

**LAUDERDALE CITY COUNCIL MEETING AGENDA**  
**7:00 P.M. TUESDAY, JANUARY 9, 2024**  
**LAUDERDALE CITY HALL, 1891 WALNUT STREET**

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

1. **CALL TO ORDER THE LAUDERDALE CITY COUNCIL MEETING**
2. **ROLL CALL**
3. **APPROVALS**
  - a. Agenda
  - b. Minutes of the December 12, 2023 City Council Meetings
  - c. Claims Totaling \$287,630.86
4. **CONSENT**
  - a. November Financial Report
  - b. Correcting Error in City Administrator Contract
  - c. Resolution No. 010924A - Designate Official Depository and Investment Institutions
  - d. 2024 City Council Meeting Schedule
  - e. Resolution No. 010924B – Accepting 2024 SCORE Funding from Ramsey County for the Lauderdale Recycling Program
5. **SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**
6. **INFORMATIONAL PRESENTATIONS / REPORTS**
  - a. City Council Updates
7. **PUBLIC HEARINGS**

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

  - a. Resolution No. 010924C – A Resolution Establishing License and Permit Fees and Administrative Fees and Fines
8. **DISCUSSION / ACTION ITEM**
  - a. 2024 Committee Appointments and Assignments
  - b. Eustis Street Turnback Discussion
9. **ITEMS REMOVED FROM THE CONSENT AGENDA**
10. **ADDITIONAL ITEMS**
11. **SET AGENDA FOR NEXT MEETING**
  - a. December Financial Report
  - b. 2024 Alcohol and Tobacco Licenses

- c. Side Yard Setback Variance for 1773 Fulham Street
- d. Security Camera System
- e. Discussion with Northeast Youth and Family Services Director Angela Lewis-Dmello (February 13)
- f. Eureka Recycling Annual Update (February 27)

## 12. **WORK SESSION**

- a. Community Development Update
- b. Opportunity for the Public to Address the City Council

Any member of the public may speak at this time on any item not on the agenda. In consideration for the public attending the meeting, this portion of the meeting will be limited to fifteen (15) minutes. Individuals are requested to limit their comments to 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: Jan 9, 2024 07:00 PM Central Time (US and Canada)

Topic: January 9, 2024 Lauderdale City Council Webinar

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83885112449?pwd=N0VWYXpIWmNMM1pxNlV4Z0tKek9ZUT09>

Passcode: 213085

Or One tap mobile :

+13052241968,,83885112449# US

+13092053325,,83885112449# US

Or Telephone:

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

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 669 900 9128 US (San Jose)

+1 346 248 7799 US (Houston)

Webinar ID: 838 8511 2449

International numbers available: <https://us02web.zoom.us/j/keBPGCDH0M>

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December 12, 2023

**Call to Order**

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

**Roll Call**

Councilors present: Evan Sayre, Sharon Kelly, Duane Pulford, and Mayor Mary Gaasch.  
Councilors absent: Jeff Dains.

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

**Approvals**

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

Mayor Gaasch asked if there were corrections to the minutes of the November 28, 2023 City Council meeting. There being none, Councilor Pulford moved and seconded by Councilor Sayre to approve the November 28, 2023 City Council meeting minutes. Motion carried unanimously.

Mayor Gaasch asked if there were any questions on the claims. There being none, Councilor Kelly moved and seconded by Councilor Sayre to approve the claims totaling \$78,506.38. Motion carried unanimously.

**Consent**

Councilor Kelly moved and seconded by Councilor Pulford to approve the Consent Agenda thereby approving the 2024 SafeAssure contract, 2024 Northeast Youth and Family Services contract, CivicPlus contract renewal, and the year-end accounts payable authorization.

**Informational Presentations/Reports**

A. City Council Updates

Councilor Pulford shared that he attended a meeting at NineNorth on December 7. Beginning in 2024, he will step down from his role as secretary-treasurer to become the vice chair of the organization with the exit of chair Sue Majerus. Finally, Pulford stated that NineNorth wrote a letter to the FCC about the relevance of future local cable organizations.

Councilor Kelly stated that she attended the Roseville school board truth-in-taxation meeting in regards to the levy. Kelly also attended a Ramsey County League of Local Governments meeting in Maplewood regarding strength assessments.

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Mayor Gaasch shared that she attended a couple of Regional Council of Mayors meetings, and met the new mayor of the city of St. Anthony.

**Public Hearings**

**A. Side Yard Setback Variance Request for 1773 Fulham Street**

The applicant requested to reconstruct a detached garage at the same distance to the north property line as the current garage. The current garage is fourteen inches from the north property line. Zoning requires a five-foot side yard setback. Thus, the applicant requested a three-foot, ten-inch variance to the side yard setback requirement.

Mayor Gaasch opened the floor at 7:22 p.m. to those in attendance interested in addressing the Council on this issue.

Karen Gill Gerbig, 1753 Fulham Street, wrote a letter in support of the variance that was read by Bownik.

Tom Moffatt, 1773 Fulham Street, addressed the council to answer questions about the proposed project at his residence.

There being nobody else interested in speaking, Mayor Gaasch closed the floor at 7:29 p.m.

The Council discussed the peculiarities of this property, namely that the parcel only has access from Fulham Street (no alley), and a sewer easement in the rear yard diminishes the area in which a structure can be built. The home was centered in the lot leaving no more than a driveway width to access the rear of the property. Garages are not allowed in front yards. One reason for side yard setbacks is to provide room for drainage between properties. If approved, staff recommended a condition that would require drainage to terminate no closer than five feet to the property line and no portion of the building can be constructed over the sewer easement. Staff also noted that the applicants would have to meet stricter building code requirements (one-hour fire wall) as the garage would be closer than five feet to the property line. Additional conditions include a maintenance agreement with the neighbor and that staff are required to review the construction plans for compliance prior to issuance of a building permit.

Councilor Sayre made a motion to direct staff to prepare a resolution of approval for a side yard setback variance of three feet, ten inches at 1773 Fulham Street. This is contingent on the five conditions noted above. This was seconded by Councilor Pulford and carried unanimously.

**B. Proposed Ordinance No. 20-03 Amending City Code Regarding City Parks**

The city attorney and the City Council previously discussed use of tobacco and cannabis in city parks and natural spaces. The discussion centered on prohibiting tobacco and cannabis use for



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the public health benefits of all park users. The city attorney incorporated the previous council comments into the final draft of the ordinance.

Staff sent the draft ordinance out to the community for a ten-day review period and received a variety of responses and questions via email, to which staff responded.

After the public hearing, the Council may approve or amend the draft ordinance prior to adoption. The Council does not have to adopt the ordinance should new information arise, as it can be carried over into 2024. If the Council does adopt the ordinance, then the resolution allowing publication by title and summary should also be approved.

Mayor Gaasch opened the floor at 7:35 p.m. to those in attendance interested in addressing the Council on this issue.

No one present wished to speak so Butkowski read the written comments into the record.

The Association for Nonsmokers-MN and Live Smoke Free provided letters of support for the proposed ordinance.

Edee Affeldt provided her support for the ordinance amendment not allowing tobacco or cannabis in parks and natural spaces.

Gayle Mangan, Rosehill Circle, said she is all for keeping any kind of smoke/drug private.

Barbara Meier, Carl Street, said she supports the ordinance amendment prohibiting smoking (tobacco, cannabis, *whatever*) in Lauderdale's City park and other natural spaces.

Tom Moffatt, Fulham Street, said he completely supports this effort and applauds the city for taking this on. He encouraged the council to support the proposed ordinance.

Barbara Robinson asked why the Council wants to prohibit smoking in the park. Staff noted they responded to her question. In turn, she said she wonders why leaders made cannabis legal.

Quentin Roggenbuch said: Do we really need to ostracize them more? Do the police have enough to do? Lauderdale allows the sale of cigarettes but can they be arrested for lighting one in the parking lot? And no I don't smoke. But they pay a lot of taxes and have probably walked outside their home for fresh air. It's killing them and they smoke. Do you really think your ordinance will stop them?

Mayor Gaasch closed the floor at 7:40 p.m.

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Councilor Kelly made a motion to adopt Ordinance No. 23-03 Amending Title 7, Chapter 1 of the City Code Regarding City Parks. This was seconded by Councilor Pulford and carried unanimously.

C. Resolution No. 121223A – Authorizing Publication of Ordinance No. 23-03 by Title and Summary

Councilor Pulford made a motion to adopt Resolution No. 121223A—Authorizing Publication of Ordinance No. 23-03 by Title and Summary. This was seconded by Councilor Sayre and carried unanimously.

D. Resolution No. 121223B – Adopting and Certifying Liens for Delinquent Utilities and Unpaid Services

Each year the City must submit a resolution to Ramsey County certifying special assessments for the year. This year the City has one special assessments for unpaid tree removal services. Prior to adopting the resolution, the City Council must hold a public hearing in the event the owner or their representative would like to contest the special assessment.

Mayor Gaasch opened the floor at 7:42 p.m. to those in attendance interested in addressing the Council on this issue.

There being nobody interested in speaking, Mayor Gaasch closed the floor at 7:43 p.m.

Councilor Pulford made a motion to adopt Resolution No. 121223B—A Resolution Adopting and Certifying Liens for Delinquent Utilities and Unpaid Services. This was seconded by Councilor Kelly and carried unanimously.

**Discussion/Action Item**

A. Resolution No. 121223C – Adopting the 2024 Final Property Tax Levy

Butkowski said the City Council previously held the Truth-in-Taxation public hearing required by statute. No changes were recommended to the budget. The only remaining items are to adopt the levy and budget resolutions with the following motions.

Councilor Sayre made a motion to adopt Resolution No. 121223C—A Resolution Adopting the 2024 Final Property Tax Levy. This was seconded by Councilor Kelly and carried unanimously.

B. Resolution No. 121223D – Adopting the 2024 Final Budget and Establishing Fund Appropriations

Councilor Pulford made a motion to adopt Resolution No. 121223D—A Resolution Adopting the 2024 Final Budget and Establishing Fund Appropriations. This was seconded by Councilor Sayre and carried unanimously.

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C. Resolution No. 121223E – Approving the Application for Metropolitan Council Environmental Services (MCES) 2024 Private Property Inflow and Infiltration Grant Program  
Butkowski explained that the Metropolitan Council Environmental Services (MCES) will have grant funds to help home owners with sanitary sewer repairs that will remove and prevent clear water from entering the wastewater treatment system. Three individuals benefitted from the last program that happened around 2014, and now MCES is trying to make this an annual program.

Lauderdale has a handful of folks each year that either need to repair, replace, or line their sanitary sewer that would qualify for these funds. To that end, staff recommend applying for \$25,000. The maximum individual grant award is \$5,000. The amount granted to the City will be determined after all applications are received. The biggest impact would be to divert water entering the sanitary sewer system through exterior drains. They are most prevalent in homes that have below grade doors. Staff will reach out to these homeowners directly to educate them about the grant opportunity.

Councilor Kelly made a motion to adopt Resolution No. 121223E—Approving the Application for Metropolitan Council Environmental Services (MCES) 2024 Private Property Info and Infiltration Grant Program. This was seconded by Councilor Sayre and carried unanimously.

D. Resolution No. 121223F – Adopting and Certifying Recycling Assessments  
Recycling fees are remitted through the property tax system. Staff prepared the documents necessary for Ramsey County to complete that work on our behalf.

Councilor Pulford made a motion to approve Resolution No. 121223F Adopting and Certifying Recycling Assessments. This was seconded by Councilor Sayre and carried unanimously.

E. Resolution No. 121223G – Resolution Relating to the Issuance of Conduit Revenue  
Jenny Boulton from Kennedy and Graven attended the meeting virtually to provide information and answer any questions of the Council regarding the City’s participation in securing conduit debt for Roers Companies Project Holdings, LLC. They plan to use the funding to construct a 180-unit affordable multi-family apartment building in Burnsville.

The City has participated in a number of conduit debt projects outside of the city limits. The City partners with the organization that wants to use the City’s bonding authority. The City can offer its authority to other worthwhile organizations which it does in exchange for a fee. Our current rate is 90 basis points of the project amount (0.90%). The funds are deposited in the 414 Development Fund, which is currently paying the debt levy from the 2019 Eustis Street/

Roselawn Avenue reconstruction project. This project may result in enough funds to cover through the final debt levy payment in 2029.

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Participating in conduit debt project does not create a financial obligation for the City. The following resolution allows for the call of a public hearing on the matter at a future meeting.

Councilor Kelly made a motion to adopt Resolution No. 121223G — Resolution Relating to the Issuance of Conduit Revenue Bonds to Finance the Costs of a Multifamily Rental Housing Facility and Under Minnesota Statutes, Chapter 462C, as Amended; Granting Preliminary Approval Thereto; Calling for a Public Hearing; Establishing Compliance with Certain Reimbursement Regulations Under the Internal Revenue Code of 1986, as Amended; and Taking Certain Other Actions with Respect Thereto (Burnsville Heart of the City Affordable Multifamily Project). This was seconded by Councilor Sayre and carried unanimously.

**Set Agenda for Next Meeting**

Butkowski stated that the January 9 council meeting would include the November financial report; starting an environmental commission; designating official depository and investment institutions; 2024 committee appointments and assignments; establishing the 2024 fee schedule; and establishing the 2024 City Council meeting schedule.

**Work Session**

**A. Community Development Update**

Butkowski shared that the new public works truck will be purchased on December 13. The auditors will be here next week for their first visit. Staff are working with Metro-Inet to price security cameras to be installed at City Hall and the public works building. Ramsey County Manager Ryan O'Connor will be leaving to head the Metropolitan Council.

**B. Opportunity for the Public to Address the City Council**

Mayor Gaasch opened the floor to those in attendance interested in addressing the Council.

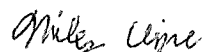
John Mueller, 1931 Carl Street, asked the Council about the zoning code update process and if the Council was willing to reduce the minimum lot use size.

There being nobody else interested in speaking, Mayor Gaasch closed the floor.

