

**LAUDERDALE CITY COUNCIL MEETING AGENDA  
TUESDAY, FEBRUARY 25, 2003  
CITY HALL, 7:30 P.M.**

**FILE**

The City Council is meeting as a legislative body to conduct the business of the City according to ROBERT'S RULES OF ORDER AND THE STANDING RULES OF ORDER AND BUSINESS OF THE CITY COUNCIL. Unless so ordered by the Mayor, citizen participation is limited to the times indicated and always within the prescribed rules of conduct for public input at meetings.

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

2. ROLL:

*Councilmembers:*

McCloskey \_\_\_\_\_ Christensen \_\_\_\_\_  
Gill-Gerbig \_\_\_\_\_ Giannetti \_\_\_\_\_  
Mayor Dains \_\_\_\_\_

*Staff:* Administrator Getschow \_\_\_\_\_

3. APPROVAL OF THE AGENDA

4. APPROVAL

- A. Approval of minutes of 2/11/03 City Council Meeting
- B. Approval of claims totaling \$49,230.92.

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

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

6. CONSENT
7. SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS/ CITIZENS ADDRESSING STREET AND UTILITY IMPROVEMENTS
8. INFORMATIONAL PRESENTATIONS
9. PUBLIC HEARINGS

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

10. REPORTS

- A. Governor's Budget Plan – State Aid Reductions

11. ACTION

- A. Approval of Hiring for the Deputy Clerk position
- B. Approval of Resolution 022503A: A Resolution Authorizing Application for CDBG Funds for the 2003 Utility Infrastructure Improvements
- C. City Code Revision to Title 1, Chapter 5, Section 2  
(City Council meeting Time)

12. DISCUSSION

- A. Potential Hazardous Building at 1728 Malvern Street
- B. Falcon Heights Nature Area DNR Trail Grant Application

13. ITEMS REMOVED FROM THE CONSENT AGENDA

14. ADDITIONAL ITEMS

15. SET AGENDA FOR NEXT MEETING

16. ADJOURNMENT

**Lauderdale City Council  
Meeting Minutes  
February 11, 2003**

1. Meeting called to order at 7:35 P.M.
  
2. ROLL  
  
Council present: Christensen, Giannetti, McCloskey, Gill-Gerbig and Mayor Dains  
  
Staff present: Administrator Getschow
  
3. APPROVAL OF THE AGENDA  
  
*A. Approval of Agenda.* Motion by McCloskey, second by Giannetti to approve the agenda. Motion carried unanimously.
  
4. APPROVAL  
  
*A. Approval of Minutes.* Motion by Christensen, second by McCloskey to approve the minutes of the January 28, 2003 City Council meeting. Motion carried unanimously.  
  
*B. Approval of Claims totaling \$23,776.71.* Motion by Giannetti, second by Gill-Gerbig to approve the claims totaling \$23,776.71. 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. *Snow Commotion.* Mayor Dains stated that Snow\*Commotion was a successful event this year with good weather. The horse-drawn hayride was a success in its second year. The Mayor thanked the Committee and the staff involved in planning the event.

8. INFORMATIONAL PRESENTATIONS

9. PUBLIC HEARINGS

10. ACTION

A. *Resolution 021103A: A Resolution Approving Plans and Specifications and Ordering an Advertisement of Bids for 2003 Street and Utility Improvements.*

Tom Kellogg, consultant engineer, provided a review of the plans and specifications for the 2003 Street and Utility Improvements. The Council discussed the closing of Summer Street at Highway 280. The current draft of the plans calls for reconstructing Summer Street between Highway 280 and Walnut Street. However, with the potential Highway 280 reconstruction and the consensus on the City Council to eventually close this access – does it make sense to close it now? Is it worth spending the dollars and assessing part of the cost to the adjacent homeowners if the road will be closed within 2-4 years after the road is reconstructed?

The City Administrator stated that the two property owners adjacent to Summer Street have stated that they favored a closing of this portion of Summer Street. An alley would be created within this right-of-way to provide driveway and garage access for the two properties. The City Council directed the Engineer to include the street closing of Summer Street between Highway 280 and Walnut Street and to create an alley in this right-of-way in the plans and specifications for the project.

