

**LAUDERDALE CITY COUNCIL MEETING AGENDA**  
**7:00 P.M. TUESDAY, MAY 14, 2024**  
**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. **ROLL CALL**
3. **APPROVALS**
  - a. Agenda
  - b. Minutes of the April 23, 2024 City Council Meeting
  - c. Claims Totaling \$178,547.81
4. **CONSENT**
5. **SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**
6. **INFORMATIONAL PRESENTATIONS / REPORTS**
  - a. 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.

  - a. Ordinance No. 24-01 Creating an Environment and Sustainability Commission and Repealing Title 2, Chapters 2, 4, and 5 of Lauderdale City Code
  - b. Resolution No. 051424A – Authorizing Publication of Ordinance No. 24-01 by Title and Summary
8. **DISCUSSION / ACTION ITEM**
  - a. Agreement with Center for Energy and the Environment to Perform Discounted Home Energy Squad Visits in the City of Lauderdale
9. **ITEMS REMOVED FROM THE CONSENT AGENDA**
10. **ADDITIONAL ITEMS**
11. **SET AGENDA FOR NEXT MEETING**
  - a. April Financial 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 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.

### 13. ADJOURNMENT

#### **To provide public comments, join us via Zoom.**

You are invited to a Zoom webinar.

When: May 14, 2024 07:00 PM Central Time (US and Canada)

Topic: May 14, 2024 City Council Webinar

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82779267155?pwd=R2FKTStqdEhUN0IHSE11TE93MjNNdz09>

Passcode: 137045

Or One tap mobile :

+13052241968,,82779267155# US

+13092053325,,82779267155# US

Or Telephone:

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

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Webinar ID: 827 7926 7155

International numbers available: <https://us02web.zoom.us/j/82779267155>

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

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April 23, 2024

**Call to Order**

Mayor Gaasch called the Regular City Council meeting to order at 7:04 p.m.

**Roll Call**

Councilors present: Evan Sayre, Sharon Kelly, Jeff Dains, Duane Pulford, 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 Kelly moved and seconded by Councilor Sayre to approve the agenda. Motion carried unanimously.

Mayor Gaasch asked if there were corrections to the minutes of the April 9, 2024 City Council meeting. There being none, Councilor Dains moved and seconded by Councilor Sayre to approve the April 9, 2024 City Council meeting minutes. Motion carried unanimously.

Mayor Gaasch asked if there were any questions on the claims. Councilor Kelly asked what the ACH payments represented. Staff responded that they were payroll liability payments. Thereafter, Councilor Pulford moved and seconded by Councilor Kelly to approve the claims totaling \$21,061.27. Motion carried unanimously.

**Consent**

Councilor Pulford moved and seconded by Councilor Sayre to approve the Consent Agenda thereby approving the March financial report and the first quarter investment report.

**Informational Presentations/Reports**

A. Annual Police Report by St. Anthony Police Chief Jeff Spiess

Chief Jeff Spiess presented the highlights of the annual police report. The City Council engaged in a question and answer session with Spiess throughout his presentation on such topics as officer wellness, recruitment, their patrol philosophy, and crime statistics.

B. City Council Updates

Councilor Kelly shared that she and Councilor Pulford attended the police contract town hall discussion between St. Anthony and Falcon Heights at St. Anthony City Hall.

Mayor Gaasch thanked the Council members who were able to attend the funeral for former Police Chief Jon Mangseth.

LAUDERDALE CITY COUNCIL  
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Lauderdale, MN 55113

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April 23, 2024

Councilor Pulford stated that NineNorth posted three videos about Lauderdale on their website. Pulford continued to say that he and Mayor Gaasch were interviewed for the video regarding Lauderdale being named the second-best place to live in Minnesota.

Mayor Gaasch shared that she, Councilor Dains, and many other Lauderdale residents attended the City's joint Earth Day celebration with Falcon Heights on April 22. Finally, Gaasch stated that the League of Minnesota Cities has been strongly advocating for cities to retain local zoning control and appear to have been successful in getting legislators to make changes to bills that would have affected that and the public hearing process that happens before votes on development projects.

