

LAUDERDALE CITY COUNCIL MEETING AGENDA
7:00 P.M. TUESDAY, MARCH 9, 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 23, 2021 City Council Meeting
 - c. Claims Totaling \$231,708.68
4. **CONSENT**
 - a. Resolution No. 030921A - A Resolution Approving 2021 Tobacco Licenses
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. Plans and Specifications for the 2021 Sewer Lining Project
 - b. Proposal for Preparation of MS4 Permit
 - c. Stantec Release for Reimbursed Costs of the 2019 Infrastructure Improvement Project
9. **ITEMS REMOVED FROM THE CONSENT AGENDA**
10. **ADDITIONAL ITEMS**

11. SET AGENDA FOR NEXT MEETING

- a. Public Works Management Software
- b. Update on NineNorth by Dana Healy March 23
- c. 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: Mar 9, 2021 07:00 PM Central Time (US and Canada)

Topic: March 9, 2021 City Council Webinar

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85493680819?pwd=TnNZTmc3MVhZMGd0SzVIMW1IRDNJQT09>

Passcode: 557884

Or iPhone one-tap :

US: +16465588656,,85493680819# or +13017158592,,85493680819#

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: 854 9368 0819

International numbers available: <https://us02web.zoom.us/j/85493680819>

LAUDERDALE CITY COUNCIL
MEETING MINUTES
HELD REMOTELY VIA TELECONFERENCE

Page 1 of 3

February 23, 2021

Call to Order

Mayor Pro Tem Moffatt called the Regular City Council meeting to order at 7:01 p.m.

Roll Call

Councilors present: Roxanne Grove, Jeff Dains, Duane Pulford, and Mayor Pro Tem Andi Moffatt.

Councilor absent: Mayor Mary Gaasch.

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

Approvals

Mayor Pro Tem Moffatt asked if there were any additions to the meeting agenda. Councilor Dains stated that he would like to add an update on bus route 3 to Additional Items. There being nothing else, Councilor Dains moved and seconded by Councilor Pulford to approve the agenda as amended. Motion carried unanimously on a roll call vote.

Mayor Pro Tem Moffatt asked if there were any corrections to the February 9, 2021 city council meeting minutes. There being none, Councilor Grove moved and seconded by Councilor Pulford to approve the minutes of the February 9, 2021 city council meeting. Motion carried unanimously on a roll call vote.

Mayor Pro Tem Moffatt 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 \$47,304.92. Motion carried unanimously on a roll call vote.

Consent

Councilor Pulford moved and seconded by Councilor Grove to approve the Consent Agenda thereby approving Resolution No. 022321A approving tobacco licenses for 2021, and Resolution No. 022321B approving a 3.2 off sale malt liquor license for 2021. Motion carried unanimously on a roll call vote.

Informational Presentations/Reports

A. City Council Updates

Councilor Pulford said he attended a North Suburban Access Corporation meeting where they discussed an audit performed on Comcast that found cities should receive refunds for under payments on franchise fees. Pulford mentioned that all Comcast customers are being moved to electronic billing unless they opt out. He asked staff to send out information to residents.

Councilor Dains said he was contacted by a member of the St. Louis Park city council in regards to a Minnesota Cities Climate Caucus meeting taking place on March 3. He plans to attend.

LAUDERDALE CITY COUNCIL
MEETING MINUTES
HELD REMOTELY VIA TELECONFERENCE

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February 23, 2021

Discussion/Action Item

A. Resolution 022321C – A Resolution Approving the Lot Line Rearrangement at 1583 Fulham Street
Lynn Abrahamsen, owner of 1583 Fulham Street, submitted an application to split her out lot between herself and her northerly neighbor. 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.

After discussion, Councilor Pulford made a motion to adopt Resolution No. 022321C – A Resolution Approving the Lot Line Rearrangement at 1583 Fulham Street. This was seconded by Councilor Dains and carried unanimously on a roll call vote.

B. Preparation of Plans and Specifications for the 2021 Sewer Lining Project

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. The specs include cleaning and televising an additional 7,100 feet of sanitary sewer pipes. Next year the plan is to clean and televise the other half of the City.

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.

Councilor Pulford made a motion directing the City engineer to prepare plans and specifications for the 2021 sanitary sewer lining project. This was seconded by Councilor Dains and carried unanimously on a roll call vote.

Additional Items

A. Update on Bus Route 3

Councilor Dains shared that bus route 3 is part of the Better Bus Routes and runs between downtown St. Paul and downtown Minneapolis. The Met Council released a survey looking for input on improvements to the route; he encouraged bus riders to complete the survey.

Set Agenda for Next Meeting

The March 9 council meeting may include a proposal for preparation of the MS4 permit and a public works management software update.

Work Session

A. Community Development Update

Butkowski said she had a meeting with Ramsey County Economic Development staff scheduled to discuss their involvement in the tax credit allocation process. She said the City would be hosting a drive-up Covid testing event in front of City Hall on March 3. The dredging of Gasparre Pond was expected to start soon. Staff was still working on the sewer insurance matter.

LAUDERDALE CITY COUNCIL
MEETING MINUTES
HELD REMOTELY VIA TELECONFERENCE

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February 23, 2021

B. Opportunity for the Public to Address the City Council

Mayor Pro Tem Moffatt opened up the floor to anyone in attendance interested in addressing the Council.

There being no people interested in speaking, Mayor Pro Tem Moffatt closed the floor.

Adjournment

Councilor Dains moved and seconded by Councilor Pulford to adjourn the meeting at 7:47 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: March 9, 2021
Subject: List of Claims

The claims totaling \$231,708.68 are provided for City Council review and approval that includes check numbers 27325 to 27341.

