

LAUDERDALE CITY COUNCIL MEETING AGENDA
7:30 P.M. TUESDAY, FEBRUARY 28, 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 February 14, 2017 City Council Meeting
 - c. Claims Totaling \$33,154.24
4. **CONSENT**
 - a. Year End Investment Report
5. **SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**
6. **INFORMATIONAL PRESENTATIONS / REPORTS**
 - a. Ramsey County League of Local Government
7. **PUBLIC HEARINGS**

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

8. **DISCUSSION / ACTION ITEM**
 - a. Recreation Agreement with the City of Falcon Heights
9. **ITEMS REMOVED FROM THE CONSENT AGENDA**
10. **ADDITIONAL ITEMS**
11. **SET AGENDA FOR NEXT MEETING**
 - a. January Financial Report
 - b. Garbage Hauler Licenses
 - c. City Council Workshop – March 28
 - d. Audit Presentation – March 28
 - e. Representative Alice Hausman – April 11
 - f. Police Department Annual Report – April 11
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. Community Development Update

13. **ADJOURNMENT**

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Lauderdale City Hall
1891 Walnut Street
Lauderdale, MN 55113

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February 14, 2017

Roll Call

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

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

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

Approvals

Mayor Gaasch asked if there were any changes to the meeting agenda. Administrator Butkowski requested adding a resolution amending the fee schedule to the agenda. Councilor Grove moved and Councilor Moffatt seconded the motion to approve the agenda as amended. Motion carried unanimously.

Councilor Dains moved to approve the minutes of the January 24, 2017 City Council meeting. Councilor Grove seconded the motion and it carried unanimously.

Councilor Moffatt moved and seconded by Councilor Dolphin to approve the claims totaling \$121,080.75. Motion carried unanimously.

Consent

Councilor Dains moved and seconded by Councilor Grove to approve the Consent Agenda thereby approving the Sewer Lining Pay Request and acknowledging the December Financial Report.

Public Hearings

A. Ordinance No. 17-01 – Amending Title 10, Chapter 10 of the Code of Ordinances Regarding Signs

Administrator Butkowski and City Attorney David Anderson provided remarks regarding the proposed changes to the sign ordinance. Butkowski noted that a resolution would need to be adopted to publish the ordinance by title and summary.

Mayor Gaasch opened the public hearing at 7:40 p.m. There being no interested parties to address the Council, the hearing was closed at 7:41 p.m.

Councilor Grove moved and seconded by Councilor Dolphin to adopt ordinance No. 17-01, An Ordinance Amending Title 10, Chapter 10 of the Code of Ordinances Regarding Signs. Motion carried unanimously.

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B. Resolution No. 021417A – Authorizing Publication by Title and Summary
Councilor Grove moved and seconded by Councilor Dains to adopt Resolution 021417A, A Resolution Authorizing Publication of Ordinance No. 17-01 by Title and Summary. Motion carried unanimously.

Discussion/Action Items

A. Establish Workshop Date, Time, and Location

Mayor Gaasch said she would like to revisit the goals established during the 2017 budgeting process with the new council members and provide the new members a chance to express their goals. She asked the council members whether they would be able to meet outside of one of the regularly scheduled meetings.

Councilor Moffatt moved and seconded by Councilor Dains to have the workshop on March 28, 2017 starting at 5:30 p.m. at Lauderdale City Hall. Motion carried unanimously.

Additional Items

A. Fee Schedule

Having adopted the new sign ordinance, an application fee for a sign permit also needed to be established. Staff recommended a \$200 fee plus any other directly attributable costs.

Councilor Moffatt moved and seconded by Councilor Grove to adopt Resolution 021417B – A Resolution Amending 2017 License and Permit Fees and Administrative Fees and Fines as presented. Motion carried unanimously.

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

Mayor Gaasch asked if anyone in attendance which to address the Council. No one did.

B. Update on Capitol Regions Watershed District (CRWD) Project Concept

Administrator Butkowski updated the Council on CRWD's efforts to secure funding for a project to improve water quality in the Nature Area. They are willing to spend additional resources and try again in the next grant-funding round if the Council is still interested in the project. Councilor Moffatt expressed her support for a project like this as it would meet the City's future storm water obligations at a lower cost than if the City attempted the project alone. The other council members expressed their support for CRWD moving ahead with additional work on the project.

