

**7:00 P.M. RECEPTION FOR INCOMING AND
OUTGOING CITY COUNCIL MEMBERS**

1. OATHS OF OFFICE

- a. Jeff Dains
- b. Mary Gasch
- c. Roxanne Grove

2. ROLL CALL

3. APPROVAL OF THE AGENDA

4. APPROVALS

- a. Minutes of the December 8, 2009, City Council Meeting
- b. Claims totaling \$119,899.13

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COUNCIL

6. CONSENT

- a. 2010 Rental Housing and Business Licenses
- b. 2010 City Council Meeting Schedule
- c. 2010 Designation of Official Newspaper
- d. Recreation Agreement with City of Falcon Heights
- e. Zoning Code Update Agreement with Bonestroo
- f. Resolution 011210A - 2010 Depository and Investment Institutions
- g. PCIC Minutes

7. SPECIAL ORDER OF BUSINESS/RECOGNITION/PROCLAMATIONS

- a. Recognition of Outgoing Council Members Clay Christensen & Karen Doherty

8. PUBLIC HEARINGS Public hearings are conducted so that the public affected by a proposal can have input into the decision.

9. REPORTS

10. DISCUSSION / ACTION

- a. Resolution 011210B - Adopting the 2010 Fee Schedule
- b. 2010 Investment Policy
- c. 2010 Committee & Mayor Pro Tem Appointments
- d. Set Date for Initial Meeting with Zoning Consultant

11. ITEMS REMOVED FROM THE CONSENT AGENDA

12. ADDITIONAL ITEMS

13. SET AGENDA FOR NEXT MEETING

- a. 2010 Bond Payments
- b. Gas Station License Discussion

**LAUDERDALE CITY COUNCIL MEETING AGENDA
TUESDAY, JANUARY 12, 2010
7:30 P.M. LAUDERDALE CITY HALL
1891 WALNUT STREET**

FILE

14. **WORK SESSION**
 - a. Snow Event Ticketing Policy
15. **CLOSED SESSION**
 - a. Union Contract Negotiations
16. **ADJOURN**

December 8, 2009

The Mayor called the City Council meeting to order at 7:30 p.m.

Councillors present: Clay Christensen, Denise Hawkinson, and Mayor Jeff Dains.
Councillors absent: Karen Doherty and Lara Mac Lean.

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

Mayor Dains asked for changes to the meeting agenda. The Mayor added a staff appreciation day to the agenda, Councillor Christensen moved to approve the agenda as amended. Councillor Hawkinson seconded the motion and it passed unanimously.

Councillor Christensen moved to approve the November 24, 2009, City Council meeting minutes. Councillor Hawkinson seconded the motion and it passed unanimously.

Councillor Hawkinson moved approval of the claims totaling \$81,169.44. Councillor Christensen seconded the motion and it passed unanimously.

Mayor Dains asked if members of the public wished to address the Council. No one present wished to do so.

Mayor Dains asked if councillors wished to remove items from the consent agenda. There being none, Councillor Christensen moved the consent agenda items including: 2010 rental housing licenses, deputy clerk step increase, and city administrator step increase. Councillor Hawkinson seconded the motion and it passed unanimously.

Butkowski provided a brief presentation on the proposed 2010 budget and levy. She said funding and the budget had been the focus of the City Council since the first unallotment in December 2008. In total, the City had \$167,825 in local government aid (LGA) unallotted for the 2008-2010 budget years. In response to the cuts, the city council cut staff, increased some fees, eliminated budget transfers to save for future infrastructure improvements, and changed the way it does business in many instances.

The 2010 general fund budget is 4.3% or about \$51,000 smaller than the 2009 budget due to the LGA loss. The City also had the lowest proposed property tax increase in Ramsey County at 2.4%. Due to the cost saving measures, staff anticipates a general fund balance at year end that will allow the city to recover from the lost 2008 LGA and maintain an adequate fund balance.

Mayor Dains announced the public hearing for the 2010 budget and levy. Mayor Dains opened the public hearing at 7:36 p.m. No one present wished to address the Council. The public hearing closed at 7:37 p.m.

Councilor Hawkinson moved to adopt the 2010 city budget and resolution 120809A – a resolution levying taxes for 2009 payable in 2010 in the amount of \$571,738. Councilor Christensen seconded the motion and it passed unanimously.

At the last meeting, the Council heard presentations from Bonestroo, Cunningham Group, and SEH. Butkowski mentioned the biggest difference between the firms was price and the time they planned to devote to soliciting public participation. The Council discussed the pros and cons of the various presentations. They felt each firm had assets, but the Council felt Bonestroo seemed the most practical in the approach presented.

Butkowski said she would notify the firm selected and draft an agreement that refined and defined the expectations of the project. The final agreement will be brought to the next meeting for Council approval.

Councilor Hawkinson moved to select Bonestroo as the zoning code update consulting firm. Councilor Christensen seconded the motion and it passed unanimously.

Bownik said the City received nine applicants after posting the rink attendant job in the city newsletter. He initially thought only two of the three attendants from last year would be returning so he solicited more information from the applicants. He had since learned that all three attendants were able to return for another season so he asked the Council to approve the proposed staffing, updated job description, and the hourly rate of \$9.00.

Mayor Dains asked how the City generally hires the attendants. Bownik replied that the City uses a call-back system.

The Council suggested changing the “Essential Physical Requirements” of the job description to read: “The employee must frequently lift (above shoulder height) and/or move up to 40 pounds.” The proposed language read 30 pounds but the suggestion reflects the physical nature of the job with regard to shoveling snow and moving warming house furniture.

Councilor Christensen moved to approve the amended job description, the hourly rate of \$9.00, and call back previous rink attendants. Councilor Hawkinson seconded the motion and it passed unanimously.

Bownik said the City was denied a Community Development Block Grant (CDBG) funded by the American Recovery and Reinvestment Act (ARRA) last year because park equipment was not an allowable expense. It is an allowable expense for the CDBG grant funding available in a few weeks. In order to apply, the City must know whether the new equipment recommended by the Park and Community Involvement Committee (PCIC) fits within the playground area and meets safety, ADA, and use zone requirements. Since the capital improvement plan called to replace the large playground structure in 2011, the PCIC also suggested seeking CDBG money for the entire playground area.

The Council asked questions to clarify the scope and reason for the work. Bownik said the design services were needed to determine what equipment could fit safely within the playground area. The firm selected would use AutoCAD to layout the playground and overlay it with the equipment. The playground equipment vendors provide the CAD drawings for their product. Staff received design service quotes from the city engineer and Minnesota/Wisconsin Playground. Minnesota/Wisconsin Playground was asked to provide a quote because they are the local GameTime distributor and the City currently has GameTime equipment. GameTime has a generous trade-in program which means the City would likely purchase GameTime equipment again. Minnesota/Wisconsin Playground said the design fee would be credited back to the City if they were selected as the equipment vendor.

Councilor Hawkinson moved to approve the design services proposal from Minnesota/Wisconsin Playground for playground improvements in an amount not to exceed \$1,500. Councilor Christensen seconded the motion and it passed unanimously.

Butkowski reviewed the preliminary agenda for the next meeting, which included: a reception for new and retiring council members; PCIC minutes; 2010 City Council Meeting Schedule; 2010 Fee Schedule; 2010 Depository and Investment Institutions; 2010 Investment Policy; 2010 Committee Appointments; 2010 Designation of Official Newspaper; 2010 Business Licenses; and 2010 Mayor Pro Tem.

There being no further business on the council agenda, Councilor Christensen moved to adjourn the meeting. Councilor Hawkinson seconded the motion and it carried. The meeting adjourned at 8:22 p.m.

Respectfully submitted,

Heather Butkowski

City Administrator

**CITY OF LAUDERDALE
CLAIMS FOR APPROVAL**

January 12, 2010 City Council Meeting

| | | |
|-----------------|---|---------------------|
| Payroll | 12/11/09 Payroll: Direct Deposit # 500865-500869 | \$6,231.58 |
| | 12/11/09 Payroll: Payroll Liabilities, e-payments 409E-411E | \$6,201.36 |
| | 12/25/09 Payroll: Direct Deposit # 500870-500882 | \$8,156.31 |
| | 12/25/09 Payroll: Payroll Liabilities, e-payments 414E-417E | \$7,381.54 |
| | 1/8/10 Payroll: Direct Deposit # 500883-500890 | \$8,533.08 |
| | 1/8/10 Payroll: Payroll Liabilities, e-payments 418E-420E | \$6,466.37 |
| Vendor Claims | 12/18/09: eoy09#1: Check #s 19982-19999 | \$9,374.01 |
| | 12/30/09: eoy09#2: Check #s 20000-20009 | \$3,312.44 |
| | 01/04/10: Check #s 20012-20015 | \$13,000.80 |
| | 01/04/10: Check #s 20016 newsletter | \$700.00 |
| | 01/12/10: eoy09#3: Check #s 20017-20020 | \$538.43 |
| | 01/12/10: Check #s 20021-20027 | \$50,003.21 |
| SUBTOTAL | | \$119,899.13 |

Total Claims for Approval \$119,899.13

CITY OF LAUDERDALE

Payments

Current Period: DECEMBER 2009

Batch Name 121109payrol Payment Computer Dollar Amt \$6,201.36 Posted

Refer 1177 ICMA RETIREMENT TRUST - 457 CK# 000409E 12/11/2009 Cash Payment G 101-21705 ICMA RETIREMENT 12/11/09 Payroll \$2,438.08 Invoice Transaction Date 12/10/2009 Due 0 NORTH STAR CHEC 10100 Total \$2,438.08

Refer 1178 PERA CK# 000410E 12/11/2009 Cash Payment G 101-21704 PERA 12/11/09 Payroll \$1,380.72 Invoice Transaction Date 12/10/2009 Due 0 NORTH STAR CHEC 10100 Total \$1,380.72

Refer 1179 NORTH STAR BANK, CHECKING S CK# 000411E 12/11/2009 Cash Payment G 101-21703 FICA WITHHOLDING 12/11/09 Payroll \$1,721.86 Invoice Transaction Date 12/10/2009 Due 0 NORTH STAR CHEC 10100 Total \$1,380.72

Refer 1178 PERA CK# 000410E 12/11/2009 Cash Payment G 101-21704 PERA 12/11/09 Payroll \$1,380.72 Invoice Transaction Date 12/10/2009 Due 0 NORTH STAR CHEC 10100 Total \$1,380.72

