

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.

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.

LAUDERDALE CITY COUNCIL MEETING AGENDA
TUESDAY, NOVEMBER 12, 2002
CITY HALL, 7:30 P.M.

FILE

1. CALL MEETING TO ORDER AT 7:30 P. M.

2. ROLL:

Councilmembers:

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

Staff: _____
 Getschow _____

3. APPROVAL OF THE AGENDA

4. APPROVAL

A. Approval of minutes of the regular City Council Meeting of 10/22/02
 B. Approval of claims totaling \$46,242.25
 C. Approval of Pay Request #7 for the 2002 Street and Utility Improvements for \$290,594.70

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

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
11. REPORTS
 - A. Consideration of a Front Yard Fence Request at 1805 Fulham Street
 - B. Resolution 111202A: A Resolution Supporting the Application for Assignment of a Property Identification Number for a Property in the City of Lauderdale
 - C. Approval of the 2003 Recycling Contract Extension
 - D. Approval of the 2003 Recycling Rates
 - E. Reconsideration of City-wide Tree Trimming Quotations
12. ITEMS REMOVED FROM THE CONSENT AGENDA
13. ADDITIONAL ITEMS
14. SET AGENDA FOR NEXT MEETING
15. WORK SESSION DISCUSSION
16. ADJOURNMENT
 - A. MNDOT Highway 280 Reconstruction Project
 - B. 2003 Street and Utility Improvements Schedule and Timeline
 - C. Truth-In-Housing Inspections and Reports

**Lauderdale City Council
Meeting Minutes
October 22, 2002**

1. Meeting called to order at 7:30 P.M.
2. ROLL
 Council present: Giannetti, Christensen, McCloskey, Gill-Gerbig and Mayor Dains
 Staff present: Getschow
3. APPROVAL OF THE AGENDA
 A. *Approval of Agenda.* Motion by Christensen, second by Giannetti to approve the agenda. Motion carried unanimously.
4. APPROVAL
 A. *Approval of Minutes.* Motion by McCloskey, second by Christensen to approve the minutes of the regular City Council meeting of the October 8, 2002. Motion carried unanimously.
 B. *Approval of Claims totaling \$69,418.14.* Motion by Gill-Gerbig, second by Giannetti to approve the claims totaling \$69,418.14. Motion carried unanimously.
5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS ITEMS NOT ON THE AGENDA
 6. CONSENT
7. SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS
 A. *Halloween Party.* Council member Giannetti reminded everyone about the traditional Halloween party at City Hall on Thursday, October 31st from 5:00-7:00 p.m.

8. INFORMATIONAL PRESENTATIONS
9. PUBLIC HEARINGS

10. ACTION

- A. Resolution 102202A: A Resolution Accepting SCORE Funding from Ramsey County for the Lauderdale Recycling program. Motion by Christensen, second by Gill-Gerbig to approve Resolution 102202A: A Resolution Accepting SCORE Funding from Ramsey County for the Lauderdale Recycling program. Motion by Christensen, second by Gill-Gerbig to approve Resolution 102202A: A Resolution Accepting SCORE Funding from Ramsey County for the Lauderdale Recycling program. Motion by Gill-Gerbig, second by McCloskey to approve the 3rd Quarter Financial and Investment Report. Roll: Yes: all. Motion carried.

11. DISCUSSION

- A. MNDOT and the Highway 280 Reconstruction Project. The City Council briefly discussed the highway project and requested that MNDOT representatives attend a work session at the November 12, 2002 meeting to discuss the proposed action to be taken at the November 26th meeting.
- B. County Road Turnbacks. The Council directed the Administrator to continue negotiating with the County regarding the turnback of Fullham and Eustis Streets. The City Council recommends an eventual complete reconstruction of these roadways with replacement utilities and concrete curb and gutter. They do not support the maintenance options that have been presented by the County to date.
- C. Refuse Task Force Collection Community Meeting. The Mayor announced the date, time, and format of the meeting.
- D. 2003 Street and Utility Improvements Timeline and Schedule. The City Administrator stated that planning for the 2003 Improvements are underway. There will be a neighborhood meeting in late November, and the Council will receive a feasibility report on the improvements at the December 10 meeting.

**CITY OF LAUDERDALE
Claims for Approval**

November 12, 2002 City Council Meeting

Payroll	
10/25/02 Payroll: Check # 7250-7254	\$5,925.48
10/25/02 Payroll: EFT: Federal Withholding Taxes/FICA	\$2,426.19
10/25/02 Payroll: EFT: PERA	\$990.05
10/25/02 Payroll: EFT: ICMA Retirement Fund	\$999.12
Oct '02 Payroll: EFT: State Withholding Taxes	\$811.36
11/08/02 Payroll: Check # 7256-7269	\$6,669.74
11/08/02 Payroll: EFT: Federal Withholding Taxes/FICA	\$2,418.78
11/08/02 Payroll: EFT: PERA	\$986.66
11/08/02 Payroll: EFT: ICMA Retirement Fund	\$999.12
Vendor Claims	
11/12/02 Claims: Check # 16043-16056, 16058-16067	\$24,015.75

Subtotal of Claims From Above

\$46,242.25

11/12/02 Northdale Construction Check # 16057

\$290,594.70

Total Claims for Approval	\$336,836.95
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CITY OF LAUDERDALE

Paid Register

Check Number	Employee Number	Employee Name	Pay Period	Pay Group	Check Amount	Check Date	Check Status
007250	00000011	BOWNIK, JAMES	22	BI-WEEKLY	\$1,001.68	10/25/02	Outstanding
007251	00000003	GETSCHOW, RICK	22	BI-WEEKLY	\$1,730.03	10/25/02	Outstanding
007252	00000030	GOYETTE, SHANNON	22	BI-WEEKLY	\$948.49	10/25/02	Outstanding
007253	00000002	HINRICHS, DAVID C	22	BI-WEEKLY	\$1,139.09	10/25/02	Outstanding
007254	00000005	HUGHES, JOSEPH A	22	BI-WEEKLY	\$1,106.19	10/25/02	Outstanding
007249		VOID	22		\$0.00	10/25/02	Void
					<u>\$5,925.48</u>		

**CITY OF LAUDERDALE
Paid Register**

Check Number	Employee Number	Employee Name	Pay Period	Pay Group	Check Amount	Check Date	Status
007256	000000042	BARLOW, EVELYN	23	BI-WEEKLY	\$52.50	11/8/02	Outstanding
007257	000000011	BOWNIK, JAMES	23	BI-WEEKLY	\$1,001.68	11/8/02	Outstanding
007258	000000003	GETSCHOW, RICK	23	BI-WEEKLY	\$1,730.03	11/8/02	Outstanding
007259	000000039	GORDEN, ELEANOR	23	BI-WEEKLY	\$52.50	11/8/02	Outstanding
007260	000000030	GOYETTE, SHANNON	23	BI-WEEKLY	\$948.49	11/8/02	Outstanding
007261	000000041	HAWKINSON, DENISE	23	BI-WEEKLY	\$77.00	11/8/02	Outstanding
007262	000000002	HINRICHS, DAVID C	23	BI-WEEKLY	\$955.81	11/8/02	Outstanding
007263	000000005	HUGHES, JOSEPH A	23	BI-WEEKLY	\$1,266.91	11/8/02	Outstanding
007264	000000052	JAMES, VIRGINIA	23	BI-WEEKLY	\$119.00	11/8/02	Outstanding
007265	000000048	LAWRENCE, DONNA	23	BI-WEEKLY	\$136.00	11/8/02	Outstanding
007266	000000036	MANGEN, MARIAN	23	BI-WEEKLY	\$63.00	11/8/02	Outstanding
007267	000000021	MATHENY, VIRGINIA	23	BI-WEEKLY	\$83.00	11/8/02	Outstanding
007268	000000033	SCHMIDT, MAE	23	BI-WEEKLY	\$117.38	11/8/02	Outstanding
007269	000000050	WATSON, DEBORAH J.	23	BI-WEEKLY	\$66.44	11/8/02	Outstanding
007255		VOID	23		\$0.00	11/8/02	Void
					<u>\$6,669.74</u>		

CITY OF LAUDERDALE Vendor Transactions

CHECK	Batch	Check	Nbr	Date	Name Invoice	Amount	Comments
					Search Name BROWNING-FERRIS IND OF MN		
			016043	11/12/02	111202CLAIMS 11/12/02	\$2,357.50	09/02 recycling
					Search Name CINTAS		
			016044	11/12/02	111202CLAIMS 11/12/02	\$111.69	10/21, 10/28, 11/4 pw uniforms
					Search Name CITY OF ROSEVILLE		
			016045	11/12/02	111202CLAIMS 3802	\$478.00	4qtr02 tech services
					Search Name CITY OF ST ANTHONY		
			016046	11/12/02	111202CLAIMS 11/12/02	\$2,695.78	accident deductible
					Search Name EAST HENNEPIN AUTO SERVICE INC		
			016047	11/12/02	111202CLAIMS 11/12/02	\$18.37	10/02 truck fuel
			016047	11/12/02	111202CLAIMS 11/12/02	\$18.38	10/02 truck fuel
					Search Name GLENWOOD INGLEWOOD		
			016048	11/12/02	111202CLAIMS 11/12/02	\$32.34	10/31 delivery
					Search Name HUGHES & COSTELLO		
			016049	11/12/02	111202CLAIMS 11/12/02	\$850.00	11/02 retainer
			016049	11/12/02	111202CLAIMS 11/12/02	\$102.50	11/02 print/process
					Search Name KENNEDY & GRAVEN		
			016050	11/12/02	111202CLAIMS 53577	\$148.75	09/02 legal '02 st/utill imp
			016050	11/12/02	111202CLAIMS 53577	\$100.85	09/02 print/process
			016050	11/12/02	111202CLAIMS 53577	\$225.25	09/02 legal fees
					Search Name MET-COUNCIL ENVIRONMENTAL SER.		
			016051	11/12/02	111202CLAIMS 11/12/02	\$13,068.00	3qtr02 sac fees
					Search Name METRO AREA MANAGERS ASSOC		
			016052	11/12/02	111202CLAIMS 440	\$16.00	10/02 mama meeting
					Search Name MINNESOTA AFSCME		
			016053	11/12/02	111202CLAIMS 11/12/02	\$78.96	10/02 union dues
					Search Name MN STATE TREASURER		
			016054	11/12/02	111202CLAIMS 11/12/02	\$121.55	3qtr02 bldg permit surcharges
					Search Name NELSON CHEESE AND DELI		
			016055	11/12/02	111202CLAIMS 4334	\$57.78	lunches for election judges

CITY OF LAUDERDALE
Vendor Transactions

CHECK Nbr	CHECK Date	Batch Name Invoice	Amount	Comments
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Search Name NELSON CHEESE AND DELI

\$57.78

Search Name NORTH STAR BANK, PЕТTY

\$32.05 straw: halloween

016056 11/12/02 111202CLAIMS 11/12/02

\$4.42 certified mail

016056 11/12/02 111202CLAIMS 11/12/02

\$5.00 parking: rick

016056 11/12/02 111202CLAIMS 11/12/02

\$22.00 pizza: pic

016056 11/12/02 111202CLAIMS 11/12/02

\$6.87 halloween supplies

016056 11/12/02 111202CLAIMS 11/12/02

\$50.00 halloween supplies

016056 11/12/02 111202CLAIMS 11/12/02

\$12.97 halloween supplies

016056 11/12/02 111202CLAIMS 11/12/02

\$7.76 coffee

016056 11/12/02 111202CLAIMS 11/12/02

\$5.99 halloween supplies

016056 11/12/02 111202CLAIMS 11/12/02

\$23.73 mileage: james

Search Name NORTH STAR BANK, PЕТTY

\$170.79

Search Name NORTHDALE CONSTRUCTION, INC.

\$290,594.70 '02 st/utill improvements

016057 11/12/02 111202CLAIMS '02 pay req #7

\$290,594.70

Search Name NORTHDALE CONSTRUCTION, INC.

\$72.57 general office supplies

016058 11/12/02 111202CLAIMS 11/12/02

\$72.57

Search Name OFFICE MAX

016059 11/12/02 111202CLAIMS 11/12/02

\$5.86

Search Name PARK HARDWARE HANK

016060 11/12/02 111202CLAIMS 11/12/02

\$66.00 10/02 truck fuel

Search Name PARK SERVICE

016060 11/12/02 111202CLAIMS 11/12/02

\$66.00 10/02 truck fuel

Search Name PARK SERVICE

016060 11/12/02 111202CLAIMS 11/12/02

\$132.00

Search Name QWEST

016061 11/12/02 111202CLAIMS 11/12/02

\$225.58 11/02 city hall phone

Search Name RAPT PRINTING

016062 11/12/02 111202CLAIMS 101927

\$218.30 4qt'02 newsletter

Search Name RAPT PRINTING

016063 11/12/02 111202CLAIMS 11/12/02

\$200.00 4qt'02 dues/expenses

Search Name ROSEVILLE ROTARY

016064 11/12/02 111202CLAIMS 2063

\$1,630.35 tractor tranny repairs

Search Name SCHARBER AND SONS

016065 11/12/02 111202CLAIMS 11/12/02

\$36.00 nonresi reimb: rv rec 18x2

Search Name XCEL ENERGY

CITY OF LAUDERDALE
Vendor Transactions

CHECK Nbr	Check Date	Batch Name Invoice	Amount	Comments
016066	11/12/02	111202CLAIMS	\$6.93	10/02 garage electric
016066	11/12/02	111202CLAIMS	\$6.93	10/02 garage electric
016066	11/12/02	111202CLAIMS	\$8.32	10/02 park electric
016066	11/12/02	111202CLAIMS	\$415.40	10/02 street lighting
016066	11/12/02	111202CLAIMS	\$60.19	10/02 park gas
016066	11/12/02	111202CLAIMS	\$14.41	10/02 garage gas
016066	11/12/02	111202CLAIMS	\$29.95	10/02 city hall gas
016066	11/12/02	111202CLAIMS	\$33.29	10/02 city hall electric
016066	11/12/02	111202CLAIMS	\$99.86	10/02 city hall electric
016066	11/12/02	111202CLAIMS	\$89.85	10/02 city hall gas
016066	11/12/02	111202CLAIMS	\$14.41	10/02 garage gas
			<u>\$779.54</u>	
Search Name XCEL ENERGY				
016067	11/12/02	111202CLAIMS	\$15.81	10/02 lift station electric
016067	11/12/02	111202CLAIMS	\$47.25	10/02 lift station gas
Search Name XCEL ENERGY, LIFT STATIONS			<u>\$63.06</u>	
Search Name XCEL ENERGY, LIFT STATIONS				
016067			\$314,610.45	Grand Total



Owner: City of Lauderdale, 1891 Walnut St., Lauderdale, MN 55113	Date: November 5, 2002
For Period: 10/2/2002 to 11/5/2002	Request No: 7
Contractor: Northdale Construction Company Inc., 14450 Northdale Blvd., Rogers, MN 55374	

CONTRACTOR'S REQUEST FOR PAYMENT
 2002 UTILITY AND STREET IMPROVEMENTS, PHASE 3
 BRA FILE NO. 532-01-102

SUMMARY

1	Original Contract Amount	\$	1,734,132.04
2	Change Order - Addition	\$	18,737.89
3	Change Order - Deduction	\$	0.00
4	Revised Contract Amount	\$	1,752,869.93
5	Value Completed to Date	\$	1,433,509.87
6	Material on Hand	\$	0.00
7	Amount Earned	\$	1,433,509.87
8	Less Retainage 5%	\$	71,675.49
9	Subtotal	\$	1,361,834.38
10	Less Amount Paid Previously	\$	1,071,239.68
11	Liquidated damages -	\$	0.00
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. 7	\$	290,594.70

Recommended for Approval by:

BONESTROO, ROSENE, ANDERLIK & ASSOCIATES, INC.

Approved by Contractor:

NORTHDALE CONSTRUCTION COMPANY INC

Approved by Owner:

CITY OF LAUDERDALE

Specified Contract Completion Date:
 June 15, 2003

Date:

No.	Item	Unit	Contract	Quantity	Unit Price	Quantity to Date	Amount to Date
1	Mobilization	LS	1	50000.00	0.9	0.9	\$45,000.00
2	Traffic control	LS	1	9137.50	0.9	0.9	\$8,223.75
3	Silt fence, regular	LF	700	2.25	180	180	\$405.00
4	Remove bituminous driveway	SY	950	2.75	476	476	\$1,309.00
5	Reclaim bituminous pavement	SY	13000	1.80	12103	12103	\$21,785.40
6	Remove concrete curb and gutter	LF	150	3.00	310	310	\$930.00
7	Remove concrete driveway pavement	SY	350	7.00	178	178	\$1,246.00
8	Remove concrete sidewalk	SY	80	6.50	88	88	\$572.00
9	Remove concrete steps	EA	28	100.00	18	18	\$1,800.00
10	Remove CMP culvert	LF	20	5.00	20	20	\$100.00
11	Clear and grub	Tree	15	525.00	22	22	\$11,550.00
12	Furnish and install new 27" Sanitary MH casting	EA	4	410.82	1	1	\$410.82
13	Adjust valve box	EA	12	125.00	9	9	\$1,125.00
14	Adjust manhole casting	EA	15	175.00			\$0.00
15	Topsoil borrow (LV)	CY	1600	0.01			\$0.00
16	Common excavation (P)	CY	10400	7.95	10400	10400	\$82,680.00
17	Subgrade excavation (EV)	CY	1100	7.95	80	80	\$636.00
18	Geotextile fabric, Type IV	SY	15000	1.35	13238	13238	\$17,871.30
19	4" Perforated polyethylene pipe	LF	700	6.95	665	665	\$4,621.75
20	Connect drain tile to structure	EA	10	100.00	12	12	\$1,200.00
21	Aggregate base, Class 5 (CV)	CY	3500	17.55	2856	2856	\$50,122.80
22	Select granular borrow (CV)	CY	5000	15.50	4374	4374	\$67,797.00
23	Bituminous Patching	SY	350	23.88	289	289	\$6,901.32
24	Bituminous driveway patch	SY	950	19.50	379	379	\$7,390.50
25	Bituminous base course, Type 31B	TN	1550	28.76	1303	1303	\$37,474.28
26	Bituminous wear course, Type 41B	TN	1150	31.98	45	45	\$87.30
27	Bituminous material for tack coat	GAL	625	1.94	45	45	\$87.30
28	B618 concrete curb and gutter	LF	8600	7.53	7471	7471	\$56,256.63
29	Concrete valley gutter	SY	45	35.48	45	45	\$1,596.60
30	7" concrete driveway pavement	SY	850	42.08	823	823	\$34,631.84
31	7" concrete driveway pavement-colored and patterned - 1933 Malvern	SY	50	103.35			\$0.00
32	Pedestrian curb ramp	EA	2	215.00			\$0.00
33	4" concrete sidewalk	SY	200	33.98			\$0.00
34	Concrete steps	EA	20	107.50			\$0.00
35	Wood fiber blanket	SY	600	1.77			\$0.00
36	Sodding, lawn type	SY	11000	2.62			\$0.00
37	Street name sign (2 blades), incl post and hardware	EA	7	295.63			\$0.00
Part 1 - Streets:							
1	Total Part 1 - Streets:						\$463,724.29
38	Motor Grader with operator	HR	50	128.50	54.5	54.5	\$7,003.25
39	Front end loader with operator	HR	20	127.50	34	34	\$4,335.00
40	Skidsteer (bobcat) with operator	HR	10	75.00	53.5	53.5	\$4,012.50
41	Adjust frame and ring casting	EA	2	150.00	1	1	\$150.00
42	Bituminous base course, Type 31B (alleys)	TN	475	33.33	326	326	\$10,865.58
43	Bituminous wear course, Type 41B (alleys)	TN	375	35.48	281	281	\$9,969.88
44	Aggregate base, Class 5 (CV)	CY	425	27.50	167	167	\$4,592.50
45	Bituminous material for tack coat	GAL	225	1.94	5	5	\$9.70
46	Clear and grub	LS	1	4500.00			\$0.00
Part 2 - Alley Improvements:							
38	Motor Grader with operator	HR	50	128.50	54.5	54.5	\$7,003.25
39	Front end loader with operator	HR	20	127.50	34	34	\$4,335.00
40	Skidsteer (bobcat) with operator	HR	10	75.00	53.5	53.5	\$4,012.50
41	Adjust frame and ring casting	EA	2	150.00	1	1	\$150.00
42	Bituminous base course, Type 31B (alleys)	TN	475	33.33	326	326	\$10,865.58
43	Bituminous wear course, Type 41B (alleys)	TN	375	35.48	281	281	\$9,969.88
44	Aggregate base, Class 5 (CV)	CY	425	27.50	167	167	\$4,592.50
45	Bituminous material for tack coat	GAL	225	1.94	5	5	\$9.70
46	Clear and grub	LS	1	4500.00			\$0.00
Total Part 2 - Alley Improvements:							
							\$40,938.41
Part 3 - Storm Sewer:							
47	Silt fence, regular	LF	200	2.25	100	100	\$225.00
48	Remove CMP culvert	LF	200	5.50	202	202	\$1,111.00
49	Bulkhead existing storm sewer	EA	1	350.00			\$0.00
50	15" CMP culvert	LF	20	26.42			\$0.00
51	15" CMP flared end section	EA	2	139.81			\$0.00
52	24" RCP arch flared end section, incl. trash guard	EA	1	1908.50	1	1	\$1,908.50
53	24" RCP arch storm sewer	LF	225	59.71	199	199	\$11,882.29
54	12" RCP storm sewer	LF	125	25.84	101	101	\$2,609.84
55	12" RCP flared end section	EA	2	478.79	2	2	\$957.58
56	Class III random riprap	CY	75	83.50	24	24	\$2,004.00
57	15" RCP storm sewer	LF	370	26.06	348	348	\$9,068.88
58	18" RCP storm sewer	LF	200	28.14	100	100	\$2,814.00

