

LAUDERDALE CITY COUNCIL MEETING AGENDA
7:30 P.M. TUESDAY, JANUARY 14, 2020
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 TO ORDER THE LAUDERDALE CITY COUNCIL MEETING

2. ROLL CALL

3. APPROVALS

- a. Agenda
- b. Minutes of the December 10, 2019 City Council Meeting
- c. Year-End Claims Totaling \$41,228.21
- d. Claims Totaling \$125,915.25

4. CONSENT

- a. Designate Official Depository and Investment Institutions – Resolution No. 011420A
- b. Establish License and Permit Fees and Administrative Fees and Fines for 2020 – Resolution No. 011420B
- c. Approve Tobacco Licenses for 2020 – Resolution No. 011420C
- d. Approve 3.2 Off Sale Malt Liquor License for 2020 – Resolution No. 011420D
- e. Acknowledge November Financial Report
- f. Submit Pay Equity Report to Minnesota Management and Budget

5. SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS

6. INFORMATIONAL PRESENTATIONS / REPORTS

- a. 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.

8. DISCUSSION / ACTION ITEM

- a. High Density Residential - Conservation Zoning Ordinance No. 20-01
- b. Publication of High Density Residential - Conservation Zoning Ordinance by Title and Summary, Resolution No. 011420E
- c. 2020 City Council Meeting Schedule
- d. 2020 Committee Appointments and Assignments
- e. Review of Long-Term Financial Plan with AEM Financial

9. ITEMS REMOVED FROM THE CONSENT AGENDA

10. ADDITIONAL ITEMS

11. SET AGENDA FOR NEXT MEETING

- a. Front Yard Fence Regulations

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. Community Development Update

13. CLOSED SESSION

- a. City Administrator Performance Review

14. ADJOURNMENT

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

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December 10, 2019

Call to Order

Mayor Gaasch called the Regular City Council meeting to order at 7:33 p.m.

Roll Call

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

Councilors absent: None.

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 additions to the meeting agenda. Councilor Dains stated that he would like to add a staff appreciation item to the Additional Items section of the Agenda. There being nothing else, Councilor Grove moved and seconded by Councilor Moffatt to approve the agenda as amended. Motion carried unanimously.

Mayor Gaasch asked if there were any corrections to the minutes of the November 26, 2019 city council meeting. There being none, Councilor Moffatt moved and seconded by Councilor Dains to approve the minutes of the November 26, 2019 city council meeting. Motion carried unanimously.

Mayor Gaasch asked if there were any questions on the claims. There being none, Councilor Dains moved and seconded by Councilor Grove to approve the claims totaling \$103,003.57. Motion carried unanimously.

Consent

Councilor Moffatt moved and seconded by Councilor Dains to approve the Consent Agenda thereby designating the *Pioneer Press* the official newspaper for 2020, approving the year-end accounts payable authorization, and approving the 2020 contract with SafeAssure.

Informational Presentations/Reports

A. City Council Updates

Councilor Dains shared that the Metropolitan Council Transportation Accessibility Advisory Committee is in the process of discussing wayfinding to create better signage for light rail and busses.

Mayor Gaasch stated that the Ramsey County League of Local Governments is instituting a new meeting schedule that is more conducive to working people. They also are working on an intergovernmental system that inspires more cooperation between cities, schools, and counties.

LAUDERDALE CITY COUNCIL
MEETING MINUTES
Lauderdale City Hall
1891 Walnut Street
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December 10, 2019

Discussion/Action Items

A. Adoption of the 2020 Final Property Tax Levy – Resolution No. 121019A

The City Council held the Truth-in-Taxation public hearing as required by state law at the previous meeting. To finalize the budgets and levy, the Council made the following motions.

Councilor Moffatt made a motion to adopt Resolution 121019A—A Resolution Adopting the 2020 Final Property Tax Levy. This was seconded by Councilor Dains and carried unanimously.

B. Adoption of the 2020 Final Budget and Establish Fund Appropriations – Resolution No. 121019B

Councilor Moffatt made a motion to adopt Resolution 121019B—A Resolution Adopting the 2020 Final Budget and Establishing Fund Appropriations.

C. Warming House Staffing

At the last meeting, the Council authorized staff to hire warming house personnel. We have had some interest in portions of the position, but not at the rates we suggested at the last meeting. Staff is revising their request of \$12 per hour to \$12 per hour to staff the warming house, and \$15 per hour to flood the rinks. Should this not be sufficient to get the warming house staffed, city staff requests flexibility to revise the pay schedule as necessary.

Councilor Dolphin made a motion to authorize staff to hire seasonal personnel at these pay rates. This was seconded by Councilor Grove and carried unanimously.

Additional Items

A. Appreciation Days for Employees

Councilor Dains voiced his appreciation for city staff for their work throughout the course of the year. In recognition, he proposed staff be granted two personal days to be used at the City Administrator's discretion.

Council Dains moved and seconded by Mayor Gaasch to grant two personal days to Lauderdale staff members to be used at the discretion of the City Administrator. Motion carried unanimously.

Set Agenda for Next Meeting

Administrator Butkowski stated that the January 14 council meeting may include the High Density Residential – Conservation Zoning ordinance, November financial report, 2020 fee schedule, 2020 city council meeting schedule, designation of official depository and investment institutions, tobacco and alcohol licenses, 2020 committee appointments and assignments, front yard fence regulations, and the City Administrator performance review.

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

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December 10, 2019

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 no interested parties to speak, Mayor Gaasch closed the floor.

B. Community Development Updates

Administrator Butkowski mentioned that staff sent an email to St. Paul staff in regards to Master Properties but they have not received any recent communication from them. She continued to say that the City has an upcoming meeting with St. Paul Fire Chief Butch Inks, and finally, that staff was finalizing grants to receive payments from the Metropolitan Council.

C. Review of Long-Term Financial Plan with AEM Financial

In March, the Council authorized AEM Financial to prepare a long-term financial plan for the City. The City has been involved with a number of big projects over the past two years in addition to the on-going discussions about financing regular increasing costs for everything from the utility bills to the police contract. The goal of the outside evaluation was to give a different perspective or second opinion of sorts to staff's expectations and projections.

Vicki Holthaus of AEM Financial approached the council to go through her presentation and provide analysis. Holthaus said the City had solid financials but would have to make some policy decision in the next few years to set a course for capital improvements and debt management.

Adjournment

Councilor Moffatt moved and seconded by Councilor Grove to adjourn the meeting at 8:41 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

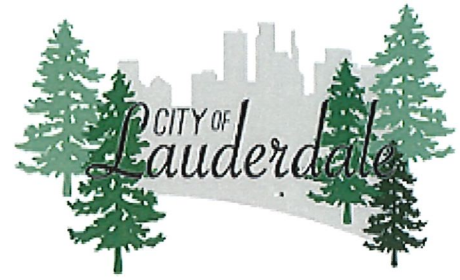
To: Mayor and City Council
From: City Administrator
Meeting Date: January 14, 2020
Subject: List of Claims

The claims totaling \$41,228.21 are provided for City Council review and approval that includes check numbers 26705 to 26731.

Accounts Payable

Checks by Date - Detail by Check Date

User: MILES.CLINE
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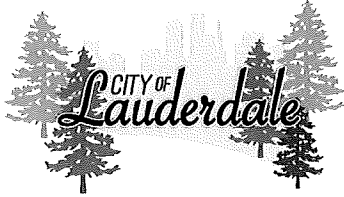


Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
26705	34	AFSCME MN Council 5 PR Batch 52600.12.2019 Union Dues	12/26/2019 PR Batch 52600.12.2019 Uni	204.64
Total for Check Number 26705:				204.64
26706	65 16552452	Allstream Inc. Fax Line	12/26/2019	52.37
Total for Check Number 26706:				52.37
26707	17 #INV10161	Avenet LLC Gov Office Web Hosting	12/26/2019	650.00
Total for Check Number 26707:				650.00
26708	56 4Q2019	James Bownik 4Q Mileage Reimbursement	12/26/2019	26.85
Total for Check Number 26708:				26.85
26709	57 4Q2019 4Q2019	Heather Butkowski Tech Dump Reimbursement 4Q Mileage Reimbursement	12/26/2019	30.00 89.16
Total for Check Number 26709:				119.16
26710	33 122019 122019	City of Falcon Heights November Fire Calls October Fire Calls	12/26/2019	1,601.89 1,373.04
Total for Check Number 26710:				2,974.93
26711	133 4Q2019	Miles Cline 4Q Mileage Reimbursement	12/26/2019	58.57
Total for Check Number 26711:				58.57
26712	192 92479153	Comcast Holdings Corporation December Internet	12/26/2019	486.97
Total for Check Number 26712:				486.97
26713	25 EMCOM-008119 EMCOM-008133 EMCOM-008150 RISK-002023	County of Ramsey PR Batch 52600.12.2019 Life Insurance PR Batch 52600.12.2019 Short Term Disability PR Batch 52600.12.2019 Long Term Disability November Fleet Support November 911 Dispatch Services November CAD Services Insurance Processing Fee	12/26/2019 PR Batch 52600.12.2019 Life PR Batch 52600.12.2019 Sho PR Batch 52600.12.2019 Lon	303.53 61.76 98.03 6.24 1,083.73 222.13 25.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 26713:	1,800.42
26714	9 122019	Genuine Parts Company Inc Lights & Wiper Blades	12/26/2019	34.27
			Total for Check Number 26714:	34.27
26715	8 2019	Duane Grace 2019 Commercial Plan Reviews	12/26/2019	2,119.32
			Total for Check Number 26715:	2,119.32
26716	134 0095	Katrina Joseph November Legal Services	12/26/2019	925.00
			Total for Check Number 26716:	925.00
26717	31 152020	Kennedy & Graven Chartered November Legal Services	12/26/2019	442.00
			Total for Check Number 26717:	442.00
26718	185 112019 112019 112019	Lauderdale Certified Auto Repair Inc November Fuel November Fuel November Fuel	12/26/2019	177.28 37.99 37.99
			Total for Check Number 26718:	253.26
26719	23 INV1494029	Metro Sales Inc Quarterly Copy Charges	12/26/2019	215.67
			Total for Check Number 26719:	215.67
26720	24 0001104545	Metropolitan Council January Waste Water	12/26/2019	13,140.88
			Total for Check Number 26720:	13,140.88
26721	140 122019	Minnesota Department of Agriculture MN Grown Labeling License	12/26/2019	60.00
			Total for Check Number 26721:	60.00
26722	79 DEC1230252019 SEP1230252019	Minnesota Department of Labor & Industry 4Q2019 Surcharge Report 3Q2019 Surcharge Report	12/26/2019	66.78 604.33
			Total for Check Number 26722:	671.11
26723	12 2019-232	North Suburban Access Corporation November Webstreaming & Archiving	12/26/2019	271.57
			Total for Check Number 26723:	271.57
26724	5 619861-11-19	Premium Waters Inc November Water Bottles	12/26/2019	7.50
			Total for Check Number 26724:	7.50
26725	47	Public Employees Insurance Program PR Batch 52500.12.2019 Dental	12/26/2019 PR Batch 52500.12.2019 Den	116.10

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		PR Batch 52500.12.2019 Health Insurance	PR Batch 52500.12.2019 Hea	2,095.98
			Total for Check Number 26725:	2,212.08
26726	131 0122239-IN	Safety Signs LLC Street Signs	12/26/2019	191.15
			Total for Check Number 26726:	191.15
26727	135 1119572525	St Paul Pioneer Press Special Assessment Notice	12/26/2019	20.28
			Total for Check Number 26727:	20.28
26728	77 122019	United States Postal Service 2020 Newsletter Postage	12/26/2019	1,500.00
			Total for Check Number 26728:	1,500.00
26729	90 9843262645 9843262645 9843262645	Verizon Wireless November Cell Phone November Cell Phone November Cell Phone	12/26/2019	16.40 16.39 32.78
			Total for Check Number 26729:	65.57
26730	7 8420428-0500-7	Waste Management Inc December Public Works	12/26/2019	472.11
			Total for Check Number 26730:	472.11
26731	74 663812681 663873638 664203389 664203389 664203389 664203389 664203389 664205939 664205939 664205939	Xcel Energy November Street Lighting Larpenteur Avenue 1917 Walnut Street 1885 Fulham Street 1917 Walnut Street 1885 Fulham Street 1795 Eustis Street 1891 Walnut Street 1891 Walnut Street	12/26/2019	359.16 33.58 75.93 41.12 28.92 18.30 45.70 203.26 152.17
			Total for Check Number 26731:	958.14
			Total for 12/26/2019:	29,933.82
ACH	43	Public Employees Retirement Association PR Batch 52600.12.2019 PERA Coordinated PR Batch 52600.12.2019 PERA Coordinated	12/27/2019 PR Batch 52600.12.2019 PER PR Batch 52600.12.2019 PER	996.31 1,149.57
			Total for this ACH Check for Vendor 43:	2,145.88
ACH	44	Minnesota Department of Revenue PR Batch 52600.12.2019 State Income Tax	12/27/2019 PR Batch 52600.12.2019 Stat	637.80
			Total for this ACH Check for Vendor 44:	637.80
ACH	45	ICMA Retirement Corporation PR Batch 52600.12.2019 Deferred Comp PR Batch 52600.12.2019 Deferred Comp	12/27/2019 PR Batch 52600.12.2019 Defi PR Batch 52600.12.2019 Defi	1,810.47 1,638.74

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for this ACH Check for Vendor 45:	3,449.21
ACH	46	Internal Revenue Service	12/27/2019	
		PR Batch 52600.12.2019 Medicare Employee Pc	PR Batch 52600.12.2019 Mec	276.05
		PR Batch 52600.12.2019 Medicare Employer Po	PR Batch 52600.12.2019 Mec	276.05
		PR Batch 52600.12.2019 FICA Employer Portio	PR Batch 52600.12.2019 FIC.	1,180.25
		PR Batch 52600.12.2019 Federal Income Tax	PR Batch 52600.12.2019 Fed	2,148.90
		PR Batch 52600.12.2019 FICA Employee Portio	PR Batch 52600.12.2019 FIC.	1,180.25
			Total for this ACH Check for Vendor 46:	5,061.50
			Total for 12/27/2019:	11,294.39
			Report Total (31 checks):	41,228.21



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: January 14, 2020
Subject: List of Claims

The claims totaling \$125,915.25 are provided for City Council review and approval that includes check numbers 26732 to 26755.

Accounts Payable

Checks by Date - Detail by Check Date

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	43	Public Employees Retirement Association	01/10/2020	
		PR Batch 50100.01.2020 PERA Coordinated	PR Batch 50100.01.2020 PER	1,177.43
		PR Batch 50100.01.2020 PERA Coordinated	PR Batch 50100.01.2020 PER	1,020.45
Total for this ACH Check for Vendor 43:				2,197.88
ACH	44	Minnesota Department of Revenue	01/10/2020	
		PR Batch 50100.01.2020 State Income Tax	PR Batch 50100.01.2020 Stat	654.48
Total for this ACH Check for Vendor 44:				654.48
ACH	45	ICMA Retirement Corporation	01/10/2020	
		PR Batch 50100.01.2020 Deferred Comp	PR Batch 50100.01.2020 Defi	1,077.12
		PR Batch 50100.01.2020 Deferred Comp	PR Batch 50100.01.2020 Defi	1,657.98
Total for this ACH Check for Vendor 45:				2,735.10
ACH	46	Internal Revenue Service	01/10/2020	
		PR Batch 50100.01.2020 Medicare Employer Po	PR Batch 50100.01.2020 Mec	253.89
		PR Batch 50100.01.2020 FICA Employee Portio	PR Batch 50100.01.2020 FIC.	1,085.58
		PR Batch 50100.01.2020 Federal Income Tax	PR Batch 50100.01.2020 Fed	2,140.58
		PR Batch 50100.01.2020 Medicare Employee Pc	PR Batch 50100.01.2020 Mec	253.89
		PR Batch 50100.01.2020 FICA Employer Portio	PR Batch 50100.01.2020 FIC.	1,085.58
Total for this ACH Check for Vendor 46:				4,819.52
Total for 1/10/2020:				10,406.98
ACH	180	Minnesota State Retirement System	01/14/2020	
	HCSP2019	2019 Employee HCSP Contribution		650.14
	HCSP2019	2019 Employee HCSP Contribution		221.31
	HCSP2019	2019 Employee HCSP Contribution		85.23
	HCSP2019	2019 Employee HCSP Contribution		666.61
	HCSP2019	2019 Employee HCSP Contribution		588.61
	HCSP2019	2019 Employee HCSP Contribution		1,573.81
	HCSP2019	2019 Employee HCSP Contribution		217.01
	HCSP2019	2019 Employee HCSP Contribution		248.65
	HCSP2019	2019 Employee HCSP Contribution		56.26
	HCSP2019	2019 Employee HCSP Contribution		498.75
Total for this ACH Check for Vendor 180:				4,806.38
ACH	44	Minnesota Department of Revenue	01/14/2020	
	2019	2019 Sales Tax Payable		50.00
Total for this ACH Check for Vendor 44:				50.00
26732	13	8th Day Landscaping LLC	01/14/2020	
	7387	December 2019 Snow Removal		758.75