**Adjournment**

Councilor Pulford moved and seconded by Councilor Sayre to adjourn the meeting at 8:33 p.m. Motion carried unanimously.

Respectfully submitted,



Miles Cline  
Deputy City Clerk



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

### **Request for Council Action**

**To:** Mayor and City Council  
**From:** City Administrator  
**Meeting Date:** January 9, 2024  
**Subject:** List of Claims

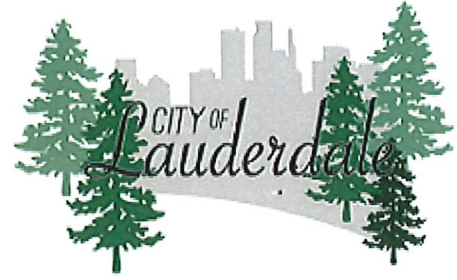
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The claims totaling \$287,630.86 are provided for City Council review and approval that includes check numbers 28718 to 28768.

# Accounts Payable

## Checks by Date - Detail by Check Date

User: miles.cline  
 Printed: 1/5/2024 3:45 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	180	Minnesota State Retirement System	12/22/2023	
	HCSP2023	2023 HCSP Submittal		943.72
	HCSP2023	2023 HCSP Submittal		104.25
	HCSP2023	2023 HCSP Submittal		254.23
	HCSP2023	2023 HCSP Submittal		65.88
	HCSP2023	2023 HCSP Submittal		572.00
	HCSP2023	2023 HCSP Submittal		9.28
	HCSP2023	2023 HCSP Submittal		286.42
	HCSP2023	2023 HCSP Submittal		656.82
	HCSP2023	2023 HCSP Submittal		1,903.01
	HCSP2023	2023 HCSP Submittal		771.22
Total for this ACH Check for Vendor 180:				5,566.83
ACH	34	AFSCME MN Council 5	12/22/2023	
		PR Batch 52600.12.2023 Union Dues	PR Batch 52600.12.2023 Uni	228.24
Total for this ACH Check for Vendor 34:				228.24
ACH	389	Blue Cross Blue Shield of Minnesota	12/22/2023	
		PR Batch 52600.12.2023 Vision Insurance	PR Batch 52600.12.2023 Visi	12.82
Total for this ACH Check for Vendor 389:				12.82
ACH	43	Public Employees Retirement Association	12/22/2023	
		PR Batch 52700.12.2023 PERA Coordinated	PR Batch 52700.12.2023 PER	84.92
		PR Batch 52600.12.2023 PERA Coordinated	PR Batch 52600.12.2023 PER	1,001.09
		PR Batch 52700.12.2023 PERA Coordinated	PR Batch 52700.12.2023 PER	97.98
		PR Batch 52600.12.2023 PERA Coordinated	PR Batch 52600.12.2023 PER	1,155.10
Total for this ACH Check for Vendor 43:				2,339.09
ACH	44	Minnesota Department of Revenue	12/22/2023	
		PR Batch 52700.12.2023 State Income Tax	PR Batch 52700.12.2023 Stat	38.08
		PR Batch 52600.12.2023 State Income Tax	PR Batch 52600.12.2023 Stat	750.44
Total for this ACH Check for Vendor 44:				788.52
ACH	45	ICMA Retirement Corporation	12/22/2023	
		PR Batch 52600.12.2023 Deferred Comp	PR Batch 52600.12.2023 Defi	2,000.29
		PR Batch 52600.12.2023 Deferred Comp	PR Batch 52600.12.2023 Defi	764.92
Total for this ACH Check for Vendor 45:				2,765.21
ACH	46	Internal Revenue Service	12/22/2023	
		PR Batch 52600.12.2023 FICA Employer Portio	PR Batch 52600.12.2023 FIC	1,173.54
		PR Batch 52700.12.2023 FICA Employee Portio	PR Batch 52700.12.2023 FIC	81.00
		PR Batch 52700.12.2023 FICA Employer Portio	PR Batch 52700.12.2023 FIC	81.00
		PR Batch 52700.12.2023 Medicare Employer Po	PR Batch 52700.12.2023 Mec	18.94
		PR Batch 52700.12.2023 Federal Income Tax	PR Batch 52700.12.2023 Fed	165.22
		PR Batch 52600.12.2023 FICA Employee Portio	PR Batch 52600.12.2023 FIC	1,173.54

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		PR Batch 52600.12.2023 Medicare Employer Po	PR Batch 52600.12.2023 Mec	274.46
		PR Batch 52600.12.2023 Medicare Employee Pc	PR Batch 52600.12.2023 Mec	274.46
		PR Batch 52700.12.2023 Medicare Employee Pc	PR Batch 52700.12.2023 Mec	18.94
		PR Batch 52600.12.2023 Federal Income Tax	PR Batch 52600.12.2023 Fed	2,298.93
Total for this ACH Check for Vendor 46:				5,560.03
28718	65 20126350	Allstream Inc. Fax Line	12/22/2023	88.84
Total for Check Number 28718:				88.84
28719	373 6290201000 6290201000 6290203494 6290203494	ARAMARK Uniform & Career Apparel Gr December Uniforms December Uniforms December Uniforms December Uniforms	12/22/2023	19.45 19.44 19.21 19.22
Total for Check Number 28719:				77.32
28720	56 122023	James Bownik 4Q23 Mileage Reimbursement	12/22/2023	25.68
Total for Check Number 28720:				25.68
28721	57 122023	Heather Butkowski 4Q23 Mileage Reimbursement	12/22/2023	30.92
Total for Check Number 28721:				30.92
28722	357 12152023-02	Capitol Region Watershed District Seminary Pond Annual Maintenance	12/22/2023	3,007.78
Total for Check Number 28722:				3,007.78
28723	29 4399	City of St Anthony December Police Services	12/22/2023	71,692.50
Total for Check Number 28723:				71,692.50
28724	192 189051608	Comcast Holdings Corporation December Internet	12/22/2023	413.00
Total for Check Number 28724:				413.00
28725	61 3080536	Gopher State One Call August Locates	12/22/2023	44.55
Total for Check Number 28725:				44.55
28726	134 00138	Katrina Joseph November Legal Services	12/22/2023	925.00
Total for Check Number 28726:				925.00
28727	31 178457	Kennedy & Graven Chartered November Legal Services	12/22/2023	1,615.00
Total for Check Number 28727:				1,615.00
28728	185 122023 122023	Lauderdale Certified Auto Repair Inc November Fuel November Fuel	12/22/2023	65.88 14.12



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	122023	November Fuel		14.12
			Total for Check Number 28728:	94.12
28729	12 2023-219 2023-219 2023-219	NineNorth November Virtual Meeting Charge November Virtual Meeting Production November Webstreaming & Archiving	12/22/2023	103.75 360.00 255.41
			Total for Check Number 28729:	719.16
28730	75 122023 122023 122023 122023 122023 122023	Petty Cash SRA Luncheon - HB SRA Luncheon - HB Menards - Public Works Garage Door Opener Target - Batteries Play it Again Sports - Day in the Park Supplies Nelson Cheese & Deli - City Council Luncheon	12/22/2023	15.00 14.00 37.73 22.67 5.36 53.94
			Total for Check Number 28730:	148.70
28731	5 619861-11-23	Premium Waters Inc November Water Bottles	12/22/2023	18.90
			Total for Check Number 28731:	18.90
28732	26 2172957	Stantec Consulting Services Inc General Engineering Services	12/22/2023	311.25
			Total for Check Number 28732:	311.25
28733	414 410663	The MPX Group Lauderdale Envelopes	12/22/2023	456.77
			Total for Check Number 28733:	456.77
28734	90 9950611547 9950611547 9950611547	Verizon Wireless November Cell Phone November Cell Phone November Cell Phone	12/22/2023	50.15 50.15 100.30
			Total for Check Number 28734:	200.60
28735	74 855351939 855442041 855494033 855667648 855667648 855670549 855670549 855670549 855670549 855670549 855734763	Xcel Energy 2430 Larpenteur Avenue W Larpenteur Bridge Lights November Street Lighting 1891 Walnut Street 1891 Walnut Street 1885 Fulham Street 1917 Walnut Street 1885 Fulham Street 1917 Walnut Street Larpenteur Avenue	12/22/2023	14.86 42.05 506.74 218.65 204.54 39.02 27.36 41.30 79.60 75.27
			Total for Check Number 28735:	1,249.39
28736	25  RISK-002273	County of Ramsey PR Batch 52600.12.2023 Life Insurance PR Batch 52600.12.2023 Long Term Disability PR Batch 52600.12.2023 Short Term Disability December Insurance Processing Fee	12/22/2023 PR Batch 52600.12.2023 Life PR Batch 52600.12.2023 Lon PR Batch 52600.12.2023 Sho	212.93 104.75 96.71 12.77



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 28736:	427.16
			Total for 12/22/2023:	98,807.38
28737	30 396724 396740 396751	League of Minnesota Cities MG Elected Leaders Training DP Elected Leaders Training SK Elected Leaders Training	01/02/2024	350.00 350.00 350.00
			Total for Check Number 28737:	1,050.00
28738	24 1165590	Metropolitan Council January Waste Water	01/02/2024	14,146.65
			Total for Check Number 28738:	14,146.65
28739	231 3467 3467 3467 3467 3467	SafeAssure Consultants Inc Safety Training Annual Contract Safety Training Annual Contract Safety Training Annual Contract Safety Training Annual Contract Safety Training Annual Contract	01/02/2024	279.99 419.97 279.98 279.98 140.00
			Total for Check Number 28739:	1,399.92
			Total for 1/2/2024:	16,596.57
ACH	43	Public Employees Retirement Association PR Batch 05100.01.2024 PERA Coordinated PR Batch 05100.01.2024 PERA Coordinated	01/05/2024 PR Batch 05100.01.2024 PER PR Batch 05100.01.2024 PER	1,308.92 1,134.40
			Total for this ACH Check for Vendor 43:	2,443.32
ACH	44	Minnesota Department of Revenue PR Batch 05100.01.2024 State Income Tax	01/05/2024 PR Batch 05100.01.2024 Stat	800.89
			Total for this ACH Check for Vendor 44:	800.89
ACH	45	ICMA Retirement Corporation PR Batch 05100.01.2024 Deferred Comp PR Batch 05100.01.2024 Deferred Comp	01/05/2024 PR Batch 05100.01.2024 Defi PR Batch 05100.01.2024 Defi	1,250.00 1,675.00
			Total for this ACH Check for Vendor 45:	2,925.00
ACH	46	Internal Revenue Service PR Batch 05100.01.2024 Medicare Employer Po PR Batch 05100.01.2024 FICA Employee Portio PR Batch 05100.01.2024 FICA Employer Portio PR Batch 05100.01.2024 Federal Income Tax PR Batch 05100.01.2024 Medicare Employee Pc	01/05/2024 PR Batch 05100.01.2024 Mec PR Batch 05100.01.2024 FIC. PR Batch 05100.01.2024 FIC. PR Batch 05100.01.2024 Fed PR Batch 05100.01.2024 Mec	273.76 1,170.58 1,170.58 2,048.44 273.76
			Total for this ACH Check for Vendor 46:	4,937.12
ACH	47	Public Employees Insurance Program PR Batch 05100.01.2024 Dental PR Batch 05100.01.2024 Health Insurance	01/05/2024 PR Batch 05100.01.2024 Den PR Batch 05100.01.2024 Hea	85.20 2,732.58

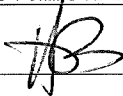
Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for this ACH Check for Vendor 47:	2,817.78
			Total for 1/5/2024:	13,924.11
28740	13 10891	8th Day Landscaping LLC December 2023 Snow Removal	01/09/2024	710.00
			Total for Check Number 28740:	710.00
28741	373 6290205745 6290205745 6290207990 6290207990	ARAMARK Uniform & Career Apparel Gr December Uniforms December Uniforms January Uniforms January Uniforms	01/09/2024	19.44 19.45 19.44 19.45
			Total for Check Number 28741:	77.78
28742	383 S1 474681010124	Aspen Waste Systems of Minnesota Inc January Refuse Service	01/09/2024	445.66
			Total for Check Number 28742:	445.66
28743	233 83944 83944	Bond Trust Services Corporation 2019A Bond Interest 333519 2019A Bond Principal 333519	01/09/2024	8,562.50 100,000.00
			Total for Check Number 28743:	108,562.50
28744	233 85065	Bond Trust Services Corporation 2019A Agent Paying Fee - Ref 85065-PA	01/09/2024	475.00
			Total for Check Number 28744:	475.00
28745	33 23-08	City of Falcon Heights Snow Plowing October 1 - December 31, 2023	01/09/2024	12,454.00
			Total for Check Number 28745:	12,454.00
28746	25 PRRRV-002452	County of Ramsey 2024 Election Services	01/09/2024	5,310.00
			Total for Check Number 28746:	5,310.00
28747	361 012024	Tom Douvier CDL License Renewal	01/09/2024	110.00
			Total for Check Number 28747:	110.00
28748	177 012024 012024	DVS Vehicle Registration Renewal - '16 Ford Vehicle Registration Renewal - '12 Ford	01/09/2024	20.25 20.25
			Total for Check Number 28748:	40.50
28749	385 012024	Fusion Learning Partners 2024 Membership Dues - 2024RCLLGMMBRIZ	01/09/2024	200.00
			Total for Check Number 28749:	200.00
28750	61	Gopher State One Call	01/09/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	3120536	December Locates		5.40
			Total for Check Number 28750:	5.40
28751	82 012024	Home Depot City Hall Cleaning Supplies	01/09/2024	49.55
			Total for Check Number 28751:	49.55
28752	134 00139	Katrina Joseph December Legal Services	01/09/2024	925.00
			Total for Check Number 28752:	925.00
28753	30 397568	League of Minnesota Cities MN Cities Stormwater Coalition Contributions	01/09/2024	570.00
			Total for Check Number 28753:	570.00
28754	23 INV2428494	Metro Sales Inc 4Q23 Copy Charges	01/09/2024	124.59
			Total for Check Number 28754:	124.59
28755	152 012024	Metro Watershed Partners 2024 Membership Clean Water MN	01/09/2024	500.00
			Total for Check Number 28755:	500.00
28756	387 1680	Metro-INET January IT Services	01/09/2024	2,464.00
			Total for Check Number 28756:	2,464.00
28757	99 012024	Metropolitan Area Management Association 2024 HB Dues	01/09/2024	45.00
			Total for Check Number 28757:	45.00
28758	24 0001166800	Metropolitan Council February Waste Water	01/09/2024	14,146.65
			Total for Check Number 28758:	14,146.65
28759	390 012024	MN Shade Tree Short Course 2024 MN Shade Tree Short Course - GB	01/09/2024	230.00
			Total for Check Number 28759:	230.00
28760	12 2023-246 2023-246 2023-246	NineNorth December Webstreaming & Archiving December Virtual Meeting Charge December Virtual Meeting Production	01/09/2024	255.41 103.75 180.00
			Total for Check Number 28760:	539.16
28761	84 012024 012024 012024 012024	North Star Bank Cardmember Services December Costco Fuel Office Depot - Computer Paper December Costco Fuel December Costco Fuel	01/09/2024	54.68 204.20 255.20 54.69

