

LAUDERDALE CITY COUNCIL MEETING AGENDA
7:30 P.M. TUESDAY, SEPTEMBER 26, 2017
LAUDERDALE CITY HALL, 1891 WALNUT STREET

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 THE MEETING TO ORDER**
2. **ROLL CALL**
3. **APPROVALS**
 - a. Agenda
 - b. Minutes of the September 12, 2017 City Council Meeting
 - c. Claims Totaling \$30,169.15
4. **CONSENT**
 - a. August Financial Report
5. **SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**
6. **INFORMATIONAL PRESENTATIONS / REPORTS**
 - a. Halloween Party Planning
 - b. City Council Updates
7. **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. Adoption of 2018 Preliminary Budget and Levy – Resolution 092617A
8. **DISCUSSION / ACTION ITEM**
 - a. Disabled Parking Zone Request – 1843 Carl Street
 - b. City Audit Proposals
 - c. Update on Negotiations with Ramsey County Regarding Eustis Street
9. **ITEMS REMOVED FROM THE CONSENT AGENDA**
10. **ADDITIONAL ITEMS**
11. **SET AGENDA FOR NEXT MEETING**
 - a. Rental Housing Ordinance
 - b. County Commissioner McGuire
 - c. Comcast Franchise Renewal – October 24
 - d. Ramsey County Sheriff Update – November 28
12. **WORK SESSION**

a. Opportunity for the Public to Address the City Council

Any member of the public may speak at this time on any item not on the agenda. In consideration for the public attending the meeting, 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 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 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.

- b. Goal Setting Session
- c. Community Development Update

13. ADJOURNMENT

LAUDERDALE CITY COUNCIL
MEETING MINUTES
Lauderdale City Hall
1891 Walnut Street
Lauderdale, MN 55113

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September 12, 2017

Roll Call

Mayor Gaasch called the Regular City Council meeting to order at 7:30 p.m.

Councilors present: Andi Moffatt, Kelly Dolphin, and Mayor Mary Gaasch.
Councilors absent: Jeff Dains and Roxanne Grove.

Staff present: Heather Butkowski, City Administrator; Jim Bownik, Assistant to the City Administrator; and Miles Cline, Deputy City Clerk.

Approvals

Mayor Gaasch asked if there were any changes to the meeting agenda. There being none, Councilor Moffatt moved and seconded by Councilor Dolphin to approve the agenda. Motion carried unanimously.

Mayor Gaasch asked if there were any changes to the meeting minutes. There being none, Councilor Dolphin moved and seconded by Councilor Moffatt to approve the minutes of the August 22, 2017, City Council Meeting. Motion carried unanimously.

Councilor Moffatt moved and seconded by Councilor Dolphin to approve the claims totaling \$148,571.98. Motion carried unanimously.

Consent

Councilor Dolphin moved and seconded by Councilor Moffatt to approve the consent agenda thereby acknowledging the Sanitary Sewer Lining Project Final Payment and Resolution 091217A – A Resolution Designating Polling Places for the 2018 State Primary and State General Elections.

Informational Presentations / Reports

A. September 21 Farmers Market

Bownik update the Council on the vendors and entertainment signed up for the final farmers market of the year.

B. City Council Updates

Councilor Dolphin stated that she attended the comprehensive plan meeting on September 11. Mayor Gaasch added that she attended the Mississippi Watershed Management Organization meeting on September 12.

LAUDERDALE CITY COUNCIL
MEETING MINUTES
Lauderdale City Hall
1891 Walnut Street
Lauderdale, MN 55113

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September 12, 2017

Public Hearings

A. Public Hearing for Catholic Eldercare Conduit Debt Project – Resolution 091217B

Mayor Gaasch opened the floor to the public at 7:36 p.m. There being no interested parties in speaking, the floor was closed at 7:37 p.m.

Gina Fiorini of Kennedy and Graven approached the Council to answer questions regarding the City's participation in securing bank-qualified debt for Catholic Eldercare. Dan Johnson of Catholic Eldercare shared the plans for a new independent living structure that would be built with the proceeds of the loan. He thanked the Council for their support of the project.

Councilor Moffatt moved to adopt Resolution 091217B – A Resolution Authorizing the Issuance, Sale, and Delivery of a Revenue Obligation for the Benefit of Catholic Eldercare; Authorizing the Execution and Delivery of the Revenue Obligation and Related Documents; and Taking Other Actions Related Thereto. The motion was seconded by Council Dolphin and carried unanimously.

Discussion/Action Item

A. 2018 Preliminary Budget and Levy

Administrator Butkowski stated that no changes were made to the budget since the previous meeting. Staff will prepare the appropriate documents to adopt the preliminary levy at the September 26 council meeting with the final levy being adopted in December.

Set Agenda for Next Meeting

Administrator Butkowski stated that the next council meeting may include the adoption of the 2018 preliminary budget and levy, rental housing ordinance, city auditor proposals, and goal setting session.

Work Session

A. Opportunity for the Public to Address the City Council

Mayor Gaasch opened the floor to anyone in attendance that wanted to address the Council. There being none, the floor was closed.

B. Community Development Update

Butkowski informed the Council that staff would be meeting with a group interested in buying the Chinese Christian Church. A meeting with the Lauderdale business community to discuss the Comprehensive Plan update was scheduled for September 19. The next Comprehensive Plan Steering Committee meeting was scheduled for October 4. Staff will meeting with Ramsey County public works staff on September 14 to discuss Eustis Street.

LAUDERDALE CITY COUNCIL
MEETING MINUTES
Lauderdale City Hall
1891 Walnut Street
Lauderdale, MN 55113

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September 12, 2017

Closed Session

A. Union Negotiations

The City Council and Administrator Butkowski moved into closed session at 8:03 p.m. to discuss labor negotiation strategies per Minnesota Statutes 13D.03. The City Council returned from the closed session at 8:33 p.m.

Adjournment

There being no other items on the agenda, Councilor Dolphin moved and seconded by Councilor Moffatt to adjourn the meeting at 8:34 p.m. Motion carried unanimously.

Respectfully submitted,



Miles Cline
Deputy City Clerk



CITY OF LAUDERDALE
LAUDERDALE CITY HALL
1891 WALNUT STREET
LAUDERDALE, MN 55113
651-792-7650
651-631-2066 FAX

Request for Council Action

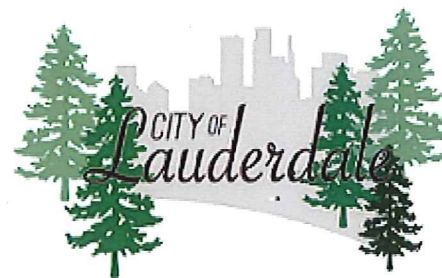
To: Mayor and City Council
From: City Administrator
Meeting Date: September 26, 2017
Subject: List of Claims

The claims totaling \$30,169.15 are provided for City Council review and approval that includes check numbers 25516 to 25533.

Accounts Payable

Checks by Date - Detail by Check Date

User: miles.cline
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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	43	Public Employees Retirement Association PR Batch 51900.09.2017 PERA Coordinated PR Batch 51900.09.2017 PERA Coordinated	09/22/2017 PR Batch 51900.09.2017 PER PR Batch 51900.09.2017 PER	1,045.48 906.08
Total for this ACH Check for Vendor 43:				1,951.56
ACH	44	Minnesota Department of Revenue PR Batch 51900.09.2017 State Income Tax	09/22/2017 PR Batch 51900.09.2017 Stat	540.55
Total for this ACH Check for Vendor 44:				540.55
ACH	45	ICMA Retirement Corporation PR Batch 51900.09.2017 Deferred Comp PR Batch 51900.09.2017 Deferred Comp	09/22/2017 PR Batch 51900.09.2017 Def PR Batch 51900.09.2017 Def	1,598.51 865.98
Total for this ACH Check for Vendor 45:				2,464.49
ACH	46	Internal Revenue Service PR Batch 51900.09.2017 Medicare Employer Po PR Batch 51900.09.2017 FICA Employee Portio PR Batch 51900.09.2017 FICA Employer Portio PR Batch 51900.09.2017 Federal Income Tax PR Batch 51900.09.2017 Medicare Employee Pc	09/22/2017 PR Batch 51900.09.2017 Mec PR Batch 51900.09.2017 FIC. PR Batch 51900.09.2017 FIC. PR Batch 51900.09.2017 Fed PR Batch 51900.09.2017 Mec	238.48 1,019.62 1,019.62 1,286.59 238.48
Total for this ACH Check for Vendor 46:				3,802.79
Total for 9/22/2017:				8,759.39
25516	34	AFSCME MN Council 5 PR Batch 51900.09.2017 Union Dues	09/26/2017 PR Batch 51900.09.2017 Uni	194.96
Total for Check Number 25516:				194.96
25517	65 14888417	Allstream Inc. Fax Line	09/26/2017	51.30
Total for Check Number 25517:				51.30
25518	33 082017	City of Falcon Heights August Fire Calls	09/26/2017	1,373.04
Total for Check Number 25518:				1,373.04
25519	36 0223448 09117	City of Roseville Wireless Access Point Replacement Puppet Wagon Visits	09/26/2017	357.00 917.00
Total for Check Number 25519:				1,274.00
25520	2	City of St Paul	09/26/2017	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	IN00024473	Fulham Street Light Electricity		14.88
			Total for Check Number 25520:	14.88
25521	25	County of Ramsey	09/26/2017	
		PR Batch 51900.09.2017 Life Insurance	PR Batch 51900.09.2017 Life	310.08
		PR Batch 51900.09.2017 Long Term Disability	PR Batch 51900.09.2017 Lon	95.70
		PR Batch 51900.09.2017 Short Term Disability	PR Batch 51900.09.2017 Sho	64.45
	RISK-001876	Insurance Processing Fee		25.00
			Total for Check Number 25521:	495.23
25522	38	Croix Oil Company Inc.	09/26/2017	
	468749	August Fuel		66.23
	468749	August Fuel		309.07
	468749	August Fuel		66.23
			Total for Check Number 25522:	441.53
25523	19	Ehlers and Associates Inc	09/26/2017	
	74721	Consulting Services		1,233.75
	74722	Consulting Services		1,175.00
			Total for Check Number 25523:	2,408.75
25524	60	G & K Services Inc	09/26/2017	
	2277524-08	August Uniforms		57.35
	2277524-08	August Uniforms		57.35
			Total for Check Number 25524:	114.70
25525	134	Katrina Joseph	09/26/2017	
	0068	August Legal Services		925.00
			Total for Check Number 25525:	925.00
25526	23	Metro Sales Inc	09/26/2017	
	INV888640	Copier Contract		136.14
			Total for Check Number 25526:	136.14
25527	10	On Site Sanitation Inc	09/26/2017	
	0000479955	Portable Restroom		233.26
			Total for Check Number 25527:	233.26
25528	131	Safety Signs LLC	09/26/2017	
	0115531-IN	Street Signs and Brackets		157.35
			Total for Check Number 25528:	157.35
25529	26	Stantec Consulting Services Inc	09/26/2017	
	1198428	LSWMP Preparation		8,746.00
			Total for Check Number 25529:	8,746.00
25530	162	Swanson Haskamp Consulting	09/26/2017	
	527	2040 Comprehensive Plan Pay 4		2,160.00
			Total for Check Number 25530:	2,160.00
25531	4	The Neighborhood Recycling Company Inc	09/26/2017	
	17251	August Revenue Sharing		-392.01

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	17251	August Recycling Contract		2,396.16
Total for Check Number 25531:				2,004.15
25532	3 339131229	US National Equipment Finance Inc August Copier Contract	09/26/2017	149.00
Total for Check Number 25532:				149.00
25533	74	Xcel Energy	09/26/2017	
	560522968	August Street Lighting		415.26
	560715745	1917 Walnut Street		36.71
	560715745	1885 Fulham Street		25.00
	560715745	1885 Fulham Street		28.50
	560715745	1917 Walnut Street		25.00
Total for Check Number 25533:				530.47
Total for 9/26/2017:				21,409.76
Report Total (22 checks):				30,169.15

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date September 26, 2017

ITEM NUMBER August Financial Report

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Every month I provide the Council with an updated copy of the city's finances. Following are the revenue, expense, and cash balance reports for August 2017.

OPTIONS:

STAFF RECOMMENDATION:

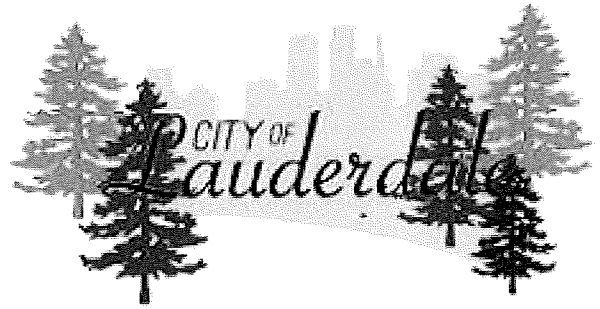
By approving the consent agenda, the Council acknowledges the city's financial report for August 2017.

COUNCIL ACTION:

General Ledger

Cash Balances

User: heather.butkowski
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 Period 08 - 08
 Fiscal Year 2017



Description	Account	Beg Bal	MTD Debit	MTD Credit	Current Balance
Cash	101-00000-000-10100	-2,204,021.50	14,455.41	154,141.57	-2,343,707.66
Change Fund	101-00000-000-10300	100.00	0.00	0.00	100.00
Cash	226-00000-000-10100	8,844.69	5.54	787.69	8,062.54
Cash	227-00000-000-10100	101,586.47	6,283.25	5,675.71	102,194.01
Cash	401-00000-000-10100	97,373.01	66.99	0.00	97,440.00
Cash	403-00000-000-10100	442,201.47	304.21	0.00	442,505.68
Cash	404-00000-000-10100	281,973.25	193.98	0.00	282,167.23
Cash	405-00000-000-10100	34,177.16	23.51	0.00	34,200.67
Cash	414-00000-000-10100	178,186.98	38,148.72	0.00	216,335.70
Cash	602-00000-000-10100	981,247.07	12,506.22	16,788.12	976,965.17
Cash	603-00000-000-10100	355,620.97	7,487.24	5,272.46	357,835.75
Current Assets		277,289.57	79,475.07	182,665.55	174,099.09
Petty Cash	101-00000-000-10200	300.00	0.00	0.00	300.00
Petty Cash		300.00	0.00	0.00	300.00
Investments - Fair Value Adj	101-00000-000-10410	2,976,491.43	2,167.34	0.00	2,978,658.77
Investments		2,976,491.43	2,167.34	0.00	2,978,658.77
Grand Total		<u>3,254,081.00</u>	<u>81,642.41</u>	<u>182,665.55</u>	<u>3,153,057.86</u>

General Ledger Revenue vs Expense

User: heather.butkowski
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 Period 08 - 08
 Fiscal Year 2017



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% ExpendCollect
101	General Fund					
	Revenue					
	Taxes	708,333.00	0.00	366,711.70	341,621.30	51.77
	Licenses and Permits	29,750.00	1,340.50	25,614.62	4,135.38	86.10
	Intergovernmental Revenues	539,016.00	0.00	274,507.50	264,508.50	50.93
	Charges for Services	11,025.00	668.81	10,533.90	491.10	95.55
	Fines and Forfeits	45,000.00	1,497.13	14,918.51	30,081.49	33.15
	Miscellaneous Revenue	2,900.00	607.03	15,677.34	-12,777.34	540.60
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
		1,336,024.00	4,113.47	707,963.57	628,060.43	52.99
	Expense					
	Personal Services	360,611.00	28,630.58	242,965.94	117,645.06	67.38
	Supplies	21,050.00	491.41	9,434.61	11,615.39	44.82
	Other Services and Charges	906,364.00	74,514.42	572,805.51	333,558.49	63.20
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Other Uses	48,000.00	38,000.00	38,000.00	10,000.00	79.17
		1,336,025.00	141,636.41	863,206.06	472,818.94	64.61
101	General Fund					
		-1.00	-137,522.94	-155,242.49	155,241.49	15,524,249.00

General Ledger

Revenue vs Expense



User: heather.butkowski
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 Period 08 - 08
 Fiscal Year 2017

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
226	Communications					
	Revenue					
	Taxes	20,000.00	0.00	11,005.44	8,994.56	55.03
	Miscellaneous Revenue	<u>25.00</u>	<u>5.54</u>	<u>46.67</u>	<u>-21.67</u>	<u>186.68</u>
	Revenue	20,025.00	5.54	11,052.11	8,972.89	55.19
	Expense					
	Personal Services	7,943.00	628.09	5,212.12	2,730.88	65.62
	Supplies	600.00	159.60	759.60	-159.60	126.60
	Other Services and Charges	2,400.00	0.00	1,535.86	864.14	63.99
	Capital Outlay	<u>5,000.00</u>	<u>0.00</u>	<u>4,733.40</u>	<u>266.60</u>	<u>94.67</u>
	Expense	15,943.00	787.69	12,240.98	3,702.02	76.78
226	Communications	4,082.00	-782.15	-1,188.87	5,270.87	-29.12

General Ledger Revenue vs Expense

User: heather.butkowski
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 Period 08 - 08
 Fiscal Year 2017



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
227	Recycling Revenue					
	Intergovernmental Revenues	6,000.00	6,213.00	6,213.00	-213.00	103.55
	Miscellaneous Revenue	37,350.00	70.25	22,653.89	14,696.11	60.65
	Revenue	43,350.00	6,283.25	28,866.89	14,483.11	66.59
	Expense					
	Personal Services	21,260.00	1,648.91	13,814.98	7,445.02	64.98
	Supplies	350.00	0.00	0.00	350.00	0.00
	Other Services and Charges	35,000.00	4,026.80	13,252.57	21,747.43	37.86
	Capital Outlay	0.00	0.00	331.00	-331.00	0.00
	Expense	56,610.00	5,675.71	27,398.55	29,211.45	48.40
227	Recycling	-13,260.00	607.54	1,468.34	-14,728.34	-11.07

General Ledger

Revenue vs Expense

User: heather.butkowski
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 Period 08 - 08
 Fiscal Year 2017



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
401	General Capital Projects					
	Revenue					
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	500.00	66.99	694.18	-194.18	138.84
	Other Financing Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Revenue	500.00	66.99	694.18	-194.18	138.84
	Expense					
	Other Services and Charges	0.00	0.00	1,280.00	-1,280.00	0.00
	Capital Outlay	0.00	0.00	6,179.00	-6,179.00	0.00
	Other Uses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Expense	0.00	0.00	7,459.00	-7,459.00	0.00
401	General Capital Projects	500.00	66.99	-6,764.82	7,264.82	-1,352.96

General Ledger Revenue vs Expense



User: heather.butkowski
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 Period 08 - 08
 Fiscal Year 2017

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
403	Street Capital Projects					
	Revenue					
	Intergovernmental Revenues	0.00	0.00	8,235.00	-8,235.00	0.00
	Miscellaneous Revenue	3,500.00	304.21	3,180.13	319.87	90.86
	Other Financing Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Revenue	3,500.00	304.21	11,415.13	-7,915.13	326.15
	Expense					
	Capital Outlay	40,000.00	0.00	0.00	40,000.00	0.00
	Other Uses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Expense	40,000.00	0.00	0.00	40,000.00	0.00
403	Street Capital Projects	-36,500.00	304.21	11,415.13	-47,915.13	-31.27

General Ledger

Revenue vs Expense



User: heather.butkowski
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 Period 08 - 08
 Fiscal Year 2017

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
404	Park Capital Projects					
	Revenue					
	Miscellaneous Revenue	2,000.00	193.98	2,022.70	-22.70	101.14
	Other Financing Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Revenue	2,000.00	193.98	2,022.70	-22.70	101.14
	Expense					
	Supplies	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	8,000.00	0.00	0.00	8,000.00	0.00
	Other Uses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Expense	8,000.00	0.00	0.00	8,000.00	0.00
404	Park Capital Projects	-6,000.00	193.98	2,022.70	-8,022.70	-33.71

General Ledger

Revenue vs Expense

User: heather.butkowski
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 Period 08 - 08
 Fiscal Year 2017



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
405	Rosehill Tax Increment Revenue	0.00	23.51	251.42	-251.42	0.00
	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
	Other Financing Sources					
	Revenue	0.00	23.51	251.42	-251.42	0.00
	Expense					
	Other Services and Charges	0.00	0.00	0.00	0.00	0.00
	Expense	0.00	0.00	0.00	0.00	0.00
405	Rosehill Tax Increment	0.00	23.51	251.42	-251.42	0.00

General Ledger

Revenue vs Expense



User: heather.butkowski
 Printed: 9/21/2017 12:29:21 PM
 Period 08 - 08
 Fiscal Year 2017

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
414	Development					
	Revenue					
	Miscellaneous Revenue	500.00	148.72	1,306.76	-806.76	261.35
	Other Financing Sources	<u>38,000.00</u>	<u>38,000.00</u>	<u>38,000.00</u>	<u>0.00</u>	<u>100.00</u>
	Revenue	38,500.00	38,148.72	39,306.76	-806.76	102.10
	Expense					
	Other Services and Charges	10,000.00	0.00	0.00	10,000.00	0.00
	Other Uses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Expense	10,000.00	0.00	0.00	10,000.00	0.00
414	Development	28,500.00	38,148.72	39,306.76	-10,806.76	137.92

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 9/21/2017 12:29:21 PM
 Period 08 - 08
 Fiscal Year 2017



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
415	Housing Redevelopment					
	Revenue					
	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	0.00	0.00	0.00	0.00	0.00
	Expense					
	Other Services and Charges	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Expense	0.00	0.00	0.00	0.00	0.00
415	Housing Redevelopment	0.00	0.00	0.00	0.00	0.00

General Ledger

Revenue vs Expense



User: heather.butkowski
 Printed: 9/21/2017 12:29:21 PM
 Period 08 - 08
 Fiscal Year 2017

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
602	Sanitary Sewer Revenue					
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Charges for Services	267,814.00	11,927.07	157,831.28	109,982.72	58.93
	Miscellaneous Revenue	7,000.00	671.63	6,923.64	76.36	98.91
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	274,814.00	12,598.70	164,754.92	110,059.08	59.95
	Expense					
	Personal Services	65,837.00	4,279.65	30,772.31	35,064.69	46.74
	Supplies	1,300.00	27.37	258.86	1,041.14	19.91
	Other Services and Charges	191,231.00	12,573.58	113,441.61	77,789.39	59.32
	Capital Outlay	0.00	0.00	-3,380.90	3,380.90	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	258,368.00	16,880.60	141,091.88	117,276.12	54.61
602	Sanitary Sewer	16,446.00	-4,281.90	23,663.04	-7,217.04	143.88

General Ledger Revenue vs Expense

User: heather.butkowski
 Printed: 9/21/2017 12:29:21 PM
 Period 08 - 08
 Fiscal Year 2017



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
603	Storm Water					
	Revenue					
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Charges for Services	84,000.00	7,257.56	71,307.73	12,692.27	84.89
	Miscellaneous Revenue	1,500.00	246.00	2,530.63	-1,030.63	168.71
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	85,500.00	7,503.56	73,838.36	11,661.64	86.36
	Expense					
	Personal Services	56,496.00	4,221.80	30,313.72	26,182.28	53.66
	Supplies	700.00	27.38	258.90	441.10	36.99
	Other Services and Charges	16,150.00	1,039.60	13,397.84	2,752.16	82.96
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	73,346.00	5,288.78	43,970.46	29,375.54	59.95
603	Storm Water	12,154.00	2,214.78	29,867.90	-17,713.90	245.75

General Ledger

Revenue vs Expense



User: heather.butkowski
 Printed: 9/21/2017 12:29:21 PM
 Period 08 - 08
 Fiscal Year 2017

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
999	Fund					
	Revenue					
	Taxes	0.00	0.00	0.00	0.00	0.00
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	0.00	0.00	0.00	0.00	0.00
	Expense					
	Personal Services	0.00	0.00	-14,077.88	14,077.88	0.00
	Other Services and Charges	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Other Uses	0.00	0.00	-33,123.94	33,123.94	0.00
	Expense	0.00	0.00	-47,201.82	47,201.82	0.00
999	Fund	0.00	0.00	47,201.82	-47,201.82	0.00

General Ledger Revenue vs Expense



User: heather.butkowski
 Printed: 9/21/2017 12:29:21 PM
 Period 08 - 08
 Fiscal Year 2017

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
Revenue Total		1,804,213.00	69,241.93	1,040,166.04	764,046.96	0.5765
Expense Total		1,798,292.00	170,269.19	1,048,165.11	750,126.89	0.5829
Grand Total		5,921.00	-101,027.26	-7,999.07	13,920.07	-1.351

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date September 26, 2017

ITEM NUMBER 2018 Budget and Levy

STAFF INITIAL *AB*

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The draft budget balances with a local levy increase of 9.8% or \$56,833 or a total levy increase of 8.1% or \$57,181. The overall budget increase is \$51,900 or 3.9%. The impact of the city's levy would be minimal as property tax shifts are still in play. For the upcoming year, a handful of suburbs and St. Paul are seeing sizable home value increases so they will absorb a greater share of the County's 4.3% levy increase.

The attached spreadsheet shows the impact of the proposed levy on a low value home (\$126,000), the median value home which is \$189,100 for 2018, and a high value home (\$300,000). Staff factored in the market value homestead reduction at each of those price points. You will see the impact of the 9.8% local levy increase calculates to less than a \$35 increase on homes valued at less than \$300,000.

As previously discussed, there are a couple of factors driving the increase this year.

- Public safety costs: Additional \$16,000
- 2018 is an election year: Additional \$6,000
- Internet was previously free: Additional \$6,000
- Increase to staff pay and benefits: TBD by union contract

Mayor Gaasch plans to hold a public hearing to allow for comment prior to adoption of the resolution setting the levy and date of the public hearing in December.

STAFF RECOMMENDATION:

Motion to adopt Resolution 092617A—A Resolution Adopting the 2018 Preliminary Tax Levy and Establishing the Budget Meeting Date.

RESOLUTION 092617A

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

**ADOPTING THE 2018 PRELIMINARY PROPERTY TAX LEVY
AND ESTABLISHING THE BUDGET MEETING DATE**

WHEREAS, the City annually adopts an operating levy for the coming year in accordance with Minnesota Statutes; and

WHEREAS, Minnesota Statutes 275.065, Subdivision 1 requires cities to certify a maximum proposed levy on or before September 30, 2017 and to establish a public meeting date for the purpose of discussing said proposed levy.

NOW, THEREFORE BE IT RESOLVED, that:

Section 1: The preliminary 2018 levy to be certified to the Ramsey County Auditor of \$765,514, inclusive of anticipated fiscal disparities revenue, is hereby established as the maximum possible levy for property taxes paid in 2018.

Section 2: That Tuesday, December 12, 2017 is hereby established for the public meeting on the proposed 2018 budget and tax levy to be held at the City Hall Council Chambers beginning at 7:30 p.m.

Adopted by the City of Lauderdale this 26th day of September, 2017.

Mary Gaasch, Mayor

ATTEST:

Heather Butkowski, City Administrator

TRUTH IN TAXATION PUBLIC HEARING DATES

FOR TAXES PAYABLE IN 2018

Taxing District: City of Lauderdale

Contact Person: Ms. Heather Butkowski

Phone: (651) 792-7650

Listed below is the 2017 data for the (1) date and time of the hearing, (2) location of the public hearing, (3) the phone number to be published and (4) the mailing address for written responses. Please review this information and make the necessary changes or indicate, by putting an "X" next to SAME, that this information is what should be published in the Truth in Taxation Notice.

1)
Public Hearing Date: December 12

Time: 7:30 p.m.

Same X or see changes below

2)
Location: Lauderdale City Hall

Address: 1891 Walnut Street

Lauderdale, MN 55113

Same X or see changes below

3)
Phone: (651) 792-7650

Same X or see changes below

4)
Mailing Address: City of Lauderdale

1891 Walnut Street

Lauderdale, MN 55113

Please return this form to the address below with your proposed levy certification by Sept. 30, 2017.

Dick Sivanich, Tax Accounting Supervisor
Ramsey County Records & Revenue
90 West Plato Boulevard
P.O. Box 64097
St. Paul, MN 55164-0097

Phone #: (651) 266-2042

Fax #: (651) 266-2199

2018 PROPOSED LEVY IMPACTS ON LAUDERDALE HOMES

	City	City	City	City	City
	Total Levy	Fiscal Disparities	Net Local Levy	Tax Capacity	Tax Rate
2017-3.0%	\$708,333	\$131,121	\$577,212	\$2,012,764	28.68%
2018-9.8%	\$765,514	\$131,469	\$634,045	\$2,119,216	29.92%
Median Value 2016		\$186,550			
Median Value 2017		\$184,350			
Median Value 2018		\$189,100			

	Taxable Value	x Tax %	x Tax Rate	= City Tax on \$126,000 Home	
2017-3.0%	\$100,100	1%	0.2868	Total Tax	\$287.06
2018-9.8%	\$100,100	1%	0.2992	Total Tax	\$299.49
				DIFFERENCE	\$12.43 4.33%

	Taxable Value	x Tax %	x Tax Rate	= City Tax on Median Lauderdale Home 2018: \$189,100	
2017-3.0%	\$164,192	1%	0.2868	Total Tax	\$470.86
2018-9.8%	\$168,879	1%	0.2992	Total Tax	\$505.27
				DIFFERENCE	\$34.40 7.31%

	Taxable Value	x Tax %	x Tax Rate	= City Tax on \$300,000 Home	
2017-3.0%	\$289,760	1%	0.2868	Total Tax	\$830.96
2018-9.8%	\$289,760	1%	0.2992	Total Tax	\$866.93
				DIFFERENCE	\$35.97 4.33%

CITY OF LAUDERDALE
GENERAL FUND REVENUES
2017

Account Number	Account Description	2016 Actual	2017 Adopted	2018 Proposed
101-00000-410-31010	CURRENT AD VALOREM TAXES	\$ 558,494	\$ 577,212	\$ 634,045
101-00000-410-31020	DELINQUENT AD VALOREM TAXES	\$ 3,597	\$ -	\$ -
101-00000-410-31400	FISCAL DISPARITIES	\$ 115,755	\$ 131,121	\$ 131,469
101-00000-410-31055	EXCESS TAX INCREMENT	\$ -	\$ -	\$ -
101-00000-410-31900	PENALTIES AND INTEREST TAXES	\$ 219	\$ -	\$ -
	TAXES	\$ 678,065	\$ 708,333	\$ 765,514
101-00000-410-32110	LIQUOR LICENSES	\$ -	\$ 150	\$ 150
101-00000-410-32180	TOBACCO LICENSES	\$ -	\$ 400	\$ 400
101-00000-410-32190	OTHER BUSINESS LICENSES	\$ 2,255	\$ 1,900	\$ 2,000
101-00000-410-32192	HVAC CONTRACTOR LICENSES	\$ 1,400	\$ 1,200	\$ 1,200
101-00000-410-32240	ANIMAL LICENSES	\$ 120	\$ 100	\$ 100
101-00000-420-32210	BUILDING PERMITS	\$ 30,228	\$ 15,500	\$ 17,000
101-00000-420-32230	PLUMBING & HEATING PERMITS	\$ 8,434	\$ 4,500	\$ 6,000
101-00000-420-32270	RENTAL HOUSING LICENSES	\$ 5,335	\$ 6,000	\$ 4,000
101-00000-430-32261	EXCAVATING PERMITS	\$ -	\$ -	\$ -
	PERMITS & LICENSES	\$ 47,771	\$ 29,750	\$ 30,850
101-00000-410-33401	LOCAL GOVERNMENT AID	\$ 537,502	\$ 537,818	\$ 539,562
101-00000-410-33422	OTHER STATE GRANTS & AIDS	\$ 1,198	\$ 1,198	\$ 1,198
	INTERGOVERNMENTAL REVENUE	\$ 538,700	\$ 539,016	\$ 540,760
101-00000-410-34101	CITY HALL RENT	\$ 6,670	\$ 4,700	\$ 5,000
101-00000-410-34103	ZONING & SUBDIVISION FEES	\$ 600	\$ 1,000	\$ 1,000
101-00000-420-34104	PLAN REVIEW FEES	\$ 6,944	\$ 4,000	\$ 5,000
101-00000-410-34105	SALE OF MAPS & PUBLICATIONS	\$ 12	\$ 25	\$ -
101-00000-410-34108	ADMINISTRATIVE FEES	\$ -	\$ -	\$ -
101-00000-420-34202	SPECIAL FIRE PROTECTION SERVICES	\$ 105	\$ 600	\$ 600
101-00000-420-34206	MOWING & GARBAGE CLEANUP	\$ -	\$ -	\$ -
101-00000-430-34303	SNOW REMOVAL CHARGES	\$ -	\$ -	\$ -
101-00000-450-34780	PARK SHELTER FEES	\$ 310	\$ 300	\$ 300
101-00000-450-34920	MERCHANDISE SALES	\$ 399	\$ 400	\$ 400
	CHARGES FOR SERVICES	\$ 15,040	\$ 11,025	\$ 12,300

Account Number	Account Description	2015 Actual	2017 Adopted	2018 Proposed
101-00000-420-35101	COURT FINES & ADMINISTRATIVE PENALTIES	\$ 35,779	\$ 45,000	\$ 30,000
101-00000-420-35200	FORFEITED & SEIZED ASSETS	\$ -	\$ -	\$ -
	FINES & FORFEITS	\$ 35,779	\$ 45,000	\$ 30,000
101-00000-410-36101	SPECIAL ASSESSMENTS - COUNTY	\$ 1,233	\$ -	\$ -
101-00000-410-36102	PENALTIES & INTEREST	\$ 574	\$ -	\$ -
101-00000-410-36200	OTHER MISCELLEANOUS REVENUE	\$ 10,135	\$ -	\$ -
101-00000-410-36210	INTEREST ON INVESTMENTS	\$ 8,500	\$ 2,100	\$ 5,000
101-00000-410-36230	CONTRIBUTIONS & DONATIONS	\$ -	\$ -	\$ -
101-00000-450-36230	CONTRIBUTIONS & DONATIONS (COMM EVENT)	\$ 2,982	\$ -	\$ 2,500
101-00000-420-36260	SURCHARGES COLLECTED	\$ 1,309	\$ 800	\$ 1,000
	MISCELLANEOUS REVENUE	\$ 24,733	\$ 2,900	\$ 8,500
101-00000-410-39101	SALE OF CAPITAL ASSETS	\$ -	\$ -	\$ -
101-00000-410-39200	TRANSFER IN	\$ -	\$ -	\$ -
	OTHER SOURCES	\$ -	\$ -	\$ -
	TOTAL GENERAL FUND REVENUE	\$ 1,340,087	\$ 1,336,024	\$ 1,387,924
	REVENUES OVER/UNDER EXPENDITURES	\$ -	\$ (0)	\$ -
	FUND BALANCE - January 1	\$ 758,551	\$ 780,967	\$ 780,967
	FUND BALANCE - December 31	<u>\$ 780,967</u>	<u>\$ 780,967</u>	<u>\$ 780,967</u>

CITY OF LAUDERDALE
GENERAL FUND EXPENSE SUMMARY
2017

Department Number	Title	2016 Actual	2017 Adopted	2018 Proposed
41110	LEGISLATIVE	\$ 24,888	\$ 27,593	\$ 27,953
41320	CITY ADMINISTRATION	\$ 215,216	\$ 216,105	\$ 228,142
41410	ELECTIONS	\$ 22,202	\$ 18,111	\$ 24,851
41610	LEGAL	\$ 24,848	\$ 23,000	\$ 23,000
41910	PLANNING	\$ 27,883	\$ 41,963	\$ 47,522
41940	GENERAL GOVERNMENT BUILDINGS	\$ 18,832	\$ 18,550	\$ 26,700
	GENERAL GOVERNMENT	\$ 333,869	\$ 345,322	\$ 378,168
42100	PUBLIC SAFETY	\$ 700,785	\$ 727,134	\$ 743,174
42400	BUILDING INSPECTIONS	\$ 34,192	\$ 26,431	\$ 29,105
	PUBLIC SAFETY	\$ 734,977	\$ 753,565	\$ 772,279
43121	PUBLIC WORKS	\$ 90,389	\$ 81,010	\$ 88,049
43160	STREET LIGHTING	\$ 7,837	\$ 7,000	\$ 7,000
	PUBLIC WORKS	\$ 98,226	\$ 88,010	\$ 95,049
45200	PARKS & RECREATION	\$ 76,106	\$ 81,127	\$ 84,428
46500	ECONOMIC DEVELOPMENT	\$ -	\$ 20,000	\$ 10,000
49200	MISCELLANEOUS UNALLOCATED EXPENSES	\$ -	\$ 10,000	\$ 10,000
49300	OTHER FINANCING USES	\$ 87,655	\$ 38,000	\$ 38,000
	OTHER	\$ 163,761	\$ 149,127	\$ 142,428
TOTAL EXPENDITURES		\$ 1,330,833	\$ 1,336,024	\$ 1,387,924

CITY OF LAUDERDALE
 LEGISLATIVE
 2017

Account Number	Account Description	2016 Actual	2017 Adopted	2018 Proposed
101-41110-410-41030	PART TIME EMPLOYEES	\$ 16,500	\$ 16,500	\$ 16,500
101-41110-410-41220	FICA	\$ 1,023	\$ 1,023	\$ 1,023
101-41110-410-41225	MEDICARE	\$ 239	\$ 239	\$ 239
101-41110-410-41510	WORKERS COMPENSATION INSURANCE	\$ 52	\$ 41	\$ 41
	PERSONNEL	<u>\$ 17,814</u>	<u>\$ 17,803</u>	<u>\$ 17,803</u>
101-41110-410-42010	OFFICE SUPPLIES	\$ 28	\$ -	\$ -
101-41110-410-42110	GENERAL SUPPLIES	\$ -	\$ 50	\$ 50
101-41110-410-42115	MEETINGS	\$ 64	\$ 200	\$ 200
101-41110-410-42410	MINOR TOOLS & EQUIPMENT	\$ -	\$ 100	\$ -
	SUPPLIES	<u>\$ 92</u>	<u>\$ 350</u>	<u>\$ 250</u>
101-41110-410-43140	TRAINING & EDUCATION	\$ 1,040	\$ 2,500	\$ 2,500
101-41110-410-43310	TRAVEL EXPENSE	\$ 735	\$ 1,200	\$ 1,200
101-41110-410-43510	LEGAL NOTICES & PUBLISHING	\$ 1,930	\$ 1,500	\$ 2,000
101-41110-410-43610	INSURANCE & BONDS	\$ 316	\$ 400	\$ 400
101-41110-410-44330	DUES & SUBSCRIPTIONS	\$ 2,960	\$ 3,840	\$ 3,800
	OTHER SERVICES & CHARGES	<u>\$ 6,982</u>	<u>\$ 9,440</u>	<u>\$ 9,900</u>
101-41110-410-45700	OFFICE FURNITURE & EQUIPMENT	\$ -	\$ -	\$ -
	CAPITAL OUTLAY	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
TOTAL EXPENDITURES		<u><u>\$ 24,888</u></u>	<u><u>\$ 27,593</u></u>	<u><u>\$ 27,953</u></u>

NOTES:

Dues include Metro Cities, League of Minnesota Cities, Mayor's Association and Suburban Rate Authority

CITY OF LAUDERDALE
CITY ADMINISTRATION
2017

Account Number	Account Description	2016 Actual	2017 Adopted	2018 Proposed
101-41320-410-41010	FULL TIME EMPLOYEES	\$ 123,003	\$ 120,987	\$ 126,150
101-41320-410-41020	OVERTIME	\$ -	\$ -	\$ -
101-41320-410-41040	TEMPORARY EMPLOYEES	\$ -	\$ -	\$ -
101-41320-410-41210	PERA	\$ 8,552	\$ 9,074	\$ 9,461
101-41320-410-41220	FICA	\$ 7,668	\$ 7,501	\$ 7,821
101-41320-410-41225	MEDICARE	\$ 1,793	\$ 1,755	\$ 1,829
101-41320-410-41250	DEFERRED COMPENSATION	\$ 308	\$ 500	\$ 500
101-41320-410-41310	HEALTH INSURANCE	\$ 17,996	\$ 16,352	\$ 19,172
101-41320-410-41320	DENTAL INSURANCE	\$ 129	\$ 706	\$ 200
101-41320-410-41330	LIFE INSURANCE	\$ 223	\$ 482	\$ 300
101-41320-410-41340	DISABILITY INSURANCE	\$ 187	\$ 200	\$ 200
101-41320-410-41420	UNEMPLOYMENT	\$ -	\$ -	\$ -
101-41320-410-41510	WORKERS COMPENSATION INSURANCE	\$ 786	\$ 968	\$ 1,009
	PERSONNEL	\$ 160,646	\$ 158,525	\$ 166,642
101-41320-410-42010	OFFICE SUPPLIES	\$ 729	\$ 1,600	\$ 1,000
101-41320-410-42020	COMPUTER SUPPLIES	\$ 530	\$ 200	\$ 500
101-41320-410-42030	PRINTED FORMS	\$ 3,710	\$ 5,000	\$ 4,500
101-41320-410-42110	GENERAL SUPPLIES	\$ 81	\$ 200	\$ 200
101-41320-410-42115	MEETING	\$ 41	\$ 100	\$ -
101-41320-410-42410	MINOR EQUIPMENT & TOOLS	\$ -	\$ -	\$ -
101-41320-410-42420	MINOR COMPUTER EQUIPMENT	\$ 1,783	\$ 1,000	\$ 1,500
	SUPPLIES	\$ 6,874	\$ 8,100	\$ 7,700
101-41320-410-43030	AUDITING & ACCOUNTING SERVICES	\$ 16,720	\$ 14,500	\$ 15,000
101-41320-410-43090	EXPERT & PROFESSIONAL SERVICES	\$ 11,644	\$ 13,780	\$ 16,000
101-41320-410-43140	TRAINING & EDUCATION	\$ 1,520	\$ 3,000	\$ 3,000
101-41320-410-43210	TELEPHONE & TELEGRAPH	\$ -	\$ -	\$ -
101-41320-410-43220	POSTAGE	\$ 3,810	\$ 3,200	\$ 4,000
101-41320-410-43250	OTHER COMMUNICATIONS	\$ 32	\$ -	\$ -
101-41320-410-43310	TRAVEL EXPENSE	\$ 1,874	\$ 1,500	\$ 1,500
101-41320-410-43510	LEGAL NOTICES & PUBLISHING	\$ 365	\$ 1,100	\$ 1,000
101-41320-410-43610	INSURANCE & BONDS	\$ 3,323	\$ 3,500	\$ 3,500
101-41320-410-44040	VEHICLE/EQUIPMENT REPAIRS	\$ 218	\$ 1,500	\$ -
101-41320-410-44160	RENTS & LEASES	\$ 2,483	\$ 2,700	\$ 2,700
101-41320-410-44325	BANK FEES & CHARGES	\$ 952	\$ -	\$ 1,000
101-41320-410-44330	DUES & SUBSCRIPTIONS	\$ 4,261	\$ 3,500	\$ 5,500
101-41320-410-44370	MISCELLANEOUS CHARGES	\$ 494	\$ 1,200	\$ 600
	OTHER SERVICES & CHARGES	\$ 47,696	\$ 49,480	\$ 53,800
101-41320-410-45700	OFFICE EQUIPMENT & FURNITURE	\$ -	\$ -	\$ -
	CAPITAL OUTLAY	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 215,216	\$ 216,105	\$ 228,142

NOTES

Dues includes MCFOA, MAMA, MN GFOA, IMCA, MN City/County Management Association, Pioneer Press, Notary, RC GIS

CITY OF LAUDERDALE
ELECTIONS
2017

Account Number	Account Description	2016 Actual	2017 Adopted	2018 Proposed
101-41410-410-41010	FULL TIME EMPLOYEES	\$ 10,912	\$ 10,135	\$ 10,745
101-41410-410-41040	TEMPORARY EMPLOYEES	\$ 4,128	\$ -	\$ 5,000
101-41410-410-41210	PERA	\$ 684	\$ 760	\$ 806
101-41410-410-41220	FICA	\$ 679	\$ 628	\$ 666
101-41410-410-41225	MEDICARE	\$ 159	\$ 147	\$ 156
101-41410-410-41250	DEFERRED COMPENSATION	\$ 15	\$ -	\$ -
101-41410-410-41310	HEALTH INSURANCE	\$ 1,339	\$ 1,533	\$ 1,763
101-41410-410-41320	DENTAL INSURANCE	\$ 14	\$ 66	\$ 50
101-41410-410-41330	LIFE INSURANCE	\$ 14	\$ 71	\$ 25
101-41410-410-41340	DISABILITY INSURANCE	\$ 17	\$ 40	\$ 25
101-41410-410-41510	WORKERS COMPENSATION INSURANCE	\$ 77	\$ 81	\$ 115
	PERSONNEL	\$ 18,037	\$ 13,461	\$ 19,351
101-41410-410-42010	OFFICE SUPPLIES	\$ -	\$ -	\$ -
101-41410-410-42110	GENERAL SUPPLIES	\$ 291	\$ 2,500	\$ 1,500
101-41410-410-42410	MINOR EQUIPMENT & TOOLS	\$ 2,617	\$ 1,650	\$ 2,500
	SUPPLIES	\$ 2,908	\$ 4,150	\$ 4,000
101-41410-410-43510	LEGAL NOTICES PUBLISHING	\$ 474	\$ -	\$ 500
101-41410-410-44370	MISCELLANEOUS CHARGES (AB VOTING)	\$ 782	\$ 500	\$ 1,000
	OTHER SERVICES & CHARGES	\$ 1,256	\$ 500	\$ 1,500
101-41410-410-45700	OFFICE EQUIPMENT & FURNITURE	\$ -	\$ -	\$ -
	CAPITAL OUTLAY	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 22,202	\$ 18,111	\$ 24,851

CITY OF LAUDERDALE
LEGAL
2017

Account Number	Account Description	2016 Actual	2017 Adopted	2018 Proposed
101-41610-410-43040	LEGAL SERVICES - CIVIL PROCESS	\$ 12,898	\$ 11,500	\$ 11,500
101-41610-410-43045	LEGAL SERVICES - PROSECUTION	\$ 11,950	\$ 11,500	\$ 11,500
	OTHER SERVICES & CHARGES	\$ 24,848	\$ 23,000	\$ 23,000
TOTAL EXPENDITURES		<u>\$ 24,848</u>	<u>\$ 23,000</u>	<u>\$ 23,000</u>

CITY OF LAUDERDALE
 PLANNING, ZONING & INSPECTIONS
 2017

Account Number	Account Description	2016 Actual	2017 Adopted	2018 Proposed
101-41910-410-41010	FULL TIME EMPLOYEES	\$ 20,224	\$ 22,601	\$ 23,739
101-41910-410-41210	PERA	\$ 1,315	\$ 1,694	\$ 1,780
100-41910-410-41220	FICA	\$ 1,184	\$ 1,402	\$ 1,472
101-41910-410-41225	MEDICARE	\$ 277	\$ 328	\$ 344
101-41910-410-41250	DEFERRED COMPENSATION	\$ (379)	\$ -	\$ -
101-41910-410-41310	HEALTH INSURANCE	\$ 3,683	\$ 3,577	\$ 3,547
101-41910-410-41320	DENTAL INSURANCE	\$ (33)	\$ 154	\$ 200
101-41910-410-41330	LIFE INSURANCE	\$ (322)	\$ 400	\$ 400
101-41910-410-41340	DISABILITY INSURANCE	\$ (5)	\$ 289	\$ 200
101-41910-410-41510	WORKERS COMPENSATION INSURANCE	\$ 852	\$ 868	\$ 190
	PERSONNEL	\$ 26,794	\$ 31,313	\$ 31,872
101-41910-410-42010	OFFICE SUPPLIES	\$ -	\$ -	\$ -
101-41910-410-42030	PRINTED FORMS	\$ -	\$ -	\$ -
101-41910-410-42110	GENERAL SUPPLIES	\$ -	\$ -	\$ -
	SUPPLIES	\$ -	\$ -	\$ -
101-41910-410-43090	EXPERT & PROFESSIONAL SERVICES	\$ 452	\$ 10,000	\$ 15,000
101-41910-410-43140	TRAINING & EDUCATION	\$ -	\$ -	\$ -
101-41910-410-43220	POSTAGE	\$ 49	\$ 250	\$ 250
101-41910-410-43610	INSURANCE & BONDS	\$ 369	\$ 400	\$ 400
101-41910-410-44330	DUES AND SUBSCRIPTIONS	\$ 219	\$ -	\$ -
	OTHER SERVICES & CHARGES	\$ 1,089	\$ 10,650	\$ 15,650
TOTAL EXPENDITURES		\$ 27,883	\$ 41,963	\$ 47,522

CITY OF LAUDERDALE
GENERAL GOVERNMENT BUILDINGS
2017

Account Number	Account Description	2016 Actual	2017 Adopted	2018 Proposed
101-41940-410-42110	GENERAL SUPPLIES	\$ 1,266	\$ 500	\$ 1,000
101-41940-410-42230	BUILDING REPAIR SUPPLIES	\$ -	\$ -	\$ -
101-41940-410-42410	MINOR EQUIPMENT & TOOLS SUPPLIES	\$ 533	\$ -	\$ -
		<u>\$ 1,799</u>	<u>\$ 500</u>	<u>\$ 1,000</u>
101-41940-410-43090	EXPERT & PROFESSIONAL SERVICES	\$ -	\$ -	\$ -
101-41940-410-43210	TELEPHONE & TELEGRAPH	\$ 1,740	\$ 2,400	\$ 2,400
101-41940-410-43250	OTHER COMMUNICATIONS (INTERNET)	\$ -	\$ -	\$ 6,000
101-41940-410-43610	INSURANCE & BONDS	\$ 3,006	\$ 3,200	\$ 3,200
101-41940-410-43810	ELECTRIC UTILITIES	\$ 4,312	\$ 3,200	\$ 4,000
101-41940-410-43820	WATER UTILITIES	\$ 595	\$ 150	\$ 600
101-41940-410-43830	GAS UTILITIES	\$ 2,687	\$ 3,000	\$ 3,000
101-41940-410-43840	REFUSE DISPOSAL	\$ 3,746	\$ 3,500	\$ 4,000
101-41940-410-43850	SEWER UTILITIES	\$ -	\$ 100	\$ -
101-41940-410-44010	BUILDING MAINTENANCE	\$ 534	\$ 2,500	\$ 2,500
101-41940-410-44040	VEHICLE/EQUIPMENT REPAIRS	\$ 114	\$ -	\$ -
101-41940-410-44160	RENTS & LEASES	\$ 298	\$ -	\$ -
	OTHER SERVICES & CHARGES	<u>\$ 17,033</u>	<u>\$ 18,050</u>	<u>\$ 25,700</u>
101-41940-410-45700	OFFICE FURNITURE & EQUIPMENT	\$ -	\$ -	\$ -
	CAPITAL OUTLAY	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
TOTAL EXPENDITURES		<u><u>\$ 18,832</u></u>	<u><u>\$ 18,550</u></u>	<u><u>\$ 26,700</u></u>

NOTES:

Dues include Metro Cities, League of Minnesota Cities, Mayor's Association and Suburban Rate Authority

CITY OF LAUDERDALE
PUBLIC SAFETY
2017

Account Number	Account Description	2016 Actual	2017 Adopted	2018 Proposed
101-42100-420-43100	DISPATCH	\$ 17,174	\$ 18,469	\$ 17,773
101-42100-420-43110	POLICE CONTRACT	\$ 653,026	\$ 672,590	\$ 692,701
101-42100-420-44370	MISCELLANEOUS CHARGES	\$ 162	\$ 75	\$ 200
101-42220-420-43120	FIRE CONTRACT	\$ 18,410	\$ 18,000	\$ 18,500
101-42220-420-43125	FIRE CALLS & INSPECTIONS	\$ 12,013	\$ 18,000	\$ 14,000
101-42200-420-44370	MISCELLANEOUS CHARGES	\$ -	\$ -	\$ -
	OTHER SERVICES & CHARGES	\$ 700,785	\$ 727,134	\$ 743,174
101-42220-420-45400	MACHINERY & EQUIPMENT	\$ -	\$ -	\$ -
	CAPITAL OUTLAY	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 700,785	\$ 727,134	\$ 743,174

CITY OF LAUDERDALE
 BUILDING INSPECTIONS
 2017

Account Number	Account Description	2016 Actual	2017 Adopted	2018 Proposed
101-42400-420-41010	FULL TIME EMPLOYEES	\$ 21,613	\$ 16,944	\$ 17,453
101-42400-420-42010	OVERTIME	\$ 36	\$ -	\$ -
101-42400-420-41210	PERA	\$ 1,624	\$ 1,271	\$ 1,309
101-42400-420-41220	FICA	\$ 1,558	\$ 1,051	\$ 1,082
101-42400-420-41225	MEDICARE	\$ 364	\$ 246	\$ 253
101-42400-420-41250	DEFERRED COMPENSATION	\$ 2,266	\$ 2,259	\$ 2,305
101-42400-420-41310	HEALTH INSURANCE	\$ -	\$ -	\$ -
101-42400-420-41320	DENTAL INSURANCE	\$ 112	\$ 111	\$ 125
101-42400-420-41330	LIFE INSURANCE	\$ 527	\$ 25	\$ 600
101-42400-420-41340	DISABILITY INSURANCE	\$ 65	\$ 25	\$ 75
101-42400-420-41510	WORKERS COMPENSATION INSURANCE	\$ 607	\$ 650	\$ 803
	PERSONNEL	\$ 28,772	\$ 22,581	\$ 24,005
101-42400-420-42030	PRINTED FORMS	\$ -	\$ -	\$ -
101-42400-420-42110	GENERAL SUPPLIES	\$ -	\$ -	\$ -
	SUPPLIES	\$ -	\$ -	\$ -
101-42400-420-43090	EXPERT & PROFESSIONAL SERVICES	\$ 2,975	\$ 2,000	\$ 3,000
101-42400-420-43140	TRAINING & EDUCATION	\$ 550	\$ 600	\$ 600
101-42400-420-43220	POSTAGE	\$ 227	\$ 50	\$ -
101-42400-420-43310	TRAVEL EXPENSES	\$ -	\$ -	\$ -
101-42400-420-43510	LEGAL NOTICES PUBLISHING	\$ -	\$ -	\$ -
101-42400-420-43610	INSURANCE & BONDS	\$ 369	\$ 400	\$ 400
101-42400-420-44330	DUES & SUBSCRIPTIONS	\$ 122	\$ -	\$ 100
101-42400-420-44380	BUILDING PERMIT SURCHARGES	\$ 1,177	\$ 800	\$ 1,000
	OTHER SERVICES & CHARGES	\$ 5,420	\$ 3,850	\$ 5,100
TOTAL EXPENDITURES		\$ 34,192	\$ 26,431	\$ 29,105

CITY OF LAUDERDALE
PUBLIC WORKS
2017

Account Number	Account Description	2016 Actual	2017 Adopted	2018 Proposed
101-43121-430-41010	FULL TIME EMPLOYEES	\$ 34,285	\$ 32,039	\$ 34,486
101-43121-430-41020	OVERTIME	\$ 267	\$ 3,000	\$ 3,000
101-43121-430-41040	TEMPORARY EMPLOYEES	\$ -	\$ -	\$ -
101-43121-430-41210	PERA	\$ 2,498	\$ 2,628	\$ 2,661
101-43121-430-41220	FICA	\$ 2,464	\$ 2,172	\$ 2,324
101-43131-430-41225	MEDICARE	\$ 576	\$ 509	\$ 544
101-43121-430-41250	DEFERRED COMPENSATION	\$ 4,758	\$ 5,221	\$ 5,860
101-43121-430-41310	HEALTH INSURANCE	\$ 499	\$ -	\$ -
101-43121-430-41320	DENTAL INSURANCE	\$ 36	\$ 111	\$ 50
101-43121-430-41330	LIFE INSURANCE	\$ 186	\$ 200	\$ 200
101-43121-430-41340	DISABILITY INSURANCE	\$ 49	\$ 168	\$ 100
101-43121-430-41510	WORKERS COMPENSATION INSURANCE	\$ 1,617	\$ 1,612	\$ 1,724
	PERSONNEL	\$ 47,234	\$ 47,660	\$ 50,949
101-43121-430-42110	GENERAL SUPPLIES	\$ 714	\$ 500	\$ 700
101-43121-430-42120	MOTOR FUELS	\$ 2,126	\$ 3,000	\$ 2,500
101-43121-430-42130	LUBRICANTS & ADDITIVES	\$ 147	\$ -	\$ 150
101-43121-430-42160	CHEMICALS & CHEMICAL PRODUCTS	\$ -	\$ -	\$ -
101-43121-430-42170	SAFETY EQUIPMENT	\$ -	\$ -	\$ -
101-43121-430-42210	VEHICLE/EQUIPMENT PARTS	\$ 99	\$ 1,500	\$ 1,500
101-43121-430-42220	TIRES	\$ -	\$ -	\$ -
101-43121-430-42240	STREET MAINTENANCE MATERIALS	\$ -	\$ -	\$ -
101-43121-430-42410	MINOR EQUIPMENT & TOOLS	\$ 20	\$ 1,000	\$ 1,000
101-43121-430-42420	MINOR COMPUTER EQUIPMENT	\$ -	\$ -	\$ -
	SUPPLIES	\$ 3,105	\$ 6,000	\$ 5,850
101-43121-430-43030	ENGINEERING	\$ 2,159	\$ -	\$ 1,000
101-43121-430-43090	EXPERT & PROFESSIONAL SERVICES	\$ 28,092	\$ 19,650	\$ 12,000
101-43121-430-43095	SNOW REMOVAL CONTRACTS	\$ -	\$ -	\$ 14,000
101-43121-430-43140	TRAINING & EDUCATION	\$ 460	\$ -	\$ 500
101-43121-430-43210	TELEPHONE & TELEGRAPH	\$ 375	\$ -	\$ -
101-43121-430-43310	TRAVEL EXPENSE	\$ 43	\$ -	\$ -
101-43121-430-43610	INSURANCE & BONDS	\$ 2,053	\$ 2,200	\$ 2,200
101-43121-430-44010	BUILDING MAINTENANCE	\$ 20	\$ 4,000	\$ -
101-43121-430-44040	VEHICLE/EQUIPMENT REPAIRS	\$ 6,776	\$ 1,500	\$ 1,500
101-43121-430-44160	RENTS & LEASES	\$ -	\$ -	\$ -
101-43121-430-44330	DUES & SUBSCRIPTIONS	\$ 40	\$ -	\$ -
101-43121-430-44390	TAXES & LICENSES	\$ 32	\$ -	\$ 50
	OTHER SERVICES & CHARGES	\$ 40,049	\$ 27,350	\$ 31,250
101-43121-430-45400	MACHINERY & EQUIPMENT	\$ -	\$ -	\$ -
	CAPITAL OUTLAY	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 90,389	\$ 81,010	\$ 88,049

CITY OF LAUDERDALE
STREET LIGHTING
2017

Account Number	Account Description	2016 Actual	2017 Adopted	2018 Proposed
101-43160-430-43810	ELECTRIC UTILITIES	\$ 7,162	\$ 7,000	\$ 7,000
101-43160-430-44040	VEHICLE/EQUIPMENT REPAIRS	\$ 675	\$ -	\$ -
	OTHER SERVICES & CHARGES	\$ 7,837	\$ 7,000	\$ 7,000
TOTAL EXPENDITURES		<u>\$ 7,837</u>	<u>\$ 7,000</u>	<u>\$ 7,000</u>

CITY OF LAUDERDALE
PARKS & RECREATION
2017

Account Number	Account Description	2016 Actual	2017 Adopted	2018 Proposed
101-45200-450-41010	FULL TIME EMPLOYEES	\$ 45,901	\$ 46,278	\$ 50,053
101-45200-450-41020	OVERTIME	\$ 206	\$ -	\$ -
101-45200-450-41040	TEMPORARY EMPLOYEES	\$ 2,873	\$ 6,000	\$ 6,000
101-45200-450-41210	PERA	\$ 3,192	\$ 3,025	\$ 3,544
101-45200-450-41220	FICA	\$ 3,359	\$ 3,241	\$ 3,475
101-45200-450-41225	MEDICARE	\$ 755	\$ 758	\$ 813
101-45200-450-41250	DEFERRED COMPENSATION	\$ 4,933	\$ 4,754	\$ 6,517
101-45200-450-41310	HEALTH INSURANCE	\$ 2,841	\$ 3,066	\$ 2,173
101-45200-450-41320	DENTAL INSURANCE	\$ 57	\$ 176	\$ 175
101-45200-450-41330	LIFE INSURANCE	\$ 122	\$ 400	\$ 300
101-45200-450-41340	DISABILITY INSURANCE	\$ 81	\$ 154	\$ 150
101-45200-450-41420	UNEMPLOYMENT	\$ 302	\$ -	\$ -
101-45200-450-41510	WORKERS COMPENSATION INSURANCE	\$ 1,396	\$ 1,415	\$ 1,528
	PERSONNEL	\$ 66,017	\$ 69,267	\$ 74,728
101-45200-450-42030	PRINTED FORMS	\$ -	\$ -	\$ -
101-45200-450-42110	GENERAL SUPPLIES	\$ 1,320	\$ 450	\$ 500
101-45200-450-42115	MEETINGS	\$ 122	\$ -	\$ -
101-45200-450-42120	MOTOR FUELS	\$ -	\$ -	\$ -
101-45200-450-42160	CHEMICALS & CHEMICAL PRODUCTS	\$ -	\$ -	\$ -
101-45200-450-42210	VEHICLE/EQUIPMENT PARTS	\$ -	\$ 500	\$ 500
101-45200-450-42220	TIRES	\$ -	\$ -	\$ -
101-45200-450-42230	BUILDING REPAIR SUPPLIES	\$ 47	\$ 1,000	\$ -
101-45200-450-42410	MINOR EQUIPMENT & TOOLS	\$ 1,256	\$ -	\$ -
	SUPPLIES	\$ 2,744	\$ 1,950	\$ 1,000
101-45200-450-43090	EXPERT & PROFESSIONAL SERVICES	\$ -	\$ 700	\$ -
101-45200-450-43130	COMMUNITY EVENTS	\$ 2,214	\$ 3,000	\$ 3,000
101-45200-450-43140	TRAINING & EDUCATION	\$ -	\$ -	\$ -
101-45200-450-43210	TELEPHONE & TELEGRAPH	\$ 28	\$ 50	\$ -
101-45200-450-43310	TRAVEL EXPENSE	\$ -	\$ -	\$ -
101-45200-450-43610	INSURANCE & BONDS	\$ 714	\$ 800	\$ 800
101-45200-450-43810	ELECTRIC UTILITIES	\$ 332	\$ 500	\$ 400
101-45200-450-43820	WATER UTILITIES	\$ 517	\$ 260	\$ 600
101-45200-450-43830	GAS UTILITIES	\$ 440	\$ 700	\$ 500
101-45200-450-43840	REFUSE DISPOSAL	\$ -	\$ -	\$ -
101-45200-450-44010	BUILDING MAINTENANCE	\$ -	\$ -	\$ -
101-45200-450-44040	VEHICLE/EQUIPMENT MAINTENANCE	\$ -	\$ 1,000	\$ -
101-45200-450-44160	RENTS & LEASES (PORTABLE RESTROOM)	\$ 1,296	\$ 1,200	\$ 1,500
101-45200-450-44382	RECREATION PROGRAMS	\$ 1,805	\$ 1,700	\$ 1,900
	OTHER SERVICES & CHARGES	\$ 7,345	\$ 9,910	\$ 8,700
101-45200-450-45200	BUILDING & IMPROVEMENTS	\$ -	\$ -	\$ -
	CAPITAL OUTLAY	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 76,106	\$ 81,127	\$ 84,428

CITY OF LAUDERDALE
 ECONOMIC DEVELOPMENT
 2017

Account Number	Account Description	2016 Actual	2017 Adopted	2018 Proposed
101-46500-462-43090	CONSULTING FEES	\$ -	\$ 20,000	\$ 10,000
101-46500-462-44370	MISCELLANEOUS	\$ -	\$ -	\$ -
	OTHER SERVICES & CHARGES	\$ -	\$ 20,000	\$ 10,000
TOTAL EXPENDITURES		<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ 10,000</u>

CITY OF LAUDERDALE
 MISCELLANEOUS UNALLOCATED EXPENDITURES
 2017

Account Number	Account Description	2016 Actual	2017 Adopted	2018 Proposed
101-49200-410-48100	CONTINGENCY	\$ -	\$ 10,000	\$ 10,000
	OTHER SERVICES & CHARGES	\$ -	\$ 10,000	\$ 10,000
TOTAL EXPENDITURES		<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>

CITY OF LAUDERDALE
 OTHER FINANCING USES
 2017

Account Number	Account Description	2016 Actual	2017 Adopted	2018 Proposed
101-49300-410-47200	TRANSFER OUT	\$ 87,655	\$ 38,000	\$ 38,000
	TRANSFERS	\$ 87,655	\$ 38,000	\$ 38,000
TOTAL EXPENDITURES		\$ 87,655	\$ 38,000	\$ 38,000

ACTION REQUESTED	LAUDERDALE COUNCIL
Consent _____	MEETING DATE <u>September 26, 2017</u>
Special _____	ITEM NUMBER <u>Disabled Parking Zone Request</u>
Public Hearing _____	STAFF INITIAL <u>Jim</u>
Report _____	APPROVED BY ADMINISTRATOR _____
Discussion/Action <u>X</u>	
Resolution _____	
Work session _____	

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Ruth and Rodger Herbst are requesting a disabled parking zone for their residence at 1843 Carl Street. The requested disabled parking zone includes the walkway area providing access to the street in front of their house. Adjacent residents have been notified of the request. If approved, Public Works will supply and install the signage.

OPTIONS:

- Approve the request.
- Do not approve the request.
- Do nothing.

STAFF RECOMMENDATION:

Motion to approve the request for a disabled parking zone at 1843 Carl Street.

Jim Bownik

From: Ruth Herbst <rnherbst@comcast.net>
Sent: Monday, September 04, 2017 10:42 AM
To: *LAUCouncil; Wynn Schmidt; Cam; Scott Herbst
Subject: Handicap sign

Due to continuing circumstances many times we are unable to park in front of our own home and use the sidewalk to get into and out of a car.

We are requesting a handicap sign to be placed here at 1843 Carl St. as I have lost all balance in my ears so it is difficult for me to walk, especially on the grass and have to use a cane and may have to resort to using a walker at a later date.

Ruth and Rodger Herbst
1843 Carl St.
Lauderdale, Mn. 55113

Google Maps 1843 Carl St



LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date September 26, 2017

ITEM NUMBER Audit RFP

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Last year, the Council asked staff to solicit proposals for auditing services for 2017 and beyond. Staff did that in July and received five proposals. The Council reviewed those in August. During the discussion, staff explained how time intensive the audit preparation work has become as standards have changed. The Council directed staff to solicit the cost of audit preparation work from the three lowest responding auditing firms.

Annual Audit

	<u>2017</u>	<u>2018</u>	<u>2019</u>
MMKR	\$19,200	\$19,585	\$19,975
Abdo Eick and Meyers	\$18,500	\$18,800	\$19,200
Schlenner Wenner & Company	\$16,000	\$16,750	\$17,500

Audit Prep

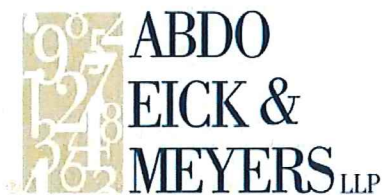
	<u>2017</u>	<u>2018</u>	<u>2019</u>
MMKR		Chose not to respond	
Abdo Eick and Meyers	\$4,000	\$4,000	\$4,000
Schlenner Wenner & Company	\$7,200	\$7,400	\$7,630

The additional work brings Abdo's pricing to \$22,500 and Schlenner's to \$23,200 for 2017.

The Council's intention in soliciting proposals was to consider factors of cost and accountability. The process has shown that all firms charge roughly the same. The Council will need to assess the issue of accountability. Cities often stay with the same auditing company as the auditors doing the work change regularly. Other cities make it a policy to change every so often. Staff is looking for feedback based on the new information presented to determine a next course of action or a motion for selection of a company to perform the upcoming audits.

OPTIONS:

STAFF RECOMMENDATION:



September 21, 2017

AEM Financial Solutions™

Proposal for Consulting Services

Heather Butkowski
City of Lauderdale
1891 Walnut Street
Lauderdale, Minnesota 55113

Dear Heather,

In order to document the understanding between us as to the scope of the work that AEM Financial Solutions, LLC (AEMFS), will perform, we are entering into this agreement with the City of Lauderdale (the City). This agreement defines the services we will perform for you as well as your responsibilities under the agreement.

Scope of Services

Audit preparation

AEMFS will prepare the following workpapers to document the activity required for audit preparation and the City management will accept, review and approve all schedules and/or workpapers created.

- Cash and investment footnote disclosure summary - prepared from the bank and investment reconciliations prepared by the City
- Interest allocation
- Taxes revenue and receivable reconciliation
- Special assessment revenue and receivable reconciliation
- Governmental and enterprise accounts receivable reconciliation
- State grant receipt coding reconciliation
- Transfers to and from other funds
- Prepaid items schedule
- Accounts payable
- Accrued payroll and payroll liability accounts reconciliation
- Compensated absences reconciliation
- Schedule of salaries payable
- GASB 68 pension reconciliation and related deferred inflows/outflows
- Deferred inflows/outflows/unearned revenue reconciliation
- Bonds payable reconciliation
- Fund balance/net assets schedule
 - Includes reconciliation of restricted, committed and assigned fund balances/net position
- Summarize journal entries needed to match above workpapers and provide to City staff for entry into the City's accounting system

In addition, we expect the City will:

- Devote uninterrupted time to working with us as needed.
- Make candid representations about your plans and expectations.
- Make all management decisions and perform all management functions.
- Provide an individual responsible to accept our work.
- Provide remote access to accounting system, if possible

Service Guarantee

Our work is guaranteed to the complete satisfaction of the customer. If you are not completely satisfied with the services performed by AEMFS, we will, at the option of the City, either refund the price or accept a portion of said price that reflects the City's level of value received. Upon payment of each of your scheduled payments, we will judge you have been satisfied.

Price Guarantee

Furthermore, if you ever receive an invoice without first authorizing the service, payment terms, and price, you are not obligated to pay for that service.

City Financial Investment

Investment by the City for audit preparation will be invoiced at an hourly rate as outlined below. Total invoice estimated not to exceed \$4,000.

<u>Project description</u>	<u>Hourly Rate</u>	
Audit Preparation	\$	150
	<u>Estimated Hours</u>	<u>Estimated Amount</u>
Cash and investment footnote disclosure summary - prepared from the bank and investment reconciliations prepared by the City	0.50	\$ 75
Interest allocation	0.50	75
Taxes revenue and receivable reconciliation	3.00	450
Special assessment revenue and receivable reconciliation	3.00	450
Governmental and enterprise accounts receivable reconciliation	1.00	150
State grant receipt coding reconciliation	0.50	75
Transfers to and from other funds	0.50	75
Prepaid items schedule	0.50	75
Accounts payable	2.00	300
Accrued payroll and payroll liability accounts reconciliation	2.00	300
Compensated absences reconciliation	1.00	150
Schedule of salaries payable	1.00	150
GASB 68 pension reconciliation and related deferred inflows/outflows	5.00	750
Deferred inflows/outflows/unearned revenue reconciliation	1.00	150
Bonds payable reconciliation	2.00	300
position	1.00	150
Summarize journal entries needed to match above workpapers and provide to City staff for entry into the City's accounting system	1.00	150
	<u>25.50</u>	<u>\$ 3,825</u>

Initial invoice will be at end of first thirty (30) day period after the execution of this agreement. Monthly installment fees will be invoiced on a monthly basis throughout the remainder of this Agreement.

Additional Services: Should the City request additional services in addition to the Contracted Services, the Contractor will provide the City with proposed fees in writing for the services required. The City shall provide a written or electronic confirmation prior to the Contractor providing the additional services.

Outside Contractors: It shall be the responsibility of Contractor to compensate any other outside consultants retained or hired by Contractor to fulfill their obligations under this Agreement.

Payment Schedule

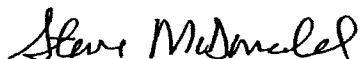
We will bill our services as progress billings and will final bill upon project completion.

City of Lauderdale

Title

Date

AEM Financial Solutions, LLC
5201 Eden Avenue, Suite 250
Edina, Minnesota 55436



Steven R. McDonald, CPA

CEO

Title

September 21, 2017



Jean D. McGann, CPA

President

Title

September 21, 2017

CITY OF LAUDERDALE, MINNESOTA

**PROFESSIONAL BOOKKEEPING
SERVICES PROPOSAL**

SEPTEMBER 15, 2017

**Schlenner Wenner & Co.
630 Roosevelt Road, Suite 201
P.O. Box 1496
St. Cloud, MN 56301
(320) 251-0286
Contact: Molly M. Thompson, CPA
mthompson@swcocpas.com**

September 15, 2017

Heather Butkowski, City Administrator
City of Lauderdale
Lauderdale, MN

We are pleased to submit this proposal to provide bookkeeping services for the City of Lauderdale (the City) for the years ended December 31, 2017, 2018 and 2019. Our staff provides similar services to various cities and other governmental entities and are well versed in this area. Additionally, we have reviewed the list of typical assistance needed and the related journal entries from a prior year and understand their nature.

Based on our review of the services requested and the prior year related journal entries, we estimate our fees for such services to be as follows:

Year Ended 2017	\$7,200
Year Ended 2018	\$7,400
Year Ended 2019	\$7,630

Our fees are based on hourly rates, determined by each professional's level of experience. The fees noted above are intended to be the maximum total all-inclusive fee, including out-of-pocket costs. If the services take less time than anticipated and result in lower fees, you will be charged the lower, actual amount. However, the fees proposed represent the maximum cost the City will incur. Additionally, we would be pleased to meet any comparable bid you receive.

Thank you for the opportunity to submit this proposal. Please feel free to contact us should you have any questions about our firm or the services we provide. Also, please visit our Web site at www.swcocpas.com. We look forward to serving you.

Very truly yours,



Molly M. Thompson, CPA
Partner

SCHLENNER WENNER & CO.
St. Cloud, Minnesota

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date September 26, 2017

ITEM NUMBER Eustis Street

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The city engineer and staff had a productive meeting with Bob Brown of Ramsey County Public Works last week. The County provided staff with the basis for the dollar amount the County is offering for jurisdictional transfer of the roads. We shared with them the attached document that lays out some of our questions, concerns, and expectations.

Bob explained how they arrived at their dollar amount. They are offering dollars for improvements beyond a mill and overlay and to provide significant improvements especially to Eustis Street south of Larpenteur Avenue.

Ultimately, we will need to formalize our expectations for the road and derive costs for those expectations to make sure we get the dollars needed to meet our needs. The city engineer is getting to a ballpark number based on the Eustis Street Feasibility Report that was prepared in 2009. We will also need to determine the condition of the storm sewer and water systems in addition to reviewing soil borings. The city engineer plans to attend the next meeting to go through all of this in greater detail.

In the meantime, Bob is working to get answers to our questions and he reached out to the City of Roseville to see if they would consider taking back the last two blocks of Roselawn Avenue near Walsh Lake. Bob noted that County Engineer Jim Tolas is retiring in January and he is retiring in April so it is in the best interest of all parties to try to work this out by April.

OPTIONS:

STAFF RECOMMENDATION:

County Road Transfer Discussion
September 14, 2017

City staff have prepared a list of concern, questions, and expectations for the jurisdictional transfer of Eustis Street, Fulham Street, and Roselawn Avenue. As has been the City's position for many years, maybe decades, that the roads need to be raised to a condition better than a mill and overlay. Left as county roads, the roads will be milled and overlaid. The cost burden for the City taking ownership of the roads, and the future cost savings to the County, warrant an agreement that does not disproportionately burden the City.

*Following are notes based on internal staff discussions. These ideas **have not been shared** with the City Council but represent goals and concerns that have been expressed over time.*

Roselawn Avenue: As Roselawn Avenue has an acceptable road base from the reconstruction in the 1990s, the City will consider the jurisdictional transfer. Following are our questions, concerns, and expectations for Roselawn Avenue.

Questions:

1. Do you have information on whether the water main was replaced during the project in the 1990s?
2. Do you have a detailed estimate for Roselawn Avenue as you have provided for the other roads?
3. How do you anticipate getting the agreement with Roseville?
4. Do you have any information on the condition of the storm sewer system?

Concerns:

1. Based on its age, a particular concern to us is the condition of the storm sewer system we would also be acquiring.
2. Understanding whether the water system is in need of replacement.

Expectations:

1. County will televise, inspect, and provide a report for the storm sewer system so the funding of any necessary repairs, additions, or replacements are incorporated into the agreement.
2. County will verify that a mill and overlay project along with the existing road pavement and base meet current CSAH pavement design standards.
3. County will provide funding to bring the road up to CDAH standards including the cul-de-sac by the public works garage, curb repair, and mill and overlay.
4. If the water mains have not been replaced, the County will work with the City and St. Paul Water to formalize plans and funding arrangements for their replacement.
5. The County will assist with getting the cooperative agreement with Roseville.

Eustis North of Larpenteur: As Eustis Street north of Larpenteur functions as a (busy) city street, the City will consider jurisdictional transfer.

Questions: Explain how you expect St. Paul Water will contribute financially?

Concerns:

Expectations:

1. County will contribute to rebuilding the road base (adjusting road height to allow for drainage from yards to street, remove clay, and build to typical city street standards).
2. County will work with the City and St. Paul Water to formalize plans for the replacement of the water lines.
3. To the extent necessary, the County will work with Xcel Energy to get gas lines from Larpenteur to Summer replaced (Xcel has this in their plans).
4. The City and County will reach an agreement on a storm water drainage plan including compensation for its creation (including Chinese Christian Church site).

Eustis South of Larpenteur: This is a more complicated segment of road and not one the City readily has the financial or staff capacity to take back. With that said, we are open to taking it back if we can identify the issues at play and work through them. This is just the start of what we see as some of the issues. We have not been able to fully flush this out as we lack information.

Questions:

1. Do you have soil borings we could look at?
2. What information do you have on the condition of the storm sewer pipe?
3. What is the scope and timeframe for your concrete pavement project at Eustis and Larpenteur?

Concerns:

1. Taking over ownership of the concrete storm water structure near the southern border.
2. The condition of the storm sewer system based on previous conversations.
3. The grade of the hill; the desire of the community for a sidewalk going down the hill.
4. The existing storm drainage pattern, i.e. lack of system to direct the water for preservation of the road and pedestrian/biker safety.

Expectations:

1. County to compensate for sidewalk and curbing from Idaho to the southern city limit.
2. After jurisdictional transfer, the County plow Eustis from Larpenteur to the southern city limit when it plows Larpenteur. That segment is too heavily used to be plowed with the rest of the city streets.
3. County to provide for concrete curb the length of the roadway.

Fulham Street: The City is not inclined to take back Fulham Street based on the proposal and due to the multijurisdictional nature of the road and adjacent University of Minnesota property. While the road surface may be in good shape, the road could not be brought to City standards without significant investment.

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date September 26, 2017

ITEM NUMBER City Park Application

STAFF INITIAL MC

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The City received an application for use of the Community Park on Saturday, October 7 from 1:00 pm to 5:00 pm. Since the group is larger than 50 people, per city ordinance, council approval is required. Sophie Kim, Roseville resident, plans to organize the event. The application is attached for your review.

OPTIONS:

- A) Approve the request to use the park.
- B) Approve the request with conditions.

STAFF RECOMMENDATION:

By approving the application, the Council approves of the October 7 park use by Covenant Life Church.

COUNCIL ACTION:

** Shred deposit after event*

City of Lauderdale

1891 Walnut Street • Lauderdale • Minnesota 55113
Phone: (651) 792-7650 Fax: (651) 631-2066

NON-RESIDENT APPLICATION FOR USE OF COMMUNITY PARK

APPLICANT INFORMATION:

Name: Sophie Kim Address: 2610 Snelling Curve #5

City: Roseville State: MN Zip: 55113 Telephone No.: 952 807 3749

Name of Organization (if applicable): Covenant Life Church

PARK USE INFORMATION:

Date of Park Use: October 7, 2017 Hours Used: 1:00 PM - 5:00 PM

* Number attending: 50-60 * Note: Groups of 30 or more must receive council approval

Picnic Shelter Fees (Note: Fees are non-refundable within 15 business days of date of reservation)
4 Hours: \$21.43 (\$20 + 7.125% Tax), All Day: \$37.49 (\$35 + 7.125% Tax), plus \$50 Damage Deposit

BY SIGNING THIS APPLICATION, THE APPLICANT AGREES TO THE FOLLOWING:

- The applicant will clean up the area after the event has occurred. Please bring your own garbage bags and take the garbage with you when you go.
- The park facilities may not be used for advertisement of products, goods, or services, or for personal profit.
- The event may not unreasonably interfere with the general public use of the park, or with the safe and orderly movement of traffic on streets surrounding the park.
- The applicant is aware of the parking lot on Roselawn Avenue, which includes spaces for people with disabilities.
- The applicant understands that the park opens at 8 a.m. and closes at 10 p.m.
- The applicant understands that no intoxicating liquor may be present or consumed at the park.
- The applicant agrees to carry a copy of the approved application form with them as proof of reservation.
- If the applicant experiences problems with the facilities, the applicant shall contact City Hall during office hours or Ramsey County Dispatch after hours at 651-767-0640.
- If the applicant is unable to use the facility due to inclement weather, applications for refunds must be made within 15 days of the date of the reservation.
- The applicant understands that the renter/users of Lauderdale park facilities at all times indemnify, defend, and hold harmless the City of Lauderdale, Minnesota, its officers, employees, and contractors from and against any and all claims, damages, losses, and expenses of whatever nature, including attorney fees, in any manner connected with, related to, or as a result of any actions or inaction associated with the usage of rental of Lauderdale facilities. Furthermore, renter/users may be required to provide a certificate of insurance naming the City as an additional insured.

Sophie Kim
Applicant's Signature

Sophie Kim
Applicant's Printed Name

9/25/2017
Date

FOR OFFICE USE ONLY:

Date Application Received: 09/25/17 Approved By: City Council

Fees Received: \$21.43 Check #: 2147 Receipt #: 13497 Damage Deposit Check #: 2148

Temporary Non-Intoxicating Liquor License Granted? N/A If so, date Council granted: _____

LAUDERDALE COUNCIL ACTION FORM

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

Meeting Date September 26, 2017

ITEM NUMBER Goal Setting

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The Council discussed staff's goals/to-do list for the topics of administration and infrastructure at the August 22 meeting. As not all councilors were able to attend, it is being brought back for additional review and comment. The bolded items staff expect to achieve in the upcoming year. The others on the list we have in our sights and will work towards them as time and resources permit.

The new topic for this meeting is planning and redevelopment. The two obvious goals are to complete the Comprehensive Plan and work through the redevelopment of 1795 Eustis Street with the prospective buyers. The other item will be redeveloping 1821 Eustis Street to pave way for a new home.

Please bring feedback on these goals and your own thoughts on goals to work on in the upcoming year.

STAFF RECOMMENDATION:

ADMINISTRATION

- **Revise rental housing ordinance**
- **Shade, boulevard, and hazardous tree ordinances**
- **Updated agreement with commercial building official**
- Hire to digitize city property files
- Contract for financial services (month end/audit prep)
- Replace in-house databases for managing building permits, animal licenses, rental housing licenses, business licenses, and code enforcement



INFRASTRUCTURE

- **Additional lining of sanitary sewer system (I/I grant)**
- **Negotiate agreement with Ramsey County for jurisdictional turn back of Eustis St and Roselawn Ave**
- **Replace Walnut St Play Equipment (Mayor Gaasch)**
- **Complete non-through alleys**



PLANNING AND REDEVELOPMENT

- **Complete comprehensive plan update**
- **Redevelopment of 1795 Eustis St and 1821 Eustis St**
- **Draft Housing Improvement Plan**
- **Implement zoning permit program for sheds**
- **Revise and remove inconsistencies between Parking, Zoning, and Nuisance ordinances**

