

LAUDERDALE CITY COUNCIL MEETING AGENDA

November 14, 2006
7:30 P.M. CITY HALL
1891 WALNUT STREET

FILE

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 CALL – 7:30 P.M. (city administrator)**
2. **APPROVAL OF THE AGENDA – 7:35 P.M. (moved by ___ 2nd ___)**
3. **APPROVALS – 7:40 P.M.**
 - a. Approve minutes of the October 24, 2006 City Council Meeting.
(moved by ___ 2nd ___)
 - b. Approve claims totaling \$67,224.28.(moved by ___ 2nd ___)

4. **OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS NOT ON THE AGENDA. – 7:55 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, the 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 to step up to the podium and state their name, address, and the subject to be discussed. All remarks shall be addressed to the council as a whole and not to any member individually. 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 - 8:00 P.M.**
 - a) Approve tier one rental housing licenses
 - b) Approve contract with CCS Contracting, Inc. to complete improvements to the Seminary Storm Water pond in the amount of \$8,795.
6. **SPECIAL ORDER OF BUSINESS/RECOGNITION/PROCLAMATIONS**
 - a) Citizen Academy Graduation
7. **PUBLIC HEARINGS** Public hearings are conducted so that the public affected by a proposal can have input in to 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

8. REPORTS

- a) Summary of Halloween Party
- b) Park Improvement Update

9. ACTION

- a) Resolution No. 111406A SCORE Funding for Recycling Program

10. ITEMS REMOVED FROM THE CONSENT AGENDA

11. ADDITIONAL ITEMS

12. SET AGENDA FOR NEXT MEETING

- a) Approve Minutes
- b) Approve Claims
- c) Variance Application
- d) Resident's Guide
- e) Lions Club Donation Requests
- f) Disposition of counter top in Social Room
- g) Administrator Report

13. WORK SESSION

- a) 2007 Fee Schedule
- b) Larpenteur Avenue Project
- c) Budget Discussion – Focus on Law Enforcement
- d) Audit RFP

***MINUTES OF THE LAUDERDALE CITY COUNCIL
TUESDAY, OCTOBER 24, 2006
7:30 p.m. Lauderdale City Hall, 1891 Walnut Street***

Mayor Dains called the meeting to order at 7:30 p.m. and asked administrator Heck to call the roll. Council members present: Karen Gill-Gerbig, Denise Hawkinson, Karen Doherty, Clay Christensen and Mayor Jeff Dains.

Also present for the meeting: Brian B. Heck, City Administrator and Heather Butkowski, Deputy City Clerk and Assistant to the City Administrator, Jim Bownik.

Mayor Dains asked if there were additions or deletions to the agenda. Heck recommended removal of the closed session to discuss labor negotiations as he has not heard from the union since the last meeting.

Councilmember Gill-Gerbig moved to approve the agenda as amended. The motion was seconded by council member Doherty and carried.

Mayor Dains asked if there were any comments or changes to the council meeting minutes of October 10, 2006. There were none.

Council member Gill-Gerbig moved and council member Hawkinson seconded approval of the October 10, 2006 meeting minutes. The motion carried.

Mayor Dains asked if there were any questions on the claims. There was none.

Council member Gill-Gerbig moved approval of the claims in the amount of \$32,432.79. Council member Christensen seconded the motion and it carried.

The mayor stated this was the time established for members of the public to address the council with issues not present on the agenda. There being none, the meeting continued.

Bownik provided the council with an update on the Halloween party planning progress. He indicated they are expecting approximately 200 kids and set up for the event is happening this week. He encouraged residents to make donations of candy or money.

Butkowski provided the council with an update on the work of the comprehensive plan task force. She summarized the informal interviews conducted by some of the members. She said one of the big issues seems to be housing and the related nuisance ordinance. She said the committee is looking at ideas to provide more "carrots" than "sticks" to encourage residents to clean up their property. The committee also discussed a truth in housing program and the consensus seemed to be a program such as this is not warranted at this time. The committee also discussed the need to look at the nuisance ordinance and possibly include language that addresses the appearance as well as health and safety

issues. The committee will continue to look at more housing related issues at the next meeting.

Bownik addressed the progress of the tennis and basketball court project. He provided a timeline that has the courts receiving the base layer of asphalt this year and the final layer and colored surface in the spring.

Heck provided the council with an update on the status of the storm pond improvements at the seminary. He said a quote was received from the contractor doing the park improvements and the quote was too high and the contractor proposed to increase the height of the berm two feet instead of approximately seven inches. Heck said quotes are being sought from a couple smaller firms and a recommendation will be presented to the council at the next meeting. He stated that this is being done in conjunction with the seminary and the city agreed to improve the height of the berm if it was determined to be necessary.

Heck addressed the request made by The Children's Home Society and Family Services to have no parking signs installed near the entrance and exit to their parking lot. Heck received a letter from Dave Smith, VP of Administration and Finance, that there have been a few accidents and close calls due to vehicles parking right up to the edge of the entrance/exit area.

Mayor Dains stated he observed this area for a few days and noticed that while vehicles were parked very close to the driveway opening, he witnessed several vehicles leaving the lot without stopping. He said that in addition to parking restrictions, the CHS/FS should install stop signs.

Council member Gill-Gerbig moved to direct staff to contact the county and request no parking signs be installed along Eustis to provide adequate visibility at the openings to CHS/FS as well as the park and ride and near the stoplights. Seconded by council member Doherty and carried with Gill-Gerbig, Hawkinson, Doherty, Christensen and Mayor Dains all voting yes.

Bownik presented information and quotes on furnace options for the social room. He said four companies provided information and quotes. Cashion Home services had the lowest quote for two residential furnaces at \$6,835. Air conditioning would increase the cost to just over \$12,000. The installation includes the coils should the council choose to install air conditioning now or at some point in the future. Bownik stated installation of the system will be done on Saturday, October 28. The council discussed the need for air conditioning and after discussion decided to forgo air conditioning at this time.

Council member Christensen moved and Gill-Gerbig second the motion to accept the quote by Cashion Home Services for the installation of new furnaces for the social room. Motion carried with Gill-Gerbig, Hawkinson, Doherty, Christensen, and Mayor Dains all voting yes.

The Council moved into the work session portion of the agenda at 8:26 p.m. George Fairbanks, Editor of the Roseville Review, was present to discuss coverage and delivery issues with the council. The council cited the removal of Lauderdale from the mast head and inconsistent delivery as major problems as well as general lack of coverage for city events. Doherty stated she didn't see the Lauderdale Halloween Party listed in the special Halloween section. Bownik stated he provided a press release two weeks ago and it was printed this week, but not as part of the special section. Mr. Fairbanks stated he would look into the masthead issue. He did not know about this or who made the decision. As for the Halloween Party issue, he said another individual handled this part of the paper and begins to assemble this section at the end of September.

The council asked if Mr. Fairbanks could provide staff with the various deadlines. Mr. Fairbanks stated he would do that.

The council then discussed the issue of the inconsistent delivery. Butkowski said she receives calls from residents who do not receive the paper or the paper is at the ends of driveways, in the boulevard, or in snow banks in the winter. Mr. Fairbanks said delivery issues are resolved by the circulation department. He said residents should call circulation when they do not receive the paper. He provided the number so staff can distribute it to residents.

