

**LAUDERDALE CITY COUNCIL MEETING AGENDA  
TUESDAY, MAY 22, 2007  
7:30 P.M. CITY HALL  
1891 WALNUT STREET**

FILE

1. **ROLL CALL**
2. **APPROVAL OF THE AGENDA**
3. **APPROVALS**
  - a. Minutes of the May 8, 2007 City Council Meeting.
  - b. Claims totaling \$34,014.07.
4. **OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS NOT ON THE AGENDA**
5. **CONSENT**
  - a. Rental Housing Licenses
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 into the decision.
8. **PRESENTATIONS**
9. **DISCUSSION / ACTION**
  - a. Use of City equipment by residents
  - b. Street light at corner of Fulham & Summer
  - c. Demarcation of Park Property
  - d. Resident traffic concerns
10. **ITEMS REMOVED FROM THE CONSENT AGENDA**
11. **ADDITIONAL ITEMS**
12. **SET AGENDA FOR NEXT MEETING**
  - a. Citizen Academy Graduation
  - b. Presentation by Hughes and Costello
  - c. Nuisance Ordinance Discussion
  - d. 2008 Budget
13. **WORK SESSION**
  - a. Larpenteur Avenue – Lauderdale Downtown Project
  - b. Park Plan
  - c. Joint Meeting Talking Points
14. **NEW BUSINESS / REPORTS**
  - a. Administrator Update
  - b. Council Member Items

***MINUTES OF THE LAUDERDALE CITY COUNCIL***  
***TUESDAY, MAY 8, 2007***  
***7:30 p.m. Lauderdale City Hall, 1891 Walnut Street***

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Mayor pro-tem Doherty called the meeting to order at 7:30 p.m. and asked Administrator Heck to take the roll. Members present: Council members Karen Gill-Gerbig, Denise Hawkinson, Karen Doherty, and Clay Christensen. Mayor Jeff Dains was not present due to illness.

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. Heck offered adding an update on the City Wide Garage Sale being held Saturday, May 19, 2007. There being no further additions or deletions, council member Hawkinson moved approval of the agenda as amended. 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 April 24, 2007, City Council minutes. Council member Hawkinson stated page one of the minutes in the paragraph about the Roseville Review, it there should be a "two" between "previous" and "week" as she didn't receive her Review for two weeks. There being no further amendments to the minutes, 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. There being no questions or comments on the claims, Council member Gill-Gerbig moved to approve the claims as presented in the amount of \$59,277.48. Council member Hawkinson seconded the motion and it carried.

Mayor pro-tem Doherty asked if anyone present wished to address the Council on issues not on the agenda. There being none, the Council took up consideration of the Consent Agenda.

Council member Christensen moved approval of the consent agenda authorizing Park Reservations, approving rental housing license applications and training requests, and authorizing participation and membership in "Minnesota Water – Let's Keep it Clean" for 2007-2008. Council member Gill-Gerbig seconded the motion and it carried.

Mayor pro-tem Doherty introduced and welcomed Dan Johnson-Powers, the lead CERT trainer. Dan told the Council about the CERT program. He said CERT stands for Citizen Emergency Response Team. He went on to say the program is funded through a grant obtained by the City of Falcon Heights and is designed to train citizen's how to respond in emergency situations such as floods, tornados, etc., and to become citizen leaders to organize the community and begin in the recovery process. Dan stated nine (9) Lauderdale residents completed the training and four are present. Dan then read off the

names of the participants and each came forward to receive thanks from the Council. Recognized were: Mr. Peter McSwiggen, Mr. Dennis Dolphin, Mr. Jacob Kanake, and Ms. Kamini Dalal.

Mr. Dolphin and Mr. Kanake both encouraged other residents to take the training.

Bownik informed the Council about the upcoming Community Garage Sale. He said the garage sale will take place on Saturday, May 19. He went on to say there are over 15 residents signed up to participate. He said the Comp. Plan task force will be at city hall for an "open house" to discuss with interested residents the progress of the comprehensive plan.

Heck outlined the background of the issue stating that a request was made to a council member if the city loaned or rented the tables and chairs. Heck said some residents receive tables and chairs for events such as the National Night Out. Heck said there is no policy covering the use of city equipment by the public. He said concerns include a fee or deposit to cover damage or replacement of items and the drop off and pick up of the items.

Hawkinson stated she likes the idea of allowing residents to reserve and use tables and chairs; however, said a deposit would be needed and the resident needs to be responsible to pick up and drop off the items.

Gill-Gerbig agreed with Hawkinson and added the deposit needs to be large enough to cover the cost and staff time to obtain a new item.

Christensen indicated a deposit of \$100 to \$125 seemed a bit steep.

After further discussion, the Council directed staff to develop a policy on the use of equipment by the public and recommend a deposit for said use.

The Council discussed the Administrator's wage.

**Council member Gill-Gerbig moved to increase the annual wage of the Administrator by 3% based on the Administrator's performance. Council member Hawkinson seconded the motion and the motion carried on a roll call vote with members Gill-Gerbig, Hawkinson, Christensen, and Doherty all voting yes.**

**Council member Gill-Gerbig moved to delete 'Bakken-' from the Administrator's name on the Agreement between the City and the Administrator. Motion seconded by Hawkinson and carried with members Hawkinson, Christensen, Gill-Gerbig and Doherty voting yes.**

Bownik provided background on the proposal to have live music in the Community Park, referred to as "Music Under the Trees," in July and as part of the annual Day in the Park celebration in August. Bownik said Kathy Larfeld worked on this issue and contacted the

Roseville community band who will play for \$200 and the LexHam Community band will play for \$75.00.

**Council member Hawkinson moved to try the Music Under the Trees on July 19 and during Day in the Park, to allocate funds to pay for the bands, and to have the PCIC be responsible for organizing the event. Motion seconded by Gill-Gerbig and the motion carried with Christensen, Hawkinson, Gill-Gerbig, and Doherty all voting yes.**

Bownik presented the tee shirt and polo shirt for review by the Council. He said the PCIC didn't really like the tee shirt design and recommended going back to the old design on the tee shirts.

**Council member Hawkinson moved to change the tee shirt design to the old design and approved the cost increase of \$.50 per tee shirt as proposed. Motion seconded by Gill-Gerbig and carried with Hawkinson, Christensen, Gill-Gerbig and Doherty all voting yes.**

Butkowski provided background and general information on the history of the Inflow and Infiltration program and why the City needs to develop a plan to remedy the issue.

Christensen thanked Butkowski for the excellent report and added he liked the idea the Comprehensive Plan suggested providing a sliding carrot and stick approach.

Doherty asked who would be responsible for doing the home to home inspections. Staff responded that an outside contracted party would be the recommendation. Christensen agreed saying a disinterested third party is needed for this process.

The council directed staff to work on updating the ordinance and to work with the engineering firm in addressing this issue.

Mayor Dains joined the meeting at 8:50 p.m. and brought up the issue of Walsh Lake water levels during storm events. He said he spoke to a resident in the area who states the levels of the lake are much higher than usual during rain storms. The resident suggested the new condos and town homes might be part of the reason for the added water.

There being no further items for Council consideration, Christensen moved to adjourn the meeting. Hawkinson seconded the motion and all voted in favor.

Meeting adjourned at 9:00 p.m.

