

**LAUDERDALE CITY COUNCIL MEETING AGENDA
TUESDAY, DECEMBER 8, 2009
7:30 P.M. LAUDERDALE CITY HALL
1891 WALNUT STREET**

1. **ROLL CALL**
2. **APPROVAL OF THE AGENDA**
3. **APPROVALS**
 - a. Minutes of the November 24, 2009, City Council Meeting
 - b. Claims totaling \$81,169.44
4. **OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COUNCIL**
5. **CONSENT**
 - a. 2010 Rental Licenses
 - b. Deputy Clerk Step Increase
 - c. City Administrator Step Increase
6. **SPECIAL ORDER OF BUSINESS/RECOGNITION/PROCLAMATIONS**
7. **PUBLIC HEARINGS** Public hearings are conducted so that the public affected by a proposal can have input in to the decision.
 - a. 2010 Budget & Levy Public Hearing
8. **REPORTS**
9. **DISCUSSION / ACTION**
 - a. Resolution 120809A - 2010 Budget & Levy Adoption
 - b. Selection of Zoning Update Consulting Firms
 - c. Rink Attendant Update, Job Description, and Pay
 - d. Playground Design Proposals
10. **ITEMS REMOVED FROM THE CONSENT AGENDA**
11. **ADDITIONAL ITEMS**
12. **SET AGENDA FOR NEXT MEETING**
 - a. Reception for New and Retiring Council Members
 - b. PCIC Minutes
 - c. 2010 City Council Meeting Schedule
 - d. 2010 Fee Schedule
 - e. 2010 Depository and Investment Institutions
 - f. 2010 Investment Policy
 - g. 2010 Committee Appointments
 - h. 2010 Designation of Official Newspaper
 - i. 2010 Business Licenses
 - j. 2010 Mayor Pro Tem
13. **WORK SESSION**
14. **ADJOURN**

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

Page 1 of 3

November 24, 2009

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

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

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 Christensen moved to approve the agenda. Councilor Mac Lean seconded the motion and it passed unanimously.**

Councilor Mac Lean moved to approve the November 10, 2009, City Council meeting minutes. Councilor Doherty seconded the motion and it passed unanimously.

Councilor Mac Lean moved approval of the claims totaling \$30,853.92. Councilor Christensen seconded the motion and it passed unanimously.

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

Mayor Dains asked if councilors wished to remove items from the consent agenda. There being none, **Councilor Christensen moved the consent agenda items including: 2010 rental housing licenses; resolution 112409A applying for SCORE grant funding; PCIC membership renewals; and the request by the owner of 1769 Walnut to move playground equipment in 2010. Councilor Mac Lean seconded the motion and it passed unanimously.**

Butkowski said the Council discussed the sewer and recycling rates at the last meeting. After reviewing cash flow projections, the Council proposed increasing the storm sewer rate by 10% and the sanitary sewer rate by 7.5%. The recycling rate was not slated for an increase in 2010.

Councilor Doherty moved to adopt resolution 112409B – establishing 2010 storm sewer, sanitary sewer, and recycling rates. Councilor Mac Lean seconded the motion and it passed unanimously.

Butkowski told the Council that Ramsey County recently sent property tax statements to residents. 59 percent of residents will see a small decrease in their city taxes while 37

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

Page 2 of 3

percent will see an increase of less than ten percent. Staff noted that there have been no changes in revenue or expenditure projections that warrant a change to the budget or levy as it was established in September. Unless the Council recommends changes, the final budget and levy will look like the one presented.

Butkowski said the Council approved the 2030 Comprehensive Plan in October, which means the City has until July 2010 to bring its internal controls in line with the Plan. The Council asked staff to solicit requests for proposals for a zoning code update. The City received eight proposals. Councilors Hawkinson and Mac Lean reviewed the applications with staff and selected three consultants for an interview with the Council. The three consultant candidates were from Bonestroo, the Cuningham Group, and SEH (Short, Elliott, Hendrickson). After each provided a brief overview of their experiences, zoning philosophy, and project approach, the Council had an opportunity to ask them questions.

The Mayor thanked the consultant candidates for their presentations and noted that the Council would make a decision at the next meeting.

Butkowski reviewed the preliminary agenda for the next meeting, which included: selecting a zoning code update consultant; public hearing and adoption of the 2010 budget and levy; and employee step increases.

