

LAUDERDALE CITY COUNCIL MEETING AGENDA
7:30 P.M. TUESDAY, JANUARY 24, 2017
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. **SWEARING IN CEREMONY**
3. **ROLL CALL**
4. **APPROVALS**
 - a. Agenda
 - b. Minutes of the January 10, 2017 City Council Meeting
 - c. Minutes of the January 17, 2017 Special City Council Meeting
 - d. Claims Totaling \$22,891.33
5. **CONSENT**
 - a. 2017 Alcohol Licenses
 - b. Phased Retirement Agreement with Joe Hughes
 - c. 2017 Pay Equity Report
6. **SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**
 - a. Twin Cities Chinese Christian Church
7. **INFORMATIONAL PRESENTATIONS / REPORTS**
 - a. Roseville Area League of Women Voters Presentation on Policing by Gwen Williams
8. **PUBLIC HEARINGS**

Public hearings are conducted so that the public affected by a proposal may have input into the decision. During hearings all affected residents will be given an opportunity to speak pursuant to the Robert's Rules of Order and the standing rules of order and business of the City Council.
9. **DISCUSSION / ACTION ITEMS**
 - a. Appointments and Committee Assignments
 - b. Comprehensive Plan RFP
10. **ITEMS REMOVED FROM THE CONSENT AGENDA**
11. **ADDITIONAL ITEMS**
12. **SET AGENDA FOR NEXT MEETING**
 - a. December Financial Report
 - b. Year End Investment Report

13. 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. Sign Ordinance
- c. Community Development Update

14. ADJOURNMENT

LAUDERDALE CITY COUNCIL
MEETING MINUTES
Lauderdale City Hall
1891 Walnut Street
Lauderdale, MN 55113

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January 10, 2017

Roll Call

Mayor Gaasch called the Regular City Council meeting to order at 7:35 p.m.

Councilors present: Jeffrey Dains, Roxanne Grove, Kelly Dolphin, and Mayor Mary Gaasch.

Staff present: Heather Butkowski, City Administrator; Jim Bownik, Assistant City Administrator; and Miles Cline, Deputy City Clerk.

Approvals

Mayor Gaasch asked if there were any changes to the meeting agenda. There being none, Councilor Grove moved and Councilor Dains seconded the motion to approve the agenda. Motion carried unanimously.

Councilor Grove moved to approve the minutes of the December 13, 2016 City Council meeting. Councilor Dolphin seconded the motion and it carried unanimously.

Councilor Dains moved to approve the minutes of the January 3, 2017 Special City Council Meeting. Councilor Grove seconded the motion and it carried unanimously.

Councilor Dolphin moved and seconded by Councilor Dains to approve the claims totaling \$88,110.73. Motion carried unanimously.

Consent

Councilor Dains moved and seconded by Councilor Grove to approve the Consent Agenda thereby designating the Roseville Review as the official city newspaper, approving Resolution 011017A – designating depositories for City funds, approving Resolution 011017B – granting approval for 2017 tobacco licenses, and acknowledging the November Financial Report.

Discussion/Action Items

A. Eustis Street Parking – Resolution 011017D

At the previous meeting, the Council voted to enact a temporary parking ban on the west side of Eustis Street until April 30. Ramsey County is asking for this request in the form of a resolution before they put out the no parking signs.

Councilor Grove moved and seconded by Councilor Dolphin to adopt Resolution 011017D – A Resolution Establishing No Parking on Eustis Street. Motion carried unanimously.

LAUDERDALE CITY COUNCIL
MEETING MINUTES
Lauderdale City Hall
1891 Walnut Street
Lauderdale, MN 55113

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January 10, 2017

B. Alcohol License Violation Penalties

SuperUSA failed a recent alcohol compliance check conducted by the St. Anthony Police Department by selling alcohol to a minor. After discussion amongst the Council, they decided to impose a fine rather than a suspension.

Councilor Dains moved and seconded by Councilor Dolphin to impose a \$200 fine on SuperUSA for the failed compliance check. Motion carried unanimously.

C. Carpet Installation Estimate and Independent Contractors Agreement

City staff looked into alternative measures of carpet installation after the original installers found asbestos tile and would not perform work until it was removed. The City found a company that would work around the asbestos as allowed by the Building Code. After discussion between council members, they suggested staff obtain more information on the asbestos abatement and possibly an air quality test.

Set Agenda for Next Meeting

Administrator Butkowski stated the next meeting will include A League of Women Voters presentation by Gwen Williams, the December Financial Report, the Year End Investment Report, 2017 Alcohol Licenses, election of a Pro Tem Mayor, appointments and committee assignments, and the new Council workshop.

Special Order of Business/Recognitions/Proclamations

A. Twin Cities Chinese Christian Church – Resolution 011017C

A resolution was prepared to highlight the Church's contributions to the City over the past 41 years. Unfortunately, church elder Lewis Ng was unable to attend the meeting so the resolution was read aloud and the Council members thanked the Church in absentia.

Councilor Grove moved and seconded by Councilor Dains to adopt Resolution 011017C – A Resolution of Appreciation for the Twin Cities Chinese Christian Church.

Work Session

A. Opportunity for the Public to Address the City Council

Dan Murphy, 1938 Carl Street, approached the Council. He addressed several issues in the park including a cross-country ski course, sand to help with ice issues in the Dog Park, and the addition of more sanitary bags to deal with waste. The Council informed him of several possible ways that tracks could be made for the ski course.

Anne Feider, 1698 Eustis Street, approached the Council. She wanted to confirm that one-sided parking on Eustis Street was a temporary measure through April. She also inquired how the

LAUDERDALE CITY COUNCIL
MEETING MINUTES
Lauderdale City Hall
1891 Walnut Street
Lauderdale, MN 55113

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January 10, 2017

vacant council seat would be filled. The Council informed her that after conducting a series of interviews by the applicants, a vote would take place by the current council members.

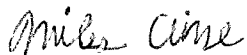
B. Community Development Update

Administrator Butkowski informed the Council that the Department of Justice would be at City Hall on January 11 from 6:30-8:30 p.m. to conduct a listening session regarding the St. Anthony Police Department. She also mentioned that there is a meeting scheduled for January 25 for neighbors of the shooting that took place in early November. Finally, Butkowski noted that the owner of the property subject to the litigation with Rocket Outdoor Advertising was unaware a lawsuit had been filed.

Adjournment

There being no further items on the agenda, Councilor Dains moved and seconded by Councilor Grove to adjourn the meeting at 8:29 p.m. Motion carried unanimously.

Respectfully submitted,



Miles Cline
Deputy City Clerk

LAUDERDALE CITY COUNCIL
MEETING MINUTES
Lauderdale City Hall
1891 Walnut Street
Lauderdale, MN 55113

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January 17, 2017

Roll Call

Mayor Gaasch called the special city council meeting to order at 5:32 p.m.

Councilors present: Jeffrey Dains, Kelly Dolphin, Roxanne Grove, and Mayor Mary Gaasch.

Staff present: Heather Butkowski, City Administrator.

Discussion/Action Items

A. Interview City Council Candidates

The intent of the meeting was to interview city council candidates. Each candidate received a half hour time slot and a set of questions in advance of the meeting. The Council interviewed the candidates in the following order:

1. Bob Milligan
2. Zack Zehrer
3. Zak Knudson
4. Susie Zahratka
5. Daniel Gumnit
6. Andi Moffatt
7. Don Vandenberg
8. Dan Murphy
9. Kendra Kauppi

B. Resolution 011717A – Declaring an Appointment to the City Council

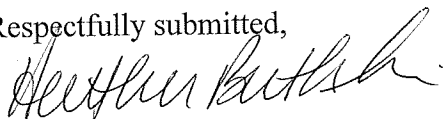
Upon the conclusion of the interviews, the council members put forward their top candidates for discussion. Strong support was noted for Andi Moffatt.

Councilor Dolphin moved and seconded by Councilor Grove to adopt Resolution 011717A – A Resolution Declaring an Appointment to the City Council thereby appointing Andi Moffatt to the Lauderdale City Council. Motion carried unanimously

Adjournment

There being no further items on the agenda, Councilor Grove moved and seconded by Councilor Dains to adjourn the meeting at 10:06 p.m. Motion carried unanimously.

Respectfully submitted,



Heather Butkowski
City Administrator



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

Request for Council Action

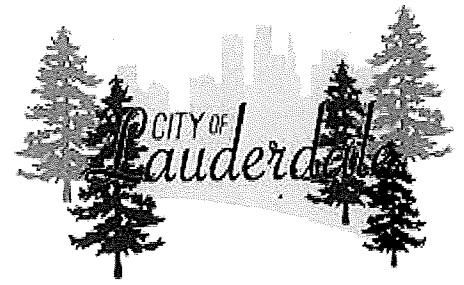
To: Mayor and City Council
From: City Administrator
Meeting Date: January 24, 2017
Subject: List of Claims

The claims totaling \$22,891.33 are provided for City Council review and approval which includes check numbers 25204 to 25221.