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C. Appointments and Committee Assignments

The Council made appointments to the positions left open at the last meeting including appointing council members as liaisons to the various community events instead of just one council member.

Councilor Dolphin moved and seconded by Councilor Grove to adopt the appointments and committee assignments as discussed. Motion carried unanimously.

D. Community Development Update

Administrator Butkowski informed the Council that Police Chief Jon Mangseth will be at a council meeting in the near future to discuss sanctuary cities and any other topics of interest. Butkowski also mentioned that a private school is moving ahead with their conditional use application for 1795 Eustis Street.

Adjournment

There being no further items on the agenda, Councilor Grove moved and seconded by Councilor Dolphin to adjourn the meeting at 8:45 p.m. Motion carried unanimously.

Respectfully submitted,



Miles Cline
Deputy City Clerk



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

Request for Council Action

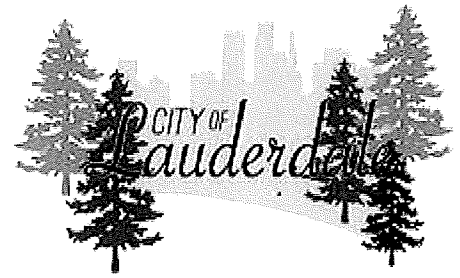
To: Mayor and City Council
From: City Administrator
Meeting Date: February 28, 2017
Subject: List of Claims

The claims totaling \$33,154.24 are provided for City Council review and approval which includes check numbers 25251 to 25263.

Accounts Payable

Checks by Date - Detail by Check Date

User: heather.butkowski
 Printed: 2/24/2017 12:03 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	43	Public Employees Retirement Association PR Batch 50400.02.2017 PERA Coordinated PR Batch 50400.02.2017 PERA Coordinated	02/24/2017 PR Batch 50400.02.2017 PER PR Batch 50400.02.2017 PER	891.16 1,028.26
Total for this ACH Check for Vendor 43:				1,919.42
ACH	44	Minnesota Department of Revenue PR Batch 50400.02.2017 State Income Tax	02/24/2017 PR Batch 50400.02.2017 Stat	552.59
Total for this ACH Check for Vendor 44:				552.59
ACH	45	ICMA Retirement Corporation PR Batch 50400.02.2017 Deferred Comp PR Batch 50400.02.2017 Deferred Comp	02/24/2017 PR Batch 50400.02.2017 Def PR Batch 50400.02.2017 Def	865.98 1,036.99
Total for this ACH Check for Vendor 45:				1,902.97
ACH	46	Internal Revenue Service PR Batch 50400.02.2017 Medicare Employer Po PR Batch 50400.02.2017 FICA Employee Portio PR Batch 50400.02.2017 FICA Employer Portio PR Batch 50400.02.2017 Medicare Employee Pc PR Batch 50400.02.2017 Federal Income Tax	02/24/2017 PR Batch 50400.02.2017 Mec PR Batch 50400.02.2017 FIC. PR Batch 50400.02.2017 FIC. PR Batch 50400.02.2017 Mec PR Batch 50400.02.2017 Fed	240.96 1,030.19 1,030.19 240.96 1,266.04
Total for this ACH Check for Vendor 46:				3,808.34
Total for 2/24/2017:				8,183.32
ACH	55	Terry Berg Mileage Reimbursement	02/28/2017	123.61
Total for this ACH Check for Vendor 55:				123.61
25251	20 377598 377598 377598	Abdo Eick & Meyers LLP 2016 Audit 2016 Audit 2016 Audit	02/28/2017	8,400.00 1,800.00 1,800.00
Total for Check Number 25251:				12,000.00
25252	34	AFSCME MN Council 5 PR Batch 50400.02.2017 Union Dues	02/28/2017 PR Batch 50400.02.2017 Uni	194.96
Total for Check Number 25252:				194.96
25253	25 RISK-001834	County of Ramsey PR Batch 50400.02.2017 Life Insurance PR Batch 50400.02.2017 Short Term Disability PR Batch 50400.02.2017 Long Term Disability Insurance Processing Fee	02/28/2017 PR Batch 50400.02.2017 Life PR Batch 50400.02.2017 Sho PR Batch 50400.02.2017 Lon	310.08 64.45 93.64 25.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 25253:	493.17
25254	65 14460446	Integra Telecom Holdings Inc Fax Line	02/28/2017	51.20
			Total for Check Number 25254:	51.20
25255	31 135852	Kennedy & Graven Chartered January Legal Services	02/28/2017	8,665.26
			Total for Check Number 25255:	8,665.26
25256	76 07659	Minnesota Government Finance Officers A: 2017 Membership - HB	02/28/2017	60.00
			Total for Check Number 25256:	60.00
25257	75	Petty Cash SRA Lunch - H&T Office Max - Office Supplies Cub Foods - Body Cam Meeting Tech Dump - Monitor Disposal Post Office - Stamps	02/28/2017	24.00 100.05 17.39 15.00 98.00
			Total for Check Number 25257:	254.44
25258	91 1/2017	Suburban Ace Hardware Scraper and Blades	02/28/2017	11.98
			Total for Check Number 25258:	11.98
25259	108 2017	Suburban Rate Authority 2017 Membership Assessment	02/28/2017	434.00
			Total for Check Number 25259:	434.00
25260	4 17011 17011	The Neighborhood Recycling Company Inc January Recycling January Recycling	02/28/2017	2,396.16 -497.59
			Total for Check Number 25260:	1,898.57
25261	77	United States Postal Service 5 Rolls of Stamps	02/28/2017	245.00
			Total for Check Number 25261:	245.00
25262	7 7578111-0500-1	Waste Management Inc 1891 Walnut Street - First Quarter	02/28/2017	186.81
			Total for Check Number 25262:	186.81
25263	74 534190513 534190513 534190513 534190513	Xcel Energy 1885 Fulham Street 1917 Walnut Street 1917 Walnut Street 1885 Fulham Street	02/28/2017	85.39 132.49 41.62 92.42
			Total for Check Number 25263:	351.92
			Total for 2/28/2017:	24,970.92

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
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Report Total (18 checks):

33,154.24

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date February 28, 2017
ITEM NUMBER 4Q16 Investment Report
STAFF INITIAL AS
APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Following is the Fourth Quarter Investment Report.

OPTIONS:

STAFF RECOMMENDATION:

By approving the consent agenda, the Council acknowledges the investment report for October, November, and December 2016.

COUNCIL ACTION:

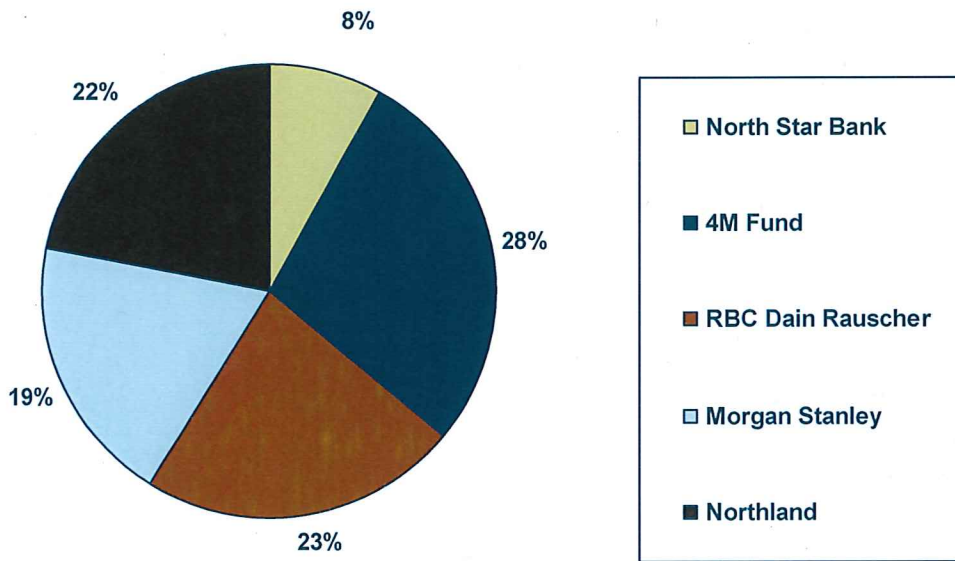


Fourth Quarter 2016
Investment Report

INVESTMENTS

As of December 31, 2016, the City had the following amounts with official depositories:

North Star Bank	\$ 278,046
4M Fund	921,066
RBC Dain Rauscher	748,000
Morgan Stanley	609,537
Northland	703,885
TOTAL	\$ 3,260,534



