

**LAUDERDALE CITY COUNCIL MEETING AGENDA**  
**TUESDAY, MARCH 14, 2006**  
**7:30 P.M. CITY HALL,**

The City Council is meeting as a legislative body to conduct the business of the City according to ROBERT'S RULES OF ORDER AND THE STANDING RULES OF ORDER AND BUSINESS OF THE CITY COUNCIL. Unless so ordered by the Mayor, citizen participation is limited to the times indicated and always within the prescribed rules of conduct for public input at meetings.

**1. ROLL – 7:30 p.m.**

*Council members:*

Gill-Gerbig \_\_\_\_\_

Hawkinson \_\_\_\_\_

Doherty \_\_\_\_\_

Christensen \_\_\_\_\_

Mayor Dains \_\_\_\_\_

*Staff:* Bakken-Heck \_\_\_\_\_

**2. APPROVAL OF THE AGENDA - 7:32 p.m.**

**3. APPROVALS – 7:35 p.m.**

A. Approve minutes for 2/28/2006 City Council Meetings

B. Approve claims totaling \$41,572.91

**4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS NOT ON THE AGENDA – 7:37 p.m.**

Any member of the public may speak at this time on any item NOT on the agenda. In consideration of the public attending the meeting for specific items on the agenda, this portion of the meeting will be limited to fifteen (15) minutes. Individuals are requested to limit their comments to four (4) minutes or less. If the majority of the Council determines that additional time on a specific issue is warranted, then discussion on that issue shall be continued under Additional Items at the end of the agenda. Before addressing the City Council, members of the public are asked to step up to the microphone, give their name, address and state the subject to be discussed. All remarks shall be addressed to the Council as a whole and not to any member thereof. No person other than members of the Council and the person having the floor shall be permitted to enter any discussion without permission of the presiding officer. Your participation, as prescribed by the Council's ROBERT'S RULES OF ORDER AND THE STANDING RULES OF ORDER AND BUSINESS OF THE CITY COUNCIL, is welcomed and your cooperation is greatly appreciated.

**5. CONSENT**

A) Approve plans and authorize acceptance of competitive quotes for seal coating project.

**6. SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**

**7. INFORMATIONAL PRESENTATIONS**

A) Public information session on Rental License Ordinance.

**8. PUBLIC HEARINGS**

Public hearings are conducted so that the public affected by a proposal may have input into the decision. During hearings, all affected residents will be given an opportunity to speak pursuant to the ROBERT'S RULES OF ORDER AND THE STANDING RULES OF ORDER AND BUSINESS OF THE CITY COUNCIL.

**9. REPORTS**

- A) Annual Police Report

**10. DISCUSSION**

- A) Animal Control Ordinance
- B) Personnel Policy Manual

**11. ACTION 7:40 p.m.**

- A) Goals for 2006
- B) Authorize purchase of cell phone for City Administrator

**12. ITEMS REMOVED FROM THE CONSENT AGENDA**

**13. ADDITIONAL ITEMS**

**14. SET AGENDA FOR NEXT MEETING – 8:00 p.m.**

- A) Public Hearing Animal Control Ordinance

**15. WORK SESSION 8:05 p.m.**

- A) Park priorities

**16. ADJOURNMENT**

LAUDERDALE CITY COUNCIL  
MEETING MINUTES  
FEBRUARY 28, 2006

7:30 P.M. CITY HALL

Mayor pro-tem Clay Christensen called the meeting to order at 7:30 p.m. and asked the Administrator to take the roll.

Members present: council member Karen Gill-Gerbig; council member Karen Doherty; and council member Clay Christensen.

Staff Present: Brian B. Heck, City Administrator

Council member Denise Hawkinson and Mayor Jeffrey Dains were not present at the meeting.

Council member Doherty moved approval of the agenda. Council member Gill-Gerbig provided the second and the motion carried.

Council member Gill-Gerbig moved approval of the minutes for the February 14, 2006 council meeting. Council member Doherty seconded and the motion carried.

Council member Doherty moved and Gill-Gerbig seconded the payment of claims totaling \$227040.81. Motion carried.

Council member Gill-Gerbig moved and Doherty seconded a motion to approve the consent agenda approving a garbage hauler license for Onyx Waste Service. Motion carried.

Motion by Doherty, second by Gill-Gerbig to adjourn and carried. Meeting adjourned at 7:35 p.m.

**CITY OF LAUDERDALE**

**Claims for Approval**

**March 14, 2006 City Council Meeting**

<u>Payroll</u>		
3/10/06 Payroll:	Direct Deposit # 500109-500115	\$6,452.43
3/10/06 Payroll:	Payroll Liabilities, Checks 40E-42E	\$5,550.31
<u>Vendor Claims</u>		
3/14/06 Claims:	Check # 17991-18009	\$29,570.17

**Subtotal of Claims From Above** **\$41,572.91**

<b>Total Claims for Approval</b>	<b>\$41,572.91</b>
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## CITY OF LAUDERDALE

03/08/06 2:17 PM

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## Paid Register

Check Number	Employee Number	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date	Status
500109	000000101	DUBORD, ANDREW	5	BI-WEEKLY	\$66.45	3/10/2006	Outstanding
500110	000000001	BAKKEN-HECK, BRIAN	5	BI-WEEKLY	\$1,642.84	3/10/2006	Outstanding
500111	000000011	BOWNIK, JAMES	5	BI-WEEKLY	\$1,218.07	3/10/2006	Outstanding
500112	000000007	BUTKOWSKI, HEATHER	5	BI-WEEKLY	\$980.09	3/10/2006	Outstanding
500113	000000002	HINRICHS, DAVID C	5	BI-WEEKLY	\$1,271.62	3/10/2006	Outstanding
500114	000000005	HUGHES, JOSEPH A	5	BI-WEEKLY	\$1,151.12	3/10/2006	Outstanding
500115	000000057	HINRICHS, JASON	5	BI-WEEKLY	\$122.24	3/10/2006	Outstanding
					<u>\$6,452.43</u>		

CITY OF LAUDERDALE

03/10/06 10:35 AM

Page 1

Payments

Current Period: MARCH 2006

Batch Name	031006paytax				
Payment	Computer Dollar Amt	\$5,550.31	Posted		
Refer	114	NORTH STAR BANK, CHECKING S	Ck# 000041E	3/10/2006	
Cash Payment	G 101-21703	FICA WITHHOLDING.	3/10/06	payroll tax	\$1,712.04
Invoice					
Cash Payment	G 101-21701	FEDERAL TAXES	3/10/06	payroll tax	\$926.85
Invoice					
Transaction Date	3/8/2006	Due 0	NORTH STAR CHE	10100	<b>Total</b> \$2,638.89
Refer	115	PERA	Ck# 000040E	3/10/2006	
Cash Payment	G 101-21704	PERA	3/10/06	payroll	\$1,217.20
Invoice					
Transaction Date	3/8/2006	Due 0	NORTH STAR CHE	10100	<b>Total</b> \$1,217.20
Refer	116	ICMA	Ck# 000042E	3/10/2006	
Cash Payment	G 101-21705	ICMA RETIREMENT	3/10/06	payroll	\$1,694.22
Invoice					
Transaction Date	3/8/2006	Due 0	NORTH STAR CHE	10100	<b>Total</b> \$1,694.22
<b>Fund Summary</b>			<b>BATCH Total</b>		<b>\$5,550.31</b>
101	10100	NORTH STAR CHECKING			\$5,550.31
					\$5,550.31

Pre-Written Checks	\$5,550.31
Checks to be Generated by the Compute	\$0.00
<b>Total</b>	<b>\$5,550.31</b>

