

**LAUDERDALE CITY COUNCIL MEETING AGENDA
7:30 P.M. TUESDAY, APRIL 13, 2010
LAUDERDALE CITY HALL, 1891 WALNUT STREET**

1. **SPECIAL MEETINGS**
 - a. 5:30 p.m. meeting with Twin City Die Casting at 1070 33rd Avenue SE to discuss their request to build on top of the sanitary sewer easement
 - b. 6:30 p.m. Zoning Ordinance Update Open House at Lauderdale City Hall
2. **ROLL CALL**
3. **APPROVAL OF THE AGENDA**
4. **APPROVALS**
 - a. Minutes of the March 23, 2010, City Council Meeting
 - b. Claims totaling \$76,678.29
5. **OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COUNCIL**
6. **CONSENT**
 - a. 2010 Business Licenses
 - b. Park Use Request
 - c. Installation of Pet Waste Signage
 - d. Acknowledge February Finances
7. **SPECIAL ORDER OF BUSINESS/RECOGNITION/PROCLAMATIONS**
8. **PUBLIC HEARINGS** Public hearings are conducted so that the public affected by a proposal can have input into the decision.
 - a. Annual Stormwater Presentation and Public Hearing
9. **REPORTS**
 - a. Zoning Ordinance Update Open House
 - b. Legislative Action Cutting Local Government Aid
10. **DISCUSSION / ACTION**
 - a. Audit Presentation by Andy Berg of Abdo, Eick, and Meyers
 - b. Street Sweeping Quotes
 - c. Office Copier Replacement
11. **ITEMS REMOVED FROM THE CONSENT AGENDA**
12. **ADDITIONAL ITEMS**
13. **SET AGENDA FOR NEXT MEETING**
 - a. Purchasing Policy Revisions
 - b. Dog Park Maintenance
 - c. Nuisance Ordinance Enforcement Discussion with City Attorney
14. **WORK SESSION**
 - a. Discussion with City Finance Consultant Regarding Redevelopment Options at 1633 Eustis Street
15. **ADJOURN**

FILE

March 23, 2010

The Mayor called the meeting to order at 7:32 p.m.

Councillors present: Mary Gaasch, Roxanne Grove, Denise Hawkinson, Lara Mac Lean, and Mayor Jeff Dains. Councillors absent: none.

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

Mayor Dains asked for changes to the meeting agenda. Butkowski added a report on the upcoming zoning ordinance update meeting and emerald ash borer informational meeting. Councillor Gaasch moved to approve the agenda as amended. Councillor Mac Lean seconded the motion and it passed unanimously.

Councillor Mac Lean moved to approve the March 9, 2010, City Council meeting minutes. Councillor Hawkinson seconded the motion and it passed unanimously.

Councillor Hawkinson moved approval of the claims totaling \$23,895.21. Councillor Mac Lean seconded the motion and it passed unanimously.

Mayor Dains asked if members of the public wished to address the Council. No one present wished to do so.

Mayor Dains asked if councillors wished to remove the item from the consent agenda. There being no one, Councillor Mac Lean moved the consent agenda acknowledging receipt of and placing on file the PIC minutes. Councillor Grove seconded the motion and it passed unanimously.

Butkowski said the Minnesota Department of Agriculture (MDA) was hosting an emerald ash borer (EAB) informational session on April 1 at the Roseville Oval for residents of Lauderdale, Falcon Heights, Roseville, and St. Anthony. Experts would be available to answer questions starting at 6:30 p.m. with a formal presentation starting at 7:00 p.m.

Butkowski also noted that the City Council will be holding an open house for residents to provide input on the zoning ordinance that will be amended before the end of 2010. The open house will run from 6:30 – 7:30 p.m. on April 13 at Lauderdale City Hall.

Noah Pierce, 1745 Lake Street, addressed the Council. He would like to install five to six bat houses on city property for his Eagle Scout project. He said bats houses benefit the community as bats eat many insects. The Council expressed support for the project. Councilor Mac Lean moved to approve Noah Pierce's bat house project to fulfill his Eagle Scout requirement. Councilor Hawkinson seconded the motion and it passed unanimously.

Andreas Thul also addressed the Council regarding his idea for an Eagle Scout project. He would like to build benches for the dog park. The Council supported the idea and said the project would visually enhance the dog park.

Councilor Mac Lean moved to approve the creation of benches for the dog park by Andreas Thul to fulfill his Eagle Scout requirement. Councilor Hawkinson seconded the motion and it passed unanimously.

Bukowski showed the Council photos of the dog park area taken between March 11 and 16. The photos showed how snow pack from the northeast quarter of the park drains through the dog park area and creates muddy conditions in the spring as frost comes out of the ground. She then provided the Council with a range of options for the maintenance of the dog park and the pros and cons of each.

Mayor Dains said he supports improvements, but the City simply doesn't have the money to do it. He said he spoke to a number of officials from other cities and they don't have plans to create dog parks so we will continue to draw users from a much larger area. He suggested an annual donation from users so the City can improve the area.

Daniel Gummitt, 1951 Pleasant Street, and Paula Moyer, 1938 Carl Street, each expressed gratitude for the park. They said it is a great asset and community builder. They felt users would be willing to donate money to make improvements. They asked for Council assistance in setting up a structure for giving.

The Mayor instructed the city administrator to add the item to a future meeting agenda for further discussion. He encouraged residents to communicate their ideas to city staff. In the fall, the city engineer designed a storm water utility credit program to provide three businesses that had been required to install various stormwater drainage improvements to receive billing credits for them. Bukowski said the policy has been revised to make it applicable to all property owners.

Councilor Mac Lean moved to adopt the Stormwater Utility Credit Policy as presented. Councilor Hawkinson seconded the motion and it passed unanimously.

Butkowski explained that the Mississippi Watershed Management Organization (MWMO) was asking the Council to comment on the proposed amendment to their 2006 Watershed Management Plan so they can construct a new office complex. Any comments of the Council would be forwarded to the MWMO for consideration.

The Council did not have any comments for staff to submit to the MWMO regarding the amendment.

Previously, the Union and Council reached a tentative agreement on a new union contract. Since then, the proposed changes have been merged into a final draft document. After adoption, the administrator will send the document to the union for signatures.

Councilor Mac Lean moved to adopt the 2010 - 2011 union contract as presented. Councilor Gasch seconded the motion and it passed unanimously.

In the past, the City extended the benefits of the union employees to the non-union employees. Butkowski asked the Council whether they wanted to continue that practice, and if so, starting on what date.

Councilor Gasch moved to extend the benefits of the union agreement to non-union employees effective January 1, 2010. Councilor Mac Lean seconded the motion and it passed unanimously.

Butkowski reviewed the preliminary agenda for the next meeting, which included a discussion with the city attorney regarding nuisance code enforcement and may include revisions to the purchasing policy.

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.

Truman Howell of Truman Howell Architects & Associates, along with Mike Burton of Twin City Die Casting (TCDC), addressed the Council. TCDC would like to improve their production processes by enclosing the pathway between two of their buildings. The City has an easement for this area, which is why it has not been built over before.

Howell said the area would be enclosed, but a 14' x 14' overhead door would allow for access. Burton said there would be expansion joints in the concrete to allow for access to the sewer system.

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

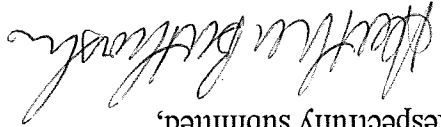
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The Council asked who was serviced by the sewer line. Butkowski said the entire City with the exceptions of Rosehill Townhomes, half of the apartments at Eustus & Larpenteur, Luther Seminary, and Children's Home Society.

The Council asked for a tour of the site to get a better idea of what the new structure would look like. The parties agreed to meet at 5:30 p.m. on April 13 at TCDC. The Mayor asked staff to invite the city engineer and the public works coordinator.

There being no further business on the council agenda, Councilor Hawkinson moved to adjourn the meeting. Councilor Mac Lean seconded the motion and it carried. The meeting adjourned at 8:56 p.m.

Respectfully submitted,



Heather Butkowski
City Administrator

**CITY OF LAUDERDALE
CLAIMS FOR APPROVAL
April 13, 2010 City Council Meeting**

Payroll	04/02/10 Payroll: Direct Deposit # 500943-500947	\$6,696.96
	04/02/10 Payroll: Payroll Liabilities, e-payments 440E-442E	\$6,757.15
Vendor Claims	04/13/10: Check #'s 20136-20156	\$63,224.18
SUBTOTAL		\$76,678.29

Total Claims for Approval
\$76,678.29

CITY OF LAUDERDALE

Payments

Current Period: APRIL 2010

Batch Name 040210payrol Payment Computer Dollar Amt \$6,757.15 Posted

Refer 1371 NORTH STAR BANK, CHECKING S CK# 000440E 4/2/2010
 Cash Payment G 101-21703 FICA WITHHOLDING. 04/02/10 Payroll \$1,873.84
 Invoice
 Cash Payment G 101-21701 FEDERAL TAXES 04/02/10 Payroll \$770.96
 Invoice

Transaction Date 4/1/2010 Due 0 NORTH STAR CHEC 10100 Total \$2,644.80
 Refer 1372 PERA CK# 000441E 4/2/2010
 Cash Payment G 101-21704 PERA 04/02/10 Payroll \$1,411.77
 Invoice

Transaction Date 4/1/2010 Due 0 NORTH STAR CHEC 10100 Total \$1,411.77
 Refer 1373 ICMA RETIREMENT TRUST - 457 CK# 000442E 4/2/2010
 Cash Payment G 101-21705 ICMA RETIREMENT 04/02/10 Payroll \$2,700.58
 Invoice

Transaction Date 4/1/2010 Due 0 NORTH STAR CHEC 10100 Total \$2,700.58
 Refer 10100 NORTH STAR CHECKING \$6,757.15
 Invoice

Pre-Written Checks	\$6,757.15
Checks to be Generated by the Compute	\$0.00
Total	\$6,757.15

CITY OF LAUDERDALE

*Check Detail Register®

APRIL 2010

Check Amt Invoice Comment

10100 NORTH STAR CHECKING			
Paid Chk# 020136	4/13/2010	AHDN ATTORNEYS	
E 101-41500-355	MISC PRINTING/PROCESS SER	\$225.32	3/10 Legal Services
E 101-41500-300	LEGAL FEES - PROSECUTING	\$850.00	3/10 Legal Services
Total AHDN ATTORNEYS		\$1,075.32	
Paid Chk# 020137	4/13/2010	AMERICAN MESSAGING	
E 101-43000-391	TELEPHONE/PAGERS	\$54.84	4/10-3/11 Pager Service
E 602-49100-391	TELEPHONE/PAGERS	\$27.42	4/10-3/11 Pager Service
E 601-49000-391	TELEPHONE/PAGERS	\$27.42	4/10-3/11 Pager Service
Total AMERICAN MESSAGING		\$109.68	
Paid Chk# 020138	4/13/2010	AMERIPRIDE	
E 101-43000-228	MISC REPAIRS MAINT SUPPLIE	\$93.10	2 boxes of paper towels
Total AMERIPRIDE		\$93.10	
Paid Chk# 020139	4/13/2010	BUTKOWSKI, HEATHER	
E 101-41200-331	TRAVEL EXPENSE	\$127.30	1q10 Mileage Reimbursement
Total BUTKOWSKI, HEATHER		\$127.30	
Paid Chk# 020140	4/13/2010	CINTAS	
E 602-49100-425	CLOTHING	\$38.19	PW Clothing
E 601-49000-425	CLOTHING	\$38.19	PW Clothing
Total CINTAS		\$76.38	
Paid Chk# 020141	4/13/2010	CITY OF ROSEVILLE	
E 101-41200-391	TELEPHONE/PAGERS	\$95.40	4/10 IT & Phone Services
E 101-41200-306	CONSULTING FEES	\$453.33	4/10 IT Services
Total CITY OF ROSEVILLE		\$548.73	
Paid Chk# 020142	4/13/2010	CITY OF ST ANTHONY	
E 101-42100-319	POLICE CONTRACT	\$48,216.25	4/10 Police Contract
Total CITY OF ST ANTHONY		\$48,216.25	
Paid Chk# 020143	4/13/2010	COLLEEN CALLAHAN	
E 101-41200-331	TRAVEL EXPENSE	\$14.61	1q10 mileage reimbursement
Total COLLEEN CALLAHAN		\$14.61	
Paid Chk# 020144	4/13/2010	CROIX OIL	
E 101-43000-212	MOTOR FUELS	\$44.64	3/10 Motor Fuels
E 602-49100-212	MOTOR FUELS	\$9.57	3/10 Motor Fuels
E 601-49000-212	MOTOR FUELS	\$9.57	3/10 Motor Fuels
Total CROIX OIL		\$63.78	
Paid Chk# 020145	4/13/2010	EUREKA RECYCLING	
E 101-41200-201	GENERAL SUPPLIES	\$176.75	4 Cartons of Paper
Total EUREKA RECYCLING		\$176.75	
Paid Chk# 020146	4/13/2010	GLENWOOD INGLEDWOOD	

CITY OF LAUDERDALE

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APRIL 2010

Check Amt Invoice Comment

E 101-41200-208	WATER DELIVERY	\$4.81	3/10 Cooler Rental	\$4.81
Total GLENWOOD INGLEWOOD				
Paid Chk# 020147	HOME DEPOT CRC	\$28.57	Warming House Supplies	\$28.57
E 101-45200-228	MISC REPAIRS MAINT SUPPLIE	\$28.57		
Total HOME DEPOT CRC				
Paid Chk# 020148	KENNEDY & GRAVEN	\$400.00	2/10 Legal Services - Park Litigation	\$400.00
E 101-41500-305	LEGAL FEES - CIVIL	\$400.00		
Total KENNEDY & GRAVEN				
Paid Chk# 020149	LILLIE SUBURBAN NEWS	\$24.00	3/10 Publish Ord #10-02 - Floodplains	\$24.00
E 602-49100-352	PUBLIC INFO NOTICES	\$24.00		
E 602-49100-352	PUBLIC INFO NOTICES	\$60.00	3/10 Public Notice - SWPPP Hearing	\$60.00
Total LILLIE SUBURBAN NEWS				
Paid Chk# 020150	LMC	\$160.00	2010 Joint Legislative Conf. - Gaasch &	\$160.00
E 101-41100-308	TRAINING\CONFERENCES	\$160.00		
E 101-41200-308	TRAINING\CONFERENCES	\$80.00	2010 Joint Legislative Conf. - Butkowsk	\$80.00
Total LMC				
Paid Chk# 020151	MET-COUNCIL ENVIRONMENTAL SER.	\$11,050.86	5/10 Waste Treatment	\$11,050.86
E 601-49000-387	WATER TREATMENT SERVICE	\$11,050.86		
Total MET-COUNCIL ENVIRONMENTAL SER.				
Paid Chk# 020152	MN DEPT OF LABOR AND INDUSTRY	\$28.27	1q10 State Surcharge Report	\$28.27
E 101-43400-443	SURCHARGE REPORT	\$28.27		
Total MN DEPT OF LABOR AND INDUSTRY				
Paid Chk# 020153	ONE CALL CONCEPTS	\$20.30	3/10 Locate Tickets	\$20.30
E 101-43400-386	GOPHER STATE ONE CALL	\$20.30		
Total ONE CALL CONCEPTS				
Paid Chk# 020154	RAMSEY COUNTY, PROP REC & REV	\$25.00	4/10 Insurance Benefits	\$25.00
E 101-41200-355	MISC PRINTING/PROCESS SER	\$25.00		
G 101-21706	HEALTH INSURANCE	\$401.77	4/10 Insurance Benefits	\$401.77
Total RAMSEY COUNTY, PROP REC & REV				
Paid Chk# 020155	WASTE MANAGEMENT	\$121.40	4/10 Waste Services	\$121.40
E 101-43000-384	REFUSE DISPOSAL	\$121.40		
Total WASTE MANAGEMENT				
Paid Chk# 020156	XCEL ENERGY, CITY HALL	\$148.80	3/10 CH Gas	\$148.80
E 101-43000-383	GAS UTILITIES	\$148.80		
E 101-43000-381	ELECTRIC	\$168.50	3/10 CH Electric	\$168.50
Total XCEL ENERGY, CITY HALL				
10100 NORTH STAR CHECKING \$63,224.18				

CITY OF LAUDERDALE

*Check Detail Register©

APRIL 2010

Check Amt Invoice Comment

Fund Summary

10100 NORTH STAR CHECKING	\$51,938.96	
101 GENERAL		
601 SEWER UTILITIES	\$11,126.04	
602 STORM SEWER ENTERPRISE FUND	\$159.18	
	<hr/>	
	\$63,224.18	

LAUDERDALE COUNCIL ACTION FORM

MEETING DATE <u>April 13, 2010</u>
AGENDA NUMBER <u>6A</u>
DESCRIPTION <u>2010 Rental/Business Licenses</u>

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

<p>Attached is a list of business owners that successfully completed the licensing renewal process for a 2010 license.</p>	
BACKGROUND OR PAST COUNCIL ACTION	

OPTIONS	

STAFF RECOMMENDATION	
	Approve licenses for 2010.

COUNCIL ACTION	

MOTION BY _____ SECOND _____ STAFF ACTION

LAUDERDALE COUNCIL ACTION FORM

Rental Properties successfully completed the application process

❖ Rod Borg, 1866-68 Eustis Street

❖ Daniel Busse, 1768 Eustis Street

Mechanical Businesses successfully completed the application process

❖ Boehm Heating Co.

**LAUDERDALE COUNCIL
ACTION FORM**

Meeting Date	April 13, 2010
ITEM NUMBER	6B City Park Applications
STAFF INITIAL	_____
APPROVED BY ADMINISTRATOR	_____

Action Requested	<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 an application for use of the park from the Children's Home Society. Since the group is larger than 30 people, council approval is required. The application is attached for your review.

OPTIONS:
 A) Approve the request to use the park.
 B) Do not approve the request.

STAFF RECOMMENDATION:
 By approving the consent agenda, the Council approves use of Lauderdale City Park by Children's Home Society on June 26.

COUNCIL ACTION:

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: Four WALTERS Address: 1605 EUSTIS STREET
City: LAUDERDALE State: FL Zip: 33408

Telephone No.: 651-255-2249 Name of Organization (if applicable): CHILDREN'S HOME SOCIETY
FAMILY SERVICES

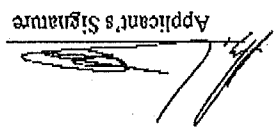
PARK USE INFORMATION:

Date(s) of Park Use: September, June 26 Hours Used: 6:12-00 to 10:00 PM
* Number attending: 50 * Note: Groups of 30 or more must receive council approval
Part of Park to be reserved (circle all that apply):
Picnic shelter Ballfield Hockey rink / Ice skating rink (winter only) Other: _____

Please note: the hockey rink is only available for reservation from the hours of 8 - 10 pm.

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
Four WALTERS

Date
4-2-10

FOR OFFICE USE ONLY:

Date Application Received: 4/6/2010
 Approved By: Colleen
 If so, date Council granted: _____
 Temporary Non-Intoxicating Liquor License Granted? NO

LAUDERDALE COUNCIL	
<p>MEETING DATE April 13, 2010</p> <p>ITEM NUMBER Pet Waste Signs</p> <p>STAFF INITIAL Jim</p> <p>APPROVED BY ADMINISTRATOR</p>	<p>ACTION REQUESTED</p> <p>Consent <input checked="" type="checkbox"/></p> <p>Special <input type="checkbox"/></p> <p>Public Hearing <input type="checkbox"/></p> <p>Report <input type="checkbox"/></p> <p>Discussion/Action <input type="checkbox"/></p> <p>Resolution <input type="checkbox"/></p> <p>Work session <input type="checkbox"/></p>

BACKGROUND:

Lauderdale's Storm Water Pollution Prevention Plan lists a best management practice that says we have signs posted in parks and open spaces to inform the public that city ordinance requires pet waste to be cleaned up and disposed of properly. However, we need to acquire and install signs to be in compliance.

I have drafted a design for the sign, which has been reviewed by Prosecuting Attorney, Katrina Joseph, for enforceability. The image on the sign will be similar to the one I have included. Staff recommends placing two signs at the community park, one in the nature area, and one at Walnut & Ione.

12" X 18" aluminum signs are about \$45 each. Sign-A-Rama estimates the total cost of four signs at about \$225. The storm sewer enterprise fund has \$1000 budgeted for public education.

OPTIONS:

- 1) Approve signs as proposed.
- 2) Approve signs with changes.
- 3) Do not approve signs.

STAFF RECOMMENDATION:

Approve signs as proposed, not to exceed \$300.

COUNCIL ACTION:

BMP Page

MS4 Name: City of Lauderdale

Unique Identifying Number: 1-8

Minimum Control Measures Addressed by This BMP

<input checked="" type="checkbox"/>	Public education & outreach
<input type="checkbox"/>	Public participation & involvement
<input type="checkbox"/>	Illicit discharge detection & elimination
<input type="checkbox"/>	Construction site runoff controls
<input type="checkbox"/>	Post-construction storm water management
<input type="checkbox"/>	Pollution prevention/Good housekeeping

BMP Title: Pet waste signage in parks and open spaces (ordinance)

BMP Description: Signs are posted in certain parks and open areas that inform the public of the City ordinance that requires them to retrieve and dispose of pet waste appropriately.

Measurable Goals:	<ul style="list-style-type: none"> • Number of signs posted
Timeline / Implementation Schedule:	<ul style="list-style-type: none"> • Currently in place and will continue

Specific Components & Notes (optional):

Responsible Party for this BMP:
 Name: Brian Heck
 Department: Administration
 Phone: 651-792-7655
 E-mail: brian.heck@ci.lauderdale.mn.us

Educational components related to this BMP (description or number – optional):
 Audience: General public.
 Educational goal: To inform public about City regulation on pet waste management and penalties for violations
 Activity: See BMP description above
 Implementation Plan: See Timeline/Implementation schedule above
 Performance Measures: See Measurable Goals above

SIGN*A*RAMA

WHERE THE WORLD GOES FOR SIGNS

1950 West County Rd. C, Suite 100
Roseville, MN 55113

Name / Address	
City of Lauderdale Jim Bownik 1891 Walnut Street Lauderdale, MN 55113	

Estimate #	Date
4275	4/8/2010

Estimate

P.O. No.	Terms	Due Date	Rep	Phone	Fax	Email
	50% Down / ...	4/8/2010	SAR	651-792-7656	651-631-2066	jim.bownik@ci.lauderdale.mn.us

Item	Description	Qty	Unit Cost	Total
12x18	12" x 18" aluminum signs with graphics on one side.	4	43.50	174.00
Hardware	Hardware for hanging 12" x 18" sign on chain link fence. Includes two pieces for each	1	18.00	18.00
Scan 2	Clean up supplied image.	1	25.00	25.00

Sales Tax		\$0.00
Total		\$217.00

Thank you for your business.
 Designs generated for this estimate remain the property of SIGN*A*RAMA until the order is complete and paid in full. A 50% deposit is required to begin this order. Terms and conditions apply.
 Each Sign*A*Rama is Independently Owned and Operated.
 www.signarama.com

Signature

Phone	Fax	E-mail	Web Site
651-639-0924	651-639-8113	signaramarsvl@signs-roseville.com	www.signs-roseville.com

**City Code Requires
Pets Be:**

- Licensed & leashed.
- Cleaned up after.



**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent _____

Public Hearing _____

Discussion _____


Action _____

Resolution _____

Work Session _____

Meeting Date April 13, 2010

Item Number 6D - February 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. These are the numbers for February and include the 2009 journal entries from the auditor.

OPTIONS:

STAFF RECOMMENDATION:

By approving the consent agenda, the Council acknowledges the city's February 2010 fi-
nances.

COUNCIL ACTION:

GENERAL FUND REVENUE

	2008	2009	2010	As of Feb 28	2011
	Actual	Actual	Adopted	2010	Proposed
CITY LEVIED TAXES					
31010 Current Ad Valorem	416,219	425,397	458,584	150	150
31020 Delinquent Ad Valorem	679	3,534	-	-	-
31040 Fiscal Disparities	96,437	101,843	113,154	-	-
SUB TOTAL PROPERTY TAXES	513,335	530,775	571,738	150	150
STATE AIDE					
33401 Local Government Aide	421,827	557,218	527,174	-	-
33405 PERA Rate Increase Aide	1,198	1,198	1,198	-	-
33406 Market Value Home Credit	29,086	28,839	-	-	-
TOTAL STATE AIDE	452,111	587,255	528,372	-	-
LICENSES AND FEES					
32110 3.2 Alcohol License	65	150	150	-	-
32120 Cigarette License	200	200	400	200	200
32130 Garbage Hauler Licenses	1,270	1,170	750	1,125	1,125
32140 HVAC Licenses	875	890	550	550	550
32150 Tree Company License	360	140	200	350	350
32160 Gas Station License	55	-	55	-	-
32180 Rental License Fee	4,495	3,366	3,000	134	134
32240 Animal Licenses	330	290	250	50	50
34101 City Hall Rental	2,805	3,945	2,500	1,125	1,125
43103 Administrative Fee	650	83	200	-	-
34105 Sale of Publications	-	-	-	-	-
34109 Copies	47	61	45	-	-
34114 Advertising sales	50	-	-	-	-
34115 Miscellaneous Revenue	-	-	-	-	-
TOTAL LICENSES AND FEES	11,202	10,295	8,100	3,534	3,534
REVENUE OTHER					
36100 Special Assessments	1,940	9,677	-	-	-
36101 Principal	-	-	-	-	-
36102 Penalties and Interest	155	2,182	-	-	-
36103 Tree Removal	-	-	-	-	-
36200 Miscellaneous Revenue	63	-	-	-	-
36211 Investment Interest	13,852	11,018	7,000	1,996	1,996
36230 Donations	1,500	-	-	1,500	1,500
36231 Dog Park Donations	431	50	-	-	-
36240 State Surcharge - Construction Permits	431	539	250	35	35
36250 Refunds and Reimbursements	-	3,511	-	-	-
36252 LMCI Insurance Dividend	1,366	2,905	500	-	-
36255 Miscellaneous	-	-	-	-	-
39101 Sales Fixed Assets	-	1	-	-	-
TOTAL OTHER REVENUE	19,307	29,882	7,750	3,531	3,531
PUBLIC SAFETY					
42,076	40,547	36,500	3,063		
PLANNING & INSPECTIONS					
16,277	20,487	10,550	1,836		
TRANSFERS FROM OTHER FUNDS					
-	-	-	-		
TOTAL GENERAL FUND REVENUE	1,054,308	1,219,241	1,163,010	12,113	12,113

GENERAL FUND REVENUE

GENERAL FUND EXPENDITURES

Legislative	22,711	26,410	3,631
Administrative	206,035	155,731	21,312
Audit, Elections, and Legal Services	11,404	68,804	6,196
Public Safety	553,100	591,095	97,051
Police	32,872	35,500	18,704
Fire	13,379	-	-
Prosecution	94,453	108,402	10,698
Public Works	27,856	81,299	5,401
Planning & Inspections	65,662	68,269	12,355
Parks and Recreation	1,665	7,500	-
Development	1,029,138	1,143,010	175,347
Contingency	-	20,000	-
Transfers Out	14,660	-	-
TOTAL GENERAL FUND EXPENDITURES	1,043,798	1,163,010	175,347

2008	2009	2010	2010	2011
Actual	Actual	Adopted	As of Feb 28	Proposed

22,711	22,634	26,410	3,631
206,035	168,728	155,731	21,312
11,404	6,234	68,804	6,196
553,100	582,567	591,095	97,051
32,872	35,529	35,500	18,704
13,379	11,545	-	-
94,453	92,877	108,402	10,698
27,856	22,568	81,299	5,401
65,662	71,716	68,269	12,355
1,665	1,235	7,500	-
1,029,138	1,015,633	1,143,010	175,347
-	-	20,000	-
14,660	31,000	-	-
1,043,798	1,046,633	1,163,010	175,347

LEGISLATIVE (41100)

EXPENDITURES

	2008 Actual	2009 Actual	2010 Adopted	2010 As of Feb 28	2011 Proposed
Personnel					
103 Part-time employees	13,200	13,200	13,200	13,200	2,200
122 FICA	1,010	1,010	1,010	1,010	168
151 Workers Comp	-	59	50	50	-
Subtotal Personnel	14,210	14,269	14,260	14,260	2,368
General Operations					
201 General Supplies	63	-	-	-	39
202 Permanent Supplies	-	-	-	-	-
203 Postage	-	84	-	-	-
305 Legal Fees	-	-	-	-	-
308 Training and Conferences	285	-	500	500	570
331 Travel	12	24	50	50	-
352 Publishing	-	292	500	500	187
361 General Liability	5,285	5,228	6,000	6,000	-
438 Dues and Subscriptions	2,646	2,671	2,800	2,800	325
439 Special Events	-	-	100	100	-
440 Meeting Expenses	210	66	200	200	141
442 Miscellaneous Expenses	-	-	-	-	-
Subtotal General Operations	8,501	8,365	10,150	10,150	1,262
Capital Equipment					
530 Furniture and Equipment	-	-	2,000	2,000	-
538 Computer software and Equipment	-	-	-	-	-
Subtotal Capital Equipment	-	-	2,000	2,000	-
TOTAL LEGISLATIVE EXPENSES	22,711	22,634	26,410	26,410	3,631

ADMINISTRATION & FINANCE (41200)

EXPENDITURES

	2008 Actual	2009 Actual	2010 Adopted	2010 As of Feb 28	2011 Proposed
Personnel					
101 Full-time employees	108,289	102,536	94,127		12,527
104 Temp. employees	-	-	-		-
121 PERA	6,494	6,836	6,589		992
122 FICA	8,472	8,004	7,200		1,118
131 Benefits (health, dental, etc)	9,876	9,272	10,500		1,510
151 Workers Compensation	1,243	559	715		57
Subtotal Personnel	134,374	127,206	119,131		16,205
General Operations					
201 General Supplies	1,808	1,731	2,200		395
203 Postage	5,060	1,817	2,500		1,332
208 Water cooler water	245	303	450		5
301 Auditing	12,700	12,904	-		-
305 Legal contract - Civil	12,934	3,567	-		-
306 Consulting fees (IT Support)	3,160	5,440	6,000		907
307 Computer Services (Banyon)	1,560	1,560	1,600		-
308 Training and conferences	1,407	1,004	2,200		25
309 Newspaper - Roseville Review	8,415	-	-		-
331 Travel Expenses	887	929	1,200		2
352 Public information and notices	-	726	2,000		-
353 Newsletter Printing	3,968	2,469	4,050		626
354 Notebook Printing	3,561	-	-		-
355 Miscellaneous printing & process	1,595	285	-		411
361 General liability	4,599	4,652	4,800		-
391 Telephones/Fax (City Hall)	1,995	1,769	2,000		191
401 Copier	1,466	379	4,000		-
404 Computer Repair/Maintenance	-	-	-		-
409 Other equipment repair	-	-	-		-
438 Dues and Subscriptions	2,765	1,474	3,000		1,129
440 Meeting Expenses	15	85	100		16
442 Miscellaneous expenses	2,417	78	500		70
Subtotal General Operations	70,558	41,172	36,600		5,107
Capital Expenditures					
530 Furniture and equipment	-	-	-		-
531 Office equipment	-	-	-		-
534 Office furniture	-	-	-		-
538 Computers and technology	1,103	351	-		-
Subtotal Capital	1,103	351	-		-
TOTAL EXPENSES	206,035	168,728	155,731		21,312

* Auditing & legal services were moved to the Audit, Elections, and Legal Services Fund at the end of 2009.

**AUDITING, ELECTIONS,
AND LEGAL SERVICES (41500)**

Actual Actual Adopted As of Feb 28 Proposed
2008 2009 2010 2010 2010

EXPENDITURES

Personnel									
101	Full-time employees	6,842	3,724	13,152	1,927				
104	Temp. employees	2,477	968	1,700	-				
121	PERA	329	239	921	138				
122	FICA	518	296	1,006	156				
131	Benefits (health, dental, etc)	671	198	1,500	233				
151	Workers Compensation	-	35	100	-				
	Subtotal Personnel	10,837	5,461	18,379	2,454				
	General Operations								
201	General Supplies	408	-	200	-				
300	Legal Services - Prosecution	-	-	12,000	1,700				
301	Auditing	-	-	14,000	2,000				
306	Legal Services - Civil	-	-	14,000	2,000				
327	Other Services	159	586	700	-				
331	Travel Expenses	-	-	75	-				
352	Public Information & Notices	-	96	2,000	-				
355	Miscellaneous Fees	-	-	5,200	42				
409	Other equipment and repair	-	-	-	-				
440	Meeting expenses	-	91	250	-				
442	Miscellaneous expenses	-	-	-	-				
	Subtotal General Operations	567	774	48,425	3,742				
	Capital Expenditures								
530	Furniture and equipment	-	-	2,000	-				
531	Office equipment	-	-	-	-				
534	Office furniture	-	-	-	-				
538	Computers and technology	-	-	-	-				
	Subtotal Capital	-	-	2,000	-				
	TOTAL EXPENSES	11,404	6,234	68,804	6,196				

* Auditing & legal services were moved to this fund at the end of 2009.

	2008	2009	2010	2010	2011
	Actual	Actual	Adopted	As of Feb 28	Proposed
PUBLIC SAFETY (42100)					
REVENUE					
False Fire Alarm	794	424	1,000	-	-
Fire Inspection Fee	1,050	-	3,500	-	-
Fire Call Reimbursement		1,252			
Court Fines (including traffic tickets)	40,233	38,872	32,000	3,063	3,063
TOTAL REVENUE	42,076	40,547	36,500	3,063	3,063
EXPENDITURES					
General Operations					
Legal Fees - Prosecution	10,326	10,152	-	-	-
Miscellaneous fees - Printing	3,053	1,392	-	-	-
Subtotal Prosecution	13,379	11,545	-	-	-
Police Contract	548,100	578,250	578,595	96,433	
General Liability	-	-	5,000	-	
Miscellaneous Exp. & 911 Dispatch	5,000	4,317	7,500	618	
Subtotal Police	553,100	582,567	591,095	97,051	
Fire Contract	19,097	18,630	18,000	17,826	
Fire Calls	9,922	16,475	13,000	877	
False Fire Alarms	2,778	424	1,000	-	
Fire Inspections	1,075	-	3,500	-	
Subtotal Fire	32,872	35,529	35,500	18,704	
TOTAL EXPENSES	599,351	629,641	626,595	115,754	

PUBLIC WORKS (43000)

	2008	2009	Actual	Adopted	As of Feb 28	Proposed
	2008	2009	2009	2010	2010	2011

EXPENDITURES

Personnel

101	Full-time employees	35,366	44,294	30,400	4,050
102	Overtime/On-Call	1,283	2,191	2,000	417
121	PERA	2,940	3,004	2,268	487
122	FICA	3,661	3,516	2,479	548
131	Benefits (health, dental, etc)	3,720	4,702	4,125	765
151	Workers Compensation	4,032	2,097	2,650	185
	Subtotal Personnel	51,002	59,804	43,922	6,452

General Operations

202	Permanent Supplies	-	-	200	-
212	Motor Fuels	2,219	1,587	2,500	185
213	Lubricants and other fluids	-	-	-	-
225	Landscaping Materials	-	15	-	-
226	Signs	5	-	-	-
227	Tools and Equipment	-	-	200	-
228	Miscellaneous Repairs & Supplies	1,852	1,008	2,000	6
304	Engineering Contract	2,990	-	3,000	-
308	Training and conferences	165	165	400	165
313	Snow and Ice Removal Contract	11,677	5,207	15,000	1,872
314	Street Sweeping Contract	4,098	5,062	6,500	-
317	Tree Service	3,654	3,214	15,000	-
324	Alley Repair	1,195	-	1,000	-
327	Other Services	569	356	500	238
328	Street Repair	500	-	500	-
380	Electricity - street lighting	5,726	6,168	6,000	535
381	Electricity	2,820	2,457	3,000	357
382	Water	69	69	80	-
383	Gas Utilities	3,887	3,075	4,500	601
384	Refuse Disposal	1,202	1,189	1,300	224
391	Telephone/Pagers	455	534	500	35
402	Truck repair and Maintenance	113	2,968	2,000	29
426	Machinery rental	-	-	-	-
442	Miscellaneous	257	-	300	-
	Subtotal General Operations	43,451	33,073	64,480	4,247
	Capital Expenditures				
530	Furniture and equipment	-	-	-	-
538	Land	-	-	-	-
	Subtotal Capital	-	-	-	-
	TOTAL EXPENSES	94,453	92,877	108,402	10,698

		PLANNING & INSPECTIONS (43400)			
		2008	2009	2010	As of Feb 28
		Actual	Actual	Adopted	2010
					Proposed
					2011
REVENUE					
32210	Building Permits	10,364	11,688	7,000	1,128
32211	Zoning Permit Applications	345	1,210	200	-
32225	Plan Review	3,658	4,692	2,000	281
32230	Plumbing Permits	641	1,236	600	264
32270	HVAC Permits	1,045	1,410	750	164
32280	Street Excavation	-	100	-	-
34110	Variance Fee	225	150	-	-
34112	Conditional Use Permit	-	-	-	-
34113	Zoning Amendment	-	-	-	-
TOTAL REVENUE		16,277	20,487	10,550	1,836
EXPENDITURES					
Personnel					
101	Full-time employees	19,304	14,686	28,809	4,165
121	PERA	1,071	963	2,017	308
122	FICA	1,552	1,169	2,204	360
131	Benefits (health, dental, etc)	1,918	1,110	3,750	433
151	Workers Compensation	-	207	1,314	-
Subtotal Personnel		23,844	18,136	38,094	5,266
General Operations					
201	General Supplies	-	-	-	-
202	Permanent Supplies	46	-	-	-
203	Postage	268	173	300	13
306	Consulting Fees	-	452	38,905	-
308	Training and conferences	425	450	500	-
312	Building Inspector	2,504	2,408	2,500	-
327	Other Services	-	-	-	-
331	Travel Expenses	-	-	-	-
355	Miscellaneous Printing	-	-	-	-
386	Gopher State One Call	421	531	700	122
442	Miscellaneous expenses	25	-	-	-
443	Surcharge Report	324	419	300	-
Subtotal General Operations		4,012	4,432	43,205	135
Capital Expenditures					
530	Furniture and equipment	-	-	-	-
531	Office equipment	-	-	-	-
534	Office furniture	-	-	-	-
538	Computers and technology	-	-	-	-
Subtotal Capital		-	-	-	-
TOTAL EXPENSES		27,856	22,568	81,299	5,401

EXPENDITURES
PARKS AND RECREATION (45200)
 2008 Actual 2009 Actual 2010 Adopted 2010 As of Feb 28 2010 Proposed

Category	2008 Actual	2009 Actual	2010 Adopted	2010 As of Feb 28	2010 Proposed
Personnel					
101 Full-time employees	41,244	51,253	42,425	5,494	
104 Temp. employees	5,963	3,555	6,000	3,166	
121 PERA	3,193	3,431	2,970	454	
122 FICA	4,388	4,322	3,705	784	
131 Benefits (health, dental, etc)	4,027	5,102	5,813	708	
151 Workers Compensation	2,096	260	1,256	96	
Subtotal Personnel	60,911	67,923	62,169	10,702	
General Operations					
201 General Supplies	103	127	500	45	
202 Permanent Supplies	212	89	500	32	
225 Landscaping Materials	64	-	500	-	
228 Miscellaneous Repairs & Maintenance.	211	191	250	-	
317 Tree Service	742	-	-	-	
370 Park and Rec Expenses	700	700	-	-	
371 Non-Resident Reimbursement	32	429	200	-	
381 Electric	626	439	700	144	
382 Water	196	172	300	-	
383 Gas Utility	1,090	801	1,300	137	
384 Refuse	-	-	-	-	
391 Telephones and Pagers	21	-	100	20	
403 Mower repair	-	-	-	1,275	
412 Warming House Repair	10	-	500	-	
427 Porta Potty Rental	1,145	767	750	-	
442 Miscellaneous	300	78	500	-	
Subtotal General Operations	4,751	3,793	6,100	1,653	
Capital Expenditures					
550 Other Improvements	-	-	-	-	
Subtotal Capital	-	-	-	-	
TOTAL EXPENSES	65,662	71,716	68,269	12,355	

	2008	2009	2010	2010	2011
	Actual	Actual	Adopted	As of Feb 28	Proposed
REVENUE					
Other	-	-	-	-	-
TOTAL REVENUE	-	-	-	-	-
EXPENDITURES					
General Operations					
306 Consulting Fees	1,665	1,235	7,500	-	-
442 Miscellaneous expenses	-	-	-	-	-
Subtotal General Operations	1,665	1,235	7,500	-	-
TOTAL EXPENSES	1,665	1,235	7,500	-	-
DEVELOPMENT (48100)					

	2008	2009	2010	As of Feb. 28	2011
	Actual	Actual	Adopted	2010	Proposed
REVENUE					
Other	-	-	-	-	-
TOTAL REVENUE	-	-	-	-	-
EXPENDITURES					
General Operations					
444 CONTINGENCY FUNDS	-	-	20,000	-	-
710 OPERATING TRANSFERS	-	-	-	-	-
Subtotal General Operations	-	-	20,000	-	-
TOTAL EXPENSES	-	-	20,000	-	-
CONTINGENCY (45300)					

	2008	2009	2010	As of Feb 28	2011
	Actual	Actual	Adopted	2010	Proposed
TRANSFERS OUT (45400)					
Other	-	-	-	-	-
TOTAL REVENUE					
EXPENDITURES					
732 Transfers to 302	-	31,000	-	-	-
733 Transfers to 303	-	-	-	-	-
734 Transfers to 304	-	-	-	-	-
741 Transfers to 401	-	-	-	-	-
742 Transfers to 402	-	-	-	-	-
743 Transfers to 403	-	-	-	-	-
744 Transfers to 404	14,660	-	-	-	-
745 Transfers to 405	-	-	-	-	-
Total Transfers	14,660	31,000	-	-	-
REVENUE					

2010 LAUDERDALE BUDGET SUMMARY OF FUNDS 201 - 602

	2007 Actual	2008 Actual	2009 Actual	2010 Adopted	2010 As of Feb 28	2011 Proposed
Total Revenues	3,994	3,642	4,874	2,700	2,700	72
201 Community Events Fund	21,600	22,431	22,837	20,000	20,000	99
202 Communications Fund	41,074	41,362	41,967	38,926	38,926	246
301 TIF Debt Service Fund	76,950	-	-	-	-	-
302 2000 Imp Debt Fund	54,816	48,013	20,524	-	-	-
303 2002 Imp Debt Fund	52,749	41,424	35,459	32,026	32,026	125
304 2003 Imp Debt Fund	75,041	64,834	59,143	50,411	50,411	843
401 Street Improvement Fund	18,902	14,760	10,331	8,000	8,000	1,280
402 General Capital Impr. Fund	8,330	4,320	2,184	2,000	2,000	275
403 Storm Water Impr. Fund	58,670	6,048	4,473	4,000	4,000	564
404 Park Improvement Fund	2,834	108,725	3,946	3,000	3,000	478
405 TIF Project Fund	169,990	162,370	165,052	140,000	140,000	1,716
407 Sewer Improvement Fund	8,003	11,277	81,628	7,000	7,000	1,361
409 Water Utility Fund	2,201	-	-	-	-	-
601 Sewer Utility Fund	236,090	229,104	234,715	245,000	245,000	20,393
602 Storm Water Utility Fund	-	69,192	49,142	51,000	51,000	5,674
Revenue Before Transfers	831,245	827,502	736,274	604,063	604,063	33,126
Transfers	-	-	291,329	600,000	600,000	-
Total Revenues	831,245	827,502	1,027,603	1,204,063	1,204,063	33,126
Total Expenditures	5,160	4,329	3,616	3,250	3,250	210
201 Community Events Fund	5,160	4,329	3,616	3,250	3,250	210
202 Communications Fund	25,576	15,374	29,278	25,821	25,821	7,902
203 Recycling Fund	29,018	23,391	32,079	34,298	34,298	3,136
301 TIF Debt Service Fund	-	-	-	-	-	-
302 2000 Imp. Debt Fund	122,186	122,080	455,481	-	-	-
303 2002 Imp. Debt Fund	149,356	150,256	145,798	146,163	146,163	133,926
304 2003 Imp. Debt Fund	120,646	118,608	116,350	114,011	114,011	104,759
401 Street Improvement Fund	-	69,213	12,189	-	-	-
402 General Capital Impr. Fund	9,657	90,000	-	31,000	-	-
403 Storm Water Impr. Fund	43,367	32,316	-	-	-	-
404 Park Improvement Fund	117,670	81,110	6,735	54,000	-	-
405 TIF Project Fund	713	738	747	-	-	-
407 Sewer Improvement Fund	-	-	-	-	-	-
601 Sewer Utility Fund	233,999	212,687	228,570	247,051	247,051	34,723
602 Storm Water Utility Fund	-	36,424	43,293	53,405	53,405	1,231
Expenditures Before Transfers	857,349	956,526	1,074,136	708,999	708,999	285,888
Transfers	-	-	260,329	600,000	600,000	-
Total Expenditures	857,349	956,526	1,334,466	1,308,999	1,308,999	285,888
Surplus/(deficit)	(26,103)	(129,025)	(306,862)	(104,936)	(104,936)	(252,762)

Community Events Fund 201

DEPT. 45600	2007	2008	2009	2010	As of Feb 28	2011
	Actual	Actual	Actual	Adopted	2010	Proposed
BEGINNING BALANCE	5,573	4,407	3,721	4,979	4,979	4,429
REVENUES:						
34785 Fun Run / Walk	9	-	-	100	-	-
34786 Winter Event	798	609	396	100	33	-
34787 Garage Sale	50	50	50	50	-	-
34788 Day in the Park	1,595	1,683	1,904	1,400	-	-
34789 Music under the trees	34	-	448	-	-	-
34790 Other Events - March Dance	-	-	-	-	-	-
34791 Pop Sales	-	-	-	-	-	-
34792 T-Shirt Sales	210	150	330	100	-	-
34795 Halloween Donations	779	779	825	700	-	-
36211 Investment Interest	199	129	121	100	16	-
36230 Donations	-	-	30	-	-	-
36255 Misc.	319	293	769	150	23	-
Total Revenues	3,994	3,642	4,874	2,700	72	
EXPENDITURES:						
201 General Supplies	5	-	-	-	-	-
202 Permanent Supplies	176	43	100	-	-	-
369 Music Under the Trees	252	535	200	600	-	-
370 Other Events - March Dance	-	-	-	-	-	-
373 T-Shirts	2,201	353	-	-	-	-
375 Winter Event	857	1,011	192	250	181	-
376 Garage Sale	-	34	-	-	-	-
377 Day in the Park	1,112	1,500	1,800	1,400	-	-
378 Night Out	99	103	119	150	-	-
379 Halloween Event	252	496	518	450	7	-
380 Fun Run / Walk	-	-	-	100	-	-
437 Sales Tax	-	-	-	-	-	-
430 Misc.	-	-	491	-	-	-
440 Meeting Expenses	212	254	191	300	21	-
Total Expenditures	5,160	4,329	3,616	3,250	210	
Fund Balance Gain/Loss	(1,166)	(686)	1,258	(550)	(137)	
39200 Transfers In	-	-	-	-	-	-
710 Transfers Out	-	-	-	-	-	-
Ending Fund Balance	4,407	3,721	4,979	4,429	4,841	

Communications Fund 202

DEPT. 49500	2007	2008	2009	2010	2010	2011
	Actual	Actual	Actual	Adopted	As of Feb 28	Proposed
BEGINNING BALANCE	36,227	32,251	39,308	32,867	32,867	27,046
REVENUES:						
36253 Franchise Fees	19,987	21,278	21,632	19,000	-	-
36250 Refunds & Reimbursements	-	-	262	-	-	-
36211 Investment Interest	1,613	1,153	942	1,000	99	-
33600 Grants	-	-	-	-	-	-
Total Revenues	21,600	22,431	22,837	20,000	99	99
EXPENDITURES:						
101 Reg. Full Time Employees	14,815	6,230	6,308	10,924	1,563	-
121 PERA Contributions	865	473	426	765	115	-
122 FICA Contributions	1,098	593	510	836	132	-
131 Group Insurance	1,193	618	576	1,313	170	-
151 Workers Comp	-	-	27	83	-	-
Personnel costs	17,971	7,913	7,847	13,921	1,980	1,980
201 General Supplies	-	-	5	-	-	-
202 Permanent Supplies	-	-	-	-	-	-
307 Web Hosting	420	444	444	600	444	-
327 Other Service	2,410	1,993	3,501	2,800	-	-
329 Cable Franchise Fee	4,774	5,023	5,069	5,200	5,214	-
530 Furniture and Equipment	-	-	12,411	3,300	264	-
Operating Costs	7,604	7,460	21,431	11,900	5,922	5,922
Total Expenditures	25,576	15,374	29,278	25,821	7,902	7,902
Fund Balance Gain/Loss	(3,976)	7,057	(6,441)	(5,821)	(7,803)	(7,803)
39200 Transfers In	-	-	-	-	-	-
710 Transfers Out	-	-	-	-	-	-
Ending Fund Balance	32,251	39,308	32,867	27,046	25,064	25,064

Recycling Fund 203

DEPT. 50000	2007	2008	2009	2010	2010	2011
	Actual	Actual	Actual	Adopted	As of Feb 21	Proposed
BEGINNING BALANCE	39,791	51,847	69,818	79,706	79,706	84,334
REVENUES:						
Recycling Fee	34,734	34,698	35,215	33,000	-	-
Penalties & Interest	-	71	62	-	-	-
SCORE Grant	4,378	4,758	4,866	4,926	-	-
Investment Interest	1,898	1,811	1,824	1,000	246	-
Other	64	24	-	-	-	-
Total Revenues	41,074	41,362	41,967	38,926	246	246
EXPENDITURES:						
Reg. FT Employees	8,664	3,545	2,949	5,718	836	
PERA Contributions	495	283	201	400	60	
FICA Contributions	647	356	244	437	71	
Group Insurance	626	362	256	750	82	
Workers Comp	-	-	8	43	-	
Personnel costs	10,432	4,546	3,658	7,348	1,050	
Permanent Supplies	500	-	-	100	-	
Other Service	339	339	339	350	-	
Recycling Contract	17,747	18,506	28,082	26,500	2,086	
Operating Costs	18,586	18,845	28,421	26,950	2,086	
Total Expenditures	29,018	23,391	32,079	34,298	3,136	
Fund Balance Gain/Loss	12,056	17,971	9,888	4,628	(2,890)	
Transfers In	-	-	-	-	-	
Transfers Out	-	-	-	-	-	
Ending Fund Balance	51,847	69,818	79,706	84,334	76,816	

39200 710

389 327 202

151 131 122 121 101

36255 36211 33622 36102 36100

2002 Improvements Debt Service Fund 303

DEPT. 47300		2007	2008	2009	2010	2010	2011
BEGINNING BALANCE		Actual	Actual	Actual	Adopted	As of Feb 28	Proposed
REVENUES:		438,324	391,717	282,886	172,547	172,547	38,746
36102	Penalties & Interest	5,484	7,839	6,587	5,000	-	-
36211	Investment Interest	16,869	8,670	4,063	5,000	125	-
36100	Special Assessments	30,396	24,916	24,809	22,026	-	-
Total Revenue		52,749	41,424	35,459	32,026	125	-
EXPENDITURES:		110,000	115,000	115,000	120,000	120,000	120,000
601	Bond Principal	110,000	115,000	115,000	120,000	120,000	120,000
611	Bond Interest	38,690	34,609	30,153	25,363	13,926	13,926
621	File Maintenance Charges	666	647	645	800	-	-
Total Expenditures		149,356	150,256	145,798	146,163	133,926	133,926
Fund Balance Gain/Loss		(96,607)	(108,831)	(110,338)	(114,137)	(133,802)	-
39200	Transfers In	50,000	-	-	400,000	-	-
710	Transfers Out	-	-	-	-	-	-
Ending Fund Balance		391,717	282,886	172,547	458,410	38,746	-

2003 Improvements Debt Service Fund 304

		DEPT. 47400				
		2007	2008	2009	2010	2010
		Actual	Actual	Actual	Adopted	As of Feb 28
		473,681	478,075	424,300	367,093	367,093
		2011	Proposed	263,177		
REVENUES:						
36102	Penalties & Interest	10,745	12,852	10,458	8,000	-
36211	Investment Interest	20,243	12,784	8,690	8,000	843
36100	Special Assessments	44,053	39,197	39,995	34,411	-
Total Revenues		75,041	64,834	59,143	50,411	843
EXPENDITURES:						
601	Bond Principal	95,000	95,000	95,000	95,000	95,000
611	Bond Interest	24,980	22,961	20,705	18,211	9,759
621	File Maintenance Charges	666	647	645	800	-
Total Expenditures		120,646	118,608	116,350	114,011	104,759
39200	Fund Balance Gain/Loss	(45,606)	(53,775)	(57,207)	(63,600)	(103,916)
	Transfers In	50,000	-	-	200,000	-
710	Transfers Out	-	-	-	-	-
Ending Fund Balance		478,075	424,300	367,093	503,493	263,177

Street Improvement Fund 401

DEPT. 48401	2007	2008	2009	2010	2010	2011
BEGINNING BALANCE	Actual	Actual	Actual	Adopted	As of Feb 28	Proposed
	355,889	454,662	400,208	398,350	398,350	406,350
REVENUES:						
Investment Interest	18,902	14,243	10,232	8,000	1,280	
Miscellaneous Revenue	-	517	99	-	-	-
Penalties & Interest	-	-	-	-	-	-
Special Assessments	-	-	-	-	-	-
Total Revenue	18,902	14,760	10,331	8,000	1,280	
EXPENDITURES:						
Street Repair	-	49,712	4,320	-	-	-
Street Reconstruction	-	-	-	-	-	-
Streetscaping	-	-	-	-	-	-
Engineering	-	19,502	7,869	-	-	-
Trees	-	-	-	-	-	-
Total Expenditures	-	69,213	12,189	-	-	-
Fund Balance Gain/Loss	18,902	(54,454)	(1,858)	8,000	1,280	
Transfers In	79,871	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Ending Fund Balance	454,662	400,208	398,350	406,350	399,631	

39200
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36102
36200
36211

General Capital Improvement Fund 402

DEPT. 48000	2007	2008	2009	2010	2010	2011
BEGINNING BALANCE	Actual	Actual	Actual	Adopted	As of Feb 28	Proposed
	170,308	168,981	83,301	85,485	85,485	56,485
REVENUES:						
Investment Interest	8,330	4,320	2,184	2,000	2,000	275
Depreciation	-	-	-	-	-	-
Other	-	-	-	-	-	-
Total Revenue	8,330	4,320	2,184	2,000	2,000	275
EXPENDITURES:						
Land	-	-	-	-	-	-
Buildings	9,657	-	-	1,000	-	-
City Garage	-	-	-	-	-	-
Warming House	-	-	-	-	-	-
Furniture & Equipment	-	-	-	-	-	-
Office Equipment	-	-	-	-	-	-
Copier	-	-	-	-	-	-
HVAC	-	-	-	-	-	-
Computers	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Tractor	-	-	-	30,000	-	-
Other Improvements	-	-	-	-	-	-
Vehicle	-	-	-	-	-	-
Truck	-	-	-	-	-	-
Total Expenditures	9,657	-	-	31,000	-	-
Fund Balance Gain/Loss	(1,327)	4,320	2,184	(29,000)	275	-
Transfers In	-	-	-	-	-	-
Transfers Out	-	90,000	-	-	-	-
Ending Fund Balance	168,981	83,301	85,485	56,485	85,760	-

39200 710

36211 39999

Storm Sewer Improvement Fund 403

DEPT. 48403	2007	2008	2009	2010	2010	2011
	Actual	Actual	Actual	Adopted	As of Feb 28	Proposed
BEGINNING BALANCE	181,946	197,249	170,981	175,454	175,454	179,454
REVENUES:						
Storm Sewer Fee	49,668					
Investment Interest	9,002	6,048	4,473	4,000	564	
Other						
Total Revenues	58,670	6,048	4,473	4,000	564	
EXPENDITURES:						
Reg. FT Employees	30,557					
On-Call Pay						
PERA Contributions	1,683					
FICA Contributions	2,112					
Group Insurance	2,584					
Workers Compensation						
Personnel Costs	36,935					
Engineering	6,303	11,816				
Other Services	129					
Misc		500				
Contingency Funds						
Storm System Repairs						
Operating Costs	6,432	12,316				
Total Expenditures	43,367	12,316				
Fund Balance Gain/Loss	15,303	(6,268)	4,473	4,000	564	
Transfers In						
Transfers Out		20,000				
Ending Fund Balance	197,249	170,981	175,454	179,454	176,017	

39200 710

304 442 444 554

37300 36211 39999

Park Improvement Fund 404

DEPT. 48404	2007	2008	2009	2010	2010	2011
BEGINNING BALANCE	Actual	Actual	Actual	Adopted	As of Feb 28	Proposed
REVENUES:	44,059	123,844	151,458	148,669	148,669	97,669
33130 Grants	-	-	-	-	-	-
36230 Donations	-	-	-	-	-	-
36211 Investment Interest	2,834	4,065	3,946	3,000	3,000	478
Total Revenues	2,834	4,065	3,946	3,000	3,000	478
EXPENDITURES:						
304 Engineering	10,716	17,718	382	-	-	-
510 Land	-	-	-	-	-	-
524 Picnic Shelter	-	-	-	-	-	-
525 Playground	151	-	-	35,000	-	-
526 Park Path	-	-	-	-	-	-
527 Gen. Park Improvements	1,369	63,392	6,353	19,000	-	-
528 Court Improvements	105,434	-	-	-	-	-
Total Expenditures	117,670	81,110	6,735	54,000	54,000	-
Fund Balance Gain/Loss	(114,836)	(77,046)	(2,789)	(51,000)	478	-
39200 Transfers In	194,621	104,660	-	-	-	-
710 Transfers Out	-	-	-	-	-	-
Ending Fund Balance	123,844	151,458	148,669	97,669	149,147	-

TIF Project Fund 405

DEPT. 48500	2007	2008	2009	2010	2010	2011
	Actual	Actual	Actual	Adopted	As of Feb 28	Proposed
BEGINNING BALANCE	448,440	468,208	629,840	533,815	533,815	73,815
REVENUES:						
36211 Investment Interest	19,927	17,471	15,800	5,000	1,716	
31050 Tax Increment	148,354	137,953	141,815	135,000		
31051 Delinquent Tax Increment	855	1,959	1,879			
33406 TIF Mkt Value Homestead Crdt	855	4,987	5,558			
Total Revenues	169,990	162,370	165,052	140,000	1,716	
EXPENDITURES:						
101 FT Employees	-	-	-	-	-	-
121 PERA Contribution	-	-	-	-	-	-
122 FICA Contribution	-	-	-	-	-	-
131 Group Insurance	-	-	-	-	-	-
133 Life Insurance	-	-	-	-	-	-
Total Personnel Costs	-	-	-	-	-	-
304 Engineering	-	-	-	-	-	-
305 Legal Fees	-	-	-	-	-	-
327 Other Services	713	738	747	-	-	-
325 Other Imp. (Larpeneur)	-	-	-	-	-	-
General Operating Costs	713	738	747	-	-	-
Total Expenditures	713	738	747	-	-	-
Fund Balance Gain/Loss	169,278	161,632	164,304	140,000	1,716	
39200 Transfers In	5,203	-	-	-	-	
710 Transfers Out	154,713	-	260,329	600,000	260,329	
Ending Fund Balance	468,208	629,840	533,815	73,815	275,201	

Sewer Improvement Fund 407

DEPT. 48407	2007	2008	2009	2010	2010	2010	2011
	Actual	Actual	Actual	Adopted	As of Feb 28	Proposed	
BEGINNING BALANCE	87,182	330,380	341,656	423,284	423,284	430,284	
REVENUES:							
Investment Interest	8,003	11,277	9,128	7,000	1,361	-	36211
Special Assessments	-	-	-	-	-	-	36100
Sewer Connections	-	-	72,500	-	-	-	37240
Total Revenues	8,003	11,277	81,628	7,000	1,361		
EXPENDITURES:							
Engineering	-	-	-	-	-	-	304
Other	-	-	-	-	-	-	544
Total Expenditures	-	-	-	-	-		
Fund Balance Gain/Loss	8,003	11,277	81,628	7,000	1,361		
Transfers In	235,195	-	-	-	-	-	39200
Transfers Out	-	-	-	-	-	-	710
Ending Fund Balance	330,380	341,656	423,284	430,284	424,645		

Sanitary Sewer Enterprise Fund 601

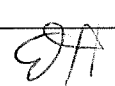
DEPT. 49000	2007	2008	2009	2010	2010	2011
	Actual	Actual	Actual	Adopted	As of Feb 28	Proposed
BEGINNING BALANCE	407,688	174,584	191,001	197,146	195,095	195,095
REVENUES:						
37210 Sewer Charges	223,878	224,682	226,671	242,000	19,820	
36211 Investment Interest	12,212	4,422	4,369	3,000	574	
36250 Refunds/Reimbursements	-	-	-	-	-	
37230 Penalties	-	-	-	-	-	
36255 Miscellaneous	-	-	-	-	-	
37240 Sewer Connections	-	-	3,675	-	-	
39101 Sale of Assets	-	-	-	-	-	
Total Revenues	236,090	229,104	234,715	245,000	20,393	
EXPENDITURES:						
101 Reg. FT Employees	42,136	17,451	22,169	23,465	(2,178)	
102 On-Call Pay	15,053	11,822	13,193	13,000	1,773	
121 PERA Contributions	3,287	1,981	2,286	2,553	377	
122 FICA Contributions	4,110	2,469	2,683	2,790	425	
131 Group Insurance	5,116	2,536	3,577	3,000	522	
151 Worker's Comp.	3,955	858	1,932	877	39	
Personnel Costs	73,657	37,117	45,841	45,685	958	
201 General Supplies	-	-	-	-	-	
212 Motor Fuels	450	394	369	500	40	
227 Tools & Equipment	-	289	-	300	-	
228 Misc. Repairs/Maint/Supply	-	-	-	250	-	
301 Auditing	2,716	1,350	1,613	1,700	250	
304 Engineering	7,711	2,997	3,211	3,000	-	
308 Training/Conferences	580	560	300	600	-	
315 Sewer Jetting	42	1,444	-	1,500	-	
316 Sewer Televising	-	11,018	-	-	-	
327 Other Services	8,541	6,040	11,408	5,000	174	
331 Travel Expenses	49	-	119	200	-	
361 General Liability	3,699	1,520	1,539	1,700	-	
382 Water	62	66	69	75	-	
387 Met Council Sewer Charges	100,641	115,587	128,590	147,000	33,153	
391 Telephones/Pagers	459	228	263	250	18	
402 City Truck Repair/Maint.	-	-	333	-	-	
425 Clothing	1,460	786	933	1,000	131	
442 Misc.	641	-	23	-	-	
444 Contingency Funds	-	-	-	-	-	
501 Depreciation	33,291	33,291	33,959	33,291	-	
540 Machinery & Equipment	-	-	-	-	-	
554 System Repairs (I/I)	-	-	-	5,000	-	
Operating Costs	160,342	175,570	182,730	201,366	33,765	
Total Expenses	233,999	212,687	228,570	247,051	34,723	
Fund Balance Gain/Loss	2,091	16,417	6,144	(2,051)	(14,330)	
Transfers In	-	-	-	-	-	
Transfers Out	235,195	-	-	-	-	
Ending Fund Balance	174,584	191,001	197,146	195,095	182,816	

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Storm Sewer Enterprise Fund 602

DEPT. 49100	2007	2008	2009	2010	2010	2011
	Actual	Actual	Actual	Adopted	As of Feb 28	Proposed
REVENUES:	(3,299)	(3,299)	29,468	35,317	35,317	32,912
Storm Sewer Fee	-	48,763	48,351	50,000	50,000	5,567
Investment Interest	-	429	791	1,000	1,000	107
Other	-	-	-	-	-	-
37300	-	-	-	-	-	-
36211	-	-	-	-	-	-
39999	-	-	-	-	-	-
Total Revenues	-	49,192	49,142	51,000	51,000	5,674
EXPENDITURES:						
Reg. FT Employees	-	16,112	19,898	23,465	23,465	(1,544)
On-Call Pay	-	3,792	2,768	5,000	5,000	682
PERA Contributions	-	1,318	1,431	1,993	1,993	301
FICA Contributions	-	1,644	1,693	2,178	2,178	338
Group Insurance	-	1,737	2,220	3,000	3,000	426
Workers Compensation	-	858	1,045	669	669	39
Personnel Costs	-	25,461	29,054	36,305	36,305	242
General Supplies	-	-	-	-	-	-
Motor Fuels	-	394	340	500	500	40
Tools & Equipment	-	51	-	100	100	-
Misc. Repairs/Maint/Supply	-	-	26	-	-	-
Auditing	-	1,350	1,613	1,700	1,700	250
Engineering	-	-	7,281	3,000	3,000	-
Training/Conferences	-	-	-	500	500	20
Other Services	-	5,759	1,454	7,000	7,000	31
Public Information Notice	-	80	-	-	-	-
General Liability	-	1,520	1,539	1,700	1,700	-
Telephone/Pagers	-	228	263	300	300	18
City Truck Repair/Maint.	-	-	333	-	-	-
Clothing	-	786	933	800	800	131
Dues & Subscriptions	-	875	375	500	500	500
Misc. (Public Education)	-	-	-	1,000	1,000	-
Contingency Funds	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-
Machinery & Equipment	-	-	-	-	-	-
Storm System Repairs	-	-	-	-	-	-
Operating Costs	-	10,963	14,238	17,100	17,100	989
Total Expenditures	-	36,424	43,293	53,405	53,405	1,231
Fund Balance Gain/Loss	-	12,768	5,849	(2,405)	(2,405)	4,443
Transfers In	-	20,000	-	-	-	-
Transfers Out	-	-	-	-	-	-
Ending Fund Balance	(3,299)	29,468	35,317	32,912	32,912	39,760
710	-	-	-	-	-	-
39200	-	-	-	-	-	-

LAUDERDALE COUNCIL ACTION FORM

Meeting Date	April 13, 2010	Item Number	8A - SWPPP Annual Rpt
		Staff Initial	
		APPROVED BY ADMINISTRATOR	

Action Requested	
Consent	<input type="checkbox"/>
Public Hearing	<input checked="" 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:

Annually, the City must present on its efforts to eliminate stormwater pollution through its Stormwater Pollution Prevention Program (SWPPP) and allow residents the opportunity to address the Council through a public hearing. This is our right to do that. Attached is a copy of the agenda I plan to follow. Additionally, you will find two articles explaining the acronym soup that is the current state of stormwater management. Finally, I have attached a copy of our 2008 SWPPP report. The 2009 report is due by the end of June 2010.

The City did a lot in 2009 to meet stormwater best management practices (BMPs) including adopting stormwater management and illicit discharge ordinances and preparing an Impaired Waters Review to determine which impaired water bodies the City contributes to (see attachment). Staff has also developed a system so that we meet our education requirements. Some of the BMPs the City committed to a number of years ago aren't feasible or possible. At some point in the next year or two we can expect a MPCA audit and I hope they are understanding of the situation. All of the MS4s are up for renewal in 2011 and hopefully we can make changes to the permit then.

The City's SWPPP is about 75 pages long. I did not include a copy in your packet. If you would like to have a copy, let me know. It is also available on the City's website.

OPTIONS:

STAFF RECOMMENDATION:

Take comments from residents. No further action required.

COUNCIL ACTION:

3. IDENTIFY IMPAIRED WATERS OF CONCERN

Based on known discharge locations from Lauderdale identified in the City's Local Surface Water Management Plan, drainage patterns in Lauderdale follow two general directions: north through Walsh Lake into Roseville and south into the Minneapolis storm tunnel system (see Map 2). Drainage to the north discharges into Walsh Lake and is routed from this lake through lift stations/forcemain, gravity storm sewer, and open ditches through Roseville, into New Brighton and Pike and Long Lakes, which are both identified as impaired waters within 5 miles of Lauderdale. These drainage patterns were confirmed by the storm sewer system maps in the Roseville and New Brighton Comprehensive Plans. From Long Lake, flows enter Rice Creek, ultimately discharging into the Mississippi River. Both Rice Creek and the Mississippi River are identified as impaired; however, they are not within 5 miles of Lauderdale and are therefore not reviewed in this Report.

The majority of Lauderdale discharges out of the south end of the City, into the Minneapolis storm tunnel system, which ultimately discharges directly into an impaired stretch of the Mississippi River, between the Lower St. Anthony Falls and Lock and Dam #1. This impaired stretch of the Mississippi River is within 5 miles of Lauderdale.

Based on the evaluation performed as part of this impaired waters review process, stormwater runoff from Lauderdale discharges to three impaired waterbodies within 5 miles of the City: Pike Lake, Long Lake, and the Mississippi River. These three waters are hereafter identified in this Report as "impaired waters of concern". Map 1 identifies the locations of the impaired waters of concern in relation to Lauderdale, and can be found in Appendix B at the back of this report. In accordance with the 2008 303(d) list, Table 1 identifies the impairments for Pike Lake, Long Lake, and the Mississippi River.

Table 1 – Impaired Waters of Concern Receiving Discharge from Lauderdale

Impaired Water ¹	Waterbody ID	Year Listed	Affected Use	Pollutant or Stressor	TMDL Target Start	TMDL Target Completion
Long Lake	62-0067-00	2002	Aquatic recreation	Nutrient/ Eutrophication	2010	2014
			Aquatic consumption	Mercury in fish tissue ²	Approved in 2008: TMDL EPA ID#32414	
Pike Lake	62-0069-00	2002	Aquatic recreation	Nutrient/ Eutrophication	2010	2014
			Aquatic recreation	Mercury in fish tissue ²	Approved in 2008: TMDL EPA ID#32414	
Mississippi River – Lower St. Anthony Falls to Lock & Dam #1	07010206-503	2002	Aquatic recreation	Mercury in fish tissue ²	2008	2011
			Aquatic consumption	Fecal coliform	2008	2011

¹Impaired waters within 5 miles of Lauderdale

²Statewide mercury TMDL was completed and approved in March 2007

The City of Lauderdale

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**LAUDERDALE ANNUAL STORM WATER MEETING
APRIL 13, 2010 AGENDA**

WELCOME

SUMMARIES

1. NPDES MS4 Phase II Permit Overview
2. Storm Water Pollution Prevention Plan (SWPPP) Overview
3. Status of Compliance with the Permit Conditions – Annual Report
4. Appropriateness of the Best Management Practices (BMP's) in the SWPPP
5. Progress in Achieving Measurable Goals

OPEN FORUM FOR PUBLIC COMMENT

1. SWPPP Annual Report
2. Adequacy of the SWPPP

ATTACHMENTS:

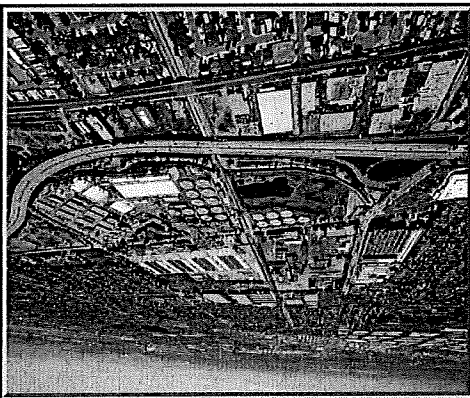
1. EPA's Stormwater Phase II Final Rule: Small MS4 Stormwater Program Overview
2. MPCA: Stormwater Program for Municipal Separate Storm Sewer Systems (MS4) Overview
3. 2008 MS4 Annual Report
4. SWPPP/Best Management Practices available for viewing (online)

Stormwater Discharges From Municipal Separate Storm Sewer Systems (MS4s)

OVERVIEW

Polluted stormwater runoff is commonly transported through Municipal Separate Storm Sewer Systems (MS4s), from which it is often discharged untreated into local waterbodies. To prevent harmful pollutants from being washed or dumped into an MS4, operators must obtain a NPDES permit and develop a stormwater management program.

- Phase I, issued in 1990, requires *medium* and *large* cities or certain counties with populations of 100,000 or more to obtain NPDES permit coverage for their stormwater discharges.
- Phase II, issued in 1999, requires regulated small MS4s in urbanized areas, as well as small MS4s outside the urbanized areas that are designated by the permitting authority, to obtain NPDES permit coverage for their stormwater discharges.



Generally, Phase I MS4s are covered by individual permits and Phase II MS4s are covered by a general permit. Each regulated MS4 is required to develop and implement a stormwater management program (SWMP) to reduce the contamination of stormwater runoff and prohibit illicit discharges.

WHAT IS AN MS4?

An MS4 is a conveyance or system of conveyances that is:

- Owned by a state, city, town, village, or other public entity that discharges to waters of the U.S.;
- Designed or used to collect or convey stormwater (including storm drains, pipes, ditches, etc.);
- Not a combined sewer; and
- Not part of a Publicly Owned Treatment Works (sewage treatment plant).

Municipal Stormwater Program

An Overview

Minnesota
Pollution
Control
Agency



wq-sw1-04 • April 2008

sely for stormwater, and which are not part of a publicly owned wastewater treatment system. Examples of stormwater infrastructure include curbs, ditches, culverts, stormwater ponds and storm sewer pipes. Common owners or operators of MS4s include cities, townships and public institutions.

The MS4 general permit focuses on reducing the pollution that enters these public systems and discharges to wetlands, streams and lakes ("waters of the state").

Owners and operators of MS4s which are required to get a permit are created in one of three ways: By federal rule, 40 CFR § 122.34 (a) and (b) (the Clean Water Act), state rule (Minnesota Rules Chapter 7090), or by public petition to the Minnesota Pollution Control Agency.

By federal rule, stormwater systems in urban areas are labeled Mandatory MS4s. In addition to these, Minnesota added other stormwater systems (Designated MS4s) to the list. These MS4s are only added if the stormwater system is located in an urban area that meets the criteria established in the State Rule for population and discharge points.

The number of MS4s in Minnesota is growing as urban areas expand. As of April 2008, there were 243 MS4s in Minnesota.

Public Process

After a term of five years, the MS4 general permit is improved and revised, if necessary, and re-issued. Public comment

The Municipal Separate Storm Sewer System (MS4) general permit is mandated by the federal regulations under the Clean Water Act and administered by the Minnesota Pollution Control Agency.

The MS4 permitting program gives owners or operators of municipal separate storm sewer systems approval to discharge stormwater to lakes, rivers and wetlands in Minnesota.

Environmental harm

Urban stormwater frequently contains litter, oil, chemicals, toxic metals, bacteria, and excess nutrients, like nitrogen and phosphorus. Polluted stormwater contributes to swimming-beach closings, fish-eating advisories, excess algae growth and poor water clarity in urban water resources, especially lakes.

In addition to human effects, poorly managed urban stormwater can drastically alter the natural flow and infiltration of water, scour stream banks and harm or eliminate aquatic organisms and ecosystems.

The primary goal of the MS4 general permit is to improve water quality by reducing pollutants in stormwater discharges. Specifically, the program aims to ensure proper management of stormwater discharges into waters of the state.

Defining MS4s

In general terms, MS4s are publicly owned or operated stormwater infrastructure, used

is encouraged before the re-issuance of new MS4 general permits and before the creation of new MS4s. In addition, the public is asked each year to share its opinion on plans the owner or operator of their local MS4 has made to manage stormwater. These opinions are shared at local meetings required by the permit.

Requirements of the MS4 General Permit

All owners or operators of MS4s are required to satisfy the requirements of the MS4 general permit; Minneapolis and St. Paul are required to meet customized individual permits, which are similar but which contain additional requirements.

Basically, the MS4 general permit requires the MS4 operator or owner to create a Stormwater Pollution Prevention Program with six important components:

1. Public education and outreach, which includes teaching citizens about better stormwater management

2. Public participation: Include citizens in solving stormwater pollution problems. This includes a required public annual meeting and an annual report.
3. A plan to detect and eliminate illicit discharges to the stormwater system (like chemical dumping and wastewater connections)

4. Construction-site runoff controls
5. Post-construction runoff controls
6. Pollution prevention and municipal "good housekeeping" measures, like covering salt piles and street-sweeping.

Reducing Stormwater Pollution

The MS4 general permit is a requirement, but also a tool in the hands of city, township and county officials who want to improve the quality of lakes and rivers that receive their stormwater discharges. MS4 administrators have can improve the quality of life for their citizens by protecting and restoring local water quality.

Citizens served by an MS4 are invited to encourage the owner or operator (normally their city, township or county) to tackle stormwater pollution problems, but the responsibility for water quality is not left in the hands of public officials.

Public and private spaces contribute to urban stormwater pollution. While MS4 administrators control the public sources of stormwater pollution, it's ultimately in the hands of private citizens to change the way they do small things that will have a dramatic effect on the quality of their favorite fishing spot or swimming beach.

Simple Steps for Better Water Quality

You can make simple changes to reduce stormwater pollution and improve the quality of your local lake or river by following these tips:

- Fertilize established lawns with phosphorus-free fertilizer and don't overspray fertilizer into the street.
- Rake leaves and sweep grass clippings away from curbs. Clean curbs mean clean water.
- When you wash your car or truck, direct water onto your lawn to soak up soap.
- Find attractive alternatives to large, impervious driveways and sidewalks.
- Direct your home's gutters onto your lawn. Water that doesn't make it to the curb can't carry pollutants to lakes and streams.

Detailed Information

For more detailed information about the MS4 general permit or for further information about reducing stormwater pollution, please visit the MPCA stormwater program Web site: www.pca.state.mn.us/stormwater

ANNUAL REPORT for 2008

MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4s)

Reporting period January 1, 2008 to December 31, 2008

Due June 30, 2009

USE OF THIS FORM IS MANDATORY By completing this Annual Report form, you are providing the Minnesota Pollution Control Agency (MPCA) with a summary of your status of compliance with permit conditions, including an assessment of the appropriateness of your identified best management practices (BMPs) and progress towards achieving your identified measurable goals for each of the minimum control measures as required by the MS4 Permit. If an MS4 determines that program status or compliance with the permit can not be adequately reflected within the structure of this form additional explanation and/or information may be referenced in an attachment. This form has significant limitations and provides only a snap shot of MS4 compliance with the conditions in the Permit. After reviewing the information MPCA staff may need to contact the MS4 to clarify or seek additional information. MPCA enforcement policy is to provide the opportunity to respond to any alleged violations before any enforcement action is taken.

Submit your annual report by June 30, 2009 to:

Minnesota Pollution Control Agency
Municipal Division
520 Lafayette Road North
St. Paul, MN 55155-4194

This Annual Report may be submitted electronically via email to the MPCA MS4 Program mailbox: ms4permit@pca.state.mn.us. If submitting electronically, this form must be sent via email from the person that is duly authorized to sign this form under the Owner/Operator Certification section. A confirmation email will be sent in response to electronic submissions. If you would like to obtain an electronic copy of the MS4 Annual Report for 2008 form, please visit: www.pca.state.mn.us/water/stormwater/stormwater-ms4.html.

If you have further questions, please contact one of these MPCA staff members (call toll-free 800-657-3864). Note new numbers effective November 2008:

- Keith Cherryholmes 651-757-2270
- Joyce Cieluch 218-846-7387
- Scott Fox 651-757-2368
- Amy Garcia 651-757-2377

Lauderdale City MS4

Name of MS4

Heather Butkowski

Name of Contact Person

651-792-7657

Telephone (including area code)

Email Address

heather.butkowski@ci.lauderdale.mn.us

1891 Walnut Street

Mailing Address

Lauderdale

City

State

MN

ZIP code

55113

Minimum Control Measure 1: Public Education and Outreach [V.G.1]

A. The permit requires each MS4 to implement a public education program to distribute educational materials to the community or conduct equivalent outreach activities about the impacts of stormwater discharges on water bodies and steps that the public can take to reduce pollutants in stormwater runoff. [Part V.G.1.a] **NOTE:** Please indicate which of the following distribution methods you used during the 2008 calendar year. Indicate the number distributed in the spaces provided (enter "0" if the method was not used or "NA" if the data does not exist):

Media type	Number of media	Number of times published	Circulation/Audience
Example: Brochures:	3 different brochures	published 5 times	about 10,000
Brochures:	5 items produced by the watershed districts	NA	50
Newsletter:	4 articles	1 time each	1,250 mailed quarterly
Posters:	1 calendar produced by Rice Creek WD	NA	50
Newspaper articles:	1 public notice	1	15,333
Utility bill inserts:	0	0	0
Radio ads:	As a member of MN Water: Let's Keep It Clean Program	NA	NA
Television ads:	As a member of MN Water: Let's Keep It Clean Program	NA	NA
Cable Access Channel:	2	daily	community of 2,300 people
Other:			

If you use a stormwater Web site as a tool to distribute stormwater educational materials:
 What is the URL: www.ci.lauderdale.mn.us
 How many hits to the stormwater page during 2008: unknown
 Did you hold stormwater related events, presentations to schools or other such activities Yes No
 If yes, please describe: NA

B. What stage of development would you assign to each area of your stormwater education program? (If there are multiple components for a Minimum Control Measure (MCM) check the one box that most accurately reflects the overall stage for that MCM). You may include an attachment if further explanation is desired.

MCM 1: Not started Research Development Early Implementation Program in place
 MCM 2: Not started Research Development Early Implementation Program in place
 MCM 3: Not started Research Development Early Implementation Program in place
 MCM 4: Not started Research Development Early Implementation Program in place
 MCM 5: Not started Research Development Early Implementation Program in place
 MCM 6: Not started Research Development Early Implementation Program in place

C. Have you developed partnerships with other MS4s, watershed districts, local or state governments, educational institutions, etc. to assist you in fulfilling the requirements for Minimum Control Measure 1?
 Yes No

D. List those entities with which you have a partnership to meet the requirements of this MCM and describe the nature of the agreement(s) (list if level of effort exceeded 10 hours): Member of MN Water: Let's Keep It Clean. City provides financial assistance in exchange for public education assistance. Additionally, Rice Creek Watershed District provides us pertinent information to publish in our newsletter.

Minimum Control Measure 2: Public Participation/Involvement [V.G.2]

<p>A. Did you hold a public meeting to present accomplishments for calendar year 2008 and to discuss your Stormwater Pollution Prevention Program (SWPPP)? [Part V.G.1.e.] If no, explain: _____</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>B. What was the date of the public meeting? March 11, 2008</p>	
<p>C. How many citizens attended specifically for stormwater (excluding board/council members and staff/hired consultants)? 0 citizens</p>		<p>D. Was the public meeting a stand-alone meeting for stormwater or was it combined with some other function such as a City Council meeting?</p> <p><input type="checkbox"/> Stand-alone <input checked="" type="checkbox"/> Combined</p>	
<p>E. Each MS4 must receive and consider input from the public prior to submittal of your annual report. Did you receive written and/or oral input on your SWPPP? [Part V.G.2.b.1-3].</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>F. Have you revised your SWPPP in response to comments received from the public in calendar year 2008 or early 2009 (if meeting held in 2009)? [Part V.G.2.c.] If yes, describe. Attach a separate sheet if necessary: _____</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>Minimum Control Measure 3: Illicit Discharge Detection and Elimination [V.G.3]</p>			
<p>The permit requires MS4s to develop, implement and enforce a program to detect and eliminate illicit discharges as defined in 40 CFR 122.26(b)(2) in your SWPPP. You must also select and implement a program of appropriate BMPs and measurable goals for this minimum control measure.</p>			
<p>A. Have you completed a storm sewer system map in accordance with the requirements of the permit? (MPCA assumes that completed maps will still need updates and corrections as changes occur). If yes, describe the form in which the map is available: _____ <input type="checkbox"/> Hardcopy only <input checked="" type="checkbox"/> GIS system <input type="checkbox"/> CAD <input type="checkbox"/> Other system: _____</p> <p>If no, please explain: _____</p> <p>NOTE: The storm sewer system map was to be completed by June 30, 2008. [Part V.G.3.a.]</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>B. Has an ordinance or other regulatory mechanism been adopted to prohibit illicit discharges or other non-stormwater discharges from entering your system? Provide the date for the most relevant part of the regulatory mechanism that was adopted or estimated date of adoption: May 26, 2009</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>C. Have you completed the tasks associated with the schedule listed on BMP Summary Sheet 3c-1 in your program for illicit discharge detection and elimination? (attach additional information if needed)</p> <p>Indicate the status of development for tasks associated with BMP Summary Sheet 3c-1: <input type="checkbox"/> Not started <input type="checkbox"/> Research <input checked="" type="checkbox"/> Development <input type="checkbox"/> Implementation <input type="checkbox"/> Program in place</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>D. Have you completed the tasks associated with the schedule listed on BMP Summary Sheet 3d-1 for your Public and Employee Illicit Discharge Information Program?</p> <p>Indicate the status of development for tasks associated with BMP Summary Sheet 3d-1: <input type="checkbox"/> Not started <input type="checkbox"/> Research <input checked="" type="checkbox"/> Development <input type="checkbox"/> Implementation <input type="checkbox"/> Program in place</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Minimum Control Measure 4: Construction Site Stormwater Runoff Control [V.G.4]</p>			
<p>The permit requires that each MS4 develop, implement, and enforce a program to reduce pollutants in any stormwater runoff to your small MS4 from construction activities within your jurisdiction that result in a land disturbance of equal to or greater than one acre, including the disturbance of less than one acre of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb one or more acres (include if your MS4 established a smaller site size). [Part V.G.4.]</p>			

<p>A. Have you adopted an ordinance or other regulatory mechanism that regulates stormwater runoff from construction activities that results in a land disturbance of greater than or equal to one acre and/or less than one acre that is part of a common plan of development or sale that will ultimately disturb one acre or more? NOTE: Your regulatory mechanism must be fully developed and implemented within six months from the extension of permit coverage.</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	
<p>B. A complete copy of your erosion and sediment control ordinance or other regulatory mechanism addressing the requirements of Part V.G.4 of the Permit must be submitted with this Annual Report. This documentation may be submitted in hard copy, as a separate electronic file, or electronically attached to this Annual Report. Have you submitted a copy of your erosion and sediment control ordinance or other regulatory mechanism?</p> <p>Check here if you have No Regulatory Authority <input type="checkbox"/></p>	<p>C. The following are among the criteria used to evaluate the effectiveness of this program. Which of the following BMP components and pollution prevention management measures have been incorporated into your regulatory mechanism? Check all that apply and include a citation for each checked measure outlining specifically where it can be located in the documents submitted with this Annual Report. If you are utilizing the "Other Regulatory Mechanism" option, please respond in the same manner and follow the above submittal procedures.</p> <p>BMP Component/P2 Measure</p> <p>Citation (Ordinance, Rule, Statute, Code, MOU, or other official agreement, page #, paragraph, line item, or other reference)</p>
<p><input checked="" type="checkbox"/> Temporary erosion controls</p> <p><input checked="" type="checkbox"/> Record keeping for rainfall and inspections</p> <p><input checked="" type="checkbox"/> Permanent erosion controls</p> <p><input checked="" type="checkbox"/> Waste controls for hazardous waste</p> <p><input checked="" type="checkbox"/> Waste controls for solid waste</p> <p><input checked="" type="checkbox"/> Dewatering and basin draining</p> <p><input checked="" type="checkbox"/> Regular inspections by site operators</p> <p><input checked="" type="checkbox"/> Site plan submittal including erosion and sediment control BMPs</p> <p><input checked="" type="checkbox"/> BMP maintenance</p> <p><input checked="" type="checkbox"/> Site plan review and approval prior to activity on site</p> <p><input checked="" type="checkbox"/> Permanent stormwater management facility approval</p> <p>Other: _____</p>	<p>D. Your ordinance or regulatory mechanism must include sanctions to ensure compliance and contain enforcement mechanisms. Which of the following enforcement mechanisms are contained in your ordinance or regulatory mechanism? Check all existing and added sanctions for 2008. Include with each checked measure a citation outlining where each mechanism can be located in the documents submitted with this Annual Report.</p> <p>Citation (Ordinance, Rule, Statute, Code, MOU, or other official agreement, page #, paragraph, line item, or other reference)</p>
<p><input checked="" type="checkbox"/> Stop-work orders</p> <p><input checked="" type="checkbox"/> Written warnings</p> <p><input type="checkbox"/> Verbal warnings</p>	<p>8-4-10-B</p> <p>8-4-10-A</p>

<input checked="" type="checkbox"/> Fines <input checked="" type="checkbox"/> Forfeit of security bond money <input type="checkbox"/> Withholding of certificate of occupancy <input checked="" type="checkbox"/> Other: <u>Misdemeanor</u>		8-4-10-F	8-4-10-F
E. Identify which of the following types of enforcement actions you used for construction activities during the reporting period, indicate the number of actions or note those for which you do not have authority:			
Number of actions		#no active construction	No Authority <input type="checkbox"/>
Notice of violation		#no active construction	No Authority <input type="checkbox"/>
Administrative fines		#	No Authority <input checked="" type="checkbox"/>
Stop Work Orders		#no active construction	No Authority <input type="checkbox"/>
Civil penalties		#no active construction	No Authority <input type="checkbox"/>
Criminal actions		#no active construction	No Authority <input type="checkbox"/>
Administrative orders		#	No Authority <input checked="" type="checkbox"/>
F. Does your regulatory mechanism address the regulation of construction sites which disturb less than one acre? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
If yes please cite where this is addressed in the documents submitted with the Annual Report <u>8-4-5-A</u>			
G. How many construction sites were inspected for compliance with your erosion and sediment control regulatory mechanism during the 2008 calendar year <u>none</u>			
H. On average, how many times each, or with what frequency, are construction sites inspected (e.g., weekly, monthly, etc.)? <u>no new construct.</u>			
I. Do you prioritize certain construction sites for more frequent inspections? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, based on what criteria? <u>not currently applicable</u>			
Minimum Control Measure 5: Post-construction Stormwater Management in New Development and Redevelopment [V.G.5]			
The permit requires each MS4 to develop, implement, and enforce a program to address stormwater runoff from new development and redevelopment projects within your jurisdiction that disturb an area greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale that discharge into your small MS4. Your program must ensure that controls are in place that would prevent or reduce water quality impacts. You must also select and implement a program of appropriate BMPs and measurable goals for this minimum control measure. NOTE: The MS4 permit requirements associated with this minimum control measure were required to be fully developed and implemented by June 30, 2008.			
A. Have you developed and implemented strategies which include requirements for a combination of structural and/or non-structural BMPs appropriate for your community? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
B. Is an ordinance or other regulatory mechanism currently in place to address post-construction runoff from new development and redevelopment projects to the extent allowable under law? Provide the date the regulatory mechanism was adopted or estimated date of adoption: <u>6-23-09.</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
C. Is a plan in place to ensure adequate long-term operation and maintenance of BMPs installed as a result of these requirements? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

Section 7: Impaired Waters Review

The permit requires that any MS4 that discharges to a Water of the State which appears on the current U.S. EPA approved list of impaired waters under Section 303(d) of the Clean Water Act review whether changes to your SWPPP may be warranted to reduce the impact of your discharge [Part IV.D]

A. MPCA has provided an MS4 Mapping tool which provides information for compliance with the permit and water quality rules. It can also help MS4 staff and stakeholders view relationships between an MS4 and various other water features in the layers including impaired waters. Please go to the MS4 Mapping tool located at <http://www.pca.state.mn.us/water/stormwater/stormwater-ms4.html> by clicking on "MS4 mapping tool" under "Maps of MS4s" and rate this web mapping tool for its usefulness in helping you identify impaired waterbodies your MS4 may discharge to, including impaired waters as defined on the 303d listing (This request is optional) :

Not Useful at all Somewhat Useful Useful Very Useful Other: _____

Check here if your MS4 has no impaired waters: paul.leggard@pca.state.mn.us

Additional Comments on the MS4 Mapping Tool can be emailed to: paul.leggard@pca.state.mn.us

Section 6: Pollution Prevention/Good Housekeeping for Municipal Operations [V.G.6]

The permit requires each MS4 to develop and implement an operation and maintenance program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations. Your program must include employee training to prevent and reduce stormwater pollution from activities such as park and open space maintenance, fleet and building maintenance, new construction and land disturbances, and stormwater system maintenance.

A. Is your MS4 current on development of all the BMPs listed in the BMP Summary Sheets for MCM Yes No

B. Indicate the total number of structural pollution control devices (for example-grit chambers, sumps, floatable skimmers, etc) within your MS4, how many were inspected, and calculate the percent inspected. Enter "0" if your MS4 does not contain structural pollution control devices or "NA" if the data does not exist:

Structural Pollution Control Devices:	Total Number	11	100%
	Number Inspected	11	Percentage

C. Did you repair, replace, or maintain any structural pollution control devices? Yes No

D. For each BMP below, indicate the total number within your MS4, how many of each BMP type were inspected, and calculate the percent inspected:

Structure/Facility Type	Total Number	Number Inspected	Percentage
	Outfalls to receiving waters	5	100%
	Sediment basins/ponds	3	100%
	TOTAL	8	100%

D. How are you funding the long-term operation and maintenance of your stormwater management system? (Check all that apply)

Grants

Stormwater utility fee

Taxes

Other: _____

Section 8: Additional SWPPP Issues	
<p>A. Did you make a change to any identified BMPs or measurable goals in your SWPPP since your last report? [Part V.H.] If yes, explain: _____</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	
<p>B. Briefly list the BMPs using their unique SWPPP identification numbers you have changed in your SWPPP or any measurable goals that will be changed in your updated SWPPP, and why they have changed: <i>(Attach a separate sheet if necessary)</i> NA</p>	
<p>C. Did you rely on any other entities (MS4s, consultants or contractors) to implement any portion of your SWPPP? If yes, please identify them and list activities they assisted with: <u>Bonestroo prepared Impaired Waters Review; updated city's stormwater management ordinance; and drafted illicit discharge detection and enforcement ordinance.</u></p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	
Owner or Operator Certification	
<p>The person with overall administrative responsibility for SWPPP implementation must sign the annual report. This person must be duly authorized and should be the person who signed the MS4 permit application or a successor.</p> <p>I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete (Minn. R. 7001.0070). I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment (Minn. R. 7001.0540).</p>	

X

Authorized Signature (This person must be duly authorized to sign the annual report for the MS4. Electronic submissions must be sent from this person's email address to qualify for Authorized Signature status)

Butkowski
 Heather
 City Administrator
 Title

1891 Walnut Street
 Mailing Address
 Lauderdale
 MN 55113
 State ZIP code
 651-792-7650
 heather.butkowski@ci.lauderdale.mn.us
 E-mail Address
 Telephone (include area code)

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent _____

Public Hearing _____

Discussion _____

Action _____

Resolution _____

Work Session _____

Meeting Date April 13, 2010

ITEM NUMBER 8A - Zoning Update

STAFF INITIAL *AB*

APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Hopefully, we get a good turn out. I will recap the discussion for the Council during the meeting. Additionally, the Council received a letter from residents that live across the street from the Park. They would like to add language to the zoning ordinance that addresses parking. I told them that the parking limitations they want are not generally addressed in a zoning ordinance but in a more general parking restriction ordinance outside of the zoning ordinance.

OPTIONS:

STAFF RECOMMENDATION:

COUNCIL ACTION:

Tuesday, April 13, 2010

Mayor Jeffrey Dains and Council Members

RE: Zoning Ordinance Input for More Livable Lauderdale Meeting


The residents living on Pleasant Street adjacent to Lauderdale Park are experiencing parking problems caused by increased park use.

Heather Burkowski, City Administrator, said providing ideas to improve parking would be useful for you.

Our St. Anthony Police Department was contacted for workable options. Suggested are:

- permit parking
- resident parking only
- time limits

**LAUDERDALE COUNCIL
ACTION FORM**

Meeting Date	April 14, 2010
ITEM NUMBER	10A - 2009 Audit
STAFF INITIAL	
APPROVED BY ADMINISTRATOR	

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


DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:
 Andy Berg, audit manager at Abdo, Eick, and Meyers, will be at the meeting to report on the 2009 audit. A copy of the audit is attached.

OPTIONS:

STAFF RECOMMENDATION:
 Motion to accept the 2009 audit findings and financial statements as prepared by Abdo, Eick, and Meyers.

COUNCIL ACTION:

LAUDERDALE COUNCIL ACTION FORM

Meeting Date	April 13, 2010	ITEM NUMBER	10B - Street Sweeping
STAFF INITIAL	HB	APPROVED BY ADMINISTRATOR	

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

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Staff solicited quotes from four companies for street sweeping services to take place in spring and fall. Quotes were returned by Mike McPhillips and Reliakor Services. The quotes are attached for your review.

Two years ago Mike McPhillips' quote was \$200 more than that of Reliakor Services, so the City had Reliakor perform the work. After working with both companies, public works feels the City receives a better service for the money from Mike McPhillips, especially when it came to the alley sweeping. Public works would like to see Mike McPhillips chosen to do the work even though their quote is \$275 more. Mike McPhillips generally bills the City less than the bid amount, so the price difference will likely be less.

OPTIONS:

The City Council may choose either vendor to perform the work.

STAFF RECOMMENDATION:

Based on previous experience, approve Mike McPhillips to perform the 2010 spring and fall street sweeping at a cost of \$5,075.

COUNCIL ACTION:

City of Lauderdale

1891 Walnut Street • Lauderdale • Minnesota 55113

Phone: 651.792.7650 Fax: 651.631.2066

March 23, 2010

The City of Lauderdale is requesting quotations for the following work to be performed: street sweeping of all city streets & alleys and city hall parking lot once in the spring and once in the fall. ~ 5 miles of streets.

Spring work to be completed on or before April 30, 2010.

Fall work to be completed on or before October 15, 2010.

PROCEDURE

1. First day of work must be a Tuesday, Wednesday, or Thursday. No street sweeping may be done on Mondays.

2. Day 1: sweep streets curb to curb and all paved surfaces of the alleys.
3. Day 2: clean up remaining unswept areas.
4. All sweepings must be hauled away.

CITY TO PROVIDE

1. Posting of "no parking" street signs.

2. Hydrants for water.
3. Street map of Lauderdale.
4. Daily supervision of areas to be swept.
5. Space to park sweeper overnight at city garage.

CONTRACTOR TO PROVIDE

1. Affidavit of insurance - prior to start date.
2. Daily copy of operator's report.

Quotes must be received at City Hall by 4:30 p.m. Wednesday, April 7, 2010. The City reserves the right to accept or reject any quotation as received for any reason.

Company Name: Mike McPhillips, Inc;

Address: 825 Concord Street North

City: South St. Paul State MN

Zip 55075

Phone: 651-451-4030 Fax: 651-451-4015

Equipment _____ Cost per hour

Sweeper (Type: Elgin Pelican) _____

Dump Truck _____

Total not to exceed (including labor): _____ \$5,075.00

Signature: _____

Date: 4/5/2010

CONTACT: David Hinrichs, Public Works Coordinator: 7:00 a.m. - 3:00 p.m., Monday - Friday.

CITY OF LAUDERDALE

APR 5 2010

RECEIVED

City of Lauderdale

1891 Walnut Street • Lauderdale • Minnesota 55113

Phone: 651.792.7650 Fax: 651.631.2066

March 23, 2010

The City of Lauderdale is requesting quotations for the following work to be performed: street sweeping of all city streets & alleys and city hall parking lot once in the spring and once in the fall. ~ 5 miles of streets.

Spring work to be completed on or before April 30, 2010.

Fall work to be completed on or before October 15, 2010.

PROCEDURE

1. First day of work must be a Tuesday, Wednesday, or Thursday. No street sweeping may be done on Mondays.
2. Day 1: sweep streets curb to curb and all paved surfaces of the alleys.
3. Day 2: clean up remaining unswept areas.
4. All sweepings must be hauled away.

CITY TO PROVIDE

1. Posting of "no parking" street signs.
2. Hydrants for water.
3. Street map of Lauderdale.
4. Daily supervision of areas to be swept.
5. Space to park sweeper overnight at city garage.

CONTRACTOR TO PROVIDE

1. Affidavit of insurance - prior to start date.
2. Daily copy of operator's report.

Quotes must be received at City Hall by 4:30 p.m. Wednesday, April 7, 2010. The City reserves the right to accept or reject any quotation as received for any reason.

Company Name: Reliakor Services Inc.

Address: 860 Hansen Ave

City Shakopee State MN Zip 55379

Phone 952 403 1440 Fax 952 403 1441

Equipment Reliakor

Cost per hour \$83

Sweeper (Type: Reliakor) Reliakor

Dump Truck \$65

Total not to exceed (including labor): \$4800

Signature: [Signature] Date: 3/23/10

CONTACT: David Hinrichs, Public Works Coordinator: 7:00 a.m. - 3:00 p.m., Monday - Friday.

RECEIVED

MAR 25 2010

LAUDERDALE COUNCIL ACTION FORM

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

Meeting Date	April 14, 2010	ITEM NUMBER	10C - Office Copier	STAFF INITIAL	_____
					<i>HS</i>
					APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

I am sure you have noticed the random streaks running through your council packets of late; the copier also no longer duplexes. The copier was purchased in April 2000 and has well exceeded its life expectancy. The City Council cancelled the maintenance agreement with Toshiba in April 2009 as the price jumped to \$2,000 per year. Staff has been able to keep the machine running since then resulting in significant savings. But, as we are on borrowed time, it seems appropriate to look for a new machine.

The City purchased the last copier, but since the life expectancy of a copier is only 3 - 5 years, they are now generally leased. After about 5 years the cost to maintain becomes so high, no one wants to own one outright. Staff prepared a request for quotes with an application and specifications. We would like to submit this to copier sales representatives that have contacted the City. Once returned, staff can assess which seems to best to meet our needs and then demo the unit. We anticipate a price per month for the unit lease, maintenance, and consumables to be in the neighborhood of \$200.00. As the new copier will have a scanner, staff can begin electronically archiving old files as well.

OPTIONS:

STAFF RECOMMENDATION:

Motion to allow staff to solicit quotes for a new office copier.

COUNCIL ACTION:

CITY OF LAUDERDALE
LAUDERDALE CITY HALL
1891 WALNUT STREET
LAUDERDALE, MN 55113
651-792-7650
651-631-2066 FAX

REQUEST FOR COPIER QUOTES

Quotes are being received for a four-year lease of a digital color copier with scanning, printing, and network interfacing capabilities. Companies may quote more than one type of machine. Quotes will be received until **4:00 PM, April 29, 2010**. The copier will be used at Lauderdale City Hall. Quotes should be addressed to the attention of Heather Butkowski, City Administrator, 1891 Walnut Street, Lauderdale, MN 55113. Companies shall submit their proposals upon the forms attached. The City of Lauderdale reserves the right to accept or reject any or all quotes or parts of such quotes.

SPECIFICATIONS
DIGITAL COPIER

GENERAL

The objective of this solicitation is to secure a four-year lease for a digital copier-printer-scanner for Lauderdale City Hall with the capability of being network interfaced. Equipment quoted must be new, unused, and first quality. Preference will be given to Konica Minolta and Ricoh copiers. Respondents must be authorized by the manufacturer to distribute, install and service the equipment quoted.

The City will demo two or three copiers among those quoted. The preferred trial use would be for one week at Lauderdale City Hall, provided at no cost to the City. The copier that best meets the needs of the City will be selected. If the copiers are unsatisfactory, the City may elect to demonstrate other equipment from the quotes received.

Delivery and installation of the leased equipment is to be scheduled and coordinated by the City of Lauderdale within two months of the selection of a vendor. Staff training shall be scheduled and shall occur as soon as possible after the installation date.

Equipment warranty periods shall not commence until the initial staff training has been completed. The Respondent shall furnish to the City all guarantees and warranties written or implied which the equipment manufacturer ordinarily furnishes. A one-month satisfaction guarantee shall be allowed. The vendor is responsible for the removal and disposal of the existing copier (Toshiba DP3580). The vendor is also responsible for the removal of the copier at the end of the lease period along with any costs associated with removal/disposal.

QUOTES

Machine lease / full service four-year maintenance agreement:

The quote price shall include the lease of the copier, paper storage stand, start-up supplies, installation, delivery, on-site operational test, and at least two training sessions for employees.

The quote price shall also include a full service maintenance agreement, which includes all parts, labor, network interfacing costs, toner and developer, and covers all accessories included on the equipment as quoted.

The quote price shall be firm for one year after the expiration of the warranty period. Increases, if any, for years two, three, and four shall be indicated on the proposal form.

Trade In: Toshiba DP3580

QUESTIONS

If you have any questions, please contact Heather Butkowski, City Administrator, 651/792-7650; or by email at Heather.Butkowski@ci.lauderdale.mn.us.

LEASE PROPOSAL
City Hall, City of Lauderdale
DEADLINE: April 29, 2010 4:00 pm

Company Name: _____

Company Representative Name: _____

Address: _____

Signature: _____

Make / Model # of copier being proposed (attach brochure)

Length of Warranty Period _____
Length of Lease Proposal 4-year lease _____
Cost to Remove and Dispose of Existing Toshiba DP3580 Copier: _____

Lease Price of Equipment and Maintenance Support per Month:

First Year - Monthly Lease/Maintenance Charge \$ _____ per month

Additional Option Costs: \$ _____ per month

Black/white copies _____ per copy

Color copies _____ per copy

Second-Fourth Years - Monthly Lease/Maintenance Charge \$ _____ per month

Additional Option Costs: \$ _____ per month

Black/white copies _____ per copy

Color copies _____ per copy

LIST any items or supplies not included in the lease/maintenance prices listed above:

Staples

City of Lauderdale
The Island in the Metra

Does your company agree to remove this copier at no cost to the city at the end of the lease period?

____ YES ____ NO

* Attach any additional information you would like us to know.

City of Lauderdale

The Island in the Metra

City Hall Copier, Printer, Scanner

These requirements are the minimum acceptable. Equipment not meeting some of these requirements may still be considered. The quoted price shall reflect all accessories necessary to meet these requirements.

REQUIREMENTS	SPECIFICATION QUOTED
1. Design Characteristics	Digital Color Copier, Printer, Scanner, Minimum 600 X 600 DPI resolution
2. Monthly Volume Rating	
3. Multicopy Speed	35 ppm-black/white 28 ppm - color
Scanning Speed	
4. First Copy Speed	7 seconds or less-black/white
5. Original Size	max. 12" X 18"
6. 3-Paper Feed Trays	for 8½"X 11", 8½"X14" and 11"X17" paper, and a bypass tray w/auto feed
7. Paper Capacity	(min. 1,000 sheets 8 ½ X 11", 500 8½"X14", and 500 11"X17")
8. Document Feed Device	RADF, 100 sheet capacity
9. Automatic Duplexing	1 to 2; 2 to 2; 2 to 1
10. Reduction/Enlargement	preset percentages, 1% increments
11. Sorter/Stapler	Unlimited number of sets
12. Guaranteed Response Time for Maintenance	On-site service response within four hours or less
13. Network Interface	
14. System Memory	40 GB Hard Drive, 768 RAM
15. Print Scan Controller	
16. Billing	- option of quarterly billing with monthly copy allowance prorated over 3-months
OPTIONAL	
1. Banner Printing	
2. Booklet Maker/ Saddle Stitching	
3. High Capacity Tray or Additional Trays	

**LAUDERDALE COUNCIL
ACTION FORM**

Meeting Date	April 13, 2010
ITEM NUMBER	14A - Public Finance
STAFF INITIAL	HS
APPROVED BY ADMINISTRATOR	

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

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

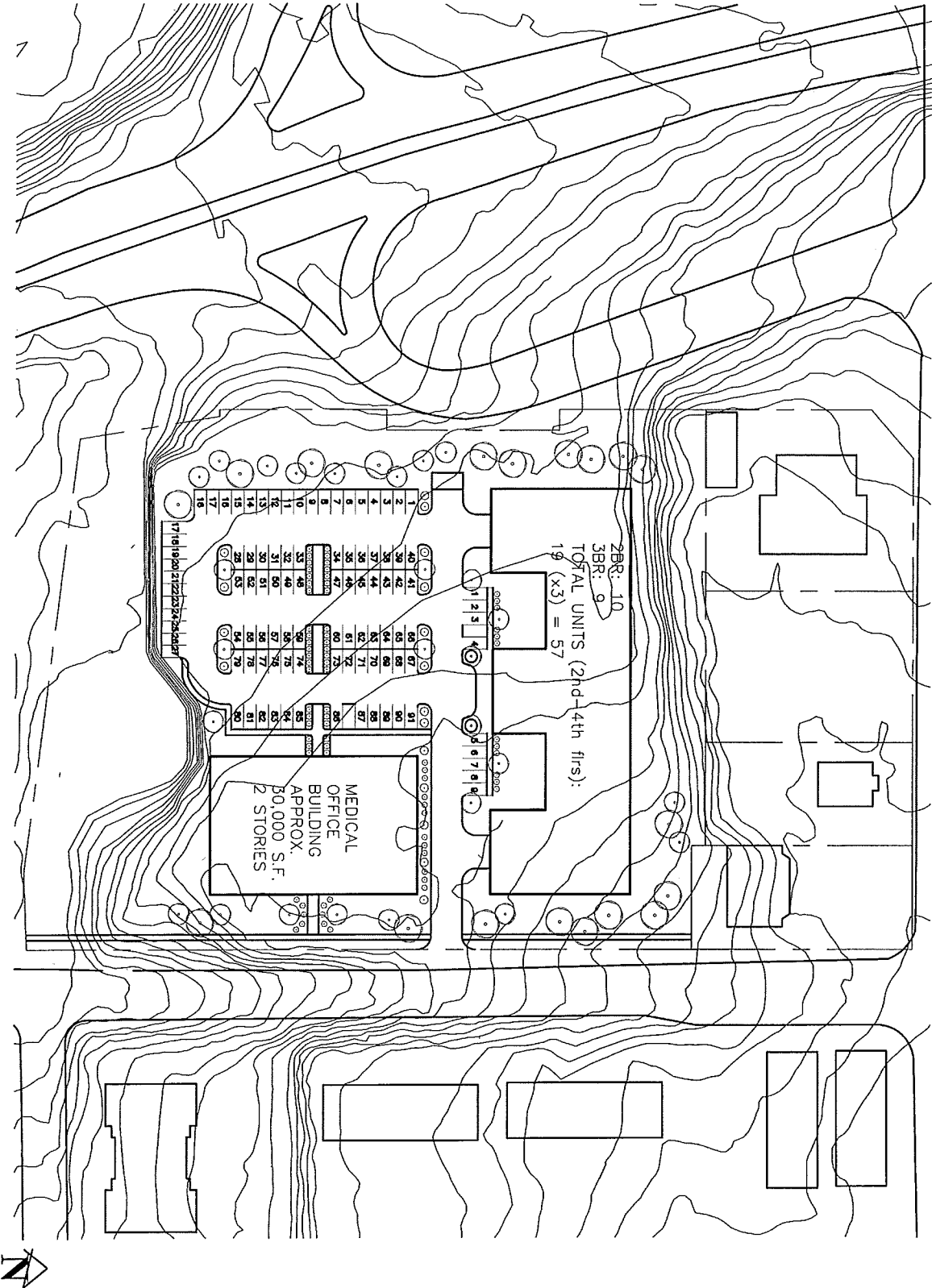
I met with Mike Zirbes of Donnelly Development and Ryan Sailer of Sherman Associates on March 30. Sherman is interested in building a housing complex and medical/office building at 1633 Eustis. They provided the attached rendering. They primarily want to know what financial assistance the City can offer. I told them this is considered on a case by case basis because the City doesn't regularly have new developments. They offered to present their idea to the Council but the Mayor and I thought it would be better to meet with Stacie Kvilvang from Ehlers first. She is going to explain what public financing options are available to the City, how they work, and how to interact and negotiate with a prospective developer.

The scope of redevelopment tools are varied. I attached a brief description of tax increment financing (TIF) and an article from the League.

OPTIONS:

STAFF RECOMMENDATION:

COUNCIL ACTION:



Tax Increment Financing

What is TIF?

Tax increment financing (TIF) uses the increased property taxes that a new real estate development generates to finance costs of the development. In Minnesota, TIF is used for two basic purposes:

- To induce or cause a development or redevelopment that otherwise would not occur—e.g., to convince a developer to build an office building, retail, industrial, or housing development that otherwise would not be constructed. To do so, the increased property taxes are used to pay for costs (e.g., land acquisition or site preparation) that the developer would normally pay.
- To finance public infrastructure (streets, sewer, water, or parking facilities) that are related to the development. In some cases, the developer would be required to pay for this infrastructure through special assessments or other charges. In other cases, all taxpayers would pay through general city taxes.

How does TIF work?

When a new TIF district is created, the county auditor certifies (1) the current net tax capacity (i.e., property tax base) of the TIF district and (2) the local property tax rates. As the net tax capacity of the district increases, the property taxes (i.e., the "tax increment") paid by this increase in value is dedicated and paid to the development authority. The tax increment is limited to the tax derived from the certified tax rate. Increases in value that generate increment may be caused by construction of the development or by general inflation in property values. The authority uses the increment to pay qualifying costs (e.g., land acquisition, site preparation, and public infrastructure) that it has incurred for the TIF project.

How is TIF used to pay "upfront" development costs?

There is a mismatch between when most TIF costs must be paid—at the beginning of a development—and when increments are received—after the development is built and begins paying higher property taxes. Three basic financing techniques are used to finance these upfront costs:

- **Bonds.** The authority or municipality (city or county) may issue its bonds to pay these upfront costs and use increment to pay the bonds back. Often, extra bonds are issued to pay interest on the bonds ("capitalizing" interest) until increments begin to be received.
- **Interfund loans.** In some cases, the authority may advance money from its own funds (e.g., a development fund or sewer and water fund) and use the increments to reimburse the fund.
- **Pay-as-you-go financing.** The developer may pay the costs with its own funds. The increments, then, are used to reimburse the developer for these costs. This type of developer financing is often called "pay-as-you-go" or "pay-go" financing.

REGULATORY AND DEVELOPMENT FUNCTIONS OF CITIES
CHAPTER 15: COMMUNITY DEVELOPMENT AND REDEVELOPMENT

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Chapter 15 Community development and redevelopment

This chapter describes the requirements for a city to establish criteria for awarding business subsidies, addresses the various development agencies cities may create, and provides a brief overview of state and federally sponsored programs for encouraging development and redevelopment. Most economic development tools can be applied to any size city. These tools are interrelated, and a city may use several for one project.

I. Business subsidies or financial assistance

A. Business subsidies

State law defines "business subsidy" or "subsidy" as a state or local government agency grant, contribution of personal property, real property, infrastructure, the principal amount of a loan at rates below those commercially available to the recipient, any reduction or deferral of any tax or any fee, any guarantee of any payment under any loan, lease, or other obligation, or any preferential use of government facilities given to a business in an amount greater than \$150,000.

Prior to awarding a business subsidy of more than \$150,000 (and as defined by law) to any business, a city and any Housing and Redevelopment Authority (HRA), Economic Development Authority (EDA), port authority, and nonprofit created by a local government must hold a public hearing and adopt criteria for awarding business subsidies. The public hearing notice must include a statement that either a resident or a city property owner may file a written complaint with the city if the city does not follow the business subsidy law. Written complaints must be filed within specified timelines. The criteria must include a policy regarding the wages to be paid for any jobs created. Copies of the criteria adopted by cities are found on the Minnesota Department of Employment and Economic Development (DEED) web site

Once the criteria are established, the grantor and the recipient must enter into subsidy agreements that meet the statutory requirements. The agreement must include an obligation to repay part or the entire subsidy if the recipient does not meet its obligations.

Minn. Stat. §§ 116J.993 to 116J.995, Minn. Stat. § 116J.993, subd. 3.
11. Minnesota Department of Employment and Economic Development (DEED).

Minn. Stat. § 116J.994, subd. 3.

- Dedicate, sell, convey, or lease any of its interests in any property or grant easements, licenses, or any other rights or privileges to an HRA.

- Furnish parks, playgrounds, recreational, community education, water, sewer, and drainage facilities or other works adjacent to or in connection with housing and redevelopment projects.

- Grant a partial tax exemption of up to 50 percent of all local taxes for housing projects in a redevelopment district.

A statutory city, home rule charter city, economic development authority, housing and redevelopment authority, or port authority may make a loan to a business, a for-profit or nonprofit organization, or an individual for any purpose the entity is otherwise authorized to carry out under any of the laws cited.

Private development projects that receive public financial or other assistance will not necessarily become public projects that trigger competitive bidding or other state laws applicable to public works.

B. Housing and redevelopment authorities

The predominant method of delivering and administering housing and redevelopment programs in Minnesota is through a legal public agency, accountable to city government. A city may establish this public agency, which is often the HRA. There are more than 230 HRAs in Minnesota.

1. Elements of an HRA

An HRA is a public corporation with power to undertake certain types of housing and redevelopment or renewal activities. While state legislation conveys authority for housing and redevelopment in each city, it is up to the city council to formally establish an HRA before it can do business and use its powers. Once a council legally establishes an HRA, it may undertake certain types of planning and community development activities on its own with council approval.

To create a housing and redevelopment authority, the city council must, by resolution, make the following findings required by law:

- Substandard, slum or blighted areas that cannot be redeveloped without governmental assistance; or,
- A shortage of affordable, decent, safe, and sanitary dwelling accommodations available to low-income individuals and families.

The council must pass this resolution after a public hearing. A copy of this resolution must go to the commissioner of DEED.

Minn. Stat. § 469.043, subd. 2.

Minn. Stat. § 469.192.

Judd Supply Co. v. Merchants & Mfgs. Ins. Co., 448 N.W.2d 895 (Minn. Ct. App. 1989).

Minn. Stat. §§ 469.001 to 469.047. Minn. Stat. § 469.003.

Minn. Stat. § 469.003, subd. 1.

Minn. Stat. § 469.003, subds. 2, 4.

- To sell, buy, own, and lease property by any means necessary, including the power of eminent domain.
- To cooperate with and use state and federal financial assistance programs.
- To develop rehabilitation and code enforcement techniques.
- To issue bonds for any of its corporate purposes backed by the pledge of revenues, grants or other contributions.
- To implement renewal or redevelopment programs using tax increment financing.
- To own, hold, improve, lease, sell or dispose of real or personal property.
- To designate substandard, slum or deteriorating areas needing redevelopment, and unsafe, unsanitary, and overcrowded housing.
- To make necessary expenditures to carry out the purposes of the HRA law.
- To develop and administer an interest reduction program to assist the financing of the construction, rehabilitation, or purchase of low- or moderate-income housing.

5. HRA special assessment and levy authority

HRA power to levy and collect taxes or special assessments is limited to the power provided in state law. Subject to a resolution of consent from the city council an HRA may levy a tax upon all taxable property within the city. (The council may give a consent that covers a series of years if they so choose or council may pass a resolution authorizing an HRA levy for a set amount of time, for example, the entire term of the bonds secured in part by an HRA levy and in part by a city levy.) State law recognizes the distinct nature of HRAs and designates them as "special taxing districts." The maximum general allowable operational levy of HRAs is 0.0185 percent of the previous year's taxable market value of all property in the city. The city's total taxable market value is available from the county assessor. An HRA raises its own levy because it is a separate political subdivision and not a "local governmental unit." Therefore, an HRA levy is not subject to levy limits but is subject to the 0.0185 percent market value limit. Levies collected by an HRA must be used only for purposes listed in the HRA Act. There is crossover between HRA and EDA levies that can be confusing. Typically, EDAs are not authorized to levy taxes under state law. However, many city EDA-enabling resolutions adopt all the powers of an HRA, and then the EDA functions as a special taxing district under state law. If the enabling resolution so allows, the EDA levies a separate tax or "HRA levy" not subject to levy limits or city debt limits—but again subject to the 0.0185 percent of total city market value limit in state law. The city attorney may verify the structure and levy authority of each city's HRA and/or EDA.

Minn. Stat. § 469.001 – 469.047.

Minn. Stat. § 469.033, subd. 6.

Minn. Stat. § 275.70 to 275.74.

Minn. Stat. § 275.066.

Minn. Stat. § 469.107.

Minn. Stat. § 275.066.

- Redevelopment plans.
 - Low rent public housing project and management plans.
- In addition, annual financial reports must go to the state auditor.

9. HRA federal certification

In order for a local HRA to use federal Department of Housing and Urban Development (HUD) assistance programs, it must submit a transcript of organizational documents to the HUD area office.

C. Economic development authorities

All cities have authority from the state Legislature to create economic development authorities. The city may consolidate the economic development authority (EDA) with an existing HRA or the city may grant the authority HRA powers. The city council may create an EDA by passing an enabling resolution. Before adopting the enabling resolution, the city must first conduct a public hearing. The enabling resolution establishes a board of commissioners for the EDA. The city council can choose to serve as the EDA board of commissioners or create a board composed of community members. The mayor, with approval of the council, appoints the commissioners. The board may consist of three, five or seven members who serve six-year terms. The board is subject to the open meeting law.

Min. Stat. §§ 469.090 to 469.1082. The Minnesota Department of Employment and Economic Development publishes *The Economic Development Authorities Handbook*. For a copy of this book, and for sample resolutions and by laws for an EDA, contact the League's Research Department at (651) 281-1220 or (800) 925-1122.

The typical EDA levy is different than the HRA levy discussed above. It is not a levy raised by the EDA—it is a levy set by a city at the request of the EDA. Basically, the city simply appropriates part of the money the city collects in the general city levy to the EDA. Because the EDA levy is part of the city levy, it is not a "special levy" under state law and thus the EDA levy is subject to the city's overall levy limit. However, as noted above, many EDA-enabling resolutions adopt all the powers of an HRA. If so, the EDA may levy a separate tax or "HRA levy," and then the EDA functions as a special taxing district as if it were an HRA and that levy is not subject to levy limits or to city debt limits. An EDA using the levy powers of an HRA is still limited to a levy no more than 0.0185 percent of the total taxable market value in the city.

Min. Stat. § 275.066.

Min. Stat. § 275.70.

2. EDA loans

An EDA is authorized to make a loan to a business, a for-profit or nonprofit organization, or an individual. Before taking an action or making a decision which could substantially affect an EDA commissioner's or an employee's financial interests or those of an organization with which the commissioner or an employee is associated, a commissioner or employee of an authority must comply with specific requirements to disclose the conflict and obtain prior approval. Failure to do so may result in criminal charges.

Min. Stat. § 469.192. Minn. Stat. §§ 469.090 to 469.1082. Minn. Stat. § 469.098.

Minn. Stat. § 469.051, subd. 9.

The port authority's annual detailed financial statement must show all receipts and disbursements, their nature, the money on hand, the purposes to which the money on hand is to be applied, the authority's credits and assets, and its outstanding liabilities. The authority must examine the statement together with the treasurer's vouchers. If the authority finds the statement and vouchers correct, it shall approve them by resolution and record the resolution.

Minn. Stat. §§ 469.048-469.068.

State law governs many other aspects of port authorities, including but not limited to use of city property by a port authority, employees, contracts, and audits. The city attorney also acts as the port authority's attorney.

E. Municipal or area redevelopment agencies

Minn. Stat. §§ 469.109 to 469.123.

Any rural municipality or group of municipalities may establish a public body, known as a municipal or area redevelopment agency, in and for the area the municipality covers. This law defines municipalities as home rule charter or statutory cities, counties, towns or school districts.

Minn. Stat. § 469.110, subd. 11.
Minn. Stat. § 469.111.

The law includes only rural areas, which generally means all areas that are not within the boundary of any city having a population of 50,000 or more, and not immediately adjacent to urbanized and urbanizing areas with a population density of more than 100 persons per square mile—or areas with an unemployment rate of 6 percent or more. The restrictions limit applicability of the law to rural areas and to the Iron Range.

Minn. Stat. § 469.111. Minn. Stat. § 469.115.

The establishment of the municipal or area redevelopment agency is similar to the establishment of an HRA. A municipal or area redevelopment agency has similar powers to an HRA.

F. City development districts

Minn. Stat. §§ 469.124 to 469.134.

Any home rule charter or statutory city may designate development districts within the boundaries of the city. Within these districts, cities may:

- Adopt a development program to acquire, construct, reconstruct, improve, alter, extend, operate, maintain or promote developments aimed at improving the physical facilities, quality of life, and quality of transportation.
- Promote pedestrian skyway systems.

- Install special lighting systems, street signs and street furniture, landscaping of streets and public property, and snow removal systems.

Minn. Stat. § 469.127.

The law encourages pedestrian skyway systems, underground pedestrian concourses, people-mover systems, and publicly-owned parking structures. It exempts these structures from taxation even when they are attached to privately-owned buildings.

B. Industrial parks

An industrial park is a tract of land suitable for industrial use because of location, topography, proper zoning, availability to utilities, and accessibility to transportation. A single body has administrative control of the tract. In some cities, an industrial park may be little more than a tract of unimproved land, while in other cities it may be totally served by city services and have restrictive building requirements. An industrial park's purpose is to attract industrial development.

Property a city holds for later sale for economic development purposes remains tax exempt for a period of eight years, or until buildings or other improvements that are constructed after acquisition reach one-half occupancy.

Currently, private enterprise creates most new industrial park development by establishing a for-profit community development corporation. A city can cooperate with that corporation through its land-use controls and methods of financing public improvements. Many cities have also established industrial parks complete with streets, water, and sewer, in spite of the possible tax ramifications. The city then sells or leases a portion of the park to a business needing a location for its building.

The law authorizes any city owning lands that are not restricted by deed to convey the lands for nominal consideration, to encourage and promote industry, and to provide employment for citizens. In finding that a conveyance of land for an indoor arena was not within the statute, the attorney general concluded the conveyance must encourage and promote industry and provide employment for citizens. A more direct promotion of industry is necessary, beyond the fact that more potential customers might be in town as a result of athletic contests. However, the courts have upheld the municipal industrial development revenue bond law, discussed subsequently, against the same objection. The city's attorney can best advise the city concerning the legality of a purchase of land for resale.

C. Industrial revenue bonds

The municipal industrial development laws help cities attract new commercial and industrial development, and keep existing businesses in the city. The law authorizes the council to issue revenue bonds, and use the proceeds to acquire and construct industrial sites and facilities. The city then leases these facilities to private industry and uses the rental fee proceeds to retire the bonds.

A city may issue industrial revenue bonds, also known as municipal revenue bonds, without public referendum. It cannot pledge the full faith and credit of a community as security for these bonds. Thus, the city may not tax property owners to pay principal and interest on the bonds.

Min. Stat. §§ 469.152 to 469.1651.

See also, Min. Stat. § 469.185. Min. Stat. § 465.035. A.G. Op. 476-B-2 (Mar. 2, 1961). *City of Pipestone v. Madsen*, 287 Minn. 357, 178 N.W.2d 594 (1970).

TIF is used to encourage four general types of private development: redevelopment, renovation and renewal, growth in low- to moderate-income housing, and economic development. Public financing using TIF funding for a privately owned facility does not make public space in the facility a public forum for free speech purposes.

The city using TIF must report annually to the county board, the county auditor, the school board, and the state auditor as to the status of the TIF auditor or district and publish the report. The state auditor has established a uniform system of accounting and financial reporting for TIF districts. The city must annually submit to the state auditor a financial report in compliance with these standards.

The state auditor may audit TIF districts. If the state auditor notifies a TIF authority of an alleged violation, a copy of the notice is also forwarded to the county attorney. If no corrective action is brought within one year, the county attorney must notify the state auditor, who then notifies the attorney general. If the attorney general finds a substantial violation, the attorney general will petition the state tax court to suspend the authority's power to use TIF for a period of up to five years.

The TIF agreement with the developer is a complex document. Assistance from a financial advisor and the city attorney is necessary in order to anticipate the many potential problems. An agreement can establish a minimum market value for tax increment assessment purposes, as well as provide that the developer pay a certain level of taxes regardless of any classification rate changes or levy decreases. The agreement should be entered into before the assembly and acquisition of the land on which the completed improvements are to be located.

The 2001 tax reform legislation, which reduced class rates and provided for the state takeover of the general education levy, resulted in several changes to various statutes to accommodate the changes. These changes considerably reduce the continued viability of TIF in the future.

The law imposes a 180-day statute of limitations on actions to challenge the creation or modification of a TIF district. The law is complex including a "but-for" finding before a city approves a TIF plan and the creation of a TIF district. Cities must follow statutory requirements as to administrative expenses, plan modifications, reporting requirements, use of increment in pre-1979 districts, excess increments, pool, and decertification, among other things.

Before a district can be created, the law requires a detailed estimate of the impact of a proposed district on city-provided services, such as police and fire protection, public infrastructure, and borrowing costs attributable to the district, in addition to other complex estimations must be prepared.

State v. Wicklund, 589 N.W.2d 793 (Minn. 1999).

Minn. Stat. § 469.175, subd. 5.

Minn. Stat. § 469.1771, subs. 1, 2b.

Minn. Stat. § 469.177, subd. 8. *Lake Superior Paper Indus. v. State*, 624 N.W.2d 254 (Minn. 2001). *Brookfield Trade Center, Inc. v. County of Ramsey*, 609 N.W.2d 868 (Minn. 1998).

See Minn. Stat. §§ 469.177, subs. 1b, 11; 469.1771, subd. 1; 469.1791; 469.1793; 469.1799; and 469.1814.

Minn. Stat. § 469.174.

Minn. Stat. § 469.175.

IV. State-sponsored development tools

A. Minnesota Housing Finance Agency

The goals of the Minnesota Housing Finance Agency (MHFA) are to provide decent, affordable housing to low- and moderate-income people; preserve the existing housing stock in Minnesota; and prevent mortgage foreclosures while promoting energy conservation in residential housing. The Minnesota Legislature created the MHFA in response to a shortage of affordable housing for low- and moderate-income people. Private enterprise and public investment were unable, without public assistance, to provide an adequate supply of safe, sanitary, and decent housing at affordable prices and rents.

Min. Stat. ch. 462A. For more information about MHFA programs, contact MHFA at 400 Sibley Street Suite 300, St. Paul, MN 55101-1998 (651) 296-7608 or (800) 657-3769.

Min. Stat. § 462A.073 *et seq.*
MHFA: Minnesota City Participation Program.

The sale of state tax-exempt bonds is the primary financing for MFHA programs. Through the Minnesota City Participation Program, Minnesota Housing sells mortgage revenue bonds on behalf of cities to meet locally identified housing needs. The proceeds of these bonds provide below-market interest rate home mortgage loans for low- and moderate-income, first-time homebuyers, or for the construction or rehabilitation of single- and multi-family housing. Appropriations from the Legislature provide additional funding for programs, including the promotion of energy conservation; an increase in home ownership opportunities for first time homebuyers; home improvement grants to very low-income homeowners; and programs to improve the housing available to Native Americans, large families, and people with disabilities.

B. Department of Employment and Economic Development (DEED)

The Minnesota Department of Employment and Economic Development is the primary development agency for Minnesota. DEED staff is responsible for a wide range of grant and loan programs, as well as for providing technical assistance to businesses and communities.

Min. Stat. ch. 116J. Minnesota Department of Employment and Economic Development.

Min. Stat. §§ 116J.411 to 116J.424. The USDA Development

DEED also provides grants for contamination cleanup and redevelopment; administrators the rural development program; makes challenge grants to regional organizations to encourage private investment in rural areas; and administrators a revolving loan fund to provide loans to new and expanding business in rural Minnesota. Local government units, including cities, may receive these loans if the community has established a local revolving loan fund and can provide at least an equal match to the loan received.

V. Federal development tools

A. Community development block grants

The Community Development Block Grant (CDBG) program, under the U.S. Department of Housing and Urban Development (HUD), provides cities with federal funding to initiate and continue a diverse array of housing and community development projects.

B. Rural development grants

A variety of grants and loans to encourage economic development are available to cities from the U. S. Department of Agriculture, rural development program. Sewer, water, rural enterprise, housing, and other types of grants and loans are available.

More information is available on the HUD web site.

For more information, contact Rural Development State Office 410 Farm Credit Service Building 375 Jackson Street St. Paul, MN 55101-1853, (651) 602-7800. See also, Handbook, Chapter 25.

VI. How this chapter applies to home rule charter cities

All of the tools this chapter lists are available to charter cities. The general discussions also apply to all cities.