

LAUDERDALE CITY COUNCIL MEETING AGENDA
7:30 P.M. TUESDAY, OCTOBER 25, 2011
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 October 11, 2011, City Council Meeting
 - c. Claims Totaling \$22,401.13
4. **CONSENT**
 - a. PCIC Minutes
 - b. Roseville Youth Baseball Donation for Concrete Pad at Ball Field
5. **SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**
6. **INFORMATIONAL PRESENTATIONS / REPORTS**
 - a. Halloween Report
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**
9. **ITEMS REMOVED FROM THE CONSENT AGENDA**
10. **ADDITIONAL ITEMS**
11. **SET AGENDA FOR NEXT MEETING**
 - a. Eustis Street Winter Parking
 - b. Alley Parking Ordinance
 - c. September Finances
 - d. Third Quarter Investment Report
12. **WORK SESSION**
 - a. Opportunity for the Public to Address the City Council

FILE

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.

13. ADJOURNMENT

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

Page 1 of 2

October 11, 2011

Mayor Dains called the City Council meeting to order at 7:35 p.m.

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

Staff present: Heather Butkowski, City Administrator; Jim Bownik, Assistant to the City Administrator; Kevin Kelly, Deputy City Clerk.

Mayor Dains asked for changes to the meeting agenda. There being none, **Councilor Mac Lean moved to approve the agenda. Councilor Gaasch seconded the motion and it passed unanimously.**

Councilor Mac Lean moved to approve the September 27, 2011, City Council meeting minutes. Councilor Gaasch seconded the motion and it passed unanimously.

Councilor Mac Lean moved approval of the claims totaling \$96,037.34. Councilor Hawkinson seconded the motion and it passed unanimously.

Councilor Mac Lean moved the consent agenda approving a 2011 HVAC license, the August 2011 finances, and the GIS Users' Group Joint Powers Agreement. Councilor Grove seconded the motion and it passed unanimously.

The November 8 Council Meeting coincides with the school board election. The Council can either start after the polls close at 8:00 p.m. or move the meeting to another day. After a brief discussion, the Council opted to hold the November 8 Council Meeting at 8:00 p.m.

Councilor Mac Lean motioned to move the start of the November 8 Council Meeting from 7:30 p.m. to 8:00 p.m. Councilor Grove seconded the motion and it passed unanimously.

The St. Paul Regional Water Service (SPRWS) offered to add "STORZ" connections to fire hydrants as they are replaced. STORZ connections allow fire crews to access water more quickly than with the present connections. Nearly all cities which use the SPRWS have requested the new connections. The connections will be added to new hydrants as they are replaced at no additional cost to the City.

Councilor Gaasch moved to approve Amendment No. 1, an agreement between the City of Lauderdale and the Board of Water Commissioners, to install hydrants with STORZ connections. Councilor Mac Lean seconded the motion and it passed unanimously.

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

Page 2 of 2

Bownik presented on the purchase of new playground equipment. Bownik noted changes to the order and cost of the original quote for the equipment. The existing spring toys meet current safety standards and will remain. The trash cans in the original quote will not be used as they do not match the current style of trash cans in the Park. Trash cans which match will be ordered separately from a different company. The CDBG playground grant from Ramsey County will cover all but approximately \$210.00 of the price of the project. Staff will order the equipment, and weather permitting, the playground equipment will be installed this fall. The equipment will be stored until spring if it cannot be installed this year.

Councilor Grove moved to authorize staff to order the playground equipment for the Community Park. Councilor Mac Lean seconded the motion and it passed unanimously.

Items for the October 25 council meeting include finalizing the Eustis Street winter parking plan and a report on the 2011 Halloween Party.

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


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

The Council discussed a proposed alley parking ordinance. Butkowski stated there have been complaints about residents parking in alleys for long periods of time. The police tried to address the issue but neither city code nor state statute provides guidance. Neighboring cities allow for 30 minute parking in alleys. Councilor Gaasch remarked on the number of dead end alleys in the City and there being no outlet if a resident parked in the alley.

Council Mac Lean and Mayor Dains felt that 30 minutes was too long and 20 minutes was better for loading and unloading and not for parking. The Council discussed that loading and unloading should not be allowed over 20 minutes which would give police officers time to respond if a vehicle or the alley was blocked. Staff will bring revisions to the next council meeting.

