

LAUDERDALE CITY COUNCIL MEETING AGENDA
7:30 P.M. TUESDAY, MAY 12, 2020

Due to the coronavirus, city council meetings will be held remotely until the City Council rescinds the emergency declaration. The public may monitor the meeting on Lauderdale's public access channel 16 for cable subscribers or online at

<https://www.ctvnorthsuburbs.org/your-city/lauderdale/>. To make public comment during the meeting, use <https://us02web.zoom.us/j/85186582887?pwd=bVV5ODFzQkFzOXRKSFFDQStRNDU3QT09> with Password: 352808 or call 1-301-715-8592 with webinar ID: 851 8658 2887.

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 April 28, 2020 City Council Meeting
 - c. Claims Totaling \$89,975.27
4. **CONSENT**
 - a. March Financial Report
 - b. First Quarter Investment Report
5. **SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**
6. **INFORMATIONAL PRESENTATIONS / REPORTS**
 - a. Ashley Shiwarski, Director of Business Development for Utility Service Partners, Inc., a Service Line Warranty Program of the National League of Cities
 - b. City Council Updates
7. **PUBLIC HEARINGS**

Public hearings are conducted so that the public affected by a proposal may have input into the decision. During hearings all affected residents will be given an opportunity to speak pursuant to the Robert's Rules of Order and the standing rules of order and business of the City Council.

 - a. Permit Application for a Bee Hive at 1924 Walnut Street
8. **DISCUSSION / ACTION ITEM**

9. ITEMS REMOVED FROM THE CONSENT AGENDA

10. ADDITIONAL ITEMS

11. SET AGENDA FOR NEXT MEETING

- a. Quotation from Midwest Playscapes for the Purchase of Playground Equipment for Skyview Park
- b. Katie Engman of Association for Nonsmokers-MN

12. WORK SESSION

- a. Community Development and Coronavirus Impacts Update
- b. 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.

13. ADJOURNMENT

LAUDERDALE CITY COUNCIL
MEETING MINUTES
HELD REMOTELY VIA TELECONFERENCE

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April 28, 2020

Call to Order

Mayor Gaasch called the Regular City Council meeting to order at 7:31 p.m.

Roll Call

Councilors present: Andi Moffatt, Jeff Dains, Roxanne Grove, Kelly Dolphin, 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. Mayor Gaasch stated that she was moving the Community Development Update ahead of the public input portion of the agenda. Councilor Dains asked for an update on the budgetary impact of the coronavirus. There being nothing else, Councilor Dains 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 April 14, 2020 city council meeting. There being none, Councilor Grove moved and seconded by Councilor Dolphin to approve the minutes of the April 14, 2020 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 \$22,764.03. Motion carried unanimously.

Consent

Councilor Grove moved and seconded by Councilor Dains to approve the Consent Agenda thereby acknowledging the February Financial Report. Motion carried unanimously.

Informational Presentations/Reports

A. Update by Ling Becker, Director of Ramsey County Workforce Solutions

Ling is part of the County's Economic Growth and Community Investment Service Team; her team is working towards the County's goals to strengthen well-being, cultivate prosperity, enhance opportunity, and model accountability. Ling Becker delivered an online PowerPoint presentation highlighting programs for Ramsey County job seekers and businesses. Of special note, the County is working with private and public organizations to create a new job board that will be available soon. They also will be shifting priorities to help address job losses due to the coronavirus.

B. City Council Updates

LAUDERDALE CITY COUNCIL
MEETING MINUTES
HELD REMOTELY VIA TELECONFERENCE

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April 28, 2020

Councilor Dains stated that Metro Mobility is offering free food delivery services to those who are eligible. Councilor Moffatt shared that the Suburban Rate Authority met last week for their

Quarterly meeting. Mayor Gaasch added that the Minnesota Mayors Association and the Regional Council of Mayors have been discussing constructive ways of dealing with the pandemic. Finally, Councilor Dolphin added that the Ramsey County Jail is releasing non-violent offenders, not holding juvenile detainees, and avoiding issuing warrants during this time.

Set Agenda for Next Meeting

Administrator Butkowski stated that the May 12 council meeting may include a quotation from Midwest Playscapes for the purchase of playground equipment for Skyview Park, and a presentation from Ashley Shiwarski of the National League of Cities HomeServe program.

Work Session

A. Community Development Updates

Butkowski mentioned that Ramsey County Elections is currently working on options for the primary and general elections if the legislature doesn't approve absentee voting by mail for everyone. Ramsey County plans to promote absentee voting through a multi-media campaign. Staff has already started a similar effort in the recent newsletter to let residents know that everyone can absentee vote already.

Butkowski continued by stating that the Luther Seminary Pond project is moving ahead. Recently, staff met with representatives of Greenway Village Apartments, Lauderdale Hollows Apartments, and Luther Seminary to discuss site access and easement agreements. A future meeting is planned with members of the Rosehill Townhome Association to discuss a permanent easement for the portion of the eroding ravine that needs stabilizing. The city/county project partners will review the agreement soon and finalize plans before the bid is released.

Butkowski shared that MnDOT removed diseased ash trees near Skyview Park. The City will remove five small, diseased ash trees before the installation of playground equipment. City staff is confirming with MnDOT staff that we can install playground surfacing up to the fence line.

Bob Jacobson, 1747 Carl Street, asked about the loud explosions on April 27. The officer on duty warned the resident about lighting illegal fireworks.

Butkowski stated that the planning consultant and city attorney will prepare a schedule for processing Real Estate Equities' land use applications even though bond markets are in a state of flux due to the pandemic. That is expected to resolve soon.

Butkowski said that rental-housing license applications were sent out the previous week. Inspections will not occur until the stay-at-home order is lifted. As single-family homes and apartments don't allow for social distancing, owners have been told that tenants may not be in the units at time of inspection.

LAUDERDALE CITY COUNCIL
MEETING MINUTES
HELD REMOTELY VIA TELECONFERENCE

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April 28, 2020

Butkowski asked the Council whether they would allow Diane Galvin's bee hive permit application to proceed to the public hearing as she is not able to make physical contact with the neighbors who have yet to respond, and for which phone numbers were unavailable. If the Council agrees, staff would send notice of the public hearing to all neighbors within 100 feet, whether or not they have already responded.

Butkowski suggested that social room and park reservations should not be accepted for the month of May and possibly the summer. She reasoned that it does not make sense to accept applications for group use until the governor removes the restrictions on gatherings. Staff will add the topic to a future agenda.

Butkowski continued on the topic of city finances and Ramsey County's policy allowing non-escrow homeowners to defer paying their first half property taxes. Butkowski said the deferred tax payments would not be an issue as the City has adequate reserves to manage cash flow. There would be a financial impact if the legislature unallotted local government aid. To date, the governor has said he plans to protect that as it funds public safety.

Roseville resident Dave Borgman e-mailed the Council regarding group use at Community Park, especially around the basketball courts. The Council affirmed their belief that park facilities should remain closed.

B. Opportunity for the Public to Address the City Council

Mayor Gaasch opened the floor to anyone that had comments or questions for the Council.

Gary Brandenburg and Leslie Kratz, 1773 Carl Street, shared their support for Diane Galvin's beehive application with the Council. They own the property where the hive is proposed. They also shared their support for park amenities remaining closed.

As there were no additional parties interested in speaking, Mayor Gaasch closed the floor.

Adjournment

Councilor Moffatt moved and seconded by Councilor Dolphin to adjourn the meeting at 9:13 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: May 12, 2020
Subject: List of Claims

The claims totaling \$89,975.27 are provided for City Council review and approval that includes check numbers 26887 to 26904.

Accounts Payable

Checks by Date - Detail by Check Date

User: MILES.CLINE
 Printed: 5/8/2020 4:27 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	43	Public Employees Retirement Association	05/01/2020	
		PR Batch 50900.05.2020 PERA Coordinated	PR Batch 50900.05.2020 PER	1,170.76
		PR Batch 50900.05.2020 PERA Coordinated	PR Batch 50900.05.2020 PER	1,014.66
Total for this ACH Check for Vendor 43:				2,185.42
ACH	44	Minnesota Department of Revenue	05/01/2020	
		PR Batch 50900.05.2020 State Income Tax	PR Batch 50900.05.2020 Stat	648.76
Total for this ACH Check for Vendor 44:				648.76
ACH	45	ICMA Retirement Corporation	05/01/2020	
		PR Batch 50900.05.2020 Deferred Comp	PR Batch 50900.05.2020 Defe	1,073.71
		PR Batch 50900.05.2020 Deferred Comp	PR Batch 50900.05.2020 Defe	1,658.68
Total for this ACH Check for Vendor 45:				2,732.39
ACH	46	Internal Revenue Service	05/01/2020	
		PR Batch 50900.05.2020 Medicare Employer Po	PR Batch 50900.05.2020 Mec	245.91
		PR Batch 50900.05.2020 Medicare Employee Pc	PR Batch 50900.05.2020 Mec	245.91
		PR Batch 50900.05.2020 FICA Employee Portio	PR Batch 50900.05.2020 FIC.	1,051.47
		PR Batch 50900.05.2020 FICA Employer Portio	PR Batch 50900.05.2020 FIC.	1,051.47
		PR Batch 50900.05.2020 Federal Income Tax	PR Batch 50900.05.2020 Fed	1,680.45
Total for this ACH Check for Vendor 46:				4,275.21
Total for 5/1/2020:				9,841.78
26887	13 7788	8th Day Landscaping LLC April 2020 Snow Removal	05/12/2020	645.00
Total for Check Number 26887:				645.00
26888	184 052020 052020	Cintas May Uniforms May Uniforms	05/12/2020	11.03 11.03
Total for Check Number 26888:				22.06
26889	33 052020	City of Falcon Heights April Fire Calls	05/12/2020	2,746.08
Total for Check Number 26889:				2,746.08
26890	36 0228917	City of Roseville May IT Services	05/12/2020	1,488.00
Total for Check Number 26890:				1,488.00
26891	29	City of St Anthony	05/12/2020	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	3932	May Police Services		62,255.92
			Total for Check Number 26891:	62,255.92
26892	223 10387723173	Dell Marketing LP Surface Tablet	05/12/2020	1,217.46
			Total for Check Number 26892:	1,217.46
26893	19 83362	Ehlers and Associates Inc Continuing Disclosure Fee	05/12/2020	750.00
			Total for Check Number 26893:	750.00
26894	61 MN00481	Gopher State One Call April 2020 Locates	05/12/2020	48.60
			Total for Check Number 26894:	48.60
26895	134 00100	Katrina Joseph April Legal Services	05/12/2020	925.00
			Total for Check Number 26895:	925.00
26896	72 3747	Justin Francis LLC Lauderdale Shirts	05/12/2020	926.60
			Total for Check Number 26896:	926.60
26897	84 052020	North Star Bank Cardmember Services COVID-19 Sign Making Materials	05/12/2020	101.98
			Total for Check Number 26897:	101.98
26898	47	Public Employees Insurance Program PR Batch 50900.05.2020 Dental PR Batch 50900.05.2020 Health Insurance	05/12/2020 PR Batch 50900.05.2020 Den PR Batch 50900.05.2020 Hea	116.10 2,212.80
			Total for Check Number 26898:	2,328.90
26899	80 003227	Sam's Club Motor Oil	05/12/2020	85.92
			Total for Check Number 26899:	85.92
26900	81 052020 052020 052020	St Paul Regional Water Service 1915 Walnut St 1891 Walnut St 1885 Fulham St	05/12/2020	23.55 66.15 47.43
			Total for Check Number 26900:	137.13
26901	26 1623010 1623011 1653301 1653302	Stantec Consulting Services Inc 2019 Street Improvements 2020 Como Sewer Project I/I Report and Seminary Pond Project 2019 Street Improvements	05/12/2020	1,172.75 250.50 542.75 411.75
			Total for Check Number 26901:	2,377.75
26902	4 18935 18935	The Neighborhood Recycling Company Inc April Multi-Family Recycling Unit April Single Unit Dwelling	05/12/2020	397.44 2,862.72

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 26902:	3,260.16
26903	3 412865958	US National Equipment Finance Inc Copier Contract	05/12/2020	176.00
			Total for Check Number 26903:	176.00
26904	74 682945459 682953175 683260967 683260967 683260967 683260967 683272586 683326816	Xcel Energy Larpenteur Bridge Lights 2430 Larpenteur Avenue W 1917 Walnut Street 1885 Fulham Street 1885 Fulham Street 1917 Walnut Street April Street Lighting Larpenteur Avenue	05/12/2020	28.96 18.45 34.73 29.41 29.61 38.24 417.65 43.88
			Total for Check Number 26904:	640.93
			Total for 5/12/2020:	80,133.49
			Report Total (22 checks):	89,975.27

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date May 12, 2020
ITEM NUMBER March 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 March 2020.

