

LAUDERDALE CITY COUNCIL MEETING AGENDA
TUESDAY, APRIL 12, 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 _____

3. **APPROVAL OF THE AGENDA**

4. **APPROVAL**

- A. Approval of minutes of 3/22/05 City Council Meeting
- B. Approval of claims totaling \$ 63,328.93

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

- A. Approval of minutes of 3/21/05 Special City Council Meeting
- B. Approval of minutes of 3/22/05 Special City Council Meeting
- C. Approval of minutes of 3/23/05 Special City Council Meeting
- D. Approval of minutes of 3/30/05 Special City Council Meeting

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

8. INFORMATIONAL PRESENTATIONS

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

- A. CERT (Certified Emergency Response Team) Training

11. ACTION

- A. Consideration of Contract Approval for City Administrator
- B. Set a Date for 2005 Lauderdale Spring Clean-Up

12. EXECUTIVE SESSION RELATING TO ATTORNEY/CLIENT PRIVILEGE TO DISCUSS PENDING LITIGATION AGAINST THE CITY OF LAUDERDALE

13. DISCUSSION

14. ITEMS REMOVED FROM THE CONSENT AGENDA

15. ADDITIONAL ITEMS

16. SET AGENDA FOR NEXT MEETING

17. WORK SESSION DISCUSSION

- A. Nature Area
- B. Parking Enforcement
- C. Park Issues
- D. Expressions of Sympathy

18. ADJOURNMENT

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

1. Meeting called to order at 7:01 P.M.
2. ROLL

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

Staff present: Acting Administrator Bownik, Deputy Clerk Walsh
3. APPROVAL OF THE AGENDA

A. Approval of Agenda. Motion by Christensen, second by McCloskey to approve the agenda. Roll: Yes: all. Motion carried.
4. APPROVAL

A. Approval of Minutes. Motion by Gill-Gerbig, second by McCloskey to approve the minutes of the March 8, 2005 City Council meeting. Motion carried unanimously.

B. Approval of Claims totaling \$50,382.76. Motion by McCloskey, second by Giannetti to approve the claims totaling \$50,382.76. 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
9. PUBLIC HEARINGS
10. REPORTS

11. ACTION

A. Consideration of the 2005 Street Sweeping Quotations. The Acting City Administrator stated that street sweeping quotes were received from Mike McPhillips and Reliakor. Both companies submitted not to exceed amounts of \$5000. The City paid \$5,177 to McPhillips for 2004 street sweeping. McPhillips has been used for several years and the City has been pleased with their work.

Motion by Gill-Gerbig, second by Christensen to approve Mike McPhillips to perform street sweeping for the year 2005, including alley sweeping for a cost not to exceed \$5,000. Roll: Yes: all. Motion carried.

12. DISCUSSION

13. ITEMS REMOVED FROM THE CONSENT AGENDA

14. ADDITIONAL ITEMS

15. SET AGENDA FOR NEXT MEETING

1. Park Legal Description
2. City Administrator Contract Approval
3. Park Issues
4. CERT (Certified Emergency Response Team) Training
5. Set Dates for Spring Clean-up
6. Expressions of Sympathy Policy Draft

16. ADJOURNMENT

Motion by McCloskey, second by Gill-Gerbig, to adjourn at 7:08 P.M. Ayes: All.

CITY OF LAUDERDALE

Claims for Approval

April 12, 2005 City Council Meeting

<u>Payroll</u>		
03/25/05 Payroll:	Check # 7781-7784	\$4,500.70
03/25/05 Payroll:	EFT: Federal Withholding Taxes/FICA	\$1,991.55
03/25/05 Payroll:	EFT: PERA	\$863.60
03/25/05 Payroll:	EFT: ICMA Retirement Fund	\$1,870.38
Mar '05 Payroll:	EFT: State Withholding Taxes	\$610.63
04/08/05 Payroll:	Check # 7786-7789	\$4,419.81
04/08/05 Payroll:	EFT: Federal Withholding Taxes/FICA	\$1,943.70
04/08/05 Payroll:	EFT: PERA	\$848.77
04/08/05 Payroll:	EFT: ICMA Retirement Fund	\$1,870.38
<u>Vendor Claims</u>		
04/12/05 Claims:	Check # 17415-17437	\$44,409.41

Subtotal of Claims From Above **\$63,328.93**

Total Claims for Approval	\$63,328.93
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CITY OF LAUDERDALE

Vendor Transactions

CHECK Nbr	Check Date	Batch Name Invoice	Amount	Comments
Search Name ABDO ABDO EICK & MEYERS				
017415	4/12/05	041205claims 217518	\$6,160.00	2004 financial audit
017415	4/12/05	041205claims 217518	\$1,540.00	2004 financial audit
Search Name ABDO ABDO EICK & MEYERS			\$7,700.00	
Search Name AFSCME				
017416	4/12/05	041205claims 4/12	\$80.90	3/05 union dues
Search Name AFSCME			\$80.90	
Search Name AVENET, LLC				
017417	4/12/05	041205claims 9032	\$90.00	2q05 website hosting
Search Name AVENET, LLC			\$90.00	
Search Name CINTAS				
017418	4/12/05	041205claims	\$79.89	pw uniforms 3/24, 3/31, 4/7
Search Name CINTAS			\$79.89	
Search Name CITY OF FALCON HEIGHTS				
017419	4/12/05	041205claims 24/12	\$2,154.00	2/05 fire calls
Search Name CITY OF FALCON HEIGHTS			\$2,154.00	
Search Name CITY OF ST ANTHONY				
017420	4/12/05	041205claims 1331	\$20,601.58	5/05 police services
Search Name CITY OF ST ANTHONY			\$20,601.58	
Search Name HOME DEPOT CRC				
017421	4/12/05	041205claims 4/12	\$24.65	maintenance supplies
Search Name HOME DEPOT CRC			\$24.65	
Search Name HUGHES & COSTELLO				
017422	4/12/05	041205claims 4/12	\$850.00	4/05 legal fees
017422	4/12/05	041205claims 4/12	\$69.00	4/05 legal fees
Search Name HUGHES & COSTELLO			\$919.00	
Search Name KENNEDY & GRAVEN				
017423	4/12/05	041205claims	\$685.00	2/05 legal services
017423	4/12/05	041205claims	\$45.08	2/05 legal services
Search Name KENNEDY & GRAVEN			\$730.08	
Search Name LILLIE SUBURBAN NEWS				
017424	4/12/05	041205claims 4/12	\$639.76	3/05 roseville review delivery
Search Name LILLIE SUBURBAN NEWS			\$639.76	
Search Name LMC				
017425	4/12/05	041205claims 4/12	\$40.00	dh, jh 05 safety/loss control workshop
Search Name LMC			\$40.00	
Search Name MN STATE TREASUER				
017426	4/12/05	041205claims 4/12	\$49.75	1q05 building permit surcharges

CITY OF LAUDERDALE

Vendor Transactions

CHECK Nbr	Check Date	Batch Name Invoice	Amount	Comments
Search Name MN STATE TREASUER			\$49.75	
Search Name NORTH STAR BANK, PETTY				
017427	4/12/05	041205claims 4/12	\$0.50	jb parking
017427	4/12/05	041205claims 4/12	\$6.00	jb parking
017427	4/12/05	041205claims 4/12	\$2.67	certified mail
017427	4/12/05	041205claims 4/12	\$17.68	jh mileage
017427	4/12/05	041205claims 4/12	\$8.01	certified mail
017427	4/12/05	041205claims 4/12	\$2.40	card- don lawrence
017427	4/12/05	041205claims 4/12	\$2.40	card- jean anderson
017427	4/12/05	041205claims 4/12	\$9.76	certified mail
017427	4/12/05	041205claims 4/12	\$19.44	jh mileage
017427	4/12/05	041205claims 4/12	\$46.58	jb mileage
Search Name NORTH STAR BANK, PETTY			\$115.44	
Search Name OFFICE MAX				
017428	4/12/05	041205claims 4/12	\$47.02	general office supplies
Search Name OFFICE MAX			\$47.02	
Search Name PARK HARDWARE HANK				
017429	4/12/05	041205claims 4/12	\$17.82	3/05 maintenance supplies
Search Name PARK HARDWARE HANK			\$17.82	
Search Name PARK SERVICE				
017430	4/12/05	041205claims 4/12	\$18.75	3/05 truck fuel
017430	4/12/05	041205claims 4/12	\$168.75	3/05 truck fuel
Search Name PARK SERVICE			\$187.50	
Search Name QWEST				
017431	4/12/05	041205claims 4/12	\$5.96	3/05 warming house phone
Search Name QWEST			\$5.96	
Search Name RAMSEY COUNTY, PROP REC & REV				
017432	4/12/05	041205claims pubw5446	\$4,802.98	1/05 plowing/sanding
Search Name RAMSEY COUNTY, PROP REC & REV			\$4,802.98	
Search Name RAPIT PRINTING				
017433	4/12/05	041205claims 106090	\$167.30	2q05 newsletter printing
017433	4/12/05	041205claims 106090	\$59.64	print envelopes
Search Name RAPIT PRINTING			\$226.94	
Search Name SBC PAGING				
017434	4/12/05	041205claims 4/12	\$49.85	pw pager
017434	4/12/05	041205claims 4/12	\$49.85	pw pager
Search Name SBC PAGING			\$99.70	
Search Name TOSHIBA BUSINESS SOLUTIONS				
017435	4/12/05	041205claims 36277	\$106.45	toner for copier
Search Name TOSHIBA BUSINESS SOLUTIONS			\$106.45	

CITY OF LAUDERDALE

Vendor Transactions

CHECK Nbr	Check Date	Batch Name Invoice	Amount	Comments
Search Name WALLY WYSOPAL				
017436	4/12/05	041205claims 4/12	\$5,625.00	administrator search
Search Name WALLY WYSOPAL			\$5,625.00	
Search Name WASTE MANAGEMENT				
017437	4/12/05	041205claims 4/12	\$32.50	4/05 garbage service
017437	4/12/05	041205claims 4/12	\$32.49	4/05 garbage service
Search Name WASTE MANAGEMENT			\$64.99	
			\$44,409.41	

FILTER: (([Period] in(4) and [Act Year] = '2005') and [Tran Nbr] in(20,21,22,23,25) and ([Vendor Nbr]>0))

**Lauderdale City Council
Special City Council Meeting Minutes
March 21, 2005**

Council present: Giannetti, Gill-Gerbig, Christensen, McCloskey, Mayor Dains
Staff present: Deputy Clerk Walsh
Others present: Search Consultant Wally Wysopal

The City Council members present interviewed candidates for the position of City Administrator at the Lauderdale City Hall Council Chambers, at 5:30 p.m. on Monday, March 21, 2005.

**Lauderdale City Council
Special City Council Meeting Minutes
March 22, 2005**

Council present: Giannetti, Gill-Gerbig, Christensen, McCloskey, Mayor Dains
Staff present: Deputy Clerk Walsh
Others present: Search Consultant Wally Wysopal

The City Council members present interviewed candidates for the position of City Administrator at the Lauderdale City Hall Council Chambers, at 5:00 p.m. and 7:30 p.m. on Tuesday, March 22, 2005.

**Lauderdale City Council
Special City Council Meeting Minutes
March 23, 2005**

Council present: Giannetti, Gill-Gerbig, Christensen, McCloskey, Mayor Dains
Staff present: Deputy Clerk Walsh
Others present: Search Consultant Wally Wysopal

The City Council members present interviewed candidates for the position of City Administrator at the Lauderdale City Hall Council Chambers, at 5:30 p.m. on Wednesday, March 23, 2005.

**Lauderdale City Council
Special City Council Meeting Minutes
March 30, 2005**

Council present: Giannetti, Gill-Gerbig, Christensen, McCloskey, Mayor Dains
Staff present: Deputy Clerk Walsh
Others present: Search Consultant Wally Wysopal

The City Council members present interviewed candidates for the position of City Administrator at the Lauderdale City Hall Council Chambers, at 5:30 p.m. on Wednesday, March 30, 2005.

Lauderdale City Council Memorandum

Council Meeting Date: April 12, 2005
To: Mayor and City Council
From: Kevin Walsh, Deputy Clerk
Agenda Item: Cert Training Opportunity

BACKGROUND:

The Community Emergency Response Team (CERT) training opportunity is a partnership between emergency services and the residents of the community. Emergency personnel train participating members basic response skills and use these CERT members as part of an overall emergency response team.

Falcon Heights has trained fifty people who either live or work within the city to respond in case of a natural or human-caused disaster. Falcon Heights is looking to expand the program and thus offering the training to Lauderdale residents.

Training consists of twenty four hours of instruction for a small fee of \$25. The training begins in May and goes through the end of June. Any Lauderdale resident over the age of twelve is welcome to attend.

Individuals with questions or who wish to enroll in the training should call Falcon Heights City Hall at 651-792-7600.

Enclosed is the CERT flyer that was included in the 2nd quarter newsletter.



TRAINING OPPORTUNITY



Become a member of a Community Emergency Response Team (CERT)

Natural and human-caused disasters strike Minnesota communities each year. Events range from industrial and hazardous material incidents to floods, fires, tornadoes and seasonal storms. The resulting damage can restrict and overwhelm local emergency responders and resources, as well as transportation, utility and communication networks, leaving individuals and neighborhoods isolated from outside support.

CERT promotes a partnership between emergency services and the people they serve. Emergency personnel train members of neighborhoods, community organizations, and workplaces in basic response skills and then integrate the trained CERT members into the emergency response capability for their area.

So far, Falcon Heights has trained 50 people who live or work in this city to assist family members, neighbors, and co-workers respond to a disaster. We need to train more people and are now expanding this program to include Lauderdale.

Training requires 24 hours of instruction and covers basic skills that are important to know in a widespread disaster when emergency services may not be immediately available. You will want to help. With training and practice and by working as a team, you will be able to do the greatest good for the greatest number after a disaster, while protecting yourself from becoming a victim.

Training Schedule

- | | | |
|----------------------------------|-------------------|----------------|
| 1. Disaster Preparedness | Thursday, May 5 | 6:30 – 9:30 pm |
| 2. Fire Suppression | Thursday, May 12 | 6:30 – 9:30 pm |
| 3. Disaster Medical Operations 1 | Thursday, May 19 | 6:30 – 9:30 pm |
| 4. Disaster Medical Operations 2 | Thursday, May 26 | 6:30 – 9:30 pm |
| 5. Light Search & Rescue | Thursday, June 2 | 6:30 – 9:30 pm |
| 6. Team Organization | Thursday, June 9 | 6:30 – 9:30 pm |
| 7. Terrorism | Thursday, June 16 | 6:30 - 9:30 pm |
| 8. Final Exercise | Thursday, June 23 | 6:30 – 9:30 pm |

All sessions will be held at Falcon Heights City Hall and will be taught by members of the Falcon Heights Fire Department and community volunteers who have completed the CERT Trainer Program sponsored by FEMA. Training is open to Falcon Heights and Lauderdale residents over the age of 12.

The cost for the whole program is only \$15. Those who complete the training will be provided with equipment and supplies worth approximately \$50.

Call City Hall at 651 792-7600 to enroll in this course.

For more information or to review training materials, contact Kris Grangaard at 651 647-4419 or ktbd4@comcast.net

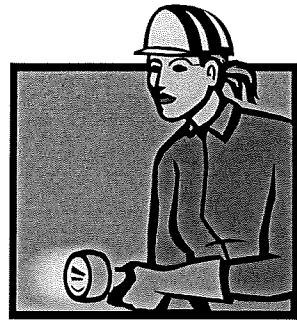
If there is a disaster
or an emergency...

Are you prepared?

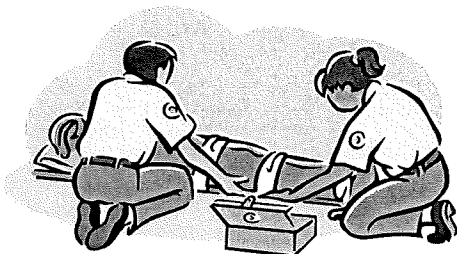
Is your family prepared?

Is your neighborhood prepared?

Learn how to prepare yourself, your home and
your neighborhood. Become a CERT volunteer!



COMMUNITY EMERGENCY RESPONSE TEAM



Sign up for CERT Training

Give us just 24 hours of your time over 8 weeks.
We will arm you with the skills

- To reduce hazards before emergencies happen
- To respond to emergencies after they happen

When disasters happen — whether natural or
man-made — local emergency responders
may be overwhelmed for a period of time and
unable to assist everyone.

Wouldn't you feel better knowing you have
some of the skills needed to sustain your family
and perhaps your neighborhood during that
critical time when professional responders
aren't available?

Would you like more to do than just buy duct
tape and plastic wrap? Then this course is your
answer!

See the other side of this flyer for details.

CERT Training

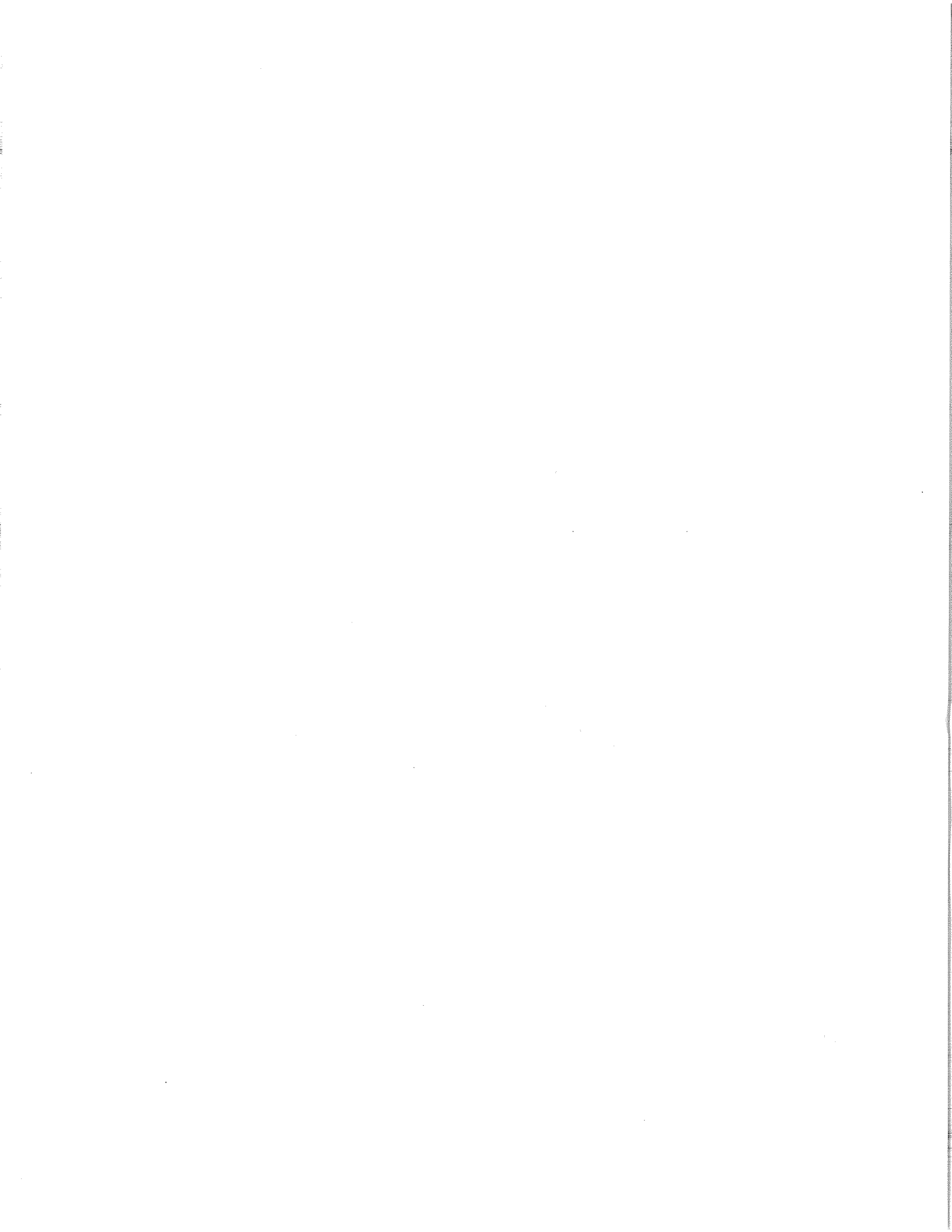
Thursday Evenings, 6:30–9:30 p.m.
8 weeks beginning May 5, 2005

Open to residents of Falcon Heights
and Lauderdale, age 12 or older

Cost: \$15.00

Call 651-792-7600 to register

Offered by the City of Falcon Heights



MEMORANDUM

April 12, 2005

To: Mayor and Council
From: Wally Wysopal
Subject: Appointment of City Administrator

BACKGROUND

At the direction of the Mayor and Council, negotiations with the preferred Administrator candidate took place and are completed. Brian Bakken-Heck has agreed to the terms and conditions as proscribed by the Mayor and Council.

As you know, Brian has 11 years of experience in local government which includes serving as the administrator of Pine County, and as an analyst for Wright County and the City of St. Louis Park. He earned both his Masters Degree in Public Administration as well as his Bachelors degree from Hamline University. He is active in community theatre and is an avid golfer. He and his family live in his childhood home in Plymouth.

The agreement from the last Administrator was used as a guide in putting together an agreement with Brian. Brian will begin serving as City Administrator on May 1, 2005 with an annual salary of \$68,000. He will begin with 15 days of accrued vacation and ten days of sick leave reflecting his years of experience in the profession. All other terms are typical of the profession or are similar to other Lauderdale City employees. It is my understanding the agreement was forwarded to the City Attorney for review.

COUNCIL ACTION REQUESTED

The City Council should give consideration and approval to the appointment of Brian W. Bakken-Heck as City Administrator according to the terms and conditions in the attached agreement.

EMPLOYMENT AGREEMENT

This **AGREEMENT** entered into this 12th day of April 2005 by and between the City of Lauderdale, (hereinafter referred to as "City") and Brian W. Bakken-Heck, (hereinafter referred to as "Employee").

WITNESSETH:

WHEREAS the City desires to offer employment to Brian W. Bakken-Heck as City Administrator under the terms and conditions set forth herein; and

WHEREAS Brian W. Bakken-Heck wishes to accept the City's offer of employment as City Administrator, under the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

Section 1. Duties

The City hereby agrees to employ the Employee as the full time City Administrator of said City to perform the functions and duties of City Administrator as specified in the attached job description and to perform such other legally permissible and proper functions and duties as the City Council from time to time shall assign.

Section 2. Term

A. The term of this Agreement shall be from May 1, 2005 through December 31, 2006 except otherwise provided. However, nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City Council to terminate the services of the Employee at any time by a majority vote of the full Council, subject only to the provisions set forth herein. If such action should occur, the Employee may demand written charges relative thereto and a public hearing upon said charges before his termination shall take effect but only after serving as City Administrator for one year.

B. Beginning on January 1, 2007, this Agreement shall be extended automatically on the same terms and conditions as specified herein for an additional two-year period, unless written notice of intent not to renew is given by either party to the other within 90 days before the expiration of any such two year period.

C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employee to voluntarily resign at any time from the position of City Administrator, subject only to the provisions set forth herein. In the event the Employee does voluntarily resign his position with the City, he shall give the City 60 days advance written notice thereof, unless otherwise agreed by the parties.

Section 3. Termination of Severance Pay

A. The Employee may be discharged only by a majority vote of the full City Council. If a vacancy exists on the City Council, the vacancy shall not be counted in determining the full city council.

B. In the event the Employee is terminated for any reason by the City Council he shall be paid a lump sum cash payment equal to six months of aggregate salary and benefits at the time of his termination including any unused vacation would be paid.

C. If the Employee is discharged because of his conviction for an illegal act involving personal gain to him; he shall not be entitled to any lump sum payments whatsoever.

Section 4: Compensation

A. Base Salary: Employer agrees to pay Employee an annual base salary of \$68,000 payable in installments at the same time that the other employees of the Employer are paid.

B. On January 1, 2006 the minimum increase in base salary shall be \$2,000 annualized.

C. Thereafter, the City Council shall give consideration for a salary increase annually.

Section 5. Dues and Subscription and Registrations Expenses

The City agrees to budget for and to pay the professional dues and subscriptions of the Employee necessary to his full participation in associations and organizations necessary and desirable for his continued professional growth and development.

Section 6. Mileage and Subsistence

The City recognizes that the Employee is required to attend meetings in the Twin Cities metropolitan area in his official capacity, and agrees to reimburse the Employee for mileage and reasonable subsistence expenses, within the guidelines established by the City Council.

Section 7. Vacation and Sick Leave

The City hereby vests Employee with fifteen days' vacation leave and ten days sick leave at the start of this Agreement. Thereafter, the Employee shall earn vacation and sick leave as other employees.

Section 8. Insurance

The City will pay the cost of hospital, medical, and life insurance for the Employee in the same amount it pays the other City employees.

Section 9. Other Terms and Conditions of Employment

A. All provisions of City Ordinances, personnel policies and regulations relating to vacation and sick leave; retirement and pension systems contributions; annual reviews; holidays; and other fringe benefits and working conditions shall apply to Employee as they would to other employees of the City, except provided herein.

B. Notwithstanding anything else in this Agreement to the contrary, the City Council may fix, from time to time, such terms of employment regarding the Employee, provided such terms are not inconsistent with or in conflict with the provisions of this Agreement, or any other law.

C. The employment provided by this Agreement shall be for the Employee's sole employment. Recognizing that certain outside consulting or teaching or consulting opportunities provide indirect benefits to the Employer and the City, the Employee may accept teaching, consulting or other business opportunities with the understanding that such arrangements shall not constitute interference with nor a conflict of interest with his responsibilities under this Agreement.

Section 10: Defense of Employee

The City agrees to defend the Employee in any civil action arising out of the Employee's performance of his duties, in accordance with the requirements of state law.

Section 11. General Provisions

A. This document constitutes the entire Agreement between the parties. This Agreement shall be interpreted under the laws of Minnesota.

B. If any provision or portion thereof contained in this Agreement shall be held unconstitutional, invalid or unenforceable, the remainder of this Agreement shall be deemed severable, shall not be affected, and shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have signed and executed this Agreement, both in duplicate, on the day and year first above written.

CITY OF LAUDERDALE

EMPLOYEE

Jeffrey E. Dains, Mayor

Brian W. Bakken-Heck

Lauderdale City Council Memorandum

Council Meeting Date: April 12, 2005
To: Mayor and City Council
From: Kevin Walsh, Deputy Clerk
Agenda Item: Set Dates for the 2005 Spring Clean-Up

BACKGROUND:

Each spring all properties in Lauderdale are inspected pursuant to Section 2-4-3 of Lauderdale City Code. The Code mandates that all properties in the city be inspected annually for violations that relate to public health and safety.


On an annual basis, the City Council must set a date for spring clean-up because the City Code states "that all premises within the City shall be cleaned up by such date as may be established by the City Council". Last year, the Council set April 26-30 as Clean-up week and May 3-7 as Inspection week.

In the Spring City newsletter that was recently mailed, it was stated that residents should clean their yards throughout April and that the City would undertake inspections in early May. Therefore, staff is recommending that Clean-up Week be April 25-29 and that Inspection Week be May 2-6.

COUNCIL ACTION REQUESTED:

Motion to set April 25-29 as Clean-Up Week and May 2-6 as Inspection Week.

City Council Memorandum

To: Mayor and City Council
From: Jim Bownik 
Date: April 12, 2005
Issue: Pending Litigation

**PLEASE SEE THE ATTACHED CONFIDENTIAL ENVELOPE FOR
INFORMATION ON THIS AGENDA ITEM.**



Lauderdale City Council Memorandum

Council Meeting Date: April 12, 2005
To: Mayor and City Council
From: Jim Bownik, Acting City Administrator
Agenda Item: Work Session Discussion Item A



BACKGROUND:

Nature Area

A Lauderdale resident has been very involved with the Nature Area the last few years. Recently, he has also become involved with the City property by Walsh Lake. He has taken it upon himself to do many things, none of which have been authorized by the City including buckthorn removal and putting up signs. Additionally, over the last few years he has called or stopped by City Hall on numerous occasions, consuming an unusually large amount of staff time with his issues. His actions have become concerning as we have received numerous complaints from people about his actions.

The City Council should discuss this issue with staff so they are familiar with the issues and determine ways of correcting these problems.

Lauderdale City Council Memorandum

Council Meeting Date: April 12, 2005
To: Mayor and City Council
From: Jim Bownik, Acting City Administrator
Agenda Item: Work Session Discussion Item B

BACKGROUND:

Enforcement of Parking Rules

At the February 22, 2005 Work Session, the City Council discussed this issue and directed staff to ask the St. Anthony Police Department to do some monitoring and documenting in regards to this situation. The following information is attached for your review:

- 1) Memo from the February 22, 2005 City Council Work Session;
- 2) Reports from the St. Anthony Police Department;
- 3) January 7, 2005 letter to Greg Eckert; and
- 4) March 25, 2005 letter to Greg Eckert.

Lauderdale City Council Memorandum

Council Meeting Date: February 22, 2005
To: Mayor and City Council
From: Jim Bownik, Acting City Administrator
Agenda Item: Work Session Discussion Item B

BACKGROUND:

Enforcement of Parking Rules

At the September 28, 2004 meeting, the City Council approved a request by Greg Eckert for a handicapped parking sign in front of his residence at 1840 Eustis Street.

Conditions were placed on the approval of the request that must be met or the signs could be removed. Questions have risen as to whether Mr. Eckert is meeting those conditions.

The City Council should discuss whether Mr. Eckert is complying with the conditions of approval and if not, how to address the issue.

St. Anthony Police Department - Uniform Report



Juvenile LDL FH

CN 05001260

Offense/Incident: DETAIL PARKING COMPLAINT

ICR Offense Arrest Incident

Date Rpt 02-25-05 Time Rpt 1415 Time Arr. 1415 Time Clr: 1415

Officer(s) 138 UCS T HRD R

IOC _____ Location Grid # _____ Supervisor Approved: _____

UCS Code	HRD Code
- Pending	P - Photo
C - Exceptionally Cleared	R - Radio
U - Unfounded	A - Alarm
J - CLRD/Arrest Jv.	I - In Person
A - CLRD/Arrest Adult Juv.	V - Visual
R - Referred Other Agency	M - Mail
S - Asset / Adjudged	T - Other
G - GOA / UTL	
T - Other	

Location of Incident: 1840 EUSTIS Date / Time Occurred: 02-25-05

RP Victim Suspect Witness Arrested Other _____ Race _____ Sex _____ Juv.

Name LALCH DOB ____/____/____ AKA _____

Address _____ H Ph (____) _____

Business / School _____ Wk Ph (____) _____ Other Ph (____) _____

RP Victim Suspect Witness Arrested Other _____ Race _____ Sex _____ Juv.

Name _____ DOB ____/____/____ AKA _____

Address _____ H Ph (____) _____

Business / School _____ Wk Ph (____) _____ Other Ph (____) _____

RP Victim Suspect Witness Arrested Other _____ Race _____ Sex _____ Juv.

Name _____ DOB ____/____/____ AKA _____

Address _____ H Ph (____) _____

Business / School _____ Wk Ph (____) _____ Other Ph (____) _____

Date / Time Arrest _____ Location _____ Booked Yes No

Charge(s) _____ Citation # _____

Loss _____ Value _____

Narrative: LALCH REQUESTED OFFICERS CHECKED VEHICLE PARKED IN THE HANDICAP SPOT AT 1840 EUSTIS. I OBSERVED HN#566246 PARKED IN FRONT OF THE ADDRESS. THE TRUCK WAS PARKED ABOUT 3/4 IN FRONT OF THE HANDICAP SIGN. THE SIGN WAS AT ABOUT THE REAR QUARTER PANEL OF THE TRUCK.

St. Anthony Police Department - Uniform Report



Juvenile LDL FH

Offense/Incident: PARKING Detail

ICR Offense Arrest Incident

Date Rpt 2/26/05 Time Rpt 0820 Time Arr. 0820 Time Clr 0820

Officer(s) 122 UCS T HRD T

MOC _____ Location Grid # _____ Supervisor Approved: _____

UCS Code	HRD Code
- Pending	P - Photo
C - Exceptionally Cleared	R - Radio
U - Unfounded	A - Alarm
J - CLRD/Arrest Juv.	I - In Person
A - CLRD/Arrest Adult-Juv.	V - Visual
R - Referred Other Agency	M - Mail
S - Asslt. / Advlsnd	T - Other
G - GOA / UTL	
T - Other	

Location of Incident: 1840 EUSTIS Date / Time Occurred: _____

RP Victim Suspect Witness Arrested Other _____ Race Sex Juv.

Name JAMES / LDL CITY HALL DOB ___/___/___ AKA _____

Address _____ H Ph (____) _____

Business / School _____ Wk Ph (____) _____ Other Ph (____) _____

RP Victim Suspect Witness Arrested Other _____ Race Sex Juv.

Name _____ DOB ___/___/___ AKA _____

Address _____ H Ph (____) _____

Business / School _____ Wk Ph (____) _____ Other Ph (____) _____

RP Victim Suspect Witness Arrested Other _____ Race Sex Juv.

Name _____ DOB ___/___/___ AKA _____

Address _____ H Ph (____) _____

Business / School _____ Wk Ph (____) _____ Other Ph (____) _____

Date / Time Arrest _____ Location _____ Booked Yes No

Charge(s) _____ Citation # _____

Loss _____ Value _____

Narrative: _____

NOTED FOR RP MN. 566246
PARKED WITH HANDICAP SIGN AT
MIDDLE OF VEHICLE.

UNIFORM REPORT

St. Anthony Police Department - Uniform Report



Juvenile LDL FH

CN 05001321

Offense/Incident: PARKING COMPLAINT

ICR Offense Arrest Incident

Date Rpt 02/27/05 Time Rpt 0955 Time Arr. 0955 Time Clr 0955

Officer(s) 138 UCS U HRDR R

IOC _____ Location Grid # _____ Supervisor Approved: _____

UCS Code	HRD Code
Pending	P - Phone
C - Exceptionally Cleared	R - Radio
U - Unfounded	AL - Alarm
J - CLRD/Arrest Jv.	I - In Person
A - CLRD/Arrest Adult-Juv.	V - Visual
R - Referred Other Agency	M - Mail
S - Audit / Advised	T - Other
G - GOA / LTL	
T - Other	

Location of Incident: 1840 E 51ST Date / Time Occurred: 02-27-05

RP Victim Suspect Witness Arrested Other _____ Race _____ Sex _____ Juv.

Name GREEN FORREST DOB ____/____/____ AKA _____

Address _____ H Ph (____) _____

Business / School _____ Wk Ph (____) _____ Other Ph (____) _____

RP Victim Suspect Witness Arrested Other _____ Race _____ Sex _____ Juv.

Name _____ DOB ____/____/____ AKA _____

Address _____ H Ph (____) _____

Business / School _____ Wk Ph (____) _____ Other Ph (____) _____

RP Victim Suspect Witness Arrested Other _____ Race _____ Sex _____ Juv.

Name _____ DOB ____/____/____ AKA _____

Address _____ H Ph (____) _____

Business / School _____ Wk Ph (____) _____ Other Ph (____) _____

Date / Time Arrest _____ Location _____ Booked Yes No

Charge(s) _____ Citation # _____

Loss _____ Value _____

Narrative: RP STATED MILLER'S VEHICLE WAS PARKED IN HIS HANDICAP SPACE - UNFOUNDED

St. Anthony Police Department - Uniform Report



Juvenile LDL FH

Offense/Incident: Detail

ICR Offense Arrest Incident

Date Rpd 02/28/05 Time Rpd 1500 Time Arr. 1500 Time Clr 1500

Officer(s) 134 UCS T HRD T

MOC _____ Location Grid # _____ Supervisor Approved: _____

UCS Code	HRD Code
- Pending	P - Phone
C - Exceptionally Cleared	R - Radio
U - Unfounded	A - Alarm
J - CLRD/Arrest Jv.	I - In Person
A - CLRD/Arrest Adult-Juv.	V - Visual
R - Referred Other Agency	M - Mail
S - Assit. / Advised	T - Other
G - GOA / UTL	
T - Other	

Location of Incident: 1840 Eustis St Date / Time Occurred: _____

RP Victim Suspect Witness Arrested Other _____ Race _____ Sex _____ Juv.

Name Landerdale City Hall DOB ____/____/____ AKA _____

Address _____ H Ph (____) _____

Business / School _____ Wk Ph (____) _____ Other Ph (____) _____

RP Victim Suspect Witness Arrested Other _____ Race _____ Sex _____ Juv.

Name _____ DOB ____/____/____ AKA _____

Address _____ H Ph (____) _____

Business / School _____ Wk Ph (____) _____ Other Ph (____) _____

RP Victim Suspect Witness Arrested Other _____ Race _____ Sex _____ Juv.

Name _____ DOB ____/____/____ AKA _____

Address _____ H Ph (____) _____

Business / School _____ Wk Ph (____) _____ Other Ph (____) _____

Date / Time Arrest _____ Location _____ Booked Yes No

Charge(s) _____ Citation # _____

Loss _____ Value _____

Narrative: Observed vehicle, MN. plate 9062 HLT, parked next to Handicap parking

sign.

The Handicap sign was right next to the passenger door of the vehicle.

Information forwarded to Landerdale City Hall.

St. Anthony Police Department - Uniform Report



Juvenile LDL FH

Offense/Incident: Parking Detail

ICR Offense Arrest Incident

Date Rpd 3/1/05 Time Rpd 1605 Time Arr. — Time Clr 1605

Officer(s) 136 UCS HRD

MOC _____ Location Grid # _____ Supervisor Approved: _____

UCS Code	HRD Code
- Pending	P - Phone
C - Exceptionally Cleared	R - Radio
U - Unfounded	A - Alarm
J - CLRD/Arrest Jv.	I - In Person
A - CLRD/Arrest Adult-Juv.	<u>V - Visual</u>
R - Referred Other Agency	M - Mail
S - Assit. / Advised	T - Other
G - GOA / UTL	
<u>T - Other</u>	

Location of Incident: 1840 E. Sts Date / Time Occurred: _____

RP Victim Suspect Witness Arrested Other _____ Race Sex Juv.

Name City of Lauderdale DOB ___/___/___ AKA _____

Address _____ H Ph (____) _____

Business / School _____ Wk Ph (____) _____ Other Ph (____) _____

RP Victim Suspect Witness Arrested Other _____ Race Sex Juv.

Name _____ DOB ___/___/___ AKA _____

Address _____ H Ph (____) _____

Business / School _____ Wk Ph (____) _____ Other Ph (____) _____

RP Victim Suspect Witness Arrested Other _____ Race Sex Juv.

Name _____ DOB ___/___/___ AKA _____

Address _____ H Ph (____) _____

Business / School _____ Wk Ph (____) _____ Other Ph (____) _____

Date / Time Arrest _____ Location _____ Booked Yes No

Charge(s) _____ Citation # _____

Loss _____ Value _____

Narrative: _____

Located Mn 5662HG parked partially in front of designated handicap spot. Info forwarded to city staff at Lauderdale

The City of Lauderdale

1891 Walnut Street • Lauderdale • Minnesota • 55113
Phone: 651.631.0300 • Fax: 651.631.2066

January 7, 2005

Gregg Eckert
1840 Eustis Street
Lauderdale, MN 55113

SENT VIA CERTIFIED MAIL

Dear Gregg:

The City and Ramsey County recently fulfilled your request for a handicapped parking spot in front of your residence at 1840 Eustis Street in Lauderdale.

In a letter sent and received by you on October 8, 2004, I stated that the Council approved your request on a few conditions. One of the conditions was "if the handicapped parking spot is not being utilized, and your vehicles are being parked in locations other than between those signs, the signs could be removed."

The sign that was installed was intended for you to have a handicapped parking spot in front of your house – not your neighbor's house. The City has spoken with Ramsey County, and we were told that it was communicated to you that the front of the vehicle, not the rear of the vehicle, should line up with the sign. How you have been parking your car violates a condition of sign approval.

Therefore, you are being given three (3) days from receipt of this letter to properly park your vehicle in front of the sign. If you do not choose to park in front of your own property, Ramsey County will remove the handicapped parking sign.

Thank you for your time and consideration.

Sincerely,

CITY OF LAUDERDALE



Rick Getschow
City Administrator

cc. Dan Soler (via U.S. mail)

Application for
Certified Mail
To receive a
Certified Mail
Receipt, the
recipient must
be present at the
time of delivery
or mark the
mail with a
restricted to
recipient label
with the
recipient's
signature.

The City of Lauderdale

1891 Walnut Street • Lauderdale • Minnesota • 55113
Phone: 651.631.0300 • Fax: 651.631.2066

March 25, 2005

Gregg Eckert
1840 Eustis Street
Lauderdale, MN 55113

SENT VIA CERTIFIED MAIL

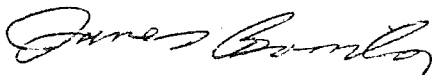
Dear Mr. Eckert:

The handicapped parking sign in front of your residence at 1840 Eustis Street was moved last Friday. Ramsey County relocated it to the south side of the sidewalk. It was brought to our attention that the sign's previous location made it impossible to park a vehicle behind the sign without blocking the sidewalk leading from the street to the front door of your residence. That could be a problem for someone with a disability such as yourself.

Thus, the sign was relocated to the south side of the sidewalk for your benefit. The new location provides for the shortest distance for someone with a disability to access the sidewalk from the driver's side of a vehicle. I'm sure you will want to take advantage of the sign's new location by parking your entire vehicle behind the sign. If for some reason you choose not to park your entire vehicle behind the sign, the City Council may chose to have the sign removed as that was a condition of granting your request for the sign.

Feel free to contact me at City Hall should you have any questions or concerns.

Sincerely,



Jim Bownik
City of Lauderdale

cc. Dan Soler (via U.S. mail)

INSURANCE COVERAGE IS NOT AVAILABLE FOR ANY OTHER MAILING SERVICE. PLEASE CONTACT INSURANCE COVERAGE FOR DETAILS. RETURN TO: 1891 WALNUT STREET, LAUDERDALE, MN 55113. RECEIPT # 123456789

Lauderdale City Council Memorandum

Council Meeting Date: April 12th, 2005
To: Mayor and City Council
From: Kevin Walsh, Deputy Clerk
Agenda Item: Work Session Discussion Item C

BACKGROUND:

1. **Archery Bails.** At the 2004 joint work session with the Park and Community Involvement Committee, the City Council and PCIC members discussed the archery bails at the Community Park. The PCIC was concerned that the hill behind the bails was significantly lower because of the street project in 2000. After reviewing the tape of the work session and talking with City staff, two solutions were discussed. The one solution that came out of the previous work session was for the City to have some signage at the top of the hill and possibly another location. The other possibility is to hollow out a portion of the hill and place the bails securely into the side of the hill creating a more secure backdrop. Both options are effective safety precautions and require a small expense. The PCIC has discussed these options and agree that these safety precautions should eliminate most of their concerns.

2. **Tennis Courts.** At a previous work session the City Council discussed the tennis courts at the Community Park. The tennis courts were built over 40 years ago and have fallen into disrepair. The tennis courts are virtually unplayable as they sit today. For some time, the City Council has been transferring year-end General Fund excess into the Park Improvements Fund in hope of garnering enough money to reconstruct the tennis courts. The City has also been relying on a grant from the DNR that has never materialized.

An idea that was brought up at the work session was to replace the two tennis courts with one court. One tennis court is about 70 percent of the cost of building two and could be paid out of the Park Improvement Fund which has approximately \$90,000 available. The cost of removing the existing fence, bituminous surface, along with grading, base preparation, etc. would come to approximately \$60,000 (based off prior projections). The PCIC members also discussed this option at their last meeting and thought that two courts were worth the wait.

The other foreseeable options are to wait and build two tennis courts at a later date or simply remove the two courts this year without constructing anything in their place with the option of constructing the courts at a later date.

Lauderdale City Council Memorandum

Council Meeting Date: April 12, 2005
To: Mayor and City Council
From: Jim Bownik, Acting City Administrator
Agenda Item: Work Session Discussion Item D



BACKGROUND:

Expressions of Sympathy

At the February 22, 2005 Work Session, the City Council discussed this issue and directed staff to draft a policy regarding this matter. The following information is attached for your review:

- 1) Memo from the February 22, 2005 City Council Work Session; and
- 2) Expressions of Sympathy Policy Draft.

Lauderdale City Council Memorandum

Council Meeting Date: February 22, 2005
To: Mayor and City Council
From: Jim Bownik, Acting City Administrator
Agenda Item: Work Session Discussion Item A

BACKGROUND:

Expressions of Sympathy

With the recent passing of Mary Croteau and Jack Mayers, the City sent a plant to the home of the family to express our sympathies. On Thursday, February 17, Jean Anderson passed away. A card was sent to her husband, Melford, on behalf of the City.

The City Council should discuss who should be sent something on behalf of the City, under what circumstances, what should be sent, and how much should be spent for future reference.

Steve McDonald from Abdo, Eick & Meyers, recommends that the City not spend funds on plants or flowers on behalf of the City because it can be a legal compliance issue. This is because there is no specific authority given to Cities for these types of expenditures.

However, if the City Council wants to continue to send plants or flowers on behalf of the City in certain circumstances, it is recommended that the City Council approve a policy for this purpose.

I have attached pages 3-5, 9-12, and page 20 of a memo from the League of Minnesota Cities that deals with public expenditures for your review.

CITY OF LAUDERDALE
POLICY ON EXPRESSIONS OF SYMPATHY
4/26/05

PURPOSE

The purpose of this policy is to establish procedures and guidelines for public expenditures in cases where someone associated with the City of Lauderdale is ill or dies and something of value is purchased for that person or that person's family on behalf of the City.

BACKGROUND

The City's financial auditors do not recommend that public funds be spent on plants or flowers on behalf of the City because no specific authority is given to cities for these types of expenditures. Expending public funds when not specifically authorized can lead to legal compliance issues. For more information, please refer to the research memo titled "Public Purpose Expenditures" from the League of Minnesota Cities.

PROCEDURES

The City Administrator shall here by be authorized to purchase and send a card on behalf of the City to persons associated with the City of Lauderdale or the family of said person at the request of the City Council or using his or her discretion in the following instances:

- 1) When a person associated with the City is ill.
- 2) When a person associated with the City dies.

Goods of greater value than a card, such as plants or flowers may be purchased and sent on behalf of the City or by individual members of the staff or City Council in the instances listed above or other instances if paid for by the individuals voluntarily contributing to the cost of the goods.