DEPOSITORIES AND INVESTMENT TYPES

North Star Bank	
Checking Account	\$ 278,046
4M Fund	
Joint Powers Investment	\$ 921,066
RBC Dain Rauscher	
Certificates of Deposit	\$ 748,000 (5)
Morgan Stanley	
Money Market Account	\$ 9,537
Certificates of Deposit	\$ 600,000 (6)
Northland	
Money Market Account	\$ 3,885
Certificates of Deposit	\$ 700,000 (7)

The City's Investment Policy sets some perimeters for investments, such as no more than 60% of the investment portfolio, or \$2,000,000 (whichever is less) shall be invested with any one investment company. No investments shall be made with a term over ten years unless with prior approval from the City Council.

INVESTMENT TERM

Liquid assets are money market accounts.

1-5 Years are made up of certificate of deposit and US Government Instrumentality Securities.

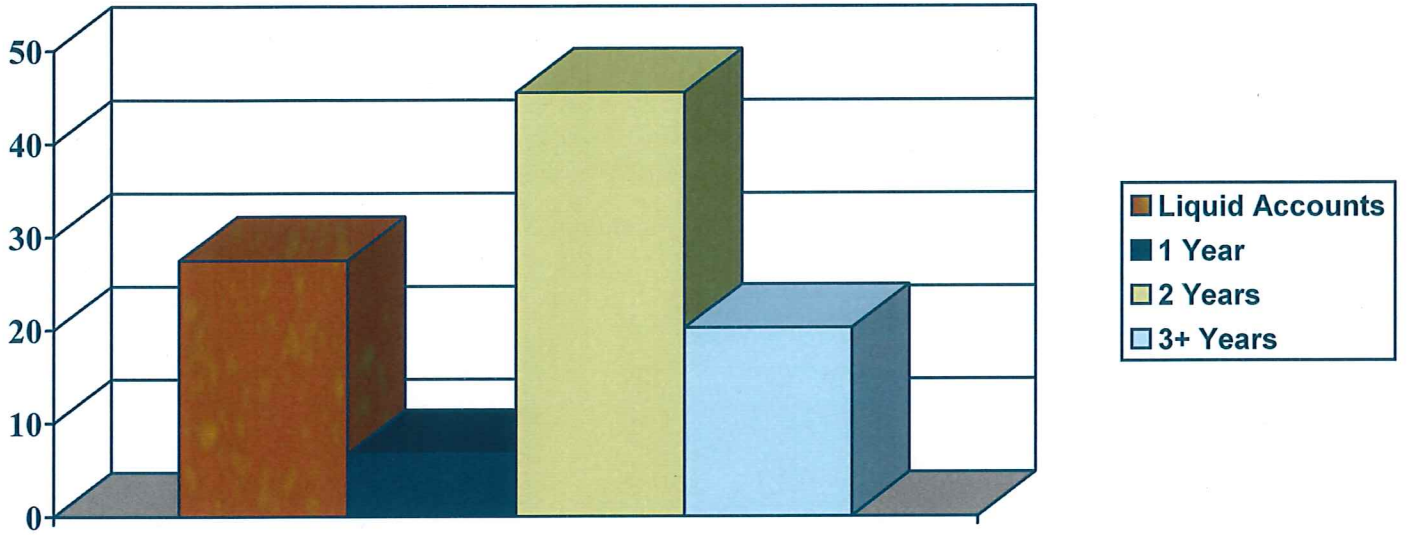
6-10 Years are US Government Instrumentality Securities.

11-15 Years are US Government Instrumentality Securities.

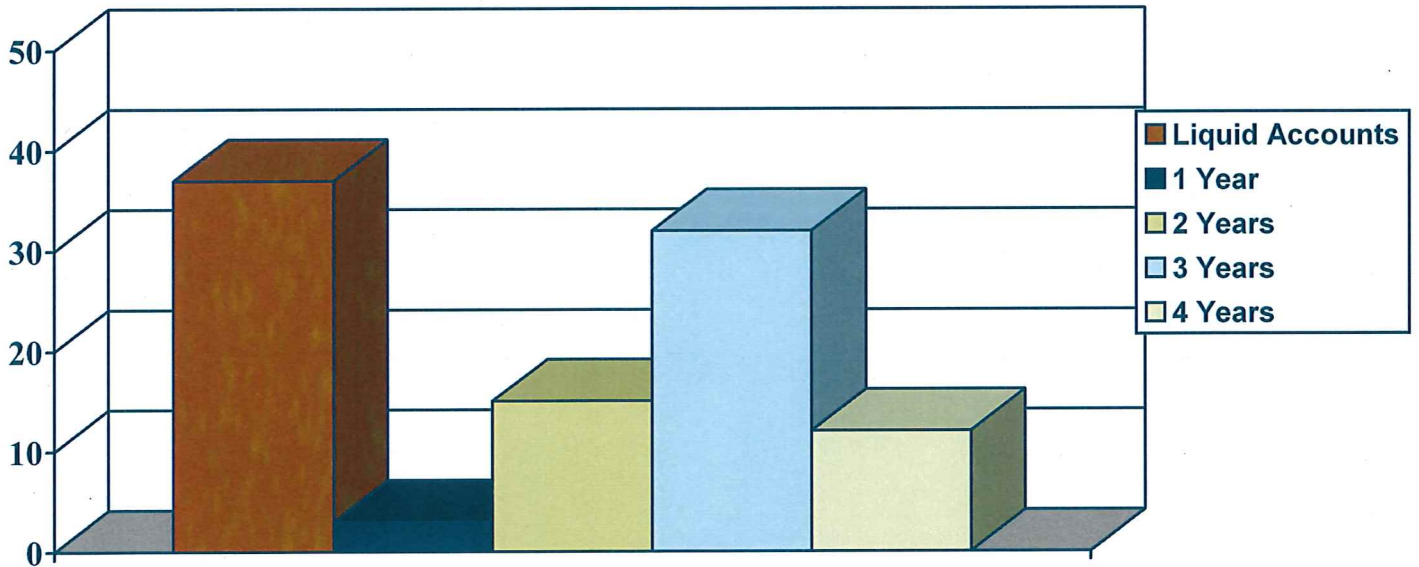
15+ Years are US Government Instrumentality Securities and bonds.

US Government Instrumentality Securities are financial intermediaries established by the federal government to fund loans to certain groups of borrowers, such as homeowners, farmers and students. Most active issuers are Federal Home Loan Bank, Federal National Mortgage Association (Fannie Mae) and Tennessee Valley Authority. Maturities range from three months to 30 years with fixed interest rates.

2015

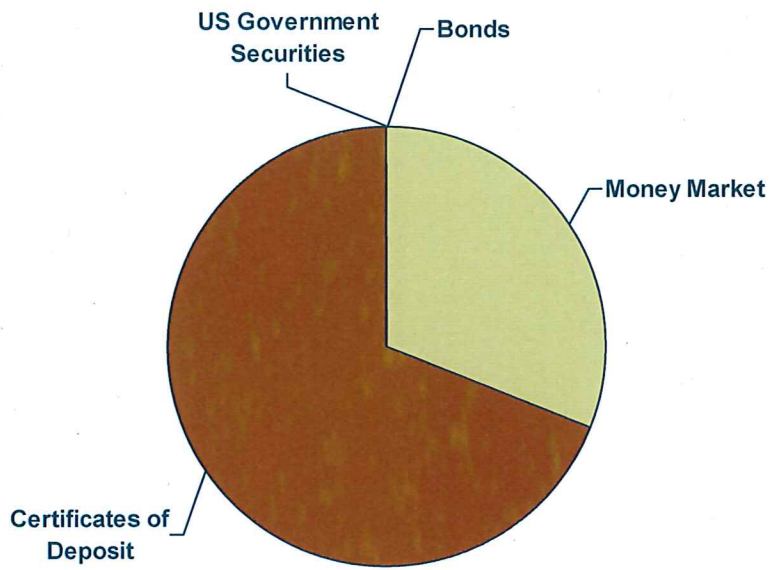


2016



INVESTMENT TYPES

Money Market	\$	934,488
Bonds		0
Certificates of Deposit		2,048,000
US Government Securities		0



