

LAUDERDALE CITY COUNCIL MEETING AGENDA

TUESDAY, JANUARY 11, 2000

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:

Adm. Rick Getschow _____

3. APPROVAL

- A. Approval of agenda
- B. Approval of minutes of 12/14/99 City Council Meeting minutes and 1/4/00 Goal session meeting minutes
- C. Approval of claims totaling \$59,231.98

4. 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

5. CONSENT

- A. Approval of 2000 Investment Policy
- B. Resolution 011100A: Approval of Investment Institutions for 2000
- C. Approval of 2000 Licenses

6. SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS

7. INFORMATIONAL PRESENTATIONS

8. PUBLIC HEARINGS

Public hearings are conducted so that the public affected by a proposal may have input into the decision. During hearings, all affected residents will be given an opportunity to speak pursuant to the ROBERT'S RULES OF ORDER AND THE STANDING RULES OF ORDER AND BUSINESS OF THE CITY COUNCIL.

9. REPORTS

- A. 2000 Budget Document Presentation

10. ACTION

- A. Approval of 2000 Goals
- B. Resolution 011100B: Resolution Adopting 2000 Fee Schedule
- C. Approval of Technology Services Agreement with the City of Roseville
- D. Approval of Joint Powers Agreement for the Ramsey County GIS User's Group
- E. Lauderdale Committee and Commission Appointments
- F. City Administrator Performance Evaluation
- G. Staff Compensation

11. DISCUSSION

12. ITEMS REMOVED FROM THE CONSENT AGENDA

13. ADDITIONAL ITEMS

14. SET AGENDA FOR NEXT MEETING

15. ADJOURNMENT

**Lauderdale City Council
Meeting Minutes
December 14, 1999**

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

2. ROLL

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

Staff present: City Administrator Getschow, Adm. Analyst Olson, and
Deputy Clerk Bownik

3. APPROVAL

A. *Approval of Agenda.* Motion by Hawkinson, second by Christensen to approve the agenda. Roll: Yes: all. Motion carried.

B. *Approval of Minutes.* Motion by Gill-Gerbig, second by Hawkinson to approve the minutes of the November 23, 1999 City Council meeting and the December 7, 1999 Truth-In-Taxation Public Hearing. Roll: Yes: all. Motion carried.

C. *Approval of Claims totaling \$38,035.51.* Motion by Christensen, second by Barlow to approve the claims totaling \$38,035.51. Roll: Yes: all. Motion carried.

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

5. CONSENT

6. SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS

A. *Resolution 121499C: Resolution Commending Council member Jack Barlow for his years of service to the City of Lauderdale.* Council member Barlow was presented with a plaque honoring his years of service. Motion by Hawkinson, second by Gill-Gerbig to adopt Resolution 121499C: Resolution Commending Council member Jack Barlow for his years of service to the City of Lauderdale. Roll: Yes: Hawkinson, Gill-Gerbig, Christensen, and Dains. Abstain: Barlow. Motion carried.

7. INFORMATIONAL PRESENTATIONS

8. PUBLIC HEARINGS

A. *Certification of Delinquent bills to Ramsey County.* The Mayor opened the public hearing at 7:45 p.m. No one wished to address the City Council. The Mayor closed the public hearing at 7:46 p.m.

9. REPORTS

10. ACTION

A. *Resolution 121499A: Certification of Delinquent bills to Ramsey County.* Motion by Gill-Gerbig, second by Christensen to approve Resolution 121499A: Certification of Delinquent bills to Ramsey County. Roll: Yes: all. Motion carried.

B. *History Book Printing Quotations.* The city historians were present at the meeting to receive comments on the latest draft of the city history book.

Deputy Clerk Bownik then addressed the printing quotations while also providing samples of the companies' different publications. Bolger Printing has significantly reduced their quotation (24%) since the last discussion of these quotations. Also, Bownik stated that Bolger was the only company considered that has expressed significant interest in photo reproductions and in the historian's preliminary layout work. Motion by Barlow, second by Hawkinson to use Bolger Printing for the printing of the history book for a total cost of \$12,497. Roll: Yes: all. Motion carried.

C. *Resolution 121499B: Adopting the 2000 Budget and 2000 Tax Levy.* The City Administrator summarized the presentation of the December 7th Truth-In-Taxation (TNT) public hearing. At the September meeting, the Council approved a preliminary levy of \$488,406 for 2000, an increase from the 1999 levy of \$469,656. This was in line with the plan to keep the tax rate the same for 2000 (29.02%), and placing excess revenue in capital improvement funds. The Council once again discussed the levy increase proposed for 2000. Motion by Barlow, second by Christensen to approve Resolution 121499B, adopting the City of Lauderdale budget for 2000 and certifying the 2000 payable property tax levy to Ramsey County. Roll: Yes: Barlow, Christensen, Gill-Gerbig, Hawkinson. No: Dains. Motion carried.

D. *2000 Appointments.* The City Council discussed and formulated the appointments for 2000, which include designating an official newspaper, depository, and an Acting Mayor while also setting various Commission and Committee appointments. Motion by Hawkinson, second by Christensen to approve the 2000 appointments. Roll: Yes: all. Motion carried.

E. *1999 Budget Transfers.* The City Administrator stated 1999 fiscal year is almost complete and now is the time to complete the budgeted transfers for the year based upon earlier budgeting and year-end projections. The recommended 1999 transfers are:

\$15,000	from	101-45400	to	201-45600
\$50,000	from	101-45400	to	401-48401
\$15,000	from	101-45400	to	402-48000
\$30,000	from	101-45400	to	403-48403
\$350,000	from	301-47100	to	405-48500

Motion by Gill-Gerbig, second by Hawkinson to approve the 1999 transfers. Roll: Yes: all. Motion carried.

A break was taken at 8:50 p.m. The meeting resumed at 9:00 p.m.

11. DISCUSSION

A. *Draft Zoning Ordinance.* The City Council continued to discuss the draft zoning ordinance with the Zoning Administrator. The focus of the discussion was driveway and parking issues.

12. ITEMS REMOVED FROM THE CONSENT AGENDA

13. ADDITIONAL ITEMS

A. *Staff Holiday.* Motion by Barlow, second by Christensen to grant an additional paid holiday to City Staff, upon the condition that it is used by January 1, 2000. Roll: Yes: all. Motion carried.

14. SET AGENDA FOR NEXT MEETING

1. Engineering Feasibility Report for 2000 Improvements
2. Goal Setting session
3. Swearing in newly elected officials

15. ADJOURNMENT

Motion by Hawkinson, second by Barlow, to adjourn at 9:35 P.M. Ayes: All.

**Lauderdale City Council
Special City Council Meeting Minutes
January 4, 2000**

1. Meeting called to order at 6:15 P.M.

2. ROLL

Council present: Gower, Gill-Gerbig, Christensen, and Mayor Dains
Staff present: Administrator Rick Getschow, Adm. Analyst Dan Olson,
Deputy Clerk Bownik, Public Works Dave Hinrichs and Joe Hughes

3. SPECIAL ORDER OF BUSINESS – OATHS OF OFFICE

Mayor Dains and Council members Gower and Gill-Gerbig were sworn into office.

4. APPROVAL

A. *Approval of Agenda.* Motion by Christensen, second by Gill-Gerbig to approve the agenda. Roll: Yes: all. Motion carried.

5. INFORMATIONAL PRESENTATIONS

A. *Feasibility Report Presentation: 2000 Utility and Street Improvement Project.* City Engineer Paul Heuer discussed the feasibility report in detail.

Reid Victorsen, 1744 Lake Street, spoke to the issue of Ione Street. Victorsen voiced concern of the option in the feasibility report that discusses closing the portion of Ione Street from Pleasant Street to Fulham Street and creating a cul-de-sac. He felt that many problems and service reductions would result from this closing. These included the driving and safety concerns of school buses and emergency vehicles passing through a cul-de-sac along with potential problems associated with snow plowing. He felt that the City should not pursue this option.

Council member Hawkinson arrived at 7:10 p.m.

6. ACTION

A. *Resolution 010400A: Resolution Receiving Feasibility Report and Calling for a Public Hearing on the 2000 Utility and Street Improvement Project.* Motion by Christensen, second by Hawkinson to approve Resolution 010400A: A Resolution Receiving the Feasibility Report and Calling for a Public Hearing on the 2000 Utility and Street Improvement Project. Roll: Yes: all. Motion carried.

A break was taken at 8:30 p.m. The meeting resumed at 8:40 p.m.

7. DISCUSSION

A. *2000 Goal Setting Session.* The City Council discussed goals to pursue in 2000.

8. SET AGENDA FOR NEXT MEETING

1. 2000 Budget Presentation
2. Investment Policy
3. Investment Firms
4. License Approval
5. Roseville Technology agreement
6. 2000 Goals
7. Committee and Commission Appointments
8. City Administrator Evaluation
9. 1999 Staff Compensation

9. ADJOURNMENT

Motion by Gill-Gerbig, second by Hawkinson to adjourn at 9:50 P.M. Ayes: All

The City of Lauderdale

Claims for Approval

1/11/00 City Council Meeting

December 24, 1999 & January 7, 2000 Payroll # 6579 - 6592	\$10,610.21
January 11, 2000 Claims # 14221 - 14272	\$48,621.77
Total Claims for Approval	\$59,231.98

1 Dec 1999
 Tue 3:04 PM

*Paid Register
 CITY OF LAUDERDALE
 CLAIMS FOR APPROVAL
 PAYROLL DATE: December 24, 1999
 COUNCIL MEETING DATE: January 11, 1999

Check Number	Employee Number	Employee Name	Social Security Number	Pay Period	Pay Group Number	Pay Group Description	Check Amount	Check Date	Status
006579	000000011	BOWNIK, JAMES		26	01	BI-WEEKLY	936.96	24-Dec-99	Outstanding
006580	000000003	Getschow, Rick		26	01	BI-WEEKLY	1,311.24	24-Dec-99	Outstanding
006581	000000002	HINRICHS, DAVID C		26	01	BI-WEEKLY	889.86	24-Dec-99	Outstanding
006582	000000005	HUGHES, JOSEPH A		26	01	BI-WEEKLY	1,151.29	24-Dec-99	Outstanding
006583	000000008	OLSON, DANIEL L.		26	01	BI-WEEKLY	897.63	24-Dec-99	Outstanding

Grand Total

 5,186.98

6 Jan 2000
Thu 10:20 AM

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CITY OF LAUDERDALE
CLAIMS FOR APPROVAL
PAYROLL DATE: January 7, 1999
COUNCIL MEETING DATE: January 11, 2000

Check Number	Employee Number	Employee Name	Social Security Number	Pay Period	Pay Group Number	Pay Group Description	Check Amount	Check Date	Status
006586	000000011	BOWNIK, JAMES		1	01	BI-WEEKLY	742.55	07-Jan-00	Outstanding
006587	000000003	Getschow, Rick		1	01	BI-WEEKLY	1,311.84	07-Jan-00	Outstanding
006588	000000002	HINRICHS, DAVID C		1	01	BI-WEEKLY	1,088.08	07-Jan-00	Outstanding
006589	000000005	HUGHES, JOSEPH A		1	01	BI-WEEKLY	1,084.49	07-Jan-00	Outstanding
006590	000000008	OLSON, DANIEL L.		1	01	BI-WEEKLY	900.76	07-Jan-00	Outstanding
006591	000000023	HAWKINSON, ELIOT		1	01	BI-WEEKLY	132.06	07-Jan-00	Outstanding
006592	000000029	VILLELLA III, HARRY		1	01	BI-WEEKLY	163.45	07-Jan-00	Outstanding

Grand Total

5,423.23

9 Dec 1999
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CITY OF LAUDERDALE
Claims for Payment
JANUARY 11, 2000
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Check Invoice umber Number	Name	Account Code	Comments	Transaction Amount
heck Number	14221 AMERIPRIDE			
14221 85551	AMERIPRIDE	101-41200-201	TOWELS FOR RESTROOM	189.90 ----- 189.90
Totals Check Number	14221 AMERIPRIDE			
heck Number	14222 APOLLO HEATING AND VENTILATING			
14222 60731	APOLLO HEATING AND VENTILATING	101-43100-228	FURNACE REPAIR	64.00 ----- 64.00
Totals Check Number	14222 APOLLO HEATING AND VENTILATING			
heck Number	14223 AT & T			
14223 1209549037 AT & T		101-41200-391	LONG DISTANCE 11/99	9.33 ----- 9.33
Totals Check Number	14223 AT & T			
heck Number	14224 CINTAS			
14224 12-28-99	CINTAS	601-49000-425	PUBLIC WORKS UNIFORMS	76.41 ----- 76.41
Totals Check Number	14224 CINTAS			
heck Number	14225 COMP USA			
14225 12-28-99	COMP USA	101-41200-308	JAMES: COMPUTER CLASS	195.00 ----- 195.00
Totals Check Number	14225 COMP USA			
heck Number	14226 CORPORATE EXPRESS			
14226 17695450	CORPORATE EXPRESS	101-41200-201	NEW RECEIPT BOOKS	21.99 ----- 21.99
Totals Check Number	14226 CORPORATE EXPRESS			
heck Number	14227 ICMA RETIREMENT TRUST - 457			
14227 12-28-99	ICMA RETIREMENT TRUST - 457	101-21705	ICMA FOR 12/24/99 PAYROLL	663.67 ----- 663.67
Totals Check Number	14227 ICMA RETIREMENT TRUST - 457			
heck Number	14228 IKON OFFICE SOLUTIONS			
14228 23524493	IKON OFFICE SOLUTIONS	101-41200-401	MONTHLY COPIER MAINT	76.04 ----- 76.04
Totals Check Number	14228 IKON OFFICE SOLUTIONS			

29 Dec 1999
Wed 9:04 AM

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CITY OF LAUDERDALE
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Check Invoice Number Number	Name	Account Code	Comments	Transaction Amount
Check Number	14228 IKON OFFICE SOLUTIONS			
Check Number	14229 LEAGUE OF MINNESOTA CITIES			
14229 12-28-99	LEAGUE OF MINNESOTA CITIES	101-41100-308	MOOSE: ELECT OFF WRKSHOP	210.00 -----
Totals Check Number	14229 LEAGUE OF MINNESOTA CITIES			210.00
Check Number	14230 LMC - INSURANCE TRUST			
14230 12-28-99	LMC - INSURANCE TRUST	601-49000-442	SEWER BACKUP DEDUCTIBLE	500.00 -----
Totals Check Number	14230 LMC - INSURANCE TRUST			500.00
Check Number	14231 MET-COUNCIL ENVIRONMENTAL SER.			
14231 0000696341	MET-COUNCIL ENVIRONMENTAL SER.	601-49000-387	SEWER SERVICES 1/2000	11,568.00 -----
Totals Check Number	14231 MET-COUNCIL ENVIRONMENTAL SER.			11,568.00
Check Number	14232 MINNESOTA AFSCME			
14232 12-28-99	MINNESOTA AFSCME	101-21709	UNION DUES 12/99	70.08 -----
Totals Check Number	14232 MINNESOTA AFSCME			70.08
Check Number	14233 MN DEPARTMENT OF REVENUE			
14233 12-28-99	MN DEPARTMENT OF REVENUE	101-21702	STATE TAXES 12/99	761.51 -----
Totals Check Number	14233 MN DEPARTMENT OF REVENUE			761.51
Check Number	14234 MN POLLUTION CONTROL AGENCY			
14234 12-28-99	MN POLLUTION CONTROL AGENCY	601-49000-308	JOE HUGHES: MPCA SEMINAR	185.00 -----
Totals Check Number	14234 MN POLLUTION CONTROL AGENCY			185.00
Check Number	14235 NEW MECH COMPANIES, INC.			
14235 722601	NEW MECH COMPANIES, INC.	407-48407-544	GAS PIPE - LIFT ST GENERA	1,015.00 -----
Totals Check Number	14235 NEW MECH COMPANIES, INC.			1,015.00
Check Number	14236 NORTH STAR STATE BANK			
14236 12-28-99	NORTH STAR STATE BANK	101-21703	FICA FOR 12/99	2,764.64

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CITY OF LAUDERDALE
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Check Invoice umber Number	Name	Account Code	Comments	Transaction Amount
heck Number	14236 NORTH STAR STATE BANK			-----
Totals Check Number	14236 NORTH STAR STATE BANK			2,764.64
Check Number	14237 NORTH STAR STATE BANK			
14237 12-28-99	NORTH STAR STATE BANK	101-21701	FED TAXES 12/99	1,890.70
Totals Check Number	14237 NORTH STAR STATE BANK			----- 1,890.70
Check Number	14238 NORTHERN STATES POWER			
14238 12-28-99	NORTHERN STATES POWER	101-43100-383	CITY HALL GAS BILL	77.82
14238 12-28-99	NORTHERN STATES POWER	601-49000-383	CITY HALL GAS BILL	25.94
14238 12-28-99	NORTHERN STATES POWER	101-43100-381	CITY HALL ELECTRIC BILL	129.93
14238 12-28-99	NORTHERN STATES POWER	601-49000-381	CITY HALL ELECTRIC BILL	43.31
14238 12-28-99	NORTHERN STATES POWER	101-43100-383	CITY GARAGE GAS BILL	23.99
14238 12-28-99	NORTHERN STATES POWER	601-49000-383	CITY GARAGE GAS BILL	23.99
14238 12-28-99	NORTHERN STATES POWER	101-43100-381	CITY GARAGE ELECTRIC BILL	11.11
14238 12-28-99	NORTHERN STATES POWER	601-49000-381	CITY GARAGE ELECTRIC BILL	11.11
14238 12-28-99	NORTHERN STATES POWER	101-45200-383	CITY PARK GAS BILL	97.33
14238 12-28-99	NORTHERN STATES POWER	101-45200-381	CITY PARK ELECTRIC BILL	9.16
14238 1174406002	NORTHERN STATES POWER	101-43200-381	STREET LIGHTING	434.94
Totals Check Number	14238 NORTHERN STATES POWER			----- 888.63
heck Number	14239 NORTHERN STATES POWER			
14239 12-28-99	NORTHERN STATES POWER	601-49000-381	LIFT STATION ELECTRIC	226.46
Totals Check Number	14239 NORTHERN STATES POWER			----- 226.46
Check Number	14240 POSITIVELY "TR" ELECTRIC			
14240 92	POSITIVELY "TR" ELECTRIC	101-45300-444	INSTALL NEW GENERATOR	625.00
Totals Check Number	14240 POSITIVELY "TR" ELECTRIC			----- 625.00
heck Number	14241 PUBLIC EMP RETIREMENT ASSSOC			
14241 12-28-99	PUBLIC EMP RETIREMENT ASSSOC	101-21704	PERA FOR 12/24/99 PAYROLL	810.05
Totals Check Number	14241 PUBLIC EMP RETIREMENT ASSSOC			----- 810.05
heck Number	14242 SIGN A RAMA			
14242 4227	SIGN A RAMA	101-43100-202	MISC SIGNS FOR CITY HALL	17.04

29 Dec 1999
Wed 9:04 AM

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CITY OF LAUDERDALE
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Check Invoice		Name	Account Code	Comments	Transaction
Number	Number				Amount
Check Number		14242 SIGN A RAMA	101-41100-439	PLAQUE FOR JACK BARLOW	48.99
14242 4227		SIGN A RAMA			-----
Totals Check Number		14242 SIGN A RAMA			66.03
Check Number		14243 SPRINT PCS			
14243 12-28-99		SPRINT PCS	101-41200-391	CITY ADMIN CELL PHONE	19.72
14243 12-28-99		SPRINT PCS	601-49000-391	PUBLIC WORKS CELL PHONE	22.14

Totals Check Number		14243 SPRINT PCS			41.86
Check Number		14244 ST. ANTHONY PARK COMM COUNCIL			
14244 12-28-99		ST. ANTHONY PARK COMM COUNCIL	203-50000-327	'99 NEIGHBORHOOD CLEANUP	1,156.93

Totals Check Number		14244 ST. ANTHONY PARK COMM COUNCIL			1,156.93
Check Number		14245 SUPER CYCLE			
14245 174985		SUPER CYCLE	203-50000-389	RECYCLING FOR 11/99	1,353.60

Totals Check Number		14245 SUPER CYCLE			1,353.60

Grand Total					25,429.83

Jan 2000
Thu 2:31 PM

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CITY OF LAUDERDALE
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Check Invoice Number	Number	Name	Account Code	Comments	Transaction Amount
Check Number	14248	APOLLO HEATING AND VENTILATING			
14248	60913	APOLLO HEATING AND VENTILATING	101-43100-227	FIX SOCIAL ROOM FURNACE	103.00

Totals Check Number	14248	APOLLO HEATING AND VENTILATING			103.00
Check Number	14249	BUSINESS FORMS AND ACCOUNTING			
14249	1-11-00	BUSINESS FORMS AND ACCOUNTING	101-41300-201	W-2, W-3, 1099 FORMS	23.15

Totals Check Number	14249	BUSINESS FORMS AND ACCOUNTING			23.15
Check Number	14250	CINTAS			
14250	1-11-00	CINTAS	601-49000-425	PUBLIC WORKS UNIFORMS	25.47

Totals Check Number	14250	CINTAS			25.47
Check Number	14251	CITY OF FALCON HEIGHTS			
14251	1-11-00	CITY OF FALCON HEIGHTS	101-42200-321	FIRE CALLS 12/99	1,252.00

Totals Check Number	14251	CITY OF FALCON HEIGHTS			1,252.00
Check Number	14252	DRIVER & VEHICLE SERVICES			
14252	1-11-00	DRIVER & VEHICLE SERVICES	101-43100-402	LICENSE TABS FOR 2 TRUCKS	27.00

Totals Check Number	14252	DRIVER & VEHICLE SERVICES			27.00
Check Number	14253	EAST HENNEPIN AUTO SERVICE INC			
14253	1-11-00	EAST HENNEPIN AUTO SERVICE INC	101-43100-212	FUEL FOR TRUCKS 12/99	28.17
14253	1-11-00	EAST HENNEPIN AUTO SERVICE INC	601-49000-212	FUEL FOR TRUCKS 12/99	28.18

Totals Check Number	14253	EAST HENNEPIN AUTO SERVICE INC			56.35
Check Number	14254	HUGHES & COSTELLO			
14254	1-11-00	HUGHES & COSTELLO	101-42300-305	RETAINER FEES	825.00
14254	1-11-00	HUGHES & COSTELLO	101-42300-355	PRINTING, PROCESS FEES	455.50

Totals Check Number	14254	HUGHES & COSTELLO			1,280.50
Check Number	14255	ICMA RETIREMENT TRUST - 457			
14255	1-11-00	ICMA RETIREMENT TRUST - 457	101-21705	ICMA FOR 1/7/00 PAYROLL	513.07

5 Jan 2000
Thu 2:31 PM

* Paid Check Reg
CITY OF LAUDERDALE
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Check Invoice umber Number	Name	Account Code	Comments	Transaction Amount
Check Number	14255 ICMA RETIREMENT TRUST - 457			-----
Totals Check Number	14255 ICMA RETIREMENT TRUST - 457			513.07
Check Number	14256 KNOX LUMBER			
14256 0209413847 KNOX LUMBER		101-43100-228	BATTERIES & LIGHTBULBS	72.70

Totals Check Number	14256 KNOX LUMBER			72.70
Check Number	14257 LEAGUE OF MINNESOTA CITIES			
14257 1-11-00 LEAGUE OF MINNESOTA CITIES		101-41200-308	WEBSITE DEVELOP CONF	120.00

Totals Check Number	14257 LEAGUE OF MINNESOTA CITIES			120.00
Check Number	14258 LILLIE SUBURBAN NEWS			
14258 1-11-00 LILLIE SUBURBAN NEWS		101-41600-309	DELIVER ROSEVILLE REVIEW	473.00

Totals Check Number	14258 LILLIE SUBURBAN NEWS			473.00
Check Number	14259 NORTH STAR STATE BANK			
14259 1-11-00 NORTH STAR STATE BANK		101-41200-201	CREAMER FOR COFFEE	3.68
14259 1-11-00 NORTH STAR STATE BANK		101-41200-203	POSTAGE FOR CITY HALL USE	3.20
14259 1-11-00 NORTH STAR STATE BANK		101-41200-331	JAMES: MILEAGE	36.86
14259 1-11-00 NORTH STAR STATE BANK		101-41200-331	RICK: MILEAGE	32.13
14259 1-11-00 NORTH STAR STATE BANK		101-41200-201	COFFEE AND SUGAR	8.68
14259 1-11-00 NORTH STAR STATE BANK		101-43100-327	TRUCK WASH	6.00
14259 1-11-00 NORTH STAR STATE BANK		101-41100-440	PIZZA FOR GOAL SESSION	55.35

Totals Check Number	14259 NORTH STAR STATE BANK			145.90
Check Number	14260 OFFICE MAX			
14260 1-11-00 OFFICE MAX		101-41200-201	MISC OFFICE SUPPLIES	200.23

Totals Check Number	14260 OFFICE MAX			200.23
Check Number	14261 PARK SERVICE			
14261 1-11-00 PARK SERVICE		101-43100-212	FUEL FOR TRUCKS 12/99	66.99
14261 1-11-00 PARK SERVICE		601-49000-212	FUEL FOR TRUCKS 12/99	66.99

Totals Check Number	14261 PARK SERVICE			133.98

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* Paid Check Reg
CITY OF LAUDERDALE
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Check Invoice Number	Number	Name	Account Code	Comments	Transaction Amount
Check Number	14262	POSTMASTER			
14262 1-11-00		POSTMASTER	101-41200-203	POSTAGE FOR CITY HALL USE	99.00

Totals Check Number	14262	POSTMASTER			99.00
Check Number	14263	PUBLIC EMP RETIREMENT ASSSOC			
14263 1-11-00		PUBLIC EMP RETIREMENT ASSSOC	101-21704	PERA FOR 1/7/00 PAYROLL	793.71

Totals Check Number	14263	PUBLIC EMP RETIREMENT ASSSOC			793.71
Check Number	14264	RAMSEY CO LEAGUE OF LOCAL GOVT			
14264 90		RAMSEY CO LEAGUE OF LOCAL GOVT	101-41100-438	'00 RCLLG DUES	236.40

Totals Check Number	14264	RAMSEY CO LEAGUE OF LOCAL GOVT			236.40
Check Number	14265	RAPIT PRINTING			
14265 10-6936		RAPIT PRINTING	101-41600-355	PRINT EMERGENCY CARDS	15.98

Totals Check Number	14265	RAPIT PRINTING			15.98
Check Number	14266	SENSIBLE LAND USE COALTION			
14266 1-11-00		SENSIBLE LAND USE COALTION	101-41200-308	DAN: SLUC MTG 1/19/00	40.00

Totals Check Number	14266	SENSIBLE LAND USE COALTION			40.00
Check Number	14267	ST. ANTHONY VILLAGE			
14267 3720		ST. ANTHONY VILLAGE	101-42100-319	POLICE SERVICE 1/00	17,196.33

Totals Check Number	14267	ST. ANTHONY VILLAGE			17,196.33
Check Number	14268	ST. PAUL PIONEER PRESS			
14268 1-11-00		ST. PAUL PIONEER PRESS	101-41200-438	NEWSPAPER SUBSCRIPTION	22.75

Totals Check Number	14268	ST. PAUL PIONEER PRESS			22.75
Check Number	14269	TWIN CITY SAW & SERVICE			
14269 3024		TWIN CITY SAW & SERVICE	101-43100-227	SHARPEN WOOD CHIPPER	24.00

Totals Check Number	14269	TWIN CITY SAW & SERVICE			24.00

5 Jan 2000
Thu 2:31 PM

* Paid Check Reg
CITY OF LAUDERDALE
Claims for Payment
JANUARY 11, 2000
City Council Meeting

Page 4

Check Invoice Number Number	Name	Account Code	Comments	Transaction Amount
Check Number	14270 US WEST COMMUNICATIONS			
14270 1-11-00	US WEST COMMUNICATIONS	101-41200-391	PHONE BILL	169.04
14270 1-11-00	US WEST COMMUNICATIONS	101-43100-391	PHONE BILL	29.69
14270 1-11-00	US WEST COMMUNICATIONS	601-49000-391	PHONE BILL	29.70

Totals Check Number	14270 US WEST COMMUNICATIONS			228.43
Check Number	14271 US WEST COMMUNICATIONS			
14271 1-11-00	US WEST COMMUNICATIONS	601-49000-391	AUTODIAL: SUMMER STATION	58.45

Totals Check Number	14271 US WEST COMMUNICATIONS			58.45
Check Number	14272 WALTER'S RUBBISH			
14272 10258758	WALTER'S RUBBISH	101-43100-384	1ST QTR '00 GARB REMOVAL	25.27
14272 10258758	WALTER'S RUBBISH	101-45200-384	1ST QTR '00 GARB REMOVAL	25.27

Totals Check Number	14272 WALTER'S RUBBISH			50.54

Grand Total				23,191.94

CITY OF LAUDERDALE

MEMORANDUM

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: DAN OLSON, ADMINISTRATIVE ANALYST

RE: APPROVAL OF YEAR 2000 CITY INVESTMENT POLICY

DATE: JANUARY 11, 2000

PURPOSE

According to the City's Investment Policy, Section 12, "in order to keep the Investment Policy current and applicable to the City's needs, it will be the practice of the City Council to review and approve the Investment Policy within the first quarter of each year". The attached copy of the year 2000 Investment Policy is for your review. There are no proposed changes to the 2000 Investment Policy from the 1999 Policy.

ACTION REQUESTED

The City Council approve the year 2000 City Investment Policy.

City of Lauderdale

Investment Policy

1.0 Policy:

It is the policy of the City of Lauderdale to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the city in accordance with all state and local statutes governing the investment of public funds.

2.0 Definitions:

Investment Designee - the investment designee is an employee of the City designated by the City Administrator to perform the investment function within the provisions set forth in this policy and in Minnesota State Statutes.

3.0 Scope:

This investment policy applies to all financial assets of Lauderdale. These funds are accounted for in the City's Comprehensive Annual Financial Report and include:

101	General Fund
201-204	Special Revenue Funds
301	Debt Service Funds
401-409	Capital Improvement Funds
601	Sewer Fund

4.0 Objectives:

- 1. Liquidity:** The City Administrator or investment designee shall assure that funds are constantly available to meet immediate payment requirements including payroll, accounts payable and debt service.
- 2. Safety:** Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required. Speculation is prohibited.
- 3. Return:** The investment portfolio shall be designated to attain a market average rate of return throughout budgetary and economic cycles, taking into account investment risk constraints and the cash flow characteristics of the portfolio.

5.0 Prudence

All investment transactions shall be made with a degree of judgment and care. The standard of prudence, meaning not for speculation and with consideration of the probable safety of the capital as well as the probable investment return derived from assets, will be applied in all investment transactions.

6.0 Cash Management Procedures:

Cash management is essential to a good investment program. The City Administrator has responsibility to organize and establish procedures for effective cash management, based on the following guidelines:

1. Cash flow projections will be prepared at the beginning of each budget year.
2. At a minimum the checking account balance of the city shall always be kept at the amount necessary to cover outstanding checks.
3. All investments will be made with the intent they will be held to maturity.
4. **At least three bids will be sought for each security purchased .**
5. Each morning a cash balance will be prepared based on cash received the previous day, warrants paid the previous day, and sizable checks or wire transfers which present investment opportunity.
6. Each morning, the investment records will be reviewed and updated as investments mature or are purchased.
7. Each month the investment records will be balanced to the financial records.
8. Each month, the investment designee shall submit an investment report to the City Administrator.
9. Interest Earnings will be allocated to the various City funds quarterly.(see section 9)
10. The General Fund will be allocated a management fee equal to five percent of the investment earnings.
11. Within 30 days of the end of each quarter the City Administrator or investment designee shall submit an investment report to the City Council that summarizes recent market conditions, economic developments and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter, and describe the portfolio in terms of investments securities, maturities, risk characteristics and other features. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report will include an appendix that discloses all transactions during the past quarter.

12. Each quarterly report shall indicate areas of policy concern and suggested or planned revision of investment strategies. Copies shall be transmitted to the independent auditor.

13. Within 40 days of the end of the fiscal year, the City Administrator or investment designee shall present a comprehensive annual report to the City Council on the investment program and investment activity. The annual report shall include 12-months and separate quarterly comparisons of return and shall suggest policies and improvements that might be made in the investment program.

7.0 Authorized and Suitable Investments: - See Appendix A for Complete Definitions

1. It is the policy of the city of Lauderdale that available funds be invested to the best rates obtainable at the time of investment in conformance with the legal and administrative guideline outlined herein. U.S. Treasury Obligations and Federal Agency Securities will be given preference when the yields are equal to or greater than alternative investments.

2. The City of Lauderdale's shall exclude mortgage derivative products that are "high risk" per Minnesota Statute 118A.04. Documentation of compliance (the results of three separate independent statutory (Impact) tests all indicating that the security is not "High Risk") will be kept on file for auditing and review purposes.

3. The investments of the City of Lauderdale will be made in accordance with Minnesota statutes and be further restricted to the following:

a. United States Treasury Obligations

b. Federal Agencies Securities

c. Repurchase Agreements (Repo's) - Repo transactions are restricted to:

1. A primary reporting dealer in U.S. government securities who reports to the Federal Reserve Bank of New York, or

2. National or state bank in the U.S. which is a member of the Federal Reserve system and whose combined capital and surplus equals or exceeds \$10,000,000.

3. A securities broker-dealer having its primary executive office in Minnesota and licensed pursuant to chapter 80A, or an affiliate of it, registered by the SEC and maintaining a combined capital and surplus of \$ 40,000,000 or more, exclusive of subordinated debt.

4. The City of Lauderdale shall receive a confirmation/safekeeping receipt with a complete description of the collateral on the Repo.

d. Certificates of Deposit

1. All Certificates of Deposit purchased by the City of Lauderdale are secured by F.D.I.C. Insurance. Amounts in excess of \$ 100,000 (maximum insured) shall be secured in accordance with Minnesota Statutes.

e. Bankers Acceptances

1. Bankers Acceptances shall be restricted to the 50 largest banks in the United States (as measured by deposits). Investments in banker's acceptances shall not be made if news leads offer concerns over the financial condition of these banks.
2. The broker, dealer or bank shall verify that the bankers acceptance is eligible for purchase by the Federal Reserve system.

f. Commercial Paper

1. Commercial Paper shall be restricted to issues which mature in 270 days or less with a rating of A-1(Moody's), P-1 (Standard & Poors), or F-1 (Fitch) among at least two of these three rating agencies.

g. Money Market Funds

1. The fund shall consist of United States Treasury obligations and federal agency issues and be consistent with the City of Lauderdale's objective of preservation of capital.

3. Safekeeping - Investments may be held with:

1. Any Federal Reserve bank
2. Any bank authorized under the laws of the United States or any State to exercise corporate trust powers, including but not limited to the bank from which the investment is purchased.
3. A primary reporting dealer in United States government securities who reports to the Federal Reserve Bank of New York.
4. A securities broker-dealer as described in section 7.2 subpart c. # 3

The City's ownership of all securities in which the fund is invested shall be evidenced by a written acknowledgment identifying the securities by name of issue, maturing date, interest rate, and serial number or other distinguishing mark.

8.0 Diversification:

The City Administrator or investment designee shall diversify use of investment instruments to avoid incurring unreasonable risks inherent in over investing in specific investments, individual financial institutions or maturities. Diversification strategies shall be determined and revised periodically by the City Council for all funds.

1. Institutions - Diversity between financial institutions used.

a. No more than 50 % of the investment portfolio or \$ 1,000,000 (whichever is less) shall be invested with any one investment company.

b. No funds may be invested in any one investment company in excess of the amount insured by it.

2. Maturities - Diversity in length of maturities.

a. Investments shall be made to assure that funds are constantly available to meet immediate payment requirements including payroll, accounts payable, debt service and planned projects.

b. No investments shall be made with a term over 10 years unless prior approval from the City Council.

3. Investments - The city should maintain a diversity of investments.

a. With the exception of U.S. Treasury securities, authorized pools, and Federal Agencies (backed by the full faith and credit of the U.S. Government), no more than 50% of the entity's total investment portfolio may be invested any one of the following: Repurchase Agreements, Certificates of Deposit, Bankers Acceptances, or Commercial Paper.

9.0 Pooling of Investments:

For the purposes of making the maximum amount of funds available for investment, the cash for all City funds is pooled in an investment account. Interest earnings are allocated among the various funds based upon their average cash balance.

10.0 Authorized Financial Dealers & Institutions:

1. At the beginning of each year, the City Council approves depositories and investment firms.

2. All dealers and institutions must qualify as set out in Section 7.3 subpart c.

3. A current annual statement shall be kept on file for each bank, broker or dealer with whom business is done.

4. All dealers and institutions must have at least \$ 500,000 of Securities Investor Protection Corporation (SIPC) insurance.

5. Before engaging in investment transactions with the City of Lauderdale, the supervising officer at the securities broker/dealer shall submit a certification of "Notification to Broker and Certification by Broker Pursuant To Minn. Stat. 118A.04". Said certification will state that the broker/dealer has reviewed the investment policies and objectives, as well as applicable state law, and agrees to disclose potential conflicts or risk to public funds that might arise out of business transactions between the securities broker/dealer firm and the City of Lauderdale. All financial institutions shall agree to undertake reasonable efforts to preclude imprudent transactions involving the City of Lauderdale's funds.

11.0 Ethics and Conflicts of Interest:

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Administrator and City Council any material financial interests in financial institutions that conduct business within this jurisdiction., and they shall further disclose any large personal financial /investment positions over \$50,000 that could be related to the performance of this jurisdiction's portfolio. Employees and officers shall subordinate their personal investment transactions to those of this jurisdiction, particularly with regard to timing of purchases and sales.

12.0 Annual Review

In order to keep this policy current and applicable to the city's needs, it will be the practice of the City Council to review and approve the investment policy within the first quarter of each year .

Appendix A

Eligible Instruments For City Investment

“All investments must comply with the City’s investment policy and Minnesota Statutes”

1. United States Treasury Obligations constitutes the largest segment of the market for fixed income securities. In general, treasury securities are the safest and most marketable securities and yield the lowest return for a given maturity of all instruments

U.S. Treasury Bills - which carry the full faith and credit guarantee of the U.S. Government are issued at a discount from par and mature in one year or less. 10,000 minimum

U.S. Treasury Notes & Bonds - which are also U.S. Government guaranteed have a semi-annual interest coupon and original maturities 2 to 30 years. Maturities under four years - \$ 5,000 minimum; \$ 1,000 minimum on 4 years or longer.

U.S. Treasury STRIPS and Treasury Receipts are zero coupon securities with maturities ranging from 6 months to 30 years. 1,000 minimum

2. Federal Agency Securities - obligations of various agencies and corporations chartered by the federal government and guaranteed by the agency issuing the security

FHLB - Federal Home Loan Bank borrows funds in the securities markets in order to provide savings and loans with an adequate flow of funds for the home mortgage market. Maturities range from 1 to 30 years. 10,000 minimum

FNMA - Federal National Mortgage Association (Fannie Mae) is the largest single holder of residential mortgages and finances its purchases through sales of debentures ranging from 1 to 30 years. \$10,000 minimum.

FFCB - Federal Farm Credit Consolidated Bonds are joint obligations of the 37 Farm Credit Banks (12 Federal Land Banks, 12 Federal Intermediate Credit Banks and 13 Banks for Cooperatives). They come to market each month with 3 mo., 6 mo. and 1 year maturities and occasionally a longer maturity. \$ 5,000 minimum

FHLMC - Federal Home Loan Mortgage Corporation (Freddie Mac) increases the availability of mortgage credit by maintaining and active, nation wide secondary market for mortgages. Maturities range from 1 to 30 years. \$ 10,000 minimum

SLMA - Student Loan Marketing Association (Sallie Mae) provides liquidity for lenders engaged in the Federal Guaranteed Student Loan Program. Sallie Mae offers fixed rate and floating rate securities with maturities from 6 mo. to 30 years. \$10,000 minimum

GNMA - Government National Mortgage Association Notes (Ginnie Mae) The only U.S Treasury Guarantee Backed Agency. They issue mortgage securities they pay back both interest and principal. Offers 6 mo. - 30 years maturities. \$ 25,000 minimum

REFCORP Strips - Resolution Funding Corporation provides financing for the Resolution Trust Corporation which was created to help the government in the sale and disposition of failed thrifts and their assets. Refcorp strips and zero coupon securities ranging in maturity from 6 mo. to 30 years. 1,000 minimum

TVA - Tennessee Valley Authority - issues primarily long term securities for the power creation arm of the TVA

Agency Discount Notes are issued by the Federal Farm Credit, Federal Home Loan, Fannie Mae, Freddie Mac, and Sallie Mae. These are issued at a discount and have maturities ranging from 1 to 360 days. \$100,000 minimum

3. Repurchase Agreements (Repo's) - provide for the sale of short-term securities by a securities dealer to investors, such as cities, with an agreement to repurchase the securities at a specified future date. The investor receives a given yield while holding the security and the repurchase price is guaranteed in advance. The length of the holding period is tailored to the investor, usually of very short duration. Rates are related to Treasury Bills, federal funds, and loans to government security dealers by commercial banks.

4. Certificate of Deposits (C.D's) - the deposit of funds at a commercial bank for a specified period of time and at a specified rate of interest. Yields on Certificates of Deposit tend to be higher than on Treasury Bills of comparable maturity.

5. Commercial Paper - an unsecured promissory note with a fixed maturity of more than 270 days. Commercial Paper is normally sold at a discount from face value.

6. Banker's Acceptances - short-term, non-interest bearing note sold at discount and redeemed at face value. It is secured by the goods which it finances, the bank accepts the draft, and the issuers promise to pay. These notes trade at a rate equal to or slightly higher than Certificates of Deposit, depending on market supply and demand.

7. Money Market Funds - these are short term, high quality investments, sold by large banks. These instruments include Treasury Bills and notes, Certificates of Deposits, commercial Paper, Banker's Acceptances and Federal Agency Securities.

8. State of Minnesota & its Agencies - Bonds which are issued by the state of Minnesota or any of its agencies. The bonds are backed by the full faith of the State of Minnesota or collateralized with mortgages.

CITY OF LAUDERDALE

MEMORANDUM

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: DAN OLSON, ADMINISTRATIVE ANALYST

RE: APPROVAL OF INVESTMENT INSTITUTIONS

DATE: JANUARY 11, 2000

PURPOSE

According to the City's Investment Policy, Section 10, "at the beginning of each year, the City Council shall approve depositories and investment firms". The attached resolution details the investment brokers the City wishes to use for the year 2000.

ACTION REQUESTED

The City Council approve Resolution No. 011100A, which designates investment institutions for the City of Lauderdale for the year 2000.

RESOLUTION NO. 011100A

**CITY OF LAUDERDALE
COUNTY OF RAMSEY
STATE OF MINNESOTA
DESIGNATION OF INSTITUTIONS FOR INVESTMENT FUNDS**

BE IT HEREBY RESOLVED that the following institutions meet all of the requirements set forth in Minnesota State Statutes and in the Lauderdale Investment Policy, and

BE IT FURTHER RESOLVED that the following institutions be designated for investing Lauderdale's idle funds:

Dain Rauscher
Dain Rauscher Plaza
60 South Sixth Street
Minneapolis, MN 55440

US Bank National Association
P.O. Box A-1674
Minneapolis, MN 55480

Norwest Investment Services, Inc.
608 2nd Avenue South, 8th Floor
Minneapolis, MN 55479-0144

Salomon Smith Barney
345 St. Peter Street
1800 Landmark Towers
St. Paul, MN 55102

Dated this 11th day of January, 2000 by the City Council of the City of Lauderdale.

(ATTEST)

Jeff Dains, Mayor

(SEAL)

Rick Getschow, City Administrator

MEMOS BY JAMES

DATE: January 11, 2000
TO: Honorary Mayor and Council
FROM: James Bownik
RE: 2000 Municipal Licenses

BACKGROUND

The following businesses have submitted license applications for 2000:

Cigarettes:	J.A.L. Amoco Super America
Gas Stations:	J.A.L. Amoco Rosehill Service Station
3.2 Off-Sale:	Super America
Garbage Haulers:	BFI Waste Systems Red Arrow Waste Disposal Vasko Rubbish Removal Walter's Recycling & Refuse Waste Management
Tree Services:	Precision Landscape & Tree Rainbow Tree Company

COUNCIL ACTION REQUESTED

Approve licenses for the businesses listed above for a period of one year, beginning January 1, 2000.

City Council Memorandum

To:	Mayor and City Council
From:	Rick Getschow
Council Meeting Date:	January 11, 2000
Agenda Item:	2000 Budget Document

BACKGROUND:

The fully completed and bound 2000 Budget will be presented to the Council on Tuesday evening. No action is needed and only a very brief report will be given.

City Council Memorandum

To: Mayor and City Council
From: Rick Getschow
Council Meeting Date: January 11, 2000
Agenda Item: Approval of 2000 Goals

BACKGROUND:

Attached are 2000 Goals pursuant to Council discussion at the January 4th special meeting.

COUNCIL ACTION REQUESTED:

Discuss, summarize, prioritize, and subsequently approve the 2000 Goals.

CITY OF LAUDERDALE 2000 GOALS

- COMPLETE 2000 STREET AND UTILITY IMPROVEMENT PROJECT AND PLAN 2001 IMPROVEMENTS

Financial plan
Alleys

County turnbacks
Neighborhood meetings

Drainage issues

- EXPLORE LARPENTEUR AVENUE CORRIDOR REDEVELOPMENT
- RESEARCH HOUSING REDEVELOPMENT INITIATIVES AND PROGRAMS

Improvement of Housing Stock
Rental property licensing program
Single family housing maintenance code

Housing Replacement Program
Point-of-sale inspections

- REVISE DRIVEWAY ORDINANCE
- EXPLORE THE PURCHASE OF REAL ESTATE FOR ECONOMIC AND RECREATIONAL DEVELOPMENT
- UPGRADE CITY OFFICE EQUIPMENT AND IMPLEMENT NEW TECHNOLOGIES
- EXAMINE METHODS OF ENTREPRENEURIAL GOVERNMENT

Examine expanding Public Works department to contract services

Municipal liquor store

- RESEARCH CONSOLIDATING THE REFUSE COLLECTION IN LAUDERDALE
- CITY PARK IMPROVEMENTS

Tennis Court

Warming House

Hockey Rinks

- EXPLORE USE OF NSP FRANCHISE FEE
- EXAMINE THE ROLE OF THE PLAN COMMISSION AS AN ADVISORY BOARD
- COMPLETE ZONING ORDINANCE AMENDMENT
- REVISE TREE PLAN/CONDUCT TREE INVENTORY
- EXPLORE EXPANDING CITY GREEN SPACE AND THE TRAIL SYSTEM

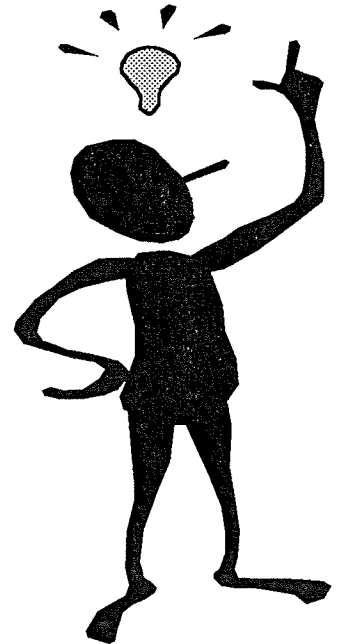
Trail/Sidewalk on the Golf Course side of Fulham Street

- CREATE CITY WEB SITE
- CREATE CITY LOGO
- PUBLIC WORKS IMPROVEMENTS

Examine the purchase of a bobcat
Garage Improvements

Place fence around the Ryan Avenue lift station generator
Replace furnace in social room

- OBTAIN CITY HALL SIGNAGE
- CREATE RECREATION PROGRAMS



City Council Memorandum

To:	Mayor and City Council
From:	Rick Getschow
Council Meeting Date:	January 11, 2000
Agenda Item	Resolution 011100 B: 2000 Fee Schedule

BACKGROUND:

For the first time since 1996, the City adopted fees for City licenses, permits, and administrative services last year. This annual item is the agenda in resolution form again for 2000.

Enclosed for discussion and approval are proposed fees for 2000 along with a resolution approving those fees. The only fee that I propose to increase for 2000 is the fee for 3.2 off-sale liquor licenses.

It should be noted that all fees related to zoning are not included in this resolution. Any adjustment to those fees will be addressed with the adoption of the new zoning ordinance.

ENCLOSURES:

1. 2000 Fee Schedule for License, Administrative, and Permit Fees
2. Resolution 011100B: A Resolution Establishing 2000 License, Administrative Services and Permit Fees.

COUNCIL ACTION REQUESTED:

Discuss 2000 Fee Schedule. Motion to approve Resolution 011100B: A Resolution Establishing 2000 License, Administrative Services and Permit Fees.

2000 LICENSE, ADMINISTRATIVE, AND PERMIT FEES

	<u>CURRENT</u>	<u>PROPOSED 2000</u>
LICENSE FEES:		
3.2 Off-Sale	\$50.00	\$60.00
3.2 On-Sale	\$250.00	\$250.00
3.2 Temporary On-Sale	\$30.00	\$30.00
Cigarettes	\$40.00	\$40.00
Animal License	\$10.00	\$10.00
Kennel License	\$50.00	\$50.00
Tree Service License	\$35.00	\$35.00
Mechanical (HVAC) License	\$35.00	\$35.00
Refuse Hauling License	\$65.00/truck	\$65.00/truck
Gas Station License	\$20.00/first pump \$10.00 addit. pump	\$20.00/first pump \$10.00 addit. pump
ADMINISTRATIVE FEES:		
Community Room	\$25.00	\$25.00
	\$50.00 set-up fee	\$50.00 set-up fee
	\$75.00 refundable deposit	\$75.00 refundable deposit
Copies	\$0.25/page	\$0.25/page
Copies of Minutes	No cost to those that attend \$0.25/page plus postage	No cost to those that attend \$0.25/page plus postage
Copies of Agendas	No cost to those that attend \$0.25/page plus postage	No cost to those that attend \$0.25/page plus postage
Copy of Zoning Ordinance	\$15.00	\$15.00
Filing of Affidavit for Office	\$5.00	\$5.00
NSF Check Return	\$25.00	\$25.00
Notary Public Service	No cost to residents \$3.00	No cost to residents \$3.00

CURRENT**PROPOSED 2000****ADMINISTRATIVE FEES:**

Assessment Search	\$20.00/Address	\$20.00/Address
Copy of Public Meeting Videotape	\$50.00	\$50.00
Replacement Recycling Container	\$12.00	\$12.00
False Fire Alarms	Cost plus \$15.00 adm. fee	Cost plus \$15.00 adm. fee
False Security Alarms	\$75.00 plus \$15.00 adm. fee	\$75.00 plus \$15.00 adm. fee
Fire Prevention Inspection	\$30.00 plus \$15.00 adm. fee	\$30.00 per hour plus \$15.00 adm. fee

PERMIT FEES:

Gambling	\$10.00/ < five events	\$10.00/ < five events
	\$300.00/ \geq five events	\$300.00/ \geq five events

The following fees are set through the Metropolitan Council, the Universal Building Code, the Minnesota Plumbing Code, and the Universal Mechanical Code:

Sewer Availability Charge
Mechanical (HVAC) Permit
Plumbing Permit
Building Permit
Demolition Permit
UST Removal Fee

RESOLUTION NO. 011100B

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

**RESOLUTION ESTABLISHING 2000 LICENSE, ADMINISTRATIVE SERVICES,
AND PERMIT FEES**

WHEREAS, the City Council of the City of Lauderdale recognizes the need to review the fees charged by the city for licenses, administrative services, and permits on an annual basis; and

WHEREAS, any changes to these fees must be set by resolution , as per City of Lauderdale City Code;

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Lauderdale, Minnesota that the fees for licenses, administrative services, and permits that are attached to this resolution be approved.

Adopted by the City Council of the City of Lauderdale, Minnesota on this 11th day of January, 2000.

(ATTEST)

Jeff Dains, Mayor

(SEAL)

Rick Getschow, City Administrator

City Council Memorandum

To:	Mayor and City Council
From:	Rick Getschow
Council Meeting Date:	January 11, 2000
Agenda Item:	Roseville Technology Services Agreement

BACKGROUND:

For the past two years, the City has utilized the services of City staff from Roseville for network and computer support at no cost. This zero cost was based on the use of Lauderdale City Hall as a satellite for Roseville experiments utilizing network and GIS technology. Through 1998, this support has consisted of assisting with the institutional network (I-net) and the e-mail server. Throughout 1999, however, support was greatly increased through the set-up of a network and its changes and movements related to the city hall remodeling. Also, we have begun to explore further uses of GIS technology and the possibility of a web site or web-based technology shared among Ramsey county communities.

For 2000, the City of Mounds View is entering into an agreement with the same Roseville staff for the same network services we receive. Considering that we have been receiving this service at no cost and that the scope of technology services has increased, Roseville felt that we should also enter into an agreement.

Included in the packet is a draft of this proposed agreement. The agreement has been reviewed and approved by the City Attorney. Funds have been budgeted to finance the \$1800 in technology services for 2000.

ENCLOSURES:

1. Joint powers agreement for the City of Lauderdale's temporary utilization of a City of Roseville employee.

COUNCIL ACTION REQUESTED:

Approval of a joint powers agreement for the City of Lauderdale's temporary utilization of a City of Roseville employee.

**JOINT POWERS AGREEMENT
FOR THE CITY OF LAUDERDALE'S TEMPORARY
UTILIZATION OF A CITY OF ROSEVILLE EMPLOYEE**

THIS AGREEMENT, entered into by and between the **CITY OF ROSEVILLE**, a Minnesota municipal corporation, and the **CITY OF LAUDERDALE**, a Minnesota municipal corporation, is effective upon the execution of this Agreement by the named officers of both cities.

RECITALS

WHEREAS, Lauderdale is in need of temporary computer and other technical support services and is without staff to provide the needed services;

WHEREAS, Roseville has management information system and other technical employees that are able to provide the services required by Lauderdale and;

WHEREAS, Minnesota Statute 471.59 authorizes political subdivisions of the State to enter into Joint Powers Agreements for the joint exercise of powers common to each.

NOW, THEREFORE, it is mutually stipulated and agreed to as follows:

1. SERVICES.

A. The City of Roseville shall provide qualified management information systems employees ("Employees") to perform computer and related technical services required by the City of Lauderdale. The City of Roseville shall be solely responsible for compensating the assigned Employee(s) engaged in providing computer and technical services under this Agreement, including any overtime wages incurred, as well as any insurance or employee benefits provided under the policies or agreements of the City of Roseville.

B. The City of Lauderdale will provide the necessary office, equipment, and supplies for the assigned Employee(s) to provide the services required hereunder and will bear all costs

attendant thereto.

C. The City of Lauderdale shall coordinate scheduling of work to be performed by the assigned Employee(s) with and shall receive prior approval of all scheduled hours to be performed under this Agreement from the Roseville City Manager or his designee.

2. PAYMENT. The City of Lauderdale will compensate the City of Roseville for services rendered in the amount of Eighteen Hundred and No/100 Dollars (\$1,800.00) for Fifty Employee service hours per year. The City of Lauderdale shall make monthly payments, upon presentation by the City of Roseville of a monthly billing equal to one-twelfth (1/12th) of the annual amount herein stated.

3. INDEMNIFICATION. The City of Roseville agrees to assume sole liability for any negligent or intentional acts of the assigned Employee(s) while performing the assigned duties within the jurisdiction of either city. Each city agrees to indemnify, defend, and hold harmless the other from any claims, causes of action, damages, loss, cost or expenses including reasonable attorney's fees resulting from or related to the actions of each city, its officers, agents or employees in the execution of the duties outlined in this Agreement, except as qualified by the previous sentence.

4. TERMINATION, SEPARABILITY.

A. This Agreement may be terminated by either party upon thirty (30) days' notice provided to the respective City Manager of Roseville or City Administrator of Lauderdale.

B. Upon termination, any and all records or property of the respective cities will be returned to the appropriate city.

C. This Agreement is governed by the laws of the State of Minnesota.

D. In the event that any provision of this Agreement is held invalid, the other provisions remain in full force and effect.

IN WITNESS WHEREOF, the Cities of Roseville and Lauderdale have caused this

Agreement to be duly executed effective on the day and year last entered below.

Dated: _____

CITY OF ROSEVILLE

By: _____

Daniel G. Wall
Its Mayor

By: _____

Steven Sarkozy
Its City Manager

Dated: _____

CITY OF LAUDERDALE

By: _____

Jeffrey Dains
Its Mayor

By: _____

Rick Getschow
Its City Administrator

CITY OF LAUDERDALE

MEMORANDUM

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: DAN OLSON, ADMINISTRATIVE ANALYST

**RE: APPROVAL OF JOINT POWERS AGREEMENT FOR THE
RAMSEY COUNTY GIS USERS GROUP**

DATE: JANUARY 11, 2000

PURPOSE

At the June 24, 1997 City Council meeting, the Council signed a Joint Powers Agreement (JPA) to participate in the Ramsey County Geographic Information Systems (GIS) Users Group. Since that time, the JPA has been slightly revised. A copy of the revised JPA is attached for your review. Because of these revisions, the Users Group Board is asking participating cities to resign the JPA.

