

LAUDERDALE CITY COUNCIL MEETING AGENDA
7:30 P.M. TUESDAY, FEBRUARY 14, 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. **ROLL CALL**
3. **APPROVALS**
 - a. Agenda
 - b. Minutes of the January 24, 2017 City Council Meeting
 - c. Claims Totaling \$121,080.75
4. **CONSENT**
 - a. December Financial Report
 - b. Sewer Lining Pay Request
5. **SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**
6. **INFORMATIONAL PRESENTATIONS / REPORTS**
7. **PUBLIC HEARINGS**

Public hearings are conducted so that the public affected by a proposal may have input into the decision. During hearings all affected residents will be given an opportunity to speak pursuant to the Robert's Rules of Order and the standing rules of order and business of the City Council.

- a. Ordinance No. 07-01 – Amending Title 10, Chapter 10 of the Code of Ordinances Regarding Signs
 - b. Resolution No. 021417A - Authorizing Publication by Title and Summary
8. **DISCUSSION / ACTION ITEMS**
 - a. Establish Workshop Date, Time, and Location
 9. **ITEMS REMOVED FROM THE CONSENT AGENDA**
 10. **ADDITIONAL ITEMS**
 - a. Resolution 021417B – Amending the 2017 Fee Schedule
 11. **SET AGENDA FOR NEXT MEETING**
 - a. January Financial Report
 - b. Year End Investment Report
 12. **WORK SESSION**
 - a. Opportunity for the Public to Address the City Council

Any member of the public may speak at this time on any item not on the agenda. In consideration for the public attending the meeting, this portion of the meeting will be limited to fifteen (15) minutes. Individuals are requested to limit their comments to four (4) minutes or less. If the majority of the Council determines that additional time on a specific issue is warranted, then discussion on that issue shall be continued at the end of the agenda. Before addressing the City Council, members of the public are asked to step up to the microphone, give their name, address, and state the subject to be discussed. All remarks shall be addressed to the Council as a whole and not to any member thereof. No person other than members of the Council and the person having the floor shall be permitted to enter any discussion without permission of the presiding officer.

Your participation, as prescribed by the Robert's Rules of Order and the standing rules of order and business of the City Council, is welcomed and your cooperation is greatly appreciated.

- b. Update on Capitol Regions Watershed District Project Concept
- c. Appointments and Committee Assignments
- d. Community Development Update

13. **ADJOURNMENT**

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

Page 1 of 2

January 24, 2017

Roll Call

Mayor Pro Tem Jeffrey Dains called the Regular City Council meeting to order at 7:35 p.m.

Councilors present: Mayor Pro Tem Dains, Roxanne Grove, Kelly Dolphin, and Andi Moffatt.
Councilors absent: Mayor Mary Gaasch.

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

Approvals

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

Councilor Grove moved to approve the minutes of the January 10, 2017 City Council meeting. Councilor Dolphin seconded the motion and it carried unanimously.

Councilor Moffatt noted a date error in the January 17, 2017 minute. Councilor Grove moved to approve the minutes of the January 17, 2017 Special City Council Meeting. Councilor Moffatt seconded the motion and it carried unanimously.

Councilor Grove moved and seconded by Councilor Dolphin to approve the claims totaling \$22,891.33. Motion carried unanimously.

Consent

Councilor Dolphin moved and seconded by Councilor Grove to approve the Consent Agenda thereby approving the 2017 alcohol license, approving the phased retirement agreement with Joe Hughes, and approving the 2017 Pay Equity Report.

Special Order of Business/Recognitions/Proclamations

Councilor Dolphin presented Chinese Christian Church Elder Lewis Ng with a "Resolution of Appreciation for the Twin City Chinese Christian Church." The resolution recognized the Church for the services they provided to the City and its residents over the past 41 years. The Church recently moved to a new location in Roseville.

Discussion/Action Items

A. Appointments and Committee Assignments

The Council discussed the committee assignments and appointments for 2017. They tentatively agreed on the posts; staff will prepare records to finalize the appointments at the next meeting.

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

Page 2 of 2

January 24, 2017

B. Comprehensive Plan RFP

Staff prepared a request for proposals (RFP) to initiate the search for planning assistance for the Comprehensive Plan update. The goal is to narrow the pool to a few candidates and hold final interviews with the full city council or a subcommittee of the city council in early March. The City received \$10,000 in planning assistance funds which will cover some of the expenses.

Set Agenda for Next Meeting

Administrator Butkowski stated the next meeting will include the December Financial Report and the Year End Investment Report.

Work Session

A. Opportunity for the Public to Address the City Council

Toufic Kabalan of 610 Silver Lake Road, New Brighton approached the Council. He stated that he is purchasing the Super USA business and is interested in purchasing the adjacent building owned by the City as well. Mayor Pro Tem Dains declared that this is a matter needing further discussion amongst the council. They will explore the topic more before reaching a conclusion.

B. Sign Ordinance

City Attorney Ron Batty approached the Council to discuss a draft of the new sign ordinance. The Council discussed the draft page by page and provided the city attorney with feedback. The city attorney and staff will take the ideas from the meeting and continue working to finalize a sign ordinance for the next meeting.

C. Community Development Update

City Administrator Butkowski informed the Council that the City will hold a neighborhood meeting on January 25 to discuss incidents at 1768 Eustis Street. Additionally, the no parking signs on Eustis Street are being worked on by Ramsey County. Finally, Xcel Energy has changed out all of the street light lamps from high-pressure sodium to LED.

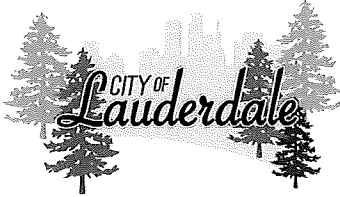
Adjournment

There being no further items on the agenda, Councilor Grove moved and seconded by Councilor Moffatt to adjourn the meeting at 10:36 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

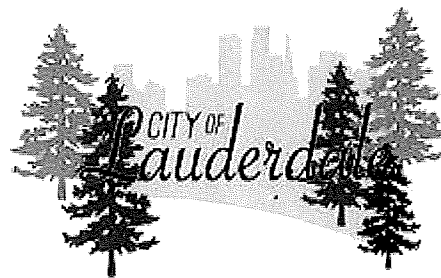
To: Mayor and City Council
From: City Administrator
Meeting Date: February 14, 2017
Subject: List of Claims

The claims totaling \$121,080.75 are provided for City Council review and approval which includes check numbers 25222 to 25250.

Accounts Payable

Checks by Date - Detail by Check Number

User: heather.butkowski
 Printed: 2/10/2017 12:06 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	44 2016	Minnesota Department of Revenue 2016 Sales Tax	02/14/2017	37.00
Total for this ACH Check for Vendor 44:				37.00
ACH	43	Public Employees Retirement Association PR Batch 50200.01.2017 PERA Coordinated PR Batch 50200.01.2017 PERA Coordinated	01/27/2017 PR Batch 50200.01.2017 PER PR Batch 50200.01.2017 PER	905.99 1,045.37
Total for this ACH Check for Vendor 43:				1,951.36
ACH	44	Minnesota Department of Revenue PR Batch 50200.01.2017 State Income Tax	01/27/2017 PR Batch 50200.01.2017 Stat	558.58
Total for this ACH Check for Vendor 44:				558.58
ACH	45	ICMA Retirement Corporation PR Batch 50200.01.2017 Deferred Comp PR Batch 50200.01.2017 Deferred Comp	01/27/2017 PR Batch 50200.01.2017 Def PR Batch 50200.01.2017 Def	1,081.99 865.98
Total for this ACH Check for Vendor 45:				1,947.97
ACH	46	Internal Revenue Service PR Batch 50200.01.2017 Medicare Employer Po PR Batch 50200.01.2017 FICA Employer Portio PR Batch 50200.01.2017 Federal Income Tax PR Batch 50200.01.2017 Medicare Employee Pc PR Batch 50200.01.2017 FICA Employee Portio	01/27/2017 PR Batch 50200.01.2017 Mec PR Batch 50200.01.2017 FIC. PR Batch 50200.01.2017 Fed PR Batch 50200.01.2017 Mec PR Batch 50200.01.2017 FIC.	245.20 1,048.37 1,280.28 245.20 1,048.37
Total for this ACH Check for Vendor 46:				3,867.42
ACH	43	Public Employees Retirement Association PR Batch 50300.02.2017 PERA Coordinated PR Batch 50300.02.2017 PERA Coordinated	02/10/2017 PR Batch 50300.02.2017 PER PR Batch 50300.02.2017 PER	1,020.04 884.04
Total for this ACH Check for Vendor 43:				1,904.08
ACH	44	Minnesota Department of Revenue PR Batch 50300.02.2017 State Income Tax	02/10/2017 PR Batch 50300.02.2017 Stat	530.70
Total for this ACH Check for Vendor 44:				530.70
ACH	45	ICMA Retirement Corporation PR Batch 50300.02.2017 Deferred Comp PR Batch 50300.02.2017 Deferred Comp	02/10/2017 PR Batch 50300.02.2017 Def PR Batch 50300.02.2017 Def	1,081.99 865.98
Total for this ACH Check for Vendor 45:				1,947.97
ACH	46	Internal Revenue Service PR Batch 50300.02.2017 FICA Employer Portio PR Batch 50300.02.2017 Federal Income Tax	02/10/2017 PR Batch 50300.02.2017 FIC. PR Batch 50300.02.2017 Fed	962.33 1,212.17


Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		PR Batch 50300.02.2017 FICA Employee Portio	PR Batch 50300.02.2017 FIC.	962.33
		PR Batch 50300.02.2017 Medicare Employer Po	PR Batch 50300.02.2017 Mec	225.07
		PR Batch 50300.02.2017 Medicare Employee Pc	PR Batch 50300.02.2017 Mec	225.07
Total for this ACH Check for Vendor 46:				3,586.97
25222	13 4837	8th Day Landscaping LLC January Snow Removal	02/14/2017	645.00
Total for Check Number 25222:				645.00
25223	34	AFSCME MN Council 5 PR Batch 50200.01.2017 Union Dues	02/14/2017 PR Batch 50200.01.2017 Uni	194.96
Total for Check Number 25223:				194.96
25224	150 CompPlan	American Planning Association Comp Plan RFP Posting	02/14/2017	25.00
Total for Check Number 25224:				25.00
25225	33 FunRun January	City of Falcon Heights 2016 Fun Run Reimbursement January Fire Calls	02/14/2017	112.00 1,373.04
Total for Check Number 25225:				1,485.04
25226	29 3504	City of St Anthony February Police	02/14/2017	56,049.16
Total for Check Number 25226:				56,049.16
25227	25 EMCOM-005792 EMCOM-005807 EMCOM-005854 PRRLG-001690 RISK-1827	County of Ramsey PR Batch 50200.01.2017 Life Insurance PR Batch 50200.01.2017 Short Term Disability PR Batch 50200.01.2017 Long Term Disability 911 Dispatch Services - January CAD Services - January Fleet Support Fee - January Truth in Taxation Notice January Admin Fee	02/14/2017 PR Batch 50200.01.2017 Life PR Batch 50200.01.2017 Sho PR Batch 50200.01.2017 Lon	310.08 64.45 93.64 1,280.65 258.44 6.24 163.77 25.00
Total for Check Number 25227:				2,202.27
25228	38 458328 458328 458328	Croix Oil Company Inc. Month Fuel Month Fuel Month Fuel	02/14/2017	51.92 51.92 242.28
Total for Check Number 25228:				346.12
25229	151 21366619	Fred Pryor Seminars Microsoft Excel Training	02/14/2017	128.00
Total for Check Number 25229:				128.00
25230	60 2277524-01 2277524-01	G & K Services Inc January Uniforms January Uniforms	02/14/2017	47.21 47.22
Total for Check Number 25230:				94.43

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
25231	61 7010504	Gopher State One Call January Locates	02/14/2017	10.80
Total for Check Number 25231:				10.80
25232	111 2017	Hamline University 2017 Metro Watershed Partners Contribution	02/14/2017	500.00
Total for Check Number 25232:				500.00
25233	82 7013218	Home Depot Heat Gun	02/14/2017	75.38
Total for Check Number 25233:				75.38
25234	138 PayReq2	Insituform Technologies USA LLC 2016 Sewer Lining Project	02/14/2017	16,675.10
Total for Check Number 25234:				16,675.10
25235	134 61	Katrina Joseph January Prosecution	02/14/2017	925.00
Total for Check Number 25235:				925.00
25236	31 135313	Kennedy & Graven Chartered December Legal Services	02/14/2017	3,536.40
Total for Check Number 25236:				3,536.40
25237	1 012017	Lillie Suburban Newspapers Inc Interim Ordinance Publication	02/14/2017	36.25
Total for Check Number 25237:				36.25
25238	99 2386	Metropolitan Area Management Association MAMA Luncheon Meeting	02/14/2017	20.00
Total for Check Number 25238:				20.00
25239	24 0001063796	Metropolitan Council March Wastewater Services	02/14/2017	11,427.59
Total for Check Number 25239:				11,427.59
25240	84 02142017 02142017 02142017	North Star Bank Cardmember Services Council Member Nameplate Council Meeting Food MCFOA Conference - Miles	02/14/2017	26.74 56.99 445.00
Total for Check Number 25240:				528.73
25241	5 012017	Premium Waters Inc January Water Bottles	02/14/2017	23.19
Total for Check Number 25241:				23.19
25242	47	Public Employees Insurance Program PR Batch 50100.01.2017 Health Insurance PR Batch 50100.01.2017 Dental PR Batch 50300.02.2017 Health Insurance PR Batch 50300.02.2017 Dental	02/14/2017 PR Batch 50100.01.2017 Hea PR Batch 50100.01.2017 Den PR Batch 50300.02.2017 Hea PR Batch 50300.02.2017 Den	2,290.44 110.46 2,290.44 110.46

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 25242:	4,801.80
25243	14 165208	Rapit Printing Inc 1Q2017 Newsletter	02/14/2017	616.97
			Total for Check Number 25243:	616.97
25244	80 012017	Sam's Club Sam's Club - Annual Membership	02/14/2017	90.00
			Total for Check Number 25244:	90.00
25245	81 4Q2016-CH 4Q2016-E 4Q2016-PW 4Q2016-S 4Q2016-WH	St Paul Regional Water Service 1891 Walnut St 1821 Eustis St 1915 Walnut St 2439 Larpenteur Ave W 1885 Fulham St	02/14/2017	67.90 19.59 32.97 46.59 201.45
			Total for Check Number 25245:	368.50
25246	4 16978 16978	The Neighborhood Recycling Company Inc December Recycling December Recycling	02/14/2017	2,396.16 -312.31
			Total for Check Number 25246:	2,083.85
25247	3 323494559	US National Equipment Finance Inc February Copier Contract	02/14/2017	149.00
			Total for Check Number 25247:	149.00
25248	90 9779553899 9779553899 9779553899	Verizon Wireless January Cell Phone January Cell Phone January Cell Phone	02/14/2017	32.48 16.24 16.24
			Total for Check Number 25248:	64.96
25249	7 7566486-0500-1	Waste Management Inc Public Works Refuse	02/14/2017	282.10
			Total for Check Number 25249:	282.10
25250	74 533315551 533315551 533363583 533378616 533401154 533401154 533562572 533832724	Xcel Energy 1891 Walnut Street 1891 Walnut Street Larpenteur Bridge Lights 2430 Larpenteur Avenue W 1821 Eustis Street 1821 Eustis Street Larpenteur Avenue January Street Lighting	02/14/2017	176.28 332.84 45.36 180.12 36.35 18.93 60.48 512.74
			Total for Check Number 25250:	1,363.10
			Report Total (38 checks):	121,080.75

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested	
Consent	<u> X </u>
Public Hearing	<u> </u>
Discussion	<u> </u>
Action	<u> </u>
Resolution	<u> </u>
Work Session	<u> </u>

Meeting Date	<u>February 14, 2017</u>
ITEM NUMBER	<u>December Financial Report</u>
STAFF INITIAL	<u></u>
APPROVED BY ADMINISTRATOR	

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Every month I provide the Council with an updated copy of the city's finances. Following are the revenue, expense, and cash balance reports for December 2016.

OPTIONS:

STAFF RECOMMENDATION:

By approving the consent agenda, the Council acknowledges the city's financial report for December 2016.

COUNCIL ACTION:

General Ledger

Cash Balances

User: heather.butkowski
 Printed: 1/31/2017 4:19:33 PM
 Period 12 - 12
 Fiscal Year 2016



Description	Account	Beg Bal	MTD Debit	MTD Credit	Current Balance
Cash	101-00000-000-10100	-2,051,187.16	441,342.30	484,960.55	-2,094,805.41
Change Fund	101-00000-000-10300	100.00	0.00	0.00	100.00
Cash	226-00000-000-10100	5,132.31	2.06	1,435.24	3,699.13
Cash	227-00000-000-10100	108,726.73	57.07	6,398.18	102,385.62
Cash	401-00000-000-10100	53,034.58	29.58	0.00	53,064.16
Cash	403-00000-000-10100	414,276.95	230.78	477.50	414,030.23
Cash	404-00000-000-10100	278,792.26	155.49	0.00	278,947.75
Cash	405-00000-000-10100	48,995.60	27.33	0.00	49,022.93
Cash	414-00000-000-10100	142,590.04	1,580.36	0.00	144,170.40
Cash	415-00000-000-10100	0.00	0.00	0.00	0.00
Cash	602-00000-000-10100	910,998.40	73,686.35	9,370.80	975,313.95
Cash	603-00000-000-10100	328,642.27	13,054.49	6,156.48	335,540.28
Current Assets		240,101.98	530,165.81	508,798.75	261,469.04
Petty Cash	101-00000-000-10200	300.00	0.00	0.00	300.00
Petty Cash		300.00	0.00	0.00	300.00
Investments - At Cost	101-00000-000-10400	0.00	0.00	0.00	0.00
Investments - Fair Value	101-00000-000-10410	2,630,800.28	351,807.72	120.00	2,982,488.00
Adj					
Investments		2,630,800.28	351,807.72	120.00	2,982,488.00
Grand Total		<u>2,871,202.26</u>	<u>881,973.53</u>	<u>508,918.75</u>	<u>3,244,257.04</u>

General Ledger

Revenue vs Expense



User: heather.butkowski
 Printed: 1/31/2017 4:20:20 PM
 Period: 12 - 12
 Fiscal Year: 2016

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
101	General Fund					
	Revenue					
	Taxes	676,561.00	142,572.16	669,074.56	7,486.44	98.89
	Licenses and Permits	26,100.00	6,366.50	47,771.15	-21,671.15	183.03
	Intergovernmental Revenues	538,700.00	269,350.00	538,700.00	0.00	100.00
	Charges for Services	12,750.00	810.00	15,040.05	-2,290.05	117.96
	Fines and Forfeits	45,000.00	2,142.17	34,351.26	10,648.74	76.34
	Miscellaneous Revenue	6,100.00	5,860.87	20,924.36	-14,824.36	343.02
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	1,305,211.00	427,101.70	1,325,861.38	-20,650.38	101.58
	Expense					
	Personal Services	355,713.00	38,841.34	364,500.42	-8,787.42	102.47
	Supplies	17,250.00	838.81	17,094.29	155.71	99.10
	Other Services and Charges	883,973.00	79,635.25	846,966.41	37,006.59	95.81
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Other Uses	48,000.00	0.00	0.00	48,000.00	0.00
	Expense	1,304,936.00	119,315.40	1,228,561.12	76,374.88	94.15
101	General Fund	275.00	307,786.30	97,300.26	-97,025.26	35,381.91

General Ledger Revenue vs Expense

User: heather.butkowski
 Printed: 1/31/2017 4:20:20 PM
 Period 12 - 12
 Fiscal Year 2016



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
226	Communications					
	Revenue					
	Taxes	20,000.00	0.00	16,024.80	3,975.20	80.12
	Miscellaneous Revenue	<u>25.00</u>	<u>2.06</u>	<u>21.90</u>	<u>3.10</u>	<u>87.60</u>
	Revenue	20,025.00	2.06	16,046.70	3,978.30	80.13
	Expense					
	Personal Services	8,197.00	835.24	8,152.41	44.59	99.46
	Supplies	550.00	600.00	600.00	-50.00	109.09
	Other Services and Charges	3,000.00	0.00	3,547.00	-547.00	118.23
	Capital Outlay	<u>5,000.00</u>	<u>0.00</u>	<u>4,565.94</u>	<u>434.06</u>	<u>91.32</u>
	Expense	16,747.00	1,435.24	16,865.35	-118.35	100.71
226	Communications	3,278.00	-1,433.18	-818.65	4,096.65	-24.97

General Ledger

Revenue vs Expense



User: heather.butkowski
 Printed: 1/31/2017 4:20:20 PM
 Period 12 - 12
 Fiscal Year 2016

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
227	Recycling Revenue					
	Intergovernmental Revenues	5,977.00	0.00	24,381.14	-18,404.14	407.92
	Miscellaneous Revenue	35,400.00	57.07	21,116.48	14,283.52	59.65
	Revenue	41,377.00	57.07	45,497.62	-4,120.62	109.96
	Expense					
	Personal Services	20,991.00	2,248.84	20,936.32	54.68	99.74
	Supplies	350.00	0.00	0.00	350.00	0.00
	Other Services and Charges	30,000.00	4,149.34	27,433.14	2,566.86	91.44
	Capital Outlay	0.00	0.00	331.00	-331.00	0.00
	Expense	51,341.00	6,398.18	48,700.46	2,640.54	94.86
227	Recycling	-9,964.00	-6,341.11	-3,202.84	-6,761.16	32.14

General Ledger Revenue vs Expense

User: heather.butkowski
 Printed: 1/31/2017 4:20:20 PM
 Period 12 - 12
 Fiscal Year 2016



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
401	General Capital Projects					
	Revenue					
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	0.00	29.58	548.37	-548.37	0.00
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	0.00	29.58	548.37	-548.37	0.00
	Expense					
	Other Services and Charges	0.00	0.00	5,760.00	-5,760.00	0.00
	Capital Outlay	48,000.00	0.00	27,326.24	20,673.76	56.93
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	48,000.00	0.00	33,086.24	14,913.76	68.93
401	General Capital Projects	-48,000.00	29.58	-32,537.87	-15,462.13	67.79

General Ledger Revenue vs Expense



User: heather.butkowski
 Printed: 1/31/2017 4:20:20 PM
 Period 12 - 12
 Fiscal Year 2016

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
403	Street Capital Projects					
	Revenue	0.00	0.00	0.00	0.00	0.00
	Intergovernmental Revenues	2,000.00	230.78	4,777.76	-2,777.76	238.89
	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
	Other Financing Sources					
	Revenue	2,000.00	230.78	4,777.76	-2,777.76	238.89
	Expense					
	Capital Outlay	150,000.00	477.50	180,292.11	-30,292.11	120.19
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	150,000.00	477.50	180,292.11	-30,292.11	120.19
403	Street Capital Projects	-148,000.00	-246.72	-175,514.35	27,514.35	118.59

General Ledger Revenue vs Expense

User: heather.butkowski
 Printed: 1/31/2017 4:20:20 PM
 Period 12 - 12
 Fiscal Year 2016



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
404	Park Capital Projects					
	Revenue					
	Miscellaneous Revenue	1,000.00	155.49	2,596.11	-1,596.11	259.61
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	1,000.00	155.49	2,596.11	-1,596.11	259.61
	Expense					
	Supplies	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	0.00	0.00	0.00	0.00	0.00
404	Park Capital Projects	1,000.00	155.49	2,596.11	-1,596.11	259.61

General Ledger Revenue vs Expense



User: heather.butkowski
 Printed: 1/31/2017 4:20:20 PM
 Period 12 - 12
 Fiscal Year 2016

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
405	Rosehill Tax Increment Revenue	0.00	27.33	272.13	-272.13	0.00
	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
	Other Financing Sources					
	Revenue	0.00	27.33	272.13	-272.13	0.00
405	Expense	0.00	0.00	991.20	-991.20	0.00
	Other Services and Charges					
	Expense	0.00	0.00	991.20	-991.20	0.00
	Rosehill Tax Increment	0.00	27.33	-719.07	719.07	0.00

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 1/31/2017 4:20:20 PM
 Period 12 - 12
 Fiscal Year 2016



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
414	Development					
	Revenue					
	Miscellaneous Revenue	0.00	1,580.36	107,240.87	-107,240.87	0.00
	Other Financing Sources	<u>38,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>38,000.00</u>	<u>0.00</u>
	Revenue	38,000.00	1,580.36	107,240.87	-69,240.87	282.21
	Expense					
	Other Services and Charges	0.00	0.00	15,300.00	-15,300.00	0.00
	Other Uses	<u>0.00</u>	<u>0.00</u>	<u>89,306.93</u>	<u>-89,306.93</u>	<u>0.00</u>
	Expense	0.00	0.00	104,606.93	-104,606.93	0.00
414	Development	38,000.00	1,580.36	2,633.94	35,366.06	6.93

General Ledger Revenue vs Expense

User: heather.butkowski
 Printed: 1/31/2017 4:20:20 PM
 Period 12 - 12
 Fiscal Year 2016



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
415	Housing Redevelopment					
	Revenue					
	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
	Other Financing Sources	0.00	0.00	89,306.93	-89,306.93	0.00
	Revenue	0.00	0.00	89,306.93	-89,306.93	0.00
415	Expense					
	Other Services and Charges	0.00	0.00	1,770.00	-1,770.00	0.00
	Capital Outlay	0.00	0.00	87,536.93	-87,536.93	0.00
	Expense	0.00	0.00	89,306.93	-89,306.93	0.00
	Housing Redevelopment	0.00	0.00	0.00	0.00	0.00

General Ledger Revenue vs Expense

User: heather.butkowski
 Printed: 1/31/2017 4:20:20 PM
 Period 12 - 12
 Fiscal Year 2016



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
602	Sanitary Sewer					
	Revenue					
	Intergovernmental Revenues	0.00	28,842.98	28,842.98	-28,842.98	0.00
	Charges for Services	261,282.00	45,897.45	281,924.00	-20,642.00	107.90
	Miscellaneous Revenue	3,300.00	543.65	9,054.32	-5,754.32	274.37
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	264,582.00	75,284.08	319,821.30	-55,239.30	120.88
	Expense					
	Personal Services	75,783.00	5,861.89	57,663.73	18,119.27	76.09
	Supplies	800.00	43.67	374.65	425.35	46.83
	Other Services and Charges	210,228.00	5,062.97	177,697.40	32,530.60	84.53
	Capital Outlay	250,000.00	0.00	97,965.77	152,034.23	39.19
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	536,811.00	10,968.53	333,701.55	203,109.45	62.16
602	Sanitary Sewer	-272,229.00	64,315.55	-13,880.25	-258,348.75	5.10

General Ledger Revenue vs Expense

User: heather.butkowski
 Printed: 1/31/2017 4:20:20 PM
 Period 12 - 12
 Fiscal Year 2016



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
603	Storm Water					
	Revenue					
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Charges for Services	80,000.00	13,149.41	97,873.20	-17,873.20	122.34
	Miscellaneous Revenue	400.00	187.03	3,000.11	-2,600.11	750.03
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	80,400.00	13,336.44	100,873.31	-20,473.31	125.46
	Expense					
	Personal Services	59,384.00	5,789.00	49,395.32	9,988.68	83.18
	Supplies	700.00	43.67	374.63	325.37	53.52
	Other Services and Charges	18,500.00	605.76	12,353.82	6,146.18	66.78
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	78,584.00	6,438.43	62,123.77	16,460.23	79.05
603	Storm Water	1,816.00	6,898.01	38,749.54	-36,933.54	2,133.79

General Ledger Revenue vs Expense



User: heather.butkowski
 Printed: 1/31/2017 4:20:20 PM
 Period 12 - 12
 Fiscal Year 2016

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
Revenue Total		1,752,595.00	517,804.89	2,012,842.48	-260,247.48	1.1485
Expense Total		2,186,419.00	145,033.28	2,098,235.66	88,183.34	0.9597
Grand Total		-433,824.00	372,771.61	-85,393.18	-348,430.82	0.1968

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date February 14, 2017

ITEM NUMBER Sewer Lining Payment

STAFF INITIAL AG

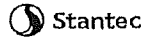
APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Insituform Technologies has submitted a pay request for the sewer lining project. The request is for a payment of \$16,675.10. They have a few things to finish this spring and then the project will be closed out.

STAFF RECOMMENDATION:

By approving the Consent Agenda, the Council approves the pay request for the 2016 Sanitary Sewer Lining Project in the amount of \$16,675.10.



Owner: City of Lauderdale, 1891 Walnut St., Lauderdale, MN 55113	Date: January 17, 2017
For Period: 10/22/2016 to 1/17/2017	Request No: 2
Contractor: Insituform Technologies USA, LLC, 17988 Edison Ave., Chesterfield, MO 63005	

CONTRACTOR'S REQUEST FOR PAYMENT
2016 SANITARY SEWER LINING PROJECT
STANTEC PROJECT NO. 193803445

SUMMARY

1	Original Contract Amount		\$	124,875.30
2	Change Order - Addition	\$	0.00	
3	Change Order - Deduction	\$	8,990.00	
4	Revised Contract Amount		\$	115,885.30
5	Value Completed to Date		\$	112,698.40
6	Material on Hand		\$	0.00
7	Amount Earned		\$	112,698.40
8	Less Retainage 3%		\$	3,380.95
9	Subtotal		\$	109,317.45
10	Less Amount Paid Previously		\$	92,642.35
11	Liquidated damages -		\$	0.00
12	AMOUNT DUE THIS REQUEST FOR PAYMENT NO. <u>2</u>		\$	<u>16,675.10</u>

Recommended for Approval by:
STANTEC

Kellie Schlegel

Approved by Contractor:
INSITUFORM TECHNOLOGIES USA, LLC

[Signature]

Approved by Owner:
CITY OF LAUDERDALE

Specified Contract Completion Date:

Date:

No.	Item	Unit	Contract Quantity	Unit Price	Current Quantity	Quantity to Date	Amount to Date
BASE QUOTE:							
1	MOBILIZATION	LS	1	2122.10	0.1	1	2,122.10
2	TRAFFIC CONTROL	LS	1	9863.10	0.1	1	9,863.10
3	SEWER REHABILITATION WITH CIPP, 8"	LF	2165	25.70	644	2154	55,357.80
4	SERVICE LATERAL REPAIR BY CHEMICAL GROUT	EA	5	558.50	-1	1	558.50
5	OFFSET PIPE REMOVAL	LS	1	1179.80		1	1,179.80
6	REMOVE PROTRUDING SEWER SERVICES	EA	3	335.10		1	335.10
7	REMOVE AND INSTALL SANITARY SEWER CASTING AND RINGS	EA	24	2178.00		24	<u>52,272.00</u>
	TOTAL BASE QUOTE:						121,688.40
CHANGE ORDER NO. 1							
1	REMOVE AND INSTALL SANITARY SEWER CASTING AND RINGS	EA	24	-2178.00		24	(52,272.00)
2	REMOVE AND INSTALL SANITARY SEWER CASTING AND RINGS	EA	19	2278.00		19	<u>43,282.00</u>
	TOTAL CHANGE ORDER NO. 1						(8,990.00)
	TOTAL BASE QUOTE:						121,688.40
	TOTAL CHANGE ORDER NO. 1						<u>(8,990.00)</u>
	TOTAL WORK COMPLETED TO DATE						<u>112,698.40</u>

PROJECT PAYMENT STATUS

OWNER CITY OF LAUDERDALE
STANTEC PROJECT NO. 193803445
CONTRACTOR INSITUFORM TECHNOLOGIES USA, LLC

CHANGE ORDERS

No.	Date	Description	Amount
1	9/8/2016	This Change Order provides for adjustment to this project. See Change Order.	(8,990.00)
Total Change Orders			(8,990.00)

PAYMENT SUMMARY

No.	From	To	Payment	Retainage	Completed
1	09/01/2016	10/21/2016	92,642.35	2,865.23	95,507.58
2	10/22/2016	01/17/2017	16,675.10	3,380.95	112,698.40

Material on Hand

Total Payment to Date		\$109,317.45	Original Contract	124,875.30
Retainage Pay No. 2		3,380.95	Change Orders	(8,990.00)
Total Amount Earned		\$112,698.40	Revised Contract	115,885.30

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date February 14, 2017

ITEM NUMBER Sign Ordinance

STAFF INITIAL *AB*

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Based on the feedback provided by the City Council at the last meeting, the city attorney and staff revised the draft sign ordinance. Unless you have further recommendations, the ordinance is ready for adoption. Prior to adopting the ordinance, the City must hold a public hearing.

After adoption of the ordinance, the Council may elect to publish the ordinance by title and summary. Included in the packet is the resolution that provides for this. The resolution must pass by a four-fifths majority.

OPTIONS:

STAFF RECOMMENDATION:

1. Motion to adopt Ordinance No. 17-01, An Ordinance Amending Title 10, Chapter 10 of the Code of Ordinances Regarding Signs.
1. Motion to adopt Resolution 021417A, A Resolution Authorizing Publication of Ordinance No. 17-01 by Title and Summary.

CITY OF LAUDERDALE
ORDINANCE NO. 17-01

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 include 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 the aesthetics of the community and threaten its health, safety and welfare. The regulation of the physical characteristics of signs within the city has 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, except as provided for in section 10-10-3(C)(4)(d), 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 non-residential zones, and a more limited variety of signs in residential 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 by a court of competent jurisdiction, 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, clause 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, or any sign which has been erected in violation of the City Code. 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 meeting this definition shall be considered abandoned even if the sign is legally non-conforming 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 sign 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 secured to the ground in some fashion, and 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, usually placed 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 structure is considered a separate building.

BUILDING SIGN: Any sign attached to or supported by any building.

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 and 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 sign printed or in some fashion attached to a canopy.

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

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

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.

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 establishment.

EXTERIOR SIGN: A sign located on the outside of a building, structure or outdoor display area or located on the interior of a building but which is primarily intended to be viewed from the exterior of the building.

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 or 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 street.

GRADE: The final ground elevation surrounding the base of a structure or sign. 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 and which has a total height not exceeding seven feet (7').

HEIGHT OF SIGN: For freestanding signs, the height of the sign shall be the vertical distance measured from the base of the sign at average grade to the top of the highest attached component of the sign. For signs attached to buildings, the height shall be the vertical distance 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 and 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 and which is primarily intended to be viewed from the interior of the building.

MONUMENT SIGN: Any freestanding sign with its sign face mounted on the ground or mounted on a base and which has a height exceeding seven feet (7'), 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 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 was lawful at the time of its construction but does not now 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 property or site where such sign is located.

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 material, graphic, 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 or site occurs. Buildings with multiple principal uses shall not constitute multiple principal buildings but shall be considered a single 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 RIGHT OF WAY: The right of way for a public roadway or alley.

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 seven feet (7') 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 and on the city of Lauderdale's official zoning map.

RESIDENTIAL PROPERTY: Real property, consisting of one or more lots or parcels, on which 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, the 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 or above the roof or parapet of a building or structure and which is supported by the roof structure.

SETBACK, FRONT: The minimum horizontal distance permitted between the property line abutting the public right-of-way or private street 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 property line on a side of the lot 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. This definition shall also include flags that exceed the sizes specified by section 10-10-3(A)(3)(e). The definition of sign in this ordinance supersedes any other definition of sign contained in the city's zoning code.

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

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.

STRUCTURE: Any physical element which has been constructed and which is capable of supporting a sign. Structures include, but are not limited to, buildings, fences, poles, and posts.

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, painted on the 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 grade directly beneath the highest point, except as otherwise specified herein, shall be erected, altered, reconstructed, maintained or moved into or within 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, except to determine whether it is an off-premise sign based on its location. Applications for a permit may be for specific signs or may be in the form of an overall signage plan for the property. They shall be in writing on a form provided by the city. Permit applications shall be reviewed by the zoning administrator, or their designee.

The zoning administrator, or their designee, 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, at a minimum, 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 sign is to be erected;

- c. The legal description and Property Identification Number of the property or site upon which the signs are to be erected and the street on which it fronts;
- d. A complete set of plans showing the necessary elevations, distances, size, and details to fully and clearly represent the construction and placement of the sign;
- e. All materials and information required to be provided to the city pursuant to the Minnesota State Building Code, if applicable;
- f. The cost of the sign;
- g. The dimensions of the structure upon which the sign will be affixed, including a site drawing showing the scale of the structure;
- h. The type of sign (i.e. wall sign, monument, mural, etc.); and
- i. If the proposed sign 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.

For the purposes of the permit, 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 responsibility for 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. The following signs are exempt from the requirement of obtaining a permit:
- 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, C-1, and I-1 zoning districts, or located on public property with the approval of the appropriate public agency or body, which are:
 - (1) Not greater than three (3) square feet in size and with any letters or numbers not greater than six inches (6") in height; or

- (2) 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 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	250 square feet	300 square feet
I-1	250 square feet	600 square feet
R-1, R-2, R-3	40 square feet	50 square feet
C-1	Not Allowed	N/A

- 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 the zoning administrator, or their designee.
- i. 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.

- j. Signs required by law.
 - k. 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 or ordinance of the city council.
 5. Repairs and 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. 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. A-frame signs shall not be placed in the public right-of-way. 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. A-frame signs shall not be permanently affixed to any structure.
2. Regulations:
 - a. General: Except as hereinafter provided, no sign shall be erected or maintained at any angle to a building or structure which extends over a street, alley, sidewalk, highway or other public property.
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 in all districts and areas within the city:

- 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, in the discretion of the zoning administrator, hides from view or interferes with the effectiveness of any official traffic control device, roadway, intersection or any railroad sign or signal. This section does not include signs, signals, marking, or devices which are installed and maintained by or under agreement with a unit of government.
 - b. Roof signs.
 - c. 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.
 - d. Off-premise signs.
5. Setbacks: Signs shall conform to building setback 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:

	R-1	R-2 and R-3	B-1	I-1	C-1
Front yard setback	1'	0'	0'	0'	10'
Side yard setback	5'	0'	0'	0'	10'
Rear yard setback	2'	0'	0'	0'	10'
Rear yard setback abutting R district	n/a	10'	10'	10'	10'

6. Area: The area within the frame shall be used to calculate the square footage except that the width of a frame exceeding six inches (6") 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 made but not yet issued prior to its effective date.
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.

10-10-4: 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 sign: six feet (6').
 - d. The following types of signs are prohibited in the R-1 zoning district:
 - Awning signs.
 - Banner signs.
 - Balloon signs.
 - Bench signs.
 - Canopy signs.
 - Electronic message display signs.
 - Flashing signs.
 - Illuminated signs, except where specifically allowed.
 - Portable signs.
 - Shimmering signs.
 - Wall signs.
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 seven feet (7'). 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 sign: six feet (6').
- (2) Maximum sign area for a single sign: Eight (8) square feet.
- (3) Cumulative maximum sign area per property or site: 100 square feet.

The following types of signs are prohibited in the R-2 and R-3 zoning districts:

- Awning signs.
- Balloon signs.
- Bench signs.
- Canopy signs.
- Electronic message display signs.
- Flashing signs.
- Illuminated signs, except where specifically allowed.
- 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 of Sign	Cumulative Maximum Sign Area of All Non-Exempt Signs
R-1, R-2, R-3	32 sq. ft.	7'	100 sq. ft.

No signs which are specifically prohibited in the R-1 zoning district may be erected upon a property that contains a legal nonresidential institutional use as outlined in this section.

4. Community Business District: Within the community business zoning district, nonexempt signs are allowed as follows:

Community Business Zoning District	Maximum Sign Area of Single Sign*	Maximum Height of Sign	Cumulative Maximum Sign Area of All Nonexempt Signs**

B-1	100 sq. ft. per surface	20'	5 sq. ft. per front foot of building
-----	-------------------------	-----	--------------------------------------

*, ** The maximum sign area of a single sign may not be larger than the cumulative maximum sign area of all nonexempt signs. This includes instances where the cumulative maximum sign area calculation prohibits any single sign from meeting the maximum sign area, in which case, the more restrictive requirement limiting total cumulative sign area shall apply.

The following types of signs are prohibited in the community business zoning districts:

- Balloon signs.
- Canopy signs.
- Electronic message display signs.
- Flashing signs.
- Portable signs.
- Shimmering signs.

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

Industrial Zoning District	Maximum Sign Area of Single Sign*	Maximum Height of Sign	Cumulative Maximum Sign Area of All Nonexempt Signs**
I-1	300 sq. ft. per surface	25'	2 sq. ft. per front foot of building

*, ** The maximum sign area of a single sign may not be larger than the cumulative maximum sign area of all nonexempt signs. This includes instances where the cumulative maximum sign area calculation prohibits any single sign from meeting the maximum sign area, in which case, the more restrictive requirement limiting total cumulative sign area shall apply.

The following types of signs are prohibited in the Industrial zoning districts:

- Electronic message display signs.
- Flashing signs.
- Illuminated signs, except where specifically allowed.
- Shimmering signs.

6. Conservation District. Within the conservation zoning district, nonexempt signs are allowed as follows:

Conservation Zoning District	Maximum Sign Area of Single Sign	Maximum Height of Sign	Cumulative Maximum Sign Area of All Nonexempt Signs
C-1	8'	7'	16 sq. ft.

The following types of signs are prohibited in conservation zoning districts:

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

10-10-5: 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 noncommercial or commercial 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. This provision prevails over any more specific provision to the contrary.

B. Nonconforming signs:

1. Nonconforming signs shall be treated like other nonconforming uses as provided in Sections 10-11-1 to 10-11-6 of the city code.

