

LAUDERDALE CITY COUNCIL MEETING AGENDA
7:30 P.M. TUESDAY, JUNE 14, 2016
LAUDERDALE CITY HALL, 1891 WALNUT STREET

The City Council is meeting as a legislative body to conduct the business of the City according to Robert's Rules of Order and the Standing Rules of Order and Business of the City Council. Unless so ordered by the Mayor, citizen participation is limited to the times indicated and always within the prescribed rules of conduct for public input at meetings.

1. **CALL THE MEETING TO ORDER**
2. **ROLL CALL**
3. **APPROVALS**
 - a. Agenda
 - b. Minutes of the May 24, 2016 City Council Meeting
 - c. Claims Totaling \$97,589.50
4. **CONSENT**
 - a. Gordy Beck Step Increase
5. **SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**
6. **INFORMATIONAL PRESENTATIONS / REPORTS**
 - a. June Farmers Market Update
7. **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.

8. **DISCUSSION / ACTION ITEMS**
 - a. Deputy Clerk-Treasurer Appointment
 - b. National League of Cities Training Request
 - c. International City/County Managers Association Conference Request
 - d. Cooperation with Minnesota Conversation Corps Volunteers
9. **ITEMS REMOVED FROM THE CONSENT AGENDA**
10. **ADDITIONAL ITEMS**
11. **SET AGENDA FOR NEXT MEETING**
 - a. State Representatives Alice Hausman and John Marty
 - b. May Financial Report
 - c. Election Day Council Meetings
 - d. Temporary Family Health Care Dwelling Ordinance
 - e. 2017 Budget
 - f. Election Judge Appointments
 - g. Comprehensive Plan RFP

- h. Policing Report by Gwen Willems of the League of Women Voters – July 12

12. WORK SESSION

- a. Opportunity for the Public to Address the City Council

Any member of the public may speak at this time on any item not on the agenda. In consideration for the public attending the meeting, 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 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 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.

- b. One-Side Parking on Eustis Street
- c. Comprehensive Plan Update Process
- d. Community Development Update

13. ADJOURNMENT

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Lauderdale City Hall
1891 Walnut Street
Lauderdale, MN 55113

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May 24, 2016

Mayor Dains called the Regular City Council meeting to order at 7:32 p.m.

Councilors present: Mayor Jeff Dains, Mary Gaasch, Roxanne Grove, and Denise Hawkinson.
Councilors absent: Lara Mac Lean.

Staff present: Heather Butkowski, City Administrator and Jim Bownik, Assistant City Administrator.

Approvals

Mayor Dains asked for changes to the meeting agenda. There being none, motion was made by Councilor Grove to approve the agenda, seconded by Councilor Gaasch and carried unanimously.

Councilor Gaasch moved to approve the City Council meeting minutes of May 10, 2016. Councilor Grove seconded the motion and carried unanimously.

Councilor Hawkinson moved and seconded by Councilor Grove to approve the claims totaling \$36,876.67. Motion carried unanimously.

Consent

Mayor Dains asked if any Councilors wished to remove items from the Consent Agenda. There being none, Councilor Hawkinson moved and seconded by Councilor Grove to approve the Consent Agenda thereby acknowledging the April Financial Report and PCIC minutes. Motion carried unanimously.

Informational Presentations/Reports

A. Day in the Park

Assistant City Administrator Bownik reported on plans for the July 21 Day in the Park event.

Public Hearings

A. Benedictine Health System Conduit Debt Project – Resolution 052416A

Administrator Butkowski explained that the Benedictine Health System's (BHS) conduit debt project was coming to its conclusion. The Council was being asked to adopt a resolution providing for the issuance of debt of up to \$1,300,000 after holding a public hearing.

Gina Fiorini, legal counsel for the City, mentioned that this project was like previous ones in which the City participated. The City was providing BHS the City's annual allotment of bank qualified (BQ) debt. The debt would be purchased by a bank with the proceeds funding BHS's improvements. She reiterated that the City of Lauderdale was not liable for the repayment of the debt.

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The Council thanked Fiorini for her comments. Councilor Gaasch noted the City's participation in these projects promotes the development of non-profit community groups and provides financial resources for the City.

Mayor Dains opened the public hearing at 7:41 p.m. There being no comments, the public hearing was closed at 7:42 p.m.

Motion was made by Councilor Gaasch and seconded by Councilor Grove to adopt Resolution 052416A — A Resolution Authorizing the Issuance, Sale, and Delivery of Revenue Obligations for the Benefit of Benedictine Health System and Its Affiliates; Authorizing the Execution of the Revenue Obligations and Related Documents; and Taking Other Actions Related Thereto. Motion carried unanimously.

B. Annual Storm Water Report

Administrator Butkowski provided background on city operations as it related to the City's storm water permit. Much of the City's efforts go into public education, including support for the state-wide *Minnesota Waters: Let's Keep It Clean* program.

Mayor Dains opened the public hearing at 7:44 p.m. There being no comments, the public hearing was closed at 7:45 p.m.

Discussion / Action Items

A. Donation from Friends of the Lauderdale Dog Park - Resolution 052416B

The Friends of the Lauderdale Dog Park raised money to purchase hardwood mulch for the dog park. The cost of the mulch was quoted at \$500 by Innovative Landscaping. By adopting the resolution, the Council accepted the donation and the group may proceed with procurement.

Motion was made by Councilor Gaasch and seconded by Councilor Hawkinson to adopt Resolution 052416B — A Resolution Accepting Donations for Improvements to the Lauderdale Dog Park. Motion carried unanimously.

B. Non-Domestic Animal Request, 1830 Lake Street

Jennifer Modder, owner of 1830 Lake Street, requested to continue using an existing shed on their property for their hens. They used the shed in the past but the latest revisions to code require the coop to be three feet from property lines. Ordinance allows the Council to waive the three-foot requirement.

Motion was made by Councilor Hawkinson and seconded by Councilor Grove to approve the non-domestic animal permit for Jennifer Modder of 1830 Lake Street. Motion carried unanimously.

Councilor Mac Lean joined the meeting.

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C. Emerald Ash Borer Update

In response to comments received from a resident regarding the Emerald Ash Borer (EAB) tree disease at the previous meeting, staff revisited the plans put into place when the disease was first found in the area. As the progression of the disease has been slow and the City only has about five dozen public ash trees, the plan has been to remove infected trees and leave the healthy trees remain as long as possible. The Council reiterated they agree with this plan of action.

D. 2016 Seal Coating Update

Administrator Butkowski provided an update on the seal coating project which is expected to happen in June. Staff will advertise when the work will begin to give notice to residents on when they should find alternative parking.

E. Capitol Region Watershed District (CRWD) Storm Water Project Discussion

Staff from CRWD provided information at the previous meeting on options for storm water improvement projects in Lauderdale and the broader watershed area. Administrator Butkowski recapped the highlights of that discussion and asked the Council for feedback. Based on the discussions, staff will work with the watershed district to bring additional funding partners to the project and try to determine what the City's possible waste load allocation reductions may be when the PCA and EPA have completed their assessment of the Mississippi River.

F. Election Judge Compensation

Administrator Butkowski said staff were recruiting for election judges and in light of the new minimum wage laws, were proposing raising the pay for election judges to \$10.00 per hour or \$160 per day. The Mayor and Council expressed appreciation for the judges and noted how easy the judges make it to vote in a timely manner here. They proposed a rate of pay of \$12.50 per hour or \$200 per day for judges and \$220 for the head judge.

Motion was made by Councilor Hawkinson and seconded by Councilor Gaasch to approve the election judge compensation as discussed. Motion carried unanimously.

G. Emergency Management GETS Cards

Administrator Butkowski explained that the City Council may receive Government Emergency Telecommunications Service (GETS) cards for when you are called upon to assist in an emergency. The cards allow those assisting in an emergency to receive priority use of the cellular and landline networks. The Council expressed interest in receiving the cards; staff will notify Ramsey County's Emergency Management Director.

Administrator Butkowski noted the next meeting may include the Comprehensive Plan Request for Proposals, presentation by the League of Women Voters, and ordinance revisions

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Work Session

A. Public Comment
None.

B. Temporary Dwelling Law

Administrator Butkowski explained that the legislature adopted a law that would require cities to permit "Temporary Family Health Care Dwellings." The legislation allows cities to opt out of the requirements if they did not feel the provisions are in the best interest of their community. Due to the newness of the law and the newness of the concept, staff recommended opting out of the law until we see successful uses elsewhere. The Council agreed and staff will bring an ordinance back for Council consideration.