The substance of the Agreement remains the same, however, the following major modifications were made:

- The User's Group annual fee for Lauderdale will most likely be decreased from \$326 to \$260.
- A new form of membership is proposed and is called "Paying Affiliates". These members would pay the annual fees, but would not sign the Joint Powers Agreement. Because they will not be signing the Agreement, they are not able to vote on matters of the Group nor would they be covered by the User's Group insurance.

CITY COUNCIL ACTION REQUESTED

Approve revised Ramsey County Users Group Joint Powers Agreement for 2000.

JOINT POWERS AGREEMENT

AMONG

*MEMBERS OF
THE RAMSEY COUNTY GEOGRAPHIC INFORMATION SYSTEMS USERS GROUP*

This JOINT POWERS AGREEMENT (Agreement), which shall have an effective date of January 1, 2000, is entered into pursuant to the provisions of Minnesota Statutes Section 471.59 between _____ body politic and corporate under the laws of the State of Minnesota and other bodies politic and corporate under the laws of the State of Minnesota for the purposes of forming the Ramsey County Geographic Information System Users Group hereinafter referred to as the "Users Group".

ARTICLE I. INTENT OF THIS AGREEMENT:

In 1995, an alliance was formed between public agencies interested in using Geographic Information Systems (GIS) and data created and maintained by Ramsey County. This agreement is intended to enable those parties who are part of the Users Group to be represented by the Users Group for the purposes of undertaking negotiations and transactions with Ramsey County and any other body politic.

ARTICLE II. DEFINITIONS:

Section 1. **Members** are deemed to be those local units of government, special purpose government units, local agencies and the Ramsey Soil & Water Conservation District who have executed this Joint Powers Agreement and have paid fees as provided in Article X.

Section 2. **Paying Affiliates** are those county, regional, state and federal agencies, local government organizations with regional jurisdiction, local government cooperative organizations, non-profit organizations and educational institutions with direct or indirect involvement in GIS activities who have paid fees as provided in Article X. Paying Affiliate membership must be approved by the Board. Paying Affiliates are non-voting participants and are not eligible to serve on the Board.

Section 3. **Non-Paying Affiliates** are those representatives of county, regional, state and federal agencies, local government organizations with regional jurisdiction, local government cooperative organizations, non-profit organizations and educational institutions with direct or indirect involvement in GIS activities. Private sector entities who are contracted to perform GIS-related tasks for a Member can also join as a Non-Paying Affiliate. Regular Affiliate membership must be approved by the Board. Non-Paying Affiliates are non-voting participants are not eligible to serve on the Board, do not pay membership or fees as described in Article X, and are not entitled to data access and exchange detailed in this agreement.

ARTICLE III. USER GROUP STRUCTURE:

- Section 1. The Users Group will be governed and managed by a Board of Directors ("Board").
- Section 2. One Director will represent each Member organization. Each Member organization shall appoint one Director and an alternate to serve on the Board.
- Section 3. The Board shall also have the following officers: a Chair, Vice Chair, Secretary and Treasurer.
- Section 4. These officers are elected annually by the Board.
- Section 5. These officers are undertaken on a voluntary basis without pay.
- Section 6. A quorum will consist of at least a one-half attendance of full membership of the Board.
- Section 7. Decisions will be made by majority of the quorum.

ARTICLE IV. DUTIES OF THE BOARD OF DIRECTORS:

- Section 1. The Board shall meet at least two times per year.
- Section 2. The Board shall conduct an organizational meeting no later than 30 days after the effective date of this Agreement. The meeting will be called for the purposes of electing the officer positions of Chair, Vice Chair, Secretary and Treasurer. This meeting will allow the adoption of by-laws and other procedures governing the conduct of its meetings and its business as it deems appropriate. This meeting will also be called by the Board to determine the User Group Budget, review the operating procedures within this Agreement, and approve agreements with Ramsey County for the purposes of GIS data exchange, data access, data delivery and the updating of physical features.
- Section 3. The Board shall approve and adopt the formula for the distribution of costs associated with access to Ramsey County GIS data and for the updating of physical features. This formula shall be reviewed annually by the Board.
- Section 4. The Board shall arrange for and facilitate regular meetings of the User Group and for User Group activities.
- Section 5. The Chair presides at meetings of the Board. The Vice Chair will preside in the absence of the Chair. The Secretary is responsible for recording the proceedings of the Board and communicating these proceedings to all Member organizations. The Treasurer is responsible for the funds and financial records of the Board.
- Section 6. The Chair and the Treasurer must sign vouchers or orders disbursing funds of the Users Group. Disbursement will be made in the method prescribed by law for statutory cities.
- Section 7. The Board may take such actions as it deems necessary and convenient to accomplish the general purposes of this Agreement.
- Section 8. The Board shall purchase liability insurance on behalf of the Users Group to insure against liability of the Users Group and its constituent Members.
- Section 9. The Board may:
- (i) enter into contracts to carry out its powers and duties, in full compliance with any competitive bidding requirements imposed by State or local law.
 - (ii) provide for the prosecution, defense, or other participation in proceedings at law or in equity in which it may have an interest;
 - (iii) employ such persons as it deems necessary on a part-time, full-time or consultancy basis;
 - (iv) purchase, hold or dispose of real and personal property;
 - (v) contract for space, commodities or personal services with a Member or group of Members;
 - (vi) accept gifts, apply for and use grants or loans of money or other property from the state, the United States of America, and from other government units and may enter into agreements in connection therewith and hold, use and dispose of such money or property in accordance with the terms of the gift, grant, loan or agreement relating thereto.
 - (vii) appoint a fiscal agent;

ARTICLE V. NEW MEMBERS:

Section 1. Those units of government who are not part of this initial Agreement may join as Members of the Users Group at any time.

Section 2. To become a Member, a local unit of government shall adopt a resolution and shall sign the current Agreement.

Section 3. The New Members and Paying Affiliates will pay the current one-time membership fee and the data exchange fee due for the year in which the new Member is joining as set by the Board in Article IV, Section 4, as calculated by the current formula. Fees will not be pro-rated for new Members who join after January 1 of each year.

ARTICLE VI. GIS DATA TO BE SUPPLIED BY RAMSEY COUNTY:

Section 1. It is the intent of this Agreement that the Users Group will negotiate an agreement with Ramsey County for the exchange of County GIS Data with Members and Paying Affiliates at a preferential fee structure. A component of the fees will apply to the maintenance of digital physical features from aerial photography captured Countywide on a three year basis.

Section 2. The GIS Data should consist of the following components:

(i) The Ramsey County Digital Base Map as generated and maintained by the Department of Public Works.
(ii) The Ramsey County Attribute Data Base as generated and maintained by the Department of Property Records and Revenue.

(iii) The Physical Features File as generated and maintained by the Department of Public Works.

Section 3. The Board will negotiate on behalf of the Members and Paying Affiliates for the cost and method of access to this data. Prior to each annual payment to Ramsey County, the Board shall determine whether it is satisfied with the content, accuracy and timeliness of the data provided to date and make a determination if further payment shall be made.

ARTICLE VII. GIS DATA TO BE EXCHANGED AS PART OF THIS AGREEMENT:

Section 1. Members agree to exchange any GIS data with Ramsey County and with any requesting Member for the requesting parties own use where that GIS data has been in some way derived and developed from the County GIS Data as a result of this Agreement or future agreements between the Users Group and Ramsey County. Members agree to exchange with Ramsey County and with any other Member, any attribute data that it has created and maintained where that data can be associated to a parcel using a parcel identifier. Members also agree to exchange any building permit data deemed by Ramsey County as necessary for the identification of future physical feature data base updates.

Section 2. The Board will negotiate with Ramsey County on behalf of the Members in all matters deemed necessary relating to supply of GIS data generated by a Member.

Section 3. Any costs associated with a Member supplying data to Ramsey County or to any other Member shall be for access and delivery of that data only and not for any costs associated with the development of that data.

ARTICLE VIII. DATA ACCESS AND USAGE:

Section 1. All Members and Paying Affiliates shall have equal rights to access Ramsey County GIS Data.

Section 2. Data generated by Ramsey County and provided to Members and Paying Affiliates may not be sold in its original form to third party agencies. However, a Member or Paying Affiliate may allow use of the original data by a third party for specific contracted purposes. Data generated by Members or Paying Affiliates and provided to Ramsey County may not be sold by Ramsey County in its original form to third party agencies. However, Ramsey County may allow use of the original data by a third party for specific contracted purposes.

Section 3. Data which results from enhancement by a Member or Paying Affiliate of Ramsey County GIS Data, received pursuant to this Agreement, may be sold or exchanged to a third party.

Section 4. All Members and Paying Affiliates will adhere to future Users Group license agreements for County or other agency GIS data.

ARTICLE IX. DATA SECURITY:

All Members and Paying Affiliates of the Users Group agree to abide by the data privacy and data security standards of the supplying agency when using data made available by that agency.

ARTICLE X. FINANCIAL MATTERS:

Section 1. The fiscal year of the Users Group is the calendar year.

Section 2. The Board shall adopt an initial budget and must thereafter adopt an annual budget prior to July 1 of each year for each succeeding year. The Board will give an opportunity to each Member to comment or object to the proposed budget before adoption. Notice of the adopted budget must be mailed promptly thereafter to the chief administrative officer of each Member organization.

Section 3. Operational costs shall be shared according to a method agreed upon by majority decision of the Board of Directors. The costs could be met by membership fees. These costs could include Users Group administrative costs, purchase of liability insurance and others as appropriate.

Section 4. Membership Fee:

New Members and new Paying Affiliates shall pay a one-time membership fee of \$500 to the Users Group for the calendar year 2000. The amount of this fee shall be reviewed and set annually by the Board of Directors for new Members and new Paying Affiliates.

Section 5. Data Access and Physical Features Maintenance Fee:

Members and Paying Affiliates shall commit to a three-year payment of data access and physical features maintenance fees, except where a one-year limitation is imposed by State Statutes. Ramsey County will charge the Users Group on an annual basis for unlimited access to the Ramsey County GIS Data. This fee will be paid to Ramsey County by the Users Group on behalf of the Members and Paying Affiliates on an annual basis. The amount to be paid by each Member and Paying Affiliates will be determined by the Board and will be reviewed annually.

Section 6. Special Projects Assessments:

Members and Paying Affiliates who wish to enter into special projects and consultations shall present proposals to the Board for review. Examples of special projects could be cooperative training or consortium purchase of software. Upon approval by the Board, those Members and Paying Affiliates who are part of the project will be assessed to meet the cost of the project.

Section 7. Billings to the Members and Paying Affiliates are due and payable no later than 60 days after the receipt of the annual invoice. In the event of a dispute as to the amount of a billing, a Member or Paying Affiliate must nevertheless make payment as billed to preserve membership status. The Member or Paying Affiliate may make payment subject to its right to dispute the bill and exercise any remedies available to it. Failure to pay a billing within 60 days results in suspension of voting privileges of the Member Director. Failure to pay a billing within 120 days is grounds for termination of membership, but the Users Group rights to receive payment are not affected by the termination of membership.

ARTICLE XI. TERM

Section 1. This Agreement shall be in force through December 31, 2002, or until superseded by another agreement.