**CITY OF LAUDERDALE**

**Claims for Approval**

**May 22, 2007 City Council Meeting**

Payroll

|                  |   |            |
|------------------|---|------------|
| 5/18/07 Payroll: | Direct Deposit # 500348-500356, 7969      | \$7,795.66 |
| 5/18/07 Payroll: | Payroll Liabilities, e-payments 154E-157E | \$6,594.47 |

Vendor Claims

|                 |                      |             |
|-----------------|----------------------|-------------|
| 5/22/07 Claims: | Check #s 18657-18681 | \$19,623.94 |
|-----------------|----------------------|-------------|

*\*\* At the last meeting, the Council withheld payment from the Roseville Review for unsatisfactory service. Check number 18669 is payment for the newest invoice the City received. The Council may wish to withhold this payment as well. Please advise staff on how to proceed.*

**Subtotal of Claims From Above**

**\$34,014.07**

**Total Claims for Approval**

**\$34,014.07**

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

MAY 2007

|   |   | Check Amt         | Invoice | Comment                |
|---|---|-------------------|---------|------------------------|
| <b>10100 NORTH STAR CHECKING</b>                                  |   |                   |         |                        |
| Paid Chk#   | 000154E 5/18/2007 PERA                      |                   |         |                        |
|   | G 101-21704 PERA                            | \$1,347.44        |         | 5/18/07 payroll        |
|   | <b>Total PERA</b>                           | <b>\$1,347.44</b> |         |                        |
| <b>Paid Chk# 000155E 5/18/2007 ICMA RETIREMENT TRUST - 457</b>    |   |                   |         |                        |
|   | G 101-21705 ICMA RETIREMENT                 | \$1,741.91        |         | 5/18/07 payroll        |
|   | <b>Total ICMA RETIREMENT TRUST - 457</b>    | <b>\$1,741.91</b> |         |                        |
| <b>Paid Chk# 000156E 5/18/2007 NORTH STAR BANK, CHECKING STMT</b> |   |                   |         |                        |
|   | G 101-21703 FICA WITHHOLDING.               | \$1,930.70        |         | 5/18/07 payroll taxes  |
|   | G 101-21701 FEDERAL TAXES                   | \$840.18          |         | 5/18/07 payroll taxes  |
|   | <b>Total NORTH STAR BANK, CHECKING STMT</b> | <b>\$2,770.88</b> |         |                        |
| <b>Paid Chk# 000157E 5/18/2007 MN DEPARTMENT OF REVENUE</b>       |   |                   |         |                        |
|   | G 101-21702 STATE WITHHOLDING               | \$734.24          |         | 5/07 state withholding |
|   | <b>Total MN DEPARTMENT OF REVENUE</b>       | <b>\$734.24</b>   |         |                        |
|   | <b>10100 NORTH STAR CHECKING</b>            | <b>\$6,594.47</b> |         |                        |
| <b>Fund Summary</b>   |   |                   |         |                        |
|   | 10100 NORTH STAR CHECKING                   |                   |         |                        |
| 101 GENERAL   |   | \$6,594.47        |         |                        |
|   |   | <b>\$6,594.47</b> |         |                        |

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MAY 2007

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|----------------------------------|-----------------|---------------------------------------|---------------------------------|---------|---------------------------|
| <b>10100 NORTH STAR CHECKING</b> |                 |                                       |                                 |         |                           |
| Paid Chk#                        | 018657          | 5/8/2007                              | <b>JOHNS AUTO GLASS</b>         |         |                           |
|                                  | E 101-43100-402 | CITY TRUCK REPAIR/MAINTEN             | \$285.08                        |         | replace truck windshield  |
|                                  |                 | <b>Total JOHNS AUTO GLASS</b>         | <b>\$285.08</b>                 |         |                           |
| Paid Chk#                        | 018658          | 5/22/2007                             | <b>AFSCME</b>                   |         |                           |
|                                  | G 101-21709     | UNION DUES                            | \$89.74                         |         | 5/07 union dues           |
|                                  |                 | <b>Total AFSCME</b>                   | <b>\$89.74</b>                  |         |                           |
| Paid Chk#                        | 018659          | 5/22/2007                             | <b>AT &amp; T</b>               |         |                           |
|                                  | E 101-41200-391 | TELEPHONE/PAGERS                      | \$3.00                          |         | 5/07 fax long distance    |
|                                  |                 | <b>Total AT &amp; T</b>               | <b>\$3.00</b>                   |         |                           |
| Paid Chk#                        | 018660          | 5/22/2007                             | <b>BIFFS, INC.</b>              |         |                           |
|                                  | E 101-45200-427 | PORTA POTTY RENTAL                    | \$83.91                         |         | 5/07 portable restroom    |
|                                  |                 | <b>Total BIFFS, INC.</b>              | <b>\$83.91</b>                  |         |                           |
| Paid Chk#                        | 018661          | 5/22/2007                             | <b>BLUE CHIP TREE CO., INC.</b> |         |                           |
|                                  | E 101-43500-317 | TREE SERVICE                          | \$852.00                        |         | remove/trim park trees    |
|                                  |                 | <b>Total BLUE CHIP TREE CO., INC.</b> | <b>\$852.00</b>                 |         |                           |
| Paid Chk#                        | 018662          | 5/22/2007                             | <b>CINTAS</b>                   |         |                           |
|                                  | E 601-49000-425 | CLOTHING                              | \$28.65                         |         | pw uniforms               |
|                                  | E 601-49000-425 | CLOTHING                              | \$28.65                         |         | pw uniforms               |
|                                  | E 601-49000-425 | CLOTHING                              | \$28.65                         |         | pw uniforms               |
|                                  |                 | <b>Total CINTAS</b>                   | <b>\$85.95</b>                  |         |                           |
| Paid Chk#                        | 018663          | 5/22/2007                             | <b>CITY OF WHITE BEAR LAKE</b>  |         |                           |
|                                  | E 101-43300-327 | OTHER SERV- SEWER/NPDES I             | \$238.05                        |         | '07 RC GIS user group fee |
|                                  |                 | <b>Total CITY OF WHITE BEAR LAKE</b>  | <b>\$238.05</b>                 |         |                           |
| Paid Chk#                        | 018664          | 5/22/2007                             | <b>ESCHELON TELECOM, INC</b>    |         |                           |
|                                  | E 101-41200-391 | TELEPHONE/PAGERS                      | \$50.76                         |         | 4/07 fax line             |
|                                  |                 | <b>Total ESCHELON TELECOM, INC</b>    | <b>\$50.76</b>                  |         |                           |
| Paid Chk#                        | 018665          | 5/22/2007                             | <b>EUREKA RECYCLING</b>         |         |                           |
|                                  | E 203-50000-389 | RECYCLING CONTRACTOR                  | \$1,279.79                      |         | 4/07 recycling service    |
|                                  |                 | <b>Total EUREKA RECYCLING</b>         | <b>\$1,279.79</b>               |         |                           |
| Paid Chk#                        | 018666          | 5/22/2007                             | <b>GOPHER STATE ONE-CALL</b>    |         |                           |
|                                  | E 101-43400-386 | GOPHER STATE ONE CALL                 | \$18.85                         |         | 4/07 locate calls         |
|                                  |                 | <b>Total GOPHER STATE ONE-CALL</b>    | <b>\$18.85</b>                  |         |                           |
| Paid Chk#                        | 018667          | 5/22/2007                             | <b>HUGHES &amp; COSTELLO</b>    |         |                           |
|                                  | E 101-42300-305 | LEGAL FEES                            | \$850.00                        |         | 5/07 retainer             |
|                                  | E 101-42300-355 | MISC PRINTING/PROCESS SER             | \$787.82                        |         | 5/07 legal fees           |
|                                  |                 | <b>Total HUGHES &amp; COSTELLO</b>    | <b>\$1,637.82</b>               |         |                           |
| Paid Chk#                        | 018668          | 5/22/2007                             | <b>KATTEL, SUDARSHAM</b>        |         |                           |

**CITY OF LAUDERDALE**  
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MAY 2007

|                  |  |  | Check Amt         | Invoice | Comment                        |
|------------------|--|--|-------------------|---------|--------------------------------|
| E 101-41200-442  | MISC   |  | \$40.00           |         | social room cancellation refun |
|                  | <b>Total KATTEL, SUDARSHAM</b>                 |  | <b>\$40.00</b>    |         |                                |
| <hr/>            |  |  |                   |         |                                |
| Paid Chk# 018669 | 5/22/2007                                      | <b>LILLIE SUBURBAN NEWS</b>              |                   |         |                                |
| E 101-41600-309  | DELIVERY                                       |  | \$917.00          |         | 4/07 Roseville Review delivery |
|                  | <b>Total LILLIE SUBURBAN NEWS</b>              |  | <b>\$917.00</b>   |         |                                |
| <hr/>            |  |  |                   |         |                                |
| Paid Chk# 018670 | 5/22/2007                                      | <b>MET-COUNCIL ENVIRONMENTAL SER.</b>    |                   |         |                                |
| E 601-49000-387  | WATER TREATMENT SERVICE                        |  | \$8,377.59        |         | 6/07 wastewater service        |
|                  | <b>Total MET-COUNCIL ENVIRONMENTAL SER.</b>    |  | <b>\$8,377.59</b> |         |                                |
| <hr/>            |  |  |                   |         |                                |
| Paid Chk# 018671 | 5/22/2007                                      | <b>NORTH STAR BANK, PETTY</b>            |                   |         |                                |
| E 101-41200-203  | POSTAGE  |  | \$2.00            |         | \$.02 stamps                   |
| E 101-48412-442  | MISC   |  | \$16.37           |         | beverages for comp plan open h |
| E 101-43400-203  | POSTAGE  |  | \$18.56           |         | 4 cert letters to rental prope |
| E 101-43100-442  | MISC   |  | \$24.00           |         | dispose of pine needles        |
| E 101-43100-442  | MISC   |  | \$75.00           |         | recycle pop machine            |
| E 601-49000-315  | SEWER JETTING FALCON HEI                       |  | \$42.00           |         | part to connect to meter for j |
| E 101-48412-442  | MISC   |  | \$11.35           |         | photos for comp plan open hous |
| E 101-41200-331  | TRAVEL EXPENSE                                 |  | \$5.25            |         | bh U of M parking              |
| E 101-41200-331  | TRAVEL EXPENSE                                 |  | \$3.50            |         | hb U of M parking              |
| E 201-45600-440  | MEETING EXPENSES                               |  | \$13.00           |         | pizza for PCIC meeting         |
| E 101-41200-201  | GENERAL SUPPLIES                               |  | \$13.20           |         | coffee                         |
| E 601-49000-212  | MOTOR FUELS                                    |  | \$21.00           |         | gas for sewer jet              |
| E 201-45600-440  | MEETING EXPENSES                               |  | \$18.00           |         | pizza for PCIC meeting         |
| E 101-41100-440  | MEETING EXPENSES                               |  | \$5.00            |         | delivery from Nelson's for goa |
|                  | <b>Total NORTH STAR BANK, PETTY</b>            |  | <b>\$268.23</b>   |         |                                |
| <hr/>            |  |  |                   |         |                                |
| Paid Chk# 018672 | 5/22/2007                                      | <b>NORTH SUBURBAN ACCESS CORP</b>        |                   |         |                                |
| E 202-49500-327  | OTHER SERV- SEWER/NPDES I                      |  | \$535.62          |         | 1q07 webstreaming / programmin |
|                  | <b>Total NORTH SUBURBAN ACCESS CORP</b>        |  | <b>\$535.62</b>   |         |                                |
| <hr/>            |  |  |                   |         |                                |
| Paid Chk# 018673 | 5/22/2007                                      | <b>OFFICE MAX</b>                        |                   |         |                                |
| E 101-41200-201  | GENERAL SUPPLIES                               |  | \$23.54           |         | paper & VHS tapes              |
|                  | <b>Total OFFICE MAX</b>                        |  | <b>\$23.54</b>    |         |                                |
| <hr/>            |  |  |                   |         |                                |
| Paid Chk# 018674 | 5/22/2007                                      | <b>PUBLIC EMPLOYEES INS PROGRAM</b>      |                   |         |                                |
| G 101-21706      | HEALTH INSURANCE                               |  | \$1,875.48        |         | 6/07 employee benefits         |
|                  | <b>Total PUBLIC EMPLOYEES INS PROGRAM</b>      |  | <b>\$1,875.48</b> |         |                                |
| <hr/>            |  |  |                   |         |                                |
| Paid Chk# 018675 | 5/22/2007                                      | <b>RAMSEY COUNTY, PROP REC &amp; REV</b> |                   |         |                                |
| E 101-43200-313  | SNOW & ICE REMOVAL                             |  | \$421.75          |         | 4/07 sanding & plowing         |
| E 101-42100-442  | MISC   |  | \$505.92          |         | 3/07 911 dispatch              |
| E 101-42100-442  | MISC   |  | \$505.92          |         | 4/07 911 dispatch              |
| G 101-21706      | HEALTH INSURANCE                               |  | \$251.29          |         | 6/07 insurance benefits        |
| E 101-41300-355  | MISC PRINTING/PROCESS SER                      |  | \$25.00           |         | 6/07 insurance benefits admin  |
|                  | <b>Total RAMSEY COUNTY, PROP REC &amp; REV</b> |  | <b>\$1,709.88</b> |         |                                |
| <hr/>            |  |  |                   |         |                                |
| Paid Chk# 018676 | 5/22/2007                                      | <b>SEARS</b>                             |                   |         |                                |



**CITY OF LAUDERDALE**  
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|                  |   |                                       | Check Amt          | Invoice | Comment                        |
|------------------|---|---------------------------------------|--------------------|---------|--------------------------------|
| E 101-43100-228  | MISC REPAIRS MAINT SUPPLIE                  |                                       | \$49.17            |         | paint and tape                 |
|                  | <b>Total SEARS</b>                          |                                       | <b>\$49.17</b>     |         |                                |
| <hr/>            |   |                                       |                    |         |                                |
| Paid Chk# 018677 | 5/22/2007                                   | <b>ST PAUL REGIONAL WATER SERVICE</b> |                    |         |                                |
| E 601-49000-442  | MISC  |                                       | \$140.63           |         | replace water meter at city ga |
| E 101-43100-382  | WATER                                       |                                       | \$13.04            |         | 1q07 water for city hall       |
| E 101-45200-382  | WATER                                       |                                       | \$32.59            |         | 1q07 water for warming house   |
| E 601-49000-382  | WATER                                       |                                       | \$13.04            |         | 1q07 water for pw garage       |
|                  | <b>Total ST PAUL REGIONAL WATER SERVICE</b> |                                       | <b>\$199.30</b>    |         |                                |
| <hr/>            |   |                                       |                    |         |                                |
| Paid Chk# 018678 | 5/22/2007                                   | <b>WASTE MANAGEMENT</b>               |                    |         |                                |
| E 101-43100-384  | REFUSE DISPOSAL                             |                                       | \$73.32            |         | 5/07 garbage pick up           |
|                  | <b>Total WASTE MANAGEMENT</b>               |                                       | <b>\$73.32</b>     |         |                                |
| <hr/>            |   |                                       |                    |         |                                |
| Paid Chk# 018679 | 5/22/2007                                   | <b>XCEL ENERGY, CITY HALL</b>         |                    |         |                                |
| E 101-43100-383  | GAS UTILITIES                               |                                       | \$162.99           |         | city hall gas & electric       |
| E 101-43100-381  | ELECTRIC                                    |                                       | \$181.15           |         | city hall gas & electric       |
|                  | <b>Total XCEL ENERGY, CITY HALL</b>         |                                       | <b>\$344.14</b>    |         |                                |
| <hr/>            |   |                                       |                    |         |                                |
| Paid Chk# 018680 | 5/22/2007                                   | <b>XCEL ENERGY, PARK &amp; GARAGE</b> |                    |         |                                |
| E 101-43100-381  | ELECTRIC                                    |                                       | \$16.50            |         | 4/07 park/pw gas & electricity |
| E 101-45200-381  | ELECTRIC                                    |                                       | \$16.50            |         | 4/07 park/pw gas & electricity |
| E 101-43100-383  | GAS UTILITIES                               |                                       | \$68.30            |         | 4/07 park/pw gas & electricity |
| E 101-45200-383  | GAS UTILITIES                               |                                       | \$68.30            |         | 4/07 park/pw gas & electricity |
|                  | <b>Total XCEL ENERGY, PARK &amp; GARAGE</b> |                                       | <b>\$169.60</b>    |         |                                |
| <hr/>            |   |                                       |                    |         |                                |
| Paid Chk# 018681 | 5/22/2007                                   | <b>XCEL ENERGY, STREET LIGHTING</b>   |                    |         |                                |
| E 101-43200-381  | ELECTRIC                                    |                                       | \$416.12           |         | 4/07 street lights             |
|                  | <b>Total XCEL ENERGY, STREET LIGHTING</b>   |                                       | <b>\$416.12</b>    |         |                                |
| <hr/>            |   |                                       |                    |         |                                |
|                  | <b>10100 NORTH STAR CHECKING</b>            |                                       | <b>\$19,623.94</b> |         |                                |

**Fund Summary**

|                      |                                  |                    |
|----------------------|----------------------------------|--------------------|
|                      | <b>10100 NORTH STAR CHECKING</b> |                    |
| 101 GENERAL          |                                  | \$9,097.32         |
| 201 COMMUNITY EVENTS |                                  | \$31.00            |
| 202 COMMUNICATIONS   |                                  | \$535.62           |
| 203 RECYCLING        |                                  | \$1,279.79         |
| 601 SEWER UTILITIES  |                                  | \$8,680.21         |
|                      |                                  | <b>\$19,623.94</b> |

# 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>May 22, 2007</u>                   |
| AGENDA NUMBER | <u>5A – Rental Housing Licenses</u>   |
| DESCRIPTION   | <u>Tier 1 Rental Housing Licenses</u> |
| <br>          |                                       |

| BACKGROUND OR PAST COUNCIL ACTION   |
|---|
| Attached are the applications of property owners that successfully completed the rental housing inspection process. |

| OPTIONS      |
|--------------|
| <br><br><br> |

| STAFF RECOMMENDATION                       |
|--|
| Approve the attached license applications. |

| COUNCIL ACTION |
|----------------|
| <br><br><br>   |

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

SECOND \_\_\_\_\_

STAFF ACTION



FEB 7 ENT  
AB

**CITY OF LAUDERDALE**  
**RENTAL PROPERTY LICENSURE APPLICATION**

1891 Walnut Street

Lauderdale, MN 55113

Office: (651) 792-7650

Fax: (651) 631-2066

LICENSE PERIOD: Adoption through December 31, 2007

DATA PRIVACY NOTICE: The data you supply on this form will be used to assess your qualifications for the license. You are not legally required to provide this data, but we will not be able to grant the license without it. If a license is granted, the data you have supplied will constitute a public record and copies may be issued to anyone requesting them. The required data allows us to distinguish you from other applicants; to identify you in our license files; to verify that you are the person who applied for the license; to contact you if additional information is required; and to determine if any conviction you may have on record might affect your suitability as a license holder. Your residence address and phone number will be considered public data unless you request this information to be private and provide an alternative address and telephone number (see below).

Please sign to indicate that you have read the notice: Doug Zinke

I request that my residence address and phone number be considered private data. My alternative address and phone number are as follows:

Alternative address: 4548 W. 111<sup>th</sup> St

City, State, Zip: Bloomington, MN 55437

Telephone No.: 651 343-3084

To License Applicant: Please complete all requested information on this application. Use separate paper for your responses, if needed.

**PROPERTY INFORMATION AND DESCRIPTION**

Rental Property Address: 1728 Malvern St. Number of Rental Units: 1

Type of property: (☒) single family ( ) duplex ( ) multiple family dwelling

No. of rental units that are: 1 BR: \_\_\_\_\_ 2 BR: \_\_\_\_\_ 3 BR: ☒ 4 BR: \_\_\_\_\_ other: \_\_\_\_\_

Total number of paved off street parking spaces: 2 spaces

**PROPERTY OWNER INFORMATION (Must list current owner)**

Owner's name: Doug Zinke Telephone No. 651 343-3084

Address: 4548 W. 111<sup>th</sup> St City, State, Zip: Bloomington, MN 55437

Owner is: Sole Proprietor (☒) \*Partnership ( ) \*Corporation ( )

\* If a partnership or corporation, please include the names, addresses, and phone numbers for all partners/officers.

**BUILDING MANAGER, CARETAKER, OR RESIDENT AGENT**

(if 5+ units or owner does not live in Ramsey, Hennepin, Anoka, Carver, Dakota,  
Scott, Washington, Wright, Chisago, Isanti or Sherburne counties.)

Name & title: Doug Zinke Telephone No. 651 343-3084

Address: 4548 W. 111<sup>th</sup> St City, State, Zip: Bloomington, MN 55437

**EMERGENCY REPAIRS (must be completed)**

\*\*Name: Doug Zinke

Telephone No. 651 343-3084 Rental Unit Number (if applicable): \_\_\_\_\_

\*\*This person is authorized to institute emergency repairs and is designated by the owner for emergency repairs.  
This person may be a resident.

## MORTGATE COMPANY OR LENDER INFORMATION

Mortgage company, lender, or vendee\*\*\*: Chase

Address: Po Box 78176

City, State, Zip: Phoenix AZ 85062-6118 Telephone No. 1800-548-7972

\*\*\*If property was purchased on a Contract for Deed, please include vendee information.

## REGISTER OF OCCUPANCY

The owner or its resident agent shall keep a current register of occupancy for each rental dwelling. This register of occupancy may be reviewed by the City at any time per 9-11-8-J of Lauderdale City Code. Provide the number of adult and children living in each residential unit. For multi-unit buildings, please provide the information on additional sheets of paper as needed.

Unit No.: 1 No. of adults: 4 No. of children under age 18: 0

Unit No.: \_\_\_\_\_ No. of adults: \_\_\_\_\_ No. of children under age 18: \_\_\_\_\_

Unit No.: \_\_\_\_\_ No. of adults: \_\_\_\_\_ No. of children under age 18: \_\_\_\_\_

Unit No.: \_\_\_\_\_ No. of adults: \_\_\_\_\_ No. of children under age 18: \_\_\_\_\_

## LICENSE FEE SCHEDULE

Single family rental unit: Tier I initial license/ renewal \$30.00 \$ 30.00

Multi-family rental units: Tier I initial license/ renewal \$30.00 base + \$2.50/unit \$ \_\_\_\_\_

Tier II license and renewal: \$100.00 per rental unit not in compliance \$ \_\_\_\_\_

Inspection fee: \$34.00 per inspection + \$ 34.00

Note: Applications will not be processed until the city receives the proper fees.

Please make all checks payable to the "City of Lauderdale."

Total: \$ 64.00

## CERTIFICATION

I hereby certify that no order of the City to repair, correct, or improve any part of this or any dwelling unit therein or pertaining to the operation thereof has been issued, or is presently outstanding which has not been fully complied with, to the complete satisfaction of any and all inspection officers of the City, to the best of my knowledge except as follow:

Signature: Danny Jones Date: 12-11-06

## FOR CITY USE ONLY

| Department     | Approved | Denied | Date         | Signature     |
|----------------|----------|--------|--------------|---------------|
| Building Insp. | <u>✓</u> |        | <u>5-8-7</u> | <u>Daniel</u> |
| Administrator  |          |        |              |               |

| Date Fees Received | Amount Received | Receipt #   | Date License Issued |
|--------------------|-----------------|-------------|---------------------|
| <u>2/7/07</u>      | <u>64.00</u>    | <u>8415</u> |                     |

10/2 at 8:30

Tier 1 Conditional  
II  
until June 1, 2007  
13 ENT'D

**CITY OF LAUDERDALE  
RENTAL PROPERTY LICENSURE APPLICATION**

1891 Walnut Street  
Lauderdale, MN 55113  
Office: (651) 792-7650 Fax: (651) 631-2066

LICENSE PERIOD: Adoption through December 31, 2007

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Please sign to indicate that you have read the notice: \_\_\_\_\_

I request that my residence address and phone number be considered private data. My alternative address and phone number are as follows:

Alternative address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

To License Applicant: Please complete all requested information on this application. Use separate paper for your responses, if needed.

