

**LAUDERDALE CITY COUNCIL MEETING AGENDA
TUESDAY, MAY 23, 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 5/9/2006 City Council Meeting
- B. Approve claims totaling \$30,404.08

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

6. SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS

FILE

7. INFORMATIONAL PRESENTATIONS

8. PUBLIC HEARINGS

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

9. REPORTS

A) First meeting of Comprehensive Plan Steering Committee

10. DISCUSSION

A) Parking in park

11. ACTION

A) Resolution adopting use of AutoMARK Voter Assisted Terminal in elections

12. ITEMS REMOVED FROM THE CONSENT AGENDA

13. ADDITIONAL ITEMS

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

15. WORK SESSION 8:05 p.m.

A) Tennis courts

B) Nuisance properties

C) Closed session to discuss litigation

D) Closed session to discuss labor negotiations

E) Administrator performance evaluation

16. ADJOURNMENT

LAUDERDALE CITY COUNCIL MEETING MINUTES

TUESDAY, MAY 9, 2006

Mayor Dains called the meeting to order at 7:30 p.m. and asked administrator Bakken Heck to call roll.

Council members present: Karen Gill-Gerbig, Denise Hawkinson, Karen Doherty, Clay Christensen and Mayor Jeffrey Dains.

Staff present: Jim Bownik and Heather Butkowski.

Mayor Dains asked for additions or deletions to the agenda. There being none, council member Gill-Gerbig wanted an update on a property on Eustis Street. Christensen moved and Doherty seconded the agenda and the motion carried.

Mayor Dains asked for any additions or corrections to the minutes of April 25, 2006. There being none, council member Hawkinson moved and council member Gill-Gerbig seconded the minutes as presented and the motion carried.

Mayor Dains asked for questions on the claims. Hawkinson asked about the purchase of soap dispensers and indicated the one in the women's room needs to be replaced. Council member Gill-Gerbig moved and Hawkinson seconded approval of the claims in the amount of \$66,461.81 and the motion carried.

Mayor Dains stated this is the time for members of the audience to address the council on items not on the agenda. There was no one in attendance who wished to address the council.

Mayor Dains asked if there were any items on the consent agenda that members wished to remove. There being none, the mayor asked for a motion to approve the consent agenda. Council member Christensen moved approval of the consent agenda approving the use of the City Park on July 29 by Karen Erwin-Bulena for a large group activity and approving the appointment of John Harpel, Kathy Lorfald and Kendra Kauppi to the PCIC. Council member Hawkinson seconded the motion and it carried.

Bownik provided the council with information on the upcoming city wide garage sale. He said the city is making a map of locations and placing an advertisement in the paper. New this year will be a listing of select items people have for sale. The council thanked Bownik for his work on this annual event.

Mayor Dains opened the public hearing on the Animal Control Ordinance at 7:37 p.m.

There being no one present to speak on the ordinance, Mayor Dains closed the public hearing at 7:38 p.m.

Council member Christensen moved passage of Ordinance #5-3; an Ordinance Amending Sections 5-3-1, 5-3-3, 5-3-4, 5-3-5, 5-3-6, 5-3-7, 5-3-8, 5-3-10, 5-3-11 and 5-3-12 of the

LAUDERDALE CITY COUNCIL MEETING MINUTES

TUESDAY, MAY 9, 2006

Code of Ordinances regarding Animal Control. Council member Gill-Gerbig seconded the motion and the motion carried with Hawkinson, Doherty, Christensen and Mayor Dains voting yes, and council member Gill-Gerbig voting no.

Bownik presented information on the Walkable Community Workshop that took place this afternoon from 1-5 p.m. The event was sponsored by Active Living Ramsey County and the National Center for Biking and Walking. The group who attended the event watched a slide presentation and walked around the community to assess how well the community accommodates bikers and walkers. The group then discussed what they observed on the walk and provided several good suggestions and comments. Several comments focused on the section of Eustis south of Larpenteur. Also suggested was a path along the east side of Fulham south of Roselawn to Larpenteur and a path along Roselawn from Walnut Street to Pleasant Street that completes the path from Highway 280 to Hamline in Falcon Heights. Also suggested was a path along the north side of Larpenteur to Eustis and up Eustis to Roselawn. This would create a nice 1+ mile walking route in the city. A pedestrian safety concern exists at the Larpenteur/Fulham crossing and with the timing of the pedestrian walk light at Larpenteur/Eustis. Council members thanked Jim for his work on this program. Mayor Dains stated now is a good time to begin discussing the county road turn back situation and expanding the walking path along Fulham.

The Mayor introduced the Personnel Policy Manual for consideration by the Council. Bakken Heck provided background on the item stating the changes suggested by the Council were made and the issue of domestic partners and political activity were discussed with the attorney and appropriate changes were made. He indicated he is currently working on a transition to calculating vacation per pay period. He will bring proposals to the Council at an upcoming meeting.

Council member Hawkinson commented on listing amounts for meal reimbursement. She felt the specific amounts should be left out and the council should set the per diem rate annually.

Council member Hawkinson moved approval of the Personnel Policy and Procedures manual as amended. Motion second by Gill-Gerbig and carried with all members voting yes.

The Mayor introduced the Day in the Park item. Bownik stated the PCIC narrowed the day to July 29 or August 19. He stated the park is reserved on July 29, leaving the August 19 date for the celebration. Bownik also discussed with the Council setting a permanent date for the event.

Council member Gill-Gerbig moved to hold the annual "Day in the Park" on August 19 this year and every third Saturday in August thereafter. Second by Doherty and carried with all members voting yes.

The council set the agenda for the next meeting. Some of the items include approving the administrator's evaluation and a closed session to discuss litigation and the union contract.

LAUDERDALE CITY COUNCIL MEETING MINUTES

TUESDAY, MAY 9, 2006

The council moved into the work session at 8:15 p.m.

Bakken Heck provided the Council with an updated draft of the proposed rental housing license. He stated this draft has not been to the city attorney for review, but will be forwarded following the discussion tonight. He outlined the main points of the alterations. The main alteration is the creation of two licensing levels. A property moves from one tier to the next based on violations to the ordinance. The main difference in the two levels is cost and that tier two licenses involve property inspections.

Council member Christensen asked whether a tier two property could again become a tier one property. Bakken Heck stated this provision is not in the current ordinance; however, he suggested keeping the tier two for a defined period of time and upon demonstration of compliance, the owner could apply for a tier one license.

Gill-Gerbig would like the term "resident" or "occupant of the property" used, not renter as the actual occupant may not actually be renting.

Bakken Heck stated staff will include the reference to going back to tier one as well as definitions and have the attorney look at the ordinance.

Bakken Heck discussed with the Council the issue of properties in disrepair or in such a state of ill maintenance that complaints are made as to its impact on neighboring property. He said the existing controls on nuisances do not address exterior maintenance issues such as peeling paint, broken windows, and dilapidated siding. Hawkinson asked how long the city allows the nuisance to stay before taking action on the nuisance property.

Bakken Heck suggested the city look at developing some type of housing maintenance requirements. He indicated the council should have a policy statement regarding the exterior of the homes. Council wanted to know if there are other communities that have such a requirement. Staff noted several cities that do. Council directed staff to evaluate and research condemnation proceedings as well as abandoned property. Staff is also to research what other cities do in regard to housing maintenance regulations.

A question was asked about criteria. Doherty has mixed feelings on the issue. The ordinance seems to be too subjective, what is a garden to some may be a brush pile to others.

Christensen is frustrated with not being able to back up action with an ordinance. He would like to explore working on an ordinance to address this type of property.

The evaluation of the Administrator was laid over until the next meeting.

There being no further items for discussion, the meeting adjourned at 9:11 p.m. on a motion by Hawkinson and second by Christensen.

CITY OF LAUDERDALE

Claims for Approval

May 23, 2006 City Council Meeting

<u>Payroll</u>		
5/19/06 Payroll:	Direct Deposit # 500144-500152, Check #7881	\$7,288.35
5/19/06 Payroll:	Payroll Liabilities, e-payments 57E-60E	\$6,512.06
<u>Vendor Claims</u>		
5/09/06 Claims:	Check # 18107-18131	\$16,603.67

Subtotal of Claims From Above

\$30,404.08

Total Claims for Approval	\$30,404.08
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CITY OF LAUDERDALE

Paid Register

Check Number	Employee Number	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date	Status
500144	000000001	BAKKEN-HECK, BRIAN	10	BI-WEEKLY	\$1,642.84	5/19/2006	Outstanding
500145	000000011	BOWNIK, JAMES	10	BI-WEEKLY	\$1,218.07	5/19/2006	Outstanding
500146	000000007	BUTKOWSKI, HEATHER	10	BI-WEEKLY	\$1,050.51	5/19/2006	Outstanding
500147	000000014	CHRISTENSEN, CLAY	10	BI-WEEKLY	\$184.70	5/19/2006	Outstanding
500148	000000004	DOHERTY, KAREN	10	BI-WEEKLY	\$184.70	5/19/2006	Outstanding
500149	000000016	GILL-GERBIG, KAREN	10	BI-WEEKLY	\$184.70	5/19/2006	Outstanding
500150	000000041	HAWKINSON, DENISE	10	BI-WEEKLY	\$184.70	5/19/2006	Outstanding
500151	000000002	HINRICHS, DAVID C	10	BI-WEEKLY	\$1,153.98	5/19/2006	Outstanding
500152	000000005	HUGHES, JOSEPH A	10	BI-WEEKLY	\$1,210.50	5/19/2006	Outstanding
007881	000000010	DAINS, JEFFREY	10	BI-WEEKLY	\$273.65	5/19/2006	Outstanding
007880		VOID	10		\$0.00	5/19/2006	Void
007882		VOID	10		\$0.00	5/19/2006	Void
					\$7,288.35		

