

**LAUDERDALE CITY COUNCIL MEETING AGENDA  
TUESDAY, OCTOBER 27, 2009  
7:30 P.M. LAUDERDALE CITY HALL  
1891 WALNUT STREET**

FILE

1. **ROLL CALL**
2. **APPROVAL OF THE AGENDA**
3. **APPROVALS**
  - a. Minutes of the October 13, 2009, City Council Meeting
  - b. Claims totaling \$18,542.79
4. **OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COUNCIL**
5. **CONSENT**
  - a. 2010 Rental Housing Licenses
  - b. PCIC Minutes
  - c. Final Pay Request for Hockey Rink Improvements
  - d. Third Quarter Investment Report
6. **SPECIAL ORDER OF BUSINESS/RECOGNITION/PROCLAMATIONS**
  - a. Officer Sroga Commendation for Solving Burglary Cases
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. NIXLE Presentation by Captain Cotroneo
  - b. Halloween Event Preparations
9. **DISCUSSION / ACTION**
  - a. Resolution 102709A - Amending the 2009 Budget by Transferring TIF Funds (405) to 2000 Debt Service Fund (302)
  - b. Zoning Code Update / RFP
10. **ITEMS REMOVED FROM THE CONSENT AGENDA**
11. **ADDITIONAL ITEMS**
12. **SET AGENDA FOR NEXT MEETING**
  - a. 2010 Rental Licenses
  - b. 2010 Storm and Sanitary Sewer Rates
  - c. Acknowledge Halloween Donations and Volunteers
13. **WORK SESSION**
  - a. Animal Control Ordinance Update
14. **ADJOURN**

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

Page 1 of 3

October 13, 2009

The Mayor called the City Council meeting to order at 7:30 p.m.

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

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

Mayor Dains asked for changes to the meeting agenda. There being none, **Councilor Mac Lean moved to approve the agenda. Councilor Hawkinson seconded the motion and it passed unanimously.**

**Councilor Christensen moved to approve the October 13, 2009, City Council meeting minutes. Councilor Doherty seconded the motion and it passed unanimously.**

**Councilor Hawkinson moved approval of the claims totaling \$413,063.53. Councilor Mac Lean seconded the motion and it passed unanimously.**

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

Mayor Dains asked if councilors wished to remove items from the consent agenda. There being none, **Councilor Hawkinson moved the consent agenda approving PCIC minutes and the 2010 rental housing licenses. Councilor Mac Lean seconded the motion and it passed unanimously.**

Bownik introduced the variance requests by Jeremy Newhouse, owner of 1728 Malvern Street. Newhouse requires a two foot variance to the 30' front yard setback requirement to build a covered entry way. The proposed structure would be four feet into the front yard setback area, but only requires a two foot setback using the average adjacent structures rule. Additionally, Newhouse would like to build a five by twelve foot mudroom on the back of his structure. The addition of the mudroom and covered entry necessitates a lot coverage variance of 1.7%.

Mayor Dains opened the public hearing at 7:37 p.m.

Newhouse addressed the Council. He said the addition of the entry way would complete the look of the structure, making it more aesthetically pleasing. He said the mud room

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

Page 2 of 3

would help them as the entry is at grade which means they track in a lot of dirt from the backyard.

No one else wished to address the Council; Mayor Dains closed the public hearing at 7:40 p.m.

Councilor Christensen said he felt the proposal was a practical solution to the problems mentioned. Councilor Mac Lean felt it would add value to the neighborhood.

**Councilor Hawkinson motioned to approve the variance requests for 1728 Malvern Street, granting the two foot front yard setback variance and 1.7% lot coverage variance. Councilor Mac Lean seconded the motion and it passed unanimously.**

Kent Barnard from Mn/DOT addressed the Council. He said the Council could expect the TH280 Bridge to open within a week, depending upon the weather. Among the items to complete after that are the installation of street lights, signals, highway fencing, and the sound wall.

The Mayor told Barnard that the Council has taken heat from residents since the bridge did not open on October 2. Councilor Mac Lean said the Council was promised that other area projects would not overlap with this one and that hasn't happened either. Additionally, the Council felt that the Como / Eustis intersection could have been handled better all summer.

Tracey Koch, 1769 Walnut Street, questioned the sound wall completion and why Broadway was being closed before opening the bridge as that will increase truck traffic at Eustis / Como.

Barnard said the issues regarding the sound wall were being worked out with the contractor but he expects the work will be completed this fall.

Steve Monson, 1703 Malvern Street, asked about the installation of a right-of-way fence along the Malvern alley. Barnard said he could not address Monson's specific questions.

The Mayor expressed concern about any delays with the installation of the traffic signals. Barnard said he would check on it as the Mayor thanked him for attending the meeting.

Lauderdale Resident Bob Milligan volunteered for the Capitol Region Watershed District Advisory Committee. The committee's efforts to create a 10-year plan for the District was about to conclude. The planning priorities Milligan felt would most impact or benefit Lauderdale were:

- Increased cooperation with other watershed districts, especially as it relates to public education.

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

Page 3 of 3

- Plans to “Bring Water Back to St. Paul” by opening former waterways. This would include the waterway that existed between Lauderdale and Falcon Heights near Rosehill Townhomes.

Mayor Dains thanked Milligan for his work on the watershed district committee and the comprehensive plan committee.

Butkowski told the Council that the Metropolitan Council approved the City’s 2030 Comprehensive Plan as it met the requirements of the Metropolitan Land Planning Act (MLPA) and could be adopted. After adoption, the Council must begin working towards implementation of the plan and updating local controls.

**Councilor Mac Lean motioned to adopt the 2030 Comprehensive Plan. Councilor Doherty seconded the motion and it passed unanimously.**

Butkowski reviewed the preliminary agenda for the next meeting, which included commending Officer Sroga for solving the city’s burglary cases, NIXLE presentation by Captain Cotroneo, budget amendment resolution, animal control ordinance update, and Halloween information.

**There being no further business on the council agenda, Councilor Hawkinson moved to adjourn the meeting. Councilor Mac Lean seconded the motion and it carried. The meeting adjourned at 8:23 p.m.**

Respectfully submitted,

Heather Butkowski  
City Administrator

**CITY OF LAUDERDALE**

**CLAIMS FOR APPROVAL**

**October 27 2009 City Council Meeting**

<u>Payroll</u>		
10/16/09 Payroll: Direct Deposit # 500834-500838		\$6,900.32
10/16/09 Payroll: Payroll Liabilities, e-payments 395E-397E		\$5,206.21
<u>Vendor Claims</u>		
10/27/09: Check #s 19900-19916		\$6,436.26
	<b>SUBTOTAL</b>	<b>\$18,542.79</b>

4th - Final Payment - Rink Improvements - Check #19899 \$1,876.48

<b>Total Claims for Approval</b>	<b>\$20,419.27</b>
----------------------------------	--------------------

CITY OF LAUDERDALE

Paid Register

Check Number	Employee Number	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date	Status
500837	000000002	HINRICHS, DAVID C	21	BI-WEEKLY	\$1,253.35		Outstanding
500838	000000005	HUGHES, JOSEPH A	21	BI-WEEKLY	\$1,627.02		Outstanding
500834	000000011	BOWNIK, JAMES	21	BI-WEEKLY	\$1,494.42		Outstanding
500835	000000007	BUTKOWSKI-HINRICHS, HE	21	BI-WEEKLY	\$1,818.70		Outstanding
500836	000000017	CALLAHAN, COLLEEN	21	BI-WEEKLY	\$706.83		Outstanding
					<u>\$6,900.32</u>		

CITY OF LAUDERDALE

10/20/09 3:53 PM

Page 1

Payments

Current Period: OCTOBER 2009

Batch Name	101609pyroll	Computer Dollar Amt	\$5,206.21	Posted	
Payment					
Refer	1098 ICMA RETIREMENT TRUST - 457	Ck# 000395E	10/16/2009		
Cash Payment	G 101-21705 ICMA RETIREMENT	10/16/09 Payroll			\$1,388.08
Invoice					
Transaction Date	10/16/2009	Due 0 NORTH STAR CHEC	10100	<b>Total</b>	\$1,388.08
Refer	1099 PERA	Ck# 000396E	10/16/2009		
Cash Payment	G 101-21704 PERA	10/16/09 Payroll			\$1,349.38
Invoice					
Transaction Date	10/16/2009	Due 0 NORTH STAR CHEC	10100	<b>Total</b>	\$1,349.38
Refer	1100 NORTH STAR BANK, CHECKING S	Ck# 000397E	10/16/2009		
Cash Payment	G 101-21703 FICA WITHHOLDING.	10/16/09 Payroll			\$1,684.26
Invoice					
Cash Payment	G 101-21701 FEDERAL TAXES	10/16/09 Payroll			\$784.49
Invoice					
Transaction Date	10/16/2009	Due 0 NORTH STAR CHEC	10100	<b>Total</b>	\$2,468.75
Fund Summary				<b>BATCH Total</b>	\$5,206.21
101	10100 NORTH STAR CHECKING				\$5,206.21
					\$5,206.21

Pre-Written Checks	\$5,206.21
Checks to be Generated by the Compute	\$0.00
<b>Total</b>	<b>\$5,206.21</b>

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

OCTOBER 2009

		Check Amt	Invoice	Comment
<b>10100 NORTH STAR CHECKING</b>				
Paid Chk#	019900	10/27/2009	ABDO EICK & MEYERS LLP	
E	101-41200-301	AUDITING	\$200.00	GASB 45 Calculation
E	602-49100-301	AUDITING	\$25.00	GASB 45 Calculation
E	601-49000-301	AUDITING	\$25.00	GASB 45 Calculation
		<b>Total</b>	<b>ABDO EICK &amp; MEYERS LLP</b>	<b>\$250.00</b>
Paid Chk#	019901	10/27/2009	AHDN ATTORNEYS	
E	101-42100-305	LEGAL FEES	\$750.00	10/09 Legal Fees
E	101-42100-355	MISC PRINTING/PROCESS SER	\$13.87	10/09 Legal Fees
		<b>Total</b>	<b>AHDN ATTORNEYS</b>	<b>\$763.87</b>
Paid Chk#	019902	10/27/2009	CINTAS	
E	602-49100-425	CLOTHING	\$50.64	PW Clothing
E	601-49000-425	CLOTHING	\$50.64	PW Clothing
		<b>Total</b>	<b>CINTAS</b>	<b>\$101.28</b>
Paid Chk#	019903	10/27/2009	CITY OF ROSEVILLE	
E	101-41200-391	TELEPHONE/PAGERS	\$95.40	7/09 Phone Services
		<b>Total</b>	<b>CITY OF ROSEVILLE</b>	<b>\$95.40</b>
Paid Chk#	019904	10/27/2009	EHLERS & ASSOCIATES	
E	101-48100-306	CONSULTING FEES	\$190.00	Consulting Services - TIF reports
		<b>Total</b>	<b>EHLERS &amp; ASSOCIATES</b>	<b>\$190.00</b>
Paid Chk#	019905	10/27/2009	EUREKA RECYCLING	
E	203-50000-389	RECYCLING CONTRACTOR	\$2,283.63	9/09 Recycling Contract
E	101-41200-201	GENERAL SUPPLIES	\$220.94	5 cartons of paper
		<b>Total</b>	<b>EUREKA RECYCLING</b>	<b>\$2,504.57</b>
Paid Chk#	019906	10/27/2009	INTEGRA	
E	101-41200-391	TELEPHONE/PAGERS	\$52.85	9/09 Fax Line
		<b>Total</b>	<b>INTEGRA</b>	<b>\$52.85</b>
Paid Chk#	019907	10/27/2009	JIMMYS JOHNNYS INC	
E	101-45200-427	PORTA POTTY RENTAL	\$117.37	10/09 Park Port-a-Potty
		<b>Total</b>	<b>JIMMYS JOHNNYS INC</b>	<b>\$117.37</b>
Paid Chk#	019908	10/27/2009	MAMA	
E	101-41200-308	TRAINING\CONFERENCES	\$25.00	HB Luncheon Meeting
		<b>Total</b>	<b>MAMA</b>	<b>\$25.00</b>
Paid Chk#	019909	10/27/2009	NORTH STAR BANK, PETTY	
E	201-45600-202	PERMENANT SUPPLIES	\$49.57	Air tight storage container
E	601-49000-212	MOTOR FUELS	\$24.00	Sewer Jetter Gas
E	101-43400-203	POSTAGE	\$3.24	Cert Mail - zoning
E	101-41200-440	MEETING EXPENSES	\$5.75	coffee
E	201-45600-440	MEETING EXPENSES	\$20.00	PCIC Meeting / Pizza
E	201-45600-440	MEETING EXPENSES	\$25.00	PCIC Meeting / Pizza



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

OCTOBER 2009

			Check Amt	Invoice	Comment
E 201-45600-202	PERMENANT SUPPLIES		\$49.27		Air tight storage containers
E 201-45600-202	PERMENANT SUPPLIES		\$1.28		Soaker Cap
E 101-41200-308	TRAINING/CONFERENCES		\$10.00		HB SRA Meeting
E 101-41200-440	MEETING EXPENSES		\$19.07		coffee / filters
E 101-43400-203	POSTAGE		\$33.24		Cert ltrs - cv
E 101-41200-201	GENERAL SUPPLIES		\$26.93		Paper
<b>Total NORTH STAR BANK, PETTY</b>			<b>\$267.35</b>		
<hr/>					
Paid Chk# 019910	10/27/2009	POSTMASTER - STAMPS			
E 101-41200-203	POSTAGE		\$176.00		4 rolls stamps
<b>Total POSTMASTER - STAMPS</b>			<b>\$176.00</b>		
<hr/>					
Paid Chk# 019911	10/27/2009	RAMSEY COUNTY, PROP REC & REV			
E 101-42100-442	MISC		\$505.92		9/09 Dispatch Services
<b>Total RAMSEY COUNTY, PROP REC &amp; REV</b>			<b>\$505.92</b>		
<hr/>					
Paid Chk# 019912	10/27/2009	RAPIT PRINTING			
E 101-41200-353	NEWSLETTER PRINTING		\$621.25		4q09 Newsletter
<b>Total RAPIT PRINTING</b>			<b>\$621.25</b>		
<hr/>					
Paid Chk# 019913	10/27/2009	SPRINT PCS			
E 602-49100-391	TELEPHONE/PAGERS		\$10.24		9/09 PW Pager/phone
E 601-49000-391	TELEPHONE/PAGERS		\$10.24		9/09 PW Pager/phone
E 101-43000-391	TELEPHONE/PAGERS		\$47.75		9/09 PW Pager/phone
<b>Total SPRINT PCS</b>			<b>\$68.23</b>		
<hr/>					
Paid Chk# 019914	10/27/2009	SUBURBAN ACE HARDWARE			
E 101-43000-228	MISC REPAIRS MAINT SUPPLIE		\$77.46		9/09 Purchases - garage/CH
E 602-49100-228	MISC REPAIRS MAINT SUPPLIE		\$26.16		9/09 Purchases - sewer
E 101-43000-225	LANDSCAPING MATERIALS		\$14.95		9/09 Purchases - fertilizer
<b>Total SUBURBAN ACE HARDWARE</b>			<b>\$118.57</b>		
<hr/>					
Paid Chk# 019915	10/27/2009	XCEL ENERGY, PARK & GARAGE			
E 101-45200-381	ELECTRIC		\$15.96		9/09 electric PW/WH
E 101-43000-381	ELECTRIC		\$15.97		9/09 electric PW/WH
E 101-43000-383	GAS UTILITIES		\$22.60		9/09 gas PW/WH
E 101-45200-383	GAS UTILITIES		\$22.60		9/09 gas PW/WH
<b>Total XCEL ENERGY, PARK &amp; GARAGE</b>			<b>\$77.13</b>		
<hr/>					
Paid Chk# 019916	10/27/2009	XCEL ENERGY, STREET LIGHTING			
E 101-43000-380	STREET LIGHT UTILITY		\$501.47		9/09 Street Lighting
<b>Total XCEL ENERGY, STREET LIGHTING</b>			<b>\$501.47</b>		
<b>10100 NORTH STAR CHECKING</b>			<b>\$6,436.26</b>		

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

OCTOBER 2009

	Check Amt	Invoice	Comment
<b>Fund Summary</b>			
			10100 NORTH STAR CHECKING
101 GENERAL	\$3,785.59		
201 COMMUNITY EVENTS	\$145.12		
203 RECYCLING	\$2,283.63		
601 SEWER UTILITIES	\$109.88		
602 STORM SEWER ENTERPRISE FUND	\$112.04		
	<hr/>		
	\$6,436.26		

# 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>October 27, 2009</u>
AGENDA NUMBER	<u>5A Rental Housing Licenses</u>
DESCRIPTION	<u>2010 Rental Housing Licenses</u>

BACKGROUND OR PAST COUNCIL ACTION
Attached is the list of rental property owners that successfully completed the rental housing inspection process or renewed their license for 2010 and do not need an inspection this year.

