

**-LAUDERDALE CITY COUNCIL MEETING AGENDA  
TUESDAY, JANUARY 11, 2005  
CITY HALL, 5:00 P.M.**

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. CALL MEETING TO ORDER AT 5:00 P. M.

2. ROLL:

*Councilmembers:*

McCloskey \_\_\_\_\_ Christensen \_\_\_\_\_  
Gill-Gerbig \_\_\_\_\_ Giannetti \_\_\_\_\_  
Mayor Dains \_\_\_\_\_

*Staff:*

Getschow \_\_\_\_\_ Walsh \_\_\_\_\_ Bownik \_\_\_\_\_  
Hughes \_\_\_\_\_

3. APPROVAL OF THE AGENDA

4. 2005 GOAL SETTING SESSION (5:00 p.m. to 7:00 p.m.)

5. APPROVAL

- A. Approval of minutes of 12/14/04 City Council Meeting
- B. Approval of claims totaling \$ 315,283.55

**6. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS NOT ON THE AGENDA**

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.

**7. CONSENT**

- A. Approval of 2005 Investment Policy
- B. Resolution 011105A: Approval of Investment Institutions for 2005
- C. Approval of 2005 Licenses
- D. Approval of the Mileage Reimbursement Amount for 2005

**8. SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS/ CITIZENS ADDRESSING STREET AND UTILITY IMPROVEMENTS**

**9. INFORMATIONAL PRESENTATIONS**

**10. 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.

- A. Application for a Zoning Amendment at 1801 Eustis Street from R-1 Residential to R-2 Residential
- B. Application for a variance at 1801 Eustis Street to allow a two-family dwelling on a 40-foot lot as opposed to a 60-foot lot

**11. ACTION**

- A. Consideration of a Zoning Amendment at 1801 Eustis Street from R-1 Residential to R-2 Residential
- B. Consideration of a variance at 1801 Eustis Street to allow a two-family dwelling on a 40-foot lot as opposed to a 60-foot lot
- C. Approve the purchase of a new city truck
- D. Resolution 011105B: Resolution Adopting the 2005 Fee Schedule
- E. Appointments to the Tree Commission and the Park and Community Involvement Committee (PCIC)
- F. 2005 Appointments
- G. Accept the Resignation of City Administrator Rick Getschow
- H. 2005 Staff Compensation

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

**13. ADDITIONAL ITEMS**

**14. SET AGENDA FOR NEXT MEETING**

**15. ADJOURNMENT**

**Lauderdale City Council  
Meeting Minutes  
December 14, 2004**

1. Meeting called to order at 7:00 P.M.

2. ROLL

Council present: Giannetti, Christensen, McCloskey, Gill-Gerbig and Mayor Dains

Staff present: City Administrator Getschow

3. APPROVAL OF THE AGENDA

*A. Approval of Agenda.* Motion by Christensen, second by McCloskey to approve the agenda. Motion carried unanimously.

4. APPROVAL

*A. Approval of Minutes.* Motion by Gill-Gerbig, second by McCloskey to approve the minutes of the regular City Council meeting of the November 23, 2004. Motion carried unanimously.

*B. Approval of Claims totaling \$77,537.15.* Motion by Christensen, second by McCloskey to approve the claims totaling \$77,537.15. Motion carried unanimously.

5. OPPORTUNITY FOR THE PUBLIC TO ADDRESS ITEMS NOT ON THE AGENDA

6. CONSENT

7. SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS

8. PUBLIC HEARINGS

9. INFORMATIONAL PRESENTATIONS

*B. 2005 Lauderdale Budget and Property Tax Levy.* The City Administrator gave an overview of the budget process, the 2005 Budget, and the property tax levy and impacts for 2005.

In discussing the tax levy, the City Administrator stated that the proposal is for small 1.5% increase in the levy. Lauderdale median valued home will see a 7% decrease in city taxes for 2005 as compared to 2004, property values being equal. But, property values do not normally remain equal and any tax increase can be attributed to property value increases. The property value increases and tax impacts are also affected by the limited market value phase-outs. Less property is being shielded from value increases for tax purposes as a result of State legislation that is phasing out the limited market value program.

In discussing the budget, the City Administrator stated that service levels are being maintained in the 2005 Budget. Also, in terms of the capital budgets, the focus of activity has moved from the capital project funds to the debt service funds.

Finally, the City Council should be very proud that they have undertaken these major street and utility improvements while maintaining or lowering the tax levy five out of the last six years. This was in light of severe state aid budget cuts. Ultimately, the City is in as good, if not a better, financial situation than they when the infrastructure improvements began.

10. ACTION

*A. Approval of Resolution 121404A: A Resolution Adopting the City of Lauderdale 2005 Budget and 2005 Tax Levy.* At the September 14, 2004 meeting, the Council approved a preliminary levy of \$487,460 for 2005, which is a 1.5% increase from the 2004 levy. This preliminary levy amount is now being considered as a final levy amount for approval.

The Mayor stated that he was very pleased with where this budget ended up considering the state aid cutbacks and other concerns with local budgets and tax levies. The 1.5% increase will be a cushion for the potential state budget deficits and cuts that could be ahead.

Motion by Christensen, second by Giannetti to approve Resolution 121104A: A Resolution adopting the City of Lauderdale Budget for 2005 and certifying the 2005 payable property tax levy to Ramsey County. Roll: Yes: all. Motion carried.

*B. Resolution 121404B: A Resolution Approving Final Contract Acceptance of the 2003 Street and Utility Improvements.* The City Administrator stated that the City Engineer and the contractor have come to agreement on the final quantities associated with the 2003 Street and Utility Improvements. The project can now be closed, and the full one-year warranty can be instituted. A resolution must be passed authorizing final payment and approval of the contract. The final pay request is for \$47,005.75. A majority of these funds are for the release of the retainage.

Motion by Gill-Gerbig, second by McCloskey to approve Resolution 121404B: A Resolution Approving Final Contract Acceptance of the 2003 Street and Utility Improvements. Roll: Yes: all. Motion carried.

*C. Resolution 121404C: A Resolution Amending the JCA with the Mississippi Watershed Management Organization (MWMO).* Administrator Getschow stated that a watershed JCA was created in 1997 with the City's of Saint Anthony, Falcon Heights, Saint Paul, and Minneapolis. It was first amended in June of 2000 as a result of boundary alterations and agreements. Also, at that time, the MWMO deliberated on the use of a sub-watershed property tax levy at the city level as opposed to a levy that would be applied over the entire watershed. Through subsequent action by the State Legislature, it was ruled that sub-watershed levies are not permissible. The watershed levy, which covered the entire watershed, then went into effect for the first time with the certification of the 2002 property taxes.

This JCA amendment for consideration at this meeting updates language related to optional member contributions that are made to the watershed organization as an alternative to levy dollars. In reality, the contributions may never be requested or needed, and if they were, Lauderdale's annual optional contribution would be less than \$500.

Motion by McCloskey, second by Gill-Gerbig to approve Resolution 121404C: A Resolution Amending the Joint Powers Agreement with the Mississippi Watershed Management Organization. Roll: Yes: all. Motion carried.

*D. 2005 Financial Services and Audit Agreement with Abdo, Eick and Myers.* The Administrator stated that the proposed agreement for services from Abdo, Eick & Myers contains the same language as past agreements, except that extra time and cost needs to be given to the GASB 34 requirements. The 2004 fiscal year, which is covered in this agreement, is the first year for GASB 34 compliance. There is also a separate engagement letter to convert the city financial statements to a GASB 34 compliant format. This special one-time GASB 34 extra cost is scheduled to be between \$2,500-\$3,500.

The proposed agreement for regular audit and financial services has a not to exceed amount for services in 2005 of \$9,750. This is a \$2,250 increase from last year and is once again a result of the extra cost required to move the city toward GASB 34 compliance. This includes new costs associated with providing information that would assist the City in completing its first Management Discussion and Analysis report that is due in 2005.

Motion by Christensen, second by Giannetti to authorize the City Administrator to enter into the 2005 Financial Services and Audit Agreement with Abdo, Eick and Myers. Roll: Yes: all. Motion carried.

*E. Approval of the Larpenteur Avenue Redevelopment (Southeast Quadrant) Goals.* The City Administrator stated that the goals of this redevelopment project have been discussed at recent work sessions.

They are proposed as follows:

#### **Primary Goal**

- Attract reinvestment to the Larpenteur southeast quadrant area of the City for mixed use residential/retail area and other potential commercial development.

#### **Secondary Goals**

- Broaden and strengthen and renew the City's housing south of Larpenteur.
- Create a signature for Lauderdale in the Larpenteur southeast quadrant.

- Eliminate and prevent conditions of physical and economic blight and deterioration and ensure neighborhood safety.
- Maintain small-town character of the community.
- Strengthen the City's tax base.
- Create opportunity for Lauderdale residents to shop and get services within the community.

Motion by McCloskey, second by Gill-Gerbig to approve the goals for the Larpenteur Avenue (Southeast Quadrant) Redevelopment Project. Roll: Yes: all. Motion carried.

*F. Approval of the Larpenteur Avenue Redevelopment (Southeast Quadrant) Communications and Public Involvement Plan.* A communications and public involvement plan has also been discussed and revised at recent City Council work sessions.

The plan was a product of Jill Schultz from JMS Consulting and Jessica Cook from Ehlers and Associates receiving input individually from the Mayor and each Council member on this project. The plan will be a guide as how to involve all stakeholders in the creation of a plan for the redevelopment of Larpenteur Avenue.

Motion by Christensen, second by Giannetti to approve the Communications and Public Involvement Plan for the Larpenteur Avenue (Southeast Quadrant) Redevelopment Project. Roll: Yes: all. Motion carried.

*G. Approval of the Larpenteur Avenue Redevelopment (Southeast Quadrant) Planning Services Agreement.* The Administrator stated that he and/or Ehlers and Associates have interviewed two potential planners to assist the City in developing a preliminary concept plan for this project. Both planners have prior experience working with these types of redevelopment projects and working with Ehlers and Associates.

The planner proposals were from The Brauer Group, led by Don Brauer and Cornejo Consulting, led by Dan Cornejo.



Both proposals illustrated that either firm could satisfactorily complete the work, but staff was recommending the Brauer Group based on a lower cost per hour and the excellent references received. Even though the Cornejo proposal had a lower initial flat cost, it was felt that the Brauer Group could actually produce a quality product for a lower price after the full project is complete.

Motion by Giannetti, second by McCloskey to approve an agreement with the Brauer Group for planning services for the Larpenteur Avenue (Southeast Quadrant) Redevelopment Project. Roll: Yes: all. Motion carried.

*H. Set a Date and Time for the 2005 Goal Setting Session.* Motion by Christensen, second by McCloskey to set Tuesday, January 11, 2005 as the date for the Goal setting session (This is also the evening of the first regular City Council meeting for January) at 5:00 p.m. at Lauderdale City Hall. Roll: Yes: all. Motion carried.

11. REPORTS

12. ITEMS REMOVED FROM THE CONSENT AGENDA

13. ADDITIONAL ITEMS

*A. Staff Holiday.* Motion by Gill-Gerbig, second by McCloskey to grant an additional paid holiday to City Staff, upon the condition that it is approved with by the City Administrator. Roll: Yes: all. Motion carried.

14. SET AGENDA FOR NEXT MEETING

1. Goal Setting Session
2. Investment Policy and Institutions
3. Committee/Commission Appointments
4. 2005 Appointments
5. 2005 Licenses
6. 2005 Fees
7. 2005 Staff Compensation
8. Purchase of a new city truck

16. ADJOURNMENT

Motion by McCloskey, second by Christensen to adjourn at 7:57 P.M. Ayes: All.

**CITY OF LAUDERDALE**

**Claims for Approval**

**January 11, 2005 City Council Meeting**

Payroll

12/17/04 Payroll:	Check # 7722-7726	\$6,594.09
12/17/04 Payroll:	EFT: Federal Withholding Taxes/FICA	\$2,634.03
12/17/04 Payroll:	EFT: PERA	\$1,063.54
12/17/04 Payroll:	EFT: ICMA Retirement Fund	\$999.59
12/31/04 Payroll:	Check # 7728-7735	\$7,575.37
12/31/04 Payroll:	EFT: Federal Withholding Taxes/FICA	\$2,803.21
12/31/04 Payroll:	EFT: PERA	\$1,081.55
12/31/04 Payroll:	EFT: ICMA Retirement Fund	\$644.59
Dec 04 Payroll:	EFT: State Withholding Taxes	\$1,530.17

Vendor Claims

01/11/05 Claims:	Check # 17273-17296	\$290,357.41
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**Subtotal of Claims From Above** **\$315,283.55**

**Total Claims for Approval** **\$315,283.55**

**CITY OF LAUDERDALE**  
**Vendor Transactions**

CHECK Nbr	Check Date	Batch Name Invoice	Amount	Comments
<b>Search Name AFSCME</b>				
017273	1/11/05	011105 1/11/05	\$113.85	12/04 union dues
<i>Search Name AFSCME</i>			<u>\$113.85</u>	
<b>Search Name AVENET, LLC</b>				
017274	1/11/05	011105 8455	\$90.00	1q05 website hosting
<i>Search Name AVENET, LLC</i>			<u>\$90.00</u>	
<b>Search Name BONESTROO, ROSENE, ANDERLIK</b>				
017275	1/11/05	011105 115140	\$585.00	2004 walsh lake drainage
<i>Search Name BONESTROO, ROSENE, ANDERLIK</i>			<u>\$585.00</u>	
<b>Search Name CINTAS</b>				
017276	1/11/05	011105 1/11/05	\$79.89	dec 16, 23, 30 uniforms
<i>Search Name CINTAS</i>			<u>\$79.89</u>	
<b>Search Name CITY OF FALCON HEIGHTS</b>				
017277	1/11/05	011105 1/11/05	\$1,436.00	12/04 fire calls
<i>Search Name CITY OF FALCON HEIGHTS</i>			<u>\$1,436.00</u>	
<b>Search Name CITY OF ST ANTHONY</b>				
017278	1/11/05	011105 1295	\$20,601.58	1/05 police services
<i>Search Name CITY OF ST ANTHONY</i>			<u>\$20,601.58</u>	
<b>Search Name EHLERS &amp; ASSOCIATES</b>				
017279	1/11/05	011105 23288	\$787.50	larpenteur ave corridor
<i>Search Name EHLERS &amp; ASSOCIATES</i>			<u>\$787.50</u>	
<b>Search Name ESCHELON TELECOM, INC</b>				
017280	1/11/05	011105 1/11/05	\$234.43	12/04 city hall phone
<i>Search Name ESCHELON TELECOM, INC</i>			<u>\$234.43</u>	
<b>Search Name GOPHER STATE ONE-CALL</b>				
017281	1/11/05	011105 4110518	\$6.90	11/04 utility locates
<i>Search Name GOPHER STATE ONE-CALL</i>			<u>\$6.90</u>	
<b>Search Name HEWLETT-PACKARD CO</b>				
017282	1/11/05	011105 37183734	\$203.42	computer monitor
<i>Search Name HEWLETT-PACKARD CO</i>			<u>\$203.42</u>	
<b>Search Name HUGHES &amp; COSTELLO</b>				
017283	1/11/05	011105 1/11/05	\$850.00	1/05 legal services
017283	1/11/05	011105 1/11/05	\$105.50	1/05 legal services
<i>Search Name HUGHES &amp; COSTELLO</i>			<u>\$955.50</u>	
<b>Search Name KENNEDY &amp; GRAVEN</b>				
017284	1/11/05	011105 64097	\$39.00	11/04 legal services
<i>Search Name KENNEDY &amp; GRAVEN</i>			<u>\$39.00</u>	
<b>Search Name LMCIT</b>				
017285	1/11/05	011105 11031879	\$500.00	claussen lawsuit
<i>Search Name LMCIT</i>			<u>\$500.00</u>	
<b>Search Name MET-COUNCIL ENVIRONMENTAL SER.</b>				
017286	1/11/05	011105 785537	\$8,262.57	1/05 wastewater services

CITY OF LAUDERDALE

Vendor Transactions

CHECK Nbr	Check Date	Batch Name Invoice	Amount	Comments
<i>Search Name MET-COUNCIL ENVIRONMENTAL SER.</i>			\$8,262.57	
<b>Search Name MN DEPARTMENT OF COMMERCE</b>				
017287	1/11/05	011105 1/11/04	\$40.00	notary renewal ap
<i>Search Name MN DEPARTMENT OF COMMERCE</i>			\$40.00	
<b>Search Name MN STATE TREASUER</b>				
017288	1/11/05	011105 1/11/05	\$109.65	4q04 permit surcharges
<i>Search Name MN STATE TREASUER</i>			\$109.65	
<b>Search Name NORTH STAR BANK, PETTY</b>				
017289	1/11/05	011105 1/11/05	\$20.00	gas for sewer jetter
017289	1/11/05	011105 1/11/05	\$2.67	certified mail
017289	1/11/05	011105 1/11/05	\$3.50	wash truck
017289	1/11/05	011105 1/11/05	\$20.08	pcic pizza
017289	1/11/05	011105 1/11/05	\$42.55	rg mileage
017289	1/11/05	011105 1/11/05	\$30.71	kw mileage
<i>Search Name NORTH STAR BANK, PETTY</i>			\$119.51	
<b>Search Name PARK HARDWARE HANK</b>				
017290	1/11/05	011105 1/11/05	\$29.04	maintenance supplies
017290	1/11/05	011105 1/11/05	\$29.72	maintenance supplies
<i>Search Name PARK HARDWARE HANK</i>			\$58.76	
<b>Search Name PARK SERVICE</b>				
017291	1/11/05	011105 1/11/05	\$139.15	truck repairs
017291	1/11/05	011105 1/11/05	\$14.11	12/04 truck fuel
017291	1/11/05	011105 1/11/05	\$139.15	truck repairs
017291	1/11/05	011105 1/11/05	\$126.96	12/04 truck fuel
<i>Search Name PARK SERVICE</i>			\$419.37	
<b>Search Name RAMSEY COUNTY PUBLIC HEALTH</b>				
017292	1/11/05	011105 1/11/05	\$40.34	05 food license
017292	1/11/05	011105 1/11/05	\$40.33	05 food license
017292	1/11/05	011105 1/11/05	\$40.33	05 food license
<i>Search Name RAMSEY COUNTY PUBLIC HEALTH</i>			\$121.00	
<b>Search Name RAMSEY COUNTY, PROP REC &amp; REV</b>				
017293	1/11/05	011105 risk781	\$1,012.72	12/04 health insurance
017293	1/11/05	011105 risk781	\$150.11	tnt notices
<i>Search Name RAMSEY COUNTY, PROP REC &amp; REV</i>			\$1,162.83	
<b>Search Name SCHWAAB, INC</b>				
017294	1/11/05	011105 1/11/05	\$36.00	ink stamper
<i>Search Name SCHWAAB, INC</i>			\$36.00	
<b>Search Name US BANK, DEBT SERVICES</b>				
017295	1/11/05	011105 1/11/05	\$21,535.00	2000 street/utility bonds
017295	1/11/05	011105 1/11/05	\$80,000.00	2000 street/utility bonds
017295	1/11/05	011105 1/11/05	\$23,820.00	2002 street/utility bonds
017295	1/11/05	011105 1/11/05	\$115,000.00	2002 street/utility bonds

CITY OF LAUDERDALE

Vendor Transactions

CHECK Nbr	Check Date	Batch Name Invoice	Amount	Comments
017295	1/11/05	011105 1/11/05	\$13,965.00	2003 street/utility bonds
<i>Search Name US BANK, DEBT SERVICES</i>			\$254,320.00	
<b>Search Name WAGERS BUSINESS SYSTEMS</b>				
017296	1/11/05	011105 33375	\$74.65	staples for copier
<i>Search Name WAGERS BUSINESS SYSTEMS</i>			\$74.65	
<b>Grand Total</b>			\$290,357.41	

FILTER: ( ([Period] in(1) and [Act Year] = '2005') and [Tran Nbr] in(20,21,22,23,25) and ([Vendor Nbr]>0) )



# Lauderdale City Council Memorandum

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Council Meeting Date: January 11, 2005 5:00 p.m.  
To: Mayor and City Council  
From: Rick Getschow, City Administrator  
Agenda Item: 2005 Goal Setting Session

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## **BACKGROUND:**

Included in the packet is a list of the 2004 Goals.

