

**LAUDERDALE CITY COUNCIL MEETING AGENDA
TUESDAY, JUNE 10, 2008
7:30 P.M. CITY HALL
1891 WALNUT STREET**

FILE

1. **ROLL CALL**
2. **APPROVAL OF THE AGENDA**
3. **APPROVALS**
 - a. Minutes of the May 27, 2008, City Council Meeting.
 - b. Claims totaling \$79,750.10.
4. **OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COUNCIL.**
5. **CONSENT**
 - a. Lighting Policy
 - b. PCIC Appointments
 - c. PCIC Minutes
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.
8. **REPORTS**
 - a. Street markings
 - b. Facilitator / moderator
9. **DISCUSSION / ACTION**
 - a. Social Room Tile Maintenance
 - b. 1953 Carl – front yard request
10. **ITEMS REMOVED FROM THE CONSENT AGENDA**
11. **ADDITIONAL ITEMS**
12. **SET AGENDA FOR NEXT MEETING**
 - a. Larpenteur Avenue
 - b. Facilitator / moderator

CLOSED SESSION TO DISCUSS PENDING LITIGATION

13. **WORK SESSION**
 - a. Eustis Street Feasibility Study
 - b. Comprehensive Plan
 - c. Dog Park Recommendation
 - d. 2009 Budget Discussion
14. **ADJOURN**

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

Page 1 of 4

Tuesday, May 27, 2008

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

Council members present: Lara Mac Lean, Denise Hawkinson, Karen Doherty, Clay Christensen, and Mayor Jeff Dains.

Mayor Dains asked for any additions, deletions, or changes to the meeting agenda. Members did not have any additional items to add to the agenda.

Council member Hawkinson moved to approve the agenda. Council member Doherty seconded the motion and it carried.

Council member Doherty moved approval of the May 13, 2008, City Council meeting minutes. Council member Christensen seconded the motion and it carried.

Council member Christensen moved approval of the claims totaling \$28,795.36. Council member Hawkinson provided the second and the motion carried.

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

Council member Doherty moved the Consent Agenda accepting the PCIC minutes and approving 2008 rental-housing licenses. Council member Mac Lean seconded the motion and it carried.

Heck provided the Council with an update on the sound-wall project. He stated MnDOT would let bids in late June with projected start date August 1, 2008.

Heck provided information on the issue of compost material in the alley right of way behind residents located on the 1800 block of Eustis and Malvern. He stated staff looked at the area and took photos that are included in the packet.

Doherty asked where the material would be disposed of if removed. Heck responded staff would contact Ramsey County to get authorization to drop the material off at the County compost site.

Council member Doherty moved to remove the material from the alley right of way. Motion second by council member Mac Lean and carried with all voting yes.

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

Page 2 of 4

Mayor Dains introduced the request by Mr. and Ms. Schultz for the City to repair the slope of their front yard. They stated they are unable to mow or maintain grass on the slope because the road and utility improvement project in 2002 increased the slope.

Heck stated he and the engineer visited the site and the engineer sent a landscape architect to examine the site. According to the construction documents, the slope changed from a 2.5:1 to 2:1 and 2.2:1 to 2:1. Heck indicated the engineer provided a letter from the engineer outlining several possible options.

Mayor Dains began the discussion by stating he would like a legal opinion on what the city's obligation is in this matter before making an offer or decision on the issue. He desired a legal review because similar past situations resulted in litigation.

Mr. Schultz told the council the problem began close to 15 years ago when the city graded the area and then exacerbated the problem during the 2002 project. He said he applied sod and seed and nothing works and he is unable to mow or maintain the area. He feels the city bears some responsibility due to the street project.

Council directed staff to contact the city attorney and obtain information relating to the city's legal obligations in the matter, possible future liabilities, legal release, and other potential issues.

The Council then discussed using a facilitator to improve council and staff communications and identify roles and responsibilities.

Council member Mac Lean did not feel the need to spend \$2,000 on a facilitator and thought Council and staff could work something out on their own. She commented that the Council could work through the position descriptions, etc.

Council member Christensen stated he liked the idea of an outside, neutral party to work with the Council and staff if that is what's needed. He felt things were going well.

Council member Doherty stated she felt things were going well and if she has a problem or an issue, she contacts the Administrator and discusses the issue.

Council member Hawkinson said she could go either way and felt \$2,000 was quite a bit of money and asked if the process included all staff and council. She indicated it would not work well if this did not include all staff.

Mayor Dains asked staff Bownik and Butkowski their view and impressions on the issue.

Bownik stated he knows other cities use facilitators to conduct council retreats and thought the idea has merit.

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

Page 3 of 4

Butkowski indicated she can see the benefit of the process and echoed an earlier comment that there needs to be commitment and participation of the parties to make the process effective.

After additional comments, Mayor Dains stated he sensed the council was not comfortable at this time with using a facilitator, but now that the cost is known, the Council can revisit the issue later.

Council member Doherty asked if the initial question had been answered regarding the Council / administrator roles and responsibilities. She also indicated the Administrator did not have an opportunity to express his view.

Heck said he understood the issue involved the role and responsibility of the Administrator and that Council may have felt some of the decisions made by the administrator were decisions the Council should have made. He felt the issue of what the Council felt was their role and that of staff needs to be defined so all are on the same page and felt that is why Council requested copies of position descriptions.

After additional discussion, Council indicated the desire to have a work session type meeting with a mediator to assist in facilitating discussion on staff / council roles and responsibilities. The council directed staff to gather information on this type of arrangement and possible costs. As an example, Mayor Dains suggested former Mayor Gehrz from Falcon Heights.

Bownik presented information on the maintenance of the social room floor, lobby and hallway. He indicated the areas need stripping, sealing, and waxing. After the process is complete, staff can maintain the waxing process.

Discussion ensued on whether this process should have been part of the installation. Council directed staff to review the installation documentation and determine if this process was part of the installation.

The Council entered the work session part of the meeting at 9:00 p.m.

Heck provided an update on the possible redevelopment of 1.5 acres along the south side of Larpenteur Avenue. The Council directed staff to work with the consultant and develop a list of possible options for the Council to review at the June 24 meeting.

The Council reviewed the draft lighting policy. Council did not have any questions or comments. Council member Christensen pointed out a typo in the title.

Bownik presented information on potential improvements to the Council chambers technology and video production capabilities. He told the council he met with CTV15 and

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

Page 4 of 4

they provided recommendations on equipment, including a couple of televisions for presentation purposes. Bownik also indicated staff suggested the possibility of remodeling the chambers.

The council directed staff to include the information in the 2009 draft budget for consideration.

Council member Hawkinson moved to adjourn the meeting. Council member Doherty seconded the motion and the meeting adjourned at 9:24 p.m.

Respectfully submitted,

Brian W. Heck
City Administrator

CITY OF LAUDERDALE

CLAIMS FOR APPROVAL

June 10, 2008 City Council Meeting

Payroll

05/30/08 Payroll: Direct Deposit # 500554-500563	\$8,210.05
05/30/08 Payroll: Payroll Liabilities, e-payments 260E-263E	\$6,922.26

Vendor Claims

06/10/08 Claims: Check #s 19208-19225	\$64,617.79
---------------------------------------	-------------

Subtotal of Claims From Above **\$79,750.10**

Total Claims for Approval **\$79,750.10**

CITY OF LAUDERDALE

06/02/08 11:35 AM

Page 1

Payments

Current Period: MAY 2008

Batch Name	053008pyroll		Computer Dollar Amt	\$6,922.26	Posted
Refer	279	ICMA RETIREMENT TRUST - 457	Ck# 000260E 5/30/2008		
Cash Payment	G 101-21705	ICMA RETIREMENT	5/30/08 payroll		\$1,550.18
Invoice					
Transaction Date	5/29/2008	Due 0	NORTH STAR CHEC 10100	Total	\$1,550.18
Refer	280	NORTH STAR BANK, CHECKING S	Ck# 000261E 5/30/2008		
Cash Payment	G 101-21703	FICA WITHHOLDING.	5/30/08 payroll taxes		\$1,940.14
Invoice					
Cash Payment	G 101-21701	FEDERAL TAXES	5/30/08 payroll taxes		\$823.98
Invoice					
Transaction Date	5/29/2008	Due 0	NORTH STAR CHEC 10100	Total	\$2,764.12
Refer	281	PERA	Ck# 000262E 5/30/2008		
Cash Payment	G 101-21704	PERA	5/30/08 payroll		\$1,447.59
Invoice					
Transaction Date	5/29/2008	Due 0	NORTH STAR CHEC 10100	Total	\$1,447.59
Refer	282	MN DEPARTMENT OF REVENUE	Ck# 000263E 5/30/2008		
Cash Payment	G 101-21702	STATE WITHHOLDING	5/08 state withholding		\$1,160.37
Invoice					
Transaction Date	5/29/2008	Due 0	NORTH STAR CHEC 10100	Total	\$1,160.37

