

**LAUDERDALE CITY COUNCIL MEETING AGENDA
7:30 P.M. TUESDAY, FEBRUARY 8, 2011
LAUDERDALE CITY HALL, 1891 WALNUT STREET**

FILE

1. **ROLL CALL**
2. **APPROVAL OF THE AGENDA**
3. **APPROVALS**
 - a. Minutes of the January 25, 2011, City Council Meeting
 - b. Claims Totaling \$66,055.74
4. **OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COUNCIL**
5. **CONSENT**
 - a. 2011 Garbage and HVAC Licenses
6. **SPECIAL ORDER OF BUSINESS/RECOGNITION/PROCLAMATIONS**
7. **REPORTS**
8. **PUBLIC HEARINGS** Public hearings are conducted so that the public affected by a proposal can have input into the decision.
9. **DISCUSSION / ACTION**
 - a. Resolution 020811A – A Resolution Authorizing Application for CDBG Funds for Phase II Playground Improvements
 - b. Municipal Liquor Store Market Research
 - c. Zoning Ordinance Update Progress
 - d. Park and Community Involvement Committee Discussion
10. **ITEMS REMOVED FROM THE CONSENT AGENDA**
11. **ADDITIONAL ITEMS**
12. **SET AGENDA FOR NEXT MEETING**
 - a. Police Contract Discussion
13. **WORK SESSION**
 - a. Revisions to Ordinance 1-5 – City Officials
14. **ADJOURN**

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

Page 1 of 3

January 25, 2011

Mayor Dains called the City Council meeting to order at 7:32 p.m.

Councilors present: Mary Gaasch, Roxanne Grove, Denise Hawkinson, Lara Mac Lean, and Mayor Jeff Dains. Councilors absent: none.

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

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

Councilor Gaasch moved to approve the January 11, 2011, City Council meeting minutes. Councilor Mac Lean seconded the motion and it passed unanimously.

Councilor Hawkinson moved approval of the claims totaling \$49,165.90. Councilor Mac Lean seconded the motion and it passed unanimously.

Mayor Dains asked if anyone in attendance wished to address the Council. No one present wished to do so.

Mayor Dains asked if councilors wished to remove items from the consent agenda. There being no one, **Councilor Mac Lean moved the consent agenda items: 2011 rental housing, tree contractor, HVAC, and garbage hauler licenses and PCIC minutes. Councilor Grove seconded the motion and it passed unanimously.**

Bownik updated the Council on plans for Snow*Commotion, which was scheduled for January 29. The event features skating, a medallion hunt, and cardboard sled races. He encouraged residents to come to the park for fun and food.

Butkowski said the City is a member of a joint powers agreement (JPA) with 9 other north metro cities for the administration of the cable franchise. To expedite the franchise renewal process, the member cities were asked to adopt a resolution affirming this relationship.

Councilor Mac Lean moved to adopt Resolution 012511A – A Resolution Concerning the Commencement of Formal Renewal Proceedings under the Federal Cable Communications Policy Act of 1984, as Amended. Councilor Hawkinson seconded the motion and it passed unanimously.

LAUDERDALE CITY COUNCIL
MEETING MINUTES
Lauderdale City Hall
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Butkowski explained that every three years the City must show compliance with the pay equity act. The wages presented in the report will be sent to the Minnesota Management and Budget Office for review.

Councilor Gaasch moved to submit the pay equity data presented to Minnesota Management and Budget. Councilor Mac Lean seconded the motion and it passed unanimously.

At the previous meeting, a resident asked the Council to consider one-sided parking on Eustis Street due to the snow. Staff discussed the issue with the County since Eustis Street is a county road. The County said they will support the Council's decision either way.

Council members discussed the benefits of one-sided parking which included improving driver safety by making the road wider for two-way traffic and creating snow storage for future snow falls. They also discussed that Eustis Street parkers may spill over onto other streets which are also narrowed by the snow.

Chief Ohl addressed the Council. He said he would work with staff to create the best outcome if the Council chose to limit parking to one side of the street.

Councilor Mac Lean moved to prohibit parking on the east side of Eustis Street from Larpenteur to Roselawn between January 25 and April 1, 2011 with ticketing beginning after February 6. Councilor Gaasch seconded the motion and it failed with Councilors Gaasch and Mac Lean voting yea and Councilors Grove and Hawkinson and Mayor Dains voting nay.

Staff will discuss options to wing back the snow on Eustis Street and order no parking signs for future use.

Butkowski said she and the city administrator from Falcon Heights discussed whether the cities could share a deputy clerk. For a number of reasons, they concluded it was not feasible. With council approval, staff would like to begin searching for a new deputy clerk. Councilors Gaasch and Hawkinson agreed to participate in the search.

Councilor Mac Lean moved to direct staff to advertise for the open deputy clerk position. Councilor Hawkinson seconded the motion and it passed unanimously.

Councilor Hawkinson moved to hire Kyle Hughes as the temporary, seasonal snow plower from January 26 to February 18, 2011 at the rate of \$16.00 per hour. Councilor Mac Lean seconded the motion and it passed unanimously.

LAUDERDALE CITY COUNCIL
MEETING MINUTES
Lauderdale City Hall
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The Council reviewed the fourth quarter and year end investment report. Butkowski pointed out the significant reduction in investment interest income due to the market troubles. The Council has taken these losses into account each year when setting the budget.

Councilor Mac Lean moved to approve the fourth quarter and year end investment report. Councilor Hawkinson seconded the motion and it passed unanimously.

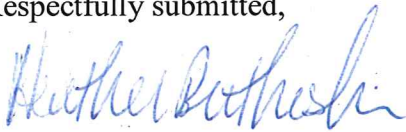
Butkowski reviewed the preliminary agenda for the next meeting, which included a follow up discussion on market research for a municipal liquor store.

Mayor Dains explained the Council was moving into a closed session with Police Chief John Ohl to discuss security at City Hall, time being 8:15 p.m.

The Council returned from the closed session at 9:30 p.m.

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 9:31 p.m.

Respectfully submitted,



Heather Butkowski
City Administrator

CITY OF LAUDERDALE

02/03/11 3:00 PM

Page 1

Paid Register

Check Number	Employee Number	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date	Status
501121	00000002	HINRICHS, DAVID C	3	BI-WEEKLY	\$1,556.14	2/4/2011	Outstanding
501122	00000005	HUGHES, JOSEPH A	3	BI-WEEKLY	\$1,312.49	2/4/2011	Outstanding
501119	00000011	BOWNIK, JAMES	3	BI-WEEKLY	\$1,512.44	2/4/2011	Outstanding
501118	00000101	DUBORD, ANDREW	3	BI-WEEKLY	\$362.46	2/4/2011	Outstanding
501120	00000007	BUTKOWSKI-HINRICHS, HE	3	BI-WEEKLY	\$1,542.68	2/4/2011	Outstanding
501124	00000018	SAX, JOE	3	BI-WEEKLY	\$263.03	2/4/2011	Outstanding
501123	00000023	SAX, DERRICK	3	BI-WEEKLY	\$223.92	2/4/2011	Outstanding
501125	00000024	WISEN, NOLAN	3	BI-WEEKLY	\$135.05	2/4/2011	Outstanding
020613	00000025	HUGHES, KYLE	3	BI-WEEKLY	\$60.38	2/4/2011	Outstanding
					<hr/>		
					\$6,968.59		

CITY OF LAUDERDALE

02/03/11 3:30 PM

Page 1

Payments

Current Period: FEBRUARY 2011

Batch Name	020411pyroll		Computer Dollar Amt	\$5,764.15	Posted
Refer	1898	NORTH STAR BANK, CHECKING S	Ck# 000525E	2/3/2011	
Cash Payment	G 101-21703	FICA WITHHOLDING.	2/4/11 payroll		\$1,578.75
Invoice					
Cash Payment	G 101-21701	FEDERAL TAXES	2/4/11 payroll		\$1,004.62
Invoice					
Transaction Date	2/3/2011	Due 0	NORTH STAR CHEC 10100	Total	\$2,583.37
Refer	1899	ICMA RETIREMENT TRUST - 457	Ck# 000526E	2/3/2011	
Cash Payment	G 101-21705	ICMA RETIREMENT	2/4/11 payroll		\$1,821.30
Invoice					
Transaction Date	2/3/2011	Due 0	NORTH STAR CHEC 10100	Total	\$1,821.30
Refer	1900	PERA	Ck# 000527E	2/3/2011	
Cash Payment	G 101-21704	PERA	2/4/11 payroll		\$1,359.48
Invoice					
Transaction Date	2/3/2011	Due 0	NORTH STAR CHEC 10100	Total	\$1,359.48
Fund Summary				BATCH Total	\$5,764.15
	101	10100 NORTH STAR CHECKING			
			\$5,764.15		
			\$5,764.15		

Pre-Written Checks	\$5,764.15
Checks to be Generated by the Compute	\$0.00
Total	\$5,764.15

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

FEBRUARY 2011

			Check Amt	Invoice	Comment
10100 NORTH STAR CHECKING					
Paid Chk#	020602	2/8/2011			BRIGGS & MORGAN
E 303-47300-621	FILE MAINTENANCE CHARGES		\$500.00		2002A bond repayment paperwork
	Total BRIGGS & MORGAN		\$500.00		
Paid Chk#	020603	2/8/2011			CINTAS
E 602-49100-425	CLOTHING		\$13.84		pw uniforms
E 601-49000-425	CLOTHING		\$13.85	470592047	pw uniforms
	Total CINTAS		\$27.69		
Paid Chk#	020604	2/8/2011			CITY OF ST ANTHONY
E 101-42100-319	POLICE CONTRACT		\$49,180.58		2/11 police services
	Total CITY OF ST ANTHONY		\$49,180.58		
Paid Chk#	020605	2/8/2011			EUREKA RECYCLING
E 203-50000-389	RECYCLING CONTRACTOR		\$1,825.18		12/10 recycling contract
	Total EUREKA RECYCLING		\$1,825.18		
Paid Chk#	020606	2/8/2011			GLENWOOD INGLEWOOD
E 101-41200-208	WATER DELIVERY		\$26.08		1/11 cooler rental & water
	Total GLENWOOD INGLEWOOD		\$26.08		
Paid Chk#	020607	2/8/2011			HAWKINSON, DENISE
E 101-41100-331	TRAVEL EXPENSE		\$72.00		2010 mileage/parking
	Total HAWKINSON, DENISE		\$72.00		
Paid Chk#	020608	2/8/2011			KONICA MINOLTA
E 101-41200-401	COPIER CONTRACT		\$232.69		2/11 copier contract
	Total KONICA MINOLTA		\$232.69		
Paid Chk#	020609	2/8/2011			MAMA
E 101-41200-308	TRAINING\CONFERENCES		\$17.00		11/10 regional meeting
	Total MAMA		\$17.00		
Paid Chk#	020610	2/8/2011			METRO CITIES
E 101-41200-438	DUES & SUBSCRIPTIONS		\$1,029.00		2011 dues
	Total METRO CITIES		\$1,029.00		
Paid Chk#	020611	2/8/2011			NORTH STAR BANK, PETTY
E 101-41200-327	OTHER SERV- SEWER/NPDES I		\$10.50		DMV check - KH
E 101-41200-331	TRAVEL EXPENSE		\$0.75		DMV parking
E 101-41200-203	POSTAGE		\$1.90		letter
E 101-41200-201	GENERAL SUPPLIES		\$2.14		Michael's - tape
E 101-41100-440	MEETING EXPENSES		\$4.94		business meeting refreshments
E 101-41200-331	TRAVEL EXPENSE		\$6.00		HB parking - U meeting
E 101-41200-308	TRAINING\CONFERENCES		\$10.00		SRA meeting
E 101-43400-203	POSTAGE		\$11.74		cert letter & stamps
E 101-45200-391	TELEPHONE/PAGERS		\$21.43		warming house phone card
E 101-41200-201	GENERAL SUPPLIES		\$70.43		tax forms

