

LAUDERDALE CITY COUNCIL MEETING AGENDA
7:00 P.M. TUESDAY, JANUARY 10, 2023
LAUDERDALE CITY HALL, 1891 WALNUT STREET

The City Council is meeting as a legislative body to conduct the business of the City according to Robert's Rules of Order and the Standing Rules of Order and Business of the City Council. Unless so ordered by the Mayor, citizen participation is limited to the times indicated and always within the prescribed rules of conduct for public input at meetings.

1. **CALL TO ORDER THE LAUDERDALE CITY COUNCIL MEETING**
2. **SWEARING IN OF NEWLY ELECTED OFFICIALS**
3. **ROLL CALL**
4. **APPROVALS**
 - a. Agenda
 - b. Minutes of the December 13, 2022 City Council Meeting
 - c. Claims Totaling \$252,928.25
5. **CONSENT**
 - a. November Financial Report
 - b. Resolution No. 011023A – Approving 2023 Tobacco Licenses
 - c. Resolution No. 011023B – Approving 3.2 Off Sale Malt Liquor License for 2023
 - d. Resolution No. 011023C – Designating Official Depository and Investment Institutions
6. **SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**
7. **INFORMATIONAL PRESENTATIONS / REPORTS**
 - a. City Council Updates
8. **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.

 - a. Resolution No. 011023D – A Resolution Establishing License and Permit Fees and Administrative Fees and Fines
9. **DISCUSSION / ACTION ITEM**
 - a. Establish 2023 City Council Meeting Schedule
 - b. 2023 Committee Appointments and Assignments
10. **ITEMS REMOVED FROM THE CONSENT AGENDA**
11. **ADDITIONAL ITEMS**
12. **SET AGENDA FOR NEXT MEETING**
 - a. Metropolitan Council Representative Peter Lindstrom
 - b. Ramsey County Staff Update on Eustis Street Project (February 14)

- c. League of Women Voters Presentation (February 14)
- d. Carbon Free Futures MN Coalition Presentation (TBD)

13. **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 three (3) 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.

14. **CLOSED SESSION**

- a. City Administrator Job Performance Evaluation

15. **ADJOURNMENT**

To provide public comments, join us via Zoom.

When: Jan 10, 2023 07:00 PM Central Time (US and Canada)

Topic: January 10, 2023 Lauderdale City Council Webinar

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89358872702?pwd=VkNoSk13ZnpUQnhGcm1lENDBENzZQUT09>

Passcode: 976179

Or One tap mobile :

US: +16465588656,,89358872702# or +16469313860,,89358872702#

Or Telephone:

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

US: +1 646 558 8656 or +1 646 931 3860 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799 or +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 669 444 9171 or +1 669 900 9128 or +1 689 278 1000 or +1 719 359 4580 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: 893 5887 2702

International numbers available: <https://us02web.zoom.us/j/89358872702?pwd=VkNoSk13ZnpUQnhGcm1lENDBENzZQUT09>

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Lauderdale City Hall
1891 Walnut Street
Lauderdale, MN 55113

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December 13, 2022

Call to Order

Mayor Gaasch called the Regular City Council meeting to order at 7:02 p.m. Mayor Gaasch participated in the meeting virtually.

Roll Call

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

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 Pulford to approve the agenda. Motion carried unanimously.

Mayor Gaasch asked if there were any corrections to the minutes of the November 22, 2022 city council meeting. There being none, Councilor Moffatt moved and seconded by Councilor Pulford to approve the minutes of the November 22, 2022 city council meeting. Motion carried unanimously.

Mayor Gaasch asked if there were any questions on the claims. Councilor Dains asked for clarification on the 8th Day Landscaping bill. There being nothing else, Councilor Dains moved and seconded by Councilor Pulford to approve the claims totaling \$200,296.76. Motion carried unanimously.

Consent

Councilor Moffatt moved and seconded by Councilor Dains to approve the Consent Agenda thereby approving the 2023 SafeAssure contract, the year-end accounts payable authorization, the final pay request from Visu-Sewer, Inc. for the 2021-2022 sewer lining project, the 2023 Northeast Youth and Family Services contract, and audit preparation and long-term financial plan services contract with Abdo.

Special Order of Business/Recognitions/Proclamations

B. Resolution No. 121322B Commending Council Member Andi Moffatt

Mayor Gaasch read a resolution to commend Councilor Moffatt for her service to the City of Lauderdale. This was followed by words from Council Members and Moffatt herself.

Council Member Grove arrived at 7:10 p.m.

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C. Resolution No. 121322C Commending State Senator John Marty
Mayor Gaasch read a resolution to commend Senator Marty for his service to the City of Lauderdale. This was followed by words from Council Members and Marty himself.

D. Resolution No. 121322D Commending State Representative Alice Hausman
Mayor Gaasch read a resolution to commend State Representative Hausman for her service to the City of Lauderdale. This was followed by words from Council Members and Hausman herself.

A. Resolution No. 121322A Commending Council Member Roxanne Grove
Mayor Gaasch read a resolution to commend Councilor Grove for her service to the City of Lauderdale. This was followed by words from the council and Grove herself.

Informational Presentations/Reports

A. City Council Updates

Councilor Pulford mentioned that he discovered an owl in the pine trees at Lauderdale Community Park.

Public Hearings

A. Truth-in-Taxation Public Hearing

Administrator Butkowski gave a presentation highlighting the 2023 general fund/special revenue fund budgets, as well as the 2023-2032 capital improvement plan.

State law requires that the Council hold a public hearing prior to adoption of the budget and levy.

Mayor Gaasch opened the floor at 7:51 p.m. to those in attendance interested in addressing the Council on this topic. There being no one interested in speaking, Mayor Gaasch closed the floor at 7:52 p.m.

B. Resolution No. 121322E – Adopting the 2022 Final Property Tax Levy

Councilor Moffatt made a motion to adopt Resolution 121322E—A Resolution Adopting the 2023 Final Property Tax Levy. This was seconded by Councilor Dains and carried unanimously.

C. Resolution No. 121322F – Adopting the 2022 Final Budget and Establishing Fund Appropriations

Councilor Moffatt made a motion to adopt Resolution 121322F—A Resolution Adopting the 2023 Final Budget and Establishing Fund Appropriations. This was seconded by Councilor Grove and carried unanimously.

Discussion/Action Item

A. 1832 Eustis Street Parking Pad Waiver Request

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Brooke and Dan Lemke, owners of 1832 Eustis Street, created a gravel parking area off the alley early this year. City code does not allow new parking areas to be surfaced with gravel. A letter dated September 6, 2022 was sent informing them and letting them know that a permit was required to create a new parking pad.

They submitted applications for a driveway and a parking pad. City code defines a driveway as “an improved surface primarily intended for ingress and egress to a garage or other vehicle parking structure.” In this case, there is no garage or parking structure so the entire improved area is a parking pad.

The Lemke’s lot is 5,280 square feet, which would allow for a parking pad of 264 square feet. The permit application identifies a parking pad area of 705 square feet (13.4% of their lot square footage). They are requesting a waiver of 441 square feet. Staff compared their request to the typical impervious surface on a similar sized lot. With the improvements, they were well below what is typical. The Council discussed impervious surfaces and stormwater management but felt the request did not negatively affect public health, safety, or welfare.

Councilor Moffatt made a motion to approve the waiver with the following conditions: the surface will be paved with asphalt or concrete per city code; the owners will not add additional impervious surface (pavement or roofed structures) without City approval; and this waiver applies only to this request and does not run with the land. Any future improvement must comply with city codes in place at the time of the change. This was seconded by Councilor Grove and carried unanimously.

Set Agenda for Next Meeting

Butkowski stated that the January 10 council meeting will include the swearing in of newly elected officials, designating the official depository and investment institutions, 2023 committee appointments and assignments, establishing the 2023 fee schedule, establishing the 2023 City Council meeting schedule, the November financial report, and the City Administrator job performance evaluation.

Work Session

A. Community Development Update

Butkowski shared that the Forestry Corps interview process was ongoing and there was a chance a member may start at the end of January.

B. Opportunity for the Public to Address the City Council

Mayor Gaasch opened the floor to those in attendance interested in addressing the Council. There being nobody interested in speaking, Mayor Gaasch closed the floor.

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Closed Session

Councilor Moffatt made a motion to enter a closed session to discuss the union contract at 8:17 p.m. This was seconded by Councilor Pulford and carried unanimously.

Council members discussed the most recent union proposal and provided staff direction on how to respond.

Councilor Moffatt made a motion to come out of closed session at 9:00 p.m. This was seconded by Councilor Grove and carried unanimously.

Additional Item: Staff Holiday Leave

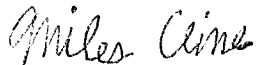
Councilor Dains requested that the Council consider two additional personal days for staff as a sign of appreciation for a good year's work.

Councilor Dains moved and seconded by Councilor Pulford to provide two additional personal leave days for each full-time staff member. Motion carried unanimously.

Adjournment

Councilor Moffatt moved and seconded by Councilor Dains to adjourn the meeting at 9:10 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: January 10, 2023
Subject: List of Claims

The claims totaling \$252,928.25 are provided for City Council review and approval that includes check numbers 28201 to 28257.

Accounts Payable

Checks by Date - Detail by Check Date

User: MILES.CLINE
 Printed: 1/6/2023 3:28 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
28201	65 19062267	Allstream Inc. Fax Line	12/21/2022	52.70
Total for Check Number 28201:				52.70
28202	74	Xcel Energy	12/21/2022	
	806399860	Larpenteur Bridge Lights		48.01
	806408173	2430 Larpenteur Avenue W		16.91
	806910294	1891 Walnut Street		229.71
	806910294	1891 Walnut Street		310.95
	806916002	November Street Lighting		522.88
	807123086	1885 Fulham Street		40.85
	807123086	1917 Walnut Street		30.23
	807123086	1917 Walnut Street		88.71
	807123086	1885 Fulham Street		52.40
Total for Check Number 28202:				1,340.65
28203	7 9340500-0500-8	Waste Management Inc December Public Works	12/21/2022	657.01
Total for Check Number 28203:				657.01
28204	358 122022	Visu-Sewer, Inc. PR#3/Final 2021 Sewer Lining Project	12/21/2022	73,063.15
Total for Check Number 28204:				73,063.15
28205	90	Verizon Wireless	12/21/2022	
	9921847451	November Cell Phone		45.10
	9921847451	November Cell Phone		90.19
	9921847451	November Cell Phone		45.10
Total for Check Number 28205:				180.39
28206	26 2021710 2021713	Stantec Consulting Services Inc RC Eustis Street Meetings 2021 Sewer Lining Project	12/21/2022	588.25 1,493.25
Total for Check Number 28206:				2,081.50
28207	5 619861-11-22	Premium Waters Inc November Water Bottles	12/21/2022	32.50
Total for Check Number 28207:				32.50
28208	185 122022 122022 122022	Lauderdale Certified Auto Repair Inc November Fuel November Fuel November Fuel	12/21/2022	40.60 8.70 8.70

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 28208:	58.00
28209	325 MIN11220316	Jani-King of MN, Inc. City Hall Floor Wax/ Scrub Walls	12/21/2022	1,950.00
			Total for Check Number 28209:	1,950.00
28210	192 161141769	Comcast Holdings Corporation December Internet	12/21/2022	413.00
			Total for Check Number 28210:	413.00
28211	15 74627	Be There Pest Control LLC 4Q22 Pest Control	12/21/2022	100.00
			Total for Check Number 28211:	100.00
28212	373 6290076904 6290076904	ARAMARK Uniform & Career Apparel Gr December Uniforms December Uniforms	12/21/2022	15.30 15.31
			Total for Check Number 28212:	30.61
			Total for 12/21/2022:	79,959.51
ACH	34	AFSCME MN Council 5 PR Batch 52600.12.2022 Union Dues	12/23/2022 PR Batch 52600.12.2022 Uni	219.52
			Total for this ACH Check for Vendor 34:	219.52
ACH	43	Public Employees Retirement Association PR Batch 52600.12.2022 PERA Coordinated PR Batch 52600.12.2022 PERA Coordinated	12/23/2022 PR Batch 52600.12.2022 PER PR Batch 52600.12.2022 PER	1,065.31 1,229.21
			Total for this ACH Check for Vendor 43:	2,294.52
ACH	44	Minnesota Department of Revenue PR Batch 52600.12.2022 State Income Tax	12/23/2022 PR Batch 52600.12.2022 Stat	699.75
			Total for this ACH Check for Vendor 44:	699.75
ACH	45	ICMA Retirement Corporation PR Batch 52600.12.2022 Deferred Comp PR Batch 52600.12.2022 Deferred Comp	12/23/2022 PR Batch 52600.12.2022 Def PR Batch 52600.12.2022 Def	1,927.27 1,750.87
			Total for this ACH Check for Vendor 45:	3,678.14
ACH	46	Internal Revenue Service PR Batch 52600.12.2022 Federal Income Tax PR Batch 52600.12.2022 Medicare Employer Po PR Batch 52600.12.2022 FICA Employer Portio PR Batch 52600.12.2022 FICA Employee Portio PR Batch 52600.12.2022 Medicare Employee Pc	12/23/2022 PR Batch 52600.12.2022 Fed PR Batch 52600.12.2022 Mec PR Batch 52600.12.2022 FIC. PR Batch 52600.12.2022 FIC. PR Batch 52600.12.2022 Mec	1,818.45 289.53 1,237.90 1,237.90 289.53
			Total for this ACH Check for Vendor 46:	4,873.31
			Total for 12/23/2022:	11,765.24
ACH	180	Minnesota State Retirement System	12/29/2022	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	HCSP2022	2022 HCSP Submittal		244.18
	HCSP2022	2022 HCSP Submittal		1,829.62
	HCSP2022	2022 HCSP Submittal		68.55
	HCSP2022	2022 HCSP Submittal		30.02
	HCSP2022	2022 HCSP Submittal		716.65
	HCSP2022	2022 HCSP Submittal		110.81
	HCSP2022	2022 HCSP Submittal		266.43
	HCSP2022	2022 HCSP Submittal		611.64
	HCSP2022	2022 HCSP Submittal		884.24
	HCSP2022	2022 HCSP Submittal		525.04
Total for this ACH Check for Vendor 180:				5,287.18
ACH	44 2022	Minnesota Department of Revenue 2022 Sales Tax Payable	12/29/2022	25.00
Total for this ACH Check for Vendor 44:				25.00
28225	162 1231 1232	Swanson Haskamp Consulting, LLC October - December General Planning Services Zoning Ordinance	12/29/2022	573.75 498.75
Total for Check Number 28225:				1,072.50
28226	75 122022 122022 122022 122022	Petty Cash Ace Hardware - Warming House Keys LMC Parking - MC USPS - Certified Letter Ice for Halloween Party	12/29/2022	19.26 18.00 7.85 6.29
Total for Check Number 28226:				51.40
28227	79 DEC1230252022	Minnesota Department of Labor & Industry 4Q2022 Surcharge Report	12/29/2022	80.16
Total for Check Number 28227:				80.16
28228	23 INV2186701	Metro Sales Inc 4Q22 Copy Charges	12/29/2022	122.13
Total for Check Number 28228:				122.13
28229	31 171791	Kennedy & Graven Chartered November Legal Services	12/29/2022	1,369.00
Total for Check Number 28229:				1,369.00
28230	134 00128	Katrina Joseph October & November Legal Services	12/29/2022	1,850.00
Total for Check Number 28230:				1,850.00
28231	25 122022 RISK-002207	County of Ramsey PR Batch 52600.12.2022 Long Term Disability PR Batch 52600.12.2022 Life Insurance PR Batch 52600.12.2022 Short Term Disability Truth in Taxation Notice December Insurance Processing Fee	12/29/2022 PR Batch 52600.12.2022 Lon PR Batch 52600.12.2022 Life PR Batch 52600.12.2022 Sho	95.87 223.93 88.47 211.28 25.00
Total for Check Number 28231:				644.55
28232	133	Miles Cline	12/29/2022	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	122022	4Q22 Mileage Reimbursement		200.00
			Total for Check Number 28232:	200.00
28233	57 122022	Heather Butkowski 4Q22 Mileage Reimbursement	12/29/2022	65.13
			Total for Check Number 28233:	65.13
28234	6 002S212134.02	Boyer Ford Trucks Inc Electrical Repairs 2012 Truck	12/29/2022	429.30
			Total for Check Number 28234:	429.30
28235	56 122022	James Bownik 4Q22 Mileage Reimbursement	12/29/2022	31.38
			Total for Check Number 28235:	31.38
28236	373 6290079581 6290079581	ARAMARK Uniform & Career Apparel Gr December Uniforms December Uniforms	12/29/2022	15.30 15.31
			Total for Check Number 28236:	30.61
			Total for 12/29/2022:	11,258.34
ACH	43	Public Employees Retirement Association PR Batch 50100.01.2023 PERA Coordinated PR Batch 50100.01.2023 PERA Coordinated	01/06/2023 PR Batch 50100.01.2023 PER PR Batch 50100.01.2023 PER	1,104.49 1,274.40
			Total for this ACH Check for Vendor 43:	2,378.89
ACH	44	Minnesota Department of Revenue PR Batch 50100.01.2023 State Income Tax	01/06/2023 PR Batch 50100.01.2023 Stat	743.28
			Total for this ACH Check for Vendor 44:	743.28
ACH	45	ICMA Retirement Corporation PR Batch 50100.01.2023 Deferred Comp PR Batch 50100.01.2023 Deferred Comp	01/06/2023 PR Batch 50100.01.2023 Def PR Batch 50100.01.2023 Def	1,175.80 1,623.40
			Total for this ACH Check for Vendor 45:	2,799.20
ACH	46	Internal Revenue Service PR Batch 50100.01.2023 Federal Income Tax PR Batch 50100.01.2023 FICA Employee Portio PR Batch 50100.01.2023 Medicare Employer Po PR Batch 50100.01.2023 FICA Employer Portio PR Batch 50100.01.2023 Medicare Employee Pc	01/06/2023 PR Batch 50100.01.2023 Fed PR Batch 50100.01.2023 FIC. PR Batch 50100.01.2023 Mec PR Batch 50100.01.2023 FIC. PR Batch 50100.01.2023 Mec	1,843.34 1,132.65 264.89 1,132.65 264.89
			Total for this ACH Check for Vendor 46:	4,638.42
ACH	47	Public Employees Insurance Program PR Batch 50100.01.2023 Health Insurance PR Batch 50100.01.2023 Dental PR Batch 50100.01.2023 Health Insurance	01/06/2023 PR Batch 50100.01.2023 Hea PR Batch 50100.01.2023 Den PR Batch 50100.01.2023 Hea	50.96 85.20 2,788.45
			Total for this ACH Check for Vendor 47:	2,924.61
ACH	44	Minnesota Department of Revenue	01/06/2023	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		PR Batch 50000.01.2023 State Income Tax	PR Batch 50000.01.2023 Stat	21.33
		Total for this ACH Check for Vendor 44:		21.33
ACH	46	Internal Revenue Service	01/06/2023	
		PR Batch 50000.01.2023 Federal Income Tax	PR Batch 50000.01.2023 Fedc	49.52
		PR Batch 50000.01.2023 Medicare Employee Pc	PR Batch 50000.01.2023 Mec	25.07
		PR Batch 50000.01.2023 FICA Employer Portio	PR Batch 50000.01.2023 FIC.	107.22
		PR Batch 50000.01.2023 Medicare Employer Po	PR Batch 50000.01.2023 Mec	25.07
		PR Batch 50000.01.2023 FICA Employee Portio	PR Batch 50000.01.2023 FIC.	107.22
		Total for this ACH Check for Vendor 46:		314.10
		Total for 1/6/2023:		13,819.83
28237	13 10120	8th Day Landscaping LLC December 2022 Snow Removal	01/10/2023	930.00
		Total for Check Number 28237:		930.00
28238	373 6290082063 6290082063	ARAMARK Uniform & Career Apparel Gr December Uniforms December Uniforms	01/10/2023	15.31 15.30
		Total for Check Number 28238:		30.61
28239	383 S1474681-010123	Aspen Waste Services January Refuse Service	01/10/2023	405.73
		Total for Check Number 28239:		405.73
28240	233 75682 75682	Bond Trust Services Corporation 2019A Bond Interest 333519 2019A Bond Principal 333519	01/10/2023	9,375.00 100,000.00
		Total for Check Number 28240:		109,375.00
28241	233 76768	Bond Trust Services Corporation 2019A Agent Paying Fee - Ref 76768-PA	01/10/2023	575.00
		Total for Check Number 28241:		575.00
28242	25 EMCOM-010553 EMCOM-010568 EMCOM-010584	County of Ramsey December Fleet Support December CAD Services December 911 Dispatch Services	01/10/2023	6.24 106.52 642.58
		Total for Check Number 28242:		755.34
28243	40 2022002086886	Custom Truck One Source Plow Supplies	01/10/2023	28.80
		Total for Check Number 28243:		28.80
28244	61 2120534	Gopher State One Call December Locates	01/10/2023	10.80
		Total for Check Number 28244:		10.80
28245	82 012023	Home Depot General Supplies	01/10/2023	38.18

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 28245:	38.18
28246	30	League of Minnesota Cities	01/10/2023	
	369558	2023 Elected Leaders Institute - ES		350.00
	369559	2023 Elected Leaders Institute - SK		350.00
	374201	2023 Introduction to Race and Equity - MG		30.00
	374232	2023 Introduction to Race and Equity - DP		30.00
	374237	2023 Elected Leaders Institute - MG		350.00
	374238	2023 Elected Leaders Institute - DP		350.00
			Total for Check Number 28246:	1,460.00
28247	114	Metro Cities	01/10/2023	
	1354	2023 Membership Dues		1,074.00
			Total for Check Number 28247:	1,074.00
28248	152	Metro Watershed Partners	01/10/2023	
	012023	2023 Membership Clean Water MN		500.00
			Total for Check Number 28248:	500.00
28249	99	Metropolitan Area Management Association	01/10/2023	
	012023	2023 HB Dues		45.00
			Total for Check Number 28249:	45.00
28250	24	Metropolitan Council	01/10/2023	
	0001148944	January Waste Water		12,824.43
			Total for Check Number 28250:	12,824.43
28251	12	NineNorth	01/10/2023	
	2022-2441	December Virtual Meeting Production		180.00
	2022-2441	December Webstreaming & Archiving		255.41
	2022-2441	December Virtual Meeting Charge		74.75
			Total for Check Number 28251:	510.16
28252	84	North Star Bank Cardmember Services	01/10/2023	
	012023	Costco - City Council Reception Food		96.30
	012023	December Costco Fuel		71.04
	012023	December Costco Fuel		71.04
	012023	St Paul Bagelry - LMC Meeting Food		25.09
	012023	REI - Warming House Supplies		37.52
	012023	Target - Photo Frames		27.16
	012023	Target - Food LMC Meeting		11.86
	012023	Napa - Truck Wiper Blades		36.56
	012023	Office Depot - Tax Forms		25.65
	012023	December Costco Fuel		331.77
			Total for Check Number 28252:	733.99
28253	367	Northeast Youth & Family Services	01/10/2023	
	385	Municipality Service Contract		5,075.91
			Total for Check Number 28253:	5,075.91
28254	10	On Site Sanitation Inc	01/10/2023	
	0001464500	12/24/2022 - 01/20/2023 Park Portable Restroom		101.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 28254:	101.00
28255	231	SafeAssure Consultants Inc	01/10/2023	
	3259	Safety Training Annual Contract		271.83
	3259	Safety Training Annual Contract		135.91
	3259	Safety Training Annual Contract		271.83
	3259	Safety Training Annual Contract		271.83
	3259	Safety Training Annual Contract		407.74
			Total for Check Number 28255:	1,359.14
28256	3	US National Equipment Finance Inc	01/10/2023	
	490658648	January Copier Lease		176.00
			Total for Check Number 28256:	176.00
28257	7	Waste Management Inc	01/10/2023	
	9333129-0500-5	1/3 Payment for December City Hall		116.24
			Total for Check Number 28257:	116.24
			Total for 1/10/2023:	136,125.33
			Report Total (59 checks):	252,928.25

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date January 10, 2023

ITEM NUMBER November Financial Report

STAFF INITIAL *HR*

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 November 2022.

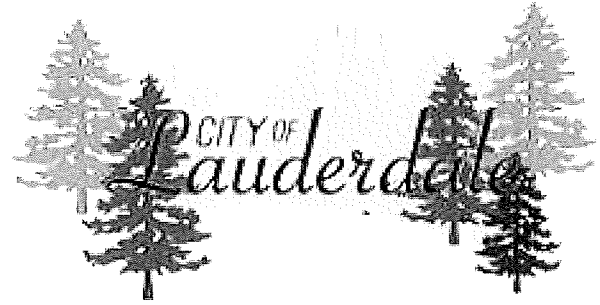
OPTIONS:

STAFF RECOMMENDATION:

By approving the consent agenda, the Council acknowledges the city's financial report for November 2022.

General Ledger

Cash Balances



User: heather.butkowski
 Printed: 12/20/2022 9:34:53 AM
 Period 11 - 11
 Fiscal Year 2022

Description	Account	Beg Bal	MTD Debit	MTD Credit	Current Balance
Cash	101-00000-000-10100	-3,107,338.48	252,329.34	140,382.94	-2,995,392.08
Change Fund	101-00000-000-10300	100.00	0.00	0.00	100.00
Cash	226-00000-000-10100	3,948.90	1.12	2,518.70	1,431.32
Cash	227-00000-000-10100	54,214.25	28,054.87	5,359.18	76,909.94
Cash	228-00000-000-10100	248,818.80	194.18	0.00	249,012.98
Cash	305-00000-000-10100	8,315.89	6.49	0.00	8,322.38
Cash	306-00000-000-10100	195,952.72	41,093.23	0.00	237,045.95
Cash	401-00000-000-10100	149,420.03	116.61	0.00	149,536.64
Cash	403-00000-000-10100	421,003.58	4,333.09	0.00	425,336.67
Cash	404-00000-000-10100	213,742.97	158.61	10,500.00	203,401.58
Cash	406-00000-000-10100	343,017.13	267.69	0.00	343,284.82
Cash	414-00000-000-10100	366,155.23	285.75	0.00	366,440.98
Cash	416-00000-000-10100	84,254.40	65.75	0.00	84,320.15
Cash	602-00000-000-10100	873,645.33	13,531.02	19,151.21	868,025.14
Cash	603-00000-000-10100	381,838.00	3,760.80	15,351.45	370,247.35
Current Assets		237,088.75	344,198.55	193,263.48	388,023.82
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	3,643,118.71	3,145.82	0.00	3,646,264.53
Investments		3,643,118.71	3,145.82	0.00	3,646,264.53
Grand Total		3,880,507.46	347,344.37	193,263.48	4,034,588.35

General Ledger Revenue vs Expense

User: heather.butkowski
 Printed: 12/20/2022 9:37:53 AM
 Period 11 - 11
 Fiscal Year 2022



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend	Collect
101	General Fund						
	Revenue						
	Taxes	950,351.00	230,938.89	730,180.06	220,170.94		76.83
	Licenses and Permits	36,650.00	2,231.00	119,399.55	-82,749.55		325.78
	Intergovernmental Revenues	524,591.00	0.00	262,295.50	262,295.50		50.00
	Charges for Services	11,100.00	1,282.64	58,525.37	-47,425.37		527.26
	Fines and Forfeits	25,000.00	2,857.50	20,135.85	4,864.15		80.54
	Miscellaneous Revenue	9,000.00	2,021.30	22,218.02	-13,218.02		246.87
	Other Financing Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>		<u>0.00</u>
	Revenue	1,556,692.00	239,331.33	1,212,754.35	343,937.65		77.91
	Expense						
	Personal Services	417,828.00	34,368.49	380,907.05	36,920.95		91.16
	Supplies	15,450.00	1,765.72	20,303.23	-4,853.23		131.41
	Other Services and Charges	1,118,414.00	83,871.65	1,041,869.50	76,544.50		93.16
	Capital Outlay	0.00	0.00	0.00	0.00		0.00
	Other Uses	<u>5,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>		<u>0.00</u>
	Expense	1,556,692.00	120,005.86	1,443,079.78	113,612.22		92.70
101	General Fund	0.00	119,325.47	-230,325.43	230,325.43		0.00

General Ledger Revenue vs Expense

User: heather.butkowski
 Printed: 12/20/2022 9:37:53 AM
 Period 11 - 11
 Fiscal Year 2022



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
226	Communications					
	Revenue					
	Taxes	18,000.00	0.00	12,169.56	5,830.44	67.61
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	200.00	1.12	24.50	175.50	12.25
	Revenue	18,200.00	1.12	12,194.06	6,005.94	67.00
	Expense					
	Personal Services	9,917.00	772.01	9,174.92	742.08	92.52
	Supplies	35,000.00	0.00	20.00	34,980.00	0.06
	Other Services and Charges	9,500.00	1,746.69	11,522.09	-2,022.09	121.29
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Expense	54,417.00	2,518.70	20,717.01	33,699.99	38.07
226	Communications	-36,217.00	-2,517.58	-8,522.95	-27,694.05	23.53

General Ledger Revenue vs Expense



User: heather.butkowski
 Printed: 12/20/2022 9:37:53 AM
 Period: 11 - 11
 Fiscal Year 2022

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
227	Recycling Revenue					
	Intergovernmental Revenues	6,118.00	0.00	7,127.82	-1,009.82	116.51
	Miscellaneous Revenue	<u>56,219.00</u>	<u>28,054.87</u>	<u>61,602.27</u>	<u>-5,383.27</u>	<u>109.58</u>
	Revenue	62,337.00	28,054.87	68,730.09	-6,393.09	110.26
	Expense					
	Personal Services	25,376.00	1,974.50	23,479.34	1,896.66	92.53
	Supplies	0.00	0.00	0.00	0.00	0.00
	Other Services and Charges	40,616.00	3,384.68	38,486.30	2,129.70	94.76
	Capital Outlay	<u>350.00</u>	<u>0.00</u>	<u>333.50</u>	<u>16.50</u>	<u>95.29</u>
	Expense	66,342.00	5,359.18	62,299.14	4,042.86	93.91
227	Recycling	-4,005.00	22,695.69	6,430.95	-10,435.95	-160.57

General Ledger Revenue vs Expense



User: heather.butkowski
 Printed: 12/20/2022 9:37:53 AM
 Period 11 - 11
 Fiscal Year 2022

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
228	Fund					
	Revenue					
	Intergovernmental Revenues	0.00	0.00	137,750.26	-137,750.26	0.00
	Miscellaneous Revenue	<u>50.00</u>	<u>194.18</u>	<u>1,209.87</u>	<u>-1,159.87</u>	<u>2,419.74</u>
	Revenue	50.00	194.18	138,960.13	-138,910.13	277,920.26
	Expense					
	Capital Outlay	<u>0.00</u>	<u>0.00</u>	<u>27,697.29</u>	<u>-27,697.29</u>	<u>0.00</u>
	Expense	0.00	0.00	27,697.29	-27,697.29	0.00
228	Fund	50.00	194.18	111,262.84	-111,212.84	222,525.68

General Ledger Revenue vs Expense



User: heather.butkowski
 Printed: 12/20/2022 9:37:53 AM
 Period 11 - 11
 Fiscal Year 2022

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
305	GO TIF Revenue Bonds 2018A					
	Revenue					
	Miscellaneous Revenue	300.00	6.49	46.02	253.98	15.34
	Other Financing Sources	0.00	0.00	1,366,785.88	-1,366,785.88	0.00
	Revenue	300.00	6.49	1,366,831.90	-1,366,531.90	455,610.63
	Expense					
	Other Services and Charges	475.00	0.00	375.00	100.00	78.95
	Debt Service	4,141.00	0.00	1,368,833.38	-1,364,692.38	33,055.62
	Expense	4,616.00	0.00	1,369,208.38	-1,364,592.38	29,662.23
305	GO TIF Revenue Bonds 2018A	-4,316.00	6.49	-2,376.48	-1,939.52	55.06

General Ledger

Revenue vs Expense



User: heather.butkowski
 Printed: 12/20/2022 9:37:53 AM
 Period 11 - 11
 Fiscal Year 2022

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
306	2019A Improvement Bonds					
	Revenue					
	Miscellaneous Revenue	400.00	184.85	1,106.13	-706.13	276.53
	Other Financing Sources	<u>124,688.00</u>	<u>40,908.38</u>	<u>143,662.40</u>	<u>-18,974.40</u>	<u>115.22</u>
	Revenue	125,088.00	41,093.23	144,768.53	-19,680.53	115.73
	Expense					
	Other Services and Charges	475.00	0.00	5,295.00	-4,820.00	1,114.74
	Debt Service	<u>119,500.00</u>	<u>0.00</u>	<u>119,500.00</u>	<u>0.00</u>	<u>100.00</u>
	Expense	119,975.00	0.00	124,795.00	-4,820.00	104.02
306	2019A Improvement Bonds	5,113.00	41,093.23	19,973.53	-14,860.53	390.64

General Ledger

Revenue vs Expense

User: heather.butkowski
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 Period 11 - 11
 Fiscal Year 2022



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	116.61	836.55	663.45	55.77
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	1,500.00	116.61	836.55	663.45	55.77
	Expense					
	Other Services and Charges	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	40,000.00	0.00	0.00	40,000.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	40,000.00	0.00	0.00	40,000.00	0.00
401	General Capital Projects	-38,500.00	116.61	836.55	-39,336.55	-2.17

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 12/20/2022 9:37:53 AM
 Period 11 - 11
 Fiscal Year 2022



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	4,333.09	10,356.97	-6,356.97	258.92
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	4,000.00	4,333.09	10,356.97	-6,356.97	258.92
	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	4,333.09	10,356.97	-6,356.97	258.92

General Ledger Revenue vs Expense



User: heather.butkowski
 Printed: 12/20/2022 9:37:53 AM
 Period 11 - 11
 Fiscal Year 2022

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	3,000.00	158.61	1,193.50	1,806.50	39.78
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	3,000.00	158.61	1,193.50	1,806.50	39.78
	Expense					
	Supplies	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	0.00	10,500.00	14,643.64	-14,643.64	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	0.00	10,500.00	14,643.64	-14,643.64	0.00
404	Park Capital Projects	3,000.00	-10,341.39	-13,450.14	16,450.14	-448.34

General Ledger Revenue vs Expense



User: heather.butkowski
 Printed: 12/20/2022 9:37:53 AM
 Period 11 - 11
 Fiscal Year 2022

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
406	Park Dedication Revenue	0.00	267.69	343,284.82	-343,284.82	0.00
	Miscellaneous Revenue					
	Revenue	0.00	267.69	343,284.82	-343,284.82	0.00
406	Park Dedication	0.00	267.69	343,284.82	-343,284.82	0.00

General Ledger Revenue vs Expense



User: heather.butkowski
 Printed: 12/20/2022 9:37:53 AM
 Period 11 - 11
 Fiscal Year 2022

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
414	Development					
	Revenue	2,000.00	285.75	139,494.06	-137,494.06	6,974.70
	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
	Other Financing Sources					
	Revenue	2,000.00	285.75	139,494.06	-137,494.06	6,974.70
	Expense					
	Other Services and Charges	0.00	0.00	0.00	0.00	0.00
	Other Uses	68,143.00	0.00	68,143.00	0.00	100.00
	Expense	68,143.00	0.00	68,143.00	0.00	100.00
414	Development	-66,143.00	285.75	71,351.06	-137,494.06	-107.87

General Ledger Revenue vs Expense



User: heather.butkowski
 Printed: 12/20/2022 9:37:53 AM
 Period 11 - 11
 Fiscal Year 2022

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	0.00
415	Housing Redevelopment	0.00	0.00	0.00	0.00	0.00

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 12/20/2022 9:37:53 AM
 Period 11 - 11
 Fiscal Year 2022



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	65.75	346.88	-346.88	0.00
	Other Financing Sources	0.00	0.00	264,510.38	-264,510.38	0.00
	Revenue	0.00	65.75	264,857.26	-264,857.26	0.00
	Expense					
	Other Services and Charges	550.00	0.00	1,893.94	-1,343.94	344.35
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Other Uses	0.00	0.00	1,366,785.88	-1,366,785.88	0.00
	Expense	550.00	0.00	1,368,679.82	-1,368,129.82	248,850.88
416	TIF District No. 1-2	-550.00	65.75	-1,103,822.56	1,103,272.56	200,695.01

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 12/20/2022 9:37:53 AM
 Period 11 - 11
 Fiscal Year 2022



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
602	Sanitary Sewer Revenue	0.00	0.00	0.00	0.00	0.00
	Intergovernmental Revenues	285,916.00	11,819.58	415,188.84	-129,272.84	145.21
	Charges for Services	8,000.00	1,559.08	6,250.02	1,749.98	78.13
	Miscellaneous Revenue	0.00	257.27	1,396.72	-1,396.72	0.00
	Other Financing Sources					
	Revenue	293,916.00	13,635.93	422,835.58	-128,919.58	143.86
	Expense					
	Personal Services	73,144.00	5,805.85	69,087.90	4,056.10	94.45
	Supplies	800.00	64.61	640.87	159.13	80.11
	Other Services and Charges	177,101.00	13,385.66	332,569.27	-155,468.27	187.79
	Capital Outlay	0.00	0.00	75,539.30	-75,539.30	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	251,045.00	19,256.12	477,837.34	-226,792.34	190.34
602	Sanitary Sewer	42,871.00	-5,620.19	-55,001.76	97,872.76	-128.30

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 12/20/2022 9:37:53 AM
 Period 11 - 11
 Fiscal Year 2022



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	3,490.59	101,610.46	7,727.54	92.93
	Miscellaneous Revenue	4,000.00	288.72	2,077.48	1,922.52	51.94
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	113,338.00	3,779.31	103,687.94	9,650.06	91.49
	Expense					
	Personal Services	62,502.00	4,953.19	58,895.46	3,606.54	94.23
	Supplies	750.00	153.16	729.38	20.62	97.25
	Other Services and Charges	23,250.00	10,263.61	26,198.54	-2,948.54	112.68
	Capital Outlay	45,000.00	0.00	29,900.00	15,100.00	66.44
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	131,502.00	15,369.96	115,723.38	15,778.62	88.00
603	Storm Water	-18,164.00	-11,590.65	-12,035.44	-6,128.56	66.26

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 12/20/2022 9:37:53 AM
 Period 11 - 11
 Fiscal Year 2022



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: 12/20/2022 9:37:53 AM
 Period 11 - 11
 Fiscal Year 2022

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
Revenue Total		2,180,421.00	331,323.96	4,230,785.74	-2,050,364.74	1.9404
Expense Total		2,293,282.00	173,009.82	5,092,823.78	-2,799,541.78	2.2208
Grand Total		-112,861.00	158,314.14	-862,038.04	749,177.04	7.6381

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution X
Work Session

Meeting Date January 10, 2023

ITEM NUMBER 2023 Tobacco Licenses

STAFF INITIAL MC

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The City has received applications for renewal of tobacco licenses. The licenses would be valid January 1, 2023— December 31, 2023.

Larpenteur SuperUSA - 2424 Larpenteur Avenue West
Lauderdale Certified Auto Repair (BP Station) - 2421 Larpenteur Avenue West

OPTIONS:

1. To approve Resolution No. 011023A.
2. To remove the item from the consent agenda for further consideration.

STAFF RECOMMENDATION:

By approving the Consent Agenda, the Council adopts Resolution No. 011023A Approving the 2023 Tobacco Licenses.

RESOLUTION NO. 011023A

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

APPROVING 2023 TOBACCO LICENSES

WHEREAS, the following applicants:

Larpenteur SuperUSA	2424 Larpenteur Avenue W
Lauderdale Certified Auto Repair	2421 Larpenteur Avenue W

have presented to the City of Lauderdale complete applications for renewal of current tobacco licenses; and

WHEREAS, the establishments listed above have provided the proper fee and the Certification of Workers Compensation form and insurance certificate.

NOW, THEREFORE BE IT RESOLVED, that the Lauderdale City Council authorizes that the establishments listed above, be granted tobacco licenses with the City of Lauderdale for the term of January 1, 2023 through December 31, 2023.

Adopted by the City of Lauderdale this 10th day of January, 2023.

Mary Gaasch, Mayor

ATTEST:

Heather Butkowski, City Administrator

**LAUDERDALE COUNCIL
ACTION FORM**

<p style="text-align: center;">Action Requested</p> <p>Consent <u> X </u></p> <p>Public Hearing <u> </u></p> <p>Discussion <u> </u></p> <p>Action <u> </u></p> <p>Resolution <u> X </u></p> <p>Work Session <u> </u></p>	<p>Meeting Date <u>January 10, 2023</u></p> <hr/> <p>ITEM NUMBER <u>3.2 Off-Sale Malt Liquor License</u></p> <p>STAFF INITIAL <u> MC </u></p> <p>APPROVED BY ADMINISTRATOR</p>
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DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The City has received an application for renewal of a 3.2 off-sale malt liquor license. The license would be valid January 1, 2023 — December 31, 2023.

Larpenteur SuperUSA - 2424 Larpenteur Avenue West

- OPTIONS:**
1. To approve Resolution No. 011023B.
 2. To remove the item from the Consent Agenda for further consideration.

STAFF RECOMMENDATION:

By approving the Consent Agenda, the Council adopts Resolution No. 011023B Approving the 3.2 Off-Sale Malt Liquor License for 2023.

RESOLUTION NO. 011023B

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

APPROVING 3.2 OFF SALE MALT LIQUOR LICENSE FOR 2023

WHEREAS, the following applicant:

Larpenteur SuperUSA 2424 Larpenteur Avenue W

has presented to the City of Lauderdale their complete application for renewal of current 3.2 off sale malt liquor license; and

WHEREAS, the establishment listed above has provided the proper fee and the Certification of Workers Compensation form and insurance certificate.

NOW, THEREFORE BE IT RESOLVED, that the Lauderdale City Council authorizes that the establishment listed above, be granted 3.2 off sale malt liquor license with the City of Lauderdale for the term of January 1, 2023 through December 31, 2023.

Adopted by the City of Lauderdale this 10th day of January, 2023.

Mary Gaasch, Mayor

ATTEST:

Heather Butkowski, City Administrator

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution X
Work Session

Meeting Date January 10, 2023

ITEM NUMBER Designating Official Depository and Investment Institutions/Brokers for 2023

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Annually, the City designates the official depository and investment institutions/brokers.

North Star Bank is recommended to continue as the official depository.

Investment institutions/brokers includes Northland Securities, RBC Capital Markets, LLC and the 4M Fund/PFA Financial Network, Inc.

OPTIONS:

1. To approve Resolution No. 011023C.
2. To remove the item from the consent agenda for further consideration.

STAFF RECOMMENDATION:

By approving the Consent Agenda, the Council adopts Resolution No. 011023C Designating Official Depository and Investment Institutions.

RESOLUTION NO. 011023C

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

**DESIGNATING OFFICIAL DEPOSITORY
AND INVESTMENT INSTITUTIONS**

BE IT HEREBY RESOLVED, that North Star Bank is designated as a depository for the funds of the City of Lauderdale.

BE IT FURTHER RESOLVED, that before any deposits are made that exceed the amount that is guaranteed by the Federal Deposit Insurance Corporation (FDIC), the depository must supply to the city a corporate surety bond in the amount of at least ten percent more than the amount on the deposit plus accrued interest at the close of the business day. The bond is subject to the approval of the city council.

BE IT FURTHER RESOLVED, that in lieu of the above bond, the depository may furnish collateral in the manner and to the extent permitted by law. All such collateral must be accompanied by a written assignment providing that, upon default, the financial institution shall release to the city on demand, free exchange or any other charges, the collateral pledged.

BE IT FURTHER RESOLVED, all collateral must be placed in safekeeping in a restricted account at either a Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution that is furnishing the collateral. In case of default upon the part of the depository, the council of the city shall have full power and authority to sell such collateral or as much as may be necessary to realize the full amount due the city over such federal guarantee.

BE IT FURTHER RESOLVED, Northland Securities, RBC Capital Markets, LLC, and the 4M Fund/PFA Financial Network, Inc. are the city's investment institutions and brokers for 2023.

Adopted this 10th day of January 2023.

Mary Gaasch, Mayor

Heather Butkowski, City Administrator

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date: January 10, 2023

ITEM NUMBER 2023 Fee Schedule Res.

STAFF INITIAL 

APPROVED BY ADMINISTRATOR _____

DESCRIPTION :

At the end of each calendar year, staff reviews the fee schedule in anticipation of the year ahead. Staff made a number of reorganizing revisions for clarity.

The primary updates are the revised building permit fee schedule from Rum River (Appendix A). The fees are changing minorly but how they are calculated is changing. Most cities reference a State of Minnesota Fee Schedule from 1997 when setting their fees. That schedule hasn't been in effect for years and recent law suits show that cities need to change their method of calculation.

Another suggested revision is to the interest rate for petition and waiver agreements. The city is earning well over 4.0% on investments so the rate the city charges folks for special projects should increase to at least 5.0%.

Prior to adopting the fee schedule, the city council must hold a public hearing.

OPTIONS:

1. Adopt Resolution 011023D - A Resolution Establishing License and Permit Fees and Administrative Fees and Fines.
2. Do not approve or amend the fee schedule (and provide staff direction).

STAFF RECOMMENDATION:

Adopt Resolution 011023D - A Resolution Establishing License and Permit Fees, and Administrative Fees and Fines as presented.

RESOLUTION NO. 011023D

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

**A RESOLUTION ESTABLISHING LICENSE AND PERMIT FEES
AND ADMINISTRATIVE FEES AND FINES**

WHEREAS, Minnesota Law and the Ordinances of the City of Lauderdale allow the City to collect fees for processing applications and licenses for certain activities within the City of Lauderdale. City staff studied the fees allowed under state and local law and compared them to the actual costs that the City has historically incurred for processing applications and licenses in the City; and

WHEREAS, the City may also charge for administrative activities and fines. Reasonable charges were included in the 2023 Fee Schedule; and

WHEREAS, The Fee Schedule attached and incorporated herein also includes appendices A and B relating to building code and construction related permit and inspections fees and administrative fines.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Lauderdale, Minnesota, hereby adopts the 2023 Fee Schedule as attached.

Adopted by the City Council of the City of Lauderdale this 10th day of January, 2023.

Mary Gaasch, Mayor

ATTEST:

Heather Butkowski
City Administrator

2023 Fee Schedule

ADMINISTRATIVE FEE

Each Occurrence \$25.00

ADMINISTRATIVE VIOLATION / CITATION

Abandoned and/or Junk Vehicle \$50 per day after citation issued for non-compliance
 Animal Licensing \$25 per day after citation issued for non-compliance
 City Code Violations Not Otherwise Listed \$50 per day after citation issued for non-compliance
 Expired or Missing License Plates and Tabs \$40 per day after citation issued for non-compliance
 Failure to Apply for License \$50 per day after citation issued for non-compliance
 Failure to Apply for Rental Housing License \$50 per day after citation issued for non-compliance
 Failure to Correct Rental Housing Violation \$100 per day after citation issued for non-compliance
 Fireworks: Use, Possession, and Sale \$250 per offense
 Illegal Dumping \$100 per offense
 Illicit Discharge \$100 per offense
 Land Use Violations \$50 per day after citation issued for non-compliance
 Open Burning Ordinance Violations \$100 per offense
 Public Safety Repeat Nuisance Call Service \$250 Beginning with the Third Call and each Call Thereafter
 Rank Growth \$50 per day after citation issued for non-compliance
 Refuse and Debris Accumulation \$50 per day after citation issued for non-compliance
 Sale of Cannabis Products \$100 per offense
 Solicitor, Peddlers, and Door-to-Door Activity w/o License \$100 per offense
 Trespassing \$100 per offense

ANIMALS

Domestic Animal License \$10.00
 Duplicate License \$3.00

 Non-Domestic Animal License \$10.00

BINGO OR RAFFLE

\$100.00

BUILDING PERMITS

See Appendix A

BUILDING REGULATIONS PERMITS (CITY CODE CHAPTER 9)

Driveway or Parking Pad \$50.00
 Fence \$50.00
 Retaining Wall \$50.00
 Sidewalk \$50.00
 Swimming Pool \$50.00
 Waiver Application \$100.00

BUSINESS ASSISTANCE

Escrow with minimum of \$10,000.00

CANDIDATE FILING FEE

\$2.00

CERTIFIED COPIES

\$1.00/page plus sales tax

CIGARETTES/TOBACCO LICENSE

\$200.00/year

CITY COUNCIL

Requested Special Meeting \$250.00

CITY PROPERTY RENTAL

Banquet Table Rent \$4.00/table
 Banquet Table Deposit \$100.00/table

 Metal Detector Rent \$5.00/day
 Metal Detector Deposit \$100.00

 Metal Folding Chair Rent \$0.75/chair

Metal Folding Chair Deposit	\$20.00/chair	
COMMUNITY ROOM RENTAL		
Resident Use Only	\$50.00/5 hour block	
Deposit - Key	\$100.00	
Deposit - Damage	\$100.00	
Excess Trash Fee	\$10.00/bag	
Cancellation Fee (5 business days prior to reservation)	\$20.00	
Cancellation Fee (less than 5 business days prior to reservation)	Reservation fee	
COUNCIL MEETING RECORDING	\$50.00 plus sales tax	
CREDIT CARD PROCESSING FEE	No charge in 2023	
DOCUMENT RECORDING FEE	Reimburse Ramsey County Charge	
FACSIMILE	\$0.50/page	
FIRE		
False Alarms		
Per Ordinance	Cost plus administrative fee	
Fire Call		
Charge Back	Cost of Fire Services plus administrative fee	
Fire Inspection		
Annual or Additional	\$50.00/hour	
LIQUOR, 3.2 Percent		
Off-Sale	\$150.00	
On-Sale	\$300.00	
Temporary	\$50.00	
Penalties	See Appendix B	
MECHANICAL PERMITS	See Appendix A	
MERCHANDISE SALES		
History Book	\$25.00	(\$23.28 + \$1.72 sales tax)
Mugs	\$7.00	(\$6.52 + \$.48 sales tax)
T-shirts	\$10.00	
Long-sleeve t-shirt	\$12.00	
Sweatshirts	\$20.00	
MILEAGE REIMBURSEMENT	Per IRS	
NON-SUFFICIENT FUNDS CHECK	\$30.00	
NUISANCE ABATEMENTS		
Weed/Grass Mowing	Actual Costs + Admin Fee	
Refuse	Actual Costs + Admin Fee	
Junk Vehicles	Actual Costs of Towing & Disposal + Admin Fee	
Nuisance Violation Appeal	\$200.00	
PARKING		
Disabled Parking Zone Sign	\$25.00/year	
PARK DEDICATION		
Residential	\$3,000/per unit	
Commercial/Industrial	10% of fair market value of subdivided land	

PARK RESERVATION RENTALS	
Resident	No Fee
Non-resident	\$25.00 plus sales tax/4 hour block
Non-resident Damage Deposit	\$50.00
PHOTOCOPY	\$.25/page
PLUMBING	See Appendix A
REFUSE HAULER LICENSES	
Residential	\$250.00
Commercial	\$250.00
RENTAL HOUSING	See Appendix A
RIGHT-OF-WAY	
City Engineer's Review, if applicable	\$150.00
City Attorney Review, if applicable	\$100.00
Excavation Permit	\$100.00 plus bond
Obstruction Permit	\$100.00
SALES TAX	
Sale of goods	7.375%
City Purchases	6.875%
SANITARY SEWER AND WATER DEVELOPMENT	
Sewer Availability Charge	Per Metropolitan Council
Water Availability Charge	Per St. Paul Water
SPECIAL ASSESSMENTS, Interest Rate	
Delinquent Utility Bills, Accounts Receivable	8.0% or \$25.00, whichever is greater
Petition and Waiver Agreements	5.0%
SUBDIVISION APPLICATIONS (CITY CODE TITLE 11)	
Lot Consolitation / Division	\$150 plus \$500 escrow*
Lot Line Rearrangement	\$200 plus \$1,000 escrow*
Subdivision	\$500.00 plus \$1,500 escrow *
TREE CONTRACTOR LICENSE	\$50.00/year
VACATIONS (Streets, Alleys, etc.)	\$500.00 plus \$700 escrow *
ZONING APPLICATIONS (CITY CODE TITLE 10)	
Conditional Use Permit	\$200 plus \$500 escrow*
Home Occupation	\$100.00
Planned Unit Development	\$500 plus \$5,000 escrow *
Sign Permit	\$200.00
Variance from Zoning Ordinance	\$150.00
Zoning Amendment	\$500.00 plus \$1,500 escrow *

* Applicants are responsible for submitting the escrow payment in addition to assuming all city accrued costs on the application review.

NOTE: A private party or public institution (hereinafter applicant) making a request of the city must cover the cost of the request including consultants' costs. Prior to having the request considered by the city, the applicant must deposit an escrow fee in an amount that is estimated to cover the city consultant's costs as determined by the city administrator. If the city consultant's costs exceed the escrow deposited by the applicant, an additional escrow fee will be required to cover the additional costs. The city shall use the applicant's fees to cover the city's actual consultants' costs, publishing costs, and recording costs in reviewing the request regardless of the city's action on the applicant's request. If the applicant's escrow fees exceed the city's actual consultant's costs for reviewing the request, the remaining escrow fees shall be refunded to the applicant.

Building Code and Construction Related Permit and Inspection Fees

The administration and issuance of permits and the collection of fees shall be as authorized in Minnesota Statutes, Chapter 326B, Minnesota Administrative Rules 1300.0120 and 1300.0160, and as provided by this Ordinance. Fees are to be commensurate with the service provided. Permit fees not specifically identified within this Ordinance are based on the valuation determined by Subdivision 2.

Subd. 1. Permit and Inspection Fees for Residential Building, Commercial Building, Fire Suppression, Fire Alarm, Commercial Mechanical, and Commercial Plumbing. The minimum fee for processing these permits is \$100.00.

Total Valuation	Permit Fee
\$1.00 to \$2,000.00	\$100.00 Minimum
\$2,001.00 to \$25,000.00	\$100.00 for the first \$2,000.00 plus \$16.55 for each additional \$1,000.00 or fraction thereof, to and including \$25,000
\$25,001.00 to \$50,000.00	\$464.15 for the first \$25,000.00 plus \$12.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000
\$50,001.00 to \$100,000.00	\$764.15 for the first \$50,000.00 plus \$8.45 for each additional \$1,000.00 or fraction thereof, to and including \$100,000
\$100,001.00 to \$500,000.00	\$1,186.65 for the first \$100,000.00 plus \$6.75 for each additional \$1,000.00 or fraction thereof, to and including \$500,000
\$500,001.00 to \$1,000,000.00	\$3,886.65 for the first \$500,000.00 plus \$5.50 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000; and
\$1,000,001.00 and up	\$6,636.65 for the first \$1,000,000.00 plus \$4.50 for each additional \$1,000.00 or fraction thereof

Subd. 2. Project Valuation Determination. The Designated Building Official has the authority and responsibility to determine project valuation for the purposes of establishing applicable plan review and permit fees. Valuation data may be referenced from the State of Minnesota and/or the International Code Council.

Subd. 3. Plan Review Fees. Where a plan review fee is performed and charged, the minimum plan review fee for all permits is \$50.00. Plan review fees for building, fire suppression, and fire alarm permits shall be sixty-five percent (65%) of the building permit fees as set forth in Subdivision 1 of this Section. Plan review fees for similar plans are set forth in Minnesota Rules 1300.0160.

Plan review fees for all commercial mechanical permits shall be ten percent (10%) of the permit fee when a project job valuation is determined to exceed \$30,000.00.

In the event a permit applicant submits an application that requires plan review and decides not to proceed with the building project after the plan review has been completed, the plan review fee will be billed by the jurisdiction to the permit applicant.

Subd. 4. State Surcharge on Building, Mechanical, and Plumbing Permits. In addition to the permit fees established in this fee schedule, a surcharge fee shall be collected on all permits issued for work governed by the Minnesota State Building Code in accordance with Minnesota Statutes, Section 326B.148.

Subd. 5. Refunds. The jurisdiction may refund up to 80% of the permit fees in which no work has been done and no inspections have been made. Requests for refunds must be made by the permit applicant in writing within 180 days of issuance. Within 10 days of receipt, the Building Official must review the refund request and determine the amount to be refunded or deny the refund request for cause.

No refunds will be approved or granted for the following: plan review fees, state surcharge fees, re-inspection fees, or any other services that have previously been rendered.

Subd. 6. Work Without a Permit. Work commenced without a permit may result in additional fees as specified in MN Rules 1300.010, Subpart 8.

Subd. 7. Validity, Expiration and Suspension or Revocation of Permits. The validity, expiration, and suspension or revocation of permits shall be as provided by MN Rules 1300.0120, Subparts 10, 11, and 12.

Subd. 8. Residential Mechanical Permit Fees for Structures Regulated under the Minnesota Residential Code.

New construction mechanical (includes HVAC system, mechanical ventilation system, and gas lines)	\$150.00 per unit
Addition, alteration, remodel, or replacement mechanical	\$125.00
Basement finish mechanical	\$125.00
Fireplace	\$125.00
Garage heater	\$125.00
Gas lines	\$125.00
Miscellaneous mechanical appliance	\$125.00
All other minor mechanical work	\$125.00
Furnace and air conditioner units installed and inspected simultaneously	\$185.00

Subd. 9. Plumbing Permit Fees for Structures Regulated Under the Minnesota Residential Code.

New construction plumbing	\$150.00 per unit
Addition, alteration, remodel, or replacement	\$125.00
Basement finish	\$125.00
Water heater	\$125.00
Water conditioning system	\$125.00
Miscellaneous plumbing fixtures	\$125.00
Municipal sewer connection	\$125.00
Municipal water connection	\$125.00

Subd. 10. Other Permits and Fees.

Accessory structures	Refer to Subd. 1 table. A 65% plan review may apply.
Structure additions, alterations	Refer to Subd. 1 table. A 65% plan review may apply
Structure remodel	Refer to Subd. 1 table. A 65% plan review may apply
Basement finishes	Refer to Subd. 1 table. A 65% plan review may apply
Deck	Refer to Subd. 1 table. A 65% plan review may apply
Fence over 7 feet high	Refer to Subd. 1 table. A 65% plan review may apply
Residential structure moving (exceeding 60 miles from the jurisdiction)	\$250.00
Residential roofing	\$125.00
Residential siding	\$125.00
Residential window replacement (same size)	\$125.00
Commercial demolition	Refer to Subd. 1 table. 65% plan review may apply
Residential demolition	\$200.00
Manufactured home set-up (foundation and connections only)	\$175.00

Solar/Photovoltaic Systems Residential (up to 3.5kW)	\$175.00
Solar/Photovoltaic Systems Residential (over 3.5kW)	Refer to Subd. 1 table. 65% plan review may apply
Solar/Photovoltaic Systems Commercial	Refer to Subd. 1 table. 65% plan review may apply
Residential irrigation system, including backflow prevention	\$125.00
Miscellaneous commercial or residential building permits for which no fee is specifically indicated	Refer to Subd. 1 table, 65% plan review may apply
Temporary Heating Equipment	\$150.00
Inspections which no fee is specifically indicated	\$125.00 per hour
Additional plan review required by changes, additions, or revisions to previously approved plans	\$95.00 per hour
Re-inspection fees	\$95.00 per hour/inspection – whichever is greater (minimum charge of 1 hour)
Inspections outside of normal business hours	\$150.00 per hour (minimum charge of 2 hours)
Change of Use/Occupancy	Refer to Subd. 1 table. 65% plan review may apply (minimum fee of \$300.00)
Septic System - Residential New	\$250.00
Septic System - Commercial New	Refer to Subd. 1 table. 65% plan review may apply
Septic System - Residential Alteration/Repair	\$200.00
Septic System - Commercial Alteration/Repair	Refer to Subd. 1 table. 65% plan review may apply
Operating Permit	\$125.00 Annually
Maintenance/Pumping Permit	\$10.00 Triennial

Subd. 11. Rental Licensing.

Rental Housing Licensing	Fee	Fee Notes
Single Family, Townhome, Condo	\$200	per unit
Buildings 2 - 7 units	\$200	per building
Buildings 2 - 7 units	\$10	per unit
Multi-Family (8+ units)	\$200	per building
Multi-Family (8+ units)	\$10	per unit
Reinspection Fee (after initial inspection and follow-up inspection)	\$100	per inspection
Point of Conversion Fee	\$750	

2023 Civil Penalty Fee Schedule for Alcohol Violations

Type of Violation	1 st	2 nd	3 rd	4 th
1. Commission of a felony related to the licensed activity	Revocation	N/A	N/A	N/A
2. Sale of alcoholic beverages while license is under suspension	Revocation	N/A	N/A	N/A
3. Sale of alcoholic beverages to under-age persons	\$1000 +6 days	18 days	30 days	Revocation
4. After hours sale of alcoholic beverages	\$1000 +6 days	18 days	30 days	Revocation
5. After hours display or consumption of alcoholic beverages	\$1000 +6 days	18 days	30 days	Revocation
6. Refusal to allow city officials to inspect premises	\$1000 +18 days	30 days	Revocation	
7. Failure to take reasonable steps to stop person from leaving premises with alcohol beverages	\$1000 +6 days	18 days	30 days	Revocation

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date January 10, 2023

ITEM NUMBER Council Meeting Schedule

STAFF INITIAL MC

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Annually, the City Council sets its meeting schedule for the following year. If the Council continues to meet on the second and fourth Tuesdays of the month, the schedule would be as attached. Holidays do not conflict with the proposed meeting schedule. After the Council adopts the meeting schedule, it will be posted at City Hall.

OPTIONS:

- Adopt the attached City Council meeting schedule.
- Propose a new schedule.

STAFF RECOMMENDATION:

Motion to adopt the City Council meeting schedule for 2023.

COUNCIL ACTION:

2023 Lauderdale Schedule

City Council Meetings

Holidays Observed

January 10

January 24

February 14

February 28

March 14

March 28

April 11

April 25

May 9

May 23

June 13

June 27

July 11

July 25

August 8

August 22

September 12

September 26

October 10

October 24

November 14

November 28

December 12

New Year's – Monday, January 2

M. L. King Day – Monday, January 16

President's Day – Monday, February 20

Memorial Day – Monday, May 29

Juneteenth – Monday, June 19

Independence Day – Tuesday, July 4

Labor Day – Monday, September 4

Veterans Day – Friday, November 10

Thanksgiving Holiday – Thursday, November 23 &

Friday, November 24

Christmas Holiday – Monday, December 25 &

Tuesday, December 26

Meeting Notes:

City Council meetings begin at 7:00 p.m. and will be held at Lauderdale City Hall, 1891 Walnut Street.

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date January 10, 2023

ITEM NUMBER Committee Assignments

STAFF INITIAL ABS

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The Council determines committee assignments and makes other designations at the beginning of the year. The following document has the committee assignments and designations from last year. Staff carried over the assignments from 2022 to 2023 and noted with blank lines new appointments that need to be made. Staff will revise the form base on the discussion.

OPTIONS:

STAFF RECOMMENDATION:

Motion to adopt committee assignments and designations as discussed.

**CITY OF LAUDERDALE
2023 APPOINTMENTS**

	2022	2023
Mayor Pro Tem	Moffatt	_____
Bank Signatories	Gaasch Dains Butkowski	Gaasch Dains Butkowski
Building Official: Residential	Rum River Consultants	Rum River Consultants
Building Official: Commercial	Rum River Consultants	Rum River Consultants
Data Practices Officer	Butkowski	Butkowski
Data Practices Compliance Officer	City Attorney	City Attorney
LMC	Council: Moffatt Staff: Butkowski	Council: _____ Staff: Butkowski
Metro Cities	Council: Gaasch Staff: Butkowski	Council: Gaasch Staff: Butkowski
MWMO	Dains Alt: Gaasch	Dains Alt: Gaasch
NYFS	Not a member	_____
NSCC	Council: Pulford Alt: Moffatt	Council: Pulford Alt: _____
Community Events	Dog Park: Gaasch Day in the Park: Grove Halloween: Grove	Staff recommend eliminating
Police Liaison	Council: Gaasch Staff: Butkowski	Council: Gaasch Staff: Butkowski
RCLLG	Council: Grove Alt: Gaasch	Council: _____ Alt: Gaasch

SRA	Council: Dains Alt: Butkowski	Council: Dains Alt: Butkowski
Zoning Admin.	Bownik	Bownik
City Engineer	Stantec	Stantec
City Civil Attorney	Kennedy & Graven	Kennedy & Graven
City Pros. Attorney	Joseph Law	H/J Law
Official Newspaper	<i>Pioneer Press</i>	<i>Pioneer Press</i>

NOTE: Any council member may attend LMC, Metro Cities, or RCLLG Meetings.

Committees & Commissions

Mayor Pro Tem: The council member that will preside over the meeting in the mayor's absence.

League of Minnesota Cities (LMC): As a LMC member city, the City receives many services, the two most important being training and representation at the Capitol. The City also purchases insurance through the League's Insurance Trust. There are many different types of LMC meetings and trainings happening year-round. All council members are able to get involved. The duty of the LMC appointee is to vote on the City's behalf at the annual meeting, if present.

Metro Cities: Metro Cities represents the interests of member cities in the seven-county metropolitan area, primarily representing cities before the Metropolitan Council and at the Capitol. The primary duty of the appointee is to vote on the City's behalf at the annual meeting.

Mississippi Water Management Organization (MWMO): The City is one member of a joint powers board that manages and monitors the storm water quality in the Middle Mississippi Watershed area. The MWMO covers the southwest part of the city (south of Larpentour Avenue and west of Eustis Street).

North Suburban Cable Commission (NSCC): The City is one of nine northern suburbs that jointly administer a cable franchise agreement with Comcast. The commission also oversees the operation of the local access stations and the institutional network. The board meets the first Thursday evening of each month at the cable commission office in Roseville.

Northeast Youth and Family Services (NYFS): The City became a member in 2022. The Board traditionally meets on the fourth Thursday of the month from 7:30-9:00AM. The Board skips August and combines the November and December meetings for a total of ten meetings a year.

Police Liaison: The police liaison meets with the St. Anthony Police Chief as needed.

Ramsey County League of Local Governments (RCLLG): Ramsey County cities, school districts, and special districts meet monthly to network and learn through common issues. Meetings are held in the evening on the third Thursday of the month at alternating locations in Ramsey County. Each meeting is organized around a topic or trainer.

Suburban Rate Authority (SRA): The Suburban Rate Authority consists of metro communities in a joint powers arrangement that collectively work together to represent municipal interests in dealings with public utility providers like Xcel Energy and CenterPoint Energy. The group also provides a voice for rate payers when the Public Utilities Commission and utility providers negotiate rate increases and service changes. The committee meets quarterly (third Wednesday) at member city locations.

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date January 10, 2023

ITEM NUMBER Performance Evaluation

STAFF INITIAL _____

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The Council last evaluated my job performance in November 2021. In March 2021, my employment agreement was renewed with an indefinite term and the prerequisite that my performance be evaluated before the end of November each year. That didn't happen for a variety of reasons and this is the first opportunity to try again. A copy of the employment agreement is attached. I think the open discussion evaluation format has worked in the past. I am happy to talk to Councilors in advance of the meeting as well.

OPTIONS:

STAFF RECOMMENDATION:

Motion to close the meeting to evaluate the performance of the city administrator.

EMPLOYMENT AGREEMENT

This AGREEMENT is entered into this 23rd day of 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 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

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 at any time by providing at least 30 days advance written notice 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.

Section 3. Termination and Severance Pay

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

Beginning January 1, 2021, Employee shall receive a salary of \$110,192.39 annually (Step 5); additionally, effective March 23, 2021, the Employee will receive a merit increase of 4.0%. Annual pay increases will be at the same rate afforded other staff or otherwise set by the City Council.

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.

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.
- B. 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.
- C. 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.
- D. 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 9. Indemnification

The City shall defend and indemnify Employee pursuant to Minn. Stat. 466.07 and 465.76. In addition, the City shall defend, hold harmless, and indemnify Employee from all torts, civil damages, penalties, and fines, and violations of statutes, laws, rules and ordinances, provided that Employee was acting in the performance of her duties as the City Administrator at the time of the alleged tort or violation.

Section 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

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.

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 Butkowsky-Hinrichs