

# LAUDERDALE CITY COUNCIL MEETING AGENDA

November 28, 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 \_\_\_ 2<sup>nd</sup> \_\_\_)**
3. **APPROVALS – 7:40 P.M.**
  - a) Approve minutes of the November 14, 2006 City Council Meeting.  
(moved by \_\_\_ 2<sup>nd</sup> \_\_\_)
  - b) Approve claims totaling \$35,994.11.(moved by \_\_\_ 2<sup>nd</sup> \_\_\_)

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) 2007 Investment Policy
  - c) Parking on Eustis Street Between Larpentour & Como
6. **SPECIAL ORDER OF BUSINESS/RECOGNITION/PROCLAMATIONS**
7. **PUBLIC HEARINGS** Public hearings are conducted so that the public affected by a proposal can have input in to the decision. 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

- a) Variance Application

**8. REPORTS**

- a) Seminary Pond Update

**9. DISCUSSION**

- a) Harvey Skow, 1931 Carl Street
- b) Park Policy
- c) Cooperation with local jurisdictions

**10. ACTION**

- a) Snow\*Commotion
- b) Lions Club Donation Requests
- c) Disposition of counter top in Social Room

**11. ITEMS REMOVED FROM THE CONSENT AGENDA**

**12. ADDITIONAL ITEMS**

**13. SET AGENDA FOR NEXT MEETING**

- a) Approve Minutes
- b) Approve Claims
- c) Administrator Report
- d) 2007 Fee Schedule
- e) Audit Services

**14. WORK SESSION**

- a) Resident's Guide
- b) Budget Discussion
- c) Larpenteur Avenue
- d) Issues Pertaining to Rental Houses

***MINUTES OF THE LAUDERDALE CITY COUNCIL  
TUESDAY, NOVEMBER 14, 2006  
7:30 p.m. Lauderdale City Hall, 1891 Walnut Street***

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Mayor Dains called the meeting to order at 7:35 p.m. and asked Assistant to the City Administrator Bownik 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: Assistant to the City Administrator, Jim Bownik and Heather Butkowski, Deputy City Clerk.

Mayor Dains asked if there were additions or deletions to the agenda. Council member Gill-Gerbig added discussion on the proposed reduction in funding for the Met Council's Livable Communities Program.

**Council member Christensen moved to approve the agenda as amended. The motion was seconded by council member Hawkinson and carried.**

Mayor Dains asked if there were any comments or changes to the council meeting minutes of October 24, 2006. There were none.

**Council member Hawkinson moved and council member Doherty seconded approval of the October 24, 2006 meeting minutes. The motion carried.**

Mayor Dains asked if there were any questions on the claims. Council member Hawkinson asked about the payment to 1922 Malvern Street. Butkowski said the report only listed the address, but the payment is to Michelle Krug (for reimbursement of Halloween expenses).

**Council member Gill-Gerbig moved approval of the claims in the amount of \$67,224.28. Council member Doherty 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.

Harvey Skow, of 1931 Carl Street addressed the council regarding the 2002 street and utility improvement project as it relates to the alley adjacent to his property. Mr. Skow stated he had several concerns about the work including lack of lateral support for his property due to the removal of a retaining wall and claimed that the alley was constructed partly on his property.

Mayor Dains stated he would like to add this item to the next council agenda and asked Mr. Skow to provide the city with a written copy of his concerns before the next meeting. Bownik suggested a motion to add this item to the next agenda.

**Council member Christensen moved to add a discussion of a retaining wall for Harvey Skow, 1931 Carl Street, to the next council agenda. Council member Doherty seconded the motion and it carried.**

**Council member Gill-Gerbig moved approval of the consent agenda approving the first group of tier one rental housing licenses, and approving the contract with CCS Contracting to complete improvements to the seminary storm water pond in the amount of \$8,795. Motion seconded by council member Hawkinson and carried.**

Chief John Ohl from the St. Anthony Police Department talked about the recently completed citizen's police academy that was held. Chief Ohl and Mayor Dains then presented the following academy graduates with a certificate: council member Hawkinson, John MacLean, and Lara MacLean. Council member Gill-Gerbig expressed her gratitude to the police department. Council member Hawkinson thanked the police department for holding the academy and encouraged people to attend the next academy. Bownik stated that the City of Falcon Heights will be holding another Citizens Emergency Response Training (CERT) starting in January and encouraged residents to consider that as well.

Bownik provided the council with a post Halloween report. He indicated that the event was well attended and 186 bags of candy were given out. He also thanked the volunteers for their help with the set up, working at the event, and their help cleaning up after the event. Council member Gill-Gerbig wanted to recognize Casey Goodmanson for the good job he did preparing the maze. Mayor Dains thanked the committee and those that donated candy or money for the event.

Bownik addressed the progress of the tennis and basketball court project. He stated that the contractor is almost done working this year except for the base course, which is scheduled for Thursday. The rest of the work will be completed in the Spring. He explained that the contractor excavated eight inches deeper than expected under the tennis courts to find good base soils. Since the basketball courts had better base soils than expected, only 8 inches of sand was used under the basketball courts and the rest (2 feet, 8 inches) was used under the tennis courts.

**Council member Christensen moved to adopt Resolution No. 111406A accepting 2007 SCORE funding from Ramsey County for Lauderdale's recycling program. Motion seconded by council member Doherty and carried with council members Gill-Gerbig, Hawkinson, Doherty, Christensen and Mayor Dains all voting yes.**

Council member Gill-Gerbig provided information on the Met Council's proposed reduction in funding for their Livable Communities Program. She stated that this is a program that has benefited the city in the past, including funding to study redevelopment of Larpenteur Avenue. She asked staff to investigate the information and provide feedback to the council.

The Council moved into the work session portion of the agenda at 8:14 p.m.

The council discussed the memo from Chief Ohl regarding the proposal for increased law enforcement coverage. The Mayor stated that the council is committed to 24 hour coverage. Chief Ohl said that 2 officers will need to be hired, which is expected to take 6 months. Until then, overtime would be used to bridge the gap in coverage from 16 to 20 hours. After the new officers are hired, 24 hour coverage would be in effect. Council member Christensen asked about the proposed cost for 2007. Chief Ohl explained that there would be a substantial cost for training the new officers and for new equipment and that the proposal is the most workable and equitable arrangement financially. Mayor Dains asked that the Chief or the Captain attend Lauderdale's Truth in Taxation hearing to help explain to the residents the cost and benefit of increased police coverage because it is one of the main reasons the city is proposing an increase to the tax levy.

Dave Callister from Ehlers and Associates was in attendance to discuss the Larpenteur Avenue project with the council. Callister said that he has met with Verde Construction regarding redevelopment of the New Mech site. He said that New Mech is looking to relocate within 2 years and will be looking at the site for housing. They said they are also looking at the Larpenteur Avenue sites so they can include a retail component to the project.

Callister said he has added an option for the council to consider, which is to work with existing owners on private redevelopment efforts that address the whole southwest quadrant. This would be a coordinated development approach where the city does not play the role of developer and stays out of negotiations with private property owners. Instead, the city would encourage the property owners to coordinate their efforts so that the entire quadrant is redeveloped. This is easier than trying to redevelop one piece at a time and can maximize the use of the property, tax base, retail, and housing. In doing so, the city may want to offer incentives such as Eustis Street improvements, sidewalks, driveway access, decorative street lights, or other street-scaping. This can be done through the use of tax increment financing, tax abatement, or grants.

The council decided to think about Callister's suggestions and discuss it further at their next meeting. Mayor Dains suggested having Callister attend the January 9<sup>th</sup> council meeting for a follow-up.

The council discussed a draft of the proposed 2007 fee schedule. Butkowski stated that the fee schedule should be adopted as an ordinance. She said that the only proposed changes from last year are the mileage reimbursement rate and the sewer access charge. The city typically follows the IRS and Met Council rates for these items. Mayor Dains asked for clarification on adding a fee for park reservations. Butkowski said that the issue is with large groups that reserve the park on the weekend and whether we should have staff available to take care of excess trash, etc. Mayor Dains said that he is against charging residents for reserving the park, but he would be open to charging a fee to non-residents. He suggested we have a policy on this before setting a fee.

The council discussed the draft RFP for audit services.

**Mayor Dains moved to directed staff to send the Request for Proposals for auditing services as presented. The motion was seconded by council member Hawkinson and carried.**

There being no further items to discuss, the meeting adjourned at 10:12 on a motion by Christensen and a second by Gill-Gerbig.

**CITY OF LAUDERDALE**

**Claims for Approval**

**November 28, 2006 City Council Meeting**

Payroll

11/17/06 Payroll: Direct Deposit # 500244-500252, check #7936-7945	\$8,628.01
11/17/06 Payroll: Payroll Liabilities, e-payments 104E-107E	\$6,398.34

Vendor Claims

11/28/06 Claims: Check #s 18405-18424	\$20,967.76
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**Subtotal of Claims From Above**

**\$35,994.11**

Total Claims for Approval

\$35,994.11

CITY OF LAUDERDALE

11/21/06 11:39 AM

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Payments

Current Period: NOVEMBER 2006

Batch Name	111706paytax	Computer Dollar Amt	\$6,398.34	Posted	
Refer	533 ICMA RETIREMENT TRUST - 457	Ck# 000104E 11/17/2006			
Cash Payment	G 101-21705 ICMA RETIREMENT	11/17/2006 payroll			\$1,569.22
Invoice					
Transaction Date	11/16/2006	Due 0 NORTH STAR CHEC 10100		<b>Total</b>	\$1,569.22
Refer	534 NORTH STAR BANK, CHECKING S	Ck# 000105E 11/17/2006			
Cash Payment	G 101-21703 FICA WITHHOLDING.	11/17/2006 payroll taxes			\$1,891.68
Invoice					
Cash Payment	G 101-21701 FEDERAL TAXES	11/17/2006 payroll taxes			\$779.39
Invoice					
Transaction Date	11/16/2006	Due 0 NORTH STAR CHEC 10100		<b>Total</b>	\$2,671.07
Refer	535 PERA	Ck# 000106E 11/17/2006			
Cash Payment	G 101-21704 PERA	11/17/06 payroll			\$1,249.62
Invoice					
Transaction Date	11/16/2006	Due 0 NORTH STAR CHEC 10100		<b>Total</b>	\$1,249.62
Refer	536 MN DEPARTMENT OF REVENUE	Ck# 000107E 11/22/2006			
Cash Payment	G 101-21702 STATE WITHHOLDING	November 2006 state withholding			\$908.43
Invoice					
Transaction Date	11/21/2006	Due 0 NORTH STAR CHEC 10100		<b>Total</b>	\$908.43
<b>Fund Summary</b>				<b>BATCH Total</b>	<b>\$6,398.34</b>
	101	10100 NORTH STAR CHECKING			
			\$6,398.34		
			\$6,398.34		

Pre-Written Checks	\$6,398.34
Checks to be Generated by the Compute	\$0.00
<b>Total</b>	<b>\$6,398.34</b>



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

NOVEMBER 2006

		Check Amt	Invoice	Comment
<b>10100 NORTH STAR CHECKING</b>				
Paid Chk#	018405	11/28/2006	<b>AFSCME</b>	
	G 101-21709	UNION DUES	\$85.40	11/06 union dues
		<b>Total AFSCME</b>	<b>\$85.40</b>	
Paid Chk#	018406	11/28/2006	<b>BLUE CHIP TREE CO., INC.</b>	
	E 101-43500-317	TREE SERVICE	\$1,996.88	tree trimming & elm removal
		<b>Total BLUE CHIP TREE CO., INC.</b>	<b>\$1,996.88</b>	
Paid Chk#	018407	11/28/2006	<b>BONESTROO, ROSENE, ANDERLIK</b>	
	E 101-43300-304	ENGINEERING	\$2,490.25	10/06 Luther Seminary pond
	E 404-48404-304	ENGINEERING	\$3,239.57	10/06 park project
	E 101-43300-304	ENGINEERING	\$180.00	10/06 Skow/Lambert discussions
	E 101-43300-304	ENGINEERING	\$232.00	10/06 seal coating
	E 101-43300-304	ENGINEERING	\$688.50	10/06 MS4 permit-SWPPP revisio
		<b>Total BONESTROO, ROSENE, ANDERLIK</b>	<b>\$6,830.32</b>	
Paid Chk#	018408	11/28/2006	<b>CINTAS</b>	
	E 601-49000-425	CLOTHING	\$28.65	pw clothing
		<b>Total CINTAS</b>	<b>\$28.65</b>	
Paid Chk#	018409	11/28/2006	<b>CITY OF FALCON HEIGHTS</b>	
	E 101-42200-321	FIRE CALLS	\$718.00	10/06 fire calls
		<b>Total CITY OF FALCON HEIGHTS</b>	<b>\$718.00</b>	
Paid Chk#	018410	11/28/2006	<b>CITY OF ROSEVILLE</b>	
	E 101-43400-306	CONSULTING FEES	\$164.08	11/06 IT services
		<b>Total CITY OF ROSEVILLE</b>	<b>\$164.08</b>	
Paid Chk#	018411	11/28/2006	<b>EHLERS &amp; ASSOCIATES</b>	
	E 101-48412-550	OTHER IMPROVEMENTS	\$412.50	10/06 consulting services
		<b>Total EHLERS &amp; ASSOCIATES</b>	<b>\$412.50</b>	
Paid Chk#	018412	11/28/2006	<b>ESCHELON TELECOM, INC</b>	
	E 101-41200-391	TELEPHONE/PAGERS	\$50.90	10/06 fax line
		<b>Total ESCHELON TELECOM, INC</b>	<b>\$50.90</b>	
Paid Chk#	018413	11/28/2006	<b>EUREKA RECYCLING</b>	
	E 203-50000-389	RECYCLING CONTRACTOR	\$3,191.06	10/06 recycling service
		<b>Total EUREKA RECYCLING</b>	<b>\$3,191.06</b>	
Paid Chk#	018414	11/28/2006	<b>GOPHER STATE ONE-CALL</b>	
	E 101-43400-386	GOPHER STATE ONE CALL	\$37.70	10/06 locate calls
		<b>Total GOPHER STATE ONE-CALL</b>	<b>\$37.70</b>	
Paid Chk#	018415	11/28/2006	<b>HECK, BRIAN</b>	
	E 101-41200-331	TRAVEL EXPENSE	\$642.24	Brownfields Conf. Reimbursemen
		<b>Total HECK, BRIAN</b>	<b>\$642.24</b>	

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

NOVEMBER 2006

			Check Amt	Invoice	Comment
<b>Paid Chk# 018416 11/28/2006 KENNEDY &amp; GRAVEN</b>					
E 101-41400-305	LEGAL FEES		\$1,029.50		10/06 legal fees
E 101-41400-355	MISC PRINTING/PROCESS SER		\$7.14		10/06 postage & copies
<b>Total KENNEDY &amp; GRAVEN</b>			<b>\$1,036.64</b>		
<b>Paid Chk# 018417 11/28/2006 LMC</b>					
E 101-41200-308	TRAINING\CONFERENCES		\$35.00		BH regional meeting
<b>Total LMC</b>			<b>\$35.00</b>		
<b>Paid Chk# 018418 11/28/2006 MIKE MC PHILLIPS</b>					
E 101-43200-314	STREET SWEEPING		\$2,880.00		Fall '06 street sweeping
<b>Total MIKE MC PHILLIPS</b>			<b>\$2,880.00</b>		
<b>Paid Chk# 018419 11/28/2006 MUNICIPAL/COMMERCIAL SEWER</b>					
E 601-49000-327	OTHER SERV- SEWER/NPDES I		\$535.00		open main line Lake/Summer
<b>Total MUNICIPAL/COMMERCIAL SEWER</b>			<b>\$535.00</b>		
<b>Paid Chk# 018420 11/28/2006 NORTH SUBURBAN ACCESS CORP</b>					
E 202-49500-327	OTHER SERV- SEWER/NPDES I		\$491.07		3q06 program/webstream
<b>Total NORTH SUBURBAN ACCESS CORP</b>			<b>\$491.07</b>		
<b>Paid Chk# 018421 11/28/2006 OFFICE MAX</b>					
E 101-41200-201	GENERAL SUPPLIES		\$35.69		tape, clips, paper
<b>Total OFFICE MAX</b>			<b>\$35.69</b>		
<b>Paid Chk# 018422 11/28/2006 PUBLIC EMPLOYEES INS PROGRAM</b>					
G 101-21706	HEALTH INSURANCE		\$1,338.16		12/06 health benefits
<b>Total PUBLIC EMPLOYEES INS PROGRAM</b>			<b>\$1,338.16</b>		
<b>Paid Chk# 018423 11/28/2006 RAMSEY COUNTY, PROP REC &amp; REV</b>					
E 101-42100-442	MISC		\$25.00		11/06 employee benefits
G 101-21706	HEALTH INSURANCE		\$319.31		11/06 employee benefits
<b>Total RAMSEY COUNTY, PROP REC &amp; REV</b>			<b>\$344.31</b>		
<b>Paid Chk# 018424 11/28/2006 XCEL ENERGY, PARK &amp; GARAGE</b>					
E 101-45200-381	ELECTRIC		\$4.00		10/06 garage & warming house
E 101-45200-381	ELECTRIC		\$9.00		10/06 garage & warming house
E 101-43100-381	ELECTRIC		\$12.00		10/06 garage & warming house
E 101-45200-383	GAS UTILITIES		\$14.80		10/06 garage & warming house
E 101-45200-383	GAS UTILITIES		\$29.56		10/06 garage & warming house
E 101-43100-383	GAS UTILITIES		\$44.80		10/06 garage & warming house
<b>Total XCEL ENERGY, PARK &amp; GARAGE</b>			<b>\$114.16</b>		
<b>20100 NORTH STAR CHECKING</b>			<b>\$20,967.76</b>		

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

NOVEMBER 2006

	Check Amt	Invoice	Comment
<b>Fund Summary</b>			
		10100 NORTH STAR CHECKING	
101 GENERAL	\$13,482.41		
202 COMMUNICATIONS	\$491.07		
203 RECYCLING	\$3,191.06		
404 PARK IMPROVEMENT	\$3,239.57		
601 SEWER UTILITIES	\$563.65		
	<hr/>		
	\$20,967.76		

# 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 28, 2006</u>
AGENDA NUMBER	<u>SA-Rental Licenses</u>
DESCRIPTION	<u>Tier 1 rental housing licenses</u> <u>HAB</u>

BACKGROUND OR PAST COUNCIL ACTION
Attached are the applications of those that have successfully completed their rental housing inspections. 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



ST/1  
pd

**CITY OF LAUDERDALE  
RENTAL PROPERTY LICENSURE APPLICATION**

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

AUG 29 ENT'D

LICENSE PERIOD: Adoption through December 31, 2007 AB

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: Bruce B. Dyrud

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: 1855 Malvern ST. Number of Rental Units: 2  
Type of property: ( ) single family (X) duplex ( ) multiple family dwelling  
No. of rental units that are: 1 BR: \_\_\_\_\_ 2 BR: 1 3 BR: 1 4 BR: \_\_\_\_\_ other: \_\_\_\_\_  
Total number of paved off street parking spaces: 5

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

Owner's name: Keith / Grace Dyrud Telephone No. 651-645-4296  
Address: 1805 Walnut St. City, State, Zip: Lauderdale MN 55113  
Owner is: Sole Proprietor (X) \*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: Richard Hinrichs  
Telephone No. 651-210-8505 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.

## MORTGAGE COMPANY OR LENDER INFORMATION

Mortgage company, lender, or vendee\*\*\*: None

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

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

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

### REGISTER OF OCCUPANCY

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

Unit No.: <u>1</u>	No. of adults: <u>1</u>	No. of children under age 18: _____
Unit No.: <u>2</u>	No. of adults: <u>3</u>	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	\$ _____
Multi-family rental units: Tier I initial license/ renewal	\$30.00 base + \$2.50/unit	\$ <u>35.00</u>
Tier II license and renewal: \$100.00 per rental unit not in compliance		\$ _____
Inspection fee: \$34.00 per inspection		+ \$ <u>34.00</u>
Note: Applications will not be processed until the city receives the proper fees. Please make all checks payable to the "City of Lauderdale."		Total: \$ <u>69.50</u>

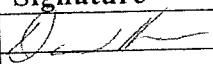
### CERTIFICATION

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: Grace B. Dequard Date: 8-26-06

### FOR CITY USE ONLY

Department	Approved	Denied	Date	Signature
Building Insp. Administrator	✓		11-15-06	

Date Fees Received	Amount Received	Receipt #	Date License Issued
8/29/06	69.50	8188	

11/1  
10:45  
7

**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: *[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: \_\_\_\_\_  
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: 1954 MALVERN ST. Number of Rental Units: 2  
Type of property: ( ) single family (X) duplex ( ) multiple family dwelling  
No. of rental units that are: 1 BR: \_\_\_\_\_ 2 BR: \_\_\_\_\_ 3 BR: X 4 BR: X other: \_\_\_\_\_  
Total number of paved off street parking spaces: 3

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

Owner's name: AGUGUA EGWIN Telephone No. 612-747-7733  
Address: 5901 BROOKLYN BLVD #202 City, State, Zip: BROOKLYN CTR, MN 55429  
Owner is: Sole Proprietor (X) \*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.)

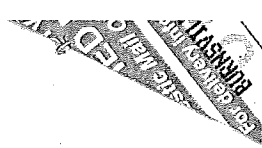
Name & title: \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

**EMERGENCY REPAIRS (must be completed)**

\*\*Name: AGUGUA EGWIN  
Telephone No. 963 535 0700 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\*\*\*: AURORA

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

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

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

### REGISTER OF OCCUPANCY

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

Down  
up

Unit No.: 1 No. of adults: 5 No. of children under age 18: 3  
 Unit No.: 2 No. of adults: 3 No. of children under age 18: NONE  
 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 \$ \_\_\_\_\_  
 Multi-family rental units: Tier I initial license/ renewal \$30.00 base + \$2.50/unit \$ 35.00  
 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: \$ 69.00

### 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: [Handwritten Signature] Date: 10/31/06

### FOR CITY USE ONLY

Department	Approved	Denied	Date	Signature
Building Insp.	<input checked="" type="checkbox"/>		11-15	<u>[Signature]</u>
Administrator				

Date Fees Received	Amount Received	Receipt #	Date License Issued

I 1 al  
9/12

10/2 at 10:00

**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: Karen Loy Stulc

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: 1724 MALVERN ST Number of Rental Units: 2  
Type of property: ( ) single family (X) duplex ( ) multiple family dwelling  
No. of rental units that are: 1 BR: \_\_\_\_\_ 2 BR: 2 3 BR: \_\_\_\_\_ 4 BR: \_\_\_\_\_ other: \_\_\_\_\_  
Total number of paved off street parking spaces: \_\_\_\_\_

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

Owner's name: KAREN LOY STULC Telephone No. 651-636-2408  
Address: 2945 NO. FAIRVIEW City, State, Zip: ROSEVILLE, MN 55113  
Owner is: Sole Proprietor (X) \*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: KAREN STULC  
Telephone No. 651-636-2408 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\*\*\*: \_\_\_\_\_

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

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

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

### REGISTER OF OCCUPANCY

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

Unit No.: 1 No. of adults: 2 No. of children under age 18: \_\_\_\_\_

Unit No.: 2 No. of adults: VACANT 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	\$ _____
Multi-family rental units: Tier I initial license/ renewal	\$30.00 base + \$2.50/unit	\$ <u>35.00</u>
Tier II license and renewal: \$100.00 per rental unit not in compliance		\$ _____
Inspection fee: \$34.00 per inspection		+ \$ <u>34.00</u>

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

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

Total: \$ 69.00

### 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: Karen Lee Stull Date: 9-12-06

### FOR CITY USE ONLY

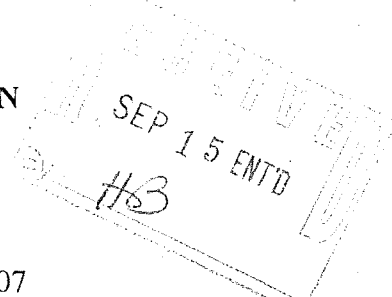
Department	Approved	Denied	Date	Signature
Building Insp.	<input checked="" type="checkbox"/>		<u>11-15-6</u>	<u>[Signature]</u>
Administrator				

Date Fees Received	Amount Received	Receipt #	Date License Issued
<u>9/12/06</u>	<u>69.00</u>	<u>8220</u>	

11  
10/6 d. 8:30  
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: Rand Clausen

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: 2345 Summer Street Studio Number of Rental Units: 1  
Type of property: ( ) single family (X) duplex ( ) multiple family dwelling  
No. of rental units that are: 1 BR: 1 2 BR: \_\_\_\_\_ 3 BR: \_\_\_\_\_ 4 BR: \_\_\_\_\_ other: \_\_\_\_\_  
Total number of paved off street parking spaces: 7

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

Owner's name: Rand + Barbara Clausen Telephone No. 651 647 1139  
Address: 2345 Summer Street 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: Mr Jon Abeler (lives North of Lauderdale Park at Roselawn + Lake St)  
Telephone No. 651-636-1138 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\*\*\*: Como Northtown Credit Union  
 Address: 976 N. Lexington Parkway  
 City, State, Zip: St Paul, MN 55103 Telephone No. 651 488 2535

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

**LICENSE FEE SCHEDULE**

Single family rental unit: Tier I initial license/ renewal \$30.00 \$ 30.00  
 Multi-family rental units: Tier I initial license/ renewal \$30.00 base + \$2.50/unit \$ 32.50  
 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: \$ 66.50  
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: Rand Deen Date: 9/13/06

**FOR CITY USE ONLY**

Department	Approved	Denied	Date	Signature
Building Insp. Administrator	<input checked="" type="checkbox"/>		11-15-06	<u>[Signature]</u>

Date Fees Received	Amount Received	Receipt #	Date License Issued
9/15/06	66.50	8230	

I-1

CITY OF LAUDERDALE  
RENTAL PROPERTY LICENSURE APPLICATION

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

SEP 07 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:

ASomdahl / ASomdahl

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

Owners

Alternative address: 6534 Upper 28th St N.  
City, State, Zip: Oakdale MN 55128 Telephone No.: (651) 770-9705

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: 1962/1964 Carl Street Number of Rental Units: 2

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

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

Total number of paved off street parking spaces: each has a single garage, 1962 has a paved driveway 1-2 cars of addl parking

PROPERTY OWNER INFORMATION (Must list current owner)

Owner's name: Philip Larson/Deborah Somdahl Telephone No. 651-770-9705

Address: 6534 Upper 28th St N City, State, Zip: Oakdale MN 55128

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: Phil Larson Telephone No. 612-414-4612

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

same as above

EMERGENCY REPAIRS (must be completed)

\*\*Name: Phil Larson

Telephone No. 612-414-4612 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\*\*\*: TCF Mortgage Corp.  
 Address: PO Box 1119  
 City, State, Zip: Minneapolis, MN 55480 Telephone No. 800-950-9096

\*\*\*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.: 1962 No. of adults: 2 No. of children under age 18: 2  
 Unit No.: 1964 No. of adults: 1 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: \_\_\_\_\_

**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	\$	<u>32.50</u>
Tier II license and renewal: \$100.00 per rental unit not in compliance		\$	_____
Inspection fee: \$34.00 per inspection		+	<u>\$ 34.00</u>
Note: Applications will not be processed until the city receives the proper fees. Please make all checks payable to the "City of Lauderdale."			Total: \$ <u>66.50</u>

**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: R. J. Somdall Date: 9/5/06

**FOR CITY USE ONLY**

Department	Approved	Denied	Date	Signature
Building Insp.	✓		<u>11-15-06</u>	<u>[Signature]</u>
Administrator				

Date Fees Received	Amount Received	Receipt #	Date License Issued
<u>9/7/06</u>	<u>66.50</u>	<u>8214</u>	

10/13 at 11:00

11  
AUG 30 2007  
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: B. Hansen

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: 1638 Rosehill Circle Number of Rental Units: 1  
Type of property:  single family ( ) duplex ( ) multiple family dwelling  
No. of rental units that are: 1 BR: \_\_\_\_\_ 2 BR: \_\_\_\_\_ 3 BR: 1 4 BR: \_\_\_\_\_ other: \_\_\_\_\_  
Total number of paved off street parking spaces: 2 garage; 2 on driveway plus  
association provided parking

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

Owner's name: Bernadette Peter Janisch Telephone No. 651-647-0514  
Address: 1804 Laurel Avenue City, State, Zip: St Paul MN 55104

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

**EMERGENCY REPAIRS (must be completed)**

\*\*Name: Joshua Janisch  
Telephone No. 651-208-5262 Rental Unit Number (if applicable): NA

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

required smoke detectors in bedrooms



**MORTGATE COMPANY OR LENDER INFORMATION**

Mortgage company, lender, or vendee\*\*\*: Countryside Home loans  
 Address: PO Box 5170  
 City, State, Zip: Simi Valley CA 93062-5170 Telephone No. 800 669-6607

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

**REGISTER OF OCCUPANCY**

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

Unit No.: 1 No. of adults: 3 No. of children under age 18: 0  
 Unit No.: NA No. of adults: \_\_\_\_\_ No. of children under age 18: \_\_\_\_\_  
 Unit No.: NA No. of adults: \_\_\_\_\_ No. of children under age 18: \_\_\_\_\_  
 Unit No.: NA No. of adults: \_\_\_\_\_ No. of children under age 18: \_\_\_\_\_

**LICENSE FEE SCHEDULE**

Single family rental unit: Tier I initial license/ renewal	\$30.00	\$ <u>30.00</u>
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		+ \$ <u>34.00</u>
Note: Applications will not be processed until the city receives the proper fees. Please make all checks payable to the "City of Lauderdale."		Total: \$ <u>64.00</u>

**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:

NA

Signature: [Signature] Date: 8/28/06

**FOR CITY USE ONLY**

Department	Approved	Denied	Date	Signature
Building Insp.	✓		11-15-06	[Signature]
Administrator				

Date Fees Received	Amount Received	Receipt #	Date License Issued
0/30/06	64.00	8189	

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent                      X    
Public Hearing                        
Discussion                            
Action                                 
Resolution                            
Work Session                       

Meeting Date    November 28, 2006

ITEM NUMBER        5B 2007 Investment Policy

STAFF INITIAL          JAB  

APPROVED BY ADMINISTRATOR    YES

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

Annually, the City Council reviews the City's Investment Policy in order to keep the Investment Policy current and applicable to the City's needs. Staff proposes no changes for the upcoming year.

**OPTIONS:**

**STAFF RECOMMENDATION:**

Adopt the 2007 Investment Policy.

**COUNCIL ACTION:**



# City of Lauderdale

## 2007 Investment Policy

### 1.0 Policy:

It is the policy of the City of Lauderdale to invest public funds in a manner which will provide the highest investment return with the maximum security - while meeting the daily cash flow demands of the City in accordance with all state and local statutes governing the investment of public funds.

### 2.0 Definitions:

Investment Designee - the investment designee is an employee of the City designated by the City Administrator to perform the investment function within the provisions set forth in this policy and in Minnesota State Statutes.

### 3.0 Scope:

This investment policy applies to all financial assets of Lauderdale. These funds are accounted for in the City's Comprehensive Annual Financial Report and include:

101	General Fund
201-203	Special Revenue Funds
301-304	Debt Service Funds
401-413	Capital Improvement Funds
601	Sewer Fund

### 4.0 Objectives:

**1. Liquidity:** The City Administrator or investment designee shall assure that funds are constantly available to meet immediate payment requirements including payroll, accounts payable and debt service.

**2. Safety:** Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required. Speculation is prohibited.

**3. Return:** The investment portfolio shall be designated to attain a market average rate of return throughout budgetary and economic cycles, taking into account investment risk constraints and the cash flow characteristics of the portfolio.

## **5.0 Prudence:**

All investment transactions shall be made with a degree of judgment and care. The standard of prudence, meaning not for speculation and with consideration of the probable safety of the capital as well as the probable investment return derived from assets, will be applied in all investment transactions.

## **6.0 Cash Management Procedures:**

Cash management is essential to a good investment program. The City Administrator has responsibility to organize and establish procedures for effective cash management, based on the following guidelines:

1. Cash flow projections will be prepared at the beginning of each budget year.
2. At a minimum the checking account balance of the City shall always be kept at the amount necessary to cover outstanding checks.
3. All investments will be made with the intent they will be held to maturity.
4. At least three bids will be sought for each security purchased.
5. Each morning a cash balance will be prepared based on cash received the previous day, warrants paid the previous day, and sizable checks or wire transfers which present investment opportunity.
6. Each morning, the investment records will be reviewed and updated as investments mature or are purchased.
7. Each month the investment records will be balanced to the financial records.
8. Each month, the investment designee shall submit an investment report to the City Administrator.
9. Interest Earnings will be allocated to the various City funds monthly (see section 9).
10. The General Fund will be allocated a management fee equal to five percent of the investment earnings.
11. Within 30 days of the end of each quarter, the City Administrator or investment designee shall submit an investment report to the City Council that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter, and describe the

portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report will include an appendix that discloses all transactions during the past quarter.

12. Each quarterly report shall indicate areas of policy concern and suggested or planned revision of investment strategies.

13. Within 40 days of the end of the fiscal year, the City Administrator or investment designee shall present a comprehensive annual report to the City Council on the investment program and investment activity. The annual report shall include 12 months and separate quarterly comparisons of return and shall suggest policies and improvements that might be made in the investment program.

**7.0 Authorized and Suitable Investments:** - See Appendix A for Complete Definitions

1. It is the policy of the City of Lauderdale that available funds be invested at the best rates obtainable at the time of investment in conformance with the legal and administrative guideline outlined herein. U.S. Treasury Obligations and Federal Agency Securities will be given preference when the yields are equal to or greater than alternative investments.

2. The City of Lauderdale shall exclude mortgage derivative products that are "high risk" per Minnesota Statute 118A.04. Documentation of compliance (the results of three separate independent statutory (Impact) tests all indicating that the security is not "High Risk") will be kept on file for auditing and review purposes.

3. The investments of the City of Lauderdale will be made in accordance with Minnesota statutes and be further restricted to the following:

**a. United States Treasury Obligations**

**b. Federal Agencies Securities**

**c. Repurchase Agreements (Repo's) - Repo transactions are restricted to:**

1. A primary reporting dealer in U.S. government securities who reports to the Federal Reserve Bank of New York, or

2. National or state banks in the U.S. which is a member of the Federal Reserve system and whose combined capital and surplus equals or exceeds \$10,000,000.

3. A securities broker-dealer having its primary executive office in Minnesota and licensed pursuant to Chapter 80A, or an affiliate of it, registered by the SEC and

maintaining a combined capital and surplus of \$40,000,000 or more, exclusive of subordinated debt.

4. The City of Lauderdale shall receive a confirmation/safekeeping receipt with a complete description of the collateral on the Repo.

**d. Certificates of Deposit**

1. All Certificates of Deposit purchased by the City of Lauderdale are secured by FDIC Insurance. Amounts in excess of \$100,000 (maximum insured) shall be secured in accordance with Minnesota Statutes.

**e. Bankers Acceptances**

1. Banker's Acceptances shall be restricted to the 50 largest banks in the United States (as measured by deposits). Investments in banker's acceptances shall not be made if news leads offer concerns over the financial condition of these banks.

2. The broker, dealer, or bank shall verify that the banker's acceptance is eligible for purchase by the Federal Reserve System.