No.	Item	Unit	Contract Quantity	Unit Price	Quantity to Date	Amount to Date
59	18" RCP flared end section, incl trash guard	EA	6	580.73	6	\$3,484.38
60	21" RCP storm sewer	LF	475	36.55	527	\$19,261.85
61	Shallow catch basin	EA	1	816.50		\$0.00
62	2' x 3' catch basin with sump	EA	2	1075.20	2	\$2,150.40
63	2' x 3' catch basin	EA	5	990.00	5	\$4,950.00
64	4' dia storm sewer MH, inc 2' sump	EA	1	1275.00	1	\$1,275.00
65	4' diameter storm CBMH	EA	8	1290.00	8	\$10,320.00
66	5' diameter storm CBMH	EA	1	1880.00	1	\$1,880.00
67	5' diameter storm sewer MH	EA	1	1790.00	1	\$1,790.00
68	5' dia storm sewer MH, inc 2' sump	EA	1	1790.00	1	\$1,790.00
69	4' diameter storm sewer MH	EA	1	1195.00	1	\$1,195.00
70	Construct MH over existing pipe	EA	1	4175.00	1	\$4,175.00
71	4' storm sewer manhole overdepth	LF	20	91.78	6	\$550.68
72	Aggregate base, Class 5 - trail	CY	350	25.50		\$0.00
73	Common excavation (P)	CY	65	12.50		\$0.00
74	Black Hills Spruce, 6" B&B	EA	2	430.00		\$0.00
75	Wood fiber blanket	SY	150	1.77	600	\$11,100.00
76	Pond dredging (P)	CY	600	18.50		\$96,503.40
Part 4 - Sanitary Sewer:						
77	Remove sanitary sewer pipe	LF	1750	2.00	2218	\$4,436.00
78	Remove sanitary sewer service pipe	LF	1500	3.00	1470	\$4,410.00
79	Remove sanitary sewer manhole	EA	13	475.00	13	\$6,175.00
80	Abandon sanitary sewer MH	EA	4	350.00	4	\$1,400.00
81	Bulkhead existing sanitary sewer	EA	52	250.00	7	\$1,750.00
82	Bypass pumping	LS	1	10500.00	1	\$10,500.00
83	Connect to existing manhole	EA	2	2500.00	2	\$5,000.00
84	Sanitary sewer repair	LF	20	125.00		\$0.00
85	Connect to existing sanitary sewer pipe	EA	5	1500.00	11	\$16,331.15
86	4' diameter sanitary manholes	EA	11	1484.65	39	\$3,521.70
87	4' diameter sanitary manhole overdepth	LF	55	90.30	743	\$14,258.17
88	8" PVC sanitary sewer, SDR 35, 0'-10' deep	LF	867	19.19	1244	\$23,872.36
89	8" PVC sanitary sewer, SDR 35, 10'-20' deep	LF	1155	19.19	290	\$7,366.00
90	10" PVC sanitary sewer, SDR 35, 0'-10' deep	LF	295	25.40	529	\$13,436.60
91	10" PVC sanitary sewer, SDR 35, 10'-20' deep	LF	529	25.40	210	\$8,910.30
92	10" PVC sanitary sewer, SDR 26, 10'-20' deep	LF	210	42.43	112	\$4,752.16
93	10" PVC sanitary sewer, SDR 26, 20'-30' deep	LF	112	42.43	325	\$3,250.00
94	Restricted trench	LF	450	10.00		\$0.00
95	Improved pipe foundation, per 6" increment	LF	3500	0.01		\$0.00
96	8" DIP outside drop inlet pipe	LF	50	155.00	45	\$6,975.00
97	8" DIP sanitary sewer	LF	80	29.32	80	\$2,345.60
98	Connect to existing sewer service	EA	76	125.00	60	\$7,500.00
99	4" PVC, SDR 26 service pipe	LF	1740	11.98	1518	\$18,185.64
100	4" PVC, SDR 26 riser pipe	LF	90	12.32	184	\$2,266.88
101	8" x 4" PVC wye	EA	58	53.83	61	\$3,283.63
102	8" x 6" PVC wye, SDR 26	EA	1	76.65		\$0.00
103	6" PVC, SDR 26 service pipe	LF	30	12.64		\$0.00
104	Sodding, lawn type	SY	11000	2.62		\$0.00
105	Closed circuit TV inspection	LF	3100	0.55		\$0.00
Part 5 - Water Main:						
106	Remove water main	LF	4650	4.75	4260	\$20,235.00
107	Remove gate valve and box	EA	13	100.00	11	\$1,100.00
108	Remove hydrant	EA	7	300.00	6	\$1,800.00
109	Improved pipe foundation, per 6" increment	LF	4000	0.01		\$0.00
110	Water main trench	LF	4700	8.25	4140	\$34,155.00
111	Water service trench	LF	2350	11.50	407	\$4,680.50
112	Pipe bedding	LF	4650	2.15	4547	\$9,776.05
113	Mechanical trench compaction	LF	7050	1.50	4547	\$6,820.50
114	Insulation, 2" thick	SY	10	16.37	11	\$180.07
115	Water service trench in easement: 1943, 1951	EA	3	850.00	3	\$2,550.00
116	Pleasant, 1952 Cart	EA	3	155.88	155	\$24,161.40
	8" water main, jacked	LF				\$105,458.52
	Total Part 5 - Water Main:					\$24,161.40
	Total Part 4 - Sanitary Sewer:					\$169,926.19

No.	Item	Unit	Contract	Quantity	Price	to Date	Amount	to Date
117	Mobilization	LS	1	53125.00		1	\$53,125.00	
118	Traffic control	LS	1	2687.50		1	\$2,687.50	
119	Silt fence, regular	LF	5000	2.25		2311	\$5,199.75	
120	Concrete median barrier design 8337	LF	825	9.14		825	\$7,540.50	
121	Abandon lift station	LS	1	4750.00			\$0.00	
122	Remove pumphouse	LS	1	6500.00			\$0.00	
123	Remove forcemain pipe	LF	100	5.50		100	\$550.00	
124	Remove sanitary sewer pipe	LF	420	5.50		570	\$3,135.00	
125	Remove sanitary sewer manhole	EA	1	575.00		3	\$1,725.00	
126	Remove concrete curb and gutter	LF	700	3.00		480	\$1,440.00	
127	Remove concrete sidewalk	SY	800	6.50		76	\$494.00	
128	Remove bituminous pavement	SY	1300	2.50		1056	\$2,640.00	
129	Salvage and reinstall guard rail	LF	40	28.50		13	\$370.50	
130	Clean and grub	LS	1	4500.00		1	\$4,500.00	
131	12" RCP storm sewer	LF	20	28.50			\$0.00	
132	Salvage and reinstall concrete pipe	LF	40	20.50		54	\$1,107.00	
133	Connect to existing GBMH	EA	1	450.00			\$0.00	
134	12" PVC sanitary sewer, SDR 26, 20'-30' deep	LF	170	55.44		182	\$10,090.08	
135	12" PVC sanitary sewer, SDR 26, 30'-35' deep	LF	70	55.44		70	\$3,880.80	
136	15" PVC sanitary sewer, SDR 26, 0'-10' deep	LF	95	28.64		128	\$3,665.92	
137	15" PVC sanitary sewer, SDR 35, 10'-20' deep	LF	1100	28.64		1020	\$29,212.80	
138	15" PVC sanitary sewer, SDR 26, 10'-20' deep	LF	600	50.88		626	\$31,850.88	
139	15" PVC sanitary sewer, SDR 26, 20'-30' deep	LF	1350	50.88		1343	\$68,331.84	
140	15" PVC sanitary sewer, SDR 26, 30'-32' deep	LF	275	50.88		268	\$13,635.84	
141	Realign 8" sanitary sewer	LF	40	67.50			\$0.00	
142	12" sanitary sewer, jacked	LF	175	194.92		175	\$34,111.00	
143	15" sanitary sewer, jacked	LF	410	210.06		365	\$76,671.90	
144	Improved pipe foundation, per 6" increment	LF	3500	0.01		35	\$0.35	
145	Construct Manhole Over Existing Pipe	EA	1	3400.94		1	\$3,400.94	
146	4' diameter sanitary manholes	EA	15	1737.04		15	\$26,055.60	
147	4' diameter sanitary manhole overdepth	LF	192	96.78		161	\$15,581.58	
148	8" DIP outside drop inlet pipe	LF	40	175.00		38	\$6,650.00	
149	8" DIP sanitary sewer	LF	40	32.07		40	\$1,282.80	
150	Connect to existing sanitary sewer pipe	EA	1	1500.00		1	\$1,500.00	
151	Bulkhead existing sanitary sewer	EA	4	350.00		1	\$350.00	
152	8" PVC sanitary sewer, SDR 35, 10'-20' deep	LF	30	18.82		15	\$282.30	
153	Restricted trench	LF	1600	8.00		1000	\$8,000.00	
154	B618 concrete curb and gutter	LF	30	12.90		21	\$270.90	
155	Bituminous driveway patch	SY	100	20.58		80	\$1,646.40	
156	Seeding, incl seed, fertilizer, mulch and disk anchor	AC	4	946.00		4	\$3,784.00	
157	Closed circuit TV inspection	LF	4175	0.55		3986	\$2,192.30	
Total Part 6 - Trunk Sanitary Sewer:								\$426,962.48
158	Abandon lift station	LS	1	4750.00		1	\$4,750.00	
159	Mobilization	LS	1	3500.00		1	\$3,500.00	
160	Silt fence, regular	LF	300	2.25		76	\$171.00	
161	Remove concrete curb and gutter	LF	325	3.50		487	\$1,170.50	
162	Remove concrete sidewalk	SY	10	7.00			\$0.00	
163	Remove bituminous pavement	SY	275	5.00		646	\$3,230.00	
164	Clean and grub	Tree	4	350.00		3	\$1,050.00	
165	Remove 8" sanitary sewer pipe	LF	30	5.00			\$0.00	
166	Bulkhead existing sanitary sewer	EA	3	350.00		1	\$350.00	
167	Connect to existing manhole	EA	3	750.00		3	\$2,250.00	
168	Connect to existing sanitary sewer 8" PVC pipe	EA	1	450.00		1	\$450.00	
169	Restricted trench	LF	200	8.00		175	\$1,400.00	
170	8" PVC sanitary sewer, SDR 35, 10'-20' deep	LF	365	21.61		381	\$8,233.41	
171	4' diameter sanitary manholes	EA	1	1637.00		1	\$1,637.00	
172	4' diameter sanitary manhole overdepth	LF	3	96.78		2	\$193.56	
173	8" DIP outside drop inlet pipe	LF	8	165.00		8	\$1,320.00	
174	8" DIP sanitary sewer	LF	20	29.21		20	\$584.20	
175	Common excavation (P)	CY	175	12.50		175	\$2,187.50	
176	Aggregate base, Class 5, 100% crushed	CY	100	23.50		121	\$2,843.50	
177	Bituminous material for tack coat	GAL	25	1.94		75	\$145.50	

Part 7 - Larpenaur Lift Station Elimination:

PROJECT PAYMENT STATUS
 OWNER CITY OF LAUDERDALE

BRA FILE NO. 532-01-102
 CONTRACTOR NORTHDALE CONSTRUCTION COMPANY INC

CHANGE ORDERS

No.	Date	Description	Amount
1	8/3/2002	This Change Order provides for replace all sanitary sewer on Carl Street between MH-60 and Roselawn Avenue rather than repairing existing sewer. See Change Order.	\$18,737.89
		Total Change Orders	\$18,737.89

PAYMENT SUMMARY

No.	From	To	Payment	Retainage	Completed
1	04/09/2002	05/07/02	41,502.81	2,184.36	43,687.17
2	05/08/2002	06/03/02	147,063.72	9,924.55	198,491.08
3	06/04/2002	06/27/02	133,075.07	16,928.51	338,570.11
4	06/28/2002	08/01/02	148,649.50	24,752.16	495,043.26
5	08/02/2002	08/29/02	263,629.56	38,627.40	772,548.06
6	08/30/2002	10/01/02	337,319.02	56,381.04	1,127,620.72
7	10/02/2002	11/05/02	290,594.70	71,675.49	1,433,509.87

Material on Hand

Total Payment to Date	\$1,361,834.38	Original Contract	\$1,734,132.04
Retainage Pay No. 7	71,675.49	Change Orders	\$18,737.89
Total Amount Earned	\$1,433,509.87	Revised Contract	\$1,752,869.93

DATE: NOVEMBER 12, 2002
TO: HONORABLE MAYOR AND COUNCIL
FROM: JAMES BOWNIK, ADMINISTRATIVE ANALYST
RE: FRONT-YARD FENCE APPROVAL: 1805 FULHAM STREET

BACKGROUND

Gail Strain, 1805 Fulham Street, is requesting City Council approval to construct a fence in the front setback area at her residence. According to Lauderdale's City Code, City Council approval is required for the portion of the fence that is proposed for the front setback area.

The new chain link fence would be four feet tall, and would be constructed one foot from the front property line. The fence would then follow along the side property lines, extending across the rear of the property at a point two feet from the rear property line.

Attached is Ms. Strain's request and site plan.

POLICIES AND PROCEDURES FOR APPROVAL

The property is zoned R-1 Suburban Residential. The following sections of City Code Title 9, Chapter 7 apply to this request:

- "No fence along or within the front setback area shall be permitted without the approval of the City Council";
- "In the event a front yard fence is adjacent to and parallel with the front lot line (or side lot line on the street side of a corner lot), such fence shall be setback at least one foot (1') from the street right-of-way or property line";
- "When the property line is not clearly defined, a certificate of survey may be required by the Building Official to establish the property line";
- "Fences located within the side and rear yard setback areas beginning at the rear building line and fences located within the buildable area of a lot shall not exceed seven feet (7') in height from finished grade";

CITY COUNCIL ACTION REQUESTED

Approve that portion of fence construction proposed to be located in the front setback area at 1805 Fulham Street per Ms. Strain's request.

DRIVEWAY, FENCE & SIDEWALK PERMIT APPLICATION

Identifying Information			
Job Site Address	GAIL STRAIN 1805 Fulham St Lauderdale, MN 55113	Home Phone	919-9117
(if different)		Work Phone	
		Cell Phone or Pager	
		Zip	
Property Owner		Address	
		City	
		State	
		Zip	
Contractor Name		Business Phone	
Address		Cell Phone or Pager	
City			
State			
Zip			

Construction Information	
Type of Construction	(Please check appropriate box below)
Fence 6' and under in height	<input checked="" type="checkbox"/>
Driveway	<input type="checkbox"/>
Sidewalk in public right-of-way	<input type="checkbox"/>
Description of Request (attach site drawing, including location of property lines)	
Permit Fee	\$10
	\$20
	\$25

I UNDERSTAND AND HEREBY AGREE THAT THE WORK FOR WHICH THE PERMIT IS ISSUED SHALL BE PERFORMED ACCORDING TO THE FOLLOWING: (1) THE CONDITIONS OF THE PERMIT, (2) THE APPROVED PLANS AND SPECIFICATIONS, (3) THE APPLICABLE CITY APPROVALS, ORDINANCES, AND CODES, AND (4) THE STATE BUILDING CODE. I ALSO UNDERSTAND THAT I AM RESPONSIBLE FOR ENSURING THAT ALL REQUIRED INSPECTORS ARE REQUESTED IN CONFORMANCE WITH THE STATE BUILDING CODE.

Applicant's Signature: *Gail Strain*
 Please Print Applicant's Name: GAIL STRAIN
 Date: 10/31/02

FOR OFFICE USE ONLY:

Date of Permit: 10-31-02 Permit No.: 02-14 Receipt No.: 6644

Approvals Needed (to be checked):
 Ramsey County Permit Needed for Driveway? (If so, attach permit)
 City Council Approval Required for Fence? YES (If so, date of approval) _____
 Variance Necessary? (If so, date City Council approved Variance) _____

Inspection Types (to be checked):
 Final
 Other

Date: _____ Time: _____ Comments: _____ Initials: _____
 Date: _____ Time: _____ Comments: _____ Initials: _____

White - Building Inspector/Property File
 Yellow - Permit Holder

DATE:

NOVEMBER 12, 2002

TO:

HONORABLE MAYOR AND COUNCIL

FROM:

JAMES BOWNIK, ADMINISTRATIVE ANALYST

RE:

DIVISION OF TWO PREVIOUSLY CONSOLIDATED RESIDENTIAL PARCELS AT 1707 EUSTIS STREET

BACKGROUND

Tom Miesner, the son of the late Rosemarie Miesner, has been appointed the Personal Representative of the Estate. Mr. Miesner is requesting that the two previously consolidated parcels located at 1707 Eustis Street be divided into two separate parcels in order to create an additional buildable lot to the south of the existing house.

The existing parcel of land consists of two forty-foot (40') lots that have been consolidated into one eighty-foot (80') parcel of land. The proposed division would recreate the two originally platted forty-foot (40') lots, with an existing house on the northerly lot.

REGULATIONS

The following sections of the regulations (**attached**) apply in this case:

Section 11-2-4 Division of Previously Consolidated Parcels:

- 1) "The division would create parcels that would meet the current minimum lot size and dimensional requirements..."
- 2) "The division would not create nonconforming structures or uses..."
- 3) "The applicant shall assign a Property Identification Number (PIN) to each of the newly divided parcels according to the procedures of Ramsey County."
- 4) "Existing and proposed legal descriptions for the parcels be submitted."
- 5) "The division shall have the approval of the City Council by the adoption of a Council resolution to that effect..."

PLANNING COMMISSION

The Planning Commission did not meet to discuss the subdivision request due to the lack of a quorum. Instead, this action item was placed directly on the council agenda per Title 2-1-10-4:K of the current Zoning Ordinance. The Planning Commission received the information packet and have been invited and encouraged to attend the council meeting in order to provide input to the Council.

REQUESTED ACTION

Approve Resolution No. 111202A allowing for the division of two previously consolidated residential parcels of land located at 1707 Eustis Street.

CITY OF LAUDERDALE
COUNTY OF RAMSEY
STATE OF MINNESOTA

**RESOLUTION SUPPORTING THE APPLICATION FOR THE DIVISION OF TWO
PREVIOUSLY CONSOLIDATED RESIDENTIAL PARCELS OF LAND LOCATED AT
1707 EUSTIS STREET.**

WHEREAS, an application has been made with the City of Lauderdale requesting the division of two previously consolidated residential parcels of land located at 1707 Eustis Street in Lauderdale and;

WHEREAS, the current legal description of the property is Lots 9 and 10, Mannels Addition, Ramsey County, Minnesota and;

WHEREAS, the proposed legal description for Parcel A is Lots 9, Mannels Addition, Ramsey County, Minnesota and;

WHEREAS, the proposed legal description for Parcel B is Lot 10, Mannels Addition, Ramsey County, Minnesota and;

WHEREAS, the two resulting lots will comply with the requirements of Title 10, Zoning, and Title 11, Subdivision, of the Lauderdale City Code and;

WHEREAS, this resolution will be filed with the Ramsey County Recorder and;

WHEREAS, a PIN (property identification number) will be assigned by Ramsey County for the new parcel;

NOW THEREFORE, BE IT RESOLVED that the Lauderdale City Council approves the division of two previously consolidated residential parcels at 1707 Eustis Street into two separate residential parcels of land.

I CERTIFY THAT the City Council of Lauderdale adopted the above resolution on this 12th day of November, 2002.

(ATTEST)

Jeffrey E. Dains, Mayor

(SEAL)

Richard B. Getschow, City Administrator

10/31/2002

City of Lauderdale

Council Members,

I am writing on behalf of my mother's estate in which I have been appointed as Personal Representative with unsupervised administration.

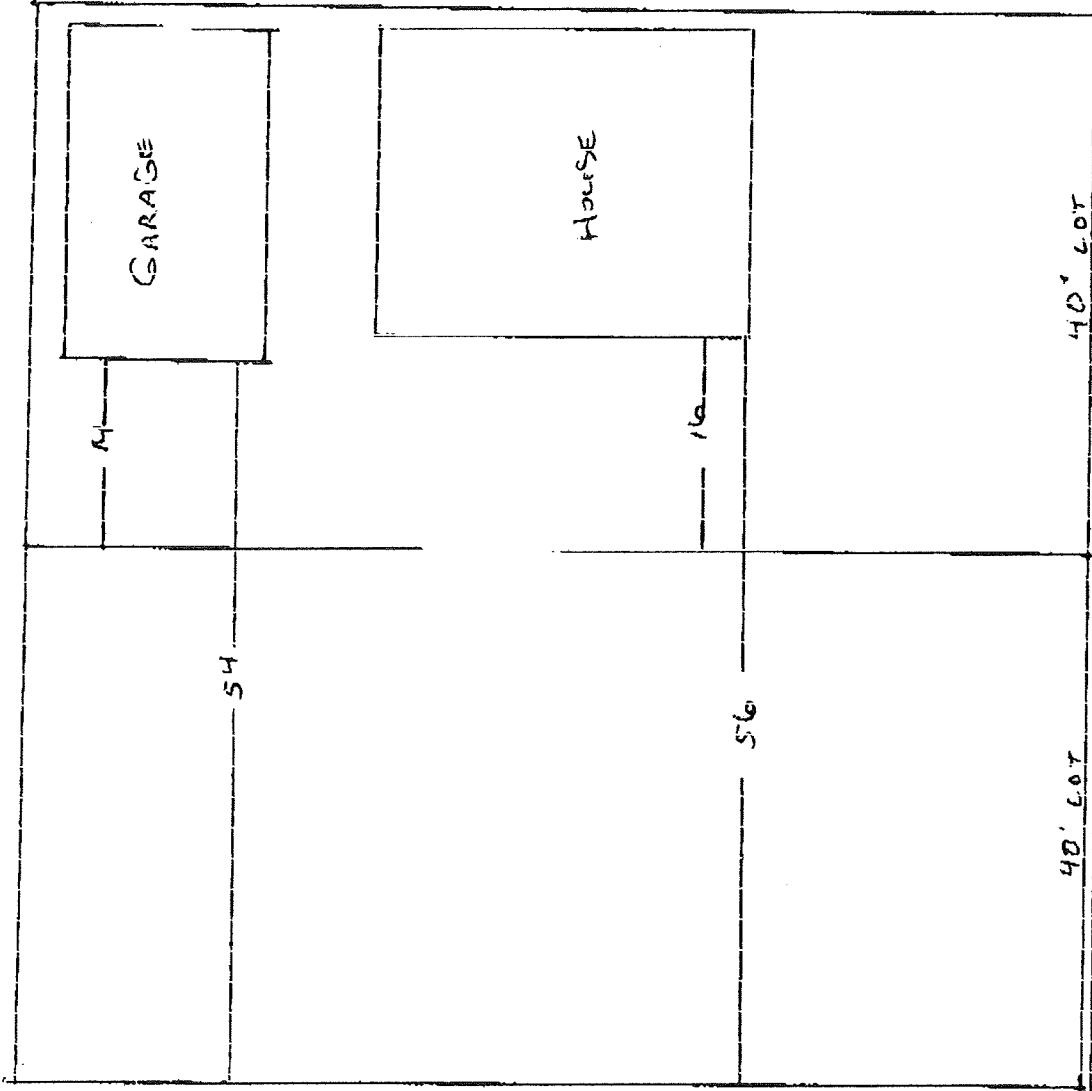
My mother's home, located at 1707 Eustis, has two lots under one PID number. These two lots were platted as separate 40' lots and at sometime in the past joined together. We would like to separate these two lots with individual PID numbers. We are asking your approval so we can proceed with Ramsey County. We have also been in contact with the probate attorney and he stated the lot separation would have no effect on the estate.

Please find attached a drawing that shows where the house and garage sit on lot 9. The house sits 16' from the south property line and the garage is 14' from the south property line. These measurements were taken from the property survey stakes. Lot 10 is vacant. It is our understanding that the separation of these two lots meets within the city of Lauderdale requirements. We ask for your approval.

Thank you,

Tom Miesner
Personal Representative

1707 EUSTIS



Lot 9

Lot 10

EUSTIS ST.

Letters Testamentary of General Administration

Date

Judge/Registrar

(COURT SEAL)

[Handwritten Signature]
10/8/02

Deputy

By

[Handwritten Signature]

COURT ADMINISTRATOR

Dated

Oct 6, 2002

effect.

STATE OF MINNESOTA RAMSEY COUNTY
Certified to be a true and correct copy of the
original on file and of record in my office. I
further certify the Letters are in full force and

and is now qualified to act as Personal Representative of the Estate and has authority to administer the
Estate according to law.

and is now qualified to act as Personal Representative of the Estate and has authority to administer the
Estate according to law.

an unsupervised
 a supervised administration

has been appointed Personal Representative of Decedent's Estate in

2. Thomas H. Miesner

1. The Decedent died on 05/23/2002

DECEDENT

OF GENERAL ADMINISTRATION
 TESTAMENTARY
LETTERS

By *[Handwritten Signature]* Deputy

COURT ADMINISTRATOR

ESTATE OF
Rosemarie Inga Miesner

OCT 08 2002

FILED

COUNTY OF RAMSEY

STATE OF MINNESOTA

DISTRICT COURT
PROBATE DIVISION
SECOND JUDICIAL DISTRICT
Court File No. 15025683

CHAPTER 2

LOT CONSOLIDATION REGULATIONS

SECTION:

- 11-2-1: General provisions
- 11-2-2: Submittal Requirements
- 11-2-3: Survey Requirements
- 11-2-4: Division of previously Consolidated Parcels
- 11-2-5: Vacation of Easements
- 11-2-6: Council Approval; Adoption Of Resolution
- 11-2-7: Penalty

11-2-1: GENERAL PROVISIONS:

For the purposes of this Chapter, these requirements apply to consolidations of two (2) or more contiguous lauderdale parcels or lots of record. The proposed consolidation shall not cause any of the existing lots, parcels, or existing buildings to be in violation of this Title or of Title 10, Zoning, of the city code.