Motion by Gill-Gerbig, second by Giannetti to approve Resolution 021103A: A Resolution Approving Plans and Specifications and Ordering an Advertisement of Bids for the 2003 Street and Utility Improvements. Roll: Yes: all. Motion carried.

*B. Approval of the Year-End 2002 Financial and Investment Report.* The City Administrator stated that Assistant to the City Administrator Bownik completed this report that highlights revenue and expenditure activity in 2002 prior to the completion of the financial statements and the audit. The report also included investment information for the year 2002.

The Administrator also discussed the budget deficit and the impending cuts on Local Government Aid (LGA) and the impacts on the City of Lauderdale.

Motion by Christensen, second by Giannetti to approve the Year-End 2002 Financial and Investment Report. Roll: Yes: all. Motion carried.

#### 11. REPORTS

*A. Refuse Collection Task Force Update.* The Mayor stated that the Task Force met earlier this evening with the Lauderdale refuse haulers. There was a discussion on the plans in the City for organized collection. While it is apparent from the meeting, and mailings/advertisements from the haulers that they oppose organized collection, the Mayor wanted to make it clear that organized collection does not mean that refuse collection would be undertaken by the City. It may mean that the City could regulate certain aspects of the collection such as only having a hauler on one street on one day of the week. The Task Force has been studying organized collection for approximately two years, and there are many benefits to the idea that include lower costs and preferred environmental practices in addition to protecting the city's investment in its infrastructure that are part of the goals of the Task Force. These goals would be the basis for an organized collection plan that could be drafted.

The Mayor stated that Council members may be contacted on this issue because the haulers have placed their phone numbers in the organized collection literature.

#### 12. ITEMS REMOVED FROM THE CONSENT AGENDA

#### 13. ADDITIONAL ITEMS

#### 14. SET AGENDA FOR NEXT MEETING

1. Deputy Clerk position vacancy
2. 2003 CDBG Application
3. Council Meeting Time Ordinance Revision
4. Development of the Mini-Park at Ione and Walnut

A break was taken at 8:17 p.m. to transition into a work session discussion.

15. WORK SESSION DISCUSSION

The meeting resumed at 8:25 p.m. The Council discussed meeting at an earlier time than 7:30 p.m.

The Council also discussed the enforcement of the driveway ordinance as a part of the 2003 Improvements.

Finally, the Council discussed generating alternative revenue sources. One specific option that was discussed- supporting a charitable organization that could conduct lawful gambling- was not viewed as an option to pursue at this time.

16. ADJOURNMENT

Motion by Christensen, second by Gill-Gerbig to adjourn at 9:13 P.M. Ayes: All.

**CITY OF LAUDERDALE**

**Claims for Approval**

**February 25, 2003 City Council Meeting**

Payroll

02/14/03 Payroll:	Check # 7320-7326	\$5,742.73
02/14/03 Payroll:	EFT: Federal Withholding Taxes/FICA	\$2,322.73
02/14/03 Payroll:	EFT: PERA	\$890.60
02/14/03 Payroll:	EFT: ICMA Retirement Fund	\$1,211.58

Vendor Claims

02/25/03 Claims:	Check # 16201-16218	\$39,063.28
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**Subtotal of Claims From Above** **\$49,230.92**

**Total Claims for Approval** **\$49,230.92**

## CITY OF LAUDERDALE

02/13/03 9:33 AM

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## Paid Register

Check Numbe	Employee Number	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date	Status
007322	00000003	GETSCHOW, RICK	4	BI-WEEKLY	\$1,802.99	2/14/03	Outstanding
007323	00000002	HINRICHS, DAVID C	4	BI-WEEKLY	\$979.30	2/14/03	Outstanding
007324	00000005	HUGHES, JOSEPH A	4	BI-WEEKLY	\$1,379.05	2/14/03	Outstanding
007325	00000055	HAWKINSON, LUKE	4	BI-WEEKLY	\$164.84	2/14/03	Outstanding
007326	00000056	HINRICHS, RICHARD	4	BI-WEEKLY	\$290.22	2/14/03	Outstanding
007319		VOID	4		\$0.00	2/14/03	Void
007320	00000101	DUBORD, ANDREW	4	BI-WEEKLY	\$124.56	2/14/03	Outstanding
007321	00000011	BOWNIK, JAMES	4	BI-WEEKLY	\$1,001.77	2/14/03	Outstanding
					<u>\$5,742.73</u>		



