

LAUDERDALE CITY COUNCIL MEETING AGENDA
TUESDAY, FEBRUARY 22, 2000
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 _____
Gill-Gerbig _____
Mayor Dains _____

Christensen _____
Hawkinson _____

Staff:

Adm. Rick Getschow _____ Adm. Analyst Dan Olson _____

3. APPROVAL

- A. Approval of agenda
- B. Approval of the minutes of the 2/8/00 City Council Meeting
- C. Approval of claims totaling \$101,083.28

4. 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.

FILE COPY

5. CONSENT

**6. SPECIAL ORDER OF
BUSINESS/RECOGNITIONS/PROCLAMATIONS/CITIZEN'S
ADDRESSING THE 2000 STREET AND UTILITY IMPROVEMENTS**

- A. Resolution 022200A: A Resolution commending Dan Olson for his service to the City of Lauderdale

7. INFORMATIONAL PRESENTATIONS

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. ACTION

- A. Resolution 022200B: A Resolution Approving Plans and Specifications and Ordering an Advertisement for Bids
B. Approval of the Driveway Chapter in the Proposed Zoning Ordinance
C. Administrative Analyst Position

10. REPORTS

- A. Midland Hills Country Club Expansion
B. Highway 280 Reconstruction
C. 2000 Legislative Update

11. DISCUSSION

12. ITEMS REMOVED FROM THE CONSENT AGENDA

13. ADDITIONAL ITEMS

14. SET AGENDA FOR NEXT MEETING

15. ADJOURNMENT

**Lauderdale City Council
Meeting Minutes
February 8, 2000**

1. Meeting called to order at 7:30 P.M.

2. ROLL

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

Staff present: City Administrator Getschow and Adm. Analyst Dan Olson

3. APPROVAL

A. *Approval of Agenda.* Motion by Hawkinson, second by Christensen to approve the agenda. Roll: Yes: all. Motion carried.

B. *Approval of Minutes.* Motion by Gill-Gerbig, second by Hawkinson to approve the minutes of the January 25, 2000 City Council meeting. Roll: Yes: all. Motion carried.

C. *Approval of Claims totaling \$12,788.06.* Motion by Gill-Gerbig, second by Gower to approve the claims totaling \$12,788.06. Roll: Yes: all. Motion carried.

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

5. CONSENT

6. SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS

A. *Snow*Commotion.* Council member Gill-Gerbig expressed appreciation to all of the participants in Snow*Commotion, especially the Park and Community Involvement Committee. The overall event was a success and the weather was very cooperative.

B. *Committee/Commission recognition.* Motion by Hawkinson, second by Gill-Gerbig to approve the city purchase of food and beverage at a cost not to exceed \$25.00 per regularly scheduled meeting for Lauderdale volunteer city committee and commission members. Roll: Yes: all. Motion carried.

7. INFORMATIONAL PRESENTATIONS

8. PUBLIC HEARINGS

9. ACTION

A. *Update on the 2000 Street and Utility Improvement Plans and Specifications.* The City Engineer is finalizing approval of the plans and specifications from other area agencies, such as the watershed districts. One item that has been discussed in terms of watershed approval is the inclusion of "rainwater gardens" in the plans that improve water quality standards.

The City Council also discussed a preliminary assessment roll that was prepared by the City Administrator based upon the Engineer's estimate of cost in the feasibility report.

B. *City History Book Printing.* The City Administrator stated that the approved agreement with Bolger was for a book with 76 pages plus a 4-page cover for a total of \$13,622.00 in an 8.5" x 8.5" format. The City's budget for the book included an additional 10% up to \$15,000 to cover unforeseen costs. The amount of text and pictures provided to Bolger were flowed in on the equipment used to design the book, and it was determined to be about 149 pages. A substantial amount of editing would be required in order to comply with the current agreement.

To attempt to mitigate this problem the City requested a revised quote that increases the size of the book to 8.5" x 11" in order to make better use of the paper. With the larger size, three columns of text can be employed instead of only two. This has the effect of fitting 33% more text on each page. The new quote assumes minimal editing of the text and photos provided to Bolger. Under this scenario, the book would come to about 112 pages plus a 4-page cover for a total of \$17,133.00.

Motion by Christensen, second by Gill-Gerbig to authorize the amendment to the quotation for the printing of the history book to a total of \$17,133.00. Roll: Yes: all. Motion carried.

C. *Driveway Chapter in the Proposed Zoning Ordinance.* The City Council discussed the driveway chapter of the proposed zoning ordinance in detail, especially as it related to acceptable driveway materials, driveway length, and multiple access drives to a property. The Council requested that the following guidelines be presented to the Council for further action at the next Council meeting:

1. **Driveway Materials.**
 - a. All driveways, existing and otherwise, must be constructed of class 5 gravel with aggregate base, bituminous material, or concrete.
 - b. New driveways must be constructed of bituminous material or concrete.
2. **Driveway Length.**
 - a. All existing street-accessed driveways must be a minimum of 20 feet, measured from the property line, while also allowing adequate spacing for landscaping at the building foundation.
 - b. New street-accessed driveways must extend to the side or rear of the property.
3. **Multiple Accesses.**
 - a. All existing driveways must meet the standards of #1 and #2 above to receive a curb cut.
 - b. Second driveways/accesses must extend to the side or rear of the property.

D. *Housing Redevelopment Initiatives and Programs.* The Council requested that time be set aside at future meetings to begin the process of drafting a Lauderdale Housing Policy. These future meetings will include presentations from persons experienced in the proposed program areas.

10. REPORTS
11. DISCUSSION
12. ITEMS REMOVED FROM THE CONSENT AGENDA
13. ADDITIONAL ITEMS

14. SET AGENDA FOR NEXT MEETING

1. Approval of Plans and Specs and an Ordering of Bids for 2000 Street and Utility Improvements
2. Driveway Chapter within the Zoning Ordinance
3. 2000 Legislative Update
4. Metricom Proposal and Agreement
5. Draft Zoning Ordinance

15. ADJOURNMENT

Motion by Gill-Gerbig, second by Hawkinson, to adjourn at 10:15 P.M. Ayes: All.

The City of Lauderdale

Claims for Approval

2/22/00 City Council Meeting

February 18, 2000 Payroll # 6623 - 6629	\$5,479.59
February 22, 2000 Claims # 14336 - 14372	\$95,603.69
Total Claims for Approval	\$101,083.28

17 Feb 2000
Thu 10:38 AM

*Paid Register
CITY OF LAUDERDALE
CLAIMS FOR APPROVAL
PAYROLL DATE: February 18, 2000
COUNCIL MEETING DATE: February 22, 2000

Check Number	Employee Number	Employee Name	Social Security Number	Pay Period	Pay Group Number	Pay Group Description	Check Amount	Check Date	Status
006623	000000011	BOWNIK, JAMES		4	01	BI-WEEKLY	760.66	18-Feb-00	Outstanding
006624	000000003	Getschow, Rick		4	01	BI-WEEKLY	1,372.79	18-Feb-00	Outstanding
006625	000000002	HINRICH, DAVID C		4	01	BI-WEEKLY	880.73	18-Feb-00	Outstanding
006626	000000005	HUGHES, JOSEPH A		4	01	BI-WEEKLY	1,139.71	18-Feb-00	Outstanding
006627	000000008	OLSON, DANIEL L.		4	01	BI-WEEKLY	945.12	18-Feb-00	Outstanding
006628	000000023	HAWKINSON, ELIOT		4	01	BI-WEEKLY	126.06	18-Feb-00	Outstanding
006629	000000029	VILLELLA III, HARRY		4	01	BI-WEEKLY	254.52	18-Feb-00	Outstanding

							5,479.59		

Grand Total

17 Feb 2000
Thu 4:29 PM

* Paid Check Reg
CITY OF LAUDERDALE
Claims for Payment
FEBRUARY 22, 2000
City Council Meeting

Check Invoice Number Number	Name	Account Code	Comments	Transaction Amount
Check Number 14336 2-22-00	14336 CROTEAU, MARY CROTEAU, MARY	201-45600-375	REIMB FOR SNOW COMMOTION	52.21 ----- 52.21
Totals Check Number 14336 CROTEAU, MARY				
Check Number 14339 067719 14339 067719 14339 067719	14339 BOONESTROO, ROSENE, ANDERLIK BOONESTROO, ROSENE, ANDERLIK BOONESTROO, ROSENE, ANDERLIK BOONESTROO, ROSENE, ANDERLIK	401-48401-304 407-48407-304 403-48403-304	CIP ENG: STREETS CIP ENG: SANITARY SEWER CIP ENG: STORM SEWER	24,348.79 7,689.09 10,679.29 ----- 42,717.17
Totals Check Number 14339 BOONESTROO, ROSENE, ANDERLIK				
Check Number 14340 2-22-00	14340 CINTAS CINTAS	601-49000-425	PUBLIC WORKS UNIFORMS	52.72 ----- 52.72
Totals Check Number 14340 CINTAS				
Check Number 14341 2-22-00	14341 CITY OF NEW BRIGHTON CITY OF NEW BRIGHTON	101-43300-304	'00 GIS USERS GROUP FEES	258.00 ----- 258.00
Totals Check Number 14341 CITY OF NEW BRIGHTON				
Check Number 14342 2-22-00	14342 EXPERT TREE & LANDSCAPING EXPERT TREE & LANDSCAPING	101-43500-317	TREE TRIMMING	1,118.25 ----- 1,118.25
Totals Check Number 14342 EXPERT TREE & LANDSCAPING				
Check Number 14343 10447	14343 GOPHER STATE ONE-CALL GOPHER STATE ONE-CALL	101-43400-386	SERVICE JAN '00	4.00 ----- 4.00
Totals Check Number 14343 GOPHER STATE ONE-CALL				
Check Number 14344 2-22-00	14344 ICMA RETIREMENT TRUST - 457 ICMA RETIREMENT TRUST - 457	101-21705	ICMA 2/18/00 PAYROLL	707.54 ----- 707.54
Totals Check Number 14344 ICMA RETIREMENT TRUST - 457				
Check Number 14345 31709	14345 KENNEDY & GRAVEN KENNEDY & GRAVEN	101-41400-305	LEGAL SERVICES JAN '00	77.00

* Paid Check Reg
CITY OF LAUDERDALE
Claims for Payment
FEBRUARY 22, 2000
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Thu 4:29 PM

Check Invoice Number Number	Name	Account Code	Comments	Transaction Amount
Check Number 14345 31709	14345 KENNEDY & GRAVEN KENNEDY & GRAVEN	101-41400-355	PRINTING & PROCESS FEES	0.55 ----- 77.55
Totals Check Number 14345 KENNEDY & GRAVEN				
Check Number 14346 2-22-00	14346 LILLIE SUBURBAN NEWS LILLIE SUBURBAN NEWS	101-41600-309	DELIV ROSE REV JAN '00	627.25 ----- 627.25
Totals Check Number 14346 LILLIE SUBURBAN NEWS				
Check Number 14347 698898	14347 MET-COUNCIL ENVIRONMENTAL SER. MET-COUNCIL ENVIRONMENTAL SER. 601-49000-387		WASTEWATER SERV MAR '00	11,568.00 ----- 11,568.00
Totals Check Number 14347 MET-COUNCIL ENVIRONMENTAL SER.				
Check Number 14348 2-22-00	14348 MINNESOTA AFSCME MINNESOTA AFSCME	101-21709	UNION DUES FEB '00	70.08 ----- 70.08
Totals Check Number 14348 MINNESOTA AFSCME				
Check Number 14349 284008	14349 MINNESOTA CONWAY MINNESOTA CONWAY	101-43100-327	FIRE EXTING ANNUAL INSPEC	108.25 ----- 108.25
Totals Check Number 14349 MINNESOTA CONWAY				
Check Number 14350 2-22-00	14350 MN DEPARTMENT OF REVENUE MN DEPARTMENT OF REVENUE	101-21702	STATE TAXES FEB '00	798.06 ----- 798.06
Totals Check Number 14350 MN DEPARTMENT OF REVENUE				
Check Number 14351 2/22/00	14351 NORTH STAR STATE BANK NORTH STAR STATE BANK	101-41200-201	CREAMER FOR COFFEE	3.54
14351 2/22/00	NORTH STAR STATE BANK	101-43100-327	TRUCK WASH	3.00
14351 2/22/00	NORTH STAR STATE BANK	101-41200-203	POSTAGE FOR CITY HALL	3.20
14351 2/22/00	NORTH STAR STATE BANK	101-41200-201	FILM DEVELOPING	12.90
14351 2/22/00	NORTH STAR STATE BANK	201-45600-375	SNOW COMMOTION MEDALLION	25.00
14351 2/22/00	NORTH STAR STATE BANK	101-41200-331	MILEAGE -RICK	44.41

Totals Check Number 14351 NORTH STAR STATE BANK				92.05

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CITY OF LAUDERDALE
Claims for Payment
FEBRUARY 22, 2000
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Check Invoice Number Number	Name	Account Code	Comments	Transaction Amount
Check Number	14352 NORTH STAR STATE BANK			2,679.00
14352 2-22-00	NORTH STAR STATE BANK	101-21703	FICA FEB '00	----- 2,679.00
Totals Check Number 14352 NORTH STAR STATE BANK				
Check Number	14353 NORTH STAR STATE BANK			1,958.00
14353 2-22-00	NORTH STAR STATE BANK	101-21701	FEDERAL TAXES FEB '00	----- 1,958.00
Totals Check Number 14353 NORTH STAR STATE BANK				
Check Number	14354 NORTH SUBURBAN CABLE COMM.			3,411.32
14354 2-22-00	NORTH SUBURBAN CABLE COMM.	202-49500-329	'00 CABLE CONTRIBUTION	----- 3,411.32
Totals Check Number 14354 NORTH SUBURBAN CABLE COMM.				
Check Number	14355 NORTHERN STATES POWER			435.87
14355 1174-406-0	NORTHERN STATES POWER	101-43200-381	STREET LIGHTING	244.37
14355 2-22-00	NORTHERN STATES POWER	101-43100-383	CITY HALL GAS BILL	81.46
14355 2-22-00	NORTHERN STATES POWER	601-49000-383	CITY HALL GAS BILL	132.35
14355 2-22-00	NORTHERN STATES POWER	101-43100-381	CITY HALL ELECTRIC BILL	44.12
14355 2-22-00	NORTHERN STATES POWER	601-49000-381	CITY HALL ELECTRIC BILL	62.15
14355 2-22-00	NORTHERN STATES POWER	101-43100-383	CITY GARAGE GAS BILL	62.15
14355 2-22-00	NORTHERN STATES POWER	601-49000-383	CITY GARAGE GAS BILL	10.97
14355 2-22-00	NORTHERN STATES POWER	101-43100-381	CITY GARAGE ELECTRIC BILL	10.97
14355 2-22-00	NORTHERN STATES POWER	601-49000-381	CITY GARAGE ELECTRIC BILL	159.63
14355 2-22-00	NORTHERN STATES POWER	101-45200-383	CITY PARK GAS BILL	86.19
14355 2-22-00	NORTHERN STATES POWER	101-45200-381	CITY PARK ELECTRIC BILL	----- 1,330.23
Totals Check Number 14355 NORTHERN STATES POWER				
Check Number	14356 NORTHERN STATES POWER			235.27
14356 2-22-00	NORTHERN STATES POWER	601-49000-381	LIFT STATION ELECTRIC	13.00
14356 2-22-00	NORTHERN STATES POWER	601-49000-383	LIFT STATION GAS	----- 248.27
Totals Check Number 14356 NORTHERN STATES POWER				
Check Number	14357 PUBLIC EMP RETIREMENT ASSSOC			794.87
14357 2/22/00	PUBLIC EMP RETIREMENT ASSSOC	101-21704	PERA 2/18/00 PAYROLL	----- 794.87
Totals Check Number 14357 PUBLIC EMP RETIREMENT ASSSOC				

17 Feb 2000
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CITY OF LAUDERDALE
Claims for Payment
FEBRUARY 22, 2000
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Check Invoice Number Number	Name	Account Code	Comments	Transaction Amount
Check Number	14358 RAMSEY COUNTY PUBLIC WORKS			
14358 PUBW000720	RAMSEY COUNTY PUBLIC WORKS	101-43200-313	PLOWING & SANDING JAN '00	4,540.68
Totals Check Number	14358 RAMSEY COUNTY PUBLIC WORKS			4,540.68
Check Number	14359 RAMSEY COUNTY			
14359 RISK000146	RAMSEY COUNTY	101-21706	EMPLOYEE BENEFITS FEB '00	852.43
Totals Check Number	14359 RAMSEY COUNTY			852.43
Check Number	14360 SIGN A RAMA			
14360 4553	SIGN A RAMA	101-43100-202	CITY HALL SIGNAGE	474.48
Totals Check Number	14360 SIGN A RAMA			474.48
Check Number	14361 SPRINT PCS			
14361 2-22-00	SPRINT PCS	101-41200-391	CITY ADMIN CELL PHONE	14.48
14361 2-22-00	SPRINT PCS	601-49000-391	PUB WORKS CELL PHONE	27.28
Totals Check Number	14361 SPRINT PCS			41.76
Check Number	14362 ST. ANTHONY VILLAGE			
14362 3722	ST. ANTHONY VILLAGE	101-42100-319	POLICE SERVICES MAR '00	17,196.34
Totals Check Number	14362 ST. ANTHONY VILLAGE			17,196.34
Check Number	14363 ST. PAUL WATER UTILITY			
14363 2-22-00	ST. PAUL WATER UTILITY	101-43100-382	CITY HALL WATER BILL	3.68
14363 2-22-00	ST. PAUL WATER UTILITY	601-49000-382	CITY HALL WATER BILL	3.68
Totals Check Number	14363 ST. PAUL WATER UTILITY			7.36
Check Number	14364 SUPER CYCLE			
14364 175140	SUPER CYCLE	203-50000-389	RECYCLING JAN '00	1,837.68
Totals Check Number	14364 SUPER CYCLE			1,837.68
Check Number	14365 TOTAL CONSTRUCTION & EQUIP			
14365 2-22-00	TOTAL CONSTRUCTION & EQUIP	407-48407-544	LIFT ST GENERATORS	1,500.00

17 Feb 2000
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CITY OF LAUDERDALE
Claims for Payment
FEBRUARY 22, 2000
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Check Invoice Number Number	Name	Account Code	Comments	Transaction Amount
Check Number	14365 TOTAL CONSTRUCTION & EQUIP			1,500.00
Totals Check Number	14365 TOTAL CONSTRUCTION & EQUIP			
Check Number	14366 U-HAUL			80.09
14366 1263480	U-HAUL	201-45600-375	SNOW COMMOTION TRAILER	----- 80.09
Totals Check Number	14366 U-HAUL			
Check Number	14367 UNIVERSITY OF MINNESOTA			100.00
14367 2-22-00	UNIVERSITY OF MINNESOTA	101-43500-308	DAVID: TREE WORKSHOP	----- 100.00
Totals Check Number	14367 UNIVERSITY OF MINNESOTA			
Check Number	14368 US WEST COMMUNICATIONS			61.09
14368 2-22-00	US WEST COMMUNICATIONS	101-45200-391	WARMING HOUSE PHONE	----- 61.09
Totals Check Number	14368 US WEST COMMUNICATIONS			
Check Number	14369 US WEST COMMUNICATIONS			59.72
14369 2-22-00	US WEST COMMUNICATIONS	601-49000-391	AUTODIAL: MALVERN STATION	----- 59.72
Totals Check Number	14369 US WEST COMMUNICATIONS			
Check Number	14370 US WEST COMMUNICATIONS			59.72
14370 2-22-00	US WEST COMMUNICATIONS	601-49000-391	AUTODIAL: LARP STATION	----- 59.72
Totals Check Number	14370 US WEST COMMUNICATIONS			
Check Number	14371 US WEST COMMUNICATIONS			59.72
14371 2-22-00	US WEST COMMUNICATIONS	601-49000-391	AUTODIAL: WALNUT STATION	----- 59.72
Totals Check Number	14371 US WEST COMMUNICATIONS			
Check Number	14372 US WEST COMMUNICATIONS			59.72
14372 2-22-00	US WEST COMMUNICATIONS	601-49000-391	AUTODIAL: SUMMER STATION	----- 59.72
Totals Check Number	14372 US WEST COMMUNICATIONS			-----

* paid Check Reg
CITY OF LAUDERDALE
Claims for Payment
FEBRUARY 22, 2000
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Transaction
Amount

Comments

Account Code

Name

Check Invoice
Number Number

Check Number
Grand Total

14372 US WEST COMMUNICATIONS

95,603.69

RESOLUTION NO. 022200A

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

RESOLUTION OF COMMENDATION FOR DAN OLSON

WHEREAS, Dan has been an employee of the City of Lauderdale since August, 1996; and

WHEREAS, during his time with the City, Dan has performed many meaningful and important functions for the City as Administrative Analyst including, but not limited to: city planning, zoning administration, accounting, Y2K coordination, grant writing and various special projects; and

WHEREAS, the contributions Dan has made to the City are appreciated by the City Council and the Community; and

WHEREAS, Dan's last day is Wednesday, February 29, 2000; and

WHEREAS, best wishes are extended to Dan Olson in his pursuit of new endeavors.

NOW, THEREFORE, BE IT RESOLVED, that Dan Olson be commended for his service to the City of Lauderdale.

Adopted by the City Council of the City of Lauderdale, Minnesota this 22nd day of February, 2000.

(ATTEST)

Jeffrey E. Dains, Mayor

(SEAL)

Rick Getschow, City Administrator

City Council Memorandum

To: Mayor and City Council
From: Rick Getschow
Council Meeting Date: February 22, 2000
Agenda Item: 2000 Improvements: Plan and Specification Approval
and Ordering an Advertisement of Bids

BACKGROUND:

The City Engineer and/or a representative that assisted in the design of the enclosed plans will be at the meeting to address the plans and specifications for the 2000 Improvements.

Following the discussion of the plans, the Council is requested to adopt the enclosed resolution that approves the plans and orders an ad for bids.

ENCLOSURES:

1. 2000 Street and Utility Improvement Plans
2. Resolution 022200A: A Resolution Approving Plans and Specifications and Ordering an Advertisement for Bids
3. Schedule of the 2000 Street and Utility Improvement process

COUNCIL ACTION REQUESTED:

Motion to adopt Resolution 022200A: A Resolution Approving Plans and Specifications and Ordering an Advertisement for Bids

RESOLUTION NO. 022200B

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

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING AN
ADVERTISEMENT OF BIDS FOR THE 2000 IMPROVEMENTS**

WHEREAS, pursuant to a resolution passed by the City Council of Lauderdale on the 25th day of January, 2000, the City Consulting Engineer has prepared plans and specifications for the improvement of Pleasant Street between Larpenteur Avenue and Roselawn Avenue, Lake Street between Ione Street and Summer Street, Ione Street between Pleasant Street and Fulham Street, Spring Street between Pleasant Street and Fulham Street, and Summer Street between Pleasant Street and Fulham Street by conducting street reconstruction, sanitary sewer improvements and replacement, water main replacement, storm sewer system improvements, and alley improvements; and has presented such plans and specifications to the Council for approval;

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the official paper and in the Construction Bulletin an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for at least 21 days, shall specify the work to be done, shall state that bids will be received by the City Administrator until 11:00 a.m. on March 21, 2000, at which time they will be publicly opened in the Council Chambers of the City Hall by the City Administrator and Engineer, will then be tabulated, and will be considered by the City Council at 7:30 p.m. on March 28, 2000, in the Council Chambers. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City Administrator for 5 percent of the amount of such bid.

I CERTIFY THAT the above resolution was adopted by the City Council of Lauderdale this 22nd day of February, 2000.

(ATTEST)

Jeff Dains, Mayor

(SEAL)

Rick Getschow, City Administrator

Project Financing

Project financing is addressed in separate documents prepared by staff. In general, the City of Lauderdale is receiving funds from the following sources:

- Current city funds
- Special assessments
- Department of Natural Resources Flood Mitigation Grant
- Government Obligation Bonding

We have included Figures 6a and 6b in the report to assist in determining the amount of front footages and special assessments for each property.

Project Schedule

Approve Feasibility Report; Order Public Hearing	January 4, 2000
Hold Public Hearing; Order Preparation of Plans & Specifications	January 25, 2000
Approve Plans & Specifications; Authorize advertising for bids	February 22, 2000
Open Bids	March 21, 2000
Award Contract	March 28, 2000
Begin Construction	May, 2000
Substantially complete construction	November, 2000
Place final bituminous course; Hold Assessment Hearing	Summer, 2001

Feasibility and Recommendations

The project, as reviewed herein, is feasible and necessary as it relates to general engineering principles and construction procedures. Based on information contained in this report, it is recommended that:

CITY OF LAUDERDALE

MEMORANDUM

TO: MAYOR AND CITY COUNCIL MEMBERS
FROM: DAN OLSON, ZONING ADMINISTRATOR
RE: PROPOSED NEW DRIVEWAY REQUIREMENTS
DATE: FEBRUARY 22, 2000

PURPOSE

At the February 8th City Council meeting, the Council discussed revising the current driveway requirements. After that discussion, the Council asked Staff to complete some more research for new driveway requirements. That research is outlined below. Also, attached for your review is a draft of a proposed new driveway ordinance based on the discussion on February 8th.

Average Driveway Costs

To give you an idea of what a resident might expect to pay for a driveway, several contractors were called for estimates for a 10 x 20 driveway. Below would be the typical costs:

- Crushed class 5 aggregate: \$110 - \$170 per driveway
- Bituminous: \$300 to \$500 per driveway
- Concrete: \$1000 - \$2000 per driveway

Other Cities Driveway Material Requirements

Roseville: concrete, asphalt, brick pavers or other hard surface pavement approved by the Public Works Director

Falcon Heights: concrete, asphalt, brick pavers or other hard surface pavement approved by the City Engineer

Mounds View: Minimum of class 5

Columbia Heights:	Concrete, asphalt or paving blocks
St. Louis Park:	No hard surface requirements
South St. Paul:	Must be at a minimum, class 5; is working on developing a hard surface requirement
St. Anthony:	Concrete or bituminous
Little Canada:	New construction must be asphalt or concrete
St. Paul:	Minimum of class 5
Minneapolis:	Minimum of class 5

Other Cities Driveway Length Requirements

Roseville:	No minimum length requirements; residents cannot park in the boulevard
Falcon Heights:	No minimum length requirements
Mounds View:	No minimum length requirements
Columbia Heights:	No minimum length requirements; cannot park in the front setback area
St. Anthony:	No minimum length requirements
Little Canada:	No minimum length requirements; cannot park in the right of way
St. Paul:	No minimum length requirements; cannot park in the front setback area
Minneapolis: or rear yard.	Does not allow parking in the front of yard; driveway must go to the side

New Driveway Requirements:

For your information, "driveway" was defined in the Draft Zoning Ordinance, following discussion by the City Council this Fall, as follows:

Driveway. **"Driveway" shall mean** a private roadway providing access for vehicles to a parking space in the side or rear yard of the property, ~~carport, garage, dwelling or other structure in the side or rear of the property.~~

As discussed at the February 8th meeting, the language to be deleted in Title 6 (Parking) are Sections 6-1-4 (F) and 6-1-8.

Proposed language to be included in the Zoning Ordinance is attached for your review. The following are the changes proposed to the Ordinance:

- Existing driveways can be constructed of class 5.
- Driveways in the R-1 zoning district can not be wider than 24 feet for the entire length of the driveway.
- New driveways must provide access to the side or rear of the property. Existing driveways need not be directed to the side or rear, but parking is not allowed in public rights of way. This follows the policy of many of the cities surveyed.

City Council Action Requested:

Direct staff on how to proceed on the proposed driveway requirements.

10-5-3: DRIVEWAY REQUIREMENTS

A. Purpose: The purpose of these requirements is to control the location and construction of driveways and curb cuts in order that traffic hazards be reduced and that adequate street drainage be maintained.

B. Scope: These requirements shall apply to all new driveway construction and to repairs and changes to existing driveways, except that setback requirements do not apply to existing driveways.

C. Driveway Permit Required: No driveway shall be constructed in any location without first obtaining a Driveway Permit.

D. Application and Site Plan for Driveway Permit: Any person desiring a Driveway Permit shall present a written application to the City Building Official describing the improvements to be made. This application shall be accompanied by a site plan drawn to scale showing the location of the driveway with respect to property lines, the width of the driveway, type of construction material used, driveway angle, distance between adjacent driveways, and, if applicable, the driveway's distance from a street intersection.

E. Driveway Permit Fees: The Driveway Permit fee shall be prescribed, from time to time, by City Council resolution on file with the City Administrator.

F. Driveway Construction Standards:

1. Surface: ~~Whenever a driveway is constructed, all that portion of the boulevard designated as~~ All driveways shall be surfaced with **either one of the following materials:**

a). A plant-mixed machine-laid bituminous material conforming to Minnesota Department of Transportation (MnDOT) Specification No. 2331, Mixed Designation 41WEA5055X, which have been approved by the City Engineer.

b). Concrete specifications approved by the City Engineer may also be used for such driveway surfacing ~~at the property owner's risk.~~ **However,** should it subsequently become necessary to repair or replace such concrete surfacing **in the right of way area** in whole or in part, the owner of property serviced by such concrete driveway shall pay all costs of such repairs or replacements.

c). Driveways existing on the date of the adoption of this Ordinance, may also be constructed of crushed Class 5 gravel with a 3" aggregate base.

2. Width:

- a. Community Business (B-1), Neighborhood Business (B-2), and Industrial (I-1) Zones: Driveway widths, on site and at the curb cut, shall not exceed thirty six feet (36').
- b. Multiple Residential (R-3) Zones: Driveway widths on site and at the curb cut, shall not exceed thirty feet (30').
- c. ~~Suburban Residential (R-1) And Urban Residential (R-2) Zones:~~
Driveway widths, ~~within the unimproved portion of the boulevard on site~~ and at the curb cut, shall not exceed twenty four feet (24').

3. Driveway Length: All street-accessed driveways shall provide access for vehicles to a parking space, carport, garage, dwelling or other structure in the side or rear of the property. Driveways existing on the date of the adoption of this Ordinance need not be directed to the side or rear of the property, but parking shall not be allowed in the public right of way.

4. Distance Between Driveways: The minimum distance between curbs of driveways shall be ten feet (10') in any R-2 and R-3 district, and twenty feet (20') in any B-1, B-2, and I-1 district.

5. Distance From Intersection: No driveway or curb cut shall be less than twenty feet (20') from any street intersection, except that in Industrial (I-1) Zones, the minimum distance shall be fifty feet (50').

6. Driveway Angle: The minimum driveway angle from a two (2) way access shall be ninety (90) degrees. The minimum driveway angle from a one-way street shall be thirty (30) degrees.

7. Setback: Driveways in any R-2, R-3, B-1, B-2, and I-1 district, except driveways which are shared by two (2) or more adjacent property owners, shall not be located within five feet (5') of any side or rear lot line. In the R-1 district, there is no setback requirement for driveways from the side yard lot line, but no part of the driveway may encroach onto neighboring properties.

8. Control Of Traffic: Where commercial land uses are adjacent to residential districts, driveways shall be located, whenever feasible, to reduce the amount of traffic entering residential areas.

9. Street Access: For properties having frontage on two streets, access shall be provided via the street with the least traffic wherever feasible in order to reduce the number of curb cuts on more heavily traveled streets.

10. State And County Highway Requirements: If the proposed driveway is to be constructed so that it opens onto any street designated as a State or County highway or street, all additional specifications of the appropriate highway departments will apply.

11. Shared Driveways: If two (2) or more driveways are shared, the portion of the driveway on each property shall comply with maximum driveway width requirements.

12. Licensed Contractor: All work done within the right of way of the street shall be done by a regularly licensed contractor under the supervision of the proper City employee.

G. Revocation of Permit: The permit issued may be revoked at any time after its issuance for failure to comply with the conditions of section or the directions of the City relative to the work covered by the permit.

City Council Memorandum

To: Mayor and City Council
From: Rick Getschow
Council Meeting Date: February 22, 2000
Agenda Item: Administrative Analyst Position

BACKGROUND:

Dan Olson is leaving on February 29, 2000 to assume a planner position with the City of Golden Valley. This means that the City must undertake the hiring of another employee to fill this position.

James Bownik has inquired about a promotion to this position. He has experience in fund accounting and planning in previous positions and has already assisted the City in these areas throughout his tenure here. This request has prompted an evaluation of the Deputy Clerk and Administrative Analyst job descriptions, and brings about the possibility of revising the descriptions to best fit the needs of the City. For instance, the Administrative Analyst can perform both the payroll and fund accounting functions, while also conducting elections and staffing the Park and Community Involvement Committee. Based on the revised position description and the capabilities of James Bownik, it is my recommendation that he be promoted to the revised Administrative Analyst position.

I have included the current descriptions in the packet that have not changed since 1996, along with the proposed descriptions for consideration. The items that are not included in the current Administrative Analyst position (i.e., finance, investments, technology, and some planning and zoning duties) are those that can be performed by the City Administrator. If the Council chooses to follow the promotion recommendation, steps must then be taken to advertise for the Deputy Clerk position.

The salary schedules are included for your review. Even though there are minor revisions to the Stanton job classes that are used to compare the position in the market, the salary ranges for the two positions are identical to the schedules adopted by the City Council in January.

ENCLOSURES:

1. Current Administrative Analyst Position Description
2. Current Deputy Clerk Position Description
3. Proposed Administrative Analyst Position Description
4. Proposed Deputy Clerk Position Description
5. Salary Schedules

COUNCIL ACTION REQUESTED:

1. Motion to approve the position descriptions and salary schedules for the Deputy Clerk and Administrative Analyst positions.
2. Motion to promote James Bownik from the Deputy Clerk position to the Administrative Analyst position effective March 1, 2000 at Step 3 in the salary schedule.
3. Motion to direct the City Administrator to advertise to fill the Deputy Clerk position.

CURRENT

**CITY OF LAUDERDALE
POSITION DESCRIPTION**

Position Title: Administrative Analyst
Report To: City Administrator

POSITION SUMMARY

To provide general administrative duties and assistance to the City Administrator in implementing overall programs and policies of the City and performing duties where needed including planning and zoning, finance, information systems and special projects.

DUTIES PERFORMED

- Assist Administrator.
- Conducts research on issues, including budget and financial issues, as directed, works on special projects as needed.
- Handles City finances and Accounting Procedures in Conformance with State Law and Approved Accounting Procedures.
- Codes and monitors receipts and enters deposits into accounting system (within a week from when they were made).
- Codes and monitors payments, prints checks (including typing manual checks) & creates claims list for the Council (by the Friday before a Council meeting).
- Keep a cashbook of all financial transactions effecting cash (as needed, check at least weekly).
- Close each months accounting business (within 10 days of the end of month).
- Reconcile checks at end of month to the cash book and to the accounting software.
- Update coding information (as needed).
- Keep up to date records of all financial transactions.
- Analyze City cash flow and invest accordingly - Making sure that there is adequate cash flow to cover expenditures. (Follow investment policies when created).
- Make appropriate journal entries to document investment transactions (at the close of month).
- Attach appropriate investment information to investment sheets and file (at month end).
- Identify investment opportunities and recommend investment policy and procedures.
- Maintain the Investment Trust Fund and disperse interest revenue on a quarterly basis.
- Assists in preparation of annual budget including providing research and estimates as needed
- Assists, where appropriate, with budget preparation.

- Prepares information for annual audit and assists auditors during audit as necessary.
- Fills out all annual state audit reports and other annual reports as necessary.
- Keeps all financial records and prepares all reports for the cities TIF district.
- Post payroll to accounting system. File 941 Reports. Check payroll disbursements into accounting system.
- Check receipts in utility billing system to accounting system.
- Advise residents, developers and contractors of planning and zoning requirements.
- Perform site plan reviews for residential and commercial development.
- Maintain files on zoning issues.
- Represent City in variance and conditional use applications
- Keep the City Administrator, Planning Commission and the City Council up to date on zoning issues.
- Act as staff liaison to Planning Commission.
- Answer questions and research problems associated with Planning and Zoning.
- Make recommendations to the City Admin. Planning Commission and Council.
- Recommend improvements to computer system - i.e. hardware & software upgrades.
- Coordinate computer training
- Identify opportunities for computerization of City operations and provide follow-up.
- Implement and maintain procedures for backing up all data.
- Coordinate GIS related activities.
- Recommends software upgrades.
- Answer Phone (as needed) and Close Building (when last one out).
- Fill out building permits and Dog & Cat licenses (as needed).
- Answer resident's questions.
- Performs other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Achieve goals within available resources; plans and organizes workloads and staff assignments.
- Assists in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies as needed.
- Provides professional advice to supervisor.
- Communicates official plans, policies and procedures to staff and the general public; Makes presentations to supervisors, boards, commissions, civic groups and the general public as assigned.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assists in the preparation of annual budget requests.

- Evaluates work procedures, schedules, and workflow; studies and recommends policies and procedures to improve efficiency and effectiveness of operations.
- Maintains harmony among workers and resolves grievances.
- Performs or assists subordinates in performing duties; adjusts errors and complaints.
- Prepares a variety of studies, reports and related information for decision-making purposes; conducts research, analysis, and prepares recommendations regarding proposals for programs, grants, services, budget, equipment, etc.
- Provides administrative assistance to supervisor in meeting management; assembles background materials, prepares agendas, and records action items for various meetings.
- Prepares drafts of speeches, presentations, resolutions, ordinances, contracts, administrative policies, etc. as assigned.
- Investigates and follows-up on citizen requests for service, complaints, and requests for information.
- Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services.
- Researches grant programs; prepares grant applications as directed.

PERIPHERAL DUTIES

- Attend seminars and workshops related to administrative duties and responsibilities.
- Prepares correspondence; make reservations and travel arrangements for meetings and seminars.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a college or university with a bachelor's degree in public administration, business administration, or a related field, and
- (B) Two (2) years of municipal experience; or
- (C) Any equivalent combination of education and progressively responsible municipal experience.

Prefer:

- (A) Masters Degree in Public Administration, Business Administration or related field; and
- (B) Two (2) years experience in Municipal finance and planning.
- (C) Working knowledge of computers and MS Word and Excel.

KNOWLEDGE, SKILLS AND ABILITIES

- (A) Working knowledge of the principles and practices of modern public administration; working knowledge of modern records management techniques;
- (B) Skill in operation of computers and listed tools and equipment;
- (C) Ability to accurately record and maintain records, especially in the area of finance;
- (D) Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public.
- (E) Ability to communicate effectively verbally and in writing.

TOOLS AND EQUIPMENT USED

Typewriter, personal computer, including word processing, spreadsheet and data base software; calculator; phone; copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.


SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude

them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: 
Supervisor

Approval: _____
Appointing Authority

Effective Date: 12/15/97

Revision History: Last revised 12/15/97

File name: c:\tim\job descriptions\adana1

CURRENT

CITY OF LAUDERDALE POSITION DESCRIPTION

**Position Title: DEPUTY CLERK
Report to: CITY ADMINISTRATOR**

POSITION SUMMARY

Performs routine to skilled clerical and paraprofessional work assisting the City Administrator; performs general office work for City Hall; performs special tasks as assigned.

TYPICAL DUTIES PERFORMED

- Greets public, determines nature of business, provides information, answers questions, researches files and/or refers as appropriate.
- Answers telephone calls and provides information, answers questions and/or refers as appropriate, takes messages or pages city staff.
- Answers questions, responds to complaints and discrepancies and solves problems related to utility bills and related utility issues.
- Performs all aspects of payroll function.
- Performs all aspects of utility billing function.
- Types correspondence, memos, reports, resolutions, ordinances, budget and forms as needed.
- Keeps agendas, minutes, resolutions, ordinances and other information filed and organized.
- When needed, takes and types minutes of Council meetings; indexes meeting minutes.
- Assists in preparing, typing and delivering Council agenda and packet.
- Drafts routine correspondence and designs forms for office use.
- Maintains office filing system and files.
- Accepts payments for fines, assessments, bills, licenses; prepares receipts, makes change.
- Processes dog/cat licenses and permits as required.
- Prepares and mails applications for various licenses, completes and sends required state reports, and places items on Council agenda.
- Processes building and sign permit applications; ensures application is completed and all necessary documents are attached.
- Sorts and distributes mail.
- Refers Gopher State One calls.
- Coordinates recycling for the City; answers questions about recycling and refuse.

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- Develops monthly City calendar.
- Assists with special projects.
- Prepares purchase orders and purchases office supplies as approved by the City Administrator.
- Maintains monthly, master calendar.
- Coordinates elections, including working with State and County, preparing voting machine, arranging and training election judges, etc...
- Creates City newsletter as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Answer phones, respond to inquiries/complaints from residents, or refer to appropriate staff member.
- Assist residents in applying for permits and licenses.
- Schedule use of Community Room and Community Park for events.
- As needed, type agendas, minutes, and arrange materials for City Council Meetings, Work Sessions, Planning Commission meetings; type correspondence and other items as directed.
- Complete research on various items as directed
- Maintain and operate computers, fax, and photocopying equipment.
- Maintain office supplies inventory.
- Maintain record of City Council Meeting Agendas, Minutes, Resolutions, and Ordinances.
- Set up and maintain filing system, including periodic removal of files to storage.
- Open/close City Hall; turn on/off answering machine.
- Receipt monies.
- Prepare delinquent bills for assessments to taxes.
- Prepare assessment roles. Create and send out notification prior to assessment hearings.
- Certify assessments to County.
- Responsible for all aspects of utility billing function including entering current utility account information, including bills paid, updating account information, and closing/opening accounts preparing utility bills for residents processing bills and prepare vouchers for coding and printing through the accounting system software.
- Responsible for all aspects of payroll function, including W2's, quarterly State wage report.
- Prepare and submit reports for taxes, social security, Medicare, PERA (MW-1 and 8109 coupons).
- Assists in preparing information for annual audit and assists auditors with utility billing and payroll during audit, as necessary.
- Prepare and submit state quarterly building surcharge and SAC unit reports.
- Prepare and submit report on building permits to Ramsey County.
- Coordinate and promote recycling, hazardous waste, and composting efforts in the City.

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- Prepare recycling information for distribution via newsletter and at City Hall.
- Post current Community information on bulletin boards, in City Hall, and character generator.
- Schedule and program midi to cablecast meetings and programs.
- Work with CTV to tape City events.
- Attend Ramsey County Recycling Coordinator Meetings.
- Report resident recycling participation as required to Ramsey County.
- Complete applications and related progress reports for recycling and other grants as required, reimbursement monies, etc.
- Revise/draft pertinent ordinances as directed.
- Draft/monitor RFP for recycling services to get the best possible price for service.
- Recruit, train, and manage election judges.
- Assist candidates in filing for election.
- Operate and maintain optical scanning machine.
- Maintain inventory of supplies.
- Deliver election results to County or off-site tabulating facility.
- Serve as resource for answering voter/judge questions.
- When needed, assists with creation of layout for budget.
- Assists in development of notices, flyers, brochures, etc...
- Create layout for newsletter, edit, mail, distribute, create labels, etc.
- Create brochures on City.
- When needed, prepare videotape for Council meetings.
- When appropriate, label tapes and store.
- Operate listed office machines as required.
- Receives, stamps and distributes incoming mail, processes outgoing mail.
- Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Inputs data to standard office and department forms; makes simple postings to accounts; compiles data for various reports.
- Plans conferences and training sessions. Coordinates travel plans for staff.
- Prepares records such as notices, minutes, and resolutions.
- Acts as custodian of departmental documents and records. Establishes and maintains filing systems, control records and indexes using moderate independent judgment.
- Maintains inventories and orders office supplies and materials.
- Schedules appointments, and performs other administrative and clerical duties.
- Receipts various payments and posts monies to appropriate accounts.
- Registers voters.
- Operates a vehicle to run errands.
- Acts as PCIC staff liaison.
- Types and prepares agendas, minutes, reports and arrange materials for PCIC meetings.
- Tracks finances for City events and reports them to PCIC.
- Works with PCIC on all Community Events

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- Coordinates City's recreation programs.
- Coordinates City volunteer program.
- Keep up to date database of residents and property information.
- Annually work to increase database usability.
- Update and print City Directory as necessary.
- Sell advertising for directory.
- Check all addresses, phone numbers, and City information in directory.
- Investigates and follows-up on citizen requests and complaints.
- Research and prepare grant applications as directed.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Degree from a 2 year technical school with course work in general office practices, and
 - (B) 2 years of experience working in an office environment, experience using personal computer, or
 - (C) any equivalent combination of related education and experience.
- Prefer:
- (A) four year degree in public or business administration; and
 - (B) experience in elections, payroll, utility billing, recycling and newsletter publication.

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
- Skill in operation of listed tools and equipment.
- Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.
- Working knowledge of Council procedures and requirements.
- Working knowledge of City operations, practices and procedures.
- Working knowledge of utility billing issues including problem identification and resolution.
- Working knowledge of office practices, procedures and equipment including use of computers for word-processing and spreadsheet applications.
- Ability to type and enter data with speed and accuracy and operate office equipment.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain confidentiality of City business.

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- Working ability to perform mathematical computations and maintain accurate records.
- Ability to prioritize work and work independently.

TOOLS AND EQUIPMENT USED

Phone; desktop computer; personal computer including word processing software; copy machine; postage machine; fax machine; calculator.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date: 12/16/97

Revision History: 12/16/97

Name Change from Administrative Assistant to Deputy Clerk: 12/3/98

CITY OF LAUDERDALE

PROPOSED POSITION DESCRIPTION

Position Title: ADMINISTRATIVE ANALYST
Report To: CITY ADMINISTRATOR

POSITION SUMMARY

To provide general administrative duties and assistance to the City Administrator in implementing overall programs and policies of the City and performing duties where needed including, but not limited to; fund accounting, payroll, zoning, information systems and special projects.

DUTIES PERFORMED

- Performs all aspects of payroll function
- Conducts research on issues and works on special projects as needed.
- Assists in handling City finances and conducts accounting procedures in conformance with State Law and Approved Accounting Procedures.
- Codes and monitors receipts and enters deposits into accounting system (at least within a week from when they were made).
- Codes and monitors payments, prints checks (including typing manual checks) & creates claims list for the Council (by the Friday before a Council meeting).
- Keep a cashbook of all financial transactions effecting cash (as needed, check at least weekly).
- Close each month's accounting business (within 10 days of the end of month).
- Reconcile checks at end of month to the cash book and to the accounting software.
- Update coding information (as needed).
- Keep up to date records of all financial transactions.
- Make appropriate journal entries to document investment transactions (at the close of month).
- Assist with investments and the implementing of the investment policy.
- Maintains the Investment Trust Fund and disperse interest revenue on a quarterly basis.
- Assists, where appropriate, with budget preparation.
- Prepares information for annual audit and assist auditors during audit as necessary.
- Fills out all annual state audit reports and other annual reports as necessary.
- Keeps all financial records.
- Posts payroll to accounting system. Files 941 Reports. Checks payroll disbursements into accounting system.

- Checks receipts in utility billing system to accounting system.
- Coordinates elections, including working with State and County, preparing voting machine, and arranging the hiring and training of election judges
- Advises residents, developers and contractors of planning and zoning requirements.
- Assists with site plan reviews for residential and commercial development.
- Maintains files on zoning issues.
- Keeps the City Administrator, Planning Commission and the City Council up to date on zoning issues.
- Answers questions and research problems associated with Planning and Zoning.
- Responsible for all aspects of computer backups
- Implements and maintain procedures for backing up all data.
- Answers the phone (as needed) and closes building (when last one out).
- Fill out building permits and Dog & Cat licenses (as needed).
- Answer resident's questions.
- Performs other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Achieve goals within available resources; plans and organizes workloads and staff assignments.
- Assists in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies as needed.
- Responsible for all aspects of payroll function, including W2's, quarterly State wage report.
- Prepare and submit reports for taxes, social security, Medicare, PERA (MW-1 and 8109 coupons).
- Recruit, train, and manage election judges.
- Assist candidates in filing for election.
- Operate and maintain optical scanning machine.
- Maintain inventory of supplies.
- Deliver election results to County or off-site tabulating facility.
- Serve as resource for answering voter and/or election judge questions.
- Registers voters.
- Operates a vehicle to run errands.
- Acts as Park and Community Involvement Committee (PCIC) staff liaison.
- Types and prepares agendas, minutes, reports and arrange materials for PCIC meetings.
- Tracks finances for City events and reports them to PCIC.
- Works with PCIC on all Community Events
- Coordinates City's recreation programs.

- Communicates official plans, policies and procedures to staff and the general public; Makes presentations to supervisors, boards, commissions, civic groups and the general public as assigned.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assists in the preparation of annual budget requests.
- Evaluates work procedures, schedules, and workflow; studies and recommends policies and procedures to improve efficiency and effectiveness of operations.
- Maintains harmony among workers and assists in resolving grievances.
- Performs or assists others in performing duties; adjusts errors and complaints.
- Prepares a variety of studies, reports and related information for decision-making purposes; conducts research, analysis, and prepares recommendations regarding proposals for programs, grants, services, budget, equipment, etc.
- Provides administrative assistance to supervisor in meeting management; assembles background materials, prepares agendas, and records action items for various meetings.
- Prepares drafts of speeches, presentations, resolutions, ordinances, contracts, administrative policies, etc. as assigned.
- Investigates and follows-up on citizen requests for service, complaints, and requests for information.
- Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services.
- Researches grant programs; prepares grant applications as directed.

PERIPHERAL DUTIES

- Attend seminars and workshops related to administrative duties and responsibilities.
- Prepares correspondence; make reservations and travel arrangements for meetings and seminars.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a college or university with a bachelor's degree in public administration, business administration, or a related field, and
- (B) Two (2) years of municipal experience; or
- (C) Any equivalent combination of education and progressively responsible municipal experience.

Prefer:

- (A) Masters Degree in Public Administration, Business Administration or related field; and
- (B) Four (4) years experience in municipal government; and
- (C) Working knowledge of computers and MS Word, Excel, Access, and Publisher.

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of the principles and practices of modern public administration; working knowledge of modern records management techniques.
- Skill in operation of computers and listed tools and equipment.
- Ability to accurately record and maintain records, especially in the areas of payroll and finance.
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public.
- Ability to communicate effectively verbally and in writing.

TOOLS AND EQUIPMENT USED

Typewriter, personal computer; including word processing, spreadsheet and data base software, calculator, phone, copy machine, fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check. Job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date: 2-22-00

CITY OF LAUDERDALE PROPOSED POSITION DESCRIPTION

Position Title: DEPUTY CLERK
Report to: CITY ADMINISTRATOR

POSITION SUMMARY

Performs routine to skilled clerical and paraprofessional work assisting the City Administrator; performs general office work for City Hall; performs special tasks as assigned.

TYPICAL DUTIES PERFORMED

- Greets public, determines nature of business, provides information, answers questions, researches files and/or refers as appropriate.
- Answers telephone calls and provides information, answers questions and/or refers as appropriate, takes messages or pages city staff.
- Answers questions, responds to complaints and discrepancies and solves problems related to utility bills and related utility issues.
- Performs all aspects of utility billing function.
- Types correspondence, memos, reports, resolutions, ordinances, budget and forms as needed.
- Keeps agendas, minutes, resolutions, ordinances and other information filed and organized.
- When needed, takes and types minutes of Council meetings; indexes meeting minutes.
- Assists in preparing, typing and delivering Council agenda and packet.
- Drafts routine correspondence and designs forms for office use.
- Maintains office filing system and files.
- Accepts payments for fines, assessments, bills, licenses; prepares receipts, and makes change.
- Processes dog/cat licenses and permits as required.
- Prepares and mails applications for various licenses, completes and sends required state reports.
- Processes building and sign permit applications. Ensures application is completed and all necessary documents are attached.
- Sorts and distributes mail.
- Refers Gopher State One calls.
- Coordinates recycling for the City; answers questions about recycling and refuse.
- Develops monthly City calendar.

- Assists with special projects.
- Prepares purchase orders and purchases office supplies as approved by the City Administrator.
- Maintains monthly, master calendar.
- Creates City newsletter as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Answer phones, respond to inquiries/complaints from residents, or refer to appropriate staff member.
- Assist residents in applying for permits and licenses.
- Schedules use of Community Room and Community Park for events.
- As needed, type agendas, minutes, and arrange materials for City Council Meetings, Work Sessions, Planning Commission meetings; type correspondence and other items as directed.
- Completes research on various items as directed
- Maintain and operate computers, fax, and photocopying equipment.
- Maintain office supplies inventory.
- Maintain record of City Council Meeting Agendas, Minutes, Resolutions, and Ordinances.
- Set up and maintain filing system, including periodic removal of files to storage.
- Open/close City Hall; turn on/off answering machine.
- Receipt monies.
- Prepare delinquent bills for assessments to taxes.
- Assist in the preparation of assessment rolls. Create and send out necessary notification related to assessment and improvement hearings.
- Assist in the certification of assessments to the County.
- Responsible for all aspects of utility billing function including entering current utility account information, including bills paid, updating account information, and closing/opening accounts preparing utility bills for residents processing bills and prepare vouchers for coding and printing through the accounting system software.
- Assists in preparing information for annual audit and assists auditors with utility billing during audit, as necessary.
- Prepare and submit state quarterly building surcharge and SAC unit reports.
- Prepare and submit report on building permits to Ramsey County.
- Coordinate and promote recycling, hazardous waste, and composting efforts in the City.
- Prepare recycling information for distribution via newsletter and at City Hall.
- Post current Community information on bulletin boards, in City Hall, and on the city cable channel.
- Schedule and program midi to cablecast meetings and programs.
- Work with CTV to tape City events.
- Attend Ramsey County Recycling Coordinator Meetings.
- Report resident recycling participation as required to Ramsey County.

- Complete applications and related progress reports for recycling and other grants as required.
- Revise/draft pertinent ordinances as directed.
- Draft/monitor RFP for recycling services.
- When needed, assists with creation of layout for budget.
- Assists in development of notices, flyers, brochures, etc...
- Create layout for newsletter, edit, mail, distribute, create labels, etc.
- When needed, prepare videotape for Council meetings.
- When appropriate, label tapes and store.
- Operate listed office machines as required.
- Receives, stamps and distributes incoming mail, processes outgoing mail.
- Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Inputs data to standard office and department forms; makes simple postings to accounts; compiles data for various reports.
- Plans conferences and training sessions. Coordinates travel plans for staff.
- Prepares records such as notices, minutes, and resolutions.
- Acts as custodian of departmental documents and records. Establishes and maintains filing systems, control records and indexes using moderate independent judgment.
- Maintains inventories and orders office supplies and materials.
- Schedules appointments, and performs other administrative and clerical duties.
- Receipts various payments and posts monies to appropriate accounts.
- Keep database of residents and property information up to date.
- Annually work to increase database usability.
- Update and print City Directory as necessary.
- Sell advertising for directory.
- Check all addresses, phone numbers, and City information in directory.
- Investigates and follows-up on citizen requests and complaints.
- Research and prepare grant applications as directed.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Degree from a 2 year technical school with course work in general office practices, and
- (B) 2 years of experience working in an office environment, experience using personal computer, or
- (C) any equivalent combination of related education and experience.

Prefer:

- (A) four year degree in public or business administration; and
- (B) experience in utility billing, recycling and newsletter and other publications.

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
- Skill in operation of listed tools and equipment.
- Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.
- Working knowledge of Council procedures and requirements.
- Working knowledge of City operations, practices and procedures.
- Working knowledge of utility billing issues including problem identification and resolution.
- Working knowledge of office practices, procedures and equipment including use of computers for word-processing and spreadsheet applications.
- Ability to type and enter data with speed and accuracy and operate office equipment.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain confidentiality of City business.
- Working ability to perform mathematical computations and maintain accurate records.
- Ability to prioritize work and work independently.

TOOLS AND EQUIPMENT USED

Phone; desktop computer; personal computer including word processing, spreadsheet, and database software; copy machine; postage machine; fax machine; calculator.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date: 2-22-00

ST2000

FINAL 2000 Wage Schedule (Includes Stanton Adjustment and Merit Adjustment)

JOB TITLE	STANTON POSITION COMPARED TO	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Deputy Clerk (Non-exempt)	Executive Secretary (No. 98) - 100%	\$2,785.37	\$2,646.10	\$2,506.83	\$2,367.56	\$2,228.29

ST2000

LAUDERDALE 2000 WAGE SCHEDULE FOR NON-UNION

FINAL 2000 Wage schedule (Includes Stanton Adjustment and Merit Adjustment)

JOB TITLE	STANTON POSITION COMPARED TO	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Administrative Analyst (Exempt)	Administrative Assistant (No. 169) - 100%	\$3,170.22	\$3,011.71	\$2,853.20	\$2,694.69	\$2,536.18

City Council Memorandum

To: Mayor and City Council
From: Rick Getschow
Council Meeting Date: February 22, 2000
Agenda Item: Midland Hills Country Club Expansion

BACKGROUND:

As you may have read or heard recently, the Midland Hills Country Club has approached the City of Roseville regarding an expansion of their clubhouse and banquet facilities. At recent Planning Commission meetings, nearby residents in Roseville have raised concerns about the potential negative effects of this expansion (i.e., noise, traffic, and light) in their neighborhoods to the west of the golf course. It is possible that these same issues could affect nearby residents in Lauderdale following an expansion. Also, the 2000 Street and Utility Improvements already planned in this area will greatly increase heavy construction vehicle traffic when coupled with the major golf course building improvements.

The Council can discuss the potential effects that this golf course expansion may have on Lauderdale and its area residents. Staff can then relay any feedback or input to the City of Roseville before the City Council undertakes final action at their February 28, 2000 meeting.

ENCLOSURES:

1. City of Roseville January 12, 2000 Plan Commission minutes relating to Midland Hills
2. February 15, 2000 Roseville Review article relating to Midland Hills

6c. Planning File 3178. A request by Midland Hills Country Club, 2001 Fulham Street, for a

Conditional Use Permit (CUP) to allow the construction of a 37,500 square foot clubhouse on the site of the existing 1959 Clubhouse.

Chair Klausing opened the hearing and requested Thomas Paschke to provide a verbal summary of the staff report dated January 12, 2000.

Thomas Paschke explained the request for a 37,500 s.f. club house to replace the existing Country Club. The setbacks must meet City standards; 160 feet from the east property line; the parking lot is 180 feet from the east property line. Mr. Paschke explained the three building entrances and parking layout. A 30-foot parking setback is required.

Screening includes additional coniferous trees along the parking and the east property lines.

In the future the Country Club may request approval of a pool-cabana and a parking lot expansion, which would require an amendment to the conditional use permit. The building could be expanded up to 10% without an amendment to the conditional use permit.

Thomas Paschke noted grading, landscape, site lighting (with "shoe box" downcast lights), parking and storm water plans need to be detailed before Council review and decision. The elevation of the proposed Country Club will be eight to ten feet lower than the existing building. Staff recommends approval with conditions.

Member Wilke asked for clarification of the use of the basement area. (not a banquet area).

Member Egli asked if all exterior lights would have to be updated? (yes)

Chair Klausing asked for a listing of requirements to issue a conditional use permit; consistency with the Comprehensive Plan, zoning code requirements, traffic, health, safety and welfare.

Member Egli asked for details of the slopes along the east side of the structure; developer will answer these questions with additional plans.

Rick Christenson, architect for Midland Hills, explained the changes to be made at the Country Club and the grading and slopes along the east side. The design of the building will be a "country English style". The building will be fieldstone, stucco, batten, a random slate like roof shingles. Elevations of the south and north side were displayed. A portion of the new building will be higher and some rooflines lower than the existing building. The parking lot would be four feet lower than the floor elevation of the new building. The parking lot will be resurfaced at the same grade and size as currently exists. Evergreens along the east side would be planted on 20-foot centers. Hedge materials will be planted to reduce headlight problems.

Member Wilke asked if material cut from the existing hill could be used for berming and evergreens.

Member Cunningham asked if changing the grade by ten feet would reduce the height of the roof.

Member Cunningham asked whether the course will close during construction? (No, temporary buildings will be used).

Member Egli asked for details on grading and retention ponds. The flat area of roof and driveways will have runoff and will need to be managed either by sheet drainage and/or drainage to the course itself.

Public Questions:

Marjorie Sucoff, Midland Hills Road, asked for details of the square footage; currently there are 29,000 s.f., the proposal is 37,000 s.f..

Ward Shendell asked for details regarding patios along the north and east side of the new building.

Ed Sukoff asked for details of the need for a swimming pool/cabana and parking lot. An addition to the building of less than 10% would not require an amendment. He recommended that future improvements be discussed at this meeting.

Joe Olson asked for details of the size and location of the building and future improvements. Mr. Olson asked for details of the difference in building footprints; 17,000 s.f. versus 32,000 s.f.. There was general discussion regarding the site. Can the city attach conditions? (yes).

Ray Harrington, 1990 Midland Hills, stated when the Club House was built in 1963 there was a concern about the impact of chlorine in the pool on asthma conditions of nearby residents. Could the building design be reversed to put the pool on the west?

Cathy Coughan, 1961 Midland Hills, expressed concern about future improvements. She described the neighborhood meeting held on January 9, 2000. The neighbors prepared a letter, dated January 12, 2000, explaining their concerns (23 residential properties), as attached to these minutes.

Christine Rogers, Draper Avenue, expressed concerns about parties, noise, car alarms, placement of the pool, size of the building, banquet room for parties and weddings. She recommended reversing the building to put the pool on the west side. The loading areas are a concern. The architect described the enclosed loading area.

John Rogers, Draper Avenue, expressed concern regarding the banquet area adjacent to the residential neighborhood.

G.B. Morris, Draper Avenue, said the Country Club is a noise generator from the patio and parking lot. The banquet hall will be 160 feet closer to the residents. The future plans are a concern; all future amendments "must" involve the neighborhood (rather than wording "may"). The trees and berms should be constructed now.

Joe Olson, Draper Avenue, expressed concern about swimming pool and noise. The building is double the banquet space and will create problems. The current patio noise goes to the north and northeast, now it will be aimed to the east. He recommended moving the building or redesigning it. He recommended sending the design back to the architect and staff. He suggested a neighborhood meeting be held.

Ed Sukhoff recommended that: 1) a new ordinance prohibiting patio and open cash bar; 2) a new ordinance regarding distance and obstacles for a pool, 3) all screening must be complete at the time of planting.

Ward Shendell, N. Rosewood Lane, expressed concern with the noise and the difficulty to discuss with neighbors.

Mrs. Sukhoff noted that delivery was on the west side, now proposed on the southeast; she recommended denial of the proposal.

K. Jane Chow, Rosewood Lane, expressed concern regarding noise and the need for more screening.

There being no further public comment, Chair Klausing closed the hearing and described the issues.

Member Rhody requested final landscape plans; a plan for future expansion; impacts of relocated truck dock; positioning of patio for reduced impact on resident; and, further that this matter be continued for one month.

Motion: Member Rhody moved, seconded by Member Wilke, to continue the request by Midland Hills Country Club for a Conditional Use Permit to allow the construction of a 32,325 square foot clubhouse on the site of the existing 1959 clubhouse, to the Planning Commission's meeting of February 9, 2000, and at that time, the applicant have available the final landscape plans, a plan for future expansion, impacts of relocating the truck dock, and, the positioning of the patio to reduce the impact on residents.

Ayes: 5

Nays: 0

Motion carried.

Member Cunningham asked for more details on why the proposal is the "one best" design. Explore expansion in other configurations and feasibilities. More details are needed regarding future phases.

Member Egli expressed concern regarding noise and neighborhood issues and design flexibility to redirect the noise away from neighbor or better noise mitigation. She favored continuing the issue and looking for another design.

Chair Klausing liked the reduced grades, turning the structure, using earth for berms.

Member Wilke asked Midland Hills to meet with neighbors and complete their plans.

Member Rhody noted the design ignores the neighborhood. They must meet with neighbors to understand concerns.

Ed. Planning File 3172. A request by the City of Roseville to consider a Comprehensive Plan Amendment from Business and High Density to Park and a rezoning from R-3A, B-1 and R-1 (Single Family Residential), property generally located at the southwest corner of Lexington Avenue and County Road B (currently known as Lexington Park).

Chair Klausing opened the hearing and requested the City Planner, Thomas Paschke, to provide a verbal summary of the staff report dated January 12, 2000. He described the changes proposed in the Comprehensive Plan and the Zoning designations for the site. The purpose is to expand the area of Lexington Park to an 8-acre neighborhood and community park.

Bob Bierscheid, Roseville Parks and Recreation Director, explained the history of the Park. He noted that in December 1999 the City Council declared its intention to make the site one park, to amend the park system plan and to amend the Comprehensive Plan and zoning maps.

The Park and Recreation Commission, in January 2000, recommended that the Park System Plan be modified to include the entire site as a "community" park, which is a "neighborhood" park, but larger and with more specialized activities or amenities. Because of its location, it will be a focal point for the community. He described the park sites within Planning District 13, which are small and are better balanced with this 8-acre site. This park will also be an accessible community pathway hub along Lexington and County Road B.

Mr. Bierscheid described the park design proposal process.

Chair Klausing asked what the "charge" to the Planning Commission was (change site to all park zoning).

Chair Klausing asked why the site should be eight acres instead of six acres. Mr. Bierscheid explained the need for eight acres to create a community park.

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Third-grader Moly Jokimaki, right, leans over to see Jenny Kunkel's just-opened card during the Valentine party in Mrs. Berri Reiser's class at Central Park Elementary School on Feb. 11.

Midland Hills plans expansion of clubhouse, banquet facilities

by Jennifer Gansen

For the second time in as many years, a major business surrounded by residential homes within the city of Roseville is thinking of expanding. And as before, the neighbors directly adjacent to the proposed project are requesting city intervention before the company's final plans are approved.

Representatives from Midland Hills Country Club are asking the city for a conditional use permit (CUP) for the purpose of building a new 37,500-square-foot clubhouse on the southern edge of their property. The proposed building, located at 2001 Fulham St., would replace the two-story structure currently on site which was built in 1959. Not only would it include a garage area for the storage of golf carts and auxiliary equipment, the new building would also substantially increase the banquet and patio facilities overlooking the golf course.

The problem with the proposal, neighbors say, is that a majority of those expanded uses will increase the number of public events that are directly

adjacent to their homes. Also, the building itself will be placed 140 feet closer to residential properties. The neighbors say that not only is there inadequate screening now for such uses, but they're worried the increased size of the clubhouse will bring additional traffic, light and noise into adjacent residential areas.

Other residents are worried about the country club's future plans. According to city documents, the country club to originally proposed constructing a pool and cabana, as well as tennis courts, sometime in the future. Those amenities also would be on the western edge of the clubhouse, thus further encroaching on the residential buffer zone that currently exists.

"We feel that Midland Hills serves as a vital resource for Roseville," said country club president Blanton Vessinger at the Feb. 9 Planning Commission meeting. "In order for us to remain viable, we need to expand and modernize our facilities. There is very stiff competition between country clubs these days, and we need to attract more members to grow."

This was not the first time club administrators appeared before the Planning Commission. On Jan. 12 they had initially requested approval of their plans, but the commissioners continued the public hearing when they found out the business had failed to gather neighborhood input on the issue. The commissioners recommended the club hold a neighborhood meeting before coming back in February.

Local resident Lori Mueller had plenty to say about the proposed clubhouse expansion prior to the Feb. 9 commission meeting.

"The main issue everyone seems to be forgetting is that the building is not proportional to the land uses around them," said Mueller. "This is an inner-city country club. You'd expect to see this kind of expansion out in the country. It's like taking a huge skyscraper, turning it on its side and parking it next to our neighborhood."

"And this is a private business that offers no benefit to a majority of the neighbors around them," she continued, "unless you're willing to ante up thousands of dollars in membership fees,

monthly users fees, etc. At least with the Cub (Foods) proposal the public would be allowed to use the addition at Har Mar.

"But once again the city is moving forward without once asking if our neighborhood can absorb something like this," Mueller added. "It's just another example of big business trying to ramrod something through without looking for alternatives or consulting neighborhoods."

Midland Hills did comply with the commission's suggestion and hosted a neighborhood meeting on Feb. 1. A number of resident concerns were addressed, including additional landscaping with berries and conifer trees on the western edge of the building that abouts local homes, no increased parking on the site and a repositioning of the building so only the side of the structure faces nearby residences instead of the main entrance.

"We recognize that this plan does move the building closer," Vessinger

Midland . . .

Continued on Page 3

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the Community Park on Feb. 13. Her father Rob, holding his child, told her that the animal is like a really big dog, which the family was surprised to find out is something that is not allowed to enter any of the city's parks.

Midland . . .

Continued from Page 1

said. "But this location, this plan, is the best one for us. We can never accommodate all the neighbors' concerns, nor the concerns of some of our own members."

As for the cabana/pool issue, Vessinger said that portion of the club's proposal had been "abandoned" for now. However, he was reluctant to say that the country club would never do anything on the western edge of its property at some later date.

But that wasn't good enough for some adjacent residents.

"They (country club) did a good job alleviating some of our concerns," said Glenn Morey, a neighborhood resident. "But I'm not pleased with how the city has managed this problem." And he went on to make several suggestions to be added as a condition of granting the club's conditional use permit.

Morey asked commissioners to modify the 10 percent rule, which says that any addition on a CUP building over 10 percent requires public notification. Otherwise, a business can expand with city staff approval alone if it meets city code requirements.

"Ten percent on this size of a building is a pretty big addition," Morey said. "I recommend coming up with a square-foot measurement

instead. That way neighbors are kept in the loop."

Morey also asked that the commission not allow any further development to the west of the proposed plan, which would encroach on the neighborhood buffer zone. And finally, he urged commissioners to deny approval of the plan until a completed landscape design was before them.

"Small things can go wrong in a development like this, and then you create big problems," he cautioned.

Joe Olson, another adjacent resident, asked that commissioners prohibit the use of outdoor amplification equipment, especially on the banquet and patio portion which abuts the neighbors to the west. Olson also cautioned that they put stipulations on the club's liquor license.

"I've seen club projections that suggested the expanded banquet facilities will generate 42 percent more business than they currently have at the site," Olson said. "Who's going to insure this is not a commercial facility operating under the guise of a private club?"

Although the commissioners sympathized with residents, they said that because the country club was a permitted use in the area with a CUP designation, they were voting in favor of the proposal.

"The applicant has made a reasonable effort

to address most, if not all, the neighborhood's concerns," said Craig Klausing, chair of the commission. "I feel a little uncomfortable dealing with issues that may or may not take place in the future. Any landowner has the right to do what he wants on his property, within the allowances of city code."

Commissioner Jim Mulder did say he agreed with residents that the 10 percent rule was way too lenient in this case. He recommended approval of the plan, but with the change from 10 percent to 1,000 square feet triggering a review of the site's future plans. His motion was passed unanimously.

The Roseville City Council will now take up the discussion at the Feb. 28 council meeting.

North Suburban Soccer Association registration begins

The North Suburban Soccer Association (NSSA) will be holding a registration session for the 2000 summer in-house season on Saturday, Feb. 19, from 9 a.m. to noon at the Roseville Activity Center, 2800 Arona St. This registration session is available to any returning players who did not return their mail-in registration by the Jan. 31 deadline and all new players for the in-house program. This is the primary registration opportunity for U8 players. Be advised that registrations will be accepted on a first-come, first-served space available basis only.

The fee is \$65 for U8 players, \$75 for U9-U10 players and \$85 for all other players U11 through U16.

To determine which age group the player will be in, use the following information.

The player will be in:

- U8 if their birthday is between Aug. 1, 1991 and July 31, 1993
- U9 if their birthday is between Aug. 1, 1990 and July 31, 1991
- U10 if their birthday is between Aug. 1, 1989 and July 31, 1990
- U11 if their birthday is between Aug. 1, 1988 and July 31, 1989
- U12 if their birthday is between Aug. 1, 1987 and July 31, 1988
- U13 if their birthday is between Aug. 1, 1986 and July 31, 1987
- U14 if their birthday is between Aug. 1, 1985 and July 31, 1986
- U15 if their birthday is between Aug. 1, 1984 and July 31, 1985
- U16 if their birthday is between Aug. 1, 1983 and July 31, 1984

If your son or daughter is a new player to NSSA, you must bring a copy of their birth certificate to verify their birth date for the registration to be accepted.

BRAUNS FASHIONS

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SUN., APRIL 9:

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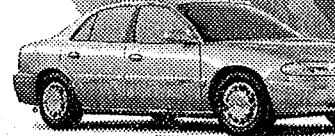
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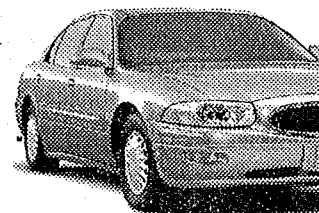
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City Council Memorandum

To: Mayor and City Council
From: Rick Getschow
Council Meeting Date: February 22, 2000
Agenda Item: Highway 280 Reconstruction Update

BACKGROUND:

Following previous meetings with MNDOT, I have reported in the past that the planned improvements and upgrades to Highway 280 have been consistently pushed off of the five-year MNDOT capital improvement plan. This has been a regular occurrence since 1995, when other "more pending" highway projects have continued to be rated higher. In fact, the years 2010-2015 have been discussed as potential funding and construction years for this project. But last September, MNDOT submitted an application for the portion of Highway 280 that is a principal arterial (Larpenteur Avenue to Highway 36/35W) for federal ISTEA funding. At that time I contacted MNDOT and received a copy of the application. This application requested ISTEA funding at an amount of \$5.5M for a total \$8.75M project to be constructed in 2002.

Even though final approvals have not been given, recent rankings and listings have placed the Highway 280 project in the upper tier for potential funding. At the meeting I will briefly report on this application. I will also address possible future actions and necessary steps needed to be undertaken by the City in light of a probable highway reconstruction.

ENCLOSURES:

1. The federal STP funding application for the reconstruction of Highway 280.

FEDERAL STP FUNDING APPLICATION

Copy

INSTRUCTIONS: Complete and return to Emil Brandt, Transportation Coordinator, Transportation Advisory Board, Mears Park Centre, 230 E. Fifth Street, St. Paul, Minnesota 55101. (651) 602-1721
Applications must be received by 5:00 pm or postmarked on September 20, 1999.

Office Use Only

I. GENERAL INFORMATION

1. APPLICANT Minnesota Department of Transportation
2. JURISDICTIONAL AGENCY (IF DIFFERENT)
3. MAILING ADDRESS 1500 West County Road B2
CITY Roseville STATE MN ZIP CODE 55113 4. COUNTY Ramsey
5. CONTACT PERSON Kimberly Bruch, PE TITLE Project Manager PHONE NO. (651) 582-1012

II. PROJECT INFORMATION

6. PROJECT NAME
TH 280 reconstruction from just north of Larpenteur Avenue to TH 36/I-35W.

7. PROJECT DESCRIPTION (Include location, road name and route number, termini, length, type of improvement, etc...)
At present, the north end of T.H. 280, from just north of Larpenteur (but not including Larpenteur) is a four-lane expressway with two signalized intersections and six other at-grade access points within a 1.3-mile segment of roadway. The proposed project would eliminate one of the signalized intersections and all six of the other at-grade access locations, eliminate the substandard geometrics, and improve the safety by eliminating or improving intersecting accesses to the roadway.

8. PROJECT OBJECTIVE
Correct substandard design, improve intersection configurations, eliminate one signalized intersection and six other at-grade access points, reduce crashes, and increase average travel speed.

9. STP PROJECT CATEGORY - Check only one project grouping in which you wish your project to be scored.
"A" Minor Arterials: ☐ Reliever ☐ Expander ☒ Principal Arterial
☐ Connector ☐ Augmenter ☐ Bikeway/Walkway

10. CHECK THIS BOX IF YOU ARE ALSO APPLYING FOR FUNDS THROUGH THE SUPPLEMENTAL TRANSPORTATION FUNDING PROGRAM TO SUPPORT LIVABLE COMMUNITIES. ☐

III. PROJECT FUNDING

11. FEDERAL AMOUNT \$ 5,500,000 14. MATCH % OF PROJECT TOTAL 20%
12. MATCH AMOUNT \$ 1,375,000 15. SOURCE OF MATCH FUNDS State Trunk Highway Funds
13. PROJECT TOTAL \$ 6,875,000 16. PROGRAM YEAR (CIRCLE) 2002 2003 2004
17. SIGNATURE TITLE

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SOLICITATION FOR STP FUNDING

Project Description

T.H. 280 from just north of Larpenteur Avenue to the north terminus where T.H. 280 intersect with T.H. 36 and I-35W

At present, the north end of T.H. 280 is a four-lane expressway with two signalized intersections and six other at-grade access points within a 1.3-mile segment of roadway. The project being submitted would eliminate one of the signalized intersections and all six of the other at-grade access locations, as well as improve numerous system deficiencies. Appendices A and B provide graphic representations of the project location and the proposed improvements.

A variety of deficiencies exist in the north segment of TH 280. Congestion, which slows traffic and reduces capacity, occurs in the peak periods, primarily at the signalized intersections, Broadway Street and County Road B. Crashes are occurring in higher than normal numbers throughout the length of the corridor with geometric design deficiencies contributing to this issue. Demands from heavy commercial vehicle traffic is moderately high to high, and the roadway pavement has reached the end of its design life and needs to be replaced.

The improvements proposed would improve the safety and operation of the facility; they would eliminate the substandard geometric design features and eliminate or improve intersecting accesses to the roadway. It is also expected that vehicle density would decrease, allowing average travel speeds to increase and crashes to decrease as points of conflict are eliminated. Additionally, fuel consumption and air polluting emissions are expected to decrease as a result of this project.

The project being proposed is in the final stage of development. The Environmental Assessment and Geometric Layout were signed and approved and the project could be built in the 2002 construction season.

Project Benefits:

- Increase average running speed from approximately 15 mph to 35 mph.
- Reduce crashes by approximately 44% per year.
- Replace 41-year old pavement.
- Provide more efficient movement of heavy commercial traffic. TH 280 carries approximately twice the volume of heavy commercial traffic when compared with other Twin City corridors.

Project Improvements:

- Widening and slightly realigning the mainline will provide adequate width for the proposed typical section.
- All existing at-grade accesses to TH 280 will be closed, except at Broadway Street.

- The intersection with Broadway Street will be reconstructed. A new signal system will replace the existing system. Double left-turn lanes will be constructed for northbound TH 280 to westbound Broadway and for eastbound Broadway to northbound TH 280. A single right-turn lane will be constructed for southbound TH 280 to westbound Broadway, and a "free" right-turn lane will be constructed for eastbound Broadway to southbound TH 280.
- At County Road B, only right-in, right-out turning movements will be possible. The existing leg to the west will be closed and the signal system will be removed.
- Broadway Street will be reconstructed from the intersection with TH 280 westward to the intersection with Industrial Boulevard in Minneapolis. A new common intersection, featuring right and left turn lanes will provide access from Broadway to the former University of Minnesota computer center and the Paper-Calmenson complex.

I. QUALIFYING CRITERIA

1. The proposed project is consistent with the Metropolitan Council's officially adopted Metropolitan Development Guide, which includes the *Transportation Policy Plan* (December 1996) and the *Regional Blueprint* (December 1996). The proposed project is consistent with policies 1, 3, 4, 11, 12, and 15 of the *Transportation Policy Plan* and policies 1 (Action Step 1B), 4 (Action Step 4E), and 5 (Action Steps 5A, 5F, and 5I) of the *Regional Blueprint*.
2. The primary focus of the project is improvement as defined in the *Transportation Policy Plan* and the Transportation System Plan. The project is specifically endorsed as an improvement in Table 7 (page 74) of the *Transportation Policy Plan*. The arguments that further support the consistency of this project with the policies of the *Transportation Policy Plan*, listed above, are as follows:

Policy #1 requires that "...transportation investments will be focused to help implement the *Regional Blueprint* and the regional growth strategy to support the region's economic vitality and quality of life." The proposed project is located within the urban core and will help support the regional growth and revitalization of the area. In particular, the economic vitality and quality of life will benefit from improved safety and efficiency of a transportation system that connects an urban mixed-use zone with other regional corridors.

Policy #3 requires that "...transportation investments will be made on the basis of need and will be consistent with the policies, strategies and priorities of this policy plan." The TH 280 transportation corridor is located in the urban core, and serves as a valuable link to those communities and industries within the urban metropolitan core. Improvements to this corridor are in accordance with the Metropolitan Council *Regional Blueprint* (as listed

above), as well as in the Mn/DOT Work and Studies Plan. The improvements will contribute to better operations on TH 280 resulting in a greater potential for redevelopment and revitalization of a mixed land-use region, creating an opportunity for increased employment and intensity of the region's development.

Policy #4 requires that "...public participation must be promoted in formulating transportation policy and implementing decisions." The proposed project has been developed in cooperation with the TH 280 Task Force, the Citizens Concerned for Habitable Neighborhoods, and various business and political representatives.

Policy #11 requires that "...the metropolitan highway system and its supporting road system are built and designed to increase system efficiency, serve travel demand to the extent possible, provide for the user safety, and integrate and enhance other travel modes." The proposed project will improve the safety and efficiency of the north end of TH 280. The project will correct the deficient design geometry of the existing roadway, eliminate six at-grade access points and the signal system at CR B, and rebuild the pavement structure that is in excess of 35 years old.

Policy #12 requires that "...the development of various modes and modal connections to adequately serve the movement of freight within the region and provide effective linkages to statewide, national and international markets." TH 280 is adjacent to an existing industrial concentration and connects to I-94 at its south terminal and I-35W/TH 36 at its north terminal. Heavy commercial vehicle traffic along TH 280 is moderately high to high, comprising of 8 – 9% of the traffic. The average heavy commercial vehicle traffic on a State Trunk Highway in the metropolitan area is 3 – 5%. The proposed improvements will contribute to the increased efficiency of the regions commercial motor carriers by reducing impacts on traffic congestion.

Policy #15 requires that "...planning decisions and operation of transportation projects and facilities are to be consistent with federal, state and regional environmental standards, regulations, plans, programs and policies." As a part of the proposed project, the existing signal system at CR B will be removed. Access at that location will be limited to right in, right-out on the east side of TH 280 and eliminated altogether on the west side of TH 280. Additionally, six other at-grade accesses to TH 280 will be eliminated. Eliminating the aforementioned accesses contribute towards reducing congestion, and therefore, reducing transportation emissions in the region as well.

3. In accordance with Mn/DOT's Metro Division Transportation Systems Plan (TSP, page 6-61), this project proposes to make improvements to TH 280 from Larpenteur Avenue (but not including Larpenteur) north to TH 36/I-35W. The project is specifically identified as a planned improvement in the Trunk Highway Funding Plan on page 5-18 of the Transportation System Plan. A variety of

deficiencies exist in the north segment of TH 280. Congestion, which slows traffic and reduces capacity, occurs in the peak periods, primarily at the signalized intersections, Broadway Street and County Road B. Crashes are occurring in higher than normal numbers throughout the length of the corridor with geometric design deficiencies contributing to this issue. Demands from heavy commercial vehicle traffic is moderately high to high, and the roadway pavement has reached the end of its design life and needs to be replaced.

4. This project is on the principal arterial system, adopted by the Transportation Advisory Board (TAB).
5. The total estimated cost of this project is \$6,875,000
6. The total federal contribution will be \$5,500,000, which is 80% of the total project cost.
7. Mn/DOT is responsible for the local cost share of this project.
8. Mn/DOT is the agency with jurisdiction over TH 280. Mn/DOT is aware of and understands the project being submitted, and Mn/DOT commits to operate and maintain TH 280 for its design life.

II. PRIORITIZING CRITERIA

A. Service Provided in the project area

1. **Current ADT**
The 1996 ADT for the project length is 40,000.
2. **Twenty-year forecast ADT**
The twenty-year average forecasted ADT is 54,700.
The Mn/DOT twenty-year plan forecasts a growth of 1.5% per year for this section of TH 280.
3. **Existing transit ridership**
There are currently no bus routes that use the north portion of TH 280. Metro transit does not anticipate the need for any bus stops on TH 280 in that vicinity.
4. **Hourly traffic volumes by direction**
Refer to Appendix C for the hourly traffic volume by direction data.
5. **Heavy Commercial ADT**
The average HCADT for the project length is 3,500.

B. Regional Blueprint Implementation

1. a) The Minnesota Pollution Control Agency (MPCA) has identified eleven (11) *brownfield* sites within ½ mile of the proposed project limits (refer to Appendix D). As defined by the MPCA, *brownfields* are “abandoned, idled, or underused industrial and commercial properties where expansion or redevelopment is complicated by actual or suspected environmental contamination.” The MPCA Voluntary Investigation and Cleanup (VIC) Program is involved with many sites that are considered *brownfields*. The proposed project is located within the metropolitan urban core and adjacent to such industrialized properties. By investigating and cleaning up *brownfield* sites, many of which are abandoned properties in the urban core, redevelopment can take place without fear of environmental legal liabilities. This benefits Minnesota communities by bringing new businesses, jobs and an improved tax base to areas where *brownfield* sites have been unused and unproductive.

b) The project improves access to (within ½ mile) of existing and potential economic development nodes/job concentrations. One such site is the Southeast Minneapolis Industrial (SEMI) Area, a 300-acre potential residential and commercial development site, located near TH 280 and University Avenue. The TH 280 project improves the intersection at Broadway Street NE by adding two dedicated left-turn lanes and a dedicated right-turn lane onto Broadway from TH 280. The signal at the intersection of TH 280 and County Road B will be eliminated and access to County Road B from the north will be removed. Access to County Road B from the south will be changed to a right-in, right-out only movement. The project will improve the flow and the access to the businesses adjacent to TH 280.
2. TH 280 is a north-south connection between I-94 in the midway area of St. Paul and Th 36/I-35W in the north central suburban (Roseville) area. Lying just east of the Hennepin-Ramsey county line, it parallels Minneapolis east city limits. The proximity of the corridor to the two metropolitan centers, Minneapolis and St. Paul, makes this an important route for accessing the two downtowns. Correcting the deficiencies of the corridor will improve circulation within the metropolitan urban centers, including improving access to the University of Minnesota, the Metrodome, and the Target Center. Additionally, the job concentrations as illustrated in the *Regional Blueprint* (Appendix K, Metropolitan Job Concentrations, 1990 map) support TH 280 as an important urban connection.

C. Problems on the Principal Arterial and Solutions Achieved

1. Years since constructed or last major construction: 41 years
This section of roadway was constructed during the years 1956 to 1959. Only minor resurfacing and maintenance has been done since the original construction. If the year 1958 is used as the average year of reconstruction, it has been 41 years since the corridor was constructed.
2. The worksheet in Appendix E produces a PROJECT BENEFIT of 22 minutes of reduction achieved by the project per \$100,000 per mile of investment.
3. The worksheet in Appendix F produces a PROJECT BENEFIT of 0.36 per \$100,000 per mile of investment.
4. The worksheet in Appendix G concludes that there will be an expected 0.27 crash reduction per year per \$100,000 of investment.

D. Air Quality

The project will reduce emissions and help the region to reach attainment of federal carbon monoxide standards. Documentation of how the VMT reduction was determined and the speed used for the assumptions can be found in Appendix H.

1. Through a quantitative analysis, it has been determined that CO emissions will be reduced compared to the no-build alternative by 906 kilograms per day.
2. The project is located within four miles of three permanent air quality monitoring sites:
 - 5th & Hennepin, Minneapolis
 - Snelling & University, St. Paul
 - Lexington & University, St. Paul

E. Integration of Modes

1. TH 280 is a principal arterial that connects I-94 at its south end with I-35W/TH 36 at its north end. TH 280 serves an industrialized zone to its west and a residential/recreational zone to its east. The maps of the intermodal facilities listed below can be found in Appendix I.

The project location on TH 280 is within:

- eight miles from both MSP and St. Paul Downtown Airports
- one mile from two pipelines: AMOCO and WILLIAMS Pipelines, respectively

SOLICITATION FOR STP FUNDING

Trunk Highway 280

SP 6241-45

From just north of Larpenteur Avenue to TH 36

Principal Arterial

- three miles of seven rail intermodal terminals:
 - X-15 Indianhead Truck Line
 - X-19 MNNR Roseville Steel Reload
 - X-11 General Mills Elevator
 - X-6 Twin City Intermodal
 - X-7 Matlack Bulk Intermodal
 - X-20 MNNR St. Paul Bulk Transfer
 - X-14 BNSF St. Paul Midway
- eight miles from twenty-eight Major Truck Terminals

Heavy commercial vehicle traffic along TH 280 is moderately high to high, with a presence of 8 – 9%. The average heavy commercial vehicle traffic on a State Trunk Highway in the metropolitan area is 3 – 5%.

F. Project Maturity

Mn/DOT's Metro Division has identified TH 280 corridor, from Como Avenue to TH 36 as an improvement corridor with long-term investment timing in the Transportation System Plan (January 1997, page 6-61).

A large, comprehensive reconstruction project involving TH 280 has been intermittently under development for a number of years. Because of limited funding, TH 280 improvements have been deferred.

History of project coordination and public involvement:

Mn/DOT participated in local public meetings on the proposed project and sponsored two informational open houses.

The proposed project was developed in cooperation with the *TH 280 Task Force*. This task force was composed of the St. Paul District 12 Council (known as the *St. Anthony Park Community Council*), a local civic interest group (*Citizens Concerned for Habitable Neighborhoods*, or CCHN), and various representatives from local business concerns and political jurisdictions.

Regular meetings were held with the *St. Anthony Park Community Council* and the CCHN. Local officials from the cities of St. Paul, Lauderdale were in attendance at these meetings, as well as local state legislators.

The following project development documents have been completed on the dates identified:

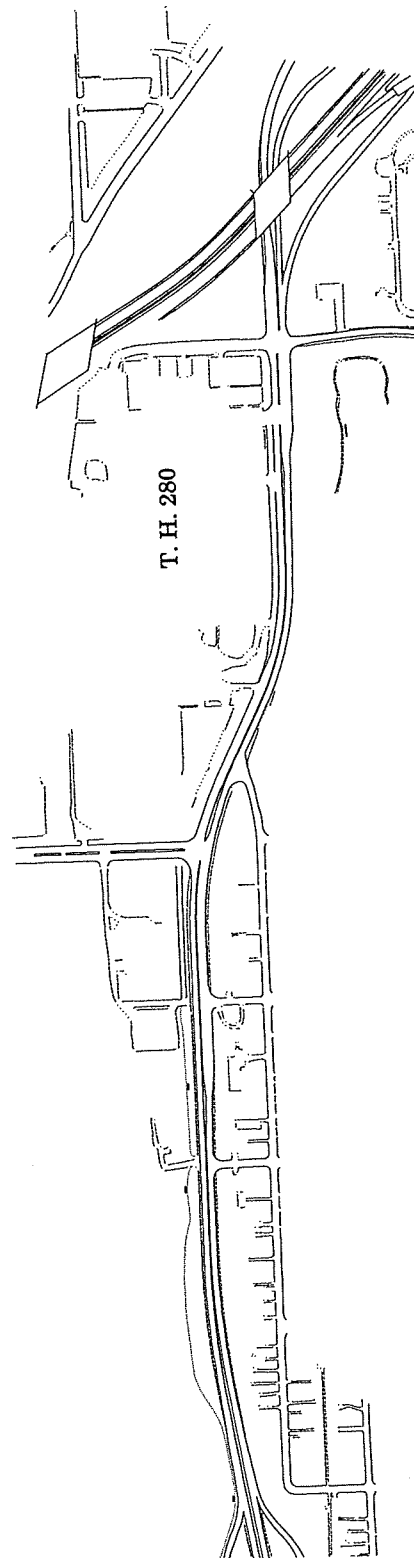
Approved Geometric Design Layout
Environmental Assessment

March 1995
October 1995

EXISTING CONDITIONS



BROADWAY ST.



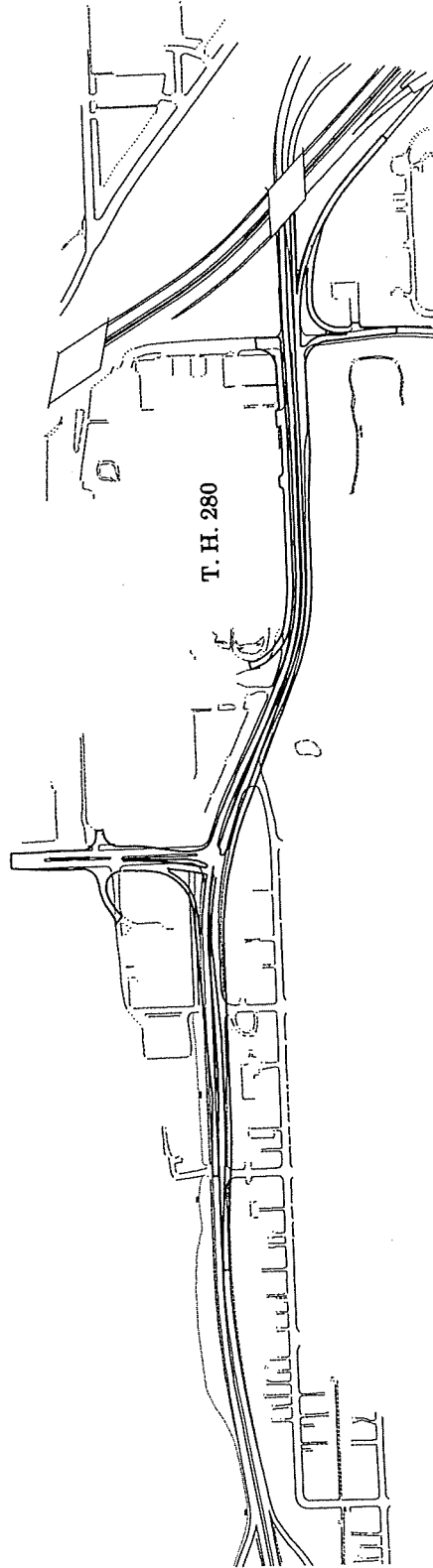
W. CO. RD. B

LARPENTEUR AVE.

PROPOSED CONDITIONS



BROADWAY ST.



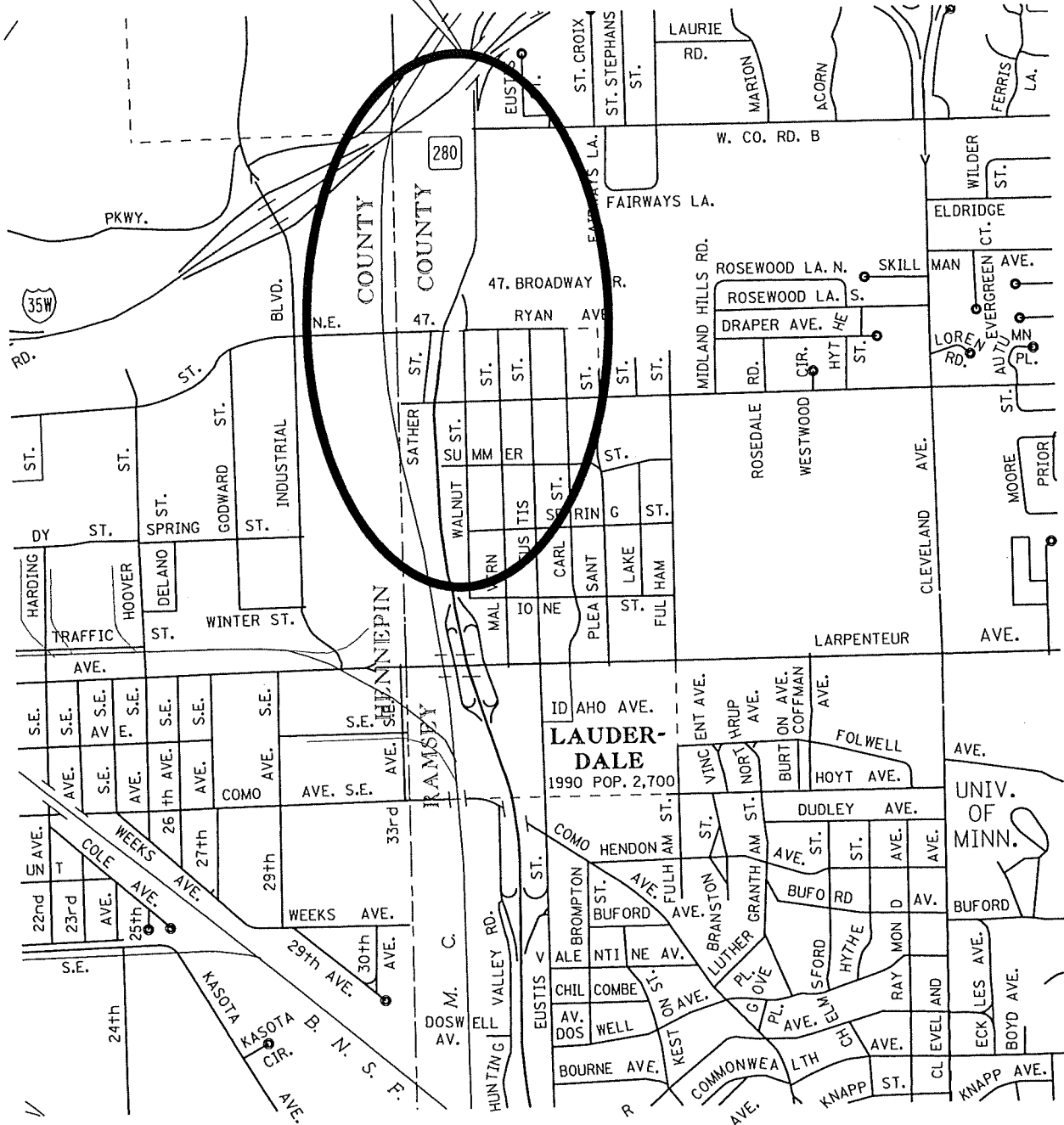
W. CO. RD. B

LARPENTEUR AVE.

APPENDIX B

Proposed Improvements Map

PROJECT LOCATION



Kimberly Bruch: Project Manager



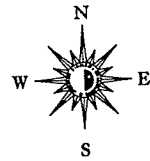
S.P. 6241-45

(T.H. 280)

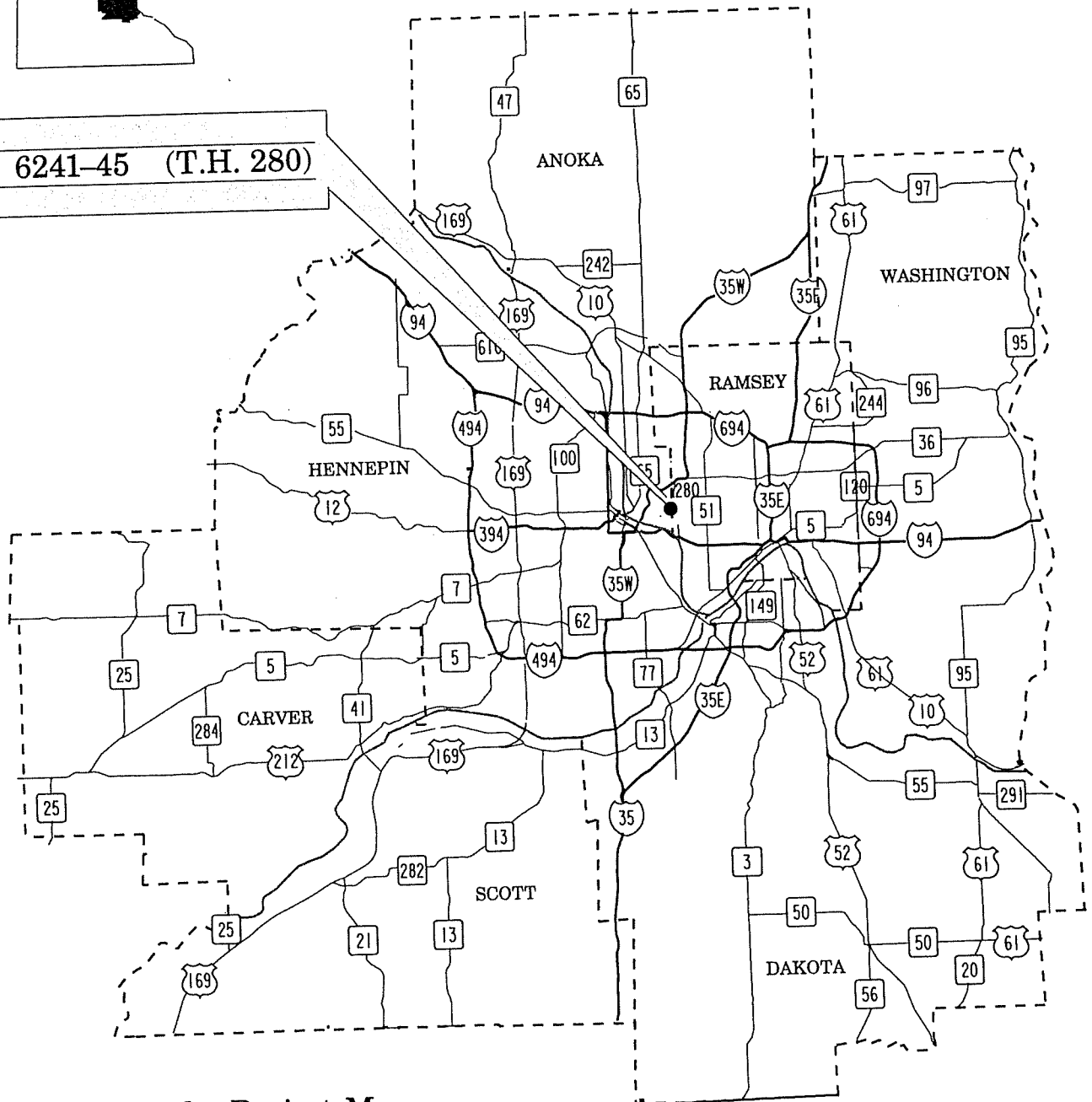
INDEX MAP



Twin City Metro Area



S.P. 6241-45 (T.H. 280)



Kimberly Bruch: Project Manager



S.P. 6241-45 (T.H. 280)

APPENDIX A

Project Location Maps

SOLICITATION FOR STP FUNDING
Trunk Highway 280
SP 6241-45
From just north of Larpenteur Avenue to TH 36
Principal Arterial

Public Hearing
Finding of No Significant Impact
Study Report

January 1996
April 1996
July 1997

Anticipated Project Completion Schedule:
Final Plans
Construction

March 2001
May 2002

City Council Memorandum

To: Mayor and City Council
From: Rick Getschow
Council Meeting Date: February 22, 2000
Agenda Item: 2000 Legislative Update

BACKGROUND:

Senator Marty and Representative McGuire will be in attendance at the March 14, 2000 meeting. Before that meeting I would like to briefly report on critical legislative issues for the 2000 session that the Council can then discuss with the legislators at the March meeting.

I will provide a comprehensive legislative issue sheet for the March 14, 2000 meeting based upon the report at this meeting.

Enclosed in this packet are some legislative priorities sent to the Ramsey County League of Local Governments (RCLLG) to be used in their lobbying efforts. Also, scanning the LMC Bulletin will provide a comprehensive list of proposed bills in the areas of interest that will be reported on including: property tax reform, transportation funding, sales tax of government purchases, elections, pensions, and tax increment financing.

ENCLOSURES:

1. Lauderdale's RCLLG Legislative Issues

TO: CHERYL BUDEWITZ -RCLLG
FROM: RICK GETSCHOW- LAUDERDALE CITY ADMINISRATOR

RE: **RCLLG PRIORITY ISSUES SURVEY**

1. Road Funding for Cities under 5,000 Population. Proposals that have been previously introduced to include funding for cities under 5,000 should continue to be pursued. These small cities should be able to use county municipal accounts and the 5% highway user distribution fund.
2. Unfunded Mandates. There should be attempts to review, modify, and repeal existing unfunded mandates. New mandates should not be pursued unless full funding is provided.
3. Telecommunication issues. In light of recent proposals (Senator Steve Kelley), cities such as Lauderdale could lose considerable local authority, revenue, and other benefits (i.e., institutional networks) from the loss of franchising authority.
4. Opposition to the local government sales tax.
5. Opposition to levy limits.