**PROPERTY INFORMATION AND DESCRIPTION**

Rental Property Address: 1733 EUSTIS ST. Number of Rental Units: 1

Type of property: ☒ single family ( ) duplex ( ) multiple family dwelling

No. of rental units that are: 1 BR: \_\_\_\_\_ 2 BR: \_\_\_\_\_ 3 BR: 1 4 BR: \_\_\_\_\_ other: \_\_\_\_\_

Total number of paved off street parking spaces: 1

**PROPERTY OWNER INFORMATION (Must list current owner)**

Owner's name: Jeff & Tonja Hermes Telephone No. 763-497-7930

Address: 4432 McAllister Ave. City, State, Zip: St. Michael, MN 55376

Owner is: Sole Proprietor ☒ \*Partnership ( ) \*Corporation ( )

\* If a partnership or corporation, please include the names, addresses, and phone numbers for all partners/officers.

**BUILDING MANAGER, CARETAKER, OR RESIDENT AGENT**

(if 5+ units or owner does not live in Ramsey, Hennepin, Anoka, Carver, Dakota,  
Scott, Washington, Wright, Chisago, Isanti or Sherburne counties.)

Name & title: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

**EMERGENCY REPAIRS (must be completed)**

\*\*Name: Jeff & Tonja Hermes

Telephone No. 763-390-7992 Rental Unit Number (if applicable): \_\_\_\_\_

\*\*This person is authorized to institute emergency repairs and is designated by the owner for emergency repairs.

This person may be a resident.

## MORTGATE COMPANY OR LENDER INFORMATION

Mortgage company, lender, or vendee\*\*\*: Countrywide

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Telephone No. \_\_\_\_\_

\*\*\*If property was purchased on a Contract for Deed, please include vendee information.

## REGISTER OF OCCUPANCY

The owner or its resident agent shall keep a current register of occupancy for each rental dwelling. This register of occupancy may be reviewed by the City at any time per 9-11-8-J of Lauderdale City Code. Provide the number of adult and children living in each residential unit. For multi-unit buildings, please provide the information on additional sheets of paper as needed.

Unit No.: 1 No. of adults: 3 No. of children under age 18: \_\_\_\_\_

Unit No.: \_\_\_\_\_ No. of adults: \_\_\_\_\_ No. of children under age 18: \_\_\_\_\_

Unit No.: \_\_\_\_\_ No. of adults: \_\_\_\_\_ No. of children under age 18: \_\_\_\_\_

Unit No.: \_\_\_\_\_ No. of adults: \_\_\_\_\_ No. of children under age 18: \_\_\_\_\_

## LICENSE FEE SCHEDULE

Single family rental unit: Tier I initial license/ renewal \$30.00 \$ 30

Multi-family rental units: Tier I initial license/ renewal \$30.00 base + \$2.50/unit \$ \_\_\_\_\_

Tier II license and renewal: \$100.00 per rental unit not in compliance \$ \_\_\_\_\_

Inspection fee: \$34.00 per inspection + \$ 34.00

Note: Applications will not be processed until the city receives the proper fees.

Please make all checks payable to the "City of Lauderdale."

Total: \$ \_\_\_\_\_

## CERTIFICATION

I hereby certify that no order of the City to repair, correct, or improve any part of this or any dwelling unit therein or pertaining to the operation thereof has been issued, or is presently outstanding which has not been fully complied with, to the complete satisfaction of any and all inspection officers of the City, to the best of my knowledge except as follow:

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FOR CITY USE ONLY

| Department     | Approved                            | Denied                   | Date         | Signature          |
|----------------|-------------------------------------|--------------------------|--------------|--------------------|
| Building Insp. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <u>5-7-7</u> | <u>[Signature]</u> |
| Administrator  | <input type="checkbox"/>            | <input type="checkbox"/> |              |                    |

| Date Fees Received | Amount Received | Receipt #   | Date License Issued |
|--------------------|-----------------|-------------|---------------------|
| <u>9/7/06</u>      | <u>611.00</u>   | <u>8212</u> |                     |

# LAUDERDALE COUNCIL ACTION FORM

**TYPE OF REQUEST**

Consent ☐  
Action ☒  
Resolution ☐  
Information ☐  
Work session ☐

**MEETING DATE** Tuesday, May 22, 2007

**AGENDA NUMBER** 9-A

**DESCRIPTION** Equipment Use Policy

**BACKGROUND OR PAST COUNCIL ACTION**

At the last council meeting, the council discussed resident use of tables and chairs. The council directed staff to develop a policy for the use of this equipment along with a recommendation on the deposit to reserve and use these items.

**OPTIONS**

1. Adopt the policy as presented
2. Amend the policy and adopt amended policy
3. Request staff revise and bring back policy for consideration
4. Do nothing.

**STAFF RECOMMENDATION**

Staff recommends the council adopt this or an amended policy.

**COUNCIL ACTION**

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

**SECOND** \_\_\_\_\_

**STAFF ACTION**





## **CITY COUNCIL POLICY ON RESIDENT USE OF CITY EQUIPMENT**

### **PURPOSE**

The purpose of this policy is to establish the process and procedure for Lauderdale residents to reserve the use of specified City equipment.

### **EQUIPMENT AND ITEMS COVERED**

Lauderdale residents are allowed to reserve and use the following items for events and functions in accordance with this policy.

1. Tables
2. Chairs

### **RESERVATION PROCESS**

Residents interested in reserving and using Lauderdale equipment must complete a reservation form, pay the requisite deposit for each item reserved and agree to abide by the conditions provided herein. Reservations must be made at least 24 hours before the item(s) are needed and the deposit must be included with the reservation. No equipment shall be released without a completed request and deposit.

Persons who reserve the social room shall have priority use of tables and chairs.

### **DEPOSIT REQUIRED**

The deposit required for use of Lauderdale equipment shall be set by the City Council annually and shall be in the amount not to exceed the actual replacement cost of the item plus an administrative fee. The deposit required is based on the number of items reserved (for example, if the deposit for a table is \$100.00 and chairs is \$50.00, the required deposit for a table and ten chairs will be \$600.00)

The deposit is returned to the resident upon return of the item(s). The City has the right to retain a portion of the deposit if the item(s) returned are damaged.

### **CONDITIONS**

The following conditions apply to the reservation and use of Lauderdale equipment.

1. Equipment must be used by Lauderdale residents and must be used within the City of Lauderdale. Under no circumstances shall any Lauderdale equipment be taken outside of Lauderdale City limits.
2. The resident reserving the equipment is responsible for picking up the item(s) from City Hall and returning the equipment to City Hall. The pick up and return of equipment must generally be done between the hours of 8:00 a.m. and 4:30

p.m. Monday through Friday excluding official holidays. Residents can arrange with staff more a mutually acceptable time if residents are unable to make it during regular office hours.

3. Staff will document the condition of equipment before it leaves and again when it is returned.
4. The resident who reserves the equipment is responsible for the equipment from the time it leaves City Hall until it is returned and inventoried by staff.
5. Failure to return or excessive damage to equipment will result in forfeit of the deposit and a prohibition on future use of equipment.

