

FILE

**LAUDERDALE CITY COUNCIL MEETING AGENDA
7:30 P.M. TUESDAY, JANUARY 11, 2011
LAUDERDALE CITY HALL, 1891 WALNUT STREET**

1. **ROLL CALL**
2. **APPROVAL OF THE AGENDA**
3. **APPROVALS**
 - a. Minutes of the December 14, 2010, City Council Meeting
 - b. Claims and Bond Payments Totaling \$748,807.35
4. **OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COUNCIL**
5. **CONSENT**
 - a. 2011 Rental Housing Licenses
 - b. 2011 Business Licenses
 - c. 2011 City Council Meeting Schedule
 - d. 2011 Designation of Official Newspaper
 - e. 2011 Investment Policy
 - f. Resolution 011111A – A Resolution Designating Official Depository and Investment Institutions for 2011
 - g. Collateral Pledge Update from North Star Bank
 - h. PCIC Minutes
 - i. \$1,500 donation from Chinese Christian Church
 - j. Recreation Agreement with Falcon Heights
6. **SPECIAL ORDER OF BUSINESS/RECOGNITION/PROCLAMATIONS**
7. **REPORTS**
 - a. Snow*Commotion Update
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. 2011 Committee Appointments & Mayor Pro Tem
 - b. 2011 Fee Schedule
 - c. Back Up Snow Plowing
10. **ITEMS REMOVED FROM THE CONSENT AGENDA**
11. **ADDITIONAL ITEMS**
12. **SET AGENDA FOR NEXT MEETING**
 - a. Municipal Liquor Market Research
 - b. Deputy Clerk Position
13. **WORK SESSION**
14. **ADJOURN**

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

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December 14, 2010

Mayor Dains called the City Council meeting to order at 7:35 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. Butkowski added a discussion regarding the snow accumulation, a claim from Waste Management for the dumpster used in the park, and a claim for the playground equipment. Mayor Dains added annual employee recognition. **Councilor Gaasch moved to approve the agenda as amended. Councilor Mac Lean seconded the motion and it passed unanimously.**

Councilor Mac Lean moved to approve the November 23, 2010, City Council meeting minutes. Councilor Grove seconded the motion and it passed unanimously.

Councilor Hawkinson moved approval of the claims totaling \$149,379.66. Councilor Gaasch 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.

Cor Wilson, Executive Director of the North Suburban Cable Commission, updated the Council on a couple of key happenings at the Commission. She explained the city's cable franchise was up for renewal in 2013 which means negotiating will begin shortly. Wilson is following the franchise renewal processes in other states to determine the best course of action here. Mayor Dains volunteered for the franchise renewal committee.

Mayor Dains also served on the building search committee that recently completed its work. The Cable Commission will be moving into the building temporarily used as the Roseville Branch of the Ramsey County Library.

Mayor Dains asked if councilors wished to remove items from the consent agenda. There being no one, **Councilor Mac Lean moved the following consent agenda items: 2011 rental housing licenses, 2011 business licenses, and termination of the deputy clerk during her probationary period. Councilor Hawkinson seconded the motion and it passed unanimously.**

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Butkowski provided the Council and those present with an overview of the 2011 budget. The general fund budget balanced at \$1,130,414; the budget is 2.8% smaller than in 2010. The proposed levy was \$580,730 with \$110,683 coming from fiscal disparities. The proposed levy increase is 1.57% resulting in a tax rate of 26.87%. Due to appreciating home values in Lauderdale, owners of a median valued home should anticipate a \$147 tax increase, \$11 of which is the city tax increase. Butkowski then broke down how tax dollars are spent by department.

Mayor Dains opened the public hearing regarding the proposed 2011 budget and levy at 8:07 p.m.

No one present addressed the Council.

The public hearing was closed at 8:08 p.m.

Councilor Mac Lean thanked staff for an easy to understand presentation. The Mayor said the City was heavily dependent on local government aid and operates leanly. He thanked the Council and staff for the work put into the budget process.

Councilor Gaasch moved to adopt Resolution 121410A – A Resolution Levying Taxes for 2010 Payable in 2011 in the amount of \$580,730. Councilor Mac Lean seconded the motion and it passed unanimously.

David Gardner, 2311 Ione Street, addressed the Council. He would like to construct a walkway made from pavers which the current ordinance doesn't allow. Michael Keenan and Brian Nelson of Metro Blooms also addressed the Council. They reiterated the environmental benefits of pervious pavers and explained how to properly install them. Councilors and staff asked follow up questions.

Gardner recognized how long ordinance revisions take so he asked the Council to allow him to install the pavers as a demonstration project. He requested an answer by March 31. Staff will follow up by seeing if a model ordinance regarding the use of pavers for sidewalks or driveways is available.

Butkowski said Harvey Skow submitted a request seeking property tax relief for the easement area recently agreed to by the City and the Skows.

The Council listened to Skow's request. The item died for lack of a motion.

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Butkowski said staff proposed hiring four warming house attendants for the season. The two returning attendants would take most of the shifts with the two new attendants taking a shift or two per week to learn the ropes.

Councilor Hawkinson moved to approve the warming house staff and pay them an hourly rate of \$9.00. Councilor Mac Lean seconded the motion and it passed unanimously.

Butkowski noted that she updated the language in her previous employment agreement to reflect a continuation of her employment with the City. The only substantive change was a reflection of a step four pay increase with the fifth step taking effect in December 2011.

Councilor Mac Lean moved to accept the updated employment agreement and approve the step four pay increase. Councilor Hawkinson seconded the motion and it passed unanimously.

The Council discussed the four items added to the agenda.

Butkowski said public works staff was still working on clearing snow from the weekend. Staff had been discussing “what if” scenarios for snow removal and parking should the City receive more snow soon. *The Council will take up the issue at a special meeting if need be.*

The Council received a payment request for the dumpster used during the recent playground demolition project totaling \$968.69.

Councilor Mac Lean moved to approve the payment request from Waste Management for the park dumpster. Councilor Grove seconded the motion and it passed unanimously.

Butkowski said the playground equipment was installed before the snow fell but the ground was soft and the equipment used for installation created ruts that will need to be cleaned up in the spring in addition to making sure the wood fiber was spread appropriately. She recommended holding a \$2,000 retainer until the work is completed in the spring.

Councilor Grove moved to withhold \$2,000 from MN/WI Playground until they correct the concerns noted in the memo in the spring. Councilor Mac Lean seconded the motion and it passed unanimously.

Mayor Dains said the City would like to continue the tradition of giving staff an extra day off over the holidays in recognition of their work throughout the year.

Councilor Mac Lean moved to give city staff a personal day between December 14 and the end of January to be taken with City Administrator approval. Councilor Gaasch seconded

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the motion and it passed unanimously.

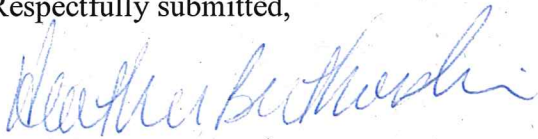
Butkowski reviewed the preliminary agenda for the next meeting, which included 2011 city council meeting schedule, 2011 fee schedule, 2011 depository and investment institutions, 2011 investment policy, 2011 committee appointments, 2011 designation of official newspaper, 2011 mayor pro tem, and TIF to project year 2002 debt service transfer.

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

Mayor Dains recapped the December 9 meeting with the business community. The meeting was organized to gather feedback on the concept of a municipal liquor store. Those in attendance were in favor of the idea and felt somewhere along Larpenteur Avenue would make sense. The Council will take up the issue again in the new year by discussing whether to move ahead with market research on possible locations.

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 9:35 p.m.

Respectfully submitted,



Heather Butkowski
City Administrator

CITY OF LAUDERDALE

CLAIMS FOR APPROVAL

January 11, 2011 City Council Meeting

<u>Payroll</u>		
12/24/10 Payroll:	Direct Deposit # 501078-501091	\$8,398.96
12/24/10 Payroll:	Direct Deposit # 501092	\$326.64
12/24/10 Payroll:	Payroll Liabilities, e-payments 509E-511E	\$6,689.16
12/31/10 Payroll:	Direct Deposit # 501093-501096	\$3,677.61
12/31/10 Payroll:	Payroll Liabilities, e-payments 512E-514E	\$4,178.80
01/07/11 Payroll:	Direct Deposit # 501097-501104	\$3,197.79
01/07/11 Payroll:	Payroll Liabilities, e-payments 517E-519E	\$3,659.87
<u>Vendor Claims</u>		
12/27/10 Claims:	Check #'s 20541-20553	\$6,417.37
12/27/10 Claims:	Check #'s 20555-20558	\$13,268.71
01/11/11 Claims:	Check #'s 20559-20569	\$2,712.05
01/11/11 Claims:	Check #'s 20571-20577	\$61,391.64
	SUBTOTAL	\$113,918.60

2002A and 2003A Bond Payment

\$634,888.75

Total Claims for Approval	\$748,807.35
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CITY OF LAUDERDALE

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Payments

Current Period: DECEMBER 2010

Batch Name	122410pyroll				
Payment		Computer Dollar Amt	\$6,689.16	Posted	
Refer	1826 NORTH STAR BANK, CHECKING S	Ck# 000509E	12/24/2010		
Cash Payment	G 101-21703 FICA WITHHOLDING.		12/24/10 payroll		\$2,158.32
Invoice					
Cash Payment	G 101-21701 FEDERAL TAXES		12/24/10 payroll		\$1,076.71
Invoice					
Transaction Date	1/3/2011	Due 0	NORTH STAR CHEC 10100	Total	\$3,235.03
Refer	1827 ICMA RETIREMENT TRUST - 457	Ck# 000510E	12/24/2010		
Cash Payment	G 101-21705 ICMA RETIREMENT		12/24/10 payroll		\$1,950.66
Invoice					
Transaction Date	1/3/2011	Due 0	NORTH STAR CHEC 10100	Total	\$1,950.66
Refer	1828 PERA	Ck# 000511E	12/24/2010		
Cash Payment	G 101-21704 PERA		12/24/10 payroll		\$1,503.47
Invoice					
Transaction Date	1/3/2011	Due 0	NORTH STAR CHEC 10100	Total	\$1,503.47
Fund Summary				BATCH Total	\$6,689.16
	101	10100 NORTH STAR CHECKING			
			\$6,689.16		
			\$6,689.16		

Pre-Written Checks	\$6,689.16
Checks to be Generated by the Compute	\$0.00
Total	\$6,689.16