Section 2. Based on the annual review of the operating procedures within the Agreement conducted by the Board, a new Agreement will be developed and circulated at least three months prior to December 31, 2002 and be agreed upon and signed on or before December 31, 2002.

ARTICLE XII. TERMINATION:

Each Member or Paying Affiliate shall have the right to terminate its membership and participation in the Users Group with or without cause by formal resolution of the Member's or Paying Affiliate's organization and communicated to the Board in writing. However, the Member or Paying Affiliate is still obligated to its financial commitments for the year during which termination of membership occurs. These commitments include:

(i) any balance of the Data Access/Physical Features Maintenance Fee. This commitment applies to all Members and Paying Affiliates.

(ii) any balance owing on Special Projects Assessments. This commitment applies to Members and Paying Affiliates which have entered into any special project agreement(s).

Termination of membership prior to expiration of the Agreement shall make a local unit of government ineligible to re-join as a Member or Paying Affiliate under the current Agreement.

ARTICLE XIII. DISSOLUTION:

Section 1. The Users Group may be dissolved by a two-thirds vote of its Members in good standing. Dissolution is mandatory when the Secretary has received certified copies of resolutions adopted by the governing bodies of the required Members requesting dissolution of the Users Group.

Section 2. In the event of a dissolution, the Board must determine the measures necessary to effect the dissolution and must provide for the taking of such measures as promptly as circumstances permit, subject to the provisions of this agreement and law.

Section 3. In the event of dissolution, following the payment of all outstanding obligations, assets of the Users Group will be distributed among the then existing Members and Paying Affiliates in direct proportion to their cumulative annual contributions. If those obligations exceed the assets of the Users Group, the net deficit of the Users Group will be charged to and paid by the then existing Members and Paying Affiliates in direct proportion to their cumulative annual contributions.

ARTICLE XIV. ACCESS TO DOCUMENTS:

Until the expiration of three years after this Agreement terminates, the Users Group shall make available to the Member organizations and to the State Auditor, a copy of this Agreement and books, documents, accounting procedures and practices of the Users Group relating to this Agreement.

ARTICLE XV. HOLD HARMLESS:

Section 1. Each Member or Paying Affiliate agrees to defend, indemnify and hold the other Members or Paying Affiliates harmless from any claims, demands, actions or causes of action, including reasonable attorneys fees, against or incurred by such other Members or Paying Affiliates, arising out of any act or omission on the part of the indemnifying Member or Paying Affiliate or any of its agents, servants or employees in the performance of or with relation to any of the work or services provided by Members or Paying Affiliates under the terms of this Agreement.

Section 2. Nothing in this Agreement shall constitute a waiver by either Members or Paying Affiliates or the Users Group of any limitation of liability under Minnesota Statutes Chapter 466.

SECTION XVI. EQUAL EMPLOYMENT OPPORTUNITY:

Section 1. The Members and Paying Affiliates and the Users Group agree to comply with all federal, state and local laws, resolutions, ordinances, rules, regulations and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, sexual preference, marital status, status with regard to public assistance, disability or age.

Section 2. When required by law and requested by the other party, the Users Group shall furnish a written affirmative action plan to the Members and Paying Affiliates.

SECTION XVII. DATA PRACTICES:

Section 1. All data collected, created, received, maintained or disseminated for any purpose in the course of either the Member's or Paying Affiliate's or the Users Group's performance of this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and rules adopted to implement the Act.

Section 2. The Members and Paying Affiliates and the Users Group agree to abide strictly by these statutes, rules and regulations.

IN WITNESS WHEREOF the parties have caused this Agreement to be executed on this ____ day of _____, 2000.

ORGANIZATION _____

Approved:

By: _____

(Mayor / Chair / President)

By: _____

(City Manager / Administrator)

Ramsey County GIS User Group Fee Allocation 2000

(Refer to Joint Powers Agreement)

Version 20: November 8, 1999

1. Membership Fee

* once only flat fee for each user.

\$500

2. Annual Data Access & Physical Features Maintenance Fee

* Initial Fee period commences on January 1, 1997 and annually thereafter from Jan. 1

* Members commit to a three-year payment of these fees

*Entities not participating will be charged as per the existing County fee schedule.
(\$364 per Mb of data plus \$45 per hour processing)*

Organization Category:	Population Factor:
St. Paul*	25
Municipalities	100
School Districts	7.5
Watershed Districts	7.5
Ramsey Soil & Water Conservation District	2
Metro East Development Partnership**	0
Fire Departments**	0
*Non-standard organization	
**considered part of the municipalities	
Note: The fee is calculated by multiplying the (population factor x (population x per capita rate(\$0.095))	
(eg. New Brighton - (22328 x 1.0) x (0.095) = \$2121)	

Breakdown by organization:

Organization Name:	Est. 1994 population served (Met Council)	Population Factor	Units Assigned	2000 Fees	1998 Fees	Change in fees 1999-2000
Arden Hills	9426	1.000	9426	\$895	\$1,131	(\$236)
Falcon Heights	5297 X	1.000	5297	\$0	\$0	\$0
Gem Lake	449	1.000	449	\$43	\$58	(\$15)
Lauderdale	2718	1.000	2718	\$258	\$326	(\$68)
Little Canada	9225 X	1.000	9225	\$0	\$0	\$0
Maplewood	32903	1.000	32903	\$3,126	\$3,948	(\$823)
Mounds View	12552	1.000	12552	\$1,192	\$1,506	(\$314)
New Brighton	22328	1.000	22328	\$2,121	\$2,679	(\$558)
North Oaks	3644	1.000	3644	\$0	\$0	\$0
North St. Paul	12809	1.000	12809	\$1,217	\$1,537	(\$320)
Roseville	33674	1.000	33674	\$3,199	\$4,041	(\$842)
Shoreview	25957	1.000	25957	\$2,466	\$3,115	(\$649)
St. Paul	271660	0.250	67915	\$6,452	\$8,150	(\$1,698)
Vadnais Heights	11968	1.000	11968	\$1,137	\$1,436	(\$299)
White Bear Township	10236	1.000	10236	\$972	\$1,228	(\$256)
White Bear Lake	25398	1.000	25398	\$2,413	\$3,276	(\$864)
Ramsey/Wash Metro WD	150000	0.075	11250	\$1,069	\$1,350	(\$281)
Rice Creek WD (X)	0 X	0.075		\$0	\$0	\$0
Ramsey SWCD	492909	0.020	9858	\$937	\$1,183	(\$246)
Mounds View Schools	70000	0.075	5250	\$499	\$630	(\$131)
Nth St. Paul/Maplewd Sch (X)	0 X	0.075		\$0	\$0	\$0
Roseville Schools	50172	0.075	3763	\$357	\$452	(\$94)
St. Paul Schools	271660	0.075	20375	\$0	\$0	\$0
White Bear Lake Schools	0 X	0.075		\$0	\$0	\$0
Total:				\$28,353	\$36,047	(\$7,694)

Note: Those entities assumed to be non-participants are designated with (X).
Entities wishing to enter as a participant partway through the annual maintenance fee period will pay the full annual amount designated for that site and will not be pro-rated.

MEMOS BY JAMES AND DAN

DATE: January 11, 2000
TO: Honorary Mayor and Council
FROM: James Bownik and Dan Olson
RE: Appointments for Planning Commission and
Park/Community Involvement Committee

BACKGROUND

Planning Commission: The terms of three Commission members expire at the end of 1999. All three members have expressed an interest in being re-appointed for another two-year term.

According to City Code Section 2-1-4: A-3, members whose terms have expired "shall be appointed at the first City Council meeting of the year".

The following Planning Commission members need re-appointment:

Wayne Sisel	1567 Fulham Street
Charles Smith	1605 Fulham Street
David Focht	1715 Pleasant Street

Park/Community Involvement Committee: The terms of four Committee members expire at the end of 1999. All four members have expressed an interest in being re-appointed for another two-year term.

According to City Code Section 2-3-3: B, "members are appointed for a term of two (2) years and may be re-appointed by the City Council with submission of application".

The following Park/Community Involvement Committee members need re-appointment:

Mary Croteau	1807 Carl Street
Heather Diedtrich	1808 Carl Street
Margaret Kneer	1964 Walnut Street
Nancy Read-Hendricks	1762 Carl Street

In addition, the following resident has submitted an application to fill the Committee vacancy that was created when Moose Gower was elected to the Council:

Linda Sax	1935 Walnut Street	(application attached)
-----------	--------------------	------------------------

COUNCIL ACTION REQUESTED

First, re-appoint the three current members of the Planning Commission and the four current members of the Park/Community Involvement Committee to additional two-year terms expiring December 31, 2001.

Second, appoint Linda Sax (1935 Walnut Street) to the Park/Community Involvement Committee for a two-year term expiring December 31, 2001.

CITY OF LAUDERDALE
APPLICATION FOR COMMITTEE/COMMISSION MEMBERSHIP

COMMITTEE/COMMISSION APPLYING FOR: Park & Community Involvement Committee

NAME: Linda Sax

ADDRESS: 1935 Walnut St. Lauderdale MN 55113
STREET CITY STATE ZIP

PHONE: 651-633-7810
HOME

651-481-6980
WORK

DESCRIBE EXPERIENCE AND/OR TALENTS THAT YOU WOULD BRING TO THIS COMMITTEE/COMMISSION: _____

I've been a Brownie/Girl Scout leader
for past 4 years. Wolf Scout leader this year.
I've been working with kids.

WHAT ARE YOUR REASONS FOR APPLYING AND WHAT GOALS DO YOU HOPE TO ACCOMPLISH AS A MEMBER OF THIS COMMITTEE/COMMISSION? _____

To get more involved with Lauderdale.
To get more activities for kids.

IF YOU COULD ACCOMPLISH JUST ONE THING FOR THE CITY OF LAUDERDALE WHILE SERVING AS A COMMITTEE/COMMISSION MEMBER WHAT WOULD IT BE? _____

To help have more activities for the kids
in the neighborhood.

APPLICANT SIGNATURE: Linda M. Sax

FOR OFFICE USE ONLY:

APPOINTED: _____ TERM EXPIRES: _____
(Date)

MAYOR SIGNATURE: _____

City Council Memorandum

To: Mayor and City Council
From: Rick Getschow
Council Meeting Date: January 11, 2000
Agenda Item: City Administrator Evaluation

BACKGROUND:

A merit evaluation for 1999 needs to be completed for the City Administrator. The merit evaluations for other staff was completed by the City Administrator and is summarized in the 2000 Staff Compensation memorandum – the next action item.

Included in the packet is an evaluation form for discussion at the meeting.

CITY OF LAUDERDALE PERFORMANCE EVALUATION

Date: January 7, 2000

Employee Name: Rick Getschow

Dept: Administration

Position Title: City Administrator

Evaluation Period From:

CRITERIA # 1 : KNOWLEDGE OF WORK

Evaluate the job-related "know how" and skills of the position. To what extent does the employee understand all aspects of the job requirements?

COMMENTS

RATING

☐ Outstanding

☐ Occasionally Meets
Requirements

☐ Consistently Exceeds Requirements

☐ Consistently Does Not Meet
Requirements

☐ Meets Requirements (Satisfactory)

☐ Unsatisfactory

CRITERIA # 2 : QUALITY OF WORK

How skillfully does the employee perform the duties and tasks of the position? Consider neatness and accuracy of detail. To what extent does the employee's performance meet the standards of the position?

COMMENTS

RATING

☐ Outstanding

☐ Occasionally Meets Requirements

☐ Consistently Exceeds Requirements

☐ Consistently Does Not Meet Requirements

☐ Meets Requirements (Satisfactory)

☐ Unsatisfactory

CRITERIA # 3 : PLANNING/ORGANIZATION OF WORK, PRODUCTIVITY

Consider the extent to which the employee makes optimum use of time and completes the required task. Does the employee meet schedules and deadlines in a timely manner? Evaluate the employee's accomplishment of workload in order of established priority.

COMMENTS

RATING

☐ Outstanding

☐ Occasionally Meets Requirements

☐ Consistently Exceeds Requirements

☐ Consistently Does Not Meet Requirements

☐ Meets Requirements (Satisfactory)

☐ Unsatisfactory

CRITERIA # 4 : INITIATIVE AND JUDGMENT

Appraise the employee's ability and readiness to accept responsibility in assignment of duties. Does the employee reach sound opinions and decisions? Consider ability to work independently. Does the employee apply abilities to resolve issues and problems?

COMMENTS

RATING

☐ Outstanding

☐ Occasionally Meets
Requirements

☐ Consistently Exceeds Requirements

☐ Consistently Does Not Meet
Requirements

☐ Meets Requirements (Satisfactory)

☐ Unsatisfactory

CRITERIA # 5 : DEPENDABILITY, PUNCTUALITY AND PERSONAL NEATNESS

Consider adherence to scheduled work hours or accepted work schedule. Is the employee punctual? Evaluate attendance record. Does the employee exemplify personal grooming which is compatible with job requirements, projecting an image of professionalism relative to assigned responsibilities?

COMMENTS

RATING

☐ Outstanding

☐ Occasionally Meets
Requirements

☐ Consistently Exceeds Requirements

☐ Consistently Does Not Meet
Requirements

☐ Meets Requirements (Satisfactory)

☐ Unsatisfactory

CRITERIA # 6: INTERPERSONAL RELATIONS

Evaluate the employee's ability to work with others. Consider how well the employee performs job responsibilities while working harmoniously and courteously with others. Does the employee demonstrate cooperation in accomplishing individual and team goals?

COMMENTS

RATING

☐ Outstanding

☐ Occasionally Meets
Requirements

☐ Consistently Exceeds Requirements

☐ Consistently Does Not Meet
Requirements

☐ Meets Requirements (Satisfactory)

☐ Unsatisfactory

CRITERIA # 7 : COMMUNICATION

Appraise the extent to which the employee informs others as to problems, issues, methods, results and other aspects of position responsibilities, so that high levels of productivity are encouraged through interchange of information and knowledge.

COMMENTS

RATING

☐ Outstanding

☐ Occasionally Meets
Requirements

☐ Consistently Exceeds Requirements

☐ Consistently Does Not Meet
Requirements

☐ Meets Requirements (Satisfactory)

☐ Unsatisfactory

CRITERIA # 8 : SAFETY AWARENESS

Consider the degree to which the employee demonstrates regard and awareness of safety practices in relation to self, others and property. Assess employee's observation of approved safety practices and respect for equipment.

COMMENTS

RATING

☐ Outstanding

☐ Occasionally Meets
Requirements

☐ Consistently Exceeds Requirements

☐ Consistently Does Not Meet
Requirements

☐ Meets Requirements (Satisfactory)

☐ Unsatisfactory

CRITERIA # 9 : ADHERENCE TO QUALITY CUSTOMER SERVICE

Consider the degree to which the employee performs the job responsibilities and duties with attention to providing a high level of awareness of service satisfaction to the citizens of the City. Does the employee respond to citizen requests and inquires in a timely and courteous manner. Does the employee exemplify the organizational commitment to quality customer service?

COMMENTS

RATING

☐ Outstanding

☐ Occasionally Meets
Requirements

☐ Consistently Exceeds Requirements

☐ Consistently Does Not Meet
Requirements

☐ Meets Requirements (Satisfactory)

☐ Unsatisfactory

REMEDIAL ACTIVITIES

Actions which supervisor and employee have agreed upon to correct performance evaluation rated unsatisfactory or below expectations.

- 1.
- 2.
- 3.

DEVELOPMENT ACTIVITIES

Action which supervisor and employee agreed upon to further employee professional development.

- 1.
- 2.
- 3.

GOALS

OVERALL PERFORMANCE RATING

COMMENTS

RATING

- | | |
|--|--|
| <input type="checkbox"/> Outstanding | <input type="checkbox"/> Occasionally Meets Requirements |
| <input type="checkbox"/> Consistently Exceeds Requirements | <input type="checkbox"/> Consistently Does Not Meet Requirements |
| <input type="checkbox"/> Meets Requirements (Satisfactory) | <input type="checkbox"/> Unsatisfactory |

Was the position description reviewed during the conference?

 Yes No

Position description is current Needs revision

This form was reviewed by and
(Employee Initials) (Appraisers Signature/Title)

Acknowledged
(City Administrator Initials) (Date)

City Council Memorandum

To: Mayor and City Council
From: Rick Getschow
Council Meeting Date: January 11, 2000
Agenda Item: 2000 Staff Compensation

Background:

Attached is the proposed compensation schedule for 2000 union and non-union staff.

There are two components from the union contract and the personnel policy that dictate compensation changes. They are Stanton, or market equity adjustments. In the city policy, this adjustment is based upon what other seven-county metro cities with population between 1500-4000 pay in comparable positions. The union contract states that Stanton adjustments must be negotiated on an annual basis. The union Stanton rates presented below have been tentatively agreed to as part of this contract negotiation process.

The second component of annual staff compensation are merit adjustments. These are based on performance evaluations and the formula in the City's personnel policy and the contract with union members. For information purposes, a satisfactory evaluation would receive a merit adjustment that is equal to the inflation figure for the year. This year the inflation figure is 2.7%. The amount from 2.7% increases at 10% increments for evaluations that consistently exceeds requirements and that are outstanding. Performance evaluations were completed in the first week of January.

- Public Works Maintenance

1. No Stanton Adjustment is included.
2. A Merit Adjustment of 3.03% is included as a result of the performance evaluation.

- Public Works Coordinator

1. A Stanton Adjustment of 2.5% is included.

(Note: In 1999 the Stanton illustrated a difference of 6.82% while the union and the City agreed to a 3% increase. This year the Stanton illustrated a 1% difference without comparables in the building inspector area. As a result of this and the agreement last year, the union has tentatively agreed to a 2.5% Stanton increase).

2. A Merit Adjustment of 2.7% is included as a result of the performance evaluation.

- Deputy Clerk

1. No Stanton Adjustment is included.

2. A Merit Adjustment of 2.7% is included as a result of the performance evaluation.

The position is eligible for a Step Adjustment to Step 3 on February 13, 2000.

- Administrative Analyst

1. A Stanton Adjustment of 3.16% is included.

2. A Merit Adjustment of 2.7% is included as a result of the performance evaluation.

- City Administrator

1. A Stanton difference of 1% exists.

2. The annual Merit Adjustment will be decided pursuant to the performance review and evaluation.

Satisfactory	2.7%
Consistently exceeds requirements	3.03%
Outstanding	3.37%

LAUDERDALE 2000 WAGE SCHEDULE - AFSCME - SCHEDULE A

1999 Wage Schedule

JOB TITLE	STANTON POSITION COMPARED TO	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Public Works Maintenance Worker (Non-exempt)	Light Equipment Operator (No. 3) - 33% Sewer Maintenance Worker (No. 4) - 33% Parkkeeper (No. 5) - 33%	\$2,806.76	\$2,666.42	\$2,526.08	\$2,385.75	\$2,245.41
Public Works Coordinator (Non-exempt)	Parkkeeper (No. 5) - 25% Sr. Sewer Maintenance Worker (No. 8) - 25% Inspector 2 (No. 31) - 25% Administrative Assistant (No. 169) - 25%	\$3,110.15	\$2,954.64	\$2,799.14	\$2,643.63	\$2,488.12
Deputy Clerk (Non-exempt)	Executive Secretary (No. 98) - 75% Recreation Supervisor 1 (No. 120) - 25%	\$2,712.14	\$2,576.53	\$2,440.93	\$2,305.32	\$2,169.71

2000 Wage Schedule (Includes Stanton Adjustment)

JOB TITLE	STANTON POSITION COMPARED TO	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Public Works Maintenance Worker (Non-exempt)	Light Equipment Operator (No. 3) - 33% Sewer Maintenance Worker (No. 4) - 33% Parkkeeper (No. 5) - 33%	\$2,806.76	\$2,666.42	\$2,526.08	\$2,385.75	\$2,245.41
Public Works Coordinator (Non-exempt)	Parkkeeper (No. 5) - 25% Sr. Sewer Maintenance Worker (No. 8) - 25% Inspector 2 (No. 31) - 25% Administrative Assistant (No. 169) - 25%	\$3,187.90	\$3,028.51	\$2,869.11	\$2,709.72	\$2,550.32
Deputy Clerk (Non-exempt)	Executive Secretary (No. 98) - 75% Recreation Supervisor 1 (No. 120) - 25%	\$2,712.14	\$2,576.53	\$2,440.93	\$2,305.32	\$2,169.71

FINAL 2000 Wage Schedule (Includes Stanton Adjustment and Merit Adjustment)

JOB TITLE	STANTON POSITION COMPARED TO	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Public Works Maintenance Worker (Non-exempt)	Light Equipment Operator (No. 3) - 33%	\$2,891.80	\$2,747.21	\$2,602.62	\$2,458.03	\$2,313.44
	Sewer Maintenance Worker (No. 4) - 33%					
	Parkkeeper (No. 5) - 33%					
Public Works Coordinator (Non-exempt)	Parkkeeper (No. 5) - 25%	\$3,273.98	\$3,110.28	\$2,946.58	\$2,782.88	\$2,619.18
	Sr. Sewer Maintenance Worker (No. 8) - 25%					
	Inspector 2 (No. 31) - 25%					
	Administrative Assistant (No. 169) - 25%					
Deputy Clerk (Non-exempt)	Executive Secretary (No. 98) - 75%	\$2,785.37	\$2,646.10	\$2,506.83	\$2,367.56	\$2,228.29
	Recreation Supervisor 1 (No. 120) - 25%					

LAUDERDALE 2000 WAGE SCHEDULE FOR NON-UNION

1999 Wage schedule

JOB TITLE	STANTON POSITION COMPARED TO	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Administrative Analyst (Exempt)	Administrative Assistant (No. 169) - 25% Accountant 2 (No. 84) - 50% Planner (No. 160) - 25%	\$2,992.32	\$2,842.70	\$2,693.09	\$2,543.47	\$2,393.86
City Administrator (Exempt)	City Administrator (No. 174)	\$4,512.16	\$4,286.55	\$4,060.94	\$3,835.34	\$3,609.73

2000 Wage schedule (Includes Stanton Adjustment)

JOB TITLE	STANTON POSITION COMPARED TO	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Administrative Analyst (Exempt)	Administrative Assistant (No. 169) - 25% Accountant 2 (No. 84) - 50% Planner (No. 160) - 25%	\$3,086.88	\$2,932.53	\$2,778.19	\$2,623.85	\$2,469.50
City Administrator (Exempt)	City Administrator (No. 175)					

FINAL 2000 Wage schedule (Includes Stanton Adjustment and Merit Adjustment)

JOB TITLE	STANTON POSITION COMPARED TO	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Administrative Analyst (Exempt)	Administrative Assistant (No. 169) - 25% Accountant 2 (No. 84) - 50% Planner (No. 160) - 25%	\$3,170.22	\$3,011.71	\$2,853.20	\$2,694.69	\$2,536.18
City Administrator (Exempt)	City Administrator (No. 174)					