

**LAUDERDALE CITY COUNCIL MEETING AGENDA**  
**WEDNESDAY, JUNE 6, 2007**  
**8:00 P.M. CITY HALL**  
**1891 WALNUT STREET**

**FILE**

1. **ROLL CALL**
2. **APPROVAL OF THE AGENDA**
3. **APPROVALS**
  - a) Minutes of the Tuesday, May 22, 2007 City Council Meeting.
  - b) Claims totaling \$59,357.17.
4. **OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS NOT ON THE AGENDA**
5. **CONSENT**
  - a) Change Orders for the Park
  - b) Nadeau Excavating payment request #2 for tennis/basketball court
  - c) Rental Licenses
6. **SPECIAL ORDER OF BUSINESS/RECOGNITION/PROCLAMATIONS**
  - a) Citizen Academy Graduation and Recognition
7. **DISCUSSION / ACTION**
  - a) Fence at Community Park
8. **ITEMS REMOVED FROM THE CONSENT AGENDA**
9. **ADDITIONAL ITEMS**
10. **SET AGENDA FOR NEXT MEETING**
  - a) Nuisance Ordinance
  - b) 2008 Budget discussion
  - c) Comp. Plan Update
  - d) Turn backs
11. **WORK SESSION**
  - a) Park plan and priorities

***MINUTES OF THE LAUDERDALE CITY COUNCIL***  
***TUESDAY, MAY 22, 2007***  
***7:30 p.m. Lauderdale City Hall, 1891 Walnut Street***

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Mayor Dains 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, Clay Christensen, and Jeff Dains.

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

Mayor Dains asked if there were any additions or deletions to the agenda. Mayor Dains asked to add discussion on June meetings. There being no further additions or deletions, council member Christensen moved approval of the agenda as amended. Council member Hawkinson seconded the motion and it carried.

Mayor Dains asked if there were any additions or corrections to the minutes of the May 8, 2007, City Council minutes. There being no amendments to the minutes, council member Gill-Gerbig moved approval. Council member Doherty seconded the motion and it carried.

Mayor Dains asked if there were any questions on the claims. Council members discussed payment to the Roseville Review. The payment withheld during the previous meeting was approved for payment in light of some delivery improvements. There being no further comments on the claims, Council member Gill-Gerbig moved to approve the claims in the amount of \$34,014.07 plus \$733.60 previously withheld to the Roseville Review. Council member Hawkinson seconded the motion and it carried.

Mayor Dains 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 Hawkinson moved approval of the consent agenda approving rental housing license applications. Council member Christensen seconded the motion and it carried.

Mayor Dains introduced the use of city equipment by residents as the first item for the Council to discuss and take action.

Heck stated residents have inquired about the possibility of using city tables and chairs. He said these requests are generally in conjunction with a city event such as National Night Out or the garage sale. He added Lauderdale does not have a policy or fee structure in place to address these requests. Heck presented a draft policy for the Council to review and comment on including suggested fees.

Council member Gill-Gerbig provided suggestions to clarify the policy

**Council member Hawkinson moved to adopt the policy as amended by Council member Gill-Gerbig and to set the deposit at \$100.00 per table and \$20.00 per chair. Council member Doherty seconded the motion and it carried on a roll call vote with Christensen, Doherty, Hawkinson, Gill-Gerbig, and Mayor Dains all voting yes.**

Heck asked Butkowski to provide background on the next issue, the street light at Fulham and Summer streets. Butkowski said the street light was moved last fall from the southwest corner of Summer and Fulham Streets to the northwest corner as planned during the street improvement projects. Since the installation of the light, the Hawkinson's at 1855 Fulham, have asked that measures be taken to limit the light entering their home and yard. Previously Xcel was contacted and the fixture was shielded and black paint sprayed on the side of the light that faces the house. Butkowski stated these measures have not resulted in significant improvement.

Council member Hawkinson presented the Council with a letter from her husband, Mark Hawkinson, addressing the issue. She stated they are not opposed to a street light at this location; they just want the light to be similar to the one that existed before the light was moved. They are suggesting the light be put back where it was originally located with the same type of shielding.

**Council member Gill-Gerbig made a motion to move the street light back to the original location and to require it be completed within 30 days. Motion seconded by Council member Doherty and carried with members Doherty, Christensen, Gill-Gerbig, and Mayor Dains voting yes. Council member Hawkinson abstained.**

Heck discussed the issue of identifying the boundaries of park property, specifically the community park. Heck went on to say Lauderdale spent several years in litigation over the community park boundary and now that the case is settled, the council should consider what, if any, separation to place to mark public from private property.

Mayor Dains said he feels a fence is needed in the community park and suggested a split rail or similar type fence and suggested signs at the other parks.

Council member Gill-Gerbig stated she is concerned about the maintenance required with a fence, but concurred something is needed.

Mayor Dains asked if the PCIC discussed this issue. Bownik said the PCIC didn't discuss this as a separate issue, but as part of an overall concept for the park and other open space. He stated the PCIC supports some type of fence but did not recommend or suggest any specific type. Mayor Dains then suggested that staff and PCIC provide a recommendation to the council for consideration.

Council member Doherty suggested staff work up some suggestions and bring them back to the Council for consideration and review. After further discussion, council directed staff to discuss the issue and bring their recommendation(s) to the council for consideration.

Butkowski presented the issue of "Children at Play" signs to the council for discussion and consideration. She said that a few residents have called to request some type of signage be placed on Eustis north of Roselawn as well as on Malvern telling drivers there are children present. She researched the costs and provided options to the council.

Mayor Dains stated he witnessed two vehicles going through stop signs on his way to the meeting and felt the speed limit on Lauderdale streets should be lowered to 25 mph. He feels 30 mph is just too fast for our streets.

Council member Doherty stated drivers come off of Ryan and turn onto Eustis pretty fast. She also asked when Ryan will be posted "No Parking".

Paul Winkler of 1747 Malvern addressed the Council on the issue. He said he proposed the idea of speed bumps in the street to deter speeding. He said there are at least 11 children on his block and vehicles travel too fast. He said he is willing to work with the council on the speed bumps and would like the council to consider speed bumps as an option in solving the problem.

After additional discussion, the council directed staff to look in to the issue of reducing the speed limit, obtaining signs, issuing tickets, investigating speed bumps, and other options for addressing the issues. Council member Gill-Gerbig requested staff look at other options for street signs such as Raider Grafix.

The Council recessed at 8:35 p.m. and reconvened in the work session at 8:43 p.m.

The Council met with Jessica Cook and Stacie Kvilvang of Ehlers and Associates to discuss the process and procedure to work on redevelopment of the southwest quadrant of Eustis Street and Larpenteur Avenue.

Mayor Dains provided Jessica and Stacie a brief update and background on the history of the area starting with the southeast quadrant and the recent developments with the southwest quadrant.

Stacie introduced herself and said she spent ten years in the community development department in Brooklyn Park where she worked on planning for the redevelopment of housing and retail. She said for the past several years, she has worked for Ehlers helping communities plan redevelopment projects. She indicated she worked with St. Anthony on their recent project as well as New Brighton.

Stacie told the Council the most important thing in redevelopment is creating a vision for the area. She stated the general process is to have a planner look at what can go into a location, then conduct market analysis, and finally, find a developer who can help bring the vision to reality. She said that most development includes providing some financial incentive.

She said when developers approach a city, two questions are generally asked: 1) does the city have a plan, and 2) what resources does the city have to offer. She said to make a project work; the city needs to market what it has; to generate interest in the area and possible projects.

Jessica suggested conducting a "mini-process". She said we have several components at our disposal including some site information from NewMech, information from our comprehensive plan steering committee and survey information. She suggested we pull together this information and then bring in a few developers to discuss with them what might be feasible and marketable for the area. She indicated this would take about 4 to 6 weeks to pull together.

