

**LAUDERDALE CITY COUNCIL MEETING AGENDA
TUESDAY, APRIL 24, 2007
7:30 P.M. CITY HALL
1891 WALNUT STREET**

1. **ROLL CALL**
2. **APPROVAL OF THE AGENDA**
3. **APPROVALS**
 - a. Minutes of the April 10, 2007 City Council Meeting.
 - b. Claims totaling \$39,537.96.
4. **OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS NOT ON THE AGENDA**
5. **CONSENT**
 - a) Park use application
 - b) Resolution 042407A - Findings of Fact for 1793 Pleasant & 1936 Walnut
6. **SPECIAL ORDER OF BUSINESS/RECOGNITION/PROCLAMATIONS**
7. **PUBLIC HEARINGS** Public hearings are conducted so that the public affected by a proposal can have input in to the decision.
8. **PRESENTATIONS**
 - a) Senator Marty
 - b) Representative Greiling
9. **DISCUSSION / ACTION**
 - a) Social Room Floor
 - b) Lauderdale shirts
 - c) Park equipment
10. **ITEMS REMOVED FROM THE CONSENT AGENDA**
11. **ADDITIONAL ITEMS**
12. **SET AGENDA FOR NEXT MEETING**
 - a) CERT Volunteer Recognition / Graduation
13. **WORK SESSION**
 - a) 2008 Budget Outline
 - b) 2007 & 2008 Goals
 - c) Larpenteur Avenue
14. **NEW BUSINESS / REPORTS**
 - a) Administrator Annual Review
 - b) Council Member Items

FILE

MINUTES OF THE LAUDERDALE CITY COUNCIL
TUESDAY, APRIL 10, 2007
7:30 p.m. Lauderdale City Hall, 1891 Walnut Street

Mayor Pro-tem Karen Doherty called the meeting to order at 7:30 p.m. and asked City Administrator Heck to call the roll. Council members present: Karen Gill-Gerbig, Denise Hawkinson, Karen Doherty, and Clay Christensen. Administrator Heck said Mayor Dains called to state he would be late to the meeting.

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

Mayor Pro-tem Doherty asked if there were any additions or deletions to the agenda. Council member Hawkinson moved approval of the agenda as presented. Council member Gill-Gerbig seconded the motion and it carried.

Mayor Pro-tem Doherty asked if there were any additions or corrections to the minutes of the March 27, 2007, City Council minutes. There being none, council member Christensen moved approval. Council member Hawkinson seconded the motion and it carried.

Mayor Pro-tem Doherty asked if there were any questions on the claims. Council member Hawkinson asked if staff had arrived at a satisfactory and comfortable uniform. Heck stated that several shirts were tried. Bownik stated the City is purchasing new tee shirts and polo shirts and staff will be able to wear those.

There being no further questions or comments on the claims, Council member Hawkinson moved to approve the claims in the amount of \$66,396.02. Council member Christensen seconded the motion and it carried.

Mayor Pro-tem Doherty asked if there was anyone present who wished to address the Council on issues not on the agenda.

Gail Strain – 1805 Fulham Street addressed the Council and asked about the nuisance ordinance and how long a nuisance was allowed to exist. She also asked if the Council could define a nuisance. Finally, she commented that something should be done about the dilapidated fences along highway 280.

Heck said the Council will be reviewing and updating the nuisance ordinance, and at this time, it is unknown if there will be provisions to address property maintenance type issues such as dilapidated fences, peeling paint and such.

The Council thanked Ms. Strain for her comments.

Steve McDonald of Abdo, Eick and Meyers addressed the Council to discuss the results of the year end 2006 audit.

Mr. McDonald stated the City is in good shape from a financial standpoint. He indicated the City increased the over all balance in most funds. After he walked the Council through the management letter, he discussed some of the changes found in the report. He highlighted the graphs that showed how Lauderdale compares to Abdo's other clients in areas such as debt ratio, per capita tax, and per capita spending.

He stated the sewer fund needs to be monitored as the operating costs are getting close to the actual revenue and the funds cash flow needs to be maintained through the possibility of a rate increase.

Mayor Pro-tem Doherty asked if the auditors worked with staff to teach them procedures to limit the number of end of year journal entries.

McDonald responded their goal is to keep journal entries between 12 and 15. He said the auditors did not change where staff credited or debited funds.

Gill-Gerbig suggested staff prepare an article for the City Newsletter regarding the outcome of the audit and the financial status of the city.

Mayor Dains arrived and addressed the rental housing hearing for 1936 Walnut and 1793 Pleasant. Butkowski provided a brief background on the status of the license applications. Heck stated the owner provided a letter that the smoke alarms will be installed and the work on the steps will be completed by May 31, 2007.

Based on the information provided, Council member Gill-Gerbig suggested agreeing to the extension request on the condition smoke alarms are installed immediately and the other work is completed by the date provided.

Staff is to bring the Findings of Fact to the next meeting with the conditional license language for adoption by the Council.

The Council discussed when to hold the joint meeting regarding Fulham Street. Heck stated Falcon Heights holds regular Council meetings on the second and fourth Wednesdays and a work session on the first Wednesday of each month. After consulting calendars, the council recommended meeting with Falcon Heights on Wednesday, June 6, 2007. Heck is to coordinate with Justin Miller, Falcon Heights Administrator, on the meeting.

Bownik presented the proposed change order to add an 8x20 fiberglass practice board to the tennis court. He stated the engineer confirmed the design they propose will be sufficient to support the practice board. Bownik informed the Council the posts for the fence will be driven through the tennis court surface and down 5'. He outlined the additional cost for the practice board installation as designed by the engineer. He then discussed the alternative to have the posts holding the practice board installed with concrete footings. He stated the additional cost would be approximately \$600.

Bownik recommended installation of the practice board without the concrete footings. He stated there should be little problem with wind as the courts are partially sheltered by a hill and trees. He also stated this type of installation is rather common and the footings might result in cracking and heaving of the tennis court surface.

Council member Hawkinson didn't feel the wind would be a major factor; her concern is the potential cracking of the court surface around the posts with the footings.

Council member Christensen said he is ok with the engineers' recommendation and is also concerned about possible heaving and future maintenance.

Council member Gill-Gerbig moved to approve the change order as recommended. Council member Christensen seconded the motion and it carried on a roll call vote with all members voting yes.

Heck went over the possible items for the next meeting and added Senator Marty and Representative Greiling are scheduled to be at the meeting.

Heck provided the administrator update. He stated he spoke to Mr. Skow about the answer to the question he raised in the last letter. Heck said he informed Mr. Skow to provide the City with a counter proposal if he was unsatisfied with the City's offer. Heck also informed the Council he worked out an agreement with Mr. Barlow on compliance issues regarding his rental situation.

Mayor Dains followed up on the comments Heck made regarding Mr. Skow and wanted to provide direction to Heck regarding this issue. The Mayor commented that his issue is taking up a lot of staff time.

The meeting adjourned at 8:30 p.m. on a motion by Gill-Gerbig and a second by Hawkinson.

