

LAUDERDALE CITY COUNCIL MEETING AGENDA
7:00 P.M. TUESDAY, APRIL 26, 2022
LAUDERDALE CITY HALL, 1891 WALNUT STREET

The City Council is meeting as a legislative body to conduct the business of the City according to Robert's Rules of Order and the Standing Rules of Order and Business of the City Council. Unless so ordered by the Mayor, citizen participation is limited to the times indicated and always within the prescribed rules of conduct for public input at meetings.

1. **CALL TO ORDER THE LAUDERDALE CITY COUNCIL MEETING**
2. **ROLL CALL**
3. **APPROVALS**
 - a. Agenda
 - b. Minutes of the April 12, 2022 City Council Meeting
 - c. Claims Totaling \$51,411.12
4. **CONSENT**
 - a. March Financial Report
 - b. First Quarter Investment Report
5. **SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**
6. **INFORMATIONAL PRESENTATIONS / REPORTS**
 - a. Annual Report by Police Captain Jeff Spiess
 - b. City Council Updates
7. **PUBLIC HEARINGS**

Public hearings are conducted so that the public affected by a proposal may have input into the decision. During hearings all affected residents will be given an opportunity to speak pursuant to the Robert's Rules of Order and the standing rules of order and business of the City Council.
8. **DISCUSSION / ACTION ITEM**
 - a. Resolution No. 042622A – Supporting No Mow May Initiative 2022
 - b. 2021 Sanitary Sewer Lining Project Change Order No. 1
 - c. Classification and Compensation Services Proposal from DDA Human Resources, Inc.
9. **ITEMS REMOVED FROM THE CONSENT AGENDA**
10. **ADDITIONAL ITEMS**
11. **SET AGENDA FOR NEXT MEETING**
 - a. Green Step Cities Update
 - b. Briefing with County Attorney John Choi
12. **WORK SESSION**
 - a. Administrative Citation Program

- b. Community Development Update
- c. 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 three (3) 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

To provide public comments, join us via Zoom.

You are invited to a Zoom webinar.

When: Apr 26, 2022 07:00 PM Central Time (US and Canada)

Topic: April 26, 2022 Lauderdale City Council Webinar

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83391912007?pwd=SW54UUpsQ09ubG84eEYweHVpRFZGQT09>

Passcode: 464066

Or One tap mobile :

US: +16465588656,,83391912007# or +13017158592,,83391912007#

Or Telephone:

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

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

Webinar ID: 833 9191 2007

International numbers available: <https://us02web.zoom.us/j/83391912007>

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

Page 1 of 3

April 12, 2022

Call to Order

Mayor Gaasch called the Regular City Council meeting to order at 7:00 p.m.

Roll Call

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

Councilors absent: None.

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

Approvals

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

Mayor Gaasch asked if there were any corrections to the minutes of the March 22, 2022 city council meeting. There being none, Councilor Moffatt moved and seconded by Councilor Pulford to approve the minutes of the March 22, 2022 city council meeting. Motion carried unanimously.

Mayor Gaasch asked if there were any questions on the claims. There being none, Councilor Pulford moved and seconded by Councilor Grove to approve the claims totaling \$109,725.55. Motion carried unanimously.

Consent

Councilor Moffatt moved and seconded by Councilor Dains to approve the Consent Agenda thereby approving Resolution No. 041222A – Approving 2022 Tobacco Licenses; Resolution No. 041222B – Approving 2022 3.2 Off Sale Malt Liquor License; and acknowledging the February Financial Report.

Informational Presentations/Reports

A. City Council Updates

Councilor Dains stated that he attended a climate caucus last month.

Councilor Grove shared that she attended a Ramsey County League of Local Governments meeting on homelessness and mental health issues.

Public Hearings

A. Resolution No. 041222C – Authorizing the Issuance, Sale, and Delivery of Multifamily

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

Page 2 of 3

April 12, 2022

Housing Revenue Obligations for the Benefit of Lauderdale AH I, LLLP, and Authorizing the Execution and Delivery of Documents Related Thereto

Julie Eddington, of Kennedy and Graven, presented to the Council the City's role in issuance of tax-exempt revenue bonds on behalf of Real Estate Equities (REE) for the redevelopment of 1795 Eustis Street. As the resolution details, Real Estate Equities received bonding authority for over \$15M to finance about half of the 1795 Eustis Street redevelopment cost. Julie Eddington prepared a memo outlining the request being made of the City and the final resolution for Council consideration.

Mayor Gaasch opened the floor at 7:15 p.m. to anyone in attendance interested in addressing the Council on this topic. There being no one interested in speaking, Mayor Gaasch closed the floor at 7:16 p.m.

Councilor Pulford made a motion to adopt Resolution 041222C — A Resolution Authorizing the Issuance, Sale, and Delivery of Multifamily Housing Revenue Obligations for the Benefit of Lauderdale AH I, LLLP, and Authorizing the Execution and Delivery of Documents Related Thereto. This was seconded by Councilor Grove and carried unanimously.

Discussion/Action Items

A. Audit Presentation by Bonnie Schwieger of Abdo Solutions

Each year, a representative of Abdo Solutions presents the findings of the audit to the City Council. This year, Bonnie Schwieger gave a PowerPoint presentation and answered questions from the Council.

Councilor Dains made a motion to accept the audit reports prepared by Abdo Solutions. This was seconded by Councilor Pulford and carried unanimously.

B. 2022 Community Events

Assistant to the City Administrator Bownik went through the upcoming marquee City events with the Council. This included the proposed date of July 21 for Day in the Park, National Night Out on August 2, the primary election on August 9, Halloween on October 31, and the general election on November 8. The city council agreed with hosting Day in the Park on July 21. Staff will move ahead with planning the event.

Set Agenda for Next Meeting

Administrator Butkowski stated that the April 26 council meeting may include the annual police report by Chief Jon Mangseth and Captain Jeff Spiess, a Green Step Cities update, the March financial report, and the quarterly investment report.

Work Session

A. Community Development Updates

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

Page 3 of 3

April 12, 2022

Butkowski mentioned that public works employee, Gordy Beck, recently obtained his sanitary sewer wastewater license.

B. Opportunity for the Public to Address the City Council

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

Adjournment

Councilor Pulford moved and seconded by Councilor Grove to adjourn the meeting at 7:55 p.m. Motion carried unanimously.

Respectfully submitted,



Miles Cline
Deputy City Clerk



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

Request for Council Action

To: Mayor and City Council
From: City Administrator
Meeting Date: April 26, 2022
Subject: List of Claims

The claims totaling \$51,411.12 are provided for City Council review and approval that includes check numbers 27883 to 27904.

Accounts Payable

Checks by Date - Detail by Check Date

User: MILES.CLINE
 Printed: 4/22/2022 2:55 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH 34		AFSCME MN Council 5 PR Batch 50800.04.2022 Union Dues	04/15/2022 PR Batch 50800.04.2022 Unio	164.64
Total for this ACH Check for Vendor 34:				164.64
ACH 43		Public Employees Retirement Association PR Batch 50800.04.2022 PERA Coordinated PR Batch 50800.04.2022 PERA Coordinated	04/15/2022 PR Batch 50800.04.2022 PER PR Batch 50800.04.2022 PER	1,190.69 1,031.93
Total for this ACH Check for Vendor 43:				2,222.62
ACH 44		Minnesota Department of Revenue PR Batch 50800.04.2022 State Income Tax	04/15/2022 PR Batch 50800.04.2022 Stat	684.28
Total for this ACH Check for Vendor 44:				684.28
ACH 45		ICMA Retirement Corporation PR Batch 50800.04.2022 Deferred Comp PR Batch 50800.04.2022 Deferred Comp	04/15/2022 PR Batch 50800.04.2022 Def PR Batch 50800.04.2022 Def	1,176.25 1,498.21
Total for this ACH Check for Vendor 45:				2,674.46
ACH 46		Internal Revenue Service PR Batch 50800.04.2022 Medicare Employee Pc PR Batch 50800.04.2022 Medicare Employer Po PR Batch 50800.04.2022 FICA Employer Portio PR Batch 50800.04.2022 FICA Employee Portio PR Batch 50800.04.2022 Federal Income Tax	04/15/2022 PR Batch 50800.04.2022 Mec PR Batch 50800.04.2022 Mec PR Batch 50800.04.2022 FIC. PR Batch 50800.04.2022 FIC. PR Batch 50800.04.2022 Fed	269.41 269.41 1,151.86 1,151.86 1,779.34
Total for this ACH Check for Vendor 46:				4,621.88
Total for 4/15/2022:				10,367.88
27883	13 9415	8th Day Landscaping LLC March 2022 Snow Removal	04/26/2022	660.00
Total for Check Number 27883:				660.00
27884	20 456400 456400 456400	Abdo Eick & Meyers LLP 2021 Audit 2021 Audit 2021 Audit	04/26/2022	2,800.00 600.00 600.00
Total for Check Number 27884:				4,000.00
27885	65 18323509	Allstream Inc. Fax Line	04/26/2022	52.28
Total for Check Number 27885:				52.28

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
27886	184	Cintas	04/26/2022	
	4107168238	January Uniforms		6.03
	4107168238	January Uniforms		6.04
	4111278090	February Uniforms		4.23
	4111278090	February Uniforms		4.23
	4113334973	March Uniforms		4.23
	4113334973	March Uniforms		4.23
	4116077664	April Uniforms		8.46
	4116783868	April Uniforms		8.46
			Total for Check Number 27886:	45.91
27887	192	Comcast Holdings Corporation	04/26/2022	
	144043135	April Internet		413.00
			Total for Check Number 27887:	413.00
27888	238	Costco Wholesale Corporation	04/26/2022	
	042022	Membership Renewal		120.00
			Total for Check Number 27888:	120.00
27889	25	County of Ramsey	04/26/2022	
	EMCOM-009966	March Fleet Support		6.24
	EMCOM-009981	March CAD Services		106.52
	EMCOM-009997	March 911 Dispatch Services		642.58
			Total for Check Number 27889:	755.34
27890	25	County of Ramsey	04/26/2022	
		PR Batch 50800.04.2022 Long Term Disability	PR Batch 50800.04.2022 Lon.	92.49
		PR Batch 50800.04.2022 Short Term Disability	PR Batch 50800.04.2022 Sho	85.79
		PR Batch 50800.04.2022 Life Insurance	PR Batch 50800.04.2022 Life	223.93
	RISK-002168	April Insurance Processing Fee		25.00
			Total for Check Number 27890:	427.21
27891	25	County of Ramsey	04/26/2022	
	PUBW-019663	March Fleet Support		6,015.80
			Total for Check Number 27891:	6,015.80
27892	19	Ehlers and Associates Inc	04/26/2022	
	90240	1795 Eustis Redevelopment		3,023.75
			Total for Check Number 27892:	3,023.75
27893	134	Katrina Joseph	04/26/2022	
	00123	March Legal Services		925.00
			Total for Check Number 27893:	925.00
27894	31	Kennedy & Graven Chartered	04/26/2022	
	167131	March Legal Services		825.00
	167131	1795 Eustis TIF Agreement		13,858.00
			Total for Check Number 27894:	14,683.00
27895	30	League of Minnesota Cities	04/26/2022	
	362996	LMC Conference - DP		40.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 27895:	40.00
27896	367 235	Northeast Youth & Family Services Municipality Service Contract	04/26/2022	4,678.26
			Total for Check Number 27896:	4,678.26
27897	37 1024635	Park Service Inc Truck Repairs	04/26/2022	99.16
			Total for Check Number 27897:	99.16
27898	5 619861-03-22	Premium Waters Inc March Water Bottles	04/26/2022	38.98
			Total for Check Number 27898:	38.98
27899	14 236285	Rapit Printing Inc Lauderdale Envelopes	04/26/2022	357.77
			Total for Check Number 27899:	357.77
27900	135 0322572525 0322572525	St Paul Pioneer Press Publish Rental Housing Ord Publish 1795 Eustis PUD	04/26/2022	22.09 13.63
			Total for Check Number 27900:	35.72
27901	26 1909823 1909823 1909823 1909824	Stantec Consulting Services Inc 1795 Eustis Redevelopment GIS Setup General Engineering Services 2021 Sewer Lining Project	04/26/2022	181.00 1,086.00 658.50 543.00
			Total for Check Number 27901:	2,468.50
27902	90 9903083262 9903083262 9903083262	Verizon Wireless March Cell Phone March Cell Phone March Cell Phone	04/26/2022	42.62 42.62 85.24
			Total for Check Number 27902:	170.48
27903	7 9134772-0500-3	Waste Management Inc May Public Works	04/26/2022	591.01
			Total for Check Number 27903:	591.01
27904	74 774039722 774052525 774196919 774395977 774395977 774395977 774395977 774395977 774430342 774552805 774552805 774552805	Xcel Energy Larpenteur Bridge Lights 2430 Larpenteur Avenue W Street Lighting March 1885 Fulham Street 1885 Fulham Street 1917 Walnut Street 1917 Walnut Street Larpenteur Avenue 1795 Eustis Street 1891 Walnut Street 1891 Walnut Street	04/26/2022	38.51 15.88 500.16 67.17 39.86 104.08 27.57 56.85 100.32 183.70 307.97

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 27904:	1,442.07
			Total for 4/26/2022:	41,043.24
			Report Total (27 checks):	51,411.12

**LAUDERDALE COUNCIL
ACTION FORM**

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

Meeting Date	<u>April 26, 2022</u>
ITEM NUMBER	<u>March Financial Report</u>
STAFF INITIAL	<u>AB</u>
APPROVED BY ADMINISTRATOR	

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Every month, staff provide the Council with an updated copy of the city's finances. Following are the revenue, expense, and cash balance reports for March 2022. The totals reflect all year end journal entries performed as part of the audit.

OPTIONS:

STAFF RECOMMENDATION:

By approving the consent agenda, the Council acknowledges the city's financial report for March 2022.