Through discussions with the Mayor, it was decided that a bulk of this 2005 goal setting discussion would center on all issues related to the replacement of the City Administrator (me).

Another full goal session would be scheduled after a new City Administrator is hired.

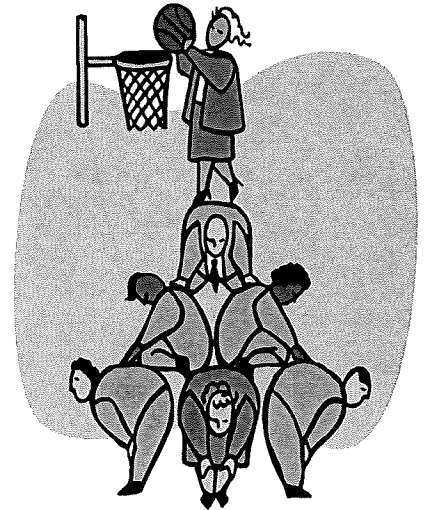
There will also be discussion on some issues that are ongoing or unresolved that include:

- The Larpenteur Avenue Southeast Quadrant (think of a new name!) Redevelopment
- The Highway 280 reconstruction project
- Draft Zoning Ordinance

# CITY OF LAUDERDALE 2004 GOALS


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- \* CONTINUED NEGOTIATION OF COUNTY TURNBACK ROADS (FULHAM, ROSELAWN, AND EUSTIS)
- \* ONGOING INTERACTION WITH MNDOT ON THE HIGHWAY 280 RECONSTRUCTION PROJECT PLANNED FOR 2005
- \* CONTINUE THE MOVEMENT TOWARD ORGANIZED REFUSE/RECYCLING COLLECTION
- \* CONTINUE WORKING ON THE COMPLIANCE PROCESS FOR THE GOVERNMENT ACCOUNTING STANDARDS BOARD (GASB) STATEMENT 34
- \* PARK AND OPEN SPACE IMPROVEMENT AND DEVELOPMENT
  - DEVELOPMENT OF NEW PARK AT WALNUT AND IONE
  - WALSH LAKE
  - TRAIL/PATH IMPROVEMENTS AT THE COMMUNITY PARK
  - ICE RINK IMPROVEMENTS AT THE COMMUNITY PARK
  - WARMING HOUSE UPGRADES AT THE COMMUNITY PARK
- \* EXECUTE THE GRANT FOR EXPLORING LARPENTEUR AVENUE REDEVELOPMENT
  - MARKET STUDY
  - APPOINTMENT OF A TASK FORCE
- \* COMPLETE ZONING ORDINANCE AMENDMENT
- \* SOCIAL ROOM IMPROVEMENTS – WINDOWS AND LIGHTING





# Memo

**DATE:** JANUARY 11, 2005  
**TO:** HONORABLE MAYOR AND COUNCIL  
**FROM:** JIM BOWNIK, A2CA   
**RE:** APPROVAL OF THE 2005 LAUDERDALE INVESTMENT POLICY

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## **BACKGROUND**

Within the first quarter of the year, the City Council reviews the City's Investment Policy in order to keep the Investment Policy current and applicable to the City's needs. No changes from the 2004 Investment Policy are needed at this time.

## **COUNCIL ACTION REQUESTED**

Motion to approve the 2005 Lauderdale Investment Policy.

# City of Lauderdale

2005

## Investment Policy

### 1.0 Policy:

It is the policy of the City of Lauderdale to invest public funds in a manner which will provide the highest investment return with the maximum security - while meeting the daily cash flow demands of the City in accordance with all state and local statutes governing the investment of public funds.

### 2.0 Definitions:

Investment Designee - the investment designee is an employee of the City designated by the City Administrator to perform the investment function within the provisions set forth in this policy and in Minnesota State Statutes.

### 3.0 Scope:

This investment policy applies to all financial assets of Lauderdale. These funds are accounted for in the City's Comprehensive Annual Financial Report and include:

101	General Fund
201-203	Special Revenue Funds
301-304	Debt Service Funds
401-413	Capital Improvement Funds
601	Sewer Fund

### 4.0 Objectives:

**1. Liquidity:** The City Administrator or investment designee shall assure that funds are constantly available to meet immediate payment requirements including payroll, accounts payable and debt service.

**2. Safety:** Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required. Speculation is prohibited.

**3. Return:** The investment portfolio shall be designated to attain a market average rate of return throughout budgetary and economic cycles, taking into account investment risk constraints and the cash flow characteristics of the portfolio.

## **5.0 Prudence:**

All investment transactions shall be made with a degree of judgment and care. The standard of prudence, meaning not for speculation and with consideration of the probable safety of the capital as well as the probable investment return derived from assets, will be applied in all investment transactions.

## **6.0 Cash Management Procedures:**

Cash management is essential to a good investment program. The City Administrator has responsibility to organize and establish procedures for effective cash management, based on the following guidelines:

1. Cash flow projections will be prepared at the beginning of each budget year.
2. At a minimum the checking account balance of the City shall always be kept at the amount necessary to cover outstanding checks.
3. All investments will be made with the intent they will be held to maturity.
4. At least three bids will be sought for each security purchased.
5. Each morning a cash balance will be prepared based on cash received the previous day, warrants paid the previous day, and sizable checks or wire transfers which present investment opportunity.
6. Each morning, the investment records will be reviewed and updated as investments mature or are purchased.
7. Each month the investment records will be balanced to the financial records.
8. Each month, the investment designee shall submit an investment report to the City Administrator.
9. Interest Earnings will be allocated to the various City funds quarterly (see section 9).
10. The General Fund will be allocated a management fee equal to five percent of the investment earnings.
11. Within 30 days of the end of each quarter, the City Administrator or investment designee shall submit an investment report to the City Council that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter, and describe the portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report will include an appendix that discloses all transactions during the past quarter.

12. Each quarterly report shall indicate areas of policy concern and suggested or planned revision of investment strategies. Copies shall be transmitted to the independent auditor.

13. Within 40 days of the end of the fiscal year, the City Administrator or investment designee shall present a comprehensive annual report to the City Council on the investment program and investment activity. The annual report shall include 12 months and separate quarterly comparisons of return and shall suggest policies and improvements that might be made in the investment program.

**7.0 Authorized and Suitable Investments:** - See Appendix A for Complete Definitions

1. It is the policy of the City of Lauderdale that available funds be invested at the best rates obtainable at the time of investment in conformance with the legal and administrative guideline outlined herein. U.S. Treasury Obligations and Federal Agency Securities will be given preference when the yields are equal to or greater than alternative investments.

2. The City of Lauderdale shall exclude mortgage derivative products that are "high risk" per Minnesota Statute 118A.04. Documentation of compliance (the results of three separate independent statutory (Impact) tests all indicating that the security is not "High Risk") will be kept on file for auditing and review purposes.

3. The investments of the City of Lauderdale will be made in accordance with Minnesota statutes and be further restricted to the following:

**a. United States Treasury Obligations**

**b. Federal Agencies Securities**

**c. Repurchase Agreements (Repo's) - Repo transactions are restricted to:**

1. A primary reporting dealer in U.S. government securities who reports to the Federal Reserve Bank of New York, or

2. National or state banks in the U.S. which is a member of the Federal Reserve system and whose combined capital and surplus equals or exceeds \$10,000,000.

3. A securities broker-dealer having its primary executive office in Minnesota and licensed pursuant to Chapter 80A, or an affiliate of it, registered by the SEC and maintaining a combined capital and surplus of \$40,000,000 or more, exclusive of subordinated debt.

4. The City of Lauderdale shall receive a confirmation/safekeeping receipt with a complete description of the collateral on the Repo.

#### **d. Certificates of Deposit**

1. All Certificates of Deposit purchased by the City of Lauderdale are secured by FDIC Insurance. Amounts in excess of \$100,000 (maximum insured) shall be secured in accordance with Minnesota Statutes.

#### **e. Bankers Acceptances**

1. Banker's Acceptances shall be restricted to the 50 largest banks in the United States (as measured by deposits). Investments in banker's acceptances shall not be made if news leads offer concerns over the financial condition of these banks.

2. The broker, dealer, or bank shall verify that the banker's acceptance is eligible for purchase by the Federal Reserve System.

#### **f. Commercial Paper**

1. Commercial Paper shall be restricted to issues that mature in 270 days or less with a rating of A-1 (Moody's), P-1 (Standard & Poors), or F-1 (Fitch) among at least two of these three rating agencies.

#### **g. Money Market Funds**

1. The fund shall consist of United States Treasury obligations and federal agency issues and be consistent with the City of Lauderdale's objective of preservation of capital.

### **3. Safekeeping - Investments may be held with:**

1. Any Federal Reserve bank.
2. Any bank authorized under the laws of the United States or any State to exercise corporate trust powers, including but not limited to the bank from which the investment is purchased.
3. A primary reporting dealer in United States government securities whom reports to the Federal Reserve Bank of New York.
4. A securities broker-dealer as described in section 7.2, subpart c: 3.

The City's ownership of all securities in which the fund is invested shall be evidenced by a written acknowledgment identifying the securities by name of issue, maturing date, interest rate, and serial number or other distinguishing mark.

## **8.0 Diversification:**

The City Administrator or investment designee shall diversify use of investment instruments to avoid incurring unreasonable risks inherent in over-investing in specific investments, individual financial institutions, or maturities. Diversification strategies shall be determined and revised periodically by the City Council for all funds.

- 1. Institutions** - Diversity between financial institutions used.
  - a. No more than 60% of the investment portfolio, or \$2,000,000 (whichever is less) shall be invested with any one investment company.
  - b. No funds may be invested in any one investment company in excess of the amount insured by it.
- 2. Maturities** - Diversity in length of maturities.
  - a. Investments shall be made to assure that funds are constantly available to meet immediate payment requirements including payroll, accounts payable, debt service, and planned projects.
  - b. No investments shall be made with a term over 10 years unless with prior approval from the City Council.
- 3. Investments** - The City should maintain a diversity of investments.
  - a. With the exception of U.S. Treasury securities, authorized pools, and Federal Agencies (backed by the full faith and credit of the U.S. Government) - no more than 50% of the entity's total investment portfolio may be invested any one of the following: Repurchase Agreements, Certificates of Deposit, Banker's Acceptances, or Commercial Paper.

## **9.0 Pooling of Investments:**

For the purposes of making the maximum amount of funds available for investment, the cash for all City funds is pooled in an investment account. Interest earnings are allocated among the various funds based upon their average cash balance.

## **10.0 Authorized Financial Dealers & Institutions:**

1. At the beginning of each year, the City Council approves depositories and investment firms.
2. All dealers and institutions must qualify as set out in Section 7.3, subpart c.
3. A current annual statement shall be kept on file for each bank, broker, or dealer with whom business is done.

4. All dealers and institutions must have at least \$500,000 of Securities Investor Protection Corporation (SIPC) insurance.

5. Before engaging in investment transactions with the City of Lauderdale, the supervising officer at the securities broker/dealer shall submit a certification of "Notification to Broker and Certification by Broker Pursuant To Minnesota Statute 118A.04". Said certification will state that the broker/dealer has reviewed the investment policies and objectives, as well as applicable state law, and agrees to disclose potential conflicts or risk to public funds that might arise out of business transactions between the securities broker/dealer firm and the City of Lauderdale. All financial institutions shall agree to undertake reasonable efforts to preclude imprudent transactions involving the City of Lauderdale's funds.

#### **11.0 Ethics and Conflicts of Interest:**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Administrator and City Council any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions over \$50,000 that could be related to the performance of this jurisdiction's portfolio. Employees and officers shall subordinate their personal investment transactions to those of this jurisdiction, particularly with regard to timing of purchases and sales.

#### **12.0 Annual Review:**

In order to keep this policy current and applicable to the City's needs, it will be the practice of the City Council to review and approve the investment policy within the first quarter of each year.

# Appendix A

## Eligible Instruments For City Investment

“All investments must comply with the City’s investment policy and Minnesota Statutes”

**1. United States Treasury Obligations** constitute the largest segment of the market for fixed income securities. In general, treasury securities are the safest and most marketable securities and yield the lowest return for a given maturity of all instruments.

**U.S. Treasury Bills** carry the full faith and credit guarantee of the U.S. Government are issued at a discount from par and mature in one year or less. (\$10,000 minimum).

**U.S. Treasury Notes & Bonds** are also guaranteed by the U.S. Government, and have a semi-annual interest coupon and original maturities 2 to 30 years. Maturities under four years (\$5,000 minimum): 4 years or longer (\$1,000 minimum).

**U.S. Treasury STRIPS** and Treasury Receipts are zero coupon securities, with maturities ranging from 6 months to 30 years. (\$1,000 minimum).

**2. Federal Agency Securities** are obligations of various agencies and corporations chartered by the federal government and guaranteed by the agency issuing the security.

**FHLB - Federal Home Loan Bank** borrows funds in the securities markets in order to provide savings and loans with an adequate flow of funds for the home mortgage market. Maturities range from 1 to 30 years. (\$10,000 minimum).

**FNMA - Federal National Mortgage Association** (Fannie Mae) is the largest single holder of residential mortgages, and finances its purchases through sales of debentures ranging from 1 to 30 years. (\$10,000 minimum).

**FFCB - Federal Farm Credit Consolidated Bonds** are joint obligations of the 37 Farm Credit Banks (12 Federal Land Banks, 12 Federal Intermediate Credit Banks and 13 Banks for Cooperatives). They come to market each month with 3 month, 6 month, and 1 year maturities - and occasionally a longer maturity. (\$5,000 minimum).

**FHLMC - Federal Home Loan Mortgage Corporation** (Freddie Mac) increases the availability of mortgage credit by maintaining an active, nation-wide secondary market for mortgages. Maturities range from 1 to 30 years. (\$10,000 minimum).

**SLMA - Student Loan Marketing Association** (Sallie Mae) provides liquidity for lenders engaged in the Federal Guaranteed Student Loan Program. Sallie Mae offers fixed rate and floating rate securities with maturities from 6 months to 30 years. (\$10,000 minimum).



**GNMA - Government National Mortgage Association Notes** (Ginnie Mae) is the only U.S Treasury Guarantee Backed Agency. They issue mortgage securities and pay back both interest and principle. They offer 6 month to 30 year maturities. (\$25,000 minimum).

**REFCORP Strips - Resolution Funding Corporation** provides financing for the Resolution Trust Corporation, which was created to help the government in the sale and disposition of failed thrifts and their assets. Refcorp Strips and zero coupon securities rang in maturity from 6 months to 30 years. (\$1,000 minimum).

**TVA - Tennessee Valley Authority** issues primarily long-term securities for the power creation arm of the TVA.

**Agency Discount Notes** are issued by the Federal Farm Credit, Federal Home Loan, Fannie Mae, Freddie Mac, and Sallie Mae. These are issued at a discount and have maturities ranging from 1 to 360 days. (\$100,000 minimum).

**3. Repurchase Agreements (Repo's)** provide for the sale of short-term securities by a securities dealer to investors, such as cities, with an agreement to repurchase the securities at a specified future date. The investor receives a given yield while holding the security and the repurchase price is guaranteed in advance. The length of the holding period is tailored to the investor - usually of very short duration. Rates are related to Treasury Bills, federal funds, and loans to government security dealers by commercial banks.

**4. Certificate of Deposits (CD's)** are the deposit of funds at a commercial bank for a specified period of time and at a specified rate of interest. Yields on Certificates of Deposit tend to be higher than on Treasury Bills of comparable maturity.

**5. Commercial Paper** is an unsecured promissory note with a fixed maturity of no more than 270 days. Commercial Paper is normally sold at a discount from face value.

**6. Banker's Acceptances** are short-term, non-interest-bearing notes sold at discount and redeemed at face value. It is secured by the goods which it finances - the bank accepts the draft, and the issuers promise to pay. These notes trade at a rate equal to, or slightly higher than Certificates of Deposit - depending on market supply and demand.