After a bit more discussion, the council directed staff to provide Jessica and Stacie the information necessary to arrange for some meetings with developers and have information ready for council discussion the last meeting in July.

Heck then moved the council to the discussion on park planning and project prioritization. He outlined the process thus far and asked for council input and suggestions.

All council members indicated identifying public and private property is a high priority.

Mayor Dains suggested each park have a purpose rather than just a label of active or passive recreation. Having a purpose will make it easier to identify future projects in each area.

Council member Doherty suggested the list of potential projects be broken out by park area. The council can then go work down the lists comparing the needs of the parks and open space areas relative to the available funds.

Council member Hawkinson agreed and added the PCIC should be included in the process.

After additional discussion, council directed staff to assemble the projects by park area and invite the PCIC members to the June 6th council meeting.

Mayor Dains wanted to discuss Lauderdale's position on Fulham Street issues for the joint meeting with Falcon Heights. Heck provided the council with information on the discussions he had with Justin Miller, Falcon Heights Administrator. Heck said the discussion centered on Lauderdale becoming responsible for Fulham north of Larpentour Avenue. He said the response from Justin was that this seemed reasonable.

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

Meeting adjourned at 10:08 p.m.

**CITY OF LAUDERDALE**

**Claims for Approval**

**June 6, 2007 City Council Meeting**

Payroll

6/01/07 Payroll: Direct Deposit # 500357-500361	\$6,695.09
6/01/07 Payroll: Payroll Liabilities, e-payments 158E-160E	\$5,687.52

Vendor Claims

6/06/07 Claims: Check #s 18682-18688, 18690-18691	\$46,974.56
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<b>Subtotal of Claims From Above</b>	<b>\$59,357.17</b>
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Nadeau Excavating - Payment #2 (if approved on Concert Agenda)	<b>\$50,189.21</b>
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<b>Total Claims for Approval</b>	<b>\$109,546.38</b>
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## CITY OF LAUDERDALE

05/31/07 10:01 AM

Page 1

## Payments

Current Period: JUNE 2007

Batch Name	060107paytax			
Payment		Computer Dollar Amt	\$5,687.52	Posted
Refer	247 PERA	Ck# 000158E 6/1/2007		
Cash Payment	G 101-21704 PERA	6/1/07 payroll		\$1,337.49
Invoice				
Transaction Date	5/31/2007	Due 0 NORTH STAR CHEC 10100	Total	\$1,337.49
Refer	248 NORTH STAR BANK, CHECKING S	Ck# 000159E 6/1/2007		
Cash Payment	G 101-21703 FICA WITHHOLDING.	6/1/07 payroll taxes		\$1,749.68
Invoice				
Cash Payment	G 101-21701 FEDERAL TAXES	6/1/07 payroll taxes		\$828.44
Invoice				
Transaction Date	5/31/2007	Due 0 NORTH STAR CHEC 10100	Total	\$2,578.12
Refer	249 ICMA RETIREMENT TRUST - 457	Ck# 000160E 6/1/2007		
Cash Payment	G 101-21705 ICMA RETIREMENT	6/1/07 payroll		\$1,771.91
Invoice				
Transaction Date	5/31/2007	Due 0 NORTH STAR CHEC 10100	Total	\$1,771.91
Fund Summary			BATCH Total	\$5,687.52
101	10100 NORTH STAR CHECKING			
		\$5,687.52		
		\$5,687.52		

Pre-Written Checks	\$5,687.52
Checks to be Generated by the Compute	\$0.00
Total	\$5,687.52

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

JUNE 2007

			Check Amt	Invoice	Comment
<b>10100 NORTH STAR CHECKING</b>					
Paid Chk#	018682	6/6/2007	CINTAS		
	E 601-49000-425	CLOTHING	\$29.65		pw clothing
	E 601-49000-425	CLOTHING	\$28.65		pw clothing
		<b>Total CINTAS</b>	<b>\$58.30</b>		
Paid Chk#	018683	6/6/2007	CITY OF FALCON HEIGHTS		
	E 101-42200-322	FIRE FALSE ALARMS	\$382.00		4/07 false fire alarm
		<b>Total CITY OF FALCON HEIGHTS</b>	<b>\$382.00</b>		
Paid Chk#	018684	6/6/2007	CITY OF ROSEVILLE		
	E 101-41200-306	CONSULTING FEES	\$202.83		5/07 IT support
		<b>Total CITY OF ROSEVILLE</b>	<b>\$202.83</b>		
Paid Chk#	018685	6/6/2007	CITY OF ST ANTHONY		
	E 101-42100-319	POLICE CONTRACT	\$43,291.67		6/07 police services
		<b>Total CITY OF ST ANTHONY</b>	<b>\$43,291.67</b>		
Paid Chk#	018686	6/6/2007	HAMLIN UNIVERSITY - GLOBAL ED		
	E 403-48403-442	MISC	\$500.00		2007 Stormwater Education
		<b>Total HAMLIN UNIVERSITY - GLOBAL ED</b>	<b>\$500.00</b>		
Paid Chk#	018687	6/6/2007	HOME DEPOT CRC		
	E 101-45200-228	MISC REPAIRS MAINT SUPPLIE	\$49.65		4/07 hockey rink supplies for
	E 101-43100-228	MISC REPAIRS MAINT SUPPLIE	\$44.61		4/07 city hall & warming house
		<b>Total HOME DEPOT CRC</b>	<b>\$94.26</b>		
Paid Chk#	018688	6/6/2007	KENNEDY & GRAVEN		
	E 101-41400-305	LEGAL FEES	\$150.00		4/07 legal services - 1931 Car
	E 101-41400-305	LEGAL FEES	\$45.00		4/07 legal services - social r
		<b>Total KENNEDY &amp; GRAVEN</b>	<b>\$195.00</b>		
Paid Chk#	018690	6/6/2007	PATNAYAK, DEVI		
	E 101-41200-442	MISC	\$50.00		return half damage deposit
		<b>Total PATNAYAK, DEVI</b>	<b>\$50.00</b>		
Paid Chk#	018691	6/6/2007	RAIDER GRAFIX		
	E 201-45600-373	T-SHIRTS	\$1,992.50		t-shirts & polos
	E 201-45600-373	T-SHIRTS	\$208.00		discounted t-shirts & polos fr
		<b>Total RAIDER GRAFIX</b>	<b>\$2,200.50</b>		
		<b>10100 NORTH STAR CHECKING</b>	<b>\$46,974.56</b>		



## LAUDERDALE COUNCIL ACTION FORM

### Action Requested

Consent   X    
Public Hearing         
Discussion         
Action         
Resolution         
Work Session       

Meeting Date   June 6, 2007  

ITEM NUMBER   5A & B Tennis Courts  

STAFF INITIAL                                 

APPROVED BY ADMINISTRATOR

### DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Attached are two items from Bonestroo. First is a change order for the tennis court project. Second is a copy of the second request for payment in the amount of \$50,189.21. The payment was also listed as a separate item on the claims sheet.

### OPTIONS:

Approve the two items as presented.  
Do not approve one or both of the items and provide staff further direction.

### STAFF RECOMMENDATION:

Approve the two items as presented.

### COUNCIL ACTION:



Owner: City of Lauderdale, 1891 Walnut St., Lauderdale, MN 55113	Date	June 1, 2007
Contractor: Nadeau Excavating Inc., 12175-240th St. E., Hampton, MN 55031		
Bond Co: United Fire and Casualty Co., P. O. Box 73909, Cedar Rapids, IA 52407	Bond No:	54159098

### CHANGE ORDER NO. 2

LAUDERDALE COMMUNITY PARK ENHANCEMENT PROJECT

BONESTROO FILE NO. 000532-06002-0

#### Description of Work

This Change Order provides for adjustments to this project as follows:

This Change Order provides for an extension of the Completion Date: Mn/DOT specifications state bituminous wearing shall not be placed when air temperature in the shade and away from artificial heat is 50 degrees or less. The Engineer required 60 degrees in the month of May. Bituminous base must be clean and dry prior to placement of wear course. Based on this information, the paving date was moved to allow warmer weather and air temperatures in order to achieve a high quality bituminous wear course. Rain delays also played a part in scheduling in paving.