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Refer 1178 PERA CK# 000410E 12/11/2009 Cash Payment G 101-21704 PERA 12/11/09 Payroll \$1,380.72 Invoice Transaction Date 12/10/2009 Due 0 NORTH STAR CHEC 10100 Total \$1,380.72

| | |
|---------------------------------------|-------------------|
| Pre-Written Checks | \$6,201.36 |
| Checks to be Generated by the Compute | \$0.00 |
| Total | \$6,201.36 |

| | |
|---------------------------|-------------------|
| Fund Summary | |
| 10100 NORTH STAR CHECKING | \$6,201.36 |
| BATCH Total | \$6,201.36 |

CITY OF LAUDERDALE

Payments

Current Period: DECEMBER 2009

Batch Name 122509pyroll
Payment
Computer Dollar Amt \$7,381.54 Posted

Refer 1189 NORTH STAR BANK, CHECKING S
CK# 000414E 12/25/2009
Cash Payment G 101-21703 FICA WITHHOLDING.
12/25/09 Payroll
Invoice
Cash Payment G 101-21701 FEDERAL TAXES
12/25/09 Payroll
Invoice
Transaction Date 12/29/2009 Due 0 NORTH STAR CHEC 10100
Total \$2,769.31

Refer 1190 PERA
CK# 000415E 12/25/2009
Cash Payment G 101-21704 PERA
12/25/09 Payroll
Invoice
Transaction Date 12/29/2009 Due 0 NORTH STAR CHEC 10100
Total \$1,421.74

Refer 1191 ICMA RETIREMENT TRUST - 457
CK# 000416E 12/25/2009
Cash Payment G 101-21705 ICMA RETIREMENT
12/25/09 Payroll
Invoice
Transaction Date 12/29/2009 Due 0 NORTH STAR CHEC 10100
Total \$2,438.08

Refer 1192 MN DEPARTMENT OF REVENUE
CK# 000417E 12/25/2009
Cash Payment G 101-21702 STATE WITHHOLDING
12/09 State Withholding
Invoice
Transaction Date 12/29/2009 Due 0 NORTH STAR CHEC 10100
Total \$752.41

10100 NORTH STAR CHECKING
101
Total \$7,381.54

| | |
|---------------------------------------|-------------------|
| Pre-Written Checks | \$7,381.54 |
| Checks to be Generated by the Compute | \$0.00 |
| Total | \$7,381.54 |

Fund Summary

BATCH Total \$7,381.54

CITY OF LAUDERDALE
Paid Register

| Check Number | Employee Number | Employee Name | Pay Period | Pay Group | Check Amount | Check Date | Check Status |
|--------------|-----------------|------------------------|------------|-----------|-------------------|------------|--------------|
| 500887 | 000000002 | HINRICHS, DAVID C | 1 | BI-WEEKLY | \$1,920.21 | 12/25/2009 | Outstanding |
| 500888 | 000000005 | HUGHES, JOSEPH A | 1 | BI-WEEKLY | \$2,027.68 | 12/25/2009 | Outstanding |
| 500884 | 000000011 | BOWNIK, JAMES | 1 | BI-WEEKLY | \$1,494.42 | 12/25/2009 | Outstanding |
| 500889 | 000000055 | HAWKINSON, LUKE | 1 | BI-WEEKLY | \$203.88 | 12/25/2009 | Outstanding |
| 500883 | 000000101 | DUBORD, ANDREW | 1 | BI-WEEKLY | \$398.52 | 12/25/2009 | Outstanding |
| 500885 | 000000007 | BUTKOWSKI-HINRICHS, HE | 1 | BI-WEEKLY | \$1,596.13 | 12/25/2009 | Outstanding |
| 500886 | 000000017 | CALLAHAN, COLLEEN | 1 | BI-WEEKLY | \$794.07 | 12/25/2009 | Outstanding |
| 500890 | 000000018 | SAX, JOE | 1 | BI-WEEKLY | \$98.17 | 12/25/2009 | Outstanding |
| | | | | | <u>\$8,533.08</u> | | |

CITY OF LAUDERDALE

Payments

Current Period: JANUARY 2010

Batch Name 010810payrl Payment Computer Dollar Amt \$6,466.37 Posted

Refer 1221 ICMA RETIREMENT TRUST - 457 CK# 000418E 1/8/2010
Cash Payment G 101-21705 ICMA RETIREMENT 01/08/10 Payroll \$1,688.08

Transaction Date 1/7/2010 Due 0 NORTH STAR CHEC 10100 Total \$1,688.08

Refer 1222 PERA CK# 000419E 1/8/2010
Cash Payment G 101-21704 PERA 01/08/10 Payroll \$1,639.91

Transaction Date 1/7/2010 Due 0 NORTH STAR CHEC 10100 Total \$1,639.91

Refer 1223 NORTH STAR BANK CHECKING S CK# 000420E 1/8/2010
Cash Payment G 101-21703 FICA WITHHOLDING 01/08/10 Payroll \$2,120.40

Refer 1224 FEDERAL TAXES 01/08/10 Payroll \$1,017.98
Cash Payment G 101-21701 FEDERAL TAXES 01/08/10 Payroll \$1,017.98

Transaction Date 1/7/2010 Due 0 NORTH STAR CHEC 10100 Total \$3,138.38

Fund Summary

10100 NORTH STAR CHECKING \$6,466.37
101 \$6,466.37

| | |
|--|-------------------|
| Pre-Written Checks | \$6,466.37 |
| Checks to be Generated by the Computer | \$0.00 |
| Total | \$6,466.37 |

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CITY OF LAUDERDALE

DECEMBER 2009

Check Amt Invoice Comment

| 10100 NORTH STAR CHECKING | |
|-------------------------------------|--|
| Paid Chk# 019982 | 12/18/2009 AHDN ATTORNEYS |
| E 101-42100-305 | LEGAL FEES - CIVIL |
| E 101-42100-355 | MISC PRINTING/PROCESS SER |
| Total AHDN ATTORNEYS | \$751.93 |
| Paid Chk# 019983 | 12/18/2009 BLUE CHIP TREE CO., INC. |
| E 101-43000-317 | TREE SERVICE |
| Total BLUE CHIP TREE CO., INC. | \$3,213.75 |
| Paid Chk# 019984 | 12/18/2009 BUSINESS FORMS AND ACCOUNTING |
| E 101-41200-201 | GENERAL SUPPLIES |
| Total BUSINESS FORMS AND ACCOUNTING | \$111.82 |
| 500 Checks | \$111.82 |
| Paid Chk# 019985 | 12/18/2009 CINTAS |
| E 602-49100-425 | CLOTHING |
| E 601-49000-425 | CLOTHING |
| Total CINTAS | \$73.94 |
| Paid Chk# 019986 | 12/18/2009 CITY OF ROSEVILLE |
| E 101-41200-391 | TELEPHONE/PAGERS |
| E 101-41200-306 | CONSULTING FEES |
| Total CITY OF ROSEVILLE | \$548.73 |
| 12/09 Phone Services | \$95.40 |
| 12/09 IT Support Services | \$453.33 |
| Paid Chk# 019987 | 12/18/2009 EHLERS & ASSOCIATES |
| E 101-48100-306 | CONSULTING FEES |
| Total EHLERS & ASSOCIATES | \$332.50 |
| 11/09 LA - development discussion | \$332.50 |
| Paid Chk# 019988 | 12/18/2009 HOME DEPOT CRC |
| E 101-43000-228 | MISC REPAIRS MAINT SUPPLIE |
| Total HOME DEPOT CRC | \$82.21 |
| drill bits | \$82.21 |
| Paid Chk# 019989 | 12/18/2009 INTEGRA |
| E 101-41200-391 | TELEPHONE/PAGERS |
| Total INTEGRA | \$53.84 |
| 11/09 Fax Line | \$53.84 |
| Paid Chk# 019990 | 12/18/2009 LILLIE SUBURBAN NEWS |
| E 101-41100-352 | PUBLIC INFO NOTICES |
| Total LILLIE SUBURBAN NEWS | \$20.90 |
| Public Notice - Budget Levy | \$20.90 |
| Paid Chk# 019991 | 12/18/2009 NAPA AUTO PARTS |
| E 101-43000-402 | CITY TRUCK REPAIR/MAINTEN |
| Total NAPA AUTO PARTS | \$108.22 |
| 11/09 truck fluids & filters | \$108.22 |
| Paid Chk# 019992 | 12/18/2009 NORTH STAR BANK, PETTY |
| E 101-41100-440 | MEETING EXPENSES |
| E 101-41200-440 | MEETING EXPENSES |
| E 101-43400-203 | POSTAGE |
| E 101-41200-331 | TRAVEL EXPENSE |
| E 101-41100-440 | MEETING EXPENSES |
| Councilor name plates | \$19.26 |
| HB - parking for LMC meeting | \$2.50 |
| Cert Mail - zoning | \$3.24 |
| Coffee | \$4.95 |

CITY OF LAUDERDALE

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DECEMBER 2009

Check Amt Invoice Comment

| | | | |
|---|----------------------------|-------------------|--------------------------------|
| E 101-43400-203 | POSTAGE | \$5.54 | Cert Mail - rental housing |
| E 101-43400-203 | POSTAGE | \$5.54 | Cert Mail - rental housing |
| E 101-43400-203 | POSTAGE | \$5.54 | Cert Mail - rental housing |
| E 101-41200-331 | TRAVEL EXPENSE | \$6.00 | HB - U of M Mtg Parking |
| E 101-43400-203 | POSTAGE | \$11.08 | Cert Mail - rental housing |
| E 101-41500-440 | MEETING EXPENSES | \$14.36 | election judge food |
| E 101-41200-308 | TRAINING\CONFERENCES | \$15.00 | MGFOA Training - HB |
| E 101-41500-440 | MEETING EXPENSES | \$1.29 | election judge food |
| E 201-45600-379 | HALLOWEEN EVENT | \$22.24 | Halloween food |
| E 201-45600-379 | HALLOWEEN EVENT | \$26.51 | Paint for signs |
| E 101-41200-308 | TRAINING\CONFERENCES | \$15.00 | MNGFOA training - HB |
| E 201-45600-379 | HALLOWEEN EVENT | \$23.56 | Gas for grill |
| E 201-45600-201 | GENERAL SUPPLIES | \$5.40 | Tongs for grilling |
| E 201-45600-379 | HALLOWEEN EVENT | \$21.98 | Halloween supplies |
| E 101-41500-440 | MEETING EXPENSES | \$17.15 | election judge food |
| E 101-41200-201 | GENERAL SUPPLIES | \$48.70 | Office Supplies |
| E 101-41200-308 | TRAINING\CONFERENCES | \$25.00 | HB - MAMA Luncheon mtg |
| E 101-45200-442 | MISC | \$20.00 | PCIC mtg pizza |
| Total NORTH STAR BANK, PETTY | | \$319.84 | |
| Paid Chk# 019993 | 12/18/2009 | | |
| E 101-43000-228 | MISC REPAIRS MAINT SUPPLIE | \$99.77 | cleaning supplies & trash bags |
| Total SAM'S CLUB | | \$99.77 | |
| Paid Chk# 019994 | 12/18/2009 | | |
| E 202-49500-530 | FURNITURE & EQUIPMENT | \$2,500.00 | Council Chamber Cameras |
| Total SOUTH WASHINGTON CTY TELECOM | | \$2,500.00 | |
| Paid Chk# 019995 | 12/18/2009 | | |
| E 101-43000-391 | TELEPHONE/PAGERS | \$35.73 | PW Cell Phones |
| E 601-49000-391 | TELEPHONE/PAGERS | \$17.87 | PW Cell Phones |
| E 602-49100-391 | TELEPHONE/PAGERS | \$17.87 | PW Cell Phones |
| Total SPRINT PCS | | \$71.47 | |
| Paid Chk# 019996 | 12/18/2009 | | |
| E 101-45200-201 | GENERAL SUPPLIES | \$13.88 | pad lock for tennis courts |
| Total SUBURBAN ACE HARDWARE | | \$13.88 | |
| Paid Chk# 019997 | 12/18/2009 | | |
| E 101-43000-383 | GAS UTILITIES | \$189.02 | 11/09 Gas CH |
| E 101-43000-381 | ELECTRIC | \$203.04 | 11/09 Electric CH |
| Total XCEL ENERGY, CITY HALL | | \$392.06 | |
| Paid Chk# 019998 | 12/18/2009 | | |
| E 101-43000-381 | ELECTRIC | \$19.22 | 11/09 Electric P/MWH |
| E 101-45200-383 | GAS UTILITIES | \$57.62 | 11/09 Gas P/MWH |
| E 101-45200-381 | ELECTRIC | \$19.22 | 11/09 Electric P/MWH |
| E 101-43000-383 | GAS UTILITIES | \$57.62 | 11/09 Gas P/MWH |
| Total XCEL ENERGY, PARK & GARAGE | | \$116.16 | |

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CITY OF LAUDERDALE

DECEMBER 2009

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Total XCEL ENERGY, PARK & GARAGE \$153.68

Paid Chk# 019999 12/18/2009 XCEL ENERGY, STREET LIGHTING

E 101-43000-380 STREET LIGHT UTILITY \$525.47

Total XCEL ENERGY, STREET LIGHTING \$525.47

11/09 Street Lighting

10100 NORTH STAR CHECKING \$9,374.01

Fund Summary

10100 NORTH STAR CHECKING

\$6,664.64

101 GENERAL

\$99.69

201 COMMUNITY EVENTS

\$2,500.00

202 COMMUNICATIONS

\$54.84

601 SEWER UTILITIES

\$54.84

602 STORM SEWER ENTERPRISE FUND

\$9,374.01

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CITY OF LAUDERDALE

DECEMBER 2009

Check Amt Invoice Comment

| 10100 NORTH STAR CHECKING | | AFSCME | |
|---|----------------------|------------|--|
| Paid Chk# 020000 | | 12/30/2009 | |
| G 101-21709 | UNION DUES | \$107.52 | |
| Total AFSCME | | \$107.52 | |
| Paid Chk# 020001 12/30/2009 BOWNIK, JIM | | | |
| E 101-41200-331 | TRAVEL EXPENSE | \$170.56 | |
| Total BOWNIK, JIM | | \$170.56 | |
| Paid Chk# 020002 12/30/2009 BUTKOWSKI, HEATHER | | | |
| E 101-41200-331 | TRAVEL EXPENSE | \$59.40 | |
| Total BUTKOWSKI, HEATHER | | \$59.40 | |
| Paid Chk# 020003 12/30/2009 CINTAS | | | |
| E 602-49100-425 | CLOTHING | \$36.97 | |
| E 601-49000-425 | CLOTHING | \$36.97 | |
| Total CINTAS | | \$73.94 | |
| Paid Chk# 020004 12/30/2009 COLLEEN CALLAHAN | | | |
| E 101-41200-331 | TRAVEL EXPENSE | \$29.15 | |
| Total COLLEEN CALLAHAN | | \$29.15 | |
| Paid Chk# 020005 12/30/2009 EUREKA RECYCLING | | | |
| E 203-50000-389 | RECYCLING CONTRACTOR | \$2,254.00 | |
| Total EUREKA RECYCLING | | \$2,254.00 | |
| Paid Chk# 020006 12/30/2009 GLENWOOD INGLEWOOD | | | |
| E 101-41200-208 | WATER DELIVERY | \$40.98 | |
| Total GLENWOOD INGLEWOOD | | \$40.98 | |
| Paid Chk# 020007 12/30/2009 KENNEDY & GRAVEN | | | |
| E 101-41200-305 | LEGAL FEES - CIVIL | \$32.00 | |
| Total KENNEDY & GRAVEN | | \$32.00 | |
| Paid Chk# 020008 12/30/2009 RAMSEY COUNTY, PROP REC & REV | | | |
| E 101-42100-442 | MISC | \$505.92 | |
| Total RAMSEY COUNTY, PROP REC & REV | | \$505.92 | |
| Paid Chk# 020009 12/30/2009 STEICHENS SPORTING GOODS | | | |
| E 101-45200-201 | GENERAL SUPPLIES | \$38.97 | |
| Total STEICHENS SPORTING GOODS | | \$38.97 | |
| 10100 NORTH STAR CHECKING \$3,312.44 | | | |

Rink Attendants Uniforms

12/09 Dispatch

11/09 Legal Services General-flood pla

12/09 Water and Cooler Rental

11/09 Recycling Contract

9/1-12/31 Mileage Reimbursement

PW Clothing

PW Clothing

4q09 Mileage Reimbursement

8/1-12/31 Mileage Reimbursement

***Check Detail Register©**

CITY OF LAUDERDALE

DECEMBER 2009

Check Amt Invoice Comment

| Check Amt | Invoice | Comment |
|------------|---------|---------------------------------|
| \$3,312.44 | | |
| \$36.97 | | 602 STORM SEWER ENTERPRISE FUND |
| \$36.97 | | 601 SEWER UTILITIES |
| \$2,254.00 | | 203 RECYCLING |
| \$984.50 | | 101 GENERAL |
| | | 10100 NORTH STAR CHECKING |

Fund Summary

CITY OF LAUDERDALE

*Check Detail Register©

JANUARY 2010

Check Amt Invoice Comment

| 10100 NORTH STAR CHECKING | |
|--------------------------------------|---|
| Paid Chk# 020012 | 1/4/2010 AVENET, LLC |
| E 202-49500-307 | COMPUTER SERVICES |
| Total AVENET, LLC | \$444.00 |
| 2010 Web Hosting | |
| <hr/> | |
| Paid Chk# 020013 | 1/4/2010 MET-COUNCIL ENVIRONMENTAL SER. |
| E 601-49000-387 | WATER TREATMENT SERVICE |
| Total MET-COUNCIL ENVIRONMENTAL SER. | \$11,050.86 |
| 1/10 Waste Water Services | |
| <hr/> | |
| Paid Chk# 020014 | 1/4/2010 PUBLIC EMPLOYEES INS PROGRAM |
| G 101-21706 | HEALTH INSURANCE |
| Total PUBLIC EMPLOYEES INS PROGRAM | \$1,394.03 |
| 1/10 Employee Insurance | |
| <hr/> | |
| Paid Chk# 020015 | 1/4/2010 WASTE MANAGEMENT |
| E 101-43000-384 | REFUSE DISPOSAL |
| Total WASTE MANAGEMENT | \$111.91 |
| 1/10 Waste Services | |
| <hr/> | |
| Fund Summary | |
| 10100 NORTH STAR CHECKING | \$13,000.80 |
| 10100 NORTH STAR CHECKING | \$13,000.80 |
| 101 GENERAL | \$1,505.94 |
| 202 COMMUNICATIONS | \$444.00 |
| 601 SEWER UTILITIES | \$11,050.86 |
| | <hr/> |
| | \$13,000.80 |

CITY OF LAUDERDALE

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JANUARY 2010

Check Amt Invoice Comment

| 10100 NORTH STAR CHECKING | Paid Chk# | 1/4/2010 | POSTMASTER - NEWSLETTER | 10100 NORTH STAR CHECKING |
|---------------------------|-----------------|----------|-------------------------|---------------------------|
| | E 101-41200-203 | POSTAGE | \$700.00 | |
| | | | POSTMASTER - NEWSLETTER | |
| | | | \$700.00 | |
| | | | | 10100 NORTH STAR CHECKING |
| | | | \$700.00 | |
| | | | | 10100 NORTH STAR CHECKING |
| | | | \$700.00 | |
| | | | | 101 GENERAL |
| | | | \$700.00 | |
| | | | | 10100 NORTH STAR CHECKING |
| | | | \$700.00 | |

Fund Summary

1q10 newsletter & annual mailing permi

CITY OF LAUDERDALE

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JANUARY 2010

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| 10100 NORTH STAR CHECKING | |
|---------------------------------|-------------------------------------|
| Paid Chk# 020017 | 1/12/2010 GAMETIME |
| E 101-45200-201 | GENERAL SUPPLIES |
| \$59.31 | Total GAMETIME |
| Graffiti Remover | |
| Paid Chk# 020018 | |
| 1/12/2010 | MN DEPT OF LABOR AND INDUSTRY |
| E 101-43400-443 | SURCHARGE REPORT |
| \$266.30 | Total MN DEPT OF LABOR AND INDUSTRY |
| 4q09 Surcharge Report | |
| Paid Chk# 020019 | |
| 1/12/2010 | ONE CALL CONCEPTS |
| E 101-43400-386 | GOPHER STATE ONE CALL |
| \$10.15 | Total ONE CALL CONCEPTS |
| 12/09 Locate Tickets | |
| Paid Chk# 020020 | |
| 1/12/2010 | PARK SERVICE |
| E 602-49100-212 | MOTOR FUELS |
| \$30.40 | Total PARK SERVICE |
| 12/09 Motor Fuels | |
| E 601-49000-212 | MOTOR FUELS |
| \$30.40 | Total PARK SERVICE |
| 12/09 Motor Fuels | |
| E 101-43000-212 | MOTOR FUELS |
| \$141.87 | Total PARK SERVICE |
| 12/09 Motor Fuels | |
| 10100 NORTH STAR CHECKING | \$538.43 |
| 101 GENERAL | \$477.63 |
| 601 SEWER UTILITIES | \$30.40 |
| 602 STORM SEWER ENTERPRISE FUND | \$30.40 |
| | \$538.43 |

