

**LAUDERDALE CITY COUNCIL MEETING AGENDA
TUESDAY, AUGUST 9, 2005
CITY HALL, 7:30 P.M.**

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:

FILE

Council members:

Christensen _____ Giannetti _____
Gill-Gerbig _____ Doherty _____
Mayor Dains _____

Staff: Bakken-Heck _____

2. APPROVAL OF THE AGENDA

3. APPROVAL

- A. Approve minutes for 7/26/05 City Council Meeting
- B. Approve claims totaling \$ 19,219.05

4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS NOT ON THE AGENDA

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

5. CONSENT

- A) Approve Attendance of Administrator at Clerks Orientation conference, August 23 – 25, 2005 at the League of Minnesota Cities. Cost \$225.00.

6. SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS

7. INFORMATIONAL PRESENTATIONS

- 1) Discussion with neighborhood regarding 1801 Eustis Street

8. PUBLIC HEARINGS

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

- 1) Conditional Use Permit for Nextel Radio Tower located at 1633 Eustis Street
- 2) Variance request for construction of handicapped ramp at 1827 Fulham Street.

9. REPORTS

10. DISCUSSION

11. ACTION

- 1) Recreational Fire Ordinance
- 2) Clandestine Drug Lab Manufacture Ordinance

12. ITEMS REMOVED FROM THE CONSENT AGENDA

13. ADDITIONAL ITEMS

14. SET AGENDA FOR NEXT MEETING

- 1) Commissioner Parker Report
- 2) St. Anthony Police Department Annual Report
- 3) Don Brauer – Larpentuer Avenue Project

15. WORK SESSION

- 1) General Fund Budget Discussion

16. ADJOURNMENT

**Lauderdale City Council
Meeting Minutes
July 26, 2005**

Acting Mayor Giannetti called the meeting to order at 7:30 pm and asked the Administrator to call the roll.

Councilmember present: Christensen, Gill-Gerbig, Giannetti and Doherty.

Not Present: Mayor Daines

Staff Present: Administrator Bakken-Heck

2. APPROVAL OF AGENDA

The Council approved the agenda on a motion by Gill-Gerbig and a second by Doherty.

3. APPROVALS

1. Minutes: Christensen moved the approval of the minutes second by Doherty and carried.
 2. Claims: Doherty asked about the fire calls claim. Administrator Bakken-Heck stated the city is responsible for fire calls both real and false as there is no ordinance that he is aware of that allows the city to bill the false alarm. The Council approved the claims totaling \$57,051.54 on a motion by Gill-Gerbig and a second by Doherty.
4. Public Discussion of items not on the agenda.

Mr. Brian Lindstrom of 1951 Walnut Street addressed the Council on behalf of his mother, Ms. Helen Lindstrom of 1921 Lindstrom. He presented information to the council about problems his mother is having with erosion in the back yard where ally improvements were made. He stated there was a cinder block retaining wall before the improvements took place and during the construction, the retaining wall was removed. He said ever since, there has been erosion problems. He stated he spoke to Dave H, public works approximately one month ago and has not heard back from him. He installed grass in the area, but that did not work. He is requesting the Council consider replacement of the retaining wall. The Council thanked Mr. Lindstrom and directed staff to work with the engineer to see what, if anything can be done and to report back to the council.

and not the problem. The Mayor encouraged him to get involved in the neighborhood watch group. The council thanked Mr. Lewis.

5. CONSENT

- A. Council member Gill-Gerbig moved and Christensen seconded the consent item A) Second quarter Financial Report and thanked Jim Bownik for his work.

6. REPORTS:

Bob Welch presented the Council with a report on the status of the insurance for the City and briefly explained the League of Minnesota Cities Insurance Trust program.

On a motion by council member Gill-Gerbig and a second by Doherty, the council approved the city's participation and agreement in this program.

7. DISCUSSION ITEM

8. ACTION

Administrator Bakken-Heck provided background on the Northdale Construction / Midwest Boring issue. Councilmember Christensen asked about the total dollar amount and the apparent difference in the materials the Council received. Bakken-Heck stated the letter to Northdale reiterated the position of the described the initial offer and the amount on the council action form reflects the final amount agreed to. Bakken-Heck stated the LMCIT is reimbursing the city \$1,000 so the actual cost to the city remains \$15,000. The break down for the costs is as follows: \$10,000 to close out the 2002 road project and \$6,000 to settle the suite.

On a motion by council member Gill-Gerbig and a second by Christensen, the council approved the agreement with Northdale construction and Midwest Boring on a roll-call vote with all members voting yes.

9. ADDITIONAL ITEMS

Council member Gill-Gerbig and acting Mayor Giannetti asked for a brief synopsis of the "Day in the Park" celebration. Council member Doherty provided a summary of activities and turnout.

10. SET AGENDA FOR NEXT MEETING

1. Resident Meeting regarding the property at 1801 Eustis may not be needed based on circumstances of the sale of this property.
2. Conditional Use Permit Public Hearing – Nextel Radio Tower
3. Goal Setting date

11. WORK SESSION

1. Dave Callister presented information on the Larpentuer Avenue project. He walked the Council through the process and where the city is at this time. Mr. Callister stated that the role of the City in this process is to develop goals, both primary and secondary, then develop a plan in an effort to achieve these goals. He also stated that communication with the community is a top priority. At this point, he stated the city hired Ehlers to consult on the project, hired a planner (Don Brauer), and developed goals. The next steps include financial feasibility, refining the proposed plans, communicating with the residents (open houses and such) and doing market feasibility studies. As the council moves forward with any projects, additional steps include working with developers, determining financing, working out agreements and such.

Mr. Callister indicated he will begin working out the financing for various proposals and will contact Don Brauer to set up a meeting for him to discuss the draft plans he developed. The preferred date selected by the Council is August 23, with the alternate date being September 13.

Administrator Bakken-Heck will send a letter to the Metropolitan Council requesting an extension to the Livable Communities Grant to July 31, 2006.

Administrator Bakken-Heck discussed with the council the initial draft of the city budget and asked for input on how they would like it presented. Bakken-Heck discussed the potential capital items including the social room floor and the restrooms at city hall as well as the purchase of new mowing and snow removal equipment and upgrading the city's telephone system. Council member Doherty asked if the new phone system would work if the computer systems such as e-mail, were to go down since under the concept the phone and computer system are integrated. Bakken-Heck said he would

have to check on that as well as if the current phone number could be retained.

Bakken-Heck then addressed the issue of the city's Tax Increment Finance District (TIF). He stated the bonds in the district are retired and as a result the Council is faced with selecting one of two options. One is to decertify the district and return the area to regular taxing status, the other is to keep the district and retain the increment generated. To keep the district and continue to capture the increment, the council needs to develop an acceptable plan for the use of the funds. The council's desire at this time is to continue to capture the increment and develop a plan for its use. Bakken-Heck suggested Jessica Cook come to a meeting to discuss this with the council so that a proper plan can be developed by the council for the use of this increment.

Council member Doherty asked about the personnel costs in the PCIC budget and why they have declined so much. She expressed concern that it meant less staff support for the committee. Bakken-Heck stated staff time stays the same. The drop in personnel costs is attributed to some preliminary alterations in percent of time allocated, but does not reflect the actual time given to committee support activities. Doherty then asked about the Park Improvement Budget and why there are no expenses listed in this area. Bakken-Heck stated there is no capital projects listed in the 2006 capital plan. Bakken-Heck stated this is an area the council needs to determine during the budget setting process.

Acting Mayor Giannetti closed the meeting at 10:00 p.m. to discuss ongoing litigation regarding park property.

The Council reopened the meeting at 10:06 p.m.

There being no further business to discuss, the meeting adjourned at 10:07 p.m. on a motion by Gill-Gerbig and a second by Christensen.

The next meeting is scheduled for Tuesday, July 26, 2005 at 7:30 p.m.

CITY OF LAUDERDALE
Claims for Approval
August 9, 2005 City Council Meeting

<u>Payroll</u>		
07/29/05 Payroll:	Check # 7837, 500005-500009	\$7,072.82
07/29/05 Payroll:	EFT: Federal Withholding Taxes/FICA	\$2,337.17
07/29/05 Payroll:	EFT: PERA	\$1,016.25
07/29/05 Payroll:	EFT: ICMA Retirement Fund	\$1,080.38
07/2005 Payroll:	EFT: State Withholding Taxes	\$1,252.04
<u>Vendor Claims</u>		
08/9/05 Claims:	Check # 17625-17646	\$6,460.39

Subtotal of Claims From Above **\$19,219.05**

Total Claims for Approval	\$19,219.05
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After - Posting
Report

CITY OF LAUDERDALE

07/20/05 12:49 PM

Page 1

Paid Register

Check Number	Employee Number	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date	Status
007837	000000037	WALSH, KEVIN	14.1	BI-WEEKLY	\$1,131.17	7/29/2005	Outstanding
007836		VOID	14.1		\$0.00	7/29/2005	Void
					<hr/>		
					\$1,131.17		

CITY OF LAUDERDALE

Paid Register

Check Number	Employee Number	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date	Status
500005	000000001	BAKKEN-HECK, BRIAN	15	BI-WEEKLY	\$1,768.75	7/29/2005	Outstanding
500006	000000011	BOWNIK, JAMES	15	BI-WEEKLY	\$1,264.42	7/29/2005	Outstanding
500007	000000002	HINRICHS, DAVID C	15	BI-WEEKLY	\$1,458.85	7/29/2005	Outstanding
500008	000000005	HUGHES, JOSEPH A	15	BI-WEEKLY	\$899.94	7/29/2005	Outstanding
500009	000000037	WALSH, KEVIN	15	BI-WEEKLY	\$549.69	7/29/2005	Outstanding
					\$5,941.65		

CITY OF LAUDERDALE

Vendor Transactions

CHECK Nbr	Check Date	Batch Name Invoice	Amount	Comments
Search Name ACCOUNTEMPS				
017625	8/9/2005	080905claims 13793435	\$371.25	Deputy Clerk, Germain
Search Name ACCOUNTEMPS			\$371.25	
Search Name AFSCME				
017626	8/9/2005	080905claims 07/05 Dues	\$121.35	Dave, Joe, Kevin July Dues 2005
Search Name AFSCME			\$121.35	
Search Name BAKKEN-HECK BRIAN				
017627	8/9/2005	080905claims July 05 Expense	\$440.00	ICMA Registration
Search Name BAKKEN-HECK BRIAN			\$440.00	
Search Name BIFFS, INC.				
017628	8/9/2005	080905claims W262198	\$74.55	Day in Park
Search Name BIFFS, INC.			\$74.55	
Search Name BWANA ARCHERY				
017629	8/9/2005	080905claims 14244	\$95.83	2 Archery bales for Park
Search Name BWANA ARCHERY			\$95.83	
Search Name CINTAS				
017630	8/9/2005	080905claims 470321772	\$26.63	Uniforms
Search Name CINTAS			\$26.63	
Search Name CITY OF ROSEVILLE				
017631	8/9/2005	080905claims 0004930	\$164.08	Joint Powers 07/05
Search Name CITY OF ROSEVILLE			\$164.08	
Search Name EAST HENNEPIN AUTO SERVICE INC				
017632	8/9/2005	080905claims	\$59.31	Fuel 07/05
017632	8/9/2005	080905claims	\$6.59	Fuel 07/05
Search Name EAST HENNEPIN AUTO SERVICE INC			\$65.90	
Search Name GLENWOOD INGLEWOOD				
017633	8/9/2005	080905claims 07/05 Statement	\$38.15	Bottled Water 07/05
Search Name GLENWOOD INGLEWOOD			\$38.15	
Search Name HAWKINSON, DENISE OR MARK				
017634	8/9/2005	080905claims 2005 D.I.P.	\$65.94	Rootbeer & Ice - Day in the Park
Search Name HAWKINSON, DENISE OR MARK			\$65.94	
Search Name HOME DEPOT CRC				
017635	8/9/2005	080905claims 579727	\$69.97	Waterslide - Day in the Park
017635	8/9/2005	080905claims 7593938	\$5.58	Gloves
017635	8/9/2005	080905claims 7593938	\$5.43	Tree marking paint
017635	8/9/2005	080905claims 7593938	\$38.98	Tools
Search Name HOME DEPOT CRC			\$119.96	
Search Name HUGHES & COSTELLO				
017636	8/9/2005	080905claims 08/05 Retainer	\$65.00	Retainer Invoice 08/05

CITY OF LAUDERDALE

Vendor Transactions

CHECK Nbr	Check Date	Batch Name Invoice	Amount	Comments
017636	8/9/2005	080905claims 08/05 Retainer	\$850.00	Retainer Invoice 08/05
Search Name HUGHES & COSTELLO			\$915.00	
Search Name KENNEDY & GRAVEN				
017637	8/9/2005	080905claims 66935	\$364.00	LA135-00003 General 06/05
017637	8/9/2005	080905claims 66935	\$2.74	LA135-00025 Proceeding Subsequent - P
017637	8/9/2005	080905claims 66935	\$1,036.00	LA135-00025 Proceeding Subsequent - P
Search Name KENNEDY & GRAVEN			\$1,402.74	
Search Name LILLIE SUBURBAN NEWS				
017638	8/9/2005	080905claims 07/05 Statement	\$639.76	Delivery
Search Name LILLIE SUBURBAN NEWS			\$639.76	
Search Name LMC				
017639	8/9/2005	080905claims 1-000022799	\$15.00	Safety conf/Bownik
Search Name LMC			\$15.00	
Search Name OFFICE MAX				
017640	8/9/2005	080905claims 8341J188	\$92.88	miscellaneous supplies
Search Name OFFICE MAX			\$92.88	
Search Name PARK SERVICE				
017641	8/9/2005	080905claims 07/05 statement	\$16.05	7/05/05, 7/18/05, 7/19/05 Fuel
017641	8/9/2005	080905claims 07/05 statement	\$144.45	7/05/05, 7/18/05, 7/19/05 Fuel
Search Name PARK SERVICE			\$160.50	
Search Name RAMSEY COUNTY, PROP REC & REV				
017642	8/9/2005	080905claims PRRLG-000468	\$266.66	Special Assesment Charge for 2005
017642	8/9/2005	080905claims PRRLG-000468	\$266.66	Special Assesment Charge for 2005
017642	8/9/2005	080905claims PRRLG-000468	\$266.68	Special Assesment Charge for 2005
017642	8/9/2005	080905claims PRRLG-000461	\$340.00	Recycling fees
Search Name RAMSEY COUNTY, PROP REC & REV			\$1,140.00	
Search Name S & T OFFICE PRODUCTS, INC.				
017643	8/9/2005	080905claims 01KC5572	\$12.73	Karen Doherty Name plate
Search Name S & T OFFICE PRODUCTS, INC.			\$12.73	
Search Name US BANK, DEBT SERVICES				
017644	8/9/2005	080905claims 1543627	\$158.13	admin fees 2000 street/util bonds
Search Name US BANK, DEBT SERVICES			\$158.13	
Search Name WASTE MANAGEMENT				
017645	8/9/2005	080905claims 2724699-0500-9	\$33.09	Garbage 08/05
017645	8/9/2005	080905claims 2724699-0500-9	\$33.08	Garbage 08/05
Search Name WASTE MANAGEMENT			\$66.17	
Search Name XCEL ENERGY				
017646	8/9/2005	080905claims 7/31/05 reading	\$17.31	07/05 City Hall Utilities
017646	8/9/2005	080905claims 7/31/05 reading	\$5.77	07/05 City Hall Utilities
017646	8/9/2005	080905claims 7/31/05 reading	\$188.07	07/05 City Hall Utilities

CITY OF LAUDERDALE

08/05/05 1:50 PM

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Vendor Transactions

CHECK Nbr	Check Date	Batch Name Invoice	Amount	Comments
017646	8/9/2005	080905claims 7/31/05 reading	\$62.69	07/05 City Hall Utilities
Search Name XCEL ENERGY			\$273.84	
			\$6,460.39	

FILTER: (([Period] in(8) and [Act Year] = '2005') and [Tran Nbr] in(20,21,22,23,25) and ([Vendor Nbr]>0))

CITY OF LAUDERDALE COUNCIL ACTION FORM

MEETING DATE: August 9, 2005

ITEM: Consent

DESCRIPTION: Authorize attendance by Brian Bakken-Heck, City Administrator, at the City Clerk Orientation Conference held August 23 – 25 at the League of Minnesota Cities offices. Cost of the program is \$225 and includes all materials, lunches and meeting refreshments.

OPTIONS:

ATTACHMENTS: Description of the training sessions

Brian Bakken-Heck

From: Frazell, Kevin [KFrazell@LMNC.ORG]
Sent: Monday, August 01, 2005 10:17 AM
To: MN C&C Mgr Assoc
Subject: [mcma] LMC Clerk's Orientation Conference

The LMC Clerk's Orientation Conference is coming up in three weeks. This annual training event at the LMC offices in St. Paul is a great "beginning" for people who are relatively new to the duties of city clerk or deputy clerk. Following is the conference announcement and registration information. Below that we have reprinted the actual agenda for the three-day training event.

League of Minnesota Cities 2005 Clerks Orientation Conference

If you are new to your job, or have never attended the League of Minnesota Cities Clerks' Orientation Conference, this three-day workshop is a must.

As with any new job, getting started with the right information, and knowing who and where to call is crucial. This LMC seminar, held since 1985, provides excellent basic training for municipal employees charged with municipal clerk's duties.

Where: LMC Office Building, 145 University Avenue West, St. Paul, MN 55103

When: August 23, 24, 25, 2005

Registration: Register online anytime at www.lmnc.org. We will accommodate 50 people on a first-come, first-served basis. We ask that you respond promptly to ensure a guaranteed registration. A confirmation packet, including a map to the League offices, will be mailed to all registrants.

Registration Cost: \$225 registration cost includes the following: CONFERENCE MATERIALS:

3-Ring Binder; MEALS: Morning bakery, coffee and tea -- all three days; Lunch -- all three days; and Wednesday Evening Dinner (additional cost for spouse/guest)

Lodging: A block of 25 rooms has been reserved for August 22, 23, and 24, at the Four Points by Sheraton, 400 North Hamline Avenue, St. Paul, MN 55104. To make a hotel reservation, call 651/603-5603 or call toll free at 800-535-2339. Please specify the League of Minnesota Cities room block. The room rates are \$84.00/single-double + tax. Check-in time is 3:00 p.m. and check-out time is 12:00 p.m. **The cut-off date for room reservations is Friday, August 5th**

Parking: Parking is free to all guests of the Four Points by Sheraton. A list of participants will

be mailed to all registrants to use for ride sharing. Free parking is also available at the LMC building.