There being no further business on the council agenda, Councilor Mac Lean moved to adjourn the meeting. Councilor Grove seconded the motion and it carried. The meeting adjourned at 7:56 p.m.

Respectfully submitted,



Kevin Kelly
Deputy City Clerk

CITY OF LAUDERDALE

CLAIMS FOR APPROVAL

October 25, 2011 City Council Meeting

<u>Payroll</u>	
10/14/11 Payroll: Direct Deposit # 501244-501248	\$7,272.45
10/14/11 Payroll: Payroll Liabilities, e-payments 594E-596E	\$5,709.59
<u>Vendor Claims</u>	
10/25/11 Claims: Check #'s 20941-20957	\$9,419.09
SUBTOTAL	
\$22,401.13	

Total Claims for Approval	\$22,401.13
----------------------------------	--------------------

CITY OF LAUDERDALE

10/17/11 4:12 PM

Page 1

Payments

Current Period: OCTOBER 2011

Batch Name	101411pyroll	Computer Dollar Amt	\$5,709.59	Posted	
Refer	2346 ICMA	Ck# 000594E	10/17/2011		
Cash Payment	G 101-21705 ICMA RETIREMENT	10/14/11 Payroll			\$1,396.30
Invoice					
Transaction Date	10/17/2011	Due 0 NORTH STAR CHEC	10100	Total	\$1,396.30
Refer	2347 INTERNAL REVENUE SERVICE	Ck# 000595E	10/17/2011		
Cash Payment	G 101-21703 FICA WITHHOLDING.	FICA EFT	10/17/11		\$1,604.87
Invoice					
Cash Payment	G 101-21701 FEDERAL TAXES	Fed Tax EFT	10/17/11		\$1,153.73
Invoice					
Transaction Date	10/17/2011	Due 0 NORTH STAR CHEC	10100	Total	\$2,758.60
Refer	2348 PERA	Ck# 000596E	10/17/2011		
Cash Payment	G 101-21704 PERA	10/14/11 Payroll			\$1,554.69
Invoice					
Transaction Date	10/17/2011	Due 0 NORTH STAR CHEC	10100	Total	\$1,554.69
Fund Summary				BATCH Total	\$5,709.59
101	10100 NORTH STAR CHECKING		\$5,709.59		
			\$5,709.59		

Pre-Written Checks	\$5,709.59
Checks to be Generated by the Compute	\$0.00
Total	\$5,709.59

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

OCTOBER 2011

		Check Amt	Invoice	Comment
10100 NORTH STAR CHECKING				
Paid Chk#	020941	10/25/2011	BREDEMUS HARDWARE CO., INC	
E	101-43000-202	PERMENANT SUPPLIES	\$197.41	Replace City Hall front door lock
		Total BREDEMUS HARDWARE CO., INC	\$197.41	
Paid Chk#	020942	10/25/2011	BUTKOWSKI, HEATHER	
E	101-41200-331	TRAVEL EXPENSE	\$93.38	HB 3Q2011 Mileage
		Total BUTKOWSKI, HEATHER	\$93.38	
Paid Chk#	020943	10/25/2011	CINTAS	
E	602-49100-425	CLOTHING	\$45.22	PW Clothing
E	601-49000-425	CLOTHING	\$45.21	PW Clothing
		Total CINTAS	\$90.43	
Paid Chk#	020944	10/25/2011	CROIX OIL	
E	101-43000-212	MOTOR FUELS	\$234.61	9/11 Motor Fuels
E	602-49100-212	MOTOR FUELS	\$50.27	9/11 Motor Fuels
E	601-49000-212	MOTOR FUELS	\$50.27	9/11 Motor Fuels
		Total CROIX OIL	\$335.15	
Paid Chk#	020945	10/25/2011	ENGBERG-SHABER AGENCY, INC.	
E	101-41200-361	GENERAL LIABILITY	\$365.75	'11-'12 Insurance Agent Fee
E	101-41100-361	GENERAL LIABILITY	\$418.00	'11-'12 Insurance Agent Fee
E	601-49000-361	GENERAL LIABILITY	\$130.63	'11-'12 Insurance Agent Fee
E	602-49100-361	GENERAL LIABILITY	\$130.62	'11-'12 Insurance Agent Fee
		Total ENGBERG-SHABER AGENCY, INC.	\$1,045.00	
Paid Chk#	020946	10/25/2011	EUREKA RECYCLING	
E	203-50000-389	RECYCLING CONTRACTOR	\$1,501.27	9/11 Recycling Contract
E	101-41200-201	GENERAL SUPPLIES	\$90.53	Two Cartons of Paper
		Total EUREKA RECYCLING	\$1,591.80	
Paid Chk#	020947	10/25/2011	GLENWOOD INGLEWOOD	
E	101-41200-208	WATER DELIVERY	\$25.77	9/11 Water Delivery
		Total GLENWOOD INGLEWOOD	\$25.77	
Paid Chk#	020948	10/25/2011	INTEGRA	
E	101-41200-391	TELEPHONE/PAGERS	\$44.58	9/11 Fax Line
		Total INTEGRA	\$44.58	
Paid Chk#	020949	10/25/2011	LMCIT	
E	101-41100-151	WORKERS' COMP PREMIUM	\$12.22	8/10-8/11 WC final payment post audit
E	202-49500-151	WORKERS' COMP PREMIUM	\$24.44	8/10-8/11 WC final payment post audit
E	203-50000-151	WORKERS' COMP PREMIUM	\$12.22	8/10-8/11 WC final payment post audit
E	601-49000-151	WORKERS' COMP PREMIUM	\$146.64	8/10-8/11 WC final payment post audit
E	101-43000-151	WORKERS' COMP PREMIUM	\$391.04	8/10-8/11 WC final payment post audit
E	101-43400-151	WORKERS' COMP PREMIUM	\$207.74	8/10-8/11 WC final payment post audit
E	101-45200-151	WORKERS' COMP PREMIUM	\$183.30	8/10-8/11 WC final payment post audit