Mr. Fairbanks took a moment to introduce Adam Fletcher as the reporter who will cover the City of Lauderdale.

After a bit more discussion, the council thanked Mr. Fairbanks for his time.

The council then discussed the budget. Council member Doherty asked if the budget would be presented and discussed before the Truth in Taxation meeting in December. Heck stated it would. Doherty commented there were a few pages that did not match the narrative.

Doherty then asked about the city's audit firm and prospects for sending out an RFP for auditing services yet this year.

Council member Christensen moved to directed staff to prepare a Request for Proposals for auditing services for 2006 if it can be done and a proposal for audit services for 2007. Council member Doherty seconded the motion and it carried with Gill-Gerbig, Hawkinson, Doherty, Christensen and Mayor Dains all voting yes.

There being no further items to discuss, the meeting adjourned at 9:26 on a motion by Doherty and a second by Hawkinson.

CITY OF LAUDERDALE

Claims for Approval

November 14, 2006 City Council Meeting

<u>Payroll</u>		
11/03/06 Payroll:	Direct Deposit # 500239-500243, check #7913-7915	\$6,723.49
11/03/06 Payroll:	Payroll Liabilities, e-payments 101E-103E	\$5,286.72
<u>Vendor Claims</u>		
11/14/06 Claims:	Check # 18375-18403	\$55,214.07

Subtotal of Claims From Above **\$67,224.28**

Total Claims for Approval	\$67,224.28
----------------------------------	--------------------

CITY OF LAUDERDALE

11/09/06 9:41 AM

Page 1

Payments

Current Period: NOVEMBER 2006

Batch Name	110306paytax	Computer Dollar Amt	\$5,286.72	Posted	
Refer	508 ICMA RETIREMENT TRUST - 457	Ck# 000101E	11/3/2006		
Cash Payment	G 101-21705 ICMA RETIREMENT		11/3/06 payroll		\$1,569.22
Invoice					
Transaction Date	11/2/2006	Due 0	NORTH STAR CHEC 10100	Total	\$1,569.22
Refer	509 NORTH STAR BANK, CHECKING S	Ck# 000102E	11/3/2006		
Cash Payment	G 101-21703 FICA WITHHOLDING.		11/3/06 payroll taxes		\$1,710.86
Invoice					
Cash Payment	G 101-21701 FEDERAL TAXES		11/3/06 payroll taxes		\$766.43
Invoice					
Transaction Date	11/2/2006	Due 0	NORTH STAR CHEC 10100	Total	\$2,477.29
Refer	510 PERA	Ck# 000103E	11/3/2006		
Cash Payment	G 101-21704 PERA		11/3/06 payroll		\$1,240.21
Invoice					
Transaction Date	11/2/2006	Due 0	NORTH STAR CHEC 10100	Total	\$1,240.21
Fund Summary				BATCH Total	\$5,286.72
101	10100 NORTH STAR CHECKING		\$5,286.72		
			\$5,286.72		

Pre-Written Checks	\$5,286.72
Checks to be Generated by the Compute	\$0.00
Total	\$5,286.72

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

NOVEMBER 2006

		Check Amt	Invoice	Comment
10100 NORTH STAR CHECKING				
Paid Chk# 018375 11/14/2006 1922 MALVERN STREET				
E 101-41200-442	MISC	\$75.00		damage deposit reimbursement
E 201-45600-379	HALLOWEEN EVENT	\$8.52		Halloween decor reimbursement
E 201-45600-379	HALLOWEEN EVENT	\$26.07		Halloween decor reimbursement
E 201-45600-379	HALLOWEEN EVENT	\$46.80		Halloween decor reimbursement
Total 1922 MALVERN STREET		\$156.39		
Paid Chk# 018376 11/14/2006 BONESTROO, ROSENE, ANDERLIK				
E 101-43300-304	ENGINEERING	\$1,865.00		9/06 Luther Sem & 1931 Carl
E 404-48404-304	ENGINEERING	\$9,383.76		9/06 park project
Total BONESTROO, ROSENE, ANDERLIK		\$11,248.76		
Paid Chk# 018377 11/14/2006 BOWNIK, JIM				
E 101-41500-440	MEETING EXPENSES	\$1.69		bread for election judge dinne
E 201-45600-379	HALLOWEEN EVENT	\$35.46		Halloween food
E 101-41200-331	TRAVEL EXPENSE	\$140.82		6/28-10/12 mileage
Total BOWNIK, JIM		\$177.97		
Paid Chk# 018378 11/14/2006 BUTKOWSKI, HEATHER				
E 101-41500-331	TRAVEL EXPENSE	\$12.55		mileage
E 101-41500-440	MEETING EXPENSES	\$56.59		election judge meals for gener
E 101-41500-201	GENERAL SUPPLIES	\$12.54		felt tip voting pens
E 101-41200-331	TRAVEL EXPENSE	\$8.92		mileage
Total BUTKOWSKI, HEATHER		\$90.60		
Paid Chk# 018379 11/14/2006 CASHION HOME SERVICES				
E 402-48000-535	FURNACE/AC	\$6,835.00		social room furnace
Total CASHION HOME SERVICES		\$6,835.00		
Paid Chk# 018380 11/14/2006 CINTAS				
E 601-49000-425	CLOTHING	\$28.65		pw clothing
E 601-49000-425	CLOTHING	\$28.65		pw clothing
E 601-49000-425	CLOTHING	\$28.65		pw clothing
Total CINTAS		\$85.95		
Paid Chk# 018381 11/14/2006 CITY OF ROSEVILLE				
E 101-41200-391	TELEPHONE/PAGERS	\$321.13		8/15-10/14 '06 IP phone servic
Total CITY OF ROSEVILLE		\$321.13		
Paid Chk# 018382 11/14/2006 CITY OF ST ANTHONY				
E 101-42100-319	POLICE CONTRACT	\$21,271.17		11/06 police services
Total CITY OF ST ANTHONY		\$21,271.17		
Paid Chk# 018383 11/14/2006 EAST HENNEPIN AUTO SERVICE INC				
E 601-49000-212	MOTOR FUELS	\$3.50		10/06 motor fuels
E 101-43100-212	MOTOR FUELS	\$33.75		10/06 motor fuels
Total EAST HENNEPIN AUTO SERVICE INC		\$37.25		