Fund Summary		BATCH Total	\$6,922.26
	10100	NORTH STAR CHECKING	
101		\$6,922.26	
		\$6,922.26	

Pre-Written Checks	\$6,922.26
Checks to be Generated by the Compute	\$0.00
Total	\$6,922.26

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

JUNE 2008

			Check Amt	Invoice	Comment
10100 NORTH STAR CHECKING					
Paid Chk#	019208	6/10/2008	AFSCME		
	G 101-21709	UNION DUES	\$144.06		5/08 union dues
		Total AFSCME	\$144.06		
<hr/>					
Paid Chk#	019209	6/10/2008	CINTAS		
	E 602-49100-425	CLOTHING	\$30.18		pw uniforms
	E 601-49000-425	CLOTHING	\$30.18		pw uniforms
		Total CINTAS	\$60.36		
<hr/>					
Paid Chk#	019210	6/10/2008	CITY OF FALCON HEIGHTS		
	E 101-42100-321	FIRE CALLS	\$1,587.44		5/08 fire calls
	E 101-42100-322	FIRE FALSE ALARMS	\$396.86		5/08 false fire alarm
		Total CITY OF FALCON HEIGHTS	\$1,984.30		
<hr/>					
Paid Chk#	019211	6/10/2008	CITY OF ST ANTHONY		
	E 101-42100-319	POLICE CONTRACT	\$45,675.00		6/08 police services
		Total CITY OF ST ANTHONY	\$45,675.00		
<hr/>					
Paid Chk#	019212	6/10/2008	EAST HENNEPIN AUTO SERVICE INC		
	E 601-49000-212	MOTOR FUELS	\$5.35		5/08 motor fuels
	E 602-49100-212	MOTOR FUELS	\$5.35		5/08 motor fuels
	E 101-43000-212	MOTOR FUELS	\$42.80		5/08 motor fuels
		Total EAST HENNEPIN AUTO SERVICE INC	\$53.50		
<hr/>					
Paid Chk#	019213	6/10/2008	HAWKINSON, DENISE		
	E 101-41200-331	TRAVEL EXPENSE	\$42.23		mileage reimbursement
		Total HAWKINSON, DENISE	\$42.23		
<hr/>					
Paid Chk#	019214	6/10/2008	HUGHES & COSTELLO		
	E 101-42100-305	LEGAL FEES	\$126.12		6/08 legal processing fees
	E 101-42100-305	LEGAL FEES	\$850.00		6/08 retainer
		Total HUGHES & COSTELLO	\$976.12		
<hr/>					
Paid Chk#	019215	6/10/2008	INFRASTRUCTURE TECHNOLOGIES		
	E 602-49100-327	OTHER SERV- SEWER/NPDES I	\$3,795.76		Walsh Lake manhole lining
		Total INFRASTRUCTURE TECHNOLOGIES	\$3,795.76		
<hr/>					
Paid Chk#	019216	6/10/2008	MET-COUNCIL ENVIRONMENTAL SER.		
	E 601-49000-387	WATER TREATMENT SERVICE	\$9,632.21		7/08 wastewater services
		Total MET-COUNCIL ENVIRONMENTAL SER.	\$9,632.21		
<hr/>					
Paid Chk#	019217	6/10/2008	MN CITY/COUNTY MGMT ASSOC		
	E 101-41200-438	DUES & SUBSCRIPTIONS	\$80.00		'08 bh membership
		Total MN CITY/COUNTY MGMT ASSOC	\$80.00		
<hr/>					
Paid Chk#	019218	6/10/2008	ONE CALL CONCEPTS		
	E 101-43400-386	GOPHER STATE ONE CALL	\$46.40		5/08 locate calls

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

JUNE 2008


			Check Amt	Invoice	Comment
Total ONE CALL CONCEPTS			\$46.40		
<hr/>					
Paid Chk#	019219	6/10/2008	PARK SERVICE		
	E 601-49000-212	MOTOR FUELS	\$15.50		5/08 motor fuels
	E 602-49100-212	MOTOR FUELS	\$15.50		5/08 motor fuels
	E 101-43000-212	MOTOR FUELS	\$124.00		5/08 motor fuels
	Total PARK SERVICE		\$155.00		
<hr/>					
Paid Chk#	019220	6/10/2008	POSTMASTER - NEWSLETTER		
	E 101-41200-203	POSTAGE	\$325.00		July/August newsletter
	Total POSTMASTER - NEWSLETTER		\$325.00		
<hr/>					
Paid Chk#	019221	6/10/2008	RAMSEY COUNTY, PROP REC & REV		
	E 101-42100-442	MISC	\$505.92		5/08 911 dispatch
	E 101-41200-355	MISC PRINTING/PROCESS SER	\$25.00		6/08 ins benefits processing
	G 101-21706	HEALTH INSURANCE	\$336.32		6/08 insurance benefits
	Total RAMSEY COUNTY, PROP REC & REV		\$867.24		
<hr/>					
Paid Chk#	019222	6/10/2008	ROSEVILLE COMMUNITY BAND		
	E 201-45600-369	MUSIC UNDER THE TREES	\$200.00		June '08 Music under the Trees
	Total ROSEVILLE COMMUNITY BAND		\$200.00		
<hr/>					
Paid Chk#	019223	6/10/2008	SUBURBAN ACE HARDWARE		
	E 101-45200-202	PERMENANT SUPPLIES	\$191.65		weed trimmer
	E 101-45200-225	LANDSCAPING MATERIALS	\$63.88		grass seed/wire for back stop
	Total SUBURBAN ACE HARDWARE		\$255.53		
<hr/>					
Paid Chk#	019224	6/10/2008	WASTE MANAGEMENT		
	E 101-43000-384	REFUSE DISPOSAL	\$103.96		6/08 waste pickup
	Total WASTE MANAGEMENT		\$103.96		
<hr/>					
Paid Chk#	019225	6/10/2008	XCEL ENERGY, CITY HALL		
	E 101-43000-383	GAS UTILITIES	\$83.77		5/08 city hall gas
	E 101-43000-381	ELECTRIC	\$137.35		5/08 city hall electric
	Total XCEL ENERGY, CITY HALL		\$221.12		
	10100 NORTH STAR CHECKING		\$64,617.79		

Fund Summary

	10100 NORTH STAR CHECKING	
101 GENERAL		\$50,887.76
201 COMMUNITY EVENTS		\$200.00
601 SEWER UTILITIES		\$9,683.24
602 STORM SEWER ENTERPRISE FUND		\$3,846.79
		\$64,617.79

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>Tuesday, June 10, 2008</u>
AGENDA NUMBER	<u>5A</u>
DESCRIPTION	<u>Street Light policy</u>
	

BACKGROUND OR PAST COUNCIL ACTION
<p>The council asked staff to prepare a street light policy that covers requests to add, remove, or alter street lighting. Staff presented the draft to the council at the last meeting with the final version attached for adoption tonight.</p>

OPTIONS

STAFF RECOMMENDATION
Approve the street lighting policy.

COUNCIL ACTION

MOTION BY _____

SECOND _____

STAFF ACTION

**LAUDERDALE POLICY
ON
REQUESTING THE REMOVAL, REPLACEMENT, OR
INSTALLATION OF STREET / ALLEY LIGHTING**

PURPOSE: the purpose of this policy is to establish uniform guidelines for the management of street and alley lighting in the City of Lauderdale in a manner that blends the desire for safety and security with the desire for limited "light pollution".

LIGHTING TYPE: Lauderdale participates in the Xcel Energy street lighting program and is in Rate Schedule A. Under this program, Xcel owns, operates, and maintains the streetlights. The type of streetlight provided is a standard overhead "cobra" head or cutoff Cobra head fixture mounted on a wood pole.

REQUESTING FIXTURE CHANGE: a resident may request the City contact Xcel to change a fixture to a cutoff cobra head if the resident experiences an excess of light spillage from the traditional cobra fixture. The request must be in writing and signed by the other property owners adjacent to the intersection where the light is located.

Upon receipt of the request, the City will contact Xcel and request the changing of the fixture. There shall be no cost to the resident for this alteration.

REQUESTING INSTALLATION OF A NEW FIXTURE: a resident may request the City contact Xcel Energy to install a streetlight in a location where one does not currently exist. The request must be made in writing and signed by all property owners in a 300' radius from where the fixture is desired.

Upon receipt of the request, the City will contact Xcel Energy and request the installation of the requested street light. New installations will consist of an overhead cutoff cobra head fixture mounted on a wood pole powered by overhead wires.


The residents making the request shall cover the cost for the installation, if any.

REQUESTING REMOVAL OF A STREETLIGHT: residents who wish to have an existing street light removed must make the request in writing and obtain the approval of all property owners within a 300' radius of where the street light is located. The City will review the request with law enforcement to determine impacts to public safety and security. If there are no discernable impacts, the City will request Xcel Energy remove the streetlight. If law enforcement and the City conclude removal of the streetlight will adversely affect public safety and security, the resident making the initial request shall be notified in writing by the City.

REQUESTING INSTALLATION OF DECORATIVE LIGHTING: residents who wish the City to install decorative lighting under Rate Schedule Q (Group 5) must select one of the styles approved by the City. The request must be made in writing and be signed by all (100%) property owners on the block where the light(s) are to be placed. The

applicant must include a deposit equal to 50% of the equipment and installation costs. Upon receipt of the application, the City will request Xcel install the new lighting and remove existing lighting, if applicable. Upon completion of the installation, the applicant must submit the balance of the equipment and installation costs.

ASSESSMENT: residents who request lighting in which they are responsible for some or all of the costs shall have unpaid portions added as a special assessment to their real property.

ACTION REQUESTED		LAUDERDALE COUNCIL	
Consent	<u> X </u>	MEETING DATE	<u> June 10, 2008 </u>
Special	<u> </u>	ITEM NUMBER	<u> PCIC Reappointment & Extension </u>
Public Hearing	<u> </u>	STAFF INITIAL	<u> Jim </u>
Report	<u> </u>	APPROVED BY ADMINISTRATOR	
Discussion/Action	<u> </u>		
Resolution	<u> </u>		
Work session	<u> </u>		

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Kathy Lerfald and Micah Harpel were appointed to the PCIC for a two year term in May 2006. Micah is the Chair and Kathy the Vice Chair of the committee.

Kathy has applied for another two year term. Her application is attached.

Micah will be moving in August to join the United States Army. Thus, he only needs an extension of his term through August 2008.

OPTIONS:

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

STAFF RECOMMENDATION:

- 1) Reappoint Kathy Lerfald to the PCIC for a two year term.
- 2) Extend Mica Harpel's term with the PCIC through August 2008.

COUNCIL ACTION:

PARK & COMMUNITY INVOLVEMENT COMMITTEE

APPLICATION FOR REAPPOINTMENT



Yes, I would like to be reappointed to the Park & Community Involvement Committee for another two years.



No, I do not wish to be re-appointed to the Park & Community Involvement Committee.

Signed: _____

Kathy Leifeld

Date: _____

6-3-08

MINUTES
MONDAY, JUNE 2, 2008
PARK & COMMUNITY INVOLVEMENT COMMITTEE



1. CALL TO ORDER 6:37 p.m.
2. ROLL CALL
Members Present: Micah Harpel, Kathy Lerfald, Bob Milligan
Members Absent: Kendra Kauppi, Gretel Keene, Kathy Thompson, Donna Yamashita-Berry
Staff & Council Present: Jim Bownik, Denise Hawkinson, Lara Mac Lean
Others Present: Jean Blat, Leslie Kratz
3. APPROVAL OF THE AGENDA
Harpel motioned to approve the agenda, second by Lerfald. Motion carried unanimously.
4. APPROVAL OF MINUTES OF MAY 5, 2008 MEETING
Lerfald motioned to approve the minutes, second by Milligan. Motion carried unanimously.
5. UPDATES
 - A. 2008 Hockey Rink Improvements
Bownik informed the Committee that the anticipated start date of June 10 will likely be delayed due to problems getting the bond information from the contractor. Kratz asked if information about a delay could be added to the website.
 - B. City-Wide Garage Sale (Saturday, May 17)
Bownik provided an update on the event. Lerfald reported that she visited all 24 garage sales. Participants suggested we mail them up to 10 copies of the garage sale listings instead of three. Other suggestions included advertising in City Pages and on Craig's List if they are free, and placing a sandwich board sign at Eustis and Como. It was also suggested that the sign say Lauderdale.
 - C. Music Under the Trees (Monday, June 16, 7:30-8:45 p.m.)
Lerfald provided an update on the event. Harpel, Milligan, Hawkinson, and Mac Lean volunteered to help with ice cream distribution or sandwich board signs.
 - D. Music Under the Trees (Monday, July 28, 7:30 p.m.)
Lerfald provided an update on the event. Music will be provided by the Fairlanes.

6. DISCUSSION

A. Dog Park

After considerable discussion, the Committee felt the proposed location was the only possibility at the park because it was not adjacent to a residential area and noise should not be an issue. Lerfald motioned to recommend the proposed location in the NE section of the park for an off-leash doggie play area with a size of 60' x 160' allowing for wiggle room to a larger size. It is also recommended that the fence be a five foot tall, black vinyl chain link fence with one double gate entrance in the NW corner. Milligan seconded the motion. The motion passed unanimously. Bownik added that staff would also recommend a 10' equipment gate for mowing.

B. 2009 Playground Improvements

The Committee discussed the following possibilities regarding the playground: a trade-in program for the large play structure, an expansion to the south, replacing the concrete border with a rubber border like the one in Falcon Heights, a swing set that has the capacity for eight swings (p. 47 2007 catalogue), and removing the monkey bars but incorporating them into the large play structure.

C. Day in the Park (Saturday, August 16, 4-7 p.m.)

The Committee discussed the following items regarding the supply list: provide Michelle burgers, have root beer floats instead of Sno-Cones if Jack Barlow will help film the event, and have orange pop instead of root beer if we have root beer floats. Harpel informed the Committee that the City of Falcon Heights Public Works Department has a large generator and volunteered to inquire about it. Harpel is also checking on the blowup slide from the Fire Department. Mac Lean suggested asking businesses if they would like to have a float for the parade. Assignments and a possible expansion of the parade route will be considered 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. A consensus of the committee recommended Monday, July 7 and Monday, August 4 at 6:30 p.m.

10. ADJOURNMENT

The meeting adjourned at 9:00 p.m.

ACTION REQUESTED	LAUDERDALE COUNCIL
Consent _____	MEETING DATE <u>June 10, 2008</u>
Special _____	ITEM NUMBER <u>Tile Maintenance Research & Approval</u>
Public Hearing _____	STAFF INITIAL <u>Jim</u>
Report _____	APPROVED BY ADMINISTRATOR 
Discussion/Action <u>X</u>	
Resolution _____	
Work session _____	

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

I gathered all of the paperwork I could find related to the tile installation projects of 2007 and 1999. The only thing I could not find was the written quote submitted by Carpets by Lindsey in 1999 (now CBL Floors). My review of the information has concluded there is no mention of follow up care for the tile floor in any of the materials. Thus, the contractor never provided a quote for and staff did not ask for follow up care such as sealing and waxing of the tile. For both projects the specifications, quotes, and payment related only to labor and materials for tile installation.

It is unfortunate that staff was unaware that the tile should have been sealed and waxed after installation. This information was not supplied to me in 2007 by CBL Floors and I am sure was not supplied in 1999. Apparently, it was not questioned by anyone until recently. Even a deep scrub will not remove scratches in the tile that have resulted. The 1999 tile in particular has had substantial wear since it was installed 9 years ago.

The maintenance required includes a deep scrubbing, sealer, and wax. A Request For Quotes (RFQ) was sent to four companies or individuals with the following results:

Company/Individual	Price Quote
ABM Janitorial Services	\$694.23
Belde Maintenance	\$923.60
Service Master	\$1,425.00
Jeff McCloskey	Not returned

Enclosures: Information related to the social room tile project in September 2007; Information related to the lobby and hallway tile project in September 1999; 2008 RFQ and quotes for tile maintenance projects.