11-2-2: SUBMITTAL REQUIREMENTS

A. The following information is to be submitted with a lot consolidation application:

1. Proof of ownership of the properties involved in the consolidation.
2. A written description stating the reasons and intentions for lot consolidation.
3. The applicant should merge the property Identification Numbers (PIN) into one number according to the procedures of Ramsey County.
4. A certificate of survey be submitted according to the requirements of 11-2-3 of this chapter.
5. Existing and proposed legal descriptions for the parcels involved be submitted.

11-2-3: SURVEY REQUIREMENTS:

5. The division shall have the approval of the City Council by the adoption of a Council resolution to that effect. The

4. Existing and proposed legal descriptions for the parcels involved be submitted.

3. The applicant shall assign a Property Identification Number (PIN) to each of the newly divided parcels according to the procedures of Ramsey County.

2. The division would not create nonconforming structures or uses as defined in Title 10, Zoning, of the City Code.

1. The division would create parcels that would meet the current minimum lot size and dimensional requirements as defined in Title 10, Zoning, of the City Code. In dividing the parcel, an applicant may sell part of the property that is in excess of the minimum lot size requirement. This excess part of the property shall be sold to the adjacent property owner and be consolidated with that person's property.

A. The division of parcels consolidated after the effective date of this ordinance shall only be allowed under the following circumstances:

11-2-4: DIVISION OF PREVIOUSLY CONSOLIDATED PARCELS:

- 5. Points of compass, scale of plan and name of owner of the land being consolidated.
- 4. Monuments of iron pipe shall be shown on the survey with sufficient data so that they may be located from the survey.
- 3. All existing structures on the property shall be shown on the survey.
- 2. Any easements for rights of way provided for public use, service or utilities, with figures showing their dimensions, be shown on the survey.
- 1. Boundary lines of the area being consolidated with accurate distances and angles or bearings together with all section lines.

A. Certificate of Survey: Where the property lines are not clearly defined, a certificate of survey may be required by the City Building Official or City Zoning Administrator to establish the property lines. This Certificate of Survey shall contain the following information:

Council approval follows a review and recommendation by the Planning Commission.

11-2-5: VACATION OF EASEMENTS

The City may require the vacation or deed of additional easements located on the consolidated property. The costs of this vacation process may be borne by the applicant.

11-2-6: COUNCIL APPROVAL; ADOPTION OF RESOLUTION:

All consolidations of land in the City must have the approval of the City Council by the adoption of a Council resolution to that effect. This Council approval follows a review and recommendation by the Planning Commission. After the consolidation is complete, the consolidated parcels will be treated in all respects as a single parcel.

11-2-7: PENALTY:

Any person who shall violate any of the provisions of this Chapter shall be subject to penalty as provided in Section 1-4-1 of this Code.

Memo

Date: Nov. 12, 2002
Re: Recycling Contract 2003
To: Mayor and City Council
From: Shannon Goyette, Deputy Clerk

City staff has negotiated a contract extension with BFI Waste Systems. It incorporates a very small rate increase with the same bi-weekly service:

1. The rate would be set at \$2.10 per resident per month. This is an increase of .05 over the contract from last year.
2. Recycling pickup would continue taking place on alternating Mondays.
3. Recycling will also continue to be done in the two-sort method (paper and all other types).
4. After 2003, there will still be a one-year extension option remaining on the contract for 2004, with renewal to be approved by both parties.

Action Requested:

Approve contract renewal at the rate of \$2.10/month/resident with BFI Waste Systems for 2003.

Lauderdale City Council Memorandum

Council Meeting Date: November 12, 2002

To: Mayor and City Council

From: Rick Getschow, City Administrator

Agenda Item:

2003 Recycling Rates

BACKGROUND:

Pursuant to our contract with BFI, the one-year extension that is scheduled to be approved is \$2.10 per month or \$25.20 per year for each household. This is a \$0.05 per month or \$0.60 per year proposed increase from 2002.

Past practice with the City has been to base the recycling fees solely on funding the contract collection costs and not the overall recycling program costs (after accounting for the SCORE grant). Included in the recycling fund budget besides the contract are city personnel costs/benefits and supplies. It continues to be the Council's philosophy the SCORE grant funds and interest income cover these other costs in the fund. Ramsey County recommends that the City base its fee on a formula that takes into account all recycling fund costs, and subtracts SCORE revenue to obtain a recycling budget. At this time, I still continue to feel that the costs beyond the contract can be covered by interest income and reserve funds.

The following table illustrates the current budgeting philosophy with figures from 1998-2002:

	1998	1999	2000	2001	2002
Revenue: Recycling Fee	\$16,898	\$16,243	\$22,052	\$22,052	\$28,290
Expenditure: Recycling Contract	\$16,243	\$16,243	\$22,052	\$22,052	\$28,290
Revenue: SCORE, Interest	\$6,688	\$6,262	\$6,929	\$7,390	\$5,377
Expenditure: Personnel, Supplies	\$5,075	\$5,935	\$5,443	\$6,607	\$9,310
Surplus/Deficit	\$2,268	\$327	\$1,486	\$783	(\$3,933)

(Note: A 2002 deficit is not necessarily expected because 2002 revenues should slightly exceed those budgeted, and 2002 expenditures should be slightly lower than budgeted).

Attached is a copy of the budget for the Recycling Fund (203) that reflects proposed 2003 rates of \$2.10 per household per month or \$25.20 per year. This continues the philosophy discussed above regarding assessing rates that mirror the contract costs.

ENCLOSURES:

1. Recycling Fund Proposed 2003 Budget (203)

COUNCIL ACTION REQUESTED:

Motion to approve the 2003 residential recycling rate at \$2.10 per household per month or \$25.20 per year.

Recycling Fund 203

		REVENUES:				EXPENDITURES:			
		DEPT. 5000							
		1998	1999	2000	2001	2002	2002	2002	2003
		Actual	Actual	Actual	Actual	Adopted	Projected	Projected	Proposed
36100	Recycling Fee	16,898	16,825	21,982	22,229	28,290	28,290	28,290	29,686
33622	SCORE Grant	5,476	5,462	5,478	5,480	4,627	4,627	4,612	4,612
36211	Investment Interest	1,192	800	1,451	881	750	750	750	750
36255	Other	20	-	-	852	-	500	-	-
Total Revenues		23,586	23,087	28,911	29,442	33,667	34,167	35,048	
101	Reg. FT Employees	4,014	3,760	4,193	5,426	6,799	6,799	7,207	7,207
121	PERA Contributions	218	181	217	168	376	376	399	399
122	FICA Contributions	322	224	317	321	520	520	551	551
126	ICMA Retirement	-	-	-	-	-	-	-	-
131	Group Insurance	313	185	344	342	1,020	1,020	1,081	1,081
133	Life Insurance	-	-	-	-	-	-	-	-
201	General Supplies	-	-	-	-	-	-	-	-
202	Permanent Supplies	194	-	-	193	-	-	-	-
327	Other Service	-	1,585	372	1,357	375	500	200	200
389	Recycling Contract	16,243	16,243	22,052	20,837	28,290	28,290	29,686	29,686
437	Sales Tax	14	-	-	-	20	20	20	20
438	Dues & Subscriptions	-	-	-	-	-	-	-	-
440	Meeting Expenses	-	-	-	15	-	-	-	-
444	Contingency Funds	-	-	-	-	200	200	200	200
	City-wide Clean-Up	-	-	-	-	-	-	-	-
Total Expenditures		21,318	22,178	27,495	28,659	37,600	37,725	39,344	
Surplus (Deficit)		2,268	909	1,416	783	(3,933)	(3,558)	(4,296)	
<hr/>									
Beginning Fund Balance		22,125	24,393	25,302	26,718	27,501	27,501	23,943	
Surplus (Deficit)		2,268	909	1,416	783	(3,933)	(3,558)	(4,296)	
39200	Transfers In	-	-	-	-	-	-	-	-
710	Transfers Out	-	-	-	-	-	-	-	-
Ending Fund Balance		24,393	25,302	26,718	27,501	23,568	23,943	19,647	

Memo

Nov. 12, 2002

To: Honorable Mayor and City Council
From: Shannon Goyette, Deputy Clerk
Re: Tree Trimming

In September, a quote from Precision Tree Company to conduct city-wide tree-trimming was approved. At the time, city staff was under the impression that the tree-trimming would begin within a month from the time that the quote was approved. To our surprise, Precision informed us that they would not begin the trimming until December or January of 2003.

Blue Chip, a tree company who had received the request for proposal, but had not submitted a proposal, stated that had they known a December start time was acceptable, they would have submitted a proposal. The City has worked with Blue Chip in the past for smaller tree-trimming and/or removal needs, and has received quality results. We requested that Blue Chip submit a proposal, and their hourly rate is the lowest proposed rate.

Here are the two previous proposals, along with Blue Chip's new proposal:

Blue Chip

Hourly Rate: \$160/hr.
Number of Crew Members: 3
Type of Equipment Used: Aerial Bucket Truck, Chip Truck

Northeast Tree and Timber

Hourly Rate: \$165/hr.
Number of Crew Members: 3
Type of Equipment Used: Brushi Chipper, Ford Forestry Dump

Precision Landscape and Tree

Hourly Rate: \$180/hr.
Number of Crew Members: 2 – 3
Type of Equipment Used: HIRanger Bucket Truck, Brush Bandit Chipper

As the City has had good experiences with Blue Chip in the past, and as their hourly rate is significantly lower, allowing the City to purchase roughly five more hours of tree-trimming for the same price, the Council is requested to approve Blue Chip to conduct tree-trimming in the City of Lauderdale.

Lauderdale City Council Memorandum

Council Meeting Date: November 12, 2002

To: Mayor and City Council

From: Rick Getschow, City Administrator

Agenda Item: MNDOT Highway 280 Project

BACKGROUND:

The Council requested the presence of the MNDOT 280 officials at a work session for discussion of this project prior to the November 26, 2002 public hearing and the consideration of municipal consent for this project. Frank Patko and Nancy Daubenberger will be present at the work session to discuss this project with the Council. Included in the packet is a letter from Daubenberger regarding vehicle information on the Larpenour interchange. It appears that the majority of the discussion will focus on the Larpenour interchange and its effects from the closure of the access roads in Lauderdale and Roseville.

ENCLOSURES:

1. November 6, 2002 Letter from Nancy Daubenberger (MNDOT) on the Larpenour Avenue Interchange
2. Notice of Public Hearing for the MNDOT Highway 280 Project



Metropolitan Division
 Waters Edge
 1500 West County Road B2
 Roseville, MN 55113

November 6, 2002

To: Rick Getschow
 City Administrator
 City of Lauderdale
 1891 Walnut Street
 Lauderdale, MN 55113

Re: TH 280 Reconstruction
 Level of Service at the Larpenteur Ave. Interchange
 S.P. 6241-41

Dear Mr. Getschow:

Per the request of a City of Lauderdale resident and the City Council, please find attached information regarding the Level of Service (LOS) and vehicle delay at the TH 280/Larpenteur Ave. interchange ramp intersections, as well as the vehicle queue length on the Larpenteur Ave. ramps, for your discussions at an upcoming council work session. Below, I have summarized some of this information.

Forecasted volumes in the design year (2004) were used for this Highway Capacity Software analysis. The analysis assumed that the TH 280 intersections of Summer St., Walnut St. and Roselawn Ave. were closed, as well as the closure of County Road B access to the east of TH 280, and diverted the current turning movement counts from these intersections to the Larpenteur Ave. interchange. **The LOS at the TH 280 east ramps intersection with Larpenteur Ave. was "B" (10 seconds delay per vehicle) in the a.m. peak hour, and "C" (18 seconds delay per vehicle) in the p.m. peak hour.** Level of Service for a two-way stopped controlled intersection is defined as follows:

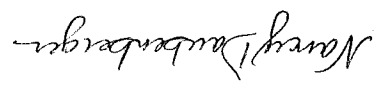
Level of Service (LOS)	Average Total Delay (seconds per vehicle)
A	up to 5
B	5 - 10
C	10 - 20
D	20 - 30
E	30 - 45
F (failure)	over 45

Also from this analysis, it should be noted that the average queue length on the TH 280 northbound exit ramp was one vehicle in the a.m. peak hour, and about 6 vehicles in the p.m. peak hour. This translates to about 25 feet and 150 feet, respectively, of traffic

stacking on the ramp with the proposed condition. The ramp length is approximately 600 feet long.

If you have any questions regarding this issue, or if you would like further information on this, please contact me at (651) 582-1379. Thank you.

Sincerely,



Nancy Daubenberg, P.E.
Project Manager, Metro Design

Cc: Marc Goess, Area Engineer
Frank Patko, Area Manager

Encl

HIGHWAY 280 PRESENTATION

Notice is hereby given that a public hearing will be held by the Lauderdale City Council
On Tuesday November 26, 2002 at 7:30 p.m. or soon thereafter
In the City of Lauderdale Council Chambers

Lauderdale City Hall
1891 Walnut Street
Lauderdale, MN 55113

Mn/DOT proposes to reconstruct Highway 280 between Ione Street and Interstate 35W, including pavement reconstruction, access closures and noise abatement.

All persons with reference to this matter will be heard during this City Council meeting
on November 26, 2002 at 7:30 p.m. Representatives from the Minnesota Department
of Transportation will present a proposed layout for the project and will discuss project
details at this meeting.

You may request ADA accommodations, such as an ASL interpreter. Call 651-282-6981
Voice or 651-296-3460 TDD. Adequate notice is required.

*Please contact Nancy Daubenberger - Mn/DOT Metro Design, at 651-582-1379 if you have any
questions.*



*Moving
Minnesota*

Lauderdale City Council Memorandum

Council Meeting Date: November 12, 2002

To: Mayor and City Council

From: Rick Getschow, City Administrator

Agenda Item: 2003 Street and Utility Improvements Timeline and Schedule

BACKGROUND:

Included in the packet is the planned schedule of events for the 2003 improvement project. At the work session we can discuss this schedule and the neighborhood meeting that is planned for Thursday, November 21st.

ENCLOSURES

1. 2003 Improvements Project Schedule

**LAUDERDALE 2003 STREET AND UTILITY IMPROVEMENTS
PROJECT SCHEDULE**

Order Feasibility Report	September 10, 2002
Present Outline of Neighborhood Meeting to Council	November 12, 2002
Conduct Neighborhood Meeting	November 21, 2002
Present Feasibility Report and Call Public Hearing	December 10, 2002
Hold Public Hearing and Order Plans and Specs	January 28, 2003
Approve Plans and Specs and Call for Bids	February 11, 2003
Receive Bids	March 18, 2003
Award Bids	March 25, 2003
Start Construction	April-May 2003

Memo
Re: Truth in Sale of Housing

In 1990, the City of St. Paul enacted a Truth in Sale of Housing ordinance. The basic goal of the ordinance is to require a Truth in Housing inspection to be conducted before any sale of housing in the City of St. Paul. Failure to comply with the requirement is considered a misdemeanor.

The ordinance also creates a board, which is responsible for certifying inspectors, creating the inspection reports, and generally maintaining the functioning of the program. The members are appointed by the Mayor, subject to City Council approval, and there are guidelines determining the backgrounds of the board members.

Inspectors must apply to take a qualifying test, offered at least once every two years. The test is composed of a written component, on which applicants must score at least 75%, and a "test house" portion. There is a \$100 application fee to take the test. The City maintains a list of licensed inspectors. Inspectors cannot be employed by the City of St. Paul.

This inspection must be conducted by a licensed city inspector. The seller of the house is responsible for contacting the inspector, and paying the fee for the inspection. There is no fee set by the City or the board, so it is up to the individual inspectors to set their own rates. The fee generally seems to be in the range of \$200, but can go higher or lower.

All single family houses, duplexes, condominiums, townhouses and co-ops must have the Truth in Housing inspection done, with a few exceptions. The exceptions include brand new houses, and a few other instances which are fairly rare. (outlined in Sec. 189.04)

While the inspection is a fairly detailed report of the condition of the house, the inspection carries with it no warranty, nor does it require the seller to repair any items that might be found to be below minimum standards (with the exception of smoke detectors, which must be corrected). The report must list any major structural defects, immediate hazards to health and safety, and/or deviations from standards defined in the evaluator guidelines.

After completion of the inspection, the seller of the house must have a copy of the report available at the house, and also must provide a copy to all potential buyers. The report is good for 365 days, or until the house is sold. If the house stays on the market for more than 365 days, then a new inspection would have to be done. Also, if the house is sold again within the year, a new inspection would still have to be done.

The City of Lauderdale could easily adopt the same guidelines that the City of Saint Paul uses, and could likely write the ordinance to allow City of Saint Paul licensed inspectors to perform inspections with Lauderdale. The St. Paul ordinance could even be used, with some cutting out of the sections involving the licensing board.

Attachments:

- *application and recommended study materials for potential inspectors
- *City of St. Paul Truth in Sale of Housing ordinance
- *City of St. Paul Truth in Sale of Housing guidelines, including details of what is inspected and inspection form

Recommended Test Resources and Materials Saint Paul Truth-In-Sale of Housing Exam

ALL APPLICANTS ARE STRONGLY ENCOURAGED TO BE VERY FAMILIAR WITH ALL ASPECTS OF THE BUILDING TRADES. TRUTH-IN-HOUSING IS A SPECIALTY AREA, AND REQUIRES KNOWLEDGE NOT ONLY OF CURRENT CODES BUT ALSO OF PRIOR CODES. A LACK OF ADEQUATE PREPARATION WILL RESULT IN A NON-PASSING SCORE ON THE WRITTEN TEST. A SCORE OF 75% OR BETTER ON THE WRITTEN TEST IS REQUIRED TO BE ADMITTED TO PART 2, THE TEST HOUSE, PORTION OF THE TEST.

Many current evaluators are willing to mentor applicants. Contact one or more for help. See our website for names and phone numbers, or ask for a list to be mailed, faxed or e-mailed to you. You can also contact a professional Housing Inspectors organization such as ASHI, or MSHI.

The resources listed here may or may not be used for specific test questions; test questions may be inferred from the source material, and not exactly derived from the source material. In addition to these books a general knowledge of building techniques, architectural and engineering theory, and basic mathematics are of value.

The following is a list of references. The editions listed are the ones currently adopted by the City of Saint Paul, however prior code editions may govern certain conditions and circumstances found during a Truth-in-Sale of Housing evaluation. Most public libraries have copies of these books. Contact your local public library to find out if they have a copy of the applicable code book for the specified year.

1. Minnesota State Building Code (1998 edition)

2. Uniform Building Code (1997 edition), with State Amendments

3. Minnesota State Plumbing Code (1998 edition)

4. Uniform Mechanical Code (1991 edition), with State Amendments

Or, if you wish to purchase one or more of these books, the above books can be purchased at 117 University Avenue, St. Paul, MN, Phone 651-297-3000.

5. National Electrical Code (1999 edition)

This Code book can be purchased at the State Board of Electricity, Room S-128, 1821 University Avenue, St. Paul, MN, Phone 651.292.7771.

6. St. Paul Minimum Property Maintenance Code, Chapter 34 - Cost \$6.00 picked up; \$7.50 mailed, or free if downloaded from the Truth-in-Sale of Housing website.

7. Truth-in-Sale of Housing Evaluator Guidelines - Cost \$8.50 picked up; \$10.00 mailed, or free if downloaded from the Truth-in-Sale of Housing website.

The address for the Truth-in-Sale of Housing website is:

http://www.ci.stpaul.mn.us/depts/code_enforcement/tishousing.html

Contact the Code Enforcement Office in the Citizen Services Office, Room 190 City Hall, 15 W. Kellogg Blvd, St. Paul, MN 55102. Phone 651-266-8440 for additional information.

8. Basic Housing Inspection - Check with St. Paul Public Library system to see where the

Government Document Section can be found; it was in the Central Library, which is currently closed.

The City of Saint Paul may adopt the International Maintenance Code this year, 2002. If and when that happens, it may affect the Truth-in-Sale of Housing program. If it happens, the affect on the Truth-in-Sale of Housing program will occur after the Board reviews and modifies the Evaluator Guidelines.

Chapter 189, Truth-in-Sale of Housing*

- Sec. 189.01, Definitions.
- Sec. 189.02, Validity of disclosure report.
- Sec. 189.03, Required acts.
- Sec. 189.04, Exceptions.
- Sec. 189.05, Disclosure report form.
- Sec. 189.06, Warranty limitations.
- Sec. 189.07, Examining board established; membership.
- Sec. 189.08, Organization of the board.
- Sec. 189.09, Meetings of the board.
- Sec. 189.10, Duties of the board.
- Sec. 189.11, Appeals.
- Sec. 189.12, Applications for license.
- Sec. 189.13, License issuance and renewal.
- Sec. 189.14, Disclosure report, filing.
- Sec. 189.15, Duties of evaluators.
- Sec. 189.16, City employees not to be certified.
- Sec. 189.17, Fees.
- Sec. 189.18, Insurance.
- Sec. 189.19, Failure to comply.

***Editor's note**--Ordinance No. 17732, § 1, adopted May 3, 1990, amended the Legislative Code by deleting §§ 189.01--189.14 in their entirety, which sections pertained to truth in sale of housing, and were derived from Code 1956, §§ 54A.10--54A.130, and from the following ordinances:

Ord. No.	Sec.	Date
16506	--	2-15-79
16779	--	4-21-81
16857	--	12-1-81
16979	--	11-30-82

In addition, Ord. No. 17732, § 2, enacted new provisions designated and included as a new Ch. 189.

Sec. 189.01, Definitions.

For the purposes of this chapter, the following terms shall have the meanings ascribed to them in this section:

Adverse action. As defined by Chapter 310, generally defined as an action that can include: the revocation, cancellation or suspension of a license, denial of the renewal of a license, the imposition of conditions on a license, the imposition of a fine, and any other disciplinary or unfavorable action taken by the board or council with respect to a license or licensee.

Board, examining board, truth-in-sale of housing board ("board"). As used in this chapter, are equivalent terms that refer to the same body.

Disclosure report. The written evaluation report prepared and signed by a person licensed as a Saint Paul Truth-in-Sale of Housing Evaluator, on a form in compliance with the provisions of section 189.05 of this chapter.

Dwelling. A building which is designed to be occupied for residential purposes but containing not more than two (2) individual dwelling units, except that townhouses, condominiums and co-ops, regardless of their number of individual dwelling units, are included within this definition.

Dwelling unit. A room or group of rooms located within a residential building and forming a single habitable unit, with facilities which are used or intended to be used for living, sleeping, cooking and eating.

Evaluation. An evaluation of a dwelling or dwelling unit, performed by a licensed evaluator, to determine the condition of the structural, electrical and mechanical systems as they relate to chapter 34, minimum housing standards for dwellings and multiple dwellings of the City of Saint Paul.

Evaluator. A person who has received a license from the city to conduct truth-in-sale of housing evaluations.

Evaluator guidelines. The document issued by the truth-in-sale of housing (TISH) examining board by which the TISH evaluator report is completed by the evaluator. The TISH evaluator guidelines utilize both the construction and maintenance standards and codes currently enforced by the city for dwellings as defined in this chapter.

File. The receipt of the TISH disclosure report and payment of the required filing fee.

Immediate family. Those persons legally related to each other in a linear relationship such as grandparents, parents, children, grandchildren and siblings. Does not include branching relationships such as aunts, uncles, or cousins.

Property code enforcement manager. The person responsible for overseeing the operation of all of the property code enforcement programs for the city.

Re-evaluation. An amended disclosure report filed as a result of a re-evaluation of the subject dwelling or dwelling unit, conducted by the original evaluator, within the period of time the disclosure report is valid. The re-evaluation does not extend the expiration date of the original evaluation.

Time of sale. The acceptance of an offer, written or oral, to sell or otherwise change the ownership of a property, including a contract for deed, by the owner or agent of an owner of that property.

(Ord. No. 17732, § 2, 5-3-90; C.F. No. 95-1360, § 1, 12-6-95; C.F. No. 99-752, § 1, 9-1-99; C.F. No. 00-859, § 1, 10-11-00; C.F. No. 01-1189, § 1, 12-5-01)

Sec. 189.02. Validity of disclosure report.