General Ledger
Cash Balances

User: heather.butkowski
Printed: 4/13/2022 11:38:11 AM
Period 03 - 03
Fiscal Year 2022

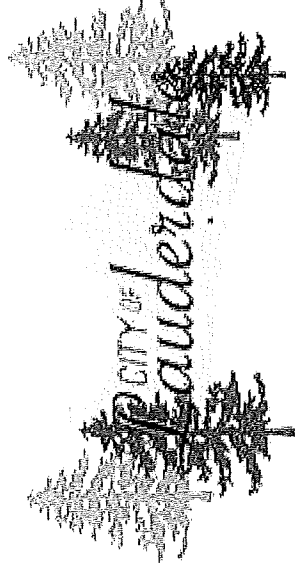


Description	Account	Beg Bal	MTD Debit	MTD Credit	Current Balance
Cash	101-00000-000-10100	-2,521,002.20	20,798.72	135,998.50	-2,636,201.98
Change Fund	101-00000-000-10300	100.00	0.00	0.00	100.00
Cash	226-00000-000-10100	6,634.12	1.42	1,503.17	5,132.37
Cash	227-00000-000-10100	63,187.31	15.94	5,415.79	57,787.46
Cash	228-00000-000-10100	137,883.02	38.04	0.00	137,921.06
Cash	305-00000-000-10100	7,658.75	1,002.11	0.00	8,660.86
Cash	306-00000-000-10100	174,784.10	48.22	0.00	174,832.32
Cash	401-00000-000-10100	148,843.73	41.07	0.00	148,884.80
Cash	403-00000-000-10100	415,380.57	114.60	0.00	415,495.17
Cash	404-00000-000-10100	217,061.20	59.53	1,293.64	215,827.09
Cash	414-00000-000-10100	227,166.15	62.67	0.00	227,228.82
Cash	416-00000-000-10100	92,009.71	0.00	0.00	92,009.71
Cash	602-00000-000-10100	906,534.21	49,278.50	22,289.99	933,522.72
Cash	603-00000-000-10100	355,041.04	13,986.62	6,716.36	362,311.30
Current Assets		231,281.71	85,447.44	173,217.45	143,511.70
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	3,152,824.50	883.75	0.00	3,153,708.25
Investments		3,152,824.50	883.75	0.00	3,153,708.25
Grand Total		<u>3,384,406.21</u>	<u>86,331.19</u>	<u>173,217.45</u>	<u>3,297,519.95</u>

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 4/13/2022 11:59:30 AM
 Period 03 - 03
 Fiscal Year 2022



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
101	General Fund					
	Revenue					
	Taxes	950,351.00	0.00	0.00	950,351.00	0.00
	Licenses and Permits	36,650.00	3,190.80	10,846.30	25,803.70	29.59
	Intergovernmental Revenues	524,591.00	0.00	0.00	524,591.00	0.00
	Charges for Services	11,100.00	1,447.77	4,926.91	6,173.09	44.39
	Fines and Forfeits	25,000.00	2,063.81	4,597.00	20,403.00	18.39
	Miscellaneous Revenue	9,000.00	259.59	11,438.78	-2,438.78	127.10
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	1,556,692.00	6,961.97	31,808.99	1,524,883.01	2.04
	Expense					
	Personal Services	417,828.00	32,273.17	89,531.86	328,296.14	21.43
	Supplies	15,450.00	1,109.87	2,621.43	12,828.57	16.97
	Other Services and Charges	1,118,414.00	83,018.95	247,566.03	870,847.97	22.14
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Other Uses	5,000.00	0.00	0.00	5,000.00	0.00
	Expense	1,556,692.00	116,401.99	339,719.32	1,216,972.68	21.82
101	General Fund	0.00	-109,440.02	-307,910.33	307,910.33	0.00

General Ledger Revenue vs Expense



User: heather.butkowski
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 Period 03 - 03
 Fiscal Year 2022

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
226	Communications					
	Revenue	18,000.00	0.00	0.00	18,000.00	0.00
	Taxes	0.00	0.00	0.00	0.00	0.00
	Intergovernmental Revenues	200.00	1.42	9.51	190.49	4.76
	Miscellaneous Revenue					
	Revenue	18,200.00	1.42	9.51	18,190.49	0.05
	Expense					
	Personal Services	9,917.00	769.51	2,308.60	7,608.40	23.28
	Supplies	35,000.00	20.00	20.00	34,980.00	0.06
	Other Services and Charges	9,500.00	713.66	2,502.81	6,997.19	26.35
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Expense	54,417.00	1,503.17	4,831.41	49,585.59	8.88
226	Communications	-36,217.00	-1,501.75	-4,821.90	-31,395.10	13.31

General Ledger

Revenue vs Expense



User: heather.butkowski
 Printed: 4/13/2022 11:39:30 AM
 Period 03 - 03
 Fiscal Year 2022

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
227	Recycling Revenue	6,118.00	0.00	-90.18	6,208.18	-1.47
	Intergovernmental Revenues	56,219.00	15.94	74.59	56,144.41	0.13
	Miscellaneous Revenue					
	Revenue	62,337.00	15.94	-15.59	62,352.59	-0.03
	Expense					
	Personal Services	25,376.00	1,968.85	5,906.58	19,469.42	23.28
	Supplies	0.00	0.00	0.00	0.00	0.00
	Other Services and Charges	40,616.00	3,446.94	6,769.36	33,846.64	16.67
	Capital Outlay	350.00	0.00	0.00	350.00	0.00
	Expense	66,342.00	5,415.79	12,675.94	53,666.06	19.11
227	Recycling	-4,005.00	-5,399.85	-12,691.53	8,686.53	316.89

General Ledger

Revenue vs Expense



User: heather.butkowski
 Printed: 4/13/2022 11:39:30 AM
 Period 03 - 03
 Fiscal Year 2022

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
228	Fund Revenue Miscellaneous Revenue	50.00	38.04	170.92	-120.92	341.84
	Revenue	50.00	38.04	170.92	-120.92	341.84
228	Fund	50.00	38.04	170.92	-120.92	341.84

General Ledger

Revenue vs Expense



User: heather.butkowski
 Printed: 4/13/2022 11:39:30 AM
 Period 03 - 03
 Fiscal Year 2022

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
305	GO TIF Revenue Bonds 2018A					
	Revenue					
	Miscellaneous Revenue	300.00	2.11	9.50	290.50	3.17
	Other Financing Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Revenue	300.00	2.11	9.50	290.50	3.17
	Expense					
	Other Services and Charges	475.00	0.00	0.00	475.00	0.00
	Debt Service	<u>4,141.00</u>	<u>0.00</u>	<u>2,047.50</u>	<u>2,093.50</u>	<u>49.44</u>
	Expense	4,616.00	0.00	2,047.50	2,568.50	44.36
305	GO TIF Revenue Bonds 2018A	<u>-4,316.00</u>	2.11	<u>-2,038.00</u>	<u>-2,278.00</u>	<u>47.22</u>

General Ledger Revenue vs Expense



User: heather.butkowski
 Printed: 4/13/2022 11:39:30 AM
 Period 03 - 03
 Fiscal Year 2022

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
306	2019A Improvement Bonds					
	Revenue	400.00	48.22	216.90	183.10	54.23
	Miscellaneous Revenue					
	Other Financing Sources	<u>124,688.00</u>	<u>0.00</u>	<u>68,143.00</u>	<u>56,545.00</u>	<u>54.65</u>
	Revenue	125,088.00	48.22	68,359.90	56,728.10	54.65
	Expense					
	Other Services and Charges	475.00	0.00	475.00	0.00	100.00
	Debt Service	<u>119,500.00</u>	<u>0.00</u>	<u>110,125.00</u>	<u>9,375.00</u>	<u>92.15</u>
	Expense	119,975.00	0.00	110,600.00	9,375.00	92.19
306	2019A Improvement Bonds	5,113.00	48.22	-42,240.10	47,353.10	-826.13

General Ledger

Revenue vs Expense



User: heather.butkowski
 Printed: 4/13/2022 11:39:30 AM
 Period 03 - 03
 Fiscal Year 2022

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	41.07	184.71	1,315.29	12.31
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	1,500.00	41.07	184.71	1,315.29	12.31
	Expense					
	Other Services and Charges	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	40,000.00	0.00	0.00	40,000.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	40,000.00	0.00	0.00	40,000.00	0.00
401	General Capital Projects	-38,500.00	41.07	184.71	-38,684.71	-0.48

General Ledger

Revenue vs Expense



User: heather.butkowski
 Printed: 4/13/2022 11:39:30 AM
 Period 03 - 03
 Fiscal Year 2022

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
403	Street Capital Projects					
	Revenue					
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	4,000.00	114.60	515.47	3,484.53	12.89
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	4,000.00	114.60	515.47	3,484.53	12.89
	Expense					
	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
403	Street Capital Projects	4,000.00	114.60	515.47	3,484.53	12.89

General Ledger

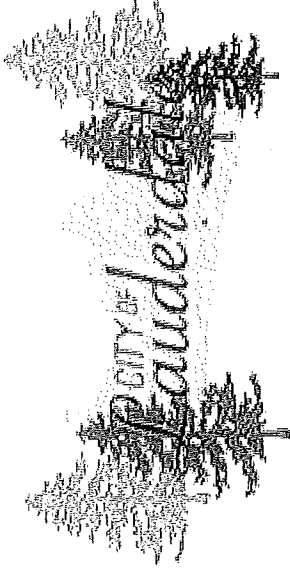
Revenue vs Expense



User: heather.butkowski
 Printed: 4/13/2022 11:39:30 AM
 Period 03 - 03
 Fiscal Year 2022

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
404	Park Capital Projects					
	Revenue					
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	3,000.00	59.53	269.01	2,730.99	8.97
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	3,000.00	59.53	269.01	2,730.99	8.97
	Expense					
	Supplies	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	0.00	1,293.64	1,293.64	-1,293.64	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	0.00	1,293.64	1,293.64	-1,293.64	0.00
404	Park Capital Projects	3,000.00	-1,234.11	-1,024.63	4,024.63	-34.15

General Ledger Revenue vs Expense



User: heather.butkowski
 Printed: 4/13/2022 11:39:30 AM
 Period 03 - 03
 Fiscal Year 2022

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

General Ledger

Revenue vs Expense



User: heather.butkowski
 Printed: 4/13/2022 11:39:30 AM
 Period 03 - 03
 Fiscal Year 2022

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
414	Development					
	Revenue					
	Miscellaneous Revenue	2,000.00	62.67	281.90	1,718.10	14.10
	Other Financing Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Revenue	2,000.00	62.67	281.90	1,718.10	14.10
	Expense					
	Other Services and Charges	0.00	0.00	0.00	0.00	0.00
	Other Uses	<u>68,143.00</u>	<u>0.00</u>	<u>68,143.00</u>	<u>0.00</u>	<u>100.00</u>
	Expense	68,143.00	0.00	68,143.00	0.00	100.00
414	Development	-66,143.00	62.67	-67,861.10	1,718.10	102.60

General Ledger

Revenue vs Expense



User: heather.butkowski
 Printed: 4/13/2022 11:39:30 AM
 Period 03 - 03
 Fiscal Year 2022

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

General Ledger

Revenue vs Expense



User: heather.butkowski
 Printed: 4/13/2022 11:39:30 AM
 Period 03 - 03
 Fiscal Year 2022

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	550.00	0.00	0.00	550.00	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	550.00	0.00	0.00	550.00	0.00
416	TIF District No. 1-2	-550.00	0.00	0.00	-550.00	0.00

General Ledger Revenue vs Expense



User: heather.butkowski
 Printed: 4/13/2022 11:39:30 AM
 Period 03 - 03
 Fiscal Year 2022

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
602	Sanitary Sewer					
	Revenue	0.00	0.00	0.00	0.00	0.00
	Intergovernmental Revenues	285,916.00	50,859.72	76,747.81	209,168.19	26.84
	Charges for Services	8,000.00	257.48	1,135.46	6,864.54	14.19
	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	293,916.00	51,117.20	77,883.27	216,032.73	26.50
	Expense					
	Personal Services	73,144.00	5,483.66	15,659.05	57,484.95	21.41
	Supplies	800.00	51.56	84.30	715.70	10.54
	Other Services and Charges	177,101.00	18,003.47	56,840.74	120,260.26	32.10
	Capital Outlay	0.00	0.00	-5,196.64	5,196.64	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	251,045.00	23,538.69	67,387.45	183,657.55	26.84
602	Sanitary Sewer	42,871.00	27,578.51	10,495.82	32,375.18	24.48

General Ledger

Revenue vs Expense

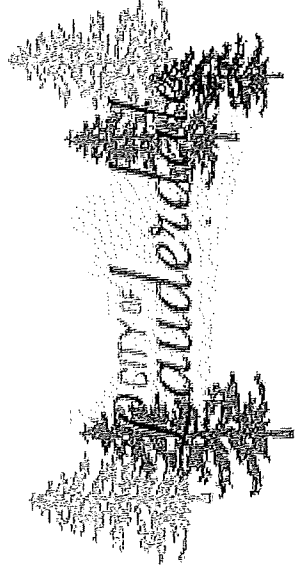


User: heather.butkowski
 Printed: 4/13/2022 11:39:30 AM
 Period 03 - 03
 Fiscal Year 2022

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
603	Storm Water Revenue					
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Charges for Services	109,338.00	14,211.17	28,786.25	80,551.75	26.33
	Miscellaneous Revenue	4,000.00	99.93	459.27	3,540.73	11.48
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	113,338.00	14,311.10	29,245.52	84,092.48	25.80
	Expense					
	Personal Services	62,502.00	4,695.47	13,389.59	49,112.41	21.42
	Supplies	750.00	51.56	84.29	665.71	11.24
	Other Services and Charges	23,250.00	1,821.81	5,843.13	17,406.87	25.13
	Capital Outlay	45,000.00	0.00	29,900.00	15,100.00	66.44
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	131,502.00	6,568.84	49,217.01	82,284.99	37.43
603	Storm Water	-18,164.00	7,742.26	-19,971.49	1,807.49	109.95

General Ledger

Revenue vs Expense

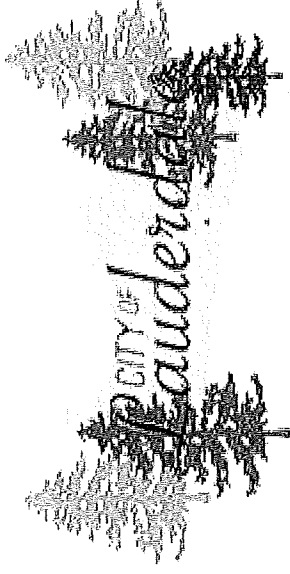


User: heather.butkowski
 Printed: 4/13/2022 11:39:30 AM
 Period 03 - 03
 Fiscal Year 2022

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.burkowski
 Printed: 4/13/2022 11:39:30 AM
 Period 03 - 03
 Fiscal Year 2022

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
Revenue Total		2,180,421.00	72,773.87	208,723.11	1,971,697.89	0.0957
Expense Total		2,293,282.00	154,722.12	655,915.27	1,637,366.73	0.286
Grand Total		-112,861.00	-81,948.25	-447,192.16	334,331.16	3.9623

**LAUDERDALE COUNCIL
ACTION FORM**

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

Meeting Date	<u> April 26, 2022 </u>
ITEM NUMBER	<u> 1Q22 Investment Report </u>
STAFF INITIAL	<u> <i>AS</i> </u>
APPROVED BY ADMINISTRATOR	

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

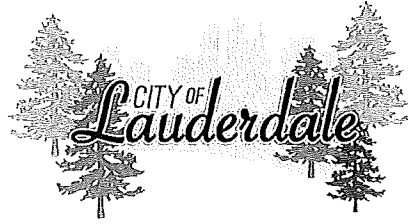
Following is the First Quarter Investment Report for 2022.

OPTIONS:

STAFF RECOMMENDATION:

By approving the Consent Agenda, the Council acknowledges the investment report for January—March 2022.

COUNCIL ACTION:

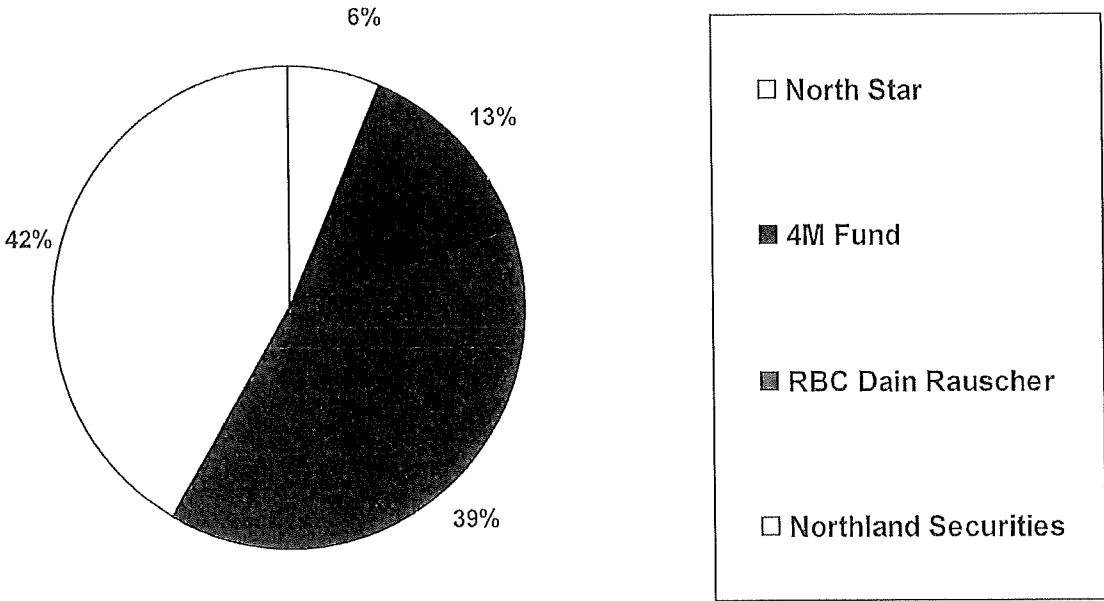


**First Quarter 2022
Investment Report**

INVESTMENTS

As of March 31, 2022, the City had the following amounts with official depositories:

North Star Bank	\$ 212,796
4M Fund	450,202
RBC Dain Rauscher	1,300,037
Northland Securities	1,403,470
TOTAL	\$ 3,366,505



DEPOSITORIES AND INVESTMENT TYPES

North Star Bank		
Checking Account	\$	212,796
4M Fund		
Joint Powers Investment	\$	450,202
RBC Dain Rauscher		
Money Market Account	\$	0
Certificates of Deposit	\$	1,300,037 (13)
Northland Securities		
Money Market Account	\$	103,470
Certificates of Deposit	\$	1,300,000 (13)

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

INVESTMENT TERM

Liquid assets are money market accounts.

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

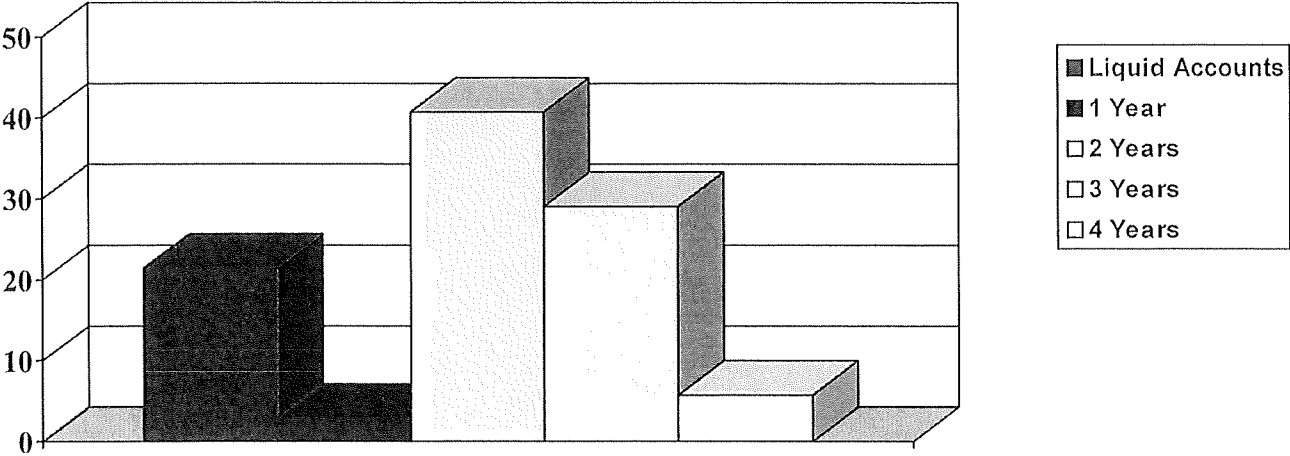
6-10 Years are US Government Instrumentality Securities.

11-15 Years are US Government Instrumentality Securities.

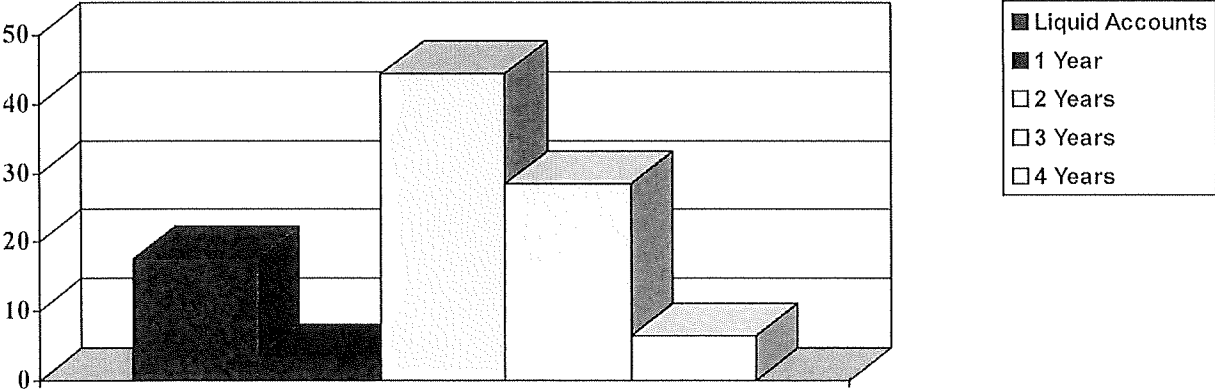
15+ Years are US Government Instrumentality Securities and bonds.

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

EOY 2021 Investment Portfolio by Holding Period

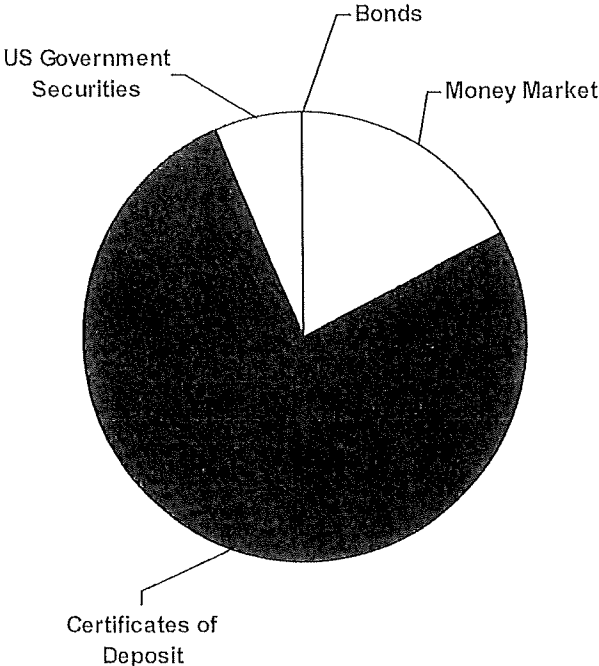


First Quarter 2022 Investment Portfolio by Holding Period



INVESTMENT TYPES

Money Market	\$	553,672
Bonds		0
Certificates of Deposit		2,400,037
US Government Securities		200,000



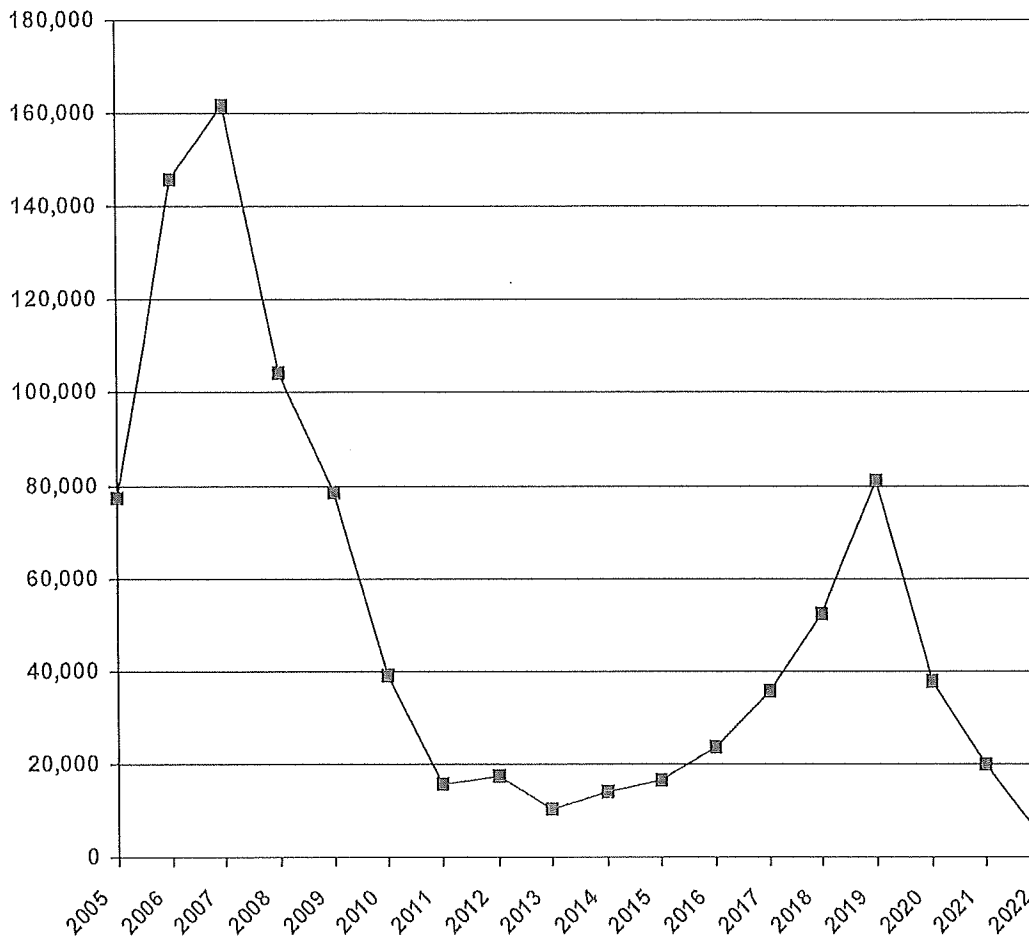
Investment Schedule

<i>Maturity Date</i>	<i>Type</i>	<i>Interest Rate</i>	<i>Investment Broker</i>	<i>Amount</i>	<i>Bank</i>
8/26/2025	CD	0.70%	Northland	100,000.00	Toyota Savings Bank
12/10/2024	CD	0.90%	Northland	100,000.00	Synchrony Bank
8/27/2024	CD	0.50%	RBC	100,000.00	Medallion Bank
8/27/2024	CD	0.30%	RBC	100,000.00	Bank OZK
8/26/2024	AG	0.30%	RBC	100,000.00	Federal Home Loan Bank
6/17/2024	CD	0.70%	RBC	100,000.00	Merrick Bank
3/15/2024	CD	0.40%	Northland	100,000.00	Third Federal Savings
2/12/2024	CD	0.20%	Northland	100,000.00	TIAA FSB Jacksonville
12/15/2023	CD	0.60%	RBC	100,000.00	Barclay's Bank
8/10/2023	AG	0.32%	RBC	100,000.00	Federal Farm Credit Bank
7/31/2023	CD	0.25%	Northland	100,000.00	Transportation Alliance Bank
7/31/2023	CD	0.20%	RBC	100,000.00	Transportation Alliance Bank
7/28/2023	CD	0.25%	Northland	100,000.00	Goldman Sachs
2/28/2023	CD	0.15%	Northland	100,000.00	Veritex Community Bank
2/27/2023	CD	0.15%	RBC	100,000.00	BMW Bank of America
2/16/2023	CD	0.15%	Northland	100,000.00	Bank Hapoalim
1/30/2023	CD	0.25%	Northland	100,000.00	Flagstar Bank
1/23/2023	CD	1.90%	Northland	100,000.00	Sallie Mae
1/9/2023	CD	1.85%	RBC	100,036.13	Morgan Stanley BK
12/27/2022	CD	0.25%	Northland	100,000.00	Bank of England Arkansas
11/9/2022	CD	0.20%	Northland	100,000.00	New York Community Bank
10/31/2022	CD	0.15%	RBC	100,000.00	Unity Bank
10/28/2022	CD	0.20%	RBC	100,000.00	State Bank of India
10/22/2022	CD	0.15%	RBC	100,000.00	ICBC
8/26/2022	CD	0.10%	Northland	100,000.00	Marlin Business Bank
8/22/2022	CD	0.10%	RBC	100,000.00	Homestreet Bank
2/7/2022	CD	0.15%	Northland	100,000.00	Texas Capital

The City had one maturity this quarter (noted in blue) and no new purchases. Staff anticipate continuing to buy short-term (under three years) CDs and agencies until yields pick up.

INTEREST EARNINGS

The following chart shows the interest earnings since 2005 with 2007 being our best year with earnings of \$161,884. Investment interest earned through 2021 totaled \$19,900.76. Investment interest through first quarter 2022 totaled \$4,137.02.



**LAUDERDALE COUNCIL
ACTION FORM**

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

Meeting Date	April 26, 2022
ITEM NUMBER	<u>2021 Police Report</u>
STAFF INITIAL	<u>AB</u>
APPROVED BY ADMINISTRATOR	

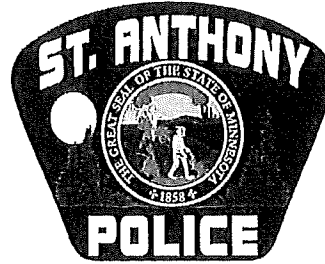
DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Captain Jeff Spiess will be at the meeting to present the annual police report. His presentation follows. If council members have questions in advance of the meeting, I can send them to him so he can be prepared to answer.

OPTIONS:

STAFF RECOMMENDATION:

2021 St. Anthony Police Department Annual Report



Captain Jeff Spiess
Presenting to Lauderdale City Council
April 26, 2022



Department Summary

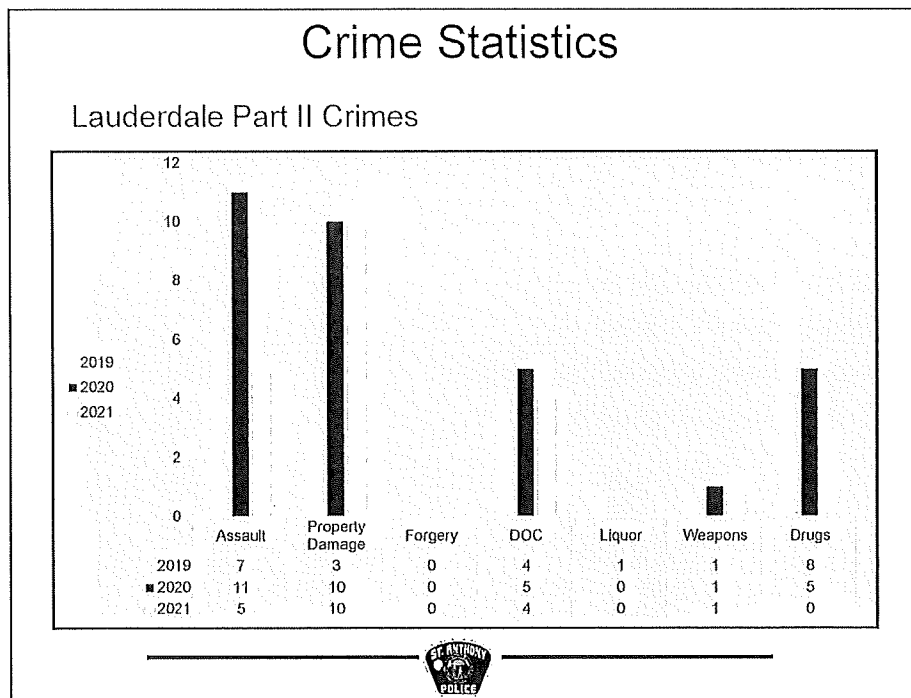
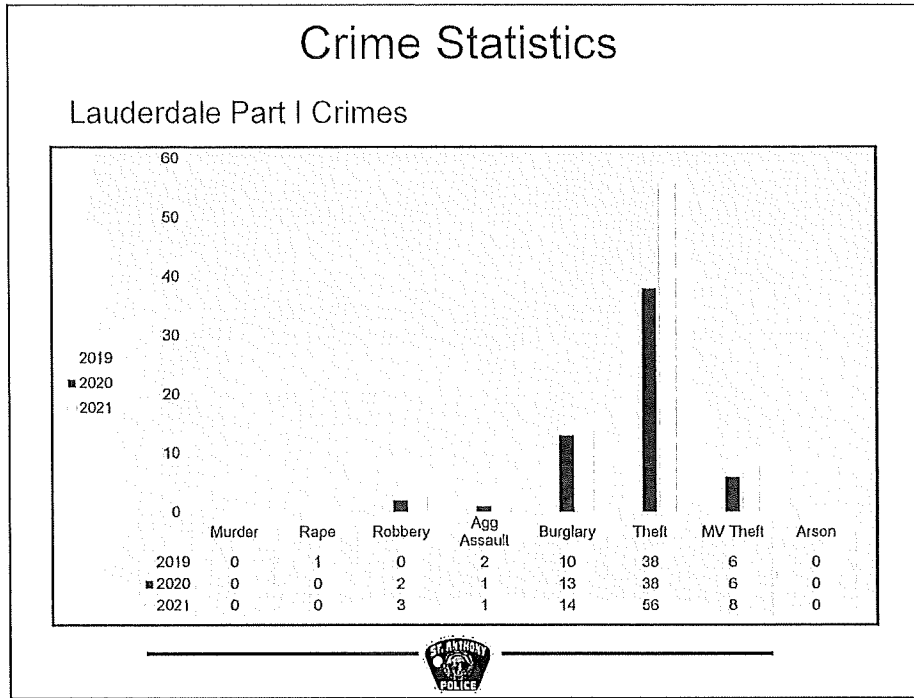
Department Strength

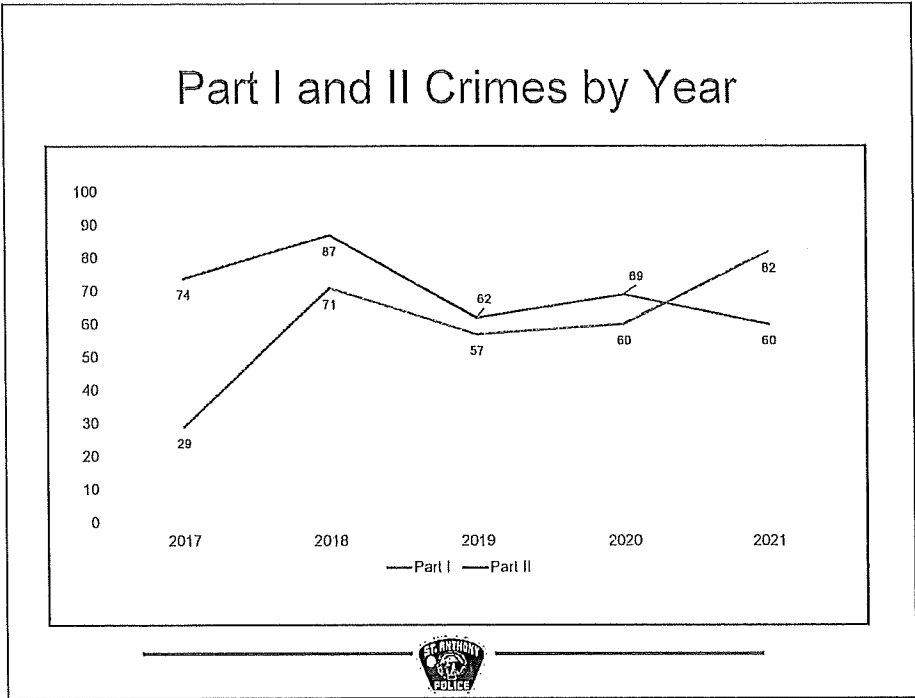
- 20 - Full Time Police Officers (4 contract)
- 6 - Volunteer Reserve Officers (Authorized for 14)
- 1 - Full Time Community Service Officer
- 2 - Full Time Civilian Support Staff

Department Fleet

- 6 - Marked Squads
- 1 - Marked Reserve Unit
- 1 - Marked CSO Unit
- 5 – Passenger vehicles assigned to Chief, Captain, Detective & Special Detail







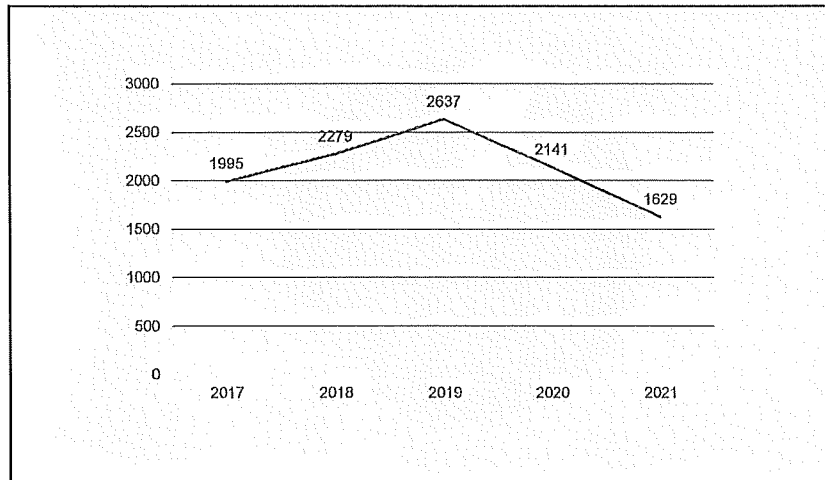


Investigation Review

• Total Criminal Cases	141
• Total Cases Cleared	46
• Total Cases Cleared by Arrest	35
• Total Cases Cleared by Other	11

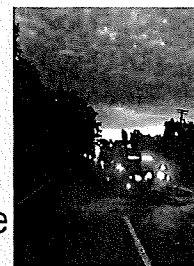


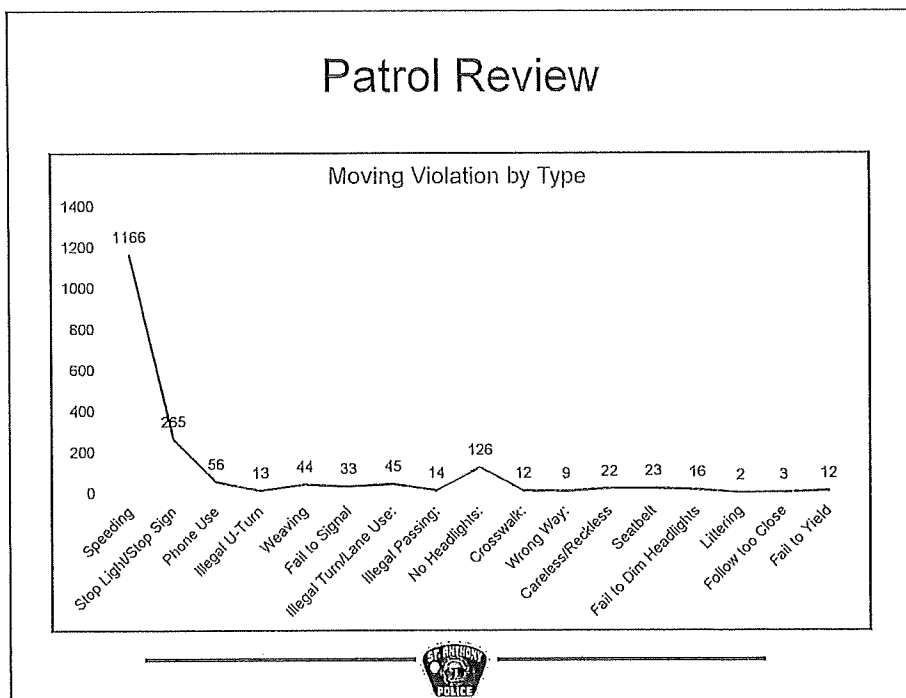
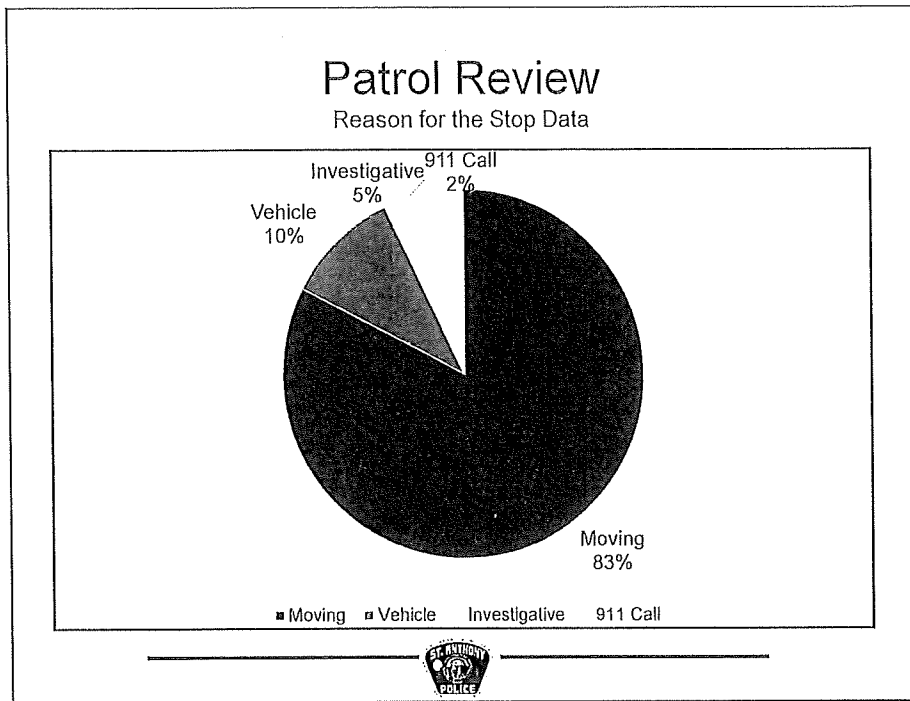
Calls for Service



Patrol Review

- 16 personnel assigned to Patrol
 - Four Shifts; 1 supervisor and 3 officers
- Responds to 911 calls
- Proactive Patrol
- Community Building
- Crime Detection and Deterrence
- Traffic Safety Initiative





Education Summary

Training Objective

Provide continued professional development, enhance safety of officers and community & foster unity of purpose and cooperation with the community.

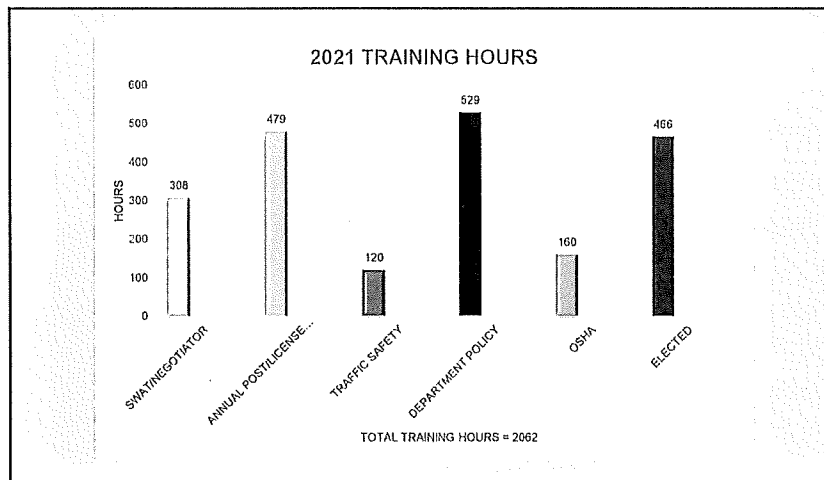
All training reviewed for content by the MN P.O.S.T. Board and/or St. Anthony PD Command to ensure adherence with Strategic Plan

Utilize both virtual and in-person platforms

Total training hours =2062



Education Summary



Police Reserves

Trained volunteers who logged 308 hours of service in 2021

Duties include:

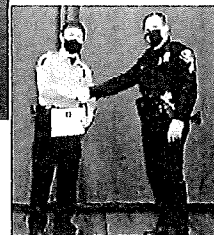
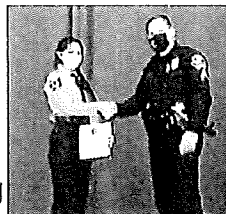
- Park Patrol
- Animal Control
- Transports
- Vehicle Impounds
- Vacation Home Checks
- Community Events



Police Reserves

Of Note:

- 6 current officers
- 2 newly hired
- 2 completed the HCSO Reserve Officer Training Academy
- Looking for more!



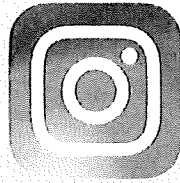
Social Media

Social Media Team:

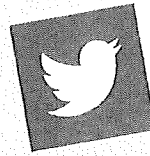
Officers use social media as a method of effectively informing the public about department services, issues, investigations and other relevant events.



5085 Followers



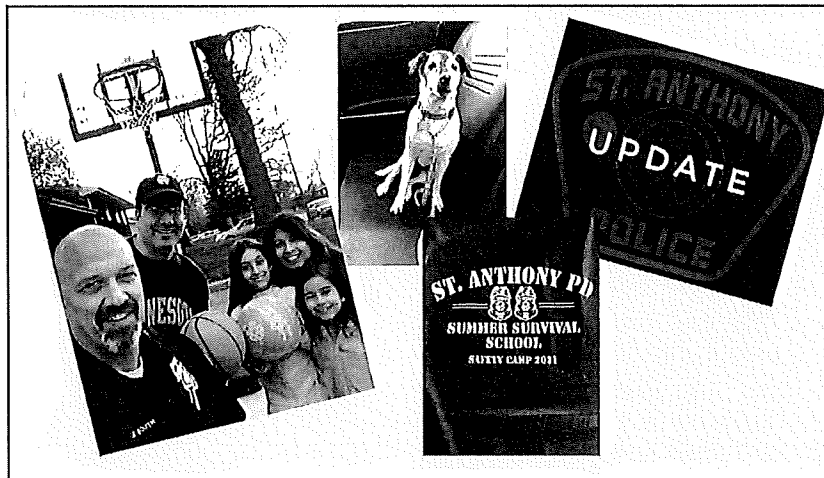
1952 Followers

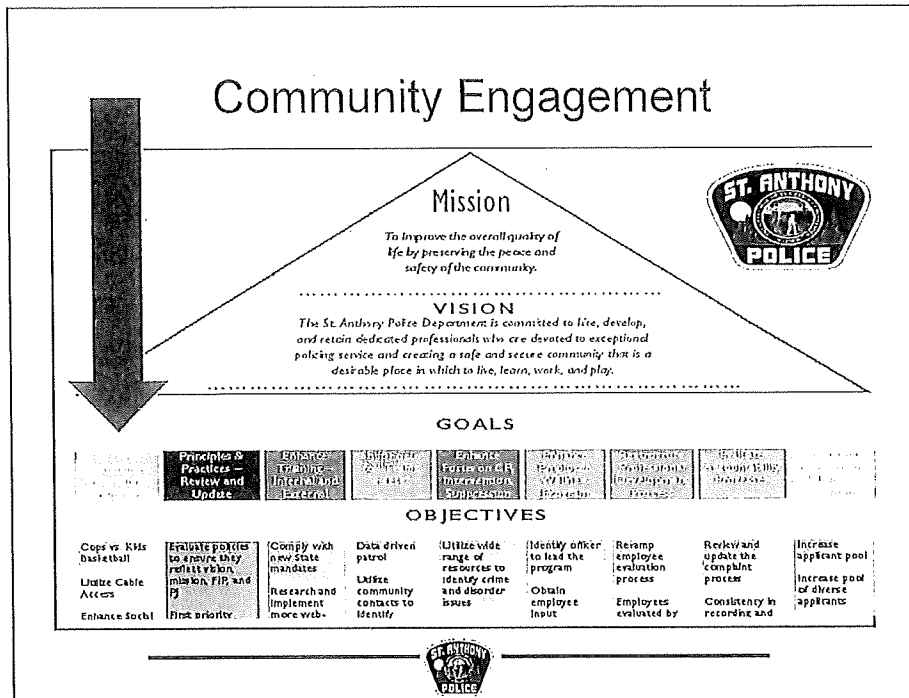


5724 Followers



Social Media







Community Engagement

Our Team

- Every officer is a community engagement officer and every encounter is engagement
- Team of four
 - Operates social media
 - Meets quarterly to plan
 - Organizes community events and presents to the public
 - Develops youth and other programs as a form of engagement and education





Community Engagement

- Collaboration with SA Community Services to present bicycle safety event
- Annual Summer Survival School/Safety Camp instructing 30 incoming 4th graders on topics such as bicycle safety, using 911, and fire safety
- Partnership with Dairy Queen and AAA to offer free ice cream to kids using proper bike safety equipment



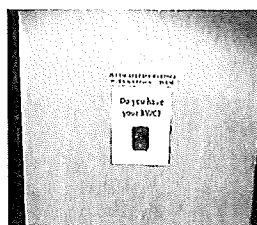
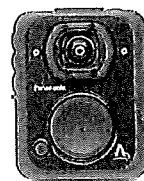
Community Engagement

- Partnered with Cub Foods to offer "Hot Dogs with Police and Fire" event
- Community Academy: "Women in Law Enforcement"
- Lights ON! and Driver Diversion Programs
- Education and engagement through Social Media
- MN Nite to Unite



Body Worn Camera Program

- Third full year of implementation
- Passed required biennial audit with 100% compliance
- Continued monthly internal compliance checks:
 - 474 videos reviewed
 - 99.4% Compliance Rate
- Video reviewed in all Use of Force incidences and allegations of officer misconduct.
- Next biennial audit: November 2022



Progress Report

- Reviewed and modified employee evaluation process to include individual goalsetting and quarterly check-ins.
- Implemented National Information Based Reporting System (NIBRS) Crime Report as required by the Federal Bureau of Investigation (FBI).
- Purchased LEADS Online pawn database and peer to peer sales transactions software platform.
- Implemented officer training based on protocols for investigating sexual assault cases as set forth by the MN POST Board.
- Continued training and employee development related to the department policy/procedure manual. Issue daily training bulletins that expanded officer knowledge and awareness pertaining to policy, applicable State/Federal and changes as a result of case law rulings.
- Continue to send personnel through a MN POST Board approved 40 hour Crisis Intervention Team Training (CIT) program. Long term goal to have all officers complete the 40 hour certified training.



Progress Report

- Completed officer training that emphasizes officer skill development in areas associated to mental health concerns, de-escalation strategies and community relations.
- Completed department training utilizing Integrating Communications, Assessment and Tactics (I.C.A.T.) into officer development and training. Focus on training platforms related to Use of Force, Emergency Medical Responder (EMR), Firearms and responding to persons in crisis.
- Continued professional development of first line supervisors, as well as Office Manager, Lieutenant, Captain & Police Chief.
- All officers completed League of MN Cities, MN POST Board approved, 2021 "Patrol Online" training for officers.



Progress Report

- Created an interface that allows the automated transfer of digital media to the Ramsey County Attorney's Office and city attorneys.
- Continued to evaluate methods for implementing online reporting for selected offenses.
- Maintained police department membership with city wide involvement in the Government Alliance on Race and Equity.
- Offered medicine disposal drop box services. Collected 318.6 lbs of pharmaceuticals and packaging.
- Purchased and put into service a new mobile digital speed control device in conjunction with digital speed indicators located on Silver Lake Road in the 3000 block.



What's On Deck

- Continue work on data sharing pilot project with the Ramsey County Attorney's Office and assist with onboarding other police agencies.
- December 2021/January 2022 signed service agreements and began yearlong project of transitioning to a new Records Management System (RMS) platform. Target completion first quarter of 2023.
- Create a hiring and staffing plan as we look to staffing needs in the next 1-3 years due to pending retirements.
- Hire for vacancy at the position of Community Service Officer (CSO)
- Identify and hire two qualified and eligible to be licensed candidates for full time police patrol officer positions.
- Integrate our stolen property records to allow Ramsey County and Hennepin County dispatch centers the ability to enter or cancel stolen or recovered property after business hours.
- Adjust Detective assignment tenure to allow for additional depth within the Investigative Unit.



Stay Connected

- Updates provided via the St. Anthony Village website. Sign up to be "Notified."
- Email us at police@savmn.com
- Request police records at sapdrecords@savmn.com
- Call us at 612-782-3350 to arrange for a meeting via phone or in person



Please sign in to subscribe, unsubscribe, or manage your subscriptions

Your Email Address

Notify Me

2018 Minnesota State Board of Police

2018 Minnesota State Board of Police

2018 Minnesota State Board of Police

2018 Minnesota State Board of Police

2018 Minnesota State Board of Police

2018 Minnesota State Board of Police

2018 Minnesota State Board of Police

2018 Minnesota State Board of Police





The screenshot shows the top navigation menu of the Saint Anthony Village website. The header includes the logo, a search bar, and social media icons. The main navigation categories are: Residents, Government, Departments, and How Do I... Below these are several columns of links:

- Residents:** About St. Anthony, Location, St. Anthony Community Profile (PDF), Aging in Place, Historical Society, Open to Business, Safer City, Agendas & Minutes, Annual Reports, Boards & Commissions, Parks Commission, Planning Commission.
- Government:** Employment Opportunities, Five Schedule (PDF), Mayor & City Council, An Opening for Change (PDF), Messages From the Mayor, Budget, Strategic Plan (PDF), Watch City Meetings, Nelson & Gealy Pyramid.
- Departments:** Programs & Initiatives, Collaborative Reform Initiative, Government Assistance on Home Equity (GARE), Tri-City Body Camera Work Group, Current Projects, Future Street Reconstruction Projects (FSR), 2017 Street & Utility Improvement Project, 2018 Street & Utility Improvement Project, Hines Lake Project, Kenzie-Tomasa Streetscape Parkway.
- How Do I...:** Completed Projects, 2017 37th Avenue & Dewak G Street Project, Water-Advanced On-Demand Water Treatment Plant, St. Anthony Stormwater Research Facility, Central Park Exp/Refurb, Stormwater Treatment System, 2016 Street & Utility Improvement Project, Public Records Requests.

This report can be viewed online at:
www.savmn.com



**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date April 26, 2022
ITEM NUMBER No Mow May Program
STAFF INITIAL AB
APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

In 2020, residents of Appleton, Wisconsin, an affiliate of Bee City USA, became energized about No Mow May and the City Council agreed to suspend their weed ordinance for the month of May. Over 435 registered property owners participated in the campaign. Lawrence University, partnered with Appleton to conduct research on the impact of No Mow May on pollinators. Researchers collected data on the abundance (the number of individuals) and species richness (the number of species) of flowers and bees found in unmown yards of a subset of the properties participating in No Mow May. They compared those numbers to the abundance and richness of flowers and bees found in nearby urban parks that are regularly mowed. The findings were impressive. Not only were the abundance and richness of bees higher in the yards of properties participating in No Mow May, but they were way higher. Participating yards had three-times higher bee species richness and five-times higher bee abundance than nearby parks that had been mowed. If the City Council would like to encourage residents to participate in No Mow May, the first step is to suspend enforcement of City ordinances regarding the length of the grass. Thereafter, staff would provide signs for participating residents to put in their windows.

OPTIONS:

STAFF RECOMMENDATION:

Motion to adopt Resolution No. 042622A— A Resolution Supporting No Mow May Initiative 2022.

RESOLUTION NO. 042622A

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

A RESOLUTION SUPPORTING NO MOW MAY INITIATIVE 2022

WHEREAS, the City of Lauderdale City Council has made the environment and sustainability a priority; and

WHEREAS, recent research suggests that bee pollinators make use of spaces that have not been mowed as key floral resources during early spring in the upper Midwest United States; and

WHEREAS, pollinators and floral resources have a positive relationship, where the increase in pollinators can increase the amount of flora and vice versa; and

WHEREAS, the Lauderdale City Council finds it in the public interest and consistent with our priorities for the City to demonstrate its commitment to a safe and healthy community environment through the implementation of initiatives that help increase the pollinator population, No Mow May being one of those.

NOW THEREFORE BE IT RESOLVED that the Lauderdale City Council proclaims May 1-May 31, 2022 as “No Mow May” and encourages all residents who wish to participate in this initiative to refrain from mowing lawns in May to provide vital early spring flowers for bees that emerge from hibernation and post notice of their participation through signage available at Lauderdale City Hall.

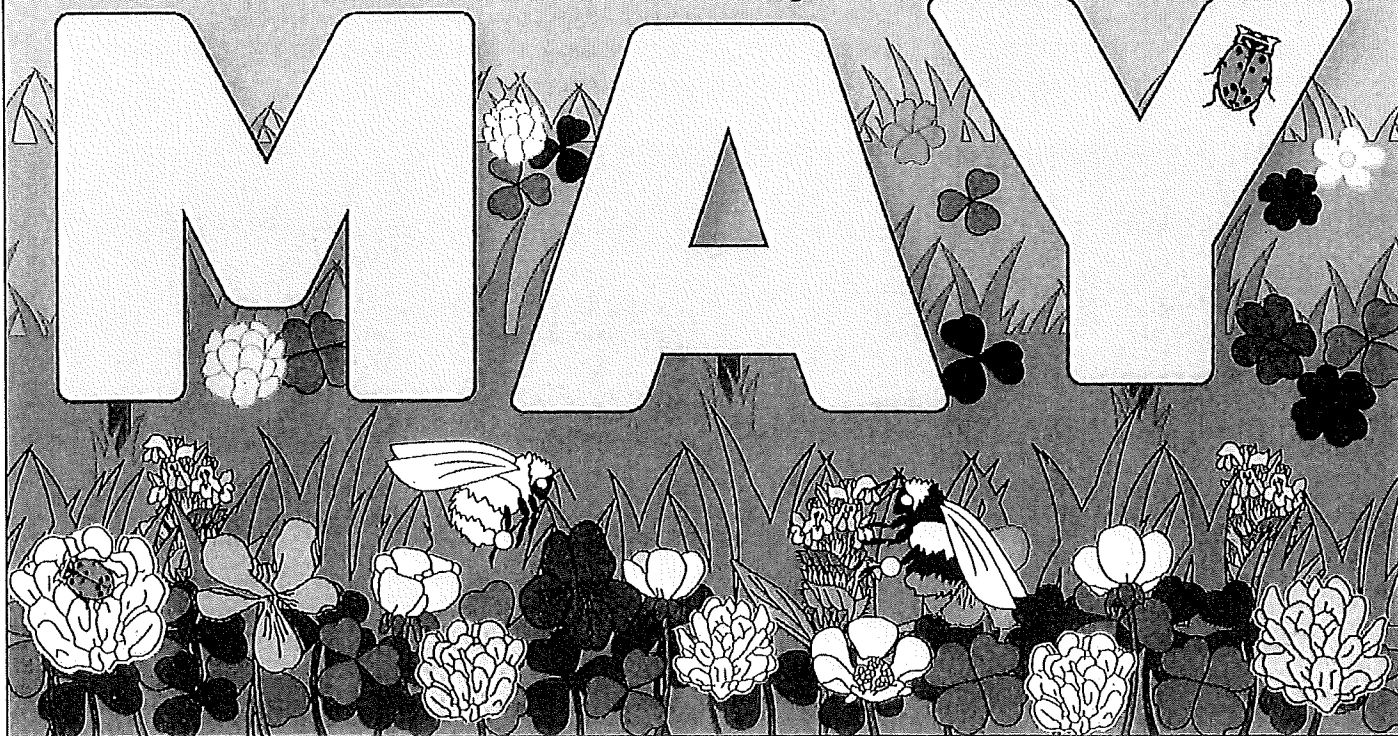
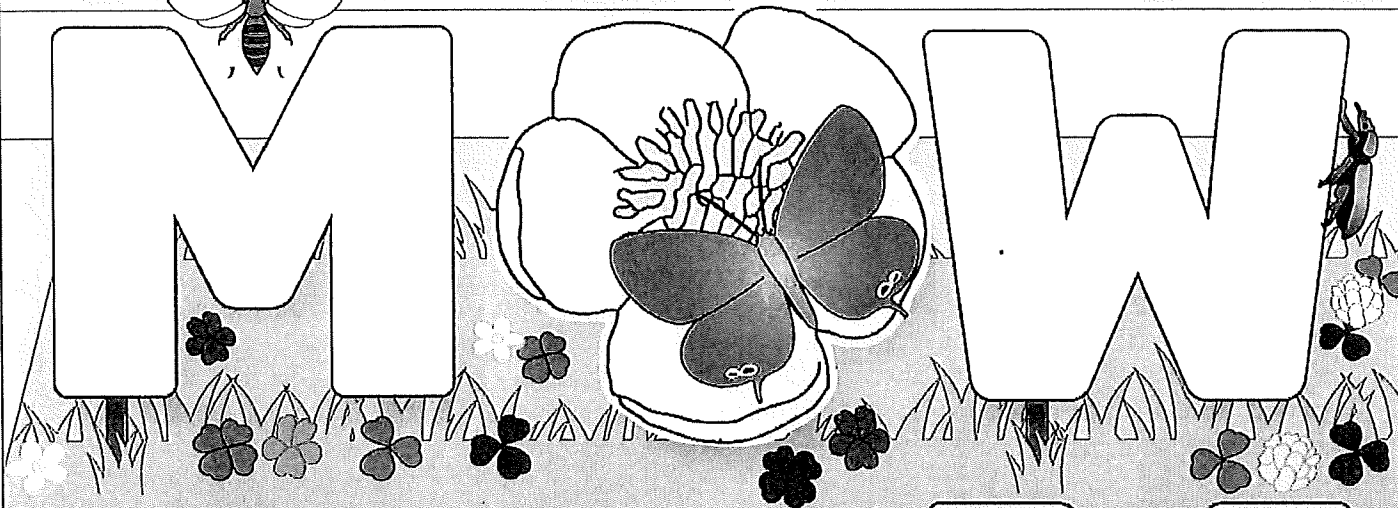
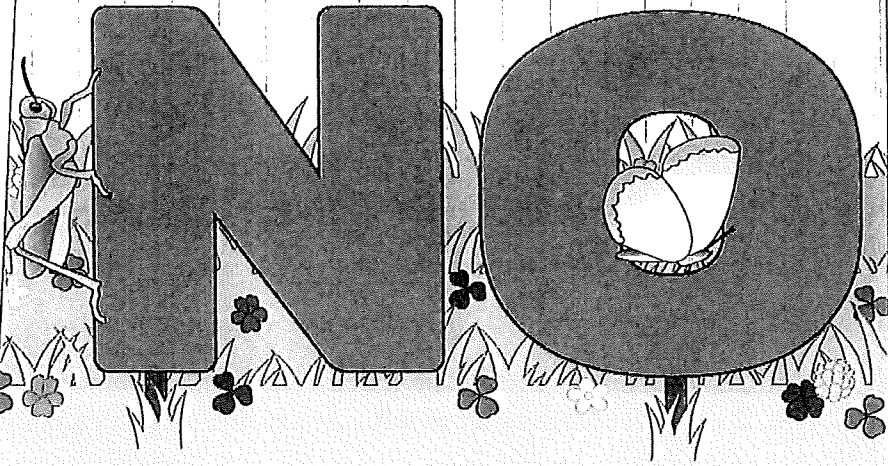
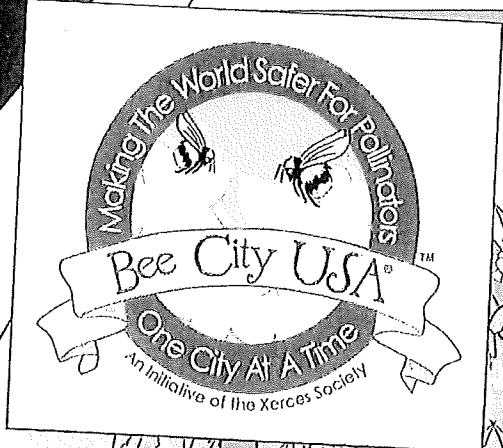
BE IT FURTHER RESOLVED that the City temporarily suspends enforcement of Lauderdale City Code requirements regarding grass length and regular cutting of weeds for No Mow May participants. The temporary suspension will last through June 6, 2022.

ADOPTED this 26th day of April, 2022 by the Lauderdale City Council.

Mary Gaasch, Mayor

ATTEST:

Heather Butkowski, City Administrator



**LAUDERDALE COUNCIL
ACTION FORM**

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

Meeting Date	April 26, 2022
ITEM NUMBER	<u>Sewer Lining Change Order</u>
STAFF INITIAL	<u>AB</u>
APPROVED BY ADMINISTRATOR	

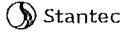
DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The City Council authorized the city engineer to bid a sanitary sewer lining project for 2021. Visu-Sewer won the contract and completed about half of the work in 2021. They will complete the rest of the lining work in 2022. The plan was to have the sewer mains not cleaned/televised in 2021 completed in 2022. We can do this as an extension of the original project if the Council approves the following change order.

OPTIONS:

STAFF RECOMMENDATION:

Motion to approve Change Order No. 1 of the 2021 Sanitary Sewer Lining Project.



Owner: City of Lauderdale, 1891 Walnut Street, Lauderdale, MN 55113	Date	April 22, 2022
Contractor: Visu-Sewer, Inc., W230N4855 Belker Drive, Pewaukee, WI 53072		
Bond Co: Merchants Bonding Company (Mutual) P.O. Box 14498, Des Moines, IA 50306	Bond No: MNC68867	

CHANGE ORDER NO. 1
2021 SANITARY SEWER LINING PROJECT
STANTEC PROJECT NO. 193805257

Description of Work

This Change Order provides for adding additional pipe to the project to be cleaned and televised. This Change Order also establishes new completion dates.

No.	Item	Unit	Contract Quantity	Unit Price	Total Amount
	CHANGE ORDER NO. 1				
1	SANITARY SEWER PIPE CLEANING AND TELEVISIONING: 8" - 12"	LF	14000	\$1.90	\$26,600.00
2	SANITARY SEWER PIPE CLEANING AND TELEVISIONING: 15"	LF	1050	\$4.80	\$5,040.00
	TOTAL CHANGE ORDER NO. 1				<u>\$31,640.00</u>

Original Contract Amount	\$209,334.00
Previous Change Orders	
This Change Order	\$31,640.00
Revised Contract Amount (including this change order)	<u>\$240,974.00</u>

CHANGE IN CONTRACT TIMES

Original Contract Times:	
Substantial Completion (days or date):	December 17, 2021
Ready for final Payment (days or date):	January 21, 2022

Increase of this Change Order:	
Substantial Completion for original project scope(days or date):	June 30, 2022
Substantial Completion for CO #1 Work (days or date)	October 31, 2022
Ready for final Payment (days or date):	November 15, 2022

Contract Time with all approved Change Orders:

Substantial Completion (days or date):	
Substantial Completion for original project scope(days or date):	June 30, 2022
Substantial Completion for CO #1 Work (days or date)	October 31, 2022
Ready for final Payment (days or date):	November 15, 2022

STANTEC

Schlegel,
Kellie

Digitally signed by
Schlegel, Kellie
Date: 2022.04.22 09:14:08
-05'00'

Date:

Approved by Contractor:
VISU-SEWER, INC.

Brian Baumann

4/22/2022

Date

Approved by Owner:
CITY OF LAUDERDALE, MN

Date

cc: Owner
Contractor
Bonding Company
Stantec

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date April 26, 2022

ITEM NUMBER Compensation Study

STAFF INITIAL

AS

APPROVED BY ADMINISTRATOR

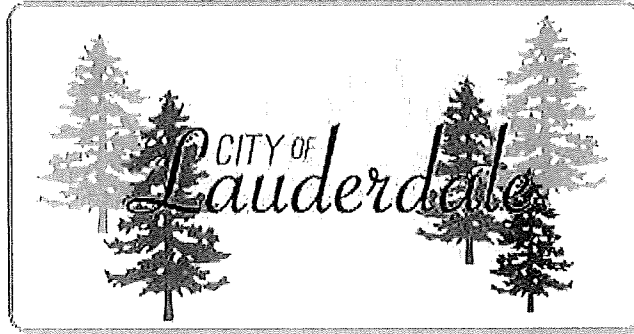
DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The last class and compensation study predates my tenure with City so more than 16 years ago. If there is a good time to do one, it is now in advance of union negotiations and the 2023 pay equity report. Staff asked DDA Human Resources, Inc. to prepare a proposal. Based on my recent experience bidding this service as a member of the Metro-Inet executive committee, I was confident they would offer the best pricing. Staff recommends having the full study completed at a cost of \$8,100. This does not include the on-going maintenance plan. Staff recommends forgoing that option for now. If the Council is interested in adding the service at a later date, staff can negotiate that with Dr. Melvin.

OPTIONS:

STAFF RECOMMENDATION:

Motion to approve Option 5 of the Classification and Compensation Study with DDA Human Resources, Inc.



Classification and Compensation Services Proposal
Submitted by DDA Human Resources, Inc.



DDA
Human Resources, Inc.
a David Drown Associates Company

Prepared by:
Dr. Tessia Melvin
DDA Management Consultant
612-920-3320 x103
tessia@daviddrown.com

April 14, 2022

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

RE: Proposal for Job Classification and Compensation Services

Dear Ms. Butkowski:

We are pleased to be invited to submit a proposal to complete classification and compensation services for the City of Lauderdale. In the pages that follow, we have briefly provided information about DDA Human Resources, our staff credentials and experience, a detailed description of services to be provided and various levels of project scope. We have included cost for each option for 5 positions as follows:

- Option 1: Market Analysis: \$2,500
- Option 2: Market Analysis with Pay Grid Calibration: \$4,500
- Option 3: Market Analysis, Pay Grid Calibration and Budget Implementation: \$5,500
- Option 4: Ongoing Maintenance: \$2,700 annually
- Option 5: Full Classification and Compensation Study: \$8,100

Three major factors distinguish DDA Human Resources from other providers:

- All our employees come with years of public sector experience. We specialize in government and we know first-hand the challenges of managing public sector compensation. This helps us deliver practical, workable solutions.
- We believe that classification and compensation can and should be managed as a practical, common-sense process – not as some theoretical or statistical exercise in regression analysis. We will help you design a compensation system that is technically solid and one you understand. We measure our effectiveness as a consulting firm not by studies completed, but by studies that are *actually implemented*.
- We think a compensation should be actively managed as an ongoing program – not neglected and then fixed with a major compensation study like this. With proper on-going maintenance support, major disruptive and expensive compensation studies are unnecessary. We are pioneers in providing ongoing maintenance solutions.

Our firm's goal is to be known as the best human resources consultant in Minnesota. There is only one way to get there – by delivering exceptional service. We will do our very best to earn your trust, your respect, and your future business.

Sincerely,

Tessia Melvin

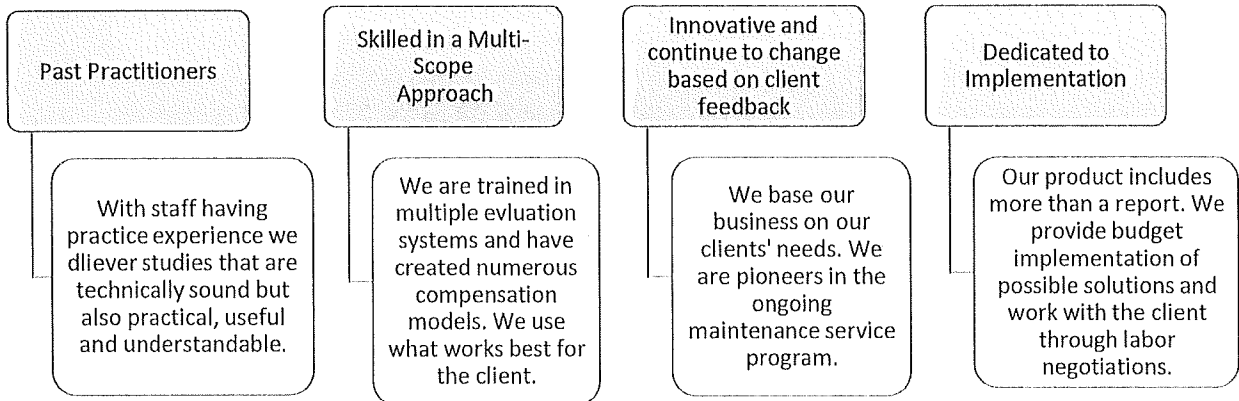
Dr. Tessia Melvin, Management

CONTENTS OF THIS PROPOSAL

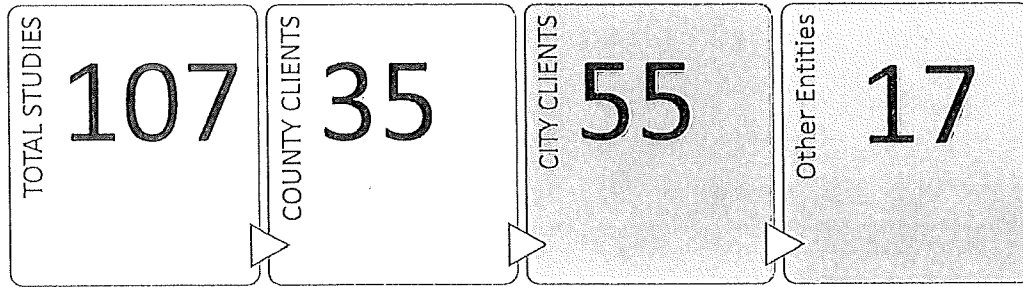
- Our Firm and Qualifications
- Our Service Team
- References
- Our Philosophy for Classification Studies
- Proposed Services
- Fees
- Our clients

OUR FIRM & QUALIFICATIONS

Our parent company, David Drown Associates, Inc. has provided consulting services to over 450 units of government across Minnesota since 1997. Over these years, DDA staff has gotten to know government well and we continually strive to keep our services practical, useful, and up to date. Our history and corporate culture have grown from an honest desire to serve public sector clients in a practical and common-sense manner. We are not your ordinary consultant, we are:



DDA Human Resources, Inc. was formed in 2013 to provide human resource support services exclusively to governmental clients in Minnesota. We currently offer services for executive recruitment, organizational design, and staff an HR Technical Assistance Program for the Association of MN Counties which provides technical advice and assistance to the HR staff of all the State's 87 counties. Since activating our compensation section in 2016, we have worked with clients as small as 4 employees to as large as 1,500 employees. Our completed studies include:



OUR SERVICE TEAM

DDAHR maintains a staff of 10 individuals. We also maintain relationships with several independent consults in key specialty areas. Here is the Team we have assembled for your project:

Dr. Tessia Melvin –Department Head

Tessia heads the compensation and classification (C&C) services area of DDAHR. Over the past six years, Tessia has served as lead analyst on over 65 separate C&C engagements with Minnesota communities. She brings to the position nearly 13 years of diverse service to city and county government. As a City Administrator in Maple Plain, Minnesota, Tessia drafted five-year budgets, capital improvement plans, infrastructure improvement plans, and led strategic planning program. Working in Dakota County, Minnesota, Tessia provided leadership training, managed their performance management system, and worked with compensation and benefits. Dedicated to local governments and continued learning, Tessia earned her doctorate in Public Administration.



Mark Goldberg, MA-HRR – Principal Consultant

Mark Goldberg is a Principal Consultant with the firm. Mark's experience is broad and deep. He has held a variety of compensation leadership positions in media, high tech, manufacturing, local government organizations and the University of Minnesota. In addition, Mr. Goldberg has over 6 years of experience consulting with major public sector organizations around the country with a focus on project in Minnesota such as Koochiching County, the city of Red Wing and the City of Aitkin. He has a master's degree in Industrial and Labor Relations from Cornell University and a bachelor's degree in Human Resource Administration from Muhlenberg College.



David Drown – Technical Support

David is the founder and owner of DDA. David will lend his technical and statistical expertise to the team to manage the collection and analysis of market data, help calibrate your compensation plan, and calculate budget impacts. David received his undergraduate degree in civil engineering and served in local government as a registered civil engineer early in his career. He also holds an MBA in finance from the Carlson School of Management and has served as a finance and economic development consultant to numerous cities and counties across the State.

Kelly Jones – Technical Support

Kelly received his Bachelor of Arts degree in Psychology and his Master of Science degree in Industrial and Organizational Psychology from Saint Cloud State University in Saint Cloud, Minnesota. Prior to entering the field of compensation, he served as a project coordinator and talent management specialist for Sleep Number and Robert Half. Kelly has spent the last 3 years as a technical analyst and compensation consultant, while assisting dozens of Cities and Counties across the United States with their compensation and classification needs. His work will be primarily focused on data collection and analysis, while also assisting the DDA team with any ongoing project needs.

Elizabeth Blakesley – Clerical Support

Elizabeth has worked at DDA for over 20 years. She will provide technical and clerical assistance to coordinate the market surveying process and prepare documents. She will utilize her organizational and technological skills to help provide concise, professional work results. After attending the University of MN – Duluth, Elizabeth began working with local units of government in Minnesota with the MN Small Cities Association. Her work in municipal finance and economic development has given her a good insight into the operations of counties and cities throughout the State.

SUPPORTING TEAM MEMBERS (*Our Bench*)

Melanie Ault

Melanie Ault brings to DDAHR over 20 years of experience leading Minnesota county human resources and labor relations operations with additional experience at the city, regional, and state levels. Melanie joined DDAHR in 2017, after serving as Washington County's HR Director. You might recognize her by her passion for examining pending legislation and its ramifications for the public sector. Melanie holds BA, MAPA, and JD degrees, with further education in public administration. She is an avid supporter of professional organizations, serving on the state and national levels. She loves making new connections and looks forward to helping you find answers and ideas. Melanie is one of our AMC Human Resources Technical Assistance Program staff.

George Gmach

George has been doing classification and compensation study work in Minnesota for 30 years. He worked with the Stanton Group for 12+ years with management responsibility for salary and benefit surveys and compensation consulting. His experience has crossed multiple industries and included private, non-private and public sectors. George also worked at Employers Association and its successor for 16 years. During his career, he has designed and conducted several hundred compensation and benefit surveys and has implemented multiple compensation programs in large and small organizations across all sectors. He designed and modified job evaluation systems and implemented them in the public sector. He has worked with the Minnesota Pay Equity Statutes since their inception. In addition, he is a military veteran who served as a combat medic in Vietnam.

REFERENCES

Reference #1: City of Victoria, Minnesota

Contact: Gwen Campbell, Communications and HR Manager
952-443-4230
gcampbell@ci.victoria.mn.us

Contract dated: May 15, 2019 – completed October 2019, we continue to provide ongoing maintenance

Scope of Services: *This was a full-service class and comp study for a rapidly growing suburban community. We updated all job descriptions including several new job titles; classified all job titles using DDA's JET system, completed a market analysis of 14 benchmark communities (93% participation) and 5 "spotlight communities", evaluated two alternative salary plans with pay ranges calibrated at 100% of benchmark averages, and provided an implementation plan with employee-by-employee grade/step assignments and a calculation of budget impact. Victoria says they plan to enroll in DDA's ongoing service program.*

Reference #2: City of Fridley, MN

Contact: Becca Hellegers, Employee Resources Manager, 763-572-3507,
Becca.Hellegers@FridleyMN.gov

Contract Dated: February 2020 – December 2020, they have entered an ongoing maintenance contract with us

Scope of Services: *DDA was originally engaged to complete a market study only of wages paid to 97 position descriptions. The work plan was expanded to have us perform a full classification and compensation study for all positions, classifying all jobs and designing a new pay plan for the City.*

Reference #3: City of Golden Valley, MN

Contact: Kirsten Santelices, HR Director
763-593-3989
ksantelices@goldenvalleymn.gov

Contract Dated: January 2020 – completed December 2020, we continue to provide ongoing maintenance

Scope of Services: *All job titles were reclassified using the JET evaluation system, and several employee challenges were reviewed and resolved. Market wage study revealed that the current pay plan wages averaged about 5% below the benchmark average. We developed a new pay plan with expanded steps, reviewed several approaches for implementation, and ultimately arrived at a plan that worked within the City's limited budget.*

Reference #4: Rochester, MN

Contact: Linda Hillenbrand, HR Director
507-328-2561
lhillenbrand@rochestermn.gov

Contract Dated: October 2021 for ongoing maintenance

Scope of Services: *This is an example of a client engagement with a scope of services looking to maintain their current classification system. We learned a new classification system, their job positions and are able to maintain their pay philosophy, job descriptions and maintain competitive pay without having to complete an entire study.*

OUR PHILOSOPHY FOR COMPENSATION STUDIES

Government is in the service delivery business, and quality service requires quality employees. An effective compensation system will help you attract and keep talented employees. Likewise, an out-of-date or ill-conceived compensation system will produce turnover and hamper efforts to recruit quality replacements.

In the real world of limited resources, government is increasingly expected to do more with less. Accordingly, a community's pay philosophy must strike a reasonable balance between a desire to pay your good employees well to retain their good services, while at the same time controlling costs to keep faith with the taxpayers. Designing a pay system is not easy, every community is different, and a "one size fits all" approach seldom produces a good result. As we work with you to build the best compensation system for your community, we keep four very practical objectives in mind:

Compensation and Benefits

- Competitive to hire, retain, and motivate qualified employees

Internal Equity

- Satisfy MN Pay Equity Requirements

Positive and Transparent

- Be open and fair to employees, managers and unions

Customized

- Establish a pay philosophy based on your organization

We approach compensation study work as a practical, common-sense process – not as some theoretical or statistical exercise in regression analysis. We collect information, analyze it, and communicate our findings in simple understandable ways. Our honest goal is to help you design a compensation system that is technically solid, is one you actually understand, and one that works better than what you have now. We measure our effectiveness as a consulting firm not by studies completed, but by studies that are *actually implemented*. We do this through customizing your competitive pay philosophy.

WE CUSTOMIZE YOUR COMPETITIVE PAY BY:

- Approved benchmarks
 - We will help create a list that matches your demographics, service level, tax capacity, employee numbers and other factors that fit your organization
- Market results that illustrate where you are to the market
- Determine a pay philosophy of where you want to be in relation to the market
- Adjusting your pay structure
- Ongoing maintenance

Proposed Services

Introduction and Project Orientation (Included in all options)

- Project Initiation Meeting: Facilitated by DDA HR with applicable stakeholders as appropriate (1) to address current issues related to compensation, pay structure, policies, philosophies, and strategies, (2) to discuss the strengths and weaknesses of the current compensation system and (3) to identify possible barriers to implementing and maintaining change.
- Information Collection: Organization & salary material collected, including an employee roster, detailing key information (salary, job title, pay grade, etc.).
- Project Administration: Meeting with Project Team to develop and confirm detailed project schedule and review system history/materials.
- Define Communication Strategy: Partner with the City to design a communication strategy that combines best practices in the industry with practical applications and tools.
- Employee Orientation Sessions (optional): Conducted virtually, with one session recorded so any employee who is unable to attend can see the information presented.
- Job Description Review: We will undertake a general review of your existing job descriptions and recommend changes to assure compliance with ADA and other State and Federal Requirements. We can rewrite any job descriptions for an additional cost.

Rewrite Job Descriptions (included with Ongoing Maintenance with Full Study or as needed for \$150)

- Review of Current System: DDA HR will review current job descriptions and provide any comments on any recommended changes.
- Position Analysis Questionnaire (PAQ)- DDA will work with you to design a PAQ that reflects your needs. This document is critical to the process as DDA will use it to create the job descriptions and to evaluate all positions.
- We will distribute a position analysis questionnaire (PAQ) to all employees and their supervisors, asking them to outline all the important requirements for and duties of the job.
- Based upon the information on the PAQs, the job description for each position will be updated or rewritten in standardized format developed with and approved by the Project Team.
- Employees and supervisors will be asked to review the new job descriptions, and we will guide a controlled process for employees to appeal the content of descriptions before they are finalized.
- Addition job descriptions may be added to provide for internal promotional opportunities, or jobs may be consolidated to make administration easier.
- Final job descriptions will be submitted for final approval by department heads, the Project Team and governing Council.
- Job Description Appeal Process: Once jobs descriptions are completed, employees and supervisors will review. If changes are needed, they will complete a Job Description Appeal form.

- DDA will review appeals and work with Project Team and employees to create consistent results.

Job Evaluation (Included in Ongoing Maintenance and Full Study or as needed for \$150)

Job classification is a series of decisions about how a position is valued within an organization. Each factor requires a decision as to how the job under consideration will be rated using levels that are increasingly complex and of great impact, frequency, or quantity. We look at the job rather than the employee. Jobs are evaluated as they exist, or as the management plan says that they should exist, to meet the needs of the organization.

- Review of Current System: DDA HR will review current job descriptions and provide any comments on any recommended changes.
- Job Evaluation: DDA HR will use the existing system to evaluate all jobs using the information gathered from the PDQs.
- Appeal of Assigned Grade: DDA HR will partner with the City to design a structure that aligns internally. However, we strongly recommend an appeal process should an employee feel that their position was assigned an incorrect grade. We will provide forms and a process for the City to use for these appeals with all appeal decisions reviewed by Council.
- Recommend Changes to Current System: DDA HR will conduct analysis of existing classifications and provide recommendations on any changes to current classification plan, to include recommendation of standard classification and titling conventions.
- Review Fair Labor Standards Act (FLSA) Designations: DDA HR will review exempt and non-exempt designations to ensure they are appropriate for classifications and make recommended changes, where appropriate.

Market Analysis (included in all options)

- MN Data: DDA HR, in collaboration with the Project Team, will (1) confirm the labor market, (2) identify comparable organizations and gather data from various sources including the League of MN Cities, the Association of MN Counties and our roster of data from previous clients. We will work with the Project Team to select a group of benchmarks who you compete for talent, organizations that are similar to your services, and organizations that have similar factors including population, tax capacity, budget, number of employees and others as directed by the Project Team.
- We will collect detailed wage information on *all jobs* that you have in common with these communities – not just a selected list. We plan to utilize the wage survey data that is annually collected in the LMC/AMC wage data base, supplemented by other sources as needed to provide a meaningful set of comparison data. We will organize the results of this analysis using a series of graphs and charts that are designed to clearly show how your current pay ranges and wages compare to those of benchmark entities. This is the information needed to develop of a pay structure that balances both internal and external equity and assures compliance with State Pay Equity Compensation Standards.

Pay Grid Calibration (included options 2, 3, 4 and 5)

- Data Analysis: DDA HR will perform the following activities on all data: (1) perform a competitive analysis, (2) conduct a diagnostic review of the current salary structures to identify opportunities for simplification and reduction in pay compression and (3) recommend updates to the existing pay structures or develop pay structures.
- We will provide recommendations and options for either an adjustment of your existing compensation plan, or a replacement plan that produces a better match with your compensation philosophy.
- We will fine tune the plan to establish fair and equitable compensation relationships within and outside the organization that are workable within a union and non-union environment.
- We will provide system testing to assure that any option proposed will comply with the State's pay equity standards and Federal requirements.

Predict Payroll Cost Implementation (included in options 3, 4 and 5)

- We will outline transition options and next steps/costs.
- We will evaluate the cost/budget implications of up to two (2) alternative implementation strategies that consider your current budget constraints. The objective of this work is to provide you with meaningful, employee-by-employee level information that is useful for your detailed budgeting use.
- We will prepare final documents for the plan, including presentation, policy, guidelines, and procedures for administration. Any written and computerized data and supporting information will be submitted as appropriate or requested.

Final Report (included in all options)

- Draft Report and Communications Plan: DDA HR develops draft report and communications plan and discusses report elements with the Project Team
- Quality Assurance: DDA HR conducts quality assurance reviews and provides the draft report to the City for review and feedback.
- Final Report: DDA HR discusses consolidated feedback from the City and finalizes the report and communications plan.
- Guidelines and Policies: DDA HR provides the Project Team with compensation administrative guidelines and policies aligned with the updated/new system for review.
- Final Presentation: DDA HR presents study findings and recommendations to officials.

Ongoing Maintenance

This exclusive DDA Human Resources, Inc. program is designed to eliminate the need for large classification and compensation study every 4 to 6 years. Services include everything needed to keep a freshly updated compensation plan perpetually current. We find that over half of larger communities who have completed a compensation study with DDAHR have opted to convert to this management approach. Our ongoing maintenance scope generally includes a three-year commitment and includes the following services:

- We review, update and reclassify as necessary 1/3 of job descriptions annually.

- We annually update a market analysis of wages with benchmark communities and suggestion changes to pay plan as necessary to remain in tune with the market.
- For any new jobs or changed jobs, we will write and classify the position for placement in the compensation system.
- We will complete and submit a pay equity report every three years or when otherwise required.
- If desired, we will handle data input of wage data into the LMC/AMC salary system

We will provide budget support by:

- Recommending an adjustment to your Pay Plan for the coming year based upon COLA and market factors.
- Preparing up to two (2) analysis of budget impacts of alternatives for wage adjustments.
- Making an annual presentation to the staff and/or selected group on the status of your compensation system.

PROPOSED FEE FOR SERVICES

OPTION 1: MARKET ANALYSIS	TOTAL: \$2,500
OPTION 2: MARKET ANALYSIS AND PAY GRID CALIBRATION	TOTAL: \$4,500
OPTION 3: MARKET ANALYSIS, PAY GRID CALIBRATION AND BUDGET IMPLEMENTATION	TOTAL: \$5,500
OPTION 4: ONGOING MAINTENANCE	TOTAL: \$2,700 EACH YEAR for 3 YEARS
OPTION 5: FULL STUDY	TOTAL: \$8,100

For clients who prefer to receive maintenance support in a less rigorous manner, we offer a full range of support services with standard pricing:

- Write and classify a new or revised job description \$300 per position
- Classify a job description provided by client \$150 per position
- Market Wage Analysis \$100 base fee plus \$150 per position

Hourly rates:

- Professional \$250 per hour
- Technical Support \$150 per hour
- Clerical \$100 per hour

OUR CLIENTS

55 City Classification and Compensation Study Clients

Aitkin	Glyndon	Mankato	Royalton
Audubon	Golden Valley	Mayer	St. Augusta
Brainerd	Granite Falls	Medford	St. Paul Park
Breezy Point	Harmony	Medina	Staples
Caledonia	Hawley	Minneota	Thief River Falls
Cannon Falls	Howard Lake	New Ulm	Victoria
Clarks Grove	Kasson	North St. Paul	Warroad
Crosby	Lake Elmo	Norwood Young America	Watertown
Detroit Lakes	Lake Park	Olivia	Waverly
Dundas	Lakefield	Pequot Lakes	Zumbrota
East Grand Forks	Lanesboro	Pierz	
Eyota	Lester Prairie	Pillager	
Fairfax	Little Canada	Preston	
Fridley	Mahnomen	Rochester	
Gaylord	Mantorville	Rockville	

35 County Classification and Compensation Study Clients

Benton County	Mahnomen County
Big Stone County	McLeod County
Blue Earth County	Meeker County
Brown County	Morrison County
Clay County	Mower County
Cook County	Murray County
Chippewa County	Olmsted County
Dodge County	Polk County
Douglas County	Rice County
Fillmore County	Rock County
Freeborn County	St. Louis County
Goodhue County	Swift County
Houston County	Wadena County
Hubbard County	Waseca County
Jackson County	Wilkin County
Koochiching County	Yellow Medicine County
Le Sueur County	

17 Other Government Classification and Compensation Study Clients

Brainerd Utilities	Murray County Hospital
Counties Providing Technology	New Ulm Utilities
Detroit Lakes Utilities	Rice and Steele 911 Center
East Regional Development Commission	Southlake Minnetonka Police Department
Headwaters Regional Development Commission	Tri-Cap
Metro I-Net	Tri-County Community Corrections
MN Prairie County Alliance	Upper Valley Regional Development Center
MN Multi Housing Authority	Washington County Conservation District
Mower County Soil and Water Conservation District	

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date April 26, 2022

ITEM NUMBER Administrative Citations

STAFF INITIAL

JB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

As part of the new contract, Rum River Consultants (RRC) will be assisting with code enforcement. As we all know, there are a number of properties with long-standing issues that have been a challenge to address using the criminal court system. The recent zoning survey clearly highlighted community frustration around unaddressed code violations. RRC's preferred method of addressing city code violations is through an administrative citations program. The City has previously not used an administrative citations program due to the prosecuting attorney's advice regarding the administrative burden of such a program. With RRC taking care of the administrative burden, staff look forward to addressing some long-standing violations.

The following is a draft ordinance RRC used elsewhere and would modify to work here. If the Council is in agreement, staff will work with the city attorneys to prepare the ordinance for adoption.

OPTIONS:

STAFF RECOMMENDATION:

CHAPTER 38 ADMINISTRATIVE CITATIONS FOR ENFORCEMENT OF THE CITY CODE

§ 38.01 PURPOSE.....52
§ 38.02 SCOPE52
§ 38.03 GENERAL PROVISIONS.....52
§ 38.04 NOTICE OF VIOLATION AND ADMINISTRATIVE CITATION PROCEDURE.52
§ 38.05 ADMINISTRATIVE HEARING.....53
§ 38.06 HEARING OFFICER54
§ 38.07 PENALTIES AND CIVIL RECOVERY54

§ 38.01 PURPOSE

Administrative offense procedures established pursuant to this chapter are intended to provide the public and the city with an informal, cost effective, and expeditious alternative to traditional criminal charges for violations of certain ordinance provisions.

§ 38.02 SCOPE

The administrative citation procedures and penalties in this chapter may be used for any violation of city code except those governed by Chapter 37 of the City Code. The provisions of this chapter may be used concurrently with or in addition to any other procedure or remedy, criminal or civil, the City may pursue under City Code, state law, or federal law.

§ 38.03 GENERAL PROVISIONS

- (A) A violation of any provision of the city code is considered an administrative offense subject to the issuance of an administrative citation and civil penalties pursuant to this chapter. Each day a violation exists constitutes a separate offense. Violations may also be considered criminal offenses and charged out accordingly.
- (B) In cases where code violations involve real property, both the responsible party and the property owner may be held accountable for violations occurring on the said property after proper notice is given.
- (C) Persons authorized to enforce city code violations include, but is not limited to, any licensed Police Officer, any Police Reserve Officer, Community Service Officer, or police personnel approved by the Chief of Police, any designated City Code Enforcement personnel, Building Official, Building Inspector, Zoning Administrator, Fire Chief, Deputy Fire Chief, and the City Administrator. Persons may be restricted to enforcement of offenses within their respective departments.

§ 38.04 NOTICE OF VIOLATION AND ADMINISTRATIVE CITATION PROCEDURE

- (A) A person authorized to enforce provisions of the city code may issue an administrative citation upon belief that a code violation has occurred.

(B) If the code violation involves real property, a Property Maintenance Concern Letter must be sent to the property owner and the tenant notifying them of the violations before an administrative citation is issued, unless this is a subsequent violation within a 12 month period, at which time the letter can accompany any citation issued.

(C) The citation must be issued in person or by US first class mail to the person responsible for the violation and to the property owner identified by the Isanti County Property Record. The owner of the property is responsible for the actions of the property tenants and shall ensure compliance with city codes as it affects their property.

(D) The person responsible for the violation must either pay the scheduled civil penalty and bring the property into compliance within 10 days, or request a hearing within 10 days after issuance of the citation.

(E) A property owner or tenant may request an extension to come into compliance, which may be granted or denied by the City. If an extension to come into compliance is requested and granted, and the property owner or tenant does not come into compliance by the extension date, the administrative fine imposed with the citation for the violation shall not be rescinded. Additionally, a request for an extension to the compliance deadline shall constitute an admission to the violation, and a waiver of a right to request a hearing and under subparts (D) of 3804 and Subpart (C) of 38.05.

(F) The City reserves the authority to use the abatement process as outlined in Chapter 92 Nuisances, Section 92.21, in lieu of or in addition to the process as outlined in this Chapter.

(G) The City Administrator and the Chief of Police are authorized to promulgate rules and forms to affect the procedures herein.

§ 38.05 ADMINISTRATIVE HEARING

(A) Any person contesting an administrative offense pursuant to this chapter may, with 10 days after the issuance of the administrative citation, request a hearing, except for those persons who requested an extension as indicated in 38.04 (D).

(B) If requesting a hearing for code violations not involving real property, the request must be in writing and executed by the person cited. It must be addressed to the Chief of Police and minimally state the violators name and contact information, case or citation number, date and type of the offense and a brief description of why a hearing is being requested. A form may be prescribed by the Chief of Police.

(C) If requesting a hearing for a code violation involving real property, the request must be in writing and addressed to the City's Code Enforcement Officer and executed by the property owner, tenant, person cited, or person with an ownership interest in the property. It must minimally state the location involved, date, and type of offense, the name and contact information

of that person, that person's relationship to the property involved, the property owner's current name and contact information, and a brief statement why the hearing is being requested. In cases where a non-owner tenant is seeking a hearing, and where action is required to bring the property into compliance, the property owner will be notified and should be present during any hearing to represent their interest and responsibilities. The City is not required to hold more than one hearing per property for same or similar offenses. Failure to bring a property into compliance will result in potential criminal, civil or abatement action being taken against both the property owner and the tenant.

(D) The City may designate certain days when administrative hearings will be held, but hearings should be conducted within 90 days from the time of request if not sooner. The City may at any time, dismiss an administrative citation and issue a criminal citation if it is believed this is a better course of action to gain compliance.

(E) A hearing officer shall conduct an informal hearing to determine if a violation has occurred. The hearing officer shall have the authority to dismiss the violation or reduce or waive the penalty. If the violation is sustained by the hearing officer, the person(s) found responsible shall pay the penalty imposed and a library fee equal to the cost of the hearing within thirty days (30) of the date of the decision or within the time specified by the hearing officer. If the case involves real property and code violations requiring attention, the property shall also be brought into compliance by the date specified by the hearing officer. Both the property owner and tenant may be held responsible for this.

§ 38.06 HEARING OFFICER

The hearing officer shall be a neutral third party appointed by the City Council. The hearing officer is authorized to hear and determine any controversy relating to administrative offenses of the city code.

§ 38.07 PENALTIES AND CIVIL RECOVERY

(A) An administrative offense may be subject to a civil penalty not less than \$20.00 nor shall it exceed \$2,000. The City Council must adopt a schedule of civil penalties for offenses initiated by administrative citation. The City Council may adopt a schedule of fees to be paid to administrative hearing officers.

(B) Subsequent offenses. In the event a person or property owner is charged with a subsequent administrative offense within a 12-month period of paying an administrative penalty for the same or substantially similar offense, the subsequent administrative penalty may be doubled except as otherwise provided by resolution.

(C) Any person cited for an administrative offense must either pay the scheduled civil penalty within 30 days, or request a hearing within 10 days after citation issuance.

(D) Any person, tenant, or property owner, cited for an administrative offense involving code or zoning violations upon real property, must either pay the scheduled civil penalty within 30 days,

and bring the property into compliance within 10 days or request a hearing within 10 days after citation issuance.

(E) Payment of the civil penalty constitutes admission of the violation.

(F) If a civil penalty is not paid within the time specified, a lien will be placed upon the real property upon which the violation occurred. A lien may be assessed against the property and collected in the same manner as taxes.

(G) A personal obligation may be collected by any appropriate legal means. The City may use traditional debt collection methods to collect the fine and any associated fees.

(H) A late payment fee of 10% can be assessed for each 30 day period, or part there-of, that the fine remains unpaid after the due date.

(I) During the time the civil penalty remains unpaid, no city approval will be granted for a license, permit, or other city approval sought by the violator of for property under the violator's ownership or control.

(J) If the citation is not paid and the violations not corrected a Criminal Citation may be issued as well.

(K) The City reserves the authority to use the abatement process as outlined in Chapter 92 Nuisances, Section 92.21, in lieu of or in addition to the process as outlined in this chapter.