CITY OF LAUDERDALE

Vendor Transactions

CHECK Nbr	Check Date	Batch Name Invoice	Amount	Comments
<b>Search Name AMERICAN ENGINEERING TESTING</b>				
016201	2/21/03	022503claims 2/25/03	\$2,080.10	soil testing '02 st/util improvements
<i>Search Name AMERICAN ENGINEERING TESTING</i>			\$2,080.10	
<b>Search Name AT &amp; T</b>				
016202	2/21/03	022503claims 2/25/03	\$3.87	02/03 long distance
<i>Search Name AT &amp; T</i>			\$3.87	
<b>Search Name BROWNING-FERRIS IND OF MN</b>				
016203	2/21/03	022503claims 2/25/03	\$2,415.00	01/03 recycling
<i>Search Name BROWNING-FERRIS IND OF MN</i>			\$2,415.00	
<b>Search Name CINTAS</b>				
016204	2/21/03	022503claims 2/25/03	\$37.23	2/10 pw uniforms
<i>Search Name CINTAS</i>			\$37.23	
<b>Search Name CITY OF FALCON HEIGHTS</b>				
016205	2/21/03	022503claims 2/25/03	\$1,077.00	01/03 fire calls
016205	2/21/03	022503claims 2/25/03	\$359.00	01/03 false fire calls
<i>Search Name CITY OF FALCON HEIGHTS</i>			\$1,436.00	
<b>Search Name CITY OF ST ANTHONY</b>				
016206	2/21/03	022503claims 764	\$19,266.66	03/03 police services
<i>Search Name CITY OF ST ANTHONY</i>			\$19,266.66	
<b>Search Name GOPHER STATE ONE-CALL</b>				
016207	2/21/03	022503claims 3010486	\$3.80	01/03 locate services
<i>Search Name GOPHER STATE ONE-CALL</i>			\$3.80	
<b>Search Name LILLIE SUBURBAN NEWS</b>				
016208	2/21/03	022503claims 2/25/03	\$578.00	01/03 delivery roseville review
<i>Search Name LILLIE SUBURBAN NEWS</i>			\$578.00	
<b>Search Name MET-COUNCIL ENVIRONMENTAL SER.</b>				
016209	2/21/03	022503claims 751022	\$11,210.33	03/03 wastewater services
<i>Search Name MET-COUNCIL ENVIRONMENTAL SER.</i>			\$11,210.33	
<b>Search Name QWEST</b>				
016210	2/21/03	022503claims 2/25/03	\$57.64	02/03 warming house phone
016210	2/21/03	022503claims 2/25/03	\$55.30	02/03 autodial malvern lift station
<i>Search Name QWEST</i>			\$112.94	
<b>Search Name RAMSEY CO LEAGUE OF LOCAL GOVT</b>				
016211	2/21/03	022503claims 103-03	\$218.20	'03 membership dues
<i>Search Name RAMSEY CO LEAGUE OF LOCAL GOVT</i>			\$218.20	
<b>Search Name RAMSEY COUNTY, PROP REC &amp; REV</b>				
016212	2/21/03	022503claims pubw003340	\$412.63	01/03 health benefits
016212	2/21/03	022503claims pubw003340	\$867.50	01/03 plowing/sanding
<i>Search Name RAMSEY COUNTY, PROP REC &amp; REV</i>			\$1,280.13	
<b>Search Name SAM'S CLUB</b>				
016213	2/21/03	022503claims 2/25/03	\$90.00	'03 membership fees
016213	2/21/03	022503claims 2/25/03	\$69.07	'03 snowcommotion