(a) A disclosure report is valid for three hundred sixty-five (365) consecutive days from the date of its issuance.

- (b) The report is valid only for the owner who is listed on the disclosure report.
- (c) The report must be completed and signed by an evaluator licensed under this ordinance.
- (d) The report is valid for only one sale during its three hundred sixty-five (365) consecutive day lifetime.

(Ord. No. 17732, § 2, 5-3-90; C.F. No. 01-1189, § 1, 12-5-01)

Sec. 189.03. Required acts.

- (a) Any owner or agent of an owner who sells or makes available for sale a dwelling by implementing any of the following actions, including, but not limited to, advertising the sale of the dwelling, entering into a listing agreement to sell the dwelling or posting a sign that the dwelling is for sale, or any action where the logical result of that action will be the sale or change of ownership of the property, shall, within three (3) calendar days of any such action, have an evaluation completed by an evaluator licensed under this chapter.
- (b) At all times following the completion of the disclosure report a dwelling or dwelling unit that is for sale shall have a valid disclosure report conspicuously displayed at the premises.
- (c) A valid TISH disclosure report shall be completed by a licensed evaluator.
- (d) The owner or agent of an owner shall make available for viewing a copy of the valid disclosure report to all potential buyers.
- (e) A valid disclosure report issued for the dwelling in question shall be provided to the buyer, by the owner or agent of an owner, before or at the time of sale of the dwelling.
- (f) A valid disclosure report issued for the dwelling shall be filed by the evaluator with the secretary-treasurer of the examining board, before the time of sale of the dwelling.
- (g) A disclosure report shall be prepared only by persons licensed as truth-in-sale of housing evaluators under this chapter.

(Ord. No. 17732, § 2, 5-3-90; C.F. No. 00-859, § 1, 10-11-00; C.F. No. 01-1189, § 1, 12-5-01)

Sec. 189.04. Exceptions.

The provisions in section 189.03 do not apply to:

- (1) Any newly constructed dwelling when title is transferred to the first owner.
- (2) The sale or conveyance or other transfer of title or control of any dwelling to a public body.
- (3) A dwelling with a valid certificate of code compliance or the orders from a certificate of code compliance inspection as set forth in section 33.06 of this Legislative Code which shall be dated no earlier than three hundred sixty-five (365) consecutive days prior to its usage.
- (4) The sale or conveyance of any dwelling by a sheriff, constable, marshal, trustee in bankruptcy, or

other public or court officer in the performance of their official duties. This chapter does apply, however, to the sale of a dwelling by a personal representative or guardian appointed by a probate court or a sale ordered by a probate court.

(5) Any dwelling or dwelling unit covered by a current certificate of occupancy issued by the city fire department's fire prevention certificate of occupancy program.

(6) Any dwelling or dwelling unit where the purchaser is already a part owner, heir, or a member of the seller's immediate family, as defined in section 189.01

(Ord. No. 17732, § 2, 5-3-90; C.F. No. 01-1189, § 1, 12-5-01)

Sec. 189.05. Disclosure report form.

The examining board shall develop and approve the disclosure report form. The disclosure report form, applicable to single- and two-family dwellings, town homes, co-ops, and condominiums, shall include sections necessary to note:

(1) Major structural defects; or

(2) Immediate hazards to health and safety; or

(3) Deviations from standards defined in the truth-in-sale of housing (TISH) evaluator guidelines.

The disclosure report shall also indicate if the single- or two-family dwelling, town home, condominium or co-op is a city-designated heritage preservation site or located in a city-designated heritage preservation district; the office of license, inspections and environmental protection shall maintain and issue to the property code enforcement manager or designee a list of sites and of addresses within the districts.

Nothing in the disclosure report shall indicate, or shall be deemed to indicate, that such dwellings meet all minimum housing and building standards. The approved disclosure report form shall only be used for evaluations of dwellings in the city by evaluators licensed under this chapter.

(Ord. No. 17732, § 2, 5-3-90; C.F. No. 98-441, § 1, 6-17-98; C.F. No. 01-1189, § 1, 12-5-01)

Sec. 189.06. Warranty limitations.

The disclosure report is not a warranty by the city or the examining board of the condition of the dwelling evaluated. The evaluator warrants only that reasonable care and due diligence were used in inspecting the dwelling and in completing the disclosure report.

(Ord. No. 17732, § 2, 5-3-90; C.F. No. 01-1189, § 1, 12-5-01)

Sec. 189.07. Examining board established; membership.

(a) The examining board for TISH evaluators shall be appointed by the mayor, with the approval of the city council, and shall consist of nine (9) members.

(b) The membership shall include the property code enforcement manager or designee, and a

representative from each of the following: the building trades, the legal profession, the financial community, the contracting business, the real estate business, the architectural or engineering profession, and two (2) citizen members representing the general public. No more than one board member may be a currently licensed TISH evaluator.

(c) The members of the board shall be named to three-year terms, which shall continue until a successor has been duly appointed and qualified. The mayor shall, with the approval of the council, fill any vacancies for the remainder of the unexpired term.

(Ord. No. 17732, § 2, 5-3-90; C.F. No. 99-752, § 1, 9-1-99; C.F. No. 01-1189, § 1, 12-5-01)

Sec. 189.08. Organization of the board.

(a) The examining board shall elect a chairman and a vice-chairperson. The chairman shall preside over meetings of the board. In the absence of the chairman the vice-chairperson shall preside.
(b) The property code enforcement manager or designee shall serve as the secretary-treasurer of the board. In the absence of the chairman and vice-chairperson the secretary-treasurer shall preside over meetings of the board.

(c) The secretary-treasurer shall have the responsibility of:

- (1) Keeping records of applications and examinations for licensure;
- (2) License issuances and renewals;
- (3) Maintain records of disclosure reports as required by subsection 189.14(a)(6);
- (4) Complaints as to the performance of individual truth-in-sale of housing evaluators;
- (5) Documentation of all fees and monies received by the board; and

(6) Performing other duties delegated by the board permitted by this chapter or by the board rules and bylaws.

(Ord. No. 17732, § 2, 5-3-90; C.F. No. 99-752, § 1, 9-1-99; C.F. No. 01-1189, § 1, 12-5-01)

Sec. 189.09. Meetings of the board.

Regular meetings of the board shall be held on the second Wednesday of January, April, July and October, respectively. Those meetings may be postponed for up to thirty (30) days by the chairperson or the secretary-treasurer. Special meetings shall be held, when necessary, at the request of the chairperson or the secretary-treasurer. A minimum of five (5) days' notice shall be given to members of the board of all upcoming meetings.

(Ord. No. 17732, § 2, 5-3-90; C.F. No. 01-1189, § 1, 12-5-01)

Sec. 189.10. Duties of the board.

(a) The following shall be the duties of the board:

(1) Adopt rules and bylaws governing its procedures;

(2) Develop and enforce a code of ethics for truth-in-sale of housing evaluators;

(3) Make available copies of such rules, bylaws and code of ethics to each applicant for licensure;

(4) Develop a test procedure for screening applicants for a license;

a. Hold an examination for applicants for a license to be an evaluator at least once in every two calendar years, beginning in 1999-2000;

b. Submit each applicant for a license to an examination to determine the applicant's competency to perform evaluations required under this chapter; and

c. Hear examination appeals by applicants for a license under this chapter according to rules adopted by the board.

(5) Issue a license in the form of an identification card to each applicant who satisfactorily passes the exam, pays the required fees, and satisfies all other qualifications for licensing required by the board or this chapter;

(6) Establish annual renewal fees and renew each license upon payment of the established fees;

(7) Establish minimum educational and/or training requirements which must be met and maintained by the evaluator;

(8) Take adverse action against a license or licensee as defined in section 189.01;

(9) Establish all fees for the truth-in-sale of housing program including, but not limited to, the non-refundable exam application fee(s), the initial and re-licensing fee(s) for evaluators, and the filing and late fee(s) for disclosure reports;

(10) To develop adopt and issue evaluator guidelines.

(b) Decision of the examining board, with respect to these duties, shall be final. Adverse action(s) against a license or licensee, only, are subject to appeal to the city council. Any board order to an evaluator shall include a written statement notifying the licensee of the right to appeal that order to the city council.

(Ord. No. 17732, § 2, 5-3-90; C.F. No. 99-752, § 1, 9-1-99; C.F. No. 00-859, § 1, 10-11-00; C.F. No. 01-1189, § 1, 12-5-01)

Sec. 189.11. Appeals.

(a) *Filing.* An evaluator may obtain a hearing before the city council to appeal any board order by filing a written request with the city clerk. The deadline for filing an appeal shall be within ten (10) calendar days after the date when the order is sent to the evaluator.

(b) *Setting hearing date.* In the event that an appeal is filed with the city clerk, the city council shall, within two (2) weeks, fix a date for a public hearing. The city clerk shall mail a notice of the date, time,

place and subject of the hearing to the person requesting the appeal and to the board.

(c) *Hearing.* At the time of the city council hearing, the city council shall hear from the person requesting the appeal, any board member or their designee, and any other party who wishes to be heard regarding the appeal. After the hearing, the city council may reverse, confirm or modify the board's order. The city clerk shall mail a copy of the city council's decision of the appeal to the person requesting the appeal and the board chairperson.

(Ord. No. 17732, § 2, 5-3-90; C.F. No. 01-1189, § 1, 12-5-01)

Sec. 189.12. Applications for license.

(a) Each person desiring a license shall file with the examining board, at least three (3) days prior to the date of the examination, an application to take the examination and shall pay the nonrefundable sum(s) determined by the board as the examination fee(s).

(b) Each application shall contain the following information: name, address, place of current employment, time and place of schools attended and studies completed, together with a chronological record of the applicant's previous employment, with complete information regarding duties and the type of work performed.

(c) The applications are public data under the Minnesota Data Practices Act and available to any person upon request.

(Ord. No. 17732, § 2, 5-3-90; C.F. No. 99-752, § 1, 9-1-99; C.F. No. 00-859, § 1, 10-11-00; C.F. No. 01-1189, § 1, 12-5-01)

Sec. 189.13. License issuance and renewal.

(a) Any candidate who passes the examination to become a truth-in-sale of housing evaluator has three hundred sixty-five (365) consecutive days of eligibility for licensing from the date of passing the examination to obtain a license. The candidate will have to reapply and pass another examination if the candidate fails to complete the licensing procedure within that period.

(b) Relicensing shall occur according to section 189.10.

(c) Exemptions from these requirements may be allowed by the board.

(Ord. No. 17732, § 2, 5-3-90; C.F. No. 00-859, § 1, 10-11-00; C.F. No. 01-1189, § 1, 12-5-01)

Sec. 189.14. Disclosure report, filing.

(a) For original disclosure reports:

(1) Each truth-in-sale of housing evaluator, when preparing a disclosure report, shall set forth any structural defects, any immediate hazards to health and safety, and/or other deviation(s) from the standards set forth in the evaluator guidelines. The evaluator, using heritage preservation documentation issued to the truth-in-sale of housing board by the office of license, inspections, and environmental protection, shall report the status as a city-designated heritage preservation site or location within a city-designated heritage preservation district. The disclosure report shall be typewritten, printed legibly in

ink, or in a previously-approved computer-generated format.

(2) The evaluator shall submit to the seller the original copy of the disclosure report. The evaluator shall file a duplicate with the secretary-treasurer of the examining board within ten (10) days after the evaluation or re-evaluation has been made in accordance with subsection (4) hereinbelow.

(3) The evaluator shall pay the filing fee established by the board required with each disclosure report filed with the secretary-treasurer.

(4) Any evaluator who fails to file the disclosure report within ten (10) days of the evaluation date shall be assessed any late penalty fee established by the board. Late penalty fee(s) shall be in addition to the normal filing fee for a disclosure report.

(5) In addition to the above penalty, the failure to submit the original copy of the disclosure report to the seller, pay the required filing fees, or the failure to file any disclosure report within 30 days of the date of the evaluation shall be sufficient cause for the examining board to take adverse action against the license or licensee.

(6) The examining board shall keep each disclosure report submitted by an evaluator on file in accordance with the records retention schedule as required by Minn. Stat. § 138.17.

(b) For re-evaluation reports:

(1) Evaluators shall meet all requirements as for original reports except there shall be no filing fee required unless a fee is specifically ordered by or through the board.

(Ord. No. 17732, § 2, 5-3-90; C.F. No. 98-441, § 1, 6-17-98; C.F. No. 00-859, § 1, 10-11-00; C.F. No. 01-1189, § 1, 12-5-01)

Sec. 189.15. Duties of evaluators.

(a) Each evaluator is required to:

(1) Comply with the code of ethics;

(2) Complete the disclosure report in accordance with the standards in the evaluator guidelines;

(3) Conduct all evaluations within the program guidelines;

(4) Meet any required continuing education requirements established by the examining board; and

(5) Meet all other requirements established by the examining board and/or this chapter.

(b) Failure to comply with any one or more of these duties shall be sufficient cause for the board to take adverse action against the license or licensee.

(Ord. No. 17732, § 2, 5-3-90; C.F. No. 01-1189, § 1, 12-5-01)

Sec. 189.16. City employees not to be certified.

(a) No employee of the city is eligible to receive a license.

(b) Should any person who has a license to perform evaluations in the city become an employee of the city, that person shall immediately discontinue conducting evaluations in the city and shall return the license to the property code enforcement manager.

(Ord. No. 17732, § 2, 5-3-90; C.F. No. 99-752, § 1, 9-1-99; C.F. No. 00-859, § 1, 10-11-00; C.F. No. 01-1189, § 1, 12-5-01)

Sec. 189.17. Fees.

(a) Truth-in-sale of housing evaluators may charge a reasonable fee for their services.

(b) The board sets fees as authorized in 189.10 for:

(1) Initial license fee and license renewal;

(2) Evaluator application, examination, and testing;

(3) Disclosure report filing and late fees;

(4) Other fees determined necessary by the board to support the program activity(ies) authorized under this chapter.

(Ord. No. 17732, § 2, 5-3-90; C.F. No. 01-1189, § 1, 12-5-01)

Sec. 189.18. Insurance.

(a) No license shall be issued or renewed without satisfactory proof of insurance insuring the applicant/evaluator.

(b) The city shall be included as a named insured on the required insurance and any additional cost for including the city shall be at the expense of the applicant/evaluator.

(c) The applicant's/evaluator's insurance shall remain in force continuously thereafter and no license shall be deemed to be in effect during any period of time when such insurance and proof thereof are not also in effect.

(d) Each applicant/evaluator shall have an individually named insurance policy.

(e) The insurance policy shall provide coverage of not less than two hundred fifty thousand dollars (\$250,000.00) per claim nor five hundred thousand dollars (\$500,000.00) per year aggregate, or the minimum limits currently required by the city risk management department, against any and all liability imposed by law resulting from the performance of the duties as a licensed truth-in-sale of housing evaluator.

(Ord. No. 17732, § 2, 5-3-90; C.F. No. 01-1189, § 1, 12-5-01)

Sec. 189.19. Failure to comply.

The failure of any owner or agent of an owner to comply with the provisions of this chapter shall be a misdemeanor.

(Ord. No. 17732, § 2, 5-3-90; C.F. No. 01-1189, § 1, 12-5-01)

TRUTH-IN-SALE OF HOUSING EVALUATOR GUIDELINES

City of Saint Paul, Minnesota

Effective Date: February 1, 2002



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Division of Property Code Enforcement
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CITIZEN SERVICE OFFICE
Donald J. Luma, City Clerk
DIVISION OF PROPERTY CODE ENFORCEMENT
Michael R. Morehead, Program Manager

FORWARD

The purpose of this guide is to answer questions about the proper procedures to be followed by all Truth-in-Sale of Housing Evaluators licensed in the City of Saint Paul. This guide covers

information for evaluators from necessary equipment, to how to fill out the evaluation report. If

after reading this guide you still have questions, or anytime you're uncertain about a procedure,

don't hesitate to call the Saint Paul Truth-in-Sale of Housing Program Administrator in the Citizen

Service Office, Division of Code Enforcement at 651.266-8440.

The Saint Paul Truth-in-Sale of Housing Disclosure Report and Guidelines are based upon a number

of sources, including the Saint Paul Legislative Code and the building codes adopted by the City of

Saint Paul. All evaluators are required to follow the currently adopted Guidelines and other

instructions specifically issued by the Truth-in-Sale of Housing Program Administrator and/or the

Truth-in-Sale of Housing Board.

INTENT OF THE TRUTH-IN-SALE OF HOUSING ORDINANCE AND THESE GUIDELINES

The Truth-in-Sale of Housing Ordinance is intended to protect the public welfare and improve the

City's housing stock by identifying specific deficiencies upon time of sale for every one or two

family structure, townhouse or condominium. It is expected that the evaluator will be a partner with

the City in supporting full compliance with this and related ordinances. This compliance is required

for all evaluations. Evaluators are required to follow the guidelines in their entirety.

In Saint Paul the Truth-in-Sale of Housing Disclosure Report is a disclosure report, only. Other than

the requirement for the presence of a Hard-Wired Smoke detector in all single-family dwellings

(duplexes are excluded) there is no requirement for any home seller to make repairs, even when a

condition is noted as hazardous, nor is there a requirement for a follow-up inspection by the

evaluator or by a city inspector. However, if there is no hard-wired smoke detector present, the Fire

Department will do the Code Compliance.

When a dwelling has a Code Compliance Inspection Report from the City of Saint Paul office of

Licenses, Inspections, and Environmental Protection (LEIP), the policy of the Truth-in-Sale of

Housing program is to allow that Certificate to serve in lieu of the Truth-in-Sale of Housing report

ONLY when there has been no occupancy between the issuance of the Report and the sale of the

dwelling, AND the Report is no more than one (1) year old. For questions or exceptions about this

alternative, please contact the Truth-in-Sale of Housing Program Administrator at 651.266-8440.

TOOLS OF THE TRADE

The evaluator is expected to have, at a minimum, the following tools and aids to assist with the actual evaluation. The minimum equipment necessary would be:

1. A 4 to 5 foot step ladder (or one of sufficient size to allow the evaluator to easily

access attic spaces).

2. A 12' measuring tape

3. A flashlight

4. A sharp instrument or tool such as an awl or ice pick

5. An electrical outlet testing device equipped with GFCI tester

SETTING THE APPOINTMENT

6. An electrical outlet testing device with 2 flexible leads
7. Binoculars

The evaluator should discuss and settle upon a fee for the initial inspection and any subsequent inspection(s) before making an appointment. The evaluator should make a definite appointment time for the evaluation and then keep that appointment. Immediately upon arriving at the premises, the evaluator's identification shall be shown to the owner/agent/occupant. The evaluator should have prepared the home seller, in advance, for this evaluation by informing the seller that:

1. Access needs to be provided to all spaces, including the garage, attic and all mechanical systems. All obstructions and necessary personal items should be removed prior to the evaluation. If the owner/occupant refuses to make the attic accessible, the evaluator shall indicate this fact on the report.
2. All heating systems (in the specified season) should be up and running.
3. A Truth-in-Sale of Housing evaluation does not replace a Code Compliance Inspection Report. Refer the home seller to the Saint Paul office of Licenses, Inspections, and Environmental Protection (LEIP), 651.266-9090, for further Code Compliance information.

CONDUCT DURING THE EVALUATION

The owner/occupant may be invited to accompany the evaluator on the evaluation tour. Make it clear to the owner/occupant the Truth-in-Sale of Housing evaluation is based upon a visual inspection; the evaluator is not expected to remove cover plates and/or access doors requiring the use of tools, and does not require the owner/occupant to do so, either. Politely suggest that the owner/occupant ask all questions they wish and request that they point out features known to them that may assist in determining the age and/or condition of the dwelling's mechanical and electrical systems. This is not a mandatory requirement, but it may serve to furnish the evaluator with considerable information concerning the age and/or condition of the structural, mechanical and electrical components of the dwelling.

Tell the owner that after the evaluation, you will be glad to discuss the report. You should go over the items marked as "C", "B", or "H" and inform the owner that the City of Saint Paul does not require repairs, except for the installation of a Hard-Wired Smoke Detector where none exists, or is improperly installed. Further explain that the Saint Paul Fire Department, Fire Marshal's office (phone 651.228-6230), will follow-up to be sure that one is installed or installed correctly. Inform the owner/occupant that City permits may be required for any repairs or corrections the seller or buyer chooses to undertake. All questions regarding permits should be addressed to the office of Licenses, Inspections, and Environmental Protection (LEIP), 651.266-9090.

If there are any questions about the Historical Preservation designation of a dwelling, instruct the seller/owner/agent to contact the Heritage Preservation program coordinator in the office of Licenses, Inspections, and Environmental Protection (LEIP) at 651.266-9090.

The following is the text of the Code of Ethics adopted by the Saint Paul Truth-in-Sale of Housing Board, for Truth-in-Sale of Housing evaluators licensed in Saint Paul, on October 10, 2001.

**City of Saint Paul
CODE OF ETHICS**

FOR TRUTH-IN-SALE OF HOUSING EVALUATORS

1. The evaluator will not discriminate in providing services and establishing fees.
2. The evaluator, while acting as such, will not operate under the use of alcohol, drugs or narcotics, even if prescribed by a physician, which may impair his/her judgment or performance as an evaluator.
3. The evaluator will not knowingly re-evaluate any premises for which a previous evaluation remains in force. However, if since a prior inspection, conditions have changed or repairs have been made of items noted as "below minimum standards" or "hazardous", or were not accessible, in such inspection the evaluator who made the prior inspection may re-evaluate the premises.
4. The evaluator will be responsible at all times to execute his/her duties with due care and in good faith, in compliance with the laws and regulations of the City of Saint Paul, in compliance with the Saint Paul Evaluator Guidelines, as adopted by the Board, and with the evaluator's Code of Ethics. Failure of the evaluator to comply with the law and Board direction through the Evaluator Guidelines shall constitute an infraction of the Code of Ethics.
5. The evaluator, while acting as such, will not engage in conduct that in any way is in violation of any law or ordinance, or is in contravention of good order and decorum.
6. The evaluator will respond to all complaints received regarding his/her evaluation services in a timely manner.
7. The evaluator will not knowingly submit or prepare for a homeowner, an evaluation which contains false or misleading statements. All evaluations made shall be completed upon the forms supplied by the Board, and shall be submitted to the duly appointed recipient and custodian of such completed forms.
8. Failure of the evaluator to respond to the requests, written or oral, of the Board shall constitute an infraction of the Code of Ethics.
9. The evaluator will not evaluate properties in which he/she or his/her immediate family has an interest. For purposes of this provision, immediate family shall mean parents, children, spouse and siblings. Immediate family shall further mean those persons living together in a dwelling comprising a single housekeeping unit.
10. The evaluator will not evaluate properties in which an interest is claimed or had by his/her employer, or by a person or entity retaining him/her for services other than such evaluations, or by a real estate company with which he/she is otherwise associated.
11. The evaluator, while acting as such, will not endorse specific materials or firms. He/she will not appraise the value, or estimate the costs of repairs or services for properties he/she is

12. The evaluator will not make any repairs or additions to a property he/she has evaluated, during the time period the evaluation he/she conducted is valid, nor will he/she make a Truth-in-Sale of Housing evaluation for any property for which he/she has made any repairs or additions within the last ninety (90) days.

The evaluator, while acting as such, will not solicit the property for sale, nor suggest services of specific agencies or agents.

COMPLETING THE DISCLOSURE REPORT FORM

The Truth-in-Sale of Housing Disclosure Report form must be filled out completely. All entries must be made in ink, or typed, or computer-generated. Saint Paul's program is "disclosure only", there are no required repairs to be made, which places an additional burden upon the evaluator to be as complete and accurate as it is possible to be.

If any numbered item for evaluation cannot be viewed to be evaluated, "Comment" - giving the reason for no evaluation. If no reason is given, the report is incomplete and will be returned to the evaluator to finish, and will be subject to a late fee if not re-submitted within the allowed filing period.