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 28761:	568.77
28762	367 1001	Northeast Youth & Family Services Municipality Service Contract	01/09/2024	5,324.63
			Total for Check Number 28762:	5,324.63
28763	10 0001654849	On Site Sanitation Inc 12/23/2023 - 01/19/2024 Park Portable Restroom	01/09/2024	101.00
			Total for Check Number 28763:	101.00
28764	388 PS-INV103494	PeopleService Inc January Wastewater	01/09/2024	630.00
			Total for Check Number 28764:	630.00
28765	5 319691571 319735596	Premium Waters Inc October Water Bottles October Water Bottles	01/09/2024	14.58 4.32
			Total for Check Number 28765:	18.90
28766	404 012024	Star Tribune Digital Subscription	01/09/2024	51.77
			Total for Check Number 28766:	51.77
28767	4 SI008985 SI008985	The Neighborhood Recycling Company Inc December Multi-Family Recycling December Single Unit Dwelling	01/09/2024	420.21 3,026.73
			Total for Check Number 28767:	3,446.94
28768	3 518909569	US National Equipment Finance Inc January Copier Lease	01/09/2024	176.00
			Total for Check Number 28768:	176.00
			Total for 1/9/2024:	158,302.80
			Report Total (63 checks):	287,630.86

**LAUDERDALE COUNCIL  
ACTION FORM**

<b>Action Requested</b>	
Consent	___X___
Public Hearing	_____
Discussion	_____
Action	_____
Resolution	_____
Work Session	_____

Meeting Date	January 9, 2024
ITEM NUMBER	November Financial Report
STAFF INITIAL	
APPROVED BY ADMINISTRATOR	

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

Every month, staff provide the Council with an updated copy of the city's finances. Following are the revenue, expense, and cash balance reports for November 2023.

**OPTIONS:**

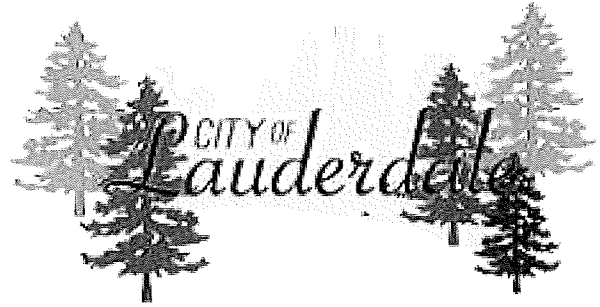
**STAFF RECOMMENDATION:**

By approving the consent agenda, the Council acknowledges the city's financial report for November 2023.

# General Ledger

## Cash Balances

User: heather.butkowski  
 Printed: 12/14/2023 3:34:34 PM  
 Period 11 - 11  
 Fiscal Year 2023



Description	Account	Beg Bal	MTD Debit	MTD Credit	Current Balance
Cash	101-00000-000-10100	-3,072,400.39	601,330.25	404,881.01	-2,875,951.15
Change Fund	101-00000-000-10300	100.00	0.00	0.00	100.00
Cash	226-00000-000-10100	45,664.99	113.16	2,493.93	43,284.22
Cash	227-00000-000-10100	52,333.17	32,059.74	5,558.47	78,834.44
Cash	228-00000-000-10100	146,798.79	0.00	146,798.79	0.00
Cash	306-00000-000-10100	213,776.06	14,181.76	0.00	227,957.82
Cash	401-00000-000-10100	151,031.00	395.90	0.00	151,426.90
Cash	403-00000-000-10100	388,114.46	4,902.34	2,180.75	390,836.05
Cash	404-00000-000-10100	198,320.16	519.86	0.00	198,840.02
Cash	406-00000-000-10100	347,365.64	910.55	0.00	348,276.19
Cash	414-00000-000-10100	300,991.75	788.99	0.00	301,780.74
Cash	416-00000-000-10100	92,410.61	242.24	0.00	92,652.85
Cash	602-00000-000-10100	886,316.77	17,787.09	20,493.62	883,610.24
Cash	603-00000-000-10100	399,247.06	10,999.72	10,757.26	399,489.52
<b>Current Assets</b>		<b>150,070.07</b>	<b>684,231.60</b>	<b>593,163.83</b>	<b>241,137.84</b>
Petty Cash	101-00000-000-10200	300.00	0.00	0.00	300.00
<b>Petty Cash</b>		<b>300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>300.00</b>
Investments - Fair Value Adj	101-00000-000-10410	3,639,152.26	10,193.12	0.00	3,649,345.38
<b>Investments</b>		<b>3,639,152.26</b>	<b>10,193.12</b>	<b>0.00</b>	<b>3,649,345.38</b>
<b>Grand Total</b>		<b><u>3,789,522.33</u></b>	<b><u>694,424.72</u></b>	<b><u>593,163.83</u></b>	<b><u>3,890,783.22</u></b>

# General Ledger Revenue vs Expense



User: heather.butkowski  
 Printed: 12/14/2023 3:36:00 PM  
 Period 11 - 11  
 Fiscal Year 2023

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend	Collect
<b>101</b>	<b>General Fund</b>						
	<b>Revenue</b>						
	Taxes	1,010,172.00	273,172.78	782,461.74	227,710.26		77.46
	Licenses and Permits	41,150.00	5,646.03	70,320.38	-29,170.38		170.89
	Intergovernmental Revenues	477,461.00	0.00	238,730.50	238,730.50		50.00
	Charges for Services	12,550.00	2,209.36	25,566.76	-13,016.76		203.72
	Fines and Forfeits	25,000.00	2,787.65	21,363.45	3,636.55		85.45
	Miscellaneous Revenue	21,500.00	-3,270.26	111,905.98	-90,405.98		520.49
	Other Financing Sources	55,000.00	146,798.79	201,798.79	-146,798.79		366.91
		<b>1,642,833.00</b>	<b>427,344.35</b>	<b>1,452,147.60</b>	<b>190,685.40</b>		<b>88.39</b>
	<b>Revenue</b>						
	<b>Expense</b>						
	Personal Services	441,267.00	33,487.46	393,681.12	47,585.88		89.22
	Supplies	14,794.00	2,896.60	23,625.27	-8,831.27		159.69
	Other Services and Charges	1,181,772.00	183,888.29	1,161,635.32	20,136.68		98.30
	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
		<b>1,642,833.00</b>	<b>220,272.35</b>	<b>1,578,941.71</b>	<b>63,891.29</b>		<b>96.11</b>
	<b>Expense</b>						
<b>101</b>	<b>General Fund</b>	<b>0.00</b>	<b>207,072.00</b>	<b>-126,794.11</b>	<b>126,794.11</b>		<b>0.00</b>

# General Ledger Revenue vs Expense



User: heather.butkowski  
 Printed: 12/14/2023 3:36:00 PM  
 Period 11 - 11  
 Fiscal Year 2023

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
226	<b>Communications</b>					
	Revenue	18,000.00	0.00	10,259.49	7,740.51	57.00
	Taxes	0.00	0.00	0.00	0.00	0.00
	Intergovernmental Revenues	200.00	113.16	809.91	-609.91	404.96
	Miscellaneous Revenue	0.00	0.00	50,000.00	-50,000.00	0.00
	Other Financing Sources					
	<b>Revenue</b>	<b>18,200.00</b>	<b>113.16</b>	<b>61,069.40</b>	<b>-42,869.40</b>	<b>335.55</b>
	<b>Expense</b>					
	Personal Services	10,171.00	823.39	9,738.35	432.65	95.75
	Supplies	0.00	0.00	0.00	0.00	0.00
	Other Services and Charges	12,500.00	1,670.54	11,241.17	1,258.83	89.93
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	<b>Expense</b>	<b>22,671.00</b>	<b>2,493.93</b>	<b>20,979.52</b>	<b>1,691.48</b>	<b>92.54</b>
226	<b>Communications</b>	<b>-4,471.00</b>	<b>-2,380.77</b>	<b>40,089.88</b>	<b>-44,560.88</b>	<b>-896.66</b>



# General Ledger Revenue vs Expense



User: heather.butkowski  
 Printed: 12/14/2023 3:36:00 PM  
 Period 11 - 11  
 Fiscal Year 2023

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
227	<b>Recycling Revenue</b>					
	Intergovernmental Revenues	6,118.00	0.00	0.00	6,118.00	0.00
	Miscellaneous Revenue	<u>71,115.00</u>	<u>32,059.74</u>	<u>71,241.83</u>	<u>-126.83</u>	<u>100.18</u>
	<b>Revenue</b>	<b>77,233.00</b>	<b>32,059.74</b>	<b>71,241.83</b>	<b>5,991.17</b>	<b>92.24</b>
	<b>Expense</b>					
	Personal Services	26,021.00	2,111.53	24,985.86	1,035.14	96.02
	Supplies	0.00	0.00	0.00	0.00	0.00
	Other Services and Charges	41,363.00	3,446.94	34,469.40	6,893.60	83.33
	Capital Outlay	<u>350.00</u>	<u>0.00</u>	<u>0.00</u>	<u>350.00</u>	<u>0.00</u>
	<b>Expense</b>	<b>67,734.00</b>	<b>5,558.47</b>	<b>59,455.26</b>	<b>8,278.74</b>	<b>87.78</b>
227	<b>Recycling</b>	<b>9,499.00</b>	<b>26,501.27</b>	<b>11,786.57</b>	<b>-2,287.57</b>	<b>124.08</b>

# General Ledger Revenue vs Expense



User: heather.butkowski  
 Printed: 12/14/2023 3:36:00 PM  
 Period 11 - 11  
 Fiscal Year 2023

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
228	<b>Fund</b>					
	<b>Revenue</b>					
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	<u>1,000.00</u>	<u>0.00</u>	<u>3,995.63</u>	<u>-2,995.63</u>	<u>399.56</u>
	<b>Revenue</b>	<b>1,000.00</b>	<b>0.00</b>	<b>3,995.63</b>	<b>-2,995.63</b>	<b>399.56</b>
	<b>Expense</b>					
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Other Uses	<u>55,000.00</u>	<u>146,798.79</u>	<u>251,798.79</u>	<u>-196,798.79</u>	<u>457.82</u>
	<b>Expense</b>	<b>55,000.00</b>	<b>146,798.79</b>	<b>251,798.79</b>	<b>-196,798.79</b>	<b>457.82</b>
228	<b>Fund</b>	<b>-54,000.00</b>	<b>-146,798.79</b>	<b>-247,803.16</b>	<b>193,803.16</b>	<b>458.89</b>

# General Ledger Revenue vs Expense



User: heather.butkowski  
 Printed: 12/14/2023 3:36:00 PM  
 Period 11 - 11  
 Fiscal Year 2023

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
305	GO TIF Revenue Bonds 2018A					
	Revenue					
	Miscellaneous Revenue	300.00	0.00	0.00	300.00	0.00
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	<b>Revenue</b>	<b>300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>300.00</b>	<b>0.00</b>
	Expense					
	Other Services and Charges	475.00	0.00	0.00	475.00	0.00
	Debt Service	0.00	0.00	0.00	0.00	0.00
	<b>Expense</b>	<b>475.00</b>	<b>0.00</b>	<b>0.00</b>	<b>475.00</b>	<b>0.00</b>
305	GO TIF Revenue Bonds 2018A	-175.00	0.00	0.00	-175.00	0.00

# General Ledger Revenue vs Expense



User: heather.butkowski  
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 Period 11 - 11  
 Fiscal Year 2023

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
306	2019A Improvement Bonds					
	Revenue					
	Miscellaneous Revenue	500.00	595.99	4,905.49	-4,405.49	981.10
	Other Financing Sources	<u>122,981.00</u>	<u>13,585.77</u>	<u>102,425.72</u>	<u>20,555.28</u>	<u>83.29</u>
	Revenue	123,481.00	14,181.76	107,331.21	16,149.79	86.92
	Expense					
	Other Services and Charges	475.00	0.00	1,000.00	-525.00	210.53
	Debt Service	<u>117,938.00</u>	<u>0.00</u>	<u>117,937.50</u>	<u>0.50</u>	<u>100.00</u>
	Expense	118,413.00	0.00	118,937.50	-524.50	100.44
306	2019A Improvement Bonds	5,068.00	14,181.76	-11,606.29	16,674.29	-229.01

# General Ledger Revenue vs Expense



User: heather.butkowski  
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 Period 11 - 11  
 Fiscal Year 2023

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
401	<b>General Capital Projects</b>					
	<b>Revenue</b>					
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	1,500.00	395.90	3,805.31	-2,305.31	253.69
	Other Financing Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>Revenue</b>	<b>1,500.00</b>	<b>395.90</b>	<b>3,805.31</b>	<b>-2,305.31</b>	<b>253.69</b>
	<b>Expense</b>					
	Other Services and Charges	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	85,000.00	0.00	0.00	85,000.00	0.00
	Other Uses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>Expense</b>	<b>85,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>85,000.00</b>	<b>0.00</b>
401	<b>General Capital Projects</b>	<b>-83,500.00</b>	<b>395.90</b>	<b>3,805.31</b>	<b>-87,305.31</b>	<b>-4.56</b>

