

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

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December 12, 2017

**Roll Call**

Mayor Gaasch called the Regular City Council meeting to order at 7:31 p.m.

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

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

**Approvals**

Mayor Gaasch asked if there were any changes to the meeting agenda. Mayor Gaasch stated that she would like to add a staff appreciation item to the Additional Items section. There being nothing else, Councilor Dains moved and seconded by Councilor Moffatt to approve the agenda as amended. Motion carried unanimously.

Mayor Gaasch asked if there were any changes to the meeting minutes. There being none, Councilor Dains moved and seconded by Councilor Dolphin to approve the minutes of the November 28, 2017, City Council Meeting. Motion carried unanimously.

Mayor Gaasch asked if there were any questions on the claims. There being none, Councilor Moffatt moved and seconded by Councilor Dains to approve the claims totaling \$79,518.29. Motion carried unanimously.

**Consent**

Councilor Dolphin moved and seconded by Councilor Dains to approve the Consent Agenda thereby approving the year end accounts payable authorization, adoption of the 2017 Fee Schedule – Resolution 121217A, and hiring Warming House attendants.

**Informational Presentations/Reports**

A. City Council Updates

Councilor Dains shared that the Cable Commission has hired a search firm to recruit a new executive director for CTV North Suburbs. Mayor Gaasch stated that she attended a joint meeting between the League of Minnesota Cities and Metro Cities.

**Public Hearings**

A. Truth in Taxation Hearing Regarding the 2018 Budget and Levy

Administrator Butkowski presented the Council with the final draft 2018 Budget and Levy. This included the 2018 General Fund, 2018 Special Revenue Funds, and the 2018-2027 Capital Improvement Plan.

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Mayor Gaasch opened the floor to anyone in attendance that wanted to address the Council at 7:40 p.m. There being no interested parties to speak, Mayor Gaasch closed the floor at 7:41 p.m.

Councilor Moffatt moved to adopt Resolution 121217B – A Resolution Adopting the 2018 Final Property Tax Levy. The motion was seconded by Councilor Dains and carried unanimously.

Councilor Dolphin moved to adopt Resolution 121217C – A Resolution Adopting the 2018 Final Budget and Establishing Fund Appropriations. The motion was seconded by Councilor Dains and carried unanimously.

**Discussion/Action Items**

**A. 2018 City Council Meeting Schedule**

Annually, the City Council sets its meeting schedule for the year. Historically, the Council meets on the second and fourth Tuesdays of the month excluding holidays that conflict with the schedule. Staff presented a proposed meeting schedule for 2018.

Councilor Dains moved, and seconded by Councilor Moffatt, to adopt the 2018 City Council Meeting Schedule as presented. Motion carried unanimously.

**B. Setting of Recycling, Sanitary Sewer, and Storm Sewer Rates**

The Council discussed the Utility Rate Study at the previous council meeting. Staff proposed increases for 2018: a 1.7% increase to the sanitary sewer rate resulting in a residential flat rate of \$55.01 and a commercial consumption rate of \$2.72; a 1.4% increase to the storm water rate resulting in a flat rate of \$16.25 per quarter per residential equivalency factor; and a 5% increase to the recycling collection rate resulting in a flat rate of \$2.98 per residential unit per month.

Councilor Moffatt moved to adopt Resolution 121217D – Establishing 2018 Sanitary Sewer Rates, Storm Sewer Rates, and Recycling Rates. The motion was seconded by Councilor Dolphin and carried unanimously.

**C. Accepting Donation from the Chinese Church**

The City received a donation from the Twin Cities Chinese Christian Church and has the option of adopting the resolution and thus accepting the donation, or declining the donation and returning it to the owner. After discussion, the Council decided to accept the donation and direct it towards the park fund.

Councilor Moffatt moved and seconded by Councilor Dolphin to adopt Resolution 121217E Accepting the Donation from the Twin Cities Chinese Christian Church. Motion carried unanimously.

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**D. Commercial Building Official Compensation**

Duane Grace, the Commercial Building Official for the City of Lauderdale, has historically been paid through plan review fees when there are commercial plans to review. The majority of commercial projects this year did not include plan reviews but other time intensive work dealing with roofing projects and issues of noncompliance, so staff has comprised a payment plan to properly compensate his work. The proposal includes paying commercial plan review fees collected, a flat fee of \$500 for responding to questions from perspective buyers of the Chinese Christian Church, and 85% of the commercial building permit fees when there was no plan review. This totaled \$3,592.32 and was in line with previous year compensation.

Councilor Moffatt moved and seconded by Councilor Dolphin to pay Duane Grace per the compensation plan noted above. Motion carried unanimously.

**Additional Items**

**A. Appreciation Days for Employees**

Mayor Gaasch voiced her appreciation for the Lauderdale City Staff for their work through the challenging times of 2017. In recognition, she proposed that staff be granted two personal days that must be used by January 20, 2018.

Council Dains moved and seconded by Councilor Dolphin to grant two personal days to Lauderdale staff members to be used by January 20, 2018. Motion carried unanimously.

**Set Agenda for Next Meeting**

Administrator Butkowski stated that the next council meeting may include the November Financial Report, 2018 Investment Policy, Designating Official Depository and Investment Institutions, Tobacco and Alcohol Licenses, Committee Appointments and Assignments, and Designating the Official Newspaper.

**Work Session**

**A. Opportunity for the Public to Address the City Council**

Mayor Gaasch opened the floor to anyone in attendance that wanted to address the Council. There being no interested parties to speak, Mayor Gaasch closed the floor.

**B. Discuss Sale of 1821 Eustis Street**

Tim Labey and his associates addressed the Council to discuss two separate properties on Eustis Street. The first property is located at 1825 Eustis Street which they are in the process of purchasing. The second property is located at 1821 Eustis Street and is owned by the City. He shared his design concepts with the Council of what they would like to build at the 1825 address with hopes that the Council would be interested in selling them the 1821 property. After

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discussing, the Council directed staff to further explore the possible sale in terms expectations of the completed product and begin drafting a purchase and development agreement.

**C. Eustis Street Update with City Engineer**

City Engineer Darren Amundsen approached the Council to give an update on the possible acquisition of certain segments of Eustis Street and Roselawn Avenue managed by Ramsey County. There are still some items to be resolved and a gap between the price of reconstruction and their level of compensation for taking ownership of the road. He will continue to work with the county to get closer to a resolution.

**D. Community Development Update**

Butkowski informed the Council that staff is working on the purchase agreement for the Chinese Christian Church, the adjustor is reviewing the damage at the City's building on Larpenteur Avneue, Goat Dispatch submitted a quote for invasive species management in the Nature Area, and the Fulham Street lot split is moving forward.

**Adjournment**

Councilor Dains moved and seconded by Councilor Moffatt to adjourn the meeting at 8:54 p.m. Motion carried unanimously.

Respectfully submitted,



Miles Cline  
Deputy City Clerk