**f. Commercial Paper**

1. Commercial Paper shall be restricted to issues that mature in 270 days or less with a rating of A-1 (Moody's), P-1 (Standard & Poors), or F-1 (Fitch) among at least two of these three rating agencies.

**g. Money Market Funds**

1. The fund shall consist of United States Treasury obligations and federal agency issues and be consistent with the City of Lauderdale's objective of preservation of capital.

**3. Safekeeping - Investments may be held with:**

1. Any Federal Reserve bank.

2. Any bank authorized under the laws of the United States or any State to exercise corporate trust powers, including but not limited to the bank from which the investment is purchased.

3. A primary reporting dealer in United States government securities whom reports to the Federal Reserve Bank of New York.

4. A securities broker-dealer as described in section 7.2, subpart c: 3.

The City's ownership of all securities in which the fund is invested shall be evidenced by a written acknowledgment identifying the securities by name of issue, maturing date, interest rate, and serial number or other distinguishing mark.

### **8.0 Diversification:**

The City Administrator or investment designee shall diversify use of investment instruments to avoid incurring unreasonable risks inherent in over-investing in specific investments, individual financial institutions, or maturities. Diversification strategies shall be determined and revised periodically by the City Council for all funds.

**1. Institutions** - Diversity between financial institutions used.

a. No more than 60% of the investment portfolio, or \$2,000,000 (whichever is less) shall be invested with any one investment company.

b. No funds may be invested in any one investment company in excess of the amount insured by it.

**2. Maturities** - Diversity in length of maturities.

a. Investments shall be made to assure that funds are constantly available to meet immediate payment requirements including payroll, accounts payable, debt service, and planned projects.

b. No investments shall be made with a term over 10 years unless with prior approval from the City Council.

**3. Investments** - The City should maintain a diversity of investments.

a. With the exception of U.S. Treasury securities, authorized pools, and Federal Agencies (backed by the full faith and credit of the U.S. Government) - no more than 50% of the entity's total investment portfolio may be invested any one of the following: Repurchase Agreements, Certificates of Deposit, Banker's Acceptances, or Commercial Paper.

### **9.0 Pooling of Investments:**

For the purposes of making the maximum amount of funds available for investment, the cash for all City funds is pooled in an investment account. Interest earnings are allocated among the various funds based upon their average cash balance.

### **10.0 Authorized Financial Dealers & Institutions:**



1. At the beginning of each year, the City Council approves depositories and investment firms.
2. All dealers and institutions must qualify as set out in Section 7.3, subpart c.
3. A current annual statement shall be kept on file for each bank, broker, or dealer with whom business is done.
4. All dealers and institutions must have at least \$500,000 of Securities Investor Protection Corporation (SIPC) insurance.
5. Before engaging in investment transactions with the City of Lauderdale, the supervising officer at the securities broker/dealer shall submit a certification of "Notification to Broker and Certification by Broker Pursuant To Minnesota Statute 118A.04". Said certification will state that the broker/dealer has reviewed the investment policies and objectives, as well as applicable state law, and agrees to disclose potential conflicts or risk to public funds that might arise out of business transactions between the securities broker/dealer firm and the City of Lauderdale. All financial institutions shall agree to undertake reasonable efforts to preclude imprudent transactions involving the City of Lauderdale's funds.

#### **11.0 Ethics and Conflicts of Interest:**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Administrator and City Council any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions over \$50,000 that could be related to the performance of this jurisdiction's portfolio. Employees and officers shall subordinate their personal investment transactions to those of this jurisdiction, particularly with regard to timing of purchases and sales.

#### **12.0 Annual Review:**

In order to keep this policy current and applicable to the City's needs, it will be the practice of the City Council to review and approve the investment policy within the first quarter of each year.

# Appendix A

## Eligible Instruments For City Investment

“All investments must comply with the City’s investment policy and Minnesota Statutes”

**1. United States Treasury Obligations** constitute the largest segment of the market for fixed income securities. In general, treasury securities are the safest and most marketable securities and yield the lowest return for a given maturity of all instruments.

**U.S. Treasury Bills** carry the full faith and credit guarantee of the U.S. Government are issued at a discount from par and mature in one year or less. (\$10,000 minimum).

**U.S. Treasury Notes & Bonds** are also guaranteed by the U.S. Government, and have a semi-annual interest coupon and original maturities 2 to 30 years. Maturities under four years (\$5,000 minimum): 4 years or longer (\$1,000 minimum).

**U.S. Treasury STRIPS** and Treasury Receipts are zero coupon securities, with maturities ranging from 6 months to 30 years. (\$1,000 minimum).

**2. Federal Agency Securities** are obligations of various agencies and corporations chartered by the federal government and guaranteed by the agency issuing the security.

**FHLB - Federal Home Loan Bank** borrows funds in the securities markets in order to provide savings and loans with an adequate flow of funds for the home mortgage market. Maturities range from 1 to 30 years. (\$10,000 minimum).

**FNMA - Federal National Mortgage Association (Fannie Mae)** is the largest single holder of residential mortgages, and finances its purchases through sales of debentures ranging from 1 to 30 years. (\$10,000 minimum).

**FFCB - Federal Farm Credit Consolidated Bonds** are joint obligations of the 37 Farm Credit Banks (12 Federal Land Banks, 12 Federal Intermediate Credit Banks and 13 Banks for Cooperatives). They come to market each month with 3 month, 6 month, and 1 year maturities - and occasionally a longer maturity. (\$5,000 minimum).

**FHLMC - Federal Home Loan Mortgage Corporation (Freddie Mac)** increases the availability of mortgage credit by maintaining an active, nation-wide secondary market for mortgages. Maturities range from 1 to 30 years. (\$10,000 minimum).

**SLMA - Student Loan Marketing Association (Sallie Mae)** provides liquidity for lenders engaged in the Federal Guaranteed Student Loan Program. Sallie Mae offers fixed rate and floating rate securities with maturities from 6 months to 30 years. (\$10,000 minimum).

**GNMA - Government National Mortgage Association Notes** (Ginnie Mae) is the only U.S Treasury Guarantee Backed Agency. They issue mortgage securities and pay back both interest and principle. They offer 6 month to 30 year maturities. (\$25,000 minimum).

**REFCORP Strips - Resolution Funding Corporation** provides financing for the Resolution Trust Corporation, which was created to help the government in the sale and disposition of failed thrifts and their assets. Refcorp Strips and zero coupon securities rang in maturity from 6 months to 30 years. (\$1,000 minimum).

**TVA - Tennessee Valley Authority** issues primarily long-term securities for the power creation arm of the TVA.

**Agency Discount Notes** are issued by the Federal Farm Credit, Federal Home Loan, Fannie Mae, Freddie Mac, and Sallie Mae. These are issued at a discount and have maturities ranging from 1 to 360 days. (\$100,000 minimum).

**3. Repurchase Agreements (Repo's)** provide for the sale of short-term securities by a securities dealer to investors, such as cities, with an agreement to repurchase the securities at a specified future date. The investor receives a given yield while holding the security and the repurchase price is guaranteed in advance. The length of the holding period is tailored to the investor - usually of very short duration. Rates are related to Treasury Bills, federal funds, and loans to government security dealers by commercial banks.

**4. Certificate of Deposits (CD's)** are the deposit of funds at a commercial bank for a specified period of time and at a specified rate of interest. Yields on Certificates of Deposit tend to be higher than on Treasury Bills of comparable maturity.

**5. Commercial Paper** is an unsecured promissory note with a fixed maturity of no more than 270 days. Commercial Paper is normally sold at a discount from face value.

**6. Banker's Acceptances** are short-term, non-interest-bearing notes sold at discount and redeemed at face value. It is secured by the goods which it finances - the bank accepts the draft, and the issuers promise to pay. These notes trade at a rate equal to, or slightly higher than Certificates of Deposit - depending on market supply and demand.

**7. Money Market Funds** are short term, high quality investments sold by large banks. These instruments include Treasury Bills and notes, Certificates of Deposits, Commercial Paper, Banker's Acceptances, and Federal Agency Securities.

**8. State of Minnesota & it's Agencies** - Bonds that are issued by the State of Minnesota or any of its agencies. The bonds are backed by the full faith of the State of Minnesota or collateralized with mortgages.

**LAUDERDALE COUNCIL  
ACTION FORM**

<b>ACTION REQUESTED</b>	MEETING DATE <u>November 28, 2006</u>
Consent <u>    X    </u>	ITEM NUMBER <u>Parking on Eustis</u>
Presentation <u>      </u>	<u>Between Larpenteur and Como</u>
Public Hearing <u>      </u>	STAFF INITIAL <u>Jim</u>
Discussion <u>      </u>	APPROVED BY ADMINISTRATOR <u>                    </u>
Action <u>      </u>	
Resolution <u>      </u>	
Work session <u>      </u>	

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

The county has completed their assessment of the parking issue on Eustis Street by the Children's Home Society (CHS). Currently there is no parking allowed on a small portion of Eustis. This area is on the east side of the street starting at Como and extending north about one block.

The county is recommending posting no parking on all of the east side of Eustis from Larpenteur to Como and on the west side of Eustis from Larpenteur to a point just south of CHS. This will eliminate multiple beginning and ending points to the on-street parking areas. It will also solve the issue with site lines for cars entering and exiting parking lots as well as improve pedestrian safety.

On a related note, Brian suggested that CHS and Met Transit work together to designate some spots in the CHS parking lot for park and ride vehicles. I left a message for Dan Smith at CHS regarding this, and Brian was going to contact Met Transit.

**OPTIONS:**

- 1) Approve as part of the consent agenda.
- 2) Remove from the consent agenda for discussion, followed by approval.
- 3) Don't approve.

**STAFF RECOMMENDATION:**

Approve the posting of no parking signs on all of the east side of Eustis from Larpenteur to Como and on the west side of Eustis from Larpenteur to a point just south of CHS.

**COUNCIL ACTION:**



**LAUDERDALE COUNCIL  
ACTION FORM**

<b>ACTION REQUESTED</b>	MEETING DATE <u>November 28, 2006</u>
Consent _____	ITEM NUMBER <u>Variance Request for 1936 Malvern</u>
Presentation _____	
Public Hearing <u>X</u>	
Discussion _____	
Action <u>X</u>	STAFF INITIAL <u>Jim</u>
Resolution _____	
Work session _____	APPROVED BY ADMINISTRATOR _____

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

Jim Hicks, 1936 Malvern Street is requesting a variance for a carport. Mr. Hicks has constructed the carport between the house and south side property line. Thus, the variance needed is a five-foot variance to the side yard setback requirements to go from five feet to zero feet.

A public hearing must be held before the council acts on this request.

**OPTIONS:**

- 1) Approve the variance request as presented.
- 2) Approve the variance request with conditions, as necessary.
- 3) Deny the variance request, but state the council's rationale for the denial.

**STAFF RECOMMENDATION:**

**COUNCIL ACTION:**



# City of Lauderdale

1891 Walnut Street • Lauderdale • Minnesota 55113

Phone: 651.631.0300 Fax: 651.631.2066

## ZONING APPLICATION

<u>Type of Request</u>	<u>Amount</u>
<input checked="" type="checkbox"/> Variance	\$ 75
<input type="checkbox"/> Zoning Amendment	\$100
<input type="checkbox"/> Conditional Use	\$165
<input type="checkbox"/> PUD	N/A
<input type="checkbox"/> Other	

Name of Applicant JAMES E. HICKS

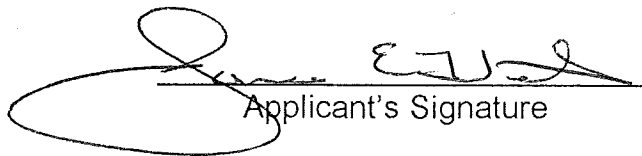
Address 1936 MALVERN ST

City LAUDERDALE State MN Zip 55113

Address of Property SAME  
(if different than above)

Day Phone \_\_\_\_\_ Evening Phone 651-633-1853 Fax \_\_\_\_\_

Please describe why you are applying for this application PARTIAL  
CONSTRUCTION DOES NOT MEET OFFSET  
REQ

  
Applicant's Signature

10-23-06  
Date

For Office Use Only	
Date of Application <u>10-25-06</u>	Amount Paid <u>75.00</u> Receipt Number <u>8293</u>
PIN # _____	
Recommendation of Planning Commission ( approve / deny ) Meeting Date _____	
Date of Public Hearing _____	
City Council Action Taken ( approved / denied ) Meeting Date _____	
Conditions? _____	



# Variance Request

I am making this application because existing code will not allow space for the upright supports to be within 5 ft. set back from property.

I need this canopy to cover my primary work vehicle from snow and iceing . I have a degenerative form of arthritis for the last three years which is making it almost impossible to scrape my auto from ice and heavy snow. I would be very appreciative of any consideration that you could give me in this matter.

The present exterior supports our located on my side of the property on the existing property line.

Sincerely

1936 Malvern St.  
Lauderdale MN

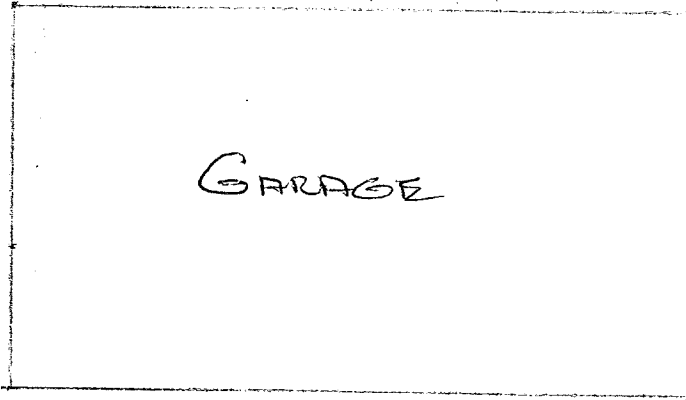
Specifications  
(Canopy)  
1936 Malvern St.  
Lauderdale MN 55113

### Construction

- Full dimension treated lumber as prescribed by code.
- Frame construction with load bearing design.
- Internal drain system with all flowage directed to street.
- Adjoining property covered with river bed rock for drainage with prior consent.
- Earth footings set to prescribed depth and set in mortar to full depth.
- Slab footings set with commercial ground anchor connections.
- Roof covering 25 yr metal covering with sealtight fasteners.
- Construction is for canopy only.No enclosure on any side.

1936 MALVERN ST.  
LAUDERDALE MN

North ↑



PROPERTY LINE

CITY  
5 FT  
↓ SET  
BACK

24' W

10' W

20' L

HOUSE

AUTO  
CANOPY

20' L

10' W X 20' L

□ (3) OUTSIDE 4X4 SUPPORT  
COLUMNS IN CONCRETE  
LOCATED ON OWNERS  
PROPERTY NEXT TO  
PROPERTY LINE.

DRIVEWAY

37'

PROPERTY LINE

# City of Lauderdale

The Island in the Metro

CITY HALL  
1891 WALNUT STREET  
LAUDERDALE, MN 55113  
MAIN 651-792-7650  
JIM 651-792-7656  
FAX 651-631-2066

November 16, 2006

Dear Property Owner:

CITY OF LAUDERDALE  
NOTICE OF PUBLIC HEARING  
VARIANCE REQUEST

Notice is hereby given that a Public Hearing will be held by the City Council on Tuesday, November 28, 2006 at 7:30 p.m. or soon thereafter as parties may be heard, in the Council Chambers at Lauderdale City Hall located at 1891 Walnut Street in Lauderdale.

PROPOSAL:

Request for variance to the side yard setback requirements for the construction of a carport. The property is zoned R-1 Residential.

APPLICANT, PROPERTY OWNER, & LOCATION:

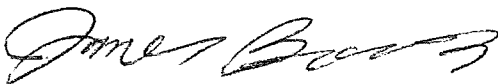
Jim Hicks  
1936 Malvern Street  
Lauderdale, MN 55113

The City is notifying all property owners adjacent to the subject property. Additional information about the variance request is enclosed.

The City Council will give anyone wanting to speak the opportunity to do so during the council meeting on Tuesday, November 28, 2006. The Council requests that a spokesperson speak for a group with a consensus opinion. You may also submit your comments in writing.

Feel free to contact City Hall should you have any questions or concerns.

Sincerely,



Jim Bownik  
Assistant to the City Administrator  
City of Lauderdale



- Selected Features
- Municipalities
- Road Centerlines (County)
- Interstate Hwy
- State Hwy
- County Road
- Roads
- Water
- Structures
- Parcels
- Highway Shields
- Street Name Labels

0 400 FEET



DISCLAIMER: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only.

SOURCES: Ramsey County (October 30, 2006), The Lawrence Group/October 30, 2006 for County parcel and property records data; October 2006 for commercial and residential data; April 8, 2003 for color aerial

November 18, 2006

City of Lauderdale  
Notice of Public Hearing  
Variance Request, Jim Hicks  
1936 Malvern Street

City Council Members,

We are responding in writing to the Variance Request Notification we received dated November 16, 2006.

We are the immediate neighbors of Jim Hicks to his north.

Due to the medical considerations of this request, we are in favor of granting the Variance.

Considering Jim has received permission from the neighbor that will most be affected, and that Jim is a real craftsman, we feel that this structure will not only help Jim, but be attractive as well.



Allen Peek and Renee Wallraff Peek  
1938 Malvern Street  
Lauderdale

# LAUDERDALE COUNCIL ACTION FORM

## TYPE OF REQUEST

- Consent
- Action
- Resolution
- Information
- Work session

MEETING DATE Tuesday, November 28, 2006

AGENDA NUMBER 9-4

DESCRIPTION Harvey Skow alley and lateral stability issue.



## BACKGROUND OR PAST COUNCIL ACTION

Mr. Skow addressed the city council at the Tuesday, November 14 meeting and discussed further the problems he states exist from the city's road and utility improvements completed in 2002. Mr. Skow believes the city caused drainage problems to his property, is responsible to provide lateral stability in the rear yard, and claims the alley is constructed on his property.

Mr. Skow requested to see several documents and the city provided Mr. Skow with all the documents in the city's possession. Further, the council offered to provide the materials necessary for Mr. Skow to install lateral support. The city previously installed a small curb and additional pavement to improve the drainage issue.

The Council asked Mr. Skow to provide all the documents and information he has to support his claims.

## OPTIONS

## STAFF RECOMMENDATION

## COUNCIL ACTION

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

SECOND \_\_\_\_\_

STAFF ACTION

Presented at Council 11-14-06

A. The City of Lauderdale has damaged my property by taking away my legal right of lateral support. The City removed an existing retaining wall and didn't replace it, excavated on private property without any legal authority, and left my property in a condition that is unstable and is not acceptable under any engineering standards..

B. The 2002 construction was not constructed according to the plans and specification on public record. State law requires cities, to make full and accurate records of their official activities, including contracts and plans. I would think that construction of public improvements would be considered an official activity of the city. If the City has accurate records of the construction as required, I have been denied my right to view them.

C. I have been told by the City Administrator and the City Engineer that the retaining wall supporting my property was removed in accordance with City policy. I requested documentation of that policy and received nothing. I was told that the City doesn't allow retaining walls in the right of way, and then given examples of other retaining walls that are in the right of way. What kind of "policy" is that?

D. Your City Engineer has authorized construction conditions that are not in accordance with any plans on record, are not according to accepted engineer standards and do not comply with Minnesota Standards for Construction. I have communicated the details of several of these issues to the City and would be happy to discuss them further.

- a. Failing to locate the right of way.
- b. Excavating on private property.
- c. Not restoring property to an equal or better condition.
- d. Grading an alley to drain to private property.
- e. Totally inaccurate assessment of the condition of the embankment in my alley
- f. Constructing an alley on private property.
- g. Failure to provide accurate records of the work that was done.
- h. Failure to be accountable for the poor engineering decision made.

E. You have all had an opportunity to look at the condition of my alley. I have discussed some of the issues with 3 other civil engineer friends of mine from the City of St. Paul Public Works Department. They all agree that the condition of my alley is not acceptable and that they would never design an alley to drain to private property.

---

League of Minnesota Cities Handbook

B.1. Minn. Stat. § 15.17, subds. 1, 2.  
State law requires all officers and agencies of the state, including statutory and home rule charter cities, to make and preserve all records necessary for a full and accurate knowledge of their official activities. These records include books, papers, letters, contracts, documents, maps, plans, and other items.

1. The Ramsey County G.I.S. map indicates that the alley is not constructed in the right of way. It is clear that the pavement does not follow a straight alignment with the



property lines as shown on this map. The right of way width is 12'. The pavement width north of my garage is 11' 9". The alley width at a point about 5' north of the south face of Boyle's garage is 13.5'. How do you get a 13.5' alley to fit into a 12' right of way?

B.2.

2. Carl St. was not constructed according to the Plans. It appears that the Carl St. roadway was constructed about 4' west of the centerline as shown on the plans. The cross-sections appear to show the roadway on the Plan centerline and therefore do not represent the true as built cuts and resulted in increased slopes on the West side of Carl St.. It also increased grade breaks at driveways. I can no longer back my boat trailer into my driveway because the trailer hitch doesn't clear. There are acceptable standards for maximum grade breaks. I haven't measured and don't know if the match at my driveway meets those standards but moving the roadway to the West certainly increased the angles as shown on the cross sections in the approved Plans.

2a. I have noticed other inconsistencies from the Plan with actual construction. The E.C.L. Of Carl St N. of Roselawn doesn't align with the curb line S. of Roselawn and the curb line S. of Roselawn is not straight. It was probably constructed that way to match the existing curb radius and Roselawn. As a construction inspector I had a similar situation. The concrete crew formed a curb radius that didn't align with the curb line of the curb which hadn't been constructed yet. I instructed the crew to reform the radius and left for another part of the job. Upon my return I found that they had poured the concrete without reforming it. The end result was that they put in about 100' of curb and gutter that was aligned to match the malformed radius. That 100' of curb and the radius were rejected for payment to the contractor.

2b. I was told by The City Administrator that they tried to match the old roadway. If that was the case it should have been designed that way and shown on the Plans. Now you have as record of the City's public improvements a set of "Plans" that don't represent what was done. From my experience with the City of St. Paul as a Technician in Paving Design and as Construction Inspector, I can assure you that major plan changes such as the alignment of Carl St. would not be acceptable without a Plan revision approved by the Engineer and "as-built" plans would be prepared as a record of it or any other changes from the Plans.

3. Was there a survey done for the Construction Plans? Were the alignments of roadways and other improvements established by survey? When I drafted plans the first step was to show the property lines and right of way then establish a centerline centered in the right of way and show dimensions from property lines to the centerline. All construction details including radius points, catch basins, face of curb and manholes were shown on the plans with dimensions from the centerline and stationing on the centerline. If the roadway was not designed in the center of the right of way or on the established centerline it was dimensioned as left or right of centerline.

3a. if there was a survey done you should be able to verify the property lines in my alley. I can get a survey if the City refuses to use theirs, but I believe that if there was a survey done for the construction it should be public record.

tively deprived of complete use and enjoyment of his land because of the acts of his neighbor. In their operation, if not their origin, these rights are similar to easements, and, because they operate to restrict the use of land, they are occasionally and loosely termed "negative easements."

These rights take many forms. The most common are, (1) Right of lateral support, (2) Right of riparian ownership, and (3) Right to unpolluted air.

A.

Right of Lateral Support. The enjoyment and use of land depends upon the lateral support it receives from adjacent land, and every landowner is entitled to expect that his land, in its natural condition, will receive this support. If A excavates upon his land and fails to provide adequate artificial support for the adjoining land of B, the latter may recover for any damages to the soil. There are, of course, limits upon this right of support. Damages will not usually be granted for injury to buildings caused by the excavation of adjacent land if there would have been no damage were the land unimproved by structures. An owner is entitled only to such support as will hold up the land in its natural condition. Thus, if X digs a well near the boundary of Y's land and a building on Y's land is damaged but the land is not substantially affected, Y will have no claim for damages. Obviously, it is frequently difficult to establish whether land improved with buildings would or would not have collapsed in its natural state.

This doctrine is altered in some jurisdictions by statute. Thus, under statute, the question sometimes may not be one of absolute liability for removing support but whether the landowner used reasonable care in excavating and giving the adjoining property owner notice in order that he might take necessary precautions.

Riparian Rights. The presence of water adjacent to, upon or under land, raises special problems and creates certain rights and

duties in the owner of the land irrespective of any agreement between individuals. These rights and duties that are peculiar to land on which there is water are referred to as "riparian." A riparian right is a term used to describe the interest which a landowner has, for example, in a stream which flows through his property. It is not surprising that, as a general rule, it is said that a riparian landowner may make whatever use he chooses of the water provided he does not materially interfere with the rights of other riparian owners to do the same. A riparian owner living upstream from B, may appropriate the water for use in a mill, provided he does not substantially diminish the flow through B's land. A may not, however, divert the stream out of its natural course so that it no longer flows through B's land. In some jurisdictions, it is the law that if A's use for domestic uses or for watering his livestock, his use, if reasonably necessary for these purposes may exhaust the supply without giving the lower riparian owners any cause for complaint. And, in some States, particularly in the western sections of the United States where water is a vital and not always abundant natural resource, the doctrine of "prior appropriation" is reflected in the law. That he who makes a prior appropriation of the water is entitled to as much as he needs, regardless of the consequences to later appropriators along the river or stream. What constitutes "reasonable use" in a semi-arid region may be entirely different than in a region of abundant supply.

The same reasons are equally applicable to the action by a riparian owner downstream. Damming the stream, causes the water to inundate property upstream. Each riparian owner is entitled to have the free flow of water through the land, except where the doctrine of "prior appropriation" applies.

Separate rules apply to surface water distinguished from streams. The doctrine usually arises where one landowner

Business Law  
Uniform Commercial Code 3rd Ed.  
SMITH ROBERSON

Minn. Stat. § 15.17, subds. 1, 2.

State law requires all officers and agencies of the state, including statutory and home rule charter cities, to make and preserve all records necessary for a full and accurate knowledge of their official activities. These records include books, papers, letters, contracts, documents, maps, plans, and other items.

### III. Public inspection of records and the right to privacy

Minn. Stat. ch. 13.

Every city in Minnesota must comply with the Minnesota Government Data Practices Act (Data Practices Act), which, in conjunction with other state and federal laws, classifies all information or data collected, created, received, maintained or disseminated by governmental entities—regardless of the data's physical form, storage media, or conditions of use. Data are classified in different categories depending on whether they are accessible by the public and by the subject of the data.

For more information, see LMCIT Risk Management Memo *Is That Public Data?*

Concerning personnel data, see HR and Benefits information memos, *Public Personnel Data and Management of Personnel Files*.

See *Washington v. Indep. Sch. Dist. No. 625*, 610 N.W.2d 347 (Minn. Ct. App. 2000) (discussing the right of a data subject to see his or her personnel records).

Government data means all data collected, created, received, maintained or disseminated by the city regardless of its physical form, storage media or conditions of use. There is a presumption that government data are public and are accessible by the public for inspection and copying unless there is a federal law, state statute or temporary classification of data that provides differently.

B.3

#### [Minnesota Statutes 2005, Table of Chapters](#)

#### [Table of contents for Chapter 440](#)

#### 440.08 Acquiring property and easements for streets,

highways.

Each city of the first class in this state, acting through its council, in addition to all other powers possessed by the city, is hereby authorized and empowered to acquire by purchase, gift, devise, or condemnation any lands or property and any rights and easements therein which may be needed or required by

the city for public street and highway uses or purposes;  
including among others easements for public streets and highways  
and bridges and approaches thereto, with necessary supports and  
abutments therefor, within its corporate boundaries  
notwithstanding the fact that the property so needed or required  
has been acquired by the owner under the power of eminent domain  
or is already devoted to a public use.

HIST: (1538-1) 1927 c 114 s 1

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Minnesota.*

[Minnesota Statutes 2005, Table of Chapters](#)

[Table of contents for Chapter 410](#)

**410.01 Cities, classes.**

Cities are hereby divided, for legislative purposes, into  
classes as follows:

First class -- Those having more than 100,000 inhabitants  
provided that once a city is defined to be of the first class,  
it shall not be reclassified unless its population decreases by  
25 percent from the census figures which last qualified the city  
for inclusion in the class;

Second class -- Those having more than 20,000 and not more than 100,000 inhabitants;

Third class -- Those having more than 10,000 and not more than 20,000 inhabitants, and

Fourth class -- Those having not more than 10,000 inhabitants.

Changes in classification resulting from any future national census shall take effect upon the filing of certified copies of the census in the office of the secretary of state as provided in section [600.18](#). Meanwhile the council or other governing body shall take measures for the election of proper officials and for dividing the city into wards, if necessary, and otherwise prepare for the coming change.

HIST: (1265) RL s 746; 1951 c 348 s 1; 1959 c 510 s 1; 1978 c 489 s 1

*Copyright 2005 by the Office of Revisor of Statutes, State of Minnesota.*

Government, city officers and employees defined as, [554.01](#)

**554.01 Definitions.**

Subdivision 1. **Scope.** The definitions in this

section apply to this chapter.

Subd. 2. **Government.** "Government" includes a branch, department, agency, official, employee, agent, or other person with authority to act on behalf of the federal government, this state, or any political subdivision of this state, including municipalities and their boards, commissions, and departments, or other public authority.

Government immunity, [466.03](#)

Subd. 21. **Geographic information systems (GIS) data.**

(a) Any claim against a municipality, based on alleged or actual inaccuracies in geographic information systems data, arising from the public's use of GIS data, if the municipality provides a disclaimer of the accuracy of the information at any point of initial contact with a geographic information system to which the public has general access.

(b) Geographic information systems data is government data subject to the presumption of section [13.01](#), subdivision 3. GIS data is data generated by a computer database or system that is designed to electronically capture, organize, store, update, manipulate, analyze, and display all forms of geographically referenced information that is compiled, from private or public sources, either alone or in cooperation with other public or

private entities, for use by a municipality. GIS data is accurate for its intended use by a municipality and may be inaccurate for other uses.

Lateral support

A.

**Gallant v. F. W. Woolworth Co. 1970 Dominion Law Reports 248**

Gallant and the Woolworth company owned land on opposite sides of a lane. Excavation of Woolworth's land, for the purposes of erecting a new building, caused cracks in Gallant's roof and slanted the floor. Gallant sued Woolworth claiming he had a right to lateral support. In finding for Gallant, this case reaffirmed three principles on the right to lateral support of land: (1) a land owner has a right to the lateral support of the neighbouring land owned by another, so far as is necessary to uphold the soil in its natural state at its normal level; (2) when lateral support to land is removed, it is immaterial whether the act which caused it is negligent; and (3) the fact that the land is not contiguous does not preclude liability.

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

CITY OF LAUDERDALE  
LAUDERDALE CITY HALL  
1891 WALNUT STREET  
LAUDERDALE, MN 55113

OCTOBER 27, 2006

MR. HARVEY AND MS. JEANETTE SKOW  
1931 CARL STREET  
LAUDERDALE, MN 55113

DEAR MR. AND MS. SKOW:

ENCLOSED PLEASE FIND THE MEMORANDUM FROM CITY ENGINEER TOM KELLOGG IN REFERENCE TO THE ALLEY IMPROVEMENTS. I BELIEVE THIS IS THE DOCUMENT YOU REQUESTED FROM MR. KELLOGG WHEN YOU SPOKE TO HIM ON OCTOBER 26, 2006.

I WOULD LIKE TO RECAP THE CURRENT SITUATION. THE CITY BEGAN AN IMPROVEMENT PROGRAM TO ALL THE STREETS, ALLEYS, AND UTILITIES IN 2000 AND CONTINUED THROUGH 2003. DURING THE COURSE OF THE PROJECTS, THE CITY KEPT RESIDENTS INFORMED OF THE PROGRESS THROUGH CONSTRUCTION UPDATES, SOME OF WHICH WERE HAND DELIVERED TO EACH AFFECTED RESIDENT.

**B.**

*where's  
the data?*

IN 2002, THE CITY WORKED ON THE STREETS AND ALLEYS IN YOUR AREA. THE ALLEY IMPROVEMENTS INVOLVED LOCATING THE RIGHT OF WAY, RE-GRADING AND PAVING. BEFORE WORK BEGAN, THE CITY PROVIDED EACH RESIDENT A CONSTRUCTION BULLETIN TELLING RESIDENTS TO REMOVE ANY PERSONAL PROPERTY THEY WANTED TO KEEP THAT WAS LOCATED IN THE RIGHT OF WAY. RESIDENTS WERE TOLD THAT IF THE PROPERTY WERE LEFT IN THE RIGHT OF WAY, IT WOULD BE REMOVED AND NOT REPLACED BY THE CITY. AS MENTIONED IN CONVERSATIONS WITH YOU, THE CITY DID MAKE AN EXCEPTION OR TWO BASED ON INDIVIDUAL CONDITIONS SUCH AS PREVENTING A GARAGE FROM SLIDING IN TO AN ALLEY.

ON NOVEMBER 6, 2002, YOU SENT AN E-MAIL TO MR. RICK GETCHOW, CITY ADMINISTRATOR. IN THE E-MAIL, YOU POINT OUT THREE PROBLEMS YOU ALLEGE WERE CAUSED BY THE ALLEY IMPROVEMENTS. YOU CLAIM THE ALLEY WAS IMPROPERLY GRADED SO STORM WATER NOW FLOWS ON TO YOU PROPERTY RATHER THAN TO THE STREET AS IT DID BEFORE THE IMPROVEMENTS. YOU ALSO STATE CONCERNS OVER LATERAL SUPPORT AND EROSION DUE TO THE REMOVAL OF YOUR RETAINING WALL. YOU ALSO POINTED OUT THE STEPS PLACED IN YOUR FRONT YARD MAY BE CONSTRUCTED ABOVE THE BOULEVARD GRADE. ACCORDING TO YOU, MR. GETCHOW AND MAYOR JEFF DAINS MET WITH YOU AT YOUR RESIDENCE.

IT IS MY UNDERSTANDING THAT THE CITY DID TWO THINGS REGARDING THE DRAINAGE. WHEN THE COUNTY RECONSTRUCTED ROSELAWN, IN APPROXIMATELY 1984, AT YOUR REQUEST THE CITY INSTALLED A STORM WATER CATCH BASIN ON YOUR PROPERTY TO ASSIST WITH DRAINAGE ISSUES. AFTER MEETING WITH YOU IN 2002, THE CITY EXTENDED ASPHALT TO THE BASE OF YOUR GARAGE AND ADDED A SMALL CURB ALONG YOUR PROPERTY AND THE ALLEY TO BETTER DIRECT THE FLOW OF WATER TO THE STREET.

IT IS MY UNDERSTANDING THE CITY PLACED ADDITIONAL VEGETATION ON THE SLOPE IN ORDER TO KEEP THE AREA FROM ERODING.

*Thank you*

IN MAY OF 2005, YOU SENT AN E-MAIL TO ME REQUESTING THE CITY REMEDY THE LATERAL SUPPORT ISSUE. YOU CLAIMED YOUR FENCE WAS LEANING INTO THE ALLEY. I VIEWED THE AREA AT THAT TIME. I DID NOT CONTACT THE ENGINEER AT THAT TIME. I ALSO FAILED TO REPORT BACK TO YOU ON THE ISSUE.

IN 2006, YOU AGAIN CONTACTED ME REGARDING THIS ISSUE. I AGAIN VIEWED THE AREA AND PROVIDED INFORMATION TO THE COUNCIL. I FOLLOWED UP WITH YOU VIA E-MAIL STATING THAT I



October 27, 2006

DID NOT SEE A SIGNIFICANT PROBLEM. YOU THEN REQUESTED TO DISCUSS YOUR SITUATION WITH THE CITY COUNCIL. YOU MET WITH THE COUNCIL AT THE COUNCIL MEETING ON AUGUST 8, 2006 AND LAID OUT YOUR CONCERNS TO THEM. THE COUNCIL DIRECTED STAFF TO DISCUSS THE ISSUE WITH THE CITY ENGINEER AND TO GET A QUOTE FROM THE ENGINEER ON HOW MUCH IT WOULD BE TO CONSTRUCT A RETAINING WALL.

*Is this really what Council authorized?*

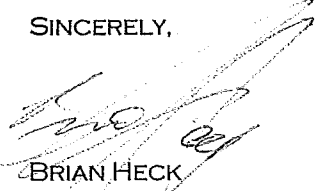
I MET WITH TOM KELLOGG, CITY ENGINEER, AND TOGETHER WE LOOKED AT YOUR SITE AS WELL AS SEVERAL OTHERS IN THE CITY. MR. KELLOGG PROVIDED THE CITY WITH HIS VIEW AND RECOLLECTION. BASED ON THIS INFORMATION, THE COUNCIL, AT THE WORK SESSION ON SEPTEMBER 26, AUTHORIZED STAFF TO OFFER YOU MATERIALS FOR THE CONSTRUCTION OF A RETAINING WALL. YOU WOULD BE REQUIRED TO COMPLETE THE PHYSICAL CONSTRUCTION OF THE WALL ON YOUR PROPERTY IN COMPLIANCE WITH ALL CITY CODES. THIS DECISION WAS SENT TO YOU AND THE OFFER IS STILL OPEN TO YOU UNTIL JULY 1, 2007.

YOU DID NOT ACCEPT THIS OFFER BY THE CITY AND SENT AN E-MAIL AND LETTER OUTLINING WHAT YOU CLAIM THE CITY'S FAILURE AND OBLIGATIONS ARE TO YOU. YOU REQUESTED CONTRACTS, PLANS, AND SPECIFICATIONS RELATING TO THE PROJECT AND THESE WERE MADE AVAILABLE TO YOU. YOU CONTACTED THE ENGINEER ON TWO OCCASIONS AND MR. KELLOGG TOOK THE TIME TO SPEAK WITH YOU ABOUT THE SITUATION. WHEN YOU SPOKE TO HIM ON OCTOBER 26, 2006 YOU THREATENED LITIGATION IF YOU WERE NOT SATISFIED WITH THE OUTCOME.

THE CITY HAS ACCOMMODATED YOUR REQUESTS FOR INFORMATION AND HAS RESPONDED TO YOUR CONCERNS REGARDING DRAINAGE, INCLUDING INSTALLING A CATCH BASIN ON YOUR PROPERTY. THE CITY BELIEVES THESE STEPS RESOLVE THE DRAINAGE PROBLEM. THE CITY MADE A REASONABLE OFFER TO YOU REGARDING YOUR RETAINING WALL. THE CITY WILL NOT CONSTRUCT A RETAINING WALL BECAUSE IT IS NOT NEEDED TO PROVIDE LATERAL SUPPORT. IF YOU WISH TO CONSTRUCT A RETAINING WALL, IT MUST BE ON YOUR PROPERTY, NOT ON CITY RIGHT OF WAY. THE CITY WILL NOT REPLACE YOUR FENCE AS IT WAS LEANING BEFORE COMMENCEMENT OF THE PROJECT IN 2002.

THE CITY COUNCIL IS NOT GOING TO CONSIDER THIS ISSUE FURTHER. THE COUNCIL PROPOSED A REASONABLE SOLUTION. MY RECOMMENDATION TO THE COUNCIL IS NOT TO DISCUSS THIS ISSUE FURTHER UNLESS IT IS IN CLOSED SESSION DUE TO YOUR THREAT OF LITIGATION.

SINCERELY,



BRIAN HECK  
CITY ADMINISTRATOR

CC: CITY COUNCIL  
MAYOR  
TOM KELLOGG, CITY ENGINEER  
RON BATTY, CITY ATTORNEY  
FILE



HP267



HP268



HP269

A.

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

CITY OF LAUDERDALE  
LAUDERDALE CITY HALL  
1891 WALNUT STREET  
LAUDERDALE, MN 55113

OCTOBER 11, 2006

MR. HARVEY SKOW  
1931 CARL STREET  
LAUDERDALE, MN 55113

DEAR MR. SKOW:

THE CITY COUNCIL DISCUSSED THE ISSUE YOU BROUGHT TO THE COUNCIL AT THE AUGUST 22, 2006 MEETING. AT THIS MEETING YOU CLAIMED THE CITY CAUSED DAMAGE TO YOUR PROPERTY DURING THE STREET, ALLEY, AND UTILITY IMPROVEMENTS IN 2002. SPECIFICALLY, YOU ADDRESSED THE LOSS OF A RETAINING WALL AND DRAINAGE PROBLEMS.

FOLLOWING YOUR PRESENTATION AND DISCUSSION, THE COUNCIL DIRECTED STAFF TO GET INFORMATION FROM THE ENGINEER REGARDING THE PROJECT AND COST ESTIMATES FOR PUTTING IN A RETAINING WALL APPROXIMATELY 2 FEET HIGH BY 30 FEET LONG.

STAFF OBTAINED THE INFORMATION AND PRESENTED IT TO COUNCIL AT THEIR MEETING ON SEPTEMBER 26, 2006. FOLLOWING THE DISCUSSION, THE COUNCIL AGREED TO PROVIDE YOU THE FOLLOWING.

THE CITY WILL SUPPLY YOU THE MATERIALS — DEFINED AS RETAINING WALL BLOCKS SIMILAR TO THE ONES YOUR NEIGHBOR TO THE NORTH HAS. YOU WILL BE RESPONSIBLE FOR INSTALLATION. THE CITY WILL PURCHASE AND HAVE THE BLOCKS DELIVERED TO YOU WHEN YOU PROVIDE PLANS AND SPECIFICATIONS AND PAY FOR ANY REQUIRED PERMITS. FURTHER, THE RETAINING WALL STRUCTURE SHALL NOT BE CONSTRUCTED IN THE CITY RIGHT OF WAY SO THE PLAN PROVIDED MUST DELINEATE THE PROPERTY LINES.

YOU WILL HAVE UNTIL JULY 1, 2007 TO PROVIDE THE CITY WITH THE NECESSARY INFORMATION, INCLUDING QUANTITY OF BLOCK.

SINCERELY,



BRIAN W. HECK  
CITY ADMINISTRATOR

CC: MAYOR AND COUNCIL  
FILE

*Was this an offer from the Council, or was it a Heck of a deal?*

*My plan is required to "DELINEATE THE PROPERTY LINES", but the City Engineers plan doesn't??*

Refer to section 3-1.0 for general information and requirements for Horizontal Alignment.

## Alleys

For information, refer to AASHTO guidelines.

### MNDOT Contract Quality Rating Form Instructions

E.

#### 5. DRAINAGE

Definition – Three major considerations: (1) safety of the traveling public; (2) sound engineering practices to economically protect and drain the highway; and (3) the protection of private property from flooding, water soaking, and other damage. Includes slope of pavements, culverts and storm sewers, inlets and manholes, etc.

- 4 - Adequate drainage design. No design modifications necessary and no water collection problems.
- 3 - Minor drainage problems requiring minimal redesign. Any water collection problems could be remedied with minor field effort.
- 2 - Moderate potential or actual drainage problems requiring a significant amount of design modifications and/or rework. Involvement needed by design office personnel to resolve issues.
- 1 - Major drainage problems. Extensive field and design office effort to avoid and/or correct poor drainage design. Obvious lack of consideration to general drainage guidelines.

D.a.

#### 11. RIGHT OF WAY

Definition – Completing issues such as real estate commitments and purchases, access, hazardous materials, easements and rights of entry in a timely manner so as to not interfere with prosecution of construction activities.

- 4 - No modifications necessary. No conflicts or delays due to right of way issues. Right of way and easements effectively accommodated construction methods and equipment. All commitments to landowners addressed.
- 3 - Minor modifications or extra effort needed due to right of way problems (e.g., tight R/W constraints in some areas making construction operations more difficult).

- 2 - Additional easements or right of entry necessary to accomplish the work. Moderate field engineering and/or minor delays in schedule necessary to accomplish the work.
- 1 - Major modifications requiring significant field redesign and/or purchase of additional R/W to perform the work (e.g., plan cross sections extend slope intercepts well beyond R/W). Major conflicts with landowners occurred.

## 12. SURVEYS (STAKEABILITY)

Definition – Data and reference points provided in the plans to ensure accurate and efficient survey operations during construction. Minimizes the amount of effort necessary in the field to calculate grades and alignment.

- B.**
- 4 - Sufficient and accurate survey data provided in plan for layout.
  - 3 - A few minor additions or changes to survey data necessary in the field.
  - 2 - Several missed or inaccurate items in survey data resulting in redesign or recalculation of data (e.g., existing cross sections in plans do not reflect actual conditions found in the field).
  - 1 - Major problems found with survey data. Many survey items omitted or large errors shown in the plan. Layouts impossible with normal survey techniques due to complete lack of survey control.

Augusta Georgia Plan Preparation

# CHAPTER 5

## ROADWAY PLANS

### I. GENERAL

Roadway plan sheets depict all details of the project's horizontal alignment. They may also

be presented in conjunction with the corresponding profile on the lower half of the sheet (split plan/profile sheet).

Existing features and roadway design elements such as pavement and shoulder widths, medians, curbs, drainage elements, tapers, turning provisions, and intersecting roadways are

shown on these sheets. All horizontal geometry is depicted and labeled to fully define the design intent. Separate plan sheets may be required for details which cannot be adequately

shown on the roadway plan sheets.

Roadway Plans shall be prepared on standard plan sheets (or combined with profiles on a split plan/profile sheet). Use scales and text sizes such that plans are easily readable when reproduced at half scale.

October, 12, 2006

Lauderdale Mayor, Council Members, and Staff  
1891 Walnut Street  
Lauderdale, MN 55113

Dear Mayor and Council Members:

Thank you for considering the retaining wall issue at 1931 Carl St. alley. I am disappointed with your proposed resolution to the problem that you (the City) created.

1. "YOU WILL BE RESPONSIBLE FOR INSTALLATION."

- a. According to the Minnesota Department of Transportation STANDARD SPECIFICATIONS FOR CONSTRUCTION, 1712.1 "The Contractor is responsible for the preservation of all public and private property of any character in conducting the work."
- b. 1712.4 GENERAL LIABILITY

**D. c.** The Contractor is responsible for all damages to property of any character, resulting from any act, omission, neglect, or misconduct in the execution or nonexecution of the work, except for damage to underground property within the Right of Way if its existence and approximate location were not made known within the Contract. At no expense to the Department, the Contractor shall restore damaged property to a condition equal to or better than that existing before the damage was done, by repairing, rebuilding, or replacing it as directed, or otherwise making good the damage in an acceptable manner.

Please provide me with contact information for the contractor for the project, Ultimately the responsibility lies with the engineer who designed the project if this work was done in accordance with the Specifications for the project. Please provide me with the name and registration number of the project designer and contact information for the firm who did the design.

I believe that the City of Lauderdale relieved the contractor and the engineer of their responsibilities when City staff directed actions that were contrary to "Specifications", but I will have to name them if I have to take this to court.

2. "... WHEN YOU PROVIDE PLANS AND SPECIFICATIONS AND PAY FOR ANY REQUIRED PERMITS."

- a. This work should be considered as restoration and part of the construction contract. The restoration is "permitted" by the Contract and the "PLANS AND SPECIFICATIONS" for restoration are the responsibility of Contractor and/or the Project Engineer. Of course you should obtain a temporary easement from the property owner if you are going to do any work on private property. I'm not sure that "...RETAINING WALL BLOCKS SIMILAR TO THE ONES YOUR NEIGHBOR TO THE NORTH HAS." Are adequate or can be reasonably placed given the horizontal distance from the alley pavement to my fence. If I have to do the work in accordance with your proposal I shall require that your engineer certify that it is adequate to provide lateral support.

3. "FURTHER, THE RETAINING WALL SHALL NOT BE CONSTRUCTED IN THE CITY RIGHT OF WAY SO THE PLAN PROVIDED MUST DELINEATE THE PROPERTY LINES."

a. I really don't want The City's retaining wall on my property unless the old one was. There is no law that I am aware of that requires placement of retaining walls on private property or prohibits them from the Right of Way. For your reference here is a local example of retaining walls in the Right of Way;

City of Minneapolis

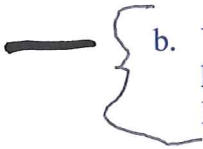
<http://www.ci.minneapolis.mn.us/public-works/cip/alley-renovation/>

Project Type: Alley Retaining Wall Repair Program:

There are over 4000 alley retaining walls thorough our systems. We have recently completed an inventory of these walls. The vast majority is in good shape. We have noted several walls that are becoming candidates for replacement. When replacement is needed they will be included as part of our alley restoration program. At the present time, we do not have any walls so scheduled. As part of our alley overlay program, we will replace/repair, as needed all alley walls encountered in alleys that are being overloaded. In addition, we do encounter periodic alley retaining wall failures. When this occurs, these walls are replaced through the alley retaining wall program. As in the case of the alley-resurfacing program, funding is a mix of net debt and assessment bonding. The percentage split is also the same (75% net-debt, and 25% assessment). The public hearing process is followed for any proposed work.

Alley wall picture: <http://www.ci.minneapolis.mn.us/public-works/cip/alley-renovation/Wall.asp#TopOfPage>

*D.f.*



b. Yes the property lines should be delineated. That data should be or should have been included in the Removal Plan for the contract. IT'S NOT MY RESPONSIBILITY!

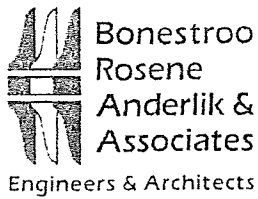
I have asked your City Administrator to have your City Attorney review the issue of Lateral Support and to have your City Engineer review and certify slope adequacy. Brian told me that he believed that those issues had been addressed. Do all of you have access to that information? I would appreciate being informed on what came of those reviews.

Please reconsider you proposed resolution of this problem. Take some responsibility for the damages caused by decisions of your staff. If I have to pursue this matter further I will also claim damages for the alley drainage and the displacement of my fence.

Please respond in a timely manner so that I may consider future actions.

Sincerely

Harvey A. Skow  
1931 Carl Street



2335 West Highway 36 • St. Paul, MN 55113

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

www.bonestroo.com

August 29, 2006

Mr. Brian Bakken-Heck  
City Administrator  
City of Lauderdale  
1891 Walnut Street  
Lauderdale, MN 55113

Re: 1931 Carl Street  
File No. 000532-06000-0

Dear Brian:

After our site inspections yesterday I thought it might be helpful to summarize our decision making process regarding alley work on the city's street reconstruction projects. In almost all cases the existing alleys were dirt or gravel and fairly narrow. Existing alley rights-of-way were 12 to 15 feet and often times the existing driven alley was not completely in the right-of-way. The city made a decision to improve (pave) the alleys as part of the 4-year street and utility rehabilitation projects. The alley improvements were designed in the field and the goal was to provide a paved surface that was located within the right-of-way. In most cases this was accomplished by excavating approximately a foot of material and replacing it with class 5 aggregate base and paving over that. Some minor grade changes were necessary to facilitate drainage in most alley improvements. If there were encroachments (walls, fences, etc.) encountered within the city right-of-way these encroachments were removed so the alley could be put back where it belonged. There were some instances where the alley work required some slope stabilization due to existing garages being located adjacent to the alley and at a different elevation than the paved alley surface. The slope stabilization typically included regrading the slope and seeding the disturbed area. In some extreme cases concrete was installed on the slope to provide stabilization. An example of this can be seen in the alley between Walnut and Malvern Streets south of Summer Street. In this case there were garages adjacent to and at least 4-feet higher than the paved alley. Concrete was used because of the garage proximity to the alley and the elevation differences. An example of a steeper slope that was stabilized by seeding is in the alley that intersects Malvern on the west side just north of Larpenteur. In this case there was an existing steep slope with a fence on top of the slope that was stabilized by seeding. In summary, it was the city's position that no retaining walls or permanent structures should be constructed in the right-of-way unless absolutely necessary.

*Missed that goal*

*D.e.f.*

Based on our site visit yesterday to the alley behind 1931 Carl Street it appears that the slope has been stabilized by the seeding that was done in 2002. There does not appear to be any signs of erosion along the length of the 2-foot high slope. In this case there is no structure other than a chain link fence at the top of the slope. In our opinion the restoration to this area is adequate and consistent with the efforts the city used throughout the projects.

Please call me at (651) 604-4863 if you have any questions.

Yours very truly,

BONESTROO, ROSENE, ANDERLIK & ASSOCIATES, INC.

*Tom Kellogg*  
Tom Kellogg



D.f.

### Garage 2003 aerial photos



- Municipalities
- Road Centerlines (County)
- Interstate Hwy
- State Hwy
- County Road
- Road
- Water
- Structure
- Parcel
- Highway Shields
- Street Name Labels

DISCLAIMER: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only.

SOURCES: Ramsey County (October 30, 2006), The Lawrence Group (October 30, 2006 for County parcel and property records data; October 2006 for commercial and residential data; April 8, 2003 for color aerial

*D.h. No response recieved.*

Would you be willing to give me something in writing regarding your opinion on the adequacy of the slope at my alley?

- a. Describe the slope.
- b. Provide any applicable reference to verify that that degree of slope is acceptable.

Confirm that the removal of the old retaining wall was done in accordance with the Plans and Specifications or accepted engineering standards.

Confirm the following were done under your direction in accordance with accepted engineering standards.

1. That the alley was shifted to the East of the center of the right of way.
2. That the alley grade was lowered.
3. That the embankment behind the existing wall was excavated.
4. That the alley was graded to drain towards private property
5. That a retaining wall was removed and not replaced

Dear Mayor, City Administrator and Council Members

re: email to City Engineer below

**B. + D.**

I talked with Mr. Kellogg on the phone 10/26/06. He said that he has already given the City written information on his opinion on the slope and that it should be "public information". I want a copy.

**B.** I suggested that the other items that I requested confirmation on should also be public information since all of this was done under the contract, but the only data is in the minds of the people who designed and or directed the construction of the project. The Contract has no removals, grades, alignments, cross sections, not even a typical section for alleys.

The contract SECTION 02315-3, 3.03

1. Perform excavations to the alignment, cross section, and grade as shown on the drawings or staked by the ENGINEER.

I would expect that if there was any "engineering" done there should be a record of it or at least accountability for the "engineering decisions" that were made.

Mr. Kellogg said that the removal of my retaining wall was the City's decision in accordance with "City Policy". Is there a written policy? If so I would like to see it.

Mr. Kellogg stated that he would not respond to my request for confirmation unless directed to by the City. Please direct him to do so.

Dear Mr. Kellogg

Would you be willing to give me something in writing regarding your opinion on the adequacy of the slope at my alley? You told me on the phone that in your opinion the slope was adequate and there were others in the City that were worse. If that's your engineering justification please refer to those specific locations.

I have attached a Word Document with this question and some other items I would like confirmation on.

Please confirm receipt of this email by email reply or call 636-1258

If you do not intend to respond to this email please me know.

Thank You  
Harvey A. Skow  
1931 Carl St.  
Lauderdale, MN

November 14, 2006

Mr. Harvey Skow  
1931 Carl Street  
Lauderdale, Minnesota 55113

Re: 1931 Carl Street  
Alley Improvements

Dear Mr. Skow,

D.e. { On Thursday, November 9, 2006, I inspected the "slope" behind your yard adjacent to the alley and have the following comments. First of all the embankment that was left after the alley improvements can not be defined as a slope. The embankment has a near vertical face except in the areas where soil has sloughed off onto the pavement surface. Although there is grass growing on top and intermittently upon the surface of the embankment, this could not be considered to be a stable slope. It appears to me too, that the edge of the pavement may encroach onto your property, although this is very difficult to determine without any identifying markers.

D.e. - During our conversation you indicated to me that there had been a concrete retaining wall in this location prior to the City's construction contract and that the wall was removed by the contractor during the course of construction. I can not speak to Lauderdale's policies on the matter, but in the City of Saint Paul the wall would have been replaced in kind. If the wall were on private property the City is obligated to replace anything that it had damaged. If the wall were in the right-of-way the City is obligated to maintain lateral stability of the adjacent property either by replacing the wall in kind or, if there is enough space, a slope of no more than 3:1. In your case neither had been done.

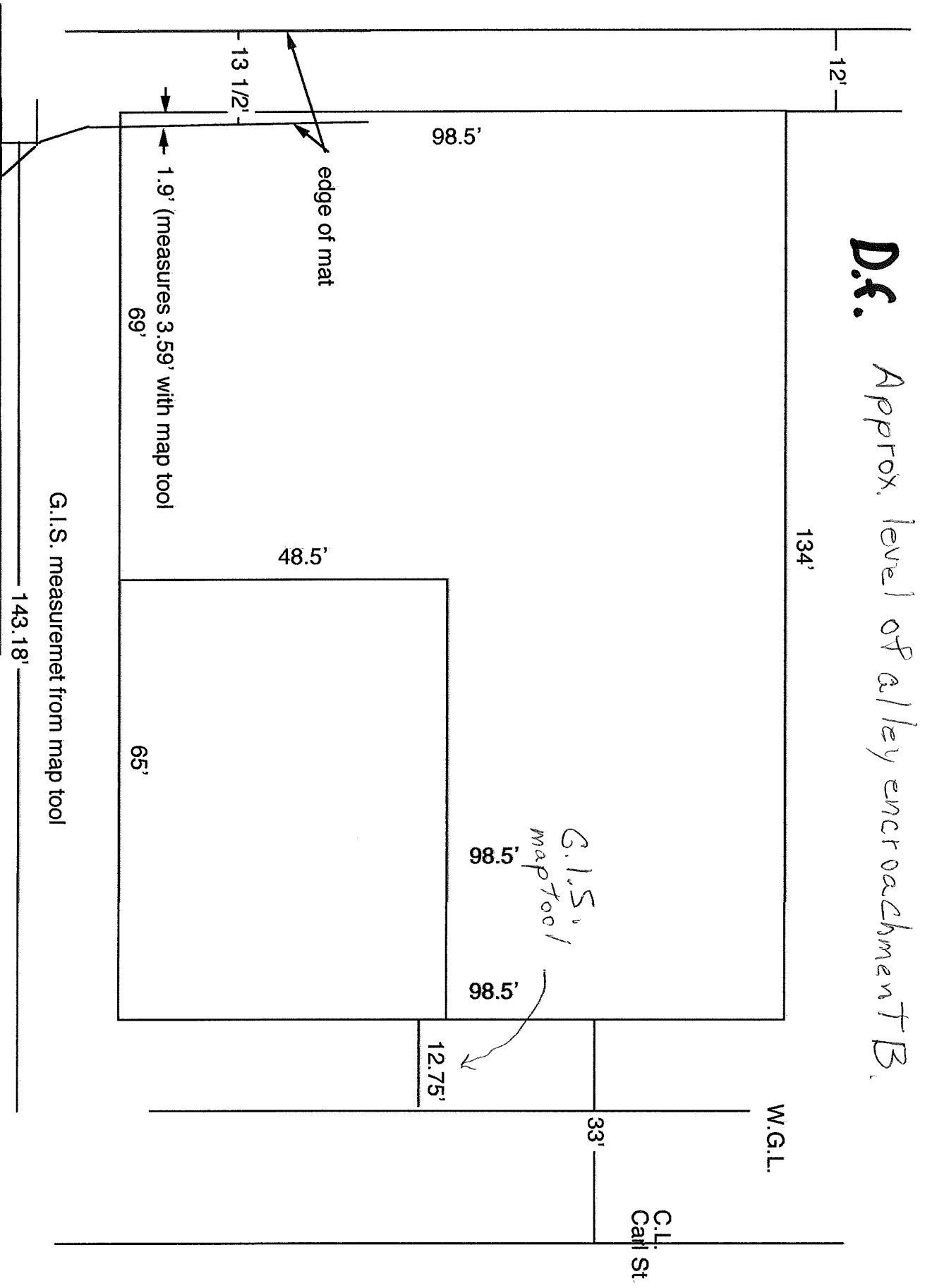
It is my opinion that the City should determine the exact location of the right-of-way and to replace your retaining wall before any more of the embankment falls onto the alley. If they can not identify the right-of-way line from existing monuments then they will have to hire a registered Land Surveyor to locate the right-of-way line.

If you have any questions, please contact me at your earliest convenience at (651) 266-6184 during the day or (651) 221-0485 evenings.

Sincerely,

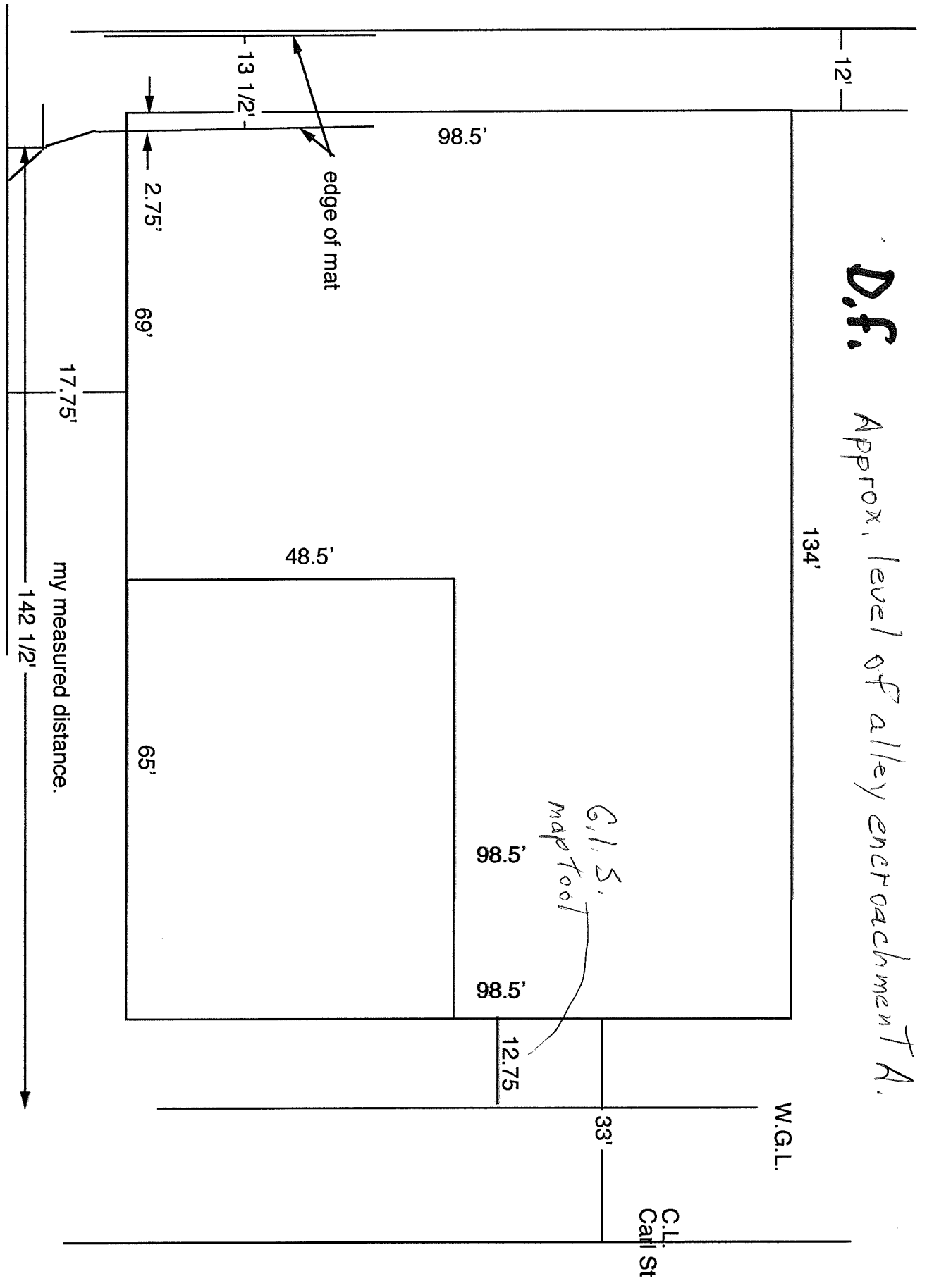
Eriks V. Ludins, P.E.

D.C. Approx. level of alley encroachment B.



D.F.

Approx. level of alley encroachment A.



**LAUDERDALE COUNCIL  
ACTION FORM**

<b>ACTION REQUESTED</b>	MEETING DATE <u>November 28, 2006</u>
Consent _____	ITEM NUMBER <u>Park Policy</u>
Presentation _____	STAFF INITIAL <u>Jim</u>
Public Hearing _____	APPROVED BY ADMINISTRATOR _____
Discussion <u>X</u> _____	
Action _____	
Resolution _____	
Work session _____	

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

At the last council meeting the question was raised as to whether the city should charge non-residents to reserve the park shelter. If the council decides to set a fee for this, we would simply update Item #4 of the attached park policy which states "There is no fee for the use of the Park". Issues to consider include a refund policy and temporary shelters (tents), and whether adding a fee means we need staff to perform park cleanup activities at times other than normal work hours.

Attached are examples of what other cities charge. I did not see any information that indicated that there was a difference in the fee for residents and non-residents. I was able to find Roseville's Outdoor Facility Agreement, but not a list of their fees. However, for their smaller facilities they charge residents \$80 for a 6 hour block (9 AM-3 PM or 4 PM-10 PM) and \$152 for all day. Non-residents are charged an additional \$8.

**OPTIONS:**

- 1) Add a fee to the 2007 fee schedule for non-residents to reserve the park shelter.
- 2) Do not add a fee to the 2007 fee schedule for non-residents to reserve the park shelter.

**STAFF RECOMMENDATION:**

**COUNCIL ACTION:**

# LAUDERDALE COMMUNITY PARK

## RESERVATION PROCEDURES

### General Use of the Park:

1. The Lauderdale Community Park is available for use on a reservation system. Applicants must submit a completed application form (see application forms in this Reservation Book).
2. According to action of the City Council at their May 14<sup>th</sup>, 1990 meeting, City residents will be given the first opportunity to reserve the ballfield for local youth leagues until May 15<sup>th</sup> of each year. After that date, all applicants will be given equal consideration.
3. Reservations should be written on the calendar in this Reservation Book for the event.
4. There is no fee for the use of the Park.
5. By obtaining a license, non-intoxicating liquor is allowed in the Park. See City Code Section 7-1-6 for further information.
6. A Reservation Sign should be given to the Public Works Department showing the reservation time.
7. According to the State of Minnesota, Department of Administration "General Records Retention Schedule for Cities" (Section P&R01700) Park application forms should be kept for 2 years.

### Reserving Ice Time:

See the attached City Council Policy on Reserving Ice Time.



**CITY COUNCIL POLICY  
FOR RESERVING ICE TIME**

The purpose of this policy is to establish guidelines for non-city sponsored organizations or individuals who request to reserve ice time on City rinks.

**STATEMENT OF POLICY**

**APPLICABILITY**

This policy applies to all non-city organizations and residents requesting reserved ice time from the City.

**BACKGROUND**

The City yearly receives requests to reserve ice time for hockey, broomball, and family activities on the City rinks.

**PROCEDURE**

Ice time may be reserved by a City resident, or by the coach/manager of a team whose membership consists of at least one Lauderdale resident or whose membership is open to Lauderdale residents.

Reserved time is to be scheduled no earlier than 8:00 P.M. Monday - Friday if possible. Rink hours may be extended to accommodate individuals or groups who are not part of a consistent team ice time.

All hockey or broomball teams who reserve ice time will scrape the rink after each scheduled ice time.

Broomball players must use regulation brooms.

**GENERAL STATEMENT**

This policy is intended as a guideline to be followed by City staff in reviewing and scheduling requests to reserve the City rinks.

## Park Building Rental Fees

Venue	Amenities	Rates (6 hours)	Additional Hours
<b>Community Park Building</b> 2050 Roselawn Ave (corner of Roselawn and Cleveland)	Enclosed building Kitchen Facilities Bathrooms Playground Tennis Courts Tables and Chairs 2 BBQ Grills 9 Outdoor picnic tables Baseball field Basketball Courts Soccer Field (seasonal) Ice Rink (seasonal)	<b>100.00 + Tax</b> <b>(\$106.50)</b>	<b>\$35.00</b>
<b>Upper Picnic Area</b> (Connected to park building)	9 Picnic Tables 2 BBQ Grills Trash Receptacles	<b>\$20.00 + Tax</b> <b>(\$21.30)</b>	<b>\$5.00</b>
<b>Lower Picnic Area</b> (Southwest corner of park)	2 Picnic Tables 1 BBQ Grill Trash receptacles	<b>\$15.00 + Tax</b> <b>(\$15.97)</b>	<b>\$5.00</b>
<b>Curtiss Field</b> 1551 W. Iowa Ave.	Enclosed building Bathrooms Playground Basketball Court 3 Outdoor picnic tables Field space Baseball field BBQ Grills Ice Rink (Seasonal) Water Fountain	<b>\$40.00 + Tax</b> <b>(42.60)</b>	<b>\$5.00</b>
<b>Rentals:</b> Play Kit	Play Kit Variety of Balls, Frisbee, and other play equipment	<b>\$25.00 Deposit. \$10 is                      refunded at the time                      of return.</b>	<b>NA</b>
<b>Set up/Tear Down</b>	Special Events	<b>\$25.00</b>	<b>NA</b>

\* For park building rentals there is a \$200 damage deposit required that needs to be made in a separate form than the payment. Deposit will be refunded upon return of the key and inspection of the park building.

\* Key pick up is two days prior to scheduled event and can be picked up at City Hall Monday – Friday 8:00am-4:30pm, keys need to be returned during City Hall office hours.

\* Park building rental permits will be issued when payment is received\*If you plan on bringing any equipment into the park you must fill out a Hold Harmless Agreement prior to rental.

**ROSEVILLE PARKS & RECREATION**  
**2660 Civic Center Drive - Roseville, Minnesota 55113**  
**Phone: 651-792-7006 ~ Fax: 651-792-7100**

**OUTDOOR FACILITY AGREEMENT**

Name of Contact: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Event: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

**FIRST CHOICE FACILITY, DATE AND TIME**

Facility Requested: \_\_\_\_\_ Date Requested (M/D/Y):     /     /

Mon  Tues  Wed  Thur  Fri  Sat  Sun

Time Slot Requested:      9 am - 3 pm      4 pm - 10 pm      9 am - 10 pm

**SECOND CHOICE FACILITY, DATE AND TIME**

Facility Requested: \_\_\_\_\_ Date Requested (M/D/Y):     /     /

Mon  Tues  Wed  Thur  Fri  Sat  Sun

Time Slot Requested:      9 am - 3 pm      4 pm - 10 pm      9 am - 10 pm

**Special Considerations:**

<input type="radio"/> 3.2 % beer permit	<input type="radio"/> play kit
<input type="radio"/> outside vendors	<input type="radio"/> music/entertainment
<input type="radio"/> staff person at Amphitheatre @ \$20/hr (\$40 non-refundable minimum)	<input type="radio"/> other special needs

**FORM OF PAYMENT**

cash  check  Visa  Master Card  American Express     Amount Paid \$ \_\_\_\_\_

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_/\_\_\_\_     Name as it appears on the card: \_\_\_\_\_

**Acknowledgement of Facility Agreement:**

**Refund Policy:** All requests for refunds, due to cancellation are subject to a **cancellation fee**. A refund, less \$10 administration fee will be issued for cancellations made 46 days or more, less \$25 (1/2 day) \$35(full day) for cancellations made 11-45 days prior to reservation date. No refund given for cancellations 10 or fewer days before scheduled reservation. No refunds made due to weather – unless weather condition is deemed severe i.e. tornado, straight-line winds.

**Key Policy:** The key should be picked up prior to the reservation. A **\$25 deposit (Visa, MC or Cash) is due upon key pick-up**. Deposit is required for shelters that include kitchen / bathroom facilities. Weekday rental pick-up hours: 8am-4:30pm; weekend rental pick-up hours: **Friday, 8:00am-12:00 Noon**. Return key the following business day. If key is not returned within one week of due date, deposit will be forfeited.

**\* Please note \***

**Key pick-up reminder calls will not be made.** Please mark your calendar with the date and time for the key pick-up. Thank you for choosing Roseville Parks and Recreation for your special event.

I have received, read and understand the terms of agreement for the use of Roseville's outdoor facilities.

Signature of Rental Party \_\_\_\_\_

\_\_\_\_\_ Date

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## Park Shelter Reservations



Spooner Park Upper Shelter, 351 Eli Road

The picnic shelters in Spooner and Pioneer Parks available to residents for family and company picnics. Although a permit is not required to use these facilities, people who obtain permits take precedence on our shelters. Feel free to [tour these parks online](#).

### Locations:

Spooner Park is located at 351 Eli Road, just north of Little Canada Road/Centerville Road intersection. Pioneer Park is located at 2950 Centerville Road, about a mile west of Little Canada Road.

### In Parks & Recreation:

- [Adult Activities](#)
- [Contact Us](#)
- [Frequently Asked Questions](#)
- [Little Canada Recreation Assn](#)
- [Old Fire Hall Reservations](#)
- [Online Activities Registration](#)
- [Park Shelter Reservations](#)
- [Parks & Recreation Commission](#)
- [Parks Tour](#)
- [Special Events](#)
- [Youth Activities](#)

### Shelter Amenities:

All shelters have electricity, except for the Pioneer Park's Desoto Shelter. Spooner Park's shelter has a refrigerator, sink with running water, and serving area. Spooner Park's upper and Pioneer Park's main shelter has indoor bathrooms.

### Equipment Available For Use:

Little Canada Parks & Recreation Department has a volleyball, horseshoes, and bocce ball. We will let groups use them at no charge if they are reserving a shelter.

### 2006 Permit Rates:

Picnic shelters may be reserved for the following fees:

- Spooner, lower shelter - \$38 any day
- Spooner, upper shelter - M-F \$67, Sat, Sun & Holidays \$93
- Pioneer Park Desoto Shelter - \$28 any day
- Pioneer Park Main Shelter - \$62 any day

### Refund Policy:

The City of Little Canada does not issue refunds for park shelter reservations. However, we will work with you to select an alternate date for your special event.

### How to Reserve a Shelter:

We ask that you contact us **at least one week prior** to your event by calling 651-766-4026 or [mailing us](#). Reservations for 2007 dates will begin January 2, 2007. Reserve your shelter since many weekend dates fill up fast.

Search

[Printer-friendly Version](#)

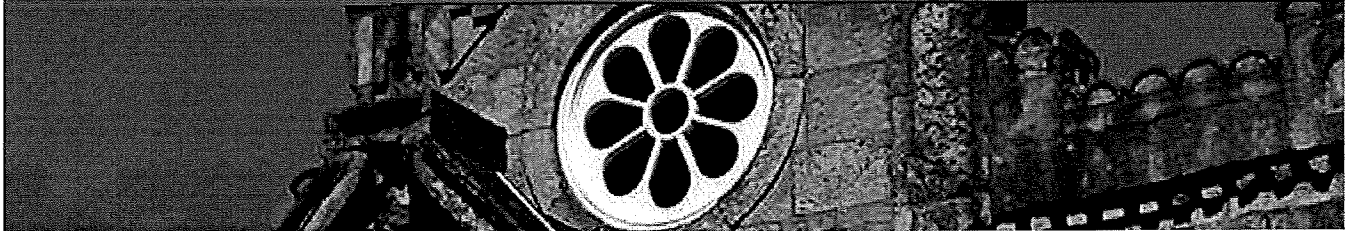
This is the official web site of the City of Little Canada, Minnesota.

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- [○ Park Activities](#)
- [○ About Parks](#)
- [○ Shelter Reservations](#)



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Go to: [Major Parks \(A to Z\)](#)

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- [Conservation Parks](#)
- [Dog Parks](#)
- [Forest Hill Cemetery](#)
- [Golf Courses](#)
- [How to Volunteer](#)
- [Olbrich Gardens](#)
- [Special Events](#)
- [Warner Park Recreation](#)

Go to: [Park Shelters](#)

[Shelter Reservation Policy](#)

[Reservation and Permit Fees](#)

[Special Event Permit Fees](#)

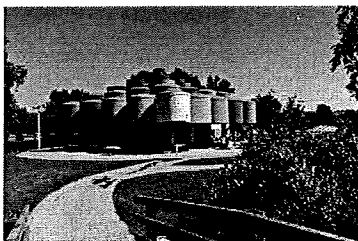
[Temporary Structure Permits](#)

[Cancellation Policy](#)

[Weddings in Madison Parks](#)

**IMPORTANT note:**

The Madison Parks Division does not rent tables, chairs or benches. Park Shelter users will need to rent those from a private vendor. **Exception:** Olin Park Shelter does have tables and chairs.



Warner Shelter

**Reservation Fees for 2006 (2007)**

General Park Shelters, Weekends (Fri - Sun)	\$105.00 (\$110.00)
General Park Shelters, Weekend Half Day (Fri-Sun)	\$75.00 (\$80.00)
General Park Shelters, Weekdays (Mon-Thurs)	\$72.00 (\$75.00)
Olin Pavilion, Wknd (Fri-Sun) - All Day	\$400.00 (\$425.00)
Olin Pavilion, Wknd (Fri-Sun) - Half Day	\$280.00 (\$300.00)
Olin Pavilion, Weekday, anytime	\$200.00 (\$225.00)
Warner, Elver (new), Wknd - All Day	\$175.00 (\$185.00)
Warner, Elver (new), Wknd - Half Day	\$110.00 (\$115.00)
Warner, Elver (new), Weekday - anytime	\$90.00 (\$95.00)
Transfer of Parks, Shelters or Dates Surcharge	\$15.00
Cancellation of 1/2 day reservation	\$45.00
Cancellation of full day reservation	\$60.00
Nonresident (city) surcharge	\$20.00

**IMPORTANT reservation information**

Half-days: 10 a.m. - 3 p.m. - 4 p.m. - 10 p.m.

Full Day: 10 a.m. - 10 p.m.

Less than a 10-day advance reservation is double the fee.

**CANCELLATIONS, REFUNDS OR TRANSFERS:**

Cancellations must be in writing and must include the return of current reservation receipt. Refunds will only be issued upon requests a) that are posted at least **14 days** prior to the event AND b) where the facility is rented at least 10 days prior to reservation date. If the facility is re-rented, a \$45.00 cancellation fee will be charged on half-reservations and a \$60.00 cancellation fee will be charged on full day reservations. Reservations may be changed/transferred with a minimum of two weeks written notice and the return of the reservation receipt. All cancellations are subject to an \$15.00 service fee.

Key Deposit (refundable)	\$25.00
Beer/Alcohol Charge (for Brittingham, Demetral, Tenney Parks only)	\$40.00
Catering Fee (For groups over 100 using a caterer)	\$100.00
<b>Permit Fees</b>	
P.A. Permit	\$75.00
Daily - Commercial Vendor	\$250.00
Vending Permit/daily - non-commercial	\$75.00
Vending - Annual Nonprofit Group	\$200.00
Vending - Annual For Profit Group	\$800.00
Special Event Vending - Nonprofit Group - umbrella up to 7 vendors	\$200.00
Special Event Vending - For Profit Group	\$800.00
Beer Sales Permit (up to 1000 participants)	\$250.00
Beer Sales Permit (1001+ participants)	\$350.00
Beer Permit Charge (for Brittingham, Demetral, Tenney Parks only)	\$40.00
Temporary Structure (Tent) - Approved/Designated Site	\$150.00
Temporary Structure (Tent) - Undesignated Site	\$275.00
Temporary Structure - Successive day	\$60.00

charge fee.

- Shelter Reserve Policies



Elver Park

# LAUDERDALE COUNCIL ACTION FORM

### Action Requested

Consent	_____
Public Hearing	_____
Discussion	<u>  X  </u>
Action	_____
Resolution	_____
Work Session	_____

Meeting Date    November 28, 2006

ITEM NUMBER          9C—Cooperation  

STAFF INITIAL          HAB  

APPROVED BY ADMINISTRATOR

### DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Transit for Livable Communities was designated as the administrator of a federal grant for the City of Minneapolis and its adjacent communities. The money will fund the planning and construction of pedestrian and bike routes. The federal government is testing whether an investment in this type of infrastructure results in an increase in non-motorized transit. The money is not for the planning and construction of recreational routes.

The recent meeting of cities adjacent to Minneapolis put me in contact with other city and county officials working on this project. Since the goal is to bridge current gaps in trail connectivity both within Minneapolis and from the adjacent cities going into Minneapolis, there is a need to cooperate with other jurisdictions to be eligible for funding.

My contact at the City of Minneapolis suggested that Lauderdale host a meeting of the local players to discuss planned improvements for the area and whether it will be possible to partner on an application for the federal funding. This meeting is scheduled for November 30th at 1:30 p.m. So far representatives from Minneapolis, Hennepin County, Ramsey County, and the University of Minnesota have said they will attend.

Minneapolis has plans and funding to create a number of trails in the area starting next year. There is also talk between Minneapolis and St. Paul about improving Como Avenue. Staff feels it is a good idea to actively work with these other jurisdictions for a couple of reasons. First, the city will be able to offer these entities feedback on the type of improvements that would benefit Lauderdale residents. Lauderdale has the highest modal bicycle counts in the metro and they are aware of that. Second, the federal funding means the city may be able to get improvements without using city tax dollars or the city may be able to leverage the grant dollars for more grant dollars.

### STAFF RECOMMENDATION:

Staff plans to participate in this meeting and report back to the council to see what direction the council would like staff to take in cooperating with these other actors. If the council has any ideas or recommendations you would like us to bring to the meeting, please let us know.

### COUNCIL ACTION:





**LAUDERDALE COUNCIL  
ACTION FORM**

<b>ACTION REQUESTED</b>	MEETING DATE <u>November 28, 2006</u>
Consent _____	ITEM NUMBER <u>Snow*Commotion</u>
Presentation _____	
Public Hearing _____	
Discussion _____	
Action <u>X</u> _____	STAFF INITIAL <u>Jim</u>
Resolution _____	
Work session _____	APPROVED BY ADMINISTRATOR _____

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

The PCIC has began discussing/planning Snow\*Commotion. They are recommending that the event be held on Saturday, February 10, 2007. Last year the event was held from 3-6 p.m.

There was some discussion as to whether we should have the event or not because it is not as popular as the other events. However, recent changes such as the used book sale and having the food at city hall instead of the warming house has increased its popularity somewhat. The committee is recommending that the event be similar to last year, but that it be closely evaluated as to whether it should continue or be reinvented.

**OPTIONS:**

- 1) Approve the recommended date for Snow\*Commotion.
- 2) Approve a different date for Snow\*Commotion.
- 3) Don't have Snow\*Commotion.

**STAFF RECOMMENDATION:**

Approve the recommended date for Snow\*Commotion.

**COUNCIL ACTION:**



**LAUDERDALE COUNCIL  
ACTION FORM**

<p><b>ACTION REQUESTED</b></p> <p>Consent _____</p> <p>Presentation _____</p> <p>Public Hearing _____</p> <p>Discussion _____</p> <p>Action _____</p> <p>Resolution _____</p> <p>Work session <u>  X  </u></p>	<p>MEETING DATE <u>  November 28, 2006  </u></p> <p>ITEM NUMBER <u>  Lions Club Donation Request  </u></p> <p>STAFF INITIAL <u>  Jim  </u></p> <p>APPROVED BY ADMINISTRATOR _____</p>
--	---

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

In recent years, the Lions Club has donated items to the city upon request. Items requested have included toddler equipment for the playground, picnic tables for the park, tables for the social room, and the horse & buggy for Snow\*Commotion. Staff anticipates requesting the horse & buggy again for Snow\*Commotion and would like direction on whether or not to request a gas grill for city events.

The city disposed of a large charcoal grill that was used for grilling hotdogs at city events about 5 years ago. This grill had a large surface area that worked well for grilling 400 hotdogs. There is a contingent of people that feel the city should purchase a (gas) grill. The city did purchase a new charcoal grill a few years ago. However, it is not used because it does not have a large enough surface area, and people prefer to use a gas grill because there is no wait time to begin cooking. Thus, we have been borrowing a gas grill for the Halloween event.

Staff has generally resisted the notion that the city needs to own a gas grill for the following reasons: limited usage (1 or 2 days of the year), storage issues, and maintenance issues. The PCIC is not recommending the city request a grill from the Lions Club, but has not come to a conclusion on whether they think the city should purchase one or continue to borrow one for the Halloween Party and/or other events.

**OPTIONS:**

- 1) Request a donation from the Lions Club for the horse & buggy at Snow\*Commotion only.
- 2) Request a donation from the Lions Club for the horse & buggy and a gas grill.

**STAFF RECOMMENDATION:**

Request a donation from the Lions Club for the horse & buggy at Snow\*Commotion only.

**COUNCIL ACTION:**



**LAUDERDALE COUNCIL  
ACTION FORM**

<b>ACTION REQUESTED</b>	MEETING DATE <u>November 28, 2006</u>
Consent _____	ITEM NUMBER <u>Cabinet in Social Room</u>
Presentation _____	STAFF INITIAL <u>Jim</u>
Public Hearing _____	APPROVED BY ADMINISTRATOR _____
Discussion _____	
Action _____	
Resolution _____	
Work session <u>  X  </u>	

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

It has been suggested that the cabinet in the social room should be disposed of or removed from the social room. Due to the limited storage capacity at city hall, and the increased amount of items used for the Halloween event, staff has recently begun using the cabinet as a convenient location to store these items.

The PCIC was consulted regarding this matter, and they would recommend removing the cabinet from the social room. The rationale used was that it takes up room and some consider it to be an eye-soar. However, the same could be said about the carts of tables and chairs.

**OPTIONS:**

- 1) Keep the cabinet in the social room.
- 2) Move or dispose of the cabinet.

**STAFF RECOMMENDATION:**

**COUNCIL ACTION:**



**LAUDERDALE COUNCIL  
ACTION FORM**

<b>ACTION REQUESTED</b>	MEETING DATE <u>November 28, 2006</u>
Consent _____	ITEM NUMBER <u>Resident's Guide</u>
Presentation _____	
Public Hearing _____	
Discussion _____	STAFF INITIAL <u>Jim</u>
Action _____	
Resolution _____	APPROVED BY ADMINISTRATOR _____
Work session <u>X</u>	

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

The city has traditionally printed a resident's guide. It has consisted of city information in the front and a resident directory in the back. The costs to print the last 3 guides have ranged from \$1300 to \$2300. There has been no cost for delivery because staff has physically delivered it door-to-door. Part of this cost was off-set by advertising revenue. Ad revenue for the last 2 guides has ranged from \$850 to \$925. The last guide was for 2004-2005.

The issue is whether we need to prepare another guide—and if so, what should it look like. Is this something the residents expect us to do? Staff is not aware of this expectation by the residents. Also, how would phone numbers be updated? In the past, we have purchased the phone listings, which is another expense. There are a percentage of people that only have a cell phone these days.

Now that the city has a website, the city information section could be accessed via the website. The phone directory may be most useful to staff. Also, this may be a duplication of effort, considering the other directories that exist including the Roseville area phone book.

**OPTIONS:**

**STAFF RECOMMENDATION:**

Provide feedback on what to do about the resident's guide, if anything.

**COUNCIL ACTION:**



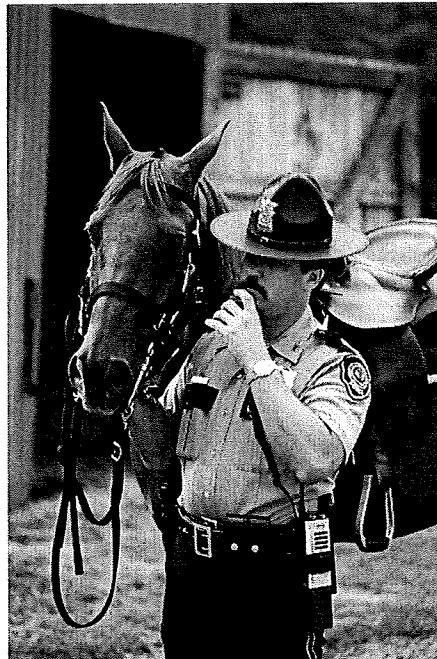


# CITY OF LAUDERDALE

*The Island in the Metro*

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## *2007 BUDGET*



City of Lauderdale  
1891 Walnut Street  
Lauderdale, MN 55113

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- VII. TABLE 3 – LEVY HISTORY
- VIII. GENERAL FUND BUDGET DETAIL
- IX. OTHER FUNDS BUDGET DETAIL

# I. 2007 BUDGET OVERVIEW

The City Council started the budget process in July of 2006 and discussed the goals and objectives of the city and then attempted to allocate dollars to meet these community needs and goals. During this discussion, keeping the price of government and the services the city provides affordable was at the forefront of discussions.

The council focused on two major areas for the 2007 budget: Community Park and Law Enforcement.

The council approved the rehabilitation of the tennis and basketball courts and trail improvements around the new facilities. The council has discussed the rehabilitation of the tennis courts over the past 10 years. In addition to this project, the council and the Parks and Community Involvement Committee developed a master plan for additional improvements over the next several years. The funds for the tennis and basketball courts will come from the park improvement fund. Additionally, the city will close the water utility fund and transfer the balance from this fund to the park improvement fund. Revenue for the water improvement fund came from a surcharge on the water bill. Closing this fund will also end the city collected surcharge.

The other major factor in the levy increase is a change in the law enforcement contract the city has with the City of St. Anthony. The council made the decision to increase the police presence in the city and to reduce the overall response time to calls and incidents in the city. The city has 24 hour service, however; only 16 of the 24 hours include patrol within the city. The council decided to provide active in city patrol for the entire 24 hours. To receive this level of coverage, St. Anthony will hire two more officers so they can provide dedicated coverage to the city.

The increase to the median home in the city is approximately \$39.00 for the year.

## II. GOALS AND OBJECTIVES

**GOAL:** Turn back of Fulham, Roselawn and Eustis Streets.

**OBJECTIVE:** to negotiate with the county the improvement of the roads and ongoing maintenance of the streets.

**STRATEGIES:**

- Develop minimum acceptable standards for the reconstruction of the streets. March/April 2006.
- Develop minimum acceptable level of support for ongoing maintenance of the streets. March/April 2006
- Negotiate with the County to get the streets on construction schedule. June/July 2006.
- Research funding options. Ongoing.
- Include streets in city CIP maintenance plan. July – September 2006.
- Work with Falcon Heights on Fulham Street. Ongoing.

**OBJECTIVE:** to successfully negotiate the turn back of three segments of county roads in the city.

**STRATEGIES:**

- Meet with County Manager and Engineer and outline the city's minimum requirements for turn back. Summer/Fall 2006
- Negotiate terms of turn back and time line. Spring 2006.
- Finalize agreement with county. Winter 2006/2007.

**GOAL:** Maintain the city's interests with regard to reconstruction of State Highway 280 and the Larpenteur Avenue Bridge.

**OBJECTIVE:** work cooperatively with the state and other jurisdictions to complete these two projects.

**STRATEGIES:**

- Determine and get acquainted with the new state engineer for the city's district. February 2006.
- Continue to stay in contact and keep the council updated as the project progresses. (Ongoing).

**GOAL:** improve and expand recreational opportunities in the city.

**OBJECTIVE:** develop a comprehensive plan for the development and improvement of the city's parks and open space.

**STRATEGIES:**

- Park and Community Involvement Committee (PCIC) develops list of projects for consideration and establishes priorities. March – May 2006.
- Staff works out cost estimates for each project. March – May 2006.
- Staff and Council evaluate project list and priorities and place project in city CIP. July – September 2006.

**STATUS:** a comprehensive plan is complete. Tennis and basketball court rehabilitation is scheduled for completion June 2007.

**GOAL:** Prepare the city for future through visioning and planning.

**OBJECTIVE:** update the city's comprehensive plan in accordance with the Metropolitan Council guidelines.

**STRATEGIES:**

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

**STATUS:** the comprehensive plan task force has been established and completed several sections of review including parks and open space. The committee is currently working on housing issues.

**OBJECTIVE:** revise city zoning ordinance to conform to updated comprehensive plan.

**STRATEGIES:**

- Staff completes review of zoning ordinance provisions and notes areas where amendments are needed. March 2006 – June 2006.
- Staff prepares revisions for council discussion and comment. July – September 2006.
- Staff reviews current land use and makes notes where uses are inconsistent with the city's comprehensive plan. 2006 – 2007.
- Staff prepares reports and resolutions changing land use designation where necessary to conform to comprehensive land use plan. 2007 – 2008.
- Staff presents amended zoning ordinance for adoption by council. 2008.

STATUS: the progress on the zoning code update is moving along in conjunction with the comprehensive plan update.

OBJECTIVE: revise and update city ordinance code.

STRATEGIES:

- Staff contacts firms who provide re-codification services to obtain proposals and costs. March – April 2006.
- Staff recommends to council firm to use for re-codification services. May – June 2006.
- Staff works with firm and council in re-codification and updating all city ordinances. Ongoing 2006 – 2007.

STATUS: staff reviewed the solid waste ordinance and developed a rental housing license ordinance and the council adopted both. Staff continues to evaluate and review ordinances as time permits.

OBJECTIVE: revise and update personnel policy and procedures manual.

STRATEGIES:

- Staff reviews policy and procedures manual. January – March 2006.
- Staff prepares amended policy and procedures manual. April – May 2006.
- Staff presents amended policy and procedures manual for council consideration. June – July 2006.

STATUS: the policy and procedures manual was completed and adopted by the city council.

GOAL: improve the city's tax base, employment and housing opportunities.

OBJECTIVE: develop and implement tools the city can utilize to improve the city's housing stock and business opportunities.

STRATEGIES:

- Staff research and provide information for the council to consider regarding the establishment of an HRA or an EDA. April – June 2006.
- Council considers whether or not to establish an HRA or an EDA. July – August 2006.
- Staff researches grants and loan programs the city can participate in. Ongoing.
- Council considers adopting some type of housing maintenance or truth in housing program. April – July 2006.
- Council considers creating additional Tax Increment Finance Districts in the city.

STATUS: no activity in this area as of yet.

OBJECTIVE: create and expand commercial and retail areas along Larpenteur Avenue.

STRATEGIES:

- Staff and council talk to local business owners along Larpenteur Avenue about their future plans.
- Council develops long-range master plan for the Larpenteur Avenue corridor. Ongoing in conjunction with Comprehensive plan.
- Staff researches possible funding options. Ongoing.
- Council considers the acquisition of land along corridor for future redevelopment.

STATUS: the city council is working with property owners along Larpenteur Avenue and development/financial consultants in the creation of a redevelopment plan for the southwest quadrant of Larpenteur and Eustis.

OBJECTIVE: improve city's light industrial area west of 280 and south of Larpenteur.

STRATEGIES:

- Staff and council talk to local business owners in industrial area about future plans.
- Council develops long-range master plan for the area. Ongoing in conjunction with Comprehensive plan.
- Staff researches possible funding options. Ongoing.

## **III. FUNDS AND THEIR DESCRIPTIONS**

### **GENERAL FUND**

The General Fund is the fund that covers most of the general operating costs and services provided by the city. The revenue for this fund comes mainly from citizens in the form of the levy and state aide.

The main expenditure of this fund provides for law enforcement through a contract with the City of St. Anthony. Law enforcement takes up over 50% of the city's general fund budget. Other accounts in this fund include:

Legislative – this account covers the salaries and expenses related to the city council and its activities.

Administration – this account provides funds to cover the cost of general administration of the city including contract administration, compliance with labor relations laws, support

and assistance to the council and other advisory bodies/legislative bodies, records maintenance and retention, and ensuring the directives and polices of the Council are carried out and complied with.

Finance – this account supports the city’s financial dealings including investments, cash management, and audit fees.

Recreation – this program area covers park and open space maintenance and administration.

Communications – this program provides funds for the city’s cable channel, newsletter, internet page and other methods of providing the public with information on what the city is doing.

Legal – there are two expenditure areas for legal: civil and criminal. The civil attorney advises the council and staff on such issues as ordinance drafting and will serve as the city’s attorney in the event the city is sued. The criminal attorney works with the police department and city staff in the prosecution of state or local laws.

Public Safety – this area covers police and fire protection. The city contracts for these services: law enforcement from St. Anthony and fire protection from Falcon Heights.

Dollars remaining in the general fund at the end of the year are held as undesignated, unallocated reserve funds. These funds are used to fund budgets and operating costs for the first few months of the year before the city receives its distribution of property tax and state aide. These funds are provided to the city twice per year: once in the late spring, early summer and again in late fall. If there are dollars in excess of 55% of the total operating budget, these excess funds are transferred to specific funds as dedicated and allocated funds. These funds are discussed below.

## **OTHER FUNDS**

Unlike the General Fund which is one fund with several accounts or program areas, this group consists of several independent funds with their own purpose and revenue source. Also unlike the general fund, dollars are held in reserve as dedicated and allocated funds for use in the specific fund.

This group of funds is divided up in the following manner:

1. Special Revenue Funds: Community Events, Communications, and Solid Waste/Recycling. Revenue for these funds comes from grants, interest on balances, fees and donations.
2. Debt Service Funds: the city has three general obligation bonds to pay off. These bonds were sold to finance the road and utility improvements. The first bond will retire February 2012. The second will retire in February 2014 and the final bond



retires in February 2015. Revenue to pay the principal and interest on the bonds comes from special assessments to benefited residents, interest earned fund balances, and transfers from the general fund.

3. Capital Improvement Funds: these funds are the city's "savings" accounts and provide funds for major repair and maintenance to the city's public infrastructure such as sewer, storm sewer, roads, parks, and buildings. Revenue for these various funds comes from fees and charges, interest on balances, and transfers of excess General Fund revenue. Examples of capital expenditures include: tennis and basketball courts, new furnaces for the social room, city hall roof, city trucks, improvements to storm water ponds, etc. Capital expenditures can be planned, as in the case of vehicles and equipment, or unplanned as in the case of a sewer break.
4. Enterprise or Business Activity Fund: the city has one such fund and it is the sewer fund. This fund is used to provide general and ongoing maintenance and repair to the city's sanitary sewer system. The revenue to fund this activity comes from sewer charges to customers (residents and commercial entities).

## IV. HOW YOUR TAX IS FIGURED

Your property tax is based on two main factors: 1. the value of your home or business, and 2. the local tax rate. The table below provides an example of how the tax is calculated.

Assessed value of your property = the amount the county assessor estimates your property is worth (also referred to as "Estimated Market Value").

X

Property Class Rate = the rate established by the state. Single family residential property has a class rate of 1% on the first \$500,000 of value and 1.25% for market value in excess of \$500,000. Commercial, industrial, apartments, and retail class rates are based on estimated value.

X

City Tax Rate = rate is based on net tax capacity of the city divided by the adopted levy.

= your property tax

Example:

Assessed Value = \$188,800 (average home in Lauderdale)

Property Class Rate = 1%

Net tax capacity = \$1,888

City Tax Rate = 25.52%

City Property Tax Due \$481.89

## V. WHERE YOUR TAX GOES

	Total	% of GF	% of	Median home
	Expenses	Revenue	total	
			Exp	
Legislative	\$ 24,410	\$ 11,006	2.34%	\$ 11.26
Administrative	\$ 79,736	\$ 35,953	7.63%	\$ 36.78
Finance	\$ 71,270	\$ 32,136	6.82%	\$ 32.88
Legal - General	\$ 15,750	\$ 7,102	1.51%	\$ 7.27
Elections	\$ 18,320	\$ 8,260	1.75%	\$ 8.45
Communications	\$ 32,330	\$ 14,578	3.10%	\$ 14.91
Police	\$ 525,100	\$ 236,768	50.27%	\$ 242.24
Fire	\$ 42,000	\$ 18,938	4.02%	\$ 19.38
Legal - Prosecution	\$ 13,000	\$ 5,862	1.24%	\$ 6.00
Buildings & Grounds	\$ 31,044	\$ 13,998	2.97%	\$ 14.32
Streets	\$ 39,798	\$ 17,945	3.81%	\$ 18.36
Engineering	\$ 5,000	\$ 2,255	0.48%	\$ 2.31
Planning/Zoning/Insp.	\$ 35,783	\$ 16,135	3.43%	\$ 16.51
Trees	\$ 5,200	\$ 2,345	0.50%	\$ 2.40
Park Administration	\$ 29,405	\$ 13,259	2.82%	\$ 13.57
Park Maintenance	\$ 46,015	\$ 20,748	4.41%	\$ 21.23
Contingency	\$ 15,000	\$ 6,764	1.44%	\$ 6.92
Transfers	\$ -	\$ -	0.00%	\$ -
Other	\$ 4,000	\$ 1,804	0.38%	\$ 1.85

## VI. RAMSEY COUNTY COMPARISON

CITY	2007 LEVY	% CHANGE	CITY TAX RATE	TOTAL TAX RATE	MEDIAN VALUE INCREASE
GEM LAKE	\$611,197	154.5%	58.858%	128.070 – 130.242%	15.0%
BLAINE	\$170,012	23.2%	30.014%	107.608%	
LAUDERDALE	\$550,900	13.1%	25.487%	89.942 – 91.548%	15.0%
MAPLEWOOD	\$15,012,807	12.0%	32.287%	96.137 – 104.549%	7.6%
SPRING LAKE PARK	\$74,910	11.5%	46.864%	124.458%	7.0%
WHITE BEAR LAKE TWP	\$2,702,262	11.0%	18.114%	87.326 – 94.060%	5.8%
ST. PAUL	\$72,678,611	10.4%	28.676%	103.358 – 105.581%	15.0%
NORTH OAKS	998,939	7.2%	7.619%	76.831 – 82.255%	6.4%
SHOREVIEW	\$7,831,604	6.7%	23.306%	87.156 – 99.252%	8.1%
NEW BRIGHTON	\$7,136,700	6.4%	33.565%	106.025 – 113.770%	6.7%
ARDEN HILLS	\$2,675,161	6.0%	20.202%	85.362 – 101.959%	6.8%
ROSEVILLE	\$10,853,360	5.4%	22.877%	87.257 – 99.353%	8.0%
ST. ANTHONY	\$1,065,494	5.3%	45.803%	118.882%	15.0%
N. ST. PAUL	\$2,315,532	4.8%	20.864%	93.735 – 94.566%	7.9%
VANDIS HEIGHTS	\$2,844,819	4.5%	18.065%	87.277 – 92.701 %	9.8%
LITTLE CANADA	\$2,273,903	4.1%	21.389%	87.411 – 92.733%	15.0%
FALCON HEIGHTS	\$895,700	3.6%	18.6%	83.065 – 83.760%	7.7%
WHITE BEAR LAKE	\$4,852,001	1.9%	17.701%	86.913 – 89.442%	7.2%
MOUNDS VIEW	\$3,838,334	0.0%	37.972%	115.556%	6.8%
AVERAGE	\$7,335,907.68		27.80%		

NOTE: Part of Blaine, Spring Lake Park, St. Anthony, and White Bear Twp are in other counties. What is represented is the Ramsey County data.

## VII. LEVY, RATE, AND EXPENDITURE HISTORY

<u>LEVY</u>		<u>TAX RATE</u>		<u>EXPENDITURES</u>	
2000	\$488,406	2000	29.024%	2000	\$494,923
2001	\$488,406	2001	27.218%	2001	\$522,807
2002	\$480,000	2002	33.318%	2002	\$583,571
2003	\$480,000	2003	32.371%	2003	\$591,617
2004	\$480,000	2004	28.763%	2004	\$818,842
2005	\$487,260	2005	26.639%	2005	\$992,437
2006	\$487,269	2006	24.550%	2006	\$855,846
2007	\$550,900	2007	25.487%	2007	\$1,033,161

The following pages provide the detail of the 2007 Proposed General Fund and Other Funds Budgets.

# LAUDERDALE COUNCIL ACTION FORM

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

MEETING DATE	<u>Tuesday, November 28, 2006</u>
AGENDA NUMBER	<u>14D</u>
DESCRIPTION	<u>Issues Pertaining to Rental Houses.</u>

BACKGROUND OR PAST COUNCIL ACTION
<p>For the most part, the licensing of rental property has gone smoothly. This is not to say that every rental property owner was overjoyed by having to comply, but they did. Some pushed back a little harder, but have ultimately complied. In a number of cases, staff was able to setup a reasonable timeline for compliance and that has satisfied both parties.</p> <p>There are a handful of scenarios that staff is seeking council opinion on. There are some unique or unusual circumstances that may require special finesse to resolve as they are not addressed in the ordinance or impose specific hardships on individuals. The following details the scenarios and staff's questions.</p>

OPTIONS

STAFF RECOMMENDATION

COUNCIL ACTION

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

SECOND \_\_\_\_\_

STAFF ACTION

# LAUDERDALE COUNCIL ACTION FORM

**Scenario 1:** Rental property has three bedrooms and is currently rented to more than the six people allowed in that size home.

Background: The council made clear early on that they did not want to displace tenants. Staff has kept this in mind when making decisions. In the event that a property has too many tenants, the city has told the owners that once the current tenants leave they have to adhere to the occupancy standards. Until then they are offered a tier two license and are required to undergo regular inspections.

Problem: If the lease is ongoing and the tenants have no intention of leaving, how long is the city willing to allow the tenants to remain? Is there a point at which the city requires tenants in crowded houses to move? If so, what is that point?

**Scenario 2:** An elderly resident has students live with her. They supplement her income and offer security knowing someone is there to help her out. The students reside in the basement which does not have proper egress. The resident says the cost to add proper egress is prohibitive and won't consider it. She wants to know what the city will do if she does not comply with the ordinance as she intends to keep renting to students.

Problem: The council's intent, as mentioned above, is to not displace residents. In this case, she is unwilling to stop renting after the current tenant leaves and has asked for an independent evaluation of her situation. While the city does not want to take away from her income or force her into assisted living, the city also cannot knowingly allow unsafe living conditions for renters. Should staff use the means at its disposal to force her to stop renting after this tenant leaves? Is there another solution?

**Scenario 3:** The third situation is a melding of the first two. A resident rents out a portion of their home. The portion is not code compliant. In this case, the owner has no intention of renting to another individual after this tenant leaves but the lease is indefinite. Is there a point at which the city will require the tenant to move? If so, what is that point?

**Scenario 4:** Staff has exhausted all attempts to get an owner to complete the rental licensure application, pay the fees, or schedule an inspection. They refuse. Would you rather see staff pursue compliance via misdemeanors through the courts or via administrative penalties brought before the council?