

LAUDERDALE CITY COUNCIL MEETING AGENDA
7:30 P.M. TUESDAY, JULY 10, 2018
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 June 26, 2018 City Council Meeting
 - c. Claims Totaling \$73,437.69
4. **CONSENT**
 - a. Performance Agreement with Open Eye Theatre
 - b. Appointment of 2018 Election Judges
 - c. Ratification of No Trespass Order
5. **SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**
6. **INFORMATIONAL PRESENTATIONS / REPORTS**
 - a. July Farmers Market
 - b. City Council Updates
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. Proposal for Zoning Ordinance Revisions
9. **ITEMS REMOVED FROM THE CONSENT AGENDA**
10. **ADDITIONAL ITEMS**
11. **SET AGENDA FOR NEXT MEETING**
 - a. Annual Storm Sewer Report and Public Hearing
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**

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

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June 26, 2018

Roll Call

Mayor Gaasch called the Regular City Council meeting to order at 7:30 p.m.

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

Councilors absent: None.

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 additions to the meeting agenda. Butkowski stated that she would like to add a resolution to the Additional Items section. There being nothing else, Councilor Grove moved and seconded by Councilor Dains to approve the agenda. Motion carried unanimously.

Mayor Gaasch asked if there were any changes to the meeting minutes. There being none, Councilor Moffatt moved and seconded by Councilor Grove to approve the minutes of the June 12, 2018, city council meeting. Motion carried unanimously.

Mayor Gaasch asked if there were any questions on the claims. There being none, Councilor Dains moved and seconded by Councilor Grove to approve the claims totaling \$38,048.79. Motion carried unanimously.

Consent

Councilor Grove moved and seconded by Councilor Dains to approve the Consent Agenda, thereby acknowledging the May Financial Report.

Informational Presentations/Reports

A. Eureka! Recycling Annual Report

Kate Davenport and Dave Weidenfeller approached the Council to present their annual report. They covered a wide range of topics including staff changes at Eureka, revenue sharing with Lauderdale, the future of markets (and what Eureka is doing to develop markets), organics, and contract renewal with the City.

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B. City Council Updates

Councilor Gaasch shared that she was a vendor at the first farmers market of the year. Mayor Gaasch also noted that she and Councilor Moffatt attended the League of Minnesota Cities Annual Conference in St. Cloud.

Discussion/Action Items

A. Rental Housing License for 1772 Pleasant Street

In August 2017, the City Council authorized an administrative fee on the owner of 1772 Pleasant Street for failure to maintain a crime free property and correct property condition issues. In October 2017, the Council voted to prohibit the issuance of a license for 1772 Pleasant for 12 months. In April 2018, a relative of the owner, Nathaniel Erenberg, asked the City Council if he could be issued a rental license if he brought the property up to code and took ownership.

Nathaniel told the Council he initiated the process to take possession. Once this process is completed and Nathaniel provides the City with the appropriate vesting deed showing he holds title exclusively, he can apply for a rental housing license.

With regard to the recovery of legal costs, the City Attorney suggested the City Council suspend collection of the legal expenses and waive them if the new owner proves to operate in a lawful and decent manner. After a discussion between the Council and Nathaniel, the Council stated that they are leaning towards suspending and potentially forgoing the legal fees if the property is appropriately maintained. This was not a promise made to Mr. Erenberg, simply what they outlined as their most likely course of action.

B. Authorizing of Funds for 1825 Eustis Street

Butkowski said the closing date is scheduled for July 20, 2018. Staff is asking for authorization to issue payment and finalize the sale as soon as the closing documents are prepared.

Councilor Moffatt made a motion authorizing the city administrator to issue payment for the purchase of 1825 Eustis Street and sign documents as necessary to facilitate the purchase. This was seconded by Councilor Grove and carried unanimously.

C. Resolution 062618A – Authorizing Joint Powers Agreement with the Bureau of Criminal Apprehension (BCA)

Butkowski explained that the Bureau of Criminal Apprehension (BCA) asked the City to renew its Joint Powers Agreement (JPA) with them which will allow the police department and the prosecuting attorney to access criminal data in their work for the City.

