

LAUDERDALE CITY COUNCIL MEETING AGENDA
TUESDAY, APRIL 11, 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 3/28/2006 City Council Meetings
- B. Approve claims totaling \$68,543.52

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) Accept quotes for seal coating and award bid to Allied Blacktop Co. per recommendation of City Engineer.
- B) Approve attendance at Annual Minnesota City/County Managers Association (MCMA) meeting May 10 – 12. Cost apprx. \$500.00
- C) Approve attendance at LMNC Annual Conference (Jim B, Heather B and any council members) in St. Cloud from June 28-30.

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

FILE

7. INFORMATIONAL PRESENTATIONS

A) 2005 Audit Presentation

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

10. DISCUSSION

A) Park Capital Plan

11. ACTION 7:40 p.m.

A) Comprehensive Plan

12. ITEMS REMOVED FROM THE CONSENT AGENDA

13. ADDITIONAL ITEMS

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

A) Comprehensive Plan Task Force

B) Quarterly Budget Update

15. WORK SESSION 8:05 p.m.

A) Personnel policies and procedures (including communications policy)

B) Rental housing and housing issues

16. ADJOURNMENT

LAUDERDALE CITY COUNCIL
MEETING MINUTES
MARCH 28, 2006

7:30 P.M. CITY HALL

Mayor Dains called the meeting to order at 7:40 p.m. and asked the Administrator to take the roll.

Members present: council member Karen Gill-Gerbig, council member Denise Hawkinson, council member Clay Christensen and Mayor Jeff Dains.

Staff Present: Brian B. Heck, City Administrator

Mayor Dains asked for additions or deletions to the agenda. Council member Gill-Gerbig added an item regarding a new publication. Administrator Bakken Heck recommended adding street sweeping quotes to the consent agenda. Gill-Gerbig moved and Christensen seconded approval of the agenda, motion carried.

Council member Hawkinson moved and Gill-Gerbig seconded the approval of the minutes of Tuesday, March 14, 2006 and carried.

Mayor Dains asked for questions on the claims. There being none, council member Christensen moved and Gill-Gerbig seconded approval of the claims in the amount of \$27,018.74. Motion carried.

Mayor Dains removed item D "*Authorization to purchase three flat screen monitors and a lap top computer*" from the consent agenda. Gill-Gerbig moved the balance of the consent, which was seconded by Hawkinson. Motion to approve the consent agenda consisting of a) approving the cost recover agreement with the City of Roseville for telephone services; b) approval of the technology agreement with the City of Roseville; c) Acknowledging the successful completion of probation and granting regular status to Heather Butkowski as Deputy City Clerk; e) authorizing participation in the County CDBG program; and f) approving bid of McPhillips for street sweeping carried.

The Mayor opened the public hearing on the DNR Grant application for the Community Park Project at 7:45 p.m. Bakken Heck provided a brief background on the application and project the grant would provide funding for including the project scope, proposed implementation schedule, overall cost including future maintenance and the proposed financing for the project.

The Mayor then asked if there was anyone in the audience to speak to the grant application.

Michelle Krøug, Chair of the Park and Community Involvement Committee (PCIC) spoke in support of the grant saying the tennis courts and basketball area are in need of repair and have been for quite sometime. She strongly encouraged the council to support the application as well.

LAUDERDALE CITY COUNCIL
MEETING MINUTES
MARCH 28, 2006

7:30 P.M. CITY HALL

There being no other comments or questions regarding the grant application or project, the mayor closed the public hearing at 7:46 p.m.

Council member Christensen moved Resolution #032806A Authorizing staff to apply for the DNR Outdoor Recreation Program for the rehabilitation of the tennis courts at the Lauderdale Community Park. Resolution seconded by Hawkinson and carried with Gill-Gerbig, Hawkinson, Christensen and mayor Dains all voting yes.

Bakken Heck outlined the request for community park improvements. He stated the Council and the PCIC discussed park improvements at the last council work session. The top priority of the PCIC and the council is the rehabilitation of the tennis courts, the installation of fencing around the backside of the hockey rink and improvements around the warming house to prevent accumulation of water and ice. It was recommended at the meeting to move forward with the tennis court project as that has been discussed over the past several years as well as the safety improvements to the hockey rink and warming house. The tennis court project also includes consideration of improving the basketball area.

Council member Hawkinson moved and Gill-Gerbig seconded moving forward with reconstruction of the tennis courts with the option of also doing the basketball courts and the safety improvements to the hockey rink and warming house. Motion carried with all members voting yes.

Item B, Community Park Plan was laid over until next meeting.

Bakken Heck provided background on the cell phone reimbursement item. Gill-Gerbig suggested this item not be considered until a policy is developed first. She felt the policy should come first than the issue of reimbursement. It was the consensus of the rest of the council to direct staff to develop a policy for consideration and presentation to the council regarding cell phone use.

Bakken Heck presented information on the Comprehensive Plan Task Force member recruitment. He stated staff was pleasantly surprised to have 8 residents provide applications to be on the task forces as well as indicating interest in other committees of the city. He said staff is suggesting the Council consider appointment of all 8 members to the task force.

Following additional discussion, the consensus of the council is to work on the general timeline for the project, development of council priorities/goals, and general charge for the members. The Council will develop these at the next meeting and then invite the members to the April 25th meeting to formally appoint the members.

Council member Gill-Gerbig informed the council of a new publication on conservation and pollution reduction. She asked that this publication be provided to staff, council and when the time is right, to the comprehensive plan task force.

LAUDERDALE CITY COUNCIL
MEETING MINUTES
MARCH 28, 2006

7:30 P.M. CITY HALL

Mayor Dains indicated he pulled the computer request item from the consent as the request did not have costs associated with the purchase and he felt the council should not be approving something without know the costs associated with the purchase. Bakken Heck apologized for leaving out the cost figures and stated the flat screen monitors were \$395 per monitor and the laptop was approximately \$1,700. He also discussed with the Council the plans for moving equipment around.

Council member Christensen moved and Hawkinson seconded the purchase of the requested equipment and carried with all members voting yes.

There being no further formal items before the council, the council moved into the work session at 8:41 p.m. to discuss the animal control ordinance and the personnel policy and procedures manual.

Council member Gill-Gerbig discussed her concerns with the ordinance as drafted. Specifically, she indicated her concern the ordinance was not fully discussed by the council with regard to the philosophical issue of why the city is considering such an ordinance in the first place. She also raised concerns regarding the license renewal process and how do license holders know when they are to renew the license.

Council member Christensen indicated he felt the license should be a "life time" license and the pet owner be required to renew the license at the time when the rabies vaccination expires.

Mayor Dains asked Council member Gill-Gerbig what exactly she would like to have changed in the ordinance. Council member Gill-Gerbig indicated there were several things she had concerns with and pointed to the definition of "Large Cat" by stating a "couger, bobcat, puma" etc., are not members of the large cat family. She wants to make sure the ordinance is correct and does not open the city up to litigation for such issues.

Following additional discussion, the Council arrived at consensus to insert the word "or small" in the definition for "Non-domestic cats" and directed staff to develop a licensing procedure that included notification to the pet owner regarding the requirement to renew the license for their pet when the rabies vaccination expires.

Discussion on the personnel policy and procedures manual was laid over until next meeting as Council member Doherty informed the mayor she had some questions and comments.

Council member Christensen moved to adjourn the meeting second by Council member Hawkinson seconded and the meeting adjourned at 9:39 p.m.

Respectfully submitted by

LAUDERDALE CITY COUNCIL
MEETING MINUTES
MARCH 28, 2006

7:30 P.M. CITY HALL

Brian B. Heck, City Administrator

CITY OF LAUDERDALE

Claims for Approval

April 11, 2006 City Council Meeting

Payroll

4/07/06 Payroll: Direct Deposit # 500125-500129	\$6,285.69
4/07/06 Payroll: Payroll Liabilities, Checks 47E-49E	\$5,507.82

Vendor Claims

4/07/06 Claims: Check # 18028-18046	\$56,750.01
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Subtotal of Claims From Above **\$68,543.52**

Total Claims for Approval	\$68,543.52
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CITY OF LAUDERDALE
***Check Detail Register©**

APRIL 2006

			Check Amt	Invoice	Comment
10100 NORTH STAR CHECKING					
Paid Chk#	018028	4/11/2006		AFSCME	
	G 101-21709	UNION DUES	\$78.28		March 2006 union dues
		Total AFSCME	\$78.28		
Paid Chk#	018029	4/11/2006		AMERICAN MESSAGING	
	E 601-49000-391	TELEPHONE/PAGERS	\$49.93		annual service fee
	E 101-43100-391	TELEPHONE/PAGERS	\$49.94		annual service fee
		Total AMERICAN MESSAGING	\$99.87		
Paid Chk#	018030	4/11/2006		AMERIPRIDE	
	E 101-41200-201	GENERAL SUPPLIES	\$104.09		paper towels
		Total AMERIPRIDE	\$104.09		
Paid Chk#	018031	4/11/2006		BONESTROO, ROSENE, ANDERLIK	
	E 101-43300-304	ENGINEERING	\$1,701.03		seal coating project
		Total BONESTROO, ROSENE, ANDERLIK	\$1,701.03		
Paid Chk#	018032	4/11/2006		CINTAS	
	E 601-49000-425	CLOTHING	\$79.89		pw uniforms
		Total CINTAS	\$79.89		
Paid Chk#	018033	4/11/2006		CITY OF ROSEVILLE	
	E 101-43400-306	CONSULTING FEES	\$164.08		4/06 it services
		Total CITY OF ROSEVILLE	\$164.08		
Paid Chk#	018034	4/11/2006		CITY OF ST ANTHONY	
	E 101-42100-319	POLICE CONTRACT	\$21,271.16		4/06 police services
		Total CITY OF ST ANTHONY	\$21,271.16		
Paid Chk#	018035	4/11/2006		GLENWOOD INGLEWOOD	
	E 101-41200-208	WATER DELIVERY	\$4.79		3/06 water cooler rental
		Total GLENWOOD INGLEWOOD	\$4.79		
Paid Chk#	018036	4/11/2006		HEWLETT-PACKARD CO	
	E 101-41200-538	COMPUTER SOFTWARE & EQU	\$1,432.43		bh laptop
		Total HEWLETT-PACKARD CO	\$1,432.43		
Paid Chk#	018037	4/11/2006		HOME DEPOT CRC	
	E 402-48000-521	CITY GARAGE	\$74.13		misc garage supplies
		Total HOME DEPOT CRC	\$74.13		
Paid Chk#	018038	4/11/2006		JOHN DEERE COMPANY	
	E 402-48000-543	TRACTOR	\$28,262.18		1445 commerical mower
		Total JOHN DEERE COMPANY	\$28,262.18		
Paid Chk#	018039	4/11/2006		KENNEDY & GRAVEN	
	E 101-41400-305	LEGAL FEES	\$978.75		2/06 legal services
	E 101-41400-355	MISC PRINTING/PROCESS SER	\$15.76		2/06 legal services - park

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

APRIL 2006

			Check Amt	Invoice	Comment
E 101-41400-355	MISC PRINTING/PROCESS SER		\$25.50		2/06 legal services
E 101-41400-305	LEGAL FEES		\$522.00		2/06 legal services - park
	Total KENNEDY & GRAVEN		\$1,542.01		
Paid Chk# 018040 4/11/2006 LMC					
E 101-41200-308	TRAINING\CONFERENCES		\$80.00		bh 2006 State of Cities Regist
	Total LMC		\$80.00		
Paid Chk# 018041 4/11/2006 MINNESOTA GFOA					
E 101-41200-438	DUES & SUBSCRIPTIONS		\$40.00		hb membership dues
	Total MINNESOTA GFOA		\$40.00		
Paid Chk# 018042 4/11/2006 PARK HARDWARE HANK					
E 101-43100-228	MISC REPAIRS MAINT SUPPLIE		\$15.28		misc supplies
	Total PARK HARDWARE HANK		\$15.28		
Paid Chk# 018043 4/11/2006 PARK SERVICE					
E 601-49000-212	MOTOR FUELS		\$31.43		motor fuel & truck tire
E 101-43200-228	MISC REPAIRS MAINT SUPPLIE		\$253.37		motor fuel & truck tire
E 101-43100-212	MOTOR FUELS		\$282.85		motor fuel & truck tire
	Total PARK SERVICE		\$567.65		
Paid Chk# 018044 4/11/2006 RAPIT PRINTING					
E 101-41600-353	NEWSLETTER PRINTING		\$597.66		March/April 2006 newsletter
	Total RAPIT PRINTING		\$597.66		
Paid Chk# 018045 4/11/2006 WASTE MANAGEMENT					
E 101-43100-384	REFUSE DISPOSAL		\$69.63		4/06 refuse pick up
	Total WASTE MANAGEMENT		\$69.63		
Paid Chk# 018046 4/11/2006 XCEL ENERGY, CITY HALL					
E 101-45200-381	ELECTRIC		\$45.61		city hall utilities
E 101-45200-383	GAS UTILITIES		\$95.85		city hall utilities
E 101-43100-381	ELECTRIC		\$136.85		city hall utilities
E 101-43100-381	ELECTRIC		\$287.54		city hall utilities
	Total XCEL ENERGY, CITY HALL		\$565.85		
	10100 NORTH STAR CHECKING		\$56,750.01		

Fund Summary

	10100 NORTH STAR CHECKING	
101 GENERAL		\$28,252.45
402 CAPITAL IMPROVEMENTS		\$28,336.31
601 SEWER UTILITIES		\$161.25
		<u>\$56,750.01</u>

CITY OF LAUDERDALE

04/06/06 8:25 AM

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Paid Register

Check Number	Employee Number	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date	Status
500125	000000001	BAKKEN-HECK, BRIAN	7	BI-WEEKLY	\$1,642.84	4/7/2006	Outstanding
500126	000000011	BOWNIK, JAMES	7	BI-WEEKLY	\$1,218.07	4/7/2006	Outstanding
500127	000000007	BUTKOWSKI, HEATHER	7	BI-WEEKLY	\$1,050.51	4/7/2006	Outstanding
500128	000000002	HINRICHS, DAVID C	7	BI-WEEKLY	\$1,238.01	4/7/2006	Outstanding
500129	000000005	HUGHES, JOSEPH A	7	BI-WEEKLY	\$1,136.26	4/7/2006	Outstanding
					<u>\$6,285.69</u>		

CITY OF LAUDERDALE

04/06/06 9:59 AM

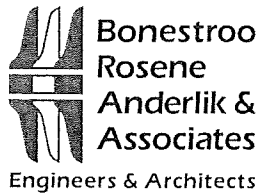
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Payments

Current Period: APRIL 2006

Batch Name	040706paytax				
Payment	Computer Dollar Amt	\$5,507.82	Posted		
Refer	140 NORTH STAR BANK, CHECKING S	Ck# 000047E 4/7/2006			
Cash Payment	G 101-21703 FICA WITHHOLDING.	4/7/06 payroll taxes			\$1,682.08
Invoice					
Cash Payment	G 101-21701 FEDERAL TAXES	4/7/06 payroll taxes			\$937.90
Invoice					
Transaction Date	4/6/2006	Due 0 NORTH STAR CHE	10100	Total	\$2,619.98
Refer	141 PERA	Ck# 000048E 4/7/2006			
Cash Payment	G 101-21704 PERA	4/7/06 payroll			\$1,218.62
Invoice					
Transaction Date	4/6/2006	Due 0 NORTH STAR CHE	10100	Total	\$1,218.62
Refer	142 ICMA	Ck# 000049E 4/7/2006			
Cash Payment	G 101-21705 ICMA RETIREMENT	4/7/06 payroll			\$1,669.22
Invoice					
Transaction Date	4/6/2006	Due 0 NORTH STAR CHE	10100	Total	\$1,669.22
Fund Summary				BATCH Total	\$5,507.82
101	10100 NORTH STAR CHECKING				\$5,507.82
					\$5,507.82

Pre-Written Checks	\$5,507.82
Checks to be Generated by the Compute	\$0.00
Total	\$5,507.82



2335 West Highway 36 ▪ St. Paul, MN 55113

Office: 651-636-4600 ▪ Fax: 651-636-1311

www.bonestroo.com

March 30, 2006

Honorable Mayor and City Council
City of Lauderdale
1891 Walnut Street
Lauderdale, MN 55113-5137

Re: 2006 Seal Coat Project
File No. 000532-06001-0
Bid Results

Bids were opened for the Project stated above on Wednesday, March 29, 2006 at 2:00 P.M., C.S.T. Transmitted herewith is a copy of the Bid Tabulation for your information and file. Copies will also be distributed to each Bidder.

There were a total of 3 Bids. The following summarizes the results of the Bids received:

	<u>Contractor</u>	<u>Bid Amount</u>	<u>Alternate 1</u>	<u>Alternate 2</u>
Low	Allied Blacktop Company	\$25,770.00	\$15,300.00	\$19,925.00
#2	Pearson Bros., Inc.	\$27,895.00	\$22,500.00	\$27,500.00
#3	Astech Surface Technologies Corporation	\$43,525.00	\$22,500.00	\$27,500.00

The low Bidder on the Project was **Allied Blacktop Company** with a Base Bid of **\$25,770.00** and **Alternate 1** of **\$15,300.00**. These Bids have been reviewed and found to be in order.

If the City Council wishes to award the Project to the low Bidder, then **Allied Blacktop Company** should be awarded the Project on the **Base Bid and Alternate 1 Amount of \$41,070.00**.

Should you have any questions, please feel free to contact me at Darren Amundsen, at (651) 604-4894.

Sincerely,

BONESTROO, ROSENE, ANDERLIK & ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read "D. T. Amundsen", is written over a horizontal line.

Darren T. Amundsen, P.E.

Enclosure



Project Name: 2006 Seal Coat Project

I hereby certify that this is an exact

Client Project No.:

File No.: 000532-06001-0

reproduction of bids received.

Engineers & Architects

Bid Opening: Wednesday, March 29, 2006 at 2:00 P.M.

Owner:

City of Lauderdale

Darren T. Amundsen, PE
Registration No. 40924

Bidder No. 1
Allied Blacktop Company

Bidder No. 2
Pearson Bros., Inc.

Bidder No. 3
Astech Surface Technologies

BID TABULATION

Item Num	Item	Units	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total
BASE BID:									
1	MOBILIZATION	LS	1	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00	\$10,000.00	\$10,000.00
2	TRAFFIC CONTROL	LS	1	\$900.00	\$900.00	\$1,500.00	\$1,500.00	\$7,500.00	\$7,500.00
3	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	10,300	\$1.70	\$17,510.00	\$1.65	\$16,995.00	\$1.75	\$18,025.00
4	ROUTE AND SEAL	LBS	4,000	\$1.59	\$6,360.00	\$1.85	\$7,400.00	\$2.00	\$8,000.00
	TOTAL PART 1 - BASE BID				\$25,770.00		\$27,895.00		\$43,525.00
ALTERNATE 1 - GRANITE:									
5	SEAL COAT AGGREGATE, FA-2, GRANITE	TN	500	\$30.60	\$15,300.00	\$45.00	\$22,500.00	\$45.00	\$22,500.00
	Total ALTERNATE 1 - GRANITE::				\$15,300.00		\$22,500.00		\$22,500.00
ALTERNATE 2 - TRAP ROCK:									
6	SEAL COAT AGGREGATE, FA-2, TRAP ROCK	TN	500	\$39.85	\$19,925.00	\$55.00	\$27,500.00	\$55.00	\$27,500.00
	Total ALTERNATE 2 - TRAP ROCK::				\$19,925.00		\$27,500.00		\$27,500.00
TOTAL PART 1 - BASE BID					\$25,770.00		\$27,895.00		\$43,525.00
TOTAL ALTERNATE 1 - GRANITE					\$15,300.00		\$22,500.00		\$22,500.00
TOTAL ALTERNATE 2 - TRAP ROCK					\$19,925.00		\$27,500.00		\$27,500.00
Contractor Name and Address:									
Allied Blacktop Company 10503 89th Avenue North Maple Grove, MN 55369					Pearson Bros., Inc. 11079 Lamont Avenue North Hanover, MN 56341				
Phone: (763) 425-0575 Fax (763) 425-1046 Signed By: Daniel A. Smith Title: Vice President Bid Security: Bid Bond Addenda Acknowledged: None					Astech Surface Technologies Corporation a/k/a/ ASTECH Corp. P.O. Box 1025 St. Cloud, MN 56302 (320) 363-8500 (1320) 363-8700 Bruce R. Batzere President Bid Bond None				