# General Ledger Revenue vs Expense



User: heather.butkowski  
 Printed: 12/14/2023 3:36:00 PM  
 Period 11 - 11  
 Fiscal Year 2023

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	4,902.34	34,874.95	-30,874.95	871.87
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	<b>Revenue</b>	<b>4,000.00</b>	<b>4,902.34</b>	<b>34,874.95</b>	<b>-30,874.95</b>	<b>871.87</b>
	Expense					
	Other Services and Charges	0.00	367.50	367.50	-367.50	0.00
	Capital Outlay	0.00	1,813.25	58,628.81	-58,628.81	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
	<b>Expense</b>	<b>0.00</b>	<b>2,180.75</b>	<b>58,996.31</b>	<b>-58,996.31</b>	<b>0.00</b>
403	Street Capital Projects	4,000.00	2,721.59	-24,121.36	28,121.36	-603.03

# General Ledger Revenue vs Expense



User: heather.butkowski  
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 Period 11 - 11  
 Fiscal Year 2023

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
404	<b>Park Capital Projects</b>					
	<b>Revenue</b>					
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	4,000.00	519.86	5,061.93	-1,061.93	126.55
	Other Financing Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>Revenue</b>	<b>4,000.00</b>	<b>519.86</b>	<b>5,061.93</b>	<b>-1,061.93</b>	<b>126.55</b>
	<b>Expense</b>					
	Supplies	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	0.00	0.00	6,963.00	-6,963.00	0.00
	Other Uses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>6,963.00</b>	<b>-6,963.00</b>	<b>0.00</b>
404	<b>Park Capital Projects</b>	<b>4,000.00</b>	<b>519.86</b>	<b>-1,901.07</b>	<b>5,901.07</b>	<b>-47.53</b>

# General Ledger Revenue vs Expense



User: heather.butkowski  
 Printed: 12/14/2023 3:36:00 PM  
 Period 11 - 11  
 Fiscal Year 2023

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
406	Park Dedication Revenue	3,000.00	910.55	8,752.06	-5,752.06	291.74
	Miscellaneous Revenue					
	Revenue	3,000.00	910.55	8,752.06	-5,752.06	291.74
406	Park Dedication	3,000.00	910.55	8,752.06	-5,752.06	291.74



# General Ledger Revenue vs Expense



User: heather.butkowski  
 Printed: 12/14/2023 3:36:00 PM  
 Period 11 - 11  
 Fiscal Year 2023

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
414	<b>Development</b>					
	<b>Revenue</b>					
	Miscellaneous Revenue	4,000.00	788.99	7,974.70	-3,974.70	199.37
	Other Financing Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>Revenue</b>	<b>4,000.00</b>	<b>788.99</b>	<b>7,974.70</b>	<b>-3,974.70</b>	<b>199.37</b>
	<b>Expense</b>					
	Other Services and Charges	0.00	0.00	0.00	0.00	0.00
	Other Uses	<u>68,198.00</u>	<u>0.00</u>	<u>68,198.00</u>	<u>0.00</u>	<u>100.00</u>
	<b>Expense</b>	<b>68,198.00</b>	<b>0.00</b>	<b>68,198.00</b>	<b>0.00</b>	<b>100.00</b>
414	<b>Development</b>	<b>-64,198.00</b>	<b>788.99</b>	<b>-60,223.30</b>	<b>-3,974.70</b>	<b>93.81</b>

# General Ledger Revenue vs Expense



User: heather.butkowski  
 Printed: 12/14/2023 3:36:00 PM  
 Period 11 - 11  
 Fiscal Year 2023

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
415	Housing Redevelopment					
	Revenue					
	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	<b>Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	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
	<b>Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
415	Housing Redevelopment	0.00	0.00	0.00	0.00	0.00

# General Ledger Revenue vs Expense



User: heather.butkowski  
 Printed: 12/14/2023 3:36:00 PM  
 Period 11 - 11  
 Fiscal Year 2023

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	3,000.00	242.24	2,345.14	654.86	78.17
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	<b>Revenue</b>	<b>3,000.00</b>	<b>242.24</b>	<b>2,345.14</b>	<b>654.86</b>	<b>78.17</b>
	Expense					
	Other Services and Charges	550.00	0.00	1,273.75	-723.75	231.59
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	<b>Expense</b>	<b>550.00</b>	<b>0.00</b>	<b>1,273.75</b>	<b>-723.75</b>	<b>231.59</b>
416	TIF District No. 1-2	2,450.00	242.24	1,071.39	1,378.61	43.73

# General Ledger Revenue vs Expense



User: heather.butkowski  
 Printed: 12/14/2023 3:36:00 PM  
 Period 11 - 11  
 Fiscal Year 2023

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
602	Sanitary Sewer					
	Revenue	0.00	0.00	50,521.00	-50,521.00	0.00
	Intergovernmental Revenues	294,493.00	13,624.33	264,210.80	30,282.20	89.72
	Charges for Services	8,000.00	3,881.06	24,543.11	-16,543.11	306.79
	Miscellaneous Revenue	0.00	363.57	727.14	-727.14	0.00
	Other Financing Sources					
	<b>Revenue</b>	<b>302,493.00</b>	<b>17,868.96</b>	<b>340,002.05</b>	<b>-37,509.05</b>	<b>112.40</b>
	Expense					
	Personal Services	80,010.00	5,904.62	71,863.96	8,146.04	89.82
	Supplies	800.00	63.69	3,794.13	-2,994.13	474.27
	Other Services and Charges	177,093.00	14,607.18	201,899.89	-24,806.89	114.01
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	<b>Expense</b>	<b>257,903.00</b>	<b>20,575.49</b>	<b>277,557.98</b>	<b>-19,654.98</b>	<b>107.62</b>
602	Sanitary Sewer	44,590.00	-2,706.53	62,444.07	-17,854.07	140.04

# General Ledger Revenue vs Expense



User: heather.butkowski  
 Printed: 12/14/2023 3:36:00 PM  
 Period 11 - 11  
 Fiscal Year 2023

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
603	<b>Storm Water</b>					
	<b>Revenue</b>					
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Charges for Services	114,805.00	9,969.72	104,500.81	10,304.19	91.02
	Miscellaneous Revenue	4,500.00	1,044.45	9,904.70	-5,404.70	220.10
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	<b>Revenue</b>	<b>119,305.00</b>	<b>11,014.17</b>	<b>114,405.51</b>	<b>4,899.49</b>	<b>95.89</b>
	<b>Expense</b>					
	Personal Services	68,118.00	5,055.97	61,355.85	6,762.15	90.07
	Supplies	750.00	63.69	786.94	-36.94	104.93
	Other Services and Charges	20,150.00	5,652.05	26,151.65	-6,001.65	129.78
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	<b>Expense</b>	<b>89,018.00</b>	<b>10,771.71</b>	<b>88,294.44</b>	<b>723.56</b>	<b>99.19</b>
603	<b>Storm Water</b>	<b>30,287.00</b>	<b>242.46</b>	<b>26,111.07</b>	<b>4,175.93</b>	<b>86.21</b>

# General Ledger

## Revenue vs Expense



User: heather.butkowski  
 Printed: 12/14/2023 3:36:00 PM  
 Period 11 - 11  
 Fiscal Year 2023

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
999	<b>Fund</b>					
	<b>Revenue</b>					
	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
	<b>Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Expense</b>					
	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
	<b>Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
999	<b>Fund</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

# General Ledger

## Revenue vs Expense



User: heather.butkowski  
 Printed: 12/14/2023 3:36:00 PM  
 Period 11 - 11  
 Fiscal Year 2023

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
Revenue Total		2,304,345.00	510,342.02	2,213,007.32	91,337.68	0.9604
Expense Total		2,407,795.00	408,651.49	2,531,396.26	-123,601.26	1.0513
Grand Total		-103,450.00	101,690.53	-318,388.94	214,938.94	3.0777

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent                      X    
Public Hearing                       
Discussion                            
Action                                 
Resolution                           
Work Session                      

Meeting Date                    January 9, 2024

ITEM NUMBER                   Employment Agreement

STAFF INITIAL                     AB  

APPROVED BY ADMINISTRATOR

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

While updating payroll information in our accounting software for 2024, staff noticed an error in the city administrator's contract approved last February. Because the position was below market pay by more than ten percent, the Council approved raising the pay of the position by five percent in 2023 and 2024 in addition to the COLA adjustments for those years. Following is the original packet materials with orange highlights to show the intended pay increase versus what was included on the spreadsheet made part of the agreement.

Staff recommends the Council reapproves the March 2023 agreement language with a new date of January 9, 2024 and the correct wage scale appendix.

**OPTIONS:**

Approve the amended agreement as presented or remove from the Consent Agenda for discussion.

**STAFF RECOMMENDATION:**

By approving the Consent Agenda, the Council reapproves the March 2023 agreement language with a new effective date of January 9, 2024 and the correct wage scale appendix



**LAUDERDALE COUNCIL  
ACTION FORM**

<b>Action Requested</b>	
Consent	_____
Public Hearing	_____
Discussion	_____X_____
Action	_____X_____
Resolution	_____
Work Session	_____

Meeting Date	February 28, 2023
ITEM NUMBER	Employment Agreement
STAFF INITIAL	<i>AB</i>
APPROVED BY ADMINISTRATOR	

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

Based on the recent class and compensation study, the Council discussed raising the compensation of the city administrator position. Because the position was below market pay by more than ten percent, the Council discussed raising the pay of the position by five percent in 2023 and 2024 in addition to the COLA adjustment. The related documents from that discussion are included in the packet.

The employment agreement was amended to reflect this change should the Council wish to proceed. The pay scales will be an attachment to the agreement and reflects all employee compensation.

**OPTIONS:**

Approve the agreement as presented or remove from the Consent Agenda for discussion.

**STAFF RECOMMENDATION:**

Job Title	Client MIN	Client MAX	Bench MIN	Bench Max	% Min	% Max	Client Range	Bench Range
City Administrator	\$43.65	\$56.75	\$50.54	\$63.18	86%	90%	30%	25%
Assistant to the City Administrator	\$29.26	\$36.58	\$30.72	\$38.10	95%	96%	25%	24%
Deputy Clerk	\$26.68	\$33.37	\$27.80	\$34.33	96%	97%	25%	23%
Public Works Coordinator	\$30.29	\$37.71	\$33.54	\$36.99	90%	102%	24%	10%
Public Works Sewer Utilities and	\$28.48	\$35.61	\$26.95	\$34.65	106%	103%	25%	29%
Maintenance Worker	\$26.68	\$33.37	\$26.83	\$33.20	99%	101%	25%	24%
					96%	98%	26%	23%

# Discussion

City Administrator  
(FT - Exempt)

\$ 118,038.09 \$ 107,823.26 \$102,148.35 \$ 96,473.45 \$ 90,798.53  
 \$ 9,836.51 \$ 8,985.27 \$ 8,512.36 \$ 8,039.45 \$ 7,566.54  
 \$ 56.75 \$ 51.84 \$ 49.11 \$ 46.38 \$ 43.65

- ▶ Discussion of City Administrator Position
- ▶ Under market, how to adjust to benchmark, currently 10% under market
  - ▶ Make up half in 2023 5% plus 3% COLA
  - ▶ Make up second half in 2024 5% plus 3% COLA
  - ▶ Last step would be at 100 % of market

▶ 2023	City Administrator (FT - Exempt)	\$127,481.14	\$116,449.12	\$110,320.22	\$104,191.32	\$98,062.42
▶ 2024	City Administrator (FT - Exempt)	\$10,623.43	\$9,704.09	\$9,193.35	\$8,682.61	\$8,171.87
		\$61.29	\$55.99	\$53.04	\$50.09	\$47.15
	City Administrator (FT - Exempt)	\$ 131,305.57	\$ 119,942.60	\$ 113,629.82	\$ 107,317.06	\$ 101,004.29
		\$ 10,942.13	\$ 8,985.27	\$ 8,512.36	\$ 8,039.45	\$ 7,566.54
		\$66.19	\$ 63.13	\$ 54.63	\$ 51.59	\$ 48.56

## EMPLOYMENT AGREEMENT

This **AGREEMENT** is entered into this 28<sup>th</sup> 23<sup>rd</sup> day of March, 2023~~2021~~, by and between the City of Lauderdale, (hereinafter referred to as “City”) and Heather Butkowski-Hinrichs, (hereinafter referred to as “Employee”).

### WITNESSETH:

**WHEREAS**, the City desires to continue Heather Butkowski-Hinrichs’ appointment as City Administrator under the terms and conditions set forth herein; and

**WHEREAS**, Heather Butkowski-Hinrichs wishes to continue serving as City Administrator under the terms and conditions set forth herein,

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained, the parties agree as follows:

### Section 1. Duties

The City hereby agrees to continue employing the Employee as the full-time City Administrator of Lauderdale to perform the functions and duties of City Administrator as specified in the job description and to perform such other legally permissible and proper functions and duties as the City Council from time to time shall assign.

### Section 2. Term

Employee will serve as the City Administrator effective immediately for an indefinite term. Employee will serve at the will of the Council and may be terminated with or without cause at any time. Employee may resign from her position at any time by providing at least 30 days advance written notice to the City Council unless otherwise agreed by the parties. The position is classified as exempt pursuant to state and federal fair labor laws. The Council shall conduct an annual performance review of Employee.