Cancellations: All cancellations must be in writing and received by Friday, August 12th, 4:00 p.m. A \$30 handling fee will apply to all cancellations. There will be no refunds on any cancellations made after Friday, August 12th, 4:00 p.m.

Special Needs: If you have special dietary or transportation needs, please attach a written description to the registration form.

For further information contact, Cathy Dovidio at 651/281-1250 or cdovidio@lmnc.org

League of Minnesota Cities Clerks Orientation Conference 2005

PROGRAM

Tuesday, August 23

8:30 am REGISTRATION

9:00 am WELCOME

Jim Miller, Executive Director, League of MN Cities
OVERVIEW OF CLERKS ORIENTATION CONFERENCE
Tom Thelen, Field Representative, League of MN Cities

9:15 am FINANCIAL MANAGEMENT

Financial management and what goes into it will be covered in this session. How a city determines its financial needs. Truth in Taxation differences in a large city versus a small city. What reports to give to your council. How to prepare for an annual audit. These and many more items will be discussed to help you manage your city's finances.

Dan Jordet, Finance Director, City of Brooklyn Center

10:00 am BREAK—Meet with the League staff and

take this opportunity to tour the 2nd floor research library and meet with Research Staff

10:30 am FINANCIAL MANAGEMENT (continued)

12:00 Noon LUNCH

1:00 pm HUMAN RESOURCE ISSUES

Learn the basics about hiring and terminating employees, wage and overtime law and pay equity. Get answers to your questions about who has to be paid overtime and when, how to apply veteran's preference points in the hiring process and what the pay equity law does and does not require.

Laura Kushner, Director of HR & Benefits, LMC Staff

2:30 pm BREAK**3:30 pm Liquor Licensing 101**

4:30 pm Liquor Licensing 101 is a chance to learn the ins and outs of liquor licensing, including the role of the City Clerk in the liquor licensing process, the proper way to issue a license, and the types of licenses your city is able to issue. You'll also learn about the forms needed on file for the licenses you issue, as well as the types of changes to a business that may result in revocation of licenses.

Mike Polla, Special Investigator with the Alcohol and Gaming Enforcement Division, MN Department of Public Safety

Wednesday, August 24**8:30 am CLERKS: WHAT THEY CAN & CANNOT DO**

Learn about handling cash transactions. The city clerk's relationship with fire departments. Audit checklist, debt claims & disbursements, conflicts of interest, the depository & investment law. Special Investigation Unit: How special investigators become involved. Definition of fraud, its types, reasons, red flags and prevention.

Dave Kenney, Assistant Legal Counsel, State Auditor's Office

Mark Kerr, Assistant Legal Counsel, State Auditor's Office

Concurrent Session – choose one**10:00 am PAYROLL REPORTS**

An overview of PERA's membership eligibility requirements and reporting practices, including the processes of enrolling new members, reporting contributions and employment changes, and updating member information. Patrick Wesley, from the IRS will also provide information about basic employment tax return filing and will address issues related to independent contractors.

Patrick Wesley, IRS Representative, Internal Revenue Service

Mark Lindner, Employer Communications Specialist, PERA

10:00 am INSURANCE COVERAGE & LOSS CONTROL ISSUES

A discussion of LMCIT programs for property/liability workers' compensation and employee benefits will focus on coverage, things to think about when applying for insurance, and claim procedures. There are many ways that cities can reduce their risks of claims and lawsuits. We will also discuss LMCIT loss control assistance that is available and recommendations in such areas as employment, agreements, public works, and parks and recreation.

Bill Everett, LMCIT Associate Administrator

12:00 Noon LUNCH

1:00 pm A DAY IN THE LIFE OF A CITY CLERK

Learn about a "typical" city clerk's day, varied duties and how to manage issues such as working with the public, council and department heads, keeping personnel records, record retention and minutes.

Susan Vergin, City Administrator, City of Corcoran

3:00 pm BREAK

3:15 pm OPEN MEETING LAW

3:45 pm Learn about the nuts and bolts of the open meeting law from a city clerk's perspective. Find out the requirements for posting meeting notices and get answers to some of the most commonly asked open-meeting-law questions.

Susan Naughton, Staff Attorney/MAP, LMC Staff

5:30 pm Dinner & Shopping on Grand Avenue, St. Paul

Dinner at Billy's on Grand for casual dining

Stroll along Grand Avenue for some of the best shopping in the Twin City Area

Thursday, August 25

8:30 am BASIC ELECTION LAW & CITY CLERKS RESPONSIBILITIES

This session will cover basic election laws and who is responsible to make your election go smoothly. Learn about laws passed in recent legislative sessions and what the city's responsibility is when conducting elections. This session is designed to give you the basics and get you familiar with the resources to answer your election questions. **This session will contribute 2 hours to your certification for election administration. As a new clerk you are required to have 5 hours.**

Mike McCarthy, Election Administrator, Secretary of State's Office

10:30 am BREAK

10:45 am SEXUAL HARASSMENT PREVENTION

Several years ago, staff attorneys for the League of Minnesota Cities

Insurance Trust developed a two hour sexual harassment prevention training session. Since that time, the League's loss control program has successfully provided SHP training to many cities in Minnesota. This abbreviated version of that SHP training is a great reminder of the key issues your city needs to be aware of to prevent and deal with sexual harassment in the workplace.

Tracie Chamberlin, Human Resources Manager, LMC Staff

12:00 Noon LMC Web Site Demonstration with focus on how to search for Research memos,

how to search the LMC Handbook, how to join the Clerks Listserv and how to submit questions using the web.

Jeannette Bach, Research & Information Services Manager, LMC Staff

QUESTION AND ANSWER SESSION WITH TOM THELEN

12:30 LUNCH

1:00 PM GETTING ALONG WITH YOUR ELECTED OFFICIALS:
HOW TO WORK TOGETHER AS A TEAM

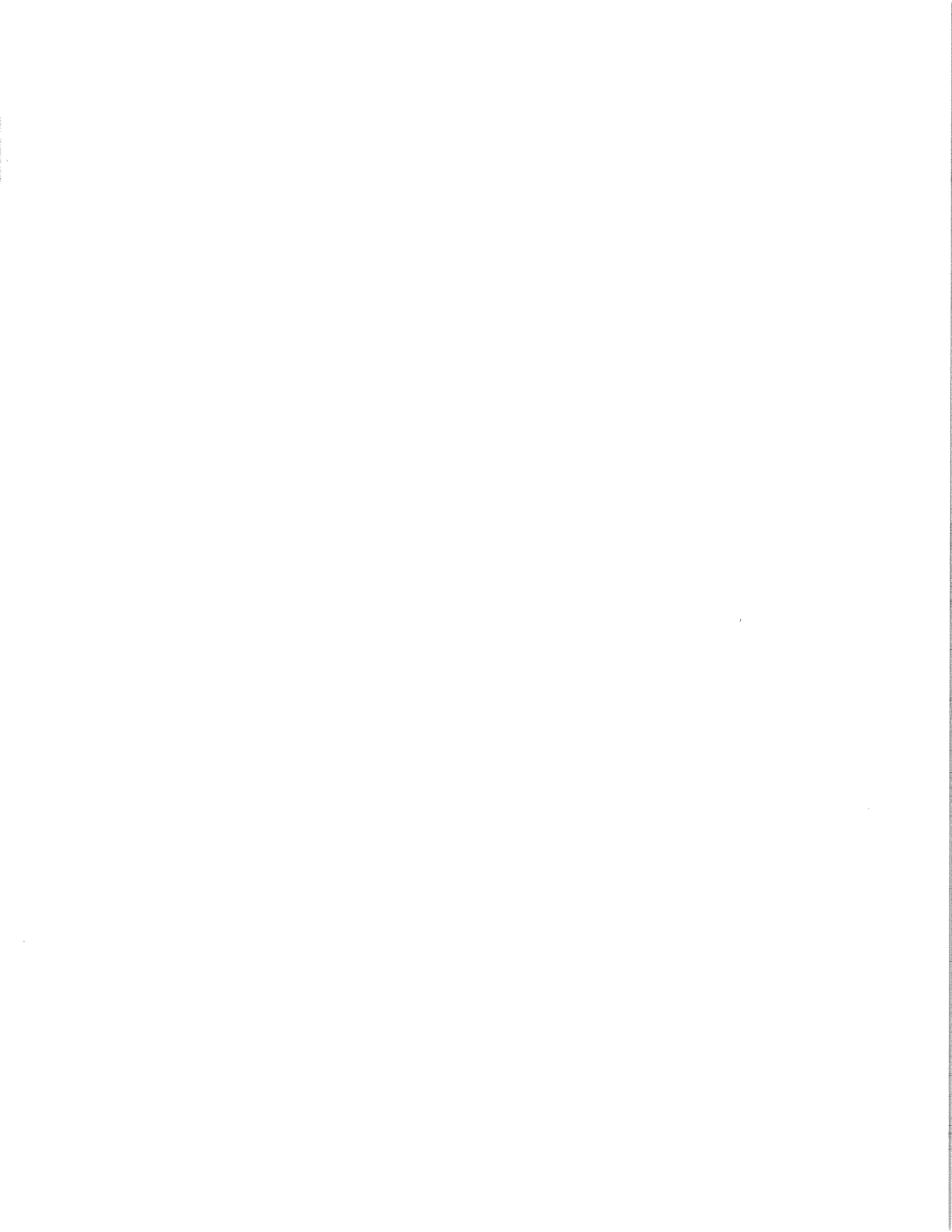
This session deals with issues concerning council and staff working relationships. Topics covered will be presented from the perspective of an appointed City Administrator. This session will include tips to help establish and maintain effective communications between staff and council. Opportunity will be provided for questions and answers to real life situations.

Kevin Frazell, Director, Member Services, LMC; former city administrator
For the cities of Cottage Grove and Mendota Heights

3:00 pm ADJOURN

You are currently subscribed to mcma as: unknown lmsubst tag argument: "
To unsubscribe send an email requesting to be removed to <mailto:rerickso@lmnc.org>

This email has been scanned by the MessageLabs Email Security System.
For more information please visit <http://www.messagelabs.com/email>



CITY OF LAUDERDALE COUNCIL ACTION FORM

MEETING DATE: August 9, 2005

ITEM: Informational Presentation

DESCRIPTION: Over the past several weeks many people inquired about the potential of converting the property at 1801 Eustis to a use other than single family. One owner applied for a conditional use permit to convert the unit to a duplex and others have inquired about the possibility of converting it to some type of business.

The Council chose to gather input and suggestions from the neighbors about what might be an acceptable use for this building in terms of zoning.

It should be noted the property sold and the buyer is not sure what they are going to do with the building at this time, however their intent is to improve the building. I informed the new owners of the meeting and they plan to be present to provide their ideas should the Council and neighbors wish to hear them.

OPTIONS:

Informational discussion only

ATTACHMENTS:

CITY OF LAUDERDALE COUNCIL ACTION FORM

MEETING DATE: August 9, 2005

ITEM: Public Hearing – Nextel Radio Tower CUP

DESCRIPTION: Nextel is proposing to construct a Telecommunications radio tower near an existing tower located on the NewMech site just south of Larpenteur Avenue. The company applied for a Conditional Use Permit, the proposal was published in the Roseville Review and notice sent to residents within 350' of the site.

OPTIONS:

It is staff's recommendation to lay the item over and to allow staff to develop written findings to present to the Council at the August 23, 2005 meeting.

ATTACHMENTS: CUP and materials.

July 20, 2005

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

8/9/05
Public Hearing

9219 East River Road NW
Minneapolis, MN 55433
Phone 763-786-1445
Fax 763-786-1030
www.prosourcetech.com

RE: Conditional Use Permit Application
Proposed Nextel Communications Cell Tower

Dear Mr. Bakken-Heck:

As you know, Nextel Communications (Nextel) is proposing a cell tower location within the City of Lauderdale near the intersection of Highway 280 and Larpenteur Avenue. The location of the proposed tower is on the property where parcel 1633 Eustis Avenue. The proposed tower location within the property is near the northwest corner of the parcel. Nextel has signed a lease agreement with the landowner, 807 Farrington Streets Associates, for the ground space necessary to install and maintain the tower and associated equipment shelter.

The proposed cell tower will be an 85 foot tall monopole structure (no guy wires) which will be designed to accommodate at least one additional carrier, as required by the City of Lauderdale Ordinance *Chapter 15 C(2) (Colocation Requirements)*, which states that any tower that is over sixty feet but less than 100 feet must accommodate at least one additional user. Furthermore, because the tower will only be 85 feet tall, it will not be illuminated. Also included will be a 12 foot x 20 foot equipment shelter at the base of the tower. As shown in the attached photos, the proposed tower will be adjacent to an existing cell tower currently owned by Verizon Wireless. Nextel evaluated the possibility of collocating their equipment on this existing tower because collocation is always Nextel's first priority. As mentioned below, because of the existing antennas at the top of the Verizon tower, this tower could not accommodate Nextel's equipment at the necessary height in order to meet their coverage objectives and connect to adjacent sites.

Before selecting a sight, Nextel developed a "search ring" of a ½ mile radius (4-5 blocks) which specified the area where they have a need to improve coverage. This search ring is developed based on their existing sites, proposed sites, customer feedback/complaints, technology, drive test data, etc. With this particular project, Nextel Engineering determined the center of the search ring to be near the intersection of Highway 280 and Larpenteur Avenue.

Before selecting the proposed New Mech site, Nextel evaluated several other potential sites. Nextel evaluated the existing TMobile cell tower on the west side of Highway 280, located on the north side of Larpenteur Avenue. Colocation on this tower is not possible due to a lack of ground space needed for Nextel's equipment shelter. Nextel also evaluated the ATC tower on the west side of Highway 280, located on the south side of Larpenteur Avenue. Collocation on this tower would not be possible because it would not pass Nextel's structural analysis, meaning it would not structurally accommodate Nextel's equipment.

As mentioned above, Nextel also evaluated the existing Verizon cell tower on the New Mech property. Because the existing antennas are at the top of the Verizon tower, this tower could not accommodate Nextel's equipment at the necessary height in order to meet their coverage objectives and connect to adjacent sites.

As required by the City of Lauderdale Tower Ordinance, attached are engineering drawings of the proposed project. Furthermore, Nextel is required to comply with all applicable FCC regulations which ensure that there is no interference with emergency and/or public safety telecommunications signals or signals from other licensed carriers.

Attached is the completed Conditional Use Permit Application, application fee of \$165.00, engineering drawings, and site photos.

We look forward to working with the City on this project. Please let me know if you have any questions, regarding this application. I can be reached at (763) 786-1445.

Sincerely,

ProSource Technologies, Inc.



David Hennen
Acquisition Agent

Attachments: Application Fee (\$165.00)
 Application Form
 Tower Drawings (5 copies)
 Site Photos
 Equipment Shelter Photos
 Equipment Shelter Drawings

City of Lauderdale

1891 Walnut Street • Lauderdale • Minnesota 55113

Phone: 651.631.0300 Fax: 651.631.2066

ZONING APPLICATION

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

Name of Applicant Nextel Communications (Agent: Dave Hennen
ProSource Technologies, Inc.)
Address 9219 East River Road NW
City Coon Rapids State MN Zip 55433
Address of Property 1633 Eustis Street
(if different than above)
Day Phone 763-786-1445 Evening Phone 763-458-8192 Fax 763-786-1030

Please describe why you are applying for this application
Nextel is proposing to install an 85-foot monopole
cell tower and associated 12 x 20 foot equipment shelter.

Paul Hennen

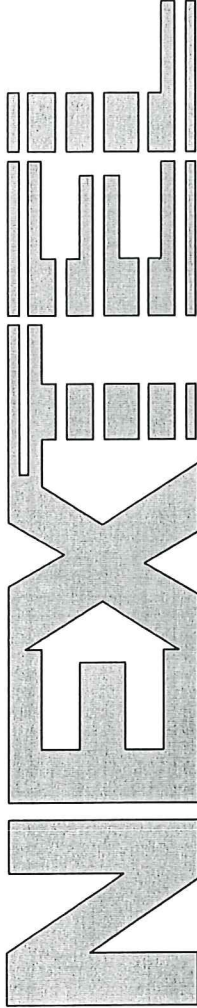
Applicant's Signature

7/20/05

Date

For Office Use Only		
Date of Application	<u>7/20/05</u>	Amount Paid <u>165.00</u> Receipt Number <u>7776</u>
PIN #	<u>208923220019</u>	
Recommendation of Planning Commission (approve/deny)	Meeting Date	
Date of Public Hearing		
City Council Action Taken (approved/denied)	Meeting Date	
Conditions?		

Site Plans
5 Copies



Nextel Communications, Inc.

SITE NAME
COMO

SITE NUMBER
MN-0320

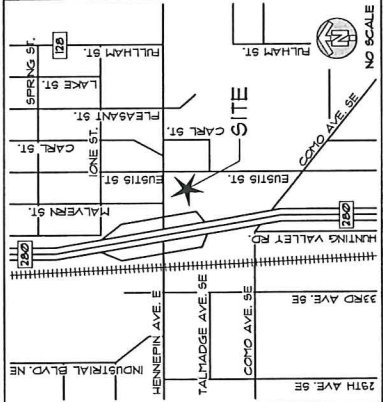
SITE ADDRESS
**1633 EUSTIS ST.
LAUDERDALE, MN 55108**

PROJECT TYPE
**(12) NEW ANTENNAS &
(15) NEW COAXIAL CABLES ON
NEW MONOPOLE
& NEW EQUIPMENT SHELTER**

DRIVING DIRECTIONS

DEPART FROM NEXTEL OFFICE:
1162 FRANCE AVE S. EDINA MN 55433.
CONTINUE ON 1100 FRANCE AVE S. (SOUTH) MERGE ONTO
I-494/95 S (EAST) AT EXIT 9A. TAKE RAMP (RIGHT) ONTO I-35
ONTO I-24/45 S (EAST) AT EXIT 10A. TAKE RAMP (RIGHT)
ONTO I-24/45 S (EAST) AT EXIT 10A. TAKE RAMP (LEFT) ONTO
RAMP TOWARDS MN-280. TAKE RAMP (LEFT) ONTO SR-280
TOWARDS MN-280. TURN RIGHT ONTO RAMP TOWARDS COMO
AVE. TURN LEFT (NORTH) ONTO EUSTIS ST/CR-151.
ARRIVE @ SITE.