Item No. 1: This item provides for the repair of a soft spot 12' X 50' in the Trail bed. The Contractor was required to dig out a soft spot in the trail alignment on the east side of the tennis court area. New rock and filter fabric were required to restore this area to a buildable condition.

Item No. 2: This item provides for additional grading on the northwest slope. The Contractor was asked to reduce the high crest of the northwest bank-back in order to provide a more gradual slope that City maintenance staff could more easily mow.

No.	Item	Unit	Contract Quantity	Unit Price	Total Amount
<b>CHANGE ORDER NO. 2</b>					
1	REPAIR SOFT SPOT 12' X 50' IN TRAIL BED	LS	1	\$1,350.00	\$1,350.00
2	ADDITIONAL GRADING ON NW SLOPE	LS	1	\$1,966.00	\$1,966.00
<b>TOTAL CHANGE ORDER NO. 2:</b>					<b>\$3,316.00</b>

Original Contract Amount	\$165,910.00
Previous Change Orders	\$4,466.00
This Change Order	<u>\$3,316.00</u>
Revised Contract Amount (including this change order)	\$173,692.00

### CHANGE IN CONTRACT TIMES

Original Contract Times:

Substantial Completion (days or date):

Ready for final Payment (days or date):

Increase of this Change Order:

Substantial Completion (days or date):

Ready for final Payment (days or date):

Contract Time with all approved Change Orders:

Substantial Completion (days or date):

Ready for final Payment (days or date):

Recommended for Approval by:

**BONESTROO**

Holly Reid

Approved by Contractor:

**NADEAU EXCAVATING INC.**

James D. Wally  
6/1/07  
Date

Date:

6.1.2007

Approved by Owner:

**CITY OF LAUDERDALE**

\_\_\_\_\_  
\_\_\_\_\_  
Date

cc: Owner

Contractor

Bonding Company

Bonestroo & Assoc.



Owner:	City of Lauderdale, 1891 Walnut St., Lauderdale, MN 55113	Date:	June 1, 2007
For Period:	12/7/2006 to 6/1/2007	Request No:	2
Contractor:	Nadeau Excavating Inc., 12175-240th St. E., Hampton, MN 55031		

**CONTRACTOR'S REQUEST FOR PAYMENT**  
LAUDERDALE COMMUNITY PARK ENHANCEMENT PROJECT  
BONESTROO FILE NO. 000532-06002-0

SUMMARY

1	Original Contract Amount		\$ 165,910.00
2	Change Order - Addition	\$ 4,466.00	
3	Change Order - Deduction	\$ 0.00	
4	Revised Contract Amount		\$ 170,376.00
5	Value Completed to Date		\$ 123,270.00
6	Material on Hand		\$ 0.00
7	Amount Earned		\$ 123,270.00
8	Less Retainage 5%		\$ 6,163.50
9	Subtotal		\$ 117,106.50
10	Less Amount Paid Previously		\$ 66,917.29
11	Liquidated damages -		\$ 0.00
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. 2		\$ 50,189.21

Recommended for Approval by:  
BONESTROO

Holly Reid

Approved by Contractor:  
NADEAU EXCAVATING INC.

Larry D. Winkler

Approved by Owner:  
CITY OF LAUDERDALE

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

Specified Contract Completion Date:

\_\_\_\_\_

Date:

\_\_\_\_\_

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
<b>BASE BID:</b>							
1	MOBILIZATION	LS	1	5000.00	0.25	1	\$5,000.00
2	PROTECTION OF CATCH BASIN, NON-STREET	EA	2	200.00		2	\$400.00
3	SILT FENCE, REGULAR	LF	220	2.50		220	\$550.00
4	SAWING BITUMINOUS PAVEMENT	LF	110	2.50	8	16	\$40.00
5	REMOVE TENNIS COURT PAVING	SY	1192	2.00		1192	\$2,384.00
6	REMOVE TENNIS COURT FENCE, NETS, AND FOOTINGS	LS	1	350.00			\$0.00
7	REMOVE BITUMINOUS PATH	SY	128	2.00		128	\$256.00
8	SITE GRADING	LS	1	5000.00		1	\$5,000.00
9	SUBGRADE PREPARATION	SY	1500	1.00		1500	\$1,500.00
10	GEOTEXTILE FABRIC	SY	1500	1.00		1500	\$1,500.00
11	GRANULAR BORROW	CY	1100	13.00		1100	\$14,300.00
12	4" PERFORATED POLYETHYLENE PIPE	LF	660	9.00		660	\$5,940.00
13	6" PERFORATED POLYETHYLENE PIPE	LF	135	10.00		135	\$1,350.00
14	CONNECT TO EXISTING STRUCTURE	EA	1	450.00		1	\$450.00
15	TENNIS COURT PAVING (INCL. AGGREGATE)	SY	1492	23.00	1491.25	1492	\$34,316.00
16	TENNIS COURT COLOR COAT SYSTEM AND LINE MARKINGS	LS	1	6700.00			\$0.00
17	TENNIS COURT FENCING	LF	456	50.00			\$0.00
18	TENNIS COURT GATE	EA	2	600.00			\$0.00
19	TENNIS COURT NETS, COMPLETE	LS	1	1300.00			\$0.00
20	BITUMINOUS PATH PAVING (INCL. AGGREGATE)	SY	128	29.00	128	128	\$3,712.00
21	TEMPORARY SEEDING	AC	0.1	3000.00	0.1	0.1	\$300.00
22	SODDING, LAWN TYPE WITH 4" OF TOPSOIL	SY	150	4.00			\$0.00
23	SEEDING, INCL SEED, FERTILIZER, AND WOOD FIBER BLANKET	SY	350	1.50			\$0.00
TOTAL BASE BID:							\$76,998.00
<b>ALTERNATE NO. 1 - BASKETBALL COURTS:</b>							
24	REMOVE BASKETBALL COURT PAVING	SY	585	2.00		585	\$1,170.00
25	REMOVE BASKETBALL BACKBOARDS AND FOOTINGS	LS	1	330.00			\$0.00
26	REMOVE BITUMINOUS PATH	SY	236	2.00		236	\$472.00
27	SITE GRADING	LS	1	3000.00	0.25	1	\$3,000.00
28	SUBGRADE PREPARATION	SY	900	1.00	240	900	\$900.00
29	GEOTEXTILE FABRIC	SY	900	1.00	240	900	\$900.00
30	GRANULAR BORROW	CY	660	13.00		660	\$8,580.00
31	4" PERFORATED POLYETHYLENE PIPE	LF	450	9.00		450	\$4,050.00
32	BASKETBALL COURT PAVING (INCL. AGGREGATE)	SY	880	23.00	220	880	\$20,240.00
33	BASKETBALL COURT MARKINGS	LS	1	900.00			\$0.00
34	BASKETBALL COURT BACKBOARD, COMPLETE	EA	4	1700.00			\$0.00
35	BITUMINOUS PATH PAVING (INCL. AGGREGATE)	SY	240	29.00	240	240	\$6,960.00
36	SODDING, LAWN TYPE WITH 4" OF TOPSOIL	SY	120	3.00			\$0.00
37	SEEDING, INCL SEED, FERTILIZER, AND WOOD FIBER BLANKET	SY	180	3.00			\$0.00
TOTAL ALTERNATE NO. 1 - BASKETBALL COURTS:							\$46,272.00
<b>CHANGE ORDER NO. 1</b>							
1	INSTALL 8' X 20' PREFABRICATED TENNIS BACKBOARD	LS	1	4466.00			\$0.00
TOTAL CHANGE ORDER NO. 1							\$0.00
TOTAL BASE BID:							\$76,998.00
TOTAL ALTERNATE NO. 1 - BASKETBALL COURTS:							\$46,272.00
TOTAL CHANGE ORDER NO. 1							\$0.00
<b>TOTAL WORK COMPLETED TO DATE</b>							<b>\$123,270.00</b>

**PROJECT PAYMENT STATUS**

OWNER CITY OF LAUDERDALE

BONESTROO FILE NO. 000532-06002-0

CONTRACTOR NADEAU EXCAVATING INC.

**CHANGE ORDERS**

No.	Date	Description	Amount
1	4/3/2007	This Change Order provides for a deletion of work for this project. See Change Order.	\$4,466.00
Total Change Orders			\$4,466.00

**PAYMENT SUMMARY**

No.	From	To	Payment	Retainage	Completed
1	10/18/2006	12/06/06	66,917.29	3,521.96	70,439.25
2	12/07/2006	06/01/07	50,189.21	6,163.50	123,270.00

**Material on Hand**

Total Payment to Date		\$117,106.50	Original Contract	\$165,910.00
Retainage Pay No. 2		6,163.50	Change Orders	\$4,466.00
Total Amount Earned		\$123,270.00	Revised Contract	\$170,376.00

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

JUNE 2007

			Check Amt	Invoice	Comment
<b>10100 NORTH STAR CHECKING</b>					
Paid Chk# 018689 6/6/2007			<b>NADEAU EXCAVATING, INC.</b>		
E 404-48404-528 COURT IMPROVEMENTS			\$50,189.21		tennis court - payment request
Total NADEAU EXCAVATING, INC.			\$50,189.21		
10100 NORTH STAR CHECKING			\$50,189.21		

**Fund Summary**

	10100 NORTH STAR CHECKING	
404 PARK IMPROVEMENT	\$50,189.21	
	<b>\$50,189.21</b>	





# LAUDERDALE COUNCIL ACTION FORM

**TYPE OF REQUEST**

Consent ☒ X  
Action ☐  
Resolution ☐  
Information ☐  
Work session ☐

**MEETING DATE** June 6, 2007**AGENDA NUMBER** 5C – Rental Housing Licenses**DESCRIPTION** Tier 1 Rental Housing Licenses**BACKGROUND OR PAST COUNCIL ACTION**

Attached are the applications of property owners that successfully completed the rental housing inspection process.

**OPTIONS****STAFF RECOMMENDATION**

Approve the attached license applications.

**COUNCIL ACTION****MOTION BY** \_\_\_\_\_**SECOND** \_\_\_\_\_**STAFF ACTION**



**CITY OF LAUDERDALE  
RENTAL PROPERTY LICENSURE APPLICATION**

1891 Walnut Street  
Lauderdale, MN 55113

Office: (651) 792-7650 Fax: (651) 631-2066

SEP 05 ENT'D

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:

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: 1760 CARL STREET Number of Rental Units: 1  
Type of property: ☒ single family ( ) duplex ( ) multiple family dwelling  
No. of rental units that are: 1 BR: \_\_\_\_\_ 2 BR: 1 3 BR: \_\_\_\_\_ 4 BR: \_\_\_\_\_ other: \_\_\_\_\_  
Total number of paved off street parking spaces: 0

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

Owner's name: STAN DANIELSON Telephone No. 952 854 6839  
Address: 1707 E 89th ST City, State, Zip: Bloomington MN 55425  
Owner is: Sole Proprietor ( ) \*Partnership ☒ \*Corporation ( )

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

Tom Larsen PO Box 19045 MINNEAPOLIS MN 55419 612 963 4320

**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: STAN DANIELSON  
Telephone No. 952 854 6839 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\*\*\*: none

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: 2 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

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: [Signature] Date: Aug 25 2006

### FOR CITY USE ONLY

Department	Approved	Denied	Date	Signature
Building Insp.	<input checked="" type="checkbox"/>		<u>5-28-7</u>	
Administrator				

Date Fees Received	Amount Received	Receipt #	Date License Issued
<u>9/5/06</u>	<u>64.00</u>	<u>8197</u>	

Gracie Bell - 612-644-2270

## MORTGATE COMPANY OR LENDER INFORMATION

Mortgage company, lender, or vendee\*\*\*: Country wide  
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.: 81 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 \$ 30.00  
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: [Signature] Date: 3/09/07

## FOR CITY USE ONLY

Department	Approved	Denied	Date	Signature
Building Insp.	<u>✓</u>		<u>522.7</u>	<u>[Signature]</u>
Administrator				

Date Fees Received	Amount Received	Receipt #	Date License Issued
<u>3/9/07</u>	<u>64.00</u>	<u>8138</u>	

# Memo

**To:** City Council and PCIC Members  
**From:** Brian W. Heck, City Administrator  
**CC:** Jim Bownik and Heather Butkowski  
**Date:** June 1, 2007  
**Re:** Park Use and Priorities

---

Staff met and discussed our thoughts on the purpose of each of Lauderdale's parks/open spaces and then discussed and prioritized the improvements / projects for each area. Our results are provided below.

## **PARKS / OPEN SPACES PURPOSE**

### **Community Park**

This is our feature park and the main location for residents and visitors to congregate and participate in activities and enjoy the outdoors. The facilities and amenities in this park need to focus on multi-generational active uses.

### **Walsh Lake (maintained natural area)**

This area consists of open space, trees, and a lake/pond that borders the Midland Hills Golf Course. Walsh Lake is designated as part of the City's storm water system and is a holding area for storm water that is eventually pumped by Roseville to the north into other holding ponds and eventually to a natural lake and wetland. This area is ideal for quiet, passive uses and the amenities considered should promote the enjoyment of the natural area.

### **Walnut and lone (picnic area)**

Staff discussed several possibilities for this area and concluded that in its existing state, it is best suited for a picnic area and proposed amenities and improvements should be geared toward this use.

### **Lauderdale Nature Area (minimal maintenance)**

The primary purpose of this area is storm water management for the southeast part of the city as well as parts of the U of M golf course and Larpenteur Avenue. The secondary purpose is the preservation and enjoyment of the natural surroundings associated with a marsh or pond area. We view this area as similar to Walsh lake but with minimal maintenance and minimal improvements that require ongoing maintenance.

We discussed possible amenities for the different areas and these are listed below by area. The last page identifies actual projects for the next 10 years in each of the areas. These

projects are organized by year, park area, and priority. Estimated costs are also indicated, but it should be noted that the costs are not based on any actual research. At this time, the estimates are merely "educated guesses".

### **Suggested Amenities**

<b><u>Community Park</u></b>	<b><u>Walsh Lake</u></b>	<b><u>lone / Walnut</u></b>	<b><u>Nature Area</u></b>
Walking paths	Walking Path along lake between Ryan and Pleasant	Signage marking public and private property	Gravel path on existing trolley line
Multi use community building / shelter	Floating walkway	Pathway from Walnut and lone to property	"Native plant" restoration
Hockey Rink – paved	Benches	Fencing at west end along Highway 280	Bird houses.
Pleasure skating	Picnic tables and waste containers.	Picnic table and waste container	Soil testing for potential contamination
Open grassy area for ad-hock play	Bird houses for various species of bird such as wood ducks	Fire pit and grilling area	
Portable volleyball		Lookout Tower	
Multi age play ground with possible water feature.			
Ball field.			
Archery area with distances marked and more safety features			
Tennis and Basketball courts			

### **PAYING FOR IMPROVEMENTS**

There are several ways for to pay for the improvements outlined in the improvement plan. The Council has a policy to transfer excess General Fund reserve to the Park Improvement Fund. In addition to this, the City could transfer additional funds from the General Fund or the General Capital Improvement fund, or the Council could establish a policy to dedicate a percent of the levy to park improvements.