Fund Summary

CITY OF LAUDERDALE

Check Detail Register

JANUARY 2010

Check Amt Invoice Comment

| 10100 NORTH STAR CHECKING | 1/12/2010 | CINTAS | | |
|---|-----------|-------------|--|--|
| E 602-49100-425 CLOTHING | | \$18.49 | PW Clothing | |
| E 601-49000-425 CLOTHING | | \$18.48 | PW Clothing | |
| Total CINTAS | | \$36.97 | | |
| Paid Chk# 020022 1/12/2010 CITY OF ROSEVILLE | | | | |
| E 101-41200-306 CONSULTING FEES | | \$453.33 | 1/10 IT Services | |
| E 101-41200-391 TELEPHONE/PAGERS | | \$95.40 | 1/10 Phone Services | |
| Total CITY OF ROSEVILLE | | \$548.73 | | |
| Paid Chk# 020023 1/12/2010 CITY OF ST ANTHONY | | | | |
| E 101-42100-319 POLICE CONTRACT | | \$48,216.25 | 1/10 Police Services | |
| Total CITY OF ST ANTHONY | | \$48,216.25 | | |
| Paid Chk# 020024 1/12/2010 DRIVER & VEHICLE SERVICES | | | | |
| E 101-43000-402 CITY TRUCK REPAIR/MAINTEN | | \$14.50 | '06 Ford Truck Vehicle Registration | |
| E 101-43000-402 CITY TRUCK REPAIR/MAINTEN | | \$14.50 | '99 Ford Truck Vehicle Registration | |
| Total DRIVER & VEHICLE SERVICES | | \$29.00 | | |
| Paid Chk# 020025 1/12/2010 HAMLINE UNIVERSITY - GLOBAL ED | | | | |
| E 602-49100-438 DUES & SUBSCRIPTIONS | | \$500.00 | 10 Metro Watershed Partners Member | |
| Total HAMLINE UNIVERSITY - GLOBAL ED | | \$500.00 | | |
| Paid Chk# 020026 1/12/2010 LMCIT | | | | |
| E 601-49000-151 WORKERS' COMP PREMIUM | | \$39.20 | 08/08-08/09 wc final payment post audi | |
| E 101-41200-151 WORKERS' COMP PREMIUM | | \$57.13 | 08/08-08/09 wc final payment post audi | |
| E 101-45200-151 WORKERS' COMP PREMIUM | | \$96.32 | 08/08-08/09 wc final payment post audi | |
| E 602-49100-151 WORKERS' COMP PREMIUM | | \$39.20 | 08/08-08/09 wc final payment post audi | |
| Total LMCIT | | \$185.15 | | |
| Paid Chk# 020027 1/12/2010 NORTH STAR BANK, PETTY | | | | |
| E 101-45200-201 GENERAL SUPPLIES | | \$15.96 | First aid supplies & tape | |
| E 101-45200-201 GENERAL SUPPLIES | | \$3.18 | Letters for WH Staff Jerseys | |
| E 101-41200-203 POSTAGE | | \$5.54 | Certified Mail | |
| E 101-45200-201 GENERAL SUPPLIES | | \$14.85 | Letters for WH Staff Jerseys | |
| E 101-41100-440 MEETING EXPENSES | | \$17.99 | Cake - CC Reception | |
| E 101-45200-391 TELEPHONE/PAGERS | | \$20.37 | Seasonal Phone WH staff | |
| E 101-45200-202 PERMANANT SUPPLIES | | \$32.08 | Shoe Grippers WH Staff | |
| E 101-41200-201 GENERAL SUPPLIES | | \$40.83 | Tax Forms | |
| E 101-41100-440 MEETING EXPENSES | | \$72.85 | Fruit - CC Reception | |
| E 201-45600-440 MEETING EXPENSES | | \$21.00 | PCIC Mtg Pizza | |
| E 101-45200-201 GENERAL SUPPLIES | | \$10.61 | Letters for WH Staff Jerseys | |
| Total NORTH STAR BANK, PETTY | | \$255.26 | | |
| 10100 NORTH STAR CHECKING | | \$50,003.21 | | |

CITY OF LAUDERDALE
***Check Detail Register®**

JANUARY 2010

Check Amt Invoice Comment

Fund Summary

| | | |
|---------------------------|--------------------|---------------------------------|
| 10100 NORTH STAR CHECKING | \$49,366.84 | 101 GENERAL |
| | \$21.00 | 201 COMMUNITY EVENTS |
| | \$57.68 | 601 SEWER UTILITIES |
| | \$557.69 | 602 STORM SEWER ENTERPRISE FUND |
| | <u>\$50,003.21</u> | |

LAUDERDALE COUNCIL ACTION FORM

| | | |
|--------------------------------------|-------------------------|--|
| MEETING DATE <u>January 12, 2010</u> | AGENDA NUMBER <u>6A</u> | DESCRIPTION <u>2010 Rental/Business Licenses</u> |
|--------------------------------------|-------------------------|--|

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

| | |
|--|--|
| <p>Attached is a list of business owners that successfully completed the licensing renewal process for a 2010 license.</p> | |
| BACKGROUND OR PAST COUNCIL ACTION | |

| | |
|--|--|
| <p style="text-align: center;">OPTIONS</p> | |
|--|--|

| | |
|---|--|
| <p style="text-align: center;">STAFF RECOMMENDATION</p> | <p style="text-align: right;">Approve licenses for 2010.</p> |
|---|--|

| | |
|---|--|
| <p style="text-align: center;">COUNCIL ACTION</p> | |
|---|--|

MOTION BY _____ SECOND _____ STAFF ACTION

LAUDERDALE COUNCIL ACTION FORM

Rental Licenses successfully completed the application process

- ❖ Aaron Aserude, 1962 Malvern Street
- ❖ Gene Christianson, 1850 Walnut Street
- ❖ Jendi Properties, LLC, 1786 Walnut Street
- ❖ Karen Stule, 1724 Malvern Street
- ❖ Joline Epple, 1764 Pleasant Street
- ❖ Matt Villiella, 1904 Walnut Street
- ❖ Charles Mason, 2439 Larpenteur Street & 1699 Eustis Street
- ❖ Grace Song & Eric Shin, 1853 Walnut & 1888 Eustis

Mechanical Businesses successfully completed the application process

- ❖ Fore Mechanical, Inc.
 - ❖ Pierce Refrigeration
 - ❖ Corval Constructors, (formerly NewMech)
 - ❖ Hoffman Corner Heating and Air Conditioning
 - ❖ Standard Heating & Air Conditioning
 - ❖ The Snelling Company
 - ❖ Sedgwick Heating
 - ❖ Forced Air Inc., dba Wenzel Heating & Air Conditioning & Midwest Equip.
 - ❖ St. Paul Plumbing and Heating
 - ❖ Kath Heating and Air Conditioning
- Cigarette Businesses successfully completed the application process
- ❖ Croix Oil Company
 - ❖ Gash Enterprise, dba Super USA

LAUDERDALE COUNCIL ACTION FORM

- ❖ Tree Service Businesses successfully completed the application process
- ❖ Northeast Tree, Inc.
- ❖ Rainbow Treecare
- ❖ 3.2 Alcohol Businesses successfully completed the application process
- ❖ Gash Enterprise, dba Super USA

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent _____ X _____

Public Hearing _____

Discussion _____


Action _____

Resolution _____

Work Session _____

Meeting Date January 12, 2010

ITEM NUMBER 6B Council Meeting Schedule

STAFF INITIAL 

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 2010.

COUNCIL ACTION:

2010 Lauderdale Schedule

City Council Meetings* Holidays Observed

| | |
|-------------|--|
| January 12 | New Year's Day – Friday, January 1 |
| January 26 | M. L. King Day – Monday, January 18 |
| February 9 | Presidents' Day – Monday, February 15 |
| February 23 | Memorial Day – Monday, May 31 |
| February 23 | Independence Day – Monday, July 5 |
| March 9 | Labor Day – Monday, September 6 |
| March 9 | Veterans Day – Thursday, November 11 |
| March 23 | Thanksgiving Holiday – Thursday, November 25 & Friday, November 26 |
| April 13 | Christmas Holiday – Thursday, December 23 & Friday, December 24 |
| April 27 | |
| May 11 | |
| May 25 | |
| June 8 | |
| June 22 | |
| July 13 | |
| July 27 | |

| | |
|--------------|--------------|
| August 10 | August 24 |
| September 14 | September 28 |
| September 12 | October 26 |
| November 9 | November 23 |
| December 14 | |

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

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent

Public Hearing

Discussion

Action

Resolution

Work Session

Meeting Date January 12, 2010

ITEM NUMBER 6C - Official Newspaper

STAFF INITIAL



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 2010.

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 2010.

COUNCIL ACTION:

Lillie Suburban Newspapers, Inc.

2615 E. Seventh Avenue
North St. Paul, MN 55109
(651) 777-8800
December 15, 2009

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 35 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 Brenda Boogren, 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:

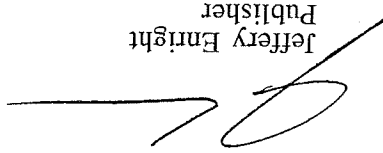
legals@lillienews.com

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

\$8.00 per column inch for a one-time publication
\$7.00 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 2010. If you have any further questions, don't hesitate to call us.

Sincerely,



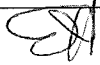
Jeffery Enright
Publisher



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

| | | | |
|---------------------------|---------------------------|---------------|---|
| Meeting Date | January 12, 2010 | | |
| Item Number | 6D - Recreation Agreement | Staff Initial |  |
| Approved By Administrator | | | |

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Falcon Heights would like to expand the number of recreation programs they offer in Lauderdale. They currently offer yoga in the Social Room and plan to continue. They would like to use the basketball and tennis courts this summer for lessons. Staff from the two cities updated the agreement we currently have with them. 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 amended 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, 2010, through December 31, 2010, 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 program.

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.

- Coordinate registration, supervision, and program curriculum appropriate for the recreation program.

- The recreation program held at Lauderdale City Hall will be Hatha Yoga Classes.

- The recreation programs held at Lauderdale Community Park will be Instructional Tennis and Basketball.

- Provide program staff, program supplies and equipment, and program maintenance support for the agreed upon recreation program.

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' 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

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

City of Lauderdale

By: _____

Title: Mayor

Date: _____

By: _____

Title: City Administrator/Clerk

Date: _____

**LAUDERDALE COUNCIL
ACTION FORM**

| | |
|---------------------------|--------------------|
| Meeting Date | January 12, 2010 |
| ITEM NUMBER | 6E - Zoning Update |
| STAFF INITIAL | <i>[Signature]</i> |
| APPROVED BY ADMINISTRATOR | |

| | | |
|-------------------------|----------------|-------------------------------------|
| Action Requested | Consent | <input checked="" type="checkbox"/> |
| | Public Hearing | <input type="checkbox"/> |
| | Discussion | <input type="checkbox"/> |
| | Action | <input type="checkbox"/> |
| | Resolution | <input type="checkbox"/> |
| | Work Session | <input type="checkbox"/> |

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

At the last meeting, the City Council selected Bonestroo to be the zoning code update consultant. Bonestroo prepared a supplemental agreement (attached) to augment the professional services agreement we currently have with them for engineering services.

OPTIONS:

1. Approve Supplemental Agreement No. 1 as presented.
2. Suggest amendments to Supplemental Agreement No. 1; direct staff to renegotiate with Bonestroo.

STAFF RECOMMENDATION:

1. Motion to approve the Supplemental Agreement No. 1 as presented.

COUNCIL ACTION:

To: Heather Butkowski, City Administrator

In accordance with the Professional Services Agreement dated: August 10, 1999 ("Original Agreement")

Between: City of Lauderdale ("City")
 And: Bonestroo, Inc. ("Engineer")

For the Project: Zoning Code Update

Authorization is requested:

- To proceed with Supplemental Services or a Change in Services
- To incur Additional Reimbursable Expenses

As follows: See Attachment A for Scope of Services

The following adjustments shall be made to compensation and schedule:

Compensation: For the services described above, City shall pay Engineer on an hourly basis plus Reimbursable Expenses, estimated at \$15,100 per Attachment A

Schedule: See Attachment A

SUBMITTED BY:
 BONESTROO, INC.

Lina Goodroad, Project Manager

Date 12/15/09

David O. Loskota, Contracts Officer

Date 12/15/09

AGREED TO BY:
 CITY OF LAUDERDALE

(Signature)

(Printed name and title)

Date

SCOPE OF SERVICES

PHASE 1

INITIATION, REVIEW EXISTING DOCUMENTS

Task 101 – Initiation meeting. Bonestroo staff members will meet with City staff to review the overall project schedule, communication plan, roles, and responsibilities for the project.

Task 102 – Review existing code. Bonestroo will review the existing code for its format, organization, and content.

Task 103 – Lauderdale 2030 Comprehensive Plan Update. Bonestroo will review the existing documents for the vision, discuss land use standards, and help prepare new codes.

PHASE 2

DETERMINATION OF DISTRICTS, FORMAT AND ORGANIZATION

Task 201 – Research draft districts. Bonestroo will review the existing code to determine which districts need to be changed and how, and whether a standard, form-based, or hybrid code might be appropriate.

Task 202 – Research formats, organization. Bonestroo will research options for code format and organization.

Task 203 – Prepare memorandum. Bonestroo will prepare a memorandum summarizing recommendations on zoning districts, format, and organization for City staff review.

Task 204 – Review meeting with City staff. Bonestroo will meet with City staff to review and refine the recommendations on districts, format, and organization of the entire ordinance update.

Task 205- Public Involvement. Bonestroo will work with City staff to coordinate a public meeting at the onset of ordinance drafting with businesses to discuss changes that may affect them. We will work with city staff to invite property owners that will be affected by any zoning district change. We want to gain the public's insight into potential changes and also provide them with an understanding of how changes will affect them.

PHASE 3

CODE DEVELOPMENT AND REVISION

Bonestroo will prepare ordinance updates and revisions, based on four groupings and then review drafts with City staff. Upon completion of the updates, Bonestroo will meet with the City Council to review and discuss drafts prior to additional public meetings and public hearing. If additional meetings with stakeholders or others are deemed necessary beyond those outlined below, these will be charged as an additional service.

The four groupings of code development are:

- Residential districts
- Commercial districts and industrial districts
- Mixed use district and design elements
- Non-district sections

Information developed in this phase will be made public, published on the City website, and made available at City Hall for interested citizens, business people, property owners, and others. It is understood and will be communicated often that no final decisions are being made in this phase – it is to

develop the general direction of draft codes only and a larger process for stakeholders will be held in Phase 5.

Task 301 – Residential District draft code. Bonestroo will prepare draft code language for the residential districts based on input from City staff, discussion with residents, and review of previous variance requests. This effort will focus on creating greater flexibility for room additions.

Task 302 – Commercial and Industrial District draft code. Bonestroo will prepare draft code language for the Commercial districts based on input from City staff, business community and City Council.

Task 303 – Mixed Use District draft code and design elements. Bonestroo will prepare draft code language with site and building design requirements and supporting graphics for the new Mixed-Use District based on input from City staff, your Comprehensive Plan, stakeholders, and City Council.

Task 304 – Mixed Use mock plan review. Bonestroo will prepare schematic drawings and sketches to illustrate the intent of the Mixed-Use code and design standards for presentation to the City staff, stakeholders, and City Council.

Task 305– Non-district sections draft code. Bonestroo will prepare draft code language for the non-district sections based on input from City staff and City Council. This includes parking, signage, general provisions, landscaping/screening, non-conforming uses, home occupation and adult uses, administration, and consolidation of subdivision ordinance.

Task 306 – Draft code - staff review meeting. Bonestroo will meet with City staff to review the draft code language for the sections.

Task 307 – City Council meetings to review draft codes. Bonestroo will meet with the City Council to review the draft code language and plan review drawings. Because of the amount of material to cover, we expect two meetings will be required.

PHASE 4

ZONING MAP AMENDMENTS

Task 401 – Coordinate Zoning Map amendments with City staff. Bonestroo has full GIS capabilities in house and has been maintaining mapping for the City for many years. This in-house capability will save time and effort for updating the map. Bonestroo will prepare a draft Zoning Map update for review by staff.

PHASE 5

CODE AND MAP ADOPTION PROCESS AND FINAL ORDINANCE PREPARATION

Bonestroo will review draft codes and zoning map updates with stakeholders, including business owners and property owners affected by any zoning change and the City Council. This will provide an opportunity to learn about the changes and offer comments. This will be completed through a:

- Open House to review draft ordinances and draft zoning map updates.

- City Council Public Hearing

If additional stakeholder or City Council meetings are deemed necessary, they will be charged as additional services.

Task 501 – Prepare for Zoning Ordinance Open House. Bonestroo will work with City staff to prepare materials for an open house to present the full zoning ordinance update. This will include working with staff to invite business owners, and property owners affected by a rezoning and any other stakeholders to the open house and public hearing.

Task 502 – Open House. Bonestroo will attend and facilitate an open house and answer questions from the public.

Task 503 – City Council review, public hearing and adoption. Bonestroo will attend a City Council meeting/public hearing to present the complete draft ordinance update and highlight any changes from previous meetings to the City Council for their review and adoption.

Task 504 – Preparation of Final Adopted Zoning Ordinance. Bonestroo will provide the City the final adopted zoning ordinance in an editable format which includes text and graphic files.

BUDGET


| Phase | Task | Hours | Goodroad | Carlson | Slack | GIS | Phase Total | |
|------------------------------|---|---|----------|---------|-------|-----|-------------|----------|
| PHASE 1 | Initiation, review existing documents | 2 | | | | | | |
| | Initiation meeting | 2 | | | | | | |
| | Review existing zoning code | 2 | | | | | | |
| | Review Imagine 2025, 2030 Comp Plan | 2 | | | | | | |
| | Subtotal | | | | | | | \$ 850 |
| | PHASE 2 | Determine districts, organization, format | 2 | | | | | |
| | | Research draft districts | 2 | | | | | |
| | | Research formats, organization | 6 | | | | | |
| | | Prepare memorandum | 2 | | | | | |
| | | Review meeting with City staff | 2 | | | | | |
| PC meeting | | 4 | | | | | | |
| Subtotal | | | | | | | \$ 1,800 | |
| PHASE 3 | | Code development & revision | 4 | | | | | |
| | | Draft code - residential | 8 | | | | | |
| | | Draft code - commercial/industrial | 16 | | | | | |
| | Draft code - Mixed use | 1 | | | | | | |
| | Mock plan review - Mixed use | 1 | | | 6 | | | |
| | Draft code - non-district | 20 | | | 1 | | | |
| | Staff review meeting - Draft code | 3 | | | | | | |
| | CC meetings (2) | 10 | | | | | | |
| | Subtotal | | | | | | | \$ 8,100 |
| | PHASE 4 | Zoning map & amendments | 6 | | | | | |
| Coordinate with city staff | | 3 | | | | | | |
| Subtotal | | | | | | | \$ 950 | |
| PHASE 5 | Code & map adoption process | 6 | | | | | | |
| | Prep for Open House | 1 | | | | | | |
| | Facilitate Open House | 4 | | | | | | |
| | CC review/adoption and public hearing | 8 | | | | | | |
| | Preparation of final adopted zoning ordinance | 8 | | | | | | |
| | Subtotal | | | | | | | \$ 3,200 |
| Labor Total | | 126 | | | | | \$ 14,900 | |
| Percent of Labor Hours | | 90% | 5% | 2% | 3% | | \$ 200 | |
| Project Expenses | | | | | | | \$ 15,100 | |
| Total Estimated Compensation | | | | | | | \$ 15,100 | |

SCHEDULE

Both the Engineer and the City will put forth reasonable efforts to complete their respective duties in a timely manner, according to the preliminary Project Schedule below. Because the Engineer's performance must be rendered with due diligence and be governed by sound professional practices, the Engineer is not responsible for delays occasioned by factors beyond its control.

| MONTH | COMPLETE | TASK | PHASE |
|-----------|----------|---|--|
| Jan. 2010 | | 101 Initiation meeting | Phase 1 Initiation, review existing documents |
| Jan. 2010 | | 102 Review existing zoning code | |
| Jan. 2010 | | 103 Review Lauderdale 2030 Comp Plan | |
| Feb. 2009 | | 201 Research draft districts | Phase 2 Determine districts, organization, format |
| Feb. 2009 | | 202 Research formats, organization | |
| Feb. 2009 | | 203 Prepare memorandum | |
| Feb. 2009 | | 204 Review meeting with City staff | |
| Feb. 2009 | | 205 Public Involvement | |
| Mar. 2010 | | 301 Draft code - residential | Phase 3 Code development & revision |
| Mar. 2010 | | 302 Draft code- commercial/industrial | |
| Mar. 2010 | | 303 Draft code-mixed use | |
| Mar. 2010 | | 304 Mock plan review-mixed use | |
| Mar. 2010 | | 305 Draft code – non-district | |
| Mar. 2010 | | 306 Staff review meeting – draft code | |
| Mar. 2010 | | 307 City Council meetings (2) | |
| Mar. 2010 | | 401 Coordinate with city staff | Phase 4 Zoning map & amendments |
| Apr. 2010 | | 501 Prep Open House | |
| Apr. 2010 | | 502 Facilitate Open House | Phase 5 Code & map adoption process |
| Apr. 2010 | | 503 CC review/adoption and public hearing | |
| Apr. 2010 | | 504 Ordinance | |
| May 2010 | | Preparation of Final Adopted Zoning | |

**LAUDERDALE COUNCIL
ACTION FORM**

| | |
|---------------------------|---|
| Meeting Date | January 12, 2010 |
| ITEM NUMBER | 6F-Resolution 011210A |
| STAFF INITIAL |  |
| APPROVED BY ADMINISTRATOR | YES |

| | | |
|-------------------------|----------------|-------------------------------------|
| Action Requested | Consent | <input checked="" type="checkbox"/> |
| | Public Hearing | <input type="checkbox"/> |
| | Discussion | <input type="checkbox"/> |
| | Action | <input type="checkbox"/> |
| | Resolution | <input type="checkbox"/> |
| | Work Session | <input type="checkbox"/> |

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 011210A Designating Official Depository & Investment Institutions.
2. Do not adopt resolution 011210A 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 011210A - Designating Official Depository & Investment Institutions for 2010.

COUNCIL ACTION:

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 the mayor pro tem 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, Smith Barney/Citigroup, Northland Securities, RBC Capital Markets, 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 2010.

Adopted this 12th day of January 2010, by the Council of the City of Lauderdale.

(ATTEST)

Jeff Dains, Mayor

(SEAL)

Heather Butkowsky, City Administrator

| | |
|--|---|
| LAUDERDALE COUNCIL | |
| ACTION REQUESTED Consent <input checked="" type="checkbox"/> _____ Special <input type="checkbox"/> _____ Public Hearing <input type="checkbox"/> _____ Report <input type="checkbox"/> _____ Discussion/Action <input type="checkbox"/> _____ Resolution <input type="checkbox"/> _____ Work session <input type="checkbox"/> _____ | MEETING DATE January 12, 2010 ITEM NUMBER PCIC Minutes STAFF INITIAL Jim APPROVED BY ADMINISTRATOR _____ |

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Attached are the minutes from the Park & Community Involvement Committee meeting of December 7, 2009 and January 4, 2010.

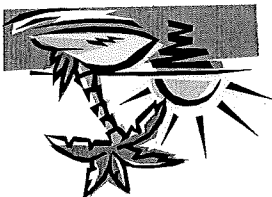
OPTIONS:

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 7, 2009
PARK & COMMUNITY INVOLVEMENT COMMITTEE**



1. CALL TO ORDER 6:33 p.m.
2. ROLL CALL
3. APPROVAL OF THE AGENDA
 Members Present: Kathy Lefald, Trygve Hansen, Roxanne Grove, Bob Milligan, Gretel Keene, Peiju Picard
 Members Absent: Monica Gallagher
 Staff & Council Present: Jim Bownik, Denise Hawkinson
 Others Present:
4. APPROVAL OF MINUTES OF OCTOBER 19, 2009 MEETING
 Hansen motioned to approve the agenda, second by Picard. Motion carried unanimously.
5. REPORTS
 Milligan motioned to approve the minutes, second by Hansen. Motion carried unanimously.

A. Hockey Rink Improvements

Bownik reported that the project has been finalized. The city kept a 5% retainage over the winter to see if the sod and seed established itself. The city kept \$350 to reseed as needed. Total costs were 3.5% lower than the original contract amount due to the resolution on seeding and lower material quantities.

B. Playground Improvements

Bownik reported staff plans to apply for another grant in the near future. This grant would include the large play structure and a tot structure. The next step in preparing a grant application is to design a playground that meets ADA, safety, and use zone requirements. Proposals for design services were sought from Bonestroo and MN/MI Playground. Staff plans to recommend MN/MI Playground due to cost, a Game Time trade in program, and potential design fee credits.

C. Halloween Wrap Up

Recommendations for next year included 250 candy bags, one more can of hot chocolate, two more bottles of apple juice, three kitchen attendants, continuing to grill by kitchen door and bring hotdogs into kitchen where they are wrapped and

given to the serving line, an additional garbage can by the movies, two more tables, and a popcorn smell.

The committee noted individual contributions such as Kathy and Colleen filling in for Jim, Chuck Cermak filling in for Trygve, Peiju taking photos, Roxanne bringing a ghost and butter as well as putting in extra time on the maze, and Tryge bringing the grill and making the sandwich board signs.

Grove noted the maze required multiple days to prepare due to the decorating required for the inside of the maze. Bownik noted that a volunteer is always needed to spend at least 8-10 extra hours beyond the initial set up. Volunteers for the extra preparation the last couple years included Roxanne Grove and John MacLean. Hansen suggested the committee consider an alternative next year that is easier and less labor intensive.

6. DISCUSSION/ACTION

A. Membership Issues & Implications

Milligan volunteered to fill Lerald's role of arranging the music for the Music Under the Trees series.

B. Snow Commotion Planning #1/2

The committee discussed details for the newsletter. The time of the event was changed to 1-4 p.m., with the medallion hunt starting at 1:30 p.m. It was decided to reduce fire pits from two to one, keep the food menu and system of donations the same, continue the sculpture contest, continue the poker chip game, continue the wagon ride, and have buckets and colored water available at the park for making snow castles.

7. OTHER BUSINESS

8. SET PRELIMINARY AGENDA FOR NEXT MEETING

Lerald read the preliminary agenda for the next meeting.

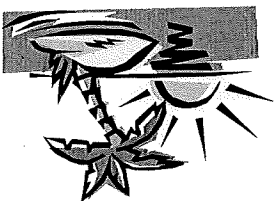
9. SET DATE FOR NEXT MEETING

The committee meets on the first or third Mondays of the month depending on the needs and commitments of the committee. The next meeting will be Monday, January 4 at 6:30 p.m.

10. ADJOURNMENT

Hansen motioned to adjourn the meeting, second by Keene. Motion carried unanimously and adjourned at 7:50 p.m.

**MINUTES
MONDAY, JANUARY 4, 2010
PARK & COMMUNITY INVOLVEMENT COMMITTEE**



1. CALL TO ORDER 6:34 p.m.
2. ROLL CALL
- Members Present: Trygve Hansen, Roxanne Grove, Bob Milligan,
Members Absent: Monica Gallagher, Peiju Picard
Staff & Council Present: Jim Bownik, Denise Hawkinson, Lara Mac Lean
Others Present:
3. APPROVAL OF THE AGENDA
Milligan motioned to approve the agenda, second by Grove. Motion carried unanimously.
4. APPROVAL OF MINUTES OF DECEMBER 7, 2009 MEETING
Milligan motioned to approve the minutes, second by Grove. Motion carried unanimously.
5. REPORTS
A. Playground Improvements
Bownik reported MN/WI Playground was selected for the playground design work. The objective is to see if the equipment choices fit in the existing space and still meet ADA, safety, and use zone requirements. The design work will be used for the grant application, which is due March 1. Grant awards are expected to be announced in May. A few equipment choices such as the large play structure and a tot structure need to be finalized. Staff anticipates the playground designer will have some recommendations based on the preliminary design work. Since the next PCIC meeting is not scheduled until after the grant application is due, a special meeting may be needed to obtain final equipment recommendations from the committee.
6. DISCUSSION/ACTION
A. Elect Chair
Milligan motioned to nominate and cast a unanimous ballot for Trygve Hansen as chairperson of the committee. Grove seconded the motion and it carried unanimously. The committee congratulated Hansen as the newest committee chairperson.

After a brief discussion, the committee decided to wait until the next meeting to consider nominations for vice chair due to the absence of two members.

B. Snow Commotion Planning #2/2

The event will be Saturday, January 30 from 1-4 p.m. The committee discussed final details including assignments, supplies, and prizes. We still need volunteers for the poker chip game and the food table.

7. OTHER BUSINESS

8. SET PRELIMINARY AGENDA FOR NEXT MEETING

Hansen read the preliminary agenda for the next meeting.

9. SET DATE FOR NEXT MEETING

The committee meets on the first or third Mondays of the month depending on the needs and commitments of the committee. The next meeting will be Monday, March 15 at 6:30 p.m.

10. ADJOURNMENT

Milligan motioned to adjourn the meeting, second by Grove. Motion carried unanimously and adjourned at 7:21 p.m.

CITY OF LAUDERDALE
COUNTY OF RAMSEY
STATE OF MINNESOTA

RESOLUTION OF COMMENTATION FOR
CLAY CHRISTENSEN

WHEREAS, Clay Christensen has been a City Council Member for the City of Lauderdale since February 1997; and

WHEREAS, during his tenure as a City Council Member, Clay Christensen has participated in many meaningful and significant policy decisions and actions; and also as a Council Member he served on the Planning & Zoning Task Force, the Comprehensive Plan Steering Committee, and was the City's delegate to the Ramsey County League of Local Governments; and

WHEREAS, the contributions Clay Christensen has made to the City are truly appreciated by the City Council and the Community; and WHEREAS, best wishes are extended to Clay in his pursuit of future endeavors; and

NOW, THEREFORE, BE IT RESOLVED, that Clay Christensen be commended for his many years of service to the City of Lauderdale.