ADMINISTRATIVE DUTIES

This list is not complete. See Chapter 189 for the full list of duties.

1. Any forms that evaluators file, as amendments, must be submitted according to the same time lines as an initial Truth-in-Sale of Housing Disclosure Report, per Chapter 189.
2. All evaluator-produced, or computer-generated, forms must be pre-approved by the St. Paul Truth-in-Sale of Housing program prior to their use.
3. The evaluator shall completely and clearly fill out the Truth-in-Sale of Housing Disclosure Report form. Write the address and date lengthwise in the area provided and staple the report together, if the pages are loose. Fill out the form neatly and in blue or black ink.
4. Each evaluator is required to meet the Board's Continuing Education requirements, each calendar year, which also corresponds to the licensing year. Approval of the credits is at the discretion of the Board Secretary and/or the Truth-in-Sale of Housing Program Administrator.
5. As specified in Chapter 189 of the Saint Paul Legislative Code, all reports must be filed within 10 working days of the date of the evaluation, or will be subject to a late fee.

OTHER

Should any questions arise, contact the St. Paul Truth-in-Sale of Housing Program Coordinator.

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BASEMENT/CELLAR

1. Stairs & Handrails:

- A. Determine if the stairway(s) leading to the basement/cellar are safe to use and capable of supporting the load that normal use would cause to be placed upon them. If stairway is unsafe or not capable of supporting such loads this item will be marked as "Hazardous".
- B. Check stringer for any signs of decay, sagging or deterioration. If any of these conditions exist this item will be marked as "Below Minimum Standard".
- C. Determine if the stair rise (8 inch maximum), run (9 inch minimum), and width (36") are proper. Determine if the rise and run of the treads are even and/or uniform. If any of these conditions are not met this item will be marked as "Below Minimum Standard".
- D. Determine if headroom is six feet eight inches (6' 8"). If not, mark this item as "Below Minimum Standard".
- E. Determine if the handrail(s) are properly installed and securely attached at the proper height (34 to 38 inches high, as measured from the nose of the tread). The handrail(s) shall be full length, with ends returned, and located on the open side of the stairway. If a stairway has both sides open a handrail shall be present on both sides. If any of these requirements are not met, this item will be marked as "Below Minimum Standard".

2. Basement/Cellar Floor:

- A. Check the floor/slab for evidence of heaving, buckling, large cracks, holes or raised edges, or other conditions. If these conditions are encountered this item will be marked as "Comment", with an explanation. If in the evaluator's opinion there is a condition that may be a potential trip hazard, or if the floor/slab is not in a professional state of repair, mark this item as "Below Minimum Standard".
- B. If there is no slab or other durable surface or if the slab does not cover all useable floor areas of the basement/cellar this item will be marked as "Below Minimum Standard".

3. Foundation:

- A. Carefully check the basement/cellar walls for leaning, cracking, buckling or bulging conditions which may indicate structural failure. If in the evaluator's estimation there is a potential for immediate structural failure mark this item as "Hazardous".
- B. Check for any missing, cracked or deteriorated blocks, bricks stones or mortar, note any spalling of walls and or blistering paint. If any of these conditions exist this item will be marked as "Below Minimum Standard".
- C. Where crawl spaces exist, the evaluator need not access these spaces, but will use any holes or openings into these spaces to evaluate the visible foundation. Any walls not in a professional state of repair should be noted and marked as "Below Minimum Standard".
- D. Evaluate the masonry foundation wall(s). If they are concealed or covered, state so in the comment section and identify the obstruction. If the masonry walls are covered by installed building or remodeling materials evaluate and grade the installation as you would any other wall. Mark "Below Minimum Standard" any wall or wall covering not found to be in a professional state of repair.

4. Evidence of Dampness or Staining

- A. Check for any indications of past or present dampness or staining (dampness, stains, efflorescence or decay), and mark either "Yes" or "No". If "Yes", a comment must be present in the comment section of the report. Pay particular attention to the bottom of any wood (stair stringers, columns, shelving, and paneling) in contact with the slab/floor when checking for this evidence.
 - B. If area(s) are concealed or covered state so in the Comment Section and identify the obstruction and indicate the extent of the concealment. Evaluate and grade the installation of what is visible, or uncovered.
- First Floor, Floor System:**
- A. Check all floor joists and other wood framing members for rot, decay and insect damage. Also check for improper holes and/or notches*, over spanning, lack of supports or improper support. If any of these conditions exist this item will be marked as "Below Minimum Standard". If there are signs of structural failure or there is a potential for immediate structural failure, mark this item as "Hazardous". The evaluator will utilize a sharp instrument to determine if deterioration exists. Special attention should be given to areas where wood enters masonry walls. * Some notching and boring is acceptable. Consult the appropriate notching and boring guide for specifics.
 - B. Check the sub-floor for decay and evidence of water seepage that could indicate leaks in the plumbing system. If decay exists on the sub-floor mark this item as "Below Minimum Standard". If evidence of water seepage a comment must be present in the comment section of the report.
 - C. Where crawl spaces exist, the evaluator need not access these spaces, but will use any holes or openings into these spaces to evaluate the visible floor joists and sub-floor system. Check to see that the proper clearances to the soil (18 inch minimum, unless treated) exist. If they do not, mark this item as "Below Minimum Standard".
 - D. If area(s) are concealed or covered by permanent building materials, "Comment", and indicate the extent of concealment and condition of what is visible, or uncovered.

6. Beams & Columns:

- A. Check all beams and columns for rot, decay and insect damage. Also check for improper holes or notches, sagging, lack of support or improper supports. If any of these conditions exist this item will be marked as "Below Minimum Standard". If there are signs of structural failure, or a potential for immediate structural failure, mark this item as "Hazardous". The evaluator will utilize a sharp instrument to determine if deterioration exists. Special attention should be given to areas where wood enters masonry.
- B. The minimum standards do not specifically require that the columns be supported on a surface above the basement/cellar floor; however, the evaluator shall determine if the columns remain sound, and in good structural condition by utilizing a sharp instrument at the floor level. If the column is not in sound condition this item will be marked as "Below Minimum Standard".
- C. The use of adjustable posts or other temporary types of supports may indicate a structural problem, and the presence of such temporary supports should be carefully examined and noted as a comment in the comment section of the report. Any adjustable post not made permanent by removing the pin and spot-welding or peening the thread and properly anchoring the post will be marked as "Below Minimum Standard".
- D. Check for evidence that the columns have settled, if found this item will be marked as "Below Minimum Standard".
- E. Where crawl spaces exist, the evaluator need not access these spaces, but will use any holes or openings into these spaces to evaluate the visible columns and beams. Check to see that the proper clearances to soil (6" for columns, 12" for beams, unless treated) exist. If they do not, mark this item as "Below Minimum Standard".

F. If area(s) are concealed or covered by permanent building materials, "Comment", and indicate the extent of concealment and condition of what is visible, or uncovered.

ELECTRICAL SERVICE(S)

7. Service Size:

A. Determine the ampereage and voltage rating of the service, and indicate in the space provided. The evaluator is not required to remove the service panel cover if tools are required to do so, but shall determine the service size by observing the size and number of service entrance wires, the size of the service conduit, the rated size of the service panel and the size of the main fuse or circuit breaker.

8. Electrical Service Installation/grounding:

A. Determine if the service installation is safe and properly installed and maintained. If not mark this item as "Below Minimum Standard".

B. Check to insure all panel box components are in place, i.e. knockouts, covers, and doors. If missing mark this item as "Hazardous".

C. Check for over fusing, tampering, or overloading and if found mark this item as "Hazardous".

D. Check the service ground. The service ground must be connected directly to the street side of the water meter and either to a continuous metal water pipe, or to a grounding electrode (a metal rod driven into the soil). There must always be a jumper wire installed around the water meter. If ground is not present or is not properly connected, this item will be marked as "Hazardous".

9. Electrical Wiring, Outlets & Fixtures:

A. Determine if the minimum number of electrical outlets and fixtures required by the MPMS are provided in the basement/cellar area. If not mark this item as "Below Minimum Standard".

B. Determine if all visible wiring in the basement/cellar area has been installed maintained and energized in a manner which complies with the current National Electrical Code, the code applicable at the time of installation. If not, mark this item as "Below Minimum Standard". If conditions are viewed such as missing cover plates, open junction boxes, missing knockouts, and/or exposed wires, this item will be marked as "Hazardous". Knob and tube wiring covered by insulation shall be marked as "Hazardous". Extension cords used in lieu of permanent wiring shall be marked as "Hazardous".

C. The evaluator will randomly check at least half of all outlets with an electrical outlet testing device, to determine if all grounding type outlets are properly wired. If not, mark this item as "Below Minimum Standard". If any grounding type outlets are found to not be grounded, mark this item as "Hazardous".

D. The evaluator shall determine if there are any ungrounded metallic light fixtures and/or electrical outlets located within 8 feet vertically or 5 feet horizontally of a grounded surface. Such ungrounded fixtures or outlets will be marked as "Hazardous". Note: Remember a two pronged outlet can be grounded. To determine this, a digital type electrical tester must be utilized.

10. Floor Drain(s)

- A. If no floor drain has been provided the evaluator will note this by printing N/A in the space provided, and must comment that no floor drain was found.
- B. Determine if the floor drain has a water seal trap, a tight fitting secure cleanout plug, a secure grate, is free of debris, and appears to be functioning. If these conditions do not exist, mark this item as "Below Minimum Standard". If no cleanout plug is present or if it is clogged, mark this item as "Hazardous".

11. Waste and Vent Piping (all floors):

- A. Check the visible waste and vent lines for signs of leakage or seepage, if present mark this item as "Below Minimum Standard".
- B. Check for repairs made with improper materials (tape, rags, tar or putty, etc.), if present mark this item as "Hazardous".
- C. If improper saddle-type connections are present indicate this as "Below Minimum Standard". (SPM allows some; See Addendum, #1., for text of state plumbing section 4715.0800 subp. 5)
- D. Determine if all visible waste and vent pipe are of approved materials. If they are not, and if ABS or PVC plastic waste pipes are improperly connected and/or mixed together, mark these conditions as "Below Minimum Standard".
- E. Determine if all visible waste lines are properly vented, if not mark this item as "Below Minimum Standard".
- F. Check to see that all abandoned waste or vent lines have been properly plugged or capped with approved materials. If not, mark this item as "Hazardous".
- G. Determine if a cleanout for the building sewer is provided, either at the wall where the waste system leaves the building, or at the base of the main stack. If no such cleanout is provided mark this item as "Below Minimum Standard".
- H. A sump pump must drain directly to the outside. Mark as "Below Minimum Standard" if it drains to the sewer line.
- I. All shower stalls must have proper waste and vent plumbing and a curb-type enclosure. Whenever the water from the shower is in a confined area it must have a proper waste and vent. If determined to be not properly plumbed, mark as "Below Minimum Standard".

12. Water Piping (all floors):

- A. Determine if all water piping has been properly installed and supported, utilizing approved materials, if not mark this item as "Below Minimum Standard". Rubber hose is unapproved for use as interior water supply piping. Plastic water piping (CPVC and poly Butylene) must meet all requirements for installation and materials. If unable to determine the type of materials used, indicate this in the "Comment" Section of the report.
- B. Check the water piping for crimping that may seriously restrict water flow and record these conditions as "Below Minimum Standard".
- C. Record as "Below Minimum Standard" the presence of unapproved repair clamps or saddle-type connections on the water supply lines. (See Appendix, #1.)
- D. Determine if the water piping is of a size and condition so as to furnish at least two (2) fixtures with an uninterrupted supply of water simultaneously. No more than three (3) fixtures can be supplied by a 1/2 inch pipe. If these conditions do not exist mark this item as "Below Minimum Standard".
- E. Note if any water piping enters into unheated areas of the building where it would be subject to freezing during cold weather. The evaluator will identify this in the Comment Section of the report.
- F. Check exterior fixtures. Rate at "Below Minimum Standard" if there is no sillcock back-flow preventer.

13. Gas Piping (All Floors):
- A. Determine if all visible gas piping has been properly installed and supported using approved materials. If not mark this item as "Below Minimum Standard". Note: New construction is using approved flex line and connector(s). However, in no instance may there be flex line through flooring, walls, cabinets, or ceilings. Mark as a "Comment" any kinks in gas line(s); mark as "Below Minimum Standard" any kinks that may resist flow.
 - B. Determine if all the gas piping to appliances are provided with a lever handle shut-off valve (located within 3 feet of the appliance and in the same room as the appliance); if not mark this item as "Below Minimum Standard". If valves are missing or broken mark this item as "Hazardous".
 - C. Determine if flexible corrugated gas appliance connectors (including gas supplies to ranges and clothes dryers) have been properly installed. If improper connectors are found, indicate the installation as "Below Minimum Standard". If the connector is flare fitted and either stainless steel or double walled (in the case of those installed inside a range) the installation is acceptable.
 - D. Check to see that the required drip leg or dirt tee is provided on the gas line to all thermostatically controlled appliances. The lack of a drip leg or dirt tee will be marked as "Below Minimum Standard".
 - E. Determine if all abandoned gas piping has been properly plugged or capped. Any uncapped or improperly capped piping will be marked as "Hazardous".
14. Water Heater(s) Installation(s):
- A. Check the visible condition of the water heater. Mark as "Below Minimum Standard" any evidence of rusting, or leakage from the drain cock or t/p valve. Mark as "Hazardous" any evidence of scorching, or any missing or broken control valves, or leaking from the tank. (Note: Section reworded for clarity; no deletions or additions to the meaning have been made.)
 - B. Determine if the water heater is located over a noncombustible floor and is set firmly in place. If the water heater is installed on a combustible floor and the original manufacturer's installation guidelines are not present, comment in the Comment Section, "water heater installed on combustible surface. Manufacturer's guidelines not present."
 - C. Determine if the water heater is provided with a combined temperature and pressure relief valve. If no relief valve is provided mark this item as "Hazardous". Check to see that the relief valve is properly attached to the hot water pipe within the stated distance on the valve, or installed within the top six (6) inches of the water heater. If the relief valve is not properly installed mark this item as "Hazardous".
 - D. Check to see that there is a drain (discharge) pipe attached to the relief valve. The pipe must be piped to within 6 to 18 inches of the floor, untheaded and uncapped on the bottom end, and the same size as the relief valve outlet for the full length. The pipe must be of an approved material (plastic is not an approved material). If any of these conditions are not met, mark this item as "Below Minimum Standard". If the t/p valve does not meet the approved installation standard, note in the Comment Section, "improper installation". If the pipe is capped off or plugged mark this item as "Hazardous".
 - E. The evaluator is not required to test the relief valve, however if a visual inspection indicates that the relief valve could be inoperative, this condition shall be marked as "Hazardous".
15. Water Heater(s) Venting and Combustion Air Supply:
- A. Determine if a gas fired water heater is provided with a draft hood (diverter), and the vent piping is of an approved material (black vent pipe is not approved for use with gas fired appliances), pitched upward toward

the chimney, properly secured with 3 screws at each joint, and properly supported. If any of these conditions are not met mark this item as "Below Minimum Standard". If vent line is deteriorated, separated, missing, or not sealed to the chimney, mark this item as "Hazardous".

B. Check for back spillage at the draft hood. This can be tested by turning on a hot water faucet and allowing the water to run until the water heater is ignited. At that time a match or smoke should be placed near the draft hood to test if it is properly drafting up the vent pipe. If it is not drafting properly this item will be marked as "Hazardous".

C. Determine if the vent piping has the proper clearance to combustible materials, if the proper clearance is not provided mark this item as "Below Minimum Standard"

D. If the water heater vent enters another appliance vent line, it must enter that line at a forty five (45) degree angle and be consistent with the flow of the vent line entered. If these conditions are not met mark this item as "Below Minimum Standard".

E. If the evaluator finds the water heater to be located in a confined space, it shall be determined if proper combustion air is provided to the water heater by an opening into the space. The combustion air intake shall not be smaller than the area of the flues of all appliances located within the space. One-half of the combustion air intake should be located within twelve (12) inches of the floor, and one-half within twelve (12) inches above the draft diverter. If these conditions are not met mark this item as "Below Minimum Standards". Mark as "Hazardous" any venting into the room.

F. "Comment" if water heater is electric.

16. Plumbing fixtures:

A. Plumbing fixtures required to be evaluated by Item 16 are those plumbing fixtures located in the basement/cellar (unless included in Item 44). The evaluator shall determine if these plumbing fixtures are properly installed, and properly vented. If they are not, these fixtures will be marked as "Below Minimum Standard". If the fixture is not provided with a water sealed trap, mark this item as "Hazardous".

B. Record as "Below Minimum Standard" any plumbing fixtures that are broken, cracked, leaking, deteriorated or not maintained, so as to create an unsanitary condition. If the leaking fixture is leaking waste mark this item as "Hazardous".

C. All plumbing fixtures, where water supply has been disconnected, will be marked as "Hazardous", as the water in the trap will evaporate.

HEATING SYSTEM

17. Heating Plant(s):

A. Determine the type of main heating system and the type of fuel used, and mark this information in the space provided.

B. If more than one main and one auxiliary heating system is installed, the evaluator shall note the type of systems and fuels used, in the comment section of the report.

17a. Installation and Visible Condition:

A. Check the exterior and interior areas of the heating plant, which are visible, by removing cover panels that do not require the use of tools, for signs of leakage, cracks, rust and scorched areas and for missing or deteriorated seals.

If found the following items will be marked as "Hazardous"...

1. Signs of leakage.

2. Cracks in the combustion chamber.

If found the following items will be marked as "Below Minimum Standard"...

1. Rusted areas.

2. Scorched areas.

3. Cracked and/or damaged casing.

B. Check for proper clearances to combustibles. The clearance rating may be noted on the name plate of the appliance. If improper clearance to combustibles mark this item as "Hazardous". If clearance to combustibles rating is not found or determined this should be stated in the Comment Section of the report.

C. Check for the required safety controls. The evaluator need not test the safety controls to determine if they operate, but if a safety control is missing or visibly defective, the evaluator will mark this item as "Hazardous".

1. The evaluator shall check to see that gas fired heating plants have the following safety controls:

a. Thermostat.

b. Burner High Limit Control.

c. Lever Handle Gas Shut-off.

d. Gas Pressure control Valve.

e. Thermocouple.

f. Fan Limit Control Switch (for warm air furnaces).

2. The evaluator shall check to see that fuel oil fired heating plants have the following safety controls:

a. Thermostat.

b. Burner High Limit Control.

c. Stack Control or Photo Electric Cell.

d. Fan Limit Control Switch (for warm air furnaces).

D. The evaluator will check for and record the presence of the following conditions:

1. Gas Fired Heating Plants:

a. Look for excessive condensation within the dwelling, this could result in or be the result of a rusted or cracked heat exchanger, or

a. Look for excessive condensation within the dwelling, this could result in or be the result of a rusted or blocked vent connector or blocked chimney. A comment should be made if this condition is found.

2. Fuel Oil Fired Heating Plants:

a. Look for excessive soot build-up by the heat registers within the dwelling, this could be the result of a rusted or cracked heat exchanger, if found mark this item as "Below Minimum Standard".

3. Electric Heating:

a. Check the rating panel on the heating equipment to determine if an adequately sized branch circuit is provided, if not this item will be marked as "Below Minimum Standard". If a rating panel cannot be located a comment regarding that should be made.

b. Check all visible wiring to determine if it is properly installed, if not follow the guidelines for Item #9.

4. Warm Air Heat:

a. Determine if duct work is in good condition, properly secured and air tight at connections. If these conditions are not met this item will be marked as "Below Minimum Standard".

5. Hot Water Systems:

a. Check the water supply piping leading to the boiler for a backflow preventer or a check valve, if none found mark this item as "Hazardous".

b. Check the boiler and expansion tank to determine if a drain valve has been provided to allow proper draining of the boiler and expansion tank. If no such valves are found mark this item as "Below Minimum Standard". If the expansion tank is open to the atmosphere, no drain valve is required.

c. Check the boiler and expansion tank to determine if a shutoff valve is provided. If no such valves are found mark this item as "Below Minimum Standard". The shutoff valve for the boiler should be located on the water supply line. The shutoff valve for the expansion tank should be located in the line between the boiler and the expansion tank. If the expansion tank is open to the atmosphere, no shutoff valve is required.

d. If no expansion tank is present or visible this item will be marked as "Below Minimum Standard".

e. Determine if the boiler is provided with a combined temperature and pressure relief valve. If no relief valve is provided mark this item as "Hazardous".

f. Check to see that there is a drain (discharge) pipe attached to the relief valve. The pipe must be piped to within 6 to 18 inches of the floor, unthreaded and uncapped on the bottom end, and the same size as the relief valve outlet for the full length. The pipe must be of an approved material. If any of these conditions are not met mark this item as "Below Minimum Standard". If the pipe is capped off or plugged mark this item as "Hazardous".

g. The evaluator is not required to test the relief valve, however if a visual inspection indicates that the relief valve could be inoperative, this condition shall be marked as "Hazardous".

6. Steam Heat Systems:

a. Check the water supply piping leading to the boiler for a backflow preventer or a check valve, if none found mark this item as "Hazardous".

b. Check the steam heat boiler to determine if an automatic low water cutoff valve has been provided. If no valve is found, mark this item as "Hazardous".

c. Determine if the boiler is provided with a combined temperature and pressure relief valve. If no relief valve is provided mark this item as "Hazardous".

d. Check to see that there is a drain (discharge) pipe attached to the relief valve. The pipe must be piped to within 6 to 18 inches of the floor, unthreaded and uncapped on the bottom end, and the same size as the relief valve outlet for the full length. The pipe must be of an approved material. If any of these conditions are not met mark this item as "Below Minimum Standard". If the pipe is capped off or plugged mark this item as "Hazardous".

e. The evaluator is not required to test the relief valve, however if a visual inspection indicates that the relief valve could be inoperative, this condition shall be marked as "Hazardous".

E. Check that all habitable rooms are provided a heat register, a radiator, or other heat source. If any room lacks a heat source, this will be marked as "Below Minimum Standard".

F. Mark as "Below Minimum Standard" any free standing space heater that takes its combustion air from the room in which it is located.

- G. If the heating plant is viewed in operation the evaluator shall observe attached pumps or fans to determine if they are properly functioning. If not functioning properly this item will be marked as "Below Minimum Standard". See #17(b) regarding "viewed in operation".
- 17b. Viewed In Operation:
 - A. The evaluator will attempt to operate the heating plant only during heating season (October through March) by following these guidelines, and indicate in the space provide either a "Y" for yes or "N" for no.
 1. The evaluator shall only operate the heating plant by turning up the thermostat. He/she is not required to light pilots or burners, if they will not ignite by turning up the thermostat. If the heating plant has not been in operation for thirty (30) days or more, the evaluator is exempt from conducting the operations test.
- 17c. Combustion Venting:
 - A. Determine if the visible venting system is of adequate size based on the number of appliances using the vent system, by using the tables provided the evaluator for such purpose. If the vent size is inadequate mark this item as "Below Minimum Standard".
 - B. Check to see that the vent lines are free of rust and holes, that the vent line runs uphill, the joints are tight and secured with 3 screws, and that the vent is tightly sealed to the chimney.
 - 1. Holes in the vent line.
 - 2. Vent line is not tightly sealed to the chimney.
 - 3. Vent line has gaps and/or is disconnected.
 - The following conditions will be marked as "Below Minimum Standard"...
 1. Vent line does not run uphill.
 2. Vent connections do not have the proper number of screws at each connections.
 3. Improper materials used in vent line.
 - C. Determine that the vent line enters an approved chimney for the type of fuel used, if not mark this item as "Below Minimum Standard".
 - D. If vent lines from numerous appliances intersect they should intersect at a forty five (45) degree angle and be consistent with the flow of the vent line entered. If these conditions are not met mark this item as "Below Minimum Standard".
 - E. Check that the vent line has proper clearance to combustibles. If the clearance is not adequate mark this item as "Hazardous".
 - F. When the heating plant is operating the evaluator will check the draft diverter for back spillage by following the instructions in item 15 B.
 - G. Fuel Oil Fired Systems:
 - Determine that a barometric draft regulator is provided on the vent connector from the heating plant to the chimney, and that it is in sound working condition. If there is no regulator or if the regulator does not operate properly mark this item as "Below Minimum Standard".
 - 18. Additional Heating Unit(s).
 - A. Follow the guidelines for item 17a through 17c.
 - 19. Additional Comments:
 - A. This section is to be used for any conditions found in the basement that are not included in items 1 through 18 and which constitute a defect, hazard, or are in need of specific comments.
 1. Mark as "Below Minimum Standard" any incinerator that is connected in any manner to the chimney and/or gas lines.
 2. Mark as "Hazardous" any urethane (foam) insulation that does not have proper fire separation.