Mayor Dains explained the Council was moving into the work session. Work sessions are a continuation of the meetings but not aired on community television.

Larry Grell of Donnelly Development and Tom Betti of the 292 Design Group addressed the Council. Grell said Donnelly Development has been trying to sell the New Mech site for the last year without luck. Now they have a party interested in renovating one of the buildings into office space, so they are considering being the developer of the New Mech site. They presented the Council with a concept plan that included the office space plus two retail spaces that could accommodate a small grocer and/or a pharmacy.

To make the development happen, Donnelly Development must find tenants for those spaces. The project must also be financially viable. Donnelly Development asked the Council whether they would partner on a Recovery Zone application. Recovery Zone money is funded by the American Recovery and Reinvestment Act and allows applicants to be awarded low-interest loans. The funding is generated through the sale of industrial revenue bonds which make cities a pass through for the money but not responsible for repayment.

The Council thanked Grell and Betti for their presentations. The Mayor said the City would consider partnering on a Recovery Zone application if the project proved viable. He

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

Page 3 of 3

asked staff and Stacie Kvilvang, the city's financial advisor, to follow up with Donnelly Development.

There being no further business on the council agenda, Councilor Christensen moved to adjourn the meeting. Councilor Doherty seconded the motion and it carried. The meeting adjourned at 9:21 p.m.

Respectfully submitted,

Heather Butkowski
City Administrator

CITY OF LAUDERDALE

CLAIMS FOR APPROVAL

December 8, 2009 City Council Meeting

<u>Payroll</u>		
11/27/09 Payroll:	Direct Deposit # 500855-500864	\$7,723.24
11/27/09 Payroll:	Payroll Liabilities, e-payments 405E-408E	\$6,467.36
<u>Vendor Claims</u>		
12/8/09:	Check #s 19965-19980	\$66,978.84
		SUBTOTAL
		\$81,169.44

Total Claims for Approval	\$81,169.44
----------------------------------	--------------------

CITY OF LAUDERDALE

Paid Register

Check Number	Employee Number	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date	Status
500862	00000002	HINRICHS, DAVID C	24	BI-WEEKLY	\$1,066.34		Outstanding
500863	00000005	HUGHES, JOSEPH A	24	BI-WEEKLY	\$1,868.97		Outstanding
500859	00000010	DAINS, JEFFREY	24	BI-WEEKLY	\$276.95		Outstanding
500855	00000011	BOWNIK, JAMES	24	BI-WEEKLY	\$1,494.42		Outstanding
500858	00000014	CHRISTENSEN, CLAY	24	BI-WEEKLY	\$184.70		Outstanding
500860	00000004	DOHERTY, KAREN	24	BI-WEEKLY	\$184.70		Outstanding
500856	00000007	BUTKOWSKI-HINRICHS, HE	24	BI-WEEKLY	\$1,584.85		Outstanding
500861	00000041	HAWKINSON, DENISE	24	BI-WEEKLY	\$184.70		Outstanding
500864	00000013	MAC LEAN, LARA	24	BI-WEEKLY	\$184.70		Outstanding
500857	00000017	CALLAHAN, COLLEEN	24	BI-WEEKLY	\$692.91		Outstanding
					\$7,723.24		

CITY OF LAUDERDALE

11/25/09 12:53 PM

Page 1

Payments

Current Period: NOVEMBER 2009

Batch Name	112709payrol				
Payment		Computer Dollar Amt	\$6,467.36	Posted	
Refer	1167 NORTH STAR BANK, CHECKING S	Ck# 000405E	11/27/2009		
Cash Payment	G 101-21703 FICA WITHHOLDING.		11/27/09 Payroll		\$1,863.38
Invoice					
Cash Payment	G 101-21701 FEDERAL TAXES		11/27/09 Payroll		\$750.09
Invoice					
Transaction Date	11/25/2009	Due 0	NORTH STAR CHEC 10100	Total	\$2,613.47
Refer	1168 ICMA RETIREMENT TRUST - 457	Ck# 000406E	11/27/2009		
Cash Payment	G 101-21705 ICMA RETIREMENT		11/27/09 Payroll		\$1,688.08
Invoice					
Transaction Date	11/25/2009	Due 0	NORTH STAR CHEC 10100	Total	\$1,688.08
Refer	1169 PERA	Ck# 000407E	11/27/2009		
Cash Payment	G 101-21704 PERA		11/27/09 Payroll		\$1,358.38
Invoice					
Transaction Date	11/25/2009	Due 0	NORTH STAR CHEC 10100	Total	\$1,358.38
Refer	1170 MN DEPARTMENT OF REVENUE	Ck# 000408E	11/27/2009		
Cash Payment	G 101-21702 STATE WITHHOLDING		11/27/09 Payroll		\$807.43
Invoice					
Transaction Date	11/25/2009	Due 0	NORTH STAR CHEC 10100	Total	\$807.43
Fund Summary				BATCH Total	\$6,467.36
	101	10100 NORTH STAR CHECKING			
			\$6,467.36		
			\$6,467.36		