## LAUDERDALE COUNCIL ACTION FORM

### Action Requested

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

Meeting Date May 22, 2007

ITEM NUMBER 9B Fulham/Summer St. Light

STAFF INITIAL

HAB

APPROVED BY ADMINISTRATOR

### DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Early last fall, Xcel energy followed up on some projects that didn't get done with the street project. One of these projects moved the light poll from the southwest corner of Summer and Fulham (1855 Fulham) to the northwest corner which lights the intersection from the park corner. We heard from Xcel that it was resident complaints about a dark intersection that got them moving to complete the project. After the light was installed, Council member Hawkinson realized it caused light to flood into her home. Xcel tried the two types of overhead lights that fit on wood poles and tried to shield the lights with black paint but none of these remedies worked satisfactorily. During my last discussion with Xcel, they said the City could purchase a decorative light for that corner (and run the wires underground) that might solve the problem. Xcel could also remove the light but the residents that originally got Xcel to put up the light would probably call again requesting a light be installed. Staff asks that the Council give these issues consideration and provide staff direction.

### OPTIONS:

### STAFF RECOMMENDATION:

### COUNCIL ACTION:



# LAUDERDALE COUNCIL ACTION FORM

**TYPE OF REQUEST**

Consent ☐  
Action ☒  
Resolution ☐  
Information ☐  
Work session ☐

**MEETING DATE** Tuesday, May 22, 2007

**AGENDA NUMBER** 9-C

**DESCRIPTION** Park Demarcation

**BACKGROUND OR PAST COUNCIL ACTION**

Approximately seven (7) years ago, the Claussens began a legal battle with the city regarding where the south property line is at the community park. Last month the Court of Appeals upheld the District Courts determination in favor of Lauderdale. Last July, in accordance with the order, we had judicial markers installed along the line established by the District Court. The question now is what does the Council wish to do to formally "demarc" public from private property.

**OPTIONS**

1. Erect a fence (chain link, split rail, privacy, wrought iron, etc.)
2. Signs every so many feet indicating public property line.
3. Pathway
4. Combination of the above
5. Do nothing.

**STAFF RECOMMENDATION**

Staff recommends the construction of a physical barrier such as a fence along the property line.

**COUNCIL ACTION**

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

**SECOND** \_\_\_\_\_

**STAFF ACTION**



## LAUDERDALE COUNCIL ACTION FORM

### Action Requested

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

Meeting Date May 22, 2007

ITEM NUMBER 9D Resident Traffic Concerns

STAFF INITIAL

HAB

APPROVED BY ADMINISTRATOR

### DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Last year residents on Malvern were concerned for neighborhood children as they felt drivers drove too fast and were inattentive. That same concern has now been brought to the City's attention by residents of Eustis north of Roselawn. Recent monitoring by police shows that drivers rarely exceed the 30 mph limit but it can feel that way because the roads are narrow with cars parked in the streets.

At the last meeting, I was asked to get information on the costs of signs to note streets with children. These quotes are from our usual sign supply company and do not include tax or shipping:

"Children at Play" 30x30, \$124.10 / per sign (Custom sign)

"Watch for Children" 30x30, \$ 50.19 / per sign (Standard sign)

It seems that concerns like these will continue to spring up. Staff is asking the Council to consider how we should respond to such complaints. Some common traffic calming solutions include signage, lowering speed limits within the City, speed bumps/humps, street art, and more stop signs.

### OPTIONS:

### STAFF RECOMMENDATION:

### COUNCIL ACTION:



# Work Session Memo

**To:** City Council  
**From:** Brian W. Heck, City Administrator  
**Date:** May 18, 2007  
**Re:** Larpenteur Avenue Development

---

Attached to this memorandum is the proposal and outline prepared by Ehlers and Associates for their participation and role in assisting Lauderdale to develop a development plan for the Larpenteur Avenue Corridor.

Representatives from Ehlers will be at the meeting Tuesday to discuss and answer questions on their proposal and the process.



**EHLERS**

May 18, 2007

Brian Heck, City Administrator  
City of Lauderdale  
1891 Walnut Street  
Lauderdale, MN 55113

Re: Description of Master Planning Process for Redevelopment – Larpenteur Corridor

Dear Mr. Heck:

You had requested we put together an outline of the process required to put together a plan for the redevelopment of the Larpenteur Corridor and who would be involved. Provided below is a sample listing of project components and responsibility to prepare and implement redevelopment of the above referenced area. Development management services for various components, along with determining financial feasibility of the project could be provided by Ehlers, however several other firms and groups play a key role in the redevelopment process.

## **Objectives of Service**

The objectives of service are as follows:

- Develop a master plan for redevelopment of the project area
- Involve the community in determining the best type of redevelopment
- Determine the most cost effective method of redevelopment and assure the redevelopment is financially feasible
- Identify and select qualified developers to partner with to implement the redevelopment

## **Project Components Description**

Simply stated, the redevelopment planning process typically consists of the following five phases:

- Phase I: Planning, Environmental, and Market Research and Analysis for the area
- Phase II: Work with community-based task force to develop concept plan (written and visual)
- Phase III: Preparation of financial feasibility analysis of plan
- Phase IV: Approval of plan by Council and Commissions, including public open houses
- Phase V: Solicitation and selection of qualified developer(s)
- Phase VI: Implementation of the plan

More specifically, detailed components of the phases described above are listed in the table on the following pages:

LEADERS IN PUBLIC FINANCE

Equal Opportunity Employer

Charter Member of the National Association  
of Independent Public Finance Advisors

Brian Heck

Description of Master Planning Process for Redevelopment – Larpenteur Corridor

May 18, 2007

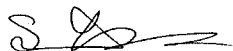
Page 2

| <b>Project Component</b>   | <b>Description</b>   | <b>Responsibility</b>   |
|--|--|---|
| Prepare RFP for planning consultants                                       | Prepare RFP to select planning consultant to assist in creation of redevelopment plan  | Staff/Ehlers  |
| Select planning firm   | Select qualified firm to assist in creation of redevelopment plan  | Council   |
| Establish community-based task force                                       | Establish community-based task force to act as an advisory group for creation of the redevelopment plan/vision   | Council   |
| Public participation process to develop vision/redevelopment plan for area | Planning firm works with task force to develop redevelopment plan/vision, including determining types of uses (residential, retail, office) with estimated densities, phasing plan for redevelopment and establishing goals, objectives and policies for redevelopment   | Planning Firm   |
| Adopt design framework and guidelines (included in the redevelopment plan) | The design framework and guidelines describe how the development components will relate to each other, that is how they might be arranged on the site in functional manner. Also this provides some direction regarding the design of building, landscape, streetscape and public improvements. This helps set a unifying theme for development.   | Planning Firm   |
| Market Study   | Complete a market study to determine the potential for residential, commercial office and retail, light industrial and recreational uses within the project area.  | Market Study Firm   |
| Financial Feasibility  | An analysis of the financial feasibility will be prepared based on the redevelopment plan (done simultaneously with the redevelopment plan process to assure final plan is feasible). The feasibility analysis will consider development costs including land acquisition, site preparation (demolition and environmental cleanup) and public improvements and development revenues including land sale revenues, grants, loans and TIF revenue projections. | Ehlers  |
| Communications Plan  | Ongoing, effective project communications will be critical to the success of the redevelopment planning process. Project communications will begin with the development of a communications plan that will identify the critical communications issues, audiences and messages and ongoing strategies to successfully address communications needs.  | Staff/<br>Communications<br>Coordinator<br>(working with<br>Ehlers) |
| Prepare RFP materials  | Prepare RFP materials for developers including market data, redevelopment plan, program request forms, base maps and documents   | Ehlers  |
| Market to qualified developers   | Identification of potential, qualified developers and host meetings with them to make them familiar with the project and encourage them to submit development plan/proposal  | Staff/Ehlers  |

|                                       |  |              |
|---------------------------------------|--|--------------|
| Review/evaluate development proposals | Development proposals will be reviewed and evaluated on the basis of financial feasibility, compatibility with approved design concepts and guidelines, developer experience, developer ability to secure financing, developer design flexibility and ability to work with existing businesses and area residents. | Staff/Ehlers |
| Developer selections                  | Based on results of the evaluation, a preliminary selection is made of one or more developers.   | Council      |
| Development agreement                 | Preparation of a development agreement outlining what will be constructed, timing, phasing and required assistance, if any.  | Attorney     |
| Construction                          | Construction of various developments/phases  | Developer(s) |

We look forward to going over this process with you in more detail at your May 22, 2007 Council meeting. Please contact us at 651-697-8500 with any questions prior to the meeting.

Sincerely,



Stacie Kvilvang  
Ehlers & Associates



Jessica Cook  
Ehlers & Associates



# 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, May 22, 2007</u> |
| AGENDA NUMBER | <u>13-B</u>                  |
| DESCRIPTION   | <u>Park Plan Discussion</u>  |
|               |                              |

| BACKGROUND OR PAST COUNCIL ACTION  |
|--|
| <p>The PCIC and staff discussed and outlined several options and items for the development of a long range park improvement plan. The attached memorandum provides a listing of the items discussed.</p> |

| OPTIONS |
|---------|
|         |

| STAFF RECOMMENDATION |
|----------------------|
|                      |

| COUNCIL ACTION |
|----------------|
|                |

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

SECOND \_\_\_\_\_

STAFF ACTION

# Memo

**To:** City Council  
**From:** Brian W. Heck, City Administrator  
**CC:** Staff  
**Date:** May 18, 2007  
**Re:** Park Plan

---

The PCIC discussed and brainstormed ideas and projects to consider for a 10 – 15 year comprehensive park improvement plan. Additionally, the PCIC discussed and suggested designations for each of the park areas owned by Lauderdale. Staff also discussed and developed a list of ideas for park and open space improvements.

The Council's task is to review the ideas and concepts and decide which items to include in a long range plan. Once this is completed, staff will begin to gather preliminary cost estimates and bring back to the PCIC for review and recommendations on prioritization based on available dollars and need determination.

Below is a summary of staff and PCIC discussions and projects.

## **PCIC RECOMMENDATIONS:**

The PCIC recommends designating the Community Park as an active recreation area and all other park areas as passive recreation.

The projects the PCIC recommends, in order of priority, are:

- Upgrade the hockey rink with pavement, new boards, etc.
- Warming house improvements or a new facility that provides space to rent, kitchen, restrooms, etc.
- Improved pathways and signage in Nature Area
- Connecting pathways / walkways

## **PCIC AND STAFF IMPROVEMENT IDEAS:**

Below are the other suggested improvements for the parks and open space.

1. Expand trails/pathway within the City.
2. Install fencing or signage to separate private property from public recreational property.

3. Upgrade and modernize playground equipment and provide equipment for older kids (8-12)
4. Tot lot with benches at the Walnut and lone area.
5. Bike and/or skate Park or area.
6. Off leash dog park.
7. Frisbee Golf holes.
8. Portable Volleyball.
9. Organized activities such as tennis lessons.
10. Archery Range.
11. Community Garden.
12. Sledding Hill.
13. Maintained path on old trolley line through Nature Area all the way to the University of Minnesota.
14. Bird houses in or around Walsh Lake and in Nature Area.
15. Bench or benches in Walsh Lake area by the water.
16. Bench or benches in lone/Walnut area facing the Mpls Skyline.
17. More trees in the community park.
18. Handicapped swing in the playground.
19. Nature Area improvements such as grading trolley line path, steps, circular route, better signage, steps, etc.
20. Maintenance on the retaining wall along Roselawn.
21. Water feature in playground area.

One of the main concerns raised by PCIC and Staff is the need to develop an ongoing maintenance schedule for existing and new features at the community park and other open areas.





# Memo

**To:** Council  
**From:** Brian W. Heck, City Administrator  
**CC:** Staff  
**Date:** May 18, 2007  
**Re:** April Monthly Financial Report

---

Attached is the April financial report.

In general, the expenditures are in line with where they should be at this juncture with most expenditure items at or below 33%. Based on April expenditures, I adjusted the projections in several areas closer to 100% for the year.

The revenue continues to lag behind where it should be for this time of year and this is because state aide and property tax disbursements have not been received. Interest income continues to be ahead of projections and we anticipate this trend to continue.

The fund balances continue to remain satisfactory and transfers authorized by the Council at the last meeting will be made in the next few weeks.

**2007 MONTHLY BUDGET ANALYSIS**

April - should be at 33% of year

**GENERAL FUND SUMMARY**

|                            | 2006<br>ACTUAL  | 2007<br>ADOPTED<br>BUDGET | 2007<br>YEAR TO<br>DATE | 2007<br>PROJECTED | Percent<br>Year to<br>Date | Percent<br>Projected<br>to Budget |
|----------------------------|-----------------|---------------------------|-------------------------|-------------------|----------------------------|-----------------------------------|
| <b>REVENUES</b>            |                 |                           |                         |                   |                            |                                   |
| Property Taxes             | 445,983         | 550,900                   | 425                     | 534,373           | 0.08%                      | 97.00%                            |
| State Aide                 | 396,907         | 409,341                   | -                       | 409,341           | 0.00%                      | 100.00%                           |
| Permits and Licenses       | 24,735          | 17,830                    | 3,940                   | 16,403            | 22.10%                     | 92.00%                            |
| Fines and Fees             | 34,130          | 33,500                    | 9,055                   | 34,505            | 27.03%                     | 103.00%                           |
| Other Revenue              | 37,468          | 20,510                    | 9,466                   | 23,176            | 46.15%                     | 113.00%                           |
| <b>TOTAL REVENUE</b>       | <b>939,223</b>  | <b>1,032,081</b>          | <b>22,886</b>           | <b>1,017,798</b>  | <b>2.22%</b>               | <b>98.62%</b>                     |
| <b>EXPENDITURES</b>        |                 |                           |                         |                   |                            |                                   |
| Legislative                | 21,341          | 24,655                    | 5,001                   | 23,915            | 20.28%                     | 97.00%                            |
| Administration             | 152,804         | 169,556                   | 56,650                  | 169,000           | 33.41%                     | 99.67%                            |
| Communications             | 30,369          | 32,330                    | 9,136                   | 30,713            | 28.26%                     | 95.00%                            |
| Elections                  | 15,371          | 18,320                    | 4,244                   | 18,320            | 23.17%                     | 100.00%                           |
| Public Safety              | 288,458         | 580,600                   | 197,760                 | 577,000           | 34.06%                     | 99.38%                            |
| Police                     | 255,288         | 525,600                   | 174,203                 | 525,500           | 33.14%                     | 99.98%                            |
| Fire                       | 21,246          | 42,000                    | 19,103                  | 38,000            | 45.48%                     | 90.48%                            |
| Prosecution                | 11,925          | 13,000                    | 4,454                   | 13,500            | 34.26%                     | 103.85%                           |
| Public Works               | 69,600          | 80,017                    | 18,851                  | 74,416            | 23.56%                     | 93.00%                            |
| Planning and Inspections   | 34,153          | 35,783                    | 8,902                   | 33,278            | 24.88%                     | 93.00%                            |
| Parks and Recreation       | 55,072          | 75,820                    | 19,598                  | 76,969            | 25.85%                     | 101.52%                           |
| Transfers                  | 176,256         | 15,000                    | -                       | -                 | 0.00%                      | 0.00%                             |
| <b>TOTAL EXPENDITURES</b>  | <b>843,424</b>  | <b>1,032,081</b>          | <b>320,143</b>          | <b>1,003,612</b>  | <b>31.02%</b>              | <b>97.24%</b>                     |
| <b>OVER/(UNDER) BUDGET</b> | <b>(95,799)</b> | <b>-</b>                  | <b>297,257</b>          | <b>(14,187)</b>   |                            |                                   |

**OTHER FUNDS****REVENUE**

|                                |                |                |                |                |               |               |
|--------------------------------|----------------|----------------|----------------|----------------|---------------|---------------|
| 201 Community Events Fund      | 4,120          | 2,235          | 588            | 2,100          | 26.29%        | 93.96%        |
| 202 Cable T.V. Fund            | 20,789         | 20,284         | 417            | 20,000         | 2.06%         | 98.60%        |
| 203 Recycling Fund             | 40,824         | 39,638         | 2,756          | 34,485         | 6.95%         | 87.00%        |
| 301 TIF Debt Service Fund      | 76,950         | -              | -              | -              |               |               |
| 302 2000 Imp Debt Fund         | 87,274         | 56,739         | 3,630          | 45,391         | 6.40%         | 80.00%        |
| 303 2002 Imp Debt Fund         | 88,542         | 52,558         | 5,390          | 42,572         | 10.26%        | 81.00%        |
| 304 2003 Imp Debt Fund         | 146,008        | 61,390         | 7,724          | 49,726         | 12.58%        | 81.00%        |
| 401 Street Improvement Fund    | 30,626         | 10,000         | 10,425         | 33,000         | 104.25%       | 330.00%       |
| 402 General Capital Impr. Fund | 17,101         | 4,250          | 2,142          | 10,000         | 50.39%        | 235.29%       |
| 403 Storm Water Impr. Fund     | 62,446         | 52,500         | 15,041         | 52,500         | 28.65%        | 100.00%       |
| 404 Park Improvement Fund      | 18,541         | 3,000          | 515            | 2,497          | 17.16%        | 83.22%        |
| 405 TIF Project Fund           | 83,422         | 157,000        | 5,816          | 80,000         | 3.70%         | 50.96%        |
| 407 Sewer Improvement Fund     | 3,780          | 3,000          | 1,131          | 3,900          | 37.70%        | 130.00%       |
| 409 Water Utility Fund         | 12,502         | -              | 1,823          | 2,500          |               |               |
| 601 Sewer Utility Fund         | 230,898        | 261,772        | 67,966         | 253,919        | 25.96%        | 97.00%        |
| <b>TOTAL REVENUE</b>           | <b>923,823</b> | <b>724,366</b> | <b>125,363</b> | <b>632,590</b> | <b>17.31%</b> | <b>87.33%</b> |

**EXPENDITURES**

|                           |         |         |         |         |        |         |
|---------------------------|---------|---------|---------|---------|--------|---------|
| 201 Community Events Fund | 3,371   | 2,535   | 996     | 2,890   | 39.29% | 114.00% |
| 202 Cable T.V. Fund       | 23,484  | 26,140  | 10,197  | 28,754  | 39.01% | 110.00% |
| 203 Recycling Fund        | 29,829  | 38,640  | 8,494   | 36,322  | 21.98% | 94.00%  |
| 301 TIF Debt Service Fund | -       | -       | -       | -       |        |         |
| 302 2000 Imp Debt Fund    | 121,793 | 122,520 | 107,448 | 122,520 | 87.70% | 100.00% |
| 303 2002 Imp Debt Fund    | 153,294 | 149,690 | 130,974 | 149,690 | 87.50% | 100.00% |

|                                  | 2006<br>ACTUAL   | 2007<br>ADOPTED<br>BUDGET | 2007<br>YEAR TO<br>DATE | 2007<br>PROJECTED | Percent<br>Year to<br>Date | Percent<br>Projected<br>to Budget |
|----------------------------------|------------------|---------------------------|-------------------------|-------------------|----------------------------|-----------------------------------|
| 304 2003 Imp Debt Fund           | 127,606          | 120,980                   | 108,631                 | 120,980           | 89.79%                     | 100.00%                           |
| 401 Street Improvement Fund      | 40,764           | 12,500                    | -                       | 7,500             | 0.00%                      | 60.00%                            |
| 402 General Capital Impr. Fund   | 37,509           | 12,500                    | -                       | 18,000            | 0.00%                      | 144.00%                           |
| 403 Storm Water Impr. Fund       | 39,891           | 44,465                    | 10,481                  | 50,690            | 23.57%                     | 114.00%                           |
| 404 Park Improvement Fund        | 101,009          | 180,000                   | (3,483)                 | 80,000            | -1.93%                     | 44.44%                            |
| 405 TIF Project Fund             | 664              | 2,000                     | 713                     | 2,000             | 35.63%                     | 100.00%                           |
| 407 Sewer Improvement Fund       | -                | -                         | -                       | -                 |                            |                                   |
| 409 Water Utility Fund           | -                | -                         | -                       | -                 |                            |                                   |
| 601 Sewer Utility Fund           | 213,300          | 220,111                   | 67,901                  | 213,500           | 30.85%                     | 97.00%                            |
| <b>TOTAL EXPENDITURES</b>        | <b>892,516</b>   | <b>932,081</b>            | <b>442,353</b>          | <b>832,846</b>    | <b>47.46%</b>              | <b>89.35%</b>                     |
| <b>OVER/UNDER BUDGET</b>         | <b>(31,307)</b>  | <b>207,715</b>            | <b>316,990</b>          | <b>200,256</b>    | <b>152.61%</b>             | <b>96.41%</b>                     |
| <b>TOTAL BUDGET REVENUE</b>      | <b>1,863,047</b> | <b>1,756,447</b>          | <b>148,249</b>          | <b>1,650,388</b>  | <b>8.44%</b>               | <b>93.96%</b>                     |
| 2006 Audit Adjustment            | (111,578)        |                           |                         |                   |                            |                                   |
| <b>ADJUSTED NET REVENUES</b>     | <b>1,751,469</b> |                           |                         |                   |                            |                                   |
| <b>TOTAL BUDGET EXPENDITURES</b> | <b>1,735,940</b> | <b>1,964,162</b>          | <b>762,496</b>          | <b>1,836,457</b>  | <b>38.82%</b>              | <b>93.50%</b>                     |
| 2006 Audit Adjustment            | (300,429)        |                           |                         |                   |                            |                                   |
| <b>ADJUSTED NET EXPENDITURES</b> | <b>1,435,511</b> |                           |                         |                   |                            |                                   |
| <b>NET OVER/(UNDER)</b>          | <b>(315,957)</b> | <b>207,715</b>            | <b>614,246</b>          | <b>186,069</b>    | <b>295.72%</b>             | <b>89.58%</b>                     |
| <b>Fund Balances</b>             |                  |                           |                         |                   |                            |                                   |
| General Fund                     | 567,644          |                           | 244,628                 | 591,951           |                            |                                   |
| 201 Community Events Fund        | 5,537            |                           | 5,165                   | 5,237             |                            |                                   |
| 202 Cable TV Fund                | 40,645           |                           | 31,065                  | 34,789            |                            |                                   |
| 203 Recycling Fund               | 37,754           |                           | 32,003                  | 38,756            |                            |                                   |
| 302 2000 Imp Debt Fund           | 235,065          |                           | 129,146                 | 219,284           |                            |                                   |
| 303 2002 Imp Debt Fund           | 438,776          |                           | 311,671                 | 391,644           |                            |                                   |
| 304 2003 Imp Debt Fund           | 473,824          |                           | 371,720                 | 464,234           |                            |                                   |
| 401 Street Improvement Fund      | 355,890          |                           | 360,780                 | 353,390           |                            |                                   |
| 402 General Capital Impr. Fund   | 170,308          |                           | 172,449                 | 162,058           |                            |                                   |
| 403 Storm Water Impr. Fund       | 184,251          |                           | 179,934                 | 192,286           |                            |                                   |
| 404 Park Improvement Fund        | 44,059           |                           | 48,056                  | (29,298)          |                            |                                   |
| 405 TIF Project Fund             | 448,582          |                           | 453,685                 | 449,582           |                            |                                   |
| 407 Sewer Improvement Fund       | 87,183           |                           | 88,313                  | 325,378           |                            |                                   |
| 409 Water Utility Fund           | 112,549          |                           | 114,371                 | -                 |                            |                                   |
| 601 Sewer Utility Fund           | 341,837          |                           | 319,136                 | 148,303           |                            |                                   |
| <b>TOTAL</b>                     | <b>3,543,904</b> |                           | <b>2,862,122</b>        | <b>3,347,594</b>  |                            |                                   |