CITY OF LAUDERDALE

Claims for Approval

April 24, 2007 City Council Meeting

Payroll

4/20/07 Payroll: Direct Deposit # 500334-500342, #7965	\$7,749.70
4/20/07 Payroll: Payroll Liabilities, e-payments 147E-150E	\$6,589.72

Vendor Claims

4/24/07 Claims: Check #s 18623-18645	\$25,198.54
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Subtotal of Claims From Above

\$39,537.96

Total Claims for Approval

\$39,537.96

CITY OF LAUDERDALE

04/18/07 3:43 PM

Page 1

Payments

Current Period: APRIL 2007

Batch Name	042007paytax				
Payment		Computer Dollar Amt	\$6,589.72	Posted	
Refer	191 PERA		Ck# 000147E 4/20/2007		
Cash Payment	G 101-21704 PERA		4/20/07 payroll		\$1,339.34
Invoice					
Transaction Date	4/18/2007	Due 0	NORTH STAR CHEC 10100	Total	\$1,339.34
Refer	192 ICMA RETIREMENT TRUST - 457		Ck# 000148E 4/20/2007		
Cash Payment	G 101-21705 ICMA RETIREMENT		4/20/07 payroll		\$1,741.91
Invoice					
Transaction Date	4/18/2007	Due 0	NORTH STAR CHEC 10100	Total	\$1,741.91
Refer	193 NORTH STAR BANK, CHECKING S		Ck# 000149E 4/20/2007		
Cash Payment	G 101-21703 FICA WITHHOLDING.		4/20/07 payroll taxes		\$1,920.36
Invoice					
Cash Payment	G 101-21701 FEDERAL TAXES		4/20/07 payroll taxes		\$831.78
Invoice					
Transaction Date	4/18/2007	Due 0	NORTH STAR CHEC 10100	Total	\$2,752.14
Refer	195 MN DEPARTMENT OF REVENUE		Ck# 000150E 4/20/2007		
Cash Payment	G 101-21702 STATE WITHHOLDING		4/07 withholding		\$756.33
Invoice					
Transaction Date	4/18/2007	Due 0	NORTH STAR CHEC 10100	Total	\$756.33
Fund Summary			BATCH Total		\$6,589.72
	10100 NORTH STAR CHECKING				
101			\$6,589.72		
			\$6,589.72		

Pre-Written Checks	\$6,589.72
Checks to be Generated by the Compute	\$0.00
Total	\$6,589.72

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

APRIL 2007

			Check Amt	Invoice	Comment
10100 NORTH STAR CHECKING					
Paid Chk#	018623	4/24/2007	ABDO EICK & MEYERS LLP		
	E 601-49000-301	AUDITING	\$2,716.00		2006 financial audit
	E 101-41300-301	AUDITING	\$10,864.00		2006 financial audit
	Total	ABDO EICK & MEYERS LLP	\$13,580.00		
Paid Chk#	018624	4/24/2007	AFSCME		
	G 101-21709	UNION DUES	\$89.74		4/07 union dues
	Total	AFSCME	\$89.74		
Paid Chk#	018625	4/24/2007	AMERIPRIDE		
	E 101-43100-228	MISC REPAIRS MAINT SUPPLIE	\$57.83		box of paper towels
	Total	AMERIPRIDE	\$57.83		
Paid Chk#	018626	4/24/2007	BIFFS, INC.		
	E 101-45200-427	PORTA POTTY RENTAL	\$71.92		4/07 portable restroom
	Total	BIFFS, INC.	\$71.92		
Paid Chk#	018627	4/24/2007	CINTAS		
	E 601-49000-425	CLOTHING	\$28.65		pw clothing
	E 601-49000-425	CLOTHING	\$28.65		pw clothing
	Total	CINTAS	\$57.30		
Paid Chk#	018628	4/24/2007	CITY OF FALCON HEIGHTS		
	E 101-42200-321	FIRE CALLS	\$764.00		3/07 fire calls
	Total	CITY OF FALCON HEIGHTS	\$764.00		
Paid Chk#	018629	4/24/2007	CITY OF ROSEVILLE		
	E 101-41200-306	CONSULTING FEES	\$202.83		4/07 IT services
	E 101-41200-391	TELEPHONE/PAGERS	\$321.20		12/15/06-2/14/07 phone service
	Total	CITY OF ROSEVILLE	\$524.03		
Paid Chk#	018630	4/24/2007	ESCHELON TELECOM, INC		
	E 101-41200-391	TELEPHONE/PAGERS	\$50.76		3/07 fax line
	Total	ESCHELON TELECOM, INC	\$50.76		
Paid Chk#	018631	4/24/2007	EUREKA RECYCLING		
	E 101-41200-201	GENERAL SUPPLIES	\$215.37		office paper
	E 203-50000-389	RECYCLING CONTRACTOR	\$1,506.96		3/07 recycling service
	Total	EUREKA RECYCLING	\$1,722.33		
Paid Chk#	018632	4/24/2007	GLENWOOD INGLEWOOD		
	E 101-41200-208	WATER DELIVERY	\$9.64		Feb/March 2007 cooler rental
	Total	GLENWOOD INGLEWOOD	\$9.64		
Paid Chk#	018633	4/24/2007	GOPHER STATE ONE-CALL		
	E 101-43400-386	GOPHER STATE ONE CALL	\$14.50		3/07 locate calls
	Total	GOPHER STATE ONE-CALL	\$14.50		

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

APRIL 2007

			Check Amt	Invoice	Comment
Paid Chk#	018634	4/24/2007	ICMA		
	E 101-41200-438	DUES & SUBSCRIPTIONS	\$582.40		bh membership dues
		Total ICMA	\$582.40		
Paid Chk#	018635	4/24/2007	KENNEDY & GRAVEN		
	E 101-41400-355	MISC PRINTING/PROCESS SER	\$2.95		3/07 legal fees - misc printin
	E 101-41400-305	LEGAL FEES	\$420.00		3/07 legal fees - 1768 Eustis
	E 101-41400-305	LEGAL FEES	\$585.00		3/07 legal fees - 1931 Carl
		Total KENNEDY & GRAVEN	\$1,007.95		
Paid Chk#	018636	4/24/2007	LILLIE SUBURBAN NEWS		
	E 101-41600-309	DELIVERY	\$733.60		3/07 Roseville Review delivery
		Total LILLIE SUBURBAN NEWS	\$733.60		
Paid Chk#	018637	4/24/2007	MAMA		
	E 101-41200-308	TRAINING\CONFERENCES	\$18.00		bh training luncheon
		Total MAMA	\$18.00		
Paid Chk#	018638	4/24/2007	NELSON CHEESE AND DELI		
	E 101-41100-440	MEETING EXPENSES	\$64.20		'07 goal setting session meal
		Total NELSON CHEESE AND DELI	\$64.20		
Paid Chk#	018639	4/24/2007	OFFICE MAX		
	E 101-41200-201	GENERAL SUPPLIES	\$42.08		paper and mail scale
		Total OFFICE MAX	\$42.08		
Paid Chk#	018640	4/24/2007	PUBLIC EMPLOYEES INS PROGRAM		
	G 101-21706	HEALTH INSURANCE	\$1,875.48		5/07 health benefits
		Total PUBLIC EMPLOYEES INS PROGRAM	\$1,875.48		
Paid Chk#	018641	4/24/2007	RAMSEY COUNTY, PROP REC & REV		
	E 101-43200-313	SNOW & ICE REMOVAL	\$758.43		3/07 sanding & snowplowing
	E 405-48500-327	OTHER SERV- SEWER/NPDES I	\$712.67		'06 TIF administration
	G 101-21706	HEALTH INSURANCE	\$251.29		5/07 insurance benefits
	E 304-47400-621	FILE MAINTENANCE CHARGES	\$235.00		'06 special assessment admin
	E 101-41300-355	MISC PRINTING/PROCESS SER	\$25.00		5/07 insurance benefit adminis
	E 303-47300-621	FILE MAINTENANCE CHARGES	\$235.00		'06 special assessment admin
	E 203-50000-327	OTHER SERV- SEWER/NPDES I	\$338.50		'06 recycling admin
	E 302-47200-621	FILE MAINTENANCE CHARGES	\$235.00		'06 special assessment admin
		Total RAMSEY COUNTY, PROP REC & REV	\$2,790.89		
Paid Chk#	018642	4/24/2007	SPRINT PCS		
	E 601-49000-391	TELEPHONE/PAGERS	\$34.15		3/07 pw cell phones
	E 101-43100-391	TELEPHONE/PAGERS	\$34.14		3/07 pw cell phones
		Total SPRINT PCS	\$68.29		
Paid Chk#	018643	4/24/2007	XCEL ENERGY, CITY HALL		
	E 101-43100-381	ELECTRIC	\$149.47		3/07 city hall gas & electric
	E 101-43100-383	GAS UTILITIES	\$231.42		3/07 city hall gas & electric

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

APRIL 2007

			Check Amt	Invoice	Comment
Total XCEL ENERGY, CITY HALL			\$380.89		
Paid Chk# 018644	4/24/2007	XCEL ENERGY, PARK & GARAGE			
E 101-45200-381	ELECTRIC		\$12.04		3/07 park/pw building electric
E 101-43100-383	GAS UTILITIES		\$100.35		3/07 park/pw building electric
E 101-43100-381	ELECTRIC		\$12.04		3/07 park/pw building electric
E 101-45200-383	GAS UTILITIES		\$100.36		3/07 park/pw building electric
Total XCEL ENERGY, PARK & GARAGE			\$224.79		
Paid Chk# 018645	4/24/2007	XCEL ENERGY, STREET LIGHTING			
E 101-43200-381	ELECTRIC		\$467.92		3/07 street lights
Total XCEL ENERGY, STREET LIGHTING			\$467.92		
10100 NORTH STAR CHECKING			\$25,198.54		

Fund Summary

	10100 NORTH STAR CHECKING	
101 GENERAL		\$19,127.96
203 RECYCLING		\$1,845.46
302 '00 ST/UTIL IMP DEBT SERVICE		\$235.00
303 '02 ST/UTIL IMP DEBT SERVICE		\$235.00
304 '03 ST/UTIL IMP DEBT SERVICE		\$235.00
405 TIF-PROJECTS		\$712.67
601 SEWER UTILITIES		\$2,807.45
		\$25,198.54

LAUDERDALE COUNCIL ACTION FORM

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date April 24, 2007

ITEM NUMBER 5A City Park Application

STAFF INITIAL HAB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The city received an application from Barbara Hartwick of 1964 Autumn Street in Falcon Heights to use the community park on August 25th from 11 a.m. until 10 p.m. Approximately 70 people will be in attendance. Application attached.

OPTIONS:

- A) Approve Barbara Hartwick's request to use the park on August 25th.
- B) Do not approve her request.

STAFF RECOMMENDATION:

The staff recommends allowing Ms. Hartwick's group to use the park.

COUNCIL ACTION:

City of Lauderdale

1891 Walnut Street • Lauderdale • Minnesota 55113

Phone: 651.631.0300 Fax: 651.631.2066

APPLICATION FOR USE OF COMMUNITY PARK

APPLICANT INFORMATION:

Name: Barbara Hartwick Address: 1964 Autumn St.

City: Falcon Heights State: MN Zip: 55113

Telephone No.: 651-2420 Name of Organization (if applicable):

(I am deaf - please call this # using the MN Relay Service 711)

PARK USE INFORMATION:

Date(s) of Park Use: Sat August 25 Hours Used: 11:00 AM → dark? (before 10pm)

* Number attending: max # 70 (app) Note: Groups of 30 or more must receive council approval

Part of Park to be reserved (circle all that apply):
adults (w/ some children)

Picnic shelter Ballfield Hockey rink / Ice skating rink (winter only) Other: Volleyball

Please note: the hockey rink is only available for reservation from the hours of 8 – 10 pm.

By signing this application, the applicant agrees to the following:

- The park facilities will not be used for advertisement of any product, goods, or services, nor for personal profit.
- The applicant will clean up the area after the event has occurred.
- The proposed event will not unreasonably interfere with the general public use of the park, or with the safe and orderly movement of traffic on streets surrounding the park.
- The applicant is aware that there is a parking lot on Roselawn Avenue, including spaces for the handicapped.
- The applicant understands that the park opens at 8:00 am and closes at 10:00 pm.
- The applicant understands that no intoxicating liquor may be present or consumed at the park.

Barbara S. Hartwick Barbara Hartwick

Applicant's Signature

Please Print Applicant's Name

04/19/2007
Date

FOR OFFICE USE ONLY:

Date Application Received: _____ Approved By: _____
Temporary Non-Intoxicating Liquor License Granted? _____ If so, date Council granted: _____

→ Most of the adults are deaf, so there shouldn't be any problems with noise. Also most of the adults are couples and quite a few will carpool in. I would love to invite the people on my list so no one feels left out. However if you are concerned about the # I can pare my list down. Many of the adults do not have kids or their kids are ↑

LAUDERDALE COUNCIL ACTION FORM

Action Requested

Consent X
Public Hearing
Discussion/Action
Resolution
Work Session

Meeting Date April 24, 2007

ITEM NUMBER 5B—Rental Housing FOF

STAFF INITIAL HAB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Attached is the Findings of Fact for the properties owned by Robert Allen. They are 1936 Walnut Street and 1793 Pleasant Street. As noted on the Findings of Fact, Mr. Allen completed the smoke detector inspections, and per previous Council decision, will receive the extension to make repairs at 1793 Pleasant Street. Adoption of the Findings of Fact would finalize the previous decision of the Council.

OPTIONS:

1. Accept the Findings of Fact as presented.
2. Accept the Findings of Fact with changes.
3. Do not accept the Findings of Fact.

STAFF RECOMMENDATION:

Accept the Findings of Fact as presented. Staff will report to the Council on the final outcome of this issue at the June 12, 2007, City Council meeting.

COUNCIL ACTION:

Member _____ introduced the following resolution and moved its adoption:

CITY OF LAUDERDALE

RESOLUTION NO. 042407A

**CITY COUNCIL'S FINDINGS RELATED TO A RENTAL HOUSING LICENSE FOR
1793 PLEASANT STREET & 1936 WALNUT STREET**

WHEREAS, pursuant to City Code section 9-11-8, it is unlawful in the City of Lauderdale ("City") for a property owner to operate a rental dwelling without first having obtained a license from the City; and

WHEREAS, in order to qualify for a rental license from the City, a property owner must pay an annual fee and pass an inspection showing that the property complies with the City's Code, the International Property Maintenance Code and all applicable building codes; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lauderdale, that pursuant to City Code section 9-11-12(C), the Council now makes the following Findings of Fact related to the application for rental licenses for the properties located at 1793 Pleasant Street and 1936 Walnut Street:

FINDINGS OF FACT

1. Mr. Robert Allen ("Allen") owns properties located at 1793 Pleasant Street and 1936 Walnut Street in the City. Allen applied for a rental license on January 5, 2007.
2. On January 16, 2007, the City notified Allen that an inspection of 1793 Pleasant Street revealed several code violations that needed to be corrected within 30 days. The code violations included: missing smoke detectors, hazardous steps and sidewalk, and water damage on the premises.
3. On January 23, 2007, the City notified Allen that an inspection of 1936 Walnut Street revealed code violations that needed to be corrected within 30 days. The code violations included missing smoke detectors in bedrooms and the basement.
4. On February 16, 2007, Allen informed city staff that he would arrange for an inspection and submit an extension request by the end of the following week. Allen did not follow through on this agreement.
5. The City made further attempts by telephone to arrange an inspection time with Allen on March 7th. The call was not returned.

6. At no time did Allen appeal or challenge the findings of code violations pursuant to City Code section 9-11-11(D).
7. By letter dated March 14, 2007, the City informed Allen that he would have the opportunity to provide testimony or comments on his behalf at a license denial hearing before the City Council on April 10, 2007.
8. Allen submitted an extension request for 1793 Pleasant Street on April 9, 2007. Staff presented this request to the City Council for consideration at the April 10, 2007, City Council meeting.
9. The City Council conditionally agreed to the extension request. To receive the extension, smoke detectors were to be installed and inspected at both properties effective immediately. If the smoke detectors were installed, the City Council agreed to grant Allen until May 31, 2007, to complete the other violations at 1793 Pleasant noted on the letter dated January 16, 2007.
10. Allen successfully completed the smoke detector inspection on April 18, 2007, which granted him the extension for the repairs at 1793 Pleasant Street.

CONCLUSION

Allen corrected the outstanding code violations at 1936 Walnut Street and installed smoke detectors at 1793 Pleasant Street. As a result, he has until May 31, 2007, to complete any and all additional violations and complete an inspection. If he fails to do this, staff will notify the City Council and ask that Allen's license application for 1793 Pleasant Street be denied.

Dated: April 24, 2007.

Jeffrey Dains, Mayor

ATTEST:


Brian Heck, City Administrator

The motion for the adoption of the foregoing resolution was duly seconded by member

_____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against same:

Whereupon said resolution was declared duly passed and adopted.

ACTION REQUESTED		LAUDERDALE COUNCIL	
Consent	_____	MEETING DATE	April 24, 2007
Special	_____	ITEM NUMBER	Social Room Floor
Public Hearing	_____	STAFF INITIAL	Jim
Report	_____	APPROVED BY ADMINISTRATOR	
Discussion/Action	<u> X </u>		
Resolution	_____		
Work session	_____		

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The city has \$12,500 budgeted for a new floor in the social room this year. I have researched and discussed with staff various options including carpet, carpet tile, vinyl composition tile (VCT), and combinations of VCT and carpet. Carpet would be expected to cost about \$5,000, carpet tile would be expected to cost about \$9,500, and VCT would be expected to cost about \$8,500. The expected costs include labor, materials and floor preparation.

Staff is proposing to obtain quotes for VCT because it is cost-effective, easy to clean, and durable. It should last for 20-30 years. We are proposing a neutral color that would be installed over the existing tile. We are also proposing to remove the existing wall-length heat registers and replace them with vent covers at the openings.

OPTIONS:

- 1) Go with the VCT flooring option.
- 2) Go with another flooring option.
- 3) Make no change to the flooring.

STAFF RECOMMENDATION:

Discuss staff's proposal for the social room and direct staff to obtain quotes based on the proposal.

COUNCIL ACTION:

Insite

insights

Vol. VII No. 1

Past Issues

Contact Us

Steed | Hammond | Paul | Wet

What's the best tile product for my building?

What is VCT tile?

How well does this tile resist denting?

What about black marks?

How long will it last?

What are some tile maintenance issues?

And what about polish?

Are sealers necessary?

What are some installation issues?

Where can I get more information?

back to
table of contents



Look down....what's under your feet?

Tile Talk

In many school and university facilities, high-traffic and classroom floors are covered in some form of tile. What's the best type of tile for each application? What are some tips for maintaining flooring surfaces that will be trampled by hundreds of feet wearing everything from clunky Doc Martens to pointy high heels? Lucinda Kilpatrick, ASID, is the vice president of interior design at Stee Hammond Paul. From vinyl composition tile (VCT) to hardwood, quarry tile,

terrazzo and everything in between, Kilpatrick has seen it and specified it. We recently talked tile with her, and here are her thoughts.

What's the best tile product for my building?

That isn't an easy question to answer. It depends on many factors, including where it will be used and what furniture will be placed on it. Clients usually give us a good idea of what has worked for them in the past or what different products they are willing to try in a new building. Terrazzo is a timeless finish that most clients are familiar with and often desire, but it is costly and often not possible in today's budgets. Recently we used linoleum—at a client's request—in an elementary school. Some clients are interested in trying other products such as rubber flooring or quartz tile. However, VCT is the typical finish in classroom facilities because it is cost-effective, provides many color options and is durable. In specialty rooms, we may use a combination of carpeting and tile. While in lab spaces an impermeable surface that is resistant to chemicals, stains and abrasions is more typical. <top>

What is VCT tile?

VCT is a product made mostly of limestone but contains plasticizers and other bonding agents. The color in the tile is "through pattern," which means it runs through each portion of tile, lengthening its life. It's considered a resilient flooring material—designed to retain its shape after having weight placed on it. VCT replaced a tile that contained asbestos (VAT) that was discontinued in 1980. VCT tile is softer than the VAT still on floors in many older school buildings. It holds color and conforms better to substrates than VAT, but may perform differently. <top>

How well does this tile resist denting?

The industry standard requires tile be able to withstand 50-psi of pressure without causing a permanent indentation in the flooring. We take special care to ensure furniture used on the flooring has footers designed to distribute weight evenly and won't mar the surface. Sometimes our efforts are hampered when students lean back in chairs, or when folding cafeteria tables are pushed down too hard onto the floor from the raised position. <top>

What about black marks?

Black marks caused by foot traffic or chairs and tables sliding across a floor are one of the biggest problems that a client faces with a VCT floor. They are fairly easily removed but can be an ongoing problem. The combination of tile, wax type, method of application, furniture style, glide selection and maintenance schedule are all part of the equation. A floor will always have some black marks, but dealing with them effectively with proper maintenance will improve the overall appearance of the floor. <top>

How long will it last?

Most VCT is warranted for five years, but we've seen it last 20 years or longer with proper maintenance. <top>

What are some tile maintenance issues?

The key to long floor life is appropriate maintenance. This includes installing walk-off mats to pick up moisture and grit as people enter the building. These mats should be both on the outside and the inside of the entrance and be as wide as the doorway. Mats should also be cleaned regularly.

In addition to using mats, regular sweeping, mopping, cleaning and polishing of VCT flooring is essential. Sweeping and damp mopping should be done on a daily basis. For heavier soil, cleaning and scrubbing is necessary. Most manufacturers recommend using a non-stripping cleaning solution (properly diluted) and scrubbing with a single disk or automatic floor machine. Be sure excess cleaning solution is removed from the floor.

<top>

And what about polish?

Polish is essential to protect a floor, improve its appearance and make it easier to maintain. Select a sealer with a high concentration of solids (16-22 percent). For most floors, a minimum of three to five coats of polish is required to protect the surface. Also adequate drying time is required after each coat, with no more than four coats being applied at one time. Additional coats of polish should be applied as necessary to maintain the floor's appearance. It is also important to apply the polish with a clean applicator. We have seen good success with the pad-style applicator rather than the traditional "mop" head. <top>

Are sealers necessary?

Sealers, which are applied before any polish, can improve stain resistance and provide a base for polishes. Generally, two coats are sufficient to seal the floor, but always follow both the flooring and polish manufacturers' recommendations. <top>

What are some installation issues?

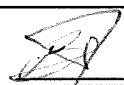
When installing VCT in a new facility, concrete floors must be completely dry before the tile can be installed. Tests for alkali and moisture should also be conducted prior to installing VCT. After installation, manufacturers recommend waiting 72 hours before exposing a floor to rolling loads (like cafeteria or book carts). This allows adhesives to bond and dry. <top>

Where can I get more information?

Several manufacturers have installation and maintenance tips on their Web sites, including Armstrong (www.armstrong.com) and Mannington (www.mannington.com).

<top>

Steed II

ACTION REQUESTED	LAUDERDALE COUNCIL
Consent _____	MEETING DATE <u>April 24, 2007</u>
Special _____	ITEM NUMBER <u>Shirts</u>
Public Hearing _____	STAFF INITIAL <u>Jim</u>
Report _____	APPROVED BY ADMINISTRATOR 
Discussion/Action <u>X</u>	
Resolution _____	
Work session _____	

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The last time we ordered shirts was in 2004. Raider Grafix, which involves students from RAHS, did 65 t-shirts for the city at a cost of \$7/shirt. The city sold them for \$10/shirt.

Staff had been given direction on purchasing light gray t-shirts and polo shirts with the words "City of Lauderdale" in dark blue on the upper left chest. I have obtained quotes from four companies (attached) for both types of shirts. Raider Grafix is the low quote on the t-shirts and the polos with an adjustment to a 2-button shirt. I will have a sample of the polo shirt for the meeting as well as some samples of the wording.

The quotes I received are for 100 of each kind of shirt and are as follows:

	<u>T-shirts</u>	<u>Polos</u>	<u>Total</u>
Raider Grafix	\$475.00	\$1,050.00	\$1,525.00
Twin City Tees	\$492.50	\$1,156.25	\$1,648.75
Jason Douvier	\$650.00	\$1,500.00	\$2,150.00
Embroid Me	\$768.75	\$1,400.00	\$2,168.75

The PCIC suggested adding 10 toddler and 10 medium kids sizes to the actual order. We have not ordered these sizes in the past, and it is unknown if they would sell.

OPTIONS:

- 1) Approve Raider Graphics for the t-shirts and polos—with or without adding kids sizes.
- 2) Approve another company for the t-shirts, polos, or both—with or without adding kids sizes.
- 3) Do not order t-shirts, polos, or both.

STAFF RECOMMENDATION:

Approve Raider Graphics for the t-shirts and polos.

COUNCIL ACTION:

Date: 4/13/07 (updated 4/16/07)
REQUEST FOR QUOTES

Raiders Grafix

T-Shirts

Quantity: 100 Total T-Shirts

Sizes: Small through XXL

Sizes: 10 small, 15 medium, 20 large, 30 xl, 25 xxl

Color : Ash

Screen Print on upper left: City of Lauderdale (Font: dark blue, Script MT Bold)

Type: Beefy-T

Other Details: All setups, etc. are included in Price

Price for T-Shirts: \$4.50 ea. S-XL ~~#450~~ = ~~Total~~ \$337.50
\$5.50 ea. 2XL \$137.50
\$475.00

Polo Shirts

Quantity: 100 Total Polo Shirts

Sizes: Small through XXL

Sizes: 10 small, 15 medium, 20 large, 30 xl, 25 xxl

Color : Ash

Embroider on upper left: City of Lauderdale (Font: dark blue, Script MT Bold)

Type- Pique, 100% cotton, weight 6 oz., 3 button, no pocket

Hanes 055X Cotton Stedman Pique

Other Details: Gildan 2800 Ultra Cotton Setsey Sport Shirt

7.00 2 button 6 oz., 3 button

Price for Polos: \$10 ea. S-XL 75 @ \$10 = \$750.00
\$12 ea. 2XL 25 @ \$12 = \$300.00
\$1,050.00

Total Price for T-shirts and Polos: \$1,525.00

Please return by 4:30 p.m. Wednesday, April 18, 2007 via email, fax, or in person to:

Jim Bownik
Assistant to the City Administrator
City of Lauderdale
1891 Walnut St
Lauderdale, MN 55113
651-792-7656 direct
651-631-2066 fax
jim.bownik@ci.lauderdale.mn.us

Date: 4/13/07 (updated 4/16/07)
REQUEST FOR QUOTES

Twin City Tees

T-Shirts

Quantity: 100 Total T-Shirts

Sizes: Small through XXL

Sizes: 10 small, 15 medium, 20 large, 30 xl, 25 xxl

Color : Ash

Screen Print on upper left: *City of Lauderdale* (Font: dark blue, Script MT Bold)

Type: Beefy-T

Other Details:

Hanes Beefy T 100% Cotton (518)

Price for T-Shirts:

S-XL \$4.65 XXL \$5.75

*348.75
 143.75
 492.50*

Polo Shirts

Quantity: 100 Total Polo Shirts

Sizes: Small through XXL

Sizes: 10 small, 15 medium, 20 large, 30 xl, 25 xxl

Color : Ash

Embroider on upper left: *City of Lauderdale* (Font: dark blue, Script MT Bold)

Type- Pique, 100% cotton, weig. t 6 oz., 3 button, no pocket

Other Details:

Cotton Deluxe By Anvil (6002)

*825.00
 331.25*

Price for Polos:

S-XL \$11.00 XXL \$13.25

1156.25

Total Price for T-shirts and Polos:

\$1648.75

Please return by 4:30 p.m. Wednesday, April 18, 2007 via email, fax, or in person to:

Jim Bownik

Assistant to the City Administrator

City of Lauderdale

1891 Walnut St

Lauderdale, MN 55113

651-792-7656 direct

651-631-2066 fax

jim.bownik@ci.lauderdale.mn.us

Date: 4/13/07 (updated 4/16/07)
REQUEST FOR QUOTES

Jason Duvier
Screen Prints Plus
(does Falcon Hts
Fire Dept)

T-Shirts

Quantity: 100 Total T-Shirts

Sizes: Small through XXL

Sizes: 10 small, 15 medium, 20 large, 30 xl, 25 xxl

Color : Ash

Screen Print on upper left: *City of Lauderdale* (Font: dark blue, Script MT Bold)

Type: Beefy-T

Other Details: All shirts will be the same price

Price for T-Shirts: \$6.50/shirt \$650

Polo Shirts

Quantity: 100 Total Polo Shirts

Sizes: Small through XXL

Sizes: 10 small, 15 medium, 20 large, 30 xl, 25 xxl

Color : Ash

Embroider on upper left: *City of Lauderdale* (Font: dark blue, Script MT Bold)

Type- Pique, 100% cotton, weight 6 oz., 3 button, no pocket

Other Details: All shirts will be the same price

Price for Polos: \$15.00/shirt \$1500

Total Price for T-shirts and Polos: \$2150

Please return by 4:30 p.m. Wednesday, April 18, 2007 via email, fax, or in person to:

Jim Bownik
Assistant to the City Administrator
City of Lauderdale
1891 Walnut St
Lauderdale, MN 55113
651-792-7656 direct
651-631-2066 fax
jim.bownik@ci.lauderdale.mn.us

Date: 4/13/07 (updated 4/16/07)

REQUEST FOR QUOTES

Embroid me

T-Shirts

Quantity: 100 Total T-Shirts

Sizes: Small through XXL

Sizes: 10 small, 15 medium, 20 large, 30 xl, 25 xxl

Color : Ash

Screen Print on upper left: *City of Lauderdale* (Font: dark blue, Script MT Bold)

Type: Beefy-T

Other Details: Sm to XL \$ 7.25 / XXL \$ 9.00

Price for T-Shirts:

Total \$ 768.75

we will cover the screen charge

Polo Shirts

Quantity: 100 Total Polo Shirts

Sizes: Small through XXL

Sizes: 10 small, 15 medium, 20 large, 30 xl, 25 xxl

Color : Ash

Embroider on upper left: *City of Lauderdale* (Font: dark blue, Script MT Bold)

Type- Pique, 100% cotton, weight 6 oz., 3 button, no pocket

Other Details: Sm to XL \$ 13.50 XXL \$ 15.50

Price for Polos:

\$ 1400.00

Total Price for T-shirts and Polos:

\$ 2168.75

Please return by 4:30 p.m. Wednesday, April 18, 2007 via email, fax, or in person to:

Jim Bownik

Assistant to the City Administrator

City of Lauderdale

1891 Walnut St

Lauderdale, MN 55113

651-792-7656 direct

651-631-2066 fax

jim.bownik@ci.lauderdale.mn.us

City of Lauderdale

ACTION REQUESTED		LAUDERDALE COUNCIL	
Consent	_____	MEETING DATE	April 24, 2007
Special	_____	ITEM NUMBER	Park Supplies
Public Hearing	_____	STAFF INITIAL	Jim
Report	_____	APPROVED BY ADMINISTRATOR	_____
Discussion/Action	X		
Resolution	_____		
Work session	_____		

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Brian asked me to perform a comprehensive inventory and analysis of park supplies such as garbage cans and picnic tables. I completed my assessment and presented it to the PCIC at their April 16th meeting and then discussed it with staff. The following additions, or replacements are recommended:

Signage:

- 1) Create a handicapped parking spot at the warming house parking lot.
- 2) Replace the park rules sign at the Roselawn parking lot, adding the rule about no golfing in the park.
- 3) Add signage about picking up after pets at Summer entrance and Roselawn parking lot.
- 4) Add quality wood sign by playground that says the name of the park.
- 5) Add 2 rules signs for tennis court that mentions no roller-skating/blading.
- 6) Add sign at shelter thanking Lions Club for history of contributions to the park including shelter, picnic tables, etc.

Seating– benches, picnic tables:

- 1) Attempt to refurbish 2 benches at playground or replace them.
- 2) Relocate a picnic table closer to the basketball court.
- 3) Bring another bench out of the warming house so there are 2 for the baseball facility.

Garbage Containers, Recycling Containers:

- 1) Add 3 garbage containers exactly like the 3 existing ones.
- 2) Add a recycling container.

These additions and improvements would be expected to cost about \$3500 and would be funded through the park maintenance budget.

OPTIONS:

- 1) Implement some of the ideas presented above.
- 2) Implement all of the ideas presented above.
- 3) Implement none of the ideas presented above.

STAFF RECOMMENDATION:

Approve moving forward with recommendations.

COUNCIL ACTION:

LAUDERDALE COUNCIL ACTION FORM

TYPE OF REQUEST

Consent ☐
Action ☐
Resolution ☐
Information ☐
Work session ☒

MEETING DATE Tuesday, April 24, 2007

AGENDA NUMBER 13 - A

DESCRIPTION 2008 Budget discussion

BACKGROUND OR PAST COUNCIL ACTION

See the attached memorandum.

OPTIONS**STAFF RECOMMENDATION****COUNCIL ACTION**

MOTION BY _____

SECOND _____

STAFF ACTION

Memo

To: Council
From: Brian W. Heck, City Administrator
CC: Staff
Date: April 20, 2007
Re: 2008 Budget Recommendations

At the last City Council meeting, I mentioned I was going to recommend some changes to the structure and presentation of the 2008 budget. I am making these recommendations in an effort to produce a budget that is a bit easier to read, to reduce the number of "budgets" we develop and track, and to simplify the allocation of personnel and other costs.

General Fund Recommendations

1. Combine Administration, Finance, Legal (civil), and Development into one budget titled "Administration". All these areas support the general administration of the City. If we had dedicated staff working in each of these areas such that we actually created separate departments, separate budgets might be necessary. However, since all office staff work in these areas, a single "department" and budget is more sensible.
2. Combine General Fund Communications with Special Revenue Fund 202, Communications. Communications in the General Fund consists mainly of the newsletter publication and distribution and the community directory. Special Revenue Fund 202 is the community access channel and website support. To have separate budgets for these two similar functions does not make sense. We can track expenses for newsletter publication and distribution via line item costs.
3. Combine Police, Fire, and Prosecution into one budget. All our services in these areas are contracted and there are no personnel costs associated. Each activity is easily tracked via contract and line item.
4. Combine Buildings and Grounds, Streets, Engineering and Trees in to a single Public Works budget. Doing this eliminates duplicating expenses such as vehicle costs and personnel expenses.
5. Combine Park Administration and Park Maintenance into the single Parks and Recreation budget.
6. Legislative, Elections, and Planning and Zoning remain as independent budgets.
7. Change the Fund Balance policy. Currently the policy is to maintain a fund balance at 55% of the next year's expenses and to move the amount over 55% to street improvements, park improvements, general capital improvements, and storm sewer

improvements. Based on the 2006 audit and recommendations of the State Auditor, I recommend the target fund balance be set at 45% of budgeted operating expenses. I also recommend changing the distribution of those funds over 45% of the budgeted expenses. Currently 30% goes to park and streets improvements and 20% to storm sewer and general capital improvements. The council has identified park improvements and maintenance as one of the top priorities for the City. To ensure there are adequate funds for ongoing maintenance and development of the parks, I am recommending an allocation of 50% to the park improvement fund. The remaining 50% I recommend is transferred to street improvements as this is the other area of concern for the Council, especially in light of the potential acquisition of Roselawn, Fulham and Eustis.

SPECIAL REVENUE FUNDS

1. As noted above, include General Revenue communications in the 202 Communications fund.
2. Make the Storm Sewer fund an enterprise, or business activity fund, similar to the sanitary sewer fund. The storm sewer fund is supposed to be supported through fees and charges. Making this fund an enterprise fund ensures it is treated in that respect. The Council will be better able to assess the need to increase fees to cover the expenses associated with this service. I also recommend maintaining the Storm Sewer improvement fund as the capital improvement fund for this system. An operating fund balance equal to one quarter's expenses is maintained in the storm sewer fund with the balance transferred to the storm sewer improvement fund.
3. Adopt a policy that moves all but one quarter's operating costs from the Sewer fund to the Sewer improvement fund.

2008 RECOMMENDATIONS

I recommend the 2008 budget be based on no more than a 1.5% increase in the levy. The ideal target to hit is to hold the levy at the same amount as 2007. I feel this is a realistic target based on the current status of fund balances and expenditures.

MAJOR PROJECTS

The major projects identified for 2008 are street improvements, Larpenteur Avenue development, and continued improvements to the parks. These projects can be pursued with existing fund balances.

LAUDERDALE COUNCIL ACTION FORM

TYPE OF REQUEST

Consent ☐
Action ☐
Resolution ☐
Information ☐
Work session ☒

MEETING DATE Tuesday, April 24, 2007

AGENDA NUMBER 13 - B

DESCRIPTION 2007 & 2008 Goals

BACKGROUND OR PAST COUNCIL ACTION

See the attached memorandum.

OPTIONS**STAFF RECOMMENDATION****COUNCIL ACTION**

MOTION BY _____

SECOND _____

STAFF ACTION

Memo

To: City Council
From: Brian W. Heck, City Administrator
CC: Staff
Date: April 20, 2007
Re: 2007 & 2008 Goals and Funding Sources

The plan for the 2008 budget is to tie the expenditures to the Council's priorities and goals. In order to adequately accomplish this, the Council first needs to know the possible funding sources. In this memorandum, I will outline the available budgetary funds as well as make recommendations for policy changes that will provide additional resources for the priorities outlined by the Council.

General Financial Condition:

Lauderdale's overall financial health is excellent. This can be demonstrated by Lauderdale's A3 bond rating, which is up from a Baa2 rating. The A3 bond rating means that if Lauderdale chooses to issue bonds in the future, we will receive a favorable interest rate and the markets will consider the purchase of our bonds a low risk investment. Our bond rating is similar to an individual's credit score, the higher the number, the better the risk and the lower the interest rate on loans. Our goal is to continue on this track and manage our resources appropriately so our bond rating increases. I believe we are on this course. Some other indicators of Lauderdale's overall financial health are the debt to asset ratio, tax per capita, tax rate compared to other cities, and revenue to expenditures.

The city's current debt to asset ratio is 23%. This means 23% of the city's assets are financed through outstanding debt. All the outstanding debt financed the street and utility improvements and this ratio will decrease each year and provide Lauderdale more flexibility and options for financing projects through the use of bonding.

Lauderdale's per capita tax for 2007 is \$237. As a comparison, the average for suburban Ramsey County is \$285.53. In overall ranking, Lauderdale is the 7th highest of the 15 communities. This puts Lauderdale in the middle and the 2008 goal is to remain in this position or move down if possible.

Lauderdale's 2007 tax rate is 25.51%. The average for suburban Ramsey County is 25.81%. In overall ranking, Lauderdale is the 6th highest of the 15 communities.

GOALS

2007

The city council held a goal setting session on March 27, 2007. The purpose of the meeting was to discuss the goals and projects the city council wants the city to accomplish in 2007. At this meeting, the council also began to discuss goals and potential projects for 2008. These will be fleshed out as the council works on the 2008 budget.

Below are the goals identified for 2007 and action steps needed in order to accomplish the stated goals. This also includes any goals from 2006 that were not accomplished.