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

CHECK Nbr	Check Date	Batch Name Invoice	Amount	Comments
<i>Search Name SAM'S CLUB</i>			\$159.07	
<b>Search Name SPRINT PCS</b>				
016214	2/21/03	022503claims 2/25/03	\$11.26	01/03 pw cell phone
016214	2/21/03	022503claims 2/25/03	\$11.26	01/03 pw cell phone
<i>Search Name SPRINT PCS</i>			\$22.52	
<b>Search Name ST PAUL REGIONAL WATER SERVICE</b>				
016215	2/21/03	022503claims 2/25/03	\$5.89	4q02 water bill
016215	2/21/03	022503claims 2/25/03	\$5.89	4q02 water bill
<i>Search Name ST PAUL REGIONAL WATER SERVICE</i>			\$11.78	
<b>Search Name UNIVERSITY OF MINNESOTA</b>				
016216	2/21/03	022503claims 2/25/03	\$125.00	dave shade tree course
<i>Search Name UNIVERSITY OF MINNESOTA</i>			\$125.00	
<b>Search Name US BANK, DEBT SERVICES</b>				
016217	2/21/03	022503claims 1219168	\$50.00	'00 st/util admin fee
<i>Search Name US BANK, DEBT SERVICES</i>			\$50.00	
<b>Search Name WALTER'S RUBBISH</b>				
016218	2/21/03	022503claims 169914	\$52.65	02/03 garbage service
<i>Search Name WALTER'S RUBBISH</i>			\$52.65	
<b>Grand Total</b>			\$39,063.28	

## Lauderdale City Council Memorandum

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Council Meeting Date: February 25, 2003  
To: Mayor and City Council  
From: Rick Getschow, City Administrator  
Agenda Item: Governor's Budget Proposal- State Aid Cuts

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### **BACKGROUND:**

I am currently still receiving and digesting the information from the governor's proposal, but I plan on providing a report on the proposed state aid cuts and its effect on the City of Lauderdale at the Council meeting.

Until I prepare the Lauderdale information and its impacts on the City, the LMC Bulletin that is in your packet should provide general information on the state aid cuts.

# Lauderdale City Council Memorandum

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Council Meeting Date: February 25, 2003  
To: Mayor and City Council  
From: Rick Getschow, City Administrator  
Agenda Item: Approve Filling the Deputy Clerk position

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## **BACKGROUND:**

Attached for Council consideration is the current job description and job announcement for the vacant Deputy Clerk position.

The Deputy Clerk position is crucial for the City to operate in an efficient and effective manner. In most cases, this position presents to residents and clients the first impression of the City. As you know, the position's duties and responsibilities consist of administrative and customer service tasks such as interacting and dealing with residents and clients as well as performing the recycling, newsletter, website and utility billing functions. Also, it is anticipated that the position will once again become more involved in acting as the staff liaison to the Park and Community Involvement Committee along with assisting in the planning of community events. This was a duty of the Deputy Clerk when James and his predecessors held the position. Now is the best time to begin to turn these duties back to the Deputy Clerk position.

The proposed pay scale is included in the packet and reflects a 2% increase from the last approved pay scale. This is a result of this position not receiving a merit increase for 2003 because it was vacant.

## **ENCLOSURES:**

1. Deputy Clerk Job Description
2. Deputy Clerk Pay Scale
3. Deputy Clerk Job Announcement

## **COUNCIL ACTION REQUESTED:**

Motion to approve the job announcement and job description for the Deputy Clerk position and to direct the City Administrator to advertise to fill the position.

<p style="text-align: center;"><b>CITY OF LAUDERDALE POSITION DESCRIPTION</b></p>
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**Position Title: DEPUTY CLERK**  
**Report to: CITY ADMINISTRATOR**

**POSITION SUMMARY**

Performs routine to skilled clerical and paraprofessional work assisting the City Administrator; performs general office work for City Hall; performs special tasks as assigned.