Adopted by the City Council of the City of Lauderdale, Minnesota this 12th day of January, 2010.

(ATTEST)

Jeff Dains, Mayor

(SEAL)

Heather Butkowski, City Administrator

CITY OF LAUDERDALE
COUNTY OF RAMSEY
STATE OF MINNESOTA

RESOLUTION OF COMMENTATION FOR
KAREN DOHERTY

WHEREAS, Karen Doherty has been a City Council Member for the City of Lauderdale since June 2005; and

WHEREAS, during her tenure as a City Council Member, Karen Doherty has participated in many meaningful and significant policy decisions and actions; and also as a Council Member she served as a liaison to the Park & Community Involvement Committee; and

WHEREAS, the contributions Karen Doherty has made to the City are truly appreciated by the City Council and the Community; and

WHEREAS, best wishes are extended to Karen in her pursuit of future endeavors; and

NOW, THEREFORE, BE IT RESOLVED, that Karen Doherty be commended for her many years of service to the City of Lauderdale.

Adopted by the City Council of the City of Lauderdale, Minnesota this 12th day of January, 2010.


(ATTEST)

Jeff Dains, Mayor

(SEAL)

Heather Butkowski, City Administrator

LAUDERDALE COUNCIL ACTION FORM

| | | | |
|---------------|------------------|---------------------------|---|
| Meeting Date: | January 12, 2010 | ITEM NUMBER | 10A - 2010 Fee Schedule Res. |
| | | STAFF INITIAL |  |
| | | APPROVED BY ADMINISTRATOR | |

| | | |
|-------------------------|----------------|---------|
| Action Requested | Consent | _____ |
| | Public Hearing | _____ |
| | Discussion | X _____ |
| | Action | X _____ |
| | Resolution | _____ |
| | Work Session | _____ |

DESCRIPTION :

Last year, 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 are necessary for 2010. Among the proposed changes are:

- Mileage reimbursement rate of \$.50 per mile (down from \$.55);
- Adding a commercial HVAC plan review fee of 1% of project value. This money would be paid to Duane Grace, the City's commercial building inspector. Right now the City only charges for a review of the building plans, but mechanical system plan reviews are equally time consuming and Duane should be compensated for his time.
- Sales tax rate is 7.125%.
- Changing the SAC charge to "Per Met Council (MCES) Prevailing Rate" as the fee depends on the size and use of the structure.

OPTIONS:

1. Adopt Resolution 011210B - A Resolution Establishing License and Permit Fees and Administrative Fees and Fines for 2010.
2. Do not approve or amend the fee schedule (and provide staff direction.)

STAFF RECOMMENDATION:

Motion to adopt Resolution 011210B - A Resolution Establishing License and Permit Fees and Administrative Fees and Fines for 2010 as presented.

COUNCIL ACTION:

RESOLUTION 011210B

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 2010 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 2010 Fee Schedule as attached.

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

ss

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 12, 2010, 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 12th day of January, 2010.

Jeff Dains, Mayor

ATTEST:

Heather Butkowski
City Administrator

CITY OF LAUDERDALE
2010 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 |
| Gas Station License..... | \$25.00/first pump \$10.00 each additional pump |
| 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 + \$166 tax) |
| Historical Video..... | \$8.00 (\$7.47 + \$53 tax) |
| Mileage Reimbursement..... | \$.50 per mile |

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..... | \$.50 |
| 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 Burkowski
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

Building Permit Fee Schedule

| Value of Improvement | Permit Fee | State Surcharge | Permit Surcharge | Plan Review Fee | Investigation Fee |
|----------------------|------------|-----------------|------------------|-----------------|-------------------|
| \$500 | \$23.00 | \$0.50 | \$23.50 | \$14.95 | \$23.00 |
| \$600 | \$26.55 | \$0.50 | \$27.05 | \$17.26 | \$26.55 |
| \$700 | \$29.60 | \$0.50 | \$30.10 | \$19.24 | \$29.60 |
| \$800 | \$32.65 | \$0.50 | \$33.15 | \$21.22 | \$32.65 |
| \$900 | \$35.70 | \$0.50 | \$36.20 | \$23.21 | \$35.70 |
| \$1,000 | \$38.75 | \$0.50 | \$39.25 | \$25.19 | \$38.75 |
| \$1,100 | \$41.80 | \$1.00 | \$42.80 | \$27.17 | \$41.80 |
| \$1,200 | \$44.85 | \$1.00 | \$45.85 | \$29.15 | \$44.85 |
| \$1,300 | \$47.90 | \$1.00 | \$48.90 | \$31.14 | \$47.90 |
| \$1,400 | \$50.95 | \$1.00 | \$51.95 | \$33.12 | \$50.95 |
| \$1,500 | \$54.00 | \$1.00 | \$55.00 | \$35.10 | \$54.00 |
| \$1,600 | \$57.05 | \$1.00 | \$58.05 | \$37.08 | \$57.05 |
| \$1,700 | \$60.10 | \$1.00 | \$61.10 | \$39.07 | \$60.10 |
| \$1,800 | \$63.15 | \$1.00 | \$64.15 | \$41.05 | \$63.15 |
| \$1,900 | \$66.20 | \$1.00 | \$67.20 | \$43.03 | \$66.20 |
| \$2,000 | \$69.25 | \$1.00 | \$70.25 | \$45.01 | \$69.25 |
| \$3,000 | \$83.25 | \$1.50 | \$84.75 | \$54.11 | \$83.25 |
| \$4,000 | \$97.25 | \$2.00 | \$99.25 | \$63.21 | \$97.25 |
| \$5,000 | \$111.25 | \$2.50 | \$113.75 | \$72.31 | \$111.25 |
| \$6,000 | \$125.25 | \$3.00 | \$128.25 | \$81.41 | \$125.25 |
| \$7,000 | \$139.25 | \$3.50 | \$142.75 | \$90.51 | \$139.25 |
| \$8,000 | \$153.25 | \$4.00 | \$157.25 | \$99.61 | \$153.25 |
| \$9,000 | \$167.25 | \$4.50 | \$171.75 | \$108.71 | \$167.25 |
| \$10,000 | \$181.25 | \$5.00 | \$186.25 | \$117.81 | \$181.25 |
| \$11,000 | \$195.25 | \$5.50 | \$200.75 | \$126.91 | \$195.25 |
| \$12,000 | \$209.25 | \$6.00 | \$215.25 | \$136.01 | \$209.25 |
| \$13,000 | \$223.25 | \$6.50 | \$229.75 | \$145.11 | \$223.25 |
| \$14,000 | \$237.25 | \$7.00 | \$244.25 | \$154.21 | \$237.25 |
| \$15,000 | \$251.25 | \$7.50 | \$258.75 | \$163.31 | \$251.25 |
| \$16,000 | \$265.25 | \$8.00 | \$273.25 | \$172.41 | \$265.25 |
| \$17,000 | \$279.25 | \$8.50 | \$287.75 | \$181.51 | \$279.25 |
| \$18,000 | \$293.25 | \$9.00 | \$302.25 | \$190.61 | \$293.25 |
| \$19,000 | \$307.25 | \$9.50 | \$316.75 | \$199.71 | \$307.25 |
| \$20,000 | \$321.25 | \$10.00 | \$331.25 | \$208.81 | \$321.25 |
| \$21,000 | \$335.25 | \$10.50 | \$345.75 | \$217.91 | \$335.25 |
| \$22,000 | \$349.25 | \$11.00 | \$360.25 | \$227.01 | \$349.25 |
| \$23,000 | \$363.25 | \$11.50 | \$374.75 | \$236.11 | \$363.25 |
| \$24,000 | \$377.25 | \$12.00 | \$389.25 | \$245.21 | \$377.25 |
| \$25,000 | \$391.25 | \$12.50 | \$403.75 | \$254.31 | \$391.25 |
| \$26,000 | \$405.25 | \$13.00 | \$418.25 | \$263.41 | \$405.25 |
| \$27,000 | \$419.25 | \$13.50 | \$432.75 | \$272.51 | \$419.25 |
| \$28,000 | \$433.25 | \$14.00 | \$447.25 | \$281.61 | \$433.25 |
| \$29,000 | \$447.25 | \$14.50 | \$461.75 | \$290.71 | \$447.25 |
| \$30,000 | \$461.25 | \$15.00 | \$476.25 | \$299.81 | \$461.25 |
| \$29,001 | \$29,001 | - | \$287.14 | \$287.14 | \$441.75 |
| \$28,001 | \$28,001 | - | \$446.15 | \$280.57 | \$431.65 |
| \$27,001 | \$27,001 | - | \$435.55 | \$274.01 | \$421.55 |
| \$26,001 | \$26,001 | - | \$424.95 | \$267.44 | \$411.45 |
| \$25,001 | \$25,001 | - | \$414.35 | \$260.88 | \$401.35 |
| \$24,001 | \$24,001 | - | \$403.75 | \$254.31 | \$391.25 |
| \$23,001 | \$23,001 | - | \$389.25 | \$245.21 | \$377.25 |
| \$22,001 | \$22,001 | - | \$374.75 | \$236.11 | \$363.25 |
| \$21,001 | \$21,001 | - | \$360.25 | \$227.01 | \$349.25 |
| \$20,001 | \$20,001 | - | \$345.75 | \$217.91 | \$335.25 |
| \$19,001 | \$19,001 | - | \$331.25 | \$208.81 | \$321.25 |
| \$18,001 | \$18,001 | - | \$316.75 | \$199.71 | \$307.25 |
| \$17,001 | \$17,001 | - | \$302.25 | \$190.61 | \$293.25 |
| \$16,001 | \$16,001 | - | \$287.75 | \$181.51 | \$279.25 |
| \$15,001 | \$15,001 | - | \$273.25 | \$172.41 | \$265.25 |
| \$14,001 | \$14,001 | - | \$258.75 | \$163.31 | \$251.25 |
| \$13,001 | \$13,001 | - | \$244.25 | \$154.21 | \$237.25 |
| \$12,001 | \$12,001 | - | \$229.75 | \$145.11 | \$223.25 |
| \$11,001 | \$11,001 | - | \$215.25 | \$136.01 | \$209.25 |
| \$10,001 | \$10,001 | - | \$200.75 | \$126.91 | \$195.25 |
| \$9,001 | \$9,001 | - | \$186.25 | \$117.81 | \$181.25 |
| \$8,001 | \$8,001 | - | \$171.75 | \$108.71 | \$167.25 |
| \$7,001 | \$7,001 | - | \$157.25 | \$99.61 | \$153.25 |
| \$6,001 | \$6,001 | - | \$142.75 | \$90.51 | \$139.25 |
| \$5,001 | \$5,001 | - | \$128.25 | \$81.41 | \$125.25 |
| \$4,001 | \$4,001 | - | \$113.75 | \$72.31 | \$111.25 |
| \$3,001 | \$3,001 | - | \$99.25 | \$63.21 | \$97.25 |
| \$2,001 | \$2,001 | - | \$84.75 | \$54.11 | \$83.25 |
| \$1,901 | \$1,901 | - | \$70.25 | \$45.01 | \$69.25 |
| \$1,801 | \$1,801 | - | \$67.20 | \$43.03 | \$66.20 |
| \$1,701 | \$1,701 | - | \$64.15 | \$41.05 | \$63.15 |
| \$1,601 | \$1,601 | - | \$61.10 | \$39.07 | \$60.10 |
| \$1,501 | \$1,501 | - | \$58.05 | \$37.08 | \$57.05 |
| \$1,401 | \$1,401 | - | \$55.00 | \$35.10 | \$54.00 |
| \$1,301 | \$1,301 | - | \$51.95 | \$33.12 | \$50.95 |
| \$1,201 | \$1,201 | - | \$48.90 | \$31.14 | \$47.90 |
| \$1,101 | \$1,101 | - | \$45.85 | \$29.15 | \$44.85 |
| \$1,001 | \$1,001 | - | \$42.80 | \$27.17 | \$41.80 |
| \$901 | \$901 | - | \$39.25 | \$25.19 | \$38.75 |
| \$801 | \$801 | - | \$36.20 | \$23.21 | \$35.70 |
| \$701 | \$701 | - | \$33.15 | \$21.22 | \$32.65 |
| \$601 | \$601 | - | \$30.10 | \$19.24 | \$29.60 |
| \$501 | \$501 | - | \$27.05 | \$17.26 | \$26.55 |
| \$0 | \$0 | - | \$23.00 | \$14.95 | \$23.00 |

City of Lauderdale
 1891 Walnut Street, Lauderdale, MN 55113
 Office: 651-792-7650
 Fax: 651-631-2066

Building Permit Fee Schedule Over 30,000

| Value of Improvement | Permit Fee | State Surcharge | Plan Review Fee | Investigation Fee |
|-------------------------|---|--|--------------------------|--------------------|
| \$30,001 - \$50,000 | \$441.75 for the first \$30,000 plus \$10.10 for each additional \$1,000, or fraction thereof, to and including \$50,000 | Multiply value of improvement by .0005 | 65% of permit fee (x.65) | same as permit fee |
| \$50,001 - \$100,000 | \$643.75 for the first \$50,000 plus \$7.00 for each additional \$1,000, or fraction thereof, to and including \$100,000 | Multiply value of improvement by .0005 | 65% of permit fee (x.65) | same as permit fee |
| \$100,001 - \$500,000 | \$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000, or fraction thereof, to and including \$500,000 | Multiply value of improvement by .0005 | 65% of permit fee (x.65) | same as permit fee |
| \$500,001 - \$1,000,000 | \$3,233.75 for the first \$500,000 plus \$4.75 for each additional \$1,000, or fraction thereof, to and including \$1,000,000 | Multiply value of improvement by .0005 | 65% of permit fee (x.65) | same as permit fee |
| \$1,000,001 - | and up to \$5,608.75 for the first \$1,000,000 plus \$3.15 for each additional \$1,000, or fraction thereof, to and including \$1,000,000 | Multiply value of improvement by .0005 | 65% of permit fee (x.65) | same as permit fee |

as of 12/2008

Mechanical / HVAC Permit Fees - Uniform Mechanical Code

| Description | Fee |
|----------------------------|---------|
| 1 Base Permit Fee* | \$40.00 |
| 2 Each Supplemental Permit | \$4.50 |

| | |
|--|---------|
| 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 heater. | \$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 relocation 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

2009 Civil Penalty Fee Schedule for Alcohol Violations

Appendix C

| 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**

| | |
|---------------------------|---|
| Meeting Date | January 12, 2010 |
| ITEM NUMBER | 10B 2010 Investment Policy |
| STAFF INITIAL |  |
| APPROVED BY ADMINISTRATOR | YES |

| | | |
|-------------------------|----------------|-------|
| Action Requested | Consent | _____ |
| | Public Hearing | _____ |
| | Discussion | X |
| | Action | X |
| | Resolution | _____ |
| | Work Session | _____ |

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. Normally this is a consent agenda item, but in light of everything going on with banks, I wanted to see if anyone had questions. We have had five CDs through banks that failed. All of them were FDIC insured and the money was returned with interest. The brokers file all the paperwork. One of the city's brokers said the FDIC could close many more banks if they had the peoplepower (and if it wouldn't cause panic). It will be an interesting year to find good rates from banks that won't fail. Many of the banks offering the best rates are the ones most likely to be closed/sold off.

The policy reflects some minor changes including the FDIC insurance increase from \$100,000 to \$250,000.

OPTIONS:

Adopt or amend the 2010 investment policy.

STAFF RECOMMENDATION:

Motion to adopt the 2010 Investment Policy as presented.

COUNCIL ACTION:

City of Lauderdale 2010 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.

December 2008

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.

January 2010

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Deleted: 5. Each morning a cash balance will be prepared based on cash received the previous day, warrants paid the previous day, and sizable checks or wire transfers which present investment opportunity. 6

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d. Certificates of Deposit

- 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.

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

b. Federal Agencies Securities

a. United States Treasury Obligations

- 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:

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

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.

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8.0 Diversification:

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.

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4. A securities broker-dealer as described in section 7.3, subpart c: 3.

- 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.

3. Safekeeping - Investments may be held with:

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.

g. Money Market Funds

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.

f. Commercial Paper

- 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.

e. Bankers Acceptances

1. All Certificates of Deposit purchased by the City of Lauderdale are secured by FDIC Insurance. Amounts in excess of \$250,000 (maximum insured through December 31, 2013) shall be secured in accordance with Minnesota Statutes.

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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.

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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 and 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).

SILMA - 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 range 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**

| |
|---|
| LAUDERDALE COUNCIL ACTION FORM |
|---|

| |
|--|
| Meeting Date January 12, 2010 |
| ITEM NUMBER <u>10C - Comm & PT Mayor</u> |
| STAFF INITIAL <u>AS</u> |
| APPROVED BY ADMINISTRATOR |

| |
|-------------------------|
| Action Requested |
| Consent _____ |
| Public Hearing _____ |
| Discussion <u>X</u> |
| Action <u>X</u> |
| Resolution _____ |
| Work Session _____ |

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 penciled in some appointments based on past practices. Traditionally, the mayor pro tem has also been the back up bank signatory.

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 _____ at the mayor pro tem, _____ as bank signatories, and adopt committee assignments as discussed.

COUNCIL ACTION:

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| |
|--|

**CITY OF LAUDERDALE
2010 APPOINTMENTS**

| 2009 | 2010 |
|---|---------------------------------------|
| Acting Mayor Mac Lean | Council: |
| Bank Signatory Dains Mac Lean | Dains Councilor: Butkowski |
| LMC Butkowski Alt: Dains | Butkowski Alt: Dains |
| Metro Cities Council: Mac Lean Staff: Butkowski | Council: Staff: Butkowski |
| MWMO Karen Gill-Gerbig Alt: Butkowski | Karen Gill-Gerbig Alt: Butkowski |
| NSCC Council: Dains Alt: Hawkinson | Council: Dains Alt: Hawkinson |
| PCIC Council: Hawkinson Council Alt: Mac Lean | Council: Council Alt: |
| Staff: Bownik Staff Alt: Butkowski | Staff: Bownik Staff Alt: Butkowski |
| Police Liaison Council: Dains Staff: Butkowski | Council: Dains Staff: Butkowski |
| RCLLG Christensen Alt: Doherty | Council: Alt: |
| RCWD Bonestroo Alt: Butkowski | Bonestroo Alt: Butkowski |
| SRA Butkowski Alt: Christensen | Butkowski Alt: |
| 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.

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 Larpenteur 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.

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**

| | |
|---------------------------|---|
| Meeting Date | January 12, 2010 |
| ITEM NUMBER | 10D - Zoning Meeting |
| STAFF INITIAL |  |
| APPROVED BY ADMINISTRATOR | _____ |

| | |
|-------------------------|-------------------------------------|
| Action Requested | _____ |
| Consent | _____ |
| Public Hearing | _____ |
| Discussion | <input checked="" type="checkbox"/> |
| Action | <input checked="" type="checkbox"/> |
| Resolution | _____ |
| Work Session | _____ |

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Tina Goodroad, the new zoning consultant, would like to meet with the Council. She will present some general zoning information to make sure everyone is on the same page and then move into Lauderdale specific concepts. She is unable to do it the night of the second January council meeting, so she proposed Tuesday, January 19 over dinner (~5:00 – 7:00 p.m.).

OPTIONS:

Determine a time the Council can meet with Tina. We also discussed options for doing it during a work session, but it could make for a very long or late meeting.

STAFF RECOMMENDATION:

Motion to select _____ (date) _____ at _____ (time) _____ at City Hall for a zoning update kick-off meeting with the city's zoning consultant.

COUNCIL ACTION:

LAUDERDALE COUNCIL ACTION FORM

Action Requested

Consent _____

Public Hearing _____

Discussion _____


Action _____

Resolution _____

Work Session

Meeting Date January 12, 2010

ITEM NUMBER 14A - Snow Ticketing

STAFF INITIAL 

APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

During the last snow event, Falcon Heights and St. Anthony forewent ticketing vehicles on Christmas and Christmas Eve and asked Lauderdale to do the same. They figured they were going to be busy with accidents so ticketing was going to be a low priority. I suggested the officers contact the owners of vehicles parked on the street and help them find an alternative parking spot as the goal isn't to issue tickets but to get the roads plowed. The Mayor wanted to get council feedback on the issue for future events.

The annual meeting of the mayors and the police chief is in two weeks. If there are any other suggestions or issues, I will make note of them during the meeting.

OPTIONS:

STAFF RECOMMENDATION:

COUNCIL ACTION: