

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

Page 1 of 4

January 10, 2023

Call to Order

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

Swearing in Ceremony

Administrator Butkowski performed the swearing in ceremony for Mayor Gaasch and Councilors Sayre and Kelly.

Roll Call

Councilors present: Jeff Dains, Sharon Kelly, Duane Pulford, Evan Sayre, and Mayor Mary Gaasch.

Councilors absent: None.

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

Approvals

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

Mayor Gaasch asked if there were any corrections to the minutes of the December 13, 2022 city council meeting. There being none, Councilor Pulford moved and seconded by Councilor Dains to approve the minutes of the December 13, 2022 city council meeting. Motion carried unanimously.

Mayor Gaasch asked if there were any questions on the claims. There being none, Councilor Pulford moved and seconded by Councilor Sayre to approve the claims totaling \$252,928.25. Motion carried unanimously.

Consent

Councilor Pulford moved and seconded by Councilor Kelly to approve the Consent Agenda thereby acknowledging the November Financial Report and approving Resolution No. 011023A – Approving 2023 Tobacco Licenses; Resolution No. 011023B – Approving 3.2 Off Sale Malt Liquor License for 2023; and Resolution No. 011023C – Designating Official Depository and Investment Institutions.

Informational Presentations/Reports

A. City Council Updates

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

Page 2 of 4

January 10, 2023

Councilor Dains shared that the Metropolitan Council Transportation Accessibility Committee will host a Zoom meeting open to the public on January 24 and 25 in regards to Metro Mobility.

Councilor Pulford stated that he attended a meeting with representatives from the Department of Homeland Security and the Bureau of Criminal Apprehension Fusion Center. Pulford continued to say that the Governor's Safety Conference would take place from February 22-24.

Mayor Gaasch shared that she and Councilors Sayre and Pulford attended a meeting at Lauderdale City Hall with the League of Minnesota Cities (LMC) and our neighboring cities. They discussed shared issues and concerns, and how the LMC can assist with solutions. Gaasch continued to say that as a board member of the LMC, she has been asked to be on a search committee to find a new executive director to replace their outgoing one.

Public Hearings

A. Resolution No. 011023D – A Resolution Establishing License and Permit Fees and Administrative Fees and Fines

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 and recommend some fee changes.

The primary update relates to how building permit fee are calculated even though the fees aren't changing much. Most cities reference a State of Minnesota Fee Schedule from 1997 when setting their fees. That schedule has not been in effect for years and recent lawsuits show that cities need to change their method of calculation.

Another 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 for special projects should increase to at least 5.0%.

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

Councilor Pulford moved and seconded by Councilor Sayre to adopt Resolution 011023D - A Resolution Establishing License and Permit Fees, and Administrative Fees and Fines as amended. Motion carried unanimously.

Discussion/Action Item

A. Establish 2023 City Council Meeting Schedule

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

LAUDERDALE CITY COUNCIL
MEETING MINUTES
Lauderdale City Hall
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Lauderdale, MN 55113

Page 3 of 4

January 10, 2023

presented in the packet. Holidays do not conflict with the proposed meeting schedule. After the Council adopts the meeting schedule, it will be posted at City Hall.

Councilor Dains made a motion to adopt the City Council meeting schedule for 2023. This was seconded by Councilor Kelly and carried unanimously.

B. 2023 Committee Appointments and Assignments

The Council determines committee assignments and makes other designations at the beginning of the year. Staff carried over the assignments from 2022 to 2023 and noted where new appointments need to be made. Staff will revise the form based on the discussion.

After Council discussion, Councilor Pulford was added as the Mayor Pro Tem, Mayor Gaasch was designated to the League of Minnesota Cities, Councilor Kelly was designated to Northeast Youth and Family Services, Councilor Sayre was added as the alternate for NineNorth, Councilor Sayre was designated as the Police Liaison, and Councilor Pulford was designated to the Ramsey County League of Local Governments.

Set Agenda for Next Meeting

Butkowski stated that the January 10 council meeting might include Metropolitan Council representative Peter Lindstrom.

Work Session

A. Community Development Update

Butkowski shared that the League of Minnesota Cities will host Day on the Hill on March 9 and asked who planned to attend. She also said Ramsey County staff would will host an open house regarding the county-owned southern portion of Eustis Street on March 7. Finally, Mayor Gaasch shared that she had a resident ask if they could make cookies for the snow plowers.

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.

Closed Session

Councilor Dains made a motion to enter a closed session to discuss the City Administrator job performance evaluation at 8:15 p.m. This was seconded by Councilor Sayre and carried unanimously.

Councilor Pulford made a motion to come out of closed session at 9:08 p.m. This was seconded by Councilor Dains and carried unanimously.

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

Page 4 of 4

January 10, 2023

Councilor Kelly made a motion to increase the city administrator's compensation by 3% for 2023. This was seconded by Councilor Sayre and carried unanimously.

Adjournment

Councilor Pulford moved and seconded by Councilor Kelly to adjourn the meeting at 9:10 p.m. Motion carried unanimously.

Respectfully submitted,



Miles Cline
Deputy City Clerk