Accounts Payable

Checks by Date - Detail by Check Date

User: heather.butkowski
 Printed: 1/20/2017 3:14 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH 43		Public Employees Retirement Association PR Batch 50100.01.2017 PERA Coordinated PR Batch 50100.01.2017 PERA Coordinated	01/13/2017 PR Batch 50100.01.2017 PER PR Batch 50100.01.2017 PER	898.98 1,037.28
Total for this ACH Check for Vendor 43:				1,936.26
ACH 44		Minnesota Department of Revenue PR Batch 50100.01.2017 State Income Tax	01/13/2017 PR Batch 50100.01.2017 Stat	553.07
Total for this ACH Check for Vendor 44:				553.07
ACH 45		ICMA Retirement Corporation PR Batch 50100.01.2017 Deferred Comp PR Batch 50100.01.2017 Deferred Comp	01/13/2017 PR Batch 50100.01.2017 Defi PR Batch 50100.01.2017 Defi	865.98 1,081.99
Total for this ACH Check for Vendor 45:				1,947.97
ACH 46		Internal Revenue Service PR Batch 50100.01.2017 Federal Income Tax PR Batch 50100.01.2017 Medicare Employee Pc PR Batch 50100.01.2017 Medicare Employer Po PR Batch 50100.01.2017 FICA Employer Portio PR Batch 50100.01.2017 FICA Employee Portio	01/13/2017 PR Batch 50100.01.2017 Fed PR Batch 50100.01.2017 Mec PR Batch 50100.01.2017 Mec PR Batch 50100.01.2017 FIC. PR Batch 50100.01.2017 FIC.	1,268.17 229.86 229.86 982.78 982.78
Total for this ACH Check for Vendor 46:				3,693.45
Total for 1/13/2017:				8,130.75
25204	22 1003684501	AmeriPride Services Inc Paper Towels	01/24/2017	64.04
Total for Check Number 25204:				64.04
25205	149 211420	Centro Print Solutions Tax Forms	01/24/2017	67.58
Total for Check Number 25205:				67.58
25206	36 0222390 170109	City of Roseville DDOS Software July - Dec Non Resident Reimbursement	01/24/2017	191.00 776.00
Total for Check Number 25206:				967.00
25207	25 PUBW-016060	County of Ramsey November & December Snow Removal	01/24/2017	5,223.87
Total for Check Number 25207:				5,223.87
25208	60	G & K Services Inc	01/24/2017	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	2277524-12	December Uniforms		46.35
	2277524-12	December Uniforms		46.35
Total for Check Number 25208:				92.70
25209	61 7000505	Gopher State One Call 2017 Annual Facility Operator Fee	01/24/2017	100.00
Total for Check Number 25209:				100.00
25210	65 14397195	Integra Telecom Holdings Inc January Fax Line	01/24/2017	51.97
Total for Check Number 25210:				51.97
25211	134 0060	Katrina Joseph December	01/24/2017	925.00
Total for Check Number 25211:				925.00
25212	73 249296 249298 249323 249353	League of Minnesota Cities 2017 Newly Elected Officials Conference - AM 2017 Legislative Conference - KD 2017 Safety & Loss Control Workshop - HB, MC 2017 Legislative Conference - MG	01/24/2017	325.00 125.00 60.00 125.00
Total for Check Number 25212:				635.00
25213	78 33565 33565 33565 33565 33565 33565 33565 33565 33565 33565 33565	League of Minnesota Cities Insurance Trust 8/15-8/16 Work Comp 8/15-8/16 Work Comp 8/15-8/16 Work Comp 8/15-8/16 Work Comp 8/15-8/16 Work Comp 8/15-8/16 Work Comp 8/15-8/16 Work Comp 8/15-8/16 Work Comp 8/15-8/16 Work Comp 8/15-8/16 Work Comp 8/15-8/16 Work Comp	01/24/2017	118.72 210.88 448.30 220.49 363.50 244.28 7.82 11.71 15.37 5.93
Total for Check Number 25213:				1,647.00
25214	114 38	Metro Cities 2017 Dues	01/24/2017	1,164.00
Total for Check Number 25214:				1,164.00
25215	112 Training	Minnesota Pollution Control Agency 2017 Collection System Operators Conference -	01/24/2017	690.00
Total for Check Number 25215:				690.00
25216	112 Test	Minnesota Pollution Control Agency Wastewater Certification Examination- GB	01/24/2017	55.00
Total for Check Number 25216:				55.00
25217	12 16-161	North Suburban Access Corporation 4Q2016 Webstreaming & Archiving	01/24/2017	752.88
Total for Check Number 25217:				752.88

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
25218	110	University of Minnesota Shade Tree Short Course - DH & GB	01/24/2017	400.00
Total for Check Number 25218:				400.00
25219	3 321430860	US National Equipment Finance January Copier Contract	01/24/2017	163.90
Total for Check Number 25219:				163.90
25220	90	Verizon Wireless	01/24/2017	
	9777882167	December Cell Phone		16.45
	9777882167	December Cell Phone		32.91
	9777882167	December Cell Phone		16.45
Total for Check Number 25220:				65.81
25221	74	Xcel Energy	01/24/2017	
	529608717	1891 Walnut		191.55
	529608717	1891 Walnut		341.34
	529637761	December Street Lighting		512.40
	529738484	Larpenteur Avenue		71.11
	529790878	1821 Eustis Street		31.03
	529790878	1821 Eustis Street		18.70
	529948412	Larpenteur Bridge Lights		54.54
	529955988	2430 Larpenteur Avenue W		188.95
	530066742	1917 Walnut		46.39
	530066742	1885 Fulham		72.09
	530066742	1917 Walnut		132.57
	530066742	1885 Fulham		34.16
Total for Check Number 25221:				1,694.83
Total for 1/24/2017:				14,760.58
Report Total (22 checks):				22,891.33

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution X
Work Session

Meeting Date January 24, 2017

ITEM NUMBER 3.2 Off Sale Malt Liquor
License for 2017

STAFF INITIAL MJC

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The City has received an application for renewal 3.2 off sale malt liquor license. The license would be valid January 1, 2017 — December 31, 2017

Larpenteur SuperUSA - 2424 Larpenteur Avenue W

OPTIONS:

1. To approve Resolution 012417A.
2. To remove the item from the consent agenda for further consideration.

STAFF RECOMMENDATION:

Approve Resolution 012417A Approving 3.2 Off Sale Malt Liquor License for 2017.

COUNCIL ACTION:

RESOLUTION 012417A

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

APPROVING 3.2 OFF SALE MALT LIQUOR LICENSE FOR 2017

WHEREAS, the following applicant:

Larpenteur SuperUSA 2424 Larpenteur Avenue W

has presented to the City of Lauderdale their complete application for renewal of current 3.2 off sale malt liquor license; and

WHEREAS, the establishment listed above has provided the proper fee and the Certification of Workers Compensation form and insurance certificate.

NOW, THEREFORE BE IT RESOLVED, that the Lauderdale City Council authorizes that the establishment listed above, be granted 3.2 off sale malt liquor license with the City of Lauderdale for the term of January 1, 2017 through December 31, 2017.

Adopted by the City of Lauderdale this 24th day of January, 2017.

Mary Gaasch, Mayor

ATTEST:

Heather Butkowski, City Administrator

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date January 24, 2017

ITEM NUMBER Hughes Phased Retirement

STAFF INITIAL JB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Attached is the Phased Retirement Agreement that would allow Joe Hughes to work for the City on a limited basis in 2017. You may recall that some funding was included in the budget for this. This would be the third year of five that Joe is eligible to continue working for the City.

STAFF RECOMMENDATION:

By approving the Consent Agenda, the Council approves the Phased Retirement Agreement with Joe Hughes as presented.

CITY OF LAUDERDALE
Phased-Retirement Option (PRO) Agreement

Retiree/Employee Name: Joe Hughes

Job Title: Public Works Maintenance

Date: January 18, 2017

This agreement provides information regarding your benefits and other terms and conditions as an employee covered by participation in the Phased-Retirement Option (PRO) available through the Public Employees Retirement Association (PERA). This information applies only to you and to your position with the City. It may constitute a departure from normal City policies and procedures, but it does not set any precedents or change existing city policies.

Compensation:

- Your pay will be \$28.00 per hour up to \$5,000. This is approximately 180 hours.*

Group Health & Dental Insurance:

- You may no longer participate in the City's health and dental insurance plans.*

Other Group Plans:

- You may no longer participate in the City's life or disability insurance. The City will no longer contribute to your deferred compensation plan.*

Vacation/Sick Leave:

- You will no longer accrue vacation or sick leave.*

Holidays and On-Call:

- It is not expected that you will be asked to be on-call. In the event you are, you will receive the compensation spelled out in the most current union agreement. In the event you are called into work on a holiday, you will receive the compensation spelled out in the most current union agreement.*

By signing below, the City and employee acknowledge agreement to the above terms of employment.

The Employee:

On behalf of the City:

Joseph Hughes

Mary Gaasch, Mayor

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date January 24, 2017

ITEM NUMBER Pay Equity Report

STAFF INITIAL *JB*

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Every three years the City must document for Minnesota Management and Budget (MMB) that it is in compliance with the pay equity act. To demonstrate pay equity compliance, the City uses a points scale to compare traditionally male jobs with comparable female jobs. As far as I know, the City has not revisited the points scale in many years because the scope of the jobs have remained fundamentally the same.

Attached are the compliance and implementation reports that will be submitted to MMB.

OPTIONS:

STAFF RECOMMENDATION:

By approving the Consent Agenda the Council directs staff to submit the pay equity data presented to Minnesota Management and Budget.

COUNCIL ACTION:

Compliance Report

Jurisdiction: Lauderdale
1891 Walnut Street

Report Year: 2017
Case: 1 - 2017 DATA (Private (Jur Only))

Lauderdale MN 55113

Contact: Heather Butkowski

Phone: (651) 792-7650

E-Mail: admin@ci.lauderdale.mn.us

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	3	1	1	5
# Employees	3	1	2	6
Avg. Max Monthly Pay per employee	5,212.65	7,921.08		5,541.05

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 0.00 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	3	1
b. # Below Predicted Pay	0	0
c. TOTAL	3	1
d. % Below Predicted Pay (b divided by c = d)	0.00	0.00

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 2	Value of T = 0.000
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- a. Avg. diff. in pay from predicted pay for male jobs = \$0
b. Avg. diff. in pay from predicted pay for female jobs = \$0

III. SALARY RANGE TEST = 100.00 (Result is A divided by B)

- A. Avg. # of years to max salary for male jobs = 3.00
B. Avg. # of years to max salary for female jobs = 3.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

- A. % of male classes receiving ESP 0.00 *
B. % of female classes receiving ESP 0.00

*(If 20% or less, test result will be 0.00)

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date January 24, 2017

ITEM NUMBER TC Chinese Christian Church

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Chinese Christian Church elder, Lewis Ng, will be at the meeting. He missed the last meeting as he had put the wrong date in his calendar. As the Council has already adopted the resolution it can just be read again and presented to Lewis.

OPTIONS:

STAFF RECOMMENDATION:

RESOLUTION NO. 011017C

CITY OF LAUDERDALE
COUNTY OF RAMSEY
STATE OF MINNESOTA

RESOLUTION OF APPRECIATION FOR THE
TWIN CITY CHINESE CHRISTIAN CHURCH

WHEREAS, on July 8, 1975 the Chinese Christian Church purchased the former Lauderdale School at 1795 Eustis Street and held their first service there on August 10, 1975; and

WHEREAS, the City has benefited greatly from the forty-one-year relationship with the Church as its members have given of their time and talents at city events; and

WHEREAS, Church members also have charitably donated time and talent to members of the community through their participation in Love, Inc., and

WHEREAS, the Church has generously contributed financially to the City; and

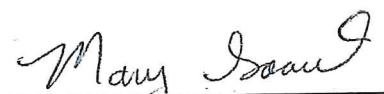
WHEREAS, from the first seventy members that purchased the former school in 1975 until today, the Church has grown to a membership that has outgrown its space; and

WHEREAS, this past weekend the Twin City Chinese Christian Church celebrated its last service in the City of Lauderdale.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Lauderdale, on behalf of its residents, says thank you and best of luck in your new location to the Twin City Chinese Christian Church.

Adopted by the City Council of the City of Lauderdale, Minnesota this 10th day of January, 2017.

(ATTEST)



Mary Gaasch, Mayor



Heather Butkowski, City Administrator

(SEAL)


**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date January 24, 2017

ITEM NUMBER League of Women Voters

STAFF INITIAL 

APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

As you may recall, the Roseville Area League of Women Voters studied the local police departments. The findings are attached; the last page includes notes from former Chief John Ohl clarifying some aspects of the study. I am expecting Gwen Williems from the Roseville Area League of Women Voters to be at the meeting to present.

OPTIONS:

STAFF RECOMMENDATION:

COUNCIL ACTION:

Heather, Sack,

I have a few clarifications and corrections related to this document. Please share my comments with those that you think should know:

Although somewhat clarified in the body of the report, the financial matrix shows a range of officer salary from \$73,000 to \$112,000. This large range is simply reflective of some cities reporting salary *plus benefits* and others not. The difference amongst the salaries of officers in the metro area is very small.

The report reflects that Lauderdale and Falcon Heights have an officer to citizen per capita rate of 1 officer to 240 people (FH) and 1 officer to 117 (LDL). For some reason, the report *added all 23 sworn from our department into the figures*. This would be like adding all sworn in Ramsey County to the per capita rate in Little Canada. Generally speaking, we employ 4 fulltime officers for each contract and then add in all other services to include investigations, supervision, administration, reserves, etc. A more realistic figure would be 1 officer per 1,378 (FH) and 1 to 675 (LDL).

The report shows “10 mental health holds” per month in FH. We don’t even place 10 people in a year.

Again, I think that clarification is important. I would hope that our councils could be informed of the actual figures, as this type of misinformation should be clarified as soon as possible.

John

ROSEVILLE AREA LEAGUE OF WOMEN VOTERS 2015-2016 POLICE STUDY

Summarized by Carolyn Cushing and Karen Schaffer

INTRODUCTION

Across the country we have witnessed violent demonstrations emphasizing the distrust and antagonism between communities and those employed as their protectors. The media shows us egregious examples of police over-reaction with tragic results. Reports in recent months have largely been devoted to illustrating racial profiling and bias from the police. A Minnesota poll published in the *Minneapolis Star Tribune* shows extreme divergence on the way law enforcement is viewed by people of color and the white population. When asked if they had a favorable view of law enforcement agencies, 91% of whites agreed but only 26% of blacks questioned answered affirmatively. (January 27, 2016)

In the report summary of the investigation into the Ferguson, Missouri Police Department, the Civil Rights Division of the U.S. Dept. of Justice said changes need to be made in "policing culture."

Perceived racial profiling and poor use of force have resulted in demands for change that include more independent investigation of complaints, more camera recording of actions, better training on the use of force and in how to de-escalate as well as the change in culture and policing philosophy known as "community policing."

STUDY GOAL

The purpose of this local Police Study is to study police delivery systems and officer training as it relates to avoiding racial profiling, domestic abuse and mental health crises in the communities of Falcon Heights, Lauderdale, Little Canada, Maplewood and Roseville.

GATHERING BACKGROUND INFORMATION

To maintain consistency, committee members worked in sub-committees to compile questions. They gathered information from a variety of sources. Mollie Slade from Guild, Inc. (mental health service organization) and a member of the Roseville Human Rights Commission was consulted to help shape questions about mental health. Nathan Gove, Executive Director of Police Officer Standards and Training (P.O.S.T.) was interviewed in regards to work done at the state level. This interview was followed by separate interviews of each Saint Anthony Village Chief John Ohl, Maplewood Chief Paul Schnell, Ramsey County Sheriff Matt Bostrom, and Roseville Chief Rick Mathwig.

In addition, these four law enforcement leaders participated in a November 2015 panel discussion open to the public. Joel Hanson, Little Canada City Administrator was consulted for specific information about the shared services Little Canada has with Ramsey County Sheriff.

POLICE DELIVERY SYSTEMS

While the communities vary in terms of geography, population, ethnicity, so do the police delivery systems. Maplewood and Roseville have their own police departments. Lauderdale and Falcon Heights contract with Saint Anthony Village. Little Canada has contracted with the Ramsey County Sheriff since 1960.

The cost to provide police services to a community is substantial. Among the five communities, the percent of city budget devoted to this function ranges from 13% to 50%. The annual cost per resident ranges from \$59/capita to \$235/capita. The average cost of salary and benefits for one sworn officer ranges from \$73,000 to \$112,000.

	Falcon Heights	Lauderdale	Little Canada	Maplewood	Roseville
Annual Cost	\$634,386	\$634,386	\$1,202,435	\$8,271,460	\$6,838,185
% of Budget	34%	50%	37%	16%	13%
Average Salary/Officer	\$107,263	\$107,263	\$86,500	\$112,000	\$73,000
Cost per Capita	\$115	\$235	\$59	\$208	\$193

Staffing levels among the 5 cities vary widely. The number of officers per capita and the number of total staff per capita are summarized as follows:

	Falcon Heights	Lauderdale	Little Canada	Maplewood	Roseville
# of Officers	23	23	9.5	52	47
#of Support Staff	3.5	3.5	48	11	12
Officers per Capita	1/240	1/117	1/1077	1/764	1/751
Total Staff Per Capita	1/208	1/102	1/177	1/631	1/598

The above-described financial and staffing information provides a starting point for evaluating the financing and staffing of the police function in any one city or on a comparative basis. There is no financing or staffing level that is inherently correct. Financing and staffing levels reflect the values and priorities of the decision-makers and, hopefully, the values and priorities of the majority and minority populations in the community. Varying city characteristics and demographics may call for varying financing and staffing levels. One unifying characteristic among the five cities is the fact that theft (in various forms) is the most common crime occurring within each one.

Before relying on the financial and staffing data presented, additional steps should be taken to ensure that the data points are based upon the exact same definitions. For example, the "total cost of services" may or may not include costs attributable to the police function but may not be included in the police budget per se. Information technology services, personnel services, public relations, fleet management, training or other activities might not be included in the police department budget itself. The "salary and benefits for one officer" may or may not include all of the direct and indirect benefits attributable to an officer position. Or, varying definitions of "support staff" may have been used by the reporting cities.

With respect to the question of whether the police function is better provided internally or by contract with another agency, only one city (Little Canada) provided insight into why its decision was made. Roseville and Maplewood did not provide any information as to whether there had ever been any consideration of providing the police function by contract, and, if not, why not. Lauderdale and Falcon Heights did not comment on the process used for contracting with the St. Anthony Police Department.

COMMUNITY POLICING

Community Policing dates back to the 1820s in London, but began to be discussed in US cities in the 1980s. (Today it is being talked about as a change from what was called the "broken window" theory: Strict enforcement of every regulation to build respect for law and order. This was part of the 90s "tough on crime" legislation.) With community policing, the emphasis shifts to community relations and the advantages that come with increased trust and cooperation. Police admit that community policing in tough neighborhoods is very hard to do. The police department can be viewed as "just another gang."

If any area can employ community policing more easily, it should be in suburbs like ours. Violent crime is not the major concern here. "Complaints are most likely to be about what officers say, not what they do," we are told. All of our cities list theft as the most common crime.

	Falcon Heights	Lauderdale	Little Canada	Maplewood	Roseville
Area	2.24 sq. mi.	.5 sq. mi.	3.89 sq. mi.	17.9 sq. mi.	13.8 sq. mi.
Population	5,513	2,700	10,228	40,199	35,319
% Residential	65%	41.6%	42%	43%	44.8%

Census Bureau Statistics

Both Ramsey County and Roseville include community policing as a goal in written statements.

Ramsey County’s mission statement says they will “...abide by the State and US Constitutions when providing safety through *community policing* while collaborating with justice partners. The department encourages diversity to reflect the community and connecting with youth to build for the future while being fiscally responsible and improving service through the use of technology.”

Roseville refers to the values printed on their website: “...committed to Community Oriented Policing. We strive to establish connections with all community members and rely on positive relationships to solve problems in Roseville.”

Maplewood is focused on changes that are necessary: “We have to hire people interested in talking to and having relationships with people.” There is recognition that some individuals are not suited to changes being made.

Falcon Heights and Lauderdale have a charter arrangement with the St. Anthony Village Department, which has “Safety through Service” on police cars. The stated emphasis is slightly different. Enforcement is key. The goal is to “arrest offenders, prevent crime, solve problems and increase overall quality of life.” Officers are expected to work on all crimes, big and small. The belief is that little things, like barking dogs, have large effects on quality of life.

AVOIDING RACIAL PROFILING

DIVERSITY

In response to concerns about racial bias, there has been increased attention to officer diversity. A police force whose officers look like members of the community they serve is believed to reassure people that they will be respected and understood.

An overwhelming majority of our police officers are white, but so are our cities.

	Falcon Heights	Lauderdale	Little Canada	Maplewood	Roseville
White	86%	77.6%	74.6%	70%	81%
Asian American	10%	14.9%	13.1%	13.5%	7.3%
Black	2%	3.36%	8%	8%	6%
Native American	1%	.43%	.5%		.5%
Latino	1%	3.09%	5.8%	5%	4.6%
Other		1.33%			2.7%

Available officers of color are highly sought after. School populations mirror changes that are coming quickly. Facility in a second language is also valued. Roseville aims to have all officers able to work in one of the other five most common languages in local schools. Representation of both genders has been least successful.

Racial-Ethnic-Gender Make-Up of Officers

	Falcon Heights	Lauderdale	Ramsey County	Maplewood	Roseville
White	90%	90%	86%	87%	87%
Asian American			10%	2%	8.5%
Black			2%	2%	2%
Native American			1%		
Latino			1%	5%	2%
Female	[1]	[1]		[6]	17%

*There are more Community Service Officers of color. Those numbers are not included here.