C. Dispute Resolution Services

Administrator Butkowski noted that neighbors often have difficulty working out their issues and try to bring city staff in to mediate when it often is not an appropriate role for staff. These issues also detract from other projects staff are working on. Staff began researching mediation options and learned that for a small fee Dispute Resolution Center (DRC) in St. Paul will provide services to residents from Lauderdale. Staff recommended working with DRC and the Council agreed. Staff will work out the details with DRC staff.

D. Use of Chemicals Policy

Butkowski noted that the City Council has provided direction for staff not to use chemical herbicides or pesticides. Recent requests by residents for assistance with buckthorn and Japanese knotweed have raised questions amongst staff as to how to respond to the requests. The Council reiterated their desire to not chemically treat weeds and plants.

E. Community Update

Administrator Butkowski reported that staff are working with Chowgirls Killer Catering on issues related to bringing municipal water service to them via the City of Minneapolis.

There being no further business on the council agenda, motion was made by Councilor Hawkinson and seconded by Councilor Gaasch, carried unanimously, to adjourn the meeting at 8:15 p.m.

Respectfully submitted,



Heather Butkowski
City Administrator

CITY OF LAUDERDALE

CLAIMS FOR APPROVAL

June 14, 2016 City Council Meeting

<u>Payroll</u>		
06/03/16 Payroll:	Direct Deposit # 502240-502246	\$8,903.49
06/03/16 Payroll:	Payroll Liabilities, E-payments 1112E-1115E	\$7,478.92
<u>Vendor Claims</u>		
06/14/16 Claims:	Check #'s 23361-23385	\$81,207.09
	SUBTOTAL	\$97,589.50

Total Claims for Approval	\$97,589.50
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Payments

Current Period: JUNE 2016

Batch Name	060316 PR				
Payment		Computer Dollar Amt	\$7,478.92	Posted	
Refer	5497 ICMA RETIREMENT TRUST - 457	Ck# 001114E 6/3/2016			
Cash Payment	G 101-21705 ICMA RETIREMENT	June 3, 2016 Payroll			\$1,667.74
Invoice					
Transaction Date	6/3/2016	Due 0 NORTH STAR CHEC 10100		Total	\$1,667.74
Refer	5498 MN DEPARTMENT OF REVENUE	Ck# 001115E 6/3/2016			
Cash Payment	G 101-21702 STATE WITHHOLDING	June 3, 2016 Payroll			\$580.44
Invoice					
Transaction Date	6/3/2016	Due 0 NORTH STAR CHEC 10100		Total	\$580.44
Refer	5495 NORTH STAR BANK, CHECKING S	Ck# 001112E 6/3/2016			
Cash Payment	G 101-21701 FEDERAL TAXES	June 3, 2016 Payroll			\$1,266.46
Invoice					
Cash Payment	G 101-21703 FICA WITHHOLDING.	June 3, 2016 Payroll			\$2,193.56
Invoice					
Transaction Date	6/3/2016	Due 0 NORTH STAR CHEC 10100		Total	\$3,460.02
Refer	5496 PERA	Ck# 001113E 6/3/2016			
Cash Payment	G 101-21704 PERA	June 3, 2016 Payroll			\$1,770.72
Invoice					
Transaction Date	6/3/2016	Due 0 NORTH STAR CHEC 10100		Total	\$1,770.72

Fund Summary

	10100 NORTH STAR CHECKING	
101 GENERAL		\$7,478.92
		<u>\$7,478.92</u>

Pre-Written Checks	\$7,478.92
Checks to be Generated by the Computer	\$0.00
Total	<u>\$7,478.92</u>

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Payments

Current Period: JUNE 2016

Batch Name	061416CLAIMS	Payment	Computer Dollar Amt	\$81,207.09	Posted
Refer	<u>5470 ABDO EICK & MEYERS LLP</u>			<u>Ck# 023361 6/14/2016</u>	
Cash Payment	E 601-49000-301 AUDITING			Balance of 2015 Audit	\$1,840.00
Invoice	365914 4/22/2016				
Cash Payment	E 602-49100-301 AUDITING			Balance of 2015 Audit	\$1,840.00
Invoice	365914 4/22/2016				
Cash Payment	E 101-41500-301 AUDITING			Balance of 2015 Audit	\$1,220.00
Invoice	365914 4/22/2016				
Transaction Date	6/7/2016	Due 0	NORTH STAR CHEC 10100	Total	\$4,900.00
Refer	<u>5471 CITY OF ST ANTHONY</u>			<u>Ck# 023362 6/14/2016</u>	
Cash Payment	E 101-42100-319 POLICE CONTRACT			June Police Contract	\$54,418.83
Invoice	3400 5/31/2016				
Transaction Date	6/7/2016	Due 0	NORTH STAR CHEC 10100	Total	\$54,418.83
Refer	<u>5472 CROIX OIL</u>			<u>Ck# 023363 6/14/2016</u>	
Cash Payment	E 101-43000-212 MOTOR FUELS			May fuel	\$151.48
Invoice	446656 5/31/2016				
Cash Payment	E 601-49000-212 MOTOR FUELS			May fuel	\$32.46
Invoice	446656 5/31/2016				
Cash Payment	E 602-49100-212 MOTOR FUELS			May fuel	\$32.46
Invoice	446656 5/31/2016				
Transaction Date	6/7/2016	Due 0	NORTH STAR CHEC 10100	Total	\$216.40
Refer	<u>5500 CROIX OIL</u>			<u>Ck# 023363 6/14/2016</u>	
Cash Payment	E 101-43000-212 MOTOR FUELS			May	\$73.77
Invoice	446882 6/6/2016				
Cash Payment	E 601-49000-212 MOTOR FUELS			May	\$15.80
Invoice	446882 6/6/2016				
Cash Payment	E 602-49100-212 MOTOR FUELS			May	\$15.80
Invoice	446882 6/6/2016				
Transaction Date	6/10/2016	Due 0	NORTH STAR CHEC 10100	Total	\$105.37
Refer	<u>5501 G & K SERVICES</u>			<u>Ck# 023364 6/14/2016</u>	
Cash Payment	E 601-49000-425 CLOTHING			May uniforms	\$47.84
Invoice	5/31/2016				
Cash Payment	E 602-49100-425 CLOTHING			May uniforms	\$47.84
Invoice	5/31/2016				
Transaction Date	6/10/2016	Due 0	NORTH STAR CHEC 10100	Total	\$95.68
Refer	<u>5473 GOPHER STATE ONE CALL</u>			<u>Ck# 023365 6/14/2016</u>	
Cash Payment	E 101-43400-386 GOPHER STATE ONE C			May Locates	\$49.95
Invoice	6050501 5/31/2016				
Transaction Date	6/7/2016	Due 0	NORTH STAR CHEC 10100	Total	\$49.95
Refer	<u>5499 HUGHES AND JOSEPH</u>			<u>Ck# 023366 6/14/2016</u>	
Cash Payment	E 101-41500-300 LEGAL FEES - PROSEC			May	\$925.00
Invoice					
Transaction Date	6/7/2016	Due 0	NORTH STAR CHEC 10100	Total	\$925.00
Refer	<u>5474 KENNEDY & GRAVEN</u>			<u>Ck# 023367 6/14/2016</u>	