### Section 3. Termination and Severance Pay

If the City terminates Employee when she is willing and able to perform the duties of the City Administrator, then the City will pay her—at the time of receipt of last pay check—a lump sum cash payment equal to six (6) months aggregate salary and all accrued but unused vacation and sick time off at her current hourly rate. The City will also continue to provide and pay for the benefits set forth in Section 8 for a period of six (6) months following termination. If Employee is terminated because of malfeasance in office, gross misconduct, conviction for a felony, conviction for an illegal act involving personal gain, or gross inefficiency or incompetence in office that she has failed to correct after reasonable written

notice from the City, then the City shall have no obligation to pay the termination benefits referenced herein.

If the City reduces the salary or other financial benefits of Employee in a greater percentage than an across-the-board reduction for all non-union employees, or if the City refuses, following written notice, to comply with any other provisions of this Agreement benefiting Employee, or she resigns following a formal suggestion by the City to resign, then Employee may, at her option, be deemed to be "terminated" on the effective date of her resignation and she shall be entitled to receive the termination benefits set forth above.

If Employee voluntarily resigns from her position, she shall not receive the termination benefits set forth above, except for a lump sum payment for all accrued but unused vacation and sick time.

#### **Section 4. Compensation**

Beginning January 1, 2021, Employee shall receive a salary of \$110,192.39 annually (Step 5); additionally, effective March 23, 2021, the Employee will receive a merit increase of 4.0%. Beginning March 1, 2023, the Employee's compensation will be as per the attached spreadsheet. The adjustment for the position is based on the recently completed class and compensation study. Annual pay increases thereafter will be at the same rate afforded other staff or otherwise set by the City Council.

Additionally, the City Council shall conduct a performance review of the Employee before November 30 each year. The City Council may consider a merit increase based on the Employee's overall performance.

#### **Section 5. Dues, Subscriptions, and Registration Expenses**

The City agrees to budget for and to pay the professional dues and subscriptions of the Employee necessary for her full participation in associations and organizations necessary and desirable for her continued professional growth and development. Such memberships include, but are not limited to the International City/County Managers Association (ICMA), Minnesota City/County Managers Association (MCMA), and Metropolitan Administrator and Managers Association (MAMA).

The City agrees to budget for and pay for the Employee's attendance at the annual ICMA Conference once every three years if it is the desire of the Employee to attend the conference.

#### **Section 6. Mileage and Subsistence**

The City recognizes the Employee is required to attend meetings in the Twin Cities metropolitan area in her official capacity and agrees to reimburse the Employee for mileage and reasonable subsistence expenses within the guidelines established by the City Council.

#### **Section 7. Vacation and Sick Leave**

The Employee shall continue to earn vacation and sick leave at the current level and shall advance in accrual rates based on City policy.

#### **Section 8. Insurance and Other Terms and Conditions of Employment**

- A. The City will pay the cost of hospital, medical, and life insurance for the Employee in the same amount it pays for other union and non-union City employees.
- B. All provisions of City Ordinances, personnel policies, and regulations relating to vacation and sick leave; retirement and pension system contributions; holidays; and other fringe benefits and working conditions shall apply to Employee as they would to other employees of the City except as provided herein.
- C. Notwithstanding anything else in this Agreement to the contrary, the City Council may fix, from time to time, such terms of employment regarding the Employee, provided such terms are not inconsistent with or in conflict with the provisions of this agreement, any other law, or ethics requirements established by the International City/County Management Association.
- D. The employment provided by this Agreement shall be for the Employee's sole employment. Recognizing that certain outside consulting or teaching opportunities provide indirect benefits to the Employee and the City, the Employee may accept teaching, consulting, or other business opportunities with the understanding that such arrangements shall not constitute interference with or a conflict of interest with her responsibilities under this agreement or present a potential violation of the ICMA Code of Ethics.

#### **Section 9. Indemnification**

The City shall defend and indemnify Employee pursuant to Minn. Stat. 466.07 and 465.76. In addition, the City shall defend, hold harmless, and indemnify Employee from all torts, civil damages, penalties, and fines, and violations of statutes, laws, rules and ordinances, provided that Employee was acting in the performance of her duties as the City Administrator at the time of the alleged tort or violation.

#### **Section 10. Complete Agreement**

This Agreement shall constitute the entire agreement between the parties and shall supersede any prior agreements, understandings, or undertakings between them. This Agreement may only be modified by written agreement signed by both parties and approved by the City Council.

**Section 11. Governing Law**

This Agreement shall be governed by and shall be construed in accordance with the laws of the State of Minnesota and the ordinances of the City.

**Section 12. Binding**

This Agreement shall be binding upon and shall inure to the benefit of the heirs, executors, and administrators of Employee's estate.

**Section 13. Severability**

The parties agree that the provisions of this Agreement are reasonable and not known to violate any federal, state, or local law or regulation. In the event that a court of competent jurisdiction finds any provision herein to be illegal or unenforceable, such court may modify that provision to make it valid and enforceable. The declaration of a provision as unenforceable shall not invalidate any other provision of this Agreement.

**IN WITNESS THEREOF**, the parties have signed and executed this Agreement, both in duplicate, on the day and year first above written.

The City of Lauderdale

Employee

\_\_\_\_\_  
Mary Gaasch, Mayor

\_\_\_\_\_  
Heather Butkowski-Hinrichs



2022 Wage Schedule 3% increase (FT based on 2,080 hours)

JOB TITLE	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Maintenance Worker - New (FT)	\$ 69,399.66 \$ 5,783.30 \$ 33.37	\$ 65,950.45 \$ 5,495.87 \$ 31.71	\$ 62,447.16 \$ 5,203.93 \$ 30.02	\$ 59,034.94 \$ 4,919.58 \$ 28.38	\$ 55,494.40 \$ 4,624.53 \$ 26.68
Maintenance Worker - Utility License (FT)	\$ 74,068.25 \$ 6,172.35 \$ 35.61	\$ 70,373.63 \$ 5,864.47 \$ 33.83	\$ 66,641.70 \$ 5,553.47 \$ 32.04	\$ 62,946.72 \$ 5,245.56 \$ 30.26	\$ 59,238.40 \$ 4,936.53 \$ 28.48
Deputy Clerk (FT)	\$ 69,399.66 \$ 5,783.30 \$ 33.37	\$ 65,950.45 \$ 5,495.87 \$ 31.71	\$ 62,447.16 \$ 5,203.93 \$ 30.02	\$ 59,034.94 \$ 4,919.58 \$ 28.38	\$ 55,494.40 \$ 4,624.53 \$ 26.68
Asst to the City Administrator (FT)	\$ 76,078.80 \$ 6,339.90 \$ 36.58	\$ 72,287.33 \$ 6,023.94 \$ 34.75	\$ 68,466.88 \$ 5,705.57 \$ 32.92	\$ 64,664.60 \$ 5,388.72 \$ 31.09	\$ 60,860.80 \$ 5,071.73 \$ 29.26
City Administrator (FT - Exempt)	\$ 118,040.00 \$ 9,836.67 \$ 56.75	\$ 107,817.64 \$ 8,984.80 \$ 51.84	\$ 102,138.73 \$ 8,511.56 \$ 49.11	\$ 96,466.50 \$ 8,038.88 \$ 46.38	\$ 90,792.00 \$ 7,566.00 \$ 43.65

Proposed 2023 Wage Schedule 3% increase (FT based on 2,080 hours)

JOB TITLE	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Maintenance Worker - New (FT) (Future Public Works I)	\$ 71,481.65 \$ 5,956.80 \$ 34.37	\$ 67,928.96 \$ 5,660.75 \$ 32.66	\$ 64,320.58 \$ 5,360.05 \$ 30.92	\$ 60,805.99 \$ 5,067.17 \$ 29.23	\$ 57,159.23 \$ 4,763.27 \$ 27.48
Maintenance Worker - Utility License (FT) (Future Public Works II)	\$ 76,290.29 \$ 6,357.52 \$ 36.68	\$ 72,484.84 \$ 6,040.40 \$ 34.85	\$ 68,640.95 \$ 5,720.08 \$ 33.00	\$ 64,835.13 \$ 5,402.93 \$ 31.17	\$ 61,015.55 \$ 5,084.63 \$ 29.33
Public Works Coordinator (FT)	\$ 80,778.08 \$ 6,731.51 \$ 38.84	\$ 76,748.77 \$ 6,395.73 \$ 36.90	\$ 72,678.76 \$ 6,056.56 \$ 34.94	\$ 68,649.06 \$ 5,720.76 \$ 33.00	\$ 64,604.80 \$ 5,383.73 \$ 31.06
Deputy Clerk (FT with Market Adjustment)	\$ 73,548.55 \$ 6,129.05 \$ 35.36	\$ 69,893.14 \$ 5,824.43 \$ 33.60	\$ 66,180.42 \$ 5,515.03 \$ 31.82	\$ 62,564.21 \$ 5,213.68 \$ 30.08	\$ 58,812.00 \$ 4,901.00 \$ 28.28
Asst to the City Administrator (FT with Market Adjustment)	\$ 81,617.00 \$ 6,801.42 \$ 39.24	\$ 77,549.53 \$ 6,462.46 \$ 37.28	\$ 73,450.97 \$ 6,120.91 \$ 35.31	\$ 69,371.90 \$ 5,780.99 \$ 33.35	\$ 65,291.20 \$ 5,440.93 \$ 31.39
City Administrator (FT - Exempt)	\$ 127,474.52 \$ 10,622.88 \$ 61.29	\$ 121,404.30 \$ 10,117.03 \$ 58.37	\$ 115,623.14 \$ 9,635.26 \$ 55.59	\$ 110,117.28 \$ 9,176.44 \$ 52.94	\$ 104,873.60 \$ 8,739.47 \$ 50.42

Proposed 2024 Wage Schedule 3% increase (FT based on 2,080 hours)

JOB TITLE	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
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Maintenance Worker - New (FT) (Future Public Works I)	\$ 73,626.10	\$ 69,966.83	\$ 66,250.19	\$ 62,630.17	\$ 58,874.01
	\$ 6,135.51	\$ 5,830.57	\$ 5,520.85	\$ 5,219.18	\$ 4,906.17
	\$ 35.40	\$ 33.64	\$ 31.85	\$ 30.11	\$ 28.30
Maintenance Worker - Utility License (FT) (Future Public Works II)	\$ 78,579.00	\$ 74,659.39	\$ 70,700.18	\$ 66,780.18	\$ 62,846.02
	\$ 6,548.25	\$ 6,221.62	\$ 5,891.68	\$ 5,565.01	\$ 5,237.17
	\$ 37.78	\$ 35.89	\$ 33.99	\$ 32.11	\$ 30.21
Public Works Coordinator (FT)	\$ 83,201.42	\$ 79,051.23	\$ 74,859.12	\$ 70,708.53	\$ 66,542.94
	\$ 6,933.45	\$ 6,587.60	\$ 6,238.26	\$ 5,892.38	\$ 5,545.25
	\$ 40.00	\$ 38.01	\$ 35.99	\$ 33.99	\$ 31.99
Deputy Clerk (FT)	\$ 75,755.01	\$ 71,989.93	\$ 68,165.83	\$ 64,441.13	\$ 60,576.36
	\$ 6,312.92	\$ 5,999.16	\$ 5,680.49	\$ 5,370.09	\$ 5,048.03
	\$ 36.42	\$ 34.61	\$ 32.77	\$ 30.98	\$ 29.12
Asst to the City Administrator (FT)	\$ 84,065.51	\$ 79,876.02	\$ 75,654.50	\$ 71,453.06	\$ 67,249.94
	\$ 7,005.46	\$ 6,656.33	\$ 6,304.54	\$ 5,954.42	\$ 5,604.16
	\$ 40.42	\$ 38.40	\$ 36.37	\$ 34.35	\$ 32.33
City Administrator (FT - Exempt)	\$ 131,298.75	\$ 128,276.07	\$ 121,519.58	\$ 114,771.05	\$ 108,019.81
	\$ 10,941.56	\$ 10,689.67	\$ 10,126.63	\$ 9,564.25	\$ 9,001.65
	\$ 63.12	\$ 61.67	\$ 58.42	\$ 55.18	\$ 51.93

Proposed 2025 Wage Schedule 3% increase (FT based on 2,080 hours)

JOB TITLE	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Maintenance Worker - New (FT) (Future Public Works I)	\$ 75,834.88	\$ 72,065.84	\$ 68,237.70	\$ 64,509.08	\$ 60,640.23
	\$ 6,319.57	\$ 6,005.49	\$ 5,686.48	\$ 5,375.76	\$ 5,053.35
	\$ 36.46	\$ 34.65	\$ 32.81	\$ 31.01	\$ 29.15
Maintenance Worker - Utility License (FT) (Future Public Works II)	\$ 80,936.37	\$ 76,899.17	\$ 72,821.18	\$ 68,783.58	\$ 64,731.40
	\$ 6,744.70	\$ 6,408.26	\$ 6,068.43	\$ 5,731.97	\$ 5,394.28
	\$ 38.91	\$ 36.97	\$ 35.01	\$ 33.07	\$ 31.12
Public Works Coordinator (FT)	\$ 85,697.47	\$ 81,422.77	\$ 77,104.90	\$ 72,829.79	\$ 68,539.23
	\$ 7,141.46	\$ 6,785.23	\$ 6,425.41	\$ 6,069.15	\$ 5,711.60
	\$ 41.20	\$ 39.15	\$ 37.07	\$ 35.01	\$ 32.95
Deputy Clerk (FT)	\$ 78,027.66	\$ 74,149.63	\$ 70,210.80	\$ 66,374.37	\$ 62,393.65
	\$ 6,502.30	\$ 6,179.14	\$ 5,850.90	\$ 5,531.20	\$ 5,199.47
	\$ 37.51	\$ 35.65	\$ 33.76	\$ 31.91	\$ 30.00
Asst to the City Administrator (FT)	\$ 86,587.48	\$ 82,272.30	\$ 77,924.13	\$ 73,596.65	\$ 69,267.43
	\$ 7,215.62	\$ 6,856.02	\$ 6,493.68	\$ 6,133.05	\$ 5,772.29
	\$ 41.63	\$ 39.55	\$ 37.46	\$ 35.38	\$ 33.30
City Administrator (FT - Exempt)	\$ 135,237.71	\$ 132,124.35	\$ 125,165.17	\$ 118,214.18	\$ 111,260.40
	\$ 11,269.81	\$ 11,010.36	\$ 10,430.43	\$ 9,851.18	\$ 9,271.70
	\$ 65.02	\$ 63.52	\$ 60.18	\$ 56.83	\$ 53.49

## **EMPLOYMENT AGREEMENT**

This **AGREEMENT** is entered into this 9<sup>th</sup> day of January, 2024, by and between the City of Lauderdale, (hereinafter referred to as “City”) and Heather Butkowski-Hinrichs, (hereinafter referred to as “Employee”).

