

LAUDERDALE CITY COUNCIL MEETING AGENDA
TUESDAY, June 13, 2006
7:30 P.M. CITY HALL

The City Council is meeting as a legislative body to conduct the business of the City according to ROBERT'S RULES OF ORDER AND THE STANDING RULES OF ORDER AND BUSINESS OF THE CITY COUNCIL. Unless so ordered by the Mayor, citizen participation is limited to the times indicated and always within the prescribed rules of conduct for public input at meetings.

1. ROLL – 7:30 p.m.

Council members:

Gill-Gerbig _____

Hawkinson _____

Doherty _____

Christensen _____

Mayor Dains _____

Staff: Bakken-Heck _____

2. APPROVAL OF THE AGENDA - 7:32 p.m.

3. APPROVALS – 7:35 p.m.

- A. Approve minutes for 5/23/2006 City Council Meeting
- B. Approve claims totaling \$52,953.16

4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS NOT ON THE AGENDA – 7:37 p.m.

Any member of the public may speak at this time on any item NOT on the agenda. In consideration of the public attending the meeting for specific items on the agenda, this portion of the meeting will be limited to fifteen (15) minutes. Individuals are requested to limit their comments to four (4) minutes or less. If the majority of the Council determines that additional time on a specific issue is warranted, then discussion on that issue shall be continued under Additional Items at the end of the agenda. Before addressing the City Council, members of the public are asked to step up to the microphone, give their name, address and state the subject to be discussed. All remarks shall be addressed to the Council as a whole and not to any member thereof. No person other than members of the Council and the person having the floor shall be permitted to enter any discussion without permission of the presiding officer. Your participation, as prescribed by the Council's ROBERT'S RULES OF ORDER AND THE STANDING RULES OF ORDER AND BUSINESS OF THE CITY COUNCIL, is welcomed and your cooperation is greatly appreciated.

5. CONSENT

- A) Park use applications
- B) Add Financial Northeastern Companies to list of approved brokers

6. SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS

FILE

7. INFORMATIONAL PRESENTATIONS

- A) State Representative Mindy Greiling

8. PUBLIC HEARINGS

Public hearings are conducted so that the public affected by a proposal may have input into the decision. During hearings, all affected residents will be given an opportunity to speak pursuant to the ROBERT'S RULES OF ORDER AND THE STANDING RULES OF ORDER AND BUSINESS OF THE CITY COUNCIL.

9. REPORTS

10. DISCUSSION

11. ACTION

- A) Parking in Community Park – Resolution No. 061306A
- B) Parking along Fulham Street – Resolution No. 061306B
- C) Consider compensation for Administrator
- D) Tennis Court Improvements

12. ITEMS REMOVED FROM THE CONSENT AGENDA

13. ADDITIONAL ITEMS

14. SET AGENDA FOR NEXT MEETING – 8:00 p.m.

- A) Commissioner Jan Parker
- B) Comprehensive Plan Committee
- C) Hockey goals and electrical in warming house
- D) Rental Housing License

15. WORK SESSION 8:05 p.m.

- A) Resident discussion of nuisance property
- B) Closed session to discuss labor negotiations

16. ADJOURNMENT

LAUDERDALE CITY COUNCIL MEETING MINUTES

TUESDAY, MAY 23, 2006

Mayor Dains called the meeting to order at 7:35 p.m. and asked administrator Bakken Heck to call roll.

Council members present: Karen Gill-Gerbig, Denise Hawkinson, Karen Doherty, Clay Christensen and Mayor Jeffrey Dains.

Staff present: Jim Bownik and Heather Butkowski.

Mayor Dains asked for additions or deletions to the agenda. Heck requested to add the authorization to advertise bid for the sale of the old Chevrolet pick-up truck with a minimum bid of \$500.00. Council member Christensen moved and Doherty seconded the agenda as amended. The motion carried.

Mayor Dains asked for any additions or corrections to the minutes of May 9, 2006. There being none, council member Hawkinson moved and council member Gill-Gerbig seconded the minutes as presented and the motion carried.

