

**LAUDERDALE CITY COUNCIL MEETING AGENDA**  
**7:00 P.M. TUESDAY, OCTOBER 12, 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 September 28, 2021 City Council Meeting
  - c. Claims Totaling \$85,104.68
4. **CONSENT**
5. **SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**
6. **INFORMATIONAL PRESENTATIONS / REPORTS**
  - a. Crime Update by St. Anthony Police Captain Jeff Spiess
  - b. Development Update by Steve Schwanke of Inland Development Group Regarding Luther Seminary's Property
  - c. 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. Waiver Request and Encroachment Agreement for a Retaining Wall at 1791 Malvern Street
  - b. Waiver Request for a Fence at 1050 33<sup>rd</sup> Avenue Southeast
  - c. Public Works Job Description and Hiring
  - d. Proposed 2022 Capital Improvement Plan
9. **ITEMS REMOVED FROM THE CONSENT AGENDA**

## 10. ADDITIONAL ITEMS

### 11. SET AGENDA FOR NEXT MEETING

- a. Contract for Building Official Services
- b. Contract with Northeast Youth and Family Services
- c. September Financial Report
- d. Quarterly Investment Report

### 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: Oct 12, 2021 07:00 PM Central Time (US and Canada)

Topic: October 12, 2021 City Council Webinar

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83253015566?pwd=RjVQYWRYTjVTYWNwbjRHOUpN2dvQT09>

Passcode: 733033

Or One tap mobile :

US: +13126266799,,83253015566# or +16465588656,,83253015566#

Or Telephone:

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

US: +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 9128 or +1 253 215 8782 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: 832 5301 5566

International numbers available: <https://us02web.zoom.us/j/83253015566>

LAUDERDALE CITY COUNCIL  
MEETING MINUTES  
HELD REMOTELY VIA TELECONFERENCE

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September 28, 2021

**Call to Order**

Mayor Gaasch called the Regular City Council meeting to order at 7:01 p.m.

**Roll Call**

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

Councilor absent: None.

Staff present: Heather Butkowski, City Administrator; Jim Bownik, Assistant to the City Administrator; and Miles Cline, Deputy City Clerk.

**Approvals**

Mayor Gaasch asked if there were any additions or corrections to the meeting agenda. There being none, Councilor Dains moved and seconded by Councilor Pulford to approve the agenda. Motion carried unanimously on a roll call vote.

Mayor Gaasch asked if there were any corrections to the September 14, 2021 city council meeting minutes. There being none, Councilor Pulford moved and seconded by Councilor Grove to approve the minutes of the September 14, 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 Pulford moved and seconded by Councilor Grove to approve the claims totaling \$25,520.48. Motion carried unanimously on a roll call vote.

**Consent**

Councilor Moffatt moved and seconded by Councilor Grove to approve the Consent Agenda thereby approving the contract between the City and Nadeau Companies, LLC for the dredging of Gasparre Pond and acknowledging the August financial report.

**Informational Presentations/Reports**

A. Presentation by Roseville Area Schools Assistant Superintendent Melissa Sonnek  
Assistant Superintendent of Roseville Area Schools Melissa Sonnek, along with business manager Shari Thompson, gave a presentation on the two upcoming levy referendum votes. One would renew the expiring levy and the other would create a new levy. The school district has an election this year that Ramsey County Elections will administer with Lauderdale residents voting at City Hall.

B. City Council Updates

Councilor Dains shared that he has spoken to a number of concerned citizens about reckless driving activities around school busses that they have recently witnessed in the City. Butkowski

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said staff were working with the school district and police on the issue. A brief article will be in the next newsletter.

Councilor Pulford stated that he attended a cable commission meeting on September 23 and that he will be on their fiscal control committee.

Mayor Gaasch finished the updates by thanking citizens planning the Halloween party.

**Discussion/Action Item**

A. Resolution No. 092821A – Adopting the 2022 Preliminary Property Tax Levy and Establishing Budget Meeting Date

Butkowski said the proposed 2022 general fund budget is 3.2% higher than 2021. With no new state aid, the local property tax levy must support the anticipated cost increases. As a result, the proposed local property tax levy increase is 5.6%. The impact on a median value home (\$231,550) is approximately \$31.

As previously discussed, the budget reflects the shift from an on-staff building official to the expense of a contract. It also reflects the expense of a second public works employee. 2022 is an election year and brings those additional costs as well.

The City Council meeting on December 14 will serve as the date of the public meeting regarding the proposed 2022 budget and levy.

Councilor Grove made a motion to adopt Resolution No. 092821A—Adopting the 2022 Preliminary Property Tax Levy and Establishing the Budget Meeting Date. This was seconded by Councilor Pulford and carried unanimously on a roll call vote.

**Set Agenda for Next Meeting**

The next Council meeting may include Steve Schwanke of Inland Development Group regarding development of Luther Seminary's property, establishing 2022 fund budgets, a contract for building official services, and a contract with Northeast Youth and Family Services.

**Work Session**

A. Community Development Update

Butkowski stated that the newsletter will be finalized this week, the new public works software went live, and staff is required to report on the new COVID money by the end of October.

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.

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**Adjournment**

Councilor Dains moved and seconded by Councilor Pulford to adjourn the meeting at 7:46 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:** October 12, 2021  
**Subject:** List of Claims

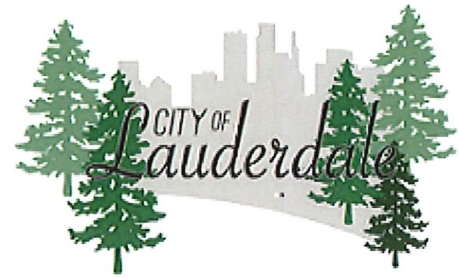
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The claims totaling \$85,104.68 are provided for City Council review and approval that includes check numbers 27633 to 27649.

# Accounts Payable

## Checks by Date - Detail by Check Date

User: miles.cline  
 Printed: 10/8/2021 11:55 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	43	Public Employees Retirement Association PR Batch 52000.10.2021 PERA Coordinated PR Batch 52000.10.2021 PERA Coordinated	10/01/2021 PR Batch 52000.10.2021 PER PR Batch 52000.10.2021 PER	1,218.26 1,055.82
Total for this ACH Check for Vendor 43:				2,274.08
ACH	44	Minnesota Department of Revenue PR Batch 52000.10.2021 State Income Tax	10/01/2021 PR Batch 52000.10.2021 Stat	706.14
Total for this ACH Check for Vendor 44:				706.14
ACH	45	ICMA Retirement Corporation PR Batch 52000.10.2021 Deferred Comp PR Batch 52000.10.2021 Deferred Comp	10/01/2021 PR Batch 52000.10.2021 Def PR Batch 52000.10.2021 Def	1,103.88 1,795.31
Total for this ACH Check for Vendor 45:				2,899.19
ACH	46	Internal Revenue Service PR Batch 52000.10.2021 Medicare Employee Pc PR Batch 52000.10.2021 Medicare Employer Po PR Batch 52000.10.2021 Federal Income Tax PR Batch 52000.10.2021 FICA Employee Portio PR Batch 52000.10.2021 FICA Employer Portio	10/01/2021 PR Batch 52000.10.2021 Mec PR Batch 52000.10.2021 Mec PR Batch 52000.10.2021 Fed PR Batch 52000.10.2021 FIC. PR Batch 52000.10.2021 FIC.	258.38 258.38 1,648.08 1,104.82 1,104.82
Total for this ACH Check for Vendor 46:				4,374.48
ACH	47	Public Employees Insurance Program PR Batch 52000.10.2021 Health Insurance PR Batch 52000.10.2021 Dental	10/01/2021 PR Batch 52000.10.2021 Hea PR Batch 52000.10.2021 Den	2,429.66 120.48
Total for this ACH Check for Vendor 47:				2,550.14
Total for 10/1/2021:				12,804.03
27633	52 102021	Bluechip Tree Company Inc 1852 Carl Petition and Waiver Removal	10/12/2021	1,450.00
Total for Check Number 27633:				1,450.00
27634	184 4097013810 4097013810 4097673143 4097673143	Cintas September Uniforms September Uniforms October Uniforms October Uniforms	10/12/2021	6.04 6.03 6.04 6.03
Total for Check Number 27634:				24.14
27635	36 0230383	City of Roseville October IT Services	10/12/2021	1,633.15

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 27635:	1,633.15
27636	29 4115	City of St Anthony October Police Services	10/12/2021	64,434.83
			Total for Check Number 27636:	64,434.83
27637	25 102021	County of Ramsey Recording Fee - Raven Tree	10/12/2021	46.00
			Total for Check Number 27637:	46.00
27638	61 1090530	Gopher State One Call September Locates	10/12/2021	33.75
			Total for Check Number 27638:	33.75
27639	82 5110676	Home Depot EMT Conduit	10/12/2021	15.98
			Total for Check Number 27639:	15.98
27640	134 00117	Katrina Joseph September Legal Services	10/12/2021	925.00
			Total for Check Number 27640:	925.00
27641	30 17382	League of Minnesota Cities MG - 2021 Fall Forum Metro	10/12/2021	69.00
			Total for Check Number 27641:	69.00
27642	23 INV1891803	Metro Sales Inc Quarterly Copy Charges	10/12/2021	129.15
			Total for Check Number 27642:	129.15
27643	79 SEP1230252021	Minnesota Department of Labor & Industry 3Q2021 Surcharge Report	10/12/2021	108.86
			Total for Check Number 27643:	108.86
27644	12 2021-201 2021-201 2021-201	NineNorth September Virtual Meeting Charges September Webstreaming & Archiving September Virtual Meeting Production	10/12/2021	65.00 271.50 346.00
			Total for Check Number 27644:	682.50
27645	84 102021 102021 102021 102021 102021 102021 102021	North Star Bank Cardmember Services Pioneer Press Subscription Costco - Gasoline for Truck USPS - Certified Letter Suburban Ace Hardware - City Hall Plants OTC - Halloween Treats Vistaprint - Business Cards for Councilor Pulfor Fastsigns - Community Event Banners	10/12/2021	10.00 77.25 7.38 21.45 696.72 25.76 383.32
			Total for Check Number 27645:	1,221.88
27646	11 2021-524	North Suburban Communications Commiss 3Q21 Contribution	10/12/2021	1,082.66



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 27646:	1,082.66
27647	10 0001214914	On Site Sanitation Inc 10/02/2021 - 10/29/2021 Park Portable Restroom	10/12/2021	218.00
			Total for Check Number 27647:	218.00
27648	3 453913998	US National Equipment Finance Inc October Copier Lease	10/12/2021	176.00
			Total for Check Number 27648:	176.00
27649	74 750437986	Xcel Energy Larpenteur Avenue	10/12/2021	49.75
			Total for Check Number 27649:	49.75
			Total for 10/12/2021:	72,300.65
			Report Total (22 checks):	85,104.68

# LAUDERDALE COUNCIL ACTION FORM

### Action Requested

Consent \_\_\_\_\_  
Public Hearing \_\_\_\_\_  
Discussion \_\_\_\_\_ X  
Action \_\_\_\_\_ X  
Resolution \_\_\_\_\_  
Work Session \_\_\_\_\_

Meeting Date October 12, 2021  
ITEM NUMBER 1791 Malvern Retaining Wall  
STAFF INITIAL Jim  
APPROVED BY ADMINISTRATOR \_\_\_\_\_

### DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

In May, Chapter 7 of the Code of Ordinances regarding fences and retaining walls was amended to allow for a waiver process for property owners that propose to deviate from city code if the Council finds that the requirement is not necessary for the protection of public health, safety, or welfare.

Andrew and Monika Davis recently built a garage and expanded their driveway to match the new garage at 1791 Malvern Street. They want to restore their yard and include a short retaining wall to create a manageable grade. The retaining wall would extend into the city right-of-way. The attached site plan shows their proposed plan.

There is a unique circumstance in that there is a boulevard tree in the front yard close to their driveway that makes grading difficult and a retaining wall necessary. The waiver process was designed for unique situations like this. If approved, conditions can still be placed on the approval. Conditions to consider include:

- 1) The property owners enter into an encroachment agreement with the City. A draft encroachment agreement is attached. It would then be recorded at the County.

Similar to the consideration of variances, the Council should indicate their reasons for approval or denial through the decision making process. With variances, the Council's decisions are memorialized by resolution. With waivers, staff plan to include the reasons for approval or denial in the minutes of the meeting to create a permanent record.

### OPTIONS:

- 1) Approve, with or without conditions.
- 2) Deny.

### STAFF RECOMMENDATION:

Staff believes the waiver is necessary for the preservation of the tree and reasonable restoration of their yard and does not think the waiver request has a negative impact to public health, safety and welfare. Staff recommend a motion to approve the encroachment agreement and the retaining wall waiver request for 1791 Malvern Street upon the condition that the owners agree to the terms of and sign the encroachment agreement.

## **ENCROACHMENT AGREEMENT**

This Encroachment Agreement (“Agreement”) is made as of the 12<sup>th</sup> day of October, 2021, by and between the city of Lauderdale, a Minnesota municipal corporation (the “City”), and Andrew J. Davis and Monika R. Hagebak Davis, the property owners (the “Owners”).

### **RECITALS**

- A. The Owners are fee owners of Ramsey County PID 17.29.23.33.0019, real property located at 1791 Malvern Street, Lauderdale, Minnesota and legally described as follows:  
  
LOT 3 AND LOT 4, BLOCK 9, LAUDERDALE’S EAST SIDE ADDITION TO MINNEAPOLIS (the “Property”).
- B. The Property is subject to a public right-of-way along its eastern boundary (the “ROW”) and the Owners have requested to construct a retaining wall within said ROW (the “Encroachment”) due to difficulty grading the area because of the proximity to a boulevard tree. A depiction of the Encroachment is contained on Exhibit A attached hereto.
- C. The City’s public tree inspector determined that the retaining wall and encroachment agreement is reasonable to preserve the health of the tree.
- C. Retaining walls may be constructed in the public ROW upon approval of a waiver and completion of an encroachment agreement between the City and the Owners pursuant to the terms and conditions of this Agreement.

### **AGREEMENT**

**NOW, THEREFORE**, on the basis of the premises and the mutual covenants and agreements set forth in this Agreement, the parties agree as follows:

1. The Owners may maintain the Encroachment within the ROW and in accordance with this Agreement.

2. The permission granted by the City in this Agreement is limited exclusively to the retaining wall depicted in Exhibit A, and no additional improvements may be constructed or installed by the Owners within the ROW unless expressly authorized by the City or the Lauderdale City Code.

3. This Agreement shall not prevent or impair the future exercise of ROW rights by the City, including the right to enter the ROW for locating, constructing, reconstructing, operating, maintaining, inspecting, altering and repairing gas lines, utilities, drainage ways, and stormwater facilities therein.

4. The Owners shall be solely responsible for the maintenance of the Encroachment, including but not necessarily limited to the retaining wall, and any movable property located within the ROW, and shall be entitled to maintain and repair the Encroachment as needed, so long as such maintenance and repair does not interfere with the City's rights within the ROW or expand or enlarge the Encroachment in any manner.

5. In the event that the retaining wall or any portion of it is destroyed, the Owners may rebuild the retaining wall in conformance with City Code at the time of reconstruction.

6. In the event that the retaining wall is voluntarily removed by the Owner, any new retaining wall or other improvements must be constructed on the Property in conformance with City Code at the time of rebuilding.

7. This Agreement shall run with the Property and shall inure to the benefit of and be binding upon the parties to this Agreement and their respective successors and assigns.

8. The Owners, their successors and assigns shall indemnify, hold harmless, and defend the City, its officials, employees, contractors and agents, from and against any and all claims, losses, proceedings, damages, causes of action, liability, costs or expenses (including reasonable attorneys' fees), arising from or in connection with or caused by any act, omission or negligence of the Owners, their contractors, licensees, invitees, agents, servants or employees in connection with the Owners' use, repair or maintenance of the Encroachment within the ROW.

9. Upon a determination by the City that it is necessary to utilize the ROW in an authorized manner that is inconsistent with the Encroachment, or that it is necessary for any other reason, including public safety, the City may, at its sole discretion, terminate this Agreement at any time by giving the Owners of the Property thirty (30) days' advance written notice of the termination, except that no notice period will be required in the case of an emergency condition as determined solely by the City and the Agreement may then be terminated immediately. Prior to the effective date of termination of this Agreement, the Owners shall entirely remove the Encroachment at its sole cost. If the Owners fail to remove the Encroachment, or in the event of an emergency that requires termination of this Agreement without notice, the City may remove the Encroachment and charge the cost of removal back to the Owners for reimbursement. In the event the City does not recover such costs 30 days after invoicing the Owners, as an additional remedy, the City may, at its option, assess the Property in the manner provided by Minnesota Statutes, chapter 429, and the Owners hereby consent to the levy of such special assessments without notice or hearing and waives its rights to appeal such assessments pursuant to Minnesota

Statutes, section 429.081, provided the amount levied does not exceed the expenses actually incurred by the City to remove the Encroachment. Further, the City may, at its option, as an additional remedy, recover such expenses actually incurred by the City as a special charge in the manner provided by Minnesota Statutes, sections 415.01, 366.011 and 366.012, and the Owners hereby consent to any certification authorized thereunder without notice or hearing and waives its rights to appeal such certification, provided the amount certified does not exceed the expenses actually incurred by the City to remove the Encroachment.

