

LAUDERDALE CITY COUNCIL MEETING AGENDA
7:30 P.M. TUESDAY, JUNE 15, 2010
LAUDERDALE CITY HALL, 1891 WALNUT STREET

1. **ROLL CALL**
2. **APPROVAL OF THE AGENDA**
3. **APPROVALS**
 - a. Minutes of the June 8, 2010, City Council Meeting
 - b. Claims totaling \$29,290.31
4. **OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COUNCIL**
5. **CONSENT**
 - a. City Park Applications
6. **SPECIAL ORDER OF BUSINESS/RECOGNITION/PROCLAMATIONS**
7. **PUBLIC HEARINGS** Public hearings are conducted so that the public affected by a proposal can have input into the decision.
8. **REPORTS**
 - a. Music under the Trees
9. **DISCUSSION / ACTION**
 - a. Copier Replacement
10. **ITEMS REMOVED FROM THE CONSENT AGENDA**
11. **ADDITIONAL ITEMS**
12. **SET AGENDA FOR NEXT MEETING**
 - a. Follow up with Twin City Die Casting – Sewer Easement
 - b. Deputy Clerk Appointment
 - c. Goal Setting Session
13. **WORK SESSION**
14. **ADJOURN**

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

Page 1 of 2

June 8, 2010

Mayor Pro Tem Mac Lean called the City Council meeting to order at 7:33 p.m.

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

Staff present: Heather Butkowski, City Administrator; Jim Bownik, Assistant to the City Administrator; and Colleen Callahan, Deputy City Clerk.

Mayor Pro Tem Mac Lean asked for changes to the meeting agenda. Councilor Gaasch added Resolution 060810A – A Resolution of Commendation for Colleen Callahan. Butkowski added a discussion on the sagging sewer pipe in the right-of-way near 1831 Pleasant Street. **Councilor Hawkinson moved to approve the agenda as amended. Councilor Gaasch seconded the motion and it passed unanimously.**

Councilor Gaasch moved to approve the May 25, 2010, City Council meeting minutes. Councilor Hawkinson seconded the motion and it passed unanimously.

Councilor Hawkinson moved approval of the claims totaling \$69,667.77. Councilor Gaasch seconded the motion and it passed unanimously.

Mayor Pro Tem Mac Lean asked if members of the public wished to address the Council. No one present wished to do so.

Mayor Pro Tem Mac Lean asked if councilors wished to remove items from the consent agenda. There being no one, **Councilor Gaasch moved the following consent agenda items: 2010 business licenses; city park applications; receipt of the summer recreation schedule; acceptance of Hamline Auto Body's \$800 donation to procure music for the summer park events; and Schwan's donation of frozen treats for Music under the Trees events. Councilor Hawkinson seconded the motion and it passed unanimously.**

Councilor Grove arrived at 7:38 p.m.

Councilor Hawkinson read Resolution 060810A, which commends and thanks Colleen Callahan for her contributions to the City. Callahan thanked the Council for the opportunity and said she enjoyed her time working for the City.

Butkowski said the City received 30 applicants for the deputy clerk position. First round interviews have begun. Councilors Mac Lean and Hawkinson volunteered to help with the second round interviews.

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

Page 2 of 2

Butkowski said settling in the sewer lines in the city right-of-way after the road projects were corrected by the contractor for the first two years. Currently, there is one section of sewer pipe near 1831 Pleasant Street that has sagged; the reason is unknown. The City does not have a specific policy on how to handle the repair costs for such an unusual situation. Staff and the city engineer recommend that the City's usual contractor excavate and repair the line. Staff will prepare a policy that addresses such situations for future council consideration.

Councilor Hawkinson moved to contract with BevLor for the repair of the sagging sewer line in the right-of-way near 1831 Pleasant Street at a cost not to exceed \$6,000. Councilor Gaasch seconded the motion and it passed unanimously.

Butkowski noted that dog park users and council members met in May to discuss options for improvements in the dog park area. As a result of that meeting, the group requested that two new mailboxes be hung - one for "dog bags" and the other for information that the group would like to share. Cash donations from dog park users will cover the cost.

Councilor Hawkinson moved to allow staff to complete the dog park improvement project noted above with the dog park users. Councilor Grove seconded the motion and it passed unanimously.