OPTIONS:

STAFF RECOMMENDATION:

By approving the consent agenda, the Council acknowledges the city's financial report for March 2020.

General Ledger

Cash Balances



User: heather.butkowski
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 Period 03 - 03
 Fiscal Year 2020

Description	Account	Beg Bal	MTD Debit	MTD Credit	Current Balance
Cash	101-00000-000-10100	-2,981,641.50	125,058.86	127,016.62	-2,983,599.26
Change Fund	101-00000-000-10300	100.00	0.00	0.00	100.00
Cash	226-00000-000-10100	14,019.84	665.92	1,279.96	13,405.80
Cash	227-00000-000-10100	86,536.66	96.82	5,108.55	81,524.93
Cash	305-00000-000-10100	12,938.01	0.00	0.00	12,938.01
Cash	306-00000-000-10100	95,567.90	113.63	0.00	95,681.53
Cash	401-00000-000-10100	158,076.71	187.95	0.00	158,264.66
Cash	403-00000-000-10100	554,226.42	655.14	3,228.00	551,653.56
Cash	404-00000-000-10100	277,272.76	86,682.23	0.00	363,954.99
Cash	414-00000-000-10100	391,153.46	2,953.04	0.00	394,106.50
Cash	416-00000-000-10100	94,494.02	0.00	0.00	94,494.02
Cash	602-00000-000-10100	1,011,187.21	48,126.33	19,800.93	1,039,512.61
Cash	603-00000-000-10100	410,545.98	14,395.48	5,986.50	418,954.96
Current Assets		124,477.47	278,935.40	162,420.56	240,992.31
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	3,548,152.98	4,258.53	100,000.00	3,452,411.51
Investments		3,548,152.98	4,258.53	100,000.00	3,452,411.51
Grand Total		<u>3,672,930.45</u>	<u>283,193.93</u>	<u>262,420.56</u>	<u>3,693,703.82</u>

General Ledger

Revenue vs Expense

User: heather.butkowski
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 Period 03 - 03
 Fiscal Year 2020



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
101	General Fund					
	Revenue					
	Taxes	845,614.00	0.00	22,003.14	823,610.86	2.60
	Licenses and Permits	40,650.00	6,454.95	9,998.65	30,651.35	24.60
	Intergovernmental Revenues	549,070.00	0.00	0.00	549,070.00	0.00
	Charges for Services	12,350.00	2,118.22	3,241.03	9,108.97	26.24
	Fines and Forfeits	27,000.00	3,230.86	5,131.84	21,868.16	19.01
	Miscellaneous Revenue	10,000.00	854.75	2,031.82	7,968.18	20.32
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	1,484,684.00	12,658.78	42,406.48	1,442,277.52	2.86
	Expense					
	Personal Services	418,026.00	30,419.54	93,997.31	324,028.69	22.49
	Supplies	17,350.00	661.51	2,471.00	14,879.00	14.24
	Other Services and Charges	1,003,308.00	78,834.46	237,423.09	765,884.91	23.66
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Other Uses	46,000.00	0.00	0.00	46,000.00	0.00
	Expense	1,484,684.00	109,915.51	333,891.40	1,150,792.60	22.49
101	General Fund	0.00	-97,256.73	-291,484.92	291,484.92	0.00

General Ledger Revenue vs Expense



User: heather.butkowski
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 Period 03 - 03
 Fiscal Year 2020

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
226	Communications					
	Revenue					
	Taxes	20,000.00	0.00	19.73	19,980.27	0.10
	Miscellaneous Revenue	<u>40.00</u>	<u>15.92</u>	<u>38.36</u>	<u>1.64</u>	<u>95.90</u>
	Revenue	20,040.00	15.92	58.09	19,981.91	0.29
	Expense					
	Personal Services	9,257.00	722.30	2,167.30	7,089.70	23.41
	Supplies	700.00	-650.00	650.00	50.00	92.86
	Other Services and Charges	3,300.00	557.66	557.66	2,742.34	16.90
	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	18,257.00	629.96	3,374.96	14,882.04	18.49
226	Communications	1,783.00	-614.04	-3,316.87	5,099.87	-186.03

General Ledger

Revenue vs Expense



User: heather.butkowski
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 Period 03 - 03
 Fiscal Year 2020

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
227	Recycling Revenue					
	Intergovernmental Revenues	5,900.00	0.00	0.00	5,900.00	0.00
	Miscellaneous Revenue	<u>36,315.00</u>	<u>96.82</u>	<u>961.12</u>	<u>35,353.88</u>	<u>2.65</u>
	Revenue	42,215.00	96.82	961.12	41,253.88	2.28
	Expense					
	Personal Services	23,830.00	1,848.39	2,348.14	21,481.86	9.85
	Supplies	0.00	0.00	0.00	0.00	0.00
	Other Services and Charges	39,122.00	3,260.16	9,718.22	29,403.78	24.84
	Capital Outlay	<u>350.00</u>	<u>0.00</u>	<u>0.00</u>	<u>350.00</u>	<u>0.00</u>
	Expense	63,302.00	5,108.55	12,066.36	51,235.64	19.06
227	Recycling	-21,087.00	-5,011.73	-11,105.24	-9,981.76	52.66

General Ledger

Revenue vs Expense



User: heather.butkowski
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 Period 03 - 03
 Fiscal Year 2020

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
305	GO TIF Revenue Bonds 2018A					
	Revenue					
	Miscellaneous Revenue	500.00	0.00	11.09	488.91	2.22
	Other Financing Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Revenue	500.00	0.00	11.09	488.91	2.22
	Expense					
	Other Services and Charges	0.00	0.00	475.00	-475.00	0.00
	Debt Service	<u>25,253.00</u>	<u>0.00</u>	<u>12,626.25</u>	<u>12,626.75</u>	<u>50.00</u>
	Expense	25,253.00	0.00	13,101.25	12,151.75	51.88
305	GO TIF Revenue Bonds 2018A	-24,753.00	0.00	-13,090.16	-11,662.84	52.88

General Ledger Revenue vs Expense

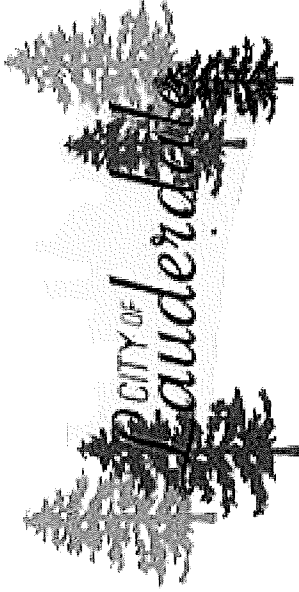
User: heather.butkowski
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 Period 03 - 03
 Fiscal Year 2020



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
306	2019A Improvement Bonds					
	Revenue					
	Miscellaneous Revenue	100.00	113.63	262.37	-162.37	262.37
	Other Financing Sources	<u>127,837.00</u>	<u>0.00</u>	<u>7,287.21</u>	<u>120,549.79</u>	<u>5.70</u>
	Revenue	127,937.00	113.63	7,549.58	120,387.42	5.90
	Expense					
	Other Services and Charges	0.00	0.00	475.00	-475.00	0.00
	Debt Service	<u>23,865.00</u>	<u>0.00</u>	<u>12,989.58</u>	<u>10,875.42</u>	<u>54.43</u>
	Expense	23,865.00	0.00	13,464.58	10,400.42	56.42
306	2019A Improvement Bonds	104,072.00	113.63	-5,915.00	109,987.00	-5.68

General Ledger Revenue vs Expense

User: heather.butkowski
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 Period 03 - 03
 Fiscal Year 2020



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	1,500.00	187.95	433.97	1,066.03	28.93
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	1,500.00	187.95	433.97	1,066.03	28.93
	Expense					
	Other Services and Charges	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	85,000.00	0.00	0.00	85,000.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	85,000.00	0.00	0.00	85,000.00	0.00
401	General Capital Projects	-83,500.00	187.95	433.97	-83,933.97	-0.52

General Ledger

Revenue vs Expense



User: heather.butkowski
 Printed: 5/1/2020 4:27:42 PM
 Period 03 - 03
 Fiscal Year 2020

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	4,000.00	655.14	1,624.61	2,375.39	40.62
	Other Financing Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Revenue	4,000.00	655.14	1,624.61	2,375.39	40.62
	Expense					
	Capital Outlay	0.00	3,228.00	-28,087.70	28,087.70	0.00
	Debt Service	0.00	0.00	0.00	0.00	0.00
	Other Uses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Expense	0.00	3,228.00	-28,087.70	28,087.70	0.00
403	Street Capital Projects	4,000.00	-2,572.86	29,712.31	-25,712.31	742.81

General Ledger

Revenue vs Expense

User: heather.butkowski
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 Period 03 - 03
 Fiscal Year 2020



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
404	Park Capital Projects					
	Revenue					
	Miscellaneous Revenue	4,000.00	86,682.23	87,113.76	-83,113.76	2,177.84
	Other Financing Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Revenue	4,000.00	86,682.23	87,113.76	-83,113.76	2,177.84
	Expense					
	Supplies	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	65,000.00	0.00	0.00	65,000.00	0.00
	Other Uses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Expense	65,000.00	0.00	0.00	65,000.00	0.00
404	Park Capital Projects	-61,000.00	86,682.23	87,113.76	-148,113.76	-142.81

General Ledger

Revenue vs Expense



User: heather.butkowski
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 Period 03 - 03
 Fiscal Year 2020

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
405	Rosehill Tax Increment					
	Revenue	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					
	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
	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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 Period 03 - 03
 Fiscal Year 2020

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
414	Development Revenue					
	Miscellaneous Revenue	4,000.00	2,953.04	3,561.80	438.20	89.05
	Other Financing Sources	<u>38,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>38,000.00</u>	<u>0.00</u>
	Revenue	42,000.00	2,953.04	3,561.80	38,438.20	8.48
	Expense					
	Other Services and Charges	0.00	0.00	0.00	0.00	0.00
	Other Uses	<u>67,769.00</u>	<u>0.00</u>	<u>0.00</u>	<u>67,769.00</u>	<u>0.00</u>
	Expense	67,769.00	0.00	0.00	67,769.00	0.00
414	Development	-25,769.00	2,953.04	3,561.80	-29,330.80	-13.82