3. Mark as "Below Minimum Standard" any domestic clothes dryer which is not vented to the outside.
4. Dryer vents for gas dryers shall be of smooth or flexible metal material. The flexible duct shall not exceed 6 feet in length. The total length of the vent is not to exceed 14 feet, including two 90-degree elbows. Two feet shall be deducted for each 90-degree elbow. Mark as "Below Minimum Standard" any vent for a gas dryer that does not meet these requirements.

KITCHEN

20. Walls & Ceilings:

- A. Visually inspect all walls and the ceiling to determine if there are any areas of loose plaster, holes or blistering paint and/or texture. If any of these conditions are found, or if components are not kept in a professional state of repair, mark this item as "Below Minimum Standard". If there is an immediate potential for structural failure, mark this item as "Hazardous".
- B. If walls and/or ceiling have been obviously patched, this should be recorded in the Comment Section of the report.

21. Floor Condition & Ceiling Height:

- A. Check for adequate ceiling height as stated in the "Minimum Property Maintenance Standards". If ceiling height is inadequate mark this item as "Below Minimum Standard".
- B. Deficiencies and/or damage in the floor shall be marked as "Below Minimum Standard". "Comment" on any apparent out-of-level floors.
- C. By visual inspection, determine if floor is structurally sound, free of holes and capable of supporting normal loads imposed on such floor. If any of these conditions exist mark this item as "Below Minimum Standard". If there is a potential for immediate structural failure mark this item as "Hazardous".
- D. The evaluator is not required to evaluate the condition of any floor coverings, unless their condition poses a potential hazard.

22. Evidence of Dampness or Staining:

- A. Check the entire room, including walls, ceilings and closets for evidence of water seepage, stains or water damage. Mark this item as "Y", yes, if found or "N", no, if not found. A "Y" must be accompanied by a comment in the Comment Section of the report.

23. Electrical Outlets & Fixtures:

- A. Determine if the minimum number of electrical outlets and fixtures required by the MPMS, for this room, are provided. If not, mark this item as "Below Minimum Standard". According to the Electrical Code all metallic fixture(s) or ungrounded outlet(s) within five (5) feet horizontally or eight (8) feet vertically of grounded surfaces must be grounded, if not, mark this item as "Hazardous".
- B. The evaluator will randomly check at least half of all outlets with an electrical outlet testing device, to determine if the outlets are properly wired. If not, mark this item as "Below Minimum Standard". If any grounding type outlets are found not to be grounded, or there are malfunctioning GFCI type outlets, mark this item as "Hazardous".
- C. The evaluator will determine if all visible outlets and fixtures and wiring have any missing and/or damaged components. If these missing or damaged components present an immediate potential for electric shock, mark this item as "Hazardous". If no immediate potential for shock exists, mark this item as "Below Minimum Standard".
1. If light fixtures are nonfunctional due to lack of bulbs or due to nonfunctional bulbs this should be stated in the Comment Section of the report.
2. If the evaluator notices an excessive number of extension cords in use, or located in inappropriate areas (under floor coverings, through walls or floors) this item will be marked as "Hazardous".
- D. Mark as "Below Minimum Standard" any light fixture located within eighteen

inches of a shelf that does not have a protective globe.

24. Plumbing Fixtures:

A. Determine if kitchen is provided with a sink, drain line, and hot and cold water supply. If any of these plumbing components are missing mark this item as "Below Minimum Standard".

1. Determine if the water supply lines are properly connected, controls are functioning, and there are no missing, worn or damaged components. If these conditions are not met mark this item as "Below Minimum Standard".

a. If any faucet discharge openings are located below the spill level of the plumbing fixture mark this item as "Below Minimum Standard".
b. If any water supply line or faucet component is leaking mark this item as "Below Minimum Standard".

2. Determine if the drain line is properly connected to the sewage system, is of proper materials and is properly vented, if not mark this item as "Below Minimum Standard".

a. If any part of the waste system is leaking, mark this item as "Hazardous".

b. The evaluator will determine if all abandoned drain lines are properly capped. If not properly capped mark this item as "Hazardous".

25. Water Flow:

A. The evaluator will check the flow to the plumbing fixture by opening the lowest (usually the laundry tub) faucet (cold side) or an outside lawn faucet, to its maximum capacity, then test the hot and cold water flow to the fixture by turning on the faucet.

1. If the flow is interrupted, intermittent or the flow is not of an acceptable amount mark this item as "Below Minimum Standard".

a. The minimal acceptable flow to a fixture is a continuous flow of water not less than a standard pencil in diameter. If the flow just meets this minimum requirement this should be noted in the Comment section of the report as "Flow is minimal".

B. If the water is off, or there is no flow, mark this item as "Hazardous", and comment in the Comment Section, "Water is off".

26. Window Size and Operable Area or Mechanical Exhaust:

A. Determine if the kitchen is provided with required window area for light, and also the required operable area for ventilation required for a

31. Electrical Outlets & Fixtures: Determine if the minimum number of electrical outlets and fixtures required

A. Check the entire room, including walls, ceilings and closets for evidence of water seepage, stains or water damage. Mark this item as "Y", yes if found or "N", no if not found. A "Y" must be accompanied by a comment in the Comment Section of the report.

30. Evidence of Dampness or Staining:

D. The evaluator is not required to evaluate the condition of any floor coverings, unless their condition poses a potential hazard.

C. By visual inspection, determine if floor is structurally sound, free of holes and capable of supporting normal loads imposed on such floor. If any of these conditions exist mark this item as "Below Minimum Standard". If there is a potential for immediate structural failure mark this item as "Hazardous".

B. Deficiencies and/or damage in floor shall be marked as "Below Minimum Standard". "Comment" on any apparent out-of-level floors.

A. Check for adequate ceiling height as stated in the "Minimum Property Maintenance Standards". If ceiling height is inadequate mark this item as "Below Minimum Standard".

29. Floor Condition & Ceiling Height:

B. If walls and/or ceiling have been obviously patched, this should be recorded in the Comment Section of the report.

A. Visually inspect all walls and the ceiling to determine if there are any areas of loose plaster, holes or blistering paint and/or texture. If any of these conditions are found, or if components are not kept in a professional state of repair, mark this item as "Below Minimum Standard". If there is an immediate potential for structural failure, mark this item as "Hazardous".

28. Walls & Ceilings:

LIVING & DINING ROOM(S)

E. If the kitchen has an interior door which provides access to the basement/cellar, and the door swings over the steps, mark this item "Below Minimum Standard".

D. If the kitchen is provided with a mechanical exhaust the evaluator will determine if the unit is operational. If not, mark this item as "Below Minimum Standard". (See Attic, item 58 C 1. for venting.)

C. Mark as "Below Minimum Standard" any window that does not operate properly (i.e., sashes that are painted shut, crank out windows that do not operate, etc.).

B. Mark as "Below Minimum Standard" any cracked or broken panes. Mark as "Hazardous" any broken glass with exposed edges that present a cut hazard.

A. Determine if the windows and doors have been kept in a professional state of repair. Check to see that all components are present and in a workable order. Locking hardware is required on all windows up to and including the 2nd story and every other window which is accessible by an adjacent fire escape, stairway, etc. If any of these conditions are not met mark this item as "Below Minimum Standard".

27. Condition of Windows/Mechanical Exhaust, and Doors:

B. If a kitchen is windowless, the evaluator will determine if a proper opening exists between the windowless kitchen and any adjoining habitable room. At least fifty percent (50%) of the common wall must be open and unobstructed. The evaluator must then determine if the adjoining room has sufficient window area to provide light and ventilation requirements for both rooms. Windowless kitchens must be provided with a mechanical vent. these conditions are not met mark this item as "Below Minimum Standard".

habitable room, except where an approved mechanical ventilation system has been provided. Window area must equal a minimum of ten percent (10%) of the floor area of a habitable room. Operable area must equal a minimum of five percent (5%) of the floor area of the room. If these minimums are not met, mark this item as "Below Minimum Standard".

35. Evidence of Dampness or Staining:

- F. The evaluator is not required to evaluate the condition of any floor coverings, unless their condition poses a potential hazard.
- E. By visual inspection, determine if floor is structurally sound, free of holes and capable of supporting normal loads imposed on such floor. If any of these conditions exist mark this item as "Below Minimum Standard". If there is a potential for immediate structural failure mark this item as "Hazardous".
- D. "Comment" on any apparent out of level floors.
- C. Check for adequate ceiling height as stated in the "Minimum Property Maintenance Standards". If ceiling height is inadequate mark this item as "Below Minimum Standard".
- B. If walls and/or ceiling have been obviously patched, this should be recorded in the Comment Section of the report.
- A. Visually inspect all walls and the ceiling to determine if there are any areas of loose plaster, holes or blistering paint and/or texture. If any of these conditions are found, or if components are not kept in a professional state or repair, mark this item as "Below Minimum Standard". If there is an immediate potential for structural failure, mark this item as "Hazardous".

34. Walls, Ceilings & Floors:

HALLWAYS, STAIRS & ENTRIES

- C. Mark as "Below Minimum Standard" and window that does not operate properly (i.e., sashes that are painted shut, crank out windows that do not operate, etc.).
- B. Mark as "Below Minimum Standard" any cracked or broken panes. Mark as "Hazardous" any broken glass with exposed edges that present a cut hazard.
- A. Determine if the windows and doors have been kept in a professional state of repair. Check to see that all components are present and in a workable order. Locking hardware is required on all windows up to and including the 2nd story and every other window which is accessible by an adjacent fire escape, stairway, etc. If any of these conditions are not met mark this item as "Below Minimum Standard".

33. Window and Door Condition:

- A. Determine if rooms are provided with required window area for light, and also the required operable area for ventilation. Window area must equal a minimum of ten percent (10%) of the floor area of the room. Operable area must equal a minimum of five percent (5%) of the floor area of the room. If these minimums are not met, mark this item as "Below Minimum Standard".

32. Window Size & Operable Area: (See Illustrations 1 and 2, pages 29 and 30)

- D. Mark as "Below Minimum Standard" any light fixture located within eighteen inches of a shelf that does not have a protective globe.
 - C. The evaluator will determine if all visible outlets and fixtures and wiring have any missing and/or damaged components. If these missing or damaged components present an immediate potential for electric shock, mark this item as "Hazardous". If no immediate potential for shock exists, mark this item as "Below Minimum Standard".
 - 1. If light fixtures are nonfunctional due to lack of bulbs or due to nonfunctional bulbs this should be stated in the Comment Section of the report.
 - 2. If the evaluator notices an excessive number of extension cords in use, or located in inappropriate areas (under floor coverings, through walls or floors) this item will be marked as "Hazardous".
 - B. The evaluator will randomly check at least half of all outlets with an electrical outlet testing device, to determine if the outlets are properly wired, if not mark this item as "Below Minimum Standard". If any grounding-type outlets are found to not be grounded mark this item as "Hazardous".
- by the MPMS for this room, are provided. If not, mark this item as "Below Minimum Standard".

A. Check the entire room, including walls, ceilings and closets for evidence of water seepage, stains or water damage. Mark this item as "Y", Yes if found or "N", no if not found. A "Y" must be accompanied by a comment in the Comment Section of the report.

36. Stairs & Handrails to Upper Floors:

A. Determine if the stairway(s) leading to the upper floors are safe to use and capable of supporting the normal loads and use placed upon them. If they are no mark this item as "Below Minimum Standard". If the evaluator determines that there is an immediate potential for structural failure this item will be marked as "Hazardous".

B. Determine if the stair rise (8 inch maximum), run (9 inch minimum), and width (36") are proper. Determine if the rise and run of the treads are even and/or uniform. If any of these conditions are not met this item will be marked as "Below Minimum Standard". If the width of the stairway is less than 30", mark this item as "Below Minimum Standard", and comment in the Comment section, "width is less than 30".

C. Determine if headroom is six feet, eight inches (6'8"). If not, mark this item as "Below Minimum Standard".

D. Determine if the handrail(s) are properly installed and securely attached at the proper height (34 to 38 inches high, as measured from the nose of the tread). The Handrail(s) shall be full length, with ends returned, and located on the open side of the stairway. If a stairway has both sides open a handrail shall be present on both sides. If any of these requirements are not met, this item will be marked as "Below Minimum Standard". If the stairway has an open side it must also have a guardrail (or wall) that is a minimum of 36 inches in height with intermediate rails that are spaced so that a 4 inch sphere cannot pass through the openings. If this criteria is not met mark this item as "Below Minimum Standard".

E. Determine if guardrail and balusters are present, structurally sound, properly secured and at least thirty eight (38) inches in height, if they are not, mark this item as "Below Minimum Standard".

37. Electrical Outlets & Fixtures:

A. Determine if the minimum number of electrical outlets and fixtures required by the MPMS, are provided. If not mark this item as "Below Minimum Standard".

B. The evaluator will randomly check at least half of all outlets with an electrical outlet testing device, to determine if the outlets are properly wired, if not mark this item as "Below Minimum Standard". If any grounding type outlets are found to be not grounded, mark this item as "Hazardous".

C. The evaluator will determine if all visible outlets and fixtures and wiring components present an immediate potential for electric shock, mark this item as "Hazardous". If no immediate potential for shock exists, mark this item as "Below Minimum Standard".

1. If light fixtures are nonfunctional due to lack of bulbs or due to nonfunctional bulbs this should be stated in the Comment Section of the report.

2. If the evaluator notices an excessive number of extension cords in use, or located in inappropriate areas (under floor coverings, through walls or floors) this item will be marked as "Hazardous".

D. Mark as "Below Minimum Standard" any light fixture that does not have a protective globe and is located within eighteen inches of a shelf.

38. Window and Door Condition:

A. Determine if the windows and doors have been kept in a professional state of repair. Check to see that all components are present and in a workable order. Locking hardware is required on all windows up to and including the 2nd story and every other window which is accessible by an adjacent fire escape, stairway, etc. If any of these conditions are not met mark this item as "Below Minimum Standard".

B. Mark as "Below Minimum Standard" any cracked or broken panes. Mark as "Hazardous" any broken glass with exposed edges that present a cut hazard.

- C. Mark as "Below Minimum Standard" and window that does not operate properly (i.e., sashes that are painted shut, crank out windows that do not operate, etc.).
- D. If the hallway or stairway has an interior door which provides access down to the basement/cellar or up to the attic, and the door swings over the steps, mark this item "Below Minimum Standard".
- 39. Smoke Detector(s) :
 - A. The evaluator will determine if the dwelling is equipped with smoke detector(s). The evaluator will record in the space provided "Y" yes if present. If no smoke detectors are present, mark this item "N". If any of those present are not functional, mark "H" and Comment in the Comment Section, "Hazardous, smoke detector(s) not functional" and identify the location (if more than one smoke detector is present) of all non-functioning smoke detectors.
 - B. The evaluator will determine if smoke detector(s) are properly located in the dwelling, if they are not this item will be marked as "N" for no.
 - 1. The smoke detector(s) will be mounted on the ceilings or walls at a point centrally located in a corridor or open area giving access to rooms used for sleeping purposes.
 - a. Ceiling mounted detector(s) will be located as close to the center as possible, but not within six (6) inches of the intersection of any wall and ceiling.
 - b. Wall mounted detector(s) will be mounted on a wall within twelve (12) inches of the ceiling, but no closer than six (6) inches to the intersection of the wall and ceiling or any other wall intersection.
 - C. The evaluator will determine if at least one (1) of the smoke detector(s) located near rooms used for sleeping purposes is hard-wired. If the hard-wired smoke detector that is otherwise properly located is non-functional, or if it is connected to a security system that can be deactivated apart from the home's electrical system, mark this item "N" and Comment in the Comment Section, "MH smoke detector doesn't work", or "HM smoke detector connected to a security system." Installations after March 20th, 1995, require the hard-wired smoke detector to have an internal battery back-up.
 - D. If additional smoke detectors are provided but are non-functional, Comment in comment Section.
 - E. Duplexes are not required to have hard-wired detectors.
- BATHROOM(S) :
 - A. Determine if access to the common bathroom can only be had by going through a bedroom and record that fact in the Comment Section of the report.
 - B. If there is more than one bathroom, comment in the Comment Section to identify to which bathroom rating(s) belong.
 - 40. Walls & Ceilings:
 - A. Visually inspect all walls and the ceiling to determine if there are any areas of loose plaster, holes or blistering paint and/or texture. If any of these conditions are found, or if components are not kept in a professional state of repair, mark this item as "Below Minimum Standard". If there is an immediate potential for structural failure, mark this item as "Hazardous".
 - B. If walls and/or ceiling have been obviously patched, this should be recorded in the Comment Section of the report.
 - C. Determine if the bathroom(s) have doors and that the door are in workable condition, if not mark this item as "Below Minimum Standard".
 - 41. Floor Condition:
 - A. Check for adequate ceiling height as stated in the "Minimum Property Maintenance Standards". If ceiling height is inadequate mark this item as "Below Minimum Standard".
 - B. Deficiencies in floor (damages) shall be marked as "Below Minimum Standard". "Comment" on any apparent out-of-level floors.

a. Any faucet discharge openings or supply faucets that are located below the spill level of the plumbing fixture must be protected by an approved back-flow prevention device, if not, mark this item as "Hazardous".

1. Determine if the water supply lines are properly connected, controls are functioning, and there are no missing, worn or damaged components. If these conditions are not met mark this item as Below Minimum Standard.

A. Determine if the bathroom(s) are provided with the minimum number of required plumbing fixtures as required by the MPMS, drain line(s) and hot and cold water supplies. If any of these plumbing components are missing mark this item as "Below Minimum Standard".

44. Plumbing Fixtures:

1. GFCI outlets must be tested to determine if properly functioning. This will be done by engaging the "Test" button on the outlet or at the GFCI circuit breaker located in the electrical service panel box.

E. Every bathroom must be provided with at least one Ground Fault Circuit Interrupter (GFCI) protected duplex convenience outlet. All outlets within 5' horizontal or 8' vertical of ground or grounded surfaces must be GFCI protected. If there is no GFCI outlet, or if a GFCI outlet does not function properly, mark this item as "Hazardous".

D. Mark as "Below Minimum Standard" any light fixture located within eighteen inches of a shelf that does not have a protective globe.

C. If the evaluator notices an excessive number of extension cords in use, or located in inappropriate areas (under floor coverings, through walls or floors) this item will be marked as "Hazardous"

2. If the evaluator notices an excessive number of extension cords in use, or located in inappropriate areas (under floor coverings, through walls or floors) this item will be marked as "Hazardous"

1. If light fixtures are nonfunctional due to lack of bulbs or due to nonfunctional bulbs this should be stated in the Comment Section of the report.

C. The evaluator will determine if all visible outlets and fixtures and wiring have any missing and/or damaged components. If these missing or damaged components present an immediate potential for electric shock, mark this item as "Hazardous". If no immediate potential for shock exists, mark this item as "Below Minimum Standard".

B. The evaluator will randomly check at least half of all outlets with an electrical outlet testing device, to determine if the outlets are properly wired, if not mark this item as "Below Minimum Standard". If any grounding type outlets are found to not be grounded mark this item as "Hazardous".

A. Determine if the minimum number of electrical outlets and fixtures required by the MPMS, for this room, are provided. If not mark this item as "Below Minimum Standard". If any fixtures are located within three(3) feet of the tub/shower area those fixtures must be of an approved wet location type, if not mark this item as "Hazardous". All metallic fixtures within five (5) feet horizontally or eight (8) feet vertically of grounded surfaces, must be grounded, if not mark this item as "Hazardous".

43. Electrical Outlets & Fixtures:

A. Check the entire room, including walls, ceilings and closets for evidence of water seepage, stains or water damage. Mark this item as "Y", yes if found or "N", no if not found. A "Y" must be accompanied by a comment in the Comment Section of the report.

42. Evidence of Dampness or Staining:

E. Bathroom floor(s) should be impervious to water, if not mark this item as "Below Minimum Standard".

D. The evaluator is not required to evaluate the condition of any floor coverings, unless their condition poses a potential hazard.

C. By visual inspection, determine if floor is structurally sound, free of holes and capable of supporting normal loads imposed on such floor. If any of these conditions exist mark this item as "Below Minimum Standard". If there is a potential for immediate structural failure mark this item as "Hazardous".

A. Visually inspect all walls and the ceiling to determine if there are any areas of loose plaster, holes or blistering paint and/or texture. If any of these conditions are found, or if components are not kept in a professional state of repair, mark this item as "Below Minimum Standard". If there is an immediate potential for structural failure, mark this item as "Hazardous".

48. Walls & Ceilings:

A. If there is more than one room used as a bedroom, comment in the comment section to identify to which room a rating refers.

SLEEPING ROOM(S):

A. Determine if the windows and doors have been kept in a professional state of repair. Check to see that all components are present and in a workable order. Locking hardware is required on all windows up to and including the 2nd story and every other window which is accessible by an adjacent fire escape, stairway, etc. If any of these conditions are not met mark this item as "Below Minimum Standard".

B. Mark as "Below Minimum Standard" any cracked or broken panes. Mark as "Hazardous" any broken glass with exposed edges that present a cut hazard.

C. Mark as "Below Minimum Standard" and window that does not operate properly (i.e., sashes that are painted shut, crank out windows that do not operate, etc.).

47. Condition of Windows/Mechanical Exhaust and Doors:

A. Determine if bathroom(s) is/are provided with required window area for ventilation. Operable area must equal a minimum of four percent (4%) of the floor area of the room, except where an approved mechanical ventilation system has been provided. If these minimums are not met, mark this item as "Below Minimum Standard".

1. If a bathroom is windowless, the evaluator will determine if mechanical ventilation is provided and vented to the outside. If not mark this item as "Below Minimum Standard".

46. Window Size and Operable Area or Mechanical Exhaust: (See Illustrations 1 and 2, pages 29 and 30)

A. The evaluator will check the flow to the plumbing fixture by opening the lowest (usually the laundry tub) faucet (cold side) or an outside lawn faucet, to its maximum capacity, then test the hot and cold water flow to the fixture by turning on the faucet.

1. If the flow is interrupted, intermittent or the flow is not of an acceptable amount mark this item as "Below Minimum Standard". If there is no flow, or the water is off, mark this item "Hazardous".

2. The minimal acceptable flow to a fixture is a continuous flow of water not less than a standard pencil in diameter. If the flow just meets this minimum requirement this should be noted in the comment section of the report as "Flow is minimal".

45. Water Flow:

3. Determine if all toilets are provided with a cold water supply line and an anti-siphon ball cock that is properly installed with the critical line at least one (1) inch above the opening of the overflow tube. If either of these items are missing mark this item as "Hazardous".

a. If any part of the waste system is leaking, mark this item as "Hazardous".

b. The evaluator will determine if all abandoned drain lines are properly capped. If not properly capped mark this item as "Hazardous".

2. Determine if the drain line is properly connected to the sewage system, is of proper materials and is properly vented, if not mark this item as "Below Minimum Standard".

a. If any part of the waste system is leaking, mark this item as "Below Minimum Standard".

b. If any water supply line or faucet component is leaking, mark this item as "Below Minimum Standard".

