

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

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June 9, 2026

**Call to Order**

Mayor Gaasch called the Regular City Council meeting to order at 7:05 p.m.

**Roll Call**

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

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

**Approvals**

Mayor Gaasch asked if there were any additions to the meeting agenda. Butkowski stated that there were claims added to the packet and distributed prior to the meeting. There being nothing else, Councilor Dains moved and seconded by Councilor Pulford to approve the agenda as amended. Motion carried unanimously.

Mayor Gaasch asked if there were corrections to the minutes of the May 26, 2026, City Council meeting. There being none, Councilor Kelly moved and seconded by Councilor Dains to approve the May 26, 2026, City Council meeting minutes. Motion carried unanimously.

Mayor Gaasch asked if there were any questions on the claims. There being none, Councilor Sayre moved and seconded by Councilor Pulford to approve the claims totaling \$153,892.01. Motion carried unanimously.

**Special Order of Business/Recognitions/Proclamations**

A. Recognize Deputy Clerk Miles Cline on 10-Year Anniversary with the City

Mayor Gaasch presented Cline with a 10-year anniversary plaque and read the contents of the statement of recognition aloud.

**Informational Presentations/Reports**

A. Annual Report by Ramsey County Commissioner Mary Jo McGuire and Ramsey County Manager Ling Becker

Commissioner McGuire approached the Council to present the annual Ramsey County report. She also fielded questions from the Council.

B. Day in the Park

Assistant to the City Administrator Bownik gave an update on the food, games, music, and events that will take place at Lauderdale's annual Day in the Park event. The event will take place on Thursday, July 9 from 5:00 – 8:00 p.m. at Lauderdale Community Park.

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**Public Hearings**

A. Ordinance No. 26-01 Creating Title 9, Chapter 3 of the Code of Ordinances Regarding Plumbing Permit Administration, Plan Review, and Inspections

Rum River Construction Consultants (RRCC), the City's contracted building official, now has the capacity to perform commercial plan reviews for plumbing. When a city does not offer that service, the reviews are performed by the State via the Department of Labor and Industry.

The benefit to the City and property owners is that RRCC will perform the plumbing plan reviews in days instead of weeks. Getting this in place was motivated by the Bolger Printing project the Council approved recently. The state queue for the plumbing review for their project was a minimum of 12 weeks or essentially the entire construction season. This will also benefit Lauderdale BP once their project is approved and awaiting permits.

Implementation of the change requires four votes. The first is the adoption of the following ordinance that RRCC drafted and the city attorney reviewed. It is ready for adoption after a public hearing. Second is the adoption of the resolution allowing publication by title and summary. Third, the City's contract with RRCC needs to be updated to reflect the plumbing permit plan reviews. Finally, the adoption of a resolution that will be remitted with the application to the State to complete the transfer of authority for plumbing plan reviews.

Mayor Gaasch opened the floor to those interested in addressing the Council on this topic at 7:53 p.m. There being nobody interested in speaking, Mayor Gaasch closed the floor at 7:54 p.m.

Councilor Pulford made a motion to adopt Ordinance No. 26-01, creating Title 9, Chapter 3 of the Code of Ordinances titled Plumbing Permit Administration, Plan Review, and Inspections. This was seconded by Councilor Dains and carried unanimously.

B. Resolution No. 060926A – Approving Summary Publication of Ordinance No. 26-01

Councilor Sayre made a motion to adopt Resolution No. 060926A - Approving Summary Publication of Ordinance No. 26-01. This was seconded by Councilor Kelly and carried unanimously.

**Discussion/Action Item**

A. Professional Services Agreement with Rum River Ventures, LLC DBA Rum River Consultants

Butkowski explained the City's contract with Rum River Construction Consultants (RRCC) needs to be updated to reflect the plumbing permit plan review delegation. The most notable difference between the existing contract and the new one is the change in permit shared revenue. Previously, the City received 30 percent of permit revenue to cover in-house administrative costs. All RRCC's other contracts were negotiated at 80 percent, and they want to bring

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Lauderdale's into alignment. While unfortunate, the change reflects the automation that their new software does in decreasing City staff's workload. Another offset will be the shared revenue on commercial plumbing permit plan reviews.

Councilor Kelly made a motion to adopt the agreement after the final revisions are agreed to by the City Attorney. This was seconded by Councilor Dains and carried unanimously.

B. Resolution No. 060926B – Approving a Minnesota Department of Labor and Industry Plumbing Plan Agreement

The resolution will be remitted with the application to the State to complete the transfer of authority for plumbing plan reviews.

Councilor Dains made a motion to adopt Resolution No. 060926B - Approving a Minnesota Department of Labor and Industry Plumbing Plan Review Agreement. This was seconded by Councilor Sayre and carried unanimously.

C. Video Recording in City Parks

Butkowski said that a couple of years ago, the City installed cameras at City Hall and the Public Works Building (PWB). These cameras were installed through our contract with Metro-Inet using our existing internet service. The purpose was to primarily address on-going issues of theft and illegal dumping at the PWB.

Staff have been discussing whether there is a need for cameras at Community Park and Skyview Park. Community Park has been a place of illegal dumping and more recently the damage to the Warming House from the fire in the portable toilet. Skyview Park has fared relatively well with just the occasional portable toilet tipping incidents.

Staff didn't bring the issue to the Council sooner because we didn't have a cost-effective solution. To add Community Park to our existing video system would cost around \$2,000 up front per camera, \$1,300 annually, and \$250 per month. This seemed too steep to take on when budgets were tight.

Staff have been exploring the option of using cellular, solar-powered cameras through vendors like T-Mobile and Verizon. T-Mobile has an option that would be \$230.00 up front per camera and about \$20 a month per camera for cellular connection. The cloud storage service for up to five cameras is \$6.99 per month. That puts the cost at ~ \$100 per month for four cameras.

Butkowski asked the Council whether this was something the Council want staff to arrange for. Staff believe a need exists. The question was whether it would be worth the cost and whether

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there are any concerns over privacy. The Parks are public spaces, and video surveils everyone, so that may not be an issue.

Councilor Kelly made a motion directing city staff to install a security camera system in City parks. This was seconded by Councilor Pulford and carried unanimously.

**Set Agenda for Next Meeting**

Butkowski stated that the next meeting may include the May financial reports, revisions to the sewer utility ordinance, revisions to the storm water ordinances, and a presentation by District 10 Metropolitan Council Member Peter Lindstrom.

**Work Session**

**A. Staff Project Updates**

Butkowski shared that Day in the Park is coming up on July 9, Xcel Energy will activate the solar panels on June 11, the draft climate action plan is just about completed, and the newsletter with Day in the Park and Nite to Unite information will be sent to print next week.

Councilor Pulford added that the cable commission is discussing broadband franchising and some member communities have started the process.

**B. 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 Sayre to adjourn the meeting at 8:13 p.m. Motion carried unanimously.

Respectfully submitted,



Miles Cline  
Deputy City Clerk