OPTIONS

STAFF RECOMMENDATION
Approve rental housing licenses for 2010.

COUNCIL ACTION

MOTION BY \_\_\_\_\_

SECOND \_\_\_\_\_

STAFF ACTION

# LAUDERDALE COUNCIL ACTION FORM

## **Rental properties successfully completed the application process**

- ❖ Malzer Property Management, 2443 Larpenteur Avenue
- ❖ Michael & Stephanie Drake, 1871 Walnut Street
- ❖ Mid Continent Management Corp, 1618, 1626 & 1630 Eustis Street
- ❖ And 1619 & 1622 Carl Street
- ❖ Jacob Malinka, 1791 Fulham Street
- ❖ Jeffrey Hermes, 1733 & 1737 Eustis Street
- ❖ SNS Properties, 1759 Pleasant Street
- ❖ Jan & Richard Gauger, 1799 Carl Street
- ❖ John & Matthew Ellingson, 1847-49 Walnut Street
- ❖ Rose Hill Investments, LLP, 1623-27-31 Carl Street
- ❖ And 2392 & 2384 Larpenteur Avenue
- ❖ Michael & David Tracy, 1811-1813 Eustis Street
- ❖ CCS Metro Properties, 1878 Walnut Street
- ❖ Dennis Bruwelheide, 1904 Malvern Street & 1928 Walnut Street
- ❖ Bruce & Michelle Bonine, 1785-87 Fulham Street
- ❖ CVC Investments, 1634 & 1642 Eustis Street & 2400 Larpenteur Avenue
- ❖ Rand & Barbara Claussen, 2345 Summer Street
- ❖ Jeremy Carr, 1898 Walnut Street
- ❖ Mike and Ann Piehl, 2367 Larpenteur Avenue
- ❖ Richard Swanson, 2375-2377 Roselawn Avenue

ACTION REQUESTED	LAUDERDALE COUNCIL
Consent <u>    X    </u>	MEETING DATE <u>    October 27, 2009    </u>
Special <u>          </u>	ITEM NUMBER <u>    PCIC Minutes    </u>
Public Hearing <u>          </u>	STAFF INITIAL <u>    Jim    </u>
Report <u>          </u>	APPROVED BY ADMINISTRATOR <u>                  </u>
Discussion/Action <u>          </u>	
Resolution <u>          </u>	
Work session <u>          </u>	

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

Attached are the minutes from the Park & Community Involvement Committee meeting of October 19, 2009.

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

**STAFF RECOMMENDATION:**  
 Motion to acknowledge receipt of and placing on file the attached minutes of the Park & Community Involvement Committee.

**COUNCIL ACTION:**

**MINUTES  
MONDAY, OCTOBER 19, 2009  
PARK & COMMUNITY INVOLVEMENT COMMITTEE**



1. CALL TO ORDER 6:35 p.m.

2. ROLL CALL

Members Present: Kathy Lerfald, Trygve Hansen, Roxanne Grove,  
Bob Milligan

Members Absent: Monica Gallagher, Gretel Keene, Peiju Picard

Staff & Council Present: Jim Bownik, Denise Hawkinson

Others Present: Crystal Wisen, Dalila Hansen

3. APPROVAL OF THE AGENDA

Milligan motioned to approve the agenda, second by Grove. Motion carried unanimously.

4. APPROVAL OF MINUTES OF SEPTEMBER 21, 2009 MEETING

Hansen motioned to approve the minutes, second by Milligan. Motion carried unanimously.

5. REPORTS

6. DISCUSSION/ACTION

A. Halloween (Saturday, October 31, 5-7-p.m)

The committee discussed the set up, assignments, food and beverages, and donations. Set up will be Thursday, October 29, from 5-8 p.m. Bownik contacted key participants about helping at set up and the event, as well as participating in the planning meeting. Jack Barlow and John Treadwell cannot do the mini donuts this year, so we will have more potato chips. Snyders Drug Store at Larpenteur and Lexington donated some supplies.

B. Proposed 2010 Meeting Schedule

Bownik presented the proposed 2010 meeting schedule. The calendar shows the proposed meeting dates, event dates and newsletter dates. The calendar also identifies the focus of each meeting.

10/19/09 PCIC Minutes

7. OTHER BUSINESS

A. Lerfald 2010 Membership Status

Lerfald announced she is not able to be on the committee in 2010 due to other commitments, but can help with events starting with Day in the Park.

8. SET PRELIMINARY AGENDA FOR NEXT MEETING

Lerfald read the preliminary agenda for the next meeting.

9. SET DATE FOR NEXT MEETING

The committee meets on the first or third Mondays of the month depending on the needs and commitments of the committee. The next meeting will be Monday, December 7 at 6:30 p.m.

10. ADJOURNMENT

Milligan motioned to adjourn the meeting, second by Grove. Motion carried unanimously and adjourned at 7:37 p.m.

ACTION REQUESTED	LAUDERDALE COUNCIL
Consent <u>    X    </u>	MEETING DATE <u>    October 27, 2009    </u>
Special <u>          </u>	ITEM NUMBER <u>    Final Pay Req. Hockey Rink Improvements    </u>
Public Hearing <u>          </u>	STAFF INITIAL <u>    Jim    </u>
Report <u>          </u>	APPROVED BY ADMINISTRATOR <u>                          </u>
Discussion/Action <u>          </u>	
Resolution <u>          </u>	
Work session <u>          </u>	

**BACKGROUND:**

The city engineer and the contractor for the 2008 Hockey Rink Improvements have come to an agreement on the final pay request. To close out the project, initiate the full one-year warranty, and to make the final payment to the contractor, the city council must motion to approve the final pay request.

The final pay request is for \$1,876.48. This cost is for releasing the 5% retainage for this project, minus \$350, which the city can use to reseed the south and east side of the hockey rink if they choose. The final cost of \$44,179.51 is \$1,582.49 or 3.5% lower than the original contract amount. This is due to decreased material quantities.

**OPTIONS:**

- 1) Approve as Consent Item
- 2) Do Not Approve as Consent Item

**STAFF RECOMMENDATION:**

- 1) By approving the consent agenda, the council is approving the final pay request to Dunaway Construction for the 2008 Hockey Rink Improvements.

**COUNCIL ACTION:**



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

OCTOBER 2009

		Check Amt	Invoice	Comment
<b>10100 NORTH STAR CHECKING</b>				
Paid Chk#	019899		10/27/2009	DUNAWAY CONSTRUCTION
E 404-48404-527	GENERAL PARK IMPROVEMEN	\$1,876.48		4th and Final Pmt - Rink
	<b>Total DUNAWAY CONSTRUCTION</b>	<b>\$1,876.48</b>		
	<b>10100 NORTH STAR CHECKING</b>	<b>\$1,876.48</b>		
<b>Fund Summary</b>				
			<b>10100 NORTH STAR CHECKING</b>	
404 PARK IMPROVEMENT		\$1,876.48		
		<b>\$1,876.48</b>		



October 20, 2009

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

Re: Lauderdale Ice Rink  
City of Lauderdale  
Bonestroo File No.: 532-07005-0

Dear Honorable Mayor and City Council:

Transmitted herewith are three (3) copies of Request for Payment No.4 & Final along with the required-signed Minnesota Withholding Form IC-134 for the above-mentioned project.

The work on this project has been satisfactorily completed with the exception of some seeding that didn't establish itself. We have estimated the value of the unacceptable seeding to be \$350. We have prepared the final pay request so the City retains \$350 (liquidated damages) to repair the seeding next spring. We recommend that the City approve the final pay request at this time and set aside the \$350 in liquidated damages to establish the seeding next spring.

Should you have any questions regarding this project, please feel free to contact me at 651.604.4863.

Sincerely

BONESTROO

Tom Kellogg

Enclosures



Owner: City of Lauderdale, 1891 Walnut St., Lauderdale, MN 55113	Date: October 19, 2009
For Period: 11/20/2008 to 10/19/2009	Request No: 4 AND FINAL
Contractor: Dunaway Construction, 17149 Notre Dame St., Forest Lake, MN 55025	

**CONTRACTOR'S REQUEST FOR PAYMENT**  
 LAUDERDALE ICE RINK  
 BONESTROO FILE NO. 000532-07005-0

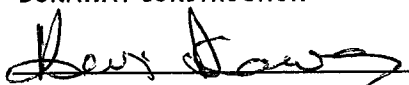
SUMMARY

1	Original Contract Amount		\$	<u>45,762.00</u>
2	Change Order - Addition	\$	<u>0.00</u>	
3	Change Order - Deduction	\$	<u>0.00</u>	
4	Revised Contract Amount		\$	<u>45,762.00</u>
5	Value Completed to Date		\$	<u>44,529.51</u>
6	Material on Hand		\$	<u>0.00</u>
7	Amount Earned		\$	<u>44,529.51</u>
8	Less Retainage 0%		\$	<u>0.00</u>
9	Subtotal		\$	<u>44,529.51</u>
10	Less Amount Paid Previously		\$	<u>42,303.03</u>
11	Liquidated damages -		\$	<u>350.00</u>
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. <u>4 AND FINAL</u>		\$	<u><u>1,876.48</u></u>

Recommended for Approval by:  
**BONESTROO**

  
 \_\_\_\_\_

Approved by Contractor:  
**DUNAWAY CONSTRUCTION**

  
 \_\_\_\_\_

Approved by Owner:  
**CITY OF LAUDERDALE**

\_\_\_\_\_  
 \_\_\_\_\_

Specified Contract Completion Date:

\_\_\_\_\_

Date:

\_\_\_\_\_

No.	Item	Unit	Contract Quantity	Unit Price	Quantity to Date	Amount to Date
<b>PART 1 - BASE BID:</b>						
1	MOBILIZATION	LS	1	1500.50	1	\$1,500.50
2	SUBGRADE EXCAVATION (P)	CY	650	5.50	650	\$3,575.00
3	SELECT GRANULAR BORROW	TN	775	7.80	772	\$6,021.60
4	4" POLYETHYLENE DRAIN TILE	LF	580	5.50	601	\$3,305.50
5	AGGREGATE BASE, CLASS 5	TN	390	14.85	417.3	\$6,196.91
6	TYPE LV 4 WEARING COURSE MIXTURE (B)	TN	184	70.00	164	\$11,480.00
7	BITUMINOUS MATERIAL FOR TACK COAT	GAL	55	3.00	55	\$165.00
8	SODDING, LAWN TYPE	SY	310	5.00	375	\$1,875.00
9	SILT FENCE, MACHINE SLICED	LF	200	2.50	210	\$525.00
	TOTAL PART 1 - BASE BID:					<u>\$34,644.51</u>
<b>ALTERNATE NO. 1 - PAVING 10 FOOT WIDE TRAIL:</b>						
10	TYPE LV 4 WEARING COURSE MIXTURE (B)	TN	40	68.00	30	\$2,040.00
11	BITUMINOUS MATERIAL FOR TACK COAT	GAL	15	3.00	15	\$45.00
	TOTAL ALTERNATE NO. 1 - PAVING 10 FOOT WIDE TRAIL:					<u>\$2,085.00</u>
<b>ALTERNATE NO. 2 - REMOVE AND STORE DASHERBOARDS:</b>						
12	REMOVE AND STORE DASHERBOARDS	LS	1	1600.00	1	\$1,600.00
	TOTAL ALTERNATE NO. 2 - REMOVE AND STORE DASHERBOARDS:					<u>\$1,600.00</u>
<b>ALTERNATE NO. 3 - REINSTALL AND MODIFY DASHERBOARDS:</b>						
13	REINSTALL AND MODIFY DASHERBOARDS	LS	1	4900.00	1	\$4,900.00
	TOTAL ALTERNATE NO. 3 - REINSTALL AND MODIFY DASHERBOARDS:					<u>\$4,900.00</u>
<b>ALTERNATE NO. 4 - ADD 12 FOOT EQUIPMENT GATE:</b>						
14	ADD 12' EQUIPMENT GATE	LS	1	1300.00	1	\$1,300.00
	TOTAL ALTERNATE NO. 4 - ADD 12 FOOT EQUIPMENT GATE:					<u>\$1,300.00</u>
	TOTAL PART 1 - BASE BID:					\$34,644.51
	TOTAL ALTERNATE NO. 1 - PAVING 10 FOOT WIDE TRAIL:					\$2,085.00
	TOTAL ALTERNATE NO. 2 - REMOVE AND STORE DASHERBOARDS:					\$1,600.00
	TOTAL ALTERNATE NO. 3 - REINSTALL AND MODIFY DASHERBOARDS:					\$4,900.00
	TOTAL ALTERNATE NO. 4 - ADD 12 FOOT EQUIPMENT GATE:					\$1,300.00
	<b>TOTAL WORK COMPLETED TO DATE</b>					<u><b>\$44,529.51</b></u>

**PROJECT PAYMENT STATUS**

OWNER CITY OF LAUDERDALE  
 BONESTROO FILE NO. 000532-07005-0  
 CONTRACTOR DUNAWAY CONSTRUCTION

**CHANGE ORDERS**

No.	Date	Description	Amount
<b>Total Change Orders</b>			

**PAYMENT SUMMARY**

No.	From	To	Payment	Retainage	Completed
1	06/09/2008	07/15/08	20,642.79	1,086.46	21,729.25
2	07/16/2008	08/06/08	18,879.78	2,080.14	41,602.71
3	08/07/2008	11/19/08	2,780.46	2,226.48	44,529.51
4 AND FINAL	11/20/2008	10/19/09	1,876.48		44,529.51

**Material on Hand**

Total Payment to Date		\$44,179.51	Original Contract	\$45,762.00
Retainage Pay No. 4 AND FINAL			Change Orders	
Total Amount Earned		\$44,179.51	Revised Contract	\$45,762.00

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent              X    
Public Hearing                
Discussion                    
Action                         
Resolution                   
Work Session              

Meeting Date            October 27, 2009  
ITEM NUMBER            3Q09 Investment Report  
STAFF INITIAL              HAB    
APPROVED BY ADMINISTRATOR

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

The attached report and spreadsheet reflect the City's investment activity from July through September 2009. Please let me know if you have any questions.

**OPTIONS:**

**STAFF RECOMMENDATION:**

By approving the consent agenda, the Council acknowledges the Third Quarter 2009 Investment Report.

**COUNCIL ACTION:**

**City of Lauderdale  
Third Quarter Investment Report  
September 30, 2009**

The quarter ended with a general fund balance of \$305,542.71 and cash and investments totaling \$3,058,952.83. That is the total of all fund balances including the 601 and 602 sewer enterprise funds. Since the City pools the fund balances for investment purposes, at quarter end \$2,876,059.52 was invested. \$858,242.74 was invested in money market funds and \$2,017,816.78 in certificates of deposit.

The City purchased six CDs in the third quarter.

- Orange Bank of Florida at 2.20% for 30 months.
- Community Bank of Pickens County (GA) at 2.0% for 27 months.
- Discover Bank (DE) at 2.0% for 27 months.
- Rockbridge Commercial Bank (GA) at 2.30% for 2 years.
- Michigan Commerce Bank at 1.60% for 17 months.
- Woodlands Bank (SC) at 1.85% for 1 year.

Additionally, two of the banks the City had CDs through failed this quarter. The City held both CDs for over a year and they were about to mature. In these cases, the broker files the paperwork to get the funds back as they are all FDIC insured. We always receive the interest due.

The money market rates slipped even further in the third quarter. I think the rates speak for themselves; they have no room left to drop. The month by month rates for the money market accounts follow.

*Table 1: Average Money Market Rates: 2009-To-Date*

	<b>January</b>	<b>February</b>	<b>March</b>
<b>4M Fund</b>	0.38%	0.44%	0.50%
<b>4M Plus Fund</b>	0.37%	0.51%	0.54%
<b>SB Inst. MM</b>	0.97%	.77%	0.67%

	<b>April</b>	<b>May</b>	<b>June</b>
<b>4M Fund</b>	0.48%	0.40%	0.27%
<b>4M Plus Fund</b>	0.53%	0.46%	0.33%
<b>SB Inst. MM</b>	0.52%	0.38%	0.34%

	<b>July</b>	<b>August</b>	<b>September</b>
<b>4M Fund</b>	0.22%	0.14%	0.13%
<b>4M Plus Fund</b>	0.32%	0.28%	0.33%
<b>SB Inst. MM</b>	0.29%	0.24%	0.19%

This quarter, the City earned \$23,229.85 from investments compared to \$6,483.30 last quarter. Additionally, the checkbook earned \$452.74. The checkbook interest is deposited into the

general fund and is not distributed among the other funds. This brings 2009's investment interest earnings to \$53,240.93. Total interest budgeted for 2009 is \$74,200.00.

Table 2 shows how the interest was divided between the funds and compares interest earned to the adopted budget. The funds with the biggest balances get the greatest interest distributions. The TIF fund has the largest balance and continues to grow with the infusion of investment interest. The 2009 budget was set anticipating better money market returns. It is likely that investment returns will not meet budgeted expectations.

*Table 2: Investment Earning Distribution by Fund*

<b>Fund</b>	<b>2009 Budget</b>	<b>As of September 30</b>
101 – General Fund	\$12,000.00	\$7,493.40
201 – Community Events	\$100.00	\$77.69
202 – Communication	\$800.00	\$617.92
203 – Recycling	\$500.00	\$1,185.04
302 – 2000 Street Improve	\$5,000.00	\$836.67
303 – 2002 Street Improve	\$7,000.00	\$2,652.47
304 – 2003 Street Improve	\$7,000.00	\$5,642.47
401 – Capital Improve, Street	\$10,000.00	\$6,806.91
402 – Capital Improve, Gen	\$2,500.00	\$1,449.06
403 – Capital Improvement, Storm Sewer	\$8,000.00	\$2,963.44
404 – Capital Improve, Parks	\$1,800.00	\$2,666.50
405 – TIF Projects	\$10,000.00	\$11,542.38
407 – Sewer Improvements	\$4,000.00	\$5,943.34
601 – Sewer Enterprise Fund	\$5,000.00	\$2,850.31
602 – Storm Sewer Enterprise Fund	\$500.00	\$513.33

Staff continues to ladder investments. At the end of the quarter, the average security was held 635 days or just shy of 21 months. Currently, investment maturity dates are staggered through early 2011. Most CDs are earning more than 4.0% through 2010. Unless rates improve, the maturities in 2011 and beyond will earn around 2.0%. Laddering is a strategy designed to help weather rough times and it has paid off as the City is still seeing good returns on CDs.

Staff provides councilors the spreadsheet as an internal control procedure required by the auditor. As always, staff is available to answer questions and provide the Council with research related to the City's investments.











YTD Purchases	YTD Sales	YTD Trans in	YTD Trans out	YTD Int/ Dividends	Balance 12/31/2009
194,000.00	197,441.38	101,441.38	-	5,808.96	259,624.85
-	2,347.46	100,673.83	100,303.87	-	(1,885.77)
99,005.00	369.96	-	-	369.96	99,005.00
97,886.13	-	-	-	-	97,886.13
-	100,000.00	-	-	5,962.21	(84,037.79)
-	99,308.87	-	-	2,303.87	0.00
-	-	-	-	-	-
196,863.13	202,026.29	100,673.83	100,303.87	8,636.04	100,939.57
-	-	-	-	-	-
99,000.00	269.06	105,815.81	105,815.81	-	11.74
-	4,171.00	-	-	269.06	99,000.00
-	1,972.16	-	-	4,171.00	-
-	99,403.59	-	-	1,972.16	0.00
-	-	-	-	403.59	-
99,000.00	105,815.81	105,815.81	105,815.81	6,815.81	99,011.74
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
99,000.00	168.16	7,496.65	7,303.63	0.37	183.39
99,000.00	386.78	-	-	168.16	99,000.00
99,000.00	850.72	-	-	386.78	99,000.00
-	3,977.00	-	-	850.72	99,000.00
-	101,113.99	-	-	3,977.00	-
-	-	-	-	2,113.99	(0.00)
297,000.00	106,496.65	7,496.65	7,303.63	7,497.02	297,193.39
-	-	104,074.44	104,074.44	-	0.01
95,674.97	-	-	-	-	95,674.97
-	-	-	-	-	-
98,173.84	-	-	-	-	98,173.84
-	-	-	-	-	-
97,751.72	-	-	-	-	97,751.72
-	-	-	-	-	-
99,000.00	100,000.00	-	-	7,249.52	-
-	100,000.00	-	-	7,853.71	-
-	100,000.00	-	-	5,760.24	-
-	-	-	-	-	-
291,600.53	300,000.00	104,074.44	104,074.44	20,863.47	291,600.54
-	-	710,194.12	1,141,185.64	749.09	(95,000.16)
-	-	6,477.89	-	1,774.09	809,935.08
-	-	-	-	-	-
-	-	716,672.01	1,141,185.64	2,523.18	774,904.92
1,078,463.66	911,780.13	1,136,174.12	1,458,683.39	52,144.48	1,823,273.01

Investments as of 9/30/09

By Broker	%	Amount
Smith Barney	12.4%	385,624.85
Northland	9.9%	285,567.91
REC Dain Rauscher	10.2%	283,000.00
Piper Jaffrey	0.0%	0.00
Financial Northeastern Company	13.7%	384,193.39
ICD Securities	29.6%	851,818.83
League of MN Cities	24.2%	696,054.54
Total	100.0%	2,876,059.52

Investments as of 9/30/09

By Type	%	Amount
Money Market	29.8%	858,242.74
Fed Agency	0.0%	0.00
Commercial Paper	0.0%	0.00
Treasury	0.0%	0.00
Certificate of Deposit	70.2%	2,017,816.78
Total	70.2%	2,876,059.52

Investments as of 9/30/09

By holding period (from purchase date)	%	Amount
Up to 2 years	57.2%	1,643,710.26
2 to 3 years	13.0%	374,106.52
3 years & over	0.0%	0.00
No time limit	29.8%	858,242.74
Total	100.0%	2,876,059.52

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent \_\_\_\_\_  
Public Hearing \_\_\_\_\_  
Discussion \_\_\_\_\_X\_\_\_\_\_  
Action \_\_\_\_\_X\_\_\_\_\_  
Resolution \_\_\_\_\_X\_\_\_\_\_  
Work Session \_\_\_\_\_

Meeting Date October 27, 2009  
ITEM NUMBER 9A - Budget Resolution  
STAFF INITIAL AB  
APPROVED BY ADMINISTRATOR \_\_\_\_\_

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

The 2000A series bond has been called and paid! That means we know \$260,329.46 needs to be transferred from the TIF Fund to the 2000 Debt Service Fund to cover the payment. The Council now has the option of devoting the remaining unpaid assessments from the 2000 project to the general fund or the 2002 and 2003 debt service funds. By devoting the money to the general fund, the Council will have the most flexibility in spending the money. When all is said and done, staff will make additional entries to zero-out the 302 Debt Service Fund.

**OPTIONS:**

The budget amendment must be done by resolution. The attached resolution devotes the remaining assessment money from the 2000 project to the general fund. This can be amended before adoption if the Council chooses.

**STAFF RECOMMENDATION:**

Motion to adopt resolution 102709A - A Resolution Amending the 2009 Adopted Budget.

**COUNCIL ACTION:**

**RESOLUTION 102709A**

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

**A RESOLUTION AMENDING THE 2009 ADOPTED BUDGET**

**WHEREAS**, the City has funds from the Rosehill TIF District that can be used for debt service; and

**WHEREAS**, the City Council called the 2000A bond series and paid the bond holders on October 15, 2009.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Lauderdale that \$260,329.46 be transferred from the 405 TIF Project Fund to the 302 Debt Service Fund.

**NOW THEREFORE, BE IT FURTHER RESOLVED**, that the City Council directs staff to make entries to close the 302 Debt Service Fund and deposit future 2000 street improvement assessment payments to the General Fund.

CITY OF LAUDERDALE )  
COUNTY OF RAMSEY )                    ss  
STATE OF MINNESOTA )

I, Heather Butkowski, being duly qualified and City Administrator for the City of Lauderdale, Ramsey County, Minnesota, do hereby certify that the attached and foregoing is a true and correct copy of a Resolution duly adopted by the City Council of the City of Lauderdale on Tuesday, October 27, 2009, as the same appears in the minutes of said meeting on file and of record in City Offices.

**ADOPTED** by the City Council of Lauderdale this 27<sup>th</sup> day of October, 2009.

\_\_\_\_\_  
Jeff Dains, Mayor

ATTEST:

\_\_\_\_\_  
Heather Butkowski, City Administrator

# LAUDERDALE COUNCIL ACTION FORM

### Action Requested

Consent \_\_\_\_\_  
 Public Hearing \_\_\_\_\_  
 Discussion \_\_\_\_\_ X \_\_\_\_\_  
 Action \_\_\_\_\_ X \_\_\_\_\_  
 Resolution \_\_\_\_\_  
 Work Session \_\_\_\_\_

Meeting Date October 27, 2009  
 ITEM NUMBER 9B - Zoning Update  
 STAFF INITIAL ADB  
 APPROVED BY ADMINISTRATOR \_\_\_\_\_

### DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The City Council's adoption of the 2030 Comprehensive Plan at the last meeting started the clock on the requirement to bring all official controls into compliance within nine (9) months (July 13). By and large this means updating the zoning ordinance to reflect a mixed use district for the southern third of the city and setting standards for acceptable development in that area.

It is difficult to change one section of the zoning code without changing the others as they are interdependent. To that end, it seems to make sense to revisit all of the zoning code chapters (excluding the Home Occupation section which the city attorney recommends moving out of the zoning code). By revisiting the entire section, other aspects of the zoning code can be updated or brought in line with state and federal law, particularly the sign ordinance. The current zoning codes also does not address "green" products on the market which staff are being asked about more often.

In order to get a good start on the project and bring a consultant on board before the end of the year, the following would need to happen.

1. Tonight: Motion to allow staff to advertise the RFP for a zoning ordinance update.
2. November 16: All RFPs due.
3. November 17 or 18: Staff and 1-2 council members review proposals; select 2-3 to be interviewed by the full Council.
4. November 24: Council interviews prospective consultants.
5. December 8: Council selects consultant.
6. Begin work after the holiday break.

### STAFF RECOMMENDATION:

1. Selection 1-2 council members to review proposals with staff.
2. Motion to allow staff to advertise the RFP for zoning ordinance update.

### COUNCIL ACTION:



# Lauderdale Zoning Code Update

## Request for Proposals

---

The City of Lauderdale, Minnesota is requesting proposals from consulting firms to provide consulting services for a major revision to the City's Zoning Ordinance. The City is seeking qualified consulting firms that have experience in preparing and updating zoning ordinances and subdivision regulations for municipalities. The following request for proposals provides project background, project scope, and submittal requirements.

### 1. Introduction

The City has not undertaken a comprehensive rewriting of its zoning code since its adoption in April 1974. Over the last 35 years, numerous revisions have been made to the original ordinance and the cumulative effect of this process is a code that is difficult to understand and often cumbersome to administer. A copy of the existing zoning code can be found at [www.ci.lauderdale.mn.us](http://www.ci.lauderdale.mn.us).

The objective of this project is to have a zoning code that:

- Ensures that the new zoning code implements the goals and policies of the City's 2030 Comprehensive Plan.
- Consolidates the Zoning Ordinances and Subdivision Ordinances.
- Removes Home Occupations from the zoning code and creates an updated Home Occupation Ordinance under Business Licensing in the City Code.
- Interfaces the new zoning code with other ordinances of the City.
- Creates a code that is understandable to the general public and administrable by city staff and elected officials.
- Reduces and/or streamlines the caseloads of the city council and staff by crafting regulations that require fewer requests for variances, conditional use permits, and rezonings.
- Meets the requirements of Minnesota State Statutes.
- Integrates graphics that illustrate regulations and makes the code easy to use, logically organized, easy to read and understand, and consistent in terms of processes and requirements.

To achieve these objectives, the City anticipates that the zoning code must undergo a significant revision, including reorganization of the code, creation of a new mixed use zoning district for the southern third of the city, and setting standards for acceptable development in that area. Due to the breadth of the changes involved, it will be necessary to reach out to the public to keep them informed of the process.

As Lauderdale is located within the jurisdiction of the Metropolitan Council, the City must make its zoning code consistent with its adopted plan within nine months of the plan's final approval; final approval of the Comprehensive Plan occurred October 13, 2009.

## **2. Scope of Work**

The scope of work for the Lauderdale Zoning Code Update consists of four primary work elements, including:

- A. Review of the existing zoning code.
- B. Code reorganization, development, and revision.
- C. Zoning map amendments.
- D. Code adoption.

Please note that Section 8 of this RFP outlines the submission requirements, including the need to describe public outreach through all elements of this process. The following provides an overview of the work elements.

### **A. Review of the Existing Zoning Code**

The consultant will review the existing zoning and subdivision codes and related city documents, including the 2030 Comprehensive Plan and zoning maps.

### **B. Code Reorganization, Development and Revision**

Code reorganization, revision, and development may occur in related groups. Upon completion of a draft, mock plan reviews need to be completed to demonstrate that the code is implementable. Final draft documents will be taken to the City Council for input prior to bringing them through the formal adoption process.

### **C. Zoning Map Amendments**

The City has GIS capabilities through its consulting engineering firm. The consultant, city staff, and city engineer will cooperate on revisions to the city's zoning map and GIS files.

### **D. Code and Map Adoption Process**

The consultant will lead city staff through the zoning code revision and adoption process. The adoption may occur incrementally with each topic or chapter (and related maps) having a separate public hearing and City Council consideration.

## **3. Final Product**

The consultant shall provide the City with an editable, electronic copy of the final zoning code, including text and graphic files. The graphic files shall be labeled in a manner consistent with that in the zoning code (e.g. the file name referencing Figure 1-A might be Figure 1-A).

## **4. Role of Consultant and City Staff in the Project**

The selected consultant will serve as lead planner, developing the planning process and drafting code language. Any requirements or work to be done by city staff should be highlighted in the proposal. The city administrator will serve as the designated city contact and will serve as the city's liaison with the consultant.

## 5. Selection Process and Timeline

Submittals will be reviewed by a selection committee, comprised of city staff and council members. Final consultant candidates will be interviewed by the full City Council.

Proposals Due:	November 16, 2009 by 4:00 p.m.
Review of Proposals:	November 17-18, 2009
Interviews with City Council	November 24, 2009
Council Selects Consultant:	December 8, 2009
Begin Work:	January 4, 2009
Complete Work:	May 28, 2010

## 6. Data

The City will provide the selected consultant with a copy of the most recent land information data, to the extent possible. The consultant will need to sign a use agreement prior to receiving the data. In addition, the City will provide the consultant with copies of relevant documents and plans.

## 7. Compensation

The City of Lauderdale retains consultant services on the basis of a lump sum cost-not-to-exceed contract. Following the selection of a firm, the scope of work, costs attributed to project elements, and contract for services will be finalized.

## 8. Submission Requirements

The proposal package must include the following information:

- A. Firm description
- B. Project approach (including any recommended changes to the project scope as presented in the RFP).
- C. Scope of service: As part of your methodology to complete the elements described in Section 2, describe how you will:
  1. Engage in public outreach throughout the process
  2. Utilize city staff resources to complete these tasks
- D. Process and timeline / milestones
- E. Cost proposal
- F. Expectations of city staff
- G. Resumes of key team members
- H. List of billing rates
- I. Certification of appropriate insurance coverage
- J. Examples of two recently completed, relevant zoning projects (electronic copies only) along with project references.

## 9. Consultant Selection

Following a review of the proposals received, the selection committee will prepare a short list (2 or 3) of prospective consultants to be invited for an interview with the Lauderdale City Council. The City Council will make the final decision regarding the consultant selection. The RFP is not subject to a competitive bidding process; and any contract entered into as a result of any proposal will not be based on the concept of the "lowest responsible bidder." Selection will be based on the anticipated overall value to the City. The City has the right to reject any and all proposals, waive any irregularities, reissue all or part of the RFP, and not award any contract, all at its discretion and without penalty. Submission of a proposal constitutes express acceptance of all provisions of the RFP, including any addenda.

## 10. Additional General Information and Deadline

- If it becomes necessary to revise any part of the RFP, an amendment will be issued to all prospective consultants who requested or otherwise received a copy of the RFP and provided the City with contact information.
- Except where modifications are agreed upon in writing by the City and the selected consultant, the selected consultant will be required to perform all responsibilities and complete all work described in the RFP. Further, the City will consider the selected consultant to be the sole point of contact with regard to contractual matters.
- Send six paper copies and one electronic copy of the proposal package to:

Heather Butkowski, City Administrator  
City of Lauderdale  
1891 Walnut Street  
Lauderdale, MN 55113

Proposals must be received no later than 4:00 p.m. on Monday, November 16, 2009.  
Late proposals will not be accepted.

## 11. Contact Information

Please contact Heather Butkowski at (651) 792-7657 or [heather.butkowski@ci.lauderdale.mn.us](mailto:heather.butkowski@ci.lauderdale.mn.us) with any questions or to request information.

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent \_\_\_\_\_  
Public Hearing \_\_\_\_\_  
Discussion \_\_\_\_\_  
Action \_\_\_\_\_  
Resolution \_\_\_\_\_  
Work Session   X  

Meeting Date October 27, 2009  
ITEM NUMBER 13A Animal Control Ord.  
STAFF INITIAL AB  
APPROVED BY ADMINISTRATOR \_\_\_\_\_

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

There are three issues that have come up that the City's animal ordinance does not address. Staff is looking for direction on these issues as it would make sense to address them if the ordinance is revised.

1. Chickens. Staff issued one permit this year because the last revision to the ordinance no longer made it clear whether or not they are allowed. Public works staff suspect a few others have chickens. So far no neighbors have complained. If the council wants to allow chickens (or any other farm animal), we may want to set parameters, such as no roosters, or requirements for their housing / care. I attached an article from last week's Pioneer Press regarding chickens in St. Paul and a list of the wide variety of requirements implemented in Minnesota and beyond.
2. Kennels. The new ordinance does not address kennels (for boarding or breeding), but the price for a kennel license remains on our fee schedule. Similar to the chicken question, parameters for kennels should be set, if they are allowed or it may be best to consider them home based businesses.
3. Multiple Animal Permits. Most folks who inquire about kennel licenses aren't boarders or breeders but people who want more than two of an animal. An ordinance revision could clarify the difference.

**OPTIONS:**

**STAFF RECOMMENDATION:**

**COUNCIL ACTION:**

# TwinCities.com

## A chicken in every yard? St. Paul City Council to vote on loosening restrictions

The St. Paul City Council votes today on a proposed ordinance that would loosen restrictions on owning chickens.

By Patrick B. Anderson  
panderson@pioneerpress.com

Updated: 10/14/2009 02:08:05 AM CDT

Julie GebbenGreen watched her children chase four clucking hens around their back yard on a busy

corner in the middle of St. Paul's Hamline-Midway neighborhood.

'We're in a pretty public space here,' GebbenGreen said. Her yard is separated from the sidewalk by a low hedge, and passers-by can catch a glimpse of the hens at any time of the day. 'People walk by just so they can see and interact with the chickens,' she said.

While St. Paul families like the GebbenGreens can already legally own chickens, they must meet certain requirements before they qualify for a permit. The St. Paul City Council is scheduled to vote today on a proposed ordinance that would loosen restrictions on owning chickens in the city limits.

If it passes, residents would be able to get a permit for up to three hens without obtaining the approval of 75 percent of their neighbors within 150 feet, which is currently required.

'If you wanted more than three, then you would still have to get the petition,' said council member Russ Stark, who introduced the proposal.

The cost of the permit would also drop from around \$72 to around \$27, according to the city's Department of Safety and Inspections.

Owning the noisier roosters — which is currently discouraged but not illegal, according to the department — would be outlawed.

Stark's proposal comes at a time when more and more people are applying for permits to own chickens within the city limits.

The number of permits the city's animal control office issued rose from four in 2007 to 20 in 2008, according to the Department of Safety and Inspections.

Advertisement

get proven, proactive  
identity theft protection



**LifeLock**  
#1 In Identity Theft Protection™

**1-888-896-1878**

Print Powered By FormatDynamics™

# TwinCities.com

Department spokeswoman Angie Wiese said most people have renewed their permits for this year, and as of July, 10 more permits had been approved.

When a group of citizens from GebbenGreen's neighborhood asked Stark to help make the permit process easier, he went to the department for help, Wiese said.

GebbenGreen, who owns four chickens and would be unaffected by the change, had to go through the city's permit process in May.

She said she was drawn to the birds because they were quirky and different — just like her.

"We choose to live in the city, but we also are kind of this emerging funky urban population," GebbenGreen said.

GebbenGreen and her husband, Phil, are co-pastors at Edgcombe Presbyterian Church in the Highland Park neighborhood and have dedicated themselves to the simple life, she said. The family — including children Isaac, 9, Micah, 6, and Lydia, 4 — don't own a TV and frequently volunteer within the community.

Before buying the chickens, which cost \$3.50 each at the Anoka Ramsey Farm and Garden Center, GebbenGreen needed signatures from seven of nine immediate neighbors to get clearance from animal control. When one of them turned her down, she said she started to worry.

"I just felt there was a level of suspicion around chickens," GebbenGreen said.

In addition to petitioning her neighbors, she had to pay the standard fee and agree to an inspection from animal control.

St. Paul is one of many municipalities in the state, including Minneapolis, Rochester and Duluth, that allow residents to own chickens.

However, council president Kathy Lantry said she doesn't see a need for changing the permit process.

"I think the system we have set up now is not onerous at all," Lantry said. "The city of St. Paul allows chickens."

Concerned chicken owners are not troubled by the application process, she said, and taking it away would only make things easier for more negligent people.

But Stark said interest in urban chickens reflected a demand for more locally produced, natural food sources in the city. He said the goal of his proposal is to encourage a "positive trend."

GebbenGreen's chickens started laying eggs two weeks ago, five months after she bought them.

The noise the chickens make, even under the duress of active children, is barely audible. They don't bother the neighbors, GebbenGreen said. In fact, most enjoy seeing the hens — even the neighbors who refused to sign the petition.

GebbenGreen said raising the chickens has taught her and her family that food production is a process that needs long-term commitment.

"It connects us into the food chain much more than going to the grocery store and having food automatically appear," she said.

Julie GebbenGreen, on petitioning her neighbors to allow the birds in her yard

Advertisement



Send flowers for any occasion  
**Bouquets \$19.99**  
from **19.99** +s/h  
ProFlowers®

Order ONLY at  
[proflowers.com/happy](http://proflowers.com/happy)  
or call 1-877-888-0688

Print Powered By 

**MN**

Blaine, MN. Domestic farm animals, including cattle, horses, sheep, goats and chickens are only permitted in Agricultural (AG) and Farm Residential (FR) zoning districts.

Edina, MN. Chickens not allowed.

Elk River, MN. Elk River defines an 'animal' as a dog, cat, or other animal which is harbored, fed, or kept by any person. No dog, cat, or other animal shall be allowed by its owner to run at large.

Minneapolis, MN. Unlimited. Applicant needs consent from 80 percent of neighbors within 100 feet of real estate. Chickens must be penned.

Rosemount, MN. You can have up to 3 hens, no roosters. You must get written permission from all the neighbors whose yards border yours. You must keep them in a coop between 12 and 24 inches above ground and the legs of the coop must be sunk in cement footers. And there is a \$25 annual fee to keep chickens.

St. Paul, MN. Can have one chicken without a permit, but more than one you have to get permission from 75% of neighbors 150 ft. around, or proof you have no neighbors for 150 feet. No roosters, and no selling eggs without a permit.

St. Francis, MN. No fowl may be kept on a parcel of real estate smaller in area than five acres, except for the keeping of pigeons and doves.

Blaine

perm

Edina

Elk

kept by a

Minneapolis

real

Rosemount

neighbors

ground

chickens

St. Paul

from

no

St. Paul

for

Blaine

perm

Edina

Elk

kept by a

Minneapolis

real

Rosemount

neighbors

ground

chickens

St. Paul

from

no

St. Paul

for

Blaine

perm

Edina



**WI**

http

Caledonia, WI. A recent fight with city hall here resulted in a no-chickens-allowed ordinance. There are a number of articles on-line about the debate in this city.

Ellsworth, WI. Pierce County has a medical officer do a visual check of your property. A permit of \$50 is required. Up to 10 hens allowed. Keeping birds in a chicken tractor would keep you from having to get a building permit.

Fond du Lac, WI. No chickens allowed in this city as they are considered a public nuisance.

Greebay, WI. The law reads: May have 4 birds over 8 inches tall per residence plus a clutch or part of a clutch for 8 weeks.

Madison, WI. Up to four chickens per household. Not allowed to roam free. Keep pen 25 ft. from neighbors. \$10 annual permit required. Hens only; no roosters allowed.

Shorewood Hills, WI. It is said that the village Clerk keeps six hens. Noise and smell are regulated, but not the number of chickens.

**WI**

http

Caledonia, WI. A recent fight with city hall here resulted in a no-chickens-allowed ordinance. There are a number of articles on-line about the debate in this city.

Ellsworth, WI. Pierce County has a medical officer do a visual check of your property. A permit of \$50 is required. Up to 10 hens allowed. Keeping birds in a chicken tractor would keep you from having to get a building permit.

Fond du Lac, WI. No chickens allowed in this city as they are considered a public nuisance.

Greebay, WI. The law reads: May have 4 birds over 8 inches tall per residence plus a clutch or part of a clutch for 8 weeks.

Madison, WI. Up to four chickens per household. Not allowed to roam free. Keep pen 25 ft. from neighbors. \$10 annual permit required. Hens only; no roosters allowed.

Shorewood Hills, WI. It is said that the village Clerk keeps six hens. Noise and smell are regulated, but not the number of chickens.

**WI**

http

Caledonia, WI. A recent fight with city hall here resulted in a no-chickens-allowed ordinance. There are a number of articles on-line about the debate in this city.

Ellsworth, WI. Pierce County has a medical officer do a visual check of your property. A permit of \$50 is required. Up to 10 hens allowed. Keeping birds in a chicken tractor would keep you from having to get a building permit.

Fond du Lac, WI. No chickens allowed in this city as they are considered a public nuisance.

Greebay, WI. The law reads: May have 4 birds over 8 inches tall per residence plus a clutch or part of a clutch for 8 weeks.

Madison, WI. Up to four chickens per household. Not allowed to roam free. Keep pen 25 ft. from neighbors. \$10 annual permit required. Hens only; no roosters allowed.

Shorewood Hills, WI. It is said that the village Clerk keeps six hens. Noise and smell are regulated, but not the number of chickens.

**WI**

http

Caledonia, WI. A recent fight with city hall here resulted in a no-chickens-allowed ordinance. There are a number of articles on-line about the debate in this city.

Ellsworth, WI. Pierce County has a medical officer do a visual check of your property. A permit of \$50 is required. Up to 10 hens allowed. Keeping birds in a chicken tractor would keep you from having to get a building permit.

San Francisco, CA. Up to four chickens allowed. Up to four small animals total. Keep 20 feet from doors or windows in a coop or enclosure of approved type.

San Mateo, CA. Keeping chickens requires a permit here. Up to 10 hens per household. Chickens must be kept in an appropriate pen/coop.

Temple City, CA. Basically it allows two hens per property, but no roosters.

Vallejo, CA. You are allowed to keep up to 25 chickens if they are kept 15 ft. from neighboring dwellings. Roosters are allowed but subject to noise nuisance violations.

Woodland, CA. It is OK to keep up to 6 hens provided they are kept over 40 ft. from neighboring residences.

San

San

kept

chickens

chickens

chickens

chickens

San

San

San

San

San

San

San

San

San

San

San

San

San

San

San

San

San

San

San

San

San

San

San

San

San

San

San

San

San

San

San

San

San

San

San

San

## CA

American Canyon, CA. Must keep your chicken coop in the back yard, and 50 ft. away from other houses or dwellings where people reside.

Anaheim, CA. Can keep 3 chickens on a 5,000 sq.ft. lot, 6 chickens on a 10,000 sq.ft. lot.

Bakersfield, CA. Municipal code 6.08.010: Any chickens must be "kept securely enclosed in a yard or pen at all times."

Berkely, CA. Chickens must be kept penned and 30 ft. away from any bedrooms.

Campbell, CA. Not more than six animals in all, including hares, rabbits, guinea pigs, feline, bovine, sheep, goat, chickens, turkeys, geese, ducks, doves, pigeons, game birds, or other fowl or any combination thereof.

Davis, CA. A total of not more than six chicken hens and you have to keep them penned no less than 40 ft. from neighboring houses.

Downey, CA. Up to five chickens allowed per lot.

El Cajon, CA. See: [http://qcode.us/codes/elcajon/view.php?topic=6-6\\_04&frames=on](http://qcode.us/codes/elcajon/view.php?topic=6-6_04&frames=on). . . It's confusing to me.

Folsom, CA. Not more than any combination of two chickens, ducks, pigeons and rabbits shall be kept within any zoning district of the city other than agricultural or agricultural combining districts; and said animals shall be kept or maintained at least twenty feet from any property line.

Imperial Beach, CA. The municipal code says no, but a feed store estimates around 500 chickens are kept as pets.

Irvine, CA. Two chickens max. allowed, kept in a sanitary, odor free enclosure. No roosters are allowed.

La Puente, CA. Up to 20 chickens allowed for each ten thousand sq. feet of lot area in residential zones.

Lafayette, CA. Residents can keep approximately 4 chickens.

Long Beach, CA. Homeowners are allowed up to 20 hens. No roosters. Must be 20 feet from a dwelling and confined.

Los Angeles, CA. Unlimited. Chickens may not be within 20 feet of owner's residence, and must be at least 35 feet from any other dwelling.

Los Altos, CA. 1 hen per 1,000 square feet of lot space. No restrictions on coop location. No roosters.

Mission Viejo, CA. You are allowed up to two chickens, and roosters are not allowed. But city code 9.59.115-1 says no chickens allowed.

Mountain View, CA. Up to 4 hens without a permit. Keep 25 ft. from residences. Within 25 ft. with written consent from residences. No roosters.

Oakland, CA. Keep chicken enclosed, & 20 ft. from any dwelling, church or school.

Petaluma, CA. Up to twenty animals of mixed combination. Chickens must be kept five feet from a neighbor's fence or property line, and they must be kept 20 ft. from neighboring dwellings.

Redwood City, CA. Maximum of 3 chickens permitted; roosters were recently outlawed.

Roseville, CA. Maximum 10 chickens kept 20 ft. from any property line &/or building. They don't delineate hens or roosters.

Santa Rosa, CA. Up to 25. May have 25 chickens per 20,000 square feet. No chickens in residential areas zoned R1, R2 or PRC.

Sacramento, CA. Except for a few areas specifically spelled out in code, keeping chickens is not allowed in Sacramento.

Sacramento County, CA. As long as your yard is 10,000 square feet or more, you can keep chickens.

San Jose, CA. 1-4 chickens must be kept 15 feet from neighboring structures. 4-6 chickens must be kept 20 feet away. A permit is required if you keep more than 6 chickens. In any area zoned 'residential,' only hens are permitted; no roosters.

San Diego, CA. Currently undergoing debates in the city council, trying to get chickens to be legal in this city.

Oakland, CA. Chickens are 20 feet from a