

**LAUDERDALE CITY COUNCIL MEETING AGENDA  
TUESDAY, FEBRUARY 26, 2002  
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. CALL MEETING TO ORDER AT 7:30 P. M.**

**2. ROLL:**

*Councilmembers:*

McCloskey \_\_\_\_\_  
 Gill-Gerbig \_\_\_\_\_  
 Mayor Dains \_\_\_\_\_  
 Christensen \_\_\_\_\_  
 Gower \_\_\_\_\_  
 Getschow \_\_\_\_\_

*Staff:*

**3. APPROVAL OF THE AGENDA**

**4. APPROVAL**

A. Approval of minutes of the regular City Council Meeting of 2/12/02  
 B. Approval of claims totaling \$48,360.59

**5. 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.

6. CONSENT
7. SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS/ CITIZENS ADDRESSING STREET AND UTILITY IMPROVEMENTS
8. INFORMATIONAL PRESENTATIONS
9. 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.
10. ACTION  
  - A. Approval of Resolution 022602A: A Resolution Authorizing Application for CDBG Funds for the 2002 Utility Infrastructure Improvements
  - B. Consideration of the 2003-2004 Joint Powers Agreement for Police Services with the City of Saint Anthony
11. REPORTS
12. DISCUSSION
13. ITEMS REMOVED FROM THE CONSENT AGENDA
14. ADDITIONAL ITEMS
15. SET AGENDA FOR NEXT MEETING
16. ADJOURNMENT

**Lauderdale City Council  
Meeting Minutes  
February 12, 2002**

1. Meeting called to order at 7:30 P.M.
2. ROLL
- Council present: Gower, Christensen, McCloskey, Gill-Gerbig and Mayor Dains
- Staff present: Getschow
3. APPROVAL OF THE AGENDA
- A. *Approval of Agenda.* Motion by Gower, second by Gill-Gerbig to approve the agenda. Motion carried unanimously.
4. APPROVAL
- A. *Approval of Minutes.* Motion by Gower, second by Christensen to approve of the minutes of the Joint Work Session with the City of Roseville of 1/14/02 and the minutes of the regular City Council Meeting of 1/22/02. Motion carried unanimously.
- B. *Approval of Claims totaling \$56,773.68.* Motion by Gill-Gerbig, second by McCloskey to approve the claims totaling \$56,773.68. Motion carried unanimously.
5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS ITEMS NOT ON THE AGENDA
6. CONSENT

7. SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS
8. INFORMATIONAL PRESENTATIONS
- A. State Senator John Marty and State Representative Mary Jo McGuire.* Senator Marty and Representative McGuire discussed legislative issues that are of concern to the City with the City Council. The single biggest issue at this time is the budget deficit and the effect on the City of Lauderdale of the Governor's proposal to remedy the budget shortfall.
- The legislators also briefly discussed other bills that they have authored or co-authored this current session
- A break was taken at 8:35 p.m.
- The meeting resumed at 8:45 p.m.
9. PUBLIC HEARINGS
- B. Plans and Specifications for the 2002 Street and Utility Improvements.* Tom Kellogg, consultant engineer, provided a review of the plans and specifications for the 2002 Street and Utility Improvements. The Council discussed the improvements planned for north of Roselawn Avenue, along with the construction of a major trunk sanitary sewer line west of Highway 280.
10. ACTION
- A. Resolution 021202A: A Resolution Approving Plans and Specifications and Ordering an Advertisement of Bids for 2002 Street and Utility Improvements.* Motion by Gill-Gerbig, second by McCloskey to approve Resolution 021202A: A Resolution Approving Plans and Specifications and Ordering an Advertisement of Bids for the 2002 Street and Utility Improvements. Roll: Yes: all. Motion carried.

B. *Approval of a Step Adjustment for Administrative Analyst James Bowlik.* Motion by Gower, second by Christensen to approve the step adjustment for the Administrative Analyst position, to Step 5, \$3610.52 per month, effective February 10, 2002. Roll: Yes: all. Motion carried.

## 11. REPORTS

A. *2002 Budget.* The City Administrator presented the approved and adopted 2002 Budget document to the City Council.

B. *Refuse Collection Task Force Update.* Council member McCloskey updated the City Council on the recent developments of the Task Force. Results from a survey sent to city residents in the first quarter city newsletter have been returned and tabulated. The return rate for the surveys was greater than 30%. Of the residents who were asked if they preferred an organized collection approach or the current state of collection, 68% stated that they would approve of the city pursuing organized collection. Listed below (ranked in order) are the very important and important aspects of refuse collection in the minds of the residents that completed and returned surveys:

1. Customer service;
2. Cost;
3. Reducing heavy traffic on city streets;
4. Using a locally owned-hauler;
5. Pick-up of yard waste and brush; and
6. Choosing one's own hauler

McCloskey stated that the Task Force would further review the survey and consider holding a town meeting in the near future. Finally, he stated that the task force will be attending an upcoming Ramsey County League of Local Governments meeting focused on the issue of county-wide organized or "public" collection.

12. DISCUSSION
13. ITEMS REMOVED FROM THE CONSENT AGENDA
14. ADDITIONAL ITEMS
15. SET AGENDA FOR NEXT MEETING
  1. Discussion of the 2003-2004 Police Contract
  2. CDBG Grant Application for the 2002 Improvements
16. ADJOURNMENT

Motion by Gill-Gerbig, second by McCloskey to adjourn at 9:42 P.M. Ayes: All.

**CITY OF LAUDERDALE**  
**Claims for Approval**  
**February 26, 2002 City Council Meeting**

**Payroll**

02/15/02 Payroll: Check # 7097 - 7105 \$6,216.53  
02/15/02 Payroll: Federal Payroll Taxes/FICA EFT \$2,446.66  
02/15/02 Payroll: PERA EFT \$975.68  
02/15/02 Payroll: ICMA Retirement Fund EFT \$969.99  
Feb. '02 Payroll: State Payroll Tax EFT \$842.30

**Payment Claims**

02/26/02 Claims: Check # 15656 - 15675 \$36,909.43

**Total Claims for Approval**

**\$48,360.59**

**CITY OF LAUDERDALE  
Paid Register**

Check Number	Employee Number	Employee Name	Pay Period	Pay Group	Check Amount	Check Date	Status
007097	000000101	DUBORD, ANDREW	4	BI-WEEKLY	\$51.94	2/15/02	Outstanding
007098	000000011	BOWNIK, JAMES	4	BI-WEEKLY	\$1,142.36	2/15/02	Outstanding
007099	000000003	GETSCHOW, RICK	4	BI-WEEKLY	\$1,730.03	2/15/02	Outstanding
007100	000000030	GOYETTE, SHANNON	4	BI-WEEKLY	\$912.42	2/15/02	Outstanding
007101	000000002	HINRICHS, DAVID C	4	BI-WEEKLY	\$941.48	2/15/02	Outstanding
007102	000000005	HUGHES, JOSEPH A	4	BI-WEEKLY	\$1,133.63	2/15/02	Outstanding
007103	000000060	GRATZ, EVAN	4	BI-WEEKLY	\$68.75	2/15/02	Outstanding
007104	000000055	HAWKINSON, LUKE	4	BI-WEEKLY	\$64.64	2/15/02	Outstanding
007105	000000056	HINRICHS, RICHARD	4	BI-WEEKLY	\$171.28	2/15/02	Outstanding
007096		VOID	4		\$0.00	2/15/02	Void
					<u>\$6,216.53</u>		

FILTER: ((year='2002' and [pay period] in (4))) and [pay group] in ('01')



**CITY OF LAUDERDALE**  
**Vendor Transactions**

CHECK Nbr	CHECK Date	Batch Name Invoice	Amount	Comments
015656	2/26/02	022602claims 2/26/02	\$2,875.50	tree trimming
<b>Search Name BLUE CHIP TREE CO., INC.</b>				
015657	2/26/02	022602claims i5536	\$62.84	toner for laser printer
<b>Search Name CARTRIDGECARE INC.</b>				
015658	2/26/02	022602claims 2/26/02	\$83.10	public works uniforms
<b>Search Name CINTAS</b>				
015659	2/26/02	022602claims 2/26/02	\$1,077.00	fire calls
015659	2/26/02	022602claims 2/26/02	\$1,077.00	false fire calls
<b>Search Name CITY OF FALCON HEIGHTS</b>				
015660	2/26/02	022602claims 500	\$18,421.08	police services
<b>Search Name CITY OF ST ANTHONY</b>				
015661	2/26/02	022602claims 99799	\$87.50	st/utill imp admin fee
<b>Search Name FIRSTAR TRUST SERVICES</b>				
015662	2/26/02	022602claims 2/26/02	\$36.43	1 copy: 02 dir of mn city officials
<b>Search Name LEAGUE OF MINNESOTA CITIES</b>				
015663	2/26/02	022602claims 02/26/02	\$550.52	delivery of roseville review
<b>Search Name LILLIE SUBURBAN NEWS</b>				
015664	2/26/02	022602claims 733694	\$10,270.50	wastewater services
<b>Search Name MET-COUNCIL ENVIRONMENTAL SER.</b>				
015665	2/26/02	022602claims 2/26/02	\$78.96	union dues
<b>Search Name MINNESOTA AFSCME</b>				
015666	2/26/02	022602claims 2/26/02	\$30.00	dave: 02 building code seminar
<b>Search Name MINNESOTA STATE TREASURER</b>				
015667	2/26/02	022602claims 2/26/02	\$7.25	city hall phone
015667	2/26/02	022602claims 2/26/02	\$55.99	autodial: malvern lift station
015667	2/26/02	022602claims 2/26/02	\$55.99	autodial: ryan lift station
015667	2/26/02	022602claims 2/26/02	\$7.25	city hall phone
<b>Search Name QWEST</b>				
015667	2/26/02	022602claims 2/26/02	\$41.28	city hall phone
<b>Search Name QWEST</b>				
015667	2/26/02	022602claims 2/26/02	\$167.76	
<b>Search Name RAMSEY CO LEAGUE OF LOCAL GOVT</b>				

**CITY OF LAUDERDALE**  
**Vendor Transactions**

CHECK	Nbr	Batch	Check Date	Name Invoice	Amount	Comments
	015668		2/26/02	022602claims 103	\$237.50	'02 rllg membership dues
<b>Search Name RAMSEY CO LEAGUE OF LOCAL GOVT</b>						
	015669		2/26/02	022602claims risk000403	\$1,134.66	02/02 employee benefits
	015669		2/26/02	022602claims risk000403	\$264.40	'02 city recycling fees
<b>Search Name RAMSEY COUNTY, EXPENDITURES</b>						
	015670		2/26/02	022602claims 999999	\$60.00	'02 membership dues
<b>Search Name SAM'S CLUB</b>						
	015671		2/26/02	022602claims 2/26/02	\$19.64	02/02 cell phone: public works
	015671		2/26/02	022602claims 2/26/02	\$13.76	02/02 cell phone: city admin
<b>Search Name SPRINT PCS</b>						
	015672		2/26/02	022602claims 2/26/02	\$2.90	1qtr02 city water bill
	015672		2/26/02	022602claims 2/26/02	\$2.89	1qtr02 city water bill
<b>Search Name ST. PAUL WATER UTILITY</b>						
	015673		2/26/02	022602claims 2/26/02	\$125.00	dave: shade tree course
<b>Search Name UNIVERSITY OF MINNESOTA</b>						
	015674		2/26/02	022602claims 112186	\$225.00	2qtr02 copier maintenance
<b>Search Name WAGERS BUSINESS SYSTEMS</b>						
	015675		2/26/02	022602claims 69369	\$2.74	extra trash: social room rental
	015675		2/26/02	022602claims 69369	\$2.75	extra trash: social room rental
<b>Search Name WALTERS RUBBISH</b>						
	015675		2/26/02	022602claims 69369	\$5.49	
<b>Grand Total</b>						
					\$36,909.43	

# Lauderdale City Council Memorandum

Council Meeting Date: February 26, 2002

To: Mayor and City Council

From: Rick Getschow, City Administrator

Agenda Item: 2002 CDBG Application

## BACKGROUND:

Community Development Block Grant Funds are available for 2002 from Ramsey County through the federal government on a competitive application basis once again this year. The City previously received \$80,000 in funds for the 2000 Street and Utility Improvements. Unfortunately, the City did not receive funds for the 2001 Street and Utility Improvements last year. Prior to 2000, funds were also received under this program in 1998 for the purchase and installation of the Ryan Street and Malvern Street lift station generators.

This year's application requests \$100,000 in grant funds from Ramsey County that would be earmarked for the utility portion of the overall 2002 improvement project. The street reconstruction portion of the project is not eligible for CDBG funds due to the fact that assessable improvements are not eligible for these funds.

The application for the grant is enclosed for your review. It is recommended that the City Council adopt the enclosed resolution authorizing the application for these grant funds.

## ENCLOSURES:

1. 2002 City of Lauderdale CDBG Proposal – Utility Improvements
2. Resolution 022602A: A Resolution Authorizing Application for CDBG Funds for 2002 Utility Infrastructure Improvements

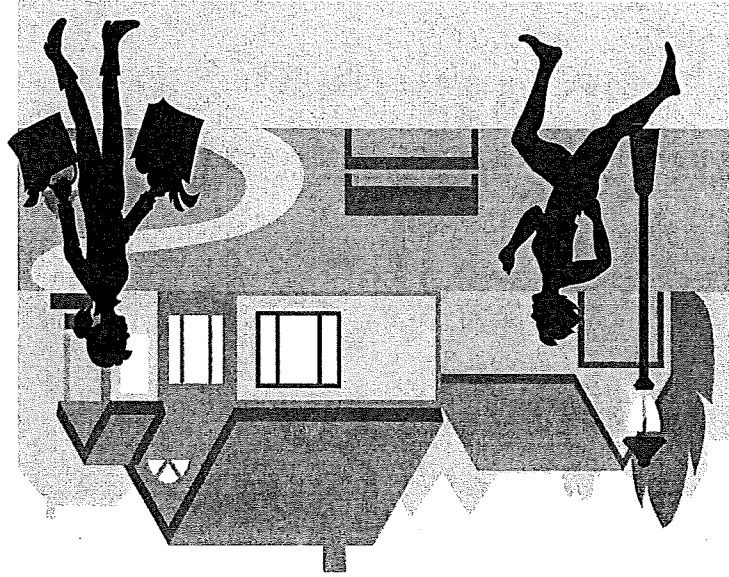
## COUNCIL ACTION REQUESTED:

Approval of Resolution 022602A: A Resolution Authorizing Application for CDBG Funds for 2002 Utility Infrastructure Improvements

**RAMSEY COUNTY  
COMMUNITY DEVELOPMENT BLOCK GRANT**

**2002 CITY OF LAUDERDALE PROPOSAL**

**2002 UTILITY INFRASTRUCTURE  
IMPROVEMENTS**



City of Lauderdale  
1891 Walnut Street  
Lauderdale, MN 55113  
Phone: 651-631-0300  
Fax: 651-631-2066

February 27, 2002

**PROPOSAL  
 RAMSEY COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT  
 AND DAKOTA COUNTY CONSORTIUM  
 HOME INVESTMENT PARTNERSHIP PROGRAMS  
 FY 2002**

For County use Only
National Objective Citation:
Eligibility Citation:
Funds Awarded:

CITY OF LAUDERDALE  
 Legal Name of Applicant  
 1891 WALNUT STREET  
 Legal Address of Applicant  
 LAUDERDALE  
 City  
 55113  
 Zip Code

Federal Tax ID #: 41-6008728

RICK GETSCHOW  
 Contact Person  
 CITY ADMINISTRATOR  
 Telephone 651-631-0300

Address, if other than above  
 651-631-2066  
 Fax

2002 STREET AND UTILITY IMPROVEMENTS  
 PROJECT NAME  
 SLE MAP  
 Project Location-Street Address

Benefit Area by Census Tract(s)  
 Decent Housing  Sutable Living Environment  Economic Opportunities   
 Proposed Start Date MAY 2002  
 Proposed Completion Date JULY 2003

\$100,000 \$ CDBG/HOME Funds Requested  
 \$875,494 \$ Total Anticipated Project Cost

**PROJECT SUMMARY:** (Please provide a brief summary of the proposed project in the space provided below. This description is needed for progress reporting if the project receives funding.)

