

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

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January 22, 2019

**Call to Order**

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

**Roll Call**

Councilors present: Roxanne Grove, Andi Moffatt, Jeff Dains, Kelly Dolphin, and Mayor Mary Gaasch. Councilor 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. There being none, Councilor Moffatt moved and seconded by Councilor Grove to approve the agenda. Motion carried unanimously.

Mayor Gaasch asked if there were any corrections to the meeting minutes. There being none, Councilor Grove moved and seconded by Councilor Moffatt to approve the minutes of the January 8, 2019, city council meeting. Motion carried unanimously.

Mayor Gaasch asked if there were any questions on the claims. There being none, Councilor Dolphin moved and seconded by Councilor Dains to approve the claims totaling \$49,364.50. Motion carried unanimously.

**Consent**

Councilor Dains moved and seconded by Councilor Moffatt to approve the Consent Agenda thereby acknowledging the December Financial Report and the Fourth Quarter Investment Report and approving the transfer of funds from the 414 Development Fund to the 415 Housing Development Fund – Resolution No. 012219A

**Informational Presentations/Reports**

A. City Council Updates

Councilor Grove stated that she would be unable to attend the Ramsey County League of Local Governments meeting on February 7. Mayor Gaasch shared that she attended a Regional Council of Mayor's meeting on affordable housing. She also attended Metro Cities and League of Minnesota Cities' board meetings as well as presented at a League of Women's Voters meeting.

**Public Hearings**

A. Park Dedication Ordinance

Butkowski explained that the City does not have a park dedication ordinance. With the redevelopment of 1795 Eustis Street and possibly land owned by Luther Seminary, a park

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dedication ordinance will help the City provide the park and open space improvements needed to accommodate the additional population.

Over the past year, staff and consultants have been working on the analysis necessary for the adoption of a park dedication ordinance. The Comprehensive Plan Steering Committee and residents provided feedback on the park and open space needs for the community. The city engineer created a Park Capital Improvement Plan to estimate the cost of the necessary improvements. Staff, consultants, and the city attorney drafted a park dedication ordinance. The ordinance specifies how the City would handle the dedication of land or cash in-lieu of land.

After discussion on the topic, Mayor Gaasch opened the floor to public comment at 7:51 p.m.

Wayne Sisel, 1567 Fulham Street, approached the Council. He asked if there was a minimum lot size requirement for park development.

Steve Ahlgren, 1563 Fulham Street, approached the Council. He asked the Council if there was a park versus urban woods distinction in the ordinance.

Jennifer Haskamp, of Swanson Haskamp Consulting, briefly approached the dais to answer the residents' questions. She said all new lots would contribute land or cash in-lieu. In the case of a residential lot split, the City would ask for cash in-lieu to support improvements to an existing park. The ordinance does not differentiate types of parks. Seeing that there were no further questions or comments, Mayor Gaasch closed the floor at 7:57 p.m.

Councilor Moffatt made a motion to adopt Ordinance No. 19-01 Adding Chapter 11-3 to the Code of Ordinances regarding Park Dedication. This was seconded by Councilor Dolphin and carried unanimously.

Councilor Dolphin made a motion to adopt the Capital Improvement Plan for Lauderdale Parks prepared by Stantec Consulting Services. This was seconded by Councilor Grove and carried unanimously.

**Discussion/Action Items**

A. Transmission of Comprehensive Plan to Metropolitan Council – Resolution No. 012219B  
Butkowski noted that the Comprehensive Plan (Comp Plan) was sent to neighboring jurisdictions for review on June 12, 2018. That six-month period ended on December 12, 2018. The Metropolitan Council (MC) did a preliminary review of the plan during this time.

At the last meeting, the Council took comments from the public which are reflected in the minutes and new language was added to the Land Use chapter regarding the Luther Seminary

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site. The Surface Water Management chapter was amended as the MC now asks that the entire Local Surface Water Management Plan (LSWMP) be included as part of the Comp Plan. A summary still exists as Chapter 7 and the entire LSWMP will be Appendix B. The city engineer addressed the MC's questions regarding the City's inflow and infiltration program in Chapter 8.

Councilor Grove made a motion to adopt Resolution 012219B – A Resolution Authorizing the Submittal of Lauderdale's 2040 Comprehensive Plan Update to the Metropolitan Council for Review. This was seconded by Councilor Dolphin and carried unanimously.

**B. Adoption of Local Surface Water Management Plan**

Along with the Comp Plan, the City's LSWMP is also ready for adoption. Coordination of the LSWMP was a bit of an undertaking as three watershed districts reviewed and commented on the plan. Those comments were incorporated into the final document.

Councilor Dains made a motion to adopt the Local Surface Water Management Plan with the map correction identified. This was seconded by Councilor Grove and carried unanimously.

**C. High Density Residential – Conservation (HDR-C) Zoning Ordinance**

Butkowski said that Swanson Haskamp Consulting completed the text for the High Density Residential—Conservation (HDR-C) zoning district proposed in the 2040 Comprehensive Plan. The process included community surveys and input opportunities to bring the community's attention to the wooded land being sold by Luther Seminary. The city attorney reviewed the draft since the previous meeting. The Council discussed the revisions and established February 12 for the date of the public hearing.

**D. Special Assessment Policy Manual Revisions**

The city attorney made the changes to the hardship deferral language in Section 12 of the revised Special Assessment Policy discussed at the last meeting. The policy is ready for adoption or further revision at the Council's discretion.

Councilor Moffatt made a motion to adopt the revised City of Lauderdale – Special Assessment Policy Manual. This was seconded by Councilor Grove and carried unanimously.

**E. City Administrator Employment Contract**

The Council discussed the performance of Administrator Butkowski in a closed session during the last meeting. Therefore, at this meeting the Council provided a summary of its conclusions regarding her evaluation.

The Council gave a very positive review of Butkowski's performance and commended her for accomplishing a number of things the City Council has wanted to achieve.

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Councilor Moffatt made a motion to enter into an Employment Agreement Contract with Heather Butkowski-Hinrichs which shall serve from January 1, 2019 through December 31, 2020. The agreement includes an automatic two-year extension period through 2022 based on the same terms unless otherwise noted. This was seconded by Councilor Dains and carried unanimously.

**F. Set Date for Tour of Real Estate Equities Property**

Staff inquired of Real Estate Equities about touring one of their properties to get a sense of the management of their buildings and their construction style. They suggested a tour of the recently renovated Pioneer Press building in downtown St. Paul. Staff suggests sometime between now and late February to do the tour in advance of their community meeting on March 19.

The Council selected February 15, 2019 at 3:00 p.m. as the date of the tour. Staff will post notice of it as a "Special Meeting."

**Set Agenda for Next Meeting**

Administrator Butkowski stated that the February 12 council meeting may include the 2019 Infrastructure Improvement Project plans and specifications, a small cell ordinance, garbage hauler licenses, and a public hearing for the HDR-C zoning ordinance.

**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 stated that she has a meeting on January 30 with the Real Estate Equities engineer to discuss 1795 Eustis Street. DSM Excavating capped the sewer line off of Como Avenue as was previously authorized by the Council. April 16 was established as the community pre-construction meeting for the 2019 Infrastructure Improvement Project.

**C. Communication Plan for 2019 Projects**

Butkowski noted that 2019 will be a big year with multiple City lead projects and non-city lead projects happening. Communication will be the key to successful projects. Staff are working to get as many people on the email distribution list as possible. We also anticipate more information coming through the Council as you communicate community members.

Mayor Gaasch wanted to discuss Council communication strategies that are cognizant of the open meeting law. The Council discussed a number of strategies including encouraging

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residents to make use of the email address that goes to all council members and making use of the construction management services provided by the city engineer on construction projects.

**Adjournment**

Councilor Moffatt moved and seconded by Councilor Grove to adjourn the meeting at 9:19 p.m.  
Motion carried unanimously.

Respectfully submitted,



Miles Cline  
Deputy City Clerk