

**LAUDERDALE CITY COUNCIL MEETING AGENDA**

**TUESDAY, JANUARY 13, 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 December 9, 2008, City Council Meeting.
  - b. Minutes of the December 30, 2008, Special City Council Meeting.
  - c. Claims totaling \$506,657.91.
4. **OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COUNCIL**
5. **CONSENT**
  - a. 2009 Designation of Official Newspaper
  - b. 2009 Gas Station, Tree, Mechanical, Cigarette, and 3.2 Liquor Licenses
  - c. Extension of Colleen Callahan as Temporary Deputy City Clerk
  - d. Designate 2009 Mayor Pro Tem
  - e. Accept \$1,500 Donation from the Twin City's Chinese Christian Church
  - f. Accept Sam's Club Donations for Community Events
  - g. Creation of an Elected Officials Out-of-State Travel Policy
  - h. Amendments to the Personnel Policy – Section 15: Travel and Related Expenses
  - i. 2009 Employees Wages
  - j. Destruction of City Council & Committee Recordings
  - k. PCIC Minutes
  - l. Updates to City Vehicle Use Policy
  - m. Lions Club Donation Request
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. Social Room Use Policy Updates
  - b. 2009 Fee Schedule
  - c. Sound Wall Color
10. **ITEMS REMOVED FROM THE CONSENT AGENDA**
11. **ADDITIONAL ITEMS**
12. **SET AGENDA FOR NEXT MEETING**
  - a. 2009 Committee Appointments
  - b. Request by V. Matheny for Former Lift Station Property near 1974 Walnut Street
  - c. Request by Rosehill Townhome Association Regarding the Nature Area Stairs/Bridge
  - d. 2009 Cable Equipment Improvements
  - e. Garbage Hauler Licensing
13. **WORK SESSION**
  - a. Eustis Street Feasibility Study Update
14. **ADJOURN**

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December 9, 2008

Mayor Dains called the meeting to order at 7:30 p.m.

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

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

Mayor Dains asked for additions, deletions, or changes to the meeting agenda. Mayor Dains added annual employee recognition to the agenda.

**Councilor Hawkinson moved to approve the agenda with the addition. Councilor Mac Lean seconded the motion and it passed unanimously.**

**Councilor Christensen moved approval of the November 25, 2008, City Council minutes. Councilor Mac Lean seconded the motion and it passed unanimously.**

**Councilor Hawkinson moved approval of the claims totaling \$74,205.94. Councilor Mac Lean seconded the motion and it passed unanimously.**

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

Mayor Dains asked if councilors wished to remove items from the consent agenda. Councilor Doherty removed the item concerning 2009 depositories and investment institutions.

**Councilor Hawkinson moved the consent agenda approving 2009 rental housing licenses, 2009 investment policy, 2009 city council meeting schedule, emergency radio grant application to Metropolitan Emergency Services Board (MESB), resident reimbursement arrangement with the cities of Falcon Heights and Roseville, PCIC minutes from November 17, and pay request #3 in the amount of \$2,780.46 to Dunaway Construction for hockey rink improvements. Councilor Christensen seconded the motion and it passed unanimously.**

Bownik presented information on the proposed changes to Lauderdale ordinance Title 9, Chapter 7 and Title 10, Chapter 8. The ordinances currently regulate the construction and location of fences. Bownik explained the changes would expand application of the

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ordinances to retaining walls. The change was a need identified by the Council at a previous meeting.

Mayor Dains opened the public hearing at 7:38 p.m. As no one was present to address the Council, the public hearing was closed at 7:39 p.m.

Mayor Dains noted the setback for garages running parallel to the alley is three feet, so this set back of two feet seemed reasonable. He asked Bownik if residents could still apply for variances in case of hardship. Bownik responded they could.

**Councilor Christensen moved Resolution 120908C – A resolution authorizing publication of summary ordinance No. 08-02 by title and summary. Councilor Doherty seconded the motion and it passed unanimously.**

At the previous meeting, Butkowski provided summary budget information and the Council held a public hearing. No changes were proposed at the time and the final budget as presented in the Council packet did not reflect any changes.

In light of proposed cuts to local government aid (LGA), Butkowski asked the Council if they would consider a special meeting before the end of the year if the aid was cut. Mayor Dains wanted to keep the option open.

**Councilor Christensen moved Resolution 120908B – A resolution approving the 2009 budget and levying 2008 taxes payable in 2009 in the amount of \$558,381. This includes an estimated fiscal disparities amount of \$101,843 but no debt levy for the 2000, 2002, or 2003 general obligation bonds. Councilor Doherty seconded the motion and it passed unanimously.**

Mn/DOT previously requested the Council choose a color for the signal posts on the new TH280 Bridge; the Council chose architectural brown. Subsequently, other Mn/DOT officials informed city staff that the new styles of posts made from galvanized steel and anodized aluminum are best left unpainted. They asked the Council to reconsider the previous request for painted posts. The brown posts would now cost the City \$5,000.

Additionally, Mn/DOT requests the Council consider the traffic control agreement for the new traffic control signals for the TH280 Bridge. The City is required to contribute \$6,480 to the Emergency Vehicle Pre-emption (EVP) system.

**Councilor Doherty moved Resolution 120908D – A resolution approving Mn/DOT agreement No. 93699R to remove the existing temporary traffic control signals and install new traffic control signals with street lights, emergency vehicle preemption,**

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**interconnect, and signage on Trunk Highway 280 and County State Aid Highway 30 (Larpenteur Avenue). Councilor Mac Lean seconded the motion and it passed unanimously.**

**Councilor Christensen moved to request Mn/DOT not paint the TH280 Bridge signal posts architectural brown; instead they request they be left unpainted galvanized steel and anodized aluminum. Councilor Doherty seconded the motion and it passed with Councilors Hawkinson, Mac Lean, Doherty, and Christensen voting yes, and Mayor Dains voting no.**

The Council continued the discussion from the previous meeting regarding ways to celebrate Lauderdale's 60<sup>th</sup> anniversary. Mayor Dains describes how the 50<sup>th</sup> anniversary was celebrated including speeches from state and federal representatives at Day in the Park. Councilors continued to feel that Day in the Park was the most appropriate event to celebrate the anniversary. The Council suggested staff contact state representatives Greiling and Marty, Governor Pawlenty, and congressional representatives McCollum and Klobuchar. Additionally, the PCIC will be asked for their feedback and ideas.

Mayor Dains asked whether a budget should be set for the event. Councilors Mac Lean and Christensen felt the event should stay within the current budget set for Day in the Park. Along with that, Councilor Doherty suggested moving ahead with the low-cost items listed on the council memo. These included highlighting the anniversary on the city's community television channel, website, newsletter, and stationary in addition to discussing article opportunities with the *Roseville Review* and *Park Bugle*. Mayor Dains also suggested having CTV do a program on Lauderdale's yearlong celebration.

Moving to the next agenda item, Butkowski explained that staff member Colleen Callahan worked in recreation programming for a number of years and suggested opportunities to partner with neighboring communities to bring more recreation programming here. Her memo explained some of the options available and she asked the Council whether they would like her to pursue these opportunities.

After some discussion, the Council would like staff to bring back more information about specific programs and their costs for further consideration. They like the idea of working with the City of Roseville as Lauderdale is part of the Roseville School District and Lauderdale kids have relationships with other kids in the Roseville area.

Councilor Doherty removed the agenda item naming the 2009 depository and investment institutions due to a work-related conflict of interest. There was no further discussion on the item.

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**Councilor Christensen moved Resolution 120908A – A resolution designating Lauderdale’s official depository and investment institutions for 2009. Councilor Hawkinson seconded the motion and it passed with Councilors Hawkinson, Mac Lean, Christensen, and Mayor Dains voting yes, and Councilor Doherty abstaining.**

Mayor Dain added employee recognition to the agenda. He noted that the City Council traditionally offers a bonus holiday each year to staff members in recognition of their work throughout the year. He proposed the same for this year if the Council agreed.

**Councilor Mac Lean moved to provide each employee a recognition day be used between December 10 and January 31, 2009. Councilor Doherty seconded the motion and it carried.**

Butkowski read the agenda items for the next meeting which include: 2009 committee appointments, 2009 official newspaper, 2009 gas station, tree, mechanical, cigarette, and 3.2 liquor licenses, travel policies, 2009 employee wage adjustment, 2009 fee schedule, and request by V. Matheny regarding the former lift station near 1974 Walnut Street.

The Council moved into the work session.

Mayor Dains asked that a discussion on lot sizes and lot splits be added to the agenda. He said he felt the decision at the previous meeting allowing the Rysgaards to build on a 37 foot lot was precedent setting and wanted to revisit the rationale used to make the decision. He noted that previous comprehensive plan steering committee felt the goal should be to create bigger lots, but in this case a smaller lot was created.

Bownik addressed the Council. He said the current zoning ordinance allows residents to fairly simply divide their lots once consolidated. In the Rysgaard case, however, the existing house encroached on the proposed new lot which necessitated a replat. He questioned whether the ease in which residents can consolidate and divide lots ultimately ran counter to the goal of larger lots within Lauderdale.

**Councilor Hawkinson moved to adjourn the meeting. Councilor Mac Lean seconded the motion and it carried. The meeting adjourned at 8:22 p.m.**

Respectfully submitted,

Heather Butkowski  
City Administrator

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December 30, 2008

Mayor Dains called the special meeting to order at 7:40 p.m.

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

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

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

Mayor Dains explained to the audience that the meeting was being held to discuss the impact of the 2008 unallotment of local government aid (LGA) and to plan for cuts to Lauderdale's 2009 LGA.

Butkowski told the Council the 2008 unallotment totaled \$41,406. She said due to staffing changes and cost saving measures throughout the year, the preliminary year-end numbers showed the City would likely have a \$40,000 surplus prior to the aid cuts; therefore, the 2008 unallotment would be manageable within the current budget. While the budget would still balance, she reminded the Council that year-long cost saving measures generally result in a small surplus that is transferred to capital improvement funds and that is how the City saves for long-term improvements to the roads, sewers, and parks. This would not happen in 2008 as anticipated due to the unallotment.

Butkowski then discussed options for managing cuts to 2009 LGA. She presented a handout showing the tools the Council has to manage further aid cuts. Among the options are cutting expenses/services, raising fees, forgoing planned budget transfers and capital improvement projects, and drawing down reserves. The sheet showed a targeted cost savings of \$150,000. While the extent of 2009 cuts are not know, she said that a 25% reduction seemed a possible target and one being contemplated by Falcon Heights.

Mayor Dains introduced State Representative Mindy Greiling, who had been invited by the Council to participate in the discussion.

Representative Greiling acknowledged the severity of the situation. She said she attributes a third of the state deficit to accounting shifts and gimmicks such as not budgeting for inflation. The other two-thirds reflects the condition of the national

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economy. She said the legislature has three ways to balance the budget: spending cuts, reorganization, and raising taxes, but it appeared the governor would only consider the first two options. She said she remains optimistic that the size of the debt will result in greater creativity and reform.

The Mayor told Greiling his major concern was that no one saw this coming. The Council modestly raised the levy but could have dealt with some of the issues through property taxes if it had known in advance. He also felt local government was the most responsible and responsive level of government and doesn't like the innuendos made by other levels of government. The Mayor then asked Greiling about the impact to schools.

Greiling said Minnesota used to be in the top five to ten percent in education spending but now runs middle of the pack. She sees a correlation between then and now when Minnesota used to be more insulated from fluctuations in the national economy due to its educated workforce.

After Representative Greiling left the meeting, the Council continued the budget discussion. Among the discussion topics were Larpenteur Avenue redevelopment, planned park improvements, the police contract, and office equipment upgrades.

Councilor Mac Lean asked if the Council should address the budget at the end of each quarter in order to assist in decision making. She said right now decisions are hard to make as the extent of cuts remains unknown.

Butkowski said staff would plan for that. Ultimately, the Council may not know until the legislature ends what the cuts will be and then the Council will be able to address shortfalls through transfers from capital improvement funds if they chose.

Councilor Doherty asked about options for reconstructing Eustis Street since construction costs should be lower and so are interest rates. Staff said they would look into it as well as options for retiring existing bond debt with TIF funds.

Next, the Council learned that staff planned to add a page to the newsletter, change the paper used, and publish it four instead of six times per year for an additional cost savings of \$2,000 per year.

The Council took action on two items to implement cost saving measures from the start of the year. First, the Council discussed the option to save approximately \$8,000 to \$9,000 by forgoing the *Roseville Review* delivery subsidy. Instead, the City will pay for public notice publishing at the *Review's* regular rate. Falcon Heights pays approximately \$1,000 per year and staff anticipates the same for Lauderdale.

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**Councilor Doherty moved to stop subsidizing the delivery of the Roseville Review. Councilor Hawkinson seconded the motion and it passed unanimously.**

Second, the Council considered whether the budget allowed the deputy city clerk position to be filled. Staff published the job opening and received 18 applications, but wanted Council input before moving ahead with the interview process. Staff didn't want to put the City in a position to hire a new deputy clerk and then find out in June that the budget cuts didn't allow for the position. The Council discussed the item and agreed that it was prudent to know the extent of budget cuts before making staffing decisions.

**Councilor Doherty moved to notify applicants that the hiring process for the deputy clerk position had been put on hold until June when the Council expects to know the impact of 2009 LGA cuts if Colleen Callahan would agree to fill in as needed. Councilor Mac Lean seconded the motion and it passed unanimously.**

**Councilor Christensen moved to adjourn the meeting. Councilor Hawkinson seconded the motion and it carried. The meeting adjourned at 8:55 p.m.**

Respectfully submitted,

Heather Butkowski  
City Administrator



# CITY OF LAUDERDALE

## CLAIMS FOR APPROVAL

### January 13, 2009 City Council Meeting

<u>Payroll</u>		
12/12/08 Payroll:	Direct Deposit # 500660-500664	\$7,202.11
12/12/08 Payroll:	Payroll Liabilities, e-payments 313E-315E	\$5,162.01
12/26/08 Payroll:	Direct Deposit # 500665-500677	\$9,178.89
12/26/08 Payroll:	Payroll Liabilities, e-payments 316E-319E	\$6,547.95
01/09/09 Payroll:	Payroll Deposit #500678-500685	\$7,922.58
1/09/09 Payroll:	Payroll Liabilities, e-payments 323E-325E	\$5,342.56
<u>Vendor Claims</u>		
12/16/08:	Check #s 19493-19502	\$4,819.75
12/30/08:	Check #s 19503-19518	\$10,794.55
011309:	Check #s 19519-19528	\$9,730.63
111309:	Check #s 19534-19543	\$90,874.38
<u>Debt Service</u>		
2000A Bond Payments (principal/interest) e-payments 1/26/09 320E		\$111,910.00
2002A Bond Payments (principal/interest) e-payments 1/26/09 321E		\$131,226.25
2003A Bond Payments (principal/interest) e-payments 1/26/09 322E		\$105,946.25

<b>Total Claims for Approval</b>		<b>\$506,657.91</b>
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12/12/08 10:03 AM

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**\*Claim Register©**

121208payrl

DECEMBER 2008

Claim Type	Direct			
Claim#	611	NORTH STAR BANK, CHECKING S	Ck# 000315E	12/12/2008
Cash Payment	G 101-21701	FEDERAL TAXES	12/12/08 payroll	\$1,021.23
Invoice				
Cash Payment	G 101-21703	FICA WITHHOLDING.	12/12/08 payroll	\$1,738.30
Invoice				
Transaction Date	12/12/2008	NORTH STAR CHEC	10100	<b>Total</b> \$2,759.53
Claim#	612	PERA	Ck# 000314E	12/12/2008
Cash Payment	G 101-21704	PERA	12/12/08 Payroll	\$1,186.91
Invoice				
Transaction Date	12/12/2008	NORTH STAR CHEC	10100	<b>Total</b> \$1,186.91
Claim#	613	ICMA RETIREMENT TRUST - 457	Ck# 000313E	12/12/2008
Cash Payment	G 101-21705	ICMA RETIREMENT	12/12/08 Payroll	\$1,215.57
Invoice				
Transaction Date	12/12/2008	NORTH STAR CHEC	10100	<b>Total</b> \$1,215.57
	<b>Claim Type</b>	<b>Direct</b>	<b>Total</b>	<b>\$5,162.01</b>

Pre-Written Checks	\$5,162.01
Checks to be Generated by the Compute	\$0.00
<b>Total</b>	<b>\$5,162.01</b>

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Payments

Current Period: DECEMBER 2008

Batch Name	122608pyroll	Computer Dollar Amt	\$6,547.95	Posted	
Refer	629 ICMA RETIREMENT TRUST - 457	Ck# 000316E	12/26/2008		
Cash Payment	G 101-21705 ICMA RETIREMENT	12/26/08 Payroll			\$1,215.57
Invoice					
Transaction Date	12/26/2008	Due 0 NORTH STAR CHEC	10100	Total	\$1,215.57
Refer	630 PERA	Ck# 000317E	12/26/2008		
Cash Payment	G 101-21704 PERA	12/26/08 Payroll			\$1,206.68
Invoice					
Transaction Date	12/26/2008	Due 0 NORTH STAR CHEC	10100	Total	\$1,206.68
Refer	631 NORTH STAR BANK, CHECKING S	Ck# 000318E	12/26/2008		
Cash Payment	G 101-21703 FICA WITHHOLDING.	12/26/08 Payroll Taxes			\$2,087.14
Invoice					
Cash Payment	G 101-21701 FEDERAL TAXES	12/26/08 Payroll Taxes			\$1,103.05
Invoice					
Transaction Date	12/26/2008	Due 0 NORTH STAR CHEC	10100	Total	\$3,190.19
Refer	632 MN DEPARTMENT OF REVENUE	Ck# 000319E	12/26/2008		
Cash Payment	G 101-21702 STATE WITHHOLDING	12/08 State Withholding			\$935.51
Invoice					
Transaction Date	12/26/2008	Due 0 NORTH STAR CHEC	10100	Total	\$935.51

Fund Summary		BATCH Total	\$6,547.95
101	10100 NORTH STAR CHECKING		\$6,547.95
			\$6,547.95

Pre-Written Checks	\$6,547.95
Checks to be Generated by the Compute	\$0.00
Total	\$6,547.95

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Payments

Current Period: JANUARY 2009

Batch Name	010909pay		Computer Dollar Amt	\$5,342.56	Posted
Payment					
Refer	657	ICMA RETIREMENT TRUST - 457	Ck# 000323E	1/9/2009	
Cash Payment	G 101-21705	ICMA RETIREMENT	1/09/09	Payroll	\$1,203.08
Invoice					
Transaction Date	1/9/2009	Due 0	NORTH STAR CHEC	10100	Total \$1,203.08
Refer	658	PERA	Ck# 000324E	1/9/2009	
Cash Payment	G 101-21704	PERA	01/09/09	Payroll	\$1,185.35
Invoice					
Transaction Date	1/9/2009	Due 0	NORTH STAR CHEC	10100	Total \$1,185.35
Refer	659	NORTH STAR BANK, CHECKING S	Ck# 000325E	1/9/2009	
Cash Payment	G 101-21703	FICA WITHHOLDING.	01/09/09	Payroll	\$1,869.44
Invoice					
Cash Payment	G 101-21701	FEDERAL TAXES	01/09/09	Payroll	\$1,084.69
Invoice					
Transaction Date	1/9/2009	Due 0	NORTH STAR CHEC	10100	Total \$2,954.13

Fund Summary BATCH Total \$5,342.56

	10100	NORTH STAR CHECKING
101		\$5,342.56
		\$5,342.56

Pre-Written Checks	\$5,342.56
Checks to be Generated by the Compute	\$0.00
Total	\$5,342.56

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

DECEMBER 2008

		Check Amt	Invoice	Comment
<b>10100 NORTH STAR CHECKING</b>				
Paid Chk#	019493	12/16/2008	<b>CINTAS</b>	
	E 602-49100-425	CLOTHING	\$16.83	PW Clothing
	E 601-49000-425	CLOTHING	\$16.83	PW Clothing
	<b>Total CINTAS</b>		<b>\$33.66</b>	
Paid Chk#	019494	12/16/2008	<b>EUREKA RECYCLING</b>	
	E 203-50000-389	RECYCLING CONTRACTOR	\$1,878.08	11/08 Recycling Contract
	<b>Total EUREKA RECYCLING</b>		<b>\$1,878.08</b>	
Paid Chk#	019495	12/16/2008	<b>LILLIE SUBURBAN NEWS</b>	
	E 101-41200-309	DELIVERY	\$660.00	11/08 Roseville Review Deliver
	<b>Total LILLIE SUBURBAN NEWS</b>		<b>\$660.00</b>	
Paid Chk#	019496	12/16/2008	<b>LMCIT</b>	
	E 101-41200-151	WORKERS' COMP PREMIUM	\$101.65	08/07-08/08 wc final payment p
	E 101-43000-151	WORKERS' COMP PREMIUM	\$329.45	08/07-08/08 wc final payment p
	E 101-45200-151	WORKERS' COMP PREMIUM	\$171.40	08/07-08/08 wc final payment p
	E 601-49000-151	WORKERS' COMP PREMIUM	\$69.75	08/07-08/08 wc final payment p
	E 602-49100-151	WORKERS' COMP PREMIUM	\$69.75	08/07-08/08 wc final payment p
	<b>Total LMCIT</b>		<b>\$742.00</b>	
Paid Chk#	019497	12/16/2008	<b>NAPA AUTO PARTS</b>	
	E 101-43000-402	CITY TRUCK REPAIR/MAINTEN	\$8.51	oil filters
	<b>Total NAPA AUTO PARTS</b>		<b>\$8.51</b>	
Paid Chk#	019498	12/16/2008	<b>SAM'S CLUB</b>	
	E 201-45600-379	HALLOWEEN EVENT	\$191.76	Halloween Expenses
	E 101-41200-201	GENERAL SUPPLIES	\$29.30	Coffee
	<b>Total SAM'S CLUB</b>		<b>\$221.06</b>	
Paid Chk#	019499	12/16/2008	<b>SPRINT PCS</b>	
	E 601-49000-391	TELEPHONE/PAGERS	\$16.76	11/08 PW Cell Phone
	E 101-43000-391	TELEPHONE/PAGERS	\$33.52	11/08 PW Cell Phone
	E 602-49100-391	TELEPHONE/PAGERS	\$16.76	11/08 PW Cell Phone
	<b>Total SPRINT PCS</b>		<b>\$67.04</b>	
Paid Chk#	019500	12/16/2008	<b>XCEL ENERGY, CITY HALL</b>	
	E 101-43000-383	GAS UTILITIES	\$292.26	11/08 gas - CH
	E 101-43000-381	ELECTRIC	\$203.94	11/08 electric - CH
	<b>Total XCEL ENERGY, CITY HALL</b>		<b>\$496.20</b>	
Paid Chk#	019501	12/16/2008	<b>XCEL ENERGY, PARK &amp; GARAGE</b>	
	E 101-43000-383	GAS UTILITIES	\$90.96	11/08 park/garage gas
	E 101-45200-381	ELECTRIC	\$19.33	11/08 park/garage electric
	E 101-45200-383	GAS UTILITIES	\$90.97	11/08 park/garage gas
	E 101-43000-381	ELECTRIC	\$19.33	11/08 park/garage electric
	<b>Total XCEL ENERGY, PARK &amp; GARAGE</b>		<b>\$220.59</b>	

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

DECEMBER 2008

		Check Amt	Invoice	Comment
Paid Chk#	019502		12/16/2008	XCEL ENERGY, STREET LIGHTING
	E 101-43000-381	\$492.61		ELECTRIC
	Total	\$492.61		XCEL ENERGY, STREET LIGHTING
	10100	\$4,819.75		NORTH STAR CHECKING

Fund Summary

	10100	NORTH STAR CHECKING	
101 GENERAL			\$2,543.23
201 COMMUNITY EVENTS			\$191.76
203 RECYCLING			\$1,878.08
601 SEWER UTILITIES			\$103.34
602 STORM SEWER ENTERPRISE FUND			\$103.34
			\$4,819.75

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

DECEMBER 2008

		Check Amt	Invoice	Comment
<b>10100 NORTH STAR CHECKING</b>				
Paid Chk# 019503 12/30/2008 AFSCME				
G 101-21709	UNION DUES	\$69.40		12/08 Monthly Dues
Total AFSCME		\$69.40		
Paid Chk# 019504 12/30/2008 BONESTROO, ROSENE, ANDERLIK				
E 601-49000-304	ENGINEERING	\$1,412.50		11/08 Engineering - I/I eval T
E 404-48404-304	ENGINEERING	\$365.28		11/08 Engineering - Rink
E 401-48401-304	ENGINEERING	\$110.25		11/08 Engineering - '08 Seal C
E 101-43000-304	ENGINEERING	\$355.25		11/08 Engineering - General
Total BONESTROO, ROSENE, ANDERLIK		\$2,243.28		
Paid Chk# 019505 12/30/2008 BOWNIK, JIM				
E 101-41200-331	TRAVEL EXPENSE	\$96.82		10/1/08-12/31/08 Mileage
Total BOWNIK, JIM		\$96.82		
Paid Chk# 019506 12/30/2008 BUSINESS FORMS AND ACCOUNTING				
E 101-41200-201	GENERAL SUPPLIES	\$110.04	40179	500 Checks
Total BUSINESS FORMS AND ACCOUNTING		\$110.04		
Paid Chk# 019507 12/30/2008 BUTKOWSKI, HEATHER				
E 101-41200-331	TRAVEL EXPENSE	\$118.17		4q08 Mileage
Total BUTKOWSKI, HEATHER		\$118.17		
Paid Chk# 019508 12/30/2008 CINTAS				
E 601-49000-425	CLOTHING	\$16.83		PW clothing
E 602-49100-425	CLOTHING	\$16.83		PW clothing
Total CINTAS		\$33.66		
Paid Chk# 019509 12/30/2008 CITY OF FALCON HEIGHTS				
E 101-42100-321	FIRE CALLS	\$793.72		11/08 Fire Calls
Total CITY OF FALCON HEIGHTS		\$793.72		
Paid Chk# 019510 12/30/2008 COLLEEN CALLAHAN				
E 101-41200-331	TRAVEL EXPENSE	\$16.03		08 Mileage Reimbursement
Total COLLEEN CALLAHAN		\$16.03		
Paid Chk# 019511 12/30/2008 GLENWOOD INGLEWOOD				
E 101-41200-208	WATER DELIVERY	\$40.70		12/08 cooler rental & water
Total GLENWOOD INGLEWOOD		\$40.70		
Paid Chk# 019512 12/30/2008 GRACE, DUANE				
E 101-43400-312	BUILDING INSPECTOR	\$2,503.51		08 Commercial Plan Reviews
Total GRACE, DUANE		\$2,503.51		
Paid Chk# 019513 12/30/2008 HOME DEPOT CRC				
E 101-43000-228	MISC REPAIRS MAINT SUPPLIE	\$21.64		misc. city hall supplies
E 101-43000-228	MISC REPAIRS MAINT SUPPLIE	\$27.46		misc. garage supplies

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

DECEMBER 2008

		Check Amt	Invoice	Comment
<b>Total HOME DEPOT CRC</b>		<b>\$49.10</b>		
<hr/>				
Paid Chk#	019514	12/30/2008	<b>INTEGRA</b>	
E 101-41200-391	TELEPHONE/PAGERS	\$52.68		11/08 Fax Line
<b>Total INTEGRA</b>		<b>\$52.68</b>		
<hr/>				
Paid Chk#	019515	12/30/2008	<b>KENNEDY &amp; GRAVEN</b>	
G 101-22221	RYSGAARD REPLAT ESCROW	\$1,047.17		11/08 Legal Services - Rysgaard
E 101-41200-305	LEGAL FEES	\$2,844.25		11/08 Legal Services - general
<b>Total KENNEDY &amp; GRAVEN</b>		<b>\$3,891.42</b>		
<hr/>				
Paid Chk#	019516	12/30/2008	<b>NORTH STAR BANK, PETTY</b>	
E 101-43000-228	MISC REPAIRS MAINT SUPPLIE	\$1.47		Fastners for snowblower
E 101-41200-203	POSTAGE	\$5.32		Certified Letters
E 101-43000-228	MISC REPAIRS MAINT SUPPLIE	\$1.92		Fastners for snowblower
E 101-41200-331	TRAVEL EXPENSE	\$5.00		Parking @ Capitol
E 101-41200-203	POSTAGE	\$7.34		Certified ltr & postage lg env
E 101-45200-371	NON-RESIDENT REIMBURSEM	\$8.00		Rec Reimbursement - 1761 Eusti
E 101-41200-203	POSTAGE	\$10.64		Certified ltrs (rp)
E 101-41200-203	POSTAGE	\$10.64		Certified ltrs (rp)
E 101-41200-308	TRAINING\CONFERENCES	\$15.00		HB - GFOA Lunch
E 101-41200-308	TRAINING\CONFERENCES	\$15.00		JB- APMP lunch mtg
E 101-45200-391	TELEPHONE/PAGERS	\$21.37		Phone for warming house attend
E 101-41200-203	POSTAGE	\$24.40		Stamps
E 201-45600-440	MEETING EXPENSES	\$18.00		PCIC meal with tip
E 201-45600-440	MEETING EXPENSES	\$21.00		PCIC meeting food with tip
E 101-41500-201	GENERAL SUPPLIES	\$5.00		Nelsons tip - Elec Judges
<b>Total NORTH STAR BANK, PETTY</b>		<b>\$170.10</b>		
<hr/>				
Paid Chk#	019517	12/30/2008	<b>RACHANA VISARIA</b>	
E 101-41200-442	MISC	\$100.00		Social Room cancellation refun
<b>Total RACHANA VISARIA</b>		<b>\$100.00</b>		
<hr/>				
Paid Chk#	019518	12/30/2008	<b>RAMSEY COUNTY, PROP REC &amp; REV</b>	
E 101-42100-442	MISC	\$505.92		12/08 911 Dispatch Services
<b>Total RAMSEY COUNTY, PROP REC &amp; REV</b>		<b>\$505.92</b>		
<b>10100 NORTH STAR CHECKING</b>		<b>\$10,794.55</b>		



