

LAUDERDALE CITY COUNCIL MEETING AGENDA
7:00 P.M. TUESDAY, JULY 12, 2022
LAUDERDALE CITY HALL, 1891 WALNUT STREET

The City Council is meeting as a legislative body to conduct the business of the City according to Robert's Rules of Order and the Standing Rules of Order and Business of the City Council. Unless so ordered by the Mayor, citizen participation is limited to the times indicated and always within the prescribed rules of conduct for public input at meetings.

1. **CALL TO ORDER THE LAUDERDALE CITY COUNCIL MEETING**
2. **ROLL CALL**
3. **APPROVALS**
 - a. Agenda
 - b. Minutes of the June 28, 2022 City Council Meeting
 - c. Claims Totaling \$133,565.28
4. **CONSENT**
5. **SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**
6. **INFORMATIONAL PRESENTATIONS / REPORTS**
 - a. Day in the Park
 - b. Primary Election and Candidate Filing
 - c. 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.

 - a. Annual Stormwater Pollution Prevention Plan Public Hearing
8. **DISCUSSION / ACTION ITEM**
 - a. Draft Administrative Citation Ordinance
 - b. Draft Public Safety Repeat Nuisance Call Service Fees Ordinance
9. **ITEMS REMOVED FROM THE CONSENT AGENDA**
10. **ADDITIONAL ITEMS**
11. **SET AGENDA FOR NEXT MEETING**
 - a. June Financial Report
 - b. Administrative Citation Ordinance
 - c. Public Safety Repeat Nuisance Call Service Fees Ordinance
 - d. 2023 General Fund Budget
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 three (3) 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

To provide public comments, join us via Zoom.

You are invited to a Zoom webinar.

When: Jul 12, 2022 07:00 PM Central Time (US and Canada)

Topic: July 12, 2022 Lauderdale City Council Webinar

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86114197272?pwd=YTNaNVkK3RSVnJWSCtqeHlWa0h0UT09>

Passcode: 647395

Or One tap mobile :

US: +13017158592,,86114197272# or +13126266799,,86114197272#

Or Telephone:

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

US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 646 931 3860 or +1 253 215 8782 or +1 346 248 7799 or +1 669 444 9171 or +1 669 900 9128 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: 861 1419 7272

International numbers available: <https://us02web.zoom.us/j/86114197272?pwd=YTNaNVkK3RSVnJWSCtqeHlWa0h0UT09>

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

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June 28, 2022

Call to Order

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

Roll Call

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

Councilors absent: None.

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

Approvals

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

Mayor Gaasch asked if there were any corrections to the minutes of the June 14, 2022 city council meeting. There being none, Councilor Moffatt moved and seconded by Councilor Dains to approve the minutes of the June 14, 2022 city council meeting. Motion carried unanimously.

Mayor Gaasch asked if there were any questions on the claims. There being none, Councilor Pulford moved and seconded by Councilor Grove to approve the claims totaling \$27,756.47. Motion carried unanimously.

Consent

Councilor Dains moved and seconded by Councilor Pulford to approve the Consent Agenda thereby approving Tom Douvier's end of probation and step increase.

Informational Presentations/Reports

A. Day in the Park

Assistant to the City Administrator Bownik gave an update on the food, games, music, and events that will take place at Lauderdale's annual Day in the Park event. The event will take place on Thursday, July 21 at Lauderdale Community Park.

B. City Council Updates

Councilor Pulford shared that he will be on two policy committees for the League of Minnesota Cities (LMC). One will focus on improving local economies including transportation. The other will focus on improving fiscal futures including state aid. Pulford said that NineNorth selected a new executive director; they are in the final stages of the hiring process.

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Mayor Gaasch said that she and Councilor Pulford attended the annual LMC conference in Duluth.

Discussion/Action Item

A. Update on Sale of 1795 Eustis Street

Butkowski updated the City Council on the closing schedule for 1795 Eustis Street. All signed documents are due for a soft closing on July 1. On July 6, the funds will be released. On July 8, the City's bond will be paid off with part of the proceeds. The City's net included the park dedication fees of \$342,000 and the conduit debt fee of \$137,700 plus other miscellaneous reimbursable expenses.

B. Election Judge Appointments

Many of the volunteers who signed up to be primary and general election judges have performed election judge duties previously, a few are new. Karen Doherty will be the Head Election Judge again this year.

Judges must be trained at least every two years as required by state law. Staff propose offering election judges \$15 per hour for training and on election days, and the head judge \$18.00 per hour. The City supplies breakfast, lunch, and dinner on election days.

Councilor Pulford made a motion to approve the election judge list and pay rates for the 2022 primary and general elections, and authorizes staff to hire additional judges that meet the election judge criteria as needed. This was seconded by Councilor Dains and carried unanimously.

Set Agenda for Next Meeting

Butkowski said the July 12 council meeting may include a draft of the administrative citation program, a draft 2023 budget, and the annual public hearing on the City's MS4 permit.

Work Session

A. Community Development Update

Butkowski shared that staff hopes to unearth the time capsule from the former school building prior to demolition.

B. Opportunity for the Public to Address the City Council

Mayor Gaasch opened the floor to anyone in attendance interested in addressing the Council. There being no one interested in speaking, Mayor Gaasch closed the floor.

Adjournment

Councilor Dains moved and seconded by Councilor Pulford to adjourn the meeting at 7:35 p.m. Motion carried unanimously.

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Respectfully submitted,

A handwritten signature in cursive script that reads "Miles Cline".

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: July 12, 2022
Subject: List of Claims

The claims totaling \$133,565.28 are provided for City Council review and approval that includes check numbers 27972 to 27990.

Accounts Payable

Checks by Date - Detail by Check Date

User: MILES.CLINE
 Printed: 7/8/2022 12:43 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	43	Public Employees Retirement Association	07/08/2022	
		PR Batch 51400.07.2022 PERA Coordinated	PR Batch 51400.07.2022 PER	1,056.83
		PR Batch 51400.07.2022 PERA Coordinated	PR Batch 51400.07.2022 PER	1,219.41
Total for this ACH Check for Vendor 43:				2,276.24
ACH	44	Minnesota Department of Revenue	07/08/2022	
		PR Batch 51400.07.2022 State Income Tax	PR Batch 51400.07.2022 Stat	708.47
Total for this ACH Check for Vendor 44:				708.47
ACH	45	ICMA Retirement Corporation	07/08/2022	
		PR Batch 51400.07.2022 Deferred Comp	PR Batch 51400.07.2022 Defi	1,500.76
		PR Batch 51400.07.2022 Deferred Comp	PR Batch 51400.07.2022 Defi	1,177.41
Total for this ACH Check for Vendor 45:				2,678.17
ACH	46	Internal Revenue Service	07/08/2022	
		PR Batch 51400.07.2022 Federal Income Tax	PR Batch 51400.07.2022 Fed	1,748.81
		PR Batch 51400.07.2022 Medicare Employee Pc	PR Batch 51400.07.2022 Mec	255.02
		PR Batch 51400.07.2022 Medicare Employer Po	PR Batch 51400.07.2022 Mec	255.02
		PR Batch 51400.07.2022 FICA Employer Portio	PR Batch 51400.07.2022 FIC.	1,090.45
		PR Batch 51400.07.2022 FICA Employee Portio	PR Batch 51400.07.2022 FIC.	1,090.45
Total for this ACH Check for Vendor 46:				4,439.75
ACH	47	Public Employees Insurance Program	07/08/2022	
		PR Batch 51400.07.2022 Health Insurance	PR Batch 51400.07.2022 Hea	2,655.66
		PR Batch 51400.07.2022 Dental	PR Batch 51400.07.2022 Den	80.32
Total for this ACH Check for Vendor 47:				2,735.98
Total for 7/8/2022:				12,838.61
27972	370 072022	ASCAP DIP Music License	07/12/2022	400.54
Total for Check Number 27972:				400.54
27973	56 072022	James Bownik 2Q22 Mileage Reimbursement	07/12/2022	16.03
Total for Check Number 27973:				16.03
27974	57 072022	Heather Butkowski 2Q22 Mileage Reimbursement	07/12/2022	198.43
Total for Check Number 27974:				198.43
27975	36	City of Roseville	07/12/2022	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	0231027	July IT Services		1,802.97
			Total for Check Number 27975:	1,802.97
27976	29 4228	City of St Anthony July Police Services	07/12/2022	66,856.92
			Total for Check Number 27976:	66,856.92
27977	25 072022	County of Ramsey Recording Fee - Winkelaar Water Line	07/12/2022	46.00
			Total for Check Number 27977:	46.00
27978	61 2060530	Gopher State One Call June Locates	07/12/2022	21.60
			Total for Check Number 27978:	21.60
27979	134 00125	Katrina Joseph May and June Legal Services	07/12/2022	1,850.00
			Total for Check Number 27979:	1,850.00
27980	78 072022 072022 072022 072022 072022 072022 072022 072022 072022	League of Minnesota Cities Insurance Trust LMCIT Property/Casualty Coverage 2022-2023 LMCIT Property/Casualty Coverage 2022-2023 LMCIT Property/Casualty Coverage 2022-2023 LMCIT Property/Casualty Coverage 2022-2023 LMCIT Property/Casualty Coverage 2022-2023 LMCIT Property/Casualty Coverage 2022-2023 LMCIT Property/Casualty Coverage 2022-2023 LMCIT Property/Casualty Coverage 2022-2023 LMCIT Property/Casualty Coverage 2022-2023	07/12/2022	925.54 8,009.05 97.70 3,157.61 3,794.19 45.33 175.05 485.84 1,370.69
			Total for Check Number 27980:	18,061.00
27981	23 INV2068491	Metro Sales Inc 2Q22 Copy Charges	07/12/2022	181.74
			Total for Check Number 27981:	181.74
27982	24 0001142651	Metropolitan Council August Waste Water	07/12/2022	11,614.67
			Total for Check Number 27982:	11,614.67
27983	84 072022 072022 072022 072022 072022 072022 072022 072022 072022 072022 072022 072022	North Star Bank Cardmember Services June Costco Fuel Walmart - Hand Sanitizer Amazon - City Hall Curtains Jump City - Obstacle Course June Costco Fuel USPS - Certified Letters USPS - Certified Letters Garage Door 4 Less - PW Garage Door Repair June Costco Fuel Costco - Paper Towels & Trash Bags Amazon - N95 Masks for Elections July Pioneer Press	07/12/2022	58.36 53.98 21.42 554.87 58.37 36.90 14.76 1,600.00 272.37 69.11 32.37 10.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 27983:	2,782.51
27984	371 15644	Northwestern Door Company Warming House Door Replacement	07/12/2022	1,500.00
			Total for Check Number 27984:	1,500.00
27985	372 072022	Duane Pulford LMC Conference - DP	07/12/2022	504.48
			Total for Check Number 27985:	504.48
27986	26 1938781 1938782	Stantec Consulting Services Inc General Engineering Services 2021 Sewer Lining Project	07/12/2022	918.00 3,070.10
			Total for Check Number 27986:	3,988.10
27987	4 S1004051 S1004051	The Neighborhood Recycling Company Inc June Multi-Family Recycling June Single Unit Dwelling	07/12/2022	412.62 2,972.06
			Total for Check Number 27987:	3,384.68
27988	350 97	Triple E Water and Sewer LLC 1747 Malvern Water Line Install P&W Agreeme	07/12/2022	6,841.00
			Total for Check Number 27988:	6,841.00
27989	3 475709374	US National Equipment Finance Inc July Copier Lease	07/12/2022	176.00
			Total for Check Number 27989:	176.00
27990	85 072022	Len Yaeger Day in the Park Music	07/12/2022	500.00
			Total for Check Number 27990:	500.00
			Total for 7/12/2022:	120,726.67
			Report Total (24 checks):	133,565.28

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date July 12, 2022

ITEM NUMBER Annual Storm Water Report

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Annually, the City must report on its storm water efforts as one of the requirements of our Municipal Separate Storm Sewer System (MS4) permit. Attached is a copy of our most recent annual report submitted to the Minnesota Pollution Control Agency (MPCA). At the close of the discussion, the Council must allow for public comment on our storm water program.

STAFF RECOMMENDATION:

Introduction: This document is a formatted version of the MS4 Annual Report for 2021, which is completed online by each MS4 permittee. This report is a summary of activities completed under the 2013 MS4 Permit (Permit) between January 1, 2021 and December 31, 2021. For more information about the annual report, please visit the Minnesota Pollution Control Agency's (MPCA) MS4 annual report website at https://stormwater.pca.state.mn.us/index.php?title=MS4_Annual_Report.

MS4 general contact information

Full name: Heather Butkowski Title: City Administrator
 Mailing address: 1891 Walnut St
 City: Lauderdale State: MN Zip code: 55113
 Phone: 6517927650 Email: heather.butkowski@lauderdalemn.org

Preparer contact information (if different from the MS4 General contact)

Full name: Heather Butkowski Title: City Administrator
 Organization: City of Lauderdale
 Mailing address: 1891 Walnut St
 City: Lauderdale State: MN Zip code: 55113
 Phone: 6517927650 Email: heather.butkowski@lauderdalemn.org

MCM 1: Public education and outreach

The following questions refer to Part III.D.1. of the Permit.

Q2 Did you select a stormwater-related issue of high priority to be emphasized during this Permit term? [Part III.D.1.a.(1)] Yes _____

Q3 If "Yes" in Q2, what is your stormwater-related issue(s)?

Q3 Options	Q3 – your answers
Q3:1 TMDL(s)	
Q3:2 Local businesses	
Q3:3 Residential BMPs	Residential BMPs
Q3:4 Pet waste	
Q3:5 Yard waste	
Q3:6 Deicing materials	
Q3:7 Household chemicals	
Q3:8 Construction activities	
Q3:9 Post-construction activities	
Q3:10 Other	

If "Other," describe:

Q4 Have you distributed educational materials or equivalent outreach to the public focused on illicit discharge recognition and reporting? [Part III.D.1.a.(2)] Yes _____

Q5 Do you have an implementation plan as required by the Permit? [Part III.D.1.b.] Yes _____

- Q6 How did you distribute educational materials or equivalent outreach? [Part III.D.1.a.] [see table below]
- Q7 For the items listed in Q6, who is the intended audience? [see table below]
- Q8 For the items listed in Q6, enter the total circulation/audience below (if unknown, use best estimate). [see table below]

Options	Q6 – your answers	Q7						Q8
		Residents	Local businesses	Developers	Students	Employees	Other	
Brochure								
Newsletter	Newsletter	Residents	Local Businesses					4600
Utility bill insert: merge								
Newspaper ad								
Radio ad	Radio ad	Residents	Local Businesses	Developers	Students	Employees		500
Television ad								
Cable access channel	Cable access channel	Residents	Local Businesses		Students			200
Stormwater-related event								
School project or presentation								
Website	Website	Residents	Local Businesses	Developers				100
Other (1)								
	describe:							
Other (2)								
	describe:							
Other (3)								
	describe:							

For Q9 and Q10 below, provide a brief description of each activity related to public education and outreach (e.g., rain garden workshop, school presentation, public works open house) held and the date each activity was held from January 1, 2021 to December 31, 2021. [Part III.D.1.c.(4)]

Q9 Date of activity	Q10 Description of activity
7/29/2021	Mississippi Watershed Management Organization, Capitol Region Watershed District, and Rice Creek Watershed District participate in our annual summer festival.

Q11 Between January 1, 2021 and December 31, 2021, did you modify your BMPs, measurable goals, or future plans for your public education and outreach program? [Part IV.B.] No

If "Yes," describe those modifications:

MCM 2: Public participation/involvement

The following questions refer to Part III.D.2.a. of the Permit.

Q12 You must provide a minimum of one opportunity each year for the public to provide input on the adequacy of your Stormwater Pollution Prevention Program (SWPPP). Did you provide this opportunity between January 1, 2021 and December 31, 2021? [Part III.D.2.a.(1)] Yes

Q13 If 'Yes' in Q12, what was the opportunity that you provided?

Q13 Options	Q13 – your answers
Q13:1 Public meeting	Public meeting

Q13:2 Public event	
Q13:3 Other	

- Q14 If 'Public meeting' in Q13, did you hold a stand-alone meeting or combine it with another event? Combined
Date of the public meeting: 7/13/2021
Number of citizens that attended and were informed about your SWPPP: 0
- Q15 If "Public event" in Q13, describe:
Date of the public event: _____
Number of citizens that attended and were informed about your SWPPP: _____
- Q16 If "Other" in Q13, describe:
Date of this action: _____
Number of citizens that attended and were informed about your SWPPP: _____
- Q17 Between January 1, 2021 and December 31, 2021, did you receive any input regarding your SWPPP? No
If 'Yes,' enter the total number of individuals or organizations that provided comments on your SWPPP: _____
- Q18 If 'Yes' in Q17, did you modify your SWPPP as a result of written input received? [Part III.D.2.b.(2)] _____
If "Yes," describe those modifications: _____
- Q19 Between January 1, 2021 and December 31, 2021, did you modify your BMPs, measurable goals, or future plans for your public education and outreach program? [Part IV.B.] No
If "Yes," describe those modifications: _____

MCM 3: Illicit discharge detection and elimination

The following questions refer to Part III.D.3. of the Permit.

- Q20 Do you have a regulatory mechanism which prohibits non-stormwater discharges to your MS4? Yes
- Q21 Did you identify any illicit discharges between January 1, 2021 and December 31, 2021? [Part III.D.3.h.(4)] No
- Q22 If 'Yes' in Q21, enter the number of illicit discharges detected: _____
- Q23 If 'Yes' in Q21, how did you discover these illicit discharges:
- | Q23 Options | Q23 – your answers |
|------------------------|--------------------|
| Q23:1 Public complaint | |
| Q23:2 Staff | |
- Q24 If 'Public complaint' in Q23, enter the number discovered by the public: _____
- Q25 If 'Staff' in Q23, enter the number discovered by staff: _____
- Q26 If 'Yes' in Q21, did any of the discovered illicit discharges result in an enforcement action (this includes verbal warnings)? _____

Q27 If 'Yes' in Q26, what type of enforcement action(s) was taken and how many of each action were issued between January 1, 2021 and December 31, 2021?

Q27 Options	Q27 – your answers
Q27:1 Verbal warning	
Q27:2 Notice of violation	
Q27:3 Fine	
Q27:4 Criminal action	
Q27:5 Civil penalty	
Q27:6 Other	

If "Other," describe:

Q28 If 'Yes' in Q26, did the enforcement action(s) taken sufficiently address the illicit discharge(s)? _____

Q29 If 'No' in Q28, why was the enforcement not sufficient to address the illicit discharge(s): _____

Q30 Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your illicit discharge regulatory mechanism(s)? [Part III.B.] Yes

Q31 Between January 1, 2021 and December 31, 2021, did you train all field staff in illicit discharge recognition (including conditions which could cause illicit discharges) and reporting illicit discharges for further investigations? [Part III.D.3.e.] Yes

Q32 If 'Yes' in Q31, how did you train your field staff?

Q32 Options	Q32 – your answers
Q32:1 Email	
Q32:2 PowerPoint	
Q32:3 Presentation	
Q32:4 Video	
Q32:5 Field training	
Q32:6 Other	Other

If "Other," describe:

In office discussions

The following questions refer to Part III.C.1. of the Permit.

Q33 Did you update your storm sewer system map between January 1, 2021 and December 31, 2021? [Part III.C.1.] No

Q34 Does your storm sewer map include all pipes 12 inches or greater in diameter and the direction of stormwater flow in those pipes? [Part III.C.1.a.] Yes

Q35 Does your storm sewer map include outfalls, including a unique identification (ID) number and an associated geographic coordinate? [Part III.C.1.b.] Yes

Q36 Does your storm sewer map include all structural stormwater BMPs that are part of your MS4? [Part III.C.1.c.] Yes

Q37 Does your storm sewer map include all receiving waters? [Part III.C.1.d.] Yes

Q38 In what format is your storm sewer map available? GIS

If "Other," describe:

Q39 Between January 1, 2021 and December 31, 2021, did you modify your BMPs, measurable goals, or future plans for your illicit discharge detection and elimination (IDDE) program? No

If "Yes," describe those modifications:

MCM 4: Construction site stormwater runoff control

The following questions refer to Part III.D.4. of the Permit.

- Q40 Do you have a regulatory mechanism that is at least as stringent as the Agency's general permit to Discharge Stormwater Associated with Construction Activity (CSW Permit) No. MN R100001 (<http://www.pca.state.mn.us/index.php/view-document.html?qid=18984>) for erosion and sediment controls and waste controls? [Part III.D.4.a.] Yes _____
- Q41 Have you developed written procedures for site plan reviews as required by the Permit? [Part III.D.4.b.] Yes _____
- Q42 Have you documented each site plan review as required by the Permit? [Part III.D.4.f.] Yes _____
- Q43 Enter the number of site plan reviews conducted for sites an acre or greater between January 1, 2021 and December 31, 2021: 0 _____
- Q44 What types of enforcement actions do you have available to compel compliance with your regulatory mechanism? Check all that apply and enter the number of each used from January 1, 2021 to December 31, 2021.

Q44 Options	Q44 – your answers	
Q44:1 Verbal warning	Verbal warnings	0
Q44:2 Notice of violation	Notice of violation	0
Q44:3 Administrative order	Administrative orders	0
Q44:4 Stop-work order	Stop-work orders	0
Q44:5 Fine	Fines	0
Q44:6 Forfeit of security bond money	Forfeit of security of bond money	0
Q44:7 Withholding of certificate of occupancy	Withholding of certificate of occupancy	0
Q44:8 Criminal action	Criminal actions	0
Q44:9 Civil penalty	Civil penalties	0
Q44:10 Other		

If "Other," describe:

- Q45 Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your construction site stormwater runoff control regulatory mechanism(s)? Yes _____
- Q46 Enter the number of active construction sites an acre or greater that were in your jurisdiction between January 1, 2021 and December 31, 2021: 0 _____
- Q47 Do you have written procedures for identifying priority sites for inspections? [Part III.D.4.d.(1)] Yes _____
- Q48 If 'Yes' in Q47, how are sites prioritized for inspections?

Q48 Options	Q48 – your answers
Q48:1 Site topography	
Q48:2 Soil characteristics	
Q48:3 Type of receiving water(s)	
Q48:4 Stage of construction	
Q48:5 Compliance history	
Q48:6 Weather conditions	
Q48:7 Citizen complaints	
Q48:8 Project size	
Q48:9 Other	Other

If "Other," describe:

Weekly unless rainfall of half inch or greater.

- Q49 Do you have a checklist or other written means to document site inspections when determining compliance? [Part III.D.4.d.(4)] Yes _____
- Q50 Enter the number of site inspections conducted for sites an acre or greater between January 1, 2021 and December 31, 2021: 0 _____
- Q51 Enter the frequency at which site inspections are conducted (e.g., daily, weekly, monthly): [Part III.D.4.d.(2)]:

Q52 Enter the number of trained inspectors that were available for construction site inspections between January 1, 2021 and December 31, 2021:

1 _____

Q53 Provide the contact information for the inspector(s) and/or organization that conducts construction stormwater inspections for your MS4. List your primary construction stormwater contact first if you have multiple inspectors.

1 Inspector name: Chad Johnson
 Organization: Stantec
 Office phone: 612-712-2064
 Work/Cell phone: 651-325-6860
 Email address: chad.johnson@stantec.com
 Preferred contact method: work cell phone

2 Inspector name: _____
 Organization: _____
 Office phone: _____
 Work/Cell phone: _____
 Email address: _____
 Preferred contact method: _____

3 Inspector name: _____
 Organization: _____
 Office phone: _____
 Work/Cell phone: _____
 Email address: _____
 Preferred contact method: _____

Q54 What training did inspectors receive?

Q54 Options	Q54 – your answers
Q54:1 University of Minnesota Erosion and Stormwater Management Certification Program	
Q54:2 Qualified Compliance Inspector of Stormwater (QCIS)	
Q54:3 Minnesota Laborers Training Center Stormwater Pollution Prevention Plan Installer or Supervisor	Minnesota Laborers Training Center Stormwater Pollution Prevention Plan Installer or Supervisor
Q54:4 Minnesota Utility Contractors Association Erosion Control Training	
Q54:5 Certified Professional in Erosion and Sediment Control (CPESC)	Certified Professional in Erosion and Sediment Control (CPESC)
Q54:6 Certified Professional in Stormwater Quality (CPSWQ)	Certified Professional in Stormwater Quality (CPSWQ)
Q54:7 Certified Erosion, Sediment and Storm Water Inspector (CESSWI)	Certified Erosion, Sediment and Storm Water Inspector (CESSWI)
Q54:8 Other	

If "Other," describe:

Q55 Between January 1, 2021 and December 31, 2021, did you modify your BMPs, measurable goals, or future plans for your construction site stormwater runoff control program? [Part IV.B.]

No _____

If "Yes," describe those modifications:

MCM 5: Post construction stormwater management

The following questions refer to Part III.D.5. of the Permit.

Q56 Do you have a regulatory mechanism which meets all requirements as specified in Part III.D.5.a of the Permit?

Yes _____

Q57 What approach are you using to meet the performance standard for Volume, Total Suspended Solids (TSS), and Total Phosphorus (TP) as required by the Permit? [Part III.D.5.a.(2)] Check all

that apply. Refer to the MPCA website at <http://www.pca.state.mn.us/index.php/view-document.html?gid=17815> for guidance on stormwater management approaches.

Q57 Options	Q57 – your answers
Q57:1 Retain a runoff volume equal to one inch times the area of the proposed increase of impervious surfaces on-site	Retain a runoff volume equal to one inch times the area of the proposed increase of impervious surfaces on-site
Q57:2 Retain the post-construction runoff volume on site for the 95th percentile storm	
Q57:3 Match the pre-development runoff conditions	
Q57:4 Adopt the Minimal Impact Design Standards (MIDS)	
Q57:5 An approach has not been selected	
Q57:6 Other method (Must be technically defensible--e.g., based on modeling, research and acceptable engineering practices)	Other method (Must be technically defensible--e.g. based on modeling, research and acceptable engineering practices)

If "Other," describe:

We require at minimum 80% TSS removal and 50% TP removal for the City. We also defer to the local Watershed requirements (Rice Creek WD, Mississippi WMO, and Capital Region WD) for these items which are more stringent than the City's requirements. RCWD you must retain the runoff volume equal to 1.1 inches times the area of new impervious or 0.75 inches of linear projects. MWWMO you must retain a runoff volume equal to one inch times the area of the proposed increase of impervious surfaces on-site. CRWD you must retain a runoff volume equal to one inch times the area of the proposed increase of impervious surfaces on-site.

Q58 Do you have written Enforcement Response Procedures (ERPs) to compel compliance with your post-construction stormwater management regulatory mechanism(s)? [Part III.B.] Yes _____

Q59 Between January 1, 2021 and December 31, 2021, did you modify your BMPs, measurable goals, or future plans for your post-construction site stormwater management program? [Part IV.B.] No _____

If "Yes," describe those modifications:

MCM 6: Pollution prevention/good housekeeping for municipal operations

The following questions refer to Part III.D.6. of the Permit.

Q60 Enter the total number of structural stormwater BMPs, outfalls (excluding underground outfalls), and ponds within your MS4 (exclude privately owned).

Q60:a Structural stormwater BMPs 9 _____

Q60:b Outfalls 8 _____

Q60:c Ponds 2 _____

Q61 Enter the number of structural stormwater BMPs, outfalls (excluding underground outfalls), and ponds that were inspected from January 1, 2021 to December 31, 2021, within your MS4 (exclude privately owned). [Part III.D.6.e.]

Q61:a Structural stormwater BMPs 9 _____

Q61:b Outfalls 8 _____

Q61:c Ponds 2 _____

Q62 Have you developed an alternative inspection frequency for any structural stormwater BMPs, as allowed in Part III.D.6.e.(1) of the Permit? No _____

Q63 Based on inspection findings, did you conduct any maintenance on any structural stormwater BMPs? [Part III.D.6.e.(1)] Yes _____

Q64 If 'Yes,' briefly describe the maintenance that was conducted:

Dredged Gasparre Pond

Q65 Do you own or operate any stockpiles, and/or storage and material handling areas? [Part III.D.6.e.(3)] No _____

Q66 If 'Yes' in Q65, did you inspect all stockpiles and storage and material handling areas quarterly? _____

[Part III.D.6.e.(3)]

Q67 If 'Yes' in Q66, based on inspection findings, did you conduct maintenance at any of the stockpiles and/or storage and material handling areas?

Q68 If 'Yes' in Q67, briefly describe the maintenance that was conducted:

Q69 Between January 1, 2021 and December 31, 2021, did you modify your BMPs, measurable goals, or future plans for your pollution prevention/good housekeeping for municipal operations program? [Part IV.B.]

No

If 'Yes' in Q69, describe those modifications:

Discharges to impaired waters with an USEPA-approved TMDL that includes an applicable WLA

If required, you must complete the TMDL Annual Report Form, available on the MPCA's website at https://stormwater.pca.state.mn.us/index.php?title=Download_page_with_TMDL_forms.

Attach your completed TMDL Annual Report Form as instructed in the online Annual Report. [Part III.E]

Q71 If a file was successfully uploaded, a reference number will appear:

Alum or Ferric Chloride Phosphorus Treatment Systems (not required)

The following questions refer to Part III.F.3.a. of the Permit. Provide the information below as it pertains to your alum or ferric chloride phosphorus treatment system.

Q72 Date(s) of operation (mm/dd/yyyy - mm/dd/yyyy)

January	_____
February	_____
March	_____
April	_____
May	_____
June	_____
July	_____
August	_____
September	_____
October	_____
November	_____
December	_____

	Q73	Q74	Q75	Q76
Month	Chemical(s) used for treatment	Gallons of alum or ferric chloride treatment	Gallons of water treated	Calculated pounds of phosphorus removed
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

Q77 Any performance issues and corrective action(s), including the date(s) when corrective action(s) were taken, between January 1, 2021 and December 31, 2021:

Partnerships

Q78 Did you rely on any other regulated MS4s to satisfy one or more Permit requirements? Yes

Q79 If 'Yes' in Q78, describe the agreements you have with other regulated MS4s and which Permit requirements the other regulated MS4s help satisfy: [Part IV.B.6.]

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. Those organizations also provide site inspections for the City. We also are a member of Minnesota Waters, Let's Keep It Clean for educational outreach.

Additional information

If you would like to provide any additional files to accompany your annual report, use the space below to upload those files. For each space, you may attach one file. You may provide additional explanation and/or information in an email with the subject YourMS4NameHere_2021AR to ms4permitprogram.pca@state.mn.us.

Q80 If a file was successfully uploaded, a reference number will appear:

Q81 If a file was successfully uploaded, a reference number will appear:

Q82 If a file was successfully uploaded, a reference number will appear:

Q83 Optional, describe the file(s) uploaded:

Owner of operator certification

The person with overall administrative responsibility for SWPPP implementation and Permit compliance must certify this MS4 Annual Report. This person must be duly authorized and should be either a principal executive (i.e., Director of Public Works, City Administrator) or ranking elected official (i.e., Mayor, Township Supervisor).

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 assure that qualified personnel properly gathered and evaluated the information submitted. 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 (Minn. R. 7001.0070). I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment (Minn. R. 7001.0540)?

Yes

By typing my name in the following box, I certify the above statements to be true and correct, to the best of my knowledge, and that information can be used for the purpose of processing my MS4 Annual Report.

Name: Heather Butkowski

Title: City Administrator

Date: 6/28/2022


LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date July 12, 2022

ITEM NUMBER Admin Citation Ordinances

STAFF INITIAL 

APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

City staff worked with the city attorney on two draft ordinances. The first ordinance is related to administrative citations. This is something the Council started discussing to find a faster way to get compliance to outstanding code violations (rank growth, debris, zoning issues, etc.). The second ordinance is in a similar vein. It would fine owners for overuse or misuse of public safety services. In practice, these two ordinance work together to address problem properties. Often the properties that fail to mow their yard or keep pets secured also generate excessive police calls for conduct issues on property. During the meeting, staff will share scenarios we envision these ordinances will be used to address now but that list can change or grow over time.

At the time of ordinance adoption, the City Council must set fines for the administrative citations. Staff provided examples from Roseville and Cambridge. We can walk through these during the meeting as the breadth of the use of administrative citations can be broad but not all of the issues addressed in Roseville or Cambridge are as applicable here.

The primary purpose of these ordinances is to address issues on owner-occupied properties. The City's rental housing ordinance addresses condition and conduct issues at licensed rental properties already. The tougher nut to crack has been to get property owners to keep properties neat and resolve zoning issues.

This meeting will give Council and staff an opportunity to review the ordinances and situations in which they will be used. Rum River staff will be at the next meeting to answer any final questions about their process for using administrative citations for building and nuisance related issues.

OPTIONS:

STAFF RECOMMENDATION:

CITY OF LAUDERDALE
ORDINANCE NO. 22-XX

An Ordinance Amending Title 1 of the Code of Ordinances
Regarding Administrative Citations

The city council of the city of Lauderdale ordains as follows:

SECTION 1. Title 1 of the Lauderdale City Code is hereby amended by adding a new Chapter 11 as follows:

CHAPTER 11
ADMINISTRATIVE CITATIONS

- 1-11-1 PURPOSE
- 1-11-2 DEFINITION
- 1-11-3 PROCEDURE
- 1-11-4 PAYMENT
- 1-11-5 CONTESTING ADMINISTRATIVE CITATIONS
- 1-11-6 DISPOSITION OF PENALTIES; ADDITIONAL CONSEQUENCES
- 1-11-7 PENALTIES CUMULATIVE

- 1-11-1 PURPOSE

The city council of the city of Lauderdale finds that there is a need for additional alternative methods of enforcing the city code. While criminal fines and penalties have been the most frequent enforcement mechanism, the administrative enforcement of the city code will increase compliance with the code, will encourage citizens to become more receptive to enforcement efforts, will be more informal and cost-effective, and will keep many violations out of the district court's criminal justice system. Accordingly, the city council finds that the use of administrative citations is a legitimate alternative method of enforcement of the city code that is also an effective way to promote the health, safety, and welfare of the citizens. This method of enforcement shall be in addition to and not exclusive of any other legal remedy for code enforcement, including, without limitation, the filing of criminal charges or other civil remedies for code violations.

- 1-11-2 DEFINITION

“Administrative offense” is any violation of a provision of the Lauderdale City Code or any violation of a condition or requirement of a City-issued permit or license, and such violations may be subject to the administrative citation process set forth herein. Each day a violation exists shall constitute a separate administrative offense. In cases where code violations involve real property, both the responsible party and the property owner may be held accountable for violations occurring on the said property after proper notice is given.

- 1-11-3 PROCEDURE

A. Authority to Issue Notices and Citations. The following representatives of the city shall have the authority to issue notices and citations for administrative offenses:

- i. Building official;
- ii. Building inspector;
- iii. Safety/rental inspector;
- iv. City administrator;
- v. Any licensed peace officer;
- vi. Any other personnel designated by the city administrator to enforce the city code.

B. Administrative Notice.

- i. Upon determining that an administrative offense has occurred, a city representative may issue an administrative notice to the violator, either in person or by regular mail. In the case of a vehicular violation, the administrative notice may be attached to the vehicle. The notice will state the date, time, and nature of the administrative offense, the action necessary to remedy the administrative offense, a reasonable time period to come into compliance, and the name of the official issuing the notice.
- ii. If the violator is making a good faith attempt to remedy the administrative offense, the city may grant an extension to the time period contained in the notice, the length of which must be agreed upon in writing between the city and the violator.
- iii. If an administrative offense is a same or similar subsequent violation within any 12-month period, an administrative notice is not required before subsequent citations are issued pursuant to subsection (C) below.

C. Administrative Citation. If the violator fails to correct the administrative offense within the time period provided in an administrative notice, a city representative may issue an administrative citation. The citation must be issued to the violator in person or by regular mail. In the case of a vehicular violation, the citation may be attached to the vehicle. The citation must state the date, time, and nature of the administrative offense, the action necessary to remedy the administrative offense, the name of the representative issuing the citation, the amount of the scheduled fine, the manner for paying the fine, that a failure to pay may result in a lien against real property to be collected via assessment or a personal obligation of the violator, and the violator's right and manner for appealing the citation under section 1-11-5.

1-11-4 PAYMENT

A. Amount. The amount payable for administrative citations shall be established by the fee schedule as adopted by the city council and, unless an appeal is appropriately requested, shall be due within 10 days of the date of the citation. In the event that a violator is issued a second or subsequent administrative citation for the same or substantially similar

offense within a twelve (12) month period, the fee for such second or subsequent offense may be increased pursuant to the fee schedule.

- B. Effect of Payment. Payment of an administrative citation to the city will not act to prevent or affect further enforcement efforts that may result from any ongoing conduct of the violator, including any and all city code violations that occur after the issuance of the original administrative citation.
- C. Failure to Pay. If the violator fails to pay the fee for the violation in the amount of time specified in the administrative citation, which shall be 10 days absent an appeal, the city may suspend or revoke any city-issued license that is associated with the administrative offense or take additional enforcement actions afforded to the city under the law for the cited offense. Additionally, any unpaid fee shall constitute:
 - i. A lien upon the real property upon which the violation occurred if the property or improvements on the property was the subject of the violation; or
 - ii. A personal obligation of the violator in all other situations.

A lien may be assessed against the property and collected in the same manner as taxes. A lien may be collected as a special charge, as authorized by Minnesota Statutes, sections 366.011 and 366.012, as well as Minnesota Statutes, section 415.01, subd. 2. A personal obligation may be collected by any appropriate legal means.

1-11-5 CONTESTING ADMINISTRATIVE CITATIONS

- A. Any person issued an administrative citation under this chapter shall have the right to appeal such citation by filing a written notice of appeal with the city within 10 days of the date of such citation. Upon receipt of such written notice, the city administrator, or his or her designee, shall schedule the appeal hearing as soon as reasonably practical but in no event more than 90 days from the date of such appeal notice.
- B. The appeal will be heard by a neutral, third party hearing office appointed by the city administrator or his or her designee. At the hearing, the parties will have an opportunity to present testimony and documentary evidence and question witnesses, but strict compliance with evidentiary rules will not be required. The hearing officer may impose limitations on the scope of evidence to be allowed, as well as time limits which may apply to such appeal hearings, and any other substantive or procedural elements which the hearing officer deems appropriate to ensure an efficient appeal process.
- C. The hearing officer shall issue its findings and conclusions, in writing, within 30 days following the hearing. Upon concluding that an administrative citation was justified, it will uphold the citation as issued. If the hearing officer finds that the administrative citation was not justified, it will overturn the citation.
- D. Failure to attend the appeal hearing constitutes a waiver of the violator's rights to a hearing and an admission of the violation. The city administrator may waive this result, however,

upon a showing of good cause. Examples of "good cause" are: death or incapacitating illness of the accused; a court order requiring the accused to appear for another hearing at the same time; or lack of proper service of the citation or notice of the hearing. "Good cause" does not include forgetfulness or intentional delay.

- E. An aggrieved party may obtain judicial review of the decision of the hearing officer according to any applicable law.

1-11-6 DISPOSITION OF PENALTIES; ADDITIONAL CONSEQUENCES

All penalties collected pursuant to this section shall be paid to the city of Lauderdale and deposited into the city's general fund. The city may also suspend or revoke a city-issued license, permit, or other approval associated with any administrative violation, subject to any applicable procedural requirements contained in state or local laws as it relates to adverse action against such city-issued license, permit, or other approval. Suspension or revocation of a license, permit or other approval is authorized regardless of whether additional penalties (such as administrative fines) are imposed for the violation.

1-11-7 PENALTIES CUMULATIVE

Nothing in this section shall prevent the city from taking such other actions as are permitted under law, and the penalties provided herein shall be cumulative.

SECTION II. This ordinance shall be effective upon its adoption and publication.

Adopted by the Lauderdale city council this ____ day of _____, 2022.

By: _____
Mary Gaasch, Mayor

ATTEST:

Heather Butkowski, City Administrator

CITY OF LAUDERDALE
ORDINANCE NO. 22-XX

An Ordinance Amending Title 5 of the Code of Ordinances
Regarding Public Safety Repeat Nuisance Call Service Fees

The city council of the city of Lauderdale ordains as follows:

SECTION 1. Title 5 of the Lauderdale City Code is hereby amended by adding a new Chapter 12 as follows:

CHAPTER 12
PUBLIC SAFETY REPEAT NUISANCE CALL SERVICE FEES

- 5-12-1 PURPOSE
- 5-12-2 SCOPE AND APPLICATION
- 5-12-3 DEFINITIONS
- 5-12-4 REPEAT NUISANCE SERVICE CALL FEE
- 5-12-5 NOTICE
- 5-12-6 RIGHT TO APPEAL
- 5-12-7 LEGAL REMEDIES NONEXCLUSIVE
- 5-12-8 APPLICABILITY OF CHAPTER
- 5-12-9 RECOVERY OF FEE

5-12-1 PURPOSE

The purpose of this chapter is to protect the public health, safety, and welfare and to discourage repeat nuisance service calls in the city to the same property or location which interfere with providing police and public safety services to other residents of the city. It is the intent of the city to impose and collect service call fees from the owner of any property to which city officials must repeatedly respond to nuisance public safety service calls because such calls involve extraordinary increased costs to the city. The repeat nuisance service call fee is intended to reimburse the city of the cost of such calls which is over and above the cost of providing normal law enforcement services and police protection city-wide.

5-12-2 SCOPE AND APPLICATION

This chapter applies to the owner of any private property which is the subject or location of repeat nuisance service calls by city officials or other public safety agencies serving the city. This chapter applies to any repeat nuisance service calls made by a peace officer, part-time peace officer, community service officer, animal control, or other designated public safety personnel.

5-12-3 DEFINITIONS

For purposes of this chapter, the term “nuisance” shall mean any activity, conduct, or condition occurring upon private property within the city that unreasonably annoys, injures, or endangers

the health, safety, morals, comfort, or repose of any member of the public or will, or tend to, alarm, anger, or disturb others or provoke breach of the peace, to which the city is required to respond, including, but not limited to the following:

- A. Any activity, conduct, or condition deemed as a public nuisance under any provision of the city code; or
- B. Any conduct, activity, or condition constituting a violation of Minnesota Statutes, chapter 609, as it may be amended from time to time.

5-12-4 REPEAT NUISANCE SERVICE CALL FEE

- A. The city hereby imposes a repeat nuisance service call fee upon the owner of any private property where the city has rendered services or responded to such property on three or more occasions within a period of 365 days in response to or for the abatement of a nuisance condition.
- B. The repeat nuisance service call fee for the third and each subsequent service call within a period of 365 days shall be in such amount as provided for in the city's fee schedule, as it may be amended from time to time. The fee is intended to reimburse the city for, among other things, the cost associated with city employees, officials, or other contracted public safety agencies who respond to or remain at the nuisance event, any cost for the equipment necessary to respond to such event, the cost of any repairs needed to such equipment based on the response, and the cost of any medical treatment which may be required to be provided to responding officers.
- C. A repeat nuisance service call fee imposed under this chapter will be deemed delinquent if it is not paid within 30 days after the city mails the billing statement for the fee. The city will add a 10% late penalty to a delinquent payment.

5-12-5 NOTICE

The city shall send written notice to the record owner of any property which has had two repeat nuisance service calls within the preceding 365 day period. No repeat nuisance service call fee shall be imposed without first providing the owner with written notice. Such written notice shall:

- A. Identify the nuisance conduct that previously occurred on the property and the dates of the previous nuisance conduct;
- B. State that the owner may be subject to a nuisance call service fee if a third nuisance service call is rendered to the property within the specified time period for any further nuisance-related conduct;
- C. State that the city has the right to seek other legal remedies or actions for abatement of the nuisance or compliance with the law; and

- D. Be served by U.S. mail upon the owner at their address as shown on Ramsey County's property tax records, or, if such mailing is returned as undeliverable for any reason, by posting such notice upon the front door of the subject property. If notice is posted, at least 10 days shall lapse before a repeat nuisance service call fee is imposed.

5-12-6 RIGHT TO APPEAL

- A. When the city mails the billing statement for the repeat nuisance service call fee, the city will also inform the owner of their right to request a hearing to appeal the imposition of such fee.
- B. The owner of any property upon which the fee is imposed may request a hearing within 10 days of the date that the fee statement was mailed. In calculating 10 days, the date that the statement was mailed shall not be counted. Any request for a hearing must be in writing and delivered to the city administrator. Upon receipt of such written notice, the city administrator, or his or her designee, shall schedule the appeal hearing as soon as reasonably practical but in no event more than 90 days from the date of such appeal request. If the owner fails to request a hearing within the time and in the manner required under this section, the right to appeal hereunder is waived.
- C. The appeal will be heard by a neutral, third party hearing office appointed by the city administrator or his or her designee. At the hearing, the parties will have an opportunity to present testimony and documentary evidence and question witnesses, but strict compliance with evidentiary rules will not be required. The hearing officer may impose limitations on the scope of evidence to be allowed, as well as time limits which may apply to such appeal hearings, and any other substantive or procedural elements which the hearing officer deems appropriate to ensure an efficient appeal process.
- D. The hearing officer shall issue its findings and conclusions, in writing, within 30 days following the hearing. Upon concluding that a repeat nuisance service call fee was justified, it will uphold the decision and the statement shall be paid within 30 days. If the hearing officer finds that the fee was not justified, it will overturn the decision and the statement will no longer be outstanding.
- E. Failure to attend the appeal hearing constitutes a waiver of the owner's rights to a hearing and the statement shall be paid within 30 days of the failure to appear. The city administrator may waive this result, however, upon a showing of good cause. Examples of "good cause" are: death or incapacitating illness of the owner; a court order requiring the owner to appear for another hearing at the same time; or lack of receipt of the notice of the hearing. "Good cause" does not include forgetfulness or intentional delay.
- F. An aggrieved party may obtain judicial review of the decision of the hearing officer according to any applicable law.

5-12-7 LEGAL REMEDIES NONEXCLUSIVE

Nothing in this chapter shall be construed to limit the city's available legal remedies, including criminal and civil action, or other available relief.

5-12-8 APPLICABILITY OF CHAPTER

The city shall not impose a repeat nuisance service call fee for a police response relating to emergency assistance, including, but not limited to, domestic violence or child abuse, or for any other matter, in the city's reasonable discretion, for which it would not be in the public interest to charge such a fee.

5-12-9 RECOVERY OF FEE

If an owner fails to pay the fee in the amount of time specified under this chapter, said unpaid fee shall constitute a lien upon the real property upon which the fee is associated with. A lien may be assessed against the property and collected in the same manner as taxes. A lien may also be collected as a special charge, as authorized by Minnesota Statutes, sections 366.011 and 366.012, as well as Minnesota Statutes, section 415.01, subd. 2.

SECTION II. This ordinance shall be effective upon its adoption and publication.

Adopted by the Lauderdale city council this ____ day of _____, 2022.

By: _____
Mary Gaasch, Mayor

ATTEST:

Heather Butkowski, City Administrator

Ordinance 740 and 744

Licenses, Fees, and Permits for 2022 (Fee Schedule)

An Ordinance providing for licenses, fees, and permits. The City Council of Cambridge, Minnesota, hereby ordains the following fees beginning January 1, 2022:

Title III – Administration Fees

Code Section/ Department	Type of License/Fee	Term	Fee
32.23	Planning Commission per diems	Per meeting attended	\$35.00
32.49	Parks, Trails, and Recreation Commission per diems	Per meeting attended	\$35.00
32.64	Airport hangar lease	Per square foot of lease area	\$0.15
32.64	Airport tie down fee	Per month	\$17.00
38.07	Administrative Citation – Debris and/or Garbage	Per day after citation is issued for non-compliance	\$200.00
38.07	Administrative Citation – Abandoned and/or junk vehicle	Per day after citation is issued for non-compliance	\$200.00
38.07	Administrative Citation – Unlawful Storage	Per day after citation is issued for non-compliance	\$200.00
38.07	Administrative Citation – Junk	Per day after citation is issued for non-compliance	\$200.00
38.07	Administrative Citation - Animals: Cleaning up Litter	Per day after citation is issued for non-compliance	\$50.00
38.07	Administrative Citation – Housing: Minimum standards for basic equipment and facilities	Per day after citation is issued for non-compliance	\$200.00
38.07	Administrative Citation – Housing: Safe and sanitary maintenance of parts of dwellings	Per day after citation is issued for non-compliance	\$200.00
38.07	Administrative – Exterior Structure	Per day after citation is issued for non-compliance	\$300.00
38.07	Administrative – Residential outdoor parking and storage	Per day after citation is issued for non-compliance	\$200.00
38.07	Administrative Citation – Sign regulation	Per day after citation is issued for non-compliance	\$100.00

38.07	Administrative Citation – Accessory building and structure requirements	Per day after citation is issued for non-compliance	\$200.00
38.07	Administrative Citation – Fences	Per day after citation is issued for non-compliance	\$200.00
38.07	Administrative Citation – Garbage containers	Per day after citation is issued for non-compliance	\$50.00
38.07	Administrative Citation – Except as otherwise stated herein, all other violations of the City Code or Land Use Code	Per day after citation is issued for non-compliance	\$200.00
38.04	Administrative Citation – Peddler or transient merchant (no license)	Per offense	\$80.00
38.07	Administrative Citation – Mobile food vendor (no license)	Per offense	\$80.00
38.07	Administrative Citation – Temporary/seasonal outdoor sales use or transient vendors (no license)	Per offense	\$80.00
38.07	Administrative Citation – Fireworks sales (no license)	Per offense	\$80.00
38.07	Administrative Citation – Construction related stormwater pollution	Per day after citation is issued for non-compliance	\$200.00
ADMIN	Copies and data requests	Per page	\$0.25, if over 100 pages, actual cost per MN State Statute
ADMIN	Data requests		
ADMIN	Media copies	Per page/item	\$15.00
ADMIN	Police reports (except if you are the victim or the legal guardian of the victim for the crime committed)	Per page	\$0.25, if over 100 pages, actual cost per MN State Statute
ADMIN	Maps, non-copyrighted plans, plats (all pages over 11 x 17)	Per page	\$10.00 – color \$5.00 – black & white
ADMIN	Providing & copying information – actual cost of searching for and retrieving government data, including the cost of employee time, and for the making, certifying, compiling, copying, and electronically transmitting data in accordance with MN State Statute	Per hour or part thereafter	\$22.00 per hour
ADMIN	Transcription of audio recordings/statements	Minimum 1 hour; then 15 min. intervals	\$22.00 per hour
POLICE	Copying of squad car or body camera video, as permitted by Minnesota Statute	Minimum 30 minutes per video requested	\$40.00 per hour
POLICE	Copying of other video/audio (store surveillance/evidence/other)	Minimum 30 minutes per video requested	\$40.00 per hour

51.11	Meter connections	Each	All meter connections will be sold at the city's purchase price plus 10% set-up fee
51.11	Radio transmitter: Neptune R900	Each for use with Neptune	City's cost plus 10% set-up fee
51.11	Non-sprinkler residential setup	City's cost plus 10% set-up fee	Priced per setup depending upon meter size above
51.11	Sprinkler/house meter new construction setup	City's cost plus 10% set-up fee	Priced per setup depending upon meter size above
51.11	Irrigation meter on an already established house – no charge for the radio	City's cost plus 10% set-up fee	Priced per setup depending upon meter size above
51.11	Meter no connections – frozen meters, etc.	City's cost plus 10% set-up fee	See meter pricing above
51.11	Meter test charge	Per meter	\$50.00
51.15	Curb stop cover for sloped driveways	Each	\$97.00
51.15	Fire hydrant replacement kit	Each	\$368.00
51.05	Tampering with the city water system	Per offense	\$500.00
51.05	Certify utility bill to tax levy	First time	\$75.00
51.05	Certify utility bill to tax levy	Second and subsequent times	\$150.00
51.12	Water reconnection fee	Each	\$60.00
51.18	Utility penalty fees		5% with \$5.00 minimum penalty
52.109	Sewer Truck Area Charge*	Per acre	\$2,240.00
52.109	Sewer Access Charge*	Per REU	\$2,273.00
52.141	Sewer rates: SFR Unit Basic Service Charge	Per month, per REU	\$22.00
52.141	Sewer rates: 0 – 6,000 gallons	Per month	\$4.24
52.141	Sewer rates: 6,001 – 20,000 gallons	Per month	\$4.78
52.141	Sewer rates: over 20,001 gallons	Per month	\$5.30
52.141	Septage dumping fee	Per gallon	\$0.10
53.015	Storm sewer rates	Per month, per storm unit	\$5.00
53.02	Administrative citation – illicit discharge	Per day after citation is issued for noncompliance	\$200.00
54.10	Street light utility fee	Per month, per single family residential unit	\$5.00
PUBLIC WORKS	Labor rate – regular time	Per hour, minimum charge of ½ hour	\$42.00

70.07	Through streets and on-way streets	Per offense	\$80.00
70.08	Turning restrictions	Per offense	\$80.00
70.09	U-turns restricted	Per offense	\$80.00
70.10	Excessive noise	Per offense	\$80.00
70.11	Exhibition driving prohibited	Per offense	\$80.00
70.12	Cruising prohibited	Per offense	\$80.00
70.40	Public conduct during parades	Per offense	\$100.00
71.03	No parking zone	Per offense	\$20.00
71.04	Parking violation – Commercial vehicle in a residential area	Per offense	\$20.00
71.05	Parking violation – parking in alley	Per offense	\$20.00 plus subject to tow
71.08	Parking violation – fire lane parking prohibited	Per offense	\$50.00
71.08	Fire lanes & emergency vehicle access roads	Per citation	\$50.00 plus subject to tow
71.65	Impounded vehicle storage fees (non-forfeitures)	Per vehicle	\$200.00
71.99	Parking fees: overtime parking	Per citation	\$20.00
71.99	Parking fees: improper parking	Per citation	\$20.00
71.99	Parking fees: parking in prohibited area	Per citation	\$20.00 plus subject to tow
71.99	Parking fees: parking against traffic	Per citation	\$20.00 plus subject to tow
71.99	Parking fees: winter parking restrictions	Per citation	\$20.00 plus subject to tow
71.99	Parking fees: handicapped parking	Per citation	\$100.00 plus subject to tow
73.03	Application of traffic ordinances	Per offense	\$80.00
73.04	Restrictions	Per offense	\$80.00
73.05	Stopping & yielding	Per offense	\$80.00
73.06	Persons under 18	Per offense	\$80.00
73.07	Equipment	Per offense	\$60.00
73.08	Unattended snowmobiles	Per offense	\$60.00
73.10	Operation on private property	Per offense	\$100.00

Title IX – General Regulation Fees

Code Section/ Department	Type of License/Fee	Term	Fee
90.28	Fire Department coverage for events held by organizations outside Cambridge's Fire Service Area	Per hour	\$100.00

Title XI – Business Regulation Fees

Code Section/ Department	Type of License/Fee	Term	Fee
111.001	Carnivals, circuses, tent show	Per day	\$25.00
111.012	Administrative citation for prohibited paraphernalia	Per offense	\$100.00
111.040	Administrative citation for fireworks	Per offense	\$80.00
111.040	Fireworks sales and display	Per display	\$34.00
111.040	Fireworks sales – outdoors	Per year	\$350.00
112.03	Peddlers and transient merchants	Per day	\$25.00
112.03	Peddlers and transient merchants	Per week	\$50.00
112.03	Peddlers and transient merchants	Per year	\$200.00
112.07	Solicitor administrative citation	Per offense	\$80.00
114	Possession/consumption of alcohol on publicly owned or operated property	Per offense	\$80.00 – first offense \$100.00 – second and subsequent offense
114.002	Administrative citation for possession, consumption, and sale of alcoholic beverages on public owned or operated property prohibited	Per offense	\$80.00 – first offense \$100.00 – second and subsequent offense
114.018	Non-intoxicating malt liquor license, regular on-sale	Per Year	\$400.00
114.018	Non-intoxicating malt liquor license, temporary on-sale	Per day	\$25.00
114.018	Non-intoxicating malt liquor license, off-sale	Per year	\$400.00
114.043	Wine on-sale license	Per year	\$400.00
114.043	Liquor on-sale license	Per year	\$2,500.00
114.043	Special club license	Per year	\$650.00
114.043	License Sunday	Per year	\$200.00
114.044	Liquor on-sale application investigation fee	Each	\$500.00
114.044	Outside state liquor on-sale application investigation fee	Each	Initial investigation fee + actual cost not to exceed \$10,000.00
114.102	Liquor setups	Per year	\$200.00
115.04	Cigarette/tobacco license	Per year	\$200.00
115.11	Administrative citation for tobacco including; illegal sales, illegal possession, illegal use, illegal procurement, and use of false identification	Per offense	\$25.00 – first offense \$50.00 – second and subsequent offense
116.008	Therapeutic massage enterprise license	Per year	\$50.00 per massage therapist licensed



2022 Fee Schedule

Adopted December 6, 2021

Prepared by the Administration Department

City of Roseville

Administrative Fines

<u>Fee Description</u>	<u>City Code</u>	<u>2022 Amount</u>	<u>Comments</u>
Alcohol Sales (License Holder):			
Off-sale 1st Violation	302.15	1,000.00	no suspension
Off-sale 2nd Violation (in 36 months)	302.15	2,000.00	3 day suspension
Off-sale 3rd Violation (in 36 months)	302.15	2,000.00	7 day suspension
Off-sale 4th Violation (in 36 months)	302.15	Revocation	
Alcohol Sales (License Holder):			
On-sale 1st Violation	302.15	1,000.00	1 day suspension
On-sale 2nd Violation (in 36 months)	302.15	2,000.00	5 day suspension
On-sale 3rd Violation (in 36 months)	302.15	2,000.00	15 day suspension
On-sale 4th Violation (in 36 months)	302.15	Revocation	
Alcohol Sales:			
Purchase, possession: underage	n/a	\$ 150.00	
Lending ID to underage person	n/a	100.00	
Selling alcohol: underage	n/a	250.00	
License holder	n/a	300.00	
Other violation	n/a	100.00	
Animals:			
Vicious animal	n/a	50.00	
Barking dog	n/a	50.00	
Animal at large	n/a	50.00	
Other violation	n/a	50.00	
City Code violation: general	n/a	100.00	
Consuming alcohol: unauthorized places	n/a	250.00	
Discharge, display of weapon	n/a	250.00	
Expired license plates	n/a	35.00	
Fats, Oil, Grease (FOG) Fines - Engineering			
FOG discharge resulting in blockage	n/a	500.00	Per incident
Failure to maintain records	n/a	100.00	Per incident
Failure to apply for license	n/a	50.00	
Fires:			
No open fires	n/a	250.00	
Fire code	n/a	250.00	
Fireworks: use, possession, sale	n/a	250.00	
Golf cart / ATV violation	n/a	50.00	
Illegal dumping	n/a	150.00	
Land use	n/a	100.00	
Licenses (not occurring elsewhere)	n/a	50.00	
Missing plate/tab	n/a	35.00	
Noise complaint	n/a	250.00	
Parking: snowbird	n/a	25.00	
Park ordinance violation	n/a	25.00	
Peddling	n/a	75.00	
Pet Store Requirements:	n/a		
1st violation (within a rolling 12 months)	501	1,000.00	
2nd violation (within a rolling 12 months)	501	1,500.00	
3rd violation (within a rolling 12 months)	501	3,000.00	
Property nuisance: Repeat	511	250.00	See Comment 'a' below
Commercial Lodging Establishment		250.00	See Comment 'b' below
Public nuisance	n/a	100.00	
Regulated businesses	n/a	100.00	
Seat belts	n/a	25.00	
Signs	n/a	50.00	
Snowmobiles (use on public property)	n/a	50.00	
Tampering with civil defense system	n/a	250.00	

Tobacco Sales (License Holder):

City of Roseville

Administrative Fines

<u>Fee Description</u>	<u>City Code</u>	<u>2022 Amount</u>	<u>Comments</u>
1st Violation	306.09	1,000.00	
2nd Violation (in 36 months)	306.09	2,000.00	Plus 3-day License Suspension
3rd Violation (in 36 months)	306.09	2,000.00	Plus 7-day License Suspension
4th Violation (in 36 months)	306.09	Revocation	
Tobacco Sales:			
Selling tobacco: underage	306.09	250.00	
Other violation		100.00	
Trapping Ordinance Violation	512	150.00	
Trespassing	n/a	150.00	
Wetland / Shore land	n/a	100.00	

Comments:

- (a) Beginning with the 3rd call, the cost is \$250 plus the costs related to the call up to \$2,000
- (b) More than 10 calls per calendar month