

FILE COPY

**LAUDERDALE CITY COUNCIL MEETING AGENDA  
TUESDAY, FEBRUARY 13, 2001  
CITY HALL, 7:30 P.M.**

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 MEETING TO ORDER AT 7:30 P. M.**

**2. ROLL:**

*Councilmembers:*

Gower \_\_\_\_\_ Christensen \_\_\_\_\_  
Gill-Gerbig \_\_\_\_\_ Hawkinson \_\_\_\_\_  
Mayor Dains \_\_\_\_\_

*Staff:*

Getschow \_\_\_\_\_

**3. APPROVAL OF THE AGENDA**

**4. APPROVAL**

- A. Approval of minutes of 1/23/01 City Council Meeting
- B. Approval of claims totaling \$44,649.85

**5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS NOT ON THE AGENDA**

Any member of the public may speak at this time on any item NOT on the agenda. In consideration of the public attending the meeting for specific items on the agenda, this portion of the meeting will be limited to fifteen (15) minutes. Individuals are requested to limit their comments to four (4) minutes or less. If the majority of the Council determines that additional time on a specific issue is warranted, then discussion on that issue shall be continued under Additional Items 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 Council's 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.

FILE COPY

**6. CONSENT**

**7. SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS/ CITIZENS ADDRESSING STREET AND UTILITY IMPROVEMENTS**

**8. INFORMATIONAL PRESENTATIONS**

**9. 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.

**10. ACTION**

- A. Resolution 021301A: A Resolution Authorizing Application for CDBG Funds for the 2001 Utility Infrastructure Improvements
- B. Approval of Quotations for the Purchase of a Cable System Controller
- C. Approval of Step Adjustment for the Administrative Analyst position
- D. Approval of Revisions to the Lauderdale Personnel Policy

**11. REPORTS**

- A. Middle Mississippi River Watershed Management Organization Update (Gill-Gerbig)

**12. DISCUSSION**

**13. ITEMS REMOVED FROM THE CONSENT AGENDA**

**14. ADDITIONAL ITEMS**

**15. SET AGENDA FOR NEXT MEETING**

**16. ADJOURNMENT**

**Lauderdale City Council  
Meeting Minutes  
January 23, 2001**

1. Meeting called to order at 7:30 P.M.

2. ROLL

Council present: Gower, Gill-Gerbig, Christensen, Hawkinson, and  
Mayor Dains

Staff present: Getschow

3. APPROVAL OF AGENDA

*A. Approval of Agenda.* Motion by Christensen, second by Gill-Gerbig to approve the agenda. Motion carried unanimously.

4. APPROVAL

*A. Approval of Minutes.* Motion by Hawkinson, second by Gill-Gerbig to approve the minutes of the January 9, 2001 City Council meeting. Motion carried unanimously.

*B. Approval of 2000 Street and Utility Improvements Pay Request #6.* The City Administrator stated that the City Engineer has recommended approval of this pay request, which also includes the release of retainage by the City to be held in safekeeping as securities by the contractor's financial institution in the name of the City.

Motion by Hawkinson, second by Gill-Gerbig to approve the 2000 Street and Utility Improvements Pay Request #6. Motion carried unanimously.

*C. Approval of Claims totaling \$ 333,937.21.* Motion by Christensen, second by Hawkinson to approve the claims totaling \$333,937.21. Motion carried unanimously.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS ITEMS NOT ON THE AGENDA

6. CONSENT

7. SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS/  
CITIZEN'S ADDRESSING THE 2000 STREET AND UTILITY  
IMPROVEMENTS

A. *Snow\*Commotion.* The Mayor and Council announced that the annual winter event, Snow\*Commotion, will be held on Saturday, February 3, 2001 at the City Park from 2:00 p.m. to 5:00 p.m. Food and beverages will be available.

8. INFORMATIONAL PRESENTATIONS

A. *2001 Budget.* The City Administrator presented the approved and adopted 2001 Budget document to the City Council.

B. *2000 Census Recognition Certificate.* The City Administrator presented the Council with a certificate from the U.S. Census Bureau commending Lauderdale's effort in assisting with the Census. The future release of demographic data throughout the coming year was briefly discussed. The Council also expressed concern regarding the redistricting that will result from the Census, and requested that the City Administrator keep in contact with our representative County Commissioner regarding this issue.

9. PUBLIC HEARINGS

10. ACTION

*A. Approval of the 2001 City of Lauderdale Goals.* Motion by Gill-Gerbig, second by Gower to approve the 2001 Goals with the inclusion of "Paving the Hockey Rink" as a 2001 Goal. Roll: Yes: all. Motion carried.

*B. Approval of Revised City Code, Title 1, Chapter 5, Section 1: Mayor and City Council Compensation.* The Council was presented with the City Code chapter that delineates Mayor and City Council salaries. The last change in Mayor and Council pay was in 1986. Using a Compound Annual Growth Rate (CAGR) method to address percentage increases over time; the proposed mayoral salary increases 2.77%, while the Council increase is 4.05%.

The change would be effective following the next City election, which would occur in November of 2001. The revised ordinance would also be published in the official newspaper.

Motion by Christensen, second by Gill-Gerbig to approve Revised City Code, Title 1, Chapter 5, Section 1: Mayor and City Council Compensation. Roll: Yes: Gower, Gill-Gerbig, Christensen, Hawkinson. No: Mayor Dains. Motion carried.

11. REPORTS

12. DISCUSSION

*A. Zoning Ordinance: Chapters 19-21.* The City Council discussed Chapters 19-21 of the draft zoning ordinance with the City Administrator.

The next step in the process is to discuss any remaining issues before the City Administrator prepares a final draft for public hearing and subsequent approval.

13. ITEMS REMOVED FROM THE CONSENT AGENDA

14. ADDITIONAL ITEMS

15. SET AGENDA FOR NEXT MEETING

1. State Legislators
2. Resolution Approving 2001 Street and Utility Improvements Plans and Specifications and Ordering an Advertisement of Bids
3. CDBG Application
4. Quotes for the Cable System Camera Controller
5. Revised Lauderdale Personnel Policy

16. ADJOURNMENT

Motion by Gill-Gerbig, second by Christensen to adjourn at 8:50 P.M. Ayes: All.

## **The City of Lauderdale**

Claims for Approval

February 13, 2001 City Council Meeting

02/02/01 Payroll: Check # 6844 - 6851	\$6,046.42
02/02/01 Payroll: PERA EFT	\$851.29
02/02/01 Payroll: Federal Payroll Taxes EFT	\$2,504.21
02/13/01 Claims: Check # 15031 - 15061	\$35,247.93
Total Claims for Approval	\$44,649.85

2 Feb 2001  
Fri 8:57 AM

Page 1

\*Paid Register  
CITY OF LAUDERDALE  
CLAIMS FOR APPROVAL  
PAYROLL DATE: FEBRUARY 2, 2001  
COUNCIL MEETING DATE: FEBRUARY 13, 2001

Check Number	Employee Number	Employee Name	Social Security Number	Pay Period	Pay Group	Pay Group Description	Check Amount	Check Date	Status
006844	000000011	BOWNIK, JAMES		3	01	BI-WEEKLY	840.85	02-Feb-01	Outstanding
006845	000000003	GETSCHOW, RICK		3	01	BI-WEEKLY	1,586.00	02-Feb-01	Outstanding
006846	000000030	GOYETTE, SHANNON		3	01	BI-WEEKLY	813.98	02-Feb-01	Outstanding
006847	000000002	HINRICHS, DAVID C		3	01	BI-WEEKLY	944.78	02-Feb-01	Outstanding
006848	000000005	HUGHES, JOSEPH A		3	01	BI-WEEKLY	1,245.08	02-Feb-01	Outstanding
006849	000000054	EICHINGER, CHRIS		3	01	BI-WEEKLY	281.83	02-Feb-01	Outstanding
006850	000000055	HAWKINSON, LUKE		3	01	BI-WEEKLY	162.76	02-Feb-01	Outstanding
006851	000000056	HINRICHS, RICHARD		3	01	BI-WEEKLY	171.14	02-Feb-01	Outstanding

Grand Total

-----  
6,046.42



8 Feb 2001  
Thu 3:44 PM

\* Paid Check Reg  
CITY OF LAUDERDALE  
CLAIMS FOR APPROVAL  
FEBRUARY 13, 2001  
CITY COUNCIL MEETING

Page 1

Check Invoice Number Number	Name	Account Code	Comments	Transaction Amount
Check Number 15031 75941	15031 BOONESTROO, ROSENE, ANDERLIK BOONESTROO, ROSENE, ANDERLIK	410-48410-304	'00 ST/UTIL IMPROVEMENTS	1,294.75 ----- 1,294.75
Totals Check Number	15031 BOONESTROO, ROSENE, ANDERLIK			
Check Number 15032 61910	15032 CARTRIDGECARE INC. CARTRIDGECARE INC.	101-41200-201	TONER FOR LAZER PRINTER	83.07 ----- 83.07
Totals Check Number	15032 CARTRIDGECARE INC.			
Check Number 15033 754161878 15033 754163280 15033 754164687	15033 CINTAS CINTAS CINTAS CINTAS	601-49000-425 601-49000-425 601-49000-425	PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS PUBLIC WORKS UNIFORMS	27.70 27.70 27.70 ----- 83.10
Totals Check Number	15033 CINTAS			
Check Number 15034 2/13/01 15034 2/13/01	15034 CITY OF FALCON HEIGHTS CITY OF FALCON HEIGHTS CITY OF FALCON HEIGHTS	101-42200-323 403-48403-554	10-12/00 FIRE INSPECTIONS STORM SEW INSP: FULHAM ST	212.50 350.00 ----- 562.50
Totals Check Number	15034 CITY OF FALCON HEIGHTS			
Check Number 15035 247	15035 CITY OF ST ANTHONY CITY OF ST ANTHONY	101-42100-319	03/01 POLICE SERVICES	17,798.16 ----- 17,798.16
Totals Check Number	15035 CITY OF ST ANTHONY			
Check Number 15036 2/13/01	15036 DIEDTRICH, HEATHER DIEDTRICH, HEATHER	201-45600-375	REIMB: SNOW*COMMOTION EXP	72.07 ----- 72.07
Totals Check Number	15036 DIEDTRICH, HEATHER			
Check Number 15037 2/13/01	15037 DOER/GOVERNOR'S CONFERENCE DOER/GOVERNOR'S CONFERENCE	101-41200-308	JAMES: EMRG MGMT CONF	45.00 ----- 45.00
Totals Check Number	15037 DOER/GOVERNOR'S CONFERENCE			
Check Number	15038 GLENWOOD INGLEWOOD			

