

LAUDERDALE CITY COUNCIL MEETING AGENDA
7:00 P.M. TUESDAY, MARCH 23, 2021

Due to the coronavirus, the city council is holding meetings by teleconference. The public may view the meeting on Lauderdale's public access channel 16 for cable subscribers or online at <https://www.ctvnorthsuburbs.org/your-city/lauderdale/>. The public may join the meeting using the login instructions at the end of the agenda.

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 9, 2021 City Council Meeting
 - c. Claims Totaling \$37,250.10
4. **CONSENT**
 - a. January Financial Report
5. **SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**
6. **INFORMATIONAL PRESENTATIONS / REPORTS**
 - a. Update on NineNorth by Dana Healy
 - 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. Community Event Planning
 - b. City Administrator Employment Agreement and Compensation
9. **ITEMS REMOVED FROM THE CONSENT AGENDA**

10. ADDITIONAL ITEMS

- a. Street Sweeping Contact with Mike McPhillips, Inc.

11. SET AGENDA FOR NEXT MEETING

- a. February Financial Report
- b. Goal Setting for 2021-2022
- c. Public Works Management Software
- d. Presentation of Audit by Abdo, Eick, and Meyers
- e. Presentation of 2020 Annual Report by Chief Mangseth (April 27)

12. WORK SESSION

- a. Community Development Update
- b. 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.

13. ADJOURNMENT

Meeting Login Instructions:

You are invited to a Zoom webinar.

When: Mar 23, 2021 07:00 PM Central Time (US and Canada)

Topic: March 23, 2021 City Council Webinar

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88242686262?pwd=aWFsRDJYVWZsV2Q2MUt6bnNHS3hNUT09>

Passcode: 586125

Or iPhone one-tap :

US: +13017158592,,88242686262# or +13126266799,,88242686262#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 9128 or 877 853 5247 (Toll Free) or 888 788 0099 (Toll Free) or 833 548 0276 (Toll Free) or 833 548 0282 (Toll Free)

Webinar ID: 882 4268 6262

International numbers available: <https://us02web.zoom.us/j/88242686262?pwd=aWFsRDJYVWZsV2Q2MUt6bnNHS3hNUT09>

LAUDERDALE CITY COUNCIL
MEETING MINUTES
HELD REMOTELY VIA TELECONFERENCE

Page 1 of 3

March 9, 2021

Call to Order

Mayor Gaasch called the Regular City Council meeting to order at 7:00 p.m.

Roll Call

Councilors present: Roxanne Grove, Jeff Dains, Duane Pulford, Andi Moffatt, and Mayor Mary Gaasch.

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 on a roll call vote.

Mayor Gaasch asked if there were any corrections to the February 23, 2021 city council meeting minutes. There being none, Councilor Dains moved and seconded by Councilor Pulford to approve the minutes of the February 23, 2021 city council meeting. Motion carried unanimously on a roll call vote.

Mayor Gaasch asked if there were any questions on the claims. There being none, Councilor Moffatt moved and seconded by Councilor Pulford to approve the claims totaling \$231,708.68. Motion carried unanimously on a roll call vote.

Consent

Councilor Dains moved and seconded by Councilor Grove to approve the Consent Agenda thereby approving Resolution No. 030921A – A Resolution Approving 2021 Tobacco Licenses. Motion carried unanimously on a roll call vote.

Informational Presentations/Reports

A. City Council Updates

Butkowski stated that St. Anthony Park Area Seniors (SAPAS) would be hosting a vaccine clinic at City Hall on Monday, March 15. The event was scheduled for 9 a.m. – 3 p.m. and was available to anyone 65 years or older as well as their caretakers. Those interested in receiving a vaccine should contact SAPAS directly to schedule an appointment.

Discussion/Action Item

A. Plans and Specifications for the 2021 Sewer Lining Project

At the last meeting, the City Council authorized the city engineer to prepare plans and specs to line 6,650 feet of sanitary sewer pipe and cleaning/televising 7,100 feet of sanitary sewer pipe in the eastern half of the City. The cost to line, televise, and clean the pipe was estimated to be \$272,000. A grant from the Metropolitan Council would off-set part of the costs.

LAUDERDALE CITY COUNCIL
MEETING MINUTES
HELD REMOTELY VIA TELECONFERENCE

Page 2 of 3

March 9, 2021

The city engineer prepared the plans and specifications for the project and is looking for Council approval so the project can put out to bid.

Councilor Moffatt made a motion to approve the plans and authorize bidding of the 2021 sanitary sewer lining project. This was seconded by Councilor Dains and carried unanimously on a roll call vote.

B. Proposal for Preparation of MS4 Permit

By mid-April the City must apply to the Minnesota Pollution Control Agency for a new Municipal Separate Storm Sewer System (MS4) permit. There are new requirements with each iteration of the permit. City Engineer Tyler Johnson explained with this permit the City must address its share of phosphorus and total suspended solids reaching the Mississippi River. Staff is optimistic that our work on Seminary Pond will match our obligation in this area. Stantec's proposal to draft the permit application was estimated at \$10,000.

Councilor Moffatt made a motion to approve the Proposal for Engineering Services from Stantec Consulting for the MS4 Permit Application and SWPPP Update. This was seconded by Councilor Dains and carried unanimously on a roll call vote.

C. Stantec Release for Reimbursed Costs of the 2019 Infrastructure Improvement Project

There are two instances that occurred during the construction of the 2019 Infrastructure Improvements Project for which the City of Lauderdale incurred additional expenses and for which Stantec will reimburse the City of Lauderdale.

The first instance was related to the removal and replacement of the concrete steps at 1828 Eustis Street. The second item was for the remobilization of the contractor due to a delay in the receipt of a required permit. Upon receipt of the signed release, Stantec will issue a check to the City of Lauderdale in the amount of \$7,062 to cover the above-mentioned expenses.

Councilor Pulford made a motion to approve the full and final release with Stantec Consulting Services, Inc. This was seconded by Councilor Moffatt and carried unanimously on a roll call vote.

Set Agenda for Next Meeting

The March 23 council meeting may include a public works management software update and an update on NineNorth by Dana Healy.

Work Session

A. Community Development Update

Butkowski stated that the Gasparre Pond dredging project may be delayed due to the early spring weather. She also explained how affordable housing preservation projects are defined.

LAUDERDALE CITY COUNCIL
MEETING MINUTES
HELD REMOTELY VIA TELECONFERENCE

Page 3 of 3

March 9, 2021

B. Opportunity for the Public to Address the City Council

Mayor Gaasch opened up the floor to anyone in attendance interested in addressing the Council.

There being no people interested in speaking, Mayor Gaasch closed the floor.

Adjournment

Councilor Dains moved and seconded by Councilor Grove to adjourn the meeting at 7:45 p.m.

Motion carried unanimously on a roll call vote.

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

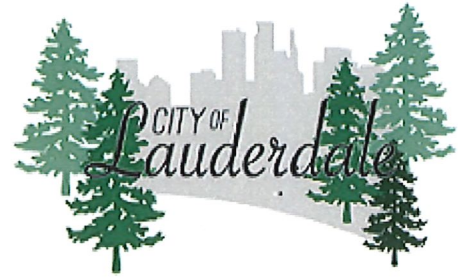
To: Mayor and City Council
From: City Administrator
Meeting Date: March 23, 2021
Subject: List of Claims

The claims totaling \$37,250.10 are provided for City Council review and approval that includes check numbers 27342 to 27357.

Accounts Payable

Checks by Date - Detail by Check Date

User: MILES.CLINE
 Printed: 3/19/2021 1:45 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	34	AFSCME MN Council 5 PR Batch 50600.03.2021 Union Dues	03/19/2021 PR Batch 50600.03.2021 Uni	214.24
Total for this ACH Check for Vendor 34:				214.24
ACH	43	Public Employees Retirement Association PR Batch 50600.03.2021 PERA Coordinated PR Batch 50600.03.2021 PERA Coordinated	03/19/2021 PR Batch 50600.03.2021 PER PR Batch 50600.03.2021 PER	1,045.02 1,205.80
Total for this ACH Check for Vendor 43:				2,250.82
ACH	44	Minnesota Department of Revenue PR Batch 50600.03.2021 State Income Tax	03/19/2021 PR Batch 50600.03.2021 Stat	679.74
Total for this ACH Check for Vendor 44:				679.74
ACH	45	ICMA Retirement Corporation PR Batch 50600.03.2021 Deferred Comp PR Batch 50600.03.2021 Deferred Comp	03/19/2021 PR Batch 50600.03.2021 Defi PR Batch 50600.03.2021 Defi	1,734.26 1,080.05
Total for this ACH Check for Vendor 45:				2,814.31
ACH	46	Internal Revenue Service PR Batch 50600.03.2021 Medicare Employee Pc PR Batch 50600.03.2021 Medicare Employer Po PR Batch 50600.03.2021 FICA Employer Portio PR Batch 50600.03.2021 FICA Employee Portio PR Batch 50600.03.2021 Federal Income Tax	03/19/2021 PR Batch 50600.03.2021 Mec PR Batch 50600.03.2021 Mec PR Batch 50600.03.2021 FIC. PR Batch 50600.03.2021 FIC. PR Batch 50600.03.2021 Fed	275.59 275.59 1,178.28 1,178.28 1,833.28
Total for this ACH Check for Vendor 46:				4,741.02
Total for 3/19/2021:				10,700.13
ACH	19 86425	Ehlers and Associates Inc Bond Series 2018A Final Arbitrage Report	03/23/2021	1,000.00
Total for this ACH Check for Vendor 19:				1,000.00
27342	20 440962 440962 440962	Abdo Eick & Meyers LLP 2020 Audit 2020 Audit 2020 Audit	03/23/2021	4,550.00 975.00 975.00
Total for Check Number 27342:				6,500.00
27343	284 032021	Daniel Busse Rental Inspection Reimbursement - Reissue Che	03/23/2021	40.00
Total for Check Number 27343:				40.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
27344	184	Cintas	03/23/2021	
	4077873419	March Uniforms		11.03
	4078527059	March Uniforms		11.03
Total for Check Number 27344:				22.06
27345	192	Comcast Holdings Corporation	03/23/2021	
	118574941	February Internet		413.00
Total for Check Number 27345:				413.00
27346	25	County of Ramsey	03/23/2021	
		PR Batch 50600.03.2021 Life Insurance	PR Batch 50600.03.2021 Life	295.06
		PR Batch 50600.03.2021 Long Term Disability	PR Batch 50600.03.2021 Lon	94.47
		PR Batch 50600.03.2021 Short Term Disability	PR Batch 50600.03.2021 Sho	64.67
	RISK-002098	March Insurance Processing Fee		25.00
Total for Check Number 27346:				479.20
27347	134	Katrina Joseph	03/23/2021	
	00110	February Legal Services		925.00
Total for Check Number 27347:				925.00
27348	185	Lauderdale Certified Auto Repair Inc	03/23/2021	
	032021	February Fuel		61.81
	032021	February Fuel		288.46
	032021	February Fuel		61.81
Total for Check Number 27348:				412.08
27349	24	Metropolitan Council	03/23/2021	
	0001121160	04/21 Wastewater Treatment		12,566.47
Total for Check Number 27349:				12,566.47
27350	84	North Star Bank Cardmember Services	03/23/2021	
	032021	2021 Membership - HB		70.00
	032021	Pioneer Press Subscription		10.00
	032021	USPS - Certified Letter		7.00
	032021	Pioneer Press Subscription		10.00
Total for Check Number 27350:				97.00
27351	37	Park Service Inc	03/23/2021	
	I018575	Truck Repairs		293.67
Total for Check Number 27351:				293.67
27352	5	Premium Waters Inc	03/23/2021	
	619861-02-21	February Water Bottles		30.99
Total for Check Number 27352:				30.99
27353	80	Sam's Club	03/23/2021	
	032021	Garage Supplies		121.22
Total for Check Number 27353:				121.22
27354	310	Anna Savchenko	03/23/2021	
	1311	P&W Ash Tree Removal 2351 Summer - Reissu		1,530.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 27354:	1,530.00
27355	90	Verizon Wireless	03/23/2021	
	9874497939	February Cell Phone		33.38
	9874497939	February Cell Phone		16.69
	9874497939	February Cell Phone		16.69
			Total for Check Number 27355:	66.76
27356	7	Waste Management Inc	03/23/2021	
	8795569-0500-5	March Public Works		458.89
			Total for Check Number 27356:	458.89
27357	74	Xcel Energy	03/23/2021	
	722229879	February Street Lighting		421.71
	722268763	Larpenteur Bridge Lights		35.17
	722284669	2430 Larpenteur Avenue W		14.27
	722409426	1917 Walnut Street		122.00
	722409426	1885 Fulham Street		238.30
	722409426	1917 Walnut Street		41.06
	722409426	1885 Fulham Street		68.45
	722583194	1891 Walnut Street		175.04
	722583194	1795 Eustis Street		100.90
	722583194	1891 Walnut Street		321.85
	722669677	Larpenteur Avenue		54.88
			Total for Check Number 27357:	1,593.63
			Total for 3/23/2021:	26,549.97
			Report Total (22 checks):	37,250.10

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date March 23, 2021

ITEM NUMBER January Financial Report

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Every month, staff provide the Council with an updated copy of the city's finances. Following are the revenue, expense, and cash balance reports for January 2021. These numbers are post audit and reflect all year-end adjusting entries.

OPTIONS:

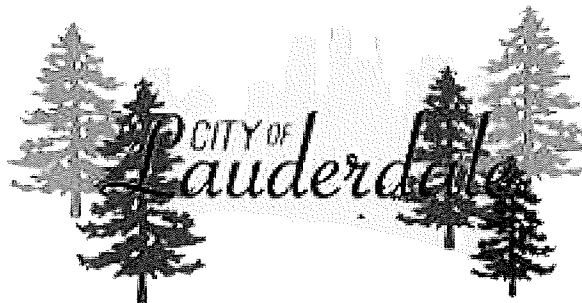
STAFF RECOMMENDATION:

By approving the consent agenda, the Council acknowledges the city's financial report for January 2021.

General Ledger

Cash Balances

User: heather.butkowski
 Printed: 3/12/2021 2:34:20 PM
 Period 01 - 01
 Fiscal Year 2021



Description	Account	Beg Bal	MTD Debit	MTD Credit	Current Balance
Cash	101-00000-000-10100	-3,021,297.73	594,206.51	430,424.38	-2,857,515.60
Change Fund	101-00000-000-10300	100.00	0.00	0.00	100.00
Cash	226-00000-000-10100	11,983.62	4,332.25	2,612.03	13,703.84
Cash	227-00000-000-10100	72,434.39	986.13	5,121.51	68,299.01
Cash	305-00000-000-10100	311.76	1,321,625.31	1,307,626.25	14,310.82
Cash	306-00000-000-10100	219,491.24	3,323.69	111,450.00	111,364.93
Cash	401-00000-000-10100	159,488.69	249.04	0.00	159,737.73
Cash	403-00000-000-10100	472,615.89	647.00	58,266.00	414,996.89
Cash	404-00000-000-10100	456,663.21	713.07	0.00	457,376.28
Cash	414-00000-000-10100	365,801.04	571.19	0.00	366,372.23
Cash	416-00000-000-10100	94,494.02	0.00	529.51	93,964.51
Cash	602-00000-000-10100	1,095,404.38	13,213.32	107,245.39	1,001,372.31
Cash	603-00000-000-10100	426,146.83	3,706.15	6,041.82	423,811.16
Current Assets		353,637.34	1,943,573.66	2,029,316.89	267,894.11
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 Adj	101-00000-000-10410	3,911,763.34	33,574.15	319,743.55	3,625,593.94
Investments		3,911,763.34	33,574.15	319,743.55	3,625,593.94
Grand Total		<u>4,265,700.68</u>	<u>1,977,147.81</u>	<u>2,349,060.44</u>	<u>3,893,788.05</u>

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 3/12/2021 2:35:31 PM
 Period 01 - 01
 Fiscal Year 2021



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% ExpendCollect
101	General Fund					
	Revenue					
	Taxes	899,710.00	0.00	0.00	899,710.00	0.00
	Licenses and Permits	37,750.00	916.00	916.00	36,834.00	2.43
	Intergovernmental Revenues	525,789.00	0.00	0.00	525,789.00	0.00
	Charges for Services	10,600.00	200.00	200.00	10,400.00	1.89
	Fines and Forfeits	27,000.00	0.00	0.00	27,000.00	0.00
	Miscellaneous Revenue	7,500.00	-15,892.40	-15,892.40	23,392.40	-211.90
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
		<u>1,508,349.00</u>	<u>-14,776.40</u>	<u>-14,776.40</u>	<u>1,523,125.40</u>	<u>-0.98</u>
	Revenue					
	Expense					
	Personal Services	425,105.00	31,974.94	31,974.94	393,130.06	7.52
	Supplies	16,200.00	-152.45	-152.45	16,352.45	-0.94
	Other Services and Charges	1,059,044.00	69,767.11	69,767.11	989,276.89	6.59
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Other Uses	8,000.00	0.00	0.00	8,000.00	0.00
		<u>1,508,349.00</u>	<u>101,589.60</u>	<u>101,589.60</u>	<u>1,406,759.40</u>	<u>6.74</u>
	Expense					
101	General Fund	0.00	-116,366.00	-116,366.00	116,366.00	0.00

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 3/12/2021 2:35:31 PM
 Period 01 - 01
 Fiscal Year 2021



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
226	Communications					
	Revenue					
	Taxes	19,000.00	0.00	0.00	19,000.00	0.00
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	<u>100.00</u>	<u>21.36</u>	<u>21.36</u>	<u>78.64</u>	<u>21.36</u>
	Revenue	19,100.00	21.36	21.36	19,078.64	0.11
	Expense					
	Personal Services	9,612.00	727.60	727.60	8,884.40	7.57
	Supplies	0.00	780.00	780.00	-780.00	0.00
	Other Services and Charges	3,600.00	-527.00	-527.00	4,127.00	-14.64
	Capital Outlay	<u>5,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>0.00</u>
	Expense	18,212.00	980.60	980.60	17,231.40	5.38
226	Communications	888.00	-959.24	-959.24	1,847.24	-108.02

General Ledger Revenue vs Expense



User: heather.butkowski
 Printed: 3/12/2021 2:35:31 PM
 Period 01 - 01
 Fiscal Year 2021

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
227	Recycling Revenue					
	Intergovernmental Revenues	5,900.00	-5,806.00	-5,806.00	11,706.00	-98.41
	Miscellaneous Revenue	<u>49,899.00</u>	<u>106.48</u>	<u>106.48</u>	<u>49,792.52</u>	<u>0.21</u>
	Revenue	55,799.00	-5,699.52	-5,699.52	61,498.52	-10.21
	Expense					
	Personal Services	24,594.00	1,861.35	1,861.35	22,732.65	7.57
	Supplies	0.00	0.00	0.00	0.00	0.00
	Other Services and Charges	39,869.00	0.00	0.00	39,869.00	0.00
	Capital Outlay	<u>350.00</u>	<u>0.00</u>	<u>0.00</u>	<u>350.00</u>	<u>0.00</u>
	Expense	64,813.00	1,861.35	1,861.35	62,951.65	2.87
227	Recycling	-9,014.00	-7,560.87	-7,560.87	-1,453.13	83.88

General Ledger Revenue vs Expense



User: heather.butkowski
 Printed: 3/12/2021 2:35:31 PM
 Period 01 - 01
 Fiscal Year 2021

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
305	GO TIF Revenue Bonds 2018A					
	Revenue		22.31	22.31	477.69	4.46
	Miscellaneous Revenue	500.00				
	Other Financing Sources	<u>0.00</u>	<u>1,365,000.00</u>	<u>1,365,000.00</u>	<u>-1,365,000.00</u>	<u>0.00</u>
	Revenue	500.00	<u>1,365,022.31</u>	<u>1,365,022.31</u>	<u>-1,364,522.31</u>	<u>273,004.46</u>
	Expense					
	Other Services and Charges	475.00	43,397.00	43,397.00	-42,922.00	9,136.21
	Debt Service	<u>25,253.00</u>	<u>1,307,626.25</u>	<u>1,307,626.25</u>	<u>-1,282,373.25</u>	<u>5,178.10</u>
	Expense	25,728.00	<u>1,351,023.25</u>	<u>1,351,023.25</u>	<u>-1,325,295.25</u>	<u>5,251.18</u>
305	GO TIF Revenue Bonds 2018A	-25,228.00	13,999.06	13,999.06	-39,227.06	-55.49

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 3/12/2021 2:35:31 PM
 Period 01 - 01
 Fiscal Year 2021



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
306	2019A Improvement Bonds					
	Revenue					
	Miscellaneous Revenue	300.00	173.62	173.62	126.38	57.87
	Other Financing Sources	<u>126,263.00</u>	<u>0.00</u>	<u>0.00</u>	<u>126,263.00</u>	<u>0.00</u>
	Revenue	126,563.00	173.62	173.62	126,389.38	0.14
	Expense					
	Other Services and Charges	475.00	575.00	575.00	-100.00	121.05
	Debt Service	<u>121,000.00</u>	<u>110,875.00</u>	<u>110,875.00</u>	<u>10,125.00</u>	<u>91.63</u>
	Expense	121,475.00	111,450.00	111,450.00	10,025.00	91.75
306	2019A Improvement Bonds	5,088.00	-111,276.38	-111,276.38	116,364.38	-2,187.04

General Ledger Revenue vs Expense

User: heather.butkowski
 Printed: 3/12/2021 2:35:31 PM
 Period 01 - 01
 Fiscal Year 2021



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	1,500.00	249.04	249.04	1,250.96	16.60
	Other Financing Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Revenue	1,500.00	249.04	249.04	1,250.96	16.60
	Expense					
	Other Services and Charges	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	35,000.00	0.00	0.00	35,000.00	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	35,000.00	0.00	0.00	35,000.00	0.00
401	General Capital Projects	-33,500.00	249.04	249.04	-33,749.04	-0.74

General Ledger Revenue vs Expense

User: heather.butkowski
 Printed: 3/12/2021 2:35:31 PM
 Period 01 - 01
 Fiscal Year 2021



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	4,000.00	-32,492.23	-32,492.23	36,492.23	-812.31
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	4,000.00	-32,492.23	-32,492.23	36,492.23	-812.31
	Expense					
	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
403	Street Capital Projects	4,000.00	-32,492.23	-32,492.23	36,492.23	-812.31

General Ledger Revenue vs Expense

User: heather.butkowski
 Printed: 3/12/2021 2:35:31 PM
 Period 01 - 01
 Fiscal Year 2021



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
404	Park Capital Projects					
	Revenue					
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	4,000.00	-28,036.93	-28,036.93	32,036.93	-700.92
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	4,000.00	-28,036.93	-28,036.93	32,036.93	-700.92
	Expense					
	Supplies	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	7,500.00	0.00	0.00	7,500.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	7,500.00	0.00	0.00	7,500.00	0.00
404	Park Capital Projects	-3,500.00	-28,036.93	-28,036.93	24,536.93	801.06

General Ledger

Revenue vs Expense



User: heather.butkowski
 Printed: 3/12/2021 2:35:31 PM
 Period 01 - 01
 Fiscal Year 2021

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
 Printed: 3/12/2021 2:35:31 PM
 Period 01 - 01
 Fiscal Year 2021

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
414	Development					
	Revenue					
	Miscellaneous Revenue	4,000.00	571.19	571.19	3,428.81	14.28
	Other Financing Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Revenue	4,000.00	571.19	571.19	3,428.81	14.28
	Expense					
	Other Services and Charges	0.00	0.00	0.00	0.00	0.00
	Other Uses	<u>67,956.00</u>	<u>0.00</u>	<u>0.00</u>	<u>67,956.00</u>	<u>0.00</u>
	Expense	67,956.00	0.00	0.00	67,956.00	0.00
414	Development	-63,956.00	571.19	571.19	-64,527.19	-0.89

General Ledger Revenue vs Expense



User: heather.butkowski
 Printed: 3/12/2021 2:35:31 PM
 Period 01 - 01
 Fiscal Year 2021

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
	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
415	Housing Redevelopment	0.00	0.00	0.00	0.00	0.00

General Ledger Revenue vs Expense



User: heather.butkowski
 Printed: 3/12/2021 2:35:31 PM
 Period 01 - 01
 Fiscal Year 2021

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	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
	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	0.00	0.00	0.00	0.00	0.00

General Ledger Revenue vs Expense

User: heather.butkowski
 Printed: 3/12/2021 2:35:31 PM
 Period 01 - 01
 Fiscal Year 2021



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	11,770.86	11,770.86	274,145.14	4.12
	Miscellaneous Revenue	16,100.00	1,561.18	1,561.18	14,538.82	9.70
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	302,016.00	13,332.04	13,332.04	288,683.96	4.41
	Expense					
	Personal Services	77,500.00	5,842.44	5,842.44	71,657.56	7.54
	Supplies	800.00	0.00	0.00	800.00	0.00
	Other Services and Charges	180,573.00	25,501.67	25,501.67	155,071.33	14.12
	Capital Outlay	150,000.00	0.00	0.00	150,000.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	408,873.00	31,344.11	31,344.11	377,528.89	7.67
602	Sanitary Sewer	-106,857.00	-18,012.07	-18,012.07	-88,844.93	16.86

General Ledger Revenue vs Expense

User: heather.butkowski
 Printed: 3/12/2021 2:35:31 PM
 Period 01 - 01
 Fiscal Year 2021



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	109,338.00	3,066.36	3,066.36	106,271.64	2.80
	Miscellaneous Revenue	4,500.00	660.74	660.74	3,839.26	14.68
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	113,838.00	3,727.10	3,727.10	110,110.90	3.27
	Expense					
	Personal Services	65,763.00	4,957.57	4,957.57	60,805.43	7.54
	Supplies	750.00	0.00	0.00	750.00	0.00
	Other Services and Charges	24,150.00	270.94	270.94	23,879.06	1.12
	Capital Outlay	80,000.00	0.00	0.00	80,000.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	170,663.00	5,228.51	5,228.51	165,434.49	3.06
603	Storm Water	-56,825.00	-1,501.41	-1,501.41	-55,323.59	2.64

General Ledger Revenue vs Expense

User: heather.butkowski
 Printed: 3/12/2021 2:35:31 PM
 Period 01 - 01
 Fiscal Year 2021



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: 3/12/2021 2:35:31 PM
 Period: 01 - 01
 Fiscal Year: 2021

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
Revenue Total		2,139,665.00	1,302,091.58	1,302,091.58	837,573.42	0.6085
Expense Total		2,428,569.00	1,603,477.42	1,603,477.42	825,091.58	0.6603
Grand Total		-288,904.00	-301,385.84	-301,385.84	12,481.84	1.0432

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date March 23, 2021

ITEM NUMBER CTV Annual Update

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Dana Healy, CTV Executive Director, will be in attendance to present on their work in 2020. A copy of the slide show is attached. The packet includes upgrades they would like to make to the Council Chambers for when we return to in-person meetings.

OPTIONS:

STAFF RECOMMENDATION:

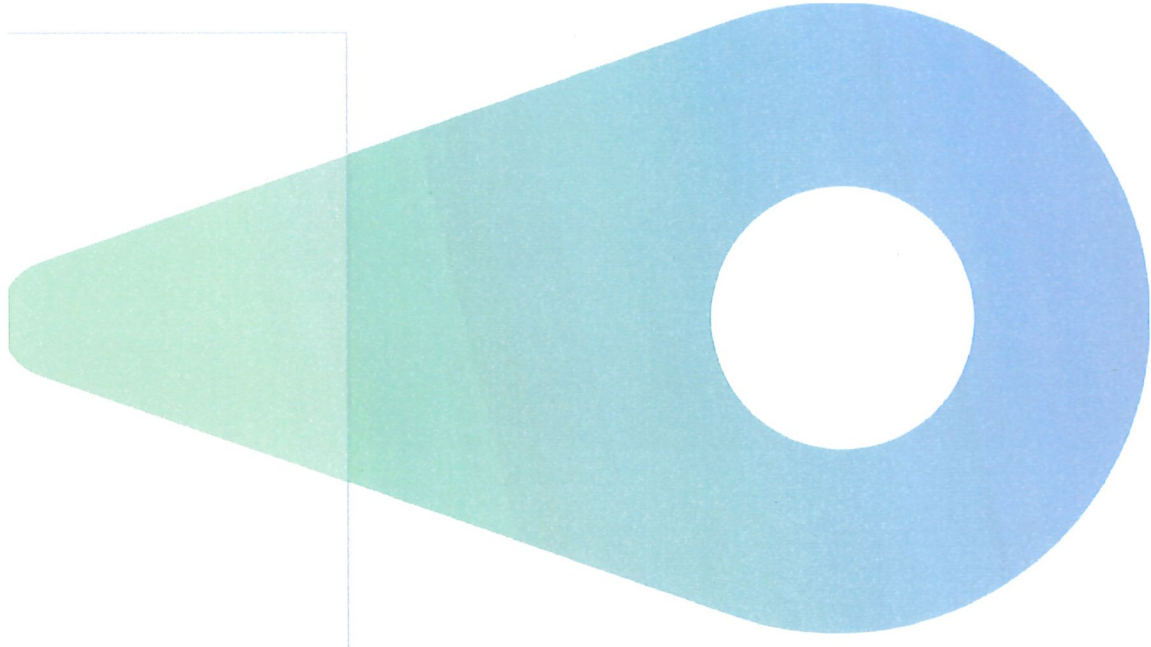


2020 Look Back: City of Lauderdale

Municipal Production | Video Production
Web-streaming | Social Media | Virtual Events
www.NineNorth.org

Points of Discussion

- Knowing Us
- Measuring Up
- Adding Value
- Moving Forward



Knowing Us – Mission Focused

We Produce Community Focused
Digital Media to Educate and Engage

Knowing Us – Milestones



Knowing Us – Milestones

- Annual Report
- Zoom Installs
- Compass Programs



Knowing Us – Core Services

Web
Streaming

Municipal
Meeting
Coverage

Video
Production

Virtual
Events

Cable
Playback

Social
Media

What Your City Paid for - 2020

1,096 Meeting Views

~

795 Landing Page Views

24 City Meetings

72 hours web stream

2,548 Cable Play Backs

Social Media



Measuring Up – The Stats



100%



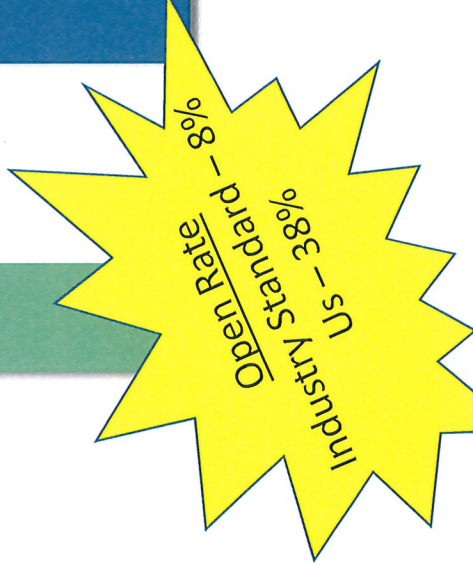
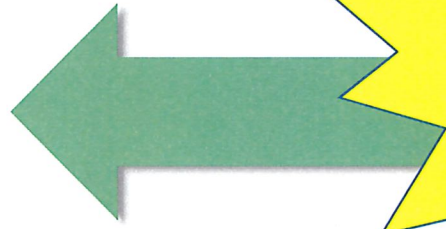
22%



33%



99%



115 City-Specific Posts Shared ~ Reached 38,250 People in 2020



Measuring Up – Zoom Install Details

March 23rd 2020
Last meeting before
Pandemic-related
Cancelations

April 14th
Zoom
Training

Mar 24th
First Zoom
Meeting

March 24th
2020
Zoom-ready and
Operational

1 Day



Adding Value - Overview

Access to
Hardware

Software

Expertise

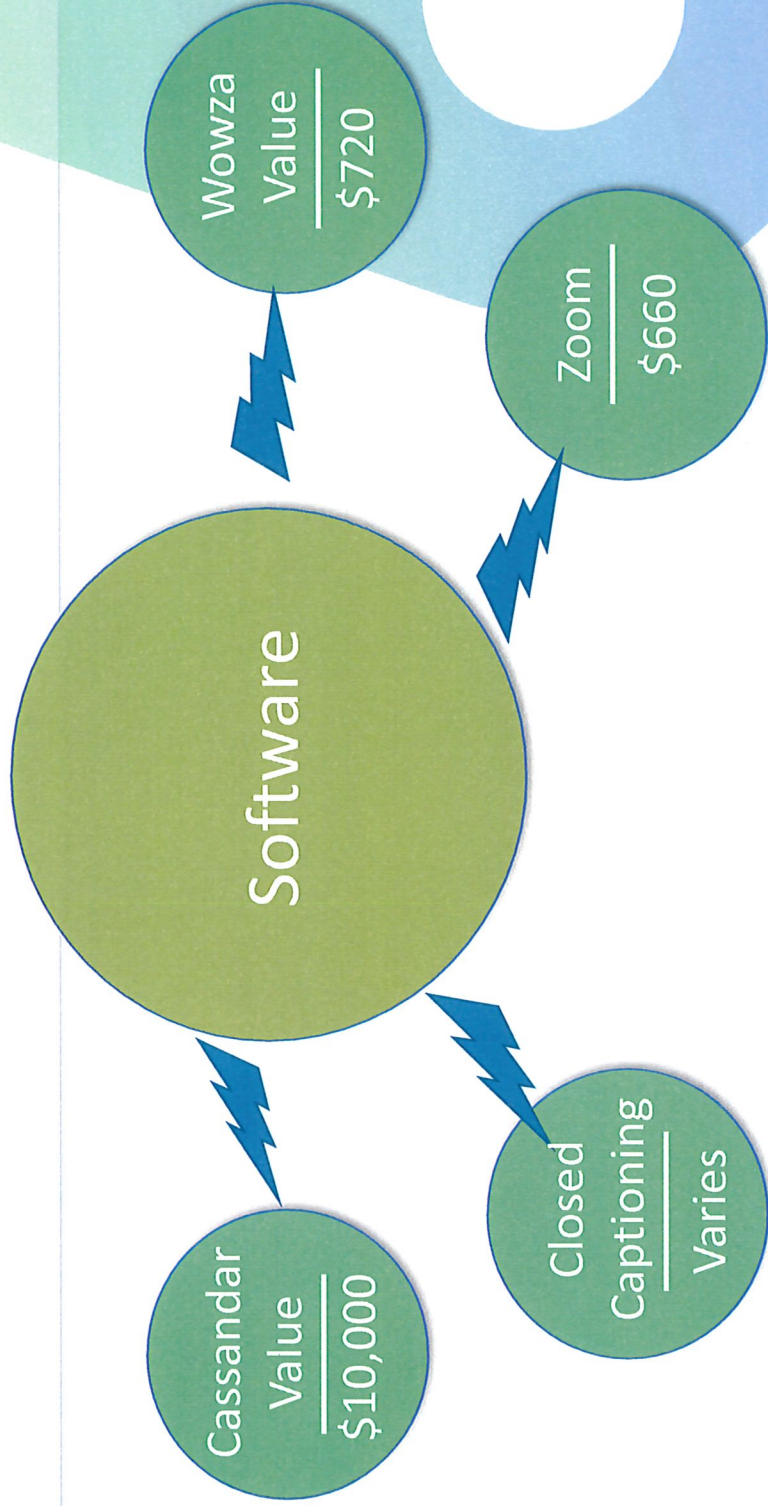
Content

Adding Value

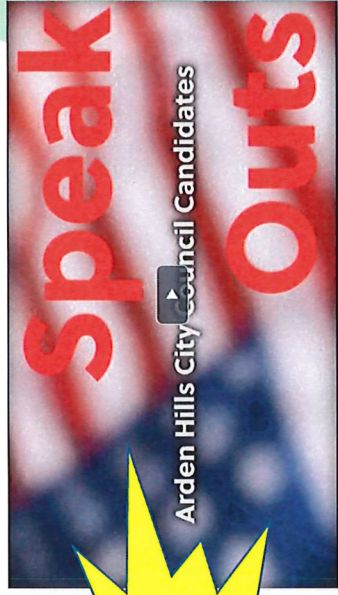
Access to
Hardware



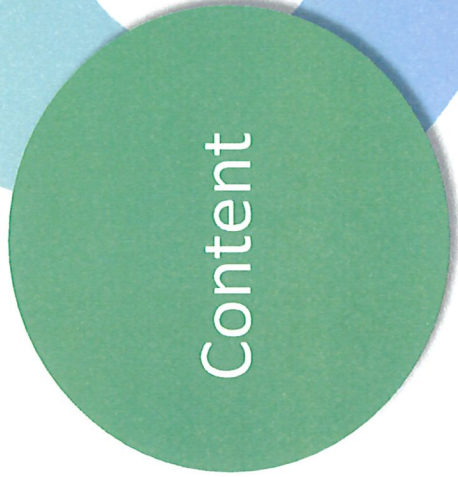
Adding Value



Adding Value



69
Candidates



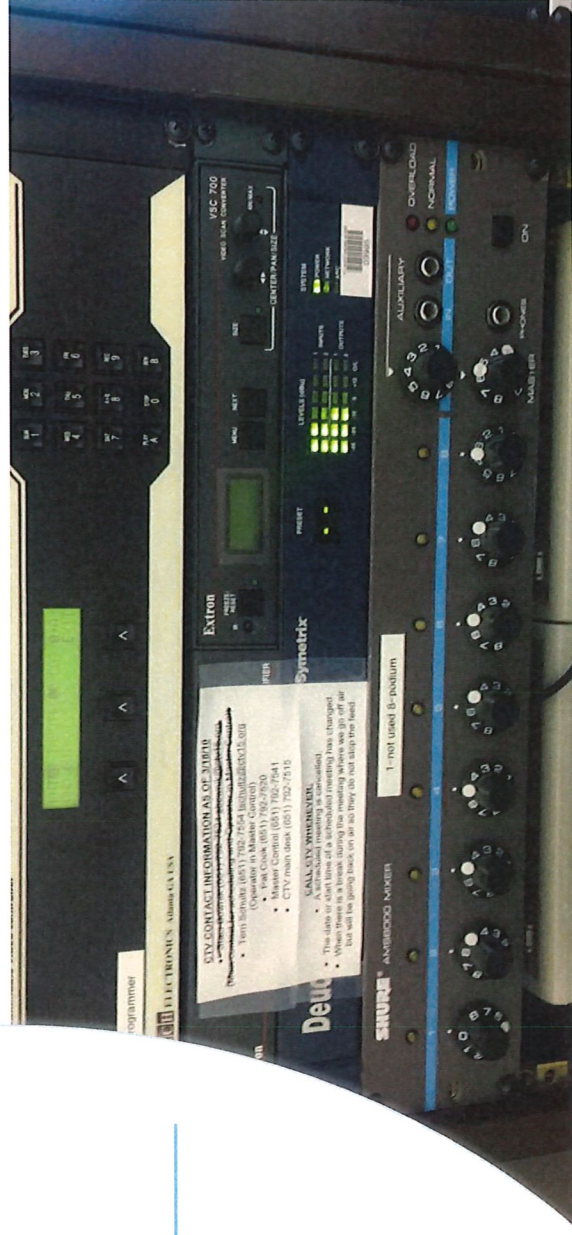
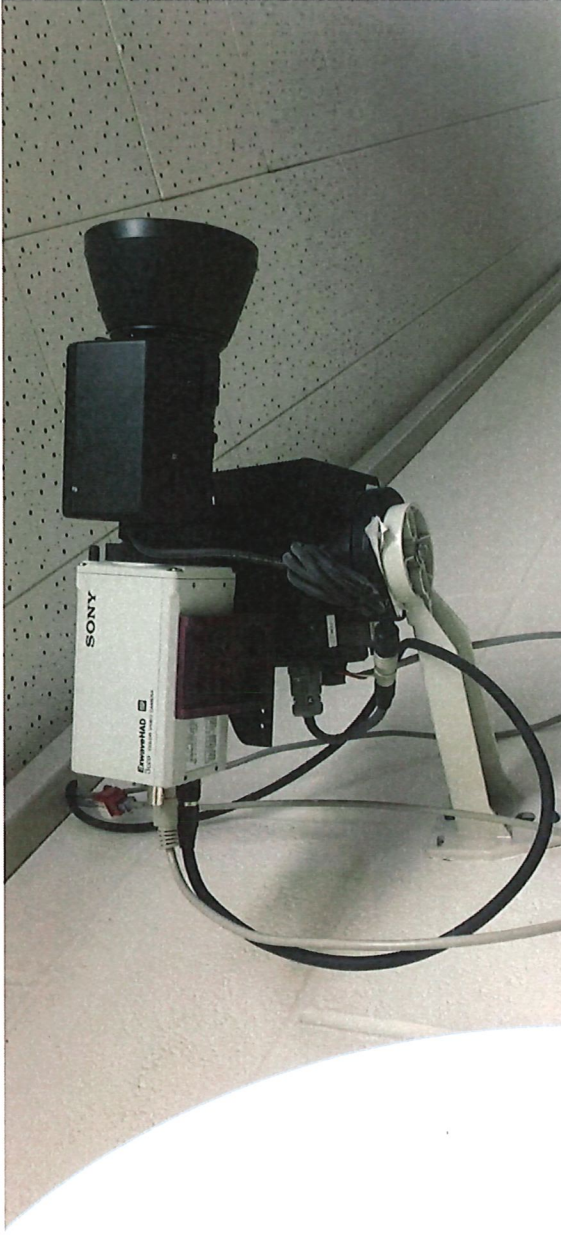
Adding Value - Overview



Expertise

136 Years
Of Expertise

City Council Chamber Audit





Lauderdale Equipment Status

Existing System Last Updated: October 2009

- 2009 Approximate Cost: \$14,000
- 2009 Installation: CTV

2009 System Overview

The cameras and production system were installed in 2009 using a mixture of used cameras and equipment and a few new items. Two of the cameras have pan/tilt/zoom (PTZ) functions while a third is static. The cameras are only capable of a 4:3 aspect ratio in standard definition. The system is currently operating but is functionally obsolete.

The audio system uses a Shure AMS 8000 automatic mic system. The AMS is a matched pair of microphones and mixer. There is no sound reinforcement in the room. A computer speaker is used when presentations need to be heard.

The presentation system is comprised of a computer connected to a 55" monitor on the wall. Signals from the computer are down-converted to SD to be seen on the air and web.

New System Advantages

A new system would include Widescreen (16:9) HD images, cleaner audio and easier to read presentations for the home viewer. New equipment is physically smaller and more energy efficient. Much of the recommended equipment is network connected providing for better support and monitoring as well as the potential for remote production capabilities. Included in the system would also be the ability to hold virtual and hybrid meetings. In non-emergency times it could be used to allow members and/or the public to participate from a remote location.

Recommendations

Recommendations

1. Replace Council Chambers AV System

Description: Add monitors to dais and consider separating the presentation system from the production system.

Why: The equipment is out of date and replacement parts are no longer available. New system will greatly improve meeting appearance and functionality.

Cost: \$24,500

Timeline: 2 Weeks

Priority: High

Next Steps: Develop plans and specifications with [NineNorth](#)

Moving Forward

- Maximize Quarterly Reports and Neighborhood Network
- Be a Guest on Cities Speak
- Sign Up for the E-Blast
- Sit Down with Team to Identify Video Opportunities
- Follow up regarding equipment.

Contact



Dana Healy

Dhealy@ninenorth.org

Website – www.NineNorth.org

Facebook - @Ninenorth

Instagram - @ninenorthmedia

LinkedIn – Ninenorth

Twitter - @ninenorth



Lauderdale Equipment Status

Existing System Last Updated: October 2009

- 2009 Approximate Cost: \$14,000
- 2009 Installation: CTV

2009 System Overview

The cameras and production system were installed in 2009 using a mixture of used cameras and equipment and a few new items. Two of the cameras have pan/tilt/zoom (PTZ) functions while a third is static. The cameras are only capable of a 4:3 aspect ratio in standard definition. The system is currently operating but is functionally obsolete.

The audio system uses a Shure AMS 8000 automatic mic system. The AMS is a matched pair of microphones and mixer. There is no sound reinforcement in the room. A computer speaker is used when presentations need to be heard.

The presentation system is comprised of a computer connected to a 55" monitor on the wall. Signals from the computer are down-converted to SD to be seen on the air and web.

New System Advantages

A new system would include Widescreen (16:9) HD images, cleaner audio and easier to read presentations for the home viewer. New equipment is physically smaller and more energy efficient. Much of the recommended equipment is network connected providing for better support and monitoring as well as the potential for remote production capabilities. Included in the system would also be the ability to hold virtual and hybrid meetings. In non-emergency times it could be used to allow members and/or the public to participate from a remote location.

Recommendations

1. Replace Council Chambers A/V System

Description: Add monitors to dais and consider separating the presentation system from the production system.

Why: The equipment is out of date and replacement parts are no longer available. New system will greatly improve meeting appearance and functionality.

Cost: \$24,500

Timeline: 2 Weeks

Priority: High

Next Steps: Develop plans and specifications with NineNorth

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date March 23, 2021

ITEM NUMBER Community Events

STAFF INITIAL JB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Council Member Grove, Heather, and myself met to discuss community events for this summer. Of course the events will depend on pandemic restrictions being relaxed or lifted by the date of the events. Our main focus is the June event so we can advertise in the April-June newsletter. We are thinking of each event having a focus. For June, we propose public safety as they can be flexible if pandemic restrictions aren't lifted by then. The St. Anthony Police Department, St. Paul Fire Department, and Ramsey County Emergency Management have all verbally expressed willingness to participate if conditions allow. We also plan to contact Gopher 1, Xcel Energy (electric and gas), state patrol, and various Ramsey County departments (SWAT team, water patrol, K-9 unit) and see if they can attend. If you can think of other public safety organization to invite, let us know.

We envision each event having music, food, and adult beverages. We propose getting the music copyright licenses so we can invite musicians such as the Roseville Community Band. We would also invite a food truck or ice cream truck as well as Bent Brewstillery.

Summer events have been on a consistent schedule recently (the third Thursdays of the month from 4-7 p.m.). As these events won't include a farmers market, we propose starting them later. The third Thursdays don't work for June and July if we want all council members and office staff to attend. Thus, we would like to set a schedule during the meeting so everyone can plan around the dates.

OPTIONS:

- 1) Discuss and direct staff to plan for events this summer.
- 2) Do not plan for events this summer..

STAFF RECOMMENDATION:

Move forward with plans for community events this summer if pandemic restrictions allow.

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date March 23, 2021

ITEM NUMBER Employment Agreement

STAFF INITIAL HB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The Council evaluated my job performance in January. Part of the discussion was to have the city attorney review the employment agreement in place since that hadn't happened in some time. Attached is the marked up version of the agreement and a copy of the 2020 salaries for administrators/managers in the metro in cities under 10,000 population.

The document is a little format challenged. I would clean it up before bringing back for adoption.

OPTIONS:

STAFF RECOMMENDATION:

EMPLOYMENT AGREEMENT

This AGREEMENT is entered into this ~~22nd~~ day of ~~January 2019~~ March, 2021, by and between the City of Lauderdale, (hereinafter referred to as "City") and Heather Butkowski-Hinrichs, (hereinafter referred to as "Employee").

WITNESSETH:

WHEREAS, the City desires to continue Heather Butkowski-Hinrichs' appointment as City Administrator under the terms and conditions set forth herein; and

WHEREAS, Heather Butkowski-Hinrichs wishes to continue serving as City Administrator under the terms and conditions set forth herein,

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1. Duties

The City hereby agrees to continue employing the Employee as the full-time City Administrator of Lauderdale to perform the functions and duties of City Administrator as specified in the ~~attached~~ job description and to perform such other legally permissible and proper functions and duties as the City Council from time to time shall assign.

Section 2. Term

~~A. The Employee shall serve from January 1, 2019, through December 31, 2020. This agreement shall extend for an additional two-year period on the same terms and conditions as specified herein unless written notice of intent not to renew is given by either party to the other within 90 days before the expiration of any such two-year period.~~

~~B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employee to voluntarily resign at any time from the position of City Administrator, subject only to the provisions set forth herein. In the event the Employee does voluntarily~~ Employee will serve as the City Administrator effective immediately for an indefinite term. Employee will serve at the will of the Council and may be terminated with or without cause at any time. Employee may resign from her position with the City, she shall give the City at any time by providing at least 30 days advanced advance written notice thereof, to the City Council unless otherwise agreed by the parties. The position is classified as exempt pursuant to state and federal fair labor laws. The Council shall conduct an annual performance review of Employee.

A.

Section 3. Termination and Severance Pay

- ~~A. The City may discharge the Employee only by a majority vote of the full City Council. If a vacancy exists on the Council, the vacancy shall not be counted in determining the full City Council.~~
- ~~b. In the event the Employee is terminated for any reason by the City Council, she shall be paid a lump sum cash payment equal to six months of aggregate salary and benefits at the time of her termination plus any unused vacation or sick leave that would be paid.~~
- ~~C. If the Employee has been charged with a felony, then at the discretion of the City Council, the Employee may not be entitled to any lump sum payments whatsoever.~~

If the City terminates Employee when she is willing and able to perform the duties of the City Administrator, then the City will pay her—at the time of receipt of last pay check—a lump sum cash payment equal to six (6) months aggregate salary and all accrued but unused vacation and sick time off at her current hourly rate. The City will also continue to provide and pay for the benefits set forth in Section 8 for a period of six (6) months following termination. If Employee is terminated because of malfeasance in office, gross misconduct, conviction for a felony, conviction for an illegal act involving personal gain, or gross inefficiency or incompetence in office that she has failed to correct after reasonable written notice from the City, then the City shall have no obligation to pay the termination benefits referenced herein.

If the City reduces the salary or other financial benefits of Employee in a greater percentage than an across-the-board reduction for all non-union employees, or if the City refuses, following written notice, to comply with any other provisions of this Agreement benefiting Employee, or she resigns following a formal suggestion by the City to resign, then Employee may, at her option, be deemed to be “terminated” on the effective date of her resignation and she shall be entitled to receive the termination benefits set forth above.

If Employee voluntarily resigns from her position, she shall not receive the termination benefits set forth above, except for a lump sum payment for all accrued but unused vacation and sick time.

Section 4. Compensation

~~A. —Beginning January 1, 2019, the January 1, 2021, Employee shall receive a salary of \$103,867 annually (Step 5). Annual pay increases will be at the same rate afforded other staff or otherwise set by the City Council.~~

~~b. —Additionally, the City Council shall conduct a performance review of the Employee before November 30 each year. The City Council may consider a merit increase based on the Employee’s overall performance.~~

- ~~c. The City Council and the Employee shall develop a mutually agreeable method by which to conduct an evaluation and what criteria shall be used in the evaluation. Upon request of the Employee, and in agreement with the City Council, the City shall consider contracting with an outside neutral party to assist in the development of the process and criteria.~~

A.

Section 5. Dues, Subscriptions, and Registration Expenses

The City agrees to budget for and to pay the professional dues and subscriptions of the Employee necessary for her full participation in associations and organizations necessary and desirable for her continued professional growth and development. Such memberships include, but are not limited to the International City/County Managers Association (ICMA), Minnesota City/County Managers Association (MCMA), and Metropolitan Administrator and Managers Association (MAMA).

The City agrees to budget for and pay for the Employee's attendance at the annual ICMA Conference once every three years if it is the desire of the Employee to attend the conference.

Section 6. Mileage and Subsistence

The City recognizes the Employee is required to attend meetings in the Twin Cities metropolitan area in her official capacity and agrees to reimburse the Employee for mileage and reasonable subsistence expenses within the guidelines established by the City Council.

Section 7. Vacation and Sick Leave

The Employee shall continue to earn vacation and sick leave at the current level and shall advance in accrual rates based on City policy.

Section 8. Insurance and Other Terms and Conditions of Employment

- A. The City will pay the cost of hospital, medical, and life insurance for the Employee in the same amount it pays for other union and non-union City employees.

~~Section 9. Other Terms and Conditions of Employment~~

- A. All provisions of City Ordinances, personnel policies, and regulations relating to vacation and sick leave; retirement and pension system contributions; holidays; and other fringe benefits and working conditions shall apply to Employee as they would to other employees of the City except as provided herein.
- B. Notwithstanding anything else in this Agreement to the contrary, the City Council may fix, from time to time, such terms of employment regarding the Employee,

provided such terms are not inconsistent with or in conflict with the provisions of this agreement, any other law, or ethics requirements established by the International City/County Management Association.

- C. The employment provided by this Agreement shall be for the Employee's sole employment. Recognizing that certain outside consulting or teaching opportunities provide indirect benefits to the Employee and the City, the Employee may accept teaching, consulting, or other business opportunities with the understanding that such arrangements shall not constitute interference with or a conflict of interest with her responsibilities under this agreement or present a potential violation of the ICMA Code of Ethics.

Section 109. ~~Defense of Employee~~ Indemnification

The City ~~agrees to~~ shall defend ~~the~~ and indemnify Employee pursuant to Minn. Stat. 466.07 and 465.76. In addition, the City shall defend, hold harmless, and indemnify Employee ~~in any~~ from all torts, civil ~~action arising out of the~~ damages, penalties, and fines, and violations of statutes, laws, rules and ordinances, provided that Employee^s was acting in the performance of her duties ~~in accordance with the requirements of state law.~~ as the City Administrator at the time of the alleged tort or violation.

Section 11. ~~General Provisions~~

~~A. — This document constitutes the entire Agreement between the parties. — This Agreement shall be interpreted under the Laws of Minnesota.~~ **10. Complete Agreement**

This Agreement shall constitute the entire agreement between the parties and shall supersede any prior agreements, understandings, or undertakings between them. This Agreement may only be modified by written agreement signed by both parties and approved by the City Council.

Section 11. Governing Law

1. This Agreement shall be governed by and shall be construed in accordance with the laws of the State of Minnesota and the ordinances of the City.

~~B. If any provision or portion thereof contained in this Agreement shall be held unconstitutional, invalid or unenforceable, the remainder of this Agreement shall be deemed severable, shall not be affected, and shall remain in full force and effect.~~

Section 12. Binding

This Agreement shall be binding upon and shall inure to the benefit of the heirs, executors, and administrators of Employee's estate.

Section 13. Severability

The parties agree that the provisions of this Agreement are reasonable and not known to violate any federal, state, or local law or regulation. In the event that a court of competent jurisdiction finds any provision herein to be illegal or unenforceable, such court may modify that provision to make it valid and enforceable. The declaration of a provision as unenforceable shall not invalidate any other provision of this Agreement.

IN WITNESS THEREOF, the parties have signed and executed this Agreement, both in duplicate, on the day and year first above written.

The City of Lauderdale

Employee

Mary Gaasch, Mayor

Heather Butkowski-Hinrichs

Salaries: City/ County Admin./Manager/Coordinator
2020 Data

Organization	Pop	Region	Job Title	Range Min	Range Max	Actual	Reports To	Entry Date
Lake Minnetonka CD	1	Metro	Executive Director	\$90,185.00	\$92,820.00	\$92,820.00	Board	4/29/2020
Minnetonka Beach	540	Metro	City Administrator	-	-	\$82,500.00	City Council	4/8/2020
Tonka Bay	1,549	Metro	City Administrator	\$65,000.00	\$84,706.00	\$71,070.00	City Council	2/11/2021
Spring Park	1,868	Metro	Administrator	-	-	\$91,780.00	City Council	12/18/2020
Lexington	2,017	Metro	City Administrator	\$69,324.00	\$104,000.00	\$104,000.00	City Council	3/10/2020
Mayer	2,100	Metro	City Administrator	\$55,000.00	\$82,687.54	\$82,687.54	City Council	4/20/2020
Excelsior	2,360	Metro	City Manager	-	\$112,180.00	\$112,180.00	City Council	4/22/2020
Lauderdale	2,456	Metro	City Administrator	\$85,592.00	\$106,974.40	\$106,974.40	City Council	3/9/2020
Osseo	2,752	Metro	City Administrator	\$100,599.30	\$127,436.10	\$120,120.80	City Council	5/18/2020
Hanover	3,300	Metro	City Administrator	\$62,108.80	\$92,000.00	\$82,000.00	City Council	3/30/2020
Newport	3,582	Metro	City Administrator	\$90,797.00	\$112,804.00	\$109,785.00	City Council	3/10/2020
Deephaven	3,793	Metro	City/Clerk Administrator	\$90,105.60	\$117,000.00	\$111,924.80	City Council	4/20/2020
Scandia	3,945	Metro	City Administrator	\$89,069.18	\$117,287.10	\$90,000.00	City Council	9/17/2020
Centerville	4,001	Metro	Administrator	\$79,602.00	\$117,104.00	\$112,000.00	Council	8/11/2020
Columbus	4,067	Metro	City Administrator	\$87,713.60	\$109,720.00	\$109,720.00	Mayor, City Cc	5/29/2020
Watertown	4,226	Metro	City Administrator	\$87,444.00	\$109,205.00	\$109,205.00	City Council	3/10/2020
Rockford	4,380	Metro	City Administrator	\$83,200.00	\$125,881.00	\$125,881.00	City Mayor and	12/7/2020
Wayzata	4,561	Metro	City Manager	\$111,480.40	\$143,331.90	\$139,814.20	Council	1/22/2021
Elko New Market	4,716	Metro	City Administrator	\$103,792.00	\$127,649.60	\$127,649.60	City Council	3/25/2020
Carver	4,727	Metro	City Manager	\$103,504.00	\$128,981.00	\$125,634.00	City Council	3/16/2020
Oak Park Heights	4,801	Metro	City Administrator	\$114,724.30	\$114,724.30	\$114,724.30	Council	5/20/2020
Circle Pines	5,076	Metro	City Administrator	\$114,545.60	\$152,630.40	\$133,536.00	City Council U	4/14/2020
St. Paul Park	5,594	Metro	City Administrator	\$103,916.80	\$124,696.00	\$119,329.60	City Council	5/8/2020
Medina	6,788	Metro	City Administrator	\$91,000.00	\$115,960.00	\$115,960.00	City Council	7/8/2020
New Prague	7,321	Metro	City Administrator	\$105,331.20	\$130,873.60	\$130,873.60	City Council	3/18/2020
Belle Plaine	7,408	Metro	City Administrator	\$92,131.00	\$128,430.00	\$128,430.00	City Council	4/16/2020
St. Francis	7,455	Metro	City Administrator	\$106,163.20	\$132,704.00	\$132,704.00	City Council	5/21/2020
Mahtomedi	8,143	Metro	City Administrator	\$116,937.60	\$139,984.00	\$139,984.00	City Council	3/17/2020
St. Anthony Village	8,437	Metro	City Manager	\$119,184.00	\$174,542.00	\$165,000.00	City Council	6/15/2020
Oak Grove	8,685	Metro	City Administrator	\$89,494.37	\$112,000.00	\$111,846.00	City Council	8/6/2020
Mound	9,787	Metro	City Manager/Pub Wks Dir	\$105,090.00	\$130,134.00	\$130,134.00	City Council	12/10/2020
Average				\$93,322.68	\$119,601.58	\$113,879.61		

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date March 23, 2021
ITEM NUMBER Street Sweeping Quotes
STAFF INITIAL HB
APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Staff received a quote from Mike McPhillips, Inc. Similar to last year, staff did not solicit additional quotes as Mike McPhillips has been the only company that consistently meets the City's expectations in terms of quality of sweep and attention to detail. Staff will solicit additional quotes if the Council would like.

OPTIONS:

Approval of Mike McPhillips, Inc. completing the annual street sweepings or direct staff to get additional quotes.

STAFF RECOMMENDATION:

Motion to approve contracting with Mike McPhillips, Inc. to perform the 2021 spring and fall street sweeping per the terms of the service agreement.

COUNCIL ACTION:

City of Lauderdale

1891 Walnut Street • Lauderdale • Minnesota 55113

Phone: 651.792.7650 Fax: 651.631.2066

The City of Lauderdale is requesting a quote for sweeping in spring and fall in 2021 based upon the included map. Timing of the sweeps will be coordinated by the Public Works Coordinator. The fall sweeping is expected to occur after the vast majority of the leaves have fallen.

PROCEDURE

1. First day of sweeping must be a Tuesday, Wednesday, or Thursday. No street sweeping shall be done on Mondays (city-wide garbage and recycling collection day).
2. Day 1: sweep streets curb to curb and all paved surfaces of the alleys/parking lots.
3. Day 2: clean up remaining areas not swept.
4. All sweepings must be hauled away at contractor's expense.

CITY TO PROVIDE

1. Posting of "no parking" street signs.
2. Street map of Lauderdale.
3. Daily supervision of areas to be swept.
4. Space to park sweeper overnight at city garage.

CONTRACTOR TO PROVIDE

1. Hydrants for water are available. Contractor must make arrangement with St. Paul Regional Water to purchase the water (they own the local water utility).
2. Affidavit of insurance – prior to start date.
3. Agree to the terms of the City's Service Agreement.
4. Estimate of yards of material hauled away.

The City reserves the right to accept or reject quotes for any reason.

Company Name Mike McPhillips, Inc. Company Contact Mike Edge

Address 825 Concord Street North

City South St. Paul State MN Zip 55015

Phone 651-451-4030 Fax 651-451-4015 Email mike@mcpillipsinc.com

Type of Sweeper and Dump Trucks Used Elgin Pelican / Peterbilt

Total not to exceed (including labor): \$ 9,000.00

Cost per additional sweeping, if requested by the City (Hourly rate): \$ 105.00

Signature: Mike Edge Date: 3/22/2021

CONTACT: David Hinrichs, Public Works Coordinator: 7:00 a.m. - 3:00 p.m., Monday - Friday.

Areas to be swept in 2020.

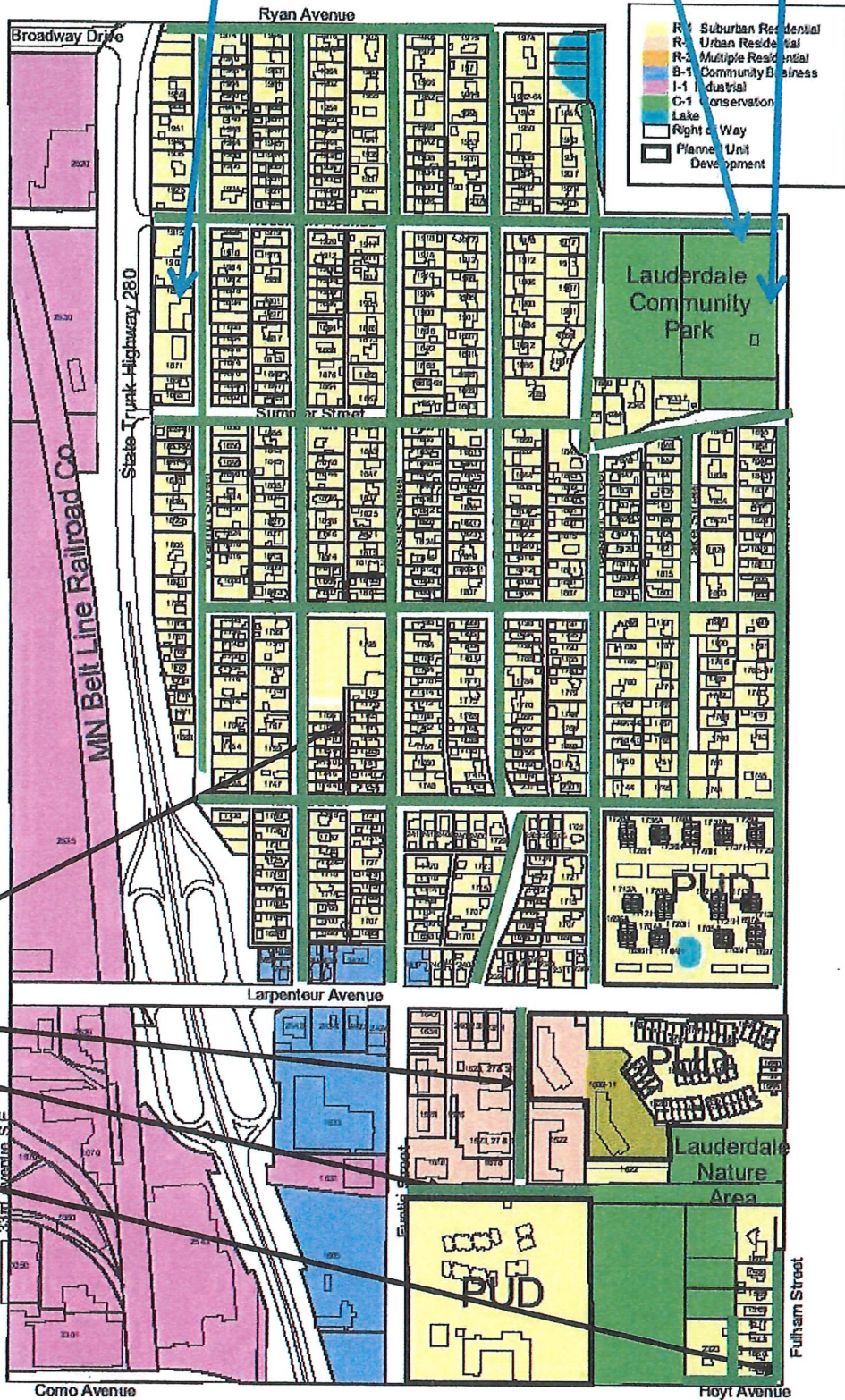
Streets highlighted in

All Residential Alleys

Parking lot at 1891 Walnut Street (City Hall).

Parking lots at Community Park off of Roselawn and Fulham

The City of Lauderdale 1996 Zoning Map



North/South Streets to be swept:

- Walnut Street
- Malvern Street
- Eustis Street (North of Larpenteur)
- Carl Street (North and south of Larpenteur)
- Pleasant Street
- Lake Street
- Fulham Street (North and south of Larpenteur)

East/West Streets to be swept:

- Ryan Avenue
- Roselawn Avenue
- Summer Street
- Spring Street
- Ione Street
- Idaho Avenue
- Sweep all alleys

Easy to miss spots

Eustis/Malvern Alley

Carl Street

Idaho Avenue

Fulham Street south of Larpenteur



Contract between the City of Lauderdale and Mike McPhillips, Inc.

This contract (the "Agreement") is made and entered into this 23rd day of March, 2021, between the City of Lauderdale, Minnesota (the "City"), and Mike McPhillips, Inc., (the "Contractor"), (collectively, the "Parties").

1. Scope of Services. The Contractor agrees to perform the following services:
 - Sweep streets, alleys, and parking lots per the attached plan.
 - This is approximately 5.5 miles of streets.
 - The timing of the sweepings will be coordinated with the City's Public Works Coordinator. The fall sweeping is expected to occur after the vast majority of the leaves have fallen.
 - All sweepings must be hauled away by the contractor at contractor's expense.
 - The first day of work must be a Tuesday, Wednesday, or Thursday. No street sweeping may be done on Monday.
2. Compensation. The City agrees to pay the Contractor an amount not to exceed the quoted price of \$9,000.00. The City shall not withhold monies for the payment of any federal or state income taxes, social security benefits, or other taxes.
3. Term. This agreement is applicable for spring and fall street sweepings in 2021.
4. Independent Contractor Relationship. It is expressly understood that the Contractor is an "independent contractor" and not an employee of the City. The Contractor shall have control over the manner in which the services are performed under this Agreement. The Contractor shall supply, at its own expense, all materials, supplies, equipment and tools required to accomplish the work contemplated by this Agreement. The Contractor shall not be entitled to any benefits from the City, including, without limitation, insurance benefits, sick and vacation leave, workers' compensation benefits, unemployment compensation, disability, severance pay, or retirement benefits.
5. Insurance Requirements.
 - A. Liability. The Contractor agrees to maintain commercial general liability insurance in a minimum amount of \$1,000,000 per occurrence. The policy shall cover liability arising from premises, operations, products-completed operations, personal injury, advertising injury, and contractually assumed liability. The City shall be named as an additional insured.
 - B. Automobile Liability. If the Contractor operates a motor vehicle in performing the services under this Agreement, the Contractor shall maintain automobile liability insurance, including owned, hired, and non-owned automobiles, with a minimum liability limit of \$1,000,000 combined single limit. The City shall be named as an additional insured.
 - C. Workers' Compensation. The Contractor agrees to comply with all applicable workers' compensation laws in Minnesota.

D. Certificate of Insurance. The Contractor shall, prior to commencing services, deliver to the City a Certificate of Insurance as evidence that the above coverages are in full force and effect.

6. Indemnification. The Contractor agrees to defend and indemnify the City, and its employees, officials, volunteers and agents from and against all claims, actions, damages, losses and expenses arising out of the Contractor's performance or failure to perform its duties under this Agreement.

7. General Provisions.

A. Entire Agreement. This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.

B. Assignment. The Contractor may not assign this Agreement to any other person unless written consent is obtained from the City.

C. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both Parties.

D. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota.

E. Savings Clause. If any court finds any portion of this Agreement to be contrary to law or invalid, the remainder of the Agreement will remain in full force and effect.

F. Waivers. The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.

G. No Waiver by City. By entering into this agreement, the City does not waive its entitlement to any immunity under statute or common law.

H. Termination. Either party may terminate this agreement at any time for any reason. If the contract is terminated early, the City will pay a pro rated fee for services performed to date.

IN WITNESS WHEREOF, the Parties, have caused this Agreement to be approved on the date above.

City of Lauderdale, Minnesota

By: _____
Mary Gaasch, Mayor

Michael Edge, Mike McPhillips, Inc.
Contractor

And: _____
Heather Butkowski,
City Administrator