# LAUDERDALE PARKS AND OPEN SPACE PLAN 2007 TO 2018

YEAR	PARK AREA	PRIORITY	DESCRIPTION OF PROJECT / IMPROVEMENT	ESTIMATED COST	ANNUAL TOTAL
2007	Community Park	1	Complete Tennis / Basketball Court	\$ 70,000	
2007	Community Park	2	Install Fencing on south property line	\$ 50,000	
2007	Walsh Lake	3	Install signage on west and south property lines indicating park boundary	\$ 250	
2007	Walnut/lone	4	Install signage on west and south property lines indicating park boundary	\$ 250	
2007	Walsh Lake	5	Allow growth of vegetative buffer of 16.5' from shoreline (ord. 8-4-8(h)5	\$ -	\$ 120,500
<b>2007 ESTIMATED TOTAL</b>					
2008	Community Park	1	Remove volleyball court and replace and expand playground	\$ 40,000	
2008	Walsh Lake	2	Work w/ 4-H or scout troops to build/install bird houses	\$ 75	
2008	Nature Area	3	Work w/ 4-H or scout troops to build/install bird houses	\$ 75	
<b>2008 ESTIMATED TOTAL</b>					
2009	Community Park	1	Hockey rink improvements - enlarge, pave, new boards, etc.	\$ 50,000	
	Nature Area	2	Work w/ WMO and others on assessment of area	\$ -	\$ 50,000
<b>2009 ESTIMATED TOTAL</b>					
2010	Walsh Lake	1	Picnic Table and waste basket	\$ 1,400	
2010	Walnut/lone	2	Fire pit and BBQ Grill	\$ 250	\$ 1,650
<b>2010 ESTIMATED TOTAL</b>					
2012	Community Park	1	Walking Path on south property line	\$ 60,000	
	Walsh Lake	2	Walking Path Ryan to Pleasant w/floating dock	\$ 45,000	
	Walnut/lone	3	Walking Path entrance from Walnut/lone	\$ 10,000	
	Walsh Lake	4	Designate Ryan Ave one way west bound & stripe path on north side	\$ 500	\$ 115,500
<b>2012 ESTIMATED TOTAL</b>					
2018	Community Park	1	New multi-purpose community building (replaces existing warming house)	\$ 1,500,000	\$ 1,500,000
<b>2018 ESTIMATED TOTAL</b>					
<b>11 YEAR PLAN ESTIMATED TOTAL</b>					
				\$	\$ 1,827,800



*City of Lauderdale*  
*The Island in the Metro*

1891 Walnut Street  
Lauderdale, MN 55113  
Main 651-792-7650  
Fax 651-631-2066

May 29, 2007

Jeff Enright  
Lillie Suburban News  
2515 E. 7<sup>th</sup> Avenue  
North St. Paul, MN 55109

Dear Mr. Enright,

I received your letter dated May 24, 2007, in which you said you identified homes south of Larpenteur Avenue that were not receiving the Roseville Review. I thought it might help if I listed the homes, townhomes, and multifamily homes that are not receiving the Review.

- Single-family homes from 1563-1605 Fulham and 2323 Hoyt
- Rosehill Townhomes from 1612-1682 Rosehill Circle
- City Gables  
1609 and 1611 Pleasant Street
- Crossroads Apartments  
1634 and 1642 Eustis Street and 2400 Larpenteur Avenue
- Lauderdale Hollows  
1618, 1626, and 1630 Eustis Street  
1619 and 1622 Carl Street
- Rosehill Apartments  
1623, 1627, and 1631 Carl Street  
2384 and 2392 Larpenteur Avenue

Our apartment and townhome residents continue to tell staff that they are not receiving the Review. One resident mentioned that she doesn't call your circulation desk to report the issue any longer as she was rudely told that your policy is not to deliver to apartment buildings. We spoke with the managers of the multifamily units and they anticipate delivery of the Review for their residents. Once they confirm delivery of the Review, along with the owners of the townhomes and single-family homes along Fulham Street, we will consider the matter satisfactorily resolved.

The City Council released the withheld payments, which you should receive shortly. Their intention going forward is to withhold payments until all delivery and publication issues have been satisfactorily resolved.

Sincerely,



Brian Heck  
City Administrator

# Lillie Suburban Newspapers, Inc.

2515 E. Seventh Avenue  
North St. Paul, MN 55109  
(651) 777-8800

May 24, 2007

Brian W. Heck  
City Administrator  
City of Lauderdale  
1891 Walnut Street  
Lauderdale MN 55113

Dear Mr. Heck,

We have been looking into your concerns regarding the delivery of the Roseville Review to the City of Lauderdale.

We were able to identify the homes you were concerned about that are south of Larpenteur Ave. However you also mentioned multifamily homes you felt were being missed. I do need some clarification on which multifamily homes you are referring to.

Regarding the other issues you cited, I did speak to the area manager today and she is not aware of any recent service requests. I trust that the issues have been cleared up. If you feel this is not correct or have heard otherwise from area residents, please have someone pass on the service requests to our circulation department. They should contact Carole Benson with this information.

I look forward to hearing from you on the multifamily homes you referred to.

Sincerely,



Jeff Enright  
Publisher



Ramsey County Review ♦ Maplewood Review ♦ Oakdale-Lake Elmo Review ♦ Review Perspectives  
New Brighton Bulletin ♦ Shoreview Bulletin ♦ St. Anthony Bulletin ♦ South-West Review  
Roseville-Little Canada Review ♦ Woodbury-South Maplewood Review ♦ East Side Review

**City of Falcon Heights  
2077 W. Larpenteur Ave  
Falcon Heights MN 55113**

**City Council Workshop  
June 6, 2007  
6:30 p.m.  
City Hall**

**WORKSHOP AGENDA**

1. *gH001* Fulham ~~Avenue~~ Discussion
2. Joint Blue Cross/Blue Shield Communities on the Move Grant Application

**TO: Mayor Gehrz, Council members Harris, Kuettel, Lindstrom and Talbot  
Mayor Dains, Council members Christensen, Doherty, Gill-Gerbig, and  
Hawkinson**

**FROM: Justin Miller, Falcon Heights City Administrator  
Brian Heck, Lauderdale City Administrator**

**Re: Fulham Avenue Discussion**

**Explanation:**

The City of Lauderdale has been discussing with Ramsey County over the past several years the turn back of Roselawn, Eustis, and Fulham. Lauderdale met with Ramsey County Officials in January of this year to discuss the issue. At this meeting, the County informed Lauderdale that the turn back of Fulham might be somewhat problematic as it is jointly "owned" by Lauderdale and Falcon Heights. What makes this particular segment of road is that Falcon Heights receives Municipal State Aid dollars and Lauderdale does not. Before Lauderdale can continue to discuss the turn back of Fulham, we need to work out with Falcon Heights the "ownership" of this segment of road. The segment in question is between Larpenteur Avenue and Roselawn Avenue.

Justin and I discussed this issue briefly and the City of Lauderdale proposes "ownership" of this segment of road revert to Lauderdale. The major reason for this is only one property owner, the U of M golf course, is on the Falcon Heights side where as there are several residential units on the Lauderdale side. We also discussed the potential for Falcon Heights to become responsible for the segment of Fulham south of Larpenteur Avenue. Falcon Heights applied seal coating to this section last summer and regularly sweeps this area as well.

