

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

Page 1 of 3

January 13, 2026

**Call to Order**

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

**Roll Call**

Councilors present: Sharon Kelly, Evan Sayre, Duane Pulford, Jeff Dains, and Mayor Mary Gaasch.  
Councilors absent: None.

Staff present: Heather Butkowski, City Administrator; and Miles Cline, Deputy City Clerk.

**Approvals**

Mayor Gaasch asked if there were any additions to the meeting agenda. Mayor Gaasch added support for our immigrant community to the Additional Items section of the agenda. Councilor Pulford moved and seconded by Councilor Kelly to approve the agenda as amended. Motion carried unanimously.

Mayor Gaasch asked if there were corrections to the minutes of the December 9, 2025, City Council meeting. There being none, Councilor Sayre moved and seconded by Councilor Pulford to approve the December 9, 2025, City Council meeting minutes. Motion carried unanimously.

Mayor Gaasch asked if there were any questions on the claims. There being none, Councilor Kelly moved and seconded by Councilor Pulford to approve the claims totaling \$267,040.27. Motion carried unanimously.

**Consent**

Councilor Sayre moved and seconded by Councilor Pulford to approve the Consent Agenda thereby approving Resolution No. 011326A – Approving the 2026 Tobacco Licenses; Resolution No. 011326B – Approving the 3.2 Off-Sale Malt Liquor License for 2026; Resolution No. 011326C – Authorizing Application for the Execution of the Municipal Infiltration and Inflow Grant; the 2026 Northeast Youth and Family Services agreement; the Abdo Financial Solutions audit preparation agreement; the 2026 City Council meeting schedule; and acknowledging the November Financial Report. Motion carried unanimously.

Councilor Dains joined the meeting at 7:11 p.m.

**Public Hearings**

A. Resolution No. 011326D – A Resolution Establishing License and Permit Fees and Administrative Fees and Fines

Butkowski said staff review the fee schedule in anticipation of the year ahead. This year, staff have very few recommended changes. Rum River provided a letter explaining changes to their proposed fees that are adopted as part of the City's fee schedule. Prior to adopting the fee schedule, the city council must hold a public hearing.

# LAUDERDALE CITY COUNCIL

## MEETING MINUTES

Lauderdale City Hall

1891 Walnut Street

Lauderdale, MN 55113

Page 2 of 3

January 13, 2026

Mayor Gaasch opened the floor to those interested in addressing the Council on this topic.

There being nobody interested in speaking, Mayor Gaasch closed the floor.

Councilor Pulford made a motion to adopt Resolution No. 011326D - A Resolution Establishing 2026 License and Permit Fees, and Administrative Fees and Fines. This was seconded by Councilor Kelly and carried unanimously.

### **Discussion/Action Item**

#### A. 2026 Committee Appointments and Assignments

The Council determines committee assignments and makes other designations at the beginning of the year. Staff carried over the assignments from 2025 to 2026 as a starting point that staff can revise based on the discussion.

There being no changes, Councilor Dains made a motion to adopt the 2026 Committee Appointments and Assignments as presented. This was seconded by Councilor Kelly and carried unanimously.

#### B. Revisions to Purchasing Policy

Butkowski explained that the City's purchasing policy was last updated in 2015. State laws around purchasing and bidding requirements have changed since then. The purpose of the policy is to be both transparent when making purchases but also weigh the costs of the formal public bidding process against the benefits. The formal public bidding process is only required for purchases expected to be over \$175,000 because the process comes with costs for preparing, publishing, and formally evaluating responses. These costs should not outweigh the benefits.

Councilor Sayre made a motion to adopt the Purchasing and Contracting Policy as presented. This was seconded by Councilor Dains and carried unanimously.

### **Additional Items**

#### A. Support for the Immigrant Community

Mayor Gaasch shared her support for the immigrant community in Lauderdale. She read the Council's resolution from 2017 clarifying the rights of all Lauderdale citizens. Gaasch also noted statements issued by the St. Anthony Police Department and the city attorney. The Council contributed to the discussion with their support for Lauderdaleians as well.

Councilor Kelly made a motion to adopt Resolution No. 011326E To Support and Stand with All Members of the Community of the City of Lauderdale. This was seconded by Councilor Dains and carried unanimously.

Mayor Gaasch opened the floor to those interested in addressing the Council.

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

Page 3 of 3

January 13, 2026

Rebecca Slater, Eustis Street, shared her concerns for her children, their daycare, their schools, and the general lack of safety due to ICE presence in the Twin Cities area.

Andi Moffatt, Fulham Street, thanked the Council for reaffirming the 2017 resolution. She shared her concerns for the residents of the apartment complexes in the city because of potential threats from ICE.

There being nobody else interested in speaking, Mayor Gaasch closed the floor.

**Set Agenda for Next Meeting**

Butkowski stated that the next meeting would include a TH280 project update by MNDOT area engineer Chris Bower, the December financial report, the fourth quarter investment report, revisions to the sewer utility ordinance, and the selection of an architect for the Lauderdale Municipal Cannabis store.

**Work Session**

**A. Broadband Franchising Opportunity**

The Council discussed the idea of franchising broadband operators. This would allow the City to require equal access to services and to control its rights-of-ways more efficiently. It was decided to continue the conversation with the cable commission attorney at a later meeting.

**B. Community Development Updates**

Butkowski shared that the roof at City Hall is leaking where a tree fell on it a few years ago. The solar grant has been finalized, and installation is expected in the springtime.

**C. Opportunity for the Public to Address the City Council**

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

**Adjournment**

Councilor Dains moved and seconded by Councilor Pulford to adjourn the meeting at 8:15 p.m. Motion carried unanimously.

Respectfully submitted,

*Miles Cline*

Miles Cline  
Deputy City Clerk