**Discussion/Action Item**

**A. Tort Liability Waiver Form**

The City's workers compensation, property, liability, sewer backup, and auto insurance policies run from August to August. Staff work with our insurance agent annually to prepare the materials for the renewal. As part of this, the City Council must determine whether to waive the municipal tort liability limits established by state statute. The City has not waived them in the past as it opens the City to greater financial liability. Staff recommends maintaining that practice via the following motion.

Councilor Dains made a motion authorizing staff to remit the Liability Coverage—Waiver from LMCIT as presented indicating the City does not waive the monetary limits on municipal tort liability established by MS 466.04. This was seconded by Councilor Kelly and carried unanimously.

**B. Draft Environmental Commission Ordinance**

City staff drafted an Environment and Sustainability Commission ordinance and sent it to the City attorney for review. The draft will be sent out for the required 10-day community notification, and the Council will be able to adopt it at the May 14 Meeting. City staff will prepare the materials to advertise for commission members in the June newsletter.

**C. Resolution No. 042324A – Fair Housing Month Proclamation**

At the last meeting, the Council discussed adopting the fair housing proclamation mailed to Council Members by the St. Paul Area Realtors Association. Staff prepared the proclamation in our usual resolution format for Council consideration.

The Council decided they would table this matter until the next meeting to allow Councilor Kelly to complete some research.

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April 23, 2024

D. Setting Date of Day in the Park

The Council discussed possible dates for Day in the Park and concluded that July 18, the third Thursday in July, would work best for full Council attendance.

**Set Agenda for Next Meeting**

Butkowski stated that the May 14 council meeting might include the April financial report, an environmental commission ordinance, and an energy audit partnership discussion.

**Work Session**

A. Community Development Update

Butkowski shared that staff met with Bluechip Tree Company in regards to removing the remaining diseased ash trees along with a few sickly maple trees. She continued to say that citizens should hire an arborist with specific questions about their situation.

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.

**Adjournment**

Councilor Dains moved and seconded by Councilor Kelly to adjourn the meeting at 9:11 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:** May 14, 2024  
**Subject:** List of Claims

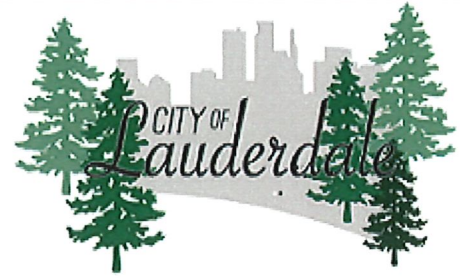
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The claims totaling \$178,547.81 are provided for City Council review and approval that includes check numbers 28904 to 28926.