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

DECEMBER 2008

	Check Amt	Invoice	Comment
<b>Fund Summary</b>			
			10100 NORTH STAR CHECKING
101 GENERAL	\$8,833.86		
201 COMMUNITY EVENTS	\$39.00		
401 CAPITAL IMPROVEMENT STREETS	\$110.25		
404 PARK IMPROVEMENT	\$365.28		
601 SEWER UTILITIES	\$1,429.33		
602 STORM SEWER ENTERPRISE FUND	\$16.83		
	\$10,794.55		

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

JANUARY 2009

		Check Amt	Invoice	Comment
<b>10100 NORTH STAR CHECKING</b>				
Paid Chk#	019519	1/13/2009	<b>CITY OF FALCON HEIGHTS</b>	
E	101-42100-321	FIRE CALLS	\$1,587.44	12/08 fire calls
		<b>Total CITY OF FALCON HEIGHTS</b>	<b>\$1,587.44</b>	
Paid Chk#	019520	1/13/2009	<b>EAST HENNEPIN AUTO SERVICE INC</b>	
E	602-49100-212	MOTOR FUELS	\$9.41	12/08 Motor Fuels
E	101-43000-212	MOTOR FUELS	\$43.90	12/08 Motor Fuels
E	601-49000-212	MOTOR FUELS	\$9.41	12/08 Motor Fuels
		<b>Total EAST HENNEPIN AUTO SERVICE INC</b>	<b>\$62.72</b>	
Paid Chk#	019521	1/13/2009	<b>ENGBERG-SHABER AGENCY, INC.</b>	
E	602-49100-361	GENERAL LIABILITY	\$130.62	08-09 insurance agent fees
E	601-49000-361	GENERAL LIABILITY	\$130.62	08-09 insurance agent fees
E	101-41200-361	GENERAL LIABILITY	\$365.76	08-09 insurance agent fees
E	101-41100-361	GENERAL LIABILITY	\$418.00	08-09 insurance agent fees
		<b>Total ENGBERG-SHABER AGENCY, INC.</b>	<b>\$1,045.00</b>	
Paid Chk#	019522	1/13/2009	<b>MAMA</b>	
E	101-41200-308	TRAINING\CONFERENCES	\$20.00	hb Oct. luncheon training
E	101-41200-308	TRAINING\CONFERENCES	\$23.00	hb Dec. luncheon training
		<b>Total MAMA</b>	<b>\$43.00</b>	
Paid Chk#	019523	1/13/2009	<b>MN DEPT OF LABOR AND INDUSTRY</b>	
E	101-43400-443	SURCHARGE REPORT	\$268.89	4q08 state surcharge report
		<b>Total MN DEPT OF LABOR AND INDUSTRY</b>	<b>\$268.89</b>	
Paid Chk#	019524	1/13/2009	<b>NAPA AUTO PARTS</b>	
E	101-43000-402	CITY TRUCK REPAIR/MAINTEN	\$7.74	12/08 auto parts
		<b>Total NAPA AUTO PARTS</b>	<b>\$7.74</b>	
Paid Chk#	019525	1/13/2009	<b>ONE CALL CONCEPTS</b>	
E	101-43400-386	GOPHER STATE ONE CALL	\$17.55	8120622 12/08 locate tickets
		<b>Total ONE CALL CONCEPTS</b>	<b>\$17.55</b>	
Paid Chk#	019526	1/13/2009	<b>PARK SERVICE</b>	
E	101-43000-212	MOTOR FUELS	\$152.23	12/08 Motor Fuel
E	602-49100-212	MOTOR FUELS	\$32.62	12/08 Motor Fuel
E	601-49000-212	MOTOR FUELS	\$32.62	12/08 Motor Fuel
		<b>Total PARK SERVICE</b>	<b>\$217.47</b>	
Paid Chk#	019527	1/13/2009	<b>RAMSEY COUNTY, PROP REC &amp; REV</b>	
E	101-43000-313	SNOW & ICE REMOVAL	\$6,352.29	PUBW-009145 11/08 & 12/08 ice and snow plo
		<b>Total RAMSEY COUNTY, PROP REC &amp; REV</b>	<b>\$6,352.29</b>	
Paid Chk#	019528	1/13/2009	<b>SUBURBAN ACE HARDWARE</b>	
E	101-45200-228	MISC REPAIRS MAINT SUPPLIE	\$4.04	fastners - hockey rink
E	101-43000-228	MISC REPAIRS MAINT SUPPLIE	\$32.93	painting supplies
E	101-45200-228	MISC REPAIRS MAINT SUPPLIE	\$91.56	2-shovels/handle

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

JANUARY 2009

	Check Amt	Invoice	Comment
<b>Total SUBURBAN ACE HARDWARE</b>	<u>\$128.53</u>		
<b>10100 NORTH STAR CHECKING</b>	<u>\$9,730.63</u>		

Fund Summary

	10100 NORTH STAR CHECKING	
101 GENERAL	\$9,385.33	
601 SEWER UTILITIES	\$172.65	
602 STORM SEWER ENTERPRISE FUND	<u>\$172.65</u>	
	\$9,730.63	

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

JANUARY 2009

			Check Amt	Invoice	Comment
<b>10100 NORTH STAR CHECKING</b>					
Paid Chk#	019534	1/13/2009	<b>AVENET, LLC</b>		
	E 202-49500-307	COMPUTER SERVICES	\$111.00	18355	1q09 web hosting
	<b>Total AVENET, LLC</b>		<b>\$111.00</b>		
Paid Chk#	019535	1/13/2009	<b>CINTAS</b>		
	E 602-49100-425	CLOTHING	\$33.66	470216146	PW clothing
	E 601-49000-425	CLOTHING	\$33.66	470216146	PW clothing
	<b>Total CINTAS</b>		<b>\$67.32</b>		
Paid Chk#	019536	1/13/2009	<b>CITY OF FALCON HEIGHTS</b>		
	E 101-42100-320	FIRE CONTRACT	\$17,813.14		09 base rate - readiness to se
	E 101-42100-320	FIRE CONTRACT	\$816.65		09 base rate - capital share
	<b>Total CITY OF FALCON HEIGHTS</b>		<b>\$18,629.79</b>		
Paid Chk#	019537	1/13/2009	<b>CITY OF ROSEVILLE</b>		
	E 101-41200-306	CONSULTING FEES	\$263.33	9290	01/09 IT Services
	<b>Total CITY OF ROSEVILLE</b>		<b>\$263.33</b>		
Paid Chk#	019538	1/13/2009	<b>CITY OF ST ANTHONY</b>		
	E 101-42100-319	POLICE CONTRACT	\$48,187.50		1/09 Police Services
	<b>Total CITY OF ST ANTHONY</b>		<b>\$48,187.50</b>		
Paid Chk#	019539	1/13/2009	<b>HUGHES &amp; COSTELLO</b>		
	E 101-42100-305	LEGAL FEES	\$850.00		1/09 Legal Services
	E 101-42100-355	MISC PRINTING/PROCESS SER	\$418.75		1/09 Legal Services
	<b>Total HUGHES &amp; COSTELLO</b>		<b>\$1,268.75</b>		
Paid Chk#	019540	1/13/2009	<b>MET-COUNCIL ENVIRONMENTAL SER.</b>		
	E 601-49000-387	WATER TREATMENT SERVICE	\$10,715.82		2/09 Waste Water Services
	E 601-49000-387	WATER TREATMENT SERVICE	\$10,715.82		1/09 Waste Water Services
	<b>Total MET-COUNCIL ENVIRONMENTAL SER.</b>		<b>\$21,431.64</b>		
Paid Chk#	019541	1/13/2009	<b>MINNESOTA GFOA</b>		
	E 101-41200-438	DUES & SUBSCRIPTIONS	\$60.00		hb 09 annual dues
	<b>Total MINNESOTA GFOA</b>		<b>\$60.00</b>		
Paid Chk#	019542	1/13/2009	<b>PUBLIC EMPLOYEES INS PROGRAM</b>		
	G 101-21706	HEALTH INSURANCE	\$521.17		1/09 Employee Health Insurance
	<b>Total PUBLIC EMPLOYEES INS PROGRAM</b>		<b>\$521.17</b>		
Paid Chk#	019543	1/13/2009	<b>RAMSEY COUNTY, PROP REC &amp; REV</b>		
	G 101-21706	HEALTH INSURANCE	\$313.88		1/09 Insurance
	E 101-41200-355	MISC PRINTING/PROCESS SER	\$20.00		1/09 Insurance
	<b>Total RAMSEY COUNTY, PROP REC &amp; REV</b>		<b>\$333.88</b>		
	<b>10100 NORTH STAR CHECKING</b>		<b>\$90,874.38</b>		

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

JANUARY 2009

	Check Amt	Invoice	Comment
<b>Fund Summary</b>			
			10100 NORTH STAR CHECKING
101 GENERAL	\$69,264.42		
202 COMMUNICATIONS	\$111.00		
601 SEWER UTILITIES	\$21,465.30		
602 STORM SEWER ENTERPRISE FUND	\$33.66		
	\$90,874.38		

CITY OF LAUDERDALE

01/09/09 2:10 PM

Page 1

Payments

Current Period: JANUARY 2009

Batch Name	09debtsev1	Computer Dollar Amt	\$349,082.50	Posted
Refer	639 US BANK, DEBT SERVICES	Ck# 000320E 1/26/2009		
Cash Payment Invoice	E 302-47200-601 BOND PRINCIPAL	2009 2000A bond principle	\$100,000.00	
Cash Payment Invoice	E 302-47200-611 BOND INTEREST	2009 2000A bond interest	\$11,910.00	
Transaction Date	1/26/2009	Due 0 NORTH STAR CHEC 10100	<b>Total</b>	\$111,910.00
Refer	644 US BANK, DEBT SERVICES	Ck# 000321E 1/26/2009		
Cash Payment Invoice	E 303-47300-601 BOND PRINCIPAL	2009 2002A bond principal	\$115,000.00	
Cash Payment Invoice	E 303-47300-611 BOND INTEREST	2009 2002A bond interest	\$16,226.25	
Transaction Date	1/26/2009	Due 0 NORTH STAR CHEC 10100	<b>Total</b>	\$131,226.25
Refer	645 US BANK, DEBT SERVICES	Ck# 000322E 1/26/2009		
Cash Payment Invoice	E 304-47400-601 BOND PRINCIPAL	2009 2003A Bond Principal	\$95,000.00	
Cash Payment Invoice	E 304-47400-611 BOND INTEREST	2009 2003A Bond Interest	\$10,946.25	
Transaction Date	1/26/2009	Due 0 NORTH STAR CHEC 10100	<b>Total</b>	\$105,946.25

Fund Summary	10100 NORTH STAR CHECKING	BATCH Total	\$349,082.50
302	\$111,910.00		
303	\$131,226.25		
304	\$105,946.25		
	<b>\$349,082.50</b>		

Pre-Written Checks	\$349,082.50
Checks to be Generated by the Compute	\$0.00
<b>Total</b>	<b>\$349,082.50</b>



**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent                      X    
Public Hearing                   
Discussion                       
Action                            
Resolution                       
Work Session                 

Meeting Date    January 13, 2009

ITEM NUMBER          5A - Official Newspaper  

STAFF INITIAL          AAB  

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. In the past, Lauderdale published all legal notices in the *Roseville Review*. I notified the *Review* of the Council's decision to stop subsidizing delivery of the paper. They were sympathetic but plan to continue serving Lauderdale.

**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 2009.

**COUNCIL ACTION:**





## LAUDERDALE COUNCIL ACTION FORM

### Action Requested

Consent   X    
Public Hearing \_\_\_\_\_  
Discussion \_\_\_\_\_  
Action \_\_\_\_\_  
Resolution \_\_\_\_\_  
Work Session \_\_\_\_\_

Meeting Date   January 13, 2009  

ITEM NUMBER   5B - 2009 Business Licenses  

STAFF INITIAL   CC  

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

### DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The City of Lauderdale requires tree service, mechanical contractors, gas stations, and sellers of cigarettes and 3.2 alcohol operating in Lauderdale to be licensed at the start of each year. All licensees must complete an application, pay a fee, and provide proof of relevant insurance. The attached applicants have successfully completed the application process.

### OPTIONS:

1. Approve 2009 licensure of the attached mechanical and tree service contractors, gas stations, and sellers of cigarettes and 3.2 alcohol.
2. Do not approve 2009 licensure of the attached mechanical and tree service contractors, gas stations, and sellers of cigarettes and 3.2 alcohol.

### STAFF RECOMMENDATION:

By moving the consent agenda, the council approves the 2009 licensure of the attached mechanical and tree service contractors, gas stations, and sellers of cigarettes and 3.2 alcohol.

### COUNCIL ACTION:

# LAUDERDALE COUNCIL ACTION FORM

Page 2

## Successfully Completed Mechanical/HVAC Applications

- Kath Fuel Oil Service dba Kath HVAC
- New Mech Companies
- Standard Heating & Air Conditioning
- Forced Air Inc. dba Wenzel Heating and Air Conditioning and Midwest Equipment
- The Snelling Co. Inc.
- Fireside Hearth and Home
- Hoffman Corner Heating and Air Conditioning
- Marsh Heating and Air Conditioning
- Daves Heating, Air and Electric

## Successfully Completed Tree Service Applications

- Precision Landscape and Tree, Inc
- Northeast Tree, Inc.
- A-1 Walsh, Inc
- Branch and Bough Tree Service and Landscape Care

## Successfully Completed Gas Sales Applications

- Croix Oil Company

## Successfully Completed Cigarette Sales Applications

- Croix Oil Company
- Super USA

## Successfully Completed 3.2 Liquor Sales Applications

- Super USA

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent                      X    
Public Hearing                   
Discussion                       
Action                            
Resolution                       
Work Session                 

Meeting Date    January 13, 2009

ITEM NUMBER        5C - Employment Agreement

STAFF INITIAL          AAB  

APPROVED BY ADMINISTRATOR

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

After the last meeting, I spoke with Colleen Callahan about remaining in the deputy city clerk position until June 15, 2009, at which time we anticipate knowing more about the LGA cuts. She agreed to continue working under the same terms and conditions as noted in the attached letter. This council action acknowledges the updated employment agreement between Colleen Callahan and the City of Lauderdale.

**OPTIONS:**

**STAFF RECOMMENDATION:**

By approving the consent agenda, the Council agrees to employ Colleen Callahan as the interim deputy city clerk under the terms and conditions provided through June 15, 2009.

**COUNCIL ACTION:**

# City of Lauderdale

*The Island in the Metro*

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

January 14, 2009

Colleen Callahan  
1276 Dennis Street  
Maplewood, MN 55119

Dear Colleen,

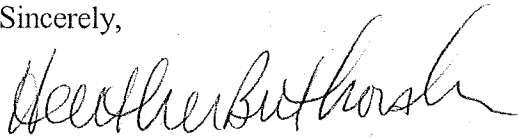
The Lauderdale City Council would like to extend your employment as the temporary Deputy Clerk from January 14 to June 15, 2009. As with all City employees, the employment relationship is "at-will." At-will means you are free to end your employment at any time, with or without reason, and the City retains the same right.

The City will continue to pay you \$25.00 per hour with no fringe benefits. The City does not anticipate the position will require overtime hours. The position will be at least 20 hours per week with an anticipated average of 30 hours per week. All work will be performed during the City's regular office hours which are 8:00 a.m. to 4:30 p.m.

This proposal will be presented to the City Council for final approval on January 13, 2009. After that date, the City will be obligated to enroll you in PERA and begin collecting and remitting your contribution and city's portion.

If you have any questions or concerns regarding this proposal, please let me know before January 7.

Sincerely,



Heather Butkowski  
City Administrator

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent                      X    
Public Hearing                       
Discussion                           
Action                                 
Resolution                           
Work Session                     

Meeting Date    January 13, 2009

ITEM NUMBER        5D - Appoint Mayor Pro Tem

STAFF INITIAL          AAB  

APPROVED BY ADMINISTRATOR

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

The council will designate committee assignments at the next meeting, but the Council is bound by state statute to appoint the mayor pro tem at the first council meeting of the year. Traditionally, the role has passed down the dais, which would make Councilor Mac Lean the 2009 mayor pro tem. The suggested motion says the appointment takes affect January 14 so Councilor Hawkinson can oversee this meeting and sign the documents staff prepared.

Traditionally the mayor pro tem has also been a bank signatory. Staff will have the bank prepare the paperwork for the next meeting.

**OPTIONS:**

**STAFF RECOMMENDATION:**

By approving the consent agenda, the Council appoints Councilor Lara Mac Lean as the 2009 mayor pro tem effective January 14, 2009.

**COUNCIL ACTION:**



**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent \_\_\_\_\_ X  
Public Hearing \_\_\_\_\_  
Discussion \_\_\_\_\_  
Action \_\_\_\_\_  
Resolution \_\_\_\_\_  
Work Session \_\_\_\_\_

Meeting Date January 13, 2009

ITEM NUMBER 5E—Twin Cities Chinese  
Christian Church Donation

STAFF INITIAL CC

APPROVED BY ADMINISTRATOR

**DESCRIPTION :**

On December 12, 2008 the City of Lauderdale received a donation of \$1,500.00 from the Twin Cities Chinese Christian Church. The Pastor said it was for the general fund unless the City had other specific needs.

**OPTIONS:**

**STAFF RECOMMENDATION:**

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

**COUNCIL ACTION:**





**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent                      X    
Public Hearing                       
Discussion                           
Action                                 
Resolution                           
Work Session                     

Meeting Date    January 13, 2009

ITEM NUMBER        5F—Sam's Club Donations

STAFF INITIAL                  SC          

APPROVED BY ADMINISTRATOR

**DESCRIPTION :**

The City of Lauderdale received food donations from Sam's Club for the Halloween event in October. Colleen has continued working with Sam's Club to receive additional donations for Snow\*Commotion and subsequent events. Staff hopes to create an on-going relationship with Sam's Club to off-set event costs. By approving this consent agenda item, the Council agrees to continue accepting on-going donations from Sam's Club.

**OPTIONS:**

**STAFF RECOMMENDATION:**

By approving the consent agenda, the Council accepts and thanks Sam's Club for donations to the City.

**COUNCIL ACTION:**



**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent              X    
Public Hearing                
Discussion                   
Action                        
Resolution                   
Work Session              

Meeting Date                      January 13, 2009

ITEM NUMBER                      5G—EO Out of State Travel Policy

STAFF INITIAL                                CC          

APPROVED BY ADMINISTRATOR

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

Per the Minnesota Statutes, the City must adopt an elected officials travel policy.

**OPTIONS:**

- 1) Adopt the Elected Official Out of State Travel Policy as attached.
- 2) Direct staff to make changes and bring back for adoption at the next city council meeting.

**STAFF RECOMMENDATION:**

By approving the consent agenda, the Council adopts the Elected Official Out of State Travel policy as provided.

**COUNCIL ACTION:**

Elected Officials Out of State Travel Policy  
January 13, 2009

Chapter 156 of the 2005 Omnibus state government finance bill, Section 38 requires the City of Lauderdale to develop policies that regulate travel by local elected officials outside the state. The City of Lauderdale's out of state travel policy is stated below:

1. Travel outside the state is appropriate when:
  - A. An organization that the City is a member of is holding an educational or training meeting, seminar, conference, or convention that is directly or indirectly related to the duties of their elected position.
  - B. An organization that the City is not a member of is holding an educational, training meeting or seminar on topics or subjects directly or indirectly related to the duties of their elected position.
  - C. The elected official has been specifically assigned by the Council to testify on behalf of the City at the United States Congress or to otherwise meet with federal officials on behalf of the City.
2. Applicable expense limits:
  - A. The City will reimburse for transportation, lodging, meals, registration, and incidental costs using the same procedures, limitations and guidelines outlined in the City's Personnel Policy for travel by city employees.
  - B. The City may make payments in advance for airfare, lodging, and registration if specifically approved by the Council. Otherwise, all payments will be made as reimbursements to the elected official.
  - C. No reimbursement will be made for attendance at events sponsored by or affiliated with political parties.
  - D. Travel will be permitted when the City has sufficient funds available in the budget to pay for the cost of the trip.
3. Approval procedures:
  - A. Prior to the out of state travel event, the request will be placed upon the City Council agenda and by majority vote, obtain approval to attend. The City Council may from time to time make rules as to how often an elected official can attend an out of state event (annually, every other year, etc...)
  - B. Motion may be by blanket (any one that wishes to attend may do so) or specific (by elected official name) approval.
  - C. Given unusual circumstances, the City may make exceptions to the policy.
4. Travel arrangements may be made directly by the elected official or city staff may assist.

Approved by the Lauderdale City Council on January 13, 2009.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor / Mayor Pro Tem

**LAUDERDALE COUNCIL  
ACTION FORM**

<b>Action Requested</b> Consent <u>  X  </u> Public Hearing <u>      </u> Discussion <u>      </u> Action <u>      </u> Resolution <u>      </u> Work Session <u>      </u>	Meeting Date <u>January 13, 2009</u>  ITEM NUMBER <u>5H—Personnel Policy Amendment</u> <u>Section 15: Travel and Related Expenses</u>  STAFF INITIAL <u>CC / HAB</u>  APPROVED BY ADMINISTRATOR
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**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

As staff created the Elected Officials Travel Policy, we also compared the city's Personnel Policy as it related to travel to League of Minnesota City's recommendations for travel policies. The proposed change to Section 15 follow. Proposed text is underlined with deleted language in the right margin.

**OPTIONS:**

- 1) Adopt the amendments to Section 15: Travel and Related Expenses of the Personnel Policy as provided.
- 2) Direct staff to make changes and bring back for adoption at the next city council meeting.

**STAFF RECOMMENDATION:**

By moving the consent agenda, the Council approves amendments to Section 15: Travel and Related Expenses of the Personnel Policy as provided.

**COUNCIL ACTION:**

<p style="text-align: center;"><b>CITY OF LAUDERDALE PERSONNEL POLICY AND PROCEDURES</b></p>
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**SECTION 1. PURPOSE.**

The purpose of this personnel policy and procedures manual is to establish a uniform and equitable system of personnel administration, to define the rights and responsibilities of the City of Lauderdale and each employee and to give fair and equal employment opportunities to all qualified applicants.

**SECTION 2. EMPLOYMENT GUIDELINES.**

The personnel policy and procedures manual is a guideline for the City and its employees regarding city employment. It does not constitute an employment agreement or contract. These policies and procedures, like all other city policies, can be amended at any time by the city council.

**SECTION 3. AT-WILL EMPLOYMENT.**

All City employees are hired on an at-will basis. This means either the employee or the City Council can terminate employment at any time and for any reason. Involuntary termination of an employee by the city shall be for just cause.

**SECTION 4. EQUAL EMPLOYMENT OPPORTUNITY POLICY.**

It is the city's policy to provide equal employment opportunity to all employees and applicants for employment in accordance with all applicable state and federal laws governing equal employment opportunity-affirmative action.

**SECTION 5. SCOPE.**

**Subdivision 1. Positions Covered.** This policy will apply to all employees in all positions, except the following:

- a. Elected officials;
- b. Members of all boards and commissions;
- c. Consultants and personnel paid on a fee basis;
- d. Volunteer personnel and personnel appointed to serve without pay;
- e. Emergency personnel;
- f. Independent contractors;

- g. City personnel covered by a collective bargaining agreement where the issue is addressed in the agreement;
- h. City personnel covered by other employment agreements where the issue is addressed in the agreement; and
- i. Any other person specifically exempted by the City Council.

**Subdivision 2. Superseded by Law.** No provision of this policy is intended to violate, supersede or conflict with any applicable federal law or regulation, state statute or local ordinance. If there is a conflict or violation, the statute, rule, regulation or ordinance shall rule. If a court of competent jurisdiction declares a part of these policies and procedures null and void, only that specific section shall be removed. All other provisions remain in effect.

## SECTION 6. DEFINITIONS.

The following words and phrases will have the meanings given here and will apply throughout this policy and procedures manual. All other words and phrases used in this policy will maintain their generally accepted common meanings.

- a. ANNIVERSARY DATE – means the month and date of an employee's initial hiring or promotion.
- b. DESIGNATED PERSONNEL REPRESENTATIVE(S) – means the City Council member(s) who act as liaison between the employees and the City Council on personnel matters. For general personnel issues, the designated personnel representative is the City Administrator.
- c. DOMESTIC PARTNER - means two adults who are 1) not related by blood closer than that permitted by marriage laws of the State; 2) not married or related by marriage; 3) competent to enter into a contract; 4) have no other domestic partner with whom the household is shared, or with whom the adult person has another domestic partner; 5) jointly responsible to each other for the necessities of life; 6) are committed to one another to the same extent as married persons are to each other, except for the traditional marital status and solemnities.
- d. EXEMPT EMPLOYEE – are employees to whom the federal Fair Labor Standards Act does not apply. Generally, administrative, executive and professional employees are exempt employees.
- e. IMMEDIATE FAMILY - the employee's domestic partner and children. Immediate family also includes: mother, father, brother, sister, grandparent, aunt, uncle, step-parent or legal guardian of either the employee or the employee's domestic partner.
- f. INDEPENDENT CONTRACTOR/CONSULTANT - persons or firms hired by the City who determine their own hours of operation or use their own resources in the



performance of their duties. Independent contractors and consultants are not City employees.

- g. NON-EXEMPT EMPLOYEE - employees to whom the federal Fair Labor Standards Act applies.
- h. OVERTIME - time actually worked by non-exempt employees in excess of eight hours per day or forty (40) hours per week. Time worked does not include holidays, vacation time, compensatory time taken or sick leave.
- i. PART-TIME EMPLOYEE
  - 1) REGULAR PART-TIME EMPLOYEE - an employee retained on a non-temporary basis who works less than forty (40) hours per week on a regular schedule throughout the year.
  - 2) NON-REGULAR PART-TIME EMPLOYEE - an employee retained on a temporary basis who works less than forty (40) hours per week on an irregular schedule throughout the year.
- j. REGULAR FULL-TIME EMPLOYEE - an employee retained on a non-temporary basis who works forty (40) hours or more per week on a regular schedule throughout the year.
- k. TEMPORARY OR SEASONAL EMPLOYEE - an employee retained to fill a full-time or part-time position which is of a provisional or seasonal nature.
- l. TERMINATION - a complete separation of an employee from City employment. Termination can be voluntary, through resignation or retirement, or involuntary, through discharge by the City Council.

## SECTION 7. APPOINTMENTS.

**Subdivision 1. Selection Criteria.** Appointments for all open municipal positions are made by the City Council upon the recommendation of the City Administrator. All appointments are made on the basis of the candidate's knowledge, skills, abilities and education related to the position being filled.

**Subdivision 2. Examinations.** When deemed appropriate by the City, an applicant's employment-related qualifications, merit and fitness will be ascertained by written, oral or other examinations. An offer of employment can be conditioned on successful completion of a pre-employment medical and/or psychological examination.

**Subdivision 3. Employment of Relatives of Municipal Personnel.** Whenever possible, the City will not appoint any person to a municipal position when he or she supervises, or is under the supervision of a member of his or her immediate family.

**Subdivision 4. Probationary Period.** All regular full-time and regular or non-regular part-time employees are subject to serving a probationary period. The probationary period is the period of time the city evaluates the employee's ability to accomplish the essential job duties of the position he or she was hired to complete. It is also the time an employee evaluates the City to see if employment with the City fits his or her expectations. The probationary period shall be six (6) months. The City can terminate the employee at any time with or without cause, during this time and such termination is not subject to grievance or appeal.

The City Administrator will conduct a performance review with the employee at three (3) months and go over successes and areas where the employee needs improvement. If there are any serious issues present, the Administrator shall inform the employee at that time and indicate that failure to improve performance may result in an extended probationary period or termination. The Administrator shall develop a work plan for the employee to follow in these cases.

## **SECTION 8. WORK HOURS.**

**Subdivision 1. Work Schedules.** The normal hours of work for all employees will be established by the City Council. Alternate work schedules are to be worked out with the City Administrator and approved by the City Council. City exempt employees are required to work all hours necessary to perform their duties.

**Subdivision 2. Part-time and Temporary Employees' Work Schedules.** The City shall provide temporary, seasonal and non-regular part-time employees with an advance approximation of hours to be worked during the upcoming year at the time of hiring whenever possible. This approximation is not a guarantee of those hours but rather a guideline subject to change at the City's discretion.

**Subdivision 3. Rest Breaks.** An employee is entitled to take one fifteen (15) minute rest break during each consecutive four (4) hour period of work. Rest breaks should be scheduled to avoid disrupting City business.

**Subdivision 4. Meal Breaks.** Each employee is provided a thirty (30) minute meal break. An employee may combine rest breaks with the meal break to extend the mealtime. The meal break is unpaid time.

**Subdivision 5. Flexible Scheduling.** Upon discussion with and agreement with the City Administrator and upon approval of the City Council, an employee may have his or her schedule rearranged to meet family or other obligations under the following conditions:

- a. The schedule does not result in the employee working overtime hours; and

- b. The employees' ability to complete his or her essential functions are not hindered nor the quality of the work diminished; and
- c. The schedule does not impair the overall function or service level of the City; and
- d. If the administrator determines there are performance issues, he or she may recommend the council terminate the flexible schedule.

**SECTION 9. BENEFITS.**

**Subdivision 1. Eligibility.** Only regular full-time and regular part-time employees are eligible for benefits. Non-regular part-time employees, temporary and seasonal employees, and independent contractors and consultants are not eligible for benefits provided by the City.

**Subdivision 2. Amount of Benefits.** Regular full-time employees are eligible for full benefits. Regular part-time employees are eligible for holiday, vacation and sick leave benefits in proportion to the hours they work per week rated on the following scale:

Under 20 hours per week	Holidays & Sick leave at 1/4 benefits
20 to under 30 hours per week	1/2 benefits
30 to under 40 hours per week	3/4 benefits
40 or more hours per week	Full benefits

**Subdivision 3. Holidays.** The following days are observed paid holidays:

New Year's Day	-	January 1
Martin Luther King Day	-	3rd Monday in January
Presidents' Day	-	3rd Monday in February
Memorial Day	-	Last Monday in May
Independence Day	-	July 4
Labor Day	-	1st Monday in September
Veteran's Day	-	November 11
Thanksgiving Day	-	4th Thursday in November
The day following Thanksgiving Day	-	4th Friday in November
Christmas Eve Day	-	December 24
Christmas Day	-	December 25
Personal Day	-	Employee Choice

Employees shall receive one (1) personal holiday per year. The date of such personal holiday shall be approved by the employee's supervisor or designated personnel representative. Personal holidays shall be taken during the calendar year earned.

Whenever one of the above holidays falls on a Saturday, the preceding day will be observed as a holiday. Whenever one of the above holidays falls on a Sunday, the following day will be observed as a holiday.

**Subdivision 4. Vacation.** Vacation may be used after the probationary period is satisfactorily completed. Vacation is earned each pay period and computed based on the employee's anniversary date.

- a. Accumulation. Vacation for regular full-time employees is accumulated as shown, based on the number of years of employment with the City:

Years of Service	Hours per pay period	Days per year	Maximum hours	Maximum Days
0 – 5 years	3.08 hours	10	160 hours	20 Days
6 – 10 years	4.62 hours	15	240 hours	30 days

Employees with more than ten (10) years of service with the City will accrue an additional .31 hours per pay period for each year of service starting the eleventh (11) year up to twenty (20) years. The maximum accrual for those with more than ten (10) years of service is 320 hours or forty (40) days.

Employees may carry over twice their annual vacation-earning rate. Any unused vacation time in excess of this amount will be forfeited unless other provisions are made by the City Council. Regular full-time employees must use at least five (5) days of vacation time during each year of city employment. The word "day" implies a nominal eight-hour shift.

- b. Requests. Vacation time must be requested at least twenty-four (24) hours in advance. Vacation requests must be approved by the employee's supervisor or the designated personnel representative and may be denied in the event of an emergency or if taking a vacation at that time would impair the City's ability to carry out its business.
- c. Legal Holidays during Vacation. Whenever a legal holiday falls on a working day during an employee's vacation, that holiday will not be counted as a vacation day.
- d. Terminal Leave. Any employee leaving the Municipal service in good standing shall be compensated for vacation leave accrued and unused to the date of separation.

**Subdivision 5. Sick Leave.** Sick leave can be used as earned upon appointment to city employment.

- a. Accrual. Sick leave will accrue for all regular full-time employees at the rate of one (1) day per calendar month (3.69 hours per pay period) and accrues to a maximum of ninety (90) days or 720 hours.
- b. Use of Sick Leave. Sick leave may be used when: (1) the employee cannot work because of illness, injury or disability of themselves or their immediate family, (2) for medical, dental, or optical examinations or treatment of the employee or employee's immediate family or (3) to care for a member of the employee's immediate family who is incapacitated due to injury or illness. An employee must request sick leave from his or her immediate supervisor before the start of the

employee's workday on each day sick leave is used. An employee may be requested to file a physician's statement, signed by the physician and the employee, indicating the nature of his or her illness.

Upon separation of employment from the City, for any reason other than discharge for just cause, the employee or their designated beneficiary shall be paid one-half (1/2) of all unused accumulated sick leave, provided that the employee has ten (10) continuous years of service with the City at the time of separation.

**Subdivision 6. Jury or Witness Duty.** Any regular full-time or regular part-time employee who is required to serve as a juror or as a witness in court regarding city business shall be granted leave with pay while serving in such capacity. Upon completion of jury duty, the employee shall reimburse the City for the amount of jury duty pay, less the amount received for traveling expenses.

**Subdivision 7. Leave of Absence without Pay.** Upon request, a leave of absence without pay may be granted by the City Council for a period of up to ninety (90) days. No benefits will accrue or be paid out during a period of a leave of absence without pay. Accrued vacation time may be paid out upon request of the employee. This is with the understanding that the vacation is paid out according to the regular pay schedule over regular pay periods, which is the same scenario used to pay for all vacation days earned by the employees. An employee may elect to continue insurance benefits coverage during a leave of absence at the employee's expense. When special circumstances exist, the City Council may, upon request, extend a leave of absence.

**Subdivision 8. Parental Leave.** An employee who works twenty (20) or more hours per week and has been employed with the City for more than one (1) year is entitled to take an unpaid leave of absence in connection with the birth or adoption of a child or family medical problem. The length of parental leave is up to the parent, but it cannot last longer six (6) weeks or begin more than six (6) weeks after the birth or adoption of the child. If the child must remain in the hospital longer than the mother, the leave may not begin more than six (6) weeks after the child leaves the hospital. The employee is entitled to return to work at the same position and at the same rate of pay he or she was receiving before the leave began. Group insurance coverage paid for by the City will remain in effect for all eligible employees throughout the six week parental leave. The employee will have the option to continue coverage at his or her own expense if the parental leave extends beyond six weeks.

Requests for parental leave must be made in writing to the City Administrator or designated personnel representative at least two (2) months before the requested leave's starting date.

**Subdivision 9. School Conference and Activities Leave.** An employee who works twenty (20) hours or more per week and has been employed with the City for more than one (1) year is entitled to take up to sixteen (16) hours during any school year to attend school conferences or classroom activities related to the employee's minor child as long as these activities were planned in advance and could not be scheduled during non-work hours. The employee must request school leave at least twenty-four (24) hours in advance from his or her supervisor or the designated

personnel representative. A reasonable effort should be made to schedule the leave to avoid disrupting city business. Any leave taken under this section will be unpaid. An employee may substitute paid vacation time for unpaid school leave according to the provisions of the city's vacation policy.

**Subdivision 10. Military Leave.** Every employee to whom Minnesota Statutes Section 192.26 or 192.261 or U.S.C.A., Title 38, Section 2021 applies is entitled to the benefits afforded those sections to the subject conditions therein prescribed.

**Subdivision 11. Funeral Leave.** An employee receives three (3) days paid leave to attend to the funeral of a member of the employee's immediate family. Funeral leave must be taken on consecutive working days, one of which is the day of death or the day of the funeral. If extended time is necessary, such time may be granted by the City Administrator upon approval of the City Council and will be taken as sick, vacation, unpaid or a combination thereof.

**Subdivision 12. Insurance.** All regular full- and part-time employees are eligible for coverage by a group health, dental, life and disability insurance plan as approved, from time to time, by the City Council. A portion of the monthly premium costs of such insurance plan is paid by the City as established by the City Council. The employee shall pay the balance of the premium costs, with the exception of life insurance. The City provides coverage for the employee equal to 1x salary with a \$50,000 annual maximum. The employer shall pay each employee not enrolled in the employer's health insurance program a set monthly amount, such portion to be established, from time to time, by the City Council into a deferred compensation fund. In order to qualify, employees must provide proof of insurance. The deferred compensation contribution will end if the employee rejoins the employer's health insurance plan. If the city provides an authorized Health Savings Account plan, any excess in the city contribution and the premium shall be placed in the employee's HSA account as provided in plan documents.

**Subdivision 13. Retired Employees.** Retired city employees may continue to participate in the city's health insurance program, at the prevailing appropriate group rate, at the retiree's expense, if offered by the insurance company.

## SECTION 10. COMPENSATION.

**Subdivision 1. Rates of Pay.** All pay rates are set by the City Council.

**Subdivision 2. Overtime Pay.** All non-exempt employees are eligible for overtime pay. Overtime is paid at a rate of one and one half times the regular hourly rate for each hour actually worked exceeding eight hours in a day or forty (40) hours in a work week. Overtime work must have prior approval by the employee's immediate supervisor or the designated personnel representative except in the case of emergencies.

**Subdivision 3. Compensatory Time Off.** Compensatory time off is available to non-exempt employees at the City's option as an alternative to overtime pay. If available, non-exempt

employees are eligible for compensatory time off at the rate of one and one-half hours for each hour worked in excess of forty (40) hours per week. No compensatory time off is available unless the employee has received approval from his or her supervisor or the designated personnel representative(s) before the work is performed. Accrued compensatory time must be used within one month of accrual. Upon approval of the Administrator, compensatory time can be carried beyond the month when use of the time is not possible within the month. An employee cannot carry more than 40 hours of compensatory time.

Exempt employees may earn compensatory time on an hour for hour basis and such time must be used within one month of accrual. It is understood that the earning of compensatory time does not affect or change the employee's status with regard to the Federal Fair Labor Standards Act. Accumulated compensatory time for exempt employees will not be paid out under any circumstance.

Compensatory time will only accrue when authorized by the employee's supervisor.

**Subdivision 4. Pay Days.** Employees shall be paid biweekly on alternate Fridays. In the event that either day falls on a holiday, paychecks will be distributed on the day preceding the holiday.

**Subdivision 5. Attendance at City Meetings.** Non-exempt employees required by the City Administrator or City Council to attend city meetings at a time when they are not otherwise scheduled to work will be paid their regular hourly wage for each hour spent at the meeting. The employee may select to accrue compensatory time for attending meetings at the request of the Administrator or Council. City time spent by employees at City Council meetings that is not at the City Council's request will not be compensated.

**Subdivision 6. Call Back.** An employee called in for work at a time other than the employees normal scheduled shift will be compensated for a minimum of two (2) hour's compensation at the overtime rate if the total hours worked during the day exceeds (8) eight hours or the hours during the week exceeds (40) forty hours.

## **SECTION 11. PERFORMANCE EVALUATION.**

A performance evaluation will be completed annually for each regular full-time and regular part-time employee. The evaluation will include a review of the employee's principal responsibilities, an appraisal of the employee's job performance, a discussion of problem areas, if any, and a plan of action to set objectives for performance and to assist in alleviating any problem areas.

## **SECTION 12. DISCIPLINARY ACTION.**

Employees may be subject to disciplinary action for failing to fulfill their duties and responsibilities as city employees. Discipline could consist of an oral reprimand, a written reprimand, suspension, demotion or involuntary termination depending on the circumstances and severity of the situation.

### SECTION 13. GRIEVANCES.

**Subdivision 1. General.** An employee who believes he or she has a grievance about an employment-related issue may submit the grievance to the City. The decision to invoke the grievance procedure is voluntary. It is up to the employee to initiate the procedure.

**Subdivision 2. Procedure.** If an employee chooses to submit a grievance to the City, the following procedure should be used:

a. **Oral report.** The employee should discuss the grievance with his or her supervisor or the designated personnel representative within five (5) working days of the incident.

b. **Written report.** If the employee is not satisfied with the results of the oral report, he or she may submit a written summary of the grievance to the designated personnel representative. The written report should be submitted within five (5) working days of the employee's receipt of the response to his or her oral report and should include the date the employee made the oral report. A written response to the employee's written report will be issued as soon as possible.

c. **Hearing.** If the grievance is not resolved by oral or written report, the employee has five (5) working days from the date he or she received the written response to the written report to request a hearing. To request a hearing, the employee must submit a written summary of the grievance, including the dates of the oral and written reports, to the City Council. A hearing will then be scheduled on a mutually convenient date.

d. **Decision.** The employee will receive the City Council's decision in writing as soon as possible after the hearing. The City Council's decision will be final.

### SECTION 14. TERMINATION OF EMPLOYMENT.

**Subdivision 1. Resignation.** Any employee who voluntarily leaves city employment must give at least fourteen (14) days written notice of resignation. Upon leaving city employment, an employee in good standing will be compensated for all accrued vacation and compensatory time. An employee is in good standing if he or she gives adequate written notice of resignation and is not under suspension or notice of involuntary termination at the time notice is given.



Failure to give adequate written notice may be considered cause for denying the employee future city employment and termination benefits. Unauthorized absences from work for a period of three (3) or more working days may be considered a resignation without notice.

**Subdivision 2. Involuntary Termination.** An employee may be involuntarily terminated for any reason not prohibited by law or for just cause at the will of the City Council. The City Council, at its discretion, may give the employee fourteen (14) days written notice of termination or the financial equivalent thereof.

**Subdivision 3. Lay-offs.** The City Council may lay off any employee whenever such action becomes necessary in the City Council's judgment, including shortage of work funds, the abolition of a position, or changes in organization; provided, however, that fourteen (14) days written notice be given if practicable. No regular or probationary employee shall be laid off while there is a temporary employee serving in the same class of position or for which the regular or probationary employee is qualified, eligible and available. Any regular employee, upon receiving a lay-off notice, may request to be reduced to a lower paid position within the same department if the lower paid position is vacant and the employee held the position previously. The request to be reduced must be submitted in writing within seven (7) calendar days of receipt of the notification of lay-off.

## SECTION 15. TRAVEL AND RELATED EXPENSES.

**Subdivision 1. Travel** Employees are reimbursed for travel expenses when traveling on city business. The City will reimburse for transportation, lodging, meals, registration, and incidentals. Acceptable and related expenses are listed below. (IRS rate refers to the federal per diem rate published in Publication 1542.)

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1. Transportation. Employees who travel to in-state training, meetings or conferences are reimbursed actual miles traveled at the federal IRS mileage rate when using their own vehicle. Employees traveling to training, meetings or conferences out of state are to seek the lowest direct cost to the destination. Airfare will be reimbursed at the coach rate. Mileage will be reimbursed at the IRS rate. The City will reimburse for the cost of shuttle or taxi to and from the airport and meetings or rental of an economy rate automobile if necessary to conduct city business.
2. Lodging. Employees will be reimbursed for and limited to that which is reasonable and necessary.
3. Meals. Employees who attend meetings, trainings or conferences away from their normal work area and are required to purchase a meal while at the session, shall be reimbursed actual expenses for meals not to exceed the IRS's per diem rate. The reimbursement includes a 20% gratuity and does not include alcoholic beverages.
4. Telephone Calls. An employee on an overnight stay will be reimbursed for telephone calls made to family and/or work.
5. Travel with a domestic partner or family. An employee can take his/her domestic partner and/or family on a business trip and can extend the time of the trip using accrued vacation.

Deleted: If out of state, the employee will be reimbursed for rental car, shuttle or taxi fare to and from the airport.

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The City will only reimburse expenses actually incurred by the employee. The employee must pay the difference, if any, in the cost of the registration, recreation, luxury vehicles, meals and lodging.

6. Requesting Reimbursement. The employee must submit an expense claim form for all the expenses incurred while on the trip. The expense claim form must include actual receipts for purchases or, if payment by credit card, a copy of the monthly statement with the expenses highlighted. The completed expense reimbursement form and receipts are turned in to the City Administrator for verification and authorization of expense reimbursement.

## SECTION 16. TECHNOLOGY AND COMMUNICATIONS.

**Subdivision 1. Purpose.** The City Council understands technology advances at a considerable rate and there are new ways to communicate with staff, citizens and others as well as new, more efficient ways for staff to accomplish tasks and provide services to the citizens. Such tools include e-mail, Internet, fax, computers (both desktop and portable), telephones, mail, cellular telephones, etc.

It is the desire of the Council to support and encourages the use of advanced technology by staff to enhance service delivery and access to information that assists staff in completing their tasks. The Council also understands that some personal use of these tools by staff is necessary, but all personal use is to be kept as brief as possible and not be disruptive during work time.

**Subdivision 2. Computer Use.** The City of Lauderdale contracts for computer services, e-mail, Internet and support through the Metro I-Net, a multi-jurisdictional network consisting of cities, school districts and the North Suburban Cable Commission. The network is administered and hosted by the City of Roseville.

The City provides each employee a computer complete with software programs including word processing, spreadsheet, data base, financial, e-mail, internet access, etc. Employees are to use the computer and related software to further the objectives and mission of the City of Lauderdale. Personal data and information should be kept to a minimum, and if stored on the system, should be in a folder labeled "personal".

1. E-mail. E-mail is a service provided to staff to enhance the communication and collection of information from others in an efficient and rapid manner. Employees may send and receive personal e-mail using their business address as long as the messages do not become disruptive and they are not sexually oriented, offensive or inappropriate. An example of such e-mail are the chain e-mails, jokes of an off color nature, etc. To protect the integrity of the I-Net network, employees are to use reasonable judgment in providing their business e-mail address when utilizing Internet related services.
2. Internet. The Internet is an extremely useful tool for research and information gathering. Further, more businesses and agencies the City does business with are

requiring the City to conduct business over the Internet. However, the Council is also aware there are several potential problems that can arise from staff use of the Internet such as staff using the Internet to collect and view materials that are generally considered offensive and inappropriate in the work place, staff downloading materials and documents that may contain a virus, etc. Staff may use the Internet connection for personal activities as long as it is not disruptive to their work, disruptive to the office environment and is not used to view, download, or otherwise access adult oriented or illegal material.

**Subdivision 3. Telephones.** The City of Lauderdale contracts for telephone service through the City of Roseville and is part of a multi-city network on the same telephone system. Staff may make and receive personal calls on their telephone, but all calls of a personal nature are to be kept as brief as possible and are not to become disruptive to the office or the employee and are not to be so frequent as to inhibit the employee from executing their duties and responsibilities.

Employees who make long distance calls will reimburse the City for the cost of the call.

**Subdivision 4. Facsimile.** The City utilizes a fax machine to send and receive documents to other jurisdictions and vendors. Employees may send personal faxes during non work hours only. Employees can receive personal faxes and there will not be a charge assessed.

**Subdivision 5. Copier.** Staff may use the copier for reproductions of personal documents as long as it is done during non work hours.

## SECTION 17. MISCELLANEOUS POLICIES.

**Subdivision 1. Political Activity.** City employees are specifically prohibited from engaging in the political activities listed below:

- a. Campaigning for a candidate or issue during working hours or while on city business.
- b. Attempting to influence a campaign by specifically alluding to the employee's position with the City.
- c. Participating in a campaign where such participation could cause a conflict of interest with the employee's job duties.

**Subdivision 2. Employee Records.** Employees must inform the City of any change in their current address, telephone number or emergency contact information as soon as possible after the change becomes effective.

**Subdivision 3. Gratuities.** City employees and officials may not accept gratuities or presents of any kind from contractors, city residents, or anyone who has business contacts with the City. If a gratuity or present arrives by means other than personal delivery, the item should be turned over to the City Council.

## **SECTION 18. CRIMINAL HISTORY BACKGROUND CHECK.**

The Police Department is authorized to conduct a criminal history background investigation on applicants for positions with the City as provided by this section. This section applies only to applicants who are finalists for paid or volunteer positions with the City, where the City Administrator has determined that conviction of a crime may relate directly to the position sought. The Police Department may not perform a background investigation unless the applicant consents in writing to the investigation and to the release of the investigation information to the City Administrator or other city Staff as may be appropriate. An applicant's failure to provide consent may disqualify the applicant for the position sought. If the City Administrator rejects the applicant's application due solely or in part to the applicant's prior conviction of a crime, subject to the exception set forth in Minnesota Statutes, section 364, the City Administrator must notify the applicant in writing of the following:

- a) The grounds and reasons for the rejection;
- b) The applicable complaint and grievance procedure set forth in Minnesota Statutes Section 364;
- c) The earliest date the applicant may reapply for employment; and
- d) That all competent evidence of rehabilitation will be considered upon reapplication.

## **SECTION 19. SEXUAL HARASSMENT POLICY.**

**Subdivision 1. Applicability.** This sexual harassment policy applies to all officials and employees of the City of Lauderdale, including regular full-time and regular part-time employees, elected and appointed officials, temporary, seasonal and non-regular employees, employees covered or exempted from personnel rules or regulations, and independent contractors and consultants.

**Subdivision 2. General.** Sexual harassment is a form of sex discrimination prohibited by state and federal law. Employees have the right to a workplace free of sexual harassment.

The City will not tolerate sexual harassment of its employees by anyone -supervisors, other employees, officials or citizens. Persons harassing others will be promptly and firmly disciplined. All personnel must become familiar with this policy and comply with it.

**Subdivision 3. Definition.** Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or communication of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment or public service;
- b. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions such as promotion, assignment, demotion, discipline, or discharge;
- c. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

**Subdivision 4. Examples.** Behavior that could be considered sexual harassment may include:

- a. Verbal harassment (e.g., sexually-oriented comments, sexually-oriented innuendoes or sexually-oriented derogatory remarks);
- b. Physical harassment (e.g., unwelcome touching, gestures, assault, impeding one's movement or other physical contact that an employee finds offensive);
- c. Visual forms of harassment (e.g., sexually derogatory posters, letters, poems, graffiti, cartoons, use of the Internet or drawings); or
- d. Requests for sexual favors or unwelcome sexual advances.

**Subdivision 5. Reporting Procedure.** Employees who believe they have experienced sexual harassment or who know of conduct they believe might constitute sexual harassment toward an employee, are required to report it to their supervisor, the designated personnel representative(s), the Mayor, or the City Attorney. The City official who receives the report should inform the designated personnel representative(s), the Mayor or the City Attorney in confidence as soon as possible. If any City employee, official, or the City Attorney directly receives an oral or written complaint from an alleged victim of sexual harassment, he or she must immediately forward the complaint to the designated personnel representative(s), the Mayor or the City Attorney, or direct the alleged victim to report the incident. Failure to forward a report of alleged sexual harassment to the appropriate person(s) could result in disciplinary action against the person(s) who neglected to make the report.

**Subdivision 6. Investigation and Recommendation.** Upon receiving any report alleging sexual harassment, the designated personnel representative or other appropriate official will conduct an investigation. To the extent possible, the allegations and investigation will be kept confidential. An alleged victim may have a staff person of the same gender present during all contacts with the designated personnel representative. The alleged victim and any witnesses may be asked to put their reports in writing.

If the facts are found to support the allegations, the harasser will be subject to disciplinary action up to and possibly including immediate termination depending on the circumstances and severity of the harassment. The designated personnel representative may report on the investigation and its results to the City Council. The City will keep a complete record of the nature of the complaint, its investigation and its resolution.

Pending completion of the investigation, the designated personnel representative may take any appropriate action necessary to protect the alleged victim, other employees, or citizens.

Anyone who makes a false complaint of sexual harassment or anyone who gives false information during a sexual harassment investigation could also be subject to disciplinary action up to and possibly including immediate termination.

The City may also discipline any individual who retaliates against a person who testifies, assists or participates in any manner in a sexual harassment investigation. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

**SECTION 20. EFFECTIVE DATE.**

The effective date of these personnel policies is January 13, 2009. These personnel policies supersede all prior city personnel policies between the City and its employees. With respect to employees whose positions are included in a collective bargaining unit, provisions of the applicable collective bargaining agreements negotiated pursuant to the Public Employment Labor Relations Act (MS 179A.01-179A.25), supersede these rules and regulations on any subject area covered by both the collective bargaining agreement and these rules and regulations.

Signed: \_\_\_\_\_  
Mayor / Mayor Pro Tem

Date: \_\_\_\_\_



**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent                      X    
Public Hearing                   
Discussion                       
Action                            
Resolution                       
Work Session                 

Meeting Date    January 13, 2009

ITEM NUMBER        5I - 2009 Employee Wages

STAFF INITIAL          AAS  

APPROVED BY ADMINISTRATOR

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

The union contract calls for an annual increase in compensation based on the Bureau of Labor Statistics Consumer Price Index for the midwestern region. The increase can be no less than three (3%) and no greater than five (5%). The figures have varied wildly this year. The October figure was 3.0% with the November figure at 0.5% (percent change over 12 months). Generally, the pay increase for union staff has been extended to the assistant to the city administrator position as well. The City Administrator position salary will increase to step one for 2009 per the contract.

Following are the hourly equivalents:

Heather Butkowski	\$32.16
Jim Bownik	\$26.95
David Hinrichs	\$27.82
Joe Hughes	\$24.58

**OPTIONS:**

**STAFF RECOMMENDATION:**

By approving the consent agenda, the Council increases the wages of the assistant to the city administrator by three percent and union staff by three percent to comply with the terms of the union contract effective 1/1/2009.

**COUNCIL ACTION:**





**LAUDERDALE COUNCIL  
ACTION FORM**

**ACTION REQUESTED**

Consent              X    
Public Hearing            
Discussion               
Action                    
Resolution               
Work session           

Meeting Date:    **January 13, 2009**

ITEM NUMBER      5I  —City Recordings Retention

STAFF INITIAL          CC      

APPROVED BY ADMINISTRATOR

**DESCRIPTION OF ISSUE :**

The City vault contains audio and VHS tapes of city council and committee meetings from 2000-2008. The data practices retention schedule only requires that city council tapes be retained for one year after formal approval of written minutes by the council or committee. The exception to this are closed city council meetings. These tapes are required to be retained for 2-8 years depending on the topic.

At some point it became standard practice to keep these tapes. I am not sure why, but they now take up a lot of space (12 bankers boxes). The integrity of the recordings will need to be addressed if the city council elects to retain the recordings beyond the data practices requirements.

**OPTIONS:**

1. Do nothing.
2. Follow the data practices schedule and destroy old tapes one year after formal approval of written minutes by city council.
3. Rent a DVD/VHS recorder and direct staff to transfer data. The cost for rental, DVDs, and staff time would be approximately \$3,900.
4. Purchase the equipment and direct staff to transfer data. The cost would be approximately \$2,000.

**STAFF RECOMMENDATION:**

Follow the records retention schedule and destroy tapes one year after formal approval of written minutes by the city council.

**COUNCIL ACTION:**



ACTION REQUESTED	LAUDERDALE COUNCIL
Consent <u>    X    </u>	MEETING DATE <u>January 13, 2009</u>
Special <u>          </u>	ITEM NUMBER <u>PCIC Minutes</u>
Public Hearing <u>          </u>	STAFF INITIAL <u>Jim</u>
Report <u>          </u>	APPROVED BY ADMINISTRATOR <u>          </u>
Discussion/Action <u>          </u>	
Resolution <u>          </u>	
Work session <u>          </u>	

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

Attached are the minutes from the Park & Community Involvement Committee meeting of December 15, 2008 and January 5, 2009.

**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 15, 2008**  
**PARK & COMMUNITY INVOLVEMENT COMMITTEE**



---

1. CALL TO ORDER 6:33 p.m.

2. ROLL CALL

Members Present: Kathy Lerfald, Trygve Hansen, Bob Milligan,  
Kathy Thompson

Members Absent: Gretel Keene, Donna Yamashita-Berry

Staff & Council Present: Jim Bownik, Denise Hawkinson

Others Present:

3. APPROVAL OF THE AGENDA

Milligan motioned to approve the agenda, second by Hansen. Motion carried unanimously.

4. APPROVAL OF MINUTES OF NOVEMBER 17, 2008 MEETING

Lerfald suggested adding boiling hotdogs ahead of time to the Halloween discussion. Hansen motioned to approve the minutes as amended, second by Thompson. Motion carried unanimously.

5. REPORTS

6. DISCUSSION/ACTION

A. Snow\*Commotion Planning (Saturday, January 24)

The Committee discussed the following:

- The flyer for the newsletter.
- Decided to provide snow & ice sculpture participants a sign to place by their sculpture that says Snow\*Commotion. Mac Lean to make the signs.
- Confirmed not having horses for wagon ride.
- Hansen volunteered to bring wood for bonfires, in addition to the trailer and straw bales for the wagon ride, and driving the truck for the wagon ride.
- Bownik will touch bases with Mac Lean to remind her of her duties including the sculpture signs, recruiting judges, and making 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place ribbons.
- Bownik will check on food options per food license and renting a heated tent.
- Kathy and Kathy volunteered to get the prizes for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place for the sculpture contest.

B. Dance Night at City Hall (Thursday, March 5, 7-9 p.m.)

The Committee discussed the following:

- The flyer for the newsletter. Milligan volunteered to hand out flyers at his townhouse meeting.
- The budget for the expenditures is \$400 for the music and \$200 for desserts and other items.
- Kathy and Kathy volunteered to drum up corporate dessert donations.
- Hansen suggested door prizes and volunteered to get them.
- Tables and table clothes. Lorfald mentioned she would prefer round tables. Thompson suggested silver table clothes.
- Lighting options. It was recommended that people donate strings of lights.
- It was suggested a subcommittee meet about desserts and decorations.

C. 60<sup>th</sup> Anniversary Commemoration

The Committee expressed interest in the following possibilities:

- Making a sandwich board sign to display starting with Snow\*Commotion with things that happened in 1949.
- Start with an announcement in the first newsletter of the year, and follow up with trivia such as listing all of the Mayors through history.
- Interview a long-time resident for a newspaper story.
- Provide cake and coffee at some point.
- Have cake or a free ice cream truck at Day in the Park.

7. OTHER BUSINESS

8. SET PRELIMINARY AGENDA FOR NEXT MEETING

Bownik provided a 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 meetings were set for January 5, and February 2 at 6:30 p.m.

10. ADJOURNMENT

Thompson motioned to adjourn the meeting, second by Milligan. Motion carried unanimously and adjourned at 7:56 p.m.

**MINUTES**  
**MONDAY, JANUARY 5, 2009**  
**PARK & COMMUNITY INVOLVEMENT COMMITTEE**



---

1. CALL TO ORDER 6:33 p.m.

2. ROLL CALL

Members Present: Kathy Lerfald, Trygve Hansen, Gretel Keene,  
Bob Milligan

Members Absent: Kathy Thompson, Donna Yamashita-Berry

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 Hansen. Motion carried unanimously.

4. APPROVAL OF MINUTES OF DECEMBER 15, 2008 MEETING

Milligan motioned to approve the minutes, second by Hansen. Motion carried unanimously.

5. REPORTS

A. 60<sup>th</sup> Anniversary

Bownik summarized plans for commemorating Lauderdale's 60<sup>th</sup> Anniversary. Additional suggestions by the Committee included designing a city logo, playing the history video on the cable channel, and appointing Kathy Lerfald the official city historian.

B. Impact of LGA Cuts to Lauderdale

Bownik reported on the affect of cuts to Local Government Aid and how it relates to the budget for park capital improvements. The Committee expressed concern about publishing the newsletter every three months instead of every two months because of the timing of information for city events. The consensus recommendation was to reconsider publishing it every two months. Bownik stated this could be reconsidered in about 6 months.

6. DISCUSSION/ACTION

A. Reconfirm Kathy Lerfald as Chair for 2009

Bownik provided background and staff's recommendation on this item. Milligan motioned to reconfirm Kathy Lorfald as Chair of the Park & Community Involvement Committee for 2009, second by Keene. Motion carried unanimously.

B. Snow\*Commotion Planning (Saturday, January 24, 3-6 p.m.)

The Committee discussed the following:

- Trygve and Bob volunteered to arrive at 2 p.m. to start bonfires. Other volunteers will arrive at 2:30 p.m.
- S'more assembly will be Friday, January 23 from 12-1 p.m. at City Hall.
- Providing 150 S'mores, 100-200 cookies, hot chocolate packets, and extra marshmallows.
- Lorfald, Keene, and Milligan volunteered to assemble S'mores. Bownik will get the supplies.
- Use a system of donations instead of charging for items. Hansen volunteered to make and bring 2 or 3 generic donation boxes.
- Have 2 bonfires. Denise volunteered to bring her fire pit.
- Lara will talk to her husband and Jack Barlow about filming the sculptures and the event.
- Creating a map of sculptures for the wagon ride.
- The Mayor or Lorfald could announce the winners of the sculpture contest.
- Hiding the wood medallions as well as the main medallion for prizes.
- Hawkinson will get prizes from City Hall for the poker chip game and the wood medallions.
- Someone made a new shoot the puck game that can be used.
- Hansen volunteered to bring wood logs for people to sit on.
- A sign that says things that happened in January 1949.
- Assignments.

C. Winter Dance & Dessert Buffet (Thursday, March 5, 7-9 p.m.)

The Committee discussed the following:

- Set up will be Wednesday, March 4. The time is to be determined. Lorfald, Lara, and Gretel volunteered for the set up.
- The Committee suggested members working the event should also purchase a ticket.
- Advance ticket sales can be collected by members and turned in at City Hall.
- Milligan and Keene volunteered to distribute flyers.
- Lighting: Lorfald suggested white or blue lights.
- Assignments.

7. OTHER BUSINESS

8. SET PRELIMINARY AGENDA FOR NEXT MEETING



1/5/09 PCIC Minutes

Bownik provided a 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 is set for February 2 at 6:30 p.m.

10. ADJOURNMENT

Hansen motioned to adjourn the meeting, second by Milligan. Motion carried unanimously and adjourned at 7:52 p.m.

ACTION REQUESTED	LAUDERDALE COUNCIL
Consent <u>    X    </u>	MEETING DATE <u>    January 13, 2009    </u>
Special <u>          </u>	ITEM NUMBER <u>    City Vehicle Use Policy Revision    </u>
Public Hearing <u>          </u>	STAFF INITIAL <u>    Jim    </u>
Report <u>          </u>	APPROVED BY ADMINISTRATOR <u>                          </u>
Discussion/Action <u>          </u>	
Resolution <u>          </u>	
Work session <u>          </u>	

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

There are instances, such as city events, where it would be beneficial to have a volunteer drive a city vehicle. This year's Snow\*Commotion proposes to use a city vehicle to pull the hay ride instead of using horses. Trygve Hansen has volunteered to supply the wagon and hay, as well as drive the city vehicle used to pull it.

The City Vehicle Use Policy needs to be revised to allow volunteers to drive city vehicles. Enclosed is a proposed revision to the policy.

**OPTIONS:**

- 1) Approve as part of Consent Agenda
- 2) Remove from the Consent Agenda for discussion, followed by Action.

**STAFF RECOMMENDATION:**

A motion to approve the Consent Agenda approves the revised City Vehicle Use Policy.

**COUNCIL ACTION:**

## 100 CITY VEHICLES USE POLICY

100.1 PURPOSE. The purpose of this policy is to establish guidelines for the use and operation of vehicles owned by the city.

100.2 APPLICABILITY. This policy applies to all city employees **and volunteers**.

### 100.3 USE OF CITY VEHICLES.

1. **A.** Only city employees **and volunteers** over the age of 18 and who possess a valid driver's license are authorized to operate a city vehicle.
2. **B.** City vehicles shall only be used for city business or for work performed on behalf of the city.
3. ~~Use of city vehicles shall first go to maintenance employees. When vehicles are not in use by maintenance staff, other authorized city employees may use the vehicles in lieu of their own vehicle.~~
4. **C.** Employees **and volunteers** operating city vehicles shall wear seatbelts at all times, shall follow all traffic **local, state, and federal** laws and posted speed limits and shall not smoke in the vehicle.
5. ~~The on-call maintenance person shall take a vehicle home.~~
- D.** **Employees and volunteers shall immediately notify their supervisor in the event they are involved in an accident.**

### **100.4 ASSIGNMENT OF VEHICLES**

- A.** **Use of city vehicles shall first go to maintenance employees. When vehicles are not in use by maintenance staff, other authorized city employees may use the vehicles in lieu of their own vehicle.**
- B.** **The on-call maintenance person shall take a vehicle home.**

~~100.4~~ **100.5** VIOLATIONS. An employee **or volunteer** who is found to have violated this policy shall lose the privilege of operating a city vehicle.

Revised and approved by the City Council on 1/13/09.

ACTION REQUESTED	LAUDERDALE COUNCIL
Consent <u>    X    </u>	MEETING DATE <u>    January 13, 2008    </u>
Special <u>          </u>	ITEM NUMBER <u>    Lions Club Donation Request    </u>
Public Hearing <u>          </u>	STAFF INITIAL <u>    Jim    </u>
Report <u>          </u>	APPROVED BY ADMINISTRATOR <u>                          </u>
Discussion/Action <u>          </u>	
Resolution <u>          </u>	
Work session <u>          </u>	

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

In previous years, the Lions Club has donated items to the city upon request. Items requested have included city entrance signs, toddler equipment for the playground, picnic tables for the park, and tables for the social room. The past 3 years, the Lions Club has donated \$500 each year to cover the cost of the horse drawn wagon ride for Snow\*Commotion.

Since the horses are not part of the plan for this year's Snow\*Commotion, a donation request has not yet been sent. Staff proposes a donation request for \$1200 to cover the cost of music at the following 4 events in 2009:

- Dance Night & Dessert Buffet, Thursday, March 5, from 7-9 p.m. , \$400;
- June Music Under the Trees, \$200;
- July Music Under the Trees, \$200; and
- Day in the Park, Saturday August 15, 12-3 p.m., \$400.

Staff requests the council to authorize staff to submit a donation request to the Falcon Heights-Lauderdale Lions Club for \$1200 to cover the cost of music at 4 events in 2009.

**OPTIONS:**

- 1) Approve as part of Consent Agenda
- 2) Remove from the Consent Agenda for discussion, followed by Action.

**STAFF RECOMMENDATION:**

A motion to approve the Consent Agenda authorizes staff to submit a donation request to the Falcon Heights-Lauderdale Lions Club for \$1200 to cover the cost of music at 4 events in 2009.

**COUNCIL ACTION:**

# LAUDERDALE COUNCIL ACTION FORM

## Action Requested

Consent \_\_\_\_\_  
Public Hearing \_\_\_\_\_  
Discussion X  
Action X  
Resolution \_\_\_\_\_  
Work Session \_\_\_\_\_

Meeting Date January 13, 2009

ITEM NUMBER 9A—Community Room Policy

STAFF INITIAL JAB

APPROVED BY ADMINISTRATOR

## DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

In the three years I have been here the social room use has been changing. I can only guess that we have become known for the low reservation rate, so we increasingly cater to non-residents or residents that use the space for something other than the family-style events that I think the Council intended. In addition, we've had unusual requests that the social room policy doesn't address. For example, one recent applicant wanted to use the room until 6 a.m. That isn't reasonable but what is? 10:00 p.m. like Falcon Heights, midnight, 2:00 a.m.?

It has been a goal of the City Council to keep the reservation cost to a minimum so the general fund subsidized expenses not covered by the reservation rate. In light of the aid cuts, staff was wondering if the Council wanted to bring the rental rates more closely in line with the cost of reserving the room. Generally, each reservation requires an hour or two of staff clean up after the event (mopping, hauling garbage etc. at \$40/hour) plus incidentals such as heat, lights, water, paper products, bottled water, liability etc. Room costs are generally tied to the length of the rental so staff also proposes distinguishing between half day and full day users.

In 2008, there were 21 reservations at \$25; 43 reservations at \$40; and 5 reservations at \$100. Staff proposes eliminating the \$25 meeting only fee (no kitchen use) as the kitchen is generally used whether applicants acknowledge it or not and the other costs remain the same. Other fee changes are highlighted in the policy along with the introduction of a cancellation fee.

Rentals to non-profit community groups would remain the same under the proposed policy unless the Council wishes to reconsider that. There is also a section which provides residents the opportunity to request an exception to the policy/fee schedule if warranted. These requests would be submitted to and approved by the City Administrator.

The current and proposed policies are attached.

## OPTIONS:

## STAFF RECOMMENDATION:

Staff asks the Council to consider the proposed changes. Staff can revised the document and bring it to the next meeting unless the Council would like to adopt this version.

## COUNCIL ACTION:

**CITY OF LAUDERDALE  
POLICY ON CITY FACILITY USE**

The purpose of this policy is to establish procedures and guidelines for persons and/or organizations requesting use of the Community Room /Kitchen at City Hall. It is the goal of the policy to encourage the use of the facilities by making it accessible to the Community yet doing so in a fair, equitable and cost effective manner.

**BACKGROUND**

The City is often contacted by persons and/or organizations seeking to use facilities at City Hall. To clarify the procedure for reservation and usage, the following procedures and guidelines are established.

**APPLICABILITY**

This policy applies to all persons and/or organizations requesting use of the Community Room / Kitchen at City Hall. This policy does not apply to the City Council Chambers nor does it include the use of City equipment/furniture other than what is available in the Community Room and Kitchen.

**RESERVATIONS/CANCELLATIONS**

Requests for reservations can be made by any individual (resident or non-resident) or organization (non-profit or for-profit). Reservations are generally handled on a first come first serve basis with priority given as follows:

1. residents for family gatherings (birthday, showers, etc);
2. residents for group meetings (associations, painters clubs, mothers clubs, etc where no participation fee is charged);
3. non-profit clubs who serve the community (4H, boy /girl scouts, etc); and
4. for-profit groups who charge participant fees (organized by a resident or non-resident).

Requests for reservations during regular city business hours must not interfere with regular city business and are subject to approval by the City Administrator.

Cancellations made five (5) business days prior to the reservation will be subject to a \$20.00 cancellation fee. Cancellations made with less than five (5) business day notice are non-refundable.

Reservations are offered in six (6) hour increments. This can be either morning, afternoon or evening however, the room must be vacated no later than midnight. Users should plan for set-up and clean-up within the time period unless arrangements are made for the city to provide this service.

**PROCEDURES**

All persons and/or organizations requesting to use City Hall facilities shall follow these procedures:

1. Submit written application to city staff as far in advance of the reservation date as possible. Applications are available at City Hall, on-line, or by mail upon request.

2. Full payment of the reservation fee and deposit are due with the application. Reservations are not guaranteed until both the application and fee are received. Submission does not guarantee approval.
3. Approval will be determined by availability. After the request has been approved, the facility will be considered reserved.
4. All groups are required to submit the damage deposits, regardless of their fee status.

**FEES FOR USE**

The City Council recognizes the costs associated with usage of the facilities and has developed the following guidelines:

1. All residents and/or organizations will be required to pay the scheduled fee, with the exception of non-profit community groups who may be allowed free use of the facilities. Verification of non-profit status may be required with room application. Applicant may submit a written request for exemption to the City Administrator.
2. Non-profit organizations seeking to use the room for purposes of fundraising and/or dinner meetings will be required to pay scheduled fee(s).
3. Organizations or groups whose purpose is for private, business, political, or religious interests will be required to pay the scheduled fee.
4. Roseville Area Schools will be charged their prevailing rates for use of City facilities.
5. Any organization denied free use under this policy may appeal to the City Council.

**FEE SCHEDULE FOR RESIDENTS (EXCLUDING FOR-PROFIT USE)**

Use of the Community Room / Kitchen (excluding set-up/clean up)

- \$50.00/ 6 hour block
- \$75/day
- \$50.00.....cost for staff set-up
- \$50.00.....cost for staff clean up
- \$100.00.....damage & key deposit
- \$20.00.....room cancellation fee

**FEE SCHEDULE FOR ALL OTHER INDIVIDUALS / GROUPS**

Use of the Community Room / Kitchen (excluding set-up/clean up)

- \$100.00/ 6 hour block
- \$150.00/day
- \$50.00.....cost for staff to do set-up
- \$50.00.....cost for staff to do clean up
- \$100.00.....damage & key deposit
- \$20.00 room cancellation fee

**RULES AND REGULATIONS**

1. The Community Room, entry corridor, restrooms, and kitchen shall be available for use under this policy.
2. Unless other arrangements are made, groups must clean up after using the facilities and will dispose of all refuse properly and adequately. Set-up and clean up must be done during the allotted time of the rental. Failure to provide proper clean up will result in forfeiture of

deposit and/or future use of the facilities. This will be determined by the City Administrator.

3. The use of intoxicating liquor and non-intoxicating malt liquor beverages is prohibited at City Hall. Enforcement is handled by the City of St. Anthony Police Department.
4. Pursuant to the Minnesota Clean Indoor Air Act and City Ordinance, smoking is prohibited.
5. Public groups or organizations, as defined under Minnesota Statutes, using the facilities for the purpose of convening a public meeting must conform to open meeting law requirements pursuant to Minnesota Statutes.
6. The City of Lauderdale and the City Council and staff assume no liability for loss, damage, injury, or illness incurred by the users of this facility.
7. The City of Lauderdale reserves the right to request proof of insurance when it is determined to be in the best interest of the City.
8. All participants must wear non-marking soles to prevent unnecessary wear and tear on the floors. Cleaning materials are provided to remove any marks during clean-up. Failure to do so will result in loss of damage deposit.
9. The applicant is responsible for set-up and clean up of the facility (unless other arrangements are made with city staff) including;
  - a. Wiping down all surfaces and washing kitchen utensils used.
  - b. Properly dispose of trash including coffee, cups, paper, etc.
  - c. Rearranging furniture (stacking tables in corner and replacing chairs in racks).
  - d. Sweeping floors, mopping as needed.
  - e. Turning the heat down to 60 in winter.
  - f. Shutting off all lights (including restroom lights).
  - g. Closing and locking windows and exterior doors.
  - h. Reimbursing the City for any damage or loss to city facilities or equipment within 48 hours.
10. Misrepresentation – Residents may not make reservations for other individuals or groups at the resident rate.
11. Failure to conform to these policies and rules may be cause for forfeiture of future use privileges and/or damage deposit.

Adopted by the City Council the \_\_\_\_\_ day of \_\_\_\_\_, 2009.



*Existing  
Policy*

**CITY OF LAUDERDALE  
POLICY ON CITY FACILITY USE**

The purpose of this policy is to establish procedures and guidelines for persons and/or organizations requesting use of the Community Room and Kitchen at City Hall. It is the goal of the policy to encourage the use of the facilities by making it accessible to the Community yet doing so in a fair, equitable and cost effective manner.

**APPLICABILITY**

This policy applies to all persons and/or organizations requesting use of the Community Room and Kitchen at City Hall. This policy does not apply to the City Council Chambers nor does it include the use of City equipment/furniture other than what is available in the Community Room and Kitchen.

**BACKGROUND**

The City is often contacted by persons and/or organizations seeking to use facilities at City Hall. To clarify the procedure for reservation and usage, the following procedures and guidelines are established.

**PROCEDURES**

All persons and/or organizations requesting to use the facilities in City Hall shall follow this procedure:

1. Submit written application to the City Staff as far in advance of the date requested as possible. Applications are available at City Hall and will be mailed upon request.
2. Full payment of scheduled fee and deposit are due when application for use has been approved.
3. Approval for usage will be determined by availability. After the request has been approved and the damage deposit received, the facilities will be considered reserved. Reservations will be based on whichever organization has submitted their damage deposit first.
4. All groups will be required to make the necessary deposits, regardless of their fee status.

**CHARGES**

The City Council recognizes that certain costs are associated with usage of the facilities and has developed the following guidelines:

1. All residents and/or organizations will be required to pay the scheduled fee except the following who shall be allowed free use of the facilities:
  - a. League of Women Voters
  - b. Local Senior Citizen Groups/Organizations
  - c. Local Scouts, Brownie Troops, 4-H, Campfire
  - d. Neighborhood Block Watch Groups
  - e. Watershed Management Organizations
  - f. Ramsey County League of Local Governments (RCLLG)
  - g. League of Minnesota Cities/Association of Metropolitan Municipalities (LMC/AMM)

- h. Other Governmental jurisdictions conducting City of Lauderdale related business
- i. Developers for purposes of making presentations to residents
- j. Legislators for informational (non-campaign) meetings except after the filing date and before the November election of a legislative election year unless requested by a majority of the City Council.
- k. Local Area Youth Athletic Associations and/or School Sponsored Events
- l. Lauderdale and Falcon Heights Lions Club
- m. Party precinct caucuses, legislated district conventions and county conventions under the requirements of MN Statute 202A.192
- n. Groups which the City of Lauderdale is a member such as the Mayor's Commission Against Drugs (MCAD)
- o. Lauderdale neighborhood or community based groups whose activities are open to all and for the sole purpose of developing, fostering and strengthening neighborhood and community well being.
- p. Groups or clubs that meet all of the following criteria:

1. Lauderdale based. Organizations and/or social groups with at least 30% Lauderdale residents and/or leadership that resides in Lauderdale.
2. Non-profit. Non-Profit organizations seeking to use the room for purposes of fundraising and/or dinner meetings will be required to pay the designated rental fee.
3. Participation open to public
4. Reaches out to include people of different ages to encourage intergenerational exchanges of information.
5. Encourages a community service and/or benefit component.

q. Organizations or groups whose purpose is for private, business, political or religious interests will be required to pay the scheduled fee.

2. Any organization denied free use under this policy as defined in this section may appeal to the City Council.
3. The Roseville Area Schools will be charged their own prevailing rates for use of City facilities.

## **RULES AND REGULATIONS**

1. The Community Room, entry corridor, rest rooms, and kitchen shall be available for use under this policy.
2. Groups that agree to clean up after using the facilities will dispose of all refuse properly and adequately clean up after usage. Failure to provide proper clean up will result in forfeiture of deposit and/or future use of the facilities. This will be determined by the City Administrator.
3. The use of intoxicating liquor and non-intoxicating malt liquor beverages is prohibited in the facilities and all other City owned property.

4. Pursuant to the Minnesota Clean Indoor Air Act and City Ordinance, smoking is strictly prohibited.
5. Public groups or organizations, as defined under Minnesota Statutes, using the facilities for the purpose of convening a public meeting must conform with 'open meeting law' requirements pursuant to Minnesota Statutes.
6. The City of Lauderdale and the City Council and staff assume no liability for loss, damage, injury or illness incurred by the users of this facility.
7. At the time of scheduling, all groups that are planning a fundraising event must provide the City of Lauderdale with a certificate of insurance and other documentation as may be required. The certificate of insurance should list adequate limits of liability.
8. The individual representing the organization using the facilities, i.e. person signing the application, shall be responsible for:
  - a. Proper disposal of all coffee, cups, paper, etc.,  
Rearrangement of furniture, (unless paying clean up fee).
  - b. Turn the heat down to 50, shut off all lights (including restroom lights), close and lock windows, and lock exterior doors.
  - c. Reimbursing the City for any damage or loss to city facilities or equipment within 48 hours of meeting.
9. Failure to conform with these policies and rules may be cause for forfeiture of future use privileges and/or deposit.
10. Payment for use of the facilities shall be:

**FEE SCHEDULE FOR RESIDENTS**

- \$25.00.....\*cost for use of Community Room (users to do own setup and cleanup)
- \$40.00.....\*cost for use of Community Room and Kitchen (users to do own setup and cleanup)
- \$50.00.....\*\*cost for staff set-up and cleanup
- \$75.00.....damage & key deposit

**FEE SCHEDULE FOR NON-RESIDENTS**

- \$100.00.....\*cost for use of Community Room and Kitchen (users to do own setup and cleanup)
- \$50.00.....\*\*cost for staff set-up and cleanup
- \$100.00.....damage & key deposit

\*Cleanup means returning the facilities to their original state, excluding mopping the floor, vacuuming halls, placing garbage in dumpster and replacing paper products in bathrooms.

\*\*Staff will do all setting up and cleaning of facilities.

\*\*\*For scheduling purposes, pre-set-up may occur no more than 3 hours prior to the event. Clean-up, if done by users, must occur immediately following the event.



# LAUDERDALE COUNCIL ACTION FORM

### Action Requested

Consent \_\_\_\_\_  
 Public Hearing \_\_\_\_\_  
 Discussion   X    
 Action \_\_\_\_\_  
 Resolution \_\_\_\_\_  
 Work Session \_\_\_\_\_

Meeting Date: January 13, 2009

ITEM NUMBER   9B Fee Schedule  

STAFF INITIAL   HAB  

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

### DESCRIPTION :

Every year the Council adopts a fee schedule. Like last year, the fee schedule will be adopted as an ordinance. This ensures that the fee schedule wholly complies with state statutes. Staff is proposing a few changes to bring fees closer in line with actual costs so there is less reliance on the general fund for individual requests. The entire proposed fee schedule is attached but the proposed changes are highlighted below.

	<b>2008</b>	<b>2009</b>
1) Mechanical License	\$35.00	\$40.00
2) Community Room Rental - Resident	\$40.00	\$50.00
3) Community Room—Damage Deposit	\$75.00	\$100.00
4) Research Fee for Data Practices Requests (NEW)		\$40.00
5) Special Meeting Fee (NEW)		\$100.00
6) Non-Resident Notary Public Services Fee	\$3.00	\$1.00
7) Mileage Reimbursement	\$0.585	\$0.55
8) Fence, Driveway, Sidewalk, & Retaining Wall Permits	\$10-25	\$50.00
9) Home Occupation Permit	\$50.00	\$100.00
10) Lot Consolidation (NEW)		\$100.00
11) Variance	\$75.00	\$150.00
12) Conditional Use	\$165	\$200.00
13) Zoning Amendment	\$100	\$500+escrow
14) Subdivision (NEW)		\$500+escrow
15) Planned Unit Development (PUD) (NEW)		\$500+escrow
16) Service Availability Charge (SAC)	\$1,825	\$2,000
17) Water Access Charge		Refer to St. Paul Water

Building, plumbing and mechanical permits have been added to the schedule; however, the fees largely remain the same.

### OPTIONS:

### STAFF RECOMMENDATION:

The Council may choose to give fees for services special consideration this year due to funding cuts. Staff asks the Council to consider the 2009 fees at this meeting and staff will bring your recommendations back for adoption at the next meeting.

### COUNCIL ACTION:

**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.....	\$65.00
3.2 On-Sale Liquor .....	\$250.00
3.2 Temporary On-Sale.....	\$30.00
Cigarettes.....	\$100.00
Animal License .....	\$10.00
Potentially Dangerous Dog .....	\$50.00
Dangerous Dog.....	\$150.00
Kennel License.....	\$50.00
Tree Service License.....	\$40.00
Mechanical (HVAC) License.....	\$40.00
Refuse Hauling License.....	\$65.00/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**

<b>Community Room</b>	
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 <sup>st</sup> .....	\$85.00 plus \$25.00 adm. fee
False Security Alarm – 2 <sup>nd</sup> +.....	\$90.00 plus \$25.00 adm. fee
Fire Prevention Inspection.....	\$25.00/hr + \$25.00 adm. fee
Certify delinquent bills to county.....	\$25.00 adm. fee + 8% interest
T-Shirts.....	\$10.00
Polo Shirts.....	\$15.00
Lauderdale History Book.....	\$25.00 (\$23.42 + \$1.58 tax)
Historical Video.....	\$8.00 (\$7.49 + \$.51 tax)
Mileage Reimbursement.....	\$.55 per mile

**Schedule of Zoning and Permit Fees**

Building Permits.....	See appendix A
Fence, Driveway, Sidewalk, Retaining Walls .....	\$50.00
Mechanical Permits .....	See appendix B
Plumbing Permits.....	\$20.00
Plus Fixture Fee (per fixture installed) .....	\$ 8.00
State Surcharge.....	\$ .50
Gambling.....	\$15.00/ < five events ..... \$300.00/ ≥ five events
Right-Of-Way .....	Street. Excavation \$50.00..... Obstruction \$25.00
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) .....	\$2,000.00
Water Access Charge (WAC).....	Per St. Paul Water Services Prevailing Rate

**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.

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

Appendix A

### Building Permit Fee Schedule

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

as of 1/2009



The City of Lauderdale

1891 Walnut Street \* Lauderdale \* MN 55113

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

Appendix B

as of 1/2009

**Mechanical / HVAC Permit Fees - Uniform Mechanical Code**

	Description	Fee
1	Base Permit Fee	\$15.00
2	Each Supplemental Permit	\$4.50

**Each Unit Fee Schedule**

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	\$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
	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 as follows:	
	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

## 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**

**Action Requested**

Consent \_\_\_\_\_  
Public Hearing \_\_\_\_\_  
Discussion \_\_\_\_\_  
Action   X    
Resolution \_\_\_\_\_  
Work Session \_\_\_\_\_

Meeting Date January 13, 2009

ITEM NUMBER   9C - Sound Wall Color  

STAFF INITIAL   HMB  

APPROVED BY ADMINISTRATOR

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

Mn/DOT sent me the attached e-mail this week asking what color the Council would like the sound wall to be. I asked Eric for pictures and he said he would send them on Monday. I will pass them out at Tuesday's meeting.

**OPTIONS:**

**STAFF RECOMMENDATION:**

**COUNCIL ACTION:**

## Heather Butkowski

---

**From:** Eric Rustad [Eric.Rustad@dot.state.mn.us]  
**Sent:** Wednesday, January 07, 2009 7:50 AM  
**To:** Heather Butkowski  
**Subject:** Noise Wall

Heather,

Mn/DOT and Veit are still working on costs to finish the drilling of holes and setting posts. We are looking to return back to the jobsite later January or early February.

Mn/DOT design is still looking into what can be done with the steep slopes. I hope to hear back from them this week.

As of now we will be painting the noise wall one color. That color is the medium brown which is on the walls further south on TH 280. It was brought to my attention that Mn/DOT Bridge Office would like to see the two tone color that is being used on many of Mn/DOT noise walls. I would like to ask the City of Lauderdale if they would like to have one color or the two tone color. It will be painted in the spring when conditions are right. Just let me know. If you want the two tone I will need to know so I can write up a Work Order for Veit.

Thank You,

Eric Rustad

Eric Rustad  
Project Engineer  
Mn/DOT Construction Oakdale Office  
Office: 651-366-4303  
Cell: 651-775-1189  
[eric.rustad@dot.state.mn.us](mailto:eric.rustad@dot.state.mn.us)

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent \_\_\_\_\_  
Public Hearing \_\_\_\_\_  
Discussion \_\_\_\_\_  
Action \_\_\_\_\_  
Resolution \_\_\_\_\_  
Work Session   X  

Meeting Date January 13, 2009

ITEM NUMBER   13A - Eustis Street  

STAFF INITIAL   HAB  

APPROVED BY ADMINISTRATOR

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

I met with Tom Kellogg this week regarding Eustis Street. During the work session I will update the Council on where the feasibility study is at and explain what Bonestroo is doing should public infrastructure improvements be a part of an economic stimulus plan.

**OPTIONS:**

**STAFF RECOMMENDATION:**

**COUNCIL ACTION:**