**7. Money Market Funds** are short term, high quality investments sold by large banks. These instruments include Treasury Bills and notes, Certificates of Deposits, Commercial Paper, Banker's Acceptances, and Federal Agency Securities.

**8. State of Minnesota & it's Agencies** - Bonds that are issued by the State of Minnesota or any of its agencies. The bonds are backed by the full faith of the State of Minnesota or collateralized with mortgages.



# Memo

**DATE:** JANUARY 11, 2005  
**TO:** HONORABLE MAYOR AND COUNCIL  
**FROM:** JIM BOWNIK, A2CA  
**RE:** 2005 INVESTMENT INSTITUTIONS



---

## **BACKGROUND**

At the beginning of the year, the City Council approves depositories and investment institutions for the new year. I have attached the proposed 2005 investment institutions. The only suggested change from 2004 is the addition of Prudent Man Advisors (PMA) Financial Network/Securities, Inc.

Based in Illinois, PMA also has offices in Minnesota and Wisconsin. PMA responded to the Request for Proposals by the League of Minnesota Cities to administer the Minnesota 4M Fund. PMA presented their proposal to the League in August of last year.

Having been asked to be on the selection advisory committee, I became familiar with the company through their RFP and presentation to the League.

I have attached some information about PMA for your review.

## **COUNCIL ACTION REQUESTED**

Motion to approve Resolution 011105A relating to the 2005 Investment Institutions.

**RESOLUTION NO. 011105A**

**CITY OF LAUDERDALE  
COUNTY OF RAMSEY  
STATE OF MINNESOTA  
DESIGNATION OF INSTITUTIONS FOR INVESTMENT FUNDS**

**BE IT HEREBY RESOLVED** that the following institutions meet all of the requirements set forth in Minnesota State Statutes and in the Lauderdale Investment Policy, and

**BE IT FURTHER RESOLVED** that the following institutions be designated for investing Lauderdale's idle funds:

RBC Dain Rauscher, Minneapolis

Miller Johnson Steichen Kinnard, Minneapolis

Voyageur Asset Management, Minneapolis  
[Minnesota Municipal Money Market (4M)]

Northland Securities, Minneapolis

Smith Barney/Citigroup, St. Paul

US Bancorp Investments, Minneapolis

Wells Fargo Brokerage Services, Minneapolis

PMA Financial Network/Securities, Albertville

Dated this 11th day of January 2005 by the Lauderdale City Council.

(ATTEST)

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Jeff Dains, Mayor

(SEAL)

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Rick Getschow, City Administrator

# PMA Financial Network, Inc.

## Public Finance Specialists

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[About Us](#)  
[Services](#)  
[Products](#)  
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[Contact Us](#)  
[WISC Information](#)

# PMA

providing *unparalleled*  
financial services exclusively to the public sector

For 20 years, school districts, municipalities and other governmental entities have turned to PMA for long-term financial success.

Serving the public sector since 1984, PMA has managed billions of dollars in investments for hundreds of governmental clients. PMA has achieved this level of trust through a core understanding of investment principles rooted in an intimate knowledge of public finance. PMA's track record is time tested.

Through these years, we have helped many organizations achieve:

- Greater interest earnings
- Higher level of investment credit quality
- Quantifiable time-saving administrative efficiencies

...delivering products and services *tailored specifically*  
to

make an impact where you need it most ... PMA

# PMA

FINANCIAL NETWORK, INC.

27545 Diehl Road, Suite 100  
Warrenville, Illinois 60555

Phone: 630 393.9494  
Fax: 630 393 9595

30-July-04

4M Board Of Trustees  
C/O League of Minnesota Cities  
145 University Ave. West  
St. Paul, MN 55103

To the Board:

PMA is thrilled to respond to the Request for Proposal to the Minnesota 4M Fund and we are excited over the prospect of presenting our proposal to the Trustees in August.

PMA Financial Network, Inc., PMA Securities, Inc., and Prudent Man Advisors, Inc. (referred to jointly as "PMA" throughout the proposal) are the three entities responding to provide administrative services, investment advisor services, marketing services, and fixed rate investment services to the Minnesota 4M Fund. As a registered investment advisor, Prudent Man Advisors, Inc., is responding with Federated Investors as a subcontractor to PMA. Together, PMA and Federated are uniquely qualified to provide the participants of the Fund with the most competitive, comprehensive, and fiscally prudent solutions available. You will find our submission to be prepared in accordance with the instructions set forth by the Fund for completing and submitting proposals.

In looking at the potential for growth in program investment balances, we are confident that \$1 billion is a reasonable objective. Our experience has shown us that the key to a successful program is to provide value added services, build long-term relationships with participants, AND offer competitive investment rates. Those are the key elements to our success in growing our public fund investment balances:

- ✓ Minnesota school balances: \$0 in 1998 to a high point in excess of \$850mm
- ✓ Wisconsin school balances: \$0 in 1998 to nearly \$400mm projected balances on 8-2-04
- ✓ Illinois combined municipal balances: since 1984 grown to over \$4 billion

We believe that the PMA team gives the 4M Fund the best opportunity to provide greater service to participants, increase the size of program investment balances, and execute a seamless conversion which will maintain all current Fund programs and services. Additionally, we can offer participants an expanded fixed income program, and value added service programs that can help them maximize their cash management and investment practices.

PMA has proven its ability to convert similar investment programs without disruption to the participants.

- ✓ October 1, 2002, PMA converted the Illinois School District Liquid Asset Fund Plus
  - Administration
  - Investment Advisor
  - Marketing
  - Fixed rate investment program
- ✓ August 2, 2004, PMA will convert the Wisconsin Investment Series Cooperative (WISC)
  - Administration
  - Marketing
  - Fixed rate investment program

Our objective in converting the 4M Fund is the same objective we had in converting ISDLAF+ and WISC; minimize the impact to the participants, maintain all current Fund services, and seek to offer additional value added services and products – PMA's Cash Flow Management Program, Bond Proceeds Management Program, Financial Planning Program, and our extensive fixed rate investment program.

Offering competitive investment rates is a given requirement to succeed in growing program balances. To that end we will offer Minnesota cities Federated Investors industry leading money fund investment performance and PMA's unmatched fixed rate investment program (*See Yield Comparison on page #42, 43 of RFP Response*). All participants may benefit from PMA's fixed rate bidding services, a process where we allow for inclusion of local banks and investment providers. Participants get access to PMA's extensive bidding network and their local providers with one relationship, and as a result can greatly reduce the time spent gathering rates and administering the investment process. Additionally, all activity will be represented on one investment report, greatly simplifying the monthly bookkeeping process.

PMA investment products/services:

- ✓ Competitively bid fixed rate investments
  - Government securities: 20+ dealer relationships
  - Commercial paper: dozens of dealer relationships
  - Certificate of Deposit – FDIC: 500+ providers
  - Certificates of Deposit – private insurance available

The combination of aligning our competitive investment rates with value added service programs has truly been the foundation of our success. PMA's growth in investment balances over the last 10 years can be directly linked to the evolution of our Cash Flow Management Program, Bond Proceeds Management Program, and Financial Planning Program. The value in these service programs drives our growth in new clients and program participants. Once these new clients and participants have signed on to our service programs, our competitive investment rates serve to add their balances to the investment programs.

#### PMA Service Programs:

- ✓ PMA's *Bond Proceeds Management Program* has been built around the needs of our municipal clients. In addition to maximizing the interest earnings potential of a bond deal, the focus of the program is to provide complete arbitrage rebate tracking and reporting. PMA Portfolio Advisers manage the portfolios and provide monthly arbitrage estimates and reporting. While other providers may provide this type of reporting every year or five years, our philosophy is to provide it every month so that there are no end-of-project surprises.
- ✓ PMA's *Cash Flow Management Program* is designed to optimize portfolio earnings and municipality administrative resources. We achieve these goals by developing a detailed cash flow analysis and investment plan for each participant in the program. The client receives a professionally crafted and customized plan for their investments. The plan is delivered and executed throughout the fiscal year by a PMA Portfolio Adviser. Our Advisers play an important role in the marketing and sales plan since they are the front line of the relationship.
- ✓ PMA's *Financial Planning Program* was constructed to give our clients access to a long-term financial planning tool. The program rolls up numerous complex analyses into a comprehensive financial picture. The strength of the program is the ability to perform "what-if" scenario analyses allowing district stakeholders to quickly review and assess potential outcomes.

#### The Strength of PMA:

PMA administers over \$5.5 billion worth of investments for over 800 public entities in Minnesota, Wisconsin, Illinois, and Michigan. We currently work with nearly 100 Minnesota public entities, administering in excess of \$850mm. Our business growth has been fueled by offering very competitive investment rates AND value added services to our clients. PMA can offer the Minnesota 4M Fund:

- ✓ In-state representation by a locally recognized investment firm
- ✓ Proven ability to service the investment and cash management needs of Minnesota public entities
- ✓ Proven ability to seamlessly convert local government investment programs
- ✓ Proven ability to administer, manage and market local government investment programs
- ✓ Proven ability to grow program balances and the number of program participants
- ✓ Proven ability to provide competitive fixed rate investments
- ✓ Proven ability to provide superior service to participants
  - Cash Flow Management Program
  - Bond Proceeds Management Program
  - Competitive fixed rate investment bidding services

#### The Strength of Federated Investors:

With Federated, you are acquiring the highest level of portfolio management available, as evidenced by the firm's market leading position in institutional fund management. Federated ranks as the #1 manager of institutional and rated money market funds in the country based on assets under management, according to iMoneyNet, Inc.



Federated manages \$131 billion in money market portfolios for institutional investors, including hundreds of public entities throughout the U.S. and more than \$15 billion for Minnesota institutional clients. Federated portfolio managers are accustomed to institutional clients' account parameters and they manage creatively within them to attempt to optimize performance without sacrifice to safety. Federated's portfolio managers and legal staff closely study State statutes and any other underlying documentation for the accounts they manage to fully appreciate the context for client constraints. They are adept at collaborating with clients to internalize statutory conditions for the most appropriate interpretation of legislative and policy parameters. The result is a portfolio that is managed according to the client's unique set of legislative and policy circumstances to pursue competitive returns. Federated practices a conservative, risk-controlled investment process, implemented by experienced investment professionals.

Combined Value:

PMA and Federated respectively have proven track records that are unequalled. Therefore, in selecting PMA, the 4M Fund will receive industry leading representation for its administration, investment advisor, and marketing functions.

In a conversion, we think that we can eliminate much of the "unknown" with our direct experience converting, managing, and administering a Fund. Our overall bid package will provide the Participants with new and exciting service programs. However, it is our experience that participants will have certain basic expectations of how their Fund should work.

As such, the PMA transfer agency/client service system is designed to handle the expectations of a "4M Fund" client. PMA's systems and procedures should promote a feeling of familiarity and confidence that is critical during a conversion and going forward. Also, PMA always seeks client input as part of our continual improvement process.

The Participants of the Minnesota 4M Program should see their pool perform competitively, and grow and flourish with new dimensions. We believe that our partnership possesses the right combination of talents, that when combined with your support, can make this happen.

We hope you will agree. We would be pleased to discuss our proposal with you in person. Please feel free to contact me at 763-497-1490.

Respectfully,



Kent D. Johnson  
Senior Vice President



**CITY OF LAUDERDALE**

**MEMORANDUM**

TO: Mayor and Council Members  
FROM: Kevin Walsh, Deputy Clerk  
SUBJECT: 2005 License Applications  
DATE: January 11, 2005

---

**BACKGROUND**

The City of Lauderdale requires tobacco vendors, gas stations, alcohol vendors, and garbage haulers to have an annual license in order to operate within City limits.

The City has received the following license applications to operate in 2005:

Walters Recycling and Refuse,  
Rosehill Service Station,  
Vasko Solid Waste,  
BFI Waste Services,  
Waste Management of MN,  
Armor Waste Systems,  
Super USA &  
J.A.L. Amoco

Attached are copies of the license applications.

**COUNCIL ACTION REQUESTED**

Consider issuing 2005 licenses for the above businesses.

City of Lauderdale  
1891 Walnut Street  
Lauderdale, MN 55113  
[www.ci.lauderdale.mn.us](http://www.ci.lauderdale.mn.us)  
Municipal Garbage Hauler License Application

Applicant

Company Name:

ARMOR WASTE SYSTEMS

Address:

3291 TERMINAL DR

EAGAN, MN 55121

Phone:

651-686-5675

Fax:

651-686-9936

Contact Person:

WAYNE SCHMIOT

MN Business Tax ID Number:

4286204

Vehicles used in work are insured with:

Company:

NORTHERN CAPITAL / ACILITY

Agents Name:

REYNOLDS FISHER

Address:

P.O. BOX # 9396 MPLS, MN

Telephone Number:

952-996-8818

Fax:

952-829-0482

Insurance Policy Number(s):

F76492

Annual per year unit fee

# of units

Amount Due

\$65.00/truck

1

\$ 65.00

Total Remitted:

\$ 65.00

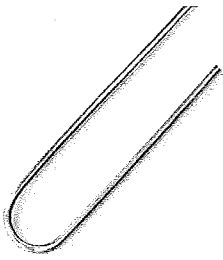
Solid waste collection will be provided to (check all that apply):

Residential

Commercial/Industrial

Name and address of disposal facility to which waste will be hauled:

NRG NEWPORT 2901 MAXWELL AVE, ST. PAUL 55055



City of Lauderdale  
 1891 Walnut Street  
 Lauderdale, MN 55113  
 www.ci.lauderdale.mn.us

2005

Municipal Garbage Hauler License Application

Applicant

Company Name: BFI WASTE SYSTEMS  
 Address: 4325 E. 66<sup>th</sup> ST.  
TRIER GROVE HEIGHTS, MN.  
 Phone: 651-455-8634  
 Fax: 651-266-4647  
 Contact Person: RICK STEVENS

MN Business Tax ID Number: \_\_\_\_\_

Vehicles used in work are insured with:

Company: SEE ATTACHED  
 Agents Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Insurance Policy Number(s): \_\_\_\_\_

✓

Annual per year unit fee	# of units	Amount Due
\$65.00/truck	<u>5</u>	\$ <u>325.00</u>
		Total Remitted: \$ <u>325.00</u>

Solid waste collection will be provided to (check all that apply):

- Residential
- Commercial/Industrial

Name and address of disposal facility to which waste will be hauled:

NRG Recovery  
Pine Bend Landfill



City of Lauderdale  
 1891 Walnut Street  
 Lauderdale, MN 55113  
[www.ci.lauderdale.mn.us](http://www.ci.lauderdale.mn.us)

2005

Municipal Garbage Hauler License Application

Applicant

Company Name: VASKO Solid Waste  
 Address: 309 Como Ave  
St. Paul, Mn. 55103  
 Phone: 651-774-0916  
 Fax: 651-489-9504  
 Contact Person: Paul Leding  
 MN Business Tax ID Number: 5517924

Vehicles used in work are insured with:

Company: I PS Incorporated - Carolina CASUALTY Ins. Co.  
 Agents Name: Richard Baumgartner  
 Address: P.O. Box 950, Bemidji, Mn. 56619  
 Telephone Number: 1-800-450-2330 Fax: 1-218-751-0952  
 Insurance Policy Number(s): CT 0337553

Annual per year unit fee	# of units	Amount Due
\$65.00/truck	<u>1</u>	\$ <u>65.00</u>
		Total Remitted: \$ <u>65.00</u>

Solid waste collection will be provided to (check all that apply):

- Residential
- Commercial/Industrial

Name and address of disposal facility to which waste will be hauled:

VASKO Transfer Station  
309 Como Ave.  
ST Paul, Mn. 55103

City of Lauderdale  
1891 Walnut Street  
Lauderdale, MN 55113  
[www.ci.lauderdale.mn.us](http://www.ci.lauderdale.mn.us)

Municipal Garbage Hauler License Application

Applicant

Company Name: WALTERS Recycling & Refuse

Address: PO. Box 67  
Circle Pines MN 55014

Phone: 763-780-8464

Fax: 763-780-5620

Contact Person: ERIC SEGERSTROM

MN Business Tax ID Number: 2298409

Vehicles used in work are insured with:

Company: FARM BUREAU FINANCIAL

Agents Name: SHAUN NISTER

Address: SPRING LAKE PARK

Telephone Number: 763-784-4443 Fax: 763-784-0223

Insurance Policy Number(s): 03908 218

Annual per year unit fee	# of units	Amount Due
\$65.00/truck	<u>3</u>	\$ <u>195.00</u>
		Total Remitted: \$ <u>195.00</u>

Solid waste collection will be provided to (check all that apply):

Residential

Commercial/Industrial

Name and address of disposal facility to which waste will be hauled:

Lake Area Disposal Facility Saronia Wisconsin  
NRS - Newport

City of Lauderdale  
1891 Walnut Street  
Lauderdale, MN 55113  
[www.ci.lauderdale.mn.us](http://www.ci.lauderdale.mn.us)

Municipal Garbage Hauler License Application

Applicant

Company Name: Waste Management of Minnesota Inc.  
Address: 10050 Naples St NE  
Blaine MN 55449  
Phone: 952-890-1100  
Fax: 763-783-5477  
Contact Person: Ervin C. Hofstedt  
MN Business Tax ID Number: 7590065

Vehicles used in work are insured with:

Company: ACE American Insurance Company  
Agents Name: Lockton Companies of Houston  
Address: 5847 San Felipe Suite 320 Houston TX 77057  
Telephone Number: 866-260-3538 Fax: 866-492-1055  
Insurance Policy Number(s): ISA H07932704

Annual per year unit fee	# of units	Amount Due
\$65.00/truck	<u>9</u>	\$ <u>585.00</u>
		Total Remitted: \$ <u>585.00</u>

Solid waste collection will be provided to (check all that apply):

- Residential
- Commercial/Industrial

Name and address of disposal facility to which waste will be hauled:

\*\*\*SEE ATTACHED\*\*\*



**City of Lauderdale**  
**Application for 3.2 and Cigarette Municipal License**

---

Applicant:

Company Name: Gash Enterprise, LLC

Address: 2424 W Carpenter Ave  
Lauderdale, MN 55113

Phone: 612-250-5569

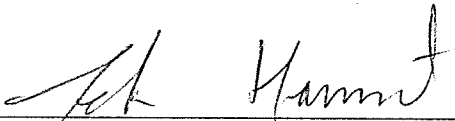
Fax: 952-953-3246

Contact Person: Tek Hammett

MN Business Tax ID Number: 662-4638

All City Code provisions related to the sale of non-intoxicating malt liquor and tobacco products must be strictly adhered to at all times. Licenses are not transferable.

The City Council of the City of Lauderdale may revoke, suspend or not re-new any license issued if this application does not comply with the City Code. Licenses are valid for one year. Proof of insurance must be submitted before application can be considered for a license.

  
\_\_\_\_\_  
Applicant Signature

12/31/04  
\_\_\_\_\_  
Date

To complete this application please enclose the following:

- ✓ Check for the appropriate fee (\$40 -Cigarettes, \$60 - 3.2, \$100 - both)
- ✓ Worker's Compensation form
- ✓ Proof of Worker's Compensation insurance

2005

**City of Lauderdale**  
**Application for Municipal Gasoline Station Operator's License**

**Applicant:**

Company Name: Rose Hill Service

Address: 2430 W. LAKPENTOUR AVE  
LAUDERDALE, MISS 55113

Phone: 651.646.0463

Fax: \_\_\_\_\_

Contact Person: Art Jr

MN Business Tax ID Number: 2660846

**Gasoline Storage Tanks:**

Total Number: 2


Size:	Gallons:
_____	<u>2,000</u>
_____	<u>4,000</u>
_____	_____

Anticipated hours of operation during 2005: <sup>PM</sup>  
Weekdays: 7:30<sup>AM</sup> - 5:30<sup>PM</sup> Friday: 7:30<sup>AM</sup> - 5:30<sup>PM</sup> Saturday: \_\_\_\_\_ Sunday: \_\_\_\_\_

**Fee:**

\$20.00 first pump	\$20.00
\$10.00 each additional pump x <u>1</u>	<u>\$10.00</u>
	total: <u>\$30.00</u>

The City Council of the City of Lauderdale may revoke, suspend or not re-new any license issued if this application does not comply with the City Code. Licenses are valid for one year. Proof of insurance must be submitted before application can be considered for a license.

  
Applicant Signature

12.9.04  
Date

- To complete this application please enclose the following:
- ✓ Check for the appropriate fee
  - ✓ Worker's Compensation form
  - ✓ Proof of Worker's Compensation insurance

# Lauderdale City Council Memorandum

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Council Meeting Date: January 11, 2005  
To: Mayor and City Council  
From: Rick Getschow, City Administrator  
Agenda Item: 2005 Mileage Rate

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## **BACKGROUND:**

The personnel policy states that vehicle expenses (mileage reimbursement) will be reimbursed at rates set under federal guidelines. The Lauderdale mileage reimbursement was 37.5 cents per mile in 2004.

For 2005, the IRS has stated that the standard mileage rate will be 40.5 cents per mile. This an increase of 3 cents from the 37.5 cent rate from 2004.

## **ENCLOSURES:**

1. IRS Press Release "2005 Standard Mileage Rates Set"

## **COUNCIL ACTION REQUESTED:**

Motion to approve the city mileage reimbursement rate at 40.5 cents per mile for 2005, matching the IRS rate.

**2005 Standard Mileage Rates Set**

IR-2004-139, Nov. 17, 2004

WASHINGTON — The Internal Revenue Service today released the optional standard mileage rates to use for 2005 in computing the deductible costs of operating an automobile for business, charitable, medical or moving expense purposes.

Beginning Jan. 1, 2005, the standard mileage rates for the use of a car (including vans, pickups or panel trucks) will be:

- 40.5 cents a mile for all business miles driven, up from 37.5 cents a mile in 2004;
- 15 cents a mile when computing deductible medical or moving expenses, up from 14 cents a mile in 2004; and
- 14 cents a mile when giving services to a charitable organization.

The 3-cent increase in the business mileage rate was the largest one-year rise ever. The primary reasons were higher prices for vehicles and fuel during the year ending in September. The charitable standard mileage rate is set by law.

The standard mileage rates for business, medical and moving purposes are based on an annual study of the fixed and variable costs of operating an automobile. An independent contractor, Runzheimer International, conducted the study for the IRS.

A taxpayer may not use the business standard mileage rate for a vehicle after using any depreciation method under the Modified Accelerated Cost Recovery System (MACRS), after claiming a Section 179 deduction for that vehicle, for any vehicle used for hire, or for more than four vehicles used simultaneously. Revenue Procedure 2004-64 contains additional information on these standard mileage rates.

**Related Item:** [Revenue Procedure 2004-64](#)


[Subscribe to IRS Newswire](#)

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# M E M O

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**DATE:** JANUARY 11, 2005  
**TO:** HONORABLE MAYOR AND COUNCIL   
**FROM:** JIM BOWNIK, A2CA  
**RE:** ZONING AMENDMENT APPLICATION AND VARIANCE APPLICATION  
FOR 1801 EUSTIS STREET

## BACKGROUND

Request:

- 1) Rezone property from R-1 to R-2 allowing for a two-family dwelling.
- 2) 20-foot variance to the lot width requirements to allow for a lot width of 40 feet instead of 60 feet.

Applicant and Property Owner:  
Globe Companies, 2230 Co. Rd. C W., Roseville, MN 55113.

Property Location:  
1801 Eustis St., Lauderdale, MN 55113.

Attached are the zoning applications from Globe Companies for your review.

## ZONING AMENDMENT REQUEST

The applicant and property owner, Globe Companies, is proposing to remodel the existing building into a two-family dwelling. The existing building has most recently been used as a single-family dwelling, but had at one time been used as a grocery store.

The property is zoned R-1. Two-family dwellings are permitted in the R-1 District with a conditional use permit. However, in the R-2 District, two-family dwellings are a permitted use.

Zoning amendments can affect the text of the zoning ordinance, the zoning map, or both. In this case the change would be to the zoning map only. The zoning ordinance allows for the following three residential districts: R-1 Suburban Residential, R-2 Urban Residential, and R-3 Multiple Residential.

Currently, no properties exist in the R-2 District. The Council will need to consider what effect "spot zoning" this property will have on neighboring properties, and any ramifications created by the zoning.

The Lauderdale Comprehensive Plan talks about limiting the turnover of owner-occupied single-family into rental.

## REQUIREMENTS FOR APPROVAL OF A ZONING AMENDMENT REQUEST

Title 10-3-5 Amendments:

- "The City Council may by two-thirds (2/3) vote of all its members amend this Title as proposed by the City Council, by the Planning Commission or by a petition of a person owning property within Lauderdale..."

Thus, a simple majority of the City Council is needed to approve the zoning amendment request.

### VARIANCE REQUEST

The R-2 District requires a lot width of 60 feet for two-family dwellings. The property has a lot width of 40 feet. Thus, the applicant is also requesting a 20-foot variance to the lot width requirements to allow for a lot width of 40 feet instead of 60 feet.

Besides considering whether an undue hardship exists, the Council will need to consider the lot width issue from a density standpoint. Two dwelling units on a 40-foot lot is more dense than one dwelling unit on a 40-foot lot. Increased density means more people in a given area, which can translate into more crime, noise, vehicles, etc.

### POLICIES AND PROCEDURES FOR VARIANCE APPROVAL

In reviewing this variance request, the Council should consider the Zoning Ordinance requirements as well as relevant State Statutes. The following should be considered:

- Chapter 3 of the Zoning Ordinance defines variances as follows: "The Board shall hear requests for variances from the literal provisions of this Title in instances where their strict enforcement would cause undue hardship because of circumstances unique to the individual property under consideration, and to grant such variances only when it is demonstrated that such actions will be in keeping with the spirit and intent of this Title. The Board of Appeals and Adjustments may not permit as a variance any use that is not permitted under this Title for property in the zone where the affected person's land is located".
- According to State Statute 462.357, Subd. 6, the following regulations apply to variances: The board of appeals and adjustments has the following powers with respect to the zoning ordinance: "To hear requests for variances from the literal provisions of the ordinance in instances where their strict enforcement would cause undue hardship because of circumstances unique to the individual property under consideration, and to grant such variances only when it is demonstrated that such actions will be in keeping with the spirit and intent of the ordinance. "Undue Hardship" as used in connection with the granting of a variance means the property in question cannot be put to a reasonable use if used under conditions allowed by the official controls, the plight of the landowner is due to circumstances unique to the property not created by the landowner, and the variance, if granted, will not alter the essential character of the locality. Economic considerations alone shall not constitute an undue hardship if reasonable use for the property exists under the terms of the ordinance. Undue hardship also includes, but is not limited to, inadequate access to direct sunlight for solar energy systems".

## **PLANNING COMMISSION ACTION**

The Planning Commission, which has not had a quorum or appointed members since the end of 2000 has not received any information in regards to this matter. Instead, this action item was placed directly on the council agenda per Title 2-1-10-4:K of the current Zoning Ordinance.

## **PUBLIC HEARINGS FOR THE ZONING AMENDMENT AND VARIANCE REQUEST**

Property owners within 350 feet from the perimeter of the subject property were sent notice of the public hearings for the zoning amendment request and the variance request. A Public Notice was also published in the December 31, 2004 edition of the *St. Paul Pioneer Press*.

Separate public hearings for the zoning amendment and the variance can be opened simultaneously in order to best take public comments regarding this property.

## **CITY COUNCIL ACTION REQUESTED**

- 1) Approve or deny the zoning amendment request.
- 2) Approve or deny the variance request.

It is recommended that the items be acted upon with separate motions, with both requests being either approved or denied. If approved, a notice will be published in the *Roseville Review* that the City Council has authorized the Zoning Administrator to make changes to the Official Zoning Map that reflect the new zoning district designation for this property.

# City of Lauderdale

1891 Walnut Street • Lauderdale • Minnesota 55113

Phone: 651.631.0300 Fax: 651.631.2066

## ZONING APPLICATION

Type of Request	Amount
<input type="checkbox"/> Variance	\$ 75
<input checked="" type="checkbox"/> Zoning Amendment	\$100
<input type="checkbox"/> Conditional Use	\$165
<input type="checkbox"/> PUD	N/A
<input type="checkbox"/> Other	

Name of Applicant Globe Companies (development division)

Address 2230 County Rd. C. W.

City Roseville

State MN

Zip 55113

Address of Property 1801 Eustis Street, Lauderdale MN  
(if different than above)

Day Phone (651)-288-4899 Evening Phone 651-278-5368 Fax 651-848-0079

Please describe why you are applying for this application We would like to RE-ZONE this building, and restore it to a functional/working duplex, which would improve this corner's appearance greatly. Our company does not want to expand the building or drastically change its outward appearance. - only to rehabilitate it and to impact the community in a positive manner. As a duplex, our company has property management division which can ensure proper tenant management.

  
Applicant's Signature

Globe Companies  
Nick Retzlaff

12-8-2004

Date

### For Office Use Only

Date of Application 12-16-04 Amount Paid 100.00 Receipt Number 7584  
PIN # \_\_\_\_\_

Recommendation of Planning Commission ( approve / deny ) Meeting Date \_\_\_\_\_

Date of Public Hearing \_\_\_\_\_

City Council Action Taken ( approved / denied ) Meeting Date \_\_\_\_\_

Conditions? \_\_\_\_\_



# City of Lauderdale

1891 Walnut Street • Lauderdale • Minnesota 55113

Phone: 651.631.0300 Fax: 651.631.2066

## ZONING APPLICATION

Type of Request	Amount
<input checked="" type="checkbox"/> Variance	\$ 75
<input type="checkbox"/> Zoning Amendment	\$100
<input type="checkbox"/> Conditional Use	\$165
<input type="checkbox"/> PUD	N/A
<input type="checkbox"/> Other	

Name of Applicant Globe Companies

Address 2230 Cord C W

City Roseville State MN Zip 55113

Address of Property 1801 Kustis St, Lauderdale MN  
(if different than above)

Day Phone 651-288-4899 Evening Phone 651-278-5318 Fax 651-848-0079

Please describe why you are applying for this application we are applying for this variance because we would like to turn this properties zoning from single family to a duplex. We need this variance to do so because of the size of the current lot. This variance is in regards to the size of the current lot not being wide enough for Lauderdale's multifamily dimensions.

  
Applicant's Signature

12/8/2004  
Date

### For Office Use Only

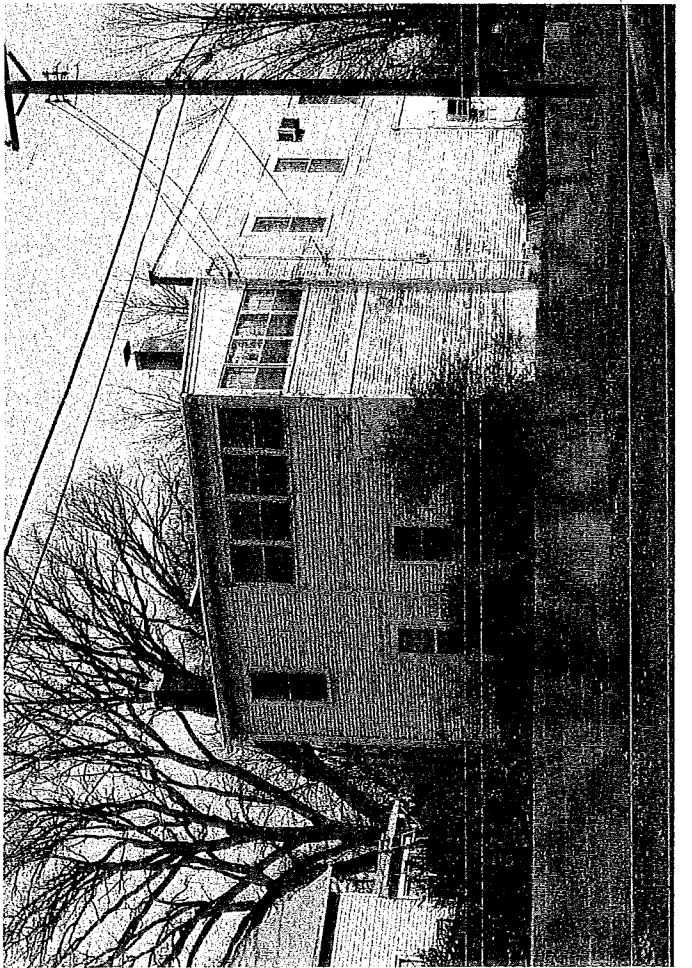
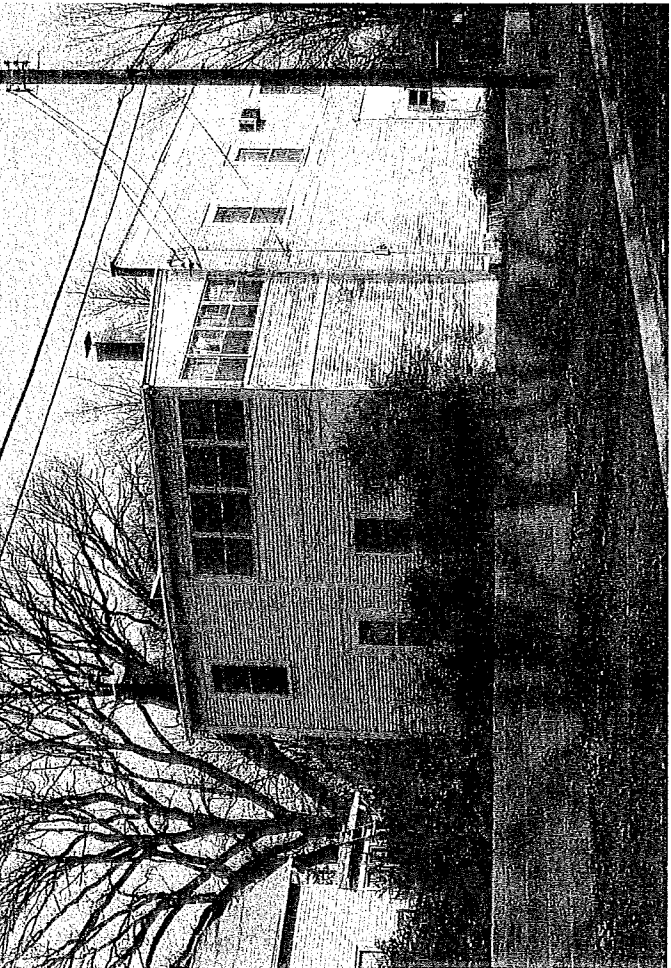
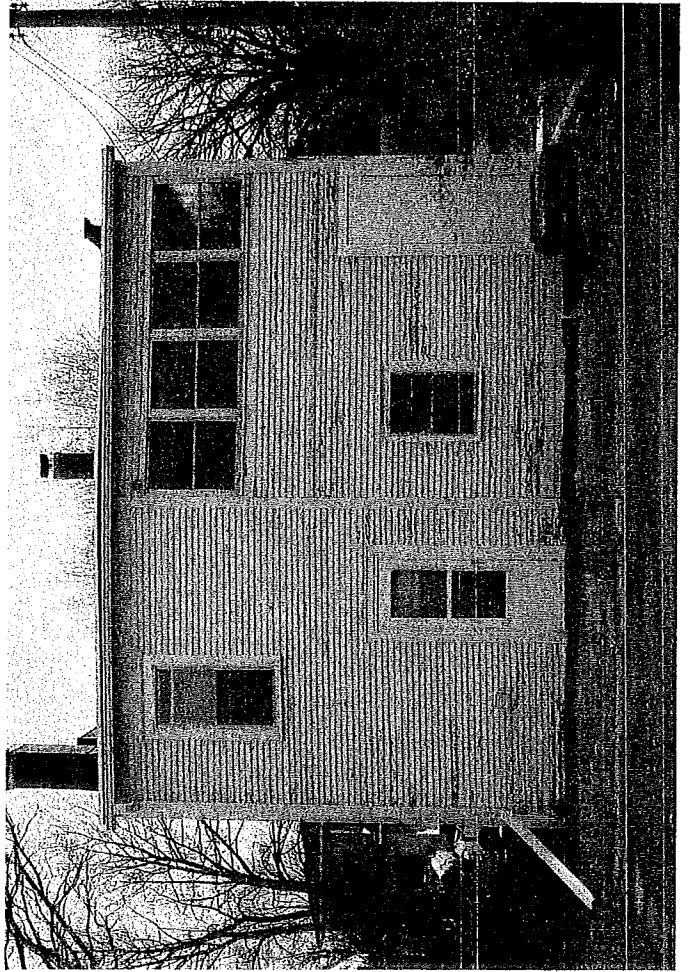
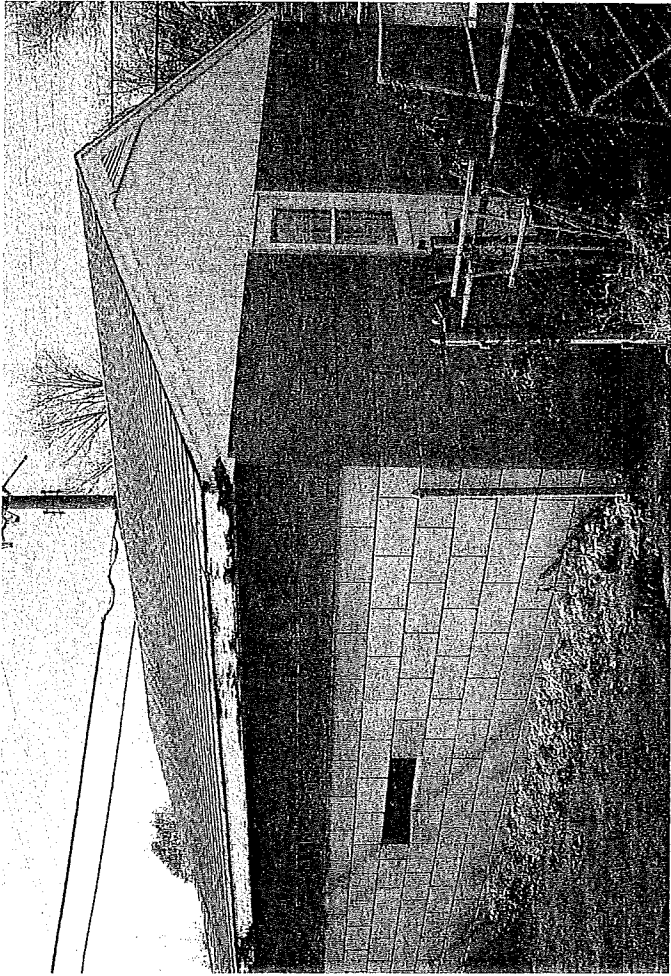
Date of Application 12-16-04 Amount Paid 75.00 Receipt Number 7584  
PIN # \_\_\_\_\_

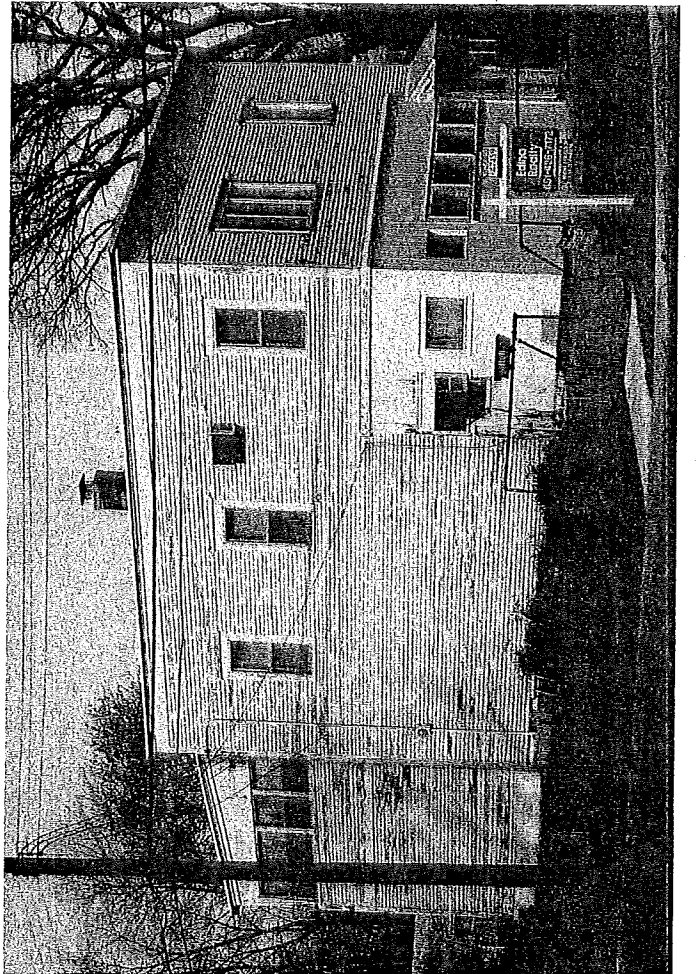
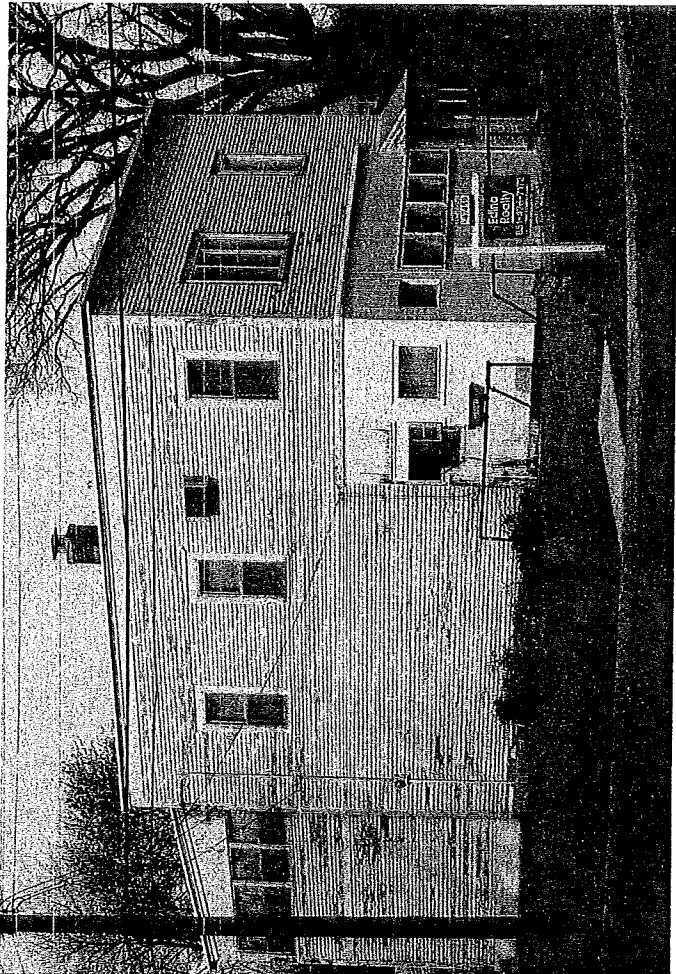
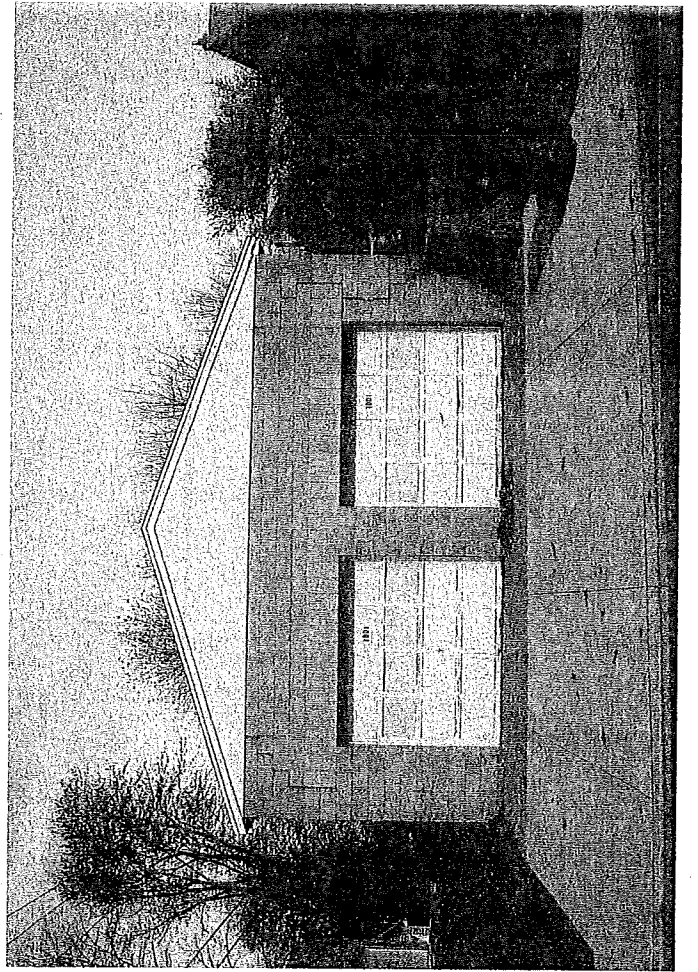
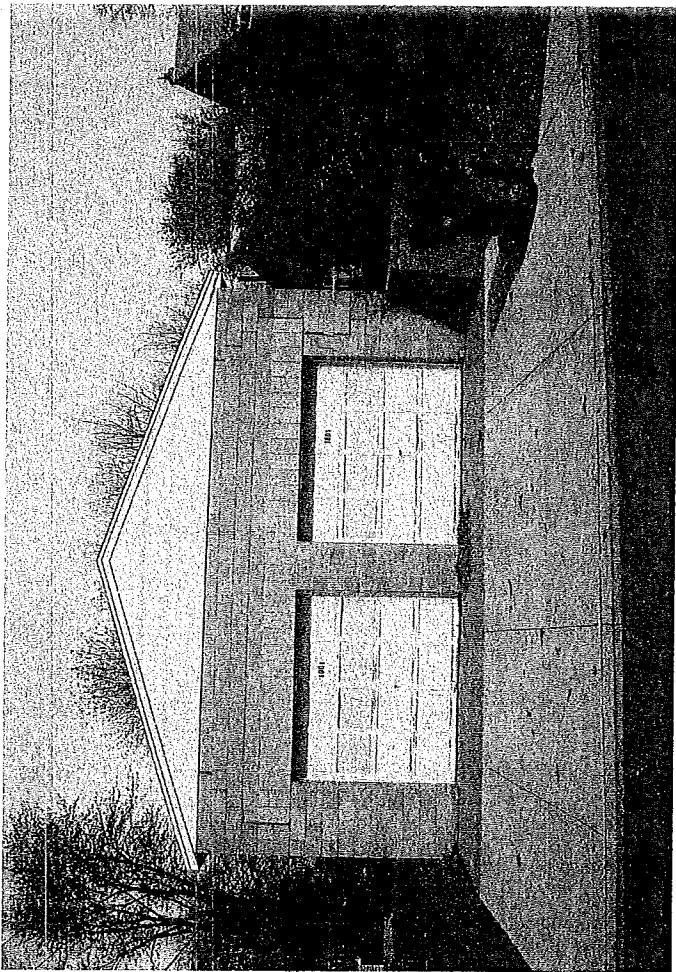
Recommendation of Planning Commission (approve / deny) Meeting Date \_\_\_\_\_

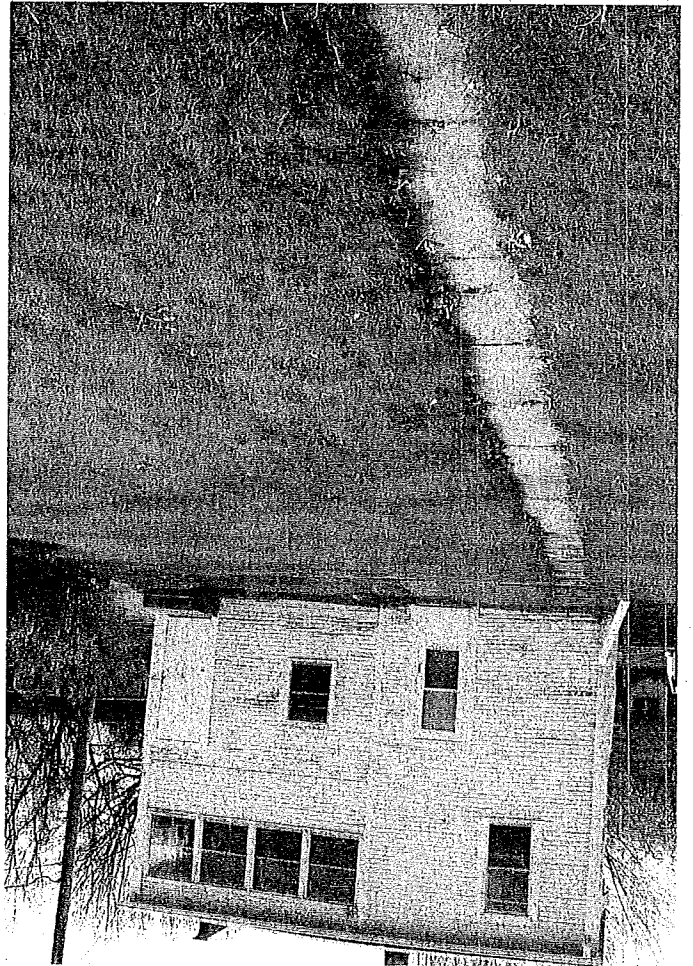
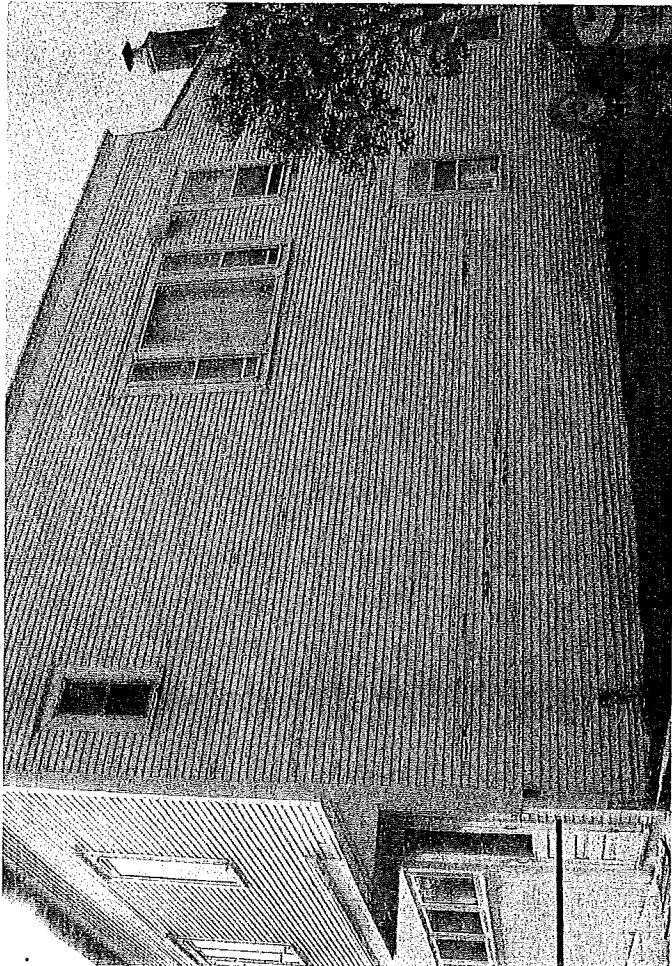
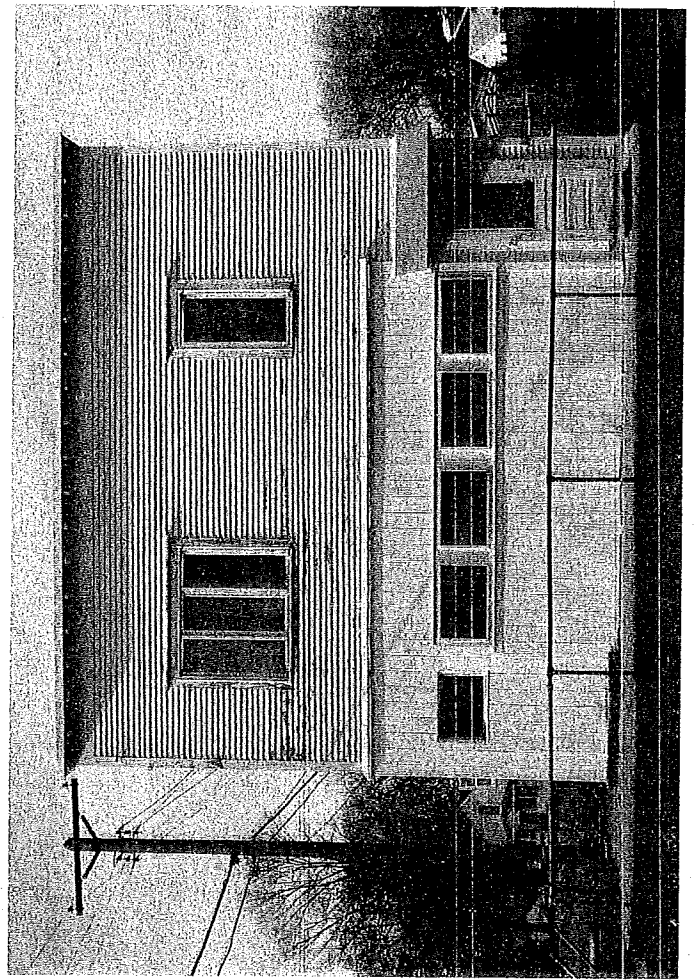
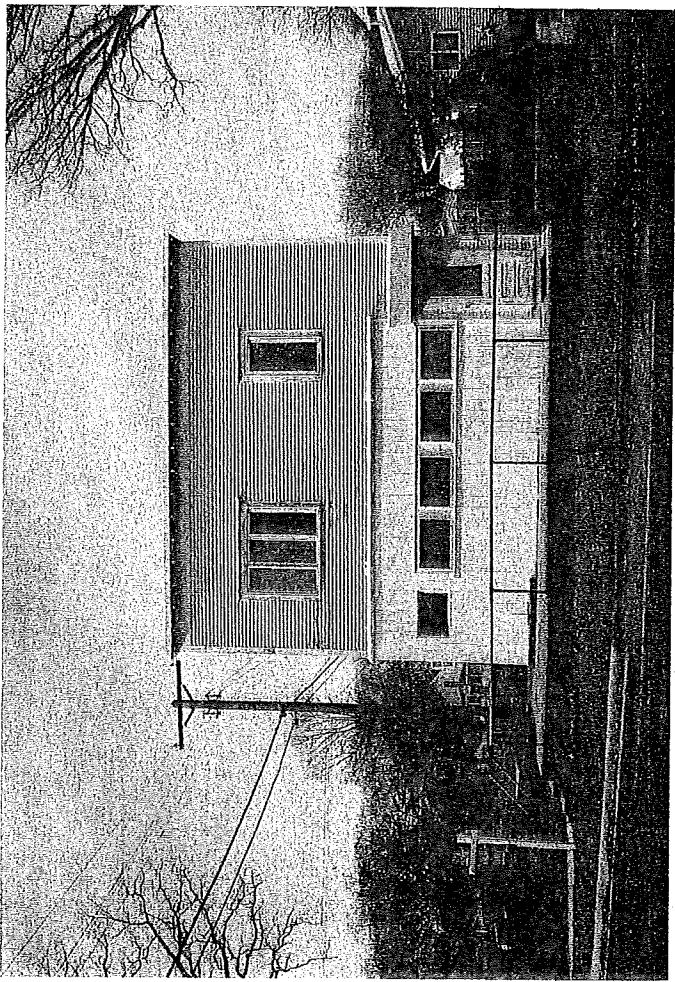
Date of Public Hearing \_\_\_\_\_

City Council Action Taken (approved / denied) Meeting Date \_\_\_\_\_

Conditions? \_\_\_\_\_







## 1801 Eustis Ave

Globe Companies would like to have 1801 Eustis Avenue re-zoned from single family to a functional multi family (duplex), in doing so we will not be expanding the building in anyway. The outward appearance of the residence will be greatly improved (new siding, paint on garage, front railing). We believe that in completing this work we will impact the neighborhood in a positive manor by changing the general appearance of the building (cosmetic) and bringing everything up to code on the inside and out.

The Eustis property has two garage stalls and a parking pad for two more vehicles without obstructing the sidewalks or streets totaling four parking spaces.

The property is now considered functionally obsolete as single family residence according to appraisers who have looked at the subject. The outward appearance of this building as well as the inside dimensions lends itself to multifamily use. As a duplex, Globe Companies has a property management division with qualified property managers who can ensure proper tenant placement as well as professional management.

This next section will give specific examples into the design, cosmetics, and mechanics that Globe Companies would like to complete to 1801 Eustis.

### ◆ Exterior

1. Removing thin wood exterior.
2. Installing tyvek paper around total exterior.
3. Installing new vinyl siding.
4. Paint double garage and doors to match color of duplex.
5. Fix fascia on garage
6. Adding two windows on south side for two new bedrooms.
7. Remove steel railing on front entrance.
8. Installing new railing.
9. Remove old screen door.
10. Install new screen door.
11. Removing front door.
12. Installing new front door.
13. Some landscaping to be completed in spring.
14. Remove and add new mailboxes.

◆ Interior Unit #1(First Level)

➤ Living Room/Bedrooms(2)

1. Frame walls accordingly to blueprint.
2. Remove old heating system.
3. Install new heating system.
4. Remove unit #1 doors front and back.
5. Install new steel door front and back with new knobs and deadbolts.
6. Wire electric in living room, 2 bedrooms and hallway.
7. Sheetrock, mud, and tape walls.
8. Patch/Paint walls, and all doors.
9. Install trim in living room, bedroom, and hallway (1x4).
10. Install new ceiling.
11. Paint trim and doors a different color.
12. Install new carpet.
13. Install new blinds throughout (match rooms).
14. Install new trim around cased opening (1x4).
15. Install new lights according to blue print.
16. Install closet door where indicated on blue print + door knobs.
17. Install 1 window in each bedroom and patch walls + insulate.
18. Install trim around windows in bedroom and living room.

➤ Kitchen

1. Install new cabinets according to plan.
2. Install new plumbing for sink.
3. Demo electric for new cased opening.
4. Install new electric up to code requirements.
5. Frame new cased opening according to print.
6. Frame in old door way sheetrock, mud and tape.
7. Frame around plumbing & new furnace, sheetrock, mud and tape.
8. Install a door to furnace room, trim with 1x4.
9. Install new vinyl floor.
10. Install new sink, countertops, and faucet.
11. Install cabinet knobs.
12. Install carpet.
13. Patch/Paint walls.
14. Paint trim and doors a different color.
15. Install floor trim where needed.
16. Install new blinds where needed.

➤ Laundry Room

1. Demo according to plan.
2. Sheetrock walls and ceiling.
3. Paint/Patch walls.
4. Paint trim and doors a different color.
5. Install blinds where needed.

➤ Bathroom

1. Frame according to plan.
2. Rough in electrical.
3. Remove ceiling.
4. Install new ceiling.
5. Sheetrock, mud, and tape walls and ceiling.
6. Install closet door.
7. Install 1x4 trim where needed.
8. Rough in new bath plumbing (remove concrete) for sink, tub, and toilet.
9. Install new concrete.
10. Install new bath tub/shower and bath tub wall.
11. Paint/Patch walls & ceiling.
12. Paint trim, doors, and cabinets different color.
13. Install new vinyl.
14. Install new toilet.
15. Install new lights.
16. Install new 3' sink vanity.
17. Install new 3' sink top.
18. Install new faucet and hook up plumbing.
19. Install new blind.

◆ Interior Unit #2 (Second Level)

➤ Kitchen/Dinning Room

1. Demo unit according to plan.
2. Scrape kitchen ceiling and texture.
3. Remove old stove.
4. Install new stove.
5. Sheetrock ceiling, tape, mud, and texture.
6. Restore old cabinets.
7. Paint around sink and cabinets.
8. Paint kitchen walls.
9. Install new cabinets next to stove.
10. Paint dinning room.
11. Paint cabinets and trim a different color.
12. Replace cabinet knobs.
13. Install new light fixtures where needed.
14. Paint stove hood silver or black (clean first).
15. Install locking door knob or dead bolt on back porch door.
16. Install blinds where needed.

➤ Bath

1. Fix toilet to working order.
2. Paint tub bottom black with gold feet.
3. Install stick tiles black and white.
4. Remove wall paper.
5. Install new toilet seat (white) + caulk around sink, counter top, and toilet.
6. Paint walls and ceiling.
7. Paint trim, cabinets, and door different color.
8. Install new blinds.
9. Install new towel bar.
10. Install new toilet paper holder.



- Sitting Room/Living Room
  1. Remove old furnace.
  2. Install new furnace.
  3. Frame new furnace room and new cased opening sheetrock, mud, and tape.
  4. Install new door to furnace room + trim.
  5. Texture Ceiling.
  6. Install new light fixtures where needed.
  7. Paint/Patch walls and ceiling.
  8. Paint trim and doors a different color.
  9. Install new carpet.
  10. Install new blinds.
  11. Frame around AC unit with 1x4.
  12. Install new steel door to unit with knobs and deadbolt + trim around door.
  
- Bedroom #1 (Left)
  1. Paint/Patch walls and ceiling.
  2. Paint trim and doors different color + closet.
  3. Install new carpet.
  4. Install new blinds.
  5. Install new light fixture.
  
- Bedroom #2 (right)
  1. Remove wallpaper.
  2. Paint/Patch walls and ceiling.
  3. Paint trim and doors different colors + closet.
  4. Install new light fixtures.
  5. Install new carpet.
  6. Install new blinds.

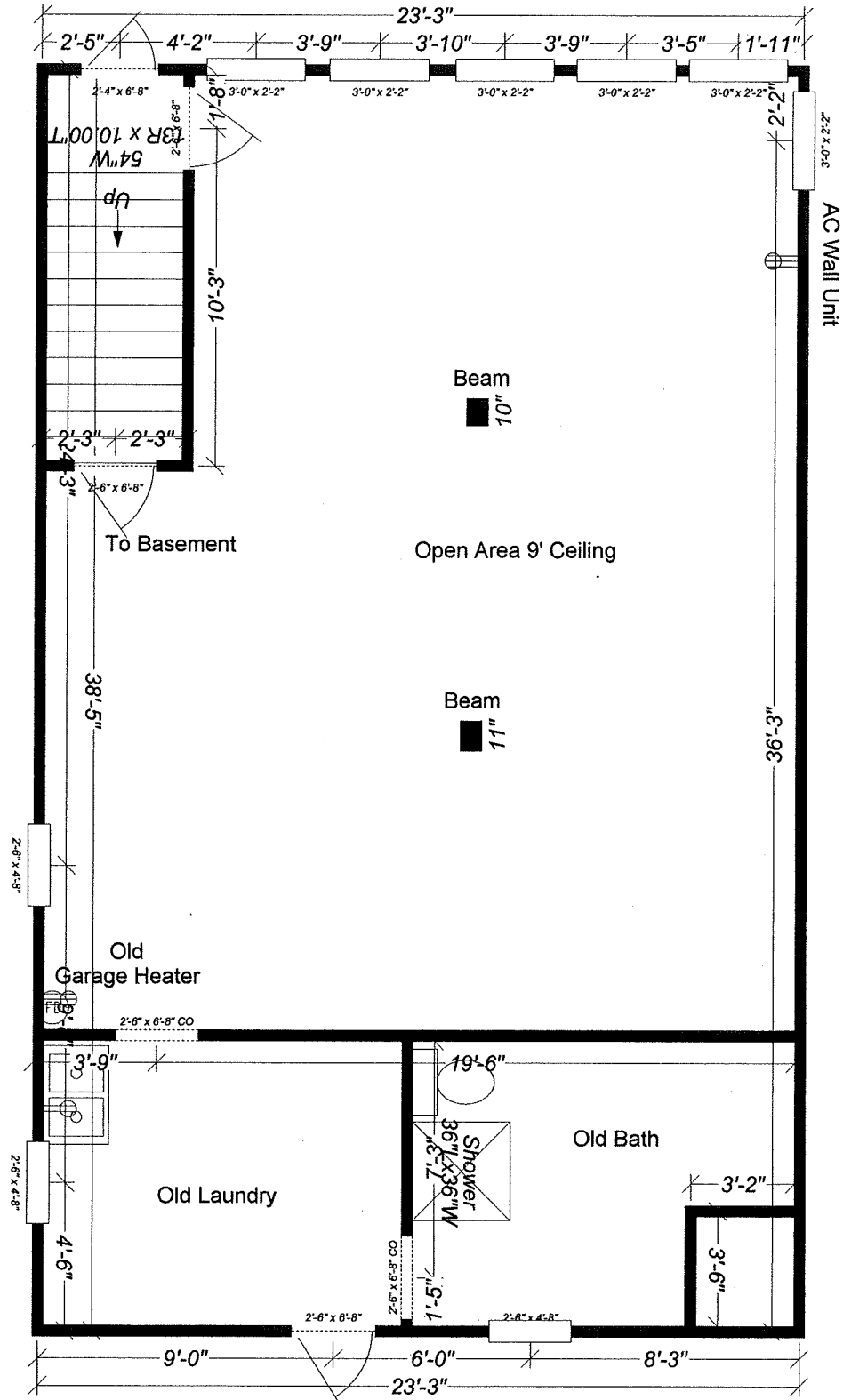
\* Replace/Install all outlet covers throughout entire building.

If you have any questions or concerns please contact us. Have a wonderful holiday from Globe Companies.

President of Globe Companies  
Colin Miller—651-288-4894

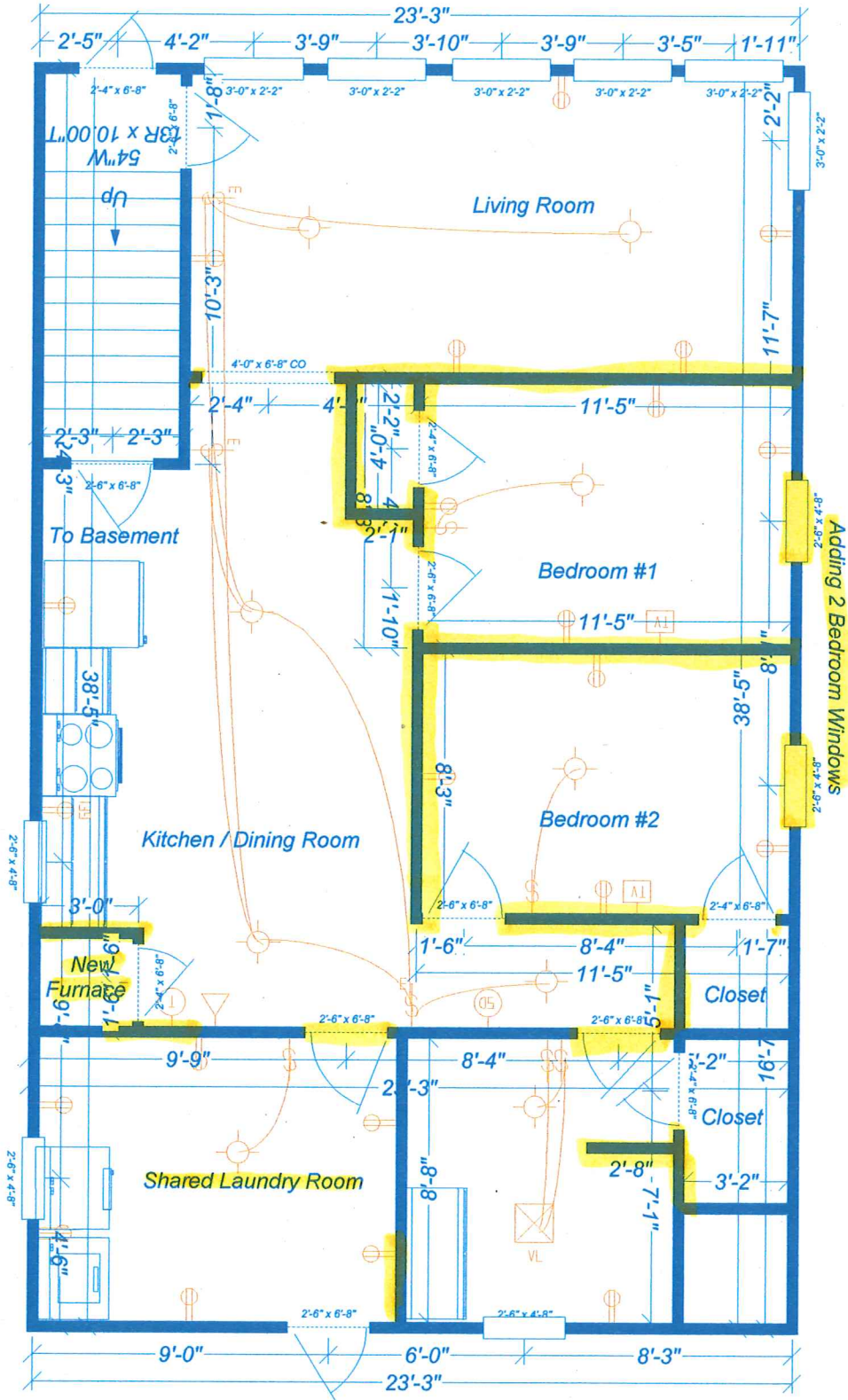
Legal Representation  
Jen Neska—651-249-6511

20'-1"  
**Globe Companies**  
 General Contracting Division  
 2230 W. County Rd. C Roseville, MN 55113  
 20'-1"

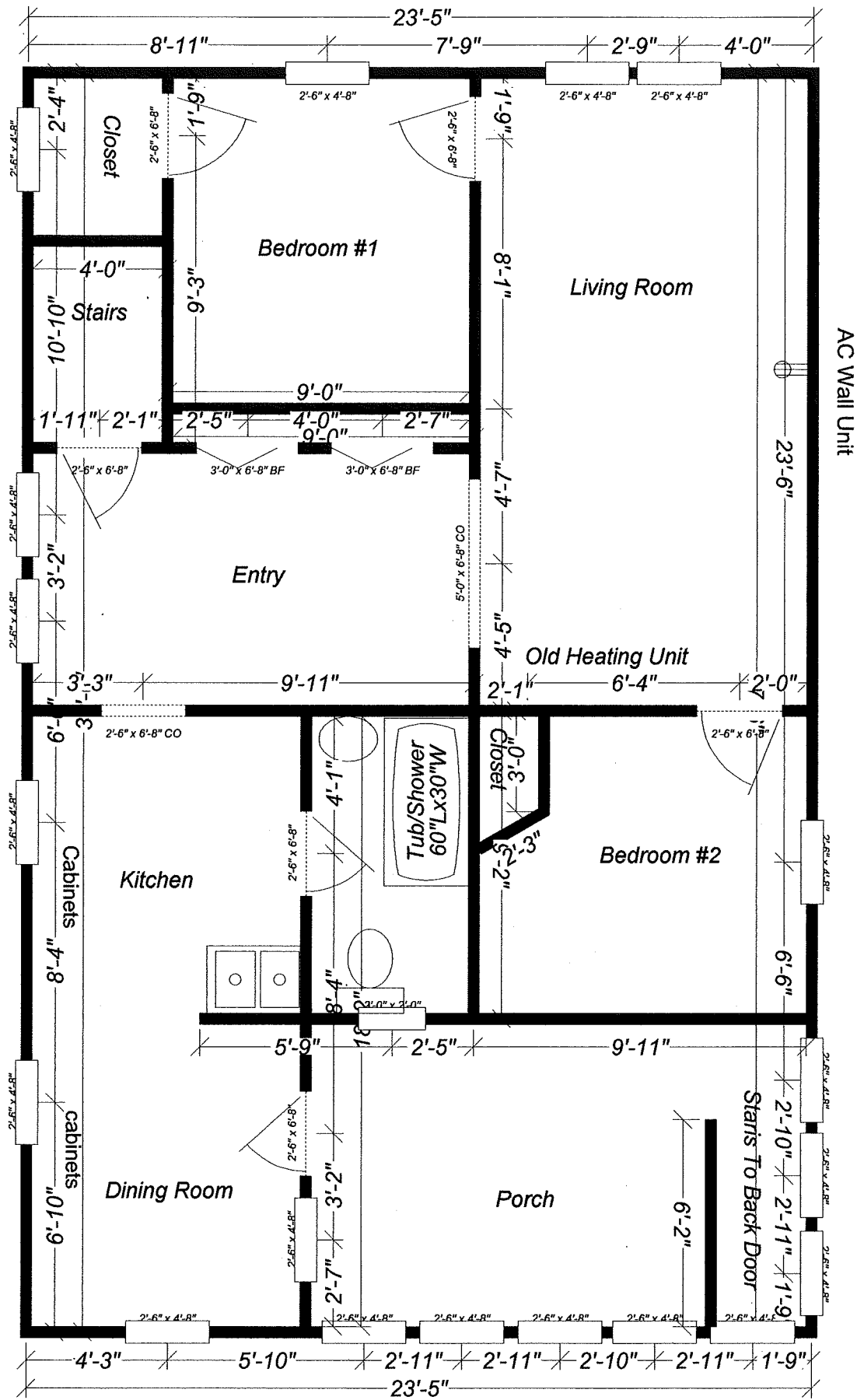


1801 Eustis St. Downstairs "Before"

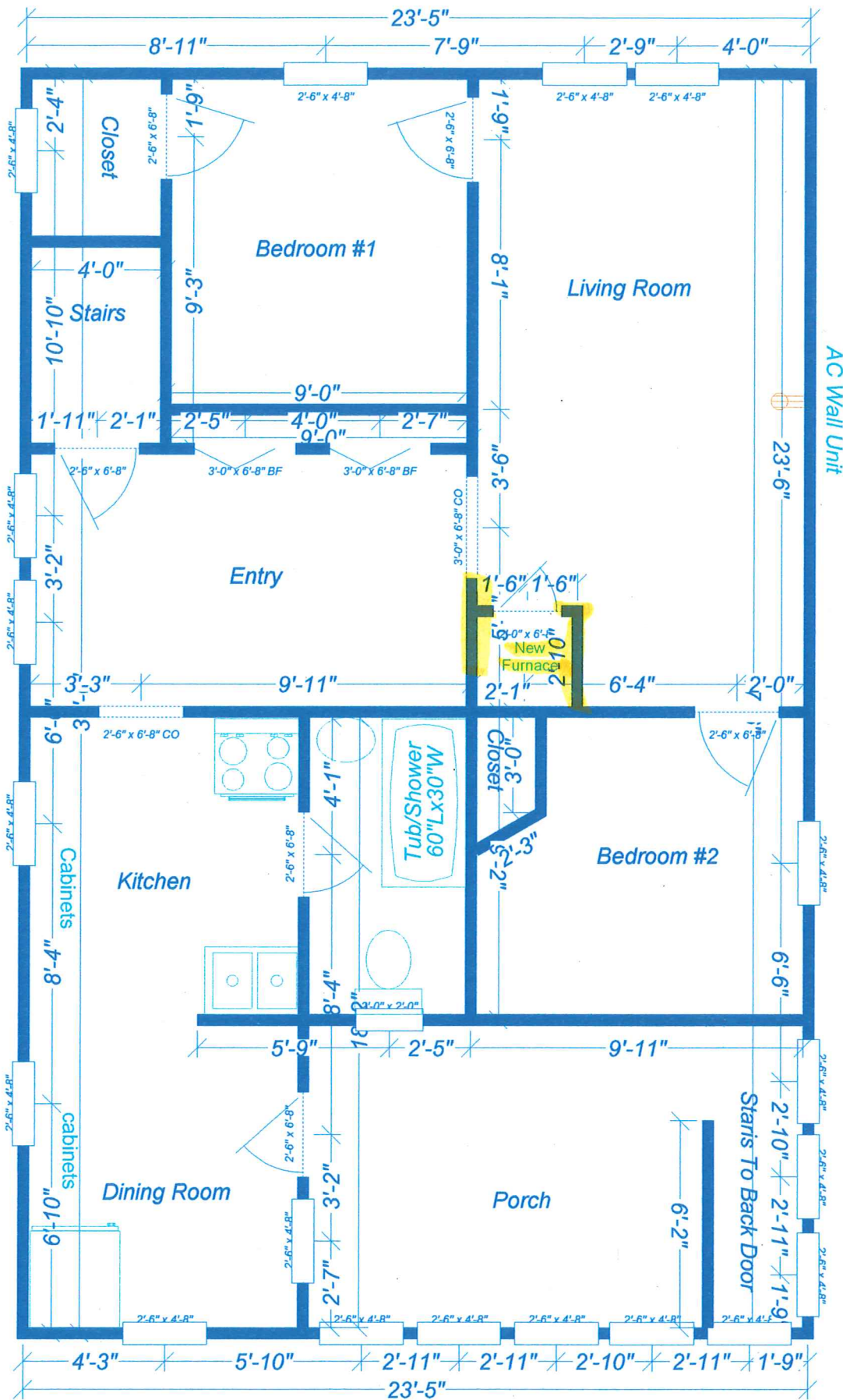
**Globe Compaines**  
 General Contracting Division  
 2230 W. County Rd. C Roseville, MN 55113  
 20'-1"



1801 Eustis St. Downstairs "After"



1801 Eustis St. Upsatirs "Before"



**1801 Eustis St. Upstairs "After"**



# 1801 Eustis St.

Project Description	B	Sub	Budget	Net	Start	Finish
RJ Hatcher Demo		RJ	\$1,000.00	\$711.50		
Management		Shane	\$1,300.00	\$740.00		
Management		Colin	\$200.00	\$590.00		
Permits		All	\$1,000.00			
Mileage		Both	\$200.00	\$79.01		
<b>Rehab Unit #1</b>						
Rehab/Drywall		RJ	\$4,325.00			
Framing		BJ	\$1,225.00			
Framing Materials		BJ	\$775.00	\$625.30		
Electrical		Brite	\$1,567.00			
Plumbing		North	\$2,589.00			
Heating		Kevin's	\$4,873.00			
Painting		Mike	\$2,250.00			
Carpet		Tim	\$1,450.00			
Vinyl		Tim	\$463.00			
<b>Rehab Unit #2</b>						
Rehab		Chad	\$2,835.00			
Electrical		Brite	\$100.00			
Plumbing		North	\$200.00			
Heating		Kevin's	\$4,873.00			
Painting		Mike	\$1,900.00			
Carpet		Tim	\$1,700.00			
Vinyl		Tim	\$385.00			
<b>Outside Rehab</b>						
Vinyl Siding		MFM	\$10,230.00			
New Railing in Front		RJ	\$870.00			
New Mail Boxes		RJ	\$50.00			
Paint Garage/Fix Facia		Mike	\$675.00			
Dumsters		GGC	\$689.00			
Appliances (5)		GGC	\$2,000.00			
Change Orders		GGC	\$500.00	\$23.71		
<b>Total Project</b>			<b>\$50,224.00</b>	<b>\$2,769.52</b>		





**CITY OF LAUDERDALE**

**MEMORANDUM**

TO: Mayor and Council Members  
FROM: Kevin Walsh, Deputy Clerk  
SUBJECT: Purchase of a One-Ton City Truck  
DATE: January 11, 2005

---

**BACKGROUND**

The City Council has indicated through the budget process that a priority in 2005 is to purchase a new one-ton pick-up. The City receives a discount through the state bid procedure and the 2005 state bid pick-up is a Ford. In 2005, the City has budgeted \$25,000 for a new truck. In addition, the City will be trading in the old truck that is to be replaced.

Even though the City is not required to undertake the competitive bidding process (when over \$50,000), the City's purchasing policy has been to obtain three different quotes from similar trucks or dealerships.

Elk River Ford obtained the low bid on the state specifications for the one-ton truck the City is looking to purchase. The three quotations the City received are similar type trucks with similar features and are as follows:

Elk River Ford- \$19,888

Suburban Chevrolet- \$23,000

Hopkins Dodge- \$27,000

The City will also need to purchase a new plow at a future date valued at \$3,000 to go with the new truck.

**COUNCIL ACTION REQUESTED**

Consider purchasing a new one-ton, Ford V-10 pick-up from Elk River Ford.

# ELK RIVER

"THE LAST OF THE LITTLE GUYS"  
FORD • DODGE • JEEP

17219 Highway 10 NW. PO Box 304 . Elk River, MN 55330

(763) 441-2300 •• (800) 441-2301

Direct Line (763) 274-3339 (Lonny) --OR-- (763) 3314 (Ray)

FAX # (763) 274-3338

www.elkrivertittleguys.com

From: Dean "Lonny" Lonquist/Ray McArthur

To: Kevin Walsh Pages: \_\_\_\_\_

Company: CITY OF LAUDERDALE Date: 1-3-05

Fax #: \_\_\_\_\_ CC: \_\_\_\_\_

MESSAGE: Kevin

2005 Reg. CAB F350 4X4 Pickup	16,672	
6.8 V10		
AUTOMATIC TRANS.	492	
LIMITED SLIP DIFF.	1222	
ALL TERRAIN TIRES	246	
Cloth Bench SEAT	103	
AIR CONDITIONING	131	TRUCK
ENGINE BLOCK HEATER	697	W/
SRID PLATE PACKAGE	28	
SNOW FLOW PREP	52	
TRAILER HITCH	70	
	144	
TOTAL	<u>219,888</u>	20

Please call with  
any questions  
THANK YOU  
Lonny

# Lauderdale City Council Memorandum

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Council Meeting Date: January 11, 2005  
To: Mayor and City Council  
From: Rick Getschow, City Administrator  
Agenda Item: Resolution 011105B: A Resolution Adopting the  
2005 Fee Schedule

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## BACKGROUND:

The City has annually adopted fees for City licenses, permits, and administrative services at the first meeting of the year.

Enclosed for discussion and approval are proposed fees for 2005, along with a resolution approving those fees.

There is only change proposed for 2005:

1. Service Availability Charge. As is evidenced by the enclosed memo, the Met Council sets this fee for what the City will pay for service connection charges. The City's practice is to match the fee charged to resident's/developers with the Met Council fee.

## ENCLOSURES:

1. 2005 Proposed Fee Schedule for License, Administrative, Permit Fees and Penalties
2. Metropolitan Council Memo regarding 2005 Service Availability Charges (SAC) Fees
3. Resolution 011105B: A Resolution Establishing 2005 License, Administrative Services and Permit Fees.

## COUNCIL ACTION REQUESTED:

Discuss the 2005 Fee Schedule.

Motion to approve Resolution 011105B: A Resolution Establishing 2005 License, Administrative Services and Permit Fees.

**RESOLUTION NO. 011105B**

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

**RESOLUTION ESTABLISHING 2005 LICENSE, ADMINISTRATIVE  
SERVICES, PERMIT, AND PENALTY FEES**

**WHEREAS**, the City Council of the City of Lauderdale recognizes the need to review the fees charged by the City for licenses, permits, administrative services and penalties on an annual basis; and

**WHEREAS**, any changes to these fees must be set by resolution, pursuant to City of Lauderdale City Code;

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Lauderdale, Minnesota that the fees for licenses, permits, administrative services and penalties that are attached to this resolution be approved.

Adopted by the City Council of the City of Lauderdale, Minnesota on this 11<sup>th</sup> day of January, 2005.

(ATTEST)

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

(SEAL)

\_\_\_\_\_  
Rick Getschow, City Administrator

## 2005 LICENSE, ADMINISTRATIVE, AND PERMIT FEES

	<u>2004</u>	<u>2005</u>
<b>LICENSE FEES:</b>		
3.2 On-Sale	\$60.00	\$60.00
3.2 On-Sale	\$250.00	\$250.00
3.2 Temporary On-Sale	\$30.00	\$30.00
Cigarettes	\$40.00	\$40.00
Animal License	\$10.00	\$10.00
Kennel License	\$50.00	\$50.00
Tree Service License	\$35.00	\$35.00
Mechanical (HVAC) License	\$35.00	\$35.00
Refuse Hauling License	\$65.00/truck	\$65.00/truck
Gas Station License	\$20.00/first pump \$10.00 addit. pump	\$20.00/first pump \$10.00 addit. pump
<b>ADMINISTRATIVE FEES:</b>		
Community Room Resident	\$40.00 (\$25.00/meetings only) \$50.00 set-up fee \$75.00 refundable deposit	\$40.00 (\$25.00/meetings only) \$50.00 set-up fee \$75.00 refundable deposit
Non-Resident	\$100.00 \$50.00 set-up fee \$100.00 refundable deposit	\$100.00 \$50.00 set-up fee \$100.00 refundable deposit
Copies	\$0.10/page	\$0.10/page
Fax	\$0.50/page	\$0.50/page
Copies of Minutes	No cost to those that attend \$0.25/page plus postage	No cost to those that attend \$0.25/page plus postage
Copies of Agendas	No cost to those that attend \$0.25/page plus postage	No cost to those that attend \$0.25/page plus postage

	<u>CURRENT</u>	<u>PROPOSED 2005</u>
Copy of Zoning Ordinance	\$15.00	\$15.00
Filing of Affidavit for Office	\$5.00	\$5.00
NSF Check Return	\$25.00	\$25.00
Notary Public Service	No cost to residents \$3.00	No cost to residents \$3.00

**ADMINISTRATIVE FEES:**

Assessment Search	\$20.00/Address	\$20.00/Address
Copy of Public Meeting Videotape	\$50.00	\$50.00
Replacement Recycling Container	\$12.00	\$12.00
False Fire Alarms	Cost plus \$15.00 adm. fee	Cost plus \$15.00 adm. fee
False Security Alarms	\$75.00 plus \$15.00 adm. fee	\$75.00 plus \$15.00 adm. fee
Fire Prevention Inspection	\$25.00 plus \$15.00 adm. fee	\$25.00 per hour plus \$15.00 adm. fee

**PERMIT FEES:**

Gambling	\$10.00/ < five events \$300.00/ ≥ five events	\$10.00/ < five events \$300.00/ ≥ five events
Right-Of-Way		
Excavation	\$50.00	\$50.00
Obstruction	\$25.00	\$25.00
Variance Application	\$75.00	\$75.00
Conditional Use Application	\$165.00	\$165.00
Zoning Amendment	\$100.00	\$100.00
Service Availability Charge (SAC)	\$1,350.00	\$1,450.00 *

\* The Met Council sets this sewer connection fee annually. The City usually adopts the fee set by the Met Council.

The following fees are set through the, the Universal Building Code, the Minnesota Plumbing Code, and the Universal Mechanical Code:

Mechanical (HVAC) Permit  
Plumbing Permit  
Building Permit  
Demolition Permit  
UST Removal Fee

September 27, 2004

TO: CITY MANAGERS AND ADMINISTRATORS

SUBJECT: SERVICE AVAILABILITY CHARGE (SAC) RATE

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The Metropolitan Council has adopted a \$100 increase in the MCES SAC rate effective January 1, 2005. The new basic MCES SAC rate will be \$1,450 for all Local Governments. The MCES SAC rate to be paid by your Local Government to MCES is the rate in effect at the time of payment on the building or sewer connection permit regardless of when the permitting process began.

The monthly SAC report and payment are due within 30 days of the end of the month. Beginning in 2005, the Local Government's retainage of 1% of MCES SAC collections will only be allowed as a discount for prompt payment. Late reports will forfeit this discount.


SAC rate discounts are available, with prior MCES approval, when multi-family developments include water conservation features such as a central laundry, or if they are publicly subsidized low income units with no dishwashers or garbage disposals.

Your community collects a local (or retail) SAC as users connect to the metropolitan wastewater system for the first time or as a user's potential or peak sewage increases. The MCES (or wholesale) SAC is paid to the Council on the same basis. The SAC funds we collect pay for the reserve capacity (unused) portion of the capital costs of the metropolitan wastewater system as specified in Minn. Statutes section 473.517 (3).

If you have any financial questions, please feel free to contact me at (651) 602-1196. For SAC procedural questions, please contact Sandra Selby at (651) 602-1118 or read the SAC procedure manual on our web site at: [www.metrocouncil.org/environment/RatesBilling/2005-SAC-procedures-manual.pdf](http://www.metrocouncil.org/environment/RatesBilling/2005-SAC-procedures-manual.pdf).

Your cooperation is greatly appreciated.

Sincerely,



Jason M. Willett  
MCES Finance Manager

cc: Building Inspections Department



**CITY OF LAUDERDALE**

**MEMORANDUM**

TO: Mayor and Council Members  
FROM: Kevin Walsh, Deputy Clerk  
SUBJECT: PCIC and Tree Commission Appointments  
DATE: January 11, 2005

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**BACKGROUND**

**Tree Commission:** The Tree Commission has received three (3) new applications for membership. According to Lauderdale City Code 2-5-4 & 2-5-5, the Commission shall consist of three to seven members to be appointed and approved by the City Council and that the appointed members shall be appointed to two year terms.

Based on previous Tree Commissions and City Council goals, the Commission will consider and/or conduct research on a tree replacement policy, tree inventory, a cost sharing fund, related ordinances, and disease issues.

The following residents have submitted an application to fill the Committee vacancies:

Eric Mader	1695 Malvern
Lee Anderson	1771 Walnut
Ann Sisel	1567 Fulham

The applications are attached.

**Park and Community Involvement Committee:** The current PCIC Chair, Karen Doherty, is seeking re-appointment for an additional two year term. Karen has been on the Committee since 2001 and has been an essential team player in the decisions the Committee makes regarding City events and park development.

### **COUNCIL ACTION REQUESTED**

Consider appointing Eric Mader, Lee Anderson, and Ann Sisel to the Tree Commission to two-year terms expiring December 31, 2006. Also, consider re-appointing Karen Doherty to the Park and Community Involvement Committee to a two year term expiring December 31, 2006.