GOAL Turn back of Fulham, Roselawn and Eustis Streets. This goal is a carry over from 2006.

ACTION STEPS:

1. Meet with county personnel to discuss the city's view and position on the turn back issue. This meeting took place on January 8, 2007.
2. Discuss the outcome of the meeting and get direction from the Council on whether to proceed or not. This was done Tuesday, January 23 and the Council chose to move forward.
3. Prepare and submit a formal proposal to the County for the turn back of the roads. This was done on Wednesday, March 28. County reviewing the request.
4. Establish a prioritization plan for road rehabilitation including costs by conducting a feasibility study.
5. Examine financing plan: cash, bond, grant, or combination thereof.
6. Implement program in 2008.

GOAL: improve and expand recreational opportunities in the city.

ACTION STEPS:

1. Conduct an inventory of all equipment at the community park including condition and recommendation on replacement. Evaluation underway for presentation to PCIC at the April meeting.
2. Draft a long range improvement plan for the community park and other open/recreational space in the City. The plan will include:
 - a. An assessment and evaluation of total space and review of community amenities desired
 - b. Review of most appropriate location for selected amenities
 - c. Assessment and evaluation of paths and trail way's for bike and pedestrian traffic and efficacy of connecting to other systems
 - d. Prioritization of improvements and estimation of costs

3. Develop ongoing financial plan to support the implementation of the long range plan and ongoing maintenance of the parks.

GOAL: complete the update the city's comprehensive plan in accordance with the Metropolitan Council guidelines. This is a carry over from the 2006 goals.

ACTION STEPS

1. Develop methodology and time line for completion of comprehensive plan update. Presented to council January 24, 2006.
2. Council recruits and selects members of committee to look at comprehensive plan. Completed in March, 2006
3. Staff works with committee and council in development of plan update. On going through 2007.
4. Staff draft plan update and submit to council and other agencies for review and comment. December - January 2008.
5. Council adopts update of city's comprehensive plan. August 2008.
6. Final update sent to Metropolitan Council and incorporated into city's comprehensive land use plan. September 2008.

GOAL: revise city zoning ordinance to conform to updated comprehensive plan.

ACTION STEPS:

1. Completes review of zoning ordinance and current land use provisions and note areas where amendments are needed and where inconsistencies exist. This process has been done a few times in the past: however, no formal action was taken on the draft ordinance.
2. Prepares revisions and allocate time on agenda for council discussion and comment.
3. Prepares reports and resolutions changing land use designation where necessary to conform to comprehensive land use plan.
4. Present amended zoning ordinance for adoption by council.

GOAL: develop and implement tools the city can utilize to expand and improve business, commercial and retail, opportunities along Larpenteur Avenue.

ACTION STEPS:

1. Develop a plan outlining the type of uses (retail, office, residential, industrial, etc.) for the parcels along Larpenteur and Eustis. The plan will include both the north and south sides of Larpenteur Avenue.
2. Review existing zoning for the parcels in the area and rezone according to the plan developed.
3. Seek and apply for grant funds for testing for possible contamination of parcels, especially the former dairy site and Rose Hill station. Discuss the grant and desire to test with the property owners.
4. Discuss with property owners how their current use and buildings fit in to the Councils plans for the corridor.

Our goal for 2008 is to move down in that ranking, while at the same time, continuing to provide existing services and moving forward on the Council's priorities. (See attachment).

A good place to be when comparing revenues to expenditures is between 98% and 99% actual to budget. For 2006, Lauderdale's actual general fund revenues were 103% of budget. Our expenditures were at 92% of budget. What this means is we can examine our expenditures and make downward adjustments in projections during the 2008 budget process.

Park Improvement Funding

The Park Improvement Fund is supported through transfers from the General Fund. Transfers have been made when the fund balance in the General Fund exceeded 55% of the next year's expenditures. The Park Improvement fund received 30% of the excess. While this provided funds on a fairly regular basis, the amount was insufficient to plan for significant park improvements. As a result, major improvements were delayed for many years until the fund held an amount sufficient to cover estimated costs. The table below shows the estimated available funds in this budget for current and future planning.

Current balance	\$33,785
Transfer from Water Improvement Fund	\$114,138
Transfer 50% from General Fund balance in excess of 45% of 2007 operating costs (assumes council adopts recommendations)	\$51,604
Estimated 2007 Investment Interest	\$5,000
Gross available for 2007	\$204,527
Less balance for current improvements	(\$91,132)
Total estimated available for 2008	\$113,395

Goals for 2007 are to complete the tennis court project; complete an inventory of existing equipment (tables, benches, waste containers, etc) and recommend replacement or additions; and complete a comprehensive improvement plan with prioritized projects from the plan beginning implementation in 2008.

Infrastructure (Streets, Sewer, Water and Storm Sewer)

The Council identified turn back of Roselawn, Fulham and Eustis as a priority for 2006 and this continues for 2007. In actuality, the turn back issue goes back as a goal at least 10 years. Our goal for 2007 is to complete negotiations with Ramsey County and complete the turn back process. Concurrently, we will be working out a plan for the improvement of these roads and related underground utilities. The tables below show the available funds for road and utility projects.

STREET IMPROVEMENT FUND	
Current balance	\$397,059
General Fund transfer of 50% of the amount over 45% of expenditures (assumes council adopts recommendations)	\$51,604
Estimated 2007 Investment Interest	\$10,000
Potential County turn back funds	\$39,000
Gross available 2007	\$497,663
Estimated 2008 Funds	
Beginning Balance	\$497,663
Estimated 2008 Interest	\$10,000
Gross 2008 available	\$507,663
Less Seal Coating and city hall parking lot	(\$75,000)
Balance for other street work 2008	\$432,663

SEWER IMPROVEMENT FUND	
Current Balance	\$87,443
Transfer from Sewer Fund (601)	\$325,364
Estimated 2007 Investment Interest	\$5,000
Gross available 2007	\$417,807
Less I and I expenditures	(\$10,000)
Balance available 2007	\$407,807

STORM SEWER	
Current Balance	\$181,119
Charges for Service	\$40,000
Estimated 2007 Investment Interest	\$3,500
2007 Estimated Balance	\$224,619

2007 Budgeted Operating Costs	(\$43,000)
Estimated I and I expenses	(\$10,000)
Net 2007 Balance	\$171,619
2008 Estimated Fund Balance	\$171,619

Total funds for streets and utility improvements are estimated at \$1,077,089 for 2007.

The goal for 2007 is to evaluate the costs to improve the infrastructure of Eustis Street north of Larpenteur Avenue and south of Roselawn Avenue.

Development:

Economic development opportunities are presenting themselves as more viable and possible along Larpenteur Avenue and Eustis Street. This is an area the Council wants to redevelop and improve. The Council has significant funds available to it from TIF District 1, the Rose Hill Condominium project. The TIF District will generate increment until 2013. These funds must be used in accordance with the TIF Plan, essentially housing and infrastructure.

The following table shows the current balance in the TIF account and the estimated increment generated over the next six years.

Current Balance	\$449,564
Estimated 2007 Increment	\$144,567
Estimated 2007 Investment Interest	\$10,000
Gross 2007 available Funds	\$604,131
Less 2007 budgeted transfers	(\$154,000)
Net 2007 estimated Balance	\$450,131
Projected Increment 2008 – 2013	\$867,402
Estimated Investment Interest 2008 – 2013	\$60,000
Estimated total TIF available for development 2007 – 2013	\$1,377,533

These funds must be used by the City in the manner outlined in the TIF Plan before the district expires in 2013. If we do not use the funds, they go back to the taxing districts - 1/3 School, 1/3 County and 1/3 City.

Our 2007 objective is to determine the level of city involvement required to redevelop Larpenteur Avenue.

Conclusion:

The results indicate the city's financial condition is excellent and this trend will continue with good planning. Lauderdale has funds available to begin progress on achieving established short and long-term goals. The best way to ensure Lauderdale's resources are used effectively is to develop and revise plans for the on-going use of City funds.

LAUDERDALE COUNCIL ACTION FORM

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

MEETING DATE	<u>Tuesday, April 24, 2007</u>
AGENDA NUMBER	<u>13-C</u>
DESCRIPTION	<u>Larpenteur Avenue Development</u>

BACKGROUND OR PAST COUNCIL ACTION
See attached memorandum

OPTIONS

STAFF RECOMMENDATION

COUNCIL ACTION

MOTION BY _____

SECOND _____

STAFF ACTION

Memo

To: City Council
From: Brian W. Heck, City Administrator *BH*
CC: Staff
Date: April 20, 2007
Re: Larpenteur Avenue Development

BACKGROUND / HISTORY

The City Council began to discuss the possible redevelopment of the apartment buildings on the southeast corner of Larpenteur and Eustis. The Council obtained a Livable Communities Grant from the Metropolitan Council for a feasibility study. Ehlers and Associates were hired and Don Brauer was brought on as a planning consultant. After a year and a half of work, it was determined the redevelopment of this area was not financially feasible and the subject of redevelopment on Larpenteur Avenue dissipated.

The issue of possible redevelopment resurfaced late last year when Art Peterson decided to close his service station. Discussions were held with the Petersons, Ahvo Tapalie and Victor Toso, the primary landowners, about working with the City on a redevelopment plan.

During these discussions, NewMech announced they were actively looking for a new location for their facilities and were interested in redeveloping their site as a mixed use development. NewMech was brought in and the discussion changed from working with individual property owners on a project to working with NewMech on a comprehensive development of the whole area. The discussions were put on hold while NewMech gathered information and negotiated for a new site.

As all this was going on, the Council brought back Jessica Cook and Dave Callister from Ehlers to discuss possible ways the Council could help support the development prospects. They provided the Council a matrix of options in November and the Council wanted time to consider the possibilities.

WHERE WE ARE NOW

Presently the whole issue of a comprehensive redevelopment headed by NewMech is in limbo as NewMech is back to square one on finding a suitable location for their facilities. The Peterson service station is still closed and for sale. Ahvo still maintains a vacant lot next to the Peterson service station without any solid plans for a structure and Victor continues to run his business out of his existing building.

The owners of the SuperUSA have not responded to any requests the City has sent. Additionally, on the north side of Larpenteur, the BP station has new owners who are looking to sell and new management. The new operation provided plans to remodel the service bays

and existing car wash into retail space, construct a new car wash, and improve the exterior of the station. These plans fell through and there is the possibility the station may close as well.

OPTIONS IN A NUTSHELL

The options Jessica and Dave developed progress from a mostly hands off to a more involved approach. The summary of the possible approaches follows:

1. Work individually with each property owner to assist them in developing their property. The City roll is limited to ensuring proposed structures fit the existing zoning and land use requirements. City might provide some financial assistance in site testing and clean-up. Pros of this approach: little financial risk and staff time beyond plan reviews. Cons of this approach, the council has little input on the overall look of the developments.
2. Same as number one above but the plan includes all the property in the southwest quadrant. The City's role becomes a facilitator in working with property owners on a coordinated development. All proposals from the individual land owners are based and evaluated on existing zoning and land use. Financial assistance might be considered. Pros to this approach are similar to 1 above in that there is little financial risk and staff involvement. The Council might be able to exert a bit of influence on the type of development proposed by the individual property owners. Cons to this approach are also similar to 1 above, the main being limited to no input on what is developed or on the final outcome.
3. The Council takes a more proactive approach and develops a Master Plan outlining the phased redevelopment of the southwest quadrant. The City's role in this approach is to create guidelines for development in the area that might involve rezoning the area to fit the plan. Property owners are free to develop their property, as long as it fits the design standards the Council adopted. City might provide financial assistance and consideration in public improvements on the street. Pros to this approach include greater input on the look of the corridor, possible improvements to the streetscape and minimal public financing. The drawbacks to this approach include minimal coordination of the development, possibility that some sites will remain as they are now, and delay in achieving the desired results.
4. The City facilitates the redevelopment of the area through the use of a Master Developer. City is responsible for selecting the Master Developer, enters into an agreement with the developer that provides the developer exclusive rights to City assistance. Pros to this option include a fair level of control over the look and feel of any development; property owners may still have "ownership" of their site, possible consolidation of properties, and opportunity to improve streetscape. The cons to the option include possible financial risk, staff time, and resistance by property owners.

KEY DECISIONS

The critical decision the Council must make is how involved does the Council want to be in the redevelopment of the Larpenteur / Eustis corridor? The answer to this question will determine what direction or option the Council chooses to employ.

Some things to consider:

- How much input or control does the Council wish to have in any redevelopment project?
- How much, if anything, is the Council willing to invest in a redevelopment project?

- Does the Council wish to consider other areas along Larpenieur Avenue and Eustis Street for potential redevelopment?
- How long is the Council willing to wait for redevelopment to take place?

ADMINISTRATOR THOUGHTS

My thoughts are in line with a more proactive approach to the area. I believe in order for the Council to provide direction and have some significant input or control in shaping the future of this intersection, the Council needs to proceed in the following manner.

1. Develop a comprehensive master plan for the phased redevelopment of Larpenieur Avenue from 280 to Pleasant Street. This plan should include both sides of Larpenieur and include design standards modeled on smart growth and livable community principles such as New Urbanism.
2. Focus the first development phase on the southwest quadrant.
3. Get the existing property owners to redevelop their site in accordance with the new design standards and the overall master plan. Consider offering to purchase property if the owner is not interested in redeveloping their site in accordance with the overall plan.
4. Apply for EPA grants to conduct contamination assessments on the property in the southwest quadrant.
5. Work with a consulting firm to facilitate the creation of the area's master plan and design standards.

My feeling is if the Council does not become more proactive in jump starting this process, the area will remain as is for several more years or an "undesirable" development might be initiated and the Council will be left with minimal tools to influence or shape the outcome of the project.

LAUDERDALE COUNCIL ACTION FORM

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

MEETING DATE	<u>Tuesday, April 24, 2007</u>
AGENDA NUMBER	<u>14-A</u>
DESCRIPTION	<u>Administrator Review</u>

BACKGROUND OR PAST COUNCIL ACTION
See attached memorandum

OPTIONS

STAFF RECOMMENDATION

COUNCIL ACTION

MOTION BY _____

SECOND _____

STAFF ACTION

Memo

To: City Council
From: Brian W. Heck, City Administrator
Date: April 20, 2007
Re: Administrator Review

I met with each Council member, Jim and Heather and discussed the status of my performance.

The general feeling is that I have improved some what in the past several months regarding attention to detail, personal relations with citizens and in my commitment to the community. There were a few concerns about continued errors on documents that are going out to other jurisdictions or congressional officials.

Another common concern is follow-up on projects and tasks. The concerns centered on not being proactive in providing follow-up or status reports, but rather waiting for the Council to ask about the status.

Based on the meetings, I am establishing the following areas to improve.

1. Attention to detail. Continue to have staff review and proof materials before distribution.
2. Staff Communications. Continue to hold regular staff meetings and institute meeting with staff one on one.
3. Follow-up. Develop a method to track projects and progress and include project up dates as part of the Friday report.

Goals for 2007

1. Prepare with council an accurate budget document that emphasizes simplicity and is driven by goals and priorities established by the Council.
2. Assist the Council in developing a direction for redevelopment along Larpenteur Avenue and taking the necessary steps to being to move in the desired direction.
3. Assist the PCIC and the Council in developing a realistic and achievable long range plan for the community park and other open space.
4. Continue to participate in the League of MN Cities, Metro Cities, and other professional organizations and use the knowledge gained to benefit Lauderdale.

Based on the discussions with Council and staff, the consensus overall rating appears to be "Meets Requirements".