**TYPICAL DUTIES PERFORMED**

- Greets public, determines nature of business, provides information, answers questions, researches files and/or refers as appropriate.
- Answers telephone calls and provides information.
- Answers questions, responds to complaints and discrepancies and solves problems related to utility bills and related utility issues.
- Performs all aspects of utility billing function.
- Types correspondence, memos, reports, resolutions, ordinances, budget and forms.
- Keeps agendas, minutes, resolutions, ordinances and other information organized.
- When needed, takes and types minutes of Council meetings.
- Assists in preparing and delivering Council agenda and packet.
- Drafts routine correspondence and designs forms for office use.
- Maintains office filing system and files.
- Accepts payments for fines, assessments, bills, licenses; prepares receipts, and makes change.
- Processes dog/cat licenses and permits as required.
- Prepares and mails applications for various licenses, completes and sends required state reports.
- Processes building and other permit applications. Ensures application is completed and all necessary documents are attached.
- Sorts and distributes mail.
- Refers Gopher State One calls.
- Coordinates recycling for the City; answers questions about recycling and refuse.
- Assists with special projects.
- Purchases office supplies as approved by the City Administrator.
- Maintains monthly, master calendar.
- Creates City newsletter, as necessary.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Answer phones, respond to inquiries/complaints from residents, or refer to appropriate staff member.
- Assist residents in applying for permits and licenses.
- Schedules use of Community Room and Community Park for events.
- As needed, type agendas, minutes, and arrange materials for City Council Meetings, Work Sessions, Planning Commission meetings; type correspondence and other items as directed.
- Completes research on various items as directed
- Maintain and operate computers, fax, and photocopying equipment.
- Maintain office supplies inventory.
- Maintain record of City Council Meeting Agendas, Minutes, Resolutions, and Ordinances.
- Set up and maintain filing system, including periodic removal of files to storage.
- Open/close City Hall.
- Receipt monies.
- Prepare delinquent bills for assessments to taxes.
- Assist in the preparation of assessment rolls. Create and send out necessary notification related to assessment and improvement hearings.
- Assist in the certification of assessments to the County.
- Responsible for all aspects of utility billing function including entering current utility account information, including bills paid, updating account information, and closing/opening accounts preparing utility bills for residents processing bills and prepare vouchers for coding and printing through the accounting system software.
- Assists in preparing information for annual audit and assists auditors with utility billing during audit, as necessary.
- Prepare and submit state quarterly building surcharge and SAC unit reports.
- Prepare and submit report on building permits to Ramsey County.
- Coordinate and promote recycling, hazardous waste, and composting efforts in the City.
- Prepare recycling information for distribution via newsletter and at City Hall.
- Post current Community information on bulletin boards, in City Hall, and on the city cable channel.
- Coordinate, maintain, and update the information stored on the city website.
- Work with CTV as the municipal programming contact
- Attend Ramsey County Recycling Coordinator Meetings.
- Report resident recycling participation as required to Ramsey County.

- Complete applications and related progress reports for recycling and other grants as required.
- Revise/draft pertinent ordinances as directed.
- Draft/monitor RFP for recycling services.
- When needed, assists with creation of layout for budget.
- Assists in development of notices, flyers, brochures, etc...
- Create layout for newsletter, edit, mail, distribute, create labels, etc.
- When needed, prepare videotape for Council meetings.
- When appropriate, label tapes and store.
- Operate listed office machines as required.
- Receives, stamps and distributes incoming mail, processes outgoing mail.
- Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Inputs data to standard office and department forms; makes simple postings to accounts; compiles data for various reports.
- Plans conferences and training sessions. Coordinates travel plans for staff.
- Prepares records such as notices, minutes, and resolutions.
- Acts as custodian of departmental documents and records. Establishes and maintains filing systems, control records and indexes using moderate independent judgment.
- Maintains inventories and orders office supplies and materials.
- Schedules appointments, and performs other administrative and clerical duties.
- Receipts various payments and posts monies to appropriate accounts.
- Keep database of residents and property information up to date.
- Annually work to increase database usability.
- Update and print City Directory as necessary.
- Sell advertising for directory.
- Check all addresses, phone numbers, and City information in directory.
- Acts as Park and Community Involvement Committee (PCIC) staff liaison.
- Types and prepares agendas, minutes, reports and arrange materials for PCIC meetings.
- Tracks finances for City events and reports them to PCIC.
- Works with PCIC on all Community Events
- Coordinates City's recreation programs.
- Investigates and follows-up on citizen requests and complaints.
- Research and prepare grant applications as directed.

## **MINIMUM QUALIFICATIONS**

### Education and Experience:

- (A) Degree from a 2 year technical school with course work in general office practices, and
- (B) 2 years of experience working in an office environment, experience using personal computer, or
- (C) any equivalent combination of related education and experience.