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 26732:	758.75
26733	20	Abdo Eick & Meyers LLP	01/14/2020	
	423127	Long-term Financial Plan		525.00
	423127	Long-term Financial Plan		2,450.00
	423127	Long-term Financial Plan		525.00
	423828	2019 Audit Prep		750.00
	423828	2019 Audit Prep		750.00
	423828	2019 Audit Prep		3,500.00
			Total for Check Number 26733:	8,500.00
26734	233	Bond Trust Services Corporation	01/14/2020	
	52814	Series 2018A Bond Interest REF 331520		12,626.25
	52815	Series 2019A Bond Interest - REF 333519		12,989.58
	52830	Series 2019A Paying Agent Fee REF 53830-PA		475.00
	53829	Series 2018A Paying Agent Fee REF 53829-PA		475.00
			Total for Check Number 26734:	26,565.83
26735	184	Cintas	01/14/2020	
	012020	December Uniforms		58.15
	012020	December Uniforms		58.15
			Total for Check Number 26735:	116.30
26736	36	City of Roseville	01/14/2020	
	0227800	January IT Services		1,488.00
			Total for Check Number 26736:	1,488.00
26737	29	City of St Anthony	01/14/2020	
	3878	January Police Services		62,255.91
			Total for Check Number 26737:	62,255.91
26738	25	County of Ramsey	01/14/2020	
	PRRRV-001276	Truth in Taxation Notice		163.84
			Total for Check Number 26738:	163.84
26739	177	DVS	01/14/2020	
	012020	Vehicle Registration Renewal - '16 Ford		19.25
	012020	Vehicle Registration Renewal - '12 Ford		19.25
			Total for Check Number 26739:	38.50
26740	9	Genuine Parts Company Inc	01/14/2020	
	012020	Truck Parts		34.27
			Total for Check Number 26740:	34.27
26741	61	Gopher State One Call	01/14/2020	
	9120528	December 2019 Locates		17.55
			Total for Check Number 26741:	17.55
26742	134	Katrina Joseph	01/14/2020	
	0096	December Legal Services		925.00
			Total for Check Number 26742:	925.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
26743	185 012020 012020 012020	Lauderdale Certified Auto Repair Inc December Fuel December Fuel December Fuel	01/14/2020	276.71 59.30 59.30
Total for Check Number 26743:				395.31
26744	30 313381	League of Minnesota Cities 2020 MCMA Winter Professional Development	01/14/2020	125.00
Total for Check Number 26744:				125.00
26745	112 DH2020	Minnesota Pollution Control Agency 2020 Collection Systems Operators Conference -	01/14/2020	390.00
Total for Check Number 26745:				390.00
26746	280 26492	Muska Electric 9 Hockey Rink Lights	01/14/2020	1,557.70
Total for Check Number 26746:				1,557.70
26747	84 012020 012020	North Star Bank Cardmember Services Tech Dump - Discard Fluorescent Lightbulbs Sam's Club Membership	01/14/2020	4.00 85.00
Total for Check Number 26747:				89.00
26748	12 2019-250	North Suburban Access Corporation December Webstreaming & Archiving	01/14/2020	271.57
Total for Check Number 26748:				271.57
26749	47	Public Employees Insurance Program PR Batch 50100.01.2020 Health Insurance PR Batch 50100.01.2020 Dental	01/14/2020 PR Batch 50100.01.2020 Hea PR Batch 50100.01.2020 Den	2,212.80 116.10
Total for Check Number 26749:				2,328.90
26750	4 18749 18749	The Neighborhood Recycling Company Inc December Single Unit Dwelling December Multi-Family Recycling Unit	01/14/2020	2,808.05 389.85
Total for Check Number 26750:				3,197.90
26751	110 012020	University of Minnesota 2020 Shade Tree Short Course - DH	01/14/2020	225.00
Total for Check Number 26751:				225.00
26752	3 403375546	US National Equipment Finance Inc Copier Contract	01/14/2020	176.00
Total for Check Number 26752:				176.00
26753	90 9845341996 9845341996 9845341996	Verizon Wireless December Cell Phone December Cell Phone December Cell Phone	01/14/2020	16.14 16.13 32.27
Total for Check Number 26753:				64.54
26754	7	Waste Management Inc	01/14/2020	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	8438886-0500-6	January Public Works		483.44
			Total for Check Number 26754:	483.44
26755	74	Xcel Energy	01/14/2020	
	667427219	Larpenteur Bridge Lights		40.93
	667438596	2430 Larpenteur Avenue W		19.86
	667581860	December Street Lighting		422.79
			Total for Check Number 26755:	483.58
			Total for 1/14/2020:	115,508.27
			Report Total (30 checks):	125,915.25

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested	
Consent	<u> X </u>
Public Hearing	<u> </u>
Discussion	<u> </u>
Action	<u> </u>
Resolution	<u> X </u>
Work Session	<u> </u>

Meeting Date	January 14, 2020
ITEM NUMBER	<u>Designating Official Depository and Investment Institutions/Brokers for 2020</u>
STAFF INITIAL	<u> AB </u>
APPROVED BY ADMINISTRATOR	

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Annually, the City designates the official depository and investment institutions/brokers.

North Star Bank is recommended to continue as the official depository.

Investment institutions/brokers includes Northland Securities, RBC Capital Markets, LLC and the 4M Fund/PFA Financial Network, Inc.

- OPTIONS:**
1. To approve Resolution 011420A.
 2. To remove the item from the consent agenda for further consideration.

STAFF RECOMMENDATION:

By approving the Consent Agenda, the Council adopts Resolution No. 011420A Designating Official Depository and Investment Institutions.

RESOLUTION NO. 011420A

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

**RESOLUTION DESIGNATING
OFFICIAL DEPOSITORY & INVESTMENT INSTITUTIONS**

BE IT HEREBY RESOLVED, that North Star Bank is designated as a depository for the funds of the City of Lauderdale.

BE IT FURTHER RESOLVED, that before any deposits are made that exceed the amount that is guaranteed by the Federal Deposit Insurance Corporation (FDIC), the depository must supply to the city a corporate surety bond in the amount of at least ten percent more than the amount on the deposit plus accrued interest at the close of the business day. The bond is subject to the approval of the city council.

BE IT FURTHER RESOLVED, that in lieu of the above bond, the depository may furnish collateral in the manner and to the extent permitted by law. All such collateral must be approved by the council and accompanied by a written assignment providing that, upon default, the financial institution shall release to the city on demand, free exchange or any other charges, the collateral pledged.

BE IT FURTHER RESOLVED, all collateral must be placed in safekeeping in a restricted account at either a Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution that is furnishing the collateral. In case of default upon the part of the depository, the council of the city shall have full power and authority to sell such collateral or as much as may be necessary to realize the full amount due the city over such federal guarantee.

BE IT FURTHER RESOLVED, Northland Securities, RBC Capital Markets, LLC, and the 4M Fund/PFA Financial Network, Inc. are the city's investment institutions and brokers for 2020.

Adopted this 14th day of January 2020.

Mary Gaasch, Mayor

Heather Butkowski, City Administrator

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution X
Work Session

Meeting Date: January 14, 2020
ITEM NUMBER 2020 Fee Schedule Res.
STAFF INITIAL MC
APPROVED BY ADMINISTRATOR

DESCRIPTION :

At the end of each calendar year, staff reviews the fee schedule in anticipation of the year ahead. Staff does not have any suggested fee schedule changes to make from 2019 to 2020.

OPTIONS:

1. Adopt Resolution 011420B - A Resolution Establishing Administrative Fees for 2020.
2. Do not approve or amend the fee schedule (and provide staff direction).

STAFF RECOMMENDATION:

By approving the Consent Agenda, the Council adopts Resolution 011420B - A Resolution Establishing License and Permit Fees, and Administrative Fees and Fines for 2020 as presented.

RESOLUTION 011420B

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

**A RESOLUTION ESTABLISHING LICENSE AND PERMIT FEES
AND ADMINISTRATIVE FEES AND FINES**

WHEREAS, Minnesota Law and the Ordinances of the City of Lauderdale allow the City to collect fees for processing applications and licenses for certain activities within the City of Lauderdale. City staff studied the fees allowed under state and local law and compared them to the actual costs that the City has historically incurred for processing applications and licenses in the City; and

WHEREAS, the City may also charge for administrative activities and fines. Reasonable charges were included in the 2020 Fee Schedule; and

WHEREAS, The Fee Schedule attached and incorporated herein also includes appendices A and B relating to construction permit fees and administrative fines.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Lauderdale, Minnesota, hereby adopts the 2020 Fee Schedule as attached.

Adopted by the City Council of the City of Lauderdale this 14th day of January, 2020.

Mary Gaasch, Mayor

ATTEST:

Heather Butkowski
City Administrator

EXHIBIT A

ADMINISTRATIVE FEE	
Each Occurrence	\$25.00
ANIMALS	
Domestic Animal License	\$10.00
Duplicate License	\$3.00
Non-Domestic Animal License	\$10.00
BINGO OR RAFFLE	\$100.00
BUILDING PERMITS	
Valuation	
\$1.00 - \$500.00	\$23.00
\$501.00 to \$600.00	\$26.55
\$601.00 to \$700.00	\$29.60
\$701.00 to \$800.00	\$32.65
\$801.00 to \$900.00	\$35.70
\$901.00 to \$1,000.00	\$38.75
\$1,001.00 to \$1,100.00	\$41.80
\$1,101.00 to \$1,200.00	\$44.85
\$1,201.00 to \$1,300.00	\$47.90
\$1,301.00 to \$1,400.00	\$50.95
\$1,401.00 to \$1,500.00	\$54.00
\$1,501.00 to \$1,600.00	\$57.05
\$1,601.00 to \$1,700.00	\$60.10
\$1,701.00 to \$1,800.00	\$63.15
\$1,801.00 to \$1,900.00	\$66.20
\$1,901.00 to \$2,000.00	\$69.25
\$2,001.00 to \$3,000.00	\$83.25
\$3,001.00 to \$4,000.00	\$97.25
\$4,001.00 to \$5,000.00	\$111.25
\$5,001.00 to \$6,000.00	\$125.25
\$6,001.00 to \$7,000.00	\$139.25
\$7,001.00 to \$8,000.00	\$153.25
\$8,001.00 to \$9,000.00	\$167.25
\$9,001.00 to \$10,000.00	\$181.25
\$10,001.00 to \$11,000.00	\$195.25
\$11,001.00 to \$12,000.00	\$209.25
\$12,001.00 to \$13,000.00	\$223.25
\$13,001.00 to \$14,000.00	\$237.25
\$14,001.00 to \$15,000.00	\$251.25
\$15,001.00 to \$16,000.00	\$265.25
\$16,001.00 to \$17,000.00	\$279.25
\$17,001.00 to \$18,000.00	\$293.25
\$18,001.00 to \$19,000.00	\$307.25
\$19,001.00 to \$20,000.00	\$321.25
\$20,001.00 to \$21,000.00	\$335.25
\$21,001.00 to \$22,000.00	\$349.25
\$22,001.00 to \$23,000.00	\$363.25
\$23,001.00 to \$24,000.00	\$377.25
\$24,001.00 to \$25,000.00	\$391.25
\$25,001.00 to \$26,000.00	\$401.35
\$26,001.00 to \$27,000.00	\$411.45
\$27,001.00 to \$28,000.00	\$421.55
\$28,001.00 to \$29,000.00	\$431.65
\$29,001.00 to \$30,000.00	\$441.75

\$30,001.00 to \$50,000.00	\$441.75 for the first \$30,000.00 plus \$10.10 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
BUILDING PERMITS - Continued	
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.15 for each additional \$1,000.00 or fraction thereof
Plan Review Fee	65% of the permit fee
Consultation Per Hour	\$50.00
Surcharge Fee	
Fixed-fee permit surcharges -	
The surcharge is equivalent to 5/ten thousandths (0.0005) of the fee or \$1.00, whichever is greater.	
Valuation Based surcharges -	
<i>Construction Value Range</i>	<i>Surcharge Computation</i>
\$1,000,000 or less	.0005 X Valuation
\$1,000,001 to \$2,000,000	\$500 + .0004 X (Valuation - \$1,000,000)
\$2,000,001 to \$3,000,000	\$900 + .0003 X (Valuation - \$2,000,000)
\$3,000,001 to \$4,000,000	\$1200 + .0002 X (Valuation - \$3,000,000)
\$4,000,001 to \$5,000,000	\$1400 + .0001 X (Valuation - \$4,000,000)
\$5,000,001 or more	\$1500 + .00005 X (Valuation - \$5,000,000)
Investigation Fee	Same as permit fee
Other Inspections	
Inspection Outside Normal Business Hours	\$60.00/hour with 2 hour minimum
BUSINESS ASSISTANCE	Escrow with minimum of \$10,000.00
CANDIDATE FILING FEE	\$2.00
CERTIFIED COPIES	\$1.00/page plus sales tax
CIGARETTES/TOBACCO LICENSE	\$200.00/year
CITY COUNCIL	
Requested Special Meeting	\$250.00
CITY PROPERTY RENTAL	
Banquet Table Rent	\$4.00/table
Banquet Table Deposit	\$100.00/table

Metal Detector Rent	\$5.00/day
Metal Detector Deposit	\$100.00
Metal Folding Chair Rent	\$0.75/chair
Metal Folding Chair Deposit	\$20.00/chair
COMMUNITY ROOM RENTAL	
Resident Use Only	\$50.00/5 hour block
Deposit - Key	\$100.00
Deposit - Damage	\$100.00
Excess Trash Fee	\$10.00/bag
Cancellation Fee (5 business days prior to reservation)	\$20.00
Cancellation Fee (less than 5 business days prior to reservation)	Reservation fee
COUNCIL MEETING DVD	\$50.00 plus sales tax
CREDIT CARD PROCESSING FEE	\$2.50 for transactions of \$0-250 \$5.00 for transactions of \$251-500 \$10.00 for transactions of \$501-1,000 \$15.00 for transactions of \$1,001-1500 \$20.00 for transactions of \$1,501-2000 3% charge for transactions over \$2,001 *Excludes City Merchandise and Donations
FACSIMILE	\$0.50/page
FIRE	
False Alarms Per Ordinance	Cost plus administrative fee
Fire Call Charge Back	Cost of Fire Services plus administrative fee
Fire Inspection Annual or Additional	\$35.00/hour
LIQUOR, 3.2 Percent	
Off-Sale	\$150.00
On-Sale	\$300.00
Temporary	\$50.00
MECHANICAL CONTRACTOR LICENSE	\$50.00/year
MECHANICAL PERMITS	
Permit	\$40.00
Each Supplemental Permit	\$4.50
Minnesota Surcharge	\$1.00
Uniform Mechanical Code - Each Unit Fee Schedule	Exhibit B
Other Inspections Inspections Outside Normal Business Hours	\$75.00/hour with 2 hour minimum
Investigative Fee (no permit)	Same as permit fee

MERCHANDISE SALES		
History Book	\$25.00	(\$23.28 + \$1.72 sales tax)
Mugs	\$5.00	(\$4.66 + \$.34 sales tax)
T-shirts	\$7.00	
Long-sleeve t-shirt	\$12.00	
Sweatshirts	\$17.00	
MILEAGE REIMBURSEMENT		
	Per IRS	
NON-SUFFICIENT FUNDS CHECK		
	\$30.00	
NUISANCE VIOLATIONS		
Weed/Grass Mowing	Actual Costs + Admin Fee	
Refuse	Actual Costs + Admin Fee	
Junk Vehicles	Actual Costs of Towing & Disposal + Admin Fee	
Nuisance Violation Appeal	\$200.00	
PARKING		
Disabled Parking Zone Sign	\$25.00/year	
PARK RESERVATION RENTALS		
Resident	No Fee	
Non-resident	\$25.00 plus sales tax/4 hour block	
Non-resident Damage Deposit	\$50.00	
PHOTOCOPY		
	\$.25/page	
PLUMBING		
Surcharge	\$1.00	
Investigative Fee	Same as permit fee	
Permit	\$40.00	
Each Fixture	\$8.00	
Inspections Outside Normal Business Hours	\$75.00/hour with 2 hour minimum	
RECYCLING CARTS		
	\$75.00	
REFUSE HAULERS		
Annual	\$75.00/truck	
RENTAL HOUSING		
Bi-Annual License & Inspection		
Single Unit	\$100.00	
Additional Units	\$2.50/unit	
Re-inspection fees		
First	\$0.00	
Additional	\$40.00	
Administrative Penalty		
Late Application	\$25.00/day	
License Violations	Up to \$1,000.00/day	
SALES TAX		
Sale of goods	7.375%	
City Purchases	6.875%	

SANITARY SEWER AND WATER DEVELOPMENT

Sewer Availability Charge Per Metro. Council
Water Availability Charge Per St. Paul Water

SPECIAL ASSESSMENTS, Interest Rate

Delinquent Utility Bills, Accounts Receivable 8% or \$25.00, whichever is greater

STREET

Excavation Permit \$100.00 plus bond
Obstruction \$100.00

TREE CONTRACTOR LICENSE

\$50.00/year

VACATIONS (Streets, Alleys, etc.)

\$500.00 plus \$700 escrow *

ZONING APPLICATIONS

Conditional Use Permit \$200.00
Home Occupation \$100.00
Lot Consolitation / Division \$100.00
Planned Unit Development \$500 plus \$3,000 escrow *
Sign Permit \$200.00
Subdivision \$500.00 plus \$1,500 escrow *
Variance from Zoning Ordinance \$150.00
Zoning Amendment \$500.00 plus \$1,500 escrow *

Document Recording Fee Recording cost plus Administrative fee

ZONING PERMIT

Driveway or Parking Pad \$50.00
Fence \$50.00
Retaining Wall \$50.00
Sidewalk \$50.00

* Applicants will be responsible for submitting the escrow payment in addition to assuming all city accrued costs on the application review.

NOTE: A private party or public institution (hereinafter applicant) making a request of the city must cover the cost of the request including consultants' costs. Prior to having the request considered by the city, the applicant must deposit an escrow fee in an amount that is estimated to cover the city consultant's costs as determined by the city administrator. If the city consultant's costs exceed the escrow deposited by the applicant, an additional escrow fee will be required to cover the additional costs. The city shall use the applicant's fees to cover the city's actual consultants' costs, publishing costs, and recording costs in reviewing the request regardless of the city's action on the applicant's request. If the applicant's escrow fees exceed the city's actual consultant's costs for reviewing the request, the remaining escrow fees shall be refunded to the applicant.

Exhibit B: Mechanical / HVAC Permit Fees - Uniform Mechanical Code

City of Lauderdale
 1891 Walnut Street Lauderdale MN 55113
 Telephone 651-792-7650 Fax 651-631-2066

	Description	Fee
1	Base Permit Fee*	\$40.00
2	Each Supplemental Permit	\$4.50

Each Unit Fee Schedule

1	Residential/Commercial: Installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance	\$10.00
2	Installation or relocation of each floor furnace, including vent	\$9.00
3	Installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater.	\$9.00
4	Installation, relocation, or replacement of each appliance vent installed and not included in an appliance permit	\$4.50
5	Repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling absorption, or evaporative cooling system, including installation of controls regulated by this code.	\$9.00
6	Residential: installation or relocation of each boiler or compressor to and including three horse power, or each absorption system to and including 100,000 Btu/h	\$9.00
7	Residential/Commercial: installation or relocation of each boiler or compressor over three horse power to and including 15 horsepower, or each absorption system over 100,000 Btu/h and including 500,000 Btu/h	\$16.50
8	Commercial: Installation or relocation of each boiler or compressor over 15 horsepower to and including 30 horsepower, or each absorption system over 500,000 Btu/h to and including 1,000,000 Btu/h.	\$22.50
9	Commercial: Installation or relocation of each boiler or compressor over 30 horsepower to and including 50 horsepower, or each absorption system over 1,000,000 Btu/h to and including 1,750,000 Btu/h.	\$33.50
10	Commercial: Installation or relocation of each boiler or refrigeration compressor over 50 horsepower, or each absorption system over 1,750,000 Btu/h	\$56.00
11	Each air-handling unit to and including 10,000 cubic feet per minute, including ducts attached thereto. NOTE: this fee shall not apply to an air handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in this code.	\$6.50
12	For each air-handling unit over 10,000 cfm	\$11.00
13	For each evaporative cooler other than a portable type	\$6.50
14	For each ventilation fan connected to a single duct	\$4.50
15	For each ventilation system which is not a portion of any heating or air conditioning system authorized by a permit.	\$6.50
16	For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood.	\$6.50
17	For the installation or relocating of each domestic-type incinerator.	\$11.00
18	For the installation or relocation of each commercial or industrial-type incinerator	\$45.00
19	Other: For each appliance or piece of equipment regulated by this code but not classed in other appliance categories, or for which no other fee is listed in this code.	\$6.50
20	When Chapter 22 is applicable (see Section 103), permit fees for fuel-gas piping shall be:	
	For each gas-piping system of one to four outlets.	\$3.00
	For each gas-piping system of five or more outlets, per outlet	\$0.75
21	When Chapter 24 is applicable (see Section 103), permit fees for process piping shall be:	
	For each hazardous process piping system (HHP) of one to four outlets	\$5.00
	For each piping system of five or more outlets, per outlet	\$1.00
	For each nonhazardous process piping system (NPP) of one to four outlets	\$2.00
	For each piping system of five or more outlets, per outlet	\$0.50

* Commercial Mechanical Permits require a plan review fees = to 1% of project valuation

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution X
Work Session

Meeting Date January 14, 2020

ITEM NUMBER 2020 Tobacco Licenses

STAFF INITIAL MC

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The City has received applications for renewal of tobacco licenses. The licenses would be valid January 1, 2020— December 31, 2020.

Larpenteur SuperUSA - 2424 Larpenteur Avenue West
Lauderdale Certified Auto Repair (BP Station) - 2421 Larpenteur Avenue West

OPTIONS:

1. To approve Resolution 011420C.
2. To remove the item from the consent agenda for further consideration.

STAFF RECOMMENDATION:

Approve Resolution 011420C Approving the 2020 Tobacco Licenses.

COUNCIL ACTION:

RESOLUTION 011420C

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

APPROVING 2020 TOBACCO LICENSES

WHEREAS, the following applicants:

Larpenteur SuperUSA	2424 Larpenteur Avenue W
Lauderdale Certified Auto Repair	2421 Larpenteur Avenue W

have presented to the City of Lauderdale complete applications for renewal of current tobacco licenses; and

WHEREAS, the establishments listed above have provided the proper fee and the Certification of Workers Compensation form and insurance certificate.

NOW, THEREFORE BE IT RESOLVED, that the Lauderdale City Council authorizes that the establishments listed above, be granted tobacco licenses with the City of Lauderdale for the term of January 1, 2020 through December 31, 2020.

Adopted by the City of Lauderdale this 14th day of January, 2020.

Mary Gaasch, Mayor

ATTEST:

Heather Butkowski, City Administrator

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution X
Work Session

Meeting Date January 14, 2020

ITEM NUMBER 3.2 Off-Sale Malt Liquor
License for 2020

STAFF INITIAL MC

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The City has received an application for renewal of a 3.2 off-sale malt liquor license. The license would be valid January 1, 2020 — December 31, 2020

Larpenteur SuperUSA - 2424 Larpenteur Avenue West

OPTIONS:

1. To approve Resolution 011420D.
2. To remove the item from the Consent Agenda for further consideration.

STAFF RECOMMENDATION:

Approve Resolution 011420D Approving the 3.2 Off-Sale Malt Liquor License for 2020.

COUNCIL ACTION:

RESOLUTION 011420D

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

APPROVING 3.2 OFF SALE MALT LIQUOR LICENSE FOR 2020

WHEREAS, the following applicant:

Larpenteur SuperUSA 2424 Larpenteur Avenue W

has presented to the City of Lauderdale their complete application for renewal of current 3.2 off sale malt liquor license; and

WHEREAS, the establishment listed above has provided the proper fee and the Certification of Workers Compensation form and insurance certificate.

NOW, THEREFORE BE IT RESOLVED, that the Lauderdale City Council authorizes that the establishment listed above, be granted 3.2 off sale malt liquor license with the City of Lauderdale for the term of January 1, 2020 through December 31, 2020.

Adopted by the City of Lauderdale this 14th day of January, 2020.

Mary Gaasch, Mayor

ATTEST:

Heather Butkowski, City Administrator

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date January 14, 2020

ITEM NUMBER November Financial Report

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

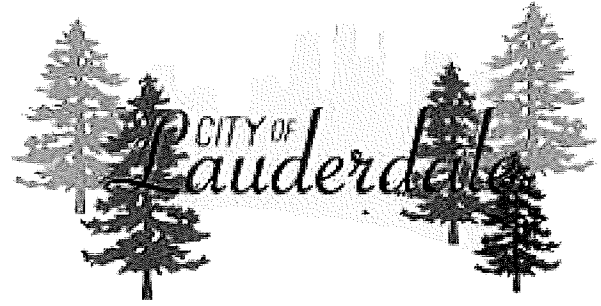
Every month, staff provide the Council with an updated copy of the city's finances. Following are the revenue, expense, and cash balance reports for November 2019.

OPTIONS:

STAFF RECOMMENDATION:

By approving the consent agenda, the Council acknowledges the city's financial report for November 2019.

General Ledger
Cash Balances



User: heather.butkowski
Printed: 12/18/2019 11:59:34 AM
Period 11 - 11
Fiscal Year 2019

Description	Account	Beg Bal	MTD Debit	MTD Credit	Current Balance
Cash	101-00000-000-10100	-3,086,532.44	225,557.48	146,523.62	-3,007,498.58
Change Fund	101-00000-000-10300	100.00	0.00	0.00	100.00
Cash	226-00000-000-10100	16,085.59	18.01	1,503.33	14,600.27
Cash	227-00000-000-10100	84,741.12	21,799.75	5,754.61	100,786.26
Cash	305-00000-000-10100	25,927.02	32.01	0.00	25,959.03
Cash	306-00000-000-10100	26,303.25	33,318.01	0.00	59,621.26
Cash	401-00000-000-10100	157,217.33	194.13	0.00	157,411.46
Cash	403-00000-000-10100	896,447.31	34,658.11	200,309.07	730,796.35
Cash	404-00000-000-10100	275,765.37	340.51	0.00	276,105.88
Cash	414-00000-000-10100	389,026.97	480.36	0.00	389,507.33
Cash	416-00000-000-10100	94,585.01	116.13	538.88	94,162.26
Cash	602-00000-000-10100	976,172.65	15,664.44	21,407.95	970,429.14
Cash	603-00000-000-10100	402,354.07	9,704.17	6,803.76	405,254.48
Current Assets		258,193.25	341,883.11	382,841.22	217,235.14
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	3,441,424.55	4,517.52	0.00	3,445,942.07
Investments		3,441,424.55	4,517.52	0.00	3,445,942.07
Grand Total		<u>3,699,917.80</u>	<u>346,400.63</u>	<u>382,841.22</u>	<u>3,663,477.21</u>

General Ledger Revenue vs Expense

User: heather.butkowski
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 Period 11 - 11
 Fiscal Year 2019



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% ExpendCollect
101	General Fund					
	Revenue					
	Taxes	810,104.00	199,833.60	633,378.00	176,726.00	78.18
	Licenses and Permits	35,850.00	2,660.15	41,366.70	-5,516.70	115.39
	Intergovernmental Revenues	540,820.00	0.00	270,410.00	270,410.00	50.00
	Charges for Services	11,800.00	1,338.33	15,605.18	-3,805.18	132.25
	Fines and Forfeits	30,000.00	2,682.36	28,934.22	1,065.78	96.45
	Miscellaneous Revenue	10,000.00	1,513.60	27,141.11	-17,141.11	271.41
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
		<u>1,438,574.00</u>	<u>208,028.04</u>	<u>1,016,835.21</u>	<u>421,738.79</u>	<u>70.68</u>
	Revenue					
	Expense					
	Personal Services	397,863.00	41,782.92	366,827.09	31,035.91	92.20
	Supplies	17,400.00	1,438.77	16,285.58	1,114.42	93.60
	Other Services and Charges	975,311.00	81,257.40	886,895.73	88,415.27	90.93
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Other Uses	48,000.00	0.00	38,000.00	10,000.00	79.17
		<u>1,438,574.00</u>	<u>124,479.09</u>	<u>1,308,008.40</u>	<u>130,565.60</u>	<u>90.92</u>
	Expense					
101	General Fund	0.00	83,548.95	-291,173.19	291,173.19	0.00

General Ledger

Revenue vs Expense

User: heather.butkowski
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 Period 11 - 11
 Fiscal Year 2019



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
226	Communications Revenue					
	Taxes	20,000.00	0.00	13,578.07	6,421.93	67.89
	Miscellaneous Revenue	<u>40.00</u>	<u>18.01</u>	<u>263.35</u>	<u>-223.35</u>	<u>658.38</u>
	Revenue	20,040.00	18.01	13,841.42	6,198.58	69.07
	Expense					
	Personal Services	8,930.00	997.90	8,205.47	724.53	91.89
	Supplies	600.00	0.00	650.00	-50.00	108.33
	Other Services and Charges	3,700.00	505.43	7,383.88	-3,683.88	199.56
	Capital Outlay	<u>5,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>0.00</u>
	Expense	18,230.00	1,503.33	16,239.35	1,990.65	89.08
226	Communications	1,810.00	-1,485.32	-2,397.93	4,207.93	-132.48

General Ledger Revenue vs Expense



User: heather.butkowski
 Printed: 12/18/2019 12:02:16 PM
 Period 11 - 11
 Fiscal Year 2019

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
227	Recycling Revenue					
	Intergovernmental Revenues	6,000.00	0.00	5,742.00	258.00	95.70
	Miscellaneous Revenue	<u>46,460.00</u>	<u>21,799.75</u>	<u>47,138.41</u>	<u>-678.41</u>	<u>101.46</u>
	Revenue	52,460.00	21,799.75	52,880.41	-420.41	100.80
	Expense					
	Personal Services	22,996.00	2,556.71	21,130.50	1,865.50	91.89
	Supplies	0.00	0.00	0.00	0.00	0.00
	Other Services and Charges	38,500.00	3,197.90	31,979.00	6,521.00	83.06
	Capital Outlay	<u>350.00</u>	<u>0.00</u>	<u>330.50</u>	<u>19.50</u>	<u>94.43</u>
	Expense	61,846.00	5,754.61	53,440.00	8,406.00	86.41
227	Recycling	-9,386.00	16,045.14	-559.59	-8,826.41	5.96

General Ledger

Revenue vs Expense



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Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
305	GO TIF Revenue Bonds 2018A					
	Revenue					
	Miscellaneous Revenue	300.00	32.01	562.48	-262.48	187.49
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	300.00	32.01	562.48	-262.48	187.49
	Expense					
	Debt Service	18,939.00	0.00	32,040.63	-13,101.63	169.18
	Expense	18,939.00	0.00	32,040.63	-13,101.63	169.18
305	GO TIF Revenue Bonds 2018A	-18,639.00	32.01	-31,478.15	12,839.15	168.88

General Ledger Revenue vs Expense



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 Fiscal Year 2019

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
306	2019A Improvement Bonds					
	Revenue					
	Miscellaneous Revenue	0.00	73.53	207.59	-207.59	0.00
	Other Financing Sources	0.00	33,244.48	59,413.67	-59,413.67	0.00
	Revenue	0.00	33,318.01	59,621.26	-59,621.26	0.00
306	2019A Improvement Bonds	0.00	33,318.01	59,621.26	-59,621.26	0.00

General Ledger Revenue vs Expense

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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	1,000.00	194.13	2,311.30	-1,311.30	231.13
	Other Financing Sources	27,000.00	0.00	32,000.00	-5,000.00	118.52
	Revenue	28,000.00	194.13	34,311.30	-6,311.30	122.54
	Expense					
	Other Services and Charges	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	70,000.00	0.00	0.00	70,000.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	70,000.00	0.00	0.00	70,000.00	0.00
401	General Capital Projects	-42,000.00	194.13	34,311.30	-76,311.30	-81.69

General Ledger Revenue vs Expense



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Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
403	Street Capital Projects					
	Revenue					
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	6,000.00	34,658.11	769,510.66	-763,510.66	12,825.18
	Other Financing Sources	0.00	0.00	1,010,342.42	-1,010,342.42	0.00
	Revenue	6,000.00	34,658.11	1,779,853.08	-1,773,853.08	29,664.22
	Expense					
	Capital Outlay	0.00	200,309.07	2,283,795.89	-2,283,795.89	0.00
	Debt Service	0.00	0.00	35,750.00	-35,750.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	0.00	200,309.07	2,319,545.89	-2,319,545.89	0.00
403	Street Capital Projects	6,000.00	-165,650.96	-539,692.81	545,692.81	-8,994.88

General Ledger Revenue vs Expense



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Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
404	Park Capital Projects					
	Revenue	3,500.00	340.51	4,844.68	-1,344.68	138.42
	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
	Other Financing Sources					
	Revenue	3,500.00	340.51	4,844.68	-1,344.68	138.42
	Expense					
	Supplies	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	65,000.00	0.00	1,232.25	63,767.75	1.90
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	65,000.00	0.00	1,232.25	63,767.75	1.90
404	Park Capital Projects	-61,500.00	340.51	3,612.43	-65,112.43	-5.87

General Ledger Revenue vs Expense



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Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
405	Roschill Tax Increment 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
405	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	0.00	0.00	0.00	0.00

General Ledger Revenue vs Expense



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Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
414	Development					
	Revenue					
	Miscellaneous Revenue	2,000.00	480.36	94,973.42	-92,973.42	4,748.67
	Other Financing Sources	<u>38,000.00</u>	<u>0.00</u>	<u>38,000.00</u>	<u>0.00</u>	<u>100.00</u>
	Revenue	40,000.00	480.36	132,973.42	-92,973.42	332.43
	Expense					
	Other Services and Charges	20,000.00	0.00	2,259.55	17,740.45	11.30
	Other Uses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Expense	20,000.00	0.00	2,259.55	17,740.45	11.30
414	Development	20,000.00	480.36	130,713.87	-110,713.87	653.57

General Ledger Revenue vs Expense

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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



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Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
416	TIF District No. 1-2					
	Revenue					
	Taxes	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	750.00	116.13	1,672.84	-922.84	223.05
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	750.00	116.13	1,672.84	-922.84	223.05
	Expense					
	Other Services and Charges	0.00	538.88	2,134.88	-2,134.88	0.00
	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	0.00	538.88	2,134.88	-2,134.88	0.00
416	TIF District No. 1-2	750.00	-422.75	-462.04	1,212.04	-61.61

General Ledger Revenue vs Expense



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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	285,916.00	14,569.45	256,254.88	29,661.12	89.63
	Miscellaneous Revenue	10,000.00	1,196.79	17,311.38	-7,311.38	173.11
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	295,916.00	15,766.24	273,566.26	22,349.74	92.45
	Expense					
	Personal Services	75,398.00	7,843.96	71,345.98	4,052.02	94.63
	Supplies	800.00	71.71	616.08	183.92	77.01
	Other Services and Charges	197,718.00	13,594.08	180,983.98	16,734.02	91.54
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Other Uses	22,000.00	0.00	22,000.00	0.00	100.00
	Expense	295,916.00	21,509.75	274,946.04	20,969.96	92.91
602	Sanitary Sewer	0.00	-5,743.51	-1,379.78	1,379.78	0.00

General Ledger

Revenue vs Expense



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 Fiscal Year 2019

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	107,194.00	9,222.35	95,452.24	11,741.76	89.05
	Miscellaneous Revenue	4,500.00	499.78	7,025.61	-2,525.61	156.12
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	111,694.00	9,722.13	102,477.85	9,216.15	91.75
	Expense					
	Personal Services	63,844.00	6,669.15	60,253.77	3,590.23	94.38
	Supplies	700.00	71.71	616.08	83.92	88.01
	Other Services and Charges	27,150.00	80.86	12,485.92	14,664.08	45.99
	Capital Outlay	5,000.00	0.00	0.00	5,000.00	0.00
	Other Uses	10,000.00	0.00	10,000.00	0.00	100.00
	Expense	106,694.00	6,821.72	83,355.77	23,338.23	78.13
603	Storm Water	5,000.00	2,900.41	19,122.08	-14,122.08	382.44

General Ledger Revenue vs Expense



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 Period 11 - 11
 Fiscal Year 2019

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
	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					
	Personal Services	0.00	0.00	0.00	0.00	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
	Debt Service	0.00	0.00	0.00	0.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	0.00	0.00	0.00	0.00	0.00
999	Fund	0.00	0.00	0.00	0.00	0.00

General Ledger Revenue vs Expense



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 Fiscal Year 2019

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
Revenue Total		1,997,234.00	324,473.43	3,473,440.21	-1,476,206.21	1.7391
Expense Total		2,095,199.00	360,916.45	4,093,202.76	-1,998,003.76	1.9536
Grand Total		-97,965.00	-36,443.02	-619,762.55	521,797.55	6.3264

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date January 14, 2020

ITEM NUMBER Pay Equity Report

STAFF INITIAL _____

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Every three years the City must document for Minnesota Management and Budget (MMB) that it is in compliance with the pay equity act. To demonstrate pay equity compliance, the City uses a points scale to compare traditionally male jobs with comparable female jobs. As far as I know, the City has not revisited the points scale in many years because the scope of the jobs have remained fundamentally the same.

Attached are the compliance and implementation reports that will be submitted to MMB.

OPTIONS:

STAFF RECOMMENDATION:

By approving the Consent Agenda the Council directs staff to submit the pay equity data presented to Minnesota Management and Budget.

COUNCIL ACTION:

Compliance Report

Jurisdiction: Lauderdale
 1891 Walnut Street

 Lauderdale MN 55113

Report Year: 2020
 Case: 1 - 2020 DATA (Private (Jur Only))

Contact: Heather Butkowski Phone: (651) 792-7650 E-Mail: admin@lauderdalemn.org

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	4	1	0	5
# Employees	4	1	0	5
Avg. Max Monthly Pay per employee	5,763.06	8,915.24		6,393.49

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 0.00 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	2	1
b. # Below Predicted Pay	2	0
c. TOTAL	4	1
d. % Below Predicted Pay (b divided by c = d)	50.00	0.00

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 3	Value of T = -16.761
-----------------------------	----------------------

- a. Avg. diff. in pay from predicted pay for male jobs = \$0
- b. Avg. diff. in pay from predicted pay for female jobs = \$1,499

III. SALARY RANGE TEST = 100.00 (Result is A divided by B)

- A. Avg. # of years to max salary for male jobs = 3.00
- B. Avg. # of years to max salary for female jobs = 3.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

- A. % of male classes receiving ESP 0.00 *
- B. % of female classes receiving ESP 0.00

*(If 20% or less, test result will be 0.00)

Job Class Data Entry Verification List

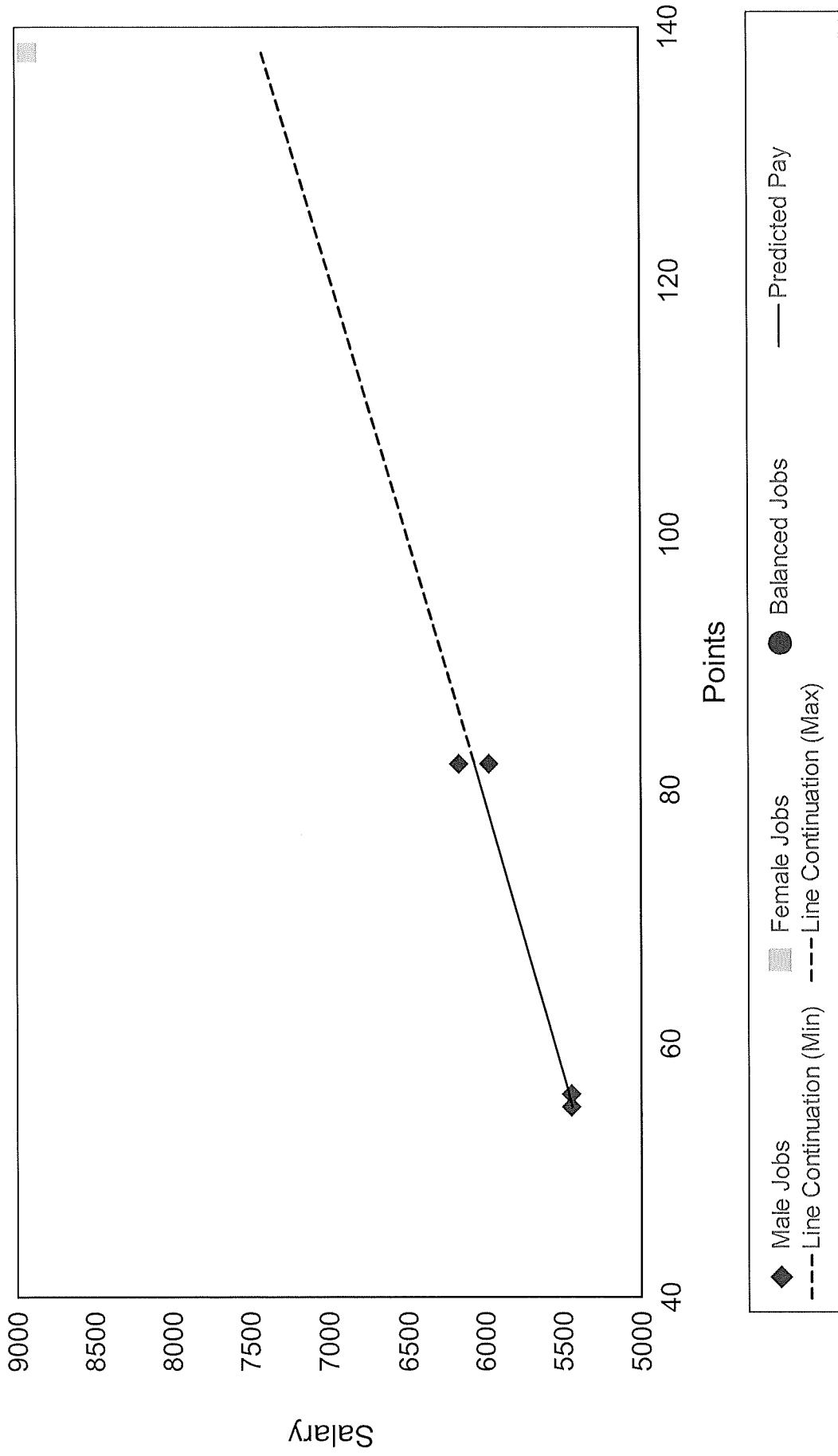
Lauderdale
LGID 646

Case: 2020 DATA

Job Nbr	Class Title	Nbr Males	Nbr Females	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
1	Deputy City Clerk	1	0	M	55	\$4,358.77	\$5,451.57	3.00	0.00	
2	Maintenace worker	1	0	M	56	\$4,358.77	\$5,451.57	3.00	0.00	
3	Public Works Coordinator	1	0	M	82	\$4,936.21	\$6,171.82	3.00	0.00	
4	Assistant to the Administra	1	0	M	82	\$4,780.99	\$5,977.27	3.00	0.00	
5	City Administrator	0	1	F	138	\$7,132.19	\$8,915.24	3.00	0.00	

Job Number Count: 5

Predicted Pay Report for Lauderdale
Case : 2020 DATA



Predicted Pay Report for **Lauderdale**
 Case : 2020 DATA

Job Nbr	Job Title	Nbr Males	Nbr Females	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
1	Deputy City Clerk	1	0	1	Male	55	\$5,451.57	\$5,440.09	\$11.48
2	Maintenance worker	1	0	1	Male	56	\$5,451.57	\$5,463.49	(\$11.92)
3	Public Works Coordinator	1	0	1	Male	82	\$6,171.82	\$6,074.33	\$97.49
4	Assistant to the Administrator	1	0	1	Male	82	\$5,977.27	\$6,074.33	(\$97.06)
5	City Administrator	0	1	1	Female	138	\$8,915.24	\$7,416.14	\$1,499.10

Job Number Count: 5

*** DRAFT COPY ***

Part A: Jurisdiction Identification

Jurisdiction: Lauderdale
1891 Walnut Street

Jurisdiction Type: City

Lauderdale MN 55113

Contact: Heather Butkowski Phone: (651) 792-7650 E-Mail: admin@lauderdalemn.org

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was: Other

Description:

MAMA

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:

There is no difference and female classes are not at a disadvantage.

3. An official notice has been posted at:

Lauderdale City Hall
(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

(governing body)

(chief elected official)

(title)

Part C: Total Payroll

\$431,493.53

is the annual payroll for the calendar year just ended December 31.

Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Date Submitted:

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date January 14, 2020

ITEM NUMBER HDR-C Ord. Adoption

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

In July 2018, the Council authorized Swanson Haskamp Consulting to begin working on draft text for the High Density Residential—Conservation (HDR-C) zoning district proposed in the 2040 Comprehensive Plan. This included community surveys and input opportunities to bring the community's attention to the wooded land being sold by Luther Seminary.

At the November 26 meeting, the City Council held its second public hearing on the draft ordinance. Since that meeting, staff, the city attorney, and the City's planning consultant reviewed the comments and concerns and developed new language around that feedback. The draft ordinance was then sent to residents on January 3, 2020. The purpose of tonight's meeting is to review the current draft and determine whether it is ready for adoption.

OPTIONS:

STAFF RECOMMENDATION:

Motion to adopt Ordinance No. 20-01, an Ordinance Amending Title 10, Chapter 5 of the Code of Ordinances Regarding Zoning Districts.

CITY OF LAUDERDALE
ORDINANCE NO. 20-01

An Ordinance Amending Title 10, Chapter 5 of the
Code of Ordinances Regarding Zoning Districts

The city council of the city of Lauderdale ordains as follows:

SECTION 1. Title 10, Chapter 5 of the Lauderdale City Code is amended by creating a new Section 10-5-4 as follows:

10-5-4: HIGH DENSITY RESIDENTIAL – CONSERVATION (HDR-C) DISTRICT

1. Purpose; Conservation Objectives. The purpose of the HDR-C District is to allow for the reasonable development of land while protecting, preserving, restoring and enhancing the City’s ecological resources, and promoting resilient and sustainable building and site planning practices. Development within this District shall be consistent with the goals and objectives stated within the City’s Comprehensive Plan and the stated Conservation Objectives. Each site will be individually evaluated during the Concept Plan stage of the Planned Unit Development (“PUD”) process, which shall be required for all HDR-C rezoning requests, as described in Title 10, Chapter 7, Section 10-7-7. The Concept Plan stage is required so that the priority and relevance of the following stated Conservation Objectives for each site can be established:
 - a. Protect and enhance the ecological function of native woodlands, wetlands, and surface water management areas;
 - b. Enhance and create opportunities to restore ecological connections between parks, the City’s nature area, and other protected lands with ecological significance;
 - c. Create public trails and connections for the City’s residents that provide access to enjoy the City’s open space and natural resources;
 - d. Create public open space and natural resource areas for the City’s residents to access and enjoy; and
 - e. Incorporate Innovative Site Design and Green Building Standards into new development or redevelopment that contribute to the City’s long-term sustainability and resiliency.
2. Applicability. The HDR-C District shall be available only for properties that meet the minimum standards and regulations as stated herein and that are guided as High Density Residential, High Density Residential Conservation, Mixed-Use South, and Mixed-Use

North within the City's Comprehensive Plan. Property owners are encouraged to consider utilizing the HDR-C District to enhance, protect, and achieve the Conservation Objectives for residential development.

3. Definitions. For the purposes of this section 10-5-4, the terms defined below shall have the meanings given them.
 - a. Base Density. The permitted number of units or lots in the HDR-C District absent any flexibility provided through a PUD and equal to the established minimum density identified within the City's Comprehensive Plan for the guided land use designation.
 - b. Conservation Area. Designated land within an HDR-C Subdivision that contributes towards the achievement of one or more of the Conservation Objectives. A Conservation Easement shall be recorded to protect the Conservation Area in perpetuity. Conservation Areas may be used for preservation of ecological resources; enhancement, creation and/or restoration of ecological resources, passive recreation, and/or innovative site design characteristics that support ecological sustainability.
 - c. Conservation Easement. A non-possessory perpetual interest of a holder in real property imposing limitations or affirmative obligations, the purpose of which may include retaining, restoring or protecting natural, scenic, or open space values of real property, assuring its availability for forest, recreational or open-space use, protecting natural resources, maintaining or enhancing air or water quality, and preserving and/or promoting the historical, architectural, archaeological, or cultural aspects of real property.
 - d. Conservation Objectives. Those objectives specified in Section 10-5-4, subd. 1 of this ordinance.
 - e. Green Building Standards. New development or redevelopment that achieves LEED Certification or incorporates LEED standards or other industry-recognized energy and/or environmental building characteristics. The plan set shall include architectural plans, LEED checklists, or other supporting documentation.
 - f. HDR-C Subdivision. Any development or redevelopment that incorporates the concepts of designated Conservation Areas or Innovative Site Design and Green Building Standards, as defined herein.
 - g. Holder. The party holding the Conservation Easement in accordance with Minnesota Statutes, Chapter 84C.

- h. Homeowners Association or Management Company. A formally constituted non-profit association or corporation made up of the property owner(s) and/or residents of an HDR-C Subdivision for the purpose of owning, operating, and maintaining Conservation Areas and/or other commonly owned facilities and Open Space.
 - i. Innovative Site Design. New development or redevelopment that incorporates resiliency, sustainability, energy efficiency, or other alternative site design considerations. Such elements must be clearly demonstrated through the plan review process and may be graphically shown through site plans, shade/solar studies, landscape plans, or other submissions deemed acceptable by the City.
 - j. Net Land Area. The total land area in a proposed HDR-C Subdivision excluding wetlands, required wetland buffers, protected easement areas, right-of-way, and land that slopes greater than 18%.
 - k. Open Space. Land not designated as a Conservation Area that is used for parks, innovative site design characteristics, trails, or other recreational uses. Open Space may be owned and managed by the City, a Homeowner's Association, or other entity.
4. Planned Unit Development Process. The City intends to evaluate the Conservation Objectives of the HDR-C Subdivision through using the City's planned unit development (PUD) process. The Conservation Objectives, as stated within this ordinance, are not necessarily listed in order of priority. The applicability or priority of the stated Conservation Objectives to a specific site or project will be established as part of the PUD process as outlined in this Ordinance. The property owner or developer will be required to demonstrate how, and to what extent, they meet the identified and applicable Conservation Objectives. In exchange for achieving the applicable Conservation Objectives, the City will consider and allow design flexibility and increased density. The City intends to work collaboratively with the property owner or developer through the Concept Plan stage of the PUD process to appropriately identify the applicable Conservation Objectives and any flexibility or increase in Base Density to be allowed.

The provisions and procedures of the City's PUD ordinance shall apply, except as modified and explicitly stated within this section which includes the required Concept Plan Stage. Prior to submitting application materials for the Concept Plan, the City requires applicants to engage in a meeting with city staff to establish and identify the goals for a specific site, and to identify and prioritize which Conservation Objectives are applicable to a site and its development. The Development Stage PUD plans shall clearly demonstrates how the proposed project meets the Conservation Objectives identified during the Concept Plan stage. If a final PUD plan is approved by the City, the property shall be rezoned to HDR-C PUD. The permitted uses, regulations and flexibility shall be stated and documented within the approved plans and resolution and in a HDR-C PUD development agreement to

be executed by the City and the applicant. The provisions in this section are requirements for all HDR-C Subdivisions, unless the City Council allows and approves any exceptions as part of the PUD process.

5. Uses. All permitted, conditional, and accessory uses allowed within the R-1, R-2, and R-3 zoning districts shall be allowed in the HDR-C District.
6. General Performance Standards. The City Council may, in its sole discretion, grant flexibility from the requirements of the existing zoning district, or other requirements of this code if the proposed HDR-C Subdivision meets the applicable Conservation Objectives. In considering how much flexibility, if any, is warranted, the City will evaluate the amount and quality of Conservation Areas protected or created, the public access to or enjoyment thereof, and if Green Building Standards or Innovative Site Design standards have been incorporated into the development plan.
 - a. Conservation Objectives and Determining Flexibility. Conservation Area(s) shall be designated and located within a HDR-C Subdivision to maximize achievement of the Conservation Objectives. All Green Building and Innovative Site Design standards utilized must be documented and demonstrated at time of application. The opportunity to achieve the Conservation Objectives will be site specific, and each project will be evaluated independently to determine the extent to which the Conservation Objectives are met.
 - b. Density Flexibility. Each site shall be entitled to the Base Density calculated using the Net Land Area, which equals the minimum stated value of the density range for the land use designation identified within the City's Comprehensive Plan. Any increased density above the Base Density shall be calculated from the Net Land Area, and any increased density shall be at the discretion of the City Council. The City Council shall base its decision regarding density flexibility on 1) how effectively the proposed project meets the prioritized and applicable Conservation Objectives established as part of the Concept Plan stage; and 2) the extent to which the project will support the Conservation Objectives long-term. The City will permit increased densities up to the maximum stated value of the density range for the land use designation in the City's Comprehensive Plan only if the project demonstrates long-term support of the applicable Conservation Objectives.
 - c. Other Areas of Flexibility. In addition to increased density, other areas of flexibility may be requested to support the applicable Conservation Objectives, including, but not limited to the following: (i) lot size, lot width, setbacks; (ii) housing types; (iii) landscaping; (iv) screening; and (v) park dedication.

7. Conservation Area Ownership. Any areas designated as Conservation Areas in an HDR-C Subdivision shall be established, protected, and owned in accordance with the following requirements:
 - a. Designated Conservation Areas shall be surveyed and subdivided as separate outlots and legally described on the final plat.
 - b. Designated Conservation Areas must be protected in perpetuity in accordance with the Conservation Easement conveyed to a Holder pursuant to Minnesota Statutes, Chapter 84C and must run with the land. The Conservation Easement must be approved by the City attorney and must explicitly define the permitted uses within the Conservation Area.
 - c. The permanent Conservation Easement may be held by any combination of the entities defined by Minnesota Statute Chapter 84C, but in no case may the holder of the Conservation Easement be the same as the owner of the underlying fee title.
 - d. The City shall have a third-party right of enforcement with regard to the Conservation Easement.
 - e. The permanent Conservation Easement shall be recorded with Ramsey County and must specify, at a minimum, the following:
 - i. The entity that will maintain the designated Conservation Area;
 - ii. The purpose of the Conservation Easement, that the easement is permanent, and the conservation values of the property;
 - iii. The legal description of the land under the easement;
 - iv. The restrictions on the use of the land, and restrictions from future development;
 - v. To what standards the Conservation Areas will be maintained, and the responsible party(ies) for such maintenance and/or restoration; and
 - vi. Who will have access to the Conservation Area.
 - f. The underlying fee of each designated Conservation Area parcel may be held/owned by any combination of the following entities:
 - i. A common ownership association, subject to the provision in the HDR-C PUD District;
 - ii. An individual who will use the land consistent with the permanent Conservation Easement;
 - iii. A private nonprofit organization, specializing in land conservation and stewardship, that has been designated by the Internal Revenue Service as

qualifying under section 501(c)(3) of the Internal Revenue Code or successor sections; or

- iv. The City of Lauderdale, at its discretion, and if determined there are no other viable options.

 - g. Open Space areas that are not a part of the Conservation Areas may be established within the HDR-C Subdivision without protection of a Conservation Easement, and consideration of how, or if, such areas contribute to the Conservation Objectives will be determined at the discretion of the City Council.

 - h. Innovative Site Design and Green Building Standards may or may not be a part of a designated Conservation Area, and those that are a part of the Conservation Easement must be expressly permitted uses within the Conservation Easement. Those characteristics or building that are used in granting design flexibility or increased density that are not a part of a Conservation Easement must be detailed within a restrictive covenant or homeowner's association covenants that is recorded against the property.
8. Conservation Area Management and Maintenance Plan ("Plan").
- a. Plan Content Requirements. For any designated Conservation Area, a Plan for the restoration (if applicable), development, maintenance, and insurance of the Conservation Area must be identified and approved as part of any HDR-C Subdivision. The Plan must address, if applicable:
 - i. Define the ownership of the Conservation Area;
 - ii. Describe the method of land protection;
 - iii. Specify restoration (if applicable), regular and periodic operation, maintenance, and responsibility; and
 - iv. Provide insurance requirements, and other associated costs with the maintenance and management of the Conservation Area and how the necessary fees will be obtained (through a homeowner's association, rents, or other funding mechanism).

 - b. Plan Submittal Requirements. As part of the initial application for an HDR-C Subdivision and along with any other PUD requirements, the applicant must submit a narrative and maps that describe the following:
 - i. Existing Conditions which identifies each applicable Conservation Objective addressed within the Conservation Area, including all natural, cultural, historic, and scenic elements in the landscape;

- ii. If protection of an existing natural area/natural resource is proposed, a natural resource inventory prepared by an ecologist, or similarly designated professional, shall be prepared and submitted as part of the Plan;
 - iii. Objectives for the Conservation Area, including, but not limited to, the proposed permanent maintained landscape condition for each area, any restoration or enhancement of natural features, and a maintenance plan describing the activities to be performed for any restoration and post-restoration activities.
 - c. Funding of Operation and Maintenance. The City may require an applicant to escrow sufficient funds for the maintenance operation costs of Conservation Areas depending on the restoration measures identified within the Plan. The amount and duration shall be at the discretion of the City Council, but shall be proportional to the effort proposed.
 - d. Enforcement. In the event that the fee owner of the Conservation Area fails to properly maintain all or any portion of the Conservation Area, the City in coordination with the Holder of the easement may serve written notice upon such fee owner setting forth the manner in which the fee owner has failed to maintain the Conservation Area. Such notice shall set forth the nature of corrections required and the time within which the corrections shall be made. Upon failure to comply within the time specified, the fee owner, or any successor organization, shall be considered in violation of this ordinance and the Holder may take any action authorized under the law to enforce the Conservation Easement. The City may exercise its rights under third party right of enforcement.
- 9. Site Design Process. In addition to all other requirements, the applicant shall include the following with its application:
 - a. Graphics and supporting information that identifies how the proposed Conservation Areas were identified. This should include, at a minimum, the following:
 - i. Unbuildable areas that include slopes greater than 18%, wetlands, wetland buffers, streams, right-of-ways, and protected easement areas;
 - i. Areas designated as Conservation Area;
 - ii. A natural resource inventory of the site, including without limitation, an identification of the land cover and existing vegetation;
 - iii. A wetland delineation, if applicable; and
 - iv. A list of any known protected species, plants and/or animals, as obtained from the Minnesota Department of Natural Resources;
 - b. A survey identifying the Net Land Area;

- c. The proposed location of new structures outside and within, if applicable, the proposed Conservation Area;
- d. A description of how buildings were sited, and if such siting meets criteria established within this section;
- e. The design and location of streets and trails which demonstrate all vehicular and pedestrian connections; and
- f. A survey showing all proposed lot lines, including Conservation Area outlots.

10. General Conservation Design Standards. The following design standards shall be considered in designing the HDR-C Subdivision:

- a. Conservation Areas should be adjacent to or incorporate existing natural features of the site when possible to accomplish a larger interconnected and contiguous network of open spaces;
- b. The quantity of land protected and the extent to which contiguous areas are designated;
- c. Incorporate public and private trails that connect to the City's existing sidewalks and other natural/park areas;
- d. Stormwater management facilities should consider innovative solutions and should be designed to feel natural and support the open space network; and
- e. Stormwater management facilities may be located within a Conservation Area but may not be used as part of the justification for increased density, unless such design incorporates innovative and low-impact development characteristics not required as part of a standard permitting process.

11. Landscape Design Standards in HDR-C. The following landscape design standards in an HDR-C Subdivision should be considered:

- a. The selection of vegetation should be guided by natural vegetative community types found in the Minnesota Land Cover Classification System and the Minnesota Department of Natural Resources' pre-settlement vegetation mapping information for the area;
- b. Reduction or eradication of invasive species from a site;

- c. Creation of a natural design plan for surface water management features should be incorporated, and native species prioritized where possible;
- d. Integration of nature trails and foot paths should be explored and should connect to the City's existing parks, nature areas, trails and open spaces, when possible; and
- e. Better Site Design/Low Impact Development practices as identified in the *Minnesota Stormwater Manual* published by the Minnesota Pollution Control Agency shall be used to design sites and meet the performance standards.

12. Innovative Site Design and Green Building Standards. The following Innovative Site Design and Green Building Standards, among others, should be considered in designing the HDR-C Subdivision:

- a. LEED certification on new buildings;
- b. Include energy-efficient appliances and other efficiency measures within new buildings;
- c. Explore incorporating alternative energy sources in new building designs (e.g. solar, geothermal);
- d. Site new buildings to respond to existing climate conditions to minimize energy use (e.g. solar/shade positioning, wind); and
- e. Consider material choices that are renewable, and/or designed to create a more energy efficient building.

SECTION 2. This ordinance shall be effective upon its adoption and publication.

Adopted by the Lauderdale City Council this 14th day of January, 2020.

Mary Gaasch, Mayor

ATTEST:

Heather Butkowski, City Administrator-Clerk

Published in the *Pioneer Press* this 17th day of January, 2020.

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date January 14, 2020

ITEM NUMBER HDR-C by Title and Summary

STAFF INITIAL

AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

If the Council adopts the revision to the zoning ordinance, the ordinance may be published by title and summary by a four-fifth vote. Staff would publish the summary in an upcoming edition of the Pioneer Press in-lieu of publishing the ordinance in its entirety.

OPTIONS:

STAFF RECOMMENDATION:

Motion to adopt Resolution No. 011420E—A Resolution Authorizing Publication of Ordinance No. 20-01 by Title and Summary.

RESOLUTION NO. 011420E

CITY OF LAUDERDALE
COUNTY OF RAMSEY
STATE OF MINNESOTA

RESOLUTION AUTHORIZING PUBLICATION OF
ORDINANCE NO. 20-01 BY TITLE AND SUMMARY

WHEREAS, the city council of the city of Lauderdale has adopted Ordinance No. 20-01, an ordinance creating the High Density Residential – Conservation (HDR-C) District in the city’s zoning ordinance; and

WHEREAS, Minnesota Statutes, § 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

WHEREAS, the ordinance is nine pages in length; and

WHEREAS, the city council believes that the following summary would clearly inform the public of the intent and effect of the ordinance.

NOW, THEREFORE, BE IT RESOLVED by the city council of the city of Lauderdale that the city clerk-administrator shall cause the following summary of Ordinance No. 20-01 to be published in the city’s official newspaper in lieu of the entire ordinance:

Public Notice

The city council of the city of Lauderdale has adopted Ordinance No. 20-01, an ordinance creating a High Density Residential – Conservation (HDR-C) District in the city’s zoning code. The district is intended for areas of the city that are within specified land use designations in the city’s comprehensive plan. The purpose of the district is to identify, restore, enhance and protect areas of the community which have significant environmental value. Portion of sites zoned HDR-C may be developed at densities greater than ordinarily permitted and may be granted other site plan and design flexibilities. In return, other areas of the site will be subject to a conservation easement held by a third party experienced in environmental preservation. The environmental features of the site will be inventoried and a plan developed and implemented for their restoration, if necessary, and preservation. The community gains by seeing ecologically significant areas preserved which would

otherwise be lost to standard development patterns. The third-party holder of the conservation easement will have primary responsibility for enforcement of the terms of the easement, with the city playing a back-up role. The ordinance does not rezone any property to HDR-C. After the ordinance becomes effective, property owners who believe their sites may qualify and who wish to develop their land in accordance with the ordinance, may apply to rezone their property to HDR-C.

Heather Butkowski, City Clerk-Administrator

BE IT FURTHER RESOLVED by the city council of the city of Lauderdale that the city clerk-administrator keep a copy of the complete ordinance in her office at city hall for public inspection and that she post a full copy of the ordinance in a public place within the city.

Dated: January 14, 2020

Mary Gaasch, Mayor

ATTEST:

Heather Butkowski, City Clerk-Administrator

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date January 14, 2020

ITEM NUMBER Council Meeting Schedule

STAFF INITIAL MC

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Annually, the City Council sets its meeting schedule for the following year. If the Council continues to meet the 2nd and 4th Tuesdays of the month, the schedule would be as attached. Holidays do not conflict with the proposed meeting schedule but the primary election does. A date for the August 11 meeting will need to be determined during the meeting if possible or at a later date. After the Council adopts the meeting schedule, it will be posted in the entryway and published in the *Pioneer Press*.

OPTIONS:

- Adopt the attached City Council meeting schedule.
- Propose a new schedule.

STAFF RECOMMENDATION:

Motion to Council adopt the City Council meeting schedule for 2020.

COUNCIL ACTION:

2020 Lauderdale Schedule

City Council Meetings

Holidays Observed

January 14
January 28

New Year's Day – Wednesday, January 1
M. L. King Day – Monday, January 20
President's Day – Monday, February 17

February 11
February 25

Memorial Day – Monday, May 25
Independence Day – Friday, July 3
Labor Day – Monday, September 7

March 10
March 24

Veterans Day – Wednesday, November 11
Thanksgiving Holiday – Thursday, November 26 &
Friday, November 27

April 14
April 28

Christmas Holiday – Thursday, December 24 &
Friday, December 25

May 12
May 26

June 9
June 23

Election Schedule

July 14
July 28

Presidential Nominating Primary – March 3
Primary Election – August 11
General Election – November 3

August TBD
August 25

September 8
September 22

October 13
October 27

November 10
November 24

- **Meeting Notes:**
City Council meetings begin at 7:30 p.m. at Lauderdale City Hall, 1891 Walnut Street.

December 8

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date January 14, 2020

ITEM NUMBER Committee Assignments

STAFF INITIAL

AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The Council determines committee assignments and makes other designations at the first meeting of the year. The following document has the committee assignments and designations from last year. Staff carried over the assignments from 2019 to 2020 and will make changes based on the outcome of the discussion.

OPTIONS:

STAFF RECOMMENDATION:

Motion to adopt committee assignments and designations as discussed.

**CITY OF LAUDERDALE
2020 APPOINTMENTS**

	2019	2020
Mayor Pro Tem	Dains	Dains
Bank Signatories	Gaasch Dains Butkowski	Gaasch Dains Butkowski
Building Official: Residential	David Hinrichs	David Hinrichs
Building Official: Commercial	Duane Grace	Duane Grace
Data Practices Officer	Butkowski	Butkowski
Data Practices Compliance Officer	City Attorney	City Attorney
LMC	Council: Moffatt Staff: Butkowski	Council: Moffatt Staff: Butkowski
Metro Cities	Council: Gaasch Staff: Butkowski	Council: Gaasch Staff: Butkowski
MWMO	Dains Alt: Gaasch	Dains Alt: Gaasch
NSCC	Council: Dolphin Alt: Moffatt	Council: Dolphin Alt: Moffatt
Community Events	Dog Park: Gaasch Day in the Park: Dolphin Halloween: Grove	Dog Park: Gaasch Day in the Park: Dolphin Halloween: Grove
Police Liaison	Council: Gaasch Staff: Butkowski	Council: Gaasch Staff: Butkowski
RCLLG	Council: Grove Alt: Dolphin	Council: Grove Alt: Dolphin

St. Paul Regional Water Service	Dains	Dains
SRA	Council: Moffatt Alt: Butkowski	Council: Moffatt Alt: Butkowski
Zoning Admin.	Bownik	Bownik
City Engineer	Stantec	Stantec
City Civil Attorney	Kennedy & Graven	Kennedy & Graven
City Pros. Attorney	Joseph Law	Joseph Law
Official Newspaper	<i>Lillie Suburban Newspapers, Inc.</i>	<i>Pioneer Press</i>

NOTE: Any councilor may attend LMC, Metro Cities, or RCLLG Meetings.

Committees & Commissions

Mayor Pro Tem: The council member that will preside over the meeting in the mayor's absence.

League of Minnesota Cities (LMC): As a LMC member city, the City receives many services, the two most important being training and representation at the Capitol. The City also purchases insurance through the League's Insurance Trust. There are many different types of LMC meetings and trainings happening year round. All council members are able to get involved. The duty of the LMC appointee is to vote on the City's behalf at the annual meeting, if present.

Metro Cities: Metro Cities represents the interests of member cities in the seven county metropolitan area, primarily representing cities before the Metropolitan Council and at the Capitol. The primary duty of the appointee is to vote on the City's behalf at the annual meeting.

Mississippi Water Management Organization (MWMO): The City is one member of a joint powers board that manages and monitors the storm water quality in the Middle Mississippi Watershed area. The MWMO covers the southwest part of the city (south of Larpentour Avenue and west of Eustis Street).

North Suburban Cable Commission (NSCC): The City is one of nine northern suburbs that jointly administer cable franchise agreements with Comcast and CenturyLink. The commission also oversees the operation of the local access stations and the institutional network. The board meets the first Thursday evening of each month at the cable commission office in Roseville.

Police Liaison: The police liaison meets with the St. Anthony Police Chief as needed.

Ramsey County League of Local Governments (RCLLG): Ramsey County cities, school districts, and special districts meet monthly to network and learn through common issues. Meetings are held in the evening on the third Thursday of the month at alternating locations in Ramsey County. Each meeting is organized around a topic or trainer.

Suburban Rate Authority (SRA): The Suburban Rate Authority consists of metro communities in a joint powers arrangement that collectively work together to represent municipal interests in dealings with public utility providers like Xcel Energy and CenterPoint Energy. The group also provides a voice for rate payers when the Public Utilities Commission and utility providers negotiate rate increases and service changes. The committee meets quarterly (third Wednesday) at member city locations.

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date January 14, 2020

ITEM NUMBER Long-term Financial Plan

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

In March, the Council authorized AEM Financial to prepare a long-term financial plan for the City. The City has been involved with a number of big projects over the past two year in addition to the on-going discussions about financing regular increasing costs for everything from the utility bills to the police contract. The goal of the outside evaluation was to give a different perspective or a "second opinion" of sorts to staff's expectations and projections.

Vicki Holthaus of AEM Financial presented a draft of the report at the last meeting. The final version which follows includes updates based on the discussion from the meeting and some corrections to a couple of numbers.

As Vicki noted, the City's five-year financial outlook is stable and healthy. The general fund levy growth is expected at 9% per year and the overall general fund at 5% per year. The previous draft showed a debt service levy in 2023 and 2024 for the Eustis / Roselawn Project. With the corrections in the 414/415 Funds that is no longer necessary. The tax rate will increase from 29.92% in 2018 to 32.36% by 2024 which is still below most cities in Ramsey County. This plan will result in the general fund balance as a percent of revenue decreasing from 51% to 35%. This remains within state auditor's recommendations but the Council will need to determine whether it feels comfortable with less financial cushion.

OPTIONS:

STAFF RECOMMENDATION:

Motion to acknowledge the City of Lauderdale, Minnesota Long Term Plan prepared by AEM Financial Solutions, LLC.

CITY OF LAUDERDALE, MINNESOTA
LONG TERM PLAN
Prepared on December 26, 2019

Prepared by AEM Financial Solutions, LLC.

City of Lauderdale, Minnesota
 Long Term Plan
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AEM Financial Solutions™

December 26, 2019

COMPILATION DISCLOSURE

Honorable Mayor and City Council
City of Lauderdale
1891 Walnut Street
Lauderdale, Minnesota 55113

We have compiled the accompanying forecasted long-term plan that includes property tax, tax rate, fund balance and debt projections based on input from the City Council and City staff. This projection incorporates estimates through December 31, 2024. This forecast was compiled in accordance with attestation standards established by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of forecast information that is the representation of management and does not include evaluation of the support for the assumptions underlying the forecast. We have not examined the forecast and, accordingly, do not express an opinion or any other form of assurance on the accompanying statements or assumptions. Furthermore, there will usually be differences between the forecasted and actual results because events and circumstances frequently do not occur as expected, and those differences may be material. We have no responsibility to update this report for events and circumstances occurring after the date of this report.

Sincerely,

AEM FINANCIAL SOLUTIONS, LLC

INTRODUCTORY SECTION

CITY OF LAUDERDALE, MINNESOTA
LONG TERM PLAN



AEM Financial Solutions™

December 26, 2019

Honorable Mayor and City Council
 City of Lauderdale
 1891 Walnut Street
 Lauderdale, Minnesota 55113

Introduction

As discussed in prior communications to the City Council, we have been preparing a long term plan for the City that is intended to give a big picture view of the status now and five years from now. We have measured and projected operations, capital and debt for the City based on assumptions made by management. The City's assumptions made are as follows:

Assumptions

The following assumptions have been used to calculate the projections in this report:

Capital Improvement Cost Inflation	1.00%
Interest Earnings	1.00%
General Fund Levy Growth	9.00%
Debt Service Fund Levy (Percentage of Next Year's Debt Service)	105.00%
Governmental Fund Revenue Growth	2.00%
Governmental Fund Expenditure Growth	3.00%
Governmental Funds Debt Term	10
Governmental Funds Debt Interest Rate	3.00%
Sewer Enterprise Fund Revenue Growth	3.00%
Enterprise Fund Revenue Growth	5.00%
Enterprise Fund Expense Growth	5.00%
Enterprise Debt Term	10
Enterprise Debt Interest Rate	3.00%
Tax Capacity Growth	3.00%
Fiscal Disparities Growth	1.00%
Population Growth	1.00%
Median Home Value	\$ 189,100
Median Home Value Growth	0.50%

Assumptions with Future Action

- Historically, the **General Fund 101** has transferred \$38,000 per year to the Development Fund 414. Beginning in 2020, the transfer will be eliminated from the General Fund budget (and levy). A General Fund levy increase of 9% was modeled to accommodate increases in the City's expenditure budget for police contracts, however; this increase is offset by the reduction of the \$38,000 transfer. In summary, the General Fund levy is projected to increase an average of 5.00 percent over the life of this plan.
- The **Communications Fund 226** has capital outlay of \$30,000 for upgrades to technology in the City Council chambers scheduled in 2021. The fund does not have adequate resources to pay for this project and other funding scenarios may need to be considered. Management intends to delay the purchase of the equipment until such time as a funding source can be determined. Options may include delaying the purchase or a transfer of cash.
- Recently, the City experienced a change in the rate structure passed through by its recycling vendor. Because of this change, fees assessed to property owners will likely need to be modified. Accordingly, future results will vary from the estimates projected in the **Recycling Fund 227**.
- A special revenue fund, **TIF District No. 1-2 Fund 228**, has been modeled in this plan to capture the increment estimated (by Ehlers and Associates, Inc.) on the Chinese Church Redevelopment. The projections anticipate a 90%, ten year pay-as-you-go agreement with the developer.
- The **2018A GO TIF Revenue Bonds Fund 305** are set to mature in 2021, however; the City anticipates the sale of the school site in 2020. The plan includes sale proceeds in 2020 and the retirement of the bonds at maturity in 2021, however; the City may have options to call and prepay based on the timing of the property sale.
- The **2019A GO Improvement Bonds Fund 306** will be supported by a transfer in from the Development Fund 414 in 2020 - 2024. This plan includes the levy and special assessment revenue projections in the closing report (generated by Ehlers and Associates, Inc.). The reduction in the General Fund 101 levy, in the amount of \$38,000, will help to support the introduction of a levy for this bond.
- The **Capital Improvement Fund 401** is scheduled to receive \$32,000 of transfers from the enterprise funds in 2019. The plan models \$12,000 of annual transfers from the enterprise funds in years thereafter. The transfers are adequate to ensure that a property tax levy is not needed to support the capital outlay in this fund.
- The **Street Improvement Fund 403** will pay remaining costs on the Eustis project in 2020. Final costs on the Eustis project were estimated on October 8, 2019 in preparation for the special assessment meeting. The remaining cash in this fund will be reserved for future street projects that are outside the life of this plan. The City may wish to consider spreading the 2028 mill and overlay project (estimated at \$2,200,000) over several years to assist with funding.
- The **Park Improvement Fund 404** has one pending project in 2020 (Skyview Park) that is contingent on receipt of Community Development Block Grant funding from Ramsey County. Future park dedication funds will be used on other park improvement projects.
- The resources in the **Development Fund 414** have been generated by conduit debt fees in past years. At this time, additional conduit debt fees are not anticipated and the City intends to use the resources in the fund as follows:
 - \$67,769 transfer in 2020 to 2019A GO Improvement Bonds Fund 306 to provide support for debt service;
 - \$67,956 transfer in 2021 to 2019A GO Improvement Bonds Fund 306 to provide support for debt service;
 - \$68,143 transfer in 2022 to 2019A GO Improvement Bonds Fund 306 to provide support for debt service;
 - \$68,198 transfer in 2023 to 2019A GO Improvement Bonds Fund 306 to provide support for debt service;

Assumptions with Future Action (Continued)

- The resources in the **Development Fund 414** have been generated by conduit debt fees in past years. At this time, additional conduit debt fees are not anticipated and the City intends to use the resources in the fund as follows:
 - \$68,253 transfer in 2024 to 2019A GO Improvement Bonds Fund 306 to provide support for debt service;
- The capital project fund for **TIF District No. 1-2, Fund 416**, was established to account for the bond proceeds, acquisition and rehabilitation costs for the school site. The City anticipates completion of the project and sale of the property in 2020. The plan forecasts utilization of the remaining bond proceeds, however; any remaining cash in the construction fund may be transferred to the debt service fund for retirement of the bonds.
- The **Sewer Fund 602** is scheduled to transfer \$22,000 to the Capital Improvement Fund 401 in 2019. Going forward, a \$6,000 annual transfer is forecasted. This enterprise fund is projected to have sufficient reserves for capital outlay and an adequate working capital reserve throughout the life of this plan.
- The **Storm Water Fund 603** is scheduled to transfer \$10,000 to the Capital Improvement Fund 401 in 2019. Going forward, a \$6,000 annual transfer is forecasted. This enterprise fund is projected to have sufficient reserves for capital outlay and an adequate working capital reserve throughout the life of this plan.

Key Highlights

- At December 31, 2018 the General fund had a 51.9 percent operating reserve. The Minnesota Office of the State Auditor defines an adequate reserve as 35 - 50 percent of the General fund expenditures. The projected General Fund balance remains within the 35 - 50 percent range throughout the life of this Plan. We anticipate the General fund levy will grow by an average of 5.00 percent to maintain the desired reserve level.
- The total cash position of the City is projected to decrease from \$3.45 million (2018 actual) to \$2.74 million over the duration of this plan.
- The tax levy is projected to increase from \$765,514 (2018 certified) to \$1,029,874 over the duration of this plan. This is a result of the General Fund levy increasing, on average 5.00 percent per year, as well as the introduction of a levy for the Development Fund 414. The tax rate is anticipated to increase from 29.92 percent (2018 certified) to 32.36 percent as a result, resulting in \$160.00 increase in tax on the median value home.
- Beyond the 2019A bonds for the Eustis project, no new debt has been modeled in this plan. Total debt outstanding is projected to decrease from \$2.295 million (2019 actual) to \$600,000 over the duration of this plan. This is largely due to the retirement of the 2018A bonds in 2021 (or earlier if the city exercises a call option) upon the sale of the school site. As a result, the debt per capita will decrease from \$937 (2019 estimated) per household to an estimated \$224 over the duration of this plan.

FINANCIAL SECTION

CITY OF LAUDERDALE, MINNESOTA
LONG TERM PLAN

City of Lauderdale, Minnesota
Schedule of Property Taxes Levied and Tax Rates
For the Years Ended December 31, 2018 (Actual) and 2019 to 2024 (Estimated)

	2018	2019	2020	2021	2022	2023	2024
	Actual	Actual	Estimated	Estimated	Estimated	Estimated	Estimated
	Amounts	Amounts	Amounts	Amounts	Amounts	Amounts	Amounts
Property Taxes Levied for General Purposes							
101 General	\$ 765,514	\$ 810,104	\$ 845,614	\$ 883,719	\$ 925,254	\$ 970,527	\$ 1,019,874
226 Communications	-	-	-	-	-	-	-
227 Recycling	-	-	-	-	-	-	-
<i>Subtotal</i>	<u>765,514</u>	<u>810,104</u>	<u>845,614</u>	<u>883,719</u>	<u>925,254</u>	<u>970,527</u>	<u>1,019,874</u>
Property Taxes Levied for Capital							
401 Capital Improvement	y -	-	-	-	-	-	-
403 Street Improvement	y -	-	-	-	-	-	-
404 Park Improvement	y -	-	-	-	-	-	-
414 Development	y -	-	-	10,000	10,000	10,000	10,000
415 Housing Redevelopment	y -	-	-	-	-	-	-
416 TIF District No. 1-2	y -	-	-	-	-	-	-
<i>Subtotal</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Property Taxes Levied for Debt Service							
305 2018A GO TIF Revenue Bonds	-	-	-	-	-	-	-
306 2019A GO Improvement Bonds	-	-	-	-	-	-	-
<i>Subtotal</i>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Property Taxes Levied for Future Staffing							
101 General	y -	-	-	-	-	-	-
Total Taxes Levied	<u>765,514</u>	<u>810,104</u>	<u>845,614</u>	<u>893,719</u>	<u>935,254</u>	<u>980,527</u>	<u>1,029,874</u>
Less: Distribution from fiscal disparities	<u>(131,470)</u>	<u>(139,873)</u>	<u>(138,520)</u>	<u>(139,905)</u>	<u>(141,304)</u>	<u>(142,717)</u>	<u>(144,144)</u>
City Net Levy	<u>\$ 634,044</u>	<u>\$ 670,231</u>	<u>\$ 707,094</u>	<u>\$ 753,814</u>	<u>\$ 793,950</u>	<u>\$ 837,810</u>	<u>\$ 885,730</u>
Tax Capacity							
Personal and Real Estate	\$ 2,327,536	\$ 2,520,204	\$ 2,654,826	\$ 2,734,471	\$ 2,816,505	\$ 2,901,000	\$ 2,988,030
Less: Contribution to fiscal disparities	<u>(208,342)</u>	<u>(236,397)</u>	<u>(241,374)</u>	<u>(243,788)</u>	<u>(246,226)</u>	<u>(248,688)</u>	<u>(251,175)</u>
Adjusted net tax capacity	<u>\$ 2,119,194</u>	<u>\$ 2,283,807</u>	<u>\$ 2,413,452</u>	<u>\$ 2,490,683</u>	<u>\$ 2,570,279</u>	<u>\$ 2,652,312</u>	<u>\$ 2,736,855</u>
Tax Rates							
General	29.92%	29.35%	29.30%	29.93%	30.56%	31.27%	32.05%
Proposed capital levies	0.00%	0.00%	0.00%	0.34%	0.33%	0.32%	0.31%
Scheduled debt levies	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Proposed debt levies	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Total City Levy Tax Rate	<u>29.92%</u>	<u>29.35%</u>	<u>29.30%</u>	<u>30.27%</u>	<u>30.89%</u>	<u>31.59%</u>	<u>32.36%</u>
Population	2,426	2,450	2,475	2,600	2,626	2,652	2,679
Taxes per Capita	<u>\$ 316</u>	<u>\$ 331</u>	<u>\$ 342</u>	<u>\$ 344</u>	<u>\$ 356</u>	<u>\$ 370</u>	<u>\$ 384</u>
Median Home Value (Jan 2)	\$ 189,100	\$ 206,300	\$ 218,300	\$ 219,392	\$ 220,488	\$ 221,591	\$ 222,699
Median Home Taxes (from city)	\$ 505	\$ 551	\$ 588	\$ 611	\$ 627	\$ 645	\$ 665
% change from prior year \$'s		9%	7%	4%	3%	3%	3%
Tax Levy (\$)							
General	\$ 765,514	\$ 810,104	\$ 845,614	\$ 883,719	\$ 925,254	\$ 970,527	\$ 1,019,874
Special Revenue	-	-	-	-	-	-	-
Existing Debt	-	-	-	-	-	-	-
Proposed Debt	-	-	-	-	-	-	-
Proposed Capital	-	-	-	10,000	10,000	10,000	10,000
Tax Levy (%)							
General	100%	100%	100%	99%	99%	99%	99%
Special Revenue	0%	0%	0%	0%	0%	0%	0%
Existing Debt	0%	0%	0%	0%	0%	0%	0%
Proposed Debt	0%	0%	0%	0%	0%	0%	0%
Proposed Capital	0%	0%	0%	1%	1%	1%	1%
General Fund Percentage Change in Levy (%)		6%	4%	5%	5%	5%	5%
Total Change in Levy (%)		6%	4%	6%	5%	5%	5%

City of Lauderdale, Minnesota
Schedule of Annual Fund Cash Balances
For the Years Ended December 31, 2018 (Actual) and 2019 to 2024 (Estimated)

		2018	2019	2020	2021	2022	2023	2024	
		Actual	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Trend
		Amounts	Amounts	Amounts	Amounts	Amounts	Amounts	Amounts	
GOVERNMENT-TYPE									
General Operations									
101	General	\$ 736,188	\$ 736,188	\$ 736,188	\$ 722,515	\$ 696,916	\$ 661,396	\$ 618,238	●
Special Revenue									
226	Communications	12,518	14,328	15,992	(12,499)	(12,052)	(11,806)	(11,768)	●
227	Recycling	103,391	94,005	94,005	94,005	94,005	94,005	94,005	●
228	TIF District No. 1-2	-	-	-	-	-	-	-	●
	Subtotal	115,909	108,333	109,997	81,506	81,953	82,199	82,237	
Debt Service									
305	2018A GO TIF Revenue Bonds	57,437	25,871	1,307,626	-	-	-	-	●
306	2019A GO Improvement Bonds	-	-	56,894	63,918	70,868	77,674	84,397	●
	Subtotal	57,437	25,871	1,364,520	63,918	70,868	77,674	84,397	
Capital Projects									
401	Capital Improvement	94,727	127,674	55,951	28,511	796	12,804	24,932	●
403	Street Improvement	469,985	436,842	441,210	445,622	275,079	277,829	280,608	●
404	Park Improvement	273,188	275,920	213,679	215,816	217,974	220,154	222,355	●
414	Development	348,100	479,581	454,608	401,198	347,067	292,340	237,010	●
415	Housing Redevelopment	(89,307)	-	-	-	-	-	-	●
416	TIF District No. 1-2	94,624	-	-	-	-	-	-	●
	Subtotal	1,191,317	1,320,017	1,165,448	1,091,147	840,915	803,126	764,905	
	Total - Governmental-type Funds	2,100,851	2,190,409	3,376,154	1,959,087	1,690,652	1,624,395	1,549,777	
BUSINESS-TYPE									
Enterprise Funds									
602	Sewer	964,224	989,691	987,469	870,911	898,475	771,183	787,038	●
603	Storm Water	386,429	403,071	420,018	323,331	346,932	372,088	398,879	●
	Total - Business-type Funds	1,350,653	1,392,762	1,407,488	1,194,241	1,245,407	1,143,271	1,185,917	
	Grand Total - City	\$ 3,451,504	\$ 3,583,171	\$ 4,783,641	\$ 3,153,328	\$ 2,936,059	\$ 2,767,666	\$ 2,735,693	

* Cash balance is anticipated to grow based on market rates.

Trend Indicator

- Adequate for reserve levels
- Adequate as of prior year but balances decrease, watch
- Below targeted reserve levels and should have a plan to address
- The fund has events in the future that need addressing now

City of Lauderdale, Minnesota
 Outstanding Debt Schedule
 For the Years Ended December 31, 2018 (Actual) and 2019 to 2024 (Estimated)

Fund Issue	Original Issue	Issue Date	Maturity Date	Interest Rate	2018		2019		2020		2021		2022		2023		2024	
					Actual Balance	Estimated Balance	Estimated Balance	Estimated Balance	Estimated Balance	Estimated Balance	Estimated Balance	Estimated Balance	Estimated Balance	Estimated Balance	Estimated Balance			
GOVERNMENT-TYPE																		
<i>General Obligation Bonds</i>																		
305	G.O. Tax Increment Revenue Bonds, Series 2018A	5/1/2018	2/1/2021	1.95 %	\$ 1,295,000	\$ 1,295,000	\$ 1,295,000	\$ 1,295,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
306	G.O. Improvement Bonds, Series 2019A	6/26/2019	2/1/1930	1.50 - 3.00	-	1,000,000	1,000,000	800,000	800,000	800,000	800,000	700,000	700,000	700,000	700,000	600,000	600,000	
	<i>Total G.O. Bonds</i>				<u>1,295,000</u>	<u>2,295,000</u>	<u>2,295,000</u>	<u>2,295,000</u>	<u>800,000</u>	<u>800,000</u>	<u>900,000</u>	<u>900,000</u>	<u>800,000</u>	<u>800,000</u>	<u>700,000</u>	<u>700,000</u>	<u>600,000</u>	
	Total All Funds				\$ 1,295,000	\$ 2,295,000	\$ 2,295,000	\$ 2,295,000	\$ 800,000	\$ 800,000	\$ 900,000	\$ 900,000	\$ 800,000	\$ 800,000	\$ 700,000	\$ 700,000	\$ 600,000	
	Population				2,426	2,450	2,475	2,600	2,626	2,652	2,679	2,652	2,679	2,652	2,679	2,652	2,679	
	Debt Per Capita - total				\$ 534	\$ 937	\$ 927	\$ 346	\$ 305	\$ 264	\$ 224	\$ 305	\$ 264	\$ 264	\$ 264	\$ 224	\$ 224	

City of Lauderdale, Minnesota
 Capital Improvement Plan - Capital Improvement 401
 Schedule of Planned Capital Outlay 2019 to 2024

Department	City Accounting Code	Year to Replace	Item	Cost	2019	2020	2021	2022	2023	2024
					Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
Public Works	401-41940-410-45400	2020	Lawn Mower	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -
General Government	401-41940-410-45300	2020	City Hall - replace roof	60,000	-	60,000	-	-	-	-
Public Works	401-41940-410-45300	2020	Replace Public Works Garage Roof	15,000	-	15,000	-	-	-	-
Public Works	401-41940-410-45400	2021	Replace 2001 John Deere Tractor 3520	40,000	-	-	40,000	-	-	-
Public Works	401-41940-410-45400	2022	Replace 2012 Ford F350 Truck and Plow	40,000	-	-	-	40,000	-	-
Public Works	401-41940-410-45400	2026	Replace 2016 Ford F350 Truck and Plow	40,000	-	-	-	-	-	-
					\$ -	\$ 85,000	\$ 40,000	\$ 40,000	\$ -	\$ -

City of Lauderdale, Minnesota
 Capital Improvement Plan - Capital Improvement 401
 Schedule of Projected Revenue, Expenditures and Debt

	Capital Project Fund Projected Activity						
	2018 Actual	2019 Estimated	2020 Estimated	2021 Estimated	2022 Estimated	2023 Estimated	2024 Estimated
Revenues							
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on investments	1,765	947	1,277	560	285	8	128
Intergovernmental revenue	-	-	-	-	-	-	-
Miscellaneous	52,300	-	-	-	-	-	-
Total Revenues	<u>54,065</u>	<u>947</u>	<u>1,277</u>	<u>560</u>	<u>285</u>	<u>8</u>	<u>128</u>
Expenditures							
Capital outlay	28,873	-	85,000	40,000	40,000	-	-
Total Expenditures	<u>28,873</u>	<u>-</u>	<u>85,000</u>	<u>40,000</u>	<u>40,000</u>	<u>-</u>	<u>-</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>25,192</u>	<u>947</u>	<u>(83,723)</u>	<u>(39,440)</u>	<u>(39,715)</u>	<u>8</u>	<u>128</u>
Other Financing Sources (Uses)							
Transfers in	-	32,000	12,000	12,000	12,000	12,000	12,000
Transfer out	-	-	-	-	-	-	-
Bond proceeds	-	-	-	-	-	-	-
Sale of Fixed Asset	-	-	-	-	-	-	-
Total Other Financing Sources	<u>-</u>	<u>32,000</u>	<u>12,000</u>	<u>12,000</u>	<u>12,000</u>	<u>12,000</u>	<u>12,000</u>
Net Change in Fund Balances	<u>25,192</u>	<u>32,947</u>	<u>(71,723)</u>	<u>(27,440)</u>	<u>(27,715)</u>	<u>12,008</u>	<u>12,128</u>
Cash Balances January 1	<u>69,535</u>	<u>94,727</u>	<u>127,674</u>	<u>55,951</u>	<u>28,511</u>	<u>796</u>	<u>12,804</u>
Cash Balances, December 31	<u>\$ 94,727</u>	<u>\$ 127,674</u>	<u>\$ 55,951</u>	<u>\$ 28,511</u>	<u>\$ 796</u>	<u>\$ 12,804</u>	<u>\$ 24,932</u>

City of Lauderdale, Minnesota
 Capital Improvement Plan - Street Improvement 403
 Schedule of Planned Capital Outlay 2019 to 2024

Department	City Accounting Code	Year to Replace	Item	Cost	2019	2020	2021	2022	2023	2024
					Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
Public Works	403-43121-430-45300	2019	Roselawn & Eustis Street Reconstruction	\$ 2,600,350	\$ 2,600,350	\$ -	\$ -	\$ -	\$ -	\$ -
Public Works	403-43121-430-45300	2022	Sealcoating - all City streets	175,000	-	-	-	175,000	-	-
Public Works	403-43121-430-45300	2028	Mill and Overlay - all City streets	2,200,000	-	-	-	-	-	-
					<u>\$ 2,600,350</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 175,000</u>	<u>\$ -</u>	<u>\$ -</u>

City of Lauderdale, Minnesota
 Capital Improvement Plan - Street Improvement 403
 Schedule of Projected Revenue, Expenditures and Debt

Capital Project Fund Projected Activity							
	2018	2019	2020	2021	2022	2023	2024
	Actual	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
Revenues							
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on investments	7,391	16,777	4,368	4,412	4,456	2,751	2,778
Intergovernmental revenue	16,447	85,700	-	-	-	-	-
Miscellaneous	42,350	1,490,138	-	-	-	-	-
Total Revenues	<u>66,188</u>	<u>1,592,615</u>	<u>4,368</u>	<u>4,412</u>	<u>4,456</u>	<u>2,751</u>	<u>2,778</u>
Expenditures							
Capital outlay	49,073	2,600,350	-	-	175,000	-	-
Total Expenditures	<u>49,073</u>	<u>2,600,350</u>	<u>-</u>	<u>-</u>	<u>175,000</u>	<u>-</u>	<u>-</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>17,115</u>	<u>(1,007,735)</u>	<u>4,368</u>	<u>4,412</u>	<u>(170,544)</u>	<u>2,751</u>	<u>2,778</u>
Other Financing Sources (Uses)							
Transfers in	-	-	-	-	-	-	-
Transfer out	-	-	-	-	-	-	-
Bond proceeds	-	974,592	-	-	-	-	-
Sale of Fixed Asset	-	-	-	-	-	-	-
Total Other Financing Sources	<u>-</u>	<u>974,592</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balances	<u>17,115</u>	<u>(33,143)</u>	<u>4,368</u>	<u>4,412</u>	<u>(170,544)</u>	<u>2,751</u>	<u>2,778</u>
Cash Balances January 1	<u>452,870</u>	<u>469,985</u>	<u>436,842</u>	<u>441,210</u>	<u>445,622</u>	<u>275,079</u>	<u>277,829</u>
Cash Balances, December 31	<u>\$ 469,985</u>	<u>\$ 436,842</u>	<u>\$ 441,210</u>	<u>\$ 445,622</u>	<u>\$ 275,079</u>	<u>\$ 277,829</u>	<u>\$ 280,608</u>

City of Lauderdale, Minnesota
 Capital Improvement Plan - Park Improvement 404
 Schedule of Planned Capital Outlay 2019 to 2024

Department	City Accounting Code	Year to Replace	Item	Cost	2019	2020	2021	2022	2023	2024
					Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
Parks	404-45200-450-45300	2020	Skyview Park Improvements	\$ 60,000	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -
Parks	404-45200-450-45300	2020	Community Park Improvements	5,000	-	5,000	-	-	-	-
Parks	404-45200-450-45300	2020	Skyview Park Improvements (pending revenue)	100,000	-	100,000	-	-	-	-
					<u>\$ -</u>	<u>\$ 165,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Lauderdale, Minnesota
 Capital Improvement Plan - Park Improvement 404
 Schedule of Projected Revenue, Expenditures and Debt

	Capital Project Fund Projected Activity						
	2018 Actual	2019 Estimated	2020 Estimated	2021 Estimated	2022 Estimated	2023 Estimated	2024 Estimated
Revenues							
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on investments	4,412	2,732	2,759	2,137	2,158	2,180	2,202
Intergovernmental revenue	-	-	100,000	-	-	-	-
Miscellaneous (park dedication)	-	-	-	-	-	-	-
Total Revenues	<u>4,412</u>	<u>2,732</u>	<u>102,759</u>	<u>2,137</u>	<u>2,158</u>	<u>2,180</u>	<u>2,202</u>
Expenditures							
Capital outlay	695	-	165,000	-	-	-	-
Total Expenditures	<u>695</u>	<u>-</u>	<u>165,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>3,717</u>	<u>2,732</u>	<u>(62,241)</u>	<u>2,137</u>	<u>2,158</u>	<u>2,180</u>	<u>2,202</u>
Other Financing Sources (Uses)							
Transfers in	-	-	-	-	-	-	-
Transfer out	-	-	-	-	-	-	-
Bond proceeds	-	-	-	-	-	-	-
Sale of Fixed Asset	-	-	-	-	-	-	-
Total Other Financing Sources	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balances	<u>3,717</u>	<u>2,732</u>	<u>(62,241)</u>	<u>2,137</u>	<u>2,158</u>	<u>2,180</u>	<u>2,202</u>
Cash Balances January 1	269,471	273,188	275,920	213,679	215,816	217,974	220,154
Cash Balances, December 31	<u>\$ 273,188</u>	<u>\$ 275,920</u>	<u>\$ 213,679</u>	<u>\$ 215,816</u>	<u>\$ 217,974</u>	<u>\$ 220,154</u>	<u>\$ 222,355</u>

City of Lauderdale, Minnesota
 Capital Improvement Plan - Development 414
 Schedule of Planned Capital Outlay 2019 to 2024

Department	City Accounting Code	Year to Replace	Item	Cost	2019	2020	2021	2022	2023	2024
					Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
No projects identified at this time					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Historically, resources for development in Fund 414 have been accumulated through conduit debt fees and transfers from the General Fund.
 The cash in this fund will be used to fund the annual levy requirements on the 2019A debt service.

City of Lauderdale, Minnesota
 Capital Improvement Plan - Development 414
 Schedule of Projected Revenue, Expenditures and Debt

Capital Project Fund Projected Activity							
	2018	2019	2020	2021	2022	2023	2024
	Actual	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
Revenues							
Property taxes	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Interest on investments	4,711	3,481	4,796	4,546	4,012	3,471	2,923
Intergovernmental revenue	-	-	-	-	-	-	-
Miscellaneous	15,110	90,000	-	-	-	-	-
Total Revenues	19,821	93,481	4,796	14,546	14,012	13,471	12,923
Expenditures							
Capital outlay	17,353	-	-	-	-	-	-
Total Expenditures	17,353	-	-	-	-	-	-
Excess (Deficiency) of Revenues Over (Under) Expenditures	2,468	93,481	4,796	14,546	14,012	13,471	12,923
Other Financing Sources (Uses)							
Transfers in	38,000	38,000	38,000	-	-	-	-
Transfer out	(80,318)	-	(67,769)	(67,956)	(68,143)	(68,198)	(68,253)
Bond proceeds	-	-	-	-	-	-	-
Sale of Fixed Asset	-	-	-	-	-	-	-
Total Other Financing Sources	(42,318)	38,000	(29,769)	(67,956)	(68,143)	(68,198)	(68,253)
Net Change in Fund Balances	(39,850)	131,481	(24,973)	(53,410)	(54,131)	(54,727)	(55,330)
Cash Balances January 1	387,950	348,100	479,581	454,608	401,198	347,067	292,340
Cash Balances, December 31	\$ 348,100	\$ 479,581	\$ 454,608	\$ 401,198	\$ 347,067	\$ 292,340	\$ 237,010

City of Lauderdale, Minnesota
 Capital Improvement Plan - Housing Redevelopment 415
 Schedule of Planned Capital Outlay 2019 to 2024

Department	City Accounting Code	Year to Replace	Item	Cost	2019	2020	2021	2022	2023	2024
					Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
No projects identified at this time					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Lauderdale, Minnesota
 Capital Improvement Plan - Housing Redevelopment 415
 Schedule of Projected Revenue, Expenditures and Debt

Capital Project Fund Projected Activity							
	2018	2019	2020	2021	2022	2023	2024
	Actual	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
Revenues							
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on investments	-	-	-	-	-	-	-
Intergovernmental revenue	-	-	-	-	-	-	-
Miscellaneous	-	89,307	-	-	-	-	-
Total Revenues	-	89,307	-	-	-	-	-
Expenditures							
Capital outlay	1,308	-	-	-	-	-	-
Total Expenditures	1,308	-	-	-	-	-	-
Excess (Deficiency) of Revenues Over (Under) Expenditures	(1,308)	89,307	-	-	-	-	-
Other Financing Sources (Uses)							
Transfers in	80,318	-	-	-	-	-	-
Transfer out	-	-	-	-	-	-	-
Bond proceeds	-	-	-	-	-	-	-
Sale of Fixed Asset	-	-	-	-	-	-	-
Total Other Financing Sources	80,318	-	-	-	-	-	-
Net Change in Fund Balances	79,010	89,307	-	-	-	-	-
Cash Balances January 1	(168,317)	(89,307)	-	-	-	-	-
Cash Balances, December 31	\$ (89,307)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Lauderdale, Minnesota
 Capital Improvement Plan - TIF District No. 1-2 416
 Schedule of Planned Capital Outlay 2019 to 2024

Department	City Accounting Code	Year to Replace	Item	Cost	2019	2020	2021	2022	2023	2024
					Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
Economic Development	416-46500-462-45300	2019	Purchase, rehab and sell school building	\$ 94,624	\$ 94,624	\$ -	\$ -	\$ -	\$ -	\$ -
					<u>\$ 94,624</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Lauderdale, Minnesota
 Capital Improvement Plan - TIF District No. 1-2 416
 Schedule of Projected Revenue, Expenditures and Debt

	Capital Project Fund Projected Activity						
	2018 Actual	2019 Estimated	2020 Estimated	2021 Estimated	2022 Estimated	2023 Estimated	2024 Estimated
Revenues							
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on investments	1,061	-	-	-	-	-	-
Intergovernmental revenue	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-
Total Revenues	<u>1,061</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures							
Capital outlay	8,466	94,624	-	-	-	-	-
Total Expenditures	<u>8,466</u>	<u>94,624</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>(7,405)</u>	<u>(94,624)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources (Uses)							
Transfers in	-	-	-	-	-	-	-
Transfer out	(4,005)	-	-	-	-	-	-
Bond proceeds	1,202,167	-	-	-	-	-	-
Sale of Fixed Asset	-	-	-	-	-	-	-
Total Other Financing Sources	<u>1,198,162</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Change in Fund Balances	<u>1,190,757</u>	<u>(94,624)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Cash Balances January 1	<u>(1,096,133)</u>	<u>94,624</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Cash Balances, December 31	<u>\$ 94,624</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Lauderdale, Minnesota
 Capital Improvement Plan - Sewer 602
 Schedule of Planned Capital Outlay 2019 to 2024

Department	City Accounting Code	Year to Replace	Item	Cost	2019	2020	2021	2022	2023	2024
					Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
Public Works	602-49450-000-45300	2020	Como Sewer Project	\$ 40,000	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -
Public Works	602-49450-000-45300	2021	Sewer Lining Project	150,000	-	-	150,000	-	-	-
Public Works	602-49450-000-45300	2023	Sewer Lining Project	150,000	-	-	-	-	150,000	-
					\$ -	\$ 40,000	\$ 150,000	\$ -	\$ 150,000	\$ -

City of Lauderdale, Minnesota
 Capital Improvement Plan - Sewer 602
 Statement of Cash Flows

Enterprise Fund Projected Activity

	2018	2019	2020	2021	2022	2023	2024
	Actual	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
Cash Flows from Operating Activities							
Receipts from customers and users	\$ 283,213	\$ 291,709	\$ 300,461	\$ 309,474	\$ 318,759	\$ 328,321	\$ 338,171
Payments to suppliers and employees	(241,795)	(253,885)	(266,579)	(279,908)	(293,903)	(308,599)	(324,028)
Net Cash Provided (Used) by Operating Activities	<u>41,418</u>	<u>37,825</u>	<u>33,882</u>	<u>29,567</u>	<u>24,855</u>	<u>19,723</u>	<u>14,143</u>
Cash Flows from Noncapital Financing Activities							
Transfers in	-	-	-	-	-	-	-
Transfers out	-	(22,000)	(6,000)	(6,000)	(6,000)	(6,000)	(6,000)
Net Cash Provided (Used) by Noncapital Financing Activities	<u>-</u>	<u>(22,000)</u>	<u>(6,000)</u>	<u>(6,000)</u>	<u>(6,000)</u>	<u>(6,000)</u>	<u>(6,000)</u>
Cash Flows from Capital and Related Financing Activities							
Acquisition of capital assets	(122,418)	-	(40,000)	(150,000)	-	(150,000)	-
Intergovernmental revenue	-	-	-	-	-	-	-
Proceeds from bonds	-	-	-	-	-	-	-
New principal and Interest paid on debt	-	-	-	-	-	-	-
Existing principal on debt	-	-	-	-	-	-	-
Existing interest on debt	-	-	-	-	-	-	-
Net Cash Used by Capital and Related Financing Activities	<u>(122,418)</u>	<u>-</u>	<u>(40,000)</u>	<u>(150,000)</u>	<u>-</u>	<u>(150,000)</u>	<u>-</u>
Cash Flows From Investing Activities							
Investment earnings	16,380	9,642	9,897	9,875	8,709	8,985	7,712
Net Increase (Decrease) in Cash and Cash Equivalents	<u>(64,620)</u>	<u>25,467</u>	<u>(2,221)</u>	<u>(116,559)</u>	<u>27,565</u>	<u>(127,292)</u>	<u>15,855</u>
Cash and Cash Equivalents, January 1	<u>1,028,844</u>	<u>964,224</u>	<u>989,691</u>	<u>987,469</u>	<u>870,911</u>	<u>898,475</u>	<u>771,183</u>
Cash and Cash Equivalents, December 31	<u>\$ 964,224</u>	<u>\$ 989,691</u>	<u>\$ 987,469</u>	<u>\$ 870,911</u>	<u>\$ 898,475</u>	<u>\$ 771,183</u>	<u>\$ 787,038</u>

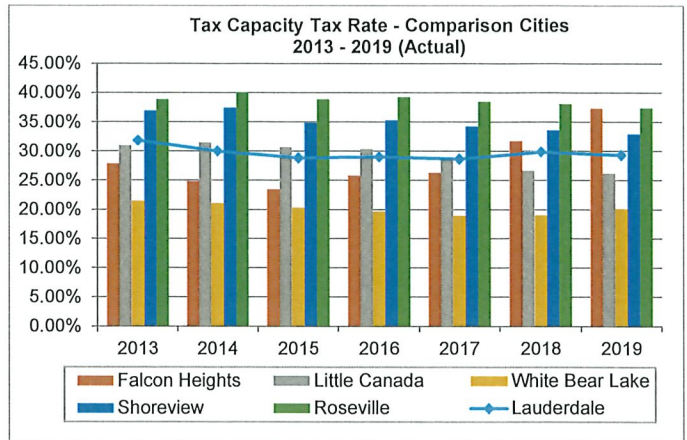
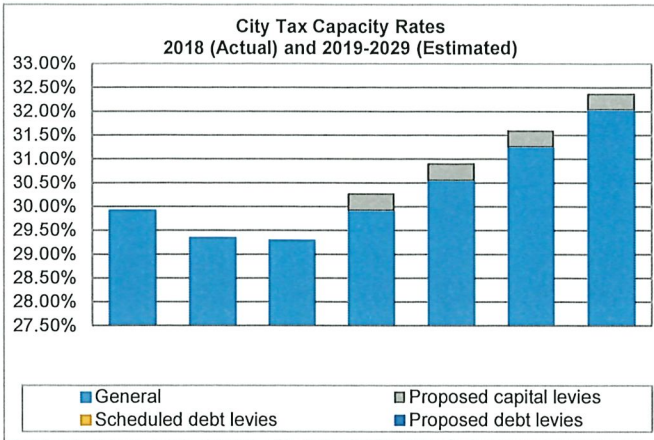
City of Lauderdale, Minnesota
 Capital Improvement Plan - Storm Water 603
 Schedule of Planned Capital Outlay 2019 to 2024

Department	City Accounting Code	Year to Replace	Item	Cost	2019	2020	2021	2022	2023	2024
					Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts	Estimated Amounts
Public Works	603-49500-000-45300	2020	Invasive Species Management	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -
Public Works	603-49500-000-45300	2021	Seminary Pond Project	120,000	-	-	120,000	-	-	-
					<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 120,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

City of Lauderdale, Minnesota
 Capital Improvement Plan - Storm Water 603
 Statement of Cash Flows

	Enterprise Fund Projected Activity						
	2018 Actual	2019 Estimated	2020 Estimated	2021 Estimated	2022 Estimated	2023 Estimated	2024 Estimated
Cash Flows from Operating Activities							
Receipts from customers and users	\$ 113,436	\$ 119,108	\$ 125,063	\$ 131,316	\$ 137,882	\$ 144,776	\$ 152,015
Payments to suppliers and employees	(91,743)	(96,330)	(101,147)	(106,204)	(111,514)	(117,090)	(122,944)
Net Cash Provided (Used) by Operating Activities	<u>21,693</u>	<u>22,778</u>	<u>23,917</u>	<u>25,112</u>	<u>26,368</u>	<u>27,686</u>	<u>29,071</u>
Cash Flows from Noncapital Financing Activities							
Transfers in	-	-	-	-	-	-	-
Transfers out	-	(10,000)	(6,000)	(6,000)	(6,000)	(6,000)	(6,000)
Net Cash Provided (Used) by Noncapital Financing Activities	<u>-</u>	<u>(10,000)</u>	<u>(6,000)</u>	<u>(6,000)</u>	<u>(6,000)</u>	<u>(6,000)</u>	<u>(6,000)</u>
Cash Flows from Capital and Related Financing Activities							
Acquisition of capital assets	-	-	(5,000)	(120,000)	-	-	-
Intergovernmental revenue	-	-	-	-	-	-	-
Proceeds from bonds	-	-	-	-	-	-	-
New principal and interest paid on debt	-	-	-	-	-	-	-
Existing principal on debt	-	-	-	-	-	-	-
Existing interest on debt	-	-	-	-	-	-	-
Net Cash Used by Capital and Related Financing Activities	<u>-</u>	<u>-</u>	<u>(5,000)</u>	<u>(120,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Cash Flows From Investing Activities							
Investment earnings	6,085	3,864	4,031	4,200	3,233	3,469	3,721
Net Increase (Decrease) in Cash and Cash Equivalents	<u>27,778</u>	<u>16,642</u>	<u>16,947</u>	<u>(96,687)</u>	<u>23,601</u>	<u>25,156</u>	<u>26,792</u>
Cash and Cash Equivalents, January 1	<u>358,651</u>	<u>386,429</u>	<u>403,071</u>	<u>420,018</u>	<u>323,331</u>	<u>346,932</u>	<u>372,088</u>
Cash and Cash Equivalents, December 31	<u>\$ 386,429</u>	<u>\$ 403,071</u>	<u>\$ 420,018</u>	<u>\$ 323,331</u>	<u>\$ 346,932</u>	<u>\$ 372,088</u>	<u>\$ 398,879</u>

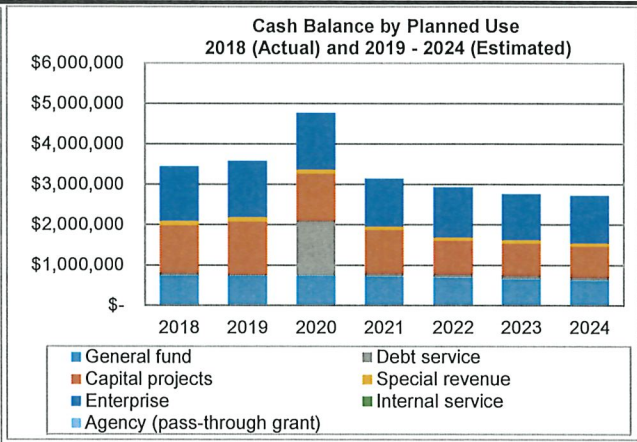
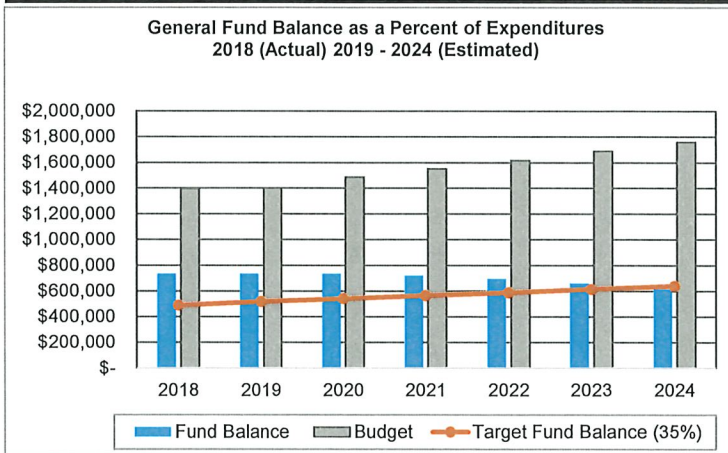
Tax Rates



Tax Rates:

Tax rates are a function of the levy and total tax base. The city tax rate is computed by dividing the city levy by the taxable tax capacity. Future tax rates are based on the assumption of 3.5% growth in tax capacity (see Assumptions). Comparable communities are provided for reference.

General Fund Operations and All Funds Cash Balances



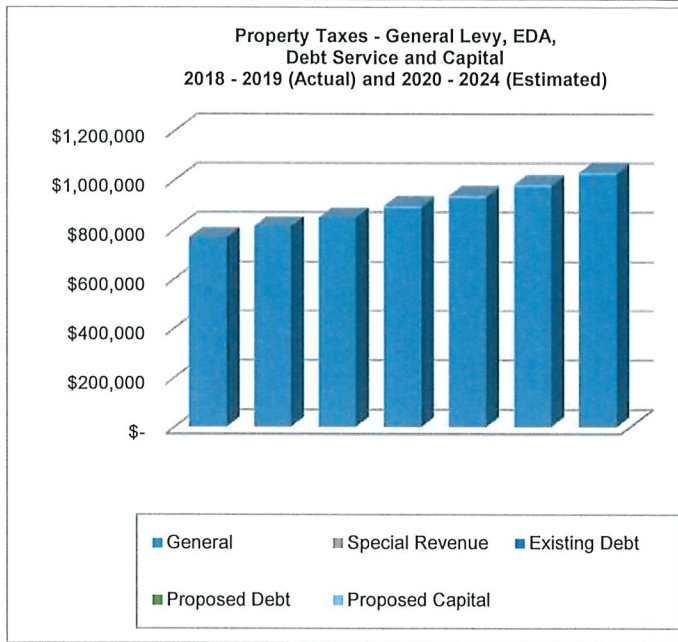
General Fund Balance as a Percent of Revenue:

The General fund fund balance should be maintained at a level to provide for adequate working capital reserves. The MN State Auditor recommends a 35-50% reserve. As the expenditure budget grows, the required reserve should increase accordingly. The City can build to this target by adding to contingency each year. This can be accomplished by reducing expenditures and maintaining the same level of revenue or increasing tax levy.

Cash Balance by Planned Use (000's):

The balances represented in this graph are categorized by the planned use and/or limitations determined by statute.

Property Taxes by Type



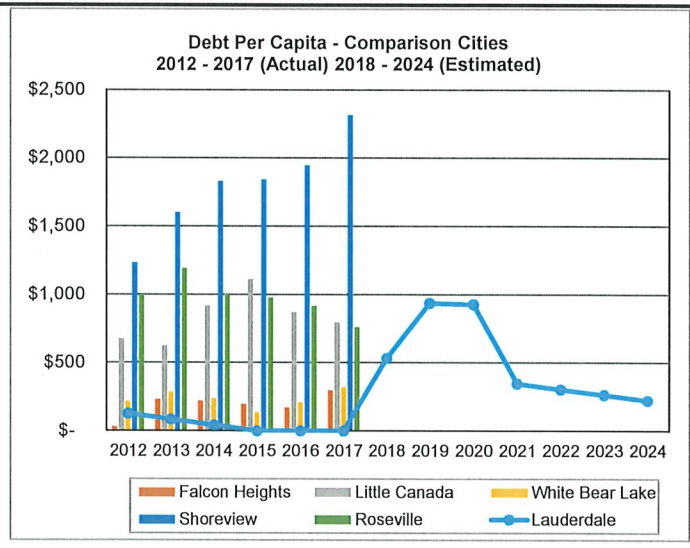
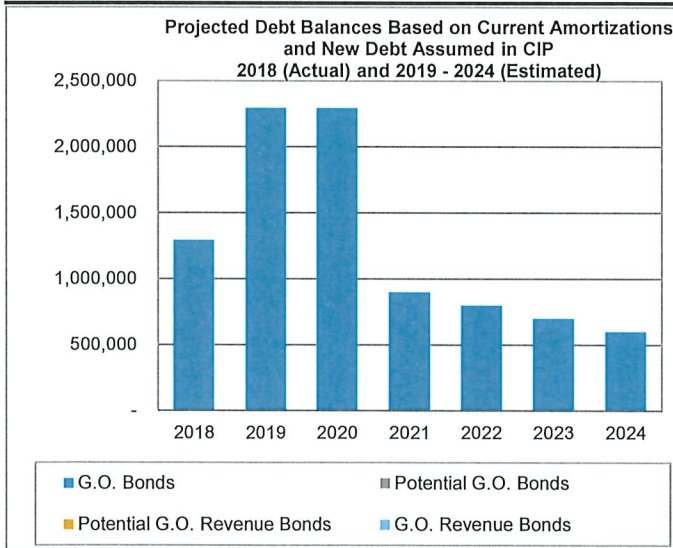
Percent of Property Taxes - General Levy and Bonds

This graph highlights the percent of levy by planned use. Increases in the levy are primarily attributed to the growth in scheduled and proposed debt levies as well as growth in the City's General levy. The overall city tax burden for a \$186,600 house in 2018 is shown in the graph on the right.

Projected City Tax Impact - 2018 \$183,600 home

The overall property tax levy for an average valued house is highlighted above.

Debt



Debt Balances

The projected debt portfolio includes anticipated payoff of the 2018A bonds (issued for the school site) in 2020. As you can see from the chart on the right, the 2018A Tax Increment Bonds for the school site project will temporarily increase the City's overall debt portfolio, however; they are anticipated to be paid off by 2020.

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date January 14, 2020

ITEM NUMBER Performance Evaluation

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The Council evaluated my job performance in January 2019 and my employment agreement was renewed through the end of 2020 with an automatic two-year extension (through the end of 2022) if neither side provided notice of their intent to terminate the contract.

I think the open discussion evaluation format has worked in the past. I am happy to talk to Councilors in advance of the meeting as well.

OPTIONS:

STAFF RECOMMENDATION: