

# LAUDERDALE CITY COUNCIL MEETING AGENDA

**December 12, 2006  
7:30 P.M. CITY HALL  
1891 WALNUT STREET**

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> \_\_\_)** **FILE**
3. **APPROVALS – 7:40 P.M.**
  - a) Approve minutes of the November 28, 2006 City Council Meeting. (moved by \_\_\_ 2<sup>nd</sup> \_\_\_)
  - b) Approve minutes of the December 4, 2006 Truth in Taxation hearing (moved by \_\_\_ 2<sup>nd</sup> \_\_\_)
  - c) Approve claims totaling \$36,403.12.(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) Approval of pay request #1 of the park improvement project for Nadeau Excavating Inc. in the amount of \$66,917.29.
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) Assessment Hearing: For delinquent accounts certifiable to property taxes
- b) 2007 Fee Schedule

**8. REPORTS**

- a) Presentation by Steve Oberaigner, BP Station
- b) Comprehensive Plan Update

**9. ACTION**

- a) Resolution 121206A Certifying Special Assessments to Property Taxes
- b) Non-Codified Ordinance #2007 Establishing the 2007 Fee Schedule
- c) Rink Attendant Wages
- d) Election Judge Wages
- e) Resolution 121206B Designating 2007 Depository and Investment Brokers
- f) Seminary Pond Payment

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

**11. ADDITIONAL ITEMS**

**12. SET AGENDA FOR NEXT MEETING**

- a) Approve Minutes
- b) Approve Claims
- c) Administrator Report
- d) Committee Assignments
- e) Designate Official Newspaper
- f) Cigarette, Alcohol, Gas Station, Mechanical, and Tree Licenses
- g) Meeting Schedule for 2007

**13. WORK SESSION**

- a) Audit Firm Proposals
- b) Cooperation with adjacent communities (update provided in previous Friday Report)
- c) Administrator Update

**14. Closed Session – Union Negotiations**

***MINUTES OF THE LAUDERDALE CITY COUNCIL  
TUESDAY, NOVEMBER 28, 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 City Administrator Heck to call the roll. Council members present: Karen Gill-Gerbig, Denise Hawkinson, Karen Doherty, Clay Christensen and Mayor Jeff Dains.

Also present for the meeting: 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. Mayor Dains requested adding administrator update and rink attendants to the work session and moving the discussion item on 1931 Carl Street to the work session.

**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 November 14, 2006. There were none.

**Council member Doherty moved and council member Gill-Gerbig seconded approval of the November 14, 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 Hawkinson moved approval of the claims in the amount of \$35,994.11 Council member Gill-Gerbig 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.

Jeff Hermes, owner of 1737 Eustis Street, addressed the council regarding his application for a rental license. He stated he completed all the work necessary for the license except for removal and restoration of the graveled area around the new paved parking area. Heck suggested the council grant a conditional tier one license for the property. Heck stated the condition is the restoration of the area around the parking area with grass. Heck further stated similar extensions were provided for non-health and safety related issues.

**Council member Gill-Gerbig moved to provide Mr. Hermes with a conditional tier one rental license and that the gravel area around the parking area (sides and front)**

**is removed and restored with grass. The work shall be completed by June 1, 2007. Council member Hawkinson seconded the motion and it carried.**

The mayor asked if the Council wished to remove items from the agenda. Council member Christensen requested removal of item 5C, parking on Eustis between Larpenteur and Como.

**Council member Gill-Gerbig moved approval of the consent agenda approving tier one rental housing licenses and the 2007 Investment Policy. Motion seconded by council member Hawkinson and carried.**

Jim Bownik, Assistant to the Administrator, provided background on the variance request for 1936 Malvern Street. Bownik stated the applicant is constructing a car port and placed the posts on the property line. The zoning ordinance requires a side yard set back of 5' from the property line. The variance request provides for a 0' set back.

The Mayor opened the public hearing at 7:55 p.m.

Council Member Christensen requested a letter from one of the neighbors be read into the record. Christensen read the letter from Mr. and Ms. Peek of 1938 Malvern in favor of the council granting the variance.

There being no others present to address the council regarding the issue, the Mayor closed the public hearing at 7:56 p.m.

Council member Gill-Gerbig stated she needs to look at the issue as if things were done in the proper order, meaning the variance was applied for before the construction began. She said she has a problem with the request. She is concerned about run-off from the roof of the carport onto the neighbors' yard and possible flooding issues.

Council member Christensen spoke on behalf of the applicant. He stated the sequence of events leading up to tonight's request. He said the applicant asked the building inspector a question about a detached deck and the need for a permit. He said the building inspector told him that as long as the deck is not attached to the house, no permit is required. Based on that information, he didn't feel a permit or a variance was needed because the carport is not attached to the house. Christensen further stated the carport is engineered with a gutter system to channel the rain water down the applicant's driveway and not into the neighbors' yard.

**Council member Hawkinson moved approval of the variance for 1936 Malvern allowing for a 0' side yard set back. Council member Doherty seconded the motion and it carried with council member Hawkinson, Doherty, and Mayor Dains voting yes, council member Gill-Gerbig voting no, and council member Christensen abstaining from the vote.**

Bownik presented information on establishing a fee for the use of the Lauderdale Community Park.

Mayor Dains stated any fee charged for use of the park shelter cover staff time to prepare and clean the shelter and area, it is not for generating profit.

Gill-Gerbig suggested the hiring of a part-time park attendant to maintain the park including collection of trash and preparing the shelter for use by those who reserve the shelter.

After more discussion, council member Christensen suggested staff look at the issue and bring back costs for staff to clean up the park after an event/group. He also requested the staff consider other possibilities such as a deposit.

Butkowski provided the council with a brief outline of a program the City of Minneapolis is involved in that promotes planning for and constructing alternative transit ways which allow residents to get to work or school by walking or biking. She said a meeting is scheduled at city hall for Thursday, November 30, at 1:30 p.m. and invited members of the Council to attend.

Bownik presented information on the annual Snow\*Commotion event. Bownik said the past few years have seen lower than expected turnout. Last year it rained and the year before that it was too cold for the horse and buggy. He said that moving the food to city hall with the buggy going back and forth between city hall and the park improved attendance. Bownik said the PCIC discussed whether the event should continue. Bownik also addressed the request volunteers made for a gas grill to cook hot dogs for the Halloween event. He suggested the city request the Lions purchase a gas grill for the city to borrow during city events. They could also then use it for their events

Council member Hawkinson said the weather has changed and the event does take a lot of work. She also said the event was started to be a park event and if it continues, the event should move back to the park.

Mayor Dains said he is not opposed to ending the event.

Council member Doherty said the event is a way to bring people, the community, together.

**Council member Doherty moved and Gill-Gerbig seconded to hold the Snow\*Commotion event on February 10, 2006 and not request a donation from the Lions Club for a gas grill. The motion carried on a roll call vote with all members voting yes.**

Bownik presented on the disposition of the old counter top located in the social room. Bownik said he is currently using it to store Halloween event materials.

**Following a brief discussion, council member Doherty moved, and council member Hawkinson seconded the removal and disposal of the cabinet. Motion carried on a roll call vote with all members voting yes.**

Bownik discussed the parking issue along Eustis south of Larpenteur Avenue. He said the city was approached by the Children's Home Society and Family Services about the parking of vehicles close to the entrance and exit to the parking lots causing hazardous situations. Bownik said the County did a brief assessment and recommended prohibiting parking on Eustis from Larpenteur to the park and ride lot.

**Council member Christensen moved and Council member Doherty seconded the motion approving installation of "No Parking" signs along the west side of Eustis Street from Larpenteur Avenue south to the Lauderdale boarder at the Park and Ride lot. Motion carried with members Gill-Gerbig, Doherty, Christensen, and Dains voting yes and council member Hawkinson voting no.**

The work session began at 9:00 p.m.

The mayor introduced the issue involving 1931 Carl Street and provided some background. He asked Mr. Skow if he wanted the city to install a retaining wall.

Council member Christensen said the area was designed in the field rather than doing a survey. He said he doesn't care whose property a wall is on, he feels the city should just install a wall.

Mr. Skow stated he will accept a wall on his property but technically, it [the wall] should be placed in the alley right of way. He further stated it is his legal right to lateral support and it is the city's responsibility to provide that support.

Council member Gill-Gerbig said she would not want to put up a retaining wall without first locating the actual property lines based on experience with other property line issues present in the city. She also stated concern about the possibility of other residents coming forward with similar concerns and requesting relief. She asked what the council will do; how will the council respond?

Christensen suggested the city have the alley surveyed.

Hawkinson agreed with Gill-Gerbig, the city needs to know where the property line is and who owns the wall.

Mayor Dains stated the city needs to figure out the options available and will communicate those options to Mr. Skow. He said the council needs more time to deliberate and the first thing to do is obtain a survey. He also said the city needs a legal opinion from the city attorney on the city's responsibility regarding issues of lateral support.

Mr. Skow reiterated his earlier statement that the city is legally responsible to provide him with lateral support and there is no expiration on this requirement.

**Council member Gill-Gerbig moved to direct staff to obtain an opinion from the city attorney regarding the issue of lateral support and construction of a wall on public versus private property. Council member Hawkinson seconded the motion and it carried with all members voting yes.**

**Council member Gill-Gerbig moved the city contract with a registered survey firm to perform a survey of the alley north of Roselawn between Carl and Eustis and the survey be completed as soon as possible. The motion was seconded by council member Hawkinson and carried with all members voting yes.**

Bownik discussed the production of the residents guide. Following discussion, the council directed staff to keep the directory and to work on improving the layout and information provided.

Heck presented the 2007 draft budget for review and comment. Council member Doherty identified several concerns, most dealing with spelling errors on the spreadsheets and some dealing with specific errors in calculations. Heck will work with council member Doherty to identify why the discrepancies exist.

Butkowski provided background on issues staff has encountered with the administration of the rental housing license program. She went through a few examples of what staff is seeing. The question is how the City wants to proceed with these non-responsive cases or landlords.

Following more discussion, the Council directed staff to give the landlords 90 days to comply with the ordinance where the non-compliance issue is one involving the health and safety of the renter.

Mayor Dains asked if the rink attendants have received an increase in wages and how their wages compare to attendants in other cities. Staff indicated they would bring that information back to the council for consideration at the December 12, 2006 meeting.

The council then went into the administrator update.

There being no further discussion or items to consider, Gill-Gerbig moved and Hawkinson seconded the motion to adjourn. The motion carried with all voting yes.

Meeting adjourned at 12:38 a.m.

***MINUTES OF THE LAUDERDALE CITY COUNCIL  
MONDAY, DECEMBER 4, 2006  
7:30 p.m. Lauderdale City Hall, 1891 Walnut Street***

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Mayor Dains called the meeting to order at 6:30 p.m. and asked City Administrator Heck to call the roll. Council members present: Karen Gill-Gerbig, Denise Hawkinson, Karen Doherty, Clay Christensen and Mayor Jeff Dains.

Also present for the meeting: Assistant to the City Administrator, Jim Bownik, Heather Butkowski, Deputy City Clerk, John Ohl, Chief of Police, and Dominic Cotroneo, Captain.

Mayor Dains stated the council is meeting for the purpose of holding a public hearing on the 2007 budget and levy and that no other issues or items will be discussed.

Administrator Heck provided background and general information on the budget and levy. He outlined the 2007 revenue projections. He reported General Fund revenue is anticipated to increase over 2006 by 13% and revenue associated with other Funds is anticipated to increase by 12% with total revenue for 2007 expected to increase 18%.

Heck then outlined anticipated expenditures for 2007. He stated General Fund expenditures are proposed to increase 23% over 2007 and Other Fund expenditures to increase 7% over 2006. He reported total expenditures are proposed to increase 18% over 2006.

Heck then provided information on the main reason for the increase in the levy and expenditures. He stated the city council made the decision to provide enhanced law enforcement services for the city by increasing the patrol services from 16 hours per day to 24 hours per day. He stated this will occur gradually over the next few months. The added patrol service will mean more visibility of officers, faster response times to calls for service, greater officer knowledge of the city and residents, and more proactive enforcement.

Mayor Dains provided additional comments on the law enforcement arrangement with St. Anthony and the excellent working relationship Lauderdale has with St. Anthony.

The Mayor opened the public hearing at 6:40 p.m. and asked for public comment on the budget.

There being no one who wished to comment, the Mayor closed the hearing at 6:41 p.m.

**Council member Christensen offered and moved Resolution No. 120406-A Resolution Adopting the 2007 Budget and Levying Taxes for 2006 Payable in 2007. Council member Doherty seconded the motion. The motion carried on a roll call vote with Gill-Gerbig, Hawkinson, Doherty, Christensen and Dains all voting yes.**



**Council member Doherty moved to adopt the 2007 Lauderdale budget as presented. Council member Gill-Gerbig seconded the motion and the motion carried on a roll call vote with member Gill-Gerbig, Hawkinson, Doherty, Christensen, and Dains voting yes.**

The council adjourned the meeting at 6:55 p.m. on a motion by Gill-Gerbig and a second by Hawkinson.

**CITY OF LAUDERDALE**

**Claims for Approval**

**December 12, 2006 City Council Meeting**

Payroll

12/01/06 Payroll: Direct Deposit # 500253-500257	\$6,464.31
12/01/06 Payroll: Payroll Liabilities, e-payments 108E-110E	\$5,565.12

Vendor Claims

12/12/06 Claims: Check #s 18427-18435, 18437-18444	\$24,373.69
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**Subtotal of Claims From Above** **\$36,403.12**

**Nadeau Excavating Inc. Payment Request 1, check #18436** **\$66,917.29**

**Total Claims for Approval** **\$103,320.41**

CITY OF LAUDERDALE

12/06/06 1:40 PM

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Payments

Current Period: DECEMBER 2006

Batch Name	120106paytax	Computer Dollar Amt	\$5,565.12	Posted	
Refer	559 ICMA RETIREMENT TRUST - 457	Ck# 000108E	12/1/2006		
Cash Payment	G 101-21705 ICMA RETIREMENT		12/01/2006 payroll		\$1,569.22
Invoice					
Transaction Date	11/30/2006	Due 0	NORTH STAR CHEC 10100	<b>Total</b>	\$1,569.22
Refer	560 PERA	Ck# 000109E	12/1/2006		
Cash Payment	G 101-21704 PERA		12/1/06 payroll		\$1,245.73
Invoice					
Transaction Date	11/30/2006	Due 0	NORTH STAR CHEC 10100	<b>Total</b>	\$1,245.73
Refer	561 NORTH STAR BANK, CHECKING S	Ck# 000110E	12/1/2006		
Cash Payment	G 101-21703 FICA WITHHOLDING.		12/1/06 payroll taxes		\$1,718.20
Invoice					
Cash Payment	G 101-21701 FEDERAL TAXES		12/1/06 payroll taxes		\$1,031.97
Invoice					
Transaction Date	11/30/2006	Due 0	NORTH STAR CHEC 10100	<b>Total</b>	\$2,750.17
Fund Summary				<b>BATCH Total</b>	\$5,565.12
	101	10100 NORTH STAR CHECKING			
			\$5,565.12		
			\$5,565.12		

Pre-Written Checks	\$5,565.12
Checks to be Generated by the Compute	\$0.00
<b>Total</b>	<b>\$5,565.12</b>

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

DECEMBER 2006

		Check Amt	Invoice	Comment
<b>10100 NORTH STAR CHECKING</b>				
Paid Chk#	018427	12/12/2006	<b>AMERICAN MESSAGING</b>	
E	101-43100-391	TELEPHONE/PAGERS	\$4.47	public works pager
E	601-49000-391	TELEPHONE/PAGERS	\$4.48	public works pager
	<b>Total</b>	<b>AMERICAN MESSAGING</b>	<b>\$8.95</b>	
Paid Chk#	018428	12/12/2006	<b>BREHM GROUP</b>	
E	101-41100-361	GENERAL LIABILITY	\$127.50	PCIC & council accident policy
	<b>Total</b>	<b>BREHM GROUP</b>	<b>\$127.50</b>	
Paid Chk#	018429	12/12/2006	<b>CINTAS</b>	
E	601-49000-425	CLOTHING	\$28.65	pw clothing
E	601-49000-425	CLOTHING	\$28.65	pw clothing
E	601-49000-425	CLOTHING	\$28.65	pw clothing
	<b>Total</b>	<b>CINTAS</b>	<b>\$85.95</b>	
Paid Chk#	018430	12/12/2006	<b>CITY OF ST ANTHONY</b>	
E	101-42100-319	POLICE CONTRACT	\$21,271.17	12/06 police services
	<b>Total</b>	<b>CITY OF ST ANTHONY</b>	<b>\$21,271.17</b>	
Paid Chk#	018431	12/12/2006	<b>CUB SCOUT PAC 233</b>	
E	101-41200-442	MISC	\$75.00	damage deposit reimbursement
	<b>Total</b>	<b>CUB SCOUT PAC 233</b>	<b>\$75.00</b>	
Paid Chk#	018432	12/12/2006	<b>EAST HENNEPIN AUTO SERVICE INC</b>	
E	101-43100-212	MOTOR FUELS	\$28.98	motor fuel
E	601-49000-212	MOTOR FUELS	\$3.22	motor fuel
	<b>Total</b>	<b>EAST HENNEPIN AUTO SERVICE INC</b>	<b>\$32.20</b>	
Paid Chk#	018433	12/12/2006	<b>ENGBERG-SHABER AGENCY, INC.</b>	
E	101-41100-361	GENERAL LIABILITY	\$418.00	'06 insurance agent fees
E	601-49000-361	GENERAL LIABILITY	\$261.25	'06 insurance agent fees
E	101-41200-361	GENERAL LIABILITY	\$365.75	'06 insurance agent fees
	<b>Total</b>	<b>ENGBERG-SHABER AGENCY, INC.</b>	<b>\$1,045.00</b>	
Paid Chk#	018434	12/12/2006	<b>GLENWOOD INGLEWOOD</b>	
E	101-41200-208	WATER DELIVERY	\$4.79	11/06 cooler rental
	<b>Total</b>	<b>GLENWOOD INGLEWOOD</b>	<b>\$4.79</b>	
Paid Chk#	018435	12/12/2006	<b>HOME DEPOT CRC</b>	
E	101-45200-228	MISC REPAIRS MAINT SUPPLIE	\$27.97	for hockey boards
	<b>Total</b>	<b>HOME DEPOT CRC</b>	<b>\$27.97</b>	
Paid Chk#	018436	12/12/2006	<b>NADEAU EXCAVATING, INC.</b>	
E	404-48404-528	COURT IMPROVEMENTS	\$66,917.29	tennis/basketball court paymen
	<b>Total</b>	<b>NADEAU EXCAVATING, INC.</b>	<b>\$66,917.29</b>	
Paid Chk#	018437	12/12/2006	<b>PARK HARDWARE HANK</b>	
E	101-43100-213	LUBRICANTS & OTHER FLUIDS	\$5.62	antifreeze, rat poison

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

DECEMBER 2006

		Check Amt	Invoice	Comment
E 101-43100-228	MISC REPAIRS MAINT SUPPLIE	\$3.86		antifreeze, rat poison
<b>Total PARK HARDWARE HANK</b>		<b>\$9.48</b>		
<hr/>				
Paid Chk# 018438	12/12/2006	<b>PARK SERVICE</b>		
E 601-49000-212	MOTOR FUELS	\$11.70		11/06 motor fuels
E 101-43100-212	MOTOR FUELS	\$105.30		11/06 motor fuels
<b>Total PARK SERVICE</b>		<b>\$117.00</b>		
<hr/>				
Paid Chk# 018439	12/12/2006	<b>POSTMASTER</b>		
E 101-41200-203	POSTAGE	\$300.00		stamps & January newsletter
E 101-41200-203	POSTAGE	\$78.00		stamps & January newsletter
E 101-43400-203	POSTAGE	\$39.00		stamps & January newsletter
<b>Total POSTMASTER</b>		<b>\$417.00</b>		
<hr/>				
Paid Chk# 018440	12/12/2006	<b>RAMSEY COUNTY, PROP REC &amp; REV</b>		
E 101-42100-442	MISC	\$513.14		11/06 911 dispatch
<b>Total RAMSEY COUNTY, PROP REC &amp; REV</b>		<b>\$513.14</b>		
<hr/>				
Paid Chk# 018441	12/12/2006	<b>SAM'S CLUB</b>		
E 101-43100-402	CITY TRUCK REPAIR/MAINTEN	\$47.04		tractor battery
<b>Total SAM'S CLUB</b>		<b>\$47.04</b>		
<hr/>				
Paid Chk# 018442	12/12/2006	<b>WASTE MANAGEMENT</b>		
E 101-43100-384	REFUSE DISPOSAL	\$69.57		12/06 waste pick up
<b>Total WASTE MANAGEMENT</b>		<b>\$69.57</b>		
<hr/>				
Paid Chk# 018443	12/12/2006	<b>10TH WARD &amp; RURAL RAMSEY COUNT</b>		
E 101-41200-442	MISC	\$75.00		damage deposit reimbursement
<b>Total 10TH WARD &amp; RURAL RAMSEY COUNT</b>		<b>\$75.00</b>		
<hr/>				
Paid Chk# 018444	12/12/2006	<b>XCEL ENERGY, CITY HALL</b>		
E 101-45200-381	ELECTRIC	\$50.00		11/06 gas & electricity
E 101-45200-383	GAS UTILITIES	\$60.93		11/06 gas & electricity
E 101-43100-381	ELECTRIC	\$152.00		11/06 gas & electricity
E 101-43100-383	GAS UTILITIES	\$184.00		11/06 gas & electricity
<b>Total XCEL ENERGY, CITY HALL</b>		<b>\$446.93</b>		
<b>10100 NORTH STAR CHECKING</b>		<b>\$91,290.98</b>		

Fund Summary

	10100 NORTH STAR CHECKING	
101 GENERAL		\$24,007.09
404 PARK IMPROVEMENT		\$66,917.29
601 SEWER UTILITIES		\$366.60
		<u>\$91,290.98</u>

# LAUDERDALE COUNCIL ACTION FORM

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

MEETING DATE	<u>December 12, 2006</u>
AGENDA NUMBER	<u>5A</u> <i>HAB</i>
DESCRIPTION	<u>Tier 1 and conditional tier 1 rental housing licenses</u>
	<i>OK BH</i>

BACKGROUND OR PAST COUNCIL ACTION
<p>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.</p> <p>Jeff Hermes and Bonnie Gear are being offered conditional tier 1 licenses until they complete the outstanding violations in the timeline proposed.</p>

OPTIONS

STAFF RECOMMENDATION
Approve the attached license applications.

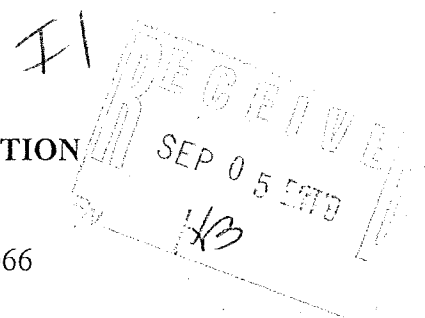
COUNCIL ACTION

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

SECOND \_\_\_\_\_

STAFF ACTION

9:30am 10/19



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).

9/20/06  
cm

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: 17849 LANESBORO CT  
City, State, Zip: LAKEVILLE MN 55044 Telephone No.: (898-952-7629)

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: 1891 WALNUT ST Number of Rental Units: 1  
Type of property: (  ) single family ( ) duplex ( ) multiple family dwelling  
No. of rental units that are: 1 BR: \_\_\_\_\_ 2 BR: \_\_\_\_\_ 3 BR: \_\_\_\_\_ 4 BR: 1 other: \_\_\_\_\_  
Total number of paved off street parking spaces: 4

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

Owner's name: DENNIS/ELEN BROWNEIDE Telephone No. 952-898-7629  
Address: 17849 LANESBORO CT City, State, Zip: LAKEVILLE MN 55044

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: ROD BORG  
Telephone No. 612-518-7056 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\*\*\*: PHH MORTGAGE SERVICES  
 Address: P.O. Box 0112  
 City, State, Zip: PALATINE, IL. Telephone No. 800-449-8767  
 \*\*\*If property was purchased on a Contract for Deed, please include vendee information.

**REGISTER OF OCCUPANCY**

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

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

**LICENSE FEE SCHEDULE**

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

**CERTIFICATION**

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

\_\_\_\_\_  
 Signature: [Signature] Date: 9-5-06

**FOR CITY USE ONLY**

Department	Approved	Denied	Date	Signature
Building Insp. Administrator	✓		11-28-6	[Signature]

Date Fees Received	Amount Received	Receipt #	Date License Issued
9/5/06	64.00	8200	



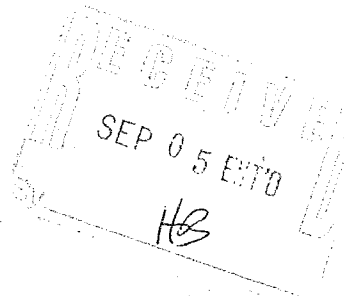
**CITY OF LAUDERDALE  
RENTAL PROPERTY LICENSURE APPLICATION**

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: 17849 LANESBORO CT  
City, State, Zip: LAKESVILLE MN 55044 Telephone No.: 952-898-7629

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: 1904 MALLERW ST Number of Rental Units: 1  
Type of property:  single family ( ) duplex ( ) multiple family dwelling  
No. of rental units that are: 1 BR: \_\_\_\_\_ 2 BR: \_\_\_\_\_ 3 BR: \_\_\_\_\_ 4 BR: 1 other: \_\_\_\_\_  
Total number of paved off street parking spaces: 2

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

Owner's name: DEANIS EILEEN BRAUNSCHEIDT Telephone No. 952-898-7629  
Address: 17849 LANESBORO CT City, State, Zip: LAKESVILLE MN  
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: ROD BOEGE  
Telephone No. 612-518-7056 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\*\*\*: PHH MORTGAGE SERVICE  
 Address: PO-BOX 0112  
 City, State, Zip: PALATINE, IL. Telephone No. 800-449-8767  
 \*\*\*If property was purchased on a Contract for Deed, please include vendee information. (449)

**REGISTER OF OCCUPANCY**

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

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

**LICENSE FEE SCHEDULE**

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

**CERTIFICATION**

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

\_\_\_\_\_  
 Signature: [Signature] Date: 9-5-06

**FOR CITY USE ONLY**

Department	Approved	Denied	Date	Signature
Building Insp.				
Administrator				

Date Fees Received	Amount Received	Receipt #	Date License Issued
9/5/06	64.00	8200	

I  
10/16 at  
8am

**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: Ann E. Piehl

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: 2367 Carpenter Number of Rental Units: 1  
Type of property:  single family ( ) duplex ( ) multiple family dwelling  
No. of rental units that are: 1 BR: X 2 BR: \_\_\_\_\_ 3 BR: \_\_\_\_\_ 4 BR: \_\_\_\_\_ other: \_\_\_\_\_  
Total number of paved off street parking spaces: ? 3 is my guess due to Pleasant Avenue

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

Owner's name: Ann Piehl + Mike Piehl Telephone No. 612-205-7896  
Address: 2103 Berkeley Ave City, State, Zip: St. Paul, MN 55105

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**

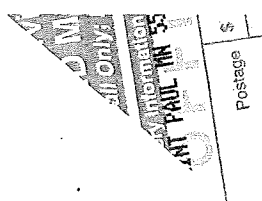
(if 5+ units or owner does not live in Ramsey, Hennepin, Anoka, Carver, Dakota, Scott, Washington, Wright, Chisago, Isanti or Sherburne counties.)

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

**EMERGENCY REPAIRS (must be completed)**

\*\*Name: Mike + Ann Piehl  
Telephone No. 612-205-7896 or \_\_\_\_\_ 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.  
612-207-5434



**MORTGATE COMPANY OR LENDER INFORMATION**

Mortgage company, lender, or vendee\*\*\*: Wells Fargo  
Address: 3601 Minnesota Dr. Suite 200  
City, State, Zip: Bloomington, MN 55435 Telephone No. 612-339-7905  
\*\*\*If property was purchased on a Contract for Deed, please include vendee information.

**REGISTER OF OCCUPANCY- TBD**

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

**LICENSE FEE SCHEDULE**

Single family rental unit: Tier I initial license/ renewal \$30.00 \$ 30  
Multi-family rental units: Tier I initial license/ renewal \$30.00 base + \$2.50/unit \$ \_\_\_\_\_  
Tier II license and renewal: \$100.00 per rental unit not in compliance \$ \_\_\_\_\_  
Inspection fee: \$34.00 per inspection + \$ 34.00

Note: Applications will not be processed until the city receives the proper fees.  
Please make all checks payable to the "City of Lauderdale."

Total: \$ 64.00

**CERTIFICATION**

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

\_\_\_\_\_  
Signature: Ann E. Pini Date: 10/31/06

**FOR CITY USE ONLY**

Department	Approved	Denied	Date	Signature
Building Insp.	<input checked="" type="checkbox"/>		<u>11-28-06</u>	<u>[Signature]</u>
Administrator				

Date Fees Received	Amount Received	Receipt #	Date License Issued

10/2 at 8:30

Three Conditional  
#1  
until June 1, 2007  
1/3  
RECEIVED  
7 ENT'D

**CITY OF LAUDERDALE**  
**RENTAL PROPERTY LICENSURE APPLICATION**  
1891 Walnut Street  
Lauderdale, MN 55113  
Office: (651) 792-7650 Fax: (651) 631-2066

LICENSE PERIOD: Adoption through December 31, 2007

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

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

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

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

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

**PROPERTY INFORMATION AND DESCRIPTION**

Rental Property Address: 1733 Elestis St. Number of Rental Units: 1  
Type of property:  single family ( ) duplex ( ) multiple family dwelling  
No. of rental units that are: 1 BR: \_\_\_\_\_ 2 BR: \_\_\_\_\_ 3 BR: 1 4 BR: \_\_\_\_\_ other: \_\_\_\_\_  
Total number of paved off street parking spaces: 1

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

Owner's name: Jeff & Tonya Hermes Telephone No. 763-497-7930  
Address: 4432 McAllister Ave. City, State, Zip: St. Michael, MN 55376  
Owner is: Sole Proprietor  \*Partnership ( ) \*Corporation ( )  
\* If a partnership or corporation, please include the names, addresses, and phone numbers for all partners/officers.

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

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

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

**EMERGENCY REPAIRS (must be completed)**

\*\*Name: Jeff & Tonya Hermes  
Telephone No. 763-390-7992 Rental Unit Number (if applicable): \_\_\_\_\_

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

**MORTGATE COMPANY OR LENDER INFORMATION**

Mortgage company, lender, or vendee\*\*\*: Countrywide  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ Telephone No. \_\_\_\_\_

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

**REGISTER OF OCCUPANCY**

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

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

**LICENSE FEE SCHEDULE**

Single family rental unit: Tier I initial license/ renewal \$30.00 \$ 30  
 Multi-family rental units: Tier I initial license/ renewal \$30.00 base + \$2.50/unit \$ \_\_\_\_\_  
 Tier II license and renewal: \$100.00 per rental unit not in compliance \$ \_\_\_\_\_  
 Inspection fee: \$34.00 per inspection + \$ 34.00

Note: Applications will not be processed until the city receives the proper fees.  
 Please make all checks payable to the "City of Lauderdale." Total: \$

**CERTIFICATION**

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

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

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

**FOR CITY USE ONLY**

Department	Approved	Denied	Date	Signature
Building Insp.				
Administrator				

Date Fees Received	Amount Received	Receipt #	Date License Issued
9/7/06	64.00	8212	

Conditional Interim  
until June 2007  
SEP 07 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: \_\_\_\_\_

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: 1737 Elush 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: 2

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

Owner's name: Jeff & Tonga Hermes Telephone No. 763-497-7930  
Address: 4432 McAllister Ave. City, State, Zip: St. Michael, MN 55376  
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: Jeff & Tonga Hermes  
Telephone No. 763.370.7992 Rental Unit Number (if applicable): \_\_\_\_\_

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

u 11

## MORTGAGE COMPANY OR LENDER INFORMATION

Mortgage company, lender, or vendee\*\*\*: Bank of America

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

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

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

### REGISTER OF OCCUPANCY

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

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

Unit No.: 2 No. of adults: 2 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		+ \$34.00

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

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

Total: \$

### CERTIFICATION

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

\_\_\_\_\_

\_\_\_\_\_

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

### FOR CITY USE ONLY

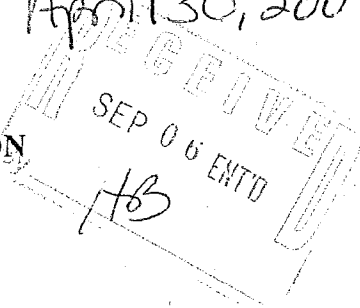
Department	Approved	Denied	Date	Signature
Building Insp.				
Administrator				

Date Fees Received	Amount Received	Receipt #	Date License Issued
<u>9/7/06</u>	<u>69.00</u>	<u>8211</u>	



9/25/06  
219:30

Tier 1 Conditional  
until April 30, 2007



**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: Bonnie Gear / Trospa

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

Alternative address: 9380 Abigail Ct.  
City, State, Zip: IGH, MN 55077 Telephone No.: 651-455-3315  
651-450-0072

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

wk  
ask for  
Kim

**PROPERTY INFORMATION AND DESCRIPTION**

Rental Property Address: 1813 Melvern Number of Rental Units: 1  
Type of property:  single family  duplex  multiple family dwelling  
No. of rental units that are: 1 BR:      2 BR: x 3 BR:      4 BR:      other:       
Total number of paved off street parking spaces: long driveway - one car garage

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

Owner's name: Bonnie Gear Telephone No. 651-455-3315  
Address: 9380 Abigail Ct City, State, Zip: IGH, MN 55077  
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: Kim Rinehart (daughter)  
Telephone No. 651-450-0072 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: 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: \_\_\_\_\_  
 Unit No.: \_\_\_\_\_ No. of adults: \_\_\_\_\_ No. of children under age 18: \_\_\_\_\_

**LICENSE FEE SCHEDULE**

Single family rental unit: Tier I initial license/ renewal \$30.00 \$ 30.00  
 Multi-family rental units: Tier I initial license/ renewal \$30.00 base + \$2.50/unit \$ \_\_\_\_\_  
 Tier II license and renewal: \$100.00 per rental unit not in compliance \$ \_\_\_\_\_  
 Inspection fee: \$34.00 per inspection + \$ 34.00

Note: Applications will not be processed until the city receives the proper fees.  
 Please make all checks payable to the "City of Lauderdale."

Total: \$ 64.00

**CERTIFICATION**

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

\_\_\_\_\_  
 Signature: Bonnie Glen Date: 8/31/06

**FOR CITY USE ONLY**

Department	Approved	Denied	Date	Signature
Building Insp.				
Administrator				

Date Fees Received	Amount Received	Receipt #	Date License Issued
<u>9/6/06</u>	<u>\$ 64.00</u>	<u>8203</u>	

CITY OF LAUDERDALE  
RENTAL PROPERTY LICENSURE APPLICATION

1891 Walnut Street

Lauderdale, MN 55113

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

RECEIVED  
SEP 13 2007  
B  
9/19 at 10:00

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: John C. Andrews

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: 1758 Malvern Number of Rental Units: 1  
Type of property:  single family ( ) duplex ( ) multiple family dwelling  
No. of rental units that are: 1 BR: \_\_\_\_\_ 2 BR: \_\_\_\_\_ 3 BR: \_\_\_\_\_ 4 BR: \_\_\_\_\_ other: 5 BR 1  
Total number of paved off street parking spaces: 4

PROPERTY OWNER INFORMATION (Must list current owner)

Owner's name: John + Becky Andrews Telephone No. 651 642-9329  
Address: 2086 Temple CT 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: John Andrews Telephone No. 651 642 9329  
Address: 2086 Temple CT City, State, Zip: ST Paul MN 55104

EMERGENCY REPAIRS (must be completed)

\*\*Name: Alex Eakins  
Telephone No. 763-639-8415 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: 3 No. of children under age 18: \_\_\_\_\_

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

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

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

**LICENSE FEE SCHEDULE**

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

\_\_\_\_\_

Signature: John C. Carlson Date: 9/13/06

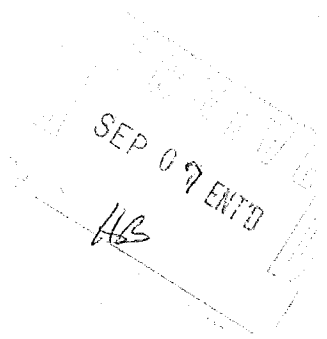
**FOR CITY USE ONLY**

Department	Approved	Denied	Date	Signature
Building Insp.	/		12-7-06	<u>[Signature]</u>
Administrator				

Date Fees Received	Amount Received	Receipt #	Date License Issued
9/13/06	64.00	8223	

9/20 at 1:00

I-1



**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: Paul Dickinson

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: 2375-77 ROSOLAWN Number of Rental Units: 2-3  
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: 8

**PROPERTY OWNER INFORMATION (Must list current owner) 651-258-250**

Owner's name: Richard-Michelle M Swanson Telephone No. 651-329-1933  
Address: 2340 walnut cr. dr. City, State, Zip: Stollwater MN 55032

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: N/A Telephone No. \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

**EMERGENCY REPAIRS (must be completed)**

\*\*Name: Paul Dickinson  
Telephone No. 651-308-1098 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\*\*\*:           N/A            
 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.: 2377 No. of adults: 2 No. of children under age 18: 2  
 Unit No.: 2375 No. of adults: 3 No. of children under age 18: 0  
 Unit No.: \_\_\_\_\_ No. of adults: \_\_\_\_\_ No. of children under age 18: \_\_\_\_\_  
 Unit No.: \_\_\_\_\_ No. of adults: \_\_\_\_\_ No. of children under age 18: \_\_\_\_\_

**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>69.00</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:

\_\_\_\_\_  
 Signature: *R. C. Swann* Date: 8/28/06

**FOR CITY USE ONLY**

Department	Approved	Denied	Date	Signature
Building Insp.	<input checked="" type="checkbox"/>		<u>12-7-6</u>	<u><i>[Signature]</i></u>
Administrator				

Date Fees Received	Amount Received	Receipt #	Date License Issued
<u>9/7/06</u>	<u>69.00</u>	<u>8210</u>	

CITY OF LAUDERDALE  
RENTAL PROPERTY LICENSURE APPLICATION

1891 Walnut Street  
Lauderdale, MN 55113

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

R1  
RECEIVED  
SEP 05 2007  
HB

LICENSE PERIOD: Adoption through December 31, 2007

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

Please sign to indicate that you have read the notice: Karen Conyemine

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: 2400 Larpenteur Ave Number of Rental Units: 17  
Type of property: ( ) single family ( ) duplex (x) multiple family dwelling  
No. of rental units that are: 1 BR: 16 2 BR: \_\_\_\_\_ 3 BR: \_\_\_\_\_ 4 BR: \_\_\_\_\_ other: 1 eff.  
Total number of paved off street parking spaces: 17

PROPERTY OWNER INFORMATION (Must list current owner)

Owner's name: LVC Investments Telephone No. 651-578-8319  
Address: 1265 Belmont Dr. City, State, Zip: Woodbury, MN 55125  
Owner is: Sole Proprietor ( ) \*Partnership (x) \*Corporation ( )

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

X see attached at bottom

BUILDING MANAGER, CARETAKER, OR RESIDENT AGENT

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

Name & title: Dana Johnson Telephone No. 651-644-5568  
Address: 1634 Eustis #16 City, State, Zip: St Paul 55113  
or Bob Schweick 651-698-0715

EMERGENCY REPAIRS (must be completed)

\*\*Name: Dana Johnson  
Telephone No. 651-644-5568 Rental Unit Number (if applicable): 6

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

or Bob Schweick 651-698-0715  
2028 Montreal  
St Paul, MN 55116

# 733

### MORTGATE COMPANY OR LENDER INFORMATION

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

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

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

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

### REGISTER OF OCCUPANCY

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

Unit No.: \_\_\_\_\_ 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: \_\_\_\_\_

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

*see attached*

### 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 \$ 72.50

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: \$ 106.50

### CERTIFICATION

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

\_\_\_\_\_

Signature: Karen Conyent Date: 8-31-06

### FOR CITY USE ONLY

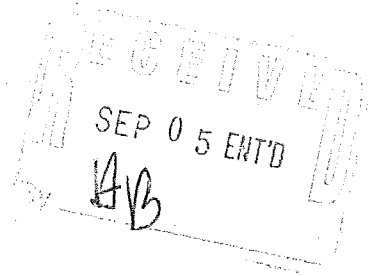
Department	Approved	Denied	Date	Signature
Building Insp.	<input checked="" type="checkbox"/>		12-8-6	<i>[Signature]</i>
Administrator				

Date Fees Received	Amount Received	Receipt #	Date License Issued
9/5/06	106.50	8199	



910 25 100

**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 Conyemus  
I request that my residence address and phone number be considered private data. My alternative address and phone number are as follows:  
Alternative address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

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: 1634 Eustis St Number of Rental Units: 17  
Type of property: ( ) single family ( ) duplex (X) multiple family dwelling  
No. of rental units that are: 1 BR: 16 2 BR: \_\_\_\_\_ 3 BR: \_\_\_\_\_ 4 BR: \_\_\_\_\_ other: 1 EFF  
Total number of paved off street parking spaces: 17

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

Owner's name: CVC Investments Telephone No. 651-578-8319  
Address: 1265 Belmont Dr. City, State, Zip: Woodbury, MN 55125  
Owner is: Sole Proprietor ( ) \*Partnership (X) \*Corporation ( )

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

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

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

Name & title: Dana Johnson Res mgr Telephone No. 651-644-5568  
Address: 1634 Eustis #6 City, State, Zip: Lauderdale, MN 55108  
or Bob Schweick 651-698-0715

**EMERGENCY REPAIRS (must be completed)**

\*\*Name: Dana Johnson  
Telephone No. 651-644-5568 Rental Unit Number (if applicable): 6

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

also Bob Schweick 651-698-0715  
2028 Montreal  
St. Paul, MN 55116

## MORTGATE COMPANY OR LENDER INFORMATION

Mortgage company, lender, or vendee\*\*\*: NONE  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ Telephone No. \_\_\_\_\_  
 \*\*\*If property was purchased on a Contract for Deed, please include vendee information.

### REGISTER OF OCCUPANCY

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

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

*see attached*

### 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>72.50</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: \$ 106.50

### CERTIFICATION

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

\_\_\_\_\_  
 Signature: Karen Conyemur Date: 8/31/06

### FOR CITY USE ONLY

Department	Approved	Denied	Date	Signature
Building Insp. Administrator	<u>✓</u>		<u>12-8-6</u>	<u>[Signature]</u>

Date Fees Received	Amount Received	Receipt #	Date License Issued
<u>9/5/06</u>	<u>106.50</u>	<u>8199</u>	

CITY OF LAUDERDALE  
RENTAL PROPERTY LICENSURE APPLICATION

1891 Walnut Street  
Lauderdale, MN 55113

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

SEP 05 2007  
H3

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 Comenian

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

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

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: 1642 Eustis St. Number of Rental Units: 17  
Type of property: ( ) single family ( ) duplex (  ) multiple family dwelling  
No. of rental units that are: 1 BR: 16 2 BR: \_\_\_\_\_ 3 BR: \_\_\_\_\_ 4 BR: \_\_\_\_\_ other: 1 EFF.  
Total number of paved off street parking spaces: 17

PROPERTY OWNER INFORMATION (Must list current owner)

Owner's name: CVC Investments Telephone No. 651-578-8319  
Address: 1265 Belmont Dr City, State, Zip: Woodbury, MN 55125  
Owner is: Sole Proprietor ( ) \*Partnership (  ) \*Corporation ( )

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

BUILDING MANAGER, CARETAKER, OR RESIDENT AGENT

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

Name & title: Dana Johnson Telephone No. 651-57644-5568  
Address: 11634 Eustis #6 City, State, Zip: Lauderdale, MN 55108  
or Bob Schweick, 651-698-0715

EMERGENCY REPAIRS (must be completed)

\*\*Name: Dana Johnson  
Telephone No. 651-644-5568 Rental Unit Number (if applicable): 6

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

or Bob Schweick 651-698-0715  
2028 Montreal  
St Paul, MN 55116

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

*see attached*

## 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>72.50</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>106.50</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: Karen Conner Date: 8-31-06

## FOR CITY USE ONLY

Department	Approved	Denied	Date	Signature
Building Insp.	<input checked="" type="checkbox"/>		<u>12-8-06</u>	<u>[Signature]</u>
Administrator				

Date Fees Received	Amount Received	Receipt #	Date License Issued
<u>9/5/06</u>	<del>\$99</del> <u>106.50</u>	<u>8199</u>	



**LAUDERDALE COUNCIL  
ACTION FORM**

<b>ACTION REQUESTED</b>	MEETING DATE <u>December 12, 2006</u>
Consent <u>  X  </u>	ITEM NUMBER <u>Pay Request #1 for \$66,917.29</u>
Presentation <u>      </u>	<u>from Nadeau Excavating for Park Improvements</u>
Public Hearing <u>      </u>	STAFF INITIAL <u>Jim</u>
Discussion <u>      </u>	APPROVED BY ADMINISTRATOR <u>BH</u>
Action <u>      </u>	
Resolution <u>      </u>	
Work session <u>      </u>	

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

Holly Reid and Stuart Krahn from Bonestroo have reviewed the contractor's request for payment and made adjustments as necessary. They are recommending approval of the pay request for \$66,917.29. This amount represents 40% of the total contract amount of \$165,910.

**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 pay request #1 to Nadeau Excavating in the amount of \$66,917.29 for park improvements.

**COUNCIL ACTION:**



Owner: City of Lauderdale, 1891 Walnut Street, Lauderdale, MN 55113	Date: December 6, 2006
For Period: 10/18/2006 to 12/6/2006	Request No: 1
Contractor: Nadeau Excavating Inc., 12175-240th Street East, Hampton, MN 55031	

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

SUMMARY

1	Original Contract Amount		\$	<u>165,910.00</u>
2	Change Order - Addition	\$	<u>0.00</u>	
3	Change Order - Deduction	\$	<u>0.00</u>	
4	Revised Contract Amount		\$	<u>165,910.00</u>
5	Value Completed to Date		\$	<u>70,439.25</u>
6	Material on Hand		\$	<u>0.00</u>
7	Amount Earned		\$	<u>70,439.25</u>
8	Less Retainage 5%		\$	<u>3,521.96</u>
9	Subtotal		\$	<u>66,917.29</u>
10	Less Amount Paid Previously		\$	<u>0.00</u>
11	Liquidated damages -		\$	<u>0.00</u>
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. <u>1</u>		\$	<u><u>66,917.29</u></u>

Recommended for Approval by:  
**BONESTROO, ROSENE, ANDERLIK & ASSOCIATES, INC.**

Holly Reid  
 Approved by Contractor:  
**NADEAU EXCAVATING INC.**

Approved by Owner:  
**CITY OF LAUDERDALE**

Specified Contract Completion Date:  
June 15, 2007

Date:

no.	Item	Unit	Contract Quantity	Unit Price	Quantity to Date	Amount to Date
<b>BASE BID:</b>						
1	MOBILIZATION	LS	1	5000.00	0.75	\$3,750.00
2	PROTECTION OF CATCH BASIN, NON-STREET	EA	2	200.00	2	\$400.00
3	SILT FENCE, REGULAR	LF	220	2.50	220	\$550.00
4	SAWING BITUMINOUS PAVEMENT	LF	110	2.50	8	\$20.00
5	REMOVE TENNIS COURT PAVING	SY	1192	2.00	1192	\$2,384.00
6	REMOVE TENNIS COURT FENCE, NETS, AND FOOTINGS	LS	1	350.00		\$0.00
7	REMOVE BITUMINOUS PATH	SY	128	2.00	128	\$256.00
8	SITE GRADING	LS	1	5000.00	1	\$5,000.00
9	SUBGRADE PREPARATION	SY	1500	1.00	1500	\$1,500.00
10	GEOTEXTILE FABRIC	SY	1500	1.00	1500	\$1,500.00
11	GRANULAR BORROW	CY	1100	13.00	1100	\$14,300.00
12	4" PERFORATED POLYETHYLENE PIPE	LF	660	9.00	660	\$5,940.00
13	6" PERFORATED POLYETHYLENE PIPE	LF	135	10.00	135	\$1,350.00
14	CONNECT TO EXISTING STRUCTURE	EA	1	450.00	1	\$450.00
15	TENNIS COURT PAVING (INCL. AGGREGATE)	SY	1492	23.00	0.75	\$17.25
16	TENNIS COURT COLOR COAT SYSTEM AND LINE MARKINGS	LS	1	6700.00		\$0.00
17	TENNIS COURT FENCING	LF	456	50.00		\$0.00
18	TENNIS COURT GATE	EA	2	600.00		\$0.00
19	TENNIS COURT NETS, COMPLETE	LS	1	1300.00		\$0.00
20	BITUMINOUS PATH PAVING (INCL. AGGREGATE)	SY	128	29.00		\$0.00
21	TEMPORARY SEEDING	AC	0.1	3000.00		\$0.00
22	SODDING, LAWN TYPE WITH 4" OF TOPSOIL	SY	150	4.00		\$0.00
23	SEEDING, INCL SEED, FERTILIZER, AND WOOD FIBER BLANKET	SY	350	1.50		\$0.00
	<b>TOTAL BASE BID:</b>					<u>\$37,417.25</u>
<b>ALTERNATE NO. 1 - BASKETBALL COURTS:</b>						
24	REMOVE BASKETBALL COURT PAVING	SY	585	2.00	585	\$1,170.00
25	REMOVE BASKETBALL BACKBOARDS AND FOOTINGS	LS	1	330.00		\$0.00
26	REMOVE BITUMINOUS PATH	SY	236	2.00	236	\$472.00
27	SITE GRADING	LS	1	3000.00	0.75	\$2,250.00
28	SUBGRADE PREPARATION	SY	900	1.00	660	\$660.00
29	GEOTEXTILE FABRIC	SY	900	1.00	660	\$660.00
30	GRANULAR BORROW	CY	660	13.00	660	\$8,580.00
31	4" PERFORATED POLYETHYLENE PIPE	LF	450	9.00	450	\$4,050.00
32	BASKETBALL COURT PAVING (INCL. AGGREGATE)	SY	880	23.00	660	\$15,180.00
33	BASKETBALL COURT MARKINGS	LS	1	900.00		\$0.00
34	BASKETBALL COURT BACKBOARD, COMPLETE	EA	4	1700.00		\$0.00
35	BITUMINOUS PATH PAVING (INCL. AGGREGATE)	SY	240	29.00		\$0.00
36	SODDING, LAWN TYPE WITH 4" OF TOPSOIL	SY	120	3.00		\$0.00
37	SEEDING, INCL SEED, FERTILIZER, AND WOOD FIBER BLANKET	SY	180	3.00		\$0.00
	<b>TOTAL ALTERNATE NO. 1 - BASKETBALL COURTS:</b>					<u>\$33,022.00</u>
	TOTAL BASE BID:					\$37,417.25
	TOTAL ALTERNATE NO. 1 - BASKETBALL COURTS:					<u>\$33,022.00</u>
	<b>TOTAL WORK COMPLETED TO DATE</b>					<u>\$70,439.25</u>



**PROJECT PAYMENT STATUS**

OWNER CITY OF LAUDERDALE  
 BRA FILE NO. 000532-06002-0  
 CONTRACTOR NADEAU EXCAVATING INC.

**CHANGE ORDERS**

No.	Date	Description	Amount
<b>Total Change Orders</b>			

**PAYMENT SUMMARY**

No.	From	To	Payment	Retainage	Completed
1	10/18/2006	12/06/06	66,917.29	3,521.96	70,439.25

**Material on Hand**

Total Payment to Date		\$66,917.29	Original Contract	\$165,910.00
Retainage Pay No 1		3,521.96	Change Orders	
Total Amount Earned		\$70,439.25	Revised Contract	\$165,910.00

# LAUDERDALE COUNCIL ACTION FORM

### Action Requested

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

Meeting Date December 12, 2006  
ITEM NUMBER Resolution 121206A  
STAFF INITIAL HAB  
APPROVED BY ADMINISTRATOR BH

### DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Annually, the city council certifies unpaid invoices to Ramsey County. Minnesota State Statutes 429.101 & 444.075, along with Lauderdale City Code, allow certification of delinquent accounts for assessment. On November 20, a notice was sent to the owner of 1835 Carl Street. He had until December 12, 2006 at 4:30 p.m. to pay the outstanding invoice (see attached). The unpaid balance plus 8% interest and a \$25.00 administrative fee may be certified to Ramsey County for collection with the 2006 property taxes payable in 2007.

### OPTIONS:

1. Adopt Resolution 121206A, authorizing staff to certify delinquent accounts for collection with the 2006 property taxes payable in 2007.
2. Do not authorize staff to certify delinquent accounts for collection with the 2006 property taxes payable in 2007.

### STAFF RECOMMENDATION:

Staff recommends certifying unpaid invoices to Ramsey County.

### COUNCIL ACTION:

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

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

November 20, 2006

Jeremy Puchtel  
7021 Polaris Lane N  
Maple Grove, MN 55311

Dear Mr. Puchtel,

This letter is to inform you that the bill for the nuisance abatement dated September 12, 2006 for your property at 1835 Carl Street is delinquent in the amount of \$464.00. I have attached a copy of the original invoice that was sent to you.

This balance must be paid by 4:30 p.m. Tuesday, December 12, 2006. Please make checks payable to the City of Lauderdale and mail or deliver to City Hall at the above address. There will be a public hearing for all delinquent accounts at the December 12, 2006 Lauderdale City Council meeting. Following the public hearing, the City will certify the outstanding balance to Ramsey County along with an additional administrative fee (\$25.00) and interest (8%), which will be assessed against your 2006 property taxes payable in 2007.

If you have questions regarding your bill or this process, please call us at the above address.

Sincerely,

Heather Butkowski  
Deputy City Clerk

Enclosure

**City of Lauderdale**

1891 Walnut Street  
Lauderdale, MN 55113  
Tel: 651-631-0300  
Fax: 651-631-2066

Invoice/Utility Bill

Invoice #06-48

DATE: 9/12/2006

To: Jeremy Puchtel  
324 Summit Avenue, Apartment 8  
St. Paul, MN 55102-2125

DATE OF SERVICE	DESCRIPTION	AMOUNT
8/25/06	Nuisance abatement: rank growth and noxious weeds	\$439.00
9/12/06	Administrative Fee	\$25.00
<b>TOTAL DUE</b>		<b>\$464.00</b>

Payable within 30 days.  
Please make checks payable to the City of Lauderdale.

THANK YOU.

**City of Lauderdale**  
County of Ramsey  
State of Minnesota  
Resolution No. 121206A

A Resolution Relating to the Levying of Special Assessments for Unpaid Invoices.

BE IT HEREBY RESOLVED that the Lauderdale City Council authorizes staff to certify the following delinquent account to Ramsey County:

Property Owner	Jeremy Puchtel
Service Address	1835 Carl Street
Type of Bill	Nuisance Abatement
Pin Number	17.29.23.31.0073
Amount of Bill	\$464.00
Add 8% Interest	\$37.12
Administrative Fees	\$25.00
Total Fees Assessed	\$526.12

Special assessments are levied with an interest rate of eight percent (8%) annually and a \$25.00 administrative fee, respectively.

Special assessments shall be payable with the 2006 real estate taxes due and payable in 2007.

The deputy city clerk shall transmit a certified copy of the assessment to the County Auditor to be extended onto the proper tax list of the county and the assessment shall be collected and paid over the same manner as other municipal taxes.

The total assessment roll is **\$526.12**.

Dated this 12<sup>th</sup> day of December 2006, by the Lauderdale City Council.

ATTEST: \_\_\_\_\_  
Brian Heck  
City Administrator  
Lauderdale, Minnesota

\_\_\_\_\_  
Mayor Jeff Dains

(SEAL)

# LAUDERDALE COUNCIL ACTION FORM

### Action Requested

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

Meeting Date   December 12, 2006  

ITEM NUMBER   7B—2007 Fee Schedule  

STAFF INITIAL   HAB  

APPROVED BY ADMINISTRATOR

  BH  

### DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Every year the city adopts a fee schedule. This year the fee schedule is being adopted as an ordinance. This ensures that the fee schedule wholly complies with state statutes. Before adopting the fee schedule, a public hearing must be held.

Staff discussed park maintenance over summer weekends. With the new courts and improvements we anticipate even more users. Staff recommends investing in more waste receptacles and recycling containers for the shelter and courts to gauge if that helps solve the problem. If not, staff will ask the council to revisit the issue to determine if a user fee should be established.

### OPTIONS:

1. Adopt 2007 Fee Schedule as presented.
2. Adopt 2007 Fee Schedule with modifications.
3. Do not adopt the 2007 Fee Schedule and direct staff to make revisions.

### STAFF RECOMMENDATION:

1. Adopt 2007 Fee Schedule as presented.

### COUNCIL ACTION:

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

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

**Schedule of License Fees**

3.2 Off-Sale Liquor.....	\$65.00
3.2 On-Sale Liquor .....	\$250.00
3.2 Temporary On-Sale.....	\$30.00
Cigarettes.....	\$100.00
Animal License .....	\$10.00
Potentially Dangerous Dog .....	\$50.00
Dangerous Dog.....	\$150.00
Kennel License.....	\$50.00
Tree Service License.....	\$40.00
Mechanical (HVAC) License.....	\$35.00
Refuse Hauling License.....	\$65.00/truck
Gas Station License.....	\$25.00/first pump..... \$10.00 each additional pump
Tier 1 Rental Housing License.....	One unit \$30.00..... Two+ units: \$30.00 + \$2.50/unit
Tier 2 Rental Housing License.....	\$100.00
Rental Housing Inspection .....	\$34.00

**Schedule of Administrative Fees**

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

**Schedule of Zoning and Permit Fees**

Gambling.....	\$15.00/ < five events.....	\$300.00/ ≥ five events
Right-Of-Way .....	Excavation \$50.00.....	Obstruction \$25.00
Variance Application.....		\$75.00
Conditional Use Application.....		\$165.00
Zoning Amendment.....		\$125.00
Service Availability Charge (SAC) .....		\$1,675.00

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

**Schedule of Administrative Fines**

Rental housing license violation.....	up to \$1,000.00 per day
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**Fees for Unspecified Requests**

A private party or public institution (hereinafter applicant) making a request to the city for approval of a project or for public assistance must cover the city's consultants' costs associated with reviewing the request. Prior to having the request considered by the city, the applicant must deposit an escrow fee in an amount that is estimated to cover the city's consultants' costs as determined by the city administrator. If the city's consultants' costs exceed the initial escrow deposited by the applicant, an additional escrow fee will be required to cover the additional costs. The city shall use the applicant's fees to cover the city's actual consultants' costs in reviewing the request regardless of the city's action on the applicant's request. If the applicant's escrow fees exceed the city's actual consultants' costs for reviewing the request, the remaining escrow fees shall be refunded to the applicant.

This Ordinance is adopted by the Lauderdale City Council on December 12, 2006 and will become effective January 1, 2007 unless otherwise noted.

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

ATTEST: \_\_\_\_\_  
Brian Heck  
City Administrator  
Lauderdale, Minnesota

\_\_\_\_\_  
Jeff Dains  
Mayor  
Lauderdale, Minnesota





**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 <u>  X  </u></p> <p>Resolution _____</p> <p>Work session _____</p>	<p>MEETING DATE <u>  December 12, 2006  </u></p> <p>ITEM NUMBER <u>  Warming House Wages  </u></p> <p>STAFF INITIAL <u>  Jim  </u></p> <p>APPROVED BY ADMINISTRATOR <u>  BH  </u></p>
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**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

Last year we had four Warming House Attendants (Luke Hawkinson, Andy DuBord, David DuBord, and Jason Hinrichs) plus one back-up that had worked for us for five years (Rich Hinrichs). Staff has confirmed that they will all be back this year in the same capacity. In addition, we have received applications from two others which we will keep on file.

Last year, new employees received \$8.25/hour and returning employees received \$9.00/hour. Wages for previous years were: \$7.50 for 2000-2001, \$7.50-\$8.00 for 2001-2002, \$8.00-\$8.50 for 2002-2003 and 2003-2004, and \$8.50-\$8.75 for 2004-2005.

Comparatively, Falcon Heights currently pays new employees \$7.75/hour. Experienced employees make an additional \$0.25/hour for each year of experience.

I have attached the letter I send to applicants, as well as the 2006-2007 Warming House Manual for additional information. One item we haven't had is a job description of the position. Thus, I have created one and would recommend its adoption along with the wage scale.

**OPTIONS:**

- 1) Adopt the proposed job description and wage scale of \$8.25/hour for new warming house attendants and \$9.00/hour for returning warming house attendants.
- 2) Adopt an adjusted job description and wage scale for warming house attendants.

**STAFF RECOMMENDATION:**

Adopt the proposed job description and wage scale of \$8.25/hour for new warming house attendants and \$9.00/hour for returning warming house attendants).

**COUNCIL ACTION:**

# *City of Lauderdale*

## *The Island in the Metro*

CITY HALL  
1891 WALNUT STREET  
LAUDERDALE, MN 55113  
651-631-0300  
FAX 651-631-2066

November 27, 2006

Dear Applicant,

Thank you for your interest in the position of Warming House/Ice Rink Attendant. Please complete the enclosed application and return it to Lauderdale City Hall at your earliest convenience. Available positions will remain open until filled.

This is a temporary position with approximately 15-20 hours available per week. The position runs from approximately the end of December to the middle of February. Duties include monitoring people on the rinks and in the warming house, keeping the warming house clean, and assisting in ice rink maintenance.

### Approximate Warming House Hours

Monday through Thursday: 4 p.m. to 9 p.m. (Opens at Noon on school holidays)

Fridays: 4 p.m. to 10 p.m. (Opens at Noon on school holidays)

Saturdays: Noon to 10 p.m.

Sundays: Noon to 9 p.m.

Note: Additional hours are required for maintenance of the ice rinks.

Thanks again for your interest in working for the City of Lauderdale.

Sincerely,

Jim Bownik  
Assistant to the City Administrator  
City of Lauderdale

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# 2006/2007

# City of Lauderdale

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# Warming House/Ice Rink

# Attendant's Manual

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## **Introduction**

This manual has been prepared to give you an understanding of the philosophy, rules, regulations, and policies pertaining to the operation of the city's ice rinks. It is the responsibility of the warming house/ice rink attendant to read the manual and be familiar with the content of the manual.

The objective of the attendant is to create a wholesome and safe environment where the community is given the opportunity to skate and play hockey for recreational purposes. The leadership and guidance of the attendant is crucial to successfully attaining this objective.

This manual is offered as an aid to help you adequately fulfill your job responsibilities. Every attendant must be knowledgeable and cognizant of the following instructions, rules, schedules and regulations. Should you have any questions or concerns, please contact city hall at (651) 792-7650.

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## Rules and Regulations

### Skating

Attendants are not permitted to skate or play hockey while on duty so that they can keep a close watch of the conduct on the ice and in the warming house.

### Loitering

Loitering is not tolerated in the warming house. No one without skates or a slide shall be permitted in the warming house unless they are an adult tending to or supervising a minor.

### Vandalism

It is extremely important to report anyone defacing park property, damaging park facilities, writing on walls, breaking windows or breaking lights. Report any such incident by calling 911. The warming house and ice rinks are provided to service the skaters in the community; it is to their benefit that they are kept in good condition at all times.

### Alcohol & Drug Use

Attendants involved with, allowing, or in possession of any alcohol, drugs or other controlled substances will be immediately terminated.

### Using Facilities for Personal Use

The warming house and ice rinks are to be open only during scheduled hours. Any proposed change or deviation from the scheduled hours must be approved by the city administrator.

### Phone/Thermostat Use

The phone is for **Emergency Use Only**. No one is to use the phone for personal calls.

The thermostat can be set at your comfort level while the rink is open. The thermostat needs to be turned down to the lowest temperature setting at closing.  
**DO NOT TURN THE THERMOSTAT OFF.**

---

## **Shift Responsibilities**

### **Discipline**

Keep order on the rinks in a diplomatic way. *Prohibit games like "Whip" and extremely fast skating so that small children will not be hurt.* Be friendly and helpful; order is to be maintained on the rinks in an effort to enhance enjoyment. In the event of any serious disciplinary problems call the St. Anthony Police Department at 911.

### **Lost & Found Articles**

Unclaimed lost and found articles should be kept at the warming house until the close of the skating season, at which time they will be transferred to city hall.

### **Storage of Equipment or Valuables**

Under no circumstances shall articles be accepted for overnight or weekend storage. Attendants shall not hold valuables or equipment for participants.

### **Keys**

Attendants are responsible for keys. Keys should not leave the possession of the person whom they are assigned. Never give a key to a patron. If you lose your key, report this to city hall immediately.

### **Warming House**

Attendants are responsible for making sure the shelter is open, clean and safe. "Rough housing" and smoking are not allowed in the shelter. At the end of each shift, attendants have the following responsibilities: vacuuming the warming house, picking up debris from the floor, bringing shovels inside, and checking that the thermostat is set at fifty-five (55) degrees at closing.

### **Head Count**

Count the number of people using the rink each hour. Record the number of people on the Head Count Sheets. Please submit your Head Count Sheets to city hall each time you turn in your time card.

### **Radio**

The radio can be on while the warming house is open, but must be turned off after 9:00 p.m. The volume control shall not be set any higher than level three (3). If residents complain that the the music is too loud, the radio will be removed.



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## **Scheduling/Hours/Timecards**

### **Work Schedules**

The attendants shall complete a schedule for each month and provide a copy to city hall. In the event a change is necessary, it is the responsibility of the scheduled attendant to find a replacement.

In the event of an illness or emergency, notify city hall immediately so arrangements for a replacement can be made. Tardiness will not be tolerated (except in the case of an emergency). Attendants are responsible for keeping track of their hours worked and completing their timecards. It is expected that the attendant's time worked is accurately reflected on their timecard.

### **Warming House/Ice Rink Hours**

Monday - Thursday:	4:00 p.m. - 9:00 p.m.
Friday:	4:00 p.m. - 10:00 p.m.
Saturday:	12:00 p.m. - 10:00 p.m.
Sunday:	12:00 p.m. - 9:00 p.m.
School Holidays:	12:00 p.m. - 10:00 p.m.

### **Time Cards**

Timecards should be kept in the "Warming House Book" located in the desk at the warming house. They will be collected every other Wednesday. Checks will be available approximately two weeks later. If automatic deposit is used, your wages will be wired to your bank on Friday of the week timecards are collected.

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## **Injuries and Accidents**

In the case of broken limbs, head injuries or other serious injuries, call 911 immediately. 911 calls can be made with the phone in the warming house. Attendants should never take a person to the hospital in a private car. If you are unsure about the severity of an injury, call 911 anyway.

If a young child suffers a less serious injury or if he or she becomes ill, find a reliable person to accompany the child and stay with them until they are turned over to a parent or guardian who will be responsible for them.

All major and minor accidents or injuries must be recorded on an accident report form and delivered to city hall. A major accident or injury is one requiring treatment from a doctor. A minor accident or injury involves minor cuts, bruises or anything that would cause temporary pain. Major accidents or injuries should be reported immediately to city hall. Accident report forms should be as detailed as possible.

When filling out the accident report form it is very important to get the name, telephone number, and address of the person injured. It is also important to get the same information from all witnesses to the accident. Accident report forms can be found in the warming house. Please contact the city hall for any emergency or incidents after calling 911, and the parents or guardian of the individual.

---

## Rink Maintenance

Rink maintenance needs to be done on a daily basis. Rink maintenance includes scraping and shoveling the rinks. When scraping and shoveling the rinks, make sure the snow is pushed all of the way off the ice or lifted over the hockey boards. This is important because snow left around the edges of the rinks will degrade the quality of the ice. Additionally, attendants may be needed to help flood and prepare the rinks. This is generally done before or after the hours the rink is open.

The attendant on duty is not to leave the warming house to remove snow from the rinks if there are people in the warming house. If no skaters are in the warming house, the attendant should shovel and scrape the rinks, as well as keep the warming house clean.

Keeping the rinks in good condition by shoveling, scraping, and flooding, will extend the life of the ice rinks and the skating season - which may mean more hours for you.

## Inclement Weather

SNOW - If the rinks are covered with a significant amount of snow, the skating schedule should be adjusted accordingly. For example, in the event of a heavy snowfall the rinks shall remain closed until they can be cleared. Public Works/Maintenance will clear the rinks after heavy snowfalls as soon at their earliest opportunity. Clearing the rinks after lighter snowfalls shall be the duty of the attendant and/or the people using them. The attendant on duty is not to leave the warming house unattended to remove snow from the rinks if there are people in the warming house. Thus, it can be important to obtain the help of skaters by politely asking them to participate in light snow removal. It will take approximately one hour for two people using two scrapers to remove light snow from the rink.

COLD - When the temperature is colder than minus fifteen (-15) degrees below zero or the wind-chill is colder than minus thirty (-30) degrees below zero, the rinks will be closed.

WARM - If the temperature reaches thirty-two (32) degrees above zero or high enough to create soft ice the rinks shall be closed. The attendant should use their best judgement in deciding to keep the warming house open or not. We may, however, occasionally over-rule your decision. Warm temperatures can make the ice rinks soft and difficult to maintain. Cold temperatures can be dangerous.

---

**Accident/Damage Report**  
**(Call 911 in case of serious injury or vandalism.)**

Note: If this report is filled out on your shift, call city hall at 651-792-7650 to let us know.

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

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Name of Person Injured or Damaging Property \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Description of Injury or Damage \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Full Details of Accident or Damage and Action Taken \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witness #1 \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Age \_\_\_\_\_

Witness #2 \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Age \_\_\_\_\_

Witness #3 \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Age \_\_\_\_\_

Was the Police Department Notified? \_\_\_\_\_

Staff on Duty \_\_\_\_\_

Date of Report \_\_\_\_\_ Signature \_\_\_\_\_

## Head Count Sheet

Employee

Date

Day of the Week

Shift Time	Number Using the Rink
Noon to 1:00 p.m.	
1:00 to 2:00 p.m.	
2:00 to 3:00 p.m.	
3:00 to 4:00 p.m.	
4:00 to 5:00 p.m.	
5:00 to 6:00 p.m.	
6:00 to 7:00 p.m.	
7:00 to 8:00 p.m.	
8:00 to 9:00 p.m.	

## Head Count Sheet

Employee

Date

Day of the Week

Shift Time	Number Using the Rink
Noon to 1:00 p.m.	
1:00 to 2:00 p.m.	
2:00 to 3:00 p.m.	
3:00 to 4:00 p.m.	
4:00 to 5:00 p.m.	
5:00 to 6:00 p.m.	
6:00 to 7:00 p.m.	
7:00 to 8:00 p.m.	
8:00 to 9:00 p.m.	

## Head Count Sheet

Employee

Date

Day of the Week

Shift Time	Number Using the Rink
Noon to 1:00 p.m.	
1:00 to 2:00 p.m.	
2:00 to 3:00 p.m.	
3:00 to 4:00 p.m.	
4:00 to 5:00 p.m.	
5:00 to 6:00 p.m.	
6:00 to 7:00 p.m.	
7:00 to 8:00 p.m.	
8:00 to 9:00 p.m.	

## Head Count Sheet

Employee

Date

Day of the Week

Shift Time	Number Using the Rink
Noon to 1:00 p.m.	
1:00 to 2:00 p.m.	
2:00 to 3:00 p.m.	
3:00 to 4:00 p.m.	
4:00 to 5:00 p.m.	
5:00 to 6:00 p.m.	
6:00 to 7:00 p.m.	
7:00 to 8:00 p.m.	
8:00 to 9:00 p.m.	

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## **Warming House/Ice Rink Attendant's Responsibilities**

- 1 You are responsible for the safety of everyone in the warming house and on the ice rinks.
- 2 Please see that hockey players play on the hockey rink ONLY.
- 3 It is your responsibility to remove anyone from the warming house or the rinks for misconduct.
- 4 Do not let anyone in the back room of the warming house.
- 5 Do not store skates or any equipment in the back room.
- 6 There is to be no use of alcoholic beverages or drugs.
- 7 In the event of an emergency you are to dial 911. Then, call the parent or guardian of the individual.
- 8 The telephone is for EMERGENCY USE ONLY. No one is to use the phone for any other reasons. If you have a problem, contact City Hall.
- 9 Please count the number of people at the rinks each hour of each shift.
- 10 The thermostat should be turned down to the lowest temperature setting at closing. DO NOT turn the thermostat off.
- 11 Keys to the warming shelter and storage room must be returned at the close of the season in order to receive your last check.

I have received, read, and understand the policies outlined in the Warming House/Ice Rink Attendant's Manual.

---

Employee Signature

Date

## **CITY OF LAUDERDALE POSITION DESCRIPTION**

**Job Title:** Warming House/Ice Rink Attendant

**Department:** Parks and Recreation

**Immediate Supervisor:** Assistant to the City Administrator

**Date of Latest PD Revision:** December 2006

**FLSA Status:** Non-Exempt Temporary

**Position Objective:** Responsible for the operations of the ice rink and shelter buildings on evenings, weekends and holidays from December – February for 10-30 hours per week. Includes supervising the activities and facilities located within the park assigned. Responsible for the overall safety of the participants.

**Essential Duties and Responsibilities:** Attendants need to be people oriented with the ability to interact with many different people and ages. This position requires people who are able to work both independently and as a team member; who are able to make quick and appropriate decisions and able to handle difficult situations in a rational, positive direction.

- Follows policies, procedures and guidelines set forth in the Ice Rink/Warming House Attendant's Manual.
- Has a thorough understanding of all policies of the ice rink and warming house program.
- Maintains a clean warming house and skating area by keeping all areas free of debris and garbage.
- Maintains accurate reports and records as required on daily attendance.
- Supervises free skating.
- Maintains control and discipline in the warming house and skating areas.
- Assures the safety of all participants.
- Practices good public relations with participants, parents and other individuals using the park facilities.
- Responds correctly in emergency situations.

### **Minimum Qualifications:**

- Minimum age: 16 years.
- Ability to work independently with minimal supervision.
- Ability to relate and interact with all ages.
- Ability to communicate effectively both orally and written.
- Ability to maintain order and security.
- Ability to utilize common sense.
- Willingness to work afternoons, evenings, weekends and the winter holiday vacation schedule.
- Must pass criminal background check.

**Supervision of others:** None

**Responsible for Public Contact:**

- Effectively communicate with residents and the general public.

**Work Environment:**

- Work is performed in an inside temperature controlled environment with periodic checking of the pleasure ice skating rink and the hockey rink.
- Work is also performed in an outside environment scraping and maintaining rinks.

**Essential Physical Requirements:**

- The physical demands are those encountered while performing the listed essential functions.
- While performing the duties of this job, the employee is regularly required to sit, talk, stand, walk, use hands to move equipment, reach with hands and arms, balance, stoop and kneel.

The City of Lauderdale does not discriminate on the basis of race, color, national origin, sex, religion, age, and handicapped status in employment or the provision of services.

**EOE/AA**





# LAUDERDALE COUNCIL ACTION FORM

### Action Requested

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

Meeting Date December 12, 2006

ITEM NUMBER 9D—Election Judge Wages

STAFF INITIAL

**HAB**

APPROVED BY ADMINISTRATOR

**BH**

### DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The election judge pay scale ranges from minimum wage to about \$12 an hour. The attached spreadsheet highlighting the wages of various cities was passed around by city clerks earlier this year. As expected, election judge pay in the metro is generally higher than in greater Minnesota. Locally, Little Canada pays \$9.00; Roseville pays \$7.50 for judges and \$8.50 for chairs; Falcon Heights pays \$6.50 for judges and \$7.00 for chairs; and St. Anthony pays \$7.50 for judges and \$8.50 for chairs (increase planned for 2007). An increase of \$1.00 per hour would bring our compensation in step with many metro cities. Currently judges receive \$7.00 per hour and the head election judge receives \$8.00 per hour.

### OPTIONS:

1. Increase election judge pay to an amount set by council for 2007.
2. Do not increase election judge pay for 2007.

### STAFF RECOMMENDATION:

Election judges work hard and an increase in pay seems reasonable to help ensure we have enough judge on election day. A \$1.00 increase in pay per hour would result in a net cost not exceeding \$200.00.

### COUNCIL ACTION:

**ELECTION JUDGE PAY/REIMBURSEMENT  
CITY COMPARISONS - 2006**

Name of City & Population	Population * 2003	Election Judge Pay Per Hour	Head Judge Pay Per Hour	Assistant Pay Per Hour	Other Reimbursements	Plan To Increase Pay?
Oronoco	877*	\$10.00	\$11.00		Also pay for time at trainings.	
Bloomington	85285*	\$9.50	\$10.75	\$10.00		
Wabasha	2,618*	\$9.50	\$10.50			
Arden Hills	9,660*	\$9.00	\$11.00			
Stillwater	15,589*	\$8.75	\$11.30		Provide fruit or donuts in morning and a box lunch for 2nd shift judges.	
Maple Grove	52,350*	\$8.50	\$10.50			
Faribault	21,166*	\$8.50	\$10.00		Co-chairs and nursing home judges receive additional \$10 per day for mileage expenses.	
Blaine	46,000*	\$8.50	\$9.00	\$9.00	Pay Head/Assistant Judges mileage at Government rate for pick up/delivery of supplies, etc. (Judges bring potluck.)	Maybe
Red Wing	16,211*	\$8.35	\$10.01		Pay mileage for pick up/delivery of supplies.	Maybe
Rochester	89,325*	\$8.00	\$10.00		Provide cookies/beverage for training.	
Slayton	2,073*	\$8.00	\$9.50		Provide lunch. Pay an hour each way extra for pick up/delivery of supplies.	
Minnesota Lake	681	\$8.00	(City Clerk)			
Minnetrista	4,475*	\$8.00	\$8.50		Provide meals during election and training session.	
Waite Park	6,644*	\$8.00	\$8.50		Provide coffee, cookies and doughnuts only.	
Crosby	2,312	\$8.00	\$8.00		Morning goodies. Pay for training time.	
Heron Lake	767*	\$8.00	\$8.00	Students \$5.15		
St. Clair	832	\$8.00	\$8.00		Provide coffee, juice, rolls and cookies.	
Trimont	755*	\$8.00	\$8.00		Morning goodies. Pay for training time.	

Name of City & Population	Population * 2003	Election Judge Pay Per Hour	Head Judge Pay Per Hour	Assistant Pay Per Hour	Other Reimbursements	Plan To Increase Pay?
Taylor Falls	977*	\$7.75	\$8.50		Provide meals and snacks. Mileage reimbursement for training at county.	
Morris	5,081*	\$7.50	\$200 for day + \$7.50/hr training		Provide goodies. No meals.	
Sartell	10,333*	\$7.50	Additional \$30.00/day		Pay for mileage and meals if at a facility where they can't fix meals.	
Milroy	272*	\$7.50	\$7.50		No snacks or food.	
Rushford	1,781	\$7.50	\$7.50		Provide snacks and supper.	
Hawley	1,884*	\$7.25	\$8.00			
Madison Lake	862*	\$7.25	\$7.25			
Miliona	293*	\$7.25	\$7.25		Pay for training.	
Parkers Prairie	1,013	\$7.25	\$7.25			
Stockton	696*	\$7.25	\$7.25			
Clara City	1384*	\$7.00	\$11.00			
Albert Lea	18,364*	\$7.00	\$9.00	\$8.00		
Duluth	86,125*	\$7.00	\$7.00 plus flat \$15.00		No meals, snacks, etc.	
Motley	594*	\$7.00	\$9.00		Provide lunch and dinner.	
Plymouth	66,675*	\$7.00	\$9.00		\$15.00 flat payment for attending training.	Maybe
Jenkins	300	\$7.00	\$8.00			
Fosston	1,569*	\$7.00	\$7.50		Pay mileage and hourly rate for training. (Judges bring potluck.)	
New Germany	346*	\$7.00	\$7.50		Provide hotdogs/buns/beverages/chips & donuts/pastries.	
Eden Valley	867*	\$7.00	\$7.00			Maybe
Eyota	1,664*	\$7.00	\$7.00		Pay for training, mileage, and one meal. Judges bring potluck for the entire day.	

Name of City & Population	Population * 2003	Election Judge Pay Per Hour	Head Judge Pay Per Hour	Assistant Pay Per Hour	Other Reimbursements	Plan To Increase Pay?
Olivia	2,560*	\$6.50	\$7.50		Provide lunch and beverages.	
Bemidji	12,073*	\$6.50	\$7.00			
Vesta	320	\$6.50	\$7.00		training.	
Montevideo	5,482*	\$6.25	\$6.50			Maybe
Underwood	327	\$6.15	\$6.15		Pay for training and IRS rate for mileage for	Maybe
Luverne	4,618*	\$6.00	\$6.00			Raising to \$7.00 this year.
Janesville	2,125*	Minimum Wage	\$.25 more		Provide lunch, supper, and refreshments.	

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

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

Meeting Date December 12, 2006

ITEM NUMBER 9E—2007 Depository

STAFF INITIAL HAB

APPROVED BY ADMINISTRATOR YES

BH

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

Annually, the city council names a depository for city funds and the city's investment brokers. The attached resolution names North Star Bank and the same investment companies as last year.

We regularly receive solicitations from banks and brokers who would like to work with the city. As a spot check on North Star's pricing, we recently had another bank provide comparative pricing. They said they could match the miscellaneous banking fees but they could not match the checkbook interest we receive from North Star. As long as North Star offers attractive rates, it seems prudent to use their services.

**OPTIONS:**

1. Adopt resolution 121206B Designating Official Depository & Investment Institutions.
2. Do not adopt resolution 121206B Designating Official Depository & Investment Institutions and direct staff to find an alternate depository or investment institutions.

**STAFF RECOMMENDATION:**

Adopt resolution 121206B Designating Official Depository & Investment Institutions.

**COUNCIL ACTION:**

**RESOLUTION DESIGNATING  
OFFICIAL DEPOSITORY & INVESTMENT INSTITUTIONS  
RESOLUTION NO. 121206B**

**RESOLVED**, that North Star Bank is hereby designated as a depository for the funds of the City of Lauderdale.

**RESOLVED ALSO**, that before any deposits are made that exceed the amount that is guaranteed by the Federal Deposit Insurance Corporation (FDIC), the depository must supply to the city a corporate surety bond in the amount of at least 10 percent more than the amount on deposit plus accrued interest at the close of the business day. The bond is subject to the approval of the city council.

**RESOLVED FURTHER**, that in lieu of the above bond, the depository may furnish collateral in the manner and to the extent permitted by law. All such collateral must be approved by the council and accompanied by a written assignment providing that, upon default, the financial institution shall release to the city on demand, free of exchange or any other charges, the collateral pledged.

**RESOLVED FURTHER**, all collateral must be placed in safekeeping in a restricted account at either a Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution that is furnishing the collateral. In case of default upon the part of the depository, the council of the city shall have full power and authority to sell such collateral or as much as may be necessary to realize the full amount due the city over such federal guarantee.

**RESOLVED FURTHER**, that checks of the city drawn from the official depository shall be signed by the mayor and city administrator or the mayor pro tem in the absence of either the mayor or the city administrator. Additionally, city administrator and deputy city clerk have authority to transfer funds from an official depository or investment institution to another for the purpose of investing city funds.

**RESOLVED FURTHER**, North Star Bank, RBC Dain Rauscher, Stifel Nicolaus (formerly Miller Johnson Steichen Kinnard), Northland Securities, Smith Barney/Citigroup, Piper Jaffrey/US Bancorp Investments, Financial Northeastern Companies, and the 4M Fund/Voyager Asset Management are the city's investment institutions and brokers for 2007.

These designations are in effect until December 31, 2007. Adopted this 12<sup>th</sup> day of December 2006, by the Council of the City of Lauderdale.

(ATTEST)

\_\_\_\_\_  
Jeff Dains, Mayor

(SEAL)

\_\_\_\_\_  
Brian Heck, City Administrator

# LAUDERDALE COUNCIL ACTION FORM

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

MEETING DATE <u>Tuesday, December 12, 2006</u>
AGENDA NUMBER <u>9-F</u>
DESCRIPTION <u>Approve final payment for seminary Pond repair and maintenance.</u>
<u>314</u>

BACKGROUND OR PAST COUNCIL ACTION
The city worked with Luther Seminary to develop a plan to reduce the potential for flooding the apartments. One of the actions required improvements to the pond structure on site.

OPTIONS

STAFF RECOMMENDATION
Pay contractor

COUNCIL ACTION

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

SECOND \_\_\_\_\_

STAFF ACTION





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

December 5, 2006

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

Re: Luther Pond EOF Grading Pay Request  
Our File No. 000532-06004-0

Honorable Mayor and City Council:

Attached are four (4) copies of Request for Payment No. 1 & Final in the amount of \$8,006.10. This is approximately \$790 under the original contract amount of \$8,795. This pay request includes all work necessary to complete the project. The contractor has agreed to the final construction cost and provided the required paperwork. We recommend the City accept this pay request and pay the Contractor the amount due.

Please review, sign all four copies and distribute as follows:

2 copies	City of Lauderdale
1 copy	Contractor, Attn: Paul Johnson
1 copy	Bonestroo, Rosene, Anderlik & Associates Inc., Attn: Darren Amundsen

If you have any questions, please call me at 651-604-4894.

Sincerely,

BONESTROO, ROSENE, ANDERLIK & ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read "D. T. Amundsen", written over a horizontal line.

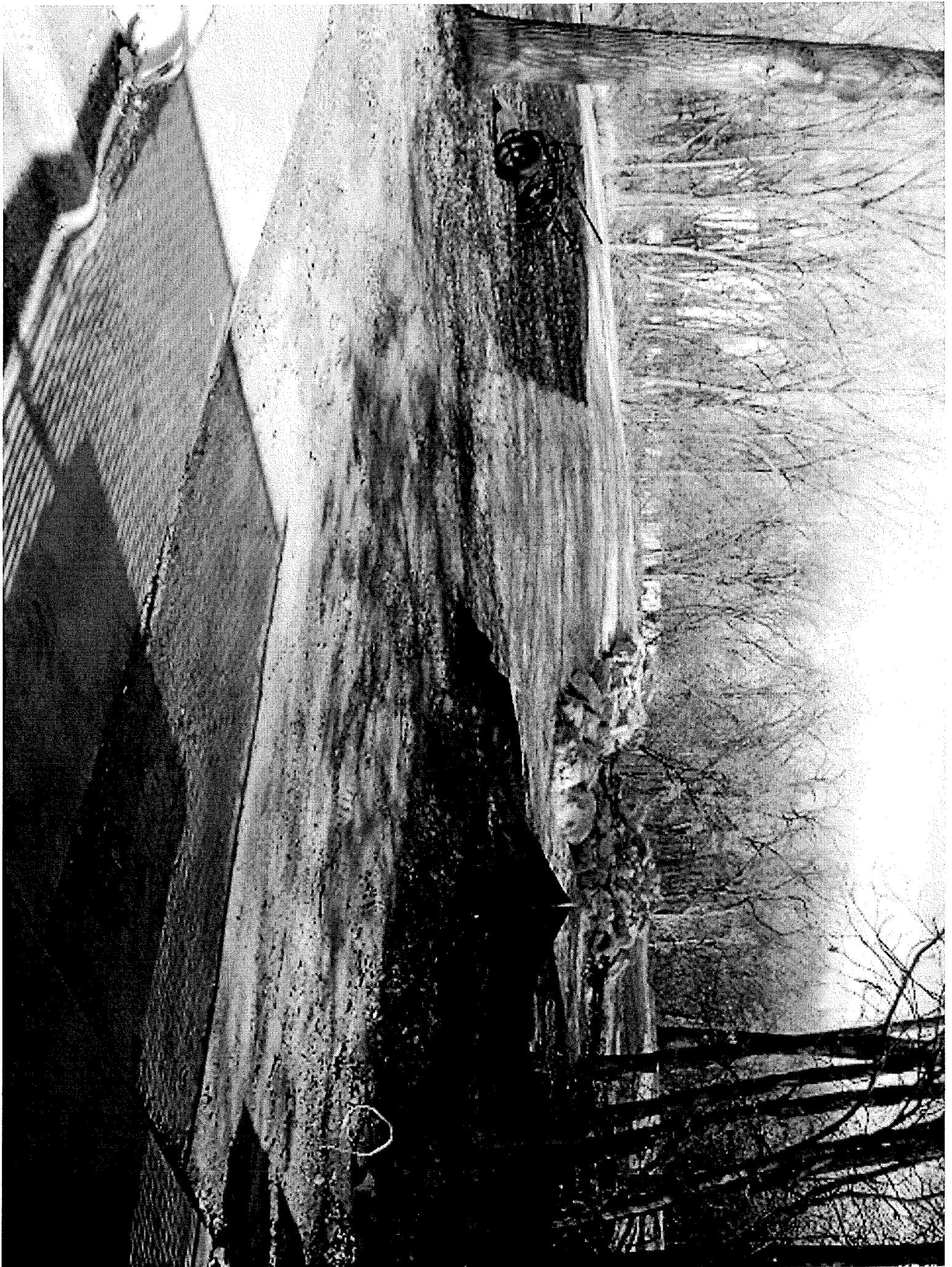
Darren T. Amundsen, P.E.

Attachment

*Bonestroo recently merged with DSU, bringing together some of the best regional talents in engineering, architecture, planning, landscape architecture, and urban design. Our combined team now provides integrated services in one organization.*

▪ St. Paul, St. Cloud, Rochester, MN ▪ Milwaukee, WI ▪ Chicago, IL

Affirmative Action/Equal Opportunity Employer and Employee Owned





# LAUDERDALE COUNCIL ACTION FORM

## TYPE OF REQUEST

- Consent   
Action   
Resolution   
Information   
Work session

MEETING DATE Tuesday, December 12, 2006

AGENDA NUMBER 13-A Audit Firms

DESCRIPTION Consideration of RFP's from responding audit firms.

## BACKGROUND OR PAST COUNCIL ACTION

Lauderdale selected the current auditing firm 12 years ago. The council requested staff prepare and solicit proposals from other auditing firms to conduct the city's 2006 year end audit with an option to complete the city's 2007 and 2008 year end audit.

RFP's were due in by 4:30 p.m. Friday, December 08, 2006.

## OPTIONS

1. Review RFP's and select audit firm based on submittals.
2. Establish a committee to review and recommend firm to council at a meeting in January.

## STAFF RECOMMENDATION

Staff recommends the council establish a review committee consisting of one or two council members and staff to review and recommend an audit firm

## COUNCIL ACTION

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

SECOND \_\_\_\_\_

STAFF ACTION

