

LAUDERDALE CITY COUNCIL MEETING AGENDA

TUESDAY, MAY 8, 2001

CITY HALL, 7:30 P.M.

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 MEETING TO ORDER AT 7:30 P. M.

2. ROLL:

Councilmembers:

Gower _____	Christensen _____
Gill-Gerbig _____	Hawkinson _____
Mayor Dains _____	

Staff:

Getschow _____

3. APPROVAL OF THE AGENDA

4. APPROVAL

- A. Approval of minutes of 4/10/01 City Council Meeting
- B. Approval of claims totaling \$42,649.89

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS NOT ON THE AGENDA

Any member of the public may speak at this time on any item NOT on the agenda. In consideration of the public attending the meeting for specific items on the agenda, 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 under Additional Items 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 Council's 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.

6. CONSENT

7. SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS/ CITIZENS ADDRESSING THE STREET AND UTILITY IMPROVEMENTS

8. 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.

9. INFORMATIONAL PRESENTATIONS

- A. 2000 Annual Police Department Report- Saint Anthony Police Department

10. ACTION

- A. Petition for Local Improvement (100 % of property owners)- Installation of Street Lights on Fulham Street in the City's of Lauderdale and Falcon Heights
 - 1. Resolution 050801A: A Resolution Declaring the Adequacy of the Petition and Ordering the Preparation of a Report on the Fulham St. Street Light Improvements
 - 2. Agreement of Assessment and Waiver of Irregularity and Appeal

11. REPORTS

12. DISCUSSION

- A. Sanitary Sewer Inflow and Infiltration

13. ITEMS REMOVED FROM THE CONSENT AGENDA

14. ADDITIONAL ITEMS

15. SET AGENDA FOR NEXT MEETING

16. ADJOURNMENT

**Lauderdale City Council
Meeting Minutes
April 24, 2001**

1. Meeting called to order at 7:40 P.M.

2. ROLL

Council present: Gower, Gill-Gerbig, Christensen, Hawkinson, and
Mayor Dains

Staff present: Getschow, City Attorney representative Robert Alsop

3. APPROVAL OF AGENDA

A. Approval of Agenda. Motion by Christensen, second by Hawkinson to approve the agenda. Motion carried unanimously.

4. APPROVAL

A. Approval of Minutes. Motion by Gower, second by Gill-Gerbig to approve the minutes of the April 10, 2001 City Council meeting. Motion carried unanimously.

B. Approval of Claims totaling \$27,727.10. Motion by Hawkinson, second by Christensen to approve the claims totaling \$27,727.10. Roll: Yes: all. Motion carried

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS ITEMS NOT ON THE AGENDA

6. CONSENT

7. PUBLIC HEARINGS

8. INFORMATIONAL PRESENTATIONS

A. *Jan Weissner- Ramsey County Commissioner.* The Commissioner gave a presentation to the City Council on several developments at the Ramsey County level. Issues covered included parks and recreation grant programs; the county-wide purchase of new election equipment; property valuation; public health initiatives; community human services programs; regional transit corridor studies; the 50th Anniversary of the Ramsey County Library system; the community corrections system; and the economic development department's administration of the CDBG program.

A break was taken at 9:00 p.m. The meeting resumed at 9:05 p.m.

9. SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS/
CITIZEN'S ADDRESSING THE STREET AND UTILITY IMPROVEMENTS

A. *2001 Street and Utility Improvements – 1862 Eustis Street.* Two residents and one owner of 1862 Eustis Street addressed the Council regarding the street project and its impact on the boulevard on the side of their property at Summer Street. Martha Laudert, resident of 1862 Eustis Street, discussed the letter that was signed by the residents and owners of the property requesting a change in the improvements to be undertaken on their street. Specifically, they requested that surface bituminous curb be used in front of their property as opposed to barrier concrete curb. They stated that this type of improvement could ensure that the boulevard's trees near their property would not need to be removed.

The City Engineer disagreed with 1862 Eustis stating that the trees may need to be removed as part of the improvement, regardless of the type of curbing installed. Also, he discussed the advantages of concrete curb and gutter over bituminous curb. The Mayor and City Council stated that the current improvements including concrete barrier curb should proceed as planned. There have been many years of discussion regarding storm water drainage and the use of concrete barrier curb. They also requested that the City Engineer and Inspector continue to meet with the owners when the project is underway to determine exactly what will be removed and when it will be removed.

8. INFORMATIONAL PRESENTATIONS (continued)

B. 2001 Street and Utility Improvements. The City Engineer updated the City Council on the current status of the project. Xcel Energy is in the midst of replacing gas mains at this time in the city right-of-way. Northdale Construction will begin the city contract work following these gas main improvements. This start time is expected to be in mid-May.

10. ACTION

A. 2000 Year-End Financial and Investment Report. Motion by Hawkinson, second by Christensen to approve the 2000 Year-End Financial and Investment Report. Roll: Yes: all. Motion carried

B. 2001 1st Quarter Financial and Investment Report. Motion by Christensen, second by Hawkinson to approve the 2001 1st Quarter Financial and Investment Report. Roll: Yes: all. Motion carried

11. REPORTS

A. Refuse Collection Task Force Update. The City Administrator stated that the task force has conducted two meetings to date. Current discussions have focused on researching the use of open versus closed waste collection systems.

B. CTV 10 year Recognition. Council member Hawkinson presented the City Council with a plaque that recognizes the contributions of previous and current Lauderdale CTV Cable Commission members. Those members include:

Paul Villella	1991
Jack Barlow	1992-2000
Denise Hawkinson	2000-2001

12. EXECUTIVE SESSION RELATING TO ATTORNEY/CLIENT PRIVILEGE
TO DISCUSS PENDING LITIGATION AGAINST THE CITY OF
LAUDERDALE

The City Council went into executive session at 9:50 p.m. for the purpose of attorney-client privilege to discuss pending litigation against the City of Lauderdale.

The Council came back into open session at 10:43 p.m.

13. DISCUSSION

14. ITEMS REMOVED FROM THE CONSENT AGENDA

15. ADDITIONAL ITEMS

16. SET AGENDA FOR NEXT MEETING

1. 2001 Street and Utility Improvement Update
2. 2000 Police Department Annual Report
3. Fulham Street Street Light Petition

17. ADJOURNMENT

Motion by Gill-Gerbig, second by Hawkinson to adjourn at 10:45 P.M. Ayes: All.

The City of Lauderdale

Claims for Approval

May 8, 2001 City Council Meeting

04/27/01 Payroll: Check # 6910 - 6916	\$5,853.65
04/27/01 Payroll: Federal Payroll Taxes EFT	\$2,487.48
04/27/01 Payroll: PERA EFT	\$797.11
1st Qtr '01 941 Adjustment via EFT	\$36.48
 05/08/01 Claims: Check # 15179 - 15197	 \$33,475.17
 Total Claims for Approval	 \$42,649.89

26 Apr 2001
Thu 10:17 AM

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*Paid Register
CITY OF LAUDERDALE
CLAIMS FOR APPROVAL
PAYROLL DATE: APRIL 27, 2001
COUNCIL MEETING DATE: MAY 8, 2001

Check Number	Employee Number	Employee Name	Social Security Number	Pay Period	Pay Group	Pay Group Description	Check Amount	Check Date	Status
006910	000000011	BOWNIK, JAMES		9	01	BI-WEEKLY	832.46	27-Apr-01	Outstanding
006911	000000003	GETSCHOW, RICK		9	01	BI-WEEKLY	1,595.64	27-Apr-01	Outstanding
006912	000000002	HINRICHS, DAVID C		9	01	BI-WEEKLY	1,342.49	27-Apr-01	Outstanding
006913	000000005	HUGHES, JOSEPH A		9	01	BI-WEEKLY	1,140.62	27-Apr-01	Outstanding
006914	000000037	WALSH, KEVIN		9	01	BI-WEEKLY	593.02	27-Apr-01	Outstanding
006915	000000054	EICHINGER, CHRIS		9	01	BI-WEEKLY	98.39	27-Apr-01	Outstanding
006916	000000056	HINRICHS, RICHARD		9	01	BI-WEEKLY	251.03	27-Apr-01	Outstanding

Grand Total

5,853.65

3 May 2001
Thu 4:21 PM

* Paid Check Reg
CITY OF LAUDERDALE
CLAIMS FOR APPROVAL
MAY 8, 2001
CITY COUNCIL MEETING

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Check Invoice Number	Number	Name	Account Code	Comments	Transaction Amount
Check Number	15179	CINTAS			
15179	754180094	CINTAS	601-49000-425	PUBLIC WORK UNIFORMS	27.70
15179	754181497	CINTAS	601-49000-425	PUBLIC WORK UNIFORMS	27.70

Totals Check Number	15179	CINTAS			55.40
Check Number	15180	CITY OF ST ANTHONY			
15180	250	CITY OF ST ANTHONY	101-42100-319	06/01 POLICE SERVICES	17,798.17

Totals Check Number	15180	CITY OF ST ANTHONY			17,798.17
Check Number	15181	EAST HENNEPIN AUTO SERVICE INC			
15181	5/8/01	EAST HENNEPIN AUTO SERVICE INC	101-43100-212	04/01 TRUCK FUEL	8.00
15181	5/8/01	EAST HENNEPIN AUTO SERVICE INC	601-49000-212	04/01 TRUCK FUEL	8.00

Totals Check Number	15181	EAST HENNEPIN AUTO SERVICE INC			16.00
Check Number	15182	HUGHES & COSTELLO			
15182	5/8/01	HUGHES & COSTELLO	101-42300-305	05/01 RETAINER FEE	850.00
15182	5/8/01	HUGHES & COSTELLO	101-42300-355	05/01 PRINT/PROCESS	92.50

Totals Check Number	15182	HUGHES & COSTELLO			942.50
Check Number	15183	ICMA RETIREMENT TRUST - 457			
15183	5/8/01	ICMA RETIREMENT TRUST - 457	101-21705	4/27/01 PAYROLL	1,087.44

Totals Check Number	15183	ICMA RETIREMENT TRUST - 457			1,087.44
Check Number	15184	KNOX LUMBER			
15184	0209495753	KNOX LUMBER	101-45200-412	REPAIR WARM HOUSE ROOF	11.41
15184	0209495753	KNOX LUMBER	101-43100-202	TOOLS: DRILL/TROWELS	178.73

Totals Check Number	15184	KNOX LUMBER			190.14
Check Number	15185	LEAGUE OF MINNESOTA CITIES			
15185	5/8/01	LEAGUE OF MINNESOTA CITIES	101-41200-308	RICK/JAMES: '01 LMC CONF	590.00

Totals Check Number	15185	LEAGUE OF MINNESOTA CITIES			590.00

3 May 2001
Thu 4:21 PM

* Paid Check Reg
CITY OF LAUDERDALE
CLAIMS FOR APPROVAL
MAY 8, 2001
CITY COUNCIL MEETING

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Check Invoice Number Number	Name	Account Code	Comments	Transaction Amount
Check Number	15186 MET-COUNCIL ENVIRONMENTAL SER.			
15186 5/8/01	MET-COUNCIL ENVIRONMENTAL SER. 601-49000-388		1ST QTR '01 SAC FEES	10,246.50

Totals Check Number	15186 MET-COUNCIL ENVIRONMENTAL SER.			10,246.50
Check Number	15187 MINNESOTA AFSCME			
15187 5/8/01	MINNESOTA AFSCME	101-21709	04/01 UNION DUES	50.96

Totals Check Number	15187 MINNESOTA AFSCME			50.96
Check Number	15188 MN DEPARTMENT OF REVENUE			
15188 5/8/01	MN DEPARTMENT OF REVENUE	101-21702	04/01 STATE PAYROLL TAXES	783.56

Totals Check Number	15188 MN DEPARTMENT OF REVENUE			783.56
Check Number	15189 OFFICE MAX			
15189 7871J110	OFFICE MAX	101-41200-201	COPIER PAPER	25.55

Totals Check Number	15189 OFFICE MAX			25.55
Check Number	15190 PARK HARDWARE HANK			
15190 30882	PARK HARDWARE HANK	101-43100-228	PROPANE TANK FOR TORCH	3.31

Totals Check Number	15190 PARK HARDWARE HANK			3.31
Check Number	15191 PARK SERVICE			
15191 5/8/01	PARK SERVICE	101-43100-212	04/01 TRUCK FUEL	90.64
15191 5/8/01	PARK SERVICE	601-49000-212	04/01 TRUCK FUEL	90.64

Totals Check Number	15191 PARK SERVICE			181.28
Check Number	15192 PATIO TOWN			
15192 5/8/01	PATIO TOWN	101-45200-225	BRICKS: CITY ENTR SIGNS	138.98

Totals Check Number	15192 PATIO TOWN			138.98
Check Number	15193 RAMSEY COUNTY			
15193 5/8/01	RAMSEY COUNTY	203-50000-327	CTY WMGMT ASSESS: 1ST 1/2	546.81

Totals Check Number	15193 RAMSEY COUNTY			546.81

3 May 2001
Thu 4:21 PM

* Paid Check Reg
CITY OF LAUDERDALE
CLAIMS FOR APPROVAL
MAY 8, 2001
CITY COUNCIL MEETING

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Check Invoice Number	Number	Name	Account Code	Comments	Transaction Amount
Check Number	15194	RAMSEY COUNTY PUBLIC WORKS			
15194	PUBW001712	RAMSEY COUNTY PUBLIC WORKS	101-43200-313	03/01 PLOWING/SANDING	463.45

Totals	Check Number	15194	RAMSEY COUNTY PUBLIC WORKS		463.45
Check Number	15195	RAPIT PRINTING			
15195	10-9415	RAPIT PRINTING	101-41600-353	2ND QTR '01 NEWSLETTER	160.40

Totals	Check Number	15195	RAPIT PRINTING		160.40
Check Number	15196	SEARS			
15196	5/8/01	SEARS	101-43100-202	VACUUM CLEANER/ACCESS	133.73

Totals	Check Number	15196	SEARS		133.73
Check Number	15197	T.A. SCHIFSKY & SONS			
15197	23807	T.A. SCHIFSKY & SONS	101-43200-228	ASHPALT: FIX POTHOLES	60.99

Totals	Check Number	15197	T.A. SCHIFSKY & SONS		60.99
Grand Total					----- 33,475.17

City Council Memorandum

To:	Mayor and City Council
From:	Rick Getschow
Council Meeting Date:	May 8, 2001
Agenda Item:	2000 Annual Police Department Report - SAPD

Background:

Lt. Dominic Cotroneo will be presenting a verbal report to the City Council on the activities of the Saint Anthony Police Department in the City of Lauderdale in 2000.

He will also be able to answer any questions from the Council at the meeting.

City Council Memorandum

To:	Mayor and City Council
From:	Rick Getschow
Council Meeting Date:	May 8, 2001
Agenda Item:	Petition for Local Improvement (100% of Property Owners) – Fulham St. Street Lighting

Background:

Wayne Sisel, 1567 Fulham Street, approached the City Council last fall requesting the institution of a parking permitting process on Fulham Street, south of Larpenteur Avenue. At that time, Sisel stated that the residents would be bringing forth a petition in the near future requesting the Council to consider undertaking the local improvement of installing decorative streetlights on their street. I have just recently been presented with the aforementioned petition.

I provided the property owners with a sample form of a “Petition for a Local Improvement by 100% of the property owners”. The petition acknowledges the conditions of our assessment policy, which regulate that appurtenances (i.e., street lights, sidewalks) constructed or provided separate from new street construction or street reconstruction shall be 100% assessed.

Section 9 (Local Improvement Process), Paragraph C (Procedural Steps for 100% Petitioned Projects) covers this type of project. Basically, the process for this type of improvement is the same as the process for a normal street and utility improvement project – with one exception. There does not need to be a public hearing for the project when it is petitioned by 100% of the property owners. Also, to ensure that there is not a misunderstanding or possible objection with the assessment, cities dealing with 100% petitioned projects usually require that all of the property owners sign petition and waiver agreements. These agreements are officially known as “agreements of assessment and waiver of irregularity and appeal” In this case, the city would be securing a waiver from the property owner that they will not appeal the assessment or the process of the assessment. A model of this type of agreement is included in the packet. Also, language similar to this is already included in the submitted petition by the residents.

There is another twist this petitioned project. Part of the improvement is in the City of Falcon Heights. Eight (8) of the twelve (12) affected property owners are in the City of Lauderdale, whereas as four (4) of the twelve (12) reside in the City of Falcon Heights. Both communities will be concurrently following the improvement and assessment process. Since the majority of the property owners are in Lauderdale and a Lauderdale resident initiated the process, I stated to Falcon Heights that our community would take the lead as it relates to completing the report and obtaining bids for the project. Falcon Heights will still have to assess their own residents for this project.

Resolution 050801A: Declaring Adequacy of the Petition and Ordering A Report

The improvement process in this case begins with the City Council approval of a resolution declaring the adequacy of the petition and ordering a report on the project. Since this is a fairly simple project involving the installation of 2-3 streetlights, it is recommended that the Lauderdale City Administrator be appointed the person to prepare the report. Assistance from the utility company and an engineer may still be needed, but a consulting engineer does not need to be assigned to complete a feasibility report. Also, since this project is 100% petitioned, a public hearing is not needed.

Agreements of Assessment and Waiver of Irregularity and Appeal

One step that should be completed before the project is ordered and undertaken is to have all affected residents sign petition and waiver agreements. As was stated, these agreements avoid misunderstandings and appeals in the later stages of this improvement project.

The project can then be approved and ordered at a later City Council meeting following the presentation of a report and the execution of the assessment and waiver agreements.

Enclosures:

1. 8-31-00 Letter to Fulham Street residents from Wayne Sisel
2. 4-16-01 Letter to City Administrator from Wayne Sisel
3. Lauderdale resident's Petition for Local Improvement
4. Falcon Heights resident's Petition for Local Improvement
5. Assessment Policy Manual Pages 10, 15-16
6. Sample Agreement of Assessment and Waiver of Irregularity and Appeal
7. Resolution 050801A: A Resolution Declaring the Adequacy of the Petition and Ordering the Preparation of a Report on the Fulham St. Street Light Improvements

Council Action Requested:

1. Approve Resolution 050801A: A Resolution Declaring the Adequacy of the Petition and Ordering the Preparation of a Report on the Fulham St. Street Light Improvements.
2. Direct the City Administrator to obtain signed agreements of Assessment and Waiver of Irregularity and Appeal

To: **Fulham Street Neighbors**

August 31, 2000

From: Wayne Sisel (646-8050), email: sisel001@tc.umn.edu

Re: Update On Street Lighting Proposal

Background:

I've talked to most of you earlier this summer about adding street lighting on our street between Hoyt and Folwell Streets, after several of us experienced some vandalism to cars parked on the street last summer and earlier this year. Everyone I talked to seemed concerned about improving night safety and security on our dark street.

I've conferred with the City Administrator in Lauderdale, who has talked with Falcon Heights officials, and NSP. I met with NSP staff on site they have recently provided an estimate of costs based on certain assumptions.

A Proposal:

One possibility would be to extend the lighting system started by St. Paul south of Hoyt, placing fixtures on alternate sides of the street. The poles and luminaires would be of similar design to the St. Paul ones. (St. Paul has cast aluminum poles, the NSP quote was for fiberglass poles, but of similar historic design, used recently in Prospect Park in Minneapolis). Boulevards would only be disturbed minimally where poles are located. All underground wiring would be placed by boring, rather than trenching methods. The estimate included three fixtures. NSP's estimate for this scheme was \$15, 150.

Costs:

Financing of a project requested by residents, I am told, would be assessed 100% to properties affected (eight houses on the Lauderdale side, four on Falcon Heights side-only houses that face Fulham). The cities would pay for the electricity used. The assessments to each property could be paid by residents over a ten-year period, with interest. Using the above estimate, each property would be assessed approximately a total of \$1,263, over 10 years. At 5% interest, this would be about \$164 per year.

What Happens Next?

To proceed from here, if there is a consensus to proceed, we can petition our respective cities to authorize NSP to proceed with the project. (We could proceed without public hearings if there is 100% consensus.) NSP needs about 12 weeks lead time to procure materials for the project. Unless we have another mild winter, construction may not get started until next spring. Costs may escalate slightly.

I would appreciate your thoughts and opinions, and welcome your questions.

April 16,2001

Wayne Sisel
1567 Fulham St.
Lauderdale, MN
55108

Rick Getschow
City Manager
City of Lauderdale
1890 Walnut St
Lauderdale, MN

Dear Rick:

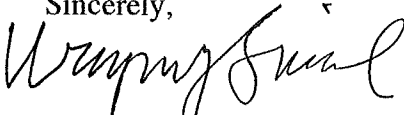
Here are the signed petitions (one for Lauderdale, one for Falcon Heights) for street lighting on Fulham Street between Hoyt and Folwell.

Some of us feel that two fixtures may do the job, instead of the three that NSP/Excel proposed in their estimate.

The residents are also concerned about the design and location of the fixtures, with respect to existing boulevard trees, bedroom windows, etc. We ask that the contractor and the cities work with us on these issues. I would volunteer to represent the residents.

Please let me know if you have any questions, or need any additional information. Please keep me appraised of the process.

Sincerely,



Wayne Sisel

Petition For Local Improvement-Street Lighting (100 percent of property owners)

Lauderdale Minnesota March 24, 2001

To the City Council of Lauderdale Minnesota

We, all owners of real property on the west side of Fulham Street between Hoyt Avenue and Folwell Avenue in the city of Lauderdale hereby petition that such street be improved by street lighting pursuant to Minnesota Statutes, Chapter 429, and that the city assess the entire cost of the improvement against our property described below, and we hereby agreed to pay the entire cost as apportioned by the city.

Name of Owner	Address of Property	Signature of Owner
1. ATHGREEN	1563 FULTAN	<i>Steven Chalmers</i>
2. SIESEL	1567 FULTAN	<i>Wendy Spink</i>
3. BARLES	1573 FULTAN	<i>Robert Cotten</i>
4. OSTER	1577 FULTAN	<i>Michael Muller</i>
5. ABRAHAMSON	1583 FULTAN	<i>Bruce Brown</i>
6. BROWN	1589 FULTAN	<i>R. Sullivan</i>
7. SIMPSON	1599 FULTAN	<i>Charles Smith</i>
8. SMITH	1605 FULTAN	

Examined, checked, and found to be in proper form and to be signed by the required number of owners of property affected by the making of the improvement petitioned for.

City Administrator _____

Petition For Local Improvement-Street Lighting (100 percent of property owners)

Falcon Heights, Minnesota

March 24, 2001

To the City Council of Falcon Heights, Minnesota

We, all owners of real property on the east side of Fulham Street between Hoyt Avenue and Folwell Avenue in the city of Falcon Heights hereby petition that such street be improved by street lighting pursuant to Minnesota Statutes, Chapter 429, and that the city assess the entire cost of the improvement against our property described below, and we hereby agreed to pay the entire cost as apportioned by the city.

Name of Owner	Address of Property	Signature of Owner
1. DEEN	1564 FULTON	Deen
2. RAUF	1572 FULTON	Marianne and Michael Rauf
3. CERMAK/RAKOS	1580 FULTON	[Signature]
4. CLOSE	1588 FULTON	John and Lisa Close

Examined, checked, and found to be in proper form and to be signed by the required number of owners of property affected by the making of the improvement petitioned for.

City Administrator _____

C. MAINTENANCE

Maintenance is a cost-effective measure to extend the useful street life of a particular roadway and to delay street reconstruction needs. Maintenance projects shall include but are not limited to the following:

- *Crack Sealing* - Placement of petroleum-based material in the cracks of a bituminous surfaced street for the purpose of eliminating the flow of water from the surface to the aggregate base material below.
 - *Bituminous Seal Coating* - Placement of petroleum-based material and aggregate on an existing bituminous surfaced street for the purpose of filling cracks and covering mild wear.
 - *Bituminous Surfacing Patching* - Repair or replacement of existing bituminous surfacing or portions of surfacing which has deteriorated.
1. *Assessable Costs*. Maintenance improvements are not assessable costs.

D. APPURTENANCES

Appurtenances are items such as sidewalks, street lighting, or trees that are often encountered during street improvement projects.

1. *Policy*. Appurtenances to new street construction, street reconstruction or resurfacing projects shall be included in the cost of the street improvement project and assessed according to those methods and policies. Appurtenances constructed or provided separate from new street construction; street reconstruction or resurfacing projects shall be assessed 100% of the entire project cost.

SECTION 6: SANITARY SEWER AND WATER IMPROVEMENTS

A. SANITARY SEWER AND WATER - MAINS AND TRUNKS

Repair and replacement of sanitary sewer or water mains are usually done in conjunction with a street improvement project, when needed.

1. *Assessable Costs*. New Sanitary sewer and water main improvements are 100 percent assessed to benefiting properties. Replacement sanitary sewer and water main improvements are not assessable costs.

[See "Resolution Receiving Report and Calling Hearing on Improvement" attached in the Appendix as Form 5]

3. *Mailed Notice of Hearing to Property Owners Proposed to be Assessed.* Not less than ten (10) days before the hearing, the notice of hearing must be mailed to the owner of each parcel in the area proposed to be assessed. For purposes of determining who is to receive notice, the owners of the property are those shown on the records of the county auditor, or in any county where the City Treasurer mails tax statements. The owners of property that is tax exempt or subject to taxation on a gross earnings basis shall be as certified by any practicable means.

[See "Notice of Hearing on Improvement" attached in the Appendix as Form 6]

4. *Published Notice of Hearing.* The notice of public hearing must be published in the city's legal newspaper at least twice, each publication being at least one week apart, with the last publication occurring at least three days prior to the hearing.
5. *Resolution Ordering the Improvement.* The resolution ordering the improvement must be adopted within six months of the date of the public hearing by a four-fifths vote of the City Council, unless the improvement was initiated by a thirty-five percent (35%) petition, in which event it may be adopted by a majority vote. The resolution may reduce, but not increase, the extent of the improvement as stated in the notice.

[See "Resolution Ordering Improvement and Preparation of Plans" attached in the Appendix as Form 7]

C. PROCEDURAL STEPS FOR 100% PETITIONED PROJECTS

Improvement projects, which are initiated by a 100% petition, may be ordered by the City Council without a public hearing if the petitioning property owners agree to pay 100% of the costs of the improvements. If any portion of the cost of the improvements including issuance costs of the bonds, such as discount, capitalized interest and legal fees, are not included in the amount assessed, but are to be repaid by an ad valorem property tax levy, a public hearing must be held.

The following are the procedural steps for a 100% petitioned project:

1. *Petition.* The City Council must receive a petition which is both signed by all of the owners of the real property abutting any street named as the location of the improvement, and states that they agree to pay 100% of the cost of the improvements.

[See "100% Petition for Improvements" attached in the Appendix as Form 1]

2. *Resolution Determining Sufficiency of Petition and Ordering Improvement.* Upon receipt of the 100% petition, the City Council must determine that it has been signed by 100% of the owners of the affected property, and that they have agreed to pay 100% of the costs of the improvements. After making this determination, the project may be ordered without a public hearing.

D. ISSUANCE OF BONDS

At any time after the City Council has ordered the improvements, the City Council may issue its general obligation bonds to finance the cost of the improvements. In the event of any omission, error or mistake in any of the proceedings precedent to the ordering of the improvements, state law provides that the validity of the bonds will not be affected by such deficiencies. However, deficiencies in these proceedings may result in property owners successfully appealing the special assessments levied against their property.

The resolution authorizing the issuance of the bonds will contain covenants by the City Council that at least 20% of the cost of each improvement project will be specially assessed against the benefited property, and the City Council will take all further actions and proceedings necessary in order for the final and valid levy of special assessments. These two covenants are necessary in order for the bonds to be issued without an election.

E. LETTING CONTRACTS

1. *Ordering Plans and Specifications.* After the ordering of an improvement project, the City Council must order the preparation of plans and specifications. This may be included as part of the resolution ordering the improvement.

[See "Resolution Ordering Improvements and Preparation of Plans" attached in the Appendix as Forms 7 and 7A]

2. Agreement of Assessment and Waiver of Irregularity and Appeal

THIS AGREEMENT, is made this ___ day of _____, 19___, between the City of _____ State of Minnesota, hereinafter referred to as the City and _____ of _____ County, State of Minnesota, hereinafter referred to as owner.

In consideration of the action of the City Council, at the owner's request, to cause the construction of _____ on _____ Street, between _____ and _____ and to assess percent of the cost of \$_____ to the owner, owner agrees to pay said percentage, as may be determined by the Council of the City to be a fair apportionment of the costs of said improvement not to exceed \$_____ over a period of _____ years. Owner expressly waives objection to any irregularity with regard to the said improvement assessments and any claim that the amount thereof levied against owner's property is excessive, together with all rights to appeal in the courts.

In testimony, whereof, _____, has hereunto set his/her hand, the day and year first above written.

In presence of:

RESOLUTION NO. 050801A

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

**RESOLUTION DECLARING ADEQUACY OF PETITION AND ORDERING A
REPORT FOR THE FULHAM STREET STREETLIGHT IMPROVEMENT**

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

1. A certain petition requesting the improvement of Fulham Street south of Larpenteur Avenue, by installing street lighting, submitted to the City on April 16, 2001, is hereby declared to be signed by the required percentage of owners of affected property thereby. This declaration is made in conformity to Minnesota Statutes, Section 429.035.
2. The petition is hereby be referred to the City Administrator, and that person is instructed to report to the Council with all convenient speed advising the Council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

I CERTIFY THAT the above resolution was adopted by the City Council of Lauderdale this 8th day of May 2001.

(ATTEST)

Jeff Dains, Mayor

(SEAL)

Rick Getschow, City Administrator

City Council Memorandum

To: Mayor and City Council
From: Rick Getschow
Council Meeting Date: May 8, 2001
Agenda Item: Sanitary Sewer Lines- Inflow and Infiltration (I and I)

Background:

The rainstorms that occurred over the weekend of April 20-22 coupled with the already heavily saturated ground produced heavy inflow into our sanitary sewer system. Inflow is defined as a direct clear water connection into a sanitary sewer system. This occurs mainly from improper residential sump pump or drain connections into the sanitary system and not our storm water system. In terms of recent events, the Ryan Street lift station could not keep up with all of this storm water. Apparently, five houses in the low Walsh Lake area near the lift station were affected by this inflow. It is important to note that the lift station pumps always continued to work and never ceased pumping at all.

As was stated in the April 20th Friday report prior to this rain event, and has been studied for several months, we will be placing new impellers in the Ryan Street lift station to handle more flow, mainly from storm water. As you know, the entire system is properly developed for sanitary flow but new impellers will assist in moving excess inflows. Also, our street reconstruction project is handling the infiltration issues with sanitary sewer replacement and repair. Infiltration is defined as an indirect clear water connection into a sanitary sewer system. The best example of this would be ground water that seeps into cracked sewer pipes.

The affected residents in this Walsh Lake area have requested that the city undertake more aggressive efforts in addressing the inflow issue. I have included in the packet materials from the Lauderdale Comprehensive Plan that addresses these issues.

This item is only for discussion purposes at the meeting.


Enclosures:

1. Lauderdale Comprehensive Plan- Public Utilities, Pages 32-37

Goals, Policies, and Action Steps

Sanitary Sewer

GOAL I. PROMOTE AND MAINTAIN A HEALTHY AND EFFICIENT SYSTEM FOR DISPOSING OF THE CITY'S WASTEWATER.

- 1. Create a Capital Improvement Plan (CIP) for replacement of Lauderdale's sanitary sewer system.**
 - Establish the most cost effective method for replacing the City's sanitary sewer system.
- 2. Minimize the need for emergency repairs.**
 - Create annual maintenance programs, such as annual sewer jetting.
 - Include repair of problem areas in the Capital Improvement Plan.
 - Create access to all City utilities in the public right of way.
- 3. Where possible, phase out lift stations when new gravity lateral sewers are installed.**
 - Research the elimination of the Ryan Lift Station.
 - Research the elimination of the Larpenteur Lift Station.
 - Research the elimination of the Lake Street Lift Station
 - Research the elimination of the Malvern Lift Station
- 4. Continue maintenance and inspections to prepare for infrastructure reconstruction.**
 - Continue proactive maintenance approaches such as periodically televising the sewer system to check for developing problem areas and sewer jetting to prevent plugs.
-  **5. Reduce Inflow & Infiltration (I&I) when possible and fiscally feasible to meet or exceed standards set by the Metropolitan Council Wastewater Commission.**
 - Include replacement of deteriorating clay tile pipes and repair of offset joints in the Capital Improvement Plan.
 - Upon sale of properties, require that gutters and sump pumps be inspected, and that they drain into the yard, not into the sanitary sewer system.
 - Adopt a City Ordinance that prohibits the discharge of sump pumps into the sanitary sewer system.
 - Televising the collection system and continue the regular sewer cleaning as part of normal maintenance.
 - Where possible, adopt as part of the Capital Improvement Plan for sewer lines, construct upgrades such as water tight castings for sanitary sewer manholes, PVC pipes with water tight joints, external sealing protection system for all manholes, and tile lines as part of street construction to divert ground water to the storm sewer.

Water

GOAL II. ENSURE A SAFE, EFFICIENT AND ADEQUATE WATER SUPPLY FOR ALL RESIDENTS.

- 1. Maintain system reliability by looping system to additional mains.**
 - Research areas where Lauderdale can loop water mains for improved service.
- 2. Ensure reliable pressure to fire hydrants.**
 - Make sure that St. Paul Water Utility periodically tests fire hydrants for sufficient pressure in emergency conditions.
- 3. Create a Capital Improvement Plan for replacement of Lauderdale's water mains.**
 - Replace water mains in conjunction with street improvements, as necessary.
- 4. Prepare for emergency water loss and shortages.**
 - Supply information to residents on preparing for water loss/shortages.
 - Ensure that Lauderdale's water supplier prepares a water loss/shortage plan.
- 5. Ensure reliable water supply alternatives, if possible.**
 - Ensure that water utility has alternative water sources.
- 6. Encourage water conservation measures.**
 - Abide by the water conservation measures stipulated in the St. Paul water contract.
 - Publish water conservation information in the City Newsletter.

Storm Sewer

GOAL III. PROVIDE FOR EFFICIENT AND SAFE DRAINAGE OF STORM WATER IN THE CITY.

- 1. Create and adopt controls that allow Lauderdale to implement Storm Water Management and Capital Improvement Plans.**
 - Create a Storm Water Management Plan.
 - Create a Capital Improvement Plan.
 - Install storm sewers in conjunction with street improvements.
 - Where possible, install storm sewers that limit localized flooding, but do not conflict with the Storm Water Management Plan, and do not duplicate future road improvement projects.
 - The City will work with the Department of Natural Resources (DNR) to adopt the revised shoreland regulations consistent with the DNR's schedule of priorities.

- 2. Reduce local flooding where possible and fiscally prudent.**
 - Link Lauderdale's storm water system to other jurisdictions where possible and prudent.
 - Research the most effective way to eliminate flooding in the City, such as the installation of curbs and gutters.
- 3. Work with other jurisdictions (county, state, neighboring cities, and watershed districts) to implement storm water controls.**
 - Work with the University Golf Course and the City of Falcon Heights to accommodate their storm water that runs into Lauderdale.
 - Work with other jurisdictions and MnDot to find alternatives to creating appropriate storm water detention ponds as part of the Trunk Highway 280 reconstruction.
 - Make storm water improvements where possible.
- 4. Adhere to Nationwide Urban Runoff Program storm water run-off guidelines.**
 - Budget for and schedule regular pond maintenance.
 - Incorporate ponds into a new storm water system when possible.
 - Apply Nationwide Urban Runoff Program (NURP) standards for the design of new stormwater ponds and the Minnesota Pollution Control Agency (MPCA) urban Best Management Practices titled *Water Quality in Urban Areas* to the review of any proposed development occurring in the City to reduce nonpoint source pollutant loadings in stormwater runoff. The City will incorporate these standards and requirements in its Stormwater Management Plan and land use controls to implement this policy.

Sanitary Sewer System Collection

Existing Conditions & Needs

Lauderdale's current sanitary sewer system is complete. The system is composed of approximately 5.8 miles of mains, 121 manholes and 4 lift stations. A majority of this system was installed in 1951. The remainder was completed during the rest of the 1950s. There are no on-site septic systems located within the City. Map #5 details the current Lauderdale sanitary sewer system.

The smaller 6-10 inch diameter sewers, which are generally located in the centers of the City streets and serve the properties along each side, are known as lateral sewers. These small sewers were installed at the time the various areas they serve were developed. Most of the lateral sewers were paid for by the benefiting properties through special assessment. This system is 100% complete and any work done to these areas will be to replace or reconstruct deteriorating areas.

Table 11A Description of Sewer System Lines			
Line Type	Diam.	Location	General Use
Main	15"	33rd Ave	Collects flow from branches and transports wastewater to Treatment Facilities.
Force	4"	Connected to Lift Stations	Moves sewage uphill by force
Branch	12"-15"	Roselawn and Larpenteur	Collects from laterals
Lateral	6"-10"	Center of Streets, Properties	Collects sewage from individual homes

The smaller 4 inch diameter sewers are known as force mains and are used to pump sewage from a lift station to an area where sewage can flow (via gravity) to a sewage treatment facility. Lauderdale has four force mains, each one connected to one of Lauderdale's four lift stations.

The larger 12 inch through 15 inch diameter sewers are known as branch sewers. The branch system collects the sewage flow from the laterals. Lauderdale's branch sewers (some of which are located on the same streets as the laterals) run along portions of Roselawn and Larpenteur. Lauderdale's only main leaves Larpenteur and flows under Trunk Highway 280 to 33rd Avenue. This 15 inch line handles a majority of the sewer flow from Lauderdale.

All of Lauderdale's wastewater flow is eventually carried through Minneapolis or St. Paul to the Metropolitan Council Environmental Services (MCES) Treatment Plant. Lauderdale's sanitary sewer system is composed of several flow areas called sanitary sewer "districts". See Map #5 for the location of these districts. These areas are defined by a common drainage receptacle that can be a lift station or a gravity sewer. The wastewater in districts 1, 2, 3, 4 and 5 exits Lauderdale through the MCES Meter M-103 located near the intersection of 33rd Avenue Southeast and Talmadge Avenue. The wastewater in district 6 contains most of the remaining unmetered sanitary sewer which flows to the Minneapolis sewer system at the intersection of Como Avenue and 33rd Avenue Southeast. Finally, district 7 (which contains the rest of the City's unmetered sanitary sewer) flows to the City of St. Paul's sanitary sewer system. For districts 6 and 7, the City annually reports this sanitary sewer flow to the Metropolitan Council based on the water usage. The Council then adjusts the City's flow allocation accordingly.

Table 11B Projected wastewater flows

YEAR	2000		2010		2020	
Sewered Population		2800		2800		2950
Sewered Housing		1200		1250		1250
Sewered Employment		1100		1700		1700
WASTEWATER FLOW RANGE	LOW	HIGH	LOW	HIGH	LOW	HIGH
Yearly Wastewater Flows (MGY)*	80	96	80	108	83	116

* Millions gallons per year

City of Lauderdale

Existing Sanitary Sewer System



Legend

- Existing Sanitary Sewer Pipes
- Existing Force Main
- Sewer District
- Pipe Node
- Lift Station

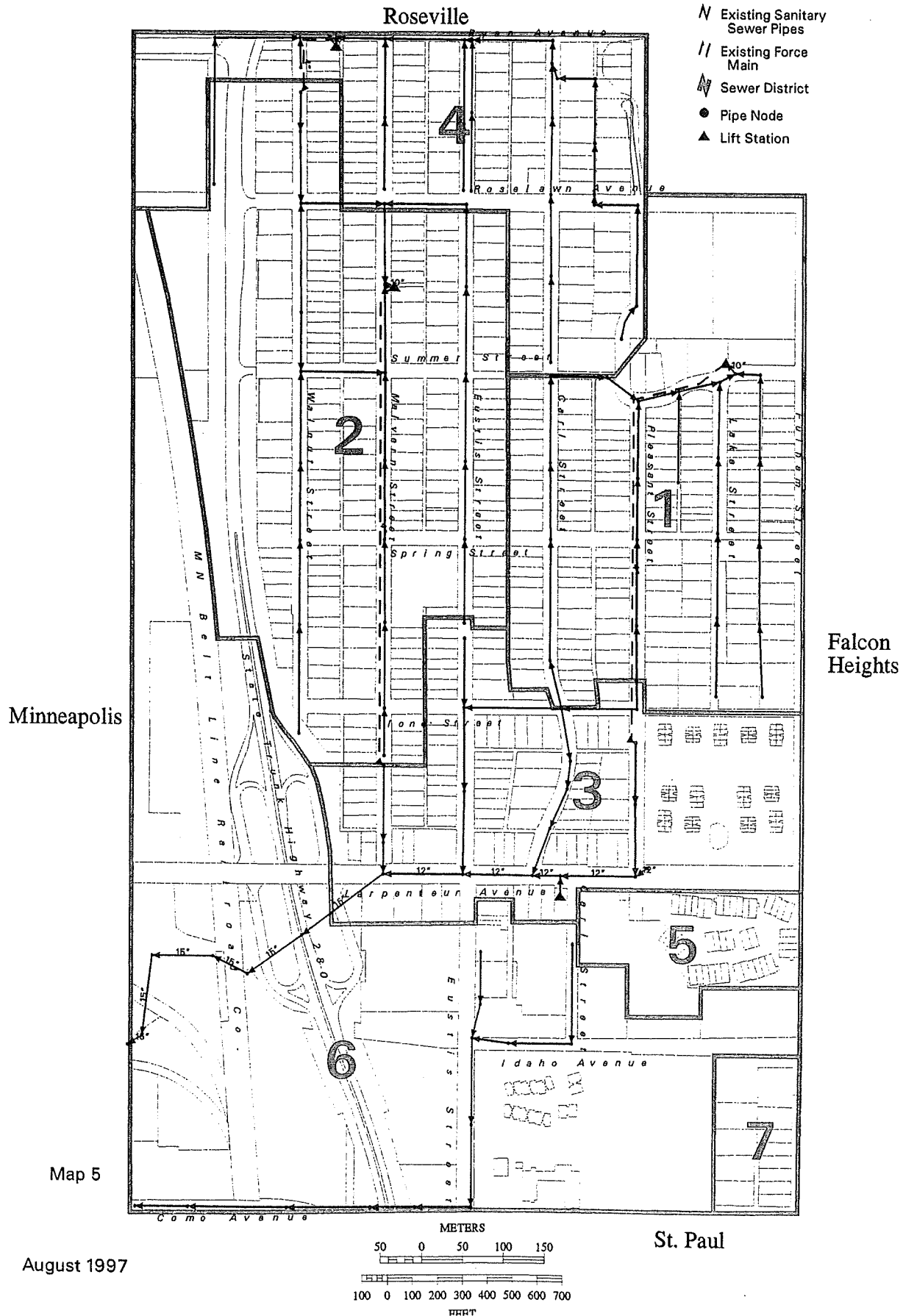


Table 11B details the Metropolitan Council's forecasts of population, household, employment and wastewater flows for Lauderdale for the years 2000 through 2020. No major extensions of the system are currently under consideration. Undeveloped parcels or lots in Lauderdale can be adequately served using existing facilities.


 In 1983, Lauderdale commissioned a Infiltration/Inflow (I&I) Analysis. This study showed enough inflow in areas 2 and 4 to be eligible for a Metropolitan Council grant to alleviate this problem. Since that study, the City has reconstructed 36 manholes. This significantly minimized the I&I into the City's sewer system. Further evaluation of this problem may be necessary, but the City is within the guidelines set by Metropolitan Council.

Table 11C
Sewer Service Charges: 1980-1996

Year	Actual Charges	Adjusted To 1980 \$
1980	\$ 27,042	\$ 27,042
1981	\$ 41,909	\$ 37,321
1982	\$ 49,524	\$ 40,076
1983	\$ 48,883	\$ 38,762
1984	\$ 49,664	\$ 38,007
1985	\$ 47,127	\$ 34,751
1986	\$ 48,207	\$ 35,088
1987	\$ 55,569	\$ 39,287
1988	\$ 54,379	\$ 36,608
1989	\$ 60,783	\$ 39,310
1990	\$ 63,062	\$ 39,178
1991	\$ 61,339	\$ 37,114
1992	\$ 66,983	\$ 39,148
1993	\$ 70,639	\$ 40,039
1994	\$ 91,837	\$ 50,349
1995	\$ 99,799	\$ 53,169
1996	\$ 111,197	\$ 57,615

Source: Metropolitan Council Wastewater Services
(Inflation adjustments based on CPI for all items in the Mpls-St. Paul area, Statistical Abstracts)

Infiltration - is water other than wastewater that enters a sewage system (including sewer service connections) from the ground through such means as defective pipes, pipe joints, connections or manholes.

Inflow - is also water other than wastewater that enters a sewage system (including sewer service connections) from sources such as cellar drains, yard drains, manhole lids, surface runoff, catch basins, street wash waters or drainage.

Lauderdale does not have a wastewater treatment facility. Wastewater is collected by the City and discharged into Minneapolis and St. Paul and ultimately ends up at the MCES treatment plant at Pig's Eye Lake in St. Paul. MCES charges Lauderdale for the treatment of this wastewater. This rate has gone up considerably during the past decade (see Table 11C above.) The change appears less dramatic, however, when adjusted for inflation as shown in the far right column of the table.

Lift Stations

Lauderdale has four lift stations. These stations require on-going maintenance and repair. They serve four of Lauderdale's seven sewer districts.