### Prefer:

- (A) four year degree in public or business administration; and
- (B) experience in utility billing, recycling and newsletter and other publications.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
- Skill in operation of listed tools and equipment.
- Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.
- Working knowledge of Council procedures and requirements.
- Working knowledge of City operations, practices and procedures.
- Working knowledge of utility billing issues including problem identification and resolution.
- Working knowledge of office practices, procedures and equipment including use of computers for word-processing and spreadsheet applications.
- Ability to type and enter data with speed and accuracy and operate office equipment.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain confidentiality of City business.
- Working ability to perform mathematical computations and maintain accurate records.
- Ability to prioritize work and work independently.



### **TOOLS AND EQUIPMENT USED**

Phone; desktop computer; personal computer including word processing, spreadsheet, and database software; copy machine; postage machine; fax machine; calculator.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Supervisor

Approval: \_\_\_\_\_  
Appointing Authority

Effective Date: 2-25-03

**LAUDERDALE 2003 WAGE SCHEDULE - AFSCME - SCHEDULE A**

**2002 Wage Schedule**

JOB TITLE	STANTON POSITION COMPARED TO	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Deputy Clerk (Non-exempt)	Executive Secretary (No. 98) - 33%	\$3,081.71	\$2,927.62	\$2,773.54	\$2,619.45	\$2,465.37
	Secretary B (No. 96) - 33%					
	Secretary C (No. 95) - 33%					

**FINAL 2003 Wage Schedule (Includes Stanton Adj. and Merit Adj.)**

JOB TITLE	STANTON POSITION COMPARED TO	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Deputy Clerk (Non-exempt)	Executive Secretary (No. 98) - 33%	\$3,235.80	\$3,074.01	\$2,912.22	\$2,750.43	\$2,588.64
	Secretary B (No. 96) - 33%					
	Secretary C (No. 95) - 33%					

# *The City of Lauderdale*

1891 Walnut Street • Lauderdale • Minnesota • 55113  
Phone: 651-631-0300 • Fax: 651-631-2066

## **ANNOUNCEMENT OF JOB OPPORTUNITY**

### **DEPUTY CLERK**

The City of Lauderdale is seeking qualified candidates for the position of Deputy Clerk. The position requires performing routine to skilled clerical and paraprofessional work assisting the City Administrator. Responsibilities include coordination/preparation of Council agenda packets, record maintenance, legal notices, permits/licenses, newsletter publication, assistance with community events organization, and special projects.

#### **Minimum Qualifications:**

- Degree from 2 year technical school with course work in general office practices
- 2 years of experience working in an office environment
- Experience using a personal computer (MS Office package)
- Prefer four-year degree in public or business administration

#### **Starting Salary:**

\$2,588.64 to \$2,750.43 per month/DOQ, with excellent benefits

#### **Please Send:**

Completed city employment application, cover letter, and resume  
Please call 651-631-0300 for a city employment application

#### **Please Send to:**

City of Lauderdale  
City Administrator  
1891 Walnut Street  
Lauderdale, MN 55113

**All application materials must be received by 4:30 p.m. on Monday, March 17, 2003.**

The City of Lauderdale has a drug and alcohol testing policy, which provides for pre-employment drug testing.

# Lauderdale City Council Memorandum

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Council Meeting Date: February 25, 2003  
To: Mayor and City Council  
From: Rick Getschow, City Administrator  
Agenda Item: 2003 CDBG Application

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## **BACKGROUND:**

Community Development Block Grant Funds are available for 2003 from Ramsey County through the federal government on a competitive application basis once again this year. The City previously received \$80,000 in funds for the 2000 and 2002 Street and Utility Improvements.

This year's application once again requests \$80,000 in grant funds from Ramsey County that would be earmarked for the utility portion of the overall 2003 improvement project. As you know, the street reconstruction portion of the project is not eligible for CDBG funds due to the fact that assessable improvements are not eligible for these funds.

It is recommended that the City Council adopt the enclosed resolution authorizing the application for these grant funds. The resolution will be submitted with the completed application by February 28<sup>th</sup>.