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

OCTOBER 2011

			Check Amt	Invoice	Comment
E 101-41200-151	WORKERS' COMP PREMIUM		\$109.98		8/10-8/11 WC final payment post audit
E 101-41500-151	WORKERS' COMP PREMIUM		\$12.22		8/10-8/11 WC final payment post audit
E 602-49100-151	WORKERS' COMP PREMIUM		\$122.20		8/10-8/11 WC final payment post audit
	Total LMCIT		\$1,222.00		
<hr/>					
Paid Chk# 020950	10/25/2011	MN DEPT. OF ADMIN - IPA			
E 101-41200-308	TRAINING\CONFERENCES		\$75.00		KK- Open Meeting Law training
	Total MN DEPT. OF ADMIN - IPA		\$75.00		
<hr/>					
Paid Chk# 020951	10/25/2011	ON SITE SANITATION			
E 101-45200-427	PORTA POTTY RENTAL		\$55.58		10/11 Portable Restroom
	Total ON SITE SANITATION		\$55.58		
<hr/>					
Paid Chk# 020952	10/25/2011	PUBLIC EMPLOYEES INS PROGRAM			
G 101-21706	HEALTH INSURANCE		\$2,963.72		11/11 Health Benefits
	Total PUBLIC EMPLOYEES INS PROGRAM		\$2,963.72		
<hr/>					
Paid Chk# 020953	10/25/2011	RAMSEY COUNTY, PROP REC & REV			
E 203-50000-327	OTHER SERV- SEWER/NPDES I		\$331.50		Half of 2011 Recycling Fee
	Total RAMSEY COUNTY, PROP REC & REV		\$331.50		
<hr/>					
Paid Chk# 020954	10/25/2011	RAPIT PRINTING			
E 101-41200-353	NEWSLETTER PRINTING		\$628.00		4Q11 Newsletter Printing
	Total RAPIT PRINTING		\$628.00		
<hr/>					
Paid Chk# 020955	10/25/2011	SPRINT PCS			
E 101-43000-391	TELEPHONE/PAGERS		\$36.66		9/11 PW Cell Phones
E 602-49100-391	TELEPHONE/PAGERS		\$18.33		9/11 PW Cell Phones
E 601-49000-391	TELEPHONE/PAGERS		\$18.33		9/11 PW Cell Phones
	Total SPRINT PCS		\$73.32		
<hr/>					
Paid Chk# 020956	10/25/2011	XCEL ENERGY, PARK & GARAGE			
E 101-45200-381	ELECTRIC		\$26.85		9/11 PW & Warming House Util
E 101-45200-383	GAS UTILITIES		\$29.05		9/11 PW & Warming House Util
E 101-43000-383	GAS UTILITIES		\$29.06		9/11 PW & Warming House Util
E 101-43000-381	ELECTRIC		\$26.85		9/11 PW & Warming House Util
	Total XCEL ENERGY, PARK & GARAGE		\$111.81		
<hr/>					
Paid Chk# 020957	10/25/2011	XCEL ENERGY, STREET LIGHTING			
E 101-43000-380	STREET LIGHT UTILITY		\$534.64		9/11 Street Lights
	Total XCEL ENERGY, STREET LIGHTING		\$534.64		
		10100 NORTH STAR CHECKING	\$9,419.09		

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

OCTOBER 2011

	Check Amt	Invoice	Comment
Fund Summary			
			10100 NORTH STAR CHECKING
101 GENERAL	\$6,791.94		
202 COMMUNICATIONS	\$24.44		
203 RECYCLING	\$1,844.99		
601 SEWER UTILITIES	\$391.08		
602 STORM SEWER ENTERPRISE FUND	\$366.64		
	<hr/>		
	\$9,419.09		

ACTION REQUESTED	LAUDERDALE COUNCIL
Consent <u> X </u>	MEETING DATE <u> October 25, 2011 </u>
Special <u> </u>	
Public Hearing <u> </u>	ITEM NUMBER <u> PCIC Minutes </u>
Report <u> </u>	
Discussion/Action <u> </u>	STAFF INITIAL <u> Jim </u>
Resolution <u> </u>	
Work session <u> </u>	APPROVED BY ADMINISTRATOR <u> </u>

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Attached are the minutes from the Park & Community Involvement Committee meeting of October 17, 2011.

OPTIONS:

- 1) Approve as consent item.
- 2) Remove from consent for discussion.

STAFF RECOMMENDATION:

Motion to acknowledge receipt of and placing on file the attached minutes of the Park & Community Involvement Committee.

COUNCIL ACTION:



MINUTES
MONDAY, OCTOBER 17, 2011
PARK & COMMUNITY INVOLVEMENT COMMITTEE

1. CALL TO ORDER 6:31 p.m.
2. ROLL CALL

Members Present: Trygve Hansen, Monica Gallagher, Nicole Johnson, Peiju Picard
Members Absent: Marilyn Smith
Staff & Council Present: Jim Bownik
Others Present:

3. APPROVAL OF THE AGENDA

Gallagher motioned to approve the agenda, second by Johnson. Motion carried unanimously.

4. APPROVAL OF MINUTES OF SEPTEMBER 19, 2011 MEETING

Hansen motioned to approve the minutes, second by Gallagher. Motion carried unanimously.

5. REPORTS

A. Playground Improvements Phase II Update

Bownik provided an update on the playground improvements. Bownik stated the county has provided a notice to proceed, and the equipment has been ordered. Equipment should arrive in 4-6 weeks. The goal is to install the equipment this year, if the weather cooperates. The plan is to use the existing spring toys, and order garbage cans through another company so they match the other garbage cans in the park. The color scheme calls for burgundy posts, butterscotch accents, blue slides, and green decks, to match the large play structure. The closest color scheme for the tot structure is blue, red, and yellow.

6. DISCUSSION/ACTION

A. Halloween Planning #2/2 (Monday, October 31, 5-7 p.m.)

Members discussed aspects of the event including set up, popcorn, the photo slide show, food licensing and supplies, the maze, committee member recruitment, the grill and propane, and assignments. Bownik noted he has not been able to arrange for a popcorn machine, even after contacting three companies. Bownik suggested looking for bagged popcorn. The committee noted bagged popcorn would not provide fresh popcorn smell and suggested to keep trying, or use microwave popcorn someone donated.

10/17/11 PCIC Minutes

7. OTHER BUSINESS

8. SET PRELIMINARY AGENDA FOR NEXT MEETING

Hansen read the preliminary agenda for the next meeting.

9. SET DATE FOR NEXT MEETING

The committee meets on Mondays at 6:30 p.m. The next meeting will be Monday, December 5 at 6:30 p.m.

10. ADJOURNMENT

Hansen motioned to adjourn the meeting, second by Johnson. Motion carried unanimously and adjourned at 7:28 p.m.

Respectfully submitted,

Jim Bownik
Assistant City Administrator
PCIC Staff Liaison