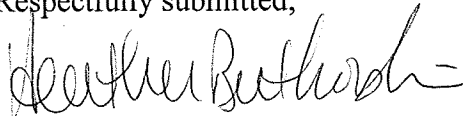
Butkowski reviewed the preliminary agenda for the next meeting, which may include a follow up to the Twin City Die Casting sewer easement request and an update on the deputy clerk hiring process.

The Council moved into closed session with the city attorney at 7:47 p.m.

The Council returned from closed session with the city attorney at 8:12 p.m.

There being no further business on the council agenda, Councilor Hawkinson moved to adjourn the meeting. Councilor Gaasch seconded the motion and it carried. The meeting adjourned at 8:13 p.m.

Respectfully submitted,



Heather Butkowski
City Administrator

CITY OF LAUDERDALE

CLAIMS FOR APPROVAL

June 15, 2010 City Council Meeting

Payroll

06/11/10 Payroll: Direct Deposit # 500978-500982	\$6,727.06
06/11/10 Payroll: Payroll Liabilities, e-payments 457E-459E	\$5,920.55

Vendor Claims

06/15/10: Check #'s 20237-20255	\$16,642.70
---------------------------------	-------------

SUBTOTAL \$29,290.31

Total Claims for Approval

\$29,290.31

CITY OF LAUDERDALE

06/10/10 1:12 PM

Page 1

Payments

Current Period: JUNE 2010

Batch Name	061110payrol				
Payment	Computer Dollar Amt	\$5,920.55	Posted		
Refer	1496 NORTH STAR BANK, CHECKING S	Ck# 000457E 6/11/2010			
Cash Payment	G 101-21703 FICA WITHHOLDING.	06/11/10 Payroll			\$1,769.78
Invoice					
Cash Payment	G 101-21701 FEDERAL TAXES	06/11/10 Payroll			\$793.43
Invoice					
Transaction Date	6/10/2010	Due 0 NORTH STAR CHEC 10100	Total		\$2,563.21
Refer	1497 ICMA RETIREMENT TRUST - 457	Ck# 000458E 6/11/2010			
Cash Payment	G 101-21705 ICMA RETIREMENT	06/11/10 Payroll			\$1,926.73
Invoice					
Transaction Date	6/10/2010	Due 0 NORTH STAR CHEC 10100	Total		\$1,926.73
Refer	1498 PERA	Ck# 000459E 6/11/2010			
Cash Payment	G 101-21704 PERA	06/11/10 Payroll			\$1,430.61
Invoice					
Transaction Date	6/10/2010	Due 0 NORTH STAR CHEC 10100	Total		\$1,430.61
Fund Summary			BATCH Total		\$5,920.55
	10100 NORTH STAR CHECKING				
101		\$5,920.55			
		\$5,920.55			

Pre-Written Checks	\$5,920.55
Checks to be Generated by the Compute	\$0.00
Total	\$5,920.55

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

JUNE 2010

			Check Amt	Invoice	Comment
10100 NORTH STAR CHECKING					
Paid Chk#	020237	6/15/2010			CINTAS
E	602-49100-425	CLOTHING	\$19.79		PW Clothing
E	601-49000-425	CLOTHING	\$19.79		PW Clothing
Total CINTAS			\$39.58		
Paid Chk#	020238	6/15/2010			COLLEEN CALLAHAN
E	101-41200-331	TRAVEL EXPENSE	\$7.15		2q10 Mileage Reimbursement
Total COLLEEN CALLAHAN			\$7.15		
Paid Chk#	020239	6/15/2010			CROIX OIL
E	602-49100-212	MOTOR FUELS	\$14.37		5/10 Motor Fuel - Diesel
E	601-49000-212	MOTOR FUELS	\$14.37		5/10 Motor Fuel - Diesel
E	101-43000-212	MOTOR FUELS	\$67.07		5/10 Motor Fuel - Diesel
Total CROIX OIL			\$95.81		
Paid Chk#	020240	6/15/2010			EHLERS & ASSOCIATES
E	101-48100-306	CONSULTING FEES	\$475.00		4/10 redevelopment consulting
E	101-48100-306	CONSULTING FEES	\$237.50		4/10 2000A bond consulting
E	405-48500-327	OTHER SERV- SEWER/NPDES I	\$142.50		4/10 TIF consulting
Total EHLERS & ASSOCIATES			\$855.00		
Paid Chk#	020241	6/15/2010			HOME DEPOT CRC
E	101-45200-228	MISC REPAIRS MAINT SUPPLIE	\$23.04		Warming House door stop
Total HOME DEPOT CRC			\$23.04		
Paid Chk#	020242	6/15/2010			LILLIE SUBURBAN NEWS
E	101-41200-352	PUBLIC INFO NOTICES	\$528.00		5/10 Public Notice - Summ. Financial R
Total LILLIE SUBURBAN NEWS			\$528.00		
Paid Chk#	020243	6/15/2010			MET-COUNCIL ENVIRONMENTAL SER.
E	601-49000-387	WATER TREATMENT SERVICE	\$11,050.86		7/10 Wastewater Treatment
Total MET-COUNCIL ENVIRONMENTAL SER.			\$11,050.86		
Paid Chk#	020244	6/15/2010			NAPA AUTO PARTS
E	601-49000-228	MISC REPAIRS MAINT SUPPLIE	\$38.97		sewer jetter repairs
Total NAPA AUTO PARTS			\$38.97		
Paid Chk#	020245	6/15/2010			NORTH SUBURBAN ACCESS CORP
E	202-49500-201	GENERAL SUPPLIES	\$85.28		microphone windscreens
Total NORTH SUBURBAN ACCESS CORP			\$85.28		
Paid Chk#	020246	6/15/2010			ON SITE SANITATION
E	101-45200-427	PORTA POTTY RENTAL	\$87.63		5/10 Port-a- Potty Rental
Total ON SITE SANITATION			\$87.63		
Paid Chk#	020247	6/15/2010			ONE CALL CONCEPTS
E	101-43400-386	GOPHER STATE ONE CALL	\$24.65		5/10 Locate Calls

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

JUNE 2010

			Check Amt	Invoice	Comment
Total ONE CALL CONCEPTS			\$24.65		
<hr/>					
Paid Chk#	020248	6/15/2010	PUBLIC EMPLOYEES INS PROGRAM		
	G 101-21706	HEALTH INSURANCE	\$1,394.03		7/10 Insurance Benefits
	Total PUBLIC EMPLOYEES INS PROGRAM		\$1,394.03		
<hr/>					
Paid Chk#	020249	6/15/2010	RAMSEY COUNTY, PROP REC & REV		
	E 101-41200-355	MISC PRINTING/PROCESS SER	\$25.00		6/10 Insurance Benefits
	G 101-21706	HEALTH INSURANCE	\$401.77		6/10 Insurance Benefits
	E 101-42100-442	MISC	\$618.45		5/10 911 Dispatch
	Total RAMSEY COUNTY, PROP REC & REV		\$1,045.22		
<hr/>					
Paid Chk#	020250	6/15/2010	SPRINT PCS		
	E 101-43000-391	TELEPHONE/PAGERS	\$35.22		5/10 PW Phone
	E 601-49000-391	TELEPHONE/PAGERS	\$17.60		5/10 PW Phone
	E 602-49100-391	TELEPHONE/PAGERS	\$17.60		5/10 PW Phone
	Total SPRINT PCS		\$70.42		
<hr/>					
Paid Chk#	020251	6/15/2010	SUBURBAN ACE HARDWARE		
	E 101-43000-228	MISC REPAIRS MAINT SUPPLIE	\$3.40		5/10 vacuum bags
	E 101-45200-412	WARMING HOUSE REPAIR/MAI	\$12.88		5/10 glass window
	Total SUBURBAN ACE HARDWARE		\$16.28		
<hr/>					
Paid Chk#	020252	6/15/2010	SUBURBAN RATE AUTHORITY		
	E 101-41100-438	DUES & SUBSCRIPTIONS	\$200.00		2nd Half 2010 Dues - SRA
	Total SUBURBAN RATE AUTHORITY		\$200.00		
<hr/>					
Paid Chk#	020253	6/15/2010	XCEL ENERGY, CITY HALL		
	E 101-43000-381	ELECTRIC	\$159.65		5/10 City Hall - Electric
	E 101-43000-383	GAS UTILITIES	\$50.19		5/10 City Hall - Gas
	Total XCEL ENERGY, CITY HALL		\$209.84		
<hr/>					
Paid Chk#	020254	6/15/2010	XCEL ENERGY, PARK & GARAGE		
	E 101-43000-381	ELECTRIC	\$14.53		5/10 Electric PW & WH
	E 101-45200-381	ELECTRIC	\$14.53		5/10 Electric PW & WH
	E 101-45200-383	GAS UTILITIES	\$26.58		5/10 gas PW & WH
	E 101-43000-383	GAS UTILITIES	\$26.59		5/10 gas PW & WH
	Total XCEL ENERGY, PARK & GARAGE		\$82.23		
<hr/>					
Paid Chk#	020255	6/15/2010	XCEL ENERGY, STREET LIGHTING		
	E 101-43000-380	STREET LIGHT UTILITY	\$324.37		11/09-5/10 - Decorative Bridge Lights
	E 101-43000-380	STREET LIGHT UTILITY	\$464.34		5/10 Street Lighting
	Total XCEL ENERGY, STREET LIGHTING		\$788.71		
<hr/>					
	10100 NORTH STAR CHECKING		\$16,642.70		

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

JUNE 2010

	Check Amt	Invoice	Comment
Fund Summary			
			10100 NORTH STAR CHECKING
101 GENERAL	\$5,221.57		
202 COMMUNICATIONS	\$85.28		
405 TIF-PROJECTS	\$142.50		
601 SEWER UTILITIES	\$11,141.59		
602 STORM SEWER ENTERPRISE FUND	\$51.76		
	<u>\$16,642.70</u>		

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date June 15, 2010
ITEM NUMBER 5A City Park Application
STAFF INITIAL CC
APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The City received one application for use of the park. Since the group is larger than 30 people, council approval is required. The application is attached for your review.

OPTIONS:

- A) Approve the request to use the park.
- B) Do not approve the request.

STAFF RECOMMENDATION:

By approving the consent agenda, the Council approves use of Lauderdale City Park by Ms. Lindgren on August 11.

COUNCIL ACTION:

City of Lauderdale

1891 Walnut Street • Lauderdale • Minnesota 55113

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

APPLICATION FOR USE OF COMMUNITY PARK

APPLICANT INFORMATION:

Name: Katie Lindgren Address: 1797 Pleasant St.

City: Lauderdale State: MN Zip: 55113

Telephone No.: 651.917.0149 Name of Organization (if applicable): Bethany Baptist Church

PARK USE INFORMATION:

Date(s) of Park Use: 8/11/10 Hours Used: 8:30 - 11:00 am

* Number attending: 20-40? * Note: Groups of 30 or more must receive council approval

Part of Park to be reserved (circle all that apply):

Picnic shelter Ballfield Hockey rink / Ice skating rink (winter only) Other: Basketball court
Please note: the hockey rink is only available for reservation from the hours of 8 - 10 pm. South side beyond playground equipment

By signing this application, the applicant agrees to the following:

- The park facilities will not be used for advertisement of any product, goods, or services, nor for personal profit.
- The applicant will clean up the area after the event has occurred. Please bring your own garbage bags and take garbage with you when you go.
- The proposed event will not unreasonably interfere with the general public use of the park, or with the safe and orderly movement of traffic on streets surrounding the park.
- The applicant is aware that there is a parking lot on Roselawn Avenue, including spaces for the handicapped.
- The applicant understands that the park opens at 8:00 am and closes at 10:00 pm.
- The applicant understands that no intoxicating liquor may be present or consumed at the park.

Katie Lindgren
Applicant's Signature

Katie Lindgren
Please Print Applicant's Name

6-8-10
Date

FOR OFFICE USE ONLY:

Date Application Received: 6/8/10
Temporary Non-Intoxicating Liquor License Granted? _____

Approved By: _____
If so, date Council granted: 6/22/10

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date April 14, 2010

ITEM NUMBER 9A - Office Copier

STAFF INITIAL _____

APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Staff solicited quotes for a new copier. We received some very good pricing. The Konica Minolta C360 has the best pricing and the best features, which makes it staff's recommendation. Staff especially looks forward to the option to print banners for city events and the elections, which is only offered on the Konica Minolta.

I thought we had the pricing worked out but it appears there are two lease options (that affect price) and so the vendors are getting me the final numbers Monday. Seeing as the Konica Minolta is the cheapest, it is just a matter of finding out whose price will be best.

OPTIONS:

STAFF RECOMMENDATION:

Motion to allow staff to enter into a 48-month lease agreement with _____ for a Konica Minolta C360.

COUNCIL ACTION: