

LAUDERDALE CITY COUNCIL MEETING AGENDA
7:00 P.M. TUESDAY, FEBRUARY 23, 2021

Due to the coronavirus, the city council is holding meetings by teleconference. The public may view the meeting on Lauderdale's public access channel 16 for cable subscribers or online at <https://www.ctvnorthsuburbs.org/your-city/lauderdale/>. The public may join the meeting using the login instructions at the end of the agenda.

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 February 9, 2021 City Council Meeting
 - c. Claims Totaling \$47,304.92
4. **CONSENT**
 - a. Resolution No. 022321A -A Resolution Approving 2021 Tobacco Licenses
 - b. Resolution No. 022321B -A Resolution Approving 3.2 Off Sale Malt Liquor License for 2021
5. **SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**
6. **INFORMATIONAL PRESENTATIONS / REPORTS**
 - a. 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. Resolution 022321C – A Resolution Approving the Lot Line Rearrangement at 1583 Fulham Street
 - b. Preparation of Plans and Specifications for the 2021 Sewer Lining Project
9. **ITEMS REMOVED FROM THE CONSENT AGENDA**

10. ADDITIONAL ITEMS

11. SET AGENDA FOR NEXT MEETING

- a. Proposal for Preparation of MS4 Permit
- b. Public Works Management Software
- c. Update on NineNorth by Dana Healy (March 23)
- d. Presentation of Audit by Abdo, Eick, and Meyers (April 13)

12. WORK SESSION

- a. Community Development Update
- b. 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.

13. ADJOURNMENT

Meeting Login Instructions:

You are invited to a Zoom webinar.

When: Feb 23, 2021 07:00 PM Central Time (US and Canada)

Topic: February 23, 2021 City Council Webinar

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/81235164871?pwd=WVpiNFpNY3UySVdBUE0pEeUtZY2htdz09>

Passcode: 460946

Or iPhone one-tap :

US: +16465588656,,81235164871# or +13017158592,,81235164871#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or 833 548 0282 (Toll Free) or 877 853 5247 (Toll Free) or 888 788 0099 (Toll Free) or 833 548 0276 (Toll Free)

Webinar ID: 812 3516 4871

International numbers available: <https://us02web.zoom.us/j/81235164871?pwd=WVpiNFpNY3UySVdBUE0pEeUtZY2htdz09>

LAUDERDALE CITY COUNCIL
MEETING MINUTES
HELD REMOTELY VIA TELECONFERENCE

Page 1 of 2

February 9, 2021

Call to Order

Mayor Gaasch called the Regular City Council meeting to order at 7:02 p.m.

Roll Call

Councilors present: Andi Moffatt, Roxanne Grove, Jeff Dains, Duane Pulford, and Mayor Mary Gaasch.

Councilors absent: None.

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

Approvals

Mayor Gaasch asked if there were any additions to the meeting agenda. There being none, Councilor Moffatt moved and seconded by Councilor Dains to approve the agenda. Motion carried unanimously on a roll call vote.

Mayor Gaasch asked if there were any corrections to the minutes of the January 26, 2021 city council meeting. There being none, Councilor Moffatt moved and seconded by Councilor Dains to approve the minutes of the January 26, 2021 city council meeting. Motion carried unanimously on a roll call vote.

Mayor Gaasch asked if there were any questions on the claims. There being none, Councilor Dains moved and seconded by Councilor Pulford to approve the claims totaling \$83,142.12. Motion carried unanimously on a roll call vote.

Special Order of Business/Recognitions/Proclamations

A. Resolution No. 020921A – A Memorial Resolution Honoring Former Lauderdale Mayor Robert C. Wisen

Bob's wife, Crystal Wisen, joined the meeting to pay tribute to Bob for the work that he did for the Lauderdale community. Administrator Butkowski followed Mrs. Wisen's comment with a reading of the memorial resolution.

Councilor Dains moved and seconded by Councilor Pulford to approve Resolution No. 020921A – A Memorial Resolution Honoring Former Lauderdale Mayor Robert C. Wisen.

Informational Presentations/Reports

A. St. Paul Regional Water Treatment Plant Update by Will Menkhaus and Pat Shea
Project Manager Will Menkhaus, and General Manager Pat Shea, of St. Paul Regional Water Services, presented to the Council their proposed changes to the McCarrons Treatment Plant.

A. City Council Updates

Mayor Gaasch stated that she attended a Regional Council of Mayors meeting where the main topic of discussion was affordable housing.

LAUDERDALE CITY COUNCIL
MEETING MINUTES
HELD REMOTELY VIA TELECONFERENCE

Page 2 of 2

February 9, 2021

Discussion/Action Item

A. Contract between the City and Nadeau Companies, LLC for the Dredging of Gasparre Pond
Gasparre Pond is located in the southeastern quadrant of the City. The pond usually holds water. With the lack of rain this fall, the pond is almost completely dry. Without water, the pond is easier to dredge and staff spoke to the contractor working on Seminary Pond. They provided an estimate based on the removal of three to four feet of sediment if the soil was not contaminated.

The Council authorized the soil testing process in December. The sediment was tested and was found to be clean enough to not need to be hauled to special dump sites. Staff worked with the city engineer to get approvals from Capitol Regions Watershed District for the project.

Councilor Pulford made a motion to approve the contract between the City of Lauderdale and Nadeau Companies, LLC, for the dredging of Seminary Pond. This was seconded by Councilor Moffatt and carried unanimously on a roll call vote.

B. VITA/TCE Partner Sponsor Agreement with the IRS

The City is eligible to partner with the IRS for a no-cost online tax preparation software that we can advertise to residents of all income levels. To participate, the City Council must approve the VITA/TCE Partner Sponsor Agreement. After the agreement is complete, staff will work with Council Member Pulford on disseminating the information to residents.

Councilor Moffatt made a motion to adopt the VITA/TCE Partner Sponsor Agreement as presented. This was seconded by Councilor Dains and carried with Council Members Dains, Moffatt, Grove, and Mayor Gaasch voting yea and Council Member Pulford abstaining.

Work Session

A. Community Development Update

Butkowski stated that the City audit will be finishing up on February 10. Staff was working on a sewer lining project and reviewing options for public works management software.

B. Opportunity for the Public to Address the City Council

Mayor Gaasch opened up the floor to anyone in attendance interested in addressing the Council.

There being no people interested in speaking, Mayor Gaasch closed the floor.

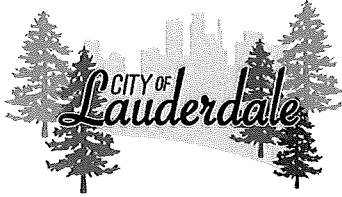
Adjournment

Councilor Pulford moved and seconded by Councilor Dains to adjourn the meeting at 8:07 p.m. Motion carried unanimously on a roll call vote.

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

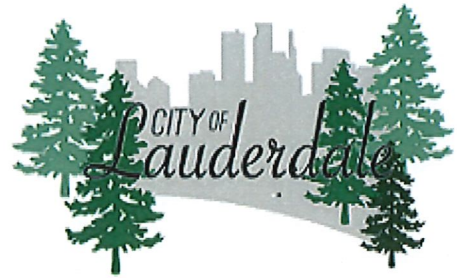
To: Mayor and City Council
From: City Administrator
Meeting Date: February 23, 2021
Subject: List of Claims

The claims totaling \$47,304.92 are provided for City Council review and approval that includes check numbers 27305 to 27324.

Accounts Payable

Checks by Date - Detail by Check Date

User: MILES.CLINE
 Printed: 2/19/2021 8:10 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	34	AFSCME MN Council 5 PR Batch 50400.02.2021 Union Dues	02/19/2021 PR Batch 50400.02.2021 Uni	214.24
Total for this ACH Check for Vendor 34:				214.24
ACH	43	Public Employees Retirement Association PR Batch 50400.02.2021 PERA Coordinated PR Batch 50400.02.2021 PERA Coordinated	02/19/2021 PR Batch 50400.02.2021 PER PR Batch 50400.02.2021 PER	1,212.68 1,050.99
Total for this ACH Check for Vendor 43:				2,263.67
ACH	44	Minnesota Department of Revenue PR Batch 50400.02.2021 State Income Tax	02/19/2021 PR Batch 50400.02.2021 Stat	685.57
Total for this ACH Check for Vendor 44:				685.57
ACH	45	ICMA Retirement Corporation PR Batch 50400.02.2021 Deferred Comp PR Batch 50400.02.2021 Deferred Comp	02/19/2021 PR Batch 50400.02.2021 Def PR Batch 50400.02.2021 Def	1,080.05 1,734.26
Total for this ACH Check for Vendor 45:				2,814.31
ACH	46	Internal Revenue Service PR Batch 50400.02.2021 FICA Employer Portio PR Batch 50400.02.2021 Medicare Employee Pc PR Batch 50400.02.2021 Federal Income Tax PR Batch 50400.02.2021 FICA Employee Portio PR Batch 50400.02.2021 Medicare Employer Po	02/19/2021 PR Batch 50400.02.2021 FIC. PR Batch 50400.02.2021 Mec PR Batch 50400.02.2021 Fed PR Batch 50400.02.2021 FIC. PR Batch 50400.02.2021 Mec	1,200.47 280.78 1,850.88 1,200.47 280.78
Total for this ACH Check for Vendor 46:				4,813.38
Total for 2/19/2021:				10,791.17
27305	20 440018 440018 440018	Abdo Eick & Meyers LLP 2020 Audit 2020 Audit 2020 Audit	02/23/2021	1,650.00 7,700.00 1,650.00
Total for Check Number 27305:				11,000.00
27306	65 17341917	Allstream Inc. Fax Line	02/23/2021	53.40
Total for Check Number 27306:				53.40
27307	184 4073304918 4075222256	Cintas January Uniforms February Uniforms	02/23/2021	11.03 11.03

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 27307:	22.06
27308	2 IN44456	City of St Paul Bi-Annual Street Lighting Electricity	02/23/2021	15.12
			Total for Check Number 27308:	15.12
27309	192 116729242	Comcast Holdings Corporation January Internet	02/23/2021	413.00
			Total for Check Number 27309:	413.00
27310	25 EMCOM-009052 EMCOM-009067 EMCOM-009083 RISK-002093	County of Ramsey PR Batch 50400.02.2021 Short Term Disability PR Batch 50400.02.2021 Long Term Disability PR Batch 50400.02.2021 Life Insurance January Fleet Support January CAD Services January 911 Dispatch Services February Insurance Processing Fee	02/23/2021 PR Batch 50400.02.2021 Sho PR Batch 50400.02.2021 Lon PR Batch 50400.02.2021 Life	64.67 94.47 295.06 6.24 120.61 880.50 25.00
			Total for Check Number 27310:	1,486.55
27311	19 86141	Ehlers and Associates Inc 1795 Eustis Project	02/23/2021	295.00
			Total for Check Number 27311:	295.00
27312	134 00109	Katrina Joseph January Legal Services	02/23/2021	925.00
			Total for Check Number 27312:	925.00
27313	31 159449 159449	Kennedy & Graven Chartered Draft Purchase and Development Agreement General Legal Advice	02/23/2021	2,800.00 648.00
			Total for Check Number 27313:	3,448.00
27314	291 2021-1	Molly M Krakowski Davis-Bacon Consulting Services	02/23/2021	97.50
			Total for Check Number 27314:	97.50
27315	185 022021 022021 022021	Lauderdale Certified Auto Repair Inc January Fuel January Fuel January Fuel	02/23/2021	47.41 47.41 221.27
			Total for Check Number 27315:	316.09
27316	24 0001119420	Metropolitan Council 03/21 Wastewater Treatment	02/23/2021	12,566.47
			Total for Check Number 27316:	12,566.47
27317	5 619861-01-21	Premium Waters Inc January Water Bottles	02/23/2021	20.49
			Total for Check Number 27317:	20.49
27318	176	Red Wing Shoes	02/23/2021	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	022021	DH - Work Boots		220.99
				<hr/>
				Total for Check Number 27318:
				220.99
27319	135 0121572525 0121572525	St Paul Pioneer Press Summary Budget Report Tobacco Ordinance	02/23/2021	202.50 23.40
				<hr/>
				Total for Check Number 27319:
				225.90
27320	26 1706650 1706650 1706650 1706651	Stantec Consulting Services Inc Sewer Cleaning Specs Gen Eng - Fence Ordinance Diagrams Carl Street Concrete Repair 2019 Street Improvements	02/23/2021	500.00 500.00 490.00 1,470.75
				<hr/>
				Total for Check Number 27320:
				2,960.75
27321	108 022021	Suburban Rate Authority 2021 Membership Assessment	02/23/2021	461.00
				<hr/>
				Total for Check Number 27321:
				461.00
27322	90 9872384165 9872384165 9872384165	Verizon Wireless February Cell Phone February Cell Phone February Cell Phone	02/23/2021	33.42 16.71 16.71
				<hr/>
				Total for Check Number 27322:
				66.84
27323	7 8780070-0500-1	Waste Management Inc February Public Works	02/23/2021	452.10
				<hr/>
				Total for Check Number 27323:
				452.10
27324	74 718311121 718324555 718659195 718712714 719041116 719041116 719041116 719041116 719059383 719059383 719059383	Xcel Energy Larpenteur Bridge Lights 2430 Larpenteur Avenue W January Street Lighting Larpenteur Avenue 1917 Walnut Street 1885 Fulham Street 1885 Fulham Street 1917 Walnut Street 1795 Eustis Street 1891 Walnut Street 1891 Walnut Street	02/23/2021	37.61 18.05 423.38 55.95 95.25 258.45 57.59 40.70 45.76 171.28 263.47
				<hr/>
				Total for Check Number 27324:
				1,467.49
				<hr/>
				Total for 2/23/2021:
				36,513.75
				<hr/>
				<hr/>
				Report Total (25 checks):
				47,304.92
				<hr/>
				<hr/>

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution X
Work Session

Meeting Date February 23, 2021

ITEM NUMBER 2021 Tobacco License

STAFF INITIAL MC

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The City has received an application for the renewal of a tobacco license. The license would be valid January 1, 2021— December 31, 2021.

Larpenteur SuperUSA - 2424 Larpenteur Avenue West

OPTIONS:

1. To approve Resolution No. 022321A.
2. To remove the item from the consent agenda for further consideration.

STAFF RECOMMENDATION:

By approving the Consent Agenda, the Council adopts Resolution No. 022321A Approving the 2021 Tobacco License.

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date February 23, 2021
ITEM NUMBER 3.2 Off-Sale Malt Liquor
License
STAFF INITIAL MC
APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The City has received an application for renewal of a 3.2 off-sale malt liquor license. The license would be valid January 1, 2021 — December 31, 2021.

Larpenteur SuperUSA - 2424 Larpenteur Avenue West

OPTIONS:

1. To approve Resolution No. 022321B.
2. To remove the item from the Consent Agenda for further consideration.

STAFF RECOMMENDATION:

By approving the Consent Agenda, the Council adopts Resolution No. 022321B Approving 3.2 Off-Sale Malt Liquor License for 2021.

RESOLUTION NO. 022321B

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

A RESOLUTION APPROVING 3.2 OFF SALE MALT LIQUOR LICENSE FOR 2021

WHEREAS, the following applicant:

Larpenteur SuperUSA 2424 Larpenteur Avenue W

has presented to the City of Lauderdale their complete application for renewal of current 3.2 off sale malt liquor license; and

WHEREAS, the establishment listed above has provided the proper fee and the Certification of Workers Compensation form and insurance certificate.

NOW, THEREFORE BE IT RESOLVED, that the Lauderdale City Council authorizes that the establishment listed above, be granted 3.2 off sale malt liquor license with the City of Lauderdale for the term of January 1, 2021 through December 31, 2021.

Adopted by the City of Lauderdale this 23rd day of February, 2021.

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 February 23, 2021

ITEM NUMBER Lot Line Rearrangement

STAFF INITIAL

AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Lynn Abrahamsen, owner of 1583 Fulham Street, inquired some time ago about the process to split her outlot. As the land was zoned conservation, it wasn't possible per the City's zoning code. With the adoption of the 2040 Comprehensive Plan designating the land as low-density residential, the split became possible. Her surveyor worked with the City's planning consultant and Ramsey County to determine a process to split and consolidate the land without the expense of a replat.

OPTIONS:

Approve or deny the request.

STAFF RECOMMENDATION:

Motion to adopt Resolution No. 022321C—A Resolution Approving the Lot Line Rearrangement at 1583 Fulham Street.



STAFF REPORT

To: Mayor and City Council
Heather Butkowski, City
Administrator

Date: February 19, 2021

RE: Application for Lot Line
Rearrangement – 1583 Fulham
Street

From: Jennifer Haskamp
Consulting City Planner

Summary of Request

The Applicant, Lynn Abrahamsen, is proposing a lot line rearrangement of her current parcels so that a portion of her property can be sold to the adjacent property owner. The proposed rearrangement will not create any new buildable lots, and the new configuration will not change or alter the current character or feel of the area.

Project Summary

Applicant/Owner	Lynn Abrahamsen	Address	1583 Fulham St & 1589 Fulham St
Purchasing Property Owner	Michael Eastman and Jennifer Loupe (Ramsey Co. GIS Records)	PIDs	202923210022 (1583 Fulham) 202923210020 (Vacant) 202923210021 (1589 Fulham)
Application:	To rearrange the lot lines of existing PIDs 202923210022 and 202923210020	Existing Parcel Sizes	0.16 Acres (1583) 0.39 Acres (Vacant) 0.16 Acres (1589)
Zoning	1583 & 1583 Fulham – R-1 202923210020 – C, Conservation	2040 Land Use	Low Density Residential (LDR)

The proposed lot line rearrangement and lot combination will result in two parcels of approximately equal size and dimension at both 1583 and 1589 Fulham Street. As noted in the Applicant’s narrative attached as Exhibit B, the Applicant’s intent is to sell the northerly half of the vacant parcel to the property owners at 1589 Fulham Street. As such, the property at 1589 Fulham is incorporated in this staff report for review and analysis. The proposed rearrangement and combination will create Parcel A and Parcel B, each with approximately 0.352 acres. The existing vacant parcel is currently owned by the Applicant. The parcel is adjacent to the Seminary Woods site and is contiguous to the properties located at 1583 and 1589 Fulham Street. The proposed lot line rearrangement will result in dividing the area of the vacant parcel in half and to combine each half with the adjacent parcels at 1583 and 1589 Fulham Street. The following analysis of the proposed lot line rearrangement and combination is provided for your review and consideration:

Land Use and Zoning Consistency

Comprehensive Plan Review

The City’s adopted 2040 Comprehensive Plan guides all three of the subject parcels as Low Density Residential (LDR). There are three existing PIDs or parcels associated with the subject application, and the proposed rearrangement will result in two parcels provided the conditions as noted in the attached resolution



are met. The proposed rearrangement and combination is consistent with the adopted land use and Comprehensive Plan.

Zoning Consistency

1583 and 1589 Fulham Street are zoned Suburban Residential (R-1), and the vacant parcel PID 202923210020 is zoned Conservation (C). The proposed lot line rearrangement and lot combination will not create any new lots and does not propose to rezone the subject property at this time. It should be noted that the City intends to update its zoning for consistency with the 2040 Comprehensive Plan in the coming year, but that process is not complete. The following dimensional standards regarding the subject application are provided:

Dimensional Requirement	R-1 Zoning	Proposed Rearrangement	
		Parcel A (1589 Fulham)	Parcel B (1583 Fulham)
Lot Area (all other uses)	7,500 SF	15,318 SF (0.352 Ac)	15,317 SF (0.352 Ac.)
Lot Width (ft)	60'	51.105'	51.105'
Front-Yard Setback	30'	~25.6'	34.4'
Rear-Yard Setback	20'	~250'	~200'
Side-Yard Setback	5'	~5'	6.1'

**Note the Conservation zoning district requires a minimum lot size of 2.0 Acres. PID 202923210020 is approximate 0.39 acres in its current configuration. This parcel area is included in the Proposed Rearrangement Parcel A and Parcel B noted in the table.*

Dimensional Analysis

Lot Size

The existing parcel configuration includes three parcels: 1589 Fulham Street (6,970 SF); 1583 Fulham Street (6,970 SF); and PID 202923210020 (16,988 SF) which is vacant. All three parcels in their current configuration do not meet the minimum lot size requirements for the R-1 and C zoning districts. PID 202923210020 is currently a vacant parcel with no public roadway access and is the primary subject of the proposed rearrangement. The proposed lot line rearrangement will divide this parcel in half with an east-west division creating a northerly half and a southerly half. Each resulting half is proposed to be combined with the adjacent parcels of 1583 and 1589 Fulham Street (See Attached Exhibit Lot Split Sketch). This process is typically handled through a minor subdivision or lot line rearrangement process, which does not require platting of the property. As such, the Applicant’s submitted Lot Split Sketch indicates the division, and leaves the historic Oak Wood plat in place with the proposed rearrangement handled through the minor subdivision. As shown, the proposed rearrangement will result in Parcel A with 15,318 SF and Parcel B with 15,317 SF. Both parcels will remain zoned a combination of R-1 and C until the City officially updates its zoning later in 2021 at which time the entirety of Parcel A and Parcel B will be rezoned to R-1, or comparable. ***Staff recommends including a condition that the area on the subject parcels zoned as Conservation be rezoned to R-1, or comparable, in the City’s Zoning Update process to occur in 2021. As proposed, the lot line rearrangement will create two lots that conform to the minimum lot size requirements for the R-1 zoning district.***

Lot Width



The proposed lot line rearrangement does not create any new lots and does not alter the appearance of the lots from Fulham Street. As currently laid out, both 1583 and 1583 have standard urban lot width dimensions with approximately 51-feet of frontage on Fulham Street. The proposed rearrangement will not change this dimension as the parcel area associated with PID 202923210020 is located in the rear of the subject parcels. While the lot width of both 1583 and 1589 Fulham Street do not meet the minimum lot size requirements it is an existing condition and considered a legally non-conforming lot width. The proposed rearrangement will not exacerbate or further contribute to the nonconformity and will eliminate the nonconformity associated with PID 20292310020 provided the lot combination is completed. ***Staff recommends including a condition that Parcel A and Parcel B as depicted on the attached Exhibit Lot Split Sketch must be recorded with Ramsey County, and that the lot combination of Parcel A is a condition of this approval.***

Setbacks (Front Yard, Rear Yard and Side Yard)

The proposed lot line rearrangement will not impact the Front or Side Yard setback dimensions since the homes are existing and are not proposed for any alteration as part of this application. The Rear Yard Setback will be increased on both 1583 and 1589 Fulham with the addition of the area associated with the division and combination of PID 202923210020. The resulting configuration will result in both parcels and their associated improvements being consistent with the minimum setback requirements.

Action requested

Staff recommends approval of the proposed lot line rearrangement and lot combination with the conditions as noted in the attached resolution.

Attachments

- Exhibit A: Lot Split Sketch dated 01/18/2021
- Exhibit B: Summary of Request as submitted by the Applicant
- Exhibit C: Draft Resolution of Approval

City of Lauderdale

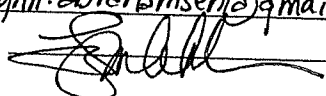
MAIN 651-792-7650

LAND USE APPLICATION

Date: 1-12-2021

Fee	Escrow	Type of Request	Summary of Request
\$ 0	\$ 0	<input type="checkbox"/> Sign Permit	_____
\$100	\$ 0	<input type="checkbox"/> Lot Consolidation/Division	_____
\$150	\$ 0	<input type="checkbox"/> Variance	_____
\$200	\$ 0	<input type="checkbox"/> Conditional Use	_____
\$200	\$ 0	<input type="checkbox"/> Lot Line Rearrangement	_____
\$500	\$1,000	<input type="checkbox"/> Zoning Amendment	_____
\$500	\$1,000	<input type="checkbox"/> Subdivision	_____
\$500	\$1,000	<input type="checkbox"/> PUD	_____

Applicant Information

Name: Lynn M. ABRAHAMSEN
 Address: 1583 Fulham St
 C, S, Z: St Paul, MN, 55108
 Phone: H: 651-646-6985 C: 651-238-1078
 Email: lynn.abrahamsen@gmail.com
 Signature: 

Owner Information (if different)

Name: _____
 Address: _____
 C, S, Z: _____
 Phone: _____
 Email: _____
 Signature: _____

By signing above, the applicant agrees to pay the application fee and deposit an escrow fee to cover the city's consultants' costs associated with reviewing the associated request. Prior to having the request considered by the city, the applicant must deposit an escrow fee in an amount that is estimated to cover the city's consultants' costs as determined by the city administrator. If the city's consultants' costs exceed the initial escrow deposited by the applicant, an additional escrow fee will be required to cover the additional costs. The city shall use the applicant's fees to cover the city's actual consultants' costs in reviewing the request regardless of the city's action on the applicant's request. If the applicant's escrow fees exceed the city's actual consultants' costs for reviewing the request, the remaining escrow fees shall be refunded to the applicant.

Review Timeline: All applications, other than concept plans, must be complete before being formally reviewed. Minnesota Statute provides 15 days to determine the application's completeness. Completeness depends on whether or not the checklist items are fulfilled.

Checklist: Please review the checklist for the type of application you are applying for.

For Office Use Only	PIN#: _____
Date of Complete Application: _____	Amount Paid: _____ Receipt #: _____
Escrow Fee Paid: _____	Receipt # _____ Date Escrow Returned: _____
PC Recommendation: (approve/deny) Meeting Date: _____	
Public Hearing Date: _____	CC Action: (approved/denied) Meeting Date: _____
Conditions? _____	

Summary of Request

January 18th, 2021

Lynn Abrahamsen is requesting a Lot Line Rearrangement of her current property. She plans on rearranging her lot as to be able to sell off the north ½ of Lot 7, Block 1, OAKWOOD to her neighbors, to her immediate north. The neighbor intends to combine this parcel (the north ½ of Lot 7) to their current property.

Council Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. 022321C

CITY OF LAUDERDALE
COUNTY OF RAMSEY
STATE OF MINNESOTA

A RESOLUTION APPROVING THE LOT LINE REARRANGEMENT
AT 1583 FULHAM STREET

A. WHEREAS, Lynn Abrahamsen (“Applicant”) submitted an application for a Lot Line Rearrangement – Minor Subdivision of the property located 1583 Fulham Street, which is legally described in Exhibit A, in the City of Lauderdale, Minnesota; and

B. WHEREAS, the proposed subdivision divides an existing vacant parcel into two parcels, and combines the resulting area with the adjacent parcels shown as Parcel A and Parcel B on the submitted survey dated January 18, 2021; and

C. WHEREAS, proposed Parcel A is approximately 0.352 Acres or 15,318 square feet and is developed with an existing principal structure; and

D. WHEREAS, the existing principal structure at 1589 Fulham Street is owned by Michael Easton and Jennifer Loupe; and

E. WHEREAS, proposed Parcel A is dependent on the Applicant’s sale of vacant parcel which is intended to occur as a result of this successful subdivision; and

F. WHEREAS, proposed Parcel B is approximately 0.352 Acres or 15,317 square feet and is developed with an existing principal structure and is owned by the Applicant; and

G. WHEREAS, the City Council has considered the Applicant’s request for a lot line rearrangement and combination at a regular City Council meeting which took place on February 23, 2021.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lauderdale, Minnesota, that it does hereby approve the request of Lynn Abrahamsen for lot line rearrangement and lot combination based upon the following findings:

- The proposed lot line rearrangement is consistent with the City’s adopted 2040 Comprehensive Plan.
- The lot line rearrangement and combination will not negatively affect the physical characteristics of the lots or the neighborhood.

- The lot line rearrangement results in two lots, Parcel A which is 15,318 square feet and Parcel B which is 15,317 square and complies with the lot area requirements for parcels zoned R-1.
- The lot line rearrangement and combination will not be detrimental to or endanger the public health, safety or general welfare of the city, its residents, or the existing neighborhood.

FURTHER, BE IT RESOLVED by the City Council of the City of Lauderdale, Minnesota, that it does hereby approve the request of Lynn Abrahamsen for lot line rearrangement and lot combination provided that the following conditions are met:

1. The configuration as shown on the Lot Split Sketch dated January 18, 2021 shall be recorded by the Applicant at the Ramsey County recorder's office within 180-days of this approval, or such lot line rearrangement shall be deemed invalid.
2. The Applicant shall prepare and submit the revised deeds for the new configuration of Parcel A and Parcel B. The deeds shall be reviewed and stamped by the City Attorney, which shall be recorded by the Applicant at the Ramsey County recorder's office.
3. The portion of property owned by the Applicant on proposed Parcel A at the time of this rearrangement may only be sold to the property owner at 1589 Fulham Street; and
4. That if that portion of property is sold Parcel A must combine the existing lot and the purchased area resulting in one legal parcel.
5. No new lots are created as part of this lot line rearrangement, and the only two lots that result from this lot line rearrangement are at 1583 and 1589 Fulham Street.
6. The City shall rezone the area on the subject parcels from Conservation to Suburban Residential, or comparable, at the time when it updates its official Zoning Map.

Dated: February 23, 2021

Mary Gaasch, Mayor

ATTEST:

Heather Butkowski, City Administrator-Clerk

The motion for the adoption of the forgoing resolution was duly seconded by Member _____ and upon vote being taken the following voted in favor thereof:

And the following voted against same: _____

Whereupon said resolution was declared duly passed.

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date February 23, 2021
ITEM NUMBER 2021 Sewer Lining Project
STAFF INITIAL AB
APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The city engineer prepared an outline of the process and timeframe for lining approximately 6,650 feet of sanitary sewer pipes. These are the final segments to be lined as the City completed previous lining projects. Additionally, the specs include cleaning and televising 7,100 feet of sanitary sewer pipe on the eastern half of the City. Next year the plan would be to complete the other half of the City.

When the city streets were reconstructed between 2000—2003, sections that were in good shape were left in tact. Those sections of clay pipe are now twenty years older and in need of rehabilitation. The cost to line the pipe is estimated at \$272,000. A grant from the Metropolitan Council will off-set some of the costs. Projects over \$100,000 must follow the public bidding laws. As such, the city engineer is asking the Council to order plans and specifications so they can begin working on the project.

OPTIONS:

Determine whether to proceed with the sewer lining project as proposed.

STAFF RECOMMENDATION:

Motion directing the city engineer to prepare plans and specifications for the 2021 sanitary sewer lining project.



Stantec Consulting Services Inc.
733 Marquette Avenue Suite 1000, Minneapolis MN 55402-2309

February 19, 2021
File: 193801702

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

Reference: Proposal for Engineering Services – 2021 Sanitary Sewer Lining Project

Dear Heather:

This letter outlines the Scope of Services and estimated costs for providing design, bidding and construction services for 2021 Sanitary Sewer Lining Project. The improvements will generally include the CIPP lining of approximately 6,650 linear feet of existing sanitary sewer, and the cleaning and televising of an additional 7,100 linear feet of sanitary sewer pipe. The estimated construction cost is \$272,000.

The total estimated hourly not-to-exceed (without prior authorization) fee for design and bidding is \$37,000, including expenses.

The engineering services for this project would consist of the following:

Design Services:

- Prepare plans and specifications per the previously established project scope
- Progress meeting – One meeting with City staff to review plans at 90% status
- Prepare final opinion of probable construction cost at 100% plan status
- Prepare permit application for work within Ramsey County right of way
- Coordination with Met Council regarding potential lining near current meter station

Bidding Services:

- Package Bid Documents
- Issue ad for bids
- Respond to contractor inquiries and questions
- Host electronic bid opening
- Review the bids
- Compile the tabulation of bids
- Prepare award letter/recommend award of project

Reference: Proposal for Engineering Services – 2021 Sanitary Sewer Lining Project

Construction Services:

- Coordinate and attend pre-construction meeting
- Review televising reports and videos
- 100 hours of construction observation (part-time)
- Contract administration/requests for payment
- Record plan preparation

Schedule

The proposed schedule for the project is as follows:

February 23, 2021	Authorize Design
March 9, 2021	Approve plans, authorize bidding
April 7, 2021	Receive bids
April 13, 2021	Review Bids, Award Contract
May/June 2021	Begin Construction
August 20, 2021	Substantial/Final Completion

This letter and scope of services represent the understanding between the City and Stantec in respect to the Project and may only be modified in writing signed by both of us and is subject to the current Master Services Agreement between the City and Stantec.

If this letter satisfactorily sets forth conditions of our Agreement, please sign in the space below and return one copy to our office. Thank you for the opportunity to provide these services.

CITY OF LAUDERDALE

By _____

Print Name and Title

Date

February 19, 2021
Ms. Heather Butkowski, City Administrator
Page 3 of 3

Reference: Proposal for Engineering Services – 2021 Sanitary Sewer Lining Project

If you have any questions or need additional information, please contact me.

Regards,

Stantec Consulting Services Inc.

Kellie M. Schlegel

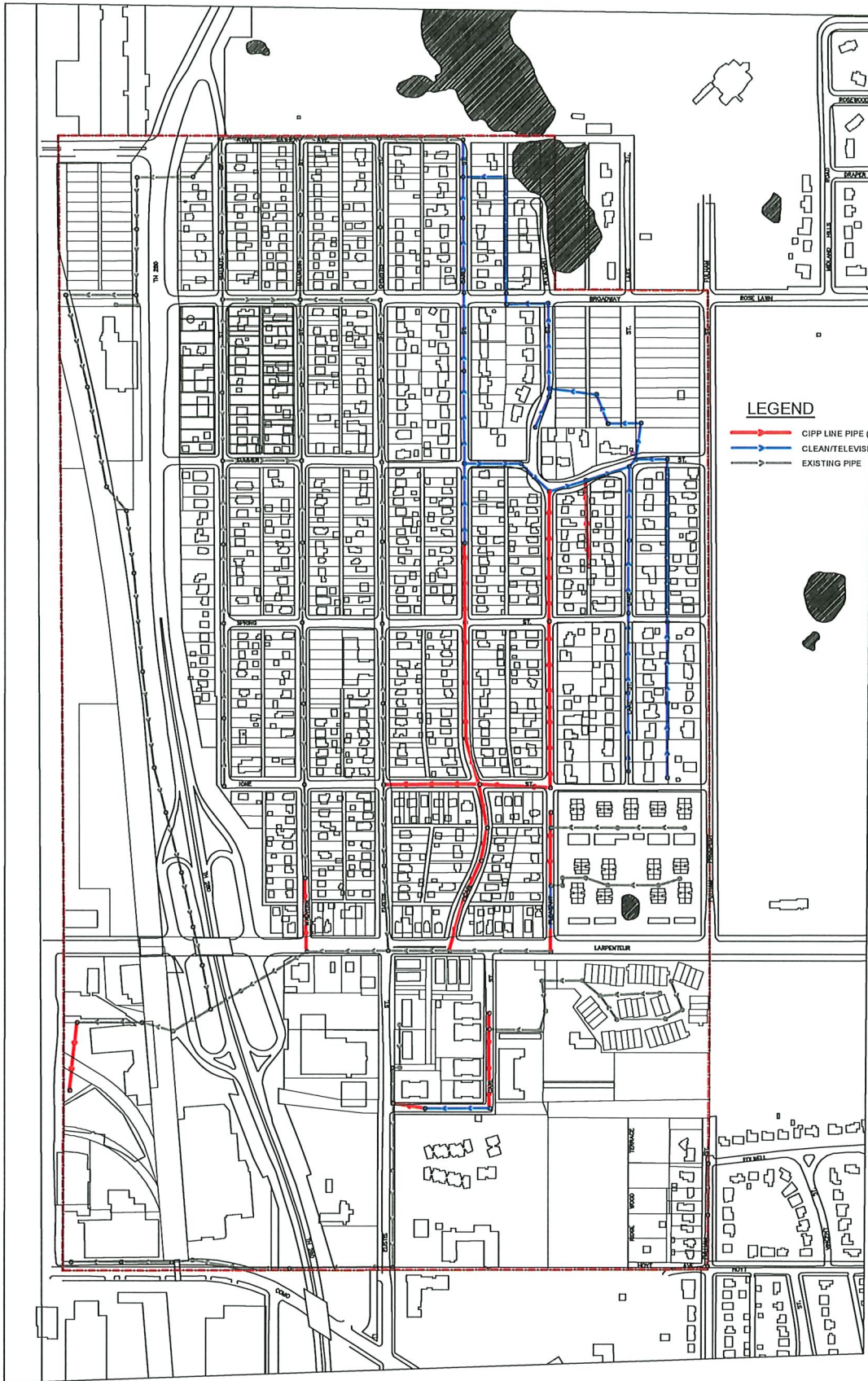
Kellie Schlegel, PE

Senior Associate

Phone: 612-712-2125

Kellie.Schlegel@stantec.com

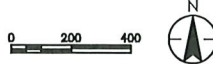
Attachment: Location Plan
c. file



LEGEND

- CIPP LINE PIPE (6640 LF)
- CLEAN/TELEWISE PIPE (7060 LF)
- EXISTING PIPE

LOCATION MAP



CITY OF LAUDERDALE
2021 SANITARY SEWER LINING PROJECT

FIGURE 1