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

FEBRUARY 2011

		Check Amt	Invoice	Comment
E 201-45600-440	MEETING EXPENSES	\$17.00		PCIC pizza - Jan
E 201-45600-440	MEETING EXPENSES	\$18.00		PCIC pizza - Dec
E 201-45600-202	PERMENANT SUPPLIES	\$40.47		fire pit
E 201-45600-375	WINTER EVENT	\$63.03		misc Snow*Commotion items
E 101-41200-203	POSTAGE	\$6.15		mail 1099s to IRS
Total NORTH STAR BANK, PETTY		\$284.48		
<hr/>				
Paid Chk#	020612	2/8/2011	WASTE MANAGEMENT	
E 101-43000-384	REFUSE DISPOSAL	\$128.30		2/11 garbage service
Total WASTE MANAGEMENT		\$128.30		
10100 NORTH STAR CHECKING		\$53,323.00		

Fund Summary

	10100 NORTH STAR CHECKING
101 GENERAL	\$50,831.63
201 COMMUNITY EVENTS	\$138.50
203 RECYCLING	\$1,825.18
303 '02 ST/UTIL IMP DEBT SERVICE	\$500.00
601 SEWER UTILITIES	\$13.85
602 STORM SEWER ENTERPRISE FUND	\$13.84
	\$53,323.00

LAUDERDALE COUNCIL ACTION FORM

TYPE OF REQUEST	
Consent	<input checked="" type="checkbox"/>
Action	<input type="checkbox"/>
Resolution	<input type="checkbox"/>
Information	<input type="checkbox"/>
Work session	<input type="checkbox"/>

MEETING DATE <u>February 8, 2011</u>
AGENDA NUMBER <u>2011 Licenses</u>
DESCRIPTION <u>2011 Licenses</u>

BACKGROUND OR PAST COUNCIL ACTION
<p>The following applicants successfully met the criteria for their respective licenses.</p> <p><u>HVAC</u> In-A-Vent – Minneapolis, MN Twin City Heating & Air – Brooklyn Park, MN Owens Companies – Bloomington, MN</p> <p><u>Tree Service</u></p> <p><u>Rental Housing</u></p> <p><u>Refuse Hauler</u> Waste Management - Residential & Commercial</p>
OPTIONS

STAFF RECOMMENDATION
By approving the consent agenda, the Council approves the aforementioned licenses for 2011.

COUNCIL ACTION

MOTION BY _____

SECOND _____

STAFF ACTION

ACTION REQUESTED	LAUDERDALE COUNCIL
Consent _____	MEETING DATE <u>February 8, 2011</u>
Special _____	ITEM NUMBER <u>Resolution 020811A: A Resolution Authorizing Application for CDBG Funds for Phase II Playground Improvements</u>
Public Hearing _____	STAFF INITIAL <u>Jim</u> APPROVED BY ADMINISTRATOR _____
Report _____	
Discussion/Action <u>X</u>	
Resolution <u>X</u>	
Work session _____	

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Community Development Block Grant Funds are available from Ramsey County on a competitive application basis. Last year we received \$60,000 in grant funds to be used for Phase I Playground Improvements at the community park. The City Council must adopt a resolution authorizing the application for Phase II grant funds in the amount of \$31,312.43 to complete the playground improvements.

The resolution and draft application for the grant is included in this packet.

OPTIONS:

- 1) Adopt Resolution
- 2) Do Not Adopt Resolution

STAFF RECOMMENDATION:

Adopt Resolution 020811A: A Resolution Authorizing Application for CDBG Funds for the Phase II Playground Improvements at Lauderdale Community Park

COUNCIL ACTION:



Ramsey County Funding Request Application FY 2011
 CDBG and HOME Applications Due February 25, 2011 for Funding After July 1, 2011

Applicant Information

Legal Name of Applicant City of Lauderdale, MN

Contact Person Jim Bownik

Email Address jim.bownik@ci.lauderdale.mn.us

Mailing Address 1891 Walnut Street

City Lauderdale

State MN

Zip 55113

Title Assistant to the City Administrator

Telephone 651-792-7656

Fax 651-631-2066

Federal Tax ID# 41-6008728 DUNS # 016791399

Project Type: ERF Multi-Family Rental Housing Public Service

Other Community Development

Project Information

Project Name Playground Improvements – Phase 2

Project Location Lauderdale Community Park, Roselawn Avenue & Pleasant Street

Ramsey County Funds Requested \$31,312.43

Total Project Cost \$31,312.43

Source/Status of Other Project Funds (Include all funds required to complete the project)

Source	Amount	Committed	Pending



Ramsey County Funding Request Application FY 2011
CDBG and HOME Applications Due February 25, 2011 for Funding After July 1, 2011

General Instructions:

1. Multi Family Housing Projects should submit the MHFA Common Application with the Ramsey County Application. Information in the application may be pre- or post submission to Minnesota Housing.
2. Public Service Projects. CDBG funds may only be used for new or expanded social services. CDBG funds, by statute, may not be used to replace other funds. Awarded funds will be on a reimbursement basis based on a per client cost for each eligible client served.
3. Public Facilities and Other Non-Residential Construction Projects. Federal labor standards, hiring and procurement requirements may apply to your project. Please consult with program staff prior to initiating any binding construction activities.

Proposal Submissions:

Project Narrative: Describe the existing situation (need) and outcomes (impact) related to suburban Ramsey County priorities. 1) Include a one paragraph summary that can be used to describe the project that will be used to introduce the project to elected officials and the public. 2) Provide additional detail describing the project on separate pages. Include the information requested below:

- A. **Beneficiary Information:** How will this project benefit low and moderate income residents of suburban Ramsey County communities? Please include the number of persons/households expected to benefit, household income levels, and method for verifying client income. Explain how the figures were calculated, including:
 - Estimated number of clients served
 - Estimated cost per client served
 - Describe any cost increases/decreases or other changes experienced over the past 24 monthsIf direct benefit is not being achieved, describe how the project will meet the area benefit or presumed benefit test.
- B. **Implementation.** Describe previous experience with this or a similar type of activity or project. Have changes been made to reflect current housing market/economic conditions? Are other agencies/organizations involved? How will successful performance be measured?

Required Attachments

1. Resolution of Governing Body (Required for local units of government; private and non-profit firms; organizations proposing a site-specific project must have a resolution of support from the applicable Ramsey County municipality.
2. Map identifying location of project, site maps and other illustrative material, as applicable.
3. Third-Party project cost estimates.
4. Certification of Federal Assistance (required for projects with other federal dollars).
5. Anticipated Implementation/Construction Schedule.
6. Proposed Draw Down Schedule (Ramsey County prefers to reimburse no frequently than monthly).
7. Written financial commitments from other sources, as appropriate.



Ramsey County Funding Request Application FY 2011
CDBG and HOME Applications Due February 25, 2011 for Funding After July 1, 2011

8. Signed certification (may be submitted in other format)

Certification

I certify that the statements and application requirements of this official proposal are correct and that this proposal contains no misrepresentation or falsifications, omissions or concealment of material facts and that the information given is true and complete to the best of my knowledge and belief, and that no bids have been awarded, contracts executed, or construction begun on the proposed project.

Signature of Authorized Official

Date

Project Narrative

The City of Lauderdale is a dense area of suburban Ramsey County containing a population of 2,310 people, 1139 households, and an employment base of 693, according to a 2009 estimate by the Metropolitan Council. 100% of the city qualifies for the low to moderate income census tract. The Community Park is a central focal point for the entire community; young and old participate in activities, events and community gatherings. In 2008 the League of Minnesota Cities Insurance Trust conducted an inspection of the playground area and found accessibility issues as well as several equipment/area hazards. The replacement of the city's aging playground has been included in a capital improvement plan ever since. The large play structure was replaced in 2010 with the help of the CDBG Program. It is the city's goal to continue working with the CDBG Program to provide and maintain safe and accessible recreation facilities for the community by implementing the second and final phase of playground improvements in 2011.

Census Tract 420.02
Block Group 2

Phase I Playground Improvements - 2010

The large play structure and playground surface in the Phase I Playground Improvement Area was replaced in 2010 with the help of the CDBG Program.

Phase II Playground Improvements - 2011

The two swing sets are at least 20 years old, and the monkey bars are approximately 60 years old. The monkey bars were transferred to the playground from their original location at the Lauderdale Elementary School, which closed in 1974. The two spring toys were purchased in 2003.

Multiple pieces of equipment have hazards in their use zones, according to a 2008 playground inspection by the League of Minnesota Cities Insurance Trust (LMCIT). The LMCIT recommended the city thoroughly examine the use zones and re-plan the playground layout. The city recently commissioned a new playground design that corrects these infractions.

The existing playground surface in the Phase II Playground Improvement Area consists of pea gravel, which does not meet ADA compliance. The new playground design includes a wood fiber surface to correct this deficiency. A handicapped accessible swing is also included in the design.

As a focal point of the community, the Community Park receives heavy use by residents year-round for a variety of recreational activities and events. The Lauderdale Park and Community Involvement Committee and city staff coordinate several events at the park that draw hundreds of residents each year. These events include the Music Under the Trees series, Day in the Park, and Snow*Commotion. During the summer months the cities of Roseville and Falcon Heights coordinate several youth activity programs. The Community Park truly is a recreation space that provides Lauderdale residents of all ages and interests a place to convene, socialize and recreate.

The city has made the following improvements to the Community Park in recent years:
2007 - Reconstructing the tennis courts and basketball courts. Cost to city: \$175,000.
2008 - Establishment of a dog park. Cost to city: \$9,400.
2008 - Reconstructing the outdoor hockey rink to include a paved surface for recreational use in summer as well as winter. Cost to city: \$44,000.
2010 – Replacing the large play structure at the playground (Phase I). Cost to city: \$12,834.94.

A CDBG Grant for Phase II Playground Improvements will allow the city to complete the necessary safety and accessibility improvements to the park more expediently. Redevelopment of the playground has been included in our capital improvement plan for several years. But along with all capital improvement projects in the city, they are accomplished only if funds are available. The city hoped to be able to complete the job at one time but is instead phasing in improvements over time. The large play structure was replaced in Phase I. It is the city's goal to replace the smaller structures in Phase II.

RESOLUTION 020811A

CITY OF LAUDERDALE
COUNTY OF RAMSEY
STATE OF MINNESOTA

A RESOLUTION AUTHORIZING APPLICATION FOR COMMUNITY
DEVELOPMENT BLOCK GRANT FUNDS FOR THE PHASE II PLAYGROUND
IMPROVEMENTS AT LAUDERDALE COMMUNITY PARK

WHEREAS, the Phase II Playground Improvements at Lauderdale Community Park were planned capital improvements for 2010; and

WHEREAS, the City of Lauderdale has limited financial resources to fund capital improvements; and

WHEREAS, the proposed playground improvements will improve the quality of life in the City of Lauderdale, and directly benefit those impacted by the recession; and

WHEREAS, the entire City of Lauderdale qualifies for the low to moderate income census tract; and

WHEREAS, the City of Lauderdale is requesting \$31,312.43 in CDBG funds for the improvements.

NOW, THEREFORE BE IT RESOLVED, the City of Lauderdale supports the application for CDBG funds from Ramsey County for the Phase II Playground Improvements at Lauderdale Community Park.

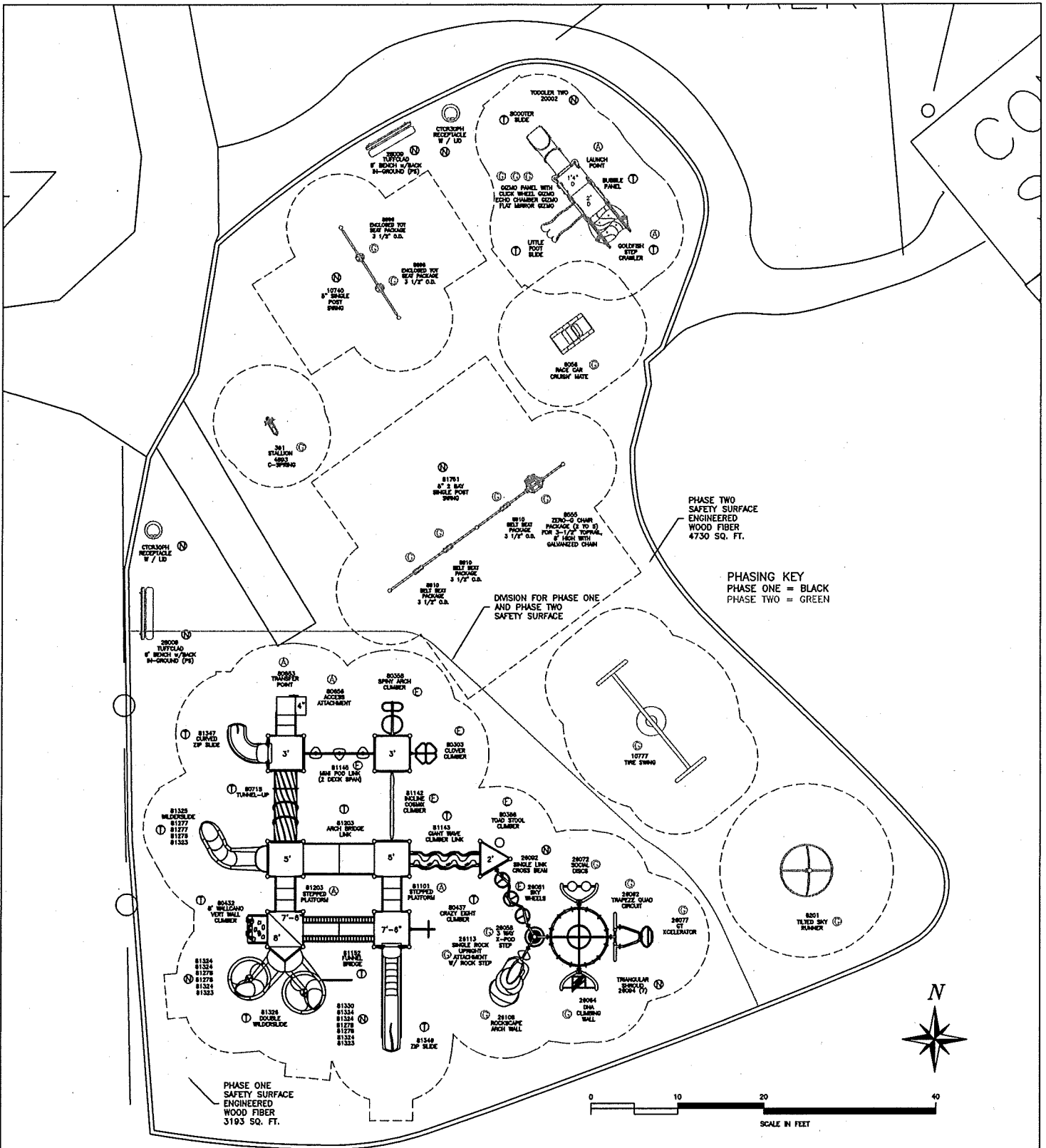
Adopted by the City Council of the City of Lauderdale, Minnesota this 8th day of February, 2011.

(ATTEST)

Jeffrey E. Dains, Mayor

(SEAL)

Heather Butkowski, City Administrator



PHASING KEY
 PHASE ONE = BLACK
 PHASE TWO = GREEN

ADA REQUIREMENTS FOR STRUCTURE AGES 5-12 YEARS OLD AGES 2-5 YEARS OLD

TOTAL NUMBER OF ELEVATED PLAY COMPONENTS	IN PLAN 18	REQ'D 8	IN PLAN 4	REQ'D 0
TOTAL DECKS ACCESSIBLE VIA TRANSFER	IN PLAN 10	REQ'D 0	IN PLAN 4	REQ'D 0
TOTAL ACCESSIBLE EVENTS VIA RAMP	IN PLAN 10	REQ'D 0	IN PLAN 7	REQ'D 0
TOTAL ACCESSIBLE GROUND LEVEL EVENTS	IN PLAN 13	REQ'D 5	IN PLAN 7	REQ'D 0
DIFFERENT TYPES OF GROUND LEVEL EVENTS	IN PLAN 8	REQ'D 3	IN PLAN 8	REQ'D 1

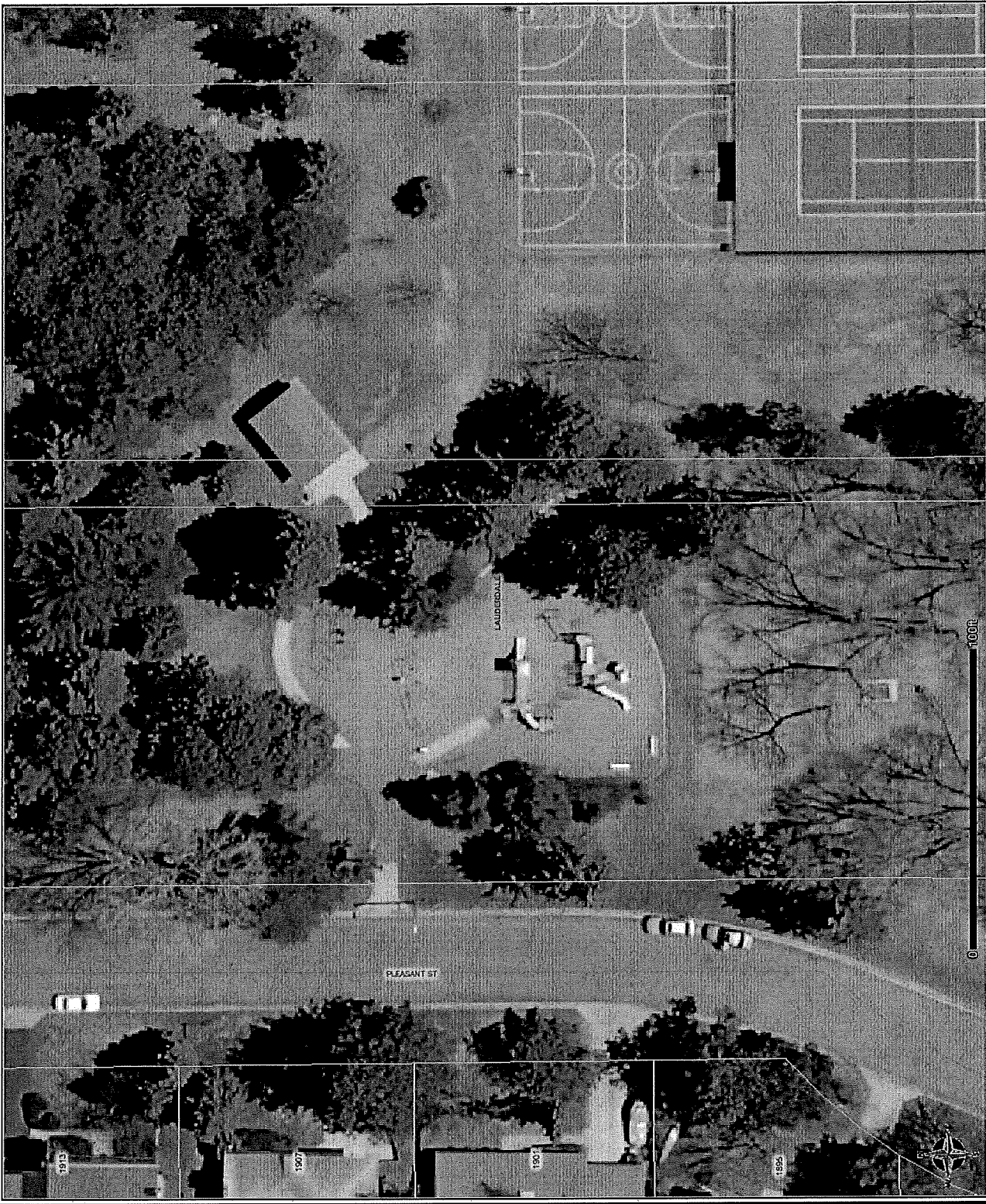
THIS PLAYGROUND MEETS ALL CURRENT ADA REQUIREMENTS & THE FINAL RULE ABOVE CHART/INFO IS APPLICABLE WHEN USING AN ACCESSIBLE SAFETY SURFACE.

- ACCESSIBILITY KEY
- ① TRANSFER ACCESSIBLE = BLUE
 - ② GROUND ACCESSIBLE = BROWN
 - ③ ELEVATED NOT ACCESSIBLE = MAGENTA
 - ④ NON PARTICIPATING = BLACK
 - ⑤ RAMP ACCESSIBLE = RED
 - ⑥ ACCESS ROUTE = GREEN
- PHASING KEY
- PHASE ONE = BLACK
 - PHASE TWO = GREEN

Mfg. By: 	Sold & Distributed By: 	PO Box 27328 - Golden Valley, MN 55427 763.546.7787 1.800.622.5425 FAX 763.546.5050 E-Mail info@mniwplay.com	Community Park Lauderdale, Minnesota SCALE: 1" = 15'-0" 3/31/10 D4594H1 Phased
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THIS PRINT IS THE PROPERTY OF MINNESOTA WISCONSIN PLAYGROUND INC. AND IS NOT TO BE USED, COPIED OR REPRODUCED WITHOUT THEIR EXPRESSED WRITTEN PERMISSION.

- Municipalities
- Road Centerlines (County)
- County Road
- Interstate Hwy
- State Hwy
- Roads
- Water
- Structures
- Parcel Polygons
- 2009 Color Aerials
- Highway Shields
- Street Name Labels



DISCLAIMER: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This map is a compilation of records, information and data located in various city, county, state and federal offices and other sources regarding the area shown, and is to be used for reference purposes only.

SOURCES: Ramsey County (January 4, 2010), The Lawrence Group (January 4, 2010 for County parcel and property records data; January 2010 for commercial and residential data; April 2009 for color aerial imagery; All



Sales Rep: Harlan Lehman

Minnesota / Wisconsin Playground
 5101 Highway 55, Suite 6000
 Golden Valley, Minnesota 55422
 Ph. 800-622-5425 | 763-546-7787
 Fax 763-546-5050 | info@mnwiplay.com

QUOTE
 #2883

02/01/2011

Community Park D4594H1 Phase 2

City of Lauderdale
 Attn: Jim Bownik
 1891 Walnut St.
 Lauderdale, MN 55113
 Phone: 651-792-7656

Ship To Zip: 55113

Quantity	Part #	Description	Unit Price	Amount
1	6056	GameTime - Race Car Saddlemate	\$788.76	\$788.76
1	6201	GameTime - Tilted Sky Runner (F/S)	\$2,564.52	\$2,564.52
1	10777	GameTime - Tire Swing F/S, 5" Od	\$2,132.76	\$2,132.76
1	20002	GameTime - Toddler 2	\$3,338.68	\$3,338.68
2	28009	GameTime - 6' P/S Bench W/Back Inground	\$459.66	\$919.32
1	178749	GameTime - Owner's Kit	\$44.00	\$44.00
3	161290	GameTime - Geo-Textile 2250 Sq Ft Roll	\$408.36	\$1,225.08
3	161292	GameTime - Wear Mat 44"X48"	\$131.20	\$393.60
1	CTCR30PH	GameTime - Concrete Trash Container	\$1,154.00	\$1,154.00
1	EWf-9	GT-Impax - Engineered Wood Fiber for 4730 Sq. Ft. @9" Depth	\$3,520.00	\$3,520.00
1	INSTALL	GT-Impax - Installation of Wood Fiber	\$1,493.00	\$1,493.00
1	INSTALL	GameTime - Installation of Phase Two Equipment	\$5,926.00	\$5,926.00
1	RDU	GameTime - Spring Rider	\$752.64	\$752.64
1	RDU	GameTime - Four Unit Swing Assembly	\$2,462.88	\$2,462.88
1	RDU	GameTime - Two Unit Swing Assembly	\$1,374.24	\$1,374.24

Contract: USC

SubTotal: \$28,089.48
 Tax: \$1,537.00
 Freight: \$1,685.95
Total Amount: \$31,312.43

This quotation is subject to policies in the current Gametime Park and Playground catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to Gametime, c/o Minnesota/Wisconsin Playground.

Payment terms: net 30 days for tax supported governmental agencies. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.



Sales Rep: Harlan Lehman

Minnesota / Wisconsin Playground
5101 Highway 55, Suite 6000
Golden Valley, Minnesota 55422
Ph. 800-622-5425 | 763-546-7787
Fax 763-546-5050 | info@mnwiplay.com

QUOTE
#2883

02/01/2011

Community Park D4594H1 Phase 2

Acceptance of quotation:

Accepted By (printed): _____

Signature: _____

Title: _____

Facsimile: _____

P.O. No: _____

Date: _____

Phone: _____

Purchase Amount: \$31,312.43

City of Lauderdale

The Island in the Metro

CITY OF LAUDERDALE
LAUDERDALE CITY HALL
1891 WALNUT STREET
LAUDERDALE, MN 55113
651-792-7650
651-631-2066 FAX

PLAYGROUND IMPROVEMENTS TO LAUDERDALE COMMUNITY PARK

Anticipated Construction Schedule

Description: Mobilization, remove all existing equipment including the swing sets, monkey bars, and spring toys, remove existing pea gravel, excavation, site grading

Completion Date: September 9, 2011

Description: Install new equipment by certified installers including the tilted sky runner, tire swing, two swing sets, two spring toys, two benches, two garbage cans, and a tot play structure

Completion Date: September 16, 2011

Description: Place granular borrow and drain tile (depending on soil conditions), geotextile fabric, and approximately 4730 Sq. Ft. ADA compliant engineered wood fiber

Completion Date: September 23, 2011

Proposed Draw Down Schedule

The City anticipates one request for reimbursement at the time of project completion, which is estimated to be November 4, 2011.

LAUDERDALE COUNCIL ACTION FORM

Action Requested

Consent _____
Public Hearing _____
Discussion _____ X
Action _____ X
Resolution _____
Work Session _____

Meeting Date February 8, 2011

ITEM NUMBER Liquor Store Market Research

STAFF INITIAL _____



APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Previously, the Council discussed hiring a consultant to perform market research to determine how feasible a municipal liquor store in Lauderdale would be.

Attached are two quotes for market research, the one from Dakota Worldwide you have already seen and the quote from Bonestroo. Dakota Worldwide proposes to provide a full analysis at a cost of \$6,500. Bonestroo proposes performing the analysis and presenting the results to the Council (without drafting the full report) at a cost is \$2,300.

OPTIONS:

STAFF RECOMMENDATION:

Motion to hire _____ to perform market research for a municipal liquor store in Lauderdale at a cost of _____.

COUNCIL ACTION:



January 27, 2011

Ms. Heather Butkowski
City Administrator
City of Lauderdale
1891 Walnut Street
Lauderdale, MN 55113

Re: Liquor store market assessment

Dear Heather:

Thank you for requesting that Bonestroo submit a proposal to research the potential demand for a municipal liquor store in Lauderdale, Minnesota.

As we understand, the City is evaluating the benefits of operating a municipal liquor store and would like an assessment of Lauderdale as a location for a liquor store and the competitive market factors that may influence demand.

As mentioned previously, Bonestroo recently conducted a similar analysis in Maple Lake, MN and has analyzed dozens of markets for their potential to support neighborhood-oriented retail services. Our proposed work program includes:

- An evaluation of the City's commercial district along Larpenteur Avenue as an appropriate location for a liquor store;
- Identification of a draw area appropriate for Lauderdale's commercial district;
- A review of competitive liquor stores within the identified draw area including information on size of facility, revenues per square foot, market positioning and pricing, selection, etc.;
- A review of growth trends (households and employment) in the immediate area and the impact these trends will have on the potential demand for a liquor store;
- Calculation of potential demand for a liquor store within the identified draw area and the square footage supportable given competition and other key factors.

SCOPE OF SERVICES

- A. Evaluation of the Larpenteur Avenue Commercial District
 1. Field visit to the City's commercial district to examine and analyze the current mix of uses and their potential impact on a new liquor store

2. Assess parking and access within the commercial district
 3. Analyze historic and projected (if available) traffic counts and customer travel patterns
 4. Analyze any proposed roadway improvements or changes that may impact liquor store operations within the district
 5. Assess the overall appropriateness of the commercial district for a liquor store
- B. Demographic Review
1. Identify a draw area appropriate for a new liquor store
 2. Provide information on household and employment growth trends in the draw area
 3. Provide information on age distribution of head of householder and household incomes
 4. Provide information on consumer expenditures for alcoholic beverages
 5. Provide information on retail sales for alcoholic beverages within the draw area
 6. Analyze the impact of growth trends and demographic characteristics on the facility's ability to capture market share
- C. Competitive Market Review
1. Identify competitive liquor stores in the draw area and provide information on:
 - a. size of store
 - b. parking ratio
 - c. access
 - d. traffic counts
 - e. general inventory and market positioning
 - f. pricing in key categories
 - g. estimated sales per square foot
 - h. market share (based on estimated sales per square foot)
 2. Identify any pending facilities in the draw area
 3. Assess the ability of a new liquor store location in Lauderdale to capture additional market share from competitive facilities
- D. Conclusions and Recommendations
1. Calculate market potential within the identified draw area
 2. Identify the amount of additional liquor store square footage supportable in the draw area
 3. Identify the amount of additional market share capturable by a new municipal liquor facility and translate to square footage of supportable space
 4. Provide recommendations on store layout, pricing, and market

COST ESTIMATE

We estimate that the cost to complete the above Scope of Services would be \$2,300, which does not include reimbursable expenses. Bonestroo will be reimbursed for all direct expenses relating to the professional services described above. These expenses may include, mileage, postage, delivery charges, photography and reproduction charges, fax, long distance phone, data acquisition, and other typical and normal

expenses associated with this type of research work. In general, these expenses would not exceed a few hundred dollars (collectively). Any unusual or large expenses will be approved in advance.

WORK PRODUCT

In the interest of containing costs associated with the study, findings will be presented to City Staff and elected officials in the form of brief memoranda with supporting maps, tables, and charts. The information will be intended to support local officials in their decision to pursue or not pursue the development of a municipal liquor store. The cost estimate quoted above, however, does not include the preparation of a full report that would be required by lenders, limited partners, or investors who require such documentation to satisfy their financing criteria. If the City later decides it needs a full lender market research package, the work product that we are proposing can be turned into a full package efficiently, provided the City makes that decision while the data is still fresh (usually within 6 months).

AUTHORIZATION

We can begin our research immediately upon your authorization to proceed. With your concurrence, this proposal will be converted into a contract for your signature to initiate our services.

Please let me know if the work program addresses your needs.

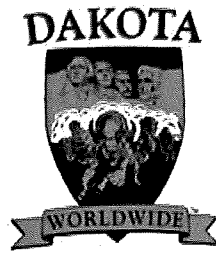
We look forward to assisting you on this exciting project and commit our best efforts to its success. Thanks again, Heather, for the opportunity to work with you on this important project.

Sincerely,

BONESTROO



Jay Demma
Director of Market Research



September 2, 2010

Heather Butkowski, City Administrator
City of Lauderdale, MN
1891 Walnut Street
Lauderdale, MN 55113
Phone (651) 792-7657
Email: heather.butkowski@ci.lauderdale.mn.us

Dear Heather:

Thank you the opportunity to submit a proposal for our consulting services to determine the feasibility and evaluate possible locations for opening a municipal liquor store operation in Lauderdale, MN. Our expertise in retail site location and liquor store site evaluation enables us to provide you with the best liquor store analysis available.

We as a company we have been involved with liquor store site analysis and operations throughout the state. As a firm, that deals with all types of retail and "big box" stores throughout the country and internationally we have the expertise and experience to bring you accurate, confidential and functional analysis. We also remain available as a consulting partner as needed.

Our study will address in detail all aspect of store's feasibility, site location, store conditions, layout, merchandising, marketing, competition, and sales projections out to the third year. I have also included a sample study/survey (Hutchinson's with their permission), which details our methodology, our corporate profile, a list of references and a brief description of the PopStats data that is a part of the study plus for your review.

Sincerely,

Len Sage
Senior Vice President
Dakota Worldwide
Enclosures

Lauderdale, MN Municipal Liquor Market Analysis

Purpose

This study's purpose is to determine the feasibility and possible location/locations for opening municipal liquor store operation in Lauderdale, MN and evaluate the likely site locations in the city for such an operation.

Scope of Project

This project will evaluate the proposed /location/locations and project the sales for a new Municipal Liquor store in Lauderdale. The site evaluation process will include any locations considered by the city and/or those considered by the analyst. The feasibility study process will include determination of the study objectives including any available site plans or general store layout and design, available liquor potential, store operations, competition, existing community growth trends, daytime and transient/commuter traffic and seasonal patterns. Sales provided will include second and third year projections and indicate performance, with estimated retail sales volumes. The "Synopsis" will include site location strategies that will outline future store network possibilities.

Once the details of the project are set, the Dakota Worldwide specialist will begin field analysis including evaluation of the site and its primary trade area. Competition, identification and evaluation are contingent upon facility size, sales volume, operations and conditions. The City of Lauderdale, regional, county, and neighboring government officials will be queried; building permits and subdivision activity reports will be reviewed and the utilization of PopStats data will be used to estimate and project Lauderdale's existing and projected trade area population and employment data in the study area. Pop Stats (provided by Synergos Technologies) "Lifestyles", population estimates and projections utilize Zip Code + 4 data and is a "from the ground up" methodology. A review of pertinent retail/commercial development in Lauderdale and surrounding communities will determine any potential market changes as well as possible road changes that may affect traffic patterns at or near the site.

When the fieldwork is complete, the Dakota specialist will build a LOCUS™ model to represent the current marketplace and then project sales for the proposed site or sites at a requested size and/or optimum size. Sales projections utilize information on the core customer, population changes, the proposed site/sites characteristics, existing demographics, competitive strengths, transients, seasonal traffic as additional sales and any possible market changes. Projections and subsequent 'Decision Matrix' will show the sales for the site/sites, sales production per square foot, market share.

Deliverables

A tailored report for new location containing:

1. Executive Summary
2. Decision Matrix outlining the projection scenarios presented including "Basis of Sales Reports"
3. Trade Area Delineations with Trade Area Maps
4. Population/Demographics for the trade area based on Census 2000, City of Lauderdale estimates, projections and PopStats data
5. Trade Area Data by Sector (identified by census tract/block group)
6. Market Shares by Competitor
7. Competitive Evaluation and Information including photos
8. Site Evaluation including photos
9. Current Market Reports
10. Potential competitive moves
11. Scenarios/Sales Forecasts with Three-Year Sales Growth Patterns for the site/sites
12. Merchandise and operational considerations

Dakota Worldwide Corp.

8200 Humboldt Avenue South, Suite 302 • Minneapolis, MN 55431

Telephone 800.475.4505

Corporate Overview

Dakota Worldwide Corporation, a leader in strategic planning, market analysis, consumer research, geographical information systems and executive support systems is a marketing research consulting group comprised of professionals who have spent their careers in the areas of Marketing, Retail Operations, Research, Training, Development and Management, Strategic Planning and Site Location. Many of the key members of the corporation, both management and consultants, have worked closely together as a group for many years. Elliott Olson, the Chairman of Dakota Worldwide, originally founded Retail Systems in 1975.

Because of its advanced technology, professional staff and streamlined procedures, Dakota Worldwide is able to achieve a productivity far exceeding the norm for companies of its type. Dakota Worldwide continues to make advancements in technology to produce timely, accurate, highly actionable research to major clients. Dakota Worldwide tailors its services, automating data collection and analysis to the greatest degree possible to fit the client and the project. This provides high productivity, quick turnaround and high quality recommendations. Combining this, with the flexibility we have built into our team of consultants, enables us to assist our clients in making confident, strategic business decisions.

As an example, a number of this group provided the research and direction a national retailing entity needed to build a strategic plan for the future. This was a vast and widely dispersed project from design through analysis and reporting for the corporation. We delivered the results in a multi-media presentation at their annual convention to a 500+ audience. The client and audience considered this the best presentation to ever been delivered at their convention. It provided the impetus for implementation of the plan throughout the organization.

Products and Services

Market Analysis from Dakota Worldwide Corp demonstrates the sales potential for a trade area, projects sales for various operational options, and provides site and location comparisons and positioning. The company can develop market-wide strategies or work on the basis best suited to individual client needs using proprietary modeling systems.

Mapping Analysis uses Geographic Information Systems (GIS) to assist in making target marketing and operational positioning decisions based upon customer spotting, origins, frequent shopper programs, household incomes, family size, life stage, lifestyle and/or other pertinent demographic data using Quintillion, developed by McDonald's marketing department.

Consumer Research has several survey options.

- **800 Consumer View™** is a high quality, convenient, phone/electronic and cost-effective way to collect direct customer opinions.
- **Consumer View™** is our in-depth store positioning research tool consisting of person-to-person in-home telephone interviews designed to probe consumer perceptions of all retail competitors.
- **Consumer Needs and Attitudes** report shows opportunities in various related businesses including fast foods, video stores and pharmacies, measured to determine consumer needs, satisfaction and competitor strength. This method also uses person-to-person in-home interviews to collect information to detect retail opportunities.

Keystone Research Group is a subsidiary of Dakota Worldwide developed to help organizations like the Oklahoma Center for Rural Development to manage their economic, social and health data to attract and spur economic development.

Fee Structure and Study Timetable

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The fee for this study to determine the feasibility and possible location/locations for a new Municipal Liquor store in Lauderdale, MN is \$6,500 for up to five sites/scenarios and \$7,000 plus expenses for over five sites/scenarios. Since we are located in Minneapolis, travel and other expenses would normally not exceed \$250. If a presentation or participation in a council meeting is required, there is an additional charge of \$250/meeting.

I can meet with the Lauderdale "Municipal Liquor Development Team" after this proposal has been received if needed. Fieldwork for this project can begin approximately two to three weeks after we receive confirmation to proceed. Verbal sales numbers will be available two weeks after the fieldwork is completed, and the completed studies shipped within the following two weeks.

Organization and Personnel Qualifications

The following several pages of this document reveal our biographical sketches regarding the capabilities and areas of expertise of our team. Dakota Worldwide's premise is to serve a broad array of clients with vastly differing needs, thus we are flexible and overlapping in areas of expertise. Every project, large or small, receives the benefit of multiple minds. This way of doing business provides us the capability of effectively and efficiently performing projects of great magnitude.

The biographical sketches include Dakota Worldwide personnel, as well as those of the consulting partners we regularly use as project team members. This normal and continuing approach to projects increases our capacity many fold.

Elliott Olson

After graduating from Northern Illinois University with a Bachelor of Science degree in Finance, Elliott has had a long history in retail operations and research. Following a series of retail management positions, Elliott joined the market analysis department of SuperValu Stores, the nation's premier grocery wholesaler. While coordinating the consulting activities of the department, Elliott developed computerized analysis techniques for clients in industries such as home centers, drug stores and discount department stores in addition to the supermarket industry.

Elliott founded Retail Systems, Inc. in 1975 and developed a modeling system called LOCUS™ (now called LOCUS™ Professional-LOCUS™ PRO), which has become the primary site location model in the supermarket industry. After selling Retail Systems, Inc. to MPSI in 1986, Elliott went on to become Senior Vice President of Business Development for the company. In that position he managed the worldwide activities of five industry groups, Petroleum, Mass Merchandising, Financial Services, Quick Serve Restaurants and Postal Services.

In 1990, Elliott founded Dakota Marketing, Inc. to assist McDonald's in the development of their planning system called Quintillion. As Chairman of Dakota Worldwide, Elliott continues to work in a broad range of industries worldwide, consulting and working with them to improve operations, increase market shares and compete successfully in today's highly competitive market. Elliott has also led the company into primary research to track and anticipate consumer trends with reports on club stores, natural foods, and center store sales among others. He has spoken at industry events given by organizations such as FMI, NGA, state grocers associations and ICSC.

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Len Sage

Len acquired his extensive background in the retail industry starting with his family's hardware and petroleum businesses. He has over 30 years of experience in market analysis and research with the mass merchandise retail industry. Len is an expert in gravity modeling, and conducting site location and market analysis for retailers, including major shopping center anchors.

Len joined Minnesota Retail Institute, now Dakota Worldwide, at its inception in 1992 as a Vice President and Senior Market Analyst. He has performed over 1,000 studies and market analysis strategies for major retail corporations and developed the liquor store program utilized by Dakota Worldwide. Prior to joining Dakota Worldwide, he was a senior associate with the Mc Comb Group, a firm specializing in land use studies, financial feasibility analysis, design assistance, market studies, absorption estimates and tenant mix formulation. While at The Mc Comb Group, Len concentrated on Community Downtown Development projects.

Prior to that, Len was at Retail Systems for 13 years as an analyst and Vice President. He has personally performed literally hundreds of studies for retailers ranging from the feasibility of a single retail store, to corporate strategies for supermarket, home center chains and other mass-merchandising retailers in metropolitan areas across the nation. He also directed the Retail Systems Market Analysis Department, which performed and evaluated studies for over 400 marketplaces annually, providing feasibility and marketing strategies for independent operators and major retail chains in major metro areas and/or their entire trade areas. The accuracy rate on his projections is well over 90%, based on projected sales compared to actual performance. Len has been instrumental in the development and testing of LOCUS™ Professional.

In his earlier years, Len was a market analyst for Farwell Ozmun & Kirk, a major hardware wholesaler in its OK Stores Division. His primary responsibility was for site feasibility studies and market strategies. Other functions included buying and franchise store support.

Len has a BA in Business Administration from St. Thomas University in St. Paul, Minnesota.

David Retzlaff

Dave is a Market Analyst at Dakota. He has over 20 years of extensive retail management experience in his background, with the majority of his time devoted to dealing with mass merchandising. He has worked as a manager for Bizmart/ OfficeMax, as well as a Hardlines/ Softlines Merchandise Manager, District Operations Specialist, Operations Manager and Customer Service Manager for Target Stores in the Twin Cities. He has a wide range of retail store management platform knowledge, which enables him to better analyze metro markets, as well as specific competitors site location strengths. Dave is experienced in visual merchandising and its effect on customer perception. As a store manager with retail chains experiencing aggressive growth, he was instrumental in developing and implementing major operational strategies, to improve each company's internal efficiencies and competitiveness.

Dave joined Dakota Worldwide as a Market Analyst in 1998. He performs studies for clients using Quintillion and LOCUS™ Professional to analyze demographics and data collected in the field. The knowledge he has gained through experience with various types of retailing entities has enabled Dave to provide valuable and accurate market analysis to clients in a variety of industries. Dave has performed over 30 large-scale MSA projects across the United States. Regional and national retailers have been able to apply the results to strategically place stores and capture expectant market shares. He has also performed over 100 projects in medium to rural markets offering businesses a course of action in achieving their long-term financial goals.