### **WITNESSETH:**

**WHEREAS**, the City desires to continue Heather Butkowski-Hinrichs’ appointment as City Administrator under the terms and conditions set forth herein; and

**WHEREAS**, Heather Butkowski-Hinrichs wishes to continue serving as City Administrator under the terms and conditions set forth herein,

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained, the parties agree as follows:

### **Section 1. Duties**

The City hereby agrees to continue employing the Employee as the full-time City Administrator of Lauderdale to perform the functions and duties of City Administrator as specified in the job description and to perform such other legally permissible and proper functions and duties as the City Council from time to time shall assign.

### **Section 2. Term**

Employee will serve as the City Administrator effective immediately for an indefinite term. Employee will serve at the will of the Council and may be terminated with or without cause at any time. Employee may resign from her position at any time by providing at least 30 days advance written notice to the City Council unless otherwise agreed by the parties. The position is classified as exempt pursuant to state and federal fair labor laws. The Council shall conduct an annual performance review of Employee.

### **Section 3. Termination and Severance Pay**

If the City terminates Employee when she is willing and able to perform the duties of the City Administrator, then the City will pay her—at the time of receipt of last pay check—a lump sum cash payment equal to six (6) months aggregate salary and all accrued but unused vacation and sick time off at her current hourly rate. The City will also continue to provide and pay for the benefits set forth in Section 8 for a period of six (6) months following termination. If Employee is terminated because of malfeasance in office, gross misconduct, conviction for a felony, conviction for an illegal act involving personal gain, or gross inefficiency or incompetence in office that she has failed to correct after reasonable written

notice from the City, then the City shall have no obligation to pay the termination benefits referenced herein.

If the City reduces the salary or other financial benefits of Employee in a greater percentage than an across-the-board reduction for all non-union employees, or if the City refuses, following written notice, to comply with any other provisions of this Agreement benefiting Employee, or she resigns following a formal suggestion by the City to resign, then Employee may, at her option, be deemed to be “terminated” on the effective date of her resignation and she shall be entitled to receive the termination benefits set forth above.

If Employee voluntarily resigns from her position, she shall not receive the termination benefits set forth above, except for a lump sum payment for all accrued but unused vacation and sick time.

#### **Section 4. Compensation**

Beginning March 1, 2023, the Employee’s compensation will be as per the attached spreadsheet. The adjustment for the position is based on the recently completed class and compensation study. Annual pay increases thereafter will be at the same rate afforded other staff or otherwise set by the City Council.

Additionally, the City Council shall conduct a performance review of the Employee before November 30 each year. The City Council may consider a merit increase based on the Employee’s overall performance.

#### **Section 5. Dues, Subscriptions, and Registration Expenses**

The City agrees to budget for and to pay the professional dues and subscriptions of the Employee necessary for her full participation in associations and organizations necessary and desirable for her continued professional growth and development. Such memberships include, but are not limited to the International City/County Managers Association (ICMA), Minnesota City/County Managers Association (MCMA), and Metropolitan Administrator and Managers Association (MAMA).

The City agrees to budget for and pay for the Employee’s attendance at the annual ICMA Conference once every three years if it is the desire of the Employee to attend the conference.

#### **Section 6. Mileage and Subsistence**

The City recognizes the Employee is required to attend meetings in the Twin Cities metropolitan area in her official capacity and agrees to reimburse the Employee for mileage and reasonable subsistence expenses within the guidelines established by the City Council.

## **Section 7. Vacation and Sick Leave**

The Employee shall continue to earn vacation and sick leave at the current level and shall advance in accrual rates based on City policy.

## **Section 8. Insurance and Other Terms and Conditions of Employment**

- A. The City will pay the cost of hospital, medical, and life insurance for the Employee in the same amount it pays for other union and non-union City employees.
- B. All provisions of City Ordinances, personnel policies, and regulations relating to vacation and sick leave; retirement and pension system contributions; holidays; and other fringe benefits and working conditions shall apply to Employee as they would to other employees of the City except as provided herein.
- C. Notwithstanding anything else in this Agreement to the contrary, the City Council may fix, from time to time, such terms of employment regarding the Employee, provided such terms are not inconsistent with or in conflict with the provisions of this agreement, any other law, or ethics requirements established by the International City/County Management Association.
- D. The employment provided by this Agreement shall be for the Employee's sole employment. Recognizing that certain outside consulting or teaching opportunities provide indirect benefits to the Employee and the City, the Employee may accept teaching, consulting, or other business opportunities with the understanding that such arrangements shall not constitute interference with or a conflict of interest with her responsibilities under this agreement or present a potential violation of the ICMA Code of Ethics.

## **Section 9. Indemnification**

The City shall defend and indemnify Employee pursuant to Minn. Stat. 466.07 and 465.76. In addition, the City shall defend, hold harmless, and indemnify Employee from all torts, civil damages, penalties, and fines, and violations of statutes, laws, rules and ordinances, provided that Employee was acting in the performance of her duties as the City Administrator at the time of the alleged tort or violation.

## **Section 10. Complete Agreement**

This Agreement shall constitute the entire agreement between the parties and shall supersede any prior agreements, understandings, or undertakings between them. This Agreement may only be modified by written agreement signed by both parties and approved by the City Council.

**Section 11. Governing Law**

This Agreement shall be governed by and shall be construed in accordance with the laws of the State of Minnesota and the ordinances of the City.

**Section 12. Binding**

This Agreement shall be binding upon and shall inure to the benefit of the heirs, executors, and administrators of Employee's estate.

**Section 13. Severability**

The parties agree that the provisions of this Agreement are reasonable and not known to violate any federal, state, or local law or regulation. In the event that a court of competent jurisdiction finds any provision herein to be illegal or unenforceable, such court may modify that provision to make it valid and enforceable. The declaration of a provision as unenforceable shall not invalidate any other provision of this Agreement.

**IN WITNESS THEREOF**, the parties have signed and executed this Agreement, both in duplicate, on the day and year first above written.

The City of Lauderdale

Employee

\_\_\_\_\_  
Mary Gaasch, Mayor

\_\_\_\_\_  
Heather Butkowski-Hinrichs

**Proposed 2023 Wage Schedule 3% increase (FT based on 2,080 hours)**

JOB TITLE	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Maintenance Worker - New	\$ 71,481.65	\$ 67,928.96	\$ 64,320.58	\$ 60,805.99	\$ 57,159.23
(FT) (Future Public Works I)	\$ 5,956.80	\$ 5,660.75	\$ 5,360.05	\$ 5,067.17	\$ 4,763.27
	\$ 34.37	\$ 32.66	\$ 30.92	\$ 29.23	\$ 27.48
Maintenance Worker - Utility License	\$ 76,290.29	\$ 72,484.84	\$ 68,640.95	\$ 64,835.13	\$ 61,015.55
(FT) (Future Public Works II)	\$ 6,357.52	\$ 6,040.40	\$ 5,720.08	\$ 5,402.93	\$ 5,084.63
	\$ 36.68	\$ 34.85	\$ 33.00	\$ 31.17	\$ 29.33
Public Works Coordinator	\$ 80,778.08	\$ 76,748.77	\$ 72,678.76	\$ 68,649.06	\$ 64,604.80
(FT)	\$ 6,731.51	\$ 6,395.73	\$ 6,056.56	\$ 5,720.76	\$ 5,383.73
	\$ 38.84	\$ 36.90	\$ 34.94	\$ 33.00	\$ 31.06
Deputy Clerk	\$ 73,548.55	\$ 69,893.14	\$ 66,180.42	\$ 62,564.21	\$ 58,812.00
(FT with Market Adjustment)	\$ 6,129.05	\$ 5,824.43	\$ 5,515.03	\$ 5,213.68	\$ 4,901.00
	\$ 35.36	\$ 33.60	\$ 31.82	\$ 30.08	\$ 28.28
Asst to the City Administrator	\$ 81,617.00	\$ 77,549.53	\$ 73,450.97	\$ 69,371.90	\$ 65,291.20
(FT with Market Adjustment)	\$ 6,801.42	\$ 6,462.46	\$ 6,120.91	\$ 5,780.99	\$ 5,440.93
	\$ 39.24	\$ 37.28	\$ 35.31	\$ 33.35	\$ 31.39
City Administrator	\$ 127,474.52	\$ 121,404.30	\$ 115,623.14	\$ 110,117.28	\$ 104,873.60
(FT - Exempt)	\$ 10,622.88	\$ 10,117.03	\$ 9,635.26	\$ 9,176.44	\$ 8,739.47
	\$ 61.29	\$ 58.37	\$ 55.59	\$ 52.94	\$ 50.42

**Proposed 2024 Wage Schedule 3% increase (FT based on 2,080 hours)**

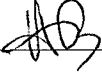
JOB TITLE	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Maintenance Worker - New	\$ 73,626.10	\$ 69,966.83	\$ 66,250.19	\$ 62,630.17	\$ 58,874.01
(FT) (Future Public Works I)	\$ 6,135.51	\$ 5,830.57	\$ 5,520.85	\$ 5,219.18	\$ 4,906.17
	\$ 35.40	\$ 33.64	\$ 31.85	\$ 30.11	\$ 28.30
Maintenance Worker - Utility License	\$ 78,579.00	\$ 74,659.39	\$ 70,700.18	\$ 66,780.18	\$ 62,846.02
(FT) (Future Public Works II)	\$ 6,548.25	\$ 6,221.62	\$ 5,891.68	\$ 5,565.01	\$ 5,237.17
	\$ 37.78	\$ 35.89	\$ 33.99	\$ 32.11	\$ 30.21
Public Works Coordinator	\$ 83,201.42	\$ 79,051.23	\$ 74,859.12	\$ 70,708.53	\$ 66,542.94
(FT)	\$ 6,933.45	\$ 6,587.60	\$ 6,238.26	\$ 5,892.38	\$ 5,545.25
	\$ 40.00	\$ 38.01	\$ 35.99	\$ 33.99	\$ 31.99
Deputy Clerk	\$ 75,755.01	\$ 71,989.93	\$ 68,165.83	\$ 64,441.13	\$ 60,576.36
(FT)	\$ 6,312.92	\$ 5,999.16	\$ 5,680.49	\$ 5,370.09	\$ 5,048.03
	\$ 36.42	\$ 34.61	\$ 32.77	\$ 30.98	\$ 29.12
Asst to the City Administrator	\$ 84,065.51	\$ 79,876.02	\$ 75,654.50	\$ 71,453.06	\$ 67,249.94
(FT)	\$ 7,005.46	\$ 6,656.33	\$ 6,304.54	\$ 5,954.42	\$ 5,604.16
	\$ 40.42	\$ 38.40	\$ 36.37	\$ 34.35	\$ 32.33
City Administrator	\$ 137,863.69	\$ 134,689.88	\$ 127,595.56	\$ 120,509.60	\$ 113,420.80
(FT - Exempt)	\$ 11,488.64	\$ 11,224.16	\$ 10,632.96	\$ 10,042.47	\$ 9,451.73
	\$ 66.28	\$ 64.75	\$ 61.34	\$ 57.94	\$ 54.53

**Proposed 2025 Wage Schedule 3% increase (FT based on 2,080 hours)**

JOB TITLE	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Maintenance Worker - New	\$ 75,834.88	\$ 72,065.84	\$ 68,237.70	\$ 64,509.08	\$ 60,640.23
(FT) (Future Public Works I)	\$ 6,319.57	\$ 6,005.49	\$ 5,686.48	\$ 5,375.76	\$ 5,053.35
	\$ 36.46	\$ 34.65	\$ 32.81	\$ 31.01	\$ 29.15
Maintenance Worker - Utility License	\$ 80,936.37	\$ 76,899.17	\$ 72,821.18	\$ 68,783.58	\$ 64,731.40
(FT) (Future Public Works II)	\$ 6,744.70	\$ 6,408.26	\$ 6,068.43	\$ 5,731.97	\$ 5,394.28
	\$ 38.91	\$ 36.97	\$ 35.01	\$ 33.07	\$ 31.12
Public Works Coordinator	\$ 85,697.47	\$ 81,422.77	\$ 77,104.90	\$ 72,829.79	\$ 68,539.23
(FT)	\$ 7,141.46	\$ 6,785.23	\$ 6,425.41	\$ 6,069.15	\$ 5,711.60
	\$ 41.20	\$ 39.15	\$ 37.07	\$ 35.01	\$ 32.95
Deputy Clerk	\$ 78,027.66	\$ 74,149.63	\$ 70,210.80	\$ 66,374.37	\$ 62,393.65
(FT)	\$ 6,502.30	\$ 6,179.14	\$ 5,850.90	\$ 5,531.20	\$ 5,199.47
	\$ 37.51	\$ 35.65	\$ 33.76	\$ 31.91	\$ 30.00
Asst to the City Administrator	\$ 86,587.48	\$ 82,272.30	\$ 77,924.13	\$ 73,596.65	\$ 69,267.43
(FT)	\$ 7,215.62	\$ 6,856.02	\$ 6,493.68	\$ 6,133.05	\$ 5,772.29
	\$ 41.63	\$ 39.55	\$ 37.46	\$ 35.38	\$ 33.30
City Administrator	\$ 141,999.60	\$ 138,730.57	\$ 131,423.43	\$ 124,124.89	\$ 116,823.42
(FT - Exempt)	\$ 11,833.30	\$ 11,560.88	\$ 10,951.95	\$ 10,343.74	\$ 9,735.29
	\$ 68.27	\$ 66.70	\$ 63.18	\$ 59.68	\$ 56.17

**LAUDERDALE COUNCIL  
ACTION FORM**

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

Meeting Date	January 9, 2024
ITEM NUMBER	<u>Designating Official Depository and Investment Institutions/Brokers for 2024</u>
STAFF INITIAL	<u></u>
APPROVED BY ADMINISTRATOR	

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

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

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

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

- OPTIONS:**
1. To approve Resolution No. 010924A.
  2. To remove the item from the consent agenda for further consideration.