10. The Owners' obligation to remove the Encroachment, reimburse the City for removal costs, and indemnify the City, together with all terms and conditions of this Agreement related thereto, shall survive revocation or termination of this Agreement.

11. The Owners agree not to suffer or allow any liens, claims, or processes to be placed against the City's rights to or interest in the ROW area as a result of the Owners' use of the ROW, including, without limitation, any liens for labor or materials provided for the repair or maintenance of the Encroachment.

12. Nothing contained in this Agreement shall be deemed a waiver by the City of any governmental immunity defenses, statutory or otherwise. Any claims shall be subject to the City's governmental immunity defenses and the maximum liability limits provided in Minnesota Statutes, Chapter 466, if applicable.

13. This Agreement shall be governed by and construed and enforced in accordance with the laws of Minnesota.

14. This Agreement shall constitute the entire agreement between the parties and any prior understandings or representation of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

15. Any modification to this Agreement shall be binding only if evidenced in writing signed by both parties.

16. The Owners agree that its use of the ROW area is with the City's permission and is not open, continuous, notorious, or any other manner supportive of a claim of adverse possess, prescriptive easement, abandonment, or other entitlement to the ROW property. This Agreement is not a lease or easement and does not confer any estate or interest in real property to the Owners by the City beyond what is specifically recited herein.

[signature pages to follow]

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the day and year first written above.

**CITY OF LAUDERDALE**

By: \_\_\_\_\_  
Its: Mayor

By: \_\_\_\_\_  
Its: City Administrator

STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF RAMSEY    )

The foregoing instrument was acknowledged before me this \_\_\_ day of October, 2021, by Mary Gaasch and Heather Butkowski, the Mayor and City Administrator, respectively, of the City of Lauderdale, Minnesota, a municipal corporation, on behalf of the City.

\_\_\_\_\_  
Notary Public

**OWNERS**

\_\_\_\_\_  
Andrew J Davis

\_\_\_\_\_  
Monika R Hagebak Davis

STATE OF MINNESOTA    )  
  ) ss.  
COUNTY OF \_\_\_\_\_ )

This instrument was acknowledged before me this \_\_\_\_ day of October, 2021 by Andrew J. Davis and Monika R. Hagebak Davis, married to one another.

\_\_\_\_\_  
Notary

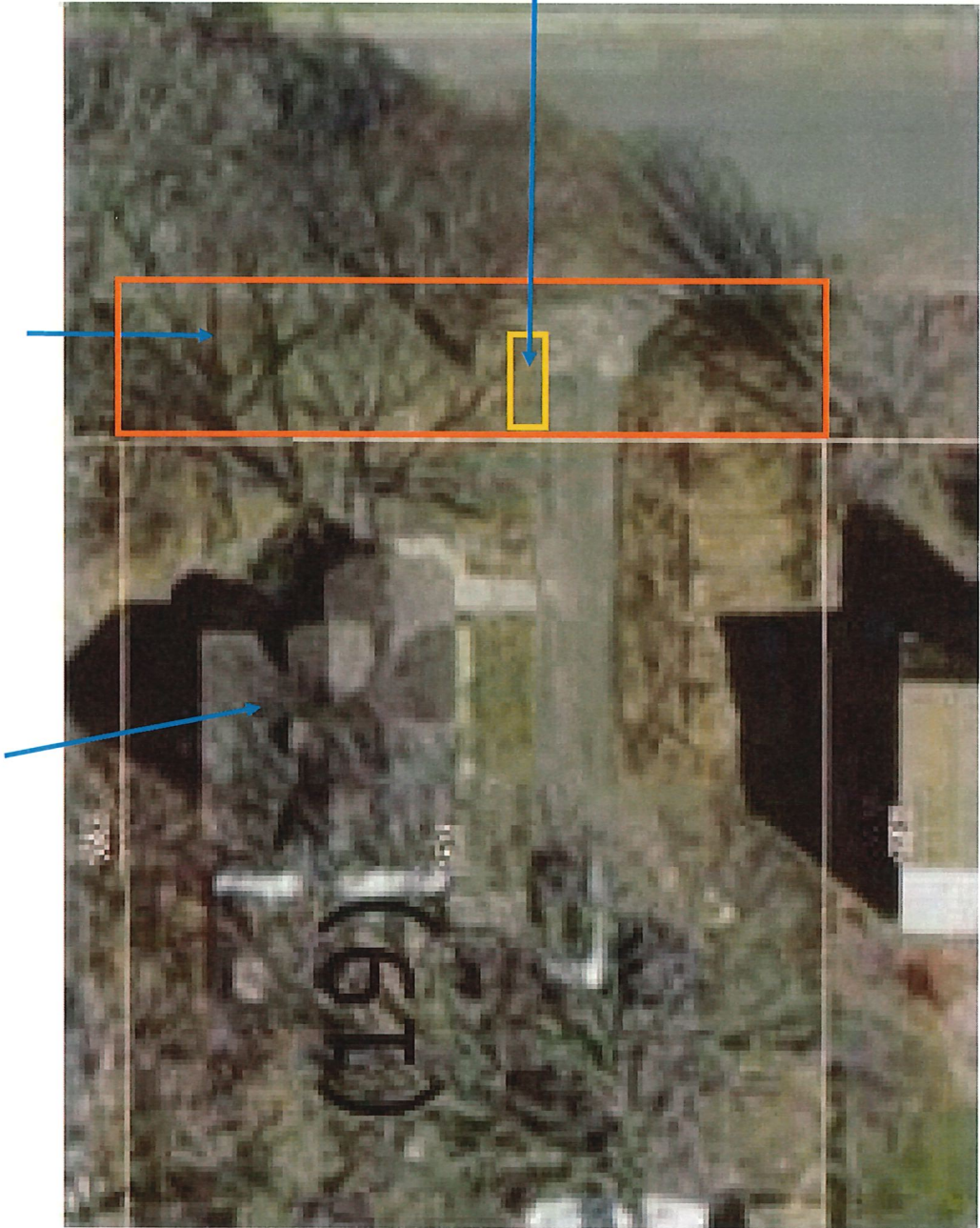
This document was drafted by:

Kennedy & Graven, Chartered  
470 U.S. Bank Plaza  
200 South Sixth Street, Suite 470  
Minneapolis, MN 55402  
(612) 337-9300

**Subject Property  
1791 Malvern St**

**ROW from  
property line to  
back of curb  
15 feet**

**EXHIBIT A  
Depiction of  
Encroachment**



**Encroachment  
(10 feet)**





CITY OF LAUDERDALE  
 LAUDERDALE CITY HALL  
 1891 WALNUT STREET  
 LAUDERDALE, MN 55113  
 651-792-7650  
 651-631-2066 FAX

# WAIVER APPLICATION

Date: 7-28-2021

### Fees

- \$100 Waiver Application
- \$50 County Recording Fee

### Type of Waiver Request

- Fence
- Retaining Wall
- Driveway
- Parking Pad

### Property Owner Information

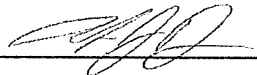
Name: Andrew & Monika Davis

Address: 1791 Malvern St.

City/State/Zip: Lauderdale, MN 55113

Phone: 651 707-4458

Email: theandysafari@gmail.com

Signature: 

**Review Timeline:** All applications must be complete before being formally reviewed.

**Conditions:** If a waiver is granted, the City Council may impose conditions.

### **Submittals:**

Site plan drawn to scale that shows:

- ✓ Property corners (locate property stakes or submit a Certificate of Survey).
- ✓ Pertinent site information such as lot lines, street names, locations and dimensions of existing or proposed buildings, setback distances, parking areas, and percentage of lot covered by roofed structures.

Please provide a narrative describing your request:

We wish to build a retaining wall along the north edge of the driveway which runs from the steps ~~at~~ the front of the garage to the approach near the street. The wall will only be 2' tall, and the east end will be 5' from the back of the curb. The variance we are requesting is to go past the current setback of 1' from the 15' setback from the curb.

Site plan has already been included with the initial request.

<b>For Office Use Only</b>	Date of Complete Application: _____	PIN#: _____	Receipt #: _____
	Meeting/Public Hearing Date: _____	Approved/Denied: _____	Conditions: _____

## City of Lauderdale

1891 Walnut Street, Lauderdale, Minnesota 55113

Telephone: (651) 792-7650 Fax: (651) 631-2066

DRIVEWAY, PARKING PAD, FENCE, SIDEWALK & RETAINING WALL

PERMIT APPLICATION \$50.00

Property Owner: Andrew & Monika Davis

Address: 1791 Malvern St. Lauderdale, MN 55113  
Street City State Zip code

Home Telephone: 651 707-4458 Work Telephone: same  
theandysafari@gmail.com

Contractor Name: —

Address: \_\_\_\_\_  
Street City State Zip code

Business Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Construction	Please check appropriate box below	Attach Description of Request (attach site drawing, including location of property lines)
Driveway		
Parking Pad		
Fence (6' height & under)*		
Sidewalk in public right-of-way		
Retaining Wall (4' height & under)	✓	

I understand and hereby agree that the work for which the permit is issued shall be performed according to the following: 1) The conditions of the permit; 2) The approved plans and specifications; 3) The application City approvals, ordinances, and codes; 4) The State Building Code. I also understand that I am responsible for ensuring that all required inspections are requested in conformance with the State Building Code.

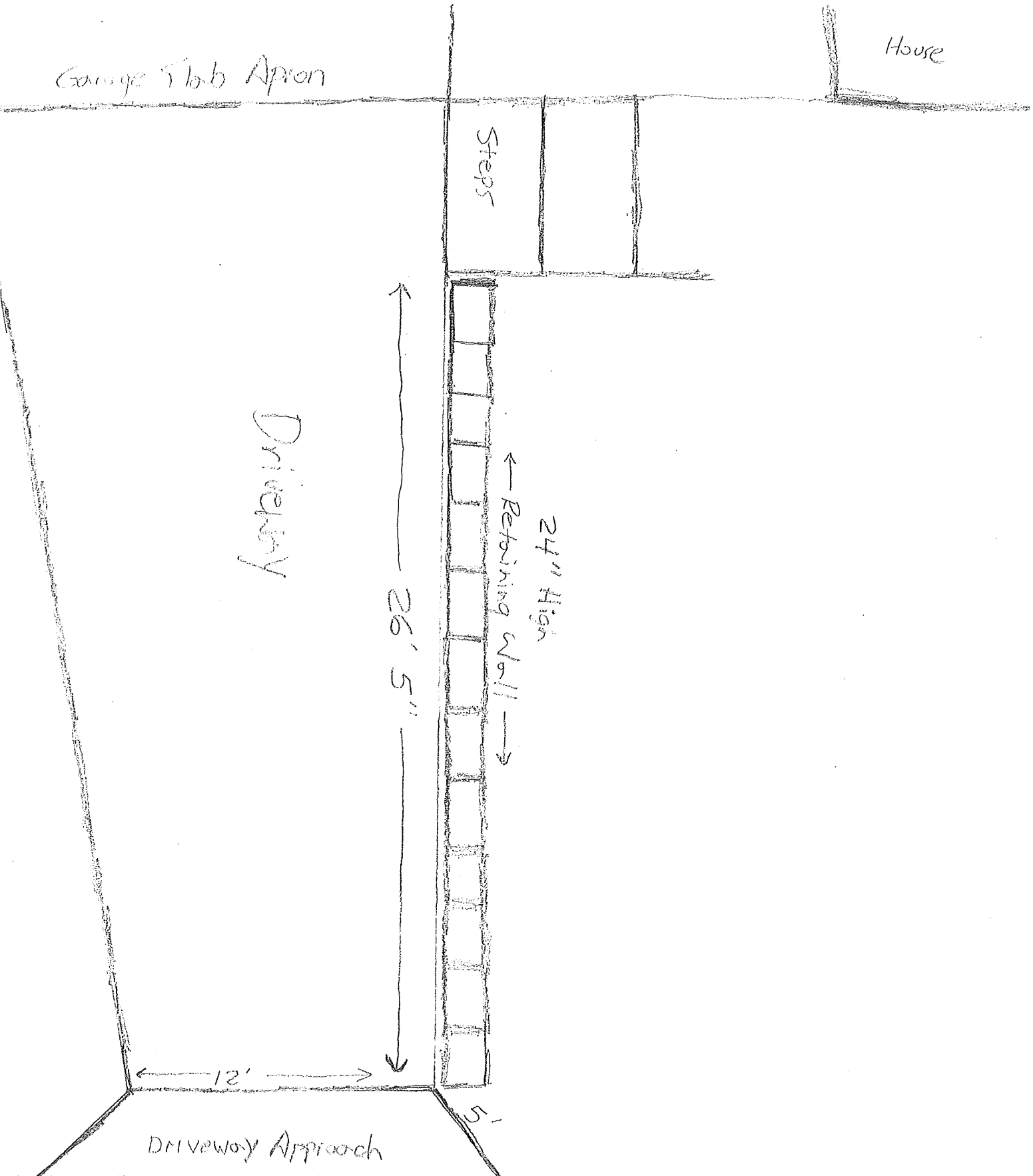
[Signature]  
Applicant Signature

Andrew Davis  
Print Applicant Name

3-26-2021  
Date

Date of Permit: _____	Permit No. _____	Receipt No. <u>15248</u>
Approvals Needed:		
<input type="checkbox"/> Ramsey County Permit Needed for Driveway? _____		
<input type="checkbox"/> City Council Approval Required for Fence? _____ If so, date of approval _____		
<input type="checkbox"/> Variance Necessary? _____ If so, date of City Council approval _____		
Inspection Types:		
<input type="checkbox"/> Final	Date: _____	Time: _____
<input type="checkbox"/> Other	Date: _____	Time: _____
	Comments: _____	Initials: _____
	Comments: _____	Initials: _____

\* Deadline for Fence Permits needing City Council approval is ten (10) days before the next regular City Council meeting



1791 Malvern St.



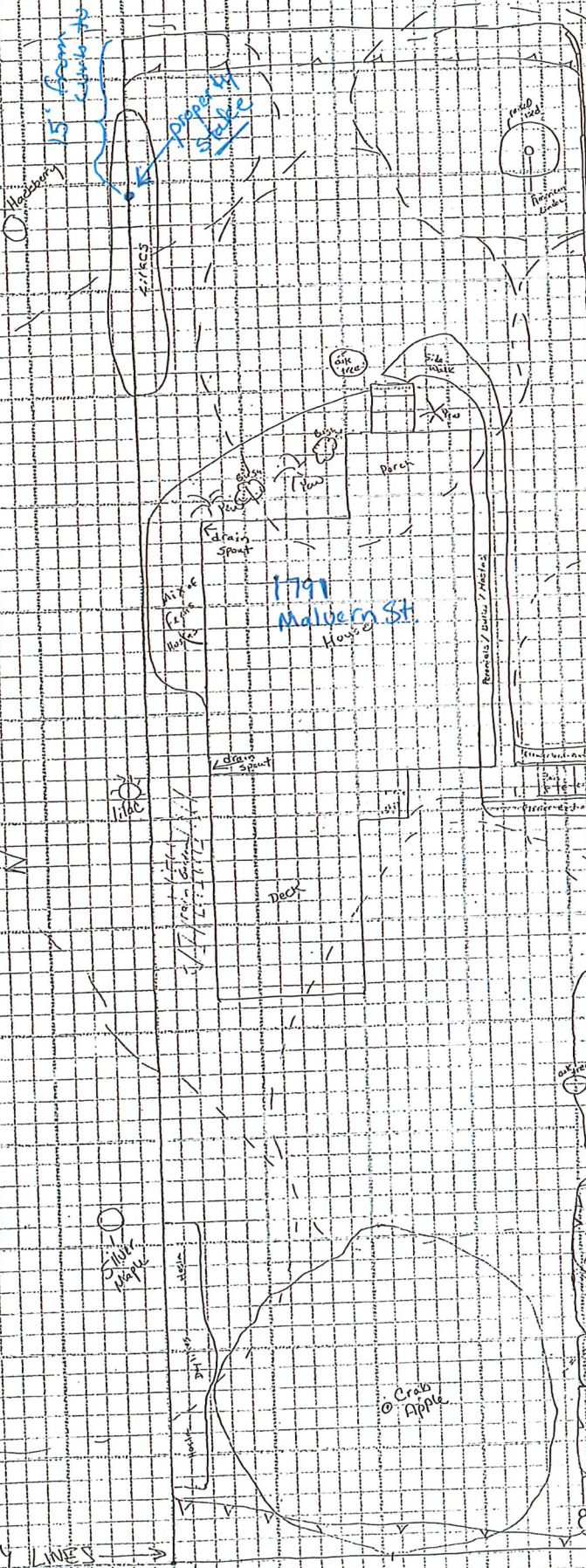
MALVERN STREET

10'

not nice fence  
less than  
feet tall  
around  
vegetable  
garden  
sauld like  
a picket fence  
less than  
50% open  
keep out  
the rabbits  
fence will  
not block  
view to  
house or  
anything  
else as it  
is less than  
5ft tall and  
located in  
side

OPEN LAWN

POWER/UTILITY LINES



1791 Malvern St House

Non Privacy fence  
No higher than  
3' Picket Fence  
Garden Fence



Boxelder

Neighbors house

Property line

Fence Ends

Garage 20x30

White pine

Crab Apple

Alley to be paved 03





## LAUDERDALE COUNCIL ACTION FORM

### Action Requested

Consent \_\_\_\_\_  
 Public Hearing \_\_\_\_\_  
 Discussion   X    
 Action   X    
 Resolution \_\_\_\_\_  
 Work Session \_\_\_\_\_

Meeting Date October 12, 2021

ITEM NUMBE 1050 33rd Ave SE Fence Waiver

STAFF INITIAL Jim

APPROVED BY ADMINISTRATOR \_\_\_\_\_

### DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

In May, Chapter 7 of the Code of Ordinances regarding fences and retaining walls was amended to allow for a waiver process for property owners that propose to deviate from city code if the Council finds that the requirement is not necessary for the protection of public health, safety, or welfare.

Bolger Family LLP, 1050 33rd Ave SE, is requesting to construct a 10' high chain-link fence on part of their property. The city code allows for fences up to 8' in height for security purposes in commercial and industrial zones, which is 2' less than the request. The attached site plan shows their proposed plan.

There is a unique circumstance in that an existing fence was removed due to maintenance needs and inadequate height. BMX bike enthusiasts have been attracted to the roof of their building, which could mean future roof repairs and also safety concerns. The 10' fence would solve those concerns. The waiver process was designed for unique situations like this. If approved, conditions can still be placed on the approval. However, staff does think there is a need for conditions in this case.

Since the property is a business, Duane Grace, the City's commercial building official visited the site and discussed the fence with Travis Lienemann. Travis is a service technician for Bolger. Since the fence is chain link, there is no concern about wind sheer, so no engineered plans are needed due to the height. Duane said that he does not see any concerns with approval of the waiver. If approved, staff will work with them on a building permit for the fence.

Similar to the consideration of variances, the Council should indicate their reasons for approval or denial though the decision making process. With variances, the Council's decisions are memorialized by resolution. With waivers, staff plan to include the reasons for approval or denial in the minutes of the meeting to create a permanent record.

### OPTIONS:

- 1) Approve, with or without conditions.
- 2) Deny.

### STAFF RECOMMENDATION:

Staff does not think the waiver request has any negative impact to public health, safety and welfare. Thus, we recommend a motion to approve the fence waiver request for 1050 33rd Ave SE.



CITY OF LAUDERDALE  
 LAUDERDALE CITY HALL  
 1891 WALNUT STREET  
 LAUDERDALE, MN 55113  
 651-792-7650  
 651-631-2066 FAX

## WAIVER APPLICATION

**Date:** 10/06/2021

### Fees

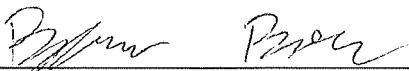
\$100 Waiver Application  
 \$50 County Recording Fee

### Type of Waiver Request

- Fence
- Retaining Wall
- Driveway
- Parking Pad

### Property Owner Information

Name: Bolger Family LLP  
 Address: 1050 33rd Ave SE  
 City/State/Zip: Minneapolis, MN, 55414  
 Phone: 612-518-8231  
 Email: bbolger@bolgerinc.com

Signature: 

**Review Timeline:** All applications must be complete before being formally reviewed.

**Conditions:** If a waiver is granted, the City Council may impose conditions.

### **Submittals:**

Site plan drawn to scale that shows:

- ✓ Property corners (locate property stakes or submit a Certificate of Survey).
- ✓ Pertinent site information such as lot lines, street names, locations and dimensions of existing or proposed buildings, setback distances, parking areas, and percentage of lot covered by roofed structures.

Please provide a narrative describing your request:

This fence is a direct replacement. We had to remove the old 10' chain link fence because trees grew through it and leaned it towards the alley. The fence was leaning more each year and our box truck was getting scratched by it. We need this fence to detour people from getting on the roof and either damaging the roof or getting injured. The north west corner of the low roof is less than 4 feet off the alley, so without a fence it is real easy for them to get on the roof. Our tenants have reported kids riding their bicycles on the roof several times in the last two months. We will be doing the work ourselves since on of the contractors we received quotes from can get the work done this year. We ordered the same commercial grade poles and fence that were on the quote from Midwest fence. We are also setting the poles in 10" x 48" sonotubes filled with concrete per their quote as well. The fence will only be 6' above flat roof.

**For Office Use Only** Date Approved/Denied: \_\_\_\_\_ PIN#: \_\_\_\_\_ Receipt #: \_\_\_\_\_  
 Meeting/Public Hearing Date: \_\_\_\_\_ Conditions: \_\_\_\_\_

# City of Lauderdale

1891 Walnut Street • Lauderdale • Minnesota 55113  
Phone: 651-792-7650 Fax: 651-631-2066

## BUILDING PERMIT APPLICATION

### FOR OFFICE USE ONLY:

Date of Permit: \_\_\_\_\_ Permit No.: \_\_\_\_\_  
Property Location: \_\_\_\_\_ Property I.D. No. (PIN): \_\_\_\_\_

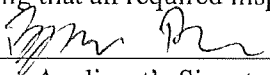
Property Owner Name: Bolger Family LLP Job Site Address: 1050 33rd Ave SE  
Property Owner Address: 3301 Como ave SE Phone Number: Bryan Bolger - (612) 518-8231  
City: Minneapolis State MN Zip: 55414  
Contractor Name: Self Address: \_\_\_\_\_  
City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_  
Business Telephone No.: \_\_\_\_\_ Cell Phone No.: Travis L (612) 749-3367  
Business Fax No.: 651-645-1750 Lead Certification License No.: \_\_\_\_\_  
Residential License No.: \_\_\_\_\_ Commercial License No.: \_\_\_\_\_

Valuation of Proposed Work (cost of labor and materials): \$ \$9,150

Property Use (be specific, i.e. single-family, two-family, church): Commercial building

Describe Proposed Work in Detail: Direct replacement 80' of 10' tall chain link fence. This fence is to keep people off the roof which is at one point only 4' off the alley.

I understand and hereby agree that the work for which the permit is issued shall be performed according to the following: (1) the conditions of the permit, (2) the approved plans and specifications, (3) the applicable city approvals, ordinances, and codes, and (4) the state building code. I also understand that I am responsible for ensuring that all required inspections are requested in conformance with the state building code.

  
Applicant's Signature

Bryan Bolger  
Applicant's Printed Name

01/12/11  
Date

### FOR OFFICE USE ONLY:

#### Fees (to be checked)

Permit \_\_\_\_\_  Investig. \_\_\_\_\_  Surcharge \_\_\_\_\_  Plan Review \_\_\_\_\_ Total \_\_\_\_\_ Receipt No. \_\_\_\_\_

Variance Needed? Yes No Variance Approved? Yes No Council Action Date \_\_\_\_\_

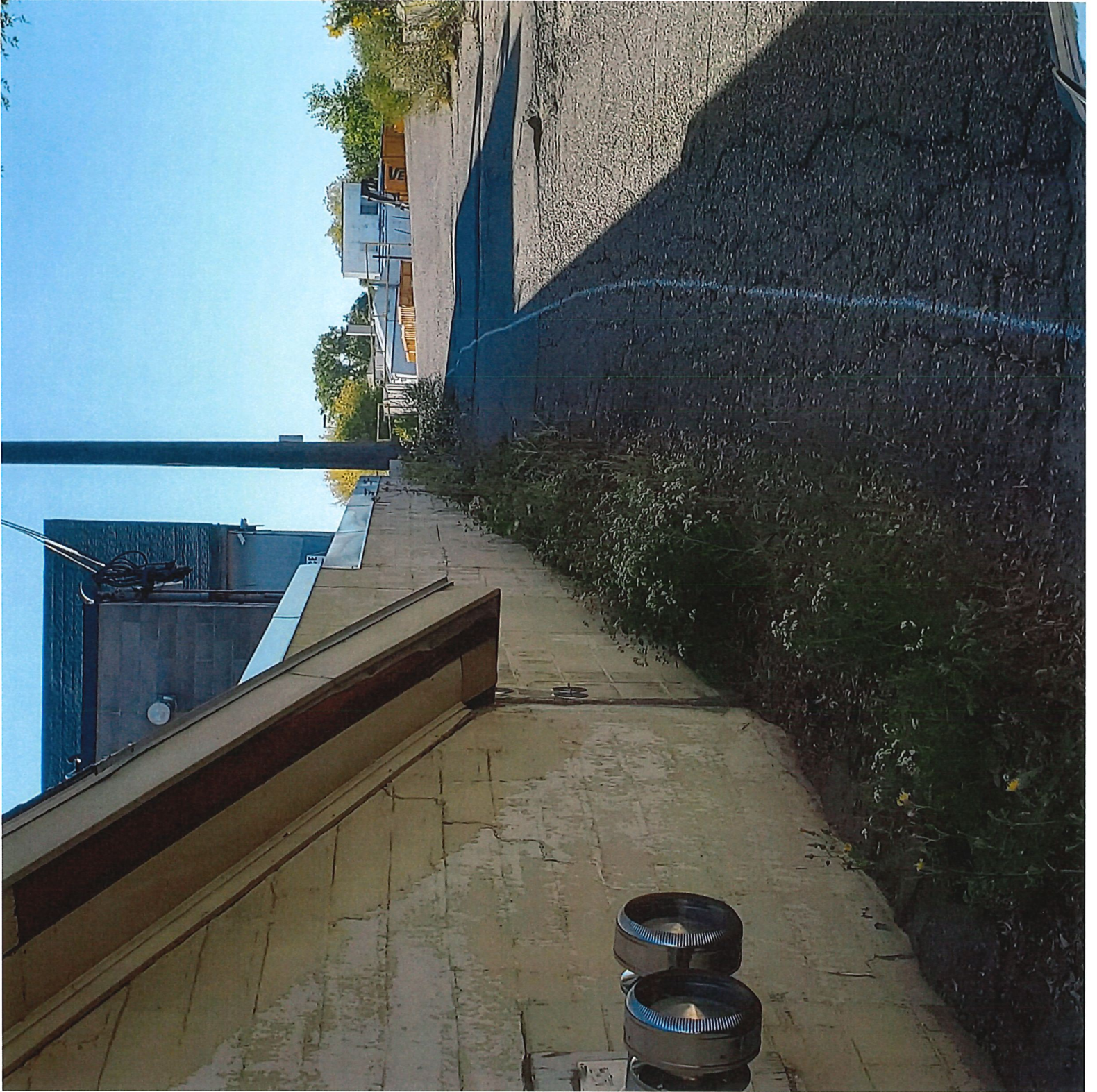
Conditions \_\_\_\_\_

#### Inspection Types (to be checked)

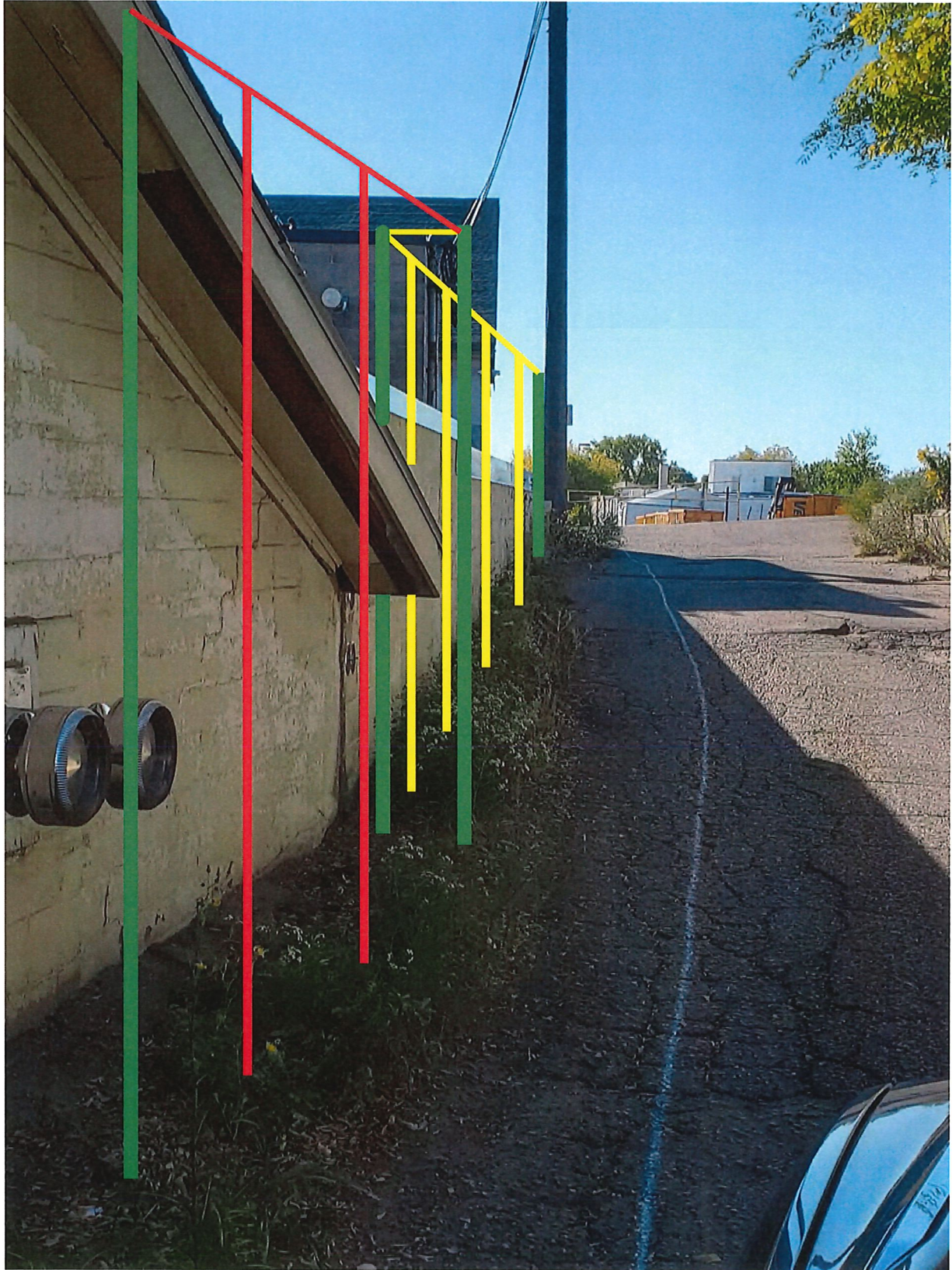
<input type="checkbox"/> Footing	Date: _____	Comments: _____	Initials: _____
<input type="checkbox"/> Foundation	Date: _____	Comments: _____	Initials: _____
<input type="checkbox"/> Framing	Date: _____	Comments: _____	Initials: _____
<input type="checkbox"/> Insulation	Date: _____	Comments: _____	Initials: _____
<input type="checkbox"/> Sheetrock	Date: _____	Comments: _____	Initials: _____
<input type="checkbox"/> Ice Shield	Date: _____	Comments: _____	Initials: _____
<input type="checkbox"/> Other _____	Date: _____	Comments: _____	Initials: _____
<input type="checkbox"/> Final	Date: _____	Comments: _____	Initials: _____

Copies created for: City \_\_\_\_\_ SAC \_\_\_\_\_ Permit Holder \_\_\_\_\_

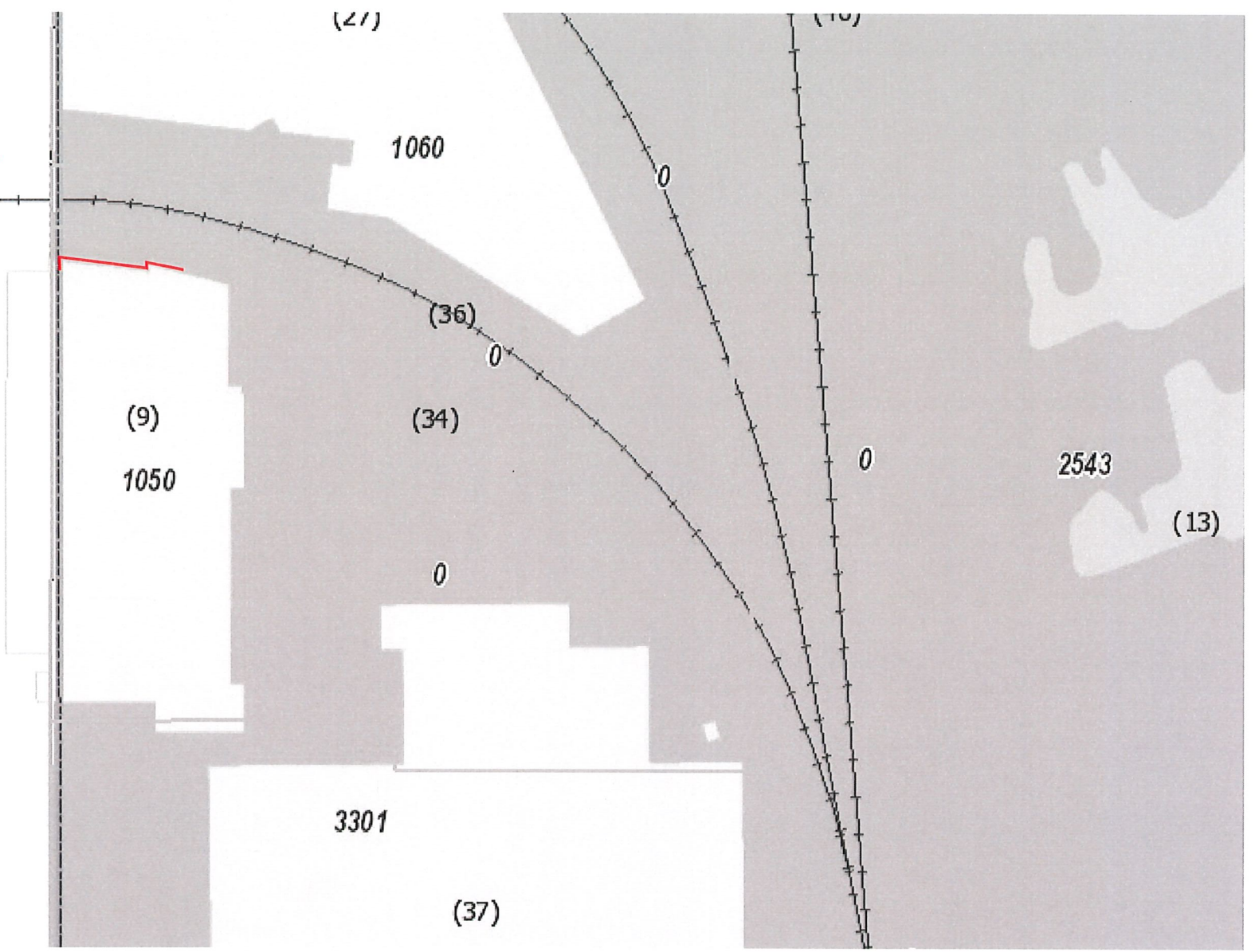












## LAUDERDALE COUNCIL ACTION FORM

### Action Requested

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

Meeting Date	October 12, 2021
ITEM NUMBER	<u>PW Job Description &amp; Hiring</u>
STAFF INITIAL	_____ <i>HB</i> _____
APPROVED BY ADMINISTRATOR	

### DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Now that the City Council has selected a building official, we move on to replacing other roles that Dave Hinrichs filled. An important one was his sewer systems expertise and MPCA waste water licensure. We are in the unique position where we need someone with a license to oversee the sanitary system, but the day-to-day sanitary sewer work is minimal. The important aspects of the job are the jack-of-all-trades type work that happens daily around the City.

The following job description identifies the long list of job functions a new employ should be able to complete whether or not they hold a waste water license. The lower pay rate listed is the current rate for a public works maintenance employee. The higher pay rate is for an employee with a waste water license. The higher pay rate matches Dave's current wage scale and is in the mix for what cities are offering entry level public works staff with licenses.

### STAFF RECOMMENDATION:

If the City Council concurs, staff are asking for a notion to approve the Public Works Sewer Utilities and Maintenance position and post the position for hire.



## POSITION DESCRIPTION

**Job Title:** Public Works Sewer Utilities and Maintenance  
**Department:** Public Works  
**Reports To:** City Administrator  
**Status:** Full-Time, Non-Exempt, Full Benefits, Union  
**Pay Range:** \$26.68-\$33.37/DOQ  
\$28.48-\$35.61/DOQ with Class S-D Wastewater License

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### POSITION SUMMARY

Position performs skilled work in the operation of light and heavy equipment and performance of manual tasks in maintenance of parks, streets, buildings, storm and sanitary sewers. Employee performs work throughout the community while being fiscally responsible and taking residents' views, concerns, and safety into account. This position efficiently maintains public property and infrastructure.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform a wide variety of maintenance, repair, and construction tasks using safe and proper methods.
- Perform day-to-day maintenance of public streets and rights-of-way, parks, buildings, and equipment.
- Inspect, operate, and maintain public works department equipment.
- Respond to and resolve emergency public works situations.
- Maintain public works records in the City's online GIS program.
- Identify existing or potential problems; recommend solutions.
- Provide excellent customer service to the public.
- Perform the maintenance duties described below.

### SANITARY AND STORM SEWER MAINTENANCE:

- Responsible for the maintenance of the sanitary sewer system.
- Responsible for the maintenance of the storm sewer system.
- Contract for cleaning and maintenance of both systems as needed.
- Conduct and record inspection of the waste water system.
- Conduct and record inspections for the City's MS4 permit.
- Locate and mark sewer facilities; respond to Gopher One tickets in online system.
- Attend training and continuing education courses; hold sanitary sewer operator's license from the MPCA to receive additional pay.

- Handle sewer problems and blockages that arise 24-hours a day including weekends and holidays.

#### PUBLIC BUILDING AND PARK MAINTENANCE:

- Maintain City building interiors and exteriors including the cleaning of City Hall as needed between cleanings by vendor.
- Paint, clean, and repair buildings, park shelters, playground equipment, and fences.
- Maintain ball fields including dragging infields and removing weeds.
- Operate skid steer, tractors, mowers, dump trucks, brooms, weed whips, and snow plows.
- Perform landscaping such as planting plants, trimming trees, laying sod, fertilizing, and mowing turf areas.
- Maintain skating rinks including scraping, flooding, and snow removal. Train seasonal staff to do the same; oversee their work.
- Remove noxious weeds and rank growth from City property.
- Assist with City events as assigned.

#### STREET MAINTENANCE:

- Operate 1-ton pickup with plow to remove snow from streets, alleys and parking lots.
- Shovel public walks, puts down sand/salt as needed.
- Perform light tree maintenance of public trees. Oversee contracted tree services.
- Perform street repairs; work with contractors to accomplish these tasks.
- Perform routine inspection and preventive maintenance on equipment.
- Perform required labor for construction and maintenance projects.
- Handle snowplowing and other emergency that arises 24-hours a day including weekends and holidays.

#### MINIMUM QUALIFICATIONS

- A. High school education or GED equivalent.
- B. Possess a valid Minnesota driver's license and satisfactory driving record.
- C. Ability to pass the pre-employment physical, including drug and alcohol testing.
- D. Ability to read and speak, understand and follow both written and oral instructions in English, including safety rules.
- E. Available for regular on-call hours during the week and on weekends. Ability to be within City limits no later than 45 minutes after being called under normal circumstances.
- F. Computer skills including use of Microsoft Office software.

#### PREFERRED QUALIFICATIONS

- A. Possess a current Class S-D or higher wastewater collection system license.
- B. At least two years' experience in light or heavy equipment operation, building maintenance, park maintenance, street maintenance, or utility maintenance, preferably for a City.
- C. Ability to read sewer system and road construction maps.
- D. Knowledge of ArcGIS Online.
- E. Experience in pouring and finishing concrete and/or carpentry and woodworking.
- F. Skill in the operation of snow removal and other public works equipment and vehicles.

## TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including pickup trucks, mowers, skid steers, chain saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, mobile radios, and cellular phones.

## ESSENTIAL PHYSICAL REQUIREMENTS

The physical demands are those encountered while performing the listed essential duties and responsibilities.

- Employees in this position are required to perform various duties involving moderate physical strength.
- Climb up and down ladders.
- Bend and twist while performing maintenance duties.
- Lift 50 pounds and move up to 100 pounds.
- Operate weed whip and mowing equipment for up to 8 hours per day.
- Ability to plow snow for up to 8 hours.
- Ability to perform job responsibilities in normal to adverse climatic conditions.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high places and may be exposed to fumes or airborne particles, toxic, or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.

## SELECTION GUIDELINES

Formal application, rating of education and experience; oral interviews; job related skills test(s); psychological tests; background check; reference check; physical and drug and alcohol testing.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: October 12, 2021

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent \_\_\_\_\_  
Public Hearing \_\_\_\_\_  
Discussion \_\_\_\_\_ X \_\_\_\_\_  
Action \_\_\_\_\_  
Resolution \_\_\_\_\_  
Work Session \_\_\_\_\_

Meeting Date October 12, 2021

ITEM NUMBER 2022 Fund Budget and Levy

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

Staff are working on entering the 2022 fund budgets in the accounting software for the next meeting. In the meantime, we wanted to share the CIP with the city council. The big take-away for the CIP is that a number of projects were moved up to this year to complete before Dave left leaving a pretty sparse CIP. The storm sewer costs budgeted are to pay for our share of the work done on Seminary Pond. The debt levy amounts are budgeted to keep an eye on the amounts owed relative to the Fund 414 balance. It is a good time to reflect on items big and small the council sees on the horizon that staff may not be thinking about.

**STAFF RECOMMENDATION:**

# General Ledger

## Cash Balances

User: heather.butkowski  
 Printed: 10/8/2021 2:01:50 PM  
 Period 10 - 10  
 Fiscal Year 2021



Description	Account	Beg Bal	MTD Debit	MTD Credit	Current Balance
Cash	101-00000-000-10100	-2,891,199.39	6,844.72	92,990.30	-2,977,344.97
Change Fund	101-00000-000-10300	100.00	0.00	0.00	100.00
Cash	226-00000-000-10100	8,880.13	0.00	2,152.90	6,727.23
Cash	227-00000-000-10100	57,360.26	0.00	991.21	56,369.05
Cash	228-00000-000-10100	133,501.67	0.00	0.00	133,501.67
Cash	305-00000-000-10100	9,775.87	0.00	0.00	9,775.87
Cash	306-00000-000-10100	123,974.79	0.00	0.00	123,974.79
Cash	401-00000-000-10100	149,701.53	0.00	0.00	149,701.53
Cash	403-00000-000-10100	409,677.79	0.00	0.00	409,677.79
Cash	404-00000-000-10100	353,130.23	0.00	0.00	353,130.23
Cash	414-00000-000-10100	365,289.03	0.00	0.00	365,289.03
Cash	416-00000-000-10100	92,722.76	0.00	0.00	92,722.76
Cash	602-00000-000-10100	1,045,283.89	0.00	2,959.76	1,042,324.13
Cash	603-00000-000-10100	436,607.04	0.00	2,530.15	434,076.89
<b>Current Assets</b>		<b>294,805.60</b>	<b>6,844.72</b>	<b>101,624.32</b>	<b>200,026.00</b>
Petty Cash	101-00000-000-10200	300.00	0.00	0.00	300.00
<b>Petty Cash</b>		<b>300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>300.00</b>
Investments - Fair Value Adj	101-00000-000-10410	3,436,154.63	0.00	0.00	3,436,154.63
<b>Investments</b>		<b>3,436,154.63</b>	<b>0.00</b>	<b>0.00</b>	<b>3,436,154.63</b>
<b>Grand Total</b>		<b><u>3,731,260.23</u></b>	<b><u>6,844.72</u></b>	<b><u>101,624.32</u></b>	<b><u>3,636,480.63</u></b>



CITY OF LAUDERDALE  
 CAPITAL IMPROVEMENT PLAN  
 FUNDING SOURCE SUMMARY



FUND	TITLE	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
226	Communications	\$ 35,000										\$ 35,000
401	General Capital	\$ 40,000	\$ 40,000		\$ 15,000	\$ 45,000						\$ 140,000
403	Street Improvement							\$ 2,200,000				\$ 2,200,000
404	Park Improvement											\$ -
414	Development/Debt Service	\$ 68,143	\$ 68,198	\$ 68,253	\$ 68,178	\$ 68,102	\$ 66,714	\$ 65,325	\$ 63,937			\$ 536,850
602	Sanitary Sewer	\$ 10,000										\$ 10,000
603	Storm Water	\$ 85,000	\$ 40,000									\$ 125,000
	<b>GRAND TOTAL</b>	<u>\$ 238,143</u>	<u>\$ 148,198</u>	<u>\$ 68,253</u>	<u>\$ 83,178</u>	<u>\$ 113,102</u>	<u>\$ 66,714</u>	<u>\$ 2,265,325</u>	<u>\$ 63,937</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,046,850</u>

CITY OF LAUDERDALE  
 CAPITAL IMPROVEMENT PLAN  
 PROJECT SUMMARY BY YEAR AND FUNDING SOURCE



YEAR	PROJECT	FUND						
		226	401	403	404	414	602	603
2022	Council Chambers Technology	\$ 35,000						
	Replace 2012 Ford F350 Truck and Plow		\$ 40,000					
	Sewer Cleaning and Televising							\$ 5,000
	Invasive Species Management							\$ 40,000
	Seminary Pond and Ravine Project Payment							\$ 40,000
	Gasperre Pond Dredging							
2023	Replace 2001 John Deere 3520 Tractor		\$ 40,000					\$ 40,000
	Seminary Pond and Ravine Project Payment							
2024								
2025	Public Works Garage - Roof Replacement		\$ 15,000					
2026	Replace 2016 Ford F350 Truck and Plow		\$ 45,000					
2027								
2028	Mill and Overlay City Streets			\$ 2,200,000				
2029								
2030								
2031								
	<b>TOTALS</b>	<u>\$ 35,000</u>	<u>\$ 140,000</u>	<u>\$ 2,200,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 125,000</u>





CITY OF LAUDERDALE  
 CAPITAL IMPROVEMENT PLAN  
 FUND 403 - STREET IMPROVEMENT



PROJECT	YEAR										
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	
Mill and Overlay City Streets	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,200,000	\$ -	\$ -	\$ -	\$ -
<b>TOTALS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,200,000	\$ -	\$ -	\$ -	\$ -



CITY OF LAUDERDALE  
 CAPITAL IMPROVEMENT PLAN  
 FUND 414 - Development



PROJECT	YEAR											
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031		
GO2019A Debt Service Contribution	\$ 68,143	\$ 68,198	\$ 68,253	\$ 68,178	\$ 68,102	\$ 66,714	\$ 65,325	\$ 63,937				
<b>TOTALS</b>	<b>\$ 68,143</b>	<b>\$ 68,198</b>	<b>\$ 68,253</b>	<b>\$ 68,178</b>	<b>\$ 68,102</b>	<b>\$ 66,714</b>	<b>\$ 65,325</b>	<b>\$ 63,937</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>







CITY OF LAUDERDALE  
 TECHNOLOGY REPLACEMENT PLAN  
 2022-2031



Department	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Funding Source(s)
City Administrator Desktop	0	0	1,000	0	0	0	1,000	0	0	0	Fund 101 - Operating
Assistant City Administrator	0	1,000	0	0	0	1,000	0	0	0	1,000	Fund 101 - Operating
Deputy City Clerk	1,000	0	0	0	1,000	0	0	0	1,000	0	Fund 101 - Operating
Public Works Coordinator	1,000	0	0	0	1,000	0	0	0	1,000	0	Fund 101 - Operating
Public Works Maintenance	0	0	1,000	0	0	0	1,000	0	0	0	Fund 101 - Operating
City Hall Front Counter	0	0	0	1,000	0	0	0	1,000	0	0	Fund 101 - Operating
Council Chambers/Cable TV	1,000	0	0	0	1,000	0	0	0	1,000	0	Fund 101 - Operating
City Hall Copier	0	Lease	0	0	0	Lease	0	0	0	Lease	Fund 101 - Operating
<b>TOTAL</b>	<b>3,000</b>	<b>1,000</b>	<b>2,000</b>	<b>1,000</b>	<b>3,000</b>	<b>1,000</b>	<b>2,000</b>	<b>1,000</b>	<b>3,000</b>	<b>1,000</b>	

**NOTES**

Computers are replaced on 4-year schedule.

Copier is leased on 4-year schedule.