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

NOVEMBER 2006

			Check Amt	Invoice	Comment
Paid Chk#	018384	11/14/2006	GLENWOOD INGLEWOOD		
	E 101-41200-208	WATER DELIVERY	\$4.79		10/06 cooler rental
		Total GLENWOOD INGLEWOOD	\$4.79		
Paid Chk#	018385	11/14/2006	HECK, BRIAN		
	E 101-41200-331	TRAVEL EXPENSE	\$27.65		10/06 mileage
	E 101-41200-331	TRAVEL EXPENSE	\$267.90		10/06 Boston flight
		Total HECK, BRIAN	\$295.55		
Paid Chk#	018386	11/14/2006	HOME DEPOT CRC		
	E 101-45200-228	MISC REPAIRS MAINT SUPPLIE	\$32.15		for hockey boards
		Total HOME DEPOT CRC	\$32.15		
Paid Chk#	018387	11/14/2006	HUGHES & COSTELLO		
	E 101-42300-355	MISC PRINTING/PROCESS SER	\$45.75		11/06 retainer and fees
	E 101-42300-305	LEGAL FEES	\$850.00		11/06 retainer and fees
		Total HUGHES & COSTELLO	\$895.75		
Paid Chk#	018388	11/14/2006	JIMMY JOHNS		
	E 101-41500-440	MEETING EXPENSES	\$46.00		primary election meal
		Total JIMMY JOHNS	\$46.00		
Paid Chk#	018389	11/14/2006	KENNEDY & GRAVEN		
	E 101-41400-305	LEGAL FEES	\$1,696.50		9/06 legal fees
		Total KENNEDY & GRAVEN	\$1,696.50		
Paid Chk#	018390	11/14/2006	LILLIE SUBURBAN NEWS		
	E 101-41600-309	DELIVERY	\$837.00		10/06 Roseville Review deliver
		Total LILLIE SUBURBAN NEWS	\$837.00		
Paid Chk#	018391	11/14/2006	LMCIT		
	E 601-49000-151	WORKERS' COMP PREMIUM	\$190.00		WC due post audit
		Total LMCIT	\$190.00		
Paid Chk#	018392	11/14/2006	MET-COUNCIL ENVIRONMENTAL SER.		
	E 601-49000-387	WATER TREATMENT SERVICE	\$8,488.48		12/06 wastewater service
		Total MET-COUNCIL ENVIRONMENTAL SER.	\$8,488.48		
Paid Chk#	018393	11/14/2006	NORTH STAR BANK, CHECKING STMT		
	E 101-41300-308	TRAINING/CONFERENCES	\$15.00		HB GFOA training
	E 101-41500-331	TRAVEL EXPENSE	\$1.00		reimburse petty cash
	E 101-41200-203	POSTAGE	\$3.12		AB ballots
	E 101-45100-371	NON-RESIDENT REIMBURSEM	\$8.00		non-resident reimbursement
	E 101-41200-201	GENERAL SUPPLIES	\$10.10		flag pole
	E 101-41200-203	POSTAGE	\$14.40		\$.24 stamps
	E 101-41200-308	TRAINING/CONFERENCES	\$15.00		JB APMP lunch
	E 201-45600-440	MEETING EXPENSES	\$13.00		PCIC pizza
	E 201-45600-379	HALLOWEEN EVENT	\$40.13		bales for Halloween event
	E 101-43400-203	POSTAGE	\$27.84		rental housing certified lette

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

NOVEMBER 2006

			Check Amt	Invoice	Comment
E 101-41200-201	GENERAL SUPPLIES		\$11.74		box cutter
Total NORTH STAR BANK, CHECKING STMT			\$159.33		
<hr/>					
Paid Chk# 018394	11/14/2006	PARK HARDWARE HANK			
E 404-48404-527	GENERAL PARK IMPROVEMEN		\$34.37		hockey net supplies
Total PARK HARDWARE HANK			\$34.37		
<hr/>					
Paid Chk# 018395	11/14/2006	PARK SERVICE			
E 101-43100-212	MOTOR FUELS		\$161.10		10/06 motor fuels
E 601-49000-212	MOTOR FUELS		\$17.90		10/06 motor fuels
Total PARK SERVICE			\$179.00		
<hr/>					
Paid Chk# 018396	11/14/2006	RAMSEY COUNTY, PROP REC & REV			
E 101-42100-442	MISC		\$513.14		10/06 dispatch services
Total RAMSEY COUNTY, PROP REC & REV			\$513.14		
<hr/>					
Paid Chk# 018397	11/14/2006	SAM'S CLUB			
E 101-41100-201	GENERAL SUPPLIES		\$11.25		VHS tapes for council meetings
E 201-45600-379	HALLOWEEN EVENT		\$374.56		office & Halloween supplies
Total SAM'S CLUB			\$385.81		
<hr/>					
Paid Chk# 018398	11/14/2006	SPRINT PCS			
E 101-43100-391	TELEPHONE/PAGERS		\$33.93		10/06 pw phone
E 601-49000-391	TELEPHONE/PAGERS		\$33.92		10/06 pw phone
Total SPRINT PCS			\$67.85		
<hr/>					
Paid Chk# 018399	11/14/2006	ST PAUL REGIONAL WATER SERVICE			
E 601-49000-382	WATER		\$40.75		3q06 1915 Walnut water
E 101-43100-382	WATER		\$20.12		3q06 1891 Walnut water
Total ST PAUL REGIONAL WATER SERVICE			\$60.87		
<hr/>					
Paid Chk# 018400	11/14/2006	UNIVERSITY OF MINNESOTA			
E 101-43400-308	TRAINING\CONFERENCES		\$300.00		dh building officials institut
Total UNIVERSITY OF MINNESOTA			\$300.00		
<hr/>					
Paid Chk# 018401	11/14/2006	WASTE MANAGEMENT			
E 101-43100-384	REFUSE DISPOSAL		\$69.43		11/06 waste pick up
Total WASTE MANAGEMENT			\$69.43		
<hr/>					
Paid Chk# 018402	11/14/2006	XCEL ENERGY, CITY HALL			
E 101-45200-383	GAS UTILITIES		\$23.13		10/06 city hall gas and electr
E 101-43100-381	ELECTRIC		\$125.59		10/06 city hall gas and electr
E 101-45200-381	ELECTRIC		\$41.86		10/06 city hall gas and electr
E 101-43100-383	GAS UTILITIES		\$69.39		10/06 city hall gas and electr
Total XCEL ENERGY, CITY HALL			\$259.97		
<hr/>					
Paid Chk# 018403	11/14/2006	XCEL ENERGY, STREET LIGHTING			
E 101-43200-381	ELECTRIC		\$473.86		10/06 street lighting

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

NOVEMBER 2006

	Check Amt	Invoice	Comment
Total XCEL ENERGY, STREET LIGHTING	\$473.86		
10100 NORTH STAR CHECKING	\$55,214.07		

Fund Summary

	10100 NORTH STAR CHECKING
101 GENERAL	\$29,555.90
201 COMMUNITY EVENTS	\$544.54
402 CAPITAL IMPROVEMENTS	\$6,835.00
404 PARK IMPROVEMENT	\$9,418.13
601 SEWER UTILITIES	\$8,860.50
	<u>\$55,214.07</u>

LAUDERDALE COUNCIL ACTION FORM

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

MEETING DATE	<u>Tuesday, November 14, 2006</u>
AGENDA NUMBER	<u>5-A</u>
DESCRIPTION	<u>Tier 1 rental housing licenses</u>

BACKGROUND OR PAST COUNCIL ACTION
Attached is the first group of applicants to complete and pass the rental housing inspection. Each meets the criteria for a tier one license as specified in City Code.

OPTIONS

STAFF RECOMMENDATION
Approve the attached license applications.

COUNCIL ACTION

MOTION BY _____

SECOND _____

STAFF ACTION

11

CITY OF LAUDERDALE
RENTAL PROPERTY LICENSURE APPLICATION

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

SEP 14 2007
HB

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: [Signature]

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

Alternative address: 8508 Virginia Road
City, State, Zip: Bloomington MN 55438 Telephone No.: 612-986-2528

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: 1857 Eustis Street Number of Rental Units: 1
Type of property: () single family () duplex () multiple family dwelling
No. of rental units that are: 1 BR: 0 2 BR: 0 3 BR: 1 4 BR: 0 other: 0
Total number of paved off street parking spaces: 2

PROPERTY OWNER INFORMATION (Must list current owner)

Owner's name: Scott O'Brien + Jim Rodde Telephone No. 612-986-2528
Address: 8508 Virginia Road City, State, Zip: Bloomington MN 55438
Owner is: Sole Proprietor () *Partnership () *Corporation ()

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

BUILDING MANAGER, CARETAKER, OR RESIDENT AGENT

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

Name & title: Jim Rodde Co-owner Telephone No. 612-986-2528
Address: 8508 Virginia Road City, State, Zip: Bloomington MN 55438

EMERGENCY REPAIRS (must be completed)

**Name: Mike Ussery
Telephone No. 612 695 0090 Rental Unit Number (if applicable): Resident

**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***: ABN AMRO
 Address: 2600 W. Big Beaver Road
 City, State, Zip: Troy MI 48064 Telephone No. 1-800-783-8900
 ***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: 1
 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: 9/12/06

FOR CITY USE ONLY

Department	Approved	Denied	Date	Signature
Building Insp. Administrator	<u>David Amick</u>		<u>10-24-06</u>	<u>[Signature]</u>

Date Fees Received	Amount Received	Receipt #	Date License Issued
<u>9/14/06</u>	<u>64.00</u>	<u>8227</u>	

100
E1

CITY OF LAUDERDALE
RENTAL PROPERTY LICENSURE APPLICATION SEP 06 ENT'D
1891 Walnut Street
Lauderdale, MN 55113
Office: (651) 792-7650 Fax: (651) 631-2066 HB

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: Dana Malzer

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: 2441 Larpenteur Ave Number of Rental Units: 3
Type of property: () single family () duplex (X) multiple family dwelling
No. of rental units that are: 1 BR: 1 2 BR: 2 3 BR: 0 4 BR: 0 other: _____
Total number of paved off street parking spaces: 0

PROPERTY OWNER INFORMATION (Must list current owner)

Owner's name: Malzer Property Management LLC Telephone No. 651 647-6972
Address: 2441 Larpenteur Ave City, State, Zip: Lauderdale MN 55113
Owner is: Sole Proprietor () *Partnership () *Corporation (X)

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

BUILDING MANAGER, CARETAKER, OR RESIDENT AGENT

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

Name & title: Dana Malzer CM Telephone No. 651 647-6972
Address: 1824 Walnut St City, State, Zip: Lauderdale MN 55113

EMERGENCY REPAIRS (must be completed)

**Name: Brian Malzer
Telephone No. 651 341-0919 Rental Unit Number (if applicable): 6

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

MORTGAGE COMPANY OR LENDER INFORMATION

Mortgage company, lender, or vendee***: Washington Mutual
Address: PO Box 830105
City, State, Zip: Baltimore, MD 21283-0501 Telephone No. 1866-926-8937
***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.: 2 No. of adults: 1 No. of children under age 18: 0
Unit No.: 3 No. of adults: 1 No. of children under age 18: 0
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 \$ _____
Multi-family rental units: Tier I initial license/ renewal \$30.00 base + \$2.50/unit \$ 37.50
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: \$ 71.50

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: [Handwritten Signature] Date: 8/25/06

FOR CITY USE ONLY

Department	Approved	Denied	Date	Signature
Building Insp. Administrator	<u>[Handwritten Signature]</u>		<u>10-24-6</u>	<u>[Handwritten Signature]</u>

Date Fees Received	Amount Received	Receipt #	Date License Issued
<u>9/10/06</u>	<u>71.50</u>	<u>8207</u>	

1:00 9/19

**CITY OF LAUDERDALE
RENTAL PROPERTY LICENSURE APPLICATION**

1891 Walnut Street
Lauderdale, MN 55113

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

AUG 30 ENTD
AB

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: Christine C. Oliver

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: 1878 WALNUT ST. Number of Rental Units: 1
Type of property: single family () duplex () multiple family dwelling
No. of rental units that are: 1 BR: _____ 2 BR: _____ 3 BR: _____ 4 BR: other: _____
Total number of paved off street parking spaces: 2

PROPERTY OWNER INFORMATION (Must list current owner)

Owner's name: CHRISTINE C. OLIVER Telephone No. (612) 926-0294
Address: 4920 MORGAN AVE SO. City, State, Zip: MINNEAPOLIS, MN 55419

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

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

→ CCS METRO PROPERTIES, LLC: CHRISTINE C. OLIVER, OWNER/OFFICER

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: CHRISTINE C. OLIVER, OWNER Telephone No. (612) 926-0294
Address: 4920 MORGAN AVE. SO. City, State, Zip: MINNEAPOLIS, MN 55419

EMERGENCY REPAIRS (must be completed)

**Name: CHARLES OLIVER (FATHER-IN-LAW) BLOOMINGTON, MN
Telephone No. (952) 831-6309 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***: HSBC MORTGAGE CORP.

Address: P.O. BOX 4552

City, State, Zip: BUFFALO, NY 14240-4552 Telephone No. (800) 338-4626

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

REGISTER OF OCCUPANCY

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

Unit No.: 1 No. of adults: 4 No. of children under age 18: _____
 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 \$ 30⁰⁰
 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: \$ 64⁰⁰

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: *Don C. Davis* Date: 8/28/06

FOR CITY USE ONLY

Department	Approved	Denied	Date	Signature
Building Insp.	<u>10-24-6</u>		<u>10-24-6</u>	<u><i>Don C. Davis</i></u>
Administrator				

Date Fees Received	Amount Received	Receipt #	Date License Issued
<u>8/30/06</u>	<u>64.00</u>	<u>8187</u>	

I 1

SEP 6 10 57 AM
HB

**CITY OF LAUDERDALE
RENTAL PROPERTY LICENSURE APPLICATION**

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

LICENSE PERIOD: Adoption through December 31, 2007

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

Please sign to indicate that you have read the notice: Jeremy Carr

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: 1898 Walnut St Number of Rental Units: 1
Type of property: single family () duplex () multiple family dwelling
No. of rental units that are: 1 BR: _____ 2 BR: _____ 3 BR: _____ 4 BR: _____ other: 5BR 1
Total number of paved off street parking spaces: 3

PROPERTY OWNER INFORMATION (Must list current owner)

Owner's name: JEREMY CARR Telephone No. 612-986-4753
Address: 1902 Walnut St City, State, Zip: Lauderdale, MN 55113
Owner is: Sole Proprietor *Partnership () *Corporation ()

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

BUILDING MANAGER, CARETAKER, OR RESIDENT AGENT

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

Name & title: _____ Telephone No. _____
Address: _____ City, State, Zip: _____

EMERGENCY REPAIRS (must be completed)

**Name: Melissa Carr
Telephone No. 612-385-5757 Rental Unit Number (if applicable): N/A

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

MORTGAGE COMPANY OR LENDER INFORMATION

Mortgage company, lender, or vendee***: Countrywide Home Loans
 Address: 10400 Baltimore St. NE
 City, State, Zip: Blaine, MN 55449 Telephone No. 763-780-7500
 ***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.