CITY OF LAUDERDALE

05/18/06 10:49 AM

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Payments

Current Period: MAY 2006

Batch Name	051906paytax	Computer Dollar Amt	\$6,512.06	Posted	
Refer	236 PERA	Ck# 000057E	5/19/2006		
Cash Payment	G 101-21704 PERA		5/19/06 payroll		\$1,216.89
Invoice					
Transaction Date	5/17/2006	Due 0	NORTH STAR CHEC 10100	Total	\$1,216.89
Refer	237 NORTH STAR BANK, CHECKING S	Ck# 000058E	5/19/2006		
Cash Payment	G 101-21703 FICA WITHHOLDING.		5/19/06 federal taxes		\$1,848.10
Invoice					
Cash Payment	G 101-21701 FEDERAL TAXES		5/19/06 federal taxes		\$935.80
Invoice					
Transaction Date	5/18/2006	Due 0	NORTH STAR CHEC 10100	Total	\$2,783.90
Refer	238 ICMA	Ck# 000059E	5/19/2006		
Cash Payment	G 101-21705 ICMA RETIREMENT		5/19/06 payroll		\$1,669.22
Invoice					
Transaction Date	5/18/2006	Due 0	NORTH STAR CHEC 10100	Total	\$1,669.22
Refer	244 MN DEPARTMENT OF REVENUE	Ck# 000060E	5/19/2006		
Cash Payment	G 101-21702 STATE WITHHOLDING		5/06 state withholding		\$842.05
Invoice					
Transaction Date	5/18/2006	Due 0	NORTH STAR CHEC 10100	Total	\$842.05

Fund Summary		BATCH Total	\$6,512.06
101	10100 NORTH STAR CHECKING		
			\$6,512.06
			\$6,512.06

Pre-Written Checks	\$6,512.06
Checks to be Generated by the Compute	\$0.00
Total	\$6,512.06

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

MAY 2006

		Check Amt	Invoice	Comment
10100 NORTH STAR CHECKING				
Paid Chk#	018107	5/23/2006	AFSCME	
	G 101-21709	UNION DUES	\$85.40	May 2006 union dues
		Total AFSCME	\$85.40	
Paid Chk#	018108	5/23/2006	AT & T	
	E 101-41200-391	TELEPHONE/PAGERS	\$0.27	4/06 long distance phone
		Total AT & T	\$0.27	
Paid Chk#	018109	5/23/2006	BIFFS, INC.	
	E 101-45200-427	PORTA POTTY RENTAL	\$80.91	4/06 park portable restroom
		Total BIFFS, INC.	\$80.91	
Paid Chk#	018110	5/23/2006	BONESTROO, ROSENE, ANDERLIK	
	E 101-43300-304	ENGINEERING	\$571.75	park improvements
	E 101-43300-304	ENGINEERING	\$871.16	seal coating
		Total BONESTROO, ROSENE, ANDERLIK	\$1,442.91	
Paid Chk#	018111	5/23/2006	BOWNIK, JIM	
	E 101-41200-331	TRAVEL EXPENSE	\$102.85	1/06 - 4/06 misc expenses
		Total BOWNIK, JIM	\$102.85	
Paid Chk#	018112	5/23/2006	BUTKOWSKI, HEATHER	
	E 101-41200-308	TRAINING/CONFERENCES	\$5.00	clerks meeting
	E 101-41500-331	TRAVEL EXPENSE	\$5.66	election meeting
	E 101-41200-331	TRAVEL EXPENSE	\$2.03	clerks meeting
	E 101-43400-331	TRAVEL EXPENSE	\$17.42	planning workshops
		Total BUTKOWSKI, HEATHER	\$30.11	
Paid Chk#	018113	5/23/2006	CARTRIDGECARE INC.	
	E 101-41200-201	GENERAL SUPPLIES	\$232.19	3 printer cartridges
		Total CARTRIDGECARE INC.	\$232.19	
Paid Chk#	018114	5/23/2006	CEMSTONE	
	E 101-45200-412	WARMING HOUSE REPAIR/MAI	\$218.06	cement for warming house walkw
		Total CEMSTONE	\$218.06	
Paid Chk#	018115	5/23/2006	CINTAS	
	E 601-49000-425	CLOTHING	\$26.63	pw clothing
	E 601-49000-425	CLOTHING	\$26.63	pw clothing
		Total CINTAS	\$53.26	
Paid Chk#	018116	5/23/2006	CITY OF FALCON HEIGHTS	
	E 101-42200-321	FIRE CALLS	\$359.00	4/06 false fire alarms
		Total CITY OF FALCON HEIGHTS	\$359.00	
Paid Chk#	018117	5/23/2006	CITY OF ROSEVILLE	
	E 101-43400-306	CONSULTING FEES	\$164.08	5/06 IT support

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

MAY 2006

			Check Amt	Invoice	Comment
Total CITY OF ROSEVILLE			\$164.08		
Paid Chk#	018118	5/23/2006	EUREKA RECYCLING		
	E 203-50000-389		RECYCLING CONTRACTOR	\$1,607.01	4/06 recycling service
			Total EUREKA RECYCLING	\$1,607.01	
Paid Chk#	018119	5/23/2006	GOPHER STATE ONE-CALL		
	E 101-43400-386		GOPHER STATE ONE CALL	\$21.75	4/06 locate tickets
			Total GOPHER STATE ONE-CALL	\$21.75	
Paid Chk#	018120	5/23/2006	LILLIE SUBURBAN NEWS		
	E 101-41600-309		DELIVERY	\$669.60	4/06 roseville review
			Total LILLIE SUBURBAN NEWS	\$669.60	
Paid Chk#	018121	5/23/2006	MET-COUNCIL ENVIRONMENTAL SER.		
	E 601-49000-387		WATER TREATMENT SERVICE	\$8,488.48	6/06 wastewater services
			Total MET-COUNCIL ENVIRONMENTAL SER.	\$8,488.48	
Paid Chk#	018122	5/23/2006	MN CLERKS & FIN OFFICERS ASSOC		
	E 101-41200-438		DUES & SUBSCRIPTIONS	\$35.00	hb membership
			Total MN CLERKS & FIN OFFICERS ASSOC	\$35.00	
Paid Chk#	018123	5/23/2006	NAPA AUTO PARTS		
	E 101-43100-213		LUBRICANTS & OTHER FLUIDS	\$54.29	oil
			Total NAPA AUTO PARTS	\$54.29	
Paid Chk#	018124	5/23/2006	OFFICE MAX		
	E 101-41200-201		GENERAL SUPPLIES	\$160.17	gen supplies
	E 101-43400-201		GENERAL SUPPLIES	\$10.61	binders for comp plan group
			Total OFFICE MAX	\$170.78	
Paid Chk#	018125	5/23/2006	POSTMASTER		
	E 101-41600-203		POSTAGE	\$200.00	for newsletter
			Total POSTMASTER	\$200.00	
Paid Chk#	018126	5/23/2006	PUBLIC EMPLOYEES INS PROGRAM		
	G 101-21706		HEALTH INSURANCE	\$1,338.16	6/06 insurance benefits
			Total PUBLIC EMPLOYEES INS PROGRAM	\$1,338.16	
Paid Chk#	018127	5/23/2006	RAMSEY COUNTY, PROP REC & REV		
	E 101-41300-355		MISC PRINTING/PROCESS SER	\$25.00	5/06 insurance benefits
	G 101-21706		HEALTH INSURANCE	\$319.31	5/06 insurance benefits
			Total RAMSEY COUNTY, PROP REC & REV	\$344.31	
Paid Chk#	018128	5/23/2006	SPRINT PCS		
	E 601-49000-391		TELEPHONE/PAGERS	\$60.50	4/06 pw phones
	E 101-43100-391		TELEPHONE/PAGERS	\$60.50	4/06 pw phones
			Total SPRINT PCS	\$121.00	

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

MAY 2006

			Check Amt	Invoice	Comment
<hr/>					
Paid Chk#	018129	5/23/2006	XCEL ENERGY, CITY HALL		
	E 101-43100-383	GAS UTILITIES	\$44.38		4/06 gas and electric
	E 101-43100-381	ELECTRIC	\$113.55		4/06 gas and electric
	E 101-45200-381	ELECTRIC	\$37.85		4/06 gas and electric
	E 101-45200-383	GAS UTILITIES	\$14.79		4/06 gas and electric
	Total XCEL ENERGY, CITY HALL		<u>\$210.57</u>		
<hr/>					
Paid Chk#	018130	5/23/2006	XCEL ENERGY, PARK & GARAGE		
	E 101-45200-381	ELECTRIC	\$8.14		4/06 gas and electric
	E 101-45200-383	GAS UTILITIES	\$12.83		4/06 gas and electric
	E 101-43100-381	ELECTRIC	\$15.34		4/06 gas and electric
	E 101-45200-383	GAS UTILITIES	\$22.19		4/06 gas and electric
	E 101-43100-383	GAS UTILITIES	\$38.49		4/06 gas and electric
	E 101-45200-381	ELECTRIC	\$5.11		4/06 gas and electric
	Total XCEL ENERGY, PARK & GARAGE		<u>\$102.10</u>		
<hr/>					
Paid Chk#	018131	5/23/2006	XCEL ENERGY, STREET LIGHTING		
	E 101-43200-381	ELECTRIC	\$471.58		4/06 street lights
	Total XCEL ENERGY, STREET LIGHTING		<u>\$471.58</u>		
	10100 NORTH STAR CHECKING		<u>\$16,603.67</u>		

Fund Summary

	10100 NORTH STAR CHECKING	
101 GENERAL		\$6,394.42
203 RECYCLING		\$1,607.01
601 SEWER UTILITIES		\$8,602.24
		<u>\$16,603.67</u>

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date _____

ITEM NUMBER 9A—Comprehensive Plan

STAFF INITIAL HAB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

On Tuesday, the first comprehensive plan steering committee meeting was held at city hall. The goal was to get people acquainted and give them an opportunity to describe what they feel are the strengths of the community and what concerns them. The results are attached along with the number of votes each item received. Staff will use this information to finalize the agenda for the next two years. At the next meeting, we will begin discussing broad goals and create a vision statement in addition to selecting a chair and vice-chair.

OPTIONS:

STAFF RECOMMENDATION:

COUNCIL ACTION:

Comprehensive Plan Steering Committee Meeting
Results of Modified SWOT Analysis on May 16, 2006

Sources of Pride (Internal)

- 13 - Location, location
- 11 - Small town feeling
- 8 - Low crime
- 7 - Affordable / variety of housing
- 6 - Emergency services
- 6 - New infrastructure
- 5 - Open space (woods/ponds/park)
- 3 - Lack of bureaucracy
- 3 - Social activities
- 1 - Strong leadership, teamwork
- Community involvement
- Independent
- Relatively low taxes & insurance
- The sounds - like the marching band practicing
- Stable & new businesses and non-profits
- Quiet
- Great skyline view
- Communication
- Trains
- Intergenerational (old timers + new timers)

Opportunities (External)

- 11 - Central location near 280
- 11 - Local educational opportunities & universities
- 8 - Police & fire
- 6 - Pathway connection (walk/bike)
- 5 - Metro transit corridor
- 4 - Location - benefits from local businesses and communities
- 4 - Golf courses on 2 sides (own gated community!)
- 4 - Recreational opportunities nearby
- 3 - External employment opportunities
- 3 - Community Cooperation
- 2 - Educated area
- 1 - Area has socially and economically healthy communities

Worries (Internal)

- 11 - Condition of south corner of 280/Larpenteur
- 11 - Housing stock upkeep/no truth in housing
- 11 - No commercial center/hub - no main street feel
- 8 - Rental properties
- 5 - (Lack of) sidewalks
- 4 - Lighting
- 3 - Lot sizes
- 3 - Recreational facility condition
- 2 - Loud dogs
- 1 - (Lack of) connection to community members
- 1 - Excessive traffic (city streets)
- 1 - Limited budget
- 1 - Limited available real estate
- Narrow streets
- Loss of school
- Nuisance houses
- Open space (limited)
- Diverse community involvement
- # of non-profits as they don't pay property taxes

Threats (External)

- 11 - MN Dot regarding Highway 280
- 8 - Loss of LGA
- 7 - Future of county roads
- 6 - School and county property taxes - outside of our control
- 6 - Met Councils new affordable housing requirements
- 5 - Rising cost of public services
- 4 - Rate of inflation for construction & energy
- 4 - State eminent domain laws
- 3 - I/I fees & requirements (sewer)
- 1 - No share of state road tax
- 1 - Limits to new TIF districts
- Annexation

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date May 23, 2006

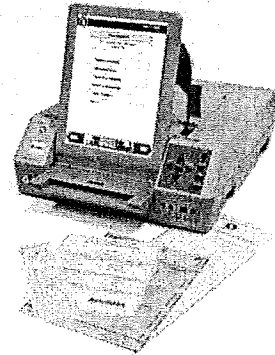
ITEM NUMBER 11A—AutoMARK

STAFF INITIAL HAB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Elections are coming up quickly. This year, residents with disabilities will have access to the AutoMARK Voter Assist Terminal. The presence of this device is a new federal requirement and the costs should be entirely covered by a grant that counties received from the state. I did our acceptance testing last week and AutoMARK delivery should be soon.



OPTIONS:

STAFF RECOMMENDATION:

Motion to adopt Resolution No. 052306A authorizing use of the AutoMARK Voter Assist Terminal in elections.

COUNCIL ACTION:

RESOLUTION NO. 052306A

**CITY OF LAUDERDALE
COUNTY OF RAMSEY
STATE OF MINNESOTA**

AUTHORIZING USE OF AUTOMARK IN ELECTIONS.

WHEREAS, Congress enacted the Help America Vote Act (HAVA) in 2002 to ensure that the voting method utilized in every polling place includes a ballot marking device that is accessible for individuals with disabilities and provides them the ability to vote privately and independently; and

WHEREAS, the Ramsey County Board of Commissioners has adopted the local equipment plan developed by the cities and school districts in the County to acquire and operate a ballot marking device that is accessible to persons with disabilities; and

WHEREAS, Ramsey County has received a state grant in the amount of \$1,256,572 to acquire and operate such a ballot marking device for disabled voters; and

WHEREAS, the Minnesota secretary of state has certified the Automark ballot marking device for use in this state; and

WHEREAS, the Ramsey County auditor has authorized the use of the Automark ballot marking device in all elections in Ramsey County; Now, Therefore, Be It

RESOLVED, that the City of Lauderdale authorizes the use of the Automark ballot marking device for all elections held in the City, in accordance with applicable state and federal laws; and be it further

RESOLVED, that the operation and maintenance of the Automark ballot marking device be conducted in the same manner provided for voting systems in the joint powers agreement between the City and the County adopted by the Ramsey County Board of Commissioners on April 24, 2001; and be it further

RESOLVED, that the deputy city clerk provide information on the use of the Automark ballot marking device to the public during the 60 days prior to the 2006 state primary and public demonstrations of said device during the six weeks prior to the 2006 state primary, in accordance with state law; and be it further

RESOLVED that a copy of this resolution be provided to the Ramsey County auditor.

I CERTIFY THAT the above resolution was adopted by the City Council of the City of Lauderdale on May 23, 2006.

SIGNED:

WITNESSED:

Jeffrey E. Dains
Mayor

Date

Brian Bakken-Heck
City Administrator

Date

**LAUDERDALE COUNCIL
ACTION FORM**

ACTION REQUESTED

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

MEETING DATE May 23, 2006

ITEM NUMBER Tennis Courts

STAFF INITIAL Jim

APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

After discussing the tennis courts project with Tom Kellogg, staff would like the council to decide on one of the following timeline options for moving forward:

- 1) Order plans and specs in October. Completion expected in July 2007.
- 2) Order plans and specs at the next council meeting. Completion expected in October 2006. Costs would most probably be higher than option #1 in general and if awarded a grant could not claim reimbursement for monies spent on project prior to grant agreement.

The best time to go out for bids on projects is generally January/February. This is when contractors are hungriest for work and would likely give the best unit price.

The process takes about four months minimum from start to finish. Here are the steps:

- 1) Council reviews cost estimate, orders plans and specs from engineer (1 month to develop plans and specs, complete survey work).
- 2) Council presented plans and specs, authorizes advertisement for bids (3-4 weeks).
- 3) Council accepts bid, contact execution, preconstruction meeting (3-4 weeks).
- 4) New tennis courts ready for use (6 weeks).

Staff also needs feedback from the council on the following items:

- 1) If the plans and specs should include the basketball court option.
- 2) If they would like the engineer to work on a concept drawing and/or other information to have at Day in Park as requested by Council Member Hawkinson.

OPTIONS:

STAFF RECOMMENDATION:

COUNCIL ACTION:

**ITEM 5 - COST BREAKDOWN
For Projects Involving Development Activities**

Identify each recreational facility being proposed for funding. Provide a quantitative description of the facility (linear feet, dimension of structures, number of components, etc.), the total estimated cost and the expected completion date for each.

Facility	Description	Estimated Cost	Expected Completion Date
Double Court Tennis Facility (120' L x 108' W)	mobilization, sawcut existing bituminous surface, remove existing fence and bituminous surface, excavate and place granular borrow and draitile (depending on soil conditions), site grading, base preparation, install new asphalt surface, 100% acrylic surfacing system, color coat system, 10' vinyl coated fence with two gates, woven polypropylene windscreen, 4 net posts, 2 tennis nets, turf seed, mulch and fertilizer, 10% engineering	\$121,191	June 2007
Eliminate Environmental Intrusion	bury existing overhead power line to warming house	\$ 3,815	June 2007
ADA Improvements - Playground Surface	replace approximately 8,250 square feet of pea gravel at playground with accessible wood fiber surface	\$ 7,328	June 2007
ADA Improvements - 5' to 8' wide access route	excavation, base (class 5, 6") bituminous wear course (3")	\$ 3,070	June 2007
ADA Improvements - 8' wide trail from parking lot along Fulham St. to existing trail	excavation, base (class 5, 6") bituminous wear course (3") 175 linear feet	\$ 5,250	June 2007
	Total Cost	\$140,654	

**CITY OF LAUDERDALE
SELF EVALUATION**

Date: May 2006

Employee Name: Brian B. Heck

Dept: Administration

Position Title: Administrator

Evaluation Period From: May 1, 2005 to April 30, 2006

CRITERIA # 1 : KNOWLEDGE OF WORK

Evaluate the job-related "know how" and skills of the position. To what extent does the employee understand all aspects of the job requirements?

COMMENTS: I feel I am gaining a better understanding of what is needed and am "relearning" in practice what I did in theory during my masters program and what I did early on in my career with the Cities of Maple Grove, Roseville and St. Louis Park. I still need to work on the financial reporting for the Council as well as looking at development options and issues.

RATING

Outstanding

Occasionally Meets
Requirements

Consistently Exceeds Requirements

Consistently Does Not Meet
Requirements

Meets Requirements (Satisfactory)

Unsatisfactory

CRITERIA # 2 : QUALITY OF WORK

How skillfully does the employee perform the duties and tasks of the position? Consider neatness and accuracy of detail. To what extent does the employee's performance meet the standards of the position?

COMMENTS: I still need to do a better job of checking my work for typo's and errant mistakes. There is also the issue of timeliness; making sure projects are delivered when expected.

RATING

Outstanding

Occasionally Meets Requirements

Consistently Exceeds Requirements

Consistently Does Not Meet Requirements

Meets Requirements (Satisfactory)

Unsatisfactory

CRITERIA # 3 : PLANNING/ORGANIZATION OF WORK, PRODUCTIVITY

Consider the extent to which the employee makes optimum use of time and completes the required task. Does the employee meet schedules and deadlines in a timely manner? Evaluate the employee's accomplishment of workload in order of established priority.

COMMENTS: Timeliness is an area I am trying to improve. I am doing a better job in allocating assignments to other staff and providing them the flexibility and latitude to complete the project as they see fit.

RATING

Outstanding

Occasionally Meets Requirements

Consistently Exceeds Requirements

Consistently Does Not Meet Requirements

Meets Requirements (Satisfactory)

Unsatisfactory

CRITERIA # 4 : INITIATIVE AND JUDGMENT

Appraise the employee's ability and readiness to accept responsibility in assignment of duties. Does the employee reach sound opinions and decisions? Consider ability to work independently. Does the employee apply abilities to resolve issues and problems?

COMMENTS: I am doing a good job in this area. I am responsive to accepting new and added duties and responsibilities and I provide the council, staff and public with solid recommendations. At times I do speak before fully thinking through the issue and that could cause problems, however I am doing a better job at stating my lack of knowledge when necessary and doing the proper research and providing a reasonable answer.

RATING

Outstanding

Occasionally Meets Requirements

Consistently Exceeds Requirements

Consistently Does Not Meet Requirements

Meets Requirements (Satisfactory)

Unsatisfactory

CRITERIA # 5 : DEPENDABILITY, PUNCTUALITY AND PERSONAL NEATNESS

Consider adherence to scheduled work hours or accepted work schedule. Is the employee punctual? Evaluate attendance record. Does the employee exemplify personal grooming which is compatible with job requirements, projecting an image of professionalism relative to assigned responsibilities?

COMMENTS: Except for the occasional wrinkled shirt due to my transient life style at present, I am always dressed appropriately for the job. My attendance is not an issue, I ensure I am here or available to the Council, staff, consultants or residents.

RATING

Outstanding

Occasionally Meets Requirements

Consistently Exceeds Requirements

Consistently Does Not Meet Requirements

Meets Requirements (Satisfactory)

Unsatisfactory

CRITERIA # 6: INTERPERSONAL RELATIONS

Evaluate the employee's ability to work with others. Consider how well the employee performs job responsibilities while working harmoniously and courteously with others. Does the employee demonstrate cooperation in accomplishing individual and team goals?

COMMENTS: I work well with others and try to ensure all individuals are treated with due dignity and respect whether on the phone, in person or in written communications. I am respectful of staff and work with them to accommodate their individual situations.

RATING

Outstanding

Occasionally Meets Requirements

Consistently Exceeds Requirements

Consistently Does Not Meet Requirements

Meets Requirements (Satisfactory)

Unsatisfactory

CRITERIA # 7 : COMMUNICATION

Appraise the extent to which the employee informs others as to problems, issues, methods, results and other aspects of position responsibilities, so that high levels of productivity are encouraged through interchange of information and knowledge.

COMMENTS: I do an adequate job of keeping the council and staff informed about what is going on and the issues to watch. I can do a better job in this area especially in the area of staff communication and holding regular meetings with staff as well as a bit more communication with Council members and getting out in the community and being more visible.

RATING

Outstanding

Occasionally Meets Requirements

Consistently Exceeds Requirements

Consistently Does Not Meet Requirements

Meets Requirements (Satisfactory)

Unsatisfactory

CRITERIA # 8 : SAFETY AWARENESS

Consider the degree to which the employee demonstrates regard and awareness of safety practices in relation to self, others and property. Assess employee's observation of approved safety practices and respect for equipment.

COMMENTS: There are no issues in this area.

RATING

- | | |
|---|--|
| <input type="checkbox"/> Outstanding | <input type="checkbox"/> Occasionally Meets Requirements |
| <input checked="" type="checkbox"/> Consistently Exceeds Requirements | <input type="checkbox"/> Consistently Does Not Meet Requirements |
| <input type="checkbox"/> Meets Requirements (Satisfactory) | <input type="checkbox"/> Unsatisfactory |

CRITERIA # 9 : ADHERENCE TO QUALITY CUSTOMER SERVICE

Consider the degree to which the employee performs the job responsibilities and duties with attention to providing a high level of awareness of service satisfaction to the citizens of the City. Does the employee respond to citizen requests and inquires in a timely and courteous manner. Does the employee exemplify the organizational commitment to quality customer service?

COMMENTS: I make every effort to ensure staff and I treat customers with due respect and courtesy. There are times when I have been less than pleasant to some residents and note to the council when such situations occur.

RATING

- | | |
|---|--|
| <input type="checkbox"/> Outstanding | <input type="checkbox"/> Occasionally Meets Requirements |
| <input checked="" type="checkbox"/> Consistently Exceeds Requirements | <input type="checkbox"/> Consistently Does Not Meet Requirements |
| <input type="checkbox"/> Meets Requirements (Satisfactory) | <input type="checkbox"/> Unsatisfactory |

REMEDIAL ACTIVITIES

Actions which supervisor and employee have agreed upon to correct performance evaluation rated unsatisfactory or below expectations.

1. Make a better effort to accomplish tasks in a more timely manner.
2. Work with staff to establish a regular time to meet and discuss ongoing projects and project status.
3. Work at looking forward and anticipating potential issues and developing strategies to address them.

DEVELOPMENT ACTIVITIES

Action which supervisor and employee agreed upon to further employee professional development.

1. Continue to seek and attend training courses and seminars that benefit and enhance my understanding of development particularly with regard to financing projects.
2. Become more involved and active in the League of Minnesota Cities, Association of Metropolitan Municipalities and other professional and community organizations such as the Chamber and Rotary as time allows.
3. Stay more current on what is happening at the county level.

GOALS

I have two main goals for this year. 1) develop a better budget document for the City of Lauderdale; and 2) assist the council in achieving the goals established for 2006.

OVERALL PERFORMANCE RATING

COMMENTS: My first year as administrator went well and I continue to increase my knowledge of the city and continue to remember the general issues cities face. I enjoy working for the city and hope to continue to provide quality service to the city and sound recommendations to the council that benefit the city and the residents.

RATING

Outstanding

Occasionally Meets
Requirements

Consistently Exceeds Requirements

Consistently Does Not Meet
Requirements

Meets Requirements (Satisfactory)

Unsatisfactory

Was the position description reviewed during the conference?

Yes No

Position description is current Needs revision

This form was reviewed by _____ and _____
(Employee Initials) (Appraisers Signature/Title)

Acknowledged

(City Administrator Initials)

(Date)

**CITY OF LAUDERDALE
PERFORMANCE EVALUATION**

Date: January 2006

Employee Name: _____

Dept: _____

Position Title: _____

Evaluation Period From: January 1, 2005 to December 31, 2005

CRITERIA # 1 : KNOWLEDGE OF WORK

Evaluate the job-related "know how" and skills of the position. To what extent does the employee understand all aspects of the job requirements?

COMMENTS

RATING

Outstanding

Occasionally Meets Requirements

Consistently Exceeds Requirements

Consistently Does Not Meet Requirements

Meets Requirements (Satisfactory)

Unsatisfactory

CRITERIA # 2 : QUALITY OF WORK

How skillfully does the employee perform the duties and tasks of the position? Consider neatness and accuracy of detail. To what extent does the employee's performance meet the standards of the position?

COMMENTS

RATING

Outstanding

Occasionally Meets Requirements

Consistently Exceeds Requirements

Consistently Does Not Meet Requirements

Meets Requirements (Satisfactory)

Unsatisfactory

CRITERIA # 3 : PLANNING/ORGANIZATION OF WORK, PRODUCTIVITY

Consider the extent to which the employee makes optimum use of time and completes the required task. Does the employee meet schedules and deadlines in a timely manner? Evaluate the employee's accomplishment of workload in order of established priority.

COMMENTS

RATING

Outstanding

Occasionally Meets Requirements

Consistently Exceeds Requirements

Consistently Does Not Meet Requirements

Meets Requirements (Satisfactory)

Unsatisfactory

CRITERIA # 4 : INITIATIVE AND JUDGMENT

Appraise the employee's ability and readiness to accept responsibility in assignment of duties. Does the employee reach sound opinions and decisions? Consider ability to work independently. Does the employee apply abilities to resolve issues and problems?

COMMENTS

RATING

Outstanding

Occasionally Meets
Requirements

Consistently Exceeds Requirements

Consistently Does Not Meet
Requirements

Meets Requirements (Satisfactory)

Unsatisfactory

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Consider adherence to scheduled work hours or accepted work schedule. Is the employee punctual? Evaluate attendance record. Does the employee exemplify personal grooming which is compatible with job requirements, projecting an image of professionalism relative to assigned responsibilities?

COMMENTS

RATING

Outstanding

Occasionally Meets
Requirements

Consistently Exceeds Requirements

Consistently Does Not Meet
Requirements

Meets Requirements (Satisfactory)

Unsatisfactory

CRITERIA # 6: INTERPERSONAL RELATIONS

Evaluate the employee's ability to work with others. Consider how well the employee performs job responsibilities while working harmoniously and courteously with others. Does the employee demonstrate cooperation in accomplishing individual and team goals?

COMMENTS

RATING

Outstanding

Occasionally Meets Requirements

Consistently Exceeds Requirements

Consistently Does Not Meet Requirements

Meets Requirements (Satisfactory)

Unsatisfactory

CRITERIA # 7 : COMMUNICATION

Appraise the extent to which the employee informs others as to problems, issues, methods, results and other aspects of position responsibilities, so that high levels of productivity are encouraged through interchange of information and knowledge.

COMMENTS

RATING

Outstanding

Occasionally Meets Requirements

Consistently Exceeds Requirements

Consistently Does Not Meet Requirements

Meets Requirements (Satisfactory)

Unsatisfactory

CRITERIA # 8 : SAFETY AWARENESS

Consider the degree to which the employee demonstrates regard and awareness of safety practices in relation to self, others and property. Assess employee's observation of approved safety practices and respect for equipment.

COMMENTS

RATING

Outstanding

Occasionally Meets Requirements

Consistently Exceeds Requirements

Consistently Does Not Meet Requirements

Meets Requirements (Satisfactory)

Unsatisfactory

CRITERIA # 9 : ADHERENCE TO QUALITY CUSTOMER SERVICE

Consider the degree to which the employee performs the job responsibilities and duties with attention to providing a high level of awareness of service satisfaction to the citizens of the City. Does the employee respond to citizen requests and inquires in a timely and courteous manner. Does the employee exemplify the organizational commitment to quality customer service?

COMMENTS

RATING

Outstanding

Occasionally Meets Requirements

Consistently Exceeds Requirements

Consistently Does Not Meet Requirements

Meets Requirements (Satisfactory)

Unsatisfactory

REMEDIAL ACTIVITIES

Actions which supervisor and employee have agreed upon to correct performance evaluation rated unsatisfactory or below expectations.

- 1.
- 2.
- 3.

DEVELOPMENT ACTIVITIES

Action which supervisor and employee agreed upon to further employee professional development.

- 1.
- 2.
- 3.

GOALS

OVERALL PERFORMANCE RATING

COMMENTS

RATING

- | | |
|--|--|
| <input type="checkbox"/> Outstanding | <input type="checkbox"/> Occasionally Meets Requirements |
| <input type="checkbox"/> Consistently Exceeds Requirements | <input type="checkbox"/> Consistently Does Not Meet Requirements |
| <input type="checkbox"/> Meets Requirements (Satisfactory) | <input type="checkbox"/> Unsatisfactory |

Was the position description reviewed during the conference?

Yes No

Position description is current _____ Needs revision _____

This form was reviewed by _____ and _____
(Employee Initials) (Appraisers Signature/Title)

Acknowledged _____
(City Administrator Initials) (Date)