# Accounts Payable

## Checks by Date - Detail by Check Date

User: MILES.CLINE  
 Printed: 5/10/2024 8:27 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	34	AFSCME MN Council 5 PR Batch 50900.04.2024 Union Dues	04/26/2024 PR Batch 50900.04.2024 Uni	240.60
Total for this ACH Check for Vendor 34:				240.60
ACH	389	BCBSM Inc PR Batch 50900.04.2024 Vision Insurance	04/26/2024 PR Batch 50900.04.2024 Visi	12.82
Total for this ACH Check for Vendor 389:				12.82
ACH	415	Securian Life Insurance Company PR Batch 50900.04.2024 Life Insurance	04/26/2024 PR Batch 50900.04.2024 Life	204.43
Total for this ACH Check for Vendor 415:				204.43
ACH	423	Madison National Life Ins Co Inc PR Batch 50900.04.2024 Long Term Disability PR Batch 50900.04.2024 Short Term Disability	04/26/2024 PR Batch 50900.04.2024 Lon PR Batch 50900.04.2024 Sho	86.83 80.69
Total for this ACH Check for Vendor 423:				167.52
ACH	43	Public Employees Retirement Association PR Batch 50900.04.2024 PERA Coordinated PR Batch 50900.04.2024 PERA Coordinated	04/26/2024 PR Batch 50900.04.2024 PER PR Batch 50900.04.2024 PER	1,136.35 1,311.18
Total for this ACH Check for Vendor 43:				2,447.53
ACH	44	Minnesota Department of Revenue PR Batch 50900.04.2024 State Income Tax	04/26/2024 PR Batch 50900.04.2024 Stat	788.46
Total for this ACH Check for Vendor 44:				788.46
ACH	45	ICMA Retirement Corporation PR Batch 50900.04.2024 Deferred Comp PR Batch 50900.04.2024 Deferred Comp	04/26/2024 PR Batch 50900.04.2024 Defi PR Batch 50900.04.2024 Defi	1,691.64 1,318.95
Total for this ACH Check for Vendor 45:				3,010.59
ACH	46	Internal Revenue Service PR Batch 50900.04.2024 FICA Employer Portio PR Batch 50900.04.2024 Medicare Employer Po PR Batch 50900.04.2024 Federal Income Tax PR Batch 50900.04.2024 FICA Employee Portio PR Batch 50900.04.2024 Medicare Employee Pc	04/26/2024 PR Batch 50900.04.2024 FIC. PR Batch 50900.04.2024 Mec PR Batch 50900.04.2024 Fede PR Batch 50900.04.2024 FIC. PR Batch 50900.04.2024 Mec	1,261.97 295.17 2,130.87 1,261.97 295.17
Total for this ACH Check for Vendor 46:				5,245.15
Total for 4/26/2024:				12,117.10
ACH	43	Public Employees Retirement Association	05/10/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		PR Batch 51000.05.2024 PERA Coordinated	PR Batch 51000.05.2024 PER	1,136.35
		PR Batch 51000.05.2024 PERA Coordinated	PR Batch 51000.05.2024 PER	1,311.18
		Total for this ACH Check for Vendor 43:		2,447.53
ACH	44	Minnesota Department of Revenue	05/10/2024	
		PR Batch 51000.05.2024 State Income Tax	PR Batch 51000.05.2024 Stat	788.46
		Total for this ACH Check for Vendor 44:		788.46
ACH	45	ICMA Retirement Corporation	05/10/2024	
		PR Batch 51000.05.2024 Deferred Comp	PR Batch 51000.05.2024 Def	1,691.64
		PR Batch 51000.05.2024 Deferred Comp	PR Batch 51000.05.2024 Def	1,318.95
		Total for this ACH Check for Vendor 45:		3,010.59
ACH	46	Internal Revenue Service	05/10/2024	
		PR Batch 51000.05.2024 Medicare Employee Pc	PR Batch 51000.05.2024 Mec	275.21
		PR Batch 51000.05.2024 FICA Employee Portio	PR Batch 51000.05.2024 FIC.	1,176.72
		PR Batch 51000.05.2024 FICA Employer Portio	PR Batch 51000.05.2024 FIC.	1,176.72
		PR Batch 51000.05.2024 Medicare Employer Po	PR Batch 51000.05.2024 Mec	275.21
		PR Batch 51000.05.2024 Federal Income Tax	PR Batch 51000.05.2024 Fed	2,030.87
		Total for this ACH Check for Vendor 46:		4,934.73
ACH	47	Public Employees Insurance Program	05/10/2024	
		PR Batch 51000.05.2024 Health Insurance	PR Batch 51000.05.2024 Hea	2,732.58
		PR Batch 51000.05.2024 Dental	PR Batch 51000.05.2024 Den	85.20
		Total for this ACH Check for Vendor 47:		2,817.78
		Total for 5/10/2024:		13,999.09
28904	13 11101	8th Day Landscaping LLC April Snow Removal	05/14/2024	710.00
		Total for Check Number 28904:		710.00
28905	383 S1 474681050124	Aspen Waste Systems of Minnesota Inc May Refuse Service	05/14/2024	446.64
		Total for Check Number 28905:		446.64
28906	329 052024	Atlas Roofing, Inc. Repair Roof at City Hall	05/14/2024	650.00
		Total for Check Number 28906:		650.00
28907	369 53419222	BMI DIP Music License	05/14/2024	435.00
		Total for Check Number 28907:		435.00
28908	29 4456	City of St Anthony April Police Services	05/14/2024	81,980.42
		Total for Check Number 28908:		81,980.42
28909	238 052024	Costco Wholesale Corporation Membership Renewal	05/14/2024	120.00



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 28909:	120.00
28910	426 117597657	Deere & Company JD 1585 Terrain Cut with Mower Deck	05/14/2024	41,254.07
			Total for Check Number 28910:	41,254.07
28911	61 4040537	Gopher State One Call April Locate Tickets	05/14/2024	18.90
			Total for Check Number 28911:	18.90
28912	82 052024	Home Depot Grass Seed for Community Park	05/14/2024	139.94
			Total for Check Number 28912:	139.94
28913	134 00143	Katrina Joseph April Legal Services	05/14/2024	925.00
			Total for Check Number 28913:	925.00
28914	31 180833	Kennedy & Graven Chartered March Legal Services	05/14/2024	694.00
			Total for Check Number 28914:	694.00
28915	387 1891 1891 1891	Metro-INET May IT/Phone May IT/Phone May IT/Phone	05/14/2024	547.01 275.97 1,641.02
			Total for Check Number 28915:	2,464.00
28916	24 0001172561	Metropolitan Council Environmental Service June Waste Water	05/14/2024	14,146.65
			Total for Check Number 28916:	14,146.65
28917	95 052024	Minnesota County/City Managers Association 2024 MCMA Dues - HB	05/14/2024	165.44
			Total for Check Number 28917:	165.44
28918	79 MARCH1230252024	Minnesota Department of Labor & Industry 1Q2024 Surcharge Report	05/14/2024	328.58
			Total for Check Number 28918:	328.58
28919	12 2024-058 2024-058 2024-058	NineNorth April Webstreaming & Archiving April Virtual Meeting Production April Virtual Meeting Charge	05/14/2024	266.90 376.20 103.75
			Total for Check Number 28919:	746.85
28920	84 052024 052024 052024 052024 052024	North Star Bank Cardmember Services April Costco Fuel Costco - Soap & Paper Towels April Costco Fuel Target - Beverages for Earth Day Event Marino's Deli - Food Drop-off for SAPD	05/14/2024	61.68 55.36 61.68 16.86 189.04

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	052024	April Costco Fuel		287.84
	052024	Amazon - Graduation Cards		1.16
Total for Check Number 28920:				673.62
28921	380	Select Concrete Services	05/14/2024	
	790	Remove/Repair Garbage Enclosure Wall		1,500.00
Total for Check Number 28921:				1,500.00
28922	155	Seven Corners Printing	05/14/2024	
	75596	2Q2024 Newsletter		1,295.00
Total for Check Number 28922:				1,295.00
28923	81	St Paul Regional Water Service	05/14/2024	
	052024	1891 Walnut St		99.84
	052024	1915 Walnut St		24.29
	052024	1885 Fulham St		61.49
Total for Check Number 28923:				185.62
28924	4	The Neighborhood Recycling Company Inc	05/14/2024	
	SI010363	April Single Unit Dwelling		3,026.73
	SI010363	April Multi-Family Recycling		420.21
Total for Check Number 28924:				3,446.94
28925	425	Vestis	05/14/2024	
	6290243256	April Uniforms		24.82
	6290243256	April Uniforms		24.83
	6290247782	May Uniforms		22.76
	6290247782	May Uniforms		22.77
Total for Check Number 28925:				95.18
28926	74	Xcel Energy	05/14/2024	
	875871092	2430 Larpenteur Avenue W		9.77
Total for Check Number 28926:				9.77
Total for 5/14/2024:				152,431.62
Report Total (36 checks):				178,547.81

**LAUDERDALE COUNCIL  
ACTION FORM**

<b>Action Requested</b>	
Consent	_____
Public Hearing	_____
Discussion	_____ <u>X</u> _____
Action	_____ <u>X</u> _____
Resolution	_____ <u>X</u> _____
Work Session	_____

Meeting Date	May 14, 2024
ITEM NUMBER	<u>Enviro Commission Ord.</u>
STAFF INITIAL	<u>AB</u>
APPROVED BY ADMINISTRATOR	

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

City staff added the revised language to the Environment and Sustainability Commission ordinance suggested by the City Council at the last meeting. It is ready for adoption if the City Council agrees. Staff will begin working on an application form and getting the word out by the end of June / early July on how residents can apply.