## **ENCLOSURES:**

1. Resolution 022503A: A Resolution Authorizing Application for CDBG Funds for 2003 Utility Infrastructure Improvements

## **COUNCIL ACTION REQUESTED:**

Approval of Resolution 022503A: A Resolution Authorizing Application for CDBG Funds for 2003 Utility Infrastructure Improvements

**RESOLUTION NO. 022503A**

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

**A RESOLUTION AUTHORIZING APPLICATION FOR COMMUNITY  
DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR THE 2003  
UTILITY INFRASTRUCTURE IMPROVEMENTS**

**WHEREAS**, the 2003 Utility Infrastructure Improvements are seen as a high local priority to the overall well-being of the City of Lauderdale; and

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

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

**WHEREAS**, the City of Lauderdale is requesting \$80,000 in CDBG funds for an estimated overall \$721,000 improvement.

**NOW, THEREFORE BE IT RESOLVED**, the City Council of the City of Lauderdale supports application for CDBG funds from Ramsey County for the 2003 Utility Infrastructure Improvements.

Adopted by the City Council of the City of Lauderdale, Minnesota this 25<sup>th</sup> day of February, 2003.

(ATTEST)

\_\_\_\_\_  
Jeffrey E. Dains, Mayor

(SEAL)

\_\_\_\_\_  
Rick Getschow, City Administrator

# Lauderdale City Council Memorandum

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Council Meeting Date: February 25, 2003  
To: Mayor and City Council  
From: Rick Getschow, City Administrator  
Agenda Item: Council Meeting Time Ordinance Revision

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## **BACKGROUND:**

At the Council goal session and at the last Council work session the City Council expressed a willingness to start City Council meetings at 7:00 p.m. as opposed to 7:30 p.m.

Enclosed is a proposed revision to the City Code for approval that indicates this time change. The change would then be effective following the publication of the ordinance revision in the official newspaper.

## **ENCLOSURES:**

1. Revised City Code, Title 1, Chapter 5, Section 2: Council Meeting Bylaws-Regular Meetings

## **COUNCIL ACTION REQUESTED:**

Approve the revised City Code, Title 1, Chapter 5, Section 2: Council Meeting Bylaws Regular Meetings

## 1-5-2: COUNCIL MEETING BYLAWS:

### 1-5-2-1: REGULAR MEETINGS:

Regular meetings of the Council shall be held at the City Hall on the second and fourth Tuesday of each month at seven o'clock (7:00) P.M. Work sessions of the Council shall be held the second Tuesday of each month as needed which begins at seven o'clock (7:00) P.M. The Council may make motions and take action at these work sessions. (Ord. 1, 7-27-1993; amd. 7-25-1995)

### 1-5-2-2: SPECIAL MEETINGS AND WORK SESSIONS:

Special meetings and work sessions must be called at the request of at least three (3) members of the Council. Only those items specifically agreed upon in advance shall be considered. At least twenty four (24) hours' advance notice must be given to all members of the Council prior to the holding of said special meetings and work sessions, and such notice shall also be posted at City Hall at least twenty four (24) hours in advance of the special meeting. (Ord. 1, 7-27-1993)

### 1-5-2-3: EMERGENCY MEETINGS:

Emergency meetings may be called at any time, providing all members of the Council agree to waive notice prior to the holding of such emergency meeting. (Ord. 1, 7-27-1993)

### 1-5-2-4: QUORUM:

Three (3) members of the Council shall constitute a quorum. (Ord. 1, 7-27-1993)

### 1-5-2-5: MINUTES:

As soon as a quorum is present, minutes of the previous meeting shall be approved as presented or accepted after corrections have been made. (Ord. 1, 7-27-1993)

### 1-5-2-6: MOTIONS:

A. Any motion, by any member, shall be reduced to writing by the recorder.

B. No motion shall be put to vote until it has been stated by the recorder.

# Lauderdale City Council Memorandum

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Council Meeting Date: February 25, 2003  
To: Mayor and City Council  
From: Rick Getschow, City Administrator  
Agenda Item: 1728 Malvern Street

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## **BACKGROUND:**

In July of 2001, the City Council discussed the potential nuisance property at 1728 Malvern that has been vacant. At that time the City Council received a letter signed by a number of residents on Malvern Street between Larpentour Avenue and Ione Street regarding the condition of a potentially vacant house at 1728 Malvern Street. At that meeting, the Council indicated that they would like to pursue dealing with this building as potentially hazardous. It was stated at that meeting that the City has initiated action in the past through the Hazardous Building Act (Chapter 463). That Statute defines hazardous as

*“Any building or property, which because of inadequate maintenance, physical damage, unsanitary conditions, or abandonment, constitutes a fire hazard or a hazard to the public safety or health.”*

Before the City initiated these proceedings, the owner of the property passed away. I was told at that time, a surviving member of the family was planning on seeking a demolition permit to remove the house. This did not happen as planned during 2002, and the property has continued to sell and be listed for sale as a contact-for-deed property and the property has continued to remain vacant. Since it now seems that current owners are not planning on demolishing the house as planned in 2002, the City Council may wish to deal with this issue once again and possibly invoke the Hazardous Building Act.

## **ENCLOSURES:**

1. Letter dated June 11, 2001 from the “Neighbors of 1728 Malvern”
2. Map of the block highlighting the subject property

## **COUNCIL ACTION REQUESTED:**

Provide staff direction on how to proceed with this issue.



June 11, 2001

Rick Getschow  
City Administrator  
City of Lauderdale  
1891 Walnut Street  
Lauderdale, MN 5513

Dear Mr. Getschow:

This letter is to voice our concern and frustration with the residence at 1728 Malvern Street. As tax-paying property owners it concerns us that the City of Lauderdale isn't more proactive in addressing an abandoned house. The property at 1728 Malvern should be condemned, it's no longer structurally sound and is frequently occupied by squirrels. It's become the neighbors' responsibility to complain to the City Offices to get the grass mowed.

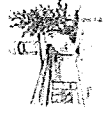
This property is an embarrassment to our neighborhood and the City of Lauderdale. Please help us – we are losing pride in our neighborhood.

The neighbors of 1728 Malvern Street.

Thank you.

*Ruth DeWitt - 1735 Malvern St.*  
*Stacy McLaughlin - 1735 MALVERN ST.*  
*Jane Nolden 1739 Malvern St*  
*Lou Deum 1719 MALVERN ST*  
*Jean Lange 1731 Malvern St*  
*Jim Lange 1731 Malvern St.*  
*Archie Lange 1725 MALVERN ST.*  
*Doug Lyle 1725 Malvern St.*

Gina Zalazar 1716 Malvern St.  
Sara Gungor 1716 MALVERN ST.  
Pete Gungor 1578 Chelsea  
Patrick M. Dwyer 1716 Malvern St.  
~~John~~ 1716 MALVERN ST.  
~~John~~ 1716 Malvern St  
Carol Brashe 1715 Malvern St  
Mica Hutchinson 1724 Malvern



CitySight  
SnapShot

Enter Map Title  
Enter Map Description

Map Legend:

- LABEL
- ADDRPNT
- STPNT
- CITYLIMA
- CENTLINE
- PARPOLY

Selected Parcels (1)

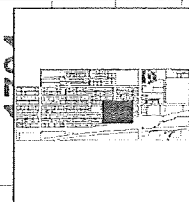


Map Scale: 1" = 0'  
Map Date: February 21, 2003  
Data Date: December 5, 2002

1766	1767	1766	1768
1754	1759	1764	1762
0	0	1758	1756
1744	1747	1754	1750
	0	1750	1748
		1746	
		1744	

IONE ST

1738	1739	1736	1737	2412	1720
0	1735	1732	1733	8142	1718
0	1731	1728	1731		1714
	1725	1724	1727		1708
	1719	1716	1719		
	1715	1714	1715		
	1709	1706	1709		
	1703	1700	1707		
	1699	1698	1699		



Mapdisclaim

Note: The information provided by this program has been compiled from recorded deeds, plats, taxmaps, surveys, and other public records and data. It is not a legally recorded map or survey and is not intended to be used as one. Users of this data are hereby notified that the information sources mentioned above should be consulted for verification of the information.

## Lauderdale City Council Memorandum

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Council Meeting Date: February 25, 2003  
To: Mayor and City Council  
From: Rick Getschow, City Administrator  
Agenda Item: Falcon Heights Nature Area DNR Trail Grant Application

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### **BACKGROUND:**

On Friday morning I was approached by the City of Falcon Heights to be a partner in a DNR trail grant application for the main trail that goes through the Nature Area in Lauderdale and Falcon Heights from Lauderdale Hollows to Coffman Avenue.

I will receive more information from Falcon Heights on Friday and will provide a report on this grant possibility at the Council meeting.