Accounts Payable

Checks by Date - Detail by Check Date

User: MILES.CLINE
 Printed: 3/5/2021 2:37 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	43	Public Employees Retirement Association	03/05/2021	
		PR Batch 50500.03.2021 PERA Coordinated	PR Batch 50500.03.2021 PER	1,205.80
		PR Batch 50500.03.2021 PERA Coordinated	PR Batch 50500.03.2021 PER	1,045.02
Total for this ACH Check for Vendor 43:				2,250.82
ACH	44	Minnesota Department of Revenue	03/05/2021	
		PR Batch 50500.03.2021 State Income Tax	PR Batch 50500.03.2021 Stat	679.74
Total for this ACH Check for Vendor 44:				679.74
ACH	45	ICMA Retirement Corporation	03/05/2021	
		PR Batch 50500.03.2021 Deferred Comp	PR Batch 50500.03.2021 Defi	1,080.05
		PR Batch 50500.03.2021 Deferred Comp	PR Batch 50500.03.2021 Defi	1,734.26
Total for this ACH Check for Vendor 45:				2,814.31
ACH	46	Internal Revenue Service	03/05/2021	
		PR Batch 50500.03.2021 Medicare Employee Pc	PR Batch 50500.03.2021 Mec	257.70
		PR Batch 50500.03.2021 FICA Employee Portio	PR Batch 50500.03.2021 FIC.	1,101.87
		PR Batch 50500.03.2021 Federal Income Tax	PR Batch 50500.03.2021 Fede	1,733.28
		PR Batch 50500.03.2021 Medicare Employer Po	PR Batch 50500.03.2021 Mec	257.70
		PR Batch 50500.03.2021 FICA Employer Portio	PR Batch 50500.03.2021 FIC.	1,101.87
Total for this ACH Check for Vendor 46:				4,452.42
ACH	47	Public Employees Insurance Program	03/05/2021	
		PR Batch 50500.03.2021 Health Insurance	PR Batch 50500.03.2021 Hea	2,429.66
		PR Batch 50500.03.2021 Dental	PR Batch 50500.03.2021 Den	120.48
Total for this ACH Check for Vendor 47:				2,550.14
Total for 3/5/2021:				12,747.43
27325	13 8540	8th Day Landscaping LLC February 2021 Snow Removal	03/09/2021	645.00
Total for Check Number 27325:				645.00
27326	239 916633	American Engineering Testing Inc Gasparre Pond Sediment Testing	03/09/2021	2,641.25
Total for Check Number 27326:				2,641.25
27327	184 4076546852 4077217058	Cintas February Uniforms March Uniforms	03/09/2021	11.03 11.03
Total for Check Number 27327:				22.06

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
27328	36 0229899 0229915	City of Roseville Laserfiche License March IT Services	03/09/2021	945.71 1,633.15
Total for Check Number 27328:				2,578.86
27329	29 4055	City of St Anthony March Police Services	03/09/2021	64,434.83
Total for Check Number 27329:				64,434.83
27330	25 EMCOM-009118 EMCOM-009133 EMCOM-009149	County of Ramsey February Fleet Support February CAD Services February 911 Dispatch Services	03/09/2021	6.24 120.61 880.51
Total for Check Number 27330:				1,007.36
27331	61 1020531	Gopher State One Call February 2021 Locates	03/09/2021	6.75
Total for Check Number 27331:				6.75
27332	82 3113134	Home Depot Garage Repairs	03/09/2021	38.96
Total for Check Number 27332:				38.96
27333	291 2021-2	Molly M Krakowski Davis-Bacon Consulting Services	03/09/2021	357.50
Total for Check Number 27333:				357.50
27334	308 8339I	Midwest Playground Contractors Inc Skyview Park Playground Equipment Installation	03/09/2021	16,500.00
Total for Check Number 27334:				16,500.00
27335	283 8839	Midwest Playscapes Inc Skyview Park Playground Equipment	03/09/2021	117,560.00
Total for Check Number 27335:				117,560.00
27336	307 TU25088-IN TU25181-IN	NESCO LLC Plow Repairs Truck Repairs	03/09/2021	206.43 356.40
Total for Check Number 27336:				562.83
27337	12 2021-003 2021-003 2021-003	North Suburban Access Corporation January Virtual Meeting Charges January Virtual Meeting Production January Webstreaming & Archiving	03/09/2021	66.00 346.00 271.50
Total for Check Number 27337:				683.50
27338	26 1756364 1756364 1756364 1756365	Stantec Consulting Services Inc WCA Report Gasparre Pond Project 2021 Sewer Lining Project 2019 Street Improvements	03/09/2021	87.00 1,661.25 1,000.00 2,098.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 27338:	4,846.25
27339	4	The Neighborhood Recycling Company Inc	03/09/2021	
	SI001177	January Single Unit Dwelling		2,917.39
	SI001177	January Multi-Family Recycling		405.03
	SI001178	February Multi-Family Recycling		405.03
	SI001178	February Single Unit Dwelling		2,917.39
			Total for Check Number 27339:	6,644.84
27340	3	US National Equipment Finance Inc	03/09/2021	
	437108475	Copier Contract		176.00
			Total for Check Number 27340:	176.00
27341	7	Waste Management Inc	03/09/2021	
	8787576-0500-0	City Hall Refuse		255.26
			Total for Check Number 27341:	255.26
			Total for 3/9/2021:	218,961.25
			Report Total (22 checks):	231,708.68

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution X
Work Session

Meeting Date March 9, 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.

Lauderdale Certified Auto Repair (BP Station) -2421 Larpenteur Avenue West

OPTIONS:

1. To approve Resolution No. 030921A.
2. To remove the item from the consent agenda for further consideration.

STAFF RECOMMENDATION:

By approving the Consent Agenda, the Council adopts Resolution No. 030921A Approving the 2021 Tobacco License.

RESOLUTION NO. 030921A

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

A RESOLUTION APPROVING 2021 TOBACCO LICENSE

WHEREAS, the following applicant:

Lauderdale Certified Auto Repair 2421 Larpenteur Avenue W

presented to the City of Lauderdale a complete application for renewal of current tobacco 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 a tobacco license with the City of Lauderdale for the term of January 1, 2021 through December 31, 2021.

Adopted by the City of Lauderdale this 9th day of March, 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 March 9, 2021

ITEM NUMBER 2021 Sewer Lining Project

STAFF INITIAL 

APPROVED BY ADMINISTRATOR _____

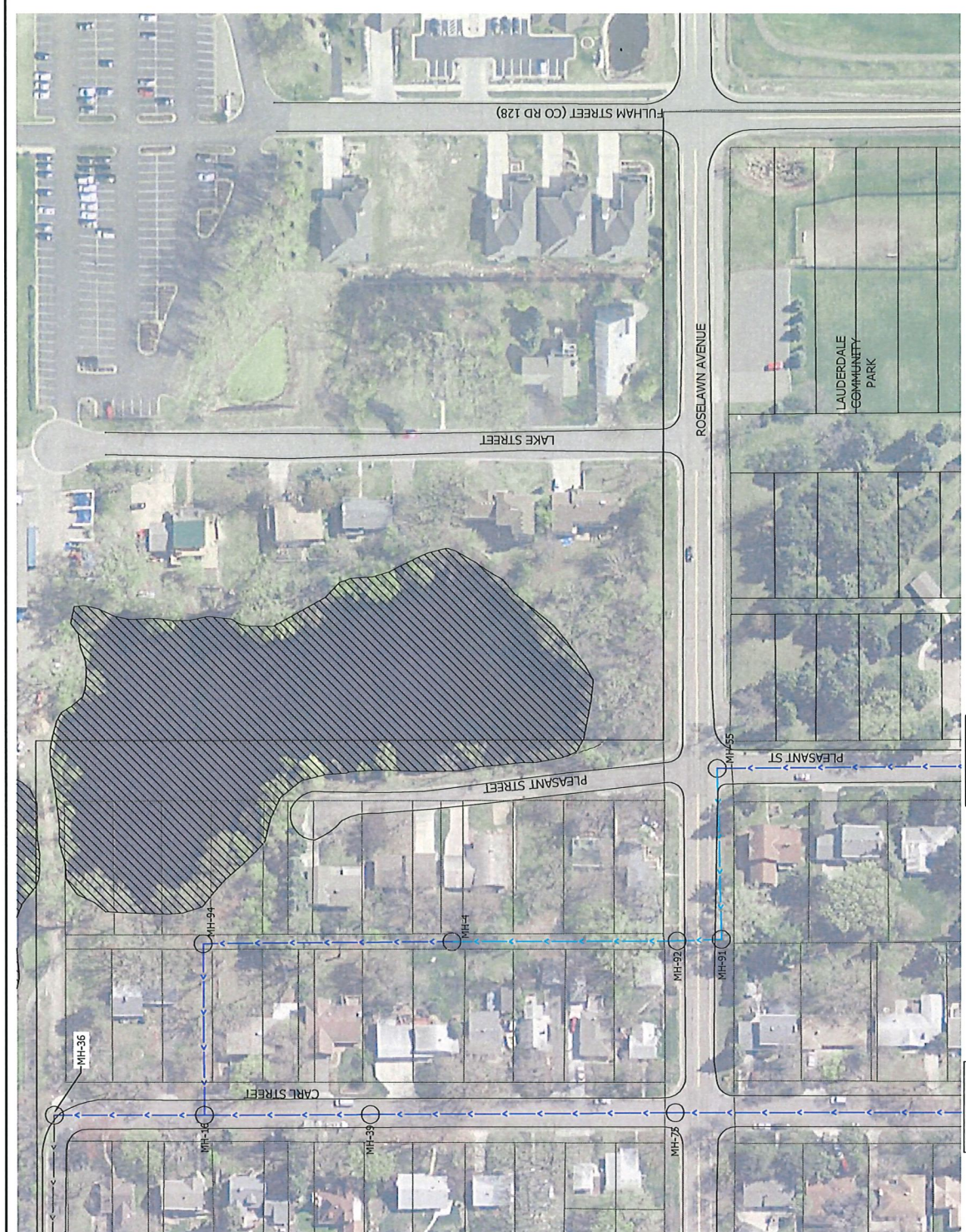
DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

For the last meeting, city engineer outlined the process and timeframe for lining approximately 6,650 feet of sanitary sewer pipe and cleaning/televising 7,100 feet of sanitary sewer pipe in the eastern half of the City. The cost to line, televise, and clean the pipe is estimated at \$272,000. A grant from the Metropolitan Council will off-set some of the costs. Since then, the city engineer prepared specifications for the project and is looking for council approval so they can put the project out to bid.

OPTIONS:

STAFF RECOMMENDATION:

Motion to approve letting of the plans and authorize bidding of the 2021 sanitary sewer lining project.



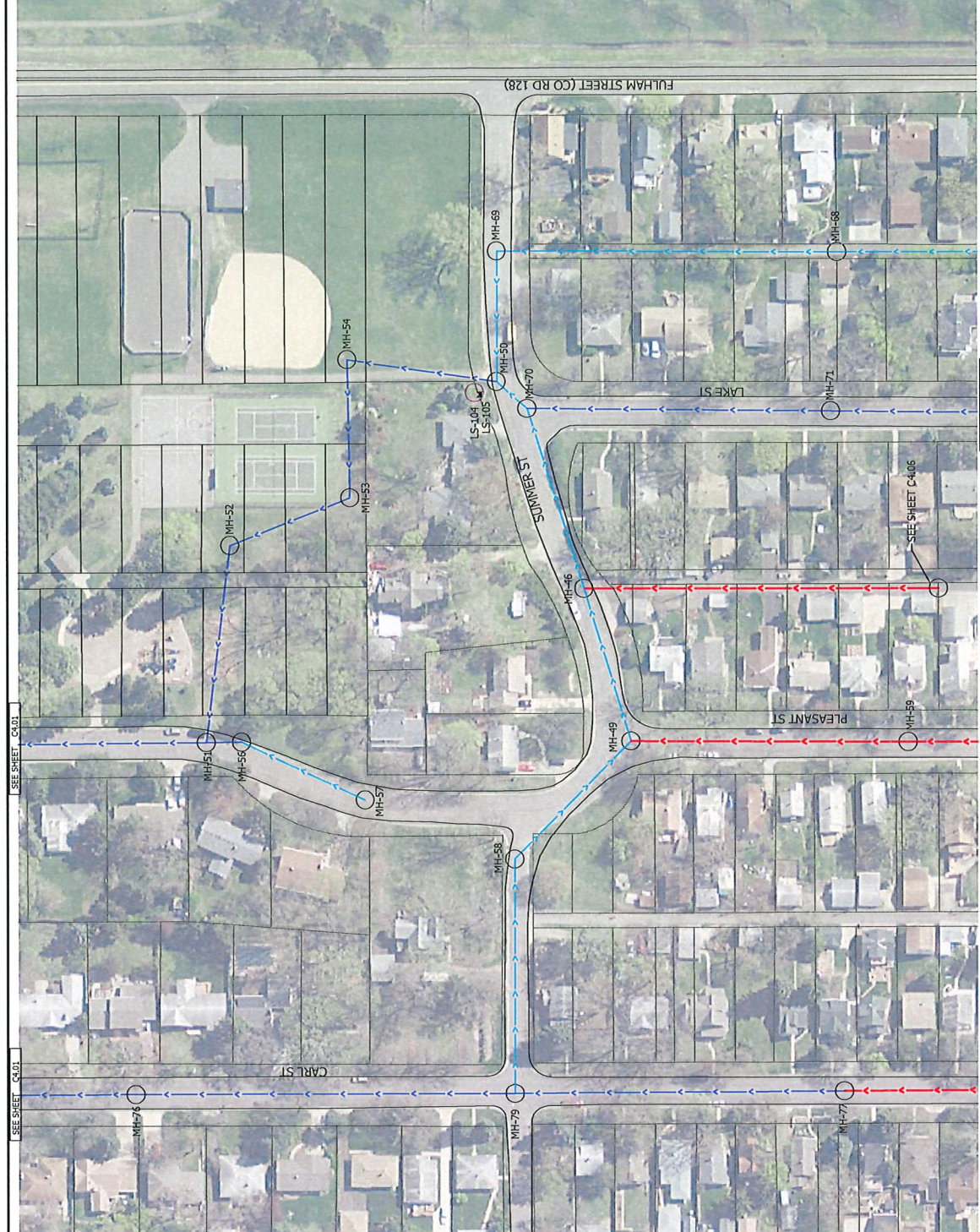
LEGEND

- CIP/LINE EXISTING SEWER
- CLEAN/TELEWISE EXISTING CIP/LINE SEWER
- CLEAN/TELEWISE EXISTING PVC SEWER
- EXISTING SANITARY SEWER (NIC)

UPSTREAM STRUCTURE		SANITARY SEWER PIPE INFORMATION		IMPROVEMENT		
NO.	COORDINATES	DOWNSTREAM STRUCTURE	LENGTH (LF)	PIPE DIAMETER (IN)	MATERIAL	CLEAN/TELEWISE
03	186.05	04	186.05	8	PVC	CLEAN/TELEWISE
03	86.29	04	86.29	8	VCP	CIP
03	130.56	04	130.56	8	VCP	CIP
03	170.37	04	170.37	8	VCP	CIP
03	116.37	04	116.37	8	VCP	CIP
03	175.17	04	175.17	8	VCP	CIP
03	150.06	04	150.06	8	VCP	CIP
03	232.86	04	232.86	8	VCP	CIP
11	102	102	154.23	8	VCP	CIP
102	101	101	145.09	8	VCP	CIP

NOTES:
 1. SEE PROJECT MANUAL SECTION 01.31.05 - PARAGRAPH 1.04 FOR PERMIT INFORMATION.
 2. CONTRACTOR IS REQUIRED TO RESTORE GREEN SPACES TO PRE-PROJECT CONDITIONS IF DISTURBED WITH THIS PROJECT (INCIDENTAL).

LEGEND	
	EXISTING SANITARY SEWER (NIC)
	CLEAN/TELEWISE EXISTING CIPP LINED SEWER
	CLEAN/TELEWISE EXISTING PVC SEWER
	CIPP LINE EXISTING SEWER



UPSTREAM STRUCTURE		SANTARY SEWER PIPE INFORMATION		IMPROVEMENT	
NO.	DESCRIPTION	PIPE SIZE (IN)	PIPE MATERIAL	PIPE SIZE (IN)	PIPE MATERIAL
49	MH-49	8	CIPP	8	CIPP
51	MH-51	8	CIPP	8	CIPP
52	MH-52	8	CIPP	8	CIPP
53	MH-53	8	CIPP	8	CIPP
54	MH-54	8	CIPP	8	CIPP
55	MH-55	8	CIPP	8	CIPP
56	MH-56	8	CIPP	8	CIPP
57	MH-57	8	CIPP	8	CIPP
58	MH-58	8	CIPP	8	CIPP
59	MH-59	8	CIPP	8	CIPP
60	MH-60	8	CIPP	8	CIPP
61	MH-61	8	CIPP	8	CIPP
62	MH-62	8	CIPP	8	CIPP
63	MH-63	8	CIPP	8	CIPP
64	MH-64	8	CIPP	8	CIPP
65	MH-65	8	CIPP	8	CIPP
66	MH-66	8	CIPP	8	CIPP
67	MH-67	8	CIPP	8	CIPP
68	MH-68	8	CIPP	8	CIPP
69	MH-69	8	CIPP	8	CIPP
70	MH-70	8	CIPP	8	CIPP
71	MH-71	8	CIPP	8	CIPP
72	MH-72	8	CIPP	8	CIPP
73	MH-73	8	CIPP	8	CIPP
74	MH-74	8	CIPP	8	CIPP
75	MH-75	8	CIPP	8	CIPP
76	MH-76	8	CIPP	8	CIPP
77	MH-77	8	CIPP	8	CIPP
78	MH-78	8	CIPP	8	CIPP
79	MH-79	8	CIPP	8	CIPP
80	MH-80	8	CIPP	8	CIPP
81	MH-81	8	CIPP	8	CIPP
82	MH-82	8	CIPP	8	CIPP
83	MH-83	8	CIPP	8	CIPP
84	MH-84	8	CIPP	8	CIPP
85	MH-85	8	CIPP	8	CIPP
86	MH-86	8	CIPP	8	CIPP
87	MH-87	8	CIPP	8	CIPP
88	MH-88	8	CIPP	8	CIPP
89	MH-89	8	CIPP	8	CIPP
90	MH-90	8	CIPP	8	CIPP

NOTES:
 1. SEE PROJECT MANUAL SECTION 01 31 00 - PARAGRAPH 1.04 FOR PERMIT INFORMATION.
 2. CONTRACTOR IS REQUIRED TO RESTORE GREEN SPACES TO PRE-PROJECT CONDITIONS IF DISTURBED WITH THIS PROJECT (INCIDENTAL).



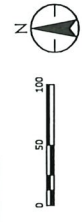
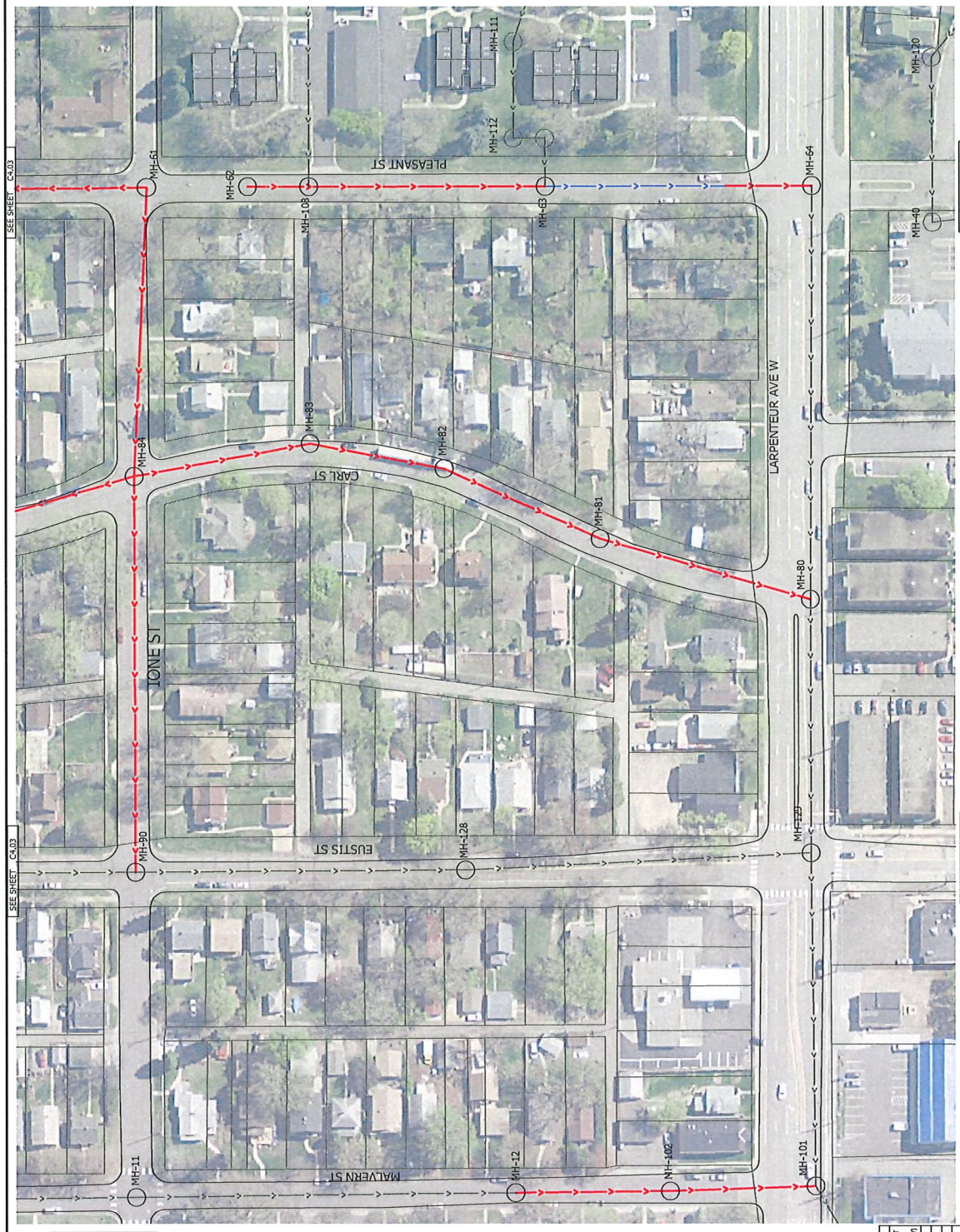
LEGEND

- CIP/LINE EXISTING SEWER
- CLEAN/TELE/USE EXISTING CIPP LINED SEWER
- CLEAN/TELE/USE EXISTING PVC SEWER
- EXISTING SANITARY SEWER (N/C)

UPSTREAM STRUCTURE	DOWNSTREAM STRUCTURE	PIPE DIAMETER (IN)	PIPE MATERIAL	IMPROVEMENT MATERIAL	PIPE INDIATION
65	66	305.0	8	CIP	CLEAN/TV
66	67	314.97	8	CIP	CLEAN/TV
67	71	314.97	8	CIP	CLEAN/TV
71	72	314.97	8	CIP	CLEAN/TV
72	48	324.97	8	PVC	CLEAN/TV
48	60	324.97	8	PVC	CLEAN/TV
60	61	324.97	8	PVC	CLEAN/TV
61	62	324.97	8	PVC	CLEAN/TV
62	63	324.97	8	PVC	CLEAN/TV
63	64	324.97	8	PVC	CLEAN/TV
64	85	473.34	8	VCP	CIP
85	78	473.34	8	VCP	CIP
78	77	312.84	8	VCP	CIP

NOTES:
 1. SEE PROJECT MANUAL SECTION 03 31.05 - PARAGRAPHS 1.04 FOR PERMITS INFORMATION.
 2. CONTRACTOR IS REQUIRED TO RESTORE GREEN SPACES TO PRE-PROJECT CONDITIONS IF DISTURBED WITH THIS PROJECT (INCIDENTAL).

THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR THE ACCURACY OF ALL INFORMATION PROVIDED BY THE CLIENT AND ANY OTHER SOURCE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE, AND FEDERAL AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE, AND FEDERAL AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL, STATE, AND FEDERAL AGENCIES.



LEGEND

- CIPP LINE EXISTING SEWER
- CLEAN/TELEVEISE EXISTING CIPP LINED SEWER
- CLEAN/TELEVEISE EXISTING PVC SEWER
- EXISTING SANITARY SEWER (NIC)

SANITARY SEWER PIPE DIMENSIONS				
UPSTREAM STRUCTURE	DOWNSTREAM STRUCTURE	PIPE DIAMETER (IN)	PIPE MATERIAL	IMPROVEMENT MATERIAL (CLEAN/TV/NIC)
03	04	180.5	8" PVC	CLEAN/TV
03	04	86.29	8" VCP	CIPP
04	05	172.5	8" VCP	CIPP
05	06	172.5	8" VCP	CIPP
06	07	172.5	8" VCP	CIPP
07	08	172.5	8" VCP	CIPP
08	09	172.5	8" VCP	CIPP
09	10	172.5	8" VCP	CIPP
10	11	172.5	8" VCP	CIPP
11	12	172.5	8" VCP	CIPP
12	13	172.5	8" VCP	CIPP
13	14	172.5	8" VCP	CIPP
14	15	172.5	8" VCP	CIPP
15	16	172.5	8" VCP	CIPP
16	17	172.5	8" VCP	CIPP
17	18	172.5	8" VCP	CIPP
18	19	172.5	8" VCP	CIPP
19	20	172.5	8" VCP	CIPP
20	21	172.5	8" VCP	CIPP
21	22	172.5	8" VCP	CIPP
22	23	172.5	8" VCP	CIPP
23	24	172.5	8" VCP	CIPP
24	25	172.5	8" VCP	CIPP
25	26	172.5	8" VCP	CIPP
26	27	172.5	8" VCP	CIPP
27	28	172.5	8" VCP	CIPP
28	29	172.5	8" VCP	CIPP
29	30	172.5	8" VCP	CIPP
30	31	172.5	8" VCP	CIPP
31	32	172.5	8" VCP	CIPP
32	33	172.5	8" VCP	CIPP
33	34	172.5	8" VCP	CIPP
34	35	172.5	8" VCP	CIPP
35	36	172.5	8" VCP	CIPP
36	37	172.5	8" VCP	CIPP
37	38	172.5	8" VCP	CIPP
38	39	172.5	8" VCP	CIPP
39	40	172.5	8" VCP	CIPP
40	41	172.5	8" VCP	CIPP
41	42	172.5	8" VCP	CIPP
42	43	172.5	8" VCP	CIPP
43	44	172.5	8" VCP	CIPP
44	45	172.5	8" VCP	CIPP
45	46	172.5	8" VCP	CIPP
46	47	172.5	8" VCP	CIPP
47	48	172.5	8" VCP	CIPP
48	49	172.5	8" VCP	CIPP
49	50	172.5	8" VCP	CIPP
50	51	172.5	8" VCP	CIPP
51	52	172.5	8" VCP	CIPP
52	53	172.5	8" VCP	CIPP
53	54	172.5	8" VCP	CIPP
54	55	172.5	8" VCP	CIPP
55	56	172.5	8" VCP	CIPP
56	57	172.5	8" VCP	CIPP
57	58	172.5	8" VCP	CIPP
58	59	172.5	8" VCP	CIPP
59	60	172.5	8" VCP	CIPP
60	61	172.5	8" VCP	CIPP
61	62	172.5	8" VCP	CIPP
62	63	172.5	8" VCP	CIPP
63	64	172.5	8" VCP	CIPP
64	65	172.5	8" VCP	CIPP
65	66	172.5	8" VCP	CIPP
66	67	172.5	8" VCP	CIPP
67	68	172.5	8" VCP	CIPP
68	69	172.5	8" VCP	CIPP
69	70	172.5	8" VCP	CIPP
70	71	172.5	8" VCP	CIPP
71	72	172.5	8" VCP	CIPP
72	73	172.5	8" VCP	CIPP
73	74	172.5	8" VCP	CIPP
74	75	172.5	8" VCP	CIPP
75	76	172.5	8" VCP	CIPP
76	77	172.5	8" VCP	CIPP
77	78	172.5	8" VCP	CIPP
78	79	172.5	8" VCP	CIPP
79	80	172.5	8" VCP	CIPP
80	81	172.5	8" VCP	CIPP
81	82	172.5	8" VCP	CIPP
82	83	172.5	8" VCP	CIPP
83	84	172.5	8" VCP	CIPP
84	85	172.5	8" VCP	CIPP
85	86	172.5	8" VCP	CIPP
86	87	172.5	8" VCP	CIPP
87	88	172.5	8" VCP	CIPP
88	89	172.5	8" VCP	CIPP
89	90	172.5	8" VCP	CIPP
90	91	172.5	8" VCP	CIPP
91	92	172.5	8" VCP	CIPP
92	93	172.5	8" VCP	CIPP
93	94	172.5	8" VCP	CIPP
94	95	172.5	8" VCP	CIPP
95	96	172.5	8" VCP	CIPP
96	97	172.5	8" VCP	CIPP
97	98	172.5	8" VCP	CIPP
98	99	172.5	8" VCP	CIPP
99	100	172.5	8" VCP	CIPP
100	101	172.5	8" VCP	CIPP
101	102	172.5	8" VCP	CIPP
102	103	172.5	8" VCP	CIPP
103	104	172.5	8" VCP	CIPP
104	105	172.5	8" VCP	CIPP
105	106	172.5	8" VCP	CIPP
106	107	172.5	8" VCP	CIPP
107	108	172.5	8" VCP	CIPP
108	109	172.5	8" VCP	CIPP
109	110	172.5	8" VCP	CIPP
110	111	172.5	8" VCP	CIPP
111	112	172.5	8" VCP	CIPP

NOTES:
 1. SEE PROJECT MANUAL SECTION 01 31 00 - PARAGRAPH 1.04 FOR PERMIT INFORMATION.
 2. CONTRACTOR IS REQUIRED TO RESTORE GREEN SPACES IF DISTURBED WITH THIS PROJECT (INCIDENTAL).

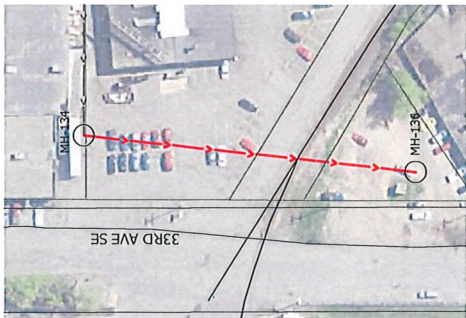


SEE SHEET C4.04

SEE SHEET C4.04

LEGEND

	CIPP LINE EXISTING SEWER
	CLEAN/TELEWISE EXISTING CIPP UNID SEWER
	CLEAN/TELEWISE EXISTING PVC SEWER
	EXISTING SANITARY SEWER (NIC)



SANITARY SEWER PIPE IMPROVEMENT

MANHOLE STRUCTURE	MANHOLE STRUCTURE	PIPE LENGTH (L)	DIAMETER (R)	PIPE MATERIAL	IMPROVEMENT MATERIAL
134	126	133.63	8	VCP	CIPP
86	87	262.73	8	PVC	CLEAN/TV

NOTES:
 1. SEE PROJECT MANUAL SECTION 01 21.00 - PARAGRAPH L04 FOR PERMIT INFORMATION.
 2. CONTRACTOR IS REQUIRED TO RESTORE GREEN SPACES IF DISTURBED WITH THIS PROJECT (INCIDENTAL).

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date March 9, 2021

ITEM NUMBER MS4 Permit Application Prop

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

It seems like just yesterday we were preparing the previous Municipal Separate Storm Sewer System (MS4) permit application. By mid-April the City needs to submit an application to the Minnesota Pollution Control Agency for a new permit. There are new requirements with each iteration of the permit. In this permit the City must address its share of the pollution found in the Mississippi River. Staff hopes our work on Seminary Pond will match our obligation in this area.

The proposal from Stantec that follows covers the work that needs to be done to get the permit application completed. The estimated cost is \$10,000. Tyler Johnson from Stantec will be at the meeting to discuss the City's obligations in greater detail.

OPTIONS:

STAFF RECOMMENDATION:

Motion to approve the Proposal for Engineering Services from Stantec Consulting for the MS4 Permit Application and SWPPP Update.



Stantec Consulting Services Inc.

733 Marquette Avenue Suite 1000, Minneapolis MN 55402-2309

March 4, 2021
File: 193801702

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

Dear Heather,

Reference: MPCA MS4 Permit – Application and SWPP Update – Proposal for Engineering Services

The City of Lauderdale is a Municipal Separate Storm Sewer System (MS4) as determined by the Minnesota Pollution Control Agency (MPCA) and covered under the Phase II MS4 General Permit. This permit coverage has been in effect since August 1st, 2013. On November 16th of 2020, the MPCA reissued the MS4 General Permit.

The City of Lauderdale is preparing to update your Storm Water Pollution Prevention Program (SWPPP) to remain in compliance with the new MS4 General Permit. The purpose of this letter is to provide Lauderdale with a scope and cost for Stantec to assist the City with completing the SWPPP update to remain in compliance with the new MS4 General Permit. After reviewing the new General Permit and TMDL information, Stantec has identified other requirements that the City will need to complete prior to submitting their MS4 Permit application documents. The City's application will need to include:

- MS4 Part II permit application/SWPPP
- TMDL Application

For background, the following is an approximate process or steps to remain in compliance with the General Permit:

1. The City will complete the permit application, including a TMDL application and submit to the MPCA by April 15th, 2021
2. The MPCA will review and make a preliminary determination if they view the application as complete.
3. Once the City's application is determined to be complete by the MPCA, the City's application documentation will go to a 30-day public comment period.
4. Following the comment period, the MPCA will review any comments and work with the City to resolve these comments.
5. The MPCA will then make a final determination and issue a letter of coverage under the General Permit to the City. The date of the letter is considered the date of permit coverage.
6. The City will have 12 months from the date of permit coverage to implement the new permit requirements.

The six steps above can be grouped into two major categories or phases:

Reference: MPCA MS4 Permit – Application and SWPP Update – Proposal for Engineering Services

1. Phase 1 - MS4 Permit Application Submittal (Steps 1-5)
 - a. This scope of services focuses on Phase 1
2. Phase 2 - Implementation of new requirements (Step 6)
 - a. Phase 2 is not part of this scope of services. Stantec will provide a scope and cost for Phase 2 once the MPCA is approved the City's permit application.

1. Phase 1 Scope of Services: MS4 Permit Application Submittal

This scope of services is for assistance to the City to update your SWPPP Document and implement items to remain in compliance based on the MS4 General Permit reissued November 16, 2020. The tasks below are based on the following assumptions:

- The approved MS4 SWPPP Application for Reauthorization for the reissued General Permit dated August 1st, 2013 was completed, implemented, and complies with the current permit cycle.
- All meetings will be held virtually.

Each detailed task description outlines the scope, necessary actions of the City, and the Stantec deliverables.

Task 1: Permit Application / SWPPP

The SWPPP document is the foundation of the City's MS4 Program. To comply with the MS4 permit application requirements, an updated SWPPP must be submitted to the MPCA that complies with the new General Permit. Stantec will review the City's current SWPPP and identify new requirements that will need to be updated and added to the City's SWPPP document to remain in compliance. Stantec will work with City staff to determine how the City can best address these new requirements.

A draft SWPPP will be provided to the City for review and comment. Stantec will summarize the required updates during a meeting with City staff. A final SWPPP will be provided to the City prior to submitting to the MPCA.

A draft MS4 Permit application will be provided to the City for review and comment. A final copy of the MS4 Permit application will be provided to the City prior to submitting to the MPCA.

City Responsibilities: Attend one meeting to discuss the new permit requirements; review and provide comments on the updated SWPPP document; review and provide comment on the MS4 Permit application; sign and submit permit application.

Stantec Deliverable(s): Summary of new permit requirements; draft and final versions of updated SWPPP document; draft and final versions of the MS4 Permit application.

Reference: MPCA MS4 Permit – Application and SWPP Update – Proposal for Engineering Services

Task 2: TMDL Application

Based on currently available data on the MPCA website, the City has one TMDL waste load allocation (WLA) that it must comply with (see below). It is a Categorical WLA, which means that the City does not have a specific assigned WLA that it needs to meet, but compliance is spread out over multiple entities and is tabulated by a single entity (typically a watershed district). Stantec will coordinate with the appropriate Watershed District and evaluate the City’s WLA responsibility for this TMDL.

TMDL	Pollutant	TMDL Approval Date
South Metro Mississippi TSS TMDL	TSS	4/26/2016

City Responsibilities: Provide applicable data related to stormwater BMP’s for the TMDL evaluation; Review and provide comments on the draft TMDL application. Attend one meeting.

Stantec Deliverable(s): Draft and final TMDL Application Form.

2. Modifications to the Scope of Services

Any additions, exclusions, or reductions to the Scope of Services and associated fee changes initiated by either Stantec or the City, must be documented in writing, dated, and acknowledged by both parties prior to commencement of work.

3. Schedule

Stantec will work with the City to complete the scope of work defined above in Tasks 1 and 2 by April 15th, 2021.

4. Compensation

Estimated Compensation

The following table presents our proposed estimated fee to complete described above. These tasks will be billed on an hourly basis in accordance with our current Master Services Agreement with Lauderdale.

Task Number	Task Name	Proposed Task Fee Amount
1	Permit Application / SWPPP	\$5,200
2	TMDL Application	\$4,700
Total Proposed Task Fee		\$9,900

Reference: MPCA MS4 Permit – Application and SWPP Update – Proposal for Engineering Services

Expenses

It is anticipated that our expenses will include mileage for field visits and miscellaneous printing and postage costs associated with. We estimate a total of \$100 for these expenses; however, expenses will be invoiced as they are incurred, based on actual quantities. Electronic versions of information will be included with the deliverables at no additional charge.

Compensation Summary

Item	Description	Proposed Fee Amount
Tasks	Proposed Estimated Fee	\$9,900
Expenses	Mileage, printing, and postage	\$100
Total Proposed Fee		\$10,000

5. Conclusion

Services will be provided in accordance with the Master Services Agreement between Stantec and the City of Lauderdale. If this proposal is acceptable to the City, please sign and return one copy for our records to indicate we are authorized to proceed with the services discussed in this proposal. We are prepared to begin work on the tasks upon authorization as our schedule indicates and look forward to continuing our working relationship.

The tasks outlined above will be prepared by or under the supervision of Tyler Johnson. If you have questions about any of the information contained in this letter, please contact Tyler directly. We appreciate the opportunity to provide MS4 related services to the City of Lauderdale.

Reference: MPCA MS4 Permit – Application and SWPP Update – Proposal for Engineering Services

CITY OF LAUDERDALE

By _____

Print Name and Title

Date

Regards,

Stantec Consulting Services Inc.

Kellie M. Schlegel

Kellie Schlegel P.E. (MN)
Senior Associate
Phone: 612 712 2125
Kellie.Schlegel@stantec.com

Tyler Johnson

Tyler Johnson P.E. (MN, ND, AZ)
Senior Associate
Phone: 612 712 2065
Tyler.Johnson@stantec.com

Attachment: N/A

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**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date March 9, 2021

ITEM NUMBER 2019 Project Legal Release

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Please see the city engineer's memo regarding work Stantec is reimbursing the City for.

OPTIONS:

STAFF RECOMMENDATION:

Motion to approve the Full and Final Release with Stantec Consulting Services, Inc.

To:	Heather Butkowski, Administrator City of Lauderdale	From:	Kellie Schlegel, PE Minneapolis
File:	193804608 – 2019 Infrastructure Improvements	Date:	March 9, 2021

Reference: Payment for Work Related to the 2019 Infrastructure Improvements Project

There are two instances that occurred during the construction of the 2019 Infrastructure Improvements Project for which the City of Lauderdale incurred additional expenses, and for which Stantec will reimburse the City of Lauderdale. Attached is the Full and Final Release associated with these reimbursements.

The first instance is related to the removal and replacement of the concrete steps at 1828 Eustis Street. The original concrete steps were impacted by the construction and were replaced as part of the project. However, the steps were formed improperly and therefore had to be removed and repoured. Stantec has agreed to pay the costs to remove and replace the concrete steps, for the sum of \$2,562.

The second item is for the demobilization and remobilization of the contractor due to a delay in the receipt of a required permit. Stantec has agreed to pay for this cost in the amount of \$4,500.

Upon receipt of the signed Release, Stantec will issue a check to the City of Lauderdale in the amount of \$7,062.00 to cover the above-mentioned expenses.

Please contact me directly if you have any additional questions regarding this payment.

Stantec Consulting Services Inc.

Kellie M. Schlegel

Kellie Schlegel, PE

Senior Associate

Direct: 612 712 2125

Mobile: 651 775 5622

kellie.schlegel@stantec.com

Attachment: Full and Final Release

c. File

FULL AND FINAL RELEASE

IN CONSIDERATION of the sum of \$7,062, the receipt and sufficiency of which is acknowledged, **City of Lauderdale** (the "Releasor") hereby remises, releases and forever discharges **Stantec Consulting Services Inc.** (the "Releasee"), of and from any and all manner of actions, causes of action, claims and demands, whether at law or in equity, of every nature and kind which the Releasor had, now has or hereafter may have, whether known or unknown, and whether existing now or arising in the future, from or relating to the claims, issues and matters that were made or raised or properly could have been made or raised as of the date hereof, that are in any way connected with the Releasee and the Releasee's professional services to the Releasor in relation to the additional costs required for the removal and replacement of the concrete steps at 1828 Eustis Street, and costs associated with the demobilization and remobilization of the contractor at the start of the 2019 Infrastructure Improvement project (in or around May 2019).

AND FOR THE SAID CONSIDERATION, the Releasor hereby agrees not to make any claim or take any proceedings against any other person or corporation who might claim contribution or indemnity from the person, persons or corporation discharged by this Release.

IT IS UNDERSTOOD AND AGREED that this Release and settlement represents the compromise of doubtful and disputed claims for the purpose of making a full and final compromise, adjustment or settlement of all claims resulting from the matters referred to herein and that the settlement does not constitute any admission of liability on the part of the Releasee and that such liability is specifically denied.

WHENEVER the words "Releasee" or "Releasor" are used, they shall include the heirs, executors, administrators, successors, predecessors, officers, directors, employees, agents and assigns, and this Release shall bind them or enure to their benefit, whichever the case may be.

THE RELEASOR hereby acknowledges having had an opportunity to review this Release. The Releasor understands all of the terms contained in the Release and acknowledges that the only consideration for this Release is as referred to above, and understands its effect.

THIS RELEASE contains the entire agreement between the parties mentioned herein in connection with the matters set forth above, and the terms of this Release are contractual and not a mere recital.

IN WITNESS WHEREOF, the Releasor, by the hands of its proper officers, HAS SIGNED AND SEALED THIS RELEASE in Lauderdale, Minnesota, on the date set forth below.

DATED: MARCH 9, 2021

CITY OF LAUDERDALE

Mary Gaasch
Mayor

ATTEST:

Heather Butkowski
City Administrator - Clerk