General Ledger

Revenue vs Expense



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 Period 03 - 03
 Fiscal Year 2020

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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 Period 03 - 03
 Fiscal Year 2020



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	0.00	0.00	80.98	-80.98	0.00
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	0.00	0.00	80.98	-80.98	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
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	0.00	0.00	0.00	0.00	0.00
416	TIF District No. 1-2	0.00	0.00	80.98	-80.98	0.00

General Ledger Revenue vs Expense



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 Period 03 - 03
 Fiscal Year 2020

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	48,601.82	75,410.00	210,506.00	26.37
	Miscellaneous Revenue	16,300.00	1,234.51	2,813.68	13,486.32	17.26
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	302,216.00	49,836.33	78,223.68	223,992.32	25.88
	Expense					
	Personal Services	75,030.00	5,613.35	17,233.25	57,796.75	22.97
	Supplies	800.00	115.80	178.99	621.01	22.37
	Other Services and Charges	193,141.00	15,781.78	60,141.56	132,999.44	31.14
	Capital Outlay	40,000.00	0.00	0.00	40,000.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	308,971.00	21,510.93	77,553.80	231,417.20	25.10
602	Sanitary Sewer	-6,755.00	28,325.40	669.88	-7,424.88	-9.92

General Ledger

Revenue vs Expense

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 Period 03 - 03
 Fiscal Year 2020



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	109,338.00	14,199.70	28,311.56	81,026.44	25.89
	Miscellaneous Revenue	4,500.00	497.54	1,134.55	3,365.45	25.21
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	113,838.00	14,697.24	29,446.11	84,391.89	25.87
	Expense					
	Personal Services	63,672.00	4,772.79	14,633.36	49,038.64	22.98
	Supplies	750.00	115.80	178.99	571.01	23.87
	Other Services and Charges	27,150.00	1,399.67	6,163.36	20,986.64	22.70
	Capital Outlay	85,000.00	0.00	0.00	85,000.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	176,572.00	6,288.26	20,975.71	155,596.29	11.88
603	Storm Water	-62,734.00	8,408.98	8,470.40	-71,204.40	-13.50

General Ledger Revenue vs Expense



User: heather.butkowski
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 Period 03 - 03
 Fiscal Year 2020

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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 Period 03 - 03
 Fiscal Year 2020

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
Revenue Total		2,142,930.00	167,897.08	251,471.27	1,891,458.73	0.1173
Expense Total		2,318,673.00	146,681.21	446,340.36	1,872,332.64	0.1925
Grand Total		-175,743.00	21,215.87	-194,869.09	19,126.09	1.1088

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date May 12, 2020
ITEM NUMBER 1Q20 Investment Report
STAFF INITIAL *AS*
APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Following is the First Quarter Investment Report for 2020.

OPTIONS:

STAFF RECOMMENDATION:

By approving the Consent Agenda, the Council acknowledges the investment report for January — March 2020.

COUNCIL ACTION:

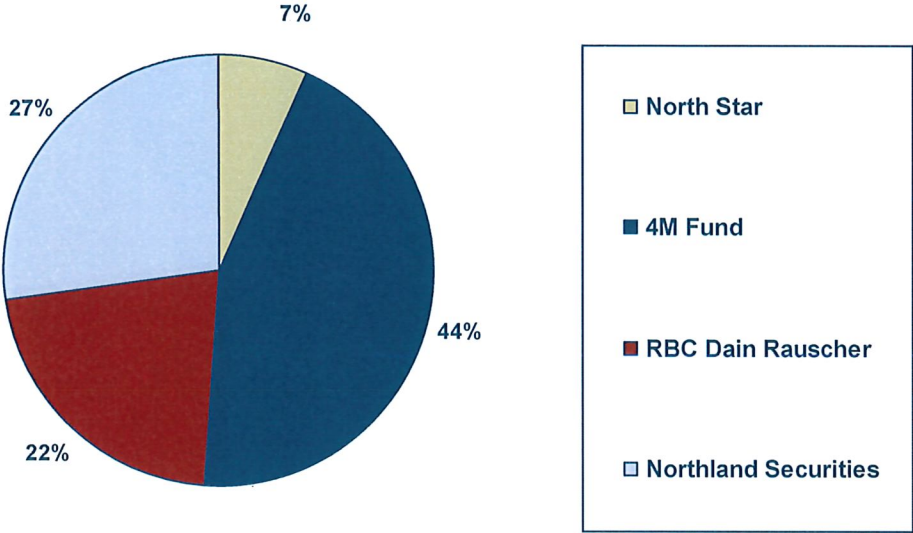


**First Quarter 2020
Investment Report**

INVESTMENTS

As of March 31, 2020, the City had the following amounts with official depositories:

North Star Bank	\$ 243,593
4M Fund	1,639,437
RBC Dain Rauscher	800,036
Northland Securities	1,002,392
TOTAL	\$ 3,685,458



DEPOSITORIES AND INVESTMENT TYPES

North Star Bank		
Checking Account	\$	243,593
4M Fund		
Joint Powers Investment	\$	1,639,437
RBC Dain Rauscher		
Money Market Account	\$	0
Certificates of Deposit	\$	800,036 (8)
Northland Securities		
Money Market Account	\$	102,392
Certificates of Deposit	\$	900,000 (9)

The City's Investment Policy sets some perimeters for investments, such as no more than 60% of the investment portfolio, or \$2,000,000 (whichever is less) shall be invested with any one investment company. No investments shall be made with a term over ten years unless with prior approval from the City Council.

INVESTMENT TERM

Liquid assets are money market accounts.

1-5 Years are made up of certificate of deposit and US Government Instrumentality Securities.

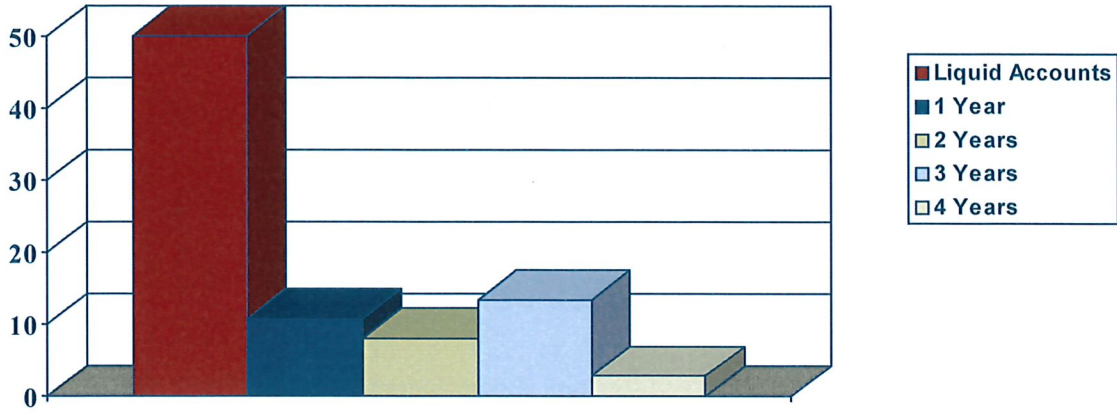
6-10 Years are US Government Instrumentality Securities.

11-15 Years are US Government Instrumentality Securities.

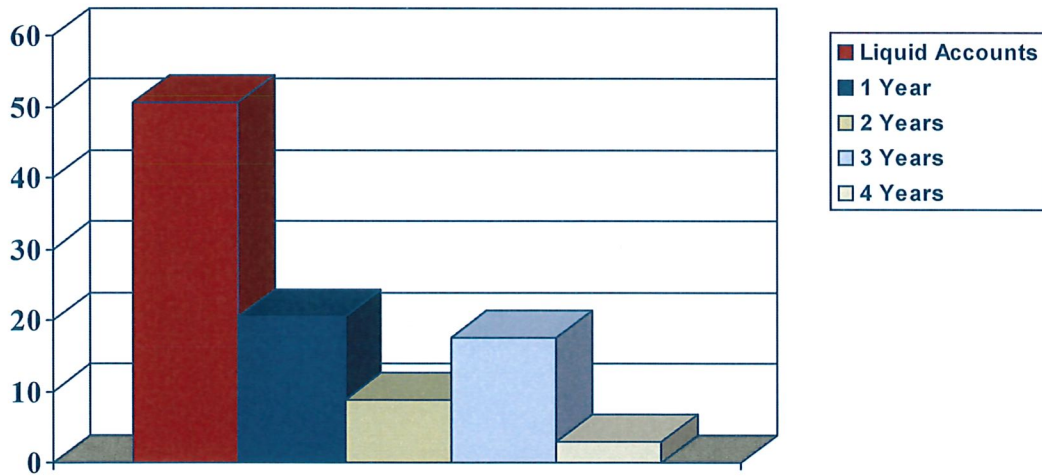
15+ Years are US Government Instrumentality Securities and bonds.

US Government Instrumentality Securities are financial intermediaries established by the federal government to fund loans to certain groups of borrowers, such as homeowners, farmers and students. Most active issuers are Federal Home Loan Bank, Federal National Mortgage Association (Fannie Mae) and Tennessee Valley Authority. Maturities range from three months to 30 years with fixed interest rates.

EOY 2019 Investment Portfolio

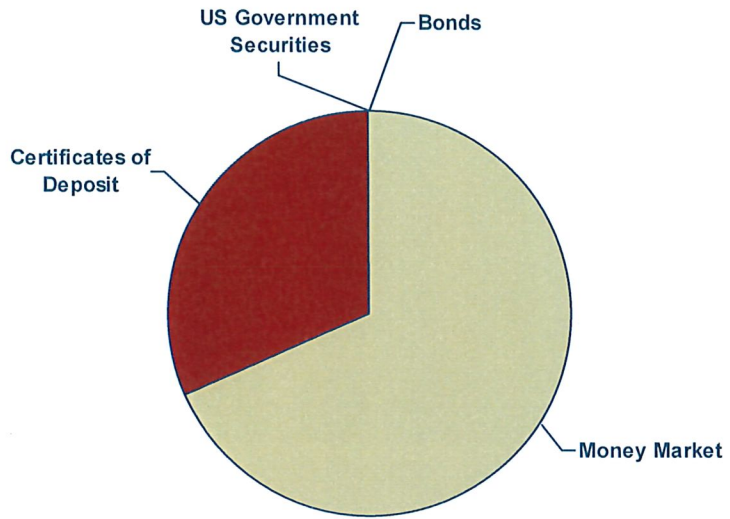


First Quarter 2020 Investment Portfolio



INVESTMENT TYPES

Money Market	\$	1,741,828
Bonds		0
Certificates of Deposit		1,700,036
US Government Securities		0



