

**LAUDERDALE CITY COUNCIL MEETING AGENDA  
TUESDAY, MARCH 8, 2005  
CITY HALL, 7:00 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 7:00 P. M.**

**2. ROLL:**

*Councilmembers:*

McCloskey _____	Christensen _____
Gill-Gerbig _____	Giannetti _____
Mayor Dains _____	

*Staff:*                      Bownik \_\_\_\_\_                      Walsh \_\_\_\_\_

**3. APPROVAL OF THE AGENDA**

**4. APPROVAL**

- A. Approval of minutes of 2/22/05 City Council Meeting
- B. Approval of claims totaling \$ 20,051.46

**5. 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.

**6. CONSENT**

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

**8. INFORMATIONAL PRESENTATIONS**

- A. State Senator John Marty and State Representative Mindy Greiling-2005 Legislative Session

**9. 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.

**10. REPORTS**

**11. ACTION**

- A. Resolution 030805A: A Resolution Proclaiming March 13, 2005 Mark Koranda Day in the City of Lauderdale

**12. DISCUSSION**

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

**14. ADDITIONAL ITEMS**

**15. SET AGENDA FOR NEXT MEETING**

**16. WORK SESSION DISCUSSION**

- A. Replacement of the City Administrator

**17. ADJOURNMENT**

**Lauderdale City Council  
Meeting Minutes  
February 22, 2005**

1. Meeting called to order at 7:08 P.M.
2. ROLL  
  
Council present: Giannetti, Christensen, Gill-Gerbig and Mayor Dains  
  
Absent: McCloskey  
  
Staff present: Acting Administrator Bownik
3. APPROVAL OF THE AGENDA  
  
*A. Approval of Agenda.* Motion by Gill-Gerbig, second by Giannetti to approve the agenda. Roll: Yes: all. Motion carried.
4. APPROVAL  
  
*A. Approval of Minutes.* Motion by Christensen, second by Gill-Gerbig to approve the minutes of the February 8, 2005 City Council meeting. Motion carried unanimously.  
  
*B. Approval of Claims totaling \$63,498.84.* Motion by Giannetti, second by Christensen to approve the claims totaling \$63,498.84. 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. INFORMATIONAL PRESENTATIONS

*A. Annual Storm Water Meeting- NPDES Phase II Permit.*

Acting Administrator Bownik provided a presentation that included detail on the following subject areas:

- NPDES MS4 Phase II Permit Overview
- The Lauderdale Storm Water Pollution Prevention Plan (SWPPP) Overview
- Status of Compliance with the Permit Conditions – Annual Report
- Appropriateness of the Best Management Practices (BMP's) in the SWPPP
- Progress in Achieving the Measurable Goals of the Best Management Practices (BMP's)

Bownik then stated that there would be a forum for comment on the following topics:

- SWPPP Annual Report
- Adequacy of the SWPPP

The Mayor opened public comment at 7:26 p.m.

No one was present who wished to address the City Council at the open forum.

9. PUBLIC HEARINGS

10. REPORTS

*A. Replacement of the City Administrator Update.* Wally Wysopal, the City's search consultant, has been working with Deputy Clerk Walsh on the search process. The position has been advertised and Mr. Wysopal will be in attendance at the next meeting to discuss the applications.

11. ACTION

12. DISCUSSION

13. ITEMS REMOVED FROM THE CONSENT AGENDA

14. ADDITIONAL ITEMS

*A. Resident letter regarding recent rezoning request for 1801 Eustis Street.* The City Council discussed a letter sent by a resident that disagreed with the City Council's decision in this matter. The City Council reiterated the rationale for denying the rezoning request and addressed the issue of Section 8 Housing mentioned in the letter. More information about Section 8 Housing is available to the public at City Hall.

15. SET AGENDA FOR NEXT MEETING

1. State Legislators- 2005 Session
2. Mark Koranda- Eagle Scout
3. Replacement of the City Administrator

A break was taken at 7:50 p.m. to transition into a work session discussion.

16. WORK SESSION DISCUSSION

The meeting resumed at 8:00 p.m.

*A. Expressions of Sympathy.* The City Council discussed the issue of sending plants, flowers, and cards to residents on behalf of the City. The City Council directed staff to draft a policy regarding this matter.

*B. Enforcement of Parking Rules.* The City Council discussed the handicapped parking issue at 1840 Eustis Street and directed staff to ask the police department to monitor the situation.

17. ADJOURNMENT

Motion by Gill-Gerbig, second by Christensen, to adjourn at 8:50 P.M. Ayes: All.

**CITY OF LAUDERDALE**

**Claims for Approval**

**March 8, 2005 City Council Meeting**

<u>Payroll</u>		
02/25/05 Payroll:	Check # 7764-7774	\$7,398.32
02/25/05 Payroll:	EFT: Federal Withholding Taxes/FICA	\$2,735.56
02/25/05 Payroll:	EFT: PERA	\$871.95
02/25/05 Payroll:	EFT: ICMA Retirement Fund	\$1,870.38
Feb '05 Payroll:	EFT: State Withholding Taxes	\$763.46
<u>Vendor Claims</u>		
03/08/05 Claims:	Check # 17379-17388	\$6,411.79

**Subtotal of Claims From Above** **\$20,051.46**

Total Claims for Approval	\$20,051.46
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CITY OF LAUDERDALE

03/03/05 5:09 PM

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Vendor Transactions

CHECK Nbr	Check Date	Batch Name Invoice	Amount	Comments
<b>Search Name AFSCME</b>				
017379	3/8/05	030805claims 3/8	\$80.90	2/05 union dues
Search Name AFSCME			\$80.90	
<b>Search Name CINTAS</b>				
017380	3/8/05	030805claims 3/8	\$53.26	2/24, 3/3 pw uniforms
Search Name CINTAS			\$53.26	
<b>Search Name CITY OF FALCON HEIGHTS</b>				
017381	3/8/05	030805claims 3/8	\$3,231.00	1/05 fire calls
Search Name CITY OF FALCON HEIGHTS			\$3,231.00	
<b>Search Name GOPHER STATE ONE-CALL</b>				
017382	3/8/05	030805claims 5010524	\$100.00	2005 user fee
017382	3/8/05	030805claims 5010524	\$4.05	1/05 utility locates
Search Name GOPHER STATE ONE-CALL			\$104.05	
<b>Search Name KENNEDY &amp; GRAVEN</b>				
017383	3/8/05	030805claims 64915	\$31.40	1/05 legal services
017383	3/8/05	030805claims 64915	\$1,409.75	1/05 legal services
Search Name KENNEDY & GRAVEN			\$1,441.15	
<b>Search Name OFFICE MAX</b>				
017384	3/8/05	030805claims	\$70.32	general office supplies
Search Name OFFICE MAX			\$70.32	
<b>Search Name SAM'S CLUB</b>				
017385	3/8/05	030805claims 3/8/05	\$153.32	cleaning, maintenance supplies
Search Name SAM'S CLUB			\$153.32	
<b>Search Name ST PAUL POSTMASTER</b>				
017386	3/8/05	030805claims 3/8/05	\$300.00	2q05 newsletter postage
Search Name ST PAUL POSTMASTER			\$300.00	
<b>Search Name US BANK, DEBT SERVICES</b>				
017387	3/8/05	030805claims 1465861	\$373.75	admin fees 2002 st/util bonds
017387	3/8/05	030805claims 1466151	\$402.50	admin fees 2003 st/util bonds
Search Name US BANK, DEBT SERVICES			\$776.25	
<b>Search Name WAGERS BUSINESS SYSTEMS</b>				
017388	3/8/05	030805claims 27089	\$201.54	copier repair
Search Name WAGERS BUSINESS SYSTEMS			\$201.54	
			\$6,411.79	

FILTER: ( ([Period] in(3) 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: March 8, 2005  
To: Mayor and City Council  
From: Jim Bownik, Acting City Administrator   
Agenda Item: Resolution 030805A: A Resolution Proclaiming March 13, 2005 Mark Koranda Day in the City of Lauderdale

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### **BACKGROUND:**

Warren Plaisance, Scoutmaster of Boy Scout Troop 254, has requested that the City recognize Mark Koranda for his accomplishments in attaining the Eagle rank. A lifetime resident of Lauderdale, Mark has accomplished a goal that only 1 out of 100 scouts attain.

A ceremony is planned to honor Mark on Sunday, March 13, 2005. Warren Plaisance has indicated that he will attend tonight's Council meeting to accept the City's recognition of Mark on his behalf and present it to him at the March 13 ceremony.

**Attached is the email request received from Warren Plaisance on January 6, 2005.**

### **COUNCIL ACTION REQUESTED:**

Motion to adopt Resolution 030805A: A Resolution Proclaiming March 13, 2005 Mark Koranda Day in the City of Lauderdale.



**RESOLUTION NO. 030805A**

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

**RESOLUTION PROCLAIMING MARCH 13, 2005 MARK KORANDA DAY IN THE CITY OF LAUDERDALE**

**WHEREAS**, Mark Koranda is a life-long resident of the City of Lauderdale; and

**WHEREAS**, Mark is a member of Boy Scout Troup 254; and

**WHEREAS**, Mark has attained the rank of Eagle Scout; and

**WHEREAS**, Only 1 out of 100 scouts attain this goal; and

**WHEREAS**, a ceremony will be held to honor Mark on Sunday, March 13, 2005; and

**WHEREAS**, the City of Lauderdale would like to recognize Mark's accomplishments.

**NOW, THEREFORE, BE IT RESOLVED**, that the Lauderdale City Council declares Sunday, March 13, 2005 to be Mark Koranda Day in the City of Lauderdale.

Adopted by the City Council of the City of Lauderdale, Minnesota this 8<sup>th</sup> day of March, 2005.

(ATTEST) Jeffrey E. Dains, Mayor

(SEAL) (ATTEST) Moose Giannetti, City Council

## MEMORANDUM

March 4, 2005

To: Mayor and Council  
From: Wally Wysopal  
Subject: Applicant Review Process

On Tuesday March 8<sup>th</sup> we will review applicant qualifications for the City Administrator position. This memo shares with you the intended procedure to be followed for review of the applicant material and set the stage for the next phase in the selection process.

1. Review recruitment strategy
2. Review the number and profile of candidates
3. Presentation of candidate summary material based on key qualities
4. Group process to review and separate candidates
5. Determine finalist group
6. Determine level of comfort with finalist group
7. Set date for interviews

It is important the Mayor and Council feel comfortable with the group of finalists before proceeding to the final interview stage. Some reasons to consider for not proceeding to the interviews is lack of qualified candidates or limited number of applicants. The desire is to have at least five candidates who provide a distinct set of qualities and personalities yet all meet the minimum qualifications. The application deadline is Monday the 7<sup>th</sup>. We will know more at that time.