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

MARCH 2006

			Check Amt	Invoice	Comment
<b>10100 NORTH STAR CHECKING</b>					
Paid Chk#	017991	3/14/2006			<b>APMP OF MN</b>
	E 101-41200-438	DUES & SUBSCRIPTIONS	\$20.00		jb 2006 membership
		<b>Total APMP OF MN</b>	<b>\$20.00</b>		
Paid Chk#	017992	3/14/2006			<b>AVENET, LLC</b>
	E 202-49500-531	OFFICE EQUIPMENT	\$90.00		2q2006 website hosting package
		<b>Total AVENET, LLC</b>	<b>\$90.00</b>		
Paid Chk#	017993	3/14/2006			<b>BAKKEN-HECK BRIAN</b>
	E 101-41500-331	TRAVEL EXPENSE	\$21.58		February expenses
		<b>Total BAKKEN-HECK BRIAN</b>	<b>\$21.58</b>		
Paid Chk#	017994	3/14/2006			<b>CINTAS</b>
	E 601-49000-425	CLOTHING	\$26.63		470436735
	E 601-49000-425	CLOTHING	\$26.63		470433117
		<b>Total CINTAS</b>	<b>\$53.26</b>		
Paid Chk#	017995	3/14/2006			<b>CITY OF FALCON HEIGHTS</b>
	E 101-42200-321	FIRE CALLS	\$1,077.00		Jan. & Feb. Fire Calls
		<b>Total CITY OF FALCON HEIGHTS</b>	<b>\$1,077.00</b>		
Paid Chk#	017996	3/14/2006			<b>CITY OF ROSEVILLE</b>
	E 101-43400-306	CONSULTING FEES	\$164.08		3/06 IT services
	E 101-43400-306	CONSULTING FEES	\$164.08		2/06 IT services
		<b>Total CITY OF ROSEVILLE</b>	<b>\$328.16</b>		
Paid Chk#	017997	3/14/2006			<b>CITY OF ST ANTHONY</b>
	E 101-42100-319	POLICE CONTRACT	\$21,271.16		3/06 police services
		<b>Total CITY OF ST ANTHONY</b>	<b>\$21,271.16</b>		
Paid Chk#	017998	3/14/2006			<b>EUREKA RECYCLING</b>
	E 203-50000-389	RECYCLING CONTRACTOR	\$1,730.79		2/06 recycling service
		<b>Total EUREKA RECYCLING</b>	<b>\$1,730.79</b>		
Paid Chk#	017999	3/14/2006			<b>GLENWOOD INGLEWOOD</b>
	E 101-41200-208	WATER DELIVERY	\$4.79		2/06 water cooler rental
		<b>Total GLENWOOD INGLEWOOD</b>	<b>\$4.79</b>		
Paid Chk#	018000	3/14/2006			<b>HUGHES &amp; COSTELLO</b>
	E 101-42300-355	MISC PRINTING/PROCESS SER	\$132.36		3/06 retainer & fees
	E 101-42300-305	LEGAL FEES	\$850.00		3/06 retainer & fees
		<b>Total HUGHES &amp; COSTELLO</b>	<b>\$982.36</b>		
Paid Chk#	018001	3/14/2006			<b>LMC</b>
	E 101-41200-308	TRAINING\CONFERENCES	\$60.00		'06 LMCIT workshop - dh, jh, j
		<b>Total LMC</b>	<b>\$60.00</b>		
Paid Chk#	018002	3/14/2006			<b>PARK HARDWARE HANK</b>

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

MARCH 2006

			Check Amt	Invoice	Comment
E 101-43100-228	MISC REPAIRS MAINT SUPPLIE		\$8.15		2/06 misc for city hall
	<b>Total PARK HARDWARE HANK</b>		<b>\$8.15</b>		
<b>Paid Chk# 018003</b>	<b>3/14/2006</b>	<b>PARK SERVICE</b>			
E 601-49000-212	MOTOR FUELS		\$16.69		2/06 motor fuels
E 101-43100-212	MOTOR FUELS		\$150.21		2/06 motor fuels
	<b>Total PARK SERVICE</b>		<b>\$166.90</b>		
<b>Paid Chk# 048004</b>	<b>3/14/2006</b>	<b>POSTMASTER</b>			
E 101-41200-203	POSTAGE		\$117.00		3 rolls of stamps
	<b>Total POSTMASTER</b>		<b>\$117.00</b>		
<b>Paid Chk# 018005</b>	<b>3/14/2006</b>	<b>PUBLIC EMPLOYEES INS PROGRAM</b>			
G 101-21706	HEALTH INSURANCE		\$1,338.16		3/06 health insurance
	<b>Total PUBLIC EMPLOYEES INS PROGRAM</b>		<b>\$1,338.16</b>		
<b>Paid Chk# 018006</b>	<b>3/14/2006</b>	<b>US BANK, DEBT SERVICES</b>			
E 303-47300-303	FINANCIAL CONTRACT		\$431.25		2002 bond filing fees
E 304-47400-303	FINANCIAL CONTRACT		\$431.25		2003 bond filing fees
	<b>Total US BANK, DEBT SERVICES</b>		<b>\$862.50</b>		
<b>Paid Chk# 018007</b>	<b>3/14/2006</b>	<b>WASTE MANAGEMENT</b>			
E 101-43100-384	REFUSE DISPOSAL		\$69.18		3/06 waste pick up
	<b>Total WASTE MANAGEMENT</b>		<b>\$69.18</b>		
<b>Paid Chk# 018008</b>	<b>3/14/2006</b>	<b>XCEL ENERGY, CITY HALL</b>			
E 101-45200-381	ELECTRIC		\$52.75		2/06 city hall gas and electri
E 101-43100-381	ELECTRIC		\$158.25		2/06 city hall gas and electri
E 101-45200-383	GAS UTILITIES		\$163.97		2/06 city hall gas and electri
E 101-43100-383	GAS UTILITIES		\$491.92		2/06 city hall gas and electri
	<b>Total XCEL ENERGY, CITY HALL</b>		<b>\$866.89</b>		
<b>Paid Chk# 018009</b>	<b>3/14/2006</b>	<b>XCEL ENERGY, STREET LIGHTING</b>			
E 101-43200-381	ELECTRIC		\$502.29		2/06 street lights
	<b>Total XCEL ENERGY, STREET LIGHTING</b>		<b>\$502.29</b>		
	<b>10100 NORTH STAR CHECKING</b>		<b>\$29,570.17</b>		



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

MARCH 2006

	Check Amt	Invoice	Comment
<b>Fund Summary</b>			
			10100 NORTH STAR CHECKING
101 GENERAL	\$26,816.93		
202 COMMUNICATIONS	\$90.00		
203 RECYCLING	\$1,730.79		
303 '02 ST/UTIL IMP DEBT SERVICE	\$431.25		
304 '03 ST/UTIL IMP DEBT SERVICE	\$431.25		
601 SEWER UTILITIES	\$69.95		
	<hr/>		
	\$29,570.17		



**LAUDERDALE COUNCIL  
ACTION FORM**

**ACTION REQUESTED**

Consent     X      
Public Hearing         
Discussion         
Action         
Resolution         
Work session       

Meeting Date: March 14, 2006

ITEM NUMBER 5-A Seal Coating

STAFF INITIAL     *MSV*    

APPROVED BY ADMINISTRATOR

*[Signature]*

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:** The City Council approved staff working with the engineer to develop the plan and bid specifications for seal coating 1/2 of the city streets. Attached is the plan for the project. Quotes will be open on March 29 with recommendation on awarding quote on April 11.

**OPTIONS:**

**STAFF RECOMMENDATION:** Authorize moving forward with project.

**COUNCIL ACTION:**

# CITY OF LAUDERDALE

## 2006 SEAL COAT PROJECT

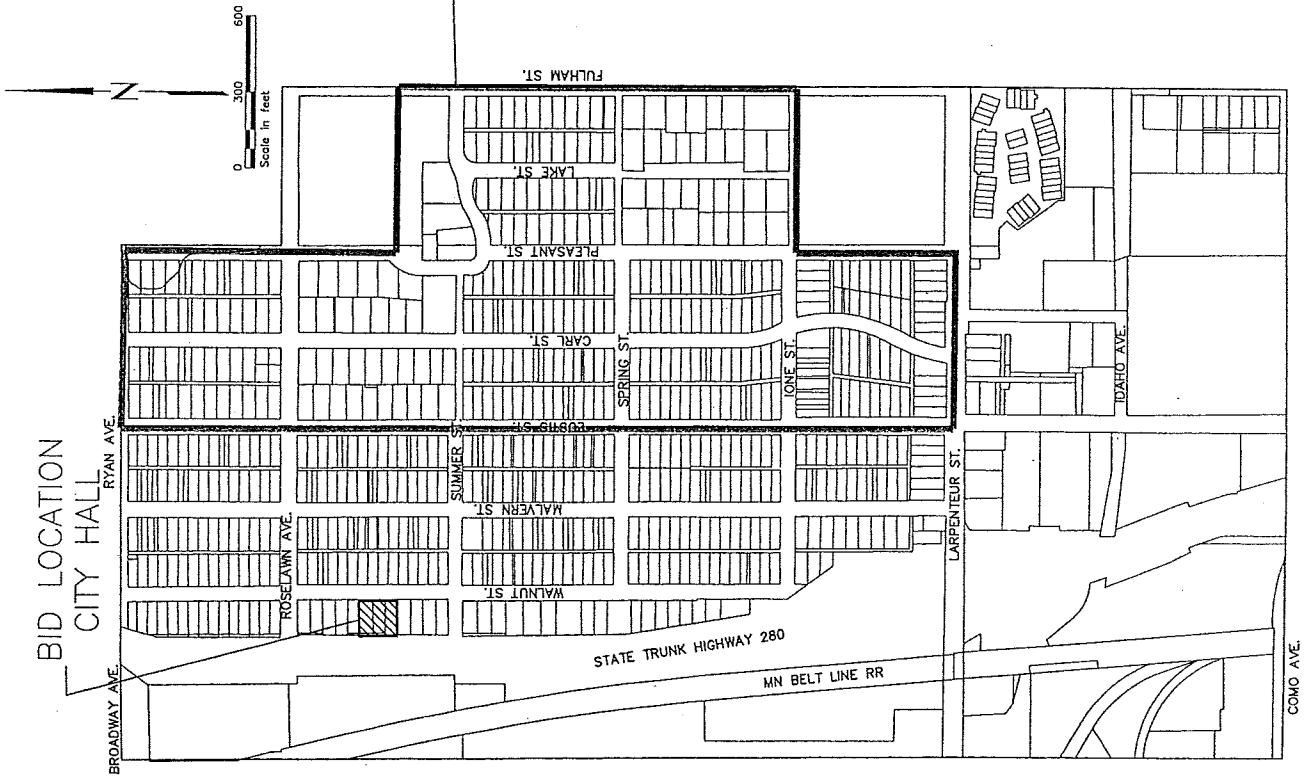
### 2006 CITY OFFICIALS

PROJECT LOCATION

- |                    |         |               |
|--------------------|---------|---------------|
| JEFFREY DAINS      | COUNCIL | MAYOR         |
| KAREN GILL--GERBIG |         | COUNCILMEMBER |
| KAREN DOHERTY      |         | COUNCILMEMBER |
| DENISE HAWKINSON   |         | COUNCILMEMBER |
| CLAY CHRISTENSEN   |         | COUNCILMEMBER |
| BRIAN BAKKEN--HECK |         | ADMINISTRATOR |

SHEET INDEX  
 G1.01 TITLE SHEET  
 C6.01 SEAL COAT STREETS

THIS PLAN SET CONTAINS 2 SHEETS.



JADWAY AVE.

RYAN AVE.

ROSELAWN AVE.

SUMMER ST.

WALNUT ST.

MALVERN ST.

EUSTIS ST.

FULHAM ST.

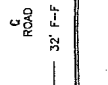
STATE TRUNK HIGHWAY 280

MN BELT LINE RR

LARPEUTEUR ST.



Scale in feet



TYPICAL SECTION  
ROAD  
32' F-F

PLEASANT STREET, LAKE STREET, SUMMER STREET (FROM FULHAM ST. TO PLEASANT ST.)  
CARL STREET, IDAHO STREET, AND ONE STREET (FROM EUSTIS ST. TO PLEASANT ST.)



TYPICAL SECTION  
ROAD  
20' F-F

CONC. & GUTTER  
SPRING STREET, ONE STREET AND SUMMER STREET (EUSTIS ST. TO PLEASANT ST.)



**LAUDERDALE COUNCIL  
ACTION FORM**

**ACTION REQUESTED**

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

Meeting Date: March 14, 2006

ITEM NUMBER 10-A Animal Control Ordinance

STAFF INITIAL BAH

APPROVED BY ADMINISTRATOR



**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:** The city council has discussed this ordinance over the past several months. On January 24, 2006 council discussed the final draft. Following the meeting, Council member Gill-Gerbig provided staff with several suggested changes. Staff responded to these items in the Friday packet a couple of weeks ago.

**OPTIONS:**

**STAFF RECOMMENDATION:** Discuss ordinance and place on Agenda for public hearing and adoption for the March 28, 2006 meeting

**COUNCIL ACTION:**

## **Council Memo**

**To:** City Council  
**From:** Brian W. Bakken-Heck, City Administrator  
**Date:** March 10, 2006  
**Re:** Animal Control Ordinance

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Council member Gill-Gerbig has made several suggestions to the draft Animal Control Ordinance. I will attempt to address the issues and comments made in this memorandum.

**PAGE ONE:** the footnote leads you to the bottom of the page where there is a reference to the state statute on dangerous dogs. This needs to be left in.

**PAGE TWO:** inserting ".../officer" is ok and provides a bit more clarification. Moving the word "large" as proposed is not right. It is correct in the current place as it describes a biological category of cat, that being "large cat". In paragraph B, it is suggested to insert "purebred" or "crossbred". This is covered in paragraph C and is not necessary to insert here.

**PAGE FOUR:** the definition should stay as proposed by the attorney. This definition would make it unacceptable for an owner to leave a dangerous dog in a house with the only barrier being a screen door or screen window as the dog could easily escape. The animal can be in the house, as long as the doors and windows are closed, other wise, yes, the animal must be secured in some fashion in the house.

**PAGE FIVE:** The term ability is too broad and should not be included. I do not believe inserting the sentence "or agents authorized by the city or city law enforcement." is necessary. Who else other than law enforcement would need exemption?

**PAGE SIX:** should be left as is. The city should not be notifying owners of licensed animals that the vaccination is due. In most cases, the veterinarian will notify the owner when the animal is due for a check up and vaccinations. Making this part of the city operations will add cost and time.

**PAGE EIGHT:** item G, remove the "or" between "cause" and "permit" and insert a coma. Insert "or allow" and remove the suggested "to occur".

**PAGE NINE:** a guard dog is not necessarily a "dangerous dog" the warning is just that, a notice to let people know the dwelling and grounds are protected by a dog and they should be cautious upon entering. The signage for a dangerous dog is more clearly specified in state statute and later in the ordinance.

**PAGE TEN:** St. Anthony contracts for animal control services and I believe the company performing this service as well as the police has the proper form's notifying the resident of the action taken. The notification is the responsibility of the agency that impounded the animal. Item B should be left as is. Item C should remain as is as well.



**PAGE ELEVEN:** I would leave this page as is. We are referring to state statute. With regard to the duty to report, I believe the veterinarians all have proper forms to make the report as I believe it goes to the state or county health department.

**PAGE TWELVE:** all I can say is this is part of the original ordinance and seems to work as written.

**PAGE THIRTEEN:** inserting "...as recognized by American College of Veterinary Behaviorists" seems to be ok. The insert suggested in A, 1 is unnecessary. The statutory cite is already referenced in A and 1 is right from the statute. It needs to be left as proposed by the attorney.

**PAGE FOURTEEN:** this is also taken from statute and should be left as is.

CITY OF LAUDERDALE

ORDINANCE NO. \_\_\_\_\_

An Ordinance Amending Sections 5-3-1, 5-3-3, 5-3-4, 5-3-5, 5-3-6, 5-3-7, 5-3-8, 5-3-10, 5-3-11, 5-3-12 of the Code of Ordinances Regarding Animal Control.

The city council of the city of Lauderdale ordains as follows:

SECTION I. The Lauderdale code of ordinances is amended by deleting the ~~stricken~~ material and adding the underlined material as follows:

ANIMAL CONTROL<sup>1</sup>

SECTION:

- 5-3--1: Definitions
- 5-3--2: Enforcement
- 5-3--3: Exemptions
- 5-3--4: ~~Certain Domesticated~~ Non-Domesticated and Farm Animals
- 5-3--4-1: Permit Required
- 5-3--4-2: Application; Fees
- 5-3--4-3: Hearing
- 5-3--4-4: Term Of Permit; Renewal
- 5-3--4-5: Revocation
- 5-3--4-6: Home Occupation
- 5-3--4-7: Penalty
- 5-3--5: Dogs And Cats
- 5-3--5-1: License And Registration; Exceptions
- 5-3--5-2: Vaccination Required
- 5-3--5-3: Licensing Procedures
- 5-3--6: Regulations
- 5-3--7: Impoundment
- 5-3--8: Rabies Control
- 5-3--9: Biting Animals To Be Quarantined
- 5-3-10: Potentially Dangerous Animals Dogs
- 5-3-11: ~~Summary Destruction~~ Dangerous Dogs
- 5-3-12: Destruction of Dangerous Dogs
- 5-3-13: Penalty

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<sup>1</sup> M.S.A. §§ 18.021 et seq., chapters 356 and ~~47~~ 347, §§ 561.07, 609.227, and 609.605.

5-3-1: DEFINITIONS:

As used in this Chapter, except as otherwise provided, the following terms shall have the respective meanings ascribed to them:

~~!DEF! ANIMAL: Any nonhuman mammal, reptile, amphibian, or bird, domestic or nondomestic, including dogs and cats.~~

ANIMAL CONTROL AUTHORITY: means an agency of the state, county, municipality or city, or other governmental subdivision of the state which is responsible for animal control operations in its jurisdiction.

ANIMAL, DOMESTIC: Animals kept within the home as pets, commonly accepted as domesticated household pets. Unless otherwise defined, such as dogs, cats, household birds, and similar animals. animals shall include dogs, cats, caged birds, gerbils, hamsters, ferrets, mice, rats, guinea pigs, chinchillas, domesticated rabbits, fish, non-poisonous, non-venomous or non-constricting reptiles or amphibians.

ANIMAL, NON-DOMESTIC: Those animals commonly considered to be naturally wild and not naturally trained or domesticated, or which are commonly considered to be inherently dangerous to the health, safety and welfare of people. Unless otherwise defined, such animals shall include:

- A. Any member of the large cat family (family felidae) including, but not limited to, lions, tigers, cougars, bobcats, leopards and jaguars, but excluding domesticated house cats.
- B. Any naturally wild member of the canine family (family canidae) including, but not limited to, wolves, foxes, coyotes, dingoes, and jackals, but excluding domesticated dogs.
- C. Any crossbreeds between a domesticated animal and a non-domesticated animal, such as the crossbreed between a wolf and a dog.
- D. Any member or relative of the rodent family, including, but not limited to, any skunk (whether or not descended), raccoon, or squirrel, but excluding those members otherwise

defined or commonly accepted as domesticated pets.

- E. Any poisonous, venomous, constricting or inherently dangerous member of the reptile or amphibian families, including but not limited to, rattlesnakes, boa constrictors, pit vipers, crocodiles and alligators.
- F. Any other animal which is not explicitly listed above but which can be reasonably defined by the terms of this subpart, including, but not limited to, bears, deer, monkeys and game fish.

ANIMAL, FARM: Those animals commonly associated with a farm or performing work in an agricultural setting. Unless otherwise defined, such animals shall include members of the equestrian family (horses, mules), bovine family (cows, bulls), sheep, poultry (chickens, turkeys), fowl (ducks, geese), swine (pigs, including Vietnamese pot-bellied pigs), goats, bees, llamas, alpacas, and other animals associated with a farm, ranch or stable.

AT LARGE: An unattended animal on public property; or an unattended animal on private property without the consent of the property owner.

CAT: Any domesticated feline animal, male or female, whole or neutered.

DANGEROUS ANIMAL DOG: Any animal dog that has committed any of the acts set forth below:

- A. Without provocation, inflicted substantial bodily harm on a human being on public or private property; or
- B. Killed a domestic animal without provocation while off the owner's property; or
- C. Been found to be a potentially dangerous animal dog, and after the owner has been notified that the animal dog is potentially dangerous, the animal dog aggressively bites, attacks, or endangers the safety of human humans or domestic animals.

DOG: Any canine animal, male or female, whole or neutered.

GREAT BODILY HARM: Bodily injury which creates a high probability of death, or which causes serious permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ or other serious bodily harm.

PROPER ENCLOSURE: Any structure, except a dwelling, designed to securely enclose and prevent an means securely confined indoors or outdoors in a securely enclosed and locked pen or structure suitable to prevent the animal from escaping therefrom and/or designed to provide the animal with shelter and protection from the weather. and providing protection from the elements for the animal. A proper enclosure does not include a porch, patio, or any part of a house, garage, or other structure that would allow the animal to exit of its own volition, or any house or structure in which windows are open or in which a door or window screens are the only obstacle that prevent the animal from exiting.

OWNER: Any person, firm, corporation, organization or department processing, harboring, keeping, having an interest in or having custody or control of an animal.

POTENTIALLY DANGEROUS ANIMAL DOG: Any animal dog that has committed any of the acts set forth below:

A. When unprovoked, inflicts bites on a human or domestic animal on public or private property;

B. When unprovoked, chases or approaches a person, including a person on a bicycle upon the streets, sidewalks or any other public or private property, other than the dog owner's property in an apparent attitude of attack; or

C. Has a known propensity, tendency, or disposition to attack unprovoked, causing injury or otherwise threatening the safety of humans or domestic animals.

RESTRAINED: On a leash of not more than six feet (6') in length and in the custody of a person of sufficient age to adequately control the animal, in a vehicle, or confined to

the owner's property by enclosure or fencing, or absolute voice command.

SUBSTANTIAL BODILY HARM: Bodily injury which involves a temporary but substantial disfigurement, or which causes a temporary but substantial loss or impairment of the function of any bodily member or organ, or which causes a fracture of any bodily member. (Ord. 12, 7-27-1993)

~~DEFEND~~

#### 5-3-3: EXEMPTIONS:

The following provisions of this Chapter shall not apply in the following circumstances:

A. Unless specified herein, the provisions of this Chapter shall not apply to animals used or confined at hospitals, clinics, or businesses operated by licensed veterinarians.

B. Section 5-3-5-2 relating to vaccination requirements shall not apply to any animal belonging to a nonresident of the City and kept within the City for not longer than thirty (30) days, provided all such animals shall, at all times while in the City, be restrained by the owner.

C. Sections 5-3-10 and 5-3-11 relating to dangerous animals dogs and potentially dangerous animals dogs shall not apply to dogs under the control of a law enforcement officer.

D. Subsections 5-3-6A and 6C shall not apply to raptors possessed by licensed falconers holding valid State and Federal Falconry Permits so long as the conditions of the permit are being satisfied. (Ord. 12, 7-27-1993)

E. Section 5-3-4 shall not apply to licensed kennels, pet stores, or veterinary clinics. (Ord. 84, 11-19-1985)

#### 5-3-4: ~~CERTAIN DOMESTICATED~~ NON-DOMESTIC AND FARM ANIMALS:

##### 5-3-4-1: PERMIT REQUIRED:

It shall be unlawful to keep or maintain ~~roosters, bees or any horse, cow, pony, mule, donkey, pig, goat, sheep, or other large~~ a non-domesticated or farm animal, ~~other than a dog,~~ without first having obtained a permit therefor. It shall also be unlawful to keep or maintain more than two (2) ~~chickens, ducks, geese, turkeys, pigeons,~~ rabbits, chinchillas, ~~minks, nutrias,~~ or guinea pigs without first

having obtained a permit therefor. All of the  
aforementioned are hereinafter referred to as "animals".  
(Ord. 84, 11-19-1985)

5-3-5-3: LICENSING PROCEDURES:

A. Application: Except as herein provided, within thirty (30) days after acquiring possession of a dog or cat five (5) months or older, the owner of the dog or cat shall make application for a dog or cat license. The application shall be on forms provided by the City Administrator. The applicant shall also present proof of vaccination to the City Administrator prior to the issuance or renewal of a license.

B. License Fee: The license fee for each dog or cat must be submitted with the application. The fee will be established by City Council resolution.

C. Term Of License: A license shall be annually issued for a period of time not to exceed the expiration date of the rabies vaccination.

D. Issuance: Upon completion of the application form, receipt of the license fee and receipt of the proof of vaccination, the City Administrator shall cause a dog or cat license to be issued to the applicant for a particular dog or cat.

E. Receipt And Tags: The City Administrator shall cause a license fee receipt to be issued to the applicant along with a metallic tag. The applicant shall cause the tag to be affixed permanently by a metal fastening device to the collar of the licensed dog or cat in such a manner that the tag may be easily observed.

F. Duplicate Tag: If a tag is lost, a duplicate may be issued by the City Administrator upon presentation of a receipt showing payment of the initial license fee and upon payment of an additional fee for each duplicate tag.

G. Change Of Address: An applicant who has obtained a dog or cat license shall notify the City Administrator of applicant's address changes within the corporate limits of the City within ten (10) days of any address change.

H. Counterfeit Tags: No person shall counterfeit or attempt to counterfeit the dog or cat license tags. (Ord. 12, 7-27-1993)

5-3-6: REGULATIONS:

A. Confinement: Except as herein provided, the owner of an animal within the City shall cause such animal to be confined to the individual's property by adequate fencing, leash, or absolute voice command.

B. Female In Estrus: The owner of a female dog or cat in heat shall confine such animal to the owner's property or any veterinary hospital/clinic, in such manner that such female dog or cat cannot come into contact with other animals, except for intentional breeding purposes.

C. Leash Required: The owner of an animal within the City shall cause such animal to be restrained by a leash, chain or a cord of not more than six feet (6') in length and in the custody of a person of sufficient age to adequately control the animal at all times while in a public place including but not limited to school yards, playground, parks or streets.

D. Noise: The owner of any animal within the City shall be responsible for preventing the animal from becoming a nuisance. A nuisance shall be defined as barking, baying, crying, or howling in any manner, which can be heard by any person, including Animal Control or any law enforcement officer, from a location outside of the building or premises where the animal is being kept for an unreasonable length of time. For the purposes of this ordinance, "unreasonable" means repeated noise from the animal over at least a five (5) minute period of time with one (1) minute or less lapse of time between each animal noise during the five (5) minute period.

E. Feces: Cleaning up litter:

1. The owner of an animal shall be responsible for cleaning up any feces of the animal and disposing of such feces in a sanitary manner.

2. The owner of an animal shall not permit such animal to be on public property or the private property of another without having in the owner's immediate possession, a



device for the removal of feces and a proper receptacle on the property of such animal owner.

F. Care Of Animals: The owner of an animal within the City shall provide said animal with sufficient, wholesome food and water; proper shelter and protection from weather; veterinary care when needed to prevent suffering; and with humane care and treatment.

G. Abuse: No person shall beat, torment, or otherwise abuse an animal or cause or permit an animal fight.

H. Number Allowed: No person shall allow residentially zoned property to be used for maintaining more than two (2) like domestic animals over six (6) months of age.

~~I. Dangerous Animals: The owner shall confine within a building or a secure enclosure, every potentially dangerous animal, and shall not take such animal out of such building or secure enclosure, unless such animal is securely muzzled.~~ J. Guard Dog Warning Signs: A person who uses a dog for security purposes within the City shall post a warning notice at the entrance of the premises. (Ord. 12, 7-27-1993; 1996 Code)

#### 5-3-7: IMPOUNDMENT:

A. Seizure: Subject to the provisions of this Section, animals found in violation of this Chapter may be seized by the Animal Control Officer, impounded in a designated animal shelter, and confined therein in a humane manner for a period of not more than five (5) business days or until claimed by the animal's owner, if allowable, whichever occurs first. Seizure, impoundment and destruction of dogs that have inflicted substantial or great bodily harm on a human being without provocation shall be governed by Section 5-3-12.

1. Entry Of Private Dwellings: Animal Control Officers are not authorized to enter private dwellings for the purpose of seizing animals.

2. Notice Of Seizure: Before seizing an animal from the private property of its owner, the Animal Control Officer shall make a reasonable attempt, taking into consideration the time of day and nature of the violation, to notify the owner that the animal is being seized because it was

observed by the Animal Control Officer to be in violation of the provisions of this Chapter.

3. Written Notice: When an animal is seized from the private property of its owner and the Animal Control Officer has been unable to notify the owner of the reason for seizing the animal, the Animal Control Officer shall leave a written notice affixed to the dwelling unit, in a conspicuous manner, indicating the day and time the animal was seized; the reason for seizing the animal; and the address of the shelter where the animal can be found.

4. Notice Of Impoundment: Immediately upon impounding the animal, reasonable efforts shall be made to notify the owner and inform the owner of the animal's confinement and the procedures for release of the animal to the owner.

B. Redemption: An animal which is not redeemed within five (5) business days after impounding may be disposed of in any manner provided by law. Any animal which is not claimed by the owner or sold, shall be euthanized and disposed of in a sanitary manner by the Animal Control Officer.

C. Title: The title of all animals seized and held at the animal shelter may be transferred to the Humane Society after the legal detention period has expired and the animals have not been claimed by their owners.

D. Impoundment Fees: Any animal, with the exception of a non-domesticated animal or farm animal being maintained without a permit impounded hereunder may be reclaimed by the owner of such animal within five (5) business days after such impoundment. Before the owner shall be permitted to recover possession of the animal, the owner shall pay the Animal Control Officer all required fees and costs of impoundment. (Ord. 12, 7-27-1993)

#### 5-3-8: RABIES CONTROL:

A. State Law Adopted: The Minnesota Health Laws and Regulations are hereby adopted in cases of rabid animals which have bitten any person or animals suspected of being rabid.

B. Duty Of Physician To Report: It shall be the duty of every physician to report to the City the names and addresses of persons treated for bites inflicted by animals together with other information helpful in rabies control.

C. Duty Of Veterinarian To Report: It shall be the duty of every licensed veterinarian to report to the City his or her diagnosis of any animal observed by him or her as a rabies suspect.

D. Issuance Of Proclamation: Whenever the prevalence of rabies or hydrophobia renders such action necessary to protect the public health, safety and welfare, the Mayor shall issue a proclamation ordering every person owning or in possession of a dog to confine it securely to other premises unless it is muzzled so that it cannot bite. No person shall violate this proclamation. (Ord. 12, 7-27-1993)

5-3-10: POTENTIALLY DANGEROUS ANIMALS DOGS:

A. Additional Fee And Proof Of Insurance: The owner of a potentially dangerous animal dog shall pay an additional annual fee as determined by Council resolution and shall provide the City Administrator annually with proof of liability insurance which covers damages that may be caused by such animal dog.

~~B. Dangerous Animals Prohibited: It shall be unlawful for any person to keep or harbor a dangerous animal in the City. (Ord. 12, 7-27-1993)~~ Confinement of a Potentially Dangerous Dog: a dog that is determined to be a potentially dangerous dog must be kept in a proper enclosure at all times. If outside, it must be confined to the owner's premises and be wearing a muzzle.

C. Referral to Animal Behavioral Specialist: a dog determined to be a potentially dangerous dog may be evaluated by a professional animal behaviorist. The owner may provide to the City at the time of license a report by such animal behaviorist. If the report states that the dog has been rehabilitated, the dog may no longer be classified as potentially dangerous and is not subject to the requirements of this section.

5-3-11: DANGEROUS DOGS:

A. Dangerous Dogs: any person who has a dog that has been classified as a dangerous dog pursuant to this ordinance or pursuant to Minnesota Statute Section 347.50, subdivision 1, must:

1. Obtain a certificate of registration from the Animal Control Authority. A certificate of registration may be issued when the owner provides sufficient evidence that: a) a proper enclosure exists for the dangerous dog and a posting on the premises with a clearly visible warning sign, including a warning symbol to inform children that there is a dangerous dog on the premises; b) a surety bond issued by a surety company authorized to conduct business in this state in a form acceptable to the Animal Control Authority in the sum of at least \$50,000, payable to any person injured by the dangerous dog, or a policy of liability insurance issued by an insurance company authorized to conduct business in this state in the amount of at least \$50,000, insuring the owner and his or her property for any personal injuries inflicted by the dangerous dogs; c) the owner has paid an annual fee that is established by the City Council in addition to any regular dog licensing fees to obtain a certificate of registration for a dangerous dog under this section; and d) the owner has microchip identification implanted in the dangerous dog as required by Minnesota Statute Section 347.515.

2. Dangerous Dog Designation Review. Beginning six months after a dog is declared a dangerous dog, pursuant to Minnesota Statute Section 347.51, subdivision 3 (a), an owner may request annually that the Animal Control Authority review the designation of the dangerous dog. The owner must provide evidence that the dog's behavior has changed due to the dog's age, neutering, environment, completion of obedience training that includes modification of aggressive behavior, or other factors. If the dog's behavior has changed, the Animal Control Authority may rescind the dangerous dog classification.

5-3-12: SUMMARY DESTRUCTION OF DANGEROUS DOGS:

Procedure. The Animal Control officer, after having determined that a dog has inflicted substantial or great bodily harm on a human being without provocation, shall proceed in the following manner:

1. The Animal Control officer shall cause one owner of the dog to be notified in writing personally or by mail that the dog is dangerous and may order the dog seized or make such orders as deemed proper. The owner shall be notified as to dates, times, places, and parties bitten, and shall be given 14 days to appeal the order by requesting in writing an appeal hearing before the City Council for a review of this determination.

- a. If no appeal is filed by the owner with the City Council, the orders issued shall stand or the Animal Control Officer may order the dog destroyed.

- b. Whenever an Animal Control Officer has reasonable cause to believe that a particular animal represents a clear and immediate danger to the residents of the City because it is infected with rabies or because it is a dangerous animal, If an owner requests a hearing for determination as to the dangerous nature of the dog, the hearing shall be held before the City Council, which shall set the date for the hearing not more than three weeks after demand for the hearing. The records of Animal Control shall be admissible for consideration by the City Council without further foundation. After considering all evidence pertaining to the temperament of the dog, the City Council shall make an order as it deems proper. The City Council may order that the Animal Control officer, after making reasonable attempts to impound such animal, may summarily destroy the animal. (Ord. 12, 7 27 1993) take the dog into custody for destruction, if such dog

is not currently in custody. If the dog is ordered into custody for destruction, the owner shall immediately make the dog available to the Animal Control officer.

- c. No person shall harbor a dog after it has been found by the City to be dangerous and ordered into custody for destruction.

Stopping an Attack. If any law enforcement officer is witness to an attack by a dog upon a person or another animal, the officer may take whatever means the officer deems appropriate to bring the attack to an end and prevent further injury to the victim.

5-3-~~12~~ 13: PENALTY:

Any violation of this Chapter is a misdemeanor. Each day on which such violation continues shall constitute a separate offense. (Ord. 12, 7-27-1993)

SECTION II. This ordinance shall be effective upon its adoption and publication.

Adopted by the city council of the City of Lauderdale this \_\_\_ day of \_\_\_\_\_, 2006.

\_\_\_\_\_  
Jeffrey Dains, Mayor

ATTEST:

\_\_\_\_\_  
Heather Butkowski, Deputy Clerk

Published in the \_\_\_\_\_ this  
\_\_\_\_\_ day of \_\_\_\_\_, 2006.

**LAUDERDALE COUNCIL  
ACTION FORM**

**ACTION REQUESTED**

Consent \_\_\_\_\_  
Public Hearing \_\_\_\_\_  
Discussion \_\_\_\_\_ **X** \_\_\_\_\_  
Action \_\_\_\_\_  
Resolution \_\_\_\_\_  
Work session \_\_\_\_\_

Meeting Date: March 14, 2006

ITEM NUMBER 10-B Personnel Policies

STAFF INITIAL *ES*

APPROVED BY ADMINISTRATOR

*[Signature]*

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:** the city adopted policy and procedures in 1998 and updated them in 2004. Staff presented draft revisions to the council on January 24, 2006 for review and comment. Council provided staff with comments on the draft. Staff made revisions according to council comments.

**OPTIONS:**

**STAFF RECOMMENDATION:** provide staff with feedback on the draft

**COUNCIL ACTION:**

# CITY OF LAUDERDALE PERSONNEL POLICY AND PROCEDURES

## SECTION 1. PURPOSE.

The purpose of this ~~p~~Personnel ~~P~~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.~~ ~~for the employees of the CityCity of Lauderdale (CityCity), to define the rights and responsibilities of the CityCity and each of its employees, and to give fair and equal employment opportunities to all qualified applicants and employees.~~

## SECTION 2. EMPLOYMENT GUIDELINES.

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

## SECTION 3. AT-WILL EMPLOYMENT.

All CityCity employees are hired on an at-will basis, ~~;~~ ~~This~~ ~~which~~ means that either the employee or the CityCity ~~may~~ ~~can~~ terminate employment at any time ~~and~~ ~~for~~ any reason. ~~;~~ ~~Involuntary~~ termination of an employee by the city shall be for cause ~~or no reason.~~

## SECTION 4. EQUAL EMPLOYMENT OPPORTUNITY POLICY.

It is the Citycity'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, laws, directives and regulations of Federal, State and Local governing bodies or agencies thereof.~~

## 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 agreement's where the issue is addressed in the agreement; and~~
- gi. Any other person specifically exempted by the ~~City~~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. ~~In the event of if there is a conflict or violation, the statute, rule, regulation or ordinance shall rule. of any such regulation, the offending provision of this policy will be void, but all remaining provisions will remain in effect. 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~~City Council member(s) who act(s) as liaison(s) between the employees and the ~~City~~City Council on personnel matters. For general personnel issues, the designated personnel representative is the City Administrator.
- c. EXEMPT EMPLOYEE ~~—~~ are employees to whom the federal Fair Labor Standards Act does not apply. Generally, administrative, executive and professional employees are exempt employees.
- d. IMMEDIATE FAMILY - the employee's ~~spouse~~domestic partner and children. Immediate family also includes: and the following relatives of either the employee or the employee's spouse: mother, father, brother, sister, grandparent, aunt, uncle, step-parent or legal guardian of either the employee or the employee's domestic partner.
- e. INDEPENDENT CONTRACTOR/CONSULTANT - persons or firms hired by the ~~City~~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 CityCity employees.

- f. NON-EXEMPT EMPLOYEE - employees to whom the federal Fair Labor Standards Act applies.
- g. 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.
- h. 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.
- i. 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.
- j. TEMPORARY OR SEASONAL EMPLOYEE - an employee retained to fill a full-time or part-time position which is of a provisional or seasonal nature.
- k. TERMINATION - a complete separation of an employee from CityCity employment. Termination can be voluntary, through resignation or retirement, or involuntary, through discharge by the CityCity.

## SECTION 7. APPOINTMENTS.

**Subdivision 1. Selection Criteria.** Appointments for all open municipal positions will be made by the CityCity Council upon the recommendation of the City Administrator. All appointments will be made on the basis of merit and fitness the candidates knowledge, skills, abilities and education related to for the position being filled.

**Subdivision 2. Examinations.** When required by law or deemed appropriate by the CityCity Council to determine an applicant's employment-related qualifications, merit and fitness will be ascertained by written, oral or other examinations, including medical or psychological

examinations. An offer of employment may ~~becan be~~ 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 ~~CityCity Council~~ will not avoid appointing any person to a municipal position in whichwhen he or she ~~would supervises, or is under the supervision supervise or be supervised byof~~ a member of his or her immediate family.

**Subdivision 4. Probationary Period.** All regular full-time and regular or non-regular part-time ~~appointments-employees are~~ will be subject to the ~~serving of~~ a probationary period. ~~This~~ 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. will be regarded as an integral part of the initial selection and examination process and will be used to observe the employee's work, secure the most effective adjustment of the employee to his or her position and reject any employee whose performance does not meet the required work performance standards.

~~The probationary period for all regular full-time and regular or non-regular part-time CityCity employees will be six (6) months from the date of employment. A probationary new employee may be discharged by the CityCity Council from his or her position at any time during the probationary period for any reason.~~

~~An interview will be conducted with the probational employee before the probationary period expires. The CityCity Council will also be given a report by the employee's supervisor or other designated person regarding whether the employee's performance has been satisfactory and whether the employee should be retained in the appointed position. At the end of the probationary period, the CityCity Council will designate the employee for regular employment or discharge the employee. The CityCity Council may also extend the probationary period at its discretion. The CityCity Council's decision is final and will be provided to the employee in writing. The City Administrator will conduct a performance review with the employee at three (3) months and go over success 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 ~~CityCity Council~~. Alternate work schedules are to be worked out with the City

~~Administrator and approved by the City Council. with specific work schedules subject to the City Council's approval. Department heads and supervisory~~ Exempt employees are required to work all hours necessary to perform their duties.

**Subdivision 2. Part-time and Temporary Employees' Work Schedules.** The ~~City~~ 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~~ 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, ~~with the permission of the employee's immediate supervisor.~~ Rest breaks should be scheduled to avoid disrupting ~~City~~ 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 meal time.~~ 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 ~~terminat~~ terminate the flexible schedule.

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## 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~~ 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 30 hours per week	1/2 benefits
30 to 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 also 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 as earned after the probationary period has been satisfactorily completed. Vacation is earned each pay period and computed based on the employee's anniversary date.

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

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Years of Service	Hours per pay period	Day 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

~~0 through 5 years of service — 10 days per year~~

~~6 through 10 years of service — 15 days per year~~

~~After 10 years of service — One additional day per year not to exceed 20 days per year~~

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 up to twenty (20) years. The maximum accrual for those with more than ten (10) years of service is 320 hour 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.

~~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 CityCity Council. Regular full-time employees must use at least five (5) days of vacation time during each year of CityCity employment. The word "day" implies a nominal eight-hour shift.~~

- b. Requests. Vacation time must be requested at least ~~forty-eight~~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 ~~CityCity'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 ~~may~~can be used as earned upon appointment to ~~CityCity-employment.~~  
employment.

- a. Accrual. Sick leave will be ~~accrued~~accrue for all regular full-time employees at the rate of one (1) day per calendar month (3.69 hours per pay period) and ~~may-be~~accrued-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, and (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. ~~An employee may use available sick leave to attend to his or her sick minor child for as long as is reasonably necessary. Up to three (3) days of sick leave per year may be used to attend to any other member of the employee's immediate family who is ill.~~

Upon separation of employment from the ~~City~~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~~City at the time of separation.

- ~~c. Use for Funerals. An employee may use up to (3) three days of sick leave as funeral leave. Funeral leave must be taken on consecutive working days, one of which is the day of death or the day of the funeral. Any deviations from this policy will be at the ~~City~~City Council's discretion.~~

**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~~City business shall be granted leave with pay while serving in such capacity. Upon completion of jury duty, the employee shall reimburse the ~~City~~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~~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~~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~~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~~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 ~~forty-eight~~ 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 ~~may be eligible for be covered~~ 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 ~~may be paid by the Municipality, is paid by the city as such portion to be established, from time to time, by the City Council.~~ The employee shall pay the balance of the premium costs, with the exception of life insurance. ~~The city provides coverage provided 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 1213. Retired Employees.** Retired CityCity employees may continue to participate in the CityCity'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 will be set by the CityCity Council.

**Subdivision 2. Overtime Pay.** All non-exempt employees are eligible for overtime pay. Overtime will be paid at a rate of one and one half times the regular hourly rate of pay for each hour actually worked exceeding eight hours in a day or over forty (40) hours in a given 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. All paid leave time shall be considered time worked for the purpose of computing overtime.

**Subdivision 3. Compensatory Time Off.** Compensatory time off may be available to non-exempt employees at the CityCity'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. Compensatory time off must be used within two (2) weeks of the date or dates on which it is accrued unless permission is received from the designated personnel representative(s) to use it on a later date. 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 can not 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 weekend or holiday, paychecks will be distributed on the day preceding the weekend or holiday.

**Subdivision 5. Attendance at CityCity Meetings.** Non-exempt employees who are required by the City Administrator or CityCity Council to attend CityCity 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 at the City Council's request. The employee may select to accrue compensatory time for attending meetings at the request of the Administrator or Council. ~~These employees will also receive a credit for their attendance at the meetings to be applied toward the employee's vacation and sick leave accrual for the month. The amount of the credit will be determined by the City Council.~~ 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.

~~There may be 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 CityCity Council. A hearing will then be scheduled on a mutually convenient date.

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

#### SECTION 14. TERMINATION OF EMPLOYMENT.

**Subdivision 1. Resignation.** Any employee who voluntarily leaves CityCity employment must give at least fourteen (14) days written notice of resignation. Upon leaving CityCity 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 of resignation is given.

Failure to give adequate written notice may be considered cause for denying the employee future CityCity 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 no reason at the will of the CityCity Council. The CityCity 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 CityCity Council may lay off any employee whenever such action becomes necessary in the CityCity 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. MISCELLANEOUS REGULATIONS, TRAVEL AND RELATED EXPENSES.**

**Subdivision 1. Travel Expenses.** ~~Employees traveling on City business will be~~ reimbursed for reasonable ~~work-related travel expenses when traveling on city business.~~ Acceptable and related expenses are listed below. The employee must complete and submit the appropriate claim form within two (2) weeks of his or her return, along with corresponding receipts, for reimbursement of those expenses.

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. If out of state, the employee will be reimbursed for rental car, shuttle or taxi fare to and from the airport.
2. Meals. Employees who attend meetings, training 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 on the following schedule not to exceed a daily amount of \$36.00:

- |              |         |
|--------------|---------|
| a) Breakfast | \$6.00  |
| b) Lunch     | \$10.00 |
| c) Dinner    | \$20.00 |

The reimbursement includes a 20% gratuity and does not include alcoholic beverages.

3. Telephone Calls. An employee on an overnight stay will be reimbursed for telephone calls made to family and or work.
4. 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. The city will only reimburse expenses actually incurred by the employee. The employee must pay the difference, if any, in the cost of the lodging.
5. 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 into City Administrator for verification and authorization of expense reimbursement.

~~Subdivision 2. **Vehicle expenses.** Employees authorized to use their personal vehicles on CityCity business will be reimbursed for vehicle expenses at rates set under federal guidelines or by the CityCity Council by separate contract.~~

**SECTION 16. MISCELLANEOUS POLICIES.**

**Subdivision 31. Political Activity.** CityCity 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 CityCity business.
- b. Attempting to influence a campaign by specifically alluding to the employee's position with the CityCity.
- c. Participating in a campaign where such participation could cause a conflict of interest with the employee's job duties.

No CityCity employee may hold any other office or employment in citycity, county, state or federal government, or any division thereof, or in the private sector, where the office or employment interferes with the impartial discharge of duties or where it results in giving the employee legislative or elective authority over the CityCity officials or CityCity affairs.

**Subdivision 42. Employee Records.** Employees must inform the CityCity of any change in their current address, telephone number or emergency contact information as soon as possible after the change becomes effective.

**Subdivision 53. Gratuities.** CityCity employees and officials may not accept gratuities or presents of any kind from contractors, CityCity residents, or anyone who has business contacts with the CityCity. If a gratuity or present arrives by means other than personal delivery, the item should be turned over to the CityCity Council.

~~Subdivision 6. Property. Employees may use City property only for work-related purposes.~~

**SECTION 1517. CRIMINAL HISTORY BACKGROUND CHECK.**

The Police Department is authorized to conduct a criminal history background investigation on applicants for positions with the CityCity as provided by this section. This section applies only to applicants who are finalists for paid or volunteer positions with the CityCity, where the CityCity 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 CityCity Administrator or other CityCity Staff as may be appropriate. An applicant's failure to provide consent may disqualify the applicant for the position sought. If the CityCity Administrator rejects the applicants application due solely or in part to the applicants prior conviction of a crime, subject to the exception set forth in Minnesota Statutes, section 364, the CityCity 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.~~  
~~Evidence of rehabilitation will be considered upon reapplication.~~

#### SECTION 4618. SEXUAL HARASSMENT POLICY.

**Subdivision 1. Applicability.** This sexual harassment policy applies to all officials and employees of the CityCity 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 CityCity 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 CityCity Attorney. The CityCity official who receives the report should inform the designated personnel representative(s), the Mayor or the CityCity Attorney in confidence as soon as possible. If any CityCity employee, official, or the CityCity 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 CityCity 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 CityCity Council. The CityCity 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 CityCity 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 1718. EFFECTIVE DATE.**

The effective date of these personnel policies is ~~February 10, 2004~~ February 28, 2006. These personnel policies supersede all prior CityCity personnel policies between the CityCity 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.



**LAUDERDALE COUNCIL  
ACTION FORM**

**ACTION REQUESTED**

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

Meeting Date: March 14, 2006

ITEM NUMBER 11-A 2006 Goals

STAFF INITIAL Ed A

APPROVED BY ADMINISTRATOR

*[Signature]*

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:** The council discussed the goals and objectives at the February 14 meeting and offered suggestions for staff to include. Staff made the changes suggested by the council.

**OPTIONS:**

- 1) Adopt the listed goals
- 2) Make changes to the goals
- 3) Do nothing

**STAFF RECOMMENDATION:** Adopt the goals and objectives.

**COUNCIL ACTION:**

# GOALS 2006

The city council established goals at the January 24, 2006 council meeting. This document outlines the goals and provides objectives and steps/strategies for achieving the stated goals. Doing this provides the council and staff with measurable outcomes by which to assess the city's success.

**GOAL** Turn back of Fulham, Roselawn and Eustis Streets.

**OBJECTIVE:** to negotiate with the county the improvement of the roads and ongoing maintenance of the streets.

**STRATEGIES:**

- Develop minimum acceptable standards for the reconstruction of the streets. March/April 2006.
- Develop minimum acceptable level of support for ongoing maintenance of the streets. March/April 2006
- Negotiate with the County to get the streets on construction schedule. June/July 2006.
- Research funding options. Ongoing.
- Include streets in city CIP maintenance plan. July – September 2006.
- Work with Falcon Heights on Fulham Street. Ongoing.

**OBJECTIVE:** to successfully negotiate the turn back of three segments of county road in the city.

**STRATEGIES:**

- Meet with County Manager and Engineer and outline the city's minimum requirements for turn back. Summer/Fall 2006
- Negotiate terms of turn back and time line. Spring 2006.
- Finalize agreement with county. Winter 2006/2007.

**GOAL:** Maintain the city's interests with regard to reconstruction of State Highway 280 and the Larpenteur Avenue Bridge.

**OBJECTIVE:** work cooperatively with the state and other jurisdictions to get these two projects completed.

**STRATEGIES:**

- Determine and get acquainted with the new state engineer for the city's district. February 2006.
- Continue to stay in contact and keep the council updated as the project progresses. (Ongoing).

**GOAL:** improve and expand recreational opportunities in the city.

**OBJECTIVE:** develop a comprehensive plan for the development and improvement of the city's parks and open space.

**STRATEGIES:**

- Park and Community Involvement Committee (PCIC) develops list of projects for consideration and establishes priorities. March – May 2006.
- Staff works out cost estimates for each project. March – May 2006.
- Staff and Council evaluate project list and priorities and place project in city CIP. July – September 2006.

**GOAL:** Prepare the city for future through visioning and planning.

**OBJECTIVE:** update the city's comprehensive plan in accordance with the Metropolitan Council guidelines.

**STRATEGIES:**

- Develop methodology and time line for completion of comprehensive plan update. Presented to council January 24, 2006.
- Council recruits and selects members of committee to look at comprehensive plan. March 2006.
- Staff works with committee and council in development of plan update. On going through 2007.
- Staff draft plan update and submits to council and other agencies for review and comment. December - January 2008.
- Council adopts update of city's comprehensive plan. August 2008.
- Final update sent to Metropolitan Council and incorporated into city's comprehensive land use plan. September 2008.

**OBJECTIVE:** revise city zoning ordinance to conform to updated comprehensive plan.

**STRATEGIES:**

- Staff completes review of zoning ordinance provisions and notes areas where amendments are needed. March 2006 – June 2006.
- Staff prepares revisions for council discussion and comment. July – September 2006.
- Staff reviews current land use and makes notes where uses are inconsistent with the city's comprehensive plan. 2006 – 2007.
- Staff prepares reports and resolutions changing land use designation where necessary to conform to comprehensive land use plan. 2007 – 2008.
- Staff presents amended zoning ordinance for adoption by council. 2008.

OBJECTIVE: revise and update city ordinance code.

STRATEGIES:

- Staff contacts firms who provide recodification services to obtain proposals and costs. March – April 2006.
- Staff recommends to council firm to use for recodification services. May – June 2006.
- Staff works with firm and council in recodification and updating all city ordinances. Ongoing 2006 – 2007.

OBJECTIVE: revise and update personnel policy and procedures manual.

STRATEGIES:

- Staff reviews policy and procedures manual. January – March 2006.
- Staff prepares amended policy and procedures manual. April – May 2006.
- Staff presents amended policy and procedures manual for council consideration. June – July 2006.

**GOAL:** improve the city's tax base, employment and housing opportunities.

OBJECTIVE: develop and implement tools the city can utilize to improve the city's housing stock and business opportunities.

STRATEGIES:

- Staff research and provide information for the council to consider regarding the establishment of an HRA or an EDA. April – June 2006.
- Council considers whether or not to establish an HRA or an EDA. July – August 2006.
- Staff researches grants and loan programs the city can participate in. Ongoing.
- Council considers adopting some type of housing maintenance or truth in housing program. April – July 2006.
- Council considers creating additional Tax Increment Finance Districts in the city.

OBJECTIVE: create and expand commercial and retail areas along Larpenteur Avenue.

STRATEGIES:

- Staff and council talk to local business owners along Larpenteur Avenue about their future plans.
- Council develops long-range master plan for the Larpenteur Avenue corridor. Ongoing in conjunction with Comprehensive plan.
- Staff researches possible funding options. Ongoing.
- Council considers the acquisition of land along corridor for future redevelopment.

OBJECTIVE: improve city's light industrial area west of 280 and south of Larpenteur.

STRATEGIES:

- Staff and council talk to local business owners in industrial area about future plans.
- Council develops long-range master plan for the area. Ongoing in conjunction with Comprehensive plan.
- Staff researches possible funding options. Ongoing.



**LAUDERDALE COUNCIL  
ACTION FORM**

**ACTION REQUESTED**

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

Meeting Date: March 14, 2006

ITEM NUMBER 11-B Administrator Cell phone

STAFF INITIAL *PSJ*

APPROVED BY ADMINISTRATOR *[Signature]*

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:** The city now has new telephones. One feature of the new system is the ability to easily forward to another phone either internal to the system, voice-mail or to an outside line, such as a cell-phone. In order to keep in touch with the office, residents and other customers, it is suggested the city administrator be provided a cell phone in order to fully utilize the integrated system.

**OPTIONS:**

- 1) Authorize purchase of cell phone.
- 2) Don't authorize purchase.

**STAFF RECOMMENDATION:** Authorize purchase of cell phone.

**COUNCIL ACTION:**