C. Process and 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 whether all sign permit applications comply with the terms of this section.
 - b. Conduct site inspections to determine compliance with the terms of this section.
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.
3. Unlawful Signs: Signs placed upon public property, or within the public right of way, or in violation of the terms of this section, shall be immediately determined to be abandoned under this section. Abandoned signs shall be subject to removal by the city. Upon removal, the zoning administrator, or their designee, shall mark the date of removal of the sign and hold it for 45 days at the city's offices. The owner of the sign may collect the sign from the city's offices at any point during that time. If the sign is not retrieved within 45 days, the city may destroy the sign.

D. 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.

SECTION 2. Upon the effective date of this ordinance as provided in Section 3 herein, ordinance number 16-04, the interim ordinance adopted by the city council on December 13th, 2016 regarding the regulation of signs and billboards within the City of Lauderdale shall be repealed.

SECTION 3. This ordinance shall be effective upon its adoption and publication.

Adopted by the Lauderdale City Council this 14th day of February, 2017.

Mary Gaasch, Mayor

ATTEST:

Heather Butkowski, City Administrator-Clerk

Published in the Roseville Review on the 21st day of February, 2017.

Member _____ introduced the following resolution and moved its adoption.

CITY OF LAUDERDALE

RESOLUTION NO. 021417A

RESOLUTION AUTHORIZING PUBLICATION OF
ORDINANCE NO. 17-01 BY TITLE AND SUMMARY

WHEREAS, the city council of the city of Lauderdale has adopted Ordinance No. 17-01, an ordinance amending chapter 10 of the code of ordinances regarding signs; and

WHEREAS, Minnesota Statutes, § 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

WHEREAS, the ordinance is 18 pages in length; and

WHEREAS, the city council believes that the following summary would clearly inform the public of the intent and effect of the ordinance.

NOW, THEREFORE, BE IT RESOLVED by the city council of the city of Lauderdale that the city administrator-clerk shall cause the following summary of Ordinance No. 17-01 to be published in the official newspaper in lieu of the entire ordinance:

Public Notice

The city council of the city of Lauderdale has adopted Ordinance No. 17-01 amending chapter 10 of the code of ordinances regarding signs. The city repealed and replaced its previous sign ordinance to provide more guidance regarding permitted and prohibited signs within the city based on physical attributes of those signs. Ordinance No. 17-01 creates new definitions for signs and sign-related infrastructure, new setback and sizing requirements for signs in various zoning districts, and a new application procedure to be applied for those wishing to place signs within the city. The ordinance also creates prohibitions of certain types of signs from some or all zoning districts within the city. Any future signs which are to be placed within the City will need to comply with both the district-specific and city-wide regulations imposed by the ordinance. The ordinance also names the zoning administrator as the point of contact for the city with respect to sign applications and sign-related questions. The full text of Ordinance No. 17-01 is available for inspection at Lauderdale city hall during regular business hours and will be

posted to the city's website as soon as reasonably possible.

Heather Butkowski, City Administrator-Clerk

BE IT FURTHER RESOLVED by the city council of the city of Lauderdale that the city administrator-clerk keep a copy of the ordinance in her office at city hall for public inspection and that she post a full copy of the ordinance in a public place within the city.

Dated: February 14, 2017.

Mary Gaasch, Mayor

ATTEST:

Heather Butkowski, City Administrator-Clerk

The motion for the adoption of the foregoing resolution was duly seconded by member _____ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against same:

Whereupon said resolution was declared duly passed and adopted.

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date February 14, 2017

ITEM NUMBER City Council Workshop

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Mayor Gaasch is interested in holding a workshop with the new City Council. The purpose will be to get to know each other, discuss the new Council's vision and goals and compare them to what the Council has been working on. The goal of this meeting would be to find a time and date that works for everyone.

OPTIONS:

STAFF RECOMMENDATION:

Motion to schedule a special meeting on ___(date)___ at ___(time)___ at ___(location)___.

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date February 14, 2017

ITEM NUMBER Amending Fee Schedule

STAFF INITIAL 

APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

In addition to the sign ordinance, staff have been working on a sign permit application and revising the fee schedule to account for the cost of a sign permit. The permit application will be finalized later in the week but staff is asking for Council approval of the amended fee ordinance.

OPTIONS:

STAFF RECOMMENDATION:

Motion to adopt Resolution 021417B—A Resolution Amending License and Permit Fees and Administrative Fees and Fines.

COUNCIL ACTION:

RESOLUTION 021417B

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

**A RESOLUTION AMENDING 2017 LICENSE AND PERMIT FEES
AND ADMINISTRATIVE FEES AND FINES**

WHEREAS, Minnesota Law and the Ordinances of the City of Lauderdale allow the City to collect fees for processing applications and licenses for certain activities within the City of Lauderdale. City staff studied the fees allowed under state and local law and compared them to the actual costs that the City has historically incurred for processing applications and licenses in the City; and

WHEREAS, the City may also charge for administrative activities and fines. Reasonable charges were included in the 2017 Fee Schedule; and

WHEREAS, the City Council revised the Code of Ordinances regarding Signs which requires the establishment of a sign permit fee; and

WHEREAS, The Fee Schedule attached and incorporated herein also includes appendices A and B relating to construction permit fees and administrative fines.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Lauderdale, Minnesota, hereby adopts the amended 2017 Fee Schedule as attached.

Adopted by the City Council of the City of Lauderdale this 14th day of February, 2017.

Mary Gaasch, Mayor

ATTEST:

Heather Butkowski, City Administrator

EXHIBIT A

ADMINISTRATIVE FEE	
Each Occurrence	\$25.00
ANIMALS	
License	\$10.00
Duplicate License	\$3.00
Non-Domestic Animal	\$10.00
BINGO OR RAFFLE	\$100.00
BUILDING PERMITS	
Valuation	
\$1.00 - \$500.00	\$23.00
\$501.00 to \$600.00	\$26.55
\$601.00 to \$700.00	\$29.60
\$701.00 to \$800.00	\$32.65
\$801.00 to \$900.00	\$35.70
\$901.00 to \$1,000.00	\$38.75
\$1,001.00 to \$1,100.00	\$41.80
\$1,101.00 to \$1,200.00	\$44.85
\$1,201.00 to \$1,300.00	\$47.90
\$1,301.00 to \$1,400.00	\$50.95
\$1,401.00 to \$1,500.00	\$54.00
\$1,501.00 to \$1,600.00	\$57.05
\$1,601.00 to \$1,700.00	\$60.10
\$1,701.00 to \$1,800.00	\$63.15
\$1,801.00 to \$1,900.00	\$66.20
\$1,901.00 to \$2,000.00	\$69.25
\$2,001.00 to \$3,000.00	\$83.25
\$3,001.00 to \$4,000.00	\$97.25
\$4,001.00 to \$5,000.00	\$111.25
\$5,001.00 to \$6,000.00	\$125.25
\$6,001.00 to \$7,000.00	\$139.25
\$7,001.00 to \$8,000.00	\$153.25
\$8,001.00 to \$9,000.00	\$167.25
\$9,001.00 to \$10,000.00	\$181.25
\$10,001.00 to \$11,000.00	\$195.25
\$11,001.00 to \$12,000.00	\$209.25
\$12,001.00 to \$13,000.00	\$223.25
\$13,001.00 to \$14,000.00	\$237.25
\$14,001.00 to \$15,000.00	\$251.25
\$15,001.00 to \$16,000.00	\$265.25
\$16,001.00 to \$17,000.00	\$279.25
\$17,001.00 to \$18,000.00	\$293.25
\$18,001.00 to \$19,000.00	\$307.25
\$19,001.00 to \$20,000.00	\$321.25
\$20,001.00 to \$21,000.00	\$335.25
\$21,001.00 to \$22,000.00	\$349.25
\$22,001.00 to \$23,000.00	\$363.25
\$23,001.00 to \$24,000.00	\$377.25
\$24,001.00 to \$25,000.00	\$391.25
\$25,001.00 to \$26,000.00	\$401.35
\$26,001.00 to \$27,000.00	\$411.45
\$27,001.00 to \$28,000.00	\$421.55
\$28,001.00 to \$29,000.00	\$431.65
\$29,001.00 to \$30,000.00	\$441.75