After adoption of the resolution, the police officers and prosecuting attorney will be able to continue performing their duties. The resolution also gives the Mayor and City Administrator authorization to sign the agreements.

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June 26, 2018

Councilor Dolphin moved and seconded by Councilor Grove to adopt Resolution 062618A – A Resolution Approving State of Minnesota Joint Powers Agreements with the City of Lauderdale on Behalf of its City Attorney and Police Departments. Motion carried unanimously.

Additional Items

Resolution 062618B – Establishing City Council Authority for Preservation of Public Safety
Butkowski explained that to provide for the safety of the public at City facilities, the City Council must be able to take action as needed to remove and prohibit the presence of individuals or groups that hinder or threaten enjoyment of these facilities. The resolution outlines the process by which the City Council could do this.

Councilor Moffatt made a motion to adopt Resolution 062618B – A Resolution Establishing City Council Authority for Preservation of Public Safety. This was seconded by Councilor Dolphin and carried unanimously.

Set Agenda for Next Meeting

Administrator Butkowski stated that the July 10 council meeting may include the Annual Storm Sewer Report and public hearing, a proposal for zoning ordinance revisions, and the appointment of election judges.

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. Community Development Update

Butkowski informed the Council that the proposed waste water charge is 23% higher than 2018. Staff are working with Metropolitan Council staff to understand why. Staff expect to receive a copy of Luther Seminary's realty packet in the near future.

Adjournment

Councilor Moffatt moved and seconded by Councilor Grove to adjourn the meeting at 8:48 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: July 10, 2018
Subject: List of Claims

The claims totaling \$73,437.69 are provided for City Council review and approval that includes check numbers 25917 to 25932.

Accounts Payable

Checks by Date - Detail by Check Date

User: miles.cline
 Printed: 7/3/2018 2:38 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	43	Public Employees Retirement Association PR Batch 51300.06.2018 PERA Coordinated PR Batch 51300.06.2018 PERA Coordinated	06/29/2018 PR Batch 51300.06.2018 PER PR Batch 51300.06.2018 PER	1,094.65 948.69
Total for this ACH Check for Vendor 43:				2,043.34
ACH	44	Minnesota Department of Revenue PR Batch 51300.06.2018 State Income Tax	06/29/2018 PR Batch 51300.06.2018 Stat	732.85
Total for this ACH Check for Vendor 44:				732.85
ACH	45	ICMA Retirement Corporation PR Batch 51300.06.2018 Deferred Comp	06/29/2018 PR Batch 51300.06.2018 Defi	1,351.27
Total for this ACH Check for Vendor 45:				1,351.27
ACH	46	Internal Revenue Service PR Batch 51300.06.2018 FICA Employee Portio PR Batch 51300.06.2018 Medicare Employer Po PR Batch 51300.06.2018 FICA Employer Portio PR Batch 51300.06.2018 Federal Income Tax PR Batch 51300.06.2018 Medicare Employee Pc	06/29/2018 PR Batch 51300.06.2018 FIC. PR Batch 51300.06.2018 Mec PR Batch 51300.06.2018 FIC. PR Batch 51300.06.2018 Fed PR Batch 51300.06.2018 Mec	962.98 225.22 962.98 1,167.60 225.22
Total for this ACH Check for Vendor 46:				3,544.00
Total for 6/29/2018:				7,671.46
25917	56 2Q2018	James Bownik 2Q18 Mileage Reimbursement	07/10/2018	26.16
Total for Check Number 25917:				26.16
25918	57 2Q2018	Heather Butkowski 2Q18 Mileage Reimbursement	07/10/2018	37.61
Total for Check Number 25918:				37.61
25919	203 072018	David Carlson Rental Inspection Refund - 2 Properties	07/10/2018	80.00
Total for Check Number 25919:				80.00
25920	29 3684	City of St Anthony July Police Services	07/10/2018	57,730.67
Total for Check Number 25920:				57,730.67
25921	133 2Q2018	Miles Cline Mileage Reimbursement	07/10/2018	137.93

