

FILE

**LAUDERDALE CITY COUNCIL MEETING AGENDA
7:30 P.M. TUESDAY, OCTOBER 12, 2010
LAUDERDALE CITY HALL, 1891 WALNUT STREET**

1. **ROLL CALL**
2. **APPROVAL OF THE AGENDA**
3. **APPROVALS**
 - a. Minutes of the September 28, 2010, City Council Meeting
 - b. Claims Totaling \$77,953.90
4. **OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COUNCIL**
5. **CONSENT**
6. **SPECIAL ORDER OF BUSINESS/RECOGNITION/PROCLAMATIONS**
7. **PUBLIC HEARINGS** Public hearings are conducted so that the public affected by a proposal can have input into the decision.
8. **REPORTS**
9. **DISCUSSION / ACTION**
 - a. Twin City Die Casting Sewer Agreement
 - b. Resolution 101210A – Establishing Storm Sewer, Sanitary Sewer, and Recycling Rates for 2011
 - c. Review Draft Capital Improvement Plan
 - d. Repurposing of Playground Equipment
 - e. Credit Card Policy
10. **ITEMS REMOVED FROM THE CONSENT AGENDA**
11. **ADDITIONAL ITEMS**
12. **SET AGENDA FOR NEXT MEETING**
13. **WORK SESSION**
 - a. Informational Session with Paul Bilotta Regarding the Development of Municipal Liquor Stores
14. **ADJOURN**

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

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September 28, 2010

Starting at 6:00 p.m., Councilors Gaasch, Hawkinson, Grove, and Mac Lean and staff members Butkowski and Bownik toured St. Anthony Village Wine and Spirits with Mike Larson, Liquor Operations Manager. He explained how municipal liquor stores differ from privately owned stores, the viability of liquor stores, and the process St. Anthony undertook to open their stores six years ago. The tour ended at 7:15 p.m. and the Council returned to Lauderdale City Hall.

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

Councilors present: Mary Gaasch, Denise Hawkinson, Roxanne Grove, Lara Mac Lean, and Mayor Jeff Dains. Councilors 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 the claim for newsletter postage. **Councilor Hawkinson moved to approve the agenda. Councilor Mac Lean seconded the motion and it passed unanimously.**

Councilor Mac Lean moved to approve the September 14, 2010, City Council meeting minutes. Councilor Hawkinson seconded the motion and it passed unanimously.

Councilor Mac Lean moved approval of claims totaling \$24,090.16 plus \$450.00 for newsletter postage. Councilor Gaasch seconded the motion and it passed unanimously.

Mayor Dains asked if members of the public wished to address the Council. Paula Moyer, 1938 Carl Street, asked the City to pass along her thanks to the Boy Scouts for the benches at the dog park. She also thanked Councilor Mac Lean for inviting the dog park users to participate in the Day in the Park parade.

Mayor Dains asked if councilors wished to remove items from the consent agenda. Councilor Hawkinson removed the PCIC minutes. **Councilor Mac Lean moved the remaining consent agenda items approving a 2011 rental housing license and acknowledging the finances from June, July, and August. Councilor Hawkinson seconded the motion and it passed unanimously.**

Bownik explained that he had found another company capable of removing, moving, and reinstalling the playground equipment. MN/WI Playground quoted \$13,988 and Koolmo Construction quoted \$13,800. He also noted that the PCIC provided feedback on the proposal to move the playground equipment to the Ione/Walnut Park.

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Mayor Dains opened the public hearing at 7:54 p.m.

Dan Lange, 1725 Malvern Street, addressed the Council. He expressed concern about the age and condition of the equipment, the cost to move it, and whether the equipment would attract criminal activity.

Steve Monson, 1703 Malvern Street, doesn't want to see an increase in alley traffic. He also asked that the park area be plowed for parking during snow events.

The public hearing was closed at 8:05 p.m.

Mayor Dains opened the floor for council discussion. Councilors expressed concerns similar to those mentioned during the public hearing, but also noted the desire to develop the park in some way. The discussion then focused on whether a smaller portion of the play equipment could be moved to save money and leave more open space.

Councilor Mac Lean moved to direct staff to get quotes for moving the "southern" portion of the playground equipment. Councilor Gaasch seconded the motion and it passed unanimously.

Butkowski presented financial information on the sanitary sewer system. The Council raised sewer rates last year; they previously had not been raised since 2003. A 2.5% increase would cover the anticipated costs for 2011 but would not allow the Council to put money aside for future construction projects. **The Council settled on a sanitary sewer increase of 7.5% for 2011, an increase of \$3.39 per quarter per residential property. Staff will bring back a resolution for adoption at the next meeting.**

Butkowski presented financial information on the storm sewer system. The City has been tracking the operational costs of the sanitary sewer system separately from the capital improvement fund since 2008. Over time, the operational costs have increased due to requirements of the City's storm sewer permit. The Council raised sewer rates last year; they previously had not been raised since 2003. Two years of 15% increases are required to reach a point where the Council may begin setting aside funds for infrastructure improvements. **The Council settled on a storm sewer increase of 12.5% for 2011, an increase of \$1.03 per quarter per residential property. Staff will bring back a resolution for adoption at the next meeting.**

The Council reviewed an analysis of the recycling fund. The current rates continue to meet the needs of the fund due to revenue sharing. **The Council did not propose and increase in the recycling rate for 2011. Staff will bring back a resolution stating as much for consideration at the next meeting.**

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Lauderdale City Hall
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The Council discussed the PCIC minutes, which were removed from the consent agenda. The Mayor expressed concern over the inference that the Council had to comply with the goals of the Comprehensive Plan. He reminded all that the Comprehensive Plan's goals are guidelines, not mandates.

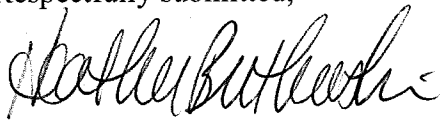
Councilor Hawkinson suggested that the Day in the Park parade be moved to a week night with post signs along the route to encourage more parade watchers and create a buzz for Day in the Park. She also asked about a replacement banner for Day in the Park.

Butkowski reviewed the preliminary agenda for the next meeting, which included a review of the Capital Improvement Plan (CIP), playground quotes, and a liquor store discussion.

Since the Mayor was unable to attend the tour at St. Anthony Village Wine and Spirits, he asked for a summary. Councilors said they learned more about the need for a good manager along with a suitable location for a municipal liquor store. Butkowski said she would follow up with marketing consultants to see if they would attend a council meeting to help determine how to identify suitable locations for a store.

There being no further business on the council agenda, Councilor Hawkinson moved to adjourn the meeting. Councilor Gaasch seconded the motion and it carried. The meeting adjourned at 9:08 p.m.

Respectfully submitted,



Heather Butkowski
City Administrator

CITY OF LAUDERDALE

CLAIMS FOR APPROVAL

October 12, 2010 City Council Meeting

<u>Payroll</u>		
10/01/10 Payroll:	Direct Deposit #501037-501041	\$6,089.17
10/01/10 Payroll:	Payroll Liabilities, e-payments 488E-490E	\$5,951.63
<u>Vendor Claims</u>		
10/12/10:	Check #'s 20398-20418	\$65,913.10
		SUBTOTAL
		\$77,953.90

Total Claims for Approval	\$77,953.90
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CITY OF LAUDERDALE

Paid Register

Check Number	Employee Number	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date	Status
501039	000000002	HINRICHS, DAVID C	20	BI-WEEKLY	\$1,204.75	10/1/2010	Outstanding
501040	000000005	HUGHES, JOSEPH A	20	BI-WEEKLY	\$1,704.56	10/1/2010	Outstanding
501037	000000011	BOWNIK, JAMES	20	BI-WEEKLY	\$1,540.22	10/1/2010	Outstanding
501038	000000007	BUTKOWSKI-HINRICHS, HE	20	BI-WEEKLY	\$1,103.61	10/1/2010	Outstanding
501041	000000001	LIND, KATHLEEN	20	BI-WEEKLY	\$536.03	10/1/2010	Outstanding
					<u>\$6,089.17</u>		

CITY OF LAUDERDALE

10/01/10 8:05 AM

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Payments

Current Period: OCTOBER 2010

Batch Name	100110pay	User Dollar Amt	\$5,951.63	
	Payments	Computer Dollar Amt	\$5,951.63	
				\$0.00 In Balance
Refer	1674 NORTH STAR BANK, CHECKING S	Ck# 000488E 10/1/2010		
Cash Payment	G 101-21701 FEDERAL TAXES	10/1/10 payroll		\$854.89
Invoice	10/1/2010			
Cash Payment	G 101-21703 FICA WITHHOLDING.	10/1/10 payroll		\$1,732.50
Invoice	10/1/2010			
Transaction Date	10/1/2010	NORTH STAR CHEC 10100	Total	\$2,587.39
Refer	1675 PERA	Ck# 000489E 10/1/2010		
Cash Payment	G 101-21704 PERA	10/1/10 payroll		\$1,413.58
Invoice	10/1/2010			
Transaction Date	10/1/2010	NORTH STAR CHEC 10100	Total	\$1,413.58
Refer	1676 ICMA	Ck# 000490E 10/1/2010		
Cash Payment	G 101-21705 ICMA RETIREMENT	10/1/10 payroll		\$1,950.66
Invoice	10/1/2010			
Transaction Date	10/1/2010	NORTH STAR CHEC 10100	Total	\$1,950.66

Fund Summary

	10100 NORTH STAR CHECKING	
101 GENERAL		\$5,951.63
		<u>\$5,951.63</u>

Pre-Written Checks	\$5,951.63
Checks to be Generated by the Compute	\$0.00
Total	<u>\$5,951.63</u>

CITY OF LAUDERDALE

***Check Detail Register©**

OCTOBER 2010

		Check Amt	Invoice	Comment
10100 NORTH STAR CHECKING				
Paid Chk#	020398	10/1/2010	AHDN ATTORNEYS	
E	101-41500-300	LEGAL FEES - PROSECUTING	\$850.00	4075 9/10 legal fees
E	101-41500-355	MISC PRINTING/PROCESS SER	\$32.96	4075 9/10 legal fees
		Total AHDN ATTORNEYS	\$882.96	
Paid Chk#	020399	10/1/2010	BUTKOWSKI, HEATHER	
E	101-41200-331	TRAVEL EXPENSE	\$117.50	3q10 milage reimbursement
		Total BUTKOWSKI, HEATHER	\$117.50	
Paid Chk#	020400	10/1/2010	CINTAS	
E	602-49100-425	CLOTHING	\$39.58	PW uniforms
E	601-49000-425	CLOTHING	\$39.58	PW uniforms
		Total CINTAS	\$79.16	
Paid Chk#	020401	10/1/2010	CITY OF FALCON HEIGHTS	
E	101-42100-321	FIRE CALLS	\$1,754.72	9/10 firecalls
		Total CITY OF FALCON HEIGHTS	\$1,754.72	
Paid Chk#	020402	10/1/2010	CITY OF ROSEVILLE	
E	101-41200-306	CONSULTING FEES	\$453.33	0210133 10/10 IT Services
E	101-42100-391	TELEPHONE/PAGERS	\$95.40	0210183 10/10 phone services
		Total CITY OF ROSEVILLE	\$548.73	
Paid Chk#	020403	10/1/2010	CITY OF ST ANTHONY	
E	101-42100-319	POLICE CONTRACT	\$48,216.25	10/10 Police contract
		Total CITY OF ST ANTHONY	\$48,216.25	
Paid Chk#	020404	10/1/2010	CROIX OIL	
E	601-49000-212	MOTOR FUELS	\$28.59	331688 9/10 Fuel
E	101-43000-212	MOTOR FUELS	\$133.43	331688 9/10 Fuel
E	602-49100-212	MOTOR FUELS	\$28.60	331688 9/10 Fuel
		Total CROIX OIL	\$190.62	
Paid Chk#	020405	10/1/2010	GLENWOOD INGLEWOOD	
E	101-41200-208	WATER DELIVERY	\$55.34	9/10 cooler rental and water
		Total GLENWOOD INGLEWOOD	\$55.34	
Paid Chk#	020406	10/1/2010	HOME DEPOT CRC	
E	101-43000-228	MISC REPAIRS MAINT SUPPLIE	\$80.57	4044864 9/10 Misc supplies
		Total HOME DEPOT CRC	\$80.57	
Paid Chk#	020407	10/1/2010	INFRASTRUCTURE TECHNOLOGIES	
E	601-49000-327	OTHER SERV- SEWER/NPDES I	\$735.00	PR10615 Jet/Vac Sanitary sewer
		Total INFRASTRUCTURE TECHNOLOGIES	\$735.00	
Paid Chk#	020408	10/1/2010	KONICA MINOLTA	
E	101-41200-401	COPIER CONTRACT	\$203.54	160775839 9/10 Copier contract

CITY OF LAUDERDALE
***Check Detail Register©**

OCTOBER 2010

		Check Amt	Invoice	Comment
Total KONICA MINOLTA		\$203.54		
Paid Chk#	020409	10/1/2010	MET-COUNCIL ENVIRONMENTAL SER.	
E	601-49000-387	WATER TREATMENT SERVICE	\$11,050.86	0000942777 11/10 Wastewater treatment
Total MET-COUNCIL ENVIRONMENTAL SER.			\$11,050.86	
Paid Chk#	020410	10/1/2010	MN DEPT OF LABOR AND INDUSTRY	
E	101-43400-443	SURCHARGE REPORT	\$76.59	9771123025 3q10 Surcharge report
Total MN DEPT OF LABOR AND INDUSTRY			\$76.59	
Paid Chk#	020411	10/1/2010	ONE CALL CONCEPTS	
E	101-43400-386	GOPHER STATE ONE CALL	\$24.65	0090652 9/10 locates
Total ONE CALL CONCEPTS			\$24.65	
Paid Chk#	020412	10/1/2010	RAMSEY COUNTY, PROP REC & REV	
E	101-42100-442	MISC	\$618.45	EMCOM-00088 9/10 911 Dispatch
G	101-21706	HEALTH INSURANCE	\$379.06	RISK-001366 10/10 Insurance benefits
E	101-41200-355	MISC PRINTING/PROCESS SER	\$25.00	RISK-001366 10/10 Insurance benefits
Total RAMSEY COUNTY, PROP REC & REV			\$1,022.51	
Paid Chk#	020413	10/1/2010	ROSE CAR CARE	
E	601-49000-315	SEWER JETTING	\$49.70	30727 jetter maintenance
Total ROSE CAR CARE			\$49.70	
Paid Chk#	020414	10/1/2010	ST. PAUL STAMP WORKS INC	
E	101-41200-201	GENERAL SUPPLIES	\$42.48	209810 Heather notary stamp
Total ST. PAUL STAMP WORKS INC			\$42.48	
Paid Chk#	020415	10/1/2010	UNIVERSITY OF MINNESOTA	
E	101-43400-308	TRAINING\CONFERENCES	\$450.00	Building Official Institute-DH
Total UNIVERSITY OF MINNESOTA			\$450.00	
Paid Chk#	020416	10/1/2010	WASTE MANAGEMENT	
E	101-43000-384	REFUSE DISPOSAL	\$122.52	5517684-0500- 10/10 Waste Service
Total WASTE MANAGEMENT			\$122.52	
Paid Chk#	020417	10/1/2010	XCEL ENERGY, CITY HALL	
E	101-43000-383	GAS UTILITIES	\$28.08	165949637 9/10 City hall gas
E	101-43000-381	ELECTRIC	\$135.24	340889740 9/10 City hall electric
Total XCEL ENERGY, CITY HALL			\$163.32	
Paid Chk#	020418	10/1/2010	XCEL ENERGY, STREET LIGHTING	
E	101-43000-380	STREET LIGHT UTILITY	\$46.08	340958127 9/10 Bridge lights
Total XCEL ENERGY, STREET LIGHTING			\$46.08	
10100 NORTH STAR CHECKING			\$65,913.10	

CITY OF LAUDERDALE

***Check Detail Register©**

OCTOBER 2010

	Check Amt	Invoice	Comment
Fund Summary			
		10100	NORTH STAR CHECKING
101 GENERAL	\$53,941.19		
601 SEWER UTILITIES	\$11,903.73		
602 STORM SEWER ENTERPRISE FUND	\$68.18		
	<u>\$65,913.10</u>		

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date October 12, 2010
ITEM NUMBER TC Die Casting
STAFF INITIAL AB
APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

This is your first review of the draft agreement between the City and Twin City Die Casting. Doug Harmon (TC Die CEO/President) reviewed the draft agreement; he didn't offer any changes. Ron Batty made a few minor changes since Doug reviewed it; those are included in the attached copy.

Please let me know tonight if you see any changes that need to be made or issues that haven't been addressed. One issue I will bring up is whether you feel TC Die should reimburse the City for staff costs related to the project. We did not ask Virginia Matheny or Bolger to cover these costs during recent projects they completed with city staff.

Dave and I will be meeting with Doug on October 19 to review the quotes (attached). Dave tried to get a third company to bid the project but they ultimately weren't interesting. There are a limited number of companies in Minnesota that do this work and this would be considered a very small project. The Visu-Sewer quote is cheaper but requires TC Die to cut into existing walls to provide access for by-pass pumping. They may prefer the more expensive quote be approved.

If all goes as expected, staff will bring back the agreement and preferred vendor for approval at the next meeting.

OPTIONS:

STAFF RECOMMENDATION:

COUNCIL ACTION:

DRAFT

ENCROACHMENT AGREEMENT

This Encroachment Agreement (the "Agreement") is made this ____ day of _____, 2010 by and between the city of Lauderdale, a Minnesota municipal corporation (the "City"), and Twin Cities Die Casting, a Minnesota _____ (the "Owner").

RECITALS

- A. The Owner is the fee owner of property located at 1070 33rd Avenue SE in Lauderdale, Ramsey County, Minnesota and legally described on Exhibit A attached hereto (the "Property"); and
- B. The City has an easement for utility purposes over, under and across that portion of the Property legally described on Exhibit B attached hereto (the "Easement Area"). The City maintains a sanitary sewer in the Easement Area; and
- C. The Owner wishes to expand the improvements on the Property by constructing a building over some or all of the Easement Area, which building will impede the City's ability to access the Easement Area from the surface in order to maintain, repair or replace the sanitary sewer; and
- D. The City is willing to allow the Owner to construct a building over the Easement Area, subject to the terms and conditions of this Agreement.

AGREEMENT

- 1. In order to strengthen the sanitary sewer line located within the Easement Area and to minimize the need for maintenance thereof in the future, the City will line the sanitary sewer with approximately 300 linear feet of cured in place pipe lining (CIPP) (the "Work"). The Work will be performed by the City or its contractors and will cost an estimated \$ _____. The Owner agrees to cooperate with the City and its contractor in performance of the Work. The Owner agrees to reimburse the City for the cost of the Work, including amounts paid to contractors for mobilization, cleaning, televising, by-pass pumping and other associated costs. Payment in full shall be made by the Owner within 30 days of receipt of an invoice from the City.

2. The Owner also agrees to pay the City a fee to reimburse the City for its administrative, legal and engineering costs associated with preparing this Agreement and all other matters associated with the Work (the "Administrative Costs"). The Owner shall deposit with the City an escrow of \$4,000.00 to reimburse the City for the Administrative Costs. If any of the escrow remains after full reimbursement of the Administrative Costs, the unspent funds will be returned to the Owner without interest. If the Administrative Costs exceed the amount in escrow, the Owner agrees to pay such additional funds to the City to fully reimburse the City for its costs.
3. The Owner agrees that any amount of the Construction Costs or the Administrative Costs incurred by the City in connection with this Agreement or the Work which are not reimbursed by the Owner to the City may be specially assessed against the Property. The Owner understands that the exact amount of such special assessment cannot be determined at the present time but the City agrees that it will not exceed the actual amount of the Construction Costs plus the Administrative Costs or \$_____, whichever is less. The Owner hereby waives notice of hearing and hearing on the special assessments. The Owner hereby waives all right of appeal or to otherwise contest the levy of the special assessments. The Owner also agrees that any requirements of Minnesota Statutes, Chapter 429 relating to special assessments are waived to the extent that such requirements are not met.
4. The Owner agrees to construct, operate and maintain the improvements over the Easement Area in a manner which does not damage the City's sanitary sewer and agrees to indemnify the City for any expenses the City may incur in repairing or reconstructing the sanitary sewer if damaged by the Owner.
5. It is likely that, following construction of the building over the Easement Area, inspection, maintenance and repair of the City's sanitary sewer will be conducted from the manholes on either end of the lined sewer line. The Owner agrees, however, to cooperate with the City and its agents in future inspections, maintenance and repair, including allowing reasonable access to the Property and Easement Area, if requested by the City and at no cost to the City.
6. Nothing in this Agreement is intended or should be interpreted as waiving or limiting any rights in the Easement Area held by the City except as explicitly expressed in this Agreement.
7. The Owner shall be required to obtain a building permit and any other permits or approvals necessary from the City or any other entity having jurisdiction prior to constructing the building on the Property. This Agreement does not constitute a permit or permission to construct the building.
8. This Agreement shall run with the Property and shall inure to the benefit of and be binding on the parties to this Agreement and to their respective successors and assigns.

9. This Agreement shall be governed by and construed and enforced in accordance with the laws of Minnesota.
10. This Agreement shall constitute the entire agreement of the parties and any prior understanding, agreement or representation preceding this Agreement shall not be binding on either party except to the extent incorporated into this Agreement.
11. This Agreement may be modified only by written amendment executed by both parties.
12. Any notice required or permitted by this Agreement shall be in writing and shall either be hand delivered or mailed by U.S. mail, postage prepaid and addressed to:

- a) as to the City:
 - City of Lauderdale
 - 1891 Walnut Street
 - Lauderdale, MN 55113
 - Attn: City Administrator
- b) as to the Owner:
 - Twin Cities Die Casting
 - 1070 33rd Avenue SE
 - Lauderdale, MN 55414

or such other address as either party may from time to time notify the other in writing.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first written above.

CITY OF LAUDERDALE

By: _____
 Jeffrey Dains, Mayor

And by: _____
 Heather Butkowski,
 City Administrator-Clerk

STATE OF MINNESOTA)
) ss.
 COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this ____ day of _____, 2010, by Jeffrey Dains and Heather Butkowski, the Mayor and City Administrator-Clerk, respectively, of the city of Lauderdale, Minnesota, a municipal corporation under the laws of Minnesota, on behalf of the City.

 Notary Public

TWIN CITIES DIE CASTING

By: _____
Its: _____

STATE OF MINNESOTA)
) ss.
COUNTY OF RAMSEY)

The foregoing instrument was acknowledged before me this ____ day of _____, 2010, by _____, the _____, of Twin Cities Die Casting, a Minnesota _____, on behalf of the _____.

Notary Public

EXHIBIT A

The Property is legally described as follows:

[insert legal]

EXHIBIT B

The Easement Area is legally described as follows:

[insert legal]



Specialty Contracting & Waste Management

14000 Veit Place
Minneapolis, MN 55374

Office 763.428.2242
Toll Free 866.428.2242
Fax 763.428.8348

VeitUSA.com

August 19, 2010

City of Lauderdale
Attn: Mr. David Henricks

Phone:

Fax:

PROJECT: 15" CIPP Lining (Twin City Dye)

QUOTE: 15" CIPP (7.5 mm thick) - 285 lf

Unit Price: \$118.00 /lf

INCLUDES:

- Mobilization (1 ea.)
- Furnish & Installation of approx. 285 lf (1 MH-MH stretch) 15" (7.5 mm thick) - CIPP liner
- Pre/Post television inspection (CD/DVD) of sewers lined -- provided at completion of project
- Bypass Pumping (est 1,000 lf to MH in Como)

EXCLUDES:

- Surveying, staking or layout
- Major Traffic Control (closures/detours)
- Winter Conditions
- Permits / Engineering / Testing
- Restoration of any kind

CONDITIONS:

The following items are to be provided by others at no additional cost to V&C:

- Unrestricted access to work area(s) for V&C crew and equipment.
- Locations and access to all manholes/structures prior to mobilization to site(s).
- Access and permitting for use of hydrants (or equivalent) in immediate work area(s). If none are within close proximity, V&C will provide a water tanker and operator (time & material per V&C price schedule) to shuttle water to cleaning equipment to provide a continuous cleaning operation.
- Dumpsite for debris removed from lines to be cleaned
- Set of plans detailing sewer system layout with correct manhole/structure numbers.

NOTES:

BOND: Add 1% to above Quoted Total for Bond, Pricing Valid for 30 Days
Billing based on actual footage installed

Respectfully,

Brent Johnson
Veit & Company, Inc.
Project Manager
Direct: 763-428-6729
Cell: 612-369-4510

Affirmative Action Equal Opportunity Employer

Contracting
Earthwork
Demolition
Utilities
Foundations
Environmental Remediation
Industrial Cleaning

Waste Management
Roll-off Containers
Construction & Demolition Debris Landfills
Recycling & Transfer Facilities
Waste Hauling

Minnesota
Minneapolis
Duluth
Rochester
Wisconsin
Milwaukee



Trenchless Solutions

Inspect. Maintain. Rehabilitate.

Proposal

To: David Hinrichs
City of Lauderdale
1891 Walnut Street
Lauderdale, MN 55113
651-792-7650

From: Matt Loberg
Visu-Sewer, Inc.
7905 Beech St. NE
Fridley, MN 55432-1762
763-252-0004

Date: 8/19/2010

Project: Sewer Lining for Twin City Dye Casting

Visu-Sewer is pleased to provide the following quotation for sewer lining:

Installation of Approximately 300' l.f. of 15" National Liner @ Lump Sum Price: \$31,500.00

TOTAL: \$31,500.00

*****Price is contingent on either Twin City Dye Casting or City of Lauderdale providing a 1' by 1' hole in the wall near the Up Stream MH (remove a cinder block) to provide room for our by-pass hoses during installation of CIPP liner*****

The above listed prices are based on the recent site inspection and include:

- Labor, material and equipment.
- Mobilization and Traffic Control
- Cleaning and televising of sewers prior to installation of liner.
- By Passing of exiting flow.
- Installation of National Liner per manufactures instructions, ASTM 1216.
- Reinstatement of active service connections
- Televising of sewers after installation of liner.

The City of Lauderdale will need to provide access to all manholes, water from nearby hydrants and a dump site for captured debris. If needed, removal of protruding taps, grouting of active leaks, and heavy cleaning will be quoted separately. Thank you for the opportunity to quote on this project. Please do not hesitate to call if you have any questions 763-252-0004.

All material guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to standard practices or specifications submitted. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. If a collapse of the original pipe results during the lining process, Visu-Sewer will not be held liable for costs associated with excavation, repairs or restoration. Our workers are fully covered by Workmen's Compensation Insurance. This proposal may be withdrawn if not accepted within 30 days of issue. Terms - Net 30 days.

Acceptance of Proposal

The above prices / conditions are satisfactory and are hereby accepted. Visu-Sewer is authorized to do the work as specified.

Date: _____

Signature: _____

www.visu-sewer.com

ACTION REQUESTED	LAUDERDALE COUNCIL
Consent _____	MEETING DATE <u>October 12, 2010</u>
Special _____	
Public Hearing _____	ITEM NUMBER <u>2011 Rates for Storm Sewer,</u>
Report _____	<u>Sanitary Sewer, and Recycling</u>
Discussion/Action <u>X</u>	STAFF INITIAL <u>Jim</u>
Resolution <u>X</u>	APPROVED BY ADMINISTRATOR _____
Work session _____	

BACKGROUND:

At the last meeting, the council discussed the following rate increases for 2011:

Storm Sewer: 12.5%
 Sanitary Sewer: 7.5%
 Recycling: 0%

The attached resolution reflects these increases. Also attached is a copy of what residents received with their bills in 2010. That will be updated for 2011 distribution.

OPTIONS:

- 1) Adopt Resolution 101210A
- 2) Amend the rate increases prior to adopting the resolution.

STAFF RECOMMENDATION:

Motion to adopt Resolution 101210A: A Resolution Establishing 2011 Storm Sewer Rates, Sanitary Sewer Rates, and Recycling Rates

COUNCIL ACTION:

RESOLUTION NO. 101210A

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

**A RESOLUTION ESTABLISHING 2011 STORM SEWER RATES,
SANITARY SEWER RATES, AND RECYCLING RATES**

WHEREAS, the City of Lauderdale incurs expenses related to the operation of its storm sewer collection system, including costs for salaries and maintenance of the utility; and

WHEREAS, the City of Lauderdale incurs expenses related to the operation of its sanitary sewer collection and disposal system, including Metropolitan Council Environmental Services wastewater treatment fees, as well as its own costs for salaries and maintenance of the utility; and

WHEREAS, the City of Lauderdale incurs expenses related to the operation of its residential recycling program, including costs for salaries and collection of materials; and

WHEREAS, storm sewer rates, sanitary sewer rates, and recycling rates are set annually by the Lauderdale City Council; and

WHEREAS, the City Code provides for the collection of storm sewer service charges, sanitary sewer service charges, and residential recycling collection;

NOW THEREFORE, BE IT RESOLVED that the Lauderdale City Council sets the following rates for 2011:

- 1) Storm Sewer: A flat rate of \$9.28 per quarter per REF (Residential Equivalency Factor)
- 2) Sanitary Sewer
 - A) Residential: A flat rate of \$48.54 per residential unit per quarter
 - B) Commercial: \$2.40 per unit of water consumption per month, with a minimum monthly charge of \$13
- 3) Recycling: A flat rate of \$2.45 per residential unit per month

Adopted by the City Council of the City of Lauderdale this 12th day of October, 2010.

Jeffrey Dains, Mayor

(ATTEST)

(SEAL)

Heather Butkowski, City Administrator

ACTION REQUESTED	LAUDERDALE COUNCIL
Consent _____	MEETING DATE <u>October 12, 2010</u>
Special _____	ITEM NUMBER <u>Draft Capital Improvements Plan Budgeting Tool</u>
Public Hearing _____	STAFF INITIAL <u>Jim</u>
Report _____	APPROVED BY ADMINISTRATOR _____
Discussion/Action <u>X</u>	
Resolution _____	
Goal Setting _____	

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Staff updated the 2008-2017 Capital Improvement Plan (CIP) Budgeting Tool for the years 2011-2020. Further updates will be made based on input from the council.

OPTIONS:

- 1) Discuss.
- 2) Do not discuss.

STAFF RECOMMENDATION:

- 1) Discuss and provide suggestions for further refinement of the draft CIP Budgeting Tool.

COUNCIL ACTION:

CITY OF LAUDERDALE

10/07/10 11:54 AM

Page 1

Cash Balances

Current Period: SEPTEMBER 2010

FUND Descr	Account	MTD Debit	MTD Credit	Current Balance
CASH				
GENERAL	G 101-10100	\$7,064.67	\$90,626.22	-\$2,309,519.27
COMMUNITY EVENTS	G 201-10100	\$672.58	\$880.99	\$5,552.52
COMMUNICATIONS	G 202-10100	\$0.00	\$1,049.83	\$28,651.14
RECYCLING	G 203-10100	\$0.00	\$4,769.45	\$77,866.27
'02 ST/UTIL IMP DEBT SERVICE	G 303-10100	\$0.00	\$301.25	\$442,584.84
'03 ST/UTIL IMP DEBT SERVICE	G 304-10100	\$0.00	\$301.25	\$480,743.39
CAPITAL IMPROVEMENT STREETS	G 401-10100	\$0.00	\$0.00	\$402,697.76
CAPITAL IMPROVEMENTS	G 402-10100	\$0.00	\$0.00	\$86,417.89
CAPITAL IMPROVE STORM WATER	G 403-10100	\$0.00	\$0.00	\$177,369.31
PARK IMPROVEMENT	G 404-10100	\$0.00	\$0.00	\$148,780.03
TIF-PROJECTS	G 405-10100	\$0.00	\$880.41	\$28,961.65
SEWER IMPROVEMENT	G 407-10100	\$0.00	\$0.00	\$427,904.68
SEWER UTILITIES	G 601-10100	\$38,038.48	\$17,699.32	\$216,704.82
STORM SEWER ENTERPRISE FUND	G 602-10100	\$6,709.96	\$4,872.26	\$40,396.98
Total CASH		\$52,485.69	\$121,380.98	\$255,112.01
PETTY CASH				
GENERAL	G 101-10200	\$0.00	\$0.00	\$400.00
Total PETTY CASH		\$0.00	\$0.00	\$400.00
INVESTMENTS				
GENERAL	G 101-10400	\$0.00	\$0.00	\$2,792,725.90
Total INVESTMENTS		\$0.00	\$0.00	\$2,792,725.90
Grand Total		\$52,485.69	\$121,380.98	\$3,048,237.91

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

COMPLETED 2008-2010

FUND 101	GENERAL FUND: PARK MAINTENANCE	YEAR COMPLETED	EST COST	ACTUAL
Community Park:	Pea gravel for playground	2008-2009	\$ 2,000	\$ 0
Walsh Lake:	Work w/ 4-H or scout troops to build/install bird houses	2008	\$ 0	\$ 0
Nature Area:	Work w/ 4-H or scout troops to build/install bird houses	2008	\$ 0	\$ 0
Community Park:	Pea gravel for playground	2009	<u>\$ 1,000</u>	<u>\$ 0</u>
Total Fund 101			\$ 2,000	\$ 0

FUND 202 COMMUNICATIONS FUND

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

FUND 402 GENERAL CAPITAL IMPROVEMENT FUND

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

FUND 403 STORM WATER IMPROVEMENT FUND

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

FUND 404 PARK IMPROVEMENT FUND

Community Park:	Refurbish park shelter #1	removed	\$ 10,000	
Community Park:	Upgrade shelter electrical	removed	\$ 4,000	
Community Park:	Hockey rink improvements & pave gravel trail	2008	\$ 60,000	\$ 62,214
Community Park:	Install fencing on south property line, then east line	2008	\$ 10,000	\$ 8,431
Community Park:	Fencing for dog park area	2008	\$ 10,000	\$ 9,432
Community Park:	Add 2 garbage containers (1 for each parking lot)	2008	\$ 1,000	\$ 819
Community Park:	Replace roof of warming house	2009	\$ 10,000	\$ 6,703
Community Park:	Benches for Doggie Play Area	2010	\$ 2,000	\$ 0
Community Park:	Add 2 4 recycling containers	2010	\$ 1,000	\$ 0
Community Park:	New large play structure w/climbing wall & zip slide	2010	\$ 50,000	\$ not in
Walnut/lone:	Repurpose large play structure	2010	<u>\$ 8,000</u>	<u>\$ not in</u>
Total Fund 404			\$166,000	\$87,599+

FUND 601 SANITARY SEWER FUND

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

FUND 602 STORM SEWER FUND

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

Surface Water Mgmt Plan: Public Education and Outreach Program	removed	\$ 5,000
Surface Water Mgmt Plan: Complete staff training	removed	\$ 1,000
Surface Water Mgmt Plan: Review & update city code	removed	\$ 3,000
Surface Water Mgmt Plan: Impaired Waters Report	removed	\$ 8,000
Surface Water Mgmt Plan: Wetland inventory & assessment	removed	\$ 2,000
Total Fund 602		\$ 55,000

2008-2010 TOTAL ALL FUNDS **\$454,000** **\$ 98,882**

2011 Projected Projects & Estimated Costs

FUND 402 GENERAL CAPITAL IMPROVEMENT FUND

City Hall: 3-tub sink for kitchen	From 2009	\$ 1,000
P.W. Equipment: Replace diesel John Deere tractor w/mower deck & bucket attachments	From 2009	\$ 30,000
Total Fund 402		\$ 31,000

FUND 404 PARK IMPROVEMENT FUND

Community Park: Playground Improvements Phase II	From 2009	\$ 34,000
▪ Remove the existing swings and monkey bars;		
▪ Add sky runner, 2 swing sets, tire swing, tot play structure, benches, garbage cans		
Walnut/Ione: Open Space Improvements	From 2009	\$ 10,000
▪ "Lauderdale Picnic Area" signage		
▪ Woodchip path		
▪ Benches		
▪ Picnic table		
▪ Fencing on north property line		
Community Park: Park Kiosk	From 2010	\$ 2,000
Total Fund 404		\$ 46,000

2011 TOTAL ALL FUNDS **\$ 77,000**

2012 Projected Projects & Estimated Costs

FUND 202 COMMUNICATIONS FUND

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

FUND 401 STREET IMPROVEMENT FUND

Eustis Street: Reconstruct street & utilities north of Larpentour, with sidewalks	From 2010	\$ 1,699,032
Total Fund 401		\$ 1,699,032

FUND 402 GENERAL CAPITAL IMPROVEMENT FUND

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

FUND 404 PARK IMPROVEMENT FUND

Walsh Lake:	Signage for west & south property lines	From 2008	\$ 250
Walsh Lake:	Vegetative buffer of 25' from shoreline [ord. 8-4-8(L)2]	From 2008	\$ 0
Walsh Lake:	Walking path Ryan to Pleasant	From 2011	\$ 20,000
Walsh Lake:	Aesthetically pleasing bench for end of Pleasant	From 2011	\$ 1,000
Community Park:	Construct park shelter #2		\$ 22,000
Total Fund 404			\$ 43,250

2012 TOTAL ALL FUNDS \$ 1,780,582

2013 Projected Projects & Estimated Costs

FUND 101 GENERAL FUND: ELECTIONS

City Hall:	Replace ballot tabulator	From 2012	\$ 4,000
Total Fund 101			\$ 4,000

FUND 401 STREET IMPROVEMENT FUND

Eustis Street:	Reconstruct street & utilities south of Larpenteur, with sidewalks	From 2011	\$ 815,595
Roselawn Ave.:	Mill & overlay		\$ 200,000
Fulham Street:	Reconstruct w/curb& gutter north of Larpenteur		\$ 200,000
All City Streets:	Seal coating		\$ 110,000
Total Fund 401			\$ 1,325,595

FUND 403 STORM WATER IMPROVEMENT FUND

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

FUND 404 PARK IMPROVEMENT FUND

Community Park:	Crack seal & color coat surface of tennis court		\$ 7,500
Community Park:	Crack seal & seal coat surface of hockey rink		\$ 1,000
Total Fund 404			\$ 33,500

2013 TOTAL ALL FUNDS \$ 1,363,095

2014 Projected Projects & Estimated Costs

FUND 404 PARK IMPROVEMENT FUND

Community Park: Permanent Bathrooms	From 2010	\$ 40,000
Total Fund 404		\$ 40,000
 2014 TOTAL ALL FUNDS		 \$ 40,000

2015 Projected Projects & Estimated Costs

FUND 402 GENERAL CAPITAL IMPROVEMENT FUND

P.W. Equipment: Replace pick-up truck & plow		\$ 29,000
Total Fund 402		\$ 29,000
 2015 TOTAL ALL FUNDS		 \$ 29,000

2016 Projected Projects & Estimated Costs

FUND 402 GENERAL CAPITAL IMPROVEMENT FUND

P.W. Garage: Replace roof of garage		\$ 10,000
Total Fund 402		\$ 10,000
 2016 TOTAL ALL FUNDS		 \$ 10,000

2017 Projected Projects & Estimated Costs

FUND 401 STREET IMPROVEMENT FUND

Alleys: Convert non-vacated dead-end alleys to through alleys		\$ 132,000
Total Fund 401		\$ 132,000

FUND 404 PARK IMPROVEMENT FUND

Community Park: Community building w/meeting room, kitchen, restrooms, park shelter		\$ 875,000
Total Fund 404		\$ 879,000
 2017 TOTAL ALL FUNDS		 \$ 1,011,000

2018 Projected Projects & Estimated Costs

FUND 403 STORM WATER IMPROVEMENT FUND

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

FUND 404 PARK IMPROVEMENT FUND

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

2018 TOTAL ALL FUNDS		\$	105,000
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2019 Projected Projects & Estimated Costs

FUND 402 GENERAL CAPITAL IMPROVEMENT FUND

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

2019 TOTAL ALL FUNDS		\$	30,000
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2020 Projected Projects & Estimated Costs

2011-2020 FUND TOTALS

100 FUNDS: GENERAL

Fund 101	General Fund	\$	4,000
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200 FUNDS: SPECIAL REVENUE

Fund 201	Community Events Fund	\$	0
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Fund 202	Communications Fund	\$	3,300
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Fund 203	Recycling Fund	\$	0
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300 FUNDS: DEBT SERVICE

Fund 301-304	Not Applicable	\$	0
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400 FUNDS: CAPITAL IMPROVEMENT

Fund 401	Street Improvement Fund	\$	3,156,627
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Fund 402	General Capital Improvement Fund	\$	135,000
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Fund 403	Storm Water Improvement Fund	\$	80,000
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Fund 404	Park Improvement Fund	\$	1,066,750
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Fund 405	TIF Projects Fund	\$	0
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600 FUNDS: PROPRIETARY

Fund 601	Sanitary Sewer Fund	\$	0
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Fund 602	Storm Sewer Fund	\$	0
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TOTAL ALL FUNDS 2011-2020	\$	4,445,677
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ACTION REQUESTED	LAUDERDALE COUNCIL
Consent _____	MEETING DATE <u>October 12, 2010</u>
Special _____	ITEM NUMBER <u>Moving Large Play Structure</u>
Public Hearing _____	STAFF INITIAL <u>Jim</u>
Report _____	APPROVED BY ADMINISTRATOR _____
Discussion/Action <u>X</u>	
Resolution _____	
Work session _____	

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The council asked staff to obtain revised quotes for moving the southern part of the play structure. MN/WI Playground and Koolmo Construction both provided revised quotes.

The transfer station should be included as part of the moving project for handicap accessibility. The purpose of the transfer station is to allow someone in a wheel chair a point of entry on to the play structure by wheeling up next to it and transferring themselves from the wheel chair onto the play structure.

Here is a summary of the quotes:

Remove, move, and reinstall the southern part of the play structure, as well as the transfer station:

MN/WI Playground: \$6,750
 Koolmo Construction: \$6,650

There are several options for removing and disposing of the remaining part of the structure. Staff recommends having the contractor remove the remaining part of the equipment from the ground with their equipment, and city staff would do the rest.

Both companies provided a quote for removing the remaining structure from the ground (and putting it in a dumpster we provide). However, we may forgo the dumpster.

MN/WI Playground: \$860
 Koolmo Construction: \$1,800

OPTIONS:

- 1) Motion to approve a contractor to remove, move, and relocate the southern part of the play structure, as well as the transfer station—and remove the remaining structure from the ground.
- 2) Do not authorize a contractor to perform the work.

STAFF RECOMMENDATION: 1) Decide if the southern part of the play structure, as well as the transfer station should be removed, transported, and reinstalled at the new location.
 2) If so, motion to approve MN/WI Playground and a not to exceed amount of \$8000, which includes removing the remaining structure from the ground.
 3) Do nothing.

COUNCIL ACTION:



QUOTATION

TO: City of Lauderdale
 1891 Pleasant Street
 Lauderdale, MN 55113
 Attn: Jim Bownik
 Phone: 651-792-7650
 Fax: 651-631-2066

Date: 04-Oct-10
 Quote No. D40H2
 Drawing No.

Project: Relocate 1/2 Play Structure

Qty	Unit	Description	Price	Extension
1	Ea.	<p>Remove Existing Structure & Re-Install 1/2 Equipment at City Park <i>*The rest of the equipment to be remove and disposed of by City</i></p> <p>*Equipment Does Not comply with the most recent safety standards nor the ADA. *Price Does Not include any updates on the equipment</p> <p>Options: 4' playcurbs with galvanized stakes \$3,244.00 (includes tax and frt) Install playcurbs (if already on site & building the play structure \$725.00 (on grade-no digging) Remove 1/2 of the structure & dispose \$860.00 (requires larger dumpster)</p>	\$6,750.00	\$6,750.00

NOTE: Unless otherwise stated the following applies to the purchased items requiring installation. Minnesota Wisconsin Playground Inc.
 Will not be responsible for accepting delivery or storage of equipment, site preparation, unforeseen obstructions (may incur additional charges), or disposal of packaging materials. Owner or General Contractor shall hold Minnesota Wisconsin Playground, Inc. harmless in the event of injury due to insufficient resilient safety surface. Owner is responsible for direct access to site for large trucks. A flat dirt surface should be prepared prior to our arrival. Unless otherwise stated all excavated material is to remain on site and all installation shall be done in one trip.
 All material is guaranteed specified. All work is to be completed in a workmanlike manner according to standard practice. Any alteration or division from above specifications involving extra costs must be executed upon written orders and will become an extra charge over and above the purchase agreement. All Agreements are contingent upon strikes, accidents or delays beyond our control. Owner is to carry fire, tornado and other necessary insurance.

Prices Good For Until 12-1-10.
 Shipping / Installation Date:
 Prices Based on Wages Without Prevailing Wage Adjustments

Sub Total	\$6,750.00
Freight	NA
Installation	see above
Tax	

Signed By: _____
 Harlan Lehman CPSI

Accepted By: _____
 With Acceptance - Terms of Sale - Payment is Due Within 30 Days

Total	\$6,750.00
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Jim Bownik

From: Harlan Lehman [harlan@mnwiplay.com]
Sent: Wednesday, October 06, 2010 4:11 PM
To: Jim Bownik
Subject: removal

Attachments: image001.jpg

We will remove & re-install the Transfer Platform at NO charge.

The City is responsible for providing the dumpster and we put the "old" equipment in the dumpster. If you want us to provide a dumpster-add \$500.00

Harlan Lehman

Minnesota / Wisconsin Playground

763-546-7787 | 800-622-5425

(Fax) 763-546-5050

image001

Jim Bownik

From: DAVID KOOLMO [dmkool@msn.com]
Sent: Thursday, October 07, 2010 7:13 AM
To: Jim Bownik
Subject: RE: Lauderdale

Jim:

Thanks for the opportunity to bid on this work.

We will demo the remainder of the Gametime playstructure not being reinstalled and place all components including concrete in a dumpster provided by the City.

Demo additional equipment. Add to base bid \$ 1800.00

David Koolmo
Koolmo Construction Inc.
2324 169th LN NW
Andover, MN 55304
612-308-6666

From: dmkool@msn.com
To: jim.bownik@ci.lauderdale.mn.us
Subject: RE: Lauderdale
Date: Wed, 6 Oct 2010 07:25:10 -0500

Jim:

We can demo and relocate the existing section of play equipment as shown in the attached picture from your e-mail dated September 30, 2010.

Demo and reinstall \$ 6000.00

The section of equipment that you are relocating does not have a Handicap access point, the remaining section does. I would suggest taking the (Transfer station) Handicap access off of the remaining section and incorporating it onto the section that is getting moved.

Adding this onto the reinstalled piece of equipment would make it compliant with ADA guidelines.

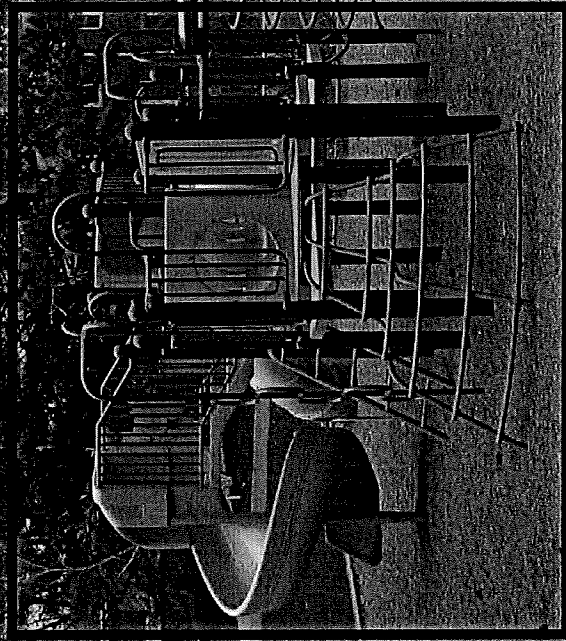
I can explain further if needed. Additional cost \$ 650.00

My Insurance Agent should be sending you my Insurance info this morning.

Thanks,

David Koolmo
Koolmo Construction Inc.
2324 169th LN NW
Andover, MN 55304
612-308-6666

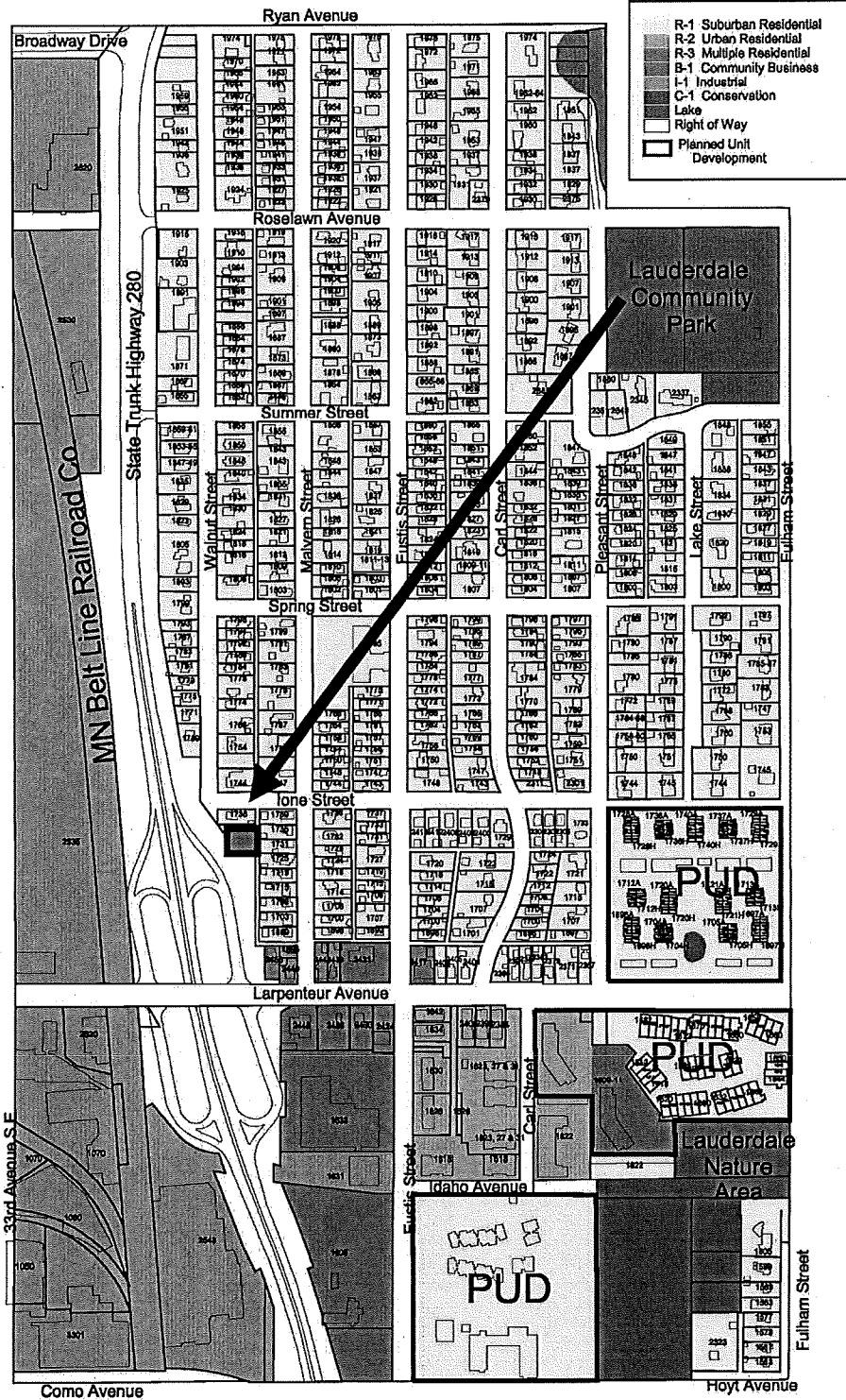
The council would like a quote for moving the part of the structure in the box below.





The City of Lauderdale

1996 Zoning Map



Map 1
August
1997

350 0 350 Feet.





DISCLAIMER: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only.

SOURCES: Ramsey County (August 30, 2010), The Lawrence Group (August 30, 2010) for County parcel and property records data; August 2010 for commercial and residential data; April 2009 for color aerial imagery; All

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date October 12, 2010

ITEM NUMBER Credit Card Policy

STAFF INITIAL 

APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Prior to the next audit, the City needs to adopt a credit card policy. The City has never had a traditional credit card (VISA, MasterCard etc.), but the City has had store specific credit cards (Home Depot, Sears, and Sam's Club). Attached is a draft credit card policy. The city's auditor reviewed it and thought it looked appropriate.

I will make any changes suggested and bring it back for final approval at the next meeting. If there are no changes, it can also be finalized during this meeting.

OPTIONS:

STAFF RECOMMENDATION:

COUNCIL ACTION:

**CITY OF LAUDERDALE
CREDIT CARD USE POLICY**

As per Minnesota Statute 471.382, the Lauderdale City Council may authorize the use of a credit card by any city officer or employee otherwise authorized to make a purchase on behalf of the city. If a city officer or employee makes or directs a purchase by credit card that is not approved by the City Council, the officer or employee is personally liable for the amount of the purchase. All purchases by credit card must otherwise comply with all statutes, rules, and policies applicable to city purchases. The City Council shall approve the establishment of all credit card accounts.

MN Stat. 412.271, subd. 2 and MN Stat. 471.38, subd.1

Bills from credit card companies do not contain the detail necessary to satisfy the requirement that claims presented to the city for payment must be in writing and itemized. Therefore, invoices and receipts for all items charged must be retained. A list of all credit card charges will be included with expenditures for City Council review and approval.

MN Stat. Ch. 475

Credit card use must also comply with laws concerning borrowing. Credit cards will not be used for carrying debt. The entire card balance shall be paid in full each month.

Employees authorized to use the City of Lauderdale's credit card(s) include the following positions: Administrator, Assistant to the City Administrator, Deputy Clerk, Public Works Coordinator, and Maintenance. Individual purchases over \$1,000.00 will require prior City Council approval.

No employee will intentionally use a city credit card for personal purchases. Each employee will sign the sales slip and indicate the vehicle and/or department that the purchase applies to.

Supporting documents and/or invoices will be submitted to the Deputy Clerk to be reconciled with the credit card statement and attached to the claim for payment processing. The City Administrator shall review all credit card purchases and recommend or deny approval for payment.

The City Administrator shall keep a record of all persons issued a credit card or having authorization to use a city credit card. Authorized persons will sign an acknowledgement form regarding credit card use.

Approved by the Lauderdale City Council on October 12, 2010.

Signed: _____ Date: _____
Mayor

Signed: _____ Date: _____
City Administrator-Clerk

**CITY OF LAUDERDALE
CREDIT CARD POLICY ACKNOWLEDGEMENT**

The City of Lauderdale is authorizing you to use one of its credit cards on its behalf. It is important that you understand the rules regarding its use. If the rules are not followed, the city will cancel the card and you may be personally liable for any misuse.

- Credit cards may only be used for appropriate city business. Personal use may be grounds for discipline.
- The credit card shall not be used to obtain a cash advance.
- The credit card must be protected from theft or unauthorized use.
- The City Administrator must be notified immediately if the card is lost, stolen, or if you suspect unauthorized use.
- The credit card must be returned to the City Administrator immediately upon request or upon leaving employment with the city.
- Employees must be sure there are budgeted funds available to pay for credit card purchases.
- Receipts or invoices for each credit card use must be signed and submitted in a timely manner to the Deputy Clerk for processing.
- The city will not be responsible for interest charges accrued due to delayed submission of receipts and payment requests.
- I have read the above statements and the attached Credit Card Use Policy and agree to abide by same.

Signature

Date

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date October 12, 2010
ITEM NUMBER Liquor Store
STAFF INITIAL HB
APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

I recently learned that Paul Bilotta of Bonestroo was responsible for the development of the Liquor Store in Maple Lake. He also has been involved in retail development for a long time. I asked him to attend the meeting and talk about how cities go from kicking around the idea to actually opening a municipal liquor store (or deciding that a store isn't viable).

I see this as another opportunity to gather information, much like we did with Mike Larson and Chief Ohl. Maple Lake staff sang Paul's praises. If the Council decides down the road that it needs assistance with getting market research done or other consulting services, I am sure he would be available on an hourly basis. I can also invite others to speak to the Council to get another perspective.

OPTIONS:

STAFF RECOMMENDATION:

COUNCIL ACTION:



Paul Bilotta, AICP

19 YEARS OF EXPERIENCE

Paul's experience is in retail/mixed use development, planning and economic development in both the private and public sectors.

Working for private development companies, Paul has been responsible for the development of large shopping centers around the country, including anchor tenants such as Kohl's, Sam's Club, Home Depot, Barnes and Noble, and Regal Cinemas.

Paul's roles include market research, site selection/due diligence, design management, financial analysis, negotiation, legal documentation and construction oversight.

Paul was on the design team for the downtown phase of Arbor Lakes, a very successful retail development in Maple Grove, MN.

Prior to his development work, Paul was the Community Development Director for the City of Shakopee and also worked for a municipality in Illinois.

Paul has a Bachelor's of Arts degree in Urban and Regional Planning (High Honors) and a Master's degree in Business Administration.

Related Experience:

- Maple Lake Municipal Liquor Relocation - Maple Lake, MN
- Oakdale Mall Redevelopment - Oakdale, MN
- Fischer Marketplace - Apple Valley, MN
- Chadwick Marketplace - Albert Lea, MN
- Lino Lakes Shopping Center - Lino Lakes, MN



Arbor Lakes Retail Development
Maple Grove, MN

Commercial Development



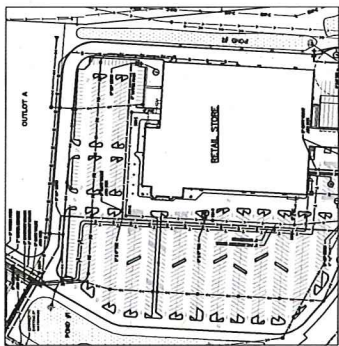
Commercial Development

Design is about more than pipes and pavement. Design offers a powerful tool for achieving any number of business goals – attracting more customers, reducing bottom line costs, or meeting difficult schedules.

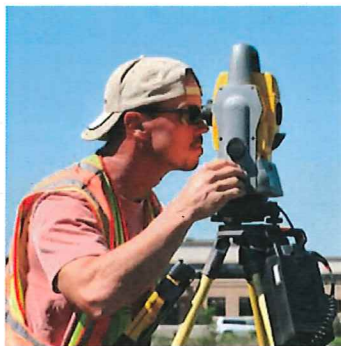
Maximum engagement. Creating places that amplify market share. Persistence, expertise, and a single-minded focus. These are the traits of successful design.



Site Planning



Site Engineering



Surveying



Environmental



Bonestroo is an engineering, planning, and environmental science firm with over 50 years of experience.



LEED/Sustainability



Landscape Architecture

Timing is Everything

In today's increasingly complex real estate industry, a worry-free relationship with your development team is essential.

Bonestroo's strong project management and wide spectrum of technical expertise pave the way to well-coordinated and quickly approved developments.



Traffic/Parking



we make
the complex
simple.

Commercial Development

Site Analysis

Market Research

Site Analysis/Due Diligence Reports

Surveys

Phase I Environmental Site Assessments

Wetland Delineations

Natural Resource Inventories

Transportation/Traffic Studies

Cost Estimates

Site Design

Site Planning/Minimum Impact Design

Site Engineering

Transportation/Traffic Engineering and Parking/Circulation

Landscape Architecture/Amenities

Stormwater

Surveying/Platting

Entitlements/Approvals

LEED/Sustainable Design



Construction

Site Observation/Contract Management

Construction Staking/As-Builts

Stormwater Compliance and Staff Training

Complementary Services

GIS Services

Grant Funding

Public/Private Partnerships



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