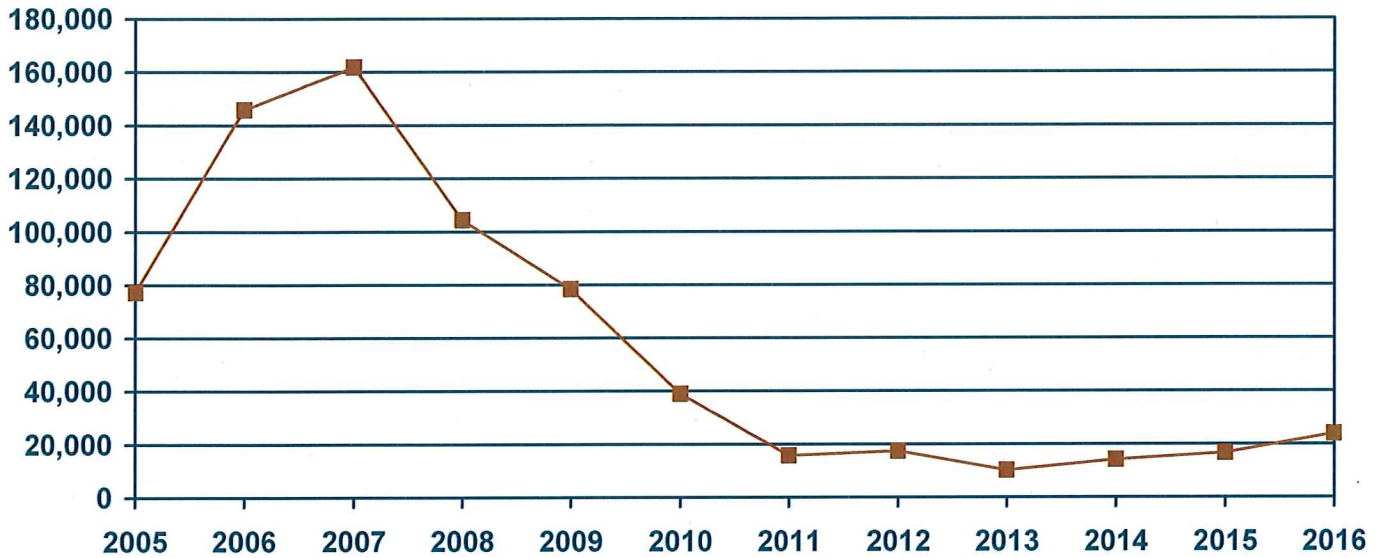
Investment Schedule

<i>Maturity Date</i>	<i>Type</i>	<i>Interest Rate</i>	<i>Investment Broker</i>	<i>Amount</i>	<i>Bank</i>
12/30/2019	CD	1.70%	Morgan Stanley	\$100,000	Wells Fargo
10/28/2019	CD	2.00%	RBC	\$200,000	Capital One Glen Allen
10/28/2019	CD	2.00%	RBC	\$200,000	Capital One McLean
4/15/2019	CD	1.20%	Northland	\$100,000	Ally Bank
3/4/2019	CD	1.20%	Northland	\$100,000	Key Bank
2/26/2019	CD	1.25%	Northland	\$100,000	BMW Bank
12/21/2018	CD	1.50%	Morgan Stanley	\$100,000	Discover Bank
11/5/2018	CD	1.65%	RBC	\$148,000	American Express Centurion
11/5/2018	CD	1.50%	Morgan Stanley	\$100,000	Goldman Sacks
7/2/2018	CD	1.40%	Morgan Stanley	\$100,000	Wells Fargo
6/29/2018	CD	1.40%	Northland	\$100,000	Comenity Bank
3/13/2018	CD	1.30%	Northland	\$100,000	JP Morgan
3/5/2018	CD	1.30%	Northland	\$100,000	Goldman Sacks
12/22/2017	CD	1.05%	RBC	\$100,000	World's Foremost Bank
6/30/2017	CD	1.10%	Northland	\$100,000	Synovus Bank
5/30/2017	CD	1.10%	Morgan Stanley	\$100,000	Ally Bank
5/30/2017	CD	1.05%	Morgan Stanley	\$100,000	Discover Bank
2/21/2017	CD	0.90%	RBC	\$100,000	Private Bank & Trust

\$2,048,000

The following chart shows the interest earnings since 2005 with 2007 being our best year with earnings of \$161,884. The gradual increase in interest rates later in the year helped make 2016 the best interest investment year since 2010.

INTEREST EARNINGS



Investments as of 12/31/16		
By Broker	%	Amount
Smith Barney	20.4%	609,537.43
Northland	23.6%	703,864.94
RBC	25.1%	746,000.00
Financial Northeastern Company	0.0%	0.00
League of MN Cities	30.9%	921,065.63
Total	100.0%	2,982,468.00

Investments as of 12/31/16		
By Type	%	Amount
Money Market	31.3%	934,488.00
Fed Agency	0.0%	0.00
Commercial Paper	0.0%	0.00
Treasury	0.0%	0.00
Certificate of Deposit	68.7%	2,048,000.00
Total	100.0%	2,982,488.00

Investments as of 12/31/16		
By holding period (from purchase date)	%	Amount
Up to 1 year	3.4%	100,000.00
2 years	16.8%	500,000.00
3 years	35.1%	1,048,000.00
4 years and over	13.4%	400,000.00
No time limit	31.3%	934,488.00
Total	100.0%	2,982,488.00

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date February 28, 2017
ITEM NUMBER Recreation Agreement
STAFF INITIAL AB
APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Falcon Heights would like to continue our recreation programs relationship. In the past they used our facilities for some of their offerings such as Tai Kwan Do and yoga and may do that again. The agreement also provides for Lauderdale covering the cost between the resident and non-resident rate when Lauderdale residents participate in their programs.

Following is the updated agreement for 2017. The agreement clarifies expectations and addresses issues of liability. If the Council would like to discuss or amend the agreement, it may be removed from the Consent Agenda.

OPTIONS:

STAFF RECOMMENDATION:

Motion to approve the Recreation Agreement with the City of Falcon Heights as presented.

COUNCIL ACTION:

**City of Falcon Heights
City of Lauderdale**

Recreation Agreement

THIS AGREEMENT is effective March 1, 2017 through December 31, 2017, by and between the City of Lauderdale, 1891 Walnut Street ~ Lauderdale, MN 55113, and the City of Falcon Heights, 2077 W. Larpenteur Ave ~ Falcon Heights, Minnesota 55113. Falcon Heights agrees to provide recreation programs within the City of Lauderdale. Lauderdale agrees to provide facility space for the programs.

The Cities of Lauderdale and Falcon Heights agree to the following obligations:

1. Falcon Heights agrees to:

- Provide recreation programs and experiences to Lauderdale residents for the same fee as paid by Falcon Heights' residents. Lauderdale will reimburse Falcon Heights the difference between the resident and non-resident rate for recreation programs and experiences held at Falcon Heights' facilities. Lauderdale will not reimburse Falcon Heights if the programs are held at Lauderdale facilities.
- Coordinate registration, supervision, and program curriculum appropriate for the recreation program.
- The recreation programs held at Lauderdale City Hall will include, but not be limited to, Tae Kwon Do, Boot Camp, and Yoga.
- Provide program staff, program supplies and equipment, and program maintenance support for the agreed upon recreation program.

2. Lauderdale agrees to:

- Provide program space at Lauderdale City Hall and at Lauderdale Community Park. The City of Lauderdale agrees to provide regular facility and park maintenance such as sweeping the floor and supplying tables requested by Falcon Heights.
- Provide facilities access and keys to Falcon Heights Park and Recreation Staff.

Liability

Falcon Heights shall defend and indemnify Lauderdale and its employees, officers, volunteers and agents for any claims against Lauderdale arising from Falcon Heights's performance or failure to perform its duties under this Agreement.

Lauderdale shall defend and indemnify Falcon Heights and its employees, officers, volunteers and agents for any claims against Falcon Heights arising from Lauderdale's performance or failure to perform its duties under this Agreement.

Under no circumstances, however, shall a party be required to pay on behalf of itself and the other party, any amounts in excess of the limits on liability established in Minnesota Statutes, Chapter 466 applicable to any one party. The limits of liability for the parties may not be added together to determine the maximum amount of liability for any party.

Employees of Falcon Heights and Lauderdale shall remain employees of their respective cities regardless of where services are provided under this Agreement. Each party shall be responsible for injuries to or death of its own personnel. Each party will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are providing services pursuant to this Agreement. Each party waives the right to sue the other party for any workers' compensation benefits paid to its own employees or their dependants, even if the injuries were caused wholly or partially by the negligence of the other party.

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the date first above written.

City of Falcon Heights

City of Lauderdale

Mayor Peter Lindstrom

Mayor Mary Gaasch

Date: _____

Date: _____

City Administrator
Sack Thongvanh

City Administrator
Heather Butkowski

Date: _____

Date: _____