8 Feb 2001  
Thu 3:44 PM

\* Paid Check Reg  
CITY OF LAUDERDALE  
CLAIMS FOR APPROVAL  
FEBRUARY 13, 2001  
CITY COUNCIL MEETING

Page 2

Check Invoice Number Number	Name	Account Code	Comments	Transaction Amount
Check Number	15038 GLENWOOD INGLEWOOD			
15038 2/13/01	GLENWOOD INGLEWOOD	101-41200-208	WATER: CH WATER COOLER	62.32
				-----
Totals Check Number	15038 GLENWOOD INGLEWOOD			62.32
Check Number	15039 HUGHES & COSTELLO			
15039 2/13/01	HUGHES & COSTELLO	101-42300-305	02/01 RETAINER FEE	850.00
15039 2/13/01	HUGHES & COSTELLO	101-42300-355	02/01 PRINT/PROCESS	108.50
				-----
Totals Check Number	15039 HUGHES & COSTELLO			958.50
Check Number	15040 ICMA RETIREMENT TRUST - 457			
15040 2/13/01	ICMA RETIREMENT TRUST - 457	101-21705	2/2/01 PAYROLL	921.57
				-----
Totals Check Number	15040 ICMA RETIREMENT TRUST - 457			921.57
Check Number	15041 JERRY'S REPAIR			
15041 1325	JERRY'S REPAIR	101-43100-402	TRUCK: REBUILD TRANNY	852.10
15041 1325	JERRY'S REPAIR	601-49000-402	TRUCK: REBUILD TRANNY	852.10
				-----
Totals Check Number	15041 JERRY'S REPAIR			1,704.20
Check Number	15042 LEAGUE OF MINNESOTA CITIES			
15042 1-00005473	LEAGUE OF MINNESOTA CITIES	101-41200-308	RICK: '01 LEG CONF	70.00
				-----
Totals Check Number	15042 LEAGUE OF MINNESOTA CITIES			70.00
Check Number	15043 MUNICIPAL/COMMERCIAL SEWER			
15043 4622	MUNICIPAL/COMMERCIAL SEWER	601-49000-315	JETTING: WALNUT/RYAN	360.00
				-----
Totals Check Number	15043 MUNICIPAL/COMMERCIAL SEWER			360.00
Check Number	15044 NAPA AUTO PARTS			
15044 2/13/01	NAPA AUTO PARTS	101-43100-213	TRUCK SUPPLIES	67.68
				-----
Totals Check Number	15044 NAPA AUTO PARTS			67.68
Check Number	15046 NORTH STAR STATE BANK			
15046 2/13/01	NORTH STAR STATE BANK	101-41200-331	MILEAGE: RICK	11.03

8 Feb 2001  
Thu 3:44 PM

\* Paid Check Reg  
CITY OF LAUDERDALE  
CLAIMS FOR APPROVAL  
FEBRUARY 13, 2001  
CITY COUNCIL MEETING

Page 3

Check Invoice Number	Number	Name	Account Code	Comments	Transaction Amount
Check Number	15046	NORTH STAR STATE BANK			
15046	2/13/01	NORTH STAR STATE BANK	101-41200-203	1 CENT STAMPS: CITY HALL	2.50
15046	2/13/01	NORTH STAR STATE BANK	201-45600-440	PIZZA: PCIC	12.00
15046	2/13/01	NORTH STAR STATE BANK	101-41100-440	BEVERAGE: GOAL SETTING	9.93
15046	2/13/01	NORTH STAR STATE BANK	101-41100-440	PIZZA: GOAL SETTING	25.00
15046	2/13/01	NORTH STAR STATE BANK	101-41200-331	PARKING: DAVE	8.25
15046	2/13/01	NORTH STAR STATE BANK	101-41200-331	MILEAGE: JOE	33.00
15046	2/13/01	NORTH STAR STATE BANK	101-41200-201	OFFICE MAX: BUDGET COVERS	7.45
15046	2/13/01	NORTH STAR STATE BANK	101-41200-331	MILEAGE: SHANNON	32.78
15046	2/13/01	NORTH STAR STATE BANK	201-45600-440	PIZZA: PCIC	13.00
15046	2/13/01	NORTH STAR STATE BANK	101-43100-327	WASH TRUCK	3.00
15046	2/13/01	NORTH STAR STATE BANK	201-45600-375	STRAW: SNOW*COMMOTION	32.00
15046	2/13/01	NORTH STAR STATE BANK	201-45600-375	MEDALLION: SNOW*COMMOTION	25.00
					-----
Totals Check Number	15046	NORTH STAR STATE BANK			214.94
Check Number	15047	NORTH SUBURBAN COMMUNICATIONS			
15047	2/13/01	NORTH SUBURBAN COMMUNICATIONS	202-49500-329	'01 NSCC CONTRIBUTION	3,309.80
					-----
Totals Check Number	15047	NORTH SUBURBAN COMMUNICATIONS			3,309.80
Check Number	15048	OFFICE MAX			
15048	2/13/01	OFFICE MAX	101-41200-201	GEN OFFICE SUPPLIES	93.67
					-----
Totals Check Number	15048	OFFICE MAX			93.67
Check Number	15049	PARK HARDWARE HANK			
15049	2/13/01	PARK HARDWARE HANK	101-43100-202	TOOLS, ETC	37.65
15049	2/13/01	PARK HARDWARE HANK	101-45200-228	HANDLES FOR SHOVELS	16.67
					-----
Totals Check Number	15049	PARK HARDWARE HANK			54.32
Check Number	15050	PARK SERVICE			
15050	2/13/01	PARK SERVICE	101-43100-212	01/01 TRUCK FUEL	76.97
15050	2/13/01	PARK SERVICE	601-49000-212	01/01 TRUCK FUEL	76.98
					-----
Totals Check Number	15050	PARK SERVICE			153.95
Check Number	15051	POSTMASTER			
15051	2/13/01	POSTMASTER	101-41200-203	STAMPS: CITY HALL	102.00
					-----
Totals Check Number	15051	POSTMASTER			102.00

8 Feb 2001  
Thu 3:44 PM

\* Paid Check Reg  
CITY OF LAUDERDALE  
CLAIMS FOR APPROVAL  
FEBRUARY 13, 2001  
CITY COUNCIL MEETING

Page 4

Check Invoice Number Number	Name	Account Code	Comments	Transaction Amount
Check Number	15052 QWEST			
15052 2/13/01	QWEST	101-41200-391	02/01 CH PHONE BILL	163.25
15052 2/13/01	QWEST	101-43100-391	02/01 CH PHONE BILL	28.68
15052 2/13/01	QWEST	601-49000-391	02/01 CH PHONE BILL	28.68
15052 2/13/01	QWEST	601-49000-391	02/01 AUTODIAL: LARP LIFT	56.81
15052 2/13/01	QWEST	101-45200-391	02/01 WARM HOUSE PHONE	58.57
			-----	
Totals Check Number	15052 QWEST			335.99
Check Number	15053 QWEST			
15053 2/13/01	QWEST	601-49000-391	02/01 AUTODIAL: MALV LIFT	56.90
			-----	
Totals Check Number	15053 QWEST			56.90
Check Number	15054 QWEST			
15054 2/13/01	QWEST	601-49000-391	02/01 AUTODIAL: WLNT LIFT	56.90
			-----	
Totals Check Number	15054 QWEST			56.90
Check Number	15055 RAMSEY COUNTY PUBLIC WORKS			
15055 PUBW001480	RAMSEY COUNTY PUBLIC WORKS	101-43200-313	12/00 PLOW/SAND	4,029.59
			-----	
Totals Check Number	15055 RAMSEY COUNTY PUBLIC WORKS			4,029.59
Check Number	15056 RAPIT PRINTING			
15056 10-8952	RAPIT PRINTING	101-41600-353	1ST QTR '01 NEWSLETTER	172.45
15056 10-9036	RAPIT PRINTING	101-41600-355	ENVELOPES	59.64
			-----	
Totals Check Number	15056 RAPIT PRINTING			232.09
Check Number	15057 SAX, LINDA			
15057 2/13/01	SAX, LINDA	201-45600-375	REIMB: SNOW*COMMOTION EXP	12.98
			-----	
Totals Check Number	15057 SAX, LINDA			12.98
Check Number	15058 ST PAUL REGIONAL WATER SERVICE			
15058 2/13/01	ST PAUL REGIONAL WATER SERVICE	101-43100-382	1ST QTR '01 CH WATER BILL	2.81
15058 2/13/01	ST PAUL REGIONAL WATER SERVICE	601-49000-382	1ST QTR '01 CH WATER BILL	2.81
			----	
Totals Check Number	15058 ST PAUL REGIONAL WATER SERVICE			5.62

8 Feb 2001  
Thu 3:44 PM

\* Paid Check Reg  
CITY OF LAUDERDALE  
CLAIMS FOR APPROVAL  
FEBRUARY 13, 2001  
CITY COUNCIL MEETING

Page 5

Check Invoice Number	Number	Name	Account Code	Comments	Transaction Amount
Check Number	15059	SUBURBAN AREA CHAMBER OF COMM			
15059	102530	SUBURBAN AREA CHAMBER OF COMM	101-41100-438	'01 ANNUAL C OF C DUES	278.00
					-----
Totals Check Number	15059	SUBURBAN AREA CHAMBER OF COMM			278.00
Check Number	15060	XCEL ENERGY			
15060	406002032	XCEL ENERGY	101-43200-381	01/01 STREET LIGHTING	443.91
15060	2/13/01	XCEL ENERGY	101-43100-383	CITY HALL: GAS	503.48
15060	2/13/01	XCEL ENERGY	601-49000-383	CITY HALL: GAS	167.83
15060	2/13/01	XCEL ENERGY	101-43100-381	CITY HALL: ELECTRIC	113.10
15060	2/13/01	XCEL ENERGY	601-49000-381	CITY HALL: ELECTRIC	37.70
15060	2/13/01	XCEL ENERGY	101-43100-383	CITY GARAGE: GAS	112.74
15060	2/13/01	XCEL ENERGY	601-49000-383	CITY GARAGE: GAS	112.74
15060	2/13/01	XCEL ENERGY	101-43100-381	CITY GARAGE: ELECTRIC	12.83
15060	2/13/01	XCEL ENERGY	601-49000-381	CITY GARAGE: ELECTRIC	12.83
15060	2/13/01	XCEL ENERGY	101-45200-383	CITY PARK: GAS	333.38
15060	2/13/01	XCEL ENERGY	101-45200-381	CITY PARK: ELECTRIC	135.00
					-----
Totals Check Number	15060	XCEL ENERGY			1,985.54
Check Number	15061	XCEL ENERGY			
15061	2/13/01	XCEL ENERGY	601-49000-381	LIFT STATIONS: ELECTRIC	226.51
15061	2/13/01	XCEL ENERGY	601-49000-383	LIFT STATIONS: GAS	16.21
					-----
Totals Check Number	15061	XCEL ENERGY			242.72
					-----
Grand Total					35,247.93



## **City Council Memorandum**

To:	Mayor and City Council
From:	Rick Getschow
Council Meeting Date:	February 13, 2001
Agenda Item:	Resolution 021301A: A Resolution Authorizing Application for CDBG Funds for the 2001 Utility Improvements

### **BACKGROUND:**

Community Development Block Grant Funds are available for 2001 from Ramsey County through the federal government on a competitive application basis this year. The City previously received funds under this program in 1998 for the purchase and installation of the Ryan Street and Malvern Street lift station generators and \$80,000 in 2000 for last year's street and utility improvements. This year's application again requests \$80,000 in grant funds from Ramsey County that would be earmarked for the utility portion of the overall 2001 improvement project. The street reconstruction portion is not eligible for CDBG funds due to the fact that assessable improvements are not eligible for these funds.

The application for the grant is enclosed for your review. The City Council must adopt a resolution authorizing the application for these grant funds. That resolution is included in this packet for review.

### **ENCLOSURES:**

1. 2001 City of Lauderdale CDBG Proposal – Utility Improvements
2. Resolution 021301A: A Resolution Authorizing Application for CDBG Funds for 2001 Utility Infrastructure Improvements

### **COUNCIL ACTION REQUESTED:**

Approval of Resolution 021301A: A Resolution Authorizing Application for CDBG Funds for 2001 Utility Infrastructure Improvements

**RESOLUTION NO. 021301A**

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

**A RESOLUTION AUTHORIZING APPLICATION FOR COMMUNITY  
DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR THE 2001  
UTILITY INFRASTRUCTURE IMPROVEMENTS**

**WHEREAS**, the 2001 Utility Infrastructure Improvements are seen as a high local priority to the overall well-being of the City of Lauderdale; and

**WHEREAS**, the City of Lauderdale has limited financial resources to fund such a large improvement project in full; and

**WHEREAS**, the proposed infrastructure improvements will create highly improved quality of life in the City of Lauderdale, including a benefit to those of primarily low to moderate household income; and

**WHEREAS**, the City of Lauderdale is requesting \$80,000 in CDBG funds for an estimated overall \$544,000 improvement.

**NOW, THEREFORE BE IT RESOLVED**, the City Council of the City of Lauderdale supports application for CDBG funds from Ramsey County for the 2001 Utility Infrastructure Improvements.

Adopted by the City Council of the City of Lauderdale, Minnesota this 13<sup>th</sup> day of February, 2001.

(ATTEST)

\_\_\_\_\_  
Jeffrey E. Dains, Mayor

(SEAL)

\_\_\_\_\_  
Rick Getschow, City Administrator



RAMSEY COUNTY  
COMMUNITY DEVELOPMENT BLOCK GRANT

**2001 CITY OF LAUDERDALE PROPOSAL  
2001 UTILITY INFRASTRUCTURE  
IMPROVEMENTS**



February 13, 2001

City of Lauderdale  
1891 Walnut Street  
Lauderdale, MN 55113  
Phone: 651-631-0300  
Fax: 651-631-2066

**PROPOSAL**  
**RAMSEY COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT**  
**AND DAKOTA COUNTY CONSORTIUM**  
**HOME INVESTMENT PARTNERSHIP PROGRAMS**  
**FY 2001**

CITY OF LAUDERDALE  
Legal Name of Applicant  
1891 WALNUT STREET  
Legal Address of Applicant  
LAUDERDALE 55113  
City Zip Code

For County use Only  
National Objective Citation:

Eligibility Citation:

Funds Awarded:

Federal Tax ID #: 41-6008728

RICK GETSCHOW CITY ADMINISTRATOR 651-631-0300  
Contact Person Title Telephone

2001 STREET AND UTILITY IMPROVEMENTS 651-631-2066  
Address, if other than above Fax

2001 STREET AND UTILITY IMPROVEMENTS CITY'S CENTRAL AREA (SEE MAP)  
PROJECT NAME Project Location-Street Address

Benefit Area by Census Tract(s)

Cluster Eligibility: ☐ Decent Housing ☐ Suitable Living Environment ☐ Economic Opportunities

Proposed Start Date MAY 2001 Proposed Completion Date JULY 2002

\$80,000  
\$ CDBG/HOME Funds Requested

\$544,000  
\$ Total Anticipated Project Cost

**PROJECT SUMMARY:** (Please provide a brief summary of the proposed project in the space provided below. This description is needed for progress reporting if the project receives funding.)

**I. FEDERAL OBJECTIVE**

**\*PRINCIPAL BENEFIT TO LOW AND MODERATE INCOME PERSONS**

A. HOW WILL THE FUNDING OF THIS PROJECT PRINCIPALLY BENEFIT LOW AND MODERATE INCOME RESIDENTS OF SUBURBAN RAMSEY COUNTY? (Briefly describe in space below; provide more detail in the narrative description of the project.)

- How many persons/households are expected to benefit from the project? 563
- How many low and moderate income persons/households will benefit? \_\_\_\_\_ %

The entire City of Lauderdale is in a low-moderate income district. See Ramsey County provided information regarding census tracts 014610-014614.

B. Will the client/participant base be based on:

- \_\_\_\_\_ Income verified individuals/households? (Briefly describe process in space below.)
- \_\_\_\_\_ Special Needs populations presumed to be principally low and moderate income?
- XXX Residents of a predominantly low and moderate income neighborhood; area-wide benefit to a specific, defined geographic area? Briefly describe in space below how benefit area was determined and how income data was derived. Attach copy of survey or other information.
- \_\_\_\_\_ Other, please explain

See Ramsey County provided census tract information.

C. Provide a description of the procedures, policies, and guidelines which will be used to collect and verify participant household income? Please attach forms your organization will use to collect required income data by household size.

See Ramsey County provided census tract information.

**\*ALLEVIATION OF BLIGHT**

If the proposed project involves activities such as acquisition, demolition of other components designed to remove substandard structures and stem decline, briefly explain how the elimination of blight will be accomplished. How was blight determined. How will CDBG/HOME funds be used? (Please provide a brief summary in the space below.)

**II. PROJECT NARRATIVE** (USE ADDITIONAL PAGES TO ADDRESS THE FOLLOWING. YOU MAY FORMAT THE SECTION AS YOU'D LIKE.)

SEE ATTACHED INFORMATION

**A. Project Need and Impact.** Describe how the project fits into a cluster category. Describe the need for this project in suburban Ramsey County. How does the need for the proposed activity compare with other human/infrastructure needs? How was the need for this project determined? Is it a local priority? How will Ramsey County residents benefit from this project? How would residents be affected if the project was not funded at the requested level? (Attach any third party materials that document the need for this project. Examples include feasibility studies, market research, waiting lists, planning reports, etc.)

**B. Immediacy.** If funded, is the project ready to begin immediately? (July 2001) Is all the necessary financing in place? Describe any site selection, policy, regulatory, marketing, or other steps that will be necessary once CDBG/HOME funds are available. What other sources of funding have been considered for this project? How soon will funds be spent? Include a drawdown/spending schedule. (NOTE: CDBG/HOME FUNDS MAY NOT BE USED TO REPLACE OTHER FUNDS.)

**C. Management Capacity.** How will this project and expenditure of funds be managed? Describe roles/responsibilities of individuals involved in project implementation. Who will be responsible for income verification/documentation? Will any portion of the project be subcontracted to another organization or firm? For public service projects, please describe how continuation of the project will be financially supported.

**PART III. PROJECT BUDGET SUMMARY** (INCLUDE ALL ANTICIPATED PROJECT COSTS, SOURCES AND USES)

**A. PROJECT COSTS**

Total Project Cost	\$ <u>544,000</u>
CDBG/HOME Funds Requested	\$ <u>80,000</u>
CDBG/HOME % of Project Cost	\$ <u>14.70%</u>

**B. SOURCE OF OTHER FUNDS**

<u>Source of Funds</u>	<u>\$ Amount</u>	<u>Contact Person/Telephone</u>	<u>Committed</u>	<u>Pending</u>
Lauderdale Capital Improvement Funds	\$464,000	Rick Getschow	<input checked="" type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

## 2001 STREET AND UTILITY IMPROVEMENTS

### PROJECT NARRATIVE

#### **A. Project Need and Impact**

The affected area of the 2001 Street and Utility Improvements is in the central portion of the City of Lauderdale from Pleasant Street to Eustis Street between Idaho Avenue and Roselawn Avenue. The area covers a single-family residential area and a multiple-family residential apartment area. The City of Lauderdale is entirely in a low-moderate income area according to census tracts 014610-014614. This census information was obtained through Ramsey County.

The infrastructure of the City, which dates to the incorporation of the City in 1949 and includes streets and such utilities as sanitary sewer, water main, and storm sewer, has never been replaced. This aging infrastructure has made the city vulnerable to such potential problems as sanitary sewer inflow and infiltration, sanitary sewer back-ups and major flooding problems. The comprehensive proposal to repair and replace this infrastructure includes funding sources such as capital reserve funds, special assessments, and bond proceeds. Special assessments will not be used for funding the utility improvements, thus placing pressure on reserve funds, debt, and future property taxes to assist in funding this project in a city of primarily low-moderate income residents. CDBG funds could help offset the funding pressures needed to complete these improvements and allow them to be constructed in manner more affordable to the homeowners in the area.

The City has solicited resident input and has conducted several public meetings and hearings over the past ten years to discuss the replacement of this infrastructure. This effort has culminated in the approval of a capital improvement plan that has established this project as the most important local priority having the largest benefits to the residents of Lauderdale in Ramsey County.

#### **B. Immediacy**

The project is scheduled to begin in May 2001 with all other funding sources in place. The source of funding for the utility portion of the 2001 improvement project, other than potential grant funds, are the capital reserve funds that are currently earmarked. The project is expected to last from May of 2001 through the end of the year with funds being expected to be drawn down between June 2001 and July of 2002. A drawdown/spending schedule can be provided following final bid approval of the project.

#### **C. Management Capacity**

The City of Lauderdale will manage the project. Financial administration, bid awarding, project implementation, and income verification/documentation will be managed by city staff with the assistance of the consultant City Engineer.

**EXHIBIT 1. COMPLETE FOR NEW HOUSING DEVELOPMENT AND SUBSTANTIAL REHABILITATION OF RENTAL PROPERTIES USING CDBG AND/OR HOME FUNDS.**

Housing development and substantial rehabilitation of multi-family rental properties using Community Development Block Grant and/or HOME Investment Partnership Program funds are subject to special tenant income criteria, affordability restrictions, and financial assistance analysis or layering evaluation, in addition to general federal compliance requirements.

Applicants requesting funds to assist with the development or substantial rehabilitation of multi-family housing need to complete Exhibit 1 and provide the additional information requested as appropriate to the proposed project.

**A. Development Team**

Developer\_\_\_\_\_

General Partner(s)\_\_\_\_\_

Limited Partner(s)\_\_\_\_\_

General Contractor/Construction Manager\_\_\_\_\_

Architect\_\_\_\_\_

Attorney\_\_\_\_\_

Accountant\_\_\_\_\_

Property Manager\_\_\_\_\_

Lenders \_\_\_\_\_

**B. Project Development Costs**

Gross Construction Cost \$\_\_\_\_\_

Professional Fees \$\_\_\_\_\_

Finance/Carrying Costs \$\_\_\_\_\_

Builder Profit \$\_\_\_\_\_

Land and Site Costs \$\_\_\_\_\_

TOTAL DEVELOPMENT COSTS \$\_\_\_\_\_

**C. Sources and Uses of Funds**

Expense Category	\$CDBG/HOME	Other Public	Private	Equity
Purchase Land/Building	_____	_____	_____	_____
Site Work	_____	_____	_____	_____
Rehabilitation/Construction	_____	_____	_____	_____
Contingencies	_____	_____	_____	_____
Arch./Eng./Design Fees	_____	_____	_____	_____

Expense Category	\$CDBG/HOME	Other Public	Private	Equity
Interim costs	_____	_____	_____	_____
Financing Fees & Expenses	_____	_____	_____	_____
Syndication Cost	_____	_____	_____	_____
Developer's Fees (overhead/profit)	_____	_____	_____	_____
Project Reserves	_____	_____	_____	_____
Closing Costs	_____	_____	_____	_____
Working Capital	_____	_____	_____	_____
Other	_____	_____	_____	_____

#### **D. Sources of Financing**

<u>Source Name</u>	<u>Type</u>	<u>Principal</u>	<u>Rate</u>	<u>Terms and Conditions</u>
--------------------	-------------	------------------	-------------	-----------------------------

*Lender 1*

*Lender 2*

*Lender 3*

*Investor Equity*

#### **E.. Property Information**

Proposed Monthly Rents	1 BR	2 BR	3 BR	4 BR
Maximum Rent Allowed - LMI/Fair Market*	_____	_____	_____	_____
Maximum Rents @ 50% of Median Income*	_____	_____	_____	_____
No. of Units	_____	_____	_____	_____
Size per sq. ft.	_____	_____	_____	_____
Monthly Contract Rent	_____	_____	_____	_____
Utility Allowance	_____	_____	_____	_____
Monthly Housing Cost	_____	_____	_____	_____

\_\_\_\_ Heating    \_\_\_\_ Electricity    \_\_\_\_ Cooking    \_\_\_\_ Hot Water    \_\_\_\_ Air Conditioning

**Amenities included in monthly contract rent are:**

\_\_\_\_ Stove    \_\_\_\_ Refrigerator    \_\_\_\_ Dishwasher    \_\_\_\_ Laundry in Unit    \_\_\_\_ Laundry in Building  
 \_\_\_\_ Balcony/patio or other outdoor area    \_\_\_\_ Swimming pool    \_\_\_\_ Tennis courts    \_\_\_\_ Children's playground  
 \_\_\_\_ Garages    \_\_\_\_ Storage areas    \_\_\_\_ Other, Please specify.

\*Available from staff.

<b><u>F. Project Proforma</u></b>	<b><u>YEAR 1</u></b>	<b><u>YEAR 2</u></b>	<b><u>YEAR 3</u></b>	<b><u>YEAR 4</u></b>	<b><u>YEAR 5</u></b>
<b><u>Revenues</u></b>					
Gross Rent	_____	_____	_____	_____	_____
Miscellaneous Income	_____	_____	_____	_____	_____
Vacancy Rate	_____	_____	_____	_____	_____
Effective Gross Rent	_____	_____	_____	_____	_____
<b><u>Expenses</u></b>					
Salaries and Wages	_____	_____	_____	_____	_____
Repairs and Maintenance	_____	_____	_____	_____	_____
Utilities	_____	_____	_____	_____	_____
Property Taxes	_____	_____	_____	_____	_____
Insurance	_____	_____	_____	_____	_____
Gen'l & Adminis.	_____	_____	_____	_____	_____
Management Fees	_____	_____	_____	_____	_____
Professional Fees	_____	_____	_____	_____	_____
Marketing & Advertising	_____	_____	_____	_____	_____
Contract Services	_____	_____	_____	_____	_____
Supplies	_____	_____	_____	_____	_____
Unit Maintenance	_____	_____	_____	_____	_____
Deposits and Bonds	_____	_____	_____	_____	_____
Banking	_____	_____	_____	_____	_____
Reserves/Replacements	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
<b>Total Operating Expenses</b>	_____	_____	_____	_____	_____
<b>Net Operating Income</b>	_____	_____	_____	_____	_____
(Debt Service-1st Mort)	_____	_____	_____	_____	_____
(Debt Service-2nd Mort.)	_____	_____	_____	_____	_____
(Debt Service-3rd Mort.)	_____	_____	_____	_____	_____
(Other)	_____	_____	_____	_____	_____
<b>BEFORE TAX CASH FLOW</b>	_____	_____	_____	_____	_____
(TAXES)	_____	_____	_____	_____	_____
<b>AFTER TAX CASH FLOW</b>	_____	_____	_____	_____	_____
<b><u>Notes and Assumptions</u></b>					
(Please attach.)					



**EXHIBIT 2. COMPLETE FOR PUBLIC SERVICE PROJECT BUDGET ALLOCATION** (To be completed by all organizations requesting funding for human service needs.)

<u>PERSONNEL</u>	\$ CDBG	OTHER	TOTAL COST
Salaries	_____	_____	_____
Fringe Benefits	_____	_____	_____
FICA	_____	_____	_____
Health Insurance	_____	_____	_____
Worker's Compensation	_____	_____	_____
Unemployment	_____	_____	_____
Other	_____	_____	_____
<b>Sub-Total</b>	_____	_____	_____
<u>OPERATIONS</u>			
Rent	_____	_____	_____
Equipment	_____	_____	_____
Insurance	_____	_____	_____
Phone/Fax	_____	_____	_____
Postage	_____	_____	_____
Printing/Duplicating	_____	_____	_____
Supplies/Materials	_____	_____	_____
Travel and Expenses	_____	_____	_____
Contract Services*	_____	_____	_____
Other	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Sub-Total</b>	_____	_____	_____
<b>TOTAL</b>	_____	_____	_____

**EXHIBIT 3. OTHER DEVELOPMENT/CONSTRUCTION PROJECTS INCLUDING ACQUISITION, BUILDING CONSTRUCTION, INFRASTRUCTURE, SITE IMPROVEMENTS.(Non Multi-Family Housing)**

<u>BUDGET CATEGORY</u>	<u>\$ CDBG</u>	<u>\$ OTHER</u>	<u>\$ TOTAL</u>
APPRAISALS/SURVEYS	_____	_____	_____
ACQUISITION/PURCHASE	_____	_____	_____
DEMOLITION/CLEARANCE	_____	_____	_____
SITE PREPARATION	_____	_____	_____
RELOCATION	_____	_____	_____
REHABILITATION/ CONSTRUCTION	<u>\$80,000</u>	<u>\$355,200</u>	<u>\$435,200</u>
PERSONAL PROPERTY/ EQUIPMENT	_____	_____	_____
PERMITS/FEES	_____	_____	_____
ARCHITECTURE/ ENGINEERING	_____	<u>\$81,600</u>	<u>\$81,600</u>
LANDSCAPING	_____	_____	_____
CLOSING COSTS	_____	_____	_____
PROFESSIONAL COSTS	_____	_____	_____
OTHER	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
AUDIT *	_____	_____	_____
PROJECT ADMINISTRATION	_____	<u>\$27,200</u>	<u>\$27,200</u>
<b>TOTAL COST</b>	<u>\$80,000</u>	<u>\$464,000</u>	<u>\$544,000</u>

\*Note: Whenever \$250,000 or more in federal funds is received in a fiscal year, a Single Audit is required. Costs for completing the Single Audit should be considered in estimating total project costs.

#### IV. SUPPORTING ITEMS

The following additional supporting items are to be submitted with your proposal. Please provide an explanation for any items not attached or not applicable.

Ramsey County	Benefit Documentation (Income Survey, Verification Forms, Etc.)
<u>Attached</u>	Resolution of governing body requesting grant (Required for local units of government, private and non-profit firms and organizations proposing a project in a specific community.)
<u>Attached</u>	Map or sketch indicating project location and benefit area. Development and construction projects should also include site plans, elevations, etc. as appropriate.
<u>Attached</u>	Project cost estimates, including professional's certification of feasibility and accuracy of scope of work and budget (engineer's, architect's, contractor's, etc.). Note that labor costs for any construction in excess of \$2,000 must be consistent with prevailing wages.
<u>Attached</u>	Citizen Participation (Newspaper clippings, Meeting Notices, Minutes, etc.)
<u>N/A</u>	Letters in support of project (not required)
<u>N/A</u>	Written financial commitments from other funding sources, as appropriate.
<u>N/A</u>	Confirmation of 501(C)(3) status for non-profit organizations applying for CDBG/HOME Funding.
<u>Attached</u>	Signed Certification (Attached as <i>V. Certification.</i> )
<u>          </u>	Other Relevant Information (Specify)

---

---

---

---

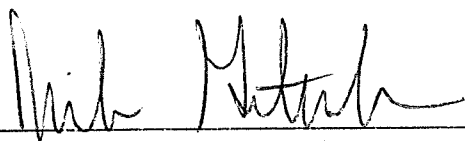
---

---

**V.CERTIFICATION**

**CERTIFICATION**

*I certify that the statements and application requirements of this official proposal are correct and that this proposal contains no misrepresentation or falsifications, omissions or concealment of material facts and that the information given is true and complete to the best of my knowledge and belief, and that no bids have been awarded, contracts executed, or construction begun on the proposed project.*



Signature of Authorized Official

2-13-01

Date

RICK GETSCHOW, CITY ADMINISTRATOR

## ATTACHMENTS

1. Ramsey County Census Tract Information
2. Newsletter Clippings, Articles, and Notices related to the Street and Utility Improvements
3. Engineer's Feasibility Report for the 2001 Street and Utility Improvements (Attached under separate cover)
4. Plans for the 2001 Street and Utility Improvements (Attached under separate cover)
5. Specifications for the 2001 Street and Utility Improvements (Attached under separate cover)
6. Resolution 021300A: A Resolution Authorizing Application for CDBG Funds for the 2001 Utility Infrastructure Improvements

36.24  
Exception Rate

(612) 888-1563

Page No. 1  
05/09/94

LOW AND MODERATE INCOME POPULATION REPORT  
FY 1994 CDBG CONFIGURATION OF PARTICIPATING COMMUNITIES

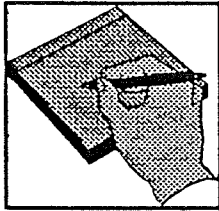
SUM	CO	MCD	CPL	TRACT	BG	LOGREC	NAME	LOW MOD	LOW MOD	LOW MOD
LEV								PERSONS	UNIVERSE	PCT
** ENTITLEMENT COMMUNITY: RAMSEY COUNTY, MN										
First Quartile Value								0	0	36
090	123	005	0110	040801	1	014571	Arden Hills city	0	0	0
090	123	005	0110	040801	2	014572	Arden Hills city	246	2460	10
090	123	005	0110	040801	3	014573	Arden Hills city	20	177	11
090	123	005	0110	040801	4	014574	Arden Hills city	218	672	32
090	123	005	0110	040801	5	014575	Arden Hills city	60	60	100
090	123	005	0110	040802	1	014577	Arden Hills city	270	344	78
090	123	005	0110	040803	1	014579	Arden Hills city	251	904	27
090	123	005	0110	040803	2	014580	Arden Hills city	42	541	7
090	123	005	0110	040803	3	014581	Arden Hills city	126	622	20
090	123	005	0110	040803	4	014582	Arden Hills city	368	1899	19
090	123	005	0110	040803	5	014583	Arden Hills city	53	604	8
090	123	015	1245	041900	1	014591	Falcon Heights city	167	863	19
090	123	015	1245	041900	2	014592	Falcon Heights city	249	806	30
090	123	015	1245	041900	3	014593	Falcon Heights city	110	376	29
090	123	015	1245	041900	4	014594	Falcon Heights city	231	913	25
090	123	015	1245	042001	1	014596	Falcon Heights city	27	480	5
090	123	015	1245	042001	2	014597	Falcon Heights city	1187	1434	82
090	123	020	1430	040401	3	014601	Gem Lake city	13	24	54
090	123	020	1430	040501	1	014603	Gem Lake city	24	24	100
090	123	020	1430	040501	2	014604	Gem Lake city	75	407	18
090	123	020	1430	040604	1	014606	Gem Lake city	0	0	0
090	123	025	2200	041301	2	014610	Lauderdale city	15	57	26
090	123	025	2200	042002	1	014612	Lauderdale city	94	402	23
090	123	025	2200	042002	2	014613	Lauderdale city	346	847	40
090	123	025	2200	042002	3	014614	Lauderdale city	880	1380	63
090	123	030	2280	042101	1	014618	Little Canada city	724	1529	47
090	123	030	2280	042101	2	014619	Little Canada city	1107	3307	33
090	123	030	2280	042102	1	014621	Little Canada city	977	2931	33
090	123	030	2280	042102	2	014622	Little Canada city	227	1037	21
090	123	030	2280	042301	2	014624	Little Canada city	0	0	0
090	123	035	2455	042201	1	014628	Maplewood city	443	1176	37
090	123	035	2455	042201	2	014629	Maplewood city	80	301	26
090	123	035	2455	042202	1	014631	Maplewood city	217	1153	18

# City of Lauderdale

April 1997

## Mayor thanks residents who responded to CIP Questionnaire

I would like to extend my thanks and appreciation for all the residents who took the time to complete the Capital Improvement Plan (CIP) Questionnaire. This information will help the City Council move forward with decisions in completing a final draft of the CIP.



We received over 120 completed questionnaires, which is approximately 20% of Lauderdale residents. Over 60% of respondents have lived more than 10 years in Lauderdale and plan to stay here that much longer.

The top three items that respondents would like to see improved were sewers,

water mains, and streets. Over half of the people who submitted questionnaires think Lauderdale **NEEDS** the improvements outlined, and 42% said they felt the improvements would increase

the values of their homes. The majority of respondents would like to see a combination of a one time assessment, increase in tax levy, and increase in user fees to collect the remaining 40% of funds needed for the project.

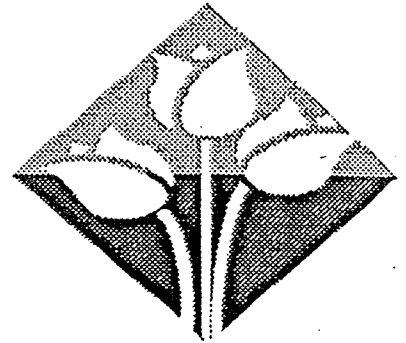
The City Council will be reviewing each questionnaire and giving further direction at the April 8th Council meeting.

—Mayor Jeff Dains



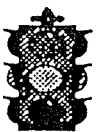
## Street Sweeping Scheduled For End of April / Early May

All City streets are scheduled to be swept in late April or early May, depending on the weather. The east and south sides of the streets will be swept first, then the west and north sides. "No Parking" signs will be posted the day before sweeping starts. Vehicles must be removed from that side of the street by 6:00 a.m. the following morning. Any vehicles left on the posted side of the street will be ticketed. Thank you for your cooperation.



## Spring Clean-up May 12-18

It is time to clean up your yard. Section 2-4-3 of the City Code mandates that all properties in Lauderdale be inspected yearly for violations of ordinances related to public health and safety. All refuse and debris, including unscreened/outside storage of construction materials from past projects, vehicle parts, and unlicensed vehicles must be removed. The week of May 12-18 has been scheduled as clean up week and May 19-23 for inspections. Property owners in violation of an ordinance will receive warnings. If the violation is not corrected within sixteen (16) days a ticket will be issued. Thank you for your cooperation in improving the appearance of Lauderdale.



**Larpenteur Avenue Reconstruction Update... Page 3**

**WHAT: NEIGHBORHOOD MEETING FOR  
YEAR 2001 STREET AND  
INFRASTRUCTURE IMPROVEMENTS**

**WHERE: LAUDERDALE CITY HALL  
1891 WALNUT STREET**

**WHEN: THURSDAY, NOVEMBER 2, 2000  
7:00 P.M.**

**WHY:**

THE CITY OF LAUDERDALE IS SEEKING INPUT ON THE STREET IMPROVEMENTS SCHEDULED TO BE UNDERTAKEN IN 2001 FOR YOUR AREA OF THE CITY. THE CITY ENGINEER WILL BE PRESENT AT THE MEETING TO RECEIVE FEED-BACK ON THE PRELIMINARY PLANS FROM YOU. THIS IS YOUR OPPORTUNITY TO DISCUSS THE PROJECT BEFORE A REPORT IS PRESENTED TO THE COUNCIL IN DECEMBER.

**IMPROVEMENT HIGHLIGHTS:**

- ⇒ Improvements include street paving, curb construction, repaired and replaced sanitary sewer and water main, and an upgraded storm sewer system.
- ⇒ The City Council will schedule a formal public hearing on the proposed project in January.
- ⇒ Bidding for the project is expected to take place in the Spring with construction scheduled for the Summer and Fall of 2001.



RESOLUTION NO. 080800A

THE CITY OF LAUDERDALE  
COUNTY OF RAMSEY  
STATE OF MINNESOTA

RESOLUTION ORDERING PREPARATION OF A FEASIBILITY REPORT  
ON THE 2001 STREET AND UTILITY IMPROVEMENTS

WHEREAS, it is proposed to improve: Carl Street between Idaho Avenue and Roselawn Avenue, Ione Street between Eustis Street and Pleasant Street, Spring Street between Eustis Street and Pleasant Street, Summer Street between Eustis Street and Pleasant Street, and all of Idaho Avenue by conducting street reconstruction, sanitary sewer improvements and replacement, water main replacement, storm sewer system improvements, and alley improvements and to assess the benefited property for a portion of the cost of the improvements, pursuant to Minnesota Statutes, Chapter 429,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF LAUDERDALE, MINNESOTA:

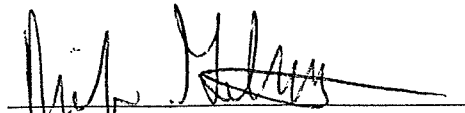
That the proposed improvement be referred to the City Engineer for study and that he is instructed to report to the Council with all convenient speed advising the Council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

I CERTIFY THAT the above resolution was adopted by the City Council of Lauderdale this 8<sup>th</sup> day of August, 2000.

(ATTEST)

(SEAL)

  
Jeff Dains, Mayor

  
Rick Getschow, City Administrator

**RESOLUTION NO. 112800A**

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

**RESOLUTION RECEIVING THE FEASIBILITY REPORT AND CALLING A PUBLIC  
HEARING ON THE 2001 IMPROVEMENTS**

WHEREAS, pursuant to resolution of the council adopted August 8, 2000, a report has been prepared by the City Engineer with reference to the improvement of: Carl Street between Idaho Avenue and Roselawn Avenue, Ione Street between Eustis Street and Pleasant Street, Spring Street between Eustis Street and Pleasant Street, Summer Street between Eustis Street and Pleasant Street, and all of Idaho Avenue by conducting street reconstruction, sanitary sewer improvements and replacement, water main replacement, storm sewer system improvements, and alley improvements and to assess the benefited property for a portion of the cost of the improvements, pursuant to Minnesota Statutes, Chapter 429, and this report was received by the City Council on November 28, 2000, and

WHEREAS, the report provides information regarding whether the proposed project is necessary, cost effective, and feasible,

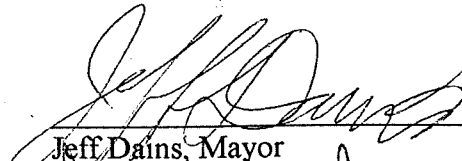
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF LAUDERDALE, MINNESOTA:


1. The Council will consider the improvement of such streets in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota State Statutes, Chapter 429 at an estimated total cost of the improvement of \$1,610,000.
2. A public hearing shall be held on such improvement on the 9<sup>th</sup> day of January, 2001, in the Council Chambers of the Lauderdale City Hall at 7:30 p.m. and the City Administrator shall give mailed and published notice of such hearing and improvement as required by law.

I CERTIFY THAT the above resolution was adopted by the City Council of Lauderdale this 28<sup>th</sup> day of November, 2000.

(ATTEST)

(SEAL)

  
\_\_\_\_\_  
Jeff Dains, Mayor

  
\_\_\_\_\_  
Rick Getschow, City Administrator

RESOLUTION NO. 010901C

THE CITY OF LAUDERDALE  
COUNTY OF RAMSEY  
STATE OF MINNESOTA

RESOLUTION ORDERING THE 2001 IMPROVEMENTS AND ORDERING A  
PREPARATION OF PLANS

WHEREAS, a resolution of the City Council of Lauderdale adopted the 28<sup>th</sup> day of November, 2000, fixed a date for a Council hearing on the proposed improvement of Carl Street between Idaho Avenue and Roselawn Avenue, Ione Street between Eustis Street and Pleasant Street, Spring Street between Eustis Street and Pleasant Street, Summer Street between Eustis Street and Pleasant Street, and all of Idaho Avenue by conducting street reconstruction, sanitary sewer improvements and replacement, water main replacement, storm sewer system improvements, and alley improvements pursuant to Minnesota Statutes, Section 429.011 to 429.111.

AND WHEREAS, ten day's mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 9<sup>th</sup> day of January, 2001, at which all persons desiring to be heard were given the opportunity to be heard thereon,


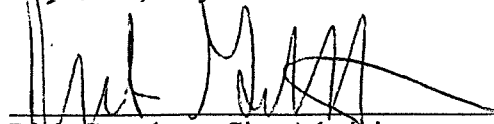
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF LAUDERDALE, MINNESOTA:

1. The 2001 improvements are necessary, cost-effective, and feasible as detailed in the feasibility report.
2. The 2001 improvements are hereby ordered as proposed in the Council resolution adopted the 9<sup>th</sup> day of January, 2001.
3. Bonestroo, Rosene, Anderlik and Associates is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.

I CERTIFY THAT the above resolution was adopted by the City Council of Lauderdale this 9<sup>th</sup> day of January, 2001.

(ATTEST)

(SEAL)

  
Jeff Dains, Mayor  
  
Rick Getschow, City Administrator



---

## MEMOS BY JAMES

---

DATE: FEBRUARY 13, 2001  
TO: HONORABLE MAYOR AND COUNCIL  
FROM: JAMES BOWNIK, ADMINISTRATIVE ANALYST  
RE: PURCHASE OF NEW CAMERA CONTROLLER



### BACKGROUND

The camera controller in the council chambers needs replacing. It has been determined, through numerous tests, that the camera controller has been inserting interference onto our video when it is connected. The controller has been giving us a bad signal, with corrupted bursts. Adding another piece of equipment such as a time base corrector, frame synchronizer, or a processing amplifier will not correct the problem.

The current model is a Panasonic WV-CU151. I received three quotes for an upgrade to the Panasonic WV-CU161 model. The three companies that submitted quotes are Alpha Video & Audio, E.P.A. Audio Visual, and Corporate Presentations. I have attached the quotes for your review.

Upon approval of the quotes, we will ask the approved company to bring the unit here and hook it up as a final test to ensure it's operation with our system before payment is made.

### COUNCIL ACTION REQUESTED

Motion to approve Alpha Video & Audio, which submitted the low quote of \$779.00, for the purchase of a new camera controller.

# ALPHA VIDEO & AUDIO

---

## FACSIMILE TRANSMITTAL SHEET

---

TO:	James Bownik	FROM:	Bob Follestad
COMPANY:	City of Lauderdale	DATE:	2/7/01
FAX NUMBER:	651-631-2066	TOTAL NO. OF PAGES INCLUDING COVER:	1
PHONE NUMBER:	651-631-0300	SENDER'S REFERENCE NUMBER:	
RE:	WV-CU161	YOUR REFERENCE NUMBER:	

---

☐ URGENT   ☐ FOR REVIEW   ☐ PLEASE COMMENT   ☐ PLEASE REPLY   ☐ PLEASE RECYCLE

---

### NOTES/COMMENTS:

James - Here are the numbers for the controller you are interested in. Please feel free to contact me with any questions you may have.  
Thank you!

