

**LAUDERDALE CITY COUNCIL MEETING AGENDA  
7:30 P.M. TUESDAY, JUNE 28, 2011  
LAUDERDALE CITY HALL, 1891 WALNUT STREET**

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

**1. GOAL SETTING MEETING – STARTING AT 6:15 P.M.**

**2. CALL THE MEETING TO ORDER**

FILE

**3. ROLL CALL**

**4. APPROVALS**

- a. Agenda
- b. Minutes of the June 14, 2011, City Council Meeting
- c. Claims Totalling \$48,666.61

**5. CONSENT**

- a. 2011 HVAC and Rental Housing Licenses
- b. Park Use Applications
- c. May 2011 Finances
- d. PCIC Minutes
- e. Proposal by City Engineer to Complete Pond Mapping Requirements
- f. Service Contract with Mike McPhillips, Inc. (City Street Sweeping)

**6. SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**

**7. INFORMATIONAL PRESENTATIONS / REPORTS**

- a. July 11 – Music under the Trees

**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. DISCUSSION / ACTION ITEMS**

- a. Establish Time and Date for Community Meeting
- b. Roseville Youth Baseball Association – Field Improvement Draft Agreement
- c. Sanitary Sewer Maintenance Policy
- d. Council on Local Results and Innovation Survey Participation

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

**11. ADDITIONAL ITEMS**

**12. SET AGENDA FOR NEXT MEETING**

- a. Parking Ordinance Revisions
- b. Insurance Renewal
- c. TIF Funds and Options for Eustis Street
- d. Livable Communities Grant Application
- e. Visit by County Attorney John Choi – Moved to October 11

**13. WORK SESSION**

- a. Opportunity for the Public to Address the City Council

Any member of the public may speak at this time on any item not on the agenda. In consideration for the public attending the meeting 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 at the end of the agenda. Before addressing the City Council, members of the public are asked to step up to the microphone, give their name, address, and state the subject to be discussed. All remarks shall be addressed to the Council as a whole and not to any member thereof. No person other than members of the Council and the person having the floor shall be permitted to enter any discussion without permission of the presiding officer.

Your participation, as prescribed by the Robert's Rules of Order and the standing rules of order and business of the City Council, is welcomed and your cooperation is greatly appreciated.

- b. Legislative Update and 2012 Budget
- c. Day in the Park Discussion

**14. ADJOURNMENT**

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent \_\_\_\_\_

Public Hearing \_\_\_\_\_

Discussion \_\_\_\_\_

Action \_\_\_\_\_

Resolution \_\_\_\_\_

Work Session \_\_\_\_\_

Meeting Date June 28, 2011

Item Number Goal Setting Session

Staff Initial *[Signature]*

Approved by Administrator \_\_\_\_\_

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

As we have discussed, there is very little left in the budget that could be cut to save money without impacting services residents and businesses have become accustomed to. I drafted an exhaustive of a list as I could of the services the council and staff provide to those in the City. Providing these services drive the city's costs. In order to cut costs, the services must change.

There are two things staff would like to get feedback on during the goal setting session. First, does the Council see any services in the list that should be evaluated this year. (This may mean cutting the service, changing how it is done, or changing who does it).

The second item is feedback on the capital improvement plan (CIP).

**OPTIONS:**

**STAFF RECOMMENDATION:**

**COUNCIL ACTION:**

Community Services	Re-Evaluate	Maintain As Is
After Hours On-Call Response		
Alcohol & Tobacco Control		
Alley Snow Plowing		
Animal Control		
Boulevard Tree Trimming & Removal		
Building Inspection Program		
Cable Broadcast/Programming		
City Phonebook		
City Website		
Community Events (PCIC)		
Contractor Licensing Program		
Elections		
Emergency Management Planning		
Fire Response & Inspections		
Gopher One Locate Response		
Legal Publishing		
Newsletter		
Notary Service		
Nuisance Enforcement		
Park & Rec Non-resident Reimbursement		
Park Maintenance		
Planning & Zoning Program		
Police/ 911 Dispatch/ Prosecution		
Recycling Services		
Rental Housing Inspection Program		
Road Maintenance		
Sanitary Sewer Service / Maintenance		
Social Room/ Park Reservations		
Skating Rinks		
Storm Sewer Maintenance		
Street/ Bridge Lighting		
Street Snow Plowing		
Street Sweeping		
Recreation Program Coordination		
Warming House Staffing		
Other:		
Other:		
Other:		

**LAUDERDALE DRAFT  
CAPITAL  
IMPROVEMENT PLAN  
BUDGETTING TOOL  
2011 TO 2020**

# COMPLETED 2008-2010

## FUND 101 GENERAL FUND: PARK MAINTENANCE YEAR COMPLETED EST COST ACTUAL

Year	Est Cost	Actual	Description
2008-2009	\$ 2,000	\$ 0	Community Park: Pea gravel for playground
2008	\$ 0	\$ 0	Walsh Lake: Work w/ 4-H or scout troops to build/install bird houses
2008	\$ 0	\$ 0	Nature Area: Work w/ 4-H or scout troops to build/install bird houses
2009	\$ 1,000	\$ 0	Community Park: Pea gravel for playground
<b>Total Fund 101</b>	<b>\$ 3,000</b>	<b>\$ 0</b>	

## FUND 202 COMMUNICATIONS FUND

2009-2010	\$ 14,000	\$ 11,283	City Hall: Technology Upgrades to Council Chambers
<b>Total Fund 202</b>	<b>\$ 14,000</b>	<b>\$ 11,283</b>	

## FUND 402 GENERAL CAPITAL IMPROVEMENT FUND

2010	\$ 10,000	leased	City Hall: Replace copier & fax
<b>Total Fund 402</b>	<b>\$ 10,000</b>		

## FUND 403 STORM WATER IMPROVEMENT FUND

removed	\$ 20,000	\$ 20,000	Surface Water Mgmt Plan: Reduce Walsh Lake flood risk
<b>Total Fund 403</b>	<b>\$ 20,000</b>		

## FUND 404 PARK IMPROVEMENT FUND

removed	\$ 2,000	Community Park: Park kiosk	
removed	\$ 10,000	Community Park: Refurbish park shelter #1	
removed	\$ 4,000	Community Park: Upgrade shelter electrical	
2008	\$ 60,000	Community Park: Hockey rink improvements & pave gravel trail	
2008	\$ 10,000	Community Park: Install fencing on south property line, then east line	
2008	\$ 10,000	Community Park: Fencing for dog park area	
2008	\$ 10,000	Community Park: Add 2 garbage containers (1 for each parking lot)	
2009	\$ 10,000	Community Park: Replace roof of warming house	
2010	\$ 2,000	Community Park: Benches for Doggie Play Area	
2010	\$ 1,000	Community Park: Add 4 recycling containers	
2010	\$ 1,000	Community Park: New large play structure w/climbing wall & zip slide	
2010	\$ 8,000	Walnut/lone: Repurpose large play structure	
<b>Total Fund 404</b>	<b>\$ 168,000</b>		
	\$ 6,750	\$ 105,075	

## FUND 601 SANITARY SEWER FUND

removed	\$ 185,000	Surface Water Mgmt Plan: Sanitary Infiltration/Inflow Program
removed	\$ 2,000	Surface Water Mgmt Plan: Illicit Discharge Detection and Elimination Ord.
<b>Total Fund 601</b>	<b>\$ 187,000</b>	

## FUND 602 STORM SEWER FUND

removed	\$ 25,000	Surface Water Mgmt Plan: Public Education and Outreach Program
removed	\$ 5,000	Surface Water Mgmt Plan: Public Education and Outreach Program
removed	\$ 3,000	Surface Water Mgmt Plan: Site Erosion Control Ordinance

## 2011 Projected Projects & Estimated Costs

		<b>2008-2010 TOTAL ALL FUNDS</b>	<b>\$116,358</b>
		<b>Total Fund 602</b>	<b>\$ 55,000</b>
		Surface Water Mgmt Plan: Storm Water Management Ordinance	\$ 3,000 removed
		Surface Water Mgmt Plan: Public Education and Outreach Program	\$ 5,000 removed
		Surface Water Mgmt Plan: Complete staff training	\$ 1,000 removed
		Surface Water Mgmt Plan: Review & update city code	\$ 3,000 removed
		Surface Water Mgmt Plan: Impaired Waters Report	\$ 8,000 removed
		Surface Water Mgmt Plan: Wetland inventory & assessment	\$ 2,000 removed

### FUND 402 GENERAL CAPITAL IMPROVEMENT FUND

		<b>Total Fund 402</b>	<b>\$ 51,000</b>
		City Hall: 3-tub sink for kitchen	\$ 1,000 From 2009
		City Hall: Repair roof	\$ 20,000 From 2009
		P.W. Equipment: Replace diesel John Deere tractor w/mower deck & bucket attachments	\$ 30,000 From 2009

### FUND 404 PARK IMPROVEMENT FUND

		<b>2011 TOTAL ALL FUNDS</b>	<b>\$ 85,300</b>
		<b>Total Fund 404</b>	<b>\$ 34,300</b>
		Community Park: Playground Improvements Phase II	\$ 34,000 From 2009
		Remove the existing swings and monkey bars;	
		Add sky runner, 2 swing sets, tire swing, tot play structure, benches, garbage cans	
		Skyview Park: Park Improvements	
		"Lauderdale Park" signage	\$ 300 From 2009
		Bike racks	\$ 0
		Recycling bin	\$ 0

### FUND 202 COMMUNICATIONS FUND

		<b>Total Fund 202</b>	<b>\$ 3,300</b>
		Microphone upgrades for council chambers	\$ 1,500 From 2010
		Replace council chairs	\$ 1,800 From 2010

### FUND 402 GENERAL CAPITAL IMPROVEMENT FUND

		<b>Total Fund 402</b>	<b>\$ 35,000</b>
		P.W. Equipment: Replace dump truck & plow	\$ 35,000 From 2010

## 2012 Projected Projects & Estimated Costs

**FUND 404 PARK IMPROVEMENT FUND**

	Skyview Park: Park Improvements				
	Blacktop path	\$	3,000		
	Fencing on north boundary (129 ft)	\$	2,500		
	Concrete pad for existing picnic table	\$	500		
	New BBQ Stand	\$	250		
	New garage can	\$	500		
	Partial fence along eastern border	\$	1,000		
	New picnic table	\$	800		
	Signage for west & south property lines	\$	250	From 2008	
	Vegetative buffer of 25' from shoreline [ord. 8-4-8(L)2]	\$	0	From 2008	
	Walsh Lake:	\$			
	Walsh Lake: Signage for west & south property lines	\$	250	From 2008	
	Walsh Lake: Vegetative buffer of 25' from shoreline [ord. 8-4-8(L)2]	\$	0	From 2008	
	Walsh Lake: Walking path Ryan to Pleasant	\$	20,000	From 2011	
	Walsh Lake: Aesthetically pleasing bench for end of Pleasant	\$	1,000	From 2011	
	Community Park: Construct park shelter #2	\$	22,000		
	Community Park: Signage	\$	3,000		
	<b>Total Fund 404</b>	<b>\$</b>	<b>54,800</b>		
		\$	93,100		

**2012 TOTAL ALL FUNDS**

**2013 Projected Projects & Estimated Costs**

**FUND 101 GENERAL FUND: ELECTIONS**

	City Hall: Replace ballot tabulator				
		\$	8,000	From 2012	
	<b>Total Fund 101</b>	<b>\$</b>	<b>8,000</b>		

**FUND 401 STREET IMPROVEMENT FUND**

	Eustis Street: Reconstruct street & utilities north of Larpenteur, with sidewalks				
	From 2010, 2011	\$	1,699,032		
	Eustis Street: Reconstruct street & utilities south of Larpenteur, with sidewalks	\$	815,595	From 2011	
	Roselaw Ave.: Mill & overlay	\$	200,000		
	Fulham Street: Reconstruct w/curb& gutter north of Larpenteur	\$	200,000		
	All City Streets: Seal coating	\$	110,000		
	<b>Total Fund 401</b>	<b>\$</b>	<b>3,024,627</b>		

**FUND 403 STORM WATER IMPROVEMENT FUND**

	Surface Water Mgmt Plan: Eustis Street storm sewer improvements (see above) From 2011				
		\$	0		
	<b>Total Fund 403</b>	<b>\$</b>	<b>0</b>		

**FUND 404 PARK IMPROVEMENT FUND**

	Community Park: Crack seal & color coat surface of tennis court				
		\$	7,500		
	Community Park: Crack seal & seal coat surface of hockey rink	\$	1,000		
	<b>Total Fund 404</b>	<b>\$</b>	<b>8,500</b>		
		\$	3,041,127		

**2013 TOTAL ALL FUNDS**



## 2014 Projected Projects & Estimated Costs

### FUND 404 PARK IMPROVEMENT FUND

Community Park: Permanent Bathrooms

\$	40,000		\$	40,000

From 2010

2014 TOTAL ALL FUNDS

\$ 40,000

## 2015 Projected Projects & Estimated Costs

### FUND 402 GENERAL CAPITAL IMPROVEMENT FUND

P.W. Equipment: Replace pick-up truck & plow

\$	29,000		\$	29,000

Total Fund 402

2015 TOTAL ALL FUNDS

\$ 29,000

## 2016 Projected Projects & Estimated Costs

### FUND 402 GENERAL CAPITAL IMPROVEMENT FUND

P.W. Garage: Replace roof of garage

\$	10,000		\$	10,000

Total Fund 402

2016 TOTAL ALL FUNDS

\$ 10,000

## 2017 Projected Projects & Estimated Costs

### FUND 401 STREET IMPROVEMENT FUND

Alleys: Convert non-vacated dead-end alleys to through alleys

\$	132,000		\$	132,000

Total Fund 401

### FUND 404 PARK IMPROVEMENT FUND

Community Park: Community building w/meeting room, kitchen, restrooms, park shelter

\$	875,000		\$	875,000

2017 TOTAL ALL FUNDS \$ 1,007,000  
 Total Fund 404 \$ 875,000

## 2018 Projected Projects & Estimated Costs

FUND 403 STORM WATER IMPROVEMENT FUND  
 Surface Water Mgmt Plan: Seminary pond ravine stabilization  
 From 2012 \$ 80,000  
 Total Fund 403 \$ 80,000

FUND 404 PARK IMPROVEMENT FUND  
 Nature Area: Grade trolley path, riprap for erosion  
 From 2010 \$ 25,000  
 Total Fund 404 \$ 25,000

2018 TOTAL ALL FUNDS \$ 105,000

## 2019 Projected Projects & Estimated Costs

FUND 402 GENERAL CAPITAL IMPROVEMENT FUND  
 P.W. Equipment: Replace John Deere mower  
 From 2016 \$ 30,000  
 Total Fund 402 \$ 30,000

2019 TOTAL ALL FUNDS \$ 30,000

## 2020 Projected Projects & Estimated Costs

## 2011-2020 FUND TOTALS

<b>100 FUNDS: GENERAL</b>		
Fund 101	General Fund	\$ 8,000
<b>200 FUNDS: SPECIAL REVENUE</b>		
Fund 201	Community Events Fund	\$ 0
Fund 202	Communications Fund	\$ 3,300
Fund 203	Recycling Fund	\$ 0
<b>300 FUNDS: DEBT SERVICE</b>		
Fund 301-304	Not Applicable	\$ 0
<b>400 FUNDS: CAPITAL IMPROVEMENT</b>		
Fund 401	Street Improvement Fund	\$ 3,156,627
Fund 402	General Capital Improvement Fund	\$ 155,000
Fund 403	Storm Water Improvement Fund	\$ 80,000
Fund 404	Park Improvement Fund	\$ 1,037,600
Fund 405	TIF Projects Fund	\$ 0
<b>600 FUNDS: PROPRIETARY</b>		
Fund 601	Sanitary Sewer Fund	\$ 0
Fund 602	Storm Sewer Fund	\$ 0
<b>TOTAL ALL FUNDS 2011-2020</b>		<b>\$ 4,440,527</b>

Mayor Dains called the City Council meeting to order at 7:35 p.m.

Councillors present: Roxanne Grove, Denise Hawkinson, and Mayor Jeff Dains. Councillors absent: Mary Gaasch and Lara Mac Lean.

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

Mayor Dains asked for changes to the meeting agenda. Councillor Hawkinson added a commendation of the police department. Councillor Hawkinson moved to approve the agenda as amended. Councillor Grove seconded the motion and it passed unanimously.

Councillor Hawkinson moved to approve the May 24, 2011, City Council meeting minutes. Councillor Grove seconded the motion and it passed unanimously.

Councillor Grove moved approval of the claims totaling \$95,287.89. Councillor Hawkinson seconded the motion and it passed unanimously.

Mayor Dains asked if councillors wished to remove items from the consent agenda. There being no one, Councillor Grove moved the consent agenda items: HVAC and rental housing licenses, a park use application, and cell phone contracts. Councillor Hawkinson seconded the motion and it passed unanimously.

Butkowski presented an updated version of a one-year police contract. The termination language was clarified since the last meeting. The notice of termination date now also coincides with the contract renewal date.

Councillor Grove moved to approve the one-year police contract with the City of St. Anthony as presented. Councillor Hawkinson seconded the motion and it passed unanimously.

The Council recently instituted a charge for non-residents that reserve the picnic shelter. The Council suggested at that time that they may want to charge for the reservation of other park facilities. The Council discussed the materials presented by staff. Roseville and Falcon Heights charge around \$15 per hour. The Council discussed how confusing a system of charging could become; staff agreed. Staff suggested not allowing exclusive use reservations by non-residents. The Council agreed that was a better method of operating. Staff will update the park application forms.

The Council discussed the annual goal setting session. The proposed date is June 28 starting at 6:15 p.m. Staff will check with the councilors not present and report back to the Council via the Friday Report.

Councilor Hawkinson commended the police department on their efforts to find her family's stolen bike. While her husband ultimately found the bike in Minneapolis, the police searched pawn shops looking for it. She thanked them for their efforts.

Butkowski reviewed the preliminary agenda for the next meeting, which included a proposal by the city engineer to complete pond mapping requirements, a sanitary sewer maintenance policy, insurance renewal, TIF fund discussion, draft agreement with Roseville Youth Baseball Association, parking ordinance revisions, and the July 26 visit by County Attorney John Choi.

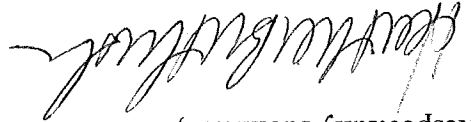
Mayor Dains explained the Council was moving into the work session. Work sessions are a continuation of the meetings but not aired on community television.

City consultant, Paul Bilotta, sent the Council a broader description of what the application for a Livable Communities grant would accomplish. The Council reviewed the description and had no further question. The application and resolution of support will be on a future council agenda.

The Council discussed the upcoming community meeting. Two dates in August were discussed and will be finalized at the next meeting. Staff will invite Bilotta and Chief Ohl to the meeting. The Council will likely host two meetings to provide more opportunity for residents to attend.

There being no further business on the council agenda, Councilor Hawkinson moved to adjourn the meeting. Councilor Grove seconded the motion and it carried. The meeting adjourned at 8:21 p.m.

Respectfully submitted,



Heather Butkowski  
City Administrator

**CITY OF LAUDERDALE**

**CLAIMS FOR APPROVAL**

**June 28, 2011 City Council Meeting**

Payroll	
6/24/11 Payroll: Direct Deposit # 501186-501194	\$7,079.58
6/24/11 Payroll: Payroll Liabilities, e-payments 560E-563E	\$6,572.85
Vendor Claims	
06/28/11 Claims: Check #'s 20781-208	\$35,014.18
<b>SUBTOTAL</b>	<b>\$48,666.61</b>

**Total Claims for Approval \$48,666.61**

# CITY OF LAUDERDALE Payments

Current Period: JUNE 2011

Batch Name 062411pyroll Payment Computer Dollar Amt \$6,572.85 Posted

Refer 2128 NORTH STAR BANK CHECKING S CK# 000560E 6/24/2011  
Cash Payment G 101-21703 FICA WITHHOLDING. 6/24/11 payroll \$1,552.79  
Invoice  
Cash Payment G 101-21701 FEDERAL TAXES 6/24/11 payroll \$954.65  
Invoice  
Transaction Date 6/23/2011 Due 0 NORTH STAR CHEC 10100 \$2,507.44  
Total

Refer 2129 ICMA RETIREMENT TRUST - 457 CK# 000561E 6/24/2011  
Cash Payment G 101-21705 ICMA RETIREMENT 6/24/11 payroll \$1,821.30  
Invoice  
Transaction Date 6/23/2011 Due 0 NORTH STAR CHEC 10100 \$1,821.30  
Total

Refer 2130 PERA CK# 000562E 6/24/2011  
Cash Payment G 101-21704 PERA 6/24/11 payroll \$1,353.38  
Invoice  
Transaction Date 6/23/2011 Due 0 NORTH STAR CHEC 10100 \$1,353.38  
Total

Refer 2131 MN DEPARTMENT OF REVENUE CK# 000563E 6/24/2011  
Cash Payment G 101-21702 STATE WITHHOLDING 6/11 state withholding \$890.73  
Invoice  
Transaction Date 6/23/2011 Due 0 NORTH STAR CHEC 10100 \$890.73  
Total

10100 NORTH STAR CHECKING BATCH Total \$6,572.85

Pre-Written Checks	\$6,572.85
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<b>\$6,572.85</b>

CITY OF LAUDERDALE

\*Check Detail Register©

JUNE 2011

Check Amt Invoice Comment

10100 NORTH STAR CHECKING			
Paid Chk# 020781	6/28/811	AHDN ATTORNEYS	
E 101-41500-355	MISC PRINTING/PROCESS SER	\$96.15	6/11 legal processing
E 101-41500-300	LEGAL FEES - PROSECUTING	\$850.00	6/11 legal fees
<b>Total AHDN ATTORNEYS</b>		\$946.15	
Paid Chk# 020782	6/28/811	AMERIPRIDE	
E 101-43000-228	MISC REPAIRS MAINT SUPPLIE	\$41.98	box of paper towels
<b>Total AMERIPRIDE</b>		\$41.98	
Paid Chk# 020783	6/28/811	CINTAS	
E 601-49000-425	CLOTHING	\$29.07	pw clothing
E 602-49100-425	CLOTHING	\$29.07	pw clothing
<b>Total CINTAS</b>		\$58.14	
Paid Chk# 020784	6/28/811	CITY OF ROSEVILLE	
E 101-45200-371	NON-RESIDENT REIMBURSEM	\$528.00	Jan-May rec program reimbursement
<b>Total CITY OF ROSEVILLE</b>		\$528.00	
Paid Chk# 020785	6/28/811	EUREKA RECYCLING	
E 203-50000-389	RECYCLING CONTRACTOR	\$1,190.26	5/11 recycling contract
<b>Total EUREKA RECYCLING</b>		\$1,190.26	
Paid Chk# 020786	6/28/811	GOPHER STATE ONE-CALL	
E 101-43400-386	GOPHER STATE ONE CALL	\$17.60	2/11 locates
<b>Total GOPHER STATE ONE-CALL</b>		\$17.60	
Paid Chk# 020787	6/28/811	INTEGRA	
E 101-41200-391	TELEPHONE/PAGERS	\$44.58	5/11 fax line
<b>Total INTEGRA</b>		\$44.58	
Paid Chk# 020788	6/28/811	JOHN DEERE COMPANY	
E 402-48000-543	TRACTOR	\$29,713.78	John Deere 3520 tractor
<b>Total JOHN DEERE COMPANY</b>		\$29,713.78	
Paid Chk# 020789	6/28/811	KENNEDY & GRAVEN	
E 101-41500-305	LEGAL FEES - CIVIL	\$64.00	5/11 legal services - ballfield agreemen
E 101-41500-305	LEGAL FEES - CIVIL	\$176.00	5/11 legal services - muni liquor
E 101-41500-355	MISC PRINTING/PROCESS SER	\$1.28	5/11 legal processing
<b>Total KENNEDY &amp; GRAVEN</b>		\$241.28	
Paid Chk# 020790	6/28/811	MAMA	
E 101-41200-308	TRAINING/CONFERENCES	\$20.00	5/11 luncheon meeting
<b>Total MAMA</b>		\$20.00	
Paid Chk# 020791	6/28/811	MCFOA	
E 101-41200-438	DUES & SUBSCRIPTIONS	\$35.00	JB 11 membership
<b>Total MCFOA</b>		\$35.00	



**\*Check Detail Register®**

**CITY OF LAUDERDALE**

JUNE 2011

Check Amt Invoice Comment

Paid Chk# 020792	6/28/811	POSTMASTER - STAMPS		
E 101-41200-203	POSTAGE	\$88.00	3 rolls of stamps	
E 101-43400-203	POSTAGE	\$44.00	3 rolls of stamps	
<b>Total POSTMASTER - STAMPS</b>		<b>\$132.00</b>		
Paid Chk# 020793	6/28/811	PUBLIC EMPLOYEES INS PROGRAM		
G 101-21706	HEALTH INSURANCE	\$1,499.10	7/11 health benefits	
<b>Total PUBLIC EMPLOYEES INS PROGRAM</b>		<b>\$1,499.10</b>		
Paid Chk# 020794	6/28/811	RAMSEY COUNTY, PROP REC & REV		
E 101-42100-442	MISC	\$8.96	5/11 800 MHz radio licenses	
<b>Total RAMSEY COUNTY, PROP REC &amp; REV</b>		<b>\$8.96</b>		
Paid Chk# 020795	6/28/811	ST CLOUD STATE UNIVERSITY		
E 101-41200-308	TRAINING/CONFERENCES	\$260.00	JB '11 clerks institute	
<b>Total ST CLOUD STATE UNIVERSITY</b>		<b>\$260.00</b>		
Paid Chk# 020796	6/28/811	SUBURBAN RATE AUTHORITY		
E 101-41100-438	DUES & SUBSCRIPTIONS	\$200.00	'11 membership dues - 2nd half	
<b>Total SUBURBAN RATE AUTHORITY</b>		<b>\$200.00</b>		
Paid Chk# 020797	6/28/811	XCEL ENERGY, PARK & GARAGE		
E 101-43000-381	ELECTRIC	\$16.70	5/11 pw & warming house utils	
E 101-45200-381	ELECTRIC	\$16.70	5/11 pw & warming house utils	
E 101-43000-383	GAS UTILITIES	\$21.97	5/11 pw & warming house utils	
E 101-45200-383	GAS UTILITIES	\$21.98	5/11 pw & warming house utils	
<b>Total XCEL ENERGY, PARK &amp; GARAGE</b>		<b>\$77.35</b>		
10100 NORTH STAR CHECKING		\$35,014.18		
101 GENERAL		\$4,052.00		
203 RECYCLING		\$1,190.26		
402 CAPITAL IMPROVEMENTS		\$29,713.78		
601 SEWER UTILITIES		\$29.07		
602 STORM SEWER ENTERPRISE FUND		\$29.07		
<b>Fund Summary</b>		<b>\$35,014.18</b>		

# LAUDERDALE COUNCIL ACTION FORM

<b>TYPE OF REQUEST</b>	
Consent	X
Action	<input type="checkbox"/>
Resolution	<input type="checkbox"/>
Information	<input type="checkbox"/>
Work session	<input type="checkbox"/>

MEETING DATE	June 28, 2011
AGENDA NUMBER	2011 Licenses
DESCRIPTION	2011 Licenses

<b>BACKGROUND OR PAST COUNCIL ACTION</b>
<p>The following applicant successfully met the criteria for his respective license.</p> <p><b>HVAC</b> Modern Heating &amp; Air Conditioning – Minneapolis, MN</p> <p><b>Rental Housing</b> Cortinne Bedecarre – 1955 Carl Street Megan McGinty – 1744 Malvern Street</p>
<b>OPTIONS</b>
<b>STAFF RECOMMENDATION</b>
By approving the consent agenda, the Council approves the aforementioned licenses for 2011.


<b>COUNCIL ACTION</b>
-----------------------

STAFF ACTION

MOTION BY \_\_\_\_\_ SECOND \_\_\_\_\_



# LAUDERDALE COUNCIL ACTION FORM

Meeting Date	June 14, 2011	
ITEM NUMBER	City Park Application	STAFF INITIAL
		
APPROVED BY ADMINISTRATOR		

<b>Action Requested</b>	<input checked="" type="checkbox"/>
Consent	<input type="checkbox"/>
Public Hearing	<input type="checkbox"/>
Discussion	<input type="checkbox"/>
Action	<input type="checkbox"/>
Resolution	<input type="checkbox"/>
Work Session	<input type="checkbox"/>

## DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The City received two applications for use of the park. Since the groups are larger than 30 people, per city ordinance, council approval is required. The applications from Karen Doherty and Masumi Abeler are attached for your review.

Karen Doherty also submitted a request to have alcoholic beverage in the park as she has in the past. She asked for a non-intoxicating liquor license but since guests are just bringing beer, that is not necessary.

## OPTIONS:

- (A) Approve the requests to use the park.
- (B) Do not approve the requests.

## STAFF RECOMMENDATION:

By approving the consent agenda, the Council approves use of Lauderdale City Park by Masumi Abeler and Karen Doherty, with the understanding that Doherty will have alcohol at her event.

## COUNCIL ACTION:

**APPLICATION FOR USE OF COMMUNITY PARK**

**APPLICANT INFORMATION:**

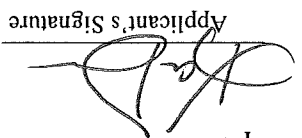
Name: Karen Doherty Address: 1926 Malvern Street  
 City: Lauderdale State: MN Zip: 55113  
 Telephone No.: 651-638-9377 Name of Organization (if applicable): \_\_\_\_\_

**PARK USE INFORMATION:**

Date(s) of Park Use: August 6, 2011 Hours Used: 3-8pm  
 \* Number attending: 100 \* Note: Groups of 30 or more must receive council approval  
 Park facility to be reserved (circle all that apply): Picnic Shelter  
 Fees for Non-Residents  
 4 Hours: \$21.43 (\$20 + 7.125% Tax)  
 All Day: \$37.49 (\$35 + 7.125% Tax)  
 Damage Deposit \$50  
Ballfield / Tennis Courts / Basketball Courts / Hockey Rink / Ice Skating Rink / Other:  
 (Skating rinks can only be reserved from 9-10 pm, when open skating ends at 9 p.m.)

By signing this application, the applicant agrees to the following:

- The park facilities will not be used for advertisement of any product, goods, or services, nor for personal profit.
- The applicant will clean up the area after the event has occurred. Please bring your own garbage bags and take garbage with you when you go.
- The proposed event will not unreasonably interfere with the general public use of the park, or with the safe and orderly movement of traffic on streets surrounding the park.
- The applicant is aware that there is a parking lot on Roselawn Avenue, including spaces for the handicapped.
- The applicant understands that the park opens at 8:00 am and closes at 10:00 pm.
- The applicant understands that no intoxicating liquor may be present or consumed at the park.

Applicant's Signature: 

Please Print Applicant's Name: Karen Doherty

Date: 6/10/11

**FOR OFFICE USE ONLY:**

Date Application Received: 10-13-11 Approved By: \_\_\_\_\_  
 Fees Received: NA Check #: NA Receipt #: 10/14 Damage Deposit Check #: /  
 Temporary Non-Intoxicating Liquor License Granted? \_\_\_\_\_ If so, date Council granted: \_\_\_\_\_

June 10, 2011

Lauderdale City Council  
1891 Walnut Street  
Lauderdale, MN 55113

Dear Lauderdale City Council,

I have reserved the city park for a Family picnic on August 6th, 2011. There will be about 100 people in attendance, ages newborn to 80. We plan to barbeque and just hang out together. We are requesting that each person bring their own beverage, and in the past some people have brought a can of beer to enjoy with their dinner. As we would like to continue with this tradition, we are respectfully requesting permission to have alcoholic beverages in the park that day in compliance with our ordinance sited below:

7-1-6: BEER AND LIQUOR:

B. Beer: Beer may be present and consumed at an organized activity where it is in the possession of individuals attending the activity and consumed by them.

As this is a family event, we are not anticipating any excessive use of alcohol, just casual consumption.

Thank you for considering our request for a temporary non-intoxicating liquor license.

Thank you,



Karen Doherty  
1926 Malvern Street  
Lauderdale, MN 55113

Can destroy  
damage deposit

**City of Lauderdale**  
1891 Walnut Street • Lauderdale • Minnesota 55113  
Phone: (651) 792-7650 Fax: (651) 631-2066

### APPLICATION FOR USE OF COMMUNITY PARK

**APPLICANT INFORMATION:**  
 Name: Masum: Abeler Address: 2339 Roselawn Ave. W.  
 City: Roseville State: MN Zip: 55113  
 Telephone No.: 651-636-1138  
 Name of Organization (if applicable): \_\_\_\_\_

**PARK USE INFORMATION:**  
 Date(s) of Park Use: 8-13-11 Hours Used: 4 to 8 pm  
 \* Number attending: 30~50 \* Note: Groups of 30 or more must receive council approval  
 Park facility to be reserved (circle all that apply): Picnic Shelter

Fees for Non-Residents  
 4 Hours: \$21.43 (\$20 + 7.125% Tax)  
 All Day: \$37.49 (\$35 + 7.125% Tax)  
 Damage Deposit \$50

*Japanese mixed marriage couples & childrens gathering*

Ballfield / Tennis Courts / Basketball Courts / Hockey Rink / Ice Skating Rink / Other: \_\_\_\_\_  
 (Skating rinks can only be reserved from 9-10 pm. when open skating ends at 9 p.m.)

By signing this application, the applicant agrees to the following:

- The park facilities will not be used for advertisement of any product, goods, or services, nor for personal profit.
- The applicant will clean up the area after the event has occurred. Please bring your own garbage bags and take garbage with you when you go.
- The proposed event will not unreasonably interfere with the general public use of the park, or with the safe and orderly movement of traffic on streets surrounding the park.
- The applicant is aware that there is a parking lot on Roselawn Avenue, including spaces for the handicapped.
- The applicant understands that the park opens at 8:00 am and closes at 10:00 pm.
- The applicant understands that no intoxicating liquor may be present or consumed at the park.

Applicant's Signature: Masum: Abeler  
 Please Print Applicant's Name: Masum: Abeler  
 Date: 6-15-11

**FOR OFFICE USE ONLY:**  
 Date Application Received: 6-15-11  
 Fees Received: 21.43 Check #: 2040 Receipt #: 10147 Damage Deposit Check #: 2041  
 Approved By: \_\_\_\_\_  
 If so, date Council granted: \_\_\_\_\_  
 Temporary Non-Intoxicating Liquor License Granted? \_\_\_\_\_

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent

Public Hearing

Discussion


Action

Resolution

Work Session

Meeting Date June 28, 2011

ITEM NUMBER May Finances

STAFF INITIAL 

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

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:** Every month I provide the Council with an updated copy of the city's finances. Following are the number from May.

**OPTIONS:**

**STAFF RECOMMENDATION:** By approving the consent agenda, the Council acknowledges the city's finances for May 2011.

**COUNCIL ACTION:**



GENERAL FUND REVENUE

	2009	2010	2011	2011	2012
	Actual	Actual	Adopted	As of May 30	Proposed
<b>CITY LEVIED TAXES</b>					
31010 Current Ad Valorem	425,397	411,088	470,047	(811)	475,854
31020 Delinquent Ad Valorem	3,534	1,841	-	811	-
31040 Fiscal Disparities	101,843	109,600	110,683	-	110,683
<b>SUB TOTAL PROPERTY TAXES</b>	<b>530,775</b>	<b>522,528</b>	<b>580,730</b>	<b>0</b>	<b>586,537</b>
<b>STATE AIDE</b>					
33401 Local Government Aide	557,218	516,153	519,747	-	387,115
33405 FERA Rate Increase Aide	1,198	1,198	1,198	-	1,198
33406 Market Value Home Credit	28,839	101	(31,811)	-	(31,811)
<b>TOTAL STATE AIDE</b>	<b>587,255</b>	<b>517,452</b>	<b>489,134</b>	<b>-</b>	<b>356,502</b>
<b>LICENSES AND FEES</b>					
32110 3.2 Alcohol License	150	150	150	-	150
32120 Cigarette License	200	600	400	-	400
32130 Garbage Hauler Licenses	1,170	1,275	750	1,125	750
32140 HVAC Licenses	890	1,453	600	550	600
32150 Tree Company License	140	700	300	150	300
32180 Rental License Fee	3,366	4,091	3,000	306	3,000
32240 Animal Licenses	290	390	250	110	250
34101 City Hall/Park Rental	3,945	4,955	2,500	3,035	4,000
43103 Administrative Fee	83	-	200	-	200
34105 Sale of Publications	-	-	-	-	-
34109 Copies	61	51	50	-	50
34114 Advertising sales	-	50	-	75	-
34115 Miscellaneous Revenue	-	-	-	-	-
<b>TOTAL LICENSES AND FEES</b>	<b>10,295</b>	<b>13,715</b>	<b>8,200</b>	<b>5,351</b>	<b>9,700</b>
<b>REVENUE OTHER</b>					
36100 Special Assessments	9,677	20,918	-	0	-
36101 Principal	-	-	-	-	-
36102 Penalties and Interest	2,182	1,485	-	(1)	-
36103 Tree Removal	-	-	-	-	-
36200 Miscellaneous Revenue	-	-	-	-	-
36211 Investment Interest	11,018	6,492	7,000	4,751	6,500
36230 Donations	-	3,000	-	-	-
36231 Dog Park Donations	50	10	-	25	-
36240 State Surcharges - Construction Permits	539	336	250	172	250
36250 Refunds and Reimbursements	3,511	1,140	-	-	-
36252 LMCT Insurance Dividend	2,905	3,015	-	-	-
36255 Miscellaneous	-	-	-	-	-
39101 Sales Fixed Assets	1	-	-	-	-
<b>TOTAL OTHER REVENUE</b>	<b>29,882</b>	<b>36,396</b>	<b>7,250</b>	<b>4,948</b>	<b>6,750</b>
<b>PUBLIC SAFETY</b>	<b>40,547</b>	<b>41,330</b>	<b>34,500</b>	<b>17,308</b>	<b>37,500</b>
<b>PLANNING &amp; INSPECTIONS</b>	<b>20,487</b>	<b>13,674</b>	<b>10,600</b>	<b>4,287</b>	<b>11,900</b>

GENERAL FUND REVENUE

TRANSFERS FROM OTHER FUNDS

2009	2010	2011	As of May 30	2012
Actual	Actual	Adopted	Proposed	Proposed

TOTAL GENERAL FUND REVENUE

1,219,241	1,145,095	1,130,414	31,895	1,008,889
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GENERAL FUND EXPENDITURES

Legislative	22,634	24,481	26,193	7,124	25,713
Administrative	168,728	144,697	157,366	52,902	123,850
Audit, Elections, and Legal Services	6,234	46,958	48,857	21,117	42,593
Public Safety	582,567	585,398	605,287	249,137	606,569
Police	35,529	29,232	32,500	22,583	32,500
Fire	11,545	-	-	-	-
Prosecution	92,877	86,632	105,044	40,139	91,029
Public Works	22,568	46,241	56,322	12,312	48,559
Planning & Inspections	71,716	63,978	64,845	26,157	51,276
Parks and Recreation	1,235	1,648	14,000	4,153	10,000
Development	1,015,633	1,029,264	1,110,414	435,624	1,032,089
Contingency	-	-	20,000	-	10,000
Transfers Out	31,000	112,594	-	-	-
TOTAL GENERAL FUND EXPENDITURES	1,046,633	1,141,858	1,130,414	435,624	1,042,089

**LEGISLATIVE (41100)**

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**EXPENDITURES**

	2009	2010	2011	As of May 30 2011	Proposed 2012
<b>Personnel</b>					
103 Part-time employees	13,200	13,200	13,200	5,500	13,200
122 FICA	1,010	1,010	1,010	421	1,010
151 Workers Comp	59	118	103	-	103
<b>Subtotal Personnel</b>	<b>14,269</b>	<b>14,328</b>	<b>14,313</b>	<b>5,921</b>	<b>14,313</b>
<b>General Operations</b>					
201 General Supplies	-	39	-	-	-
202 Permanent Supplies	-	-	-	-	-
203 Postage	84	-	-	-	-
305 Legal Fees	-	500	-	-	-
308 Training and Conferences	-	930	2,000	309	1,500
331 Travel	24	72	130	-	150
352 Public Notices	292	391	700	564	700
361 General Liability	5,228	5,331	6,000	-	6,000
438 Dues and Subscriptions	2,671	2,695	2,800	325	2,800
439 Special Events	-	-	-	-	-
440 Meeting Expenses	66	196	250	5	250
442 Miscellaneous Expenses	-	-	-	-	-
<b>Subtotal General Operations</b>	<b>8,365</b>	<b>10,153</b>	<b>11,880</b>	<b>1,203</b>	<b>11,400</b>
<b>Capital Equipment</b>					
530 Furniture and Equipment	-	-	-	-	-
538 Computer software and Equipment	-	-	-	-	-
<b>Subtotal Capital Equipment</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL LEGISLATIVE EXPENSES</b>	<b>22,634</b>	<b>24,481</b>	<b>26,193</b>	<b>7,124</b>	<b>25,713</b>

ADMINISTRATION & FINANCE (41200)		2009	2010	2011	As of May 30 2011	Proposed 2012
EXPENDITURES		Actual	Actual	Adopted		
<b>Personnel</b>						
101	Full-time employees	102,536	90,954	93,081	33,112	73,991
104	Temp. employees	-	-	-	-	-
121	PERA	6,836	6,470	6,748	2,401	5,549
122	FICA	8,004	7,297	7,121	2,617	5,660
131	Benefits (health, dental, etc)	9,272	10,116	11,340	3,873	8,550
142	Unemployment Benefits	-	55	-	110	-
151	Workers Compensation	559	965	726	-	1,000
<b>Subtotal Personnel</b>		<b>127,206</b>	<b>115,857</b>	<b>119,016</b>	<b>42,113</b>	<b>94,750</b>
<b>General Operations</b>						
201	General Supplies	1,731	1,899	2,200	174	2,000
203	Postage	1,817	2,626	4,000	1,000	2,000
208	Water cooler water	303	277	450	123	400
301	Auditing	12,904	-	-	-	-
305	Legal contract - Civil	3,567	-	-	-	-
306	Consulting fees (IT Support)	5,440	5,440	5,500	2,267	5,500
307	Computer Services (Banyon)	1,560	1,561	1,600	1,561	1,600
308	Training and conferences	1,004	772	2,000	265	1,200
309	Newspaper - Roseville Review	-	-	-	-	-
327	Other Services	-	-	-	11	-
331	Travel Expenses	929	765	1,200	204	1,000
352	Public information and notices	726	662	1,500	689	-
353	Newletter Printing	2,469	2,438	4,000	1,252	500
354	Phonebook Printing	-	-	-	-	-
355	Miscellaneous printing & process	285	1,000	1,200	100	1,200
361	General liability	4,652	4,955	5,300	-	5,300
391	Telephones/Fax (City Hall)	1,769	1,666	2,000	724	2,000
401	Copier	379	1,349	2,800	1,186	2,800
404	Computer Repair/Maintenance	-	-	-	-	-
409	Other equipment repair	-	-	-	-	-
438	Dues and Subscriptions	1,474	2,491	3,000	1,234	2,600
440	Meeting Expenses	85	159	100	-	200
442	Miscellaneous expenses	78	779	500	-	800
<b>Subtotal General Operations</b>		<b>41,172</b>	<b>28,840</b>	<b>37,350</b>	<b>10,789</b>	<b>29,100</b>
<b>Capital Expenditures</b>						
530	Furniture and equipment	-	-	-	-	-
531	Office equipment	-	-	-	-	-
534	Office furniture	-	-	-	-	-
538	Computers and technology	351	-	1,000	-	-
<b>Subtotal Capital</b>		<b>351</b>	<b>-</b>	<b>1,000</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENSES</b>		<b>168,728</b>	<b>144,697</b>	<b>157,366</b>	<b>52,902</b>	<b>123,850</b>

<b>EXPENDITURES</b>					
<b>PERSONNEL</b>					
2012	2011	2011	2010	2009	AND LEGAL SERVICES (\$1500)
Proposed	As of May 30	Adopted	Actual	Actual	Actual
4,264	3,208	6,952	12,440	3,724	101 Full-time employees
2,000	-	-	2,242	968	104 Temp. employees
320	233	504	869	239	121 PERA
326	245	532	974	296	122 FICA
450	350	840	1,486	198	131 Benefits (health, dental, etc)
33	-	54	105	35	151 Workers Compensation
7,393	4,036	8,882	18,116	5,461	Subtotal Personnel
300	-	-	512	-	201 General Supplies
12,000	3,400	12,000	10,032	-	300 Legal Services - Prosecution
14,000	12,624	14,000	12,880	-	301 Auditing
7,000	1,040	12,000	4,581	-	306 Legal Services - Civil
600	-	800	432	586	327 Other Services
-	-	75	-	-	331 Travel Expenses
500	-	100	-	96	352 Public Information & Notices
700	17	1,000	406	-	355 Miscellaneous Fees
-	-	-	-	-	409 Other equipment and repair
100	-	-	-	91	440 Meeting expenses
-	-	-	-	-	442 Miscellaneous expenses
35,200	17,081	39,975	28,842	774	Subtotal General Operations
-	-	-	-	-	530 Furniture and equipment
-	-	-	-	-	531 Office equipment
-	-	-	-	-	534 Office furniture
-	-	-	-	-	538 Computers and technology
-	-	-	-	-	Subtotal Capital
42,593	21,117	48,857	46,958	6,234	TOTAL EXPENSES

		<b>PUBLIC SAFETY (42100)</b>				
		<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>As of May 30</b>	<b>Proposed</b>
		<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2011</b>	<b>2012</b>
<b>REVENUE</b>						
34202	False Fire Alarm	424	-	500	-	500
34203	Fire Inspection Fee	-	-	1,000	-	1,000
34205	Fire Call Reimbursement	1,252	-	-	-	-
35101	Court Fines (including traffic tickets)	38,872	41,330	33,000	17,308	36,000
<b>TOTAL REVENUE</b>		<b>40,547</b>	<b>41,330</b>	<b>34,500</b>	<b>17,308</b>	<b>37,500</b>
<b>EXPENDITURES</b>						
<b>General Operations</b>						
305	Legal Fees - Prosecution	10,152	-	-	-	-
355	Miscellaneous fees - Printing	1,392	-	-	-	-
<b>Subtotal Prosecution</b>		<b>11,545</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
318	911 Dispatch	-	-	9,620	3,207	10,000
319	Police Contract	578,250	578,595	590,167	245,903	596,069
360	General Liability	-	-	5,000	-	-
391	Telephone/Pager	4,317	6,803	500	27	500
442	Miscellaneous Exp.	-	-	-	-	-
<b>Subtotal Police</b>		<b>582,567</b>	<b>585,398</b>	<b>605,287</b>	<b>249,137</b>	<b>606,569</b>
320	Fire Contract	18,630	17,826	18,000	17,685	18,000
321	Fire Calls	16,475	11,186	13,000	4,898	13,000
322	False Fire Alarms	424	219	500	-	500
323	Fire Inspections	-	-	1,000	-	1,000
<b>Subtotal Fire</b>		<b>35,529</b>	<b>29,232</b>	<b>32,500</b>	<b>22,583</b>	<b>32,500</b>
<b>TOTAL EXPENSES</b>		<b>629,641</b>	<b>614,630</b>	<b>637,787</b>	<b>271,720</b>	<b>639,069</b>

**EXPENDITURES**

**PUBLIC WORKS (43000)**

	2009	2010	2011	As of May 30	Proposed
	Actual	Actual	Adopted	2011	2012
<b>Personnel</b>					
101 Full-time employees	44,294	31,244	27,248	12,687	30,793
102 Overtime/On-Call	2,191	3,030	3,000	2,142	3,000
121 PERA	3,004	2,573	2,193	1,071	2,309
122 FICA	3,516	2,920	2,314	1,189	2,356
131 Benefits (health, dental, etc)	4,702	4,162	4,200	1,982	4,500
151 Workers Compensation	2,097	3,549	2,526	-	2,571
<b>Subtotal Personnel</b>	<b>59,804</b>	<b>47,477</b>	<b>41,481</b>	<b>19,071</b>	<b>45,529</b>
<b>General Operations</b>					
202 Permanent Supplies	-	305	-	176	-
212 Motor Fuels	1,587	2,500	2,200	846	2,500
213 Lubricants and other fluids	-	-	-	-	-
225 Landscaping Materials	15	-	963	-	-
226 Signs	-	-	-	-	-
227 Tools and Equipment	-	-	-	-	-
228 Miscellaneous Repairs & Supplies	1,008	457	1,500	594	1,000
304 Engineering Contract	-	337	3,000	-	1,000
308 Training and conferences	165	165	400	165	400
313 Snow and Ice Removal Contract	5,207	11,268	15,000	9,195	12,000
314 Street Sweeping Contract	5,062	5,026	6,000	2,045	5,100
317 Tree Service	3,214	3,642	10,000	643	4,000
324 Alley Repair	-	-	1,000	-	-
327 Other Services/Floor Maintenance	356	328	3,000	1,364	1,000
328 Street Repair	-	-	500	-	-
380 Electricity - Street Lighting	6,168	5,896	6,400	2,331	6,400
381 Electricity	2,457	3,067	3,400	1,128	3,400
382 Water	69	63	100	16	100
383 Gas Utilities	3,075	2,674	4,000	1,651	3,500
384 Refuse Disposal	1,189	1,481	1,600	704	1,600
391 Telephone/Pagers	534	488	500	145	500
402 Truck repair and Maintenance	2,968	1,363	3,800	66	3,000
426 Machinery rental	-	-	-	-	-
442 Miscellaneous	-	96	200	-	-
<b>Subtotal General Operations</b>	<b>33,073</b>	<b>39,154</b>	<b>63,563</b>	<b>21,068</b>	<b>45,500</b>
<b>Capital Expenditures</b>					
530 Furniture and equipment	-	-	-	-	-
538 Land	-	-	-	-	-
<b>Subtotal Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>92,877</b>	<b>86,632</b>	<b>105,044</b>	<b>40,139</b>	<b>91,029</b>

**PLANNING & INSPECTIONS (43400)**

	2009	2010	2011	As of May 30 2011	2012 Proposed
<b>REVENUE</b>					
Other	11,688	9,163	7,000	2,158	8,000
Building Permits	1,210	700	200	300	200
Zoning Permit Applications	4,692	1,488	2,000	597	2,000
Plan Review	1,236	1,248	600	592	800
Plumbing Permits	1,410	975	800	640	900
HVAC Permits	100	100	-	-	-
Street Excavation	150	-	-	-	-
Variance Fee	-	-	-	-	-
Conditional Use Permit	-	-	-	-	-
Zoning Amendment	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>20,487</b>	<b>13,674</b>	<b>10,600</b>	<b>4,287</b>	<b>11,900</b>
<b>EXPENDITURES</b>					
<b>Personnel</b>					
Full-time employees	14,686	27,923	31,308	9,237	27,596
PERA	963	1,966	2,270	670	2,070
FICA	1,169	2,330	2,395	786	2,111
Benefits (health, dental, etc)	1,110	3,409	4,410	1,270	4,050
Workers Compensation	207	1,224	1,339	-	1,332
<b>Subtotal Personnel</b>	<b>18,136</b>	<b>36,852</b>	<b>41,722</b>	<b>11,963</b>	<b>37,159</b>
<b>General Operations</b>					
General Supplies	-	-	-	-	-
Permanent Supplies	173	219	500	84	400
Postage	452	8,015	10,000	-	8,000
Consulting Fees	450	450	500	500	500
Training and conferences	2,408	35	2,500	-	1,500
Other Services	-	-	-	-	-
Travel Expenses	-	-	-	-	-
Miscellaneous Printing	531	422	600	177	600
Gopher State One Call	-	10	-	25	-
Miscellaneous expenses	419	239	500	63	400
Surcharge Report	4,432	9,389	14,600	348	11,400
<b>Subtotal General Operations</b>	<b>4,432</b>	<b>9,389</b>	<b>14,600</b>	<b>348</b>	<b>11,400</b>
<b>Capital Expenditures</b>					
Furniture and equipment	-	-	-	-	-
Office equipment	-	-	-	-	-
Office furniture	-	-	-	-	-
Computers and technology	-	-	-	-	-
<b>Subtotal Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>22,568</b>	<b>46,241</b>	<b>56,322</b>	<b>12,312</b>	<b>48,559</b>



**PARKS AND RECREATION (45200)**

**EXPENDITURES**

	2009	2010	2011	As of May 30	Proposed
	Actual	Actual	Adopted	2011	2012
<b>Personnel</b>					
101 Full-time employees	51,253	41,317	37,855	16,255	35,590
104 Temp. employees	3,555	4,403	6,000	4,043	-
121 PERA	3,431	2,960	2,744	1,178	2,669
122 FICA	4,322	3,747	3,355	1,625	2,723
131 Benefits (health, dental, etc)	5,102	4,946	5,880	2,203	5,850
151 Workers Compensation	260	1,309	1,161	-	944
<b>Subtotal Personnel</b>	<b>67,923</b>	<b>58,682</b>	<b>56,995</b>	<b>25,305</b>	<b>47,776</b>
<b>General Operations</b>					
201 General Supplies	127	45	200	23	100
202 Permanent Supplies	89	32	200	107	100
225 Landscaping Materials	-	-	500	-	100
228 Miscellaneous Repairs & Maintenance.	191	144	250	-	250
317 Tree Service	-	-	-	-	-
370 Park and Rec Expenses	700	700	700	-	-
371 Non-Resident Reimbursement	429	1,137	1,000	-	-
381 Electric	439	477	700	268	500
382 Water	172	173	300	29	200
383 Gas Utility	801	617	1,200	403	1,000
384 Refuse	-	-	-	-	-
391 Telephones and Pagers	-	20	100	21	50
403 Mower repair	-	1,275	1,500	-	1,000
412 Warming House Repair	-	33	100	-	100
427 Porta Potty Rental	767	630	800	2	-
442 Miscellaneous	78	13	300	-	100
<b>Subtotal General Operations</b>	<b>3,793</b>	<b>5,296</b>	<b>7,850</b>	<b>853</b>	<b>3,500</b>
<b>Capital Expenditures</b>					
550 Other Improvements	-	-	-	-	-
<b>Subtotal Capital</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>71,716</b>	<b>63,978</b>	<b>64,845</b>	<b>26,157</b>	<b>51,276</b>

	2009	2010	2011	As of May 30	2012
	Actual	Actual	Adopted	2011	Proposed
<b>REVENUE</b>					
Other	-	-	-	-	-
<b>TOTAL REVENUE</b>	-	-	-	-	-
<b>EXPENDITURES</b>					
General Operations					
Consulting Fees	306	1,648	14,000	4,153	10,000
Miscellaneous expenses	442	-	-	-	-
Subtotal General Operations	748	1,648	14,000	4,153	10,000
<b>TOTAL EXPENSES</b>	1,235	1,648	14,000	4,153	10,000
<b>DEVELOPMENT (\$8100)</b>					

	2009	2010	2011	As of May 30	2012
	Actual	Actual	Adopted	2011	Proposed
<b>CONTINGENCY (45300)</b>	-	-	-	-	-
<b>REVENUE</b>	-	-	-	-	-
Other	-	-	-	-	-
<b>TOTAL REVENUE</b>	-	-	-	-	-
<b>EXPENDITURES</b>					
General Operations					
444 CONTINGENCY FUNDS	-	-	20,000	-	10,000
710 OPERATING TRANSFERS	-	-	-	-	-
Subtotal General Operations	-	-	20,000	-	10,000
<b>TOTAL EXPENSES</b>	-	-	20,000	-	10,000

	2009	2010	2011	As of May 30	2012
	Actual	Actual	Adopted	2011	Proposed
<b>TRANSFERS OUT (45400)</b>					
Other	-	-	-	-	-
<b>TOTAL REVENUE</b>	-	-	-	-	-
<b>EXPENDITURES</b>					
732 Transfers to 302	31,000	-	-	-	-
733 Transfers to 303	-	-	-	-	-
734 Transfers to 304	-	-	-	-	-
741 Transfers to 401	-	56,297	-	-	-
742 Transfers to 402	-	-	-	-	-
743 Transfers to 403	-	-	-	-	-
744 Transfers to 404	-	56,297	-	-	-
745 Transfers to 405	-	-	-	-	-
<b>Total Transfers</b>	<b>31,000</b>	<b>112,594</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>REVENUE</b>					

# 2011 LAUDERDALE BUDGET SUMMARY OF FUNDS - 602

	2008	2009	2010	2011	As of May 31 2011	Proposed 2012
<b>Total Revenues</b>	3,642	4,874	4,830	3,050	152	152
201 Community Events Fund	22,431	22,837	20,942	20,500	5,227	5,227
202 Communications Fund	41,362	41,967	41,061	41,000	5,330	5,330
302 2000 Imp Debt Fund	48,013	20,524	-	-	-	-
303 2002 Imp Debt Fund	41,424	35,459	31,652	-	-	-
304 2003 Imp Debt Fund	64,834	59,143	50,924	47,500	1,912	1,912
401 Street Improvement Fund	14,760	10,331	5,421	6,000	3,104	3,104
402 General Capital Impr. Fund	4,320	2,184	1,143	1,500	560	560
403 Storm Water Impr. Fund	6,048	4,473	2,346	3,000	1,150	1,150
404 Park Improvement Fund	108,725	3,946	118,570	2,000	712	712
405 TIF Project Fund	162,370	165,052	180,089	139,000	1,228	1,228
407 Sewer Improvement Fund	11,277	81,628	5,660	5,500	2,774	2,774
601 Sewer Utility Fund	229,104	234,715	242,590	245,000	82,745	82,745
602 Storm Water Utility Fund	69,192	49,142	54,092	50,700	21,614	21,614
<b>Revenue Before Transfers</b>	<b>827,502</b>	<b>736,274</b>	<b>759,320</b>	<b>564,750</b>	<b>126,507</b>	<b>-</b>
Transfers	291,329	612,594	-	68,381	-	-
<b>Total Revenues</b>	<b>827,502</b>	<b>1,027,604</b>	<b>1,371,914</b>	<b>564,750</b>	<b>194,888</b>	<b>-</b>
<b>Total Expenditures</b>	<b>4,329</b>	<b>3,616</b>	<b>3,616</b>	<b>3,550</b>	<b>651</b>	<b>-</b>
201 Community Events Fund	15,374	29,277	29,277	29,669	11,049	20,449
202 Communications Fund	23,391	32,079	32,079	34,275	8,975	15,057
302 2000 Impr. Debt Fund	122,080	455,481	455,481	-	-	-
303 2002 Impr. Debt Fund	150,256	145,798	145,798	526,950	526,936	-
304 2003 Impr. Debt Fund	118,608	116,350	116,350	116,205	108,884	-
401 Street Improvement Fund	69,213	12,189	12,189	-	-	-
402 General Capital Impr. Fund	90,000	-	-	31,000	-	-
403 Storm Water Impr. Fund	32,316	-	-	-	-	-
404 Park Improvement Fund	81,110	6,735	6,735	44,000	(2,000)	-
405 TIF Project Fund	738	747	747	1,000	-	-
407 Sewer Improvement Fund	-	-	-	-	-	-
601 Sewer Utility Fund	212,687	228,570	228,570	243,629	84,248	-
602 Storm Water Utility Fund	36,424	43,293	43,293	66,000	12,231	-
<b>Expenditures Before Transfers</b>	<b>956,526</b>	<b>1,074,134</b>	<b>1,074,134</b>	<b>1,096,278</b>	<b>750,973</b>	<b>35,506</b>
Transfers	260,329	500,000	500,000	-	68,381	-
<b>Total Expenditures</b>	<b>956,526</b>	<b>1,334,463</b>	<b>1,574,134</b>	<b>1,096,278</b>	<b>819,354</b>	<b>35,506</b>
<b>Surplus/(deficit)</b>	<b>(129,025)</b>	<b>(306,860)</b>	<b>(202,220)</b>	<b>(531,528)</b>	<b>(624,467)</b>	<b>(35,506)</b>

**Community Events Fund 201**

DEPT. 45600	2008	2009	2010	2011	As of May 31	Proposed
	Actual	Actual	Actual	Adopted	2011	2012
<b>BEGINNING BALANCE</b>	3,486	2,800	4,058	5,638	5,638	5,138
<b>REVENUES:</b>						
34785 Fun Run / Walk	-	-	-	100	-	-
34786 Winter Event	609	396	33	-	31	-
34787 Garage Sale	-	50	-	50	-	-
34788 Day in the Park	1,683	1,904	3,219	1,500	-	-
34789 Music under the trees	-	448	434	400	-	-
34790 Other Events - March Dance	-	-	-	-	-	-
34791 Pop Sales	-	-	-	-	-	-
34792 T-Shirt Sales	150	330	97	100	15	-
34795 Halloween Donations	779	825	854	700	-	-
36211 Investment Interest	129	121	69	100	36	-
36230 Donations	30	30	-	-	-	-
36255 Misc.	293	769	124	100	70	-
<b>Total Revenues</b>	<b>3,642</b>	<b>4,874</b>	<b>4,830</b>	<b>3,050</b>	<b>152</b>	<b>-</b>
<b>EXPENDITURES:</b>						
201 General Supplies	-	5	-	-	-	-
202 Permanent Supplies	43	100	-	100	40	-
368 Fun Run / Walk	-	-	100	100	-	-
369 Music Under the Trees	535	200	600	400	400	-
370 Other Events - March Dance	-	-	-	-	-	-
373 T-Shirts	353	-	-	-	-	-
375 Winter Event	1,011	192	250	250	150	-
376 Garage Sale	34	-	-	-	-	-
377 Day in the Park	1,500	1,800	1,400	1,800	-	-
378 Night Out	103	119	150	150	-	-
379 Halloween Event	496	518	450	500	-	-
437 Sales Tax	-	-	-	-	-	-
430 Misc.	-	491	-	-	-	-
440 Meeting Expenses	254	191	300	250	61	-
<b>Total Expenditures</b>	<b>4,329</b>	<b>3,616</b>	<b>3,250</b>	<b>3,550</b>	<b>651</b>	<b>-</b>
<b>Fund Balance Gain/Loss</b>	<b>(686)</b>	<b>1,258</b>	<b>1,580</b>	<b>(500)</b>	<b>(499)</b>	<b>-</b>
39200 Transfers In	-	-	-	-	-	-
710 Transfers Out	-	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>2,800</b>	<b>4,058</b>	<b>5,638</b>	<b>5,138</b>	<b>5,138</b>	<b>5,138</b>

**Communications Fund 202**

DEPT. 49500	2008	2009	2010	2011	2011	2012
	Actual	Actual	Actual	Adopted	As of May 31	Proposed
<b>BEGINNING BALANCE</b>	36,667	43,724	37,284	33,712	33,712	24,543
<b>REVENUES:</b>						
36253 Franchise Fees	21,278	21,632	20,576	20,000	20,000	5,050
36250 Refunds & Reimbursements	262	262	-	-	-	-
36211 Investment Interest	1,153	942	366	500	177	-
33600 Grants	-	-	-	-	-	-
<b>Total Revenues</b>	<b>22,431</b>	<b>22,837</b>	<b>20,942</b>	<b>20,500</b>	<b>5,227</b>	<b>-</b>
<b>EXPENDITURES:</b>						
101 Reg. Full Time Employees	6,230	6,307	10,678	15,360	3,867	15,699
121 PERA Contributions	473	426	752	1,114	280	1,177
122 FICA Contributions	593	510	869	1,175	317	1,201
131 Group Insurance	618	576	1,191	2,100	487	2,250
151 Workers Comp	-	27	86	120	-	122
Personnel costs	<b>7,913</b>	<b>7,846</b>	<b>13,576</b>	<b>19,869</b>	<b>4,952</b>	<b>20,449</b>
201 General Supplies	-	5	85	100	-	-
202 Permanent Supplies	-	-	-	-	-	-
307 Web Hosting	444	444	444	600	500	-
327 Other Service	1,993	3,501	2,837	2,800	709	-
329 Cable Franchise Fee	5,023	5,069	5,214	5,300	4,888	-
530 Furniture and Equipment	-	12,411	2,358	1,000	-	-
Operating Costs	<b>7,460</b>	<b>21,430</b>	<b>10,938</b>	<b>9,800</b>	<b>6,097</b>	<b>-</b>
<b>Total Expenditures</b>	<b>15,374</b>	<b>29,277</b>	<b>24,514</b>	<b>29,669</b>	<b>11,049</b>	<b>20,449</b>
<b>Fund Balance Gain/Loss</b>	<b>7,057</b>	<b>(6,440)</b>	<b>(3,572)</b>	<b>(9,169)</b>	<b>(5,822)</b>	<b>(20,449)</b>
39200 Transfers In	-	-	-	-	-	-
710 Transfers Out	-	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>43,724</b>	<b>37,284</b>	<b>33,712</b>	<b>24,543</b>	<b>27,890</b>	<b>4,094</b>

**Recycling Fund 203**

DEPT. 50000	2008	2009	2010	2011	As of May 31	Proposed
	Actual	Actual	Actual	Adopted	2011	2012
<b>BEGINNING BALANCE</b>	60,029	78,000	87,889	98,106	87,889	104,831
<b>REVENUES:</b>						
36100 Recycling Fee	34,698	35,215	35,113	35,000	-	-
36102 Penalties & Interest	71	62	35	-	-	-
33622 SCORE Grant	4,758	4,866	4,926	5,000	4,750	-
36211 Investment Interest	1,811	1,824	987	1,000	568	-
36255 Other	24	-	-	-	12	-
<b>Total Revenues</b>	<b>41,362</b>	<b>41,967</b>	<b>41,061</b>	<b>41,000</b>	<b>5,330</b>	<b>-</b>
<b>EXPENDITURES:</b>						
101 Reg. FT Employees	3,545	2,949	5,687	5,606	2,263	11,435
121 PERA Contributions	283	201	400	406	164	858
122 FICA Contributions	356	244	478	429	194	875
131 Group Insurance	362	256	625	840	312	1,800
151 Workers Comp	-	8	42	44	-	89
<b>Personnel costs</b>	<b>4,546</b>	<b>3,658</b>	<b>7,232</b>	<b>7,325</b>	<b>2,934</b>	<b>15,057</b>
202 Permanent Supplies	-	-	95	100	-	-
327 Other Service	339	339	332	350	-	-
389 Recycling Contract	18,506	28,082	23,185	26,500	6,041	-
<b>Operating Costs</b>	<b>18,845</b>	<b>28,421</b>	<b>23,611</b>	<b>26,950</b>	<b>6,041</b>	<b>-</b>
<b>Total Expenditures</b>	<b>23,391</b>	<b>32,079</b>	<b>30,843</b>	<b>34,275</b>	<b>8,975</b>	<b>15,057</b>
<b>Fund Balance Gain/Loss</b>	<b>17,971</b>	<b>9,889</b>	<b>10,218</b>	<b>6,725</b>	<b>(3,645)</b>	<b>(15,057)</b>
39200 Transfers In	-	-	-	-	-	-
710 Transfers Out	-	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>78,000</b>	<b>87,889</b>	<b>98,106</b>	<b>104,831</b>	<b>84,243</b>	<b>89,774</b>



**2002 Improvements Debt Service Fund 303**

DEPT. 47300	2008	2009	2010	2011	2011	2011	2012
	Actual	Actual	Actual	Adopted	As of May 31	Proposed	(0)
<b>BEGINNING BALANCE</b>	392,169	283,338	172,999	458,555	458,555	(0)	(0)
<b>REVENUES:</b>							
Penalties & Interest	7,839	6,587	2,759	-	-	-	-
Investment Interest	8,670	4,063	1,730	-	-	-	-
Special Assessments	24,916	24,809	27,163	-	-	-	-
<b>Total Revenue</b>	<b>41,424</b>	<b>35,459</b>	<b>31,652</b>	-	-	-	-
<b>EXPENDITURES:</b>							
Bond Principal	115,000	115,000	120,000	515,000	515,000	515,000	-
Bond Interest	34,609	30,153	25,363	11,500	11,436	11,436	-
File Maintenance Charges	647	645	733	450	500	500	-
<b>Total Expenditures</b>	<b>150,256</b>	<b>145,798</b>	<b>146,095</b>	<b>526,950</b>	<b>526,936</b>	<b>526,936</b>	-
<b>Fund Balance Gain/Loss</b>	<b>(108,831)</b>	<b>(110,339)</b>	<b>(114,443)</b>	<b>(526,950)</b>	<b>(526,936)</b>	<b>(526,936)</b>	-
Transfers In	-	-	400,000	-	68,381	-	-
Transfers Out	-	-	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>283,338</b>	<b>172,999</b>	<b>458,555</b>	<b>(68,395)</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>

36102 Penalties & Interest  
36211 Investment Interest  
36100 Special Assessments  
601 Bond Principal  
611 Bond Interest  
621 File Maintenance Charges  
39200 Transfers In  
710 Transfers Out

**2003 Improvements Debt Service Fund 304**

DEPT. 47400	2008	2009	2010	2011	As of May 31	Proposed
	Actual	Actual	Actual	Adopted		2012
<b>BEGINNING BALANCE</b>	478,218	424,444	367,236	404,217	404,217	335,512
<b>REVENUES:</b>						
Penalties & Interest	12,852	10,458	4,535	9,000	9,000	-
Investment Interest	12,784	8,690	4,484	4,000	4,000	1,912
Special Assessments	39,197	39,995	41,906	34,500	34,500	-
<b>Total Revenues</b>	<b>64,834</b>	<b>59,143</b>	<b>50,924</b>	<b>47,500</b>	<b>47,500</b>	<b>1,912</b>
<b>EXPENDITURES:</b>						
Bond Principal	95,000	95,000	95,000	100,000	100,000	-
Bond Interest	22,961	20,705	18,211	15,405	15,405	8,453
File Maintenance Charges	647	645	733	800	800	431
<b>Total Expenditures</b>	<b>118,608</b>	<b>116,350</b>	<b>113,944</b>	<b>116,205</b>	<b>116,205</b>	<b>108,884</b>
<b>Fund Balance Gain/Loss</b>	<b>(53,775)</b>	<b>(57,207)</b>	<b>(63,019)</b>	<b>(68,705)</b>	<b>(68,705)</b>	<b>(106,972)</b>
Transfers In	-	-	100,000	-	-	-
Transfers Out	-	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>424,444</b>	<b>367,236</b>	<b>404,217</b>	<b>335,512</b>	<b>297,245</b>	<b>335,512</b>
601	95,000	95,000	95,000	100,000	100,000	-
611	22,961	20,705	18,211	15,405	15,405	8,453
621	647	645	733	800	800	431
36102	12,852	10,458	4,535	9,000	9,000	-
36211	12,784	8,690	4,484	4,000	4,000	1,912
36100	39,197	39,995	41,906	34,500	34,500	-

**Street Improvement Fund 401**

DEPT. 48401	2008	2009	2010	2011	2011	2011	2012
	Actual	Actual	Actual	Adopted	As of May 31	Proposed	
<b>BEGINNING BALANCE</b>	454,662	400,208	398,350	460,068	460,068	466,068	466,068
<b>REVENUES:</b>							
Investment Interest	14,243	10,232	5,326	6,000	2,727	-	-
Miscellaneous Revenue	517	99	95	-	-	-	-
Penalties & Interest	-	-	-	-	-	-	-
Special Assessments	-	-	-	-	377	-	-
<b>Total Revenue</b>	<b>14,760</b>	<b>10,331</b>	<b>5,421</b>	<b>6,000</b>	<b>3,104</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES:</b>							
Street Repair	49,712	4,320	-	-	-	-	-
Street Reconstruction	-	-	-	-	-	-	-
Streetscaping	-	-	-	-	-	-	-
Engineering	19,502	7,869	-	-	-	-	-
Trees	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>69,213</b>	<b>12,189</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance Gain/Loss</b>	<b>(54,454)</b>	<b>(1,858)</b>	<b>5,421</b>	<b>6,000</b>	<b>3,104</b>	<b>-</b>	<b>-</b>
Transfers In	-	-	56,297	-	-	-	-
Transfers Out	-	-	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>400,208</b>	<b>398,350</b>	<b>460,068</b>	<b>466,068</b>	<b>463,173</b>	<b>466,068</b>	<b>466,068</b>

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36100 36102 36200 36211

**General Capital Improvement Fund 402**

DEPT. 48000	2008	2009	2010	2011	As of May 31	2011	Proposed	2012
<b>BEGINNING BALANCE</b>	168,981	83,301	85,485	86,628	86,628	86,628	57,128	57,128
<b>REVENUES:</b>								
Investment Interest	4,320	2,184	1,143	1,500	1,500	1,500	560	560
Depreciation	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>4,320</b>	<b>2,184</b>	<b>1,143</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>560</b>	<b>560</b>
<b>EXPENDITURES:</b>								
Land	-	-	-	-	-	-	-	-
Buildings	-	-	-	-	1,000	1,000	-	-
City Garage	-	-	-	-	-	-	-	-
Warming House	-	-	-	-	-	-	-	-
Furniture & Equipment	-	-	-	-	-	-	-	-
Office Equipment	-	-	-	-	-	-	-	-
Copier	-	-	-	-	-	-	-	-
HVAC	-	-	-	-	-	-	-	-
Computers	-	-	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-	-	-
Tractor	-	-	-	-	30,000	30,000	-	-
543	-	-	-	-	-	-	-	-
540	-	-	-	-	-	-	-	-
550	-	-	-	-	-	-	-	-
560	-	-	-	-	-	-	-	-
562	-	-	-	-	-	-	-	-
Truck	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>31,000</b>	<b>31,000</b>	<b>31,000</b>	<b>-</b>	<b>-</b>
<b>Fund Balance Gain/Loss</b>	<b>4,320</b>	<b>2,184</b>	<b>1,143</b>	<b>(29,500)</b>	<b>(29,500)</b>	<b>(29,500)</b>	<b>560</b>	<b>560</b>
39200	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	-
Transfers Out	90,000	-	-	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>83,301</b>	<b>85,485</b>	<b>86,628</b>	<b>57,128</b>	<b>57,128</b>	<b>57,128</b>	<b>87,188</b>	<b>57,128</b>

**Storm Sewer Improvement Fund 403**

DEPT. 48403	2008	2009	2010	2011	As of May 31	2011	2012
<b>BEGINNING BALANCE</b>	Actual	Actual	Actual	Adopted	As of May 31	Proposed	
	197,249	170,981	175,454	177,800	177,800	180,800	
<b>REVENUES:</b>							
Storm Sewer Fee	-	-	-	-	-	-	-
Investment Interest	6,048	4,473	2,346	3,000	1,150	-	-
Other	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>6,048</b>	<b>4,473</b>	<b>2,346</b>	<b>3,000</b>	<b>1,150</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES:</b>							
Reg. FT Employees	-	-	-	-	-	-	-
On-Call Pay	-	-	-	-	-	-	-
PERA Contributions	-	-	-	-	-	-	-
FICA Contributions	-	-	-	-	-	-	-
Group Insurance	-	-	-	-	-	-	-
Workers Compensation	-	-	-	-	-	-	-
<b>Personnel Costs</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Engineering	11,816	-	-	-	-	-	-
Other Services	-	-	-	-	-	-	-
Misc	500	-	-	-	-	-	-
Contingency Funds	-	-	-	-	-	-	-
Storm System Repairs	-	-	-	-	-	-	-
<b>Operating Costs</b>	<b>12,316</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>12,316</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance Gain/Loss</b>	<b>(6,268)</b>	<b>4,473</b>	<b>2,346</b>	<b>3,000</b>	<b>1,150</b>	<b>-</b>	<b>-</b>
Transfers In	-	-	-	-	-	-	-
Transfers Out	20,000	-	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>170,981</b>	<b>175,454</b>	<b>177,800</b>	<b>180,800</b>	<b>178,950</b>	<b>180,800</b>	<b>180,800</b>

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**Park Improvement Fund 404**

DEPT. 48404	2008	2009	2010	2011	As of May 31	2012
<b>BEGINNING BALANCE</b>	123,844	151,458	148,669	187,295	187,295	145,295
<b>REVENUES:</b>						
33130 Grants	-	-	60,000	-	-	-
36230 Donations	-	-	-	-	-	-
36211 Investment Interest	4,065	3,946	2,273	2,000	2,000	712
<b>Total Revenues</b>	<b>4,065</b>	<b>3,946</b>	<b>62,273</b>	<b>2,000</b>	<b>2,000</b>	<b>712</b>
<b>EXPENDITURES:</b>						
304 Engineering	17,718	382	-	-	-	-
510 Land	-	-	-	-	-	-
524 Pictic Shelter	-	-	-	-	-	-
525 Playground	-	-	79,945	34,000	(2,000)	-
526 Park Path	-	-	-	-	-	-
527 Gen. Park Improvements	63,392	6,353	-	10,000	-	-
528 Court Improvements	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>81,110</b>	<b>6,735</b>	<b>79,945</b>	<b>44,000</b>	<b>(2,000)</b>	<b>-</b>
<b>Fund Balance Gain/Loss</b>	<b>(77,046)</b>	<b>(2,789)</b>	<b>(17,672)</b>	<b>(42,000)</b>	<b>2,712</b>	<b>-</b>
39200 Transfers In	104,660	-	56,297	-	-	-
710 Transfers Out	-	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>151,458</b>	<b>148,669</b>	<b>187,295</b>	<b>145,295</b>	<b>190,007</b>	<b>145,295</b>

**TIF Project Fund 405**

DEPT. 48500	2008	2009	2010	2011	As of May 31	2012
<b>BEGINNING BALANCE</b>	468,208	629,840	533,815	211,694	211,694	144,541
<b>REVENUES:</b>						
36211 Investment Interest	17,471	15,800	5,074	4,000	1,228	-
31050 Tax increment	137,953	141,815	167,422	135,000	-	-
31051 Delinquent Tax increment	1,959	1,879	1,781	-	-	-
33406 TIF Mkt Value Homestead Crdt	4,987	5,558	5,812	-	-	-
<b>Total Revenues</b>	<b>162,370</b>	<b>165,052</b>	<b>180,089</b>	<b>139,000</b>	<b>1,228</b>	<b>-</b>
<b>EXPENDITURES:</b>						
101 FT Employees	-	-	-	-	-	-
121 PERA Contribution	-	-	-	-	-	-
122 FICA Contribution	-	-	-	-	-	-
131 Group Insurance	-	-	-	-	-	-
133 Life Insurance	-	-	-	-	-	-
<b>Total Personnel Costs</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
304 Engineering	-	-	-	-	-	-
305 Legal Fees	-	-	-	-	-	-
327 Other Services	738	747	2,210	1,000	-	-
325 Other Imp. (Larpenteur)	-	-	-	-	-	-
<b>General Operating Costs</b>	<b>738</b>	<b>747</b>	<b>2,210</b>	<b>1,000</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>738</b>	<b>747</b>	<b>2,210</b>	<b>1,000</b>	<b>-</b>	<b>-</b>
<b>Fund Balance Gain/Loss</b>	<b>161,632</b>	<b>164,305</b>	<b>177,878</b>	<b>138,000</b>	<b>1,228</b>	<b>-</b>
39200 <b>Transfers In</b>	-	-	-	-	-	-
710 <b>Transfers Out</b>	-	260,329	500,000	-	68,381	-
<b>Ending Fund Balance</b>	<b>629,840</b>	<b>533,815</b>	<b>211,694</b>	<b>349,694</b>	<b>144,541</b>	<b>144,541</b>

**Sewer Improvement Fund 407**

DEPT. 48407	2008	2009	2010	2011	As of May 31	2012
<b>BEGINNING BALANCE</b>	Actual	Actual	Actual	Adopted	As of May 31	Proposed
	330,380	341,657	423,285	428,944	428,944	434,444
<b>REVENUES:</b>						
Investment Interest	11,277	9,128	5,660	5,500	2,774	-
Special Assessments	-	-	-	-	-	-
Sewer Connections	-	72,500	-	-	-	-
<b>Total Revenues</b>	<b>11,277</b>	<b>81,628</b>	<b>5,660</b>	<b>5,500</b>	<b>2,774</b>	<b>-</b>
<b>EXPENDITURES:</b>						
Engineering	-	-	-	-	-	-
Other	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Fund Balance Gain/Loss</b>	<b>11,277</b>	<b>81,628</b>	<b>5,660</b>	<b>5,500</b>	<b>2,774</b>	<b>-</b>
Transfers In	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>341,657</b>	<b>423,285</b>	<b>428,944</b>	<b>434,444</b>	<b>431,718</b>	<b>434,444</b>

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# Sanitary Sewer Enterprise Fund 601

DEPT. 49000	2008	2009	2010	2011	2011	2012
Actual	Actual	Actual	Adopted	As of May 31	Proposed	Proposed
<b>REVENUES:</b>						
37210 Sewer Charges	224,682	226,671	240,056	242,000	81,293	-
36211 Investment Interest	4,422	4,369	2,534	3,000	1,452	-
36250 Refunds/Reimbursements	-	-	-	-	-	-
37230 Penalties	-	-	-	-	-	-
36255 Miscellaneous	-	-	-	-	-	-
37240 Sewer Connections	-	3,675	-	-	-	-
39101 Sale of Assets	-	-	-	-	-	-
<b>Total Revenues</b>	<b>229,104</b>	<b>234,715</b>	<b>242,590</b>	<b>245,000</b>	<b>82,745</b>	<b>-</b>
<b>EXPENDITURES:</b>						
101 Reg. FT Employees	17,451	22,169	22,825	26,676	4,298	-
102 On-Call Pay	11,822	13,193	10,884	12,000	4,230	-
121 PERA Contributions	1,981	2,286	2,409	2,804	986	-
122 FICA Contributions	2,469	2,683	2,724	2,959	1,087	-
131 Group Insurance	2,536	3,577	3,946	3,906	1,753	-
151 Worker's Comp.	858	1,932	1,798	934	-	-
<b>Personnel Costs</b>	<b>37,117</b>	<b>45,840</b>	<b>44,586</b>	<b>49,279</b>	<b>12,355</b>	<b>-</b>
201 General Supplies	-	-	-	-	-	-
212 Motor Fuels	394	369	536	500	181	-
227 Tools & Equipment	289	-	-	300	285	-
228 Misc. Repairs/Maint/Supply	-	-	244	400	-	-
301 Auditing	1,350	1,613	1,610	1,700	1,578	-
304 Engineering	2,997	3,211	481	3,000	-	-
308 Training/Conferences	560	300	-	600	300	-
315 Sewer Jetting	1,444	-	1,050	1,500	-	-
316 Sewer Televising	11,018	-	2,083	1,000	-	-
327 Other Services	6,040	11,408	13,312	5,000	1,831	-
331 Travel Expenses	-	119	-	200	-	-
361 General Liability	1,520	1,539	1,666	1,700	-	-
382 Water	66	69	63	100	16	-
387 Met Council Sewer Charges	115,587	128,590	132,610	138,000	67,306	-
391 Telephones/Pagers	228	263	244	250	108	-
402 City Truck Repair/Maint.	-	333	160	100	8	-
425 Clothing	786	933	942	1,000	280	-
442 Misc.	-	23	-	-	-	-
444 Contingency Funds	-	-	-	-	-	-
501 Depreciation	33,291	33,959	34,291	34,000	-	-
540 Machinery & Equipment	-	-	-	-	-	-
554 System Repairs (I/I)	-	-	-	5,000	-	-
<b>Operating Costs</b>	<b>175,570</b>	<b>182,730</b>	<b>189,290</b>	<b>194,350</b>	<b>71,893</b>	<b>-</b>
<b>Total Expenses</b>	<b>212,687</b>	<b>228,570</b>	<b>233,876</b>	<b>243,629</b>	<b>84,248</b>	<b>-</b>
<b>Fund Balance Gain/Loss</b>	<b>16,417</b>	<b>6,145</b>	<b>8,714</b>	<b>1,371</b>	<b>(1,503)</b>	<b>-</b>
39200 <b>Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
710 <b>Transfers Out</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Ending Fund Balance</b>	<b>218,207</b>	<b>224,352</b>	<b>233,066</b>	<b>234,437</b>	<b>231,563</b>	<b>234,437</b>

**Storm Sewer Enterprise Fund 602**

DEPT. 49100	2008	2009	2010	2011	2011	2011	2012
	Actual	Actual	Actual	Adopted	As of May 31	Proposed	
	(9,196)	23,572	29,421	34,434	34,434	19,134	19,134
<b>BEGINNING BALANCE</b>							
<b>REVENUES:</b>							
37300 Storm Sewer Fee	48,763	48,351	53,621	50,000	21,353	-	-
36211 Investment Interest	429	791	471	700	261	-	-
39999 Other	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>49,192</b>	<b>49,142</b>	<b>54,092</b>	<b>50,700</b>	<b>21,614</b>	<b>-</b>	<b>-</b>
<b>EXPENDITURES:</b>							
101 Reg. FT Employees	16,112	19,898	23,459	30,369	4,298	-	-
102 On-Call Pay	3,792	2,768	4,186	5,000	1,627	-	-
121 PERA Contributions	1,318	1,431	1,941	2,564	798	-	-
122 FICA Contributions	1,644	1,693	2,203	2,706	883	-	-
131 Group Insurance	1,737	2,220	3,203	4,284	1,431	-	-
151 Workers Compensation	858	1,045	1,157	777	-	-	-
<b>Personnel Costs</b>	<b>25,461</b>	<b>29,054</b>	<b>36,149</b>	<b>45,700</b>	<b>9,037</b>	<b>-</b>	<b>-</b>
201 General Supplies	-	-	-	-	-	-	-
212 Motor Fuels	394	340	536	500	181	-	-
227 Tools & Equipment	51	-	-	100	50	-	-
228 Misc. Repairs/Maint/Supply	26	-	-	-	-	-	-
301 Auditing	1,350	1,613	1,610	1,700	1,578	-	-
304 Engineering	-	7,281	-	9,000	124	-	-
308 Training/Conferences	-	-	70	500	-	-	-
327 Other Services	5,759	1,454	6,127	3,000	323	-	-
352 Public Information Notice	1,520	1,539	1,666	1,700	41	-	-
361 General Liability	228	263	244	300	108	-	-
391 Telephones/Pagers	-	333	160	1,000	8	-	-
402 City Truck Repair/Maint.	786	933	942	900	280	-	-
425 Clothing	875	375	875	500	500	-	-
438 Dues & Subscriptions (Permits)	-	-	617	1,000	-	-	-
442 Misc. (Public Education)	-	-	-	-	-	-	-
444 Contingency Funds	-	-	-	-	-	-	-
501 Depreciation	-	-	-	-	-	-	-
540 Machinery & Equipment	-	-	-	-	-	-	-
554 Storm System Repairs	-	-	-	-	-	-	-
<b>Operating Costs</b>	<b>10,963</b>	<b>14,238</b>	<b>12,930</b>	<b>20,300</b>	<b>3,193</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures</b>	<b>36,424</b>	<b>43,293</b>	<b>49,080</b>	<b>66,000</b>	<b>12,231</b>	<b>-</b>	<b>-</b>
<b>Fund Balance Gain/Loss</b>	<b>12,768</b>	<b>5,849</b>	<b>5,013</b>	<b>(15,300)</b>	<b>9,384</b>	<b>-</b>	<b>-</b>
39200 Transfers In	20,000	-	-	-	-	-	-
710 Transfers Out	-	-	-	-	-	-	-
<b>Ending Fund Balance</b>	<b>23,572</b>	<b>29,421</b>	<b>34,434</b>	<b>19,134</b>	<b>43,818</b>	<b>19,134</b>	<b>19,134</b>

**LAUDERDALE COUNCIL**

**ACTION REQUESTED**

Consent  
 Special  
 Public Hearing  
 Report  
 Discussion/Action  
 Resolution  
 Work session

  X    
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MEETING DATE June 28, 2011

ITEM NUMBER PCIC Minutes

STAFF INITIAL Jim

APPROVED BY ADMINISTRATOR

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

Attached are the minutes from the Park & Community Involvement Committee meeting of June 6, 2011.

**OPTIONS:**

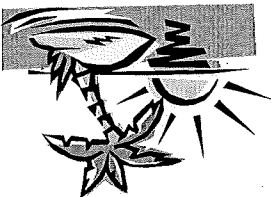
- 1) Approve as consent item.
- 2) Remove from consent for discussion.

**STAFF RECOMMENDATION:**

Motion to acknowledge receipt of and placing on file the attached minutes of the Park & Community Involvement Committee.

**COUNCIL ACTION:**

**MINUTES  
MONDAY, JUNE 6, 2011  
PARK & COMMUNITY INVOLVEMENT COMMITTEE**



1. CALL TO ORDER 6:38 p.m.

2. ROLL CALL

Members Present: Trygve Hansen, Monica Gallagher, Peiju Picard  
Members Absent:  
Staff & Council Present: Jim Bownik, Roxanne Grove  
Others Present:

3. APPROVAL OF THE AGENDA

Picard motioned to approve the minutes, second by Gallagher. Motion carried unanimously.

4. APPROVAL OF MINUTES OF APRIL 4, 2011 MEETING

Gallagher motioned to approve the minutes, second by Picard. Motion carried unanimously.

5. REPORTS

A. Budget

Bownik informed the committee that the state has not yet passed a budget. Thus, the city does not yet know how Local Government Aid (LGA) will be affected. However, the city council is planning a community meeting to discuss the potential municipal liquor store, and will likely approve a one-year police contract at current service levels.

B. PCIC Member's Guide

Bownik introduced the updated Member's Guide, which includes the draft bylaw revisions, parks related sections of the Comprehensive Plan, City Budget, and Capital Improvement Plan (CIP). Picard suggested adding the Guide to the website for people interested in the committee to review.

C. Committee Bylaws Update

Bownik informed the committee on the status of recommended changes to the bylaws. He stated we are still researching the consensus process so there is enough information on how the meetings will operate. Once we have a final draft, the city attorney will review and ask the council to approve. Once approved, it will become effective after publishing in the local newspaper.

D. Playground Improvements Phase II

Bownik informed the committee that the county board has approved the city's request of \$31,312.43 in grant funds for the second phase of playground improvements. However, funds are not expected to be available yet. Once funds are available, we can sign the grant agreement and order the equipment. Our goal will be to install the equipment yet this year, but we will have two years to complete the project. No funds can be expended until the grant agreement has been approved.

Grove asked if the contractor had completed the sod restoration at the park. Bownik responded the contractor adequately completed the restoration work. We may need to add more seed, but we are ready to close out the project. A \$2,000 retainer was held over the winter but we are due a \$1,500 credit for design work, which brings the total owed to \$500.

E. Garage Sale Wrap Up (Saturday, May 21)

Bownik reported 27 registered sales this year, which is up from the previous two years. It was a rainy day so results were mixed. Some people had many customers while others did not.

F. Fun Run/Walk Volunteers (Saturday, August 13)

Bownik reported this year's event will be a week earlier than Day in the Park. Gallagher stated she might be able to volunteer at the event. Picard volunteered to take photos again. Picard reminded that last year it was recommended to start on the trail so runners could warm up before running on the pavement.

6. DISCUSSION/ACTION

A. Music Under the Trees Series Planning #2/2 (Monday, July 11)

Bownik provided an update on plans for the event. The Fairlanes will perform Monday, June 13, and the Roseville Community Band will perform Monday, July 11. Both performances will be at 7:30 p.m. Hamline Auto Body has agreed to sponsor the summer music again, and Schwan's will provide frozen treats and a fundraiser again. The committee discussed suggestions for distributing frozen treats, donations, and recruiting more members to the committee.

B. Walnut/lone Street Park (Skyview Park)

Bownik updated the committee on recent council discussions about the park. Skyview Park has been settled on for the name. Staff is in the process of ordering an entrance sign and a rules sign. Bownik listed the other improvements the council is considering, informing that the council will discuss these items further when considering next year's budget. The committee supported a fence along the

northern border to provide a buffer between private and public property, and for defining the park area.

Hansen made several suggestions including using aggregate for the path instead of black top, and adding the city's name to the signs. Hansen also suggested similar signs for the community park.

Picard mentioned she recently took sunset photos at the park and will send them to Bownik. Bownik will pass them along to the group.

C. Day in the Park Planning #1/2 (Saturday, August 20)

The committee discussed plans for the event. Bownik suggested potential changes for next year due to budget and staffing level changes. Hansen asked about the revenues and expenses for the event. Bownik explained that the expenses for the event are not the main issue, rather the time needed to organize the event, and instituting some changes may help. The goal is to make the event more manageable.

Hansen reported that as Chair of his daughter's school carnival, he saw first hand how much time is involved organizing such an event. He suggested the easiest thing to change would be the food operations, which would save a lot of time. He suggested just selling treats such as root beer floats or Sno-Cones, or having people buy from Schwan's or an ice cream truck or vendors at other events such as the St. Anthony Park Arts Festival. Perhaps the city could even receive a percentage of the sales. That would fit with the feel of the event, which is festive, summer fun, where half the kids are there for the water slide.

Picard suggested there are city sponsored mobile food carts downtown St. Paul that charge \$3-\$7 for lunch.

Gallagher suggested Ginko Coffeehouse in St. Paul, which sold smoothies at the Hamline Midway Festival for \$5, and were very popular.

Bownik provided a background about the grass roots and non-commercialized nature of the event. The committee agreed that the goal should be for the city to get out from under the food operations, while continuing the grass-roots feel and non-commercialized nature of the event. Gallagher observed that the Hamline Midway Festival used community groups and non-profits for food vendors, and it did not have a commercialize feel. Hansen suggested that old traditions might need to change. We need to weigh the ability and time commitments of people for what we are trying to accomplish.

Hansen moved, and the committee concurred, to institute the following changes to the food operations starting this year:

- 1) Use food vendors; or

2) The city provides a scaled down food operation that consists of treats such as root beer floats.

The committee also suggested selling bottled water.

Bownik will research food options and bring the information to the committee for the next meeting for a decision between using food vendors or providing a scaled back food operation that involves the city selling treats such as root beer floats and bottled water.

The committee discussed the day and time of the event. It was suggested to keep the event on a Saturday from 12-3 p.m.

The committee discussed the parade. Bownik explained the parade, like the food operations, is a labor intensive and time-consuming aspect of the event. Bownik has successfully built the parade over the past decade, but it still is not that big. The committee agreed the parade itself does not attract people to the activities at the park, people tend to forget about it, there is not a lot of energy behind it, and it is not really needed.

Picard suggested that in place of the sirens kicking off the event, it would be nice to have an audio reminder or truck with a festive atmosphere or music. Bownik informed the committee that Hamline Auto Body is planning to have their flatbed truck there again and he will contact Patrick Villella, Jr. to see if he will sing on the back again to kick off the event. Gallagher agreed that fits with the grass-roots element of the event.

Hansen moved, and the committee concurred, to eliminate the parade.

Hansen suggested we contact those that have been involved with the parade and let them know things will be different this year. Invite the previous parade participants to be involved in others ways such as having a fire truck on hand for kids to explore, inviting elected officials to shake hands with people, encourage the business community to have a table to give out promotional material.

### D. Car Magnets and Coffee Mugs

Bownik informed the committee that a resident offered to create and produce items such as car magnets and coffee mugs for the city. The committee suggested creating a logo based on "The Island in the Metro" on our own. Samples could be placed on websites such as [www.zazzle.com](http://www.zazzle.com) and linked to the city's website. People could then custom order anything on demand instead of the city having excess inventory to sell.

### 7. OTHER BUSINESS

### 8. SET PRELIMINARY AGENDA FOR NEXT MEETING

Hansen read the preliminary agenda for the next meeting.

9. SET DATE FOR NEXT MEETING

The committee meets on Mondays at 6:30 p.m. The next meeting will be Monday, August 1 at 6:30 p.m.

10. ADJOURNMENT

Gallagher motioned to adjourn the meeting, second by Picard. Motion carried unanimously and adjourned at 8:02 p.m.



**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent  X

Public Hearing \_\_\_\_\_

Discussion \_\_\_\_\_

Action \_\_\_\_\_

Resolution \_\_\_\_\_

Work Session \_\_\_\_\_

Meeting Date June 28, 2011

ITEM NUMBER \_\_\_\_\_

Stormwater Quote \_\_\_\_\_

STAFF INITIAL AB

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

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

In preparation for the MS4 permit renewal, each city must do a pond inventory. It sounds simple enough, but it requires completing the information in the attachment. Dave provided the city engineer with as much information as he had, the city engineer can complete the rest, including establishing coordinates for the ponds and outfalls.

**OPTIONS:**

**STAFF RECOMMENDATION:**

By approving the consent agenda, the Council authorizes the city engineer to complete the pond mapping requirement at a cost not to exceed \$600.

**COUNCIL ACTION:**

On January 19, 2010 all MS4 Cities received a letter from the MPCA stating that they will need to complete an MS4 pond inventory with the reissuance of the MS4 permit after June 1, 2011. This inventory is required by Chapter 172, Sec. 28 of the 2009 Legislative Session Laws (attachment 1). The purpose of the inventory is to identify stormwater ponds, wetlands, and other water bodies impacted by the collection, treatment and conveyance of stormwater.

We reviewed the City of Lauderdale's existing MS4 Stormwater System Map to determine it's compliance with the latest round of requirements. The map identifies some of the features located within the City, but lacks the necessary information to complete the pond inventory.

The effort to complete this work will be billed on an hourly basis estimated not to exceed \$600, which includes Reimbursable Expenses. Please contact me with any questions you may have.

To:	Heather Butkowski, City of Lauderdale
From:	Jesse Carlson
Project:	MS4 Pond Inventory
Date:	06.22.11
Client:	City of Lauderdale
File No:	000532-11000-0
Re:	Mapping and Inventory Requirements

2335 Highway 36 W  
 St. Paul, MN 55113  
 Tel 651-636-4600  
 Fax 651-636-1311  
 www.bonestroo.com



**Memorandum**



## Minnesota Pollution Control Agency

## MS4 Stormwater Pond Inventory Guidance

Doc Type: Publications

Updated: 4/11

This inventory is required by Chapter 172, Sec. 28 of the 2009 Session Laws and is required to be incorporated into the 2011/12 revision of the NPDES/SDS MS4 General Permit. The purpose of this inventory is to identify all stormwater ponds, wetlands and other natural water bodies impacted by the collection, treatment and conveyance of stormwater. Natural water bodies may have received PAH and other types of contamination as a result of discharges from the stormwater conveyance system. Information previously gathered for MS4 permit compliance purposes such as mapping the stormwater management system, stormwater management planning, inspections and maintenance activity should be used to help complete the inventory.

This is Stage 1 of a multi-stage inventory process. Stage 1 requirements include:

- Identification of ponds and other waters that receive stormwater discharges from a stormwater conveyance system. Assign ID numbers to constructed ponds and constructed wetlands (hereafter "storm ponds" is an inclusive term and includes constructed wetlands); similarly identify water bodies receiving stormwater discharges such as lakes, natural ponds, wetlands, rivers, streams, creeks, ditches or ravines using common names and outfall locations or other unique identifiers as described later.
- Location of each stormwater facility
- Water surface area of each stormwater facility
- Number of inlets and outlets associated with the conveyance system to and from each storm pond

The table on the following pages provides the inventory requirements and guidance on the options for data elements required by this inventory.

### Schedule for meeting the Inventory Requirements

The original notice provided in January 2010 indicated that inventory would be due June 1, 2011 when the revised MS4 General Permit was expected to be reissued. The original schedule provided approximately 18 months to gather data prior to the inventory due date. The revised MS4 General Permit is currently projected to be reissued in January of 2012 and the inventory would be due no more than 30 days after the effective date of the revised MS4 General Permit. For information on the inventory requirements, contact Scott Fox ([scott.fox@state.mn.us](mailto:scott.fox@state.mn.us)).



# Minnesota Pollution Control Agency

## MS4 Stormwater Pond Inventory Guidance

Doc Type: Publications

Updated: 4/11

### MS4 Stormwater Pond Inventory Data Requirements Original-January 15, 2010

Field Title	Field Guidance	Entry Options	Entry Option Guidance
<p><b>General Guidance:</b> Use only the data entry options provided in this guidance; if the available options are not appropriate or if no information is available for a water body, leave the data field blank (do not enter NA or some other code). Include all storm ponds and natural water bodies within the jurisdiction of your MS4 that receive stormwater discharges via one or more components of your MS4 conveyance system. Such conveyance components include, but are not limited to pipes, ditches (owned &amp; operated as part of your MS4), swales, gutters, streets, curbs, curb cuts, and man-made channels. This is an inventory of all ponds within the MS4, including private ponds that receive stormwater from an MS4 conveyance and those private ponds that discharge to the MS4. To avoid duplication, each MS4 permittee is responsible for the ponds and discharges to water bodies within their own jurisdictional boundary (e.g. MS4 college within an MS4 city). For purposes of this inventory, the location(s) where stormwater enters a storm pond is defined as an <u>inlet</u> and the location where stormwater leaves the pond is called an <u>outlet</u>. The points where stormwater discharges to a natural water body (receiving water) or another regulated MS4 are called stormwater <u>outfalls</u>.</p> <p>This inventory does <b>not</b> include:</p> <ul style="list-style-type: none"> <li>• water bodies that receive only direct stormwater drainage through overland flow and/or conveyance components that are not part of your MS4 system</li> <li>• structural pollution control devices such as sump manholes, grit chambers, separators, infiltration trenches and other small settling or filtering devices.</li> </ul>	<p>Two types of water bodies will need ID#: 1) Permittee unique ID# for storm ponds- a permittee may use their own ID# numbering system to identify storm ponds; if you do not have a numbering system, you must create one; 2) there are 2 options for the identification of all other water bodies (receiving waters): a) use the Outfall ID# and common name for the water body; or b) use a State level ID# system for other water bodies when it exists; examples include public water #s, DNR lake #s, wetland survey #s, and AUID #s (for stream, river, or ditch segments). The state is developing a universal numbering system for all types of waters (WIDs) but this system will not be available in time for the inventory. The DNR web site has many of the existing water body ID data sets and maps.</p>		
<p><b>Water Body ID#</b></p>			



**Minnesota Pollution  
Control Agency**

**MS4 Stormwater Pond Inventory  
Guidance**  
Doc Type: Publications Updated: 4/11

Field Title	Field Guidance	Entry Options		Entry Option Guidance			
<b>Water Body Type</b>	Select the option that is appropriate for each water body type; select 1 of 2 treatment options, or specify the public water and insert the common name (perennial waters traditionally have better identification than intermittent waterways; where a common name cannot be obtained with reasonable effort, enter "Unnamed wetland; Unnamed pond; Unnamed lake")	Constructed pond	Purpose for stormwater treatment				
		Constructed wetland	Purpose for stormwater treatment				
		Identify name of rivers, streams, creeks, ditches, intermittent or ravines	Linear waters- provide common name for these public waters				
Identify name of lakes, ponds, or wetlands	Other public water bodies-provide common name.	<b>Water Body Location</b>  Identify location of water bodies receiving discharges; enter a location data point in the approximate center. Linear waters - 2 options exist for location based on the discharge location (outfall): a) enter the AUID# for the segment; or b) use (X, Y) coordinates of Outfall location. (under water quality rules, an intermittent stream or ravine is considered a water of the state, therefore the outfall is at the point where a discharge enters the channel)					
Lat/long data Coordinate system					To minimize errors and provide greater accuracy, conversion of existing data to UTM is preferred. A widely-recognized coordinate system must be used such as from a GIS data base or a county coordinate system converted to UTM. For wetlands, ponds, & lakes provide (X, Y) coordinates in approximate center; for linear waters, use (X, Y) coordinates of the Outfall. Township and Range numbers are not coordinates.		



**Minnesota Pollution  
Control Agency**

**MS4 Stormwater Pond Inventory  
Guidance**  
Doc Type: Publications  
Updated: 4/11

Field Title	Field Guidance	Entry Options	Entry Option Guidance
<b>Outfall ID#</b>	Assign an identification number to all discharge points (outfalls) from the MS4 to public waters or the point where a stormwater discharge enters and remains in another MS4 to the receiving water. Outfall inspections are required under the 2006 MS4 Permit. (Note: Outfall identification # and location is a permit requirement in the 2011/12 permit. This data element was added to this inventory as a location option - see option b. in water body ID section).	Unique ID#	Each MS4 must use a unique numbering system.
<b>Outfall Location</b>	Provide the location information for each outfall	X, Y Coordinate of outfall	See location note above for coordinate system.
<b>Year Put in Service</b>	Use best available data. For stormwater ponds enter the year constructed. For MS4 connections to other water bodies (outfalls) enter year outfall constructed. If no history is available leave field empty.	Year constructed	
		Year connected (use for water bodies – not constructed ponds)	if unknown, leave field blank



**Minnesota Pollution Control Agency**

**MS4 Stormwater Pond Inventory Guidance**  
 Doc Type: Publications  
 Updated: 4/11

Field Title	Field Guidance	Entry Options	Entry Option Guidance
<p><b>Ownership</b></p> <p>Enter appropriate owner type; this data is most important for constructed facilities as all public waters are state owned.            For ponds with potential joint ownership, or those with a maintenance agreement, select the ownership type that represents the entity with operational control.            Note: public water ownership is <u>not</u> based on surrounding property ownership</p>		City	
		County	
		Township	
		Watershed District	Examples: home owners association, private college, business, commercial or industrial land use
		Private	MNDOT, public colleges, prisons, etc.
Nontraditional MS4	Where information cannot be obtained with reasonable effort, leave field empty.		
<p><b>Maintenance Responsibility &amp; Authority</b></p> <p>MS4 operators are responsible for maintaining all of their ponds and outfalls. For storm ponds, enter the name of the entity responsible for operation and maintenance of a constructed facility or outfall to a public water.            *Notes: a) work (maintenance) within a public water or water of the state usually requires a permit or other regulatory approval; b) public water ownership is not based on surrounding property ownership</p>		State (all other public waters)	Leave field empty if unknown
		City	
		County	
		Township	
		Watershed District	
Private	MNDOT, public colleges, prisons, etc.		
Nontraditional MS4	*A permit must be obtained for work in State owned public waters		
State (all other public waters)			



**Minnesota Pollution Control Agency**

**MS4 Stormwater Pond Inventory Guidance**

Doc Type: Publications

Updated: 4/11

Field Title	Field Guidance	Entry Options	Entry Option Guidance
Size	Enter the approximate surface area (in acres) at normal water level as established by the outlet; for a dry pond enter area for bottom of basin.	Units = Acres	
<b>Water Body Function</b>	Ponds may be assigned multiple functions. Select appropriate function(s) by entering a "1" for primary function, or "2" for secondary function. Best professional judgment should be used to classify a wetland as a natural water body unless documentation exists to demonstrate otherwise. Classify public waters as natural water bodies.	Water quality	Appendix N of MN Stormwater Manual (pages 875-876) provides criteria to assist in determining if a pond is performing a water quality function
		Rate control	List only if discharge of WQ-volume less than or equal to 5.66 cfs/ac pond surface area. This should be the primary function for dry ponds.
		Flood control	Minimum capacity of a 10 year storm event
		Infiltration/Volume control	In order to list this function for a wet pond, must be able to demonstrate infiltration with monitoring data or study results
		No control function	Part of the system but does not reasonably meet design requirements for any of the options for a function.
Natural water body	Public waters should be designated with this option to ensure all water bodies have a function entered.	If unknown leave field empty.	





**Minnesota Pollution  
Control Agency**

**MS4 Stormwater Pond Inventory  
Guidance**

Doc Type: Publications

Updated: 4/11

Field Title	Field Guidance	Entry Options	Entry Option Guidance
<b>Number of inlets to the storm pond</b>	Identify the number of places where stormwater enters each pond. These may be connections via pipes, ditches (owned & operated as part of your MS4), swales, man-made channels, etc. For example, this may be the number of pipe inlets to a pond.	Enter the number	
<b>Number of outlets from the storm pond</b>	Identify the number of places where stormwater leaves the pond. Do <b>not</b> include emergency overflow outlets.	Enter the number	

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent  X

Public Hearing

Discussion


Action

Resolution

Work Session

Meeting Date June 28, 2011

ITEM NUMBER Street Sweeping Agreement

STAFF INITIAL 

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

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

Annually, we receive a visit by a loss control consultant from Berkeley Risk on behalf of the League of Minnesota Cities Insurance Trust (LMCIT). One of the items they strongly encouraged this year was service agreements with all contractors. The city regularly hires contractors to provide street sweeping and tree trimming services. Following is the street sweeping agreement with Mike McPhillips. The agreement lays out the services to be provided, but more importantly, deals with issues related to liability. The city attorney and LMCIT attorney both reviewed the document. Staff will use this as a template going forward.

**OPTIONS:**

**STAFF RECOMMENDATION:**

By approving the consent agenda, the Council approves the service agreement with Mike McPhillips.

**COUNCIL ACTION:**

**Contract between the City of Lauderdale and Mike McPhillips, Inc.**

This contract (the "Agreement") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2011, between the City of Lauderdale, Minnesota (the "City"), and Mike McPhillips, Inc., (the "Contractor"), (collectively, the "Parties").

1. Scope of Services. The Contractor agrees to perform the following services: sweep all city streets and alleys and the City Hall parking lot once in the spring and once in the fall. All sweepings must be hauled away. The first day of work must be a Tuesday, Wednesday, or Thursday. No street sweeping may be done on Monday.
2. Compensation. The City agrees to pay the Contractor the quoted amount which is not to exceed \$5,075.00. The City shall not withhold monies for the payment of any federal or state income taxes, social security benefits, or other taxes.
3. Term. This agreement is applicable for spring and fall street sweepings in 2011.

4. Independent Contractor Relationship. It is expressly understood that the Contractor is an "independent contractor", and not an employee of the City. The Contractor shall have control over the manner in which the services are performed under this Agreement. The Contractor shall supply, at its own expense, all materials, supplies, equipment and tools required to accomplish the work contemplated by this Agreement. The Contractor shall not be entitled to any benefits from the City, including, without limitation, insurance benefits, sick and vacation leave, workers' compensation benefits, unemployment compensation, disability, severance pay, or retirement benefits.

5. Insurance Requirements.
  - A. Liability. The Contractor agrees to maintain commercial general liability insurance in a minimum amount of \$1,000,000 per occurrence. The policy shall cover liability arising from premises, operations, products-completed operations, personal injury, advertising injury, and contractually assumed liability. The City shall be named as an additional insured.
  - B. Automobile Liability. If the Contractor operates a motor vehicle in performing the services under this Agreement, the Contractor shall maintain automobile liability insurance, including owned, hired, and non-owned automobiles, with a minimum liability limit of \$1,000,000 combined single limit. The City shall be named as an additional insured.
  - C. Workers' Compensation. The Contractor agrees to comply with all applicable workers' compensation laws in Minnesota.
  - D. Certificate of Insurance. The Contractor shall, prior to commencing services, deliver to the City a Certificate of Insurance as evidence that the above coverages are in full force and effect.
6. Indemnification. The Contractor agrees to defend and indemnify the City, and its employees, officials, volunteers and agents from and against all claims, actions, damages, losses and

expenses arising out of the Contractor's performance or failure to perform its duties under this Agreement.

7. General Provisions.

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

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

**City of Lauderdale, Minnesota**

By: \_\_\_\_\_

Its Mayor

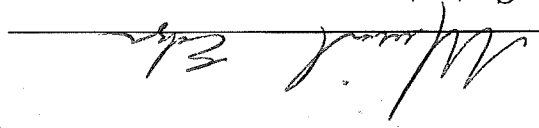
And: \_\_\_\_\_

Its Clerk/City Administrator

**Mike McPhillips, Inc.**

By: \_\_\_\_\_


Contractor





# LAUDERDALE COUNCIL ACTION FORM

<b>Action Requested</b>	Consent	_____
	Public Hearing	_____
	Discussion	X _____
	Action	X _____
	Resolution	_____
	Work Session	_____

Meeting Date	June 28, 2011	APPROVED BY ADMINISTRATOR
ITEM NUMBER	Set Community Meeting	STAFF INITIAL
		

## DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

At the last meeting, the Council kicked around ideas for a time and date for the community meeting. The Council discussed August 9 and August 16 with an afternoon and evening session. Chief Ohl has both dates pencilled in. August 9 works for Paul Billotta but the 16th is a maybe (may be college move-in day for his daughter). Personally, I am not available Monday evenings. County attorney John Choi rescheduled for October if the Council wanted to consider July 26. An article about the meeting with be in the newsletter scheduled to come out after July 4.

The Council seemed interested in having a feature story run in the Bugle/Roseville Review. The papers will want to interview council members; who would like to be interviewed?

## OPTIONS:

## STAFF RECOMMENDATION:

## COUNCIL ACTION:



**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent \_\_\_\_\_

Public Hearing \_\_\_\_\_

Discussion


Action \_\_\_\_\_

Resolution \_\_\_\_\_

Work Session \_\_\_\_\_

Meeting Date June 28, 2011

ITEM NUMBER Roseville Baseball

STAFF INITIAL 

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

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

Attached is a draft of the baseball field improvement agreement with the Roseville Youth Baseball Association. They have a copy but I have not received comments back yet. The agreement, as drafted, would allow them 10 years of preferential use in exchange for the improvements. If they use the field 4 days per week, 4 months a year for 10 years, and the improvements cost \$20,000, that would be the equivalent of charging them about \$30 for every night they use the field.

I am looking for Council feedback on the terms and concepts before I meet with them. I presume they are going to want the agreement to extend longer; what does the Council find reasonable?

**OPTIONS:**

**STAFF RECOMMENDATION:**

**COUNCIL ACTION:**



**LAUDERDALE COMMUNITY PARK BASEBALL FIELD  
IMPROVEMENTS AGREEMENT  
BETWEEN CITY OF LAUDERDALE AND  
THE ROSEVILLE YOUTH BASEBALL ASSOCIATION  
(Draft)**

This Agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2011, by and between the City of Lauderdale (hereinafter called the "City") a municipal corporation of Minnesota located at 1891 Walnut Street, Lauderdale, MN 55113, and the Roseville Youth Baseball Association (hereinafter called the "Association") located at \_\_\_\_\_.

**RECITALS**

**WHEREAS**, the Association is engaged in activities which are a benefit and service to residents of the City and which enhance the quality of life of the City; and

**WHEREAS**, Lauderdale Community Park Baseball Field is owned, operated and maintained by the City; and

**WHEREAS**, the Association organizes youth baseball teams that would like to utilize the Lauderdale Community Park Baseball Field; and

**WHEREAS**, both the City and the Association desire to make improvements to the Lauderdale Community Park Baseball Field including a backstop, dugouts, and infield improvements (hereinafter called the "Project"); and

**WHEREAS**, the Association agrees to raise funds to create these improvements; and

**WHEREAS**, the City agrees to allow the Association to schedule their practices and games in advance of other potential baseball field users each year.

**NOW, THEREFORE**, in consideration of the terms and conditions expressed herein, the parties agree as follows:

**I. CONCEPT DESIGN WORK**

A. The Association will prepare a concept for the improvements, with the assistance of city staff, if requested. The concept design work, at a minimum, shall include a site plan and construction cost estimates.

B. The concept design work shall be considered the first phase of the Project. The concept will be submitted to the Lauderdale City Council for comment and approval. This work must be completed prior to the actual construction of the Project. Approval will only be granted after the entire project funding has been secured by the Association.

A. The Project fundraising account shall be managed by the Association per the conditions and terms of this Agreement.  
B. All proceeds from the project fundraising account shall be donated to the City prior to the second phase of the Project; the actual construction of the Project. The City shall formally accept the donation from the Association by action of the Lauderdale City Council.  
C. The parties agree that Lauderdale City Council shall have full and final authority to use of the fundraising proceeds for the design, materials, and construction of the Project.  
D. The City shall have final approval authority of all signage, including signage thanking donors so as to avoid the risk of an explicit or implicit City endorsement of a product or services.

**II. FUNDRAISING GUIDELINES**

A. The City, with the Association's assistance, shall solicit bids or price quotes for the materials and construction of the Project.  
B. The Lauderdale City Council shall be responsible for contracting with the selected vendors and contractors.  
C. The parties agree that the Lauderdale City Council shall have full and final authority to award contracts for the construction of the Project. The construction shall be considered the second phase of the Project.  
D. The Association and city staff will work together to see that field improvements meet the desired outcome.

**III. MATERIALS AND CONSTRUCTION**

A. The City agrees to allow the Association to schedule their practices and games from Monday through Thursday from 5:00 p.m. to 9:00 p.m. at Lauderdale Community Park Baseball Field each year before allowing other teams, groups, or individuals to schedule their events. The Field must be scheduled by April 1 of each year. If the Association does not schedule by April 1, the City may schedule to other interested parties. **This scheduling arrangement will cease to exist December 31, 2021. The arrangement may be extended at the consent of both parties.**  
B. The parties agree to comply with all federal, state, and local laws, rules, and regulations in performance of the Agreement. The parties agree that the laws of the State of Minnesota shall govern this document.

**IV. MISCELLANEOUS**

A. The City agrees to allow the Association to schedule their practices and games from Monday through Thursday from 5:00 p.m. to 9:00 p.m. at Lauderdale Community Park Baseball Field each year before allowing other teams, groups, or individuals to schedule their events. The Field must be scheduled by April 1 of each year. If the Association does not schedule by April 1, the City may schedule to other interested parties. **This scheduling arrangement will cease to exist December 31, 2021. The arrangement may be extended at the consent of both parties.**  
B. The parties agree to comply with all federal, state, and local laws, rules, and regulations in performance of the Agreement. The parties agree that the laws of the State of Minnesota shall govern this document.

C. Any material alterations, variations, modifications or waivers or provisions of this Agreement shall be valid only when they have been reduced to writing as an amendment to this Agreement and signed by both parties.

D. A party may not assign or otherwise dispose of any portion of this Agreement except with the written consent of the other party. The consent to assign or otherwise dispose of any portion of this Agreement shall not be construed to relieve a party of any responsibility for the completion of the Agreement.

E. The Association, its teams and coaches shall abide by all City park rules and terms and conditions of this Agreement. Failure to comply with such rules and requirements may result in the alteration or revocation of this Agreement.

F. The sale of food and beverages during Association use of premises is prohibited unless separate agreement or license is granted by the City.

G. The use of the ball fields by the Association does not preclude the use of the surrounding areas by the public and all teams shall be respectful of such uses.

H. The City will perform regular lawn mowing and periodic dragging of the baseball field. City staff does not prepare fields for any particular use.

I. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of copartners between the parties hereto or as constituting the Association's staff as the agents, representatives, or employees of the City for any purpose in any manner whatsoever.

J. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of copartners between the parties hereto or as constituting the City's staff as the agents, representatives, or employees of the Association for any purpose in any manner whatsoever.

K. The Association agrees to defend, indemnify and hold harmless the City, its officials, employees and agents from any and all claims, causes of action, lawsuits, damages, losses, or expenses, including attorney fees, arising out of or resulting from any negligent act, omission or willful misconduct of the Association (including its officials, employees, members, agents, consultants, contractors, volunteers, or invitees) occurring in connection with any work or activity performed pursuant to this Agreement.

L. The City agrees to defend, indemnify and hold harmless the Association, its officials, employees and agents from any and all claims, causes of action, lawsuits, damages, losses, or expenses, including attorney fees, arising out of or resulting from any negligent act, omission or willful misconduct of the City (including its officials, employees, members, agents,

consultants, contractors, volunteers, or invitees) occurring in connection with any work or activity

performed pursuant to this Agreement.

M. Annually, the Association must provide the City a copy of its Certificate of

Liability prior to its first practice or game, which must name the City as an additionally insured. (Such policy may not be less than \$XXX,XXX).

N. All notices required to be given by either party hereunder shall be in writing and

sent by registered or certified mail, return receipt requested, to the following address:

City:

City of Lauderdale  
c/o City Administrator  
1891 Walnut Street  
Lauderdale, MN 55113

Association:  
Roseville Youth Baseball Association.

O. Both parties agree to submit all claims, disputes and other matters in question

between the parties arising out of or relating to this Agreement to mediation. The mediation shall be conducted through the Mediation Center, 1536 University Avenue, St. Paul, Minnesota,

55104. The parties hereto shall decide whether mediation shall be binding or non-binding. If the parties cannot reach agreement, mediation shall be non-binding. In the event mediation is

successful, either party may exercise its legal or equitable remedies and may commence such action prior to the expiration of the applicable statute of limitations.

P. This Agreement represents the entire Agreement between the Association and

City and supercedes and cancels any and all prior agreements or proposals, written or oral,

between the parties relating to the subject matter hereof; any amendments addenda, alterations, or modifications to the terms and conditions of this Agreement shall be in writing signed by all

parties or their respective successors in interest.

### V. TERMINATION

A. The City reserves the right to cancel this Agreement at any time in event of

default or violation by the Association of any provision of this Agreement.

B. In the event the Association is unable to complete the project within two years

following the execution of this Agreement, the Agreement shall automatically be terminated. In

this case, the Association shall make arrangements to refund donations received for the Project to

all donors seeking a refund.

IN WITNESS WHEREOF, the parties hereto have set forth their hands as of the day and year first written above.

ASSOCIATION BASEBALL CONCESSION, INC.

DATE \_\_\_\_\_

By \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

CITY OF LAUDERDALE

DATED: \_\_\_\_\_

By \_\_\_\_\_

Jeff Dains, Mayor

By \_\_\_\_\_

Heather Butkowski, City Administrator

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent \_\_\_\_\_

Public Hearing \_\_\_\_\_

Discussion

Action

Resolution \_\_\_\_\_

Work Session \_\_\_\_\_

Meeting Date June 28, 2011

ITEM NUMBER Sanitary Sewer Policy

STAFF INITIAL AB

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

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

The City must adopt a sanitary sewer maintenance policy prior to the next insurance renewal (August) in order to avoid higher deductibles on sewer back up claims. The attached policy models the League of Minnesota Cities' recommended policy. I also attached information on sanitary sewer maintenance policies and the purpose behind the League's coverage changes for sanitary sewer backups.

This policy also defines, in writing, the City's long-standing practice that private property owners are responsible for the maintenance of sanitary sewer lines from their property up to and including the connection to the public system. The City takes responsibility for the main line, but not the individual connections coming into the main line.

**OPTIONS:**

Adopt or amend the sanitary sewer maintenance policy.

**STAFF RECOMMENDATION:**

Motion to adopt the Sanitary Sewer Maintenance Policy as presented.

**COUNCIL ACTION:**

CITY OF LAUDERDALE  
SANITARY SEWER MAINTENANCE POLICY

1. Purpose

It is the policy of the City of Lauderdale to comply with all applicable state and federal regulatory requirements.

The City intends to provide effective and efficient maintenance to its sanitary sewer system by evaluating political, social, safety, and economic concerns, among others. Procedures identified in this policy are intended to maintain the sanitary sewer system. These procedures, when implemented, may also extend the service life of various components of the sanitary sewer system.

The City has 33,800 feet of public sanitary sewer mains, 114 manholes and 0 lift/pump stations within its sanitary sewer system. Procedures identified in this policy are intended to maintain the City's sanitary sewer system to prevent sewer backups and to extend the life of the system. The City has developed and implemented this policy that takes into consideration public safety, the City's budget and personnel, environmental concerns, and the cost of implementation versus the benefit to be achieved. The City will use its employees, equipment and/or private contractors to provide this service.

While the City fully intends to meet the guidelines established in this policy, there may be times when this is not feasible. Issues including, but not limited to, budget constraints, critical equipment failure, or weather and other emergencies may prevent the City from meeting the guidelines established herein. The Public Works Coordinator may override provisions established within this policy. Deviations from the goals established in this policy will be documented.

The City will use this policy to guide any sanitary sewer maintenance activities to be provided by a contractor or a party other than the City.

2. Routine Maintenance and Inspection Goals

A. Sanitary Sewer Mains

Scope of City's Responsibility - The City will maintain the components of the public sanitary sewer system. This includes sanitary sewer mains, manholes, lift stations, waste water treatment plants, and other components. Private property owners are responsible for the maintenance of sanitary sewer components from their property up to and including the connection to the public system.

Schedule - The City's goal is to inspect and maintain the components of its sanitary sewer system by cleaning one-third of the sewer lines each year.

Equipment - The equipment used to perform maintenance will depend upon the equipment available and its effectiveness as determined by qualified staff.

Television Inspection – The City's sanitary sewer mains will be inspected by television camera every ten years. Any sewer mains located on a street where a street maintenance project is planned will be inspected before and after such a project. Sanitary sewer mains in a new development must be televised before said mains are turned over to the City. Television inspection may also be used to inspect the system where there are possible problems. In addition, the City may require any main near a construction site to be televised before and after the construction (i.e., near blasting, digging, other activities that might disrupt the main, etc.) Visual recordings of sewer main televising will be required of any vendor performing this service for the City. A written report summarizing and interpreting the findings of the televising will also be required. These records will be kept by the City for a minimum of 12 years.

#### B. Problem Areas

Based on periodic assessment by the Public Works Coordinator, maintenance may be adjusted and a sewer main may be cleaned more frequently.

#### C. Sanitary Sewer Lift Stations

The City does not maintain any lift stations.

### 3. Inflow and Infiltration

Inflow and infiltration occur when clear water gets into the sanitary sewer system. This may occur through cracks or leaks in the sewer pipes and manholes or through sump pumps incorrectly connected to the sanitary sewer system. Inflow and infiltration can lead to backups, overflows and unnecessary and expensive treatment of clear water. City employees will periodically inspect manholes to identify any that contribute to this problem.

### 4. Personnel Responsibilities and Requirements

#### A. Exercise of Professional Judgment

It is expected that City employees, in accordance with their job duties and responsibilities, will exercise their professional judgment in the implementation of this policy. Further, it is expected that in emergency situations City employees will be required to exercise their discretion and weigh political, social, and economic considerations including but not limited to public and employee safety, the potential for damage to private property and the City sanitary sewer system, and environmental concerns.

#### B. Training and Education

The City will provide training to employees responsible for maintenance of and emergency response to issues with the sanitary sewer system. Training of employees will include education necessary to earn and maintain appropriate operator certifications. Training will also address standard operating procedures, proper use of equipment, emergency response and other topics required by state and federal regulatory agencies.



C. Work Schedule

Full-time City employees in the Public Works Department will be expected to work eight-hour shifts. In emergencies, employees may be required to work in excess of eight hours. Budget and safety concerns may limit the length of time an employee is permitted to work.

D. Weather Conditions

Regular sewer maintenance operations will be conducted only when weather conditions do not endanger the City employees and equipment. Factors that may delay sewer maintenance operations include, but are not limited to: severe cold, severe heat, flooding, rain, snow and other severe weather events.

5. Documentation

The City will document all of its inspection and maintenance activities and emergency responses for its sanitary sewer system. The City will also document circumstances that limit its ability to comply with this policy. A report should be prepared periodically for the purpose of evaluating maintenance activities and for determining goals for the future. These records will be kept in accordance with the City's records retention schedule.

6. Public Education

Periodically, the City will inform residents of their responsibilities related to sanitary sewer service from the City of Lauderdale.

Approved by the Lauderdale City Council on June 28, 2011.

Signed: \_\_\_\_\_

Mayor

Date: \_\_\_\_\_



CONNECTING & INNOVATING  
SINCE 1913

## RISK MANAGEMENT INFORMATION SANITARY SEWER MAINTENANCE POLICY OVERVIEW

*The following are components of a basic sanitary sewer maintenance policy:*

### 1. Purpose

The purpose of a sanitary sewer maintenance policy should include written intent to provide effective/efficient maintenance by evaluating political, social, safety, and economic concerns, among other things. The purpose may also state the procedures identified in the policy are intended to maintain the sanitary sewer system to prevent sewer backups. A policy, when implemented, may also extend the service life of various components of the sanitary sewer system. To ensure flexibility within the policy, it is important to clarify that the timelines and procedures in this policy are goals. While the City should make a good faith effort to meet the guidelines in the policy, it is a good practice to note there may be times when procedures are not going to be completed within established timeframes. Perhaps include examples of circumstances that may prevent the City from meeting one or more goals stated in the policy – things like budget constraints, critical equipment failure, or weather and other emergencies.

The purpose should indicate who at the City has the authority to override provisions of this policy (e.g., public works director, utility superintendent, administrator, City Council, etc.). Such exceptions to the policy should only occur on an infrequent and temporary basis. In the event that policy overrides are necessary on a recurring schedule, the City should re-evaluate the policy. If the City does not intend to maintain the entire sanitary sewer system on its own, the policy should be used as a guide for the services to be provided by a contractor or another party.

### 2. Routine Maintenance and Inspection

This section of the policy should clearly define those parts of the sanitary sewer system for which the City is responsible and those parts of the sanitary sewer system for which another party (property owner, etc.) is responsible. Identify who is responsible for maintenance of sewer mains, connections, private sewer lines, etc. It is important to develop a regular schedule of maintenance and inspection for your City's sanitary sewer system. When determining a schedule, remember that in the event of a sanitary sewer backup, the City will be liable if it was negligent and it will be considered negligent if the City's actions weren't reasonable. Unfortunately, no definition of "standard of reasonableness" exists in state law, federal law or case law. Information that does help establish a "standard of reasonableness" is found in litigated sanitary

LEAGUE OF MINNESOTA CITIES  
INSURANCE TRUST

145 UNIVERSITY AVE. WEST      PHONE: (651) 281-1200      FAX: (651) 281-1298  
ST. PAUL, MN 55103-2044      TOLL FREE: (800) 925-1122      WEB: WWW.LMC.ORG

Sewer Toolkit  
Models - 18

sewer backup claims handled by the League of Minnesota Cities Insurance Trust (LMCIT) over the past five years. Claims information implies that the typical vitrified clay pipe should be cleaned every 3-5 years. This tells us that a City would *probably* be considered reasonable if it maintained all vitrified clay pipe within the sanitary sewer system every 3-5 years.

Another method of establishing the "standard of reasonableness" in a City is to periodically survey neighboring or similar cities and find the timeline on which they maintain sanitary sewer mains. If your City has a maintenance schedule similar to those of cities in your area, you would likely be considered reasonable for purposes of sanitary sewer maintenance.

Keep in mind that neither of these methods of establishing "reasonableness" addresses problem areas or special needs within a sanitary sewer system. If a City knows of sanitary sewer components that need more frequent servicing than provided for in the maintenance policy, it should act on that knowledge. Once the City has knowledge of a need for increased maintenance, it is unlikely to be considered reasonable if that need is ignored. However, in the shorter term the City might be protected by discretionary immunity if the City knows of a situation and clearly documents the factors weighed in determining not to act on a long term solution immediately.

For more information see the risk management memo *Exercising Discretion: Keeping Records to Support Immunity*.

The section on routine maintenance might also recognize that some parts of the system will need more maintenance and other parts may need less maintenance than provided for in the routine maintenance schedule for most of the sanitary sewer system. One way to accomplish this is to use a map or schedule noting system components that receive ordinary routine maintenance on a fixed schedule as Category 1. System components needing less frequent maintenance could be Category 2 and those needing more frequent maintenance could be Category 3.

When a sewer main or facility is identified as anything other than Category 1, the reasons why maintenance is needed on a different schedule should be documented. In addition, the policy should note who is responsible for assigning the appropriate maintenance categories to the various system components. Such determinations should be assessed periodically in the event that sewer mains and facilities need to be moved from one category to another.

Depending on City resources, the sanitary sewer maintenance schedule within the policy may include some, all or more than the following:

- Sanitary sewer mains
  - ✓ Clean sanitary sewer mains with jetter
  - ✓ Clean sanitary sewer mains with rodder
  - ✓ Attach proofer to show sanitary sewer mains are clear
  - ✓ Inspect sanitary sewer mains by looking down manholes
  - ✓ Televise sanitary sewer mains
  - ✓ Root removal in areas with many trees and root problems
  - ✓ Document all activities
  - ✓ Other (describe your City's method of cleaning sanitary sewer mains)
  - ✓ Identify problem areas/components

- Lift Stations
    - ✓ Easy availability of original manuals with manufacturers' recommended maintenance schedules for all lift station equipment
    - ✓ Operating procedures for manipulating pump operations (manually or automatically) during wet weather to increase in-line storage of wet weather flows
    - ✓ Setting wet well operating levels to limit pump start/stops
    - ✓ Cleaning wet well
    - ✓ Calibrating flow meters or conducting draw down tests
    - ✓ Regular rotation of lead, lag, and backup pumps
    - ✓ Regular inspections of lift station, alarm systems and electrical components
    - ✓ Maintenance of operation logs and general records for all lift station activities, including inspections
    - ✓ Clean force mains
    - ✓ Identify problem areas/components
- Maintenance schedules developed for the above sewer main and lift station activities should clearly note when and/or how often each activity will take place.

### 3. Problem Areas

- ✓ Have a system to designate problem components or areas (e.g. history of back-ups, known roots or grease, off-set in sanitary sewer main connection)
- ✓ Clearly define actions (Once a problem area is identified, what is done to address the issue and minimize the likelihood of future sanitary sewer backups?)
- ✓ Maintain those areas more often than the regular schedule
- ✓ Keep a list of problem areas and a process to indicate when an area may no longer be considered a problem
- ✓ Document all activities
- ✓ Identify likely sources of prohibited discharge
  - Food processing plants
  - Commercial and industrial
  - Health care facilities
  - Schools and daycares
  - Correctional facilities

### 4. Personnel Responsibilities and Requirements

- This section should identify the employee(s) the City wants to exercise discretion in decision making and define when and how the City wants them to do it. This will increase the odds that statutory discretionary immunity will apply to both the written policy and decisions made by employees when the written policy confers decision making authority to those employees.
- Also use this section to clarify any personnel policy provisions that are specific to the responsibilities associated with maintenance and inspection of the sanitary sewer system.
- Address employee training on routine maintenance, proper use of equipment, and emergency response procedures.

- Many cities establish general work hour requirements in personnel policies and/or union contracts. However, those cities without documented work hour expectations may want to use this section to set forth expectations for employees who will be responsible for sanitary sewer maintenance. In doing so it is important to include language that allows the City to be flexible depending on circumstances. Be aware of wage and hour laws so provisions in this policy do not contradict state or federal law.
- Note that routine sanitary sewer maintenance operations will only be conducted when weather conditions do not threaten the safety of employees or equipment.

## 5. Documentation

- Develop procedures that are flexible and realistic.
- Train employees on why records are important and how to complete appropriate records.
- Consider using model forms developed by LMCT.
- Keep records of all City actions regarding the inspection and maintenance activities, including: (1) daily logs of employees' actions, (2) scheduled maintenance activities, and (3) emergency response activities.
- Retain records for a minimum of six years. Claims brought after that time (more than six years after the date of accident or injury) are likely to be barred by the statute of limitations set forth in Minn. Stat. 541.05, Subd. 1.
- Retain records of televised mains for at least 12 years. Claims brought after that time (more than 12 years after the date a system was constructed or modified) are likely to be barred by the "improvement to real property" statute of limitations as set forth in Minn. Stat. 541.051, Subd. 1.

## 6. Other Documents

There are a number of other written documents important to the City's sanitary sewer system that should be developed separate from the Sanitary Sewer Maintenance Policy. These include, but are not limited to, the following:

- Emergency Response Policy
- Public Sanitary Sewer Use Ordinance
- System Rehabilitation Policy

Rachel Carlson 09/08



CONNECTING & INNOVATING  
SINCE 1913

Date: November 23, 2009

To: LMCT Members

From: Mike Wozniak, Underwriting Manager

Tracie Chamberlin, Loss Control Manager

Re: Future Changes in Coverage for Sanitary Sewer Backups

Beginning with renewals on or after November 15, 2010, a mandatory minimum deductible will apply to all liability claims for sanitary sewer backups unless the city meets specified standards for its sewer operations. This memo explains how these changes will work and why the League of Minnesota Cities Insurance Trust (LMCT) is implementing these changes.

### How will this work?

The changes will be introduced over the next two years. If a city does not meet LMCT's specified criteria for sewer maintenance and operations:

- Coverage written or renewed on or after November 15, 2010 will include a minimum deductible of \$1,000 per occurrence on all sewer backup claims.
- Coverage written or renewed on or after November 15, 2011 will include a minimum deductible of \$2,500 per occurrence on all sewer backup claims.

Member cities already using a higher deductible on their liability coverage would not be directly affected by the \$1,000 or \$2,500 minimum deductible.

Those cities using an aggregate deductible approach for coverage would be impacted by the \$1,000 and/or \$2,500 deductible in the event the aggregate limit is reached and the maintenance deductible is less than \$1,000 in 2010-2011 and \$2,500 in 2011-2012.

### Why is LMCT doing this?

Sanitary sewer backup claims comprise a significant portion of liability costs for LMCT. The average cost per claim of a sewer backup has increased steadily since 2000, now costing LMCT over \$1.5 million each year. This makes sanitary sewer backups one of our top four liability loss categories. There are two key reasons for the mandatory minimum deductible:

- To create an incentive for cities to improve sewer operation and maintenance practices; and
- To reduce the extent to which cities with good sewer operation and maintenance practices end up helping pay for losses in cities whose practices aren't as good.

- Members that have the LMCT No-Fault Sewer Backup Coverage will automatically be considered to meet the below criteria.*
1. The city must have a comprehensive system map showing the following information:
    - number and locations of manholes;
    - number and approximate locations of service connections (from "as built" drawings and/or televising and inspection records);
    - line locations, kind and diameter of pipe (6" PVC, 4" vitrified clay, etc.); and
    - location of lift stations.
  2. The city must have a documented program of regular inspection and maintenance performed on sanitary sewer lines:
    - Written policy/procedures setting forth the city's program for inspection and maintenance of the city's sanitary sewer lines;
    - Written inspection records documenting what kind of inspection was done, where it was done, when it was done, who conducted it and the inspection results.
    - Written maintenance records documenting what kind of maintenance was done, where it was done, when it was done, who conducted it and follow up recommendations, if any; and
    - Written records documenting each reported sanitary sewer backup and the city's response to that backup.
  3. The city must have a documented program for lift station inspection and maintenance:
    - Written policy/procedures setting forth the city's program for inspection and maintenance of the city's lift station(s);
    - Written inspection records documenting what was inspected, when it was inspected, who conducted it and the inspection results.
    - Written maintenance records documenting what kind of maintenance was done, where it was done, when it was done, who conducted it and follow up recommendations, if any.
  4. The city must have an operator properly certified by the Minnesota Pollution Control Department available at all times.

**How does a city avoid the higher deductible?**

A per occurrence deductible rather than a premium incentive is being used so the extra cost falls on a city only if they actually have a sewer backup. The increased deductible will reduce LMCT's loss costs, allowing us over time to reduce liability premium rates for all cities. In addition, costs will be shifted from those cities that have well-run low-risk sewer systems to cities that generate losses because of less-than-ideal sewer operation and maintenance practices.

**How will LMCI determine if a city has these items in place?**

Upon request, LMCI will provide cities with a questionnaire. If information provided on the completed questionnaire confirms that a city meets the criteria defined above, that city will not be subject to the higher mandatory deductible. A city may certify they meet the criteria either at the time of their renewal or mid-term. If qualification occurs mid-term, LMCI will issue an endorsement removing the minimum deductible.

**What happens if a city meets the criteria but still has a sewer backup?**

We understand that backups are going to happen on occasion. When a sewer backup occurs, the claim will be handled based on the deductible stated in the coverage. However, at that time LMCI will also review the city's actual compliance with the established criteria. If the city is in compliance, nothing will change. However, if it appears that contrary to earlier representations a city does not in fact meet the criteria, the city's coverage will be endorsed so the minimum deductible will apply to all subsequent sanitary sewer backup claims.

**Why the delay?**


By setting the implementation date a year from now, LMCI's intent is to give cities time to review their sanitary sewer system operations and maintenance criteria and if necessary to work on those areas that fall short of meeting the incentive criteria throughout the upcoming year.

For assistance in determining compliance or developing the required sewer inspection and maintenance programs, we encourage you to contact your loss control field consultant. LMCI's sewer toolkit, available on the League website, provides model forms and suggested policies the city can use to meet these criteria. If you aren't sure who your city's consultant is contact Cheryl Brennan, LMCI Loss Control Field Manager, at 651.215.4079 or [cbrennan@lmci.org](mailto:cbrennan@lmci.org).



# LAUDERDALE COUNCIL ACTION FORM

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

Meeting Date	June 28, 2011
Item Number	OSA Survey
Staff Initial	
Approved by Administrator	_____

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

The Council on Local Results and Innovation was created by the 2010 Legislature to set benchmarks for city and county operations. Through several meetings, the group adopted standards and participation incentives (LGA totaling .14 cents per capita and exemption from levy limits). To qualify, cities must adopt a resolution by June 30 and begin planning for annual surveys on the 10 benchmarks (enclosed). The League offered to assist with the creation of the survey which can be done in just about any format the cities desire. Since Lauderdale is not impacted by levy limits and the extra LGA amounts to about \$333, there is not a tremendous incentive to participate. The reason to participate would be to get community feedback.

Many small Minnesota cities are not participating because their compensation would be very small (\$140 for every 1000 residents). The commitment is also ongoing. I do not see an end date in the materials or a method to get out of the program.

**OPTIONS:**

- Decline to participate in the program.
- Adopt a resolution to participate.

**STAFF RECOMMENDATION:**

Staff will do as the Council wishes. There are many outstanding questions and the incentives are not significant so it is hard to get excited about the program. If the Council would like to opt into the program:

Motion to adopt Resolution 062811A - A Resolution Adopting Performance Measures.

**COUNCIL ACTION:**

**RESOLUTION 062811A**

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

**A RESOLUTION ADOPTING PERFORMANCE MEASURES**

**WHEREAS**, the Minnesota Legislature created a Council on Local Results and Innovation; and

**WHEREAS**, there are financial incentives for cities to participate in the programs adopted by the Council; and

**WHEREAS**, participation in the program would assist the City of Lauderdale in improving service delivery and enhancing communication with residents; and

**WHEREAS**, the City of Lauderdale desires to participate in the program.

**NOW THEREFORE, BE IT RESOLVED**, that the City of Lauderdale, does hereby adopt the ten performance measures developed by the Council on Local Results and Innovation.

**IT IS FURTHER RESOLVED**, that city staff is directed to perform all necessary tasks to participate in the program for 2011.

CITY OF LAUDERDALE )  
COUNTY OF RAMSEY )  
STATE OF MINNESOTA )

ss

I, Heather Butkowski, being duly qualified and City Administrator for the City of Lauderdale, Ramsey County, Minnesota, do hereby certify that the attached and foregoing is a true and correct copy of a Resolution duly adopted by the City Council of the City of Lauderdale on Tuesday, June 28, 2011, as the same appears in the minutes of said meeting on file and of record in City Offices.

**ADOPTED** by the City Council of Lauderdale this 28<sup>th</sup> day of June, 2011.

Jeff Dains, Mayor

ATTEST:

Heather Butkowski, City Administrator

## Model Performance Measures for Cities

The following are the recommended model measures of performance outcomes for cities, with alternatives provided in some cases. Key output measures are also suggested for consideration by local city officials.

### General:

1. Rating of the overall quality of services provided by your city (Citizen Survey: excellent, good, fair, poor)
2. Percent change in the taxable property market value
3. Citizens' rating of the overall appearance of the city (Citizen Survey: excellent, good, fair, poor)

### Police Services:

4. Part I and II crime rates (Submit data as reported by the Minnesota Bureau of Criminal Apprehension. Part I crimes include murder, rape, aggravated assault, burglary, larceny, motor vehicle theft, and arson. Part II crimes include other assaults, forgery/counterfeiting, embezzlement, stolen property, vandalism, weapons, prostitution, other sex offenses, narcotics, gambling, family/children crime, D.U.I., liquor laws, disorderly conduct, and other offenses.)

OR

Citizens' rating of safety in their community (Citizen Survey: very safe, somewhat safe, neither safe nor unsafe, somewhat unsafe)

### Output Measure:

Police response time (Time it takes on top priority calls from dispatch to the first officer on scene.)

### Fire Services:

5. Insurance industry rating of fire services (The Insurance Service Office (ISO) issues ratings to Fire Departments throughout the country for the effectiveness of their fire protection services and equipment to protect their community. The ISO rating is a numerical grading system and is one of the primary elements used by the insurance industry to develop premium rates for residential and commercial businesses. ISO analyzes data using a Fire Suppression Rating Schedule (FSRS) and then assigns a Public Protection Classification from 1 to 10. Class 1 generally represents superior property fire protection and Class 10 indicates that the area's fire suppression program does not meet ISO's minimum criteria.)

OR

Citizens' rating of the quality of fire protection services (Citizen Survey: excellent, good, fair, poor)

### Output Measure:

Fire response time (Time it takes from dispatch to apparatus on scene for calls that are dispatched as a possible fire).  
Emergency Medical Services (EMS) response time (if applicable) (Time it takes from dispatch to arrival of EMS)

**Streets:**

6. Average city street pavement condition rating (Provide average rating and the rating system program/type. Example: 70 rating on the Pavement Condition Index (PCI))

**OR**

Citizens' rating of the road condition in their city (Citizen Survey: good condition, mostly good condition, many bad spots)

7. Citizens' rating the quality of snowplowing on city streets (Citizen Survey: excellent, good, fair, poor)

**Water:**

8. Citizens' rating of the dependability and quality of city water supply (centrally-provided system) (Citizen Survey: excellent, good, fair, poor)

**Output Measure:**

Operating cost per 1,000,000 gallons of water pumped/produced (centrally-provided system) (Actual operating expense for water utility / (total gallons pumped/1,000,000))

**Sanitary Sewer:**

9. Citizens' rating of the dependability and quality of city sanitary sewer service (centrally provided system) (Citizen Survey: excellent, good, fair, poor)

**Output Measure:**

Number of sewer blockages on city system per 100 connections (centrally provided system) (Number of sewer blockages on city system reported by sewer utility / (population/100))

**Parks and Recreation:**

10. Citizens' rating of the quality of city recreational programs and facilities (parks, trails, park buildings) (Citizen Survey: excellent, good, fair, poor)

STATE OF MINNESOTA  
OFFICE OF THE STATE AUDITOR

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REBECCA OTTO  
STATE AUDITOR

June 1, 2011

Dear City Clerk/Finance Officer/County Auditor:

In 2010, the Legislature created the Council on Local Results and Innovation. In February 2011, the Council released a standard set of ten performance measures for counties and ten performance measures for cities that will aid residents, taxpayers, and state and local elected officials in determining the efficacy of counties and cities in providing services, and measure residents' opinions of those services. By February of 2012, the Council must create comprehensive performance measurement systems for cities and counties to implement in 2012. Cities and counties that choose to participate in the new standards measure program may be eligible for a reimbursement in LGA, and exemption from levy limits.

Participation in the standard measures program by a city or a county is voluntary. Counties and cities that choose to participate in the standard measures program must officially adopt the corresponding 10 performance benchmarks developed by the Council, and implement them in 2011. They will be required to communicate the results of the measures to their residents the following calendar year. A county or city that elects to participate in the standard measures program for 2011 is eligible for a reimbursement of \$0.14 per capita in local government aid, not to exceed \$25,000 and is also exempt from levy limits under sections 275.70 to 275.74 for taxes payable in 2012, if levy limits are in effect.

In order to receive the per capita reimbursement in 2011, and levy limit exemption for calendar year 2012, counties and cities must:

✓ File a report with the Office of the State Auditor by July 1, 2011. This report will consist of a declaration approved by the city council or county board stating that the city/county has adopted the corresponding 10 performance measures developed by the Council.

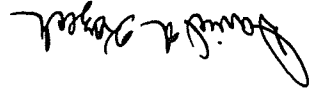
Annual reporting will be required by the cities and counties that participate in the program. By July 1, 2012, cities and counties will be required to report to the OSA that they have adopted both the performance benchmarks, and the performance measure system released by the Council in February of 2012. A declaration will be required that the city/county has reported or will report the results for calendar 2011 of the 10 adopted measures to its residents before the end of calendar year 2012.

To meet the reporting requirements for 2011, a copy of the declaration in a PDF format can be attached to an email and sent to [gid@osa.state.mn.us](mailto:gid@osa.state.mn.us). Beginning next year, the Office of the State Auditor will be using the State Auditor's Form Entry System (SAFES) for the local performance measurement and improvement program reporting.

To view the 10 performance measures for voluntary adoption for both cities and counties, please go to the Office of the State Auditor's website at [www.auditor.state.mn.us](http://www.auditor.state.mn.us), and then in the middle of the home page under *Meetings*, click on *Council on Local Results and Innovation*, and then on *Measurements*.

**Please submit your declaration by July 1, 2011.** There will be no extensions for the reporting deadline. If you have any questions, please contact me at (651) 297-3682 or email me at [Dave.Kazeck@osa.state.mn.us](mailto:Dave.Kazeck@osa.state.mn.us).

Sincerely,



David R. Kazeck, Supervisor

Government Information Division

Encl: Legislation for new program

**6.91 LOCAL PERFORMANCE MEASUREMENT AND REPORTING.**

**Subdivision 1. Reports of local performance measures.**

(a) A county or city that elects to participate in the standard measures program must report its results to its citizens annually through publication, direct mailing, posting on the jurisdiction's Web site, or through a public hearing at which the budget and levy will be discussed and public input allowed.

(b) Each year, jurisdictions participating in the local performance measurement and improvement program must file a report with the state auditor by July 1, in a form prescribed by the auditor. All reports must include a declaration that the jurisdiction has complied with, or will have complied with by the end of the year, the requirement in paragraph (a). For jurisdictions participating in the standard measures program, the report shall consist of the jurisdiction's results for the standard set of performance measures under section 6.90, subdivision 2, paragraph (a). In 2012, jurisdictions participating in the comprehensive performance measurement program must submit a resolution approved by its local governing body indicating that it either has implemented or is in the process of implementing a local performance measurement system that meets the minimum standards specified by the council under section 6.90, subdivision 2, paragraph (b). In 2013 and thereafter, jurisdictions participating in the comprehensive performance measurement program must submit a statement approved by its local governing body affirming that it has implemented a local performance measurement system that meets the minimum standards specified by the council under section 6.90, subdivision 2, paragraph (b).

**Subd. 2. Benefits of participation.**

(a) A county or city that elects to participate in the standard measures program for 2011 is: (1) eligible for per capita reimbursement of \$0.14 per capita, but not to exceed \$25,000 for any government entity; and (2) exempt from levy limits under sections 275.70 to 275.74 for taxes payable in 2012, if levy limits are in effect.

(b) Any county or city that elects to participate in the standard measures program for 2012 is eligible for per capita reimbursement of \$0.14 per capita, but not to exceed \$25,000 for any government entity. Any jurisdiction participating in the comprehensive performance measurement program is exempt from levy limits under sections 275.70 to 275.74 for taxes payable in 2013 if levy limits are in effect.

(c) Any county or city that elects to participate in the standard measures program for 2013 or any year thereafter is eligible for per capita reimbursement of \$0.14 per capita, but not to exceed \$25,000 for any government entity. Any jurisdiction participating in the comprehensive performance measurement program for 2013 or any year thereafter is exempt from levy limits under sections 275.70 to 275.74 for taxes payable in the following year, if levy limits are in effect.

**Subd. 3. Certification of participation.**

(a) The state auditor shall certify to the commissioner of revenue by August 1 of each year the counties and cities that are participating in the standard measures program and the comprehensive performance measurement program.

(b) The commissioner of revenue shall make per capita aid payments under this section on the second payment date specified in section 477A.015, in the same year that the measurements were reported.

(c) The commissioner of revenue shall notify each county and city that is entitled to exemption from levy limits by August 10 of each levy year.





LAUDERDALE COUNCIL	ACTION REQUESTED
MEETING DATE June 28, 2011	<input type="checkbox"/> Consent
ITEM NUMBER Day in the Park	<input type="checkbox"/> Public Hearing
STAFF INITIAL Jim	<input type="checkbox"/> Report
APPROVED BY ADMINISTRATOR	<input checked="" type="checkbox"/> Discussion/Action
	<input type="checkbox"/> Resolution
	<input type="checkbox"/> Work session

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

There are now three city events within the first 3 weeks of August (National Night to Unite, the Fun Run, and Day in the Park) and every other year there is a primary election during this time. August is also the month when the Council and staff are busy establishing the budget for the upcoming year. The addition of two labor intensive events (the run and elections), coupled with less staff, a smaller PCIC, and less event volunteers, has resulted in a crunch for time and resources.

The PCIC was interested in learning more about how aid cuts would affect the City. Heather attended a PCIC meeting a few months ago and explained the potential impact of the cuts including the need for staff to be as efficient as possible with uncertain staffing levels. The PCIC took the information to heart and considered ways to make city events less labor intensive without losing their appeal. Following are some of their suggestions for Day in the Park (which were also noted in the PCIC minutes).

**Parade:** The PCIC saw waning interest in the parade. Last year there were 15 entries. 5 of them were political candidates we don't expect back this year. The entries we would expect back are: FH Fire, SAPD, council/PCIC members, 4-H, dog park walkers, Hamline Auto, CTV, 1-2 vintage cars, the Puppet Wagon (city compensated), and anyone who would like to join. Instead of having the parade, the PCIC suggested inviting these groups to participate in another way. They thought the police and fire departments could give demonstration and allow people to explore the equipment. 4-H, CTV, and the puppet wagon already participate in the event. Hamline Auto could continue to drive Patrick Villella, Jr. around town to draw attention to the event. All other community groups are welcome to set up a place for themselves in the park. The Tai Chi group that meets at City Hall twice a week is planning to participate this year.

**Food:** The PCIC also discussed the effort that goes into food preparation and serving. The food is subsidized by community donations. Last year food, pop, and water sales amounted to \$465. The cost for supplies (including prizes) was \$764. They discussed what other community festivals do and suggested we consider some of those ideas. One idea would be to have a licensed food vendor at the park (who would donate back part of the proceeds). They were thinking small non-chain type vendors. If that doesn't work, they also thought about paring down the food options to beverages and the root beer floats.

If that resulted in cost reductions, the PCIC could discuss areas for improvement be it the games, music, entertainment, etc.

Here are the financial reports from the last 3 years:

* Day in the Park Preliminary Financial Report (2009 & 2008 numbers in parenthesis)	\$1,200 Financial Contributions (\$1,000 & \$800)
	\$ 410 Food & Water Sales (\$466 & \$360)
	\$ 55 Pop Sales (\$60 & \$106)
	\$ 6 Day of Donations (\$32 & \$7)
	\$ 5 Vendor Applications (\$25 & \$30)
	\$1,676 Total Revenue (\$1,583 & 1,303)
* 689 Entertainment - Music/Bounce House/Puppet Wagon (\$731 & \$ 372)	\$ 764 Supplies - Food/Beverages/Prizes/Etc. (\$764 & \$883)
	\$ 35 Food License (\$46, \$45)
	\$1,488 Total Expenses (\$1,541 & \$1,300)

**OPTIONS:**

**STAFF RECOMMENDATION:**

Staff plan to follow through on as many of the PCIC's suggestions as possible this year and continue working toward other improvements for next year. If you have any other suggestions, Jim will bring them to the next PCIC meeting for further discussion.

**COUNCIL ACTION:**