Mayor Dains asked for questions on the claim. There being none, council member Gill-Gerbig moved and Hawkinson seconded approval of the claims in the amount of \$30,404.08 and the motion carried.

Mayor Dains stated this is the time for members of the audience to address the council on items not on the agenda. There was no one in attendance who wished to address the council.

The consent agenda authorizing bidding for the sale of the old Chevrolet pick-up truck carried on a motion by council member Christensen and a second by Hawkinson.

Butkowski addressed the council and reported on the first comprehensive plan committee meeting. She stated the purpose of the meeting was to get members acquainted and give them an opportunity to describe what they feel are the strengths of the community and what concerns them. She listed some of the top responses. Sources of pride were location, small town feel and low crime. Opportunities included the city's central location (280), local educational opportunities (university/colleges) and police and fire. Some worries identified were the condition of the south corner of 280 and Larpenteur, housing stock upkeep / lack of truth in housing and no commercial center/hub. Threats are Highway 280, loss of Local Government Aide and the future of county roads. Butkowski stated the committee will begin to work on a vision statement and elect a chair and vice chair at the next meeting.

Mayor Dains brought up the issue of parking in the park parking lots as they are being used by construction workers at the condo development. Christensen stated he was at the park last Friday and noticed the construction workers using the parking lot as a staging area and for the loading and unloading of equipment. Mayor Dains would like to see signage indicating the park parking lots are for park purposes only. We may have to alter the ordinance relating to

LAUDERDALE CITY COUNCIL MEETING MINUTES

TUESDAY, MAY 23, 2006

use of the park parking lots. Enforcement is an issue as well as reference to the snow emergency parking.

Council member Christensen moved to have staff erect a sign prohibiting the use of the park parking lots for non-park purposes with the exception of snow emergencies. Seconded by Doherty and carried on a roll call vote with all voting yes.

Butkowski discussed new election equipment to be used for the next election and how such equipment will assist the voter in voting. Council member Hawkinson moved Resolution #052306A authorizing the use of the AutoMARK Voter Assist Terminal in elections. Resolution seconded by council member Christensen and carried with all members voting yes.

The council set the agenda for the next meeting to include preliminary budget discussion, visits by Rep. Grieling, tennis courts and administrator evaluation.

The council moved into the work session at 8:00 p.m.

Bownik presented the council with additional information on the construction of the tennis courts. He wanted to get more direction from the council on what their expectations are regarding the rehabilitation. Bownik discussed two possible options regarding the tennis courts. He indicated the council needs to order plans and specifications for the tennis courts. Mayor Dains and Council member Hawkinson both opted to move the construction of the tennis courts to spring of 2007. Council member Doherty moved to obtain specifications and plans for the tennis courts with an alternate to improve the basketball court and to move forward with the bidding of the project so the project is completed by June 1, 2007. The specifications are to include lighting. Motion second by council member Gill-Gerbig

Council member Hawkinson moved to adjourn to closed session, second by Doherty and carried. The Council went into closed session at 8:30 p.m. to discuss the ongoing litigation regarding the park property. Bob Alsop, attorney assigned to the case, provided the council with a chronology of the case to bring the council up to date.

The council reconvened in open session at 9:00 p.m. to discuss the nuisance property on Eustis. There was an incident on Friday where a person was outside in the afternoon using foul language. Citizens are getting more upset with the situation and want the city to take some action. Heck stated staff will contact the county, other inspectors, and the fire marshal to conduct additional inspections and to follow up on condemnation proceedings on the Eustis property as well as the vacant building on Walnut.

Administrator evaluation was discussed by the council.

There being no further items for discussion, the meeting adjourned at 10:25 p.m. on a motion by Hawkinson and second by Christensen.