**OPTIONS:**

**STAFF RECOMMENDATION:**

Motion to adopt Ordinance No. 24-01—creating an Environment and Sustainability Commission and Repealing Title 2, Chapters 2, 4, and 5.

Motion to adopt Resolution No. 051424A—Authorizing Publication of Ordinance No. 24-01 by Title and Summary.

CITY OF LAUDERDALE

ORDINANCE NO. 24-01

An Ordinance Amending Title 2 of the Lauderdale City Code regarding Boards and Commissions.

The city council of the city of Lauderdale ordains as follows:

SECTION I. Title 2, Chapters 2, 4 and 5 of the Lauderdale City Code are hereby repealed.

SECTION II. A new Title 2, Chapter 2 is hereby adopted as follows:

CHAPTER 2

ENVIRONMENT AND SUSTAINABILITY COMMISSION

SECTION:

2-2-1: Establishment

2-2-2: Purpose

2-2-3: Advisory Nature

2-2-4: Membership

2-2-5: Organization

2-2-6: Scope

2-2-1: ESTABLISHMENT

An Environment and Sustainability Commission (“Commission”) is hereby established for the city of Lauderdale.

2-2-2: PURPOSE

The Commission is established to promote an awareness of environmental and sustainability concerns among citizens and businesses of the city of Lauderdale; to serve as a resource to the City Council and staff in the conservation and management of energy and the environment; and to share commissioners’ time and talent with Lauderdale residents and property owners as it relates to the environment and sustainability.

2-2-3: ADVISORY NATURE

The Commission will serve in an advisory capacity to the City Council regarding matters related to its stated purpose. Annually, the chairperson, or their designee, will provide a report to the City Council of the Commission’s goals and recent activities.

#### 2-2-4: MEMBERSHIP

A. Appointments: The Commission will consist of five members appointed by the City Council, at least four of whom must be residents of the City and one of whom may be a non-resident owner of property located within the City. The Council also may appoint an additional youth member who is between the ages of 14 and 18 years old but who will not be a voting member of the Commission. At least three voting members will constitute a quorum of the Commission. The City Council will annually appoint one council member to serve as liaison to the Commission. The city administrator will name a staff liaison to the Commission.

B. Terms: The City Council will initially appoint two members to terms of three years, two members to terms of two years and one member to a term of one year. Thereafter, the Commission members will be appointed by the City Council for two-year terms. Upon the expiration of their terms of office, members will continue to serve until their successors have been appointed.

C. Vacancy: Commission members may resign or be removed from office by a majority vote of the City Council for any reason. Regular attendance at meetings is essential for the efficient functioning of the Commission. A member will be deemed to have resigned after three unexcused absences from Commission meetings within a 12-month period. The commission member appointed to fill the vacancy will serve for the remainder of the vacated term.

#### 2-2-5: ORGANIZATION

A. Open Meeting Law: The Commission is subject to the Minnesota Open Meeting Law. All meetings will be held at Lauderdale City Hall unless otherwise posted.

B. Chairperson: The Commission members will elect a chairperson and vice-chairperson annually. If the chairperson is unable to attend a meeting, the vice-chairperson will act as chairperson. The chairperson will fulfill the following responsibilities: preside over meetings of the Commission; appear before the City Council pertaining to matters within the scope of the Commission; provide liaison with other governmental and citizen groups for the purpose of gathering timely and relevant information. The chairperson will have the obligations and prerogatives typically associated with a presiding officer.

C. Bylaws: The Commission may adopt bylaws, subject to the approval of the City Council.

D. Meetings: The Commission may establish a schedule of regular meetings through its bylaws or by resolution. Additional meetings may be called by the chairperson or any two members as necessary to fulfill the responsibilities of the Commission. All meetings of the Commissions will be open to the public. Minutes will be kept of all meetings. Findings and recommendations will be transmitted by the Commission chairperson or staff liaison to the City Council.

E. Compensation: The members of the Commission will serve without pay. Members may be reimbursed for actual expenses incurred in carrying out their responsibilities upon approval of the City Council.

2-2-6: SCOPE

- A. The Commission will be advisory to the City Council and will have no other official status or independent authority. All actions and expenditures must be voted on and approved by the City Council prior to the expenditure. The City Council retains the right to direct that the Commission's recommendations be modified or not pursued.
- B. The Commission will recommend improvements or initiatives related to the environment and sustainability based on the direction given by the City Council.
- C. The Commission will promote the stewardship and preservation of the City's environment and natural resources, research emerging issues, recommend sound long-term policies regarding these issues, and increase government, citizen, and stakeholder awareness about these issues.

SECTION III. This ordinance shall be effective upon its adoption and publication.

Adopted by the City Council of the City of Lauderdale this 14<sup>th</sup> day of May, 2024.

\_\_\_\_\_  
Mary Gaasch, Mayor

ATTEST:

\_\_\_\_\_  
Heather Butkowski, City Administrator

Published in the Pioneer Press on the 16<sup>th</sup> day of May, 2024.

Member \_\_\_\_\_ introduced the following resolution and moved its adoption.

CITY OF LAUDERDALE

RESOLUTION NO. 051424A

RESOLUTION AUTHORIZING PUBLICATION OF  
ORDINANCE NO. 24-01 BY TITLE AND SUMMARY

WHEREAS, the city council of the city of Lauderdale has adopted Ordinance No. 24-01, an ordinance regarding the city’s advisory boards and commissions; and

WHEREAS, Minnesota Statutes, section 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

WHEREAS, the ordinance is three pages in length; and

WHEREAS, the city council believes that the following summary would clearly inform the public of the intent and effect of the ordinance.

NOW, THEREFORE, BE IT RESOLVED by the city council of the city of Lauderdale that the city administrator shall cause the following summary of Ordinance No. 24-01 to be published in the official newspaper in lieu of the entire ordinance:

**Public Notice**

On May 14, 2024, the city council of the city of Lauderdale adopted Ordinance No. 24-01, an ordinance amending Title 2 of the city code. The ordinance repeals portions of Title 2 concerning boards and commissions which are no longer active and which the city wishes to eliminate. It also creates a new environment and sustainability commission. The purpose of the commission is to promote awareness of environmental and sustainability issues among the public and serve as a resource for the city council and city staff regarding conservation and the management of energy and the environment. The commission will consist of five voting members, at least four of whom must be residents of the City, and one non-voting youth member. Members will initially be appointed for staggered terms of one, two and three years. Thereafter, all appointments will be for two years. The full text of the ordinance is available for inspection at Lauderdale city hall during regular business hours and has been posted to the city’s website.

BE IT FURTHER RESOLVED by the city council of the city of Lauderdale that the city administrator keep a copy of the ordinance in her office at city hall for public inspection and that she post a full copy of the ordinance in a public place within the city.

Dated: May 14, 2024.

\_\_\_\_\_  
Mary Gaasch, Mayor

ATTEST:

\_\_\_\_\_  
Heather Butkowski, City Administrator

The motion for the adoption of the foregoing resolution was duly seconded by member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against same:

Whereupon said resolution was declared duly passed and adopted.



**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

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

Meeting Date   May 14, 2024    
ITEM NUMBER   CEE Energy Visit Agreement    
STAFF INITIAL   *AB*    
APPROVED BY ADMINISTRATOR \_\_\_\_\_

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

For many years, staff have been promoting the work of the Center for Energy and the Environment (CEE) as they administer Ramsey County's Energy Conservation Deferred Loan Program. It came to staff's attention recently that some Ramsey County cities are partnering with them to offer discounted home energy squad visits. Cities pay for half of the cost of the visit to encourage folks to take advantage of them. The full cost for the Energy Saver visit is \$70 and the Energy Planner Visit is \$100. The City would cover \$35 and \$50 respectively. Staff anticipate a few household each year will participate so the budgetary impact will be low.