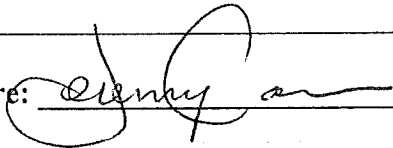
Unit No.: 1 No. of adults: 5 No. of children under age 18: 0
 Unit No.: — No. of adults: — No. of children under age 18: —
 Unit No.: — No. of adults: — No. of children under age 18: —
 Unit No.: — No. of adults: — No. of children under age 18: —

LICENSE FEE SCHEDULE

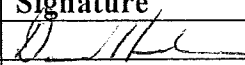
Single family rental unit: Tier I initial license/ renewal \$30.00 \$ 30.00
 Multi-family rental units: Tier I initial license/ renewal \$30.00 base + \$2.50/unit \$
 Tier II license and renewal: \$100.00 per rental unit not in compliance \$
 Inspection fee: \$34.00 per inspection + \$ 34.00
 Note: Applications will not be processed until the city receives the proper fees.
 Please make all checks payable to the "City of Lauderdale." Total: \$ 64.00

CERTIFICATION

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

 Signature:  Date: 9/5/06

FOR CITY USE ONLY

Department	Approved	Denied	Date	Signature
Building Insp.	<u>David Hirsch</u>		<u>10-24-06</u>	<u></u>
Administrator				

Date Fees Received	Amount Received	Receipt #	Date License Issued
<u>9/6/06</u>	<u>64.00</u>	<u>8202</u>	

LAUDERDALE COUNCIL ACTION FORM

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

MEETING DATE <u>Tuesday, November 14, 2006</u>
AGENDA NUMBER <u>5-B</u>
DESCRIPTION <u>Approve contract for storm water retention pond improvements</u>

BACKGROUND OR PAST COUNCIL ACTION
<p>Last summer Luther Seminary contacted the city about flooding problems they were experiencing in some of their apartment units. The engineer and I met with the VP of Administration and Finance and their landscape architect. Following the meeting, we agreed to improve the storm pond following the college's relocation of their garbage and recycling enclosure. This summer the college moved the enclosure. The city engineer took elevations and the end result required the storm pond walls be raised approximately 7". The engineer prepared documents and obtained quotes for the project. The lowest quote is from CCS Contracting, Inc. This is the same firm that built the original pond structure and the recommendation is to use them to make the improvements. The cost is \$8,795.00. The city has sufficient funds for in the Storm Water Improvement Fund. The expenditure will not have an impact on the current budget or the 2007 levy or budget.</p>

OPTIONS
<ol style="list-style-type: none">1. Approve the item.2. Discuss and modify the proposal.3. Deny the request.4. Do nothing.

STAFF RECOMMENDATION
<p>Staff worked with the engineer and the college to arrive at an acceptable solution to their problem and has kept the council informed as to the ongoing progress of this project and therefore staff recommends approval of this request.</p>

COUNCIL ACTION

MOTION BY _____

SECOND _____

STAFF ACTION



2335 West Highway 36 ▪ St. Paul, MN 55113

Office: 651-636-4600 ▪ Fax: 651-636-1311

www.bonestroo.com

October 31, 2006

Honorable Mayor and City Council
City of Lauderdale
1891 Walnut Street
Lauderdale, MN 55113-5137

Re: Luther Seminary Pond EOF Grading Project
File No. 000532-06004-0
Quote Results

Quotes were opened for the Project stated above on Tuesday, October 31, 2006 at 11:00 A.M. Transmitted herewith is a copy of the Quote Tabulation for your information and file. A copy will also be distributed to the Quoter.

There was a total of one Quote. The following summarizes the results of the Quote received:

<u>Contractor</u>	<u>Total Base Quote</u>
Low CCS Contracting, Inc.	\$8,795.00

The low Quoter on the Project was CCS Contracting, Inc with a Total Base Quote of \$8,795.00. This Quote has been reviewed and found to be in order. A non-responsive quote was also received and not considered for the lump sum amount of \$14,686.

If the City Council wishes to award the Project, then **CCS Contracting, Inc.** should be awarded the Project on the **Total Base Quote Amount of \$8,795.00.**

Should you have any questions, please feel free to contact me at (651) 604-4894.

Sincerely,

BONESTROO, ROSENE, ANDERLIK & ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read 'D. Amundsen', is written over a horizontal line.

Darren T. Amundsen, P.E.

Enclosure



Project Name: Luther Seminary Pond EOF Grading

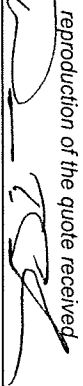
Client Project No.: _____

File No.: 000532-06004-0

Quote Opening: Tuesday, October 31, 2006 at 11:00 AM

Owner: _____

City of Lauderdale

I hereby certify that this is an exact reproduction of the quote received

 Darren T. Amundsen, PE
 Registration No. 40924

QUOTE TABULATION

Quote No. 1
 CCS Contracting, Inc.

Item Num	Item	Units	Qty	Unit Price	Total
BASE QUOTE:					
1	MOBILIZATION	LS	1	\$3,000.00	\$3,000.00
2	COMMON BORROW (LV)	CY	60	\$35.00	\$2,100.00
3	TOPSOIL BORROW (LV)	CY	25	\$35.00	\$875.00
4	CLASS III RANDOM RIPRAP	TN	10	\$90.00	\$900.00
5	MINDOT SEED MIX 260	LBS	12	\$10.00	\$120.00
6	EROSION CONTROL BLANKETS, CATEGORY 3	SY	500	\$3.00	\$1,500.00
7	SILT FENCE, REGULAR	LF	100	\$3.00	\$300.00
TOTAL BASE QUOTE					\$8,795.00

Contractor Name and Address: CCS Contracting Inc

2154 Pike Lake Drive #1

New Brighton, MN 55112

Phone: (651) 639-1233

Fax: (651) 639-1233

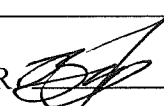
Signed By: Paul Johnson

Title: President

Quote Security: Certified Check

Addenda Acknowledged: None

**LAUDERDALE COUNCIL
ACTION FORM**

<p>ACTION REQUESTED</p> <p>Consent _____</p> <p>Presentation _____</p> <p>Public Hearing _____</p> <p>Discussion _____</p> <p>Action _____ <u>X</u></p> <p>Resolution _____ <u>X</u></p> <p>Work session _____</p>	<p>MEETING DATE <u>November 14, 2006</u></p> <hr/> <p>ITEM NUMBER <u>9A</u> Resolution No. 111406A SCORE <u>Funding for Recycling Program</u></p> <hr/> <p>STAFF INITIAL <u>Jim</u></p> <hr/> <p>APPROVED BY ADMINISTRATOR </p>
---	--

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

SCORE funding grants are provided to municipalities in Ramsey County on an annual basis. In 2006, Lauderdale received \$4,378 to help cover expenses related to the City's recycling program such as administration, promotion, equipment, and collection. This is the same amount Lauderdale is eligible for in 2007.

A resolution is required as part of the grant application

Enclosed

- 1) Resolution No. 111406A
- 2) SCORE Grant Availability
- 3) Grant Application

OPTIONS:

- 1) Adopt resolution.
- 2) ~~Adopt resolution.~~

*Not
^*

STAFF RECOMMENDATION:

Adopt Resolution No. 111406A requesting a SCORE grant from Ramsey County for recycling.

COUNCIL ACTION:

RESOLUTION NO. 111406A

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

**RESOLUTION ACCEPTING 2007 SCORE FUNDING FROM RAMSEY
COUNTY FOR THE LAUDERDALE RECYCLING PROGRAM**

WHEREAS, SCORE Funding Grants are available to municipalities in Ramsey County for reimbursement of expenses related to administration, promotion, and collection of, recycling materials; and,

WHEREAS, the City of Lauderdale has a comprehensive curbside residential recycling program currently in use; and,

WHEREAS, these funds will provide Lauderdale with a method of paying for some incurred costs related to the administration of this program, thus aiding in keeping the cost to the residents low;

NOW THEREFORE, BE IT RESOLVED that the Lauderdale City Council does hereby authorize staff to submit an application to the St. Paul - Ramsey County Department of Public Health - Environmental Health Section for allocation of 2007 SCORE Funding Grant Monies in the amount of \$4,378.00.

I CERTIFY THAT the above resolution was adopted by the City Council of the City of Lauderdale on this 14th day of November, 2006.

Jeffrey Dains, Mayor

(ATTEST)

(SEAL)

Brian Heck, City Administrator

2007 Municipal SCORE Grant Availability

Municipality	2005 pop. (Met Council Estimates)	% of Total	Grant Available
Arden Hills	9,620	1.9%	\$ 18,396
Falcon Heights	5,560	1.1%	\$ 10,674
Gem Lake	442	0.1%	\$ 880
Lauderdale	2,330	0.5%	\$ 4,378
Little Canada	9,890	1.9%	\$ 18,789
Maplewood	35,892	7.0%	\$ 68,191
Mounds View	12,865	2.5%	\$ 23,386
New Brighton	22,333	4.3%	\$ 41,564
North Oaks	4,200	0.8%	\$ 8,462
North Saint Paul	12,273	2.4%	\$ 22,339
Roseville	34,080	6.6%	\$ 63,686
St. Anthony (part)	2,430	0.5%	\$ 5,567
Saint Paul	287,410	55.8%	\$ 540,176
Shoreview	26,381	5.1%	\$ 48,803
Vadnais Heights	13,270	2.6%	\$ 24,888
White Bear Twp	11,800	2.3%	\$ 22,138
White Bear Lake (part)	24,530	4.8%	\$ 45,959
Total	515,306		\$ 968,276

SAINT PAUL - RAMSEY COUNTY DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH SECTION

2007 SCORE FUNDING GRANT APPLICATION

CITY/TOWNSHIP Lauderdale

CONTACT PERSON Jim Bownik

ADDRESS 1891 Walnut St

Lauderdale, MN 55113

PHONE 651-792-7656 FAX 651-631-2066

=====

A. DESCRIPTION OF 2007 RESIDENTIAL RECYCLING PROGRAM

1. In 2007, will any collection services be provided under a contract? Yes No

a. If so, provide contractor(s), address, and contact name. _____

Eureka, 2828 Kennedy St NE, Mpls, MN 55413, Alex Danovitch

b. Which type of households are expected to receive service under the contract?

Single-family: Duplex: Triplex: 4plex:

Townhome: Condominium: Manufactured Home Park:

Multi-unit buildings (up to all units):

c. What is the total number of households expected to receive service under the contract?

Single-family thru 4-plex: 643 Multi-unit buildings with 5 or more units: 536

d. What materials will be collected? List each sorting category for 2007 and materials collected in that category. (If different materials will be collected or different sorts are required based on type of housing, please describe differences.)

Papers & Cardboard- phone books, newspapers, magazines, mail, office paper, corrugated cardboard boxes, boxboard (including pop and beer boxes), tetra pak

Bottles & Cans- steel & aluminum, clear, brown, & green glass bottles & jars, #1 & #2 plastic bottles with necks

Clothes & Linens- towels, sheets, blankets, tablecloths, belts, hats, gloves, and shoes.

e. What is the collection frequency? (If frequency is different based on type of housing, please describe differences.)

single family- biweekly, multi-family- weekly

2a. How will the municipality assure materials are collected in 2007 from those households that will not receive recycling collection services under a municipally-arranged contract? (e.g., ordinance provisions, licensing requirements, other mechanism) What materials are required to be collected, and at what frequency?

All households are covered under the city's contract.

2b. What materials are required to be collected?

1. Rigids- Glass Food and Beverage Containers, Metal Food and Beverage Containers, Plastic Bottles with a Neck.
2. Fibers- Mixed Mail, Newspaper, Catalogs, Magazines, Phone Books, Boxboard (dry food boxes only), Corrugated Cardboard (flattened and no more than 3 x 3 feet).
3. Textiles- Linens, tablecloths, sheets, shoes, belts, etc.

2c. What is the collection frequency? (If frequency is different based on type of housing, please describe differences.)

single family- biweekly, multi-family- weekly

3. How will the municipality assure that all recyclables collected from residential properties are recycled, whether collected by the municipality's contracted vendor or another service provider?

Contract includes liquidated damages.

4. What changes are planned or anticipated for 2007?

Collection of tetra paks.

5. How are recycling services in 2007 to be paid for, beyond any use of SCORE funds? What long-term funding source is in place for recycling services?

County JPA for collecting recycling fees.

6. What public education and promotion efforts is the municipality planning for 2007?. List types of materials to be used, intended audiences, and method and frequency of distribution.

Quarterly city newsletter directly mailed to Lauderdale households. Also- website, cable access TV and brochures at city hall.

7. What measurable goals do you have for waste reduction and recycling activities in 2007? Please describe how you will measure progress toward those goals and how activities will be evaluated.

At least ONE measurable goal must be listed.

Increase participation rates. This can be tracked through tonnage reports for individual classes of recyclables.

8. How will the municipality monitor or audit activities conducted by any contractors or subcontractors?

Contractor to provide tonnage reports.

B. SCORE GRANT REQUEST

1. Please describe how a SCORE grant would enhance or improve source reduction and recycling efforts in your community. List specific activities for which SCORE funding would be used.

Help publish city newsletter and funds part of staff recycling salary.

2. Please show how you intend to allocate your 2007 SCORE grant. Detail how you intend to use SCORE funds within each applicable budget area.

PROPOSED SCORE BUDGET—SCORE EXPENSES ONLY

ADMINISTRATION: . \$ 3878

PROMOTION ACTIVITIES \$ 500

Please detail:

recycling stickers for calendars

Partial cost of newsletter.

EQUIPMENT \$ _____

Please detail:

COLLECTION OF RECYCLABLES \$ _____

Please detail:

TOTAL SCORE GRANT \$ 4378

C. Attach a copy of your 2007 municipal budget for all recycling activities, including all funding sources. If your governing body has not adopted the budget attach the most current draft budget.

See attached.

D. IN-HOUSE RECYCLING PROGRAM

Please describe the recycling program for materials generated at municipal facilities, per requirements in Minn. Stat. Sec. 115A.151. List materials collected and service provider(s). If any materials are brought to a drop-off center or otherwise not handled by a collection service, list those materials and describe how they are brought to a recycler.

Contractor collects in same manner, frequency and materials as single-family collection.

E. RESOLUTION

Please attach a resolution from your governing body requesting the funding allocation, or a certified copy of the official proceedings at which the request was approved. SCORE grants agreements cannot be issued without such an attachment.

It is anticipated that a resolution will be adopted on November 14.

NAME OF PERSON AUTHORIZED TO SUBMIT GRANT:

____Jim Bownik_____
TYPE OR PRINT

SIGNATURE

____Assistant to the City Administrator-_____
TITLE

____11-1-06_____
DATE

Please return the completed grant application form by NOVEMBER 1, 2006, to:

DAN DONKERS, PROGRAM ANALYST
SAINT PAUL - RAMSEY COUNTY PUBLIC HEALTH
ENVIRONMENTAL HEALTH SECTION
1670 BEAM AVENUE, SUITE A
MAPLEWOOD, MN 55109

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date November 14, 2006
ITEM NUMBER 13A
~~15A~~ - 2007 City Licenses
STAFF INITIAL HAB
APPROVED BY ADMINISTRATOR YES [Signature]

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Annually the council reviews and updates the city fee schedule. The attached document is an initial proposal. The only changes from 2006 are the increase to the SAC charge set by the Met Council and mileage reimbursement per the IRS for 2007.

Staff have discussed whether a fee for park use should be considered. The issue has come up when two large groups want to reserve the park over a weekend. In order to guarantee the first group has left it in reasonable shape for the next group requires a staff member to do clean up over the weekend. The other consideration is whether non-residents should be charged for reserving the park since their use of the park means a resident cannot use it. Staff is interested in hearing the council's response to these issues.

OPTIONS:

Ask staff to research additional fees and fines or amend the proposed fees with council suggestions before bringing to a future meeting for adoption.

Ask staff to bring the proposed fees as they stand before the council at a future meeting for adoption.

STAFF RECOMMENDATION:

COUNCIL ACTION:

CITY OF LAUDERDALE
(NON-CODIFIED) ORDINANCE #2007
Establishing License, Administrative, Permit Fees and Fines

The Lauderdale City Council hereby establishes the following license, administrative, permit fees and fines:

Schedule of License Fees

3.2 Off-Sale Liquor.....	\$65.00
3.2 On-Sale Liquor	\$250.00
3.2 Temporary On-Sale.....	\$30.00
Cigarettes.....	\$100.00
Animal License	\$10.00
Potentially Dangerous Dog	\$50.00
Dangerous Dog.....	\$150.00
Kennel License.....	\$50.00
Tree Service License.....	\$40.00
Mechanical (HVAC) License.....	\$35.00
Refuse Hauling License.....	\$65.00/truck
Gas Station License.....	\$25.00/first pump.....\$10.00 each additional pump

Schedule of Administrative Fees

Community Room	
Resident.....	\$40.00 (\$25.00/meetings only).....\$50.00 set-up fee.....\$75.00 refundable deposit
Non-Resident.....	\$100.00.....\$50.00 set-up fee.....\$100.00 refundable deposit
Copies.....	\$0.15/page
Fax.....	\$0.50/page
Copies of Minutes (No cost to those that attend).....	\$0.15/page plus postage or \$50.50 per year
Copies of Agendas (No cost to those that attend).....	\$0.15/page plus postage or \$14.00 per year
Copy of Public Meeting Videotape.....	\$50.00
Copy of Zoning Ordinance.....	\$15.00
Filing of Affidavit for Office.....	\$5.00
NSF Check Return.....	\$25.00
Notary Public Service (No cost to residents)	\$3.00
Assessment Search.....	\$20.00/Address
Replacement Recycling Container.....	\$12.00
False Fire Alarms.....	Cost plus \$25.00 adm. fee
False Security Alarm – 1 st	\$85.00 plus \$25.00 adm. fee
False Security Alarm – 2 nd	\$90.00 plus \$25.00 adm. fee
False Security Alarm – 3 rd +.....	\$90.00 plus \$25.00 adm. fee
Fire Prevention Inspection.....	\$25.00/hr + \$25.00 adm. fee
Certify delinquent bills to county.....	\$25.00 adm. fee + 8%
T-Shirts.....	\$10.00
Lauderdale History Book.....	\$25.00 (\$23.47 + \$1.53 tax)
Historical Video.....	\$8.00 (\$7.51 + \$.49 tax)
Mileage Reimbursement.....	\$.485 per mile

Schedule of Zoning and Permit Fees

Gambling.....	\$15.00/ < five events.....\$300.00/ ≥ five events
Right-Of-Way	Excavation \$50.00.....Obstruction \$25.00

Variance Application.....	\$75.00
Conditional Use Application.....	\$165.00
Zoning Amendment.....	\$125.00
Service Availability Charge (SAC)	\$1,675.00

The following fees are set through the Universal Building Code, the Minnesota Plumbing Code, and the Universal Mechanical Code: Mechanical (HVAC) Permit, Plumbing Permit, Building Permit, Demolition Permit, UST Removal Fee.

Schedule of Administrative Fines

Rental housing license violation.....up to \$1,000.00

This Ordinance was adopted by the Lauderdale City Council on _____ and will become effective January 1, 2006 unless otherwise noted.

This Ordinance supersedes all previous Ordinances regarding these rates, fees, and fines.

ATTEST: _____
 Brian Heck
 City Administrator
 Lauderdale, Minnesota

 Mayor Jeff Dains

Memo

To: Council
From: Brian W. Heck, City Administrator
Date: November 9, 2006
Re: Larpenteur Avenue Work Session Item

I met with Jessica, Dave and Jeff from Verdi Construction last week and discussed where Verdi is regarding their feasibility study.

Dave and Jessica will be at the meeting to discuss with the council the next steps and options the city has regarding this project.

Memo

To: Council
From: Brian W. Heck, City Administrator
Date: November 9, 2006
Re: Budget Discussion

Chief Ohl will be at the meeting to discuss plans and options for moving the city to 24 hour patrol coverage. He wants to discuss timing and the possibility of phasing in the hours. This discussion builds off the memorandum provided in the past Friday report.

Memo

To: Council
From: Brian W. Heck, City Administrator
Date: November 9, 2006
Re: Audit RFP Review – Work Session Item

The council directed staff to prepare an RFP for auditing services for the 2006 audit. Attached is a draft of an RFP for your review and comment. The RFP was put together using RFP's from the cities of Mora, Beaver Bay, Dassel, and Stewartville.

The timeline is pretty short with the council approving an audit firm at the first meeting in December.

CITY OF LAUDERDALE

Request for Proposals
For Professional Auditing Services

November 14, 2006

City of Lauderdale
1891 Walnut Street
Lauderdale, MN 55113

GENERAL INFORMATION

A) *Summary*

The City of Lauderdale is requesting proposals from qualified certified public accounting firms to prepare and audit the city's financial statements for the fiscal year ending 2006. The audits shall be performed in accordance with generally accepted auditing standards.

Proposals must be received no later than 4:30 p.m. Friday, December 8, 2006. Proposals received after the time and date specified above will not be considered. One original and six (6) copies of the Proposal shall be delivered to:

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

Notwithstanding any other provisions of the RFP, the city reserves the right to reject any or all proposals, to waive any irregularities in a proposal, and to accept or reject any item or a combination of items, when to do so would be to the advantage of the City or its taxpayers. It is further within the right of the City to reject proposals that do not contain all the elements and information requested in this document. The City of Lauderdale shall not be liable for any expenses incurred by firms preparing proposals to this request or for expenses incurred in the process.

The proposals will be reviewed by staff and the Lauderdale City Council. The review process may involve meeting with staff and/or the City Council. It is anticipated the Council will select an auditing firm at the first city council meeting in December.

B) *Term of Engagement*

The City is requesting a proposal for a three year contract with the option to extend the contract for an additional two years based on review and recommendation of the City Administrator and as approved by the City Council.

SCOPE OF SERVICES

A. Auditing Standards to be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the Government Auditing Standards issued by the Comptroller General of the United States, the provisions of the Single Audit Act and the provisions of the U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. The audit shall also be performed in accordance with the Minnesota Legal Compliance Audit Guide for Local Governments and Minnesota Statutes.

The City of Lauderdale implemented GASB 34 in 2004 and the audit cycles will continue that implementation with any refinement deemed necessary.

B. Reports To Be Issued

The auditor shall issue general purpose financial statements and independent auditor's reports including:

1. Combination and individual fund statements
2. A report on the fair presentation of the general purpose financial statements in conformity with generally accepted accounting principles
3. A report on the internal control structure based on the auditors' understanding of the control structure and assessment of control risk
4. A report on compliance with applicable laws and regulations
5. Single purpose audits of federal awards
6. Schedule of findings and questions costs
7. Reportable conditions that are also material weaknesses shall be identified as such by the reporter
8. Non-reportable conditions discovered by the auditors shall be reported in a separate letter to management, which shall be referred to in the report on internal controls
9. The reports on compliance shall include all instances of noncompliance
10. The filing of any and all necessary reports as required by the Office of the State Auditor and in a form and method prescribed by the Office of the State Auditor
11. Prepare and submit to the State Auditor the city's Tax Increment Finance activity

C. Presentation

The auditor shall make a presentation to the City Council during a regularly scheduled City Council meeting and shall brief the City Administrator and staff before the presentation to the City Council. The auditor shall inform the Council and staff of at least the following:

1. The auditor's responsibility under generally accepted auditing standards
2. Significant accounting policies
3. Management judgments and accounting estimates
4. Significant auditing adjustments
5. Other information in documents containing audited financial statements
6. Major issues discussed with Management
7. Difficulties encountered in performing the audit

The auditor shall provide recommendations for the improvement of financial management and condition of the city. The auditor shall provide seven (7) copies of the complete audit and management letter. The auditor shall also file all necessary reports and documents to the state auditor in the manner described by the state auditor.

D. Other Assistance

The auditors will provide recommendations and comments to staff on best practices and general accounting practices that will improve monetary controls and efficiency in managing accounts and the budget.

DESCRIPTION OF THE ORGANIZATION

A. General Information

The City has a population of just over 2,300 residents. The city's adopted 2006 General Fund revenue is \$912,781 and the adopted expenditures are \$855,846. The special revenue funds (201 – 601) adopted 2006 revenue is \$648,153 and adopted 2006 expenditures are \$825,487. The city employs five (5) staff: (1) Administrator, (1) Assistant to the Administrator, (1) Deputy City Clerk, and (2) in the Public Works.

B. Contact

The auditor's principal contact with the City of Lauderdale is Brian Heck, City Administrator or a designated representative. The City's representative will coordinate the assistance the city will provide to the auditor.

C. *Fund Structure*

The City of Lauderdale uses the following fund types in its financial reporting:

Fund Type/Account Group Active in 2006

[100] General fund

[200] Special Revenue Funds 201-203

[300] Debt Service Funds 302-304

[400] Capital Funds 401-405, 407 & 409

[600] Business Activity Fund 601

D. *Finance Operations*

The city's finance operations are overseen by the City Administrator and day to day operations are handled by the Deputy City Clerk. The City uses Banyon Data Systems software for fund accounting and payroll. Water and Sewer billing is done through the St. Paul Regional Water Service. Storm water and sanitary sewer billing to businesses west of Highway 280 is completed by staff using Excel spreadsheets. The principle functions performed by the city include:

- a. Accounts Receivable
- b. Payroll
- c. Accounts Payable
- d. Investing and Money Management
- e. General Fixed Asset Management
- f. Debt Management
- g. Administrative Support

ASSISTANCE TO BE PROVIDED

Staff will be available during the audit to assist in finding and providing information, documentation, and explanations. The preparation of confirmations is the responsibility of the auditor as are the preparation of routine letters and memoranda.

CONTENT OF THE PROPOSAL

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete, accurate, and reliable presentation.

Proposals must contain at least the following information:

Title Page

Showing the request for proposals subject; the firm's name; the name, address and telephone number of the contact person; and the date of the proposal.

Table of Contents

Transmittal Letter

Briefly stating the vendor's understanding of the work to be done, timetable for completion of the work, staff to be assigned, a statement why the firm believes it's the best qualified to perform the audit.

General Information

- a. Qualifications and experience in governmental auditing of smaller organizations
- b. An affirmative statement that the firm is independent from the City of Lauderdale
- c. Applicable licenses to practice in Minnesota
- d. Partner, supervisor and staff qualifications and experience as well as the name and qualifications and experience of those who will be assigned to conduct the audit for the city
- e. Any prior engagements for the City of Lauderdale
- f. Similar engagements with other governmental entities of similar size
- g. Most recent peer review

Price

- a. All inclusive price for conducting the 2006 audit
- b. All inclusive price for conducting the 2007 and 2008 audits

INQUIRIES

Prospective service providers can submit questions by mail, e-mail, fax, or telephone to:

Brian Heck
City of Lauderdale
1891 Walnut Street
Lauderdale, MN 55113
Telephone: 651-792-7655
Fax: 651-631-2066
E-mail: brian.heck@ci.lauderdale.mn.us

Proposals in response to this RFP are valid for thirty (30) days from the proposal due date. The City reserves the right to ask for an extension of time if needed.

SELECTION

It is anticipated the selection of the firm will be considered at the city council meeting on December 12, 2006.

The council reserves the right to request additional information or clarification from firms submitting proposals or to require the firms to make an oral presentation before the city council.

The City of Lauderdale retains the right to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected.

The City will notify the persons authorized to represent the firm in writing of the outcome of the award.

All materials submitted in response to the RFP become and remain the property of the city and will not be returned to the firm.

RIGHT TO REJECT

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the city and the firm selected.

Notwithstanding any other provisions of the RFP, the city reserves the right to reject any or all proposals, to waive any irregularities in a proposal, and to accept or reject any item or a combination of items, when to do so would be to the advantage of the city or its taxpayers. It is further within the right of the city to reject proposals that do not contain all elements and information requested in this document.