

**LAUDERDALE CITY COUNCIL MEETING AGENDA**  
**TUESDAY, JANUARY 27, 2009**  
**7:30 P.M. CITY HALL**  
**1891 WALNUT STREET**

FILE

1. ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVALS
  - a. Minutes of the January 13, 2009, City Council Meeting.
  - b. Claims totaling \$26,848.81
4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COUNCIL
5. CONSENT
  - a. 2009 Rental Housing and Business Licenses
  - b. 2009 Garbage Hauler Licenses
  - c. Attendance at MCFOA Conference
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 in to the decision.
8. REPORTS
  - a. Snow\*Commotion
9. DISCUSSION / ACTION
  - a. 2009 Fee Schedule
  - b. 2009 Committee Appointments
  - c. 2009 Cable Equipment Improvements
  - d. City Council Insurance
10. ITEMS REMOVED FROM THE CONSENT AGENDA
11. ADDITIONAL ITEMS
12. SET AGENDA FOR NEXT MEETING
  - a. Eustis Street Feasibility Study Presentation
  - b. Roseville Sewer Connection Request
  - c. Router replacement and Wireless Access Options
  - d. Agreement with City of St. Paul for Bridge Light Maintenance
  - e. 2009 Fee Schedule
  - f. Request by Rosehill Townhome Association Regarding the Nature Area Stairs/Bridge
13. WORK SESSION
  - a. Request by V. Matheny for Former Lift Station Property near 1974 Walnut Street
14. ADJOURN

January 13, 2009

Councilor Christensen called the meeting to order at 7:31 p.m.

Councilors present: Lara Mac Lean, Karen Doherty, and Clay Christensen. Not present: Denise Hawkinson and Mayor Jeff Dains.

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

Councilor Christensen asked for changes to the meeting agenda. There being none, Councilor Doherty moved to approve the agenda. Councilor Mac Lean seconded the motion and it passed unanimously.

Councilor Mac Lean moved approval of the December 9, 2008, City Council meeting minutes. Councilor Doherty seconded the motion and it passed unanimously.

Councilor Doherty moved approval of the December 30, 2008, special City Council meeting minutes. Councilor Mac Lean seconded the motion and it passed unanimously.

Councilor Mac Lean moved approval of the claims totaling \$506,657.91. Councilor Doherty seconded the motion and it passed unanimously.

Councilor Christensen asked if members of the public wished to address the Council. No one was present to address the Council.

Councilor Christensen asked if councilors wished to remove items from the consent agenda. Councilor Doherty removed item M concerning a donation request of the Lauderdale - Falcon Heights Lions Club.

Councilor Mac Lean moved the consent agenda approving the *Roseville Review* as the City's official newspaper for 2009; 2009 gas station, tree contractor, mechanical contractor, cigarette, and 3.2 liquor licenses; Councilor Mac Lean as the 2009 mayor pro tem; an extension of Colleen Callahan employment as temporary deputy city clerk; \$1,500 donation from the Twin City's Chinese Christian Church; Sam's Club donations for community events; the Elected Officials Out-of-State Travel Policy; Section 15: Travel and Related Expenses of the Personnel Policy; 2009 employee wages; destruction of City Council and committee recordings per the retention schedule; Park and Community Involvement Committee minutes; and revisions to

**the City Vehicle Use Policy. Councilor Doherty seconded the motion and it passed unanimously.**

Bownik reported on Snow\*Commonion activities taking place on January 24 at the Community Park. Plans for the day include a wagon ride, treats, sledding, skating, and games. All of the events are free. New this year is a snow or ice sculpture contest.

Councilor Christensen asked Butkowski to explain the proposed changes to the social room policy. She explained that as the use of the room has changed, the policy has been silent on some issues related to its use including a cancellation policy and closing time. In the past, the goal was to keep the cost as low as possible but the costs to run the facility are increasingly outpacing revenue. Staff asked the Council to consider making rental prices contingent upon time used and not kitchen use, which has little impact on the cost to maintain the facility for rental use. The Council asked for clarification of aspects of the policy before agreeing that the revisions seemed appropriate.

**Councilor Mac Lean moved to adopt the social room use policy updates as presented. Councilor Doherty seconded the motion and it passed unanimously.**

The next item on the agenda was the fee schedule, which is updated annually. Butkowski explained to the Council staff's suggestions. Councilor Doherty asked whether the City's permit and license fees were comparable to other cities and whether they cover the costs to run the benefiting program. She said she wants to make sure fees cover the program costs so they aren't subsidized by the general fund as the City deals with local government aid (LGA) cuts.

Butkowski said Lauderdale has often charged less for services than the surrounding cities with the general fund subsidizing the programs. She said staff would revisit the fees prior to the next meeting and suggest increases that more closely cover the costs to run the programs.

Councilor Doherty removed item M from the consent agenda regarding a donation request from the Lions Club. She said she wanted the City to set itself up for success so she suggested asking for the donation in smaller increments. She knows that requests of greater than \$1,000 require additional approval per Lions policy.

Bownik said he appreciated the suggestion and would send the requests to fund the music at city events prior to each event.

**Councilor Doherty moved to have staff request donations of the Lauderdale – Falcon Heights Lions Club for music at city events. Councilor Mac Lean seconded the motion and it passed unanimously.**

The final discussion item concerned the selection of a sound wall color. Butkowski provided the Council images of the one and two-tone options. The replacement TH280 Bridge would be two brown colors and that was Mn/DOT's preference for the sound wall. Councilor Doherty felt it was important to keep it the same color as the bridge.

**Councilor Mac Lean moved to accept the two-tone brown color scheme for the sound wall to match the replacement TH280 Bridge. Councilor Doherty seconded the motion and it passed unanimously**

Butkowski read items being considered for the next council meeting. They included: 2009 committee appointments; Virginia Matheny's request regarding the former lift station property near 1974 Walnut Street; issues concerning the stairs and bridge in the Nature Area; cable equipment improvements; and 2009 garbage hauler licenses.

Councilor Christensen explained the City Council was moving into the work session. The work session is a continuation of the meeting but it is not aired on community television.

Butkowski told the Council that the Eustus Street feasibility study would be presented at the first meeting in February. At the previous meeting, Councilor Doherty asked whether the Council should move ahead with the Eustus project if the interest rates are low and contractors are looking for work. Staff spoke with the city engineer, Tom Kellogg, and he responded in two ways. First, he said the City was in as good of a place as it can be with the completed feasibility study should the federal government use infrastructure projects as a means to stimulate the economy. Second, he said the City would be better off planning for a 2010 project as the projects bid early in the year generally get the best rates. At best, the City would now be looking at an April letting which might not get the optimum results. The City also has to negotiate with Ramsey County for the improvements which may take time. Kellogg suggested the Council prepare for an early 2010 bid letting after resolving the outstanding road authority and funding issues.

**With no further discussion, Councilor Doherty moved to adjourn the meeting. Councilor Mac Lean seconded the motion and it carried. The meeting adjourned at 8:30 p.m.**

Respectfully submitted,

Heather Butkowski  
City Administrator

**CITY OF LAUDERDALE  
CLAIMS FOR APPROVAL**

**January 27, 2009 City Council Meeting**

<u>Payroll</u>	
01/23/09 Payroll: Direct Deposit # 500686-500698	\$9,025.71
01/23/09 Payroll: Payroll Liabilities, e-payments 327E-330E	\$6,799.30
<hr/>	
<u>Vendor Claims</u>	
01/27/09-08: Check #s 19544-19554 & 326E	\$6,971.22
01/27/09-09: Check #s 19555-19565	\$4,052.58
<hr/>	
<b>Total Claims for Approval</b>	<b>\$26,848.81</b>

CITY OF LAUDERDALE

Payments

Current Period: JANUARY 2009

Batch Name 012309pay Payment Computer Dollar Amt \$6,799.30 Posted

Refer 682 ICMA RETIREMENT TRUST - 457 CK# 000327E 1/23/2009  
Cash Payment G 101-21705 ICMA RETIREMENT 01/23/09 Payroll \$1,203.08

Transaction Date 1/23/2009 Due 0 NORTH STAR CHEC 10100 Total \$1,203.08

Refer 683 PERA CK# 000328E 1/23/2009

Cash Payment G 101-21704 PERA 01/23/09 Payroll \$1,437.18

Transaction Date 1/23/2009 Due 0 NORTH STAR CHEC 10100 Total \$1,437.18

Refer 684 NORTH STAR BANK CHECKING S CK# 000329E 1/23/2009

Cash Payment G 101-21703 FICA WITHHOLDING 1/23/09 Payroll \$2,078.84

Cash Payment G 101-21701 FEDERAL TAXES 1/23/09 Payroll \$1,109.81

Transaction Date 1/23/2009 Due 0 NORTH STAR CHEC 10100 Total \$3,188.65

Refer 685 MN DEPARTMENT OF REVENUE CK# 000330E 1/23/2009

Cash Payment G 101-21702 STATE WITHHOLDING 01/09 State Withholding \$970.39

Transaction Date 1/23/2009 Due 0 NORTH STAR CHEC 10100 Total \$970.39

Refer 10100 NORTH STAR CHECKING BATCH Total \$6,799.30

Fund Summary

Pre-Written Checks \$6,799.30

Checks to be Generated by the Compute \$0.00

Total \$6,799.30

**\*Check Detail Register\***

**CITY OF LAUDERDALE**

JANUARY 2009

Check Amt Invoice Comment

10100 NORTH STAR CHECKING	
Paid Chk# 000326E	MN DEPARTMENT OF REVENUE 1/14/2009
\$40.00	Total MN DEPARTMENT OF REVENUE
\$40.00	G 101-21710 SALES & USE TAX
	08 Sales Tax Remittance
Paid Chk# 019544	BONESTROO, ROSENE, ANDERLIK 1/27/2009
\$350.00	E 601-49000-304 ENGINEERING
\$512.00	E 101-43000-304 ENGINEERING
	12/08 Engineering - l/l report
	12/08 Engineering - general
Paid Chk# 019545	CITY OF ROSEVILLE 1/27/2009
	E 101-41200-391 TELEPHONE/PAGERS
\$244.95	Total CITY OF ROSEVILLE
\$244.95	0009337 Oct 15-Dec 14 '08 phone servic
Paid Chk# 019546	EUREKA RECYCLING 1/27/2009
	E 203-50000-389 RECYCLING CONTRACTOR
\$2,118.66	Total EUREKA RECYCLING
\$2,118.66	4010 12/08 Recycling Contract
Paid Chk# 019547	INTEGRA 1/27/2009
	E 101-41200-391 TELEPHONE/PAGERS
\$52.56	Total INTEGRA
\$52.56	12/08 Fax Line
Paid Chk# 019548	KENNEDY & GRAVEN 1/27/2009
	E 101-41200-355 MISC PRINTING/PROCESS SER
\$3.40	G 101-22221 RYSGAARD REPLAT ESCROW
\$59.59	12/08 Legal Fees
\$844.75	12/08 Legal Fees
\$907.74	Total KENNEDY & GRAVEN
Paid Chk# 019549	LILLIE SUBURBAN NEWS 1/27/2009
	E 101-41200-309 DELIVERY
\$660.00	Total LILLIE SUBURBAN NEWS
\$660.00	12/08 Roseville Delivery
Paid Chk# 019550	OFFICE MAX 1/27/2009
	E 101-41200-201 GENERAL SUPPLIES
\$85.37	Total OFFICE MAX
\$85.37	Misc Office Supplies
Paid Chk# 019551	SPRINT PCS 1/27/2009
	E 101-43000-391 TELEPHONE/PAGERS
\$33.57	E 601-49000-391 TELEPHONE/PAGERS
\$16.78	E 602-49100-391 TELEPHONE/PAGERS
\$67.13	Total SPRINT PCS
\$67.13	12/08 PW pager
	12/08 PW pager
	12/08 PW pager
Paid Chk# 019552	XCEL ENERGY, CITY HALL 1/27/2009
	E 101-43000-383 GAS UTILITIES
\$628.62	E 101-43000-381 ELECTRIC
\$193.83	Total XCEL ENERGY, CITY HALL
\$822.45	12/08 CH gas / electric
	12/08 CH gas / electric
Paid Chk# 019553	XCEL ENERGY, PARK & GARAGE 1/27/2009
	E 101-43000-381 ELECTRIC
\$122.07	Total XCEL ENERGY, PARK & GARAGE
\$122.07	12/08 park/garage electric

CITY OF LAUDERDALE

\*Check Detail Register©

JANUARY 2009

Check Amt Invoice Comment

E 101-45200-381 ELECTRIC	\$122.08	12/08 park/garage electric
E 101-43000-383 GAS UTILITIES	\$186.17	12/08 park/garage gas
E 101-45200-383 GAS UTILITIES	\$186.17	12/08 park/garage gas
<b>Total XCEL ENERGY, PARK &amp; GARAGE</b>	<b>\$616.49</b>	

Paid Chk# 019554 1/27/2009 XCEL ENERGY, STREET LIGHTING		
E 101-43000-381 ELECTRIC	\$493.87	12/08 street lighting
<b>Total XCEL ENERGY, STREET LIGHTING</b>	<b>\$493.87</b>	
10100 NORTH STAR CHECKING	\$6,971.22	

Fund Summary		
101 GENERAL	\$4,469.00	10100 NORTH STAR CHECKING
203 RECYCLING	\$2,118.66	
601 SEWER UTILITIES	\$366.78	
602 STORM SEWER ENTERPRISE FUND	\$16.78	
<b>Total</b>	<b>\$6,971.22</b>	



**\*Check Detail Register©**

**CITY OF LAUDERDALE**

JANUARY 2009

Check Amt Invoice Comment

10100 NORTH STAR CHECKING			
Paid Chk# 019555	1/27/2009	AFSCME	
G 101-21709	UNION DUES	\$78.20	1/09 union dues
Total AFSCME		\$78.20	
Paid Chk# 019556	1/27/2009	AMERIPRIDE	
E 101-43000-228	MISC REPAIRS MAINT SUPPLIE	\$92.77	101000018248 2 boxes of paper hand towels
Total AMERIPRIDE		\$92.77	
Paid Chk# 019557	1/27/2009	AT & T	
E 101-41200-391	TELEPHONE/PAGERS	\$1.00	1/09 Long Distance Fax
Total AT & T		\$1.00	
Paid Chk# 019558	1/27/2009	CINTAS	
E 602-49100-425	CLOTHING	\$33.66	PW clothing
E 601-49000-425	CLOTHING	\$33.66	PW clothing
Total CINTAS		\$67.32	
Paid Chk# 019559	1/27/2009	METRO CITIES	
E 101-41200-438	DUES & SUBSCRIPTIONS	\$1,024.00	2009 Membership Dues
Total METRO CITIES		\$1,024.00	
Paid Chk# 019560	1/27/2009	PUBLIC EMPLOYEES INS PROGRAM	
G 101-21706	HEALTH INSURANCE	\$1,500.07	2/09 employee insurance
Total PUBLIC EMPLOYEES INS PROGRAM		\$1,500.07	
Paid Chk# 019561	1/27/2009	RAMSEY CO LEAGUE OF LOCAL GOVT	
E 101-41100-438	DUES & SUBSCRIPTIONS	\$152.75	2009 Membership Dues
Total RAMSEY CO LEAGUE OF LOCAL GOVT		\$152.75	
Paid Chk# 019562	1/27/2009	RAPIT PRINTING	
E 101-41200-353	NEWSLETTER PRINTING	\$614.65	January / February Newsletter 0
Total RAPIT PRINTING		\$614.65	
Paid Chk# 019563	1/27/2009	TOSHIBA BUSINESS SOLUTIONS	
E 101-41200-401	COPIER CONTRACT	\$378.76	1q09 copier contract
Total TOSHIBA BUSINESS SOLUTIONS		\$378.76	
Paid Chk# 019564	1/27/2009	TRUCK UTILITIES	
E 101-43000-313	SNOW & ICE REMOVAL	\$38.34	snow plow supplies
Total TRUCK UTILITIES		\$38.34	
Paid Chk# 019565	1/27/2009	WASTE MANAGEMENT	
E 101-43000-384	REFUSE DISPOSAL	\$104.72	4842118-0500-1/09 Waste pick up
Total WASTE MANAGEMENT		\$104.72	
10100 NORTH STAR CHECKING			\$4,052.58

**\*Check Detail Register®**

**CITY OF LAUDERDALE**

JANUARY 2009

Check Amt Invoice Comment

Fund Summary

10100 NORTH STAR CHECKING

101 GENERAL

601 SEWER UTILITIES

602 STORM SEWER ENTERPRISE FUND

\$33.66

\$4,052.58



# LAUDERDALE COUNCIL ACTION FORM

- TYPE OF REQUEST**
- Consent
  - Action
  - Resolution
  - Information
  - Work session

MEETING DATE January 27, 2009

AGENDA NUMBER 5A 2009 Licenses

DESCRIPTION 2009 Licenses: rental, & business

**BACKGROUND OR PAST COUNCIL ACTION**

Attached is a list of rental and business owners that successfully completed the licensing renewal process for their 2009 license.

**OPTIONS**

**STAFF RECOMMENDATION**

Approve licenses for 2009.

**COUNCIL ACTION**

STAFF ACTION

MOTION BY \_\_\_\_\_

SECOND \_\_\_\_\_

# LAUDERDALE COUNCIL ACTION FORM

Rental properties successfully completed the application process

- ❖ Ann E. Pichl, 2367 Larpenteur Avenue
  - ❖ Dennis Bruwelheide, 1904 Malvern Street & 1829 Walnut Street
  - ❖ Jim Eischens, 1846 Walnut Street
  - ❖ Bruce and Michelle Bonine, 1785-87 Fulham Street
  - ❖ John B. Sagstetter, 1759 Pleasant Street ~ effective until June 1, 2009
- Tree Service Licenses successfully completed the application process
- ❖ Bluechip Tree Company
  - ❖ Rainbow Tree Care

<b>LAUDERDALE COUNCIL</b>	<b>ACTION REQUESTED</b>
	Consent <input checked="" type="checkbox"/> X Special Public Hearing Report Discussion/Action Resolution Work session
MEETING DATE January 27, 2008 ITEM NUMBER 2009 Garbage Hauler Licenses STAFF INITIAL Jim APPROVED BY ADMINISTRATOR _____	

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**  
 The following five companies have submitted complete residential and/or commercial garbage hauler licenses for 2/1/09-1/31/10:

Company	Residential License (# of Trucks)	Commercial License (# of Trucks)
Waste Management	2	5
Walter's	1	1
Veolia	2	2
Allied Waste	1	3
WTI	0	1

**OPTIONS:**  
 1) Approve as consent item.  
 2) Do not approve as consent item.

**STAFF RECOMMENDATION:**  
 By approving the consent agenda, the council is approving the 2009 garbage hauler licenses for Waste Management, Walter's, Veolia, Allied Waste, and WTI.

**COUNCIL ACTION:**



**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent

Public Hearing

Discussion

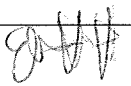
Action

Resolution

Work Session

Meeting Date January 27, 2009

ITEM NUMBER 5C - MCFOA Attendance

STAFF INITIAL 

APPROVED BY ADMINISTRATOR \_\_\_\_\_

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

For a week each of the last three summers, I attended the Minnesota Municipal Clerks and Finance Officers Association's (MCFOA) training to be eligible to be a certified municipal clerk. I thought it was an excellent training and appreciated the opportunity to go. Since then I applied for certification, which will be presented at the MCFOA annual conference being held in St. Cloud from March 18 - 20. For that reason and because I hear their training topics are very pertinent, I would like to attend the conference. The cost of the conference is \$180 plus one night's lodging at a cost of \$95 plus tax.

**OPTIONS:**

**STAFF RECOMMENDATION:**

By approving the consent agenda, the Council approves City Administrator Butkowski's participation at the annual MCFOA conference in St. Cloud from March 18 - 20.

**COUNCIL ACTION:**





# LAUDERDALE COUNCIL ACTION FORM

Meeting Date: <u>January 27, 2009</u>	ITEM NUMBER: <u>9A Fee Schedule</u>
STAFF INITIAL: <u><i>THB</i></u>	APPROVED BY ADMINISTRATOR: _____

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

**DESCRIPTION :**

Colleen put together a comparative spreadsheet of other cities' fees relative to ours. That is attached along with a revised copy of what the final fee schedule could look like as adopted. I compared what other cities charge for services to our costs to run the various licensing programs. As discussed, we can't raise fees to off-set local government aid cuts but we can bring our fees more in line with the costs to run programs and services.

Regarding the proposed fees, I figure each license takes one hour of administrative staff time to issue, follow up on, and retain (generally six years per the retention schedule) at a cost of \$40. Along with that is an overhead cost of \$10 for associated costs. After that I looked at whether any additional costs are incurred based upon the particular license or services. For example, I spoke with Captain Cotroneo about their costs to administer the compliance checks (as it is built into our contract) and the proposed fee reflects their time and the cost for the compliance official (the underage buyer).

Staff did not make any changes to the building permit fees but suggest an increase to the base mechanical and plumbing fees as those take both administrative and building official time to complete.

**OPTIONS:**

Staff asks the Council to discuss and agree upon the 2009 fees at this meeting. Staff will then prepare the final fee schedule documents for approval to the next meeting.

**STAFF RECOMMENDATION:**

**COUNCIL ACTION:**

Permit/License Fees Comparison

Permit/License	Lauderdale	Lauderdale	Proposed	Falcon Heights	Roseville	Bayport	St. Anthony	North St. Paul
3.2 Off-Sale Liquor License - Beer	\$65.00	\$150.00	\$150.00			100		\$200.00
3.2 On-Sale Liquor License	\$250.00	\$300.00						
Temporary On-Sale	\$30.00	\$50.00	\$25.00				\$50.00	
Cigarettes/tobacco	\$100.00	\$150.00	\$250.00	\$100.00	\$250.00	\$300.00	\$300.00	\$200.00
Annual License	\$10.00			\$5.00		\$10.00		
Potentially Dangerous Dog	\$50.00							
Dangerous Dog	\$150.00					\$500.00		
Kennel License	\$50.00					\$400.00	\$50.00	
Tree Service License	\$40.00	\$50.00	\$30.00	\$84.00	\$30.00	\$50 comm		\$50.00
Mechanical (HVAC) License	\$35.00	\$50.00	\$30.00	\$84.00	\$30.00	\$30.00	\$35.00	\$50.00
Refuse Hauling License (per truck)	\$65.00	\$75.00	\$70.00	\$125.00	\$200.00	\$150.00	\$200.00	\$200.00
Gas Station License (per pump)	\$25.00	\$100.00	\$130.00			\$30.00	\$50.00	
Rental Housing License (for first unit)	\$10/adll	\$500.00				\$8.50		
Rental Housing Inspection	\$2.50/adll							
Peddler License	\$34.00					\$50.00		\$50.00
Residential Parking Permits - annual		\$15.00	for 2 vehicles			\$25.00		
Zoning and Permit Fees								
Building (per schedule) - base fee	fee sched	fee sched	\$25.00	fee sched	fee sched	fee sched.		
Fence, Driveway, Sidewalk Retaining Wall	\$10.00	\$50.00						
Mechanical (per schedule) - base fee	\$15.00	\$40.00	\$25.00	\$55.00	\$75.00	attached		\$45.00
commercial mechanical		\$50.00	\$1.25% val					\$60.00
Flumbing	\$20.00	\$40.00	\$25.00	\$55.00	\$75.00	attached		\$35.00
commercial plumbing								\$86.00
Home Occupation	\$50.00	\$100.00						
Lot Consolidation/Division	NA	\$100.00	\$250.00	\$350.00	\$250.00			\$250.00
Variance Application	\$75.00	\$150.00	\$275.00	\$250.00	\$250.00			\$200.00
Conditional Use Application	\$165.00	\$200.00	\$165.00	\$300.00	\$250.00	\$130.00	\$200.00	\$500.00
Zoning Amendment (plus escrow)	\$100.00	\$500.00	\$500.00	\$600.00	\$500.00	\$225.00	\$500.00	\$500.00
Sub-division Application (plus escrow)	NA	\$500.00	\$300.00				plus cities cost	
Planned Unit Development (PUD) (plus escrow)	NA	\$500.00	\$500.00	\$400.00	\$650.00	\$500.00	\$500.00	\$500.00
Right of Way Excavation Permit	\$50.00	\$100.00			\$250.00	\$40.00	\$200.00	
ROW Obstruction Permit	\$25.00	\$100.00		\$300.00				
Demolition - Residential			\$50.00				\$50.00	
Demolition - Commercial								
Inspection Fees (outside business hours)	\$60.00		\$47.00					
per hour / 2 hour minimum								

License  
 Current  
 Lauderdale  
 Proposed  
 Heights  
 Falcon  
 Roseville  
 Bayport  
 St. Anthony  
 North St. Paul

**CITY OF LAUDERDALE**

**(NON-CODIFIED) ORDINANCE #2009**

**Establishing License, Administrative, and Permit Fees and Fines**

The Lauderdale City Council hereby establishes the following license, administrative, and permit 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.....	\$150.00
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
.....	\$85.00 plus \$25.00 adm. fee
False Security Alarm - 1 <sup>st</sup> .....	\$90.00 plus \$25.00 adm. fee
.....	\$25.00/hr + \$25.00 adm. fee
False Security Alarm - 2 <sup>nd</sup> +.....	\$25.00 adm. fee + 8% interest
.....	\$10.00
T-Shirts.....	\$15.00
Polo Shirts.....	\$25.00 (\$23.42 + \$1.58 tax)
.....	\$8.00 (\$7.49 + \$.51 tax)
Historical Video.....	\$8.00 (\$7.49 + \$.51 tax)
Mileage Reimbursement.....	.....

**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.....	\$150.00
Variance Application.....	\$200.00
Conditional Use Application.....	\$500+\$1,000 escrow
Zoning Amendment.....	\$500+\$1,000 escrow
Sub-division Application.....	\$500+\$1,000 escrow
Planned Unit Development (PUD).....	\$2,000.00
Service Availability Charge (SAC).....	Per St. Paul Water Services Prevailing Rate
Water Access Charge (WAC).....	\$60.00/hour/2 hr minimum
Inspection Fees (outside of business hours).....	up to \$1,000.00 per day

**Schedule of Administrative Fines**

Rental housing license violation.....

**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.

This Ordinance is adopted by the Lauderdale City Council on January \_\_\_\_\_, 2009, and will become effective \_\_\_\_\_, 2009, unless otherwise noted.

This Ordinance supersedes all previous Ordinances regarding these rates, fees, and fines.

ATTEST:

Heather Butkowski  
City Administrator  
Lauderdale, Minnesota

Jeff Dains  
Mayor  
Lauderdale, Minnesota

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

**Building Permit Fee Schedule**

Value of Improvement	Permit Fee	State Surcharge	Permit Surcharge Fee	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

**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 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
\$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
\$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
\$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
\$1,000,001 - \$5,608.75 and up	\$5,608.75 for the first \$1,000,000 plus \$3.15 for each additional \$1,000, or fraction thereof, to and including \$5,608.75 and up	Multiply value of improvement by .0005	65% of 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
<b>Each Unit Fee Schedule</b>	
1 Residential: 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 mounted unit 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. <b>NOTE:</b> this fee shall not apply to an air handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in this code.	\$6.50
12 For each air-handling unit over 10,000 cfm	\$11.00
13 For each evaporative cooler other than a portable type	\$6.50
14 For each ventilation fan connected to a single duct	\$4.50
15 For each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit.	\$6.50
16 For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood.	\$6.50
17 For the installation or relocating of each domestic-type incinerator.	\$11.00
18 For the installation or relocation of each commercial or industrial-type incinerator	\$45.00
19 For each appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in this code.	\$6.50
20 When Chapter 22 is applicable (see Section 103), permit fees for fuel-gas piping shall be as follows: For each gas-piping system of one to four outlets.	\$3.00
	\$0.75
21 When Chapter 24 is applicable (see Section 103), permit fees for process piping shall be as follows: For each hazardous process piping system (HHP) of one to four outlets	\$5.00
	\$1.00
	\$2.00
	\$0.50



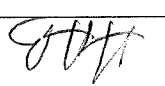
Appendix C

2009 Civil Penalty Fee Schedule for Alcohol Violations

Type of Violation	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
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**

<b>Action Requested</b>	Consent	_____
Public Hearing	_____	_____
Discussion	X	_____
Action	X	_____
Resolution	_____	_____
Work Session	_____	_____

Meeting Date	January 27, 2009	
Item Number	9B-Committee Appointments	
Staff Initial		
Approved by Administrator		

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

Each year the City Council appoints members to the various board, committees, and commissions such as the MWO, Cable Commission, RCLLG, etc. The attached document reflects last year's appointments.

Since I won't be at the meeting, please assign me to any spots you feel I should fill.

**OPTIONS:**

Once the appointments have been drafted, a motion to approve them will be necessary.

**STAFF RECOMMENDATION:**

**COUNCIL ACTION:**

**CITY OF LAUDERDALE  
2009 APPOINTMENTS**

2008	2009
Acting Mayor	Lara Mac Lean
PCIC	Staff: Bownik Alt: Heck
NSCC	Council: Hawkinson Alt: Mac Lean
RCLLG	Council: Dains Alt: Hawkinson
MWMO	Council: Christensen Alt: Dains
RCWD	Karen Gill-Gerbig Alt: Heck
SRA	Bonestroo Heck
LMC	Heck Alt: Christensen
Police Meetings	Heck Alt: Dains
Metro Cities	Heck Dains
Engineer	Dains Council:
City Attorney	Bonestroo
Prosecuting Attorney	Kennedy & Graven
	Hughes & Costello

**NOTE: Any council member is free to attend LMC, AMM, or RCLLG Meetings/Events.**



**LAUDERDALE COUNCIL**

**ACTION REQUESTED**

MEETING DATE January 27, 2009  
 ITEM NUMBER Council Chamber  
 Technology Improvements  
 STAFF INITIAL Jim  
 APPROVED BY ADMINISTRATOR \_\_\_\_\_

Consent \_\_\_\_\_  
 Special \_\_\_\_\_  
 Public Hearing \_\_\_\_\_  
 Report \_\_\_\_\_  
 Discussion/Action   
 Resolution \_\_\_\_\_  
 Work session \_\_\_\_\_

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

The Communications Fund has a balance of about \$37,000. \$17,500 was budgeted for technology improvements to the council chambers in 2009. \$3,500 was budgeted for network switch upgrades, but we are not asking the council to consider the network equipment at this meeting; it will be presented separately at a future meeting. The remaining \$14,000 for budgeted improvements includes equipment on the attached list. The list was generated by Pat Cook from CTV based on his recommendations. The list contains equipment that will improve the audio and video quality of the meetings, provide laptop presentation capability, necessary cabling, etc. Mr. Cook's cost estimate comes to \$9,715 on the low end and \$14,315 on the high end.

Most of the installation would be done by CTV at no cost to the city. CTV gives 100 hours of their time per year to each city for projects such as this. It may also be possible for CTV to purchase the equipment on the city's behalf. The city would then reimburse CTV for the purchase. Due to the technical nature of this project, and their experience with the related vendors, staff recommends this approach.

Here is the latest information from Mr. Cook:

Jim,

I'd say the critical electronic item is the hub, but we also would want the shelves and it will take cable and connectors. Also, I would consider the cabling for the network extensions for the VBrick and audio AGC as essential. We already have that equipment, we just need the network extensions to do the install.

However, I'd much prefer to do it all once, and not in stages. It will take us about the same amount of time to install all the recommended equipment as it would for just the hub, meaning that doing some now, then more later, could almost double the amount of work needed to do the entire update.

Call me with questions.  
 -Pat

**OPTIONS:**

- 1) Approve purchases of equipment by CTV on the city's behalf not to exceed the budgeted \$14,000.
- 2) Approve purchases by CTV of only critical items.
- 3) Do nothing.

**STAFF RECOMMENDATION:**

- 1) Approve purchases of equipment by CTV on the city's behalf not to exceed the budgeted \$14,000.

**COUNCIL ACTION:**

2009 Budgeted Technology Improvements to Lauderdale Council Chambers

Infrastructure (Rack) Equipment

- QTY Cost Item
- 1 \$1,700 Marshall Tripple LCD in Rackmount (monitors)
- 1 \$500 Panasonic WJ-MP204C Data Multiplex Unit (Priority)
- 1 \$150 Pull-out shelf
- 1 \$300 Panasonic DVD Recorder
- 3 \$45 Rack Shelves
- 2 \$500 Flat Screen TV Monitors (19 or 20 inch)
- 1 \$0 Video Switcher (CTV has)

\$3,195

Laptop Presentation Equipment

- QTY Cost Item
- 1 \$1,600 Scando Pro II Scan Converter w/ Genlock
- 1 \$1,500 LG 50" LCD Monitors
- 2 \$120 Chief LCD Wall Mount Bracket
- 1 \$750 Computer Video Distribution Amplifier
- 1 \$300 Cables to Connect Displays To Amplifier

\$4,270

Additional Camera

- QTY Cost Item
- 1 \$1,500 Panasonic Dome Camera w/ mount
- Or 1 \$500 static (fixed) dome camera w/ mount
- Or 3 \$3500 completely upgraded wall-mounted cameras

\$500-\$3,500

Items needed to keep the picture from rolling when you switch

QTY Cost Item

- 2 \$900 Frame Synchronizer (single Channel)
- or
- 1 \$2,500 Switcher w/ integrated frame sync's

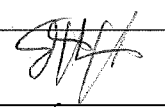
\$900-\$2,500

Cabling (Quotes from Ryan at Master Tech Group)

- \$250 A/V cables & connectors for rack or other materials (CTV to install)
- 4 \$500 network cables from wiring closet to near cable equipment
- \$100 cabling (Type TBD) for mounting flat screen on east wall

\$850

# LAUDERDALE COUNCIL ACTION FORM

Meeting Date	January 27, 2009	
ITEM NUMBER	9D - City Council Insurance	STAFF INITIAL
APPROVED BY ADMINISTRATOR		

<b>Action Requested</b>	Consent	_____
	Public Hearing	_____
	Discussion	X _____
	Action	_____
	Resolution	_____
	Work Session	_____

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

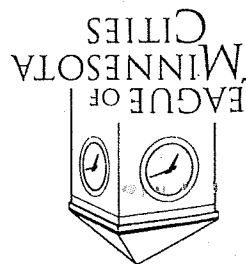
About this time each year, staff asked Council and committee members to update their records for the Personal Accident Policy the City purchased through the Brehm Group. It was a league sponsored program, but it is being discontinued the end of February. The PCIC now will be covered through the volunteer accident policy the City recently signed up for. The Council has the option to extend the workers' compensation policy to council members. It would cost about \$50 per year to insure the whole Council. The League memo is attached.

**OPTIONS:**

At this time, staff is asking the Council to consider whether they would like to elect workers' compensation coverage for Council members. The coverage is only for any lost portion of council wages. The other option is to not elect any additional coverage for the Council. If the Council would like to be eligible for workers' compensation benefits, staff will prepare the resolution for the next meeting.

**STAFF RECOMMENDATION:**

**COUNCIL ACTION:**



CONNECTING & INNOVATING

SINCE 1913

December 8, 2008

To: LMCT members and agents  
Cities enrolled in the CIGNA board member accident policy

From: Ann Gergen  
LMCT Associate Administrator

Re: Coverage change – Board Member Accident Policy

LMCT for many years offered a board member accident policy through CIGNA. Because other options exist for similar or better coverage through LMCT, the Board of Trustees has eliminated the CIGNA policy option.

All existing CIGNA policies expire at the end of February 2009. *Important note:* In LMCT's coverage change memo dated November 10, 2008, there was an error in the CIGNA policy expiration date. The correct expiration is at the end of February 2009.

Members currently enrolled in the CIGNA policy should decide whether and how they wish to continue coverage under other available options. As you do so, you may need to distinguish whether board members currently covered by CIGNA are:

- A. An officer of the city, which includes elected officials and appointed positions to city boards with some level of independent decision-making authority, or
- B. Volunteer members of purely advisory committees.

Coverage options for these two groups are outlined below.

***Officers of a City***

According to Minnesota's workers' compensation laws, officers of a city may be covered by workers' compensation upon adoption of an ordinance or resolution of the city council. Coverage for these board members under workers' compensation is just as broad as for any other city employee, and includes medical benefits and wage replacement.

Eligible officers include elected officials and appointed positions to city boards with some level of independent decision-making authority. Examples of eligible board members include the city council, utilities commissions, EDA and HRA boards, port authority boards, some park boards and planning commissions, and so on.

LEAGUE OF MINNESOTA CITIES  
INSURANCE TRUST

145 UNIVERSITY AVE. WEST      PHONE: (651) 281-1200      FAX: (651) 281-1298  
ST. PAUL, MN 55103-2044      TOLL FREE: (800) 925-1122      WEB: WWW.LMCT.ORG



LMCIT's 2009 rate to cover city officers under workers' compensation program is \$.19 per \$100 of payroll. If the officers aren't paid, LMCIT applies an imputed payroll of \$3,640 per officer. Pay in these job classes tends to be pretty minimal, so the overall cost of this coverage is very reasonable – about \$7 or \$8 per officer.

There are about 490 cities currently electing workers' compensation coverage for city elected officials, with about 110 cities also providing workers' compensation coverage for appointed boards or commissions.

Members that choose to cover city officers under workers' compensation must:

- Have the city council pass an ordinance or resolution to that effect. (Sample ordinance language is included for reference.)
- Send a copy of the ordinance or resolution to your LMCIT underwriter.
- Remember: CIGNA policies will expire at the end of February 2009. If your LMCIT renewal is after March 1, you will need to pass an ordinance or resolution and add coverage for city officers mid-policy to avoid a lapse for any officers you cover through CIGNA.

More information on this coverage can be found online in the Risk Management section of the League's website. Once in the Risk Management section, please visit the Workers' Compensation area found under the Coverages tab.

*Volunteer members of purely advisory committees*

LMCIT has expanded the optional volunteer accident policy to include volunteer members of purely advisory city boards or committees. This allows the city to provide limited coverage to board members not eligible for workers' compensation benefits, as well as to other city volunteers. The volunteer accident policy provides limited death and disability benefits. Premiums are based on city population, currently \$.10 per capita with a premium minimum of \$150 and a maximum of \$1,500. Approximately 320 cities currently cover city volunteers under this policy. A small medical benefit option also is available for an additional 45% charge.

Members who would like to cover city volunteers under this policy:

- Should elect the optional volunteer accident coverage by sending a Volunteer Accident Election Form (included for reference) to your LMCIT underwriter.
- Consider whether you want to cover all city volunteers, or *only* volunteer members of advisory boards at a rate of \$10 per volunteer board member, or \$14.50 to include the medical benefit.
- Remember: CIGNA policies expire at the end of February 2009. If your LMCIT renewal is after March 1, you may want to add this coverage mid-policy to avoid a lapse in coverage for any volunteer board members you currently cover through CIGNA.

More information on this coverage can be found online in the Risk Management section of the League's website. Once in the Risk Management section, please visit the Property/Casualty area found under the Coverages tab.

**Background**

At the time LMCIIT introduced board member accident coverage through CIGNA, workers' compensation rates for elected and appointed officials were unreasonably high – in the range of \$1,500 for the city council. This was before LMCIIT established its own class rates for workers' compensation.

The board member accident coverage originally was designed as a less expensive way for cities to offer some level of benefit to elected officials. Since then, however, LMCIIT has been able to significantly reduce workers' compensation costs for these individuals by developing its own rates and separate classification for board members and elected officials.

Because workers' compensation is only available as an option for city officers – members of boards or committees that exercise some level of independent decision-making authority – the LMCIIT Board of Trustees approved expansion of the existing volunteer accident coverage program to include volunteer board members of purely advisory committees. With both workers' compensation and volunteer accident coverage available, cities should be able to replicate coverage for any board member currently enrolled in the CIGNA policy.

**CIGNA policy**

CIGNA will not offer continued coverage under the existing policy directly to cities. Existing CIGNA policies will terminate at the end of February 2009 and there is no premium refund for early cancellation of a CIGNA policy. If your city would like to explore another coverage option through CIGNA, you can contact Ben Petersen at (952) 996-2132.

**Sample ordinance language**

The following language could be used to extend workers' compensation coverage to officers of the city:

*Pursuant to Minnesota Statutes 176.011, subd. 9, clause 6 – the Minnesota Workers' Compensation Act – members of the following boards, commissions, and committees are included in the city's workers' compensation coverage:*

- *[Members of the city council]*
- *[Members of the planning commission]*
- *[Other]*
- *[Other]*

<p><b>LAUDERDALE COUNCIL</b></p> <p>MEETING DATE January 27, 2008</p> <p>ITEM NUMBER Resident Request for City Property</p> <p>STAFF INITIAL Jim</p> <p>APPROVED BY ADMINISTRATOR _____</p>	<p><b>ACTION REQUESTED</b></p> <p>Consent _____</p> <p>Special _____</p> <p>Public Hearing _____</p> <p>Report _____</p> <p>Discussion/Action _____</p> <p>Resolution _____</p> <p>Work session <u>  X  </u></p>
---	--

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

Virginia Matheny, 1974 Walnut Street, would like to acquire the old lift station site adjacent to her property. Ms. Matheny owns two lots at the corner of Walnut and Ryan. The lift station property is part of one of those lots. The lift station was used until 2002 when it was replaced by a gravity flow system. At that time, the equipment was removed and the building demolished. The site was filled in with sand, but there is some concrete and rubble buried on site.

**First Step:** Determine if the council is interested in transferring the property to Ms. Matheny or if they would rather see the city retain possession.

**Second Step:** If the council would like to explore transferring the property, the second step is to have the city attorney do title work on the property. As far as we know, the city is the fee owner of the property. How the property was acquired is significant because if the city is fee owner, the property would have to be sold. It could be sold using a quick claim deed, as is. If the property was dedicated, the city could vacate it. However, vacated land reverts to whomever gave the land. The title work is estimated at about \$200, but will give us the answers we need to proceed.

**Questions to Consider:** 1) Who should pay for the title work? This could be paid for by the city or Ms. Matheny. It could also be agreed upon that Ms. Matheny would pay for the title work unless the property would not revert to her if the city had to vacate it. 2) Who should pay for the other expenses such as replating, legal work, title transfer, etc? The issue has been requested by a resident and would be a direct benefit to her. Thus, we would recommend that Ms. Matheny pay for all expenses incurred by the city up to and possibly including the title work. Staff recommends securing a deposit of \$2000 before proceeding. 3) If the property must be sold, what would be the price? The sale price could be set as low as \$1, which could be considered reasonable, assuming Ms. Matheny foots the bill for everything else.

**OPTIONS:**

- 1) Direct staff on how to proceed.
- 2) Do nothing.

**STAFF RECOMMENDATION:**

**COUNCIL ACTION:**

Oct 10, 2008

Jim Baurich  
Fauquier City Hall  
1891 Walnut St.  
Fauquier, Va 55113

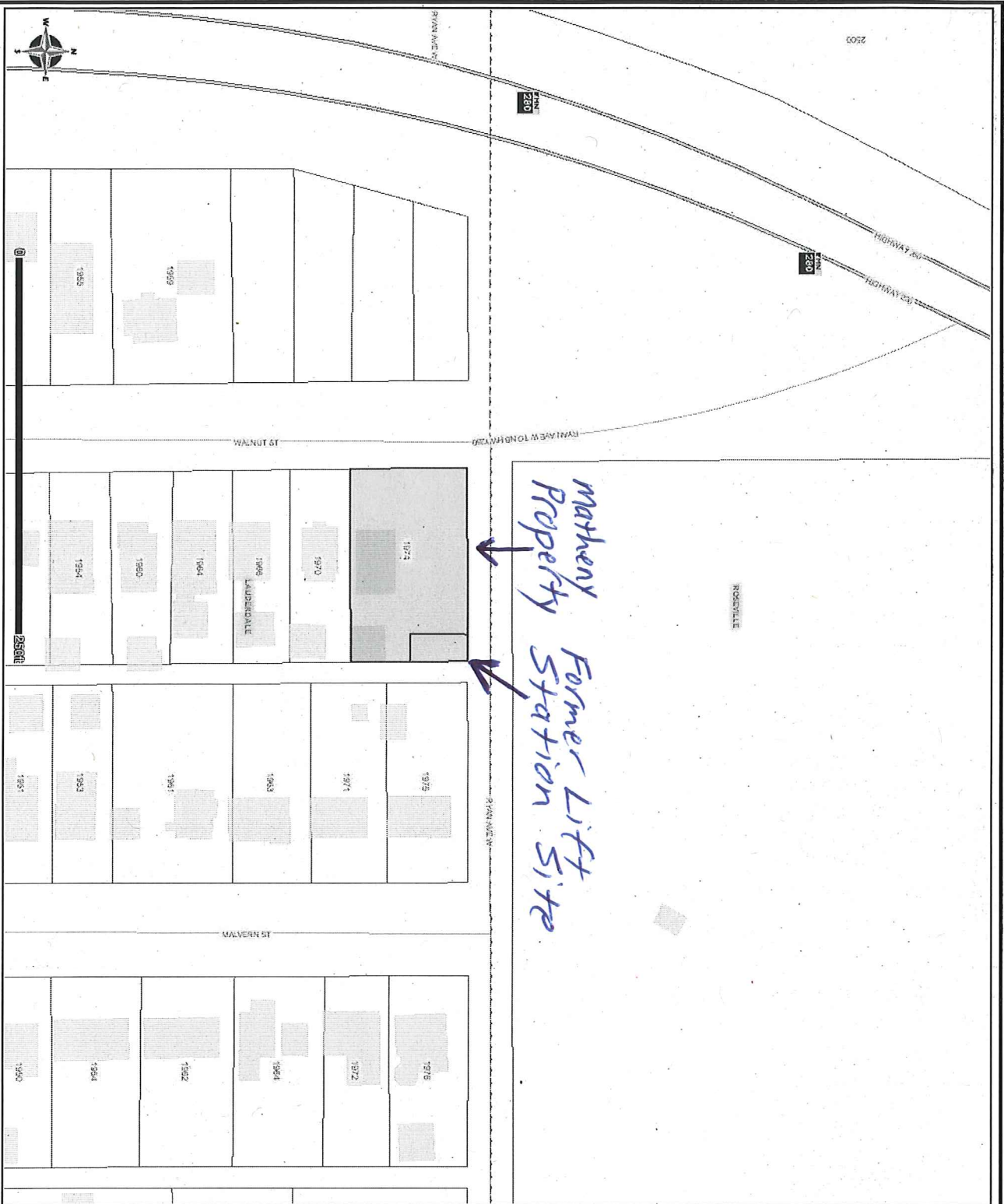
Re: Gift station site

Request written regarding this in the newspaper article off regarding the former gift station site off Ryan between Walnut St. and the block alley.

In a memorandum, it is the E. 20 ft. of Lot 30, block 2 of Fauquier's E. side

in addition. Lot 29 and lot 30 are my property and I wonder about adding those lot 20 ft. of lot 30 to it legally. But I don't know the procedure. Per Fauquier's side the property to me, do I buy it, paper work and where to transfer title, etc, cost? Hoping to hear from you, I remain

Virginia Matheny  
1974 Walnut St.  
Fauquier, Va 55113  
651-633-9163



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

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

SOURCES: Ramsey County (January 6, 2009), The Lawrence Group (January 6, 2009 for County parcel and property records data; January 2009 for commercial and residential data; April 2006 for color aerial imagery; All



List of Committees, Commissions, and their purposes:

PCIC = Parks and Community Involvement Committee – Established to provide recommendations to the City Council on the development and maintenance of community parks and open spaces. Also organizes community events and celebrations. The committee meets in the evenings on the second or fourth Monday at City Hall.

NSCC = North Suburban Cable Commission – Joint powers agreement with nine other communities for the administration of the cable franchise agreement with Comcast. The organization also oversees the operation of the local access stations and the institutional network. The committee meets on Thursday evenings at the commission office in Roseville.

RCLLG = Ramsey County League of Local Governments – Organization of Ramsey County cities, school districts, and special districts. Group discusses common issues and provides training and information to member organizations. Meetings are held in the evening on the third Thursday of the month at alternating locations in Ramsey County.

MWMO = Mississippi Water Management Organization – Joint powers group of cities in the Middle Mississippi Watershed District that manages the storm water and monitors the water quality for storm and other water draining into the Middle Mississippi Watershed area. The MWMO covers the southwest part of the city (south of Larpentour Avenue and west of Eustis Street). The group generally meets quarterly on Thursday afternoons at various locations within the MWMO area.

RCWD = Rice Creek Watershed District – Watershed organization covering Lauderdale north of Larpentour Avenue. Ramsey County board of commissioners appoints the Rice Creek Watershed District Board. The RCWD monitors water quality and storm water runoff that drains to the Rice Creek Watershed and adopts rules and regulations regarding the control and treatment of such water.

SRA = Suburban Rate Authority – The Suburban Rate Authority consists of several metro communities in a joint powers arrangement to work with the Public Utilities Commission and to provide a voice for residents when utilities propose rate increases and service changes. Committee meets quarterly on the third Thursday in the afternoon at member city locations.

LMC = League of Minnesota Cities – Organization of almost all Minnesota Cities; provides services and training to staff and elected officials and lobbies the legislature on behalf of cities. Meetings held in the summer during the day at LMC offices.

Metro Cities – This is an organization of cities in the seven county metropolitan area. The organization represents metropolitan cities at the Metropolitan Council and at the legislature. Meetings held in the summer during the day at LMC offices.