

**LAUDERDALE CITY COUNCIL MEETING AGENDA  
7:30 P.M. TUESDAY, JANUARY 24, 2012  
LAUDERDALE CITY HALL, 1891 WALNUT STREET**

The City Council is meeting as a legislative body to conduct the business of the City according to Robert's Rules of Order and the Standing Rules of Order and Business of the City Council. Unless so ordered by the Mayor, citizen participation is limited to the times indicated and always within the prescribed rules of conduct for public input at meetings.

1. **CALL THE MEETING TO ORDER**
2. **ROLL CALL**
3. **APPROVALS**
  - a. Agenda
  - b. Minutes of the January 10, 2012, City Council Meeting
  - c. Claims Totaling \$33,692.26
4. **CONSENT**
  - a. 2012 Rental Housing and Business Licenses
  - b. Replacement Computer Purchase
5. **SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**
6. **INFORMATIONAL PRESENTATIONS / REPORTS**
7. **PUBLIC HEARINGS**

Public hearings are conducted so that the public affected by a proposal may have input into the decision. During hearings all affected residents will be given an opportunity to speak pursuant to the Robert's Rules of Order and the standing rules of order and business of the City Council.

8. **DISCUSSION / ACTION ITEMS**
  - a. Alley Parking Ordinance
9. **ITEMS REMOVED FROM THE CONSENT AGENDA**
10. **ADDITIONAL ITEMS**
11. **SET AGENDA FOR NEXT MEETING**
  - a. 2012 Garbage Haulers Licenses
  - b. Hamline Autobody Conditional Use Permit Application
  - c. Annual Police Report – February 28
  - d. December Finances
  - e. Fourth Quarter / Year-End Investment Report
12. **WORK SESSION**
  - a. Opportunity for the Public to Address the City Council

Any member of the public may speak at this time on any item not on the agenda. In consideration for the public attending the meeting 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 at the end of the agenda. Before addressing the City Council, members of the public are asked to step up to the microphone, give their name, address, and state the subject to be discussed. All remarks shall be addressed to the Council as a whole and not to any member thereof. No person other than members of the Council and the person having the floor shall be permitted to enter any discussion without permission of the presiding officer.

Your participation, as prescribed by the Robert's Rules of Order and the standing rules of order and business of the City Council, is welcomed and your cooperation is greatly appreciated.

b. Municipal Liquor Store Discussion

**13. CLOSED SESSION**

a. City Administrator Performance Evaluation

**14. ADJOURNMENT**

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

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January 10, 2012

Mayor Dains called the City Council meeting to order at 7:42 p.m.

Councilors present: Mary Gaasch, Roxanne Grove, Denise Hawkinson, Lara Mac Lean, and Mayor Jeff Dains.

Staff present: Heather Butkowski, City Administrator; Jim Bownik, Assistant to the City Administrator.

Mayor Dains asked for changes to the meeting agenda. Councilor Grove added municipal liquor store discussion to the agenda. **Councilor Hawkinson moved to approve the agenda as amended. Councilor Mac Lean seconded the motion and it passed unanimously.**

**Councilor Mac Lean moved to approve the December 13, 2011, City Council meeting minutes. Councilor Gaasch seconded the motion and it passed unanimously.**

**Councilor Mac Lean moved approval of the claims totaling \$208,436.18. Councilor Grove seconded the motion and it passed unanimously.**

Mayor Dains removed the Chinese Christian Church's donation from the consent agenda.

**Councilor Grove moved the consent agenda acknowledging November finances and approving 2012 rental housing licenses, 2012 business licenses, 2012 City Council meeting schedule, 2012 city newspaper, 2012 investment policy, Resolution 011012B designating the official depository and investment institutions for 2012, the collateral pledge from North Star Bank, and recreation agreement with the City of Falcon Heights. Councilor Mac Lean seconded the motion and it passed unanimously.**

Bownik presented plans for Snow Commotion scheduled for January 28. The Council discussed the lack of snow and cold weather. Without winter weather, the activities aren't possible. Ultimately, the Council decided to cancel Snow Commotion for 2012.

**Councilor Grove moved to cancel Snow Commotion for 2012 due to weather conditions. Councilor Hawkinson seconded the motion and it passed unanimously.**

The Council discussed committee appointments for the upcoming year. The Council kept the same appoints as last year with the exception of appointing Councilor Gaasch as mayor pro tem, Councilor Grove as PCIC liaison with Mac Lean as alternate, Stantec as the city engineer, and Hughes and Costello as the prosecuting attorneys.

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1891 Walnut Street  
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**Councilor Mac Lean moved to appoint Councilor Gaasch as mayor pro tem and adopt committee assignments as discussed. Councilor Grove seconded the motion and it passed unanimously.**

**Councilor Mac Lean moved to adopt Resolution 011012C – a resolution establishing license and permit fees and administrative fees and fines for 2012 as presented. Councilor Gaasch seconded the motion and it passed unanimously.**

One of the public works staff plans to take time off soon. Last year the City hired a back up snow plower driver to replace him. Staff said the same driver is willing to do it again this year.

**Councilor Hawkinson moved to hire Kyle Hughes as a temporary, seasonal snow plower from January 22 to February 17 at the rate of \$16.00 per hour. Councilor Gaasch seconded the motion and it passed unanimously.**

The Council previously discussed winter parking on Eustis Street. As this year has been very mild, staff said they would continue exploring options and report back to the Council at a later date.

Mayor Dains removed the donation from the Chinese Christian Church from the consent agenda. He said he appreciated their donation and all of their contributions to the City.

**Councilor Hawkinson moved to adopt Resolution 011012A – a resolution accepting a \$1,500 donation from the Chinese Christian Church. Councilor Mac Lean seconded the motion and it passed unanimously.**

Councilor Grove asked when the Council would begin discussing the establishment of a liquor store again. She said many people experienced a big property tax increase and the City needs to do something soon. Butkowski mentioned that the City Council has money in the 2012 budget to work with a consultant on the project. Staff will ask him to be at the next meeting to discuss options for moving forward.

Butkowski reviewed the preliminary agenda for the next meeting, which included parking revisions, city administrator evaluation, and the municipal liquor store.

Mayor Dains explained the Council was moving into the work session. Work sessions are a continuation of the meeting but not aired on community television.

The Mayor asked if anyone present wished to address the Council. No one addressed the Council.

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**There being no further business on the council agenda, Councilor Hawkinson moved to adjourn the meeting. Councilor Mac Lean seconded the motion and it carried. The meeting adjourned at 8:18 p.m.**

Respectfully submitted,



Heather Butkowsky  
City Administrator

**CITY OF LAUDERDALE**

**CLAIMS FOR APPROVAL**

**January 24, 2012 City Council Meeting**

<u>Payroll</u>	
01/20/12 Payroll: Direct Deposit # 501305-501317, 021057	\$8,863.48
01/20/12 Payroll: Payroll Liabilities, e-payments #625E-628E	\$6,765.03
<u>Vendor Claims</u>	
01/24/12 Claims: Check #'s 21058-21071,	\$5,331.86
01/24/12 Claims: Check #'s 21073-21081,	\$12,731.89
<b>SUBTOTAL</b>	<b>\$33,692.26</b>

<b>Total Claims for Approval</b>	<b>\$33,692.26</b>
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CITY OF LAUDERDALE

01/20/12 2:05 PM

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**\*Claim Register©**

012412pyroll

JANUARY 2012

Claim Type	Not Working				
Claim#	2478 PERA	Ck#	000625E 1/19/2012		
Cash Payment	G 101-21704 PERA		01/20/2012 Payroll		\$1,519.14
	Invoice				
Transaction Date	1/19/2012	Due 0	NORTH STAR CHEC 10100	<b>Total</b>	\$1,519.14
Claim#	2479 ICMA RETIREMENT TRUST - 457	Ck#	000626E 1/19/2012		
Cash Payment	G 101-21705 ICMA RETIREMENT		01/20/2012 Payroll		\$1,415.52
	Invoice				
Transaction Date	1/19/2012	Due 0	NORTH STAR CHEC 10100	<b>Total</b>	\$1,415.52
Claim#	2480 NORTH STAR BANK, CHECKING S	Ck#	000627E 1/19/2012		
Cash Payment	G 101-21703 FICA WITHHOLDING.		01/20/2012 Payroll		\$1,855.86
	Invoice				
Cash Payment	G 101-21701 FEDERAL TAXES		01/20/2012 Payroll		\$1,183.59
	Invoice				
Transaction Date	1/19/2012	Due 0	NORTH STAR CHEC 10100	<b>Total</b>	\$3,039.45
Claim#	2481 MN DEPARTMENT OF REVENUE	Ck#	000628E 1/19/2012		
Cash Payment	G 101-21702 STATE WITHHOLDING		01/12 State Withholding		\$790.92
	Invoice				
Transaction Date	1/19/2012	Due 0	NORTH STAR CHEC 10100	<b>Total</b>	\$790.92
	<b>Claim Type</b>	<b>Not Working</b>		<b>Total</b>	<b>\$6,765.03</b>

Pre-Written Checks	\$6,765.03
Checks to be Generated by the Compute	\$0.00
<b>Total</b>	<b>\$6,765.03</b>

**CITY OF LAUDERDALE**  
**\*Check Detail Register©**

JANUARY 2012

			Check Amt	Invoice	Comment
<b>10100 NORTH STAR CHECKING</b>					
Paid Chk#	021058	1/24/2012			<b>CINTAS</b>
E	601-49000-425	CLOTHING	\$80.73		PW clothing
E	602-49100-425	CLOTHING	\$80.72		PW clothing
		<b>Total CINTAS</b>	<b>\$161.45</b>		
<hr/>					
Paid Chk#	021059	1/24/2012			<b>CITY OF FALCON HEIGHTS</b>
E	101-45200-371	NON-RESIDENT REIMBURSEM	\$182.00		2011 Recreation Reimbursement
		<b>Total CITY OF FALCON HEIGHTS</b>	<b>\$182.00</b>		
<hr/>					
Paid Chk#	021060	1/24/2012			<b>CROIX OIL</b>
E	602-49100-212	MOTOR FUELS	\$71.25		12/11 Motor Fuels
E	601-49000-212	MOTOR FUELS	\$71.25		12/11 Motor Fuels
E	101-43000-212	MOTOR FUELS	\$332.47		12/11 Motor Fuels
		<b>Total CROIX OIL</b>	<b>\$474.97</b>		
<hr/>					
Paid Chk#	021061	1/24/2012			<b>EUREKA RECYCLING</b>
E	203-50000-389	RECYCLING CONTRACTOR	\$2,089.86		12/11 Recycling Service
		<b>Total EUREKA RECYCLING</b>	<b>\$2,089.86</b>		
<hr/>					
Paid Chk#	021062	1/24/2012			<b>HOME DEPOT CRC</b>
E	101-43000-228	MISC REPAIRS MAINT SUPPLIE	\$115.49		City Hall Supplies
		<b>Total HOME DEPOT CRC</b>	<b>\$115.49</b>		
<hr/>					
Paid Chk#	021063	1/24/2012			<b>MN DEPT OF LABOR AND INDUSTRY</b>
E	101-43400-443	SURCHARGE REPORT	\$79.69		4Q11 Surcharge Report
		<b>Total MN DEPT OF LABOR AND INDUSTRY</b>	<b>\$79.69</b>		
<hr/>					
Paid Chk#	021064	1/24/2012			<b>PARMANANDA KHATIWADA</b>
E	101-41200-442	MISC	\$50.00		Social Room Reimbursement
		<b>Total PARMANANDA KHATIWADA</b>	<b>\$50.00</b>		
<hr/>					
Paid Chk#	021065	1/24/2012			<b>PREMIUM WATERS, INC</b>
E	101-41200-208	WATER DELIVERY	\$19.53		12/11 Water Delivery
		<b>Total PREMIUM WATERS, INC</b>	<b>\$19.53</b>		
<hr/>					
Paid Chk#	021066	1/24/2012			<b>RAMSEY COUNTY, PROP REC &amp; REV</b>
E	203-50000-327	OTHER SERV- SEWER/NPDES I	\$331.50		2011 Recycling Fees
E	101-41100-352	PUBLIC INFO NOTICES	\$158.01		2011 Property Tax Notice
		<b>Total RAMSEY COUNTY, PROP REC &amp; REV</b>	<b>\$489.51</b>		
<hr/>					
Paid Chk#	021067	1/24/2012			<b>SPRINT PCS</b>
E	602-49100-391	TELEPHONE/PAGERS	\$18.21		12/11 PW Cell Phones
E	601-49000-391	TELEPHONE/PAGERS	\$18.21		12/11 PW Cell Phones
E	101-43000-391	TELEPHONE/PAGERS	\$36.43		12/11 PW Cell Phones
		<b>Total SPRINT PCS</b>	<b>\$72.85</b>		
<hr/>					
Paid Chk#	021068	1/24/2012			<b>STANTEC</b>
E	101-43400-306	CONSULTING FEES	\$720.00		12/11 Zoning Code Update



CITY OF LAUDERDALE

\*Check Detail Register©

JANUARY 2012

			Check Amt	Invoice	Comment
<b>Total STANTEC</b>			<b>\$720.00</b>		
Paid Chk#	021069	1/24/2012	<b>SUBURBAN ACE HARDWARE</b>		
E 101-43000-228	MISC REPAIRS MAINT SUPPLIE		\$9.79		1 Key Cut
<b>Total SUBURBAN ACE HARDWARE</b>			<b>\$9.79</b>		
Paid Chk#	021070	1/24/2012	<b>XCEL ENERGY, PARK &amp; GARAGE</b>		
E 101-45200-383	GAS UTILITIES		\$97.23		12/11 PW & Warming House Utilities
E 101-43000-383	GAS UTILITIES		\$97.23		12/11 PW & Warming House Utilities
E 101-45200-381	ELECTRIC		\$52.46		12/11 PW & Warming House Utilities
E 101-43000-381	ELECTRIC		\$52.45		12/11 PW & Warming House Utilities
<b>Total XCEL ENERGY, PARK &amp; GARAGE</b>			<b>\$299.37</b>		
Paid Chk#	021071	1/24/2012	<b>XCEL ENERGY, STREET LIGHTING</b>		
E 101-43000-380	STREET LIGHT UTILITY		\$567.35		12/11 Street Lights
<b>Total XCEL ENERGY, STREET LIGHTING</b>			<b>\$567.35</b>		
<b>10100 NORTH STAR CHECKING</b>			<b>\$5,331.86</b>		

Fund Summary

<b>10100 NORTH STAR CHECKING</b>	
101 GENERAL	\$2,570.13
203 RECYCLING	\$2,421.36
601 SEWER UTILITIES	\$170.19
602 STORM SEWER ENTERPRISE FUND	\$170.18
	<b>\$5,331.86</b>

**CITY OF LAUDERDALE**

**\*Check Detail Register©**

JANUARY 2012

			Check Amt	Invoice	Comment
<b>10100 NORTH STAR CHECKING</b>					
Paid Chk#	021073	1/24/2012			<b>AFSCME</b>
	G 101-21709	UNION DUES	\$109.18		01/12 Union Dues
		<b>Total AFSCME</b>	<b>\$109.18</b>		
<b>Paid Chk# 021074 1/24/2012 GOPHER STATE ONE-CALL</b>					
	E 101-43400-386	GOPHER STATE ONE CALL	\$100.00		2012 User Fee
		<b>Total GOPHER STATE ONE-CALL</b>	<b>\$100.00</b>		
<b>Paid Chk# 021075 1/24/2012 INTEGRA</b>					
	E 101-41200-391	TELEPHONE/PAGERS	\$44.84		12/11 Fax Line
		<b>Total INTEGRA</b>	<b>\$44.84</b>		
<b>Paid Chk# 021076 1/24/2012 MAMA</b>					
	E 101-41200-438	DUES & SUBSCRIPTIONS	\$45.00		HB 2012 Membership Dues
		<b>Total MAMA</b>	<b>\$45.00</b>		
<b>Paid Chk# 021077 1/24/2012 MET-COUNCIL ENVIRONMENTAL SER.</b>					
	E 601-49000-387	WATER TREATMENT SERVICE	\$9,765.51		2/12 Wastewater Treatment
		<b>Total MET-COUNCIL ENVIRONMENTAL SER.</b>	<b>\$9,765.51</b>		
<b>Paid Chk# 021078 1/24/2012 MINNESOTA GFOA</b>					
	E 101-41200-438	DUES & SUBSCRIPTIONS	\$60.00		HB - Annual dues
		<b>Total MINNESOTA GFOA</b>	<b>\$60.00</b>		
<b>Paid Chk# 021079 1/24/2012 PUBLIC EMPLOYEES INS PROGRAM</b>					
	G 101-21706	HEALTH INSURANCE	\$2,357.02		2/12 Health Benefits
		<b>Total PUBLIC EMPLOYEES INS PROGRAM</b>	<b>\$2,357.02</b>		
<b>Paid Chk# 021080 1/24/2012 RAMSEY CO LEAGUE OF LOCAL GOVT</b>					
	E 101-41100-438	DUES & SUBSCRIPTIONS	\$125.00		2012 Membership Dues
		<b>Total RAMSEY CO LEAGUE OF LOCAL GOVT</b>	<b>\$125.00</b>		
<b>Paid Chk# 021081 1/24/2012 RAPIT PRINTING</b>					
	E 101-41200-201	GENERAL SUPPLIES	\$125.34		1 Box of Receipts
		<b>Total RAPIT PRINTING</b>	<b>\$125.34</b>		
		<b>10100 NORTH STAR CHECKING</b>	<b>\$12,731.89</b>		

**Fund Summary**

<b>10100 NORTH STAR CHECKING</b>	
101 GENERAL	\$2,966.38
601 SEWER UTILITIES	\$9,765.51
	<b>\$12,731.89</b>

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent              X    
Public Hearing            
Discussion                
Action                     
Resolution                
Work Session           

Meeting Date    January 24, 2012

ITEM NUMBER:    2012 Rental &  
Business Licenses

STAFF INITIAL:    Kevin Kelly

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

A list of rental property and business owners who have completed the rental housing inspections and/or renewed their application for license for 2012.

Super USA—Cigarette and 3.2 Off-Sale  
St Croix Tree Service—Tree Contractor  
Rainbow Tree Care—Tree Contractor  
Center Point Energy—HVAC License  
1819 Carl Street—Rental Housing  
1862 Eustis Street—Rental Housing  
1816 Malvern Street—Rental Housing

**OPTIONS:**

1. Motion to approve listed licenses for 2012.
2. Motion to deny all or some of the listed license applications for 2012.

**STAFF RECOMMENDATION:**

By approving the consent agenda, the Council approves the completed 2012 Licenses on the attached list.

**COUNCIL ACTION:**

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent              X    
Public Hearing                
Discussion                    
Action                         
Resolution                    
Work Session               

Meeting Date                      January 24, 2012

ITEM NUMBER                      Computer Purchase

STAFF INITIAL                      AB

APPROVED BY ADMINISTRATOR

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

It is time to replace the deputy clerk's computer. It is about five years old. The attached spec sheet reflects the state contract price for Minnesota.

**OPTIONS:**

**STAFF RECOMMENDATION:**

By approving the consent agenda, the Council approves the purchase of a new PC from HP at a price not to exceed \$700 inclusive of tax and shipping.

**COUNCIL ACTION:**

United States-English

- >> HP Home
- >> Products & Services
- >> Support & Drivers
- >> Solutions
- >> How to Buy

>> Contact HP

Buy online or call 1-800-727-2472

Search:

Part Number Search

**Systems & Hardware**

- >> Store home
- >> Computing
- >> Printing and digital imaging
- >> Supplies & Accessories



## Standard purchase details

HP recommends Windows® 7.

>> WSCA/NASPO-State of Minnesota

Shopping cart

Your cart is empty

- >> Login/register
- >> Retrieve saved quote
- >> Order history
- >> Order status
- >> Standards
- >> Manage standards

**Add Item to cart**

enter part number

- >> Product search/compare
- >> View contract price list

**Contract: MN - STATE OF MINNESOTA (WSCA/NASPO)**

**Standard ID:** 18741  
**Standard Name:** HP Compaq 8200 Elite CMT PC  
**Standard Comments:**

Please review your standard configuration and select the items to add to your cart. Required items of the standard must be selected. After selecting the items click the "Add To Cart" button.

Item / description	Part no.	Unit price	Qty	Ext. price	Select
<b>XL508AV - HP Compaq 8200 Elite Convertible MinitowerPC</b>	Base	\$604.01	1	\$604.01	<input checked="" type="checkbox"/>
<b>Product</b>	XL508AV				
HP Compaq 8200 Elite Convertible MinitowerPC					

**Operating system**

Genuine Windows® 7 Professional 64-bit (Requires a minimum of 2GB memory.) [XL689AV#ABA]

**Energy Efficiency**

N/A

**Processor**

Intel® Core i5-2400 Processor (SIPP Processor)

BW854AV

**Manageability features**

No Item Selected [n/a none11]

**Labels**

Intel i5 2nd Gen vPro Label

BW872AV

**Chipset**

Intel® Q67 Express Integrated

**Memory**

4GB DDR3 (PC3-1333) MHz non-ECC (2 x 2 GB DIMM)

BV073AV

**1st hard drive**

250GB 7200RPM SATA 6.0 Gb/S NCQ, SMART IV [BV005AV]

**Real-time data backup**

No Item Selected

**Cable option kits**

No Item Selected

**Optical drive**

HP SATA SuperMulti DVD Writer Drive

BV044AV

**Graphics**

Intel Integrated graphics [n/a integrated 8200]

**Integrated Network**

Integrated Intel 82579 GbE

**Keyboard**

HP USB Standard Keyboard [BV396AV#ABA]

**Mouse**

HP USB 2-Button Optical Scroll Mouse [VL506AV]

**Additional accessories**

HP Parallel Port Adapter (This module is not allowed on SFF if all of the PCI and PCIe slots are full.) [BU991AV] [Add \$4.00]

HP Single Port eSATA Adapter (This module is not allowed on SFF if all of the PCI and PCIe slots are full.) [BU993AV] [Add \$3.00]

**Power supply** XL524AV  
HP Compaq 8200 Elite CMT 90% Chassis

**Power Efficiency Solution**  
No Item Selected

**Packaging** XL535AV  
Single Unit (CMT) Packaging

**Warranty**

3/3/3 CMT Warranty [XJ294AV#ABA]

**Country kit** XJ308AV#ABA  
HP Compaq 8200 Elite Country Kit - Includes a Quick Setup & Getting Started manual in English and a country-specific power cord- (Available only with the Single Unit packaging.)

Group Total: \$604.01

**HP 2GB DDR3-1333 PC3-10600 memory module** AT024AA \$33.00 1 \$33.00

Group Total: \$33.00

**Standard Total: \$604.01**

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**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

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

Meeting Date January 24, 2012

ITEM NUMBER Alley Parking Ord.

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

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

Prior to my maternity leave, the Council discussed complaints received by residents who have had their alley access blocked by neighbors. The Council discussed putting a 20 minute limit on alley parking. I want to make sure the draft ordinance is in line with Council expectations before sending it to the city's prosecuting and civil attorneys for review.

**OPTIONS:**

**STAFF RECOMMENDATION:**

**COUNCIL ACTION:**



## CHAPTER 1

## PARKING RESTRICTIONS

## SECTION:

- 6-1-1: Purpose
- 6-1-2: Definitions
- 6-1-3: Powers Of City Council
- 6-1-4: General Parking Restrictions
- 6-1-5: Special Parking Allowances
- 6-1-6: Seasonal Parking Restrictions
- 6-1-7: Penalty

## 6-1-1: PURPOSE:

A. To help establish the most efficient, equitable and safe use of the City's alleys, streets, roadways, and highways, and to increase off-street parking. It is also the intent of the City to ensure that parking spaces are well defined and constructed and maintained in accordance with the City's building and zoning ordinances.

## 6-1-2: DEFINITIONS:

Any term used in this Chapter and defined in Minnesota Statutes section 169.011 has the meaning given to it by that section. The following words shall have the meanings ascribed to them in this Section:

ALLEY: A thoroughfare through the middle of a block giving access to the rear of lots or buildings.

BOULEVARD: The property owned by the City which is between the edge of the roadway and the homeowner's property line.

DEAD-END ALLEY: An alley with only one way in or out to a street.

DRIVEWAY: A private roadway constructed in accordance with Title 6, Chapter 1 and Title 10, Chapter ~~10, 9-10-69~~ providing access for vehicles to a parking space or spaces directed toward the side or rear yard of the property, or to a garage, dwelling or other structure in the side or rear of the property. (Ord. 16,

4-27-1993)

STREET: All public streets, highways, roads, alleys, and park roads in the City, whether owned by the City or some other public entity.

## 6-1-3: POWERS OF CITY COUNCIL:

The City Council may designate, by resolution, no parking or limited parking zones within the City for the purpose of facilitating snow removal or street maintenance, aiding emergency vehicle access or the unimpeded flow of traffic, or promoting any other public purpose. The City Council shall cause signs to be posted at the zones which indicate the applicable limitations on parking. The City Council may include the entire City within a zone, may limit application of the zone regulations to specific times of the year or climatic conditions, and shall provide for placing appropriate signs generally throughout a zone. (Ord. 48, 11-24-1986)

In addition, the City Council may, by resolution, designate certain streets or portions of streets as no parking or as zones for parking by physically handicapped persons and may limit the hours and dates in which the restrictions apply. The City shall mark by appropriate signs each zone so designated. No vehicle shall be parked in a no parking zone during hours when parking is prohibited except as permitted by State law. (Ord. 16, 4-27-1993; 1996 Code)

## 6-1-4: GENERAL PARKING RESTRICTIONS:

A. Obstruct Pickup And Delivery Of Mail: No person shall park a vehicle upon any street or highway so as to obstruct the pickup and delivery of mail by postal employees.

## B. Prohibited Parking:

1. No person shall park a vehicle upon any street or highway at times when, and in locations where, such parking is prohibited.

2. No person shall drive or park on an unpaved surface in any city park or on any public land.

3. No person shall drive or park on any paved paths or walkways in any city park or on any public land without authorization by city staff.

4. No vehicle shall be parked in any alley within the city except for the normal pickup and delivery of passengers or goods. At no time can a vehicle be parked within an alley longer than 30 minutes.

C. Time Limitations For Trucks: No truck with a capacity of over two (2) tons shall be parked on any street for more than ninety (90) minutes, or for the time necessary to load or unload such truck.

D. Three Day/Thirty Day Maximum: No vehicles hereinafter described may be parked upon any public street within the City for three (3) consecutive days or a total of more than thirty (30) days during any calendar year.

1. House Trailer, Mobile Home, Or Recreational Vehicles: House trailer, mobile home, vacation trailer, vacation bus, boat trailer, or similar recreational vehicle.

2. Construction Equipment And Machinery: Construction equipment or machinery except when such construction equipment or machinery is necessarily located at such place to make road or utility repairs.

E. Permitted Exterior Parking:

1. Front Yards: Exterior parking in front yards shall be limited to the driveway or parking space or spaces, thereon only currently licensed and operable vehicles twenty feet (20') or under, with a passenger capacity of nine (9) or less, and passenger vehicles or non-commercial trucks not exceeding one ton GVW, may be parked.

2. Side And Back Yards: Exterior parking for vehicles over twenty feet (20') or commercial trucks with a GVW of one (1) ton or more and commercial trailers as defined in Minnesota Statutes Chapter 168 shall occur in the side and back yards and only if currently licensed and operable and the parking space or spaces are accessed from a driveway as defined in this section and conforms to section 9-10-6.

F. Parking On Boulevards: No vehicle shall be parked on any Boulevard.

G. Parking in Excess of 3 days - Abandoned Vehicles: If any vehicle is left standing on a public street for a period in excess of 3 days, then the vehicle may be deemed abandoned and a traffic impediment, and a police officer is authorized to issue a fine and/or to provide for the removal of the vehicle.

6-1-5: SPECIAL PARKING ALLOWANCES:

A. Handicapped Parking: No person shall park, obstruct or occupy with a motor vehicle any parking space, on public or private property, designed and posted as parking space for handicapped persons pursuant to the State Building Code, or Rules and Regulations of the State Fire Marshall, or pursuant to Minnesota Statutes section 169.346 unless such vehicle has prominently

displayed upon it an insignia or certificate issued by the Division of Vehicles in the State Department of Public Safety pursuant to Minnesota Statutes section 169.345 subdivision (3).

B. Fire Lanes:

1. Authority To Establish: The Fire Chief or his designate is hereby authorized to order the establishment of fire lanes on public or private property as may be necessary in order that the travel of fire equipment may not be interfered with, and that access to fire hydrants or buildings may not be obstructed.

2. Erection Of Signs: When a fire lane has been established, it shall be marked with a sign or signs bearing the words "No Parking - Fire Lane" or similar message.

a. Public Property: When the fire lane is on public property or public right of way, the sign or signs shall be erected by the City.

b. Private Property: When on private property, the signs shall be erected by the owner at his own expense within thirty (30) days after he has been notified of the order. Failure to erect the sign or signs within such period is a misdemeanor. (Ord. 16, 4-27-1993)

3. Obstruction Prohibited: After a sign or signs have been erected in accordance with subsection B2 of this Section, no person shall park a vehicle or otherwise obstruct the fire lane.

4. Fire Hydrant Or Fire Appliance: No person shall keep posts, fences, growth, or other material nor park any vehicle near any fire hydrant or fire appliance that would prevent such hydrant or appliance from being immediately discernible or in any other manner deter or hinder the Fire Department from being able to gain immediate access to a fire hydrant or fire appliance. (Ord. 68, 3-15-1978)

6-1-6: SEASONAL PARKING RESTRICTIONS

A. Restrictions After Two-Inch Snowfall: No person shall park any vehicle on any street for a period of forty eight (48) hours, commencing immediately after two inches (2") or more of continuous snowfall, or until snow removal has been completed on that street, whichever occurs first. (Ord. 16, 4-27-1993)

6-1-7: PENALTY:

A. Fine: Any person convicted of violating any provision of this Chapter, not otherwise stated, is guilty of a petty misdemeanor and shall be subject to penalty as provided in Section 1-4-1 of

this Code.

B. Impoundment: If a vehicle is parked or left standing on a street, alley, dead-end alley, or boulevard in violation of any resolution adopted by the City Council pursuant to this Chapter or any part of this Chapter not otherwise specified, the vehicle may be removed and impounded by or at the direction of the City and the expense thereof may be charged by the City against the owner of the vehicle. The cost of removing and storing the vehicle, in addition to any fine imposed for violation of this Chapter, shall be paid before the vehicle is restored to the owner. (Ord. 16, 4-27-1993; 1996 Code)

C. Additional Remedies: Removal of a vehicle by or under the direction of the City pursuant to this Chapter shall not prevent prosecution of the owner thereof for violation of this or any other ordinance.

D. Violation; Penalty: Any person violating any provision of this Chapter shall be guilty of a misdemeanor. Each day a violation continues shall constitute a separate offense. (Ord. 48, 11-24-1986)

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History of Amendments since Codification: 4/25/00, 12/10/02, 11/12/03, 8/10/04, 6/28/05, 8/11/09, 10/11.

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

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

Meeting Date January 24, 2012

ITEM NUMBER Municipal Liquor

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

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

As I mentioned in a previous Friday Report, the City did not receive the Livable Communities grant to continue working on Larpenteur Avenue corridor planning. However, the Council set aside money to continue working with Paul Bilotta on the municipal liquor store concept. Paul will be at the meeting to discuss next steps as there seems to be two goals - finding an alternative source of revenue and improving Larpenteur Avenue.

I also asked him to discuss his compensation, basically whether the City continues to pay him by the hour or in some other way.

**OPTIONS:**

**STAFF RECOMMENDATION:**

By approving the consent agenda, the Council approves the purchase of a new PC from HP at a price not to exceed \$700 inclusive of tax and shipping.

**COUNCIL ACTION:**



**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

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

Meeting Date January 24, 2012

ITEM NUMBER Performance Evaluation

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

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

The Council last evaluated my job performance in November 2010. At that time, the Council and I updated my employment agreement to take us through December 31, 2012. I think the open discussion worked best last year but I included a copy of the evaluation form that has been used in the past.

The employment agreement addresses my compensation for the upcoming year (moving to Step 5) but the auditors like to see that the Council took action on the item. The session will be closed but should be reopened before taking a vote on the step increase.

**OPTIONS:**

**STAFF RECOMMENDATION:**

**COUNCIL ACTION:**



## EMPLOYMENT AGREEMENT

This **AGREEMENT** is entered into this 14th day of December 2010, by and between the City of Lauderdale, (hereinafter referred to as "City") and Heather Butkowski-Hinrichs, (hereinafter referred to as "Employee").

WITNESSETH:

**WHEREAS**, the City desires to continue Heather Butkowski-Hinrichs' appointment as City Administrator under the terms and conditions set forth herein; and

**WHEREAS**, Heather Butkowski-Hinrichs wishes to continue serving as City Administrator under the terms and conditions set forth herein,

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained, the parties agree as follows:

### **Section 1. Duties**

The City hereby agrees to continue employing the Employee as the full-time City Administrator of Lauderdale to perform the functions and duties of City Administrator as specified in the attached job description and to perform such other legally permissible and proper functions and duties as the City Council from time to time shall assign.

### **Section 2. Term**

- A. The Employee shall serve from December 14, 2010, through December 31, 2012. This agreement shall extend for an additional two-year period on the same terms and conditions as specified herein unless written notice of intent not to renew is given by either party to the other within 90 days before the expiration of any such two-year period.
- B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employee to voluntarily resign at any time from the position of City Administrator, subject only to the provisions set forth herein. In the event the Employee does voluntarily resign her position with the City, she shall give the City 30 days advanced written notice thereof, unless otherwise agreed by the parties.

### **Section 3. Termination and Severance Pay**

- A. The City may discharge the Employee only by a majority vote of the full City Council. If a vacancy exists on the Council, the vacancy shall not be counted in determining the full City Council.
- B. In the event the Employee is terminated for any reason by the City Council, she shall be paid a lump sum cash payment equal to six months of aggregate salary and benefits at the time of her termination including any unused vacation that would be paid.

- C. If the Employee has been charged with a felony, then at the discretion of the City Council, the Employee may not be entitled to any lump sum payments whatsoever.

#### **Section 4. Compensation**

- A. Beginning December 1, 2010, the Employee shall receive a salary of \$79,428.63 annually (Step 4). That will be adjusted to \$83,609.08 beginning December 1, 2011 (Step 5).
- B. Additionally, the City Council shall conduct a performance review of the Employee before November 30 each year. The City Council may consider a merit increase based on the Employee's overall performance.
- C. The City Council and the Employee shall develop a mutually agreeable method by which to conduct an evaluation and what criteria shall be used in the evaluation. Upon request of the Employee, and in agreement with the City Council, the City shall consider contracting with an outside neutral party to assist in the development of the process and criteria.

#### **Section 5. Dues, Subscriptions, and Registration Expenses**

The City agrees to budget for and to pay the professional dues and subscriptions of the Employee necessary for her full participation in associations and organizations necessary and desirable for her continued professional growth and development. Such memberships include, but are not limited to the International City/County Managers Association (ICMA), Minnesota City/County Managers Association (MCMA), and Metropolitan Administrator and Managers Association (MAMA).

#### **Section 6. Mileage and Subsistence**

The City recognizes the Employee is required to attend meetings in the Twin Cities metropolitan area in her official capacity and agrees to reimburse the Employee for mileage and reasonable subsistence expenses within the guidelines established by the City Council.

#### **Section 7. Vacation and Sick Leave**

The Employee shall continue to earn vacation and sick leave at the current level and shall advance in accrual rates based on City policy.

#### **Section 8. Insurance**

The City will pay the cost of hospital, medical, and life insurance for the Employee in the same amount it pays for other union and non-union City employees.

**Section 9. Other Terms and Conditions of Employment**

- A. All provisions of City Ordinances, personnel policies, and regulations relating to vacation and sick leave; retirement and pension system contributions; holidays; and other fringe benefits and working conditions shall apply to Employee as they would to other employees of the City except as provided herein.
- B. Notwithstanding anything else in this Agreement to the contrary, the City Council may fix, from time to time, such terms of employment regarding the Employee, provided such terms are not inconsistent with or in conflict with the provisions of this agreement, any other law, or ethics requirements established by the International City/County Management Association.
- C. The employment provided by this Agreement shall be for the Employee's sole employment. Recognizing that certain outside consulting or teaching opportunities provide indirect benefits to the Employee and the City, the Employee may accept teaching, consulting, or other business opportunities with the understanding that such arrangements shall not constitute interference with or a conflict of interest with her responsibilities under this agreement or present a potential violation of the ICMA Code of Ethics.

**Section 10. Defense of Employee**

The City agrees to defend the Employee in any civil action arising out of the Employee's performance of her duties in accordance with the requirements of state law.

**Section 11. General Provisions**

- A. This document constitutes the entire Agreement between the parties. This Agreement shall be interpreted under the Laws of Minnesota.
- B. If any provision or portion thereof contained in this Agreement shall be held unconstitutional, invalid or unenforceable, the remainder of this Agreement shall be deemed severable, shall not be affected, and shall remain in full force and effect.

**IN WITNESS THEREOF**, the parties have signed and executed this Agreement, both in duplicate, on the day and year first above written.

The City of Lauderdale

Employee

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

\_\_\_\_\_  
Heather Butkowski-Hinrichs

**CITY OF LAUDERDALE  
PERFORMANCE EVALUATION**

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

Employee Name: \_\_\_\_\_

Dept: \_\_\_\_\_

Position Title: \_\_\_\_\_

Evaluation Period From:

<b>CRITERIA # 1: KNOWLEDGE OF WORK</b>
--

*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

<b>OVERALL PERFORMANCE RATING</b>
-----------------------------------

## 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)