Panasonic WV-CU161 Camera Controller  
Qty 1 @ \$779.00

---

7711 COMPUTER AVE  
EDINA, MN 55435  
PHONE 612-896-9898 / FAX 612-896-9899  
BOR@ALPHAVIDEO.COM

TOTAL P.01



**A/V MEDIA  
TECHNOLOGY  
QUOTATION**

**Date:** Quote Valid for 30 (days):  
February 5, 2001

**To:** City of Lauderdale  
Att'n: James

**Tel:** 651-631-0300  
**Fax:** 651-631-2066  
**E-Mail:**

**Corporate Presentations, Inc.**  
8774 Jefferson Highway  
Osseo, MN 55389  
763-316-2804 x:3016 Office  
763-316-2817 Fax  
David R. Carlson  
E-Mail:  
davidc@corporatepresentations.com

**QUOTE #:** 164259

<u>QTY</u>	<u>MODEL#</u>	<u>BRAND &amp; DESCRIPTION</u>	<u>PRICE</u>	<u>AMOUNT</u>
1	WV-CU101	PANASONIC CONTROLLER, SINGLE CHANNEL SYSTEM 1/WV-C8854	\$785.00	\$785.00

**Sub-Total** **\$785.00**

*Sub-Total does not  
include applicable  
tax or shipping  
charges.*

**Account Executive:** David Carlson-CBR #: (763) 316-2804 x:3016 office, or (612) 916-1300 cellular

**Quote Prepared By:** JF/DRG

**Availability:**

**To Be Shipped Via:**

**F.O.B.:**

**Terms:**

*Terms are subject to  
approval by our credit  
department.*



## **City Council Memorandum**

To:	Mayor and City Council
From:	Rick Getschow
Council Meeting Date:	February 13, 2001
Agenda Item:	Administrative Analyst – Step Adjustment

### **BACKGROUND:**

According to the City's Compensation Policy, James Bownik, the City's Administrative Analyst, is eligible for a step adjustment effective 2-10-01. The policy states that six months after the date of hire and each anniversary date thereafter, a step adjustment is to be considered. James's anniversary date is February 10<sup>th</sup>. This step adjustment is contingent upon a satisfactory performance evaluation, at a minimum. This evaluation was conducted that resulted in performance level that was above a satisfactory level. As a result, I am recommending advancement to the next step.

The next step for the Administrative Analyst position is Step 4, at \$3220.76 per month. This step adjustment is consistent with the City's Compensation Policy.

### **COUNCIL ACTION REQUESTED:**

Motion to approve step adjustment for the Administrative Analyst position, to Step 4, at \$3220.76 per month, effective 2-10-01.



## **City Council Memorandum**

To:	Mayor and City Council
From:	Rick Getschow
Council Meeting Date:	February 13, 2001
Agenda Item:	Amendment of the Lauderdale Personnel Policy

### **BACKGROUND:**

It has been past practice to update the Lauderdale Personnel Policy to keep its language consistent with the language of the union contract. This was last undertaken in January of 1998 following the last comprehensive union contract negotiations.

I have enclosed the revised personnel policy, which highlights the proposed changes to match the union contract that include:

- Adding a Personal Holiday;
- Amending Vacation Carry-Over Policy;
- Amending Sick Leave Provisions;
- Clarifying Leave of Absence Language; and
- Amending the Method of Computing Overtime Pay

### **ENCLOSURES:**

1. Proposed amended City of Lauderdale Personnel Policy

### **COUNCIL ACTION REQUESTED:**

Approval of the proposed amended City of Lauderdale Personnel Policy.

<b>CITY OF LAUDERDALE PERSONNEL POLICY</b>
--

**SECTION 1. PURPOSE.**

The purpose of this Personnel Policy is to establish a uniform and equitable system of personnel administration for the employees of the City of Lauderdale (City), to define the rights and responsibilities of the City and each of its employees, and to give fair and equal employment opportunities to all qualified applicants and employees.

**SECTION 2. EMPLOYMENT GUIDELINES.**

This personnel policy is a guideline for the City and its employees regarding City employment. It does not constitute an employment contract. This policy, like other City policies, may be amended at any time at the sole discretion of the City.

**SECTION 3. AT-WILL EMPLOYMENT.**

All City employees are hired on an at-will basis, which means that either the employee or the City may terminate employment at any time for any reason or no reason.

**SECTION 4. EQUAL EMPLOYMENT OPPORTUNITY POLICY.**

It is the City's policy to provide equal employment opportunity to all employees and applicants for employment in accordance with all applicable equal employment opportunity-affirmative action laws, directives and regulations of Federal, State and Local governing bodies or agencies thereof.

**SECTION 5. SCOPE.**

**Subdivision 1. Positions Covered.** This policy will apply to all employees in all positions, except the following:

- a. Elected officials;
- b. Members of all boards and commissions;
- c. Consultants and personnel paid on a fee basis;
- d. Volunteer personnel and personnel appointed to serve without pay;
- e. Emergency personnel;
- f. Independent contractors; and
- g. Any other person specifically exempted by the City Council.

**Subdivision 2. Superseded by Law.** No provision of this policy is intended to violate, supersede or conflict with any applicable federal law or regulation, state statute or local ordinance. In the event of conflict or violation of any such regulation, the offending provision of this policy will be void, but all remaining provisions will remain in effect.

## **SECTION 6. DEFINITIONS.**

The following words and phrases will have the meanings given here and will apply throughout this policy. All other words and phrases used in this policy will maintain their generally accepted common meanings.

- a. ANNIVERSARY DATE - the month and date of an employee's initial hiring or promotion.
- b. DESIGNATED PERSONNEL REPRESENTATIVE(S) - City Council member(s) who act(s) as liaison(s) between the employees and the City Council on personnel matters.
- c. EXEMPT EMPLOYEE - employees to whom the federal Fair Labor Standards Act does not apply. Generally, administrative, executive and professional employees are exempt employees.
- d. IMMEDIATE FAMILY - the employee's spouse and children and the following relatives of either the employee or the employee's spouse: mother, father, brother, sister, grandparent, aunt, uncle, step-parent or legal guardian.
- e. INDEPENDENT CONTRACTOR/CONSULTANT - persons or firms hired by the City who determine their own hours of operation or use their own resources in the performance of their duties. Independent contractors and consultants are not City employees.
- f. NON-EXEMPT EMPLOYEE - employees to whom the federal Fair Labor Standards Act applies.
- g. OVERTIME - time worked by non-exempt employees in excess of eight hours per day or forty (40) hours per week.
- h. PART-TIME EMPLOYEE
  - 1) REGULAR PART-TIME EMPLOYEE - an employee retained on a non-temporary basis who works less than forty (40) hours per week on a regular schedule throughout the year.

- 2) **NON-REGULAR PART-TIME EMPLOYEE** - an employee retained on a temporary basis who works less than forty (40) hours per week on an irregular schedule throughout the year.
- i. **REGULAR FULL-TIME EMPLOYEE** - an employee retained on a non-temporary basis who works forty (40) hours or more per week on a regular schedule throughout the year.
- j. **TEMPORARY OR SEASONAL EMPLOYEE** - an employee retained to fill a full-time or part-time position which is of a provisional or seasonal nature.
- k. **TERMINATION** - a complete separation of an employee from City employment. Termination can be voluntary, through resignation or retirement, or involuntary, through discharge by the City.

## **SECTION 7. APPOINTMENTS.**

**Subdivision 1. Selection Criteria.** Appointments for all municipal positions will be made by the City Council. All appointments will be made on the basis of merit and fitness for the position.

**Subdivision 2. Examinations.** When required by law or deemed appropriate by the City Council to determine an applicant's employment-related qualifications, merit and fitness will be ascertained by written, oral or other examinations, including medical or psychological examinations. An offer of employment may be conditioned on a pre-employment medical or psychological examination.

**Subdivision 3. Employment of Relatives of Municipal Personnel.** Whenever possible, the City Council will avoid appointing any person to a municipal position in which he or she would supervise or be supervised by a member of his or her immediate family.

**Subdivision 4. Probationary Period.** All regular full-time and regular or non-regular part-time appointments will be subject to the serving of a probationary period. This probationary period will be regarded as an integral part of the initial selection and examination process and will be used to observe the employee's work, secure the most effective adjustment of the employee to his or her position and reject any employee whose performance does not meet the required work performance standards.

The probationary period for all regular full-time and regular or non-regular part-time City employees will be six (6) months from the date of employment. A probationary new employee may be discharged by the City Council from his or her position at any time during the probationary period for any reason.

An interview will be conducted with the probational employee before the probationary period expires. The City Council will also be given a report by the employee's supervisor or other designated person regarding whether the employee's performance has been satisfactory and whether the employee should be retained in the appointed position. At the end of the probationary period, the City Council will designate the employee for regular employment or discharge the employee. The City Council may also extend the probationary period at its discretion. The City Council's decision is final and will be provided to the employee in writing.

## **SECTION 8. WORK HOURS.**

**Subdivision 1. Work Schedules.** The normal hours of work for all employees will be established by the City Council with specific work schedules subject to the City Council's approval. Department heads and supervisory employees are required to work all hours necessary to perform their duties.

**Subdivision 2. Part-time and Temporary Employees' Work Schedules.** The City shall provide temporary, seasonal and non-regular part-time employees with an advance approximation of hours to be worked during the upcoming year at the time of hiring whenever possible. This approximation is not a guarantee of those hours but rather a guideline subject to change at the City's discretion.

**Subdivision 3. Rest Breaks.** An employee is entitled to take one fifteen (15) minute rest break during each consecutive four (4) hour period of work with the permission of the employee's immediate supervisor. Rest breaks should be scheduled to avoid disrupting City business.

## **SECTION 9. BENEFITS.**

**Subdivision 1. Eligibility.** Only regular full-time and regular part-time employees are eligible for benefits. Non-regular part-time employees, temporary and seasonal employees, and independent contractors and consultants are not eligible for benefits provided by the City.

**Subdivision 2. Amount of Benefits.** Regular full-time employees are eligible for full benefits. Regular part-time employees are eligible for holiday, vacation and sick leave benefits in proportion to the hours they work per week rated on the following scale:

Under 20 hours per week	Holidays & Sick leave at 1/4 benefits
20 to 30 hours per week	1/2 benefits
30 to 40 hours per week	3/4 benefits
40 or more hours per week	Full benefits

**Subdivision 3. Holidays.** The following days are observed paid holidays:

New Year's Day	-	January 1
Martin Luther King Day	-	3rd Monday in January
Presidents' Day	-	3rd Monday in February
Memorial Day	-	Last Monday in May
Independence Day	-	July 4
Labor Day	-	1st Monday in September
Veteran's Day	-	November 11
Thanksgiving Day	-	4th Thursday in November
The day following Thanksgiving Day	-	4th Friday in November
Christmas Eve Day	-	December 24
Christmas Day	-	December 25
Personal Day	-	Employee Choice

Employees shall also receive one (1) personal holiday per year. The date of such personal holiday shall be approved by the employee's supervisor or designated personnel representative. Personal holidays shall be taken during the calendar year earned.

Whenever one of the above holidays falls on a Saturday, the preceding day will be observed as a holiday. Whenever one of the above holidays falls on a Sunday, the following day will be observed as a holiday.

**Subdivision 4. Vacation.** Vacation may be used as earned after the probationary period has been satisfactorily completed. Vacation is computed based on the employee's anniversary date.

- a. Accumulation. Vacation for regular full-time employees is accumulated as shown, based on the number of years of employment with the City:

0 through 5 years of service                      10 days per year

6 through 10 years of service                      15 days per year

After 10 years of service                      One additional day per year not to exceed 20 days per year

Employees may carry over twice their annual vacation-earning rate. Any unused vacation time in excess of this amount will be forfeited unless other provisions are made by the City Council. Regular full-time employees must use at least five (5) days of vacation time during each year of City employment. The word "day" implies a nominal eight-hour shift.