CITY OF LAUDERDALE

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Payments

Current Period: DECEMBER 2010

Batch Name	123110pyroll	Computer Dollar Amt	\$4,178.80	Posted
Refer	1829 NORTH STAR BANK, CHECKING S	Ck# 000512E	12/31/2010	
Cash Payment	G 101-21703 FICA WITHHOLDING.	12/31/10 payroll		\$921.94
Invoice				
Cash Payment	G 101-21701 FEDERAL TAXES	12/31/10 payroll		\$1,248.58
Invoice				
Transaction Date	1/3/2011	Due 0 NORTH STAR CHEC 10100	Total	\$2,170.52
Refer	1830 PERA	Ck# 000513E	12/31/2010	
Cash Payment	G 101-21704 PERA	12/31/10 payroll		\$783.34
Invoice				
Transaction Date	1/3/2011	Due 0 NORTH STAR CHEC 10100	Total	\$783.34
Refer	1831 MN DEPARTMENT OF REVENUE	Ck# 000514E	12/31/2010	
Cash Payment	G 101-21702 STATE WITHHOLDING	12/10 state withholding		\$1,224.94
Invoice				
Transaction Date	1/3/2011	Due 0 NORTH STAR CHEC 10100	Total	\$1,224.94
Fund Summary			BATCH Total	\$4,178.80
	10100 NORTH STAR CHECKING			
101		\$4,178.80		
		\$4,178.80		

Pre-Written Checks	\$4,178.80
Checks to be Generated by the Compute	\$0.00
Total	\$4,178.80

CITY OF LAUDERDALE

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Payments

Current Period: JANUARY 2011

Batch Name	010711pyroll				
Payment	Computer Dollar Amt	\$3,659.87	Posted		
Refer	1852 NORTH STAR BANK, CHECKING S	Ck# 000517E 1/7/2011			
Cash Payment	G 101-21703 FICA WITHHOLDING.	1/7/11 payroll			\$850.85
Invoice					
Cash Payment	G 101-21701 FEDERAL TAXES	1/7/11 payroll			\$311.89
Invoice					
Transaction Date	1/7/2011	Due 0 NORTH STAR CHEC 10100		Total	\$1,162.74
Refer	1853 ICMA RETIREMENT TRUST - 457	Ck# 000518E 1/7/2011			
Cash Payment	G 101-21705 ICMA RETIREMENT	1/7/11 payroll			\$1,821.30
Invoice					
Transaction Date	1/7/2011	Due 0 NORTH STAR CHEC 10100		Total	\$1,821.30
Refer	1854 PERA	Ck# 000519E 1/7/2011			
Cash Payment	G 101-21704 PERA	1/7/11 payroll			\$675.83
Invoice					
Transaction Date	1/7/2011	Due 0 NORTH STAR CHEC 10100		Total	\$675.83
Fund Summary				BATCH Total	\$3,659.87
	101	10100 NORTH STAR CHECKING			
					\$3,659.87
					\$3,659.87

Pre-Written Checks	\$3,659.87
Checks to be Generated by the Compute	\$0.00
Total	\$3,659.87

CITY OF LAUDERDALE

***Check Detail Register©**

DECEMBER 2010

			Check Amt	Invoice	Comment
10100 NORTH STAR CHECKING					
Paid Chk#	020541	12/27/2010	APOLLO LOCKSMITH INC		
E	101-43000-202	PERMENANT SUPPLIES	\$266.19		rekey City Hall exterior doors
		Total APOLLO LOCKSMITH INC	\$266.19		
Paid Chk#	020542	12/27/2010	BONESTROO		
E	101-48100-306	CONSULTING FEES	\$354.75		11/10 liquor store consulting
E	101-43400-306	CONSULTING FEES	\$1,064.25		11/10 zoning update
		Total BONESTROO	\$1,419.00		
Paid Chk#	020543	12/27/2010	BOWNIK, JIM		
E	101-41200-331	TRAVEL EXPENSE	\$74.70		4q10 mileage
		Total BOWNIK, JIM	\$74.70		
Paid Chk#	020544	12/27/2010	BUSINESS FORMS AND ACCOUNTING		
E	101-41200-201	GENERAL SUPPLIES	\$130.29		500 checks
		otal BUSINESS FORMS AND ACCOUNTING	\$130.29		
Paid Chk#	020545	12/27/2010	BUTKOWSKI, HEATHER		
E	101-41200-331	TRAVEL EXPENSE	\$65.70		4q10 mileage
		Total BUTKOWSKI, HEATHER	\$65.70		
Paid Chk#	020546	12/27/2010	CINTAS		
E	602-49100-425	CLOTHING	\$25.52	470570778	pw uniforms
E	601-49000-425	CLOTHING	\$25.52	470574331	pw uniforms
		Total CINTAS	\$51.04		
Paid Chk#	020547	12/27/2010	CITY OF FALCON HEIGHTS		
E	101-45200-371	NON-RESIDENT REIMBURSEM	\$105.00		2010 recreation reimbursement
		Total CITY OF FALCON HEIGHTS	\$105.00		
Paid Chk#	020548	12/27/2010	INTEGRA		
E	101-41200-391	TELEPHONE/PAGERS	\$40.41		11/10 fax line
		Total INTEGRA	\$40.41		
Paid Chk#	020549	12/27/2010	KENNEDY & GRAVEN		
E	101-41500-305	LEGAL FEES - CIVIL	\$476.75		11/10 legal services - Skow
G	101-22223	TC DIE CASTING PROJECT	\$175.75		11/10 legal services - TC Die
E	101-41500-355	MISC PRINTING/PROCESS SER	\$1.68		11/10 legal services - processing
		Total KENNEDY & GRAVEN	\$654.18		
Paid Chk#	020550	12/27/2010	MINNESOTA PLAYGROUND, INC.		
E	404-48404-525	PLAYGROUND (CDBG)	\$1,500.00		playground equipment pt. 2
		Total MINNESOTA PLAYGROUND, INC.	\$1,500.00		
Paid Chk#	020551	12/27/2010	POSTMASTER - STAMPS		
E	101-43400-203	POSTAGE	\$132.00		3 rolls of stamps
		Total POSTMASTER - STAMPS	\$132.00		

CITY OF LAUDERDALE

***Check Detail Register©**

DECEMBER 2010

			Check Amt	Invoice	Comment
Paid Chk#	020552	12/27/2010	RAMSEY COUNTY, PROP REC & REV		
E 101-43000-313	SNOW & ICE REMOVAL		\$1,868.89		11/10 snow plowing & sanding
Total RAMSEY COUNTY, PROP REC & REV			\$1,868.89		
Paid Chk#	020553	12/27/2010	XCEL ENERGY, PARK & GARAGE		
E 101-43000-381	ELECTRIC		\$19.25		11/10 PW and WH utilities
E 101-45200-381	ELECTRIC		\$19.26		11/10 PW and WH utilities
E 101-43000-383	GAS UTILITIES		\$71.46		11/10 PW and WH utilities
Total XCEL ENERGY, PARK & GARAGE			\$109.97		
10100 NORTH STAR CHECKING			\$6,417.37		

Fund Summary

	10100 NORTH STAR CHECKING
101 GENERAL	\$4,866.33
404 PARK IMPROVEMENT	\$1,500.00
601 SEWER UTILITIES	\$25.52
602 STORM SEWER ENTERPRISE FUND	\$25.52
	\$6,417.37

CITY OF LAUDERDALE

***Check Detail Register©**

DECEMBER 2010

		Check Amt	Invoice	Comment
10100 NORTH STAR CHECKING				
Paid Chk#	020555	12/27/2010	AVENET, LLC	
E	202-49500-307	COMPUTER SERVICES	\$500.00	2011 web hosting
		Total AVENET, LLC	\$500.00	
<hr/>				
Paid Chk#	020556	12/27/2010	BATC	
E	101-41200-308	TRAINING\CONFERENCES	\$52.00	JB 2011 Toastmasters - 6 months
		Total BATC	\$52.00	
<hr/>				
Paid Chk#	020557	12/27/2010	MET-COUNCIL ENVIRONMENTAL SER.	
E	601-49000-387	WATER TREATMENT SERVICE	\$11,217.61	946774 1/11 wastewater treatment
		otal MET-COUNCIL ENVIRONMENTAL SER.	\$11,217.61	
<hr/>				
Paid Chk#	020558	12/27/2010	PUBLIC EMPLOYEES INS PROGRAM	
G	101-21706	HEALTH INSURANCE	\$1,499.10	1/11 employee insurance benefits
		Total PUBLIC EMPLOYEES INS PROGRAM	\$1,499.10	
		10100 NORTH STAR CHECKING	\$13,268.71	

Fund Summary

	10100 NORTH STAR CHECKING	
101 GENERAL		\$1,551.10
202 COMMUNICATIONS		\$500.00
601 SEWER UTILITIES		\$11,217.61
		<u>\$13,268.71</u>

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

JANUARY 2011

			Check Amt	Invoice	Comment
10100 NORTH STAR CHECKING					
Paid Chk#	020559	1/11/2011	AFSCME		
	G 101-21709	UNION DUES	\$100.96		12/10 union dues
Total AFSCME			\$100.96		
Paid Chk#	020560	1/11/2011	AHDN ATTORNEYS		
	E 101-41500-355	MISC PRINTING/PROCESS SER	\$1.76		12/10 legal processing fees
	E 101-41500-300	LEGAL FEES - PROSECUTING	\$850.00		12/10 legal fees
Total AHDN ATTORNEYS			\$851.76		
Paid Chk#	020561	1/11/2011	CINTAS		
	E 602-49100-425	CLOTHING	\$12.76	470577833	pw clothing
	E 601-49000-425	CLOTHING	\$12.76	470577833	pw clothing
Total CINTAS			\$25.52		
Paid Chk#	020562	1/11/2011	CROIX OIL		
	E 602-49100-212	MOTOR FUELS	\$116.98		12/10 motor fuels
	E 601-49000-212	MOTOR FUELS	\$116.98		12/10 motor fuels
	E 101-43000-212	MOTOR FUELS	\$545.93		12/10 motor fuels
Total CROIX OIL			\$779.89		
Paid Chk#	020563	1/11/2011	GLENWOOD INGLEWOOD		
	E 101-41200-208	WATER DELIVERY	\$29.70		12/10 water cooler
Total GLENWOOD INGLEWOOD			\$29.70		
Paid Chk#	020564	1/11/2011	GRACE, DUANE		
	E 101-43400-312	BUILDING INSPECTOR	\$35.00		'10 commercial plan reviews
Total GRACE, DUANE			\$35.00		
Paid Chk#	020565	1/11/2011	KENNEDY & GRAVEN		
	E 101-41500-305	LEGAL FEES - CIVIL	\$80.00		12/10 legal services - Skow
	E 101-41500-355	MISC PRINTING/PROCESS SER	\$1.28		12/10 legal services printing
Total KENNEDY & GRAVEN			\$81.28		
Paid Chk#	020566	1/11/2011	MN DEPT OF LABOR AND INDUSTRY		
	E 101-43400-443	SURCHARGE REPORT	\$65.87		4q10 state surcharge report
Total MN DEPT OF LABOR AND INDUSTRY			\$65.87		
Paid Chk#	020567	1/11/2011	ONE CALL CONCEPTS		
	E 101-43400-386	GOPHER STATE ONE CALL	\$1.45		12/10 locate tickets
Total ONE CALL CONCEPTS			\$1.45		
Paid Chk#	020568	1/11/2011	PARK SERVICE		
	E 602-49100-212	MOTOR FUELS	\$10.66		12/10 fuel
	E 101-43000-402	CITY TRUCK REPAIR/MAINTEN	\$51.11		12/10 tire repair
	E 601-49000-212	MOTOR FUELS	\$10.66		12/10 fuel
	E 101-43000-212	MOTOR FUELS	\$49.74		12/10 fuel
Total PARK SERVICE			\$122.17		