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 25921:	137.93
25922	25	County of Ramsey	07/10/2018	
	EMCOM-007003	June Fleet Support		6.24
	EMCOM-007017	June CAD Services		233.07
	EMCOM-007032	June 911 Dispatch Services		1,248.01
			Total for Check Number 25922:	1,487.32
25923	204 072018	Eustis Properties Rental Inspection Refund	07/10/2018	40.00
			Total for Check Number 25923:	40.00
25924	206 072018	Stephen Fluin Rental Inspection Refund	07/10/2018	40.00
			Total for Check Number 25924:	40.00
25925	145 85985	Mary Gaasch MN Mayor Conf Lodging Reimbursement	07/10/2018	281.38
			Total for Check Number 25925:	281.38
25926	82 5013259	Home Depot Service Station Repairs	07/10/2018	71.46
			Total for Check Number 25926:	71.46
25927	31 143211 143211	Kennedy & Graven Chartered Legal Services - General Legal Services - 1795 Eustis St	07/10/2018	663.00 3,893.75
			Total for Check Number 25927:	4,556.75
25928	208 072018	Open Eye Theatre July Farmers Market Entertainment	07/10/2018	400.00
			Total for Check Number 25928:	400.00
25929	207 072018	Joline Soedarjatno Rental Inspection Refund	07/10/2018	40.00
			Total for Check Number 25929:	40.00
25930	77 072018	United States Postal Service 5 Rolls of Stamps	07/10/2018	250.00
			Total for Check Number 25930:	250.00
25931	7 7943450-0500-1	Waste Management Inc 7/18 PW Waste	07/10/2018	546.95
			Total for Check Number 25931:	546.95
25932	205 072018	Tyler and Christine White Rental Inspection Refund	07/10/2018	40.00
			Total for Check Number 25932:	40.00
			Total for 7/10/2018:	65,766.23

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
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Report Total (20 checks):

73,437.69

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date July 10, 2018
ITEM NUMBER July Farmers Market
STAFF INITIAL Jim
APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Staff is asking the city council to consider approving the attached performance agreement with the Open Eye Theatre for a driveway tour puppet show at a cost of \$400. The following appeared in the current city newsletter:

**Farmers Market & Entertainment, July 19 4:00-7:00 p.m.
Lauderdale Community Park, 1885 Fulham St**

Open Eye Theatre Driveway Tour Puppet Show: Little Grandpa's Big Surprise (6-7 p.m.)

It's Little Grandpa's 100th birthday and everyone was too busy to remember...but not for long! With the help of her animal friends, an amazing cake recipe, and a few sneaky tricks, his granddaughter Zadie will bring the whole neighborhood together for the biggest party of the summer! Open Eye's award-winning Driveway Tour delights and inspires the young and young-at-heart with this for all-ages outdoor puppet show.

OPTIONS:

Approve by adopting the consent agenda or remove for discussion.

STAFF RECOMMENDATION:

By approving the consent agenda, the city council is approving the performance agreement with Open Eye Theatre .

City of Lauderdale Performance Agreement

Event: Farmers Market

Date & Time: Thursday, July 19, 2018 from 4-7 p.m.

Location: Lauderdale Community Park, 1885 Fulham Street

Performance Time: 6:00-7:00 p.m.

ARTIST or GROUP INFORMATION

Artist or Group Name:	Open Eye Theatre/Driveway Tour/Top Hat
Artist/Group Leader:	Peter Rusk
Daytime Phone:	Cell Phone: 612-874-6338
Email Address:	drivewaytour@openeyetheatre.org
Website Address (if applicable):	openeyetheatre.org
# Chairs Needed:	_____

PAYMENT INFORMATION

Performance Fee: \$400.00

Name & Address for Payment of Fee:	Open Eye Theatre 506 E 24th St #3732 Minneapolis, MN 55404
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PERFORMANCE PROVISIONS

- 1) The Artist or Group is considered an independent contractor and is responsible for all appropriate insurance, income taxes, and the licensed use of any or all copyright music performed.
- 2) The Artist or Group understands the City does not hold a public performance license, thus the artist agrees not to play music registered with ASCAP, BMI, SESAC, or any other licensing entity.
- 3) The Artist or Group will supply their own sound system and the following items as needed: music stands, stage etc.
- 4) The City will provide chairs, electricity and an extension cord.
- 5) Cancellation/Inclement Weather Policy:
 - If the performance is cancelled by the City before Noon the day of the performance, the City will pay 50% of the agreed performance fee as compensation.
 - If the performance is cancelled by the City after Noon the day of the performance, the City will pay 100% of the agreed performance fee as compensation.
- 6) Sale of promotional merchandise is allowed at the concert site.
- 7) Payment Information: The City will make every effort to present payment to the Artist or Group the day of the performance, but may mail payment within 30 days after performance date.
- 8) Indemnification: The Artist or Group agrees to defend and indemnify the City, and its employees, officials, volunteers and agents from and against all claims, actions, damages, losses and expenses arising out of the Artist or Group's performance or failure to perform its duties under this Agreement.

Signature of Artist/Group Leader: _____ Date: _____

Mayor

Date

City Administrator

Date

LAUDERDALE COUNCIL ACTION FORM

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

Meeting Date	July 10, 2018
ITEM NUMBER	<u>Appoint Election Judges</u>
STAFF INITIAL	<u>AB</u>
APPROVED BY ADMINISTRATOR	

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Below are individuals willing to be appointed by the City Council to serve as election judges for the 2018 Primary and General elections. Many of these election judges have performed election judge duties for many years and some are new. Karen Doherty will be the Head Election Judge again this year.

Judges for Primary and General Elections

Wallace Borner	Alexander Kouhi	Lisa Cierzan
Karen Sundeen	Anthony Mieloch	Peiju Picard
Marcia Martinson	Linda Stowell	
Paula Biever	Karen Doherty	
Edith Affeldt	Hans Simons	

Applicants do not need to declare party affiliation to be a judge, but the City must follow rules for maintaining party balance. Party affiliation is not public information. The City has the required party representation for the 2018 election season.

Judges must attend a two-hour in person or on-line training session every two years as required by State Law. The judges will be offered \$12.50 per hour for training and on election day. Those that work a full day will be offered \$200 and the head judge \$220. The City supplies breakfast, lunch, and dinner on election day.

STAFF RECOMMENDATION:

By approving the consent agenda, the City Council approves the 2018 election judge list for the 2018 primary and general elections.

COUNCIL ACTION:

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date July 10, 2018

ITEM NUMBER No Trespass Order

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Mayor Gaasch and Council Member Moffatt used the discretion provided them to issue a no trespass order until such time as a quorum of the Council met. The order was delivered to Jon Abeler on July 3, 2018. The order follows. The Council must ratify the no trespass order for it to remain in effect.

OPTIONS:

STAFF RECOMMENDATION:

By approving the Consent Agenda, the Council ratifies the no trespass order as presented.



Trespass Notice Form – St. Anthony Police Department

**YOU ARE HEREBY REQUESTED TO DEPART FROM THIS LAND
AND NOT TO RETURN FOR ONE YEAR.**

State law (Minn. State Statute 609 .605) provides that no person shall intentionally trespass on the land of another and refuse to depart from that land, without a legal basis, when a demand to do so is made by the lawful possessor or his/her agent. Such demand may be spoken or written. No person who has received a demand to stay off such land shall reenter it within 1 (one) year from the date of the demand without written permission of the lawful possessor or the agent who provided the demand. Violators may be subject to imprisonment for up to 90 (ninety) days or to a payment of up to \$1000, or both. Violators who qualify for enhanced penalties under Minn. State Statute 609.153 may be subject to imprisonment for up to 365 (three hundred sixty-five) days or to a payment of up to \$3000, or both.

It shall be noted on this date July 3, 2018, you were advised of the above statute. This trespass notice form constitutes a written demand to depart from the premises by the lawful possessor or an agent of the lawful possessor. This demand to depart is due to your disruptive, harassing, threatening, and/or non-conforming behavior.

Reason for trespass notice:

In case number 18004634, Abeler reportedly said, "...how the noise drives him to insanity and that he could see how someone may by [sic] a shotgun to stop the noise. Abeler denied that he would do this, but he could see how it could drive others crazy enough to do so."

In case number 18004969, Abeler reportedly said that people have breaking points and "At what point do you think I'm gonna break," and "People have a breaking point, don't push me to that."

These threats coincide with reports and videos of aggressive behavior. The City believes it is in the best interest of public safety that Mr. Abeler be prohibited from entering Community Park and use law enforcement to respond to his concerns and complaints.

Address of place from which party is trespassed: Lauderdale Community Park, 1885 Fulham St.

Name of party being trespassed: Jonathan Mark Abeler

Date of Birth: August 16, 1955

Name of person issuing the notice: Mary Gaasch, Mayor, City of Lauderdale

Signature of party receiving the notice: _____

Case Number: 18005055

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date July 10, 2018
ITEM NUMBER Zoning Ord. Update
STAFF INITIAL HB
APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Jennifer Haskamp will be at the meeting to discuss next steps for putting zoning in place for the updated Comprehensive Plan, especially as it relates to the property owned by Luther Seminary. By law, the City has nine months from the date of adoption to revise its zoning controls. However, Luther Seminary is scheduled to sell their land prior to that time and the City wants to be in the best position to guide the development of the land.

The following proposal establishes a plan to begin updating the zoning controls based on the revised Comprehensive Plan, specifically the High Density Residential—Conservation (HDR-C) land use designation. Jennifer will be available to answer questions as it relates to the proposal and options for moving forward.

OPTIONS:

STAFF RECOMMENDATION:

Motion to approval Proposal for Zoning Ordinance Update—Phase I by Swanson Haskamp Consulting as provided.



July 2, 2018

**Ms. Heather Butkowski
City Administrator
City of Lauderdale
1891 Walnut Street
Lauderdale, MN 55113**

RE: Proposal for Zoning Ordinance Update – Phase I

Dear Heather,

Thank you for requesting a proposal to update the City’s Zoning Ordinance for consistency with the 2040 Comprehensive Plan Update (2040 Plan) draft. It was a pleasure working with the City to prepare the Comprehensive Plan update and our Team is excited for the opportunity to help with its implementation.

As discussed throughout the comprehensive planning process, it is imperative for the City to update its zoning ordinance to implement the new 2040 Plan, and of particular importance and priority is the need to create supporting zoning districts and regulations for new land use designations. Since the 2040 Plan is in adjacent jurisdictional review it is logical to complete the zoning ordinance update in phases that respond to the highest priority items first, followed by the ‘housekeeping’ updates once the 2040 Plan is fully adopted.

The first phase is to create a zoning district to support the High Density Residential – Conservation (HDR-C) land use designation. During the process we learned of the Seminary’s intent to sell the property formerly known as the Breck Wood (also known as the Seminary Wood), and thus the City guided the property for the new land use designation. Since time is of the essence, this proposal is generally focused on the development of a supporting zoning district for the HDR-C land use designation and the preparation of a Park Dedication ordinance, with some exceptions.

Since we know that a more comprehensive update of the Zoning Ordinance will be forthcoming, we have scoped some of the public engagement and outreach efforts to solicit a wider range of feedback. For example, the City’s Farmer’s Markets



were a great venue to solicit feedback during the Comprehensive Plan, and we'd like to capitalize on that event to help inform the zoning ordinance update. Since the Farmer's Markets are limited to the summer months, we are proposing to solicit feedback not only about the HDR-C zoning and Park Dedication ordinance, but for other key zoning ordinance updates such as the mixed-use areas. Additionally, the work identified in Task 2 regarding ordinance format and outline will inform subsequent ordinance updates and drafting, but is necessary to complete Phase I and is therefore scoped as part of this proposal.

The following summary of major tasks as well as estimated fees to complete each task is provided for your review and consideration.

- **TASK 1: Background Research and Information Collection**
FEE ESTIMATE: \$4,995

This will include preliminary review of the City's ordinances to determine what (if any) sections should be used or contained within the resulting zoning district. This will also include collecting sample ordinances, language and other resources to help provide a starting point for preparation of the zoning district to support the HDR-C and Park Dedication Ordinance.

- ***Public Participation:***

- **Farmer's Market (1) – Solicit feedback focused on 'new' zoning designations to support the 'new' land use designations. This would include HDR-C, but also the Mixed-Use designations which will be used in subsequent phases.**
- **Neighborhood Focus Group (1) – Hold a neighborhood focus group meeting with neighbors of the Breck Woods to include the Single-Family homeowners and the Multi-Family/Apartment owners.**
- **City Council Work Session (1) – Engage City Council members in a discussion about needs, wants, concerns, etc., of the HDR-C and Park Dedication ordinance to help inform ordinance development.**

- **TASK 2: Ordinance Outline and Format**
FEE ESTIMATE: \$2,965

This process will be a collaborative effort between City Staff and SHC. We will work through an outline, identify key points and formulate a desired format for the City's zoning ordinance update. This will provide the model or framework from which other sections of the zoning ordinance will be updated or developed; but this phase will focus primarily on the zoning and ordinances needed to implement and support the HDR-C land use designation.



- **Public Participation:**
 - **Farmer's Market (1) – Provide draft outline/materials at the Farmer's Market and ask for feedback on key components of the draft. This will be tailored more for information and education, with some opportunity for feedback.**
 - **OPTIONAL Neighborhood Focus Group (1)**
 - **City Council Work Session (1) – Present draft outline for discussion and feedback. The outline/format of the ordinances will also serve as the foundation for subsequent phases of the Zoning Ordinance update.**
- **TASK 3: Ordinance Preparation and Final Draft (HDR-C and Park Dedication)**
FEE ESTIMATE: \$3,630

This phase will focus on full ordinance drafting based on feedback from Phase I and Phase II. SHC will prepare the draft with City Staff support.

- **Public Participation:**
 - **Neighborhood Focus Group (1) – Hold a second neighborhood meeting once a full draft of the HDR-C supporting zoning and Park Dedication ordinance have been prepared. Present drafts, and request feedback/input on draft.**
 - **City Council Meeting (1 or 2) – The City Council may elect to hold the public hearing and first reading of the ordinance followed by a second reading and formal adoption. (Depending on City ordinances, one reading may be sufficient.)**

As outlined, the estimated cost to complete the project is approximately \$11,590, with a total project estimate not to exceed \$12,200 including expenses. Any authorized work will be billed using the hourly rates as found on the 2018 Rate Schedule contained in Attachment B. If at any time during the project additional work is requested, or if the estimate is in any way compromised we will seek authorization from the City prior to incurring any additional costs. A corresponding draft schedule to complete the Tasks is provided in Attachment A.

If you have any questions regarding this proposal, or if there is anything you would like modified or adjusted please do not hesitate to contact me.

Sincerely,

**Jennifer Haskamp, AICP
Owner & Principal Planner
jhaskamp@swansonhaskamp.com**

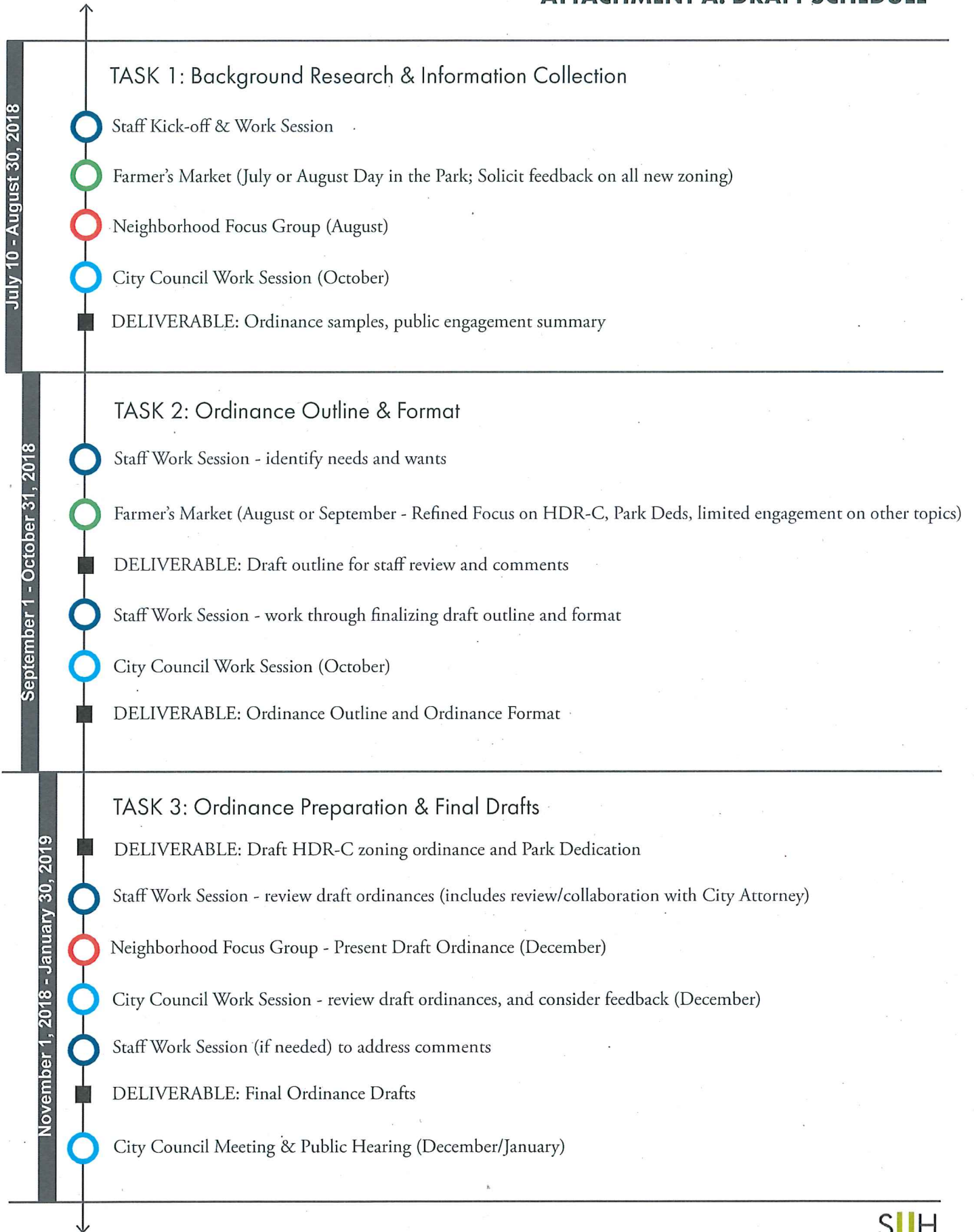


SHC, LLC
246 South Albert Street, Suite 2A
Saint Paul, MN 55105

Attachments:

- A: Draft Schedule**
- B: 2018 Rate Schedule**

ATTACHMENT A: DRAFT SCHEDULE





Attachment B:
Rate Schedule
(2018)

Service	Rate
Principal Planner	\$125/Hour
Senior Planner	\$110/Hour
Planner	\$85/Hour
Document Preparation/Layout/Production <ul style="list-style-type: none">▪ GIS Mapping▪ Document Layout▪ Graphics	\$90/Hour
Mileage rate (Standard IRS rate)	\$0.55/mile
Printing and Mailing Services**	Actual Expenses