**STAFF RECOMMENDATION:**

By approving the Consent Agenda, the Council adopts Resolution No. 010924A Designating Official Depository and Investment Institutions.



**RESOLUTION NO. 010924A**

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

**DESIGNATING OFFICIAL DEPOSITORY  
AND INVESTMENT INSTITUTIONS**

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

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

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

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

**BE IT FURTHER RESOLVED**, Northland Securities, RBC Capital Markets, LLC, and the 4M Fund/PFA Financial Network, Inc. are the city's investment institutions and brokers for 2024.

Adopted this 9<sup>th</sup> day of January 2024.

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Mary Gaasch, Mayor

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Heather Butkowski, City Administrator

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent              X    
Public Hearing                
Discussion                   
Action                        
Resolution                   
Work Session              

Meeting Date                      January 9, 2024

ITEM NUMBER                      Council Meeting Schedule

STAFF INITIAL                        MC  

APPROVED BY ADMINISTRATOR

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

Annually, the City Council sets its meeting schedule for the following year. If the Council continues to meet on the second and fourth Tuesdays of the month, the schedule would be as attached. Holidays do not conflict with the proposed meeting schedule, however, the meeting on August 13 coincides with the state primary election. Staff adjusted the schedule to reflect a regular city council meeting on Wednesday, August 14 instead. If that doesn't end up working out, the meeting can be rescheduled. After the Council adopts the meeting schedule, it will be posted at City Hall.

**OPTIONS:**

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

**STAFF RECOMMENDATION:**

By approving the Consent Agenda, the City Council adopts the meeting schedule for 2024 as presented.

**COUNCIL ACTION:**

# 2024 Lauderdale Schedule

## City Council Meetings

## Holidays Observed

January 9

January 23

February 13

February 27

March 12

March 26

April 9

April 23

May 14

May 28

June 11

June 25

July 9

July 23

August 14 (Wed.)

August 27

September 10

September 24

October 8

October 22

November 12

November 26

December 10

New Year's – Monday, January 1

M. L. King Day – Monday, January 15

President's Day – Monday, February 19

Memorial Day – Monday, May 27

Juneteenth – Wednesday, June 19

Independence Day – Thursday, July 4

Labor Day – Monday, September 2

Veterans Day – Monday, November 11

Thanksgiving Holiday – Thursday, November 28 &

Friday, November 29

Christmas Holiday – Tuesday, December 24 &

Wednesday, December 25

### Meeting Notes:

City Council meetings begin at 7:00 p.m. and will be held at Lauderdale City Hall, 1891 Walnut Street.

# LAUDERDALE COUNCIL ACTION FORM

### Action Requested

Consent                      X    
Public Hearing                 
Discussion                     
Action                           
Resolution               X    
Work Session               

Meeting Date    January 9, 2024

ITEM NUMBER SCORE Funding for Recycling

STAFF INITIAL           JB  

APPROVED BY ADMINISTRATOR

### DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

In 1989, the Minnesota Legislature adopted comprehensive waste reduction and recycling legislation based on the recommendations of the Governor's Select Committee on Recycling and the Environment. This set of laws, commonly referred to as SCORE, is a part of Minnesota's Waste Management Act. The SCORE legislation has provided counties with a funding source to develop effective waste reduction, recycling and solid waste management programs.

SCORE funding grants are automatically provided to municipalities in Ramsey County on an annual basis with submittal of a grant application. In 2023, Lauderdale received \$6,086 to help cover expenses related to the City's recycling program such as administration, promotion, equipment, and collection. Lauderdale is eligible to receive \$5,182 in 2024.

A resolution is required as part of the grant application. Adopting the attached resolution means the city accepts the funding.

### OPTIONS:

- Adopt the resolution as part of the consent agenda.
- Remove from the consent agenda for discussion and action.

### STAFF RECOMMENDATION:

By approving the consent agenda, the Council is adopting the attached resolution.

### COUNCIL ACTION:

**RESOLUTION NO. 010924B**

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

**A RESOLUTION ACCEPTING 2024 SCORE FUNDING FROM RAMSEY  
COUNTY FOR THE LAUDERDALE RECYCLING PROGRAM**

**WHEREAS**, SCORE Funding Grants are available to municipalities in Ramsey County for reimbursement of expenses related to administration, promotion, and collection of, recycling materials; and,

**WHEREAS**, the City of Lauderdale has a comprehensive curbside residential recycling program currently in use; and,

**WHEREAS**, these funds will provide Lauderdale with a method of paying for some incurred costs related to the administration of this program and collection of materials, thus aiding in keeping the cost to the residents low;

**NOW THEREFORE, BE IT RESOLVED** that the Lauderdale City Council does hereby authorize staff to submit an application to the St. Paul - Ramsey County Department of Public Health - Environmental Health Section for allocation of 2024 SCORE Funding Grant Monies.

**I CERTIFY THAT** the above resolution was adopted by the City Council of the City of Lauderdale on this 9th day of January, 2024.

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Mary Gaasch, Mayor

(ATTEST)

(SEAL)

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Heather Butkowski, City Administrator

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent \_\_\_\_\_  
Public Hearing   X    
Discussion   X    
Action   X    
Resolution   X    
Work Session \_\_\_\_\_

Meeting Date: January 9, 2024

ITEM NUMBER 2024 Fee Schedule Res.

STAFF INITIAL \_\_\_\_\_

APPROVED BY ADMINISTRATOR

**DESCRIPTION :**

At the end of each calendar year, staff reviews the fee schedule in anticipation of the year ahead. Staff made a few clean up changes but recommend nothing substantive. Prior to adopting the fee schedule, the city council must hold a public hearing.

**OPTIONS:**

1. Adopt Resolution 010924C - A Resolution Establishing License and Permit Fees and Administrative Fees and Fines.
2. Do not approve or amend the fee schedule (and provide staff direction).

**STAFF RECOMMENDATION:**

Adopt Resolution 010924C - A Resolution Establishing License and Permit Fees, and Administrative Fees and Fines as presented.

**RESOLUTION NO. 010924C**

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

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

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

**WHEREAS**, the City may also charge for administrative activities and fines. Reasonable charges were included in the 2024 Fee Schedule; and

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

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Lauderdale, Minnesota, hereby adopts the 2024 Fee Schedule as attached.

Adopted by the City Council of the City of Lauderdale this 9<sup>th</sup> day of January, 2024.

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Mary Gaasch, Mayor

ATTEST:

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Heather Butkowski  
City Administrator

**2024 Fee Schedule**

**ADMINISTRATIVE FEE**

Each Occurrence \$25.00

**ADMINISTRATIVE VIOLATION / CITATION**

Abandoned and/or Junk Vehicle \$50 per day after citation issued for non-compliance  
 Animal Licensing \$25 per day after citation issued for non-compliance  
 City Code Violations Not Otherwise Listed \$50 per day after citation issued for non-compliance  
 Expired or Missing License Plates and Tabs \$40 per day after citation issued for non-compliance  
 Failure to Apply for License \$50 per day after citation issued for non-compliance  
 Failure to Apply for Rental Housing License \$50 per day after citation issued for non-compliance  
 Failure to Correct Rental Housing Violation \$100 per day after citation issued for non-compliance  
 Fireworks: Use, Possession, and Sale \$250 per offense  
 Illegal Dumping \$100 per offense  
 Illicit Discharge \$100 per offense  
 Land Use Violations \$50 per day after citation issued for non-compliance  
 Open Burning Ordinance Violations \$100 per offense  
 Public Safety Repeat Nuisance Call Service \$250 beginning with the third call and each call thereafter  
 Rank Growth \$50 per day after citation issued for non-compliance  
 Refuse and Debris Accumulation \$50 per day after citation issued for non-compliance  
 Sale of Cannabis Products \$100 per offense  
 Solicitor, Peddlers, and Door-to-Door Activity w/o License \$100 per offense  
 Trespassing \$100 per offense

**ANIMALS**

Domestic Animal License \$10.00  
 Duplicate License \$3.00  
 Non-Domestic Animal License \$10.00

**BINGO OR RAFFLE**

\$100.00

**BUILDING PERMITS**

See Appendix A

**BUILDING REGULATIONS PERMITS (CITY CODE CHAPTER 9)**

Driveway or Parking Pad \$50.00  
 Fence \$50.00  
 Retaining Wall \$50.00  
 Sidewalk \$50.00  
 Swimming Pool \$50.00  
 Waiver Application \$100.00

**BUSINESS ASSISTANCE**

Escrow with minimum of \$10,000.00

**CERTIFIED COPIES**

\$1.00/page plus sales tax

**CIGARETTES/TOBACCO LICENSE**

\$200.00/year

**CITY COUNCIL**

Requested Special Meeting \$250.00

**CITY PROPERTY RENTAL**

Banquet Table Rent \$4.00/table  
 Banquet Table Deposit \$100.00/table  
  
 Metal Detector Rent \$5.00/day  
 Metal Detector Deposit \$100.00  
  
 Metal Folding Chair Rent \$0.75/chair  
 Metal Folding Chair Deposit \$20.00/chair

**COMMUNITY ROOM RENTAL**



Resident Use Only	\$50.00/5 hour block	
Cancellation Fee	\$20.00	
Deposit - Key	\$100.00	
Deposit - Damage	\$100.00	
Excess Trash Fee	\$10.00/bag	
<b>COUNCIL MEETING RECORDING</b>	\$50.00 plus sales tax	
<b>CREDIT CARD PROCESSING FEE</b>	No charge in 2024	
<b>DOCUMENT RECORDING FEE</b>	Ramsey County Rate	
<b>FIRE</b>		
<b>False Alarms</b>		
Per Ordinance	Cost plus administrative fee	
<b>Fire Call</b>		
Charge Back	Cost of Fire Services plus administrative fee	
<b>Fire Inspection</b>		
Annual or Additional	\$50.00/hour	
<b>LIQUOR, 3.2 Percent</b>		
Off-Sale	\$150.00	
On-Sale	\$300.00	
Temporary	\$50.00	
Penalties	See Appendix B	
<b>MECHANICAL PERMITS</b>	See Appendix A	
<b>MERCHANDISE SALES</b>		
History Book	\$25.00	(\$23.28 + \$1.72 sales tax)
Mugs	\$7.00	(\$6.52 + \$.48 sales tax)
T-shirts	\$13.00	
Long-sleeve t-shirt	\$16.00	
Sweatshirts	\$22.00	
<b>MILEAGE REIMBURSEMENT</b>	Per IRS	
<b>NON-SUFFICIENT FUNDS CHECK</b>	\$30.00	
<b>NUISANCE ABATEMENTS</b>		
Weed/Grass Mowing	Actual Costs + Admin Fee	
Refuse	Actual Costs + Admin Fee	
Junk Vehicles	Actual Costs of Towing & Disposal + Admin Fee	
Nuisance Violation Appeal	\$200.00	
<b>PARKING</b>		
Disabled Parking Zone Sign	\$25.00/year	
<b>PARK DEDICATION</b>		
Residential	\$3,000/per unit	
Commercial/Industrial	10% of fair market value of subdivided land	
<b>PARK RESERVATION RENTALS</b>		
Resident	No Fee	
Non-resident	\$25.00 plus sales tax/4 hour block	
Non-resident Damage Deposit	\$50.00	
<b>PHOTOCOPY</b>	\$.25/page	

<b>PLUMBING</b>	See Appendix A
<b>REFUSE HAULER LICENSES</b>	
Residential	\$250.00
Commercial	\$250.00
<b>RENTAL HOUSING</b>	See Appendix A
<b>RIGHT-OF-WAY</b>	
City Engineer's Review, if applicable	\$150.00
City Attorney Review, if applicable	\$100.00
Excavation Permit	\$100.00 plus bond
Obstruction Permit	\$100.00
<b>SANITARY SEWER AND WATER DEVELOPMENT</b>	
Sewer Availability Charge	Per Metropolitan Council
Water Availability Charge	Per St. Paul Water
<b>SPECIAL ASSESSMENTS, Interest Rate</b>	
Delinquent Utility Bills, Accounts Receivable	8.0% or \$25.00, whichever is greater
Petition and Waiver Agreements	5.0%
<b>SUBDIVISION APPLICATIONS (CITY CODE TITLE 11)</b>	
Lot Consolitation / Division	\$150 plus \$500 escrow*
Lot Line Rearrangement	\$200 plus \$1,000 escrow*
Subdivision	\$500.00 plus \$1,500 escrow *
<b>TREE CONTRACTOR LICENSE</b>	\$50.00/year
<b>VACATIONS (Streets, Alleys, etc.)</b>	\$500.00 plus \$700 escrow *
<b>ZONING APPLICATIONS (CITY CODE TITLE 10)</b>	
Conditional Use Permit	\$200 plus \$500 escrow*
Home Occupation	\$100.00
Planned Unit Development	\$500 plus \$5,000 escrow *
Sign Permit	\$200.00
Variance from Zoning Ordinance	\$150.00
Zoning Amendment	\$500.00 plus \$1,500 escrow *

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

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

**2024 Rum River Consultants Permit and Inspection Fees Recommendation Appendix A**

The administration and issuance of permits and the collection of fees shall be as authorized in Minnesota Statutes, Chapter 326B, Minnesota Administrative Rules 1300.0120 and 1300.0160, and as provided by this fee schedule. Fees are to be commensurate with the service provided. Permit fees not specifically identified within this fee schedule are based on the valuation determined by Subdivision 2.