Investment Schedule

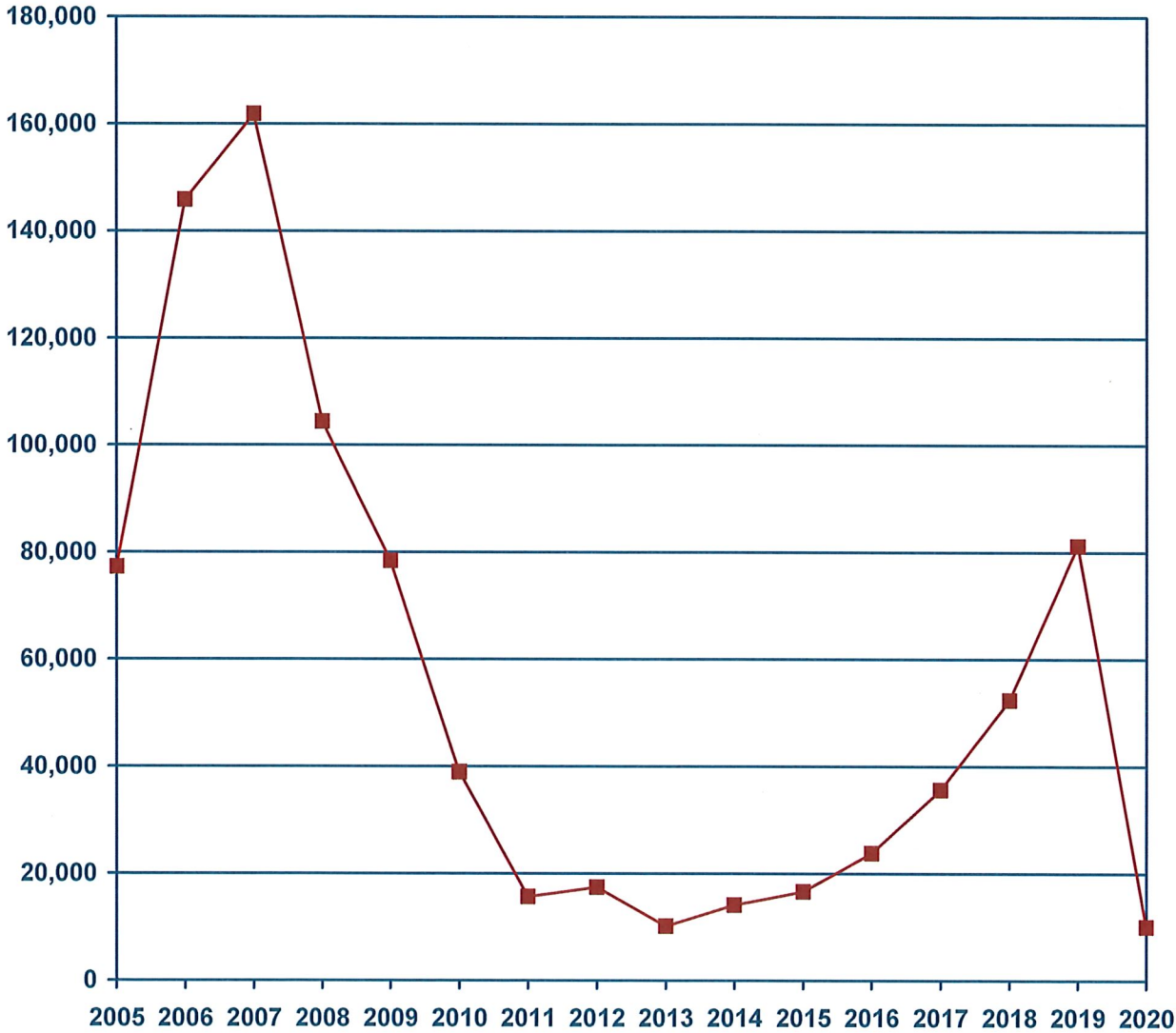
<i>Maturity Date</i>	<i>Type</i>	<i>Interest Rate</i>	<i>Investment Broker</i>	<i>Amount</i>	<i>Bank</i>
1/23/2023	CD	1.90%	Northland	\$100,000	Sallie Mae Bk
1/9/2023	CD	1.85%	RBC	\$100,036	Morgan Stanley Bank
5/30/2022	CD	3.00%	RBC	\$100,000	JP Morgan Chase
11/23/2021	CD	3.25%	RBC	\$100,000	Citibank NA
11/21/2021	CD	3.25%	Northland	\$100,000	USB
7/19/2021	CD	1.75%	RBC	\$100,000	Wells Fargo West Las Vegas
6/22/2021	CD	3.00%	Northland	\$100,000	Synchrony
3/29/2021	CD	2.95%	RBC	\$100,000	Townebank
1/28/2021	CD	1.70%	Northland	\$100,000	City National Bank Bev Hills
1/15/2021	CD	1.65%	RBC	\$100,000	Bank Baroda
1/4/2021	CD	2.00%	Northland	\$100,000	Medallion Bank
10/22/2020	CD	1.660%	RBC	\$100,000	TCF National
10/16/2020	CD	1.85%	RBC	\$100,000	Bank of India
10/15/2020	CD	1.75%	Northland	\$100,000	Goldman Sachs
10/9/2020	CD	1.75%	Northland	\$100,000	BMW Bank NA
9/28/2020	CD	1.95%	Northland	\$100,000	Barclay Bank
9/28/2020	CD	2.00%	RBC	\$100,000	Webbank
7/17/2020	CD	1.80%	RBC	\$100,000	Bank of America
5/28/2020	CD	2.85%	Northland	\$100,000	Compass
3/27/2020	CD	1.85%	Northland	\$100,000	Landmark Community
				<u>\$1,700,036</u>	

There were two investments called in the first quarter of 2020 which are highlighted in blue and one maturity highlighted in green. I hope this doesn't become a regular occurrence but rates are dropping. This is what happened in the early years of the last recession. Staff purchased seven new investments in January that are highlighted in red to make up for the two CDs called and to invest some of the funds kept liquid for the road construction project.

INTEREST EARNINGS

The following chart shows the interest earnings since 2005 with 2007 being our best year with earnings of \$161,884. Short-term interest rates have been making a comeback over the past few years but we appear to be entering another era of declining rates.

Investment interest through 2019 totaled \$81,164. Investment interest earned through the first quarter of 2020 totaled \$10,102. Interest returns ran high in 2019 due to the additional funds for the street project being invested before being paid out.



2020 City of Lauderdale Investments

FDIC	CUSIP	% Rate	Approx. Holding in Days	Maturity Date	Purch Date	Balance 12/31/2019	Purchases	Sales	Transfers in	Transfers out	Interest/Dividends	Balance 1/31/2020	Purchases	Sales	Transfers in	Transfers out	Interest/Dividends	Balance 2/29/2020	Purchases	
Northland																				
						113,619.31	-	-	200,000.00	86,603.01	53.16	275.48	-	-	445.99	-	(13.40)	707.97	-	
						100,000.00	100,000.00	-	-	-	-	100,000.00	-	-	-	-	-	100,000.00	-	
						100,000.00	-	276.03	-	-	276.03	100,000.00	-	276.03	-	-	276.03	100,000.00	-	
						100,000.00	100,000.00	-	-	-	-	100,000.00	-	-	-	-	-	100,000.00	-	
						100,000.00	-	169.86	-	-	169.86	100,000.00	-	169.86	-	-	169.86	100,000.00	-	
						100,000.00	-	-	-	-	-	100,000.00	-	-	-	-	-	100,000.00	-	
						100,000.00	-	-	-	-	-	100,000.00	-	-	-	-	-	100,000.00	-	
						100,000.00	-	-	-	-	-	100,000.00	-	-	-	-	-	100,000.00	-	
						100,000.00	-	-	-	-	-	100,000.00	-	-	-	-	-	100,000.00	-	
						813,619.31	200,000.00	200,445.99	86,603.01	-	469.05	900,275.48	-	445.99	445.99	-	432.49	900,707.97	-	
Portfolio Value																				
RBC																				
						-	-	-	169.86	169.86	169.86	-	-	-	100,318.49	100,318.49	-	100,036.13	-	
						-	100,036.13	-	-	-	-	100,036.13	-	-	-	-	-	100,036.13	-	
						100,000.00	-	-	-	-	-	100,000.00	-	-	-	-	-	100,000.00	-	
						100,000.00	-	-	-	-	-	100,000.00	-	148.63	-	-	148.63	100,000.00	-	
						100,000.00	-	-	-	-	-	100,000.00	-	-	-	-	-	100,000.00	-	
						100,000.00	-	-	-	-	-	100,000.00	-	-	-	-	-	100,000.00	-	
						100,000.00	-	-	-	-	-	100,000.00	-	-	-	-	-	100,000.00	-	
						100,000.00	-	-	-	-	-	100,000.00	-	-	-	-	-	100,000.00	-	
						100,000.00	-	169.86	-	-	169.86	100,000.00	-	169.86	-	-	169.86	100,000.00	-	
						100,000.00	-	-	-	-	-	100,000.00	-	-	-	-	-	100,000.00	-	
						500,000.00	500,036.13	169.86	169.86	169.86	169.86	1,000,036.13	-	#####	100,318.49	100,318.49	318.49	900,036.13	-	
Portfolio Value																				
4M Funds																				
						1,422,930.75	-	586,036.13	169.86	-	1,363.06	837,867.64	-	-	100,318.49	225,000.00	715.79	713,891.82	-	
						920,812.76	-	-	-	-	1,128.81	921,941.57	-	-	-	-	1,028.49	923,970.06	-	
						-	-	-	-	-	-	-	-	-	-	-	-	-	-	
						2,343,143.51	-	586,036.13	-	-	2,521.87	1,759,799.11	-	-	100,318.49	225,000.00	1,744.28	1,636,961.88	-	
Portfolio Value																				
2019 Audit Entry Adjustment																				
						10,547.00	-	-	-	-	-	10,547.00	-	-	-	-	-	10,547.00	-	
						3,667,309.82	700,036.13	786,651.88	86,772.87	169.86	3,190.78	3,670,657.72	-	#####	201,082.87	325,318.49	2,495.26	3,448,152.99	-	
TOTAL INVESTMENTS AND CDS.																				
						From "Cash Balances" Report						From "Cash Balances" Report								
						Investments 3,756,762.82						Investments 3,545,657.72								
						Fund 101 Balance 3,089,442.34						Fund 101 Balance 2,979,542.75								
						667,320.48						566,114.97								
						Investments 3,756,762.82						Investments 3,545,657.72								
						Interest 3,347,90						Interest 2,495.26								
						New Balance 3,760,110.72						New Balance 3,546,152.96								

Sales	Transfers in	Transfers out	Interest/Dividends	Balance 3/31/2020	Purchases	Sales	Transfers in	Transfers out	Interest/Dividends	Balance 4/30/2020	Purchases	Sales	Transfers in	Transfers out	Interest/Dividends	Balance 5/31/2020
-	101,683.42	-	0.17	102,391.56	-	-	-	-	-	102,391.56	-	-	-	-	-	102,391.56
258.22	-	-	258.22	100,000.00	-	-	-	-	-	100,000.00	-	-	-	-	-	100,000.00
-	-	-	-	100,000.00	-	-	-	-	-	100,000.00	-	-	-	-	-	100,000.00
-	-	-	-	100,000.00	-	-	-	-	-	100,000.00	-	-	-	-	-	100,000.00
158.90	-	-	158.90	100,000.00	-	-	-	-	-	100,000.00	-	-	-	-	-	100,000.00
-	-	-	-	100,000.00	-	-	-	-	-	100,000.00	-	-	-	-	-	100,000.00
972.33	-	-	972.33	100,000.00	-	-	-	-	-	100,000.00	-	-	-	-	-	100,000.00
-	-	-	-	100,000.00	-	-	-	-	-	100,000.00	-	-	-	-	-	100,000.00
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1,389.45	101,683.42	-	1,389.62	1,002,391.56	-	-	-	-	-	1,002,391.56	-	-	-	-	-	1,002,391.56
-	100,909.45	100,909.45	-	100,036.13	-	-	-	-	-	100,036.13	-	-	-	-	-	100,036.13
-	-	-	-	100,000.00	-	-	-	-	-	100,000.00	-	-	-	-	-	100,000.00
-	-	-	-	100,000.00	-	-	-	-	-	100,000.00	-	-	-	-	-	100,000.00
139.04	-	-	139.04	100,000.00	-	-	-	-	-	100,000.00	-	-	-	-	-	100,000.00
-	-	-	-	100,000.00	-	-	-	-	-	100,000.00	-	-	-	-	-	100,000.00
-	-	-	-	100,000.00	-	-	-	-	-	100,000.00	-	-	-	-	-	100,000.00
#####	-	-	770.41	100,000.00	-	-	-	-	-	100,000.00	-	-	-	-	-	100,000.00
-	-	-	-	(0.00)	-	-	-	-	-	(0.00)	-	-	-	-	-	(0.00)
-	-	-	-	100,000.00	-	-	-	-	-	100,000.00	-	-	-	-	-	100,000.00
#####	100,909.45	100,909.45	909.45	800,036.13	-	-	-	-	-	800,036.13	-	-	-	-	-	800,036.13
-	100,909.45	100,000.00	672.70	715,473.97	-	-	-	-	-	715,473.97	-	-	-	-	-	715,473.97
-	-	-	992.79	923,962.85	-	-	-	-	-	923,962.85	-	-	-	-	-	923,962.85
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
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-	100,909.45	100,000.00	1,665.49	1,639,436.82	-	-	-	-	-	1,639,436.82	-	-	-	-	-	1,639,436.82
-	-	-	-	10,547.00	-	-	-	-	-	10,547.00	-	-	-	-	-	10,547.00
#####	303,502.32	200,909.45	3,964.55	3,452,411.51	-	-	-	-	-	3,452,411.51	-	-	-	-	-	3,452,411.51
From "Cash Balances" Report	Investments	3,448,152.98														
From "Cash Balances" Report	Investments	2,979,827.48														
From "Cash Balances" Report	Fund 101 Balance	468,255.50														
Investments	Interest	3,448,152.98														
Investments	Interest	4,258.53														
Investments	New Balance	3,452,411.51														

From "Cash Balances" Report
Investments
Fund 101 Balance

Investments
Interest
New Balance

Investments
Interest
New Balance

Investments
Interest
New Balance

	Transfers out	Interest/ Dividends	Balance 10/31/2020	Purchases	Transfers in	Transfers out	Interest/ Dividends	Balance 11/30/2020	Purchases	Transfers in	Transfers out	Interest/ Dividends	Balance 12/31/2020																		
-	-	-	102,391.56	-	-	-	-	102,391.56	-	-	-	-	102,391.56																		
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-	-	-	3,452,411.51	-	-	-	-	3,452,411.51	-	-	-	-	3,452,411.51																		
<table border="0" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;"></td> <td style="width:15%; text-align: center;">From "Cash Balances" Report</td> <td style="width:15%; text-align: center;">Investments</td> <td style="width:15%; text-align: center;">Fund 101 Balance</td> <td style="width:15%; text-align: center;">Investments</td> <td style="width:15%; text-align: center;">Fund 101 Balance</td> <td style="width:15%; text-align: center;">Investments</td> <td style="width:15%; text-align: center;">Interest</td> <td style="width:15%; text-align: center;">New Balance</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>															From "Cash Balances" Report	Investments	Fund 101 Balance	Investments	Fund 101 Balance	Investments	Interest	New Balance									
	From "Cash Balances" Report	Investments	Fund 101 Balance	Investments	Fund 101 Balance	Investments	Interest	New Balance																							

Investments as of 03/31/20		
By Employer	%	Amount
Northland	29.0%	1,002,391.56
RBC	23.2%	800,036.13
4th Fund	47.3%	1,639,436.82
Total	99.7%	3,452,411.51

Investments as of 03/31/20		
By Type	%	Amount
Money Market	50.5%	1,741,828.38
Fed Agency	0.0%	0.00
Commercial Paper	0.0%	0.00
Certificate of Deposit	49.2%	1,700,036.13
Treasury	0.0%	0.00
Total	99.7%	3,452,411.51

Investments as of 03/31/20		
Holding period (from purchase date)	%	Amount
No time limit (Money Market)	50.5%	1,741,828.38
Up to 1 year	20.3%	700,000.00
2 years	8.7%	300,000.00
3 years	17.4%	600,036.13
4 years and over	2.9%	100,000.00
Total	99.7%	3,452,411.51

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date May 12, 2020

ITEM NUMBER NLC Insurance Program

STAFF INITIAL 

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Ashley Shiwarski, Director of Business Development, for Utility Service Partners will join us during the meeting. Utility Service Partners is the name of the service line warranty program administered by the National League of Cities. Ashley will explain the program, but in short, we will be discussing insurance that individuals can buy to protect their private sanitary sewer and water lines.

A copy of her materials is included in the packet.

OPTIONS:

STAFF RECOMMENDATION:

NLC NATIONAL LEAGUE OF CITIES
CITIES STRONG TOGETHER

NLC Service Line Warranty Program:
Benefits to Cities & Residents

Administered by
Utility Service
A Member Company

NLC Service Line Warranty Program

WHY CHOOSE UTILITY SERVICE PARTNERS?

EXPERIENCE

2018 WINNER
Torch Awards for Ethics
Better Business Bureau of Western MA

REPUTATION

PARTNERSHIP

"This award reinforces our role as the primary resource for the National League of Cities in helping USF as a partner and extend our agreement for another five years. The organization's ongoing record of customer service and its long service is what has driven the success of this partnership over the years."

— Clarence Anthony, Executive Director
National League of Cities

Administered by
Utility Service
A Member Company

NLC Service Line Warranty Program

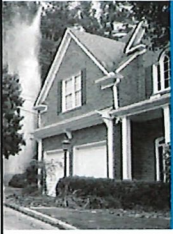
AGING INFRASTRUCTURE IS PROBLEMATIC FOR CITIES & HOMEOWNERS

- In Minnesota, infrastructure upgrades over the next 20 years are estimated at \$7.4 billion for drinking water, and \$2.3 billion for wastewater
- Lateral lines are subjected to the same elements as public lines - ground shifting, fluctuating temperatures, tree root penetration, corrosion and more
- Failed lines waste thousands of gallons of water and present an environmental hazard
- Common homeowner misconceptions the City is responsible for maintenance of the water and sewer lines on their property or repairs are covered by their homeowner's policy

Administered by
Utility Service
A Member Company

NLC Service Line Warranty Program

NLC SERVICE LINE WARRANTY PROGRAM BENEFITS



- Only Service Line Program Endorsed by the National League of Cities and members of the League of Minnesota Cities Business Leadership Council
- No cost for the Utility to participate
- Ongoing Revenue Stream for the Utility
- Educates homeowners about their lateral line responsibilities
- Free Public Awareness Campaign
- Peace of Mind - with one toll-free call a reputable plumber is dispatched
- All repairs performed to code by local licensed contractors
- Contractors undergo rigorous vetting process to ensure quality service



NLC SERVICE LINE WARRANTY PROGRAM AND WHAT IT COVERS



SEWER/SEPTIC LATERAL COVERAGE



WATER/WELL LINE COVERAGE

Homeowner repair protection for leaking, clogged or broken water and sewer lines from the point of utility connection to the home exterior

Coverage Includes:

- Educating homeowners about their service line responsibilities
- Up to \$8,500 coverage per repair incident
- Includes coverage for thawing of frozen external water lines
- No annual or lifetime limits, deductibles, service fees, forms, or paperwork
- 24/7/365 availability
- Repairs made only by licensed, local contractors
- Affordable rates and multiple payment methods



NLC SERVICE LINE WARRANTY PROGRAM AND WHAT IT COVERS



INTERIOR PLUMBING AND DRAINAGE

Homeowner repair protection for in-home water supply lines and in-home sewer lines and all drain lines connected to the main sewer stack that are broken or leaking inside the home after the point of entry

Coverage Includes:

- Up to \$3,000 coverage per repair incident.
- Repair of clogged toilets
- Includes coverage for broken or leaking water, sewer, or drain lines under the slab or basement floor
- No annual or lifetime limits, deductibles, service fees, forms, or paperwork
- 24/7/365 availability
- Repairs made only by licensed, local contractors
- Affordable rates and multiple payment methods



MARKETING APPROACH

- No Public Funds are used in marketing, distribution, or administration of the program.
- Only market by direct mail, no telemarketing
- Would never mail without your review and approval of marketing material before each and every campaign
- Limited mailing campaigns per year
- Consumer friendly marketing
- Always voluntary for the homeowner



- Consumers can enroll one of three ways:
 - Calling into our toll free number that is provided on the mailing;
 - Returning the bottom of the letter to us in the self addressed stamped envelope provided
 - Visiting our consumer website www.shwofa.com at any time

NLC NATIONAL LEAGUE OF CITIES
2020 BUREAU OF PUBLIC AFFAIRS

Administered By
Utility Service
a SunGardens Company

NLC Service Line Warranty Program

SOLUTIONS FOR MUNICIPALITIES AND THEIR HOMEOWNERS



- More than 750 municipal and utility partnerships
- Currently serving over 3.4 million customers
- Saved customers over \$394 million in repair costs over the past 3 years
- Consistent customer satisfaction rating of 98%
- 9 of every 10 customers surveyed have recommended the program to friends, family and neighbors

NLC NATIONAL LEAGUE OF CITIES
2020 BUREAU OF PUBLIC AFFAIRS

Administered By
Utility Service
a SunGardens Company

NLC Service Line Warranty Program

CURRENT MINNESOTA PARTNERS (30)

City of Rochester	City of Falcon Heights
City of Edina	City of Mora
City of St. Louis Park	City of Perham
City of Richfield	City of Hanley
City of Columbia Heights	City of Pelican Rapids
City of St. Michael	City of Brownsdale
City of Mounds View	City of Arden Hills
City of Grand Rapids	City of Vergas
City of Watertown	City of Vesta
City of Ollama	City of New Brighton
City of Chatfield	City of Lake Crystal
City of Le Sueur	City of Rosemount
City of South St. Paul	City of Waite Park
City of Barnesville	City of Blaine
City of Dilworth	
City of Robbinsdale	



- Over 15,000 Minnesota residents currently enrolled in the program
- Over 1,500 service line repair jobs in the last three years, which saved Minnesota homeowners over \$1.4 million

NLC NATIONAL LEAGUE OF CITIES
2020 BUREAU OF PUBLIC AFFAIRS

Administered By
Utility Service
a SunGardens Company

NLC Service Line Warranty Program



For more information contact...

Ashley Shiwarski
Director, Business Development
724-749-1097
Ashiwarski@UtilitySP.net

NLC
Member of
NLC Service Line
Warranty Program

MARKETING AGREEMENT

This MARKETING AGREEMENT ("Agreement") is entered into as of _____, 20__ ("Effective Date"), by and between the City of Lauderdale, Minnesota ("City"), and Utility Service Partners Private Label, Inc. d/b/a Service Line Warranties of America ("Company"), herein collectively referred to singularly as "Party" and collectively as the "Parties".

RECITALS:

WHEREAS, sewer and water line laterals between the mainlines and the connection on residential private property are owned by individual residential property owners residing in the City ("**Property Owner**"); and

WHEREAS, City desires to offer Property Owners the opportunity, but not the obligation, to purchase a service plan and other similar products set forth in Exhibit A or as otherwise agreed in writing from time-to-time by the Parties (each, a "**Product**" and collectively, the "**Products**"); and

WHEREAS, Company, a subsidiary of HomeServe USA Corp., is the administrator of the National League of Cities Service Line Warranty Program and has agreed to make the Products available to Property Owners subject to the terms and conditions contained herein; and

NOW, THEREFORE, in consideration of the foregoing recitals, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and with the intent to be legally bound hereby, the Parties agree as follows:

1. **Purpose.** City hereby grants to Company the right to offer and market the Products to Property Owners subject to the terms and conditions herein.

2. **City Obligations.**

A. Grant of License. City hereby grants to Company a non-exclusive license ("**License**") to use City's name and logo or other branding ("**Marks**"), on letters, bills and marketing materials to be sent to Property Owners from time to time, and to be used in advertising (including on the Company's website), all at Company's sole cost and expense and subject to City's prior review and approval, which will not be unreasonably conditioned, delayed, or withheld. Company's use of the Marks in accordance with this Agreement will not infringe any other party's rights. City agrees that it will not extend a similar license to any competitor of Company during the Term (as defined in Section 3 below).

B. Property Owner Data. Any name, service address, postal address, and any other appropriate or necessary data for Property Owners in City is defined as "**Property Owner Data**". City may

provide Company with Property Owner Data for use by Company in furtherance of the advertisement, marketing, and sale of the Products. Property Owners Data shall be and remain City's property. For any Property Owner Data provided by City to Company, City warrants that Property Owner Data has been and will be collected in compliance with all laws, statutes, treaties, rules, codes, ordinances, regulations, permits, official guidelines, judgments, orders and interpretations ("**Applicable Laws**"); and City is permitted by Applicable Laws and by any applicable privacy policy to provide Property Owner Data to Company and to permit Company to use Property Owner Data for the purposes of this Agreement. A Property Owner who has purchased a Product is a member ("**Member**") and, following such purchase, all data in Company's control or possession relating to Members is Company's property.

3. **Term.** The term of this Agreement ("**Initial Term**") shall be for three (3) years from the Effective Date. The Agreement will automatically renew for additional one (1) year terms (each a "**Renewal Term**", and collectively with the Initial Term, the "**Term**") unless one of the Parties gives the other written notice at least ninety (90) days prior to end of the Initial Term or of a Renewal Term that the Party does not intend to renew this Agreement. In the event that Company is in material breach of this Agreement, the City may terminate this Agreement thirty (30) days after giving written notice to Company of such breach, if said breach is not cured during said thirty (30) day period. Company will be permitted to complete any marketing initiative initiated or planned prior to termination of this Agreement after which time, neither Party will have any further obligations to the other and this Agreement will terminate.

4. **Consideration.** As consideration for such license, Company will pay to City a License Fee as set forth in Exhibit A ("**License Fee**") during the Term of this Agreement. The first payment shall be due by January 30th of the year following the conclusion of the first year of the Term. Succeeding License Fee payments shall be made on an annual basis throughout the Term, due and payable on January 30th of the succeeding year. City agrees to provide a completed Form W-9 to Company in order to facilitate proper payment of the License Fee. City will have the right, at its sole expense, to conduct an audit, upon reasonable notice and during normal business hours, of Company's books and records pertaining to any fees due under this Agreement while this Agreement is in effect and for one (1) year after any termination of this Agreement.

5. **Confidentiality.** Each party will treat all non-public, confidential and trade secret information received from the other party as confidential, and such party shall not disclose or use such information in a manner contrary to the purposes of this Agreement. For the avoidance of doubt, this Agreement shall be deemed confidential and the City shall notify Company should this Agreement be subject to disclosure due to any public records laws.

6. **Code Change.** The Parties understand that the pricing of the Products and compensation provided for in this Agreement are based upon the currently applicable City, municipal or similar codes. In the event Company discovers a code change, Company shall have the ability to reassess the pricing in this Agreement.

7. **Indemnification.** Each Party (the "**Indemnifying Party**") hereby agrees to protect, indemnify, and hold the other Party, its officers, employees, contractors, subcontractors, and agents (collectively or individually, "**Indemnitee**") harmless from and against any and all third party claims, damages, losses, expenses, suits, actions, decrees, judgments, awards, reasonable attorneys' fees and court costs (individually or collectively, "**Claim**"), which an Indemnitee may suffer or which may be sought against or are recovered or obtainable from an Indemnitee, as a result of or arising out of any breach of this Agreement by the Indemnifying Party, or any negligent or fraudulent act or omission of the Indemnifying Party or its officers, employees, contractors, subcontractors, or agents in the performance of this Agreement; provided that the applicable Indemnitee notifies the Indemnifying Party of any such Claim within a time that does not prejudice the ability of the Indemnifying Party to defend against such Claim. Any Indemnitee hereunder may participate in its, his, or her own defense, but will be responsible for all costs incurred, including reasonable attorneys' fees, in connection with such participation in such defense.

8. **Notice.** Any notice required to be given hereunder shall be deemed to have been given when notice is (i) received by the Party to whom it is directed by personal service, (ii) sent by electronic mail (provided confirmation of receipt is provided by the receiving Party), or (iii) deposited as registered or certified mail, return receipt requested, with the United States Postal Service, addressed as follows:

To: City:
ATTN: Heather Butkowski
City of Lauderdale
1891 Walnut St
Lauderdale, MN 55113-5137
Email: heather.butkowski@lauderdalemn.org
Phone: (651) 792-7650

To: Company:
ATTN: Chief Sales Officer
Utility Service Partners Private Label, Inc.
4000 Town Center Boulevard, Suite 400
Canonsburg, PA 15317
Phone: (866) 974-4801

9. **Modifications or Amendments/Entire Agreement.** Except for the list of available Products under the Agreement, which may be amended from time to time by the Parties in writing and without signature (including by email), any and all of the representations and obligations of the Parties are contained herein, and no modification, waiver or amendment of this Agreement or of any of its conditions or provisions shall be binding upon a Party unless in writing signed by that Party.

10. **Assignment.** This Agreement and the License granted herein may not be assigned by

Company other than to an affiliate or an acquirer of all or substantially all of its assets, without the prior written consent of City, such consent not to be unreasonably withheld.

11. **Counterparts/Electronic Delivery; No Third Party Beneficiary.** This Agreement may be executed in counterparts, all such counterparts will constitute the same contract and the signature of any Party to any counterpart will be deemed a signature to, and may be appended to, any other counterpart. Executed copies hereof may be delivered by e-mail and upon receipt will be deemed originals and binding upon the Parties hereto, regardless of whether originals are delivered thereafter. Nothing expressed or implied in this Agreement is intended, or should be construed, to confer upon or give any person or entity not a party to this agreement any third-party beneficiary rights, interests, or remedies under or by reason of any term, provision, condition, undertaking, warranty, representation, or agreement contained in this Agreement.

12. **Choice of Law/Attorney Fees.** The Parties shall maintain compliance with all Applicable Laws with respect to its obligations under this Agreement. The governing law shall be the laws of the State of Minnesota, without regard to the choice of law principles of the forum state. THE PARTIES HERETO HEREBY KNOWINGLY, VOLUNTARILY, AND INTENTIONALLY WAIVE ANY RIGHT THAT MAY EXIST TO HAVE A TRIAL BY JURY IN RESPECT OF ANY LITIGATION BASED UPON OR ARISING OUT OF, UNDER, OR IN ANY WAY CONNECTED WITH, THIS AGREEMENT.

13. **Incorporation of Recitals and Exhibits.** The above Recitals and Exhibit A attached hereto are incorporated by this reference and expressly made part of this Agreement.

[Signature Page Follows]

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the day and year first written above.

CITY OF LAUDERDALE

Name:

Title:

UTILITY SERVICE PARTNERS PRIVATE LABEL, INC.

Name: Michael Backus

Title: Chief Sales Officer

Exhibit A
NLC Service Line Warranty Program
City of Lauderdale
Term Sheet
June 12, 2019

I. Initial Term. Three years

II. License Fee. \$0.50 per Product for each month that a Product is in force for a Property Owner (and for which payment is received by Company), aggregated and paid annually, for:
City logo and name on letterhead, advertising, signature line, billing and marketing materials.

III. Products.

- a. External water service line plan (initially, \$5.75 per month)
- b. External sewer/septic line plan (initially, \$7.75 per month)
- c. Interior plumbing and drainage plan (initially, \$9.99 per month)

Company may adjust the foregoing Product fees; provided, that any such adjustment shall not exceed \$.50 per month in any 12-month period, unless otherwise agreed by the Parties in writing.

IV. Scope of Coverage.

- a. External water service line plan:
 - Property Owner responsibility: From the meter and/or curb box to the external wall of the home.
 - Covers thawing of frozen external water lines.
 - Covers well service lines if applicable.
- b. External sewer/septic line plan:
 - Property Owner responsibility: From the exit point of the home to the main.
 - Covers septic lines if applicable.
- c. Interior plumbing and drainage plan:
 - Water supply pipes and drainage pipes within the interior of the home.

V. Marketing Campaigns. Company shall have the right to conduct up to three campaigns per year, comprised of up to six mailings and such other channels as may be mutually agreed. Initially, Company anticipates offering the Interior plumbing and drainage plan Product via in-bound channels only.

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date May 12, 2020

ITEM NUMBER Bee Permit Application

STAFF INITIAL HS

APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Lauderdale residents Diane Galvin, Leslie Kratz, and Gary Brandenburg have been working together to plan for a bee hive at 1924 Walnut Street. The property was owned by Bill Silverman who passed away recently; Leslie and Gary are responsible for the estate. Leslie and Gary support Diane's application to install a bee hive on the premises. Attached is the letter they sent to neighboring properties and their permit application.

Beekeeping is regulated by city code in Title 5, Chapter 3. The relevant pages are attached for your review. The ordinance requires the keeper to be trained and reach out to neighbor's for their support. The ordinance says written consent but due to the current situation, staff have taken the comments by email, phone and voicemail. Attached is the status of support received so far.

Due to the applicant's difficulty reaching out to neighbors, the Council agreed with staff's request to hold the public hearing with staff mailing notice to neighbors within one hundred feet. A copy of the letter follows.

The purpose of tonight's meeting is to hold a public hearing after giving Diane an opportunity to explain her proposal. Those interested in speaking will need to raise their "virtual hand" to be recognized.

After the public hearing, the Council may approve the permit, approve the permit with conditions, deny the permit, or table the decision to a future meeting.

STAFF RECOMMENDATION:

Hello Lauderdale neighbors & fellow property owners!

My name is Diane Galvin. I am a Lauderdale resident and professional gardener working in this area. I'm writing to ask for your support for a project that has potential benefit for many of the gardens and properties in Lauderdale.

Before COVID-19 and "stay at home" orders, I might have knocked on your door and chatted with you (or your tenants) in person about this project. Because of the need for "social distance" at this time, I am sending you this request in writing. If you are the landlord and would prefer to pass this on to your tenant(s), please do.

As some of you know, Bill Silverman passed away in late September. Bill was a beloved and respected community member. For decades, his beautiful gardens @ 1924 Walnut St. were admired by people of all ages as they drove, walked, jogged and biked by on Walnut St. and on Roselawn Ave.

Fellow Lauderdale Community Members, Gary Brandenburg and Leslie Kratz, are the Executors overseeing Bill's Estate and Property. They have hired me, through my business, ECO Logic, to maintain Bill's gardens and start to restore them to their former glory. As part of these efforts, I would like to set up a single hive with a colony of honeybees up near Bill's house.



Why honeybees?

When most people talk about honeybees, they think about the wonderful superfood these fascinating creatures produce... honey! But honeybees are important pollinators that help many different flowering plants thrive. In fact, as honeybees travel within a 2 mile radius of their hive to gather nectar and pollen, they pollinate the plants that feed them.

My main purpose in locating a bee colony on Bill's property will be to support the pollination of the flowering plants in gardens on the property AND the flowering plants of all of the neighboring gardens.

Gary and Leslie support me in this effort. Everyone who knew and cherished Bill knows that this effort would have pleased him. We believe it's an important and meaningful way to honor Bill's spirit and contributions to the Lauderdale Community."

For the past decade, I have worked to support, promote and provide services that develop gardens in ways that support healthy air, water, soil and biodiversity. As part of those efforts, I have become certified as a beekeeper. When Gary & Leslie suggested I install a hive at Bill's, of course I jumped on that invite to see if it was possible.

We need your input and support.

Leslie, Gary and I have been communicating with Heather Butkowski, Lauderdale's City Administrator about how to make this happen. There is a City Ordinance and a Permitting Process that must be followed before a honeybee colony can be allowed inside Lauderdale city limits. The first part of that process involves getting permission and support from a majority of neighboring property owners or residents.

I am asking for your official "YES" or "NO" as part of the official process toward securing Lauderdale's first beekeeping permit. This needs to happen soon so I can get a hive set up & ready in time for bees to be moved in yet this year.

Please respond with a "YES" or a "NO" by **April 23**, so we can tally up & decide if we have sufficient support to allow the project and my application process to move forward during the April 28th City Council Meeting. Otherwise it will be tabled until the next city council meeting.

The most efficient way to communicate your "YES" or "NO" response to this project is to **directly contact Heather Butkowski at Lauderdale City Hall.**

There are two ways to contact Heather about this project.

1. You can email her at: heather.butkowski@lauderdalemn.org

If you are emailing, please make sure to use "Bee Permit Application" or something similar in the subject line. It would also be helpful for record keeping purposes if you identify or indicate your Lauderdale street address.

2. You can leave Heather a **Voicemail at her City Hall office number: [651.792.7657](tel:651.792.7657)**

NOTE: Your Voicemail Message will turn into an email message that she can store and share with the city council for discussion.

When contacting Heather, it is important to identify yourself & your address and also to mention "beekeeping permit" in your message. (Simply calling and just saying "YES" or "NO" could be confusing to staff reviewing messages recorded on the City Hall Voicemail System.) We want to hear from you! I encourage you to call or email Heather as soon as you are able.

THANKS!

Of course ...

if you have questions or concerns about this project you'd like to discuss with me before you share your feedback with Heather, by all means call or email me.

I can discuss the benefits that honeybees will provide to the entire Lauderdale community, share safety advice and how I hope to add even more life to Bill's gardens.

This is how you can contact me!

Diane Galvin
1746 Malvern Street
ph **612-232-6905** (work cell #)
diane.g.eco.logic@gmail.com (work email)

We want your input.

When we have a sufficient percentage of neighbors' consent and the remaining application steps completed, Heather will put my beekeeping permit approval discussion on the next council agenda.

You can review the actual ordinance at the Lauderdale City Website:

Step 1: Go to: www.lauderdalemn.org

Step 2: Go to: the Left Menu and click on the **Ordinances** link

Step 3: Click on the **Title 5: Police Regulations** link

Step 4: **Click on the Animal Control.pdf document**

(You will find most of the information related to beekeeping under sections 5-3-7 within this pdf document.)

I encourage you to email or call Heather as soon as you are able.

We need to know what your thoughts are either way –

“YES” to support or “NO” to disapprove.

We are looking forward to hearing from you!

Diane

The City of Lauderdale

1891 Walnut Street, Lauderdale, Minnesota 55113

Phone: 651.792.7650 Fax: 651.631.2066

BEEKEEPING PERMIT APPLICATION

Applicant Information:

Name of applicant: Diane Galvin

Address of applicant: 1746 Malvern, Lauderdale

Name and address of property owner where hive will be located if different than above: 1924 Walnut, Lauderdale

Phone number of applicant: 612-232-6905 Email address: diane.g.eco.logic@gmail.com

Initial Permit Application: _____ Renewal Permit Application: _____

Number of Hives: 1 Is there a current colony within 100 ft. of the proposed hive? NO
Fee: \$10.00

Describe your plan for maintaining adequate care of the colony. Describe how the bees will be managed to prevent them from becoming a nuisance. Please list the type of hive and your provision for flyway barriers and water supply.

I walk by the property at least once a day so I can do a visual inspection at that time. Daily check would include exterior conditions, checking for bee activity and checking water level in bee's water source -- a small water feature (half whisky barrel type and size) with a floating bee-safe platform for bees to drink a combination of rain water and city water from the nearby outdoor spigot.

I am working on the property at least once a week, weather permitting so I can do any bee tending or site maint. then.

Weekly maint. for the bees would include checking bee activity and physical condition of hive, water source, flight barrier, gates & fences plus amount and kind of bee foods/flowering plants.

Monthly work might include opening hives to inspect bee population and health check, adding supplemental foods during dearth periods and monthly mite check.

Honey harvesting and bee population manipulation (splitting colony to prevent swarms or combining colonies to boost population for colony survival) would mean extra seasonal visits.

Winter visits would be a visual inspection of the hive exterior and maybe brushing snow away from entrances for air flow & moisture control

The best thing about this particular property is the amount and variety of food sources in close proximity. More food sources in close proximity means the bees will be less likely to fly off property -- although times of high populations vs fewer flowers = greater chance of bees leaving to search for food.

Flight barrier -- currently looking at materials, but traditionally a lattice screen or hedge row -- possibly a row of clematis vines on the lattice. Dimensions = 6' tall by about 15' long, slightly curved to fit between hive and existing footpath.

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Hive type: traditional Langstroth style -- 10 frame -- 2 deeps/brood boxes & 2-3 supers, traditional telescoping top cover

Extra hive boxes, frames, tools and such would be stored in latching plastic bins in garage -- out of sight and rodent + insect resistant.

Please list and attach documentation of certified Beekeeping Training by the University of Minnesota or similar institution.

The Art of Beekeeping in Northern Climates -- Century College -- continuing ed & customized training

Written Consent of Neighbors

100% approval of property owners or occupants abutting the premises housing the colony

1936 Walnut

80% approval of owners or occupants within 100 feet of premises housing the colony

1919 Malvern

1917 Walnut (City Property)

1923 Malvern

1918 Walnut

1927 Malvern

1925 Walnut

1931 Malvern

1935 Walnut

1933 Malvern

1938 Walnut

1941 Malvern

1944 Walnut

The City of Lauderdale

1891 Walnut Street, Lauderdale, Minnesota 55113

Phone: 651.792.7650 Fax: 651.631.2066

1945 Malvern

You will need 10 signatures from this list.

Please prepare a site plan showing the location and size of the proposed bee hive(s) in relation to homes, garages, accessory structures, and fences.

I UNDERSTAND AND HEREBY AGREE THAT the City may revoke a permit prior to its expiration if it finds that the terms of the permit have been violated or if the bees have become a public nuisance or a hazard to public health or safety. I also agree to defend and indemnify the City against any and all claims arising out of keeping bees on the premises.

Applicant Signature

Applicant's Printed Name

Date

If required:

driveway

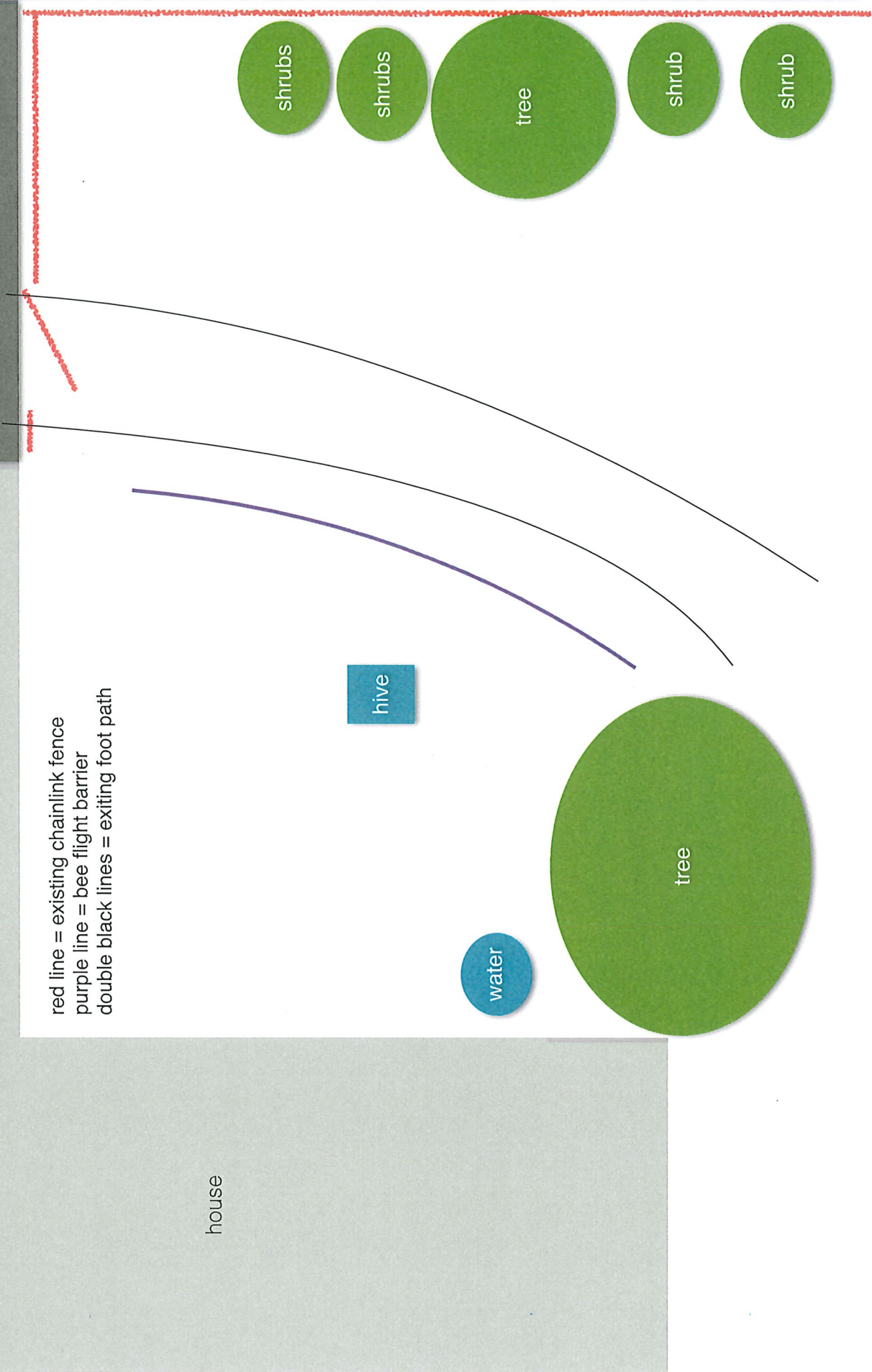
garage

house

red line = existing chainlink fence
purple line = bee flight barrier
double black lines = exiting foot path



hive



The City of Lauderdale

1891 Walnut Street, Lauderdale, Minnesota 55113
Phone: 651.792.7650 Fax: 651.631.2066

Please prepare a site plan showing the location and size of the proposed bee hive(s) in relation to homes, garages, accessory structures, and fences.

I UNDERSTAND AND HEREBY AGREE THAT the City may revoke a permit prior to its expiration if it finds that the terms of the permit have been violated or if the bees have become a public nuisance or a hazard to public health or safety. I also agree to defend and indemnify the City against any and all claims arising out of keeping bees on the premises.

Diane Galvin
Applicant Signature

DIANE GALVIN
Applicant's Printed Name

5/7/2020
Date

If required:

Property Owner Signature

Property Owner's Printed Name

Date

For Office Use Only:

Date Application Received: _____

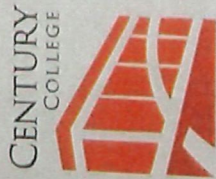
Total Fees Received: 10.00 Receipt No.: #14826 Date Permit Issued: _____

Permit Approved By: _____ Permit No.: _____ Date Permit Expires: December 31, _____



The Art of Beekeeping in Northern Climates

TRAINING MATERIALS



Certificate of Completion

Awarded to
Diane Galvin

for successful completion

The Art of Beekeeping in Northern Climates

15 Contact Hours

In acknowledgment thereof these signatures are affixed on this day
02/12/2020



Sharon Mason

Dean of Continuing Education & Customized Training

Century College is an equal opportunity, affirmative action employer and recipient of a certificate of minority status.

January - February 2020

JoAnne Sabin
Instructor

Sharon Mason, Program Manager
651.773.1743
sharon.mason@century.edu

Heather Butkowski

From: Diane Galvin <diane.g.eco.logic@gmail.com>
Sent: Monday, May 4, 2020 12:06 PM
To: Heather Butkowski; Jim Bownik
Cc: Leslie Kratz; Gary Brandenburg
Subject: diagram for beekeeping permit
Attachments: Untitled.pdf

Caution: This email originated outside our organization; please use caution.

PDF version

Hive is 13.5' from driveway side gate & 12' to bottom of tree at corner of house

Flight barrier is 16-20" from footpath -- depending where on the curve I measured





also included 2 photos for reference
in the bottom photo:
red flag + blue flags = bee flight barrier
white flags = existing footpath
barely visible orange spike = hive location

Top photo from alley showing how trees & shrubs form natural barrier

My goal is to have the hive barely visible from the alley and the driveway but not at all from Roselawn.

--

Diane Galvin
ECO Logic

J. Disposal: Dead chickens must be disposed of according to the Minnesota Board of Animal Health rules which require chicken carcasses to be disposed of as soon as possible after death, usually within forty-eight (48) to seventy-two (72) hours. Legal forms of chicken carcass disposal include offsite burial, offsite incineration or rendering, or offsite composting.

K. Residents maintaining hens on the date of ordinance adoption must apply for a permit by January 1, 2014. Any resident not meeting the requirements of 5-3-6 on the date of ordinance adoption will have until January 1, 2014 to come into compliance.

5-3-7: KEEPING OF BEES:

5-3-7-1: PURPOSE:

The purpose of this Section is to establish requirements for beekeeping within the City to avoid issues that might otherwise be associated with beekeeping in populated areas.

5-3-7-2: PERMITTING PROCESS:

A. Application: Any person desiring a permit to keep or maintain bees shall make application to the City Council. No person shall keep, maintain, or allow to be kept any hive or other facility for the housing of honeybees on or in any private property within the City of Lauderdale without a permit.

B. Required Application Information: The application shall contain the name and address of the applicant; the address of the premises upon which the hives would be kept; the number of hives; a description of the hives, and their location on the property; and the provisions for flyway barriers, water supply, and any other conditions required under this Chapter. Applications will not be accepted if a permit has been granted for hives within 100 feet of the applicant's lot. The application must also include written consent from 100% of the owners or occupants of properties (one signature per housing unit) abutting the applicant's and at least 80% of the owners or occupants of the properties (one signature per housing unit) within 100 feet. By signing the permit application, the beekeeper acknowledges that he or she

shall defend and indemnify the City against any all claims arising out of keeping bees on the premises.

C. Training Required: Beekeeping training is required for the beekeeper prior to issuance of an initial beekeeping permit by the City. The applicant must provide one of the following with their application:

1. A certificate of completion from a honeybee keeping course from the University of Minnesota or

2. A letter from a beekeeping instructor at the University of Minnesota or similar institution that states the permit applicant has gained through other means a substantially similar knowledge base to one that could be gained through appropriate beekeeping courses at the University of Minnesota.

D. Initial and Renewal Permit Fees: The applicant shall pay to the City such initial permit application fee and renewal application permit fee as shall be established from time to time by the City Council.

E. Hearing: Once city staff deems an application complete, the City Administrator shall set a date for a hearing on the application at a City Council meeting. At the hearing, the City Council may take testimony or receive information it deems appropriate to administer this section.

F. Permit Issuance: Upon conclusion of the hearing, the Council may deny a permit request, issue the permit as requested, or issue the permit with conditions.

G. Term of Permit; Renewal: Permits are valid for two (2) years ending December 31 of the second year of the permit. Applications for renewal must be received 45 days prior to the end of the current permit to allow processing of the renewal. Renewals require the same neighbor consent and hearing process described in this Section.

H. Permit Non-Renewal or Revocation: If the City Council does not renew a permit, the owner will have thirty (30) days to remove the hives from the property.

City staff may revoke a permit if the bees become a nuisance, as evidenced by a second substantiated violation (within

twelve (12) months of a first substantiated violation) of this section of City Code or Title 4 of City Code.

The owner may appeal the non-renewal or revocation by scheduling a hearing by the City Council with the City Administrator within ten calendar days of the date of the notice. Following the appeals hearing, the City Council shall make a determination of facts and shall, based upon such determination, affirm, repeal, or modify the revocation order. If the City Council upholds staff's permit revocation, the owner shall have thirty (30) days to remove the hives from the property.

5-3-6-3: Additional Provisions:

- A. Limit: No person is permitted to keep more than two colonies on any residential lot within the City. The beekeeper must live on the apiary lot.
- B. Fee Owner Permission: If the permit applicant is not the fee owner of the premises on which the bees are sought to be kept and for which the permit would apply, the application shall be signed by all fee owners of the premises.
- C. Non-Transferability: Permits are non-transferable and do not run with the land. A permit constitutes a limited license granted to the beekeeper by the City and in no way creates a vested zoning right.
- D. Honey bee colonies shall be kept in hives with removable frames, which must be kept in sound and usable condition.
- E. Each beekeeper shall maintain his beekeeping equipment in good condition, including keeping the hives painted if they have been painted but are peeling and flaking, and securing unused equipment from weather, theft, vandalism, or occupancy by swarms.
- F. Each beekeeper must ensure that a convenient source of water is available within twenty feet of each colony at all times that the colonies remain active outside the hive.
- G. Each beekeeper must ensure that no wax comb or other material that might encourage robbing by other bees is left upon the grounds of the apiary lot. Such materials shall

be stored in sealed container or placed within a building or other vermin-proof container.

H. Flyway Barrier: The beekeeper shall establish and maintain a flyway barrier six (6) feet in height. The flyway barrier may consist of a wall or fence (privacy) such that bees will fly over rather than through to reach the colony.

I. Sale of Honey and Wax Comb: Nothing contained in Section 5-3-X shall be construed as permitting anyone to sell honey or honeycomb unless otherwise licensed or permitted by the City.

5-3-8: REGULATIONS:

A. Confinement: Except as otherwise provided, the owner of an animal within the City shall cause such animal to be confined to the individual's property by proper enclosure, fencing (including electronic fencing), or leash. Animals not controlled as defined will be considered at large.

B. Female in Estrus: The owner of a female animal in heat shall confine such animal to the owner's property or any veterinary hospital/clinic, in such manner that the animal cannot come into contact with other animals, except for intentional breeding purposes.

C. Leash Required: The owner of an animal within the City shall cause such animal to be restrained by a leash, chain or a cord of not more than six feet (6') in length and in the custody of a person of sufficient age to adequately control the animal at all times while in a public place including but not limited to school yards, playgrounds, parks, or streets.

D. Permissible Return of Unrestrained Animal: If a licensed animal is found at large and its owner can be identified and located, the animal need not be impounded, but may be taken to the owner. Even if the animal is returned to the owner, proceedings may be taken against the owner for violations of this Chapter, including but not limited to, the issuance of criminal or administrative citations.

1924 Walnut St Bee Application

Lauderdale Address	Respondent	Support	Don't Support	No Response
1919 Malvern	Hailey and Tyler Young	X		
1923 Malvern	Jeanne Berkeland	X		
1927 Malvern	Ilza Bakuzis	X		
1931 Malvern	Lawrence & Hazel Bruhn			X
1933 Malvern	Clay Christensen	X		
1941 Malvern	Drew Lein	X		
1945 Malvern	Shao Chyi Lee and Robert S Dixon			X
1917 Walnut (City Property)				
1918 Walnut	Scott Allen Jennerjohn			X
1925 Walnut	Norm Rosenkranz	X		
1935 Walnut	Linda and Gary Sax	X		
1936 Walnut	Robert Allen		X	
1938 Walnut	Tricia Lynn Wilkinson			X
1944 Walnut	Trevor Morehead			X
Property Owner				
Leslie Kratz & Gary Brandenburg		X		



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

May 1, 2020

Hailey and Tyler Young
1919 Malvern Street
Lauderdale, MN 55113

RE: Public hearing for permit for the keeping of bees at 1924 Walnut Street

Diane Galvin has applied for a permit to have a bee hive at 1924 Walnut Street. The City Council will hold a public hearing on the application during their **Tuesday, May 12, 2020 meeting starting at 7:30 p.m.** or soon thereafter as parties may be heard. Due to the coronavirus emergency declaration, the public may participate in the meeting remotely via the following options:

Webinar:

<https://us02web.zoom.us/j/85186582887?pwd=bVV5ODFzQkFxOXRKSFFDQStRNDU3QT09>

Password: 352808

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656

Webinar ID: 851 8658 2887

Applicant: Diane Galvin, 1746 Malvern Street, Lauderdale, MN 55113

Owners of 1924 Walnut Street: Leslie Kratz and Gary Brandenburg, 1773 Carl Street, Lauderdale, MN 55113

The City is notifying all property owners within one hundred feet of 1924 Walnut Street. Feedback already provided to city staff were recorded but you may provide additional comments or participate in the meeting. Anyone who has not provided comments may participate in the meeting or provide feedback in advance of the meeting by emailing me at heather.butkowski@lauderdalemn.org.

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

Sincerely,

Heather Butkowski
City Administrator