Dave has a Bachelor of Arts degree in Business Administration and Locational Geography from Gustavus Adolphus College.

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Marcia Pfeifer

Marcia came to Dakota Worldwide after nine years of retail experience as a Regional Manager and Director of Sales and Marketing for the Mikara Corporation in New Hope, Minnesota. She also worked as a Merchandise Inventory Analyst for five years for Target Stores, located in Minneapolis. She is Dakota's Municipal Liquor store lead analyst.

Marcia has experience in merchandising, employee development, POS enhancement and new project development. She has also sited locations for five new stores for the Mikara Corporation, all of which were profitable. As Regional Manager of the Mikara Corporation, Marcia served as a Project Manager for the opening of five new stores, performing site location and lease negotiations, designing store layouts, supervising build-outs and writing new store opening orders. She coordinated all projects through grand opening, including fixture sets, merchandising, marketing and advertising. In addition to the new stores, she served as Project Manager for over 30 store relocations and remodels, as well as the design and installation of new cash wraps for the entire chain. Marcia's leadership experience includes the training supervision of two to three area and district managers, and writing the operational and product knowledge training manuals. In her nine years at Mikara, 13 of her subordinates obtained promotions from store manager to various other positions throughout the organization.

Marcia joined Dakota Worldwide in 1999. Her experience and proven leadership abilities provided her with the ability to provide acute, in-depth analyses of the marketplaces she works in. Her varied experience in computerized information systems resulted in her learning to use LOCUS™ 2000 quickly, and she was able to contribute to the improvement not only of LOCUS™ 2001, but of Dakota Worldwide's market analysis reports as well. Marcia has performed over 100 market analysis studies and assisted with many more. These studies included those for supermarkets, liquor stores, package-shipping companies, specialty grocers and natural foods stores. In addition to the studies she has performed, Marcia has contributed to Dakota Worldwide's success by enhancing the screening process, streamlining the reporting process and training new analysts.

Marcia is a graduate of Moorhead State University with a Bachelor of Science degree in Business Management.

Mark Scully

Mark has extensive Geographic Information Systems and programming experience as well as PC hardware and software maintenance. He has an acute ability to analyze situations and develop solutions in these areas.

Mark joined Dakota Worldwide in 1994. As a Geographic Information Systems Specialist, he has developed solutions for market analysts and consumer research using sales and customer demographic/lifestyles databases. Mark has written software programs to improve efficiencies and productivity on in-house reporting processes. He continues to monitor computer functions to enhance workflows, and maintain the high degree of accuracy in our reports. Mark serves as technical support for the evaluation and installation of various software programs and systems. He is heavily involved with both LOCUS™ Professional and Quintillion, supporting in-house personnel as well as client companies.

Prior to Dakota Worldwide, Mark worked for Retail Systems, again analyzing and integrating databases and developing statistical programs used by the Market and Consumer Research departments. Mark has developed GIS scripts to automate map-making processes, developed invoicing programs and is proficient in QuickBASIC and Clipper programming languages.

Mark is a graduate of Bemidji State University with a major in Mathematics with Computer Science emphasis.

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Carol Murphy

Carol works as a Software Engineer for Dakota Worldwide, converted and redesigned a DOS based program originally written in C to a Windows program written in Visual Basic. She writes programs for LOCUS™ software that we use regularly. Carol has developed a national address matching system and has implemented a corporate time accounting system. She has worked in developing Geographic Information Systems (GIS) and has supervised portions of an Operational Planning System for international companies.

Carol has had 22 years of progressive experience in software development in both large and mid-sized company environments. She has previously worked as a Research Programmer with the Argonne National Laboratory and with the Head Start National data bank with World Systems Laboratories, Inc. She was a Programmer Analyst for American Airlines in their Operations Research Department.

At MPSI Systems, Inc., Carol was responsible for designing and developing end-user Decision Support Systems and Artificial Intelligence. For two years, she worked as a consultant in the implementation of the Quintillion software system.

Carol is a graduate of De Pauw University in Greencastle, Indiana. She also holds a Master of Arts degree in Mathematics from the University of North Carolina.

Robert Welch

As president of Synergos Technologies, Robert is responsible for the incorporation of technological solutions into Dakota and its clients. Currently his focus centers on GIS (Geographic Information Systems) and desktop mapping. To his credit is the design and implementation of Quintillion, VDB, Vortex and MapLink. In 2000, seeing the need for more accurate and timely population, social and economic data for small areas, Robert conceived and built PopStats, Landscape and Employment using state of the art technology, data and algorithms.

Prior to joining the Dakota team in 1991, Robert was a principal of the Execucom Consulting Group. During his 10 years with Execucom, Robert was responsible for the design and implementation of a large variety of financial systems, including risk assessment, portfolio selection, capital budgeting and manpower planning. His design concepts in the field of Executive Information Systems (EIS) not only won him national recognition, but also are the basis for systems still in use today at corporations like Dial, Boeing Military Airplane, Bank of Montreal, Ameritech and Canadian Pacific Forestry Products.

Robert received his MBA from the University of Texas at Austin in 1981. His degree specialization was in portfolio management. Because of his degree, he developed a market forecasting system, with the fundamentals of that system still in use by the Texas Bureau of Economic Research. His BBA from the University of Texas at El Paso was with a specialization in marketing research.

Ray Murphy

Ray presently works with the Oklahoma Center for Rural Development - Tahlequah, OK and is a Northeastern State University Director. At this post, he has created and implemented Economic Development Tools for use by economic developers within Oklahoma. In addition, since 2002 he is an instructor in Economics, Business, Statistics, Entrepreneurship, and Statistics. He is also an advisor for Rural Economic Development and the Oklahoma Department of Commerce.

Prior to his positions at Northeastern State University, he held various positions at MPSI Systems, Inc. in Tulsa, OK including Vice-President of the Restaurant Division and Retail Modeling Development.

Ray received his Bachelor of Science of Economics (Phi Beta Kappa) from the University of North Carolina and also his Master of Arts of Economics.

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Synergos Technologies

STI: LandScape™ **Neighborhood Segmentation System** *... Lifestyle with Attitude*

STI: LandScape — A Powerful Geodemographic Tool

The U.S. Census Bureau updates the Census every 10 years, creating what is widely recognized to be the greatest consumer database of all time. It allows us to link vast amounts of demographic data, lifestyle data, and local neighborhood geographic data (such as zip codes and Census tracts) to create classifications of actual, addressable, and mappable neighborhoods where people live and shop. However, the Census Bureau delivers its data in a “raw” form that is unusable to most businesses. That’s where STI: LandScape enters the picture.

STI: LandScape takes the U.S. Census Bureau’s raw data and runs it through intelligent mathematical models, which identify the primary factors that characterize neighborhoods and refine those factors into smaller and smaller sub groups to improve the homogeneity of each subgroup. These models found that seven primary demographic factors have the greatest impact on distinguishing market segments: age, income, ethnicity, education, marital status, dwelling type and presence of children. These were used in the creation of STI: LandScape. Other, less significant, demographic factors also played a minor role in the analysis.

The final result was the creation of 72 well-defined neighborhood segments with residents who share similar geodemographic characteristics and are statistically different from other neighborhood’s segments. Each segment gives market researchers a demographic snapshot of the residents’ general “personality” in each neighborhood. All 72 of STI: LandScape’s neighborhood segments are grouped into 15 overall neighborhood categories. The factors that influenced the creation of the broad neighborhood categories include: degree of urbanization, family status, affluence, age, family status, and ethnicity.

Overview of the 15 STI: LandScape Neighborhood Categories

STI: LandScape’s neighborhood segmentation system is formulated into 15 categories and 72 individual neighborhood segments — resulting in the grouping of consumers who share similar geodemographic characteristics and are statistically different from other neighborhood’s segments. The 15 neighborhood categories have been segmented by STI: LandScape by traditional geodemographic factors, including family status, affluence, age, family status, ethnicity and degree of urbanization. Here is a quick overview of STI: LandScape’s 15 neighborhood segments.

Category A: Crème de la Crème. Urban neighborhoods with residents that measure far above

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average in all traditional classifications, including income, education, and family status.

Category B: Urban Cliff Climbers. Urban neighborhoods with residents that represent the definitive “working class,” and are young and in pursuit of their individual American dreams.

Category C: Urban Cliff Dwellers. Urban neighborhoods with 30 somethings pursuing a comfortable, classically American, working-class lifestyle.

Category D: Seasoned Urban Dwellers. Urban neighborhoods predominately home to workingclass, mid to late 40-somethings, plus a high percent of residents who are 65 plus.

Category E: Thriving Alone. Neighborhoods distinguished by a large number of residents who are flourishing in solitary, highly urban, high-income lifestyles.

Category F: Going It Alone. Urban neighborhoods that are a testament to the opportunities available to Americans who, even without higher educations, can live comfortable lives alone.

Category G: Struggling Alone. Urban neighborhoods where the single residents with minimal education and many children are struggling alone financially.

Category H: Single in the Suburbs. Residents of these suburban neighborhoods are among the lower income levels of modern suburbia, but are neither rich, nor poor.

Category I: Married in the Suburbs. These suburban neighborhoods are home to upper-middleclass residents with high incomes, married couple households, and white-collar jobs.

Category J: Retired in the Suburbs. Suburban neighborhoods with a 40 plus demographic, high incomes, few children, and a comfortable standard of living.

Category K: Living With Nature. Rural areas inhabited by a patchwork of people who have both chosen the rural lifestyle and whose vocations chose it for them.

Category L: Working With Nature. Rural areas home predominately to 40 plus year olds working the land for a living.

Category M: Harlem Gateway. Urban neighborhoods comprised predominantly of African Americans.

Category N: Espaniola. Urban neighborhoods that are home mainly to Hispanic Americans.

Category O: Specialties. Neighborhoods across the U.S. that are so unique they do not fit into easily definable groups, for example: rich and poor senior citizens, Asians, apartment dwellers, trailer park residents, military personnel, and college students.

Dakota Worldwide Corp.

8200 Humboldt Avenue South, Suite 302 • Minneapolis, MN 55431
Telephone 800.475.4505

References

Please feel free to contact the following clients of Dakota Worldwide for their comments on our products and services.

Dave Wilkinson
Strack & Van Til
2244 45th Street
Highland, IN 46322
219.924.7588

John Breitingger
United Properties
3500 West 80th Street, Suite 200
Minneapolis, MN 55343
952.893.8267

Bob Shadduck
Jerry's Foods
5101 Vernon Avenue S.
Edina, MN 55436
852.922.8335

Carlos Smith
Bodega Latina dba El Super
14601B Lakewood Boulevard
Paramount, CA 90723
323.720.9599 Ext. 202

Paul Kaspszak
MN Municipal Beverage Assn.
P.O. Box 32966
Minneapolis, MN 55432
763 572 022
800 848 4912 Ext 3925

Candice Woods – Mgr
The Liquor Hutch
City of Hutchinson
11 Hassan Street SE
Hutchinson, MN 55350
320.587.2762

Chris Coborn
Coborn's Inc.
1455 E Highway 23, Building A
St. Cloud, MN 56304
320.252.4222

Dave McKinney
LDM Real Estate Services, LLC
5243 W. Hidden Springs Drive
Boise, Idaho 83714
208-577-8332

Kevin Bissell
Weingarten Realty Investors
2600 Citadel Plaza Drive
Houston, TX 77008
713.866.6077

Gene Kadish
Whole Foods
8 Sawmill Lane
Newtown, PA 18940
215-497-5040

Paul Gilbert
Wegmans Food Markets, Inc.
1500 Brooks Avenue
Rochester, NY 14603
585.328.8784

Scott Wilmoski
Associated Wholesale Grocers
5000 Kansas Avenue
Kansas City, KS 66106
913.288.1570

Scott Swanson
Liquor Operations Manager
City of Apple Valley
7100 West 147th Street
Apple Valley 55124
952-953-2560

Paul Donna
Northland Securities
54 S. 7th Street, Suite 2000
Minneapolis, MN 55402
612-851-5905

Brenda Visnovec
Liquor Operations Director
City of Lakeville
20195 Holyoke Avenue
Lakeville, MN 55044
952-985-4901

Dennis Feller
Finance Director
City of Lakeville
20195 Holyoke Avenue
Lakeville, MN 55044
952-985-4481

Dakota Worldwide Corp.

8200 Humboldt Avenue South, Suite 302 • Minneapolis, MN 55431
Telephone 800.475.4505

LAUDERDALE COUNCIL ACTION FORM

Action Requested

Consent _____
Public Hearing _____
Discussion X
Action X
Resolution _____
Work Session _____

Meeting Date February 8, 2011

ITEM NUMBER Zoning Update

STAFF INITIAL JB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Last year the Council hired Bonestroo to assist in the rewrite of the city's zoning ordinance. Shortly thereafter, the state supreme court ruled on a case from Minnetonka in such a way that cities could no longer issue variances as they did before. As you saw in previous updates from the League, they felt the issue would be resolved quickly this legislative session.

Staff and the consultant had a first draft completed when the court decision was made. Since the ability to issue a variance is vital to many aspects of a zoning ordinance, staff and the consultant discussed holding off on further revisions until the legislature amended the laws regarding local variance control.

Based on the recent updates from the League, the issue may not be resolved in the near future; therefore, staff is asking the Council to provide direction on the zoning ordinance revision process.

OPTIONS:

1. Have staff and the consultant continue to revise the ordinance and bring it to the Council for discussion. When (if) the legislature makes a decision, the Council would continue revising the draft ordinance.
2. Table the zoning ordinance update until the legislature clarifies cities' zoning and variance authority.
3. Revisit the issue at the end of the legislative session if the legislature does not pass a bill regarding variances.

STAFF RECOMMENDATION:

Motion to table the zoning ordinance update until the end of the legislative session if the legislature does not clarify cities' zoning and variance authority first.

COUNCIL ACTION:



Variance Legislation in Jeopardy

Business groups demand an amendment and refuse to negotiate.

(Published Feb 2, 2011)

HF 52, the bill that would reinstate city variance authority and clarify county and municipal variance statutes to lessen the likelihood of future litigation, has reached a point of impasse. The Senate companion bill is **SF 13**.

The League is joined in support of the bill by the Association of Minnesota Counties, Association of Minnesota Building Officials, Coalition of Greater Minnesota Cities, International Council of Shopping Centers, Metro Cities, Minnesota Association of Small Cities, Minnesota Association of Townships, Minnesota Inter-County Alliance, Minnesota Planning Association, Minnesota Shopping Center Association, Municipal Legislative Commission, National Association of Industrial and Office Properties, St. Paul Building Owners and Managers, St. Paul Area Chamber of Commerce, and Twin West Chamber of Commerce.

A group of opponents, led by the state auto dealers and the state chamber of commerce, and now including associations representing builders, Realtors, and agricultural interests, has stated that they will only support a version of the bill opposed by local government.

Since an initial meeting three weeks ago, where those groups laid out their concerns, the League has offered several alternatives to language they objected to in the original draft of the bill. But these groups have yet to accept our offer to meet and discuss alternatives.

The area of the bill at issue continues to be over clarification of local government authority to impose conditions on the grant of a variance.

In testimony early this session, the bill's opponents gave no specific example of how the bill's language did anything other than allow variances to be granted with conditions imposed when those variance would otherwise have to be denied. The opponents have also acknowledged that cities, towns, and counties have clear police powers related to public health, safety, and welfare. Despite the fact that this language clearly makes it more likely that property owners and businesses could get a variance in certain cases, the bill's opponents continue to oppose any clarification or consistency being put into this section of law.

The League has insisted that, in the interest of making variance statutes of counties, cities, and townships consistent, and to clarify the statute to prevent future challenges to local variance authority, the language should read the same for all local units of government

In delineating when a variance may be considered, current statutes for counties say that conditions may be imposed "to insure compliance and to protect adjacent properties and the public interest." The "public interest" language is not included in the city authority. Opponents have objected to inclusion of "public interest" or similar language in the city statute. While it is clear that cities may enact zoning ordinances to promote the "public health, safety, morals, and general welfare," the inconsistency between the laws

for cities and counties creates a level of ambiguity and legal uncertainty that is unacceptable.

Ironically, despite the apparent opposition to language that allows conditions to promote the “public interest” or to protect the public health, safety, or welfare, the change would make it more likely that variances are, in fact, granted in cases that some local governments are currently hesitant to consider.

The League will continue to work with the bill authors, **Rep. Joyce Peppin** (R-Rogers) and **Sen. Gen Olson** (R-Minnetrista), to resolve this issue so that a bill can move forward that allows property owners to again be able to get municipal variances and that clarifies the law to prevent future confusion and litigation.

Those concerned about the timely passage of HF 52 should contact their local legislators and Rep. Peppin, and Sen. Olson to ask that the bill move forward with the compromise amendment offered by the League.

- **Read the previous article about this bill**

Read the current issue of the Cities Bulletin

Your LMC Resource

Contact Craig Johnson

IGR Representative

(651) 281-1259 or (800) 925-1122

cjohnson@lmc.org

Contact Tom Grundhoefer

General Counsel

(651) 281-1266 or (800) 925-1122

tgrundho@lmc.org

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**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent _____
Public Hearing _____
Discussion X _____
Action _____
Resolution _____
Work Session _____

Meeting Date February 8, 2011

ITEM NUMBER Park Committee

STAFF INITIAL JB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The City currently has seven city events: Snow*Commotion, City-Wide Garage Sale, two Music under the Trees Events, Fun Run, Day in the Park, and Halloween. These are well-loved events and make Lauderdale unique.

Getting enough PCIC members has been a reoccurring issue. The PCIC ordinance states that the committee will have at least five members; currently the park committee has three members. A number of people have expressed interest in being on the committee recently, but none of them decided to do so.

The PCIC used to meet monthly. To cut down on the time commitment for members, they now meet 7 times per year (timed around city events and city newsletters). In addition to cutting down on the number of meetings, staff has been bouncing around ideas on how best to structure the PCIC so it can continue to provide fun, community building activities.

One idea is simply to change the ordinance to allow for less members. Another idea that came out of the comp plan committee is to have ad hoc committees. In this case, it would mean turning the PCIC committee into a Snow*Commotion planning committee, a Day in the Park planning committee etc. Currently, Jim invites those who volunteer at the event to help plan them and that has worked well.

The Mayor and I have talked about this in the past and he may have other thoughts to share. Otherwise, staff is merely throwing out ideas so that community events remain engaging and vibrant well into the future.

OPTIONS:

STAFF RECOMMENDATION:

COUNCIL ACTION:

CHAPTER 3

PARK/COMMUNITY INVOLVEMENT COMMITTEE

SECTION:

- 2-3-1: Establishment
- 2-3-2: Advisory Nature
- 2-3-3: Membership
- 2-3-4: Meetings; Minutes; Records
- 2-3-5: Rules And Procedures
 - 2-3-5-1: Organization
 - 2-3-5-2: Meetings
 - 2-3-5-3: Agenda
 - 2-3-5-4: Minutes
 - 2-3-5-5: Duties Of Chairperson
 - 2-3-5-6: General Rules Of Order
 - 2-3-5-7: Voting !2R!

2-3-1: ESTABLISHMENT:

The Park/Community Involvement Committee is hereby established to promote community spirit by involving residents in community events and assisting the City Council in the development of Lauderdale Community Park. (Ord. 75, 5-23-1995)

2-3-2: ADVISORY NATURE:

The Park/Community Involvement Committee shall be appointed by and serve in an advisory capacity to the City Council, and shall have no other official status or independent authority. All actions and expenditures must be voted on and approved by the City Council. (Ord. 75, 5-23-1995)

2-3-3: MEMBERSHIP:

A. Appointment: The Park/Community Involvement Committee shall consist of at least five (5) members appointed by the City Council. In addition, the Council shall annually appoint one Council member to serve as Council liaison, and the City Administrator shall name a staff liaison to the Park/Community Involvement Committee.

B. Term: The members are appointed for a term of two (2) years and may be reappointed by the City Council with submission of application. (Ord. 75, 5-23-1995)

2-3-4: MEETINGS; MINUTES; RECORDS:

A. Open Meetings: All meetings of the Park/Community Involvement Committee shall be open to the public.

B. Minutes: The proceedings shall be recorded in minute form and copies will be provided to each member of the Park/Community Involvement Committee and to the Mayor and Council.

C. Records: The Park/Community Involvement Committee shall keep a record of all resolutions, transactions and findings. The records and minutes shall be public records. (Ord. 75, 5-23-1995)

2-3-5: RULES AND PROCEDURES:

The City Council shall approve the rules and procedures of the Committee within thirty (30) days after the creation of the Committee. The rules shall provide for the appointment from its membership including a chairperson, vice chairperson, and such other officers as it shall deem necessary. The rules and procedures shall specify of the appointment of officers, term of office, duties of the officers, number of members to constitute a quorum, the order of business, attendance requirements, and other matters necessary to conduct the business of the Committee. (Ord. 75, 5-23-1995)

2-3-5-1: ORGANIZATION:

A. The Park/Community Involvement Committee is appointed and serves as per the provisions of this Chapter.

B. The Park/Community Involvement Committee shall annually rotate the position of its chairperson at the first meeting of every year.

C. A member's failure to attend three (3) meetings or fifty percent (50%) of the meetings in a year (whichever is greater) shall constitute a vacancy on the Park/Community Involvement Committee. Notification will be provided by the City Administrator.

D. The staff and/or City Council liaison or designee shall serve as an advisor to the Park/Community Involvement Committee and attend all meetings of the Community Involvement Committee. (Ord. 75, 5-23-1995; amd. 6-13-1995)

2-3-5-2: MEETINGS:

A. Regular: The Park/Community Involvement Committee will meet as needed and post agendas at City Hall in accordance with Minnesota State Law.

B. Special: The chairperson and staff or City Council liaison may call a special meeting at least twenty four (24) hours before such meeting. Notice shall state purpose of said meeting and shall be delivered to each Committee member's residence.

C. Place: All meetings shall be held in City Hall.

D. Presiding Officer: The chairperson shall preside at all meetings of the Park/Community Involvement Committee. In the absence of the chairperson, the vice chairperson shall preside and call that meeting to order.

E. Quorum: Three (3) members of the Park/Community Involvement Committee or a majority of the appointed members (whichever is greater) shall constitute a quorum at any meeting. Once the meeting is duly called to order, official action may not be taken without the presence of a quorum. (Ord. 75, 5-23-1995; amd. 6-13-1995)

2-3-5-3: AGENDA:

The chairperson and the staff or City Council liaison shall create and provide the Committee members with a copy of the agenda as far in advance of the meeting as time permits. Agendas shall be posted on the window at City Hall. (Ord. 75, 5-23-1995; amd. 6-13-1995)

2-3-5-4: MINUTES:

A. The staff liaison is responsible for minutes and reports. The City Administrator is responsible for recommendations to the City Council.

B. The City staff shall maintain all records of the Park/Community Involvement Committee. All minutes, motions, resolutions, findings and reports are to be reduced to writing and a copy provided to each Committee member and forwarded to the City Council. (Ord. 75, 5-23-1995; amd. 6-13-1995)

2-3-5-5: DUTIES OF CHAIRPERSON:

A. The chairperson shall preserve order and decorum at all Park/Community Involvement Committee meetings. The chairperson shall state every question coming before the Committee, announce the decision of the Committee, and decide all questions of order.

B. The chairperson may vote on all questions.

C. The chairperson may appoint a recording secretary. (Ord. 75, 5-23-1995; amd. 6-13-1995)

2-3-5-6: GENERAL RULES OF ORDER:

Robert's Rules of Order shall be accepted as an authority on parliamentary procedure. (Ord. 75, 5-23-1995; amd. 6-13-1995)

2-3-5-7: VOTING:

A. Silence shall be recorded as an affirmative vote. All motions with an equal number of votes for and against shall be declared a negative motion.

B. The staff and City Council liaison or designee serve in an advisory capacity and are not voting members. (Ord. 75, 5-23-1995; amd. 6-13-1995)

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent _____
Public Hearing _____
Discussion _____
Action _____
Resolution _____
Work Session _____ X

Meeting Date February 8, 2011

ITEM NUMBER City Council Ordinance

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

At the last meeting, the Council began discussing changing the format of council meetings. How the Council operates is governed by Ordinance 1-5. Some things have changed over time, but the ordinance has not been updated to reflect the changes. The following shows my recommendations to clean up the ordinance. If the Council wanted to consider increasing Council compensation, this would also be a good time to do that. It would not go into effect until after the next election.

OPTIONS:

STAFF RECOMMENDATION:

COUNCIL ACTION:

CHAPTER 5
CITY OFFICIALS

SECTION:

- 1-5-1: Mayor And City Council Compensation
- 1-5-2: Council Meeting Bylaws
- 1-5-2--1: Regular Meetings
- 1-5-2--2: Special Meetings And Work Sessions
- 1-5-2--3: Emergency Meetings
- 1-5-2--4: Quorum
- 1-5-2--5: Minutes
- 1-5-2--6: Motions
- 1-5-2--7: Petitions, Memorials, Etc.
- 1-5-2--8: Votes
- 1-5-2--9: Rules Of Order
- 1-5-2-10: Language Included On Agenda
- 1-5-2-11: Order Of Business
- 1-5-2-12: Items Not On Agenda
- 1-5-3: City Administrator

Deleted: 1-5-2-12: Seating Of Council
Deleted: 3

1-5-1: MAYOR AND CITY COUNCIL COMPENSATION¹:

A. Mayor: The annual salary for the Mayor shall be three thousand six hundred dollars (\$3,600.00).

B. Council Members: The annual salary for each member of the City Council shall be two thousand four hundred dollars (\$2,400.00).

C. Payment: The salaries established in this Section shall be paid monthly. (Ord. 72, 10-14-1986; amd. 2-XX-11)

D. Effective Date: The salaries established in this Section shall take effect for the City Council in office beginning January, 2002.

Deleted: in four (4) equal installments at the March, June, September and December Council meetings of each year
Deleted: ,

1-5-2: COUNCIL MEETING BYLAWS:

1. M.S.A. § 415.11.

1-5-2-1: REGULAR MEETINGS:

Regular meetings of the Council shall be held at the City Hall on the second and fourth Tuesday of each month at seven thirty (7:30) P.M. Work sessions of the Council shall be held during the regularly scheduled council meetings. The Council may make motions and take action at these work sessions. (Ord. 1, 7-27-1993; amd. 7-25-1995; amd. 2-xx-2011)

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Deleted: the second Tuesday of each month as needed which begins at seven o'clock (7:00) P.M.

1-5-2-2: SPECIAL MEETINGS AND WORK SESSIONS:

Special meetings and work sessions must be called at the request of at least three (3) members of the Council. Only those items specifically agreed upon in advance shall be considered. At least twenty four (24) hours advance notice must be given to all members of the Council prior to the holding of said special meetings and work sessions, and such notice shall also be posted at City Hall at least twenty four (24) hours in advance of the special meeting. (Ord. 1, 7-27-1993)

Deleted: '

1-5-2-3: EMERGENCY MEETINGS:

Emergency meetings may be called at any time, providing all members of the Council agree to waive notice prior to the holding of such emergency meeting. (Ord. 1, 7-27-1993)

1-5-2-4: QUORUM:

Three (3) members of the Council shall constitute a quorum. (Ord. 1, 7-27-1993)

1-5-2-5: MINUTES:

As soon as a quorum is present, minutes of the previous meeting shall be approved as presented or accepted after corrections have been made. (Ord. 1, 7-27-1993)

1-5-2-6: MOTIONS:

A. Any motion, by any member, shall be reduced to writing by the recorder.

B. After a motion is made, it shall be in possession of the Council, but it may be withdrawn at any time by the Council member presenting the motion before being amended or acted upon. All motions and amendments thereto shall be entered upon the minutes and the vote thereon, whether they be adopted or rejected. (Ord. 1, 7-27-1993)

Deleted: B. No motion shall be put to vote until it has been stated by the recorder.

Deleted: c

Deleted: shall be stated by the recorder

1-5-2-7: PETITIONS, MEMORIALS, ETC.:

Petitions, memorials, and other papers addressed to the Council shall be presented by the presiding officer or by a member in his/her place, or may be read at the request of a member or the presiding officer. All petitions, memorials, and other communications which may be filed with, or delivered to the City Administrator prior to the meeting of the Council shall be brought before the Council by the City Administrator. (Ord. 1, 7-27-1993)

Deleted: by the recorder

1-5-2-8: VOTES:

A. Roll Call: Roll call shall be called from the presiding officer's right to his/her left, except the presiding officer shall vote last.

B. Entry In Minutes: Each individual's vote shall be entered in the minutes.

C. Abstention Or Disqualification: Any member may abstain from voting or disqualify himself/herself. The reason for disqualification or abstention must be stated by the member and entered in the minutes. If a member disqualifies himself/herself, he/she may leave the room while the issue is being considered. (Ord. 1, 7-27-1993)

1-5-2-9: RULES OF ORDER:

A. Robert's Rules Of Order: The rules of parliamentary practice embraced in Robert's Rules of Order (Revised) shall govern the Council procedure in cases to which they are applicable and to which they are not inconsistent with the standing rules of order and business of the Council.

B. Suspension Of Rules: No rule of the Council shall be suspended without the concurrence of at least four (4) members of the Council. (Ord. 1, 7-27-1993)

1-5-2-10: LANGUAGE INCLUDED ON AGENDA:

The following language is to be included on each agenda:

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 following times and always within the prescribed rules of conduct for public input at meetings:

PUBLIC HEARINGS: Public hearings are conducted so that the public affected by a proposal may have input into

Comment [VAC1]: This language used to appear on the agendas when Rick was here. Brian removed it and I left it that way. I think a version of this language should be added back to the agenda.

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.

OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE CITY COUNCIL ON MATTERS NOT ON THE AGENDA: 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 under the Other Business 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.
(Ord. 1, 7-27-1993; amd. 10-24-1995)

1-5-2-11: ORDER OF BUSINESS:

The following shall be the order of business of the Council:

- A. Call the meeting to order by the Mayor.
- B. Roll call.
- C. Approval of agenda, approval of minutes and approval of claims.
- D. Opportunity for the public to address the Council on items not on the agenda.
- E. Consent agenda (optional).
 1. The Administrator may include a consent agenda section as an order of business.
 2. Consent items are considered as one item requiring one motion for approval and one vote.
 3. If anyone wishes to discuss a consent item separately or vote on it as an individual action, that item can be separated from

the list and considered with the regular agenda. The rest of the consent agenda would then be adopted with the one motion, one vote procedure.

- F. Recognitions/proclamations.
- G. Informational presentations/guest speakers.
- H. Public hearings.
- I. Action items.
- J. Discussion items.
- K. Items removed from consent agenda (optional).
- L. Additional items.
- M. Reports.
- N. Set agenda for next meeting.
- O. Adjournment. (Ord. 1, 7-27-1993; amd., 10-24-1995)

1-5-2-12: ITEMS NOT ON AGENDA:

Items not included on the approved agenda may be introduced and discussed on their merits. Before such an item may be approved or denied, the Council must, by unanimous voice vote, agree to consider the item. No official action (vote) shall be taken at the meeting unless the item warrants immediate action. If a unanimous vote is made and immediate action is required, all adopted rules of procedure except Section 1-5-2-10 shall apply. (Ord. 1, 7-27-1993)

Deleted: ¶
 1-5-2-12: SEATING OF
 COUNCIL: ¶
 ¶
 The seating of the Council
 at the Council meetings will
 be rotated each month. (Ord.
 1, 7-27-1993) ¶

Deleted: 3

1-5-3: CITY ADMINISTRATOR:

A. Position Established: The City hereby establishes the office of City Administrator.

B. Appointment; Removal: The City Administrator shall be chosen by the City Council on the basis of his/her training, experience and administrative qualifications. The City Administrator shall be appointed for an indefinite period by the majority of the Council and may be removed at any time for any reason by a majority of the full Council.

C. Qualifications: The City Administrator must have considerable knowledge of municipal government operations, proper procedures, public relations, finances, purchasing, and all administrative requirements for proper municipal operation. The City Administrator must have the ability to provide harmonious relations with City employees and the general public. The City Administrator must have the ability to develop plans, to collect

and analyze information for reports and to conduct and implement standards of procedure, operation and organization.

D. Oath And Bond¹: The City Administrator shall be required to take an oath of office. He/she shall be bonded at City expense through a position bond which will indemnify the City.

E. Functions: The City Administrator shall carry out the job duties and responsibilities as outlined in the most recent Council-approved job description for the City Administrator and such other duties as may be assigned by the Council from time to time.

1. Clerk: The City Administrator is also the City Clerk.

2. Treasurer: The City Administrator is also the City Treasurer.
(Ord. 89, 8-22-1995)

1. M.S.A. § 418.25.

History of Amendments Since Codification: 1/23/01, 2/25/03,
2/XX/11.