

**LAUDERDALE CITY COUNCIL MEETING AGENDA**  
**7:00 P.M. TUESDAY, APRIL 13, 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 March 23, 2021 City Council Meeting
  - c. Claims Totaling \$108,896.52
4. **CONSENT**
  - a. 2021 Garbage Haulers License
  - b. February Financial Report
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. Develop Plans for and Authorize Bidding of the 2021 Seal Coating Project
- b. Renewal of Municipal Separate Storm Sewer System (MS4) Permit
- c. Resolution No. 041321A – Depositing Excess Unreserved Fund Balance in the Street Improvement Fund
- d. Goal Setting for 2021-2022

9. **ITEMS REMOVED FROM THE CONSENT AGENDA**

**10. ADDITIONAL ITEMS**

- a. Grounds Services Agreement with Joe Sax Lawn Service

**11. SET AGENDA FOR NEXT MEETING**

- a. March Financial Report
- b. Quarterly Investment Report
- c. Public Works Management Software
- d. Presentation of Audit by Abdo, Eick, and Meyers
- e. Presentation of 2020 Annual Report by Chief Mangseth

**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: Apr 13, 2021 07:00 PM Central Time (US and Canada)

Topic: April 13, 2021 City Council Webinar

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82228645616?pwd=c2xEamRLUGRIQ0VFS3JkTldYa0RKQT09>

Passcode: 031596

Or One tap mobile :

US: +13126266799,,82228645616# or +16465588656,,82228645616#

Or Telephone:

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

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

Webinar ID: 822 2864 5616

International numbers available: <https://us02web.zoom.us/j/82228645616?pwd=c2xEamRLUGRIQ0VFS3JkTldYa0RKQT09>

LAUDERDALE CITY COUNCIL  
MEETING MINUTES  
HELD REMOTELY VIA TELECONFERENCE

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March 23, 2021

**Call to Order**

Mayor Gaasch called the Regular City Council meeting to order at 7:00 p.m.

**Roll Call**

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

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. Butkowski asked to add street sweeping quotes to Additional Items. Councilor Pulford moved and seconded by Councilor Dains to approve the agenda as amended. Motion carried unanimously on a roll call vote.

Mayor Gaasch asked if there were any corrections to the March 9, 2021 city council meeting minutes. There being none, Councilor Pulford moved and seconded by Councilor Moffatt to approve the minutes of the March 9, 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 Moffatt to approve the claims totaling \$37,250.10. Motion carried unanimously on a roll call vote.

**Consent**

Councilor Moffatt moved and seconded by Councilor Pulford to approve the Consent Agenda thereby recognizing the January financial report. Motion carried unanimously on a roll call vote.

**Informational Presentations/Reports**

A. Update on NineNorth by Dana Healy

Dana Healy, Nine North Executive Director, presented their 2020 accomplishments to the Council. NineNorth, formerly CTV, provides the City with numerous production services and cable franchise management services. Healy highlighted council chamber upgrades they would like to make before the City returns to in-person meetings.

B. City Council Updates

Councilor Moffatt mentioned that State Senator Ann Johnson Stewart asked cities to prepare short videos about infrastructure needs that she can share with legislative colleagues. Councilor Dains mentioned that residents have shared their concerns regarding street conditions on Eustis Street south of Larpenteur Avenue. Councilor Pulford shared that Lauderdale City Hall hosted a successful Covid-19 vaccine clinic on March 15.



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March 23, 2021

Councilor Pulford made a motion providing staff vaccination leave up to four hours per Covid-19 shot. This was seconded by Councilor Dains and carried unanimously on a roll call vote.

Mayor Gaasch shared that she attended a Ramsey County League of Local Governments (RCLLG) meeting on mental health access and was appointed to the RCLLG committee. She said the recent Niche survey ranked Lauderdale the sixth best city to live in Minnesota. Finally, Gaasch stated that the City will be sending out an e-mail regarding the Chauvin trial.

**Discussion/Action Item**

**A. Community Event Planning**

Council Member Grove met with city staff to discuss community events for the summer. The events depend on pandemic restrictions being relaxed by summer. Up for discussion was the date of the June event so staff can advertise it in the April-June newsletter. For June, staff proposes a public safety theme, as our public safety partners can be flexible if pandemic restrictions aren't lifted by then. The St. Anthony Police Department, St. Paul Fire Department, and Ramsey County Emergency Management expressed willingness to participate. The City also could invite public safety partners like Gopher State One Call, Xcel Energy, state patrol, and various Ramsey County departments (SWAT team, water patrol, K-9 unit) to see if they can attend.

Staff envisions each summer event having music, food, and adult beverages. Staff proposes getting the music copyright licenses in order to invite musicians such as the Roseville Community Band. The City would also invite a food or ice cream truck, as well as Bent Brewstillery.

Summer events have been on a consistent schedule the past few years. Since the events this summer won't include farmers markets, staff propose starting them later. After discussion, the Council decided to host the first event on June 24 from 6-8 p.m. The rest of the schedule will be determined at a later time.

**B. City Administrator Employment Agreement and Compensation**

The Council evaluated the job performance of Administrator Butkowski in January. Part of that discussion was to have the city attorney review the employment agreement. He made the amendments highlighted in the contract.

Councilor Dains commended Butkowski for all of her work and made a motion to adopt the employment agreement and increase her salary by four percent. This was seconded by Councilor Pulford and carried unanimously on a roll call vote.

**Additional Items**

**A. Street Sweeping Quotes**

Staff received a quote from Mike McPhillips, Inc. Staff did not solicit additional quotes as Mike McPhillips has been the only company that consistently meets the City's expectations in terms of quality of sweep and attention to detail.

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March 23, 2021

Councilor Moffatt made a motion to approve contracting with Mike McPhillips, Inc. to perform the 2021 spring and fall street sweeping per the terms of the service agreement. This was seconded by Councilor Pulford and carried unanimously on a roll call vote.

**Set Agenda for Next Meeting**

The April 13 council meeting may include the February Financial Report, goal setting for 2021-2022, discussion of the new federal Covid-19 funds, a public works management software update, and a presentation of audit by Abdo, Eick, and Meyers.

**Work Session**

**A. Community Development Update**

Butkowski stated that staff is working on the second quarter newsletter, the new city website will be launched on March 26, and city managers will be meeting on March 30 to discuss Ramsey County's HRA levy.

**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 Dains moved and seconded by Councilor Pulford to adjourn the meeting at 8:19 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:** April 13, 2021  
**Subject:** List of Claims

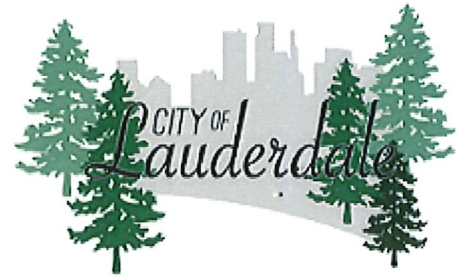
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The claims totaling \$108,896.52 are provided for City Council review and approval that includes check numbers 27358 to 27384.

# Accounts Payable

## Checks by Date - Detail by Check Date

User: MILES.CLINE  
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| Check No                                | Vendor No<br>Invoice No | Vendor Name<br>Description  | Check Date<br>Reference  | Check Amount   |
|---|-------------------------|---|--|--|
| ACH                                     | 43                      | Public Employees Retirement Association<br>PR Batch 50700.04.2021 PERA Coordinated<br>PR Batch 50700.04.2021 PERA Coordinated   | 04/02/2021<br>PR Batch 50700.04.2021 PER<br>PR Batch 50700.04.2021 PER   | 1,217.30<br>1,054.99                                 |
| Total for this ACH Check for Vendor 43: |                         |   |  | 2,272.29   |
| ACH                                     | 44                      | Minnesota Department of Revenue<br>PR Batch 50700.04.2021 State Income Tax  | 04/02/2021<br>PR Batch 50700.04.2021 Statu   | 689.49   |
| Total for this ACH Check for Vendor 44: |                         |   |  | 689.49   |
| ACH                                     | 45                      | ICMA Retirement Corporation<br>PR Batch 50700.04.2021 Deferred Comp<br>PR Batch 50700.04.2021 Deferred Comp   | 04/02/2021<br>PR Batch 50700.04.2021 Def<br>PR Batch 50700.04.2021 Def   | 1,734.26<br>1,080.05                                 |
| Total for this ACH Check for Vendor 45: |                         |   |  | 2,814.31   |
| ACH                                     | 46                      | Internal Revenue Service<br>PR Batch 50700.04.2021 Medicare Employee Pc<br>PR Batch 50700.04.2021 FICA Employee Portio<br>PR Batch 50700.04.2021 FICA Employer Portio<br>PR Batch 50700.04.2021 Medicare Employer Po<br>PR Batch 50700.04.2021 Federal Income Tax | 04/02/2021<br>PR Batch 50700.04.2021 Mec<br>PR Batch 50700.04.2021 FIC.<br>PR Batch 50700.04.2021 FIC.<br>PR Batch 50700.04.2021 Mec<br>PR Batch 50700.04.2021 Fed | 257.86<br>1,102.54<br>1,102.54<br>257.86<br>1,759.41 |
| Total for this ACH Check for Vendor 46: |                         |   |  | 4,480.21   |
| ACH                                     | 47                      | Public Employees Insurance Program<br>PR Batch 50700.04.2021 Health Insurance<br>PR Batch 50700.04.2021 Dental  | 04/02/2021<br>PR Batch 50700.04.2021 Hea<br>PR Batch 50700.04.2021 Den   | 2,429.66<br>120.48                                   |
| Total for this ACH Check for Vendor 47: |                         |   |  | 2,550.14   |
| Total for 4/2/2021:                     |                         |   |  | 12,806.44  |
| 27358                                   | 13<br>8606              | 8th Day Landscaping LLC<br>March 2021 Snow Removal  | 04/13/2021   | 645.00   |
| Total for Check Number 27358:           |                         |   |  | 645.00   |
| 27359                                   | 65<br>17397121          | Allstream Inc.<br>Fax Line  | 04/13/2021   | 53.40  |
| Total for Check Number 27359:           |                         |   |  | 53.40  |
| 27360                                   | 15<br>67076             | Be There Pest Control LLC<br>1Q21 Pest Control  | 04/13/2021   | 100.00   |
| Total for Check Number 27360:           |                         |   |  | 100.00   |
| 27361                                   | 184                     | Cintas  | 04/13/2021   |  |

| Check No | Vendor No<br>Invoice No                            | Vendor Name<br>Description   | Check Date<br>Reference       | Check Amount             |
|----------|--|--|-------------------------------|--------------------------|
|          | 4079204872   | March Uniforms   |                               | 11.03                    |
|          | 4079856752   | March Uniforms   |                               | 11.03                    |
|          | 4080516816   | April Uniforms   |                               | 5.52                     |
|          | 4080516816   | April Uniforms   |                               | 5.51                     |
|          |  |  | Total for Check Number 27361: | 33.09                    |
| 27362    | 36<br>0229980                                      | City of Roseville<br>April IT Services   | 04/13/2021                    | 1,633.15                 |
|          |  |  | Total for Check Number 27362: | 1,633.15                 |
| 27363    | 29<br>4063   | City of St Anthony<br>April Police Services  | 04/13/2021                    | 64,434.83                |
|          |  |  | Total for Check Number 27363: | 64,434.83                |
| 27364    | 133<br>042021                                      | Miles Cline<br>Mileage Reimbursement   | 04/13/2021                    | 39.38                    |
|          |  |  | Total for Check Number 27364: | 39.38                    |
| 27365    | 25<br>EMCOM-009183<br>EMCOM-009198<br>EMCOM-009215 | County of Ramsey<br>March Fleet Support<br>March 911 Dispatch Services<br>March CAD Services | 04/13/2021                    | 6.24<br>880.50<br>120.61 |
|          |  |  | Total for Check Number 27365: | 1,007.35                 |
| 27366    | 25<br>042021                                       | County of Ramsey<br>First Half Property Taxes - 1795 Eustis Street                           | 04/13/2021                    | 1,952.94                 |
|          |  |  | Total for Check Number 27366: | 1,952.94                 |
| 27367    | 223<br>10472717111                                 | Dell Marketing LP<br>Computer Monitor - MC   | 04/13/2021                    | 124.54                   |
|          |  |  | Total for Check Number 27367: | 124.54                   |
| 27368    | 19<br>86425  | Ehlers and Associates Inc<br>2018A Final Arbitrage Report                                    | 04/13/2021                    | 1,000.00                 |
|          |  |  | Total for Check Number 27368: | 1,000.00                 |
| 27369    | 59<br>745001211                                    | Finance and Commerce Inc<br>Advertise 2021 Sanitary Sewer Lining Project                     | 04/13/2021                    | 101.35                   |
|          |  |  | Total for Check Number 27369: | 101.35                   |
| 27370    | 61<br>1030530                                      | Gopher State One Call<br>March 2021 Locates  | 04/13/2021                    | 13.50                    |
|          |  |  | Total for Check Number 27370: | 13.50                    |
| 27371    | 304<br>042021                                      | Trace Johnson<br>Election Judge - Reissue Check  | 04/13/2021                    | 115.63                   |
|          |  |  | Total for Check Number 27371: | 115.63                   |
| 27372    | 134<br>00111                                       | Katrina Joseph<br>March Legal Services   | 04/13/2021                    | 925.00                   |

| Check No | Vendor No<br>Invoice No                | Vendor Name<br>Description   | Check Date<br>Reference       | Check Amount              |
|----------|--|--|-------------------------------|---------------------------|
|          |  |  | Total for Check Number 27372: | 925.00                    |
| 27373    | 31<br>159983                           | Kennedy & Graven Chartered<br>February Legal Advice  | 04/13/2021                    | 1,260.00                  |
|          |  |  | Total for Check Number 27373: | 1,260.00                  |
| 27374    | 23<br>INV1777658                       | Metro Sales Inc<br>Quarterly Copy Charges  | 04/13/2021                    | 100.84                    |
|          |  |  | Total for Check Number 27374: | 100.84                    |
| 27375    | 24<br>0001122259                       | Metropolitan Council<br>05/21 Wastewater Treatment   | 04/13/2021                    | 12,566.47                 |
|          |  |  | Total for Check Number 27375: | 12,566.47                 |
| 27376    | 79<br>MARCH1230252021                  | Minnesota Department of Labor & Industry<br>1Q2021 Surcharge Report  | 04/13/2021                    | 34.00                     |
|          |  |  | Total for Check Number 27376: | 34.00                     |
| 27377    | 112<br>RE2021                          | Minnesota Pollution Control Agency<br>DH Wastewater Operator License Renewal   | 04/13/2021                    | 23.00                     |
|          |  |  | Total for Check Number 27377: | 23.00                     |
| 27378    | 84<br>042021<br>042021<br>042021       | North Star Bank Cardmember Services<br>Pioneer Press Subscription<br>Office Supplies - Vistaprint<br>Paper Towels - Costco                     | 04/13/2021                    | 10.00<br>43.00<br>82.08   |
|          |  |  | Total for Check Number 27378: | 135.08                    |
| 27379    | 12<br>2021-030<br>2021-030<br>2021-030 | North Suburban Access Corporation<br>January Virtual Meeting Production<br>January Webstreaming & Archiving<br>January Virtual Meeting Charges | 04/13/2021                    | 346.00<br>271.50<br>65.00 |
|          |  |  | Total for Check Number 27379: | 682.50                    |
| 27380    | 135<br>0321572525                      | St Paul Pioneer Press<br>Publish Notices   | 04/13/2021                    | 50.40                     |
|          |  |  | Total for Check Number 27380: | 50.40                     |
| 27381    | 26<br>1769932                          | Stantec Consulting Services Inc<br>2021 Sewer Lining Project   | 04/13/2021                    | 5,469.25                  |
|          |  |  | Total for Check Number 27381: | 5,469.25                  |
| 27382    | 4<br>SI001268<br>SI001268              | The Neighborhood Recycling Company Inc<br>March Single Unit Dwelling<br>March Multi-Family Recycling   | 04/13/2021                    | 2,917.39<br>405.03        |
|          |  |  | Total for Check Number 27382: | 3,322.42                  |
| 27383    | 3<br>439362286                         | US National Equipment Finance Inc<br>Copier Contract   | 04/13/2021                    | 176.00                    |
|          |  |  | Total for Check Number 27383: | 176.00                    |



| Check No                      | Vendor No<br>Invoice No | Vendor Name<br>Description                 | Check Date<br>Reference | Check Amount |
|-------------------------------|-------------------------|--|-------------------------|--------------|
| 27384                         | 7<br>8810413-0500-7     | Waste Management Inc<br>April Public Works | 04/13/2021              | 90.96        |
| Total for Check Number 27384: |                         |  |                         | 90.96        |
| Total for 4/13/2021:          |                         |  |                         | 96,090.08    |
| Report Total (32 checks):     |                         |  |                         | 108,896.52   |

| ACTION REQUESTED   | LAUDERDALE COUNCIL  |
|--|---|
| Consent <span style="float: right;">_____ X _____</span>   | MEETING DATE <span style="float: right;">_____ April 9, 2021 _____</span>               |
| Special <span style="float: right;">_____</span>           | ITEM NUMBER <span style="float: right;">_____ 2021 Garbage Hauler Licenses _____</span> |
| Public Hearing <span style="float: right;">_____</span>    | STAFF INITIAL <span style="float: right;">_____ Jim _____</span>                        |
| Report <span style="float: right;">_____</span>            | APPROVED BY ADMINISTRATOR <span style="float: right;">_____</span>                      |
| Discussion/Action <span style="float: right;">_____</span> |   |
| Resolution <span style="float: right;">_____</span>        |   |
| Work session <span style="float: right;">_____</span>      |   |

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

**2/1/21-1/31/22 Garbage Hauler Licenses**

The following garbage companies have completed the application process and paid their licensing fee.

| <u>Company</u>    | <u>Residential Trucks)</u> | <u>Commercial Trucks</u> |
|-------------------|----------------------------|--------------------------|
| Waste Management  | 1                          | 4                        |
| Republic Services | 7                          | 4                        |
| Walter's          | 1                          | 2                        |
| Aspen             | 0                          | 2                        |

Advanced Disposal Services did not submit an application this year, as they were bought out by Waste Management and GFL Environmental (Green for Life).

**OPTIONS:**

- 1) Approve as consent item.
- 2) Do not approve as consent item.

**STAFF RECOMMENDATION:**

By approving the consent agenda, the council is approving the 2021 garbage hauler licenses.

**COUNCIL ACTION:**



**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent              X    
Public Hearing                
Discussion                    
Action                         
Resolution                   
Work Session              

Meeting Date                      April 14, 2021

ITEM NUMBER                      February Financial Report

STAFF INITIAL                      AB

APPROVED BY ADMINISTRATOR

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

Every month, staff provide the Council with an updated copy of the city's finances. Following are the revenue, expense, and cash balance reports for February 2021.

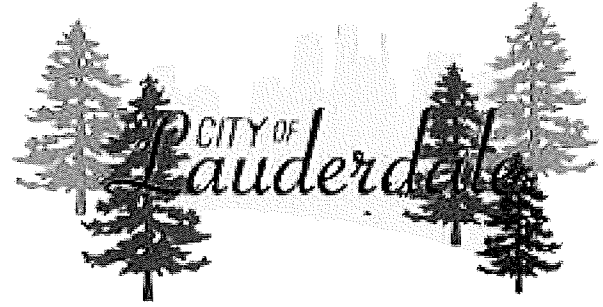
**OPTIONS:**

**STAFF RECOMMENDATION:**

By approving the consent agenda, the Council acknowledges the city's financial report for February 2021.

# General Ledger

## Cash Balances



User: heather.butkowski  
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 Period 02 - 02  
 Fiscal Year 2021

| Description                  | Account             | Beg Bal                    | MTD Debit                | MTD Credit               | Current Balance            |
|------------------------------|---------------------|----------------------------|--------------------------|--------------------------|----------------------------|
| Cash                         | 101-00000-000-10100 | -2,857,515.60              | 118,157.11               | 133,863.00               | -2,873,221.49              |
| Change Fund                  | 101-00000-000-10300 | 100.00                     | 0.00                     | 0.00                     | 100.00                     |
| Cash                         | 226-00000-000-10100 | 13,703.84                  | 2.99                     | 1,290.69                 | 12,416.14                  |
| Cash                         | 227-00000-000-10100 | 68,299.01                  | 15.99                    | 1,954.64                 | 66,360.36                  |
| Cash                         | 305-00000-000-10100 | 14,310.82                  | 3.45                     | 0.00                     | 14,314.27                  |
| Cash                         | 306-00000-000-10100 | 111,364.93                 | 26.83                    | 0.00                     | 111,391.76                 |
| Cash                         | 401-00000-000-10100 | 159,737.73                 | 38.49                    | 0.00                     | 159,776.22                 |
| Cash                         | 403-00000-000-10100 | 414,996.89                 | 33,246.73                | 1,960.75                 | 446,282.87                 |
| Cash                         | 404-00000-000-10100 | 457,376.28                 | 28,867.13                | 0.00                     | 486,243.41                 |
| Cash                         | 414-00000-000-10100 | 366,372.23                 | 88.27                    | 0.00                     | 366,460.50                 |
| Cash                         | 416-00000-000-10100 | 93,964.51                  | 0.00                     | 0.00                     | 93,964.51                  |
| Cash                         | 602-00000-000-10100 | 1,001,372.31               | 17,893.73                | 20,882.01                | 998,384.03                 |
| Cash                         | 603-00000-000-10100 | 423,811.16                 | 19,738.84                | 7,377.89                 | 436,172.11                 |
| <b>Current Assets</b>        |                     | <b>267,894.11</b>          | <b>218,079.56</b>        | <b>167,328.98</b>        | <b>318,644.69</b>          |
| Petty Cash                   | 101-00000-000-10200 | 300.00                     | 0.00                     | 0.00                     | 300.00                     |
| <b>Petty Cash</b>            |                     | <b>300.00</b>              | <b>0.00</b>              | <b>0.00</b>              | <b>300.00</b>              |
| Investments - Fair Value Adj | 101-00000-000-10410 | 3,625,593.94               | 903.57                   | 100,000.00               | 3,526,497.51               |
| <b>Investments</b>           |                     | <b>3,625,593.94</b>        | <b>903.57</b>            | <b>100,000.00</b>        | <b>3,526,497.51</b>        |
| <b>Grand Total</b>           |                     | <b><u>3,893,788.05</u></b> | <b><u>218,983.13</u></b> | <b><u>267,328.98</u></b> | <b><u>3,845,442.20</u></b> |

# General Ledger

## Revenue vs Expense

User: heather.butkowski  
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 Period 02 - 02  
 Fiscal Year 2021



| Account Number | Description                | Budget              | Current Period     | YTD Balance        | Variance            | % ExpendCollect |
|----------------|----------------------------|---------------------|--------------------|--------------------|---------------------|-----------------|
| <b>101</b>     | <b>General Fund</b>        |                     |                    |                    |                     |                 |
|                | <b>Revenue</b>             |                     |                    |                    |                     |                 |
|                | Taxes                      | 899,710.00          | 0.00               | 0.00               | 899,710.00          | 0.00            |
|                | Licenses and Permits       | 37,750.00           | 2,132.75           | 3,048.75           | 34,701.25           | 8.08            |
|                | Intergovernmental Revenues | 525,789.00          | 0.00               | 0.00               | 525,789.00          | 0.00            |
|                | Charges for Services       | 10,600.00           | 222.00             | 422.00             | 10,178.00           | 3.98            |
|                | Fines and Forfeits         | 27,000.00           | 1,850.83           | 1,850.83           | 25,149.17           | 6.85            |
|                | Miscellaneous Revenue      | 7,500.00            | 207.36             | -15,685.04         | 23,185.04           | -209.13         |
|                | Other Financing Sources    | 0.00                | 0.00               | 0.00               | 0.00                | 0.00            |
|                | <b>Revenue</b>             | <b>1,508,349.00</b> | <b>4,412.94</b>    | <b>-10,363.46</b>  | <b>1,518,712.46</b> | <b>-0.69</b>    |
|                | <b>Expense</b>             |                     |                    |                    |                     |                 |
|                | Personal Services          | 425,105.00          | 32,914.03          | 64,888.97          | 360,216.03          | 15.26           |
|                | Supplies                   | 16,200.00           | 1,584.45           | 1,432.00           | 14,768.00           | 8.84            |
|                | Other Services and Charges | 1,059,044.00        | 81,916.78          | 151,683.89         | 907,360.11          | 14.32           |
|                | Capital Outlay             | 0.00                | 0.00               | 0.00               | 0.00                | 0.00            |
|                | Other Uses                 | 8,000.00            | 0.00               | 0.00               | 8,000.00            | 0.00            |
|                | <b>Expense</b>             | <b>1,508,349.00</b> | <b>116,415.26</b>  | <b>218,004.86</b>  | <b>1,290,344.14</b> | <b>14.45</b>    |
| <b>101</b>     | <b>General Fund</b>        | <b>0.00</b>         | <b>-112,002.32</b> | <b>-228,368.32</b> | <b>228,368.32</b>   | <b>0.00</b>     |

# General Ledger

## Revenue vs Expense

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| Account Number | Description                | Budget           | Current Period   | YTD Balance      | Variance         | % Expend/Collect |
|----------------|----------------------------|------------------|------------------|------------------|------------------|------------------|
| <b>226</b>     | <b>Communications</b>      |                  |                  |                  |                  |                  |
|                | <b>Revenue</b>             |                  |                  |                  |                  |                  |
|                | Taxes                      | 19,000.00        | 0.00             | 0.00             | 19,000.00        | 0.00             |
|                | Intergovernmental Revenues | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
|                | Miscellaneous Revenue      | <u>100.00</u>    | <u>2.99</u>      | <u>24.35</u>     | <u>75.65</u>     | <u>24.35</u>     |
|                | <b>Revenue</b>             | <b>19,100.00</b> | <b>2.99</b>      | <b>24.35</b>     | <b>19,075.65</b> | <b>0.13</b>      |
|                | <b>Expense</b>             |                  |                  |                  |                  |                  |
|                | Personal Services          | 9,612.00         | 763.86           | 1,491.46         | 8,120.54         | 15.52            |
|                | Supplies                   | 0.00             | 0.00             | 780.00           | -780.00          | 0.00             |
|                | Other Services and Charges | 3,600.00         | 526.83           | -0.17            | 3,600.17         | 0.00             |
|                | Capital Outlay             | <u>5,000.00</u>  | <u>0.00</u>      | <u>0.00</u>      | <u>5,000.00</u>  | <u>0.00</u>      |
|                | <b>Expense</b>             | <b>18,212.00</b> | <b>1,290.69</b>  | <b>2,271.29</b>  | <b>15,940.71</b> | <b>12.47</b>     |
| <b>226</b>     | <b>Communications</b>      | <b>888.00</b>    | <b>-1,287.70</b> | <b>-2,246.94</b> | <b>3,134.94</b>  | <b>-253.03</b>   |

# General Ledger

## Revenue vs Expense

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| Account Number | Description                | Budget           | Current Period   | YTD Balance      | Variance         | % Expend/Collect |
|----------------|----------------------------|------------------|------------------|------------------|------------------|------------------|
| 227            | <b>Recycling Revenue</b>   |                  |                  |                  |                  |                  |
|                | Intergovernmental Revenues | 5,900.00         | 0.00             | -5,806.00        | 11,706.00        | -98.41           |
|                | Miscellaneous Revenue      | <u>49,899.00</u> | <u>15.99</u>     | <u>122.47</u>    | <u>49,776.53</u> | <u>0.25</u>      |
|                | <b>Revenue</b>             | <b>55,799.00</b> | <b>15.99</b>     | <b>-5,683.53</b> | <b>61,482.53</b> | <b>-10.19</b>    |
|                | <b>Expense</b>             |                  |                  |                  |                  |                  |
|                | Personal Services          | 24,594.00        | 1,954.64         | 3,815.99         | 20,778.01        | 15.52            |
|                | Supplies                   | 0.00             | 0.00             | 0.00             | 0.00             | 0.00             |
|                | Other Services and Charges | 39,869.00        | 0.00             | 0.00             | 39,869.00        | 0.00             |
|                | Capital Outlay             | <u>350.00</u>    | <u>0.00</u>      | <u>0.00</u>      | <u>350.00</u>    | <u>0.00</u>      |
|                | <b>Expense</b>             | <b>64,813.00</b> | <b>1,954.64</b>  | <b>3,815.99</b>  | <b>60,997.01</b> | <b>5.89</b>      |
| 227            | <b>Recycling</b>           | <b>-9,014.00</b> | <b>-1,938.65</b> | <b>-9,499.52</b> | <b>485.52</b>    | <b>105.39</b>    |

# General Ledger

## Revenue vs Expense

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| Account Number | Description                | Budget           | Current Period | YTD Balance         | Variance             | % Expend/Collect  |
|----------------|----------------------------|------------------|----------------|---------------------|----------------------|-------------------|
| 305            | GO TIF Revenue Bonds 2018A |                  |                |                     |                      |                   |
|                | Revenue                    |                  |                |                     |                      |                   |
|                | Miscellaneous Revenue      | 500.00           | 3.45           | 25.76               | 474.24               | 5.15              |
|                | Other Financing Sources    | 0.00             | 0.00           | 1,365,000.00        | -1,365,000.00        | 0.00              |
|                | <b>Revenue</b>             | <b>500.00</b>    | <b>3.45</b>    | <b>1,365,025.76</b> | <b>-1,364,525.76</b> | <b>273,005.15</b> |
|                | Expense                    |                  |                |                     |                      |                   |
|                | Other Services and Charges | 475.00           | 0.00           | 43,397.00           | -42,922.00           | 9,136.21          |
|                | Debt Service               | 25,253.00        | 0.00           | 1,307,626.25        | -1,282,373.25        | 5,178.10          |
|                | <b>Expense</b>             | <b>25,728.00</b> | <b>0.00</b>    | <b>1,351,023.25</b> | <b>-1,325,295.25</b> | <b>5,251.18</b>   |
| 305            | GO TIF Revenue Bonds 2018A | -25,228.00       | 3.45           | 14,002.51           | -39,230.51           | -55.50            |

# General Ledger

## Revenue vs Expense

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| Account Number | Description                | Budget            | Current Period | YTD Balance       | Variance          | % Expend/Collect |
|----------------|----------------------------|-------------------|----------------|-------------------|-------------------|------------------|
| 306            | 2019A Improvement Bonds    |                   |                |                   |                   |                  |
|                | Revenue                    |                   |                |                   |                   |                  |
|                | Miscellaneous Revenue      | 300.00            | 26.83          | 200.45            | 99.55             | 66.82            |
|                | Other Financing Sources    | <u>126,263.00</u> | <u>0.00</u>    | <u>0.00</u>       | <u>126,263.00</u> | <u>0.00</u>      |
|                | Revenue                    | <b>126,563.00</b> | <b>26.83</b>   | <b>200.45</b>     | <b>126,362.55</b> | <b>0.16</b>      |
|                | Expense                    |                   |                |                   |                   |                  |
|                | Other Services and Charges | 475.00            | 0.00           | 575.00            | -100.00           | 121.05           |
|                | Debt Service               | <u>121,000.00</u> | <u>0.00</u>    | <u>110,875.00</u> | <u>10,125.00</u>  | <u>91.63</u>     |
|                | Expense                    | <b>121,475.00</b> | <b>0.00</b>    | <b>111,450.00</b> | <b>10,025.00</b>  | <b>91.75</b>     |
| 306            | 2019A Improvement Bonds    | 5,088.00          | 26.83          | -111,249.55       | 116,337.55        | -2,186.51        |

# General Ledger Revenue vs Expense



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| Account Number | Description                     | Budget            | Current Period | YTD Balance   | Variance          | % Expend/Collect |
|----------------|---------------------------------|-------------------|----------------|---------------|-------------------|------------------|
| <b>401</b>     | <b>General Capital Projects</b> |                   |                |               |                   |                  |
|                | <b>Revenue</b>                  |                   |                |               |                   |                  |
|                | Intergovernmental Revenues      | 0.00              | 0.00           | 0.00          | 0.00              | 0.00             |
|                | Miscellaneous Revenue           | 1,500.00          | 38.49          | 287.53        | 1,212.47          | 19.17            |
|                | Other Financing Sources         | 0.00              | 0.00           | 0.00          | 0.00              | 0.00             |
|                | <b>Revenue</b>                  | <b>1,500.00</b>   | <b>38.49</b>   | <b>287.53</b> | <b>1,212.47</b>   | <b>19.17</b>     |
|                | <b>Expense</b>                  |                   |                |               |                   |                  |
|                | Other Services and Charges      | 0.00              | 0.00           | 0.00          | 0.00              | 0.00             |
|                | Capital Outlay                  | 35,000.00         | 0.00           | 0.00          | 35,000.00         | 0.00             |
|                | Other Uses                      | 0.00              | 0.00           | 0.00          | 0.00              | 0.00             |
|                | <b>Expense</b>                  | <b>35,000.00</b>  | <b>0.00</b>    | <b>0.00</b>   | <b>35,000.00</b>  | <b>0.00</b>      |
| <b>401</b>     | <b>General Capital Projects</b> | <b>-33,500.00</b> | <b>38.49</b>   | <b>287.53</b> | <b>-33,787.53</b> | <b>-0.86</b>     |



# General Ledger Revenue vs Expense

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| Account Number | Description                    | Budget          | Current Period   | YTD Balance      | Variance         | % Expend/Collect |
|----------------|--------------------------------|-----------------|------------------|------------------|------------------|------------------|
| 403            | <b>Street Capital Projects</b> |                 |                  |                  |                  |                  |
|                | <b>Revenue</b>                 |                 |                  |                  |                  |                  |
|                | Intergovernmental Revenues     | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             |
|                | Miscellaneous Revenue          | 4,000.00        | 33,246.73        | 754.50           | 3,245.50         | 18.86            |
|                | Other Financing Sources        | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             |
|                | <b>Revenue</b>                 | <b>4,000.00</b> | <b>33,246.73</b> | <b>754.50</b>    | <b>3,245.50</b>  | <b>18.86</b>     |
|                | <b>Expense</b>                 |                 |                  |                  |                  |                  |
|                | Capital Outlay                 | 0.00            | 1,960.75         | 1,960.75         | -1,960.75        | 0.00             |
|                | Debt Service                   | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             |
|                | Other Uses                     | 0.00            | 0.00             | 0.00             | 0.00             | 0.00             |
|                | <b>Expense</b>                 | <b>0.00</b>     | <b>1,960.75</b>  | <b>1,960.75</b>  | <b>-1,960.75</b> | <b>0.00</b>      |
| 403            | <b>Street Capital Projects</b> | <b>4,000.00</b> | <b>31,285.98</b> | <b>-1,206.25</b> | <b>5,206.25</b>  | <b>-30.16</b>    |