\$30,001.00 to \$50,000.00	\$441.75 for the first \$30,000.00 plus \$10.10 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
BUILDING PERMITS - Continued	
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,000.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00 or fraction thereof
Plan Review Fee	
Valuation	65% of the permit fee
Per Hour	\$40.00
Surcharge Fee	
Valuation	\$0.0005 x valuation
Investigation Fee	Same as permit fee
Other Inspections	
Inspection Outside Normal Business Hours	\$60.00/hour with 2 hour minimum
BUSINESS ASSISTANCE	Escrow with minimum of \$10,000.00
CANDIDATE FILING FEE	\$2.00
CERTIFIED COPIES	\$1.00/page plus sales tax
CIGARETTES/TOBACCO LICENSE	\$200.00/year
CITY COUNCIL	
Requested Special Meeting	\$100.00
CITY PROPERTY RENTAL	
Banquet Table Rent	\$4.00/table
Banquet Table Deposit	\$100.00/table
Metal Detector Rent	\$5.00/day
Metal Detector Deposit	\$100.00
Metal Folding Chair Rent	\$0.75/chair
Metal Folding Chair Deposit	\$20.00/chair
COMMUNITY ROOM RENTAL	
Resident Use Only	\$50.00/5 hour block
Deposit - Key	\$100.00

Deposit - Damage	\$100.00
Excess Trash Fee	\$10.00/bag
Cancellation Fee (5 business days prior to reservation)	\$20.00
Cancellation Fee (less than 5 business days prior to reservation)	Reservation fee
CONDITIONAL USE PERMIT APPLICATION	\$200.00
COUNCIL MEETING DVD	\$50.00 plus sales tax
CREDIT CARD PROCESSING FEE	\$2.50 for transactions of \$0-250 \$5.00 for transactions of \$251-500 \$10.00 for transactions of \$501-1,000 \$15.00 for transactions of \$1,001-1500 \$20.00 for transactions of \$1,501-2000 3% charge for transactions over \$2,001 *Excludes City Merchandise
FACSIMILE	\$0.50/page
FALSE ALARMS	
Fire	
Each Offense	Cost plus administrative fee
Security	
1st Offense	\$85.00 plus administrative fee
2nd or More Offenses	\$90.00 plus administrative fee
FIRE CALL	
Charge Back	Cost of Fire Services plus administrative fee
FIRE INSPECTION	
Annual	\$35.00/hour
HOME OCCUPATION	
Application	\$100.00
LIQUOR, 3.2 Percent	
Off-Sale	\$150.00
On-Sale	\$300.00
Temporary	\$50.00
LOT CONSOLIDATION/DIVISION	
Application	\$100.00
MECHANICAL CONTRACTOR LICENSE	\$50.00/year
MECHANICAL PERMITS	
Permit	\$40.00
Each Supplemental Permit	\$4.50
Minnesota Surcharge	\$1.00
Uniform Mechanical Code - Each Unit Fee Schedule	Exhibit B
Other Inspections	
Inspections Outside Normal Business Hours	\$60.00/hour with 2 hour minimum
Investigative Fee (no permit)	Same as permit fee

MERCHANDISE SALES		
Historical Video	\$8.00	(\$7.47 + \$.53 sales tax)
History Book	\$25.00	(\$23.34 + 1.66 sales tax)
T-shirts	\$11.00	
MILEAGE REIMBURSEMENT		
Per IRS	\$.54/mile	
NON-SUFFICIENT CHECK		
	\$30.00	
NUISANCE VIOLATIONS		
Weed/Grass Mowing	Actual Costs	
Refuse	Actual Costs	
Junk Vehicles	Actual Costs of Towing & Disposal	
Nuisance Violation Appeal	\$200.00	
PARKING		
Disabled Parking Zone Sign	\$25.00	
PARK RESERVATION RENTALS		
Resident	No Fee	
Non-resident	\$20.00 plus sales tax/4 hour block	
	\$35.00 plus sales tax/day rental	
Deposit - Damage for Non-resident	\$50.00	
PHOTOCOPY		
	\$.25/page	
PLANNED DEVELOPMENT APPLICATION FEE		
	\$500 plus \$1,000 escrow *	
PLANNING AND ZONING CERTIFICATIONS		
	No Charge	
PLUMBING		
Surcharge	\$1.00	
Investigative Fee - Failure to Apply	Same as permit fee	
Permit	\$40.00	
Each Fixture	\$8.00	
Inspections Outside Normal Business Hours	\$60.00/hour with 2 hour minimum	
RECYCLING CARTS		
32 Gallon	\$33.00	
64 Gallon	\$41.25	
96 Gallon	\$48.00	
REFUSE HAULERS		
Annual	\$75.00/truck	
RENTAL HOUSING		
License		
Single Unit	\$30.00	
2 Units Plus	\$30.00 plus \$2.50/unit	
Inspection - Initial	\$40.00	
Re-inspection fees		

First re-inspection	\$0.00
Second re-inspection	\$34.00
Any additional re-inspection	\$34.00
Administrative Penalty	
Late Application	\$25.00/day
License Violations	Up to \$1,000.00/day
SALES TAX	
Sale of goods	7.125%
City Purchases	6.875%
SANITARY SEWER AND WATER DEVELOPMENT	
Residential	
Sewer Availability Charge	\$2,485/access
Water Availability Charge	No Fee
SIGN PERMIT	
Application Fee	\$200.00
Plus any directly attributable costs.	
SPECIAL ASSESSMENTS, Interest Rate	
Delinquent Utility Bills, Accounts Receivable	8% or \$25.00, whichever is greater
SPECIAL EVENTS PERMIT, Administrative Fee	\$25.00
STREET	
Excavation Permit	\$100.00 plus bond
Obstruction	\$100.00
TEMPORARY RIGHT OF WAY PERMIT	\$10.00/event
TREE CONTRACTOR LICENSE	\$50.00/year
VACATIONS (Streets, Alleys, etc.)	\$500.00 plus \$700 escrow *
VARIANCE FROM ZONING ORDINANCE	\$150.00
ZONING	
Subdivision Application	\$500.00 plus \$1,000 escrow *
Zoning Amendment	\$500.00 plus \$1,000 escrow *
ZONING PERMIT	
Driveway or Parking Pad	\$50.00
Fence	\$50.00
Retaining Wall	\$50.00
Sidewalk	\$50.00

* Applicants will be responsible for submitting the escrow payment in addition to assuming all other city accrued costs on the application review.

A private party or public institution (hereinafter applicant) making a request to the city for approval of a project or for public assistance must cover the city consultant's costs associated with reviewing the request. Prior to having the request considered by the city, the applicant must deposit an escrow fee in an amount that is estimated to cover the city consultant's costs as determined by the city administrator. If the city consultant's costs exceed the escrow deposited by the applicant, an additional escrow fee will be required to cover the additional costs. The city shall use the applicant's fees to cover the city's actual consultants' costs in reviewing the request regardless of the city's action on the applicant's request. If the applicant's escrow fees exceed the city's actual consultant's costs for reviewing the request, the remaining escrow fees shall be refunded to the applicant.

Exhibit B: Mechanical / HVAC Permit Fees - Uniform Mechanical Code

City of Lauderdale
 1891 Walnut Street Lauderdale MN 55113
 Telephone 651-792-7650 Fax 651-631-2066

Description	Fee
1 Base Permit Fee*	\$40.00
2 Each Supplemental Permit	\$4.50

Each Unit Fee Schedule

1	Residential/Commercial: Installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance	\$10.00
2	Installation or relocation of each floor furnace, including vent	\$9.00
3	Installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater.	\$9.00
4	Installation, relocation, or replacement of each appliance vent installed and not included in an appliance permit	\$4.50
5	Repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling absorption, or evaporative cooling system, including installation of controls regulated by this code.	\$9.00
6	Residential: installation or relocation of each boiler or compressor to and including three horse power, or each absorption system to and including 100,000 Btu/h	\$9.00
7	Residential/Commercial: installation or relocation of each boiler or compressor over three horse power to and including 15 horsepower, or each absorption system over 100,000 Btu/h and including 500,000 Btu/h	\$16.50
8	Commercial: Installation or relocation of each boiler or compressor over 15 horsepower to and including 30 horsepower, or each absorption system over 500,000 Btu/h to and including 1,000,000 Btu/h.	\$22.50
9	Commercial: Installation or relocation of each boiler or compressor over 30 horsepower to and including 50 horsepower, or each absorption system over 1,000,000 Btu/h to and including 1,750,000 Btu/h.	\$33.50
10	Commercial: Installation or relocation of each boiler or refrigeration compressor over 50 horsepower, or each absorption system over 1,750,000 Btu/h	\$56.00
11	Each air-handling unit to and including 10,000 cubic feet per minute, including ducts attached thereto. NOTE: this fee shall not apply to an air handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in this code.	\$6.50
12	For each air-handling unit over 10,000 cfm	\$11.00
13	For each evaporative cooler other than a portable type	\$6.50
14	For each ventilation fan connected to a single duct	\$4.50
15	For each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit.	\$6.50
16	For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood.	\$6.50
17	For the installation or relocating of each domestic-type incinerator.	\$11.00
18	For the installation or relocation of each commercial or industrial-type incinerator	\$45.00
19	Other: For each appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in this code.	\$6.50
20	When Chapter 22 is applicable (see Section 103), permit fees for fuel-gas piping shall be:	
	For each gas-piping system of one to four outlets.	\$3.00
	For each gas-piping system of five or more outlets, per outlet	\$0.75
21	When Chapter 24 is applicable (see Section 103), permit fees for process piping shall be:	
	For each hazardous process piping system (HHP) of one to four outlets	\$5.00
	For each piping system of five or more outlets, per outlet	\$1.00
	For each nonhazardous process piping system (NPP) of one to four outlets	\$2.00
	For each piping system of five or more outlets, per outlet	\$0.50

* Commercial Mechanical Permits require a plan review fees = to 1% of project valuation

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date February 14, 2017

ITEM NUMBER Capitol Regions Update

STAFF INITIAL HB

APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Last year, staff from Capitol Regions Watershed District approached Lauderdale staff about doing a water quality project in the southeast corner of Lauderdale. Based on their research, they recommended an iron-enhanced filtration system to capture pollutants from our storm water ponds in that area as that water ultimately drains to the Mississippi River.




As the cost to create the iron-enhanced filtration system was pretty steep at around a half a million dollars, they applied for a grant from the Pollution Control Agenda (PCA) that would have covered most of it. Unfortunately, we were not successful, narrowly missing out on the grant.

Capitol Regions is willing to apply for the grant again, but wants reassurance that the Council would be interested in the project if the grant was awarded to us. They believe they need to spend additional resources to develop the concept in order to score better in the next round of funding. They don't want to spend the resources, however, unless they know the Council is interested. As we have discussed, this might be the type of project the City is required to do in the future. Having Capitol Regions lead the initiate now may save us money in the long run.

The attached map shows the location of the proposed project but staff are happy to resend the full analysis prepared by Capitol Regions if you would like to see it again.

OPTIONS:

STAFF RECOMMENDATION:

-  Municipal Boundary
-  Subwatershed Boundary
-  Stormsewer

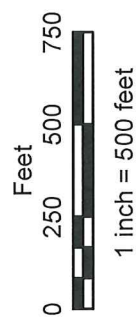
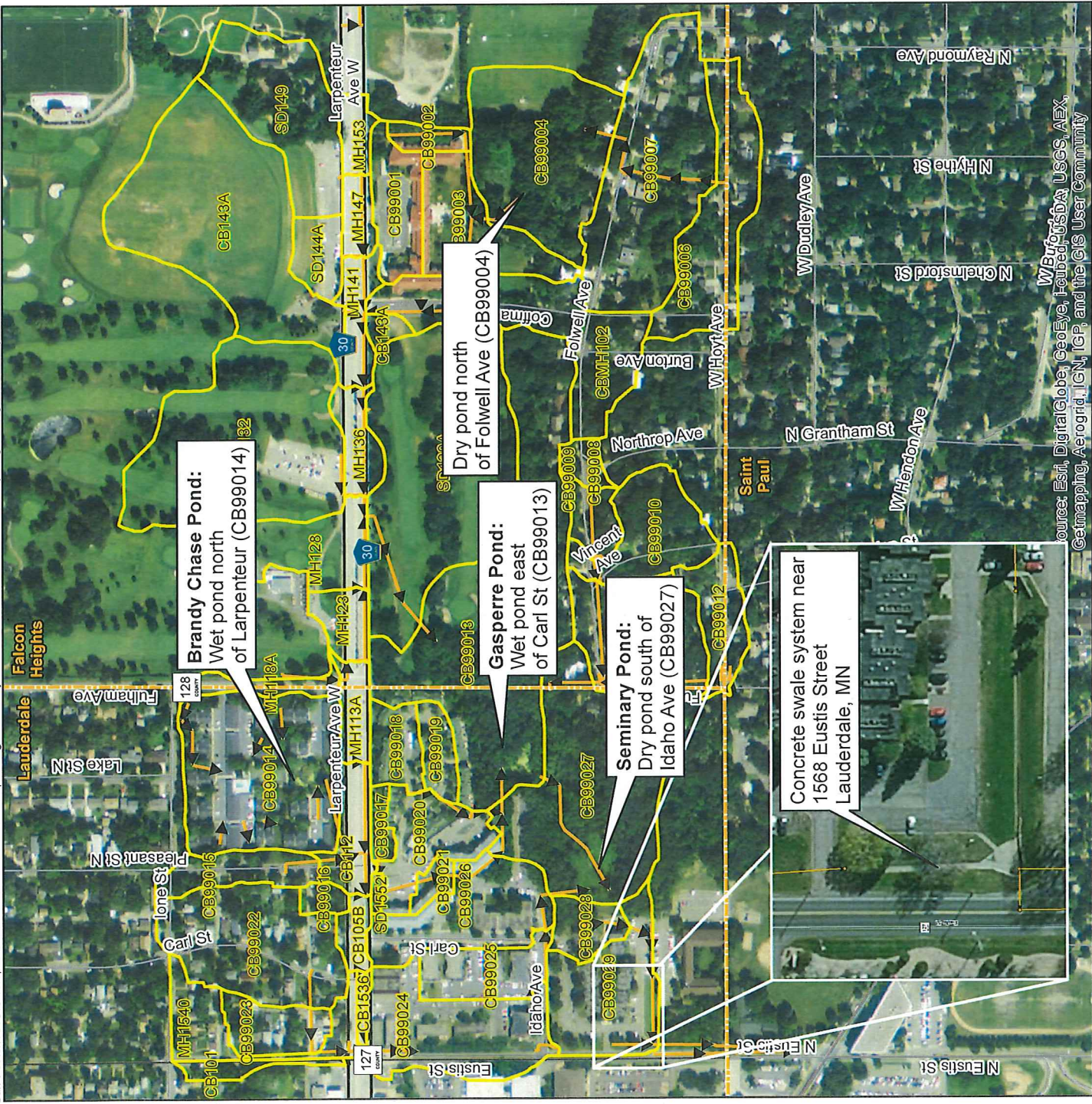


Figure 2

EUSTIS STREET
STUDY AREA
Eustis Street
Regional Modeling
CRWD

Source: Esri, DigitalGlobe, GeoEye, Earthstar, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, and the GIS User Community

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date February 14, 2017

ITEM NUMBER Committee Assignments

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The following document has the committee assignments as discussed at the last meeting. There are a few blanks remaining or changes can be made as the Council sees fit.

The Community Involvement Committee (CIC) appointment seemed the most difficult to fill. As the Committee has typically met about seven times a year it is a significant undertaking. Staff have a suggestion for making that more manageable.

By way of history, staff, the CIC, and the City Council have been trying to reshape the way the committee and events work because volunteer participation and interest are waning. Last year big steps were taken in terms of getting more community members involved in the events meaningful to them. I think that was especially true of Halloween.

Restructuring the council liaison appointment may help continue progressing away from a centralized CIC to community events organized by those most passionate about them. Staff's idea is to have council members each take one event to be the liaison to. The primary events are the Halloween Party, Day in the Park, Farmers Markets, and the Lauderdale-Falcon Heights 5K Run.

Similarly, the Friends of the Lauderdale Dog Park have mentioned wanting to create a more formal way of communicating with the City Council. As the Dog Park is similar in scope, that could be the fifth opportunity for a council liaison appointment.

OPTIONS:

STAFF RECOMMENDATION:

Motion to adopt appointments and committee assignments as discussed.

**CITY OF LAUDERDALE
2017 APPOINTMENTS**

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

St. Paul Regional
Water Service

Moffatt

SRA

Butkowski
Alt: Bownik

Dolphin
Butkowski

Beyond the Yellow
Ribbon Ramsey
County

Council:
Staff:

Council:
Staff:

U of M Neighbors
Group

Council: Hawkinson
Staff: Butkowski

Hawkinson
Staff: Butkowski

Zoning Admin.

Bownik

Bownik

City Engineer

Stantec

Stantec

City Civil Attorney

Kennedy & Graven

Kennedy & Graven

City Pros. Attorney

Hughes & Joseph

Joseph Law

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 Larpentour 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.