For those that do take advantage, it is a great service. CEE is a partner of Xcel Energy's and so the visits includes more "freebies" in terms of LED light bulbs, installed weather strip-ping, and shower heads that the cost of the visit. The Energy Planner Visit includes infrared reporting of a home's insulation—a service that would be much more costly to contract for separately. If approved, staff will advertise in the next newsletter and online in the hope that residents take advantage of the service.

**OPTIONS:**

**STAFF RECOMMENDATION:**

Motion to adopt the Agreement to Perform Home Energy Squad Visits in the City of Lauderdale.

**AGREEMENT to Perform  
Home Energy Squad Visits  
In the City of Lauderdale**

This Agreement is made by and between the City of Lauderdale with offices at 1891 Walnut Street, Lauderdale, MN 55113 and the Center for Energy and Environment (“CEE”), with offices at 212 3<sup>rd</sup> Avenue North, Suite 560, Minneapolis, Minnesota 55401.

The following agreement is for the Center for Energy and Environment (CEE) to deliver Home Energy Squad visits to residents of the City of Lauderdale.

**PROGRAM SCOPE**

The purpose of the Home Energy Squad visits is to promote energy conservation in residential properties. Energy Saver visits offer energy efficient installs, and Energy Planner visits offer installs, diagnostic tests, and follow-up services. CEE will perform Home Energy Squad Energy Saver and Energy Planner visits for residents per the fee schedule listed below.

Type of Home Energy Squad Visit	City payment	Resident co-pay
Energy Saver visit	\$35	\$35
Energy Planner visit	\$50	\$50

**ELIGIBLE PROPERTIES**

Properties must be residential (from 1-4 units) and located within the geographical boundaries of the City of Lauderdale. Individual owners of condominiums or town homes are eligible for funding.

**CEE TASKS**

1. **Conduct Home Energy Squad Energy Saver Visits.** CEE will conduct Home Energy Squad Energy Saver visits to help homeowners identify and implement energy savings opportunities in their homes. The visit will include an insulation inspection, safety check on heating system and water, and the direct install of energy-saving materials where possible, including high-efficiency showerheads, faucet aerators, door weather stripping, programmable or smart thermostats and LED light bulbs.
2. **Conduct Home Energy Squad Energy Planner Visits.** CEE will conduct Home Energy Squad Energy Planner visits to help homeowners identify and implement energy savings opportunities in their homes. The Energy Planner visit will include the direct install of energy-saving materials where possible, including high-efficiency showerheads, faucet aerators, door weather stripping, programmable or smart thermostats and LED light bulbs. In addition, it will include a blower door test to check for air leaks, visual inspection of insulation levels with use of infrared camera as weather permits, heating system and hot water heater combustion safety tests and a report to the homeowner on recommended energy upgrades (if resident is a renter, permission from the landlord may be required for doing these additional diagnostic services).

The co-pay and exact package of services are subject to change based on programmatic considerations, including CEE’s agreement with utilities and other factors which are outside the bounds of this agreement. CEE will notify the City of Lauderdale prior to any changes taking effect. CEE will lead a community-based marketing campaign to promote the program. The City of Lauderdale shall provide assistance in developing and implementing this campaign.

3. **Providing Air Sealing and Insulation quotes.** If air sealing and/or insulation are recommended at a Home Energy Squad Energy Planner visit, CEE may provide a quote to the resident that would be honored by participating insulation contractors. CEE is an independent third party to any transaction between the resident and the insulation contractor. CEE does not receive any compensation from insulation contractors, nor does CEE, CenterPoint Energy or Xcel Energy, or the City accept any liability for any work

performed by these contractors. Any agreement for work done by the contractors is solely between the contractor and the resident.

- 4. **Follow-up services and insulation contractor assistance.** If major upgrades (air sealing, insulation and furnace or boiler replacement) are recommended at the visit, CEE will follow-up with homeowners through email or by phone to encourage implementation. When a quote is provided CEE has the ability to schedule insulation work directly with a qualified contractor making it easier for homeowner to move forward with recommendations. CEE will also provide contact information to program participants who have follow-up questions after the home visit.