The City of Lauderdale would like to undertake the 2002 Street and Utility improvements in the northern residential portion of the City of Lauderdale and the western commercial/industrial portion of the City. The northern residential territory covers a single-family residential area north of Roselawn Avenue, while the commercial/industrial area comprises certain property west of Highway 280. These improvements to update the infrastructure of the City include street reconstruction and such utility repairs and replacements to the sanitary sewer, water main, and storm sewer. This aging infrastructure has made the city vulnerable to such potential problems as sanitary sewer inflow and infiltration, sanitary sewer back-ups and major flooding problems. This project proposal to repair and replace the utility infrastructure is intended to be funded by capital reserve dollars and CDBG funds. The use of the CDBG will result in an improvement that is more cost-effective and beneficial to low to moderate income residents in Lauderdale.

1. FEDERAL OBJECTIVE

\*PRINCIPAL BENEFIT TO LOW AND MODERATE INCOME PERSONS

A. HOW WILL THE FUNDING OF THIS PROJECT PRINCIPALLY BENEFIT LOW AND MODERATE INCOME RESIDENTS OF SUBURBAN RAMSEY COUNTY? (Briefly describe in space below; provide more detail in the narrative description of the project.)

- How many persons/households are expected to benefit from the project? 82  
- How many low and moderate income persons/households will benefit? \_\_\_\_\_ %

The entire City of Lauderdale is in a low-moderate income district. See Ramsey County provided information regarding census tracts 014610-014614.

B. Will the client/participant base be based on:

Income verified individuals/households? (Briefly describe process in space below.)

Special Needs populations presumed to be principally low and moderate income?

XXX

Residents of a predominantly low and moderate income neighborhood; area-wide benefit to a specific, defined geographic area? Briefly describe in space below how benefit area was determined and how income data was derived. Attach copy of survey or other information.

Other, please explain \_\_\_\_\_

See Ramsey County provided census tract information.

C. Provide a description of the procedures, policies, and guidelines which will be used to collect and verify participant household income? Please attach forms your organization will use to collect required income data by household size.

See Ramsey County provided census tract information.

\*ALLEVIATION OF BLIGHT

If the proposed project involves activities such as acquisition, demolition of other components designed to remove substandard structures and stem decline, briefly explain how the elimination of blight will be accomplished. How was blight determined. How will CDBG/HOME funds be used? (Please provide a brief summary in the space below.)

**II. PROJECT NARRATIVE** (USE ADDITIONAL PAGES TO ADDRESS THE FOLLOWING. YOU MAY FORMAT THE SECTION AS YOU'D LIKE.)

SEE ATTACHED INFORMATION

**A. Project Need and Impact.** Describe how the project fits into a cluster category. Describe the need for this project in suburban Ramsey County. How does the need for the proposed activity compare with other human/infrastructure needs? How was the need for this project determined? Is it a local priority? How will Ramsey County residents benefit from this project? How would residents be affected if the project was not funded at the requested level? (Attach any third party materials that document the need for this project. Examples include feasibility studies, market research, waiting lists, planning reports, etc.)

**B. Immediacy.** If funded, is the project ready to begin immediately? (July 2002) Is all the necessary financing in place? Describe any site selection, policy, regulatory, marketing, or other steps that will be necessary once CDBG/HOME funds are available. What other sources of funding have been considered for this project? How soon will funds be spent? Include a drawdown/spending schedule. (NOTE: CDBG/HOME FUNDS MAY NOT BE USED TO REPLACE OTHER FUNDS.)

**C. Management Capacity.** How will this project and expenditure of funds be managed? Describe roles/responsibilities of individuals involved in project implementation. Who will be responsible for income verification/documentation? Will any portion of the project be subcontracted to another organization or firm? For public service projects, please describe how continuation of the project will be financially supported.

**PART III. PROJECT BUDGET SUMMARY** (INCLUDE ALL ANTICIPATED PROJECT COSTS, SOURCES AND USES)

**A. PROJECT COSTS**

Total Project Cost	\$ 875,494
CDBG/HOME Funds Requested	\$ 100,000
CDBG/HOME % of Project Cost	11.42%

**B. SOURCE OF OTHER FUNDS**

Source of Funds	\$ Amount	Contact Person/Telephone	Committed	Pending
Lauderdale Capital Improvement Funds	\$775,494	Rick Getschow	<input checked="" type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

**2002 STREET AND UTILITY IMPROVEMENTS**

**PROJECT NARRATIVE**

**A. Project Need and Impact**

The affected area of the 2002 Street and Utility Improvements is in the northern residential portion of the City of Lauderdale and the western commercial/industrial portion of the City. The northern residential territory covers a single-family residential area north of Roselawn Avenue, while the commercial/industrial comprises certain property west of Highway 280. The City of Lauderdale is entirely in a low-moderate income area according to census tracts 014610-014614. This census information was obtained through Ramsey County.

The infrastructure of the City, which dates to the incorporation of the City in 1949, includes streets and such utilities as sanitary sewer, water main, and storm sewer. Most of this infrastructure has never been replaced. This aging infrastructure has made the city vulnerable to such potential problems as sanitary sewer inflow and infiltration, sanitary sewer back-ups and major flooding problems. This is especially important for the 2002 Improvements, because the city plans on eliminating two sanitary sewer lift stations in updating the infrastructure. The comprehensive proposal to repair and replace this infrastructure includes funding sources such as capital reserve funds, special assessments, and bond proceeds. Special assessments will not be used for funding the utility improvements, thus placing pressure on reserve funds, debt, and future property taxes to assist in funding this project in a city of primarily low-moderate income residents. CDBG funds could help offset the funding pressures needed to complete these improvements and allow them to be constructed in manner more affordable to the homeowners in the area.

The City has solicited resident input and has conducted several public meetings and hearings over the past ten years to discuss the replacement of this infrastructure. This effort has culminated in the approval of a capital improvement plan that has established this project as the most important local priority having the largest benefits to the residents of Lauderdale in Ramsey County.

**B. Immediacy**

The project is scheduled to begin in of May 2002 with all other funding sources in place. The source of funding for the utility portion of the 2002 improvement project, other than potential grant funds, are the capital reserve funds that are currently earmarked. The project is expected to last from May of 2002 through the end of the year with funds being expected to be drawn down between June 2002 and July of 2003. A drawdown/spending schedule can be provided following final bid approval of the project.

**C. Management Capacity**

The City of Lauderdale will manage the project. Financial administration, bid awarding, project implementation, and income verification/documentation will be managed by city staff with the assistance of the consultant City Engineer.



**EXHIBIT 1. COMPLETE FOR NEW HOUSING DEVELOPMENT AND SUBSTANTIAL REHABILITATION OF RENTAL PROPERTIES USING CDBG AND/OR HOME FUNDS.**  
*Other formats acceptable but must contain the requested information.*

Housing development and substantial rehabilitation of multi-family rental properties using Community Development Block Grant and/or HOME Investment Partnership Program funds are subject to special tenant income criteria, affordability restrictions, and financial assistance analysis or layering evaluation, in addition to general federal compliance requirements.

Applicants requesting funds to assist with the development or substantial rehabilitation of multi-family housing need to complete Exhibit 1 and provide the additional information requested as appropriate to the proposed project.

**A. Development Team**

- Developer \_\_\_\_\_
- General Partner(s) \_\_\_\_\_
- Limited Partner(s) \_\_\_\_\_
- General Contractor/Construction Manager \_\_\_\_\_
- Architect \_\_\_\_\_
- Attorney \_\_\_\_\_
- Accountant \_\_\_\_\_
- Property Manager \_\_\_\_\_
- Lenders \_\_\_\_\_

**B. Project Development Costs**

Gross Construction Cost	\$ _____
Professional Fees	\$ _____
Finance/Carrying Costs	\$ _____
Builder Profit	\$ _____
Land and Site Costs	\$ _____
<b>TOTAL DEVELOPMENT COSTS</b>	<b>\$ _____</b>

**C. Sources and Uses of Funds**

Expense Category	\$CDBG/HOME	Other Public	Private	Equity
Purchase Land/Building	_____	_____	_____	_____
Site Work	_____	_____	_____	_____
Rehabilitation/Construction	_____	_____	_____	_____
Contingencies	_____	_____	_____	_____
Arch./Eng./Design Fees	_____	_____	_____	_____

\* Available from staff.

\_\_\_\_\_ Stove \_\_\_\_\_ Refrigerator \_\_\_\_\_ Dishwasher \_\_\_\_\_ Laundry in Unit \_\_\_\_\_ Laundry in Building  
 \_\_\_\_\_ Balcony/patio or other outdoor area \_\_\_\_\_ Swimming pool \_\_\_\_\_ Tennis courts \_\_\_\_\_ Children's playground  
 \_\_\_\_\_ Garages \_\_\_\_\_ Storage areas \_\_\_\_\_ Other, Please specify.

Amenities included in monthly contract rent are:

Maximum Rent Allowed - LMI/Fair Market*	Maximum Rents @ 50% of Median Income*	No. of Units	Size per sq. ft.	Monthly Contract Rent	Utility Allowance	Monthly Housing Cost
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Proposed Monthly Rents  
 1 BR \_\_\_\_\_ 2 BR \_\_\_\_\_ 3 BR \_\_\_\_\_ 4 BR \_\_\_\_\_

**E. Property Information**

Investor Equity

Lender 3

Lender 2

Lender 1

**D. Sources of Financing**

Expense Category	Interim costs	Financing Fees & Expenses	Syndication Cost	Developer's Fees (overhead/profit)	Project Reserves	Closing Costs	Working Capital	Other
\$CDBG/HOME	_____	_____	_____	_____	_____	_____	_____	_____
Other Public	_____	_____	_____	_____	_____	_____	_____	_____
Private	_____	_____	_____	_____	_____	_____	_____	_____
Equity	_____	_____	_____	_____	_____	_____	_____	_____

Source Name \_\_\_\_\_ Type \_\_\_\_\_ Principal \_\_\_\_\_ Rate \_\_\_\_\_ Terms and Conditions \_\_\_\_\_

E. Project Proforma					
YEARS	YEAR 4	YEAR 3	YEAR 2	YEAR 1	Revenues
					Gross Rent
					Miscellaneous Income
					Vacancy Rate
					Effective Gross Rent
					Expenses
					Salaries and Wages
					Repairs and Maintenance
					Utilities
					Property Taxes
					Insurance
					Gen'l & Admins.
					Management Fees
					Professional Fees
					Marketing & Advertising
					Contract Services
					Supplies
					Unit Maintenance
					Deposits and Bonds
					Banking
					Reserves/Replacements
					<b>Total Operating Expenses</b>
					<b>Net Operating Income</b>
					(Debt Service-1st Mort)
					(Debt Service-2nd Mort)
					(Debt Service-3rd Mort)
					(Other)
					<b>BEFORE TAX CASH FLOW</b>
					(TAXES)
					<b>AFTER TAX CASH FLOW</b>
					<u>Notes and Assumptions</u>
					(Please attach.)

**EXHIBIT 2. COMPLETE FOR PUBLIC SERVICE PROJECT BUDGET ALLOCATION** (To be completed by all organizations requesting funding for human service needs.)

	\$ CDBG	OTHER	TOTAL COST
<u>PERSONNEL</u>			
Salaries			
Fringe Benefits			
FICA			
Health Insurance			
Worker's Compensation			
Unemployment			
Other			
<b>Sub-Total</b>			
<u>OPERATIONS</u>			
Rent			
Equipment			
Insurance			
Phone/Fax			
Postage			
Printing/Duplicating			
Supplies/Materials			
Travel and Expenses			
Contract Services*			
Other			
<b>Sub-Total</b>			
<b>TOTAL</b>			

**EXHIBIT 3. OTHER DEVELOPMENT/CONSTRUCTION PROJECTS INCLUDING ACQUISITION, BUILDING CONSTRUCTION, INFRASTRUCTURE, SITE IMPROVEMENTS, (Non Multi-Family Housing)**

BUDGET CATEGORY	\$ CDBG	\$ OTHER	\$ TOTAL
APPRAISALS/SURVEYS			
ACQUISITION/PURCHASE			
DEMOLITION/CLEARANCE			
SITE PREPARATION			
RELOCATION			
REHABILITATION/CONSTRUCTION			
PERSONAL PROPERTY/EQUIPMENT			
PERMITS/FEES			
ARCHITECTURE/ENGINEERING			
LANDSCAPING			
CLOSING COSTS			
PROFESSIONAL COSTS			
OTHER			
AUDIT *			
PROJECT ADMINISTRATION			
<b>TOTAL COST</b>			

\*Note: Whenever \$250,000 or more in federal funds is received in a fiscal year, a Single Audit is required. Costs for completing the Single Audit should be considered in estimating total project costs.

**IV. SUPPORTING ITEMS**

The following additional supporting items are to be submitted with your proposal. Please provide an explanation for any items not attached or not applicable.

Benefit Documentation (Income Survey, Verification Forms, Etc.)	ATTACHED
Resolution of governing body requesting grant (Required for local units of government, private and non-profit firms and organizations proposing a project in a specific community.)	ATTACHED
Map or sketch indicating project location and benefit area. Development and construction projects should also include site plans, elevations, etc. as appropriate.	ATTACHED
Project cost estimates, including professional's certification of feasibility and accuracy of scope of work and budget (engineer's, architect's, contractor's, etc.). Note that labor costs for any construction in excess of \$2,000 must be consistent with prevailing wages.	ATTACHED
Citizen Participation (Newspaper clippings, Meeting Notices, Minutes, etc.)	ATTACHED
Letters in support of project (not required)	N/A
Written financial commitments from other funding sources, as appropriate.	N/A
Confirmation of 501(C)(3) status for non-profit organizations applying for CDBG/HOME Funding.	N/A
Signed Certification (Attached as <i>V. Certification</i> .)	ATTACHED
Other Relevant Information (Specify)	_____

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**ATTACHMENTS**

1. Ramsey County Census Tract Information
2. Newsletter Clippings, Articles, and Notices related to the Street and Utility Improvements
3. Engineer's Feasibility Report for the 2002 Street and Utility Improvements  
(Attached under separate cover)
4. Plans for the 2002 Street and Utility Improvements  
(Attached under separate cover)
5. Specifications for the 2002 Street and Utility Improvements  
(Attached under separate cover)
6. Resolution 022602A: A Resolution Authorizing Application for CDBG Funds for the 2002 Utility Infrastructure Improvements