WKSP 2  
6/7/07

**TO:** Mayor Gehrz, Council members Harris, Kuettel, Lindstrom and Talbot  
Mayor Dains, Council members Christensen, Doherty, Gill-Gerbig, and  
Hawkinson

**FROM:** Justin Miller, Falcon Heights City Administrator  
Brian Heck, Lauderdale City Administrator

**Re:** Joint Blue Cross/Blue Shield Communities on the Move Grant Application

In January 2006, Blue Cross Blue Shield of Minnesota launched a long-term health improvement program called Prevention Minnesota. This program is supported by the \$241 million lawsuit with the tobacco industry.

Prevention Minnesota is designed to address the root causes of the state's deadliest and costliest diseases – heart disease and cancers. Experience in Minnesota and around the country shows that community-based efforts to improve health can be extremely effective. Prevention Minnesota's community funding helps provide the resources and support necessary for successful community health initiatives in Minnesota.

Blue Cross/Blue Shield of Minnesota has recently issued a new RFP for Communities on the Move – Small Programs. They intend to fund 20 to 40 applicants that are working in their communities to increase the physical activity levels of sedentary and insufficiently active adult Minnesotans by enhancing access to and support for physical activity. They have encouraged local governments to apply for this grant cycle.

Both Lauderdale and Falcon Heights staffs have discussed this project and believe that a joint application may be appropriate. Ideas for funding requests include:

- Purchase of pedometers to measure walking distances
- Formation of walking clubs/competitions between the two cities
- Pre-paid passes to the State Fair coliseum for climate controlled exercise areas in the winter months

Selected applicants will receive between \$2,000 and \$4,999. The next deadline for submission is June 29<sup>th</sup>, with awards being announced in August 2007. We would appreciate any feedback or suggestions before submitting an application.

# PHYSICAL ACTIVITY PROMOTION

Prevention Minnesota

Request for Proposals # 559

## Communities on the Move—Small Programs

Open Application Period:  
Applications Postmarked between  
March 1, 2007 and September 28, 2007





## PreventionMinnesota

Prevention Minnesota is Blue Cross and Blue Shield of Minnesota's (Blue Cross') unprecedented, long-term commitment to tackle preventable heart disease and cancer by addressing their root causes—tobacco use, physical inactivity, and unhealthy eating.

Prevention Minnesota employs science-based strategies to tackle the leading preventable causes of death and disability in Minnesota and to control health care costs through prevention.

The overarching goals of Prevention Minnesota are to decrease significantly the prevalence of tobacco use and other risk factors for heart disease, significantly decrease the prevalence of other risk factors for cancer, and increase early detection of cancer.

We aim to accomplish these goals by reducing tobacco use, reducing exposure to secondhand smoke, increasing physical activity, and increasing healthy eating.

To achieve these outcomes, Blue Cross, through its Center for Prevention, employs a comprehensive, science-based approach that includes clinical strategies, community strategies, outreach to high-risk groups, public awareness campaigns, workplace strategies, and health behavior change services for individuals.

Prevention Minnesota focuses on root causes—the factors that lead to preventable diseases.

- Smoking causes heart disease, cancer, and other serious illnesses and is linked to more than 5,600 deaths statewide each year.
- Physical inactivity and unhealthy eating combined contribute to obesity, cancer, cardiovascular disease, and diabetes. Together, they are the second leading cause of preventable death and disease in the country.
- In 2001, more than 23,000 Minnesotans were diagnosed with cancer, and nearly 9,000 Minnesotans died from cancer-related causes.
- All of these diseases have a huge economic toll as well. A recent study commissioned by Blue Cross documented that smoking now costs Minnesota \$1.98 billion in health care expenses each year.
- The Minnesota Department of Health estimated that \$495 million was spent in 2000 to treat diseases and conditions caused by physical inactivity.

Prevention Minnesota seeks to improve the health of all Minnesotans. To learn more, please visit [www.preventionminnesota.com](http://www.preventionminnesota.com).

# I. RFP DETAILS

## Purpose

Blue Cross and Blue Shield of Minnesota (Blue Cross) invites sealed proposals from qualified Applicants who are working in their communities to increase the physical activity levels of sedentary and insufficiently active adult Minnesotans by enhancing access to and support for physical activity.

## Overview

Eligible Applicants include local nonprofit organizations, local governmental agencies, for-profit entities, partnerships, and coalitions. In 2007, approximately 20 to 40 Applicants across the state of Minnesota will be funded on a contract basis to support this work. The foundation of this initiative to improve the health of Minnesotans is described in the Blue Cross publication, "Consequences of Physical Inactivity" (Appendix A). The overarching goal is to reduce preventable heart disease and cancer.

Despite all that is known about the health benefits of physical activity, few Americans meet the levels of physical activity recommended by experts. The Centers for Disease Control and Prevention (CDC) recommend that adults engage in 30 minutes of moderately intense physical activity on five or more days per week. Yet according to the CDC, only 51 percent of Minnesota adults met this standard in 2005.

Physical inactivity is second only to tobacco use in its contribution to serious health problems. Millions of Americans put themselves at greater risk of chronic illness and premature death each year because they are not physically active.

In this Request for Proposals (RFP), Blue Cross seeks to support Applicants who have sound plans to strengthen access to physical activity and social support so that less active adults (primarily ages 18 to 64) can become and remain more physically active. All selected Applicants will develop projects that promote moderate to intense physical activity relative to the capacity level of projected participants. These projects will be conducted in an environment that provides social support to encourage consistent levels of participation. Activities at these intensity levels have been proven to benefit cardiovascular health. Examples of moderate to intense activities include:

- Walking briskly (3 to 4.5 miles per hour on a level surface)
- Bicycling
- Dancing
- Swimming
- Running
- Other aerobic activities

	<p>A more comprehensive list of appropriate activities is included in Appendix B.</p> <p>Selected Applicants will propose programs that strengthen social support for adults to become and remain physically active. The intent of the funding is to build the Applicant's capacity to develop and maintain long-term initiatives that increase the physical activity levels of adults in their communities. The contracts awarded to selected Applicants may cover staffing, administrative overhead, communications, and all other costs directly associated with such efforts, as justified in the Applicant's cost proposal.</p>
Number of Contracts	Blue Cross expects to fund approximately 20 to 40 projects in 2007. Awards are subject to contract negotiation.
Award Amount	Contracts will be awarded in amounts between \$2,000 and \$4,999.
Deadline	<p>We request that all applicants submit an Intent to Apply notice per the submission timeline on page 9. (The Intent to Apply notice is available at <a href="http://www.preventionminnesota.com">www.preventionminnesota.com</a>.)</p> <p>Proposals postmarked between March 1, 2007 and September 28, 2007 will be accepted and reviewed on a quarterly basis in three review cycles as described in the submission timeline on page 9.</p>
Scope of Work	<p>Blue Cross expects to fund proposals with contract awards commensurate with project scope. Contract periods may last for up to 12 months. All projects must engage participants in at least <i>weekly</i> physical activities for a <i>minimum of six months of activity</i>.</p> <p>Please note that the primary focus of this RFP is on reaching sedentary and insufficiently active adults, ages 18 to 64. However, proposals that reach adults aged 65 and older will also be considered, provided that they meet all other proposal requirements.</p> <p>Applicants may request funding for one of the following two types of proposals designed to encourage adults to increase their level of physical activity:</p> <ul style="list-style-type: none"> <li>▪ Funding to develop a new physical activity initiative</li> <li>▪ Funding to expand the number of participants in an existing program</li> </ul> <p>Core aspects of this work include recruiting participants (sedentary and insufficiently active adults), engaging them in physical activity, providing motivation for consistent participation in physical activity, retaining participants, and sustaining the program:</p>

1. Recruit. Selected Applicants will provide a recruitment plan with an identified target audience (i.e., specific demographic/geographic segment of the population) to participate in the physical activity program. Plans will also include methods used (for example, printed flyer, newsletters, "invite a friend," or door-to-door community involvement).

A minimum of 40 participants in the physical activity program is recommended for a strong proposal. However, Applicants may offer justification for an activity engaging fewer participants if they can provide a convincing rationale, particularly for services targeting hard-to-reach populations.

2. Engage. Selected Applicants will ensure that participants in their program engage in moderate to intense physical activity. Active participation *at least once a week* is essential. Engagement strategies will include getting a signed commitment from participants to participate a minimum of one time per week. Blue Cross expects that Selected Applicants will use this level of engagement as a starting point for further increasing participants' individual levels of physical activity, with the ultimate goal of successfully encouraging participants to meet the CDC's recommendation of 30 minutes of moderately intense physical activity, five or more days per week.
3. Motivate. Selected Applicants will describe their strategies for motivating potential participants to become more physically active. Applicants will also provide support for becoming more active in a social setting. Blue Cross encourages Applicants to consider a broad range of strategies to motivate participants, including identifying participants' personal health improvement goals, incorporating social support that connects the participant to the group, and encouraging participants to consider the role their community can play in promoting physical activity.
4. Retain. Selected Applicants will develop creative strategies to retain participants over the contract period and will set a goal for the number of participants to be retained. Again, barring mitigating circumstances, at least 40 individuals are expected to participate in the program on a weekly basis for the duration of the program. Applicants are encouraged to provide participants with the opportunity to become more involved in how their community promotes and supports physical activity as a strategy for retaining participants. For example, retention strategies can include walkability assessments and other activities that help identify opportunities for and barriers to physical activity in their community.
5. Sustain. Blue Cross is interested in funding programs that will be able to continue beyond the contract period. A plan for sustaining the program is an essential component of the proposal.

## Eligible Applicants

Examples of appropriate programs include, but are not limited to, the following examples:

- A weekly walking club for adults
- A bicycling club for adults
- A dance class for adults
- A beginners' running club for adults interested in training for their first 5K
- A mother/baby stroller walking club
- Extension of the hours of the local high school athletic facilities to serve the needs of a specific population
- A buddy walking program for residents in an urban neighborhood
- Payment for an off-duty police officer to accompany an urban walking club
- A Spanish language aerobics class

See Appendix C for more detailed project examples.

Eligible Applicants for these contracts include nonprofit organizations, for-profit entities, local government agencies, and partnerships. Applicants must be formal legal entities; no contracts will be awarded to individuals or groups of individuals.

Previous recipients of Communities on the Move Contracts are eligible to apply for new contracts assuming they meet all requirements.

Organizations seeking to increase the physical activity levels of employees are not eligible for this RFP. Any employer (for-profit or not-for-profit) that proposes to support employee physical activity programs is encouraged to monitor [www.preventionminnesota.com](http://www.preventionminnesota.com) for an upcoming RFP that invites proposals for workplace strategies to increase physical activity.

Blue Cross membership or insurance status is not a factor in an Applicant's eligibility.

## Application Qualifications

Proposals are being solicited from Applicants that are committed to one or more of the following activities:

- Health promotion and/or education about health-related issues, such as the importance of physical activity in maintaining good health
- The creation of successful, sustained social clubs/groups organized around a physical activity focus (e.g., walking clubs, exercise groups)
- Evaluating and addressing barriers in the community that limit opportunities for adults to engage in physical activity

The most competitive Applicants will be able to demonstrate some knowledge about the role of physical activity, including:

- The health benefits of physical activity and the health risks of inactivity
- Barriers to physical activity specific to the Applicant's target audience



**Proposal Due Date:** Proposals must be postmarked between March 1, 2007 and September 28, 2007. Blue Cross will hold three review cycles, as shown in the chart below.

**Review Cycle:** Proposals will be reviewed quarterly, per the following chart.

Review Cycle	Intent to Apply Form Due	Postmark Deadline	Awards Announced	Estimated Date Selected Applicants Can Begin Work
Review Cycle 1	2/28/07	3/30/07	May 2007	July 2007
Review Cycle 2	5/25/07	6/29/07	August 2007	October 2007
Review Cycle 3	8/31/07	9/28/07	November 2007	January 2008

## Appendix A    The Consequences of Physical Inactivity

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### Sedentary Trends

The trend is clear: today, Americans work in less physically demanding jobs, use our free time for more sedentary activities, and increasingly live in communities that make it difficult to incorporate physical activity into our daily lives.<sup>1</sup>

Despite all that is known about the health benefits of physical activity, few Americans meet the levels of physical activity recommended by experts. The Centers for Disease Control and Prevention (CDC) recommend that adults engage in 30 minutes of moderately intense physical activity on five or more days per week. Yet according to the CDC, only 49 percent of Minnesota adults met this standard in 2003.<sup>2</sup>

### Grave Health Consequences

Physical inactivity is second only to tobacco use in its contribution to serious health problems. Millions of Americans put themselves at greater risk of chronic illness and even premature death because they are not physically active.

- Physical inactivity is responsible for at least 200,000 deaths annually from chronic illnesses such as heart disease, stroke, and diabetes.<sup>3</sup>
- Adults who are not physically active are nearly twice as likely as those who are active to suffer from heart disease.<sup>4</sup>
- More than one-third of deaths from heart disease can be attributed to physical inactivity.<sup>5</sup>
- Research has shown that many cases of heart disease, hypertension, type 2 diabetes, colon cancer, stroke, osteoporosis, depression, anxiety, breast cancer, and falls among the elderly can be attributed to inactive lifestyles.<sup>6</sup>

The financial impact of physical inactivity is substantial as well. The Minnesota Department of Health has estimated that \$495 million was spent in 2000 to treat diseases and conditions that could have been avoided if all Minnesotans were physically active.<sup>7</sup>

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2. Behavioral Risk Factor Surveillance System, Centers for Disease Control and Prevention. *Prevalence Data: Minnesota-2003 Physical Activity*. Department of Health and Human Services. Available at <http://apps.nccd.cdc.gov/brfss>. Accessed November 29, 2005.

3. U.S. Department of Health and Human Services. *Physical Activity and Health: A Report of the Surgeon General*. Atlanta, Ga.: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention. National Center for Chronic Disease Prevention and Health Promotion, 1996.

4. Powell KE, Thompson PD, Caspersen CJ, et al. Physical activity and the incidence of coronary heart disease. *Ann Rev Public Health*. 1987;8:253-287.

5. Ainsworth BE, Macera CA. Physical Inactivity. In: Brownson RC, Remington PL, Davis JR, eds. *Chronic Disease Epidemiology and Control*. 2nd ed. Washington D.C.: American Public Health Association, 1998:191-213.

6. Minnesota Department of Health. *Minnesota Department of Health Fact Sheet: Health Care Costs of Physical Inactivity in Minnesota*. Minnesota: MDH, Family Health Division; 2002.

7. Minnesota Department of Health. *Minnesota Department of Health Fact Sheet: Health Care Costs of Physical Inactivity in Minnesota*. Minnesota: MDH, Family Health Division; 2002.



## Appendix B General Physical Activities Defined by Level of Intensity

The following examples are derived from CDC and American College of Sports Medicine guidelines.

MODERATE ACTIVITY 3.0 to 6.0 METs (3.5 to 7 kcal/min)	VIGOROUS ACTIVITY Greater than 6.0 METs (more than 7 kcal/min)
<p>Walking at a moderate or brisk pace of 3 to 4.5 mph on a level surface inside or outside, such as</p> <ul style="list-style-type: none"> <li>▪ Walking to class, work, or the store;</li> <li>▪ Walking for pleasure;</li> <li>▪ Walking the dog; or</li> <li>▪ Walking as a break from work.</li> </ul> <p>Walking downstairs or down a hill            Racewalking—less than 5 mph            Hiking            Roller skating or in-line skating at a leisurely pace</p>	<p>Racewalking and aerobic walking—5 mph or faster            Jogging or running            Wheeling your wheelchair            Walking and climbing briskly up a hill            Backpacking            Mountain climbing, rock climbing, rappelling            Roller skating or in-line skating at a brisk pace</p>
<p>Bicycling 5 to 9 mph, level terrain, or with few hills            Stationary bicycling—using moderate effort</p>	<p>Bicycling more than 10 mph or bicycling on steep uphill terrain            Stationary bicycling—using vigorous effort</p>
<p>Aerobic dancing—low impact            Water aerobics</p>	<p>Aerobic dancing—high impact            Step aerobics            Water jogging            Teaching an aerobic dance class</p>
<p>Calisthenics—light            Using a stair climber machine at a light-to-moderate pace            Using a rowing machine—with moderate effort</p>	<p>Calisthenics—push-ups, pull-ups, vigorous effort            Karate, judo, tae kwon do, jujitsu            Jumping rope            Performing jumping jacks            Using a stair climber machine at a fast pace            Using a rowing machine—with vigorous effort            Using an arm cycling machine—with vigorous effort</p>
<p>Ballroom dancing            Line dancing            Square dancing            Folk dancing            Modern dancing, disco            Ballet</p>	<p>Professional ballroom dancing—energetically            Square dancing—energetically            Folk dancing—energetically            Clogging</p>
<p>Table tennis—competitive            Tennis—doubles</p>	<p>Tennis—singles            Wheelchair tennis</p>

MODERATE ACTIVITY 3.0 to 6.0 METs (3.5 to 7 kcal/min)	VIGOROUS ACTIVITY Greater than 6.0 METs (more than 7 kcal/min)
Softball—fast pitch or slow pitch Basketball—shooting baskets	Most competitive sports Football game Basketball game Wheelchair basketball Soccer Rugby Kickball Field or rollerblade hockey Lacrosse
Volleyball—competitive Badminton Fencing	Beach volleyball—on sand court Handball—general or team Racquetball Squash
Downhill skiing—with light effort Ice skating at a leisurely pace (9 mph or less) Snowmobiling Ice sailing	Downhill skiing—racing or with vigorous effort Ice-skating—fast pace or speedskating Cross-country skiing
Swimming—recreational Aquatic aerobics  Canoeing or rowing a boat at less than 4 mph Kayaking—on a lake, calm water	Swimming—steady paced laps Water jogging Water polo Water basketball  Canoeing or rowing—4 or more mph Kayaking in whitewater rapids
Roller-skating or in-line skating—leisurely pace	Running Skipping Jumping rope Performing jumping jacks Roller-skating or in-line skating—fast pace

Source: U.S. Department of Health and Human Services, Public Health Service, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Division of Nutrition and Physical Activity. *Promoting Physical Activity: a Guide for Community Action*. Champaign, Ill: Human Kinetics; 1999. (Table adapted from Ainsworth BE, Haskell WL, Leon AS, et al. Compendium of physical activities: classification of energy costs of human physical activities. *Med and Sci Sports Exercise*. 1993;25(1):71-80. Adapted with technical assistance from BE Ainsworth.)

## Appendix C Project Examples

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These are just two examples to illustrate potential ways this funding could be used. We will consider many other possible project ideas as well.

### EXAMPLE A:

#### Walking Club for Older Adults in an Urban Neighborhood

A community organization receives funding to establish a year-round walking club in an urban neighborhood. The club is organized with older adults in mind, but all will be welcome. Program information will be provided to neighborhood residents through door knocking, yard signs, flyers, and press releases. The club meets at a centrally located coffee shop on Saturday mornings. The organization identifies one- and two-mile routes, so that walkers of differing abilities can participate.

The community organization uses Blue Cross funding to provide a small stipend to a coordinator, who is a peer of the older walkers. The coordinator participates in the walks and sends weekly email reminders to participants. Funding is also used to pay for the group to use the local YMCA's walking track when weather prohibits walking outdoors. The community organization uses Blue Cross funds to publicize the club through various avenues—in local church bulletins, the community newspaper, on message boards in local senior citizen centers, and a radio announcement.

Once the walking club has been established, the members conduct a group “walkability” assessment—identifying problem areas with sidewalks, crosswalks, streetlight timing, etc., along the route. The coordinator summarizes the results and invites a city council member to join the walkers and hear a presentation of the findings.

Partners in this scenario include: the sponsoring community organization, the coffee shop, the YMCA, and the local senior center. As the walking club presents information to the city regarding the walking route, the city agrees to provide additional support by putting up signs to identify the walking route and promote regular use.

### EXAMPLE B:

#### Indoor Walking Club in Greater Minnesota

The Parks and Recreation department of a town in Greater Minnesota receives funding for an effort to create a walking club and meet the need for an indoor walking space during the darker, colder months. Previous ad hoc efforts to utilize a new high school during the evenings and weekends so that people could walk the hallways or use the weight room have failed because of concerns about staffing costs and other unresolved questions.

The Parks and Rec department uses funds to launch a walking club that meets in the high school during evenings. The walking club utilizes the school five nights per week for 45-minute walks. The funds are used to support facility fees and the Parks and Rec department provides in-kind matching funds in the form of staff time to oversee the school. Additional funds are used to create flyers and place newspaper ads. A local radio station agrees to promote the walking clubs. Over time, participants agree to pay a minimal fee (\$1–\$2 per week) to support the use of the school and sustain the program.

## Appendix G      Proposal Application Form

*Please feel free to re-create this form on your word processor, within the space provided. 4 page maximum.*

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Please refer to the information in Section II of this RFP when filling out this form.

Communities on the Move — Small Programs      RFP # 559

Date of application: \_\_\_\_\_

Organization name: \_\_\_\_\_

### *Section One: Commitment to the Promotion of Physical Activity (25 points)*

Briefly describe your organization and the level of experience you have working to increase physical activity levels among adults.

Briefly describe staff and/or volunteer qualifications for conducting the proposed project.

Describe any funding your organization currently receives to conduct similar work. Describe how any such funding would complement rather than duplicate the work funded by Blue Cross.

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Communities on the Move — Small Programs

Proposal Application Form, Page 2. Organization Name: \_\_\_\_\_

*Section Two: Work Plan (60 points)*

What physical activity is the focus of your project? Be specific. \_\_\_\_\_

Check if this is a new project \_\_\_\_ or an expansion of an existing project \_\_\_\_

If funding is requested to expand an existing project, briefly describe current programming and the proposed expansion.

How many participants do you anticipate? \_\_\_\_\_

If the total number of participants is less than 40, provide a convincing rationale for focusing on fewer participants.

How frequently will participants engage in this activity? (e.g., two times per week) \_\_\_\_\_

For what length of time? (e.g., 1 hour, 30 minutes) \_\_\_\_\_

Where will the activity take place? \_\_\_\_\_

If applicable, what is your contingency plan for inclement weather?

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Communities on the Move — Small Programs

Proposal Application Form, Page 3. Organization Name: \_\_\_\_\_

How will your project increase access to and social support for physical activity?

Describe your target audience for this project (e.g., age of participants, geographic area, demographic data, current activity level, other relevant details).

What are the biggest needs and barriers to increased physical activity for your target group and how does your project address these needs and barriers?

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Communities on the Move — Small Programs

Proposal Application Form, Page 4. Organization Name: \_\_\_\_\_

What strategies and methods will you use to recruit sedentary and insufficiently active participants?

What are your strategies for motivating and retaining program participants?

How will you pursue long-term sustainability of the project beyond the contract period?