# General Ledger Revenue vs Expense



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| Account Number | Description                  | Budget           | Current Period   | YTD Balance   | Variance         | % Expend/Collect |
|----------------|------------------------------|------------------|------------------|---------------|------------------|------------------|
| 404            | <b>Park Capital Projects</b> |                  |                  |               |                  |                  |
|                | Revenue                      |                  |                  |               |                  |                  |
|                | Intergovernmental Revenues   | 0.00             | 28,750.00        | 28,750.00     | -28,750.00       | 0.00             |
|                | Miscellaneous Revenue        | 4,000.00         | 117.13           | -27,919.80    | 31,919.80        | -698.00          |
|                | Other Financing Sources      | 0.00             | 0.00             | 0.00          | 0.00             | 0.00             |
|                | <b>Revenue</b>               | <b>4,000.00</b>  | <b>28,867.13</b> | <b>830.20</b> | <b>3,169.80</b>  | <b>20.76</b>     |
|                | Expense                      |                  |                  |               |                  |                  |
|                | Supplies                     | 0.00             | 0.00             | 0.00          | 0.00             | 0.00             |
|                | Capital Outlay               | 7,500.00         | 0.00             | 0.00          | 7,500.00         | 0.00             |
|                | Other Uses                   | 0.00             | 0.00             | 0.00          | 0.00             | 0.00             |
|                | <b>Expense</b>               | <b>7,500.00</b>  | <b>0.00</b>      | <b>0.00</b>   | <b>7,500.00</b>  | <b>0.00</b>      |
| 404            | <b>Park Capital Projects</b> | <b>-3,500.00</b> | <b>28,867.13</b> | <b>830.20</b> | <b>-4,330.20</b> | <b>-23.72</b>    |

# General Ledger

## Revenue vs Expense



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| Account Number | Description                | Budget      | Current Period | YTD Balance | Variance    | % Expend/Collect |
|----------------|----------------------------|-------------|----------------|-------------|-------------|------------------|
| 405            | Rosehill Tax Increment     |             |                |             |             |                  |
|                | Revenue                    | 0.00        | 0.00           | 0.00        | 0.00        | 0.00             |
|                | Miscellaneous Revenue      | 0.00        | 0.00           | 0.00        | 0.00        | 0.00             |
|                | Other Financing Sources    |             |                |             |             |                  |
|                | <b>Revenue</b>             | <b>0.00</b> | <b>0.00</b>    | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>      |
|                | Expense                    |             |                |             |             |                  |
|                | Other Services and Charges | 0.00        | 0.00           | 0.00        | 0.00        | 0.00             |
|                | <b>Expense</b>             | <b>0.00</b> | <b>0.00</b>    | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>      |
| 405            | Rosehill Tax Increment     | 0.00        | 0.00           | 0.00        | 0.00        | 0.00             |

# General Ledger Revenue vs Expense



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| Account Number | Description                | Budget            | Current Period | YTD Balance   | Variance          | % Expend/Collect |
|----------------|----------------------------|-------------------|----------------|---------------|-------------------|------------------|
| 414            | <b>Development</b>         |                   |                |               |                   |                  |
|                | Revenue                    |                   |                |               |                   |                  |
|                | Miscellaneous Revenue      | 4,000.00          | 88.27          | 659.46        | 3,340.54          | 16.49            |
|                | Other Financing Sources    | 0.00              | 0.00           | 0.00          | 0.00              | 0.00             |
|                | <b>Revenue</b>             | <b>4,000.00</b>   | <b>88.27</b>   | <b>659.46</b> | <b>3,340.54</b>   | <b>16.49</b>     |
|                | <b>Expense</b>             |                   |                |               |                   |                  |
|                | Other Services and Charges | 0.00              | 0.00           | 0.00          | 0.00              | 0.00             |
|                | Other Uses                 | 67,956.00         | 0.00           | 0.00          | 67,956.00         | 0.00             |
|                | <b>Expense</b>             | <b>67,956.00</b>  | <b>0.00</b>    | <b>0.00</b>   | <b>67,956.00</b>  | <b>0.00</b>      |
| 414            | <b>Development</b>         | <b>-63,956.00</b> | <b>88.27</b>   | <b>659.46</b> | <b>-64,615.46</b> | <b>-1.03</b>     |

General Ledger  
Revenue vs Expense



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| Account Number | Description                | Budget      | Current Period | YTD Balance | Variance    | % Expend/Collect |
|----------------|----------------------------|-------------|----------------|-------------|-------------|------------------|
| 415            | Housing Redevelopment      |             |                |             |             |                  |
|                | Revenue                    |             |                |             |             |                  |
|                | Miscellaneous Revenue      | 0.00        | 0.00           | 0.00        | 0.00        | 0.00             |
|                | Other Financing Sources    | 0.00        | 0.00           | 0.00        | 0.00        | 0.00             |
|                | <b>Revenue</b>             | <b>0.00</b> | <b>0.00</b>    | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>      |
|                | Expense                    |             |                |             |             |                  |
|                | Other Services and Charges | 0.00        | 0.00           | 0.00        | 0.00        | 0.00             |
|                | Capital Outlay             | 0.00        | 0.00           | 0.00        | 0.00        | 0.00             |
|                | <b>Expense</b>             | <b>0.00</b> | <b>0.00</b>    | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>      |
| 415            | Housing Redevelopment      | 0.00        | 0.00           | 0.00        | 0.00        | 0.00             |

# General Ledger Revenue vs Expense



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| Account Number | Description                | Budget      | Current Period | YTD Balance | Variance    | % Expend/Collect |
|----------------|----------------------------|-------------|----------------|-------------|-------------|------------------|
| 416            | TIF District No. 1-2       |             |                |             |             |                  |
|                | Revenue                    |             |                |             |             |                  |
|                | Taxes                      | 0.00        | 0.00           | 0.00        | 0.00        | 0.00             |
|                | Miscellaneous Revenue      | 0.00        | 0.00           | 0.00        | 0.00        | 0.00             |
|                | Other Financing Sources    | 0.00        | 0.00           | 0.00        | 0.00        | 0.00             |
|                | <b>Revenue</b>             | <b>0.00</b> | <b>0.00</b>    | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>      |
|                | Expense                    |             |                |             |             |                  |
|                | Other Services and Charges | 0.00        | 0.00           | 0.00        | 0.00        | 0.00             |
|                | Capital Outlay             | 0.00        | 0.00           | 0.00        | 0.00        | 0.00             |
|                | Other Uses                 | 0.00        | 0.00           | 0.00        | 0.00        | 0.00             |
|                | <b>Expense</b>             | <b>0.00</b> | <b>0.00</b>    | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>      |
| 416            | TIF District No. 1-2       | 0.00        | 0.00           | 0.00        | 0.00        | 0.00             |

# General Ledger Revenue vs Expense



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| Account Number | Description                | Budget            | Current Period   | YTD Balance      | Variance          | % Expend/Collect |
|----------------|----------------------------|-------------------|------------------|------------------|-------------------|------------------|
| 602            | Sanitary Sewer Revenue     |                   |                  |                  |                   |                  |
|                | Intergovernmental Revenues | 0.00              | 0.00             | 0.00             | 0.00              | 0.00             |
|                | Charges for Services       | 285,916.00        | 17,749.61        | 29,520.47        | 256,395.53        | 10.32            |
|                | Miscellaneous Revenue      | 16,100.00         | 240.49           | 1,801.67         | 14,298.33         | 11.19            |
|                | Other Financing Sources    | 0.00              | 0.00             | 0.00             | 0.00              | 0.00             |
|                | <b>Revenue</b>             | <b>302,016.00</b> | <b>17,990.10</b> | <b>31,322.14</b> | <b>270,693.86</b> | <b>10.37</b>     |
|                | Expense                    |                   |                  |                  |                   |                  |
|                | Personal Services          | 77,500.00         | 6,046.83         | 11,889.27        | 65,610.73         | 15.34            |
|                | Supplies                   | 800.00            | 47.41            | 47.41            | 752.59            | 5.93             |
|                | Other Services and Charges | 180,573.00        | 14,884.14        | 40,385.81        | 140,187.19        | 22.37            |
|                | Capital Outlay             | 150,000.00        | 0.00             | 0.00             | 150,000.00        | 0.00             |
|                | Other Uses                 | 0.00              | 0.00             | 0.00             | 0.00              | 0.00             |
|                | <b>Expense</b>             | <b>408,873.00</b> | <b>20,978.38</b> | <b>52,322.49</b> | <b>356,550.51</b> | <b>12.80</b>     |
| 602            | Sanitary Sewer             | -106,857.00       | -2,988.28        | -21,000.35       | -85,856.65        | 19.65            |

# General Ledger Revenue vs Expense

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| Account Number | Description                | Budget            | Current Period   | YTD Balance      | Variance          | % Expend/Collect |
|----------------|----------------------------|-------------------|------------------|------------------|-------------------|------------------|
| 603            | Storm Water Revenue        |                   |                  |                  |                   |                  |
|                | Intergovernmental Revenues | 0.00              | 0.00             | 0.00             | 0.00              | 0.00             |
|                | Charges for Services       | 109,338.00        | 19,650.78        | 22,717.14        | 86,620.86         | 20.78            |
|                | Miscellaneous Revenue      | 4,500.00          | 105.07           | 765.81           | 3,734.19          | 17.02            |
|                | Other Financing Sources    | 0.00              | 0.00             | 0.00             | 0.00              | 0.00             |
|                | <b>Revenue</b>             | <b>113,838.00</b> | <b>19,755.85</b> | <b>23,482.95</b> | <b>90,355.05</b>  | <b>20.63</b>     |
|                | <b>Expense</b>             |                   |                  |                  |                   |                  |
|                | Personal Services          | 65,763.00         | 5,136.20         | 10,093.77        | 55,669.23         | 15.35            |
|                | Supplies                   | 750.00            | 47.41            | 47.41            | 702.59            | 6.32             |
|                | Other Services and Charges | 24,150.00         | 2,211.29         | 2,482.23         | 21,667.77         | 10.28            |
|                | Capital Outlay             | 80,000.00         | 0.00             | 0.00             | 80,000.00         | 0.00             |
|                | Other Uses                 | 0.00              | 0.00             | 0.00             | 0.00              | 0.00             |
|                | <b>Expense</b>             | <b>170,663.00</b> | <b>7,394.90</b>  | <b>12,623.41</b> | <b>158,039.59</b> | <b>7.40</b>      |
| 603            | Storm Water                | -56,825.00        | 12,360.95        | 10,859.54        | -67,684.54        | -19.11           |



# General Ledger

## Revenue vs Expense

User: heather.butkowski  
 Printed: 3/17/2021 3:14:31 PM  
 Period 02 - 02  
 Fiscal Year 2021



| Account Number | Description                | Budget      | Current Period | YTD Balance | Variance    | % Expend/Collect |
|----------------|----------------------------|-------------|----------------|-------------|-------------|------------------|
| 999            | <b>Fund</b>                |             |                |             |             |                  |
|                | <b>Revenue</b>             |             |                |             |             |                  |
|                | Taxes                      | 0.00        | 0.00           | 0.00        | 0.00        | 0.00             |
|                | Miscellaneous Revenue      | 0.00        | 0.00           | 0.00        | 0.00        | 0.00             |
|                | Other Financing Sources    | 0.00        | 0.00           | 0.00        | 0.00        | 0.00             |
|                | <b>Revenue</b>             | <b>0.00</b> | <b>0.00</b>    | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>      |
|                | <b>Expense</b>             |             |                |             |             |                  |
|                | Personal Services          | 0.00        | 0.00           | 0.00        | 0.00        | 0.00             |
|                | Other Services and Charges | 0.00        | 0.00           | 0.00        | 0.00        | 0.00             |
|                | Capital Outlay             | 0.00        | 0.00           | 0.00        | 0.00        | 0.00             |
|                | Debt Service               | 0.00        | 0.00           | 0.00        | 0.00        | 0.00             |
|                | Other Uses                 | 0.00        | 0.00           | 0.00        | 0.00        | 0.00             |
|                | <b>Expense</b>             | <b>0.00</b> | <b>0.00</b>    | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>      |
| 999            | <b>Fund</b>                | <b>0.00</b> | <b>0.00</b>    | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>      |

# General Ledger Revenue vs Expense



User: heather.butkowski  
 Printed: 3/17/2021 3:14:31 PM  
 Period 02 - 02  
 Fiscal Year 2021

| Account Number | Description | Budget       | Current Period | YTD Balance  | Variance   | % Expend/Collect |
|----------------|-------------|--------------|----------------|--------------|------------|------------------|
| Revenue Total  |             | 2,139,665.00 | 104,448.77     | 1,406,540.35 | 733,124.65 | 0.6574           |
| Expense Total  |             | 2,428,569.00 | 149,994.62     | 1,753,472.04 | 675,096.96 | 0.722            |
| Grand Total    |             | -288,904.00  | -45,545.85     | -346,931.69  | 58,027.69  | 1.2009           |

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

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

Meeting Date April 13, 2021

ITEM NUMBER Seal Coating Project

STAFF INITIAL

HS

APPROVED BY ADMINISTRATOR

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

Bidding for public infrastructure this spring is interesting. The Council authorized the city engineer to bid the sewer lining project. Those bids came back much higher than expected. The preliminary understanding is that lining materials were impacted by the Texas storms. The City has 60-days to decide whether to award the project. We anticipate waiting for other projects to be bid and see whether the outcome is the same. The shortages are expected to be short-term. If that appears to be the case, we may need to rebid the project and push back implementation to fall/winter.

However, seal coating bids are coming in better than expected. We had been trying to hold out one more year until the school site demolition and excavation were completed. The spring thaw shows the streets in need of patching and a new wear surface. The city engineer outlined the process and timeframe for the work. At this meeting the Council would be authorizing design, approve of the plans, and authorize bidding. Bids would be due May 19 for summer construction.

The funds for the project exist in the Street Project Fund (Fund 403) but would be augmented by the allocation of excess General Fund money to the Street Fund in the following agenda item.

**OPTIONS:**

**STAFF RECOMMENDATION:**

Motion to approve the plans and authorize bidding of the 2021 seal coating project.



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

April 9, 2021  
File: 193801702

**Attention: Ms. Heather Butkowski, City Administrator**

City of Lauderdale  
1891 Walnut Street  
Lauderdale, MN 55113

**Reference: Proposal for Engineering Services – 2021 Seal Coat Project**

Dear Heather:

This letter outlines the Scope of Services and estimated costs for providing design, bidding and construction services for the proposed 2021 Seal Coat Project. The improvements will generally include the crack repair and seal coating of all municipal roadways, alleys, and parking lots, except for Eustis Street and Roselawn Avenue. The attached Location Map identifies these locations. Bituminous patching in select areas will also be included in the project scope. The estimated construction cost is \$250,000.

The total estimated hourly not-to-exceed (without prior authorization) fee for design, bidding, and construction services is \$25,000, including expenses. We estimate an additional \$1,000 in construction materials testing.

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

**Design Services:**

- Review existing conditions of all roads, alleys, and parking lots to identify areas for patching and estimate quantities
- Prepare plans and specifications
- Prepare final opinion of probable construction cost
- Prepare permit application for work within Ramsey County right of way

**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 Seal Coat Project

**Construction Services:**

- Coordinate and attend pre-construction meeting
- 50 hours of construction observation (part-time)
- Contract administration/requests for payment
- Record plan preparation

**Schedule**

The proposed schedule for the project is as follows:

|                    |                                  |
|--------------------|----------------------------------|
| April 13, 2021     | Authorize Design                 |
| April 13, 2021     | Approve plans, authorize bidding |
| May 19, 2021       | Receive bids                     |
| May 25, 2021       | Review Bids, Award Contract      |
| June - August 2021 | Construction                     |
| August 25, 2021    | 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

April 9, 2021

Ms. Heather Butkowski, City Administrator

Page 3 of 3

Reference: Proposal for Engineering Services – 2021 Seal Coat Project

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

Regards,

**Stantec Consulting Services Inc.**

*Kellie M. Schlegel*

**Kellie Schlegel, PE**

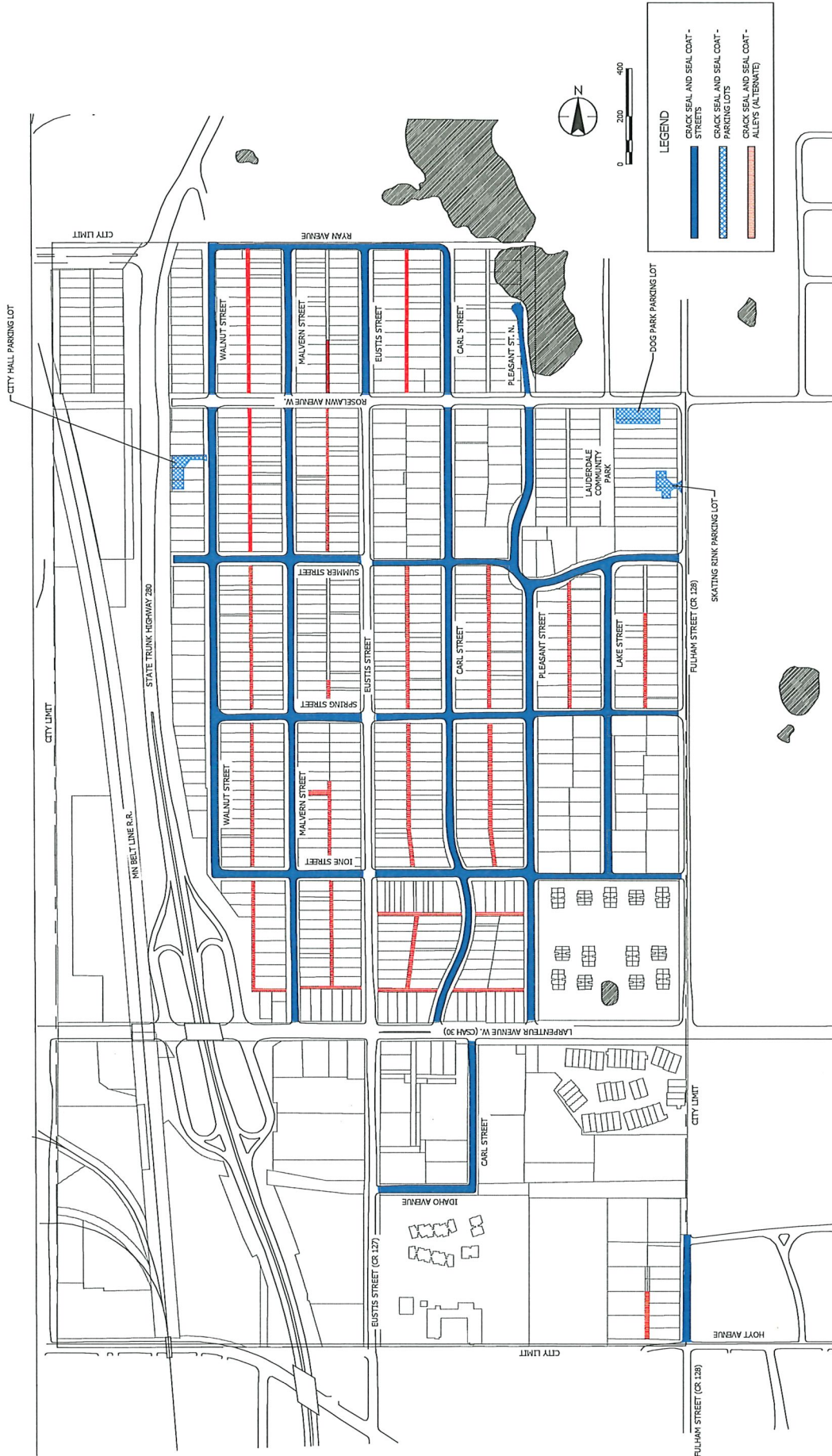
Senior Associate

Phone: 612-712-2125

Kellie.Schlegel@stantec.com

c. file

Attachment: Location Map



LOCATION MAP

CITY OF LAUDERDALE, MN  
2021 SEAL COAT

FIGURE 1

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

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

Meeting Date   April 13, 2021  

ITEM NUMBER   MS4 Permit Submittal  

STAFF INITIAL   AG  

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

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

Staff reviewed the draft MS4 Permit completed by storm water engineers at Stantec. The draft is included in the packet for informational purposes. Staff will submit to the MPCA tomorrow ahead of the April 15 deadline.

**OPTIONS:**

**STAFF RECOMMENDATION:**



# MS4 Part 2 Permit Application

## Authorization to discharge stormwater associated with small Municipal Separate Storm Sewer System (MS4)

Stormwater Pollution Prevention Program (SWPPP) Document

Doc Type: Permit Application

**Instructions:** Submitting this application confirms your intent to receive authorization to discharge stormwater under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) MS4 General Permit (MNR040000). This application is due within 150 days from the issuance date of the MS4 General Permit (MNR040000). Throughout this application there are text fields with a typical maximum limit of four lines. If you need to provide information in a text field that exceeds the maximum limit, please submit an attachment(s) with supplemental information that is labeled with the corresponding field number (e.g., 9.J.).

**Submittal:** This application form and any associated documents (i.e., total maximum daily load (TMDL) application, any supplemental information) must be submitted electronically. To submit this form electronically, open the form using Internet Explorer Web browser or Adobe Acrobat Reader in order for the submit button to work properly. (If you do not have Acrobat Reader, you can download a free version at <https://get.adobe.com/reader/>.) Send the form to the Minnesota Pollution Control Agency (MPCA) by clicking the submit button at the end of the form (a "send email" window should open with the form attached), you can click on "Send" and then close the form. If you do not see a "send email", save the form to your computer and attach the form to an email message, using "MS4 Part 2 Permit Application" as the subject line to [ms4permitprogram.pca@state.mn.us](mailto:ms4permitprogram.pca@state.mn.us).

**Review/Public Notice process:** The MPCA will review the application for completeness. Incomplete applications will be returned. If the MPCA determines the application is complete, the MPCA will make a preliminary determination to issue permit coverage and place the application on public notice for 30 days. Once the applicant addresses any applicable comments or hearing requests, the MPCA will make a final determination to issue permit coverage to the applicant.

Please note, this application is intended to provide information about an applicant's existing SWPPP. An applicant that receives permit coverage is responsible for complying with all new applicable requirements set forth in the MS4 General Permit (MNR040000) by deadlines specified in Appendix B of the reissued permit.

**Questions:** If you have any questions, need additional information, contact MPCA staff. To find the staff assigned to your MS4, refer to the [https://stormwater.pca.state.mn.us/index.php?title=MS4\\_staff\\_contact\\_information\\_and\\_staff\\_assignments](https://stormwater.pca.state.mn.us/index.php?title=MS4_staff_contact_information_and_staff_assignments); or see the staff contact information on the MPCA's MS4 webpage at <https://www.pca.state.mn.us/water/municipal-stormwater-ms4>.

**Note:** All questions with an asterisk(\*) are required fields, and the form will not submit without the fields completed.

### General contact information

1. **MS4 Owner** (with ownership or operational responsibility, or control of the MS4)

\*MS4 permittee name: 1.A. City of Lauderdale \*County: 1.B. Ramsey  
*(City, county, municipality, government agency or other entity)*  
\*Mailing address: 1.C. 1891 Walnut Street  
\*City: 1.D. Lauderdale \*State: 1.E. MN \*Zip code: 1.F. 55113

2. **MS4 General contact** (with SWPPP implementation responsibility)

\*Last name: 2.A. Butkowski \*First name: 2.B. Heather  
*(Department head, MS4 coordinator, consultant, etc.)*  
\*Title: 2.C. City Administrator  
\*Mailing address: 2.D. 1891 Walnut Street  
\*City: 2.E. Lauderdale \*State: 2.F. MN \*Zip code: 2.G. 55113  
\*Phone (including area code): 2.H. (651) 792-7657 \*Email: 2.I. admin@lauderdalemn.org

3. **Preparer information** (complete if SWPPP application is prepared by a party other than MS4 General contact)

Last name: 3.A. Johnson First name: 3.B. Tyler  
*(Department head, MS4 coordinator, consultant, etc.)*  
Title: 3.C. Senior Associate Organization: 3.D. Stantec  
Mailing address: 3.E. 733 Marquette Avenue Suite 1000  
City: 3.F. Minneapolis State: 3.G. MN Zip code: 3.H. 55402  
Phone (including area code): 3.I. (612) 712-2065 Email: 3.J. tyler.johnson@stantec.com

4. **Certification** (All fields are required)

\*Yes - I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gathered and evaluated the information submitted.

*I certify that based on my inquiry of the person, or persons, who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.*

*I am aware that there are significant penalties for submitting false information, including the possibility of civil and criminal penalties.*

*I have read, understood, and accepted all terms and conditions of the NPDES/SDS MS4 General Permit.*

This certification is required by Minn. Stat. §§ 7001.0070 and 7001.0540. The authorized person with overall, MS4 legal responsibility must certify the application (principal executive officer or a ranking elected official).

**By typing/signing my name below**, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing my application.

\*Signature: 4.A.  
(This document has been electronically signed)

\*Title: 4.B. \*Date: 4.C.

\*Mailing address: 4.D.

\*City: 4.E. \*State: 4.F. \*Zip code: 4.G.

\*Phone (including area code): 4.H. \*Email: 4.I.

**Note:** The application will not be processed without certification.

\*5. **Which type of MS4 do you represent?** (Check one)

- 5.A.  City
- 5.B.  County
- 5.C.  Corrections
- 5.D.  Education
- 5.E.  Healthcare
- 5.F.  Township
- 5.G.  Transportation (i.e., Minnesota Department of Transportation [MnDOT])
- 5.H.  Watershed District

\*6. **Permit item 12.3:** Do you have any partnerships with another regulated small MS4(s) to satisfy one or more requirements of the General Permit?

- Yes
- No (skip to Q8)

7. **If yes in Q6, provide a description of the partnership(s):** (Maximum 10 lines of text)

We defer to the Rice Creek Watershed District, Mississippi Watershed Management Organization, and the Capitol Region Watershed District rules when they are more stringent than our rules.

## MCM 1: Public education and outreach

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- \*8. **Permit item 16.3:** Do you distribute educational materials or equivalent outreach focused on at least two (2) specifically selected stormwater-related issues of high priority? (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)

- Yes  
 No (skip to Q11)

9. **If yes in Q8, what are your high-priority topics?** (Check all that apply)

- 9.A.  Specific TMDL reduction targets  
9.B.  Changing local business practices  
9.C.  Promoting adoption of residential best management practices (BMPs)  
9.D.  Lake improvements through lake associations  
9.E.  Household chemicals  
9.F.  Yard waste  
9.G.  Construction activities  
9.H.  Post-construction activities  
9.I.  Other (describe below):  
9.J.

Additional information for checked items (optional):

9.K.

10. **If yes in Q8, how do you educate the public about stormwater-related issues?** (Check all that apply)

- 10.A.  Brochure  
10.B.  Newsletter  
10.C.  Utility bill insert  
10.D.  Newspaper ad  
10.E.  Radio ad  
10.F.  Television ad  
10.G.  Cable access channel  
10.H.  Website  
10.I.  Stormwater-related event  
10.J.  Other (describe below):  
10.K.

Additional information for checked items (optional):

10.L.

- \*11. **Permit item 16.4:** At least once each calendar year, do you distribute educational outreach focused on illicit discharge recognition and reporting illicit discharges? (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)

- Yes  
 No (skip to Q13)

12. **If yes in Q11, how do you educate the public about illicit discharge recognition and reporting?** (Check all that apply)

- 12.A.  Brochure  
12.B.  Newsletter  
12.C.  Utility bill insert



- 12.D.  Newspaper ad
- 12.E.  Radio ad
- 12.F.  Television ad
- 12.G.  Cable access channel
- 12.H.  Website
- 12.I.  Stormwater-related event
- 12.J.  Other (describe below):
- 12.K.

Additional information for checked items (optional):

12.L.

**If you represent a city or township, please answer questions 13-16; if you do not represent a city or township, skip to question 17.**

13. **Permit item 16.5:** At least once each calendar year, do you distribute educational materials or equivalent outreach to residents, businesses, commercial facilities, and institutions, focused on deicing salt use? *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
- Yes
  - No (skip to Q15)

14. **If yes in Q13, what does your education or outreach cover?** (Check all that apply)

- 14.A.  The impacts of salt use on receiving waters
- 14.B.  Methods to reduce salt use
- 14.C.  Proper storage of salt or other deicing materials
- 14.D.  Other (describe below):
- 14.E.

Additional information for checked items (optional):

14.F.

15. **Permit item 16.6:** At least once each calendar year, do you distribute educational materials or equivalent outreach focused on pet waste? *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
- Yes
  - No (skip to Q17)

16. **If yes in Q15, what do your educational materials or equivalent outreach on pet waste include?** (Check all that apply)

- 16.A.  Impacts of pet waste on receiving waters
- 16.B.  Proper management of pet waste
- 16.C.  Any existing regulatory mechanism(s) for pet waste
- 16.D.  Other (describe below):
- 16.E.

Additional information for checked items (optional):

16.F.

---

\*17. **Permit item 16.7:** Do you have an education and outreach plan?

Yes

No (skip to Q19)

18. **If yes in Q17, which components does your education and outreach plan include?** (Check all that apply)

18.A.  Target audience(s) (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*) If checked, specify your target audiences:

18.A.1.  Residents

18.A.2.  Businesses

18.A.3.  Commercial facilities

18.A.4.  Institutions

18.A.5.  Local organizations

18.A.6.  Low income residents

18.A.7.  People of color

18.A.8.  Non-native English speaking residents

18.A.9.  Other (describe below):

18.A.10.

18.B.  Name or position title of responsible person(s) for overall plan implementation.

18.B.1. If checked, specify the name(s) or position title(s):

Heather Butkowski, City Administrator

18.C.  Specific activities and schedules to reach each target audience.

18.C.1. If checked, provide any additional information (optional):

18.D.  A description of any coordination with and/or use of stormwater education and outreach programs implemented by other entities, if applicable.

18.D.1. If checked, provide any additional information (optional):

\*19. **Permit item 16.8:** Do you document information relating to MCM 1?

Yes

No (skip to Q21)

20. **If yes in Q19, what do you document?** (Check all that apply)

20.A.  A description of all specific stormwater-related issues you identified in item 16.3

20.B.  All information required under your education and outreach plan in item 16.7

20.C.  Activities held, including dates, to reach each target audience

20.D.  Quantities and descriptions of educational materials distributed, including dates distributed

20.E.  Estimated audience (e.g., number of participants, viewers, readers, listeners, etc.) for each completed education and outreach activity (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)

- \*21. **Permit item 12.4:** Who is responsible for implementation of this MCM? List name(s) or position title(s):  
Heather Butkowski, City Administrator
22. **Provide any additional information about your current education and outreach program that you would like to share (optional): (Maximum 10 lines of text)**

## MCM 2: Public participation/involvement

---

- \*23. **Permit item 17.3:** Do you provide a minimum of one (1) annual opportunity for the public to provide input on the adequacy of the SWPPP?  
 Yes  
 No (skip to Q25)
24. **If yes in Q23, describe the opportunity(ies):**  
The activity is a public meeting.
- \*25. **Permit item 17.4:** Do you provide access to the SWPPP Document, annual reports, and other documentation that supports or describes the SWPPP (e.g., regulatory mechanism(s), etc.) for public review, upon request?  
 Yes  
 No (skip to Q27)
26. **If yes in Q25, how can the public access this information? (Check all that apply)**  
26.A.  Hardcopy upon request  
26.B.  Our website  
26.C.  Available at public event  
26.D.  Other (describe below):  
26.E.
- \*27. **Permit item 17.5:** Do you consider oral and written input regarding the SWPPP submitted by the public?  
 Yes  
 No
- \*28. **Permit item 17.6:** Each calendar year, do you provide a minimum of one (1) public involvement activity that includes a pollution prevention or water quality theme? (**Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.**)  
 Yes  
 No (skip to Q30)
29. **If yes in Q28, what are the themes of your public involvement activity/activities? (Check all that apply)**  
29.A.  Rain barrel distribution event  
29.B.  Rain garden workshop  
29.C.  Cleanup event  
29.D.  Storm drain stenciling

- 29.E.  Volunteer water quality monitoring
- 29.F.  Adopt a storm drain program
- 29.G.  Household hazardous waste collection day
- 29.H.  Other (describe below):
- 29.I.

Additional information for checked items (optional):

29.J.

\*30. **Permit item 17.7:** Do you document information relating to MCM 2?

- Yes
- No (skip to Q32)

31. **If yes in Q30, what do you document?** (Check all that apply)

- 31.A.  All relevant written input submitted by persons regarding the SWPPP
- 31.B.  All of your responses to written input received regarding the SWPPP, including any modifications made to the SWPPP as a result of the written input received
- 31.C.  Date(s), location(s), and estimated number of participants at events held for purposes of compliance with permit item 17.3
- 31.D.  Notices provided to the public of any events scheduled to meet permit item 17.3, including any electronic correspondence (e.g., website, email distribution lists, notices, etc.)
- 31.E.  Date(s), location(s), description of activities, and estimated number of participants at events held for the purpose of compliance with permit item 17.6 (**Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.**)

\*32. **Permit item 12.4:** Who is responsible for implementation of this MCM? List name(s) or position title(s):

Heather Butkowski, City Administrator

33. **Provide any additional information about your current public participation/involvement program that you would like to share (optional):** (Maximum 10 lines of text)

### MCM 3: Illicit Discharge Detection and Elimination (IDDE)

---

\*34. **Permit item 18.3:** Do you maintain a storm sewer system map?

- Yes
- No (skip to Q36)

35. **If yes in Q34, which of the following does your storm sewer map include?** (Check all that apply)

- 35.A.  All pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes
- 35.B.  Outfalls, including a unique identification (ID) number, and an associated geographic coordinate
- 35.C.  Structural stormwater BMPs that are part of your small MS4
- 35.D.  All receiving waters



\*36. **Permit item 18.4:** Do you have a regulatory mechanism(s) that prohibits non-stormwater discharges into your MS4?

- Yes
- No (skip to Q39)

37. **If yes in Q36, what does your regulatory mechanism(s) consist of?** (Check all that apply)

- 37.A.  Contract language
- 37.B.  Ordinance
- 37.C.  Permits
- 37.D.  Standards
- 37.E.  Written policies
- 37.F.  Operational plans
- 37.G.  Legal agreements
- 37.H.  Other mechanism(s) (describe below):
  - 37.I. The City's Local Surface Water Management Plan

38. **If yes in Q36, provide a website address to the regulatory mechanism(s).** If the regulatory mechanism is not available online, briefly describe how a copy of the regulatory mechanism can be obtained:

<https://www.lauderdalemn.org/city-code>  
<https://www.lauderdalemn.org/storm-water/pages/local-surface-water-management-plan>

**If you represent a city, township, or county please answer question 39. If you do not represent a city, township, or county skip to question 42.**

39. **Permit item 18.5:** Do you have a regulatory mechanism(s) that requires owners or custodians of pets to remove and properly dispose of feces from permittee owned land areas? (**Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.**)

- Yes
- No

**If you represent a city or township, please answer questions 40-41. If you do not represent a city or township, skip to question 42.**

40. **Permit item 18.6:** Do you have a regulatory mechanism(s) that requires proper salt storage at commercial, institutional, and non-NPDES permitted industrial facilities? (**Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.**)

- Yes
- No (Skip to Q42)

41. **If yes in Q40, what does your regulatory mechanism(s) require?** (Check all that apply)

- 41.A.  Designated salt storage areas must be covered or indoors
- 41.B.  Designated salt storage areas must be located on an impervious surface
- 41.C.  Implementation of practices to reduce exposure when transferring material in designated salt storage areas (e.g., sweeping, diversions, and containment)
- 41.D.  Other (describe below):
  - 41.E.

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\*42. **Permit item 18.7:** Do you incorporate illicit discharge detection into all inspection and maintenance activities conducted in permit items 21.9, 21.10, and 21.11?

- Yes
- No (Skip to Q44)

43. **If yes in Q42:** where feasible, do you conduct illicit discharge inspections during dry-weather conditions (e.g., periods of 72 or more hours of no precipitation)?

- Yes
- No



- \*44. **Permit item 18.8:** At least once each calendar year, do you train all field staff in illicit discharge recognition (including conditions which could cause illicit discharges), and reporting illicit discharges for further investigation? *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
- Yes  
 No (Skip to Q47)
45. **If yes in Q44, which field staff do you train?** (Check all that apply)
- 45.A.  Police  
45.B.  Fire department  
45.C.  Public works  
45.D.  Parks staff  
45.E.  Other (describe below):  
45.F. Construction Stormwater Inspectors that are consultants receive training as well.
46. **If yes in Q44, how do you train staff?** (Check all that apply)
- 46.A.  Videos  
46.B.  In-person presentations  
46.C.  Webinars  
46.D.  Training documents  
46.E.  Emails  
46.F.  Other (describe below):  
46.G. In-office discussions and MN+PCA waste water seminar.
- \*47. **Permit item 18.9:** Do you ensure that individuals receive training commensurate with their responsibilities as they relate to your IDDE program? Individuals includes, but is not limited to, individuals responsible for investigating, locating, eliminating illicit discharges, and/or enforcement. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
- Yes  
 No (Skip to Q50)
48. **If yes in Q47, how are these individuals trained?** (Check all that apply)
- 48.A.  Videos  
48.B.  In-person presentations  
48.C.  Webinars  
48.D.  Training documents  
48.E.  Emails  
48.F.  Other (describe below):  
48.G.
49. **If yes in Q47, do previously trained individuals attend a refresher-training every three (3) calendar years following the initial training?**
- Yes  
 No
- \*50. **Permit item 18.10:** Do you maintain a written or mapped inventory of priority areas you identify as having a higher likelihood for illicit discharges? *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
- Yes  
 No

- \*51. **Permit item 18.11:** To the extent allowable under state or local law, do you conduct additional illicit discharge inspections in priority areas?  
 Yes  
 No (Skip to Q53)
52. **If yes in Q51,** how often do you conduct illicit discharge inspections in priority areas:  
 The City is a small community with only 17 outfalls, which allows public works and other staff to inspect the storm sewer system on an annual basis, at minimum.
- \*53. **Permit item 18.12:** Do you have written procedures for investigating, locating, and eliminating the source of illicit discharges? *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*  
 Yes  
 No (Skip to Q55)
54. **If yes in Q53, what do your procedures include? Check all that apply:** *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
- 54.A.  A timeframe in which you will investigate a reported illicit discharge  
 54.A.1. If checked, describe:
- 54.B.  Use of visual inspections to detect and track the source of an illicit discharge
- 54.C.  Tools to investigate and locate an illicit discharge  
 If checked, what tools do you use? (Check all that apply)
- 54.C.1.  Mobile cameras  
 54.C.2.  Collecting and analyzing water samples  
 54.C.3.  Smoke testing  
 54.C.4.  Dye testing  
 54.C.5.  Other (describe below):  
 54.C.6
- 54.D.  Cleanup methods to remove an illicit discharge or spill:  
 54.D.1. If checked, describe:
- 54.E.  Name or position title of responsible person(s) for investigating, locating, and eliminating an illicit discharge  
 54.E.1. If checked, specify the name(s) or position title(s):
- \*55. **Permit item 18.13:** Do you have written procedures for responding to spills, including emergency response procedures to prevent spills from entering the MS4?  
 Yes  
 No (Skip to Q57)
56. **If yes in Q55, do your written procedures include the immediate notification of the Minnesota Department of Public Safety Duty Officer at 1-800-422-0798 (toll free) or 651-649-5451 (Metro area), if the source of the illicit discharge is a spill or leak as defined in Minn. Stat. § 115.061?**  
 Yes  
 No

- \*57. **Permit item 18.14:** Do you maintain written enforcement response procedures (ERPs) to compel compliance with your regulatory mechanism(s) in Section 18? *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
- Yes  
 No (Skip to Q60)
58. **If yes in Q57, which of the following enforcement tools are available to you?** (Check all that apply)
- 58.A.  Verbal warning  
58.B.  Notice of violation  
58.C.  Fine  
58.D.  Criminal action  
58.E.  Civil penalty  
58.F.  Other (describe below):  
58.G.
59. **If yes in Q57, do your ERPs include the following?** (Check all that apply)
- 59.A.  Timeframes to complete corrective actions  
59.B.  Name or position title of responsible person(s) for conducting enforcement
- \*60. **Permit item 18.15:** Do you document information relating to MCM 3?
- Yes  
 No (Skip to Q62)
61. **If yes in Q60, what do you document?** (Check all that apply)
- 61.A.  Date(s) and location(s) of IDDE inspections conducted in accordance with permit items 18.7 and 18.11  
61.B.  Reports of alleged illicit discharges received, including date(s) of the report(s), and any follow-up action(s) you take  
61.C.  Date(s) of discovery of all illicit discharges  
61.D.  Identification of outfalls, or other areas, where illicit discharges have been discovered  
61.E.  Sources (including a description and the responsible party) of illicit discharges (if known)  
61.F.  Action(s) you take, including date(s), to address discovered illicit discharges
- \*62. **Permit item 18.16:** Do you document training relating to permit item 18.8 and 18.9?
- Yes  
 No (Skip to Q64)
63. **If yes in Q62, what training information do you document?** (Check all that apply)
- 63.A.  General subject matter covered  
63.B.  Names and departments of individuals in attendance  
*(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*  
63.C.  Date of each event
- \*64. **Permit item 18.17:** Do you document enforcement conducted pursuant to the ERPs in item 18.14, including verbal warnings?
- Yes  
 No (Skip to Q66)
65. **If yes in Q64, what do you document relating to ERPs for MCM 3?** (Check all that apply)
- 65.A.  Name of the person responsible for violating the terms and conditions of your regulatory mechanism(s)  
65.B.  Date(s) and location(s) of the observed violation(s)  
65.C.  Description of the violation(s)  
65.D.  Corrective action(s) (including completion schedule) that you issued  
65.E.  Referrals to other regulatory organizations (if any)  
65.F.  Date(s) violation(s) resolved
- \*66. **Permit item 12.4:** Who is responsible for implementation of this MCM? List name(s) or position title(s):  
Heather Butkowski, City Administrator

67. Provide any additional information about your current illicit discharge detection and elimination program that you would like to share (optional): **(Maximum 10 lines of text)**

## MCM 4: Construction site stormwater runoff control

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- \*68. **Permit item 19.3:** Do you have a regulatory mechanism(s) that establishes requirements for erosion, sediment, and waste controls?  
 Yes  
 No (skip to Q73)
69. **If yes in Q68, what does your regulatory mechanism(s) consist of?** (Check all that apply)  
69.A.  Contract language  
69.B.  Ordinance  
69.C.  Permits  
69.D.  Standards  
69.E.  Written policies  
69.F.  Operational plans  
69.G.  Legal agreements  
69.H.  Other mechanism(s) (describe below):  
69.I. Through the Local Surface Water Management Plan
70. **If yes in Q68, provide a website address to the regulatory mechanism(s). If the regulatory mechanism is not available online, briefly describe how a copy of the regulatory mechanism can be obtained:**  
[https://www.lauderdalemn.org/sites/g/files/vyhlf6506f/uploads/08-04\\_stormwater\\_management\\_as\\_adopted\\_012715.pdf](https://www.lauderdalemn.org/sites/g/files/vyhlf6506f/uploads/08-04_stormwater_management_as_adopted_012715.pdf)  
<https://www.lauderdalemn.org/storm-water/pages/local-surface-water-management-plan>
71. **If yes in Q68, is your regulatory mechanism(s) at least as stringent as the MPCA's most current Construction Stormwater General Permit (MNR100001) for erosion, sediment, and waste controls by incorporating the Construction Stormwater General Permit by reference, or by incorporating all items in Q72?**  
 Yes (skip to Q73)  
 No
72. **If no in Q71, which of the following requirements are incorporated into your regulatory mechanism(s)?** (Check all that apply)  
**72.A. Erosion prevention practices:**  
72.A.1.  Before work begins, owner(s)/operator(s) must delineate the location of areas not to be disturbed.  
72.A.2.  Owner(s)/operator(s) must minimize the need for disturbance of portions of the project with steep slopes. When steep slopes must be disturbed, owner(s)/operator(s) must use techniques such as phasing and stabilization practices designed for steep slopes (e.g., slope draining and terracing).  
72.A.3.  Owner(s)/operator(s) must stabilize all exposed soil areas, including stockpiles. Stabilization must be initiated immediately to limit soil erosion when construction activity has permanently or temporarily ceased on any portion of the site and will not resume for a period exceeding 14 calendar days. Stabilization must be completed no later than 14 calendar days after the construction activity has ceased. Stabilization is not required on constructed base components of roads, parking lots and similar surfaces. Stabilization is not required on temporary stockpiles without significant silt, clay or organic components (e.g., clean aggregate stockpiles, demolition concrete stockpiles, sand stockpiles) but owner(s)/operator(s) must provide sediment controls at the base of the stockpile.

- 72.A.4.  For Public Waters that the Minnesota Department of Natural Resources (DNR) has promulgated "work in water restrictions" during specified fish spawning time frames, owner(s)/operator(s) must complete stabilization of all exposed soil areas within 200 feet of the water's edge, and that drain to these waters, within 24 hours during the restriction period.
- 72.A.5.  Owner(s)/operator(s) must stabilize the normal wetted perimeter of the last 200 linear feet of temporary or permanent drainage ditches or swales that drain water from the site within 24 hours after connecting to a surface water or property edge. Owner(s)/operator(s) must complete stabilization of the remaining portions of temporary or permanent ditches or swales within 14 calendar days after connecting to a surface water or property edge and construction in that portion of the ditch temporarily or permanently ceases.
- 72.A.6.  Temporary or permanent ditches or swales that are being used as a sediment containment system during construction (with properly designed rock-ditch checks, bio rolls, silt dikes, etc.) do not need to be stabilized. Owner(s)/operator(s) must stabilize these areas within 24 hours after their use as a sediment containment system ceases.
- 72.A.7.  Owner(s)/operator(s) must not use mulch, hydromulch, tackifier, polyacrylamide or similar erosion prevention practices within any portion of the normal wetted perimeter of a temporary or permanent drainage ditch or swale section with a continuous slope of greater than two percent.
- 72.A.8.  Owner(s)/operator(s) must provide temporary or permanent energy dissipation at all pipe outlets within 24 hours after connection to a surface water or permanent stormwater treatment system.
- 72.A.9.  Owner(s)/operator(s) must not disturb more land (i.e., phasing) than can be effectively inspected and maintained.

**72.B. Sediment control practices:**

- 72.B.1.  Owner(s)/operator(s) must establish sediment control BMPs on all down gradient perimeters of the site and downgradient areas of the site that drain to any surface water, including curb and gutter systems. Owner(s)/operator(s) must locate sediment control practices upgradient of any buffer zones. Owner(s)/operator(s) must install sediment control practices before any upgradient land-disturbing activities begin and must keep the sediment control practices in place until they establish permanent cover.
- 72.B.2.  If the downgradient sediment controls are overloaded, based on frequent failure or excessive maintenance requirements, owner(s)/operator(s) must install additional upgradient sediment control practices or redundant BMPs to eliminate the overloading and amend the site plans to identify these additional practices.
- 72.B.3.  Temporary or permanent drainage ditches and sediment basins designed as part of a sediment containment system (e.g., ditches with rock-check dams) require sediment control practices only as appropriate for site conditions.
- 72.B.4.  A floating silt curtain placed in the water is not a sediment control BMP to satisfy perimeter control requirements in this part except when working on a shoreline or below the waterline. Immediately after the short term construction activity (e.g. installation of rip rap along the shoreline) in that area is complete, owner(s)/operator(s) must install an upland perimeter control practice if exposed soils still drain to a surface water.
- 72.B.5.  Owner(s)/operator(s) must re-install all sediment control practices adjusted or removed to accommodate short-term activities such as clearing or grubbing, or passage of vehicles, immediately after the short-term activity is completed. Owner(s)/operator(s) must re-install sediment control practices before the next precipitation event even if the short-term activity is not complete.
- 72.B.6.  Owner(s)/operator(s) must protect all storm drain inlets using appropriate BMPs during construction until they establish permanent cover on all areas with potential for discharging to the inlet.
- 72.B.7.  Owner(s)/operator(s) may remove inlet protection for a particular inlet if a specific safety concern (e.g., street flooding/freezing) is identified by owner(s)/operator(s) or the jurisdictional authority (e.g., city/county/township/ MnDOT engineer). Owner(s)/operator(s) must document the need for removal in the site plans.
- 72.B.8.  Owner(s)/operator(s) must provide silt fence or other effective sediment controls at the base of stockpiles on the downgradient perimeter.
- 72.B.9.  Owner(s)/operator(s) must locate stockpiles outside of natural buffers or surface waters, including stormwater conveyances such as curb and gutter systems unless there is a bypass in place for the stormwater.
- 72.B.10.  Owner(s)/operator(s) must install a vehicle tracking BMP to minimize the track out of sediment from the construction site or onto paved roads within the site.
- 72.B.11.  Owner(s)/operator(s) must use street sweeping if vehicle tracking BMPs are not adequate to prevent sediment tracking onto the street.
- 72.B.12.  In any areas of the site where final vegetative stabilization will occur, owner(s)/operator(s) must restrict vehicle and equipment use to minimize soil compaction.
- 72.B.13.  Owner(s)/operator(s) must preserve topsoil on the site, unless infeasible.
- 72.B.14.  Owner(s)/operator(s) must direct discharges from BMPs to vegetated areas unless infeasible.
- 72.B.15.  Owner(s)/operator(s) must preserve a 50 foot natural buffer or, if a buffer is infeasible on the site, provide redundant (double) perimeter sediment controls when a surface water is located within 50 feet of the project's earth disturbances and stormwater flows to the surface water. Owner(s)/operator(s) must install

perimeter sediment controls at least 5 feet apart unless limited by lack of available space. Natural buffers are not required adjacent to road ditches, judicial ditches, county ditches, stormwater conveyance channels, storm drain inlets, and sediment basins. If preserving the buffer is infeasible, owner(s)/operator(s) must document the reasons in the site plans. Sheet piling is a redundant perimeter control if installed in a manner that retains all stormwater.

- 72.B.16.  Owner(s)/operator(s) must use polymers, flocculants, or other sedimentation treatment chemicals in accordance with accepted engineering practices, dosing specifications and sediment removal design specifications provided by the manufacturer or supplier. Owner(s)/operator(s) must use conventional erosion and sediment controls prior to chemical addition and must direct treated stormwater to a sediment control system for filtration or settlement of the floc prior to discharge.

#### 72.C. Dewatering and basin draining:

- 72.C.1.  Owner(s)/operator(s) must discharge turbid or sediment-laden waters related to dewatering or basin draining (e.g., pumped discharges, trench/ditch cuts for drainage) to a temporary or permanent sediment basin on the project site unless infeasible. Owner(s)/operator(s) may dewater to surface waters if they visually check to ensure adequate treatment has been obtained and nuisance conditions (see Minn. R. 7050.0210, subp. 2) will not result from the discharge. If owner(s)/operator(s) cannot discharge the water to a sedimentation basin prior to entering a surface water, owner(s)/operator(s) must treat it with appropriate BMPs such that the discharge does not adversely affect the surface water or downstream properties.
- 72.C.2.  If owner(s)/operator(s) must discharge water that contains oil or grease, owner(s)/operator(s) must use an oil-water separator or suitable filtration device (e.g. cartridge filters, absorbents pads) prior to discharge.
- 72.C.3.  Owner(s)/operator(s) must discharge all water from dewatering or basin-draining activities in a manner that does not cause erosion or scour in the immediate vicinity of discharge points or inundation of wetlands in the immediate vicinity of discharge points that causes significant adverse impact to the wetland.
- 72.C.4.  If owner(s)/operator(s) use filters with backwash water, they must haul the backwash water away for disposal, return the backwash water to the beginning of the treatment process, or incorporate the backwash water into the site in a manner that does not cause erosion.

#### 72.D. Inspection and maintenance:

- 72.D.1.  Owner(s)/operator(s) must ensure that a trained person will inspect the entire construction site at least once every seven (7) days during active construction and within 24 hours after a rainfall event greater than one-half inch in 24 hours.
- 72.D.2.  Owner(s)/operator(s) must inspect and maintain all permanent stormwater treatment BMPs.
- 72.D.3.  Owner(s)/operator(s) must inspect all erosion prevention and sediment control BMPs and Pollution Prevention Management Measures to ensure integrity and effectiveness. Owner(s)/operator(s) must repair, replace, or supplement all nonfunctional BMPs with functional BMPs by the end of the next business day after discovery unless another time frame is specified below. Owner(s)/operator(s) may take additional time if field conditions prevent access to the area.
- 72.D.4.  During each inspection, owner(s)/operator(s) must inspect surface waters, including drainage ditches and conveyance systems but not curb and gutter systems, for evidence of erosion and sediment deposition. Owner(s)/operator(s) must remove all deltas and sediment deposited in surface waters, including drainage ways, catch basins, and other drainage systems and restabilize the areas where sediment removal results in exposed soil. Owner(s)/operator(s) must complete removal and stabilization within seven (7) calendar days of discovery unless precluded by legal, regulatory, or physical access constraints. Owner(s)/operator(s) must use all reasonable efforts to obtain access. If precluded, removal and stabilization must take place within seven (7) calendar days of obtaining access. Owner(s)/operator(s) are responsible for contacting all local, regional, state and federal authorities and receiving any applicable permits, prior to conducting any work in surface waters.
- 72.D.5.  Owner(s)/operator(s) must inspect construction site vehicle exit locations, streets and curb and gutter systems within and adjacent to the project for sedimentation from erosion or tracked sediment from vehicles. Owner(s)/operator(s) must remove sediment from all paved surfaces within one (1) calendar day of discovery or, if applicable, within a shorter time to avoid a safety hazard to users of public streets.
- 72.D.6.  Owner(s)/operator(s) must repair, replace, or supplement all perimeter control devices when they become nonfunctional or the sediment reaches one-half of the height of the device.
- 72.D.7.  Owner(s)/operator(s) must drain temporary and permanent sedimentation basins and remove the sediment when the depth of sediment collected in the basin reaches one-half of the storage volume.
- 72.D.8.  Owner(s)/operator(s) must ensure that at least one individual present on the site (or available to the project site in three (3) calendar days) is trained in the job duties of overseeing the implementation of, revising and/or amending the site plans and performing inspections for the project.
- 72.D.9.  Owner(s)/operator(s) may adjust the inspection schedule as follows:
- inspections of areas with permanent cover can be reduced to once per month, even if construction activity continues on other portions of the site; or
  - where construction sites have permanent cover on all exposed soil areas and no construction activity is occurring anywhere on the site, inspections can be reduced to once per month and, after 12 months, may be suspended completely until construction activity resumes. The MPCA may require inspections to resume if conditions warrant; or

- c. where construction activity has been suspended due to frozen ground conditions, inspections may be suspended. Inspections must resume within 24 hours of runoff occurring, or upon resuming construction, whichever comes first.
- 72.D.10  Owner(s)/operator(s) must record all inspections and maintenance activities within 24 hours of being conducted and these records must be retained with the site plans. These records must include:
- a. date and time of inspections; and
  - b. name of person(s) conducting inspections; and
  - c. accurate findings of inspections, including the specific location where corrective actions are needed; and
  - d. corrective actions taken (including dates, times, and party completing maintenance activities); and
  - e. date of all rainfall events greater than one-half inch in 24 hours, and the amount of rainfall for each event. Owner(s)/operator(s) must obtain rainfall amounts by either a properly maintained rain gauge installed onsite, a weather station that is within one (1) mile of owner(s)/operator(s) location, or a weather reporting system that provides site specific rainfall data from radar summaries; and
  - f. if owner(s)/operator(s) observe a discharge during the inspection, they must record and should photograph and describe the location of the discharge (i.e., color, odor, settled or suspended solids, oil sheen, and other obvious indicators of pollutants); and
  - g. any amendments to the site plans proposed as a result of the inspection must be documented within seven (7) calendar days.

**72.E. Inspection and maintenance:**

- 72.E.1.  Owner(s)/operator(s) must place building products and landscape materials under cover (e.g., plastic sheeting or temporary roofs) or protect them by similarly effective means designed to minimize contact with stormwater. Owner(s)/operator(s) are not required to cover or protect products which are either not a source of contamination to stormwater or are designed to be exposed to stormwater.
- 72.E.2.  Owner(s)/operator(s) must place pesticides, fertilizers and treatment chemicals under cover (e.g., plastic sheeting or temporary roofs) or protect them by similarly effective means designed to minimize contact with stormwater.
- 72.E.3.  Owner(s)/operator(s) must store hazardous materials and toxic waste, (including oil, diesel fuel, gasoline, hydraulic fluids, paint solvents, petroleum-based products, wood preservatives, additives, curing compounds, and acids) in sealed containers to prevent spills, leaks or other discharge. Storage and disposal of hazardous waste materials must be in compliance with Minn. R. ch. 7045 including secondary containment as applicable.
- 72.E.4.  Owner(s)/operator(s) must properly store, collect, and dispose of solid waste in compliance with Minn. R. ch. 7035.
- 72.E.5.  Owner(s)/operator(s) must position portable toilets so they are secure and will not tip or be knocked over. Owner(s)/operator(s) must dispose of sanitary waste in accordance with Minn. R. ch. 7041.
- 72.E.6.  Owner(s)/operator(s) must take reasonable steps to prevent the discharge of spilled or leaked chemicals, including fuel, from any area where chemicals or fuel will be loaded or unloaded including the use of drip pans or absorbents unless infeasible. Owner(s)/operator(s) must ensure adequate supplies are available at all times to clean up discharged materials and that an appropriate disposal method is available for recovered spilled materials. Owner(s)/operator(s) must report and clean up spills immediately as required by Minn. Stat. § 115.061, using dry clean up measures where possible.
- 72.E.7.  Owner(s)/operator(s) must limit vehicle exterior washing and equipment to a defined area of the site. Owner(s)/operator(s) must contain runoff from the washing area in a sediment basin or other similarly effective controls and must dispose of waste from the washing activity properly. Owner(s)/operator(s) must properly use and store soaps, detergents, or solvents.
- 72.E.8.  Owner(s)/operator(s) must provide effective containment for all liquid and solid wastes generated by washout operations (e.g., concrete, stucco, paint, form release oils, curing compounds and other construction materials) related to the construction activity. Owner(s)/operator(s) must prevent liquid and solid washout wastes from contacting the ground and must design the containment so it does not result in runoff from the washout operations or areas. Owner(s)/operator(s) must properly dispose of liquid and solid wastes in compliance with Minn. R. ch. 7035. Owner(s)/operator(s) must install a sign indicating the location of the washout facility.

**72.F. Temporary sediment basins:**

- 72.F.1.  Where ten (10) or more acres of disturbed soil drain to a common location, owner(s)/operator(s) must provide a temporary sediment basin to provide treatment of the runoff before it leaves the construction site or enters surface waters. Owner(s)/operator(s) may convert a temporary sediment basin to a permanent basin after construction is complete. The temporary basin is no longer required when permanent cover has reduced the acreage of disturbed soil to less than ten (10) acres draining to a common location.
- 72.F.2.  The temporary basin must provide live storage for a calculated volume of runoff from a two (2)-year, 24-hour storm from each acre drained to the basin or 1,800 cubic feet of live storage per acre drained, whichever is greater.

- 72.F.3.  Where owner(s)/operator(s) have not calculated the two (2)-year, 24-hour storm runoff amount, the temporary sediment basin must provide 3,600 cubic feet of live storage per acre of the basin's drainage area.
- 72.F.4.  Owner(s)/operator(s) must design basin outlets to prevent short-circuiting and the discharge of floating debris.
- 72.F.5.  Owner(s)/operator(s) must design the outlet structure to withdraw water from the surface to minimize the discharge of pollutants. Owner(s)/operator(s) may temporarily suspend the use of a surface withdrawal mechanism during frozen conditions. The basin must include a stabilized emergency overflow to prevent failure of pond integrity.
- 72.F.6.  Owner(s)/operator(s) must provide energy dissipation for the basin outlet within 24 hours after connection to a surface water.
- 72.F.7.  Owner(s)/operator(s) must locate temporary basins outside of surface waters and any required buffer zones.
- 72.F.8.  Owner(s)/operator(s) must construct temporary basins prior to disturbing (10) or more acres of soil draining to a common location.
- 72.F.9.  Where a temporary sediment basin meeting the requirements of this part is infeasible, owner(s)/operator(s) must install effective sediment controls such as smaller sediment basins and/or sediment traps, silt fences, vegetative buffer strips or any appropriate combination of measures as dictated by individual site conditions. In determining whether installing a sediment basin is infeasible, owner(s)/operator(s) must consider public safety and may consider factors such as site soils, slope, and available area on-site. Owner(s)/operator(s) must document this determination of infeasibility in the site plans.

**72.G. Termination conditions:**

- 72.G.1.  Owner(s)/operator(s) must complete all construction activity and must install permanent cover over all areas. Vegetative cover must consist of a uniform perennial vegetation with a density of 70 percent of its expected final growth. Vegetation is not required where the function of a specific area dictates no vegetation, such as impervious surfaces or the base of a sand filter.
- 72.G.2.  Owner(s)/operator(s) must clean the permanent stormwater treatment system of any accumulated sediment and must ensure the system meets all applicable requirements and is operating as designed.
- 72.F.3.  Owner(s)/operator(s) must remove all sediment from conveyance systems.
- 72.G.4.  Owner(s)/operator(s) must remove all temporary synthetic erosion prevention and sediment control BMPs. Owner(s)/operator(s) may leave BMPs designed to decompose on-site in place.
- 72.G.5.  For residential construction only, permit coverage terminates on individual lots if the structure(s) are finished and temporary erosion prevention and downgradient perimeter control is complete and the residence sells to the homeowner.
- 72.G.6.  For construction projects on agricultural land (e.g., pipelines across cropland), owner(s)/operator(s) must return the disturbed land to its preconstruction agricultural use.

**72.H. If applicable, additional requirements for discharges to special and impaired waters:**

- 72.H.1.  Owner(s)/operator(s) must immediately initiate stabilization of exposed soil areas, and complete the stabilization within seven (7) calendar days after the construction activity in that portion of the site temporarily or permanently ceases.
- 72.H.2.  Owner(s)/operator(s) must provide a temporary sediment basin for common drainage locations that serve an area with five (5) or more acres disturbed at one time.
- 72.H.3.  Owner(s)/operator(s) must include an undisturbed buffer zone of not less than 100 linear feet from a special water (not including tributaries) and must maintain this buffer zone at all times, both during construction and as a permanent feature post construction, except where a water crossing or other encroachment is necessary to complete the project. Owner(s)/operator(s) must fully document the circumstance and reasons the buffer encroachment is necessary in the site plans and include restoration activities. Owner(s)/operator(s) must minimize all potential water quality, scenic and other environmental impacts of these exceptions by the use of additional or redundant (double) BMPs and must document this in the site plans for the project.
- 72.H.4.  Owner(s)/operator(s) must conduct routine site inspections once every three (3) days for projects that discharge to prohibited waters.

\*73. **Permit item 19.5:** Does your regulatory mechanism(s) require that owners and operators of construction activity develop site plans that must be submitted to you for review and confirmation that regulatory mechanism(s) requirements have been met, prior to the start of construction activity?

- Yes
- No

\*74. **Permit item 19.6:** Do you have written procedures for site plan reviews to ensure compliance with requirements of the regulatory mechanism(s)? (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)

- Yes
- No (Skip to Q76)



75. **If yes in Q74, do your procedures include the following?** (Check all that apply)
- 75.A.  Written notification to owners and operators of the need to apply for and obtain coverage under the CSW Permit.
- 75.B.  Use of a written checklist, consistent with the requirements of the regulatory mechanism(s), to document the adequacy of each site plan required.
- \*76. **Permit item 19.7:** Do you have written procedures for conducting site inspections to determine compliance with your regulatory mechanism(s)?
- Yes
- No
- \*77. **Permit item 19.8:** Do you maintain written procedures for identifying high-priority and low-priority sites for inspection? **(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**
- Yes
- No (Skip to Q79)
78. **If yes in Q77, do your procedures include the following?** (Check all that apply)
- 78.A.  A detailed explanation describing how sites will be categorized as either high-priority or low-priority.  
If checked, how do you prioritize sites for inspection? (Check all that apply)
- 78.A.1.  Site topography
- 78.A.2.  Soil characteristics
- 78.A.3.  Types of receiving water(s)
- 78.A.4.  Stage of construction
- 78.A.5.  Compliance history
- 78.A.6.  Weather conditions
- 78.A.7.  Citizen complaints
- 78.A.8.  Project size
- 78.A.9.  Other (describe below):
- 78.A.10.
- 78.B.  A frequency at which you will conduct inspections for high-priority sites.  
If checked, how often will you inspect high-priority sites? (Check only one)
- 78.B.1.  More than once every seven (7) days
- 78.B.2.  Once every seven (7) days
- 78.B.3.  Once every 14 days
- 78.B.4.  Once every 21 days
- 78.B.5.  Once every 30 days
- 78.B.6.  Other (describe below):
- 78.B.7.
- 78.C.  A frequency at which you will conduct inspections for low-priority sites.  
If checked, how often will you inspect low-priority sites? (Check only one)
- 78.C.1.  More than once every seven (7) days
- 78.C.2.  Once every seven (7) days
- 78.C.3.  Once every 14 days
- 78.C.4.  Once every 21 days
- 78.C.5.  Once every 30 days
- 78.C.6.  Other (describe below):
- 78.C.7.

78.D.  The name(s) of individual(s) or position title(s) responsible for conducting site inspections:

\*79. **Permit item 19.9:** Do you use a written checklist to document each site inspection when determining compliance with your regulatory mechanism(s)? *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*

Yes

No (Skip to Q82)

80. **If yes in Q79, are the following items incorporated in your written checklist?** (Check all that apply)

80.A.  Stabilization of exposed soils (including stockpiles)

80.B.  Stabilization of ditch and swale bottoms

80.C.  Sediment control BMPs on all downgradient perimeters of the project and upgradient of buffer zones

80.D.  Storm drain inlet protection

80.E.  Energy dissipation at pipe outlets

80.F.  Vehicle tracking BMPs

80.G.  Preservation of a 50 foot natural buffer or redundant sediment controls where stormwater flows to a surface water within 50 feet of disturbed soils

80.H.  Owner/operator of construction activity self-inspection records

80.I.  Containment for all liquid and solid wastes generated by washout operations (e.g., concrete, stucco, paint, form release oils, curing compounds, and other construction materials)

80.J.  BMPs maintained and functional

81. **Provide any additional information on your process to document site inspections (optional):**

\*82. **Permit item 19.10:** Do you have written procedures for receipt and consideration of reports of noncompliance or other stormwater related information on construction activity submitted to you by the public?

Yes

No (Skip to Q84)

83. **If yes in Q82, please provide your procedures or a description of your procedures (e.g., how the public may submit concerns, typical timeframe for you to investigate reports):**

\*84. **Permit item 19.11:** Do individuals receive training commensurate with their responsibilities as they relate to your Construction Site Stormwater Runoff Control program? Individuals includes, but is not limited to, individuals responsible for conducting site plan reviews, site inspections, and/or enforcement.

Yes

No (Skip to Q87)

85. **If yes in Q84, do previously trained individuals attend a refresher-training every three (3) calendar years following the initial training? (Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**

- Yes  
 No

86. **If yes in Q84, what training do your staff who perform site inspections receive? (Check all that apply)**

- 86.A.  University of Minnesota Erosion and Stormwater Management Certification Program  
86.B.  Qualified Compliance Inspector of Stormwater  
86.C.  Minnesota Laborers Training Center Stormwater Pollution Prevention Plan Installer or Supervisor  
86.D.  Minnesota Utility Contractors Association Erosion Control Training  
86.E.  Certified Professional in Erosion and Sediment Control  
86.F.  Certified Professional in Stormwater Quality  
86.G.  Certified Erosion Sediment and Storm Water Inspector  
86.H.  Other (describe below):  
86.I.

\*87. **Permit item 19.12: Do you maintain written ERPs to compel compliance with your regulatory mechanism(s) in Section 19? (Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**

- Yes  
 No (Skip to Q89)

88. **If yes in Q87, which enforcement tools are included in your ERPs? (Check all that apply)**

- 88.A.  Verbal warning  
88.B.  Notice of violation  
88.C.  Administrative order  
88.D.  Stop work order  
88.E.  Fine  
88.F.  Forfeit of security bond money  
88.G.  Withholding of certificate of occupancy  
88.H.  Criminal action  
88.I.  Civil penalty  
88.J.  Other (describe below):  
88.K.

\*89. **Please specify name or position title of responsible person(s) for conducting enforcement:**

Chad Johnson, Stantec, Erosion Control Inspector

\*90. **Permit item 19.13: Do you document each site plan review you conduct?**

- Yes  
 No (Skip to Q92)

91. **If yes in Q90, what do you document in your site plan review process? (Check all that apply)**

- 91.A.  Project name  
91.B.  Location  
91.C.  Total acreage to be disturbed  
91.D.  Owner and operator of the proposed construction activity  
91.E.  Proof of notification to obtain coverage under the CSW Permit or proof of coverage under the CSW Permit  
*(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*  
91.F.  Any stormwater related comments and supporting completed checklist, to determine project approval or denial  
*(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*

- \*92. **Permit item 19.14:** Do you document training related to permit item 19.11?  
 Yes  
 No (Skip to Q94)
93. **If yes in Q92, what do you document?** (Check all that apply)  
 93.A.  General subject matter covered  
 93.B.  Name(s) and departments of individuals in attendance  
*(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*  
 93.C.  Date of each event
- \*94. **Permit item 19.15:** Do you document enforcement conducted pursuant to your ERPs in item 19.12, including verbal warnings?  
 Yes  
 No (Skip to Q96)
95. **If yes in Q94, what do you document relating to ERPs for MCM 4?** (Check all that apply)  
 95.A.  Name of the person responsible for violating the terms and conditions of your regulatory mechanism(s)  
 95.B.  Date(s) and location(s) of the observed violation(s)  
 95.C.  Description of the violation(s)  
 95.D.  Corrective action(s) (including completion schedule) that you issued  
 95.E.  Referrals to other regulatory organizations (if any)  
 95.F.  Date(s) violation(s) resolved
- \*96. **Permit item 12.4: Who is responsible for implementation of this MCM? List name(s) or position title(s):**  
 Kellie Schlegel, Stantec, City Engineer
97. **Provide any additional information about your current construction site stormwater runoff control program that you would like to share (optional): (Maximum 10 lines of text)**

## MCM 5: Post-construction stormwater management

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- \*98. **Permit item 20.3:** Do you have a post-construction stormwater management regulatory mechanism(s)?  
 Yes  
 No (skip to Q102)
99. **If yes in Q98, what does your regulatory mechanism(s) consist of?** (Check all that apply)  
 99.A.  Contract language  
 99.B.  Ordinance  
 99.C.  Permits  
 99.D.  Standards  
 99.E.  Written policies  
 99.F.  Operational plans  
 99.G.  Legal agreements  
 99.H.  Other mechanism(s) (describe below):  
 99.I. The City's Local Surface Water Management Plan

100. If yes in Q98, provide a website address to the regulatory mechanism(s). If the regulatory mechanism is not available online, briefly describe how a copy of the regulatory mechanism can be obtained:

<https://www.lauderdalemn.org/storm-water/pages/local-surface-water-management-plan>

101. If yes in Q98, which of the following requirements are incorporated into your regulatory mechanism? (Check all that apply)

- 101.A.  **Permit item 20.4:** You must require owners of construction activity to submit site plans with post-construction stormwater management BMPs designed with accepted engineering practices to you for review and confirmation that regulatory mechanism(s) requirements have been met, prior to start of construction activity.
- 101.B.  **Permit item 20.5:** You must require owners of construction activity to treat the water quality volume on any project where the sum of the new impervious surface and the fully reconstructed impervious surface equals one or more acres. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
- 101.C.  **Permit item 20.6:** For construction activity (excluding linear projects), the water quality volume must be calculated as one (1) inch times the sum of the new and the fully reconstructed impervious surface. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
- 101.D.  **Permit item 20.7:** For linear projects, the water quality volume must be calculated as the larger of one (1) inch times the new impervious surface or one-half (0.5) inch times the sum of the new and the fully reconstructed impervious surface. Where the entire water quality volume cannot be treated within the existing right-of-way, a reasonable attempt to obtain additional right-of-way, easement, or other permission to treat the stormwater during the project planning process must be made. Volume reduction practices must be considered first, as described in item 20.8. Volume reduction practices are not required if the practices cannot be provided cost effectively. If additional right-of-way, easements, or other permission cannot be obtained, owners of construction activity must maximize the treatment of the water quality volume prior to discharge from the MS4. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
- 101.E.  **Permit item 20.8:** Volume reduction practices (e.g., infiltration or other) to retain the water quality volume on-site must be considered first when designing the permanent stormwater treatment system. This permit does not consider wet sedimentation basins and filtration systems to be volume reduction practices. If this permit prohibits infiltration as described in item 20.9, other volume reduction practices, a wet sedimentation basin, or filtration basin may be considered.
- 101.F.  **Permit item 20.9:** Infiltration systems must be prohibited when the system would be constructed in areas:
- That receive discharges from vehicle fueling and maintenance areas, regardless of the amount of new and fully reconstructed impervious surface. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
  - Where high levels of contaminants in soil or groundwater may be mobilized by the infiltrating stormwater. To make this determination, the owners and/or operators of construction activity must complete the MPCA's site screening assessment checklist, which is available in the Minnesota Stormwater Manual, or conduct their own assessment. The assessment must be retained with the site plans. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
  - Where soil infiltration rates are more than 8.3 inches per hour unless soils are amended to slow the infiltration rate below 8.3 inches per hour. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
  - With less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock.
  - Of predominately Hydrologic Soil Group D (clay) soils. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
  - In an Emergency Response Area (ERA) within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, Subp. 13, classified as high or very high vulnerability as defined by the Minnesota Department of Health. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
  - In an ERA within a DWSMA classified as moderate vulnerability unless you perform or approve a higher level of engineering review sufficient to provide a functioning treatment system and to prevent adverse impacts to groundwater. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
  - Outside of an ERA within a DWSMA classified as high or very high vulnerability unless you perform or approve a higher level of engineering review sufficient to provide a functioning treatment system and to prevent adverse impacts to groundwater. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*
  - Within 1,000 feet up-gradient or 100 feet down gradient of active karst features. *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*

- j. That receive stormwater runoff from these types of entities regulated under NPDES for industrial stormwater: automobile salvage yards; scrap recycling and waste recycling facilities; hazardous waste treatment, storage, or disposal facilities; or air transportation facilities that conduct deicing activities.
- 101.G.  **Permit item 20.10:** For non-linear projects, where the water quality volume cannot cost effectively be treated on the site of the original construction activity, you must identify, or may require owners of the construction activity to identify, locations where off-site treatment projects can be completed. If the entire water quality volume is not addressed on the site of the original construction activity, the remaining water quality volume must be addressed through off-site treatment and, at a minimum, ensure the requirements of permit items 20.11 through 20.14 are met.
- 101.H.  **Permit item 20.11:** You must ensure off-site treatment project areas are selected in the following order of preference:
- Locations that yield benefits to the same receiving water that receives runoff from the original construction activity
  - Locations within the same DNR catchment area as the original construction activity
  - Locations in the next adjacent DNR catchment area up-stream
  - Locations anywhere within your jurisdiction
- 101.I.  **Permit item 20.12:** Off-site treatment projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP. Routine maintenance of structural stormwater BMPs already required by this permit cannot be used to meet this requirement.
- 101.J.  **Permit item 20.13:** Off-site treatment projects must be completed no later than 24 months after the start of the original construction activity. If you determine that more time is needed to complete the treatment project, you must provide the reason(s) and schedule(s) for completing the project in the annual report.
- 101.K.  **Permit item 20.14:** If you receive payment from the owner of a construction activity for off-site treatment, you must apply any such payment received to a public stormwater project, and all projects must comply with permit items 20.11 through 20.13.
- 101.L.  **Permit item 20.15:** You must include the establishment of legal mechanism(s) between you and owners of structural stormwater BMPs not owned or operated by you, that have been constructed to meet the requirements in Section 20. The legal mechanism(s) must include provisions that, at a minimum:
- Allow you to conduct inspections of structural stormwater BMPs not owned or operated by you, perform necessary maintenance, and assess costs for those structural stormwater BMPs when you determine the owner of that structural stormwater BMP has not ensured proper function.
  - Are designed to preserve your right to ensure maintenance responsibility, for structural stormwater BMPs not owned or operated by you, when those responsibilities are legally transferred to another party.
  - Are designed to protect/preserve structural stormwater BMPs. If structural stormwater BMPs change, causing decreased effectiveness, new, repaired, or improved structural stormwater BMPs must be implemented to provide equivalent treatment to the original BMP.
- \*102. **Permit item 20.16:** Do you maintain a written or mapped inventory of structural stormwater BMPs that you do not own or operate that meet all of the following criteria? (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)
- The structural stormwater BMP includes an executed legal mechanism(s) between you and owners responsible for the long-term maintenance, as required in item 20.15; and
  - The structural stormwater BMP was implemented on or after August 1, 2013.
- Yes  
 No
- \*103. **Permit item 20.17:** Do you have written procedures for site plan reviews to ensure compliance with requirements of your regulatory mechanism(s)?
- Yes  
 No
- \*104. **Permit item 20.18:** Do individuals receive training commensurate with their responsibilities as they relate to your Post-Construction Stormwater Management program? Individuals include, but is not limited to, individuals responsible for conducting site plan reviews and/or enforcement.
- Yes  
 No (Skip to Q106)
105. **If yes in Q104,** do previously trained individuals attend a refresher training every three (3) calendar years following the initial training? (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)
- Yes  
 No
- \*106. **Permit item 20.19:** Do you maintain written ERPs to compel compliance with your regulatory mechanism(s) required in Section 20? (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)
- Yes  
 No (Skip to Q108)

107. **If yes in Q106, what enforcement tools are included in your ERPs?** (Check all that apply)
- 107.A.  Verbal warning
  - 107.B.  Notice of violation
  - 107.C.  Administrative order
  - 107.D.  Fine
  - 107.E.  Criminal action
  - 107.F.  Civil penalty
  - 107.G.  Other (describe below):
  - 107.H. The city has the right to fix the issue and charge the owner for it.
- \*108. **Please specify name or position title of responsible person(s) for conducting enforcement:**  
Heather Butkowski, City Administrator
- \*109. **Permit item 20.20:** Do you document each site plan review you conduct?
- Yes
  - No (Skip to Q111)
110. **If yes in Q109, what do you document in your site plan review process?** (Check all that apply)
- 110.A.  Supporting documentation used to determine compliance, including any calculations for the permanent stormwater treatment system.
  - 110.B.  The water quality volume that will be treated through volume reduction practices compared to the total water quality volume required to be treated. **(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**
  - 110.C.  Documentation associated with off-site treatment projects you authorize, including rationale to support the location of permanent stormwater treatment projects in accordance with items 20.10 and 20.11. **(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**
  - 110.D.  Payments received and used in accordance with permit item 20.14.
  - 110.E.  All legal mechanisms drafted in accordance with permit item 20.15, including date(s) of the agreement(s) and name(s) of all responsible parties involved.
- \*111. **Permit item 20.21:** Do you document training related to your Post-Construction Stormwater Management program?
- Yes
  - No (Skip to Q113)
112. **If yes in Q111, what are you documenting?** (Check all that apply)
- 112.A.  General subject matter covered
  - 112.B.  Names and departments of individuals in attendance **(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**
  - 112.C.  The date of each event
- \*113. **Permit item 20.22:** Do you document enforcement conducted pursuant to your ERPs in item 20.19, including verbal warnings?
- Yes
  - No (Skip to Q115)
114. **If yes in Q113, what do you document relating to ERPs for MCM 5?** (Check all that apply)
- 114.A.  The name of the person responsible for violating the terms and conditions of your regulatory mechanism(s)
  - 114.B.  The date(s) and location(s) of the observed violation(s)
  - 114.C.  A description of the violation(s)
  - 114.D.  Corrective action(s) issued
  - 114.E.  Referrals to other regulatory organizations
  - 114.F.  The date(s) violation(s) are resolved

\*115. **Permit item 12.4:** Who is responsible for implementation of this MCM? List name(s) or position title(s):  
Heather Butkowski, City Administrator

116. Provide any additional information about your current post-construction stormwater management program that you would like to share (optional): **(Maximum 10 lines of text)**

## **MCM 6: Pollution prevention/Good housekeeping for municipal operations**

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\*117. **Permit item 21.3:** Do you maintain a written or mapped inventory of your owned/operated facilities that contribute pollutants to stormwater discharges?  
 Yes  
 No (skip to Q119)

118. **If yes in Q117, which of the following facilities do you own and/or operate?** (Check all that apply)

- 118.A.  Composting
- 118.B.  Equipment storage and maintenance
- 118.C.  Hazardous waste disposal
- 118.D.  Hazardous waste handling and transfer
- 118.E.  Landfill(s)
- 118.F.  Solid waste handling and transfer
- 118.G.  Park(s)
- 118.H.  Pesticide storage
- 118.I.  Public parking lot(s)
- 118.J.  Public golf course(s)
- 118.K.  Public swimming pool(s)
- 118.L.  Public works yard(s)
- 118.M.  Recycling
- 118.N.  Salt storage
- 118.O.  Snow storage
- 118.P.  Vehicle storage and maintenance (e.g., fueling and washing) yard(s)
- 118.Q.  Materials storage yard(s)
- 118.R.  Other (describe below):  
118.S.

\*119. **Permit item 21.4:** Do you implement BMPs to prevent or reduce pollutants in stormwater discharges from municipal operations?  
 Yes  
 No (Skip to Q121)



120. **If yes in Q119, provide additional information on the BMPs you implement to address stormwater discharges from municipal operations (e.g., waste disposal, management of stockpiles, road maintenance):**

The City conducts street sweeping, road maintenance.

\*121. **Permit item 21.5:** Do you implement BMPs at your owned/operated salt storage areas?  
*(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*

Yes

No (Skip to Q123)

122. **If yes in Q121, what BMPs do you have in place at salt storage areas? (Check all that apply)**

122.A.  Salt is covered or stored indoors

122.B.  Salt stored on an impervious surface

122.C.  Implementation of practices to reduce exposure when transferring material from salt storage areas

122.D.  Other (describe below):

122.E.

\*123. **Permit item 21.6:** Do you implement a written snow and ice management policy for individuals that perform winter maintenance activities for you? *(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*

Yes

No (Skip to Q125)

124. **If yes in Q123, what practices and procedures for snow and ice control operations are included?**  
(Check all that apply)

124.A.  Plowing or other snow removal practices

124.B.  Sand use

124.C.  Application of deicing compounds

124.D.  Other (describe below):

124.E.

\*125. **Permit item 21.7:** Each calendar year, do all individuals that perform winter maintenance activities for you receive training?  
*(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)*

Yes

No (Skip to Q127)

126. **If yes in Q125, what does the winter maintenance training include? (Check all that apply)**

126.A.  The importance of protecting water quality

126.B.  BMPs to minimize the use of deicers

126.C.  Tools and resources to assist in winter maintenance (e.g., deicing application rate guidelines, calibration charts, Smart Salting Assessment Tool)

126.D.  Other (describe below):

126.E.

\*127. **Permit item 21.8:** Do you maintain written procedures for determining TSS and total phosphorus (TP) treatment effectiveness of all owned/operated ponds constructed and used for the collection and treatment of stormwater?

Yes

No

- \*128. **Permit item 21.9:** Do you inspect structural stormwater BMPs (excluding stormwater ponds, which are under a separate schedule) each calendar year to determine structural integrity, proper function, and maintenance needs (excluding structural stormwater BMPs where the inspection frequency has been adjusted)?  
 Yes  
 No
- \*129. **Do you have a different inspection frequency (i.e., more or less than each calendar year) for any of your structural stormwater BMPs?**  
 Yes  
 No (Skip to Q131)
130. **If yes in Q129, what led to your adjusted inspection frequency? (Check all that apply)**  
 130.A.  Complaints received or patterns of maintenance indicated a greater frequency was necessary.  
 130.B.  Determined maintenance or sediment removal was not required after completion of the first two calendar year inspections.  
 130.C.  Other (describe below):  
 130.D.
- \*131. **Permit item 21.10:** Do you inspect all ponds and outfalls (excluding underground outfalls) each permit term in order to determine structural integrity, proper function, and maintenance needs?  
 Yes  
 No (Skip to Q133)
132. **If yes in Q131, describe the frequency of inspections:**  
 Ponds and Outfalls inspected annually.
- \*133. **Permit item 21.12:** Do you implement a stormwater management training program commensurate with individual's responsibilities as they relate to your SWPPP, including reporting and assessment activities? Training materials can be from the U.S. Environmental Protection Agency (EPA), state and regional agencies, or other organizations as appropriate to meet this requirement.  
 Yes  
 No (Skip to Q135)
134. **If yes in Q133, what does your stormwater management training program include? (Check all that apply)**  
 134.A.  The importance of protecting water quality.  
 134.B.  Cover the requirements of the permit relevant to the responsibilities of the individual.  
 134.C.  A schedule that establishes initial training for individuals, including new and/or seasonal employees, and recurring training intervals to address changes in procedures, practices, techniques, or requirements.  
 134.D.  Other (describe below):  
 134.E.
- 134.F. Additional information for checked items (optional):
- \*135. **Permit item 21.13:** Do you document information associated with the operations and maintenance program?  
 Yes  
 No (Skip to Q137)
136. **If yes in Q135, what are you documenting? (Check all that apply)**  
 136.A.  Date(s) and description of findings, including whether or not an illicit discharge is detected, for all inspections conducted in accordance with items 21.9 and 21.10.  
 136.B.  Any adjustments to inspection frequency as authorized in item 21.9.  
 136.C.  Date(s) and a description of maintenance conducted as a result of inspection findings, including whether or not an illicit discharge is detected.

- 136.D.  Schedule(s) for maintenance of structural stormwater BMPs and outfalls when necessary maintenance cannot be completed within one year of discovery (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)
- 136.E.  Stormwater management training events, including general subject matter covered, names and departments of individuals in attendance, and date of each event.

\*137. **Permit item 21.14:** Do you document pond sediment excavation and removal activities?

- Yes  
 No (Skip to Q139)

138. **If yes in Q137, what pond sediment excavation and removal activity information is documented?**  
(Check all that apply)

- 138.A.  A unique ID number and geographic coordinate of each stormwater pond from which sediment is removed.  
138.B.  The volume (e.g., cubic yards) of sediment removed from each stormwater pond.  
138.C.  Results from any testing of sediment from each removal activity.  
138.D.  Location(s) of final disposal of sediment from each stormwater pond.  
138.E. Additional information for checked items (optional):

\*139. **Permit item 12.4:** Who is responsible for implementation of this MCM? List name(s) or position title(s).

David Hinrichs, Public Works Superintendent

140. **Provide any additional information about your current pollution prevention/good housekeeping for municipal operations program that you would like to share (optional):** (Maximum 10 lines of text)

### Discharges to Impaired Waters with an EPA-Approved TMDL that Includes an Applicable Waste Load Allocation (WLA)

To determine if you have an applicable WLA(s), please reference the MPCA's MS4 Permit TMDL Application Form webpage at [https://stormwater.pca.state.mn.us/index.php?title=Guidance\\_for\\_completing\\_the\\_MS4\\_Permit\\_TMDL\\_Application\\_Form](https://stormwater.pca.state.mn.us/index.php?title=Guidance_for_completing_the_MS4_Permit_TMDL_Application_Form).

\*141. **Permit item 22.3:** Do you have an applicable WLA where a reduction in pollutant loading is required for bacteria?

- Yes  
 No (Skip to Q146)

142. **If yes in Q141, do you maintain a written or mapped inventory of potential areas and sources of bacteria (e.g., dense populations of waterfowl or other bird, dog parks)?** (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)

- Yes  
 No (Skip to Q145)

143. **If yes in Q142, do you maintain a written plan to prioritize reduction activities to address the areas and sources identified in the inventory? The written plan must include BMPs you will implement over the permit term.** (*Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.*)

- Yes  
 No (Skip to Q145)

144. **If yes in Q143, which of the following are included in your written plan?** (Check all that apply)

- 144.A.  Water quality monitoring to determine areas of high bacteria loading.  
144.B.  Installation of pet waste pick-up bags in parks and open spaces.  
144.C.  Elimination of over-spray irrigation at permittee land owned areas.

- 144.D.  Removal of organic matter via street sweeping.
- 144.E.  Implementation of infiltration structural stormwater BMPs.
- 144.F.  Management of areas that attract dense populations of waterfowl (e.g., riparian plantings).
- 144.G.  Other (describe below):
- 144.H.

145. **Permit item 12.9:** If yes in Q141, who is or will be responsible for implementation of this required component (i.e., inventory, plan, and BMP implementation)? List name(s) or position title(s):

\*146. **Permit item 22.5:** Do you have an applicable WLA where a reduction in pollutant loading is required for chloride?

- Yes
- No (Skip to Q151)

147. **If yes in Q146, do you document the amount of deicer applied each winter maintenance season to all your owned/operated surfaces? (Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**

- Yes
- No

148. **If yes in Q146, each calendar year do you conduct an assessment of your winter maintenance operations to reduce the amount of deicing salt applied to your owned/operated surfaces and determine current and future opportunities to improve BMPs? You may use the MPCA's Smart Salting Assessment Tool or other available resources and methods to complete this assessment. The assessment must be documented. (Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**

- Yes
- No (Skip to Q150)

149. **If yes in Q148, what does your winter maintenance operations assessment include? (Check all that apply)**

- 149.A.  Operational changes such as pre-wetting, pre-treating the salt stockpile, increasing plowing prior to deicing, monitoring of road surface temperature, etc.
- 149.B.  Implementation of new or modified equipment providing pre-wetting, or other capability for minimizing salt use.
- 149.C.  Regular calibration of equipment.
- 149.D.  Optimizing mechanical removal to reduce use of deicers.
- 149.E.  Designation of no salt and/or low salt zones.
- 149.F.  Other (describe below):
- 149.G.

149.H. Additional information for checked items (optional):

150. **Permit item 12.9:** If yes in Q146, who is or will be responsible for implementation of this required component (i.e., documenting deicer applied and winter maintenance operations assessment)? List name(s) or position title(s):

David Hinrichs, Public Works Superintendent

\*151. **Permit item 22.7:** Do you have an applicable WLA where a reduction in pollutant loading is required for temperature?

- Yes
- No (Skip to Q155)

152. If yes in Q151, do you maintain a written plan that identifies specific activities you will implement to reduce thermal loading during the permit term? **(Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.)**
- Yes  
 No (Skip to Q154)

153. **If yes in Q152, what activities does the plan include?** (Check all that apply)

- 153.A.  Implementation of infiltration BMPs such as bioinfiltration practices  
153.B.  Disconnection and/or reduction of impervious surfaces  
153.C.  Retrofitting existing structural stormwater BMPs  
153.D.  Improvement of riparian vegetation  
153.E.  Other (describe below):  
153.F.

153.G. Provide any additional information about your written plan (optional):

154. **Permit item 12.9: If yes in Q151, who is or will be responsible for implementation of this required component? List name(s) or position title(s):**

\*155. **Permit item 12.8:** Do you have an applicable WLA(s) for oxygen demand, nitrate, TSS, or TP?

- Yes - If yes, you **must complete** the corresponding tabs in the *MS4 Permit TMDL Application* (available on the MPCA's website at [https://stormwater.pca.state.mn.us/index.php?title=Guidance for completing the MS4 Permit TMDL Application Form](https://stormwater.pca.state.mn.us/index.php?title=Guidance%20for%20completing%20the%20MS4%20Permit%20TMDL%20Application%20Form)) and submit it with this application.  
 No

### Alum or Ferric Chloride Phosphorus Treatment Systems

\*156. **Permit Section 23:** Do you own and/or operate an Alum or Ferric Chloride Phosphorus Treatment System within your MS4?  
 Yes - If yes, complete questions 157-173 as directed.  
 No (Skip to Q174)

157. Provide the geographic coordinates of the alum or ferric chloride phosphorus treatment system, in decimal degrees. (Approximate centroid of treatment system within five-foot accuracy):

157.A. Latitude: \_\_\_\_\_

157.B. Longitude: \_\_\_\_\_

158. **Who is responsible for the operation of the treatment system? List name(s) or position title(s):**

159.A. **Provide the date the system first became operational (mm/dd/yyyy):** \_\_\_\_\_

For question 159.B-G, provide information for calendar year 2020.

159.B. For each month, provide the number of days the system was operational:

- 159.B.1. January: \_\_\_\_\_
- 159.B.2. February: \_\_\_\_\_
- 159.B.3. March: \_\_\_\_\_
- 159.B.4. April: \_\_\_\_\_
- 159.B.5. May: \_\_\_\_\_
- 159.B.6. June: \_\_\_\_\_
- 159.B.7. July: \_\_\_\_\_
- 159.B.8. August: \_\_\_\_\_
- 159.B.9. September: \_\_\_\_\_
- 159.B.10. October: \_\_\_\_\_
- 159.B.11. November: \_\_\_\_\_
- 159.B.12. December: \_\_\_\_\_

159.C. What chemical(s) was used for treatment:

- 159.C.1.  Alum
- 159.C.2.  Ferric Chloride

159.D. Provide the number of gallons of water treated: \_\_\_\_\_

159.E. Provide the number of gallons of alum or ferric chloride treatment used: \_\_\_\_\_

159.F. Provide the calculated pounds of phosphorous removed: \_\_\_\_\_

159.G. Describe any performance issue(s) and the corrective action(s), including the date(s) when corrective action(s) were taken:

160. Permit item 23.3: Which of the following requirements are you meeting? (Check all that apply)

- 160.A.  Your treatment system is for the treatment of phosphorus in stormwater. Non-stormwater discharges must not be treated by this system.
- 160.B.  Your treatment system is contained within the conveyances and structural stormwater BMPs of the MS4. The utilized conveyances and structural stormwater BMPs do not include any receiving waters.
- 160.C.  Phosphorus treatment systems utilizing chemicals other than alum or ferric chloride receive written approval from the MPCA.
- 160.D.  In-lake phosphorus treatment activities are not authorized.

161. Permit item 23.3: Which of the following design parameters does your treatment system include? (Check all that apply)

- 161.A.  The treatment system is constructed in a manner that diverts the stormwater flow to be treated from the main conveyance system.
- 161.B.  A high flow bypass is part of the inlet design.
- 161.C.  A flocculent storage/settling area is incorporated into the design, and adequate maintenance access is provided (minimum of eight feet wide) for the removal of accumulated sediment.

162. Permit item 23.5: Do you have a designated person perform visual monitoring of the treatment system for proper performance at least once every seven (7) days, and within 24 hours after a rainfall event greater than 2.5 inches in 24 hours?

- Yes
- No (Skip to Q164)

163. If yes in Q162, please list the name(s) of the individual(s) or position title(s):



164. **Permit item 23.5:** Following visual monitoring which occurs within 24 hours after a rainfall event, do you conduct the next visual monitoring of your system seven (7) days after that rainfall event?  
 Yes  
 No
165. **Permit item 23.6:** Does your treatment system utilize three (3) benchmark monitoring stations? Table 1 in Appendix A in the permit must be used for the parameters, units of measure, and frequency of measurement for each station.  
 Yes  
 No
166. **Permit item 23.7:** Do you collect grab samples or flow-weighted 24-hour composite samples at your treatment system?  
 Yes  
 No
167. **Permit item 23.8:** Are your treatment system samples, excluding potential of hydrogen (pH) samples, analyzed by a laboratory certified by the Minnesota Department of Health and/or the MPCA?  
 Yes  
 No
168. **Which of the following do your sample tests include?** (Check all that apply)  
 168.A.  Sample preservation and test procedures for the analysis of pollutants that conform to 40 CFR Part 136 and Minn. R. 7041.3200.  
 168.B.  Detection limits for dissolved phosphorus, dissolved aluminum, and dissolved iron that are a minimum of 6 micrograms per liter ( $\mu\text{g/L}$ ), 10  $\mu\text{g/L}$ , and 20  $\mu\text{g/L}$ , respectively.  
 168.C.  pH that is measured within 15 minutes of sample collection using calibrated and maintained equipment.
169. **Permit item 23.9:** In the following situation(s) do you perform corrective action(s) and immediately notify the Minnesota Department of Public Safety Duty Officer? (Check all that apply)  
 169.A.  The pH of the discharged water is not within the range of 6.0 and 9.0.  
 169.B.  Indications of toxicity or measurements exceeding water quality standards which could endanger human health, public drinking water supplies, or the environment.  
 169.C.  A spill or discharge or alteration resulting in water pollution, as defined in Minn. Stat. § 115.01, subd. 13, of alum or ferric chloride.
170. **Permit item 23.13:** Do you conduct site-specific jar testing using typical and representative water samples in accordance with the most current approved version of ASTM D2035? (**Note: All or some of this item is a new permit requirement. Compliance with new requirements is required within 12 months after receiving permit coverage.**)  
 Yes  
 No
171. **Permit item 23.14:** Do you have baseline concentrations of the following parameters in the influent and receiving waters at your treatment system location? (Check all that apply)  
 171.A.  Aluminum or iron  
 171.B.  Phosphorus
172. **Permit item 23.15:** Do you have the following system parameters and how each was determined at your treatment system location? (Check all that apply)  
 172.A.  Flocculant settling velocity  
 172.B.  Minimum required retention time  
 172.C.  Rate of diversion of stormwater into the system  
 172.D.  The flow rate from the discharge of the outlet structure  
 172.E.  Range of expected dosing rates
173. **Permit item 23.16:** Have you developed the following site-specific procedures? (Check all that apply)  
 173.A.  Procedures for the installation, operation and maintenance of all pumps, generators, control systems, and other equipment.  
 173.B.  Specific parameters for determining when the solids must be removed from the system and how the solids will be handled and disposed of.  
 173.C.  Procedures for cleaning up and/or containing a spill of each chemical stored on site.

**Complete last page and submit using Adobe Acrobat Reader.**

(If you do not have Acrobat Reader, you can download a free version at <https://get.adobe.com/reader/>.)

**Additional information**

174. Provide any additional information about your current Stormwater Pollution Prevention Program (SWPPP) that you would like to share (optional): **(Maximum 30 lines of text)**

**Complete last page and submit using Adobe Acrobat Reader.**

(If you do not have Acrobat Reader, you can download a free version at [https://get.adobe.com/reader/.](https://get.adobe.com/reader/))

Submit

Reset



**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

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

Meeting Date April 13, 2021

ITEM NUMBER \_\_\_\_\_ Fund Balance Res. \_\_\_\_\_

STAFF INITIAL \_\_\_\_\_ *AB* \_\_\_\_\_

APPROVED BY ADMINISTRATOR

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

The 2020 audit is complete. The City has “excess” funds in the general fund at year end relative to the 2021 operating budget. This hasn’t happened since 2016 and is the result of a variety of factors related to Covid. We had more expenses in some ways, less in others. Historically, the City Council has transferred this money to capital improvement funds. This has been the primary method the City Council has used to save for future capital projects and purchases. The following resolution would transfer the funds to Fund 403, the Street Project Fund to help pay for the proposed seal coating project this year.

**OPTIONS:**

**STAFF RECOMMENDATION:**

Motion to adopt Resolution 041321A - A Resolution Depositing the Excess Unreserved Fund Balance in Capital Improvement Funds.

**RESOLUTION NO. 041321A**

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

**A RESOLUTION DEPOSITING THE EXCESS UNRESERVED FUND BALANCE  
IN CAPITAL IMPROVEMENT FUNDS**

**WHEREAS**, the city auditor has completed the 2020 audit; and

**WHEREAS**, due to various cost savings, the City has \$78,897 in excess of the 55% of the next year's operating budget being retained in the General Fund; and

**WHEREAS**, the City Council historically transferred funds in excess of 55% of the next year's operating budget to capital improvement funds.

**NOW THEREFORE, BE IT RESOLVED**, by the City Council of the City of Lauderdale, that \$78,897 of the excess unreserved fund balance at the end of 2020 be deposited into the Street Capital Projects Fund (Fund 403).

**ADOPTED** by the City Council of Lauderdale this 13<sup>th</sup> day of April, 2021.

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Mary Gaasch, Mayor

ATTEST:

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Heather Butkowski, City Administrator

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

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

Meeting Date April 13, 2021

ITEM NUMBER 2021-2022 Goal Setting

STAFF INITIAL gAB

APPROVED BY ADMINISTRATOR

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

In the craziness of 2020, Council and staff did not process progress in meeting objectives we set out for ourselves. It seems like a good time to do that as we close the books on 2020 and begin to receive information on the opportunities and obligations of the American Rescue Plan Act (ARPA).

In spite of the pandemic, a number of priority projects were completed (shown as stricken in the following document). Some items are on-going and left on the list to spark annual discussion, such as how we can work on priorities with SAPD. Some items are daunting to undertake on a small budget but the new ARPA might allow us to get over that hurdle, such as hiring a firm to create a new multi-format Residents Guide to get vital information in the hands of residents. After the redevelopment of 1795 Eustis Street, the two biggest items to staff are the public works succession planning and the zoning ordinance update. They are multi-faceted projects that will consume staff and Council time and resources. On the final slide are new items staff are working on for 2021.

Staff look forward to the discussion and hearing council member priorities.

**OPTIONS:**

**STAFF RECOMMENDATION:**



# Lauderdale Staff Goals

2019 - 2020

# Community Engagement

- ▶ ~~Revamp city website~~
- ▶ New Resident's Guide
- ▶ Implementation of GARE goals and objectives
- ▶ ~~Improve Skyview Park with Park Dedication Funds~~

# Public Safety

- ▶ Contract for emergency manager
- ▶ ~~Evaluate emergency fire services~~
- ▶ Work with St. Anthony PD on enhancing programs and services



# Administration

- ▶ Shade, boulevard, and hazardous tree ordinances
- ▶ Continue to digitize city property files
- ▶ Public works succession planning

# Planning and Redevelopment

- ▶ ~~Finalize Comprehensive Plan and HDR-C zoning ordinance~~
- ▶ Complete Zoning Ordinance Update
- ▶ Sale and redevelopment of 1795 Eustis St
- ▶ ~~Luther Seminary redevelopment planning~~
- ▶ Draft Housing Improvement Plan



# Environmental Stewardship

- ▶ ~~Seminary Pond Phosphorus Reduction Project~~
- ▶ Continue tackling invasive species in Nature Area
- ▶ Explore alternative forms of solid waste collection
- ▶ ~~Cooperate with St. Paul on Como Avenue reconstruction~~

# New for 2021-2022

- ▶ Plan for use of American Rescue Plan Act funds
- ▶ Redesign community events
- ▶ Purchase new mower
- ▶ Sewer lining project
- ▶ Seal coating project
- ▶ Implement public works records management system

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

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

Meeting Date April 13, 2021  
ITEM NUMBER Grounds Service Contract  
STAFF INITIAL HB  
APPROVED BY ADMINISTRATOR \_\_\_\_\_

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

Staff received cost information from Joe Sax Lawn Service for grounds services for the summer. Last summer Joe Sax and 8th Day Landscaping did some mowing for us. This year, staff want to bring that under one contract. This contract, in part, makes up for not hiring additional summer staff. Staff are still considering options for limited seasonal staff but plans are not fully formulated.

**OPTIONS:**

**STAFF RECOMMENDATION:**

Motion to approve contracting with Joe Sax Lawn Service as presented to perform grounds services in 2021.

## Contract between the City of Lauderdale and Joe Sax Lawn Service

This contract (the "Agreement") is made and entered into this 13<sup>th</sup> day of April, 2021, between the City of Lauderdale, Minnesota (the "City"), and Joe Sax Lawn Service, (the "Contractor"), (collectively, the "Parties").

1. Scope of Services. The Contractor agrees to perform the following services:
  - Mow the hill on the north side of Lauderdale Community Park.
  - Weed whip every other week or as needed at Lauderdale Community Park, Skyview Park, City Hall, Lauderdale Public Works, 2430 Larpenteur Avenue, and 1795 Eustis Street.
  - Other work as requested.
2. Compensation. The City agrees to pay the Contractor \$100 per hill mowing and \$100 per hour for a crew for weed whipping. The City shall not withhold monies for the payment of any federal or state income taxes, social security benefits, or other taxes.
3. Term. This agreement is applicable to grounds services in 2021.
4. Independent Contractor Relationship. It is expressly understood that the Contractor is an "independent contractor" and not an employee of the City. The Contractor shall have control over the manner in which the services are performed under this Agreement. The Contractor shall supply, at its own expense, all materials, supplies, equipment and tools required to accomplish the work contemplated by this Agreement. The Contractor shall not be entitled to any benefits from the City, including, without limitation, insurance benefits, sick and vacation leave, workers' compensation benefits, unemployment compensation, disability, severance pay, or retirement benefits.
5. Insurance Requirements.
  - A. Liability. The Contractor agrees to maintain commercial general liability insurance in a minimum amount of \$1,000,000 per occurrence. The policy shall cover liability arising from premises, operations, products-completed operations, personal injury, advertising injury, and contractually assumed liability. The City shall be named as an additional insured.
  - B. Automobile Liability. If the Contractor operates a motor vehicle in performing the services under this Agreement, the Contractor shall maintain automobile liability insurance, including owned, hired, and non-owned automobiles, with a minimum liability limit of \$1,000,000 combined single limit. The City shall be named as an additional insured.
  - C. Workers' Compensation. The Contractor agrees to comply with all applicable workers' compensation laws in Minnesota.
  - D. Certificate of Insurance. The Contractor shall, prior to commencing services, deliver to the City a Certificate of Insurance as evidence that the above coverages are in full force and effect.

6. Indemnification. The Contractor agrees to defend and indemnify the City, and its employees, officials, volunteers and agents from and against all claims, actions, damages, losses and expenses arising out of the Contractor's performance or failure to perform its duties under this Agreement.

7. General Provisions.

- A. Entire Agreement. This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.
- B. Assignment. The Contractor may not assign this Agreement to any other person unless written consent is obtained from the City.
- C. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both Parties.
- D. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota.
- E. Savings Clause. If any court finds any portion of this Agreement to be contrary to law or invalid, the remainder of the Agreement will remain in full force and effect.
- F. Waivers. The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.
- G. No Waiver by City. By entering into this agreement, the City does not waive its entitlement to any immunity under statute or common law.
- H. Termination. Either party may terminate this agreement at any time for any reason. If the contract is terminated early, the City will pay a pro rated fee for services performed to date.

IN WITNESS WHEREOF, the Parties, have caused this Agreement to be approved on the date above.

**City of Lauderdale, Minnesota**

**Contractor**

By: \_\_\_\_\_  
Mary Gaasch, Mayor

\_\_\_\_\_  
Joe Sax, Owner of Joe Sax Lawn Service

And: \_\_\_\_\_  
Heather Butkowski,  
City Administrator