LOW AND MODERATE INCOME POPULATION REPORT

FY 1994 CDBG CONFIGURATION OF PARTICIPATING COMMUNITIES

UM CO MCD CBL TRACT BG LOGREC NAME LOW MOD LOW MOD LOW MOD LOW MOD  
EV NUMBER PERSONS UNIVERSE

\* ENTITLEMENT COMMUNITY: RAMSEY COUNTY, MN

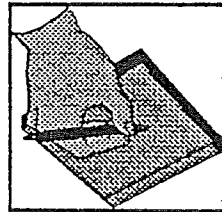
-First Quartile Value

90	123	005	0110	040801	1	014571	Arden Hills city	0	0	0	36
90	123	005	0110	040801	2	014572	Arden Hills city	246	246	2460	10
90	123	005	0110	040801	3	014573	Arden Hills city	20	20	177	11
90	123	005	0110	040801	4	014574	Arden Hills city	218	218	672	32
90	123	005	0110	040801	5	014575	Arden Hills city	60	60	60	100
90	123	005	0110	040802	1	014577	Arden Hills city	270	270	344	78
90	123	005	0110	040803	1	014579	Arden Hills city	251	251	904	27
90	123	005	0110	040803	2	014580	Arden Hills city	42	42	541	7
90	123	005	0110	040803	3	014581	Arden Hills city	126	126	622	20
90	123	005	0110	040803	4	014582	Arden Hills city	368	368	1899	19
90	123	005	0110	040803	5	014583	Arden Hills city	53	53	604	8
90	123	015	1245	041900	1	014591	Falcon Heights city	167	167	863	19
90	123	015	1245	041900	2	014592	Falcon Heights city	249	249	806	30
90	123	015	1245	041900	3	014593	Falcon Heights city	110	110	376	29
90	123	015	1245	041900	4	014594	Falcon Heights city	231	231	913	25
90	123	015	1245	042001	1	014596	Falcon Heights city	27	27	480	5
90	123	015	1245	042001	2	014597	Falcon Heights city	1187	1187	1434	82
90	123	020	1430	040401	3	014601	Gem Lake city	13	13	24	54
90	123	020	1430	040501	1	014603	Gem Lake city	24	24	24	100
90	123	020	1430	040501	2	014604	Gem Lake city	75	75	407	18
90	123	020	1430	040604	1	014606	Gem Lake city	0	0	0	0
90	123	025	2200	041301	2	014610	Lauderdale city	15	15	57	26
90	123	025	2200	042002	1	014612	Lauderdale city	94	94	402	23
90	123	025	2200	042002	2	014613	Lauderdale city	346	346	847	40
90	123	025	2200	042002	3	014614	Lauderdale city	880	880	1380	63
90	123	030	2280	042101	1	014618	Little Canada city	724	724	1529	47
90	123	030	2280	042101	2	014619	Little Canada city	1107	1107	3307	33
90	123	030	2280	042102	1	014621	Little Canada city	977	977	2931	33
90	123	030	2280	042102	2	014622	Little Canada city	227	227	1037	21
90	123	030	2280	042301	2	014624	Little Canada city	0	0	0	0
90	123	035	2455	042201	1	014628	Maplewood city	443	443	1176	37
90	123	035	2455	042201	2	014629	Maplewood city	80	80	301	26
90	123	035	2455	042202	1	014631	Maplewood city	217	217	1153	18



## Mayor thanks residents who responded to CIP Questionnaire

I would like to extend my thanks and appreciation for all the residents who took the time to complete the Capital Improvement Plan (CIP) Questionnaire. This information will help the City Council move forward with decisions in completing a final draft of the CIP.



Over half of the people who submitted questionnaires think Lauderdale NEEDS the improvements outlined, and 42% said they felt the improvements would increase the values of their homes. The majority of respondents would like to see a combination of a one time assessment, increase in tax levy, and increase in user fees to collect the remaining 40% of funds needed for the project.

The City Council will be reviewing each questionnaire and giving further direction at the April 8th Council meeting.

—Mayor Jeff Dains

The top three items that respondents would like to see improved were sewers, here that much longer.

years in Lauderdale and plan to stay respondents have lived more than 10 of Lauderdale residents. Over 60% of donnaires, which is approximately 20% We received over 120 completed ques-

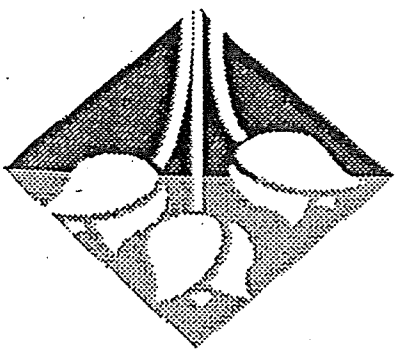
## Street Sweeping Scheduled For End of April / Early May

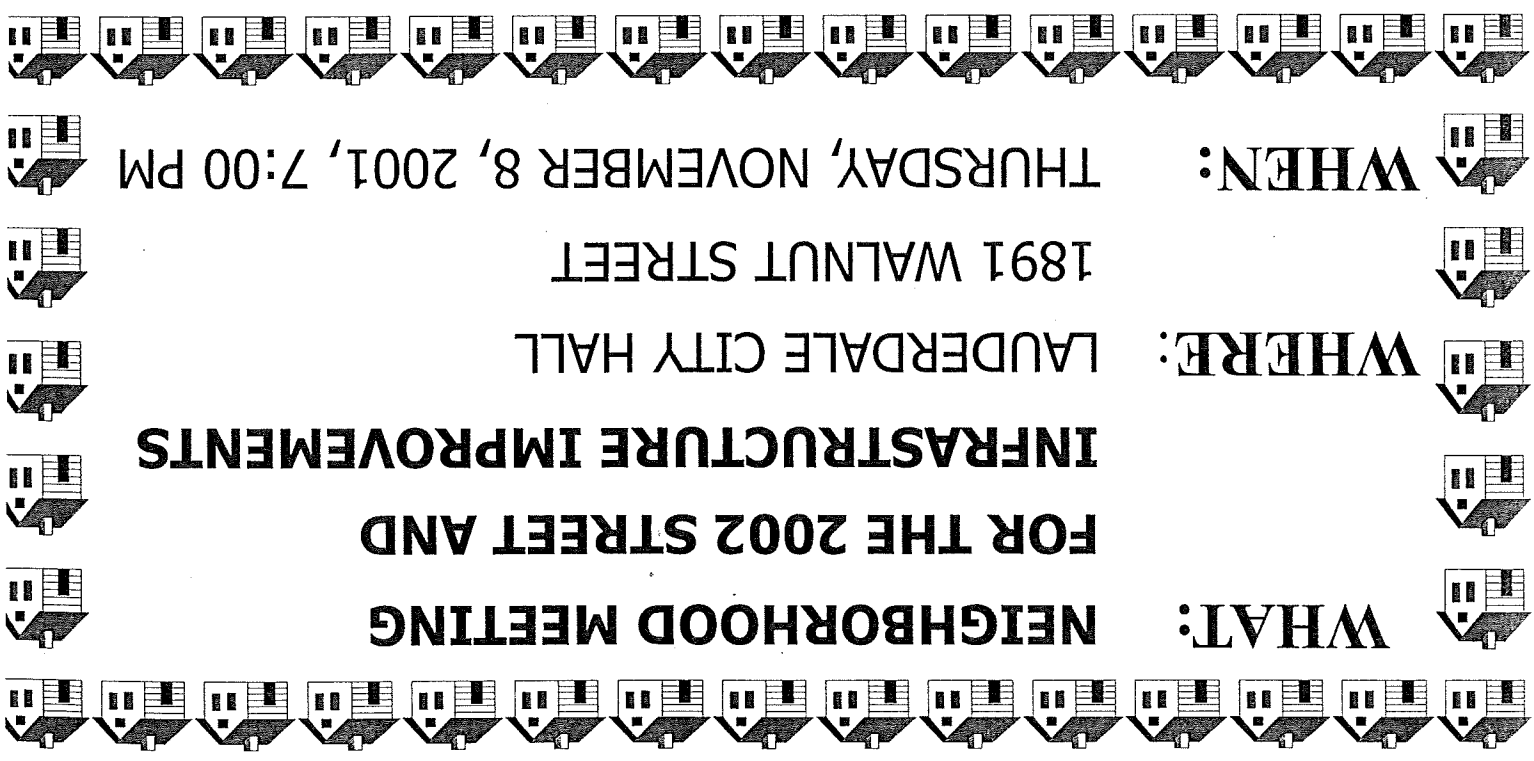


All City streets are scheduled to be swept in late April or early May, depending on the weather. The east and south sides of the streets will be swept first, then the west and north sides. "No Parking" signs will be posted the day before sweeping starts. Vehicles must be removed from that side of the street by 6:00 a.m. the following morning. Any vehicles left on the posted side of the street will be ticketed. Thank you for your cooperation.

It is time to clean up your yard. Section 2-4-3 of the City Code mandates that all properties in Lauderdale be inspected yearly for violations of ordinances related to public health and safety. All refuse and debris, including unscreened/outside storage construction materials from past projects, vehicle parts, and unlicensed vehicles must be removed. The week of May 12-18 has been scheduled as clean up week and May 12-18 for inspections. Property owners in violation of an ordinance will receive warnings. If the violation is not corrected within sixteen (16) days a ticket will be issued. Thank you for your cooperation in improving the appearance of Lauderdale.