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

JANUARY 2011

	Check Amt	Invoice	Comment
Paid Chk# 020569 1/11/2011 RAMSEY COUNTY, PROP REC & REV			
E 101-42100-442 MISC	\$618.45		12/10 911 dispatch
Total RAMSEY COUNTY, PROP REC & REV	\$618.45		
10100 NORTH STAR CHECKING	\$2,712.05		

Fund Summary

	10100 NORTH STAR CHECKING	
101 GENERAL		\$2,431.25
601 SEWER UTILITIES		\$140.40
602 STORM SEWER ENTERPRISE FUND		\$140.40
		\$2,712.05

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

JANUARY 2011

			Check Amt	Invoice	Comment
10100 NORTH STAR CHECKING					
Paid Chk#	020571	1/11/2011			CINTAS
E	602-49100-425	CLOTHING	\$12.76	470581426	pw clothing
E	601-49000-425	CLOTHING	\$12.76	470581426	pw clothing
Total CINTAS			\$25.52		
<hr/>					
Paid Chk#	020572	1/11/2011			CITY OF ROSEVILLE
E	101-41200-306	CONSULTING FEES	\$453.33		1/11 phone and IT services
E	101-41200-391	TELEPHONE/PAGERS	\$95.40		1/11 phone and IT services
Total CITY OF ROSEVILLE			\$548.73		
<hr/>					
Paid Chk#	020573	1/11/2011			CITY OF ST ANTHONY
E	101-42100-319	POLICE CONTRACT	\$49,180.58		1/11 police services
Total CITY OF ST ANTHONY			\$49,180.58		
<hr/>					
Paid Chk#	020574	1/11/2011			KONICA MINOLTA
E	101-41200-401	COPIER CONTRACT	\$240.30		1/11 copier contract
Total KONICA MINOLTA			\$240.30		
<hr/>					
Paid Chk#	020575	1/11/2011			MET-COUNCIL ENVIRONMENTAL SER.
E	601-49000-387	WATER TREATMENT SERVICE	\$11,217.61		2/11 wastewater treatment
Total MET-COUNCIL ENVIRONMENTAL SER.			\$11,217.61		
<hr/>					
Paid Chk#	020576	1/11/2011			SUBURBAN ACE HARDWARE
E	101-43000-228	MISC REPAIRS MAINT SUPPLIE	\$2.27		fasteners
Total SUBURBAN ACE HARDWARE			\$2.27		
<hr/>					
Paid Chk#	020577	1/11/2011			WASTE MANAGEMENT
E	101-43000-384	REFUSE DISPOSAL	\$176.63		1/11 garbage service
Total WASTE MANAGEMENT			\$176.63		
10100 NORTH STAR CHECKING			\$61,391.64		

Fund Summary

	10100 NORTH STAR CHECKING	
101 GENERAL		\$50,148.51
601 SEWER UTILITIES		\$11,230.37
602 STORM SEWER ENTERPRISE FUND		\$12.76
		<u>\$61,391.64</u>

CITY OF LAUDERDALE

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Payments

Current Period: JANUARY 2011

Batch Name	bondpymnt		Computer Dollar Amt	\$634,888.75	Posted
Payment					
Refer	1832	US BANK, DEBT SERVICES	Ck# 000515E	1/25/2011	
Cash Payment Invoice	E 303-47300-611	BOND INTEREST	2002A bond payment - final	\$11,436.25	
Cash Payment Invoice	E 303-47300-601	BOND PRINCIPAL	2002A bond payment - final	\$515,000.00	
Transaction Date	1/3/2011	Due 0	NORTH STAR CHEC 10100	Total	\$526,436.25
Refer	1833	US BANK, DEBT SERVICES	Ck# 000516E	1/25/2011	
Cash Payment Invoice	E 304-47400-611	BOND INTEREST	2003A bond payment	\$8,452.50	
Cash Payment Invoice	E 304-47400-601	BOND PRINCIPAL	2003A bond payment	\$100,000.00	
Transaction Date	1/3/2011	Due 0	NORTH STAR CHEC 10100	Total	\$108,452.50

Fund Summary		BATCH Total	\$634,888.75
	10100 NORTH STAR CHECKING		
303		\$526,436.25	
304		\$108,452.50	
		<u>\$634,888.75</u>	

Pre-Written Checks	\$634,888.75
Checks to be Generated by the Compute	\$0.00
Total	<u>\$634,888.75</u>

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>January 11, 2011</u>
AGENDA NUMBER <u>5B 2011 Licenses</u>
DESCRIPTION <u>2011 Business Licenses</u>

BACKGROUND OR PAST COUNCIL ACTION
<p>The following applicants successfully met the criteria for their respective license.</p> <p>Hoffman Corner Heating and AC – HVAC License Kath Heating and AC – HVAC License The Snelling Co. – HVAC License St. Croix Tree Services, Inc. – Tree Service License</p>

OPTIONS

STAFF RECOMMENDATION
<p>By approving the consent agenda, the Council approves the aforementioned licenses for 2011.</p>

COUNCIL ACTION

MOTION BY _____

SECOND _____

STAFF ACTION

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>January 11, 2011</u>
AGENDA NUMBER <u>5A Rental Housing Licenses</u>
DESCRIPTION <u>2011 Rental Housing Licenses</u>

BACKGROUND OR PAST COUNCIL ACTION
<p>The following rental property owners successfully completed the rental housing inspection process or renewed their license for 2011.</p> <p>Aaron Aaserude: 1962 Malvern Street Rod Borg: 1866-1868 Eustis Street Dennis Bruwelheidi: 1904 Malvern Street and 1829 Walnut Street Joline Epple: 1764 Pleasant Street Brian Malzer: 2443 Larpenteur Avenue Michael Tracy: 1811-1813 Eustis Street Qing Yao: 1626 Rosehill Circle</p>

OPTIONS

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

COUNCIL ACTION

MOTION BY _____

SECOND _____

STAFF ACTION _____

LAUDERDALE COUNCIL ACTION FORM

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date January 11, 2011

ITEM NUMBER Council Meeting Schedule

STAFF INITIAL WB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Annually, the City Council sets its meeting schedule for the year. If the Council continues to meet the 2nd and 4th Tuesdays of the month, the schedule would be as attached. Holidays do not conflict with the proposed meeting schedule. After the Council adopts the meeting schedule, it will be posted in the entryway and published in the *Roseville Review*.

OPTIONS:

Adopt the attached City Council meeting schedule.
Propose a new schedule.

STAFF RECOMMENDATION:

By approving the consent agenda, the Council is adopting the attached City Council meeting schedule for 2011.

COUNCIL ACTION:

2011 Lauderdale Schedule

City Council Meetings*

Holidays Observed

January 11

January 25

February 8

February 22

March 8

March 22

April 12

April 26

May 10

May 24

June 14

June 28

July 12

July 26

August 9

August 23

September 13

September 27

October 11

October 25

November 8

November 22

December 13

New Year's Day – Friday, December 31

M. L. King Day – Monday, January 17

Presidents' Day – Monday, February 21

Memorial Day – Monday, May 30

Independence Day – Monday, July 4

Labor Day – Monday, September 5

Veterans Day – Friday, November 11

Thanksgiving Holiday – Thursday, November 24 &

Friday, November 25

Christmas Holiday – Friday, December 23 &

Monday, December 26

*City Council meetings begin at 7:30 p.m. at
Lauderdale City Hall, 1891 Walnut Street

LAUDERDALE COUNCIL ACTION FORM

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date January 11, 2011

ITEM NUMBER Official Newspaper

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The City Council must designate an official newspaper at the first council meeting in January. For many years, the City Council has designated the *Roseville Review* and published all legal notices there. The *Review* sent a letter to the City indicating their desire to continue the relationship and the rates for 2011.

OPTIONS:

1. Designate the *Roseville Review* as the City's official newspaper.
2. Do not designate the *Roseville Review* as the City's official newspaper and provide staff with alternative suggestions.

STAFF RECOMMENDATION:

By approving the consent agenda, the City Council is designating the *Roseville Review* as the City's official newspaper for 2011.

COUNCIL ACTION:

Lillie Suburban Newspapers, Inc.

2515 E. Seventh Avenue
North St. Paul, MN 55109
(651) 777-8800

December 12, 2010

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

Dear Ms. Butkowski:

Thank you for the opportunity to bid on public notice publication services for the City of Lauderdale. Lillie Suburban Newspapers has been serving the needs of the Lauderdale area for 36 years, and is pleased to provide ongoing coverage of city government and school issues and community events.

Lillie Suburban Newspapers is the oldest weekly newspaper company in the St. Paul area. It was founded in 1938 by the late T. R. Lillie. His grandsons, Jeffery Enright and Ted H. Lillie, are continuing the family tradition of publishing award-winning community newspapers in the St. Paul suburbs.

It is our sincere desire to provide the best possible local news coverage in the Lauderdale area. Our experienced news staff provides readers with a well-balanced, lively and informative product each week. We realize that Lauderdale area residents look to the *Roseville Review* as one of their primary sources of information about city activities and meetings, and we will continue to publish the city's press releases and photos.

The *Roseville Review* has the official legal designation of Little Canada, Maplewood and the Roseville Area School District.

3 P.M. Friday is the deadline each week for submitting public notices to our office. Public notices should be directed to Anne Thillen, Lillie Suburban Newspapers, 2515 E. Seventh Ave., North St. Paul, MN 55109. Our fax number is 651/777-8288. Notices may also be sent via e-mail to:

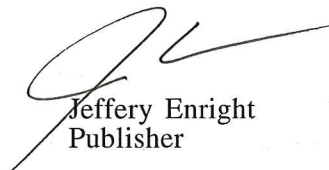
legals@lillienews.com

Legal publication rates for minutes, advertisements for bids and other notices are as follows:

\$9.00 per column inch for a one-time publication
\$8.00 per column inch for each additional publication

Thank you for considering the *Roseville Review* as the official legal newspaper for the City of Lauderdale for 2011. If you have any further questions, don't hesitate to call us.

Sincerely,



Jeffery Enright
Publisher



Ramsey County Review • Maplewood Review • Oakdale-Lake Elmo Review • Review Perspectives
New Brighton Bulletin • Shoreview Bulletin • St. Anthony Bulletin • South-West Review
Roseville-Little Canada Review • Woodbury-South Maplewood Review • East Side Review


**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date January 11, 2011

ITEM NUMBER 2011 Investment Policy

STAFF INITIAL 

APPROVED BY ADMINISTRATOR YES

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Annually, the City Council reviews and updates the City's Investment Policy in order to keep the policy current and applicable to the City's needs. The policy reflects one minor change, the permanent FDIC insurance increase of \$250,000 which was signed into law on July 21, 2010 as part of the Dodd-Frank Wall Street Reform and Consumer Protection Law.

OPTIONS:

Adopt or amend the 2010 investment policy.

STAFF RECOMMENDATION:

By approving the consent agenda, the Council adopts the 2011 Investment Policy as presented.

COUNCIL ACTION:

City of Lauderdale

2011 Investment Policy

1.0 Policy:

It is the policy of the City of Lauderdale to invest public funds in a manner which will provide the highest investment return with the maximum security - while meeting the daily cash flow demands of the City in accordance with all state and local statutes governing the investment of public funds.

2.0 Definitions:

Investment Designee - the investment designee is an employee of the City designated by the City Administrator to perform the investment function within the provisions set forth in this policy and in Minnesota State Statutes.

3.0 Scope:

This investment policy applies to all financial assets of Lauderdale. These funds are accounted for in the City's Comprehensive Annual Financial Report and include:

101	General Fund
201-203	Special Revenue Funds
301-304	Debt Service Funds
401-413	Capital Improvement Funds
601-602	Sewer and Storm Sewer Funds

4.0 Objectives:

1. Liquidity: The City Administrator or investment designee shall assure that funds are constantly available to meet immediate payment requirements including payroll, accounts payable, and debt service.

2. Safety: Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required. Speculation is prohibited.

3. Return: The investment portfolio shall be designated to attain a market average rate of return throughout budgetary and economic cycles, taking into account investment risk constraints and the cash flow characteristics of the portfolio.

5.0 Prudence:

All investment transactions shall be made with a degree of judgment and care. The standard of prudence, meaning not for speculation and with consideration of the probable safety of the capital as well as the probable investment return derived from assets, will be applied in all investment transactions.

6.0 Cash Management Procedures:

Cash management is essential to a good investment program. The City Administrator has responsibility to organize and establish procedures for effective cash management, based on the following guidelines:

1. Cash flow projections will be prepared at the beginning of each budget year.
2. At a minimum the checking account balance of the City shall always be kept at the amount necessary to cover outstanding checks.
3. All investments will be made with the intent they will be held to maturity.
4. At least three bids will be sought for each security purchased.
5. The investment records will be reviewed and updated as investments mature or are purchased.
6. Each month the investment records will be balanced to the financial records.
7. Each month, the investment designee shall submit an investment report to the City Administrator.
8. Interest earnings will be allocated to the various City funds monthly (see section 9).
9. Within 30 days of the end of each quarter, the City Administrator or investment designee shall submit an investment report to the City Council that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter, and describe the portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report will include an appendix that discloses all transactions during the past quarter.
10. Each quarterly report shall indicate areas of policy concern and suggested or planned revision of investment strategies.

11. Within 40 days of the end of the fiscal year, the City Administrator or investment designee shall present a comprehensive annual report to the City Council on the investment program and investment activity. The annual report shall include 12 months and separate quarterly comparisons of return and shall suggest policies and improvements that might be made in the investment program.

7.0 Authorized and Suitable Investments: - See Appendix A for Complete Definitions

1. It is the policy of the City of Lauderdale that available funds be invested at the best rates obtainable at the time of investment in conformance with the legal and administrative guideline outlined herein. U.S. Treasury Obligations and Federal Agency Securities will be given preference when the yields are equal to or greater than alternative investments.

2. The City of Lauderdale shall exclude mortgage derivative products that are "high risk" per Minnesota Statute 118A.04. Documentation of compliance (the results of three separate independent statutory (Impact) tests all indicating that the security is not "High Risk") will be kept on file for auditing and review purposes.

3. The investments of the City of Lauderdale will be made in accordance with Minnesota statutes and be further restricted to the following:

a. United States Treasury Obligations

b. Federal Agencies Securities

c. Repurchase Agreements (Repo's) - Repo transactions are restricted to:

1. A primary reporting dealer in U.S. government securities who reports to the Federal Reserve Bank of New York, or

2. National or state banks in the U.S. which is a member of the Federal Reserve system and whose combined capital and surplus equals or exceeds \$10,000,000.

3. A securities broker-dealer having its primary executive office in Minnesota and licensed pursuant to Chapter 80A, or an affiliate of it, registered by the SEC and maintaining a combined capital and surplus of \$40,000,000 or more, exclusive of subordinated debt.

4. The City of Lauderdale shall receive a confirmation/safekeeping receipt with a complete description of the collateral on the Repo.

d. Certificates of Deposit

1. All Certificates of Deposit purchased by the City of Lauderdale are secured by FDIC Insurance. Amounts in excess of \$250,000 shall be secured in accordance with Minnesota Statutes.

Deleted: (maximum insured through December 31, 2013)

e. Bankers Acceptances

1. Banker's Acceptances shall be restricted to the 50 largest banks in the United States (as measured by deposits). Investments in banker's acceptances shall not be made if news leads offer concerns over the financial condition of these banks.

2. The broker, dealer, or bank shall verify that the banker's acceptance is eligible for purchase by the Federal Reserve System.

f. Commercial Paper

1. Commercial Paper shall be restricted to issues that mature in 270 days or less with a rating of A-1 (Moody's), P-1 (Standard & Poors), or F-1 (Fitch) among at least two of these three rating agencies.

g. Money Market Funds

1. The fund shall consist of United States Treasury obligations and federal agency issues and be consistent with the City of Lauderdale's objective of preservation of capital.

3. Safekeeping - Investments may be held with:

1. Any Federal Reserve bank.
2. Any bank authorized under the laws of the United States or any State to exercise corporate trust powers, including but not limited to the bank from which the investment is purchased.
3. A primary reporting dealer in United States government securities whom reports to the Federal Reserve Bank of New York.
4. A securities broker-dealer as described in section 7.3, subpart c: 3.

The City's ownership of all securities in which the fund is invested shall be evidenced by a written acknowledgment identifying the securities by name of issue, maturing date, interest rate, and serial number or other distinguishing mark.

8.0 Diversification:

The City Administrator or investment designee shall diversify use of investment instruments to avoid incurring unreasonable risks inherent in over-investing in specific investments, individual financial institutions, or maturities. Diversification strategies shall be determined and revised periodically by the City Council for all funds.

- 1. Institutions** - Diversity between financial institutions used.
 - a. No more than 60% of the investment portfolio, or \$2,000,000 (whichever is less) shall be invested with any one investment company.
 - b. No funds may be invested in any one investment company in excess of the amount insured by it.
- 2. Maturities** - Diversity in length of maturities.
 - a. Investments shall be made to assure that funds are constantly available to meet immediate payment requirements including payroll, accounts payable, debt service, and planned projects.
 - b. No investments shall be made with a term over 10 years unless with prior approval from the City Council.
- 3. Investments** - The City should maintain a diversity of investments.
 - a. With the exception of Certificates of Deposit, U.S. Treasury securities, authorized pools, and Federal Agencies (backed by the full faith and credit of the U.S. Government) - no more than 20% of the entity's total investment portfolio may be invested any one of the following: Repurchase Agreements, Banker's Acceptances, or Commercial Paper.

9.0 Pooling of Investments:

For the purposes of making the maximum amount of funds available for investment, the cash for all City funds is pooled in an investment account. Interest earnings are allocated among the various funds based upon their average cash balance.

10.0 Authorized Financial Dealers & Institutions:

1. At the beginning of each year, the City Council approves depositories and investment firms.
2. All dealers and institutions must qualify as set out in Section 7.3, subpart c.

3. A current annual statement shall be kept on file for each bank, broker, or dealer with whom business is done.

4. All dealers and institutions must have at least \$500,000 of Securities Investor Protection Corporation (SIPC) insurance.

5. Before engaging in investment transactions with the City of Lauderdale, the supervising officer at the securities broker/dealer shall submit a certification of "Notification to Broker and Certification by Broker Pursuant To Minnesota Statute 118A.04." Said certification will state that the broker/dealer has reviewed the investment policies and objectives, as well as applicable state law, and agrees to disclose potential conflicts or risk to public funds that might arise out of business transactions between the securities broker/dealer firm and the City of Lauderdale. All financial institutions shall agree to undertake reasonable efforts to preclude imprudent transactions involving the City of Lauderdale's funds.

6. The City will minimize investment Custodial Credit Risk by permitting brokers that obtained investments for the City to hold them only to the extent there is SIPC and excess SIPC coverage available. Securities purchased that exceed available SIPC coverages shall be transferred to the City's custodian.

11.0 Collateralization and Custodial Credit Risk

The City will minimize deposit Custodial Credit Risk, which is the risk of loss of failure of the depository bank (or credit union), by obtaining collateral or bond for all uninsured amounts on deposit, and by obtaining necessary documentation to show compliance with state law and a perfected security interest under federal law.

The City of Lauderdale will follow Minnesota statutes regarding the use of collateral requirements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be at least ten percent (10%) more than the amount on deposit plus accrued interest at the close of the business day. To the extent that funds deposited are in excess of available federal deposit insurance, the government entity shall require the financial institution to furnish collateral security.

Assignment: Any collateral pledged shall be accompanied by a written assignment to the government entity from the financial institution. The written assignment shall recite that, upon default, the financial institution shall release to the government entity on demand, free of exchange or any other charges, the collateral pledged. Interest earned on assigned collateral will be remitted to the financial institution so long as it is not in default. The government entity may sell the collateral to recover the amount due. Any surplus from the sale of collateral shall be payable to the financial institution, its assigns, or both.

12.0 Ethics and Conflicts of Interest:

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Administrator and City Council any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions over \$50,000 that could be related to the performance of this jurisdiction's portfolio. Employees and officers shall subordinate their personal investment transactions to those of this jurisdiction, particularly with regard to timing of purchases and sales.

13.0 Annual Review:

In order to keep this policy current and applicable to the City's needs, it will be the practice of the City Council to review and approve the investment policy before or within the first quarter of each year.

Appendix A

Eligible Instruments for City Investment

“All investments must comply with the City’s investment policy and Minnesota Statutes”

1. United States Treasury Obligations constitute the largest segment of the market for fixed income securities. In general, treasury securities are the safest and most marketable securities and yield the lowest return for a given maturity of all instruments.

U.S. Treasury Bills carry the full faith and credit guarantee of the U.S. Government are issued at a discount from par and mature in one year or less. (\$10,000 minimum).

U.S. Treasury Notes & Bonds are also guaranteed by the U.S. Government, and have a semi-annual interest coupon and original maturities 2 to 30 years. Maturities under four years (\$5,000 minimum): 4 years or longer (\$1,000 minimum).

U.S. Treasury STRIPS and Treasury Receipts are zero coupon securities, with maturities ranging from 6 months to 30 years. (\$1,000 minimum).

2. Federal Agency Securities are obligations of various agencies and corporations chartered by the federal government and guaranteed by the agency issuing the security.

FHLB - Federal Home Loan Bank borrows funds in the securities markets in order to provide savings and loans with an adequate flow of funds for the home mortgage market. Maturities range from 1 to 30 years. (\$10,000 minimum).

FNMA - Federal National Mortgage Association (Fannie Mae) is the largest single holder of residential mortgages, and finances its purchases through sales of debentures ranging from 1 to 30 years. (\$10,000 minimum).

FFCB - Federal Farm Credit Consolidated Bonds are joint obligations of the 37 Farm Credit Banks (12 Federal Land Banks, 12 Federal Intermediate Credit Banks and 13 Banks for Cooperatives). They come to market each month with 3 month, 6 month, and 1 year maturities - and occasionally a longer maturity. (\$5,000 minimum).

FHLMC - Federal Home Loan Mortgage Corporation (Freddie Mac) increases the availability of mortgage credit by maintaining an active, nation-wide secondary market for mortgages. Maturities range from 1 to 30 years. (\$10,000 minimum).

SLMA - Student Loan Marketing Association (Sallie Mae) provides liquidity for lenders engaged in the Federal Guaranteed Student Loan Program. Sallie Mae offers fixed rate and floating rate securities with maturities from 6 months to 30 years. (\$10,000 minimum).

GNMA - Government National Mortgage Association Notes (Ginnie Mae) is the only U.S Treasury Guarantee Backed Agency. They issue mortgage securities and pay back both interest and principle. They offer 6 month to 30 year maturities. (\$25,000 minimum).

REFCORP Strips - Resolution Funding Corporation provides financing for the Resolution Trust Corporation, which was created to help the government in the sale and disposition of failed thrifts and their assets. Refcorp Strips and zero coupon securities rang in maturity from 6 months to 30 years. (\$1,000 minimum).

TVA - Tennessee Valley Authority issues primarily long-term securities for the power creation arm of the TVA.

Agency Discount Notes are issued by the Federal Farm Credit, Federal Home Loan, Fannie Mae, Freddie Mac, and Sallie Mae. These are issued at a discount and have maturities ranging from 1 to 360 days. (\$100,000 minimum).

3. Repurchase Agreements (Repo's) provide for the sale of short-term securities by a securities dealer to investors, such as cities, with an agreement to repurchase the securities at a specified future date. The investor receives a given yield while holding the security and the repurchase price is guaranteed in advance. The length of the holding period is tailored to the investor - usually of very short duration. Rates are related to Treasury Bills, federal funds, and loans to government security dealers by commercial banks.

4. Certificate of Deposits (CD's) are the deposit of funds at a commercial bank for a specified period of time and at a specified rate of interest. Yields on Certificates of Deposit tend to be higher than on Treasury Bills of comparable maturity.

5. Commercial Paper is an unsecured promissory note with a fixed maturity of no more than 270 days. Commercial Paper is normally sold at a discount from face value.

6. Banker's Acceptances are short-term, non-interest-bearing notes sold at discount and redeemed at face value. It is secured by the goods which it finances - the bank accepts the draft, and the issuers promise to pay. These notes trade at a rate equal to, or slightly higher than Certificates of Deposit - depending on market supply and demand.

7. Money Market Funds are short term, high quality investments sold by large banks. These instruments include Treasury Bills and notes, Certificates of Deposits, Commercial Paper, Banker's Acceptances, and Federal Agency Securities.

8. State of Minnesota & its Agencies - Bonds that are issued by the State of Minnesota or any of its agencies. The bonds are backed by the full faith of the State of Minnesota or collateralized with mortgages.

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date January 11, 2011

ITEM NUMBER Resolution 011111A

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR YES

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Annually, the City Council names a depository for city funds and the city's investment brokers. The attached resolution names North Star Bank and the same investment companies as last year.

OPTIONS:

1. Adopt resolution 011111A Designating Official Depository & Investment Institutions.
2. Do not adopt resolution 011111A Designating Official Depository & Investment Institutions and direct staff to find an alternate depository or investment institutions.

STAFF RECOMMENDATION:

By approving the consent agenda, the Council is adopting resolution 011111A - Designating Official Depository & Investment Institutions for 2011.

COUNCIL ACTION:

RESOLUTION NO. 011111A

**CITY OF LAUDERDALE
COUNTY OF RAMSEY
STATE OF MINNESOTA**

**RESOLUTION DESIGNATING
OFFICIAL DEPOSITORY & INVESTMENT INSTITUTIONS**

BE IT HEREBY RESOLVED, that North Star Bank is designated as a depository for the funds of the City of Lauderdale.

BE IT FURTHER RESOLVED, that before any deposits are made that exceed the amount that is guaranteed by the Federal Deposit Insurance Corporation (FDIC), the depository must supply to the city a corporate surety bond in the amount of at least 10 percent more than the amount on deposit plus accrued interest at the close of the business day. The bond is subject to the approval of the city council.

BE IT FURTHER RESOLVED, that in lieu of the above bond, the depository may furnish collateral in the manner and to the extent permitted by law. All such collateral must be approved by the council and accompanied by a written assignment providing that, upon default, the financial institution shall release to the city on demand, free of exchange or any other charges, the collateral pledged.

BE IT FURTHER RESOLVED, all collateral must be placed in safekeeping in a restricted account at either a Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution that is furnishing the collateral. In case of default upon the part of the depository, the council of the city shall have full power and authority to sell such collateral or as much as may be necessary to realize the full amount due the city over such federal guarantee.

BE IT FURTHER RESOLVED, that checks of the city drawn from the official depository shall be signed by the mayor and city administrator or other council member authorized as a signer on the account in the absence of either the mayor or the city administrator. Additionally, the city administrator and his/her authorized designee have authority to transfer funds from an official depository or investment institution to another for the purpose of investing city funds.

BE IT FURTHER RESOLVED, North Star Bank, Morgan Stanley Smith Barney, Northland Securities, RBC Wealth Management, Piper Jaffrey/US Bancorp Investments, Financial Northeastern Companies, ICD Securities, and the 4M Fund/Voyager Asset Management are the city's investment institutions and brokers for 2011.

Adopted this 11th day of January 2011, by the Council of the City of Lauderdale.

(ATTEST)

Jeff Dains, Mayor

(SEAL)

Heather Butkowski, City Administrator

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date January 11, 2011

ITEM NUMBER Collateral w/North Star

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Annually, the Council approves North Star Bank as a depository for city funds. As city funds occasionally exceed the amount insured by the FDIC, North Star Bank must pledge collateral. They must pledge 10% more than the unsecured amount. To keep things simple, they generally pledge a large enough amount at the start of each year so they don't have to make adjustments as the bank account balance fluctuates. Recently, one of their pledged securities was called. They replaced it with the Mount Holly Township NJ bond.

OPTIONS:

STAFF RECOMMENDATION:

By approving the consent agenda, the Council approves the updated collateral pledged to the city per the attachment.

COUNCIL ACTION:

COPY

ATTACHMENT A

Following are the securities pledged by North Star Bank on behalf of City of Lauderdale as of this date
Updated October 25, 2010:

CUSIP#:	621545CR1	36225DZ49
ORIGINAL FACE:	340,000.00	500,000.00
MARKET VALUE:	362,708.60	72,687.67
DESCRIPTION:	Mount Holly TWP NJ	GNMAII 081662
RATE:	6.00%	4.50%
MATURITY DATE:	6/1/2023	4/20/2036

ACTION REQUESTED	LAUDERDALE COUNCIL
Consent <u> X </u>	MEETING DATE <u>January 11, 2011</u>
Special <u> </u>	ITEM NUMBER <u>PCIC Minutes</u>
Public Hearing <u> </u>	STAFF INITIAL <u>Jim</u>
Report <u> </u>	APPROVED BY ADMINISTRATOR <u> </u>
Discussion/Action <u> </u>	
Resolution <u> </u>	
Work session <u> </u>	

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Attached are the minutes from the Park & Community Involvement Committee meeting of December 13, 2010.

OPTIONS:

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

STAFF RECOMMENDATION:

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

COUNCIL ACTION:



MINUTES
MONDAY, DECEMBER 13, 2010
PARK & COMMUNITY INVOLVEMENT COMMITTEE

1. CALL TO ORDER 6:39 p.m.

2. ROLL CALL

Members Present: Trygve Hansen, Bob Milligan

Members Absent: Monica Gallagher, Peiju Picard

Staff & Council Present: Jim Bownik, Heather Butkowski, Roxanne Grove

Others Present: Pastor Dave Greenlund

3. APPROVAL OF THE AGENDA

A quorum was not present to approve the agenda.

4. APPROVAL OF MINUTES OF OCTOBER 18, 2010 MEETING

A quorum was not present to approve the minutes.

5. REPORTS

A. Playground Improvements Update

Bownik updated the committee on what has been done and what needs to be completed at the community park and the park near Walnut and Lone Street.

Bownik informed the committee that the city will hold a \$2,000 retainer over the winter until clean up is complete at the community park. The contractor has also agreed to help with sod restoration by bring in black dirt and seed. Hansen asked if wood chips would also be used for the playground surface at the park near Walnut and Lone Street. Bownik responded that the city was planning to use the pea gravel from the community park, but could consider a change to a wood fiber surface in the future.

B. Halloween Wrap Up

The committee discussed aspects of the event including supplies, seating, movies, and finances. The committee agreed we should have popcorn again next year.

6. DISCUSSION/ACTION

A. Snow*Commotion Planning #1/2 (Saturday, January 29)

The committee decided to move the time from 1-4 p.m. to 3-5 p.m. this year, as well as replace the snow/ice sculpture contest with cardboard sled races. Pastor Dave Greenlund volunteered to organize this part of the event. Participants can make

12/13/10 PCIC Minutes

sleds on their own, or can make them at City Hall from 1-3 p.m. Peace Lutheran agreed to supply the cardboard, and the city will supply the duct tape.

B. 2011 Meeting Schedule

Bownik presented a proposed meeting schedule for 2011.

7. OTHER BUSINESS

A. Certificate of Appreciation

The committee presented Milligan with a Certificate of Appreciation and thanked him for his contributions to the City of Lauderdale and the Park & Community Involvement Committee. Milligan said he would continue being involved with the community even though he will no longer be on the committee. Bownik asked if he would continue volunteering to arrange the music for Music Under the Trees. Milligan said yes, he would continue arranging the music for this event.

8. SET PRELIMINARY AGENDA FOR NEXT MEETING

Hansen read the preliminary agenda for the next meeting.

9. SET DATE FOR NEXT MEETING

The committee meets on Mondays at 6:30 p.m. The next meeting will be Monday, January 10 at 6:30 p.m.

10. ADJOURNMENT

The meeting adjourned at 7:24 p.m.

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date January 11, 2011

ITEM NUMBER Twin Cities Chinese
Christian Church Donation

STAFF INITIAL _____

AB

APPROVED BY ADMINISTRATOR

DESCRIPTION :

On December 28, 2010 the City of Lauderdale received a donation of \$1,500.00 from the Twin Cities Chinese Christian Church. The Pastor said it was for the general fund unless the City had other specific needs.

OPTIONS:

STAFF RECOMMENDATION:

By approving the consent agenda, the Council accepts and thanks the Twin City Chinese Christian Church for their donation.

(I will send a thank you letter after the meeting).

COUNCIL ACTION:

December 19, 2010

City of Lauderdale, MN
1891 Walnut Street
Lauderdale, MN 55113

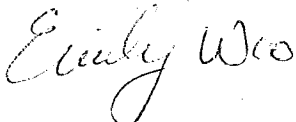
Re: City Gift

Dear City of Lauderdale,

We, the member of Twin City Chinese Christian Church, want to thank you for all your hard work and what you do to keep this City running and beautiful. Please accept this gift in the amount of \$1500 from our church.

We wish you all a Merry Christmas and a Happy New Year!

Sincerely,

A handwritten signature in cursive script that reads "Emily Woo".

Emily Woo
Building and Grounds Deacon

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date January 11, 2011

ITEM NUMBER FH Recreation Agreement

STAFF INITIAL 

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Falcon Heights would like to continue offering recreation programs in Lauderdale. Tai Kwan Do is scheduled for January and yoga may be offered later in the year. They are reconstructing their tennis courts this year so they would like to use our courts for tennis lessons again.

Staff from the two cities updated last year's agreement (attached). The agreement clarifies expectations and addresses issues of liability.

If the Council is interested in continuing the relationship, please review the attached agreement. The agreement can always be amending during the meeting.

OPTIONS:

STAFF RECOMMENDATION:

By approving the consent agenda, the Council approves the Recreation Agreement with the City of Falcon Heights as presented.

COUNCIL ACTION:

**City of Falcon Heights
City of Lauderdale**

Recreation Agreement

THIS AGREEMENT is effective January 1, 2011, through December 31, 2011, by and between the City of Lauderdale (LAUD), 1891 Walnut Street ~ Lauderdale, MN 55113, and Falcon Heights Parks and Recreation (FHPR), 2077 W. Larpenteur Ave ~ Falcon Heights, Minnesota 55113. Falcon Heights agrees to provide recreation programs within the City of Lauderdale. Lauderdale agrees to provide facility space for the programs.

City of Lauderdale and Falcon Heights Parks and Recreation agree to the following obligations:

1. FHPR agrees to:

- Provide recreation programs and experiences to Lauderdale residents for the same fee as paid by Falcon Heights' residents. Lauderdale will reimburse Falcon Heights the difference between the resident and non-resident rate for recreation programs and experiences held at Falcon Heights' facilities. Lauderdale will not reimburse Falcon Heights if the programs are held at Lauderdale facilities.
- Coordinate registration, supervision, and program curriculum appropriate for the recreation program.
- The recreation program held at Lauderdale City Hall will include, but not be limited to, Tae Kwon Do and Yoga Classes.
- The recreation programs held at Lauderdale Community Park will include, but not be limited to, Instructional Tennis,
- Provide program staff, program supplies and equipment, and program maintenance support for the agreed upon recreation program.

Deleted: be

Deleted: Hatha

Deleted: be

Deleted: and Basketball

2. LAUD agrees to:

- Provide program space at Lauderdale City Hall and at Lauderdale Community Park. The City of Lauderdale agrees to provide regular facility and park maintenance such as sweeping the floor and supplying tables requested by Falcon Heights.
- Provide facilities access and keys to Falcon Heights Park and Recreation Staff.

Liability

Falcon Heights shall defend and indemnify Lauderdale and its employees, officers, volunteers and agents for any claims against Lauderdale arising from Falcon Heights's performance or failure to perform its duties under this Agreement.

Lauderdale shall defend and indemnify Falcon Heights and its employees, officers, volunteers and agents for any claims against Falcon Heights arising from Lauderdale's performance or failure to perform its duties under this Agreement.

Under no circumstances, however, shall a party be required to pay on behalf of itself and the other party, any amounts in excess of the limits on liability established in Minnesota Statutes, Chapter 466 applicable to any one party. The limits of liability for the parties may not be added together to determine the maximum amount of liability for any party.

Employees of Falcon Heights and Lauderdale shall remain employees of their respective cities regardless of where services are provided under this Agreement. Each party shall be responsible for injuries to or death of its own personnel. Each party will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are providing services pursuant to this Agreement. Each party waives the right to sue the other party for any workers' compensation benefits paid to its own employees or their dependants, even if the injuries were caused wholly or partially by the negligence of the other party.

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the date first above written.

City of Falcon Heights

City of Lauderdale

By: _____

By: _____

Title: Mayor

Title: Mayor

Date: _____

Date: _____

By: _____

By: _____

Title: City Administrator

Title: City Administrator/Clerk

Date: _____

Date: _____

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date January 11, 2011

ITEM NUMBER Comm & Mayor Pro Tem

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Every year the Council decides who will sit on each committee and appoints a mayor pro tem (in case the Mayor is unable to attend the meeting). I updated the committee descriptions and copied over assignments from last year as a starting point. Traditionally, the mayor pro tem has also been the back up bank signatory but that is not required.

OPTIONS:

1. Select a mayor pro tem.
2. Determine who can sign city checks.
3. Fill in the committee assignments.

STAFF RECOMMENDATION:

Motion to appoint _____ as the mayor pro tem, _____ as bank signatories, and adopt committee assignments as discussed.

COUNCIL ACTION:

Heather Butkowski

From: Karen A. Gill-Gerbig [kglgrrbg@comcast.net]
Sent: Wednesday, December 29, 2010 1:24 PM
To: Heather Butkowski
Cc: 'Douglas Snyder'
Subject: MWMO yearly appointment

Hi Heather,

Hope that you have had a Merry Christmas and will have a happy and healthy new year!

I am writing to you to again express my sincere interest and motivation to continue my role as liaison / representative from Lauderdale to the Mississippi Watershed Management Organization.

I am happy to continue in this position; I hope that I contribute to the city by doing so, and know that I continue to learn each day in my role at the MWMO.

MWMO goals and their various work plans, continue to maintain and create a cleaner, safer, and healthier environment in which to live.

I feel privileged to work with the highly skilled and dedicated professionals at the MWMO as well as many of my fellow commissioners.

I will continue to work diligently and consistently to provide the city with the highest level of representation I can deliver, as well as be available to City Staff and Council whenever needed.

I would ask that the Staff recommend and the Council confirm my re-appointment to the MWMO as the Lauderdale liaison/representative.

Thanks,
kgg

**CITY OF LAUDERDALE
2011 APPOINTMENTS**

	2010	2011
Acting Mayor	Mac Lean	Mac Lean
Bank Signatories	Dains Mac Lean Butkowski	Dains Mac Lean Butkowski
Data Practices Officer	Butkowski	Butkowski
LMC	Council: Dains Staff: Butkowski	Council: Dains Staff: Butkowski
Metro Cities	Council: Mac Lean Staff: Butkowski	Council: Mac Lean Staff: Butkowski
Metro I-Net	Staff: Butkowski Staff Alt: Bownik	Staff: Butkowski Staff Alt: Bownik
MWMO	Karen Gill-Gerbig Alt: Butkowski	Karen Gill-Gerbig Alt: Butkowski
NSCC	Council: Dains Alt: Hawkinson	Council: Dains Alt: Hawkinson
PCIC	Council: Mac Lean Council Alt: Grove Staff: Bownik Staff Alt: Butkowski	Council: Mac Lean Council Alt: Grove Staff: Bownik Staff Alt: Butkowski
Police Liaison	Council: Dains Staff: Butkowski	Council: Dains Staff: Butkowski
RCLLG	Council: Gaasch Alt: Hawkinson	Council: Gaasch Alt: Hawkinson
RC GIS Users Group	Staff: Bownik Staff Alt: Butkowski	Staff: Bownik Staff Alt: Butkowski
RCWD	Bonestroo Alt: Butkowski	Bonestroo Alt: Butkowski
SRA	Butkowski	Butkowski

	Alt: Bownik	Alt: Bownik
U of M Neighbors Group	Council: Hawkinson Staff: Butkowski	Council: Hawkinson Staff: Butkowski
Zoning Administrator	Staff: Bownik	Staff: Bownik
City Engineer	Bonestroo	Bonestroo
City Civil Attorney	Kennedy & Graven	Kennedy & Graven
City Pros. Attorney	Hughes & Costello	Anderson, Helgen, Nissen, & Davis

NOTE: Any councilor may attend LMC, Metro Cities, or RCLLG Meetings.

Committees & Commissions

Acting Mayor: The City Council decides during the first meeting of the year who will act as the mayor pro tem in the mayor's absence. Generally, the acting mayor is also the back up check signer but this is not a requirement.

League of Minnesota Cities (LMC): The City is a LMC member city. The LMC provides the City with many membership services, the two most important being training and representation at the Capitol. The City also purchases insurance through the League's insurance trust. There are many different types of LMC meetings happening year round. They also do many webinars. All council members are able to get involved. The primary duty of the LMC appointee is to vote on the City's behalf at the annual meeting, if present.

Metro Cities: In contrast to the League of Minnesota Cities, Metro Cities represents the interests of cities in the seven county metropolitan area (and shares office space with LMC). They act as lobbyist on behalf of metro cities primarily representing cities before the Metropolitan Council and at the legislature. Meetings are held during the day throughout the year at their office in downtown St. Paul.

Metro I-Net: 23 government agencies in Ramsey, Washington, and Anoka counties now use Roseville staff for their IT needs. Representatives from each city meet quarterly or as needed to discuss issues and learn about ongoing improvements to the system.

Mississippi Water Management Organization (MWMO): The City is one member of a joint powers board that manages and monitors the storm water quality in the Middle Mississippi Watershed area. The MWMO covers the southwest part of the city (south of Larpentour Avenue and west of Eustis Street). The group generally meets quarterly on Thursday afternoons at various locations within the MWMO area.

North Suburban Cable Commission (NSCC): The City is one of ten northern suburbs that jointly administer a cable franchise agreement with Comcast. The organization also oversees the operation of the local access stations and the institutional network. The board meets the first Thursday evening of each month at the cable commission office in Roseville.

Parks and Community Involvement Committee (PCIC): PCIC members provide recommendations to the City Council on the development and maintenance of the Community Park and the other open spaces in addition to organizing community events and celebrations. The committee generally meets the first or third Monday of the month at City Hall.

Police Liaison: When needed, the police liaison meets with the police chief from St. Anthony.

Ramsey County League of Local Governments (RCLLG): Ramsey County cities, school districts, and special districts meet monthly to network and learn through common issues. Meetings are held in the evening on the third Thursday of the month at alternating locations in Ramsey County. Each meeting is organized around a topic or trainer.

Ramsey County GIS Users Group: Formed in 1995, RCGISUG is comprised of nineteen organizations throughout Ramsey County that create or use GIS data. Basically, this group runs the mapping data which is accessible through the County. Although we don't have GIS staff on staff, we are heavy users of the online data. The group meets monthly during the day to coordinate the development of new maps and data around the County.

Rice Creek Watershed District (RCWD): The RCWD covers Lauderdale north of Larpenteur Avenue. Ramsey County board of commissioners appoints the Rice Creek Watershed District Board. The RCWD monitors water quality and storm water runoff within the Rice Creek Watershed. The RCWD also adopts rules and regulations regarding the control and treatment of storm water. The appointee would represent the City should a need arise.

Suburban Rate Authority (SRA): The Suburban Rate Authority consists of several metro communities in a joint powers arrangement. The SRA speaks on behalf of cities as they deal with public utility providers like Xcel and Centerpoint. The group also provides a voice for rate payers when the Public Utilities Commission and utility providers negotiate rate increases and service changes. The committee meets quarterly (third Thursday) in the afternoon at member city locations.

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date: January 11, 2011

ITEM NUMBER 2010 Fee Schedule Res.

STAFF INITIAL 

APPROVED BY ADMINISTRATOR _____

DESCRIPTION :

In 2009, the City Council did an in-depth analysis of the fee schedule to make sure the City was recouping costs for services. As such, staff doesn't feel many change were necessary for 2010. I would say the same generally holds true for 2011. Among the proposed changes are:

- Remove the fee for gas station licenses as the ordinance governing gas stations was repealed.
- Mileage reimbursement rate of \$.51 per mile (up from \$.50).
- State surcharge for plumbing and mechanical permits is \$5.00 as set by the Department of Labor and Industry.
- Sales tax rate is 7.125%.

OPTIONS:

1. Adopt Resolution 011111B - A Resolution Establishing License and Permit Fees and Administrative Fees and Fines for 2011.
2. Do not approve or amend the fee schedule (and provide staff direction.)

STAFF RECOMMENDATION:

Motion to adopt Resolution 011111B - A Resolution Establishing License and Permit Fees and Administrative Fees and Fines for 2011 as presented.

COUNCIL ACTION:

RESOLUTION 011111B

CITY OF LAUDERDALE
COUNTY OF RAMSEY
STATE OF MINNESOTA

A Resolution Establishing License and Permit Fees and Administrative Fees and Fines

WHEREAS, Minnesota Law and the Ordinances of the City of Lauderdale allow the City to collect fees for processing applications and licenses for certain activities within the City of Lauderdale. City staff studied the fees allowed under state and local law and compared them to the actual costs that the City has historically incurred for processing applications and licenses in the City.

WHEREAS, the City may also charge for administrative activities and fines. Reasonable charges were included in the 2011 Fee Schedule.

WHEREAS, The Fee Schedule attached and incorporated herein also includes appendices A and B relating to construction permit fees and Appendix C relating to Administrative Fines.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Lauderdale, Minnesota, hereby adopts the 2011 Fee Schedule as attached.

CITY OF LAUDERDALE)
COUNTY OF RAMSEY) ss
STATE OF MINNESOTA)

I, Heather Butkowski, being duly qualified and City Administrator for the City of Lauderdale, Ramsey County, Minnesota, do hereby certify that the attached and foregoing is a true and correct copy of a Resolution duly adopted by the City Council of the City of Lauderdale on Tuesday, January 11, 2011, as the same appears in the minutes of said meeting on file and of record in City Offices.

ADOPTED by the City Council of Lauderdale this 11th day of January, 2011.

Jeff Dains, Mayor

ATTEST:

Heather Butkowski
City Administrator

CITY OF LAUDERDALE
2011 License and Permit Fees and Administrative Fees and Fines

Schedule of License Fees

3.2 Off-Sale Liquor.....	\$150.00
3.2 On-Sale Liquor	\$300.00
3.2 Temporary On-Sale.....	\$50.00
Cigarettes.....	\$200.00
Animal License	\$10.00
Potentially Dangerous Dog	\$50.00
Dangerous Dog.....	\$150.00
Kennel License.....	\$50.00
Tree Service License.....	\$50.00
Mechanical (HVAC) License.....	\$50.00
Refuse Hauling License.....	\$75.00/truck
Rental Housing License.....	One unit \$30.00..... Two+ units: \$30.00 + \$2.50/unit
Rental Housing Inspection	\$34.00

Schedule of Administrative Fees

Community Room

Resident.....	\$50.00/6 hour block.....\$75.00 All Day. ...\$100 refundable deposit
Non-Resident & for-profit rentals...	\$100.00/6 hour block.....\$150.00 All Day...\$100 refundable deposit
Set-up fee.....	\$50.00
Clean up fee.....	\$50.00
Employee Time to Search, Retrieve, and Copy Data Practices Requests.....	\$40.00/hour
Specialized Data Practices Requests Filled by Non-Staff	hourly rate/researcher
Copies.....	\$0.25/page
Faxes.....	\$0.50/page
Special Meeting Fee	\$100.00
Copy of Public Meeting Videotape.....	\$50.00
Filing of Affidavit for Office.....	\$2.00
NSF Check Return.....	\$25.00
Non-Resident Notary Public Service.....	\$1.00
Assessment Search.....	\$20.00/Address
Replacement Recycling Container.....	\$12.00
False Fire Alarms.....	Cost plus \$25.00 adm. fee
False Security Alarm – 1 st	\$85.00 plus \$25.00 adm. fee
False Security Alarm – 2 nd +.....	\$90.00 plus \$25.00 adm. fee
Fire Prevention Inspection.....	Cost plus \$25.00 adm. fee
Certify delinquent bills to county.....	\$25.00 adm. fee + 8% interest
T-Shirts.....	\$2.00 - \$10.00
Polo Shirts.....	\$5.00 - \$15.00
Lauderdale History Book.....	\$25.00 (\$23.34 + \$1.66 tax)
Historical Video.....	\$8.00 (\$7.47 + \$.53 tax)
Mileage Reimbursement.....	\$.51 per mile
Sales Tax: Sale of Goods.....	7.125%
Sales Tax: City Purchases.....	6.875%

Schedule of Zoning and Permit Fees

Building Permits	See Appendix A
Fence, Driveway, Sidewalk, Retaining Walls	\$50.00
Mechanical Permits	base fee \$40.00...See Appendix B for addtl. fees
Plumbing Permits.....	\$40.00
Plus Fixture Fee (per fixture installed)	\$ 8.00
State Surcharge.....	\$ 5.00
Bingo / Raffles.....	\$100.00
Right-Of-Way	Street, Excavation \$100.00..... Obstruction \$100.00
Home Occupation.....	\$100.00
Lot Consolidation/Division.....	\$100.00
Variance Application.....	\$150.00
Conditional Use Application.....	\$200.00
Zoning Amendment	\$500+\$1,000 escrow
Sub-division Application	\$500+\$1,000 escrow
Planned Unit Development (PUD).....	\$500+\$1,000 escrow
Service Availability Charge (SAC)	Per Met Council (MCES) Prevailing Rate
Water Access Charge (WAC).....	Per St. Paul Water Services Prevailing Rate
Inspection Fees (outside of business hours).....	\$60.00/hour/2 hr minimum

Schedule of Administrative Fines

Rental housing license violation.....up to \$1,000.00 per day

Schedule of Civil Penalty Fees for Alcohol Violations.....See Appendix C

Fees for Unspecified Requests

A private party or public institution (hereinafter applicant) making a request to the city for approval of a project or for public assistance must cover the city's consultants' costs associated with reviewing the request. Prior to having the request considered by the city, the applicant must deposit an escrow fee in an amount that is estimated to cover the city's consultants' costs as determined by the city administrator. If the city's consultants' costs exceed the initial escrow deposited by the applicant, an additional escrow fee will be required to cover the additional costs. The city shall use the applicant's fees to cover the city's actual consultants' costs in reviewing the request regardless of the city's action on the applicant's request. If the applicant's escrow fees exceed the city's actual consultants' costs for reviewing the request, the remaining escrow fees shall be refunded to the applicant.

ATTEST: _____

Heather Butkowski
City Administrator
Lauderdale, Minnesota

Jeff Dains
Mayor
Lauderdale, Minnesota

City of Lauderdale

1891 Walnut Street, Lauderdale, MN 55113

Office: 651-792-7650

Fax: 651-631-2066

Appendix A: Building Permit Fee Schedule

Value of Improvement		Permit Fee	State Surcharge	Permit Surcharge Fee	Plan Review Fee	Investigation Fee
\$0	- \$500	\$23.00	\$0.50	\$23.50	\$14.95	\$23.00
\$501	- \$600	\$26.55	\$0.50	\$27.05	\$17.26	\$26.55
\$601	- \$700	\$29.60	\$0.50	\$30.10	\$19.24	\$29.60
\$701	- \$800	\$32.65	\$0.50	\$33.15	\$21.22	\$32.65
\$801	- \$900	\$35.70	\$0.50	\$36.20	\$23.21	\$35.70
\$901	- \$1,000	\$38.75	\$0.50	\$39.25	\$25.19	\$38.75
\$1,001	- \$1,100	\$41.80	\$1.00	\$42.80	\$27.17	\$41.80
\$1,101	- \$1,200	\$44.85	\$1.00	\$45.85	\$29.15	\$44.85
\$1,201	- \$1,300	\$47.90	\$1.00	\$48.90	\$31.14	\$47.90
\$1,301	- \$1,400	\$50.95	\$1.00	\$51.95	\$33.12	\$50.95
\$1,401	- \$1,500	\$54.00	\$1.00	\$55.00	\$35.10	\$54.00
\$1,501	- \$1,600	\$57.05	\$1.00	\$58.05	\$37.08	\$57.05
\$1,601	- \$1,700	\$60.10	\$1.00	\$61.10	\$39.07	\$60.10
\$1,701	- \$1,800	\$63.15	\$1.00	\$64.15	\$41.05	\$63.15
\$1,801	- \$1,900	\$66.20	\$1.00	\$67.20	\$43.03	\$66.20
\$1,901	- \$2,000	\$69.25	\$1.00	\$70.25	\$45.01	\$69.25
\$2,001	- \$3,000	\$83.25	\$1.50	\$84.75	\$54.11	\$83.25
\$3,001	- \$4,000	\$97.25	\$2.00	\$99.25	\$63.21	\$97.25
\$4,001	- \$5,000	\$111.25	\$2.50	\$113.75	\$72.31	\$111.25
\$5,001	- \$6,000	\$125.25	\$3.00	\$128.25	\$81.41	\$125.25
\$6,001	- \$7,000	\$139.25	\$3.50	\$142.75	\$90.51	\$139.25
\$7,001	- \$8,000	\$153.25	\$4.00	\$157.25	\$99.61	\$153.25
\$8,001	- \$9,000	\$167.25	\$4.50	\$171.75	\$108.71	\$167.25
\$9,001	- \$10,000	\$181.25	\$5.00	\$186.25	\$117.81	\$181.25
\$10,001	- \$11,000	\$195.25	\$5.50	\$200.75	\$126.91	\$195.25
\$11,001	- \$12,000	\$209.25	\$6.00	\$215.25	\$136.01	\$209.25
\$12,001	- \$13,000	\$223.25	\$6.50	\$229.75	\$145.11	\$223.25
\$13,001	- \$14,000	\$237.25	\$7.00	\$244.25	\$154.21	\$237.25
\$14,001	- \$15,000	\$251.25	\$7.50	\$258.75	\$163.31	\$251.25
\$15,001	- \$16,000	\$265.25	\$8.00	\$273.25	\$172.41	\$265.25
\$16,001	- \$17,000	\$279.25	\$8.50	\$287.75	\$181.51	\$279.25
\$17,001	- \$18,000	\$293.25	\$9.00	\$302.25	\$190.61	\$293.25
\$18,001	- \$19,000	\$307.25	\$9.50	\$316.75	\$199.71	\$307.25
\$19,001	- \$20,000	\$321.25	\$10.00	\$331.25	\$208.81	\$321.25
\$20,001	- \$21,000	\$335.25	\$10.50	\$345.75	\$217.91	\$335.25
\$21,001	- \$22,000	\$349.25	\$11.00	\$360.25	\$227.01	\$349.25
\$22,001	- \$23,000	\$363.25	\$11.50	\$374.75	\$236.11	\$363.25
\$23,001	- \$24,000	\$377.25	\$12.00	\$389.25	\$245.21	\$377.25
\$24,001	- \$25,000	\$391.25	\$12.50	\$403.75	\$254.31	\$391.25
\$25,001	- \$26,000	\$401.35	\$13.00	\$414.35	\$260.88	\$401.35
\$26,001	- \$27,000	\$411.45	\$13.50	\$424.95	\$267.44	\$411.45
\$27,001	- \$28,000	\$421.55	\$14.00	\$435.55	\$274.01	\$421.55
\$28,001	- \$29,000	\$431.65	\$14.50	\$446.15	\$280.57	\$431.65
\$29,001	- \$30,000	\$441.75	\$15.00	\$456.75	\$287.14	\$441.75
Demolition Permit	\$42/hr for inspection with a \$21 minimum		\$0.50			same as permit fee

