

LAUDERDALE CITY COUNCIL MEETING AGENDA
7:30 P.M. TUESDAY, APRIL 9, 2019
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 TO ORDER THE LAUDERDALE CITY COUNCIL MEETING

2. ROLL CALL

3. APPROVALS

- a. Agenda
- b. Minutes of the March 26, 2019 City Council Meeting
- c. Claims Totaling \$134,495.80

4. CONSENT

- a. February Financial Report

5. SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS

6. INFORMATIONAL PRESENTATIONS / REPORTS

- a. Annual SAPD Police Report by Chief Jon Mangseth
- 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. Review March 19 Community Meeting Comments Regarding Proposed Senior Project at 1795 Eustis Street
- b. Adoption of Small Cell Wireless Facility Standards – Resolution No. 040919A
- c. Government Alliance for Racial Equity (GARE) Training Options

9. ITEMS REMOVED FROM THE CONSENT AGENDA

10. ADDITIONAL ITEMS

11. SET AGENDA FOR NEXT MEETING

- a. Post Issuance Compliance Policy Update
- b. Consideration of Preliminary Bond Inducement Resolution for Real Estate Equities
- c. Annual Recycling Program Update by Eureka! Recycling - May 14

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. **CLOSED SESSION**

a. Consider Offers for 1821, 1825, and 1831 Eustis Street

14. **ADJOURNMENT**

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

Page 1 of 3

March 26, 2019

Call to Order

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

Roll Call

Councilors present: Jeff Dains, Kelly Dolphin, Roxanne Grove, Andi Moffatt, 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. There being none, Councilor Dains 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 Dains to approve the minutes of the March 12, 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 \$66,355.87. Motion carried unanimously.

Consent

Councilor Moffatt moved and seconded by Councilor Grove to approve the Consent Agenda thereby approving Resolution 032619A – Authorizing Publication of Ordinance 19-02 by Title and Summary (Small Wireless Facility Ordinance), and the amendment and extension of the Metropolitan Council Local Planning Assistance Program Grant Agreement.

Informational Presentations/Reports

A. 2018 Audited Financials Presentation by Abdo, Eick, and Meyers

Andrew Berg of Abdo, Eick, and Meyers provided the Council with a summary of the 2018 audit report. His presentation included comparative analysis of the City to its peers. Overall, the City received a clean opinion. The Council thanked Berg for his clear and concise reporting and presentation.

B. City Council Updates

Councilor Dains stated that he met with Lauderdale's new Metropolitan Council representative, Peter Lindstrom. Council Moffatt shared that there are multiple bills transportation bill at the

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

Page 2 of 3

March 26, 2019

State Legislature to fund smaller communities. Mayor Gaasch said she testified at the State Capital in support of local government aid a few weeks ago. Gaasch also highlighted the day Minnesota mayors delivered for Meals on Wheels.

Discussion/Action Items

A. Awarding of 2019 Infrastructure Improvement Project – Resolution 032619B

The City received four bids in response to the advertised 2019 Infrastructure Improvement Project. Northdale Construction Company was the low bidder at \$2,269,089.49. Staff will begin working with Ehler's and Associates to sell bonds for a portion of the project.

Councilor Dolphin made a motion to adopt Resolution 032619B - A Resolution Accepting Northdale Construction Company's Bid for the 2019 Infrastructure Improvement Project. This was seconded by Councilor Moffatt and carried unanimously.

B. Abdo, Eick, and Meyers Financial Planning Proposal

City staff spoke with the audit team about preparing a proposal for a long-term financial plan. Butkowski explained that the City has a number of policy related issues to be planning for that a long-term plan would help guide. Along the items the financial planning process would look at is use of revenue from conduit debt projects, park dedication fees, levy projections, bond repayments, TIF at 1795 Eustis Street, saving for future infrastructure projects and other items identified in the CIP. The outside perspective would provide another perspective to that prepared by staff.

Andrew Berg of Abdo, Eick, and Meyers approached the Council to explain more about the long-term financial plan and to answer questions.

Councilor Moffatt made a motion to enter into an agreement with AEM Financial Solutions, LLC for the creation of a long-term financial plan as presented. This was seconded by Councilor Dains and carried unanimously.

Set Agenda for Next Meeting

Administrator Butkowski stated that the April 9 council meeting will include the annual police department report by Chief Jon Mangseth, the February financial report, the small cell wireless facility standards, and the post issuance compliance policy update.

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.

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

Page 3 of 3

March 26, 2019

Daryle Goodmanson, 1803 Malvern Street, addressed the Council. He expressed his concern over the termination of Rich Hinrichs as chief of the Falcon Heights Fire Department and believes he should be reinstated. He heard response times have been slower since the termination and is worried about the safety of Lauderdale's residents. Mayor Gaasch noted that she is scheduled to meet with Falcon Height's new mayor soon to discuss these issues.

There being no other interested parties to speak, Mayor Gaasch closed the floor.

B. Community Development Update

Butkowski mentioned the conduit debt project with a private school in St. Paul is no longer happening. The tax credits Real Estate Equities planned to apply for in May were dedicated already to non-senior projects; they will apply for funding in August. Staff continue to work on updating the Comprehensive Plan based on the feedback from the Metropolitan Council.

Closed Session

A. Review Offers for 1821, 1825, and 1831 Eustis Street

Councilor Dains moved and seconded by Councilor Grove to enter a closed session to consider offers for the sale of real property at 1821, 1825, and 1831 Eustis Street at 8:40 p.m. Motion carried unanimously.

Councilor Dolphin moved and seconded by Councilor Grove to come out of closed session at 9:19 p.m. Mayor Gaasch noted city staff will follow up with perspective buyers and bring the information back to a future meeting.

Adjournment

Councilor Moffatt moved and seconded by Councilor Grove to adjourn the meeting at 9:20 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

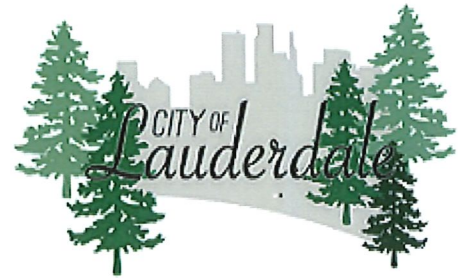
To: Mayor and City Council
From: City Administrator
Meeting Date: April 9, 2019
Subject: List of Claims

The claims totaling \$134,495.80 are provided for City Council review and approval that includes check numbers 26340 to 26361.

Accounts Payable

Checks by Date - Detail by Check Date

User: MILES.CLINE
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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	43	Public Employees Retirement Association	04/05/2019	
		PR Batch 50700.04.2019 PERA Coordinated	PR Batch 50700.04.2019 PER	977.21
		PR Batch 50700.04.2019 PERA Coordinated	PR Batch 50700.04.2019 PER	1,127.54
Total for this ACH Check for Vendor 43:				2,104.75
ACH	44	Minnesota Department of Revenue	04/05/2019	
		PR Batch 50700.04.2019 State Income Tax	PR Batch 50700.04.2019 Stat	651.45
Total for this ACH Check for Vendor 44:				651.45
ACH	45	ICMA Retirement Corporation	04/05/2019	
		PR Batch 50700.04.2019 Deferred Comp	PR Batch 50700.04.2019 Def	1,008.18
		PR Batch 50700.04.2019 Deferred Comp	PR Batch 50700.04.2019 Def	1,638.63
Total for this ACH Check for Vendor 45:				2,646.81
ACH	46	Internal Revenue Service	04/05/2019	
		PR Batch 50700.04.2019 Medicare Employee Pc	PR Batch 50700.04.2019 Mec	236.60
		PR Batch 50700.04.2019 Medicare Employer Po	PR Batch 50700.04.2019 Mec	236.60
		PR Batch 50700.04.2019 Federal Income Tax	PR Batch 50700.04.2019 Fed	1,327.38
		PR Batch 50700.04.2019 FICA Employer Portio	PR Batch 50700.04.2019 FIC	1,011.70
		PR Batch 50700.04.2019 FICA Employee Portio	PR Batch 50700.04.2019 FIC	1,011.70
Total for this ACH Check for Vendor 46:				3,823.98
26340	13 6758	8th Day Landscaping LLC March 2019 Snow Removal	04/05/2019	645.00
Total for Check Number 26340:				645.00
26341	15 57761	Be There Pest Control LLC Quarterly Pest Control	04/05/2019	100.00
Total for Check Number 26341:				100.00
26342	57 1Q2019	Heather Butkowski 1Q19 Mileage	04/05/2019	59.30
Total for Check Number 26342:				59.30
26343	33 042019	City of Falcon Heights February Fire Calls	04/05/2019	1,601.89
Total for Check Number 26343:				1,601.89
26344	36 0225802 0225836	City of Roseville March Phone Services March IT Services	04/05/2019	83.00 1,096.00
Total for Check Number 26344:				1,179.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
26345	36 02102019	City of Roseville July - December Non-Resident Reimbursement	04/05/2019	304.00
Total for Check Number 26345:				304.00
26346	29 3789	City of St Anthony April Police Services	04/05/2019	59,433.66
Total for Check Number 26346:				59,433.66
26347	133 042019	Miles Cline Mileage Reimbursement	04/05/2019	13.68
Total for Check Number 26347:				13.68
26348	25 EMCOM-007594 EMCOM-007609 EMCOM-007624	County of Ramsey March Fleet Support March CAD Services March 911 Dispatch Services	04/05/2019	6.24 222.13 1,083.73
Total for Check Number 26348:				1,312.10
26349	61 9030525	Gopher State One Call March 2019 Locates	04/05/2019	8.10
Total for Check Number 26349:				8.10
26350	134 0087	Katrina Joseph March Legal Services	04/05/2019	925.00
Total for Check Number 26350:				925.00
26351	185 042019 042019 042019	Lauderdale Certified Auto Repair Inc March Fuel March Fuel March Fuel	04/05/2019	58.86 274.69 58.86
Total for Check Number 26351:				392.41
26352	30 291133	League of Minnesota Cities 2019 Annual Conference - MG	04/05/2019	430.00
Total for Check Number 26352:				430.00
26353	23 INV1302244	Metro Sales Inc Quarterly Copy Charges	04/05/2019	30.00
Total for Check Number 26353:				30.00
26354	24 0001094816	Metropolitan Council May Waste Water	04/05/2019	13,409.80
Total for Check Number 26354:				13,409.80
26355	5 619861-03-19	Premium Waters Inc March Water Bottles	04/05/2019	33.68
Total for Check Number 26355:				33.68
26356	47	Public Employees Insurance Program PR Batch 50700.04.2019 Health Insurance PR Batch 50700.04.2019 Dental	04/05/2019 PR Batch 50700.04.2019 Hea PR Batch 50700.04.2019 Den	2,095.98 116.10

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 26356:	2,212.08
26357	155 50283	Seven Corners Printing 2Q2019 Newsletter	04/05/2019	670.00
			Total for Check Number 26357:	670.00
26358	26 1482402 1482404	Stantec Consulting Services Inc Turnback & Gen. Engineering 2019 Street Improvements	04/05/2019	249.50 38,488.50
			Total for Check Number 26358:	38,738.00
26359	4 18153 18153	The Neighborhood Recycling Company Inc March Single Unit Dwelling March Multi-Family Recycling Unit	04/05/2019	2,808.05 389.85
			Total for Check Number 26359:	3,197.90
26360	3 381622166	US National Equipment Finance Inc Copier Contract	04/05/2019	176.00
			Total for Check Number 26360:	176.00
26361	7 8190396-0500-4	Waste Management Inc April Public Works	04/05/2019	397.21
			Total for Check Number 26361:	397.21
			Total for 4/5/2019:	134,495.80
			Report Total (26 checks):	134,495.80

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date April 9, 2019

ITEM NUMBER February Financial Report

STAFF INITIAL HB

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 February 2019. The reports reflect post-audit journal entries.

OPTIONS:

STAFF RECOMMENDATION:

By approving the consent agenda, the Council acknowledges the city's financial report for February 2019.

General Ledger

Cash Balances



User: heather.butkowski
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 Period 02 - 02
 Fiscal Year 2019

Description	Account	Beg Bal	MTD Debit	MTD Credit	Current Balance
Cash	101-00000-000-10100	-3,368,897.02	117,821.62	145,909.97	-3,396,985.37
Change Fund	101-00000-000-10300	100.00	0.00	0.00	100.00
Cash	226-00000-000-10100	16,593.54	15.79	1,491.94	15,117.39
Cash	227-00000-000-10100	99,829.15	102.51	1,777.04	98,154.62
Cash	305-00000-000-10100	38,059.56	39.79	0.00	38,099.35
Cash	401-00000-000-10100	123,219.16	128.83	0.00	123,347.99
Cash	403-00000-000-10100	1,307,652.60	1,329.62	35,900.58	1,273,081.64
Cash	404-00000-000-10100	273,452.04	285.17	694.50	273,042.71
Cash	414-00000-000-10100	259,043.49	270.83	0.00	259,314.32
Cash	416-00000-000-10100	94,715.92	99.03	0.00	94,814.95
Cash	602-00000-000-10100	950,335.93	15,014.54	24,365.75	940,984.72
Cash	603-00000-000-10100	383,065.25	6,197.21	6,784.29	382,478.17
Current Assets		177,169.62	141,304.94	216,924.07	101,550.49
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 - Fair Value	101-00000-000-10410	4,039,670.87	4,225.00	100,000.00	3,943,895.87
Adj					
Investments		4,039,670.87	4,225.00	100,000.00	3,943,895.87
Grand Total		<u>4,217,140.49</u>	<u>145,529.94</u>	<u>316,924.07</u>	<u>4,045,746.36</u>

General Ledger

Revenue vs Expense

User: heather.butkowski
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 Period 02 - 02
 Fiscal Year 2019



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend	Collect
101	General Fund						
	Revenue						
	Taxes	810,104.00	0.00	0.00	810,104.00		0.00
	Licenses and Permits	35,850.00	1,685.00	2,952.15	32,897.85		8.23
	Intergovernmental Revenues	540,820.00	0.00	0.00	540,820.00		0.00
	Charges for Services	11,800.00	285.00	508.28	11,291.72		4.31
	Fines and Forfeits	30,000.00	2,388.75	4,644.58	25,355.42		15.48
	Miscellaneous Revenue	10,000.00	586.20	13,477.95	-3,477.95		134.78
	Other Financing Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		<u>0.00</u>
	Revenue	1,438,574.00	4,944.95	21,582.96	1,416,991.04		1.50
	Expense						
	Personal Services	397,863.00	32,806.77	62,437.00	335,426.00		15.69
	Supplies	17,400.00	2,257.29	2,941.51	14,458.49		16.91
	Other Services and Charges	975,311.00	89,096.57	152,818.30	822,492.70		15.67
	Capital Outlay	0.00	0.00	0.00	0.00		0.00
	Other Uses	<u>48,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>48,000.00</u>		<u>0.00</u>
	Expense	1,438,574.00	124,160.63	218,196.81	1,220,377.19		15.17
101	General Fund	0.00	-119,215.68	-196,613.85	196,613.85		0.00

General Ledger

Revenue vs Expense

User: heather.butkowski
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 Period 02 - 02
 Fiscal Year 2019



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
226	Communications					
	Revenue					
	Taxes	20,000.00	0.00	46.39	19,953.61	0.23
	Miscellaneous Revenue	40.00	15.79	31.82	8.18	79.55
	Revenue	20,040.00	15.79	78.21	19,961.79	0.39
	Expense					
	Personal Services	8,930.00	685.96	1,309.02	7,620.98	14.66
	Supplies	600.00	0.00	650.00	-50.00	108.33
	Other Services and Charges	3,700.00	805.98	0.00	3,700.00	0.00
	Capital Outlay	5,000.00	0.00	0.00	5,000.00	0.00
	Expense	18,230.00	1,491.94	1,959.02	16,270.98	10.75
226	Communications	1,810.00	-1,476.15	-1,880.81	3,690.81	-103.91

General Ledger

Revenue vs Expense

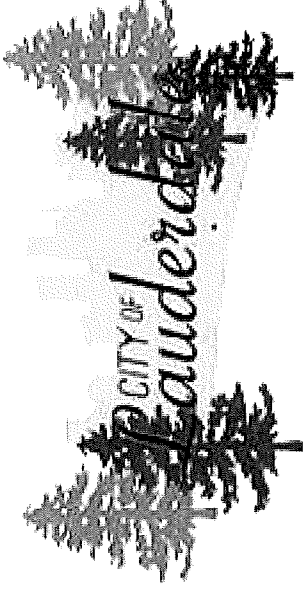


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 Period 02 - 02
 Fiscal Year 2019

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
227	Recycling Revenue					
	Intergovernmental Revenues	6,000.00	0.00	0.00	6,000.00	0.00
	Miscellaneous Revenue	46,460.00	102.51	198.92	46,261.08	0.43
	Revenue	52,460.00	102.51	198.92	52,261.08	0.38
	Expense					
	Personal Services	22,996.00	1,777.04	3,390.15	19,605.85	14.74
	Supplies	0.00	0.00	0.00	0.00	0.00
	Other Services and Charges	38,500.00	0.00	0.00	38,500.00	0.00
	Capital Outlay	350.00	0.00	0.00	350.00	0.00
	Expense	61,846.00	1,777.04	3,390.15	58,455.85	5.48
227	Recycling	-9,386.00	-1,674.53	-3,191.23	-6,194.77	34.00

General Ledger

Revenue vs Expense



User: heather.butkowski
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 Period 02 - 02
 Fiscal Year 2019

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
305	GO TIF Revenue Bonds 2018A					
	Revenue					
	Miscellaneous Revenue	300.00	39.79	76.55	223.45	25.52
	Other Financing Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Revenue	300.00	39.79	76.55	223.45	25.52
	Expense					
	Debt Service	<u>18,939.00</u>	<u>0.00</u>	<u>19,414.38</u>	<u>-475.38</u>	<u>102.51</u>
	Expense	18,939.00	0.00	19,414.38	-475.38	102.51
305	GO TIF Revenue Bonds 2018A	-18,639.00	39.79	-19,337.83	698.83	103.75

General Ledger Revenue vs Expense



User: heather.butkowski
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 Period 02 - 02
 Fiscal Year 2019

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	1,000.00	128.83	247.83	752.17	24.78
	Other Financing Sources	<u>27,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>27,000.00</u>	<u>0.00</u>
	Revenue	28,000.00	128.83	247.83	27,752.17	0.89
	Expense					
	Other Services and Charges	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	70,000.00	0.00	0.00	70,000.00	0.00
	Other Uses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Expense	70,000.00	0.00	0.00	70,000.00	0.00
401	General Capital Projects	-42,000.00	128.83	247.83	-42,247.83	-0.59

General Ledger Revenue vs Expense



User: heather.butkowski
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 Period 02 - 02
 Fiscal Year 2019

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
403	Street Capital Projects					
	Revenue					
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	6,000.00	1,329.62	2,592.48	3,407.52	43.21
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	6,000.00	1,329.62	2,592.48	3,407.52	43.21
	Expense					
	Capital Outlay	0.00	35,900.58	0.00	0.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	0.00	35,900.58	0.00	0.00	0.00
403	Street Capital Projects	6,000.00	-34,570.96	2,592.48	3,407.52	43.21

General Ledger Revenue vs Expense

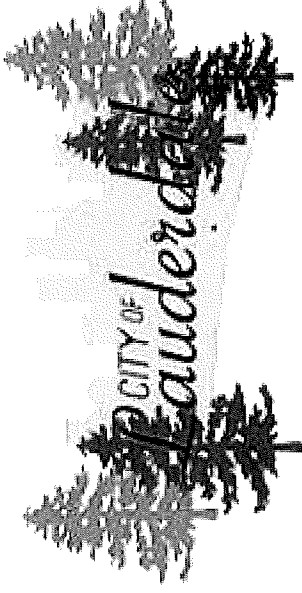


User: heather.butkowski
 Printed: 3/26/2019 11:20:56 AM
 Period 02 - 02
 Fiscal Year 2019

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
404	Park Capital Projects					
	Revenue					
	Miscellaneous Revenue	3,500.00	285.17	549.26	2,950.74	15.69
	Other Financing Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Revenue	3,500.00	285.17	549.26	2,950.74	15.69
	Expense					
	Supplies	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	65,000.00	694.50	0.00	65,000.00	0.00
	Other Uses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Expense	65,000.00	694.50	0.00	65,000.00	0.00
404	Park Capital Projects	-61,500.00	-409.33	549.26	-62,049.26	-0.89

General Ledger

Revenue vs Expense



User: heather.butkowski
 Printed: 3/26/2019 11:20:56 AM
 Period 02 - 02
 Fiscal Year 2019

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

General Ledger Revenue vs Expense



User: heather.butkowski
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 Period 02 - 02
 Fiscal Year 2019

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
414	Development					
	Revenue					
	Miscellaneous Revenue	2,000.00	270.83	520.86	1,479.14	26.04
	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	40,000.00	270.83	520.86	39,479.14	1.30
	Expense					
	Other Services and Charges	20,000.00	0.00	0.00	20,000.00	0.00
	Other Uses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Expense	20,000.00	0.00	0.00	20,000.00	0.00
414	Development	20,000.00	270.83	520.86	19,479.14	2.60

General Ledger Revenue vs Expense



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 Period 02 - 02
 Fiscal Year 2019

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	0.00	0.00	0.00
	Revenue	0.00	0.00	0.00	0.00	0.00
415	Expense					
	Other Services and Charges	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Expense	0.00	0.00	0.00	0.00	0.00
415	Housing Redevelopment	0.00	0.00	0.00	0.00	0.00

General Ledger

Revenue vs Expense



User: heather.butkowski
 Printed: 3/26/2019 11:20:56 AM
 Period 02 - 02
 Fiscal Year 2019

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
416	TIF District No. 1-2					
	Revenue					
	Taxes	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	750.00	99.03	190.65	559.35	25.42
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	750.00	99.03	190.65	559.35	25.42
	Expense					
	Other Services and Charges	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
416	TIF District No. 1-2	750.00	99.03	190.65	559.35	25.42

General Ledger Revenue vs Expense



User: heather.butkowski
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 Period 02 - 02
 Fiscal Year 2019

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
602	Sanitary Sewer Revenue					
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Charges for Services	285,916.00	14,125.35	25,328.62	260,587.38	8.86
	Miscellaneous Revenue	10,000.00	982.77	1,900.55	8,099.45	19.01
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	295,916.00	15,108.12	27,229.17	268,686.83	9.20
	Expense					
	Personal Services	75,398.00	5,643.94	10,670.06	64,727.94	14.15
	Supplies	800.00	0.00	0.00	800.00	0.00
	Other Services and Charges	197,718.00	18,815.39	47,383.31	150,334.69	23.97
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Other Uses	22,000.00	0.00	0.00	22,000.00	0.00
	Expense	295,916.00	24,459.33	58,053.37	237,862.63	19.62
602	Sanitary Sewer	0.00	-9,351.21	-30,824.20	30,824.20	0.00

General Ledger Revenue vs Expense



User: heather.butkowski
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 Period 02 - 02
 Fiscal Year 2019

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	107,194.00	5,814.26	8,092.15	99,101.85	7.55
	Miscellaneous Revenue	4,500.00	399.46	769.40	3,730.60	17.10
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	111,694.00	6,213.72	8,861.55	102,832.45	7.93
	Expense					
	Personal Services	63,844.00	4,786.19	8,999.13	54,844.87	14.10
	Supplies	700.00	0.00	0.00	700.00	0.00
	Other Services and Charges	27,150.00	2,014.61	3,516.65	23,633.35	12.95
	Capital Outlay	5,000.00	0.00	0.00	5,000.00	0.00
	Other Uses	10,000.00	0.00	0.00	10,000.00	0.00
	Expense	106,694.00	6,800.80	12,515.78	94,178.22	11.73
603	Storm Water	5,000.00	-587.08	-3,654.23	8,654.23	-73.08

General Ledger Revenue vs Expense

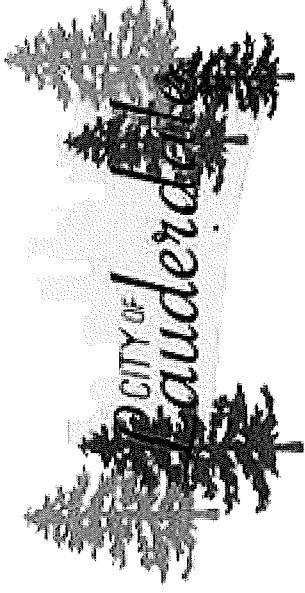


User: heather.butkowski
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 Period 02 - 02
 Fiscal Year 2019

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
999	Fund					
	Revenue					
	Taxes	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	0.00	0.00	0.00	0.00	0.00
	Expense					
	Personal Services	0.00	0.00	0.00	0.00	0.00
	Other Services and Charges	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Debt Service	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
999	Fund	0.00	0.00	0.00	0.00	0.00

General Ledger

Revenue vs Expense



User: heather.butkowski
 Printed: 3/26/2019 11:20:56 AM
 Period 02 - 02
 Fiscal Year 2019

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
Revenue Total		1,997,234.00	28,538.36	62,128.44	1,935,105.56	0.0311
Expense Total		2,095,199.00	195,284.82	313,529.51	1,781,669.49	0.1496
Grand Total		-97,965.00	-166,746.46	-251,401.07	153,436.07	2.5662

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date April 9, 2019

ITEM NUMBER 2018 Police Report

STAFF INITIAL JB

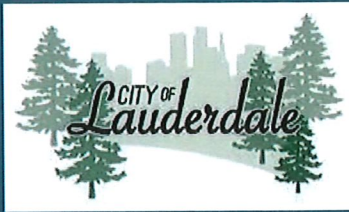
APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Chief Jon Mangseth will be at the meeting to present the annual police report and discuss the street racing that occurs on the weekends. I anticipate a few residents will be by to listen and ask questions.

OPTIONS:

STAFF RECOMMENDATION:



City of Lauderdale
1891 Walnut Street
Lauderdale, Minnesota 55113

Police Department ANNUAL REPORT

This is a summary of the activities and development of the St. Anthony Police Department over the past year. This report includes an executive summary, patrol review, investigative review, crime prevention efforts, crime statistics, and a variety of other police department details and actions.

2018





Police Department

ANNUAL REPORT

2018



City of Lauderdale
1891 Walnut Street
Lauderdale, MN 55113

Table of Contents

I. Message from the Chief.....	1
II. Department Summary	3
III. Crime Statistics.....	4
IV. Patrol Review	9
V. Investigation Review	12
VI. Administration Review.....	15
VII. Police Education Summary.....	16
VIII. Police Reserve Summary	19
IX. East Metro SWAT Summary	20
X. Social Media.....	22
XI. Community Engagement Summary.....	24
XII. Body Worn Camera Program (BWC).....	29
XIII. 2018 Accomplishments	31
XIV. 2019 Work Plan.....	33

I. Message from the Chief

HONORABLE MAYOR, CITY COUNCIL, CITY ADMINISTRATOR AND CITIZENS OF LAUDERDALE:

Throughout 2018, our police department has remained focused on working closely with our COPS Office technical assistance partners in order to achieve our community stakeholder identified goals and objectives. The Department of Justice Collaborative Reform Initiative for Technical Assistance (DOJ CRI-TA) site team made monthly visits to our police department to provide technical assistance and connect our personnel with subject matter experts. The ultimate goal was to increase our capacity and bandwidth within our agency as we pursued the development of a department strategic plan which was unveiled to the public this past June (2018) during an open house. *This document, our supporting mission and vision, along with historical information regarding CRI-TA can be found on our website by visiting www.savmm.com.*



A clear vision creates clarity of purpose. A clear mission improves the quality of our service. Our identified goals and objectives must directly tie into our mission and vision. The police department's mission and vision must directly tie into the city mission and vision. All of our police officers must be able to plausibly articulate how any policing action they may take fits into the departments' mission and vision.

I think many would agree that the way law enforcement conducts business has never been under more scrutiny. This is despite the fact that we have become more technologically sound, are more integrated, are more educated, are more carefully trained, and are more selectively chosen than ever before. The perception that police officers are out of control is not balanced by reports of the good work that is done every day by police officers as they serve within our local communities and across the country. People who have never seen a police officer's everyday reality up close can easily overlook just how difficult it can be to face the everyday challenges associated with policing. We, as police officers, must adhere to the Pillars of Procedural Justice and Fair and Impartial Policing. In the policing profession, perception is reality and the most effective tool(s) we have are housed within the framework of these two tenets.

Adherence to the concepts and applications of community oriented policing is still a powerful tool that will hopefully reinforce to our community that the St. Anthony Police Department does not want to be a part of a negative national narrative surrounding Law Enforcement. I will reinforce our commitment to the community that we can always aim to do better. It has never been more important for police officers to invest time in our community to build working, trusting relationships. It is through these relationships that we will combat this national narrative and continue to strengthen our community. We want to know our community and we want the community to know us. I am proud of this agency and the progress it has made. I am proud of the relationships we have built, and I am grateful that we continue to have the support and respect of the people we serve.

The St. Anthony Police Department will remain committed to the goals and objectives outlined in our police department strategic plan. This document is not seen as a static document. It was established to be a road map for our future. It will aid in focusing our resources, making data driven decisions and evaluating how we take inputs from community stakeholders and apply them in ways that will improve the overall quality of life by preserving the peace and safety of our community.

There is no question in my mind that our police department is staffed by professional, well qualified, eager and dedicated professionals that care about the communities they serve. It is with great honor that I present the 2018 annual report.

Sincerely,

Jon Mangseth

Chief of Police

II. Department Summary

The following pages consist of annual statistics, activities, crime reports, investigations, use of resources, and other initiatives during the year starting January 1, 2018 and ending December 31, 2018.

DEPARTMENT AUTHORIZED STRENGTH

Twenty full time police officers. Four of these officers are employed due to revenues received from our contract with the city of Lauderdale.

- 14 volunteer reserve officers
- 1 full time community service officer
- 2 full time civilian support staff

On June 1st, Karen Burke, resigned her position as Police Office Support Specialist. Beth Denzer was hired as her replacement and started on May 21st. On June 8th Is'mail Toure' resigned his position as Community Service Officer to pursue another career opportunity. On July 10th, Officer Andrew Kukowski resigned his position as a police officer with our department to pursue employment opportunities in another city. In August, Mike Milbrandt filled the position of Community Service Officer. On October 8th, James Gerbino filled the open police officer position left by Officer Kukowski.

ST. ANTHONY POLICE DEPARTMENT BUDGET

Total budget for the year 2018, including revenues from our contract city was, \$3,144,401.

ST. ANTHONY POLICE FLEET

- 6 – Marked Squads
- 1 – Marked Reserve Unit
- 1 – Marked CSO Unit
- 5 – Unmarked Units

- Total 14 Units

III. Crime Statistics

LAUDERDALE - PART I AND PART II CRIMES

PART I	Murder	Rape	Robbery	Agg Assault	Burglary	Theft	MV Theft	Arson
2018	0	2	0	3	6	49	11	0
2017	0	1	0	2	5	17	4	0
+/-	0	+1	0	+1	+1	+32	+7	0

PART II	Misd. Assaults	Property Damage	Forgery	DOC	Liquor	Weapons	Drugs
2018	4	15	0	9	2	1	11
2017	5	9	1	21	2	1	19
+/-	-1	+6	-1	-12	0	0	-8

*Not inclusive of all Part II Crimes

PART I AND II CRIMES OVER THE PAST FIVE YEARS

2014	Part I	51	Total 108	Overall Clearances	55%
	Part II	57			
2015	Part I	77	Total 184	Overall Clearances	59%
	Part II	107			
2016	Part I	37	Total 94	Overall Clearances	59%
	Part II	57			
2017	Part I	29	Total 103	Overall Clearances	68%
	Part II	74			
2018	Part I	71	Total 158	Overall Clearances	46%
	Part II	87			

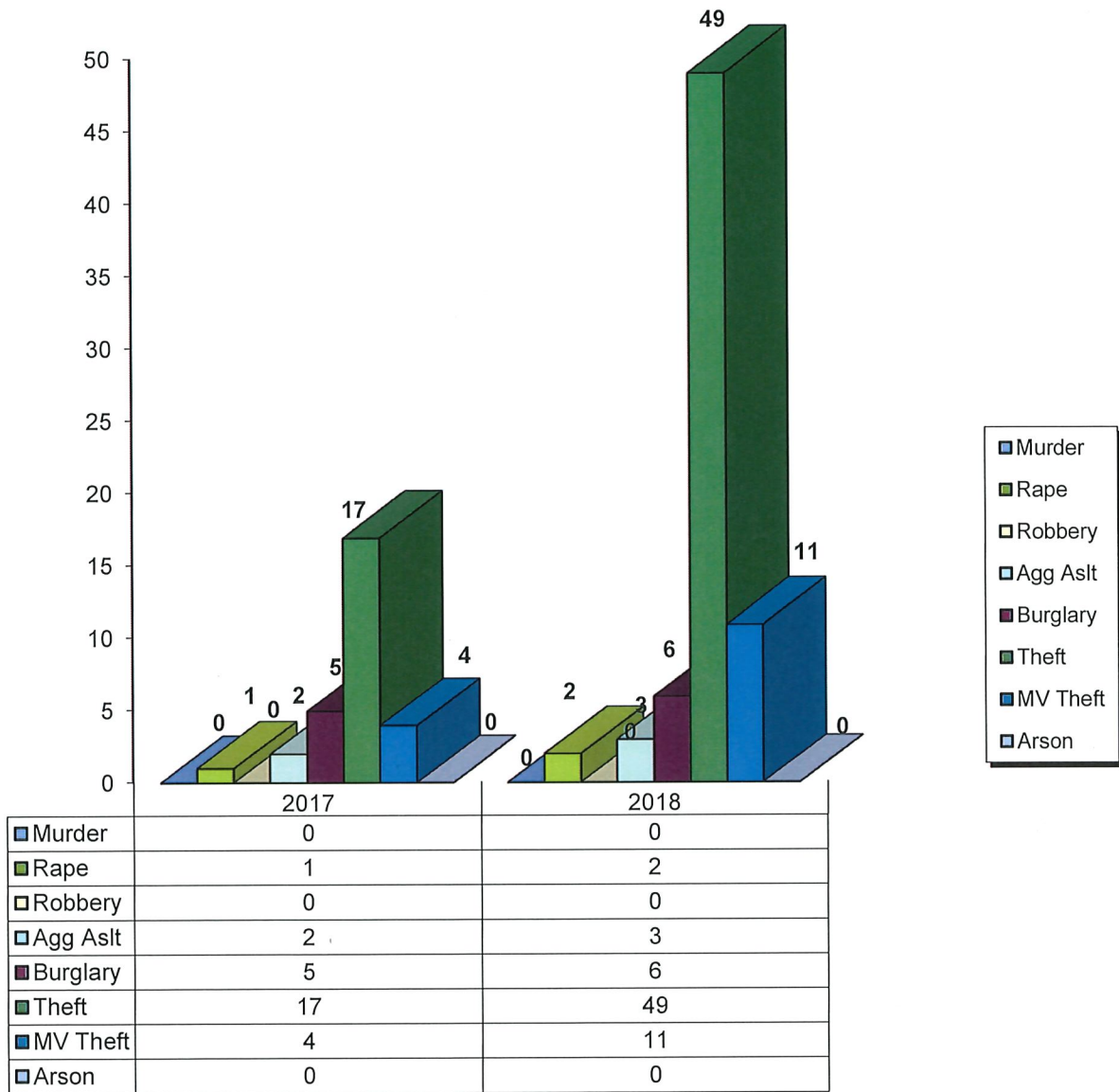
Average Part I and Part II clearance rates for Hennepin County in 2014 was 37%

Average Part I and Part II clearance rates for Ramsey County in 2014 was 34%

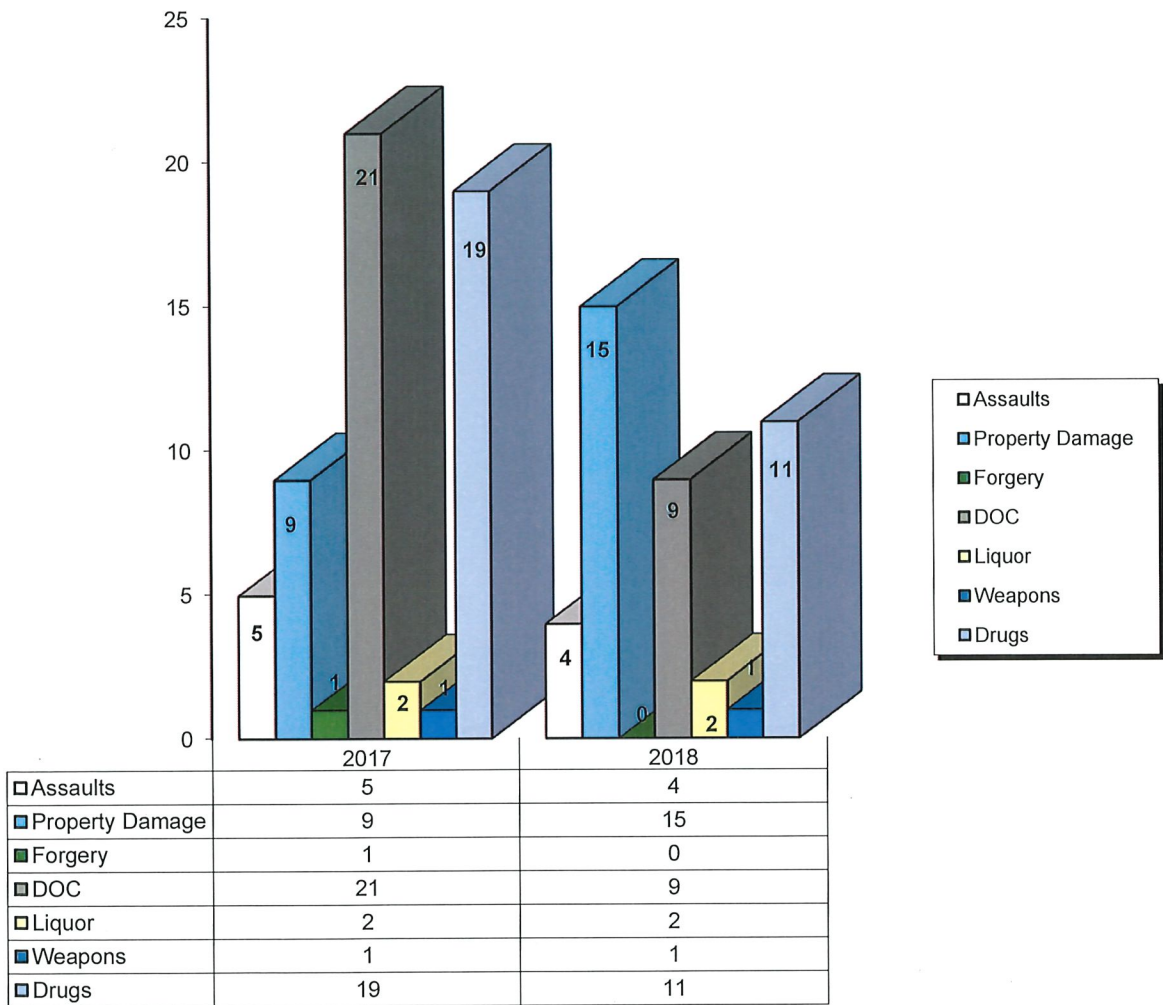
Part I Crimes increased by 42 in 2018

Part II Crimes increased by 13 in 2018

LAUDERALE PART I CRIMES

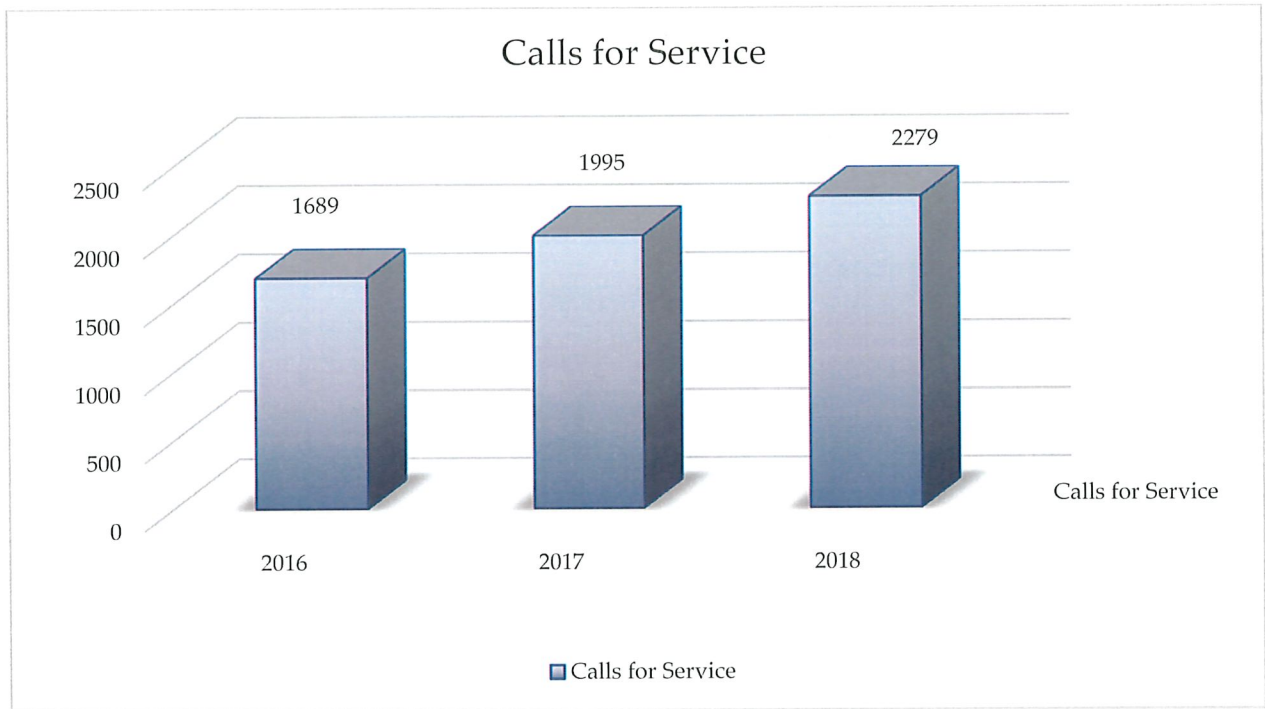


LAUDERDALE PART II CRIMES



OTHER CALLS/INCIDENTS OF INTEREST IN 2018

Total Calls for Police Service 2279



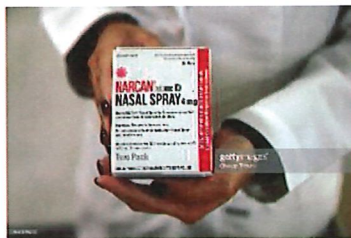
Domestics	19	Underage Drinking Arrest	0
Disturbance Calls	21	Disorderly Conduct	12
Suspicious Person/Vehicle	93	DWI	16
Medical	89	False Alarms	47
Juvenile Runaway	0	Alarms – No Report	11
Juvenile Tobacco Use	0	Permits to Purchase Handgun	7

IV. Patrol Review

PREPARED BY SERGEANT MARK DOKKEN

The St. Anthony Police Department currently has an authorized strength of 20 sworn officers, with 16 of these 20 officers assigned to the patrol division. I am proud to highlight the exemplary work that the men and women of the patrol division do each and every day.

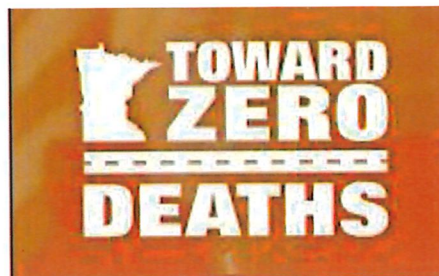
2018 was an exciting year for the patrol division. Officers were trained and equipped with new tools to assist in the operation of our patrol duties. One such tool was our body worn cameras. Nobody was more excited to be equipped with body cameras than our patrol officers. Officers now have the ability to record each and every citizen contact and call for service. Officers are able to review and utilize this footage to ensure detailed and accurate reporting and to increase transparency. See Section XIII for additional information concerning the St. Anthony Body Worn Camera Program.



As the national opioid addiction crisis continues, St. Anthony officers were trained in the delivery of Naloxone, or commonly referred to as Narcan. Our patrol staff responded to several overdoses in 2018 and successfully administered Narcan on 4 occasions that resulted in all 4 lives saved.

St. Anthony patrol officers continue to face a daunting task of combating aggressive driving. Our patrol division teamed up with several agencies this summer on a street racing collaborative task force. As many know, the areas in and around St. Anthony and Lauderdale seem to draw interest from amateur street racers from all parts of the metro. Spearheaded by the Minnesota State Patrol, St. Anthony officers assisted with stopping and citing several drivers participating in aggressive driving.

In addition to participating in the street racing task force, SAPD patrol officers were also active participants in the Towards Zero Deaths Ramsey County Traffic Safety Campaign. This grant funded program focusses on the enforcement of DWI's, Speeding, Seatbelts and Distracted Driving throughout Ramsey County. St. Anthony patrol officers working this detail yielded the following results:



Total Stops: 651

Total Citations: 277

Total DWI Arrests: 15

***These stats are for St. Anthony Officers conducting traffic stops throughout the county*

Our patrol division continues to place a high priority on growing community partnerships across Lauderdale. Whether it's handing out stickers to children or giving squad car tours, our patrol officers recognize that building these partnerships is a vital component to the success of the police department.

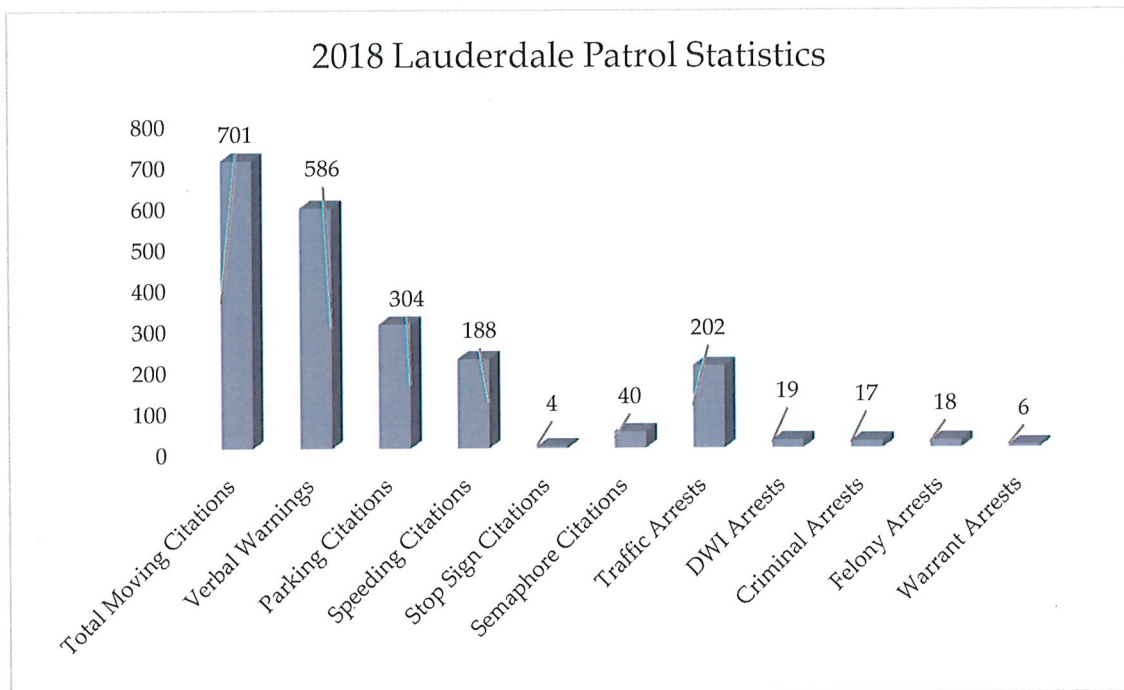
As we continue to find innovative ways to keep Lauderdale safe and the community connected, our patrol division has been active with the use of several social media platforms. We now utilize our various platforms to notify residents, businesses, and visitors of incidents occurring in the community and provide them with "real time" much needed public safety information. Our patrol officers also utilize social media for other purposes, such as locating missing people/pets, road closure information, and community outreach event reminders.



2018 saw the addition of a new patrol officer to the ranks. Officer James Gerbino began his career with the St. Anthony Police Department on 10/8/2018. He was a former police reserve officer and was selected as our newest officer following a lengthy selection process that was open to both internal and external candidates. Officer Gerbino is eager and excited to serve in his hometown community.

The police department utilizes a non-sworn Community Service Officer (CSO) to assist our patrol staff with such things as animal complaints, parking enforcement, traffic direction, and prisoner transports. In June Is'mail Toure' separated from the police department to pursue a career opportunity with Hennepin County Corrections. Due to his departure, we welcomed a new CSO, Mike Milbrandt. CSO Milbrandt adapted well to the duties and responsibilities of the CSO position. His familiarity with the department as a volunteer reserve officer aided in his ability to quickly become a valid asset to our patrol officers and administrative staff.

In between all the calls for service, our patrol officers were able to accumulate the following proactive 2018 yearly Lauderdale statistics:



This review of the patrol division is only a snapshot of the hard work that happens every day. I encourage you to stay connected with our department through our multiple social media platforms and community outreach events.

V. Investigation Review

PREPARED BY CAPTAIN JEFF SPIESS

The 2018 year was busy and engaging for the Investigative Unit of the St. Anthony Police Department. Captain Jeff Spiess oversees this unit and has done so since his promotion to Captain in 2016. Detective Tim Briski is the lead investigator and brings over 30 years of experience to the position. Detective Briski began his law enforcement career with the St. Anthony Police Department in 1988, and served as a patrol officer and a Drug Abuse Resistance Education (DARE) Officer prior to his promotion to detective in 1999. His knowledge, contacts, relationships, and experience has been a strong asset to the department and the community of Lauderdale.

On a quarterly basis throughout the year, a patrol officer is given the opportunity to bid a rotation to serve as a detective, working with Detective Briski and Captain Spiess. This arrangement has served the department well for several years in many ways. First, the rotation of patrol officers provides an opportunity for new and refreshed perspectives and ideas. Second, the patrol officer gains from this career enriching opportunity through diversity in assignment and learning another aspect of policing that can then be brought back to patrol duties later in the year. Finally, the additional detective is vital to accomplishing our mission, as we work diligently to investigate all crime that occurs in our community. In 2018, Officers Schlingman, Erdman, and Rushton served in this capacity and were instrumental in the successful resolve of many criminal cases, as well as partnering with other agencies to find solutions to issues that were not necessarily criminal in nature.

Although we have personnel specifically assigned to the investigative unit, it is imperative that all officers are trained in investigative techniques and are able to successfully navigate a criminal investigation from beginning to end. For example, when an officer receives a call to respond to a crime scene, that officer, regardless of tenure, initially assumes the role of "lead investigator." As is often the case, the decisions and actions of the first officers on scene, can spell the difference between a solved and unsolved case. The St. Anthony Police Department has long operated under this philosophy and is proud of the skills and techniques that each officer possesses, and their ability to take the necessary steps in the initial stages of all investigations.

Partnerships with agencies outside of the St. Anthony Police Department are key for us to effectively and efficiently investigate crimes of all levels, anticipate and evaluate crime trends,

and identify and link individuals to applicable social services. Some of our partners include local and county prosecuting attorneys. They are called upon regularly to make criminal charging decisions, provide guidance during the investigative process, and assist in preparing officers for courtroom testimony. Investigative personnel also work closely with the Hennepin County and Ramsey County crime labs, as well as the laboratory analysis offerings of the Minnesota Bureau of Criminal Apprehension. These agencies assist closely with DNA and fingerprint analysis of articles at a crime scene, along with the analysis of other evidence as requested. Additionally, investigators have membership and partnerships with the following organizations: Hennepin County Juvenile Advisory Committee, Ramsey County Tobacco Coalition, the Ramsey County Sexual Assault Protocol Team, the Minnesota Organized Retail Crime Association, Crime Stoppers, Hennepin County Criminal Information Sharing and Analysis Unit, State and County Emergency Management teams, among many others.

On many occasions, during the investigation of criminal activity, investigators will uncover the need for individuals to receive social services. As such, the St. Anthony Police Department works closely with Child Protection Services and Adult Protection Services from both Hennepin and Ramsey Counties. We also partner with mental health professionals from both counties to assist in guidance, referral services, and, on occasion, at the scene of a mental health related call. Finally, the department partners with the Minnesota Adult Abuse Reporting Center (MAARC) to quickly identify and intercede in reported cases of the mistreatment of vulnerable adults. The MAARC has been another effective way to consolidate resources and expertise between police agencies and social service organizations.

The mission of the St. Anthony Police Department is “To improve the overall quality of life by preserving the peace and safety of the community.” This mission cannot be accomplished without our most important partnership – our partnership with the community. We rely on the quick reporting of crime and/or suspicious activity by our community members and their partnership throughout the investigative process. We, the police, are the community and must rely on all of us if our mission is to be accomplished.

The following are statistics of clearance rates for crimes that were committed and investigated during the 2018 year. Though these numbers are an important gauge of our effectiveness as a department and an investigative unit, we are not successful by clearance rates alone. What’s also important and paramount to us is that all individuals (suspect, victim, or otherwise) are

treated within the framework of the four pillars of Procedural Justice: Fairness, Voice, Transparency, and Impartiality. In practice, it is our hope and goal that, regardless of outcome, all those that encounter members of our agency leave with a sense that they were treated with dignity and respect, were informed of the process, and that officers worked diligently and without partiality.

The 2018 statistics for the criminal investigations unit are as follows:

Total Criminal Cases:	158
Total Cases Cleared	71
Total Cases Cleared by Arrest	56
Total Cases Cleared by Other	15
CLEARANCE RATE:	45%

As 2018 has drawn to a close, we are thankful for the opportunity to serve this great community for another year. We are committed to always striving to be better and looking for new and better methods and ways to collaborate. We look forward to another great year in 2019 to further the mission and vision of the St. Anthony Police Department as we partner with our community members and other stakeholders.

VI. Administration Review

PREPARED BY OFFICE MANAGER KIM BRAZIL

In 2018, we continued our work with the Department of Justice Technical Assistance. With their assistance, we were able to utilize Crystal Reports to help in retrieving more detailed data from our Records Management System (RMS).

In June of 2018, our Office Support Specialist, Karen, made the difficult decision to return to her family, in Canada, due to health related concerns. She will be missed, but we wish her well. Karen's replacement, Beth Denzer, was hired and began working with our department in May. She was able to begin training with Karen prior to her departure. We would like to welcome Beth to our office administration staff. Soon after starting, Beth attended training at the Bureau of Criminal Apprehension and received her certification. Beth has completed her probationary period and has been a huge asset to our department. Due to staffing and other changes to our administrative duties this year, our Community Service Officer Mike Milbrandt is now trained as a backup for our office staff. Mike will often answer the phone, window and assist with data entry.



In September, we were advised that our RMS. Law Enforcement Technology Group (LETG), merged with three other law enforcement software programs and they are now called CentralSquare. CentralSquare assured all user groups that they will continue to support our current RMS.

In 2018, we updated our web site to include a link to request copies of police reports and request vacation house checks. On our internal system, we have automated our vacation house checks and the lost/found animal list allowing easier access for officers to review these files from their patrol vehicles.

VII. Police Education Summary

PREPARED BY LT. DAN DIEGNAU

Training is a main foundation of the department's current and future mission, vision and goals. Law enforcement education is a vital and important part of delivering quality and professional police service to the community. The St. Anthony Police Department is committed to maintaining highly trained and professional service through quality and continual training and education. The objectives of the training program are to:

- Provide for continued professional development of department personnel.
- Enhance the safety of officers and the community.
- Foster unity of purpose and cooperation with the community that they serve and to enhance the image of the department.
- Provide training that has been reviewed for content by the Minnesota Board of Peace Officer Standards and Training (POST) Board and the St. Anthony PD command staff to ensure our police officers are receiving training that clearly falls in line with the learning objectives set forth by the department mission.



The state of Minnesota currently requires all licensed police officers to complete 48 hours of continuing education credits certified by the POST Board every three years. In 2017, the State of Minnesota passed legislation that increased the number of mandated continuing education credits for licensed police officers every three year licensing cycle. This legislation now mandates that 16 of the 48 required training hours be in the areas of crisis intervention, conflict management and cultural diversity. This legislation took effect July 1, 2018. Other mandated training within the 48 hours includes emergency vehicle operation, use of force, and firearms training. St. Anthony officers routinely exceed these minimum standards. Mandates require officers to incorporate specific training topics to satisfy the State's requirements to stay proficient and current in our profession. Additionally, the police department and officers must engage in training opportunities that enhance our individual skills sets and complement our respective job assignments on the department.

These training opportunities may include, but are not limited to, Leadership development; OSHA mandates; Firearm certification; Investigation development; TEMPO/EMR medical

training; Emergency vehicle operation; DWI detection; Body worn camera implementation; Legal updates and case law; SWAT training; Active Shooter training; Field Training Officer.

This past year, the department provided a total of 2,237 hours of training to our officers in our continued effort to ensure that we not only meet our state mandates, but develop skills in our police officers that assist in meeting the strategic goals and initiatives put forth in our department strategic plan. The police department will routinely utilize online self-study courses, internal department training and outside training hosted by other private and government agencies to reach these stated goals.

Below are four highlighted training topics received in 2018:

NALOXONE (NARCAN) TRAINING

The police department recognizes that the narcotic and opioids (heroin) overdose issue is a growing national problem. Officers are devoted to exhausting all options to save the lives of those who may overdose. All sworn officers have been trained this year in the delivery of Naloxone, and each patrol vehicle is equipped with a Naloxone kit. In 2018, St. Anthony Officers successfully administered Naloxone in four separate occasions to counteract an opioid overdose.

CRISIS INTERVENTION TRAINING (CIT)



The police department recognized the need to assist officers with alternative options and training when confronted with the public experiencing a mental health or crisis situation. All sworn officers received (CIT) training in 2018. The training provided verbal techniques in a safe and compassionate alternative way of dealing with individuals in need of mental health or crisis assistance.

BODY WORN CAMERA IMPLEMENTATION

The primary objective for the body worn camera is to enhance officer safety and public trust by preserving factual representation of officer-citizen interaction. All sworn officers and Community Service Officer have received body worn camera and policy training. The body worn camera has been implemented and required use during the performance of official duties.



POLICE OFFICER ACCREDITED TRAINING ONLINE (PATROL)

The police department continually researches new and effective ways to provide the highest level of training. In 2018 the department elected to participate in the Police Officer Accredited Training Online (PATROL). This training is sponsored by the League of Minnesota Cities Insurance Trust. PATROL keeps peace officers current on legal issues and mandated training. Officers have access to new courses every month covering recent case law, refresher courses, supervisory courses, and courses that meet OSHA standards and POST mandates.

It is invaluable for Law enforcement agencies to recognize and implement training designed to help officers to better serve all walks of life on a daily basis. The St. Anthony Police Department is devoted to incorporating all the pillars of Fair and Impartial Policing and Procedural Justice into our training curriculum. Our training must emphasize these concepts as a means of increasing police legitimacy through improving the everyday interactions of police officers with those they serve. What officers learn today will not only impact their professional abilities, but their personal, and family, lives as well.

VIII. Police Reserve Summary

PREPARED BY SERGEANT JEREMY SROGA

The St. Anthony Police Reserve Program has once again proven to be an integral asset to the police department and the Cities of St. Anthony and Lauderdale. Over the past year, the police reserves have assisted our officers and residents in their efforts to work together to maintain a welcoming and safe environment to live in, visit and enjoy. While contributing over 1100 hours of service in 2018, some of the activities that the Police Reserves have performed are:



- provided security and pedestrian/vehicle traffic safety at community events, such as Villagefest, Lauderdale Day-in-the-Park, SAHS football games and the CP Holiday Train
- patrolled parks, schools, residential neighborhoods and businesses
- assisted as role players in police department in-house continuing education
- assisted at crime scenes, motor vehicle crashes and other police related incidents
- transported prisoners and others involved in police related incidents

As the years go by, we have some police reserves come and go, and 2018 was no exception. Typically, our police reserves use their experience here as a steppingstone to a career in law enforcement or related field. This year, we have seen 5 of our reserves move on from our program to further their careers as police officers and community service officers in the Cities of Blaine, Brooklyn Center and of course, St. Anthony. We are pleased that former St. Anthony Police Reserves Mike Milbrandt and James Gerbino have advanced their careers with our department in their roles as community service officer and police officer, respectively.

While we are currently accepting applications for vacant police reserve positions, I am fortunate to have the assistance of Officer Sunde and Officer Rushton with police reserve recruiting, scheduling, training, event planning and other behind-the-scenes administrative tasks related to the program.

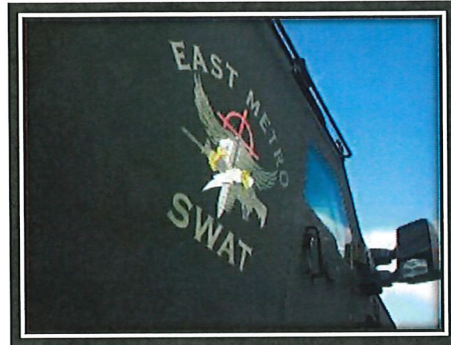
We are grateful for the volunteered time and dedication that the police reserves have made through their service to the Cities of St. Anthony and Lauderdale. We look forward to the challenges of the coming year, as we welcome new candidates to our program.

IX. East Metro SWAT Summary

PREPARED BY OFFICER ELLIOT ERDMAN

It was an exciting year for the SWAT team in 2018. There were many changes this year that will optimize future SWAT operations and maximize the level of service to the communities that we serve.

After serving our communities for seventeen years, East Metro SWAT was dissolved in 2018. However, this will ultimately advance future SWAT Operations and increase the level of service to our communities. This change was fueled by continued challenges to dedicate personnel to the SWAT team by all participating agencies. The East Metro SWAT Board of Directors reached out to the Ramsey County Sheriff's Office about joining the Ramsey County SWAT team. St. Anthony Operators, as well as other participating agencies, were brought on board by our Ramsey County partners. Joining the Ramsey County SWAT Team has forged stronger regional partnerships, increasing resources and capabilities. This has been accomplished through pooling resources and equipment. As a larger and more



unified team, we have increased the level of service provided to all cities in Ramsey County that we serve. Members of the Ramsey County SWAT Team, respond jointly to critical incidents and high risk situations that effect our communities. As a stakeholder in the Ramsey County SWAT Team, the St. Anthony Police Department, and the jurisdiction's that we serve, benefit from the full capability of the SWAT team, at a reduced cost.

The St. Anthony Police Department currently has two Officers assigned to the Ramsey County SWAT Team. One as an Operator and one as a Crisis & Hostage Negotiator. These duties are in addition to the officer's primary work as patrol officers. Each Team member trains twice a month. Training focuses on all aspects of SWAT operations, including but not limited to: high risk warrant service, barricaded suspects, and hostage negotiations. Specialized SWAT

Negotiator training is an essential part of peaceful resolutions to volatile, dynamic, and dangerous situations; involving both suspects and persons in crisis.

The SWAT Team's specialized tools, training, and methods of operation, yield a highly professional team of individuals, capable of custom-tailored resolutions to complex and dangerous incidents. SWAT operations strive to be on the cutting edge of new training, equipment, and tactics, in order to resolve volatile situations peacefully. As such, SWAT teams must remain flexible and adaptable, while diligently focusing on their primary goal; keeping the community safe.

X. Social Media

PREPARED BY OFFICER KIEL RUSHTON

Happy 2019! This past year was a very exciting twelve months for the police department and the social media team! The social media team is comprised of six dedicated and proactive officers who promote transparency to, and engagement with, community stakeholders through the application of various platforms available mainly through mobile applications. These applications include Facebook, Instagram, Twitter, and Snapchat.



Facebook has been a very useful and flexible platform for the department this year. Officers have used this platform to not only disseminate minute-by-minute information, in near real-time during significant events in our communities, but have also been able to use it as an important recruitment tool. The ever-changing needs of our diverse communities demand that we break away from the old standard of posting career opportunities in the local papers, and use dynamic and

captivating video to promote civil service on many levels, including the positions of reserve officer, community service officer, and police patrol officer. Our vision as a department is to hire, develop, and retain dedicated professionals who are devoted to exceptional policing service, and Facebook has been a great portal to bring those people to us. The donut jokes never get old either, and there were several. The St. Anthony Police Department's Official Facebook Page has an Official Reach of over 2200 people, with over 2000 "likes" (a traceable engagement), however some of our most successful posts/bulletins have a reach that far exceeds these numbers, and the actual numbers are too vast to be measured officially by Facebook. We look forward to continue to use this platform, which itself is ever-changing and continues to evolve. The sky is the limit!

Instagram is a unique and generational application, used primarily by busy millennials, students, celebrities, fashionistas, and government agencies alike. With over 1000 followers, and several outside engagements ("love" or "heart-icon's" which users click to engage), we utilize Instagram to reach an audience that has proven harder to reach, as the next generation continues to accelerate the pace of life. Cutting-edge users on this

platform spend less than a few seconds browsing this platform, so with the use of local photographs with vibrant colors and videos with relevant content, we have been successful in bringing our department to this audience. Information, such as snow emergencies, community events, and work highlights continue to be big hits with our “Gram-er” (Insta”gram” user) crowd.



Twitter is a beast in the social media realm. There has been no discernable “generational” gap that Twitter cannot bridge, and it continues to be our most popular. With nearly 5000 followers, Twitter is an instant “megaphone” for our department to disseminate information instantly, and with those whom need this information the most. Celebrities, media outlets, major retailers, fortune 50 companies, as well as nearly every

local law enforcement agency in this area all utilize Twitter. With campaigns like “#9PMRoutine” that reminds our residents to lock up at night, as well as up-to-the-second updates on major events like our “#VRA” or Virtual Ride Alongs, Twitter allows engagement on a near instant level.

Snapchat is a whole different way of looking at social media. The application allows users to send temporary, expiring photos and videos to each other, as well as to post them to “Our Story” or a geographical-based story, where every user can find a world map, and view “Our Story” anywhere in the world. We have the potential to engage and interact with anyone in the world, from party people in Prague, to vacationers in Venice. Every person with Snapchat on this planet can view and interact with our officers, at their discretion.



The only constant is change, and change we must! The needs of our communities continue to evolve, and the social media team is hardworking and dedicated to incorporating, adapting to, and even innovating that change. We will continue to accomplish the mission to improve the overall quality of life by preserving the peace and safety of the community, by collaborating and engaging the community stakeholders through social media. Although the future of social media is uncertain, one thing you can count on; The St. Anthony Police Department will be there to welcome and usher in the change, and to continue to bring high quality and cutting edge content to all who live, work, and recreate in our communities!

XI. Community Engagement Summary

PREPARED BY SERGEANT MIKE HUDDLE

The St. Anthony Police Department's philosophy is that all of our Officers, from the Police Chief to our newest Officers, are Community Engagement Officers, regardless of assignment within the department. We believe that our first priority is to seek ways to develop deep and meaningful relationships with the communities we are entrusted to serve. This should take place at the individual level with each Officer. Each encounter we have with members of the community is a community engagement opportunity, whether that's a conversation over coffee or on a traffic stop. Officers attend planned community events, coordinate department hosted activities, and make time while out on patrol to reach out and get involved with people wherever they may be. This report will highlight some of those activities, the vast majority of which are conducted by our Patrol staff.

As was stated above, all of our Officers are expected to support the mission and vision of the Police Department by increasing community partnerships and inclusion through community engagement. In addition to this, our Community Engagement Team has as its goal to carry this out further. This group is made up of five Officers (Sgt. Mike Huddle, Officer Tressa Sunde, Officer Jim South, Officer Kiel Rushton and Officer Dane Lazenberry). All of these Officers are assigned to Patrol as their primary responsibility. They volunteer for this assignment as an additional duty, above their patrol functions. All have completed the MN Bureau of Criminal Apprehension Crime Prevention Practitioners certification course. Some of the work these Officers do includes bringing free instruction and information to the public. This includes information on personal protection, workplace violence awareness, identity theft and senior safety. These Officers also utilize our social media platforms to share information on crime trends, safety information, weather related events, and news related to the Police Department and the local community.

As a team, we accomplished a few small new things in 2018 that we hope will benefit our Department and community. First, three community engagement Officers volunteered as mentors with the Century College Law Enforcement Program. These Officers joined others as mentors for law enforcement students at Century College. The Officers give guidance, encouragement, and other support to students as they work their way toward a degree and eventually a career in policing. We hope that this partnership will allow us to seek out, recruit, and encourage young people with diverse backgrounds to be future St. Anthony Police Officers.

Second, our Community Engagement Team adopted a “soft” uniform option for wear during some assignments. This came about after some discussion with community members regarding whether Officers had to be in a patrol uniform at all times or during every contact with the public. As a result, Officers assigned to our team have the option of an alternate uniform consisting of a navy blue polo shirt and khaki pants. This offers something of a more approachable and casual look, while still offering a “uniform” and professional appearance. Third, we launched a fourth social media platform with Snapchat. This is our fourth social media account, potentially allowing us to reach a larger and more varied group within our communities. While we have work to do to make our social media messaging as effective and accessible as possible, we’re striving to be accessible and bring information to the public in the most direct way. Lastly, we continue to proactively address the street racing issues along Hwy 280 in Lauderdale. While this is not a new effort for us, it is a high priority. We again partnered with the Minnesota State Patrol to increase our patrol visibility in those areas, enforce traffic safety related laws and ordinances, and educate drivers and onlookers involved in these activities. This is a result of citizen complaints received in Lauderdale. We understand that this kind of activity is dangerous and has other effects on a community, such as increased noise and traffic. We’ll continue to focus on this concern as a part of our traffic safety focused patrol and enforcement strategy.

Other activities through the year included department coordinated events, such as our annual Cops vs. Kids basketball games, Summer Survival youth program, Coffee With A Cop, and MN Night to Unite. Those programs continue to develop and evolve. They’ve been successful because of strong support and partnerships with community stakeholders. Local businesses, community action groups, neighborhood groups and civic groups provide input and resources for programs to offer the greatest benefit to the community. The Police Department is grateful for these valued partnerships and we look forward to strengthening them, and developing others.

The following section highlights a few of the activities that St. Anthony Police Officers engaged in through 2018. Most are carried out by Officers while out on their patrol tours. Many are self-initiated spontaneously by Officers or inspired by community members, some are planned annual events, others were events that our Officers were invited by the community to be a part of. Of course, this is not a complete or exhaustive listing of activities, but merely a sampling of such activities in 2018.

January: Sgt. Huddle participated in the Martin Luther King Day Celebration at Nativity Lutheran Church. Sgt. Huddle read books about Dr. Martin Luther King, Jr. and overcoming differences to school-aged children.

February: Officers Sunde and South, and Sgt. Huddle began working as volunteer mentors for the Century College Law Enforcement Program.

March: Officer Sunde, along with Reserve Officers Nick Traffie and James Gerbino, participated in the Century College Job Fair. Officers made contact with students at Century College to promote interest in the St. Anthony and Lauderdale Communities and our police department in an effort to attract high quality, diverse individuals.



Officer Lazenberry participated in the 2018 Pinewood Derby put on by Boy Scouts of America at Faith United Methodist Church. The SAPD car was unsuccessful in six races versus the SAFD, SA Public Works, SA Middle School, Wilshire Park, and SA High School. We aren't too sure how everyone was able to "outrun" our police car. We're looking into the matter for improvement next year.

SAPD Officers teamed up again for our Cops vs. Kids Annual Basketball event. Officers played several basketball games against teams of 5th and 6th grade kids. Based on the outcomes of the games, we suspect those kids might have been professional players. 2018 was the tenth anniversary of the Cops vs. Kids games. We invited the community to bring personal hygiene items for donation. We partnered with the Dare 2 Be Real students with St. Anthony High School to collect and sort the items, which were then placed in SAPD squad cars for Officers to distribute to homeless person's encountered by Officers in the community.



April: St. Anthony PD kicked off a season-long traffic safety effort, partnering with the MN State Patrol, to address street racing issues along Hwy 280 in Lauderdale. This effort continued through the summer and into the fall season. This effort was initiated due to citizen complaints of



this activity. Traffic safety enforcement activities directed at street racing have resulted in numerous citations, warnings, and increased patrols. We will continue to address this matter for as long as it presents a danger to traffic and pedestrian safety.



May: Chief Mangseth, Captain Spiess, and Officer Rushton attended and took part in the Suburban Ramsey County Law Enforcement Memorial Service.

June: Officers Schlingman, Rushton, Lazenberry and others noted several patrol contacts through the month in which they spoke with children and their parents and rewarded the kids with Dairy Queen Coupons for properly wearing bicycle helmets and safety equipment while riding their bikes. A few stops were made at neighborhood lemonade stands to purchase a refreshment. It turns out our cops prefer fresh lemonade over donuts.



Every year in June SAPD hosts a "Summer Survival" camp for kids. This a two day event for school aged children in which they are presented with different demonstrations from police, Fire, and EMS organizations. We showcase Police K-9s, water patrol boats, fire trucks, teach safety skills, weather safety,

drug/alcohol and tobacco education and prevention, and we even get a visit from the State Patrol helicopter. It's a fun-filled two days packed with activities.



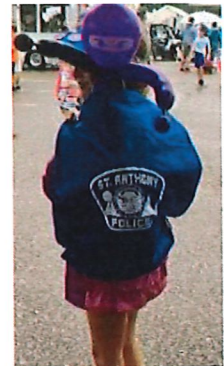


August: Chief Mangseth, Captain Spiess, and Officer Rushton attended Lauderdale Day in the Park.

Chief Mangseth and the entire SAPD sworn staff attended block parties for MN Night To Unite on August 7th. Officer Tressa Sunde, City Council members, and staff visited as many block parties as possible discussing any and all topics of conversation with residents and visitors to Lauderdale. MN Night To Unite is an outstanding community event that really does take the involvement of the entire community to be successful. We're grateful to all that could be a part of it in 2018!

September: Officer Lazenberry attended a Cub Scout open house at Faith United Church. Squad car tours and stickers were given away.

October: SAPD hosted our annual Coffee With A Cop event at Lauderdale City Hall. Officer Sunde served coffee and treats to community members who stopped by to visit with us. Citizens spoke with Officers about anything they wanted in a casual setting.



Officer Hess attended the City of Lauderdale Halloween Party at City Hall. He dressed up as a St. Anthony Police Officer (again).

Each year, we discover new opportunities and learn from input received from the community. It's through this feedback that we develop new perspectives and can modify our programs and approaches for connecting with all segments of our communities. This is important to us as an organization, and it is reflected directly in our Department Strategic Plan as "Goal One". We recognize that this goal will be ever evolving and require constant internal reflection, evaluation, and partnerships with members of our community to create successes.



We would like to recognize the contributions, support and partnerships extended to us by neighborhood organizations, civic groups, the City Council, local business community and citizens who live, learn, work, and play in Lauderdale. The Police Department is grateful to all who offered feedback, and we look forward to creating more partnerships and successes as we move into the future.

XII. Body Worn Camera Program (BWC)

PREPARED BY CHIEF JON MANGSETH

January of 2018 marked the beginning of the police department's development and implementation of a police officer Body Worn Camera (BWC) program. The St. Anthony Police Department (SAPD) committed BWC Policy Development (2017) and the development of a Body-Worn Camera Policy and Implementation Program (PIP) (2018) with the hope and intention of reducing complaints against officers, enhancing evidence collection in order to improve the adjudication process, and building trust and increasing legitimacy in the communities we serve.

The use of BWC's in law enforcement is relatively new in Minnesota. The primary purpose of using BWC's is to capture evidence arising from police-citizen encounters. While this technology allows for the collection of valuable information, it opened up many questions about how to balance public demands for accountability and transparency with the privacy concerns of those being recorded. As an agency, we must strictly adhere to MN State Statute as it applies to law enforcement agencies that utilize portable recording systems for use in investigations, or in response to emergencies, incidents, and requests for service. In deciding what to record, policy must strike a balance between the desire to establish exacting and detailed requirements for BWC use and the reality that officers must attend to their primary duties and the safety of all concerned, often in circumstances that are tense, uncertain, and rapidly evolving.

Community-Oriented Policing (COP), as defined by the Department of Justice (DOJ) is "...a philosophy that promotes organizational strategies that support systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime."¹ COP is a defining philosophy of the SAPD, is a lens through which all policing activities and strategies must pass, and the department strongly believes in the current research that shows that a BWC PIP supports a healthy COP approach.

¹ U.S. Department of Justice/Office of Community Oriented Policing Services (2014). *Community Policing Defined*. Washington, DC.

The BWC PIP project required the integration of many components, to include: MN State Statute, Department Policy, Community/Stakeholder Input, User Input, BWC Grant Funding Requirements, Technology Integration, and Training and Auditing Requirements. Partnerships and collaborations were crucial to successfully completing the project.

The police department fully implemented our Panasonic BWC program as of November 9th, 2018. Officers of the St. Anthony Police Department have embraced this technology and have been diligent in following policy regarding deployment and use. Daily record management reviews are conducted to ensure equipment is being used properly. Department supervisors are required to complete monthly audits to ensure equipment is being used properly and in accordance with policy. Our squad cars have also been outfitted with new Panasonic HD squad cameras that are designed to pair with the BWC technology. We have now begun the last phase of our camera project by addressing upgrades to our facility camera system (January 2019). This will result in a fully integrated audio and video system that will allow for our staff to have audio/video coverage through multiple phases of contact with the public.

We must remain mindful that audio and video equipment is not a complete end-all do-all fix for capturing all aspects of police encounters with the public. People who have never seen a police officer's everyday reality up close can easily overlook just how difficult it can be to face the everyday challenges associated with policing. In turn, we, as police officers, must adhere to the Pillars of Procedural Justice and Fair and Impartial Policing.

By and large our police officers have big hearts and a service mind set. They endeavor to serve to the best of their ability. The St. Anthony Police Department will remain committed to the goals and objectives outlined in our police department strategic plan. It will aid in focusing our resources, making data driven decisions and evaluating how we take inputs from community stakeholders and apply them with the goal to improve the overall quality of life by preserving the peace and safety of our community.

XIII. 2018 Accomplishments

- Successfully navigated the BWC grant process in partnership with secondary grant recipient Roseville PD.
- Body Worn Camera (BWC) selection, adoption and implementation completed.
- Squad car audio/video upgrade to new HD platform compatible with officer BWC technology.
- Completed work with the Department of Justice in regard to Collaborative Reform Initiative-Technical Assistance.
- Upgraded squad lap top computers to Windows 10 and completed transition to new Hennepin County Computer Aided Dispatch (CAD) System (Tri-Tech CAD Mobile).
- Based on Hennepin County's implementation of a new radio technology, all squad mounted and officer equipped radios were upgraded and replaced.
- Retooled and implemented new department mission and vision statements.
- Established a department strategic plan housing nine goal categories that list clear objectives based on input from internal and external community/department stakeholders.
- Received technical assistance/training in the area of policy development, particularly in the area of Internal Affairs, Traffic and Pedestrian Safety, Vehicle Pursuits, Training, Performance Evaluations, Delivery of Narcan by Police Personnel, Portable Audio/Visual or Body Worn Camera (BWC) technology and Response to Resistance (Use of Force).
- Developed and enhanced selected department principles and practices through targeted technical assistance. (2019 work plan to engage in restructure, recoding and refreshing of the entire policy manual).
- Enhanced training, practices, and procedures regarding employees' professional development in areas focused on use of force training, de-escalation training, encounters with the mentally ill, and leadership. Implemented the ICAT (Integrating Communication, Assessment and Tactics) training guide into department P.O.S.T. Board mandated use of force, de-escalation and conflict management training.
- Updated Field Training Officer (FTO) manual, which included new strategic plan objectives.
- Implemented a department training program designed to meet the needs of state statute requiring peace officers to receive 16 hours of in-service training every three year renewal cycle in the areas of crises intervention and mental illness crises; conflict management and mediation; and recognizing and valuing community diversity and cultural differences to include implicit bias training.

XIII. 2018 Accomplishments (Continued)

- Continued professional development of new supervisors and current supervisors, including Captain and Chief.
- Hired, equipped and trained a new police officer, office support specialist and Community Service Officer (CSO).
- Managed the selection of police officers to new positions of responsibility and accountability within the department. (Firearm's, Use of Force, Community Engagement
- Trained and certified two officers as background investigator for future hires (Moore and Schlingman). They will replace personnel recently promoted.
- Launched a successful social media platform.
- Transitioned from East Metro SWAT to the Ramsey County SWAT. Two department members assigned. SWAT Operations and Crises/Conflict negotiations.
- With the new city website platform came many updates and new additions to the police website.
- Enhanced content and substance contained in police news articles. Added quarterly Chief Updates.
- Participated in multiple community engagements efforts and partnered with various community based providers to provide training and awareness in such areas as gun safety, child safety, senior safety and traffic safety.
- All officers trained and equipped with Naloxone, to aid in life saving measures for those suffering an opioid overdose.

XIV. 2019 Work Plan

- 2019 Strategic Plan (based on plan completed in the last quarter of 2018): work through the department strategic plan. Added as an action step on the city and department goal pyramid.
- Work through and determine process for evaluating and auditing the BWC program.
- Complete cover to cover review, overhaul and implementation of the department policy/procedure manual.
- Adopt and implement Minnesota POST Board approved model policy for investigating sexual assault cases. Model policy released by POST January 24th, 2019.
- Continue to review and explore training that emphasizes officer skill development in areas associated to mental health concerns, de-escalation strategies and community relations.
- Incorporated League of MN Cities, MN POST Board approved, "Patrol Online" training for officers.
- Continue to review, implement and potentially expand community engagement initiatives.
- Continue to focus on data driven strategies that focus on identified technical assistance priorities contained within the department strategic plan.
- Hire, equip and train a new police officer.
- Continue professional development of first line supervisors, as well as Lieutenant, Captain & Chief.
- Transition the department to a new department issued duty side arm. Improve training, officer safety, liability concerns and financial cost all being driving factors to consider.
- Continue to review and implement department training utilizing Integrating Communications, Assessment and Tactics (I.C.A.T.) into officer development and training. Focus on training platforms related to Use of Force, Emergency Medical Responder (EMR), Firearms and responding to persons in crises.
- Focus on engagement opportunities for youth, seniors and families.
- Upgrade police department facility audio and video system to make it compatible with squad car audio/video HD platform and officer BWC technology.
- Evaluate options to re-introduce the SAPD Citizen's Academy.
- Maintain police department membership with city wide involvement in the Government Alliance on Race and Equity.
- Meet expanding training needs of office staff. CJIS/NCIC coding and reporting system wide changes by 2020. Data practices. Complete advanced permit to purchase firearm's background investigation and confirmations (Police Chief, Records Manager, Records Clerk).

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date April 9, 2019

ITEM NUMBER REE Community Meeting

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The City hosted a community open house to allow residents an opportunity to review and comment on Real Estate Equities' (REE) concept plans. The event was well attended. Attached to this memo is the feedback received on the comment cards from the evening of the event, comments received by staff via e-mail, and comments posted on NextDoor.

The objective of this meeting is to review the comments and discuss questions and concerns for staff to bring back to REE's development team. The Council also may wish to invite REE for an in-person discussion at the next meeting.

OPTIONS:

STAFF RECOMMENDATION:

**1795 Eustis Redevelopment – Open House
Comment Card from Open House
March 19, 2019**

Comment #1

Please put in sidewalks in front of the new property from Spring St. south on Eustis as far as you can. Ask Metro Transit or DARTS about bus service to Larpenteur & continue to Como Ave.

Asked about salvaging bricks from the old school and selling them to former residents. Proceeds can be used for the Park Fund or other community uses.

Comment #2

Existing solar panels on 1801 Eustis St. block us by the height of the building for part of the year per plan. Solar panel easement or compensation consideration.

Comment #3

Development should be at least 4 stories tall. If it is too short, it will not work economically. 4 stories is not too tall for the site.

Comment #4

How will the timeline fit with Eustis St. repairs?

Comment #5

Will there be bike parking? If so, where? There should be.

Comment #6

Regarding TIF: The market rates seem inflated. I don't know anyone who pays \$1875 for a two-bedroom apartment. I have a friend who pays \$1300/month for a spacious 2 bedroom duplex, which includes all of the utilities! You can buy a lot of house for an \$1875/month payment! I think there should be an underground parking spot for each unit. I think the whole project needs to be scaled back. There is too little green space. It's too tall. The house across the street will lose too much of their sunlight. Didn't an e-mail early on say it would be limited to 3 stories?

Comment #7

There needs to be alley access from the project's parking lot. Make sure that idle hours are enforced on all construction vehicles.

Comment #8

I don't think the washer/dryer in every unit is needed. Could be plumbed & optional and/or include a central laundry. Include workshop & space for outdoor grilling and a craft room for amenities. Floorplan – Pic shows bar-height center island which seems inappropriate for senior use.

Comment #9

How about adding a little walk-in “coffee area” (coffee & pastries) open to the public?

Comment #10

It looks good. Street traffic with all of the little kids running around is my main concern. Thanks!

Comments Submitted After Event

Comment #11

Hi Heather, my couple of comments regarding this -

We were under the impression that the city was looking at offers that had no more than 51 units. Can you advise?

I'm worried about noise and disruptions from increased emergency vehicle traffic. These will come right by my front door at any time as we live on Eustis.

We are wondering if the parking lot fills up, will people be parking in front of our house? Our driveway entrance to Eustis gets nearly blocked already from the single side parking. We'd like adequate parking for up to 140 residents and their visitors.

It also concerns me that a structure like this is at complete odds with the appearance and architecture of basically every other thing in the city. I understand the incentives we give and receive to attract an offer like this, but I feel like the look of it doesn't fit? It would also become the tallest building in town right away.

We just bought here in part because of the charm of the city and we want to protect that. Please consider my thoughts on the matter as we move forward.

Also, the trees. :(

Comment #12

I couldn't make the meeting last night. I was sad not to!

Can you tell me if the builder or presenter of the apartment/condo complex is the same who built on Snelling and Larpenteur?

My HUGE concerns and disapproval are that I don't feel a condo/apartment complex is the right thing for our community in that space and if we learn from Falcon Heights example with what was built on the corner of Snelling and Larpenteur it was a major negative for the community! They couldn't sell to senior citizens so the complex ended up being section 8 housing. It is one of falcon heightd biggest crime pockets and they lost their largest business on the main level Central Pediatrics due to the bad behavior and criminal difficulties with the tenants. This is NOT what I want to enter Lauderdale! We have enough section 8 in Lauderdale. We don't need more!!

I'm interested in knowing what is happening on Eustis street where the two houses were torn down. When are these family homes going to be built? I want to know more about those and see if those are the kind of homes that could be built on the Christian church property. Single family homes makes more sense for the community to me.

There's my opinion. Please share if you would. Thank you!

Comment #13

My name is Emma and I was at the meeting last night with my husband Cal. We're really pleased with the curb appeal and size of the project. Our questions regarding mixed affordable and market rate units were all quickly answered by city staff and Real Estate Equities. As newer members of the community who would like to stay in our home for many years, we think this project will be a great addition to the future of Lauderdale.

Comment #14

How will the timeline of the demolition / construction of the apartment complex intersect with the reconstruction of Eustis Street? Also what about added water/sewer infrastructure required for 114 apartments? Will plans for the Eustis St. project need to be modified?

I have a Eustis St. facing driveway and garage and seldom use the alley.

Comment #15

Thank you Heather, I was going to mention this, but, you are on top of things. Also huge thank you, to you Mary and our city Council for the fantastic job in assembling this project. I'm sure this will be a fantastic asset to the Lauderdale community.

Comment #16

Thanks for the info, Heather. We do daycare for our grandkid and it ran late. I turned into the ctv channel but am glad there's a video. I'll check all this stuff out especially the finance stuff. I am concerned with their tif request and how much annual property taxes will be generated. With all this affordable housing stuff, the flip side is to keep housing more affordable for us that already live here. My property taxes are \$4200 a year and although we can afford it, it would be nice to have some relief!! The school district alone went up \$400 a year two years ago. I know the school property is tax exempt now but still it doesn't make sense to drive seniors out of their homes to move to 'affordable' housing. I'm also concerned that everybody and their brother are building this affordable housing and if there's no over 55 demand, what then??? I don't know what any residents said at the meeting but those are my concerns for now. No need to respond. Possibly some tif is warranted..is it an all of nothing proposition??? I don't want to be a pain so I'll check out the materials.

Comment #17

Thanks for sending this out. My husband Andy and I stopped by the presentation last night, and were pleased with the quality of the materials presented. We did not stay for the discussion, but do have a few comments that we would like to share with city staff. We live at 1791 Malvern, right across the street from the proposed development. While we like the idea of a senior apartment complex at the site, we have some concerns about the construction phase of the project that we would like to see addressed in the developer's Land Use Application. They are:

- Mitigation measures that will be used to minimize noise and dust during construction.
- The daily working hours of construction personnel during the construction phase. We would prefer that they avoid early or late hours to limit disruptions.

- Safety fencing and other measures to ensure neighborhood kids or pets cannot access the construction site (i.e., how will they secure the site?).
- Information on whether utilities such as water, electricity, etc. will be disrupted during construction and, if so, how will they notify nearby homeowners and what is their plan to minimize disruptions? If there will be disruptions, how long would they last?
- Because the development plan involves building underground parking structures, we would like to understand what the risks may be to nearby existing structures from vibrations during installation of building supports, etc. Many of the homes directly adjacent to the site, ours included, are older homes and we are concerned about impacts to structural integrity (foundations) or cosmetic features such as plaster walls. Will the developer conduct any pre-construction surveys to document the condition of homes and other structures within a prescribed radius of the site? Or, alternatively, are there studies or other documentation the developer can provide to "prove" the risk of damage to existing structures is not a concern?
- What is the developer's plan for exterior lighting of the apartment complex? Will exterior lighting be designed to limit aesthetic impacts on nearby homes?

Thank you for considering our comments. Have a pleasant day!

Comment #18

I couldn't make the meeting this week, will there be others to discuss this topic? I'm concerned about their use of the second half of our alleyway, which according to this plan is going to be taken over by the corner property and will have a treeline on it. I live at the confluence of the two alleyways on this block (at 1765). Without that portion of the alleyway (the east-west direction alleyway), I actually have to make a 180 degree turn to get into my garage (most other garages on the block have the door facing the alleyway, so its only a 90 degree turn). Also, on winters such as this winter, where there is large snow buildup, there actually isn't a lot of space for me to even get into the parking space outside of my garage (for me to make a multi-point turn to accomplish this.) The right angle of the alleyway at least makes this a bit easier. Rebuilding my garage is not something I want to have to do, especially since I have one of those structures that was existing before the current rules about distance from the alleyway etc--i.e., if I rebuilt the garage, it would have to be further from the alleyway and thus take up more of my yard. Also, naturally, rebuilding the garage to accommodate this situation would be an expense I wouldn't want to incur as a consequence of this plan.

I'm guessing a solution to this would be to enter through the apartment building's parking lot to get to my home, but I'm also concerned in general with the amount of traffic their sharing of our alleyway will cause. We chose this house in this area because it seemed like a great block for kids to play when we choose to have them (and, as the kids do when my family and friends come to visit). Especially since directly eustis street is directly in front of our house (fast cars, not very friendly for playing). For 114 units, a fairly consistent flow of vehicles will be passing through, it seems.

I understand that we are purchasing Eustis and will be able to make changes to it that will slow the flow of traffic. I guess, from my position, I am hoping for some guarantees on this issue. For example, what if the makeup of the city council changes, and the confluence of all of these changes make for a Eustis that still has fast-moving traffic AND a busy alleyway?

A few questions I have:

Are they going to be generating several options for this layout? It seems there are several options they could go with that, though it wouldn't maximize space for them, it would minimize disruptions for those of us on the block (such as--keeping our alleyway as-is and making their parking have the same entrance/exit-- their appears to be a circuit within the lot, so this wouldn't be terrible in that regard. Or having an exit on malvern) Something that could make the building/lot much more self-contained? I understand they want some landscaped area for them to have activities, but will that extra 10 feet really make such a difference on such a large lot?

Do you have research material we can access that shows the impact on property values for a building like this? Just something showing the dynamics of a situation such as this one, and how it played out in other similar neighborhoods in the cities (ones that were previously fairly quiet).

Comment #19

My main thoughts are that this is a residential neighborhood, we are used to it being fairly quiet, without any excessively large structures. I don't feel like a 3 1/2 story building would complement what we have in this town? I don't mind if we have a big building on that block, but I would personally oppose anything *that* large. I don't see the benefit to the residents of Lauderdale apart from an unspecified amount of tax dollars, and that a company is willing to demo this old building. It would invite a lot of traffic on our (soon to be coming) new roads, and frankly I don't like the architecture of these buildings. I personally find them an eyesore, and they are everywhere now. I don't get the need for this here. While I would prefer a senior living home to just any old apartment building, I would ask that it is contained to the originally stated 51 units. This town is a little treasure, and I can't stand the thought of compromising our culture and our atmosphere for what amounts to extra tax dollars. I can't see any other reason why we would want a 119 unit building.

I realize there will be room to address these concerns in the public hearing when that is eventually scheduled. Please consider my comments as we approach that time, I just bought a home here in September and I am nervous as all hell that I will come to regret that with this being built 5 houses down the road from me. I bought here because we are a quiet neighborhood and a close-knit community. Because I have friends who live on the other side of this building from me, and down the road. My kids played on the trees (that were cut down), and the neighborhood kids who use the basketball hoop in the lot. My daughter learned to ride a bike there. It makes it feel like a family, it promotes that sense of belonging to a community. I bought here even after there were proposals about building "something" on that lot, because when I raised my concerns at the original meeting I relieved that it would be limited to 51 units in the zoning plan. Obviously the old schoolhouse has to go, but what replaces it should respect the community in which it's being built. I cannot for the life of me seeing the public finding any way to enjoy the land this building will come to occupy, and we are the ones who currently own it.

I'm not trying to throw shade on you guys' decision-making process or anything, I simply don't want this size of a building in our town, I think it takes away from exactly what makes this place so appealing. Please understand.

**Comments Submitted via NextDoor
Edited to Make Readable**

Initial Poster

I'd encourage everyone to keep an eye out for information on the new proposed senior living facility for the old school/church lot. I'm personally not a fan of having that many new units in the area. My husband attended. 119 individual units is excessive. City Council mentioned a lower number at the last meeting. Entrance from Eustis means the one sided parking on this street would likely be full not to mention the increased vehicle traffic in the area. I'd encourage people to look at the proposal if they haven't already.

I am not against senior living in the area, I am not in favor of the amount of units proposed for this area. That kind of influx of people and emergency vehicles has the potential to be disruptive. Seek the document that shows the size of the building. It is not coincidental that Eustis gets a new road when a property of this size is then proposed.

Commenter #1

I am all for senior living housing in our community!

Commenter #2

119 units is huge. That's 30 units on 4 floors? Why so big?

Commenter #3

No doubt the developers want to maximize their profit potential by building the most possible units and parking lots & green space would work against that. I've never been in the current school building, but 30 units/floor does seem like a lot of building unless the units are very small, in which case, that wouldn't seem very attractive for long term living. My other concern is, like the Initial Poster, if there is a lot of traffic and need for parking -- 119 units worth @ even 1 vehicle/unit is a lot of parking spaces. I won't draw a direct line between getting Eustis fixed and this development going forward, but it would be a big shame to improve Eustis traffic flow & safety only to have a block or more of that taken up by residential and/or guest parking when what the community wanted was a street that improved bike & pedestrian uses along with less vehicle damage from potholes -- not to mention the \$\$ current Eustis homeowners would basically be donating to a developer's needs.

Commenter #4

The senior living on Coffman seems not to contribute heavily to traffic. Is there any reason to think the Eustis development would be different? One thing I'll note is that Lauderdale's non-automotive transportation network is deeply flawed - we've basically lucked into a grid system and that's it. The only traffic calming is potholes. The light at Eustis and Larp prioritizes auto traffic, even at the expense of pedestrian safety. Larp, Eustis, and Roselawn are designed to quickly move vehicles through town, instead of moving vehicles at a safe speed for residents. Already walking to the 61, 30 or 3 stops is challenging. That needs to be dealt with, preferably by someone who regularly walks and buses, before we kill someone's grandparent.

Commenter #5

I think the proposal looks good as sent out by e-mail from the City. The number of surface parking spots will go down quite a bit to just 24, with the rest underground. Access from Eustis makes more sense to me than access from either Malvern or Spring.

Commenter #4

Looking further at the paperwork, I'm a little concerned about the tax subsidies. There aren't many Lauderdale businesses that will see a benefit to more people. We have no dining and little shopping. So we are unlikely to see other tax revenue increase significantly from this project. So that justification of TIF doesn't hold water. Another justification, that TIF serves to restore blighted areas, seems absurd - I'd hardly call west of Eustis a blighted area! So why the incentive? Would we be better off, from a financial perspective, by selling the property to someone who would build a few houses? Are we going to see our taxes go up as we must subsidize the developers profit? I'll note we'll be handing out a subsidy of \$3.5 million (total) over 26 years. The developer cites this is necessary because of the \$1.5 million cost of demolition. Seems like not a great deal for us, to be honest. Note that after 26 years, we would get full property taxes on it. Which is a benefit.

Commenter #3

After looking through the materials shared by city hall this afternoon, I have to say this is probably about as good as Lauderdale could hope for -- could be a bit better at energy effic., & "green", but they are further along that continuum than most "affordable" developments. Hopefully this development won't put too much added stress on our local infrastructure (water, sewer, nat gas & elec grid.) At first glance, the driveway entrance via Eustis seemed a bit odd, but at least Eustis is habitually our main road already so there's some logic to it, versus the current driveway via Spring and the L shaped alley via Malvern. Having a few above ground parking spots (for guest parking?) and mostly underground parking is a plus in my book, hoping that means less on-street parking taken by this one property and less traffic/car door noise for the rest of the neighborhood. Not sure what they think they'll be doing with snow removal with an internal/court yard parking and sidewalks situation. Doesn't seem to be any sidewalks around the outside perimeter either -- status quo. It's not super generic-ugly but I'm glad I won't have to look at it out my front window everyday.

Initial Poster

I have friends on Malvern who do have to look at it every day, is part of my problem. Easily the largest structure in the area aside from the unit on the country club and not enough assigned parking to cover the units.

Commenter #6

I'm a senior living in Lauderdale and I am thrilled that the city is looking at this type of proposal. This will help low income seniors living on a fixed income. I am thankful our city is looking at the needs of the less fortunate and stay in.

I am proud to be a member of the Lauderdale community.

Commenter #7

In the interest of discussion, I thought I would share the list of questions I sent to the city council after attending the presentation on Tuesday night. We live directly across from the proposed

development, and although we support the development of affordable senior housing in Lauderdale, we do have some concerns about how the developer will mitigate construction impacts and such. And I share some of the concerns others have expressed in this thread. I encourage others to share your concerns with the city council. They are very easy to talk to and seem genuinely interested in hearing the community's concerns. My questions: - Mitigation measures that will be used to minimize noise and dust during construction. - The daily working hours of construction personnel during the construction phase. We would prefer that they avoid early or late hours to limit disruptions. - Safety fencing and other measures to ensure neighborhood kids or pets cannot access the construction site (i.e., how will they secure the site?). - Information on whether utilities such as water, electricity, etc. will be disrupted during construction and, if so, how will they notify nearby homeowners and what is their plan to minimize disruptions? If there will be disruptions, how long would they last? - Because the development plan involves building underground parking structures, we would like to understand what the risks may be to nearby existing structures from vibrations during installation of building supports, etc. Many of the homes directly adjacent to the site, ours included, are older homes and we are concerned about impacts to structural integrity (foundations) or cosmetic features such as plaster walls. Will the developer conduct any pre-construction surveys to document the condition of homes and other structures within a prescribed radius of the site? Or, alternatively, are there studies or other documentation the developer can provide to "prove" the risk of damage to existing structures is not a concern? - What is the developer's plan for exterior lighting of the apartment complex? Will exterior lighting be designed to limit aesthetic impacts on nearby homes?

Commenter #3

Monika, all very good questions/concerns to get nailed down before construction starts. I haven't really thought about that part yet, only focusing on the end result and what influence we as a community have on that. The only thing I would add to your list is -- truck * construction traffic - - where?, when?, where will they park and will those trucks idle while waiting? (adding noise & air pollution), moving earth means dump trucks and bulldozers? where and when will construction crews be adding their vehicles to our streets and taking up parking on street? I agree. City admin is quite good at answering or getting answers to questions. I have exchanged ND direct messages already and learned a few things that changed my opinion on the project.

Scamper and I walked down the alley this afternoon. Looks like the overhead utilities (cable x2, phone and elec.) all pass across the school site parallel to the alley and cross Spring. The pole with 3 transformers connects to the building -- so at the very least, those pass throughs will have to get re-routed and the poles removed to build the new U-shaped building. I don't know direction of those services, but I don't see how our side of the block doesn't experience at least one disruption at some point -- since I don't know which way utilities run, I can't say who else might get disrupted. And of course, I can't even begin to figure out what might happen with gas, water lines and sewer lines, but I think those all run below the streets or in the blvd/city right of way, except the connections to each property.

Commenter #8

I think having multi senior living available in Lauderdale is a great idea! Any sort of redevelopment or construction is going to involve disruption - I'm sure building the school and it's addition caused temporary problems.

Commenter #9

My parents lived at 1666 Coffman on Larpenteur across from the golf course. That building did not have four floors and took up much more space physically than the Eustis site I believe. I don't know how many units it housed. I think something of a smaller stature would be more appropriate for Lauderdale.

**LAUDERDALE COUNCIL
ACTION FORM**

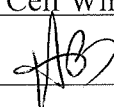
Action Requested

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

Meeting Date April 9, 2019

ITEM NUMBER Small Cell Wireless Facilities

STAFF INITIAL



APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Previously, the Council adopted the Small Cell Wireless ordinance. The Council must adopt the aesthetic standards to go along with the ordinance by April 15, 2019. Members cities of the Suburban Rate Authority drafted a comprehensive set of standards for consideration. Changes may be made to the standards prior to adoption of the resolution. Future changes to the standards would require amendments approved by resolution of the Council.

OPTIONS:

STAFF RECOMMENDATION:

Motion to adopt Resolution No. 040919A—A Resolution Adopting Small Wireless Aesthetic Standards.

RESOLUTION NO. 040919A

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

A RESOLUTION ADOPTING SMALL WIRELESS AESTHETIC STANDARDS

WHEREAS, a Federal Communications Commission (FCC) order addressing the deployment of small wireless facilities became effective on January 14, 2019; and

WHEREAS, the FCC concluded that aesthetic requirements are not preempted if they are (1) reasonable, (2) no more burdensome than those applied to other types of infrastructure deployments, and (3) objective and published in advance; and

WHEREAS, publication of aesthetic standards applicable to small cell facilities must occur within 180 days after publication of the FCC order in the *Federal Register*, which is April 15, 2019; and

WHEREAS, if a city fails to adopt and publish small cell aesthetic requirements by April 15, it may lose the ability to impose aesthetic standards on telecommunication users who deploy small wireless facilities in the city.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LAUDERDALE, MINNESOTA, that the Small Wireless Aesthetic Standards attached to this resolution are hereby adopted and in effect in the City of Lauderdale upon publication to the City's website.

Adopted this 9th day of April, 2019.

Mary Gaasch, Mayor

Heather Butkowski, City Administrator

City of Lauderdale Small Wireless Aesthetic Standards

Findings

The City desires the most advanced and highest quality wireless services available. The City also wishes to minimize the negative impacts associated with wireless facility deployments including small wireless facilities. Such negative impacts may include interference with right-of-way sight lines, aesthetic impacts that are inconsistent with the surrounding area, fall zone and clear zone risks, navigation obstacles, interference with future right-of-way improvement or transportation improvement plans, interference with the installation or maintenance of other utilities, and increased visual or noise pollution.

To address such impacts, any person desiring to collocate small wireless facilities or place new wireless support structures in the right-of-way must first obtain a small wireless facility permit pursuant to City Code. Moreover, any person seeking to collocate small wireless facilities on an existing wireless support structure owned or controlled by the City must first enter a standard collocation agreement.

The following aesthetic standards and requirements are intended to maintain the City's aesthetic environment while also allowing for the availability of wireless services, including broadband and "5G" services, using small wireless facilities. These standards are intended to establish clear and consistent aesthetic standards for small wireless facility placements in the City and establish a streamlined review and approval process.

These standards apply to all small wireless facility permit applications for placement of small wireless facilities on City-owned and non-City-owned support structures (poles), and the placement or replacement of small wireless support structures in the public right-of-way. Compliance with these standards is a requirement for, and condition of, issuance of a small wireless facility permit. Any installation that does not conform to these standards will be in violation of the associated permit and City Code.

In addition to the following standards, the placement of new support structures for small wireless facilities shall be subject to any conditions specified in the small wireless facility permit. Applications to install small wireless facilities or place new support structures in districts zoned for residential uses or within a historic district established by federal or state law or city ordinance, shall further be subject to any conditions contained in the required conditional use permit authorizing such installation.

With respect to City-owned support structures, these standards additionally seek to:

1. establish a menu of design options for providers to select from when applying for new small wireless facility permits associated with City support structures.
2. minimize unnecessary placement of new poles by encouraging co-location of small wireless facilities.

3. in situations where City support structures will be replaced, require that the structures be of a stealth design such that the maximum amount of facilities, including any wiring, are concealed inside the structure.
4. in situations where attachments will be made to existing poles, require that facilities, equipment, cabling, and conduit be concealed through the use of approved shrouding or camouflaging.

Section 1. Site Plans

Applicants must submit site plans, elevation drawings and structural calculations prepared and signed by a Professional Engineer licensed by the State of Minnesota as detailed below. Site plans must depict any adjoining or nearby existing wireless facilities, with all existing transmission equipment identified; neighboring public improvements; the proposed small wireless facility, with all proposed transmission equipment and other improvements, and; the boundaries of the area surrounding the proposed facility and any associated access or utility easements and setbacks. Site plans must further include:

1. Photo Simulations: For all applications, photo simulations must be included. Such photo simulations must be from at least three line-of-site locations near the proposed project site depicting the viewpoints of the greatest pedestrian or vehicular traffic.
2. Equipment Specifications: For all equipment depicted on the plans, the applicant must include:
 - a. the manufacturer's name and model number;
 - b. physical dimensions including, without limitation, height, width, depth, volume and weight with mounts and other necessary hardware;
 - c. technical rendering of all external components, including enclosures and all attachment hardware; and
 - d. a selection from the City's approved aesthetic standards.

Section 2. Design Standards

The City desires to promote aesthetically acceptable and area conforming wireless facilities using the smallest and least intrusive means available to provide small wireless services to the community. All facilities in the public right-of-way must comply with all applicable provisions in this section.

Antennas: Antennas must be top-mounted and concealed within a radome (a structural, weatherproof enclosure that protects an antenna and is constructed of material that minimally

attenuates the signal transmitted/received by such antenna) or otherwise concealed to the extent feasible. Cable connections, antenna mounts and other hardware must also be concealed. The radome or other concealment must be non-reflective and painted or otherwise colored to match the existing support structure.

Collocation: Collocations between wireless service providers on the same support structure is required wherever feasible. If an applicant chooses to not collocate in areas where options are or appear to be available, the applicant must document that collocation is infeasible.

Concealment: Concealment elements must be incorporated into the proposed design of the small wireless facility installation, and must include approved camouflaging or shrouding techniques.

Pole-Mounted Equipment Cages/Shrouds: When facilities are permitted to be pole-mounted, facilities other than the antenna(s), electric meter and disconnect switch must be concealed within an equipment shroud. The facilities must be installed at a height that presents the least aesthetic impact, but in no event lower than 15 feet above ground level. The equipment shroud must be non-reflective and painted, wrapped or otherwise colored to match the support structure. Shrouds must be mounted flush to the support where feasible. Standoff mounts must provide the minimum separation distance from the support structure necessary for feasibility.

New Poles: New support structures must be the same color as neighboring, similar support structures and of the same design characteristics.

Ground-Mounted Equipment: Ground-mounted equipment must be installed below grade or, if technically necessary, concealed in a ground-mounted cabinet. In addition to any applicable requirements in City Code, ground mounted cabinets must:

1. be installed flush to the ground;
2. be the same color as neighboring, similar support cabinets or other ground-mounted structures;
3. on or adjoining sidewalks, trails, or other similar passageways, not interfere in any way with the flow of pedestrian, bicycle or vehicular traffic;
4. conform to the American's with Disabilities Act (ADA) including with respect to appropriate sidewalk spacing; and
5. not create a safety hazard;

Lights: Unless otherwise required for compliance with FAA or FCC regulations, small wireless facilities shall not include any lights or lighting. This subsection does not prohibit installations on streetlights or the installation of luminaires or additional street lighting on new support structures if and where required by the City.

Section 3. Location Criteria

Obstructions: Any new support structure or other facilities associated with a new or existing support structure must not obstruct access to:

1. any existing above-ground or underground right-of-way user facilities, or public facilities;
2. any public infrastructure for traffic control, streetlight or public transportation purposes, including without limitation any curb control sign, parking meter, vehicular traffic sign or signal, pedestrian traffic sign or signal, barricade reflectors;
3. any public transportation vehicles, shelters, street furniture or other improvements at any public transportation stop (including, without limitation, bus stops, streetcar stops, and bike share stations);
4. fire hydrants;
5. any doors, gates, sidewalk doors, passage doors, stoops or other ingress and egress points to any building appurtenant to the right-of-way; and/or
6. any fire escapes.

Section 4. New and Replacement Support Structures

New Support Structures: Any new support structures shall be placed:

1. a minimum of feet from any existing support structure or pole, and
2. at a distance which is the same as the prevailing separation distance among existing structures and poles in the surrounding vicinity as agreed upon by the applicant and City, or determined by the City where agreement cannot be reached.
3. as functional streetlights as the City may require, in its reasonable discretion.
4. in alignment with existing trees, utility poles, and streetlights.
5. an equal distance between trees when possible, with a minimum of 15 feet separation such that no proposed disturbance shall occur within the critical root zone of any tree.
6. with appropriate clearance from existing utilities.
7. outside of a 20-foot equipment clear zone (for base cabinets less than 18-inches in diameter) or 30-foot clear sight triangle (for base cabinets equal to or greater than 18-inches in diameter) at intersection corners.

8. so as not to be located along the frontage of a Historic building, deemed historic on a federal, state, or local level.
9. so as not to significantly create a new obstruction to property sight lines.
10. at shared property lines if feasible.
11. not within feet of the apron of a fire station or other emergency service responder facility.

Replacement of City-Owned Support Structures: Any replaced support structures shall remain in their existing location unless otherwise permitted by the City. Replacement pole height shall not exceed 50 feet, or the height of the existing pole, whichever is greater.

New and Replacement Structures. All support structures must:

- be constructed of aluminum or steel.
- where constructed as a light pole, luminaire(s) and luminaire arm(s) must match adjacent city lighting standard and must contain an LED fixture in accordance with City specifications.

Section 5. Menu of Options

The City Administrator has pictures and profile drawings representing appropriate installation designs for small wireless facilities installations on new and existing support structures in the right of way.

Adopted April 9, 2019

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date April 9, 2019

ITEM NUMBER GARE Scheduling

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Mayor Gaasch has been interested in getting Lauderdale involved in the Government Alliance on Race and Equity (GARE). GARE is a network of governments working to achieve racial equity and advance opportunities for all. Many larger cities in Minnesota have participated in the program. The GARE process in larger cities requires a financial commitment and staff to devote to transforming the cities' culture. The League of Minnesota Cities (LMC) is trying to tailor the program to allow small cities to participate. They are interested in working with Lauderdale to see if this is possible.

Kevin Frazell from LMC has offered to train Lauderdale council and staff of the GARE model. He proposed the following days to have a roughly four-hour training session. Based on the outcomes of this initial training, next steps would be identified.

- Saturday, May 4
- Saturday, May 11, after noon
- Thursday, May 30
- Friday, May 31
- Tuesday, June 4

The objective of our discussion is to find two to three times that work for everyone to meet with Kevin for the training.

OPTIONS:

STAFF RECOMMENDATION:

**CITY OF LAUDERDALE
LAUDERDALE, MINNESOTA**

NOTICE OF SPECIAL CITY COUNCIL MEETING

**Tuesday, April 9, 2019
7:30 p.m.**

NOTICE IS HEREBY GIVEN that the City Council will hold a Special Closed Meeting pursuant to Minnesota Statutes, Section 13D.05, subdivision 3 on Tuesday, April 9, 2019, commencing at the conclusion of the 7:30 p.m. Regular City Council meeting at 1891 Walnut Street, Lauderdale, Minnesota for the following purpose:

1. To develop or consider offers for the sale of real property at 1821, 1825, and 1831 Eustis Street in Lauderdale, Minnesota.

Heather Butkowski, City Administrator

DATED: April 5, 2019.