Pre-Written Checks	\$6,467.36
Checks to be Generated by the Compute	\$0.00
Total	\$6,467.36

CITY OF LAUDERDALE

***Check Detail Register©**

DECEMBER 2009

			Check Amt	Invoice	Comment
10100 NORTH STAR CHECKING					
Paid Chk#	019965	12/8/2009			AFSCME
	G 101-21709	UNION DUES	\$107.52		11/09 Union Dues
		Total AFSCME	\$107.52		
Paid Chk#	019966	12/8/2009			BOYER TRUCKS
	E 101-43000-402	CITY TRUCK REPAIR/MAINTEN	\$2,666.95		repair '99 dump truck
	E 602-49100-402	CITY TRUCK REPAIR/MAINTEN	\$333.37		repair '99 dump truck
	E 601-49000-402	CITY TRUCK REPAIR/MAINTEN	\$333.37		repair '99 dump truck
		Total BOYER TRUCKS	\$3,333.69		
Paid Chk#	019967	12/8/2009			CINTAS
	E 602-49100-425	CLOTHING	\$37.07		PW Clothing
	E 601-49000-425	CLOTHING	\$37.07		PW Clothing
		Total CINTAS	\$74.14		
Paid Chk#	019968	12/8/2009			CITY OF FALCON HEIGHTS
	E 101-42100-321	FIRE CALLS	\$847.70		11/09 Fire Calls
	E 101-42100-322	FIRE FALSE ALARMS	\$423.85		11/09 False Alarm
		Total CITY OF FALCON HEIGHTS	\$1,271.55		
Paid Chk#	019969	12/8/2009			CITY OF ST ANTHONY
	E 101-42100-319	POLICE CONTRACT	\$48,187.50		12/09 Police Services
		Total CITY OF ST ANTHONY	\$48,187.50		
Paid Chk#	019970	12/8/2009			EUREKA RECYCLING
	E 203-50000-389	RECYCLING CONTRACTOR	\$2,198.29		10/09 Recycling Contract
		Total EUREKA RECYCLING	\$2,198.29		
Paid Chk#	019971	12/8/2009			GLENWOOD INGLEWOOD
	E 101-41200-208	WATER DELIVERY	\$38.23		11/09 Water & Cooler Rental
		Total GLENWOOD INGLEWOOD	\$38.23		
Paid Chk#	019972	12/8/2009			GRACE, DUANE
	E 101-43400-312	BUILDING INSPECTOR	\$2,407.54		'09 Commerical Plan Reviews
		Total GRACE, DUANE	\$2,407.54		
Paid Chk#	019973	12/8/2009			MAMA
	E 101-41200-308	TRAINING\CONFERENCES	\$25.00		HB Luncheon Meeting
		Total MAMA	\$25.00		
Paid Chk#	019974	12/8/2009			MINNESOTA POLLUTION CONTROL AG
	E 601-49000-308	TRAINING\CONFERENCES	\$300.00		DH - waste water conference
		Total MINNESOTA POLLUTION CONTROL AG	\$300.00		
Paid Chk#	019975	12/8/2009			NORTH SUBURBAN ACCESS CORP
	E 202-49500-530	FURNITURE & EQUIPMENT	\$6,541.53		council chamber upgrade (pt. 1)
		Total NORTH SUBURBAN ACCESS CORP	\$6,541.53		

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

DECEMBER 2009

			Check Amt	Invoice	Comment
Paid Chk# 019976 12/8/2009 ONE CALL CONCEPTS					
E 101-43400-386	GOPHER STATE ONE CALL		\$31.90		11/09 Locate Calls
	Total ONE CALL CONCEPTS		<u>\$31.90</u>		
Paid Chk# 019977 12/8/2009 PARK SERVICE					
E 601-49000-212	MOTOR FUELS		\$39.29		11/09 Motor Fuels
E 101-43000-212	MOTOR FUELS		\$183.33		11/09 Motor Fuels
E 602-49100-212	MOTOR FUELS		\$39.29		11/09 Motor Fuels
	Total PARK SERVICE		<u>\$261.91</u>		
Paid Chk# 019978 12/8/2009 PUBLIC EMPLOYEES INS PROGRAM					
G 101-21706	HEALTH INSURANCE		\$1,177.79		12/09 Employee Insurance
	Total PUBLIC EMPLOYEES INS PROGRAM		<u>\$1,177.79</u>		
Paid Chk# 019979 12/8/2009 RAMSEY COUNTY, PROP REC & REV					
G 101-21706	HEALTH INSURANCE		\$379.23		12/09 Health Insurance
E 101-42100-442	MISC		\$505.92		11/09 Dispatch
E 101-41200-355	MISC PRINTING/PROCESS SER		\$25.00		12/09 Health Insurance
	Total RAMSEY COUNTY, PROP REC & REV		<u>\$910.15</u>		
Paid Chk# 019980 12/8/2009 WASTE MANAGEMENT					
E 101-43000-384	REFUSE DISPOSAL		\$112.10		12/09 Waste Services
	Total WASTE MANAGEMENT		<u>\$112.10</u>		
	10100 NORTH STAR CHECKING		<u>\$66,978.84</u>		

Fund Summary

	10100 NORTH STAR CHECKING	
101 GENERAL		\$57,119.56
202 COMMUNICATIONS		\$6,541.53
203 RECYCLING		\$2,198.29
601 SEWER UTILITIES		\$709.73
602 STORM SEWER ENTERPRISE FUND		\$409.73
		<u>\$66,978.84</u>

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>December 8, 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

- ❖ Bonnie Gear Troska, 1813 Malvern Street
- ❖ Bernadette Janisch, 1638 Rosehill Circle
- ❖ Ernest & Virginia Dopp, 1816 Malvern Street

**LAUDERDALE COUNCIL
ACTION FORM**

ACTION REQUESTED

Consent X
Public Hearing
Discussion
Action
Resolution
Work session

Meeting Date: December 8, 2009

ITEM NUMBER Heather - Pay Scale Step 3

STAFF INITIAL HB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

I began step one of the city administrator pay scale on December 1, 2008. Per the City's step schedule, employees receive steps two and three at six month intervals and then annually thereafter. That means I qualify for step three as of December 1 (step four would be next December). Pay increases from \$5,922.31 to \$6,270.68 monthly.

OPTIONS:

STAFF RECOMMENDATION:

By approving the consent agenda, Heather Butkowski moves to step three on the city administrator pay scale effective December 1, 2009.

COUNCIL ACTION:

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date December 8, 2009

ITEM NUMBER 9A -2010 Levy & Budget

STAFF INITIAL *JB*

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Attached to this memo is Resolution 120809A - A resolution levying taxes for 2009 payable in 2010. The budget book is a standalone document, hopefully to make it easier to review. If there are no corrections, the Council can make one motion to approve both. Thereafter, I will send a copy of the resolution to Ramsey County.

I will create bound copies of the budget for distribution at year end. As you can see, the current draft only reflects revenue and expenses through October.

OPTIONS:

STAFF RECOMMENDATION:

Motion to approve the 2010 Lauderdale City Budget and Resolution 120809A - A Resolution Levying Taxes for 2009 Payable in 2010 in the amount of \$571,738.

COUNCIL ACTION:

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date December 8, 2009

ITEM NUMBER 9B-Zoning Update Consultant

STAFF INITIAL 

APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

At the last meeting, representatives from Bonestroo, SEH, and Cuningham Group made their pitches to the City Council as to why they should be selected to do the zoning code update. Hopefully, you had some time to reflect on this. One of the big considerations is always price and those are as follows:

- Bonestroo: \$15,100
- SEH: \$22,900
- Cuningham Group: \$24,500

Some of the price difference results from the varying amounts of time each firm plans to devote to the project and their methods of seeking public participation. Ultimately, the Council may choose the consultant they think is the best value as you are not obligated to pick the lowest responsible bidder. After a firm is selected, an agreement will be reached with them for the scope of the work.