OPTIONS:

- 1) Approve one of these companies for the tile maintenance project.
- 2) Do not approve one of these companies for the tile maintenance project.

STAFF RECOMMENDATION:

Consider approving ABM Janitorial Services for the tile maintenance project.

COUNCIL ACTION:

LAUDERDALE COUNCIL

ACTION REQUESTED	MEETING DATE <u>September 11, 2007</u>
Consent <u> X </u>	ITEM NUMBER <u>Quotes for Floor Tile Installation in the Social Room</u>
Special <u> </u>	STAFF INITIAL <u> Jim </u>
Public Hearing <u> </u>	APPROVED BY ADMINISTRATOR <u> </u>
Report <u> </u>	
Discussion <u> </u>	
Action <u> </u>	
Resolution <u> </u>	
Work session <u> </u>	

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Lump sum quotes were received from three qualified companies to install floor tile in the Social Room. The quotes were very competitive and at least 50% below estimates. They ranged from \$4,175 to \$4,550.50 with CBL Floors submitting the low quote.

CBL Floors was the subcontractor that did the tile and carpet work for the city hall remodeling project in 1999.

The project is expected to take 2-3 days and would be scheduled for the week of September 24th.

OPTIONS:

- 1) Approve as part of the consent agenda as presented.
- 2) Remove from the consent agenda for discussion, followed by action.

STAFF RECOMMENDATION:

Motion to accept the quote from CBL Floors for installation of floor tile in the Social Room not to exceed \$4,175.

COUNCIL ACTION:

***MINUTES OF THE LAUDERDALE CITY COUNCIL
TUESDAY, SEPTEMBER 11, 2007
8:00 p.m. Lauderdale City Hall, 1891 Walnut Street***

Mayor Dains called the meeting to order at 8:04 p.m. and asked Administrator Heck to take the roll. Members present: Council members Denise Hawkinson, Karen Doherty, and Clay Christensen and Mayor Dains.

Also present were staff members Jim Bownik, Assistant to the City Administrator, and Heather Butkowski, Deputy City Clerk.

Mayor Dains asked if there were any additions or deletions to the agenda. Mayor Dains requested removing the resolution prepared for council member Karen Gill-Gerbig and requested adding a comment on September 11, 2001. There being no further requests, council member Christensen moved to approve the agenda. Motion seconded by council member Doherty and carried.

Mayor Dains asked if there were any additions or corrections to the August 28, 2007, City Council minutes. There being no amendments to the minutes, council member Hawkinson moved approval. Council member Doherty seconded the motion and it carried.

Mayor Dains asked if there were any questions on the claims. Council member Hawkinson asked about the size of the archery bails and if this will be the size from now on. Heck said he didn't know, but the information will be part of the Friday report. There being no further questions, council member Hawkinson moved to approve the claims in the amount of \$78,327.12. Council member Christensen seconded the motion and it carried.

Mayor Dains asked if anyone present wished to address the Council on issues not on the agenda. No residents were present to address the Council.

Mayor Dains asked if the Council wished to add or remove items from the consent agenda. Council member Hawkinson requested removing item b) PCIC member appointment. There being no other items to remove, Council member Hawkinson moved approval of the consent agenda consisting of the following: a) accepting the low quote for installation of flooring in the social room, and b) approving the agreement with Bonestroo for sanitary sewer mapping. Council member Doherty seconded the motion and it carried.

Mayor Dains requested a moment of silence to commemorate those who died in the World Trade Center attack six (6) years ago.

Heck provided the Council with a brief update on the status of the TH280 project. Mayor Dains suggested Senator Marty and Representative Griling be invited to a council meeting before the legislative session begins to discuss the Larpentour / Hennepin Avenue Bridge replacement.

City of Lauderdale

The Island in the Metro

CITY HALL
1891 WALNUT STREET
LAUDERDALE, MN 55113
MAIN 651-792-7650
JIM 651-792-7656
FAX 651-631-2066

August 27, 2007

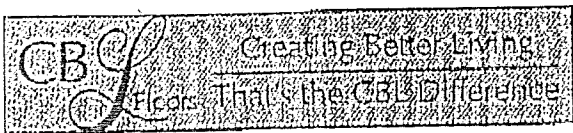
The City of Lauderdale Minnesota is requesting proposals for installation of a neutral color Vinyl Composition Tile (VCT) in the community meeting room located within the Lauderdale City Hall, 1891 Walnut Street, Lauderdale Minnesota. The old floor tile and mastic will be removed the week of September 17th, leaving a clean concrete floor for the installation of the new tile.

The City of Lauderdale is requesting a lump sum proposal to include labor and materials for the installation of the Community Room floor tile.

The successful contractor will be required to complete this project beginning on Monday, September 24, 2007 at 7:00 AM with final completion by 5:00 PM, September 27, 2007.

The quantity of material is approximately 2,000 square feet. The contractor is required to verify the field quantity and site conditions prior to submission of proposal. The Community Room is available for inspection Monday-Friday 9 a.m. to 4 p.m.

The proposals are to be sent to the attention of Mr. Jim Bownik, Assistant to the City Administrator, City of Lauderdale, 1891 Walnut Street, Lauderdale, MN 55113 office by 1:00 PM, September 5, 2007.



458 S. Robert Street • St. Paul, MN 55107
 Phone 651-292-1011 • Fax 651-292-0625
 website www.carpetsbylindsey.net

NAME City of Lauderdale HM PH _____ DATE 9-5-07
 ADDRESS 1891 Walnut St. WK PH 651-792-7650 SALESPERSON Frank
 CITY/ZIP Lauderdale Ms. 55113 CELL PH Jim's 792-7656 FAX 651-631-2066
 JOB ADDRESS _____ E-MAIL ADDRESS _____

Attn Mr. Jim Bowditch / Community Meeting Room Bid

PRODUCT AND COLOR	PER YARD	WIDTH	LENGTH	YARDS	TOTAL PRICE
Supply and Install 1/8" V.C. TILE				2100 sq	
Included is floor Preparation and adhesives and Prep Materials					
4" Vinyl Base and Installation in (Community Meeting Room)					
1/8" Reducers on concrete exits					

SPECIAL LABOR CHARGES

UNDERLAYMENT _____

EMBOSSING _____

TEAR UP _____

DISPOSAL _____

FURNITURE MOVING _____

METALS _____

CUSTOM WORK _____

RAMPING/FLOOR PREP _____

BASE _____

DOORS _____

R&R APPLIANCES _____

RADIATORS/OTHER COSTS _____

TOTAL _____

TOTAL MATERIAL COST _____

REGULAR LABOR COST _____

SPECIAL LABOR COST _____

TOTAL LABOR COST _____

TAX _____

TOTAL \$ 4175.⁰⁰

DOWN PAYMENT _____

BALANCE DUE _____

ESTIMATE VALID FOR 30 DAYS

CUSTOMER SIGNATURE _____

CITY OF LAUDERDALE

MEMORANDUM

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: DAN OLSON, ADMINISTRATIVE ANALYST

RE: CITY HALL CARPET & TILE BIDS

DATE: SEPTEMBER 14, 1999

PURPOSE

At the April 13th City Council meeting, the Council awarded the carpet bid to Carpets by Lindseys at a price of \$1973.25. Now that the remodeling is almost completed, there have been a few changes which require a new bid for this part of the project:

- 1). It was originally proposed to carpet the lobby area. Since that time, we have seen that it would be better to put tile in this area rather than carpet. Tile would be better because of the heavier traffic in the area (especially with snow in the winter), would not require shaving down the seven wooden doors in the lobby area, and would allow us to keep the inlaid floor mat near the front door (with carpet there would be quite a gap between the mat and the carpet).
- 2). Re-carpet the "main office" area (office area of the Administrative Analyst and the Deputy Clerk) for the following reasons:
 - The carpet has become worn and would be replaced in the near future;
 - There is a large gap between the newly sheetrocked walls and the old carpet. To fill this gap, we would need to install a specially-made wooden baseboard. Instead, we propose replacing the existing carpet and installing vinyl baseboard to the sheetrocked walls. Baseboard was not previously part of the carpet quotes.

Because of these changes in the project, staff received new quotes. These quotes are higher than before not only because of the above changes, but also because of additional floor prep work (especially near the front doors) and the addition of vinyl baseboard (not previously included in the carpet quotes).

- 1). Carpets by Lindsey - bid is for \$3798.19
- 2). Seestedt's - bid will be available at meeting
- 3). Carpet King - bid will be available at meeting
- 4). Hamernick's - bid will be available at meeting

CITY COUNCIL ACTION REQUESTED

Council to award the carpet/tile bid at tonight's meeting.

9. REPORTS

10. ACTION

A. *Consideration of Professional Services Agreement between the City of Lauderdale and Bonestroo, Rosene, Anderlik, and Associates.* The City Council was presented with an agreement for engineering services. The City Attorney has commented on legal aspects of the policy that he recommends be amended or deleted. At the time of the meeting, the attorneys for both parties have not ironed out the differences or details.

Motion by Hawkinson, second by Christensen to table this agenda item until the next Council meeting. Roll: Yes: all. Motion carried.

B. *Resolution 091499A: A Resolution ordering the Preparation of a Feasibility Report on 2000 Improvements.* The City Engineer anticipated that the report would be substantially completed in the end of November. A public hearing on the improvement could be scheduled in December.

Motion by Gill-Gerbig, second by Hawkinson to approve Resolution 091499A: A Resolution ordering the Preparation of a Feasibility Report on 2000 Improvements. Roll: Yes: all. Motion carried.

C. *Consideration of City Hall carpeting quotations.* The Council received three bids for tiling and carpeting areas of the City Hall improvement project. The following were the amounts of the bids received: Carpets by Lindsey: \$3798.19, Hamernick's: \$3174, and Carpet King: \$3130.

Motion by Christensen, second by Gill-Gerbig to authorize Carpet King to install the carpet and the tile for the City Hall remodeling project at their quoted price of \$3130, precluding that there exists no other quality information that staff discovers. Roll: Yes: all. Motion carried.

D. *Front Yard Fence: 1805 Walnut Street.* Motion by Hawkinson, second by Christensen to approve the fence construction for 1805 Walnut Street with the condition that the applicant provides a one-foot setback from the property along Walnut Street. Roll: Yes: all. Motion carried.

E. *Approval of the Lauderdale Pay Equity Implementation Report.* Motion by Christensen, second by Gill-Gerbig to adopt the Lauderdale Pay Equity Implementation Report, verifying Lauderdale compliance with the Pay Equity Act. Roll: Yes: all. Motion carried.

The City of Lauderdale

Claims for Payment

Date: 11/12/99

Check # 014159

Vendor/Invoice #	Description	Amount	Coding
Carpets by Lindsey (168)			
Invoice # CG 900501 CG 901357	new carpet/tile for city Hall	\$3655.95	402-48000- 520
	extra tile for city Hall		

I N V O I C E

CARPETS BY LINDSEY
 458 SO ROBERT STREET
 ST PAUL, MN 55107
 651-292-1011

CITY OF LAUDERDALE
 1891 WALNUT STREET
 LAUDERDALE, MN 55113

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Order Date</u>	<u>Customer PO Number</u>
10/19/99	CG900501	04/30/99	

DESCRIPTION	QUANTITY	UNIT	PRICE	TOTAL
MAGIC III .949 SILVER	87.00	SY	9.25	804.75
FB 100 PAD	83.00	SY	5.00	415.00
DOUBLE GLUE DOWN	83.00	SY	7.95	659.85
METALS	9.00	FT	3.00	27.00
ESSENTIALS-269999 GLACIER 122	7.00	CTN	45.00	315.00
REDUCER TILE GREY	36.00	FT	3.00	108.00
JPI 336 SILVER SABLE 4" WALL BASE 1/8"	100.00	FT	0.65	65.00
BASE INSTALLATION	100.00	FT	0.65	65.00
INSTALLATION	315.00	FT	1.25	393.75
TEAR UP	1.00	EA	99.00	99.00
FLOOR PREP	1.00	EA	180.00	180.00
SKIM COATING	1.00	EA	125.00	125.00
JPI 336 SILVER SABLE 4" WALL BASE 1/8"	272.00	FT	0.65	176.80
BASE INSTALLATION	272.00	FT	0.65	176.80

THANK YOU
 Your Business is Appreciated and
 We Hope to Serve You Again.

** BALANCE DUE UPON RECEIPT **

<u>SalesRep(s)</u>	Material	-	1,884.55
FRANK HANZAL	Service	-	1,726.40
	Misc		0.00
	Sales Tax	-	0.00
	TOTAL	-	3,610.95
	PAYMENTS	-	0.00
	BALANCE	-	3,610.95

I N V O I C E

CARPETS BY LINDSEY
458 SO ROBERT STREET
ST PAUL, MN 55107
651-292-1011

CITY OF LAUDERDALE
1891 WALNUT STREET
LAUDERDALE, MN 55113

<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Order Date</u>	<u>Customer PO Number</u>
11/08/99	CG901357	10/25/99	

DESCRIPTION	QUANTITY	UNIT	PRICE	TOTAL
ESSENTIALS GLACIER	1.00	CTN	45.00	45.00

THANK YOU
Your Business is Appreciated and
We Hope to Serve You Again.

** BALANCE DUE UPON RECEIPT **

<u>SalesRep(s)</u>	Material	-	45.00
FRANK HANZAL	Service	-	0.00
	Misc	-	0.00
	Sales Tax	-	0.00
	TOTAL	-	45.00
	PAYMENTS	-	0.00
	BALANCE	-	45.00

City of Lauderdale

The Island in the Metro

CITY HALL

1891 WALNUT STREET
LAUDERDALE, MN 55113

MAIN 651-792-7650

JIM 651-792-7656

FAX 651-631-2066

JIM.BOWNIK@CI.LAUDERDALE.MN.US

May 15, 2008

The City of Lauderdale Minnesota is requesting proposals for initial maintenance of VCT flooring in the community meeting room, hallway, and lobby of Lauderdale City Hall, 1891 Walnut Street, Lauderdale Minnesota.

The City of Lauderdale is requesting a lump sum proposal to include labor and materials for the project including deep scrubbing, neutralizing, 2+ coats of sealer, and 2+ coats of wax finish.

It is anticipated that the successful contractor will be notified on Wednesday, May 28, 2008. The project is required to be completed by Monday, June 30, 2008.

The community room floor was installed in 2007 and is approximately 2,000 square feet. The hallway and lobby floor was installed in 1999 and is approximately 309 square feet. The contractor is required to verify the field quantity and site conditions prior to submission of proposal. The project area is available for inspection Monday-Friday 9 a.m. to 4 p.m.

The proposals are to be sent to the attention of Mr. Jim Bownik, Assistant to the City Administrator, City of Lauderdale, 1891 Walnut Street, Lauderdale, MN 55113 by **1:00 PM, Thursday, May 22, 2008**. Proposals may be mailed, faxed, emailed, or hand-delivered.

Work Order Agreement

Date: 21-May-08

Service Location Information

Company or Building: Lauderdale City Hall
Street Address: 1891 Walnut St.
City: Lauderdale
State, Zip Code: MN. 55113
Primary Contact: Jim Bownik
Direct Dial Phone: (651) 792-7656
Alternate Contact:
Direct Dial Phone:

Description Of Work:

Perform deep scrub and refinishing of approximately 2309 square feet of VCT within the Lauderdale City Hall located at 1891 Walnut St. in Lauderdale, MN.
Services will be billed for on a Lump Sum basis

Lump Sum and & Per Unit Detail

Lump Sum Amount: \$694.23

Note: All quoted costs do not include sales taxes! All applicable sales taxes will be applied when this work is invoiced. All services and supplies are subject to sales taxes. ST3 form must be provided to be tax exempt.

Work Schedule

Price Quote: \$694.23

Start Date: Start Time:

Price quotes are valid for 30 days

Estimated End Date: Completion By Time:

We hereby agree to do the above-described work in a good and satisfactory manner on the day or days mutually agreed upon. We will exercise caution in the performance of said work but do not assume responsibility for any damage whatsoever that is beyond our control.

Name: Dave Enyart ABM Janitorial Services
760 Harding St. NE Company Phone: (612) 378-0646
Minneapolis, MN. 55413 Direct Dial: (612) 278-8592
E-mail: denyart@abm.com Cell: (612) 366-2311
Fax: (612) 253-0793

Customer Contact / Billing Information

Company: City of Lauderdale Company Phone: (651) 792-7650
Contact: Jim Bownik Contact Phone: (651) 792-7656
Address: 1891 Walnut St. Contact Fax: (651) 631-2066
City, St. Zip: Lauderdale MN. 55113 E-mail: jim.bownik@ci.lauderdale.mn.us

Customer Approval

I hereby order the work as above specified and agree that I will pay the entire amount as stipulated after the work has been completed, or within thirty days after receipt of statement thereof. Any changes to this agreement must be made in writing and signed by the customer.

Date

Authorized Signature

Jim Bownik

'From: judie belde [belde@usfamily.net]
Sent: Thursday, May 22, 2008 1:19 PM
To: Jim Bownik
Subject: PROPOSAL

Dear Mr. Bownik:

Thank you for the opportunity to submit this proposal for the initial maintenance of VCT flooring in the meeting room, hallway and lobby of Lauderdale City Hall to be completed before Monday June 30, 2008.

Per specifications, we will deep scrub, neutralize, wax and seal using 2+ coats sealer and 2 + coats finish; field quantity as specified, site conditions as specified

Community Room floor	2,000 sq ft @ \$.40 per sq ft
Hallway and Lobby	309 sq ft @ \$.40 per sq ft

TOTAL \$ 923.60

Sincerely,

Greg Belde
President
BELDE BUILDING MAINTENANCE CORP
612-251-3279 Cell
651-457-6337 Office

--- Get FREE High Speed Internet from USFamily.Net! <<http://www.usfamily.net/mkt-freepromo.html>> ---

ServiceMASTER *Clean*®

May 19, 2008

ServiceMaster of Maple Grove
9702 85th Ave N
Maple Grove, MN 55369

City of Lauderdale
1891 Walnut Street
Lauderdale, MN 55113

Dear Jim,

Thank you for meeting with me Today, I appreciate you considering ServiceMaster for your cleaning needs. Please feel free to call with any further assistance I may provide. My direct line number **763-424-0145**, or my cell number is **612-490-2602**.

This is a proposal for the stripping and waxing of the community room, the lobby and the hallway

Cleaning Proposal:

We will strip all of the remaining wax off of the floor and then apply two coats of sealer and two coats of wax,
Price for this is \$1,425.00 (this does not include sales tax)

Method:

We will strip all surfaces and dust mop the entire area. Then we will mop the area again and once it is dry we will apply the two coats of sealer and then apply the two coats of wax

If you have any questions about this or to schedule the work please contact me.

Sincerely,
Marc Christensen
612-490-2602 email: mchristensen@smomg.com

LAUDERDALE COUNCIL ACTION FORM

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

MEETING DATE	<u>Tuesday, June 10, 2008</u>
AGENDA NUMBER	<u>9b</u>
DESCRIPTION	<u>1935 Carl Street – Slope restoration</u>

BACKGROUND OR PAST COUNCIL ACTION
<p>Mr. and Ms. Schultz requested the City Council provide assistance in fixing the slope in their front yard, which is difficult to maintain following the street and utility improvements done in 2002. Specifically, they claim the grade is steeper and the slope does not maintain grass.</p> <p>The Council discussed the issue briefly at the May 27 meeting and requested staff speak to the city attorney to determine what the City's responsibility is, what future liabilities the city may encounter, type of release required, etc. Staff spoke to the City Attorney regarding this issue and Mr. Alsop is present to address questions of the Council.</p>

OPTIONS
<ol style="list-style-type: none">1. Do nothing2. Work with Mr. and Ms. Schultz to find a solution within the limits of the city's legal obligations3. Other

STAFF RECOMMENDATION
<p>Staff recommends working with Mr. and Ms. Schultz to arrive at a mutually satisfactory solution within the limits of the city's legal obligations and report back to council for formal approval.</p>

COUNCIL ACTION

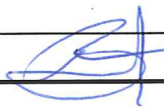
MOTION BY _____

SECOND _____

STAFF ACTION

LAUDERDALE COUNCIL ACTION FORM

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

MEETING DATE	<u>Tuesday, June 10, 2008</u>
AGENDA NUMBER	<u>13-A</u>
DESCRIPTION	<u>Eustis Street Feasibility Study</u>
	

BACKGROUND OR PAST COUNCIL ACTION
<p>The Council allocated \$30,000 in the 2008 budget to conduct a feasibility study on Eustis Street in order to determine the costs associated with reconstruction. Staff spoke to the City Engineer and their memorandum is attached. Staff also communicated with the County and the County expressed an interest in working with the city on the study, however not in a cost-sharing manner.</p> <p>Doing a feasibility study on the street is one of the first steps in the process of street reconstruction / rehabilitation.</p>

OPTIONS
<ol style="list-style-type: none">1. Authorize the feasibility Study and work with the county on possible cost sharing and other assistance2. Hold off on the study for more discussions with the County on possible cost sharing3. Do not conduct a feasibility study

STAFF RECOMMENDATION
Staff recommends council consider the first option.

COUNCIL ACTION

MOTION BY _____

SECOND _____

STAFF ACTION

Memorandum



To:	Brian Heck	Project:	Eustis Street Reconstruction	Date:	7/25/2007
From:	Tom Kellogg	Client:	City of Lauderdale		
Re:	Feasibility Report Cost Estimate	File No:	M00532-07000-0		

2335 Highway 36 W
St. Paul, MN 55113

Tel 651-636-4600
Fax 651-636-1311

www.bonestroo.com

Remarks:

Brian, as requested we are providing you our feasibility report preparation cost estimate for the reconstruction of Eustis Street from Roselawn Avenue to Como Avenue.

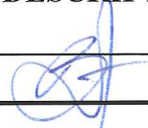
The feasibility report would be similar in style, scope and cost to the 2000-2003 Utility and Street Improvements reports. The scope in the Eustis Street report will cover street, sanitary sewer, water main, and storm sewer improvements. Possible streetscape, trail/sidewalk, and lighting options will be included if desired. Finally, the report will identify required permits, list any easements to obtain, provide a summary of project costs, discuss project financing, list a project schedule, and discuss overall project feasibility and recommendations.

We estimate our cost to produce the feasibility report to be \$20,000 for your 2008 budgeting purposes. For your reference, the costs to prepare the reports for each of the 2000-2003 Utility and Street Improvement Projects ranged from approximately \$18,000 to \$21,000. Please keep in mind, that this cost essentially gets rolled into the design fee should the project move forward to bidding.

Please review and let me know if you need any further information. If you have any questions, please feel free to contact me at 651-604-4863.

LAUDERDALE COUNCIL ACTION FORM

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

MEETING DATE	<u>June 10, 2008</u>
AGENDA NUMBER	<u>13C Comprehensive Plan</u>
DESCRIPTION	<u>Preparing for Conclusion and Adoption</u>
	

BACKGROUND OR PAST COUNCIL ACTION
<p>The Council hosted a reception the night the Comprehensive Plan Steering Committee was appointed with the goal of meeting the new committee members. After meeting for two years their work is almost done. We will meet on June 17 to review neighboring cities comments and review the surface water management plan. They must take formal action on the plan to send it to the Council but they can't do that before the six month review period is over, which would be July 17. I am speculating that the Council would like to thank the Committee for their work; therefore, I suggest the Committee take their final vote before the July 22 City Council meeting so they will all be present when it is given to the Council and you can thank them.</p>

OPTIONS
<p>Please discuss and let me know what, if anything, to prepare to the July 22 meeting (certificates? refreshments?)</p>

STAFF RECOMMENDATION


COUNCIL ACTION

MOTION BY _____

SECOND _____

STAFF ACTION



ACTION REQUESTED	LAUDERDALE COUNCIL
Consent _____	MEETING DATE June 10, 2008 _____
Special _____	ITEM NUMBER Doggie Play Area Request _____
Public Hearing _____	STAFF INITIAL Jim _____
Report _____	APPROVED BY ADMINISTRATOR  _____
Discussion/Action _____	
Resolution _____	
Work session <u>_____</u>	

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The Council asked the PCIC to consider a proposed location for a Doggie Play Area in the NE section of the park. The Committee discussed the issue at their last two meetings and concluded that this is the only feasible location for this amenity at the park. They provided the following recommendation:

Establishment of an off-leash doggie play area in the NE section of the park with a size of 60' x 160' allowing for wiggle room to a larger but not smaller size. It was also recommended that the fence be a five foot tall, black vinyl chain link fence with one 10' x 10' double gate entrance in the NW corner.