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Payments

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Cash Payment	E 101-41500-305 LEGAL FEES - CIVIL	General Matters		\$346.50
Invoice	131478	5/19/2016		
Transaction Date	6/7/2016	Due 0	NORTH STAR CHEC 10100	Total \$346.50
Refer	5475 LILLIE SUBURBAN NEWS	Ck# 023368	6/14/2016	
Cash Payment	E 101-41100-352 PUBLIC INFORMATION	Publish Ordinance 16-02		\$231.00
Invoice		5/31/2016		
Transaction Date	6/7/2016	Due 0	NORTH STAR CHEC 10100	Total \$231.00
Refer	5476 LISA LYNN CONSULTING	Ck# 023369	6/14/2016	
Cash Payment	E 101-41200-327 OTHER SERVICES	Deputy Clerk Assessment		\$700.00
Invoice	COL:1:16	5/28/2016		
Transaction Date	6/7/2016	Due 0	NORTH STAR CHEC 10100	Total \$700.00
Refer	5477 MAMA	Ck# 023370	6/14/2016	
Cash Payment	E 101-41200-308 TRAINING & EDUCATIO	Luncheon meeting HB		\$20.00
Invoice	2136	5/16/2016		
Transaction Date	6/7/2016	Due 0	NORTH STAR CHEC 10100	Total \$20.00
Refer	5479 MET COUNCIL ENVIRONMENTAL S	Ck# 023371	6/14/2016	
Cash Payment	E 601-49000-387 WATER TREATMENT S	July Wastewater Treatment		\$11,602.32
Invoice	0001056527	6/2/2016		
Transaction Date	6/7/2016	Due 0	NORTH STAR CHEC 10100	Total \$11,602.32
Refer	5478 MN CITY/COUNTY MGMT ASSOC	Ck# 023372	6/14/2016	
Cash Payment	E 101-41200-438 DUES & SUBSCRIPTIO	APMP membership JB		\$30.00
Invoice				
Transaction Date	6/7/2016	Due 0	NORTH STAR CHEC 10100	Total \$30.00
Refer	5480 NORTH STAR BANK, CHECKING S	Ck# 023373	6/14/2016	
Cash Payment	E 101-41200-201 GENERAL SUPPLIES	office supplies		\$26.22
Invoice				
Cash Payment	E 101-41100-308 TRAINING & EDUCATIO	MG - NLC Conference		\$595.00
Invoice				
Transaction Date	6/7/2016	Due 0	NORTH STAR CHEC 10100	Total \$621.22
Refer	5481 ON SITE SANITATION	Ck# 023374	6/14/2016	
Cash Payment	E 101-45200-427 PORTA POTTY RENTAL	5/21-6/17 portable restroom		\$127.00
Invoice	256511	5/21/2016		
Transaction Date	6/7/2016	Due 0	NORTH STAR CHEC 10100	Total \$127.00
Refer	5482 PREMIUM WATERS, INC	Ck# 023375	6/14/2016	
Cash Payment	E 101-41200-208 WATER DELIVERY	May Water Delivery		\$15.46
Invoice	619-861-05-16	5/31/2016		
Transaction Date	6/7/2016	Due 0	NORTH STAR CHEC 10100	Total \$15.46
Refer	5502 PUBLIC EMPLOYEES INS PROGRA	Ck# 023376	6/14/2016	
Cash Payment	G 101-21706 HEALTH INSURANCE	July Insurance Premiums		\$1,720.90
Invoice	480651	6/10/2016		
Transaction Date	6/10/2016	Due 0	NORTH STAR CHEC 10100	Total \$1,720.90
Refer	5483 RAMSEY COUNTY, PROP REC & R	Ck# 023377	6/14/2016	
Cash Payment	E 101-42100-318 911 DISPATCH	May CAD Services		\$254.03
Invoice	EMCOM-005235	5/31/2016		
Transaction Date	6/7/2016	Due 0	NORTH STAR CHEC 10100	Total \$254.03

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Refer	5484 RAMSEY COUNTY, PROP REC & R	Ck# 023377 6/14/2016		
Cash Payment	E 101-42100-318 911 DISPATCH	May 911 Dispatch		\$1,177.13
Invoice	EMCOM-005220	5/31/2016		
Transaction Date	6/7/2016	Due 0 NORTH STAR CHEC 10100	Total	\$1,177.13
Refer	5485 RAMSEY COUNTY, PROP REC & R	Ck# 023377 6/14/2016		
Cash Payment	E 101-42100-442 MISCELLANEOUS	May Fleet Support		\$6.24
Invoice	EMCOM-005206	5/31/2016		
Transaction Date	6/7/2016	Due 0 NORTH STAR CHEC 10100	Total	\$6.24
Refer	5486 RAMSEY COUNTY, PROP REC & R	Ck# 023377 6/14/2016		
Cash Payment	E 101-41200-355 PRINTING SERVICES	July Insurance Premiums		\$20.00
Invoice	RISK-001789	6/1/2016		
Cash Payment	G 101-21706 HEALTH INSURANCE	July Insurance Premiums		\$383.20
Invoice	RISK-001789	6/1/2016		
Transaction Date	6/7/2016	Due 0 NORTH STAR CHEC 10100	Total	\$403.20
Refer	5487 TEE SQUARED SCREENPRINTING	Ck# 023378 6/14/2016		
Cash Payment	E 201-45600-373 T-SHIRTS	Sweatshirts and T-shirts		\$948.00
Invoice	1128	5/23/2016		
Transaction Date	6/7/2016	Due 0 NORTH STAR CHEC 10100	Total	\$948.00
Refer	5488 THE LANDSCAPE STORE	Ck# 023379 6/14/2016		
Cash Payment	E 101-45200-225 LANDSCAPING MATERI	Playground Mulch		\$1,057.50
Invoice	1470	4/20/2016		
Transaction Date	6/7/2016	Due 0 NORTH STAR CHEC 10100	Total	\$1,057.50
Refer	5503 US BANK EQUIPMENT FINANCE	Ck# 023380 6/14/2016		
Cash Payment	E 101-41200-401 COPIER CONTRACT	Copier Contract		\$149.00
Invoice	306343245	6/3/2016		
Transaction Date	6/10/2016	Due 0 NORTH STAR CHEC 10100	Total	\$149.00
Refer	5504 VERIZON WIRELESS	Ck# 023381 6/14/2016		
Cash Payment	E 101-43000-391 TELEPHONE/PAGERS	May		\$32.56
Invoice	9766271457	6/1/2016		
Cash Payment	E 601-49000-391 TELEPHONE/PAGERS	May		\$16.28
Invoice	9766271457	6/1/2016		
Cash Payment	E 602-49100-391 TELEPHONE/PAGERS	May		\$16.28
Invoice	9766271457	6/1/2016		
Transaction Date	6/10/2016	Due 0 NORTH STAR CHEC 10100	Total	\$65.12
Refer	5489 WASTE MANAGEMENT	Ck# 023382 6/14/2016		
Cash Payment	E 101-43000-384 REFUSE DISPOSAL	June Public Works		\$236.03
Invoice	7392791-0500-4	6/1/2016		
Transaction Date	6/7/2016	Due 0 NORTH STAR CHEC 10100	Total	\$236.03
Refer	5494 XCEL ENERGY, 2430 LARPENTEU	Ck# 023383 6/14/2016		
Cash Payment	E 101-43000-381 ELECTRIC UTILITIES	2430 Larpenteur Avenue		\$12.43
Invoice	503345121	5/31/2016		
Transaction Date	6/7/2016	Due 0 NORTH STAR CHEC 10100	Total	\$12.43
Refer	5490 XCEL ENERGY, CITY HALL	Ck# 023384 6/14/2016		
Cash Payment	E 101-43000-383 GAS UTILITIES	1891 Walnut Street		\$35.09
Invoice	503433375	6/1/2016		

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Cash Payment	E 101-43000-381 ELECTRIC UTILITIES	1891 Walnut Street		\$144.37
Invoice	503433375	6/1/2016		
Transaction Date	6/7/2016	Due 0	NORTH STAR CHEC 10100	Total \$179.46
Refer	5491 XCEL ENERGY, CITY HALL	Ck# 023384	6/14/2016	
Cash Payment	E 101-43000-383 GAS UTILITIES	1821 Eustis Street		\$13.44
Invoice	503365817	5/31/2016		
Cash Payment	E 101-43000-381 ELECTRIC UTILITIES	1821 Eustis Street		\$15.57
Invoice	503365817	5/31/2016		
Transaction Date	6/7/2016	Due 0	NORTH STAR CHEC 10100	Total \$29.01
Refer	5505 XCEL ENERGY, STREET LIGHTING	Ck# 023385	6/14/2016	
Cash Payment	E 101-43000-380 STREET LIGHTING	May street lighting		\$486.13
Invoice	503793391	6/3/2016		
Transaction Date	6/10/2016	Due 0	NORTH STAR CHEC 10100	Total \$486.13
Refer	5492 XCEL ENERGY, STREET LIGHTING	Ck# 023385	6/14/2016	
Cash Payment	E 101-43000-380 STREET LIGHTING	Larpenteur Avenue Lights		\$41.58
Invoice	503349410	5/31/2016		
Transaction Date	6/7/2016	Due 0	NORTH STAR CHEC 10100	Total \$41.58
Refer	5493 XCEL ENERGY, STREET LIGHTING	Ck# 023385	6/14/2016	
Cash Payment	E 101-43000-380 STREET LIGHTING	Larpenteur Bridge Lights		\$36.60
Invoice	503325389	5/31/2016		
Transaction Date	6/7/2016	Due 0	NORTH STAR CHEC 10100	Total \$36.60

Fund Summary

	10100 NORTH STAR CHECKING	
602 STORM SEWER ENTERPRISE FUND		\$1,952.38
601 SEWER UTILITIES		\$13,554.70
201 COMMUNITY EVENTS		\$948.00
101 GENERAL		\$64,752.01
		<u>\$81,207.09</u>

Pre-Written Checks	\$81,207.09
Checks to be Generated by the Computer	\$0.00
Total	<u>\$81,207.09</u>

**LAUDERDALE COUNCIL
ACTION FORM**

ACTION REQUESTED

Consent X
Public Hearing
Discussion
Action
Resolution
Work session

Meeting Date: June 14, 2016

ITEM NUMBER Beck - Step Increase

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Gordy began working for the City on June 11, 2015; therefore, he moves to Step 3 of the pay scale on June 11, 2016.

OPTIONS:

STAFF RECOMMENDATION:

By approving the consent agenda, the City Council acknowledges Gordy Beck's step increase effective June 11, 2016.

COUNCIL ACTION:

LAUDERDALE COUNCIL ACTION FORM

Action Requested

Consent	_____
Public Hearing	_____
Discussion	_____X_____
Action	_____X_____
Resolution	_____
Work Session	_____

Meeting Date June 14, 2016

ITEM NUMBER Deputy Clerk Appointment

STAFF INITIAL _____



APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

I initially interviewed seven candidates for the Deputy Clerk-Treasurer position. Two candidates were invited for a second interview with Councilor Hawkinson and myself. We determined that Miles Cline was the best candidate for the job. Miles was informed of this and understands that his employment is conditioned on council approval and successful completion of a background check and drug screening as you will see in the attached letter. I anticipate that the background check and pre-employment physical and drug screening will be completed before the June 14 meeting.

OPTIONS:

Motion to hire Miles Cline or pursue other candidates.

STAFF RECOMMENDATION:

Motion to appoint Miles Cline at the Deputy Clerk-Treasurer position effective June 15, 2016 upon successful completion of the conditions noted above.



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

June 2, 2016

Miles Cline
15 South 1st Street, #A501
Minneapolis, MN 55401

Dear Miles,

The Staff Selection Committee would like to offer you the position of Deputy Clerk-Treasurer, subject to City Council approval, completion of the background check and drug test. We believe you will be an asset for the City into the future.

As a new employee, you will be hired at Step 1 of the Deputy Clerk-Treasurer wage scale. For 2016, Step 1 is \$22.34 per hour with eligibility for a step increase after the probationary period in six months. The position is 40 hours per week. Work will generally be performed during the City's regular office hours which are 8:00 a.m. to 4:30 p.m. Monday through Friday. Occasionally, your duties may require you to work outside of the City's regular hours.

The Deputy Clerk-Treasurer position is covered by the union contract. As such, you will want to review the union agreement and personnel policy to determine your benefit eligibility.

If you have any questions or concerns, please let me know. We look forward to working with you.

Sincerely,

A handwritten signature in cursive script that reads "Heather Butkowski".

Heather Butkowski
City Administrator

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent X
Public Hearing _____
Discussion _____
Action _____
Resolution _____
Work Session _____

Meeting Date June 14, 2016

ITEM NUMBER NLC Conference

STAFF INITIAL *DB*

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Councilors Gaasch and Mac Lean would like to attend the National League of Cities University Summit being held in Madison, Wisconsin from September 28—October 1. This year the Council budgeted \$2,500 for councilor training and travel expenses and has used \$400 to date. Staff registered Councilor Gaasch before May 31 to get the early bird rate of \$595 which is noted in the claims. If the Council elects not to send Councilors Gaasch and Mac Lean, staff will cancel the registration. Additional costs will include lodging and travel expenses.

OPTIONS:

1. Approve Councilors Gaasch and Mac Lean's participation in the event.
2. No not approve Councilors Gaasch and Mac Lean's participation in the event.

STAFF RECOMMENDATION:

Motion to approve Councilors Gaasch and Mac Lean's participation in the National League of Cities University Summit.

COUNCIL ACTION:

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent _____
Public Hearing _____
Discussion _____ X
Action _____ X
Resolution _____
Work Session _____

Meeting Date June 14, 2016

ITEM NUMBER ICMA Conference

STAFF INITIAL *JH*

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

With Council consent, I would like to attend the International City/County Managers Association (ICMA) Conference in Kansas City, Missouri this fall. I have heard the events are exceptional and a large Minnesota delegation often goes. Since the conference is in the Midwest this year, the lodging and transportation costs are more affordable. The conference registration is \$655. Three nights of lodging cost approximately \$500. The cheapest travel option is to rent a car (approximately \$200 including gas) as travel time to Kansas City is only about seven hours.

OPTIONS:

Approve or deny the City Administrator's request to attend the 2016 ICMA conference in Kansas City, Missouri.

STAFF RECOMMENDATION:

COUNCIL ACTION:

LAUDERDALE COUNCIL ACTION FORM

Action Requested

Consent _____
 Public Hearing _____
 Discussion X _____
 Action _____
 Resolution _____
 Work Session _____

Meeting Date June 14, 2016

ITEM NUMBER MN Conservation Corps.

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Since the last meeting, staff worked out a buckthorn removal plan along the trolley path through the Nature Area with the Capitol Region Watershed District (CRWD) and Minnesota Conservation Corps (MCC). If you haven't been out there lately, the path has narrowed considerably and most of the growth is buckthorn. The MCC volunteers are planning to work for about 2 1/2 hours on the morning of Wednesday, June 29. They will pull out and cut down buckthorn with city staff hauling it away.

At the last meeting, the Council also discussed the use of chemicals. I realized by the conversation that followed with a resident after the meeting that I wasn't clear in explaining buckthorn treatment options. The most common method is to "paint" Roundup on the cut stumps versus a more widespread aerial application. CRWD will paint the buckthorn stumps with Roundup to prevent its regrowth if the Council desires.

Staff have not researched using goats to eat invasive species yet. We will be looking into that soon. There is ample buckthorn and other invasive species in the Nature Area to feed many, many goats!

LAUDERDALE COUNCIL ACTION FORM

Action Requested

Consent _____
 Public Hearing _____
 Discussion _____
 Action _____
 Resolution _____
 Work Session _____ X

Meeting Date June 14, 2016

ITEM NUMBER Eustis Street Parking

STAFF INITIAL 

APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Last September, the City Council discussed limiting parking to one side of Eustis Street from Larpenteur Avenue to Roselawn Avenue in preparation for Ramsey County's repaving of Eustis Street. The consensus was that parking should be limited to the east side with space for bikers and pedestrians on the west side. Ultimately, the County moved the paving project to 2017 (or beyond).

Staff spoke with the County engineering staff and they said they would make the desired parking changes at the Council's request ahead of their paving project. Due to the ongoing concerns regarding parking and pedestrian safety on Eustis Street, it seems warranted.

One-sided parking has the following benefits:

- Creates one "full size" parking lane. Currently, the parking lanes are narrower than a standard width and often cars are parked in the lanes of traffic, especially in winter.
- Creates space on one side of the street for walkers and bikers.
- Allows for easier snow removal.
- Prevent cars from parking in front of fire hydrants which are located on the west side.

If the Council would like to move ahead with this, staff suggest putting notice of the proposed changes in the July newsletter and giving residents an opportunity to provide input at the second meeting in July. Based on the feedback, the Council can finalize the details of the request. Staff will put the request in a resolution format for Council approval. Staff anticipate a start date around September or October 1. The process can happen more quickly but the one outlined gives residents an opportunity to find alternative parking, if need be.

How would the Council like to proceed?

OPTIONS:

STAFF RECOMMENDATION:

LAUDERDALE COUNCIL ACTION FORM

Action Requested

Consent _____
Public Hearing _____
Discussion _____
Action _____
Resolution _____
Work Session X

Meeting Date

June 14, 2016

ITEM NUMBER

Comp Plan Planning

STAFF INITIAL

JB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

As we began discussing a few months ago, the City is required to update it's Comprehensive Plan to reflect conformance with the Metropolitan Council's 2040 System Statements before the end of 2018. In conjunction with the Comp Plan update, the City must also update its Local Surface Water Management Plan. This year's budget set aside \$15,000 for assistance by an outside planner but we recently learned that the City qualifies for a planning grant of \$10,000.

Prior to launching into the update or looking for a consulting planning, staff are looking for Council feedback on what you would like to see come out of the planning process. The process can simply be a revision that meets the expectations of the Land Planning Act or it can be a more reflective and visionary document. Much like anything, what we get out of it will depend on the effort we put into it.

Shortly after I started working here in September 2005, the previous administrator put me in charge of pulling our current Comp Plan together. I am biased but I think those of us that worked on it did a really good job without any outside assistance. My shortcomings as a new employee were that I didn't know the depth or breadth of some of the areas that we could have dug into and been more prepared for some of the issues coming before the Council now. I also think there should have been more discussion with the Council through the revision process.

I have my laundry list of ideas for this next Comp Plan but they come second to what the Council would like to see come out of the process and the degree to which you would like to invite the community to provide input. Based on the input, staff will finalize the draft RFP for planning services for Council review.

OPTIONS:

STAFF RECOMMENDATION: