

LAUDERDALE CITY COUNCIL MEETING AGENDA

7:00 P.M. TUESDAY, SEPTEMBER 14, 2021

Due to the coronavirus, the city council is holding meetings by teleconference. The public may view the meeting on Lauderdale's public access channel 16 for cable subscribers or online at <https://www.ctvnorthsuburbs.org/your-city/lauderdale/>. The public may join the meeting using the login instructions at the end of the agenda.

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 August 27, 2021 City Council Meeting
- c. Claims Totaling \$99,637.64

4. CONSENT

- a. July Financial Report
- b. Pay Request No. 1 for the 2021 Seal Coat Project
- c. Performance Agreement with Roseville Community Band

5. SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS

6. INFORMATIONAL PRESENTATIONS / REPORTS

- a. Patricia Hoffman from the Roseville Area League of Women Voters
- b. September 20 Roseville Community Band Concert
- c. 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. Waiver Request for Fences at 2367 Larpenteur Avenue
- b. Selection of a New Building Official
- c. 2022 Preliminary Levy and General Fund Budget

9. ITEMS REMOVED FROM THE CONSENT AGENDA

10. ADDITIONAL ITEMS

11. SET AGENDA FOR NEXT MEETING

- a. Presentation by RAHS Assistant Superintendent, Melissa Sonnek
- b. Steve Schwanke of Inland Development Group Regarding Development of Luther Seminary Property
- c. Set 2022 Preliminary Levy and Budgets

12. WORK SESSION

- a. Community Development 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

Meeting Login Instructions:

You are invited to a Zoom webinar.

When: Sep 14, 2021 07:00 PM Central Time (US and Canada)

Topic: September 14, 2021 City Council Webinar

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89588851649?pwd=emNwQlRoWncwL3VJSWdSVVFkRjYvQT09>

Passcode: 655715

Or One tap mobile :

US: +13126266799,,89588851649# or +16465588656,,89588851649#

Or Telephone:

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

US: +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 9128 or +1 253 215 8782 or 888 788 0099 (Toll Free) or 833 548 0276 (Toll Free) or 833 548 0282 (Toll Free) or 877 853 5247 (Toll Free)

Webinar ID: 895 8885 1649

International numbers available: <https://us02web.zoom.us/j/89588851649>

LAUDERDALE CITY COUNCIL
MEETING MINUTES
HELD IN-PERSON AT LAUDERDALE CITY HALL

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August 24, 2021

Call to Order

Mayor Gaasch called the Regular City Council meeting to order at 7:03 p.m.

Roll Call

Councilors present: Roxanne Grove, Andi Moffatt, Duane Pulford, and Mayor Mary Gaasch.

Councilor absent: Jeff Dains.

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 or corrections to the meeting agenda. Butkowski stated that Inland Development Partners would no longer be presenting and added a discussion of protocols for future city council meetings. Councilor Moffatt moved and seconded by Councilor Grove to approve the agenda as amended. Motion carried unanimously.

Mayor Gaasch asked if there were any corrections to the July 27, 2021 city council meeting minutes. There being none, Councilor Grove moved and seconded by Councilor Pulford to approve the minutes of the July 27, 2021 city council meeting. Motion carried unanimously.

Mayor Gaasch asked if there were any questions on the claims. There being none, Councilor Moffatt moved and seconded by Councilor Grove to approve the claims totaling \$168,136.05. Motion carried unanimously.

Consent

Councilor Pulford moved and seconded by Councilor Grove to approve the Consent Agenda thereby approving the city park application for group use, the 2021 engagement letter with Abdo, Eick, and Meyers for auditing services, and the contract with Valley-Rich Company, Inc. for repairs of the storm sewer pipe.

Informational Presentations/Reports

B. Tara Jebens-Singh from Northeast Youth and Family Services

As the City looks for ways to support community mental health and offer tools to our police department, the Council asked staff to bring Tara Jebens-Singh, Executive Director of NYFS, to the meeting to discuss the benefits of becoming a partner of NYFS. She explained that Northeast Youth & Family Services (NYFS) is a nonprofit, community-based and trauma-informed mental health and community services organization that has been serving the northeastern suburbs since 1976. The City was previously a partner but stopped supporting them for financial reasons many years ago. Some in the City benefit from their services such as the senior chore program and their school-based therapy services through their partnership with Roseville Area Schools.

The St. Anthony Police Department is working closely with NYFS as they have a youth

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diversion program and a new community advocate program. Officers call on NYFS when they encounter people whose needs cannot be addressed by law enforcement alone. This includes: mental health issues, family instability, medical care, and other needs. Addressing these underlying issues reduces the need for law enforcement intervention in the future.

The Council discussed the merits of being a partner to allow residents to access NYFS services and be a member of the steering committee that sets priorities. Staff will work with Jebens-Singh on the membership agreement. Butkowski said that if the City becomes a partner, the cost will be budgeted under public safety in the General Fund.

B. City Council Updates

Mayor Gaasch stated that she and Councilor Pulford attended a League of Minnesota Cities Policy Committee meeting on the topic of public safety. Gaasch continued by thanking the Lauderdale residents planning the Halloween party this year. She mentioned they are looking for additional volunteers. Councilor Grove said she will attend a Ramsey County League of Local Governments meeting in September on the topic of mental health. Lastly, Councilor Pulford mentioned that NineNorth was having an open house from 3-6 pm on September 30.

Discussion/Action Item

A. 2022 General Fund Budget

Butkowski previewed the draft of the 2022 budget with the Council. The discussion centered on some of the projected revenue and expenses shifts the City will experience in 2022 with the retirement of the residential and commercial building officials and hiring of a contracted building official. The budget is incomplete until the City is notified of fiscal disparities numbers. Those are expected shortly and a more complete draft of the budget will be available by the next meeting.

B. Addition: Protocols for Future City Council Meetings

When the Mayor ended virtual City council meetings with the termination of the Governor's Executive Authority in July, the world had yet to deal with the extent of the Delta Variant. The guards were coming down for those that were vaccinated, but that has changed in recent weeks. The spread is high and vaccinated people are sometimes transmitters. The public health guidance is to remain vigilant and follow the same protocols for social distancing and mask wearing we adhered to prior to vaccinations.

Butkowski mentioned it is difficult to adhere to the most basic guidance due to the size of the council chambers. Staff asked the City attorney if he had other clients in the same situation and what options are provided by state statute. As he has been here many times, he said it is not practical or prudent to hold in-person council meetings at Lauderdale City Hall as we do not have enough space to allow all who want to attend meetings to do so effectively and safely.

The City attorney said the Mayor may determine that in-person meetings are not practical or prudent as the pandemic surges. The technology updates that will happen in the next few months

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may offer alternative solutions, but for now, the options are either all in-person meetings or all persons meeting virtually.

Each council member expressed disappointment over the inability to meet in person but agreed that it is not practical to host in-person meetings at this time due to the Delta variant and the size of the Council chambers. Councilors mentioned that the development of 1795 Eustis Street and Luther Seminary's land in Lauderdale will bring more residents to meetings over the upcoming weeks than the council chambers can safely hold. The city attorney will draft a declaration to return to virtual meetings for the Mayor's consideration.

Set Agenda for Next Meeting

The next Council meeting may include representatives from Inland Development Group regarding development of Luther Seminary's property in Lauderdale, Patricia Hoffman of the Roseville Area League of Women Voters, the 2022 general fund budget, designation of a new building official, and the July financial report.

Work Session

A. Community Development Update

Butkowski revisited the community meeting Inland Development Group held at City Hall on August 18, seal coating of the streets was done on August 20, and staff met with Pat Cook from NineNorth to discuss Council chamber upgrades.

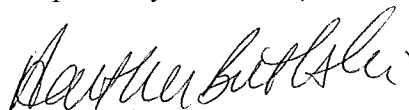
B. Opportunity for the Public to Address the City Council

Mayor Gaasch opened up the floor to anyone in attendance interested in addressing the Council. There being no people interested in speaking, Mayor Gaasch closed the floor.

Adjournment

Councilor Pulford moved and seconded by Councilor Moffatt to adjourn the meeting at 8:42 p.m. Motion carried unanimously.

Respectfully submitted,



Heather Butkowski
City Administrator



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

Request for Council Action

To: Mayor and City Council
From: City Administrator
Meeting Date: September 14, 2021
Subject: List of Claims

The claims totaling \$99,637.64 are provided for City Council review and approval that includes check numbers 27586 to 27612.

Accounts Payable

Checks by Date - Detail by Check Date

User: heather.butkowski
Printed: 9/10/2021 1:53 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	43	Public Employees Retirement Association PR Batch 51800.09.2021 PERA Coordinated PR Batch 51800.09.2021 PERA Coordinated	09/03/2021 PR Batch 51800.09.2021 PER PR Batch 51800.09.2021 PER	1,056.10 1,218.58
Total for this ACH Check for Vendor 43:				2,274.68
ACH	44	Minnesota Department of Revenue PR Batch 51800.09.2021 State Income Tax	09/03/2021 PR Batch 51800.09.2021 Stat	706.41
Total for this ACH Check for Vendor 44:				706.41
ACH	45	ICMA Retirement Corporation PR Batch 51800.09.2021 Deferred Comp PR Batch 51800.09.2021 Deferred Comp	09/03/2021 PR Batch 51800.09.2021 Defi PR Batch 51800.09.2021 Defi	1,103.88 1,795.31
Total for this ACH Check for Vendor 45:				2,899.19
ACH	46	Internal Revenue Service PR Batch 51800.09.2021 FICA Employee Portio PR Batch 51800.09.2021 Medicare Employer Po PR Batch 51800.09.2021 Medicare Employee Pc PR Batch 51800.09.2021 FICA Employer Portio PR Batch 51800.09.2021 Federal Income Tax	09/03/2021 PR Batch 51800.09.2021 FIC. PR Batch 51800.09.2021 Me PR Batch 51800.09.2021 Me PR Batch 51800.09.2021 FIC. PR Batch 51800.09.2021 Fede	1,105.08 258.45 258.45 1,105.08 1,645.54
Total for this ACH Check for Vendor 46:				4,372.60
ACH	47	Public Employees Insurance Program PR Batch 51800.09.2021 Health Insurance PR Batch 51800.09.2021 Dental	09/03/2021 PR Batch 51800.09.2021 Hea PR Batch 51800.09.2021 Den	2,429.66 120.48
Total for this ACH Check for Vendor 47:				2,550.14
Total for 9/3/2021:				12,803.02
27586	239 INV-024780	American Engineering Testing Inc Seal Coat Project	09/14/2021	289.00
Total for Check Number 27586:				289.00
27587	217 076-082621 C	Association for Nonsmokers-Minnesota North Suburban Tobacco Compliance Project	09/14/2021	116.00
Total for Check Number 27587:				116.00
27588	52 092021	Bluechip Tree Company Inc Tree Removal	09/14/2021	5,490.00
Total for Check Number 27588:				5,490.00
27589	184	Cintas	09/14/2021	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	4093663236	August Uniforms		12.07
	4094332278	August Uniforms		12.07
			Total for Check Number 27589:	24.14
27590	25 092021	County of Ramsey Recording Fees - Morgan/Taylor	09/14/2021	46.00
			Total for Check Number 27590:	46.00
27591	25 092021	County of Ramsey Recording Fees - Gaasch/Koncar	09/14/2021	46.00
			Total for Check Number 27591:	46.00
27592	31 162613 162613	Kennedy & Graven Chartered July Legal Services - TIF District July Legal Services	09/14/2021	925.00 378.00
			Total for Check Number 27592:	1,303.00
27593	84 092021 092021 092021 092021	North Star Bank Cardmember Services Paper Towels - Costco Certified Letters - USPS Pioneer Press Subscription Pioneer Press Subscription	09/14/2021	56.15 24.70 10.00 10.00
			Total for Check Number 27593:	100.85
27594	346 092021	Roseville Community Band Music for September Park Event	09/14/2021	250.00
			Total for Check Number 27594:	250.00
27595	162 1064 1065 1066	Swanson Haskamp Consulting, LLC 1795 Eustis Project - July Seminary Project - July General Planning Services - June/July	09/14/2021	270.00 202.50 1,766.00
			Total for Check Number 27595:	2,238.50
27596	7 8942000-0500-3	Waste Management Inc City Hall Refuse	09/14/2021	278.95
			Total for Check Number 27596:	278.95
27597	36 0230321	City of Roseville September IT Services	09/14/2021	1,633.15
			Total for Check Number 27597:	1,633.15
27598	29 4109	City of St Anthony September Police Services	09/14/2021	64,434.83
			Total for Check Number 27598:	64,434.83
27599	25 09142021	County of Ramsey Recording Fee - Brumm Tree	09/14/2021	46.00
			Total for Check Number 27599:	46.00
27600	348	ESRI PW Software Subscription	09/14/2021	800.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 27600:	800.00
27601	349 02466799-00	Goodin Company Plumbing Fitting	09/14/2021	45.41
			Total for Check Number 27601:	45.41
27602	61 1080530	Gopher State One Call August Locates	09/14/2021	21.60
			Total for Check Number 27602:	21.60
27603	30 2021-2022	League of Minnesota Cities 2021-2022 LMC Dues	09/14/2021	2,665.00
			Total for Check Number 27603:	2,665.00
27604	103 092021	Minnesota Mayors Association 2021-2022 Membership	09/14/2021	30.00
			Total for Check Number 27604:	30.00
27605	347 10588	Premier Tree Service Inc 1930 Carl Petition and Waiver Tree	09/14/2021	2,147.50
			Total for Check Number 27605:	2,147.50
27606	5 619861-08-21	Premium Waters Inc 9/21 Water Delivery	09/14/2021	24.99
			Total for Check Number 27606:	24.99
27607	135 0821572525	St Paul Pioneer Press 2021 TIF Disclosure	09/14/2021	141.75
			Total for Check Number 27607:	141.75
27608	4 S1001857	The Neighborhood Recycling Company Inc August Recycling Service	09/14/2021	3,322.42
			Total for Check Number 27608:	3,322.42
27609	3 451705677	US National Equipment Finance Inc September Copier Lease	09/14/2021	176.00
			Total for Check Number 27609:	176.00
27610	90 9887429278 9887429278 9887429278	Verizon Wireless August Cell Phone August Cell Phone August Cell Phone	09/14/2021	58.65 29.33 29.32
			Total for Check Number 27610:	117.30
27611	7 8952304-0500-6	Waste Management Inc September PW Dumpster	09/14/2021	517.19
			Total for Check Number 27611:	517.19
27612	74 746027338 746115062	Xcel Energy August Larpenteur Avenue Bridge Lights August 2430 Larpenteur Avenue	09/14/2021	34.17 13.34

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	746421452	August Larpenteur Pedestrian Lighting		43.11
	746875817	August Street Lighting		438.42
Total for Check Number 27612:				529.04
Total for 9/14/2021:				86,834.62
Report Total (32 checks):				99,637.64

LAUDERDALE COUNCIL ACTION FORM

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date September 14, 2021

ITEM NUMBER July Financial Report

STAFF INITIAL JB

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 July 2021. This includes the new fund for tracking the American Recovery Plan Act funds.

OPTIONS:

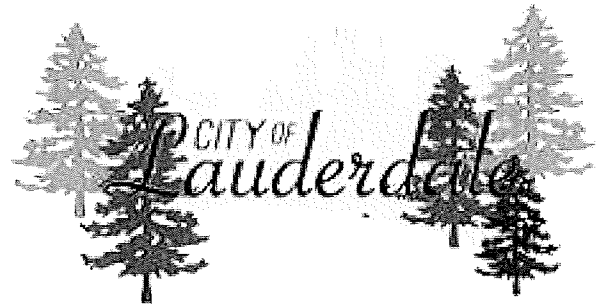
STAFF RECOMMENDATION:

By approving the consent agenda, the Council acknowledges the city's financial report for July 2021.

General Ledger

Cash Balances

User: heather.butkowski
 Printed: 8/27/2021 11:49:25 AM
 Period 07 - 07
 Fiscal Year 2021



Description	Account	Beg Bal	MTD Debit	MTD Credit	Current Balance
Cash	101-00000-000-10100	-2,764,088.99	788,143.21	813,124.10	-2,789,069.88
Change Fund	101-00000-000-10300	100.00	0.00	0.00	100.00
Cash	226-00000-000-10100	10,364.45	4,394.03	3,198.33	11,560.15
Cash	227-00000-000-10100	73,123.41	41.71	5,230.49	67,934.63
Cash	228-00000-000-10100	0.00	133,464.30	0.00	133,464.30
Cash	305-00000-000-10100	9,767.13	6.00	0.00	9,773.13
Cash	306-00000-000-10100	123,864.00	76.09	0.00	123,940.09
Cash	401-00000-000-10100	149,567.74	91.88	0.00	149,659.62
Cash	403-00000-000-10100	523,892.38	19,042.33	0.00	542,934.71
Cash	404-00000-000-10100	352,814.64	216.74	0.00	353,031.38
Cash	414-00000-000-10100	366,913.77	225.40	0.00	367,139.17
Cash	416-00000-000-10100	93,964.51	0.00	0.00	93,964.51
Cash	602-00000-000-10100	1,027,140.49	14,819.63	18,595.21	1,023,364.91
Cash	603-00000-000-10100	432,876.30	5,759.40	5,154.66	433,481.04
Current Assets		400,299.83	966,280.72	845,302.79	521,277.76
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	3,182,614.84	402,463.30	0.00	3,585,078.14
Investments		3,182,614.84	402,463.30	0.00	3,585,078.14
Grand Total		<u>3,583,214.67</u>	<u>1,368,744.02</u>	<u>845,302.79</u>	<u>4,106,655.90</u>

General Ledger

Revenue vs Expense

User: heather.butkowski
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 Period 07 - 07
 Fiscal Year 2021



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend	Collect
101	General Fund						
	Revenue						
	Taxes	899,710.00	216,413.81	480,138.92	419,571.08		53.37
	Licenses and Permits	37,750.00	2,847.20	21,430.20	16,319.80		56.77
	Intergovernmental Revenues	525,789.00	262,295.50	262,295.50	263,493.50		49.89
	Charges for Services	10,600.00	1,400.66	3,761.52	6,838.48		35.49
	Fines and Forfeits	27,000.00	1,732.92	14,037.34	12,962.66		51.99
	Miscellaneous Revenue	7,500.00	1,050.87	-4,193.19	11,693.19		-55.91
	Other Financing Sources	0.00	0.00	0.00	0.00		0.00
	Revenue	1,508,349.00	485,740.96	777,470.29	730,878.71		51.54
	Expense						
	Personal Services	425,105.00	31,734.92	236,315.96	188,789.04		55.59
	Supplies	16,200.00	480.90	7,770.27	8,429.73		47.96
	Other Services and Charges	1,059,044.00	75,115.09	539,373.37	519,670.63		50.93
	Capital Outlay	0.00	0.00	0.00	0.00		0.00
	Other Uses	8,000.00	0.00	78,897.00	-70,897.00		986.21
	Expense	1,508,349.00	107,330.91	862,356.60	645,992.40		57.17
101	General Fund	0.00	378,410.05	-84,886.31	84,886.31		0.00

General Ledger

Revenue vs Expense

User: heather.butkowski
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 Period 07 - 07
 Fiscal Year 2021



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
226	Communications					
	Revenue					
	Taxes	19,000.00	4,386.93	9,433.55	9,566.45	49.65
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	100.00	7.10	52.13	47.87	52.13
	Revenue	19,100.00	4,394.03	9,485.68	9,614.32	49.66
	Expense					
	Personal Services	9,612.00	745.74	5,533.23	4,078.77	57.57
	Supplies	0.00	0.00	780.00	-780.00	0.00
	Other Services and Charges	3,600.00	2,452.59	6,275.38	-2,675.38	174.32
	Capital Outlay	5,000.00	0.00	0.00	5,000.00	0.00
	Expense	18,212.00	3,198.33	12,588.61	5,623.39	69.12
226	Communications	888.00	1,195.70	-3,102.93	3,990.93	-349.43

General Ledger

Revenue vs Expense

User: heather.butkowski
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 Period 07 - 07
 Fiscal Year 2021



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	49,899.00	41.71	29,739.34	20,159.66	59.60
	Revenue	55,799.00	41.71	29,739.34	26,059.66	53.30
	Expense					
	Personal Services	24,594.00	1,908.07	14,160.37	10,433.63	57.58
	Supplies	0.00	0.00	3,569.70	-3,569.70	0.00
	Other Services and Charges	39,869.00	3,322.42	19,934.52	19,934.48	50.00
	Capital Outlay	350.00	0.00	0.00	350.00	0.00
	Expense	64,813.00	5,230.49	37,664.59	27,148.41	58.11
227	Recycling	-9,014.00	-5,188.78	-7,925.25	-1,088.75	87.92

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 8/27/2021 11:51:00 AM
 Period 07 - 07
 Fiscal Year 2021



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
228	American Rescue Plan Act					
	Revenue					
	Intergovernmental Revenues	0.00	133,382.36	133,382.36	-133,382.36	0.00
	Miscellaneous Revenue	0.00	81.94	81.94	-81.94	0.00
	Revenue	0.00	133,464.30	133,464.30	-133,464.30	0.00
228	American Rescue Plan Act	0.00	133,464.30	133,464.30	-133,464.30	0.00

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 8/27/2021 11:51:00 AM
 Period 07 - 07
 Fiscal Year 2021



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
305	GO TIF Revenue Bonds 2018A					
	Revenue					
	Miscellaneous Revenue	500.00	6.00	52.62	447.38	10.52
	Other Financing Sources	0.00	0.00	1,365,000.00	-1,365,000.00	0.00
	Revenue	500.00	6.00	1,365,052.62	-1,364,552.62	273,010.52
	Expense					
	Other Services and Charges	475.00	0.00	44,872.00	-44,397.00	9,446.74
	Debt Service	25,253.00	0.00	1,309,719.25	-1,284,466.25	5,186.39
	Expense	25,728.00	0.00	1,354,591.25	-1,328,863.25	5,265.05
305	GO TIF Revenue Bonds 2018A	-25,228.00	6.00	10,461.37	-35,689.37	-41.47

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 8/27/2021 11:51:00 AM
 Period 07 - 07
 Fiscal Year 2021



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
306	2019A Improvement Bonds					
	Revenue					
	Miscellaneous Revenue	300.00	76.09	483.60	-183.60	161.20
	Other Financing Sources	126,263.00	0.00	22,390.18	103,872.82	17.73
	Revenue	126,563.00	76.09	22,873.78	103,689.22	18.07
	Expense					
	Other Services and Charges	475.00	0.00	575.00	-100.00	121.05
	Debt Service	121,000.00	0.00	121,000.00	0.00	100.00
	Expense	121,475.00	0.00	121,575.00	-100.00	100.08
306	2019A Improvement Bonds	5,088.00	76.09	-98,701.22	103,789.22	-1,939.88

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 8/27/2021 11:51:00 AM
 Period 07 - 07
 Fiscal Year 2021



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	91.88	658.83	841.17	43.92
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	1,500.00	91.88	658.83	841.17	43.92
	Expense					
	Other Services and Charges	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	35,000.00	0.00	10,487.90	24,512.10	29.97
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	35,000.00	0.00	10,487.90	24,512.10	29.97
401	General Capital Projects	-33,500.00	91.88	-9,829.07	-23,670.93	29.34

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 8/27/2021 11:51:00 AM
 Period 07 - 07
 Fiscal Year 2021



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
403	Street Capital Projects					
	Revenue					
	Intergovernmental Revenues	0.00	18,709.00	18,709.00	-18,709.00	0.00
	Miscellaneous Revenue	4,000.00	333.33	9,068.44	-5,068.44	226.71
	Other Financing Sources	0.00	0.00	78,897.00	-78,897.00	0.00
	Revenue	4,000.00	19,042.33	106,674.44	-102,674.44	2,666.86
	Expense					
	Capital Outlay	0.00	0.00	11,228.85	-11,228.85	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	11,228.85	-11,228.85	0.00
403	Street Capital Projects	4,000.00	19,042.33	95,445.59	-91,445.59	2,386.14

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 8/27/2021 11:51:00 AM
 Period 07 - 07
 Fiscal Year 2021



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
404	Park Capital Projects					
	Revenue					
	Intergovernmental Revenues	0.00	0.00	28,750.00	-28,750.00	0.00
	Miscellaneous Revenue	4,000.00	216.74	-27,071.83	31,071.83	-676.80
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	4,000.00	216.74	1,678.17	2,321.83	41.95
	Expense					
	Supplies	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	7,500.00	0.00	134,060.00	-126,560.00	1,787.47
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	7,500.00	0.00	134,060.00	-126,560.00	1,787.47
404	Park Capital Projects	-3,500.00	216.74	-132,381.83	128,881.83	3,782.34

General Ledger

Revenue vs Expense

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 Period 07 - 07
 Fiscal Year 2021



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

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 8/27/2021 11:51:00 AM
 Period 07 - 07
 Fiscal Year 2021



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
414	Development					
	Revenue					
	Miscellaneous Revenue	4,000.00	225.40	3,291.07	708.93	82.28
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	4,000.00	225.40	3,291.07	708.93	82.28
	Expense					
	Other Services and Charges	0.00	0.00	1,952.94	-1,952.94	0.00
	Other Uses	67,956.00	0.00	0.00	67,956.00	0.00
	Expense	67,956.00	0.00	1,952.94	66,003.06	2.87
	Development	-63,956.00	225.40	1,338.13	-65,294.13	-2.09

General Ledger

Revenue vs Expense

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 Period 07 - 07
 Fiscal Year 2021



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

General Ledger

Revenue vs Expense

User: heather.butkowski
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 Period 07 - 07
 Fiscal Year 2021



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	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
	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	0.00	0.00	0.00

General Ledger

Revenue vs Expense

User: heather.butkowski
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 Period 07 - 07
 Fiscal Year 2021



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	14,302.46	166,384.65	119,531.35	58.19
	Miscellaneous Revenue	16,100.00	628.28	4,250.46	11,849.54	26.40
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	302,016.00	14,930.74	170,635.11	131,380.89	56.50
	Expense					
	Personal Services	77,500.00	5,865.36	43,659.37	33,840.63	56.33
	Supplies	800.00	55.24	311.44	488.56	38.93
	Other Services and Charges	180,573.00	12,785.72	122,683.77	57,889.23	67.94
	Capital Outlay	150,000.00	0.00	0.00	150,000.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	408,873.00	18,706.32	166,654.58	242,218.42	40.76
602	Sanitary Sewer	-106,857.00	-3,775.58	3,980.53	-110,837.53	-3.73

General Ledger

Revenue vs Expense

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 Period 07 - 07
 Fiscal Year 2021



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	5,512.88	73,638.46	35,699.54	67.35
	Miscellaneous Revenue	4,500.00	266.13	1,813.70	2,686.30	40.30
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	113,838.00	5,779.01	75,452.16	38,385.84	66.28
	Expense					
	Personal Services	65,763.00	4,991.28	37,128.15	28,634.85	56.46
	Supplies	750.00	55.24	311.44	438.56	41.53
	Other Services and Charges	24,150.00	127.75	29,844.10	-5,694.10	123.58
	Capital Outlay	80,000.00	0.00	0.00	80,000.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	170,663.00	5,174.27	67,283.69	103,379.31	39.42
603	Storm Water	-56,825.00	604.74	8,168.47	-64,993.47	-14.37

General Ledger

Revenue vs Expense

User: heather.butkowski
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 Period 07 - 07
 Fiscal Year 2021



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

User: heather.butkowski
 Printed: 8/27/2021 11:51:00 AM
 Period 07 - 07
 Fiscal Year 2021



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
Revenue Total		2,139,665.00	664,009.19	2,696,475.79	-556,810.79	1.2602
Expense Total		2,428,569.00	139,640.32	2,780,444.01	-351,875.01	1.1449
Grand Total		-288,904.00	524,368.87	-83,968.22	-204,935.78	0.2906

LAUDERDALE COUNCIL ACTION FORM

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date September 14, 2021

ITEM NUMBER Allied Blacktop Pay Req. #1

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Allied Blacktop Company has submitted their first pay request for the seal coating project. The request is for a payment of \$128,846.93. A second pay request will cover the street sweeping and then the project will be done.

STAFF RECOMMENDATION:

By approving the Consent Agenda, the Council approve pay request No. 1 for the 2021 Seal Coat Project payable to Allied Blacktop Company in the amount of \$128,846.93.



CITY OF LAUDERDALE
1891 WALNUT STREET
LAUDERDALE, MN 55113

Page 1 of 2
Client Project Number:
Payment Number: 1

Contract Number: 193805301
Pay Request Number: 1

Stantec Project Number	Project Description
193805301	Lauderdale 2021 Seal Coat Project

Contractor: Allied Blacktop Company 10503 89th Avenue No. Maple Grove, MN 55369	Up To Date: 09/03/2021
---	------------------------

Contract Amount		Funds Encumbered	
Original Contract	\$150,887.50	Original	\$150,887.50
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$150,887.50	Total	\$150,887.50

Work Certified To Date	
Base Bid Items	\$135,628.35
Contract Changes	
Material On Hand	\$0.00
Total	\$135,628.35

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$135,628.35	\$135,628.35	\$6,781.42	\$0.00	\$128,846.93	\$128,846.93
Percent: Retained: 5%			Percent Complete: 89.89%		

I hereby certify that all items and amounts shown are correct for the work completed to date.
Contractor: Allied Blacktop Company

Approved by:

Date:

9/9/21

The Work on this project and application has been reviewed and the amount shown is recommended for payment.
Stantec Engineer: Kellie Schlegel

Approved by:

Date:

Kellie Schlegel

Digitally signed by Kellie
Schlegel
Date: 2021.09.09 09:21:57
-05'00'

Approved for Payment by Owner: CITY OF LAUDERDALE

Approved by:

Date:



CITY OF LAUDERDALE
1891 WALNUT STREET
LAUDERDALE, MN 55113

Page 2 of 2
Client Project Number:
Payment Number: 1

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2021-09-03	135,628.35	6,781.42	128,846.93

Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
1		135,628.35	6,781.42	0.00	128,846.93	128,846.93

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
1	City Funds	128,846.93		0.00	128,846.93

Contract Item Status									
Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
1	2021.501/00010	MOBILIZATION	LS	7,200.00	1	1	7,200.00	1	7,200.00
2	2563.601/00010	TRAFFIC CONTROL	LS	6,000.00	1	1	6,000.00	1	6,000.00
3	2356.505/00010	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	4.50	19500	17667	79,501.50	17667	79,501.50
4	9990.25814	ROUTE AND SEAL	LB	1.95	10000	7346	14,324.70	7346	14,324.70
5	2785.00072	SEAL COAT AGGREGATE	TN	1.00	950	624	624.00	624	624.00
6	2232.604/00460	MILL BITUMINOUS PAVEMENT - 2"	SY	33.50	100	78.9	2,643.15	78.9	2,643.15
7	2232.604/00011	PATCH BITUMINOUS PAVEMENT	TN	282.50	75	78	22,035.00	78	22,035.00
8	9990.09500	REMOVE AND REPLACE CATCH BASIN ADJUSTMENT RINGS	EA	825.00	6	4	3,300.00	4	3,300.00
Base Bid Totals:							\$135,628.35		\$135,628.35

Contract Total	\$135,628.35
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LAUDERDALE COUNCIL ACTION FORM

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date September 14, 2021

ITEM NUMBER September Community Event

STAFF INITIAL Jim

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Staff is asking the city council to consider approving the attached performance agreement with the Roseville Community Concert Band for September music at a cost of \$250.

The September event is scheduled from 6:00-7:30 p.m. on Monday, September 20.

We are asking people to bring their own chairs or blankets to sit on.

OPTIONS:

Approve by adopting the consent agenda or remove for discussion.

STAFF RECOMMENDATION:

By approving the consent agenda, the city council is approving the attached performance agreement with the Roseville Community Concert Band.

City of Lauderdale Performance Agreement

Event: Community Band Concert

Date Monday, September 20, 2021

Performance Time: 6-7:30 p.m.

Location: Lauderdale Community Park, 1885 Fulham Street

ARTIST or GROUP INFORMATION

Artist or Group Name: Roseville Community Band

Artist/Group Leader: Dan Kuch: 612-363-4564

Daytime Phone: 612-363-4564

Cell Phone: Richard Baldinelli: Contact person and Director: 612-759-0351

Email Address: rcbdirector@gmail.com

Website Address (if applicable): www.RosevilleCommunityBand.org

Chairs Needed: 45 Electricity: yes Extension cord: yes

PAYMENT INFORMATION

Performance Fee: \$250.00

Name & Address of Individual or Group for Payment of Fee: Roseville Community Band
2660 Civic Center Drive
Roseville, MN 55113

PERFORMANCE PROVISIONS

- 1) The Artist or Group is considered an independent contractor and is responsible for all appropriate insurance and income taxes.
- 2) The Artist or Group will supply their own sound system and the following items as needed: music stands, stage etc.
- 3) The City will provide chairs, electricity and an extension cord if needed.
- 4) Cancellation/Inclement Weather Policy:
 - If the performance is cancelled by the City before Noon the day of the performance, the City will pay 50% of the agreed performance fee as compensation.
 - If the performance is cancelled by the City after Noon the day of the performance, the City will pay 100% of the agreed performance fee as compensation.
- 5) Sale of promotional merchandise is allowed at the concert site.
- 6) Payment Information: The City will make every effort to present payment to the Artist or Group the day of the performance, but may mail payment within 2 weeks after performance date.
- 7) Indemnification: The Artist or Group agrees to defend and indemnify the City, and its employees, officials, volunteers and agents from and against all claims, actions, damages, losses and expenses arising out of the Artist or Group's performance or failure to perform its duties under this Agreement.

Signature of Artist/Group Leader:  Date: September 2, 2021

Mary Gaasch, Mayor

Date

Heather Butkowski, City Administrator Date

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date September 14, 2021

ITEM NUMBER League of WV Presentation

STAFF INITIAL



APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Patricia Hoffman and Megan Gunnar from the League of Women Voters will be at the meeting to share their recent research on equitable representation on city boards and commissions.

STAFF RECOMMENDATION:

September 9, 2021

To: Lauderdale City Council Members

From: League of Women Voters – Roseville Area *[includes Falcon Heights, Lauderdale, Little Canada, Maplewood, Roseville]*

Re: 2020-2021 Equitable Representation Study on Appointed City Boards and Commissions

Enclosed please find the report of our study on the equitable representation on city boards and commissions. We hope this is of use to you as you continue your work to increase the diversity of voices contributing to city governance. In November 2020, we sent out 116 surveys to current and some former city-appointed commissioners with response rates varying from 19% to 73% across cities of Falcon Heights, Little Canada, Maplewood and Roseville. Lauderdale currently has no active commissions. Because numbers of commissions vary by city and numbers of commissioners responding also varied, we are not providing city-specific feedback.

With these caveats in mind, we hope you might glean useful information from the study. Certain themes ran across all four cities such as commissioners' pride in their work, the respect shown for one another, and willingness to work together. Across all four cities, commissioners also wanted more diversity of views represented, but recognized the challenge of encouraging community members to get involved in city governance.

We look forward to hearing from you and learning with you about ways in which we can reach a broader and more diverse segment of our population and successfully encourage more residents to become involved in city governance.

League of Women Voters Roseville Area

2020-2021 Equitable Representation Study on Appointed City Boards and Commissions

INTRODUCTION

Just prior to the League of Women Voters (LWV) Roseville Area chapter annual meeting in June 2020, the City of Minneapolis became yet another City where inequality reached a boiling point. The death of an African American, George Floyd, while he was being arrested, became an agonizing plea for racial justice here and now. This occurred during a devastating pandemic that was already exposing inequities in housing, health care, education, and in public life. LWV Roseville Area members advocated undertaking a study to look at equitable representation in our own backyard—in the five cities represented in our chapter. It was a small step, but nevertheless, something that we could do to bring awareness to the current state of diversity and equity on City appointed Boards and Commissions.

Serving on a commission can be a step toward becoming more involved in politics, and thus is an important gateway to more equal representation in local, state, and national governance. With demand for City services such as low-cost housing and green space continuing to grow, residents and cities alike welcome sound management and a range of voices contributing to public discussion of city needs and priorities.

The study team chose to define diversity broadly, to include race/ethnicity, age, socio-economic status, disabilities, and sexual orientation. The spirit of this report is to focus on what is working well, emphasizing equity strengths that can be shared across the cities. This aligns with positions of LWV and City leaders to foster opportunity for efficient, effective City boards and commissions including resident participation.

STUDY GOAL

The purpose of this study was to identify the current status and highlight respondents' recommendations for best practices in equitable representation for Boards and Commissions appointed by the City Councils of Falcon Heights, Lauderdale, Little Canada, Maplewood, and Roseville.

BACKGROUND INFORMATION

The study team collected the following information which informs the current situation with appointed Boards and Commissions in the five cities:

- Email requests to City clerks or managers for current and former commission member e-mail contact information, details such as purpose of the various commissions, term lengths, commissioner qualifications, and recruitment and onboarding. Information from City websites was also used.
- Online anonymous survey to 116 current commissioners in Falcon Heights, Little Canada, Maplewood and Roseville (Lauderdale currently has no commissions) with a response rate ranging from 19-73 percent (median=61 percent). Note that since Roseville has the most

commissions, they had the most survey responses. Results have not been summarized by City to ensure confidentiality.

- Phone calls with survey respondents who requested a follow-up conversation.

Suggestions were then drawn from the information collected. We acknowledge that the survey was subjective in nature, representing respondents' views and raises topics for the Cities' consideration. Subjective data relies on participant awareness; that is, we don't know what we don't know. Personal bias is inevitable and enters into responses. On-going data collection and reflection help create more personal awareness and recognition of one's own biases and perspectives.

City demographic snapshot

The Cities are generally similar, except for population and differences such as Roseville having a little less racial diversity, Maplewood having more people under age 18, and Lauderdale having the highest percentage of people below poverty levels.

	Falcon Heights	Lauderdale	Little Canada	Maplewood	Roseville
Age					
Median/middle	32.9	33.2	43.8	38.1	40
percent under 18	18%	13%	18%	22%	19%
percent 18-64	66	70	65	62	60
percent 65+	15	17	17	16	21
Gender					
Male	47%	48%	49%	49%	47%
Female	53%	52%	51%	51%	53%
Ethnicity					
White	71%	70.72%	66%	64%	76%
Black	8	11	10	9	8
Native	0	1	0	0.3	0.5
Asian	15	12	15	15	8
Pacific Islander	0	0	0	0	0
Hispanic	2	3	5	9	4
other	1	1	0	3	0
two +	3	2	3	3	4
Income					
median	\$72,660	\$50,909	\$51,500	\$66,758	\$68,300
Below poverty	12%	16%	8.7%	9.8%	9.7%
100-149 percent poverty	5.3	5.9	10	8.7	5.7
150-184 percent poverty	6	7.2	7.7	5.5	4.4
Population	5,446	2,442	10,580	41,738	36,644

Population data adapted from 2010 US Census and 2019 American Community Survey

City commissions snapshot

As the chart of the commissions shows, the types of commissions vary in each city. Lauderdale currently has no commissions, as previously mentioned.

	Falcon Heights	Little Canada	Maplewood	Roseville
Commission				
Planning	X	X	X	X
Parks & Recreation	X	X	X	X
Environment (& Natural Resources)	X		X	
Public Works/Environment & Transportation				X
Community Engagement	X			
Human Rights, Inclusion & Engagement				X
Community Design Review Board			X	
Heritage Preservation			X	
Housing/Economic Development			X	
Ethics				X
Finance				X
Police/Civil Service				X
Variance (overlaps with Planning)				X

Similarities in commissions

Few commissions reported having required qualifications other than being a resident. There are some exceptions, such as the Finance Commission requiring that three members have professional financial experience. The average number of commissioners per commission is 6.5 and the range is from 3 to 11. All commissioners are appointed by City Councils and/or Mayors. The only commissions that the Cities have in common are Planning and Parks & Recreation. There is also similarity between Maplewood's Environment & Natural Resources and Roseville's Public Works/Environment & Transportation, and Roseville's Human Rights, Inclusion & Engagement and Falcon Height's Community Engagement. Meetings are held in the evening in all cities, and during the COVID-19 pandemic, were held online via Zoom.

How long have you served on your specific board or commission?

	Responses	Percent
I am currently serving my first term.	21	36
I am serving my second term.	22	37
I am serving now and have also served in the past.	11	19
Other	5	8

Total	59	100
-------	----	-----

Most respondents were serving on their first or second terms. Some were serving now and had served in the past.

Differences in commissions

Of note to this study is that in 2017 the City of Roseville combined its Human Rights and Community Engagement Commissions to create a Human Rights, Inclusion and Engagement Commission. The purpose is to evaluate the City's outreach and inclusion efforts and advise on strategies to improve them. Roseville also has two voting youth (high school) commissioners on two commissions and Falcon Heights has a youth commission which encourages teens to serve on several of their commissions. Maplewood previously had a Human Rights Commission and may possibly create a similar new Commission. Except for Maplewood, the cities each have term limits for commissioners. These differences are noted as they impact obtaining more diversity in commissioners.

STUDY FINDINGS

Pride in accomplishments

We asked commissioners what they were most proud of in their work:

- Most common answer of 42 responses was full participation by members, equal opportunity to speak, without intimidation from other board members and getting input from the public to make positive changes. "Good collaboration, city seeks and takes input/feedback."
- Second most common answer was working from a master plan for their commission
- Other common responses, some specific to type of commission included: improving park facilities; develop a primer for orientation of new commission members and ongoing resource for all commission members about important topics and aspects of work on the commission; engagement toolkit; hiring of diversity and inclusion consultant by the City as a result of our recommendation; solar power and water rates; work on utility rates and organic composting

What works well with your Commission?

The following comments were the most frequently mentioned of 42 responses:

- Having a comprehensive plan was mentioned by the most people with comments such as, "We developed a master plan and we reference it when making recommendations" being typical (comments about the comprehensive plan are likely from Planning Commission members, who have a role to play in the cities' development of the statutorily-mandated Comprehensive Plan)

- Having positive relationships was mentioned next most frequently with comments such as, “Being open to all opinions and showing a willingness to listen” and “Respect for each other’s opinions.”
- The next most common response was the importance of having an engaged staff or a City Council member who worked with the commission, such as, “We are helping to promote more active engagement in building a vibrant City atmosphere.” Similar comments include “city staff is well informed on issues,” and “competent staff liaison.”
- Actively seeking feedback was mentioned by a number of respondents, “Input from the community,” and “improved outreach and inclusion for underrepresented communities.”
- Several people also cited making positive change/adaptations toward progressive environmental policies as an important accomplishment.
- Several people mentioned how COVID-19 has affected their commission. Most have adjusted to online meetings with somewhat mixed results, though more made positive rather than negative comments about online meetings. “We are starting to think “outside of the box” due to the pandemic restrictions.” “The online dynamic is working well.”

What could improve your Commission?

- The most common response of 39 who answered this question was needing more feedback from the public such as, “More local interest and involvement, including with students. Have more commission recommendations approved or supported by City Council. Consider ways to reach out to various stakeholders in community, (for example) solicit input on goals or identify areas of concern or interest.”
- The next most common response involved clarification of their role, including clear guidance and more defined role for commissioners, wanting a more clearly defined mission, regular progress updates, better access to central data, better onboarding or training for new commissioners, better cohesiveness between City Council and the commission and better communication.
- Several people mentioned problems presented by COVID-19 and they felt they were being more reactive than previously. “Even before COVID, the number of meetings per year was too few.” “Looking forward to in-person meetings. Hard to do all our work through Zoom.”

Existing orientation and training

- Only half of respondents reported receiving an orientation. Of those, 92 percent said it was useful:
 - nearly all want training in policies and procedures and the City’s strategic plan
 - next highest request was history of past practices
 - less than half said training in building consensus and communication skills was necessary, though we respectfully indicate that this may increase in importance as diversity of experiences increases
- On the need for orientation, we asked commissioners to rate the importance of an orientation on a scale from 1 to 100. Respondents’ ratings averaged 70 out of 100 on the importance, with 66 percent scoring it over 50. “(Need) improved onboarding for new commissioners, clear guidance from City Council.” “(Need) roles and responsibilities of a

commission, especially as it relates to city government/budget process, to city staff, to other commissions, to City Council.” “Need new commissioner training....”.

- Maplewood and Roseville have a handbook which is provided/reviewed with new commissioners

Barriers to participating

- Small numbers of respondents said hearing or vision issues (2), day or time of meeting conflict (3), childcare needs (3) or technology issues (2). “Conflict with work engagement.”
- One each cited barriers such as mobility/access, personal work/travel schedule, meetings get rescheduled and conflict with calendar, no in person meetings because of COVID-19. “Frequent out-of-area travel.”

This information may not reflect *potential* commissioner barriers, as there is no method for obtaining it from persons who, by definition, have not applied or been appointed.

Diversity of respondents

We do not have demographics for all members of the commissions. However, to the extent that we obtained a representative sample, the responses suggest limited diversity among those serving on these commissions.

- Respondents were largely male (62 percent)
- Income levels were high, with 42.6 percent reporting incomes of higher than \$120,000. Only 17 percent reported incomes of under \$80,000, with 3.8 percent below \$20,000. Eight people did not respond to the income question.
- 83 percent of respondents were White, Asian/Pacific Islander constituted 8 percent of respondents. One respondent reported that they were Black and 1 indicated multi-racial.

Why commissioners serve and recruitment sources

When asked the reasons they chose to serve, 82 percent wanted to serve their City and make a difference, 36 percent “had needed expertise”, 25 percent “make needed change” (25 percent), “fix a problem” (12 percent), and “other” (4 percent).

How did you find out about this commission?

	Responses	Percent
City newsletter	24	40
City website	14	24
Current commissioner, City official	9	15
Other (inquired with City, etc.)	8	14
Social media	4	7
Total	59	100

Heard about openings on commission:

- 70 percent learned of opening from City newsletter, website, or social media
- 15 percent were solicited by someone already involved in government and a similar number inquired with the City or received an email from an organization. “The membership of commissions is appointed from the pool of those who are interested in working on city issues and then apply for membership on a commission. This is where an effort must be made to encourage more interest in working on a commission. There could be a way to reach folks who do not use any of these resources by advertising directly to certain groups.”

Comprehensive Plans

How does your board or commission’s work fit into your City’s comprehensive plan?

	Responses	Percent
We provide advice and opinions.	48	43
We respond to specific requests for information and advice.	32	29
We provide essential information that is important for some decision making.	27	24
Other	4	4
Total	*111	100
<i>Note: * Respondents could check more than one category.</i>		

- We asked commissioners to rate their familiarity with their City’s comprehensive plan on a scale from 1 to 100. Although a few indicated lack of knowledge, the mean score was 67 and 66 percent scored between 50 and 94, indicating that most were at least somewhat familiar with the plan.
- When asked how their work fit into their City’s comprehensive plan, responses included providing advice, responding to specific information requests, and providing valuable information to inform work with the comprehensive plan. “Alignment with the comprehensive plan.”

Impacts on effectiveness of commissioners

- While the majority think everyone has an equal voice, several people disagreed
- When the response was, “Sometimes Equal Voice”, comments as to when that happen included:
 - “Format can break down with 1 or 2 members dialoguing unless other member is very forceful that they have something to add. Meeting importance and formality breaks down at times during the meeting. This has negative impact on board function to community and devalues the work being done.”
 - “All are heard but some don’t attend so they can’t be heard”
 - “It takes some time for new commissioners to feel that they have an equal voice”
- There was a strong endorsement for their recommendations being adopted by City Councils. Sixty-six percent scored their response above 50 percent (on scale of 100).

“Commission views and suggestions are well received by City Council.” Another view differed: “The City Council could listen more to our advice...”.

Missing voices

When we asked whose voices needed more representation, 70 percent responded that some groups were missing a voice. (We assume that those who did not answer felt no voices were missing.) Among those who did respond, the most endorsed “missing voices” category was different races and ethnicities. When asked to rate from 1 to 100 how they were doing on obtaining input from people of different races and incomes, the mean was about 50. “Input from all community stakeholders, not just from residents that are directly affected by certain situations or issues.”

Identify stakeholders whose voices you think are missing when your specific board or commission does its work.

	Responses	Percent
No voices missing	19	30
Persons from different races/ethnicities	9	15
Homeless	7	11
Low income	7	11
Renters	5	8
Homeowners	4	7
Other	4	7
Persons with different abilities	3	5
Senior citizens	1	2
Persons with different sexual orientation	1	2
Youth	1	2
Total	61	100

Commissioner comments about equity

What could be done to make this board or commission and its work/recommendations more inclusive of needs of diverse stakeholders in the city?

	Responses	Percent
Recruit and appoint more members from diverse backgrounds	26	43
Routinely survey a representative sample of the community	11	18
Personally consult with more diverse constituents	8	13
Other	5	8
Nothing, we are quite inclusive	4	6
No response	7	11
Total	61	100

- “Commissioners are selected by City Council, which itself does not represent the diversity of the community.”
- “How we can be more intentional in incorporating equity principles and practices in our work; whether as a commission and even as a City, what internal work do we need to do ourselves to assess where we are at, be on the same page about equity definitions, goals and vision, while also creating systemic changes that are more equitable for the community.”
- “The membership of commissions is appointed from the pool of those who are interested in working on City issues and then apply for membership on a commission. This is where an effort must be made to encourage more interest in working on a commission. Some Cities advertise widely for commission openings on a variety of City platforms (City newsletter, City website, Nextdoor, Facebook, etc.). There could be a way to reach folks who do not use any of these resources by advertising directly to certain groups.”
- “We need more ethnic diversity representation. It is difficult to get other cultures involved.”
- “Too many people are appointed to a board or commission for the sake of diversity, even though they have no expertise that is relevant to the board or commission.” This is a dissenting perspective and not supported by survey responses.
- Conduct a survey of representative diverse communities for their input

SUGGESTIONS FROM CURRENT COMMISSIONERS

We heard that numerous aspects of commissions are working well and commissioners believe they are serving an important role. As with any group, there is room for continuous improvement. The following areas and resources are suggested for City Council discussion and possible action.

- Appoint a City staff liaison member to all commissions.
- Improve equitable representation by broadening recruitment to target and reach more diverse groups. Ideally, reach out to relevant groups in advance of openings to build relationships and inform community members about the commissions.
- Develop an orientation / handbook and ensure training is conducted for all commissioners to provide a contextual understanding of the commission and City governance.
- As soon as safely possible, consider a balance of online meetings using Zoom or similar tool and in-person meetings. While Zoom is convenient and can remove transportation and possibly childcare barriers, it may be less personal, making it more difficult to speak up and harder to get to know others.

OTHER BEST PRACTICE RESOURCES

- League of Minnesota Cities – Collaboration of commissioners with other City commissioners in similar situations often offers the best path to effectiveness and

efficiency. While this group has no resources specific to boards and commissions, their Manager of Policy Analysis suggests, “There are many cities in MN, especially in the metro area, that are working to advance race equity in their communities. They are making changes to their HR practices as well as their commissions. I would suggest that you reach out to cities you have connections with.”

- Institute for Local Government – See their publication, *Beyond the Usuals Ideas to Encourage Broader Public Engagement in Community Decision Making*
- GROUNDWORK USA – See their publication, *Best Practices for Meaningful Community Engagement*
- University of Minnesota Extension Services – Leadership and Civic Engagement Extension. This program provides teams to help cities become more welcoming communities.

EQUITABLE REPRESENTATION STUDY COMMITTEE

Co-chairs: Patricia Hoffman, Barb Luck

Members: Megan Dahlberg, Rita Mills, Karen Schaffer

Contributor: Julie Strahan

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date September 14, 2021

ITEM NUMBE 2367 Larpenteur Fence Waiver

STAFF INITIAL Jim

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

In May, Chapter 7 of the Code of Ordinances regarding fences and retaining walls was amended to allow for a waiver process for property owners that propose to deviate from city code if the Council finds that the requirement is not necessary for the protection of public health, safety, or welfare.

Misty Meier, 2367 Larpenteur Avenue, has applied for a fence permit. Misty's property is located at the corner of Larpenteur Avenue and Pleasant Street. Thus, the fence requirements for corner lots apply.

Misty is proposing to remove and replace the existing fencing on her property. The attached site plan shows her proposed plan. There are 3 parts of her proposal that would require a waiver from the City Council, which are indicated on her site plan.

Misty's lot has a unique circumstance in that her house is set way back on her property. The waiver process was designed for unique situations like this. If approved, conditions can still be placed on the approval. Conditions to consider include:

- 1) All portions of fence will meet the setback regulations of 0' side yard and 2' rear yard.
- 2) The fence will be constructed with approved materials for privacy fences.
- 3) The finished side will face abutting property and right-of-way.

Similar to the consideration of variances, the Council should indicate their reasons for approval or denial through the decision making process. With variances, the Council's decisions are memorialized by resolution. With waivers, staff plan to include the reasons for approval or denial in the minutes of the meeting to create a permanent record.

OPTIONS:

- 1) Approve, with or without conditions.
- 2) Deny.

STAFF RECOMMENDATION:

Staff does not think the waiver request has any negative impact to public health, safety and welfare. Thus, we recommend a motion to approve the fence waiver request for 2367 Larpenteur Avenue with the conditions listed above.

N

ALLEY

GARAGE

DRIVEWAY

HOUSE

Misty Mohr
2567 Larpenteur Ave W
Breadie, MN 55118

PATIO

3) Wants 6' tall
instead of 4' tall
for the corner
side yard

1) Wants 6' tall in the
front yard instead of 4' tall
2) Wants privacy fence
(more than 50% opaque)
instead of less than 50%
opaque

W

E

PLEASANT ST

-130 FT-

-40 FT-

SIDEWALK

LARPEUR AVE

S

LOT 40' X 130' = 5200 S.F.

LEGEND





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

WAIVER APPLICATION

Date: 8.23.2021

Fees

\$100 Waiver Application

\$50 County Recording Fee

Type of Waiver Request

Fence

Retaining Wall

Driveway

Parking Pad

Property Owner Information

Name: Misty Meier

Address: 2367 Larpenleur Ave W.

City/State/Zip: Lauderdale

Phone: 651.600.2326

Email: mistymeier@gmail.com

Signature: [Signature]

Review Timeline: All applications must be complete before being formally reviewed.

Conditions: If a waiver is granted, the City Council may impose conditions.

Submittals:

Site plan drawn to scale that shows:

- ✓ Property corners (locate property stakes or submit a Certificate of Survey).
- ✓ Pertinent site information such as lot lines, street names, locations and dimensions of existing or proposed buildings, setback distances, parking areas, and percentage of lot covered by roofed structures.

Please provide a narrative describing your request:

Repairs to existing fencing throughout the property.
Jim Bourne was able to locate the property
stakes on April 26, 2021. A description & draft
of the property was sent on May 9, 2021.
Due to my privacy, safety, & security; a 6FT.
existing fencing repair is being requested
at this time. Thank you.
Misty Meier

For Office Use Only Date of Complete Application: _____ PIN#: _____ Receipt #: 15359
Meeting/Public Hearing Date: _____ Approved/Denied: _____ Conditions: _____

City of Lauderdale
1891 Walnut Street, Lauderdale, Minnesota 55113
Telephone: (651) 792-7650 Fax: (651) 631-2066
DRIVEWAY, PARKING PAD, FENCE, SIDEWALK, RETAINING WALL
& SWIMMING POOL PERMIT APPLICATION \$50.00

Property Owner: Misty Meier - mistymeier@gmail.com
Address: 2367 Larpenteur Ave W Lauderdale MN 55113
Street City State Zip code
Home Telephone: 651 600 2326 Work Telephone: 651 600 2326
Contractor Name: Jody Freitag
Address: 16645 Upper 12th St S ST CROIX BEACH MN 55043
Street City State Zip code
Business Telephone: 651 238 7353 Fax: _____

Type of Construction	Please check appropriate box	Attach Description of Request (attach site drawing, including location of property lines)
Driveway		<u>✓ repairs to existing - 6' FT WAIVER per JIM BOWNIK APPROVAL + CITY COUNCIL.</u>
Parking Pad		
Fence (6' height & under)*	<u>✓</u>	
Sidewalk in public right-of-way		
Retaining Wall (4' height & under)		
Swimming Pool		

I understand and hereby agree that the work for which the permit is issued shall be performed according to the following: 1) The conditions of the permit; 2) The approved plans and specifications; 3) The application City approvals, ordinances, and codes; 4) The State Building Code. I also understand that I am responsible for ensuring that all required inspections are requested in conformance with the State Building Code.

[Signature]
Applicant Signature

Misty Meier
Print Applicant Name

5.9.2021
Date

Date of Permit: _____	Permit No. _____	Receipt No. <u>15249</u>
Approvals Needed:		
<input type="checkbox"/> Ramsey County Permit Needed for Driveway? _____		
<input type="checkbox"/> City Council Approval Required for Fence? _____ If so, date of approval _____		
<input type="checkbox"/> Variance Necessary? _____ If so, date of City Council approval _____		
Inspection Types:		
<input type="checkbox"/> Final	Date: _____ Time: _____	Comments: _____ Initials: _____
<input type="checkbox"/> Other	Date: _____ Time: _____	Comments: _____ Initials: _____

* Deadline for Fence Permits needing City Council approval is ten (10) days before the next regular City Council meeting

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date September 14, 2021

ITEM NUMBER Selection of Building Official

STAFF INITIAL

AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

In early July, the City began looking for a firm to serve as the City's building official and to provide supplemental fire code, rental housing, and code enforcement services. Three companies responded. They were interviewed by Council Members Dains and Pulford and Administrator Butkowski. In the packet are copies of the Request for Proposals, a summary of the responses from the three companies, and their full responses to the RFP. We followed up with each firm regarding their COVID-19 protocols and those e-mail responses are also in the packet.

The interview committee believes that each firm would represent the City well but recommends hiring Rum River Construction Consultants. The two primary drivers of this recommendation are their expanded inspection hours, which include Saturdays, and their fee structure.

The next step is to negotiate a contract with the firm the Council would like to hire. Staff have been in contact with the city attorney. Ideally, the contract development process will go quickly so the Council can take a final vote on September 28. The transition from in-house inspections to the new firm is expected to happen in December 2021.

STAFF RECOMMENDATION:

Motion directing staff to negotiate a contract with _____ for building official services.



CITY OF LAUDERDALE, MINNESOTA

REQUEST FOR PROPOSALS FOR BUILDING OFFICIAL, BUILDING AND FIRE CODE INSPECTIONS, BUILDING AND FIRE CODE PLAN REVIEW, FIRE MARSHAL SERVICES, RENTAL HOUSING INSPECTIONS, AND CODE ENFORCEMENT SERVICES

SECTION 1. REQUEST FOR PROPOSALS

The City of Lauderdale is requesting proposals from firms to serve as the City's building official due to the retirements of the City's long-standing commercial and residential building officials. The firm will serve as the City's building official providing building and fire code inspection, building and fire code plan reviews, fire marshal services, rental housing inspections, and code enforcement services as needed for hazardous buildings and other significant life safety issues.

SECTION 2. GENERAL INFORMATION

The City of Lauderdale is a fully developed first-ring suburb of 2,500 located in the heart of the Twin Cities. Lauderdale operates as a Statutory Plan A City. The City is governed by a five-member City Council which includes four members elected at-large, and a mayor elected at-large. Lauderdale has five full-time staff and contracted public safety. St. Anthony Village provides policing services and St. Paul provides fire and EMS services.

Lauderdale's charm is its small-town feel in the midst of the metro. We have many long-standing residents but also welcome new-comers who appreciate Lauderdale's affordable housing, low-crime, and great schools as part of the Roseville Area School District. While our land use is predominantly residential, we have significant industrial businesses that border Minneapolis' Mid-City Industrial neighborhood. The City places a high value on relationships and being responsive to community needs.

In 2020, the City issued 95 building permits of which 3 were for new homes. The City issued an additional 71 plumbing/HVAC permits. The total valuation added was \$2.3 million. The City owns and operates the sanitary and storm sewer systems. St. Paul Regional Water owns and operates the water system. There are no septic systems.

SECTION 3. GENERAL INSTRUCTIONS AND TIMETABLE

- A. Direct all questions and correspondence should be directed to Heather Butkowski, City Administrator (651-792-7657 or heather.butkowski@lauderdalemn.org).
- B. All proposals must be received by mail or in-person at the City offices (1891 Walnut Street, Lauderdale, MN 55113) or email (heather.butkowski@lauderdalemn.org) no later than 4:00 p.m. on Tuesday, July 20, 2021.
- C. Staff and council members will review proposals in late July with virtual interviews with one or more firms shortly thereafter.
- D. The effective date of inspection services will be negotiated but is expected to happen during the fourth quarter of 2020.
- E. The contract is anticipated to be for an initial two-year term with the option to continue the relationship, subject to ongoing review and evaluation by the City.

SECTION 4. REQUIRED CONTENTS FOR PROPOSALS

Please provide the following information.

- A. Name of the proposer's firm, address, telephone number, e-mail address, owner, contact person if different than owner, and the date proposal submitted.
- B. Describe your firm's background and history, including the number of years in business and the number of personnel that are certified building officials (CBO), limited building officials (LBO), accessibility specialists, and non-licensed inspectors. Describe the training and experience (including years) of the persons who will be providing inspection services in Lauderdale.
- C. Provide information about the firm's experience performing the following:
- Building and fire code inspections
 - Building and fire code plan reviews
 - Commercial plumbing/sprinkler plan reviews
 - Delegation agreements you have with the State Fire Marshal
 - Fire marshal services
 - Rental housing inspections
 - Code enforcement services
- D. Describe your firm's operations from the perspective of a property owner.
- What days of the week and times of day are inspections available?
 - How far in advance must inspection be scheduled?
 - What is the turnaround time on typical residential plan reviews?
 - What is the turnaround time on commercial plan reviews?
 - By what methods can applicants submit permit applications (in person, online, mail, fax, email...)?
 - Will property owner have opportunities to ask questions on code requirements in advance of submitting permits?

E. Basis for Compensation

Provide your compensation requirements for the following:

- Fees for residential and commercial building permits
- Fees for residential HVAC/plumbing permits
- Fees for residential and commercial plan reviews
- Fees for fire code inspections and fire marshal services
- Fees for commercial plumbing and sprinkler plan reviews
- Fees for rental housing inspections
- Fees for code enforcement
- Additional costs not included above

F. List of References, Potential Conflicts, and Claims

- Provide five references from public clients.
- State any potential conflicts of interest (i.e. real estate developers, other units of government, etc.) that your firm may have in providing services as outlined in this RFP.
- Provide a statement of any insurance claims and/or ethics complaints against the firm or firm's officials over the last five years and the status or outcomes of such actions. Please indicate whether the action is pending or is currently under review by the State Ethics Board.

SECTION 5. SCOPE OF WORK

The City of Lauderdale seeks a firm that will provide a wide range of professional services. The general work elements are outlined below. The selected firm is expected to provide all of the following. If you are unable to meet any of these elements, please identify which and why you are unable.

- Serve as the City's Building Official, under the general direction of the City Administrator.
- Plan, program, direct and participate in all building service activities associated with setting and ensuring compliance with building standards.
- Perform, plan, organize, direct, and review the operations and activities of building inspections.
- Review building plans for conformance with the code provisions and approve plans/specifications as necessary, perform plan checks for energy, plumbing, mechanical, accessibility, and other codes.
- Advise homeowners, builders, architects, contractors, residents and others concerning the building code and construction methods including minimum standards of construction and materials. As needed, meet with property owners regarding building codes before an application is submitted.
- Assist staff in resolving technical questions relating to code requirements.
- Explain city policies to the public, developers, and builders.
- Establish and maintain relationships with appropriate government bodies, private firms, organizations, or individuals to assist in achieving City objectives and ensuring compliance with appropriate laws and development standards.
- Assist in resolving disputes between the City and contractors.
- Provide highly responsive customer service to permittees, staff, and the general public.
- Advise the city administrator on building services activities.
- Perform all manner of inspections for residential, commercial, and institutional projects.
- Consult with state and federal agencies having jurisdictional authority over projects as warranted.
- Document inspection findings accurately. Submit completed permits to the City for records retention.
- Provide fire code inspections and fire marshal services as needed.
- Conduct rental housing inspections. Currently, half of the licenses are up for renewal each year.
- Perform code enforcement activities, including, inspections, letter writing, follow up inspections, reporting, as needed for hazardous buildings and other significant life safety issues. The firm would provide testimony at court as necessary.

- Attend staff and city council meeting as requested. This is expected to happen rarely.

SECTION 6. PROPOSAL EVALUATION:

The City intends to retain the services of the firm evaluated to be the best qualified to perform the work for the City based on experience, compatibility, cost, and other performance factors. A committee of city staff and council members will evaluate the applications. The committee will produce a list of finalists who are judged to be the most responsive and responsible proposer for the services requested. Interviews will be conducted to finalize the selection. The committee will make a recommendation to the City Council for formal approval. The City reserves the right to request additional information from any and all proposers for purposes of clarification.

The City shall not be liable for any expenses incurred by the proposer including, but not limited to, expenses associated with the preparation and submission of the proposal, attendance at interviews, or final contract negotiations.

SECTION 7. TERMS AND CONDITIONS:

A. The City reserves the right to reject any or all proposals or to negotiate a contract that is in the best interest of the City at the absolute and sole discretion of the City Council.

B. The contract for services will require that the firm selected maintain general liability, automobile, worker's compensation, and errors and omissions insurance. The contract will also contain provisions requiring the selected firm to indemnify the City. The firm serves at the will of the City Council and the City Council has the right to terminate the agreement, at its sole discretion, upon the provision of notice.

C. The contract for services will require the firm provide all equipment necessary to perform the functions of the job, including cell phones, mobile computers, vehicles, and office equipment.

SECTION 8. REQUEST FOR PROPOSALS AND SELECTION SCHEDULE

Advertise and Distribute RFP:	July 6, 2021
RFP Submittal Deadline:	July 20, 2021
Review of Proposals:	Late July 2021
Interviews:	Late July or early August 2021
Award:	August 24, 2021
Start Date:	Fourth quarter 2021

Building Official Comparison

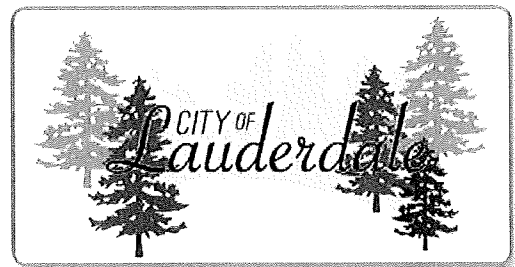
Name	Rum River Construction Consultants	Inspectron Inc.	MNSpect, LLC
Address	23306 Cree St NW, Suite 103, St. Francis, MN 55070	15120 Chippendale Avenue, Suite 202, Rosemount, MN 55068	235 First Street West, Waconia, MN 55387
Phone Number	763-331-7722	800-322-6153/ 651-322-6626	888-446-1801/952-442-7520
Website	https://www.rumrivercc.com/	www.inspectroninc.com	www.mnspect.com
Handouts Available?	Yes: https://www.rumrivercc.com/informational-forms	Yes: https://inspectroninc.com/general-guidelines	Yes: https://mnspect.com/learn-from-mnspect/handouts/
Scheduled Inspection Times	Monday-Friday 7 am - 5 pm Saturday 8 am - noon	Monday - Friday 9 am - 4 pm	Monday -Friday 8 am - 4:30 pm
Advance Notice for Inspections	Same day and remote inspections if possible otherwise with 24 hour notice	All inspections will be scheduled within 24 hours of the time requested.	Same day if possible otherwise with 24 hour notice
Building/Plumbing/HVAC Permit Fees (Based on 1997 UBC Table 1-A Fee Schedule)	70% of permit fee	75% of permit fee	75% of permit fee. May make a recommendation in the future to make sure that the fee schedule addresses all needed items required in the code, but at this time we have no recommendation for changes.
Plan Review Fees	70% of plan review fee	100% of plan review fee	75% of plan review fee
Maintenance Permits	Calculated based on valuation like other permits	\$150/permit for windows, roofing, siding, furnace and water heater	Calculated based on valuation like other permits
Rental Housing Inspection Fee	75% of the city's rental licensing fees (\$75 for a single-family home)	\$75/hour	\$85/hour
Code Enforcement / Nuisance Abatement	\$85/hour	\$75/hour	\$85/hour
Fire Code Inspections	On call and special projects: \$90/hour	\$75/hour	Building Official: \$150/hour
Other Work Requested	Emergency Services: \$120/hour	Emergency Services: \$120/hour	Delegation Projects: \$150/hour
Payments	City takes permit payment, they invoice monthly	City takes permit payment, they invoice monthly	Inspection / Plan Review: \$95/hour Office Staff: \$75/hour City takes permit payment, they invoice monthly

Basic Process and Workflow	Online permit application portals or city staff receive and scan. They use Google Workspace Business Platform. Process includes simultaneous electronic city engineer and zoning review; city issues permits and collects fees; customers call them for inspections. City staff can issue over the counter permit for maintenance items.	Implementing new software (CitizensServe) this fall. Applicants can get applications from them or us. City staff can issue over the counter permit for maintenance items. Can drop off or submit electronically for bigger projects. We would get copy of plan with comments. They would issue through software.	Permits start at the city via software (CityForce), over-the-counter maintenance permits can be issued on the spot; prefer to do entire process electronically but not required; city issues permits and collect fees; customers call them directly for inspections.
Commercial Plan Review Turnaround Time	Can take up to 15 business days	Turn around in 5-7 days after receipt of required info.	Goal to complete the review in 15 business days or less once all information is received.
Residential Plan Review Turnaround Time	Maintenance Permits: Issued Same Day Decks, additions, basement finishes etc.: 1-3 business days Accessory buildings: 3-5 business days New homes: up to 10 business days	Plan review turn around in 5-7 days after receipt of required info.	Goal to complete the review in 10 business days or less once all information is received.
Where they are the Designated Building Official	Arden Hills, Athens Township, Cambridge (commercial), Circle Pines, Hilltop, Lakeland, Linwood Township, Oak Grove, Pine City, Wright County (commercial)	Castle Rock Township, Empire Township, Kimball, Lexington, Marshan Township, Nininger Township, Rice County, Richmond, Rockville, St. Joseph, Treasure Island Casino, Vermillion	Bayport, Columbus, Douglas Township, Glencoe, Greenvale Township, Hamburg, Hampton, Lake Elmo (interim), Landfall, Lester Prairie, Maple Lake, Mound, North St. Paul, Nowthen, Orono, Plato, Ravenna Township, Silver Lake, Spring Park, Stewart, Waterford Township
Supplement/Back Up Clients	Andover, East Bethel, Isanti, Monticello, Mounds View, New Brighton, Ramsey, St. Anthony	Farmington, Mendota Heights, Northfield, Sunfish Lake, Goodhue County	Eagan, Faribault, Forest Lake, Golden Valley, Lino Lakes, Mankato, Mendota Heights, Scott County, Shakopee, Mdewakanton Sioux Community, Shorewood

City of Lauderdale, Minnesota Request for Proposal Response

For

Building Official
Building and Fire Code Inspections
Building and Fire Code Plan Review
Fire Marshal Services
Rental Housing Inspections
Code Enforcement Services



July 20, 2021

Rum River Construction Consultants
Andy Schreder, Owner & Chief Building Official
23306 Cree Street, Suite 103
St. Francis, MN 55070
763.331.7722, Office
763.291.3704, Cell

andy@rumrivercc.com

www.rumrivercc.com



Bringing in-depth code analysis to today's built environment

July 20, 2021

City of Lauderdale
Heather Butkowski, City Administrator
1891 Walnut Street
Lauderdale, MN 55113

Dear Ms. Butkowski,

Please refer to the enclosed proposal as advertised on the [City of Lauderdale website](#). The following documents will provide you with the data needed to make an informed decision on services for building, fire, housing, and property maintenance code enforcement services.

The interpretation and application of the Minnesota State Building Code, along with the enforcement of local ordinances is our specialty. Rum River has the experience you can rely on when it comes to skilled inspection and enforcement services for residential, commercial, fire, industrial, institutional, plumbing, mechanical, housing, and property maintenance.

In addition to our superb customer service, we promote voluntary compliance through education. Rum River is proud of our foundational values of accuracy, efficiency, and uniformity. We would love to bring this service-oriented approach to the City of Lauderdale. Our team of code officials, inspectors, and administrative personnel has pioneered a responsive approach which has proven to result in successful and consistent outcomes. This is not only true for building projects of all types and sizes, but also when it comes to enforcement of the fire, zoning, and nuisance codes.

We look forward to the possibility of a long-lasting relationship with the City of Lauderdale after you have had the opportunity to review and discuss this proposal with the City Council. I can assure you that Lauderdale property owners, business partners, and construction firms will receive responsive and respectful service from our firm and its employees.

Thank you for the opportunity to submit this proposal and I look forward to hearing from you soon. If you have any questions following the review of this proposal, please don't hesitate to contact me.

Kind Regards,

A handwritten signature in dark ink, appearing to read "Andy Schreder".

Andy Schreder, CBO
Owner

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History of Rum River Construction Consultants

We are very proud of the accomplishments of Rum River Construction Consultants (commonly known as RRCC). Cooperation and collaboration can not be overstated in the building of relationships with residents, staff and elected officials.

Code education and consultation became our main focus in 2009. We have continued to expand with offering continuing education requirements to code officials and inspectors, typically teaching over twenty sessions each year. In the past, we have traveled from International Falls down to Austin over to Montevideo and many places in between to present our "Building Blocks" courses, many of which are now available online due to the recent pandemic considerations.

Realizing the public benefit of building code administration, combined with the flexibility and performance of a privately held company, we have been expanding our offering of building, fire, property maintenance, and housing inspection services. We have found this to be the most effective means to provide services for jurisdictions, residents, property owners, and contractors.

RRCC currently serves as the Designated Building Official to six communities, both township and incorporated cities, in addition to providing supplemental services to seven other jurisdictions. We continue to grow, both in the communities we serve, as well as the team members that make up our Rum River family. We currently have a total of 11 professional and dedicated personnel that have qualifications ranging from permit technicians to licensed code officials and plans examiners who have worked in municipal settings for multiple years. The combined life experiences our employees bring to RRCC from the municipal code world, education sector, construction environment, home inspection and code consultation services, in addition to their excellent customer service relations, certainly bring an aspect that compliments each other. A fresh perspective reveals a need for new ideas to streamline the permitting process which helps both the applicant and the jurisdiction be more responsive to their inspection needs.

Rum River has implemented the most efficient use of technology in our field allowing electronic plan submittal and remote communication with contractors, suppliers, and residents. Each inspector has smart phone technology and computer tablets in the inspection vehicles which allows a level of efficiency needed in today's construction environment. This focus on time management allows us to dedicate more time to the customer, aiding them with the navigation and implementation of local and state standards. Additionally, once an inspection is completed, the inspector can email the applicant the updated inspection record with any notes and an indication if the inspection has passed while still on-site. This is extremely helpful for general contractors that are likely off-site managing other projects.

We occasionally find residents who prefer paper copies of various information. We have developed a way in which both requests can be honored while still maintaining the most efficient means of processing permits and site inspections.

Recognizing health and safety concerns, RRCC has embraced available technology with remote virtual inspections for specific projects. This format acknowledges the desire for physical distancing while increasing efficiency for required inspections. Following formats from the State of Minnesota and International Code Council, assures inspections done in this manner meet all legal criteria.

Rum River provides various services including the enforcement and administration of the Minnesota State Building Code, which incorporates accessibility, building, energy, fire, fuel gas, industrialized/modular building, manufactured homes, mechanical, plumbing, and prefabricated buildings.

Rum River has also been approved to provide specialized services to our jurisdictions that are traditionally provided by the state, including plan review and inspections on public buildings and state-licensed facilities. Additionally, we can complete plan review and inspections on fire suppression systems and fire alarm systems through our delegation agreement with the MN Fire Marshal's office. These distinctions are important to the City of Lauderdale due to the fact that we are able to keep a local oversight to the projects, work directly with the contractors allowing for smooth progression of the project, in addition to keeping permit and plan review resources within the jurisdiction.

Staff at RRCC has practical experience in the areas of code enforcement and rental licensing programs. Pioneering processes that allow direct accountability for property owners helps maintain property values as well as foster pride in one's community. Amendments to and adoption of property maintenance codes is vitally important to the integrity of programs meant to maintain existing properties. We will work with staff to ensure standards in place are effective and meet the City of Lauderdale's expectations.

A customer service-oriented approach is paramount to aid residents and contractors with the application process. Consistent and generous office hours are available, and appointments are always able to be scheduled to meet with property owners and contractors, whether in person or virtually.

Rum River staff takes much pride as educators and administrators of the MN State Building Code. Provisions are in place to help ensure safe, durable and energy efficient buildings which protect residents and maintain positive property values for years to come.



Rum River Construction Consultants

Bringing in-depth code analysis to today's built environment

Meet our Staff

Andy Schreder - Chief Building Official, Owner

- ⇒ Minnesota State Building Official certification #BO002536
- ⇒ North Hennepin Community College, Building Inspection Technology
- ⇒ Continuing Education Instructor #1644615
- ⇒ MPCA SSTS Certified Inspector #C8772
- ⇒ 25+ years in the built-environment industry which includes municipal building inspection experience in multiple jurisdictions with populations ranging from 4,500 to 62,000 in both rural and urban settings.

Jeff Pleski - Lead Inspector and Plans Examiner

- ⇒ Minnesota State Building Official certification number BO002157
- ⇒ North Hennepin Community College, Building Inspection Technology
- ⇒ International Code Council (ICC) Residential Building Inspector
- ⇒ ICC Commercial Building Inspector
- ⇒ 21+ years as a residential and commercial building Inspector
- ⇒ Provides leadership and training to staff and maintains excellent customer service while following Minnesota life safety standards within the code.

Brant Schreder - Field Supervisor and Plans Examiner

- ⇒ Minnesota State Limited Building Official certification number LB765259
- ⇒ Substantial experience in the construction industry.
- ⇒ Dedication specific to building inspections for nearly four years.
- ⇒ Lengthy history of customer service roles in the private sector that continue to benefit our clients.

Mike Mullen, Field Inspector

- ⇒ Minnesota State Licensed Building Official certification number BO720354
- ⇒ North Hennepin Community College, Building Inspection Technology
- ⇒ ICC - B1 Residential Building Inspector
- ⇒ ICC - 64 Property Maintenance Inspector
- ⇒ 25+ years of experience in construction with an emphasis in Bricklayers and Allied Craftworkers.

Mark Peterson, Building Inspector

- ⇒ Minnesota State Limited Building Official certification number LB756022
- ⇒ North Hennepin Community College, Building Inspection Technology
- ⇒ 20+ years of construction experience which includes being a crew lead in residential construction

Dean Becker - Building Inspector and Septic Site Inspections

- ⇒ North Hennepin Community College, Building Inspection Technology
- ⇒ Completing certification process for Subsurface Sewage Treatment Systems
- ⇒ 14+ years of experience working with Structurally Insulated Panel (SIPs) systems in residential construction.

Adam Barthel - Plans Examiner

- ⇒ Minnesota State Building Official certification number BO727034
- ⇒ ICC Certified Residential Building Inspector B1 #8412251
- ⇒ 22+ years of construction industry experience which includes residential plan review and material specification
- ⇒ Residential truss design and problem-solving work identifying opportunities for design modifications to achieve stated goals and avoidance of common and predictable job site challenges
- ⇒ On-site carpentry experience with wood frame residential projects.

Ben Polgreen - Plans Examiner, Field Inspector

- ⇒ MPCA SSTS Certified Inspector #9228
- ⇒ Extensive experience with on-site wastewater treatment systems which includes design, inspections, and maintenance of basic to advanced systems.

Dustin Wiebold - Building Code Compliance Consultant, Building Inspector

- ⇒ North Hennepin Community College, Building Inspection Technology
- ⇒ Excels in examining the code and how it applies to current technology and applications in today's-built environment.
- ⇒ Excellent communicator with a full understanding of the big picture in how individual pieces make up the whole

Christina Bass - Administrative Coordinator

- ⇒ Organized team member who is the first point of contact for customers requesting inspections
- ⇒ Completes maintenance permit processes while preparing documents for field inspectors
- ⇒ Schedules training opportunities for staff throughout the state to inform building officials and contractors code specific continuing education information

Lori Blomquist - Administrative Assistant

- ⇒ St. Cloud State University - Masters in Curriculum and Instruction
- ⇒ Secondary Education Instructor for 30 years.
- ⇒ Processes permit applications and prepares documents for plans examiners and field inspectors
- ⇒ Excellent communication skills while providing superb customer service to residents and contractors throughout their project

Dee Zimmerman - Building Permit Technician

- ⇒ Professional experience includes 11 years in municipal government positions as a Building Permit Technician and Customer Service Specialist
- ⇒ Public sector educational background with a passion for helping people and providing exceptional service to all residents and customers

Roxanne Schreder - Business Manager, Owner

- ⇒ 24+ years of government experience centering on interaction with the public daily.
- ⇒ Concentration on development of programs and information presentation with the goal of clear, concise, and effective communication
- ⇒ Outstanding customer service relations with a reputation for accuracy and excellent problem-solving abilities

Scope of Work

Rum River Construction Consultants, as the City of Lauderdale's Designated Building Official, under the general direction of the City Administrator will provide the following services:

- Plan, program, direct, and participate in all building service activities associated with setting and ensuring compliance with building standards
- Perform, plan organize, direct, and review the operations and activities of building inspections
- Review building plans for conformance with the code provisions and approve plans/specifications as necessary, perform plan checks for energy, plumbing, mechanical, accessibility, and other codes
- Advise homeowners, builders, architects, contractors, residents, and others concerning the building code and construction methods including minimum standards of construction and materials. As needed, meet with property owners regarding building codes before an application is submitted
- Assist staff in resolving technical questions relating to code requirements
- Explain city policies to the public, developers, residents, and builders
- Establish and maintain relationships with appropriate government bodies, private firms, organizations, or individuals to assist in achieving City objectives and ensuring compliance with appropriate laws and development standards
- Assist in resolving disputes between the City of Lauderdale and contractors
- Provide highly responsive customer service to permittees, staff, and the general public
- Advise the city administrator on building services activities
- Perform all manner of inspections for residential, commercial, and institutional projects
- Consult with state and federal agencies having jurisdictional authority over projects as warranted
- Document inspection findings accurately and submit completed permits to the City of Lauderdale for records retention
- Provide fire code inspections and fire marshal services as needed
- Conduct rental housing inspections.
- Perform code enforcement activities including inspections, letter writing, follow-up inspections, and reporting as needed for hazardous buildings or other significant life safety issues
- Provide testimony at court as necessary
- Attend staff and city council meetings as requested

Acknowledging the above, we offer the following availability in our proposal:

- Office hours are 8:00 am to 4:30 pm, Monday through Friday
- Inspection hours are from 7:00 am to 5:00 pm, Monday through Friday and on Saturday from 8:00 am to 12:00 pm, as needed

- Each inspector has a mobile phone and can be reached via text message, email, and voice. In addition, voicemails can be left for the inspector via their mobile phone or through our main office where they will receive their voicemails while in the field by innovative technology
- All meetings with residents or contractors will be at the City of Lauderdale office or at a mutually agreeable location, such as the resident's home or property
- Rum River prides itself in building relationships with property owners and residents and are available during our office hours to answer questions related to the permitting process or questions on code requirements
- For after-hours emergencies, the Chief Building Official or his designee, are always available

Plan Review and Permit Processing

- Maintenance permits (such as siding, roofing, window/door, etc.) that do not require a plan review can be processed the same business day
- Plan review for decks, additions, basement finishes, etc. take one to three business days
- Plan review for accessory buildings take three to five business days
- Plan review for new single-family dwellings can take up to ten business days
- Plan review for commercial projects can take up to 15 business days

Please note that the processing time may vary greatly depending upon the complexity of the project for review. In addition, processing time does not start until all required submittals have been received by RRCC to complete an accurate and thorough review.

Inspection Scheduling

- All inspections are scheduled through our main office by calling 763-331-7722 or emailing permits@rumrivercc.com
- Typically, inspections are scheduled 24 hours in advance
- Same day inspections are possible and remote virtual inspections are accommodated if possible

Record Management System

- Rum River uses the Goggle Workspace Business Platform to allow for ease of sharing documents, correspondence, and collaboration
- All documents are stored electronically in the cloud
- The City of Lauderdale will have access to permit applications, monthly permit reports, along with completed project documentation for retention purposes that will be saved via .pdf to store on the jurisdiction's server by address (and permit number in case of multiple projects) making it simple, accessible, and organized to transfer to your records management system.
- Rum River does not require paper copies of documents for plan review, etc. This saves the applicant money, time, and convenience.
- Rum River uses an electronic inspection record to update and inform the applicant regarding a pass/fail for an inspection with any needed notations. This is emailed to the applicant once their inspection is completed. The final inspection record would be one of the documents provided electronically for retention purposes to the City of Columbus.



Rum River Construction Consultants

Bringing in-depth code analysis to today's built environment

Compensation

Fee Schedule

If Rum River is selected to be your service provider, we will collaborate with the City of Lauderdale to ensure the administration and enforcement of code related items are fair, reasonable, and consistent with expenses incurred to apply the code accurately, efficiently and uniformly across the jurisdiction.

The below percentages are reflected in the above assumption, except for a minimum \$50.00 fee for all issued permits. Use of the Minnesota Valuation Table (published annually in May) will be utilized as a minimum valuation.

Fees for Service

Permits will be processed and inspected with compensation to RRCC at a rate of 70% Permit Fee, with a minimum of \$50.00 per permit.

Plan review will be compensated to RRCC at a rate of 70% of the Plan Review Fee adopted per the City of Lauderdale Fee Schedule.

Plan review is required on all commercial projects as well as residential projects with the exception of maintenance permits (i.e. mechanical, roof, siding, plumbing, and replacement of windows and doors in existing openings).

RRCC will assume responsibility for all communication with permit applicants and prospective applicants with questions regarding construction projects related to conformance with the Minnesota State Building code and Lauderdale City Codes. Full-service plan review, permit processing, field inspections and document retention are considered standards of our service.

90% of special investigation fee, re-inspection fee, license look-up fee (if adopted), site inspection (typically no charge for project development inquiries), master plan review, moved building and pre-moved building inspection, manufactured home connections.

On-call and as-needed general building inspection services (special projects) during normal business hours will be billed at a rate of \$90.00 per hour at the direction of the City Administrator.

Property Maintenance Code enforcement and nuisance abatement will be charged at a rate of \$85.00 per hour. This includes preparation for and completion of court testimony.

Rental licensing will be charged at a rate of 75% of rental licensing costs and inspections per the City of Lauderdale Fee Schedule.

Response to emergency situations outside of normal business hours in order to evaluate building integrity and allowances to reoccupy will be done at the direction of the City Administrator at an hourly rate of \$120.00 with a 2-hour minimum. Possible scenarios for this service would be storm related events, or other natural or manmade disasters.

No additional charge to attend up to two Lauderdale City Council meetings to update the mayor and council on building inspection services during a calendar year. Additional meetings are charged at a rate of \$90 per hour with a minimum of two hours.

No additional charge to attend internal staff meetings twice a month.

No additional charge to meet with property owners or developers, either in-person or virtually, regarding building codes in preparation of an impending application for building inspection services.

Optional Reporting Processes: Completion of various monthly & quarterly reports, including, but not limited to the following at a rate of \$75.00 per hour.

- Monthly permit issued and fees report
- US Census Reporting
- Dodge Report

Transportation

Contractor will provide transportation to meetings and site inspections at no cost to the City of Lauderdale

Billing and Payment Terms

RRCC shall submit periodic invoices (customarily monthly) in a form approved by Lauderdale and are due and payable within 30 days of receipt by the City of Lauderdale. Past due balances shall accrue interest at a rate of 1.0% per month (or the maximum rate of interest permitted by law, if less).

Invoices will include permits that have been closed since the last billing period. Additionally, any hourly or special project fees will be included for payment at that time should any have been incurred since the last billing cycle.

Occasionally, applicants are issued a permit, however, do not complete the project within 180 days per state statute. If reasonable significant progress has not been documented within that time, even if a request for an extension to keep the permit open has been received, Rum River has the option to invoice the city of Orono for projects that fall within this category, including those that have been expired for inactivity.

References

Insert references here

Jon Sevald, Mounds View

Lezlie Sauter, Pine City

Ken Jagusch, Anoka County



2401 Highway 10 • Mounds View, MN 55112-1499
Phone: 763.717.4000 • Fax: 763.717.4019

February 5, 2018

RE: Letter of Recommendation for Rum River Construction Consultants

To Whom It May Concern,

In 2017, the city's Building Official resigned. We contacted neighboring cities, asking if we could borrow their inspectors until we were able to fill the vacancy, but they were all too busy. The City of New Brighton recommended that we contact Andy Schreder of Rum River Construction Consultants.

Andy Schreder served as our Interim Building Official, September thru December, 2017. During this time, significant building projects included the Mounds View Public Works building, a cleanroom for a medical manufacturer, and normal residential and commercial plan reviews and inspections. Andy conducted all plan reviews. Andy and/or Jeff Pleski (CBO) from Rum River conducted inspections, and worked from City Hall two or three days per week. When not in City Hall, Andy fielded questions from residents and contractors via phone and email.

I was immediately impressed with Andy's professional demeanor and thoroughness in his plan review and documentation. This thoroughness provided an easy transition for our Permit Technician in scheduling inspections and distributing approved permits. Andy and Jeff are very pleasant to work with, and courteous to residents and contractors. In one instance where a homeowner purchased materials, and then applied for a permit to construct a canopy over a backyard dancefloor intended for busloads of people, Andy was polite and tactful when explaining to the homeowner that this is a life-safety issue, and warranted more thought (structural engineering) into its design than the homeowner anticipated.

Additionally, Andy and Jeff took great effort to mentor our Housing/Zoning Inspector, encouraging him to pursue obtaining a Building Official, Limited (BOL) license, which he did during Rum River's tenure. During our search for a Building Official, Andy served on the interview panel, and was instrumental at identifying candidates' true experience in plan review and inspection process. We hired a CBO, who started in January, 2018. Andy and Jeff stayed through January to transition the new CBO, following Rum River's plan review and inspection documentation process. Once we saw Rum River's process of doing things, we realized how critical their process is in administering permits and inspections.

I would not hesitate in using Rum River Construction Consultants as a contracted building inspector. Our plan is use Rum River again whenever a complex permit is applied for, and to supplement our staff during busy times. I really cannot praise Rum River enough.

Respectfully,

Jon Sevald, AICP
City Planner / Supervisor



January 30, 2020

To Whom it May Concern,

The City of Pine City contracted with Rum River Construction Consultants starting in March 2018 after the swift departure of our in-house building official. We had several projects underway within the City, and needed the expertise of a licensed building official immediately, to provide permit inspections and construction oversight.

