

LAUDERDALE CITY COUNCIL MEETING AGENDA

Tuesday, March 11, 2008

5:30 P.M. CITY HALL

1891 WALNUT STREET

1. **ROLL CALL**
2. **APPROVAL OF THE AGENDA**
3. **APPROVALS**
 - a. Minutes of the Tuesday, February 26, 2008, City Council Meeting.
 - b. Claims totaling \$74,822.71.
4. **OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS NOT ON THE AGENDA**
5. **CONSENT**
 - a) Rental Housing & HVAC Licenses
 - b) PCIC Minutes
 - c) Authorization for Administrator to attend Spring MCMA Conference May 7-9.
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 in to the decision.
 - a) Storm Water Plan
8. **REPORTS**
 - a) Highway 280 update
 - b) Cable Commission / TAC Joint Meeting re: INet
9. **DISCUSSION / ACTION**
 - a) Traffic Calming
10. **ITEMS REMOVED FROM THE CONSENT AGENDA**
11. **ADDITIONAL ITEMS**
12. **SET AGENDA FOR NEXT MEETING**
 - a) Goal Setting @ 5:30 p.m.
 - b) Sound Wall
 - c) Inflow and Infiltration Amendment
13. **WORK SESSION**

FILE

7:30 p.m. The City Council will hold a public meeting for input on the proposed Sound Wall.

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

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Tuesday, February 26, 2008

Mayor Dains called the meeting to order at 7:30 p.m.

Council members present: Lara Mac Lean, Denise Hawkinson, Clay Christensen, and Mayor Jeff Dains. Council member Karen Doherty was not present.

Mayor Dains asked for any additions, deletions, or changes to the meeting agenda. Council member Christensen requested adding a notice by the City of Roseville on a request to vacate easement to Midland Hills, consideration of the Waste Technologies, Inc. garbage haulers license, and a letter from a resident regarding the residents' guide and directory.

Council member Christensen moved to approve the agenda as amended; council member Mac Lean seconded the motion and it carried.

Council member Christensen moved approval of the February 12, 2008, City Council meeting minutes. Council member Mac Lean seconded the motion and it carried.

Council member Hawkinson moved approval of the claims totaling \$32,746.11. Council member Christensen provided the second and the motion carried.

Mayor Dains asked if members of the public wished to address the council on any items not on the agenda. Harvey Skow moved to the podium and addressed the Council. He raised the issue of his retaining wall to the Council once again. The mayor and council acknowledged his comments.

Mayor Dains asked if there were items to remove from the consent agenda.

Council member Hawkinson moved the Consent Agenda approving 2008 rental housing licenses and HVAC licenses, plans and specifications for seal coating and plans and specifications for the hockey rink project. Christensen seconded the motion and it carried.

Mayor Dains moved the police report up on the agenda. Chief Ohl presented the 2007 Annual Police report. He stated crime statistics for 2007 remained relatively unchanged from 2006. He outlined achievements for 2007 including a crime clearance rate of over 60% in Lauderdale.

The Council thanked the Chief and the department for work done well and the continuing positive relationship with the St. Anthony Police Department.

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The Mayor moved to the proposed sound wall discussion.

Mr. Marc Goess from Mn/DOT presented information on the proposed sound wall along Highway 280 from Larpenteur Avenue to Walnut Street. Mr. Goess provided photos and design plans for the project. He said the department identified \$1.5 million for the project and plans to let bid and begin construction after July 1, 2008. Mr. Goess said the department would proceed with a sound wall based on the needs and desires of the community.

Those present asked about wall height and Mr. Goess indicated the standard height is 20', however, if desired, the department can construct the wall at 15', 12', etc. He said the wall generally tapers at the ends. It was the consensus of those present to have a 20' wall.

The Council asked if the wall could be stopped around Ione Street. Mr. Goess reiterated the department would follow the wishes of the community. The consensus of those present was to extend the wall to Larpenteur Avenue.

Council member Mac Lean asked about the sound wall materials. Mr. Goess said the standard materials are concrete posts with timber planks. He indicated it is generally the most cost effective material. For new roads they prefer earthen berms, which provide the best sound reduction.

Mr. Goess said the department would like the council to consider municipal consent of the project. The mayor wanted to give the community a final opportunity to provide feedback and input on the project before granting municipal consent.

The Council thanked Mr. Goess and took a five-minute break.

After reconvening, council member Christensen mentioned the City of Roseville is holding a hearing on the vacation of easement north of Ryan Avenue and east of Walnut Street. Roseville would vacate this easement to Midland Hills Golf Course.

Council member Christensen moved to approve WTI's request for a hauler license and to assess a \$100.00 administrative penalty for operating without a license for 2007. Council member Hawkinson seconded the motion and it carried.

The Council discussed Mn/DOT's presentation and decided to move the council meeting to 5:30 p.m. on Tuesday, March 11 and have a final public input / comment session at 7:30 p.m.

Council member Hawkinson moved to begin the official Council meeting at 5:30 p.m. Tuesday, March 11, 2008. Council member Mac Lean seconded the motion and it carried.

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Mr. Jeff Berends of Verdi Construction representing CorVal and NewMech appeared before the Council to discuss company plans to relocate its operation and work with the city to redevelop its site and the property along Larpenteur Avenue. Mr. Berends discussed some of the ideas regarding the site such as self-contained student housing for the University of Minnesota.

After additional discussion, Stacie Kvilvang of Ehlers suggested the development of regular meetings with benchmarks. Stacie, Jeff and Brian will meet to begin this process.

Mayor Dains requested Heck speak with Chief Ohl about having Law Enforcement present for the start of city council meetings.

Council member Hawkinson moved to adjourn the meeting. Council member Mac Lean seconded the motion and the meeting adjourned at 10:00 p.m.

Respectfully submitted

Brian W. Heck
City Administrator

CITY OF LAUDERDALE

CLAIMS FOR APPROVAL

March 11, 2008 City Council Meeting

Payroll

03/07/08 Payroll: Direct Deposit # 500512-500518	\$7,379.45
03/07/08 Payroll: Payroll Liabilities, e-payments 237E-239E	\$6,235.67

Vendor Claims

03/11/08 Claims: Check #s 19088-19104	\$61,207.59
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Subtotal of Claims From Above **\$74,822.71**

Total Claims for Approval **\$74,822.71**

CITY OF LAUDERDALE

03/05/08 3:06 PM

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Paid Register

Check Number	Employee Number	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date	Status
500512	000000101	DUBORD, ANDREW	5	BI-WEEKLY	\$211.71	3/7/2008	Outstanding
500513	000000011	BOWNIK, JAMES	5	BI-WEEKLY	\$1,062.01	3/7/2008	Outstanding
500514	000000007	BUTKOWSKI, HEATHER	5	BI-WEEKLY	\$1,154.49	3/7/2008	Outstanding
500515	000000001	HECK, BRIAN	5	BI-WEEKLY	\$2,314.42	3/7/2008	Outstanding
500516	000000002	HINRICHS, DAVID C	5	BI-WEEKLY	\$1,192.99	3/7/2008	Outstanding
500517	000000005	HUGHES, JOSEPH A	5	BI-WEEKLY	\$1,356.56	3/7/2008	Outstanding
500518	000000055	HAWKINSON, LUKE	5	BI-WEEKLY	\$87.27	3/7/2008	Outstanding
					<u>\$7,379.45</u>		

CITY OF LAUDERDALE

03/06/08 10:21 AM

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Payments

Current Period: MARCH 2008

Batch Name	030708paytax	Computer Dollar Amt	\$6,235.67	Posted	
Refer	129 ICMA RETIREMENT TRUST - 457	Ck# 000237E	3/7/2008		
Cash Payment	G 101-21705 ICMA RETIREMENT	3/7/08 payroll			\$2,002.68
Invoice					
Transaction Date	3/6/2008	Due 0 NORTH STAR CHEC	10100	Total	\$2,002.68
Refer	130 NORTH STAR BANK, CHECKING S	Ck# 000238E	3/7/2008		
Cash Payment	G 101-21703 FICA WITHHOLDING.	3/7/08 payroll taxes			\$1,893.04
Invoice					
Cash Payment	G 101-21701 FEDERAL TAXES	3/7/08 payroll taxes			\$896.30
Invoice					
Transaction Date	3/6/2008	Due 0 NORTH STAR CHEC	10100	Total	\$2,789.34
Refer	131 PERA	Ck# 000239E	3/7/2008		
Cash Payment	G 101-21704 PERA	3/7/08 payroll			\$1,443.65
Invoice					
Transaction Date	3/6/2008	Due 0 NORTH STAR CHEC	10100	Total	\$1,443.65
Fund Summary				BATCH Total	\$6,235.67
101	10100 NORTH STAR CHECKING		\$6,235.67		
			\$6,235.67		

Pre-Written Checks	\$6,235.67
Checks to be Generated by the Compute	\$0.00
Total	\$6,235.67

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

MARCH 2008

		Check Amt	Invoice	Comment
10100 NORTH STAR CHECKING				
Paid Chk#	019088	3/11/2008	CINTAS	
	E 602-49100-425	CLOTHING	\$42.27	pw clothing
	E 601-49000-425	CLOTHING	\$42.27	pw clothing
	Total CINTAS		\$84.54	
<hr/>				
Paid Chk#	019089	3/11/2008	CITY OF FALCON HEIGHTS	
	E 101-42100-321	FIRE CALLS	\$1,190.58	2/08 fire calls
	Total CITY OF FALCON HEIGHTS		\$1,190.58	
<hr/>				
Paid Chk#	019090	3/11/2008	CITY OF ST ANTHONY	
	E 101-42100-319	POLICE CONTRACT	\$45,675.00	3/08 police services
	Total CITY OF ST ANTHONY		\$45,675.00	
<hr/>				
Paid Chk#	019091	3/11/2008	DELUXE BUSINESS CHECKS & SOLUT	
	E 101-41200-355	MISC PRINTING/PROCESS SER	\$41.69	deposit tickets
	Total DELUXE BUSINESS CHECKS & SOLUT		\$41.69	
<hr/>				
Paid Chk#	019092	3/11/2008	HUGHES & COSTELLO	
	E 101-42100-355	MISC PRINTING/PROCESS SER	\$359.05	3/08 legal fees
	E 101-42100-305	LEGAL FEES	\$850.00	3/08 retainer
	Total HUGHES & COSTELLO		\$1,209.05	
<hr/>				
Paid Chk#	019093	3/11/2008	KENNEDY & GRAVEN	
	E 101-41200-305	LEGAL FEES	\$178.25	1/08 general legal fees
	E 101-41200-305	LEGAL FEES	\$418.50	1/08 legal fees - park
	E 101-41200-355	MISC PRINTING/PROCESS SER	\$15.88	1/08 legal processing fees
	Total KENNEDY & GRAVEN		\$612.63	
<hr/>				
Paid Chk#	019094	3/11/2008	LMC	
	E 101-41200-308	TRAINING/CONFERENCES	\$20.00	hb - LMCIT training
	Total LMC		\$20.00	
<hr/>				
Paid Chk#	019095	3/11/2008	MET-COUNCIL ENVIRONMENTAL SER.	
	E 601-49000-387	WATER TREATMENT SERVICE	\$9,632.21	4/08 wastewater services
	Total MET-COUNCIL ENVIRONMENTAL SER.		\$9,632.21	
<hr/>				
Paid Chk#	019096	3/11/2008	ONE CALL CONCEPTS	
	E 101-43400-386	GOPHER STATE ONE CALL	\$13.20	2/08 locate tickets
	Total ONE CALL CONCEPTS		\$13.20	
<hr/>				
Paid Chk#	019097	3/11/2008	PARK SERVICE	
	E 601-49000-212	MOTOR FUELS	\$33.48	2/08 motor fuels
	E 602-49100-212	MOTOR FUELS	\$33.48	2/08 motor fuels
	E 101-43000-212	MOTOR FUELS	\$267.83	2/08 motor fuels
	Total PARK SERVICE		\$334.79	
<hr/>				
Paid Chk#	019098	3/11/2008	POSTMASTER - STAMPS	
	E 101-41200-203	POSTAGE	\$123.00	3 rolls of stamps

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

MARCH 2008

			Check Amt	Invoice	Comment
Total POSTMASTER - STAMPS			\$123.00		
Paid Chk#	019099	3/11/2008	RAMSEY COUNTY, PROP REC & REV		
	E 101-42100-442	MISC	\$505.92		2/08 911 dispatch
Total RAMSEY COUNTY, PROP REC & REV			\$505.92		
Paid Chk#	019100	3/11/2008	SPRINT PCS		
	E 101-43000-391	TELEPHONE/PAGERS	\$33.60		2/08 pw cell phone
	E 602-49100-391	TELEPHONE/PAGERS	\$16.80		2/08 pw cell phone
	E 601-49000-391	TELEPHONE/PAGERS	\$16.81		2/08 pw cell phone
Total SPRINT PCS			\$67.21		
Paid Chk#	019101	3/11/2008	SUBURBAN ACE HARDWARE		
	E 101-43000-228	MISC REPAIRS MAINT SUPPLIE	\$1.49		fasteners
Total SUBURBAN ACE HARDWARE			\$1.49		
Paid Chk#	019102	3/11/2008	US BANK, DEBT SERVICES		
	E 303-47300-621	FILE MAINTENANCE CHARGES	\$431.25		2002A bond management contract
	E 304-47400-621	FILE MAINTENANCE CHARGES	\$431.25		2003A bond management contract
Total US BANK, DEBT SERVICES			\$862.50		
Paid Chk#	019103	3/11/2008	WASTE MANAGEMENT		
	E 101-43000-384	REFUSE DISPOSAL	\$98.83		3/08 waste pick up
Total WASTE MANAGEMENT			\$98.83		
Paid Chk#	019104	3/11/2008	XCEL ENERGY, CITY HALL		
	E 101-43000-381	ELECTRIC	\$181.90		2/08 city hall electric
	E 101-43000-383	GAS UTILITIES	\$553.05		2/08 city hall gas
Total XCEL ENERGY, CITY HALL			\$734.95		
10100 NORTH STAR CHECKING			\$61,207.59		

Fund Summary

	10100 NORTH STAR CHECKING	
101 GENERAL		\$50,527.77
303 '02 ST/UTIL IMP DEBT SERVICE		\$431.25
304 '03 ST/UTIL IMP DEBT SERVICE		\$431.25
601 SEWER UTILITIES		\$9,724.77
602 STORM SEWER ENTERPRISE FUND		\$92.55
		\$61,207.59

LAUDERDALE COUNCIL ACTION FORM

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

MEETING DATE <u>March 11, 2008</u>
AGENDA NUMBER <u>5A Licenses</u>
DESCRIPTION <u>2008 Rental Housing & HVAC Licenses</u>

BACKGROUND OR PAST COUNCIL ACTION
<p>Following are rental property owners and HVAC contractor that successfully completed the licensing process for 2008.</p> <p>Rental Housing Charles Mason, 1699 Eustis Street Charles Mason, 2439 Larpenteur Avenue Ernest Dopp, 1816 Malvern Street James Eischens, Twin City Housing & Realty, 1846 Walnut Street Gene Christenson, 1850 Walnut Street</p> <p>HVAC Sedgwick Heating & AC</p>

OPTIONS

STAFF RECOMMENDATION
Approve these rental housing and HVAC licenses for 2008.

COUNCIL ACTION

MOTION BY _____

SECOND _____

STAFF ACTION

ACTION REQUESTED	LAUDERDALE COUNCIL
Consent <u> X </u>	MEETING DATE <u> March 11, 2008 </u>
Special <u> </u>	ITEM NUMBER <u> PCIC Minutes </u>
Public Hearing <u> </u>	STAFF INITIAL <u> Jim </u>
Report <u> </u>	APPROVED BY ADMINISTRATOR <u> </u>
Discussion/Action <u> </u>	
Resolution <u> </u>	
Work session <u> </u>	

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Attached are the minutes from the Park & Community Involvement Committee meetings of February 4, 2008 and March 3, 2008.

OPTIONS:

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

STAFF RECOMMENDATION:

Motion to acknowledge receipt of and placing on file the minutes of the Park & Community Involvement Committee meetings of February 4, 2008 and March 3, 2008.

COUNCIL ACTION:



MINUTES
MONDAY, FEBRUARY 4, 2008
PARK & COMMUNITY INVOLVEMENT COMMITTEE

1. CALL TO ORDER 6:33 p.m.
2. ROLL CALL
Members Present: Kathy Lerfald,
Bob Milligan, Kathy Thompson
Members Absent: Micah Harpel, Gretel Keene, Kendra Kauppi
Staff & Council Present: Jim Bownik, Denise Hawkinson, Lara Mac Lean
Others Present:

3. APPROVAL OF THE AGENDA

Milligan motioned to approve the agenda, second by Thompson. Ayes: 5, Naves: 0. Motion carried.

4. APPROVAL OF MINUTES OF JANUARY 7, 2008 MEETING

Thompson motioned to approve the minutes, second by Milligan. Ayes: 5, Naves: 0. Motion carried.

5. UPDATES

- A. 2008 Park Improvements
- B. 2008 Snow*Commotion Wrap-up (Saturday, January 26 from 3-6 p.m.)

Bownik provided a brief update on Item A.

The Committee provided ideas for potential improvements for the 2009 winter festival. Ideas included:

- More advertising such as distributing a brightly colored flyer at Halloween and emphasizing the need for people to donate more children's chapter books. Also, use the resident email distribution list for promotion.
- Having snow sculptures in yards next to the sandwich board signs.
- Have poker chips buried and reburied that kids can redeem for prizes.
- Require people to purchase tickets for activities.
- Start fire earlier, post sign with rules including no skates near fire and getting a marshmallow then a skewer.
- Do not charge for food. Ask people for donations instead. Have the menu consist of S'mores, coffee, cookies, and juice.
- Holding the event from 2-5 p.m., having more activities at the park, and having a more flexible menu.

2/4/08 PCIC Minutes

- Use a fire pit donated by Hawkinson or Lorfald instead of the fire pit. Milligan offered to donate wood.
- Buy a new sign. Jim will follow up with Falcon Heights.

6. DISCUSSION

A. Set Date for 2009 Snow*Commotion

The Committee recommended Saturday, January 24, 2009 as the date for the next winter festival. The Committee also recommended scheduling the winter festival for Saturday the weekend before the Super Bowl every year.

B. 2009 Park Improvements

Bownik informed the Committee that instead of placing a sign near the playground, the Council would like the information in the newsletter, on the website, on the character generator, and posted in the lobby. The Committee should provide recommendations for potential equipment replacement or additions. Bownik also suggested a playground inspection.

C. Parks Capital Improvement Plan (Parks CIP)

Bownik provided information on previous park & open space discussions and suggested he come back to the Committee with a proposal that would combine existing documents into a five-year plan based on established priorities.

D. Doggie Play Area (DPA)

Lorfald initiated discussion of an alternative site for the DPA because of the hockey rink improvements. After discussing various options, the Committee concluded that there may not be another suitable location at the Community Park.

E. Ice Time Reservations

Bownik informed the Committee that staff suggested updating the City's Ice Time Reservation Policy. The Committee did not have any suggestions for policy revisions at this time.

7. OTHER BUSINESS

8. SET AGENDA FOR NEXT MEETING

Bownik provided a suggested agenda for the next meeting.

2/4/08 PCIC Minutes

9. SET DATE FOR NEXT MEETING

The committee meets on the first or third Mondays of the month depending on the needs and commitments of the committee. A consensus of the committee recommended Monday, March 3 and Monday, April 7 at 6:30 p.m.

10. ADJOURNMENT

Lerfald motioned to adjourn the meeting, second by Milligan.

Ayes: 5, Nays: 0. Motion carried. The meeting adjourned at 8:17 p.m.



MINUTES
MONDAY, MARCH 3, 2008
PARK & COMMUNITY INVOLVEMENT COMMITTEE

1. CALL TO ORDER 6:36 p.m.

2. ROLL CALL
Members Present: Micah Harpel, Gretel Keene, Kathy Thompson
Members Absent: Kathy Lurfald, Kendra Kauppi, Bob Milligan
Staff & Council Present: Jim Bownik, Lara Mac Lean
Others Present:

3. APPROVAL OF THE AGENDA

Thompson motioned to approve the agenda, second by Harpel.
Ayes: 5, Nays: 0. Motion carried.

4. APPROVAL OF MINUTES OF FEBRUARY 4, 2008 MEETING

Harpel motioned to approve the minutes, second by Keene. Ayes: 5, Nays: 0.
Motion carried.

5. UPDATES

A. 2008 Park Improvements
B. 2009 Park Improvements

Bownik provided an update on Items A & B.

6. DISCUSSION

A. Parks Capital Improvement Plan (Parks CIP)

Bownik provided a compilation of park & open space discussions to guide discussion of what to include in a five-year Parks CIP covering 2009-2013. Previous discussions have identified four park and open space areas in the City and four topics related to each including demarcation, pathways, amenities, and maintenance.

Consensus recommendations for the Walnut/lone Area:
 - Installing signage at the lone pathway access that says "Lauderdale Picnic Area".
 - Creating a pathway with woodchips from the lone access to the property.

3/3/08 PCIC Minutes

Consensus recommendations for Walsh Lake:

- Allowing growth of vegetative buffer of 16.5' from the shoreline [ord. 8-4-8(h)5].
- Installing signage on the west and south property lines indicating the park boundary.
- Constructing a bituminous path along or near the lake that connects to Ryan and Pleasant and possibly make part of the path a floating walkway.
- Installing an aesthetically pleasing bench along the pathway.

Consensus recommendations for the Nature Area:

- Reconstructing the stairs leading into the Nature Area from the Rose Hill Townhomes.
- Reconstructing the footbridge.
- Grading the old trolley line used by students walking from the apartments to the University of Minnesota.
- Erosion control measures such as riprap for bank stabilization.

Consensus recommendations for the Community Park:

- Playground improvements including the replacement or addition of play equipment.
- Maintenance: adding pea gravel to the playground, crack-sealing the hockey rink, possibly painting the hockey rink, crack-sealing the basketball courts, crack-sealing and color-coating the tennis courts.
- Add 2 more recycling containers.

Bownik will update the draft document based on the discussion for further refinement at the next meeting.

7. OTHER BUSINESS

8. SET AGENDA FOR NEXT MEETING

Bownik provided a suggested agenda for the next meeting.

9. SET DATE FOR NEXT MEETING


The committee meets on the first or third Mondays of the month depending on the needs and commitments of the committee. The next meeting is set for Monday, April 7 at 6:30 p.m.

10. ADJOURNMENT

Harpel motioned to adjourn the meeting, second by Thompson.

Ayes: 5, Nays: 0. Motion carried. The meeting adjourned at 9:09 p.m.

Memo

To: City Council
From: Brian W. Heck, City Administrator 
Date: March 7, 2008
Re: Storm Water Hearing

The City of Lauderdale is required to hold a public hearing each year as part of our Separate Municipal Storm Water System (MS4).

The hearing is to inform the public of our programs aimed at pollution prevention programs.

This past year, the City completed it's permit application and the application is currently in the comment phase.

Our public education included newsletter articles, playing programs on storm water on the local access channel, and participating in two organizations that produce and air public service announcements on protecting storm water.

Attached is the Lauderdale's annual report.

ANNUAL REPORT for 2007
MUNICIPAL SEPARATE STORM SEWER SYSTEMS (MS4)
For Calendar Year 2007
Due June 30, 2008

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 part VI D. of the MS4 permit.

Submit your annual report by June 30, 2008 to:

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

If you would like to obtain an electronic copy of the MS4 Annual Report for 2007 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):

- Keith Cherryholmes 651-296-6945
- Joyce Cieluch 218-846-7387
- Scott Fox 651-296-9433

Lauderdale City MS4

Name of MS4

Brian Heck

Name of Contact Person

6517927655

Telephone (including area code)

1891 Walnut St

Mailing Address

Lauderdale MN 55113

City

State

ZIP code

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 the 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 2007 calendar year. Indicate the number distributed in 2007 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
<i>Example: Brochures:</i>	<i>3 different brochures</i>	<i>published 5 times</i>	<i>about 10,000</i>
Brochures:			
Newsletter:	<i>6 PER YEAR</i>	<i>60 TIME PER YEAR</i>	<i>ENTIRE CITY</i>
Posters:			
Newspaper articles:			
Web sites:*			
Utility bill inserts:			
Radio ads:			
Television ads:	<i>2 TYPES</i>	<i>TWICE A DAY</i>	<i>ENTIRE CITY</i>
Other:			
Other:			

* If you use your website as a tool to distribute stormwater educational materials, indicate the number of hits to the stormwater page during 2007 in the space above and provide the URL reference here:

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) providing the average stage of the most significant components - check the one box that most accurately reflects the overall stage for that MCM).

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

<p>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?</p> <p>D. List those entities with which you have a partnership agreement to meet the requirements of this MCM and describe the nature of the agreement(s) (list if level of effort exceeded 10 hours):</p>	<p>Y N</p>
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Minimum Control Measure 2: Public Participation/Involvement [V.G.2]

<p>A. Did you hold a public meeting for calendar year 2007 and discuss your Stormwater Pollution Prevention Program (SWPPP)? [Part V.G.1.e]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>B. What was the date of the public meeting?</p>	<p>3/07</p>
<p>C. How many citizens attended specifically for stormwater (excluding board/council members and staff)?</p>	<p>0</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. If you did not hold a public meeting on your SWPPP in 2007, explain why:</p>	
<p>F. Each MS4 must receive and consider input from the public. Input must be considered prior to submittal of your annual report. During your public meeting, 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>G. Do you plan to or have you already incorporated any comments into your next SWPPP update? [Part V.G.2.c] If yes, list items:</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>H. <u>If you answered "Yes" to part F above but no SWPPP changes will be made check here:</u></p>	

Minimum Control Measure 3: Illicit Discharge Detection and Elimination [V.G.3]

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>A. Have you completed a storm sewer system map by June 30, 2008 in accordance with the requirements of the permit?</p> <p>If yes, describe how it was completed:</p> <p><input type="checkbox"/> Hardcopy only <input checked="" type="checkbox"/> GIS system <input type="checkbox"/> CAD <input type="checkbox"/> Other "digital" system:</p> <p>If No to A. above, please:</p> <p>NOTE: The complete storm sewer system map must be finished by June 30, 2008. [Part V.G.3.a]</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
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<p>B. Has an ordinance or other regulatory mechanism been adopted to prohibit illicit discharges or other non-stormwater discharges from entering your system? If <i>yes</i>, provide the date the regulatory mechanism was adopted: __. If <i>no</i>, provide an estimated date of adoption: None Provided.</p>	Y
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<p>C. Have you completed the tasks according to the schedule listed in your BMP program for illicit discharge detection and elimination?</p>	N
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D. Describe any changes in development status or the timeline/implementation schedule provided in your SWPPP?

Minimum Control Measure 4: Construction Site Stormwater Runoff Control [V.G.4]

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 greater than or equal to one acre or less than one acre but is part of a common plan of development that will be one acre or greater. [Part V.G.4.]

<p>A. Have you adopted an ordinance or other regulatory mechanism that regulates stormwater runoff from construction activities that result in a land disturbance of greater than or equal to one acre or less than one acre which are a 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>	Y
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<p>B. The BMPs you listed in 2006 are checked below. Which of the following BMPs and pollution prevention management measures have been incorporated into your regulatory mechanism during 2007? Check all that apply:</p>	
<p>Y - Temporary erosion controls</p>	<p><input type="checkbox"/> Added in 2007</p>
<p>N - Record keeping for rainfall and inspections</p>	<p><input type="checkbox"/> Added in 2007</p>
<p>Y - Permanent erosion controls</p>	<p><input type="checkbox"/> Added in 2007</p>
<p>N - Waste controls for hazardous waste</p>	<p><input type="checkbox"/> Added in 2007</p>
<p>N - Waste controls for solid waste</p>	<p><input type="checkbox"/> Added in 2007</p>
<p>N - Dewatering and basin draining</p>	<p><input type="checkbox"/> Added in 2007</p>
<p>Y - Regular inspections by site operators</p>	<p><input type="checkbox"/> Added in 2007</p>
<p>Y - Site plan submittal including erosion and sediment control BMPs</p>	<p><input type="checkbox"/> Added in 2007</p>
<p>Y - BMP maintenance</p>	<p><input type="checkbox"/> Added in 2007</p>
<p>Y - Site plan review and approval prior to activity on site</p>	<p><input type="checkbox"/> Added in 2007</p>
<p>N - Permanent stormwater management facility approval</p>	<p><input type="checkbox"/> Added in 2007</p>

N - Other: <input type="checkbox"/> Added in 2007	
<p>C. The regulatory mechanism sanctions included to ensure compliance and enforcement component are in 2006 are checked below. Which of the following actions does your MS4 use? Also, check all additional sanctions added in 2007:</p> <p>Y - Verbal warnings</p> <p><input type="checkbox"/> Added in 2007</p> <p>Y - Written warnings</p> <p><input type="checkbox"/> Added in 2007</p> <p>Y - Stop-work orders</p> <p><input type="checkbox"/> Added in 2007</p> <p>N - Fines</p> <p><input type="checkbox"/> Added in 2007</p> <p>N - Forfeit of security bond money</p> <p><input type="checkbox"/> Added in 2007</p> <p>N - Withholding of certificate of occupancy</p> <p><input type="checkbox"/> Added in 2007</p> <p>N - Other:</p> <p><input type="checkbox"/> Added in 2007</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Minimum Control Measure 5: Post-construction Stormwater Management in New Development and Redevelopment [V.G.5]	
<p>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 must be fully developed and implemented by 6/30/08.</p>	
<p>A. Have you developed and implemented strategies which include requirements for a combination of structural and/or non-structural BMPs appropriate for your community?</p>	<p>Y</p>

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? If <i>yes</i> , provide the date the regulatory mechanism was adopted: ___. If <i>no</i> , provide an estimated date of adoption: 1/1/1997.	Y
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C. Is a plan in place to ensure adequate long-term operation and maintenance of BMPs installed as a result of these requirements?	Y
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D. How are you funding the long-term operation and maintenance of your stormwater management system? <input type="checkbox"/> Grants <input checked="" type="checkbox"/> Stormwater utility fee <input type="checkbox"/> Taxes <input checked="" type="checkbox"/> Other:
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Minimum Control Measure 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 elements listed to the timeline/implementation schedule listed in your BMPs for this MCM??	Y
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B. Did you complete all the tasks in the SWPPP scheduled for implementation in 2007?	Y
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C. Indicate the total number of structural pollution control devices (manholes, grit chambers, sumps, floatable skimmers, etc) within your MS4, how many were inspected, and calculate the percentage:

	Total Number	Number Inspected	Percentage
Structural Pollution Control Devices:			

D. As a result of your inspections, did you repair, replace, or maintain any structural pollution control devices?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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E. For each BMP below, indicate the total number within your MS4, how many of each BMP type were inspected, and calculate the percentage:

BMP Type	Total Number	Number Inspected	Percentage
Outfalls*	1	1	100
Sediment basins/ponds	2	2	100
TOTAL	3	3	100

* outfalls as defined in the permit and guidance

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 [IV.D]

<p>A. Have you identified all impaired waters within your jurisdiction, based on the 2006 303(d) listing, which receive stormwater discharge from your MS4? <i>Check here if your MS4 has no impaired waters:</i> <input checked="" type="checkbox"/></p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>B. Do you have a process in place to identify and update your SWPPP based on the list of impaired waters which receive discharges from your MS4 as new waters are added to the 303(d) list?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>C. Have you determined that any stormwater discharges from your MS4 are negatively impacting any impaired water(s); for which you have or plan to revise to your SWPPP to address the loading?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>D. Provide the following information of the individual responsible for conducting the review of discharges to impaired waters and any associated BMP modifications: Name: Title: Phone: Email:</p>	

Additional SWPPP Issues

<p>A. Did you make a change to any identified BMPs or measurable goals that were submitted with your permit application? [Part V.H.] If yes, explain:</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>B. Briefly list the BMPs using their unique SWPPP identification numbers you used 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></p>	
<p>C. Did you rely on any other entities (MS4s, consultants or contractors) to satisfy any portion of your SWPPP? If yes, please identify below the entity and for what activities: <i>Banestroy</i></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

Owner or Operator Certification

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.

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).

X

Authorized Signature (This person must be duly authorized to sign the annual report for the MS4)		Date
Last Name	First Name	Title
Mailing Address		
City	State	ZIP code
Telephone (include area code)	E-mail Address	

Memo

To: City Council
From: Brian W. Heck, City Administrator
Date: March 3, 2008
Re: Traffic Calming



Staff conducted a sign inventory the results are plotted on the attached maps – Pink = existing stop signs, Yellow = proposed new signs.

We have 59 stop signs located in the community. Each street has a stop sign where it intersects with a county road. There are five four-way stops – three on Spring Street and two on Lone Street. With the exception of the County roads and Walnut, the furthest one can drive without encountering a stop sign is two blocks.

The council requested information on marking crosswalks. I sent a request to Ramsey County outlining the roadwork Lauderdale is contemplating for 2008 and requested each intersection on the County Road marked with a crosswalk. I also requested information on the fee charged by Ramsey County to mark our local streets. I have not heard from the County on the costs.

I requested information on costs to mark crosswalks from the City of Roseville. I have not received a response.

Based on information provided last year, I estimate the cost per crossing at \$75.00. There are 11 controlled intersections on local streets and two additional locations where a trail connects to a local road for a crosswalk. The estimated cost to mark these locations is approximately \$1,000.

“Slow – Children at Play” sign is \$50.00 for an 18” x 24” highly reflective aluminum sign. This is a rectangle sign with the words “Slow” at the top, an image of a running child and “Children at Play” along the bottom. A 24” x 30” sign is \$20.00 more. This cost does not include the post or hardware. Post and vandal-resistant hardware will add another \$30.00 for a total cost of between \$80.00 and \$100.00 per installed sign.