**Subd. 1. Permit and Inspection Fees for Residential Building, Commercial Building, Fire Suppression, Fire Alarm, Commercial Mechanical, and Commercial Plumbing.** The minimum fee for processing these permits is \$100.00.

<b>Total Valuation</b>	<b>Permit Fee</b>
\$1.00 to \$2,000.00	\$100.00 Minimum
\$2,001.00 to \$25,000.00	\$100.00 for the first \$2,000.00 plus \$16.55 for each additional \$1,000.00 or fraction thereof, to and including \$25,000
\$25,001.00 to \$50,000.00	\$464.15 for the first \$25,000.00 plus \$12.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000
\$50,001.00 to \$100,000.00	\$764.15 for the first \$50,000.00 plus \$8.45 for each additional \$1,000.00 or fraction thereof, to and including \$100,000
\$100,001.00 to \$500,000.00	\$1,186.65 for the first \$100,000.00 plus \$6.75 for each additional \$1,000.00 or fraction thereof, to and including \$500,000
\$500,001.00 to \$1,000,000.00	\$3,886.65 for the first \$500,000.00 plus \$5.50 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000; and
\$1,000,001.00 and up	\$6,636.65 for the first \$1,000,000.00 plus \$4.50 for each additional \$1,000.00 or fraction thereof

(A) Plumbing system plans and specifications that are submitted for review shall be paid prior to permit issuance. The following fees are for plan reviews and audits of plumbing installations for public, commercial, and industrial buildings:

1. Systems with both water distribution and drain, waste, and vent systems and having:
  - a. 25 or fewer drainage fixture units, \$150
  - b. 26 to 50 drainage fixture units, \$250
  - c. 51 to 150 drainage fixture units, \$350
  - d. 151 to 249 drainage fixture units, \$500
  - e. 250 or more drainage fixture units, \$3 per drainage fixture unit to a maximum of \$4,000; and
  - f. Interceptors, separators, or catch basins, \$70 per interceptor, separator, or catch basin design
2. Building sewer service only, \$150
3. Building water service only, \$150
4. Building water distribution system only, no drainage system, \$5 per supply fixture unit or \$150, whichever is greater
5. Storm drainage system, a minimum fee of \$150 or:
  - a. \$50 per drain opening, up to a maximum of \$500; and
  - b. \$70 per interceptor, separator, or catch basin design
6. Revision to previously reviewed or incomplete plans:

- a. Review of plans for which the city has issued two or more requests for additional information, per review, \$100 or ten percent of the original fee, whichever is greater
- b. Proposer-requested revision with no increase in project scope, \$50 or ten percent of original fee, whichever is greater
- c. Proposer-requested revision with an increase in project scope, \$50 plus the difference between the original project fee and the revised project fee---

**Subd. 2. Project Valuation Determination.** The Designated Building Official has the authority and responsibility to determine project valuation for the purposes of establishing applicable plan review and permit fees. Valuation data may be referenced from the State of Minnesota and/or the International Code Council.

**Subd. 3. Plan Review Fees.** Where a plan review fee is performed and charged, the minimum plan review fee for all permits is \$50.00. Plan review fees for building, fire suppression, and fire alarm permits shall be sixty-five percent (65%) of the building permit fees as set forth in Subdivision 1 of this Section. Plan review fees for similar plans are set forth in Minnesota Rules 1300.0160.

Plan review fees for all commercial mechanical permits shall be ten percent (10%) of the permit fee when a project job valuation is determined to exceed \$30,000.00.

In the event a permit applicant submits an application that requires plan review and decides not to proceed with the building project after the plan review has been completed, the plan review fee will be billed by the jurisdiction to the permit applicant.

**Subd. 4. State Surcharge on Building, Mechanical, and Plumbing Permits.** In addition to the permit fees established in this fee schedule, a surcharge fee shall be collected on all permits issued for work governed by the Minnesota State Building Code in accordance with Minnesota Statutes, Section 326B.148.

**Subd. 5. Refunds.** The jurisdiction may refund up to 80% of the permit fees in which no work has been done and no inspections have been made. Requests for refunds must be made by the permit applicant in writing within 180 days of issuance. Within 10 days of receipt, the Building Official must review the refund request and determine the amount to be refunded or deny the refund request for cause.

No refunds will be approved or granted for the following: plan review fees, state surcharge fees, re-inspection fees, or any other services that have previously been rendered.

**Subd. 6. Work Without a Permit.** Work commenced without a permit may result in additional fees as specified in MN Rules 1300.010, Subpart 8.

**Subd. 7. Validity, Expiration and Suspension or Revocation of Permits.** The validity, expiration, and suspension or revocation of permits shall be as provided by MN Rules 1300.0120, Subparts 10, 11, and 12.

**Subd. 8. Residential Mechanical Permit Fees for Structures Regulated under the Minnesota Residential Code.**

New construction mechanical (includes HVAC system, mechanical ventilation system, and gas lines)	\$150.00 per unit
Addition, alteration, remodel, or replacement mechanical	\$125.00
Basement finish mechanical	\$125.00, if not a rental property and the owner is performing the work, the mechanical permit fee is included with their building permit fee
Fireplace	\$125.00
Garage heater	\$125.00
Gas lines	\$125.00
Miscellaneous mechanical appliance	\$125.00

All other minor mechanical work	\$125.00
Furnace and air conditioner units installed and inspected simultaneously	\$185.00

**Subd. 9. Residential Plumbing Permit Fees for Structures Regulated Under the Minnesota Residential Code.**

New construction plumbing	\$150.00 per unit
Addition, alteration, remodel, or replacement	\$125.00
Basement finish plumbing	\$125.00, if not a rental property and the owner is performing the work, the plumbing permit fee is included with their building permit fee
Water heater	\$125.00
Water conditioning system	\$125.00
Miscellaneous plumbing fixtures	\$125.00
Municipal sewer connection	\$125.00
Municipal water connection	\$125.00
Water heater and water conditioning system units installed and inspected simultaneously	\$185.00

**Subd. 10. Other Permits and Fees.**

Accessory structures	Refer to Subd. 1 table. A 65% plan review may apply
Structure additions, alterations	Refer to Subd. 1 table. A 65% plan review may apply
Structure remodel	Refer to Subd. 1 table. A 65% plan review may apply
Basement finishes	Refer to Subd. 1 table. A 65% plan review may apply, maximum permit fee = \$500.00 which includes plan review
Deck	Refer to Subd. 1 table. A 65% plan review may apply
Fence over 7 feet high (Zoning approval required)	Refer to Subd. 1 table. A 65% plan review may apply
Residential structure moving (additional fees incurred exceeding 60 miles from the jurisdiction)	\$250.00
Residential roofing	\$125.00
Residential siding	\$125.00
Residential window replacement (same size)	\$125.00
Commercial demolition	Refer to Subd. 1 table. 65% plan review may apply
Residential demolition	\$200.00
Manufactured home set-up (foundation and connections only)	\$175.00
Solar/Photovoltaic Systems Residential (up to 3.5kW)	\$175.00
Solar/Photovoltaic Systems Residential (over 3.5kW)	Refer to Subd. 1 table. 65% plan review may apply
Solar/Photovoltaic Systems Commercial	Refer to Subd. 1 table. 65% plan review may apply
Residential irrigation system, including backflow prevention	\$125.00
Association, commercial, industrial, multi-family irrigation system	Refer to Subd. 1 table. 65% plan review may apply
Miscellaneous commercial or residential building permits for which no fee is specifically indicated	Refer to Subd. 1 table, 65% plan review may apply
Temporary Heating Equipment	\$150.00
Inspections which no fee is specifically indicated	\$125.00 per hour
Additional plan review required by changes, additions, or revisions to previously approved plans	\$95.00 per hour
Re-inspection fees	\$95.00 per hour/inspection – whichever is greater (minimum charge of 1 hour)

Inspections outside of normal business hours	\$150.00 per hour (minimum charge of 2 hours)
Change of Use/Occupancy	Refer to Subd. 1 table. 65% plan review may apply (minimum fee of \$300.00)
Septic System - Residential New or Replacement	\$350.00
Septic System - Commercial New or Replacement	Refer to Subd. 1 table. 65% plan review may apply
Septic System - Tank Replacement/Holding Tank	\$175.00
Operating Permit	\$200.00 Annually
Maintenance/Pumping Permit	\$10.00 Triennial

**Subd. 11. Rental Licensing.**

Rental Housing Licensing (Annual Fee/Biennial Inspection)	Fee	Fee Notes
Single Family, Duplex, Triplex, Townhome, Condo	\$185	per unit
Multi-Family (4+ units)	\$175	per building
Multi-Family (4+ units)	\$25	per unit
Reinspection Fee (after initial inspection and follow-up inspection)	\$100	per inspection
1-15 Days late Fee for All Licenses	50%	of license fee
16+ Days late Fee for All Licenses	100%	of license fee
Point of Conversion Fee	\$750	

2024 Civil Penalty Fee Schedule for Alcohol Violations

Type of Violation	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
1. Commission of a felony related to the licensed activity	Revocation	N/A	N/A	N/A
2. Sale of alcoholic beverages while license is under suspension	Revocation	N/A	N/A	N/A
3. Sale of alcoholic beverages to under-age persons	\$1000 +6 days	18 days	30 days	Revocation
4. After hours sale of alcoholic beverages	\$1000 +6 days	18 days	30 days	Revocation
5. After hours display or consumption of alcoholic beverages	\$1000 +6 days	18 days	30 days	Revocation
6. Refusal to allow city officials to inspect premises	\$1000 +18 days	30 days	Revocation	
7. Failure to take reasonable steps to stop person from leaving premises with alcohol beverages	\$1000 +6 days	18 days	30 days	Revocation

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent \_\_\_\_\_  
Public Hearing \_\_\_\_\_  
Discussion \_\_\_\_\_ X \_\_\_\_\_  
Action \_\_\_\_\_ X \_\_\_\_\_  
Resolution \_\_\_\_\_  
Work Session \_\_\_\_\_

Meeting Date January 9, 2024

ITEM NUMBER Committee Assignments

STAFF INITIAL

AB

APPROVED BY ADMINISTRATOR

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

The Council determines committee assignments and makes other designations at the beginning of the year. The following document has the committee assignments and designations from last year. Staff carried over the assignments from 2023 to 2024 as a starting point for the discussion. Staff will revise the assignments base on the discussion.

**OPTIONS:**

**STAFF RECOMMENDATION:**

Motion to adopt committee assignments and designations as discussed.



**CITY OF LAUDERDALE  
2024 APPOINTMENTS**

	<b>2023</b>	<b>2024</b>
Mayor Pro Tem	Pulford	Pulford
Bank Signatories	Gaasch Dains Butkowski	Gaasch Dains Butkowski
Building Official: Residential	Rum River Consultants	Rum River Consultants
Building Official: Commercial	Rum River Consultants	Rum River Consultants
Data Practices Officer	Butkowski	Butkowski
Data Practices Compliance Officer	City Attorney	City Attorney
LMC	Council: Gaasch Staff: Butkowski	Council: Gaasch Staff: Butkowski
Metro Cities	Council: Gaasch Staff: Butkowski	Council: Gaasch Staff: Butkowski
MWMO	Dains Alt: Gaasch	Dains Alt: Gaasch
NYFS	Kelly	Kelly
NSCC (NineNorth)	Council: Pulford Alt: Sayre	Council: Pulford Alt: Sayre
Police Liaison	Council: Gaasch/Sayre Staff: Butkowski	Council: Gaasch / Sayre Staff: Butkowski
RCLLG	Council: Pulford Alt: Gaasch	Council: Pulford Alt: Gaasch
SRA	Council: Dains Alt: Butkowski	Council: Dains Alt: Butkowski
Zoning Admin.	Bownik	Bownik

City Engineer	Stantec	Stantec
City Civil Attorney	Kennedy & Graven	Kennedy & Graven
City Pros. Attorney	H/J Law	H/J Law
Official Newspaper	<i>Pioneer Press</i>	<i>Pioneer Press</i>

**NOTE: Any council member may attend LMC, Metro Cities, or RCLLG Meetings.**

## **Committees & Commissions**

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

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

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

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

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

**Northeast Youth and Family Services (NYFS):** The City became a member in 2022. The Board traditionally meets on the fourth Thursday of the month from 8:30-10:00AM. The Board may skip the August meeting and combines the November and December meetings for a total of ten - eleven meetings a year.

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

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

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

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent \_\_\_\_\_  
Public Hearing \_\_\_\_\_  
Discussion   X    
Action \_\_\_\_\_  
Resolution \_\_\_\_\_  
Work Session \_\_\_\_\_

Meeting Date January 9, 2024

ITEM NUMBER Eustis Street Reconstruction

STAFF INITIAL *AB*

APPROVED BY ADMINISTRATOR \_\_\_\_\_

**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

On the agenda is a discussion of the Eustis Street turnback. After staff relayed to Alan Maxwell at Ramsey County the Council decision to cost-share versus accept turnback, staff received an email stating, "It seems like something was lost in translation from when we began work on this project." I met with Alan and County Engineer John Mazzitello to discuss what was "lost in translation." They said that their offer was to do the project with the sidewalks and retaining walls the community wanted if there was a turnback. If the project would be county owned in the end, they said they would have designed something different.

Mayor Gaasch asked that staff go through the council meeting and open house videos to pull out relevant discussion points. Staff will email those to council members with the links and note the start and end points to watch. We are not sure where the misunderstanding lies. At the April 25 meeting, Alan specifically came to the meeting to present what the City's cost share would be if the Council declined the turnback. The only mention of a downgrading of the project was briefly mentioned during the February 14 meeting. Through the process, the Council was very clear it was going through a deliberative process to make a decision on whether to cost-share or take ownership of the road. If the County has changed their mind, it seems like they could be more honest.

The ask of Ramsey County is for the Council to meet with Commissioner McGuire. During the meeting the Council can discuss the situation and prepare a response for the County.

**STAFF RECOMMENDATION:**