Andy Schreder and his team were able to immediately step into the Pine City community, with their superior knowledge of the building code and great customer service mind-set so that no projects experienced delays. Mr. Schreder and his team also helped to introduce a more efficient method of processing building permits, eliminating the need for paper almost completely.

Over the past two years, Rum River Construction Consultants, under the direction of Andy Schreder, has also expanded the knowledge of the Community Development Department here at City Hall. City staff are more comfortable answering questions regarding building permits and are also able to foresee issues of future developments due to the education Andy and his team has provided, because they truly embody collaboration and open communication.

The City Council renewed its contract with Rum River Construction Consultants for 2020 due to this outstanding service, and also because it fiscally makes sense for the size of this community. The permits which are pulled for projects directly pay for the costs the City incurs for hiring Rum River Construction Consultants, rather than paying a static salary each year for a building official at City Hall regardless of how many projects are underway.

At this time, the Community Development Department continues to support this continued relationship and wholeheartedly recommends Rum River Construction Consultants for building code enforcement.

Sincerely,

Lezlie Sauter

Community Development Director

City of Pine City – Community Development Department
315 Main Street South, Suite 100, Pine City, Minnesota 55063-1619 | Phone: 320.629.2575 | Fax: 320.629.6081
E-mail: lsauter@pinecitygov.com | Website: pinecity.gov/office.com

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal. An equal opportunity employer/contractor.

JULY 14, 2017

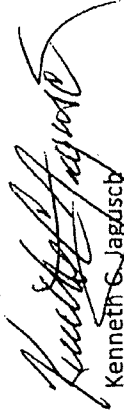
RE: **Letter of Recommendation for Andy Schreder and Rum River Construction Consultants**

My name is Kenneth Jagusch, and I have been a Certified Minnesota Assessor with the Anoka County Assessor's Office since August of 2000. During the past few years I've had the opportunity to work with Andy Schreder while he was employed as a Building Inspector for the Cities of Nowthen and St. Francis. I found Andy to be energetic, innovative and cooperative, and I would like to highlight some of his achievements.

1. Digitized Blueprints – Andy initiated a **legacy information system** by digitizing all new home prints and storing them in searchable files. This greatly increased our efficiency and accuracy by giving us detailed information on new homes via e-mailed pdf files. These files contained all inspection records as well, allowing us to triage our new construction workload to ensure that we captured as much value as possible by our assessment date of January 1st of each year.
2. Permit Spreadsheet – Andy cooperated with our office to design a **building permit spreadsheet** which would address mutual capabilities gaps while eliminating the error-prone carbon copies of permits. This greatly reduced the time and expense of driving to the various cities to pick up permits. It also enhanced clarity of permit information by eliminating poor penmanship, faint carbon transmission or incompleteness. Andy also agreed to our configuration of columns, which allowed us to array by either street, parcel number, house address or subdivision, which expedited our field work significantly. Another innovation of Andy's was his idea of a 'naming convention' for the most common construction projects. Projects such as "Basement Finish" or "Detached Garage" were accessed via a drop-down menu, eliminating the inconsistencies that often occur when multiple people are tasked with administering permit applications.
3. Ongoing cooperation – Andy was always responsive to requests for information, and was diplomatically enthusiastic about enhancing efficiency, clarity and accuracy in his own workplace as well. His depth of construction knowledge helped me get a more complete picture of properties I was unable to access, and this was value-added for his cities as well as for the county.

Andy is a genuine team-player who'll strive to enhance communication and efficiency in any organization. I highly recommend him!

Sincerely,



Kenneth G. Jagusch
Anoka County Assessor's Office
ken.jagusch@co.anoka.mn.us

Heather Butkowski

From: Andy Schreder <andy@rumrivercc.com>
Sent: Tuesday, September 7, 2021 9:17 PM
To: Heather Butkowski
Subject: 9/7

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

Hello Heather,

Thank you for contacting me this morning. In response to the questions regarding Covid provisions:

We closely monitor and follow state and federal criteria for distancing and other safety precautions. Gloves, hand sanitizer and disposable masks are provided and readily available for all staff.

The current situation with Covid has allowed us to expand our services and utilize practices for live stream inspections. This allows inspections to be completed from a distance, avoiding contact while providing thorough inspection assistance.

The Minnesota Department of Labor and Industry and the International Code Council has endorsed the practice of RVI, or Remote Virtual Inspections. This enables permit applicants and Building Inspectors the chance to utilize today's technologies while ensuring a safe, successful project. Live stream connections are made with either Google Duo, or Facetime on Apple devices.

RVI can be used in a number of situations but is not a substitute for all personal site inspections.

Staff continue to recognize the importance of personal safety and understanding of health concerns.

RRCC does not have a policy more restrictive than current recommended guidelines.

Thank you for the question. Let me know if you need further information.

Andy Schreder

Chief Building Official
Rum River Construction Consultants
23306 Cree St NW- Suite 103
St Francis MN 55070

Andy@rumrivercc.com
Office/ Scheduling 763-331-7722
Cell 763-291-3704

Inspectron Inc.

15120 Chippendale Ave. Suite 202
Rosemount MN 55068

Mission Statement

"To deliver cost-effective, professional and comprehensive building inspection, plan review and project management services that ensure safe homes, businesses and communities"

Proposal for Comprehensive Inspection Services

To

**City of Lauderdale
1891 Walnut St.
Lauderdale, MN 55113**

July 20, 2021

**Inspectron, Inc.**

Code Compliance Inspections
15120 Chippendale Ave.
Suite 202
Rosemount, MN 55068
Phone 651-322-6626
Toll Free 800-322-6153
Fax 651-322-7580

Company Profile
INSPECTRON, INCORPORATED

Inspectron Incorporated is a Minnesota S Corporation organized in 1996 and recorded in 1997. Inspectron Inc. is a small privately owned company created to provide quality building inspection services to local units of government and exceptional customer service to its constituents. With offices established at 15120 Chippendale Ave. Suite 202, Rosemount MN and 4 13th Ave. Waite Park Minnesota we are readily situated to serve our clients and their constituents.

Ron Wasmund, the company president and lead contact is a Minnesota Certified Building Official (Certificate MN903), and a MPCA certified and licensed ISTS Professional (License #1916). The friendly, professional inspection staff of nine is MPCA, ICC and Minnesota certified.

Professional liability including Bodily Injury, Property Damage and Personal Injury as well as Errors and Omission insurance with \$2,000,000/\$4,000,000 coverage is maintained. Workers Compensation Insurance is maintained and renewed annually. A \$25,000 license bond is also maintained. Inspectron Inc. has no company vehicles.

Inspectron Inc. is represented by the accounting firm of Doug Schluter LTD., the law firm of Stephenson and Sanford P.L.C., and the Hartzung Insurance Agency.

Inspectron Inc. combined years in public service provides the experience necessary to help identify the needs of the entity and work with the leaders and elected officials to deliver friendly, professional service to the building community. Inspectron Inc. works with the community leaders, property owners, and contractors to ensure the health, safety and welfare of the community is protected.

Inspectron, Inc. provides different levels of service to local units of government designed to meet their needs and desires. The service varies from full time building department administration including collecting and accounting for permit fees, filing surcharge reports, plan reviews and inspections to temporary staffing helping local units of government meet the demands of the peak construction season. Inspectron Inc. has served as interim Building Official for Goodhue County, Rice County, the City of Northfield, the City of Farmington, the City of Rosemount, the City of Waite Park and the City of Ramsey during their search for a qualified full time Building Official. Inspectron, Inc. has 4 facets to our service offering.

First, we provide full Building, Fire and Zoning administration through enforcement of the Minnesota State Building Code, Minnesota State Fire Code and local Zoning Ordinance. We are

fully computerized for the issuance of building permits; electronic plan review, scheduling and tracking of inspections; generating monthly, quarterly and annual permit activity reports, state surcharge reports and census reports. This software allows closer tracking of open permits, daily cash receipts, permit activity reports and inspection history while providing consistent form design to those jurisdictions desiring this service. We are set up to function as an entity's Building Department handling everything from permit application through certificate of occupancy, tracking and recording every step in between. Our Fire personnel have served as Fire Marshal and Fire inspectors. Zoning administration includes checking all building permit applications for compliance with zoning district standards including permitted uses, and dimensional standards, when appropriate. We coordinate with and assist the planner and Planning Commission in zoning matters consistent with a building permit review. We also perform maintenance/nuisance enforcement with everything from first notice to court testimony. We have a successful track record working with jurisdictions cleaning up junk sites and substandard buildings.

The second facet is temporary staffing. We provide building inspectors to jurisdictions with staffing needs resulting from vacations, illness or staff turnover. Our services as interim Building Official and Building Official mentoring have set us apart from other firms. The State Building Codes and Standards Division has recommended Inspectron, Inc. to several jurisdictions requiring this service.

The third facet is Rental Housing Inspection. We can manage the entire rental inspection process starting with a kick off meeting with rental property owners including sending inspection notification letters, scheduling and performing inspections, documenting corrections and issuing rental licenses. Our software automates the entire rental inspection process and generates status reports.

The fourth facet of our business is on-site Sewage Treatment System review, inspection and approval. We currently have 2 MPCA fully certified and licensed inspectors.

Our office is fully integrated, using a local area network. Each inspector utilizes the full Microsoft Office Suite for word processing, electronic spreadsheets and scheduling work assignments, meetings and tasks. Remote access allows the individual inspector to monitor and edit their schedule as well as send and receive email messages off site. We are able to load a jurisdiction's property data into our permit issuance and tracking software thereby fully automating the permit process for that jurisdiction for efficient and effective account management. Our office is staffed with an office assistant and office manager. Our office assistant is responsible for data processing, inspection scheduling, permit processing and record retention.

Inspectron currently utilizes "Permit Works" software to generate all permits and inspection records. During the summer of 2021 we are implementing a new software system expanding permitting capabilities to online and shared access. All inspections required for a specific permit are recorded, maintained and tracked in the software system. The results of the inspection, the date and time it was performed and the name of the inspector performing the inspection are all recorded. We can generate reports that show the inspection status for a specific project, the total number of inspections performed for any specified time or inspector and the percentage of inspections that pass or fail. Three-part (NCR) Inspection Reports are used for field documentation of the inspections performed. One copy is left on site informing the permit

holder of the corrective action necessary, if any to pass the inspection

The software also allows for tracking and reporting permit activity. The name and address of the property owner, property I.D. number, description of the project, valuation of the project and fees associated with the permit are all recorded. The software is used to accurately report permit activity levels to the Jurisdiction in a timely manner.

Electronic Plan Review is performed using a software product titled Bluebeam. This allows applicant to submit PDF copies of their plans to us electronically and we can interact with them as the plan review is being completed. An electronic copy of the plan review comments can be compiled, shared and stored, thus eliminating paper shuffle.

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Inspectron Inc. has on going agreements with the following list of entities:

- City of Farmington – Building Official Mentoring, inspection assistance
Contact Ken Lewis, Building Official 651-463-1860
- City of Kimball - Full Time Building Inspection, Building Department Administration, Rental Housing Inspections.
Contact Nicole Pilarski, City Clerk Administrator 320-398-2725
- City of Mendota Heights – ISTS review and inspection
Contact Ryan Ruzack Public Works Director 651-452-1850
- City of Northfield – Special projects, and inspection assistance
Contact Mike Morehauser, Building Official 507-645-3008
- City of Richmond - Full Time Building Inspection, Building Department Administration
Contact Tesa Tomaschett City Administrator 320-597-2075
- City of Rockville - Full Time Building Inspection, Building Department Administration, Rental Inspections.
Contact Martin Bode City Administrator 320-251-5836
- City of St. Joseph – Full Time Building Inspection, Building Department Administration, Zoning Administration, Rental Housing Inspections, and Planning reviews.
Contact Therese Haffner, City Administrator 320-363-7201
- City of Sunfish Lake – ISTS review and inspection
Contact Cathy Iago City Clerk
- City of Lexington – Full Time Building Inspection, Plan Review and Administration, Property Maintenance and Rental Housing Code Enforcement.
Contact Bill Petracek City Administrator 763-784-2794
- City of Vermillion – Full Time Building Inspection, Plan Review and Administration
Contact Rene Voight, Jurisdiction Clerk 651-437-2865
- Goodhue County – Building Official Mentoring, Commercial Plan Review
Contact Doug Morem, Building Official 651-385-3110
- Castle Rock Township - Full time Building Inspection, Plan Review, and Administration;
Contact Molly Weber Town Clerk 651-460-2221
- Empire Township– Full time Building Inspection, Plan review and Administration
Contact Charlie, Town Clerk 651-463-4494
- Marshan Township– Full time Building Inspection, Plan Review, and Administration
Contact Gloria Pinky, Board Supervisor 651-437-5664
- Nininger Township - Full time Building Inspection, Plan Review, and Administration
Contact Bob Rotty, Board Supervisor 651-437-5690
- Treasure Island Casino- Special Projects, Code Consultation, Inspections and Plan Review
Contact Darrel Breuer, Project Director 651-388-2493
- Rice County - Full time Building Inspection, Plan review.
Contact Julie Runkel, Director of Environmental Services 507- 273-9711

Major projects that Inspectron Inc. has been engaged to provide complete plan review and inspections include:

New \$34 million-dollar, 120,000 square foot addition to the Treasure Island Casino for the Prairie Island Indian Community

New 7.4 million-dollar, 174,000 square foot, three story Red Wing Fairview Medical Center.

New 5 million-dollar Dittman Center for the Arts on the campus of St. Olaf College, Northfield MN.

New 40 million-dollar 160,000 square foot Science Building campus of St. Olaf College

New 3.7 million-dollar 70,000 square foot Central Maintenance Facility for Dakota County.

New 5.7 million-dollar 130,000 square foot Elementary School for City of Farmington ISD 192.

New 72-million-dollar addition to the Empire Waste Water Treatment Plant

New 1 million-dollar 44-unit apartment building St. Joseph MN

New 4-million-dollar Mayo Clinic and Supervised Living facility addition to the Kenyon Sunset Nursing Home.

New Fairview Clinic in City of Zumbrota

New 76,000 Sq. Ft. Manufacturing Facility for Harris Mechanical in the City of Zumbrota.

New two wing 300 room, 8 story Hotel, Swimming Pool and Water Park to Treasure Island Resort and Casino

3 - New Multi-Family Apartment Developments adding 350 Dwelling Units to the City of Lexington.

Reference List for Inspectron Inc.

This list is provided for your convenience. Please feel free to contact any of the local units of government served by Inspectron Inc. for their reactions

Bill Petracek
City Administrator
City of Lexington
9180 Lexington Ave No.
Lexington, MN 55104
PH 763-784-2794

Doug Morem
Building Official
Goodhue County
509 W. 5th Street
Red Wing, MN 55066
PH 1-651-385-3110

Therese Haffner
City Administrator
City of St. Joseph
PO Box 668
St. Joseph, MN 56374
PH. 320-363-7201

Inspectron Inc. constantly works for service improvement and welcomes comments from all clients and permit applicants served to achieve improvement. We employ voice messaging, cellular communication devices and email messaging to assist in availability to the public when we are not able to be in the office. Our toll-free number is available to all customers and permit applicants outside our area code. Regular Office hours are maintained from 8:00 am to 4:30 p.m. Monday through Friday. We are open every day except for New Year's Day, Memorial Day, July 4th, Labor Day, 2 days for Thanksgiving and 2 days for Christmas.

We use our full complement of inspection staff to provide service to every jurisdiction 5 days per week as needed to cover plan review and requested inspections. We schedule 24 hours in advance. All inspections are scheduled and performed within 24 hours of the time requested.

Maintenance style permits for roofing, siding, same size window replacement, water heater replacement and furnace replacement can be issued upon receipt of the permit application. Residential permits that require a plan review will be issued within 5-7 days after we receive all of the required information.

Commercial permits will be issued within 7-10 days of receipt of all information necessary to complete a review.

Informational handouts are placed at the local jurisdiction as well in the office of Inspectron Inc. and on line from our website, www.inspectroninc.com.

Inspectron Inc. Personnel List

Ron Wasmund

President

Minnesota Certified Building Official. Minnesota Pollution Control Agency (MPCA) Licensed and Certified Individual Sewage Treatment System Inspector. American Concrete Institute certified, MNDOT registered concrete inspector. Civil Technology graduate of Mankato Technical College. Thirty-nine-year career as an inspector for municipal projects, Jurisdiction ordinance and building code enforcement.

Member of International Code Congress, Member of Minnesota 10,000 Lakes Chapter of Building Officials. Past member of Institute of Civil Engineering Technicians.

Mark Luostari

Lead Supervisor

Commercial and Residential Inspector and Plan Reviewer

Former Home Builder for 26 years and project manager for multi-unit dwelling development. MN Certified Building Official, 4 years managing our busy inspections and plan review office. Member of International Code Congress, Member of Minnesota 10,000 Lakes Chapter of Building Officials.

Additional Inspection Staff

Bill Barber – MN and ICC Certified B.O Commercial and Residential Inspector, Plan Reviewer

Julie Praus – MN Certified Limited B.O, Certified Residential Designer Residential Building Inspector and Plan Reviewer

Scott T. Jensen – MN Certified B.O. Zoning Nuisance Enforcement Specialist, Residential Building Inspector

Harry Jenness – MN Certified B.O Commercial and Residential inspector, Manufactured Home Set-up Specialist

Mike Barck - MN Certified BO, ICC Certified Inspector, Commercial and Residential Inspector

Steve Kleist – MN Certified Limited B.O Residential Inspector and Certified SSTS Inspector

Mike Wallen – MN Certified B.O. Commercial and Residential Inspector, Residential Plan reviewer

Greg Karow – MN and ICC Certified B.O. Commercial and Residential Plan Reviewer and Inspector

All staff are members of 10,000Lakes Chapter of ICC, Members of ICC and NFPA.

Internships

Building Inspectors

Inspectron Inc. hires and trains Building Inspection Technology students and contractors interested in becoming certified in the field of building code enforcement. These positions are temporary and typically occur during the peak summer months of construction. Interns are selected based on their scholastic achievements and or construction experience and willingness to learn and contribute.

Full resumes are available upon request

**Inspectron, Inc.**

Code Compliance Inspections
15120 Chippendale Ave.
Suite 202
Rosemount, MN 55068
Phone 651-322-6626
Toll Free 800-322-6153
Fax 651-322-7580

Proposal

Building Inspection Scope of Services

In compliance with all services outlined in the following proposal to the City of Lauderdale for Building Official, Building and Fire Code Inspections, Building and Fire Code Plan Review, Fire Marshal Services, Rental Housing Inspection Service and Code Enforcement Services. Inspectron will provide full administration of these services.

This shall include but not be limited to full building department administration, fire code administration, rental housing administration, Nuisance Code enforcement, plan review, permit issuance, field inspections, correction notice issuance, re-inspections, certificate of occupancy issuance, monthly, quarterly and annual reports to City Administrator, and outside agencies as required.

We will interact with project developers, contractors and general public on specific project issues; complaints; and code questions. We are available by office phone, cell phone, text messages, email and online via our website. Onsite meetings with property owners and contractors will be arranged anytime 5 days per week by owners' request.

Permit Applications will be accepted in person, or via fax, email, US mail or pick up at Lauderdale City Hall

Inspectron Inc. will calculate the project valuation for determination of state surcharge and building permit fees for every valuation-based permit.

Residential service shall be considered 1 & 2 family dwelling units. Any structure containing more than 2 dwelling units shall be considered commercial buildings.

Permits will be issued for all construction work as required in MN State Building Code Chapter 1300. These permits will include but not be limited to:

1. New construction, addition, alteration, repair, remodel, modification, demolition, or moving of all residential, non-residential and accessory structures.
2. Roofing, siding, window replacement.
3. Signs
4. Plumbing new, addition, alteration, remodel, repair or modification.
5. Mechanical new, addition, alteration, remodel or modification.
6. Fire Suppression Systems
7. Fire Alarm Systems

The service will also include coordinating with the planning department for review of permit applications with the City's Zoning ordinance and land use compliance. This will involve routing all permit applications to the planners for compliance with setback dimensions, lot coverage limits and minimum lot dimensions. The project will be field inspected by Inspectron Inc. to ensure compliance with the Zoning Ordinance dimensional standards.

Inspectron Inc. will work with City staff to develop an over-the-counter permit process for all "Maintenance Permits". The maintenance permits will be defined as roofing, siding, same size window replacement, furnace replacement and plumbing maintenance permits.

The average turnaround time for all non-maintenance projects will be 5–7 days after receipt of all necessary information. Project proponents will be encouraged to use handout materials from Inspectron's website for completion of project plans to avoid delays and "code surprises" upon application for building permit.

A plan submittal checklist will be provided to all permit applicants outlining required submittals to accompany the application. Written plan review comments are provided to every applicant when plan review is performed.

Our office receptionist will schedule all inspections when the permit holder calls Inspectron's Rosemount office at 1-800-322-6153 or 651-322-6626. A 24-hour notice is required for all inspection. All inspections will be scheduled within 24 hours of the time requested.

Computerization

Inspectron Inc. utilizes software to track permit and inspection activity. Inspectron will create a data base within its software by obtaining a complete property data base download from the City and setting up the permit and inspection sets within the data base. This permit software will be utilized for all residential and non-residential permits issued.

Computerized permits and inspection cards will be generated with the approval and release of all building permits.

Computerized permit activity and inspection activity reports will be provided with the monthly billing for City Administrator and Council review. A copy of the monthly permit activity report will be submitted to the County Assessor when requested.

Inspectron will prepare the electronic surcharge reports for submittal to the State Treasurer. The City shall forward the report with appropriate fees.

Inspectron, Inc. will provide effective, efficient and expedient service by utilizing its team of inspectors and plan review staff for inspections and plan reviews. Additional staff will be hired to supplement as needed. Ron Wasmund will serve as the Building Official of Record. Ron Wasmund will also serve as the Project Manager.

Fee Schedule

Inspectron Inc. proposes to use the 1997 UBC Table 1-A fee schedule to establish building permit fees. Inspectron Inc. will review the fee schedule with the City Administrator regularly for conformity with the needs of the city.

The building permit fee will be calculated on the valuation of the proposed project. The building official will calculate the project valuation using the Construction Cost Data published by the State Building Codes and Standard Division annually around the month of May.

A plan review fee of 65% of the building permit fee will be charged for every project which in the sole discretion of the building official requires a plan to be submitted to demonstrate or clarify the project being permitted.

In addition to the building permit and plan review fees, the applicant must also pay a surcharge fee in accordance with Minnesota Statutes 16B.70

Separate plumbing and mechanical permits will be required in addition to the building permit for all construction projects that involve installation or changes to the plumbing and mechanical systems.

Over the Counter Permits

Inspectron will develop an over-the-counter permit for the immediate issuance of minor maintenance permits such as roofing, siding, windows, furnace and water heater replacement. Inspectron Inc will authorize and train designated City staff for the issuance of the OTC permits if desired. Costs associated with printing the carbonless reproduction forms shall be the responsibility of the City.

Terms

Payment for permits will be made by the applicants directly to the city. If authorized, Inspectron Inc. will accept the payment for the city with all checks made payable to the City of Lauderdale.

Inspectron will have personnel available as needed 5 days per week to cover the inspection services outlined in the Building Inspection Scope of Services. This schedule will be adjusted as necessary to meet the needs of the public and City staff.

Inspectron, Inc. will provide the services listed in the Building Inspection Scope of Services for 75% of the building permit fee plus 100% of the plan review fee. Services will be billed to the city on a monthly basis. A report of all building permit activity will be provided with the billing.

All transportation, communication, tools and insurance costs will be the direct responsibility of Inspectron, Inc. All records will be maintained in accordance with the City's adopted record retention schedule, at the office of Inspectron, Inc. The records will be available to the

city for examination at any time during normal business hours or any other pre-arranged time. Records for all closed projects will be delivered to the city on a quarterly basis.

Inspections requested outside of normal business hours, M-F 8:00 a.m. to 4:30 p.m. will be billed to the contractor at \$75.00 per hour in addition to the permit fee. A 1-hour minimum will apply. Inspectron Inc. will retain 100% of this fee.

Additional plan review required by changes, additions or revisions to an approved plan will be billed to the contractor at \$75.00 per hour in addition to the permit fee. A 1-hour minimum will apply. Inspectron Inc. will retain 100% of this fee. Minor adjustments or changes to the plan that do not affect the scope or structural elements of the project will not require additional review.

Inspectron Inc. at the direction of the City Administrator will also perform General Nuisance zoning enforcement and assist the city with development of a procedure and necessary forms to carry out this responsibility. This will include any junk and blight sweeps made in residential neighborhoods. Inspectron will bill the city an hourly rate of \$75.00 per hour for these services requested by the city.

Inspectron Inc. will provide Fire Marshal Services to include but not be limited to Fire Suppression plan review and inspection, Fire Alarm plan review and inspections on all systems that may be required by the Building or Fire code. We will do this work as required for the hourly rate of \$75.00.

The terms of this agreement will be reviewed and adjusted on an annual basis. Reduction in contract fee terms may be sufficient cause for consideration of immediate termination of the service contract at Inspectron's discretion.

Respectfully Submitted,

Ron Wasmund

Ron Wasmund

President

Inspectron Inc.

Office Phone 651-322-6626

Cell Phone 612-719-3370

rwasmund@inspectroninc.com

Heather Butkowski

From: Ron Wasmund <RWasmund@inspectroninc.com>
Sent: Tuesday, September 7, 2021 2:17 PM
To: Heather Butkowski
Cc: Mark Luostari
Subject: RE: Follow Up Question

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

Good afternoon Heather,
I have provided my responses in red font behind your original emailed questions. Let me know how I can be of further assistance. We are a problem solving team!
Ron

Ron Wasmund

Inspectron Inc.
15120 Chippendale Ave. Suite 202
Rosemount MN 55068
Office 651-322-6626
Toll Free 800-322-6153
Cell 612-719-3370
Fax 651-322-7580
rwasmund@inspectroninc.com

From: Heather Butkowski <Heather.Butkowski@lauderdalemn.org>
Sent: Tuesday, September 7, 2021 10:16 AM
Subject: Follow Up Question

Good morning,

I thought we would be past this by now, but since we are not, please answer the following.

What is your policy on employee vaccinations? I have stopped short of mandating a vaccination. We are voluntarily 90% vaccinated with only 1 member that doesn't believe in the vaccination. As the company leader I want everyone to be vaccinated.

What is your policy on employee masking? Everybody is required to wear a mask when entering another residence or property where they must be inside. Also if there is anyone in the residence that is coughing or showing other signs of covid symptoms we will not enter.

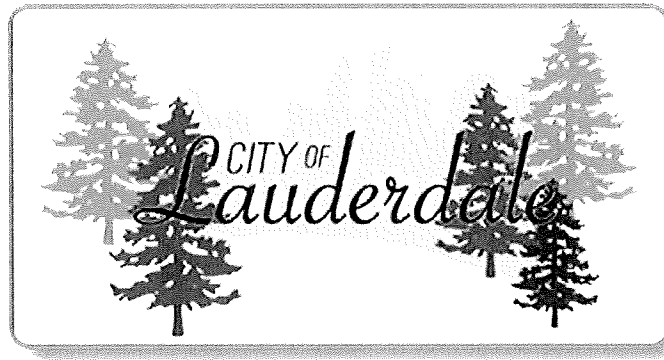
Do you anticipate making any changes to these policies. Not at the present time. I am considering testing for the unvaccinated if the outbreak continues to climb.

It would be great to have your answers by the end of the day tomorrow as I am putting the materials together for the council to make a decision at our September 14 meeting.

Thank you.

Heather Butkowski
City Administrator

City of Lauderdale
1891 Walnut Street
Lauderdale, MN 55113
651.792.7657
heather.butkowski@lauderdalemn.org



CITY OF LAUDERDALE, MINNESOTA

Attention: Heather Butkowski

1891 Walnut Street

Lauderdale, MN 55113

PROPOSAL

Building Official, Inspections, and Related Services

July 20, 2021

SUBMITTED BY:

MNSPECT, LLC

235 West First Street

Waconia, MN 55387

Office Phone: (952) 442-7520

Toll Free: (888) 446-1801

Fax: (952) 442-7521

E-Mail: scott@mnspect.com



July 20, 2021

Ms. Heather Butkowski
City Administrator
1891 Walnut Street
Lauderdale, MN 55113

Dear Ms. Butkowski:

Enclosed you will find for the City's review and consideration a proposal for Building Official, Building and Fire Code Inspections, Building and Fire Code Plan Review, Fire Marshal Services, Rental Housing Inspections, and Code Enforcement Services. If you find something in the proposal that you wish to discuss or negotiate, please contact me.

I am excited about the opportunity to reengage with the City of Lauderdale. Our professional staff provides building safety services that will exceed the expectations of the City and its citizens. We currently serve 20 communities (21 in August with the addition of Maple Lake!) as the Designated Building Official, and provide supplemental services to 11 additional communities.

Our staff of 28 is very familiar with the requirements of the communities we serve. We are certain that the transition will be smooth and easily accomplished. You will find that we complement the existing Building Code Administrations of our client communities, and we encourage you to contact the listed references.

I am confident that after reviewing this proposal, especially noting the ways MNSPECT stands out from others in our field, you will recognize our ability to best meet the needs of the City. I am aware that we may not be the lowest cost provider of services. However, I guarantee that we provide the best service with the most qualified and diversely trained staff of any private firm in the State. You will not be disappointed by selecting MNSPECT, LLC to be your Designated Building Official.

Thank you for your consideration and the opportunity to submit this proposal.

Sincerely,

A handwritten signature in black ink, appearing to read 'Scott Qualle', is written over a light blue horizontal line.

Scott Qualle
President

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B. Describe your firm's background and history, including the number of years in business and the number of personnel that are certified building officials (CBO), limited building officials (LBO), accessibility specialists, and non-licensed inspectors. Describe the training and experience (including years) of the persons who will be providing inspection services in Lauderdale.

About MNSPECT, LLC

Since 1987, MNSPECT has been providing comprehensive Designated Building Official and Supplemental/As-Needed Building Safety services for Minnesota communities. MNSPECT's highly-qualified, certified, and experienced team of Building Officials currently provides services for 32 communities. In calendar year 2020, we performed over 2000 plan reviews, issued over 4,800 permits, and performed more than 9,000 inspections.

MNSPECT LLC was formed in 2010. MNSPECT Inc., the predecessor company to MNSPECT LLC, was incorporated in 1987 and was originally named Paul Waldron and Associates Limited.

MNSPECT's many years of successful service to the communities we serve extends to all activities related to the administration and enforcement of the Minnesota State Codes for Accessibility, Building, Electrical, Energy, Fire, Fuel Gas, Industrialized/Modular Buildings, Manufactured Homes, Mechanical, Plumbing, and Prefabricated Buildings.

The State of Minnesota demonstrates its confidence in our qualifications and competencies by granting MNSPECT approval to provide these specialized services, normally provided by the State:

- A. Approval from the Minnesota Department of Labor and Industry to perform plan review and inspections on public buildings and State licensed facilities.
- B. Approval from the Minnesota Department of Labor and Industry - Plumbing Plan Review and Inspections Unit to perform plumbing plan review on plumbing systems that serve the public.
- C. Approval from the Minnesota Department of Public Safety - State Fire Marshal Division to perform plan review and inspections on fire suppression systems and fire alarm systems.
- D. Approval from the Minnesota Department of Public Safety - State Fire Marshal Division to perform State required fire inspections on Minnesota Department of Human Services licensed facilities.

These special authorities: a) allow for local oversight of projects, b) optimize construction integrity in the design stages, and c) ensure all permit revenue for these projects of large magnitude stay with the community instead of going to the State.

MNSPECT partners with communities to provide a high level of service for homeowners, building owners, contractors, and the Municipality. We work to exceed community goals and standards of service. Our expert knowledge of Minnesota Building Codes, our helpful and professional approach, our commitment to timely service and communication, and our focus on code education is our formula for success. Our motto is: "Helping You Comply with the Code."

Number of personnel that are certified building officials (CBO), limited building officials (LBO), accessibility specialists, and non-licensed inspectors:

Certified Building Officials: 12 (nine Field Inspectors; three Plans Examiners)

Limited Building Officials: 5 (three Field inspectors; two Plans Examiners)

Licensed Architect: 1 (Plan Reviewer)

Accessibility Specialists: See Building Officials above

Non-Licensed Field Inspector: 1

In addition:

State-Approved Inspectors for Public Buildings and State-Licensed Facilities:

Plan Review: 4

Field Inspections: 6

Fire Sprinkler/Fire Alarm Plan Reviews: 1

Fire Sprinkler/Fire Alarm Field Inspections: 3

State-Approved Commercial Plumbing Plans Examiner and Inspector: 1

See the following page for training and experience of all MNSPECT Inspectors.

If selected to serve the City of Lauderdale, MNSPECT will assign a primary and secondary field inspector. In addition, a Client Specialist designated to work with City Staff. Please note, other inspectors may perform services in Lauderdale should their areas of expertise be needed (i.e. Commercial Plumbing Inspector).

Identification and Qualifications of Personnel:

Scott Qualle – President & Building Official since January 2006

Designated Building Official

MN Certified Building Official BO002643

ICC Certified Building Official

MN Approved for Inspection of Public Buildings and State Licensed Facilities

Statutory Warranty Dispute Resolution Neutral (mediator)

Erosion/Sediment Control Construction Installer/Inspector

MN Foster/Daycare Fire Inspector

MN Approved Continuing Education Instructor

Building Inspection Technology (BIT) Certificate

Associate in Applied Science Degree, BIT

Associate in Applied Science Degree, Accounting

Bachelor of Science Degree, Business

Master's Degree in Business Administration (MBA)

MN PCA Asbestos Inspector AI13979

17 years code enforcement; 5 years construction/real estate experience

Management Team

Ty Turnquist since March 2005

Director of Operations

- MN Certified Building Official BO002901
- Building Inspection Technology Certificate
- MN Approved for Code Review and Inspections of Public Buildings and State Licensed Facilities
- MN Approved for Fire Sprinkler and Fire Alarm Inspections
- SEC Regulatory Enforcement Certificate
- Erosion/Sediment Control Construction Inspector
- MN Approved Continuing Education Instructor
- MN Foster/Daycare Fire Inspector
- 17 yrs. code enforcement; 20 yrs. construction exp.

Tracy Montgomery since June 2008

Officer Manager

- Bachelor of Science Degree
- 13 yrs. code enforcement support

Jeff Munsterteiger since October 2017

Manager of Code Review

- MN Certified Building Official BO002824
- ICC Certified Building Plans Examiner
- Building Inspections Technology (BIT)
- MN Approved for Code Review and Inspections of Public Buildings and State Licensed Facilities
- 14 yrs. code enforcement; 23 yrs. construction exp.

Franklin Martin since May 2021

Manager of Field Inspections

- MN Certified Building Official BO001821
- ICC Certified Building Official
- MN Approved for Code Review and Inspections of Public Buildings and State Licensed Facilities
- Master in Business Administration
- Fellowship in London's Institute of Carpenters
- Expert in Construction Litigation
- 37 yrs. code enforcement; 4 yrs. architecture exp.

Field Inspection Team

Dale Engelmänn since January 2013

Senior Plumbing Code Reviewer/Plumbing Inspector

Master Plumber PM062282

Backflow Prevention Inspector BT062282

MN Approved Commercial Plumbing Plans Examiner

8 yrs. code enforcement; 41 yrs. construction exp.

Tracy Reimann since October 2016

Residential Field Inspector

MN Certified Limited Building Official LB723665

Certified Home Inspector AHIT

Bachelor of Science, Business

Certified Radon Measurement Professional

RMEA-00396

5 yrs. code enforcement; 10 yrs. construction exp.

Karl Horning since January 2017

Senior Residential and Commercial Field Inspector

MN Certified Building Official BO002662

Building Inspection Technology Certificate

Subsurface Sewage Treatment Systems License

21 yrs. code enforcement; 10 yrs. construction exp.

Jim Grampre since April 2017

Senior Residential and Commercial Field Inspector

MN Certified Building Official BO001497

Building Inspection Technology/AAS Degree

24 yrs. code enforcement; 10 yrs. construction exp.

Robert Proulx since March 2019

Field Inspector

MN Certified Limited Building Official LB746623

4 yrs. code enforcement

Barry Brainard since April 2019

Senior Field Inspector

MN Certified Building Official BO001299

ICC Certified Residential Plans Examiner and Inspector

MN Approved for Code Review and Inspections

of Public Buildings and State Licensed Facilities

MN Approved for Fire Sprinkler and Fire Alarm

Code Review and Inspections

ICC Certified Permit Technician

37 yrs. code enforcement; 4 yrs. architecture exp.

Bill Schwanke since June 2019

Senior Residential and Commercial Field Inspector

MN Certified Building Official BO002200

17 yrs. code enforcement

Jake Nelson – Since June 2019

Residential Field Inspector

MN Certified Building Official Limited LB777681

ICC Residential Building Inspector

Sediment and Erosion Control Inspector

2 yrs. code enforcement; 2 yrs. construction exp.

David Rahn since September 2019

Senior Field Inspector

MN Certified Building Official BO001772

Certified Building Official ICC

30 yrs. code enforcement; 27 yrs. construction exp.

Abram Pulkrabek – Since February 2021

Residential Field Inspector

Don Harmsen since March 2021

Commercial Field Inspector

MN Certified Building Official BO002896

Building Inspection Technology Certificate

MN Approved for Inspection of Public Buildings and

State Licensed Facilities

18 yrs. code enforcement; 20 yrs. construction exp.

Code Review Team

Nick Qualle since March 2005

Code Reviewer

MN Certified Building Official BO002752
Building Inspection Technology Certificate
NFPA 10001 Firefighter 1 and Firefighter 2
16 yrs. code enforcement; 3 yrs. construction exp.

Brandon Holmes since November 2018

Code Reviewer

MN Certified Building Official BO770894
2 yrs. code enforcement; 15 yrs. construction exp.

Nicole Kastern since September 2019

Code Reviewer

National Council of Architectural Registration
Boards
Minnesota Licensed Architect
Leadership in Energy and Env. Design – LEED AP
2 yrs. code enforcement; 19 yrs. architecture exp.

Michael Hauan since March 2021

Code Reviewer

Limited Building Official LB783560
Specialized Associate of Science Degree in
Architecture Drafting and Design
20 yrs. in drafting and design exp.

Kevin Kamerud since May 2021

Code Reviewer

Limited Building Official LB8783561
Residential Building Contractor BC763356
23 yrs. in construction exp.

Administrative Team

Wendy Morrissey since August 2011

Operations Specialist

Bachelor of Arts Degree
10 yrs. code enforcement support

Tonia Sikorski since April 2019

Specialty Inspections Assistant

Real Property Administrator Certificate, BOMI
2 yrs. code enforcement support

Christy James since June 2017

Lead Client Specialist

Bachelor of Arts Degree
4 yrs. code enforcement support

Alex Knutson since April 2021

Client Specialist

Lisa Thole since April 2021

Client Specialist

Sandy Grochow since April 2021

Client Specialist

Genevieve Munsterteiger since June 2018

Administrative Assistant-Receptionist

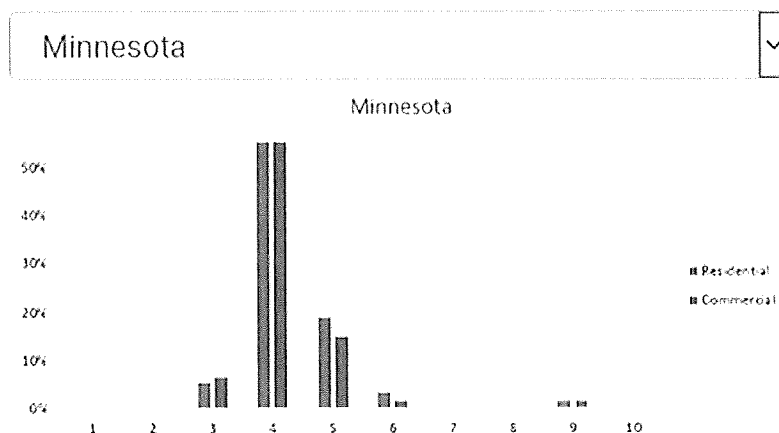
2 yrs. code enforcement support

C. Provide information about the firm's experience performing the following:

- **Building and fire code inspections:** MNSPECT currently has nine field inspectors that are Certified Building Officials and three with Limited Building Official certifications. In addition, we have six Certified Building Officials that are approved by the State of Minnesota to do inspections on State-Licensed Facilities and Public Buildings. The Department of Labor and Industry performs a thorough review of all persons requesting this approval.

MNSPECT has received approval from the State of Minnesota's Department of Labor and Industry and the State Fire Marshal's office for Fire Sprinkler and Alarm code review and field inspections. This approval allows MNSPECT to perform fire sprinkler and fire alarm field inspections on residential, commercial, and State Licensed Facilities/Public buildings.

In 2020, the ISO performed a thorough evaluation of MNSPECT and the municipalities that it serves using their Building Code Effectiveness Grading Schedule. MNSPECT received a Class 3 for commercial and industrial properties as well as one- and two- family residential properties. If you are unfamiliar with their classification, class 3 represents the highest score issued in Minnesota. As you can see, very few municipalities receive a score as high as ours!



The assessment that ISO performs analyzes the qualifications of the field inspectors and plans examiners, the amount of territory covered, the number of field inspections performed, the number of code reviews completed, the use of tools (such as checklists for field inspectors), and the codes adopted by each municipality. A score of three tells us that we are adequately staffed and qualified!

All of our inspectors have cellular enabled tablets, allowing for approved plans to be accessed from our cloud server, providing inspection results to stakeholders, and facilitating real-time communications and recordkeeping, including photographs

- **Building and fire code plan reviews:** MNSPECT currently staffs three Certified Building Officials, two Limited Building Officials, and one licensed architect who perform residential and commercial plan reviews for MNSPECT. In addition, we have four State-approved, Certified Building Officials to perform plan reviews on State-Licensed Facilities and Public Buildings.

MNSPECT has received approval from the State of Minnesota's Department of Labor and Industry and the State Fire Marshal to perform Fire Sprinkler and Fire Alarm plan reviews.

MNSPECT's plan reviewers perform upfront, comprehensive plan reviews. The review is comprised of an in-depth examination to verify that the minimum code requirements are met to safeguard the public health and general welfare. This is done through reviewing structural strength, means of egress, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property.

This level of plan review not only helps the project run smoothly with no surprises, but will help avoid mistakes in the field that can quickly increase the cost of the project. When errors are caught at the plan review stage, corrections in the field are minimized - saving time and money!

MNSPECT performs electronic plan reviews. This enables our field inspectors to access approved plans while at inspections. It also enables our municipalities to retain electronic versions of approved plans.

- **Commercial plumbing/sprinkler plan reviews:** Of the 38 municipalities with which the State has formal plumbing plan review agreements, MNSPECT municipalities account for 12 of them. Similar to fire sprinkler plan reviews addressed earlier, the Department of Labor and Industry, Plumbing Plan Review Department, gives authorization only to qualified persons to perform plumbing plan review for commercial projects. In addition, our approved Plumbing Plan Reviewer is approved to perform inspections on State-Licensed Facilities and Public Buildings.
- **Delegation agreements MNSPECT has with the State Fire Marshal:** MNSPECT has staff that is approved by the State Fire Marshal to perform code reviews and field inspections on fire sprinkler and fire alarm projects. In addition, MNSPECT has authorized personnel to perform day care and foster care inspections as well as annual fire inspections on commercial properties.
- **Fire marshal services:** Fire marshal services is a broad area. MNSPECT performs fire sprinkler and fire alarm plan reviews and related field inspections; annual commercial fire inspections; day care and foster care fire inspections; and code enforcement for life safety issues.
- **Rental housing inspections:** MNSPECT has a department that performs rental housing and property maintenance inspections. The department works closely with municipal staff to ensure that rental inspections are inspected and licenses are obtained.
- **Code enforcement services:** As stated above, MNSPECT has a department that performs rental housing and property maintenance inspections. MNSPECT uses the municipal-approved ordinances to work with owners and tenants to bring properties into compliance with property maintenance and nuisance codes.

D. *Describe your firm's operations from the perspective of a property owner:*

- What days of the week and times of day are inspections available?
 - ✓ Office and Inspection Hours: 8:00 a.m. – 4:30 p.m., Monday through Friday
 - ✓ We utilize voicemail during off-hours
 - ✓ We have an on-call inspector to accommodate emergencies
 - ✓ We utilize a toll-free phone number, 888-446-1801
 - ✓ Each inspector is equipped with a mobile phone
- How far in advance must inspections be scheduled?
 - ✓ Same day (when possible), next day (standard), or date of applicant request
 - ✓ We schedule all inspections through our office
 - ✓ We request the applicant call at least one day prior
- What is the turnaround time on typical residential and commercial plan reviews?
 - ✓ Minimum of 1 business day (code review required)
 - ✓ Permit processing time greatly depends on project type (residential vs. commercial), project scope (ranging from maintenance to new structures), and submitted information (complete vs. incomplete). Our goal with residential plan review is to complete the review in ten business days or less once all required information is received.
 - ✓ Our goal with commercial plan review is to complete the review in 15 business days or less once all required information is received.
- By what methods can applicants submit permit applications (in person, online, mail, fax, email...)?
 - ✓ MNSPECT prefers electronic permit submissions; however, we understand that not all applicants will have the ability to submit via email or a shared drive.
 - ✓ MNSPECT will pick up and drop off permit submissions from City Hall.
 - ✓ MNSPECT and municipal zoning staff work together to ensure that MNSPECT only reviews plans that zoning staff has approved.
- Will property owners have opportunities to ask questions on code requirements in advance of submitting plans?

Definitely! MNSPECT communicates with owners and contractors via inspection notices, phone calls, or in-person meetings. Our office phones are answered from 8:00 a.m. to 4:30 p.m., Monday through Friday (excluding holidays). In addition, our phone system has voice mail capabilities and messages are returned the following business day.

Along with in-person meetings, MNSPECT utilizes Microsoft Teams for video meetings. This technology allows us to use screen sharing when reviewing building plans, codes, and other documents.

E. *Basis for Compensation:*

75% of the following fees (Commercial and Residential – Building, Plumbing, HVAC, Fire Suppression):

- Permit fee (\$50.00 Minimum)
- Plan Review Fee*
- Special Investigation Fee (\$50.00 Minimum)

*Plan reviews are required on all commercial and residential projects, with the exception of the following residential projects (as defined in the Minnesota Residential Code): residential roof covering replacements, exterior siding replacement, like-for-like window and exterior door replacements, plumbing work and mechanical work.

100% of the following fees:

- Re-inspection fee
- License look-up fee
- Lead look-up fee
- Site inspection fee
- Moved and pre-moved building fees
- Manufactured home fees
- Copies
- Inspections outside of normal business hours
- Hourly fees
- Additional plan review

The following hourly rates apply when work is requested for Municipal code enforcement or special projects:

Designated Building Official	\$150.00 per Hour
State Delegation Projects	\$150.00 per Hour
Inspection / Plan Review Staff	\$95.00 per Hour
Work outside the scope of the contract	95.00 per Hour
Office / Support Staff	75.00 per Hour
Rental Housing Inspections/Code Enforcement	
Nuisance Abatement /Fire Marshal Services	\$85.00 per Hour

The following print fees apply for plan sheets (printed in color):

- 8 1/2 x 11 1.00/page
- 8 1/2 x 14 1.00/page
- 11 x 17 2.00/page
- Large plans 4.00/page

One set for the job site will be provided at no additional cost. These printing fees apply to requested additional copies of plan sets.

Billing: MNSPECT utilizes a monthly billing cycle to obtain compensation for monthly services rendered. Monthly compensation for provided services is based on that month's processed permit applications, hourly services provided, and printing fees.

Inspector will submit logs with any such statements for services rendered under this section. Hourly fees are not normally charged unless services are requested by City Staff.

Generally, our invoices are due within 30 days of submission of a bill. We are open to discussing other billing methods as the client may request.

F. List of References and Potential Conflicts of Interest and Claims:

Designated Building Official Clients:

City of Bayport – Since Aug 2016 294 3 rd Street North, Bayport, MN 55003 Adam Bell, Administrator	Population: 3,792	(651) 275-4404
City of Columbus – Since Mar 2021 16319 Kettle River Blvd. Columbus, MN 55025 Elizabeth Mursko, Administrator	Population: 4,055	(651) 419-9011
Douglas Township – Since Jan 2011 PO Box 151, Hampton, MN 55031 Peggy Varien, Clerk	Population: 755	(651) 769-5061
City of Glencoe – Since Mar 1991 1107 11 th St E, Ste. 107, Glencoe, MN 55336 Mark Larson, Administrator	Population: 5,467	(320) 864-5586
Greenvale Township – Since Jan 2012 31800 Guam Ave, Northfield, MN 55057 Greg Langer, Board Chair	Population: 754	(507) 649-2376
City of Hamburg – Since Jun 1989 181 Broadway, Hamburg, MN 55339 Jeremy Gruenhagen, Clerk-Treasurer	Population: 521	(952) 467-3232
City of Hampton – Since Apr 2010 PO Box 128, Hampton, MN 55031 Judy O'Brien, Administrator-Clerk	Population: 699	(651) 437-8846
City of Lake Elmo (interim) – Since December 2018 3880 Laverne Avenue, Suite 100, Lake Elmo, MN 55042 Kristina Handt, City Administrator	Population: 9,100	(651) 747-3900
City of Landfall Village – Since Aug 2019 One 4 th Avenue, Landfall, MN 55128 Ed Shukle, City Administrator	Population: 756	(651) 739-4123
City of Lester Prairie – Since Mar 1997 PO Box 66, Lester Prairie, MN 55354 Doris Lundin, Clerk	Population: 1,726	(320) 395-2646
City of Maple Lake – Beginning Aug 2021 10 Maple Ave S, PO Box 757, Maple Lake, MN 55358 Elizabeth Borell, Deputy Clerk	Population 2,315	(320) 963-3611
City of Mound – Since Jan 2003 2415 Wilshire Blvd, Mound, MN 55364 Sarah Smith, Community Development Director Greg Pederson, Fire Chief	Population: 9,530	(952) 472-0604 (952) 472-3533
City of North St. Paul – Since September 2018 2400 Margaret Street, North St. Paul, MN 55109 Brian Frandle, Interim City Manager	Population: 12,477	(651) 747-2472
City of Nowthen – Since December 2019 8188 - 199 th Ave. NW, Nowthen, MN 55330 Lori Streich, Clerk/Treasurer	Population: 4,723	(763) 441-1347

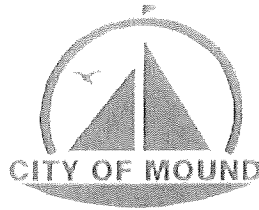
Designated Building Official Clients cont.:

City of Orono – Since March 2021 2750 Kelley Parkway, Orono, MN 55356 Jeremy Barnhart, Community Development Director	Population: 8,113	(952) 249-4626
City of Plato – Since Jan 1994 PO Box 7, Plato, MN 55370 Gerri Scott, Clerk	Population: 307	(320) 238-2432
Ravenna Township – Since January 2019 20425 Red Wing Boulevard, Hastings, MN 55033 Caroline Spurgeon, Township Clerk/Treasurer	Population: 2,436	(651) 480-1902
City of Silver Lake – Since Apr 1994 308 Main St W, Silver Lake, MN 55381 Karissa Kurth, Clerk	Population: 818	(320) 327-2412
City of Spring Park – Since May 2008 4349 Warren Ave, Spring Park, MN 55384 Dan Tolsma, Administrator	Population: 1,794	(952) 471-9051
City of Stewart – Since Sep 2008 PO Box 195, Stewart, MN 55385 Robin Johnson, Clerk	Population: 544	(320) 562-2518
Waterford Township – Since Apr 2014 517 Box 531, Northfield, MN 5505 Elizabeth Wheeler, Clerk	Population: 478	(651) 346-8467

Supplemental Back-Up Clients:

City of Eagan (backup) – Since Nov 2013 3830 Pilot Knob Rd, Eagan, MN 55122 Dale Schoeppner, Building Official	Population: 66,527	(651) 675-5675
City of Faribault (backup) – Since March 2020 208 NW 1 st Avenue, Faribault, MN 55021 Deanna Kuennen, Community and Economic Development Director	Population: 23,851	(507) 333-0376
City of Forest Lake (backup) – Since Apr 2018 1408 Lake St South, Forest Lake, MN 55025 Alan Newman, Fire Chief	Population: 20,220	(651) 464-3550
City of Golden Valley (backup) – Since Nov 2019 7800 Golden Valley Road, Golden Valley, MN 55427 Marc Nevinski, Physical Development Director	Population: 21,755	(763) 593-8008
City of Lino Lakes (backup) – Since July 2020 600 Town Center Pkwy, Lino Lakes, MN 55014 Patrick Moonen, Building Official	Population 21, 733	(651) 982-2463
City of Mankato (backup) – Since Mar 2019 10 Civic Center Plaza, Mankato, MN 56001 Molly Westman, Planning Assistant	Population: 42,610	(507) 387-8571
Mendota Heights (backup) – Since May 2017 A to Z Home Inspections (Mendota, Sunfish Lake, Lilydale) 1101 Victoria Curve, Mendota Heights, MN 55118 Mike Andrejka, Building Official	Population: 12,890	(651) 255-1143
New Brighton (backup) – Since June 2021 803 Old Highway 8 NW New Brighton, MN 55092 Jeremy Wells, Building Official	Population: 22,556	(651) 638-2062
Scott County (backup) – Since Sept 2017 Government Center 200 Fourth Avenue West, Shakopee, MN 55379 Jami Neiber, Building Official	Population: 20,315	(952) 496-8883
Shakopee Mdewakanton Sioux Community (backup) Since Aug 2017 2330 Sioux Trail NW, Prior Lake, MN 55372 Rick Schlueter, Building Official	Population: 658	(952) 496-6135
City of Shorewood (backup) – Since Jan 2006 5755 Country Club Rd, Shorewood, MN 55331 Wade Woodward, Building Official	Population: 7,496	(952) 474-3236

Letters of Recommendation:



CITY OF MOUND, ILLINOIS
MOUND, ILLINOIS 60131-1500
PHONE: (815) 472-0604
FAX: (815) 472-0605
WWW.CITYOFMOUND.IL.GOV

September 2, 2015

RE: Reference Letter - MnSpect

I am very pleased to provide a reference letter for MnSpect, who has been providing contracted building inspection services to the City of Mound since 2005. President Scott Qualle is Mound's designated Building Official.

MnSpect has a team of competent inspectors and personnel who provide prompt, courteous and professional service to our Staff and community. From my perspective, one aspect that sets MnSpect apart is their ability to provide full-service inspection services, as they have qualified personnel to assist with residential and commercial projects and also provide plumbing and mechanical, electrical and electrical permitting. MnSpect is also extremely cooperative and quick to respond in the event there are special or unique circumstances related to permitting and inspections matters.

I would be very happy to visit with you further about Mound's experience and relationship with MnSpect. You are most welcome to contact me directly at (952) 472-0604 or by email at sarahsmith@cityofmound.com.

Sincerely,

Sarah Smith
Community Development Director





To Whom It May Concern:

The City of Spring Park has contracted with Mnspect for their permit process needs and for building inspection services since May 2008. Prior to that time Spring Park contracted with the City of Orono.

The City of Spring Park has many challenges in that its residential housing stock consists of lake cabins undergoing remodeling or complete demolition followed by new construction. Spring Park also has several multi-housing units (seven), a senior housing campus (Presbyterian Homes/Lake Minnetonka Shores), a large commercial district, a manufacturing district, and a marina.

Together, the City and Mnspect have weathered the housing market/economic recession and the subsequent resurgence. When the economy was at its worst, Mnspect figured out a way to continue to serve the needs of their communities without compromising their services. At all times the City felt confident that Mnspect would continue to provide quality inspection services, no matter the economic climate.

The City Council is periodically updated by visits from Mnspect's staff. The council looks forward to and enjoys the updates and it affirms their continued confidence in Mnspect. Our City has built a relationship with Mnspect that has gone beyond inspection services by asking Mnspect staff to participate on an interview team for an administrator search. Mnspect staff also regularly attends City staff meetings in order to coordinate ongoing projects with our planner, engineer, attorney, and public works.

City staff highly endorses Mnspect's professional business strategy and looks forward to an ongoing relationship with Mnspect. The City feels comfortable knowing as we continue to grow and develop, Mnspect will be able to provide quality services as we move forward together.

Sincerely,

Dan Tolsma, City Administrator
Wendy Lewin, City Clerk

City of Spring Park

4349 WARREN AVENUE, SPRING PARK, MINNESOTA 55384-9711 (952) 471-9051 FAX (952) 471-9160
WWW.CI.SPRING-PARK.MN.US

WATERFORD TOWNSHIP



"where the path from the past and the future meets"

Date: December 4, 2018

To: Whom It May Concern

Re: Recommendation for MNSPECT, LLC

I am writing to recommend the services of MNSPECT, LLC of Waconia Minnesota. MNSPECT has been under contract with Waterford Township since 2014.

I spent twenty-three years as a government employee working for the City of Northfield and upon retirement was elected Town Clerk for Waterford Township in March 2014. I worked with Building Officials and Inspectors for the City and since 2014 have had the privilege to work closely with the MNSPECT team. From my experience I can say that professional Building Officials and Inspectors truly believe the code is designed to protect current owners and their guests, contractors, and future owners.

Therefore, I can without hesitation recommend MNSPECT, LLC. The Township has relied on the expertise of the MNSPECT team to perform plan reviews and code inspections for commercial as well as residential projects, such as a multi-generational home, a handicap accessible entrance including an elevator in an aging home on a challenging landscape, a commercial youth wrestling facility, two five-megawatt community solar gardens, new homes, remodels, decks, accessory buildings and is currently advising the Township on its 1885 Town Hall.

All the members of the MNSPECT team are great communicators. One can call or e-mail and rest assured of getting a response almost always the same day, but for sure the next day. They are patient and explain the code to the homeowner, the contractor, the Town Board or the Town Clerk. They are incredibly organized and when they say they will have it done, it is done.

Without the MNSPECT team it would be impossible to perform my responsibilities as a Town Clerk and as the Board Liaison for the Planning Commission. Not only are they responsive to the Township, they are aware of the numerous deadlines of the various property owners and try their best to work with everyone in a timely manner.

Please feel free to contact me at 507-261-3235 should you like to discuss MNSPECT, LLC's qualifications and Waterford Township's experiences further. I'd be happy to expand on my recommendation.

Sincerely,


Elizabeth Wheeler
Waterford Township Clerk
507-261-3235

Potential Conflicts of Interest:

None

MNSPECT Disclosures:

MNSPECT has an interest in or affiliation with:

Welcome Home Inspections – MNSPECT is the parent company of Welcome Home Inspections (WHI). WHI performs point of sale inspections for prospective home buyers. Several MNSPECT personnel are involved with WHI.

Scott Qualle, the owner of MNSPECT also owns Wall Bracing Code Verification Services (WBCVS) – This service assists builders and designers by confirming that wall bracing plans meet the submittal requirements of the MN State Residential Code and local jurisdictions administering the code.

Scott Qualle, the owner of MNSPECT also owns MNSPECT Continuing Education, Inc. which is engaged in teaching codes and statutes to contractors, building officials, and other licensed professionals. MNSPECT Continuing Education has the direct experience and demonstrated expertise required to impart appropriate and related knowledge in the applicable construction codes.

We believe that the code should be understood by all those responsible for designing, constructing, or inspecting to its requirements.

Scott Qualle, the owner of MNSPECT also owns MNSPECT Code Consulting, Inc. which is engaged in investigating code matters for both property owners and building contractors. This work is done in jurisdictions where MNSPECT is not the Designated Building Official.

Insurance Claims and/or ethics complaints over the last five years:

None

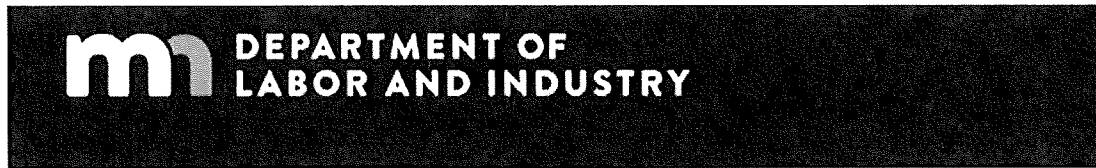
Independent Contractor:

MNSPECT, LLC is an Independent Contractor, and as such assumes full responsibility for the actions of its personnel; as well as for the supervision, daily direction and control, provision of employment benefits, and payment of salary, of its personnel. The Municipality shall not be responsible to furnish any benefits to such personnel.

MNSPECT carries Auto, Workers' Compensation, and General and Professional Liability Insurance covering all personnel it employs in service to its client Municipalities.

MNSPECT shall provide, at its sole expense, all necessary equipment, vehicles and supplies to carry out its obligations to the City, and shall be responsible for maintenance of required or appropriate certification and continuing education as required under the laws of the State of Minnesota.

Applicant Authority:



LICENSE/CERTIFICATE/REGISTRATION DETAIL

Class Type:	CERTIFIED BUILDING OFFICIAL	Number:	BO002643
Application No:	194035	Status:	ISSUED
Expire Date:	1/17/2022	Effect Date:	1/18/2020
Orig Date:	1/17/2006	Print Date:	11/11/2019
Enforcement Action:	NO	CE Status*:	[View details]
Workplace Experience:	N/A		

* CE status must be "met" for a license to be renewed unless designated as N/A.

Name: QUALLE, SCOTT L
Address: 17030 13TH AVE N
PLYMOUTH , MN 55447
Phone: 952-442-7520

What Distinguishes MNSPECT from the Competition?

- 1) **The integrity of MNSPECT** owner Scott Qualle, his expert staff, and the company-wide commitment to seamless consistency.
- 2) **We believe in education about, and enforcement of, the Code**, the whole Code, and nothing more than the Code; that no Code Official should ever require anything beyond the minimum requirements of the Code, nor accept anything less.
- 3) **Our values include a commitment to doing things right.** That includes a sensitivity to the concept of “time is money,” so inspections are scheduled same or next day, whenever possible. Our thorough and comprehensive plan reviews save time and money during the construction process by identifying deficiencies while the project is still on paper, not after the concrete has been poured, or materials have been installed. We operate as an extension of the municipality and share your concern for cost containment.
- 4) **MNSPECT believes in Comprehensive Plan Review.** We utilize a detailed checklist to mark up plans. Our knowledgeable code reviewers work with property owners, designers, builders, and contractors to fully communicate any changes. A thorough plan review streamlines the process, saving time and money throughout construction.
- 5) **MNSPECT utilizes technology.** At the cutting edge of technology, MNSPECT prides itself in its capability of providing Comprehensive Plan Review to clientele that are at a distance by utilizing computers and high-resolution 4K monitors to perform plan review electronically, and cloud-based file storage for safe and simple access. In addition, we are partnering with a web-based software platform that will, in the future, facilitate tablet-based electronic inspection documentation (instead of traditional paper), speeding communication of inspection results to stakeholders, allowing photographs to augment the written comments, and increasing consistency through the inspection process.
- 6) **Our vast experience serving jurisdictions of all types and sizes (as designated building official, interim building official, and back-up inspections and/or code review): Thirty-two in total.** We currently serve 15 jurisdictions with populations over 5,000 and 17 jurisdictions with populations under 5,000. We are adaptable to all sizes.

Cities	26
Townships	4
Sovereign nation	1
County	1

- 7) **The professionalism and capabilities of our staff.** Five of our staff members have come to MNSPECT from former designations as building officials. This provides us with unparalleled experience in dealing with an extensive variety of code scenarios and challenges. In addition, that experience creates an environment that promotes mentoring and fosters a learning environment.

Heather Butkowski

From: Tracy Montgomery <TMontgomery@mnspect.com>
Sent: Tuesday, September 7, 2021 2:59 PM
To: Heather Butkowski
Cc: Scott Qualle; Matt Royer; Tracy Montgomery
Subject: RE: Follow Up Question

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

Good Afternoon Heather,

Keep the questions coming!

What is our policy on employee vaccinations? We do not currently have a vaccination requirement. We do, however, value our Clients' wishes. If a client has a policy requiring vaccinations or weekly testing for its employees, we will do our best to provide inspector(s) that will meet this requirement.

What is our policy on employee masking? We encourage all staff to wear masks when indoors and in close proximity with others, regardless of vaccination status. We also encourage safe, social distancing .

Throughout the COVID-19 pandemic, we have been in constant contact with our clients regarding their mask requirements. It is important for us to respect and follow local policies

Do we anticipate making any changes to these policies? At this time, we do not have any immediate, upcoming changes. However, we are continuing to assess the situation and will continue working with our clients to make sure we meet their needs and satisfy their requirements. As we have in the past, we will continue to follow local and state requirements as they change.

Please let me know if you have any additional questions related to COVID-19 protocol or anything else ☺

Tracy Montgomery

Office Manager
MNSPECT, LLC

Phone: 952-442-7520
Fax: 952-442-7521
Email: tracy@mnspect.com

From: Heather Butkowski <Heather.Butkowski@lauderdalemn.org>
Sent: Tuesday, September 7, 2021 10:16 AM
Subject: Follow Up Question

Good morning,

I thought we would be past this by now, but since we are not, please answer the following.

What is your policy on employee vaccinations?

What is your policy on employee masking?
Do you anticipate making any changes to these policies.

It would be great to have your answers by the end of the day tomorrow as I am putting the materials together for the council to make a decision at our September 14 meeting.

Thank you.

Heather Butkowski
City Administrator
City of Lauderdale
1891 Walnut Street
Lauderdale, MN 55113
651.792.7657
heather.butkowski@lauderdalemn.org

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date September 14, 2021

ITEM NUMBER 2022 Budget and Levy

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

As promised, staff were able to refine the preliminary budget with the additional information we received from Ramsey County. The good news is that there was a slight increase in fiscal disparities revenue. The general fund budget as proposed shows a 3.2% increase. With no new state aid, the levy supports all of the anticipated cost increases. As a result, the proposed levy increase is 5.6%.

As previously discussed, the budget reflects the shift from an on-staff building official to the expense of a contract. It also reflects the expense of a second public works staff member even though the scope of that position is still being worked out. 2022 is an election year and brings those additional costs. Staff will prepare a memo to go with the final budget that explains the changes expected in 2022.

The purpose of this meeting is to discuss the budget and projected levy increase. Staff included a spreadsheet showing what other Ramsey County cities are proposing as well as the Assessor's Report which is full of interesting information on the changing values in Ramsey County. After years of big value increases, many Ramsey County cities are experiencing little to no value increase. A median value home in Lauderdale is changing from \$232,400 in 2021 to \$231,550 for 2022. Many of the home sales this year were at Brandychase where the sales points are in the \$150,000 neighborhood so I would expect that has something to do with the stabilizing of the values. The most interesting page is 22 of the Assessor's report. Ultimately, when those values are plugged into the spreadsheet we use to show impact, the 5.6% levy increase results in a city property tax increase of \$30.74 on a median valued home. The County continues to revise the tax capacity number through the end of the year so that could change slightly. Please let me know if you have any questions in advance of the meeting.

STAFF RECOMMENDATION:

2022 PROPOSED LEVY IMPACTS ON LAUDERDALE HOMES

	City	City	City	City	City
	Total Levy	Fiscal Disparities	Net Local Levy	Tax Capacity	Tax Rate
2021-6.5%	\$899,710	\$146,325	\$753,385	\$2,716,823	27.730%
2022-5.6%	\$950,351	\$147,140	\$803,211	\$2,743,370	29.278%
Median Value 2019		\$206,300			
Median Value 2020		\$218,300			
Median Value 2021		\$232,400			
Median Value 2022		\$231,550			

	Taxable Value	x Tax %	x Tax Rate	= City Tax on \$126,000 Home/Lot	
2021-6.5%	\$100,100	1%	0.2773	Total Tax	\$277.58
2022-5.6%	\$100,100	1%	0.2928	Total Tax	\$293.08
				DIFFERENCE	\$15.49 5.58%

	Taxable Value	x Tax %	x Tax Rate	= City Tax on Median Lauderdale Home	
2021-6.5%	\$216,076	1%	0.2773	Total Tax	\$599.19
2022-5.6%	\$215,150	1%	0.2928	Total Tax	\$629.92
				DIFFERENCE	\$30.74 5.13%

	Taxable Value	x Tax %	x Tax Rate	= City Tax on \$300,000 Home	
2021-6.5%	\$289,760	1%	0.2773	Total Tax	\$803.52
2022-5.6%	\$289,760	1%	0.2928	Total Tax	\$848.37
				DIFFERENCE	\$44.85 5.58%

Estimated Preliminary Tax Levy Increases for Payable 2022

	<u>Low</u>	<u>High</u>	
Arden Hills	3.00%	5.00%	Range provided
Blaine	4.50%	4.50%	
Falcon Heights			
Gem Lake	9.50%	9.50%	
Lauderdale	4.00%	6.00%	Range provided
Little Canada	3.00%	5.00%	Range provided
Maplewood	5.00%	5.00%	
Mounds View	5.50%	5.50%	
New Brighton	8.20%	8.20%	
North St. Paul	4.50%	6.50%	Range provided
Roseville	4.92%	4.92%	
Shoreview	4.56%	4.56%	
Spring Lake Park	5.46%	5.46%	
St. Anthony Village	4.80%	4.80%	
Vadnais Heights			
White Bear Lake	6.92%	6.92%	
White Bear Township	19.25%	19.25%	
Average	6.21%	6.74%	

General Ledger

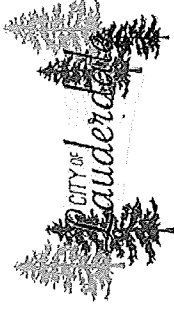
2022 Proposed General Fund Budget



2019 Actual	2020 Actual	Account	Description	2021 Adopted	2022 Proposed	2022 Adopted
667,521	705,768	101 R01 410-31010	General Fund Taxes Current Ad Valorem Taxes	753,385.00	803,211.00	0.00
5,322	1,460	410-31020	Delinquent Ad Valorem Taxes	0.00	0.00	0.00
0	0	410-31040	Fiscal Disparities	0.00	0.00	0.00
0	0	410-31055	Excess Tax Increment	0.00	0.00	0.00
139,873	138,520	410-31400	Fiscal Disparities	146,325.00	147,140.00	0.00
363	(106)	410-31900	Penalties & Interest Taxes	0.00	0.00	0.00
813,080	845,642	Taxes Totals:		899,710	950,351	0
150	0	R02 410-32110	Licenses and Permits Liquor Licenses	150.00	150.00	0.00
600	0	410-32180	Tobacco Licenses	400.00	400.00	0.00
2,350	2,450	410-32190	Other Business License/Permit	2,000.00	2,200.00	0.00
1,150	1,668	410-32192	HVAC Contractor License	1,100.00	1,300.00	0.00
86	190	410-32240	Animal License	100.00	100.00	0.00
24,420	23,210	420-32210	Building Permit	24,000.00	23,000.00	0.00
4,941	4,599	420-32230	Plumbing & Heating Permits	5,000.00	4,500.00	0.00

General Ledger

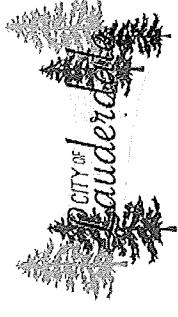
2022 Proposed General Fund Budget



9,078	4,240	420-32270	Rental Registration	5,000.00	5,000.00	0.00
0	100	430-32261	Excavating Permits	0.00	0.00	0.00
42,774	36,456		Licenses and Permits Totals:	37,750	36,650	0
539,622	548,671	R03 410-33401	Intergovernmental Revenues Local Government Aid	524,591.00	524,591.00	0.00
1,198	0	410-33422	Other State Grants & Aids	1,198.00	0.00	0.00
0	53,887	410-33423	Coronavirus Relief Fund	0.00	0.00	0.00
0	5,000	410-33424	Other Grants and Aids (METC)	0.00	0.00	0.00
0	127,007	420-33423	Coronavirus Relief Fund	0.00	0.00	0.00
540,820	734,565		Intergovernmental Revenues Totals:	525,789	524,591	0
3,886	1,070	R04 410-34101	Charges for Services City Hall Rent	1,000.00	1,000.00	0.00
1,750	2,865	410-34103	Zoning & Subdivision Fees	1,500.00	2,000.00	0.00
29	0	410-34105	Sale of Maps & Publications	0.00	0.00	0.00
437	202	410-34108	Administrative Fees	0.00	0.00	0.00
9,193	7,395	420-34104	Plan Check Fees	7,500.00	7,500.00	0.00
1,210	35	420-34202	Special Fire Services	0.00	0.00	0.00

General Ledger

2022 Proposed General Fund Budget



0	0	420-34206	Mowing & Garbage Cleanup	0.00	0.00	0.00
0	0	430-34303	Snow Removal Charges	0.00	0.00	0.00
250	0	450-34780	Park Shelter Fees	200.00	200.00	0.00
450	42	450-34920	Merchandise Sales	400.00	400.00	0.00
17,205	11,609		Charges for Services Totals:	10,600	11,100	0
29,977	24,203	R05	Fines and Forfeits			
		420-35101	Court Fines	27,000.00	25,000.00	0.00
29,977	24,203		Fines and Forfeits Totals:	27,000	25,000	0
2,303	455	R06	Miscellaneous Revenue			
		410-36101	Special Assessments - County	0.00	4,000.00	0.00
0	84	410-36102	Penalties & Interest	0.00	0.00	0.00
1,378	1,455	410-36200	Other Miscellaneous Revenue	0.00	0.00	0.00
30,294	15,558	410-36210	Interest on Investments	6,000.00	4,000.00	0.00
370	181	410-36215	Other Fees (Credit Card)	500.00	0.00	0.00
0	0	410-36230	Contributions & Donations	0.00	0.00	0.00
1,246	1,165	420-36260	Surcharges Collected	1,000.00	1,000.00	0.00
0	0	450-36200	Other Miscellaneous Revenue	0.00	0.00	0.00
2,159	55	450-36230	Contributions & Donations	0.00	0.00	0.00

General Ledger

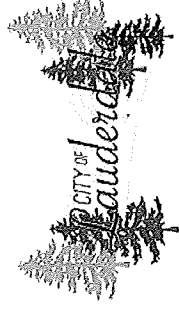
2022 Proposed General Fund Budget



37,750	18,953	Miscellaneous Revenue Totals:	7,500	9,000	0
		R07			
0	0	410-39101	0.00	0.00	0.00
		Other Financing Sources			
0	0	410-39200	0.00	0.00	0.00
		Sale of Capital Assets			
		Transfer In			
0	0	Other Financing Sources Totals:	0	0	0
1,481,605	1,671,428	REVENUES TOTALS:	1,508,349	1,556,692	0
		E06			
0	0	000-00000	0.00	0.00	0.00
		Other Uses			
0	0	Other Uses Totals:	0	0	0
0	0	EXPENDITURES TOTALS:	0	0	0
		41110			
16,500	16,500	E01	16,500.00	16,500.00	0.00
		410-41030			
1,023	1,023	FICA	1,023.00	1,023.00	0.00
		410-41220			
240	240	Medicare	239.00	239.00	0.00
		410-41225			
44	48	Workers Compensation Insurance	41.00	41.00	0.00
		410-41510			
17,806	17,811	Personal Services Totals:	17,803	17,803	0
		E02			
0	35	Supplies	0.00	0.00	0.00
		410-42010			
0	47	General Supplies	50.00	50.00	0.00
		410-42110			

General Ledger

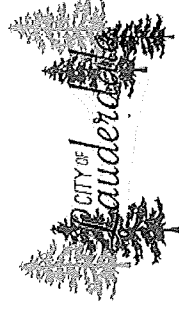
2022 Proposed General Fund Budget



0	0	410-42115	Meeting	200.00	200.00	0.00	0.00
0	0	410-42410	Minor Equipment & Tools	0.00	0.00	0.00	0.00
0	82		Supplies Totals:	250	250	0	
		E03	Other Services and Charges				
1,810	889	410-43140	Training & Education	500.00	1,000.00	0.00	0.00
1,974	0	410-43310	Travel Expense	500.00	1,000.00	0.00	0.00
475	485	410-43510	Legal Notices Publishing	500.00	500.00	0.00	0.00
122	202	410-43610	Insurance & Bonds	200.00	200.00	0.00	0.00
4,092	4,125	410-44330	Dues & Subscriptions	4,100.00	4,100.00	0.00	0.00
8,474	5,701		Other Services and Charges Totals:	5,800	6,800	0	
0	0	E04	Capital Outlay				
		410-45700	Office Equipment & Furniture	0.00	0.00	0.00	0.00
0	0		Capital Outlay Totals:	0	0	0	
26,280	23,593		EXPENDITURES TOTALS:	23,853	24,853	0	
0	0		DEPARTMENT REVENUES	0	0	0	
26,280	23,593		DEPARTMENT EXPENSES	23,853	24,853	0	
(26,280)	(23,593)		Legislative Totals:	(23,853)	(24,853)	0	

General Ledger

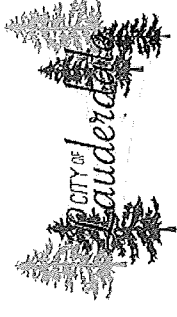
2022 Proposed General Fund Budget



129,019	134,038	41320 E01 410-41010	City Administration Personal Services Full-time Employees	137,008.00	144,296.00	0.00
0	0	410-41020	Overtime	0.00	0.00	0.00
0	0	410-41030	Part-time Employees	0.00	0.00	0.00
0	0	410-41110	Separation Pay	0.00	0.00	0.00
9,637	9,976	410-41210	PERA	10,276.00	10,822.00	0.00
8,163	8,449	410-41220	FICA	8,494.00	8,946.00	0.00
1,909	1,976	410-41225	Medicare	1,987.00	2,092.00	0.00
2,006	2,087	410-41250	Deferred Compensation	2,000.00	2,000.00	0.00
18,161	19,444	410-41310	Health Insurance	18,100.00	19,000.00	0.00
395	395	410-41320	Dental Insurance	400.00	400.00	0.00
840	899	410-41330	Life Insurance	850.00	900.00	0.00
636	671	410-41340	Disability Insurance	650.00	671.00	0.00
0	0	410-41350	Long Term Care Insurance	0.00	0.00	0.00
0	0	410-41420	Unemployment	0.00	0.00	0.00
1,086	1,275	410-41510	Workers Compensation Insuranc	1,096.00	1,154.00	0.00

General Ledger

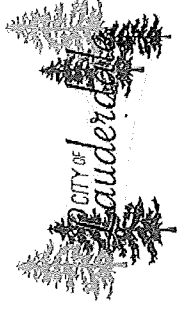
2022 Proposed General Fund Budget



171,852	179,211	Personal Services Totals:	180,861	190,281	0
		E02			
592	1,443	410-42010	700.00	750.00	0.00
		Office Supplies			
0	92	410-42020	650.00	100.00	0.00
		Computer Supplies			
3,034	3,530	410-42030	3,100.00	3,500.00	0.00
		Printed Forms			
0	290	410-42110	400.00	250.00	0.00
		General Supplies			
37	58	410-42115	0.00	0.00	0.00
		Meeting			
0	0	410-42410	0.00	0.00	0.00
		Minor Equipment & Tools			
3,876	3,003	410-42420	1,000.00	1,000.00	0.00
		Minor Computer Equipment			
7,539	8,416	Supplies Totals:	5,850	5,600	0
		E03			
2,450	0	410-43010	0.00	0.00	0.00
		Other Services and Charges			
		Auditing & Accounting Services			
15,934	24,260	410-43030	18,500.00	18,500.00	0.00
		Auditing & Accounting Services			
17,881	36,688	410-43090	19,598.00	22,836.00	0.00
		Expert & Professional Services			
670	242	410-43140	1,000.00	1,000.00	0.00
		Training & Education			
2,010	1,830	410-43220	2,000.00	2,000.00	0.00
		Postage			
0	0	410-43250	0.00	2,500.00	0.00
		Other Communications			
1,512	482	410-43310	500.00	1,000.00	0.00
		Travel Expense			

General Ledger

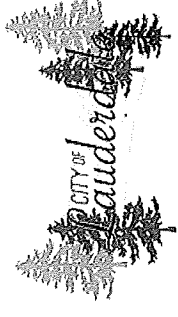
2022 Proposed General Fund Budget



402	795	410-43510	Legal Notices Publishing	500.00	700.00	0.00
1,572	3,121	410-43610	Insurance & Bonds	1,700.00	3,000.00	0.00
0	0	410-44040	Vehicle/Equipment Repairs	0.00	0.00	0.00
2,962	2,899	410-44160	Rents & Leases	3,000.00	2,900.00	0.00
1,666	2,239	410-44325	Bank Fees & Charges	1,900.00	2,000.00	0.00
6,245	6,952	410-44330	Dues & Subscriptions	6,200.00	7,000.00	0.00
1,018	837	410-44370	Miscellaneous Charges	1,100.00	1,000.00	0.00
54,323	80,344		Other Services and Charges Totals:	55,998	64,436	0
233,714	267,970		EXPENDITURES TOTALS:	242,709	260,317	0
0	0		DEPARTMENT REVENUES	0	0	0
233,714	267,970		DEPARTMENT EXPENSES	242,709	260,317	0
(233,714)	(267,970)		City Administration Totals:	(242,709)	(260,317)	0
11,450	11,982	41410 E01	Elections Personal Services	12,248.00	12,842.00	0.00
0	5,034	410-41040	Full-time Employees Temporary Employees	0.00	4,500.00	0.00
855	892	410-41210	PERA	919.00	963.00	0.00

General Ledger

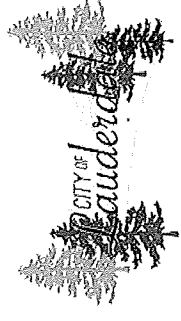
2022 Proposed General Fund Budget



724	755	410-41220	FICA	759.00	796.00	0.00
169	177	410-41225	Medicare	178.00	186.00	0.00
211	223	410-41250	Deferred Compensation	200.00	225.00	0.00
1,693	1,866	410-41310	Health Insurance	1,758.00	1,823.00	0.00
46	46	410-41320	Dental Insurance	50.00	50.00	0.00
55	55	410-41330	Life Insurance	60.00	60.00	0.00
59	62	410-41340	Disability Insurance	65.00	65.00	0.00
0	0	410-41420	Unemployment	0.00	0.00	0.00
96	114	410-41510	Workers Compensation Insuranc	98.00	103.00	0.00
15,359	21,206	Personal Services Totals:				
0	33	E02 410-42010	Supplies Office Supplies	100.00	0.00	0.00
45	530	410-42110	General Supplies	100.00	500.00	0.00
2,658	2,658	410-42410	Minor Equipment & Tools	2,500.00	2,600.00	0.00
2,703	3,221	Supplies Totals:				
0	309	E03 410-43510	Other Services and Charges Legal Notices Publishing	0.00	350.00	0.00
0	0	410-44370	Miscellaneous Charges	0.00	0.00	0.00
				16,335	21,613	0
				2,700	3,100	0

General Ledger

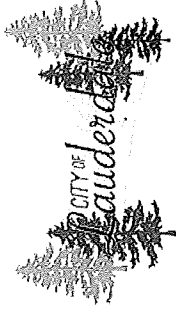
2022 Proposed General Fund Budget



0	309	Other Services and Charges Totals:	0	350	0
18,062	24,736	EXPENDITURES TOTALS:	19,035	25,063	0
0	0	DEPARTMENT REVENUES	0	0	0
18,062	24,736	DEPARTMENT EXPENSES	19,035	25,063	0
(18,062)	(24,736)	Elections Totals:	(19,035)	(25,063)	0
	41610	Legal Services			
	E03	Other Services and Charges			
19,276	22,925	410-43040 Legal Services - Civil Process	19,000.00	20,000.00	0.00
11,247	11,100	410-43045 Legal Services - Prosecution	12,000.00	12,000.00	0.00
30,523	34,025	Other Services and Charges Totals:	31,000	32,000	0
30,523	34,025	EXPENDITURES TOTALS:	31,000	32,000	0
0	0	DEPARTMENT REVENUES	0	0	0
30,523	34,025	DEPARTMENT EXPENSES	31,000	32,000	0
(30,523)	(34,025)	Legal Services Totals:	(31,000)	(32,000)	0
	41910	Planning and Zoning			
	E01	Personal Services			
15,753	16,101	410-41010 Full-time Employees	16,591.00	17,316.00	0.00
1,173	1,208	410-41210 PERA	1,244.00	1,299.00	0.00

General Ledger

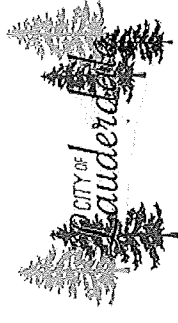
2022 Proposed General Fund Budget



996	1,024	410-41220	FICA	1,029.00	1,074.00	0.00
233	240	410-41225	Medicare	241.00	251.00	0.00
242	233	410-41250	Deferred Compensation	225.00	250.00	0.00
2,394	2,646	410-41310	Health Insurance	2,379.00	2,464.00	0.00
70	70	410-41320	Dental Insurance	80.00	70.00	0.00
107	129	410-41330	Life Insurance	110.00	100.00	0.00
76	81	410-41340	Disability Insurance	50.00	80.00	0.00
0	0	410-41420	Unemployment	0.00	0.00	0.00
132	154	410-41510	Workers Compensation Insuranc	133.00	139.00	0.00
21,176	21,887	Personal Services Totals:		22,082	23,043	0
0	0	E02 410-42010	Supplies Office Supplies	0.00	0.00	0.00
0	0	410-42030	Printed Forms	0.00	0.00	0.00
0	580	410-42110	General Supplies	0.00	0.00	0.00
0	580	Supplies Totals:		0	0	0
11,347	1,423	E03 410-43090	Other Services and Charges Expert & Professional Services	13,000.00	13,000.00	0.00

General Ledger

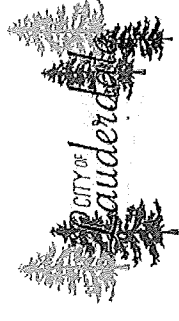
2022 Proposed General Fund Budget



0	0	410-43140	Training & Education	0.00	0.00	0.00
14	40	410-43220	Postage	450.00	200.00	0.00
173	286	410-43610	Insurance & Bonds	425.00	300.00	0.00
219	219	410-44330	Dues and Subscriptions	150.00	220.00	0.00
11,753	1,968		Other Services and Charges Totals:	14,025	13,720	0
32,929	24,434		EXPENDITURES TOTALS:	36,107	36,763	0
0	0		DEPARTMENT REVENUES	0	0	0
32,929	24,434		DEPARTMENT EXPENSES	36,107	36,763	0
(32,929)	(24,434)		Planning and Zoning Totals:	(36,107)	(36,763)	0
1,128	627	41940 E02 410-42110	General Government Buildings Supplies General Supplies	1,200.00	1,000.00	0.00
0	0	410-42230	Building Repair Supplies	0.00	0.00	0.00
0	0	410-42410	Minor Equipment & Tools	0.00	0.00	0.00
1,128	627		Supplies Totals:	1,200	1,000	0
0	0	E03 410-43090	Other Services and Charges Expert & Professional Services	0.00	2,000.00	0.00
2,014	1,023	410-43210	Telephone & Telegraph	2,200.00	1,500.00	0.00

General Ledger

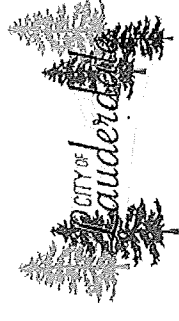
2022 Proposed General Fund Budget



5,849	1,886	410-43250	Other Communications	6,000.00	5,500.00	0.00
8,182	9,429	410-43610	Insurance & Bonds	8,500.00	9,000.00	0.00
2,472	1,824	410-43810	Electric Utilities	3,000.00	2,000.00	0.00
46	576	410-43820	Water Utilities	500.00	500.00	0.00
2,784	1,621	410-43830	Gas Utilities	3,000.00	2,000.00	0.00
5,981	6,583	410-43840	Refuse Disposal	6,200.00	6,500.00	0.00
0	0	410-43850	Sewer Utilities	0.00	0.00	0.00
665	906	410-44010	Building Maintenance	1,000.00	1,000.00	0.00
0	0	410-44040	Vehicle/Equipment Repairs	0.00	0.00	0.00
0	0	410-44160	Rents & Leases	0.00	0.00	0.00
27,992	23,849		Other Services and Charges Totals:	30,400	30,000	0
0	0	E04	Capital Outlay			
		410-45700	Office Equipment & Furniture	0.00	0.00	0.00
0	0		Capital Outlay Totals:	0	0	0
29,121	24,475		EXPENDITURES TOTALS:	31,600	31,000	0
0	0		DEPARTMENT REVENUES	0	0	0
29,121	24,475		DEPARTMENT EXPENSES	31,600	31,000	0

General Ledger

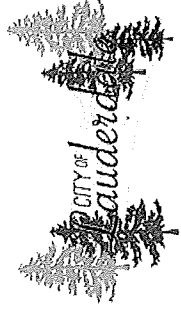
2022 Proposed General Fund Budget



(29,121)	(24,475)	General Government Buildings Totals:		(31,600)	(31,000)	0
		42100	Police			
15,670	15,192	E03	Other Services and Charges			0.00
		420-43100	Dispatch Services	12,350.00	9,000.00	
713,204	747,071	420-43110	Police Contract	773,471.00	802,283.00	0.00
189	189	420-44370	Miscellaneous Charges	200.00	5,400.00	0.00
729,063	762,452	Other Services and Charges Totals:		786,021	816,683	0
729,063	762,452	EXPENDITURES TOTALS:		786,021	816,683	0
0	0	DEPARTMENT REVENUES		0	0	0
729,063	762,452	DEPARTMENT EXPENSES		786,021	816,683	0
(729,063)	(762,452)	Police Totals:		(786,021)	(816,683)	0
		42220	Fire			
21,458	58,624	E03	Other Services and Charges			0.00
		420-43120	Fire Contract	75,000.00	76,875.00	
20,749	5,950	420-43125	Fire Calls/Inspections	0.00	0.00	0.00
0	0	420-44370	Miscellaneous Charges	0.00	0.00	0.00
42,207	64,574	Other Services and Charges Totals:		75,000	76,875	0
42,207	64,574	EXPENDITURES TOTALS:		75,000	76,875	0

General Ledger

2022 Proposed General Fund Budget



0	0	0	0	0	0
42,207	64,574	75,000	76,875	0	0
(42,207)	(64,574)	(75,000)	(76,875)	0	0
32,903	34,534	34,678.00	10,410.00	0.00	0.00
233	120	0.00	0.00	0.00	0.00
2,478	2,569	1,843.00	781.00	0.00	0.00
2,301	2,390	1,523.00	645.00	0.00	0.00
538	559	356.00	151.00	0.00	0.00
2,855	3,073	3,000.00	225.00	0.00	0.00
1,836	1,922	1,878.00	1,823.00	0.00	0.00
186	186	185.00	50.00	0.00	0.00
510	447	510.00	60.00	0.00	0.00
111	117	115.00	65.00	0.00	0.00
0	0	0.00	0.00	0.00	0.00
1,129	1,315	1,130.00	83.00	0.00	0.00

Fire Totals:

42400 Building Inspection
E01 Personal Services
420-41010 Full-time Employees

420-41020 Overtime

420-41210 PERA

420-41220 FICA

420-41225 Medicare

420-41250 Deferred Compensation

420-41310 Health Insurance

420-41320 Dental Insurance

420-41330 Life Insurance

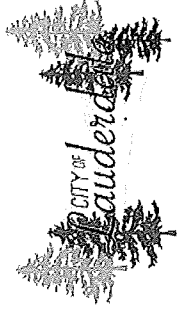
420-41340 Disability Insurance

420-41420 Unemployment

420-41510 Workers Compensation Insurance

General Ledger

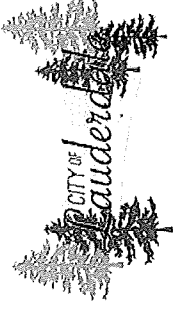
2022 Proposed General Fund Budget



45,079	47,233	Personal Services Totals:	45,218	14,293	0
	E02	Supplies			
0	420-42030	Printed Forms	0.00	0.00	0.00
0	420-42110	General Supplies	0.00	0.00	0.00
0		Supplies Totals:	0	0	0
	E03	Other Services and Charges			
0	420-43040	Legal Fees	0.00	0.00	0.00
2,119	3,845	Expert & Professional Services	2,500.00	30,000.00	0.00
1,300	675	Training & Education	1,000.00	0.00	0.00
371	256	Postage	350.00	0.00	0.00
0	420-43310	Travel Expense	0.00	0.00	0.00
0	420-43510	Legal Notices Publishing	0.00	0.00	0.00
231	382	Insurance & Bonds	250.00	250.00	0.00
0	420-44040	Vehicle/Equipment Repairs	0.00	0.00	0.00
0	420-44160	Rents & Leases	0.00	0.00	0.00
0	35	Dues & Subscriptions	100.00	0.00	0.00
1,320	400	Miscellaneous Charges	1,000.00	0.00	0.00
969	1,125	Building Permit Surcharges	1,000.00	1,000.00	0.00

General Ledger

2022 Proposed General Fund Budget



6,311	6,718	Other Services and Charges Totals:	6,200	31,250	0
51,389	53,950	EXPENDITURES TOTALS:	51,418	45,543	0
0	0	DEPARTMENT REVENUES	0	0	0
51,389	53,950	DEPARTMENT EXPENSES	51,418	45,543	0
(51,389)	(53,950)	Building Inspection Totals:	(51,418)	(45,543)	0
36,867	36,162	43121 E01 Public Works Personal Services Full-time Employees	37,002.00	37,225.00	0.00
839	344	430-41020 Overtime	0.00	0.00	0.00
0	0	430-41040 Temporary Employees	6,000.00	0.00	0.00
0	0	430-41190 Other Pay	0.00	0.00	0.00
2,670	2,712	430-41210 PERA	3,225.00	2,792.00	0.00
2,754	2,651	430-41220 FICA	2,666.00	2,308.00	0.00
644	620	430-41225 Medicare	624.00	540.00	0.00
5,235	5,551	430-41250 Deferred Compensation	5,195.00	6,000.00	0.00
499	514	430-41310 Health Insurance	500.00	700.00	0.00
93	93	430-41320 Dental Insurance	94.00	100.00	0.00

General Ledger

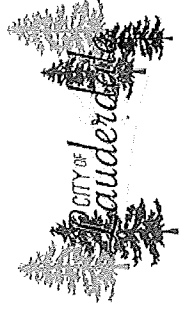
2022 Proposed General Fund Budget



458	408	430-41330	Life Insurance	460.00	460.00	0.00
149	153	430-41340	Disability Insurance	150.00	150.00	0.00
0	0	430-41420	Unemployment	0.00	0.00	0.00
1,809	2,235	430-41510	Workers Compensation Insura	1,921.00	1,712.00	0.00
52,016	51,442		Personal Services Totals:	57,837	51,987	0
821	152	E02 430-42110	Supplies General Supplies	1,000.00	500.00	0.00
3,169	3,278	430-42120	Motor Fuels	3,100.00	3,200.00	0.00
0	86	430-42130	Lubricants & Additives	100.00	0.00	0.00
0	0	430-42160	Chemicals & Chemical Produc	0.00	0.00	0.00
0	0	430-42170	Safety Equipment	0.00	0.00	0.00
428	200	430-42210	Vehicle/Equipment Parts	500.00	300.00	0.00
0	0	430-42220	Tires	0.00	0.00	0.00
191	20	430-42240	Street Maintenance Materials	0.00	0.00	0.00
0	0	430-42410	Minor Equipment & Tools	500.00	0.00	0.00
0	0	430-42420	Minor Computer Equipment	0.00	0.00	0.00

General Ledger

2022 Proposed General Fund Budget



4,610	3,736	Supplies Totals:	5,200	4,000	0
		E03			
14,892	3,830	Other Services and Charges			
		Engineering Fees	5,000.00	2,000.00	0.00
22,845	13,522	430-43030			
		Expert & Professional Services	20,000.00	15,000.00	0.00
8,025	22,730	430-43090			
		Tree Trimming and Removal	10,000.00	9,000.00	0.00
430	450	430-43095			
		Training & Education	500.00	500.00	0.00
0	0	430-43140			
		Telephone & Telegraph	0.00	0.00	0.00
0	0	430-43210			
		Other Communications	0.00	0.00	0.00
0	0	430-43250			
		Travel Expense	0.00	0.00	0.00
784	1,057	430-43310			
		Insurance & Bonds	900.00	1,000.00	0.00
0	0	430-43610			
		Building Maintenance	0.00	0.00	0.00
1,793	9,966	430-44010			
		Vehicle/Equipment Repairs	2,000.00	2,000.00	0.00
0	0	430-44040			
		Rents & Leases	0.00	0.00	0.00
0	25	430-44160			
		Dues & Subscriptions	0.00	0.00	0.00
0	39	430-44330			
		Taxes & Licenses	50.00	0.00	0.00
48,768	51,618	430-44390			
		Other Services and Charges Totals:	38,450	29,500	0
		E04			
0	0	Capital Outlay			
		Machinery & Equipment	0.00	0.00	0.00
		430-45400			

General Ledger

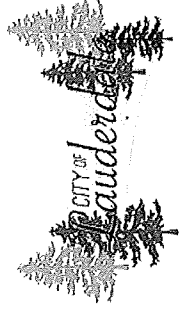
2022 Proposed General Fund Budget



0	0	0	Capital Outlay Totals:	0	0	0
105,393	106,796		EXPENDITURES TOTALS:	101,487	85,487	0
0	0		DEPARTMENT REVENUES	0	0	0
105,393	106,796		DEPARTMENT EXPENSES	101,487	85,487	0
(105,393)	(106,796)		Public Works Totals:	(101,487)	(85,487)	0
6,124	6,041	43160 E03 430-43810	Street Lighting Other Services and Charges Electric Utilities	6,000.00	6,000.00	0.00
0	0	430-44040	Vehicle/Equipment Repairs	0.00	0.00	0.00
6,124	6,041		Other Services and Charges Totals:	6,000	6,000	0
6,124	6,041		EXPENDITURES TOTALS:	6,000	6,000	0
0	0		DEPARTMENT REVENUES	0	0	0
6,124	6,041		DEPARTMENT EXPENSES	6,000	6,000	0
(6,124)	(6,041)		Street Lighting Totals:	(6,000)	(6,000)	0
52,457	50,717	45200 E01 450-41010	Parks and Recreation Personal Services Full-time Employees	52,157.00	66,830.00	0.00
1,102	345	450-41020	Overtime	0.00	0.00	0.00

General Ledger

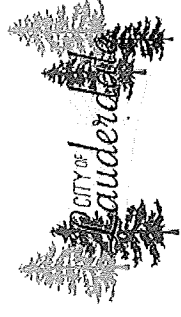
2022 Proposed General Fund Budget



7,665	1,731	450-41040	Temporary Employees	12,000.00	6,000.00	0.00
0	0	450-41190	Other Pay	0.00	0.00	0.00
3,717	3,794	450-41210	PERA	4,362.00	5,012.00	0.00
4,119	3,627	450-41220	FICA	3,978.00	4,515.00	0.00
963	848	450-41225	Medicare	930.00	1,056.00	0.00
5,204	5,449	450-41250	Deferred Compensation	5,250.00	7,000.00	0.00
3,879	4,152	450-41310	Health Insurance	3,900.00	5,000.00	0.00
186	186	450-41320	Dental Insurance	187.00	500.00	0.00
366	371	450-41330	Life Insurance	367.00	500.00	0.00
247	260	450-41340	Disability Insurance	250.00	338.00	0.00
0	0	450-41420	Unemployment	0.00	0.00	0.00
1,654	1,847	450-41510	Workers Compensation Insuranc	1,588.00	2,057.00	0.00
81,559	73,327	Personal Services Totals:		84,969	98,808	0
0	0	E02	Supplies			
		450-42030	Printed Forms	0.00	0.00	0.00
1,029	251	450-42110	General Supplies	1,000.00	500.00	0.00
0	0	450-42115	Meeting	0.00	0.00	0.00

General Ledger

2022 Proposed General Fund Budget



0	0	450-42120	Motor Fuels	0.00	0.00	0.00
0	0	450-42160	Chemicals & Chemical Produc	0.00	0.00	0.00
0	0	450-42210	Vehicle/Equipment Parts	0.00	0.00	0.00
0	0	450-42220	Tires	0.00	0.00	0.00
0	0	450-42230	Building Repair Supplies	0.00	0.00	0.00
0	0	450-42410	Minor Equipment & Tools	0.00	0.00	0.00
0	927	450-42990	Merchandise for Resale	0.00	1,000.00	0.00
1,029	1,178		Supplies Totals:	1,000	1,500	0
470	2,597	E03 450-43090	Other Services and Charges Expert & Professional Services	0.00	1,000.00	0.00
4,049	654	450-43130	Community Events	500.00	2,000.00	0.00
0	0	450-43140	Training & Education	0.00	0.00	0.00
0	0	450-43210	Telephone & Telegraph	0.00	0.00	0.00
0	0	450-43310	Travel Expense	0.00	0.00	0.00
432	713	450-43610	Insurance & Bonds	500.00	800.00	0.00
497	526	450-43810	Electric Utilities	550.00	500.00	0.00
765	293	450-43820	Water Utilities	800.00	500.00	0.00

General Ledger

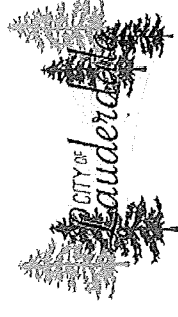
2022 Proposed General Fund Budget



497	448	450-43830	Gas Utilities	600.00	500.00	0.00
0	0	450-43840	Refuse Disposal	0.00	0.00	0.00
0	0	450-44010	Building Maintenance	0.00	0.00	0.00
0	0	450-44040	Vehicle/Equipment Repairs	0.00	0.00	0.00
1,643	1,370	450-44160	Rents & Leases	1,700.00	1,500.00	0.00
1,924	0	450-44382	Recreation Programs	1,500.00	1,000.00	0.00
10,277	6,603	Other Services and Charges Totals:				
0	0	E04	Capital Outlay	6,150	7,800	0
0	0	450-45200	Building & Improvements	0.00	0.00	0.00
0	0	Capital Outlay Totals:				
92,865	81,108	EXPENDITURES TOTALS:				
0	0	DEPARTMENT REVENUES				
92,865	81,108	DEPARTMENT EXPENSES				
(92,865)	(81,108)	Parks and Recreation Totals:				
1,225	4,651	46500	Economic Development			
0	0	E03	Other Services and Charges			
		462-43090	Expert & Professional Services	4,000.00	3,000.00	0.00
		462-44370	Miscellaneous Charges	0.00	0.00	0.00

General Ledger

2022 Proposed General Fund Budget



1,225	4,651	Other Services and Charges Totals:	4,000	3,000	0
1,225	4,651	EXPENDITURES TOTALS:	4,000	3,000	0
0	0	DEPARTMENT REVENUES	0	0	0
1,225	4,651	DEPARTMENT EXPENSES	4,000	3,000	0
(1,225)	(4,651)	Economic Development Totals:	(4,000)	(3,000)	0
0	0	49200 E06 Miscellaneous Unallocated Ex Other Uses 410-48100 Contingencies	8,000.00	5,000.00	0.00
0	0	Other Uses Totals:	8,000	5,000	0
0	0	EXPENDITURES TOTALS:	8,000	5,000	0
0	0	DEPARTMENT REVENUES	0	0	0
0	0	DEPARTMENT EXPENSES	8,000	5,000	0
0	0	Miscellaneous Unallocated Exp Totals:	(8,000)	(5,000)	0
38,000	38,000	49300 E06 Other Financing Uses Other Uses 410-47200 Transfer Out	0.00	0.00	0.00
38,000	38,000	Other Uses Totals:	0	0	0
38,000	38,000	EXPENDITURES TOTALS:	0	0	0

General Ledger

2022 Proposed General Fund Budget



0	0	0	0	0	0	0
38,000	38,000					
(38,000)	(38,000)					
		49600	Coronavirus Relief Fund			
		E03	Other Services and Charges			
0	38,469	410-44370	Coronavirus Costs	0.00	0.00	0.00
0	38,469		Other Services and Charges Totals:	0	0	0
0	38,469		EXPENDITURES TOTALS:	0	0	0
0	0		DEPARTMENT REVENUES	0	0	0
0	38,469		DEPARTMENT EXPENSES	0	0	0
0	(38,469)		Coronavirus Relief Fund Totals:	0	0	0
1,481,605	1,671,428		FUND REVENUES	1,508,349	1,556,692	0
1,436,895	1,555,275		FUND EXPENSES	1,508,349	1,556,692	0
44,710	116,153		General Fund Totals:	0	0	0

Trends Affecting Values and Property Taxes Payable 2022

Luis Rosario
Ramsey County Assessor

Heather Bestler
Ramsey County Auditor/Treasurer

August 24, 2021

Presentation Contents

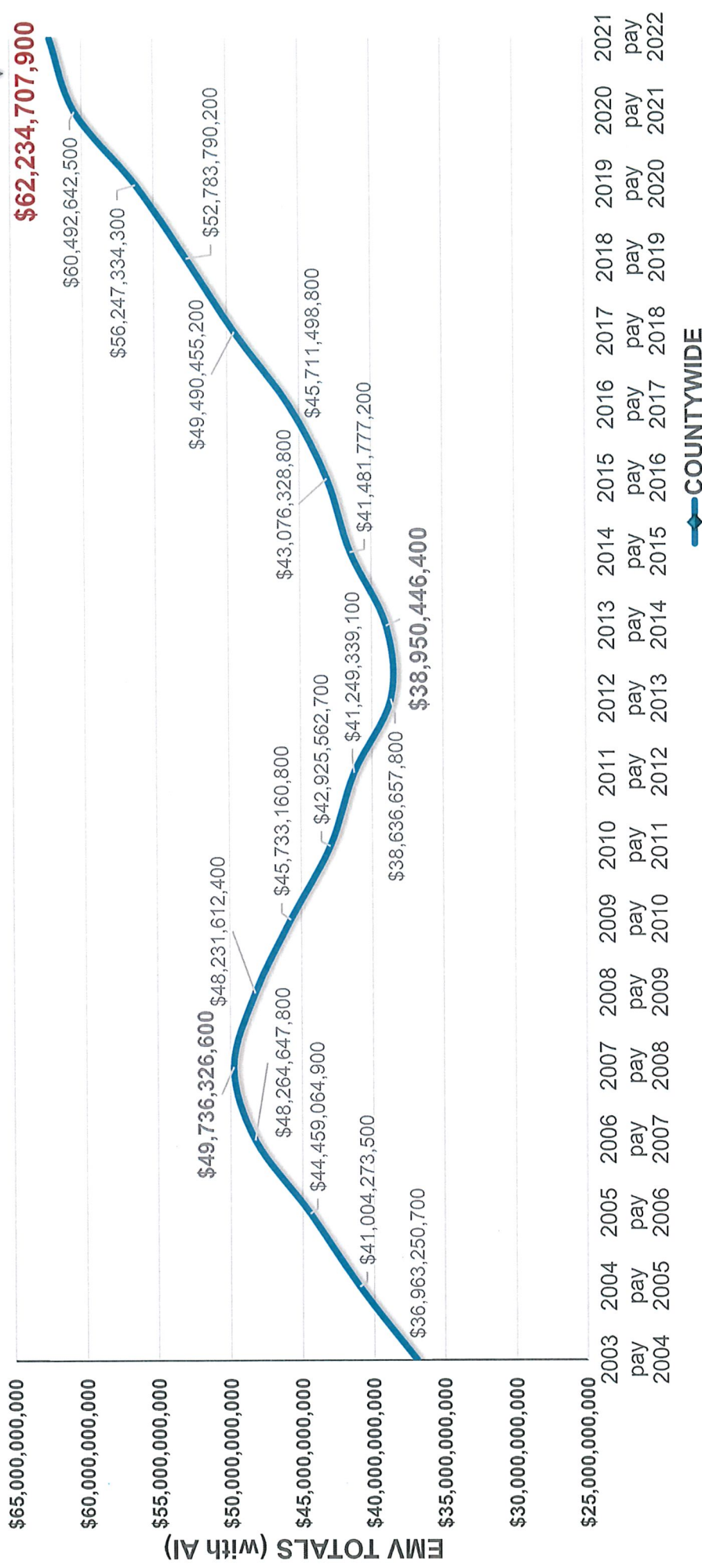
- Key Takeaways
- Assessment 2021, Pay 2022 Value Data
- Property Tax Regressivity
- Property Tax Refund
- New Development
- Tax Court Petitions
- Market Summary
- Pay 2021 Property Tax Collections
- Pay 2022 Property Tax Estimates
- Appendix

Key Takeaways

- Understanding of assessment 2021 values /pay 2022
- Understanding of tax impacts for proposed levies, assessment 2021 values/pay 2022
- Values are increasing and collections remain stable; however, COVID pandemic has masked some areas of distress

Ramsey County Historical Total Preliminary Assessed Values

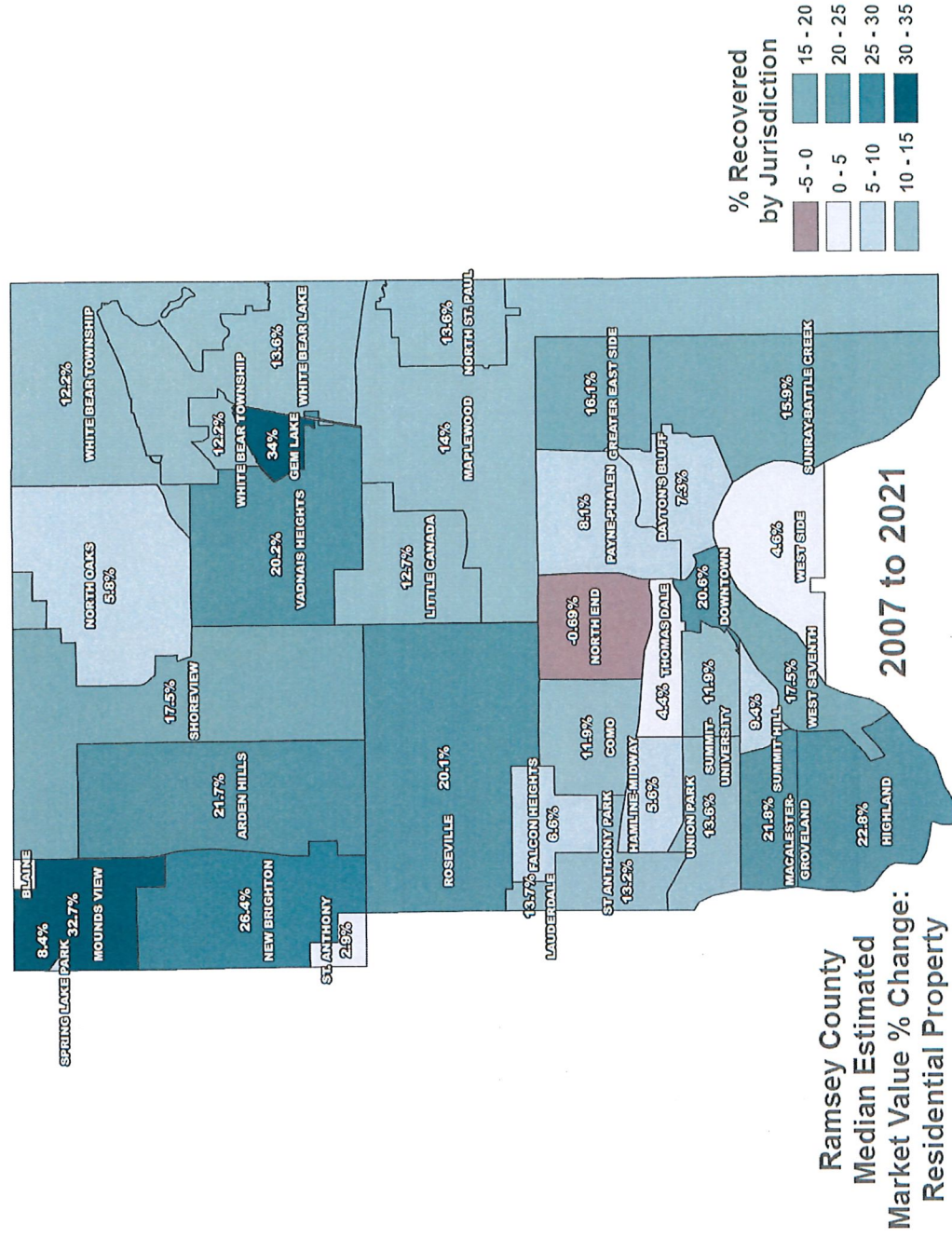
All time high assessment



*Estimated market values as of the spring of each assessment year.

*Reported values exclude Exempt property, Leased Public Property, Manufactured Homes, and State Assessed Utility & Railroad property)

Residential median market value % recovered



2021 Assessment

Aggregate changes in 2021 assessed value by property class

	Overall	Residential	Commercial	Industrial	Apartments
City of Saint Paul	+3.8%	+4.0%	-0.8%	+10.7%	+4.7%
Suburban Ramsey	+3.1%	+2.9%	+1.4%	+2.3%	+7.4%
Countywide	+3.5%	+3.4%	+0.4%	+4.5%	+5.7%

Saint Paul Residential Single Family Median Values

Percent Change Single-Family Homes 2017 - 2021

Jurisdiction	MUNI #	'17 p '18 Median Value	'18 p '19 Median Value	'19 p '20 Median Value	'20 p '21 Median Value	'21 p '22 Median Value	'17p18 to '18p'19 % Chg	'18p19 to '19p'20 % Chg	'19p20 to '20p'21 % Chg	'20p21 to '21p'22 % Chg	'17p'18 vs '21p'22 % Chg
Sunray-Battlecreek	1	170,900	184,800	196,500	214,700	229,500	8.1%	6.3%	9.3%	6.9%	34.3%
Greater East Side	2	154,400	166,000	172,900	191,800	206,800	7.5%	4.2%	10.9%	7.8%	33.9%
West Side	3	144,000	157,200	170,100	184,100	193,600	9.2%	8.2%	8.2%	5.2%	34.4%
Dayton's Bluff	4	117,500	130,500	148,400	152,400	177,500	11.1%	13.7%	2.7%	16.5%	51.1%
Payne-Phalen	5	133,200	147,900	163,850	178,500	194,700	11.0%	10.8%	8.9%	9.1%	46.2%
North End	6	124,800	134,100	152,300	163,600	174,600	7.5%	13.6%	7.4%	6.7%	39.9%
Thomas Dale	7	111,200	129,200	154,900	163,300	173,000	16.2%	19.9%	5.4%	5.9%	55.6%
Summit-University	8	189,200	206,200	229,700	242,200	250,500	9.0%	11.4%	5.4%	3.4%	32.4%
West Seventh	9	161,100	172,100	190,700	203,400	204,700	6.8%	10.8%	6.7%	0.6%	27.1%
Como	10	207,100	219,900	237,250	256,900	260,000	6.2%	7.9%	8.3%	1.2%	25.5%
Hamline-Midway	11	166,600	177,900	186,100	197,800	207,500	6.8%	4.6%	6.3%	4.9%	24.5%
St Anthony Park	12	340,250	348,800	378,300	390,800	389,800	2.5%	8.5%	3.3%	-0.3%	14.6%
Merriam	13	286,600	300,900	325,050	335,100	338,700	5.0%	8.0%	3.1%	1.1%	18.2%
Macalester-Groveland	14	312,200	333,300	355,400	360,600	361,550	6.8%	6.6%	1.5%	0.3%	15.8%
Highland	15	305,400	327,250	350,000	353,900	359,900	7.2%	7.0%	1.1%	1.7%	17.8%
Summit Hill	16	422,700	444,300	462,500	474,550	490,850	5.1%	4.1%	2.6%	3.4%	16.1%
Downtown	17	290,000	406,500	459,600	459,800	464,350	40.2%	13.1%	0.0%	1.0%	60.1%
Airport	20										
Suburbs		234,900	251,400	272,000	283,700	294,600	7.0%	8.2%	4.3%	3.8%	25.4%
City of St. Paul		173,900	186,200	200,600	215,700	228,700	7.1%	7.7%	7.5%	6.0%	31.5%
Countywide		209,900	225,400	244,700	256,700	266,400	7.4%	8.6%	4.9%	3.8%	26.9%

Suburb Residential Single Family Median Values

Percent Change Single-Family Homes 2017 - 2021

Jurisdiction	MUNI #	'17 p '18 Median Value	'18 p '19 Median Value	'19 p '20 Median Value	'20 p '21 Median Value	'21 p '22 Median Value	'17p18 to '18p'19 % Chg	'18p19 to '19p'20 % Chg	'19p20 to '20p'21 % Chg	'20p21 to '21p'22 % Chg	'17p'18 vs '21p'22 % Chg
Arden Hills	25	333,800	346,900	374,700	387,200	384,600	3.9%	8.0%	3.3%	-0.7%	15.2%
Blaine	29										
Fairgrounds	30										
Falcon Heights	33	266,600	281,100	304,100	314,550	309,000	5.4%	8.2%	3.4%	-1.8%	15.9%
Gem Lake	37	262,850	283,800	312,800	335,850	352,000	8.0%	10.2%	7.4%	4.8%	33.9%
Lauderdale	47	189,100	206,300	218,500	232,400	231,550	9.1%	5.9%	6.4%	-0.4%	22.4%
Little Canada	53	240,800	255,800	278,050	293,000	304,000	6.2%	8.7%	5.4%	3.8%	26.2%
Maplewood	57	209,600	222,500	245,600	260,700	268,300	6.2%	10.4%	6.1%	2.9%	28.0%
Mounds View	59	197,300	219,100	241,100	250,750	270,500	11.0%	10.0%	4.0%	7.9%	37.1%
New Brighton	63	242,400	264,500	280,900	298,900	315,700	9.1%	6.2%	6.4%	5.6%	30.2%
North Oaks	67	558,400	585,650	624,400	650,950	664,050	4.9%	6.6%	4.3%	2.0%	18.9%
North St. Paul	69	172,800	185,200	214,800	229,900	237,150	7.2%	16.0%	7.0%	3.2%	37.2%
Roseville	79	236,900	254,900	272,700	280,500	296,500	7.6%	7.0%	2.9%	5.7%	25.2%
St. Anthony	81	278,700	289,950	309,050	332,850	350,350	4.0%	6.6%	7.7%	5.3%	25.7%
Shoreview	83	289,800	303,800	326,400	336,300	341,800	4.8%	7.4%	3.0%	1.6%	17.9%
Spring Lake Park	85	188,300	215,750	243,700	245,800	261,900	14.6%	13.0%	0.9%	6.6%	39.1%
Vadnais Heights	89	246,200	269,400	293,700	308,850	322,400	9.4%	9.0%	5.2%	4.4%	31.0%
White Bear Lake	93	208,400	222,500	243,800	256,000	260,300	6.8%	9.6%	5.0%	1.7%	24.9%
White Bear Town	97	255,400	265,900	288,100	295,300	301,000	4.1%	8.3%	2.5%	1.9%	17.9%
Suburbs		234,900	251,400	272,000	283,700	294,600	7.0%	8.2%	4.3%	3.8%	25.4%
City of St. Paul		173,900	186,200	200,600	215,700	228,700	7.1%	7.7%	7.5%	6.0%	31.5%
Countywide		209,900	225,400	244,700	256,700	266,400	7.4%	8.6%	4.9%	3.8%	26.9%

Property Tax Regressivity

Jurisdiction	17p'18 vs 21p'22 % Chg
Arden Hills	15.2%
Blaine	
Fairgrounds	
Falcon Heights	15.9%
Gem Lake	33.9%
Lauderdale	22.4%
Little Canada	26.2%
Maplewood	28.0%
Mounds View	37.1%
New Brighton	30.2%
North Oaks	18.9%
North St. Paul	37.2%
Roseville	25.2%
St. Anthony	25.7%
Shoreview	17.9%
Spring Lake Park	39.1%
Vadnais Heights	31.0%
White Bear Lake	24.9%
White Bear Town	17.9%
Suburbs	25.4%
City of St. Paul	31.5%
Countywide	26.9%

Jurisdiction	17p'18 vs 21p'22 % Chg
Sunray-Battlecreek	34.3%
Greater East Side	33.9%
West Side	34.4%
Dayton's Bluff	51.1%
Payne-Phalen	46.2%
North End	39.9%
Thomas Dale	55.6%
Summit-University	32.4%
West Seventh	27.1%
Como	25.5%
Hamline-Midway	24.5%
St Anthony Park	14.6%
Merriam	18.2%
Macalester-Groveland	15.8%
Highland	17.8%
Summit Hill	16.1%
Downtown	60.1%
Airport	
Suburbs	25.4%
City of St. Paul	31.5%
Countywide	26.9%

- Property tax is inherently regressive
 - Regressive = A tax type assessed regardless of income. Low- and high-income earners pay the same dollar amount.
- The burden on low-income earners than on high-income earners is bigger. The same dollar amount equates to a larger percentage of total income earned.
- Programs combating property tax regressivity:
 - Property Tax Refund
 - Property Classification Rate
 - Market Value Homestead Exclusion

Property Tax Refund (PTR) in Ramsey County

Approximately \$25 million in additional refunds for homesteads is unclaimed

	Count	Refund Amount	Average Refund
Homestead Credit Refunds	49,407	\$55,944,000	\$1,132
Renter Refunds	46,611	\$34,137,000	\$732
Special Homeowner Refunds	15,637	\$1,622,000	\$104

Claiming the Property Tax Refund

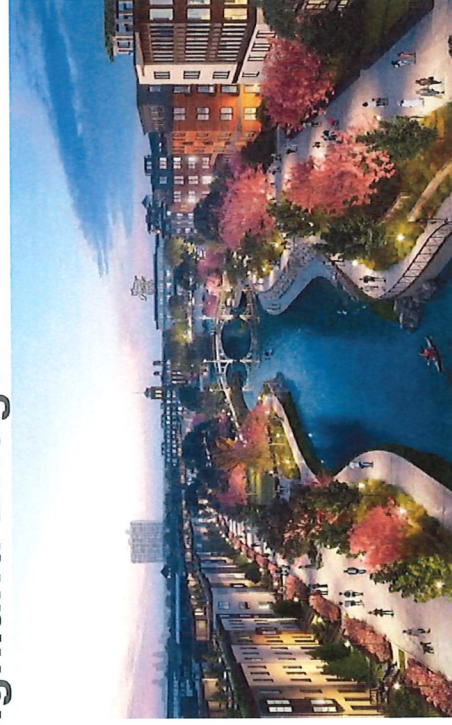
- Filing information: www.revenue.state.mn.us/filing-property-tax-refund or 1-800-652-9094
- How to file
 - Homeowner refund: online, software provider, or by paper
 - Renter refund: software provider or by paper
- Final deadline to claim 2020 refund: 8/15/2022

If you are	and	You may qualify for a refund of up to
A renter	Your total household income is less than \$62,960	\$2,210
A homeowner	Your total household income is less than \$116,180	\$2,840

Special Property Tax Refund: No homeowner income limit; refund limited to \$1,000; property tax increased by more than 12% and increase was at least \$100

New development sets the stage for continued growth

- **Snelling Midway/Allianz Field Superblock.**
- **Downtown St. Paul's continued emergence as mini-tech hub.**
- **Highland Bridge.**



Cont. New Apartment projects:

- Several large affordable housing projects including Oasis at Twin Lakes and Rice Street Flats.
- The Arlow on Kellogg.
- Alvera Apartments (modular construction).

Future redevelopment either underway or in initial planning and marketing phase:

- Downtown Riversedge.
- Hillcrest redevelopment.
- Rice-Larpenteur Gateway.
- Rice Creek Commons.

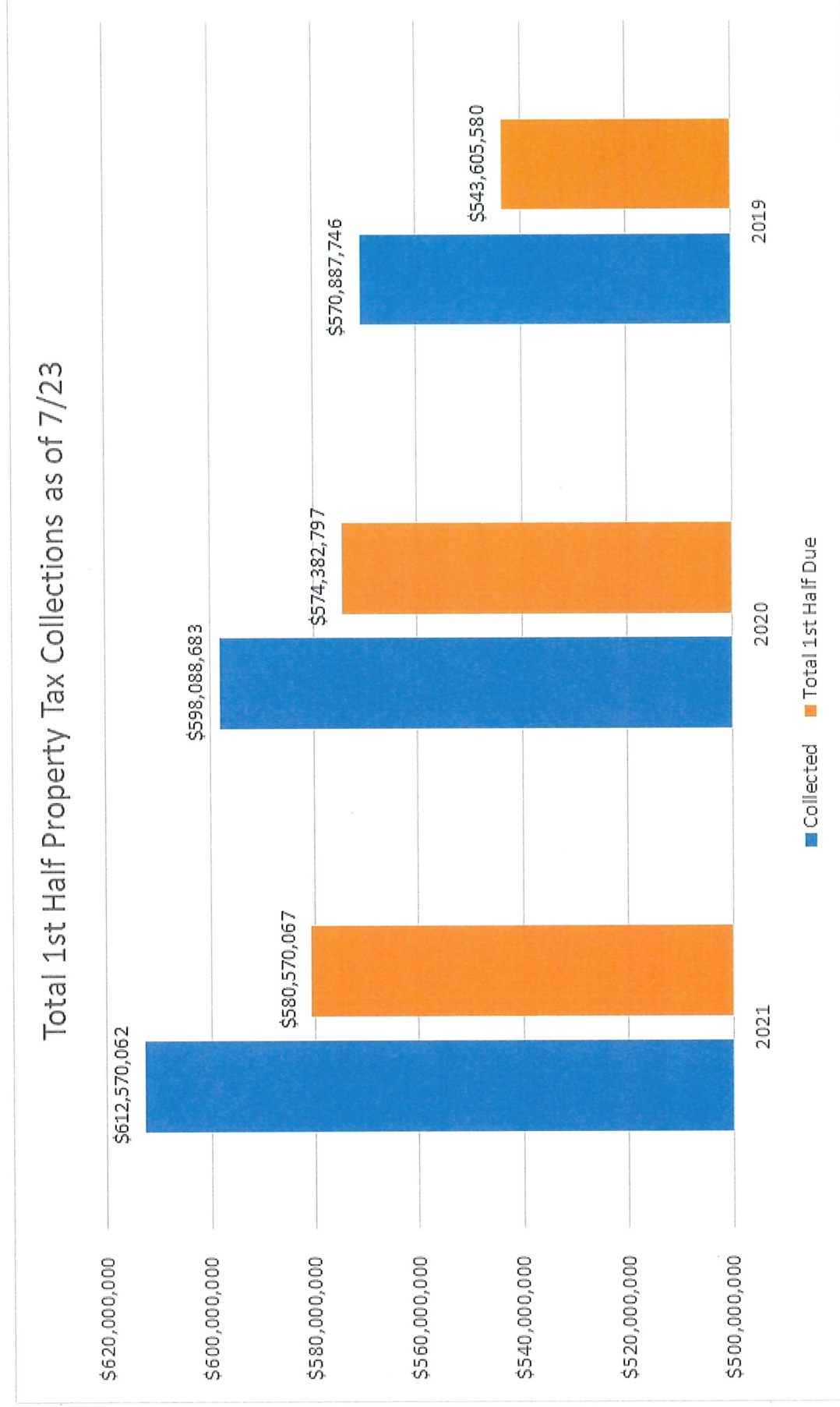
Tax court petition trends

- Total active petitions (all payable years): **1,635 petitions.**
- Number of new pay 2021 **petition filings increased to 758**, which is up from the 742 petitions filed for payable 2020.
- The **new filings cover 11.2%** of total 2020 pay 2021 assessed value (EMV).
- Total value of petitioned parcels for pay 2020 is **\$6.75B**, (**up 27.1% from pay 2020**).
- Assessors **resolved 434 petitions** with a total value reduction of approximately \$336 million in CY2020.

2021 Market Summary

- Ramsey County **aggregate** estimated market value **at an all time high**. However, some areas of concentrated poverty **have not** recovered.
- **Continued strong growth for residential market** due to low supply of homes, strong demand and record low interest rates. However, the affordability gap continues to widen.
- **Development continues** throughout Ramsey County post pandemic.
- **Economic outlook** remains solid for most real estate segments, and uncertain for others as the economy emerges from the pandemic:
 - **Industrial** market shows no signs of slowing.
 - **Apartment** market remains strong and development continues Countywide.
 - Certain **retail** segments remain resilient despite the acceleration of e-commerce.
 - The full impact of widespread teleworking on the **office** market remains unknown.

Collections Pay 2021



Fiscal Disparity Distribution Levy

	2021 FD Distribution	2022 FD Distribution	Dollar Change	Percent Change
Ramsey County	\$53,601,504	\$53,255,896	\$(345,608)	-0.64%

- Fiscal Disparity Program shares the taxes on a portion of commercial-industrial value growth throughout the seven-county metro area.
- 2022 distribution levy change
 - Equivalent to increasing the county levy by \$345,608
 - Distribution levy change = approx. \$1 in property tax for a median valued St. Paul home



Factors Affecting Payable 2021 Roseville Property Taxes: Median Value Single Family Home

Factors	Amount
Final Payable 2021 Total Tax (\$280,600 EMV Home)	\$ 3,802
Gain of Fiscal Disparity	\$ (9)
Change in Homestead Exclusion Benefit	17
Other Shifts	140
Total Increase Due to Tax Shifts	\$ 148
County Levy	\$ 27
Regional Rail Levy	10
School District Levy	-
City Levy	-
Other Special Taxing Districts Levy	51
Total Increase Due To Changes in Levy	\$ 88
Estimated Payable 2022 Total Tax (\$296,500 EMV Home)	\$ 4,038

Change that will appear on Proposed Notice
\$ 88
13
44
34
57
\$ 236
Perc Change
6.2%

Assumptions:	2021 Levy	2022 Levy	Levy Change	% Change
County Levy	\$ 333,577,720	\$ 338,743,612	\$ 5,165,892	1.5%
Roseville Levy	24,152,660	24,152,660	-	0.0%
ISD 623 Levy	41,104,902	41,104,902	-	0.0%
Regional Rail Authority Levy	27,570,385	29,598,065	2,027,680	7.4%
County HRA Levy	-	11,120,002	11,120,002	100.0%

* Assuming 5.6% increase in Estimated Market Value; located in school district #623, Rice Creek Watershed

Factors Affecting Payable 2021 St. Paul Property Taxes:

Median Value Single Family Home

Factors	Amount	Change that will appear on Proposed Notice
Final Payable 2021 Total Tax (\$215,800 EMV Home)	\$ 3,079	
Gain of Fiscal Disparity	\$ (28)	\$ 63
Change in Homestead Exclusion Benefit	15	10
Other Shifts	156	34
Total Increase Due to Tax Shifts	\$ 143	133
County Levy	\$ 16	51
Regional Rail Levy	7	
School District Levy	-	
City Levy	82	
Other Special Taxing Districts Levy	43	
Total Increase Due To Changes in Levy	\$ 148	\$ 291
Estimated Payable 2022 Total Tax (\$228,700 EMV Home)	\$ 3,370	Perc Change 9.5%

Assumptions:	2021 Levy	2022 Levy	Levy Change	% Change
County Levy	\$ 333,577,720	\$ 338,743,612	\$ 5,165,892	1.5%
St Paul Levy	165,181,611	176,610,697	11,429,086	6.9%
ISD 625 Levy	196,588,254	196,588,254	-	0.0%
Regional Rail Authority Levy	27,570,385	29,598,065	2,027,680	7.4%
County HRA Levy	-	11,120,002	11,120,002	100.0%
St. Paul HRA Levy	4,547,359	5,138,516	591,157	13.0%

* Assuming 6% increase in Estimated Market Value



Factors Affecting Payable 2021 St. Paul Property Taxes: Median Value Apartment

Factors	Amount
Final Payable 2021 Total Tax (\$1,024,000 EMV Apartment)	\$ 19,252
Gain of Fiscal Disparity	\$ (124)
Other Shifts	(197)
Total Decrease Due to Tax Shifts	\$ (321)

County Levy	\$ 92
Regional Rail Levy	42
School District Levy	-
City Levy	497
Other Special Taxing Districts Levy	260
Total Increase Due To Changes in Levy	\$ 891

Estimated Payable 2022 Total Tax (\$1,028,100 EMV Apartment)	\$ 19,822
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Change that will appear on Proposed Notice
\$ 26
30
(187)
448
253
\$ 570
Perc Change
3.0%

Assumptions:	2021 Levy	2022 Levy	Levy Change	% Change
County Levy	\$ 333,577,720	\$ 338,743,612	\$ 5,165,892	1.5%
St Paul Levy	165,181,611	176,610,697	11,429,086	6.9%
ISD 625 Levy	196,588,254	196,588,254	-	0.0%
Regional Rail Authority Levy	27,570,385	29,598,065	2,027,680	7.4%
County HRA Levy	-	11,120,002	11,120,002	100.0%
St. Paul HRA Levy	4,547,359	5,138,516	591,157	13.0%

* Assuming 0.4% increase in Estimated Market Value



Factors Affecting Payable 2021 St. Paul Property Taxes: Median Value Commercial

Factors	Amount
Final Payable 2021 Total Tax (\$486,600 Commercial Property)	\$ 15,876
Gain of Fiscal Disparity	\$ (58)
Other Shifts	(691)
Total Decrease Due to Tax Shifts	\$ (749)
County Levy	\$ 42
Regional Rail Levy	19
School District Levy	-
City Levy	227
Other Special Taxing Districts Levy	119
Fiscal Disparity Tax	-
State Business Tax	-
Total Increase Due To Changes in Levy	\$ 407
Estimated Payable 2022 Total Tax (\$483,000 Commercial)	\$ 15,534

Change that will appear on Proposed Notice
\$ (181)
(3)
(258)
5
84
438
(427)
\$ (342)
Perc Change
-2.2%

Assumptions:	2021 Levy	2022 Levy	Levy Change	% Change
County Levy	\$ 333,577,720	\$ 338,743,612	\$ 5,165,892	1.5%
St Paul Levy	165,181,611	176,610,697	11,429,086	6.9%
ISD 625 Levy	196,588,254	196,588,254	-	0.0%
Regional Rail Authority Levy	27,570,385	29,598,065	2,027,680	7.4%
County HRA Levy	-	11,120,002	11,120,002	100.0%
St. Paul HRA Levy	4,547,359	5,138,516	591,157	13.0%

* Assuming 0.8% decrease in Estimated Market Value

Estimated % Change in 2022 Property Taxes: by St. Paul Planning District on a Residential Property

Planning District	Assessment Year: For Taxes Payable In:	Median Estimated Home Market Values			Final Payable 2021 Rate	Estimated Payable 2022 Rate	Tax Change	
		2020 2021	2021 2022	% Change From '21 - '22			\$ Change From 21 - '22	% Change From '21 - '22
1. Sunray/Battlecreek/Highwood		\$214,700	\$229,500	6.9%	\$3,061	\$3,384	\$323	10.6%
2. Greater East Side		191,800	206,800	7.8%	2,680	2,998	318	11.9%
3. West Side		184,100	193,600	5.2%	2,552	2,773	221	8.7%
4. Dayton's Bluff		152,400	177,500	16.5%	2,026	2,498	472	23.3%
5. Payne/Phalen		178,500	194,700	9.1%	2,459	2,791	332	13.5%
6. North End		163,600	174,600	6.7%	2,212	2,449	237	10.7%
7. Thomas Dale		163,300	173,000	5.9%	2,207	2,421	214	9.7%
8. Summit/University		242,200	250,500	3.4%	3,518	3,741	223	6.3%
9. West Seventh		203,400	204,700	0.6%	2,873	2,962	89	3.1%
10. Como		256,900	260,000	1.2%	3,762	3,904	142	3.8%
11. Hamline/Midway		197,800	207,500	4.9%	2,780	3,009	229	8.2%
12. St. Anthony Park		390,800	389,800	-0.3%	5,987	6,113	126	2.1%
13. Union Park		335,100	338,700	1.1%	5,062	5,243	181	3.6%
14. Macalester/Groveland		360,600	361,550	0.3%	5,485	5,632	147	2.7%
15. Highland		353,900	359,900	1.7%	5,374	5,605	231	4.3%
16. Summit Hill		474,550	490,850	3.4%	7,379	7,834	455	6.2%
17. Downtown		459,800	464,350	1.0%	7,134	7,383	249	3.5%

*Notes: Tax rates and taxes will be slightly higher for the small portion of the City located in the Ramsey/Washington Metro Watershed District.

Assumptions:		2021 Levy	2022 Levy	Levy Change	% Change
County Levy	\$ 333,577,720	\$	338,743,612	\$ 5,165,892	1.5%
City Levy	165,181,611		176,610,697	11,429,086	6.9%
ISD 625 Levy	196,588,254		196,588,254	-	0.0%
Regional Rail Authority Levy	27,570,385		29,598,065	2,027,680	7.4%
St. Paul HRA	4,547,359		5,138,516	591,157	13.0%
County HRA Levy	0		11,120,002	11,120,002	100.0%



*A county of excellence working with
you to enhance our quality of life.*

Additional information is available on Ramsey County's website:

ramseycounty.us/budget
ramseycounty.us/2020AssessorsReport

Appendix – Additional Information

Glossary

- **Added Improvements (AI)** – This is the assessor's estimate of the value of new or recently identified improvements made to a property in the last year.
- **Assessment** – The assessor's estimated market value as of January 2nd of the assessment year.
- **Estimated Market Value (EMV)** – The value determined by the assessor as the price the property would likely sell for on the open market. State law requires assessors to value property at 100 percent of market value as of January 2nd of the current assessment year.
- **Median Value** – Median value is the center value of an ordered set of data. For example, in a set of five properties valued at \$300,000, \$350,000, \$400,000, \$550,000, and \$600,000, the median value would be \$400,000, and the average value would be \$440,000. When reviewing a neighborhood's property values, the median value is usually a better reflection of a typical property value, since it is less affected by a few high value or low value properties in the sample set.
- **Property Classification** – The statutory classification that has been assigned to your property based upon your use of the property. A change in classification of your property can have a significant impact on the real estate tax payable. (M.S. 273.13 - classification of property).

Glossary cont.

- **Residential property** – Residential property as defined by the assessor’s office includes: single-family, duplex, triplex, condo and townhome type dwellings.
- **Single-Family property** – Single-family property as defined by the assessor’s office includes: single unit and twin home type dwellings.

2021 Legislative Changes

Effective assessment year 2021, payable year 2022:

- Homestead occupancy and application deadline moved to December 31
- Veteran with a Disability Market Value Exclusion application deadline moved to December 31

Effective assessment year 2022, payable year 2023:

- Exclusion market value for Commercial-Industrial property for the State General Levy increased from \$100,000 to \$150,000
- Notice of proposed taxes supplemental information required

Change in Fiscal Disparity Contribution Value

COUNTY	PAYABLE 2021 INITIAL CONTRIBUTION	PAYABLE 2022 INITIAL CONTRIBUTION	DIFFERENCE	% CHG
ANOKA	\$37,477,299	\$41,308,723	\$3,831,424	10.223%
CARVER	\$12,093,888	\$12,873,241	\$779,353	6.444%
DAKOTA	\$59,394,472	\$64,382,800	\$4,988,328	8.399%
HENNEPIN	\$265,320,907	\$285,000,346	\$19,679,439	7.417%
RAMSEY	\$73,711,810	\$81,758,652	\$8,046,842	10.917%
SCOTT	\$20,999,089	\$23,890,455	\$2,891,366	13.769%
WASHINGTON	\$30,885,957	\$33,679,597	\$2,793,640	9.045%
TOTAL	\$499,883,422	\$542,893,814	\$43,010,392	8.604%

Factors Affecting Payable 2021 Little Canada Property Taxes: Median Value Single Family Home

Factors	Amount	Change that will appear on Proposed Notice
Final Payable 2021 Total Tax (\$293,000 EMV Home)	\$ 3,652	
Gain of Fiscal Disparity	\$ (17)	\$ 63
Change in Homestead Exclusion Benefit	11	11
Other Shifts	97	18
Total Increase Due to Tax Shifts	\$ 91	33
County Levy	\$ 28	57
Regional Rail Levy	10	
School District Levy	-	
City Levy	-	
Other Special Taxing Districts Levy	53	
Total Increase Due To Changes in Levy	\$ 91	\$ 182
Estimated Payable 2022 Total Tax (\$304,000 EMV Home)	\$ 3,834	Perc Change 5.0%

Assumptions:	2021 Levy	2022 Levy	Levy Change	% Change
County Levy	\$ 333,577,720	\$ 338,743,612	\$ 5,165,892	1.5%
Little Canada Levy	3,582,330	3,582,330	-	0.0%
ISD 623 Levy	41,104,902	41,104,902	-	0.0%
Regional Rail Authority Levy	27,570,385	29,598,065	2,027,680	7.4%
County HRA Levy	-	11,120,002	11,120,002	100.0%

* Assuming 3.8% increase in Estimated Market Value; School District #623, Metro Watershed

Factors Affecting Payable 2021 Maplewood Property Taxes: Median Value Single Family Home

Factors	Amount	Change that will appear on Proposed Notice
Final Payable 2021 Total Tax (\$260,700 EMV Home)	\$ 3,658	
Gain of Fiscal Disparity	\$ (23)	\$ 46
Change in Homestead Exclusion Benefit	9	9
Other Shifts	78	26
Total Increase Due to Tax Shifts	\$ 64	14
County Levy	\$ 24	48
Regional Rail Levy	8	
School District Levy	-	
City Levy	-	
Other Special Taxing Districts Levy	47	
Total Increase Due To Changes in Levy	\$ 79	\$ 143
Estimated Payable 2022 Total Tax (\$268,300 EMV Home)	\$ 3,801	Perc Change 3.9%

Assumptions:					
County Levy	\$	2021 Levy	2022 Levy	Levy Change	% Change
Maplewood Levy		333,577,720	\$ 338,743,612	\$ 5,165,892	1.5%
ISD 622 Levy		23,217,300	23,217,300	-	0.0%
Regional Rail Authority Levy		55,582,302	55,582,302	-	0.0%
County HRA Levy		27,570,385	29,598,065	2,027,680	7.4%
		-	11,120,002	11,120,002	100.0%

* Assuming 2.9% increase in Estimated Market Value; School District #622, Metro Watershed



Factors Affecting Payable 2021 Shoreview Property Taxes: Median Value Single Family Home

Factors	Amount
Final Payable 2021 Total Tax (\$336,450 EMV Home)	\$ 4,555
Gain of Fiscal Disparity	\$ (13)
Change in Homestead Exclusion Benefit	5
Other Shifts	(11)
Total Decrease Due to Tax Shifts	\$ (19)
County Levy	\$ 33
Regional Rail Levy	11
School District Levy	-
City Levy	-
Other Special Taxing Districts Levy	61
Total Increase Due To Changes in Levy	\$ 105
Estimated Payable 2022 Total Tax (\$341,800 EMV Home)	\$ 4,641

Change that will appear on Proposed Notice	\$ 35
	10
	(7)
	(13)
	61
\$ 86	
Perc Change	1.9%

Assumptions:	2021 Levy	2022 Levy	Levy Change	% Change
County Levy	\$ 333,577,720	\$ 338,743,612	\$ 5,165,892	1.5%
Shoreview Levy	13,465,874	13,465,874	-	0.0%
ISD 621 Levy	62,526,556	62,526,556	-	0.0%
Regional Rail Authority Levy	27,570,385	29,598,065	2,027,680	7.4%
County HRA Levy	-	11,120,002	11,120,002	100.0%

* Assuming 1.6% increase in Estimated Market Value; School District #621, Rice Creek Watershed

32

100

Estimated 2022 Property Tax Impact:

Selected Suburban Homes

				Estimated Payable 2021 Tax Year	Dollar Change '20 to Est '21	% Change '20 to Est '21
Property: 2163 Randy Ave, White Bear Lake						
Estimated Market Value:	\$213,800	5.2%	\$238,600	\$234,000	-\$4,600	-1.9%
Taxable Market Value:	\$195,800	6.3%	\$222,800	\$234,000	\$11,200	5.0%
Total Net Tax	\$2,800	13.8%	\$2,962	\$3,055	\$93	3.1%
Property: 1555 Oakwood Drive, Shoreview						
Estimated Market Value:	\$308,800	10.4%	\$307,000	\$311,600	\$4,600	1.5%
Taxable Market Value:	\$299,400	11.9%	\$297,400	\$302,400	\$5,000	1.7%
Total Net Tax	\$4,534	18.6%	\$4,190	\$4,193	\$3	0.1%
Property: 5929 Oxford St, Shoreview						
Estimated Market Value:	\$482,800	7.4%	\$501,700	\$503,800	\$2,100	0.4%
Taxable Market Value:	\$482,800	7.4%	\$501,700	\$503,800	\$2,100	0.4%
Total Net Tax	\$7,224	13.8%	\$6,982	\$6,958	-\$24	-0.3%
Property: 12 Dogwood Lane, North Oaks						
Estimated Market Value:	\$3,786,200	-0.7%	\$3,761,200	\$3,736,200	-\$25,000	-0.7%
Taxable Market Value:	\$3,786,200	-0.7%	\$3,761,200	\$3,736,200	-\$25,000	-0.7%
Total Net Tax	\$55,220	5.6%	\$50,650	\$50,642	-\$8	0.0%
Assumptions:				Proposed 2022 Levy	Levy Change	% Change
County Levy				\$ 338,743,612	\$ 5,165,892	1.5%
County HRA				\$ 11,120,002	\$ 11,120,002	100.0%
Regional Rail Authority Levy				27,570,385	2,027,680	7.4%
All other levies are assumed not to change						



Estimated 2022 Property Tax Impact: Selected Saint Paul Commercial Properties

	Payable 2020 Tax Year	% Change '19 to '20	Payable 2021 Tax Year	% Change '20 to '21	Estimated Payable 2022 Tax Year	Dollar Change '21 to Est '22	% Change '21 to Est '22
Property: Mama's Pizza, Rice Street							
Estimated Market Value:	\$292,800	12.0%	\$309,200	5.6%	\$313,000	\$3,800	1.2%
Taxable Market Value:	\$292,800	12.0%	\$309,200	5.6%	\$313,000	\$3,800	1.2%
Total Net Tax	\$6,173	11.6%	\$6,171	0.0%	\$6,387	\$216	3.5%
Property: St. Patrick's Guild, Randolph Ave.							
Estimated Market Value:	\$467,300	0.0%	\$481,300	3.0%	\$472,200	-\$9,100	-1.9%
Taxable Market Value:	\$467,300	0.0%	\$481,300	3.0%	\$472,200	-\$9,100	-1.9%
Total Net Tax	\$16,160	-2.4%	\$15,686	-2.9%	\$15,584	-\$102	-0.7%
Property: Hoa Bien Restaurant, University							
Estimated Market Value:	\$1,363,800	12.0%	\$1,858,500	36.3%	\$1,696,400	-\$162,100	-8.7%
Taxable Market Value:	\$1,363,800	12.0%	\$1,858,500	36.3%	\$1,696,400	-\$162,100	-8.7%
Total Net Tax	\$50,945	9.7%	\$65,861	29.3%	\$60,815	-\$5,046	-7.7%
Property: US Bank Place, 5th St							
Estimated Market Value:	\$23,111,000	0.0%	\$25,209,500	9.1%	\$23,823,000	-\$1,386,500	-5.5%
Taxable Market Value:	\$23,111,000	0.0%	\$25,209,500	9.1%	\$23,823,000	-\$1,386,500	-5.5%
Total Net Tax	\$894,747	-2.6%	\$916,073	2.4%	\$878,332	-\$37,741	-4.1%
Assumptions:							
County Levy	\$	2021 Levy	Proposed 2022 Levy	Levy Change	% Change		
City Levy		\$ 333,577,720	\$ 338,743,612	\$ 5,165,892	1.5%		
ISD 625 Levy		165,181,611	176,610,697	11,429,086	6.9%		
Regional Rail Authority Levy		196,588,254	196,588,254	-	0.0%		
County HRA		27,570,385	29,598,065	2,027,680	7.4%		
St. Paul HRA		-	11,120,002	11,120,002	100.0%		
		4,547,359	5,138,516	591,157	13.0%		

Estimated 2022 Property Tax Impact: Selected Suburban Commercial Properties

	Payable 2020 Tax Year	% Change '19 to '20	Payable 2021 Tax Year	% Change '20 to '21	Estimated Payable 2022 Tax Year	Dollar Change '21 to Est '22	% Change '21 to Est '22
Property: Gulden's Roadhouse, Highway 61, Maplewood							
Estimated Market Value:	\$1,620,500	10.0%	\$2,016,700	24.4%	\$1,429,800	-\$586,900	-29.1%
Taxable Market Value:	\$1,620,500	10.0%	\$2,016,700	24.4%	\$1,429,800	-\$586,900	-29.1%
Total Net Tax	\$59,220	9.1%	\$69,970	18.2%	\$49,229	-\$20,741	-29.6%
Property: Former HOM Furn, now Acorn Mini-Storage, Roseville							
Estimated Market Value:	\$5,456,700	5.0%	\$6,682,900	22.5%	\$8,507,000	\$1,824,100	27.3%
Taxable Market Value:	\$5,456,700	5.0%	\$6,682,900	22.5%	\$8,507,000	\$1,824,100	27.3%
Total Net Tax	\$198,286	1.8%	\$229,944	16.0%	\$294,066	\$64,122	27.9%
Property: Target Corp., Highway 36, North St. Paul							
Estimated Market Value:	\$9,131,400	-10.0%	\$9,131,400	0.0%	\$9,131,400	\$0	0.0%
Taxable Market Value:	\$9,131,400	-10.0%	\$9,131,400	0.0%	\$9,131,400	\$0	0.0%
Total Net Tax	\$348,270	-12.1%	\$329,394	-5.4%	\$323,960	-\$5,434	-1.6%
Property: 3M, McKnight Road, Maplewood							
Estimated Market Value:	\$134,021,300	-5.0%	\$127,320,200	-5.0%	\$120,000,000	-\$7,320,200	-5.7%
Taxable Market Value:	\$134,021,300	-5.0%	\$127,320,200	-5.0%	\$120,000,000	-\$7,320,200	-5.7%
Total Net Tax	\$5,055,226	-6.2%	\$4,531,838	-10.4%	\$4,284,075	-\$247,763	-5.5%

Assumptions:							
County Levy	\$	333,577,720	\$	338,743,612	\$	5,165,892	1.5%
County HRA	\$	-	\$	11,120,002	\$	11,120,002	100.0%
Regional Rail Authority Levy		27,570,385		29,598,065		2,027,680	7.4%
All other levies are assumed not to change							