**CITY TASKS**

- 1. **Assist and coordinate with CEE on marketing activities.** This includes working with CEE on press releases, articles in CITY newsletters, water bill inserts, promoting program on CITY website, CITY email lists, assistance in coordinating with neighborhood and other CITY leaders, assistance in reserving workshop and event space as needed.

**PAYMENT**

CEE shall submit regular invoices to the City of Lauderdale for activity performed under this agreement. Invoices will be emailed to Heather Butkowski.

The City of Lauderdale will reimburse CEE \$35 for every Home Energy Squad Energy Saver visit completed and \$50 for every Home Energy Squad Energy Planner visit completed, not to exceed \$1,000 per year without further authorization from the City.

**CONTACTS**

The following individuals shall be contacts for this program:

CITY OF LAUDERDALE CONTACT PERSON  
Heather Butkowski, City of Lauderdale  
City Administrator  
Heather.Butkowski@lauderdalemn.org or 952-548-6343

CEE CONTACT PERSON  
Stacy Boots Camp, Center for Energy and Environment  
Outreach Manager  
sbootscamp@mncee.org or 612-244-2429

**TERM**

The project shall run from June 1, 2024 through December 31, 2026 and may be extended upon mutual agreement by the parties. Either party may terminate this Agreement for any reason by giving 10 days' written notice to the other party.

In witness thereof, the parties have executed this work order as of the date written below.

CITY OF LAUDERDALE

CENTER FOR ENERGY AND ENVIRONMENT

By: \_\_\_\_\_

By: Rebecca Olson  
ADAC1942EB40444...

Date: \_\_\_\_\_

Date: 5/6/2024

**Certificate Of Completion**

Envelope Id: EF12D2735C0842258801A1B3F1B194DF  
 Subject: Complete with DocuSign: 2024 - 2026 HES Partnership Agreement\_Lauderdale #4627.docx  
 Source Envelope:  
 Document Pages: 2 Signatures: 1  
 Certificate Pages: 4 Initials: 0  
 AutoNav: Enabled  
 EnvelopeId Stamping: Enabled  
 Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Completed

Envelope Originator:  
 Rebecca Eberdt  
 212 3rd Avenue North  
 Minneapolis, MN 55401  
 reberdt@mncee.org  
 IP Address: 68.46.34.188

**Record Tracking**

Status: Original  
 5/6/2024 3:23:31 PM

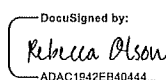
Holder: Rebecca Eberdt  
 reberdt@mncee.org

Location: DocuSign

**Signer Events**

Rebecca Olson  
 rolson@mncee.org  
 Sr. Director of Residential and Comm. Energy  
 Security Level: Email, Account Authentication (None)

**Signature**



Signature Adoption: Pre-selected Style  
 Using IP Address: 65.128.30.167

**Timestamp**

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 Signed: 5/6/2024 4:14:22 PM

Electronic Record and Signature Disclosure:  
 Accepted: 5/6/2024 4:14:15 PM  
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**In Person Signer Events**

Signature

Timestamp

**Editor Delivery Events**

Status

Timestamp

**Agent Delivery Events**

Status

Timestamp

**Intermediary Delivery Events**

Status

Timestamp

**Certified Delivery Events**

Status

Timestamp

**Carbon Copy Events**

Status

Timestamp

**Witness Events**

Signature

Timestamp

**Notary Events**

Signature

Timestamp

**Envelope Summary Events**

Status

Timestamps

Envelope Sent Hashed/Encrypted  
 Certified Delivered Security Checked  
 Signing Complete Security Checked  
 Completed Security Checked

5/6/2024 3:27:28 PM  
 5/6/2024 4:14:15 PM  
 5/6/2024 4:14:22 PM  
 5/6/2024 4:14:22 PM

**Payment Events**

Status

Timestamps

**Electronic Record and Signature Disclosure**