The Ramsey County Sheriff's Office uses the Correction Officer system to expand and diversify the hiring pool. A more diverse group now feeds into the Deputy Academy--a third of the most recent group "reflect diversity."

Maplewood targets local connections through volunteer agencies, Community Support Officers, the schools and the Maplewood reserves, as well as jail employees to ensure a more diverse pool. They are not getting many female candidates, but larger numbers of male Hmong candidates. Alternatives to traditional hiring processes are employed.

TRAINING

Across the country, many agree that a change in police culture means an emphasis on more and better training. There is wide variation among states on the amount and type of training required for police officers--from no requirements to 40 hours of unspecified training.

In Minnesota, the Peace Officers Standards and Training Board (POST) establishes licensing and training requirements for law enforcement agencies and officers. Those hoping to work in law enforcement in Minnesota must complete an education program approved by the Board.

The POST Board is established as a partnership between police and higher education. In April 2015, the POST Board authorized learning objectives for certified programs. Curriculum must include components about diversity and racial profiling, working with people with disabilities, including mental health and domestic abuse.

Police in Minnesota are mandated by the state only for annual training in the use of force and in emergency vehicle operation/pursuit driving every five years. In addition, each local agency must have a written policy on arrest procedures for domestic violence. Local departments set any additional requirements.

TRAINING TO AVOID RACIAL PROFILING

Racial Profiling is avoided through hiring, policy and training, according to Falcon Heights/Lauderdale. They have had no complaints in the five years since their squad cars have been equipped with cameras.

Ramsey County focuses on character when hiring. They also report that most complaints have been eliminated since installing cameras. The Sheriff personally reviews all complaints.

Maplewood has had no formal complaints about profiling in the past two years. However, they believe there are definitely issues around *implicit bias* that respond to training.

IMPLICIT BIAS

Implicit Bias, also known as *implicit social cognition*, refers to the attitudes or stereotypes that affect our understanding, actions, and decisions in an unconscious manner. These biases, which encompass both favorable and unfavorable assessments, are **activated involuntarily and without an individual's awareness or intentional control**. ***Residing deep in the subconscious***, these biases are different from known biases that individuals may choose to conceal for the purposes of social and/or political correctness.

Kirwan Institute for the Study of Race and Ethnicity

It has been found that not just race, but apparent socio-economic status stimulates bias. It is believed responsible for what can appear as racial profiling. (In 2015, ACLU-MN looked at 96,000 arrests in Minneapolis and found that black citizens were 8.7 times more likely to be arrested for minor offenses.) Experiments have shown that “triggers are pulled faster when the target is an African American male,” even by black officers. (NPR interview with Yara Mekawi of the U. of Illinois Aug 29, 2015)

There are training options, in both on-line learning and the more expensive and time-consuming courses that utilize dramatic/realistic situations.

Falcon Heights/Lauderdale officers do one year of non-bias police training annually. They just completed a training course with the Roseville Police Department.

Roseville requires a 4-hour Diversity Awareness Training class by an outside resource person (also offered to city staff) and an online class.

Maplewood requires use of force training 1-2 times a year, integrating issues of mental health and implicit bias into this.

Ramsey County officers' training is not out-sourced. Presenters are screened for their views on diversity. Implicit bias training teaches all to recognize it, and thus reduce its impact. A study of long term effectiveness is underway. Some concern remains that there can be danger in slowing reaction time.

The other areas that have attracted concern for special training (besides implicit bias) are domestic violence and mental health crises.

There are a number of sources for training programs. Training is offered by the League of MN Cities Insurance Trust in *Patrol Online*. Half of Minnesota officers are employed

by agencies that use this for mental health crises training, implicit bias training and domestic violence training. Data to evaluate the effectiveness of some of the programs is not yet available.

DOMESTIC VIOLENCE

All staff and deputies for Ramsey County have been trained for domestic violence crises, using the St. Paul Blueprint for Safety. This document pulls together best practices for all agencies involved in dealing with these situations. Included are (1) what victims need to be safe, (2) what practitioners need from each other to do their jobs, and (3) what is required by each worker and agency to hold the offender accountable. The Legislature had mandated a written policy on arrest procedures for domestic abuse incidents. They then appropriated \$500,000 in 2007 for a comprehensive plan so all parts of the criminal justice system would work together more effectively.

Little Canada averages 1.7 calls per week that are titled "Domestic Family Relationships" and 0.96 that are titled "Emotionally Disturbed Person." The dispatch system alerts officers about previous calls. There has only been one call from the same household. All deputies carry information about available services with them at all times and are required to help people make appropriate connections.

All Maplewood officers have received specific training for domestic violence under this grant. There has been increased emphasis on arrests and convictions. They have a half-day with an attorney from Ramsey County or representative from Tubman. They have 16-17 domestic violence calls per week. Prosecutions have doubled in ten months. A "significant" number of calls for both violence and mental health crises are from the same household, and are "flagged."

[The Harriet Tubman Center East in Maplewood is a multi-service agency providing family crisis and support services, including emergency shelter, legal help, and therapy.]

All Roseville officers are trained to handle domestic violence crises. They learn techniques for separating, interviewing, [taking] injury photos, and follow-up. Roseville was not included in the Ramsey County Attorney grants because their prosecution and conviction rates were already high. Roseville has had a family-violence investigator since 2006. Officers use a Domestic Violence Lethality Assessment which goes to the judge if an arrest is made. Domestic violence calls average about ten per week. In 2014 there were 118 referrals to Tubman. Every arrest gets referred.

Falcon Heights had nine domestic violence reports of assault plus 32 that involved

“screaming.” Officers try to get people to connect with their own counselors if they have them. Lauderdale had 3 domestic violence calls plus 12 “verbals.” Suspected abuse of vulnerable adult is reported to Adult Protection which assesses and investigates.

MENTAL HEALTH CRISES

Mental health crises remain the top issue nationwide because of the common involvement of the use of force. No officer wants to create a confrontation, but there is awareness of the use of “suicide by police” whether purposeful or not. We see interactions with people with mental illness that end badly and anger the public. The police have been handed oversight of a problem bungled by society. Major care institutions were emptied and community services to replace them never provided.

Crisis Intervention Team (CIT) programs are local initiatives to improve the way law enforcement and the community respond to people experiencing mental health crises. They depend on strong partnerships between law enforcement, mental health provider agencies and the families and individuals affected by mental illness.

[The Memphis Model began in 1988 with advocacy from NAMI (National Alliance on Mental Illness) members in Memphis outraged by police treatment of their families. The Memphis police chief and a university criminal justice professor worked with them to develop CIT.]

Crisis intervention techniques increase knowledge of and empathy for those with mental illness. They use non-violence and de-escalation to maintain safety in a humane manner.

Ramsey County begins CIT training in Deputy Academy. The specific Memphis Model is not used, but NAMI training and Barbara Schneider Foundation training.

Falcon Heights/Lauderdale provide some training to all officers. The Department just recently did a CIT training, though not the Memphis Model. Chief Ohl, who is serving on the Hennepin County Behavioral Health Initiative, estimates that 40% of people in jail have a mental illness.

Maplewood estimates that 25-30% of mental health crises are handled by CIT trained officers. So far eight people have received the Memphis Model training. Mental health issues are being integrated into the regular required training. This focus is on de-escalation and “slowing it down.” Officers can call for special assistance.

Roseville has ten Field Training Officers who have taken Memphis Model CIT training through Ramsey County. They estimate 10-20% of the average 71 police calls per week involve mental health situations. New officers take an eight hour. mental illness training course at Metro State. There are also seven crisis negotiators trained through East Metro SWAT.

Falcon Heights had four mental health calls reporting odd behavior. They average ten mental health holds per month. Holds are taken to Regions Hospital unless they have an established relationship somewhere else. Policy has officers give blue cards with service information to people in crisis. They use MARK, run by the state, for someone at risk. They report to Adult Protection which follows up.

Lauderdale had 17 mental health calls. They could use more training, but there are budget constraints. Chief Ohl would like to see funding of "one-stop-shops" that could treat those with mental illness and keep them from jail or hospitalization.

Summary

Be aware that we have limited our view to specific areas of interest. Police are responsible for a host of other duties that seldom make the news. Right now is probably a very difficult time to be in law enforcement.

We believe that lasting change happens when the political system is engaged by voters.

We would like to thank Matt Bostrom, Ramsey County Sheriff, who provides police services for Little Canada, Chief Rick Mathwig of Roseville, Chief Paul Schnell of Maplewood, and Chief John Ohl of St. Anthony Village, who is responsible for Falcon Heights and Lauderdale, for their generous time devoted to answering our questions.

LWV Police Study Committee

Co-chairs: Carrie Dickson, Mindy Greiling, Rita Mills

Members: Carolyn Cushing, Emma Duren, Kathy Juenemann, Bonnie Koch, Tammy McGehee, Jan Schultz, Valerie Swenson, Karen Schaffer, Gwen Willems.


LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date January 24, 2017

ITEM NUMBER Committee Assignments

STAFF INITIAL 

APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Typically, the Council decides committee assignments and appoints a mayor pro tem (in the event the Mayor is unable to attend the meeting) and bank signatories at the first meeting of the year. Due to the appointment process, that was held off until tonight.

The following document has the committee assignments from last year. Staff filled in some of the blanks including the mayor pro tem as that was agreed to at the last meeting. As Lara Mac Lean is no longer on the Council, bank signatories will need to be changed. The person(s) selected will need make a trip to the bank with me. Denise Hawkinson requested to remain as the liaison to the University of Minnesota Neighborhood Group.

OPTIONS:

STAFF RECOMMENDATION:

Motion to appoint Councilor Dains as the mayor pro tem, _____ as bank signatories, and adopt committee assignments as discussed.

**CITY OF LAUDERDALE
2017 APPOINTMENTS**

	2016	2017
Acting Mayor	Gaasch	Dains
Bank Signatories	Dains Mac Lean Butkowski	Butkowski
Building Official: Residential	David Hinrichs	David Hinrichs
Building Official: Commercial	Duane Grace	Duane Grace
Data Practices Officer	Butkowski	Butkowski
Data Practices Compliance Officer	Ron Batty	Ron Batty
LMC	Council: Dains Staff: Butkowski	Council: Staff: Butkowski
Metro Cities	Council: Gaasch Staff: Butkowski	Council: Staff: Butkowski
MWMO	Gaasch Alt: Dains	Alt:
NSCC	Council: Dains Alt: Hawkinson	Council: Alt:
PCIC	Council: Grove Council Alt: Hawkinson	Council: Council Alt:
Police Liaison	Council: Dains Staff: Butkowski	Council: Staff: Butkowski
RCLLG	Council: Grove Alt: Mac Lean	Council: Alt:
SRA	Butkowski Alt: Bownik	Alt:

Beyond the Yellow Ribbon Ramsey County	Council: Staff:	Council: Staff:
U of M Neighbors Group	Council: Hawkinson Staff: Butkowski	Council: Staff: Butkowski
Zoning Admin.	Bownik	Bownik
City Engineer	Stantec	Stantec
City Civil Attorney	Kennedy & Graven	Kennedy & Graven
City Pros. Attorney	Hughes & Joseph	Hughes & Joseph
Official Newspaper	Lillie Suburban Newspapers, Inc.	Lillie Suburban Newspapers, Inc.

NOTE: Any councilor may attend LMC, Metro Cities, or RCLLG Meetings.

Committees & Commissions

Acting Mayor: The City Council decides during the first meeting of the year who will act as the mayor pro tem in the mayor's absence.

League of Minnesota Cities (LMC): The City is a LMC member city. The LMC provides the City with many membership services, the two most important being training and representation at the Capitol. The City also purchases insurance through the League's Insurance Trust. There are many different types of LMC meetings happening year round. They also do many webinars. All council members are able to get involved. The primary duty of the LMC appointee is to vote on the City's behalf at the annual meeting, if present.

Metro Cities: Metro Cities represents the interests of the cities in the seven county metropolitan area. They act as lobbyist on behalf of metro cities primarily representing cities before the Metropolitan Council and at the legislature. Meetings are held during the day throughout the year at their office in downtown St. Paul. The primary duty of the Metro Cities appointee is to vote on the City's behalf at the annual meeting, if present.

Mississippi Water Management Organization (MWMO): The City is one member of a joint powers board that manages and monitors the storm water quality in the Middle Mississippi Watershed area. The MWMO covers the southwest part of the city (south of Larpenteur Avenue and west of Eustis Street).

North Suburban Cable Commission (NSCC): The City is one of nine northern suburbs that jointly administer cable franchise agreements with Comcast and CenturyLink. The commission also oversees the operation of the local access stations and the institutional network. The board meets the first Thursday evening of each month at the cable commission office in Roseville.

Parks and Community Involvement Committee (PCIC): PCIC members provide recommendations to the City Council on the development and maintenance of the Community Park and the other open spaces in addition to organizing community events and celebrations. The committee meets on an irregular schedule.

Police Liaison: When needed, the police liaison meets with the St. Anthony Police Chief.

Ramsey County League of Local Governments (RCLLG): Ramsey County cities, school districts, and special districts meet monthly to network and learn through common issues. Meetings are held in the evening on the third Thursday of the month at alternating locations in Ramsey County. Each meeting is organized around a topic or trainer.

Suburban Rate Authority (SRA): The Suburban Rate Authority consists of metro communities in a joint powers arrangement that collectively work together to represent municipal interests in dealings with public utility providers like Xcel Energy and CenterPoint Energy. The group also provides a voice for rate payers when the Public Utilities Commission and utility providers negotiate rate increases and service changes. The committee meets quarterly (third Wednesday) in the afternoon at member city locations.

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date January 24, 2017

ITEM NUMBER Comp Plan RFP

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR _____

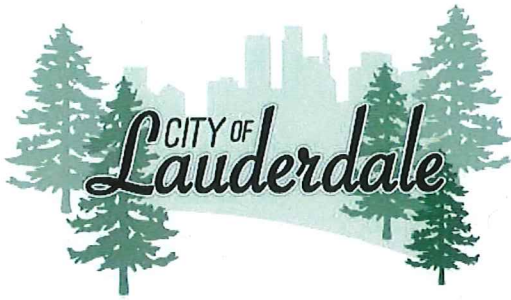
DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Attached is the request for proposals (RFP) that staff prepared to initiate the search for planning assistance for our Comprehensive Plan update. According to the schedule presented, staff would whittle the pool of candidates to two or three that would interview with the full city council or a subcommittee of the Council in early March. The City received \$10,000 in planning assistance funds that will cover much of the expense.

Please review the draft and provide any and all feedback you have. Staff will incorporate the feedback into the RFP and then get the ball rolling on this important work.

OPTIONS:

STAFF RECOMMENDATION:



City of Lauderdale
Lauderdale City Hall
1891 Walnut Street
Lauderdale, MN 55113
651-792-7650
651-631-2066 Fax
www.ci.lauderdale.mn.us

CITY OF LAUDERDALE, MINNESOTA
REQUEST FOR PROPOSALS
COMPREHENSIVE PLAN UPDATE

I. INTRODUCTION

The City of Lauderdale is seeking written proposals from qualified consultants to assist with an update of Lauderdale's Comprehensive Plan.

II. COMMUNITY OVERVIEW

The City of Lauderdale is a first-ring suburb with a population of ~2,500, and is neighbored by Minneapolis, St. Paul, Roseville and Falcon Heights. Lauderdale has a total land area of 271.23 acres and is a "fully developed" community within the metropolitan area. Lauderdale has 1,150 households consisting of approximately 50% single-family homes, townhouses, and condominiums and 50% multi-family apartment units. Lauderdale's largest employers include Corval, Bolger Publications, and Twin City Die Castings.

Lauderdale is a Plan A statutory city and is governed by a five-member City Council with four council members and a mayor that are elected at large. The City Administrator is the chief administrative officer and is accountable to the City Council for the day-to-day operation of the City.

While Lauderdale does not have an HRA or an EDA, it has been proactive in recent years acquiring properties for redevelopment. Lauderdale does not have a planning commission so planning and zoning matters are handled directly by the City Council. All public hearings regarding the City's Comprehensive Plan update will be conducted by the City Council.

III. PLANNING SERVICES

This Comprehensive Plan update cycle is expected to be a *thorough* revision of the current Plan. The previous version was drafted in-house. The consultant selected will be expected to work with the Council and staff to develop a work plan that is highly participatory and provides a critical assessment and update of the existing Comprehensive Plan.

The City is at a transition point. Long-time businesses are expected to see turn over and a few homes have been torn down to make way for new ones. The goal of the Council is to be planful in addressing these emerging trends to be able to capitalize on opportunities and to steer away from possible pitfalls. Among the types of issues expected to be addressed include:

1. Establish goals for maintaining a healthy housing stock. This includes identifying the role the City will play in housing development as well as determining what changes should be made to the zoning ordinance to encourage new housing that is in character with the rest of the neighborhood.

2. Analyze opportunities to position Lauderdale's Larpenteur Avenue corridor for additional investment. The City currently owns the site of a former gas station that it is holding for redevelopment. Work with property owners to determine appropriate zoning considering its mix of single-family and multi-family housing as well as commercial uses.
3. Survey the owners of the businesses in Lauderdale's aging industrial area to determine what type of changes will occur in the short and long term. Develop recommendations to maximize the area's potential and zoning changes that should be implemented.
4. Determine the best purpose for undevelopable parcels owned by the City along a small lake shared with the City of Roseville.
5. Any revisions and inclusion required by the Land Planning Grant and the Metropolitan Council, including, but not limited to, the creation of new exhibits and updated graphics, maps, tables, graphs etc.

IV. PARTICIPATION PROCESS

The participation process will be finalized after a consultant is chosen and has had an opportunity to provide input. The following is a basic framework for what is expected.

1. **Community Vision/Goals:** The consultant shall design and lead a planning process that builds community consensus for the final version of the updated Comprehensive Plan. The process shall validate and update the vision for the future of the community, and establish measurable goals and objectives directed toward that vision. The consultant will be responsible for managing, facilitating, publicizing/marketing (with assistance from city staff), informing, recording, and at times, mediating the process.
2. Help identify stakeholders to serve as a diverse and representative review panel to provide input. The selected consultant would lead the interaction and participation of the stakeholders which is critical for the development and success of the Comprehensive Plan. Online engagement using web based techniques and social media is expected.
3. **Public Participation:** The approach toward citizen participation should be designed to achieve maximum response, taking into account the busy lives our citizens lead. We want our citizens to be able to have as much participation in this project as possible. The process proposed by the consultant shall meet and exceed the minimum requirements for public hearings.
4. **Anticipated Meetings:**
 - Planning and update sessions with city staff.

- Community engagement sessions. Public engagement may include surveys, web-based techniques, or the use of social media in addition to community meetings.
- Planning sessions with stakeholder group.
- Work sessions with the City Council.

V. REVIEW AND RECOMMENDATION PROCESS

- A. The City of Lauderdale intends to select and award an agreement to the consultant or consultants evaluated to be the best qualified to perform the work based on the extent and quality of the consultant's resources, costs, communication and presentation skills, compatibility, and quality and extent of experience. Other performance factors may also be considered.
- B. If multiple consultants are collaborating on the RFP submittal please identify the specific consultant name and their area of expertise within the proposal. The City reserves the right to select one or multiple consultants.
- C. Prospective consultants are encouraged to participate in an interview with the City Administrator either in person or by telephone. The City Administrator will select two to three prospective consultants for interviews with a committee that includes members of the City Council. The Committee's recommendation will be sent to the City Council for approval.
- D. The City shall not be liable for any expenses incurred by the applicant in connection with this solicitation including but not limited to expenses associated with the preparation of this statement, attendance at interviews, preparation of a compensation fee schedule or final contract negotiations.
- E. The City reserves the right to reject any and all proposals or to request additional information from any and all applicants.
- F. The selected consultant(s) shall assure that the update is in alignment with City goals and objectives, and is in compliance with the required elements of the Metropolitan Council System Statements and otherwise.

VI. SELECTION CRITERIA

The City anticipates the successful team will include experienced individuals in the following disciplines: urban design, urban planning, landscape architecture, transportation, as well as economic development and redevelopment.

During the evaluation process, the City of Lauderdale shall reserve the right to request additional information or clarifications from a consultant, or to allow corrections and/or omissions.

Proposals will be evaluated by the staff and City Council. The following criteria will be used to ascertain which proposal best meets the needs of the City:

A. Project approach and Organization (0 to 25 points)

1. Describe approach to preparing the update.
2. Explain the plan to facilitate, encourage and implement public participation.
3. Indicate how web-based techniques and social media networks will be utilized in the outreach effort.
4. Describe how you will perform the scope of work effectively and efficiently.
5. Lay out the proposed schedule for completing the study.
6. The written proposal clearly states an understanding of potential work to be performed.

B. Related Experience (0 to 25 points)

1. Provide the depth and variety of experience for the consultants involved in the project.
2. Define qualifications of additional staff involved.
3. Describe the technical and professional skills of each team member.
4. Describe your expectations of city staff involvement.
5. Include a list of municipal clients where related services were provided by the professional staff proposed along with the name and telephone number of a person who may be contacted at that municipality.

C. Schedule of Deliverables (0 to 25 points)

1. Explain how you plan to facilitate completion of the plan in a timely manner.
2. How many on-site visits do you expect to make?
3. Please provide an estimated time schedule showing the amount of time per category and the total time necessary to complete the project.

D. Compensation (0 to 25 points)

1. Demonstration of previous successes in delivering projects within budget.
2. Description of approach to budgeting.
3. Presentation of best offer as a "not to exceed" amount.
4. Hourly rates for services not included in the scope of work.

VII. PROPOSAL INSTRUCTIONS

A. Proposal Submission

Submit one electronic and seven paper copies of the proposal to:

Heather Butkowski
City Administrator
City of Lauderdale
1891 Walnut Street
Lauderdale, MN 55113
(651) 792-7650
heather.butkowski@ci.lauderdale.mn.us

Direct all responses, questions, and correspondence to Heather Butkowski. In the interest of fairness to all respondents, do not contact other staff or elected or appointed officials.

B. Timeline

1. City releases Request for Proposals (RFP): January 25, 2017
2. Recommended Q & A call with City Administrator by February 10
3. RFPs due to City of Lauderdale: February 22, 2017
4. Interviews of potential consultant(s): Early March 2017
5. Decision made: March 14, 2017
6. New contract begins: March 15, 2017

Note: All proposals must be received by February 22, 2017 at Lauderdale City Hall no later than 4:00 p.m.

X. CONTRACT TERMS AND CONDITIONS

Upon selection of the Consultant(s), an Agreement or Contract of Services shall be entered into by the City and the Consultant(s). The City reserves the right to negotiate the final terms and conditions of the contract to be executed. Should the City and the consultant(s) be unable to mutually agree upon the entire contract, the City reserves the right to discontinue negotiations, select another consultant or reject all statements of proposal. Upon completion of negotiations agreeable to the City and the consultant(s), a contract shall be executed.

The City shall retain ownership of all documents, plans, maps, reports and data prepared under this proposal. In addition to being provided hardcopy and digital documents throughout the project, the consultant shall supply the City of Lauderdale with complete electronic files upon project completion.

XI. AFFIRMATIVE ACTION

The City of Lauderdale requires affirmative action and, therefore, the consultant selected shall not discriminate under the contract against any person in accordance with federal, state and local regulations. *The City of Lauderdale does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual preference, disability or any other basis protected by law in the admission or access to, or treatment or employment in, its programs, activities or services.*

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested	
Consent	_____
Public Hearing	_____
Discussion	_____
Action	_____
Resolution	_____
Work Session	___X___

Meeting Date	January 24, 2017
ITEM NUMBER	<u>Sign Ordinance</u>
STAFF INITIAL	<u>AB</u>
APPROVED BY ADMINISTRATOR	

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

City Attorney, Ron Batty, will be at the meeting to discuss the new draft sign ordinance and gather your feedback. Staff have been working on it as well and will have ideas to share with the Council. To prepare for the meeting, I encourage you to look at the signage around town paying close attention to where signs are located on properties and how large they are. That will provide the perspective needed to complete the ordinance.

OPTIONS:

STAFF RECOMMENDATION:

CITY OF LAUDERDALE
ORDINANCE NO. ____

An Ordinance Amending Title 10, Chapter 10
of the Code of Ordinances Regarding Signs

The city council of the city of Lauderdale ordains as follows:

SECTION 1. Chapter 10 of the Lauderdale City Code is amended by deleting the text therein and replacing with the following:

SIGN REGULATIONS:

10-10-1: General Provisions:

A. Findings, Purpose and Intent, and Effect:

1. Findings: The city council hereby finds as follows:
 - a. Exterior signs have a substantial impact on the character and quality of the environment.
 - b. Signs provide an important medium through which individuals may convey a variety of messages.
 - c. Signs can create traffic hazards, aesthetic concerns and detriments to property values, thereby threatening the public health, safety and welfare.
 - d. The city's zoning regulations have included the regulation of signs in an effort to provide adequate means of expression and to promote the economic viability of the business community, while protecting the city and its citizens from a proliferation of signs of a type, size, location and character that would adversely impact upon the aesthetics of the community and threaten the health, safety and welfare of the community. The regulations of the physical characteristics of signs within the city have had a positive impact on traffic safety and the appearance of the community.
2. Purpose and Intent: It is not the purpose or intent of this section to regulate the message displayed on any sign; nor is it the purpose or intent of this section to regulate any building design or any display not defined as a sign, or any sign which cannot be viewed from outside a building. The purpose and intent of this section is to:

- a. Regulate the number, location, size, type, illumination and other physical characteristics of signs within the city in order to promote the public health, safety and welfare.
 - b. Maintain, enhance and improve the aesthetic environment of the city by preventing visual clutter that is harmful to the appearance of the community.
 - c. Improve the visual appearance of the city while providing for effective means of communication, consistent with constitutional guarantees and the city's goals of public safety and aesthetics.
 - d. Provide for fair and consistent enforcement of the sign regulations set forth herein under the zoning authority of the city.
3. Effect: A sign may be erected, mounted, displayed or maintained in the city if it is in conformance with the provisions of these regulations. The effect of this section, as more specifically set forth herein, is to:
- a. Allow a wide variety of sign types in commercial zones, and a more limited variety of signs in other zones, subject to the standards set forth in this section.
 - b. Allow certain small, unobtrusive signs incidental to the principal use of a site in all zones when in compliance with the requirements of this section or when required by federal, state or local law.
 - c. Prohibit signs whose location, size, type, illumination or other physical characteristics negatively affect the environment and where the communication can be accomplished by means having a lesser impact on the environment and the public health, safety and welfare.
 - d. Provide for the enforcement of the provisions of this section.
4. Severability: If any subsection, sentence, clause, or phrase of this section is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this section. The city council hereby declares that it would have adopted this section in each subsection, sentence, or phrase thereof, irrespective of the fact that any one or more subsections, sentences, clauses, or phrases be declared invalid.

10-10-2: Definitions:

Definitions: The following words and terms, when used in this section, shall have the following meanings, unless the context clearly indicates otherwise:

A-FRAME SIGN: A movable freestanding sign hinged at the top, or attached in a way that forms a shape similar to the letter "A" when viewed from the side, also commonly known and referred to as a sandwich board or a springboard sign.

ABANDONED SIGN: Any sign and/or its supporting sign structure which has been removed or whose display surface remains blank for a period of one year or more. Signs applicable to a business temporarily suspended because of a change in ownership or management of such business shall not be deemed abandoned unless the property remains vacant for a period of one year or more. Any sign remaining after demolition of a principal structure shall be deemed to be abandoned. Any sign within the city may be subject to the definition of abandonment, regardless of whether those signs are legal non-conforming uses or authorized pursuant to a conditional use permit or variance.

AWNING: A rooflike cover, often of fabric, plastic, metal or glass designed and intended for protection from the weather or as a decorative embellishment and which projects from a wall or roof of a structure primarily over a window, walk or the like. Any part of an awning, which also projects over a door, shall be counted as an awning.

AWNING SIGN: A building sign or graphic printed on or in some fashion attached directly to the awning material.

BALLOON SIGN: A sign consisting of a bag made of lightweight material supported by helium, hot or pressurized air which is greater than twenty four inches (24") in diameter.

BANNER: A sign constructed of cloth, paper, plastic or other material upon which copy is written and supported either between poles or fastened to buildings or other structures and that is supported or anchored on two (2) or more edges or at three (3) or more corners. Banners also include such signs which are anchored along one edge, or two (2) corners, with weights installed that substantially reduce the reaction of the sign to wind.

BENCH SIGN: A sign located on any part of the surface of a bench or a similar type of outdoor furniture or seating, placed usually on or adjacent to a public right of way.

BUILDING: Any structure intended for the shelter, support, or enclosure of persons, animals, or property of any kind; where separated by party walls without openings, each portion of such building is considered a separate building.

BUILDING SIGN: Any sign attached to or supported by any structure used or intended for supporting or sheltering any use or occupancy.

BUSINESS: Any occupation, employment or enterprise wherein merchandise is exhibited or sold, or where services are offered for compensation.

COMMUNITY BUSINESS DISTRICT: The B-1 zoning district within the city as identified in the city’s zoning code on the city of Lauderdale’s official zoning map.

CANOPY: A rooflike cover, often of fabric, plastic, metal, or glass on a support, which provides shelter over a doorway.

CANOPY SIGN: A building sign or graphic printed or in some fashion attached to a canopy.

COMMERCIAL SPEECH: Speech advertising a business, profession, commodity, service or entertainment.

CONSTRUCTION SIGN: A temporary sign erected on the premises on which construction is taking place, during the period of such construction, indicating the names of the architects, engineers, landscape architects, contractors or similar artisans, and/or the owners, financial supporters, sponsors, and similar individuals or firms having a role or interest with respect to the structure or project.

DIRECTIONAL SIGN: A sign which exclusively contains language that is intended to facilitate the safe movement of pedestrians and vehicles into, out of and around the site on which the sign is located.

DISPLAY SURFACE: The area of an electronic message display made available by the sign structure for the purpose of displaying the advertising or other commercial or noncommercial message.

ELECTRICAL SIGN: A sign that is powered by electricity.

ELECTRONIC MESSAGE DISPLAY (EMD): A sign capable of displaying words, symbols, figures, or images that can be electronically or mechanically changed by remote or automatic means.

ELEVATION: The view of the side, front or rear of a given structure showing a structure’s relative elevation from the ground and/or other structures.

ERECT: Activity of constructing, building, raising, assembling, placing, affixing, attaching, creating, painting, drawing, engraving or any other way of bringing a sign into being or establishing.

EXTERIOR SIGN: A sign on the outside of a building, structure or outdoor display area.

FLAG: Any fabric or similar lightweight material attached at one edge or no more than two (2) corners of the material, usually to a staff or pole, so as to allow movement of the material by atmospheric changes and which contains distinctive colors, patterns, symbols, emblems, insignia, or other symbolic devices or text. If

any dimension of a flag is more than three (3) times as long as any other dimension, it shall be regulated as a banner for the purposes of this section.

FLASHING SIGN: A directly or indirectly illuminated sign, which exhibits changing light or color effect by any means, so as to provide intermittent illumination, which includes the illusion of intermittent flashing light by means of animation, or any other mode of lighting, which may include but is not limited to zooming, twinkling, or sparkling.

FREESTANDING SIGN: Any sign, which has supporting framework that is placed on, or anchored in, the ground and which is independent from any building or other structure.

FRONT FOOT: The measurement of the frontage of a lot abutting a public street. In cases where a lot abuts two (2) public streets, the shorter side of the lot will be used in determining the front footage of a lot.

FRONTAGE: The line of contact of a property with the public right of way or private streets.

GRADE: The final ground elevation after construction. Earth mounding for landscaping, berming and/or screening is not part of the final grade for sign height computation.

GROUND SIGN: Any freestanding sign with its sign face mounted on the ground or mounted on a base at least as wide as the sign and which has a total height not exceeding eight feet (8').

HEIGHT OF SIGN: The height of the sign, for freestanding signs, shall be computed as the vertical distance measured from the base of the sign at normal grade to the top of the highest attached component of the sign. For signs attached to buildings, the height shall be measured from the lowest attached component of the sign to the highest attached component.

ILLUMINATED SIGN: Any sign illuminated by a source of light which is directly cast upon the exterior surface or face of the sign and intended to illuminate the sign by reflection or which is illuminated from within or behind the sign so as to reflect or emanate light through the sign.

INDUSTRIAL DISTRICT: The I-1 zoning district within the city as identified in the city's zoning code on the city of Lauderdale's official zoning map.

INTERIOR SIGN: A sign which is located within the interior of any building, or within an enclosed lobby or court of any building. This includes both signs that are intended to be viewed from inside or outside of the building.

ISSUING AUTHORITY: The city of Lauderdale.

MONUMENT SIGN: Any freestanding sign with its sign face mounted on the ground or mounted on a base at least as wide as the sign and which has a height exceeding eight feet (8'), subject to height limitations of the zoning district in which it is located.

MURAL: An image painted or applied on the exterior of a building wall(s) or other permanent structure and for which no more than five percent (5%) of the total area covered by the mural, or one hundred (100) square feet (whichever is less), consists of text.

NONCOMMERCIAL SPEECH: Speech not defined as commercial speech which includes, but is not limited to, speech concerning political, religious, social, ideological, public service and informational topics.

NONCONFORMING SIGN: A sign which is lawfully existing on the effective date hereof, but does not conform to this section.

OFF-PREMISE SIGN: A commercial speech sign which directs the attention of the public to a business, activity conducted, or product sold or offered at a location not on the same lot where such sign is located. For purposes of this sign ordinance, easements and other appurtenances shall be considered to be outside such lot and any sign located or proposed to be located in an easement or other appurtenance shall be considered an off-premise sign.

PARAPET (WALL): That portion of a building wall that rises above the roof level.

PENNANTS: Pieces of cloth, paper, plastic or similar material intended to be individually supported or attached to each other by means of rope, string or other material, and intended to be hung on buildings or other structures or between poles, and do not include any written or graphical, or other form of copy.

PORTABLE SIGN: Any sign which is manifestly designed to be transported, including by trailer or on its own wheels, even though the wheels of such sign may be removed and the remaining chassis or support is converted to another sign or attached temporarily or permanently to the ground. A sign mounted on a vehicle identifying a business when the vehicle is being used in the normal day to day operation of that business is not subject to the regulations set forth in this section.

PRINCIPAL BUILDING: The building in which the principal use of the property occurs, which may contain one or more lots is conducted. Buildings with multiple principal uses shall not constitute multiple principal buildings (i.e., 3 separate uses in a building is equal to 1 building). Storage buildings, garages, and other clearly accessory buildings shall not be considered principal buildings.

PRINCIPAL ENTRANCE: The main doorways, lobby, or access leading or entering into a building or structure.

PROPERTY: Any lot or parcel of land which has been legally created and has been assigned a separate parcel identification number.

PUBLIC ROADWAY RIGHT OF WAY: The right of way for a public roadway.

PYLON SIGN: Any freestanding sign which has its supportive structure(s) anchored in the ground and which has a sign face elevated above ground level by pole(s) or beam(s) more than ___' and with the area below the sign face open.

RESIDENTIAL DISTRICT: The R-1, R-2, and R-3 zoning districts within the city as identified in the city's zoning code on the city of Lauderdale's official zoning map.

RESIDENTIAL PROPERTY: A piece of land or real estate, consisting of one or more lots or parcels, where a residential dwelling and its associated accessory buildings or structures are located.

ROOF: The exterior surface and its supporting structure on the top of a building or structure makeup of which conforms to the roof structures, roof construction and roof covering sections of the state building code.

ROOF SIGN: Any sign erected and constructed wholly on and above the roof or parapet of a building or structure, supported by the roof structure, and extending vertically above the highest portion of the roof.

SETBACK, FRONT: The minimum horizontal distance permitted between the public right of way and a structure on the premises. In instances in which a property fronts on more than one street, front setbacks are required on all street frontages.

SETBACK, REAR: The minimum horizontal distance permitted between the property line opposite the front of the lot and a structure on the premises.

SETBACK, SIDE: The minimum horizontal distance permitted between the side lot line and a structure on the premises.

SHIMMERING SIGNS: A sign which reflects an oscillating sometimes distorted visual image.

SIGN: Any letter, word or symbol, poster, picture, reading matter or representation in the nature of advertisement, announcement, message or visual communication, other than a "flag" or "mural" as defined in this section whether painted, posted, printed, affixed, engraved or constructed, including all associated brackets, braces,

supports, wires, and structures, which is displayed for informational or communicative purposes.

SIGN FACE: The surface of a sign upon, against, or through which the message of the sign is exhibited.

SIGN STRUCTURE: Any structure including the supports, uprights, bracing and framework which supports or is capable of supporting any sign.

SITE: A plot or parcel of land, or combination of contiguous lots or parcels of land, which are intended, designated, and/or approved to function as an integrated unit.

SPRINGBOARD: See definition of A-Frame Sign.

TOTAL SITE SIGNAGE: The maximum combined area of all signs allowed on a specific property or site.

VISIBLE: Capable of being seen by a person of normal visual acuity (whether legible or not) without visual aid.

WALL: Any structure which defines the exterior boundaries or courts of a building or structure and which has a slope of sixty degrees (60°) or greater with the horizontal plane.

WALL SIGN: Any building sign attached parallel to, but within two feet (2') of a wall, painted on the wall surface of, or erected and confined within the limits of an outside wall of any building or structure, which is supported by such wall or building, and which displays only one sign surface.

10-10-3: Administration:

A. Administration:

1. **Permit Required:** No sign whose highest attached part is greater than seven feet (7') above the ground surface directly beneath the highest point, except as otherwise specified herein, shall be erected, altered, reconstructed, maintained or moved in the city without first securing a permit from the city. The content of the sign shall not be reviewed or considered in determining whether to approve or deny a sign permit. Applications for a permit may be for specific signs or may be in the form of an overall signage plan for the property and shall be in writing addressed to the issuing authority on a form provided by the city. Permit applications shall be reviewed by city staff.

The issuing authority shall approve or deny the sign permit application in a manner consistent with the time lines required in Minnesota Statutes, Section 15.99, or successor statute.

2. Permit Application: Required Information: Applications for a permit shall be on a form designated by the city. At a minimum, such application shall include the following items:
 - a. Names, addresses, and signatures of the applicant, owners of the sign, and fee owner of the property upon which the sign is to be erected;
 - b. The address at which any signs are to be erected;
 - c. The legal description of the property or site upon which the signs are to be erected and the street on which they are to front;
 - d. A complete set of plans showing the necessary elevations, distances, size, and details to fully and clearly represent the construction and place of the signs;
 - e. The cost of the sign;
 - f. The type of sign (i.e. wall sign, monument, mural, etc.); and
 - g. If the proposed sign(s) is along a state trunk highway, county road, or interstate highway, the applicant may be required to provide proof that the applicant has obtained any necessary approvals from the responsible units of government for the sign(s).

For the purposes of the permits, all of the parties required to sign under paragraph a of this section shall be considered joint applicants. All requirements of this section, including the ongoing maintenance for any sign erected within the city, shall be the joint and severable responsibility of the applicant(s).

3. Permit Exemptions: The following signs shall be exempt from the permit application requirements of this section. These exemptions, however, shall not be construed as relieving the owner of the sign from the responsibility of its erection and ongoing maintenance, and its compliance with the provisions of this section or any other law or ordinance relating to maintenance, repair and removal.
 - a. Individual signs not exceeding one-half (0.5) square feet in any zoning district. Such signage shall not be counted against any overall square footage requirement applicable to a property.
 - b. Individual signs, in the R-1, R-2, R-3, B-1, and I-1 zoning district, or located on public property with the approval of the appropriate public agency or body, which are:
 - (1) Located no closer than one hundred feet (100') to the edge or curb of any road within a public roadway right of way; and

- (2) Not greater than three (3) square feet in size and with any letters or numbers not greater than six inches (6") in height; or
- (3) Not greater than six (6) square feet in size and with any letters or numbers not greater than three inches (3") in height.
- c. Signs erected within a public road right of way that are approved by the appropriate governmental agency with authority over the right of way.
- d. The changing of the display surface or sign face on a previously approved and erected sign, or complete replacement of a sign, when such change or replacement would be consistent with a previously issued permit or a sign considered to be a legal nonconformity and would not require compliance with applicable building codes, unless such sign has been deemed abandoned.
- e. Flags, subject to the following (any flags in excess of these amounts shall be regulated as a sign):

Zoning District	Maximum Size, Any 1 Flag	Maximum Size, Cumulative Per Site
B-1, I-1	300 square feet, 600 square feet with conditional use permit	None
All other zoning districts	40 square feet	50 square feet

- f. Interior signs.
- g. Signs which are integrally attached to or part of:
 - (1) Waste roll-offs, dumpsters, garbage cans, portable storage units or other similar equipment owned and maintained by a commercial business for the purpose of waste collection or temporary storage;
 - (2) Personal property or motor vehicles such as, but not limited to, passenger vehicles, snowmobiles, all-terrain vehicles, trucks, semi-tractors and trailers, recreational vehicles, fish houses, boats, boat lifts, and trailers;
 - (3) Construction materials or equipment.
- h. Signs which are affixed on city owned property, which have been approved by the city council or its designee.

- i. Murals located on a building used primarily for commercial or industrial purposes which are maintained by the property owner or his/her designee.
 - j. Signs which are affixed on property owned by a county, state or federal governmental body or a public school district unless specifically prohibited by this section.
 - k. Signs required by law.
 - l. Headstones, gravestones, grave markers or other similar signs attached to, or adjacent to, a burial plot, columbarium, mausoleum or the like.
4. Fees: Sign permit fees shall be established by resolution/ordinance of the city council.
 5. Repairs: Any sign located in the city which may now be or hereafter become out of order, rotten or unsafe, and every sign which shall hereafter be erected, altered, resurfaced, reconstructed or moved contrary to the provisions of this section, shall be removed or otherwise properly secured in accordance with the terms of this section by the owners thereof or by the owners of the grounds on which said sign shall stand, upon receipt of proper notice so to do, given by the issuing authority.
 6. Removal: Signs which may be or may hereafter become rotted, unsafe or unsightly shall be repaired or removed by the owner or lessee of the property upon which the sign stands upon reasonable notice by the city. The owner, lessee or manager of any sign that contacts the ground and the owner of the land on which the same is located shall keep grass, weeds and other growth cut and shall remove all debris and rubbish from the area beneath the sign. If the owner, lessee or manager of the property fails to act in accordance with this paragraph, such failure to act shall constitute a public nuisance, and the city may seek injunctive relief through a motion for summary enforcement, or obtain an administrative search and seizure warrant for removal of the sign in question. All costs incurred for removal may be charged to the owner of the sign and/or property owner and if unpaid, certified to the Ramsey County auditor as a lien against the property on which the sign was located.

B. Violations:

1. Violations; Separate Offense. Each day that the violation continues shall constitute a separate offense. Violations of this ordinance shall be deemed a misdemeanor.

C. General Provisions:

1. Size: No individual sign shall exceed three hundred (300) square feet in area. A-frame signs shall not exceed four feet (4') in height and two feet (2') in width. All signs on the property shall be included in the square footage measurement with the exception of A-frame signs and signs otherwise exempted by this section. There

shall be no more than one A-frame sign allowed per principal building. Any A-frame or directional signs placed on public roadway right of way shall require the owner of the sign to provide insurance naming the city as an additional insured in an amount and in such form as may be required by the city.

2. Regulations:
 - a. General: Except as hereinafter provided, no signs shall be erected or maintained at any angle to a building or structure which extends over the street or highway. No sign shall be erected or maintained at any angle to a building or structure which sign extends over the alleyway more than four feet (4') and shall be a minimum of seventeen feet (17') above the ground. No sign shall be erected or maintained at any angle to a building or structure which sign shall extend more than five feet (5') over the sidewalk and shall be a minimum of ten feet (10') from the ground.
3. Electrical Signs: Electrical signs must be installed in accordance with the current electrical code and all necessary electrical and building permits must be obtained prior to placement.
4. Prohibited Signs: The following signs are prohibited signs:
 - a. Any sign, signal, marking or device which purports to be or is an imitation of or resembles any official traffic control device or railroad sign or signal, or emergency vehicle signal, or which attempts to direct the movement of traffic or which hides from view or interferes with the effectiveness of any official traffic control device, roadway, intersection or any railroad sign or signal.
 - b. Bench signs, except as authorized by this section.
 - c. Roof signs.
 - d. Signs painted, attached, engraved, etched or in any other manner affixed to public utility poles, bridges, towers, streetlights, or similar public structures except as otherwise provided herein.
 - e. Off-premises signs.
5. Setbacks: Signs shall conform to building yard regulations for the zoning district in which the signs are located, except as otherwise specified in this section. Setbacks shall be measured to the outermost portion of the sign:

	Residential	Commercial Business	Industrial
Front yard lot line	—	—	—
Side yard lot line	—	—	—
Rear yard lot line	—	—	—
Rear yard lot line abutting R district	—	—	—

6. Area: The area within the frame shall be used to calculate the square footage except that the width of a frame exceeding twelve inches (12") shall constitute sign face, and if such letters or graphics be mounted directly on a wall or fascia or in such way as to be without a frame, the dimensions for calculating the square footage shall be the area extending six inches (6") beyond the periphery formed around such letters or graphics in a plane figure bounded by straight lines connecting the outermost points thereof, unless exact dimensions can be provided by the applicant. Symbols, pictures, wording, figures or other forms of graphics painted on or attached to walls, awnings, freestanding structures, or suspended by balloons are considered a sign and are included in calculating the overall square footage. The area of a sign with more than one visible sign face will be calculated as the sum of the area of each sign face divided by two (2).
7. Illumination: External illumination for signs shall be constructed and maintained so that the source of light is not visible from the public right of way or residential property.
8. Retroactive Effect: This section shall apply to all sign applications applied for but not yet issued prior to the date of enactment.
9. Noncommercial Speech: Notwithstanding any other provisions of this section, the noncommercial speech exemption provided by Minnesota statutes section 211B.045 (or successor statute) is hereby incorporated by reference, which shall also include the period of time thirteen (13) weeks prior to any special election until ten (10) days following the special election.

10-10-5: Zoning District Rules:

A. Specific Regulations By Zoning District:

1. Residential District – R-1: Within the R-1 zoning district, nonexempt signs are allowed as follows:
 - a. Maximum sign area for a single sign: Eight (8) square feet.

- b. Cumulative maximum sign area for all nonexempt signs: Sixteen (16) square feet.
 - c. Maximum height of any sign: Four feet (4').
2. Residential Districts – R-2, R-3: Within the R-2 and R-3 zoning districts nonexempt signs are allowed as follows:
- a. Within thirty feet (30') of a traveled public road right of way: One sign up to thirty two (32) square feet in size, which may be externally illuminated, with a maximum height of eight feet (8') (properties which front upon more than 1 street may have up to 1 such sign per street frontage); and
 - b. For all other signs not allowed under subsection 2a of this section:
 - (1) Maximum height of any sign: Four feet (4').
 - (2) Maximum sign area for a single sign: Eight (8) square feet.
 - (3) Cumulative maximum sign area per property or site:

Up 80 feet frontage	16 square feet
81 – 150 feet frontage	24 square feet
151 – 300 feet frontage	32 square feet
Greater than 300 feet frontage	48 square feet

The following types of signs are not permitted in residential zoning districts:

- A-frame signs.
- Awning signs.
- Balloon signs.
- Canopy signs.
- Electronic message display signs.
- Flashing signs.
- Illuminated signs, except where specifically allowed.
- Murals.
- Portable signs.
- Shimmering signs.

3. Permitted Nonresidential Uses In Residential Districts: Within any residential zoning district, where a property contains a legal nonresidential institutional use authorized by issuance of a conditional use permit, nonexempt signs are allowed as follows:

Residential Zoning Districts	Maximum Sign Area of Single Sign	Maximum Height	Cumulative Maximum Sign Area of All Non-Exempt Signs
R-1, R-2, R-3			

4. Business Districts: Within any business zoning district, nonexempt signs are allowed as follows:

Business Zoning District	Maximum Sign Area of Single Sign	Maximum Sign Height	Cumulative Maximum Sign Area of All Nonexempt Signs
Commercial Business B-1	100 sq. ft. per surface	15'	50 sq. ft. or 1 sq. ft. per front foot of property abutting a public right of way, whichever is greater ¹

Note:

- ¹ For buildings where more than 2 sides abut a public right of way or which can be accessed from a parking lot, seating area or secondary entrance available to customers on a side not abutting a public right of way, an additional 50 square feet of signage shall be allowed beyond what would otherwise be allowed.

The following types of signs are not permitted in B-1 commercial business zoning districts:

- A-frame signs.
- Awning signs.
- Balloon signs.
- Canopy signs.
- Electronic message display signs.
- Flashing signs.
- Illuminated signs, except where specifically allowed.
- Portable signs.
- Shimmering signs.

5. Industrial District: Within any industrial zoning district, nonexempt signs are allowed as follows:

Industrial Zoning Districts	Maximum Sign Area of Single Sign	Maximum Sign Height	Cumulative Maximum Sign Area of All Nonexempt Signs
Industrial I-1	300 sq. ft. per surface	30'	4 sq. ft. per front foot of building plus 1 sq. ft. per front foot of property not occupied by the building

10-10-6: Miscellaneous Provisions:

A. Noncommercial Speech:

1. Substitution Clause: The owner of any sign which is otherwise allowed by this section may substitute noncommercial copy in lieu of any other commercial or noncommercial copy. This substitution of copy may be made without any additional approval or permitting. The purpose of this provision is to prevent any inadvertent favoring of commercial speech over noncommercial speech, or favoring of any particular noncommercial message over any other noncommercial message. The provision prevails over any more specific provision to the contrary.

B. Enforcement:

1. Administration: Provisions of this section shall be administered and enforced by the zoning administrator or their designee, who shall be appointed by the city council, and may have other municipal duties. Their duties shall include, but not be limited to:
 - a. Determine that all sign permits comply with the terms of this section.
 - b. Conduct site inspections to determine compliance with the terms of this section.
 - c. Receive, file and forward all applications for appeals, variances, conditional uses, or other matters to the designated official bodies.
2. Appeals: Any appeal to a decision made under this chapter shall be brought under the terms of Section 10-3-3 of the city code.

SECTION 2. This ordinance shall be effective upon its adoption and publication.

Adopted by the Lauderdale City Council this ___ day of February, 2017.

Mary Gaasch, Mayor

ATTEST:

Heather Butkowski, City Administrator-Clerk

Published in the Roseville Review on the ___ day of _____, 2017.