

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

Page 1 of 4

January 14, 2020

**Call to Order**

Mayor Gaasch called the Regular City Council meeting to order at 7:36 p.m.

**Roll Call**

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

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 Grove moved and seconded by Councilor Dains to approve the agenda. Motion carried unanimously.

Mayor Gaasch asked if there were any corrections to the minutes of the December 10, 2019 city council meeting. There being none, Councilor Dolphin moved and seconded by Councilor Dains to approve the minutes of the December 10, 2019 city council meeting. Motion carried unanimously.

Mayor Gaasch asked if there were any questions on the year-end claims. There being none, Councilor Dains moved and seconded by Councilor Grove to approve the year-end claims totaling \$41,228.21. Motion carried unanimously.

Mayor Gaasch asked if there were any questions on the current claims. There being none, Councilor Dolphin moved and seconded by Councilor Dains to approve the claims totaling \$125,915.25. Motion carried unanimously.

**Consent**

Councilor Dains moved and seconded by Councilor Grove to approve the Consent Agenda thereby designating the official depository and investment institutions – Resolution No. 011420A; establishing license and permit fees and administrative fees and fines for 2020 – Resolution No. 011420B; approving tobacco licenses for 2020 – Resolution No. 011420C; approving a 3.2 off sale malt liquor license for 2020 – Resolution No. 011420D; acknowledging the November financial report; and submitting the pay equity report to Minnesota Management and Budget.

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Page 2 of 4

January 14, 2020

**Informational Presentations/Reports**

A. City Council Updates

Councilor Dains stated that the Mississippi Watershed Management Organization is working on their comprehensive plan, and he will continue to update the council as the plan evolves.

Mayor Gaasch shared that City Hall hosted a community engagement event with Lauderdale children to gather feedback on purchasing new playground equipment. Gaasch continued to say that she attended a Regional Council of Mayors conference where they discussed climate change and resilience.

**Discussion/Action Items**

A. High Density Residential – Conservation Zoning Ordinance No. 20-01

In July 2018, the Council authorized Swanson Haskamp Consulting to begin working on draft text for the High Density Residential—Conservation (HDR-C) zoning district proposed in the 2040 Comprehensive Plan. At the November 26 meeting, the City Council held its second public hearing on the draft ordinance. Since that meeting, staff, the city attorney, and the planning consultant reviewed the comments and concerns and developed new language around that feedback. The draft ordinance was sent to residents on January 3, 2020.

Mayor Gaasch open the floor to anyone that wished to address the issue; no one did.

Councilor Dolphin made a motion to adopt Ordinance No. 20-01, an Ordinance Amending Title 10, Chapter 5 of the Code of Ordinances Regarding Zoning Districts. This was seconded by Councilor Grove and carried unanimously.

B. Publication of High Density Residential – Conservation Zoning Ordinance by Title and Summary, Resolution No. 011420E

Butkowski explained that the ordinance was nine pages long and would be costly to publish. The Council may authorize publication by title and summary via the resolution presented. Staff will publish the summary of the ordinance in an upcoming edition of the *Pioneer Press*.

Councilor Dolphin made a motion to adopt Resolution No. 011420E – A Resolution Authorizing Publication of Ordinance No. 20-01 by Title and Summary.

C. 2020 City Council Meeting Schedule

Annually, the City Council sets its meeting schedule for the year. If the Council continues to meet the second and fourth Tuesdays of the month, the schedule would conflict with the February 25 primary caucus and August 11 primary election. Staff asked the Council to modify the schedule to prevent the need to schedule special meetings later in the year.

LAUDERDALE CITY COUNCIL  
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Page 3 of 4

January 14, 2020

The Council decided to move the February 25 meeting from 7:30 p.m. to 5:30 p.m. to avoid conflicts with the precinct caucuses. They moved the August 11 meeting to August 18 to avoid issues with the primary election.

Councilor Dolphin made a motion to adopt the city council schedule as amended. This was seconded by Councilor Grove and carried unanimously.

**D. 2020 Committee Appointments and Assignments**

The Council determined committee assignments largely keeping them the same as 2019. The one change being Councilor Grove assuming Day in the Park activities from Councilor Dolphin.

Councilor Grove made a motion to adopt the committee assignments and designations as discussed. This was seconded by Councilor Dolphin and carried unanimously.

**E. Review of Long-Term Financial Plan with AEM Financial**

In March, the Council authorized AEM Financial to prepare a long-term financial plan for the City. Vicki Holthaus of AEM Financial presented a draft of the long-term financial report at the last meeting. The final version included in the packet reflected discussion from the meeting and some corrections to a couple of numbers.

As Vicki explained during the meeting, the City's five-year financial outlook was stable and healthy. The general fund levy growth was expected to be 9% per year and the overall general fund growth to be 5% per year. The tax rate would increase from 29.92% in 2018 to 32.36% by 2024 which would still be below most cities in Ramsey County. The general fund balance as a percent of revenue would decrease from 51% to 35% but remain within the state auditor's recommended range.

Councilor Dolphin made a motion to acknowledge the City of Lauderdale, Minnesota Long Term Plan prepared by AEM Financial Solutions, LLC. This was seconded by Councilor Dains and carried unanimously.

**Set Agenda for Next Meeting**

Administrator Butkowski stated that the January 28 council meeting may include front yard fence regulations.

**Work Session**

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

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

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Page 4 of 4

January 14, 2020

**B. Community Development Updates**

Administrator Butkowski mentioned that someone contacted staff in regards to purchasing the service station for a window tinting business. Butkowski continued to say that the current tobacco license holders have expressed interest in opening a tobacco shop in lieu of service bays to work on vehicles.

**Closed Session**

**A. City Administrator Performance Review**

By voice consent, the Council Members moved into closed session for the city administrator's annual performance review at 8:49 p.m.

The Council resumed from the closed session at 9:22 p.m.

**Adjournment**

Councilor Grove moved and seconded by Councilor Dolphin to adjourn the meeting at 9:23 p.m. Motion carried unanimously.

Respectfully submitted,



Miles Cline  
Deputy City Clerk