## Spring Clean-up May 12-18





**WHAT: NEIGHBORHOOD MEETING**

**FOR THE 2002 STREET AND**

**INFRASTRUCTURE IMPROVEMENTS**

**WHERE:**

LAUDERDALE CITY HALL

**WHEN:**

THURSDAY, NOVEMBER 8, 2001, 7:00 PM

**WHY:**

THE CITY OF LAUDERDALE IS SEEKING INPUT ON THE

STREET IMPROVEMENTS SCHEDULED TO BE UNDERTAKEN IN

2002 FOR YOUR AREA OF THE CITY, WHICH EMCOMPASSES

PROPERTY NORTH OF ROSELAWN AVENUE. THE CITY ENGINEER

WILL BE PRESENT AT THE MEETING TO RECEIVE FEEDBACK ON

THE PRELIMINARY PLANS FROM YOU. THIS IS YOUR

OPPORTUNITY TO DISCUSS THE PROJECT BEFORE A REPORT IS

PRESENTED TO THE CITY COUNCIL IN DECEMBER.

**IMPROVEMENT HIGHLIGHTS:**

Improvements include street paving, curb construction, repaired and replaced

sanitary sewer and water main, an upgraded storm sewer system, and alley

improvements.

The City Council will schedule a formal public hearing on the proposed

project in January.

Bidding for the project is expected to take place in the Spring with

construction scheduled for the Summer and Fall of 2002.

RESOLUTION NO. 082801C

THE CITY OF LAUDERDALE  
COUNTY OF RAMSEY  
STATE OF MINNESOTA

RESOLUTION ORDERING PREPARATION OF A FEASIBILITY REPORT  
ON THE 2002 STREET AND UTILITY IMPROVEMENTS

WHEREAS, it is proposed to improve Walnut Street between Roselawn Avenue and Ryan Avenue, Malvern Street between Roselawn Avenue and Ryan Avenue, Eustis Street between Roselawn Avenue and Ryan Avenue, Carl Street between Roselawn Avenue and Ryan Avenue, Pleasant Street between Roselawn Avenue and Ryan Avenue, and all of Ryan Avenue by conducting street reconstruction, sanitary sewer improvements and replacement, water main replacement, storm sewer system improvements, and alley improvements and to improve property west of Walnut Street between Broadway Drive and Como Avenue by conducting sanitary sewer improvements and replacement and to assess the benefited property for a portion of the cost of the improvements, pursuant to Minnesota Statutes, Chapter 429,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF LAUDERDALE,  
MINNESOTA:

That the proposed improvement be referred to the City Engineer for study and that he is instructed to report to the Council with all convenient speed advising the Council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

I CERTIFY THAT the above resolution was adopted by the City Council of Lauderdale this 28<sup>th</sup> day of August, 2001.

(ATTEST)

(SEAL)

Rick Getschow, City Administrator

Jeff Dains, Mayor

RESOLUTION NO. 121101A

THE CITY OF LAUDERDALE  
COUNTY OF RAMSEY  
STATE OF MINNESOTA

RESOLUTION RECEIVING THE FEASIBILITY REPORT AND CALLING A PUBLIC  
HEARING ON THE 2002 IMPROVEMENTS

WHEREAS, pursuant to resolution of the council adopted August 28, 2001, a report has been prepared by the City Engineer with reference to the improvement of: Walnut Street between Roselawn Avenue and Ryan Avenue, Malvern Street between Roselawn Avenue and Ryan Avenue, Eustis Street between Roselawn Avenue and Ryan Avenue, Pleasant Street between Roselawn Avenue and Ryan Avenue, and all of Ryan Avenue by conducting street reconstruction, sanitary sewer improvements, and water main replacement, storm sewer system improvements, and alley improvements and to improve property west of Walnut Street between Broadway Drive and Como Avenue by conducting sanitary sewer improvements and replacement and to assess the benefited property for a portion of the cost of the improvements, pursuant to Minnesota Statutes, Chapter 429, and this report was received by the City Council on December 11, 2001, and WHEREAS, the report provides information regarding whether the proposed project is necessary, cost effective, and feasible,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF LAUDERDALE,  
MINNESOTA:

1. The Council will consider the improvement of such streets in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota State Statutes, Chapter 429 at an estimated total cost of the improvement of \$1,665,529.

2. A public hearing shall be held on such improvement on the 22<sup>nd</sup> day of January, 2002, in the Council Chambers of the Lauderdale City Hall at 7:30 p.m. and the City Administrator shall give mailed and published notice of such hearing and improvement as required by law.

I CERTIFY THAT the above resolution was adopted by the City Council of Lauderdale this 11<sup>th</sup> day of December, 2001.

(ATTEST)

(SEAL)

Rick Getschow, City Administrator

Jeff Dams, Mayor

RESOLUTION NO. 012202A

THE CITY OF LAUDERDALE  
COUNTY OF RAMSEY  
STATE OF MINNESOTA

RESOLUTION ORDERING THE 2002 IMPROVEMENTS AND  
ORDERING A PREPARATION OF PLANS

WHEREAS, a resolution of the City Council of Lauderdale adopted the 11<sup>th</sup> day of December, 2001, fixed a date for a Council hearing on the proposed improvement of: Walnut Street between Roselawn Avenue and Ryan Avenue, Malvern Street between Roselawn Avenue and Ryan Avenue, Eustis Street between Roselawn Avenue and Ryan Avenue, Pleasant Street between Roselawn Avenue and Ryan Avenue, and all of Ryan Avenue by conducting street reconstruction, sanitary sewer improvements and replacement, water main replacement, storm sewer system improvements, and alley improvements and to improve property west of Walnut Street between Broadway Drive and Como Avenue by conducting sanitary sewer improvements and replacement and to assess the benefited property for a portion of the cost of the improvements, pursuant to Minnesota Statutes, Section 429.011 to 429.111.

AND WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 22<sup>nd</sup> day of January, 2002, at which all persons desiring to be heard were given the opportunity to be heard thereon,

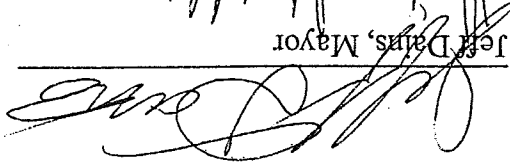
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF LAUDERDALE,  
MINNESOTA:


1. The 2002 improvements are necessary, cost-effective, and feasible as detailed in the feasibility report.
2. The 2002 improvements are hereby ordered as proposed in the Council resolution adopted the 22<sup>nd</sup> day of January, 2002.
3. Bonestroo, Rosene, Anderlik and Associates is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.

I CERTIFY THAT the above resolution was adopted by the City Council of Lauderdale this 22<sup>nd</sup> day of January, 2002.

(ATTEST)

(SEAL)

  
Jeff Dains, Mayor

  
Rick Getschow, City Administrator

RESOLUTION NO. 021202A

THE CITY OF LAUDERDALE  
COUNTY OF RAMSEY  
STATE OF MINNESOTA

RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING AN  
ADVERTISEMENT OF BIDS FOR THE 2002 IMPROVEMENTS

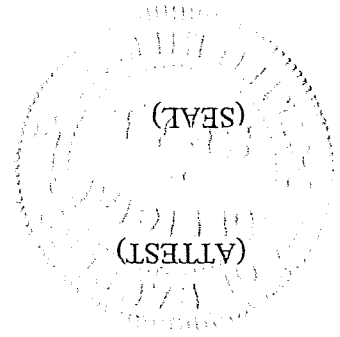
WHEREAS, pursuant to a resolution passed by the City Council of Lauderdale on the 22<sup>nd</sup> day of January, 2002, the City Consulting Engineer has prepared plans and specifications for the improvement of Walnut Street between Roselawn Avenue and Ryan Avenue, Malvern Street between Roselawn Avenue and Ryan Avenue, Eustis Street between Roselawn Avenue and Ryan Avenue, Carl Street between Roselawn Avenue and Ryan Avenue, Pleasant Street between Roselawn Avenue and Ryan Avenue, and all of Ryan Avenue by conducting street reconstruction, sanitary sewer improvements and replacement, water main replacement, storm sewer system improvements, and alley improvements and to improve property west of Walnut Street between Broadway Drive and Como Avenue by conducting sanitary sewer improvements and replacement; and has presented such plans and specifications to the Council for approval;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF LAUDERDALE,  
MINNESOTA:

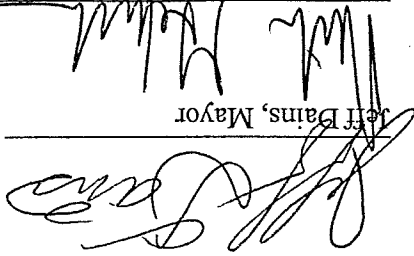
1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.

2. The City Administrator shall prepare and cause to be inserted in the official paper and in the Construction Bulletin an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for at least 21 days, shall specify the work to be done, shall state that bids will be received by the City Administrator until 11:00 a.m. on March 19, 2002, at which time they will be publicly opened in the Council Chambers of the City Hall by the City Administrator and Engineer, will then be tabulated, and will be considered by the City Council at 7:30 p.m. on March 26, 2002, in the Council Chambers. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City Administrator for 5 percent of the amount of such bid.

I CERTIFY THAT the above resolution was adopted by the City Council of Lauderdale this 12<sup>th</sup> day of February, 2002.



Rick Getschow, City Administrator

  
Jeff Pains, Mayor

**VERIFICATION**

**CERTIFICATION**

I certify that the statements and application requirements of this official proposal are correct and that this proposal contains no misrepresentation or falsifications, omissions or concealment of material facts and that the information given is true and complete to the best of my knowledge and belief, and that no bids have been awarded, contracts executed, or construction begun on the proposed project.

\_\_\_\_\_  
*Signature of Authorized Official*

\_\_\_\_\_  
RICK GETTSCHOW, CITY ADMINISTRATOR

\_\_\_\_\_  
Date

\_\_\_\_\_  
2-27-02

**RESOLUTION NO. 022602A**

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

**A RESOLUTION AUTHORIZING APPLICATION FOR COMMUNITY  
DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR THE 2002  
UTILITY INFRASTRUCTURE IMPROVEMENTS**

**WHEREAS**, the 2002 Utility Infrastructure Improvements are seen as a high local priority to the overall well-being of the City of Lauderdale; and

**WHEREAS**, the City of Lauderdale has limited financial resources to fund such a large improvement project in full; and

**WHEREAS**, the proposed infrastructure improvements will create highly improved quality of life in the City of Lauderdale, including a benefit to those of primarily low to moderate household income; and

**WHEREAS**, the City of Lauderdale is requesting \$100,000 in CDBG funds for an estimated overall \$875,494 improvement.

**NOW, THEREFORE BE IT RESOLVED**, the City Council of the City of Lauderdale supports application for CDBG funds from Ramsey County for the 2002 Utility Infrastructure Improvements.

Adopted by the City Council of the City of Lauderdale, Minnesota this 26<sup>th</sup> day of February, 2002.

(ATTEST)

Jeffrey E. Dains, Mayor

(SEAL)

Rick Getschow, City Administrator



# Lauderdale City Council Memorandum

Council Meeting Date: February 26, 2002

To: Mayor and City Council

From: Rick Getschow, City Administrator

Agenda Item: 2003-2004 Police Contract

## BACKGROUND:

As was stated in the February 1, 2002 Friday report, the City of Saint Anthony City Council was considering the police contract that was proposed by Saint Anthony staff and discussed by the Joint Advisory Committee from the City of Lauderdale and the City of Falcon Heights at a meeting in January. (The Joint Advisory Committee or Police Commission consists of the mayors and the city managers/administrators of the respective cities).

The Falcon Heights City Council approved their contract at a February Council meeting, and the Saint Anthony Council is awaiting Lauderdale Council approval before they approve all respective agreements. The draft of the contract is included in the packet and is similar to the current contract that expires at the end of 2002. This agreement proposes a 4.5% cost increase to the contract for 2003, and a 4.25% increase for 2004. Below is a summary of the cost increases for the police contract in recent years:

- 1997: 8.4%
- 1998: 4%
- 1999: 5%
- 2000: 4%
- 2001: 3.5%
- 2002: 3.5%

The Saint Anthony City Manager's letter enclosed with the draft agreement states that the proposed increase is necessary due to personnel increases, health insurance increases, and cost increases due to the need to upgrade computer and radio systems.

**ENCLOSURES:**

1. January 3, 2002 letter from the City of Saint Anthony
2. Draft of Joint Powers Agreement for Police Services

**COUNCIL ACTION REQUESTED:**

Consider the approval of the Joint Powers Agreement for Police Services with the City of Saint Anthony for 2003-2004.



Administrative Offices

3301 Silver Lake Road, St. Anthony, Minnesota 55418-1699  
(612) 789-8881  
FAX (612) 781-9323

January 3, 2002

Rich Getschow  
City Administrator  
1891 Walnut Street  
Lauderdale, Minnesota 55113

Dear Rich:

Enclosed is a Joint Powers Agreement for police services for 2003 & 2004 between the Cities of Lauderdale and St. Anthony. Staff will recommend to the St. Anthony City Council a 4.5% increase for contract year 2003 & for 2004 a 4.25% increase.

The proposed increase is necessary to offset increased costs in the following areas:

- ✓ Salaries – Union contract for salaries will increase 3.5% and 3.25% over the next two years.
- ✓ Health insurance increased 12%.
- ✓ Increasing costs of maintenance (labor, tires, parts & etc.).
- ✓ Fuel costs are expected to continue to rise.
- ✓ Upgrade of records management/computer system.
- ✓ Hennepin/Ramsey County 800 MHZ/VHF radio system.

The proposed increase listed below is contingent on a favorable approval of the St. Anthony City Council:

2002	Proposed	2003	Proposed	2004	Proposed
Contract	\$221,053	\$231,000	\$240,818		

Sincerely,

Michael J. Mornson  
City Manager

JOINT POWERS AGREEMENT  
FOR POLICE SERVICES

This Agreement is made and entered into as of \_\_\_\_\_, 2002, between the CITY OF ST. ANTHONY, a municipal corporation under the laws of the State of Minnesota ("St. Anthony") and the CITY OF LAUDERDALE, a municipal corporation under the laws of the State of Minnesota ("Lauderdale"). The services to be performed under this Agreement will commence January 1, 2003.

I. PURPOSE

St. Anthony and Lauderdale have the power within their respective cities to provide for the prevention of crime and for police protection. Under Minnesota Statutes, Section 471.59, the cities may, by agreement, provide for the exercise of the police power by one city on behalf of the other city.

This Agreement sets forth the terms and conditions under which St. Anthony will provide police services for Lauderdale. St. Anthony will have full authority and responsibility to provide services in accordance with all enabling legislation under the laws of the State of Minnesota and the ordinances of Lauderdale. St. Anthony will provide feedback to the Lauderdale City Administrator and City Council on a regular and timely basis, and will actively support the creation of a joint advisory committee pursuant to Section IX of this Agreement, whose members come from both cities, and whose purpose is to review, monitor, and ensure a successful relationship between the two cities under this Agreement.

II. INTERPRETATION

This Agreement is entered following the preparation by Lauderdale of a Request for Proposal for Police Services and the submission of a responsive Proposal by St. Anthony (the "Proposal"). To the extent that any of the provisions of this Agreement are inconsistent with the provisions of the Proposal, the provisions of this Agreement will control. If any provision of this Agreement is ambiguous, the parties agree that the Proposal may be looked to as evidence of the parties' intent.

III. SERVICES

St. Anthony will provide Lauderdale with 24 hour police service, and will physically place a certified officer within the boundaries of Lauderdale 24 hours each day, except in those instances when the officer makes an arrest and transports a prisoner, during mutual aid situations, when providing a backup for another officer, or when called away for a court appearance, booking or similar police matter. Subject to these

exceptions and in normal circumstances, St. Anthony will provide 24 hour police protection and police presence each day within the City of Lauderdale. In those instances stated above when an officer is not physically present in Lauderdale, St. Anthony will respond to emergency police calls with other officers.

#### IV. LEVEL OF SERVICES

During the term of this Agreement, St. Anthony will provide to Lauderdale the same police service extended to persons and property within St. Anthony, which will include, but be limited to, the following:

- A. Patrol services, with random patrolling of all residential, business and public property areas during all shifts;
- B. Police presence within the boundaries of Lauderdale 24 hours each day, subject only to the exceptions noted above;
- C. Animal control services as provided within the City of St. Anthony by the animal control service employed by St. Anthony;
- D. Enforcement of all ordinances of Lauderdale which are intended to be enforced by police officers, with special attention being given to parking, winter and nuisance ordinances;
- E. Ticketing for traffic violations will be done routinely during normal shifts;
- F. Crime prevention programs that encourage community involvement and investment in the City of Lauderdale, including participation in the Mayor's Commission, Family Violence Network, Neighborhood Watch Programs, "McGruff Houses," and "Combat Auto Theft" programs; in appropriate cases, referrals will be made to the Northwest Youth and Family Services Youth Diversion Program;
- G. Criminal investigations, crime lab service and supervisory service;
- H. Reports on police services and activities, including weekly, monthly and annual police reports;
- I. Responses to medical emergencies, fires and other emergencies; responses shall include, where appropriate, securing the scene for

fire/rescue personnel, accompanying fire/rescue personnel to the hospital upon request of such personnel, and providing follow-up information to fire/rescue personnel upon request of such personnel;

J. Officers will be available at Lauderdale City Hall to answer questions from, and provide information regarding police activities to, Lauderdale residents, business owners and staff on an as-needed basis;

K. License inspections, background investigations and license enforcement services as called for under applicable state law or city ordinances;

L. Review and comment, upon request, of proposed Lauderdale ordinances affecting police services or enforcement;

M. Follow-up on reported crimes with the person(s) who reported the crime, including routine notification by telephone or mail as to the status of the investigation; and

N. Special event traffic patrol services, including ten days per year during the State Fair; and other events such as periodic parades and the National Street Rods Association Convention.

V. PAYMENT FOR SERVICES

This Agreement will be effective January 1, 2003 and will continue until December 31, 2004. In consideration of the services to be provided under this Agreement, Lauderdale will pay St. Anthony an annual fee of \$231,000 for the year 2003, and an annual fee of \$240,818 for the year 2004, for the police services under this Agreement. This Agreement will be effective January 1, 2003 and will continue indefinitely unless canceled in accordance with the procedure outlined in Section XX of this Agreement. In consideration of services provided for under this Agreement, St. Anthony and Lauderdale shall establish the fee for these services on a biennial basis by May 15th of the even numbered year preceding each biennium.

VI. METHOD OF PAYMENT

St. Anthony will bill Lauderdale monthly for 1/12 of the annual fee, and Lauderdale will promptly remit payments to St. Anthony within 30 days after receiving each billing

from St. Anthony.

VII. LIABILITY

St. Anthony will be responsible for all liability incurred as a result of the actions of St. Anthony police officers under this Agreement, and will hold Lauderdale, its officers and employees harmless for any liability resulting from actions of a St. Anthony employee and shall defend Lauderdale, its officers and employees, against any claim for damages arising out of St. Anthony's performance of this Agreement; provided, however, that if the claim, action or liability is one which is insured by St. Anthony's liability insurer, Lauderdale will bear the first \$5,000.00 of expense for any such claim, action or liability, or expenses relation thereto, including attorneys' fees, to the extent not covered by the insurer because of a deductible amount under the policy (which deductible amount is currently \$10,000.00).

VIII. ADMINISTRATIVE RESPONSIBILITY

The law enforcement and police services rendered to Lauderdale will be under the sole direction of St. Anthony. The standards of performance, the hiring and discipline of officers assigned, and other matters relating to regulations and policies related to police employment, services and activities, will be within the exclusive control of St. Anthony. The parties hereto expressly affirm the importance of work force diversity and St. Anthony agrees to use reasonable efforts, within applicable departmental budgetary limits, to recruit qualified female and minority police officers through the Minnesota Police Recruitment System.

IX. JOINT ADVISORY COMMITTEE

Both cities will appoint members to a joint advisory committee. The committee will meet at least four times each year to ensure that this Agreement and the services performed pursuant to this Agreement are meeting the expectations of both cities. Any recommendations of the committee will be strictly advisory.

X. COMMUNICATIONS, EQUIPMENT AND SUPPLIES

St. Anthony will furnish all communication equipment and any necessary supplies required to perform the services which are to be rendered under this Agreement.

XI. COOPERATION AND ASSISTANCE AGREEMENTS

Lauderdale will be included in all cooperative agreements entered into by the St. Anthony Police Department with other police services units.

## XII. HEADQUARTERS

Headquarters for services rendered to Lauderdale under this Agreement will be located at offices owned or leased by St. Anthony. The citizens of Lauderdale may notify headquarters or Ramsey County radio dispatch for police services requested either in person or by some other means of communication. St. Anthony officers may take routine telephone calls and complete routine reports for Lauderdale at the Lauderdale City Hall, and Lauderdale will have facilities available to the officers at Lauderdale City Hall for this purpose. The facilities will include a desk, telephone, fax and copier.

## XIII. EMPLOYEES OF ST. ANTHONY

Officers assigned to duty in Lauderdale will at all times be employees of St. Anthony. All obligations with regard to workers compensation, PERA, withholding tax, insurance, and similar personnel and employment matters will be the obligation of St. Anthony. Lauderdale will not be required to furnish any fringe benefits or assume any other liability of employment to any officer assigned to duty within Lauderdale.

## XIV. ENFORCEMENT POLICIES

Enforcement policies of St. Anthony will prevail as the enforcement policies within Lauderdale. A written statement of the current enforcement policies of St. Anthony will be provided in writing to Lauderdale.

## XV. ENFORCEMENT OF ORDINANCES OF THE CITY OF LAUDERDALE

St. Anthony officers assigned to duty within Lauderdale will enforce Lauderdale ordinances to the extent appropriate for enforcement by police officers.

## XVI. OFFICERS OF LAUDERDALE

The officers assigned duty within Lauderdale will be provided with authority to enforce the laws of the City of Lauderdale by proper action to be taken by the Lauderdale City Council, and while performing services under this Agreement will be considered police officers of Lauderdale. The Chief of Police of St. Anthony will furnish to the Lauderdale City Administrator the names of all St. Anthony police officers assigned to Lauderdale and all such officers will be appointed officers of the City of Lauderdale.



XVII. OFFENSES

All offenses within Lauderdale charged by police officers under this Agreement will be charged in accordance with Lauderdale ordinances when possible; otherwise, the charge will be made in accordance with the laws of the State of Minnesota or the laws of the United States of America.

XVIII. COMMUNICATIONS

St. Anthony agrees to provide the Lauderdale Administrator with weekly, monthly and annual police reports, in a format as is mutually agreed to by the St. Anthony Police Chief and the Lauderdale City Administrator.

The St. Anthony Police Chief will regularly communicate with the Lauderdale City Administrator in order to ensure that Lauderdale is knowledgeable about any police activity in the City, and at the request of the Administrator the Police Chief will make presentations to the Lauderdale City Council.

XIX. PROSECUTION AND REVENUES

Lauderdale will pay all costs of prosecution for all offenses charged within its boundaries or under its ordinances. LEA funds and confiscated drug funds will be retained by St. Anthony. Fine revenues will be paid to Lauderdale. P.O.S.T. training funds will be used for officer training.

XX. CONTINUATION OF AGREEMENT

This Agreement will be effective January 1, 2003 and will continue until terminated as described in Paragraph XXI below. In consideration for services provided under this Agreement, St. Anthony and Lauderdale shall establish the fee for police services on a biennial basis on or before May 15th of the even numbered year preceding each biennium.

XXI. TERMINATION OF AGREEMENT

Either St. Anthony or Lauderdale may terminate the Agreement by submitting a written notification to terminate to the City Administrator of Lauderdale and the City Manager of St. Anthony by April 15th of even numbered years that St. Anthony or Lauderdale intends to terminate the Agreement. Termination of this Agreement shall be effective on December 31st at 11:59 of the year that either St. Anthony or Lauderdale terminate the Agreement.

XXII. REVIEW OF AGREEMENT

From time to time the terms and conditions of this Agreement shall be reviewed and revised as St. Anthony and Lauderdale deem necessary.

XXIII. ASSIGNMENT

The rights and obligations of the parties under this Agreement will not be assigned, and St. Anthony will not subcontract for any services to be furnished to Lauderdale (except as otherwise provided in this Agreement), without the prior written consent of the other party.

The parties hereto have executed this Agreement as of the date first above stated.

CITY OF LAUDERDALE

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
City Administrator

CITY OF ST. ANTHONY

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
City Manager