

The purpose of this report is to examine the feasibility of reconstructing Eustis Street with a full-depth pavement section and rehabilitating Roselawn Avenue with a bituminous mill and overlay. Utility improvements will also be analyzed, including water main, sanitary sewer, and storm sewer. The type of improvements recommended, estimated costs of the improvements, and funding of the improvements will be evaluated.



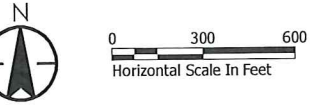
LOCATION MAP

CITY OF LAUDERDALE
2019 INFRASTRUCTURE IMPROVEMENTS

FIGURE: 1

DATE 12/4/2018

PROJ. NO. 193804608



Existing Conditions

Eustis Street

Currently, Eustis Street is a bituminous two-lane roadway with four-inch bituminous curb and parking along one side of the street. The existing street width is approximately 34 feet from face to face of the existing bituminous curb. Seventy feet of right-of-way is reserved from Larpenteur Avenue to Lone Street and sixty feet from Lone Street to Roselawn Avenue.

The original construction date of Eustis Street is not known. However, there is no documentation that it was ever fully reconstructed. County records indicate that the roadway underwent a full depth reclamation in 1990, followed by a seal coat in 1991. Since then, the condition of the roadway has deteriorated and exhibits a large amount of cracking, rutting, pavement stripping, severe potholing, as well as visible drainage issues. There is minimal storm sewer on Eustis Street, and the adjacent yards are relatively flat, which along with the poor road base, contribute to the poor drainage conditions.

The sanitary sewer within Eustis Street was rehabilitated in 2013 via cured in place pipe (CIPP), a trenchless technique which lines the interior of the existing pipe with a resin-saturated felt tube, which is then cured, resulting in a smooth, hardened interior surface. In addition, a number of sanitary sewer manhole castings were replaced in 2016 as they were in need of repair. It is not anticipated that any additional sanitary sewer repairs are needed as part of this project.

The water main along Eustis Street is owned and maintained by St. Paul Regional Water Services (SPRWS). It is 8" in diameter and constructed of cast iron pipe (CIP). Generally, the water main within Eustis was installed in the 1950s and has experienced a significant number of problems, including water main breaks. SPRWS is planning on replacing all water main on Eustis Street as part of this project.

Roselawn Avenue

Roselawn Avenue is a bituminous two-lane roadway with concrete curb and gutter with no parking signed along both sides of the street. The existing street width is approximately 36 feet from face to face of the existing concrete curb. Approximately sixty-six feet of right-of-way is reserved from MN TH 280 to Fulham Street with some small variations.

Roselawn Avenue was reconstructed by Ramsey County in 1987. A full-depth road base, along with concrete curb and gutter and a storm sewer network were installed and/or improved as part of this project. Since this time, the only documented maintenance was a seal coat in 1989. The overall condition of Roselawn Avenue is fair, with some visible rutting, pavement stripping, and cracking.

The existing sanitary sewer within Roselawn Avenue was also recently rehabilitated via CIPP (2018). The condition of existing manholes should be evaluated during the design phase to determine if any repairs are required as part of this project.

There is existing water main along the south side of Roselawn Avenue from Walnut Street to Eustis Street. The westerly block is ductile iron pipe, while the easterly block is cast iron pipe. As with the cast iron water main on Eustis Street, SPRWS is planning to replace this block of water main in conjunction with the street improvements.

Geotechnical Analysis

Soil borings were completed on Eustis Street to assist in further understanding the existing street section characteristics. The data received in this analysis was used to determine the identified street improvements recommended in this report. In general, the bituminous pavement thickness varied from 1 ½" to 2 ½", increasing to 4" near Larpenteur Avenue. The aggregate base thickness varied from 2" to 10", with an average of just over 5". The geotechnical report is attached as Appendix B.

Street Improvements

Eustis Street - Full Reconstruction

The findings of the geotechnical evaluation indicate insufficient and highly variable thicknesses of both the bituminous pavement and aggregate base. Due to the inadequate thickness of the road section, as well as the visible state of the roadway, a complete reconstruction of the roadway section is recommended. See Figure 2 for the overall layout of the proposed improvements.

The proposed typical section consists of a thirty-six-foot wide street (from face of curb to face of curb) with six-inch high concrete curb and gutter. This will provide room for two (2) twelve-foot driving lanes, an eight-foot parking lane on one side of the street, and a four-foot shoulder on the other side of the street giving vehicles more room to safely maneuver alongside parked cars and other roadway users. The street section proposed for a typical street in Lauderdale consists of 1 ½ inches of bituminous wear course, 2 ½ inches of bituminous base course, 8 inches of Class 5 aggregate base, and 12 inches of select granular borrow over geotextile fabric for separation. In addition, drain tile would be installed along the curb as necessary to provide adequate drainage of the roadway subgrade. See Figure 4 for the Typical Section.

In general, to minimize impacts outside of the roadway, the new street will be constructed in generally the same horizontal location as it currently lies, with a small amount of roadway widening. The road will be lowered where feasible to improve front yard drainage in areas. Small portions of intersecting streets may need to be reconstructed or repaved to accommodate minor grade changes and ensure proper drainage. The portions of the driveways that are impacted will be replaced in-kind as part of the project.

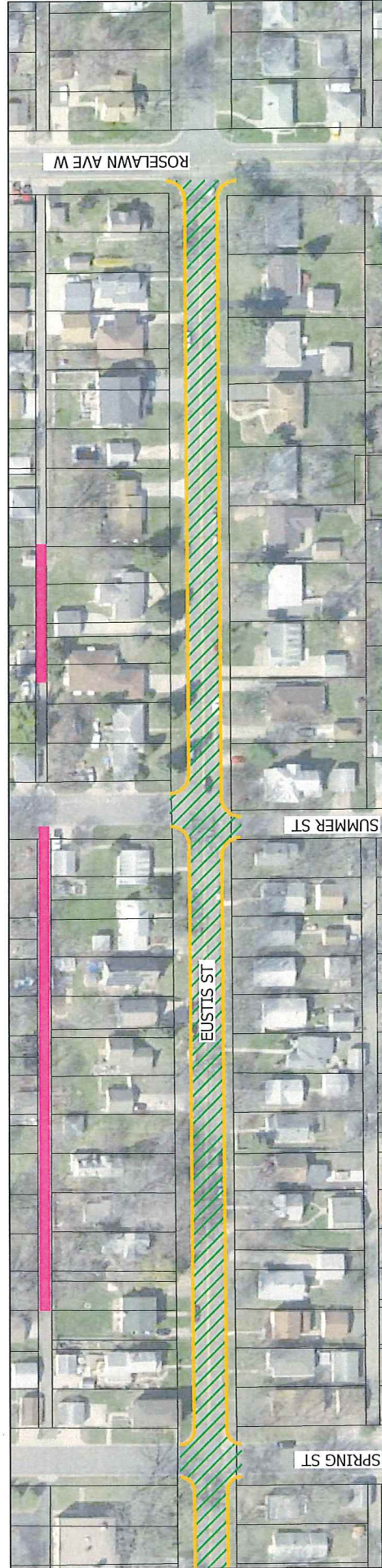
Access to impacted homes and businesses will be maintained throughout the project with the exception of isolated instances. On Eustis Street, most blocks have an alley that could be used to access homes. Areas that do not have alley access include east of Eustis Street between Summer Street and Roselawn Avenue and west of Eustis Street between Spring Street and Summer Street, along with a short portion of alley between Summer Street and Roselawn Avenue. During the project, scheduling and staging of work in these areas will be especially important.

Roselawn Avenue - Mill and Overlay




Roselawn Avenue's more robust pavement section, past maintenance, and current roadway and utility condition lead to a recommendation for the existing road to be milled and overlaid with new pavement to prolong its life. See Figure 4 for the location of these improvements. A mill and overlay is generally recommended where the roadway condition can be significantly improved by replacing the upper layer of bituminous, where the roadway base material still appears structurally sound, and where there are minimal utility improvements. A full-width mill and overlay consists of milling the upper 2 inches of bituminous across the entire width of the roadway, followed by paving a 2-inch bituminous overlay. The existing curb condition will be evaluated for any necessary spot repairs. Any areas of severe cracking or failing roadway base encountered within the roadway after milling will also be repaired prior to final paving. See Figure 3 for the proposed improvements for Roselawn Avenue, and Figure 4 for the Typical Section.

Alley Improvements

The City of Lauderdale currently owns and maintains alleys that serve the residential areas of the city. There are currently two gaps in this system that are adjacent to properties on the west side of Eustis Street. These gaps, for which the City of Lauderdale currently owns and maintains right of way, include approximately 500 feet between Spring Street and Summer Street and approximately 150 feet between Summer Street and Roselawn Avenue. This report includes a cost estimate to construct 12-foot wide alleys in these areas as part of this project. Work would include approximately 650 feet of bituminous alley construction, along with some tree and brush removal. Small retaining walls may be required in areas to minimize impacts to adjacent properties. The City will also coordinate with Xcel Energy to relocate the existing power poles within the alley areas. Paving the alleys would help the City address reoccurring maintenance issues, as well as provide additional access for residents. See Figure 3 for the locations of the proposed alley improvements.



LEGEND

-  BITUMINOUS STREET RECONSTRUCTION
-  B618 CURB & GUTTER
-  ALLEY CONSTRUCTION



0 50 100
Horizontal Scale in Feet

PROPOSED STREET IMPROVEMENTS - EUSTIS ST

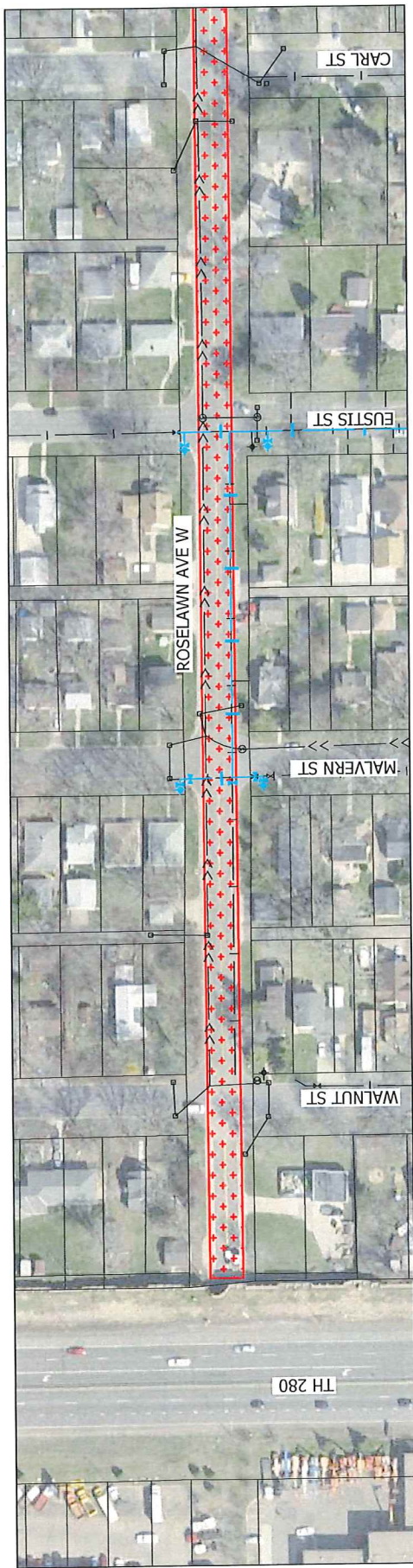
CITY OF LAUDERDALE
2019 INFRASTRUCTURE IMPROVEMENTS

FIGURE 2



DATE 12/14/2018
PROJ. NO. 193804608

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User: jgandh, 12/14/2018 2:27:14 PM



LEGEND

- BITUMINOUS STREET MILL & OVERLAY
- EXISTING STORM SEWER & WATER MAIN
- PROPOSED WATER MAIN

N

0 50 100
Horizontal Scale, In Feet

PROPOSED STREET AND UTILITY IMPROVEMENTS - ROSELAWN AVE W

CITY OF LAUDERDALE
2019 INFRASTRUCTURE IMPROVEMENTS

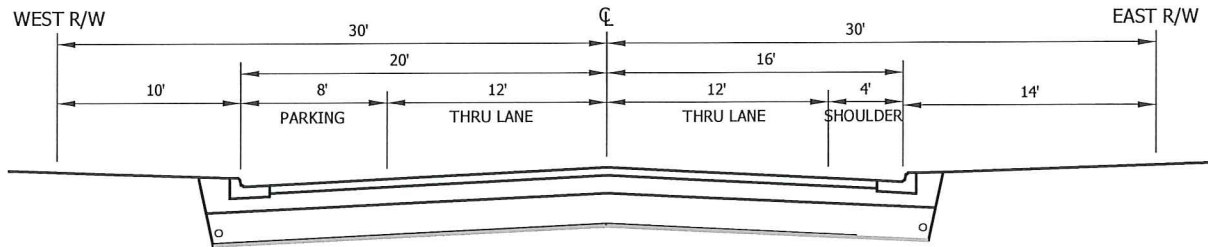
FIGURE 3



DATE 12/14/2018 PROJ. NO. 193804608

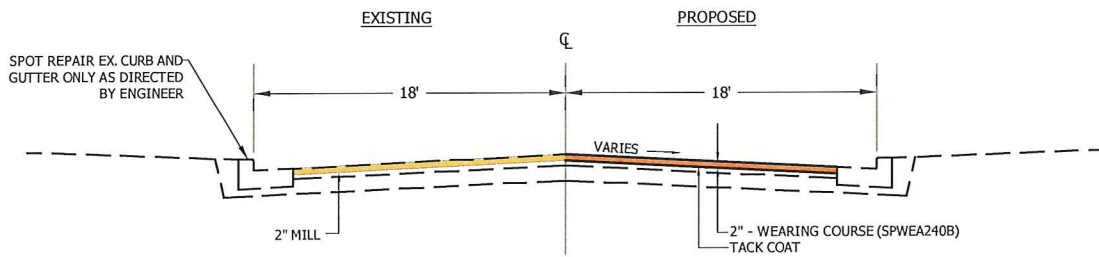
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EUSTIS STREET - FULL RECONSTRUCTION

NOT TO SCALE



ROSELAWN AVE W - 2" MILL & OVERLAY

NOT TO SCALE

TYPICAL SECTIONS

Utility Improvements

The following utility improvements are proposed in conjunction with this roadway improvement project.

Sanitary Sewer Improvements

As discussed in the Existing Conditions section, there are limited to no sanitary sewer improvements that are recommended as part of this report. Existing sewer manholes and castings will be inspected for current conditions, and any necessary repairs may be addressed as part of this project.

Water Main Improvements

As discussed in the Existing Conditions section, SPRWS intends to replace their water main under Eustis Street as part of this project. They also intend to replace the portion of water main on Roselawn Avenue between Malvern Street and Eustis Street. All water main improvements will be included in the project design and bid with the remainder of the street and utility improvements as part of an agreement between the City of Lauderdale and SPRWS.

The scope of the water main improvements will include the full replacement of the existing 8-inch cast iron water main, fittings and hydrants on Eustis Street from Roselawn Avenue to Larpenteur Avenue, and on Roselawn Avenue from Malvern Street to Eustis Street. Proposed water mains will be ductile iron pipe (DIP) and will be poly-wrapped to prevent corrosion. The water main on Roselawn Avenue will be replaced via a trenchless installation method to minimize impacts to the street and surrounding areas. Any existing services that have experienced issues with the service pipe freezing due to insufficient depth will also be replaced to the right of way. All other services will remain and will be reconnected at the new main. SPRWS would manage and install temporary water service for residents. Residents would be informed of brief water shut-offs to their homes on the day services are switched from the old to the new system.

See Figure 5 for the proposed water main improvements on Eustis Street and Figure 3 for the proposed water main improvements on Roselawn Avenue.

Storm Sewer Improvements

Surface water from Eustis Street currently drains to one of two places, Walsh Lake in the northeast corner of the City or via storm sewer to the Highway 280 drainage system. Storm water generally drains in a northern direction from Lone Street to Roselawn Avenue as Lone Street is roughly the east-west high point in the project area. South of Lone Street, Eustis Street runoff flows south. Because much of Eustis Street is topographically higher than the surrounding land, there is very little existing storm sewer in it. Street runoff generally flows to existing storm sewer on the intersecting streets. It is likely that Eustis Street was originally constructed as a rural section roadway with ditches and no curb and gutter.

Standing water behind the curb indicates drainage problems along Eustis Street. During the design phase, grades should be analyzed to determine if Eustis Street can be lowered to address some of these drainage problems. Limiting factors in how much the roadway can be lowered include the depth of the existing storm sewer system at the intersections, elevations of adjacent roadways, and the depth of existing sanitary sewer and water main as adequate cover will need to be maintained over these utilities.

Where feasible, additional storm sewer will be added along Eustis Street to collect street drainage as well as front yard runoff. If the roadway cannot be lowered to properly drain all areas behind the curb, storm inlets could be added behind the curb in the boulevard and connect to the proposed storm sewer system. See Figure 5 for the proposed storm sewer improvements.

Existing storm sewer structures within Roselawn Avenue and those adjacent to Eustis Street should be evaluated during the preliminary design phase for any necessary repairs or replacement. It is recommended that any issues with these structures be addressed as part of this project.

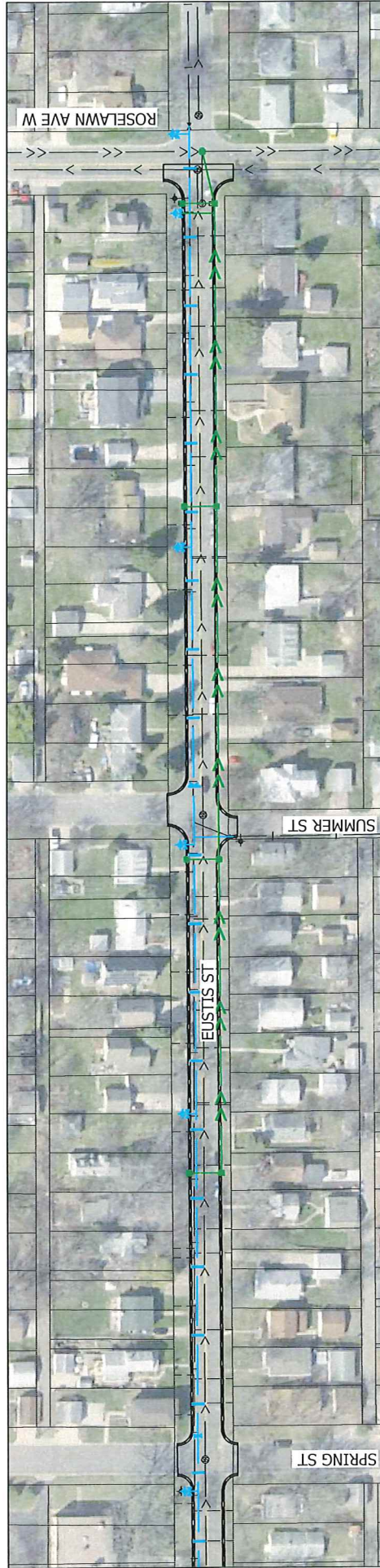
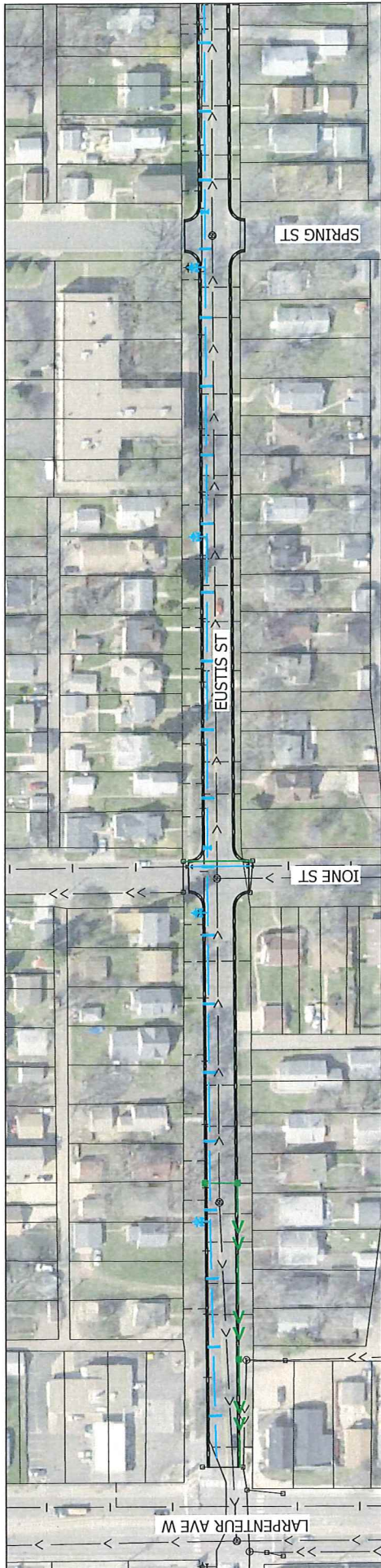
Walsh Lake has a history of flooding that predates Lauderdale's major street reconstruction program. During the earliest street reconstruction projects, a detailed hydraulic model was created for the Walsh Lake drainage. This model was used to evaluate whether the early projects raised the calculated Walsh Lake high water and whether future projects might also affect the lake. It was determined that the projects had no effect.

Storm Water Management

The proposed project limits are within the jurisdictional boundary of the Rice Creek Watershed District (RCWD). The proposed project improvements do not create a significant enough amount of additional impervious surface to trigger the RCWD stormwater management rules. Therefore, stormwater treatment is not required. However, should the City wish to incorporate elements into the project that will reduce stormwater volume or improve water quality, these can be considered during the design phase.

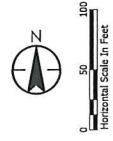
Gas Main Replacement

Xcel Energy has expressed interest in the past in replacing their gas main along Eustis Street. The City of Lauderdale will cooperate with Xcel Energy to minimize disruption to residents and property owners should they choose to move forward with gas main replacement.



LEGEND

	PROPOSED STORM SEWER
	PROPOSED WATER MAIN
	EX. STORM SEWER
	EX. WATER MAIN
	EX. SANITARY SEWER



PROPOSED STORM SEWER AND WATER MAIN IMPROVEMENTS - EUSTIS ST

CITY OF LAUDERDALE

2019 INFRASTRUCTURE IMPROVEMENTS

DATE 12/4/2018

PROJ. NO. 193804608

FIGURE 5



333 Highway 26 W
Ft. Lauderdale, FL 33309
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Permits and Easements

Permits

The following permits will be required for this Project:

- Minnesota Department of Health water main plan review
- Minnesota Pollution Control Agency Construction Storm Water Permit
- Ramsey County right of way permit, utility permit
- Rice Creek Watershed District – erosion control permit

In addition, St. Paul Regional Water Services will need to provide plan and specification approval with respect to the water system design.

Easements

It is anticipated that nearly all work will be performed within the City of Lauderdale and Ramsey County right-of-way. In areas where work is proposed on private property, it is typically for the direct benefit of the property owner. For example, removal and replacement of a private driveway beyond the right-of-way line is typically done to achieve a more gradual grade on the driveway. Prior to any work being done outside of City of Lauderdale right-of-way, a signed "Right of Entry" form would be acquired from each affected property owner. It is anticipated that residents will be willing to work with the City if the work will improve their driveway, yard, or would provide better drainage.

Estimated Project Costs

The total cost estimate for work proposed to be completed as part of this project is \$2,459,830. Detailed cost estimates have been prepared and are included in Appendix A. Estimated indirect costs include engineering, legal, fiscal, and contract administration. A summary of the total estimated project costs is show below.

Table 1 - Total Estimated Project Costs

Eustis Street Reconstruction	
Street Improvements	\$ 1,196,761
Alley Improvements	\$ 97,440
Storm Sewer Improvements	\$ 171,150
Water Main Improvements	\$ 538,370
Subtotal - Eustis Street	\$ 2,003,721
Roselawn Avenue Mill & Overlay	
Street Improvements	\$ 183,724
Storm Sewer Improvements	\$ 140,420
Water Main Improvements	\$ 131,964
Subtotal - Roselawn Avenue	\$ 456,108
Total Estimated Project Costs	\$ 2,459,830

Project Funding

The following are potential sources of funding for the 2019 Infrastructure Improvements project:

- Ramsey County jurisdictional transfer funds
- St. Paul Regional Water Services participation
- City of Lauderdale utility and street funds, including inter-fund loans
- General Obligation Bonds
- Special Assessments per MN Statute Chapter 429

Ramsey County Jurisdictional Transfer Funds

The City of Lauderdale and Ramsey County negotiated an agreement to transfer jurisdiction of Eustis Street and Roselawn Avenue within the project limits from Ramsey County to the City of Lauderdale. As part of this jurisdictional transfer, Ramsey County has agreed to contribute \$836,341 to assist Lauderdale in improving the roadways. These funds will be applied to the transportation improvements and related fees.

St. Paul Regional Water Services Participation

St. Paul Regional Water Services (SPRWS) owns and operates all the water main within Lauderdale. In accordance with their agreement with Lauderdale, SPRWS will pay for all water main replacement costs including material, labor, and indirect services related to the water main design and installation. A portion of the street costs related to the installation of the water main will also be incurred by SPRWS. The total amount of SPRWS participation will be determined by final construction costs in conjunction with a Cost Share Understanding that is currently being developed. See Appendix A for a total estimated cost of the proposed water main improvements.

City of Lauderdale Funds and General Obligation Bonds

The City of Lauderdale will fund the balance of the project not covered by the other funding sources. The exact source of these funds has not been finalized, but would likely include the use of existing funds, which may require borrowing from funds not directly related to this project; issuing general obligation (GO) bonds; or some combination of these sources.

Special Assessments

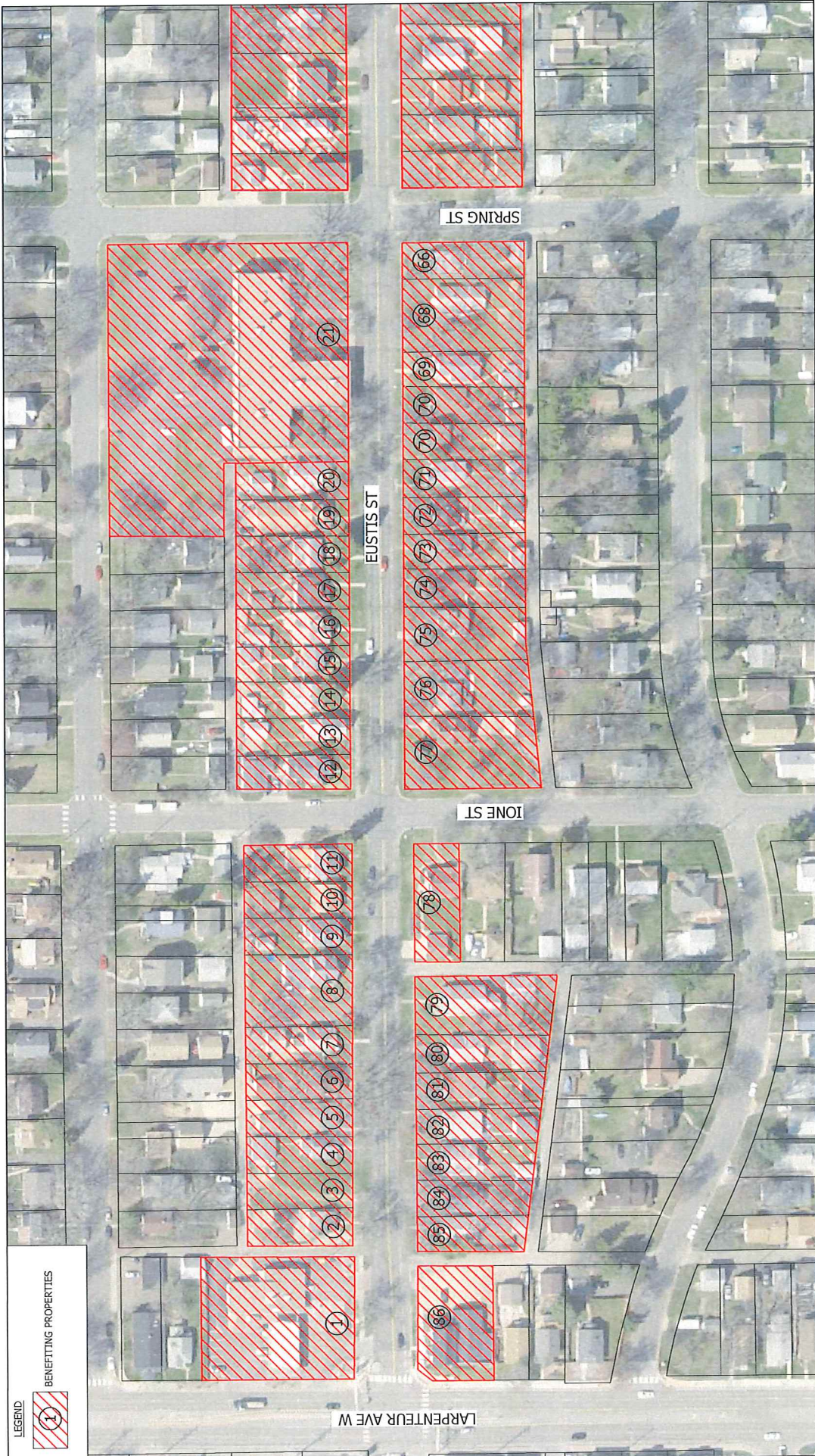
Special assessments are a way for cities to finance improvements by assessing some of the costs to the benefitting property owners. If the City of Lauderdale plans to proceed with this project, it is our understanding that special assessments will be used to finance part of the project. This would be in accordance with the current City's special assessment policy and consistent with previous street improvement projects.

For the purposes of this report, the total amount to be assessed is approximated. If this report is adopted, a preliminary assessment roll will be completed to determine estimated assessment amounts for each benefitting property. See Figures 6A through 6D for the locations of the benefitting properties.

Table 2 below summarizes the funding sources for the proposed improvements.

Table 2 - Funding Sources

Improvement Type	Total Estimated Cost	Funding Source			
		City of Lauderdale	Ramsey County Turnback Funds	St. Paul Regional Water	Special Assessments
Streets - Eustis	\$1,196,761	\$181,220	\$532,197	\$63,345	\$420,000
Streets - Roselawn	\$183,724	\$0	\$163,724	\$0	\$20,000
Alleys - Eustis	\$97,440	\$97,440	\$0	\$0	\$0
Storm Sewer - Eustis	\$171,150	\$171,150	\$0	\$0	\$0
Storm Sewer - Roselawn	\$140,420	\$0	\$140,420	\$0	\$0
Water Main - Eustis	\$538,370	\$0	\$0	\$538,370	\$0
Water Main - Roselawn	\$131,964	\$0	\$0	\$131,964	\$0
Total	\$2,459,830	\$449,810	\$836,341	\$733,679	\$440,000



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SITE ASSESSMENTS - EUSTIS STREET
 CITY OF LAUDERDALE
 2019 INFRASTRUCTURE IMPROVEMENTS

DATE 12/15/2018
 PROJ. NO. 193804608



FIGURE 6A



FIGURE 6B
 Drawing Date: 12/15/2018
 Project No: 193804608
 Date: 12/15/2018

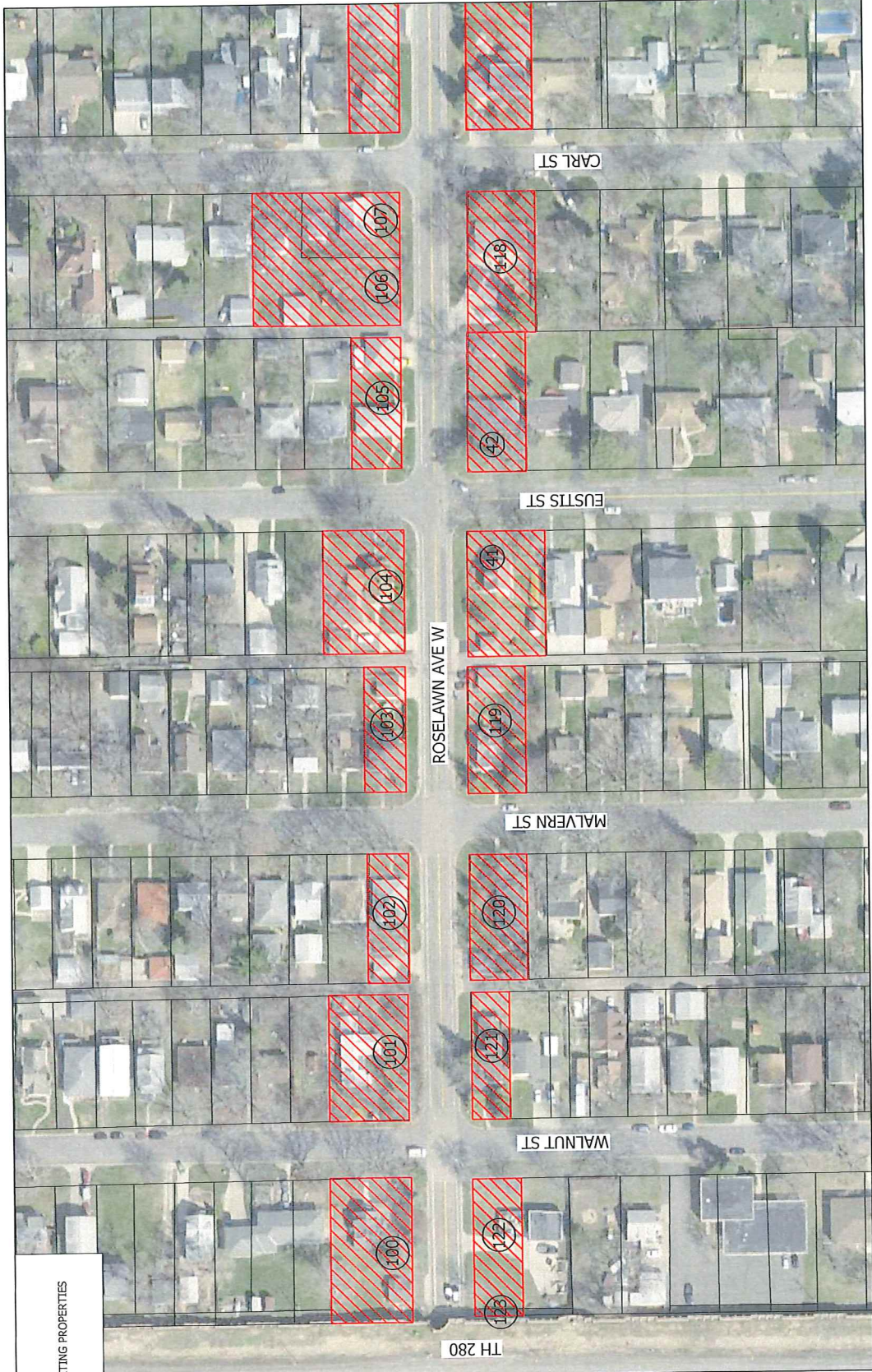


FIGURE 6B

SITE ASSESSMENTS - EUSTIS STREET

CITY OF LAUDERDALE
 2019 INFRASTRUCTURE IMPROVEMENTS

PROJ. NO. 193804608
 DATE 12/15/2018



LEGEND

 **BENEFITING PROPERTIES**

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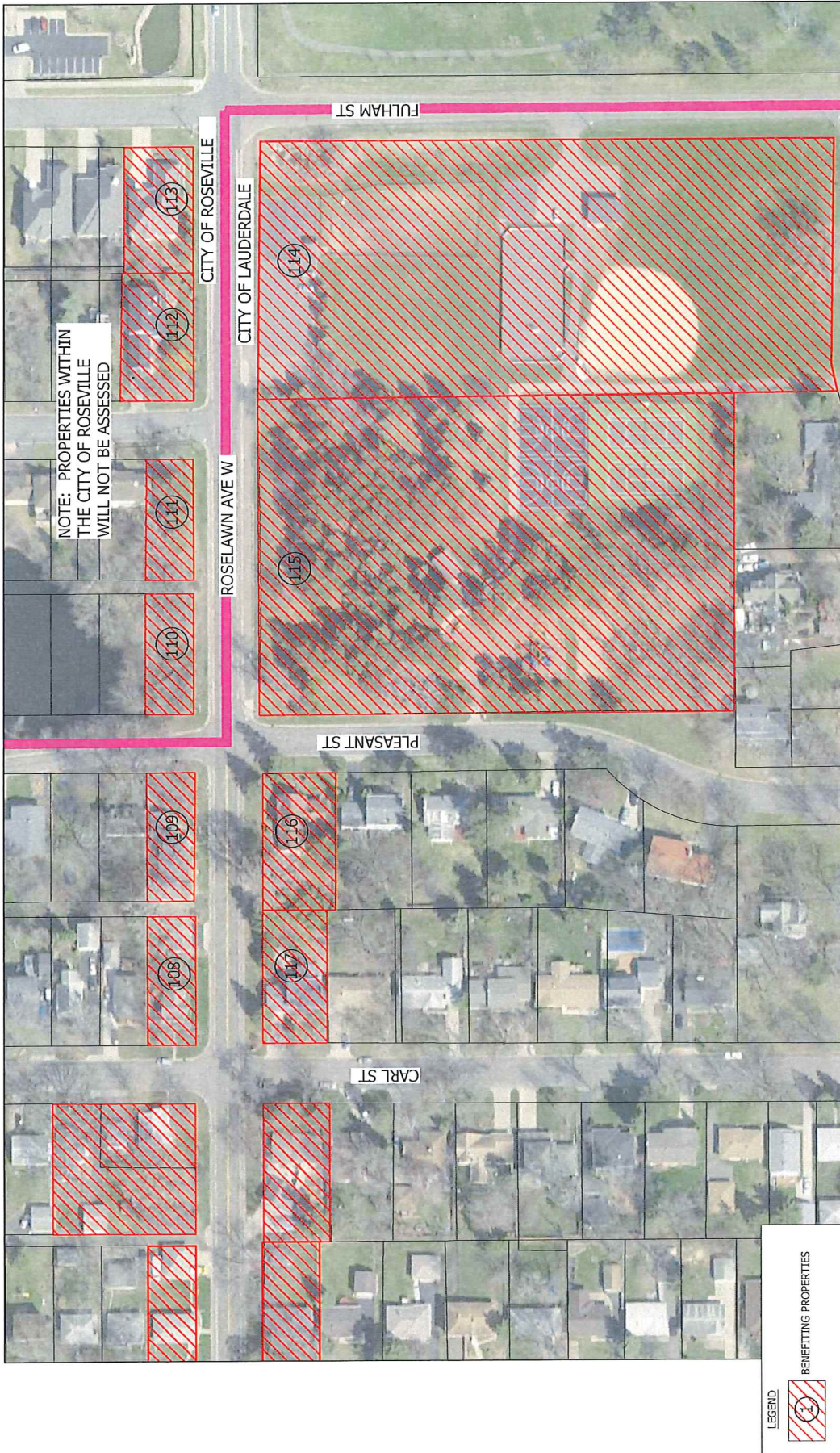


SITE ASSESSMENTS - ROSELAWN AVENUE

CITY OF LAUDERDALE
 2019 INFRASTRUCTURE IMPROVEMENTS

FIGURE 6C

DATE 12/15/2018 PROJ. NO. 193804608



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 Author: 1930\1930\1930\1930.dwg

SITE ASSESSMENTS - ROSELAWN AVENUE
 CITY OF LAUDERDALE
 2019 INFRASTRUCTURE IMPROVEMENTS

DATE 12/15/2018
 PROJ. NO. 193004608

FIGURE 6D



Project Schedule

The proposed project schedule is as follows:

Authorize Preparation of Feasibility Report	November 27, 2018
Accept Feasibility Report	December 11, 2018
Order Public Improvement Hearing	December 11, 2018
Authorize Preparation of Plans & Specifications	December 11, 2018
Hold Public Improvement Hearing	January 8, 2019
Approve Plans & Specifications	February 12, 2019
Authorize Ad for Bids	February 12, 2019
Receive Bids	March 21, 2019
Review Bids/Award Contract	March 26, 2019
Begin Construction	May/June 2019
Substantial Completion	August 2019
Final Completion	October 2019
Order Final Assessment Hearing	November 2019
Final Assessment Hearing	December 2019

Conclusion & Recommendations

The proposed improvements in this Report are feasible and cost effective as they relate to general engineering principles and construction practices. Based on the information contained in this report, it is recommended that:

- This report be adopted as a guide for the layout, design and cost allocation for the public street and utility improvements.
- The City Council orders a Public Improvement Hearing for this project. The property owners adjacent to the project should be notified for hearing purposes in accordance with state statute.
- The City conduct a legal and fiscal review of the proposed project.
- The improvements identified in this report be designed and constructed in accordance with established engineering standards.
- The proposed project schedule be implemented for the improvements.

APPENDIX A

Preliminary Cost Estimate

Appendix A-1
Preliminary Cost Estimate Summary
2019 Infrastructure Improvements
December 2018

Improvement Type	Streets	Alleys	Water Main	Storm Sewer	Total Construction Cost	Contingencies (15%)	Indirect (25%)	Total Estimated Project Cost
A-2 Eustis Street Reconstruction	\$ 854,829				\$ 854,829	\$ 128,224	\$ 213,707	\$ 1,196,761
A-3 Roselawn Ave Mill & Overlay	\$ 131,232				\$ 131,232	\$ 19,685	\$ 32,808	\$ 183,724
A-4 Eustis Street Alleys		\$ 69,600			\$ 69,600	\$ 10,440	\$ 17,400	\$ 97,440
A-5 Eustis Street Storm Sewer				\$ 122,250	\$ 122,250	\$ 18,338	\$ 30,563	\$ 171,150
A-6 Roselawn Ave Storm Sewer				\$ 100,300	\$ 100,300	\$ 15,045	\$ 25,075	\$ 140,420
A-7 Eustis Street WM			\$ 384,550		\$ 384,550	\$ 57,683	\$ 96,138	\$ 538,370
A-8 Roselawn Ave WM			\$ 94,260		\$ 94,260	\$ 14,139	\$ 23,565	\$ 131,964
Total Construction Cost	\$ 986,061	\$ 69,600	\$ 478,810	\$ 222,550	\$ 1,757,021			
Contingencies (15%)	\$ 147,909	\$ 10,440	\$ 71,822	\$ 33,383		\$ 263,553		
Indirect (25%)	\$ 246,515	\$ 17,400	\$ 119,703	\$ 55,638			\$ 439,255	
Total Estimated Project Cost	\$ 1,380,486	\$ 97,440	\$ 670,334	\$ 311,570				\$ 2,469,830

**Appendix A-2
Preliminary Cost Estimate
Eustis Street Reconstruction
2019 Infrastructure Improvements
December 2018**

Reconstruct: Full Bituminous, Aggregate Base, Granular Borrow, & Curb & Gutter		
Construction Cost		\$854,829.44
Contingencies (15%)		\$128,224.42
Indirect (25%)		\$213,707.36
Total Cost		\$1,196,761.22
Cost Per C/L Foot	2,600	\$460.00

No.	Item	Units	Qty	Unit Price	Total Price
			2,600	Length (LF)	
1	MOBILIZATION	LS	1	\$30,000.00	\$30,000.00
2	TRAFFIC CONTROL	LS	1	\$10,000.00	\$10,000.00
3	EROSION AND SEDIMENT CONTROL	LS	1	\$25,000.00	\$25,000.00
4	TEMPORARY MAIL	LS	1	\$8,000.00	\$8,000.00
5	REMOVE TREE	EA	35	\$500.00	\$17,500.00
6	REMOVE BITUMINOUS PAVEMENT	SY	11,000	\$1.75	\$19,250.00
7	REMOVE BITUMINOUS CURB	LF	4,800	\$2.00	\$9,600.00
8	REMOVE CONCRETE CURB & GUTTER	LF	400	\$4.00	\$1,600.00
9	REMOVE CONCRETE SIDEWALK	SF	4,000	\$1.00	\$4,000.00
10	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SF	2,800	\$0.75	\$2,100.00
11	REMOVE CONCRETE DRIVEWAY PAVEMENT	SF	3,400	\$1.00	\$3,400.00
12	SAWING BITUMINOUS PAVEMENT	LF	500	\$3.00	\$1,500.00
13	COMMON EXCAVATION	CY	9,500	\$8.00	\$76,000.00
14	SUBGRADE EXCAVATION	CY	770	\$12.00	\$9,244.44
15	COMMON BORROW	CY	770	\$6.00	\$4,620.00
16	GEOTEXTILE FABRIC	SY	12,000	\$1.50	\$18,000.00
17	SELECT GRANULAR BORROW	TN	8,500	\$11.50	\$97,750.00
18	AGGREGATE BASE, CLASS 5	TN	6,200	\$14.00	\$86,800.00
19	WEARING COURSE MIXTURE (C)	TN	950	\$64.00	\$60,800.00
20	NONWEARING COURSE MIXTURE	TN	1,600	\$60.00	\$96,000.00
21	BITUMINOUS MATERIAL FOR TACK COAT	GAL	475	\$3.00	\$1,425.00
22	4" DRAINTILE	LF	5,200	\$6.50	\$33,800.00
23	B624 CONCRETE CURB & GUTTER	LF	5,200	\$12.00	\$62,400.00
24	6" CONCRETE DRIVEWAY	SF	3,400	\$6.00	\$20,400.00
25	BITUMINOUS DRIVEWAY PAVEMENT	TN	75	\$120.00	\$9,000.00
26	7" COMMERCIAL CONCRETE DRIVEWAY	SF	720	\$7.00	\$5,040.00
27	4" CONCRETE WALK	SF	4,000	\$9.00	\$36,000.00
28	ADJUST GATE VALVE AND BOX	EA	4	\$350.00	\$1,400.00
29	ADJUST CASTING	EA	8	\$500.00	\$4,000.00
30	SIGNING	LS	1	\$5,000.00	\$5,000.00
31	4" DOUBLE YELLOW LINE - PAINT	LF	2,600	\$1.00	\$2,600.00
32	4" SOLID WHITE LINE - PAINT	LF	5,200	\$0.50	\$2,600.00
33	SELECT TOPSOIL BORROW (LV)	CY	1,500	\$30.00	\$45,000.00
34	SOD	SY	9,000	\$5.00	\$45,000.00
				Subtotal	\$854,829.44
				Contingencies (15%)	\$128,224.42
				Indirect (25%)	\$213,707.36
				Total Cost	\$1,196,761.22

Appendix A-3
Preliminary Cost Estimate
Roselawn Avenue Mill & Overlay
2019 Infrastructure Improvements
December 2018

Mill & Overlay: 2" Bituminous Mill and Overlay; Spot Curb Repairs		
Construction Cost		\$125,231.64
Contingencies (10%)		\$18,784.75
Indirect (25%)		\$31,307.91
Total Cost		\$175,324.30
Cost Per C/L Foot	2150	\$81.55

No.	Item	Units	Qty	Unit Price	Total Price
			2150	Length (LF)	
1	MOBILIZATION	LS	1	\$5,000.00	\$5,000.00
2	TRAFFIC CONTROL	LS	1	\$2,500.00	\$2,500.00
3	MILL BITUMINOUS PAVEMENT (2" DEPTH)	SY	7,700	\$1.50	\$11,550.00
4	REMOVE BITUMINOUS PAVEMENT	SY	231	\$8.00	\$1,848.00
5	REMOVE CONCRETE CURB & GUTTER	LF	130	\$6.00	\$780.00
6	SUBGRADE EXCAVATION	CY	40	\$12.00	\$480.00
7	AGGREGATE BASE, CLASS 5	TN	85	\$14.00	\$1,183.64
8	WEARING COURSE MIXTURE (C)	TN	1,000	\$65.00	\$65,000.00
9	BITUMINOUS PATCHING	TN	150	\$115.00	\$17,250.00
10	BITUMINOUS MATERIAL FOR TACK COAT	GAL	400	\$3.00	\$1,200.00
11	B624 CONCRETE CURB & GUTTER	LF	130	\$20.00	\$2,600.00
12	ADJUST SANITARY SEWER CASTING	EA	3	\$400.00	\$1,200.00
13	REPLACE SANITARY CASTING AND RINGS	EA	3	\$1,000.00	\$3,000.00
14	ADJUST GATE VALVE AND BOX	EA	12	\$350.00	\$4,200.00
15	4" DOUBLE YELLOW LINE - PAINT	LF	2,150	\$0.80	\$1,720.00
16	4" SOLID WHITE LINE - PAINT	LF	4,300	\$0.40	\$1,720.00
17	SELECT TOPSOIL BORROW (LV)	CY	75	\$30.00	\$2,250.00
18	SOD	SY	350	\$5.00	\$1,750.00
				Subtotal	\$125,231.64
				Contingencies (15%)	\$18,784.75
				Indirect (25%)	\$31,307.91
				Total Cost	\$175,324.30

Appendix A-4
Preliminary Cost Estimate
Alley Improvements - Eustis Street
2019 Infrastructure Improvements
December 2018

Alley Construction: Aggregate Base and Bituminous Wear Course Paving		
Construction Cost		\$69,600.00
Contingencies (10%)		\$10,440.00
Indirect (25%)		\$17,400.00
Total Cost		\$97,440.00
Cost Per C/L Foot	650	\$149.91

No.	Item	Units	Qty	Unit Price	Total Price
			650	Length (LF)	
1	MOBILIZATION	LS	1	\$3,000.00	\$3,000.00
2	TRAFFIC CONTROL	LS	1	\$1,500.00	\$1,500.00
3	SAWCUT EXISTING PAVEMENT	LF	100	\$5.00	\$500.00
4	COMMON EXCAVATION	CY	350	\$12.00	\$4,200.00
5	AGGREGATE BASE, CLASS 5	TN	560	\$15.00	\$8,400.00
6	WEARING COURSE MIXTURE	TN	160	\$100.00	\$16,000.00
7	BITUMINOUS DRIVEWAY PATCH	SF	1,000	\$8.00	\$8,000.00
8	CONCRETE DRIVEWAY PATCH	SF	1,000	\$12.00	\$12,000.00
9	CLEARING AND GRUBBING	LS	1	\$3,000.00	\$3,000.00
10	MODULAR BLOCK RETAINING WALL	SF	200	\$50.00	\$10,000.00
11	RESTORATION	LS	1	\$3,000.00	\$3,000.00
				Subtotal	\$69,600.00
				Contingencies (15%)	\$10,440.00
				Indirect (25%)	\$17,400.00
				Total Cost	\$97,440.00

Appendix A-5
Preliminary Cost Estimate
Storm Sewer Improvements - Eustis Street
2019 Infrastructure Improvements
December 2018

Storm Sewer Improvements - Eustis Street	
Construction Cost	\$122,250.00
Contingencies (15%)	\$18,337.50
Indirect (25%)	\$30,562.50
Total Cost	\$171,150.00

No.	Item	Units	Qty	Unit Price	Total Price
1	MOBILIZATION	LS	1	\$4,000.00	\$4,000.00
2	TRAFFIC CONTROL	LS	1	\$2,000.00	\$2,000.00
3	REMOVE STORM SEWER STRUCTURE	EA	5	\$600.00	\$3,000.00
4	REMOVE STORM SEWER PIPE	LF	200	\$5.00	\$1,000.00
5	CONNECT TO EX STORM SEWER PIPE	EA	3	\$1,500.00	\$4,500.00
6	CONNECT TO EX STORM SEWER STRUCTURE	EA	2	\$1,500.00	\$3,000.00
7	12" RCP STORM SEWER	LF	950	\$30.00	\$28,500.00
8	15" RCP STORM SEWER	LF	750	\$35.00	\$26,250.00
9	2'X3' CATCH BASIN	EA	7	\$2,000.00	\$14,000.00
10	4' DIAMETER CATCH BASIN/MANHOLE	EA	12	\$3,000.00	\$36,000.00
Subtotal					\$122,250.00
Contingencies (15%)					\$18,337.50
Indirect (25%)					\$30,562.50
Total Cost					\$171,150.00

Appendix A-6
Preliminary Cost Estimate
Storm Sewer Improvements - Roselawn Avenue
2019 Infrastructure Improvements
December 2018

Storm Sewer Improvements - Roselawn Avenue	
Construction Cost	\$100,300.00
Contingencies (15%)	\$15,045.00
Indirect (25%)	\$25,075.00
Total Cost	\$140,420.00

No.	Item	Units	Qty	Unit Price	Total Price
1	MOBILIZATION	LS	1	\$4,000.00	\$4,000.00
2	TRAFFIC CONTROL	LS	1	\$2,000.00	\$2,000.00
3	REMOVE STORM SEWER STRUCTURE	EA	18	\$600.00	\$10,800.00
4	REMOVE STORM SEWER PIPE	LF	250	\$5.00	\$1,250.00
5	REPAIR STORM SEWER STRUCTURE	EA	18	\$1,000.00	\$18,000.00
6	CONNECT TO EX STORM SEWER PIPE	EA	11	\$1,000.00	\$11,000.00
7	15" RCP STORM SEWER	LF	200	\$30.00	\$6,000.00
8	18" RCP STORM SEWER	LF	25	\$40.00	\$1,000.00
9	21" RCP STORM SEWER	LF	25	\$50.00	\$1,250.00
10	2'X3' CATCH BASIN, INCL RESTORATION	EA	9	\$2,000.00	\$18,000.00
11	4' DIAMETER CBMH, INCL. RESTORATION	EA	9	\$3,000.00	\$27,000.00
				Subtotal	\$100,300.00
				Contingencies (15%)	\$15,045.00
				Indirect (25%)	\$25,075.00
				Total Cost	\$140,420.00

Appendix A-7
Preliminary Cost Estimate
Water Main Improvements - Eustis Street
2019 Infrastructure Improvements
December 2018

Water Main Improvements - Eustis Street	
Construction Cost	\$384,550.00
Contingencies (15%)	\$57,682.50
Indirect (25%)	\$96,137.50
Total Cost	\$538,370.00

No.	Item	Units	Qty	Unit Price	Total Price
1	MOBILIZATION	LS	1	\$14,000.00	\$14,000.00
2	TRAFFIC CONTROL	LS	1	\$7,000.00	\$7,000.00
3	REMOVE EXISTING WATER MAIN	LF	2800	\$5.00	\$14,000.00
4	REMOVE HYDRANT, VALVE & BOX	EA	5	\$500.00	\$2,500.00
5	REMOVE GATE VALVE & BOX	EA	6	\$200.00	\$1,200.00
6	REMOVE EXISTING WATER SERVICE	EA	10	\$100.00	\$1,000.00
7	8" DIP WATER MAIN	LF	2750	\$80.00	\$220,000.00
8	6" DIP WATER MAIN	LF	50	\$65.00	\$3,250.00
9	IMPROVED PIPE FOUNDATION	LF	2800	\$3.00	\$8,400.00
10	HYDRANT WITH 6" GATE VALVE	EA	8	\$6,500.00	\$52,000.00
11	8" GATE VALVE AND BOX	EA	6	\$2,000.00	\$12,000.00
12	CONNECT TO EXISTING WATER MAIN	EA	6	\$1,200.00	\$7,200.00
13	DUCTILE IRON FITTINGS	LB	3000	\$5.00	\$15,000.00
14	INSULATION - 4" THICK	SY	50	\$40.00	\$2,000.00
15	REMOVE EXISTING WATER SERVICE	EA	10	\$100.00	\$1,000.00
16	CORPORATION STOP AND BOX	EA	10	\$250.00	\$2,500.00
17	COPPER WATER SERVICE	LF	400	\$40.00	\$16,000.00
18	CURB STOP AND BOX	EA	10	\$400.00	\$4,000.00
19	CONNECT TO EXISTING WATER SERVICE	EA	10	\$150.00	\$1,500.00
				Subtotal	\$384,550.00
				Contingencies (15%)	\$57,682.50
				Indirect (25%)	\$96,137.50
				Total Cost	\$538,370.00

Appendix A-8
Preliminary Cost Estimate
Water Main Improvements - Roselawn Avenue
2019 Infrastructure Improvements
December 2018

Water Main Improvements - Roselawn Avenue	
Construction Cost	\$94,260.00
Contingencies (15%)	\$14,139.00
Indirect (25%)	\$23,565.00
Total Cost	\$131,964.00

No.	Item	Units	Qty	Unit Price	Total Price
1	MOBILIZATION	LS	1	\$4,000.00	\$4,000.00
2	TRAFFIC CONTROL	LS	1	\$2,000.00	\$2,000.00
3	REMOVE EXISTING WATER MAIN	LF	100	\$5.00	\$500.00
4	REMOVE HYDRANT, VALVE & BOX	EA	2	\$500.00	\$1,000.00
5	REMOVE GATE VALVE & BOX	EA	5	\$200.00	\$1,000.00
6	PIPEBURST 8" CIP WATER MAIN	LF	340	\$130.00	\$44,200.00
7	8" DIP WATER MAIN	LF	100	\$80.00	\$8,000.00
8	6" DIP WATER MAIN	LF	20	\$65.00	\$1,300.00
9	IMPROVED PIPE FOUNDATION	LF	120	\$3.00	\$360.00
10	HYDRANT WITH 6" GATE VALVE	EA	2	\$6,500.00	\$13,000.00
11	8" GATE VALVE AND BOX	EA	5	\$2,000.00	\$10,000.00
12	CONNECT TO EXISTING WATER MAIN	EA	4	\$1,200.00	\$4,800.00
13	DUCTILE IRON FITTINGS	LB	500	\$5.00	\$2,500.00
14	INSULATION - 4" THICK	SY	20	\$40.00	\$800.00
15	CORPORATION STOP AND BOX	EA	2	\$250.00	\$500.00
16	CONNECT TO EXISTING WATER SERVICE	EA	2	\$150.00	\$300.00
Subtotal					\$94,260.00
Contingencies (15%)					\$14,139.00
Indirect (25%)					\$23,565.00
Total Cost					\$131,964.00

APPENDIX B

Geotechnical Evaluation



NTI[™]
NORTHERN
TECHNOLOGIES, LLC

6160 Carmen Avenue East
Inver Grove Heights, MN 55076
P: 651.389.4191 F: 651.389.4190
www.NTIgeo.com

Unearthing confidence[™]

July 10, 2018

City of Lauderdale
Attention: Heather Butkowski
1891 Walnut Street
Lauderdale, Minnesota 55113

Subject: Geotechnical Exploration and Engineering Review
Eustis Street Improvement Project
Lauderdale, Minnesota
NTI Project No. 18.MSP05939.000

Northern Technologies, LLC (NTI) has completed a total of ten (10) soil borings for the Eustis Street Improvement project. The project area is along Eustis Street between Larpenteur Avenue to the south and Roselawn Avenue to the north in the city of Lauderdale, Minnesota.

The scope of services included determining the existing bituminous and aggregate base thicknesses, subsurface conditions, and providing recommendations for site preparation, excavations, engineered fill and compaction, depths of unsuitable soils to be removed, groundwater management, potential difficulties during construction, utility installation, and pavement section recommendations.

Our services were performed in general accordance with our proposal dated May 25, 2018.

PROJECT AND SITE DESCRIPTION

The reconstruction of Eustis Street will also include the replacement of associated underground utilities including watermain and storm sewer.

NTI was not aware of invert elevations or other design details of the proposed utilities at the time this report was prepared.

The pavement sections are proposed to be designed using the average annual daily traffic (AADT) information and based on a 20-year design pavement life. The AADT information noted on the Mn/DOT Traffic Data webpage indicates an AADT of 1200 for the length of the project site.

SUBSURFACE EXPLORATION SUMMARY - ROADWAYS

NTI performed the subsurface exploration program on June 22, 2018 with a two-person crew using a truck-mounted CME-55 drill rig. Samples were generally collected in accordance with ASTM D 1586 "Standard Test Method for Standard Penetration Testing (SPT) and Split-Barrel Sampling of Soils."

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The boring locations and depths were determined and marked by a representative of Stantec. The borings terminated at a depth of approximately 8 feet below the existing pavement surface.

Elevations were not provided to NTI, therefore, NTI has assumed a ground surface elevation of 100.0 feet for each of the boring locations. Please refer to the Boring Location Diagrams and the Boring Logs in Appendix C.

Bituminous pavement thickness within this roadway area ranged from approximately 1 ½ to 4 inches at the boring locations. Apparent aggregate base was observed at the boring locations ranging in thickness from approximately 2 to 10 inches.

Previously placed fill soils generally consisting of poorly graded sand with silt (SP-SM), silty sand (SM), clayey sand (SC), and sandy lean clay (CL) were encountered extending to depths ranging from approximately 2 to 8+ feet below the top of pavement. Native glacial lake deposit soils consisting of sandy lean clay (CL) were commonly observed extending to the boring termination depths.

Groundwater was not observed in the boreholes at the time of drilling. Please refer to the boring logs included in the appendices.

Table 1 summarizes the encountered subsurface conditions for this project area.

Table 1: Pavement and Subgrade Summary¹
 Eustis Street

Boring No.	Bituminous Pavement Thickness ² (inches)	Apparent Aggregate Base Thickness ³ (inches)	Fill Subgrade Material ⁴	Native Subgrade Material
SB-1	4	2	SP-SM, CL	CL
SB-2	2 ½	3	SM, CL	CL
SB-3	2	8	SM	CL
SB-4	2	6	SC, CL	CL
SB-5	2	5	CL	CL
SB-6	1 ¾	3	SC, CL	CL
SB-7	1 ½	10	SC, CL	Not Encountered
SB-8	2 ¾	4	SC	CL
SB-9	2	6	SC, CL	CL
SB-10	1 ¾	6	SC	CL

1. Table summary is a generalization of subsurface conditions at the individual soil boring locations only. They may not reflect variations in subsurface strata occurring on site between boring locations. The general geologic origin of retained soil samples is listed on the boring logs.
2. Field measured thickness of the pavement.
3. Apparent aggregate base thickness, at time of our fieldwork, by visual inspection only and is not meant to confer conformance with DOT specifications.
4. Undocumented fill soils.



GROUNDWATER AND GROUNDWATER CONTROL

Groundwater was not observed the project areas at the time of drilling.

Overall, the site soils are conducive to movement of groundwater both laterally and vertically over time. The moisture content of such soils can vary annually and per recent precipitation. Such soils and other regional dependent conditions may produce groundwater entry of project excavations.

LABORATORY TEST PROGRAM

Our analysis and recommendations in this report are based upon our interpretation of the standard penetration test resistance determined while sampling soils, laboratory test results and experience with similar soils from other sites near the project. The results of such tests are summarized on the boring logs or attached laboratory test reports.

UTILITY LINE CONSTRUCTION

The Geotechnical Engineer of Record or their designated representative should observe the project excavations to determine that unsuitable materials have been properly removed and adequate bearing support is provided by the exposed soils. The exposed soil at the base should be compacted to no less than 95 percent standard Proctor maximum dry density (ASTM D698). Such observations and testing should be performed prior to backfilling.

The on-site non-organic soils are anticipated to be suitable for reuse if properly moisture conditioned and compacted. Replacement backfill required in utility trenches should consist of non-organic material similar to the surrounding soil. All import fill should be approved by NTI or the City's representative.

It is especially important that trench backfill for utility construction within paved areas be thoroughly compacted to minimize future pavement damage. We recommend that such soils be compacted in accordance with the recommendations noted in the "Placement and Compaction of Engineered Fill" section in Appendix B of this report.

The stability of embankments along utility excavations is dependent on soil strength, site geometry, moisture content, and any surcharge load for excavated soils and equipment. We present cautionary remarks concerning stability of excavation sideslopes in the "Excavation Stability" section of this report.

The Contractor is solely responsible for assessing the stability of and executing underground utility and project excavations using safe methods. The contractor is also responsible for naming the "competent individual" as per Subpart P of 29 CFR 1926.6 (Federal Register - OSHA).

The Geotechnical Engineer of Record or their designated representative should observe the project excavations to determine that conditions are similar to those encountered in the borings, and that adequate bearing support is provided by the exposed soils.



Excavation Stability

Excavation depth and sidewall inclination should not exceed those specified in local, state or federal regulations. Excavations may need to be widened and sloped, or temporarily braced, to maintain or develop a safe work environment. Contractors must comply with local, state, and federal safety regulations including current OSHA excavation and trench safety standards. Temporary shoring must be designed in accordance with applicable regulatory requirements.

Engineered Fill and Winter Construction

The clayey sand, silty sand, and sandy lean clay soils on this site will be susceptible to frost action if not provided adequate drainage, insulation or coverage. Frozen soil should not be used as backfill. When the ambient air temperature falls below freezing for an extended period of time, frost forms, and soil near the surface grade expands. Settlement of the fill may occur as the frozen soils thaw.

If frost penetrates the soil prior to paving, soils must be thawed, scarified, and re-compacted as recommended in this report. Subgrade soils should be inspected prior to paving to verify frozen conditions are not present.

PAVEMENT RECOMMENDATIONS

As noted previously, varying amounts of organic materials were encountered at the site. Dependent upon the Owner's tolerance for risk there are several methods of subgrade preparation presented below.

It appears that there is insufficient pavement section in place in order to perform a mill and overlay. Consideration could be made to reclaiming the pavement, although it would be difficult to reclaim portions of the roadway as the aggregate base layer beneath the pavement may be too thin to support the reclaiming equipment. In general, we recommend that approximately equal portions of pavement and aggregate base be blended together in the reclamation process and that there be about 4 inches of aggregate base left in place to provide a platform for the reclamation equipment. In light of these conditions, it is our opinion that the pavements will require a complete reconstruction.

Option 1 (Minor Subgrade Corrections)

For this option the Owner must accept risk of future settlement due to the presence of undocumented fill that includes occasional deposits of organic materials within the existing fill soils. These same subgrade soils are currently showing signs of subgrade support issues in the existing roadway. This is due to the non-uniformity in compaction and composition along with the occasional zones of organics and other unsuitable soils at depth.

NTI does not recommend this option unless the Owner is willing to accept this risk of pavement distress and understands that a 20-year design life with a typical pavement section is unlikely.

For this option, the existing pavement section would be removed, and the subgrade soils would be scarified to a depth of approximately 1 foot and recompact. If during the subgrade preparation organic laden soils are encountered, we recommend that, at a minimum, soils with moderate to high organic content, 5 percent or greater by dry weight and other deleterious substances be removed from within the upper 3 feet beneath pavement areas.



Slightly organic soils, those with an organic content less than 5 percent within the subgrade section may remain in place provided they can be sufficiently compacted to provide a stable platform for construction of the proposed pavements.

Option 2 (Full Depth Subgrade Soil Corrections)

The most conservative method of subgrade preparation would be to complete a full depth correction of the undocumented fill soils down to the native glacially deposited soils. This option would provide the most uniform subgrade but would also likely be logistically and economically prohibitive.

Following the removal of existing pavement, the undocumented fill soils would be removed down to the underlying native glacially deposited soils. Grade would be re-established by placing engineered fill consisting of soils similar in composition to the existing native subgrade soils. If clean sand materials are utilized as engineered fill within 5 feet of the proposed ground surface and overlying relatively impervious clay laden soils they will need to be adequately drained as to not create a “bathtub” effect. If not adequately drained there is the potential that groundwater may collect within the void spaces of the sand and result in vertical movements during periods of freeze/thaw.

Individual lifts of engineered fill in proposed paved areas should be tempered for moisture content, placed and compacted as listed in the Compaction Guidelines table in Appendix B.

Option 3 (Partial Subgrade Soil Correction)

If the Owner is willing to accept a limited risk of future settlement, portions of the existing non-organic, debris free fill soils may remain in place provided that they can provide a suitable platform for construction of the pavement section.

Following the removal of existing pavement, a partial soil correction would be completed. NTI recommends that at least 18 inches of the existing undocumented fill soils be removed and replaced with engineered fill. Additional conservatism may be achieved by increasing the subgrade correction depth beyond 18 inches.

Additionally, all soils with moderate to high organic content, 5 percent or greater by dry weight and other deleterious substances be removed from within the upper 3 feet beneath pavement areas.

If fill is required, we recommend that it consist of soils similar in composition to the existing native subgrade soils. If clean sand materials are utilized as engineered fill within 5 feet of the proposed ground surface and overlying relatively impervious clay laden soils they will need to be adequately drained as to not create a “bathtub” effect. If not adequately drained there is the potential that groundwater may collect within the void spaces of the sand and result in vertical movements during periods of freeze/thaw.

The Following Applies to All Options

Following the placement of engineered fill to re-establish the proposed grades / scarification a proof roll test should then be performed. The proof roll should be performed with a tandem axle dump truck loaded to gross capacity (at least 20 tons). Acceptance criteria of the proof roll shall be limited to rut formation no more than one-inch (1”) depth (front or rear axles) and no pumping (rolling) observed during the visual inspection.



Proof roll tests should be observed by an experienced technician or geotechnical engineer prior to placement of the aggregate base course to verify the subgrade will provide adequate pavement support.

If rutting or localized unstable subgrade areas are observed, those areas should be subcut, moisture-conditioned, and re-compacted or removed to a stable depth. Excavations for soil corrections (if any) in paved areas should allow for a 2-foot oversize beyond the edges of the pavement.

The performance of stabilometer or similar tests, were beyond the scope of this report; however, they may be performed, upon request, for an additional fee. Based on the encountered soil conditions we estimate an average stabilometer R-Value of 15.

For a 20-year design pavement life, Table 5 presents our thickness recommendations for flexible (bituminous) pavement. These recommendations were based upon the encountered subgrade conditions, estimated R-value for the existing subgrade soils, and the AADT volumes.

Table 5A: Flexible Pavement Thickness Design¹

Pavement Section	Minimum Pavement Section
Bituminous Wear Course (inches)	1.5
Bituminous Base Course (inches)	2.5
Class 5 Aggregate Base (inches)	8.0

1. Assumed AADT volume of 1200 with less than 150 Heavy Commercial Vehicles per day and an average R-value of 15.

Pavement recommendations assume the subgrade soils and aggregate section below paved surfaces will drain to subsurface piping for eventual discharge into storm sewer, or above grade to ditching, or similar acceptable systems. Lack of surface and subsurface drainage will significantly reduce the capacity and longevity of the pavement systems indicated above.

We recommend pavements receive annual maintenance, as a minimum, to correct damages to the pavement structure, clean and infill cracks which develop, and repair or resurface areas which exhibit reduced subgrade performance. The lack of maintenance can lead to moisture infiltration of the pavement structure and softening of the subgrade soils. This, in turn, can degrade the performance of the pavement system and result in poorly performing pavements with shortened life expectancy.

CLOSURE

As the widely spaced, small diameter borings provide only a limited amount of data regarding the existing fill, the existing fill may contain soft zones, debris or significantly greater amounts of unsuitable materials than could be reasonably inferred from the boring information. Unsuitable materials may not be discovered during construction and may remain buried within the fill below the slabs and pavements, resulting in greater than anticipated settlements of the slabs and pavements. These risks cannot be eliminated without completely removing the fill, but can be reduced by thorough exploration and testing during site preparation and construction.



This report has been prepared for the exclusive use of the City of Lauderdale and thier agents for specific application to the proposed Eustis Street Improvements project in the City of Lauderdale, Minnesota. Northern Technologies, LLC has endeavored to comply with generally accepted geotechnical engineering practice common to the local area. Northern Technologies, LLC makes no other warranty, express or implied.

Northern Technologies, LLC

Robert R. Hawkins, G.I.T.
Staff Geologist

Steven D. Gerber, P.E.
Senior Engineer

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a Duly Licensed Professional Engineer under the Laws of the State of Minnesota.

Steven D. Gerber

Date: 07/10/2018 Reg. No. 45298

Attachments

Appendix A - General Notes

Appendix B - Groundwater Issues, Compaction and Placement of Fill

Appendix C - Attachments: Boring Location Diagram and Soil Boring Logs



APPENDIX A

GEOTECHNICAL EVALUATION OF RECOVERED SOIL SAMPLES

FIELD EXPLORATION PROCEDURES

GENERAL NOTES

WATER LEVEL SYMBOL

DESCRIPTIVE TERMINOLOGY

RELATIVE PROPORTIONS

PARTICLE SIZES

CLASSIFICATION OF SOILS FOR ENGINEERING PURPOSES



GEOTECHNICAL EVALUATION OF RECOVERED SOIL SAMPLES

We visually examined recovered soil samples to estimate distribution of grain sizes, plasticity, consistency, moisture condition, color, presence of lenses and seams, and apparent geologic origin. We then classified the soils according using the Unified Soil Classification System (ASTM D2488). A chart describing this classification system and general notes explaining soil sampling procedures are presented within appendices attachments.

The stratification depth lines between soil types on the logs are estimated based on the available data. In-situ, the transition between type(s) may be distinct or gradual in either the horizontal or vertical directions. The soil conditions have been established at our specific boring locations only. Variations in the soil stratigraphy may occur between and around the borings, with the nature and extent of such change not readily evident until exposed by excavation. These variations must be properly assessed when utilizing information presented on the boring logs.

We request that you, your design team or contractors contact NTI immediately if local conditions differ from those assumed by this report, as we would need to review how such changes impact our recommendations. Such contact would also allow us to revise our recommendations as necessary to account for the changed site conditions.

FIELD EXPLORATION PROCEDURES

Soil Sampling – Standard Penetration Boring:

Soil sampling was performed according to the procedures described by ASTM D-1586. Using this procedure, a 2-inch O.D. split barrel sampler is driven into the soil by a 140-pound weight falling 30 inches. After an initial set of six inches, the number of blows required to drive the sampler an additional 12 inches is recorded (known as the penetration resistance (i.e. "N-value") of the soil at the point of sampling. The N-value is an index of the relative density of cohesionless soils and an approximation of the consistency of cohesive soils.

Soil Sampling – Power Auger Boring:

The boring(s) was/were advanced with a 6-inch nominal diameter continuous flight auger. As a result, samples recovered from the boring are disturbed, and our determination of the depth, extend of various stratum and layers, and relative density or consistency of the soils is approximate.

Soil Classification:

Soil samples were visually and manually classified in general conformance with ASTM D-2488 as they were removed from the sampler(s). Representative fractions of soil samples were then sealed within respective containers and returned to the laboratory for further examination and verification of the field classification. In addition, select samples were submitted for laboratory tests. Individual sample information, identification of sampling methods, method of advancement of the samples and other pertinent information concerning the soil samples are presented on boring logs and related report attachments.



GENERAL NOTES

<i>DRILLING and SAMPLING SYMBOLS</i>		<i>LABORATORY TEST SYMBOLS</i>	
SYMBOL	DEFINITION	SYMBOL	DEFINITION
C.S.	Continuous Sampling	W	Moisture content-percent of dry weight
P.D.	2-3/8" Pipe Drill	D	Dry Density-pounds per cubic foot
C.O.	Cleanout Tube	LL, PL	Liquid and plastic limits determined in accordance with ASTM D 423 and D 424
3 HSA	3 1/4" I.D. Hollow Stem Auger	Qu	Unconfined compressive strength-pounds per square foot in accordance with ASTM D 2166-66
4 FA	4" Diameter Flight Auger		
6 FA	6" Diameter Flight Auger		
2 1/2 C	2 1/2" Casing		
4 C	4" Casing		
D.M.	Drilling Mud	Pq	Penetrometer reading-tons/square foot
J.W.	Jet Water	S	Torvane reading-tons/square foot
H.A.	Hand Auger	G	Specific Gravity – ASTM D 854-58
NXC	Size NX Casing	SL	Shrinkage limit – ASTM 427-61
BXC	Size BX Casing	Ph	Hydrogen ion content-meter method
AXC	Size AX casing	O	Organic content-combustion method
SS	2" O.D. Split Spoon Sample	M.A.	Grain size analysis
2T	2" Thin Wall Tube Sample	C*	One dimensional consolidation
3T	3" Thin Wall Tube Sample	Qc	Triaxial Compression
			* See attached data Sheet and/or graph

WATER LEVEL SYMBOL

Water levels shown on the boring logs were determined at the time and under the conditions indicated. In sand, the indicated levels can be considered relatively reliable for most site conditions. In clay soils, it is not possible to determine the ground water level within the normal scope of a test boring investigation, except where lenses or layers of more pervious water bearing soil are present; and then a long period of time may be necessary to reach equilibrium. Therefore, the position of the water level symbol for cohesive or mixed soils may not indicate the true level of the ground water table. The available water level information is given at the bottom of the log sheet.

DESCRIPTIVE TERMINOLOGY

TERM	<i>RELATIVE DENSITY</i>	TERM	<i>CONSISTENCY</i>
	N₆₀ Value (corrected)		N₆₀ Value (corrected)
Very Loose	0 – 4	Soft	0 – 4
Loose	5 – 8	Medium	5 – 8
Medium Dense	9 – 16	Rather Stiff	9 – 15
Dense	16 – 30	Stiff	16 – 30
Very Dense	Over 30	Very Stiff	Over 30

RELATIVE PROPORTIONS

TERMS	RANGE
Trace	0 – 5%
A little	5 – 15%
Some	15 – 30%

PARTICLE SIZES

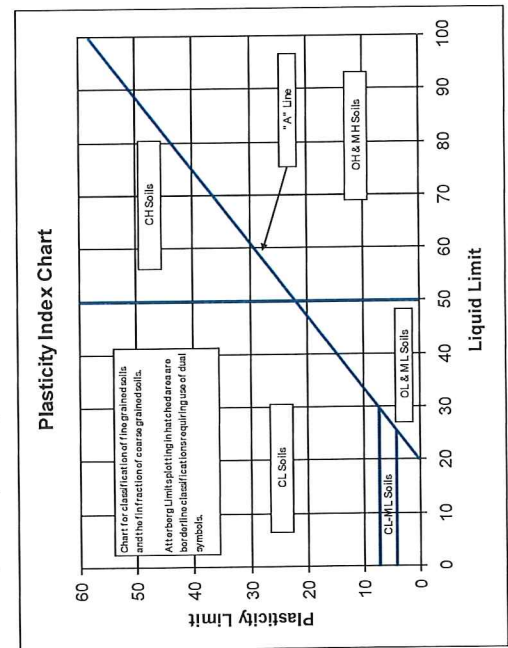
MATERIAL	DESCRIPTION	U.S. SIEVE SIZE
Boulders		Over 3"
Gravel	Coarse	3" to 3/4"
	Medium	3/4" to #4
Sand	Coarse	#4 to #10
	Medium	#10 to #40
	Fine	#40 to #200
Silt and Clay	Determined by Hydrometer Test	



CLASSIFICATION of SOILS for ENGINEERING PURPOSES

ASTM Designation D-2487 and D2488 (Unified Soil Classification System)

Major Divisions	Group Symbol	Typical Name	Classification Criteria	
Course Grained Soils More than 50% retained on No. 200 sieve *	Gravels 50% or more of coarse fraction retained on No. 4 sieve.	Clean Gravels	Classification on basis of percentage of fines. Less than 5% passing No. 200 Sieve: GW, GP, SW, SP More than 5% passing No. 200 Sieve: GM, GC, SM, SC From 5% to 12% passing No. 200 Sieve: Borderline Classification requiring use of dual symbols.	
		GW		Well-graded gravels and gravel-sand mixtures, little or no fines.
		GP		Poorly graded gravels and gravel-sand mixtures, little or no fines.
		GM		Silty gravels, gravel-sand-silt mixtures.
	Gravels with Fines	GC	Clayey gravels, gravel-sand-clay mixtures.	
		SW	Well-graded sands and gravelly sands, little or no fines.	
	Sands More than 50% of coarse fraction passes No. 4 sieve.	Clean Sands	Classification on basis of percentage of fines. Less than 5% passing No. 200 Sieve: GW, GP, SW, SP More than 5% passing No. 200 Sieve: GM, GC, SM, SC From 5% to 12% passing No. 200 Sieve: Borderline Classification requiring use of dual symbols.	
		SP		Poorly-graded sands and gravelly sands, little or no fines.
		SM		Silty sands, sand-silt mixtures.
		SC		Clayey sands, sand-clay mixtures.
Sands with Fines	SW	Well-graded sands and gravelly sands, little or no fines.		
	SP	Poorly-graded sands and gravelly sands, little or no fines.		
Fine Grained Soils More than 50% passes No. 200 sieve *	Silts and Clays Liquid Limit of 50% or less	ML	Inorganic silts, very fine sands, rock flour, silty or clayey fine sands.	
		CL	Inorganic clays of low to medium plasticity, gravelly clays, sandy clays, silty clays, lean clays.	
		OL	Organic silts and organic silty clays of low plasticity.	
	Silts and Clays Liquid Limit greater than 50%.	MH	Inorganic silts, micaceous or diatomaceous fine sands or silts, elastic silts.	
		CH	Inorganic clays of high plasticity, fat clays.	
		OH	Organic clays of medium to high plasticity.	
		Pt	Peat, muck and other highly organic soils.	
	Highly Organic Soils			





APPENDIX B

GROUNDWATER ISSUES
PLACEMENT and COMPACTION OF ENGINEERED FILL



GROUNDWATER ISSUES

The following presents additional comment and soil specific issues related to measurement of groundwater conditions at your project site.

Note that our groundwater measurements, or lack thereof, will vary depending on the time allowed for equilibrium to occur in the borings. Extended observation time was not available during the scope of the field exploration program and, therefore, groundwater measurements as noted on the borings logs may or may not accurately reflect actual conditions at your site.

Seasonal and yearly fluctuations of the ground water level, if any, occur. Perched groundwater may be present within sand and silt lenses bedded within cohesive soil formations. Groundwater typically exists at depth within cohesive and cohesionless soils.

We anticipate that a system of sump pits and pumps located outside of the foundation areas would be suitable for control if perched groundwater were to be encountered. NTI cautions that such seepage may be heavy and will vary based on seasonal and annual precipitation, and ground related impacts in the vicinity of the project.

We anticipate that a system of sump pits and pumps located outside of the foundation areas would be suitable for control if perched groundwater were to be encountered. Additionally, we caution such seepage from such formations and any water entry from excavations below the groundwater table may be heavy and will vary based on seasonal and annual precipitation, and ground related impacts in the vicinity of the project.



PLACEMENT and COMPACTION OF ENGINEERED FILL

Unless otherwise superseded within the body of the Geotechnical Exploration Report, the following criteria shall be utilized for placement of engineered fill on project. This includes, but is not limited to earthen fill placement to improve site grades, fill placed below structural footings, fill placed interior of structure, and fill placed as backfill of foundations.

Engineered fill placed for construction, if necessary should consist of natural, non-organic, competent soils native to the project area. Such soils may include, but are not limited to gravel, sand, or clays with Unified Soil Classification System (ASTM D2488) classifications of GW, SP, or SM. Use of silt or clayey silt as project fill will require additional review and approval of project Geotechnical Engineer of Record. Such soils have USCS classifications of ML, MH, ML-CL, MH-CH. Use of topsoil, marl, peat, other organic soils construction debris and/or other unsuitable materials as fill is not allowed. Such soils have USCS classifications of OL, OH, Pt.

Engineered fill, classified as clay, should be tempered such that the moisture content at the time of placement is equal to and no more than 3 percent above the optimum content for as defined by the appropriate proctor test. Likewise, engineered fill classified as gravel or sand should be tempered such that the moisture content at the time of placement is within 3 percent of the optimum content.

All engineered fill for construction should be placed in individual 8 inch maximum depth lifts. Each lift of fill should be compacted by large vibratory equipment until the in-place soil density is equal to or greater than the criteria established within the following tabulation.

Type of Construction	Compaction Criteria (% respective Proctor) ¹	
	Clay	Sand or Gravel
General Embankment Fill	Min. 95	Min. 95
Engineered Fill below Foundations	NA	Min. 98
Engineered Fill below Floor Slabs	NA	Min. 98
Engineered Fill placed as Pavement Aggregate Base	NA	Min. 100
Engineered Fill placed to within 3 feet of pavement aggregate base	Min. 95	Min. 95
Engineered Fill placed within 3 feet of pavement aggregate base	Min. 100	Min. 100

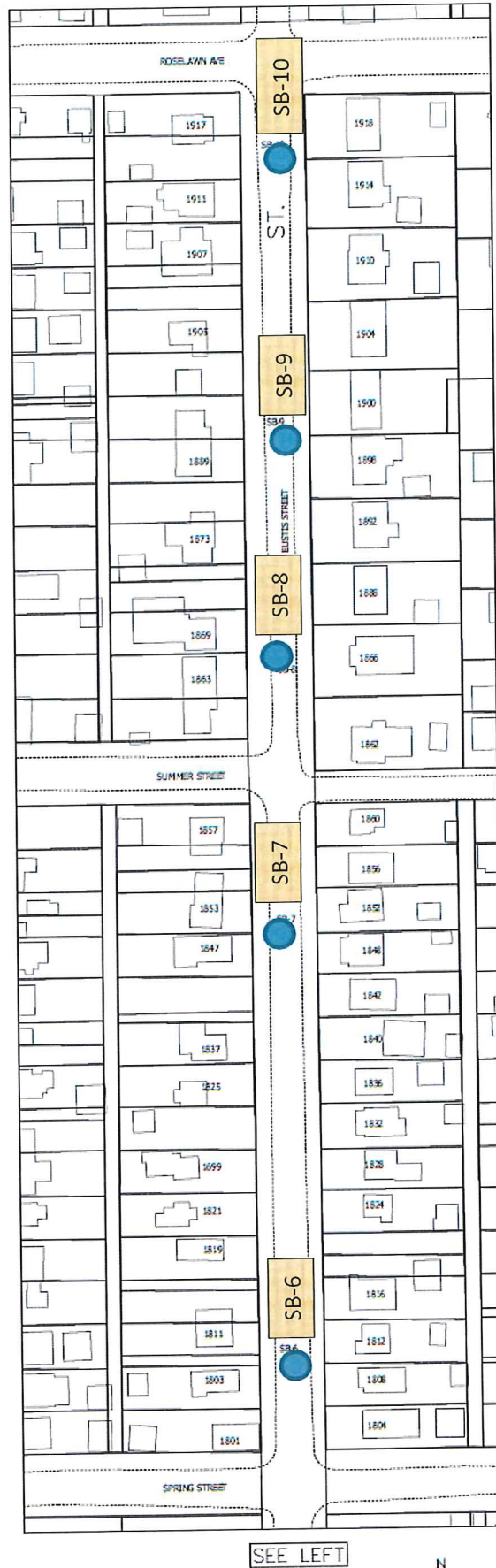
1 Unless otherwise required, compaction shall be based on the Standard Proctor Test (ASTM D698).

Density tests should be taken during engineered fill placement to document earthwork has achieved necessary compaction of the material(s). Recommendations for interior fill placement and backfill of foundation walls are presented within other sections of this report.



APPENDIX C

BORING LOCATION DIAGRAMS
SOIL BORING LOGS



Completed Boring Locations: ●

Boring Location Diagram
 Eustis Street Improvement Project
 Lauderdale, Minnesota
 NTI Project #: 18.MSP05939.000
 NOTE: Boring locations are approximate.





Inver Grove Heights
 6160 Carmen Avenue East
 Inver Grove Heights, MN, 55076
 P: 651-389-4191

BORING NUMBER SB-1

PAGE 1 OF 1

CLIENT City of Lauderdale PROJECT NAME Eustis Street Improvement Project
 PROJECT NUMBER 18.MSP05939.000 PROJECT LOCATION Lauderdale, MN
 DATE STARTED 6/22/18 COMPLETED 6/22/18 GROUND ELEVATION 100 feet HOLE SIZE 6 1/2 in.
 DRILLING CONTRACTOR NTI GROUND WATER LEVELS:
 DRILLING METHOD 3 1/4 in H.S.A AT TIME OF DRILLING --- No Groundwater Observed.
 LOGGED BY RRH CHECKED BY SDG AT END OF DRILLING ---
 CAVE IN (ft) --- FROST DEPTH (ft) --- AFTER DRILLING ---
 NOTES Elevation assumed to be 100.0.

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	DRY UNIT WT. (pcf)	MOISTURE CONTENT (%)	ATTERBERG LIMITS			FINES
									LIQUID LIMIT	PLASTIC LIMIT	PLASTICITY INDEX	
0.0												
0.3		BITUMINOUS PAVEMENT (4 Inches)	99.7									
0.5		APPARENT AGGREGATE BASE (2 Inches)	99.5									
		POORLY GRADED SAND WITH SILT, (SP-SM) brown, fine to coarse grained, moist, trace gravel (Undocumented Fill)										
			SS 1	42	7-8-5-4 (13)			8				10
2.0		SANDY LEAN CLAY, (CL) dark brown to black, moist, trace gravel (Undocumented Fill) NOTE: Organic content in sample 2 = 1.7%.	98.0									
			SS 2	67	2-3-3-2 (6)			19				
4.0		SANDY LEAN CLAY, (CL) brown, moist, soft to rather stiff, trace gravel (Glacial Till)	96.0									
			SS 3	75	2-1-3-5 (4)			24				
7.5			SS 4	75	3-4-5-5 (9)							
8.2			91.8									

Bottom of borehole at 8.3 feet.

NTI LOG - GENERAL USE THIS ONE! - NTI-2017-06-14.GDT - 029218 13:17 - R:\RAMSEY\1-PROJECTS\2018 PROJECTS\EUSTIS STREET IMPROVEMENTS_GEG_18.MSP_05939.000\TESTING REPORTS\EUSTIS STREET.GPJ



Inver Grove Heights
 6160 Carmen Avenue East
 Inver Grove Heights, MN, 55076
 P: 651-389-4191

BORING NUMBER SB-2

CLIENT City of Lauderdale PROJECT NAME Eustis Street Improvement Project
 PROJECT NUMBER 18.MSP05939.000 PROJECT LOCATION Lauderdale, MN
 DATE STARTED 6/22/18 COMPLETED 6/22/18 GROUND ELEVATION 100 feet HOLE SIZE 6 1/2 in.
 DRILLING CONTRACTOR NTI GROUND WATER LEVELS:
 DRILLING METHOD 3 1/4 in H.S.A AT TIME OF DRILLING --- No Groundwater Observed.
 LOGGED BY RRH CHECKED BY SDG AT END OF DRILLING ---
 CAVE IN (ft) --- FROST DEPTH (ft) --- AFTER DRILLING ---
 NOTES Elevation assumed to be 100.0.

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	DRY UNIT WT. (pcf)	MOISTURE CONTENT (%)	ATTERBERG LIMITS			FINES
									LIQUID LIMIT	PLASTIC LIMIT	PLASTICITY INDEX	
0.0												
0.2		BITUMINOUS PAVEMENT (2 1/2 Inches)	99.8	CORE								
0.5		APPARENT AGGREGATE BASE (3 Inches)	99.5									
		SILTY SAND, (SM) brown, fine to coarse grained, moist, trace gravel (Undocumented Fill)	SS 1	58	7-7-6-6 (13)							
2.0		SANDY LEAN CLAY, (CL) brown, moist, trace gravel (Undocumented Fill)	98.0									
2.5			SS 2	58	2-1-2-2 (3)			16				
4.0		SANDY LEAN CLAY, (CL) brown, moist, medium, trace gravel (Glacial Till)	96.0									
5.0			SS 3	67	2-3-4-3 (7)							
7.5			SS 4	75	2-4-4-8 (8)							
8.2			91.8									

Bottom of borehole at 8.2 feet.

NTI LOG - GENERAL (USE THIS ONE) - NTI-2017-05-14.GDT - 06/28/18 13:17 - R:\RAMSEY\PROJECTS\18 PROJECTS\EUSTIS STREET IMPROVEMENTS.GEO_18.MSP_05939.000\TESTING REPORTS\GINT\EUSTIS STREET.GPJ



Inver Grove Heights
 6160 Carmen Avenue East
 Inver Grove Heights, MN, 55076
 P: 651-389-4191

BORING NUMBER SB-3

CLIENT City of Lauderdale PROJECT NAME Eustis Street Improvement Project
 PROJECT NUMBER 18.MSP05939.000 PROJECT LOCATION Lauderdale, MN
 DATE STARTED 6/22/18 COMPLETED 6/22/18 GROUND ELEVATION 100 feet HOLE SIZE 6 1/2 in.
 DRILLING CONTRACTOR NTI GROUND WATER LEVELS:
 DRILLING METHOD 3 1/4 in H.S.A AT TIME OF DRILLING --- No Groundwater Observed.
 LOGGED BY RRH CHECKED BY SDG AT END OF DRILLING ---
 CAVE IN (ft) --- FROST DEPTH (ft) --- AFTER DRILLING ---
 NOTES Elevation assumed to be 100.0.

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	DRY UNIT WT. (pcf)	MOISTURE CONTENT (%)	ATTERBERG LIMITS			FINES
									LIQUID LIMIT	PLASTIC LIMIT	PLASTICITY INDEX	
0.0												
0.2		BITUMINOUS PAVEMENT (2 Inches)	99.8	CORE								
0.8		APPARENT AGGREGATE BASE (8 Inches)	99.2									
2.0		SILTY SAND, (SM) brown to black, fine grained, moist, trace gravel (Undocumented Fill)	SS 1	67	28-11-12-6 (23)							
2.5		SANDY LEAN CLAY, (CL) brown, moist, rather stiff, trace gravel (Glacial Till)	SS 2	75	4-6-7-8 (13)		15					
5.0			SS 3	92	4-4-5-4 (9)							
7.5		NOTE: Occasional sand layers at 6 feet.	SS 4	67	8-7-4-5 (11)							
8.2		Bottom of borehole at 8.2 feet.	91.8									

NTI LOG - GENERAL (USE THIS ONE) - NTI-2017-06-14.GDT - 6/29/18 13:17 - R:\RAMSEY1-PROJECTS\EUSTIS STREET IMPROVEMENTS_GEO_18.MSP_05939.000\TESTING REPORTS\IGN\EUSTIS STREET.OPJ



Inver Grove Heights
 6160 Carmen Avenue East
 Inver Grove Heights, MN, 55076
 P: 651-389-4191

BORING NUMBER SB-4

PAGE 1 OF 1

CLIENT City of Lauderdale PROJECT NAME Eustis Street Improvement Project
 PROJECT NUMBER 18.MSP05939.000 PROJECT LOCATION Lauderdale, MN
 DATE STARTED 6/22/18 COMPLETED 6/22/18 GROUND ELEVATION 100 feet HOLE SIZE 6 1/2 in.
 DRILLING CONTRACTOR NTI GROUND WATER LEVELS:
 DRILLING METHOD 3 1/4 in H.S.A AT TIME OF DRILLING --- No Groundwater Observed.
 LOGGED BY RRH CHECKED BY SDG AT END OF DRILLING ---
 CAVE IN (ft) --- FROST DEPTH (ft) --- AFTER DRILLING ---
 NOTES Elevation assumed to be 100.0.

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (ROD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	DRY UNIT WT. (pcf)	MOISTURE CONTENT (%)	ATTERBERG LIMITS			FINES
									LIQUID LIMIT	PLASTIC LIMIT	PLASTICITY INDEX	
0.0												
0.2		BITUMINOUS PAVEMENT (2 Inches)	99.8									
0.7		APPARENT AGGREGATE BASE (6 Inches)	99.3									
		CLAYEY SAND, (SC) black to dark brown, fine to coarse grained, moist, trace gravel (Undocumented Fill)	SS 1	42	6-5-2-2 (7)							
2.0		SANDY LEAN CLAY, (CL) dark brown to brown, moist, trace gravel (Undocumented Fill)	98.0									
2.5			SS 2	58	3-3-3-4 (6)			19				
4.0		SANDY LEAN CLAY, (CL) brown, moist, rather stiff, trace gravel (Glacial Till)	96.0									
5.0			SS 3	83	4-4-5-6 (9)							
7.5			SS 4	58	3-5-7-7 (12)							
8.2			91.8									

Bottom of borehole at 8.2 feet.

NTI LOG - GENERAL (USE THIS ONE) - NTI-2017-09-14.GDT - 6/29/18 13:17 - R:\RAMSEY\18-PROJECTS\2018 PROJECTS\EUSTIS STREET IMPROVEMENTS_GEO-18.MSP-05939.000\TESTING REPORTS\GINT\EUSTIS STREET.GPJ



Inver Grove Heights
 6160 Carmen Avenue East
 Inver Grove Heights, MN, 55076
 P: 651-389-4191

BORING NUMBER SB-5

CLIENT City of Lauderdale PROJECT NAME Eustis Street Improvement Project
 PROJECT NUMBER 18.MSP05939.000 PROJECT LOCATION Lauderdale, MN
 DATE STARTED 6/22/18 COMPLETED 6/22/18 GROUND ELEVATION 100 feet HOLE SIZE 6 1/2 in.
 DRILLING CONTRACTOR NTI GROUND WATER LEVELS:
 DRILLING METHOD 3 1/4 in H.S.A AT TIME OF DRILLING --- No Groundwater Observed.
 LOGGED BY RRH CHECKED BY SDG AT END OF DRILLING ---
 CAVE IN (ft) --- FROST DEPTH (ft) --- AFTER DRILLING ---

NOTES Elevation assumed to be 100.0.

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	DRY UNIT WT. (pcf)	MOISTURE CONTENT (%)	ATTERBERG LIMITS			FINES
									LIQUID LIMIT	PLASTIC LIMIT	PLASTICITY INDEX	
0.0												
0.2		BITUMINOUS PAVEMENT (2 Inches)	99.8	CORE								
0.6		APPARENT AGGREGATE BASE (5 Inches)	99.4									
		SANDY LEAN CLAY, (CL) dark brown to black, moist, trace gravel (Undocumented Fill) NOTE: Organic content in sample 1 = 1.5%.	SS 1	58	7-5-4-4 (9)			14				
2.0			98.0									
2.5		SANDY LEAN CLAY, (CL) brown, moist, medium to rather stiff, trace gravel (Glacial Till)	SS 2	67	5-5-5-6 (10)			23				
5.0			SS 3	58	3-3-5-7 (8)							
7.5			SS 4	58	5-6-7-7 (13)							
8.2			91.8									

Bottom of borehole at 8.2 feet.

NTI LOG - GENERAL USE THIS ONE! - NTI\2017-05-14.CDT - 6/29/18 13:17 - R:\RAMSEY\PROJECTS\2018 PROJECTS\EUSTIS STREET IMPROVEMENTS_GEO_18.MSP_05939.000\TESTING REPORTS\GINT\EUSTIS STREET.GPJ



Inver Grove Heights
 6160 Carmen Avenue East
 Inver Grove Heights, MN, 55076
 P: 651-389-4191

BORING NUMBER SB-6

CLIENT City of Lauderdale PROJECT NAME Eustis Street Improvement Project
 PROJECT NUMBER 18.MSP05939.000 PROJECT LOCATION Lauderdale, MN
 DATE STARTED 6/22/18 COMPLETED 6/22/18 GROUND ELEVATION 100 feet HOLE SIZE 6 1/2 in.
 DRILLING CONTRACTOR NTI GROUND WATER LEVELS:
 DRILLING METHOD 3 1/4 in H.S.A AT TIME OF DRILLING --- No Groundwater Observed.
 LOGGED BY RRH CHECKED BY SDG AT END OF DRILLING ---
 CAVE IN (ft) --- FROST DEPTH (ft) --- AFTER DRILLING ---
 NOTES Elevation assumed to be 100.0.

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	DRY UNIT WT. (pcf)	MOISTURE CONTENT (%)	ATTERBERG LIMITS			FINES
									LIQUID LIMIT	PLASTIC LIMIT	PLASTICITY INDEX	
0.0												
0.2		BITUMINOUS PAVEMENT (1 3/4 Inches)		99.9								
0.4		APPARENT AGGREGATE BASE (3 Inches)		99.6								
		CLAYEY SAND, (SC) black to dark brown, fine to coarse grained, moist, trace gravel, trace organics (Undocumented Fill) NOTE: Organic content in sample 1 = 1.8%.	SS 1	58	4-5-6-6 (11)			16				
2.0				98.0								
2.5		SANDY LEAN CLAY, (CL) light gray to black, moist, trace gravel (Undocumented Fill)	SS 2	67	4-4-4-4 (8)							
4.5				95.5								
5.0		SANDY LEAN CLAY, (CL) reddish brown, moist, stiff to rather stiff, trace gravel (Glacial Till)	SS 3	75	8-10-9-9 (19)							
7.5												
8.2				91.9								

Bottom of borehole at 8.2 feet.

NTI LOG - GENERAL (USE THIS ONE) - NTI-2017-05-14.GDT - 6/29/18 13:17 - R:\RAMBERY\PROJECTS\018 PROJECTS\EUSTIS STREET IMPROVEMENTS_GEO_18.MSP_05939.000\TESTING REPORTS\IGNITE\EUSTIS STREET.GPJ



Inver Grove Heights
 6160 Carmen Avenue East
 Inver Grove Heights, MN, 55076
 P: 651-389-4191

BORING NUMBER SB-7

CLIENT City of Lauderdale PROJECT NAME Eustis Street Improvement Project
 PROJECT NUMBER 18.MSP05939.000 PROJECT LOCATION Lauderdale, MN
 DATE STARTED 6/22/18 COMPLETED 6/22/18 GROUND ELEVATION 100 feet HOLE SIZE 6 1/2 in.
 DRILLING CONTRACTOR NTI GROUND WATER LEVELS:
 DRILLING METHOD 3 1/4 in H.S.A AT TIME OF DRILLING --- No Groundwater Observed.
 LOGGED BY RRH CHECKED BY SDG AT END OF DRILLING ---
 CAVE IN (ft) --- FROST DEPTH (ft) --- AFTER DRILLING ---

NOTES Elevation assumed to be 100.0.

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	DRY UNIT WT. (pcf)	MOISTURE CONTENT (%)	ATTERBERG LIMITS			FINES
									LIQUID LIMIT	PLASTIC LIMIT	PLASTICITY INDEX	
0.0												
0.1		BITUMINOUS PAVEMENT (1 1/2 Inches)										
		APPARENT AGGREGATE BASE (10 Inches)										
1.0		CLAYEY SAND, (SC) black, fine to coarse grained, moist, little gravel, bituminous debris (Undocumented Fill) NOTE: Organic content in sample 1 = 1.6%. NOTE: Occasional dark brown layers below 2 feet.	SS 1	58	4-4-3-3 (7)			15				
2.5			SS 2	58	7-9-9-8 (18)							
4.0		SANDY LEAN CLAY, (CL) black to dark brown, moist, trace gravel (Undocumented Fill) NOTE: Organic content in sample 4 = 2.3%.	SS 3	83	12-6-8-7 (14)							
5.0			SS 4	58	4-4-6-4 (10)			25				
7.5												
8.1		Bottom of borehole at 8.1 feet.										

NTI LOG - GENERAL (USE THIS ONE) - NTI-2017-06-14.GDT - 6/29/18 13:17 - R:RAMSEY1 - PROJECTS\2018 PROJECTS\EUSTIS STREET IMPROVEMENTS_GEO_18.MSP_05939.DOCUMENTING REPORTS\EUSTIS STREET.GPJ



Inver Grove Heights
 6160 Carmen Avenue East
 Inver Grove Heights, MN, 55076
 P: 651-389-4191

BORING NUMBER SB-8

CLIENT City of Lauderdale PROJECT NAME Eustis Street Improvement Project
 PROJECT NUMBER 18.MSP05939.000 PROJECT LOCATION Lauderdale, MN
 DATE STARTED 6/22/18 COMPLETED 6/22/18 GROUND ELEVATION 100 feet HOLE SIZE 6 1/2 in.
 DRILLING CONTRACTOR NTI GROUND WATER LEVELS:
 DRILLING METHOD 3 1/4 in H.S.A AT TIME OF DRILLING --- No Groundwater Observed.
 LOGGED BY RRH CHECKED BY SDG AT END OF DRILLING ---
 CAVE IN (ft) --- FROST DEPTH (ft) --- AFTER DRILLING ---
 NOTES Elevation assumed to be 100.0.

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	DRY UNIT WT. (pcf)	MOISTURE CONTENT (%)	ATTERBERG LIMITS			FINES
									LIQUID LIMIT	PLASTIC LIMIT	PLASTICITY INDEX	
0.0												
0.2		BITUMINOUS PAVEMENT (2 3/4 Inches)	99.8									
0.5		APPARENT AGGREGATE BASE (4 Inches)	99.5									
		CLAYEY SAND, (SC) dark brown to brown, fine to coarse grained, moist, trace gravel (Undocumented Fill)	SS 1	33	9-7-6-6 (13)							
2.0		CLAYEY SAND, (SC) brown, moist, trace gravel (Undocumented Fill)	SS 2	67	6-7-5-5 (12)			14				39
4.0		SANDY LEAN CLAY, (CL) brown, moist, rather stiff, trace gravel (Glacial Till)	SS 3	83	7-6-5-5 (11)							
7.5			SS 4	33	6-6-6-6 (12)							
8.2			91.8									

Bottom of borehole at 8.2 feet.

NTI LOG - GENERAL (USE THIS ONE) - NTI-2017-06-14.GDT - 6/29/18 13:17 - R:\R\MS\18-PROJECTS\2018 PROJECTS\LISTS STREET IMPROVEMENTS_GEO_18.MSP_05939.000\TESTING REPORTS\INT\LISTS STREET.GPJ



Inver Grove Heights
 6160 Carmen Avenue East
 Inver Grove Heights, MN, 55076
 P: 651-389-4191

BORING NUMBER SB-9

PAGE 1 OF 1

CLIENT City of Lauderdale PROJECT NAME Eustis Street Improvement Project
 PROJECT NUMBER 18.MSP05939.000 PROJECT LOCATION Lauderdale, MN
 DATE STARTED 6/22/18 COMPLETED 6/22/18 GROUND ELEVATION 100 feet HOLE SIZE 6 1/2 in.
 DRILLING CONTRACTOR NTI GROUND WATER LEVELS:
 DRILLING METHOD 3 1/4 in H.S.A AT TIME OF DRILLING -- No Groundwater Observed.
 LOGGED BY RRH CHECKED BY SDG AT END OF DRILLING --
 CAVE IN (ft) -- FROST DEPTH (ft) -- AFTER DRILLING --
 NOTES Elevation assumed to be 100.0.

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	DRY UNIT WT. (pcf)	MOISTURE CONTENT (%)	ATTERBERG LIMITS			FINES
									LIQUID LIMIT	PLASTIC LIMIT	PLASTICITY INDEX	
0.0												
0.2		BITUMINOUS PAVEMENT (2 Inches)	99.8	CORE								
0.7		APPARENT AGGREGATE BASE (6 Inches)	99.3									
0.7		CLAYEY SAND, (SC) black, fine to coarse grained, moist, trace gravel, bituminous debris (Undocumented Fill)	SS 1	50	9-7-5-5 (12)							
2.0		SANDY LEAN CLAY, (CL) brown to reddish brown, moist, trace gravel (Undocumented Fill)	98.0									
2.5			SS 2	75	4-3-2-2 (5)			13				
4.0		SANDY LEAN CLAY, (CL) light brown to brown, moist, medium, trace gravel (Glacial Till)	96.0									
5.0			SS 3	75	3-3-3-3 (6)							
7.5			SS 4	33	4-4-4-6 (8)			20				
8.2			91.8									

Bottom of borehole at 8.2 feet.

NTI LOG - GENERAL (USE THIS ONE) - NTI-2017-05-14.GDT - 6/22/18 13:17 - R:\RAMSEY\PROJECTS\33018 PROJECT\EUSTIS STREET IMPROVEMENTS_GEO_18.MSP_05939_000\TESTING REPORTS\GINT\EUSTIS STREET.GPJ



Inver Grove Heights
 6160 Carmen Avenue East
 Inver Grove Heights, MN, 55076
 P: 651-389-4191

BORING NUMBER SB-10

CLIENT City of Lauderdale PROJECT NAME Eustis Street Improvement Project
 PROJECT NUMBER 18.MSP05939.000 PROJECT LOCATION Lauderdale, MN
 DATE STARTED 6/22/18 COMPLETED 6/22/18 GROUND ELEVATION 100 feet HOLE SIZE 6 1/2 in.
 DRILLING CONTRACTOR NTI GROUND WATER LEVELS:
 DRILLING METHOD 3 1/4 in H.S.A AT TIME OF DRILLING --- No Groundwater Observed.
 LOGGED BY RRH CHECKED BY SDG AT END OF DRILLING ---
 CAVE IN (ft) --- FROST DEPTH (ft) --- AFTER DRILLING ---

NOTES Elevation assumed to be 100.0.

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	DRY UNIT WT. (pcf)	MOISTURE CONTENT (%)	ATTERBERG LIMITS			FINES
									LIQUID LIMIT	PLASTIC LIMIT	PLASTICITY INDEX	
0.0												
0.2		BITUMINOUS PAVEMENT (1 3/4 Inches)	99.9	CORE								
0.7		APPARENT AGGREGATE BASE (6 Inches)	99.4									
		CLAYEY SAND, (SC) dark brown to black, fine grained, moist, trace gravel (Undocumented Fill)	SS 1	42	8-6-5-4 (11)							
2.5			SS 2	92	8-7-8-8 (15)							
4.0		SANDY LEAN CLAY, (CL) brown, moist, rather stiff to stiff, trace gravel (Glacial Till)	96.0									
5.0			SS 3	92	7-8-6-8 (14)			25				79
7.5			SS 4	75	6-8-10-12 (18)							
8.2			91.9									

Bottom of borehole at 8.2 feet.

NTI LOG - GENERAL (USE THIS ONE) - NTI-2017-09-14.GDT - 6/29/18 13:17 - R:\RAMSEY\1-PROJECTS\2018 PROJECTS\EUSTIS STREET IMPROVEMENTS_GEO_18.MSP_05939.DOCUMENTING REPORTS\GINT\EUSTIS STREET.GPJ

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date December 11, 2018

ITEM NUMBER Engineering Cost Agreement

STAFF INITIAL AS

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Assuming the Council elected to proceed with the jurisdictional transfer of Roselawn Avenue and Eustis Street, the Council will want to continue with plans for a reconstruction project in 2019. Stantec provided information regarding the anticipated engineering costs based on the City's professional services agreement with Stantec. The city engineer will be at the meeting to answer questions.

OPTIONS:

STAFF RECOMMENDATION:

Motion to enter into an agreement with Stantec Consulting Services for engineering services for the 2019 Infrastructure Improvement Project as presented.



Stantec Consulting Services Inc.
2335 Highway 36 West, St. Paul MN 55113-3819

December 7, 2018
File: 193804608

Attention: Ms. Heather Butkowski, City Administrator
City of Lauderdale
1891 Walnut Street
Lauderdale, MN 55113

Dear Heather,

Reference: 2019 Infrastructure Improvements Project

Project Background

The City of Lauderdale and Ramsey County are in the process of finalizing an agreement to transfer jurisdiction of Eustis Street from Roselawn Avenue to Larpenteur Avenue, and Roselawn Avenue from TH 280 to Fulham Street, from Ramsey County to the City of Lauderdale. As part of this transfer of ownership, the City of Lauderdale is starting the process to improve these roadway segments and underlying utilities. Ramsey County will contribute funds to the City of Lauderdale to make necessary improvements to these street segments. In addition, the City of Lauderdale is finalizing a Memo of Understanding with St. Paul Regional Water Services (SPRWS) to replace the water main in conjunction with this project.

The project would rehabilitate Roselawn Avenue between TH 280 and Fulham Street with a 2" bituminous mill and overlay; and reconstruct Eustis Street between Roselawn Avenue and Larpenteur Avenue. The water main and storm sewer would also be replaced and/or repaired as needed.

The City has chosen to assess part of this project. As a result, a feasibility report must be prepared, and the City must hold 2 public hearings to provide information to the public regarding the project and associated assessments.

Project Schedule

Should the City choose to move forward with this project, we recommend the following schedule:

Authorize Feasibility Report	November 27, 2018
Accept Report/Authorize Plans and Specs	December 11, 2018
Order Public Improvement Hearing	December 11, 2018
Hold Public Improvement Hearing	January 8, 2019
Approve Plans/Authorize Advertising for Bids	February 12, 2019
Open Bids	March 2019

Reference: 2019 Infrastructure Improvements Project

Award Contract	March 26, 2019
Begin Construction	May/June 2019
Substantial Completion	August 2019
Final Completion (wear course paving)	September/October 2019
Hold Final Assessment Hearing	November/December 2019

Project Costs

The engineering work to complete the project will be performed under Stantec's Professional Services Agreement (PSA) with the City of Lauderdale. The actual fees will be based upon percent of construction cost fee and hourly work. The following provides a summary of estimated fees for budgeting purposes:

Feasibility Report	\$15,000 (1)
Design/Construction Documents/Bidding	\$105,000 (2)
Feasibility Report Credit	-\$15,000 (3)
Construction Services/Survey (4)	\$185,000 (5)
<u>Record Plans</u>	<u>\$7,500 (6)</u>
TOTAL ESTIMATED ENGINEERING FEES	\$297,500 (7) (8)

- (1) Fee for feasibility report is on an hourly basis.
- (2) Design fee is a percentage of total construction cost. Current estimate is based on a construction cost of \$1,500,000 and 7% design fee
- (3) Fee for feasibility report shall be credited against design fee, up to 20% of the design fee.
- (4) Includes pre-authorized supplemental services per the PSA including preliminary survey and permitting. Fee is based on hourly rates per the PSA.
- (5) Construction services estimate is based on full-time construction observation, and a high level of public information effort over a 12-week construction window. Project delays, contractor schedule, and other circumstances beyond our control may impact the total construction services fee. A more detailed estimate will be prepared once a contractor is chosen and a final construction schedule has been established.
- (6) Record plan fee is 0.5% of construction cost and is based on a current construction cost estimate of \$1,500,000.
- (7) Of the total estimated engineering fee, the portion related to the water main design and construction will be paid by St. Paul Regional Water Services. We estimate this amount to be approximately \$60,000.

December 7, 2018
Ms. Heather Butkowski, City Administrator
Page 3 of 3

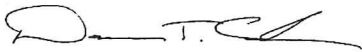
Reference: 2019 Infrastructure Improvements Project

- (8) An independent material testing firm should be contracted with by the City of Lauderdale for construction testing. Those costs are not included in this estimate.

We thank you for the opportunity to provide these services and feel free to contact me should you have any questions. I can be reached at (651) 604-4894 or darren.amundsen@stantec.com.

Regards,

Stantec Consulting Services Inc.



Darren Amundsen PE
Principal

Phone: (651) 604-4894
Darren.Amundsen@stantec.com

**Authorization to Proceed:
City of Lauderdale**

By _____
Mary Gaasch, Mayor

Date _____

And

by _____
Heather Butkowski, City Administrator

Date _____

Attachment: Professional Services Agreement
c. Kellie Schlegel, Stantec

m

PROFESSIONAL SERVICES AGREEMENT
Between
CITY OF LAUDERDALE, MN
And
BONESTROO, ROSENE, ANDERLIK & ASSOCIATES, INC.

This is an Agreement, effective on August 10, 1999, between the City of Lauderdale, MN ("City"), and Bonestroo, Rosene, Anderlik & Associates, Inc., a Minnesota corporation, ("Engineer"), for professional engineering services as well as for professional services in the planning, design and construction of public works and special projects.

SECTION 1. ENGINEER'S SERVICES

1.1. General

The City intends to retain the Engineer from time to time to provide services to the City. Each engagement of the Engineer by the City or each construction project shall be referred to as a "Project." The City reserves the right to retain others to perform engineering services for the City.

1.2. Basic Services for Construction Projects

For construction projects, the Engineer will provide the "Basic Services" described in Appendix A. Basic Services for construction projects consists of two phases:

- 1) Design Engineering Phase
 - a. Feasibility Study / Report
 - b. Final Design
- 2) Construction Engineering Phase

1.3. Supplemental Services

1.3.1. For construction projects, Engineer will provide "Pre-authorized Supplemental Services" identified in Appendix B, Section 1.

1.3.2. If authorized in writing by the City, the Engineer will furnish "Other Potential Supplemental Services" that are identified in Appendix B, Section 2.

1.4. Other Investigations, Studies and Reports

The City may direct the Engineer to provide services not related to a construction project ("Special Studies"). Examples of Special Studies include: traffic studies; transportation studies; feasibility investigations, studies and reports; sanitary sewer, water, and stormwater system master plans; environmental assessments, worksheets or impact statements; and rate studies. For Special Studies, the Engineer will provide the City with a written scope of services and an estimate of the costs, and will not begin work until authorized by the City.

SECTION 2. THE CITY'S RESPONSIBILITIES

The City is responsible for all matters described in Appendix C.

SECTION 3. COMPENSATION

3.1. Payment for Basic Services

- 3.1.1. For Design Engineering Basic Services, the City will pay the Engineer as set forth in Appendix D.
- 3.1.2. For Construction Engineering Basic Services, the City will pay the Engineer on an hourly basis according to the rates in Appendix E.

3.2. Payment for Supplemental Services

- 3.2.1. For the preparation of reproducible "Record Plans," the City will pay the Engineer ½ percent of the Construction Cost of the Project when such Cost is greater than \$100,000. For the preparation of reproducible Record Plans when the Construction Cost of the Project is less than \$100,000, the City will pay the Engineer on an hourly basis according to the rates in Appendix E.
- 3.2.2. For all other Supplemental Services described in Appendix B and for other services not provided for in this Agreement, the City will pay the Engineer on an hourly basis according to the rates in Appendix E.

3.3. Payment for Special Studies

The City will pay the Engineer for these services as agreed upon by the parties, either on a lump sum basis or on an hourly basis according to the rates in Appendix E.

3.4. Payment for Reimbursable Expenses

In addition to engineering fees, the City will pay the Engineer for Reimbursable Expenses on the basis of the Engineer's cost. Although not a complete list, examples of Reimbursable Expenses include: the costs of plotting drawings and the reproduction of drawings and specifications; project-specific printing, duplicating, tabs and indexes; testing; mileage; travel and per diem expenses of the Engineer for out-of-town trips required for a Project; long distance telephone calls and faxes as required to expedite the work; the costs for cellular phone calls/service for Engineer's field personnel on a Project; project photographs taken before and during construction; construction stakes; postage and delivery charges; and out-of-pocket expenses incurred directly for a Project.

3.5. Progress Payments

The City will make progress payments to the Engineer in proportion to services performed, as reasonably estimated by the Engineer. The Engineer will invoice the City monthly during the progress of the work. The City shall pay each properly documented invoice of the Engineer within 30 days after the City's receipt of such invoice. Owner may not reserve as retainage any portion of a payment due under this Agreement.

3.6. Objections to Invoices/No Deductions

It is important for the Engineer to be promptly informed of problems. If the City objects to any portion of an invoice, the City shall notify the Engineer in writing within twenty days of the invoice's receipt. The City agrees to pay any undisputed portions of an invoice. No deductions shall be made from the Engineer's compensation on account of penalty, liquidated damages, or other sums withheld from payment to contractors, except as may be determined by mediation, arbitration, litigation or other dispute resolution mechanism to which the Engineer is a party.

3.7. Suspension of Work

If the City fails to make payments when due or otherwise breaches this Agreement, the Engineer may suspend work after providing five days notice to the City. The Engineer will not be liable for any costs or damages resulting from such a suspension of work.

3.8. Interest/Collection Costs

The City agrees to pay the Engineer 1% per month interest on all invoices of the Engineer, with interest beginning to accrue 30 days after the date of the invoice. If the Minnesota Prompt Payment Act (M.S. §471.425) requires a higher rate of interest, that rate shall apply. If the City fails to pay Engineer all amounts owing pursuant to the terms of this Agreement, the City agrees to pay all costs of collection, including reasonable attorney's fees, in addition to all other amounts due under this Agreement.

SECTION 4. GENERAL CONSIDERATIONS

4.1. Standard of Care

The Engineer shall exercise the same degree of care, skill and diligence in the performance of its services as is ordinarily exercised by a professional engineer under like circumstances. Nothing in this Agreement, or otherwise prepared as a result of the Project, shall modify the foregoing standard of care.

4.2. Delays

Both the Engineer and the City will put forth reasonable efforts to complete their respective duties in a timely manner. Because the Engineer's performance must be governed by sound professional practices, the Engineer is not responsible for delays occasioned by factors beyond its control or that could not reasonably have been foreseen at the time of preparation of this Agreement.

4.3. Opinions of Costs and Schedules

Since the Engineer has no control over the cost of labor and material or over competitive bidding and market conditions, the Engineer's Opinion of Probable Construction Cost and of Project schedules can only be made on the basis of experience or qualifications as a professional engineer. The Engineer does not guarantee that proposals, bids, actual Project costs or construction schedules will not vary from Engineer's opinions or estimates. If the City desires greater assurance as to the anticipated Construction Cost of the Project, the City shall employ, or instruct the Engineer to provide as a Supplemental Service, an independent cost estimator.

4.4. Insurance

4.4.1. The Engineer agrees to maintain a professional liability insurance policy for negligent acts, errors or omissions in an amount of at least \$2,000,000 annual aggregate, on a claims-made basis, as long as such insurance is reasonably available under standard policies at rates comparable to those currently in effect. The Engineer will not cancel the insurance until thirty days after providing the City written notice.

4.4.2. The Engineer shall maintain:

- 1) Statutory workers compensation and employers' liability insurance coverage.
- 2) Comprehensive general liability and automobile liability insurance coverage in the sum of not less than \$1,000,000 each.

4.5. Ownership of Instruments of Service

Documents (including Digital Data) prepared by the Engineer, such as drawings, specifications and reports ("Engineering Documents") are instruments of the Engineer's professional services, and not products. The Engineering Documents are prepared for a specific Project, and may not be used for other Projects. For health and safety reasons, the City agrees it will not use the Engineering Documents (except for computer hydraulic or hydrologic modeling data) for other purposes or provide them to other persons. If the City violates this provision, it waives any resulting claims against the Engineer, and agrees to defend and indemnify the Engineer from any resulting claim or liability (including reasonable attorneys' fees).

4.6. Digital Data

4.6.1. If included in Basic or Supplemental Services and as a convenience to the City, the Engineer will furnish the City with electronic data versions of certain drawings or other written documents ("Digital Data") provided in hard copy form. In the event of any conflict between a hard copy document and the Digital Data, the hard copy document governs. The Digital Data shall be prepared in the current software in use by the Engineer and is not warranted to be compatible with other systems or software.

4.6.2. Any Digital Data submitted by the Engineer to the City is submitted for an acceptance period of 60 days ("Acceptance Period"). Any defects that the City discovers during this period and reports to the Engineer will be corrected by the Engineer at no extra charge. For correction of defects reported to the Engineer after the Acceptance Period, the City shall compensate Engineer on an hourly basis at Engineer's billing rates set forth in Appendix E. The City understands that the Digital Data is perishable and the City is responsible for maintaining it.

4.7. Termination, Suspension or Abandonment

4.7.1. The City or the Engineer may terminate or suspend this Agreement with or without cause. The party terminating or suspending this Agreement shall give seven days written notice to the other party.

4.7.2. If the Project or the Engineer's services are suspended for more than 90 days, the Engineer may terminate this Agreement upon seven days written notice to the Owner. The Engineer shall have no liability on account of a suspension by the Owner. If a Project is reinstated, an equitable adjustment to the Engineer's compensation may be necessary.

4.7.3. In the event of termination or suspension permitted by this Agreement, the Engineer shall be compensated for services performed prior to termination or suspension and for services directly attributable to the termination or suspension itself, together with Reimbursable Expenses. If the Owner properly terminates Engineer for cause, Owner may withhold from Engineer's compensation those damages directly attributable to the cause of the termination.

4.8. Dispute Resolution

4.8.1. In an effort to resolve any conflicts that arise out of the services under this Agreement, all disputes between the City and the Engineer arising out of or relating to this Agreement shall be submitted to nonbinding mediation prior to commencing arbitration or litigation.

4.8.2. [deleted]

4.8.3. In the event of litigation or arbitration arising from or related to the services provided under this Agreement, the prevailing party is entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorney's fees and other related expenses.

4.8.4. If the Engineer or the City intends to assert a claim against the other as a result of a dispute with a third party, the claiming party shall notify the other party as soon as possible, and in any event prior to resolving the dispute with the third party.

4.8.5. So that any claims of the City may be intelligently addressed by the Engineer, the City agrees to make no claim for professional negligence against the Engineer unless the City has first provided the Engineer a written certification signed by an independent design professional licensed in Minnesota and currently practicing in the same discipline. The certification shall specify every act or omission of the Engineer that is a violation of the applicable standard of care and the basis for the certifier's opinion(s). This certificate shall be provided no fewer than 30 days prior to instituting arbitration or suit.

4.8.6. Causes of action between the Engineer and the City relating to acts or failures to act shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of substantial completion of a Project.

4.9. **Hazardous Substance**

The Engineer's scope of services does not include any services related to hazardous or toxic materials, including asbestos and PCBs. If it becomes known that such materials may be present at or near a Project that may affect the Engineer's services, the Engineer may suspend performance of its services, without liability, and will assist the City to retain appropriate specialist consultants to adequately identify and abate such materials so that Engineer's services may resume.

4.10. **Governing Law**

This Agreement shall be governed by the laws of the State of Minnesota and any dispute not subject to arbitration shall be venued in the state or federal courts in Minnesota.

4.11. **Integration**

This is an integrated Agreement and it supersedes all prior negotiations or agreements between the parties. It shall be modified only by a written document signed by the party sought to be bound. The provisions of this Agreement are severable, and if any provision is found to be unenforceable, the remaining provisions continue to be valid, and the unenforceable provision shall be reformed with a valid provision that comes as near as possible to expressing the intention of the unenforceable provision.

4.12. **Assignment**

Except for the Engineer's use of necessary consultants, the Engineer and the City shall not assign or delegate their respective obligations under this Agreement without the written consent of the other party, which consent shall not be unreasonably withheld.

4.13. **Engineer's Services**

In performing professional engineering and related services, the Engineer is not engaged in rendering legal, insurance, or accounting services or advice. The Owner agrees that documents prepared by the Engineer, including reports, bidding materials, and form contracts will be reviewed by the appropriate representative of the Owner, such as the Owner's attorney, insurance counselor or other consultants, to the extent that Owner deems necessary to protect its interests.

SECTION 5. LIABILITY

Having considered the potential liabilities that exist during the performance of the Engineer's services, the benefits of a Project, the Engineer's fee for its services, and the promises contained in this Agreement, the City and the Engineer agree that risks should be allocated in accordance with this section, to the fullest extent permitted by law.

5.1. [deleted]

5.2. Limitation of Liability

The Engineer's and its employees' liability to the City for any claim, loss or damage arising out of a Project or this Agreement for any cause shall not exceed the sum of \$2 million. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

5.3. Consequential Damages

Neither the City nor the Engineer shall be liable to the other for any consequential damages incurred due to the fault of the other or their agents. Consequential damages include, but are not limited to, loss of use and loss of profit.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

ENGINEER:
BONESTROO, ROSENE, ANDERLIK &
ASSOCIATES, INC.

CITY:
CITY OF LAUDERDALE, MN

By Marvin L. Sorvala
Marvin L. Sorvala, President
Date 9-27-99

By Jeffrey Dahms
Jeffrey Dahms, Mayor
Date 9-28-99

And By Rick Getschow
Rick Getschow, Administrator
Date 9-28-99

Appendix A

Basic Services for Construction Projects

The Engineer's Basic Services for construction projects consist of the Design Engineering Phase and the Construction Engineering Phase, which are described below.

Design Engineering Phase

1. Feasibility Study / Report

Upon receipt of the City's authorization to proceed with the Feasibility Study/Report, the Engineer will:

- 1.1. After consulting with the City, prepare an engineering feasibility report on the Project. The report will indicate the scope of the Project and include the following elements:
 - 1) Summary of preliminary design alternatives and recommendations;
 - 2) Engineer's Preliminary Opinion of Probable Construction Cost;
 - 3) Administrative, legal, bonding and engineering cost estimates based on a percentage of the construction cost;
 - 4) List of permits required from other governmental and administrative bodies;
 - 5) Project sketches indicating the general nature of the proposed Project improvements;
 - 6) Proposed funding sources.
- 1.2. Outline the anticipated permanent and temporary easements and rights-of-way needed for the construction of the Project.
- 1.3. Submit 15 copies of the Feasibility Report to the City five calendar days before review by the City Council.
- 1.4. Using maps and diagrams which depict the nature and location of the Project, present the data contained in the Report to the City Council at a public hearing.

2. Final Design

Upon receipt of City authorization to proceed with the Final Design, the Engineer will:

- 2.1. Design and prepare detailed plans and specifications for the Project. During the design and preparation of the plans and specifications, the Engineer will periodically consult with the City's appointed representative to obtain the City's comments. Upon completion, the Engineer will submit five sets of the plans and specifications for review by the City, five calendar days prior to their review and approval by the City Council at a public meeting.
- 2.2. Prepare the Contract Documents for review by the City and its attorneys, which include:
 - 1) Construction agreement forms
 - 2) Payment and performance bond forms
 - 3) General conditions
 - 4) Special provisions
 - 5) Specifications
 - 6) Detailed plans
 - 7) Proposal forms

The Engineer will furnish Contract Document sets in sufficient quantity to satisfy the number of anticipated bidders.

- 2.3. Advise the City as to necessary services in addition to those furnished by the Engineer, such as land and easement surveys, soil borings, testing services and other information needed for a

Project. If authorized by the City, the Engineer will assist the City to procure these services. The providers of these services will contract directly with the City and issue invoices directly to the City.

- 2.4. Prepare a statement of the Engineer's Opinion of Probable Construction Cost for the Project, based upon designs established to this point.
- 2.5. Upon receipt of City Council authorization to proceed, the Engineer will assist the City in obtaining and analyzing construction bids for the Project. Based on the bids, the Engineer will prepare a recommendation for award.

Construction Phase

Upon receipt of City authorization to proceed with the Construction Phase of the Project, the Engineer will:

- 1.1. Organize, attend and assist the City at the pre-construction conference with the successful bidder, and any other parties, bodies, or agencies who have an interest in the Project.
- 1.2. Provide construction survey staking.
- 1.3. Visit the Project site at appropriate intervals during construction to become generally familiar with the progress and quality of the contractor's work and to determine if the work is proceeding in general accordance with the Contract Documents. The City has not retained the Engineer to make detailed inspections or to provide exhaustive or continuous project review and observation services. Further, the Engineer does not supervise or have control over the Contractor's work, the means or methods of construction, or safety precautions in connection with the work. As a result, the Engineer does not guarantee the performance of a contractor, and has no responsibility for the acts or omissions of any contractor, subcontractor, supplier or any other entity furnishing materials or performing any work on a project. (More extensive site representation may be agreed to as a Supplemental Service, as described in Appendix B.)
- 1.4. Review of shop drawings, samples and other submittals. Engineer shall review shop drawings, samples and other submissions of the Contractor solely for their general compatibility with the Engineer's design intent and conformance with information given in the Contract Documents. The Engineer shall not be responsible for any aspects of a shop drawing submission relating to the duties of the Contractor (such as the means, methods, techniques, sequences and operations of construction, safety precautions and programs incidental thereto) all of which are the Contractor's responsibility, and not the responsibility of the Engineer.
- 1.5. Review the Contractor's request for progress payments, advise the City in writing as to the Engineer's opinion of the extent of the work completed in accordance with the terms of the Construction Contract, and issue for processing by the City all requests for payment.
- 1.6. Make recommendations to the City as to all claims relating to the execution and progress of the construction work.
- 1.7. Issue such additional instructions to the Contractor as may be necessary to interpret the drawings and specifications or the illustrated changes required in the Contractor's work.
- 1.8. After consulting with the City, prepare Change Orders for work not covered by the Contract or for substantial over-run of estimated "contract quantities" as defined in the Project's Contract Documents, for the City's approval and execution. Change Orders shall be processed as soon as practical after the City provides written approval to the Engineer. The City understands that Change Orders may be required during a Project for many reasons, including because of incompleteness, errors, or ambiguities in the Construction Documents. The Engineer shall not be liable for any type or quantity of Change Orders that are within professional standards. In no event shall the Engineer be responsible for paying the cost of a Change Order or other change to

the extent that it would have been otherwise necessary to a Project or otherwise adds value or betterment to a Project.

- 1.9. Conduct construction progress reviews with the Contractor and the City related to the Contractor's date of completion.
- 1.10. Coordinate periodic field tests during the course of construction.
- 1.11. Conduct an inspection to determine if the work is substantially complete. On the basis of its on-site observations, the Engineer shall prepare a "punch list" for the Contractor, listing work left to be completed by the Contractor.
- 1.12. Conduct, in the presence of the City's Representative, a final inspection of the Project as constructed to determine whether it:
 - 1) Generally conforms with the Engineer's design concept of the Project as contained in the Contract Documents, and
 - 2) Appears to be constructed in accordance with the Contract Documents.

The Engineer shall certify a recommendation for acceptance of the work to the City and then shall forward to the City a written approval of the Contractor's Request for Final Payment which shall be signed by the Contractor.

- 1.13. Arrange for the City to receive detailed instructions regarding the operation and maintenance of any equipment, machinery or apparatus installed as part of the Project. Such instructions shall be supplied by the Contractor and manufacturers' representatives.
- 1.14. Collection of field-measured quantities required to produce "Record Plans."

The Engineer's review of the Contractor's work (including reviewing the Contractor's shop drawings and samples, work product and requests for payments) do not increase the responsibility or duties of the Engineer beyond those explicitly described elsewhere in this Agreement. By making these review efforts, the Engineer does not guarantee the performance of the Contractor or assume responsibility for any acts or omissions of the Contractor, including any failure of the Contractor to properly perform its work or comply with its obligations, and the City's sole remedy for the Contractor's acts or omissions is from the Contractor and not the Engineer.

Appendix B Supplemental Services

1. Pre-Authorized Supplemental Services

Engineer shall perform or furnish, without requesting or receiving specific advance authorization from City, the Supplemental Services of the types listed below.

- 1.1. Preliminary surveying.
- 1.2. Assist the City in preparing applications necessary for approvals, permits and licenses from other entities, such as the Minnesota Department of Transportation, Minnesota Department of Health, Minnesota Pollution Control Agency, Minnesota Department of Natural Resources, U.S. Army Corps of Engineers, watershed districts, railroads, and private utilities, and making any unanticipated changes resulting therefrom.
- 1.3. Making revisions in drawings, specifications or other documents when such revisions are:
 - 1.3.1. Requested by the City and are inconsistent with approvals or instructions previously given by the City;
 - 1.3.2. Required by the enactment or revisions of codes, laws or regulations subsequent to the preparation of such documents;
 - 1.3.3. Due to changes required as a result of the City's failure to render decisions in a timely manner; or
 - 1.3.4. Due to any other causes beyond the Engineer's control.
- 1.4. Providing consultation regarding the replacement of all such parts of the Project as may be damaged by fire or other cause during construction and assisting the City in arranging for continuation of the work should the Contractor default for any reason.
- 1.5. Providing services made necessary by the default of a Contractor, by major defects or deficiencies in the work of a Contractor, or by failure of performance of either the City or a Contractor under the Contract for construction.
- 1.6. Construction dispute resolution assistance.
- 1.7. Providing services in connection with warranty work to be done by the Contractor.
- 1.8. Prepare and furnish the City a set of reproducible "Record Plans" of the construction Project showing those changes the Engineer considers significant which were made during the construction process, based on marked-up prints, drawings, and other data furnished by the Contractor, upon which the Engineer may rely in preparing the Record Plans.

2. Other Potential Supplemental Services

If authorized by the City, the Engineer will provide the following services:

- 2.1. Pre-project concept development. This work includes assisting the City with defining the scope of a Project.
- 2.2. Transportation engineering and planning services, including:
 - 2.2.1. Transportation analysis which encompasses and benefits an area greater than that of the Project.
 - 2.2.2. Traffic signing and pavement marking design.
 - 2.2.3. Traffic analysis, signal justification reports, and development of signal timing associated with preparing traffic signal plans and specifications.
 - 2.2.4. Traffic analysis required for roadway and intersection geometric design.
 - 2.2.5. Project development reports (project path and design study) required for Mn-DOT-funded projects.
- 2.3. Attendance at neighborhood meetings.
- 2.4. Assistance with assessments.
- 2.5. Attendance at and assistance with assessment hearings.
- 2.6. Assistance with easements.
- 2.7. Operator training.
- 2.8. Preparation of detailed operation and maintenance manuals.

- 2.9. User rate studies.
- 2.10. Pilot testing.
- 2.11. Preparation of applications for funding assistance.
- 2.12. Hydraulic and hydrologic studies, such as:
 - 2.12.1. Hydraulic analysis benefiting an area greater than that of the Project.
 - 2.12.2. Stormwater, surface water and groundwater quality analyses.
- 2.13. Attendance at more than one public hearing per Project.
- 2.14. Assisting the City or its representative in connection with mediation, arbitration, litigation or other proceedings involving the Project, including preparing to testify and testifying as an expert witness.
- 2.15. Providing one or more full-time Resident Project Representatives (and assistant[s]) in order to provide the City with continuous representation at the Project site during the Construction Phase, but only if requested by the City or recommended by the Engineer and authorized by the City.
- 2.16. Providing any other service not otherwise included in Basic Services or not customarily furnished in accordance with generally accepted engineering practice.

Appendix C The City's Responsibilities

The City shall:

- 1) Provide full information as to its requirements for a Project. The City will adequately define the scope of a Project. Assistance by the Engineer during the scoping phase will be compensated as a Supplemental Service.
- 2) Furnish to the Engineer, prior to any performance by the Engineer under this Agreement, a copy of any planning, design and construction standards which the City shall require the Engineer to follow in preparation of Contract Documents for a Project.
- 3) Place at Engineer's disposal all available written data pertinent to the Project, including existing reports, plats, surveys, contour mapping, utility mapping, record plans, wetlands, land-use, and zoning maps, borings and other data affecting the design and/or construction of a Project.
- 4) Acquire all land, easements, and rights-of-way for the Project and provide for land surveys and the preparation of legal descriptions and exhibits, certificates or plats.
- 5) Provide access to the Project site and make all provisions for the Engineer to enter upon public and private lands as required by the Engineer to perform its services.
- 6) Examine all studies, reports, sketches, Opinions of Probable Construction Costs, specifications, drawings, proposals and other documents presented by the Engineer and promptly render the City's decisions pertaining to each of such documents.
- 7) Provide legal review of the Contract Documents and provide any required accounting and insurance counseling services for the Project.
- 8) Designate a single person to act as the City's Representative with respect to the Engineer's services. Such person shall have complete authority to transmit instructions, receive information, and interpret and define the City's policies and decisions with respect to services covered by this Agreement, subject to City Council approval when required by law.
- 9) Give prompt written notice to the Engineer whenever the City observes or otherwise becomes aware of any defect in the Project or any development that affects the scope or timing of the Engineer's services.
- 10) Furnish, or instruct the Engineer to provide at the City's expense, necessary "Other Potential Supplemental Services" as provided in Appendix B as they may be needed for a Project.
- 11) Furnish to the Engineer, as required by the Engineer for performance of its services, information or consultations not covered in the Engineer's Basic Services, such as core borings, probings and subsurface explorations; hydrographic surveys, laboratory tests and inspections of samples, materials and equipment; appropriate professional interpretations of all of the foregoing; property, boundary, easement, and right-of-way surveys and property descriptions; zoning and deed restrictions.
- 12) Furnish environmental assessments, audits, investigations and impact statements, and other relevant environmental studies for the Project, the site and adjacent areas.
- 13) Furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the work.

- 14) Act promptly on all construction Change Orders and provide authorization before Change Orders are issued to the Contractor on a Project.
- 15) Furnish inspection or monitoring services as the City desires to verify that Contractor is complying with all laws or regulations and to verify that Contractor is taking all necessary safety precautions to protect persons and property, as the Engineer in this Agreement does not undertake to perform these services.

In performing its services, the Engineer may rely upon the accuracy and completeness of all City provided information.

Appendix D Compensation for Design Engineering Basic Services

1. **Construction Cost of the Project.** The Fee for Design Engineering Basic Services is a percentage of the "Construction Cost of the Project," which is the total cost of all work designed or specified by the Engineer for the Project, including change orders. It is determined as follows, with precedence in the order listed:

- 1) For completed construction, the costs to the City of all construction work performed, including the value of all alternates designed, whether awarded or not.
- 2) For construction work bid but not constructed, the lowest bona fide bid received from a qualified bidder, including the value of all alternates designed, whether awarded or not.
- 3) For work for which bids have not been received, the Engineer's latest Opinion of Probable Construction Cost.

"Construction Cost of the Project" does not include:

- 1) Any payments to the Engineer or its consultants.
- 2) The cost of the land or right-of-way.
- 3) Other costs which are the responsibility of the City described in Appendix C that were not specified by the Engineer.

2. **Determining the fee for Design Engineering Basic Services.** For providing Design Engineering Basic Services on construction projects, the City shall pay the Engineer as follows (the "Fee"):

- 1) For projects that the Engineer believes the construction cost will be more than \$100,000, the City shall pay the Engineer a percentage of the Construction Cost of the Project. The applicable percentage is found in Schedule 1 or Schedule 2 below.

Construction Cost	Basic Services Fee for Design Engineering Phase	
	Schedule 1	Schedule 2
\$ 100,000	11.05%	8.56%
150,000	10.45%	8.18%
200,000	9.85%	7.80%
250,000	9.26%	7.42%
300,000	9.03%	7.27%
400,000	8.56%	6.95%
500,000	8.09%	6.65%
750,000	7.51%	6.30%
1,000,000	7.15%	5.91%
2,000,000	6.48%	5.46%
4,000,000	6.04%	5.04%
6,000,000	5.89%	4.85%

For a construction cost between listed amounts, the fee will be interpolated.

Schedule 1 establishes the Fee for the following types of construction projects:

- a) Projects involving process engineering (e.g., pumping stations, wells, etc.);
- b) Projects which require outside funding agency approval;
- c) Structural facilities (e.g., pumphouses, bridges, retaining walls, etc.);

- d) Park work and landscape architecture;
- e) Multi-agency projects;
- f) Traffic signal projects
- g) Street reconstruction projects.

Schedule 2 establishes the Fee for all other types of construction projects.

- 2) For projects that the Engineer believes the construction cost will be less than \$100,000, the City shall pay the Engineer for Basic Services on an hourly basis in accordance with Appendix E, Billing Rate Schedule. As an alternative for a particular Project if agreed to by both parties, the City shall pay the Engineer on a lump sum basis where, for each such Project, the amount is negotiated between the two parties.

3. Payment for Feasibility Study / Report. For completion of the Feasibility Study / Report portion of the Design Engineering Phase, City shall pay Engineer on an hourly basis according to the rates in Appendix E. As an alternative for a particular Project if agreed to by both parties, the City shall pay the Engineer on a lump sum basis where, for each such Project, the amount is negotiated between the two parties. The amount paid for the Feasibility Study / Report shall be credited against the Fee if and when the Project moves forward into Final Design, subject to the following:

- 3.1. The amount of the credit shall not exceed 20 percent of the Design Fee, and
- 3.2. A partial credit shall be issued for studies: 1) that exceed the normal scope of services for the Feasibility Study/Report, and 2) in situations where only a part of the study recommendations proceed to Final Design.

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date December 11, 2018

ITEM NUMBER Post Election Roundtable

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

A lot of feedback was gathered during the election season that staff would like to capture for future discussions and goal settings. Time permitting, we would like to do this during the meeting and we will prepare a summary for future reference.

OPTIONS:

STAFF RECOMMENDATION: