

- 1. ROLL CALL: 7:00 P.M.
- 2. TOUR OF SOUND WALL LOCATION WITH MN/DOT REPRESENTATIVES
- 3. APPROVAL OF THE AGENDA
- 4. APPROVALS
 - a. Minutes of the Tuesday, March 25, 2008, City Council Meeting.
 - b. Claims totaling \$75,762.28.
- 5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS NOT ON THE AGENDA
- 6. CONSENT
 - a) Approve 2008 Street Sweeping Vendor
 - b) Authorize Post-Audit Transfer of Excess Funds
- 7. SPECIAL ORDER OF BUSINESS/RECOGNITION/PROCLAMATIONS
 - 8. PUBLIC HEARINGS Public hearings are conducted so that the public affected by a proposal can have input in to the decision.
- 9. REPORTS
 - a) Larpenneur Avenue Redevelopment
- 10. DISCUSSION / ACTION
 - a) Hockey Rink Bids
 - b) Seal-coating Bids
 - c) Traffic Calming Discussion
 - d) Recreational Fires
 - e) Consider Municipal Consent for Sound Wall
 - f) Portable Bathroom at the Park
- 11. ITEMS REMOVED FROM THE CONSENT AGENDA
- 12. ADDITIONAL ITEMS
- 13. SET AGENDA FOR NEXT MEETING
 - a) Audit Report
 - b) Authorize Quotes for Community Park Fencing
- 13. WORK SESSION
 - a) Council / Staff Roles and Responsibilities
 - b) 2009 Priorities – Time permitting

LAUDERDALE CITY COUNCIL MEETING AGENDA
Tuesday, April 8, 2008
7:00 P.M. CITY HALL
1891 WALNUT STREET

FILE

Tuesday, March 25, 2008

Mayor Dains called the meeting to order at 5:00 p.m.

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

The Council and City Administrator drove the City to evaluate the location of the proposed sound wall at Walnut and Ione and Walnut and Ryan. The Council also examined the location of stop signs and potential crosswalks. The Council visited Falcon Heights to look at crosswalk placement along Garden Street east of Snelling.

The Council returned to City hall at 6:25 p.m. to begin the goal setting session.

The Council reviewed the 2008 goals and priorities. The Council discussed Eustis Street and working with the County on sharing the cost of a reconstruction feasibility study. Staff also indicated Roselawn needs a mill and overlay. The Council discussed the 10-year capital improvement plan and discussed the use of TIF funds for road projects. The mayor suggested having a road committee discuss turn back issues as well as cost sharing of a feasibility study of Eustis. Committee members are Council Member Mac Lean and Mayor Dains.

The Council exited the goal setting and entered in to the formal meeting at 7:30 p.m.

Mayor Dains asked for any additions, deletions, or changes to the meeting agenda. Mayor Dains requested the addition of recreational fire discussion.

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

Council member Doherty moved approval of the March 11, 2008, City Council meeting minutes. Council member Mac Lean seconded the motion and it carried.

Council member Doherty moved approval of the claims totaling \$34,666.72. Council member Mac Lean provided the second and the motion carried.

Mayor Dains asked if members of the public wished to address the council on items not on the agenda. No members of the public wished to address the Council.

Council member Hawkinson moved the Consent Agenda approving 2008 rental-housing licenses and the agreement with Infratech to televise the city's sanitary sewer system. Doherty seconded the motion and it carried.

Mayor Dains invited Emily Peters to discuss with the Council her proposal to include trees in the Community Park as part of her urban tree research. Ms. Peters told the Council she is conducting research on the environmental affects of urban forests. This process requires taking sap flow samples from various trees during the growing season as well as assessing the canopy a few times. She would like to use a stand of trees in the Community Park. She said she inserts probes about 2mm into the tree and connects the probes to a data collector. The wires are buried approximately 2"-3" underground so the setup does not interfere with mowing, maintenance, and use of the park. She showed photos of the site she studied last year.

The Council supported her research and use of the park and requested staff work with Ms. Peters to figure out the details.

Heck provided a brief summary of the changes to the Sanitary Sewer Ordinance to address the inflow and infiltration problem. Heck said a small change was needed to remove the imposition of an increased fee for residents who refuse entry to inspectors. He said the ordinance now indicates the city may initiate an Administrative Warrant order from the court if a resident refuses to allow entry for an inspection.

The mayor opened the public hearing at 7:43 p.m. No one was present to speak to the issue and the mayor closed the public hearing at 7:44 p.m.

Council member Doherty moved Ordinance #08-01 relating to sewers as presented. Council member Hawkinson provided the second and the motion carried on a roll call vote with all members voting yes.

Council member Doherty moved Resolution 032508A regarding the Clear Water Inflow and Infiltration Reduction Program Policy as presented. Council member Hawkinson provided the second and the resolution passed on a roll call vote with all members voting yes.

The council discussed municipal consent for the sound wall along TH280 from Larpenieur Avenue north to the end of Walnut Street. Mayor Dains indicated the City is prepared to provide municipal consent, but first wants to meet with Mn/DOT on site to verify the location of the wall particularly as it pertains to the section from Larpenieur to Ione and the section north of Ryan.

During the tour, Heck told the Council he participated in several meetings with Mn/DOT following the March 11, 2008, public meeting. He told the council Mn/DOT agreed to move the wall north approximately 16' before turning the wall to the east to Walnut. He said they also agreed to end the wall at Ryan. To the south, Heck said Mn/DOT agreed to begin tapering the wall down so it would end at the city owned lot (AKA Walnut and Ione Park).

After looking at the sites, the Council wanted more information on the actual location of the wall as the council might want to consider the wall extending all the way to the end of Walnut on the north and the possibility of a 6' to 8' wall extending to Larpenieur to the south.

Council Member Mac Lean also wanted further consideration of the material.

The Council then discussed traffic calming options and agreed to add this to the April 8 council meeting.

Council member Mac Lean moved to begin the meeting at 7:00 p.m. to facilitate meeting with Mn/DOT on site to discuss the sound wall. Council member Hawkinson seconded the motion and it carried.

Council member Hawkinson moved to adjourn the meeting. Council member Mac Lean seconded the motion and the meeting adjourned at 8:35 p.m.

Respectfully submitted

Brian W. Heck
City Administrator

**CITY OF LAUDERDALE
CLAIMS FOR APPROVAL
April 8, 2008 City Council Meeting**

Payroll	
04/04/08 Payroll: Direct Deposit # 500529-500533	\$7,223.78
04/04/08 Payroll: Payroll Liabilities, e-payments 245E-247E	\$6,292.31
<hr/>	
Vendor Claims	
04/08/08 Claims: Check #s 19125-19145	\$62,246.19

Subtotal of Claims From Above

\$75,762.28

Total Claims for Approval	\$75,762.28
----------------------------------	--------------------

**CITY OF LAUDERDALE
Paid Register**

Check Number	Employee Number	Employee Name	Pay Period	Pay Group	Check Amount	Check Date	Check Status
500529	000000011	BOWNIK, JAMES	7	BI-WEEKLY	\$1,062.01	4/4/2008	Outstanding
500530	000000007	BUTKOWSKI, HEATHER	7	BI-WEEKLY	\$1,154.49	4/4/2008	Outstanding
500531	000000001	HECK, BRIAN	7	BI-WEEKLY	\$2,261.20	4/4/2008	Outstanding
500532	000000002	HINRICH, DAVID C	7	BI-WEEKLY	\$1,170.30	4/4/2008	Outstanding
500533	000000005	HUGHES, JOSEPH A	7	BI-WEEKLY	\$1,575.78	4/4/2008	Outstanding
					<u>\$7,223.78</u>		

CITY OF LAUDERDALE Payments

Current Period: APRIL 2008

Batch Name 040408paytax Payment Computer Dollar Amt \$6,292.31 Posted

Refer 177 ICMA RETIREMENT TRUST - 457 CK# 000245E 4/4/2008

Cash Payment G 101-21705 ICMA RETIREMENT 4/4/08 payroll \$2,002.68

Transaction Date 4/3/2008 Due 0 NORTH STAR CHEC 10100

Total \$2,002.68

Refer 178 NORTH STAR BANK, CHECKING S CK# 000246E 4/4/2008

Cash Payment G 101-21703 FICA WITHHOLDING. 4/4/08 payroll taxes \$1,885.26

Invoice

Cash Payment G 101-21701 FEDERAL TAXES 4/4/08 payroll taxes \$923.18

Invoice

Transaction Date 4/3/2008 Due 0 NORTH STAR CHEC 10100

Total \$2,808.44

Refer 179 PERA CK# 000247E 4/4/2008

Cash Payment G 101-21704 PERA 4/4/08 payroll \$1,481.19

Invoice

Transaction Date 4/3/2008 Due 0 NORTH STAR CHEC 10100

Total \$1,481.19

BATCH Total \$6,292.31

Fund Summary 10100 NORTH STAR CHECKING \$6,292.31

101 \$6,292.31

\$6,292.31

Pre-Written Checks	\$6,292.31
Checks to be Generated by the Compute	\$0.00
Total	\$6,292.31

***Check Detail Register©**

CITY OF LAUDERDALE

APRIL 2008

Check Amt Invoice Comment

10100 NORTH STAR CHECKING	
Paid Chk# 019125	AMERICAN MESSAGING
4/8/2008	
E 602-49100-391	TELEPHONE/PAGERS
\$26.49	
4/08-3/09	pw pager
E 101-43000-391	TELEPHONE/PAGERS
\$52.97	
4/08-3/09	pw pager
E 601-49000-391	TELEPHONE/PAGERS
\$26.49	
4/08-3/09	pw pager
Total AMERICAN MESSAGING	\$105.95
Paid Chk# 019126	AMERIPRIDE
4/8/2008	
E 101-43000-228	MISC REPAIRS MAINT SUPPLIE
\$103.15	
2 boxes paper towels	
Total AMERIPRIDE	\$103.15
Paid Chk# 019127	BATC
4/8/2008	
E 101-41200-308	TRAINING/CONFERENCE
\$27.00	
jb - 6 month toastmaster dues	
Total BATC	\$27.00
Paid Chk# 019128	CINTAS
4/8/2008	
E 602-49100-425	CLOTHING
\$28.18	
pw clothing	
E 601-49000-425	CLOTHING
\$28.18	
pw clothing	
Total CINTAS	\$56.36
Paid Chk# 019129	CITY OF ST ANTHONY
4/8/2008	
E 101-42100-319	POLICE CONTRACT
\$45,675.00	
4/08 police services	
Total CITY OF ST ANTHONY	\$45,675.00
Paid Chk# 019130	CITY OF WHITE BEAR LAKE
4/8/2008	
E 101-43000-327	OTHER SERV- SEWER/NPDES I
\$238.05	
08 RC GIS users group fee	
Total CITY OF WHITE BEAR LAKE	\$238.05
Paid Chk# 019131	FRED PRYOR SEMINARS
4/8/2008	
E 101-41200-308	TRAINING/CONFERENCE
\$179.00	
jb - public speaking training	
Total FRED PRYOR SEMINARS	\$179.00
Paid Chk# 019132	HOME DEPOT CRC
4/8/2008	
E 101-43000-228	MISC REPAIRS MAINT SUPPLIE
\$23.38	
screws / batteries	
Total HOME DEPOT CRC	\$23.38
Paid Chk# 019133	HUGHES & COSTELLO
4/8/2008	
E 101-42100-355	MISC PRINTING/PROCESS SER
\$146.00	
4/08 legal fees	
E 101-42100-305	LEGAL FEES
\$850.00	
4/08 retainer	
Total HUGHES & COSTELLO	\$996.00
Paid Chk# 019134	LILLIE SUBURBAN NEWS
4/8/2008	
E 101-41200-309	DELIVERY
\$660.00	
2/08 rr delivery	
Total LILLIE SUBURBAN NEWS	\$660.00
Paid Chk# 019135	MET-COUNCIL ENVIRONMENTAL SER.
4/8/2008	
E 601-49000-387	WATER TREATMENT SERVICE
\$9,632.21	
5/08 wastewater services	
Total MET-COUNCIL ENVIRONMENTAL SER.	\$9,632.21

***Check Detail Register®**

CITY OF LAUDERDALE

APRIL 2008

Check Amt Invoice Comment

Paid Chk# 019136	4/8/2008	NELSON CHEESE AND DELI			
E 101-41100-440	MEETING EXPENSES		\$74.90		3/25/08 goal setting meeting
Total NELSON CHEESE AND DELI			\$74.90		
Paid Chk# 019137	4/8/2008	NORTH STAR BANK, CHECKING STMT			
E 101-41200-203	POSTAGE		\$51.20		postage for postcards
E 201-45600-440	MEETING EXPENSES		\$38.00		pizza for 2 PIC meetings
E 101-43400-203	POSTAGE		\$20.84		4 certified letters - rental
E 101-43000-402	CITY TRUCK REPAIR/MAINTEN		\$52.25		2 truck washes
E 101-45200-371	NON-RESIDENT REIMBURSEM		\$8.00		Roer's non-resident reimburssem
E 101-41100-440	MEETING EXPENSES		\$9.00		2 delivery tips
E 101-41200-331	TRAVEL EXPENSE		\$16.50		ICMA event parking/bus
E 101-41200-308	TRAINING\CONFERENCES		\$30.00		jb & hb APMF meeting
E 101-41200-308	TRAINING\CONFERENCES		\$30.00		jb & hb APMF meeting
E 101-41200-201	GENERAL SUPPLIES		\$21.10		coffee
Total NORTH STAR BANK, CHECKING STMT			\$229.89		
Paid Chk# 019138	4/8/2008	ONE CALL CONCEPTS			
E 101-43400-386	GOPHER STATE ONE CALL		\$7.25		3/08 locate tickets
Total ONE CALL CONCEPTS			\$7.25		
Paid Chk# 019139	4/8/2008	PARK SERVICE			
E 602-49100-212	MOTOR FUELS		\$14.78		3/08 motor fuels
E 601-49000-212	MOTOR FUELS		\$14.78		3/08 motor fuels
E 101-43000-212	MOTOR FUELS		\$118.19		3/08 motor fuels
Total PARK SERVICE			\$147.75		
Paid Chk# 019140	4/8/2008	POSTMASTER - NEWSLETTER			
E 101-41200-203	POSTAGE		\$300.00		May/June '08 newsletter postage
Total POSTMASTER - NEWSLETTER			\$300.00		
Paid Chk# 019141	4/8/2008	POSTMASTER - STAMPS			
E 101-41200-203	POSTAGE		\$123.00		3 rolls stamps
Total POSTMASTER - STAMPS			\$123.00		
Paid Chk# 019142	4/8/2008	RAMSEY COUNTY, PROP REC & REV			
E 101-41200-355	MISC PRINTING/PROCESS SER		\$25.00		4/08 insurance benefits proces
G 101-21706	HEALTH INSURANCE		\$336.32		4/08 insurance benefits
E 101-42100-442	MISC		\$505.92		3/08 911 dispatch
Total RAMSEY COUNTY, PROP REC & REV			\$867.24		
Paid Chk# 019143	4/8/2008	RAPIT PRINTING			
E 101-41200-201	GENERAL SUPPLIES		\$191.96		receipts and envelopes
E 101-41200-353	NEWSLETTER PRINTING		\$1,478.26		March/April 2008 newsletter
Total RAPIT PRINTING			\$1,670.22		
Paid Chk# 019144	4/8/2008	REED BUSINESS INFORMATION			
E 101-43000-442	MISC		\$257.40		seal coating bid advertisements
E 101-45200-442	MISC		\$299.52		hockey rink bid advertisements

***Check Detail Register©**

CITY OF LAUDERDALE

APRIL 2008

Check Amt Invoice Comment

Total REED BUSINESS INFORMATION		\$556.92
<hr/>		
Paid Chk# 019145	4/8/2008	TOSHIBA BUSINESS SOLUTIONS

E 101-41200-201	GENERAL SUPPLIES	\$194.16	toner 4 pack
E 101-41200-401	COPIER CONTRACT	\$378.76	2q08 copier contract
Total TOSHIBA BUSINESS SOLUTIONS		\$572.92	

10100 NORTH STAR CHECKING \$62,246.19

Fund Summary

101 GENERAL	\$52,437.08
201 COMMUNITY EVENTS	\$38.00
601 SEWER UTILITIES	\$9,701.66
602 STORM SEWER ENTERPRISE FUND	\$69.45
Total	\$62,246.19

**LAUDERDALE COUNCIL
ACTION FORM**

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

Meeting Date	April 8, 2008
ITEM NUMBER	6A - Street Sweeping
STAFF INITIAL	HB <i>HB</i>
APPROVED BY ADMINISTRATOR	<i>[Signature]</i>

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Staff solicited quotes for sweeping the streets once in spring and once in fall. Quotes were re- turned by Mike McPhillips and Reliakor. Both quotes are attached for your review.

The City has had a positive working relationship with McPhillips for the last eleven years, but their quote was \$200 more than Reliakor's. Public Works staff spoke with Reliakor's references and the response was positive. The quotes are attached for your review.

OPTIONS:

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

STAFF RECOMMENDATION:

Based on cost, approve Reliakor to perform the 2008 street sweeping once in the spring and once in the fall, including all alleys, up to a total cost of \$5,000.

COUNCIL ACTION:

City of Lauderdale

1891 Walnut Street • Lauderdale • Minnesota 55113
Phone: 651.792.7650 Fax: 651.631.2066

February 26, 2008

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

Spring work to be completed on or before April 25, 2008.

Fall work to be completed on or before October 17, 2008.

PROCEDURE

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

2. Day 1: sweep both sides of all streets and alleys.
3. Day 2: clean up remaining unswept areas.
4. All sweepings will be hauled away.

CITY TO PROVIDE

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

CONTRACTOR TO PROVIDE

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

Quotes to be received in this office by 4:30 p.m. Friday, March 21, 2008.

Company Name: Mike McPhillips, Inc.

Address: 825 Concord Street North

City South St. Paul State MN Zip 55075

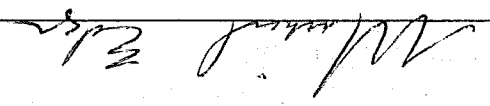
Phone 651-451-4030 Fax 651-451-4015

Equipment _____ Cost per hour _____

Sweeper (Type: Elgin Pelican) \$ 87.00

Dump Truck \$ 73.00

Total not to exceed: \$5,200.00

Signature:  Date: 3/17/08

CONTACT: David Hinrichs, Public Works Coordinator: 7:00 a.m. - 3:00 p.m., Monday - Friday.
Note: The City reserves the right to accept or reject any quotation as received for any reason.

MAR 18 ENTD
MAIL - HB 2:45 pm

City of Lauderdale

1891 Walnut Street • Lauderdale • Minnesota 55113

Phone: 651.792.7650 Fax: 651.631.2066

February 26, 2008

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

Spring work to be completed on or before April 25, 2008.

Fall work to be completed on or before October 17, 2008.

PROCEDURE

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

CITY TO PROVIDE:

1. Posting of "no parking" street signs.

2. Hydrants for water.

3. Street map of Lauderdale.

4. Daily supervision of areas to be swept.

5. Space for parking sweeper overnight at city garage.

CONTRACTOR TO PROVIDE

1. Affidavit of insurance - prior to start date.

2. Daily copy of operator's report.

Quotes to be received in this office by 4:30 p.m. Friday, March 21, 2008.

Company Name: ReliaKor Services

Address: 8600 Hanson Ave

City: Shakopee State: MN zip: 55379

Phone: (952) 403-1440 Fax: (952) 403-1441

Equipment _____ Cost per hour _____

Sweeper (Type: *ECGIM PECICAN*) _____

Dump Truck _____

Total not to exceed: _____

5,000

65

85

Signature: _____ Date: 3/15/08

CONTACT: David Hinrichs, Public Works Coordinator: 7:00 a.m. - 3:00 p.m., Monday - Friday.
Note: The City reserves the right to accept or reject any quotation as received for any reason.

CITY OF LAUDERDALE

MEMORANDUM

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: HEATHER BUTKOWSKI, DEPUTY CITY CLERK

RE: ANNUAL TRANSFER OF GENERAL FUND BALANCES TO IMPROVEMENT FUNDS

DATE: APRIL 8, 2008

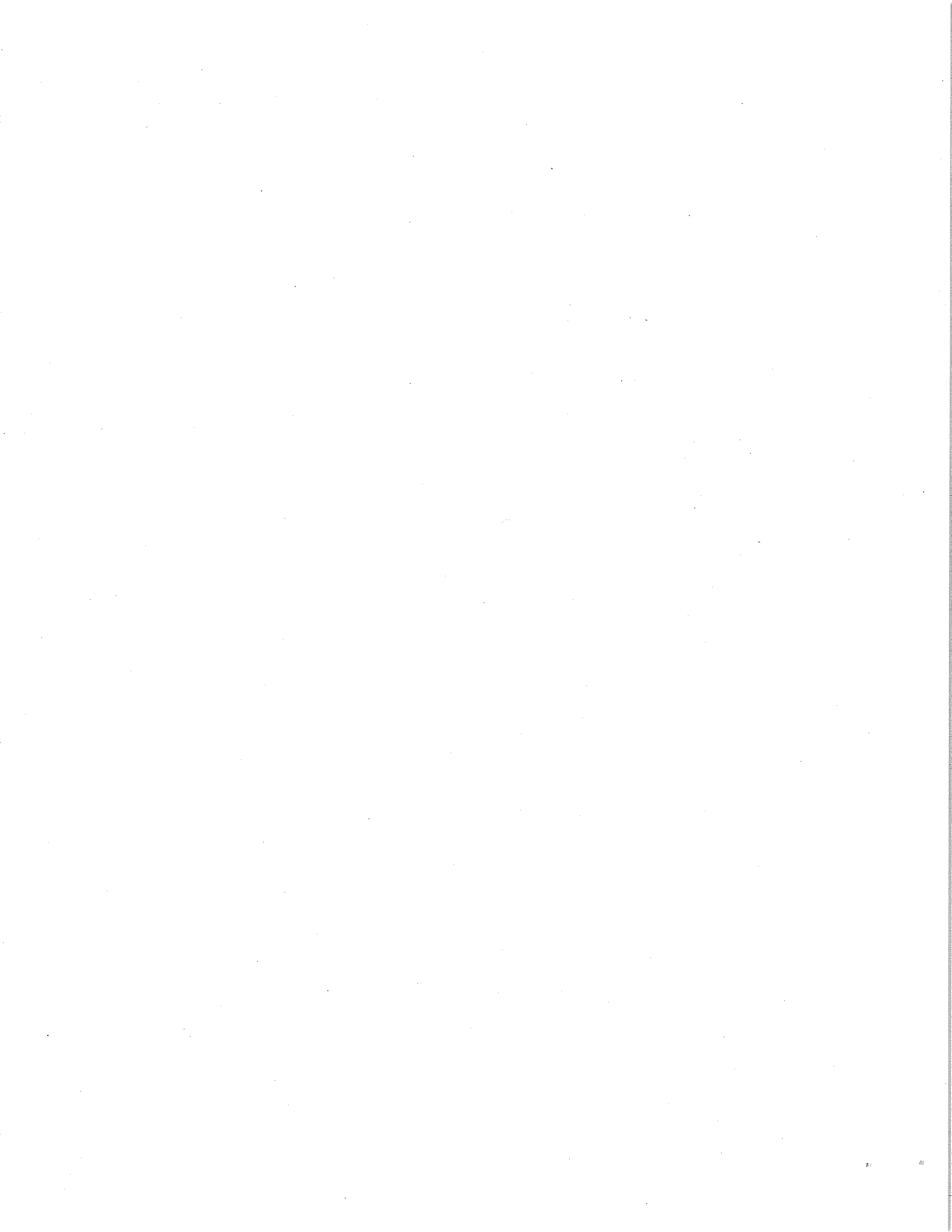
PURPOSE

Annually, the City Council authorizes the transfer of the post-audit General Fund balance that exceeds 45% of the next year's operating budget to capital improvement funds. The transfer percentages established by the City Council are: 50% to the Street Improvement Fund (401) and 50% to the Park Improvement Fund (404). The 2007 General Fund balance eligible for transfer is \$159,742. This number was arrived at by our auditor from Abdo, Eick, & Meyers during the 2007 audit. The capital fund distribution is as follows:

401 Street Improvement Fund (50%) -	\$79,871
404 Park Improvement Fund (50%) -	\$79,871

ACTION REQUESTED

Authorize staff to transfer the 2007 General Fund excess operating funds as presented to the appropriate Capital Improvement Funds.



LAUDERDALE COUNCIL ACTION FORM

- TYPE OF REQUEST**
- Consent
 - Action
 - Resolution
 - Information
 - Work session

MEETING DATE April 8, 2008

AGENDA NUMBER 9-A

DESCRIPTION Larpenteur Avenue Redevelopment
update.

BACKGROUND OR PAST COUNCIL ACTION

See Attached memo for update

OPTIONS

STAFF RECOMMENDATION

None needed.

COUNCIL ACTION

STAFF ACTION

MOTION BY _____

SECOND _____

Memo

**Office of the City
Administrator**

To: Council Members

From: Brian W. Heck, City Administrator

Date: April 3, 2008

Re: Larpenteur Avenue Development Progress

Stacie, Jeff, Jeremy, and I are meeting every other week to discuss the progress on the NewMech move and redevelopment ideas.

We met on Monday, March 31 and Jeff introduced Stacie and me to Jeremy who is going to be working with Jeff on the project.


Jeff told us he has not discussed relocation as Peter and Paul Jordan were on vacation. He will obtain a progress report from them this week and provide it to us. Jeff is going to provide us with a revised pro-forma completed for the project as well. He needs to update it to include possible retail.

I sent a note to Ken Haider regarding the distance an access point is required to be from an intersection and his response was rather vague stating the further the better.

Jeff and Jeremy are working on a solid time-line and I will provide it to the Council upon receipt.

I am working with Stacie on preparing an agreement for Cor-Val to consider. The essence of the agreement is for Cor-Val to commit to redeveloping the site and for them to provide the city a deposit to cover some of the preliminary costs the city is currently incurring. This includes consultant fees (Stacie's time), potential legal fees, etc.

**LAUDERDALE COUNCIL
ACTION FORM**

ACTION REQUESTED	
Consent	_____
Presentation	_____
Public Hearing	_____
Discussion	<input checked="" type="checkbox"/>
Action	<input checked="" type="checkbox"/>
Resolution	<input checked="" type="checkbox"/>
Work session	_____
MEETING DATE	April 8, 2008
ITEM NUMBER	Award Bid for Park Improvements 10 - A
STAFF INITIAL	Jim
APPROVED BY ADMINISTRATOR	

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Attached is a letter and bid tabulation from Darren Amundsen of Bonestroo. I have also attached a resolution for the council to adopt.

OPTIONS:

- 1) Adopt the attached resolution.
- 2) Adopt the attached resolution with amendments.
- 3) Reject all bids and rebid the project at another time.

STAFF RECOMMENDATION:

Adopt Resolution No. 040808A: A RESOLUTION ACCEPTING THE BID FOR THE LAUDERDALE HOCKEY RINK PROJECT

COUNCIL ACTION:

April 2, 2008



Honorable Mayor and City Council
City of Lauderdale
1891 Walnut Street
Lauderdale, MN 55113-5137

Re: Lauderdale Ice Rink Project
Project No. 000532-07005-0
Bid Results

Dear Honorable Mayor and City Council:

Bids were opened for the Project stated above on Wednesday, April 2, 2008 at 1:30 P.M. Transmitted herewith is a copy of the Bid Tabulation for your information and file. Copies will also be distributed to each Bidder once the Project has been awarded.

There were a total of 13 Bids. The attached Bid Tabulation summarizes the results of the Bids received.

The low Bidder on the Project was Dunaway Construction with a Total Base Bid Amount of \$35,197. This compares to the Engineer's Estimate of \$59,000. These Bids have been reviewed and found to be in order. If the City Council wishes to award the Project to the low Bidder, then Dunaway Construction should be awarded the Project on the Total Base Bid Plus Alternate's No. 1, 2, 3, and 4 for a Total Original Contract Amount of \$45,762.

Should you have any questions, please feel free to contact me at 651-604-4894.

Sincerely,

BONESTROO

A handwritten signature in black ink, appearing to read "Darren T. Amundsen".

Darren T. Amundsen, P.E.

Enclosure

RESOLUTION NO. 040808A

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

**RESOLUTION ACCEPTING THE BID FOR THE LAUDERDALE HOCKEY RINK
PROJECT**

WHEREAS, pursuant to an advertisement for bids for the improvement of the Lauderdale Hockey Rink, bids were received, opened, and tabulated according to law, and the attached tabulated bids were received complying with the advertisement,

AND WHEREAS, it appears that Dunaway Construction is the lowest responsible bidder,

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

1. The Mayor and the City Administrator are hereby authorized and directed to enter into a contract with Dunaway Construction in the name of the City of Lauderdale for the improvement of Lauderdale Community Park that includes the base bid and alternate no. 1: paving 10-foot wide trail, alternate no. 2: remove and store dasherboards, alternate no. 3: reinstall and modify dasherboards, and alternate no. 4: add 12-foot equipment gate, according to the plans and specifications thereof approved by the City Council and on file in the Office of the City Administrator.

2. The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next two lowest bidders shall be retained until a contract has been signed.

I CERTIFY THAT the above resolution was adopted by the City Council of Lauderdale this 8th day of April, 2008.

(ATTEST)

Jeff Dains, Mayor

(SEAL)

Brian Heck, City Administrator



Bonestroo

Project Name: Lauderdale Ice Rink

Client Project No.: _____

Project No.: 000532-07005-0

reproduction of bids received.

I hereby certify that this is an exact

Bid Opening: Wednesday, April 2, 2008 at 1:30 PM

Owner: City of Lauderdale

[Signature]
Darren T. Amundsen, PE
Registration No. 40924

BID TABULATION

Item Num	Item	Units	Qty	Unit Price	Total	Bidder No. 1 Duraway Construction	Bidder No. 2 Peterson Companies Inc	Bidder No. 3 Goodmanson Construction	Bidder No. 4 Carl Bolander & Sons Co
BASE BID:									
1	MOBILIZATION	LS	1	\$1,500.50	\$1,500.50	\$1,500.00	\$2,350.00	\$2,350.00	\$6,817.50
2	SUBGRADE EXCAVATION (P)	CY	650	\$5.50	\$3,575.00	\$7,780.50	\$14.15	\$9,197.50	\$8.00
3	SELECT GRANULAR BORROW	TN	775	\$7.80	\$6,045.00	\$8,292.50	\$9.48	\$7,347.00	\$10.00
4	4" POLYETHYLENE DRAIN TILE	LF	580	\$5.50	\$3,190.00	\$3,132.00	\$3.87	\$2,244.60	\$10.00
5	AGGREGATE BASE, CLASS 5	TN	390	\$14.85	\$5,791.50	\$4,551.30	\$10.60	\$4,134.00	\$16.00
6	TYPE LV 4 WEARING COURSE MIXTURE (B)	TN	184	\$70.00	\$12,880.00	\$12,944.40	\$84.00	\$15,456.00	\$70.00
7	BITUMINOUS MATERIAL FOR TACK COAT	GAL	55	\$3.00	\$165.00	\$173.25	\$3.72	\$204.60	\$3.00
8	SODDING, LAWN TYPE	SY	310	\$5.00	\$1,550.00	\$6.45	\$10.73	\$3,326.30	\$4.00
9	SILT FENCE, MACHINE SLICED	LF	200	\$2.50	\$500.00	\$1.90	\$3.50	\$700.00	\$2.00
TOTAL PART 1 - BASE BID					\$35,197.00	\$40,753.45	\$44,960.00	\$40,960.00	\$46,492.50
ALTERNATE NO. 1 - PAVING 10 FOOT WIDE TRAIL:									
10	TYPE LV 4 WEARING COURSE MIXTURE (B)	TN	40	\$68.00	\$2,720.00	\$70.35	\$2,814.00	\$84.00	\$3,360.00
11	BITUMINOUS MATERIAL FOR TACK COAT	GAL	15	\$3.00	\$45.00	\$3.15	\$47.25	\$3.72	\$55.80
TOTAL ALTERNATE NO. 1 - PAVING 10 FOOT WIDE TRAIL					\$2,765.00	\$2,861.25	\$3,415.80	\$3,415.80	\$3,124.45
ALTERNATE NO. 2 - REMOVE AND STORE DASHBOARD:									
12	REMOVE AND STORE DASHBOARD	LS	1	\$1,600.00	\$1,600.00	\$2,780.00	\$2,780.00	\$1,650.00	\$3,164.00
TOTAL ALTERNATE NO. 2 - REMOVE AND STORE DASHBOARD					\$1,600.00	\$2,780.00	\$2,780.00	\$1,650.00	\$3,164.00
ALTERNATE NO. 3 - REINSTALL AND MODIFY DASHBOARD:									
13	REINSTALL AND MODIFY DASHBOARD	LS	1	\$4,900.00	\$4,900.00	\$9,000.00	\$9,000.00	\$17,760.00	\$16,724.00
TOTAL ALTERNATE NO. 3 - REINSTALL AND MODIFY DASHBOARD					\$4,900.00	\$9,000.00	\$9,000.00	\$17,760.00	\$16,724.00
ALTERNATE NO. 4 - ADD 12 FOOT EQUIPMENT GATE:									
14	ADD 12' EQUIPMENT GATE	LS	1	\$1,300.00	\$1,300.00	\$2,100.00	\$2,100.00	\$2,530.00	\$2,486.00
TOTAL ALTERNATE NO. 4 - ADD 12 FOOT EQUIPMENT GATE					\$1,300.00	\$2,100.00	\$2,100.00	\$2,530.00	\$2,486.00

BID TABULATION

Bidder No. 1
Dunaway Construction

Bidder No. 2
Peterson Companies Inc

Bidder No. 3
Goodmanson Construction

Bidder No. 4
Carl Bolander & Sons Co

Item Num	Item	Units	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
BID SUMMARY: TOTAL PART 1 - BASE BID TOTAL ALTERNATE NO. 1 - PAVING 10 FOOT WIDE TRAIL TOTAL ALTERNATE NO. 2 - REMOVE AND STORE DASHBOARDS TOTAL ALTERNATE NO. 3 - REINSTALL AND MODIFY DASHBOARDS TOTAL ALTERNATE NO. 4 - ADD 12 FOOT EQUIPMENT GATE TOTAL BID - BASE BID PLUS ALL ALTERNATES											
					\$35,197.00		\$40,753.45		\$44,960.00		\$46,492.50
					\$2,765.00		\$2,861.25		\$3,415.80		\$3,124.45
					\$1,600.00		\$2,780.00		\$1,650.00		\$3,164.00
					\$4,900.00		\$9,000.00		\$17,760.00		\$16,724.00
					\$1,300.00		\$2,100.00		\$2,530.00		\$2,486.00
					\$45,762.00		\$57,494.70		\$70,315.80		\$71,990.95

Contractor Name and Address: Dunaway Construction
17149 Notre Dame St
Forest Lake, MN 55025

Peterson Companies Inc
8326 Wyoming Trl
Chicago City, MN 55013

Goodmanson Construction
2630 Fairview Ave N
Roseville, MN 55113

Carl Bolander & Sons Co
251 Starkey St
St Paul, MN 55107-0216

Phone: 651-464-1985
Fax 651-464-1985
Signed By: Kevin Dunaway
Title: Owner
Bid Security: Bid Bond
Addenda Acknowledged: One

651-257-6864
651-257-3393
Jon Peterson
President
Bid Bond
One

651-636-4996
651-636-5211
Rick Goodmanson
COO
Cashier's Check
One

651-224-6299
651-223-8197
Mark R. Ryan
President
Bid Bond
One

BID TABULATION

Bidder No. 5 Olympic Construction Services Inc
 Bidder No. 6 Frol-Hinz Construction Inc
 Bidder No. 7 Sunam Construction Inc
 Bidder No. 8 Urban Companies

Item Num	Item	Units	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	
BASE BID:												
1	MOBILIZATION	LS	1	\$3,360.10	\$3,360.10	\$5,000.00	\$5,000.00	\$1,300.00	\$1,300.00	\$4,000.00	\$4,000.00	
2	SUBGRADE EXCAVATION (P)	CY	650	\$8.00	\$5,200.00	\$11.75	\$7,637.50	\$11.07	\$7,195.50	\$20.00	\$13,000.00	
3	SELECT GRANULAR BORROW	TN	775	\$5.00	\$3,875.00	\$8.60	\$6,665.00	\$15.55	\$12,051.25	\$14.00	\$10,850.00	
4	4" POLYETHYLENE DRAIN TILE	LF	580	\$5.00	\$2,900.00	\$11.75	\$6,815.00	\$11.85	\$6,873.00	\$9.00	\$5,220.00	
5	AGGREGATE BASE, CLASS 5	TN	390	\$10.00	\$3,900.00	\$16.50	\$6,435.00	\$23.75	\$9,262.50	\$15.00	\$5,850.00	
6	TYPE LV 4 WEARING COURSE MIXTURE (B)	TN	184	\$100.00	\$18,400.00	\$75.00	\$13,800.00	\$73.50	\$13,524.00	\$79.35	\$14,600.40	
7	BITUMINOUS MATERIAL FOR TACK COAT	GAL	55	\$31.18	\$1,714.90	\$3.25	\$178.75	\$3.15	\$173.25	\$9.70	\$533.50	
8	SODDING, LAWN TYPE	SY	310	\$15.00	\$4,650.00	\$7.50	\$2,325.00	\$10.50	\$3,255.00	\$5.00	\$1,550.00	
9	SILT FENCE, MACHINE SLICED	LF	200	\$20.00	\$4,000.00	\$2.15	\$430.00	\$3.00	\$600.00	\$3.50	\$700.00	
	TOTAL PART 1 - BASE BID				\$48,000.00		\$49,286.25		\$54,234.50		\$56,303.90	
ALTERNATE NO. 1 - PAVING 10 FOOT WIDE TRAIL:												
10	TYPE LV 4 WEARING COURSE MIXTURE (B)	TN	40	\$100.00	\$4,000.00	\$72.00	\$2,880.00	\$71.40	\$2,856.00	\$112.00	\$4,480.00	
11	BITUMINOUS MATERIAL FOR TACK COAT	GAL	15	\$31.18	\$467.70	\$3.20	\$48.00	\$3.15	\$47.25	\$11.00	\$165.00	
	TOTAL ALTERNATE NO. 1 - PAVING 10 FOOT WIDE TRAIL				\$4,467.70		\$2,928.00		\$2,903.25		\$4,645.00	
ALTERNATE NO. 2 - REMOVE AND STORE DASHBOARD:												
12	REMOVE AND STORE DASHBOARD	LS	1	\$2,000.00	\$2,000.00	\$7,215.00	\$7,215.00	\$2,400.00	\$2,400.00	\$2,500.00	\$2,500.00	
	TOTAL ALTERNATE NO. 2 - REMOVE AND STORE DASHBOARD				\$2,000.00		\$7,215.00		\$2,400.00		\$2,500.00	
ALTERNATE NO. 3 - REINSTALL AND MODIFY DASHBOARD:												
13	REINSTALL AND MODIFY DASHBOARD	LS	1	\$3,000.00	\$3,000.00	\$13,350.00	\$13,350.00	\$7,760.00	\$7,760.00	\$12,800.00	\$12,800.00	
	TOTAL ALTERNATE NO. 3 - REINSTALL AND MODIFY DASHBOARD				\$3,000.00		\$13,350.00		\$7,760.00		\$12,800.00	
ALTERNATE NO. 4 - ADD 12 FOOT EQUIPMENT GATE:												
14	ADD 12' EQUIPMENT GATE	LS	1	\$2,000.00	\$2,000.00	\$1,300.00	\$1,300.00	\$1,900.00	\$1,900.00	\$2,000.00	\$2,000.00	
	TOTAL ALTERNATE NO. 4 - ADD 12 FOOT EQUIPMENT GATE				\$2,000.00		\$1,300.00		\$1,900.00		\$2,000.00	

000532070050BT

BT-3

BID TABULATION

Bidder No. 5
Olympic Construction Services Inc

Bidder No. 6
Fitol-Hintz Construction Inc

Bidder No. 7
Sunram Construction Inc

Bidder No. 8
Urban Companies

Item Num	Item	Units	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
<p>BID SUMMARY: TOTAL PART 1 - BASE BID \$48,000.00 TOTAL ALTERNATE NO. 1 - PAVING 10 FOOT WIDE TRAIL \$4,467.70 TOTAL ALTERNATE NO. 2 - REMOVE AND STORE DASHBOARD \$2,000.00 TOTAL ALTERNATE NO. 3 - REINSTALL AND MODIFY DASHBOARD \$3,000.00 TOTAL ALTERNATE NO. 4 - ADD 12 FOOT EQUIPMENT GATE \$2,000.00 TOTAL BID - BASE BID PLUS ALL ALTERNATES \$59,467.70</p>											
<p>Contractor Name and Address: Olympic Construction Services Inc 19120 Texas Ave PO Box 754 Prior Lake, MN 55372</p>						<p>Fitol-Hintz Construction Inc 817 Vandalla St St. Paul, MN 55114</p>		<p>Sunram Construction Inc 20010 75th Ave N Corcoran, MN 55340</p>		<p>Urban Companies 3781 Labore Rd St Paul, MN 55110</p>	
<p>Phone: 952-292-3644 Fax 952-292-3645 Signed By: Gerard L. Roy Title: President Bid Security: Bid Bond Addenda Acknowledged: One</p>						<p>651-645-9321 651-645-9322 Rudolph C. Fitol President Bid Bond One</p>		<p>763-420-2140 763-494-3951 Lee W. Sunram President Bid Bond One</p>		<p>651-248-9830 651-426-3554 Gregory J. Urban Owner Bid Bond One</p>	

BID TABULATION

Bidder No. 9
Midwest Asphalt Corporation

Bidder No. 10
Vett & Company Inc

Bidder No. 11
Bituminous Roadways Inc

Bidder No. 12
FPI Paving Contractors Inc

Item Num	Item	Units	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	
BASE BID:												
1	MOBILIZATION	LS	1	\$5,000.00	\$5,000.00	\$9,800.00	\$9,800.00	\$3,750.00	\$3,750.00	\$3,000.00	\$3,000.00	
2	SUBGRADE EXCAVATION (P)	CY	650	\$16.50	\$10,725.00	\$12.00	\$7,800.00	\$19.60	\$12,740.00	\$15.80	\$10,270.00	
3	SELECT GRANULAR BORROW	TN	775	\$10.30	\$7,982.50	\$13.00	\$10,075.00	\$12.50	\$9,687.50	\$15.50	\$12,012.50	
4	4" POLYETHYLENE DRAIN TILE	LF	580	\$14.75	\$8,555.00	\$11.00	\$6,380.00	\$11.20	\$6,496.00	\$9.00	\$5,220.00	
5	AGGREGATE BASE CLASS 5	TN	390	\$14.00	\$5,460.00	\$16.25	\$6,337.50	\$18.35	\$7,156.50	\$14.85	\$5,791.50	
6	TYPE LV 4 WEARING COURSE MIXTURE (B)	TN	184	\$80.65	\$14,839.60	\$77.50	\$14,260.00	\$72.00	\$13,248.00	\$79.35	\$14,600.40	
7	BITUMINOUS MATERIAL FOR TACK COAT	GAL	55	\$4.80	\$264.00	\$3.50	\$192.50	\$3.50	\$192.50	\$9.70	\$533.50	
8	SODDING, LAWN TYPE	SY	310	\$7.35	\$2,278.50	\$5.00	\$1,550.00	\$10.50	\$3,255.00	\$6.00	\$1,860.00	
9	SILT FENCE, MACHINE SLICED	LF	200	\$8.10	\$1,620.00	\$3.00	\$600.00	\$4.55	\$910.00	\$3.50	\$700.00	
	TOTAL PART 1 - BASE BID				\$56,724.60		\$56,995.00		\$57,435.50		\$53,987.90	
ALTERNATE NO. 1 - PAVING 10 FOOT WIDE TRAIL:												
10	TYPE LV 4 WEARING COURSE MIXTURE (B)	TN	40	\$105.00	\$4,200.00	\$75.50	\$3,020.00	\$97.25	\$3,890.00	\$111.70	\$4,468.00	
11	BITUMINOUS MATERIAL FOR TACK COAT	GAL	15	\$4.80	\$72.00	\$3.50	\$52.50	\$3.50	\$52.50	\$16.50	\$247.50	
	TOTAL ALTERNATE NO. 1 - PAVING 10 FOOT WIDE TRAIL				\$4,272.00		\$3,072.50		\$3,942.50		\$4,715.50	
ALTERNATE NO. 2 - REMOVE AND STORE DASHBOARD:												
12	REMOVE AND STORE DASHBOARD	LS	1	\$3,125.00	\$3,125.00	\$3,092.00	\$3,092.00	\$3,100.00	\$3,100.00	\$7,526.00	\$7,526.00	
	TOTAL ALTERNATE NO. 2 - REMOVE AND STORE DASHBOARD				\$3,125.00		\$3,092.00		\$3,100.00		\$7,526.00	
ALTERNATE NO. 3 - REINSTALL AND MODIFY DASHBOARD:												
13	REINSTALL AND MODIFY DASHBOARD	LS	1	\$16,500.00	\$16,500.00	\$16,293.00	\$16,293.00	\$16,300.00	\$16,300.00	\$14,000.00	\$14,000.00	
	TOTAL ALTERNATE NO. 3 - REINSTALL AND MODIFY DASHBOARD				\$16,500.00		\$16,293.00		\$16,300.00		\$14,000.00	
ALTERNATE NO. 4 - ADD 12 FOOT EQUIPMENT GATE:												
14	ADD 12' EQUIPMENT GATE	LS	1	\$2,460.00	\$2,460.00	\$2,422.00	\$2,422.00	\$2,450.00	\$2,450.00	\$1,500.00	\$1,500.00	
	TOTAL ALTERNATE NO. 4 - ADD 12 FOOT EQUIPMENT GATE				\$2,460.00		\$2,422.00		\$2,450.00		\$1,500.00	

BID TABULATION

Bidder No. 9
Midwest Asphalt Corporation

Bidder No. 10
Veit & Company Inc

Bidder No. 11
Bituminous Roadways Inc

Bidder No. 12
FPI Paving Contractors Inc

Item Num	Item	Units	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
BID SUMMARY: TOTAL PART 1 - BASE BID TOTAL ALTERNATE NO. 1 - PAVING 10 FOOT WIDE TRAIL TOTAL ALTERNATE NO. 2 - REMOVE AND STORE DASHERBOARDS TOTAL ALTERNATE NO. 3 - REINSTALL AND MODIFY DASHERBOARDS TOTAL ALTERNATE NO. 4 - ADD 12 FOOT EQUIPMENT GATE TOTAL BID - BASE BID PLUS ALL ALTERNATES											
					\$56,724.60		\$56,995.00		\$57,435.50		\$53,987.90
					\$4,272.00		\$3,072.50		\$3,942.50		\$4,715.50
					\$3,125.00		\$3,092.00		\$3,100.00		\$7,526.00
					\$16,500.00		\$16,293.00		\$16,300.00		\$14,000.00
					\$2,460.00		\$2,422.00		\$2,450.00		\$1,500.00
					\$83,081.60		\$81,874.50		\$83,228.00		\$81,729.40
Contractor Name and Address: Midwest Asphalt Corporation 5929 Baker Rd #420 Minnetonka, MN 55345 Phone: 952-937-8033 Fax 952-937-6910 Signed By: Blair B. Bury Title: Vice President Bid Security: Bid Bond Addenda Acknowledged: One											
Veit & Company Inc 14000 Veit Place Rogers, MN 55374 763-428-2242 763-428-8348 Greg Boelke Senior Vice President Bid Security: Bid Bond Addenda Acknowledged: One											
Bituminous Roadways Inc 2825 Cedar Ave S Minneapolis, MN 55407 612-721-2451 612-721-6875 Tom Haller Corp. Sec Bid Security: Bid Bond Addenda Acknowledged: One											
FPI Paving Contractors Inc 3230 Rice St St Paul, MN 55126-3047 651-484-0385 651-484-5327 Chad W. Nelson CFO Bid Security: Bid Bond Addenda Acknowledged: One											

BID TABULATION

Bidder No. 13
BMM Construction Inc

Item Num	Item	Units	Qty	Unit Price	Total
BASE BID:					
1	MOBILIZATION	LS	1	\$3,600.00	\$3,600.00
2	SUBGRADE EXCAVATION (P)	CY	650	\$23.00	\$14,950.00
3	SELECT GRANULAR BORROW	TN	775	\$20.00	\$15,500.00
4	4" POLYETHYLENE DRAIN TILE	LF	580	\$15.00	\$8,700.00
5	AGGREGATE BASE, CLASS 5	TN	390	\$18.00	\$7,020.00
6	TYPE LV 4 WEARING COURSE MIXTURE (B)	TN	184	\$96.00	\$17,664.00
7	BITUMINOUS MATERIAL FOR TACK COAT	GAL	55	\$12.00	\$660.00
8	SODDING, LAWN TYPE	SY	310	\$6.00	\$1,860.00
9	SILT FENCE, MACHINE SLICED	LF	200	\$4.00	\$800.00
	TOTAL PART 1 - BASE BID				\$70,754.00
ALTERNATE NO. 1 - PAVING 10 FOOT WIDE TRAIL:					
10	TYPE LV 4 WEARING COURSE MIXTURE (B)	TN	40	\$96.00	\$3,840.00
11	BITUMINOUS MATERIAL FOR TACK COAT	GAL	15	\$12.00	\$180.00
	TOTAL ALTERNATE NO. 1 - PAVING 10 FOOT WIDE TRAIL				\$4,020.00
ALTERNATE NO. 2 - REMOVE AND STORE DASHBOARD:					
12	REMOVE AND STORE DASHBOARD	LS	1	\$3,500.00	\$3,500.00
	TOTAL ALTERNATE NO. 2 - REMOVE AND STORE DASHBOARD				\$3,500.00
ALTERNATE NO. 3 - REINSTALL AND MODIFY DASHBOARD:					
13	REINSTALL AND MODIFY DASHBOARD	LS	1	\$6,000.00	\$6,000.00
	TOTAL ALTERNATE NO. 3 - REINSTALL AND MODIFY DASHBOARD				\$6,000.00
ALTERNATE NO. 4 - ADD 12 FOOT EQUIPMENT GATE:					
14	ADD 12' EQUIPMENT GATE	LS	1	\$2,500.00	\$2,500.00
	TOTAL ALTERNATE NO. 4 - ADD 12 FOOT EQUIPMENT GATE				\$2,500.00

000532070050BT

BT-7

BID TABULATION

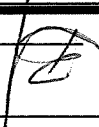
Bidder No. 13
BMM Construction Inc

Item Num	Item	Units	Qty	Unit Price	Total
BID SUMMARY:					
	TOTAL PART 1 - BASE BID				\$70,754.00
	TOTAL ALTERNATE NO. 1 - PAVING 10 FOOT WIDE TRAIL				\$4,020.00
	TOTAL ALTERNATE NO. 2 - REMOVE AND STORE DASHBOARDS				\$3,500.00
	TOTAL ALTERNATE NO. 3 - REINSTALL AND MODIFY DASHBOARDS				\$6,000.00
	TOTAL ALTERNATE NO. 4 - ADD 12 FOOT EQUIPMENT GATE				\$2,500.00
	TOTAL BID - BASE BID PLUS ALL ALTERNATES				\$86,774.00

Contractor Name and Address: BMM Construction Inc
9766 Pierce St NE
Blaine, MN 55434

Phone: 763-780-4535
Fax 763-792-0864
Signed By: N. R. Devarapalli
Title: President
Bid Security: Bid Bond
Addenda Acknowledged: One

**LAUDERDALE COUNCIL
ACTION FORM**

ACTION REQUESTED	Consent _____
Presentation	_____
Public Hearing	_____
Discussion	<input checked="" type="checkbox"/> _____
Action	<input checked="" type="checkbox"/> _____
Resolution	<input checked="" type="checkbox"/> _____
Work session	_____
MEETING DATE	April 8, 2008
ITEM NUMBER	Award Bid for Seal Coating -10-3
STAFF INITIAL	Jim
APPROVED BY ADMINISTRATOR	

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Attached is a letter and bid tabulation from Darren Amundsen of Bonestroo. I have also attached a resolution for the council to adopt.

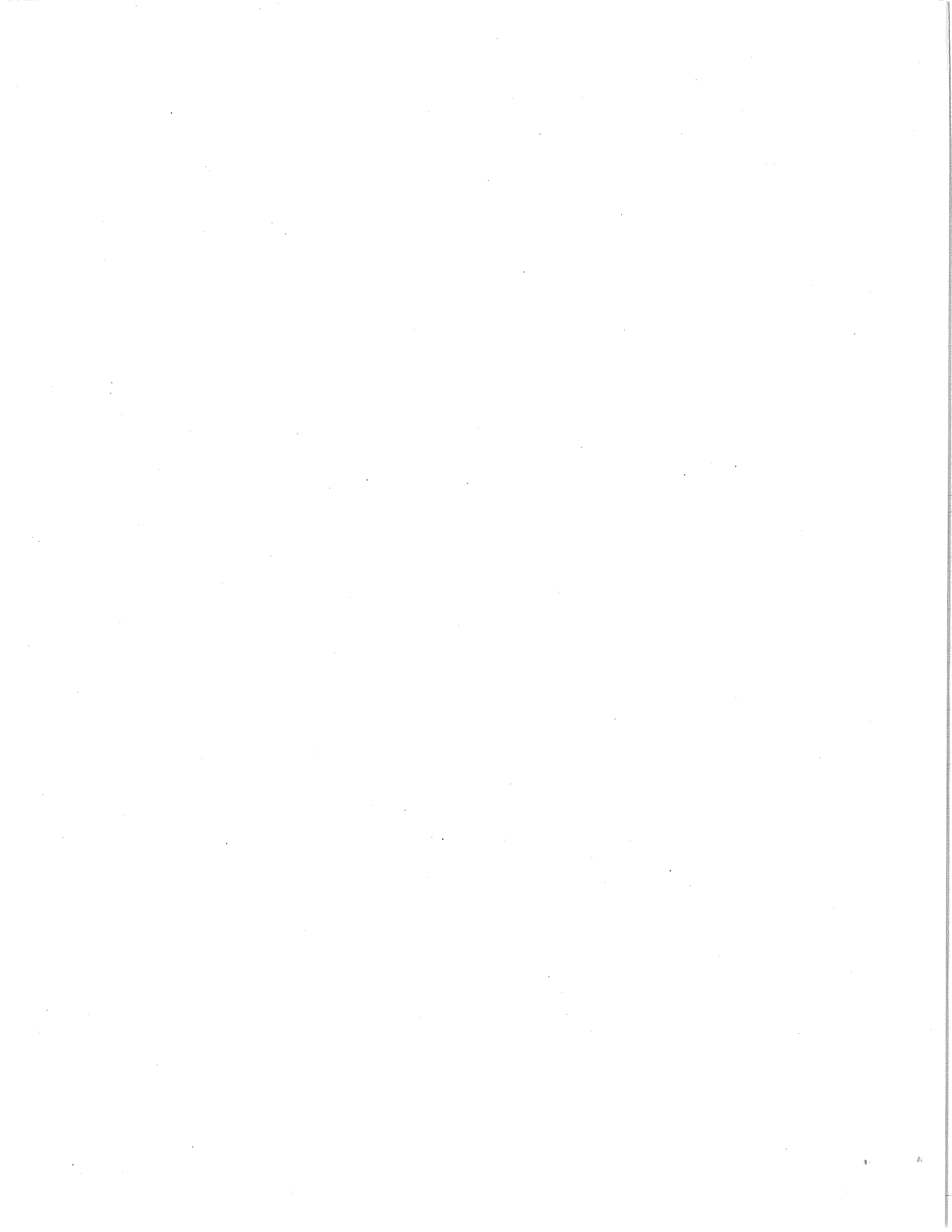
OPTIONS:

- 1) Adopt the attached resolution.
- 2) Adopt the attached resolution with amendments.
- 3) Reject all bids and rebid the project at another time.

STAFF RECOMMENDATION:

Adopt Resolution No. 040808B: A RESOLUTION ACCEPTING THE BID FOR THE LAUDERDALE SEAL COAT PROJECT

COUNCIL ACTION:



April 2, 2008



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

Honorable Mayor and City Council
City of Lauderdale
1891 Walnut Street
Lauderdale, MN 55113-5137

Re: 2008 Seal Coat Project
Project No. 000532-08006-0
Bid Results

Dear Honorable Mayor and City Council:

Bids were opened for the Project stated above on Wednesday, April 2, 2008 at 1 P.M. Transmitted herewith is a copy of the Bid Tabulation for your information and file. Copies will also be distributed to each Bidder once the Project has been awarded.

There were a total of 3 Bids. The following summarizes the results of the Bids received:

<u>Contractor</u>	<u>Bid</u>	<u>Alternate 1</u>	<u>Alternate 2</u>	<u>Alternate 3</u>
Low	Allied Blacktop Company	\$26,012.50	\$17,760.00	\$20,200.00
#2	Pearson Bros., Inc.	\$29,775.00	\$20,000.00	\$26,000.00
#3	Asphalt Surface Technologies	\$36,250.00	\$18,000.00	\$19,000.00
				\$2,030.00

The low Bidder on the Project was Allied Blacktop Company with a Total Base Bid Amount of \$26,012.50. This compares to the Engineer's Estimate of \$46,000.00. These Bids have been reviewed and found to be in order.

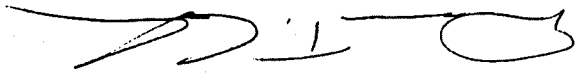
If the City Council wishes to award the Project to the low Bidder, then Allied Blacktop Company should be awarded the Project on the Total Base Bid Plus Alternate No. 1, Plus Alternate No. 3 for a Total Original Contract Amount of \$46,730.50.

St. Paul
St. Cloud
Rochester
Milwaukee
Chicago
Engineers
Architects
Planners

Should you have any questions, please feel free to contact me at 651-604-4894.

Sincerely,

BONESTROO



Darren T. Amundsen, P.E.

Enclosure

RESOLUTION NO. 040808B

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

**RESOLUTION ACCEPTING THE BID FOR THE LAUDERDALE SEAL COAT
PROJECT**

WHEREAS, pursuant to an advertisement for bids for the Lauderdale Seal Coat Project, bids were received, opened, and tabulated according to law, and the attached tabulated bids were received complying with the advertisement,

AND WHEREAS, it appears that Allied Blacktop Company is the lowest responsible bidder,

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

1. The Mayor and the City Administrator are hereby authorized and directed to enter into a contract with Allied Blacktop Company in the name of the City of Lauderdale for the Lauderdale Seal Coat Project that includes the base bid and alternate no. 1: granite, & alternate no. 3: city hall parking lot, according to the plans and specifications thereof approved by the City Council and on file in the Office of the City Administrator.

2. The City Administrator is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next two lowest bidders shall be retained until a contract has been signed.

I CERTIFY THAT the above resolution was adopted by the City Council of Lauderdale this 8th day of April, 2008.

(ATTEST)

Jeff Dains, Mayor

(SEAL)

Brian Heck, City Administrator



Bonestroo

Project Name: 2008 Seal Coat

Client Project No.: _____

Bid Opening: Wednesday, April 2, 2008 at 1 PM

Project No.: 000532-08006-0

Owner: City of Lauderdale

I hereby certify that this is an exact reproduction of bids received.

Darren T. Amundson, PE

Registration No. 40924

BID TABULATION

Bidder No. 1
Allied Blacktop Company

Bidder No. 2
Pearson Bros Inc

Bidder No. 3
Asphalt Surface Technologies Corporation a/k/a ASTECH Corp

Item Num	Item	Units	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total
PART 1 - BASE BID:									
1	MOBILIZATION	LS	1	\$1,500.00	\$1,500.00	\$2,500.00	\$2,500.00	\$5,000.00	\$5,000.00
2	TRAFFIC CONTROL	LS	1	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$2,500.00	\$2,500.00
3	BITUMINOUS MATERIAL FOR SEAL COAT ROUTE AND SEAL	GAL	8500	\$2.05	\$17,425.00	\$2.15	\$18,275.00	\$2.50	\$21,250.00
4	TOTAL PART 1 - BASE BID	LBS	3750	\$1.49	\$5,587.50	\$2.00	\$7,500.00	\$2.00	\$7,500.00
					\$26,012.50		\$29,775.00		\$36,250.00
ALTERNATE NO. 1 - GRANITE:									
5	SEAL COAT AGGREGATE, FA-2, GRANITE	TN	400	\$44.40	\$17,760.00	\$50.00	\$20,000.00	\$45.00	\$18,000.00
	TOTAL ALTERNATE NO. 1 - GRANITE				\$17,760.00		\$20,000.00		\$18,000.00
ALTERNATE NO. 2 - TRAP ROCK:									
6	SEAL COAT AGGREGATE, FA-2, TRAP ROCK	TN	400	\$50.50	\$20,200.00	\$65.00	\$26,000.00	\$47.50	\$19,000.00
	TOTAL ALTERNATE NO. 2 - TRAP ROCK				\$20,200.00		\$26,000.00		\$19,000.00
ALTERNATE NO. 3 - CITY HALL PARKING LOT:									
7	SEAL COAT CITY HALL PARKING LOT	SQ YD	1160	\$2.55	\$2,958.00	\$2.00	\$2,320.00	\$1.75	\$2,030.00
	TOTAL ALTERNATE NO. 3 - CITY HALL PARKING LOT				\$2,958.00		\$2,320.00		\$2,030.00

Contractor Name and Address: Allied Blacktop Company
10503 89th Avenue N
Maple Grove, MN 55369

Pearson Bros Inc
11079 Lamont Avenue NE
Hanover, MN 55341

Asphalt Surface Technologies Corporation
a/k/a ASTECH Corp
PO Box 1025
St. Cloud, MN 56302
320-363-8500
320-363-8700

Phone: 763-425-0575
Fax: 763-425-1046
Signed By: Daniel A. Smith
Title: Vice President
Bid Security: Bid Bond
Addenda Acknowledged: None

763-391-6622
763-391-6627
Jack E. Pearson
President
Bid Bond
None

763-391-6622
763-391-6627
Jack E. Pearson
President
Bid Bond
None

LAUDERDALE COUNCIL ACTION FORM

MEETING DATE April 8, 2008	AGENDA NUMBER 10 - C
DESCRIPTION Traffic Calming	

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

BACKGROUND OR PAST COUNCIL ACTION

The council began discussing this topic in the fall of 2007 following the request of residents living on Malvern to have speed bumps installed in order to slow traffic. The council discussed signage, lowering the speed limit, added stop signs, children at play signs, etc. Before engaging in any of this, staff used a speed cart to track the number and speed of vehicles on various roads in the city as well as to have officers run radar on Eustis. The result of this data gathers is that well over 80% of the vehicles are traveling under the 30 mph speed limit. Council also suggested the use of cross walks as a tool to slow vehicles.

The council again discussed the issue of signage, speed limits, etc. at the March 11, meeting and selected areas on in the City they felt needed additional signage. (Continued on attached sheet)

OPTIONS

1. Request Bonestroo to conduct an analysis and provide a recommendation to Council
2. Request staff prepares and present a recommended stop sign plan based on the basket-weave concept.
3. Council discuss and direct staff to place signs where council determines
4. Do nothing.

STAFF RECOMMENDATION

Staff recommends the council direct staff to evaluate and recommend sign placement based on the basket-weave concept (Option 2)

COUNCIL ACTION

STAFF ACTION

MOTION BY

SECOND

TRAFFIC CALMING BACKGROUND CONTINUED

The Council elected to hold off on lowering the speed limit to 25 and to use crosswalks, stop signs, community education, and children at play signs. Council suggested considering to install children at play signs upon request of the neighborhood / street.

The council chose to conduct a brief driving tour of the community at the March 25 council meeting to evaluate the placement of stop signs in an effort to understand the current placement. The Council also looked at the crosswalk locations in the City of Falcon Heights to get an idea of crosswalk placement.

Council also requested Public Works staff provide their recommendation on sign placement.

Staff spoke to Falcon Heights regarding their sign and crosswalk placement policy. Falcon Heights does not have an official policy regarding stop sign locations. The Administrator indicated the City would ask for input from their engineer. The same goes for crosswalks.

Staff also consulted with Bonestroo and attached is a proposal to provide an assessment and recommendation on the placement of stop signs and crosswalks.

Public works staff suggests locating stop signs on local streets in a "basket weave" pattern such that vehicles travel two to three blocks between each stop sign. They further suggest the elimination four-way stops.

Staff suggests crosswalks be located on major through streets and where there is potential for significant pedestrian traffic. Examples include Roselawn and Fulham, Roselawn and Pleasant, Eustis and Roselawn, Eustis and Spring, etc.

Staff endorses the suggestion of Council to provide the installation of "Children at Play" signs upon written request of the residents on the street where the sign is desired.

LAUDERDALE COUNCIL ACTION FORM

MEETING DATE <u>April 8, 2008</u>
AGENDA NUMBER <u>10 - D</u>
DESCRIPTION <u>Recreational Fires</u>

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

BACKGROUND OR PAST COUNCIL ACTION	
<p>The council directed staff to look into the current ordinance regarding recreational fires. The particular issue is the distance from structures and combustible materials. The ordinance states recreational fires must be 25' from structures and combustible materials. This requirement effectively bans recreational fires in Lauderdale. The Council felt the use of store purchased burning rings with mesh and covers should be acceptable.</p> <p>Staff discussed the issue and contacted the State Fire Marshal's office regarding the regulation of recreational fires. Recreational fires are regulated in the state fire code and the code states that recreational fires "must be 25' from structures and combustible materials". There are no exceptions for store purchased fire rings. The fire code goes on to state a community can be more restrictive than state code. A copy of the code was provided in the last Friday report.</p>	
OPTIONS	
<p>Based on the information from the State Fire Marshal, it appears the City does not have the authority to amend the current ordinance to make it less restrictive i.e. allowing recreational fires less than 25' from structures and combustible material.</p>	

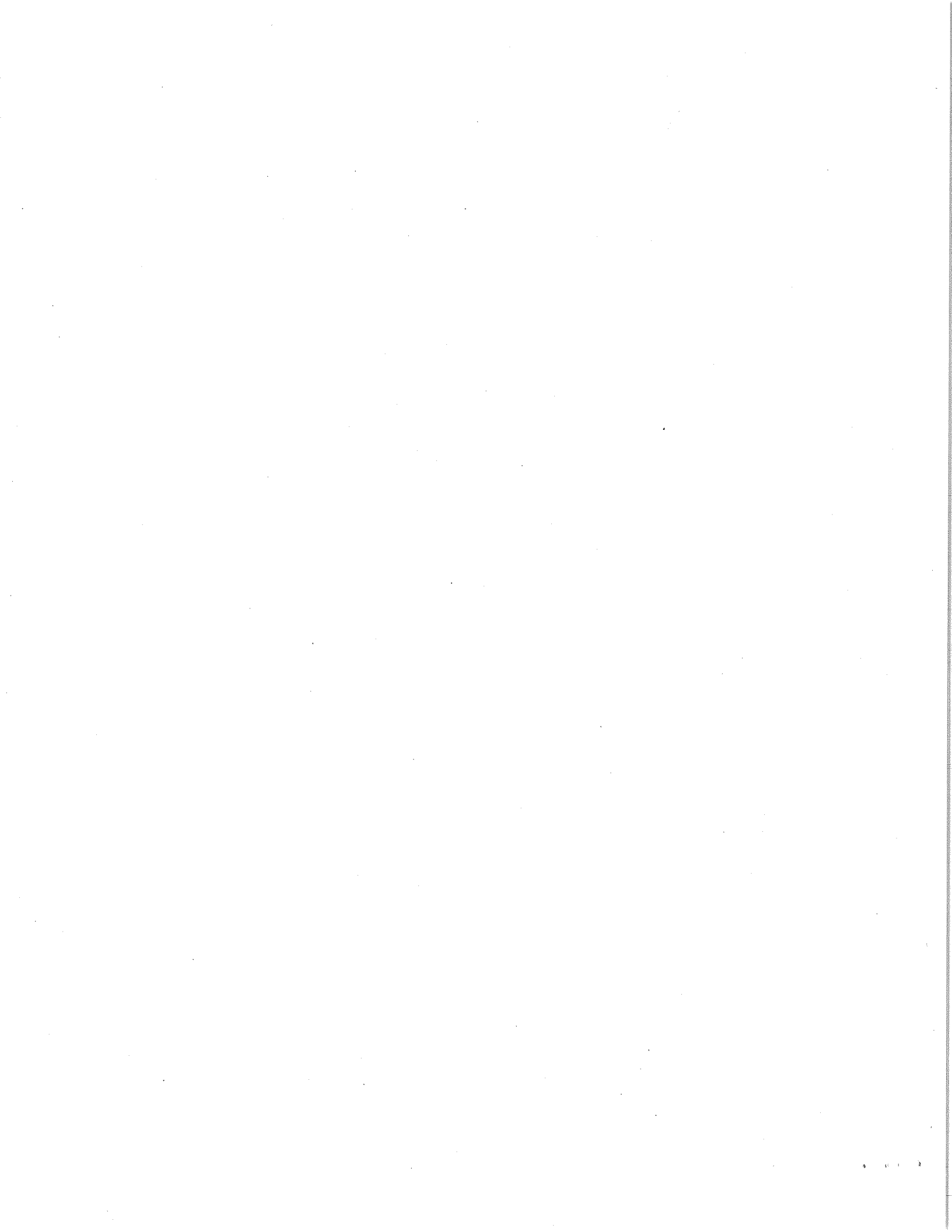
STAFF RECOMMENDATION	
	Do not amend the ordinance.

COUNCIL ACTION	

MOTION BY _____

SECOND _____

STAFF ACTION



LAUDERDALE COUNCIL ACTION FORM

MEETING DATE <u>April 8, 2008</u>
AGENDA NUMBER <u>10 - E</u>
DESCRIPTION <u>Sound Wall consideration of municipal consent</u>

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

<p style="text-align: center;">BACKGROUND OR PAST COUNCIL ACTION</p> <p>MN/DOT proposes to construct a noise wall along the east side of TH280 from Larpenieur Avenue on the south to the end of Walnut on the north. MN/DOT presented their concept plans to the Council and community at the February 25 council meeting. The council held another public input session at the March 11 council meeting. Based on the comments and discussion, staff worked with MN/DOT on revisions to the plan and the Council chose to evaluate the location at the March 25 meeting. The revised plan worked out with MN/DOT calls for the wall to end near city property to the south, to end at Ryan to the north, and move approximately 16' to the north before it turns to the east to provide access to the city's sanitary sewer manhole. (Continued)</p>	
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

<p style="text-align: center;">OPTIONS</p> <ol style="list-style-type: none"> 1. Approve municipal consent for the sound wall as presented. 2. Approve municipal consent with changes to the revised design. 3. Deny municipal consent. 	
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

<p style="text-align: center;">STAFF RECOMMENDATION</p> <p>Staff recommends approving municipal consent based on the design the Council deems most appropriate for the community.</p>	
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

<p style="text-align: center;">COUNCIL ACTION</p>	
----------------------------------------------------------	--

MOTION BY _____

SECOND _____

STAFF ACTION

**LAUDERDALE
COUNCIL ACTION FORM**

SOUND WALL CONTINUED

Following the on-site review and evaluating the revised plan, Council directed staff to contact MN/DOT and request their presence at the next council meeting to conduct a site visit at the south and north so that all parties fully understand the location of the noise wall.

Council also wants to discuss further with MN/DOT the materials used for the noise wall.

LAUDERDALE COUNCIL

ACTION REQUESTED

- Consent _____
- Special _____
- Public Hearing _____
- Report _____
- Discussion/Action
- Resolution _____
- Work session _____

MEETING DATE April 8, 2008

ITEM NUMBER Park Biffy - 10-F

STAFF INITIAL Jim

APPROVED BY ADMINISTRATOR 

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The city rents a portable restroom for the park from April through October. A regular unit (not ADA compliant) from Biff's was \$83.00/month total in 2007. This cost included the rental fee, damage waiver, and hand sanitizer for weekly service.

There has been some interest in having an ADA compliant unit instead of a regular unit for the park. Quotes from 3 companies are attached for regular units and ADA compliant units for 2008.

Company	Regular Unit Fee	Damage Waiver Fee	Hand Sanitizer Fee	Monthly Total with Weekly Service
Biffs	\$66	included	\$10	\$76 + tax
Jimmy's Johnnys	\$65	\$10	No charge	\$75 + tax
On Site Sanitation	\$65	included	\$10	\$75 + tax
Biffs	\$160	included	\$10	\$170 + tax
Jimmy's Johnnys	\$125	\$10	No charge	\$135 + tax
On Site Sanitation	\$125	included	\$10	\$135 + tax

An extra unit (ADA compliant) for Day in the Park cost the city \$217 + tax from Biff's in 2007 for the weekend. Here is how Jimmy's Johnnys & On Site Sanitation compare on special events:

Company	Regular / ADA Fee	Damage Waiver Fee	Hand Sanitizer Fee	Total
Jimmy's Johnnys	\$50 / \$125	\$10	No charge	\$60 + tax / \$135 + tax
On Site Sanitation	\$65 / \$125	included	\$10	\$75 + tax / \$135 + tax

OPTIONS:

- 1) Approve a regular unit for the park.
- 2) Approve an ADA compliant unit for the park.
- 3) Do nothing.

STAFF RECOMMENDATION:

Approve Jimmy's Johnnys to provide an ADA compliant unit for the park from April-October and an extra (regular) unit for the weekend of Day in the Park.

COUNCIL ACTION:

Biff's Inc.
 Portable Restrooms
 www.biffsinc.com

Biff's-BOXES
 Roll-off Services
 www.biffsbboxes.com

Phone 952.403.1221
 Fax 952.403.1220
 Toll Free 800.642.3246
 8610 Hansen Ave
 Shakopee MN 55379
 Equal Opportunity Employer

DRIVEN BY QUALITY

January 9, 2008

City of Lauderdale
 1891 Walnut St
 Lauderdale, MN. 55113

James,

We appreciate the opportunity to provide portable restroom service for your community in 2008. We believe that the city of Lauderdale will receive the most prompt and reliable service from Biffs, Inc. Our investment in hiring exceptional people, providing them with extensive training and state-of-the art technology, has helped us become a leader in the portable restroom/construction services industry. Please visit our website at www.biffsinc.com for additional information.

- We offer around-the-clock, 7 days a week personal service.
- We have a dedicated team of customer service representatives and field service managers. During the summer we have over 40 certified drivers and yard personnel.
- All service trucks are equipped with GPS systems to confirm each stop.
- All drivers are connected to the Nextel Communications Network.
- A full-time quality assurance person routinely evaluates and reports every driver's performance. He can be called upon to evaluate any of your sites at your request.

References:

City of Eden Prairie, Wes Dunsmore, 952-949-8535, wduinsmore@edenprairie.org
 City of Minnetonka, Todd Kasowski, 952-988-8424, tkasowski@ci.minnetonka.mn.us
 City of Bloomington, Kari Hemp, 952-563-8891, khemp@ci.bloomington.mn.us

Monthly Rental/Service Restroom Rates
 Per Unit /28 day billing cycle

Regular Restroom/Weekly Service	\$ 66.00
Damage Waiver Charge** Regular Restroom	\$ included
ADA Compliant Restroom/Weekly Service	\$ 160.00
Damage Waiver Charge** ADA Compliant Restroom	\$ included
Hand Sanitizer (optional)	\$ 10.00
Winter Service Charge	\$ No Charge
Stakes (anchor each unit to the ground) - optional	\$ No Charge
Delivery & Pickup	\$ No Charge
Extra Service/Tip-Over on Weekday/Weekend	\$ 20.00/ \$30.00

If you need further information regarding, please call. We look forward to hearing from you.

Sincerely,

Jennifer M Hartwig
 Sales Coordinator

952-224-8404
jenniferh@biffsinc.com

Jon Hancock

Sincerely,
Jon Hancock

If you have any questions or would like to accept our bid, please call me at 651-277-5912

We also offer increased assurance of excellent service with the addition of vehicle tracking systems in our service trucks. Using state-of-the-art GPS technology, we are able to guarantee your toilets are serviced as scheduled. In fact, we are so confident in our service that we will offer a full month's refund if a single service is missed.

Weekly servicing consists of pumping and sanitizing the toilet, thoroughly cleaning all toilet surfaces and replacing the toilet paper.

Standard portable	\$65.00 each
Special event standard	\$50.00 each
Ada Handicap	\$125.00 each
Special event Ada	\$125.00 each
Disposal fee	No Charge
Hand sanitizer	No Charge
Delivery & set-up	No Charge
Damage waiver	\$10.00 (optional)

Per your request, I have compiled a price list of the services our company can provide for your 2008 summer season. The below prices, except delivery and pick-up charges, are per each 28-day billing cycle, not including tax.

Jim,

April 1, 2008

651-631-2066
651-792-7656

City of Lauderdale

JIMMY'S JOHNNYS, Inc.

10957 Grand Avenue

North Branch, MN 55056

Phone: 651-277-5912

Fax: 651-277-5910



Mar. 26, 2008 10:32AM

On Site Sanitation
95 Woodlynn Avenue
St. Paul, MN 55117

City of Lauderdale
Re: Portable Sanitation 2008 Season

Dear Mr. Jim Bownik,

Thank you for the opportunity to provide a bid for the 2008 season for portable sanitation service in your parks. On Site Sanitation is and has been a member in good standing with the Portable Sanitation Association, promoting health and safety standards in the portable restroom industry since 1989. On Site Sanitation is also licensed with Minnesota Pollution Control Agency, license number #L1839.

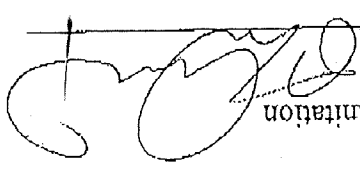
Rates are as follows:

Monthly	Special Event
Regular unit - service once a week	\$65.00
Second service added per week	N/A
ADA compliant (handicapped) unit	\$125.00
ADA unit second service per week	\$70.00
Disposal fee	N/C
Winter freeze protection	N/C
Anchoring units-where possible	N/C
Hand Sanitizer (optional)	\$10.00
Emergency Services - weekdays	\$25.00
Emergency Services - weekends	\$35.00
	N/A
	\$10.00
	N/A
	N/A
	N/C
	N/C
	N/A
	\$65.00
	\$125.00
	N/A
	\$70.00
	N/C
	N/C
	N/A
	\$10.00
	\$25.00
	\$35.00

All charges are based on a four-week billing cycle, and are billed on a current basis, not a month in advance. You will find our billing system very easy to understand and our accounting staff helpful and friendly.

Again thank you for considering On Site Sanitation as your portable restroom provider. We look forward to a lasting business relationship with you and your community.

Acceptance/Approval

On Site Sanitation

Signature

Contact
Christine Dunn

Date
March 26, 2008

Portable Restrooms • Construction • Special Events
Servicing Metro, Rochester, and Surrounding Areas

March 26, 2008

Metro: (651) 429-3781
Rochester area: (507) 282-8407
Toll Free: (800) 210-8407
Fax: (651) 486-6400
www.onsitesanitation.com

No. 3152 P. 2/2

Work Session Memo

**Lauderdale
Administration**

To: City Council
From: Brian W. Heck, City Administrator
CC: Staff
Date: April 4, 2008
Re: Council / staff roles and responsibilities

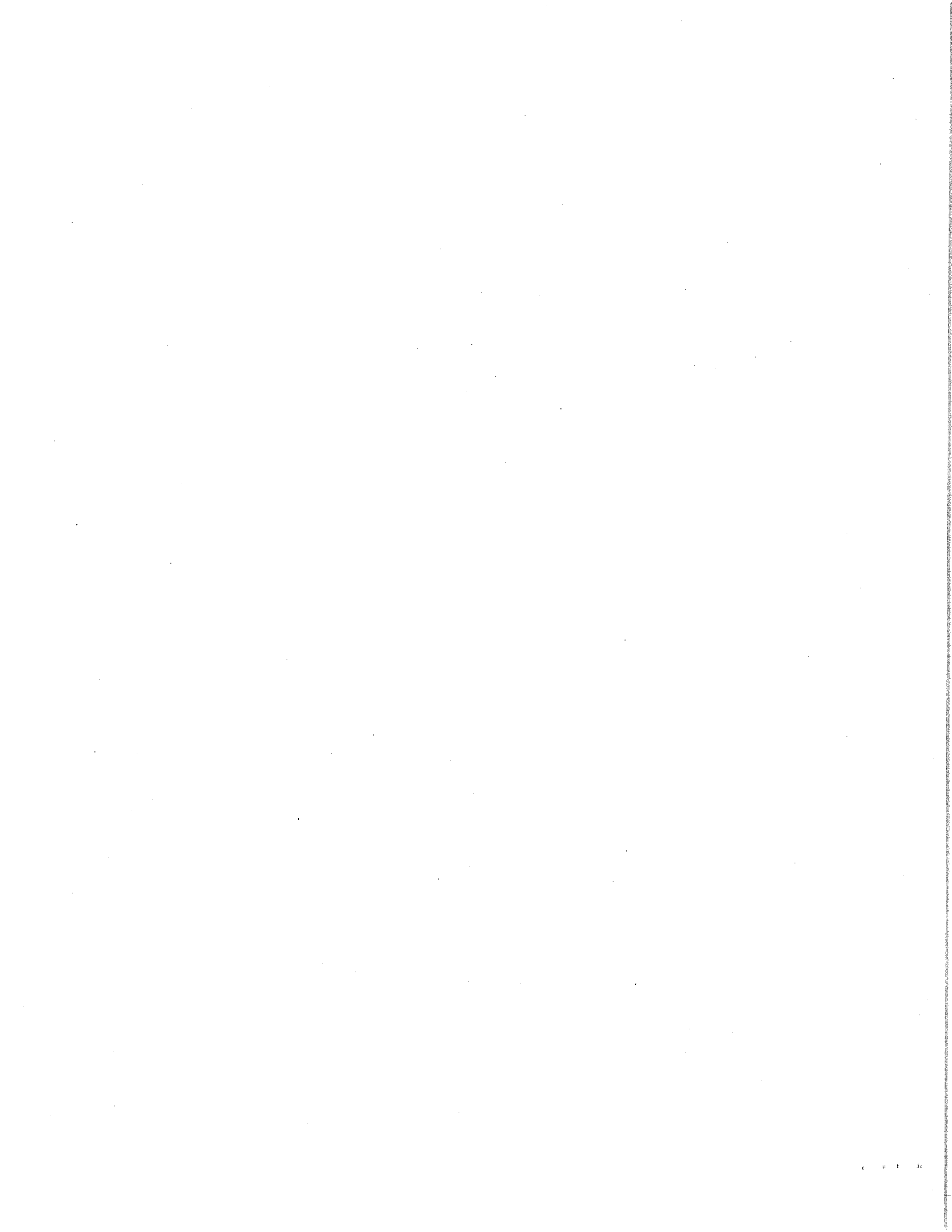
It appeared to me there seemed to be a bit more stress and frustration during the drive around at the last council meeting than there usually is with the Council members and me.

I thought about this meeting for several nights and then spoke to Mayor Dains regarding my feelings and impressions. We agreed it might be worthwhile to discuss the issue of expectations, roles, and responsibilities.

I searched the Minnesota League of Cities information, National League of Cities and the International City/County Managers Association for information on Council / Administrator / Staff relations and such. I did not find much. What I did find is attached for your reference.

Some of the questions to address include

- A. What does the council feel is their role?
- B. What does the council feel is the Administrator and staffs role?
- C. What do staff and the Administrator feel is the Council's role?
- D. How can we better communicate as a group and individually?



See League memo, Newspaper Publication (440.1) for a further discussion of dealing with the news media.

3. Public relations

Cities can take several steps to build effective relationships with the media. Often, a city will assign this responsibility to one person. Although sometimes the mayor, it is often the chief administrative officer: the clerk, administrator, or manager.

E. Effective council relations

The chief administrative officer—whether clerk, administrator or manager—must work closely with the council. As such, it is important that the working relationship be a good one. Both the administrative officer and the council must always keep in mind that they are working as a team to serve the community. While differences of opinions are likely to occur, they must be resolved quickly. Extended bickering can cause the public to lose faith in the officer, as well as the council. Sometimes, resolving such a conflict can be as easy as agreeing to disagree.

F. Clerk, administrator or manager?

Cities sometimes ask whether they should have a city clerk, an administrator or a manager. The answer to this question will depend upon many variables unique to each city.

If the council spends a lot of time administering day-to-day activities, it may wish to delegate some responsibilities to city staff. Depending upon the number of responsibilities and the amount of time needed to adequately perform these responsibilities, they can be assigned to an existing position, such as the city clerk, or to a new position, such as an administrator or manager.

Generally, many small cities delegate responsibilities to the city clerk until it becomes obvious that an additional person is needed to help with these duties. At this point, many cities will either create a city administrator position or hire additional staff to help the clerk perform these additional responsibilities. In some cases, a city may have a specific issue with which it is dealing and may want someone with expertise in the area. For example, if the city is growing rapidly, the council may want someone who can help oversee some of its land-use matters.

As a city gets larger, it might choose to adopt the Plan B form of government in order to delegate additional responsibilities, such as personnel decisions. Such delegation allows the council more time to make important legislative decisions.

Adoption of a home rule charter can also give the city freedom to assign duties as it sees fit. Some cities have seen this as the best means to their desired form of government.

When the Council Is Unhappy With the Manager

R. William Mathis, Ph.D.

At a recent conference for elected officials, the question was raised: "Are you unhappy with your manager?" While the attendees' response didn't indicate the severity of the displeasure, the large number of hands raised sent chills down my spine. I wanted to take names and addresses so I could rush to the phone to warn the managers in these communities to be on the lookout or to resolve the displeasure before it ruined the relationship.

While elected officials' unhappiness with local government managers doesn't spell disaster, unresolved unhappiness often begins a negative cycle ending in dysfunction . . . or separation.

The relationship between a manager and council is like a marriage that is often viewed by electors with a bizarre sense of humor. The relationship is always in the moment: "How are we today?"

Some mature and goal-directed councils don't test the "marriage" often, but more often at least one elected official finds it necessary to question the relationship, or the intentions of the manager, and/or the functionality of the match.

From several hundred reasons why members of a council might be dissatisfied with their managers, one thought looms larger than others: The quality and the whole of the relationship with the manager are the biggest predictors of success or failure. (Editor's note: The term council is used throughout this article to denote any type of governing body.)

Three Levels of Relationships Exist

Personal. The manager and any given elected official hit it off with each other on both a personal and chemistry level. Insights and agreements are reached with ease, direction is understood, and the roles rarely need clarification. "Being in sync" is energy-driven and fulfilling for both, and these personal commitments are seen by all.

Professional. The commitment is to do the business, develop the relationship as necessary, and keep each other apprised of progress. Roles almost always need defining, with rules of civility and governance agreed upon, and a great deal of maturity and trust needs to be developed. This conditional relationship often works well for elected stewards and managers—if the above conditions are met.

Tolerational. The elected official and manager agree to move forward without the "sync" or a professional agreement. This "tolerational agreement" usually is owned and manipulated by the elected official to obtain what is needed from the manager. Usually, an attitude of toleration deteriorates rapidly at the first intersection with conflict, and it often clarifies the initial seeds of dissatisfaction with the manager.

Once the toleration attitude has escaped its cocoon, the toxic energy escapes, too, and becomes part of

the group dynamic. Unhappiness by this one elected official with the manager is open for all to see. Seldom does the toleration relationship with the manager improve without some consultation (counseling) to establish agreements and direction. Both mayor/council and manager need to act quickly and early in the relationship before it causes an impasse, goes stagnant, or falls into a rut and ends up becoming a dysfunctional relationship.

Professional managers bear a strong responsibility to move the toleration attitude of elected officials toward a productive resolution and to manage their own attitudes. Managers would be wise to monitor their own biases and moving past their baggage and egos to prevent the possible fostering or enabling of their toleration agenda, which can become toxic with the elected officials. Peer discussion and team building often help in steering the relationship to a positive and healthy position.

Some managers cannot function well without a strong personal and professional relationship with elected officials. In this case, one might question what needs are being met and whether the manager is setting himself or herself up for rejection.

Why Relationships Are Important

Here are reasons why a manager and the governing body should have a good working relationship.

Improve goal setting and achievement. The manager and governing body develop a personal and/or professional relationship to accomplish goals of maintaining quality of life and improvements in citizens' lives. Without the development of these relationships, agreements of conduct, and role definition, the partnership between manager and council has little chance of success.

Align staff in same direction. The positive clarity of the manager-council relationship enhances the direction and alignment of staff to move in the same direction and to read from the same script. Poor relationships contribute to chaos, mixed messages, miscommunications, and unfinished projects.

Community wants harmony. Despite "showtime" at the council meetings, the community wants enough harmony and integrity between elected officials and the manager to ensure proper decisions for the public's good. Constant conflict and unresolved personal agendas make for a good show but for low public trust in government.

Managers and governing bodies have a clear responsibility to manage their relationships for the public interest.

Common Areas of Unhappiness

Here is why discontent can exist between the manager and the governing body.

Lack of personal fit/negative chemistry. Some personalities, with their agendas, find that immediate negative sparks exist between manager and councilmembers. These negative and fractious tendencies usually are explained by past unhappy experiences with government in which the manager served as looming and preferred target. Through focused efforts, managers can sometimes work through these initial conflicts and prejudices, as a comfortable and genuine relationship is being built. Sometimes, however, the toxicity grows, and the relationships become roadblocks to building trust in the whole team.

Disagreement with the role of the manager. Elected officials may have clearly envisioned roles they want the manager to adopt and may be disappointed at the prescribed functions found. Some want to manage staff, serve as occasional chief executive officer, direct finances, and personally select community boards. The role of the manager should be quickly discussed with all elected team members

in early goal-setting sessions to eliminate this concern.

Jealousy. A councilmember gets elected, then decides the manager's role is more fun and becomes resentfully desirous of the manager's advantages and role. Often, ownership of power becomes the ingredient coveted both by unhappy council and manager; sometimes, the councilmembers become jealous of the publicity or the newsworthy style of the manager. The desire to exchange roles is sometimes at the root of dissatisfaction, not merely the sharing of power.

Dissatisfaction with department heads. The control and evaluation of key departments can be a major frustration for activist or "hands-on" councilmembers. Frustrations arise with slowness to act or time to get their work done, and they often feel frustrated or blocked from their goals. "Attacking" both the manager and the department directors may be their only avenue.

Frustrated position within the council. Being minority opinion, or "rebels" can be frustrating for councilmembers. The manager often counsels elected officials to "work for votes to obtain their goals." It is sometimes the case that the manager is held responsible for not achieving an atmosphere of acceptance or facilitation for their goals. Councilmembers hate to hear "I move at the direction of the majority." Sometimes, unhappiness with the manager is directly related to a lack of position with colleagues, and sometimes the manager should examine his or her attitude toward minority opinions. Managers often can facilitate harmonious review and examination of diverse viewpoints. Elected officials can see intolerance and prejudice by the manager as a major obstacle, preventing views from being accepted.

Feeling disrespected or discounted. Elected officials can be sensitive and cautious in their viewpoints and perspectives. Some may be sensitive to criticism or "being manipulated" by the manager. These perceptions can contribute to negative impressions of the manager or to unhappiness with his or her methods. When a councilmember feels disrespected or discounted, trust in the manager is the first trust to disappear from the relationship. Miscommunication at this level is difficult to repair, and it can become necessary that the elected official and manager communicate with a third, knowledgeable party—an objective party who understands the system.

Strategies the Elected Officials Hate to See

Councilmembers have identified strategies used by managers that they hate to see. Their disdain and displeasure with managers becomes clear or is bottled up inside. In any event, the manager will sooner or later become unhappy with their behavior.

Strategy 1. Placation or Pandering. When the manager responds by trying to control the elected officials by artful or indirect manipulation, this creates instant suspicion and displeasure. When the manager goes overboard in soliciting the affection, attention, or approval of the elected official, it's only a matter of time till both the elected official and his or her colleagues catch up to this unhealthy approach. Seldom will the manager get the job done with respect intact.

Strategy 2. Taking the Moral High Ground/Doing Nothing. Occasionally, when managers are not predisposed to an action or simply don't want to do something, they will institute a "higher moral" or ethical reason for not being of assistance. Statements like these might be used: "It's against the ICMA Code of Ethics" or "not within the nature of my contract" or "not in the ordinance." Sometimes, elected officials feel devalued, "put off, and put down" by such tactics, especially if they feel picked on.

Strategy 3. Repackaging Ideas/Lying. Oftentimes, councils hear the manager share "repackaged" or "reframed" issues in a way not heard before. These revelations may cause a sense of deception whereby a manager's integrity is questioned. This perception is perhaps the most elevated concern of any public manager. Promises made and kept are essential to any goal for good council-manager relationships.

Strategy 4. Diverting the Issue. When a councilmember feels that the manager has diverted his or her issue to the "black hole," off the table, or doesn't acknowledge that the issue has merit, there is generally dissatisfaction created. Depending on its importance, councilmembers want an issue addressed forthwith and not diverted.

Strategy 5. Sending Issues to Staff Forever. This strategy is seen by the elected official as sending his or her issue to Never-Never Land. Managers might gain the reputation of sending council items to an early grave or letting an idea die without nourishment.

Five Council Initiatives That Work

Recognizing the complexity and the necessity of good manager-council relationships is the number-one necessity for all concerned. The recognition by the council of the importance of establishing and maintaining the relationship is vital to working through unhappiness with the manager. These five initiatives will facilitate and extend councilmembers' opportunities to enjoy, respect, and be productive with their managers.

Initiative 1. Clear and Measurable Goals Workshop. Mayors and councils should take the leadership to set their goals and measurable objectives (biannually) for the manager. Fluffy goals with neither projects nor budgets for implementation create disharmony in manager-council partnerships. The Information Age and changing face of economics necessitate reviewing the goals and relationship routinely. Each party needs to ask the other the tough questions.

Initiative 2. Marriage Counseling a Necessity! Relationships and progress are intrinsically interwoven and require constant monitoring for changes, miscommunication, and reevaluating agreements. Having an ongoing consulting relationship for council and manager is important for a healthy contract, evaluation, and for the general health of the organization. No manager or council in our complex society is immune to the toxic intrusion of a poor relationship.

Initiative 3. Contract Spelling Out the Relationship. A contract between manager and council is necessary, even after a new election. No one should take this relationship for granted. And this, "Every new council needs to rehire its manager and reestablish the agreement contract" spells out the "prenuptial agreement," when to evaluate, how to leave, and all of the expectations (via the goals and objectives).

Initiative 4. Goals with Workplans. Today's councils want to touch and feel their goals, at least in the planning stage. Once goals and objectives are set forth, it is important that the executive staff and manager provide a workplan of those goals for officials' review, change, and reprioritization. Dates should be set for staff updates, reports, and decision points.

Initiative 5. Manager Evaluation Facilitated. The manager's evaluation by elected officials should be done annually, with clear goal setting measured to include all councilmembers' participation. Evaluation and feedback to the manager is a high responsibility of the council and can be done expertly and completely on a semiannual basis.

Final Goal

Most elected officials want a successful relationship with their communities, boards, commissions, and constituents. The key to their success is to work out unhappiness with their manager. Managing this relationship is akin to working through a good marriage and unfortunately, we know that some fail. There are initiatives, however, that are preventative and worth practicing.

Bill Mathis, Ph.D. (Rmathis1@aol.com), is a consulting psychologist to councils and managers and also a member of the board for the California City Managers' Foundation, Sacramento, California.

Council-Manager Relations: Time for Adjustment, Before It Is Too Late

This spring, I spoke to administrators, elected officials, and academicians at a conference on the Cleveland State University campus. The purpose of the conference, which was titled "Governing Local America—Maximizing Responsiveness and Efficiency," was to explore the council-manager form of government, focusing on elected officials' expectations of the changing role of the professional administrator, as well as to address council-administrator relationships. The conference also called public attention to the role that professional local government managers can play in strengthening local government and local democracy.

The conference presentation was based on my 20 years of experience as a local government manager and my five years as an executive search consultant to local government. It centered on council expectations and how these expectations have changed over the years, council-manager relationships, and what administrators need to do to strengthen them.

What Has Changed and What Remains the Same

As I began my research for the presentation, I found position profiles from the past 15 years—from the late 1970s and late 1980s—which I compared with 1993 profiles. I divided the profiles into two categories: council's expectations in terms of organizational skills and council's expectations in terms of management and personality style. This is what I found.

Jim Brimeyer

Expectations

Council

Look at

A 15-Year

Ten years ago. Elected officials looked for experience in economic development and bonding issues, in union relations, and in the maintenance of stable employment; plus skills in grantmanship. In management style, they looked for a certain level of maturity; a low profile; diplomatic skills; an aura of authority; the ability to handle a variety of issues; a steady career path; and skill in working with the governing body so as to form a single unit.

In 1988. Councilmembers sought managers who knew how to protect neighborhoods and mitigate traffic; to negotiate labor contracts; to respond with sensitivity to environmental issues—particularly recycling; to assist the governing body and staff in goal setting; to deal familiarly with the issues of data processing and cable TV; and to retain a strong customer service orientation. In the areas of management and style, the important qualifications were persuasive skills; a high level of energy; the ability to manage people and processes; sensitivity to political realities; a good sense of employee relations; and skill in conflict resolution.

In 1993. Now, elected officials are looking for managers who are visionary; oriented toward staff development; possessed of highly developed collaboration skills; experienced at providing leisure activities; and experienced in development and redevelopment. On the management side, applicants should have a long-range vision; know how to share leadership roles and empower staff; look at the governing body and staff as a team; encourage citizen participation; develop partnerships; resolve conflicts; be highly sensitive to diversity; and to gender and sexual harassment; and possess a sound ethical/value system.

Public officials are looking for managers who are willing to "suck

Basic tools are needed by the effective manager in the 1990s. These

Management in the '90s

Similarly, on the management side, local government staff members still want a strong leader in their CEO but they also want to participate in the process. The hierarchical structure no longer exists. Total quality management, effective teamwork, and short-term task forces are the order of the day when getting a job done.

Similar, on the management side, making decisions about what to do. guide them (yes, even help them) in bringing information to them and to understand and take the helm—to change the manager to provide it. Elected officials no longer seem willing to lead—especially on social issues, citizen participation, use of volunteer, and matters involving the changing workforce in a changing society. They expect the manager to look to their CEO to provide it. Elected officials no longer seem willing to provide the political leadership to provide the job done; they look to their CEO to provide it. Today's elected officials are reluctant to provide the political leadership to provide the job done; they look to their CEO to provide it. Elected officials no longer seem willing to lead—especially on social issues, citizen participation, use of volunteer, and matters involving the changing workforce in a changing society. They expect the manager to look to their CEO to provide it. Elected officials no longer seem willing to provide the political leadership to provide the job done; they look to their CEO to provide it.

<p>Today, managers</p> <p>.....</p> <p>must be prepared</p> <p>.....</p> <p>to make more</p> <p>.....</p> <p>adjustments than</p> <p>.....</p> <p>they can expect of</p> <p>.....</p> <p>elected officials.</p>

tools include economic development and redevelopment; effective and meaningful employee evaluation; "rightizing" of the organization, including the combination of services and resource reallocation; leadership without politics; more intellectual and creative approaches to problem solving; openness to elected officials' greater participation in management; a stronger orientation toward process—especially with the public and staff; a greater accessibility to individual elected leaders, sometimes to the point of coaching them; and skill in anticipating what will happen in a global environment, so that consultants of cities and regions can be set up.

Managers need to be more sensitive to the personalities of individual elected officials, the gamesmanship of politics, and the fact that politics is no longer a businessman's avocation (the "boomers" and "yuppies" are getting elected as careerists, and value systems are changing). Most important, managers must understand the necessity of maintaining one-on-one relationships and of treating the governing body as a unit. Because of this changing environment, much more tension will arise. Managers should not take criticism personally; they should always assume it is political posturing (it should be considered excessive because it probably is). No demand or request should be considered important to the individual making it, either for a personal or a political reason.

Finally, there seems to be an unusual amount of outrage in the air over manager dismissal. One of the aspects of the council-manager relationship is the right of a governing body to change the administrator, should it so choose. Managers always complain of being surprised, unaware of elected officials' dissatisfaction. Managers must stay closely attuned to councilmembers' needs, to both individually and as a group, to avoid being caught unaware.

First of all, we need to have stronger managers and stronger elected officials, particularly at the mayoral level. The term "PollAd" (political administrator) represents the era in which we are operating, wherein the mayor and the manager must form a team and assume responsibility in assisting the community through its many decision-making and problem-solving processes. Managers can aid mayors and other elected officials by helping them develop a sense of governance; it is even better if political leaders also can get this message from other elected officials. Managers can help all of these officials develop "rules" for their behavior. Today, managers must be prepared to make more adjustments than they can expect of elected officials. They need to have a vision, an inspiration, and the ability to get the

team to buy into it. They must develop a sense of teamwork and manage the strengths and egos of each team member; manage circumstances and recognize changes in economy, technology, and competitiveness; take personal responsibility for decisions made under fire; and be adept at conflict resolution, particularly when reallocating resources. Managers must be willing to commit and "uncommit"—there are windows of opportunity of which they must take advantage. It is necessary to push the idea of performance evaluation and the issues of role definition and role efficiency. This is important, not just for the manager but also for individual elected leaders. Administrators have to take 51 percent of the responsibility for accommodating the needs of the governing body, as a whole and as individuals. Managers need to "forget the pot-holes" and lead firmly in developing

a strategic plan and a sense of strategic thinking. They need to recognize that the only constant aspect of their job is change—and that it also is their job to manage the change. To accomplish this, I suggest that in addition to the regular master's-degree program, managers should be trained in the areas of conflict resolution and salesmanship, and become completely knowledgeable in the principles of total quality management. It is an exciting time to be a manager. While some of the old rules still apply, much has altered in the last 10 to 15 years. I anticipate that the changes will not be quite so dramatic in the next 10 years. But they will prove traumatic for those managers who fail to recognize that their environment is changing. **DM**

Jim Brimley is president of The Brimley Group Executive Search, Hopkins, Minnesota.

Work Session Memo

**Lauderdale
Administration**

To: City Council
From: Brian W. Heck, City Administrator
CC: Staff
Date: April 4, 2008
Re: 2009 Goals

The Council met on March 25 to discuss the priorities and goals for 2009 and to review and modify, if necessary, the 2008 goals and priorities.

The Council discussed the 2008 goals and priorities and suggested changes. The Council also discussed the capital improvement plan. However, the Council did not have time to address priorities for 2009.