VICINITY MAP



SHEET INDEX

NO.	DESCRIPTION
T-1	TITLE SHEET
L-1	SITE PLAN
L-2	SITE ELEVATION

PROJECT SUMMARY

SITE NAME: COMO
 SITE NUMBER: MN-0320
 SITE ADDRESS: 1633 EUSTIS ST. LAUDERDALE, MN 55108
 PROPERTY OWNER: STEVE ROBER (651) 645-0451
 PERMIT APPLICANT: NEXTEL COMMUNICATIONS 4200 W. GRAND AVE. ELTHURST, IL 60126 (630) 319-5700 (630) 319-5700
 PHONE: N 44° 59' 27.13" (NAD 83)
 FAX: W 93° 12' 12" (NAD 83)
 SITE COORDINATES: (NAD 83)
 LATITUDE: W 93° 12' 12" (NAD 83)
 LONGITUDE: (NAD 83)

APPROVAL

SIGNATURE	DATE
-----------	------

TEL: 847.724.0600 FAX: 847.333.0229 THIS DRAWING IS THE PROPERTY OF NEXTEL COMMUNICATIONS, INC. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED ON THIS DRAWING. ANY REUSE OF THIS DRAWING FOR ANY OTHER PROJECT OR AT ANY OTHER LOCATION WITHOUT THE WRITTEN CONSENT OF NEXTEL COMMUNICATIONS, INC. IS PROHIBITED.	DESIGNED BY: PD APPROVED BY: PB DATE: 07/16/09 DISCIPLINE: LEASE EXHIBIT INC: EP
DATE BOKED: _____ SITE NAME: COMO SITE NUMBER: MN-0320 SITE ADDRESS: 1633 EUSTIS ST. LAUDERDALE, MN 55108 SHEET NAME: TITLE SHEET SHEET NUMBER: T-1	

ABBREVIATIONS

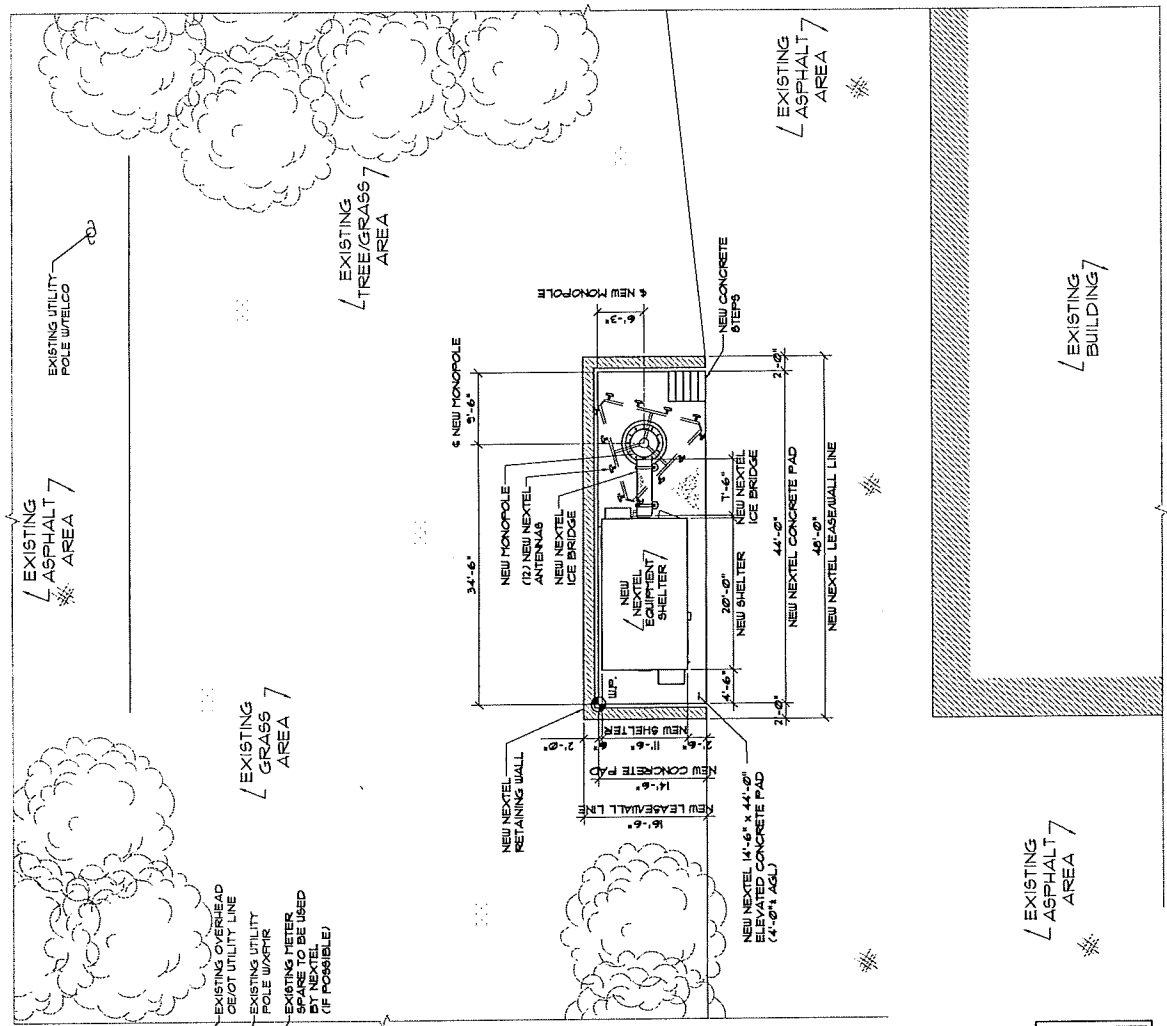
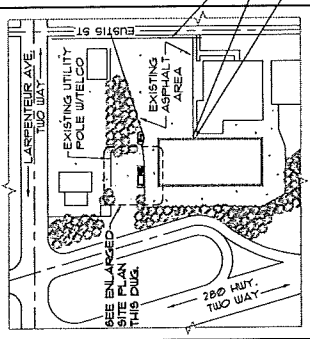
AF	ABOVE FINISHED FLOOR
ASL	ABOVE GRADE LEVEL
APP	APPROX
AUG	APPROPRIATE
BLDG	BUILDING
CD	CITY OF CHICAGO DISTRICT
CLR	CLEAR
COL	COLUMN
CON	CONCRETE
CONC	CONCRETE
DWG	DRAWING
FT	FOOT(FEET)
EGG	EQUIPMENT GROUND BAR
ELEC	ELECTRICAL
ELV	ELEVATION
EQUIP	EQUIPMENT
(E)	EXISTING
EX	EXISTING
FD	FOUNDATION
GA	GALVEZ
GALV	GALVANIZED
GPS	GLOBAL POSITIONING SYSTEM
HAX	HATCH
HAXP	HATCH PATTERN
MAN	MANUFACTURER
MGR	MASTER GROUND BAR
NT	NOT TO SCALE
OC	ON CENTER
O.E.	OVERHEAD ELECTRIC/TELECOMMUNICATIONS
PCS	PERSONAL COMMUNICATIONS SERVICE
RGS	RIGID GALVANIZED STEEL
N	INCH(ES)
INT	INTERIOR
INT'	INTERIOR
LP	LOADING PLATFORM
SP	SOFTENED FOOT
STL	STEEL
TYP	TYPICAL
U	UNDERGROUND ELECTRIC/TELECOMMUNICATIONS
UT	UTILITY
W	WITH
XP	EXPOSED
E	END

SYMBOLS

○	UTILITY POLE
●	WORK POINT
△	REVISION
▭ (diagonal lines)	MASONRY
▭ (cross-hatch)	BRICK
▭ (dots)	CONCRETE
▭ (horizontal lines)	EARTH
▭ (vertical lines)	STEEL
▭ (stippled)	GRAVEL
---	CENTER LINE
- - -	PROPERTY LINE
- - - - -	LEASE LINE
- - - - -	EASEMENT LINE
X - - - -	CHAIN LINK FENCE
0 - - - -	WOOD FENCE
UE - - - -	BELOW GRADE ELECTRIC
UT - - - -	BELOW GRADE TELEPHONE
O-E/OT	OVERHEAD ELECTRIC/TELEPHONE
---	SECTION REFERENCE

APPROVED LOCATION OF NEXTEL LEASE AREA

SIGNATURE	DATE



<p>NEXTEL Nextel Communications, Inc. 4000 W. GRAND AVE. ELMHURST, ILLINOIS 60126 TEL: (630) 378-5700 FAX: (630) 378-5701</p>	<p>GENERAL DYNAMICS Engineering & Architecture 4000 W. GRAND AVE. ELMHURST, ILLINOIS 60126 TEL: (630) 378-5700 FAX: (630) 378-5916</p>	<p>Fullerton Engineering Consultants, Inc. 9700 W. HICKORY RD., SUITE 800 ROSELAND, ILLINOIS 60468 TEL: 847-332-0200 FAX: 847-332-0205</p>	<p>THIS DRAWING IS THE PROPERTY OF FULLERTON ENGINEERING CONSULTANTS, INC. IT IS FOR THE EXCLUSIVE USE OF THIS PROJECT. ANY REUSE OF THIS DRAWING WITHOUT THE WRITTEN PERMISSION OF FULLERTON ENGINEERING CONSULTANTS, INC. IS PROHIBITED.</p>	
			<p>CHECKED BY: TP APPROVED BY: TP</p>	<p>DATE: 9/10/05 DESCRIPTION: LEASE EXHIBIT</p>
<p>DATE BORN: _____ SITE NAME: COMO</p>		<p>SITE ADDRESS: 1633 EUSTIS ST. LAUDERDALE, MN 55108</p>	<p>SHEET NAME: SITE PLAN</p>	
<p>SHEET NUMBER: L-1</p>			<p>ENLARGED SITE PLAN SCALE: 1/8" = 1'-0"</p>	

NEXTEL
 Nextel Communications, Inc.
 400 IL GRAND AVE
 ELKHART, ILLINOIS 60016
 TEL: (630) 375-5100
 FAX: (630) 375-5101

GENERAL DYNAMICS
 Military Systems
 400 IL GRAND AVE
 ELKHART, ILLINOIS 60016
 TEL: (630) 375-5100
 FAX: (630) 375-5016

Fullerton
 Engineering
 Consultants, Inc.
 5100 IL HIGGINS RD., SUITE 800
 ROCKFORD, ILLINOIS 61105
 TEL: 815-391-0200
 FAX: 815-391-0225

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 FULLERTON ENGINEERING CONSULTANTS,
 INC. IS PROHIBITED.

DESIGNED BY:	PD
APPROVED BY:	FB
DATE:	07/04/05
DESCRIPTION:	LEASE EXHIBIT
HC:	EP

DATE SIGNED: _____

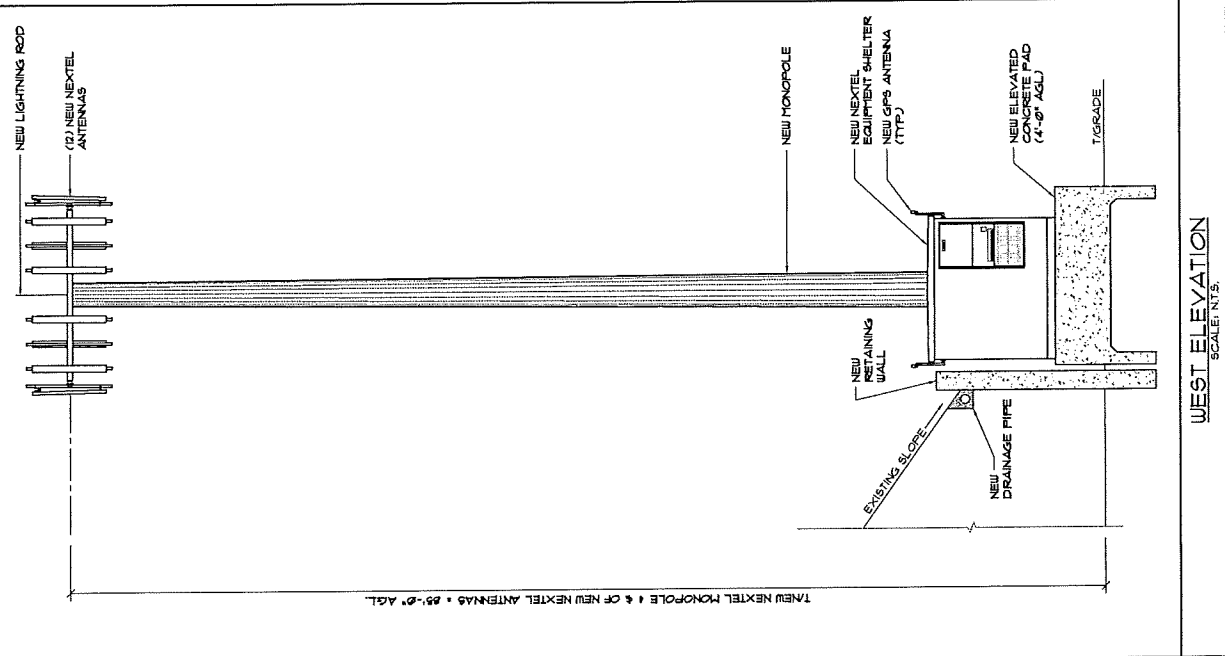
SITE NAME
COMO

SITE NUMBER
MN-0320

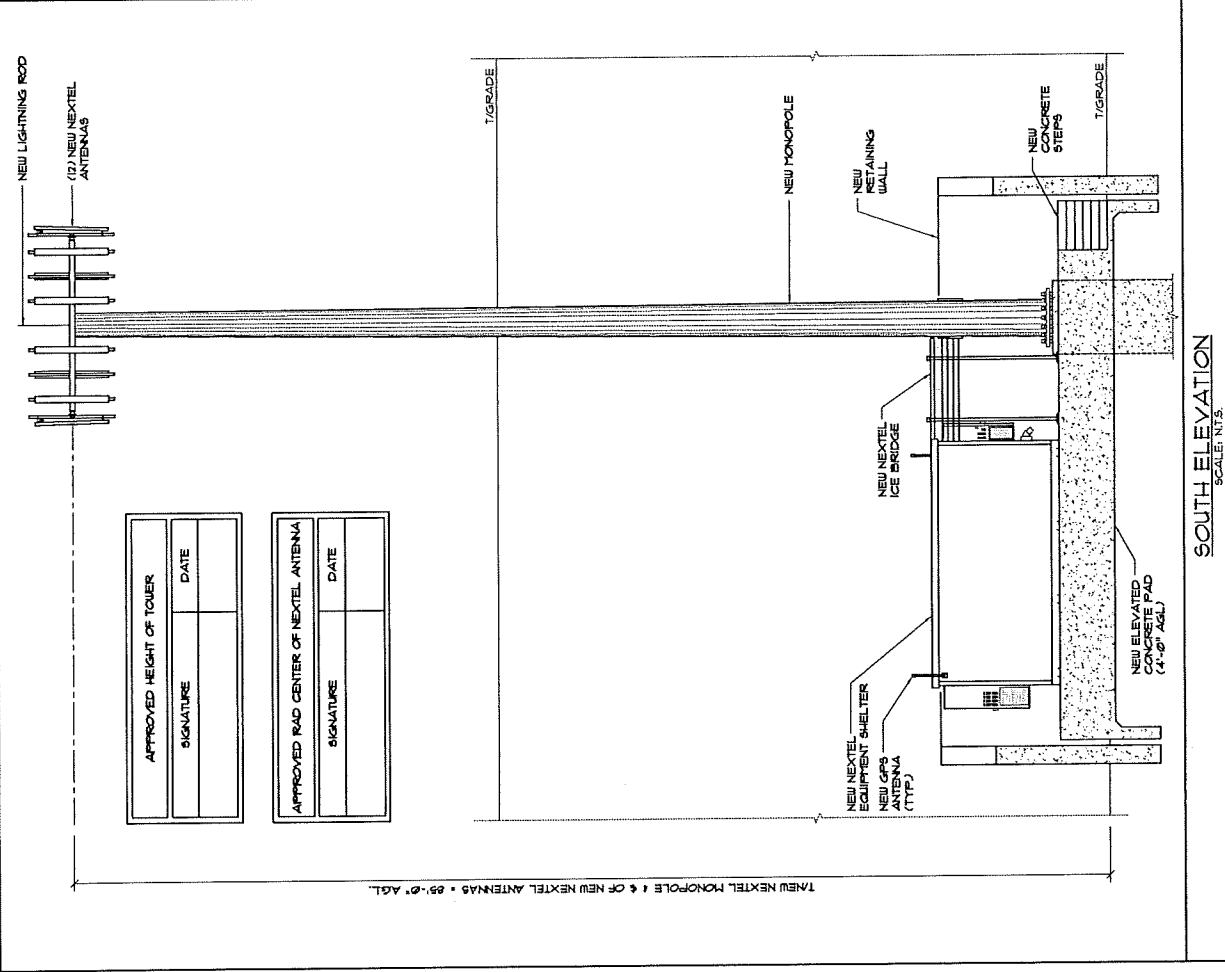
SITE ADDRESS
 1633 EUSTIS ST.
 LAUDERDALE, MN 55109

SHEET NAME
**SITE
 ELEVATION**

SHEET NUMBER
L-2



WEST ELEVATION
 SCALE: N.T.S.



SOUTH ELEVATION
 SCALE: N.T.S.

APPROVED HEIGHT OF TOWER

SIGNATURE _____ DATE _____

APPROVED RAD CENTER OF NEXTEL ANTENNA

SIGNATURE _____ DATE _____

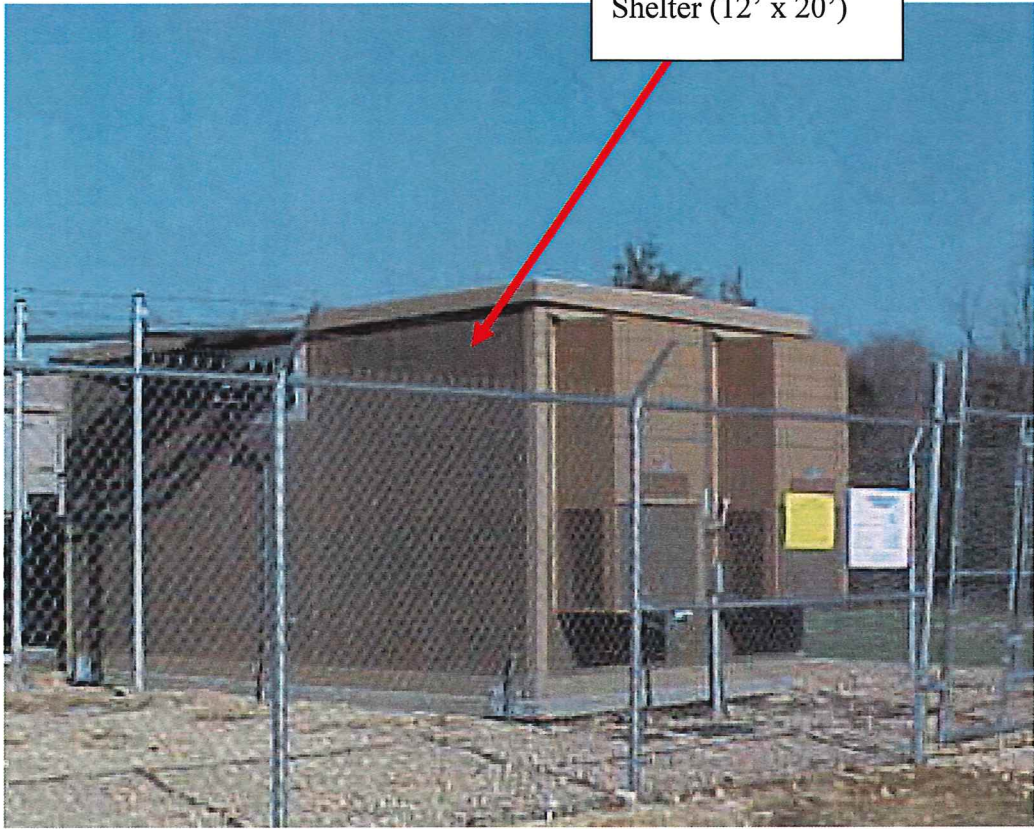
TWO NEXTEL MONOPOLE & 4 OF NEW NEXTEL ANTENNAS • 25'-0" AGL.

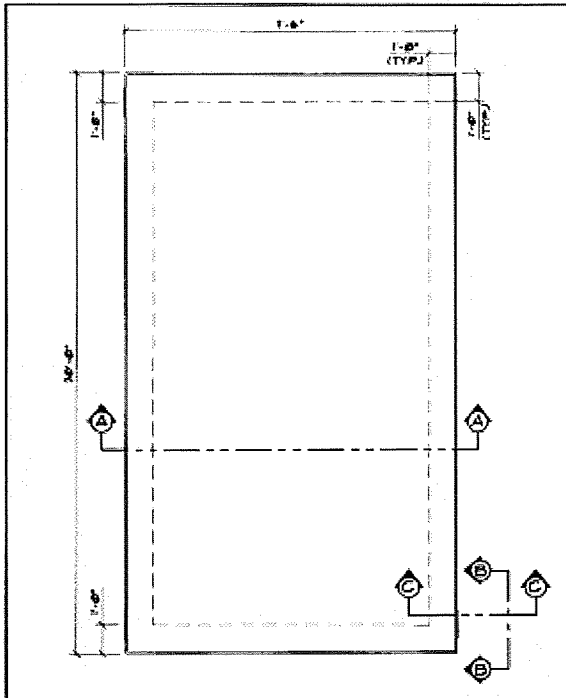
TWO NEXTEL MONOPOLE & 4 OF NEW NEXTEL ANTENNAS • 25'-0" AGL.

New Mech Site – Photos of Proposed Cell Tower Location

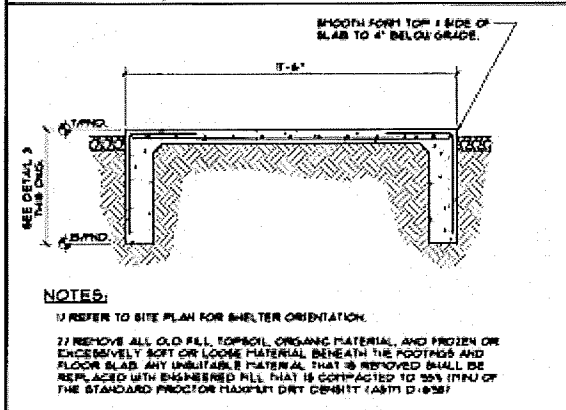


Typical Nextel Shelter (12' x 20')



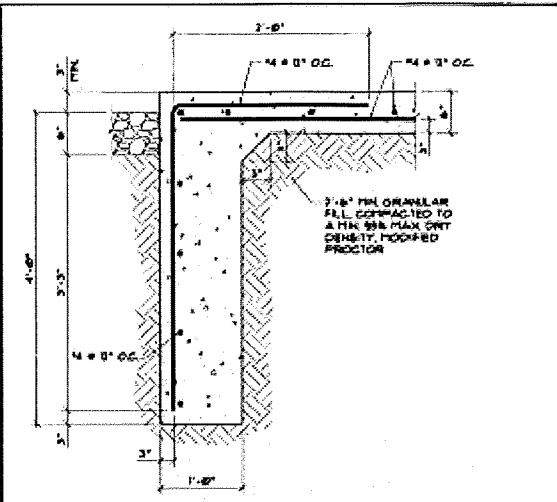


1 CONCRETE PAD PLAN
SCALE: N7.5

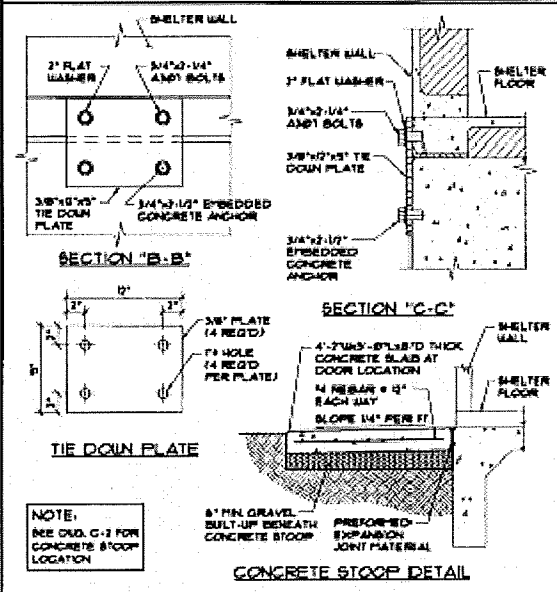


NOTES:
 1) REFER TO SITE PLAN FOR SHELTER ORIENTATION.
 2) REMOVE ALL OLD FILL, TOPSOIL, ORGANIC MATERIAL, AND FROZEN OR EXCESSIVELY SOFT OR LOOSE MATERIAL BENEATH THE FOOTINGS AND FLOOR SLAB. ANY UNSUITABLE MATERIAL THAT IS REMOVED SHALL BE REPLACED WITH ENGINEERED FILL THAT IS COMPACTED TO 95% (MIN) OF THE STANDARD PROCTOR MAXIMUM DRY DENSITY (ASTM D 1557).

2 SECTION "A-A"
SCALE: N7.5



3 ENLARGED DETAIL
SCALE: N7.5



NOTE:
 SEE OLD. C-2 FOR CONCRETE STOOP LOCATION

4 SHELTER CONNECTION & STOOP DETAILS
SCALE: N7.5

City of Lauderdale
The Island in the Metro

CITY HALL
1891 WALNUT STREET
LAUDERDALE, MN 55113

July 22, 2005

To Whom It May Concern:

This letter is to inform you of a Conditional Use Permit application the City received and the public hearing the City Council will hold on Tuesday, August 9, 2005 regarding this application.

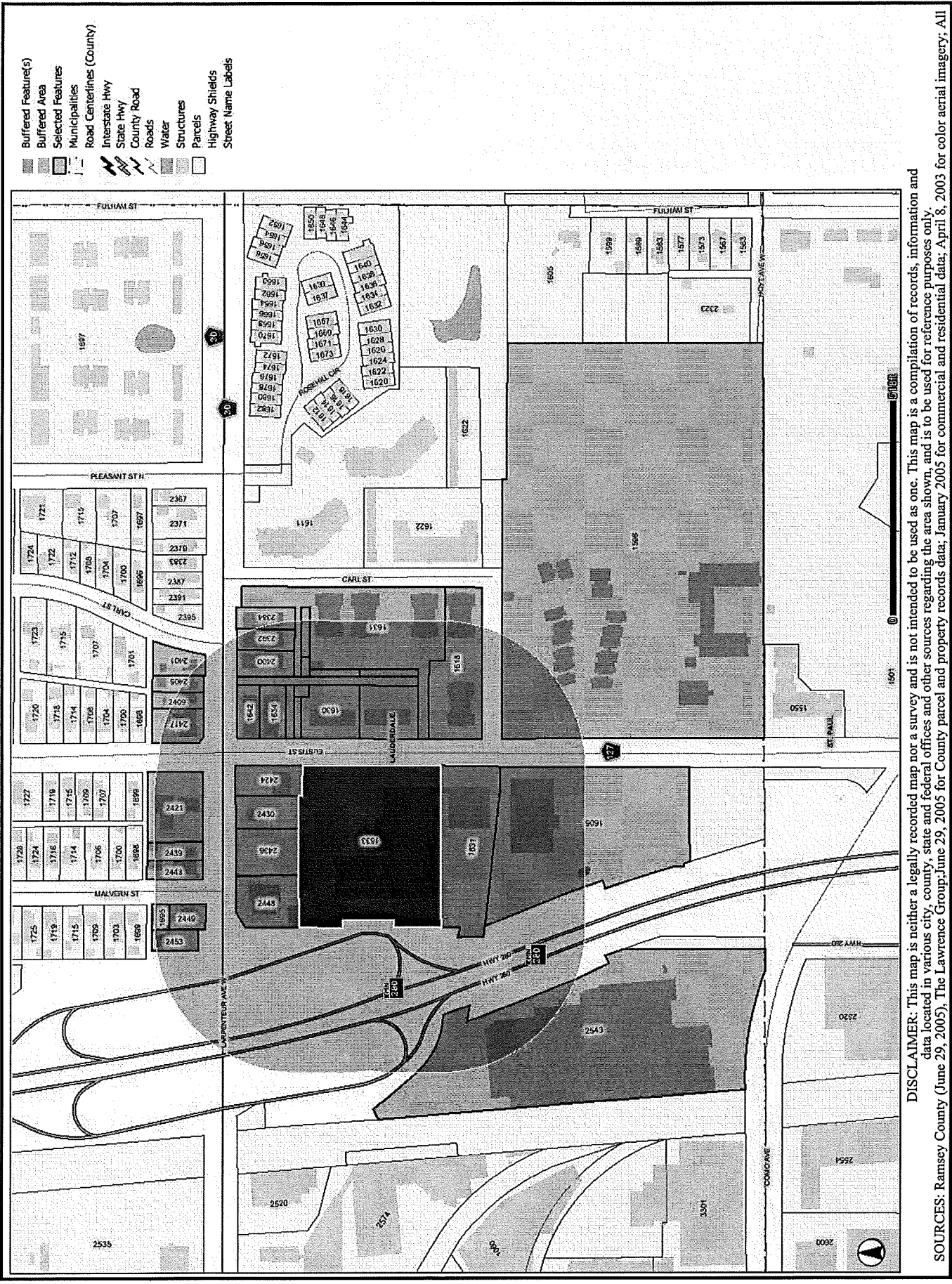
You are receiving this letter because you own property located within 350 feet of the proposed project. The project involves the construction of an 85 foot telecommunications tower at 1633 Eustis Street. The project is proposed by Nextel Communications, Inc.

If you have any questions regarding this, please feel free to contact me at 651-631-0300 or via e-mail at brian.bakken-heck@ci.lauderdale.mn.us. The hearing date and time are listed below.

Time:	7:30 p.m. or as soon thereafter as practical
Location:	Lauderdale City Hall Council Chambers, 1891 Walnut Street
Date:	Tuesday, August 9, 2005

Sincerely,


Brian W. Bakken-Heck
City Administrator



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

SOURCES: Ramsey County (June 29, 2005), The Lawrence Group (June 29, 2005) for County parcel and property records data; January 2005 for commercial and residential data; April 8, 2003 for color aerial imagery; All

1891 Walnut Street
Lauderdale, MN 55113

City of Lauderdale

Phone: (651) 631-0300
Fax: (651) 631-2066

Fax

To: Barb Michel
Roseville Review

From: Brian W. Bakken-Heck
City Administrator

Fax: (651) 777-8288

Pages: 2

Phone: (651) 748-7880

Date: July 21, 2005

Re: **Public Notice**

Urgent **For Review** **Please Comment** **Please Reply** **Please Recycle**

Barb:

Please publish the following Public Notice in the Tuesday, July 26, 2005 and the August 2, 2005 edition of the *Roseville Review*.

July 21, 2005

CITY OF LAUDERDALE
NOTICE OF PUBLIC HEARING
CONDITIONAL USE PERMIT

Notice is hereby given that a Public Hearing will be held by the City Council on Tuesday, August 9, 2005 at 7:30 p.m. or soon thereafter as parties may be heard, in the Council Chambers at Lauderdale City Hall located at 1891 Walnut Street in Lauderdale.

PROPOSAL:

Request for a Conditional Use Permit allowing for a telecommunications tower and related facilities building. The property in question is zoned B-1 Business

APPLICANT:

Nextel Communications
9219 East River Road NW
Coon Rapids, MN 55433

PROPERTY OWNER:

807 Farrington Streets Associates

PROPERTY LOCATION:

1633 Eustis Street
Lauderdale, MN 55113

All persons with reference to this matter will be heard during the City Council meeting on Tuesday, August 9, 2005.

CITY OF LAUDERDALE COUNCIL ACTION FORM

MEETING DATE: August 9, 2005

ITEM: Public Hearing on Variance Request 1827 Fulham

DESCRIPTION: the resident of 1827 Fulham is requesting a variance from the council so the homeowner can install an accessible ramp.

OPTIONS:

Lay over the item to allow staff to prepare findings of fact for presentation at the August 23, Council meeting.

ATTACHMENTS: application and related materials

City of Lauderdale

ota 55113
1.2066

ADDITIONAL CONTACT

PAUL R. VIEROW - SON

HOME IN WISC. 715-825-3707
CELL 612-328-3413*

N

ount

75
100
165
N/A

Name of Applicant PAUL H. VIEROW, BERNICE E. VIEROW
Address 1827 FULHAM ST.
City ST. PAUL State MN Zip 55113
Address of Property _____
(if different than above)
Day Phone 645-1109 Evening Phone 645-1109 Fax _____

Please describe why you are applying for this application WE ARE NOT ABLE TO SAFELY NAVIGATE STEPS ANY LONGER, I HAVE LOST MY VISION MOSTLY THROUGH MACULAR DEGENERATION AND MY WIFE RECENTLY FELL AND FRACTURED HER SHOULDER. THIS RAMP AND HANDING WILL ENABLE US TO GET TO RIDES AT THE STREET AND TO HIDE MY GARBAGE CAN WHILE MAKING IT SAFER TO PUT IT OUT AT THE STREET.

Paul H. Vierow
Applicant's Signature
Paul R. Vierow - son

7-26-2005

Date

For Office Use Only

Date of Application 7/27/05 Amount Paid 75⁰⁰ Receipt Number 7781
PIN # _____

Recommendation of Planning Commission (approve / deny) Meeting Date _____
Date of Public Hearing _____
City Council Action Taken (approved / denied) Meeting Date _____
Conditions? _____

SUPPLEMENTAL VARIANCE APPLICATION QUESTIONS

Application Number: _____

A variance to the zoning ordinance is required to provide relief to a property owner when the strict enforcement of zoning regulations for lot size, setbacks, parking requirements, etc., imposes an undue hardship on the petitioner or denies the petitioner the reasonable use of the land.

1) Please provide a short narrative to the following questions:

A) How does the ordinance deprive you of rights commonly enjoyed by other properties in the same zoning district, and leave the applicant with no reasonable use of the land, provided that the property owner shall not have created the hardship? *THE OWNERS ARE NO LONGER ABLE TO SAFELY NAVIGATE STEPS AND NEED THIS RAMP AND LANDING TO ENABLE THEM TO STAY IN THEIR HOME. HAVE ACCESS TO TRANSPORTATION AND ENABLE THEM TO GET THE GARBAGE CAN, HIDDEN, AND EASIER TO GET TO THE CURB AND BACK.*

B) Explain if there are exceptional or extraordinary circumstances applying to your property which do not apply to other properties in the same zoning district (such as small lot size or lot shape). *HOME WAS ONE OF THE FIRST ON ROSE HILLS, PRIOR TO SETBACK RULES, RAMP WILL BE BUILT TO STATE SPECS AND CAN BE REMOVED WHEN WE ARE GONE.*

C) Explain how granting the variance would be in keeping with the spirit and intent of the Zoning Ordinance.

THIS VARIANCE WILL ENABLE 2 LAUNDERDALE RESIDENTS (FOR OVER 59 YEARS) THE ABILITY TO STAY IN THEIR HOME AND MAINTAIN INDEPENDENCE IN THEIR "GOLDEN" YEARS.

2) Please submit ten (10) copies of a site plan and supporting data which shall be drawn to scale showing the following:

the size and location of the site, existing land use, zoning, existing drainage, proposed public and private roads, structures for the subject property and adjacent properties, parking and loading areas, driveways, and property lines. The Zoning Administrator may also require additional information as needed.

ZONING APPLICATION PROCEDURES

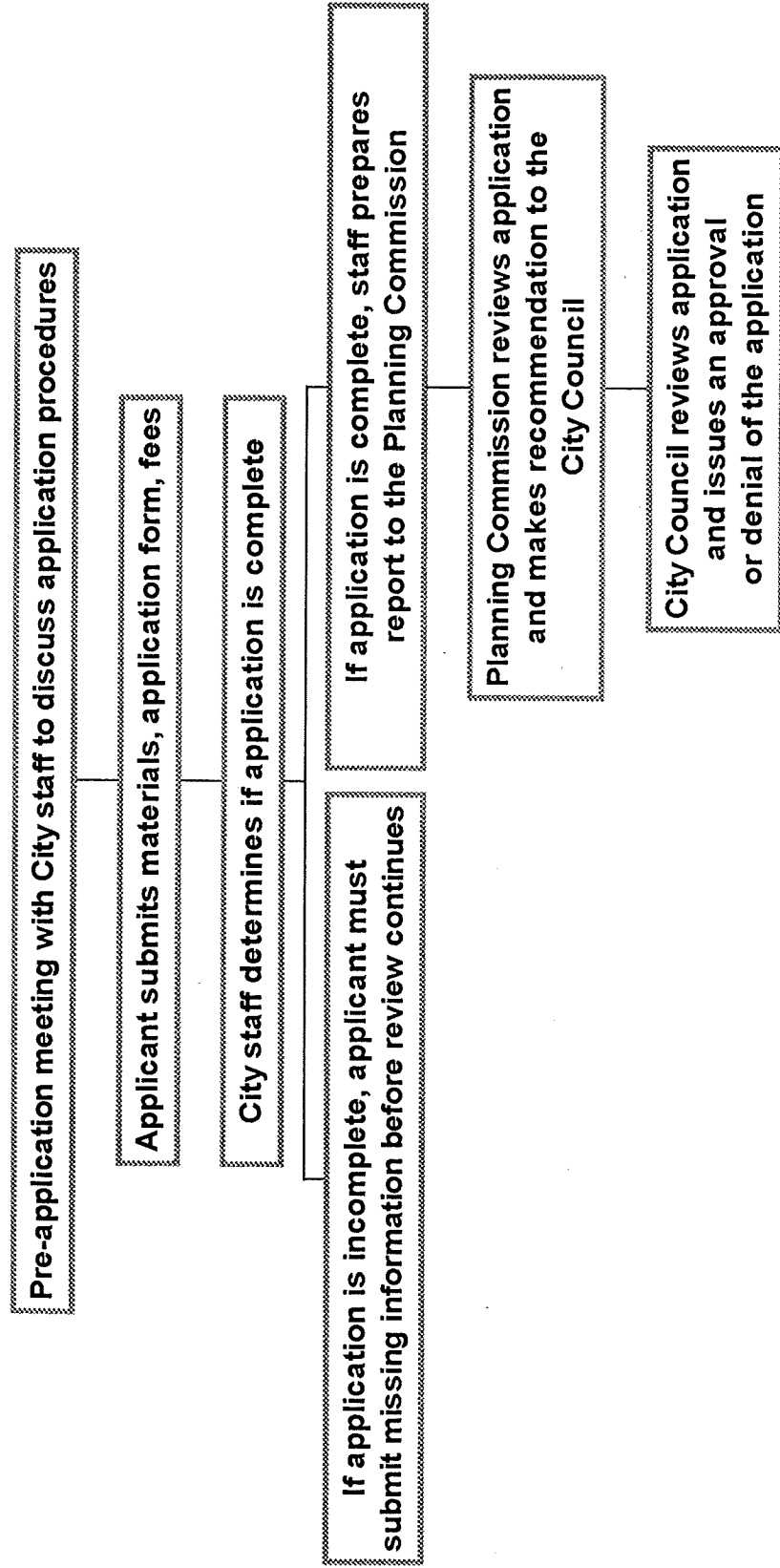
TO BE COMPLETED BY APPLICANT:

- Submit all filing requirements (refer to attached application and checklist) to the Zoning Administrator at least 14 days prior to the regular Planning Commission meeting at which the review is to be held.

TO BE COMPLETED BY CITY STAFF, PLANNING COMMISSION AND CITY COUNCIL:

- Except for variances, Public Hearing Notices published at least 10 days before the City Council meeting at which the item will be heard.
- For conditional use permits and zoning amendments, notice of the application sent to area residents within a radius of 350 feet. For variances, notice of the application is sent to adjacent properties. These notices are sent at least 10 days prior to the City Council meeting.
- Application request placed on Planning Commission agenda for review.
- Staff report prepared and forwarded to the Planning Commission at least 4 days prior to the meeting.
- Planning Commission reviews request and sends recommendation to the City Council.
- Request placed on succeeding City Council agenda, with staff report and recommendations and Planning Commission recommendations noted.
- Public comment is heard on the application at the City Council meeting. The Council then acts on the request by either approving, approving with conditions, **OR** denying.
- Zoning Administrator notifies applicant in writing of City Council decision.
- The date of adoption by the City Council becomes the effective date of the application.

ZONING APPLICATION PROCESS



PLANNING COMMISSION AND CITY COUNCIL PRESENTATION FORMAT

Applicants are advised to attend Planning Commission and City Council meetings when their items are scheduled for consideration. When your item is upon for discussion, the Zoning Administrator will present his report. After the Planning Commission and City Council complete their review of the report, you will then be asked to present the following information, as applicable, to your project:

A. Identify Yourself

1. State your name and address.
2. If you are representing another person, give their name.

B. Project Description

1. Explain the types of uses, improvements or changes proposed
2. Describe proposed building or building additions: size, number of stories, exterior materials, architectural features, and design amenities.
3. If appropriate, describe traffic circulation and parking locations and number of spaces.
4. If appropriate, describe interior plans.

C. Summary and Conclusions

1. Describe your agreement or disagreement with the staff report.
2. Explain why you believe your proposal should be approved.

D. Questions by the Planning Commission or City Council.

E. Questions and Comments by Other Interested Persons

CHAPTER 3

ADMINISTRATION AND ENFORCEMENT

SECTION:

- 10-3-1: Zoning Administrator
- 10-3-2: Board Of Adjustment And Appeals
- 10-3-3: Variances And Appeals
- 10-3-4: Certificate Of Occupancy
- 10-3-5: Amendments
- 10-3-6: Penalty

10-3-1: ZONING ADMINISTRATOR:

- A. Appointment: The Zoning Administrator is appointed by the City Council.
- B. Duties: The Zoning Administrator shall:
 - 1. Administer and enforce the provisions of this Title in accordance with its literal terms and shall not have the power to permit any construction or any use or change of use which does not conform to this Title;
 - 2. Issue zoning certificates of occupancy and building permits.
 - 3. Maintain a permanent file of all zoning certificates of occupancy and applications as public records. (Zoning Ord. as amd.)

10-3-2: BOARD OF ADJUSTMENT AND APPEALS:

- A. Composition: The Board of Adjustment and Appeals shall be the City Council.
- B. Powers And Duties: The Board of Adjustment and Appeals shall hold meetings, keep minutes and, pursuant to notice, shall conduct

hearings, take testimony under oath and render decisions in writing. The Board has all the powers and duties assigned to it by Minnesota Statutes, section 462.354, subdivision 2, and this Title.

- C. Fees: A fee shall be charged in accordance with a schedule as determined from time to time for any appeal of proceeding filed with the Board. (Zoning Ord. as amd.)

10-3-3: VARIANCES AND APPEALS:

- A. Appeal Decision Of Administrative Officer: The Board shall hear and decide appeals where it is alleged that there is an error in any order, requirement, decision, or determination made by an administrative officer in the enforcement of this Title.
- B. Variances: The Board shall hear requests for variances from the literal provisions of this Title in instances where their strict enforcement would cause undue hardship because of circumstances unique to the individual property under consideration, and to grant such variances only when it is demonstrated that such actions will be in keeping with the spirit and intent of this Title. The Board of Appeals and Adjustments may not permit as a variance any use that is not permitted under this Title for property in the zone where the affected person's land is located.
- C. Notice of Appeal; Hearing: Within ten (10) days after filing of an appeal, the Zoning Administrator shall transmit to the Board all papers involved in the proceedings. Upon receipt of this material the Board of Adjustment shall set a hearing date and give notice by mail of the time, place and purpose thereof to the appellant and to the Zoning Officer.
- D. Planning Commission Report: The Board shall not act on any matter before it until the Planning Commission has had at least sixty (60) days to report to the Board upon the appeal or petition.
- E. Decision Of Board Of Adjustment:
1. The Board of Adjustment may reverse or affirm wholly or in part any ruling decision or determination and may issue or direct the issuance of a variance.
 2. The Board may impose conditions in the granting of variances to ensure compliance and to protect adjacent properties.

3. The granting or denial of a variance by the Board shall be accompanied by written findings on each matter heard by it indicating its final order. (Zoning Ord. as amd.)

10-3-4: **CERTIFICATE OF OCCUPANCY:**

- A. Certificate Required: A zoning certificate of occupancy shall be obtained before any person may:
1. Occupy or use any vacant land; or
 2. Occupy or use any structure hereafter constructed, reconstructed, moved, altered or enlarged; or
 3. Change the use of a structure or land to a different use; or
 4. Change a nonconforming use.
- B. Application; Plot Plan; Fee: Applications for a certificate of occupancy shall be accompanied by a plot plan showing clearly and completely the location, dimensions and nature of any structure involved and such other information as the Zoning Administrator may require for administration of this Title together with a filing fee in accordance with a schedule determined from time to time by the Council. (Zoning Ord. as amd.)

10-3-5: **AMENDMENTS:** The City Council may by two-thirds (²/₃) vote of all its members amend this Title as proposed by the City Council, by the Planning Commission or by a petition of a person owning property within Lauderdale in accordance with the following provisions:

- A. Petitions By Property Owners; Fee: Petitions by property owners for amendment shall be filed with the Planning Commission, and the petitioner, upon such filing, shall pay a notice, deposit and a filing fee in accordance with a schedule determined from time to time by the City Council. The Planning Commission shall review the proposed amendment and report its findings and recommendations in writing to the City Council and to the petitioner.
- B. Referral To Planning Commission: An amendment not initiated by the Planning Commission shall be referred to the Planning Commission for study and report and may not be acted upon by the City Council until it has received the recommendation of the Planning

Commission on the proposed amendment or until sixty (60) days have elapsed from the date of referral of the amendment without a report by the Planning Commission.

- C. **Public Hearing:** Before voting on the enactment of an amendment, the City Council shall hold a public hearing thereon pursuant to public notice. It shall be the responsibility of the Zoning Administrator to:
1. **Publication Of Notice:** Have notice of the public hearing published in the official Municipal newspaper ten (10) days prior to the hearing; and
 2. **Notice By Mail:** Give mailed notice as provided by law of the public hearing to the property owners within the affected zoning district and within three hundred feet (300') of the property to which the amendment relates. Failure of any property owner to receive such notification shall not invalidate the proceedings.
- D. **Revision Of Amendment:** If, after any public hearing held upon an amendment, the proposed amendment is revised or further revised to include land previously not affected by it, the City shall hold another public hearing, pursuant to notice, as required by subsection C before proceeding to vote on the amendment.
- E. **City Council Action:** The City Council shall act upon the request within forty five (45) days after the last public hearing has been held.
- F. **Denial Of Application:** If an application for petitioned rezoning is denied by the Council, the denial shall be accompanied by written findings of the Council including supporting data submitted by a qualified consultant, if any, setting forth the reasons for the denial in terms of the ways in which the proposed use fails to meet the standards and intent of this Title and is otherwise injurious to the public health, safety and welfare. (Zoning Ord. as amd.)

10-3-6: PENALTY:

- A. **Violation:** Any person who violates this Title is guilty of a misdemeanor and upon conviction thereof be subject to penalty as provided in Section 1-4-1 of this Code. Each day a violation is permitted to exist shall constitute a separate offense.

- B. Enforcement Remedies: In case any building, structure, or land is, or is proposed to be, erected, constructed, reconstructed, altered, converted, maintained or used in violation of this Title, the City Council, in addition to other remedies, may institute in the name of the City any appropriate action or proceeding to prevent, restrain, correct or abate such building, structure or use of land, or to prevent, in or about such premises, any act, conduct, business or use constituting a violation of this Title. (Zoning Ord. as amd.)

July 27, 2005

MEMO TO: Mr Dave Hinrichs, Lauderdale Building Official

FROM: Bob Zimmerman 651-649-5712 e-mail bob.zimmerman@state.mn.us

RE: Ramp for 1827 Fulham St.

I have consulted with Mr Dennis Hagel of the Ramsey County Public Works Department regarding the ramp needed at the above address. I faxed him the diagram of the proposed ramp and he has visited the site in person. Mr Hagel informed me that a Ramsey County permit will not be required. He also indicated that if you need documentation regarding this, you may contact him at 651-248-0453.



Rehabilitation Services - St. Paul - Midway
Department of Employment and Economic Development

2455 University Avenue West • Saint Paul, MN 55114 • USA
651-649-5727 • Fax 651-649-5710 • TTY/TDD: 651-643-3567

An equal opportunity employer and service provider.

Modular design allows the creation of ramps and steps tailored to meet individual needs. Any length ramp can be installed at a home by combining modular sections to accommodate the user and site requirements. Long -tread low-riser steps are easier for many people to walk on and may be more functional for them than a ramp would be.

A professional engineer designed ramp and step structures that do not require frost footings, allowing year round installation in cold climates. Modular ramps and steps can be easily installed, used as long as needed and removed for use at new locations. Individuals can use the modular design to meet their own needs, and organizations can use the modular design to meet community needs.

To purchase the "How to Build Ramps for Home Accessibility" construction guide contact:

Metropolitan Center for Independent Living
1600 University Ave W. Suite 16
St Paul, Minnesota 55104-3825

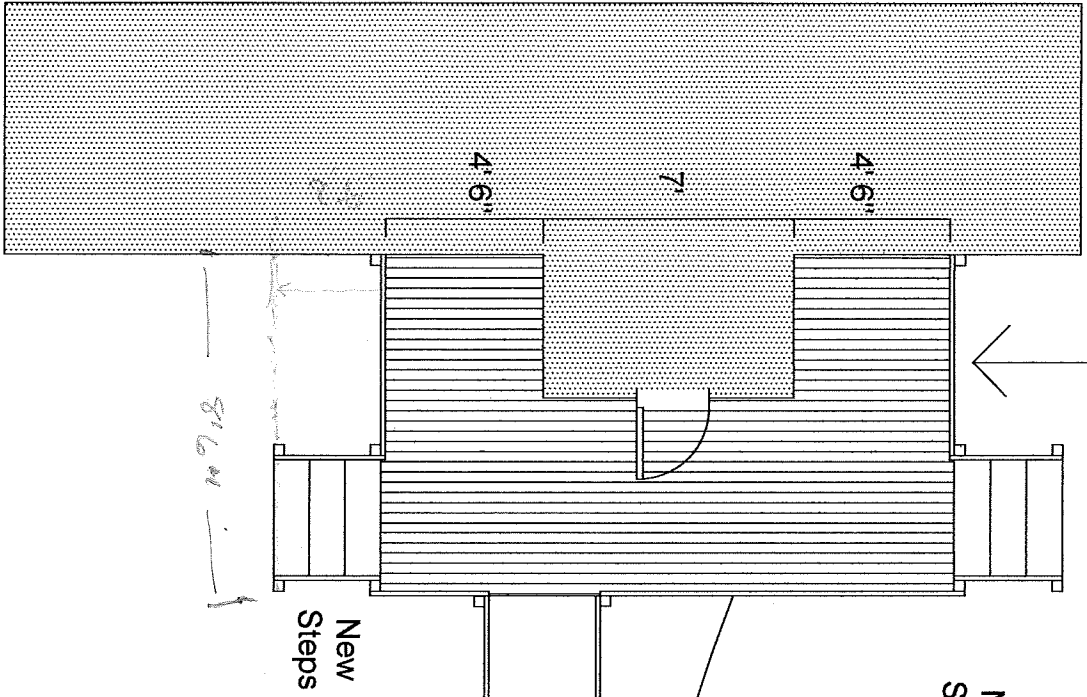
651-646-8342 voice 651-603-2001 TDD
651-603-2006

The guide contains design advice and complete instructions for the installation of modular wheelchair ramps and modular long-tread low-riser steps. It is also available on-line @

www.wheelchairramp.org

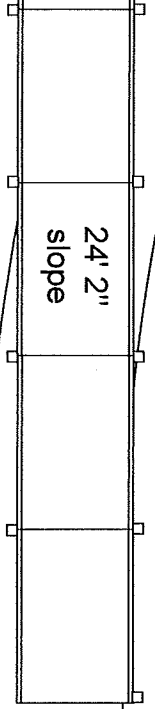


This area of proposed landing will be used to store garbage cans, which allows cans to be easily wheeled to street on the ramp



Home of
 Mr Paul Vierow 651-645-1109
 1827 Fulham St
 St Paul Mn 55113

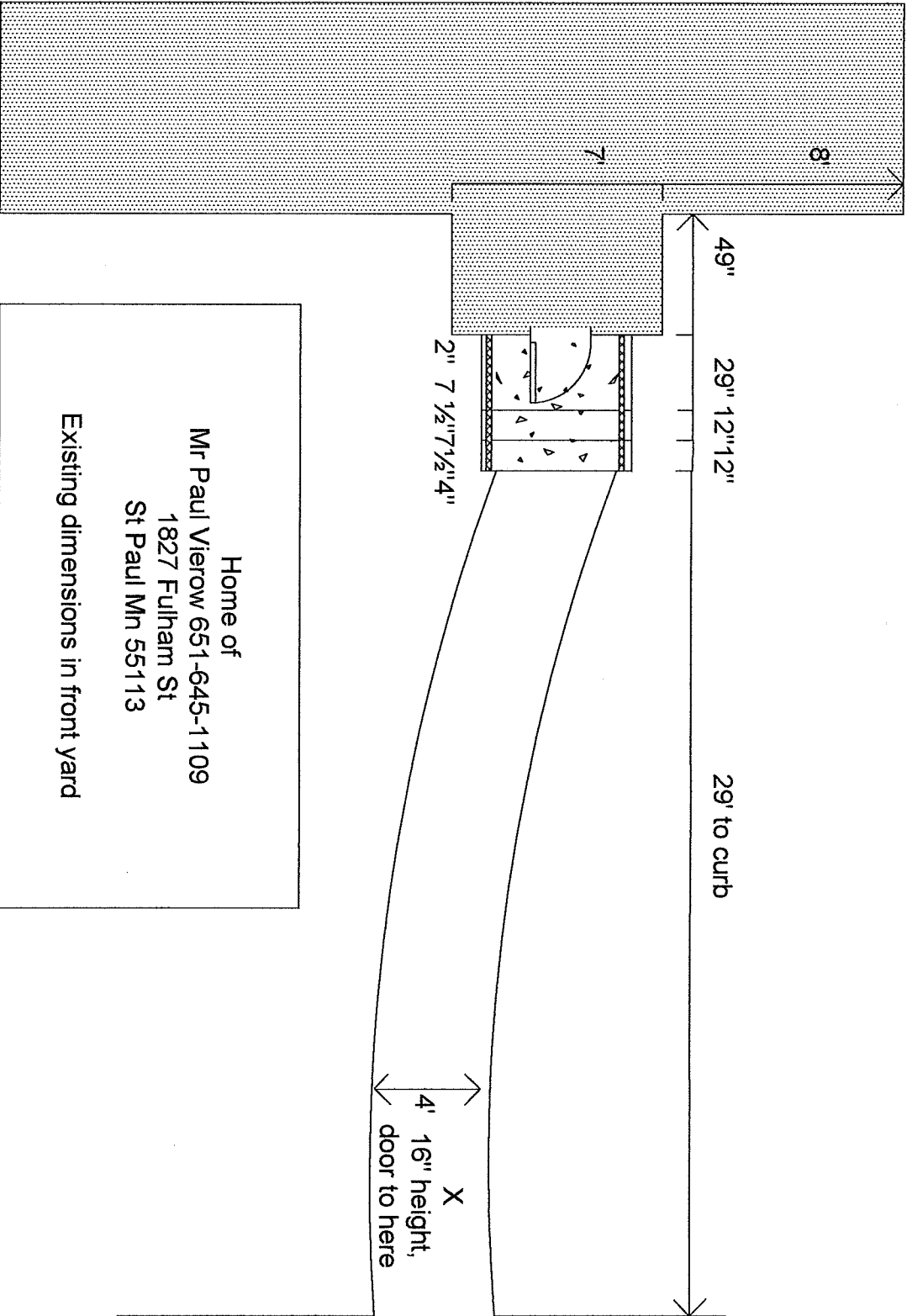
This layout creates 24' 2" of slope for 16" of rise, which is a 1 to 18 slope. Ramp to be 42" wide and have guardrail and 1 1/2" round hand rail on both sides. Ramp to built according to plans found at www.wheelchairramp.org



New Steps

New Steps

24' 2" slope



Home of
 Mr Paul Vierow 651-645-1109
 1827 Fulham St
 St Paul Mn 55113
 Existing dimensions in front yard

positively Department of Employment
and Economic Development
Minnesota

July 25, 2005

MEMO TO: Mr Dave Hinrichs

FROM: Bob Zimmerman 651-649-5712 e-mail bob.zimmerman@state.mn.us

RE: Ramp for 1827 Fulham St

Here are diagrams for a proposed ramp at 1827 Fulham St. Mr and Mrs Paul Vierow, an elderly couple live at this home and they both have mobility impairments. I met with them this afternoon and worked out a possible design that would meet their needs for safely accessing their home. I explained that the size of the landing at the door had to be cleared with the City before it can be built.

The rationale for the landing I designed is that the home owner wants to be able to move his garbage cans to the street by himself for as long as he can. Providing a larger landing will allow the garbage cans to be kept in the area shown on the diagram. The second factor is that the existing sidewalk has a curve in it. An angled ramp could be installed but that requires the top landing to have an angled front side and the bottom of the ramp to also be angled so a wheelchair will roll on and off smoothly. The larger landing allows the path of travel to be at right angles. The 3rd factor is preference the front of their home have a symmetrical appearance if possible.

I would like to know if the proposed landing and ramp are acceptable and if not, what requirements I need to follow. I would also like to know if a building permit will be required. The structure will not be attached to the house and it will be less than 30" above grade. Full information about the style of construction that will be used can be found at www.wheelchairramp.org A very good overview article done by the Handyman Club of America can be found in the "Helpful Articles" section of that website. On page 16 of the "Manual" section of the website there is a letter from the St of Mn Building Codes and Standards division that also discusses the modular ramps.

The ramp for Mr and Mrs Vierow will be easily removed when no longer needed and is not intended to be a permanent structure. Please call me at 651-649-5712 to discuss this. Thank you for your assistance.

Rehabilitation Services - St. Paul - Midway
Department of Employment and Economic Development
2455 University Avenue West • Saint Paul, MN 55114 • USA
651-649-5727 • Fax 651-649-5710 • TTY/TDD: 651-643-3567

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Minnesota WorkForce Center St. Paul-Midway

REHABILITATION
SERVICES
2455 University Ave. W.
St. Paul, MN 55114

FAX COVER SHEET

DATE: 7-25-05

FAX NUMBER: 651-631-2066

TO: MR Dave Hinrichs

FROM: Bob Zimmerman

TOTAL NUMBER OF PAGES (including cover sheet): 4

COMMENTS:

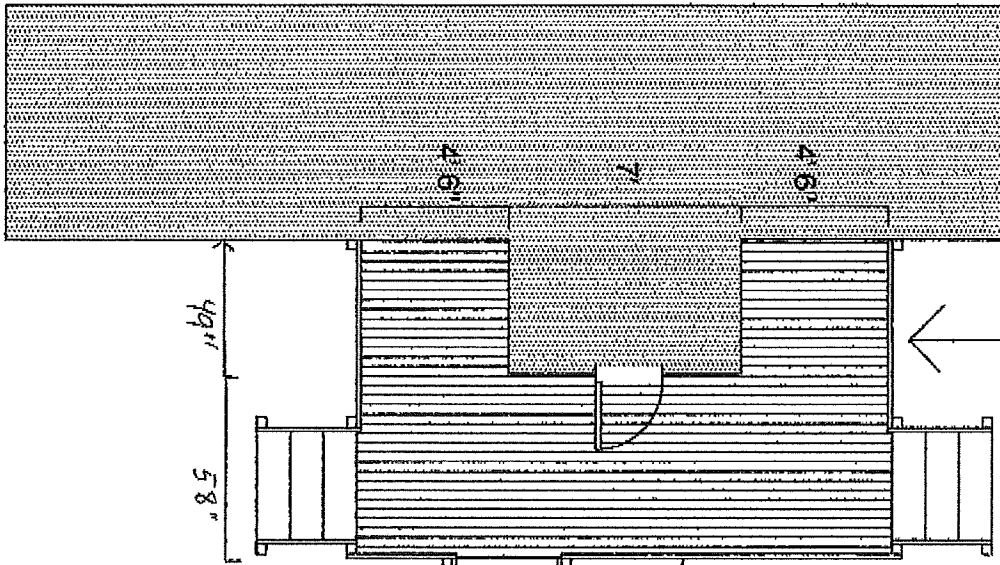
OFFICE
(651) 649-5727

FAX
(651) 649-5710

TTY
(651) 643-3567

www.des.state.mn.us

The information contained in the FAX message is **PRIVATE** and/or **CONFIDENTIAL INFORMATION**. It is intended only for the use of the individual or entity named above. If the reader of this FAX is not the intended recipient, or the employee or agent responsible to deliver it to the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. Furthermore, you should (a) refrain from examining the materials, (b) immediately notify the sending person of the mistake, and (c) abide by the sending person's instructions regarding the return of the document(s).



This area of proposed landing will be used to store garbage cans, which allows cans to be easily wheeled to street on the ramp

Cans must be concealed

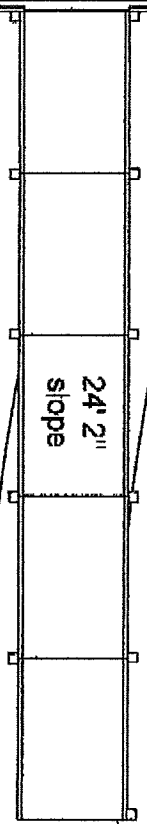
Stairs require handrails and landings.

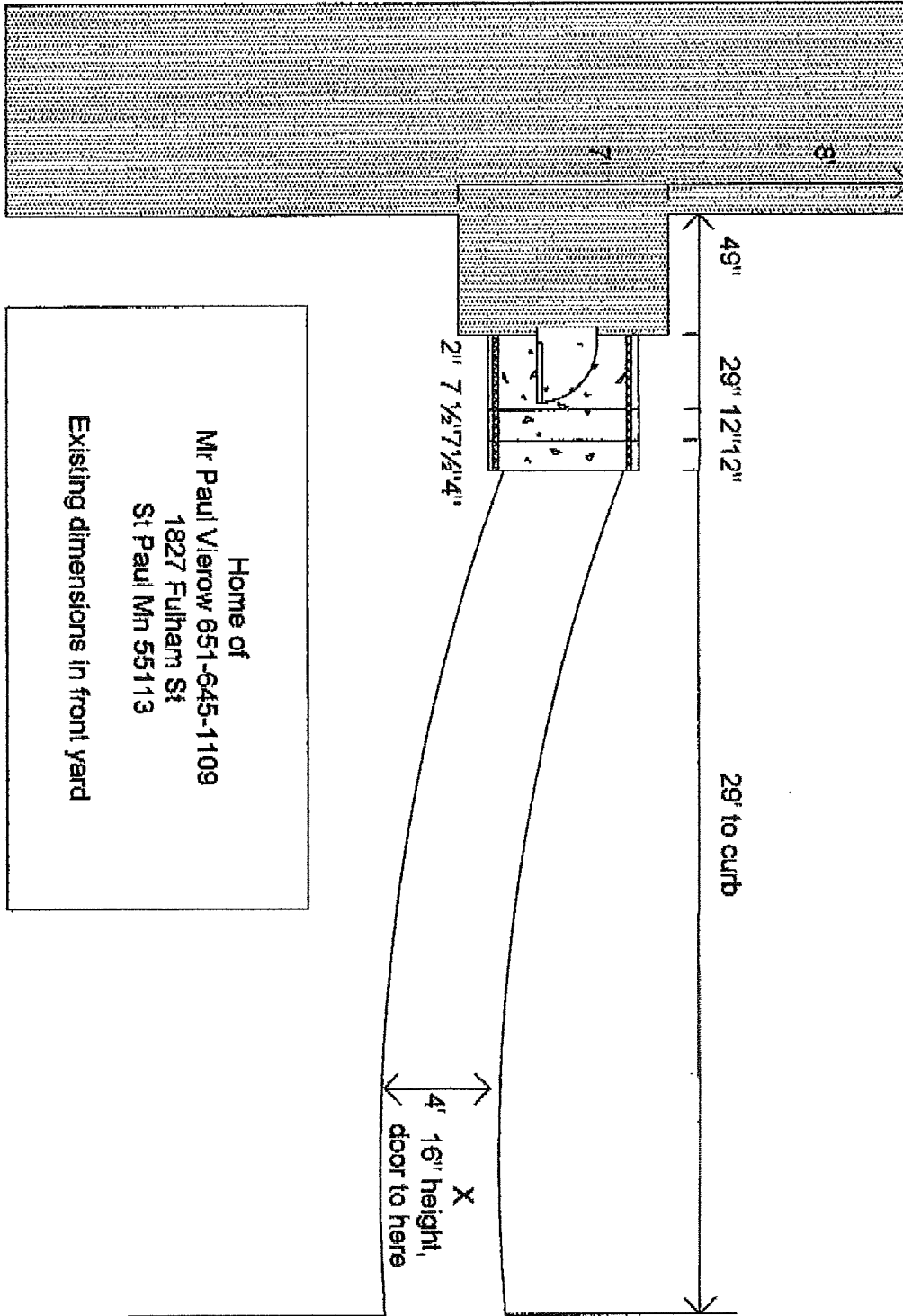
Home of
 Mr Paul Vierow 651-645-1109
 1827 Fulham St
 St Paul Mn 55113

This layout creates 24' 2" of slope for 16" of rise, which is a 1 to 18 slope. Ramp to be 42" wide and have guardrail and 1 1/2" round hand rail on both sides. Ramp to built according to plans found at www.wheelchairramp.org

Needs variance from city for front yard setback

also needs approval from county







CITY OF LAUDERDALE COUNCIL ACTION FORM

MEETING DATE: Tuesday, August 9, 2005

ITEM: Recreational Fire Ordinance

DESCRIPTION: The Council discussed this item at a previous work session and council meeting. The council directed staff to revise the ordinance to include acceptable material and conditions on when a resident may have a recreational / campfire. The revised ordinance is attached for review and consideration by the council.

OPTIONS:

- 1) do nothing
- 2) adopt the ordinance as proposed
- 3) adopt the ordinance with revisions
- 4) send back for staff to make further revisions and bring ordinance back to council at later date

ATTACHMENTS: revised recreational and campfire ordinance

CHAPTER 7

OPEN BURNING¹

SECTION:

5-7-1: Permit Required

5-7-2: Prohibited Acts

5-7-3: Penalty ~~!2R!~~

5-7-1: PERMIT REQUIRED:

~~No person in the City shall start a bonfire or set afire, or cause to be set afire, any woods, grass, or other combustible material, on his property or lot (except in a stove, fireplace, incinerator or other receptacle designed for fires), without first obtaining a permit therefor from the Chief of Police of the City. A permit for a recreational or campfire as defined herein, is not required. (Ord. 46, 5-1-1969)~~

5-7-2 DEFINITIONS:

Approved Material: approved material means dried trees and branches.

Prohibited Material: prohibited material includes, but is not limited to the following items: treated wood, garbage, waste products, vegetable matter, plastic, construction material, leaves and other yard waste, and green timber.

Recreational or Campfire: as used herein, the term 'Recreational' or 'Campfire' means a small fire that is no more than three (3') feet in diameter and does not exceed three (3') feet in height.

5-7-23: PROHIBITED ACTS:

~~A. No person shall negligently permit any fire upon his own land to endanger any property, whether on his own land or not, nor shall any permit issued pursuant to Section 5-7-1 hereof be construed to permit such fire to extend beyond the limit of the property for which the permit is obtained. No person shall permit or have an outdoor fire that does not meet the requirements of this ordinance~~

~~B. No person shall willfully, negligently or carelessly start a fire in the City except in a stove, fireplace, incinerator, or other receptacle designed for fires.~~

C. No person shall negligently or carelessly permit a recreational or campfire on premises owned, occupied or controlled by him to get out of control so as to require assistance of fire fighting equipment in the extinguishing of

1. M.S.A. § 412.221, subd. 6.

such fire. (Ord. 46, 5-1-1969)

D. Apartment Balconies: It is unlawful for any person to set, kindle, maintain, or permit any fire or open flame on any balcony of a multiple dwelling or apartment building in any barbecue or similar heating, cooking, burning or lighting equipment or device, regardless of the source of energy for said equipment or device, except in buildings of all masonry construction where the equipment or device is permanently affixed to the balcony and has a permanently affixed hood. (Ord. 70, 6-17-1980; 1996 Code)

5-7-3 Conditions

A) A recreational or campfire must be fully extinguished by 12:00 a.m.

B) A recreational or campfire shall not burn when the Minnesota Pollution Control Agency (MPCA) issues an air quality warning.

C) The recreational or campfire must have extinguishing equipment such as a garden hose, fire extinguisher, sand, etc., within 10' of the fire.

D) The fire must be tended to at all times by a responsible adult.

5-7-3: PENALTY:

Any person violating any provision of this Chapter shall, upon conviction therefore, be subject to penalty as provided in Section 1-4-1 of this Code. (Ord. 46, 5-1-1969; 1996 Code)

CITY OF LAUDERDALE COUNCIL ACTION FORM

MEETING DATE: Tuesday, August 9, 2005

ITEM: Clandestine Drug Lab Manufacture Ordinance

DESCRIPTION: the Mayor requested staff to draft an ordinance based on the ordinance prepared by the City of St. Anthony regarding the clean-up of suspected Clandestine Drug Lab Sites, either manufacture sites or dump sites.

Staff acquired the ordinance from St. Anthony and drafted an ordinance based on this document.

OPTIONS:

- 1) do nothing
- 2) adopt the ordinance as proposed
- 3) adopt the ordinance with revisions
- 4) send back for staff to make further revisions and bring ordinance back to council at later date

ATTACHMENTS: draft Clandestine Drug Lab Manufacture ordinance

Chapter 8

An ordinance declaring clandestine drug labs to be a public nuisance, providing for their removal and clean-up and assessing costs against the property owner, and amending the municipal code of the City of Lauderdale by adding Chapter 8 Clandestine drug lab sites to Title 5.

- 5-8-1 **PURPOSE AND INTENT:** the purpose of this Chapter is to reduce public exposure to health risks associated with hazardous chemicals or residue from a clandestine drug lab site. Professional testing and investigations show that chemicals used in the production of illicit drugs can condense, penetrate, and contaminate surfaces, furnishings and equipment of surrounding structures. The City Council finds that such sites and the personal property within such sites may contain suspected chemicals and residues that place people, particularly children or adults of child bearing age, at risk when exposed through inhabiting or visiting the site or being exposed to contaminated personal property.
- 5-8-2 **INTERPRETATION AND APPLICATION:** the provisions of this chapter must be construed to protect the public health, safety and welfare. When the conditions imposed by this chapter conflict with comparable provisions imposed by another law, ordinance, statute or regulation, the regulations that are more restrictive or that impose higher standards will prevail.
- 5-8-3 **DEFINITIONS:** unless the context clearly indicates otherwise, the words and phrases below are defined for the purposes of this chapter as follows:
- 1) “Chemical Dump Site” means a place or area where chemicals or other waste material used in a clandestine drug lab operation has been located.
 - 2) “City” means the City of Lauderdale.
 - 3) “Clandestine Drug Lab Operation” means the unlawful manufacture or attempt to manufacture a controlled substance.
 - 4) “Clandestine Drug Lab Site” or “Sites” means a place or area where law enforcement personnel determined conditions associated with an unlawful clandestine drug lab operation exists. A clandestine drug lab site may include dwellings, accessory buildings, structures or units, a chemical dumpsite, a vehicle, boat, trailer, or other appliance.
 - 5) “Controlled Substance” means a drug substance or immediate precursor specified in Minnesota Statute §152.02, Schedules I through V, and as the same may be amended. The term does not include distilled spirits, wine, malt beverages, intoxicating liquors or tobacco.
 - 6) “Manufacture”, in other places other than a pharmacy, includes the production, cultivation, quality control, or standardization, by mechanical, physical, chemical or pharmaceutical means, and the packaging, re-packaging, tableting, encapsulating, labeling, re-labeling, or filling of drugs, by any other process.

- 7) "Owner" means a person, firm, corporation or other entity who or which owns, in whole or in part, the land, building, structure, vehicle, boat, trailer or other location associated with clandestine drug lab site. Unless information is provided to prove otherwise, the owner of real property is deemed to be the property owner of a vehicle, boat or trailer is deemed to be the person listed as the owner on the most recent title to the vehicle, boat, or trailer.

5-8-4 Declaration of Public Health Nuisance: all dwellings, accessory structures, buildings, vehicles, boats, trailers, personal property, adjacent property or other location, associated with a clandestine drug lab site are potentially unsafe due to health hazards and are declared to be a public nuisance.

5-8-5 Law Enforcement Action:

- 1) Law enforcement authorities that identify conditions associated with a clandestine drug lab site that may place the public or occupants at risk of exposure to harmful contaminants and other associated conditions may:
 - (a) promptly notify the appropriate municipal, child protection, and public health authority, the United States drug enforcement administration, and the site owner about the site and the conditions found;
 - (b) treat, store, transport or dispose of all waste generated from the clandestine drug lab site in a manner consistent with the Minnesota Department of Health and Minnesota Pollution Control Agency regulations;
 - (c) the appropriate county would issue a temporary declaration of public health nuisance for the affected site and post a copy of the declaration on all doorway entrances to the site or, in case of bare land, in several conspicuous places on the property. This temporary declaration will expire after the city inspects the site and determines the appropriateness of issuing a permanent declaration of public health nuisance;
 - (d) notify all people occupying the site that a temporary declaration of public health nuisance has been issued;
 - (e) require all people occupying the site to immediately vacate the site, remove all pets from the site, and not return without written authorization from the city;
 - (f) notify the occupants vacating the site that the personal property at the site may be contaminated with dangerous chemical residue; and

- (g) put locks on each doorway entrance to the site to prohibit people from entering the site without authorization.
- 2) The notification of the people and organizations mentioned above may be delayed to accomplish appropriate law enforcement objectives.

5-8-6 Inspection and Declaration of Nuisance.

- 1) Within 48 hours of notification that law enforcement authorities have determined the existence of a clandestine drug lab site, the city will contact the appropriate county and they must inspect the site. The county may then promptly issue a permanent declaration of public health nuisance and a Do Not Enter-Unsafe to Occupy Order for the affected site to replace the temporary declaration. A copy of the permanent declaration and order must be posted on all doorway entrances to the site or, in the case of bare land, in several conspicuous places on the property.
- 2) Abatement order. After issuing the permanent declaration, the city must send written notice to the site owner ordering abatement of the public health nuisance. The abatement order must include the following:
 - (a) a copy of the declaration of public health nuisance and Do Not Enter-Unsafe to Occupy Order;
 - (b) information about the potentially hazardous condition of the site;
 - (c) a summary of the site owner's and occupant's responsibilities under this title; and
 - (d) information that may help the owner locate appropriate services necessary to abate the public health nuisance.
- 3) Notice to other parties. The city must also mail a copy of the permanent declaration of public health nuisance and a copy of this section to the following parties and their last known addresses:
 - (a) occupants of residents of the site if known;
 - (b) neighbors in proximity to the site who may be affected by the conditions found;
 - (c) the appropriate enforcement division of the United States drug enforcement administration; and
 - (d) other city, state, and local authorities, such as the City Public Works Department, the Minnesota Pollution Control Agency, the Minnesota Department of Health, and the Department of Natural Resources, that are known to have public and environmental protection responsibilities applicable to the situation.
- 4) Modification and removal of declaration. The city may modify or remove the declaration of public health nuisance after the city receives documentation

from a city-approved environmental hazard testing and cleaning firm stating that the suspected health and safety risks, including those to neighbors and potential occupants, either do not exist or have been sufficiently abated or corrected to justify amendment or removal of the declaration.

5-8-7 Site Owner's Responsibility to Act.

- 1) Within ten (10) business days after the abatement order is mailed to the site owner, the owner must accomplish the following:
 - (a) provide the city, in writing with:
 - i. confirmation that all persons and their pets have vacated the site;
 - ii. the names of all children who the owner believes were residing at the site during the time period the clandestine drug lab is suspected to have been at the site; and
 - iii. confirmation that the site will remain vacated and secured until the public health nuisance is completely abated, as required by this Title.
 - (b) contract with one or more city approved hazard testing and cleaning firms to conduct the following work in accordance with the most current state guidelines:
 - i. a detailed on-site assessment of contaminants at the site, including personal property in the site;
 - ii. soil testing of the site and testing of all property and soil in proximity to the site which the environmental hazard testing and cleaning firm determines may have been affected by the conditions found at the site;
 - iii. a complete clean-up of the site (including the clean-up or removal of plumbing, ventilation systems, fixtures and contaminated soil) or a demolition of the structures on the site and complete clean-up of the demolished site;
 - iv. a complete clean-up, or disposal at an approved dump site, of all personal property in the site that is found to have been affected by the conditions at the site;
 - v. a complete clean-up of all property and soil in proximity to the site that is found to have been affected by the conditions at the site; and
 - vi. remediation testing and follow-up testing, including testing of the ventilation system and plumbing, to determine that all health risks are sufficiently reduced to allow safe human occupancy and use of the site, use of the personal property in it, and use of all property and soil in proximity to the site.

- (c) provide the city with the identity of the testing and cleaning firm with which the owner has contracted for abatement of the public health nuisance as required above; and
 - (d) sign an agreement with the city establishing a clean-up schedule. The schedule must establish reasonable deadlines for completing all actions required by this title for abatement of the public health nuisance. The city will consider practical limitations and the availability of contractors in approving the clean-up schedule.
- 2) The owner must meet all deadlines established in the clean-up schedule. The owner must provide the city with written documentation of the clean-up, including a signed statement from a city approved environmental hazard testing and cleaning firm that the site, all personal property in it, and all property and soil in proximity to the site is safe for human occupancy and use and that the clean-up was conducted in accordance with the most current state guidelines.

5-8-8 Site Owner's Responsibility for Costs. The site owner is responsible for all costs of dealing with and abating the public health nuisance, including contractor's fees and the city's cost for services performed in connection with the clandestine drug lab site clean-up. The city's costs may include;

- (a) posting of the site;
- (b) notification of affected parties;
- (c) securing the site, providing limited access to the site, and prosecution of unauthorized person's found at the site;
- (d) expenses related to the recovery of costs, including the special assessment process;
- (e) laboratory fees
- (f) clean-up services;
- (g) administrative fees
- (h) legal fees; and
- (i) other associated costs.

5-8-9 City Action and Recovery of Costs.

- 1) If the site owner fails to comply with any of the requirements of this title, the city is authorized to take all reasonable actions necessary to abate the public health nuisance, including contracting with a city-approved environmental hazard testing and cleaning firm to complete the necessary clean-up. The city is also authorized to provide a copy of the declaration of public health nuisance to the holders of the mortgage or lien interests in the affected site.
- 2) If the costs to clean the site or to clean the personal property at the site are prohibitively high in relation to the value of the site or the personal property, the city is authorized to remove or demolish the site, structure or building and

dispose of the personal property in it. These actions must be taken in accordance with the provisions of Minnesota Statute § 463.15 through 463.261.

- 3) If the city abates the public health nuisance, the city is entitled to recover all of its actual costs, plus an additional 25% of such costs for administrative expense, in addition to any other legal remedy. The city may recover costs by a civil action against the site owner or by assessing the costs against the site as a lien against the property and certifying the same to Ramsey/Hennepin County for collection in the same manner as ad valorem taxes and special assessments are collected.

5-8-10 Recovery of Costs from Persons Causing Damage. Nothing in this ordinance limits the rights of the site owner or the City to recover clean-up costs from the tenant or operators of the clandestine drug lab.

5-8-11 Entry Into or Onto the Site. While a declaration of public health nuisance for a site is in effect and has been posted at the site, no persons, other than a law enforcement officer or a person authorized by the city is permitted to be inside or on a site.

5-8-12 Removal of Personal Property from the Site. While a declaration of public health nuisance for a site is in effect and has been posted at the site, no personal property may be removed from the site without prior written consent from the city. Consent to remove personal property may be granted at the reasonable discretion of the city, and only in cases of hardship after:

- 1) a city-approved environmental hazard testing and cleaning firm has advised the city, in writing, that the item(s) of personal property can be sufficiently cleaned to remove all harmful contamination; and
- 2) the owner of the personal property agrees in writing that the owner:
 - (a) is aware of the danger of using the contaminated property;
 - (b) will thoroughly clean the property to remove all contamination before the property is used; and
 - (c) releases and agrees to indemnify the city from all liability to the owner and third parties for injuries or damages alleged to have been caused by the contaminated property.

5-8-13 Violations and Penalties. Any person convicted of violating any provision of this title is guilty of a misdemeanor.



2006 BUDGET NARRATIVE

GENERAL FUND

REVENUE

Revenue is projected to increase over the 2005 budget by \$41,712.00 (4.8%). The majority of the increase in the revenue is attributed to the changes to the Local Government Aid the legislature made during the 2005 session. All other revenue is projected at the same level projected in 2005.

PROPERTY TAX LEVY

The proposed levy for 2006 is the same as 2005, \$407,071. Due to the increase in LGA to the City, there is little reason to seek an increase in the levy for this fiscal year.

EXPENDITURES

Expenditures for 2006 are projected to increase over 2005 by \$27,628.00 or 3.8%. Salaries and benefits are the main reason for this increase. The Legislature increased the employers' contribution to PERA to 6% from 4.48%. The city's contribution toward health insurance also increases \$600 per year for covered employees.

Other notable increases include the police contract with St. Anthony and Park Maintenance. The police contract will increase by just over \$5,000 and Park Maintenance by just over \$8,000.

There are no transfers included in the budget at this time, but it is anticipated a transfer of \$140,000 similar to 2005 will be considered.

Attached is the complete proposed 2006 General Fund Budget.

	2002 Actual	2003 Actual	2004 Actual	2005 Adopted	2005 to Date	2006 Proposed
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GENERAL FUND SUMMARY

GENERAL FUND REVENUE

*Property Tax	500,385	432,883	480,000	487,260	177,441	487,260
Intergovernmental Revenue	316,360	308,264	263,112	311,112	-	372,824
Licenses & Permits	26,838	21,082	7,280	7,280	8,542	7,280
Public Safety	40,040	37,567	33,100	32,100	19,132	32,100
Other	55,317	39,160	23,310	27,710	13,804	7,710
TOTAL G.F. REVENUES	938,940	838,956	806,802	865,462	218,920	907,174

* Includes Fiscal Disparities

GENERAL FUND EXPENDITURES

Legislative	21,262	20,781	20,939	23,060	8,116	23,910
Administrative	60,135	66,625	63,130	71,480	29,701	72,729
Finance	45,179	48,144	49,957	58,267	32,238	63,885
Legal - General	3,830	8,641	10,876	10,500	10,434	15,750
Elections	12,337	12,720	13,564	14,282	5,827	25,489
Communications	26,435	22,138	29,098	27,802	12,744	26,502
Police	223,748	231,256	240,818	252,219	144,211	257,500
Fire	26,321	31,294	32,509	42,500	26,945	45,000
Legal - Prosecution	11,345	11,147	10,677	11,700	5,577	12,000
Buildings & Grounds	18,159	20,107	20,731	25,260	9,168	28,605
Streets	37,579	30,137	26,718	34,217	21,322	38,715
Engineering	1,805	1,035	1,545	5,400	817	5,250
Planning/Zoning/Insp.	30,785	35,932	31,566	36,814	15,127	34,896
Trees	9,583	913	1,080	3,650	1,130	3,700
Park Administration	11,645	11,722	11,606	12,221	4,964	13,626
Park Maintenance	43,423	39,023	44,511	41,450	21,331	49,393
Contingency	-	-	-	10,000	-	10,000
Transfers	-	-	-	-	-	-
Other	-	-	4,838	40,000	10,500	20,000
Corrections to match audit	-	-	-	-	-	-
TOTAL G. F. EXPENDITURES	583,571	591,617	614,163	720,822	360,151	746,950
G.F. SURPLUS/(DEFICIT)	355,369	247,339	192,639	144,640	(141,231)	160,224

Beginning Fund Balance	334,689	344,446	342,145	349,888	354,528	213,296
Surplus/(Deficit)	355,369	247,339	192,639	144,640	(141,231)	160,224
Transfers In	-	-	-	-	-	-
Transfers Out	345,612	249,640	184,896	140,000	-	-
Ending Fund Balance	344,446	342,145	349,888	354,528	213,296	373,520
55% of Operating Expenditures	320,964	325,389	337,790	396,452	198,083	410,823

* Note: excess funds over 55% of operating expenditures is transferred to the following accounts.
 General Capital (20%); Park Improvement (30%); Capital Improvement Streets (30%);
 and Capital Improvements Storm Sewer (20%)

		2002	2003	2004	2005	2005	2006
		Actual	Actual	Actual	Adopted	to Date	Proposed
GENERAL FUND REVENUE							
101	31010 CURRENT AD VALOREM	366,218	343,706	394,510	409,071	140,174	415,207
101	31020 DELINQUENT AD VALOREM	3,002	4,677	-	-	(1,151)	1,500
101	31030 FORFEITED TAX SALE	19,213	486	-	-	-	500
101	31040 FISCAL DISPARITIES	111,952	84,014	85,490	78,189	38,419	70,000
101	32110 3.2 ALCOHOLIC LICENSE	258	120	60	60	90	30
101	32120 CIGARETTE LICENSE	120	120	80	80	80	40
101	32130 GARBAGE HAULERS LICENSE	845	1,365	800	800	650	450
101	32140 HEATING/AC LICENSE	829	1,015	385	385	245	300
101	32150 TREE COMPANIES LICENSE	280	280	175	175	105	100
101	32160 GAS STATION PERMIT	50	160	80	80	50	40
101	32170 DRIVEWAY CONTR. LICENSE	-	30	-	-	-	-
101	32210 BUILDING PERMITS	22,139	14,140	5,000	5,000	6,646	5,500
101	32211 ZONING APPLICATION FEES	190	830	200	200	110	100
101	32220 GAS INSTALLATION	-	-	-	-	-	-
101	32225 PLAN REVIEW FEE	8,575	4,644	1,000	1,000	1,935	750
101	32230 PLUMBING PERMITS	1,096	1,368	150	150	192	100
101	32240 ANIMAL LICENSES	245	150	100	100	120	75
101	32260 VENDING PERMIT	-	-	-	-	-	-
101	32270 HEATING A/C PERMIT	736	1,384	250	250	255	175
101	32280 STREET EXC. PERMIT	50	150	-	-	-	-
101	33401 LOCAL GOVERNMENT AID	306,601	248,712	248,712	296,712	-	359,622
101	33402 HOMESTEAD CREDIT	-	45,070	-	-	-	-
101	33403 STATE EQUALIZATION AID	-	-	-	-	-	-
101	33404 LOCAL PERFORMANCE AID	-	-	-	-	-	-
101	33405 PERA STATE AID	1,198	1,198	1,198	1,198	-	750
101	33406 OTHER STATE AID	8,561	13,284	13,202	13,202	-	10,000
101	34101 CITY HALL RENTAL	2,950	2,425	100	500	2,180	100
101	34103 ADMINISTRATIVE FEE	15,190	15,070	15,000	-	235	-
101	34105 SALE OF PUBLICATIONS	-	-	50	50	-	50
101	34107 ASSESSMENT SEARCHES	-	-	-	-	-	-
101	34109 COPIES	13	17	10	10	1	10
101	34110 VARIANCE FEES	225	225	150	150	-	100
101	34111 LEGAL FEES	-	-	-	-	-	-
101	34112 COND. USE PERMITS	330	-	-	-	-	100
101	34114 ADVERTISING SALES	850	-	-	-	-	50
101	34115 GENERAL GOVERNMENT MISC.	-	-	-	-	-	-
101	34116 ENGINEERING FEES	1,000	-	-	-	-	-
101	34201 FALSE SECURITY ALARM - POLICE	-	-	100	100	-	50
101	34202 FALSE FIRE ALARM - FIRE	2,513	2,199	5,000	5,000	-	2,500
101	34203 FIRE INSPECTION FEE	-	-	3,000	2,000	2,200	1,000
101	34204 PUMP TEST	-	-	-	-	-	-
101	35101 COURT FINES	37,527	35,368	25,000	25,000	16,932	15,000
101	36100 SPECIAL ASSESSMENTS	3,502	3,093	-	-	13	-
101	36101 PRINCIPAL	-	-	-	-	-	-
101	36102 PENALTIES & INTEREST	-	169	-	-	4	75
101	36103 TREE REMOVAL	-	-	-	-	-	-
101	36105 ALLEY ASSESSMENT	-	-	-	-	-	-
101	36106 FALSE ALARM ASSESSMENT	-	-	-	-	-	-
101	36107 WEED REMOVAL ASSESS.	-	-	-	-	-	-
101	36200 MET COUNCIL - LIVABLE COMM	-	-	-	20,000	-	-
101	36210 INTEREST EARNINGS	-	-	-	-	-	-
101	36211 INVESTMENT INTEREST	9,708	4,871	7,000	6,000	7,244	3,000
101	36212 CHECKING INTEREST	-	-	-	-	-	-
101	36230 DONATIONS	3,000	2,000	-	-	-	-
101	36240 SURCHARGES	1,577	667	-	-	224	-
101	36250 REFUNDS & REIMBURSE	4,568	87	-	-	966	-
101	36251 ST. PAUL WATER UTILITY	-	-	-	-	-	-
101	36252 LMC INSURANCE REFUND	3,829	4,611	-	-	-	-
101	36255 MISC.	-	1,281	-	-	1,000	-

	2002 Actual	2003 Actual	2004 Actual	2005 Adopted	2005 to Date	2006 Proposed
101 37240 SEWER CONNECTIONS/RECON	-	-	-	-	-	-
101 39101 SALE OF FIXED ASSETS	-	200	-	-	-	-
39200 INTERFUND OPERATING TRANSFERS	-	20,000	20,000	-	-	-
GENERAL FUND REVENUE TOTAL:	938,940	859,186	826,802	865,462	218,920	887,274

GENERAL FUND EXPENDITURES

41100 LEGISLATIVE

103	PART TIME EMPLOYEES	13,200	13,200	13,200	13,200	6,400	13,200
122	FICA CONTRIBUTIONS	1,010	1,010	1,010	1,010	490	1,010
201	GENERAL SUPPLIES	-	-	-	-	5	-
202	PERMANENT SUPPLIES	(207)	-	-	-	13	-
203	POSTAGE	-	-	-	-	-	-
305	LEGAL FEES	-	-	500	-	500	500
308	TRAINING\CONFERENCES	525	-	70	1,000	-	1,000
331	TRAVEL EXPENSE	210	-	-	100	13	100
352	PUBLIC INF. NOTICES	-	-	-	-	-	-
361	GENERAL LIABILITY	3,953	4,216	3,781	4,000	128	4,000
438	DUES & SUBSCRIPTIONS	2,421	2,301	2,323	3,150	303	3,750
439	SPECIAL EVENTS	50	-	-	250	55	100
440	MEETING EXPENSES	100	54	55	250	210	250
441	CONTRIBUTIONS	-	-	-	100	-	-
	Total Legislative	21,262	20,781	20,939	23,060	8,116	23,910

41200 ADMINISTRATIVE

101	REG FULL TIME EMPLOYEES	32,226	39,620	39,152	40,243	15,049	39,039
102	OVERTIME	-	-	-	-	-	-
104	TEMP EMPLOYEES	-	-	-	-	-	-
121	PERA CONTRIBUTIONS	2,078	2,017	2,247	2,225	832	2,319
122	FICA CONTRIBUTIONS	2,938	2,870	3,200	3,079	1,173	2,956
126	ICMA RETIREMENT	-	-	-	-	-	-
131	GROUP INSURANCE	4,928	6,848	3,332	4,229	1,204	4,290
133	LIFE INSURANCE	-	-	-	-	-	-
151	WORKER'S COMP.	349	367	520	454	-	500
201	GENERAL SUPPLIES	2,084	1,511	1,988	2,400	1,395	2,000
202	PERMANENT SUPPLIES	-	-	-	200	-	-
203	POSTAGE	1,015	729	702	1,200	276	1,200
208	CHIPPEWA WATER	398	330	433	400	205	425
306	CONSULTING FEES	718	-	-	1,000	5,625	1,000
307	COMPUTER SERVICES	-	-	-	-	-	-
308	TRAINING\CONFERENCES	1,193	1,314	952	2,500	231	5,000
327	OTHER SERVICE	-	-	-	-	140	-
331	TRAVEL EXPENSE	1,247	960	1,155	1,700	311	2,500
355	MISC PRINTING/PROCESS SERVICE	-	-	-	-	-	-
361	GENERAL LIABILITY	3,281	3,555	2,895	3,000	-	3,000
391	TELEPHONE/PAGERS	2,814	3,146	2,729	3,300	1,671	3,500
401	COPIER CONTRACT	877	939	945	1,000	202	1,000
404	COMP. REP./MAINT.	-	-	-	500	-	500
409	OTHER EQUIPMENT REPAIR/MAINT.	-	325	-	200	-	200
420	RENTAL EQUIPMENT	-	-	-	-	-	-
437	SALES TAX	21	-	-	100	8	100
438	DUES & SUBSCRIPTIONS	1,714	1,776	1,827	1,500	854	1,500
439	SPECIAL EVENTS	-	-	-	-	-	-
440	MEETING EXPENSES	-	-	-	50	-	250
442	MISC	1,217	256	264	500	183	250
534	OFFICE FURNITURE	74	-	586	200	138	200

		2002 Actual	2003 Actual	2004 Actual	2005 Adopted	2005 to Date	2006 Proposed
538	COMPUTER SOFTWARE & EQUIP	963	60	203	1,500	203	1,000
	Total Administrative	60,135	66,625	63,130	71,480	29,701	72,729
41300	<u>FINANCE</u>						
101	REG FULL TIME EMPLOYEES	31,982	35,117	33,864	36,042	13,995	39,027
103	PART TIME EMPLOYEES	-	-	-	-	-	-
121	PERA CONTRIBUTIONS	1,725	1,783	1,953	1,993	774	2,258
122	FICA CONTRIBUTIONS	2,422	2,555	2,810	2,757	1,108	2,880
131	GROUP INSURANCE	2,191	1,627	2,265	3,625	875	4,620
133	LIFE INSURANCE	-	-	-	-	-	-
201	GENERAL SUPPLIES	397	408	-	350	465	500
301	AUDITING	4,050	4,412	6,742	8,600	13,586	9,000
303	FINANCIAL SERVICES	300	-	-	3,000	-	3,000
307	COMPUTER SERVICES	1,707	1,707	1,706	1,800	1,408	2,000
308	TRAINING\CONFERENCES	-	-	-	-	-	500
355	MISC PRINTING/PROCESS SERVICE	-	-	-	-	-	-
442	MISC	405	535	618	100	26	100
	Total Finance	45,179	48,144	49,957	58,267	32,238	63,885
41400	<u>GENERAL LEGAL</u>						
305	LEGAL FEES	3,602	7,691	10,246	10,000	10,246	15,000
355	MISC PRINTING/PROCESS SERVICE	228	950	630	500	188	750
	Total Legal	3,830	8,641	10,876	10,500	10,434	15,750
41500	<u>ELECTION</u>						
101	REG FULL TIME EMPLOYEES	7,797	8,682	8,274	8,820	3,606	17,086
103	PART TIME EMPLOYEES	-	-	-	-	-	-
104	TEMP EMPLOYEES	1,437	726	1,714	900	-	1,700
121	PERA CONTRIBUTIONS	422	444	477	488	199	942
122	FICA CONTRIBUTIONS	641	639	690	744	288	1,201
131	GROUP INSURANCE	550	418	516	906	220	2,310
133	LIFE INSURANCE	-	-	-	-	-	-
201	GENERAL SUPPLIES	103	186	187	600	-	250
202	PERMANENT SUPPLIES	-	-	-	-	-	-
327	OTHER SERVICE	-	-	127	-	130	200
331	TRAVEL EXPENSE	-	-	-	-	-	75
352	PUBLIC INFO NOTICES	-	-	-	-	-	-
409	OTHER EQUIP. REP./MAINT.	-	-	-	225	-	-
440	MEETING EXPENSES	71	21	11	-	-	75
442	MISC	-	-	-	-	-	-
539	VOTING MACHINES/BOOTHES	1,316	1,604	1,568	1,600	1,384	1,650
	Total Elections	12,337	12,720	13,564	14,282	5,827	25,489
41600	<u>COMMUNICATIONS</u>						
101	REG FULL TIME EMPLOYEES	12,334	11,263	13,561	13,950	6,144	11,423
104	TEMP EMPLOYEES	-	-	-	-	-	-
121	PERA CONTRIBUTIONS	676	576	763	771	340	685
122	FICA CONTRIBUTIONS	942	813	1,075	1,067	476	874
131	GROUP INSURANCE	1,120	378	1,448	1,813	624	1,320
133	LIFE INSURANCE	-	-	-	-	-	-
201	GENERAL SUPPLIES	-	-	-	-	-	-
202	PERMANENT SUPPLIES	-	-	-	-	-	-
203	POSTAGE	1,338	1,350	1,200	1,300	600	1,350

		2002 Actual	2003 Actual	2004 Actual	2005 Adopted	2005 to Date	2006 Proposed
309	DELIVERY	7,019	6,791	8,469	7,500	3,966	7,500
351	LEGAL NOTICE PUBLICATION	-	-	-	-	-	-
352	PUBLIC INFO NOTICES	327	-	309	200	150	300
353	NEWSLETTER PRINTING	980	676	669	800	335	800
354	PHONEBOOK PRINTING	1,364	-	1,374	-	-	2,000
355	MISC PRINTING	335	291	231	400	109	250
						-	
	Total Communications	26,435	22,138	29,098	27,802	12,744	26,502
42100	<u>POLICE</u>						
202	PERMANENT SUPPLIES	-	-	-	-	-	-
319	POLICE CONTRACT	221,053	231,200	240,818	247,219	144,211	255,000
360	GENERAL LIABILITY	2,695	-	-	5,000	-	2,500
391	TELEPHONE	-	-	-	-	-	-
391	MISCELLEANOUS	-	56	0	-	-	-
	Total Police	223,748	231,256	240,818	252,219	144,211	257,500
42200	<u>FIRE PROTECTION</u>						
202	PERMANENT SUPPLIES	-	-	-	-	-	-
320	FIRE CONTRACT	10,165	11,548	12,898	14,500	12,898	16,000
321	FIRE CALLS	10,591	15,618	12,565	20,000	11,847	20,000
322	FIRE FALSE ALARMS	5,565	4,129	4,847	5,000	-	5,500
323	FIRE INSPECTION	-	-	2,200	3,000	2,200	3,500
326	FIRE HYDRANT FEE	-	-	-	-	-	-
	Total Fire	26,321	31,294	32,509	42,500	26,945	45,000
42300	<u>PROSECUTION</u>						
305	LEGAL FEES	10,200	10,200	10,200	10,500	5,100	10,500
355	MISC PRINTING/PROCESS SERVICE	1,145	947	477	1,200	477	1,500
	Total Prosecution	11,345	11,147	10,677	11,700	5,577	12,000
43100	<u>BUILDING & GROUNDS</u>						
101	REG FULL TIME EMPLOYEES	7,712	7,094	7,388	7,334	3,336	11,513
103	PART TIME EMPLOYEES	-	-	-	-	-	-
121	PERA CONTRIBUTIONS	371	393	395	406	184	691
122	FICA CONTRIBUTIONS	533	566	572	561	269	881
126	ICMA RETIREMENT	-	-	-	-	-	-
131	GROUP INSURANCE	385	455	575	610	308	1,320
133	LIFE INSURANCE	-	-	-	-	-	-
151	WORKER'S COMP PREMIUM	1,397	1,470	2,080	1,816	-	1,700
202	PERMANENT SUPPLIES	284	1,319	1,081	1,500	137	1,100
212	MOTOR FUELS	933	891	1,800	2,000	967	1,500
213	LUBRICANTS & OTHER FLUIDS	109	86	182	200	42	175
225	LANDSCAPING MATERIALS	-	-	-	200	-	150
227	TOOLS & EQUIPMENT	234	-	-	500	-	250
228	REPAIRS/MAINTENANCE/SUPPLIES	403	859	669	1,200	496	1,200
308	TRAINING/CONFERENCES	-	-	-	200	-	200
327	OTHER SERVICE	143	440	110	1,000	94	500
332	MISC. TRAVEL EXPENSE	-	-	-	-	-	-
362	PROPERTY INSURANCE	642	726	-	629	-	650
363	AUTOMOTIVE INSURANCE	369	387	-	359	-	375
381	ELECTRIC	1,381	1,489	1,496	2,000	781	1,500
382	WATER	23	32	60	75	25	75
383	GAS UTILITIES	1,748	2,518	2,651	2,600	1,889	2,650

		2002	2003	2004	2005	2005	2006
		Actual	Actual	Actual	Adopted	to Date	Proposed
384	REFUSE DISPOSAL	192	403	363	400	193	400
391	TELEPHONE/PAGERS	334	195	246	170	138	275
402	CITY TRUCK REPAIR/MAINTENANCE	863	784	1,063	1,200	307	1,200
426	MACHINERY RENTAL	-	-	-	300	-	300
438	DUES & SUBSCRIPTIONS	-	-	-	-	-	-
440	MEETING EXPENSES	-	-	-	-	-	-
442	MISC	-	-	-	-	-	-
510	LAND	103	-	-	-	-	-
530	FURNITURE & EQUIPMENT	-	-	-	-	-	-
540	MACHINERY & EQUIPMENT	-	-	-	-	-	-
	Total Building & Grounds	18,159	20,107	20,731	25,260	9,168	28,605
43200	<u>STREETS</u>						
101	REG FULL TIME EMPLOYEES	10,275	9,608	10,053	10,080	4,528	10,973
103	PART TIME EMPLOYEES	-	-	-	-	-	-
121	PERA CONTRIBUTIONS	502	530	526	557	250	658
122	FICA CONTRIBUTIONS	720	764	777	771	366	839
126	ICMA RETIREMENT	-	-	-	-	-	-
131	GROUP INSURANCE	539	639	780	1,208	442	1,320
133	LIFE INSURANCE	-	-	-	-	-	-
201	GENERAL SUPPLIES	-	-	-	-	-	-
212	MOTOR FUELS	-	-	-	-	-	-
224	STREET MAINTENANCE SUPPLY	-	-	-	-	-	-
225	LANDSCAPING MATERIALS	-	-	-	250	-	-
226	SIGNS	-	822	-	250	-	200
227	TOOLS & EQUIPMENT	-	-	63	200	-	200
228	REPAIRS/MAINTENANCE/SUPPLIES	268	20	76	300	4	275
308	TRAINING/CONFERENCES	-	-	-	-	-	-
313	SNOW & ICE REMOVAL	6,199	8,528	4,867	10,000	10,650	11,000
314	STREET SWEEPING	3,236	4,036	4,400	4,700	2,472	5,000
324	ALLEY REPAIR	233	43	-	500	-	250
328	STREET REPAIR	-	-	-	-	-	2,500
381	ELECTRIC (STREET LIGHTS)	15,607	5,149	5,177	5,400	2,611	5,500
560	VEHICLE	-	-	-	-	-	-
	Total Streets	37,579	30,137	26,718	34,217	21,322	38,715
43300	<u>ENGINEERING</u>						
304	ENGINEERING	1,805	815	1,320	5,000	585	5,000
327	SERVICES	-	220	225	400	232	250
	Total Engineering	1,805	1,035	1,545	5,400	817	5,250
43400	<u>PLANNING, ZONING & INSP</u>						
101	REG FULL TIME EMPLOYEES	19,101	19,721	22,364	23,498	10,620	21,721
104	TEMP EMPLOYEES	-	-	-	-	-	-
121	PERA CONTRIBUTIONS	1,013	1,034	1,217	1,299	587	1,303
122	FICA CONTRIBUTIONS	1,421	1,486	1,756	1,798	851	1,662
126	ICMA RETIREMENT	-	-	-	-	-	-
131	GROUP INSURANCE	1,421	1,047	1,607	2,719	861	2,310
133	LIFE INSURANCE	-	-	-	-	-	-
201	GENERAL SUPPLIES	-	-	-	100	-	100
202	PERMANENT SUPPLIES	16	-	-	100	-	100
203	POSTAGE	-	-	-	-	-	75
306	CONSULTING FEES	1,912	1,969	2,475	2,500	820	2,500
308	TRAINING/CONFERENCES	316	581	280	500	25	500
310	PLUMBING INSPECTOR	-	-	-	-	-	-
311	HEATING INSPECTOR	-	-	-	-	-	-

		2002 Actual	2003 Actual	2004 Actual	2005 Adopted	2005 to Date	2006 Proposed
312	BUILDING INSPECTOR	2,172	-	-	2,000	20	2,000
327	SAFETY PROGRAMS AND TRAINING	2,080	780	780	1,000	835	1,500
331	TRAVEL EXPENSE	-	-	-	-	-	75
355	MISC PRINTING	29	330	-	750	124	250
386	GOPHER STATE ONE CALL	23	8	257	250	141	250
388	SAC UNIT CHARGE	-	-	-	-	-	-
437	SALES TAX	-	-	-	-	-	-
442	MISCELLANEOUS	-	8,602	452	-	84	150
443	SURCHARGE REPORT	1,281	374	378	300	159	400
	Total Planning, Zoning & Insp.	30,785	35,932	31,566	36,814	15,127	34,896
43500	<u>TREES</u>						
225	LANDSCAPING MATERIALS	-	-	-	500	-	500
308	TRAINING\CONFERENCES	125	125	130	150	130	200
317	TREE SERVICE	9,458	788	950	3,000	1,000	3,000
331	TRAVEL EXPENSE	-	-	-	-	-	-
	TREE INVENTORY	-	-	-	-	-	-
	Total Trees	9,583	913	1,080	3,650	1,130	3,700
45100	<u>PARK/COMMUNITY EVENTS ADMINISTRATION</u>						
101	REG FULL TIME EMPLOYEES	9,499	9,925	9,167	9,554	3,953	10,564
121	PERA CONTRIBUTIONS	515	508	549	528	219	634
122	FICA CONTRIBUTIONS	719	728	778	731	303	808
126	ICMA RETIREMENT	-	-	-	-	-	-
131	GROUP INSURANCE	739	438	973	1,208	414	1,320
133	LIFE INSURANCE	-	-	-	-	-	-
371	NON-RESIDENT REIMBURSEMENT	173	123	139	200	75	300
442	RECREATION PROGRAMS	-	-	-	-	-	-
	Total Park Admin.	11,645	11,722	11,606	12,221	4,964	13,626
45200	<u>PARK MAINTENANCE</u>						
101	REG FULL TIME EMPLOYEES	28,230	26,309	25,353	24,450	11,199	29,800
103	PART TIME EMPLOYEES	-	-	-	-	-	-
104	TEMP EMPLOYEES	2,227	3,779	5,099	3,000	2,124	3,000
121	PERA CONTRIBUTIONS	1,374	1,454	1,385	1,352	619	1,788
122	FICA CONTRIBUTIONS	2,143	2,382	2,396	2,100	1,067	2,280
131	GROUP INSURANCE	1,464	1,732	2,016	3,021	1,037	3,300
133	LIFE INSURANCE	-	-	-	-	-	-
142	UNEMPLOYMENT BENEFIT	-	-	-	-	-	-
151	WORKER'S COMP PREMIUM	175	184	260	227	-	275
201	GENERAL SUPPLIES	838	128	27	1,500	1,168	1,500
202	PERMANENT SUPPLIES	-	-	-	-	66	100
212	MOTOR FUELS	-	-	-	-	-	-
225	LANDSCAPING MATERIALS	26	-	897	500	-	250
228	REPAIRS/MAINTENANCE/SUPPLIES	766	12	17	1,000	227	1,000
317	TREE SERVICE	1,000	-	2,663	500	-	1,500
327	OTHER SERVICE	-	-	-	-	-	-
381	ELECTRIC	329	314	960	700	615	750
383	GAS UTILITIES	998	1,230	1,929	1,300	1,041	2,000
384	REFUSE DISPOSAL	221	456	363	600	193	500
391	TELEPHONE/PAGERS	133	388	58	250	268	400
403	TRACTOR/MOWER	2,323	-	581	-	1,419	1,500
412	WARMING HOUSE REPAIR/MAINT.	723	170	95	500	102	500
427	BIFY RENTAL	381	507	413	450	184	450
437	SALES TAX	72	(22)	-	-	-	-
540	MACHINERY & EQUIP.	-	-	-	-	-	-

	2002 Actual	2003 Actual	2004 Actual	2005 Adopted	2005 to Date	2006 Proposed
550						
IMPROVEMENT PROJECTS	-	-	-	-	-	-
Total Park Maintenance	43,423	39,023	44,511	41,450	21,331	50,893
48411						
<u>LIVABLE COMMUNITIES</u>						
550						
Other Improvements - LTRI	-	-	-	-	-	-
48412						
LIVABLE COMMUNITIES						
550						
Other Improv. - Larpenteur Ave. Redev't	-	-	4,838	40,000	10,500	20,000
Total Livable Communities	-	-	4,838	40,000	10,500	20,000
45300						
<u>CONTINGENCY</u>						
101						
REG FULL TIME EMPLOYEES	-	-	-	-	-	-
121						
PERA CONTRIBUTIONS	-	-	-	-	-	-
122						
FICA CONTRIBUTIONS	-	-	-	-	-	-
131						
HEALTH INSURANCE	-	-	-	-	-	-
442						
MISC(BOLGER GRANT)	-	-	-	-	-	-
444						
CONTINGENCY FUNDS	-	-	-	10,000	-	10,000
710						
OPERATING TRANSFERS	-	-	-	-	-	-
Total Contingency	-	-	-	10,000	-	10,000
GENERAL FUND EXPENDITURE TOTAL	583,571	591,617	614,163	720,822	360,151	748,450
45400						
<u>TRANSFERS</u>						
710						
TRANSFERS	-	-	-	-	-	-
721						
TRANSFER TO 201	-	-	-	-	-	-
741						
TRANSFER TO 401	172,428	19,392	13,469	-	-	-
742						
TRANSFER TO 402	8,031	12,928	18,979	10,000	-	-
743						
TRANSFER TO 403	64,092	12,928	8,979	-	-	-
744						
TRANSFER TO 404	16,061	19,392	13,469	-	-	-
747						
TRANSFER TO 407	10,000	-	-	-	-	-
731						
TRANSFER TO 301	55,000	-	-	-	-	-
732						
TRANSFER TO 302	-	25,000	25,000	25,000	-	-
733						
TRANSFER TO 303	20,000	100,000	70,000	70,000	-	-
734						
TRANSFER TO 304	-	60,000	35,000	35,000	-	-
Total Transfers	345,612	249,640	184,896	140,000	-	-
GENERAL FUND EXPEND. GRAND TOTAL	929,183	841,257	799,059	860,822	360,151	748,450