- b. Requests. Vacation time must be requested at least forty-eight (48) hours in advance. Vacation requests must be approved by the employee's supervisor or the designated personnel representative and may be denied in the event of an emergency or if taking a vacation at that time would impair the City's ability to carry out its business.
- c. Legal Holidays during Vacation. Whenever a legal holiday falls on a working day during an employee's vacation, that holiday will not be counted as a vacation day.
- d. Terminal Leave. Any employee leaving the Municipal service in good standing shall be compensated for vacation leave accrued and unused to the date of separation.

**Subdivision 5. Sick Leave.** Sick leave may be used as earned upon appointment to City employment.

- a. Accrual. Sick leave will be accrued for all regular full-time employees at the rate of one (1) day per calendar month and may be accrued to a maximum of ninety (90) days.
- b. Use of Sick Leave. Sick leave may be used when: (1) the employee cannot work because of illness, injury or disability of themselves or their immediate family, and (2) for medical, dental, or optical examinations or treatment of the employee or employee's immediate family. An employee must request sick leave from his or her immediate supervisor before the start of the employee's workday on each day sick leave is used. An employee may be requested to file a physician's statement, signed by the physician and the employee, indicating the nature of his or her illness. An employee may use available sick leave to attend to his or her sick minor child for as long as is reasonably necessary. Up to three (3) days of sick leave per year may be used to attend to any other member of the employee's immediate family who is ill.

Upon separation of employment from the City, for any reason other than discharge for just cause, the employee or their designated beneficiary shall be paid one-half (1/2) of all unused accumulated sick leave, provided that the employee has ten (10) continuous years of service with the City at the time of separation.

- c. Use for Funerals. An employee may use up to (3) three days of sick leave as funeral leave. Funeral leave must be taken on consecutive working days, one of which is the day of death or the day of the funeral. Any deviations from this policy will be at the City Council's discretion.

**Subdivision 6. Jury or Witness Duty.** Any regular full-time or regular part-time employee who is required to serve as a juror or as a witness in court regarding City business shall be granted leave with pay while serving in such capacity. Upon completion of jury duty, the employee shall reimburse the City for the amount of jury duty pay, less the amount received for traveling expenses.

**Subdivision 7. Leave of Absence without Pay.** Upon request, a leave of absence without pay may be granted by the City Council for a period of up to ninety (90) days. No benefits will accrue or be paid out during a period of a leave of absence without pay. Accrued vacation time may be paid out upon request of the employee. This is with the understanding that the vacation is paid out according to the regular pay schedule over regular pay periods, which is the same scenario used to pay for all vacation days earned by the employees. An employee may elect to continue insurance benefits coverage during a leave of absence at the employee's expense. When special circumstances exist, the City Council may, upon request, extend a leave of absence.

**Subdivision 8. Parental Leave.** An employee who works twenty (20) or more hours per week and has been employed with the City for more than one (1) year is entitled to take an unpaid leave of absence in connection with the birth or adoption of a child or family medical problem. The length of parental leave is up to the parent, but it cannot last longer six (6) weeks or begin more than six (6) weeks after the birth or adoption of the child. If the child must remain in the hospital longer than the mother, the leave may not begin more than six (6) weeks after the child leaves the hospital. The employee is entitled to return to work at the same position and at the same rate of pay he or she was receiving before the leave began. Group insurance coverage paid for by the City will remain in effect for all eligible employees throughout the six week parental leave. The employee will have the option to continue coverage at his or her own expense if the parental leave extends beyond six weeks.

Requests for parental leave must be made in writing to the City Administrator or designated personnel representative at least two (2) months before the requested leave's starting date.

**Subdivision 9. School Conference and Activities Leave.** An employee who works twenty (20) hours or more per week and has been employed with the City for more than one (1) year is entitled to take up to sixteen (16) hours during any school year to attend school conferences or classroom activities related to the employee's minor child as long as these activities were planned in advance and could not be scheduled during non-work hours. The employee must request school leave at least forty-eight (48) hours in advance from his or her supervisor or the designated personnel representative. A reasonable effort should be made to schedule the leave to avoid disrupting City business. Any leave taken under this section will be unpaid. An employee may substitute paid vacation time for unpaid school leave according to the provisions of the City's vacation policy.

**Subdivision 10. Military Leave.** Every employee to whom Minnesota Statutes Section 192.26 or 192.261 or U.S.C.A., Title 38, Section 2021 applies is entitled to the benefits afforded those sections to the subject conditions therein prescribed.

**Subdivision 11. Insurance.** All regular full- and part-time employees may be covered by a group health, dental, life and disability insurance plan as approved, from time to time, by the City Council. A portion of the monthly premium costs of such insurance plan may be paid by the Municipality, such portion to be established, from time to time, by the City Council. The balance of the premium costs shall be paid by the employee. The employer shall pay each employee not enrolled in the employer's health insurance program \$75 per month or half the cost of the single health insurance premium (whichever is greater) into a deferred compensation fund. In order to qualify, employees must provide proof of insurance. The deferred compensation contribution will end if the employee rejoins the employer's health insurance plan.

**Subdivision 12. Retired Employees.** Retired City employees may continue to participate in the City's health insurance program, at the prevailing appropriate group rate, at the retiree's expense, if offered by the insurance company.

## **SECTION 10. COMPENSATION.**

**Subdivision 1. Rates of Pay.** All pay rates will be set by the City Council.

**Subdivision 2. Overtime Pay.** All non-exempt employees are eligible for overtime pay. Overtime will be paid at a rate of one and one half times the regular hourly rate of pay for each hour worked eight hours in a day or over forty (40) hours in a given work week. Overtime work must have prior approval by an employee's immediate supervisor or the designated personnel representative except in the case of emergencies. All paid leave time shall be considered time worked for the purpose of computing overtime.

**Subdivision 3. Compensatory Time Off.** Compensatory time off may be available to non-exempt employees at the City's option as an alternative to overtime pay. If available, non-exempt employees are eligible for compensatory time off at the rate of one and one-half hour for each hour worked in excess of forty (40) hours per week. Compensatory time off must be used within two (2) weeks of the date or dates on which it is accrued unless permission is received from the designated personnel representative(s) to use it on a later date. No compensatory time off is available unless the employee has received approval from his or her supervisor or the designated personnel representative(s) before the work is performed.

**Subdivision 4. Pay Days.** Employees shall be paid biweekly on alternate Fridays. In the event that either day falls on a weekend or holiday, paychecks will be distributed on the day preceding the weekend or holiday.

**Subdivision 5. Attendance at City Meetings.** Non-exempt employees who are required by the City Council to attend City meetings at a time when they are not otherwise scheduled to work will be paid their regular hourly wage for each hour spent at the meeting at the City Council's request. These employees will also receive a credit for their attendance at the meetings to be applied toward the employee's vacation and sick leave accrual for the month. The amount of the credit will be determined by the City Council. Time spent by employees at City Council meetings that is not at the City Council's request will not be compensated.

**Subdivision 6. Call Back.** An employee called in for work at a time other than the employees normal scheduled shift will be compensated for a minimum of two (2) hour's compensation at the overtime rate if the total hours worked during the day exceeds (8) eight hours or the hours during the week exceeds (40) forty hours.

## **SECTION 11. PERFORMANCE EVALUATION.**

There may be a performance evaluation completed annually for each regular full-time and regular part-time employee. The evaluation will include a review of the employee's principal responsibilities, an appraisal of the employee's job performance, a discussion of problem areas, if any, and a plan of action to set objectives for performance and to assist in alleviating any problem areas.

## **SECTION 12. DISCIPLINARY ACTION.**

Employees may be subject to disciplinary action for failing to fulfill their duties and responsibilities as City employees. Discipline could consist of an oral reprimand, a written reprimand, suspension, demotion or involuntary termination depending on the circumstances and severity of the situation.

## **SECTION 13. GRIEVANCES.**

**Subdivision 1. General.** An employee who believes he or she has a grievance about an employment-related issue may submit the grievance to the City. The decision to invoke the grievance procedure is voluntary. It is up to the employee to initiate the procedure.

**Subdivision 2. Procedure.** If an employee chooses to submit a grievance to the City, the following procedure should be used:

- a. **Oral report.** The employee should discuss the grievance with his or her supervisor or the designated personnel representative within five (5) working days of the incident.

b. Written report. If the employee is not satisfied with the results of the oral report, he or she may submit a written summary of the grievance to the designated personnel representative. The written report should be submitted within five (5) working days of the employee's receipt of the response to his or her oral report and should include the date the employee made the oral report. A written response to the employee's written report will be issued as soon as possible.

c. Hearing. If the grievance is not resolved by oral or written report, the employee has five (5) working days from the date he or she received the written response to the written report to request a hearing. To request a hearing, the employee must submit a written summary of the grievance, including the dates of the oral and written reports, to the City Council. A hearing will then be scheduled on a mutually convenient date.

d. Decision. The employee will receive the City Council's decision in writing as soon as possible after the hearing. The City Council's decision will be final.

#### **SECTION 14. TERMINATION OF EMPLOYMENT.**

**Subdivision 1. Resignation.** Any employee who voluntarily leaves City employment must give at least fourteen (14) days written notice of resignation. Upon leaving City employment, an employee in good standing will be compensated for all accrued vacation time. An employee is in good standing if he or she gives adequate written notice of resignation and is not under suspension or notice of involuntary termination at the time notice of resignation is given.

Failure to give adequate written notice may be considered cause for denying the employee future City employment and termination benefits. Unauthorized absences from work for a period of three (3) or more working days may be considered a resignation without notice.

**Subdivision 2. Involuntary Termination.** An employee may be involuntarily terminated for any reason not prohibited by law or for no reason at the will of the City Council. The City Council, at its discretion, may give the employee fourteen (14) days written notice of termination or the financial equivalent thereof.

**Subdivision 3. Lay-offs.** The City Council may lay off any employee whenever such action becomes necessary in the City Council's judgment, including shortage of work funds, the abolition of a position, or changes in organization; provided, however, that fourteen (14) days written notice be given if practicable. No regular or probationary employee shall be laid off while there is a temporary employee serving in the same class of position or for which the regular or probationary employee is qualified, eligible and available. Any regular employee, upon receiving a lay-off notice, may request to be reduced to a lower paid position within the same department if

the lower paid position is vacant and the employee held the position previously. The request to be reduced must be submitted in writing within seven (7) calendar days of receipt of the notification of lay-off.

## **SECTION 15. MISCELLANEOUS REGULATIONS.**

**Subdivision 1. Travel Expenses.** Employees traveling on City business will be reimbursed for reasonable work-related expenses. The employee must complete and submit the appropriate claim form within two (2) weeks of his or her return, along with corresponding receipts, for reimbursement of those expenses.

**Subdivision 2. Vehicle expenses.** Employees authorized to use their personal vehicles on City business will be reimbursed for vehicle expenses at rates set under federal guidelines or by the City Council by separate contract.

**Subdivision 3. Political Activity.** City employees are specifically prohibited from engaging in the political activities listed below:

- a. Campaigning for a candidate or issue during working hours or while on City business.
- b. Attempting to influence a campaign by specifically alluding to the employee's position with the City.
- c. Participating in a campaign where such participation could cause a conflict of interest with the employee's job duties.

No City employee may hold any other office or employment in city, county, state or federal government, or any division thereof, or in the private sector, where the office or employment interferes with the impartial discharge of duties or where it results in giving the employee legislative or elective authority over the City officials or City affairs.

**Subdivision 4. Employee Records.** Employees must inform the City of any change in their current address, telephone number or emergency contact information as soon as possible after the change becomes effective.

**Subdivision 5. Gratuities.** City employees and officials may not accept gratuities or presents of any kind from contractors, City residents, or anyone who has business contacts with the City. If a gratuity or present arrives by means other than personal delivery, the item should be turned over to the City Council.

**Subdivision 6. Property.** Employees may use City property only for work-related purposes.

## **SECTION 15. CRIMINAL HISTORY BACKGROUND CHECK.**

The Police Department is authorized to conduct a criminal history background investigation on applicants for positions with the City as provided by this section. This section applies only to applicants who are finalists for paid or volunteer positions with the City, where the City Administrator has determined that conviction of a crime may relate directly to the position sought. The Police Department may not perform a background investigation unless the applicant consents in writing to the investigation and to the release of the investigation information to the City Administrator or other City Staff as may be appropriate. An applicant's failure to provide consent may disqualify the applicant for the position sought. If the City Administrator rejects the applicants application due solely or in part to the applicants prior conviction of a crime, subject to the exception set forth in Minnesota Statutes, section 364, the City Administrator must notify the applicant in writing of the following:

- a) The grounds and reasons for the rejection;
- b) The applicable complaint and grievance procedure set forth in Minnesota Statutes Section 364;
- c) The earliest date the applicant may reapply for employment; and that all competent Evidence of rehabilitation will be considered upon reapplication.

## **SECTION 16. SEXUAL HARASSMENT POLICY.**

**Subdivision 1. Applicability.** This sexual harassment policy applies to all officials and employees of the City of Lauderdale, including regular full-time and regular part-time employees, elected and appointed officials, temporary, seasonal and non-regular employees, employees covered or exempted from personnel rules or regulations, and independent contractors and consultants.

**Subdivision 2. General.** Sexual harassment is a form of sex discrimination prohibited by state and federal law. Employees have the right to a workplace free of sexual harassment.

The City will not tolerate sexual harassment of its employees by anyone -supervisors, other employees, officials or citizens. Persons harassing others will be promptly and firmly disciplined. All personnel must become familiar with this policy and comply with it.

**Subdivision 3. Definition.** Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or communication of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment or public service;
- b. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions such as promotion, assignment, demotion, discipline, or discharge;
- c. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

**Subdivision 4. Examples.** Behavior that could be considered sexual harassment may include:

- a. Verbal harassment (e.g. sexually-oriented comments, sexually-oriented innuendoes or sexually-oriented derogatory remarks);
- b. Physical harassment (e.g. unwelcome touching, gestures, assault, impeding one's movement or other physical contact that an employee finds offensive);
- c. Visual forms of harassment (e.g. sexually derogatory posters, letters, poems, graffiti, cartoons or drawings); or
- d. Requests for sexual favors or unwelcome sexual advances.

**Subdivision 5. Reporting Procedure.** Employees who believe they have experienced sexual harassment or who know of conduct they believe might constitute sexual harassment toward an employee, are required to report it to their supervisor, the designated personnel representative(s), the Mayor, or the City Attorney. The City official who receives the report should inform the designated personnel representative(s), the Mayor or the City Attorney in confidence as soon as possible. If any City employee, official, or the City Attorney directly receives an oral or written complaint from an alleged victim of sexual harassment, he or she must immediately forward the complaint to the designated personnel representative(s), the Mayor or the City Attorney, or direct the alleged victim to report the incident. Failure to forward a report of alleged sexual harassment to the appropriate person(s) could result in disciplinary action against the person(s) who neglected to make the report.



**Subdivision 6. Investigation and Recommendation.** Upon receiving any report alleging sexual harassment, the designated personnel representative or other appropriate official will conduct an investigation. To the extent possible, the allegations and investigation will be kept confidential. An alleged victim may have a staff person of the same gender present during all contacts with the designated personnel representative. The alleged victim and any witnesses may be asked to put their reports in writing.

If the facts are found to support the allegations, the harasser will be subject to disciplinary action up to and possibly including immediate termination depending on the circumstances and severity of the harassment. The designated personnel representative may report on the investigation and its results to the City Council. The City will keep a complete record of the nature of the complaint, its investigation and its resolution.

Pending completion of the investigation, the designated personnel representative may take any appropriate action necessary to protect the alleged victim, other employees, or citizens.

Anyone who makes a false complaint of sexual harassment or anyone who gives false information during a sexual harassment investigation could also be subject to disciplinary action up to and possibly including immediate termination.

The City may also discipline any individual who retaliates against a person who testifies, assists or participates in any manner in a sexual harassment investigation. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

## **SECTION 17. EFFECTIVE DATE.**

The effective date of these personnel policies is February 13, 2001. These personnel policies supersede all prior City personnel policies between the City and its employees. With respect to employees whose positions are included in a collective bargaining unit, provisions of the applicable collective bargaining agreements negotiated pursuant to the Public Employment Labor Relations Act (MS 179A.01-179A.25), supersede these rules and regulations on any subject area covered by both the collective bargaining agreement and these rules and regulations.



## City Council Memorandum

To:	Mayor and City Council
From:	Rick Getschow
Council Meeting Date:	February 13, 2001
Agenda Item:	Middle Mississippi River Watershed Management Organization Update (Gill-Gerbig)

### BACKGROUND:

Council member/Watershed Commissioner Gill-Gerbig will update the City Council on the recent developments of the watershed from recent Board meetings on the boundary issues that have previously been discussed. There will also be an update on the watershed tax levy that could be certified for the first time in 2001 for 2002 tax statements.

I have included the memos from City Council meetings last fall as a refresher on these issues. I did not include all of the enclosures that went with those memos; so let me know if you wish to receive further information.

### ENCLOSURES:

1. Council memo: September 26, 2000 meeting
2. Council memo: November 14, 2000 meeting

## City Council Memorandum

To: Mayor and City Council  
From: Rick Getschow  
Council Meeting Date: September 26, 2000  
Agenda Item: Middle Mississippi River Watershed Management  
Organization (MMRWMO) Levy Issue

### BACKGROUND:

Council member Gill-Gerbig requested that this item be placed on the agenda at the last meeting. She serves as a Commissioner on the MMRWMO Board of Commissioners as the Lauderdale representative.

The issue to be discussed and was touched upon at the last meeting is the levy authority of the MMRWMO. Over the past year there have been some contradictions and misunderstandings between the State Department of Revenue and the Board of Water and Soil Resources on levy authority. These misunderstandings center on the authority of watershed to levy their separate sub-watersheds (Minneapolis, St. Anthony, St. Paul, and Lauderdale) for separate projects as opposed to levying for the entire watershed. The other watershed organizations and districts such as the Rice Creek Watershed District (RCWD) and the Capitol Region Watershed District (CRWD) in Lauderdale equally levies all property in the watershed for projects that may or may not occur in that city or sub-watershed. Based on a ruling by the State Department of Revenue, this will also be the process that the MMRWMO will be required to follow.

I have enclosed in the packet the 2000 tax rates in Lauderdale that illustrate the differences in rates due to which watershed residents of the community are in. The second column delineates the watershed. (C) is for the Capitol Region Watershed District, (R) is for the Rice Creek Watershed District, and (I) is for the Middle Mississippi River Watershed Management Organization. The MMRWMO rate is the lowest at 132.271% because they did not levy a tax in 2000. The CRWD rate for 2000 was ½%, while the RCWD rate was approximately ¾%. These rates are included in the miscellaneous tax rate column. It is interesting to note that every Lauderdale resident and/or property owner would have the same tax rate were it not for the different watersheds.

Fortunately, unlike the RCWD and the CRWD, Lauderdale has direct representation on the Board of Commissioners and also has Lauderdale storm water related capital improvements in the overall MMRWMO watershed plan. I am not yet sure what the 2001 levy would be to Lauderdale, but I have been told to assume that it would not exceed the other watershed levies in Lauderdale for 2001. This levy issue with the MMRWMO, along with recent boundary changes with other watersheds in the area, has created discussions on the continuing and possibly expanded role of Lauderdale in the MMRWMO.

Council member Gill-Gerbig has stated that discussions have begun regarding Lauderdale continued membership in the watershed and the possible boundary changes that could occur. The MMRWMO was planning on providing material for the Council to review for discussions on this levy issue and these other related topics. The material has not arrived in time for inclusion in his packet. If the material is submitted, it will be provided at the meeting.

**ENCLOSURES:**

1. Lauderdale 2000 Tax Rates

**COUNCIL ACTION REQUESTED:**

Provide feedback to the Lauderdale MMRWMO Commissioner and staff on how we plan on proceeding with the proposed levy and other related issues such as continued and/or expanded membership.

## City Council Memorandum

To: Mayor and City Council  
From: Rick Getschow  
Council Meeting Date: November 14, 2000  
Agenda Item: Middle Mississippi River Watershed Management  
Organization (MMRWMO) Membership and Levy Issue

### BACKGROUND:

Staff members from the Middle Mississippi River Watershed Management Organization (MMRWMO) will be in attendance at the meeting to provide a presentation to the City Council on the membership and levy issue that we have been discussing at Council meetings this fall. The gist of the discussion involves our membership in the MMRWMO and the other watersheds in our City (Rice Creek Watershed and Capitol Region Watershed) as a result of the introduction of a tax levy for the MMRWMO.

**IT IS IMPORTANT TO NOTE THAT THIS IS A PRESENTATION OR BRIEFING BY THE MMRWMO – A DECISION ON MEMBERSHIP IS NOT NEEDED AT THIS MEETING. ALTHOUGH A DECISION WOULD BE NEEDED BY THE NOVEMBER 28, 2000 COUNCIL MEETING.**

In reviewing the enclosed material from the MMRWMO, please keep in mind the following issues as they relate to the watershed districts and organizations in our City:

#### **Rice Creek Watershed District and Capitol Region Watershed District:**

- The City of Lauderdale would contribute approximately \$13.00 (Rice Creek) or \$18.00 (Capitol Region) annually per \$100,000 in home value.
- The City of Lauderdale does not receive direct representation on the Rice Creek Watershed District and the Capitol Region Watershed District Boards.
- Based on previous experience, the probability of funds being expended in the City of Lauderdale from the Rice Creek Watershed District and Capitol Region Watershed District is low.
- Rice Creek Watershed District and Capitol Region Watershed District requires permitting of all projects within the watershed area.

## **Middle Mississippi River Watershed Management Organization:**

- The City of Lauderdale would contribute approximately \$26.00 per \$100,000 in home value. (Based upon tax capacity growth in Minneapolis this number could drop to \$17.00 per \$100,000 in home value the following year).
- The City of Lauderdale does receive direct representation on the MMRWMO Board.
- Funds may be expended within the MMRWMO for all projects related to storm and surface water issues in the City of Lauderdale.
- The MMRWMO does not require permitting of all projects within the watershed area.

Based upon the presentation, the material included in the packet and the comments mentioned above - the following options can be considered:

- Incorporate the entire City into the MMRWMO.
- MMRWMO incorporates the Capitol Region Watershed boundaries (currently all in the Nature Area and Seminary Area), but Rice Creek Watershed boundaries are kept the same (currently the entire area north of Larpenteur Ave.).
- No changes - keep all of the watershed boundaries the same.

## **ENCLOSURES:**

1. MMRWMO Information Packet: Lauderdale City Council Briefing

## **COUNCIL ACTION REQUESTED:**

Following the presentation, direct staff on how to proceed with this membership issue. A final decision on this issue is not needed at this meeting, even though MMRWMO would like feedback on which way the Council may be leaning. The item for final action can occur at the November 28, 2000 meeting. Waiting for formal action until November 28<sup>th</sup> is especially important if the Council wishes to alter the boundary situation, which should involve formally contacting the other watersheds under consideration.