**LAUDERDALE COUNCIL
ACTION FORM**

ACTION REQUESTED

Consent X
Public Hearing
Discussion
Action
Resolution
Work session

Meeting Date: Tuesday, April 11 2006

ITEM NUMBER 5B Approve attendance at MCMA Annual Meeting

STAFF INITIAL _____

APPROVED BY ADMINISTRATOR

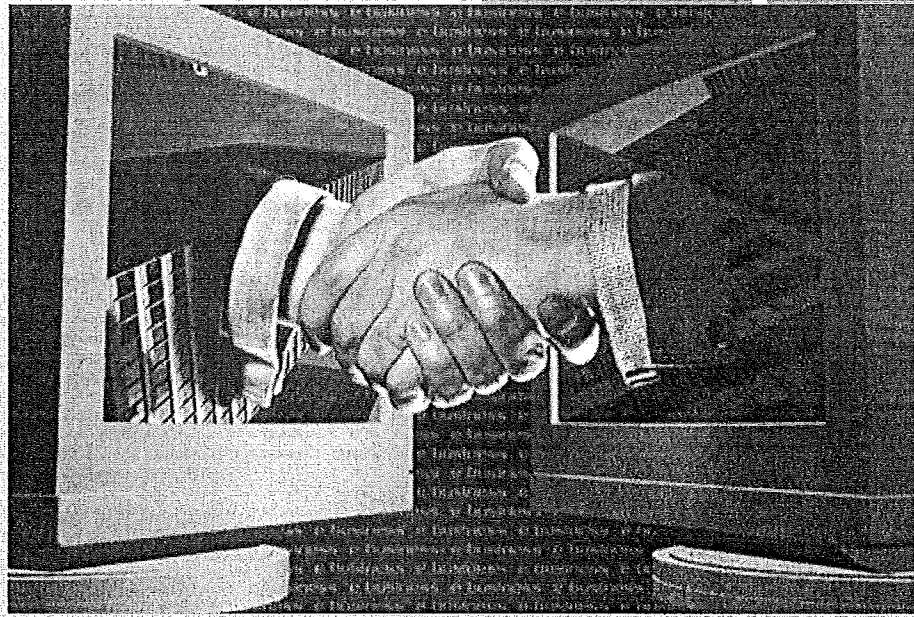
DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION: The Minnesota City/County Managers Association (MCMA) annual meeting is scheduled for May 10—May 12, 2006 at Craguns Conference Center. Attached is information on the conference. This is my first time attending so the conference rate is discounted. Total estimated cost excluding mileage: \$500.00

OPTIONS:

1. Allow attendance at the conference
2. Don't allow attendance.

STAFF RECOMMENDATION: Staff recommends authorizing attendance.

COUNCIL ACTION:



BUILDING COMMUNITY IN TODAY'S ENVIRONMENT

City and County Managers Spring Conference 2006

Craguns Conference Center

East Gull Lake, MN

May 10 - 12

Friends, colleagues and fellow administrators, lend me your ears! Indeed, it is hard to believe that the spring conference is nearly upon us.

This year's theme, "Building Community in Today's Environment," was developed by the planning committee during several discussions and brainstorming sessions. One common thought kept emerging -- the many challenges we all seem to be facing in developing and fostering that sense of place, that interconnectedness, that "social capital" (ala Dr. Putnam from ICMA's Minneapolis Conference.) that our communities all seem to want and desire. Not just the typical economic development and physical bricks and mortar stuff, but the real social and relational "glue" that holds us together as a community, that binds us in commonality of purpose, that sadly seems to be diminishing, is in ever shorter supply, and is sometimes altogether absent in many of our neighborhoods and town halls.

To address this year's theme, we have selected only the best and most talented of folks! Jeff Bercowitz, President of Community Innovations, will kick off our conference on Wednesday evening with an energetic message about the challenges, as well as the opportunities associated with building a truly complete community. Jeff will stay with us Thursday morning as we explore successful and not-so-successful examples of high tech and low tech tools and approaches employed in community building efforts, many from right here in Minnesota.

In addition to Thursday's requisite networking opportunities and ICMA luncheon on performance measurement, Jeff will be offering an optional small group clinic for those attendees interested in devising a personalized blue print for community building. Other optional professional development opportunities include an interactive discussion led by Dr. Miriam Porter about the role of Managers and Administrators as Civic Educators and an off-site tour of Crow Wing County's new Community Services Building and Judicial Center.

Thursday evening promises to be a real show-stopper, with a reception, awards banquet, and conference dinner preceding the passionate and poignant remarks of former Minnesota Governor Arnie Carlson, who will address the importance of restoring civility to government and community.

Friday morning will see us home, personally and professionally, through the words and wisdom of Jim Diers, Seattle Community Liaison for the University of Washington's Office of Education Partnerships. Jim will focus on how to engage our citizens, our organization, our profession and ourselves in the important work of community building.

As you can tell, your MCMA/MACA Planning Committee is excited to offer this practical and inspirational program, an opportunity to enhance and develop the skills, knowledge and passion required to better serve our cities and counties. On behalf of the committee members, I invite you to attend and enjoy the 2006 Conference, to be held May 10th - 12th and acquire the professional and personal tools necessary for Building Community in Today's Environment!

Your colleague in public service;

*Bruce A. Messelt, Moorhead
Conference Planning Committee Chair*



*Conference Sponsors
Minnesota City/County Management Association
in cooperation with Minnesota Association of County Administrators*



CONFERENCE SCHEDULE

Wednesday, May 10, 2006

- 1:00 – 5:00 PM Pre-Conference: ICMA University Workshop **Reducing the Cost of Conflict**
Betsy Shane, Shane Communication Strategies (Separate registration required.)
- 3:00 – 6:00 Conference Registration
- 5:00 – 6:00 Get-Acquainted Reception
- 6:00 – 7:30 Dinner
MCMA Board Meeting
- 7:30 -- 9:30 Keynote Address: **Building Community in Today's Environment**
Jeff Bercuvitz, President, Community Innovations
- 9:45 – 11:00 Manager Poker Showdown

Thursday, May 11, 2006

- 8:30 – 10:10 AM **Building Community with High Tech Tools**
Chaska's web portal—*Dave Pokorney, City Administrator, Chaska*
Blogging—*Scott Neal, City Manager, Eden Prairie*
County-wide Information & Services—*George McClure, Information Services Director, Stearns County*
I-Neighbors—*Helene Johnson, Envision Connection Board Member, Golden Valley; Executive Director, Government Training Services*
- 10:10 – 10:30 Break
- 10:30 – Noon **Think Big, Start Small: Moving Effectively from Vision to Action**
Jeff Bercuvitz
- 12:00 – 1:00 PM Lunch
Special Program Option (over lunch): **Performance Management Discussion**
Facilitators: *Michael Williams, City Administrator, St. Cloud*
Michael Redlinger, Assistant City Manager, Moorhead
- 1:00 – 3:00 Special Program Options:
1) **Expanding Islands of Success**—*Jeff Bercuvitz*
2) **Manager As Civic Educator**—*Miriam Porter, Assistant Professor, Urban and Regional Studies Institute, Minnesota State University, Mankato*
3) **Mobile Tour** (New Crow Wing County Facilities)
- 3:00 – 5:30 Recreation/Social Opportunities
- 5:30 -- 6:15 Reception
- 6:15 – 8:15 Award Dinner
Remarks by former Governor Arne Carlson
- 8:15 – 9:00 Joint Business Meeting – MCMA & MACA

Friday, May 12, 2006

- 7:45 – 8:45 AM Joint MACA/MCMA Board Gathering
- 9:00 – 12:00 NOON **Engaging Your Community, Your Organization, Your Profession and Yourself**
Jim Diers, Seattle community liaison for the University of Washington's Office of Educational Partnerships
- 12:00 Lunch & Adjourn

GENERAL SESSION DESCRIPTIONS

Wednesday, May 10, 2006 7:30 p.m.
Building Community in Today's Environment

Jeff Bercuvitz, one of North America's leading experts on creative strategies to succeed in community-building, will tell inspiring and instructive success stories from his work with numerous communities in Minnesota, in more than forty other states, throughout Canada, and in Africa, Asia and Europe. He will share practical "hot tips" and his successful six-step approach to boosting enthusiasm and involvement in effective, low-cost, community-building activities, while making your own efforts more personally rewarding and sustainable. This presentation will touch on how to:

- + create tangible results with little or no money
- + motivate people to become involved and new leadership to self-select
- + create initiatives which draw on the gifts that everyone in the community has to offer
- + generate momentum and credibility necessary for tackling larger challenges, plus
- + inspire people to move beyond talking to engage in mutually beneficial projects.

Thursday, May 11, 2006 8:30 a.m.
Panel: Building Community with High Tech Tools

A number of Minnesota cities and counties are using various capabilities of the internet to facilitate meaningful two-way communication with their citizens. Learn what's involved in using a web portal, blogging, providing county-wide information and services on-line and creating citizen-to-citizen connections; see actual examples. Discussion will cover the benefits, the challenges, and the pitfalls.

Conference Note:
Casual attire is appropriate for all sessions.

Thursday, May 11, 2006 10:30 a.m.
Think Big, Start Small: Moving Effectively From Vision to Action

This session is designed to help participants apply the approach to community-building introduced by Jeff Bercuvitz in his opening address. During this interactive program, participants will identify assets they have not used before and craft a "substitute creativity for cash" action plan they will be able to implement as soon as they return home.

Thursday, May 11, 2006 7:30 p.m.
Special Presentation

A highlight of the Award Banquet will be the opportunity to hear former Governor Arne Carlson's thoughts on the state of civility in Minnesota government, his perspectives on what building community in today's environment really means, as well as current issues or topics of import.

Friday, May 12, 2006 9:00 a.m.
Engaging Your Community, Your Organization, Your Profession and Yourself

From his experience as the first director of the Seattle Department of Neighborhoods, **Jim Diers** strongly believes that engaging the community won't happen unless city/county managers and their staffs are also engaged. Learn why this is critical, how to get staff buy-in, plus specific types of programs that were launched in Seattle as a direct result of community empowerment strategies (rather than citizen participation). Discussion will tackle the many questions facing those in local government:

- + How can that work in my community?
- + How do we get support from the elected officials and maintain continuity when they change?
- + Can't civic engagement run amok?
- + How can these efforts survive in times of budget cuts?

SPECIAL PROGRAM OPTIONS

PRE-CONFERENCE:

REDUCING THE COST OF CONFLICT (ICMA University Workshop)

Wednesday, May 10 1:00 – 5:00 p.m.
Separate registration; a minimum of 25 participants required.

As city and county government workforces become more diverse, as local issues become increasingly interdependent, and as financial resources continue to shrink, conflict is inevitable. Unresolved or unmanaged conflict can tear at the fiber of our organizations, resulting in unnecessary financial, political, and emotional tolls. Using a systemic approach, trainers will guide participants through a process to evaluate the cost of conflict within their local governments and identify the most effective strategies for lowering the cost. Participants will receive a handbook with tools to help them identify unnecessary conflict within their jurisdictions, evaluate the hidden costs of these conflicts, and consider interventions, strategies, and resources to address potential conflicts at the earliest possible time, with the least expense. Learn to build capacity within your local government and your community to minimize conflict!

LUNCH CONVERSATION:

PERFORMANCE MEASUREMENT

Thursday, May 11 12 noon to 1:00 p.m.

The ICMA Center for Performance Measurement has been actively working with a handful of Minnesota cities and managers on a new Minnesota Consortium for Performance Measurement. Not sure what the state consortium is all about? Have questions about how ICMA measurement tools can work for you in your community? Join those involved for an informal and instructive discussion.

AFTERNOON WORKSHOP:

“EXPANDING ISLANDS OF SUCCESS”

Thursday, May 11 1:00 to 3:00 p.m.

In this advanced workshop, Jeff Bercuvitz will lead an applied brainstorming session for participants to learn of successes from others in the group and from Jeff's work around the world that can be brought to bear effectively on immediate challenges they face.

AFTERNOON WORKSHOP:

“MANAGER AS CIVIC EDUCATOR”

Thursday, May 11 1:00 to 3:00 p.m.

Research conducted by Miriam Porter indicated that local government managers in Minnesota see themselves as civic educators, covering a broad spectrum of issues with various stakeholder groups in a variety of settings. Although those in the study believed it is an important role, they recognized this function is neither prescribed nor viewed as politically palatable in many situations. This participatory session will address some of these concerns and explore ways to structure formal opportunities or tap into informal networks (from coffeehouses to religious centers) to further communication and education and create a better sense of community involvement.

AFTERNOON MOBILE TOUR:

“NEW CROW WING COUNTY FACILITIES”

Thursday, May 11 1:00 to 3:00 p.m.

Take advantage of this opportunity for a “behind the scenes” look at the new Crow Wing County Community Services Building and the Judicial Center. If construction conditions allow, there may also be a tour of the jail facility under construction on the same campus. The construction manager and architect will be on hand to share the story, point out special features of this multi-million dollar project, and answer your questions.

FEATURED PRESENTERS



JIM DIERS

Participatory democracy has been Jim Diers' preoccupation and career for the past 30 years. In his work with grassroots community organizations, with the nation's largest health care cooperative and with city government, Jim has found ways to get people more involved with their communities and with decisions that affect their lives.

Jim served for fourteen years (under three mayors) as the first director of Seattle's Department of Neighborhoods, coordinating decentralization of city services, supporting community empowerment and self-help projects, and initiating activities ranging from community gardens to leadership training. Various programs have received an Innovation in American Government award (Ford Foundation), the Full Inclusion Award (American Association on Mental Retardation) and the Best of the Best Award (HUD). In 2001, Jim was named Public Employee of the Year by the Municipal League of King County. He now serves as the Seattle community liaison for the University of Washington's Office of Educational Partnerships, directs the South Downtown Foundation, and is on the faculty of the Asset-Based Community Development Institute and UW's Department of Architecture. His book, *Neighbor Power: Building Community the Seattle Way*, was published in 2004.



MIRIAM PORTER

Miriam is an Assistant Professor of the Urban and Regional Studies Institute, Minnesota State University Mankato, her alma mater. She worked for 13 years in local government management before receiving her doctorate in public administration. Her current professional involvements are in civic education, comparative government, and organizational development.

CONFERENCE COMMITTEE MEMBERS

Bruce Messelt, Moorhead (Chair)

Tanya Ange, Minnesota State University, Mankato

Curt Boganey, Brooklyn Center

Charles Grawe, Apple Valley

Tim Houle, Morrison County

Shaunna Johnson, Waite Park

Dianne Miller, Eagan

Justin Miller, Chanhassen

Matt Podhradsky, Chaska

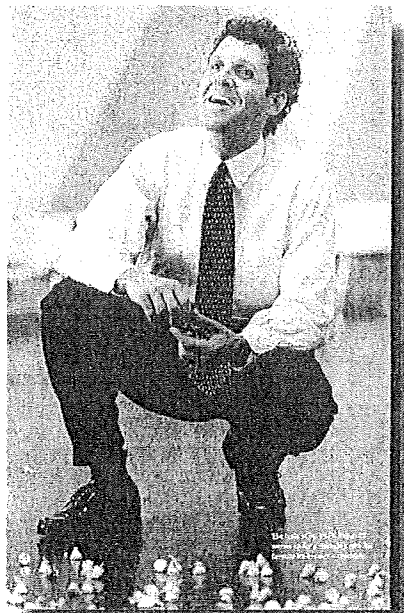
Michael Redlinger, Moorhead

Roxy Traxler, Le Sueur County

FEATURED PRESENTERS

JEFF BERCUVITZ

As President of Community Innovations, Jeff Bercuvitz trains and coaches municipal and non-profit leaders, community builders, activists, and educators around the world, helping them apply his six-point approach to community building, sustainable economic development, fundraising, wellness, environmental regeneration, crime prevention and downtown revitalization. In addition to his extensive work in cities, Jeff has worked with people in rural communities throughout North America and overseas to help them discover ways to simultaneously preserve their environmental health and strengthen their local economy through innovative ventures. Prior to his current position, Jeff served as Executive Director of the Working Land Fund, a private non-profit organization that integrated sustainable agriculture, land preservation and community economic development, as well as Director of the Regeneration Project of Rodale Press in Emmaus, Pennsylvania. Originally from Montreal, he now makes his home in Gainesville, Florida and in Lincoln, Vermont.



ARNE CARLSON

Arne Carlson spent 30 years in elected office including service in the State Legislature, State Auditor, and eight years as Governor of Minnesota. He inherited a \$2.3 billion deficit and quickly brought the spending systems under control. Under his leadership, Minnesota was awarded a AAA Bond rating, honored as one of the best financially managed states in America, and cited for its excellent reforms relative to health care, welfare, and a complete overhaul of the worker's compensation system. He led the successful effort to provide substantial tax deductions and credits to enhance school choice and initiated major education reforms including creation of boarding schools. Overall, he reduced taxes by some \$3 billion, restored financial stability, and won awards from a variety of differing organizations. In a statewide poll, Minnesotans rated Arne Carlson as one of three people who made the most significant contributions during the 20th Century. Governor Carlson currently serves as Chairman of RiverSource Funds and is a leader in working with Congress on a variety of reforms including independent boards, independent chairpersons, and reforming 15(c) which places the burden on the management company to provide full and complete information to independent boards.



**LAUDERDALE COUNCIL
ACTION FORM**

ACTION REQUESTED

Consent X
Public Hearing
Discussion
Action
Resolution
Work session

Meeting Date: Tuesday, April 11 2006

ITEM NUMBER 5C Approve attendance at LMC Annual Meeting.

STAFF INITIAL _____

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION: The League of Minnesota Cities (LMC) is going back to the Summer Annual meeting after trying the meeting in December of Last year. The City Administrator Attended the Winter meeting and is suggesting attendance at the meeting by Jim Bownik, Assistant to the Administrator and Heather Butkowsik, Deputy Clerk if they wish to attend. Also recommend attendance by council members as well. Estimated cost is unknown at this time. Would consist of registration fee, hotel and mileage.

OPTIONS:

1. Allow attendance at the conference
2. Don't allow attendance.

STAFF RECOMMENDATION: Staff recommends authorizing attendance.

COUNCIL ACTION:



**LAUDERDALE COUNCIL
ACTION FORM**

ACTION REQUESTED

Consent _____
Public Hearing _____
Discussion _____
Action _____
Resolution _____
Work session _____

Meeting Date: Tuesday, April 11 2006

ITEM NUMBER 7A Annual audit report for 2005.

STAFF INITIAL _____

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION: Abdo, Eck and Meyer provides the audit of the city financials. They completed the 2005 audit and are here to present the report and findings to the board.

OPTIONS:

None—report presentation. Accept the report as presented.

STAFF RECOMMENDATION: Staff recommends council moving the acceptance of the 2005 audit report as presented by Abdo, Eck, and Meyer.

COUNCIL ACTION:

**LAUDERDALE COUNCIL
ACTION FORM**

ACTION REQUESTED

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

MEETING DATE April 11, 2006

ITEM NUMBER 2006 Park Improvement Staging Plan

STAFF INITIAL JB

APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

At the last meeting, the City Council authorized staff to be working on the following park improvement projects for 2006:

- A) Tennis court redevelopment with option of basketball court redevelopment;
- B) Hockey rink fencing;
- C) Drainage improvements at the warming house.

The other projects were to be staged over a period of time (3-4 years). In my memo for the March 28th council meeting I had suggested the group have another joint meeting in the future to determine staging for the other proposed projects.

Not enough time has been given for that to occur. However, the Park & Community Involvement Committee discussed it at their April 4th meeting and is asking the council to consider the attached staging plan.

It was the committee's understanding that the group decided on five projects for 2006, not three. The five projects include the three projects mentioned above and the two listed below:

- D) Electrical upgrades at the park shelter.
- E) Hockey net upgrades.

OPTIONS:

STAFF RECOMMENDATION:

COUNCIL ACTION:

April 11th City Council Meeting
3 Year Park Improvement Staging Plan

Note: Should allow for some flexibility to do some projects from different years at the same time when doing so would result in a cost savings or is otherwise sensible.

2006

- A) What: Tennis courts (double court).
Where: Community Park.
Notes: Deteriorated condition, safety concerns. This project may necessitate the other projects listed below.
Estimate: \$80,000-\$120,000.
- Option 1) What: Basketball courts
Notes: May be damaged or destroyed by tennis court reconstruction.
Could consider redirecting so the orientation is north/south. If yes, may need new location.
Estimate: \$10,000-\$15,000.
- B) What: Fence or net behind hockey rink (safety concern).
Where: Community Park.
Notes: To keep pucks from hitting people and cars on east end of rink.
The east end is seen as the priority, but could also include west end. Estimate: \$1000-\$1500 per end with posts, netting, and no labor cost or \$2500-\$3500 per end for cyclone-type fencing with installation.
- C) What: Warming House- Outside drainage improvements.
Notes: To prevent ice buildup or pooling water by west entrance.
A wooden/rubber ramp leading from west entrance to the rinks was discussed by the committee. Public works has since stated that a ramp in this location would be in the way for plowing the rinks with the truck. Public works suggested constructing a sidewalk from the parking lot to west entrance. Gutters were mentioned by the committee as a possible need and perhaps should be considered above a new sidewalk depending on the width of the overhang. A new, larger rubber mat may be required to cover part of the new sidewalk to protect skates.
Estimate: \$1000-\$1500 for sidewalk or \$2500-\$3500 w/labor. Gutters may be an additional cost. The cost of a wooden/rubber ramp is undetermined at this time.
- D) What: Electrical upgrades at the park shelter.
Where: Community Park.
Notes: May be beneficial for summer festival. May only need upgrade at shelter itself. If rewiring needed, trench would need to be dug from warming house to the shelter.
Estimate: \$200-\$2000.
- E) What: Hockey net upgrades.
Where: Community Park.
Notes: Public works has determined the old nets are possible safety concern.
Estimate: \$400-\$500 each.

April 11th City Council Meeting
3 Year Park Improvement Staging Plan

Note: Should allow for some flexibility to do some projects from different years at the same time when doing so would result in a cost savings or is otherwise sensible.

2007

- A) What: Pave hockey rink.
Notes: To keep skaters off of new tennis courts. Could consider redirecting so the orientation is north/south. If yes, lights would have to be relocated at an additional cost.
Estimate: \$10,000-\$20,000.
- B) What: Warming House- Entrance/exit improvements.
Notes: The warming house has a west door and an east door, but the east door is always locked and the west side can be treacherous for some people because of ice buildup or standing water due to drainage issues. The west side may be addressed with a new sidewalk as mentioned above. The committee discussed keeping the east door unlocked as a way to avoid the problems that exist on the west side. If a sidewalk is constructed on the west side, the east door issue may be irrelevant. If it is decided to provide the option of entering and exiting via the east door, public works has determined that a new door would be required. The current door fits too tight and lacks hardware such as a closer and a panic bar. If a new east door is installed, I would suggest the same key unlock both doors.
Estimate: \$2500-\$3000 for a new commercial door or \$4500-\$5500 w/labor.
- C) What: Warming House- Electrical improvements- outdoor receptacle on west side of building.
Notes: Could be used for events and for plugging in a boom box for skating. Another option for skating music may be to reinstall the speaker and use the stereo at the warming house. But apparently the speaker keeps getting stolen.
Estimate: \$100-\$200 or \$200-\$300 with labor.
- D) What: Warming House- Bathroom improvements- ADA upgrades, ability to access from outside.
Notes: Either one would require extensive remodeling. For ADA upgrades, additional costs required for building entrance accessibility. Questions remain about whether to provide access from outside.
Estimate: \$10,000-\$20,000.
- E) What: ADA improvements in general.
Where: Community Park.
Note: Items discussed include new playground surfacing, bituminous trails, specialty swing, transfer station, etc.
Estimate: Costs undetermined at this time.
- F) What: Trail improvements.
Where: Nature Area.
Note: CIP describes adding steps, signage, small foot bridges, etc, but scope of improvements is vague. Maintenance investment may be needed.
Estimate: \$5,000-\$10,000 depending on scope of work.

April 11th City Council Meeting
3 Year Park Improvement Staging Plan

Note: Should allow for some flexibility to do some projects from different years at the same time when doing so would result in a cost savings or is otherwise sensible.

2007 or 2008 (depending on cost and space availability)

- A) What: Bike/skateboard ramp at northeast corner of park (permanent) or on a paved hockey rink (portable).
Where: Community Park.
Note: Most recent request by community members.
Estimate: \$10,000-\$30,000.

2008

- A) What: Extend walking paths.
Where: Community Park.
Note: 1994 path construction at park was about \$10,500. CIP describes tennis courts to Summer (done), then east to Fulham, then north to Roselawn. This is estimated at \$12,800. Engineer needs to be consulted regarding the above-ground swale for storm water drainage in this area that has since been created.
Estimate: Costs undetermined at this time.
- B) What: Playground equipment upgrades/improvements.
Where: Community Park.
Note: Depends on the extent of upgrades or improvements. Play structure installed in 1994 for about \$26,000. Play structure probably alright for now, but slide and swings may need replacing or maintenance due to age or safety.
Estimate: Costs undetermined at this time.
- C) What: Exercise equipment (similar to Falcon Heights).
Where: Community Park.
Notes: Provide exercise opportunities for residents. Previously discussed for Walnut/lone location.
Estimate: \$8,000-\$15,000.

2008 (if at all)

- A) What: Fence and other improvements such as cement pad under picnic table and a bituminous path from Walnut St.
Where: Walnut/lone.
Notes: The picnic table would get chained to the cement pad. The committee liked the idea of a fence on the west property line parallel to Highway 280 when there was discussion of a more intensive use of the park. It has also been discussed to delineate the north property line with a fence.
Estimate: Cement pad \$200-\$300, fence \$5,000-\$15,000, path undetermined.
- B) What: Bituminous path.
Where: By Walsh Lake, north of Pleasant St.
Notes: Create scenic/exercise/bird watching opportunities for residents.
Estimate: Costs undetermined at this time.

April 11th City Council Meeting
3 Year Park Improvement Staging Plan

Note: Should allow for some flexibility to do some projects from different years at the same time when doing so would result in a cost savings or is otherwise sensible.

Another Possibility – Tree Restoration at the Nature Area

At the April 4th PCIC meeting, staff was asked to ask the committee about tree replacement in the Nature Area. The committee indicated they may support this idea in the following circumstances:

- A) Financing comes from a source other than the Park Improvement Fund and does not interfere with the city's ability to finance the other projects on this list.
- B) The improvements in 2007 (F) happens first.

The committee also wondered if any remaining Buckthorn should be taken care of first as part of a possible tree restoration project.

City of Lauderdale Comprehensive Plan Tasks

Updates required by the Metropolitan Council

Land Use

- Land use inventory
- Future land use and development to accommodate forecasted growth
- Housing plan
 - Assessment of current housing
 - Assessment of housing stock needs
 - Housing implementation program
- Strategies for protecting special resources

Transportation

- Highway and road plans (including Highway 280 & county roads)
- Traffic Analysis Zones (TAZ forecast)
- Bike & pedestrian plan
- Transit plan

Water Resources

- Wastewater and comprehensive sewer plan
- Surface water management plan
- Water supply plan

Parks & Open Space

- Identify parks & open space
- Show that no regional parks exist in Lauderdale

Lauderdale specific topics

Land Use, Parks & Open Space

- Improve the city's tax base, employment, and housing opportunities
- Housing stock maintenance
- Plans for Lauderdale Community Park
- Plans for Lauderdale Nature Area
- Plans for open space on Walnut/Ione Street
- Plans for open space along Walsh Lake

Community Development

- Community events
- City committees

All sections above require an implementation strategy including mention of city ordinances that may need revision to match the comprehensive plan. In addition, the priorities established by the steering committee and ratified by the council would be reflected in the Capital Improvement Plan, which staff and the steering committee will also be responsible for.

**City of Lauderdale
Comprehensive Plan Timeline
As of April 11, 2006**

September 12, 2005 Received "system statement" from Met Council. Final report is due within 3 years of this date.

January 24, 2006 First city council meeting regarding comprehensive plan

January 30, 2006 Returned Completed Draft 2005 Generalized Land Use Map

-----Comprehensive and Capital Improvement Plans Revision Period -----

December 11, 2007 Final day for council to adopt preliminary comprehensive plan.

Mid December 2007 Submit plans to adjacent governmental units for review. They have a six-month review period. Adjacent governmental units have 60 days to review amendments.

Mid June 2008 Adjacent governmental units much have returned review & comments

June-August 2008 Council & staff have two months to review comments and prepare plans for final submission

August 26, 2008 Last meeting for council to adopt plan final version of comprehensive plan

September 12, 2008 Final Submission of Comprehensive Plan to Met Council

By September 27, 2008 Met Council has 15 days for initial review

By Mid January 2009 Met Council has 120 days to review and comment

Middle of 2009 City council must adopt final comprehensive plan within nine months of Met Council action



**LAUDERDALE COUNCIL
ACTION FORM**

ACTION REQUESTED

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

Meeting Date: Tuesday, April 11 2006

ITEM NUMBER 15 A Personnel Policies.

STAFF INITIAL _____

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION: This item has been deferred from the past few agendas due to time constraints. The last discussion occurred in January. Staff made suggested changes to the document as suggested by Council.

OPTIONS:

None—work session item, no formal action necessary.

STAFF RECOMMENDATION: Staff is looking for further comment and suggestions/direction.

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 agreements 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 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~~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 candidate's 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 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 Council will not avoid appointing any person to a municipal position in which when he or she would supervise, or is under the supervision supervise or be supervised by of 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 City employees will be six (6) months from the date of employment. A probationary new employee may be discharged by the City 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 City 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 City Council will designate the employee for regular employment or discharge the employee. The City Council may also extend the probationary period at its discretion. The City 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 City 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 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. ~~with the permission of the employee's immediate supervisor.~~ 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 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 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.

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. 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	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

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 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.

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- 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 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 ~~may~~can be used as earned upon appointment to ~~City 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 CityCity, 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 CityCity 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 CityCity 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 CityCity business shall be granted leave with pay while serving in such capacity. Upon completion of jury duty, the employee shall reimburse the CityCity 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 CityCity 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 CityCity 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 CityCity 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 CityCity 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 (48~~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 11.2. 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 4213. 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 an 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 CityCity 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 CityCity Council. Time spent by employees at CityCity Council meetings that is not at the CityCity 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 CityCity 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 CityCity. 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 CityCity, 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 in to the 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 applicantsapplicant'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 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 1618. 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.

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 to 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 supports and encourages the use of advanced technology by staff to enhance the service delivery and access to information that assist 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 an 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 before or after work hours only. The employee is required to pay the City .10 cents per fax sent. 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 before or after the work day. Staff shall pay .10 per copy.

Subdivision 6. Cellular Telephone. Use of cellular telephones provide staff the ability to contact the office or to be contacted by the office, vendors, council members or residents when they are away from the office at meetings, training, conferences, etc.

1. The City provides a cellular telephone to the public works department. The phone is carried by on-call public works staff and during the work day when they are in the field. Making and receiving personal calls on the city owned and issued cell phone is discouraged, however, it is understood there may be circumstances where this is necessary as in an emergency situation. In these cases, the call shall be brief. If, upon review of the bill, excessive personal calls are made and/or received, the employee is required to reimburse the city for those calls.
2. Staff, excluding the City Administrator, may elect to use their personal cellular telephone for making and receiving business related calls. Staff who elect to use their cellular telephone for business will be

reimbursed by the city as long as the employee meets the following conditions.

- a) The employee agrees to carry and keep their cellular telephone on during the work day;
 - b) The employee provides their cellular telephone number to all council members, vendors and other business related contacts;
 - c) When out of the office during the work day for an extended time, excluding lunch, are to forward their office phone to their cellular telephone; and
 - d) Staff provides a copy of their cellular telephone bill as part of their monthly claim request.
 - e) Staff is not required to be accessible during non-work hours to take business related calls.
 - f) Request for reimbursement for use of personal cellular telephone by staff shall be made on their monthly claim form. The City shall provide reimbursement in the amount of 1/3 the cost of a basic plan up to a maximum of \$20.00.
 - g) The election to use their cellular telephone is made by the employee on January 1 and July 1 of each year.
3. The City Administrator is required to carry a cellular telephone at all times so they are available to staff, council, public safety and residents. When out of the office, the Administrator must forward his/her number to their cellular telephone.

The City shall provide reimbursement in the amount of ½ the cost of the cellular telephone plan to a maximum of \$30.00. Request for reimbursement shall be made by the Administrator on the monthly claim form and shall include a copy of the bill.

**LAUDERDALE COUNCIL
ACTION FORM**

ACTION REQUESTED

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

Meeting Date: Tuesday, April 11 2006

ITEM NUMBER 15 B Rental Housing Issue

STAFF INITIAL _____

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION: The Council held a public discussion and comment session on this proposed ordinance in March. Staff took comments by the community and prepared a suggested course of action.

OPTIONS:

None—work session item, no formal action necessary.

STAFF RECOMMENDATION: Staff is looking for further comment and suggestions/direction.

COUNCIL ACTION:

Council Memo

To: City Council
From: Brian W. Bakken-Heck, City Administrator
CC: Staff
Date: April 7, 2006
Re: Rental Housing Issue

The informational hearing on the proposed rental ordinance provided some good information and suggestions the city council should consider in adopting some type of licensing provision for rental housing in the city.

It appears the main goals of the council and those present are:

- 1) Ensure a stable stock of affordable rental housing in the city.
- 2) Ensure the rental properties are well maintained and do not pose a health or safety risk to the renters.
- 3) The renters themselves do not cause disruption and problems to neighbors.
- 4) Provide the city with a mechanism or a tool to correct problem properties.

The landlords present were also looking for an ordinance that targets the problem tenants/properties and leaves the "good" property/landlords alone. They also wanted to know if there is a way the city can find a way to enact some type of community standard for housing maintenance for all housing units in the city and not just rental property.

I believe the city can achieve these goals by structuring the ordinance so it contains the following provisions or concepts.

1. The city requires annual registration for residential units used as rental property. The only exemptions to the registration requirement includes on-campus housing, hospitals, nursing homes, hotels or motels, licensed group homes, multiple family apartment units of more than 10 units.

The registration should include at least the following information:

- a. The owners name, address and phone number.
- b. Type of property (i.e., single family, duplex, triplex, etc.)
- c. Number of bedrooms, bathrooms, kitchens, etc.
- d. An up to date floor plan of the structure.

- e. Proof the structure is legally compliant and eligible to be used as a duplex, triplex, etc. (has individual water meters, storm sewer charges, etc).
 - f. How the owner plans to accommodate parking and vehicles.
2. Licensing and inspections will not be conducted unless there are issues with the property and/or tenants. Some of the situations that would result in the owner being required to obtain a license and be subject to inspections or other administrative actions include:
- a. All the existing statutory violations in the draft ordinance.
 - b. Police calls resulting in arrests or citations.
 - c. Non-conforming use (i.e., duplex being used as a triplex, or a single family structure being used as a duplex)
 - d. The exterior of the structure and property are in disrepair or unkempt may result in a more detailed inspection and potential licensing action. Such would include peeling paint or broken siding, broken or missing windows, junk, garbage, or debris in the yard, weeds and other noxious growth in the yard, etc.
 - e. Neighbor complaints or tenant complaints regarding the maintenance of the property and structures.

In these cases, the owner would be required to obtain a license and be subject to inspections and requirements to correct the problems identified by the city as deficiencies in the property.

The second issue raised during the discussion dealt with owner occupied housing and ensuring the upkeep of these units. Council member Christensen commented on a reasonable community standard regarding the look of the city. I have received calls regarding the upkeep and appearance of a few owner occupied structures. Other than the nuisance ordinance, the city has little authority to get an owner to clean up and improve their property.

One method the city could implement is applying the International Property Maintenance Code to all residential structures in the city. Additionally, the city can implement a point of sale program like other cities have that requires an inspection of the property by a licensed inspector. The inspection would be based on the requirements of the International Property Maintenance and Minnesota Building Code and would be used to provide prospective buyers information on the condition of the house. The inspection report becomes part of the property file kept at the city for the purpose of building permit tracking. Other items the council could consider in the point of sale inspection program is to get an accurate survey of the property and location of water and sewer lines as well as where discharges from the sump pump or drain tile go. If this storm water is discharged to the sanitary sewer system, the City may want to consider a requirement that the owner disconnect from the sanitary sewer and have the storm water discharged to the storm sewer. This will save the city several thousand dollars in I and I charges from the met council.

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