OPTIONS:

Staff started a list of zoning issues that we want to make sure are addressed during the update. If you have any, please feel free to send them to me. For example, this week someone questioned why duplexes are required to have so few parking spaces. It is a good question. The current ordinance was adopted when families had one car and the homes weren't rented out to college students (who each have a car).

STAFF RECOMMENDATION:

Motion to select _____ as the zoning code update consulting firm.

COUNCIL ACTION:

ACTION REQUESTED	LAUDERDALE COUNCIL ACTION FORM
Consent _____	MEETING DATE <u>November 8, 2009</u>
Special _____	
Public Hearing _____	ITEM NUMBER <u>Rink Attendant Update,</u>
Report _____	<u>Job Description, and Pay</u>
Discussion/Action <u>X</u> _____	STAFF INITIAL <u>Jim</u>
Resolution _____	
Work session _____	APPROVED BY ADMINISTRATOR _____

BACKGROUND:

Rink Attendant Update

We propose hiring three attendants: Two returning from last year - Andy DuBord and Joe Sax, and one of nine applicants to fill the position vacated by Luke Hawkinson, who is ending his nine-year run after securing a full-time job. We plan to conduct interviews in the next week or two.

Job Description

A revised job description is attached for review and adoption.

Pay

We propose keeping the hourly rate at \$9.00/hour.

OPTIONS:

- 1) Approve proposed staffing of the warming house, hourly rate, and job description.
- 2) Do not approve proposed staffing of the warming house, hourly rate, and job description.

STAFF RECOMMENDATION:

- 1) Motion to approve proposed staffing of the warming house, hourly rate, and job description.

COUNCIL ACTION:

CITY OF LAUDERDALE POSITION DESCRIPTION

Job Title: Winter Rink/Warming House Attendant

Department: Parks and Recreation

Immediate Supervisor: Assistant to the City Administrator

Date of Latest PD Revision: December 2006

FLSA Status: Non-Exempt Temporary

Position Objective: Responsible for the operations of the ice rinks and warming house building on evenings, weekends and holidays from December – February for 10-30 hours per week. Includes supervising the activities and facilities located within the park assigned. Responsible for the overall safety of the participants.

Essential Duties and Responsibilities: Attendants need to be people oriented with the ability to interact with many different people and ages. This position requires people who are able to work both independently and as a team member; who are able to make quick and appropriate decisions and able to handle difficult situations in a rational, positive direction.

- Follows policies, procedures and guidelines set forth in the Winter Rink/Warming House Attendant's Manual.
- Has a thorough understanding of all policies of the ice rink and warming house program.
- Maintains a clean warming house and skating area by keeping all areas free of debris and garbage.
- Maintains accurate reports and records as required on daily attendance.
- Supervises free skating.
- Maintains control and discipline in the warming house and skating areas.
- Assures the safety of all participants.
- Practices good public relations with participants, parents and other individuals using the park facilities.
- Responds correctly in emergency situations.

Minimum Qualifications:

- Minimum age: 16 years.
- Ability to work independently with minimal supervision.
- Ability to relate and interact with all ages.
- Ability to communicate effectively both orally and written.
- Ability to maintain order and security.
- Ability to utilize common sense.
- Willingness to work afternoons, evenings, weekends, and school release days.
- Must pass criminal background check.

Supervision of others: None

Responsible for Public Contact:

- Effectively communicate with residents and the general public.
- Able to relate and interact with people of all ages.

Work Environment:

- Work is performed in an inside temperature controlled environment with periodic monitoring of the pleasure rink, hockey rink, and sledding hill.
- Work is also performed in an outside environment scraping and maintaining rinks.

Essential Physical Requirements:

- The physical demands are those encountered while performing the listed essential functions.
- Employee is frequently required to sit, talk, and hear. The employee is frequently required to walk (in snow and on ice); use hands and arms to move equipment and reach, balance, stoop, and kneel. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The employee must frequently lift (above shoulder height) and/or move up to 30 pounds. Tools used include a fire hose for flooding and scrapers and shovels to clear the rinks.

The City of Lauderdale does not discriminate on the basis of race, color, national origin, sex, religion, age, and handicapped status in employment or the provision of services.

EOE/AA

ACTION REQUESTED	LAUDERDALE COUNCIL
Consent _____	MEETING DATE <u>December 8, 2009</u>
Special _____	ITEM NUMBER <u>Playground Design Services</u>
Public Hearing _____	STAFF INITIAL <u>Jim</u>
Report _____	APPROVED BY ADMINISTRATOR _____
Discussion/Action <u>X</u>	
Resolution _____	
Work session _____	

BACKGROUND:

This summer, the city applied for Community Development Block Grant Recovery Funds (CDBG-R) for playground improvements. All park projects nationwide were then pulled from consideration. However, the city can apply through the regular CDBG round in January/February. Lauderdale meets the low-moderate income requirements of the grant program.

\$35,000 has been allocated for the playground improvements in the draft 2010 budget based on the following recommendation:

- Remove the existing swings and monkey bars;
- Add three new pieces including a whirly twirly or sky runner, a climbing wall, and a single zip slide;
- Add a new eight piece swing set at the site of the sand volleyball court;
- Extend the concrete border around the expansion area;

The previous recommendation also included reviewing the condition of the large play structure in three years (2011) and consider a replacement plan.

The PCIC, in consideration of the next grant application, recently recommended the city consider including the large play structure and possibly a tot lot (2-5 year old play structure). A new playground surface, such as an engineered wood fiber and benches should also be included. Including these additions in the grant application means the entire project could be done in one phase instead of two, and could possibly be funded entirely by the grant because the grant program does not have a match requirement.

In preparation for submitting the grant application, we need to design an area that meets ADA, safety, and use zone requirements. Bonestroo and Minnesota/Wisconsin Playground submitted the attached proposals for design services. Bonestroo's is \$2,700, and would be appropriate if we didn't know which company's equipment we intended to purchase. Minnesota/Wisconsin Playground's proposal is \$1,500. We have intended to purchase GameTime equipment to take advantage of their generous trade in program (involving the large play structure). Minnesota/Wisconsin Playground is the local GameTime distributor. Their proposal also includes a future credit for these fees if we ultimately choose to purchase equipment through them.

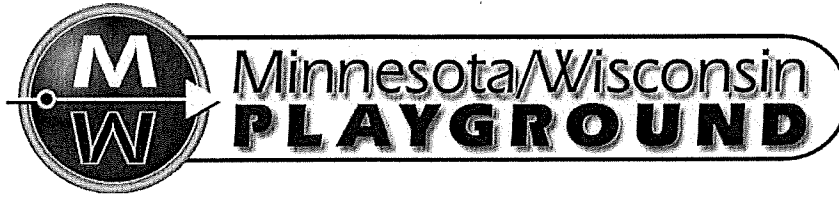
OPTIONS:

- 1) Approve the attached design services proposal from MN/WI Playground not to exceed \$1,500.
- 2) Do not approve the attached design services proposal from Minnesota/Wisconsin Playground.

STAFF RECOMMENDATION:

Motion to approve the attached design services proposal from Minnesota/Wisconsin Playground for playground improvements, not to exceed \$1,500.

COUNCIL ACTION:



QUOTATION

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

Date: 02-Dec-09
 Quote No. D37
 Drawing No.

Project: City Park Design

Qty	Unit	Description	Price	Extension
1	Hourly Rate	Measure Site, Shoot Elevations and Design/CAD time	\$125.00	Hrs to be totaled

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

Prices Good For Until 2-1-10.	Sub Total	Hrs to be totaled
Shipping / Installation Date:	Freight	NA
Prices Based on Wages Without Prevailing Wage Adjustments	Installation	NA
Signed By: _____	Tax	Add
Harlan Lehman CPSI		
Accepted By: _____	Total	Hrs to be totaled
With Acceptance - Terms of Sale - Payment is Due Within 30 Days		

Jim Bownik

From: Harlan Lehman [harlan@mnwiplay.com]
Sent: Thursday, December 03, 2009 2:48 PM
To: Jim Bownik
Subject: clarification

Hi Jim,

Per your request, here is a recap of what we discussed and some other tidbits..

1. Our fee to layout the site, shoot elevations and design your play area is \$125.00 per hour. We will put a "not exceed" amount of \$1,500.00, but I don't think that it will get anywhere close to that unless there are challenges on site. If we are your selected vendor-we will put that design fee against your purchase price.

2. Trade In Program-if it is still available when you are ready...You may be entitled to up to the amount for what you paid for the existing GT structure in your park (does not include freight, tax, surface, etc.) You will need to take down the structure and have all of the posts recycled (they are aluminum) and the check sent directly to us from the recycler to prove that the structure was taken down and put back into circulation (recycled). The money will be applied to the cost of a Powerscape Plus structure and this program is not valid with any other promotions or discounted items.

Harlan Lehman

Minnesota / Wisconsin Playground

743.546.7787 | 800.622.5425

Fax 763.546.5050

harlan@mnwiplay.com | www.mnwiplay.com



November 16, 2009

City of Lauderdale
c/o: Jim Bownik, Assistant City Administrator
1891 Walnut Street
Lauderdale, MN 55113

Re: Letter of Authorization for Playground Design Services

Dear Mr. Bownik;

The City of Lauderdale has asked Bonestroo to work with and assist the City in locating new playground equipment. These services will be provided under our August 10, 1999 master agreement with the City.

Project Description and Understanding

The "Project" consists of working along side City staff to locate new playground equipment in the Lauderdale Community Park. Bonestroo will arrange the new playground features the City has selected in the existing playground area to determine their best placement. Bonestroo will identify any additional site issues the City may need to address that include but are not limited to: ADA compliancy, safety, concrete curbing, and adjacent uses.

Scope of Basic Services

Bonestroo will first meet with City staff to review the playground amenities the City has selected and potential location of these features. Bonestroo will work with the designated playground suppliers to obtain AutoCAD information for each playground feature. Bonestroo will then use AutoCAD to create up to three playground layout options for the City to review.

After the December City Park Board meeting, Bonestroo will refine the concepts into one final concept with a potential cost estimate. Information will be packaged to meet grant application requirements in order for the City to apply for the Community Development Block Grant program.

Potential Supplemental Services

Any additional work not specifically mentioned in the scope of Basic Services will be charged as Supplemental Services. No additional work will be completed without prior authorization by the city.

Compensation

Payment for Basic Services

St. Paul
St. Cloud
Rochester
Milwaukee
Chicago

Engineering
Planning
Innovation

For the Basic Services outlined, the City will pay the Consultant the lump sum of \$2,700, plus Reimbursable Expenses. Consultant will not provide services nor incur expenses which would cause its charges to exceed this amount without City authorization.

Payment for Supplemental Services

For Supplemental Services authorized by the City and performed by the Consultant, the City will pay the Consultant on an hourly basis, plus Reimbursable Expenses. When the need for additional services arises the Consultant shall consult with the Assistant City Administrator and he shall decide if a verbal authorization is sufficient or if a written Authorization Letter is necessary. As an alternative if agreed to by both parties, the City will pay the Consultant on a lump sum basis where the amount is negotiated between the two parties.

Consultant's current Standard Rate Schedule is attached as Appendix A.

If this work is authorized, please sign both copies and return one to Bonestroo. We appreciate this opportunity to work with the City of Lauderdale.

Sincerely,

BONESTROO

Accepted by
CITY OF LAUDERDALE

Holly Reid 11/16/09
Holly Reid Project Manager Date

By _____

Its _____

David O. Loskota 11/16/09
David O. Loskota, Contracts Officer Date

Date _____

Appendix A: 2009 Standard Rate Schedule

Classification	Range of Hourly Rates
Senior Principal	\$125.00 - \$159.00
Principal	119.00 - 149.00
Specialist *	110.00 - 228.00
Project Manager	115.00 - 144.00
Senior Engineer / Architect / Scientist / Planner / LA	110.00 - 144.00
Architect Landscape Architect (LA)	99.00 - 119.00
Land Surveyor	127.00 - 157.00
Engineer	83.00 - 119.00
Planner	83.00 - 119.00
Environmental Scientist	83.00 - 119.00
Designer GIS Landscape Designer Graphics	83.00 - 104.00
Engineering Technician	65.00 - 98.00
Project Technician	44.00 - 67.00
Field Supervisor	88.00 - 135.00
Crew Chief	68.00 - 107.00
Inspector	67.00 - 92.00
Survey Technician	46.00 - 67.00
GPS Survey Equipment	38.00
Total Station Equipment	28.00
GIS Workstation Equipment	22.00
GPS Submeter Unit (per use)	80.00
Flow Meter (per week)	200.00
Air Detection Equipment (per half day)	25.00
<p>* Specialist: Experts in highly technical disciplines including Principal Planners and Market Analysts</p> <p>These rates are adjusted annually at the first of the year in accordance with the normal review procedures of Bonestroo, Inc.</p>	