- B. If walls and/or ceiling have been obviously patched, this should be recorded in the Comment Section of the report.
49. **Floor Condition & Ceiling Height:**
- A. Check for adequate ceiling height as stated in the "Minimum Property Maintenance Standards". If ceiling height is inadequate mark this item as "Below Minimum Standard".
- B. Deficiencies in floor (damages) shall be marked as "Below Minimum Standard". "Comment" on any apparent out-of-level floors.
- C. By visual inspection, determine if floor is structurally sound, free of holes and capable of supporting normal loads imposed on such floor. If any of these conditions exist mark this item as "Below Minimum Standard". If there is a potential for immediate structural failure mark this item as "Hazardous".
- D. The evaluator is not required to evaluate the condition of any floor coverings, unless their condition poses a potential hazard.
50. **Evidence of Dampness or Staining:**
- A. Check the entire room, including walls, ceilings and closets for evidence of water seepage, stains or water damage. Mark this item as "Y", yes if found or "N", no if not found. A "Y" must be accompanied by a comment in the Comment Section of the report.
51. **Electrical Outlets & Fixtures:**
- A. Determine if the minimum number of electrical outlets and fixtures required by the MPMS, for this room, are provided. If not mark this item as "Below Minimum Standard".
- B. The evaluator will randomly check at least half of all outlets with an electrical outlet testing device, to determine if the outlets are properly wired, if not mark this item as "Below Minimum Standard". If any grounding type outlets are found to not be grounded mark this item as "Hazardous".
- C. The evaluator will determine if all visible outlets and fixtures and wiring have any missing and/or damaged components. If these missing or damaged components present an immediate potential for electric shock, mark this item as "Hazardous". If no immediate potential for shock exists, mark this item as "Below Minimum Standard".
1. If light fixtures are nonfunctional due to lack of bulbs or due to nonfunctional bulbs this should be stated in the Comment Section of the report.
2. If the evaluator notices an excessive number of extension cords in use, or located in inappropriate areas (under floor coverings, through walls or floors) this item will be marked as "Hazardous"
- D. Mark as "Below Minimum Standard" any light fixture located within eighteen inches of a shelf that does not have a protective globe.
52. **Window Size & Openable Area:** (See Illustrations 1 and 2, pages 29 and 30)
- A. Determine if rooms are provided with required window area for light, and also the required openable area for ventilation. Window area must equal a minimum of ten percent (10%) of the floor area of the room. Openable area must equal a minimum of five percent (5%) of the floor area of the room. If these minimums are not met, mark this item as "Below Minimum Standard".
- B. Determine if windows in sleeping rooms meet the escape window requirements (Egress Code). If not mark this item as "Below Minimum Standard". See Illustration 1 on page 29, at end of guidelines.
1. At least one (1) window in every room used for sleeping purposes must be openable from the inside, with a minimum net glazed area of five and seven tenths (5.7) square feet; the minimum net clear opening height dimension shall be twenty-four (24) inches, the minimum net clear opening width dimension shall be twenty (20) inches, and it shall have a minimum finished sill height of not more than forty-four (44) inches above the floor.

A. Determine if the minimum number of electrical outlets and fixtures required by the MPMS, for this room, are provided. If not mark this item as "Below Minimum Standard".

B. The evaluator will randomly check at least half of all outlets with an electrical outlet testing device, to determine if the outlets are properly

56. Electrical Outlets & Fixtures:

A. Check the entire room, including walls, ceilings and closets for evidence of water seepage, stains or water damage. Mark this item as "Y", "Yes" if found or "N", "no" if not found. A "Y" must be accompanied by a comment in the Comment Section of the report.

55. Evidence of Dampness or Staining:

F. The evaluator is not required to evaluate the condition of any floor coverings, unless their condition poses a potential hazard.

E. By visual inspection, determine if floor is structurally sound, free of holes and capable of supporting normal loads imposed on such floor. If any of these conditions exist mark this item as "Below Minimum Standard". If there is a potential for immediate structural failure mark this item as "Hazardous".

D. Deficiencies and/or damage in floor shall be marked as "Below Minimum Standard". "Comment" on any apparent out-of-level floors.

C. Check for adequate ceiling height as stated in the MPMS. If ceiling height is inadequate mark this item as "Below Minimum Standard".

B. If walls and/or ceiling have been obviously patched, this should be recorded in the Comment Section of the report.

54. Walls & Floor Condition:

A. Visually inspect all walls and the ceiling to determine if there are any areas of loose plaster, holes or blistering paint and/or texture. If any of these conditions are found, or if components are not kept in a professional state of repair, mark this item as "Below Minimum Standard". If there is an immediate potential for structural failure, mark this item as "Hazardous".

OTHER ROOMS

The evaluator will identify each room, and comment separately when needed. This category includes porches, breezeways, etc., where appropriate.

A. Determine if the windows and doors have been kept in a professional state of repair. Check to see that all components are present and in a workable order. Locking hardware is required on all operable windows up to and including the 2nd story and every other window which is accessible by an adjacent fire escape, stairway, etc. If any of these conditions are not met mark this item as "Below Minimum Standard".

B. Mark as "Below Minimum Standard" any cracked or broken panes. Mark as "Hazardous" any broken glass with exposed edges that present a cut hazard.

C. Mark as "Below Minimum Standard" and window that does not operate properly (i.e., sashes that are painted shut, crank out windows that do not operate, etc.).

53. Window and Door Condition:

3. A door leading directly to the outside and providing an exit at grade, for the sleeping room only, may be used in lieu of the specified window.

2. Should the window, or any part of it, be below grade, an excavation shall be made, on the exterior side of the window, that extends at least to the depth of the sill. The excavation shall continue for at least three (3) feet perpendicular to the window at least one (1) foot clear width behind the pivot or hinge side of the window. Area well construction shall be at least six (6) inches beyond the rough opening of the window. Should the window sill be forty-four (44) inches or more below grade, a step or ladder shall be provided from excavation to below grade.

C. The evaluator will determine if all visible outlets and fixtures and wiring have any missing and/or damaged components. If these missing or damaged components present an immediate potential for electric shock, mark this type outlets are found to not be grounded mark this item as "Hazardous".

B. The evaluator will randomly check at least half of all outlets with an electrical outlet testing device, to determine if the outlets are properly wired, if not mark this item as "Below Minimum Standard". If any grounding type outlets are found to not be grounded mark this item as "Hazardous".

A. Determine if the minimum number of electrical outlets and fixtures required by the MPMS, for this room, are provided. If not mark this item as "Below Minimum Standard".

60. Electrical Wiring/Outlets/Fixtures:

A. Determine if there is evidence of past or present water seepage or leakage. Mark "Y" if present or "N" if not. If yes is marked a statement regarding the evidence will be recorded in the Comment Section of the report.

59. Evidence of Dampness or Staining:

2. Inspect the condition of the visible chimney for any deterioration, holes or other defects or deficiencies.

1. Determine if mechanical ventilation provided, and plumbing vents are continuous to the outside and do not terminate in the attic.

C. While in the attic, check and record the following items also...

B. If access is gained, make a visual inspection of the underside of the roof boards and rafters, recording any defects and/or deficiencies in the roof structure as "Below Minimum Standard". If the evaluator determines that there is an immediate potential for structural failure this item will be marked as "Hazardous".

A. If the evaluator is unable to gain visual access to the attic space(s) this must be noted, and the reason for not gaining access, must be detailed in the Comment Section of the report.

58. Roof Boards & Rafters:

ATTIC SPACE (VISIBLE AREAS)

C. Mark as "Below Minimum Standard" any window that does not operate properly (i.e., sashes that are painted shut, crank out windows that do not operate, etc.).

B. Mark as "Below Minimum Standard" any cracked or broken panes. Mark as "Hazardous" any broken glass with exposed edges that present a cut hazard. Item as "Below Minimum Standard".

A. Determine if the windows and doors have been kept in a professional state of repair. Check to see that all components are present and in a workable order. Locking hardware is required on all windows up to and including the 2nd story and every other window which is accessible by an adjacent fire escape, stairway, etc. If any of these conditions are not met mark this item as "Below Minimum Standard".

57. Window and Door Condition:

D. Mark as "Below Minimum Standard" any light fixture located within eighteen inches of a shelf that does not have a protective globe.

2. If the evaluator notices an excessive number of extension cords in use, or located in inappropriate areas (under floor coverings, through walls or floors) this item will be marked as "Hazardous".

1. If light fixtures are nonfunctional due to lack of bulbs or due to nonfunctional bulbs this should be stated in the Comment Section of the report.

C. The evaluator will determine if all visible outlets and fixtures and wiring have any missing and/or damaged components. If these missing or damaged components present an immediate potential for electric shock, mark this item as "Hazardous". If no immediate potential for shock exists, mark this item as "Below Minimum Standard".

- 61. Ventilation:
 - A. Determine if attic has ventilation to the outside. Mark the space provided with a "Y" or "N" whichever will pertain.
 - 62. ADDITIONAL COMMENTS:
 - A. This item is for those items in the upper floors that are not included in Items 20 through 61 and need to be addressed by a specific comment.
 - EXTERIOR:
 - 63. Foundation (Visible Condition):
 - A. Determine if all visible components of the foundation are in a professional state of repair. Missing or damaged mortar, broken/loose or missing block or brick shall be marked as "Below Minimum Standard". Damaged or loose plaster/stucco on foundation or exposed foam insulation shall be marked "Below Minimum Standard". Evidence of severe structural damage or deterioration shall be marked as "Hazardous".
 - B. Note if there are trees or shrubs growing next to the foundation. Mark as "Below Minimum Standard" if present.
 - C. If areas are concealed by brick, stucco, snow, vegetation, etc., indicate with a "Comment" (e.g., "areas concealed by vegetation", "can't view to evaluate", or other description of condition(s) present which prevent viewing to evaluate.)
 - 64. Basement Ceiling Windows:
 - A. Determine if the windows and doors have been kept in a professional state of repair and that all components are present and in a workable order. Locking hardware is required on all operable windows up to and including the 2nd story and every other window which is accessible by an adjacent fire escape, stairway, etc. If any of these conditions are not met mark this item as "Below Minimum Standard". Any sign of rot or decay, or lack of a proper finish shall be marked as "Below Minimum Standard". Deteriorated components and/or cracked and/or missing panes are to be marked as "Below Minimum Standard". Every operable window shall be supplied with a screen of not less than 16 mesh per inch which fits tightly and is secured to the frame. Improper or missing screens shall be marked as "Below Minimum Standard".
 - 65. Drainage:
 - A. Determine if the grade allows water migration away from the dwelling. Consider sidewalks, gutters & down spout extensions, basement windows, stairways, stoops, retaining walls and planting areas, when making this determination. If drainage is not away from structures, mark as "Below Minimum Standard".
 - B. Consider and evaluate retaining walls only as they affect drainage.
 - 66. Exterior Walls:
 - B. Consider and evaluate retaining walls only as they affect drainage.

- D. Mark as "Below Minimum Standard" any light fixture located within eighteen inches of a shelf that does not have a protective globe.
- 3. Any wiring located within three (3) feet of the attic hatch must be protected by conduit or other such approved materials, if not mark this item as "Below Minimum Standard"
- 2. If the evaluator notices an excessive number of extension cords in use, or located in inappropriate areas (under floor coverings, through walls or floors) this item will be marked as "Hazardous".
- 1. If light fixtures are nonfunctional due to lack of bulbs or due to nonfunctional bulbs this should be stated in the Comment Section of the report.

A. Determine if all visible components of the exterior walls are protecting the dwelling against the elements, and are kept in a professional state of repair (look for rot, weathered or peeling paint). If not in a professional state of repair (look for rot, weathered or peeling paint, Be sure to check all thresholds.) Every basement hatchway shall be so constructed and maintained as to prevent the entrance of rodents or rain and surface drainage water into dwellings or structures. If these conditions are not met, mark as "Below Minimum Standard". Broken/jagged glass that can cause cuts shall be marked as "Hazardous".

B. Evidence of severe structural damage or deterioration shall be marked as "Hazardous".

C. "Comment" in the Comment Section if no house numbers are present, or if they do not meet Chapter 71 Specifications. (See Appendix 2, page 32)

Doors (Frames/Storms/Screens) :

A. Determine if all visible components of entrance doors are in a sound condition with no cracks, holes, loose hinges or broken or defective hardware. All components must be in a professional state of repair. (Look for rot, weathered or peeling paint. Be sure to check all thresholds.) Every basement hatchway shall be so constructed and maintained as to prevent the entrance of rodents or rain and surface drainage water into dwellings or structures. If these conditions are not met, mark as "Below Minimum Standard". Broken/jagged glass that can cause cuts shall be marked as "Hazardous".

B. Every entry door must have an approved dead bolt lock with a minimum of a one inch throw. Doors and storm doors must be in a professional state of repair with no missing or damaged components. If not, mark as "Below Minimum Standard". "Comment" on the presence of double-keyed dead bolts.

Windows (Frames/Storms/Screens) :

A. Every basement or cellar window which is operable shall be supplied with a screen or hardware cloth of not more than 16 mesh per inch which fits tightly, and is securely fastened to the frame, or with other material affording equivalent protection against the entry of rodents, including storm windows. If not, mark as "Below Minimum Standard".

B. Every window or other outside opening used for ventilation purposes, shall be supplied with a screen of not less than 16 mesh per inch. All windows, storms and screens shall be kept in a professional state of repair. If not, mark as "Below Minimum Standard".

C. Determine if the windows have been kept in a professional state of repair. Check to see that all components are present and in a workable order. Looking hardware is required on all windows up to and including the 2nd story and every other window which is accessible by an adjacent fire escape, stairway, etc. If any of these conditions are not met mark this item as "Below Minimum Standard". Look for rot, weathered or peeling paint, loose or missing glazing. Examine frames, storms, and windows for any weathered or damaged/missing components. If not in a professional state of repair, mark as "Below Minimum Standard".

Open Porches/Stairways and Decks :

A. Determine if all visible components of exterior stairways, porches, decks etc., have been constructed so as to be safe for normal use and loading. If not, mark as "Hazardous". If not kept in a professional state of maintenance and repair, mark as "Below Minimum Standard". Missing joist hangers, damaged/rotted components shall be marked as "Below Minimum Standard".

B. Determine if the handrail(s) are properly installed and securely attached at the proper height (34 to 38 inches high, as measured from the nose of the tread). The Handrail(s) shall be full length and located on the open side of the stairway. If a stairway has both sides open a handrail shall be present on both sides. If any of these requirements are not met, this item will be marked as "Below Minimum Standard". If the stairway has an open side it must also have a guardrail (or wall) that is a minimum of 36 inches in height with intermediate rails that are spaced so that a 4 inch sphere cannot pass through the openings. If this criteria is not met mark

73. Chimneys

- A. Check the gutters and Down spouts to determine if they are securely attached, and properly maintained to perform their intended function. Gutters must be free of debris. Gutters must drain to Down spouts properly. Gutters must not drain to sewer system. If these conditions are not met, mark as "Below Minimum Standard".
- B. If no gutters or Down spouts are located on the structure, the Evaluator shall mark "NONE" or N/A across the line for Item #72.
- C. The MPMS does not require Down spouts or gutters, but it does require that if they are provided, they must be maintained in a sound condition. This means no holes, peeling paint, rusted areas or missing components. Gutters must be supplied with Down spouts and down spout extensions or splash blocks. If not, mark as "Below Minimum Standard".

72. Gutters & Down spouts:

- A. EXAMPLE: High or flat areas not visible from ground, areas covered by decks, areas covered by outdoor carpet, areas covered by leaves, or flat areas covered by gravel. (Can't fully view roof areas from ground.) (Tar patching evident around penetrations cannot view to evaluate.) (Roof has been coated, can't evaluate.) (Side wall flashings concealed by tar, can't view to evaluate.)
- B. Broken, missing loose or deteriorated shingles, shakes, flashings or valley areas, excessive granular loss, cupping, excessive rust or excessive tarring shall be marked as "Below Minimum Standard". Tarring or improper repairs to valley areas or any buckling/curling of roofing materials shall be marked as "Below Minimum Standard". Roll roofing used on less than 1/12 slope or shingles used on less than 2/12 slope shall be marked as "Below Minimum Standard" (example: improper roofing materials used on low slope roof). Pay special attention to low slope dormers, porches etc.
- C. Note: If any tree limbs, branches, vegetation, etc. are touching the roof or any exterior surface, mark as "Below Minimum Standard". If the roof is snow covered, or if areas are not visible, note this with a "Comment".

71. Roof Structure & Covering:

- A. All components of the roof shall be tight and have no defects which admit rain. Roof drainage shall be adequate to prevent rain water from causing dampness in the walls. If not, mark as "Below Minimum Standard". Exposed edges of roof boards or plywood must be protected with wood fascia or metal drip edge. If not, mark as "Below Minimum Standard".
- B. The Evaluator is not required to use a ladder to observe the roof. The roof is to be viewed from the ground, upstairs windows, walk-out deck or porches, or with the aid of binoculars. Check roof vents, sewer pipe covers, sidewall and valley areas. All visible components must be kept in a professional state of repair. If not, mark as "Below Minimum Standard".
- C. The Evaluator shall determine if the cornice and trim has been maintained in a professional manner and if the paint or finish surface meets the minimum standard of the Saint Paul MPMS, Chapter 34, which pertains to protective surfaces. If not, mark as "Below Minimum Standard".

70. Cornice & Trim:

- A. This item as "Below Minimum Standard". The Evaluator shall note as "Below Minimum Standard" if open porches, accessible flat roofs, decks, or stoops lack a guardrail when required. Damaged or deteriorated stairs/steps shall be marked as "Below Minimum Standard".
- B. If in the opinion of the Evaluator stairs, porches or decks are deteriorated or rotted so as to make them structurally unsound to carry the intended load, mark as "Hazardous".
- C. The Evaluator shall determine if open porches, decks, etc., that are more than 30 inches above the adjoining surface have a guardrail that is structurally sound, properly secured, at least 38 inches in height, and spaced so that a four inch sphere cannot pass through. If guardrails do not meet the requirements, mark as "Below Minimum Standard".

The Evaluator shall view the roof from inside the garage. Damaged, rotted, over spanned, improperly installed or improperly altered components shall be marked as "Below minimum standards". If the garage is locked and this inspection can not be made, "Comment" giving reason for not evaluating (garage locked, cannot access to evaluate). The Evaluator must still record

The Evaluator is not required to use a ladder to observe the exterior condition but, based on the observations made from the ground and or with the use of binoculars, the Evaluator shall determine the condition of all visible components of the roof covering and roof structure.

A.

75. Roof Structure & Covering:

A.

See and follow the appropriate sections included in items 63 through 72, above.

GARAGE(S)/ACCESSORY STRUCTURES:

D.

Check that the electric service drop wires have the proper clearance from building openings, above grade or walkable surface(s) (decks, stairways, play structures, etc.) and over driveways. (10 ft. above grade or walkable surface(s), 12 ft. above driveways, three feet from any opening). If not, mark as "Below Minimum Standard". Any service/electrical wires over pools or hot tubs shall be marked as "Hazardous".

C.

Unprotected wiring of any kind above grade shall be marked "Hazardous". (This refers to romex/individual strand being used for lights, switches, outlets etc., but does not apply to service supply to house/garage etc. For service drop wires see D. below.) Unprotected wiring of any kind at grade and open to physical damage shall be marked

B.

Determine if exterior electric outlets, exposed to the weather, are provided with a weather-tight cover and are properly installed and grounded. All GFCI outlets must function properly. If these conditions are not met indicate this as being "Hazardous".

A.

Determine if all visible components of porch lights, and other such outside electrical fixtures, are properly installed and maintained. All doorways to dwelling must be provided with an exterior light fixture. If not, mark as "Below Minimum Standard". Any exposed wires, broken conduit, broken light bulbs broken in sockets, missing plates or covers shall be marked as "Hazardous".

74. Outlets, Fixture & Service Entrance:

E.

If no flue liner is visible from the ground the evaluator shall note this information in the "Comment" section (no visible metal liner). All transite chimneys shall be marked as "Below Minimum Standard", and if there is any visible deterioration it must be marked "Hazardous". If the chimney is not visible from ground the evaluator must state the reason in the "Comment" section. (e.g. "Chimney not visible... due to snow", "due to adjacent structures", or, "upper roof area not visible from ground.", etc.)

D.

Determine if a metal flue liner, or other approved flue liner, has been provided in the chimney when a gas-fired heating plant/appliance is used. If metal liner is deteriorated/rusted, mark as "Below Minimum Standard". Remember the Evaluator is required to use binoculars.

C.

Determine if the chimney extends the appropriate height above the roof or adjacent obstructions. Masonry chimneys must extend three feet minimum and 24 inches above anything within ten feet. Class "B" chimneys on flat roofs must extend a minimum of 12 inches or 24 inches above anything within eight feet. (This includes walls, parapets etc.) Class "B" chimneys having an internal diameter of 12 inches or less shall extend at least 12 inches in all other areas.

B.

Note as being "Below Minimum Standard" any chimney that has loose brick or stone, cracked or missing brick / mortar or missing / damaged flashing. If chimney is not structurally sound or in danger of collapse, mark as "Hazardous".

A.

Determine if all visible components of the chimney or chimneys have been kept in a professional state of maintenance and repair (the Evaluator is required to use binoculars). If not, mark as "Below Minimum Standard".

- any deficiencies visible from the exterior.
- B. If the roof covering is not visible for inspection, the Evaluator shall "Comment" in the Comment Section.
- C. Note any tree limbs, branches, or other vegetation that touches the structure(s) in the Comment Section.
- (See section number 71 and use same guideline criteria for garage roof.)
76. **Wall Structure & Covering:**
- A. Determine if all visible components of the garage walls & windows have been kept in a professional state of construction, maintenance and repair. Any sign of rot or decay, lack of a proper finish, weathered/peeling paint or loose/missing glazing shall be marked as "Below Minimum Standard".
- B. Deteriorated, missing, excessively weathered or rotted siding on the garage shall be marked as "Below Minimum Standard". Stucco cracks, missing mortar or damaged block shall be marked as "Below Minimum Standard".
- C. If the garage is attached to the house, the common wall shall be properly fire protected with no openings, access panels, dryer vents or damaged areas. If not, mark as "Below minimum standards". (See No. 78 regarding doors.)
- D. The wall between the house and garage shall have no windows or other openings in it other than a fire rated door with a closer and proper hardware. If these requirements are not met, mark as "Below Minimum Standard".
- E. If any exterior parallel wall of a detached garage is less than six (6) feet from the wall of the dwelling, items C and D above shall apply.
- F. "Comment" in the Comment Section if no house numbers are present, or if they do not meet Chapter 71 specifications. (See Appendix 2, page 32)
77. **Slab Condition:**
- A. The evaluator shall determine if the slab and/or foundation is sound and in a professional state of repair. Damaged areas, excessive cracks, etc. shall be marked as "Below Minimum Standard". If the slab is not visible and an inspection cannot be made, "Comment", and state the reason for not evaluating the slab.
78. **Garage Doors:**
- A. Determine if all visible components of the garage doors are maintained in a sound, professional state of maintenance and repair. Any sign of damage, rot or decay, or lack of a proper finish (peeling paint/excessive weathering) shall be marked as "Below Minimum Standard". Damaged or missing door hardware shall be marked as "Below Minimum Standard".
- B. If the garage is attached to the house the door between the house and the garage must be self-closing, and must be either solid core wood, a minimum of 1 3/8 inches thick, or a rated metal door. If these conditions are not present, mark as "Below Minimum Standard".
- C. The evaluator shall determine if any entrance door has a double cylinder dead bolt lock (key required to unlock from inside). If double cylinder dead bolt locks are found, mark as "Below Minimum Standard".
- D. If any exterior parallel wall of a detached garage is less than six (6) feet from the wall of the dwelling, items B and C above shall apply.
79. **Garage Opener:**
- A. Determine if the garage has an automatic opener, and indicate "Yes" or "No."
80. **Electric:**
- A. Determine if all components of the existing electrical wiring in any accessory structure are installed in an approved manner, and have been properly maintained. Extension cord wiring cannot be used in lieu of permanent wiring (garage door openers, lights etc.). If improper, mark as "Below Minimum Standard". Ungrounded 3 prong outlets, GFCI outlets that do

The Evaluator shall mark as "Comment" and detail any signs of smoke back-drafting around fireplace openings, screens, and through finish joints.

If these elements are either missing or deficient, mark as "Below Minimum Standard".

- 4. An operable damper.
- 3. Combustible materials are not permitted within six inches of the fireplace opening. Combustible mantles are not permitted within 12 inches of fireplace opening.
- 2. The hearth extension shall be noncombustible and extend a minimum of 16 inches from the fireplace opening.
- 1. The fire box may not contain missing or loose fire brick or mortar.

The Evaluator shall inspect fireplaces for the following elements:

A. The Evaluator shall examine for visible defects, and comment if appropriate. Pay particular attention to gas log inserts. Make sure proper gas controls and clearances are maintained as well as condition/removal of damper. If not in proper condition, mark as "Below Minimum Standard".

84. Condition:

Flue, mark as "Hazardous".

Solid fuel appliances require a separate chimney. If installed in a common shall be marked as "Hazardous".

stoves or unlisted woodstoves located in dwellings, basements or garages non-combustible base. If not, mark as "Below Minimum Standard". Barrel combustibles, connection to an approved chimney and a proper

83. Installation:

A. Indicate if the fireplace or fireplaces have operable dampers by marking "Yes" or "No".

82. Damper Installed in Fireplace:

FIREPLACES/WOODSTOVES

Item 81 should be used to note any items not listed on Page 4, items 75 through 80, of the form which constitute a defect, hazard or comment.

81. ADDITIONAL COMMENTS:

A. Determine if the electrical wires leading to an accessory structure are located at an acceptable height above grade and driveways and walkable surface(s). (10 ft. above grade, 12 ft. above driveways). Electrical wires may not rub against buildings or roofs. If these conditions are not met, mark as "Below Minimum Standard".

B. Determine if the electrical wires leading to an accessory structure are marked as "Hazardous".

not function properly, any exposed wires, missing plates, missing knockouts, open junction boxes or improperly terminated wires shall be

SUPPLEMENTAL INFORMATION
ENERGY INFORMATION:

The following items are not mandatory requirements, so there is no "Meets" or "Below Minimum Standard". These items still are required to be viewed, evaluated and this section filled out according to the criteria listed below.

85. Attic Insulation:

- A. The Evaluator is required to access the attic. If no access is available under Item No. 58 (e.g., "vaulted ceiling", "closet full of stored items", "furniture in way", "not accessible with a step ladder"). "Attic not accessed" is not acceptable unless detailed as to why. Determine the type and depth of the insulation for this item. If none, so indicate. If not visible mark N/V, if not applicable mark N/A.
- B. If the insulation is saturated, settled, or non-uniform in depth, or consists of various types, the Evaluator shall so indicate under "Comments."
- C. If there is no access to the ceiling insulation, the Evaluator shall note this in the "Comments" section under Item No. 58. (example: insulation not visible under floor boards, no attic access provided, cannot access attic due to stored items in closet etc.) The Evaluator is required to indicate why access is not possible. (See A above.)

86. Foundation Insulation:

- A. The Evaluator shall identify the type and thickness of any insulation on the exposed foundation. If none, so indicate. If not visible mark N/V, if not applicable mark N/A. (Exposed foam insulation, unless it is specifically listed for exposed use, shall be marked "Hazardous" under Item 19.)

87. Knee Wall Insulation:

- A. Determine the type and thickness of the insulation for this item. If none, so indicate. If not visible, mark as N/V.
- B. If the structure has no knee wall, the Evaluator shall mark "N/A".
- C. Mark as "Hazardous", under Item 62, any urethane (foam) insulation that does not have proper fire separation.

88. Rim Joist Insulation:

- A. Identify the type and thickness of any insulation on the exposed rim joist. If none, so indicate. If not visible, mark as N/V. (Exposed foam insulation, unless it is specifically listed for exposed use, shall be marked "Hazardous" under Item 19.)

89. Additional Comments (Items 82. through 88.)

- A. Item 89 should be used to note any items not listed on Page 4, Items 82 through 88, on the form, which constitute a defect, hazard or comment.

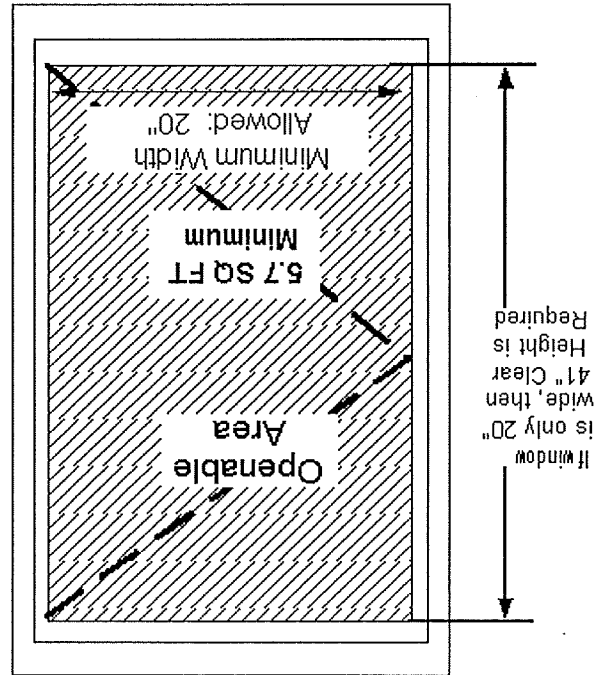
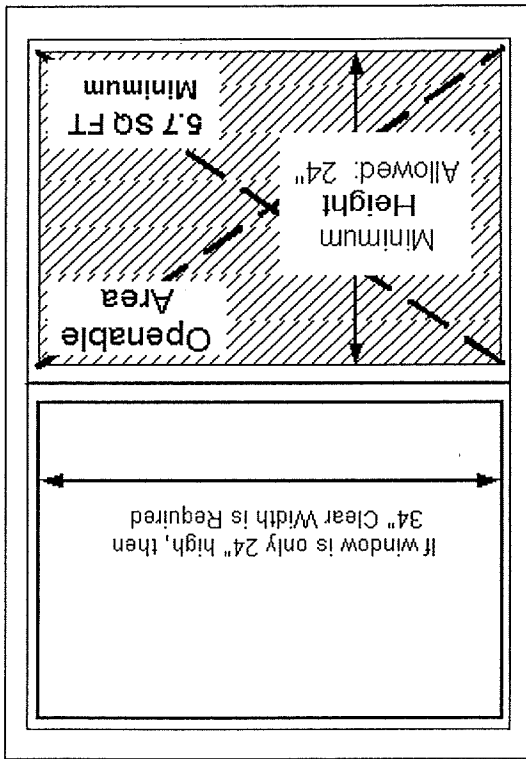
FLOOR

See Chart, Illustration 2, for required dimensions to achieve 5.7 clear opening for egress.

MINIMUM OPENABLE
DIMENSIONS FOR A WINDOW
WITH
24" CLEAR HEIGHT
24" h x 34" w

Sill Height
44", maximum

MINIMUM OPENABLE
DIMENSIONS FOR A WINDOW
WITH
20" CLEAR WIDTH:
41" h x 20" w



ESCAPE OR RESCUE WINDOWS MINIMUM REQUIREMENTS

St. Paul Guidelines Items 26, 46, 52
Window Size & Operable Area

Illustration 1

Illustration 2
 Chart of Window Area Calculations
 5.7 sq. ft. of operable area required

Height of Opening in inches	Width of Opening in inches																
	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
24	3.3	3.5	3.7	3.8	4.0	4.2	4.3	4.5	4.7	4.8	5.0	5.2	5.3	5.5	5.7	5.8	6.0
26	3.6	3.8	4.0	4.2	4.3	4.5	4.7	4.9	5.1	5.2	5.4	5.6	5.8	6.0	6.1	6.3	6.5
28	3.9	4.1	4.3	4.5	4.7	4.9	5.1	5.3	5.4	5.6	5.8	6.0	6.2	6.4	6.6	6.8	7.0
30	4.2	4.4	4.6	4.8	5.0	5.2	5.4	5.6	5.8	6.0	6.3	6.5	6.7	6.9	7.1	7.3	7.5
32	4.4	4.7	4.9	5.1	5.3	5.6	5.8	6.0	6.2	6.4	6.7	6.9	7.1	7.3	7.6	7.8	8.0
34	4.7	5.0	5.2	5.4	5.7	5.9	6.1	6.4	6.6	6.8	7.1	7.3	7.6	7.8	8.0	8.3	8.5
36	5.0	5.3	5.5	5.8	6.0	6.3	6.5	6.8	7.0	7.3	7.5	7.8	8.0	8.3	8.5	8.8	9.0
38	5.3	5.5	5.8	6.1	6.3	6.6	6.9	7.1	7.4	7.7	7.9	8.2	8.4	8.7	9.0	9.2	9.5
40	5.6	5.8	6.1	6.4	6.7	6.9	7.2	7.5	7.8	8.1	8.3	8.6	8.9	9.2	9.4	9.7	10.0
42	5.8	6.1	6.4	6.7	7.0	7.3	7.6	7.9	8.2	8.5	8.8	9.0	9.3	9.6	9.9	10.2	10.5
44	6.1	6.4	6.7	7.0	7.3	7.6	7.9	8.3	8.6	8.9	9.2	9.5	9.8	10.1	10.4	10.7	11.0
46	6.4	6.7	7.0	7.3	7.7	8.0	8.3	8.6	8.9	9.3	9.6	9.9	10.2	10.5	10.9	11.2	11.5
48	6.7	7.0	7.3	7.7	8.0	8.3	8.7	9.0	9.3	9.7	10.0	10.3	10.7	11.0	11.3	11.7	12.0
50	6.9	7.3	7.6	8.0	8.3	8.7	9.0	9.4	9.7	10.1	10.4	10.8	11.1	11.5	11.8	12.2	12.5
52	7.2	7.6	7.9	8.3	8.7	9.0	9.4	9.8	10.1	10.5	10.8	11.2	11.6	11.9	12.3	12.6	13.0
54	7.5	7.9	8.3	8.6	9.0	9.4	9.8	10.1	10.5	10.9	11.3	11.6	12.0	12.4	12.8	13.1	13.5
56	7.8	8.2	8.6	8.9	9.3	9.7	10.1	10.5	10.9	11.3	11.7	12.1	12.4	12.8	13.2	13.6	14.0
58	8.1	8.5	8.9	9.3	9.7	10.1	10.5	10.9	11.3	11.7	12.1	12.5	12.9	13.3	13.7	14.1	14.5
60	8.3	8.8	9.2	9.6	10.0	10.4	10.8	11.3	11.7	12.1	12.5	12.9	13.3	13.8	14.2	14.6	15.0

4715.0800 MECHANICAL JOINTS

subps.

Mechanical pipe couplings and fittings. Couplings must be made with the housing fabricated in two or more parts of ductile or malleable iron castings in accordance with Federal Specification QQ-I-666c, Grade 11, or with ASTM A437 or ASTM A439. The coupling gasket must be molded synthetic rubber, per ASTM D-735-61, Grad No. R615BZ. Coupling bolts must be oval neck track head type with hexagonal heavy nuts, per ASTM-A-183-60, or ASTM A325.

pipe fittings used with these pipe couplings must be fabricated or malleable iron castings in accordance with Federal Specification QQ-I-666c, Grade 11, or with ASTM A437; ductile iron ASTM A339; segweld steel ASTM53 or A106; or IAPMO-approved copper fittings with rolled grooves intended to be used together with copper tubing with cold rolled grooved ends.

These couplings and fittings may be used above ground, for storm drains and leaders, and for water distribution pipe provided exposed parts in contact with water are galvanized, and may be used below ground for water distribution if couplings and fittings are galvanized and the exposed grooves are coal tar enamel coated and wrapped.

Saddle-type fittings secured by steel electropolated U-Bolts may be used for aboveground water distribution, if the fittings are galvanized, include a collar fitting into the pipe opening with a gasket, and have IAPMO approval.

copied from Department of Health Minnesota Plumbing Code Chapter 4715 (Extracted from Minnesota Rules 1998), Chapter 326 (Extracted from Minnesota Statutes 1999) page 24.

Chapter 71. House Numbering

Sec 71.01. House Numbers required.

For the proper identification of all houses and structures now existing or hereafter to be erected within the city of Saint Paul, the official number, which shall be obtained by the owner from the department of public works, shall be placed and maintained on each house or structure by its owner at or near both the front and rear entrances of such house or structure in such a manner that the number may be easily and clearly seen and read during the hours of darkness as well as daylight, from the public street or public alley if the premises are served by such. If it is not practical to place the number at or near the building entrance, it shall be placed and maintained by the owner in such other suitable location that it can be clearly seen from the said street or alley.

(Code 1956, § 71.01)

Sec. 71.02. Specifications.

The approved house number to be placed and maintained on said house or structure shall consist of one of the types hereinafter set forth. The color of the type to be selected must be in contrast with the color of the house or structure on which the number is to be attached.

(1) Series of metal or plastic figures with reflectorized surface and a minimum height of three (3) inches, said reflectorized surface to contrast with the color of the face of the building or structure upon which it is mounted.

(2) Series of nonreflectorized metal or plastic figures placed on a reflectorized background surface of a color which contrasts with the color of the figures displayed. The minimum height of the figures shall be three (3) inches. The reflectorized background surface shall extend at least one inch beyond the sides, tops and bottoms of the figures to be displayed.

(3) Self-contained unit with enamel or painted numbers of glass or other translucent material with illumination in background. Minimum heights of figure to be three (3) inches and the illumination continuous except in daylight hours.

(4) Enamel or painted number on glass doors, window or transoms with illuminated background. Minimum height to be three (3) inches and the illumination continuous except in daylight hours.

(5) A series of metal or plastic figures with minimum height of three (3) inches which are adequately floodlighted continuously except in daylight hours, the surface of said figures to contrast with the color of the surface upon which the figures are mounted. The general design of material used in and fastening of figures making up the number shall be subject to the approval of the city building official. The city building official shall also approve the location on the structure at which numbers are to be placed.

(Code 1956, § 71.02)

Double-Cylinder Dead Bolt Locks

Minnesota Statutes 2000, 16B.61

3 (I)

1. Double cylinder dead bolt locks. No provision of the code or appendix chapter of the code may prohibit double cylinder dead bolt locks in existing single-family homes, townhouses, and first floor duplexes used exclusively as a residential dwelling. Any recommendation or promotion of double cylinder dead bolt locks must include a warning about their potential fire danger and procedures to minimize the danger.

Fire Protection Information: _____
 Smoke detector(s) _____
 Property located _____
 Hard-Wired _____

Disclosure Report
 Saint Paul Truth-in-Sale of Housing
 (Carefully read this entire report)

THIS REPORT IS NOT A WARRANTY, BY THE CITY OF ST. PAUL OR EVALUATOR OF THE FUTURE USEFUL LIFE, OR THE FUTURE CONDITION OF ANY BUILDING COMPONENT OR FIXTURE.
 Notice: A copy of this Report must be publicly displayed at the premises when the house is shown to prospective buyers, and a copy of this Report must be provided to the buyer prior to the time of signing a Purchase Agreement.

Address of Evaluated Dwelling: _____
 Owner's Name: _____
 Owner's Address: _____
 Type of Dwelling: _____
 Single Family _____ Duplex _____ Townhouse _____ Condo* _____
 *For condominium units, this evaluation includes only those items located within the residential units and does not include the common use area, or other residential areas of the structure.
 Comments: _____

HERITAGE PRESERVATION INFORMATION

According to information provided to Truth-In-Sale of Housing Evaluators by the City of Saint Paul Office of License, Inspections and Environmental Protection this property:

IS located within a Saint Paul Heritage Preservation District or is individually designated as a Saint Paul Heritage Preservation Site. (Review and approval of exterior work (excluding painting), modifications, additions and demolition is required by the Heritage Preservation Commission and city staff.)
 IS NOT located within a Saint Paul Heritage Preservation District nor is it individually designated as a Saint Paul Heritage Preservation Site.
 This information is not guaranteed by the evaluator nor by the City of Saint Paul. Questions regarding Heritage Preservation are to be referred to the Office of License, Inspections and Environmental Protection at (651) 266-9090.

RATING KEY:

"M" = Meets minimum standards - the item conforms to minimum standards of maintenance
 "B" = Below minimum standards - the item is below minimum standards
 "C" = Comments - the item cannot be adequately evaluated or it has some deficiency, but the deficiency is insufficient to make the item below minimum standards.
 "H" = Hazardous - the item in its present condition may endanger the health and safety of the occupant.
 Any item marked "B", "C", or "H" must have a written comment about the item. Additional comment sheets may be attached if needed.
 "Y" = Yes
 "N" = No
 "NV" = Not Visible/Viewed
 "NA" = Not Applicable

This Report:

1. is intended to provide basic information to the home buyer and seller prior to the time of sale. This report WILL NOT be used to enforce the requirements of the Legislative Code; however, this evaluation form will be used by the Fire Department to determine if there is compliance with the requirements for a hard-wired smoke detector in single family residences.
2. is based on the current Truth-in-Sale of Housing Evaluator Guidelines.
3. is not warranted, by the City of Saint Paul, or by the evaluator, for the condition of the building component, nor of the accuracy of this report.
4. covers only the items listed on the form and only those items visible at the time of the evaluation. The Evaluator is not required to ignite the heating plant (except during the heating season), use a ladder to observe the condition of the roofing, disassemble items or evaluate inaccessible areas.
5. may be based upon different standards than the lender, Federal Housing Administration (FHA) or Veterans Administration (VA).
6. is valid for one year from the date of issue and only for the owner named on this report.

Questions regarding this report should be directed to the evaluator.
 Complaints regarding this report should be directed to Citizen Service Office, Code Enforcement Division, Truth-in-Sale of Housing, 15 W. Kellogg Blvd., City Hall, Room 190, Saint Paul, MN 55102, Phone No. (651) 266-8440.

EVALUATOR: _____

PHONE: _____

DATE: _____

Rev 1/1/2002

Property Address: _____

See page 1 for Rating Key **Item #**

Comment

Specify location(s), where necessary

BASEMENT/CELLAR

- 1. Stairs and Handrails
- 2. Basement/cellar floor
- 3. Foundation
- 4. Evidence of dampness or staining
- 5. First floor, floor system
- 6. Beams and columns

ELECTRICAL SERVICE(S) # of Services

7. Service size:
 Amps: 30 _____ 60 _____ 100 _____ 150 _____ Other _____
 Volts: 115 _____ 115/220 _____

BASEMENT ONLY:

- 8. Electrical service installation/grounding
- 9. Electrical wiring, outlets and fixtures

PLUMBING SYSTEM

- 10. Floor drain(s) (basement)
- 11. Waste and vent piping (all floors)
- 12. Water piping (all floors)
- 13. Gas piping (all floors)
- 14. Water heater(s), installation
- 15. Water heater(s), venting
- 16. Plumbing fixtures (basement)

HEATING SYSTEM(S) # of

- 17. Heating plant(s): Type: _____ Fuel: _____
 a. Installation and visible condition
- b. Viewed in operation (required in heating season)
- c. Combustion venting

The Evaluator is not required to ignite the heating plant(s), except during heating season, between October 15 and April 15.

- 18. Additional heating unit(s) Type: _____ Fuel: _____
 a. Installation and visible condition
- b. Viewed in operation
- c. Combustion venting

19. ADDITIONAL COMMENTS (1 through 18)

EVALUATOR: _____

DATE: _____

KITCHEN Where there are multiple rooms to a category, the Evaluator must specify the room to which a Comment is related.

20. Walls and ceiling

21. Floor condition and ceiling height

22. Evidence of dampness or staining

23. Electrical outlets and fixtures

24. Plumbing fixtures

25. Water flow

26. Window size/openable area/mechanical exhaust

27. Condition of windows/doors/mech. exhaust

LIVING AND DINING ROOM(S)

28. Walls and ceiling

29. Floor condition and ceiling height

30. Evidence of dampness or staining

31. Electrical outlets and fixtures

32. Window size and operable area

33. Window and door condition

HALLWAYS, STAIRS AND ENTRIES

34. Walls, ceilings, floors

35. Evidence of dampness or staining

36. Stairs and handrails to upper floors

37. Electrical outlets and fixtures

38. Window and door condition

39. Smoke detector(s)

Hard-Wired

BATHROOM(S)

40. Walls and ceiling

41. Floor condition and ceiling height

42. Evidence of dampness or staining

43. Electrical outlets and fixtures

44. Plumbing fixtures

45. Water flow

46. Window size/openable area/mechanical exhaust

47. Condition of windows/doors/mech. exhaust

SLEEPING ROOM(S)

48. Walls and ceiling

49. Floor condition and ceiling height

50. Evidence of dampness or staining

51. Electrical outlets and fixtures

52. Window size and operable area

53. Window and door condition

ENCLOSED PORCHES AND OTHER ROOMS

54. Walls, ceiling, and floor, condition

55. Evidence of dampness or staining

56. Electrical outlets and fixtures

57. Window and door condition

ATTIC SPACE (Visible Areas)

58. Roof boards and rafters

59. Evidence of dampness or staining

60. Electrical wiring/outlets/fixtures

61. Ventilation

62. ADDITIONAL COMMENTS (20 through 61)

EVALUATOR: _____

DATE: _____

EXTERIOR (Visible Areas)

- 63. Foundation
- 64. Basement/cellar windows
- 65. Drainage (grade)
- 66. Exterior walls
- 67. Doors (frames/storms/screens)
- 68. Windows (frames/storms/screens)
- 69. Open porches, stairways and decks
- 70. Cornice and trim
- 71. Roof structure and covering
- 72. Gutters and downspouts
- 73. Chimneys
- 74. Outlets, fixtures and service entrance

GARAGE(S) / ACCESSORY STRUCTURE(S)

- 75. Roof structure and covering
- 76. Wall structure and covering
- 77. Slab condition
- 78. Garage door(s)
- 79. Garage opener(s) - (see important notice #6)
- 80. Electrical wiring, outlets and fixtures
- 81. **ADDITIONAL COMMENTS (63 through 80)**

FIREPLACE/WOODSTOVES # OF

- 82. Dampers installed in fireplaces
- 83. Installation
- 84. Condition

SUPPLEMENTAL INFORMATION - No determination is made whether items meet minimum standards (Y/N, NA, NV, only)

.....

INSULATION Y/N Type Inches/Depth

- 85. Attic Insulation
- 86. Foundation Insulation
- 87. Knee Wall Insulation
- 88. Rim Joist Insulation
- 89. **ADDITIONAL COMMENTS (82 through 88)**

I hereby certify this report complies with the Saint Paul Evaluator Guidelines, and that I have utilized reasonable and ordinary care and diligence and I have noted all conditions found that do not conform to the minimum standards of maintenance.

Evaluator Signature _____ Date _____ Printed Name: _____
Phone Number _____

IMPORTANT NOTICES

1. All single family residences in Saint Paul must have at least one smoke detector connected to the electrical system. The detector must be located near sleeping rooms. For more information call Fire Prevention, (651) 228-6230. (Saint Paul Legislative Code, Chapter 58.)
2. Rainleaders connected to the sanitary sewer system must be disconnected. For more information call Public Works, Sewer Utility, (651) 266-6234.
3. A house built before 1950 may have lead paint on/in it. If children ingest lead paint, they can be poisoned. For more information call Ramsey County Public Health, (651) 292-6525.
4. Neither the City of Saint Paul nor the Evaluator is responsible for the determination of the presence of airborne particles such as asbestos, noxious gases such as radon, or other conditions of air quality that may be present, nor the conditions which may cause the above.
5. If this building is used for any purpose other than a single family dwelling, it may be illegally zoned. To help you determine legal uses under the zoning ordinance, contact the Zoning Administrator at (651) 266-9008.
6. Automatic garage doors should reverse upon striking an object. If it does not reverse, it poses a serious hazard and should be repaired or replaced immediately.