The City of Lauderdale

1891 Walnut Street * Lauderdale * MN 55113

Phone: 651-792-7650 Fax 651-631-2066

as of 1/2009

Appendix B: Mechanical / HVAC Permit Fees - Uniform Mechanical Code

	Description	Fee
1	Base Permit Fee*	\$40.00
2	Each Supplemental Permit	\$4.50
Each Unit Fee Schedule		
1	Residential/Commercial: Installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance over 100,000 Btu/h	\$10.00
2	Installation or relocation of each floor furnace, including vent	\$9.00
3	Installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater.	\$9.00
4	Installation, relocation, or replacement of each appliance vent installed and not included in an appliance permit	\$4.50
5	Repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling absorption, or evaporative cooling system, including installation of controls regulated by this code.	\$9.00
6	Residential: installation or relocation of each boiler or compressor to and including three horse power, or each absorption system to and including 100,000 Btu/h	\$9.00
7	Residential/Commercial: installation or relocation of each boiler or compressor over three horse power to and including 15 horsepower, or each absorption system over 100,000 Btu/h and including 500,000 Btu/h	\$16.50
8	Commercial: Installation or relocation of each boiler or compressor over 15 horsepower to and including 30 horsepower, or each absorption system over 500,000 Btu/h to and including 1,000,000 Btu/h.	\$22.50
9	Commercial: Installation or relocation of each boiler or compressor over 30 horsepower to and including 50 horsepower, or each absorption system over 1,000,000 Btu/h to and including 1,750,000 Btu/h.	\$33.50
10	Installation or relocation of each boiler or refrigeration compressor over 50 horsepower, or each absorption system over 1,750,000 Btu/h	\$56.00
11	Each air-handling unit to and including 10,000 cubic feet per minute, including ducts attached thereto. NOTE: this fee shall not apply to an air handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in this code.	\$6.50
12	For each air-handling unit over 10,000 cfm	\$11.00
13	For each evaporative cooler other than a portable type	\$6.50
14	For each ventilation fan connected to a single duct	\$4.50
15	For each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit.	\$6.50
16	For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood.	\$6.50
17	For the installation or relocating of each domestic-type incinerator.	\$11.00
18	For the installation or relocation of each commercial or industrial-type incinerator	\$45.00
19	For each appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in this code.	\$6.50
20	When Chapter 22 is applicable (see Section 103), permit fees for fuel-gas piping shall be:	
	For each gas-piping system of one to four outlets.	\$3.00
	For each gas-piping system of five or more outlets, per outlet	\$0.75
21	When Chapter 24 is applicable (see Section 103), permit fees for process piping shall be:	
	For each hazardous process piping system (HHP) of one to four outlets	\$5.00
	For each piping system of five or more outlets, per outlet	\$1.00
	For each nonhazardous process piping system (NPP) of one to four outlets	\$2.00
	For each piping system of five or more outlets, per outlet	\$0.50

* Commercial Mechanical Permits require a plan review fees = to 1% of project valuation

2011 Civil Penalty Fee Schedule for Alcohol Violations

Type of Violation	1 st	2 nd	3 rd	4 th
1. Commission of a felony related to the licensed activity	Revocation	N/A	N/A	N/A
2. Sale of alcoholic beverages while license is under suspension	Revocation	N/A	N/A	N/A
3. Sale of alcoholic beverages to under-age persons	\$1000 +6 days	18 days	30 days	Revocation
4. After hours sale of alcoholic beverages	\$1000 +6 days	18 days	30 days	Revocation
5. After hours display or consumption of alcoholic beverages	\$1000 +6 days	18 days	30 days	Revocation
6. Refusal to allow city officials to inspect premises	\$1000 +18 days	30 days	Revocation	
7. Failure to take reasonable steps to stop person from leaving premises with alcohol beverages	\$1000 +6 days	18 days	30 days	Revocation

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date January 11, 2011

ITEM NUMBER Plowing Back Up

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Joe plans to take about a month off between late January and late February. With the kind of weather we have had, public works staff asked whether the City should have someone on-call to help out with snow plowing. Generally speaking, public works staff will plow the alleys after hours if there is a significant snowfall (greater than 2 inches as that is also when the County comes out to plow). Dave will be on-call during this time and he has a 45-minute response window.

There are a couple of options for the Council to consider.

1. Have Dave plow by himself to the extent he is able.
 - Advantage: Nothing changes. No additional cost.
 - Disadvantage: One person can't keep up during bigger or drawn out snow events. Dave may not be able to get here if the storm is severe.

2. Hire a snow removal contractor to be on-call.
 - Advantage: They would provide their own equipment; carry their own insurance etc.
 - Disadvantage: Currently, I don't know of a good candidate. Might be hard to find a contractor willing to put the City ahead of their existing customers. In a moderate (3 - 5") snowfall it takes one person about 8 hours to clear the alleys, move snow banks back, and clean up after the County snow plows.

3. Hire someone to be the back up.
 - Advantage: Cheaper than options 2 or 4 and be readily available.
 - Disadvantage: Would be a city employee and be covered by city insurance should something happen.

Joe's son, Kyle, has done plowing in the past and offered to be on hand while his dad is unavailable. I haven't talked to him, but I would if the Council was interested. He (or anyone) the city hired would have to fill out an employment application and pass a DMV check. I would also follow up with references.

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

4. Arrange for Falcon Heights to provide back up.

Falcon Heights staff expressed an interest in being back up snow plowers. Justin Miller sent over a basic outline of how he thought the arrangement could work (attached).

- Advantage: Falcon Heights city employees are familiar with snow plowing. Easy arrangement to set up (the League's Insurance Trust would help draft an agreement).
- Disadvantage: Cost is higher. They would only help out for up to 5 hours and only if Dave was unable to make it in. Might not be enough to cover a significant snow event. (For example, Joe and Dave plowed a total of 35 hours between Saturday and Sunday during the big December snow event).

*** The agreement would also have to be approved by the Falcon Heights City Council.

There may not be a significant or weekend snowfall while Joe is gone, so this may be a lot of effort for nothing, but I would rather be safe than sorry. Anyone employed or contracted would be so with the understanding there is no "on-call" pay. They only will be paid if they have been called in to work.

Union Contract:

The union contract allows the City to contract with an outside service provider at any time, but I will let the union representative know of any council decisions.

Councilor Mac Lean asked how public works employees are compensated for their after-hours time. I thought it was a great question in a year like this one.

Public works employees are paid 1/2 hour of regular pay for every 8 hours they are on standby during the week (1 hour per day to the person carrying the pager) and 3 1/2 hours when they are on standby during the weekends or on holidays. I attached the page from the union contract that explains this.

If an employee is called in to work afterhours on a non-holiday, they receive the on-call pay and are paid 1 1/2 times their regular rate of pay (2 hours minimum).

If an employee is called in to work afterhours on a holiday, they receive the on-call pay, the overtime pay, and holiday pay at 2 times their normal rate of pay (2 hours minimum).

OPTIONS:

Discuss the options and let staff know which direction you would like to go so we can get everything in place for final approval at the next meeting.

STAFF RECOMMENDATION:

COUNCIL ACTION:

Falcon Heights/Lauderdale Snowplowing Proposal


The City of Falcon Heights offers to fill in on a temporary basis to conduct alley snowplowing operations for the City of Lauderdale under the following terms:

- 1) Lauderdale will contact Falcon Heights Public Works Director Tim Pittman when services are needed. Availability of Falcon Heights employees to assist Lauderdale will be at the discretion of Falcon Heights Public Works Director Tim Pittman.
- 2) Falcon Heights will charge Lauderdale \$60/hour for services provided during normal working hours (Monday - Friday, 8:00 am - 4:30 pm). If work is performed outside normal working hours or a legal holiday, the rate will be \$80/hour.
- 3) The City of Lauderdale will provide access to their trucks for work to be performed.
- 4) Unless agreed upon by both parties, no City of Falcon Heights employee will work longer than five hours at one time in the City of Lauderdale.
- 5) It is understood that Lauderdale shall only request service from Falcon Heights if Lauderdale employees are unable to make it into work (Falcon Heights will only supplement Lauderdale employee's work, not supplant it).

- B. No lockout shall be instituted by the EMPLOYER during the life of this AGREEMENT provided Section A of this article is not violated by employees or the UNION.

ARTICLE 10: WORK SCHEDULES

The normal hours of work for all employees will be established by the City Council with specific work schedules subject to the City Council's approval. Department heads and supervisory employees are required to work all hours necessary to perform their duties.

- A. Part-time and Temporary Employees' Work Schedules. The City shall provide temporary, seasonal and non-regular part-time employees with an advance approximation of hours to be worked during the upcoming year at the time of hiring whenever possible. This approximation is not a guarantee of those hours but rather a guideline subject to change at the City's discretion.
- B. Rest Breaks. An employee is entitled to take one fifteen (15) minute rest break during each consecutive four (4) hour period of work with the permission of the employee's immediate supervisor. Rest breaks should be scheduled to avoid disrupting City business. An employee may take an unpaid 30 minute lunch break.
- C. Call Back. An employee called in for work at a time other than the employees' normal scheduled shift will be compensated for a minimum of two (2) hours pay. That compensation will be at straight time until total hours worked for the week exceeds 40 or in excess of eight (8) on any given day, at which time the employee will receive payment at the overtime rate.
-  D. On Call/Standby. Employees required to remain on standby will be compensated for all hours worked, and will receive additional time at regular pay for each eight hours (8) hours on standby. Monday through Friday, employee will receive an additional one-half hour of regular pay for each eight (8) hours on standby. Saturday, Sunday, and Holidays, employees will receive 3.5 hours of regular pay for each day on standby. Employees who are on standby must be able to be within City limits as soon as possible and no later than 45 minutes when called, in normal circumstances. Standby duties may be contracted to an outside service provider at any time.