Cost of fencing a 60' x 160' area with a five-foot high black vinyl chain link fence with one double gate entrance and a 10' equipment gate is expected to cost a minimum of \$7,927. This is for residential grade fencing which has two-inch holes. This fencing could be strengthened by adding more wire to make the holes one and a quarter inches. The cost for that is expected to be a minimum of \$9,424. The cost for commercial grade fencing would be more expensive. However, concrete footings are not needed with commercial grade fencing and it would be stronger and consistent with the fencing for the other project at the park. According to the approved quote that project, commercial grade fencing would be expected to cost \$9,347.20 (\$20.32 per lineal foot x 460 linear feet). However, the cost has been going up thirty cents per square foot (essentially \$1.50 per lineal foot), so add \$690 for a total of \$10,037.20. Of course the exact costs will not be known until we get written quotes.

The next step is for the Council to decide if they would like to move forward with this project as recommended by the PCIC. Jean Blat called me to say that the local dog group would prefer the area wider than 60 feet (the hockey rink area is 70' wide x 140' long). In terms of square footage the proposed area is 9600 square feet outside and 9500 square feet inside, where as the hockey rink is 9800 square feet. In terms of acres the proposed area is .22 acres.

Other things to consider include whether this would be a 2008 project or some other year, how it will affect the overall budget and the budget for other park projects, and if amenities such as shade, benches, etc. should be included now or later.

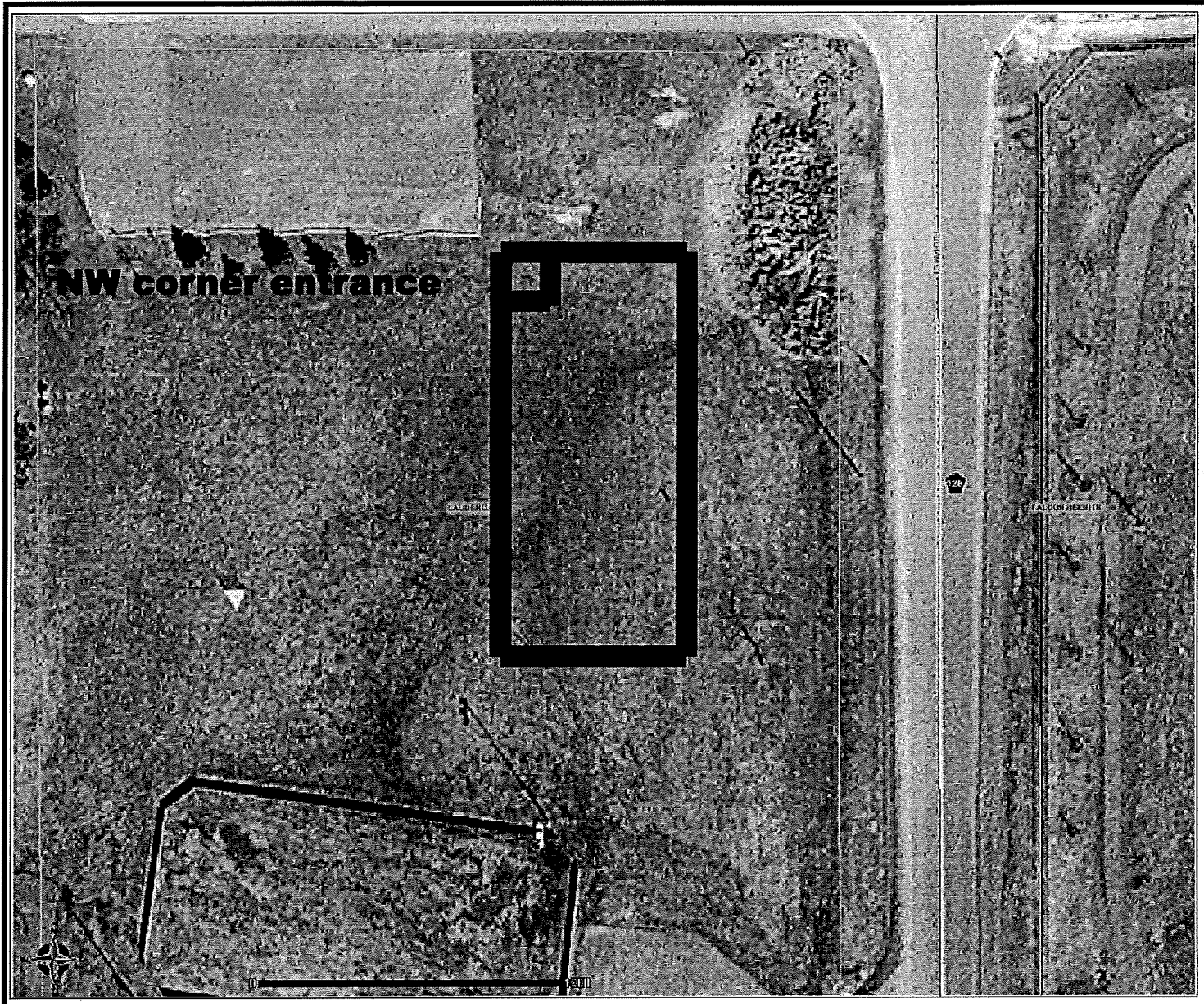
- 1) Enclosure: Map of proposed doggie play area.

OPTIONS:

STAFF RECOMMENDATION:

Discuss and provide direction to staff on this potential park amenity.

COUNCIL ACTION:



Memo

To: City Council
From: Brian W. Heck, City Administrator
Date: June 6, 2008
Re: 2009 Preliminary Budget and Decision Points

Staff assembled the budget based on the following assumptions:

1. Lauderdale will receive \$595,685 in LGA as estimated by the Minnesota Department of Revenue.
2. Wages for 2009 are estimated to increase 4% based on current estimates in the CPI.
3. Operating expenses remain flat where possible. Fuel and energy costs increased according to current trends.
4. Lauderdale contributions to employee benefits increased according to contract and policy.
5. Staff projects revenue from fines, fees, interest, and licenses, to remain flat or decrease somewhat from 2008.

GENERAL FUND

Based on the above, staff prepared a budget keeping the levy at the same amount as in 2008 - \$550,634 with \$80,000 represented in fiscal disparities for a net levy of \$470,634. Revenue from state aid is estimated at \$596,856 and all other revenue (fines, fees, licenses, etc.) estimated at \$57,810 for total General Fund revenue of \$1,205,300.

Staff proposes expenditures of \$1,205,300 for 2009. Public Safety expenses (police, fire, dispatch, prosecution) make up 52.4% of the General Fund budget. The law enforcement contract with St. Anthony comprises 48% of General Fund expenditures. Wages and benefits consist of another 28.3% and general operating costs round out the budget at 19.3%.

The budget as currently proposed provides \$5,000 in a contingency fund and \$67,672 for allocation to other funds. It is the recommendation of staff that Council identify \$67,672 as debt service levy and placed in the fund with the lowest current fund balance. For reporting purposes, Lauderdale represents the levy as follows: net levy = \$402,962; debt service levy = \$67,672; and fiscal disparities = \$80,000 for a total levy of \$550,634.

OTHER FUNDS

Revenues are expected to come in slightly lower than in previous years due to the drop in interest earnings. Several of these funds generate income through investment earnings. Staff anticipates revenue in these various funds to be \$654,625.

Expenditures are anticipated to come in at \$773,488, resulting in a drawdown of approximately \$118,863 of various fund balances.

PRIORITIES

The council identified one priority in particular for the 2009 budget: improvements to the playground in the community park. The council directed staff to work with the PCIC on developing estimated costs for this project.

Other items mentioned for consideration include:

- A. Fencing for a Dog Exercise Area.
- B. Pathway along Walsh Lake.
- C. Pathway from Walnut/lone to City property next to Mr. Peterson's house
- D. Redevelopment
- E. Pathway along Fulham (possibly a joint project with Falcon Heights and Ramsey County)
- F. Other

I attached the summaries for the General Fund and Other Funds as well as the Personnel Summary for your review.

2009 LAUDERDALE BUDGET

SUMMARY OF FUNDS 201 - 602

	2005 Actual	2006 Actual	2007 Actual	2008 Adopted	2008 to Date	2009 Proposed
Total Revenues						
201 Community Events Fund	3,141	4,120	3,994	3,000	784	2,850
202 Cable T.V. Fund	19,063	15,575	21,600	19,800	332	15,400
203 Recycling Fund	39,861	40,565	41,074	38,725	3,045	37,800
301 TIF Debt Service Fund	140,563	154,082	76,950	-	-	-
302 2000 Imp Debt Fund	73,496	44,971	54,816	56,739	2,963	56,739
303 2002 Imp Debt Fund	48,835	33,388	52,749	50,650	2,995	44,336
304 2003 Imp Debt Fund	109,158	61,927	75,041	56,470	5,383	44,000
401 Street Improvement Fund	14,926	63,383	18,902	10,000	5,159	10,000
402 General Capital Impr. Fund	4,551	7,220	8,330	14,000	1,643	12,500
403 Storm Water Impr. Fund	-	-	58,670	10,000	4,202	10,000
404 Park Improvement Fund	2,770	4,538	2,834	1,500	511	1,500
405 TIF Project Fund	590	82,469	169,136	159,000	4,552	140,000
407 Sewer Improvement Fund	1,660	3,402	8,003	7,500	3,212	4,000
409 Water Utility Fund	10,688	12,908	2,201	-	-	-
601 Sewer Utility Fund	258,325	238,329	236,090	228,000	56,488	228,000
602 Storm Water Utility Fund	-	-	-	47,500	9,681	47,500
Total Revenue Before Fund Balance	727,626	766,876	830,391	702,884	100,949	654,625
Use of Fund Balance*				207,716		67,726
Total Revenues	727,626	766,876	830,391	910,600	100,949	722,351
Total Expenditures						
201 Community Events Fund	2,448	3,371	5,160	3,075	1,200	3,600
202 Cable T.V. Fund	13,621	22,917	25,576	17,375	8,110	29,780
203 Recycling Fund	31,414	28,129	29,018	33,934	4,944	26,845
301 TIF Debt Service Fund	144,025	-	-	-	-	-
302 2000 Impr. Debt Fund	121,137	121,793	122,186	122,433	109,738	122,070
303 2002 Impr. Debt Fund	161,555	153,294	149,356	150,609	133,814	146,153
304 2003 Impr. Debt Fund	28,599	127,606	120,646	120,980	107,446	116,705
401 Street Improvement Fund	-	40,764	-	65,500	3,058	5,500
402 General Capital Impr. Fund	28,666	37,509	9,657	-	-	12,000
403 Storm Water Impr. Fund	1,295	401	43,867	11,000	7,616	11,500
404 Park Improvement Fund	-	96,680	117,670	90,000	8,201	54,000
405 TIF Project Fund	5,564	664	713	300,000	-	-
407 Sewer Improvement Fund	-	-	-	-	-	1,500
601 Sewer Utility Fund	194,618	190,363	200,708	189,822	58,874	196,269
602 Storm Water Utility Fund	34,917	31,406	-	44,470	8,266	47,566
Total Expenditures	767,858	854,899	824,558	1,149,197	451,268	773,488
Surplus/(deficit)	(40,232)	(88,022)	5,833	(238,597)	(350,319)	(51,137)

*represents transfer from General Fund

GENERAL FUND REVENUE

	2006 Actual	2007 Actual	2008 Adopted	2008 To date	2009 Proposed
CITY LEVIED TAXES					
31010 Current Ad Valorem	369,805	436,970	470,634	1,444	470,634
31020 Delinquent Ad Valorem	1,357	2,860	-	454	-
31030 Forfeited Tax Sales	111	-	-	-	-
31040 Fiscal Disparities	74,284	80,585	81,000	50	80,000
SUB TOTAL PROPERTY TAXES	445,558	520,415	551,634	1,948	550,634
STATE AIDE					
33401 Local Government Aide	359,418	408,143	463,233	-	595,658
33405 PERA Rate Increase Aide	1,198	1,198	1,198	-	1,198
33406 Market Value Home Credit	36,291	30,650	-	-	-
TOTAL STATE AIDE	396,907	439,991	464,431	-	596,856
LICENSES AND FEES					
32110 3.2 Alcohol License	65	130	65	-	65
32120 Cigarette License	400	300	100	-	100
32130 Garbage Hauler Licenses	910	910	650	1,270	650
32140 HVAC Licenses	560	770	500	245	400
32150 Tree Company License	400	400	150	-	150
32160 Gas Station License	210	55	55	-	55
32180 Rental License Fee	4,664	3,353	2,500	429	2,500
32240 Animal Licenses	410	380	200	40	125
34101 City Hall Rental	2,290	2,500	2,500	1,590	2,000
43103 Administrative Fee	145	410	100	100	50
34105 Sale of Publications	-	-	-	-	-
34109 Copies	20	111	20	28	15
34111 Legal Fees	-	-	-	-	-
34114 Advertising sales	50	925	-	-	-
34115 General Government Miscellaneous	-	-	-	-	-
TOTAL LICENSES AND FEES	10,124	10,244	6,840	3,702	6,110
REVENUE OTHER					
36100 Special Assessments	3,792	3,220	2,000	-	1,000
36101 Principal	-	-	-	-	-
36102 Penalties and Interest	541	348	250	-	100
36103 Tree Removal	-	-	-	-	-
36200 Miscellaneous Revenue	3	52	-	-	-
36211 Investment Interest	28,425	28,927	20,000	6,467	10,000
36230 Donations	-	-	-	-	-
36240 Surcharges	401	325	250	22	200
36250 Refunds and Reimbursements	5,110	1,409	500	-	250
36252 LMCIT Insurance Dividend	1,414	2,394	500	-	250
36255 Miscellaneous	-	60	-	-	-
TOTAL OTHER REVENUE	39,686	36,734	23,500	6,489	11,800
LAW ENFORCEMENT	26,395	38,352	33,500	8,285	30,000
FIRE	2,709	-	-	-	3,500
PLANNING & INSPECTIONS	17,091	13,460	13,200	1,105	6,400
TRANSFERS FROM OTHER FUNDS	-	4,000	-	-	-
TOTAL GENERAL FUND REVENUE	938,470	1,063,197	1,093,105	21,529	1,205,300

GENERAL FUND REVENUE

	2006	2007	2008	2008	2009
	Actual	Actual	Adopted	To date	Proposed
GENERAL REVENUE FUND EXPENDITURES					
Legislative	21,341	22,779	24,164	5,317	24,114
Administrative	68,841	203,625	220,157	63,992	227,995
Elections	15,832	15,853	11,335	2,588	10,801
Public Safety	287,953	567,558	597,575	-	631,349
Police	247,219	519,500	551,575	210,597	578,849
Fire	21,246	35,202	32,000	22,272	37,000
Prosecution	11,925	12,856	14,000	4,107	15,500
Public Works	67,829	73,943	99,782	-	102,247
Planning & Inspections	34,623	29,494	33,790	8,041	35,071
Parks and Recreation	51,283	40,284	76,642	24,846	81,051
Development	4,838	-	10,000	-	20,000
EXPENDITURES BEFORE TRANSFERS	484,711	953,536	1,073,445	341,760	1,132,628
Contingency	-	-	5,000	-	5,000
Transfers Out	162,379	164,945	14,660	-	67,672
TOTAL GENERAL FUND EXPENDITURES	647,090	1,118,481	1,093,105	341,760	1,205,300

POSITION	Mayor	Council	Admin.	Dep.Clerk	Asst.	P.W. Crd.	Maint.	Warm. Hs.	Judges	On-Call	TOTAL
BASE WAGE	3,600	9,600	80,713	49,171	57,138	58,989	52,104	5,500	2,000	20,000	338,815
PERA	0	0	5,650	3,442	4,000	4,129	3,647	385	140	1,400	22,793
FICA	275	734	6,175	3,762	4,371	4,513	3,986	421	153	1,530	25,919
INSURANCE	0	0	7,200	7,200	7,200	7,200	7,200	0	0	0	36,000
WORKERS COMP	22	58	484	334	432	3,441	2,164	33	12	1,360	8,339
TOTAL	3,897	10,392	100,222	63,908	73,141	78,271	69,101	6,339	2,305	24,290	431,867

to Adm.