# City of Lauderdale

1891 Walnut Street • Lauderdale • Minnesota 55113

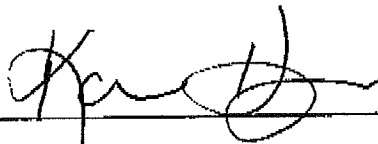
Phone: 651.631.0300 Fax: 651.631.2066

## Park & Community Involvement Committee Reappointment Application

Yes, I would like to be reappointed to the Park & Community Involvement Committee. I understand that this reappointment will expire on December 31, 2006.

No, I do not wish to be re-appointed to the Park & Community Involvement Committee. I understand that my appointment will expire on December 31, 2004.

Signed: \_\_\_\_\_



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

1/4/2005

# Tree Commission Application

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Yes,

I am interested in joining the Lauderdale Tree Commission.

Name ERIC MADER

Address 1695 MALVERN ST.

Phone 612-597-1893

I am interested in becoming a member of the Tree Commission for the following reason(s):

LAUDERDALE'S URBAN FOREST IS CLEARLY IN A STATE OF NEGLECT. NUMEROUS

TREE HEALTH AND SAFETY ISSUES ARE IGNORED, AND PARTS OF OUR CITY WHICH

WOULD BENEFIT FROM ADDITIONAL "GREEN-SCAPING" GO UNTENDED. IN ADDITION,  
THE RECENT RESURFACING OF SEVERAL STREETS, AND THE CORRESPONDING  
LOSS OF TREES HAS MADE TREE REPLACEMENT AN ISSUE FOR MANY RESIDENTS.

I have the following experiences that I am able to contribute to the Commission:

I AM A GRAD STUDENT IN HORTICULTURE AT THE

U OF M, WITH EXTENSIVE ACADEMIC AND PROFESSIONAL

EXPERIENCE IN ARBORICULTURE & TREE HEALTH ISSUES.

# Tree Commission Application

Yes, I am interested in joining the Lauderdale Tree Commission.

Name Ann Sisel

Address 1567 Fulham St

Phone 651-646-8050

E-mail AnnSisel\_2000@Yahoo.com

**I am interested in becoming a member of the Tree Commission for the following reasons:**

I am an environmentally concerned citizen and a gardener.

I have lived in Lauderdale for 34 years and during that time we have planted and cared for many trees and plants.

I would like to help develop a city wide re-planting policy for Lauderdale.

**I have the following experiences that I am able to contribute to the Commission:**

I am a member of the St. Anthony Park Garden Club and have learned much from our many expert speakers, some of which were from the University of Minnesota.

I took a workshop in Dutch Elm and Oak Wilt disease and re-planting options.

I am active in caring for the St. Anthony Park Library gardens.

# Tree Commission Application

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Yes,

I am interested in joining the Lauderdale Tree Commission.

Name Lle Anderson

Address 1771 Walnut Street

Phone 612-986-0156 (cell)

I am interested in becoming a member of the Tree Commission for the following reason(s):

I have lived in Lauderdale for almost 17 years so I

consider it my home. I would like to do what I can

to see that our town retains its suburban feel.

Helping to develop policies to this end would give me  
satisfaction as I would like to see Lauderdale flourish.

I have the following experiences that I am able to contribute to the Commission:

My professional experience is software engineering -

mostly Web-based. Besides a strong interest in

beautifying landscapes I can offer a strong work

ethic and a willingness to contribute all my energy  
to building a responsible yet worthwhile policy. Also,

I can research policies other cities have adopted in order to put some perspective on our policy. I have led or been a member of several project groups and I feel I would be a strong addition to the Landerdale Tree Commission. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.





# Lauderdale City Council Memorandum

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Council Meeting Date: January 11, 2005  
To: Mayor and City Council  
From: Rick Getschow, City Administrator  
Agenda Item: 2005 Appointments

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## **BACKGROUND:**

On an annual basis, City Council must make certain annual appointments. The majority of the required appointments include those such as designating a legal newspaper and official depositories.

At this time it has also been customary to appoint the acting Mayor and Council/staff representatives to various committees, commissions and organizations.

Attached is the detailed list of appointments and committee/organization names that need to be made for 2005.

Included in the list are some proposed appointments for 2005, based on the 2004 appointments.

## **ENCLOSURES:**

1. 2005 Appointments List
2. December 2004 RCLLG Letter

## **COUNCIL ACTION REQUESTED:**

Discuss the appointments for 2005.

Motion to approve the 2005 appointments as agreed upon by City Council.

APPOINTMENT ORGANIZATION	2003 APPOINTMENTS	2004 APPOINTMENTS	2005 APPOINTMENTS
PRIMARY LEGAL NEWSPAPER	ROSEVILLE REVIEW	ROSEVILLE REVIEW	ROSEVILLE REVIEW
SECONDARY LEGAL NEWSPAPER	ST. PAUL PIONEER PRESS LAUDERDALE NEWSLETTER	ST. PAUL PIONEER PRESS LAUDERDALE NEWSLETTER	ST. PAUL PIONEER PRESS LAUDERDALE NEWSLETTER
OFFICIAL DEPOSITORY	NORTH STAR BANK	NORTH STAR BANK	NORTH STAR BANK
ACTING MAYOR	JEFF MCCLOSKEY	KAREN GILL-GERBIG	MOOSE GIANNETTI
PARK/CIC	STAFF - JAMES BOWNIK ALT.- RICK GETSCHOW COUNCIL - GIANNETTI ALT. - GILL-GERBIG	STAFF - KEVIN WALSH ALT.- JAMES BOWNIK COUNCIL - GIANNETTI ALT. - GILL-GERBIG	STAFF - KEVIN WALSH ALT.- JAMES BOWNIK COUNCIL - GIANNETTI ALT. - GILL-GERBIG
NORTH SUBURBAN COMMUNICATIONS COMMISSION (NSCC)	COUNCIL- MAYOR ALTERNATE - MCCLOSKEY	COUNCIL- MAYOR ALTERNATE - MCCLOSKEY	COUNCIL- MAYOR ALTERNATE - MCCLOSKEY
PLANNING COMMISSION	STAFF - BOWNIK COUNCIL - CHRISTENSEN ALT- MAYOR	STAFF - BOWNIK COUNCIL - CHRISTENSEN ALT- MAYOR	STAFF - BOWNIK COUNCIL - CHRISTENSEN ALT- MAYOR

<b>RAMSEY COUNTY LEAGUE OF LOCAL GOVERNMENTS (RCLLG)</b>	STAFF – GETSCHOW COUNCIL - MAYOR ALT. – CHRISTENSEN	STAFF – GETSCHOW COUNCIL - MAYOR ALT. – CHRISTENSEN	STAFF – CITY ADM COUNCIL - MAYOR ALT. – CHRISTENSEN
<b>MISSISSIPPI WATERSHED MANAGEMENT ORGANIZATION (MWMO)</b>	COUNCIL – GILL-GERBIG ALT. - RICK GETSCHOW	COUNCIL – GILL-GERBIG ALT. - RICK GETSCHOW	COUNCIL – GILL-GERBIG
<b>RICE CREEK WATERSHED</b>	BRAA	BRAA	BRAA
<b>SRA</b>	RICK GETSCHOW ALT. – CLAY CHRISTENSEN	RICK GETSCHOW ALT. – CLAY CHRISTENSEN	CITY ADM. ALT. – CLAY CHRISTENSEN
<b>LMC</b>	RICK GETSCHOW	RICK GETSCHOW	CITY ADM.
<b>QUARTERLY POLICE MEETINGS</b>	RICK GETSCHOW MAYOR	RICK GETSCHOW MAYOR	CITY ADM. MAYOR
<b>CITY ENGINEER</b>	BONESTROO, ROSENE, ANDERLIK	BONESTROO, ROSENE, ANDERLIK	BONESTROO, ROSENE, ANDERLIK
<b>CITY ATTORNEY</b>	KENNEDY AND GRAVEN - RON BATTY	KENNEDY AND GRAVEN - RON BATTY	KENNEDY AND GRAVEN - RON BATTY
<b>TREE COMMISSION</b>	STAFF- SHANNON GOYETTE COUNCIL – GILL-GERBIG ALT. – MAYOR	STAFF- RICK GETSCHOW COUNCIL – GILL-GERBIG ALT. – MAYOR	STAFF-JIM BOWNIK COUNCIL – GILL-GERBIG ALT. – MAYOR



c/o Government Training Services  
2233 University Avenue W, S 150  
St. Paul, MN 55114  
651-222-7409x203  
www.mntg.org

December 2004

TO: Ramsey County Mayors  
Ramsey County City Managers/ Administrators

RE: Appointment of City Delegate and Alternate to Ramsey County League  
of Local Governments

Member Organizations

- Aden Hills
- Falcon Heights
- Gem Lake
- Lauderdale
- Little Canada
- Maplewood
- Mounds View
- New Brighton
- North Oaks
- North St. Paul
- Ramsey County
- Roseville
- St. Paul
- Shoreview
- Vadnais Heights
- White Bear Lake
- White BearTownship
- Mounds View Schools  
ISD #621
- North St. Paul/  
Maplewood Schools  
ISD #622
- Roseville Schools  
ISD #623
- White BearLake  
ISD #624
- St. Paul Schools  
ISD #625
- Ramsey Soil & Water  
Conservation District

Dear Mayor Dains,  
City of Lauderdale

Along with all your other appointments, **it is time to appoint your 2005 city  
representatives to the RCLLG Board.**

**Last year your Delegate was Rick Getschow**

**Your Alternate Delegate was Jeff Dains**

**The first Board Meeting will be Thursday, January 27 at 5:50.** This meeting will precede the annual meeting with our local legislators to be held at 7:00 PM at the League of Minnesota Building in St. Paul.

As soon as we received the name of your representatives, we will contact them with further information. If you are unable to conduct the appointment process prior to the Jan. 27<sup>th</sup> meeting, we ask that you encourage the 2004 Board Representatives to attend the Board Meeting at 5:50. The 7 p.m. meeting with the legislators is open to all interested persons.

Last year we had several very successful programs and plan to build on some of the items discussed and add some new ones as determined by the new Board. We hope that you or other members of your council or staff will be able to attend some this year.

If you have any questions please call me at 651-633-1264 or at [Aplikowski@aol.com](mailto:Aplikowski@aol.com).

Sincerely,

Bev Aplikowski, President

## **Lauderdale City Council Memorandum**

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Council Meeting Date: January 11, 2005  
To: Mayor and City Council  
From: Rick Getschow, City Administrator  
Agenda Item: Resignation of the City Administrator

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### **BACKGROUND:**

As was stated in an earlier Friday Report, my resignation will be brought to the City Council at this meeting as a result of my acceptance of the City of Hopkins City Manager position.

My last official day with the City will be Friday, January 28. However, I will be using a few vacation days that week and my effective last day will be Tuesday, January 25. January 25 is also the date for the second Council meeting in January.

My first day in Hopkins is Monday, January 31.

### **COUNCIL ACTION REQUESTED:**

Motion to accept the resignation of City Administrator Rick Getschow effective January 28, 2005.



# Lauderdale City Council Memorandum

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Council Meeting Date: January 11, 2005  
To: Mayor and City Council  
From: Rick Getschow, City Administrator  
Agenda Item: 2005 Staff Compensation

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## BACKGROUND:

Attached is the proposed compensation schedule for 2005 union and non-union staff.

There are two components from the union contract and the personnel policy that dictate compensation changes. The first component is the market equity adjustment, or "Stanton analysis". According to city policy, this adjustment is based upon what other seven-county metro cities with population between 1,500-4,000 pay in comparable positions. For union employees, the union contract that was approved sets those Stanton adjustments.

The second component of annual staff compensation is the merit adjustment. These are based on performance evaluations and a formula set in the City's personnel policy and/or the union contract with union members. **This year's inflation figure is 3.0%.** A percentage of that 3.0% inflation figure is applied to evaluations that are: satisfactory (85%), consistently exceeds requirements (95%), and outstanding (105%). Performance evaluations were completed within the last week.

- Public Works Maintenance

1. A Market (Stanton) Adjustment of 2% has been ratified in the union contract.
2. A Merit Adjustment of 2.85% is included as a result of the performance evaluation.

- Public Works Coordinator

1. A Market (Stanton) Adjustment of 2% has been ratified in the union contract.
2. A Merit Adjustment of 2.85% is included as a result of the performance evaluation.

- Deputy Clerk

1. A Market (Stanton) Adjustment of 2% has been ratified in the union contract.
2. A Merit Adjustment of 2.85% is included as a result of the performance evaluation.

- Assistant to the City Administrator

1. A Market (Stanton) Adjustment of 2% is included.
2. A Merit Adjustment of 2.85% is included as a result of the performance evaluation.

- City Administrator

1. A Market (Stanton) Adjustment is not included.
2. There will not be a Merit Adjustment since there will not be a performance review and evaluation as a result of the position soon being open.

The Council may wish to analyze the pay range of the City Administrator with a search consultant before the hiring process begins, but the recommendation contained here is that the 2005 compensation for the City Administrator be identical to the 2004 compensation.

### **COUNCIL ACTION REQUESTED:**

Motion to approve the 2005 Staff Compensation as agreed upon by the City Council retroactive to January 1, 2005.



**LAUDERDALE 2005 WAGE SCHEDULE - AFSCME - SCHEDULE A**

**2004 Wage Schedule**

JOB TITLE	STANTON POSITION COMPARED TO	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Public Works Maintenance Worker (Non-exempt)	Light Equipment Operator (No. 3) - 33%	\$3,571.43	\$3,392.86	\$3,214.29	\$3,035.72	\$2,857.14
	Sewer Maintenance Worker (No. 4) - 33%					
	Parkkeeper (No. 5) - 33%					
Public Works Coordinator (Non-exempt)	Parkkeeper (No. 5) - 25%	\$4,043.44	\$3,841.27	\$3,639.10	\$3,436.92	\$3,234.75
	Sr. Sewer Maintenance Worker (No. 8) - 25%					
	Inspector 2 (No. 31) - 25%					
Deputy Clerk (Non-exempt)	Administrative Assistant (No.169) - 25%					
	Executive Secretary (No. 98)- 33%	\$3,378.90	\$3,209.96	\$3,041.01	\$2,872.07	\$2,703.12
	Secretary B (No. 96) - 33%					
	Secretary C (No. 95) - 33%					

**2005 Wage Schedule (Includes Stanton Adjustment)**

JOB TITLE	STANTON POSITION COMPARED TO	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Public Works Maintenance Worker (Non-exempt)	Light Equipment Operator (No. 3) - 33%	\$3,642.86	\$3,460.72	\$3,278.57	\$3,096.43	\$2,914.29
	Sewer Maintenance Worker (No. 4) - 33%					
	Parkkeeper (No. 5) - 33%					
Public Works Coordinator (Non-exempt)	Parkkeeper (No. 5) - 25%	\$4,124.31	\$3,918.09	\$3,711.88	\$3,505.66	\$3,299.45
	Sr. Sewer Maintenance Worker (No. 8) - 25%					
	Inspector 2 (No. 31) - 25%					
Deputy Clerk (Non-exempt)	Administrative Assistant (No.169) - 25%					
	Executive Secretary (No. 98)- 33%	\$3,446.48	\$3,274.15	\$3,101.83	\$2,929.51	\$2,757.18
	Secretary B (No. 96) - 33%					
	Secretary C (No. 95) - 33%					

FINAL 2005 Wage Schedule (Includes Stanton Adj. and Merit Adj.)

JOB TITLE	STANTON POSITION COMPARED TO	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Public Works Maintenance Worker (Non-exempt)	Light Equipment Operator (No. 3) - 33%	\$3,746.68	\$3,559.35	\$3,372.01	\$3,184.68	\$2,997.34
	Sewer Maintenance Worker (No. 4) - 33%					
	Parkkeeper (No. 5) - 33%					
Public Works Coordinator (Non-exempt)	Parkkeeper (No. 5) - 25%	\$4,241.85	\$4,029.76	\$3,817.67	\$3,605.57	\$3,393.48
	Sr. Sewer Maintenance Worker (No. 8) - 25%					
	Inspector 2 (No. 31) - 25%					
	Administrative Assistant (No. 169) - 25%					
Deputy Clerk (Non-exempt)	Executive Secretary (No. 98) - 33%	\$3,544.70	\$3,367.47	\$3,190.23	\$3,013.00	\$2,835.76
	Secretary B (No. 96) - 33%					
	Secretary C (No. 95) - 33%					

**LAUDERDALE 2005 WAGE SCHEDULE FOR NON-UNION**

**2004 Wage schedule**

JOB TITLE	STANTON POSITION COMPARED TO	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Assistant to the City Administrator (Exempt)	Administrative Assistant (No. 169) - 25% Accountant #2 (No. 84) - 50% Planner (No. 160)- 25%	\$3,916.10	\$3,720.30	\$3,524.49	\$3,328.69	\$3,132.88
City Administrator (Exempt)	City Administrator (No. 174)	\$6,035.58	\$5,733.80	\$5,432.02	\$5,130.24	\$4,828.46

**2005 Wage schedule (Includes Stanton Adjustment)**

JOB TITLE	STANTON POSITION COMPARED TO	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Assistant to the City Administrator (Exempt)	Administrative Assistant (No. 169) - 25% Accountant #2 (No. 84) - 50% Planner (No. 160)- 25%	\$3,994.42	\$3,794.70	\$3,594.98	\$3,395.26	\$3,195.54
City Administrator (Exempt)	City Administrator (No. 175)	\$6,035.58	\$5,733.80	\$5,432.02	\$5,130.24	\$4,828.46

**FINAL 2005 Wage schedule (Includes Stanton Adjustment and Merit Adjustment)**

JOB TITLE	STANTON POSITION COMPARED TO	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Assistant to the City Administrator (Exempt)	Administrative Assistant (No. 169) - 25% Accountant #2 (No. 84) - 50% Planner (No. 160)- 25%	\$4,108.26	\$3,902.85	\$3,697.44	\$3,492.02	\$3,286.61
City Administrator (Exempt)	City Administrator (No. 175)	\$6,035.58	\$5,733.80	\$5,432.02	\$5,130.24	\$4,828.46