CITY OF LAUDERDALE

Claims for Approval

June 13, 2006 City Council Meeting

<u>Payroll</u>		
6/02/06 Payroll:	Direct Deposit # 500153-500157	\$6,423.31
6/02/06 Payroll:	Payroll Liabilities, e-payments 61E-63E	\$5,459.82
<u>Vendor Claims</u>		
6/13/06 Claims:	Check # 18133-18158	\$41,070.03

Subtotal of Claims From Above **\$52,953.16**

Total Claims for Approval	\$52,953.16
----------------------------------	--------------------

CITY OF LAUDERDALE

05/31/06 1:40 PM

Page 1

Paid Register

Check Number	Employee Number	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date	Status
500153	000000001	BAKKEN-HECK, BRIAN	11	BI-WEEKLY	\$1,720.79	6/2/2006	Outstanding
500154	000000011	BOWNIK, JAMES	11	BI-WEEKLY	\$1,218.07	6/2/2006	Outstanding
500155	000000007	BUTKOWSKI, HEATHER	11	BI-WEEKLY	\$1,050.51	6/2/2006	Outstanding
500156	000000002	HINRICHS, DAVID C	11	BI-WEEKLY	\$1,431.29	6/2/2006	Outstanding
500157	000000005	HUGHES, JOSEPH A	11	BI-WEEKLY	\$1,002.65	6/2/2006	Outstanding
					<hr/>		
					\$6,423.31		

CITY OF LAUDERDALE

05/31/06 4:25 PM

Page 1

Payments

Current Period: JUNE 2006

Batch Name	060206paytax	Computer Dollar Amt	\$5,459.82	Posted	
Payment					
Refer	258 ICMA	Ck# 000061E 6/2/2006			
Cash Payment	G 101-21705 ICMA RETIREMENT	6/2/06 payroll			\$1,569.22
Invoice					
Transaction Date	5/31/2006	Due 0 NORTH STAR CHEC 10100		Total	\$1,569.22
Refer	259 PERA	Ck# 000062E 6/2/2006			
Cash Payment	G 101-21704 PERA	6/2/06 payroll			\$1,228.99
Invoice					
Transaction Date	5/31/2006	Due 0 NORTH STAR CHEC 10100		Total	\$1,228.99
Refer	260 NORTH STAR BANK, CHECKING S	Ck# 000063E 6/2/2006			
Cash Payment	G 101-21703 FICA WITHHOLDING.	6/2/06 federal taxes			\$1,695.90
Invoice					
Cash Payment	G 101-21701 FEDERAL TAXES	6/2/06 federal taxes			\$965.71
Invoice					
Transaction Date	5/31/2006	Due 0 NORTH STAR CHEC 10100		Total	\$2,661.61
Fund Summary				BATCH Total	\$5,459.82
	101	10100 NORTH STAR CHECKING	\$5,459.82		
			\$5,459.82		

Pre-Written Checks	\$5,459.82
Checks to be Generated by the Compute	\$0.00
Total	\$5,459.82

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

JUNE 2006

			Check Amt	Invoice	Comment
10100 NORTH STAR CHECKING					
Paid Chk#	018133	6/13/2006			AFFORDABLE ASPHALT
E	101-43200-328	STREET REPAIR	\$600.00		Summer Street repair
		Total AFFORDABLE ASPHALT	\$600.00		
Paid Chk#	018134	6/13/2006			BAKKEN-HECK BRIAN
E	101-41200-331	TRAVEL EXPENSE	\$108.71		5/06 misc expenses
E	101-41200-308	TRAINING\CONFERENCES	\$125.00		MCMA conference registration
E	101-41200-308	TRAINING\CONFERENCES	\$385.12		MCMA conference lodging
		Total BAKKEN-HECK BRIAN	\$618.83		
Paid Chk#	018135	6/13/2006			CINTAS
E	601-49000-425	CLOTHING	\$26.63		pw clothing
E	601-49000-425	CLOTHING	\$26.63		pw clothing
E	601-49000-425	CLOTHING	\$26.63		pw clothing
		Total CINTAS	\$79.89		
Paid Chk#	018136	6/13/2006			CITY OF FALCON HEIGHTS
E	101-42200-321	FIRE CALLS	\$1,795.00		5/06 fire calls
		Total CITY OF FALCON HEIGHTS	\$1,795.00		
Paid Chk#	018137	6/13/2006			CITY OF MAPLE GROVE
E	101-41500-440	MEETING EXPENSES	\$8.00		election meeting
		Total CITY OF MAPLE GROVE	\$8.00		
Paid Chk#	018138	6/13/2006			CITY OF ROSEVILLE
E	101-43400-306	CONSULTING FEES	\$164.08		6/06 IT services
E	101-43100-327	OTHER SERV- SEWER/NPDES I	\$471.40		network cabling
		Total CITY OF ROSEVILLE	\$635.48		
Paid Chk#	018139	6/13/2006			CITY OF ST ANTHONY
E	101-42100-319	POLICE CONTRACT	\$21,271.17		6/06 police services
		Total CITY OF ST ANTHONY	\$21,271.17		
Paid Chk#	018140	6/13/2006			GLENWOOD INGLEWOOD
E	101-41200-208	WATER DELIVERY	\$69.69		5/06 water delivery & cooler
		Total GLENWOOD INGLEWOOD	\$69.69		
Paid Chk#	018141	6/13/2006			HOME DEPOT CRC
E	101-45200-201	GENERAL SUPPLIES	\$106.64		paint and hardware
		Total HOME DEPOT CRC	\$106.64		
Paid Chk#	018142	6/13/2006			HUGHES & COSTELLO
E	101-42300-355	MISC PRINTING/PROCESS SER	\$82.50		5/06 retainer and fees
E	101-42300-305	LEGAL FEES	\$850.00		5/06 retainer and fees
		Total HUGHES & COSTELLO	\$932.50		
Paid Chk#	018143	6/13/2006			KENNEDY & GRAVEN
E	101-41400-305	LEGAL FEES	\$797.50		4/06 legal services

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

JUNE 2006

			Check Amt	Invoice	Comment
E 101-41400-355	MISC PRINTING/PROCESS SER		\$82.09		4/06 legal services
	Total KENNEDY & GRAVEN		\$879.59		
<hr/>					
Paid Chk# 018144	6/13/2006	LMC			
E 101-41200-308	TRAINING\CONFERENCES		\$335.00		hb annual conference
	Total LMC		\$335.00		
<hr/>					
Paid Chk# 018145	6/13/2006	MET-COUNCIL ENVIRONMENTAL SER.			
E 601-49000-387	WATER TREATMENT SERVICE		\$8,488.48		7/06 wastewater services
	Total MET-COUNCIL ENVIRONMENTAL SER.		\$8,488.48		
<hr/>					
Paid Chk# 018146	6/13/2006	MINNESOTA POLLUTION CONTROL AG			
E 601-49000-442	MISC		\$23.00		dh class sc operator certifica
	Total MINNESOTA POLLUTION CONTROL AG		\$23.00		
<hr/>					
Paid Chk# 018147	6/13/2006	NORTH SUBURBAN ACCESS CORP			
E 202-49500-327	OTHER SERV- SEWER/NPDES I		\$409.23		1q06 programming/webstreaming
	Total NORTH SUBURBAN ACCESS CORP		\$409.23		
<hr/>					
Paid Chk# 018148	6/13/2006	PARK HARDWARE HANK			
E 101-43100-202	PERMENANT SUPPLIES		\$20.75		soap dispenser
E 101-45200-201	GENERAL SUPPLIES		\$13.54		misc supplies
E 101-43100-228	MISC REPAIRS MAINT SUPPLIE		\$4.59		soap
	Total PARK HARDWARE HANK		\$38.88		
<hr/>					
Paid Chk# 018149	6/13/2006	PARK SERVICE			
E 601-49000-212	MOTOR FUELS		\$30.00		5/06 motor fuel
E 101-43100-212	MOTOR FUELS		\$30.00		5/06 motor fuel
	Total PARK SERVICE		\$60.00		
<hr/>					
Paid Chk# 018150	6/13/2006	PATIO TOWN			
E 101-45200-225	LANDSCAPING MATERIALS		\$10.10		bricks for city sign on Larpn
	Total PATIO TOWN		\$10.10		
<hr/>					
Paid Chk# 018151	6/13/2006	RAMSEY COUNTY, PROP REC & REV			
E 101-41500-327	OTHER SERV- SEWER/NPDES I		\$130.63		2006 annual voting system paym
G 101-21706	HEALTH INSURANCE		\$319.31		6/06 insurance benefits
E 101-42100-442	MISC		\$2,565.70		January - May 2006 911 dispatc
E 101-41300-355	MISC PRINTING/PROCESS SER		\$25.00		6/06 insurance benefits
	Total RAMSEY COUNTY, PROP REC & REV		\$3,040.64		
<hr/>					
Paid Chk# 018152	6/13/2006	RAPIT PRINTING			
E 101-41600-353	NEWSLETTER PRINTING		\$673.38		May/June newsletter
	Total RAPIT PRINTING		\$673.38		
<hr/>					
Paid Chk# 018153	6/13/2006	SAM'S CLUB			
E 201-45600-440	MEETING EXPENSES		\$120.55		walkable comm workshop refresh
	Total SAM'S CLUB		\$120.55		

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

JUNE 2006

			Check Amt	Invoice	Comment
Paid Chk# 018154 6/13/2006 SCHARBER AND SONS					
E 101-45200-403	TRACTOR/MOWER REPAIR/MAI		\$320.81		tractor repair
	Total SCHARBER AND SONS		\$320.81		
Paid Chk# 018155 6/13/2006 SPRINT PCS					
E 601-49000-391	TELEPHONE/PAGERS		\$33.98		5/06 pw phones
E 101-43100-391	TELEPHONE/PAGERS		\$33.98		5/06 pw phones
	Total SPRINT PCS		\$67.96		
Paid Chk# 018156 6/13/2006 SUBURBAN RATE AUTHORITY					
E 101-41100-438	DUES & SUBSCRIPTIONS		\$200.00		2nd half 2006 dues
	Total SUBURBAN RATE AUTHORITY		\$200.00		
Paid Chk# 018157 6/13/2006 WASTE MANAGEMENT					
E 101-43100-384	REFUSE DISPOSAL		\$70.59		6/06 waste pick up
	Total WASTE MANAGEMENT		\$70.59		
Paid Chk# 018158 6/13/2006 XCEL ENERGY, CITY HALL					
E 101-45200-383	GAS UTILITIES		\$12.82		4/06 city hall utilities
E 101-43100-383	GAS UTILITIES		\$38.60		4/06 city hall utilities
E 101-45200-381	ELECTRIC		\$40.80		4/06 city hall utilities
E 101-43100-381	ELECTRIC		\$122.40		4/06 city hall utilities
	Total XCEL ENERGY, CITY HALL		\$214.62		
	10100 NORTH STAR CHECKING		\$41,070.03		

Fund Summary

	10100 NORTH STAR CHECKING	
101 GENERAL		\$31,884.90
201 COMMUNITY EVENTS		\$120.55
202 COMMUNICATIONS		\$409.23
601 SEWER UTILITIES		\$8,655.35
		\$41,070.03

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date June 13, 2006
ITEM NUMBER 5A City Park Applications

STAFF INITIAL HAB
APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The city received an application from the German Immersion School (1399 Eustis Street) to use the park on July 30th from 2 p.m. until 6 p.m. 80 people will be in attendance.

OPTIONS:

- A) Approve the German Immersion School's request to use the park on July 30th.
- B) Do not approve the group's request.

STAFF RECOMMENDATION:

The staff recommends allowing this group to use the park. They have used it before and are a responsible group.

COUNCIL ACTION:

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date June 13, 2006

ITEM NUMBER 5B Investment Broker

STAFF INITIAL HAB

APPROVED BY ADMINISTRATOR YES

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Staff regularly receive solicitations from brokers who want to do business with the city. I offer to add them to our notification list and review their offers when I am making investments decisions. Rarely are these brokers competitive with the rates of our current brokers and they quickly realize that when I send follow up e-mails telling them of our investment decisions. Financial Northeastern Companies (FNC) is an exception and have offered yields that match or beat our regular brokers. I followed up with the FNC's references and they spoke highly of the company. FNC is the sole investment institution of the City of Caledonia, Minnesota and one of three investment institutions for the City of Monticello, Minnesota. I ask for consent to add FNC to our list of brokers mid-year because of their rates and to add diversity to our list of CD brokers which tends to be dominated by one company.

OPTIONS:

Approve Financial Northeastern Companies as a broker for 2006.
Do not approve Financial Northeastern Companies as a broker for 2006.

STAFF RECOMMENDATION:

Add Financial Northeastern Companies as an approved broker for 2006.

COUNCIL ACTION:

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date June 13, 2006

ITEM NUMBER 11A & B Parking

STAFF INITIAL HAB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

At the last city council meeting, council members expressed concern over the continued parking at Lauderdale Community park by construction crews and the potential use of the parking lots for overflow condominium parking. City staff consulted with the St. Anthony Police Department and prepared two signs that will be installed immediately upon receipt. Resolution 061306A allows the city to restrict parking in the Community Park.

By restricting parking in park parking lots, more vehicles will likely park along Fulham Street, which would pose a hazard due to its narrow width. Attached is a resolution which would install no parking signs along Fulham Street from Ione to Summer. There is currently no parking along Fulham from Larpenteur to Ione. Residents along Fulham have not been notified of proposed parking changes.

OPTION 1:

Adopt Resolution No. 061306A establishing parking restrictions in Lauderdale Community Park.

Do not adopt Resolution No. 061306A establishing parking restrictions in Lauderdale Community Park.

OPTION 2:

Adopt Resolution No. 061306B establishing parking restrictions along the west side of Fulham Street.

Adopt Resolution No. 061306B establishing parking restrictions along the west side of Fulham Street.

STAFF RECOMMENDATION:

Adopt Resolution No. 061306A establishing parking restrictions in Lauderdale Community Park.

Adopt Resolution No. 061306B establishing parking restrictions along the west side of Fulham Street.

COUNCIL ACTION:

RESOLUTION NO. 061306A

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

**RESOLUTION ESTABLISHING PARKING RESTRICTIONS
IN LAUDERDALE COMMUNITY PARK.**

WHEREAS, parking by non park patrons, including, but not limited to, construction crews, have limited Lauderdale and neighboring residents' ability to use the community park,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAUDERDALE AS FOLLOWS;

City staff is authorized to place two no parking signs in Lauderdale Community Park. The first sign shall be in the parking lot on the north side of the park off of Roselawn Avenue. The second sign shall be erected in the parking lot on the east side of the park off of Fulham Street. The signs shall read as follow:

**PARKING LOT FOR PARK PATRONS ONLY
NO PARKING 10:00 P.M. – 8:00 A.M.
EXCEPT IN SNOW EMERGENCIES**

I CERTIFY THAT the above resolution was adopted by the City Council of the City of Lauderdale on June 13, 2006.

Jeffrey Dains, Mayor

ATTEST:

Brian Bakken-Heck, City Administrator

RESOLUTION NO. 061306B

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

**RESOLUTION ESTABLISHING PARKING RESTRICTIONS
ALONG THE WEST SIDE OF FULHAM STREET.**

WHEREAS, parking on the west side of Fulham Street causes an unsafe obstruction of traffic,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAUDERDALE AS FOLLOWS;

City staff shall contact Ramsey County and request no parking signs be placed along Fulham Street from Ione to Summer Streets. This will extend the no parking restrictions on Fulham Street from Larpenteur Avenue to Summer Street.

I CERTIFY THAT the above resolution was adopted by the City Council of the City of Lauderdale on June 13, 2006.

Jeffrey Dains, Mayor

ATTEST:

Brian Bakken-Heck, City Administrator

**LAUDERDALE COUNCIL
ACTION FORM**

ACTION REQUESTED

Consent _____
Public Hearing _____
Discussion _____
Action _____ **X** _____
Resolution _____
Work session _____

Meeting Date: _____

ITEM NUMBER 11-B Administrator Compensation

STAFF INITIAL _____

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION: The Administrator completed one year of service on May 1, 2006. On May 23, the council conducted the annual review with the administrator. In accordance with the agreement and other policies, the administrator is eligible for an increase.

The current salary for the administrator is \$70,000.

OPTIONS:

1. Provide an increase
2. Don't provide an increase

STAFF RECOMMENDATION:

COUNCIL ACTION:

Council Memorandum

To: City Council
From: Brian B. Heck, City Administrator
Date: June 8, 2006
Re: Compensation for Administrator Agenda Item

The decision on what, if any, increase to provide the Administrator is at the option of the council. The purpose of this memorandum is to provide information to the Council on compensation practices of the city should the council decide to award an increase.

1. The council could consider the position of administrator to be on a wage scale like the other positions. In this case, the administrator's salary would be at Step 4 of a 5 step progression. The distance between steps is 5%.
2. The council could consider the administrators' salary independent of the wage scale and establish an increase based on 1) a percentage increase, or 2) flat dollar amount based on how well the council feels the administrator is performing. As a comparison, staff was provided a 2% base wage and a 2% merit adjustment for 2006.

It is my understanding that the council did not have the administrator on the wage schedule and established the wage annually following the performance review.

**LAUDERDALE COUNCIL
ACTION FORM**

ACTION REQUESTED

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

MEETING DATE June 13, 2006

ITEM NUMBER Tennis Court Plans & Specifications

STAFF INITIAL Jim

APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

At the last council work session, it was the understanding of the majority that I was to contact companies to prepare plans & specifications for the tennis courts for \$1500. If the cost will be more than \$1500, it would need to come back to the council.

Attached is a letter and proposal from Stuart Krahn of Bonestroo, Rosene, Anderlik & Associates, Lauderdale's appointed engineering company, that addresses the issue of plans and specifications for the tennis courts. Stuart will be at the meeting to answer any questions and to provide further details and clarification.

OPTIONS:

STAFF RECOMMENDATION: Authorize Bonestroo, Rosene, Anderlik & Associates to begin preparation of plans & specifications for redevelopment of the tennis courts.

COUNCIL ACTION:



2335 West Highway 36 • St. Paul, MN 55113
Office: 651-636-4600 • Fax: 651-636-1311
www.bonestroo.com

June 8, 2006

Mr. Jim Bownik, Assistant to the City Administrator
City of Lauderdale
1891 Walnut Street
Lauderdale, MN 55113-5137

RE: Lauderdale Community Park Enhancement Project
Bonestroo Rosene Anderlik & Associates File No. 532

Dear Mr. Bownik:

The following letter outlines the process and schedule for completing the proposed enhancements to the Lauderdale Community Park. It also provides a proposal for professional design and construction administration services to assist the City in completing these improvements.

Project Understanding

The City of Lauderdale is planning to make a number of enhancements to its Community Park, including:

1. Reconstruction of the existing tennis courts, including widening the two existing courts and providing new paving, color surfacing, nets, and fencing
2. Construction of a new trail connection from the parking lot along Fulham Street to the existing north-south trail along the tennis courts
3. Potential lighting for the tennis courts
4. Potential reconstruction of the existing basketball courts
5. Potential addition of a skate park area
6. Potential addition of other trail connections
7. Potential paving of the hockey rink (including potential relocation)

Bidding and Scheduling Considerations

We understand that the City would like to begin design and construction of these improvements as soon as possible, with completion by June 1, 2007. There are a number of factors that impact the schedule for project completion.

Statutory Requirements

Because of the type of project and the fact that the construction cost is greater than \$50,000, Minnesota Statute §471.345 requires that plans and specifications be prepared and the project be competitively bid. Bids must be solicited by notice published in the official newspaper at least 10 days before bids are opened.

St. Paul. St. Cloud. Rochester. MN • Milwaukee. WI • Chicago. IL

Affirmative Action/Equal Opportunity Employer and Employee Owned

Weather Related Factors

Weather is always a factor in construction, and temperature is particularly a factor in bituminous tennis court and trail construction. To ensure a high quality playing surface, bituminous paving is not recommended when temperatures are below 50 degrees. This limits the construction season for tennis courts to roughly April 15 through November 1.

In addition, the bituminous surface must cure for 14-21 days prior to placement of the color coating system. The color coating system is also temperature sensitive, and should not be applied when temperatures are expected to be below 50 degrees at any time during the application or drying period.

<u>Potential Schedule</u>	<u>Date Complete</u>
Council Approves Proceeding with Plans and Specifications	June 13, 2006
Plans and Specifications Complete (8 weeks)	August 8, 2006
Council Approval of Plans and Specs/Authorize Bidding	August 8, 2006
Advertising, Bidding, and Bid Opening (4 weeks)	September 5, 2006
Council Awards Contract for Construction	September 12, 2006
Contractor Mobilization (2 weeks)	September 26, 2006
Site Preparation and Paving (5 weeks)	October 31, 2006
Suspend Construction for Winter	November 1, 2006
Resume Construction in Spring	April 16, 2007
Color Coating, Fencing, and Site Restoration (4 weeks)	May 14, 2007
Final Punchlist/Project Closeout (2 weeks)	May 28, 2007

Please note that the above schedule is a "best case scenario," and could be extended by 2-6 weeks due to a number of potential delays.

Scope of Professional Services

In order to assist the City with completing the Lauderdale Community Park Enhancement Project, Bonestroo proposes to provide professional landscape architecture and engineering services. We proposed the City contract with AET for the necessary soil borings. The following is a description of the services to be provided:

Task 1: Preliminary Survey and Coordination of Soil Borings

Bonestroo will perform a preliminary survey of the park to provide an accurate base map for the master planning and bidding documents. We will also coordinate the soil borings process for the City.

Task 1 Deliverables:

Preliminary survey base
Report of Geotechnical Exploration

Task 2: Enhancements Master Planning

Under this task, we will develop layout alternatives for the proposed improvements for review and approval by the City Council. These alternatives will include options for the potential basketball and skate park improvements, and provide an overall master plan for future development within the park.

Task 2 Deliverables:

Presentation of layout alternatives to City Council
Color rendering of Enhancements Master Plan for August 19th Day in the Park

Task 3: Bidding Documents

This task includes preparing plans and specifications for the project as required by the competitive bidding law. Drawings, details, technical specifications, and contracting requirements documents depicting and describing the project will be prepared.

Task 3 Deliverables:
Project Bidding Documents
Opinion of Probable Construction Cost

Task 4: Bidding and Contract Administration

This task includes reproduction of the bidding documents and assisting the City with advertising and administering the bidding process.

Task 4 Deliverables:
Attendance at Bid Opening
Phone Logs of Bid Period Questions
Addenda, if required
Bid Tabulation
Bid Award Letter

Task 5: Construction Administration

The services provided for construction administration will be per our existing contract with the City of Lauderdale, including staking, observation, and administration.


Professional Services Fees

All services will be performed and billed in accordance with our existing contract with the City of Lauderdale. For the purposes of this proposal, we understand the estimated construction costs to be approximately \$150,000, which would equate to a professional services fee for Tasks 1 through 4 of \$15,675. Task 5 services would be performed on an hourly basis.

Thank you for the opportunity to propose our services for this exciting project to enhance Lauderdale's Community Park. We are available to begin work immediately upon receiving Council Authorization in order to keep the project moving ahead, and have graphic materials prepared for the August 19th Day in the Park. If you have any questions regarding this letter, please feel free to call me at 651-604-4861.

Sincerely,

BONESTROO, ROSENE, ANDERLIK & ASSOCIATES, INC.



Stuart Krahn, RLA

Cc: Tom Kellogg, PE – Bonestroo Rosene Anderlik & Associates