

**LAUDERDALE CITY COUNCIL MEETING AGENDA**  
**7:00 P.M. TUESDAY, APRIL 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 March 26, 2024 City Council Meeting
- c. Claims Totaling \$229,727.64

4. **CONSENT**

- a. 2024 Garbage Hauler's Licenses

5. **SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**

6. **INFORMATIONAL PRESENTATIONS / REPORTS**

- a. City Council Updates

7. **PUBLIC HEARINGS**

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

8. **DISCUSSION / ACTION ITEM**

- a. Annual Audit Presentation by Bonnie Schwieger of Abdo

9. **ITEMS REMOVED FROM THE CONSENT AGENDA**

10. **ADDITIONAL ITEMS**

11. **SET AGENDA FOR NEXT MEETING**

- a. March Financial Report
- b. Annual Police Report

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: Apr 9, 2024 07:00 PM Central Time (US and Canada)

Topic: April 9, 2024 Lauderdale City Council Webinar

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87971915506?pwd=Y3ZpODJYNFk1MjQ2ZG93ZkxrOGRMdz09>

Passcode: 775517

Or One tap mobile :

+13092053325,,87971915506# US

+13126266799,,87971915506# US (Chicago)

Or Telephone:

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

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Webinar ID: 879 7191 5506

International numbers available: <https://us02web.zoom.us/j/kdaCM5PdEA>

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

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March 26, 2024

**Call to Order**

Mayor Gaasch called the Regular City Council meeting to order at 7:05 p.m.

**Roll Call**

Councilors present: Evan Sayre, Sharon Kelly, Jeff Dains, Duane Pulford, and Mayor Mary Gaasch. Councilors absent: None.

Staff present: 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 March 12, 2024 City Council meeting. There being none, Councilor Sayre moved and seconded by Councilor Kelly to approve the March 12, 2024 City Council meeting minutes. Motion carried unanimously.

Mayor Gaasch asked if there were any questions on the claims. There being none, Councilor Pulford moved and seconded by Councilor Dains to approve the claims totaling \$50,739.77. Motion carried unanimously.

**Consent**

A. February Financial Report

Councilor Sayre moved and seconded by Councilor Dains to approve the Consent Agenda thereby acknowledging the February financial report.

**Informational Presentations/Reports**

A. City Council Updates

Mayor Gaasch shared that she met with Trista Martinson, chair of the Ramsey County Commissioners, in regards to the Eustis Street project. Gaasch expressed her condolences in regard to the passing of former police Chief Jon Mangseth.

Councilor Kelly stated that she met with Senator Clare Oumou Verbeten, and that she agreed to come to a city council meeting after the legislative session concludes in May.

**Set Agenda for Next Meeting**

Bownik stated that the April 9 council meeting might include the March financial report and the annual audit presentation.

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

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March 26, 2024

**Work Session**

A. Community Development Update

Bownik stated that there are no further updates to report.

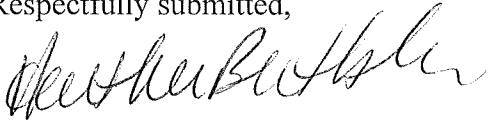
B. Opportunity for the Public to Address the City Council

Mayor Gaasch opened the floor to those in attendance interested in addressing the Council. There being nobody interested in speaking, Mayor Gaasch closed the floor.

**Adjournment**

Councilor Sayre moved and seconded by Councilor Dains to adjourn the meeting at 7:11 p.m. Motion carried unanimously.

Respectfully submitted,



Heather Butkowsky  
City Administrator



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

### **Request for Council Action**

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

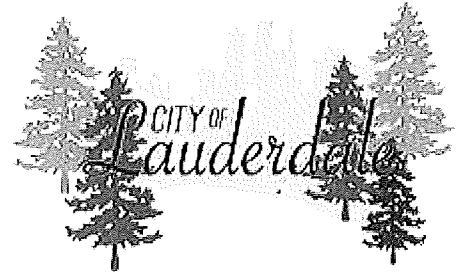
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The claims totaling \$229,727.64 are provided for City Council review and approval that includes check numbers 28865 to 28890.

# Accounts Payable

## Checks by Date - Detail by Check Date

User: heather.butkowski  
 Printed: 4/5/2024 2:26 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
28865	13 11054	8th Day Landscaping LLC March Snow Removal	04/09/2024	710.00
Total for Check Number 28865:				710.00
28866	373 6290235363 6290237529	ARAMARK Uniform & Career Apparel Gr March Uniforms March Uniforms	04/09/2024	53.09 45.32
Total for Check Number 28866:				98.41
28867	383 474681-040124	Aspen Waste Systems of Minnesota Inc April Waste Services	04/09/2024	447.48
Total for Check Number 28867:				447.48
28868	56 042024	James Bownik 1Q24 Mileage Reimbursement	04/09/2024	32.16
Total for Check Number 28868:				32.16
28869	413 092S224240	Boyer Ford Trucks Inc 2024 Ford Install Backup Camera	04/09/2024	371.25
Total for Check Number 28869:				371.25
28870	29 4448 4449	City of St Anthony February Police Services March Police Services	04/09/2024	81,980.42 81,980.42
Total for Check Number 28870:				163,960.84
28871	192 196381020	Comcast Holdings Corporation March Internet	04/09/2024	413.00
Total for Check Number 28871:				413.00
28872	25 EMCOM-011574 EMCOM-011589 EMCOM-011605	County of Ramsey March Fleet Support March CAD Services March 911 Dispatch Services	04/09/2024	6.24 74.58 485.08
Total for Check Number 28872:				565.90
28873	25 PRRRV-002564	County of Ramsey 2Q24 Election Services	04/09/2024	5,310.00
Total for Check Number 28873:				5,310.00
28874	25 PRRRV-002102	County of Ramsey Reissue Check 28556 2023 JPA Payment	04/09/2024	1,178.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 28874:	1,178.00
28875	422 F51795	Crysteel Truck Equipment Inc 2024 Ford Box	04/09/2024	29,115.00
			Total for Check Number 28875:	29,115.00
28876	145 03072024	Mary Gaasch Day on Hill Transport	04/09/2024	124.18
			Total for Check Number 28876:	124.18
28877	61 4030537	Gopher State One Call March Locate Tickets	04/09/2024	13.50
			Total for Check Number 28877:	13.50
28878	82 MAR24	Home Depot General Supplies	04/09/2024	16.97
			Total for Check Number 28878:	16.97
28879	31 180345 180345	Kennedy & Graven Chartered Fern TIF Note Issuance February Legal Services	04/09/2024	1,972.00 1,078.50
			Total for Check Number 28879:	3,050.50
28880	30 404357	League of Minnesota Cities DP '24 LMC Annual Conference	04/09/2024	275.00
			Total for Check Number 28880:	275.00
28881	23 INV2488947	Metro Sales Inc 1Q24 Copy Charges	04/09/2024	72.00
			Total for Check Number 28881:	72.00
28882	387 1862 1862 1862	Metro-INET Cisco Switch Cisco Switch Cisco Switch	04/09/2024	469.78 79.00 156.59
			Total for Check Number 28882:	705.37
28883	387 1863 1863 1863	Metro-INET Milestone Licenses Milestone Licenses Milestone Licenses	04/09/2024	288.60 145.60 865.80
			Total for Check Number 28883:	1,300.00
28884	387 1836 1836 1836	Metro-INET April IT/Phone April IT/Phone April IT/Phone	04/09/2024	275.97 547.01 1,641.02
			Total for Check Number 28884:	2,464.00
28885	24 1170567	Metropolitan Council Environmental Serv May Wastewater Service	04/09/2024	14,146.65

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 28885:	14,146.65
28886	12 2024-042	NineNorth March Production Services	04/09/2024	746.85
			Total for Check Number 28886:	746.85
28887	84 3-2024 3-2024 3-2024 3-2024 3-2024 3-2024 3-2024 3-2024 3-2024	North Star Bank Cardmember Services Council Chambers Replacement Equipment March Costco Fuel Tennis Court Parts City Hall Plants US Flag March Costco Fuel Pioneer Press March Costco Fuel Office Supplies	04/09/2024	248.07 70.15 73.00 82.00 37.92 327.40 32.50 70.16 56.67
			Total for Check Number 28887:	997.87
28888	10 0001687225	On Site Sanitation Inc 03/16/2024 - 04/12/2024 Park Portable Restroom	04/09/2024	101.00
			Total for Check Number 28888:	101.00
28889	404 2Q2024	Star Tribune April-July Subscription	04/09/2024	64.77
			Total for Check Number 28889:	64.77
28890	4 S1009926	The Neighborhood Recycling Company Inc 3/24 Recycling Collection	04/09/2024	3,446.94
			Total for Check Number 28890:	3,446.94
			Total for 4/9/2024:	229,727.64
			Report Total (26 checks):	229,727.64



ACTION REQUESTED	LAUDERDALE COUNCIL	
Consent	X	MEETING DATE <u>April 9, 2024</u>
Special	_____	ITEM NUMBER <u>2024 Garbage Hauler Licenses</u>
Public Hearing	_____	STAFF INITIAL <u>Jim</u>
Report	_____	APPROVED BY ADMINISTRATOR _____
Discussion/Action	_____	
Resolution	_____	
Work session	_____	

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

**2/1/24-1/31/25 Garbage Hauler Licenses**

Applications include:

- A flat fee of \$250.00 per license (residential & commercial); \$500 for both.
- A combined application form for both residential and commercial.
- An important notice about post-collection cart placement for collection truck drivers.

Upon approval, the following garbage companies will be issued residential and commercial refuse hauler licenses, but only once the licensing process is complete.

Republic Services  
Walter's  
Aspen  
Waste Management

**OPTIONS:**

- 1) Approve as consent item.
- 2) Do not approve as consent item.

**STAFF RECOMMENDATION:**

By approving the consent agenda, the council is approving the 2024 refuse hauler licenses for these four companies, upon completion of the licensing process.

**COUNCIL ACTION:**

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

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

Meeting Date   April 9, 2024  

ITEM NUMBER   Audit Materials  

STAFF INITIAL   HB  

APPROVED BY ADMINISTRATOR

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

Each year, a representative of Abdo presents the findings of the audit to the City Council. This year Bonnie Schwieger will present. Upon conclusion of the presentation, the Council should vote to accept the audit reports.

**OPTIONS:**

**STAFF RECOMMENDATION:**

Motion to accept the audit reports prepared by Abdo.

**COUNCIL ACTION:**



# City of Lauderdale

2023 Financial Statement Audit



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# Introduction

- Audit Opinion and Responsibility
- General Fund Results
- Other Governmental Funds
- Enterprise Funds
- Key Performance Indicators



# Audit Results

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**Financial  
Statements**



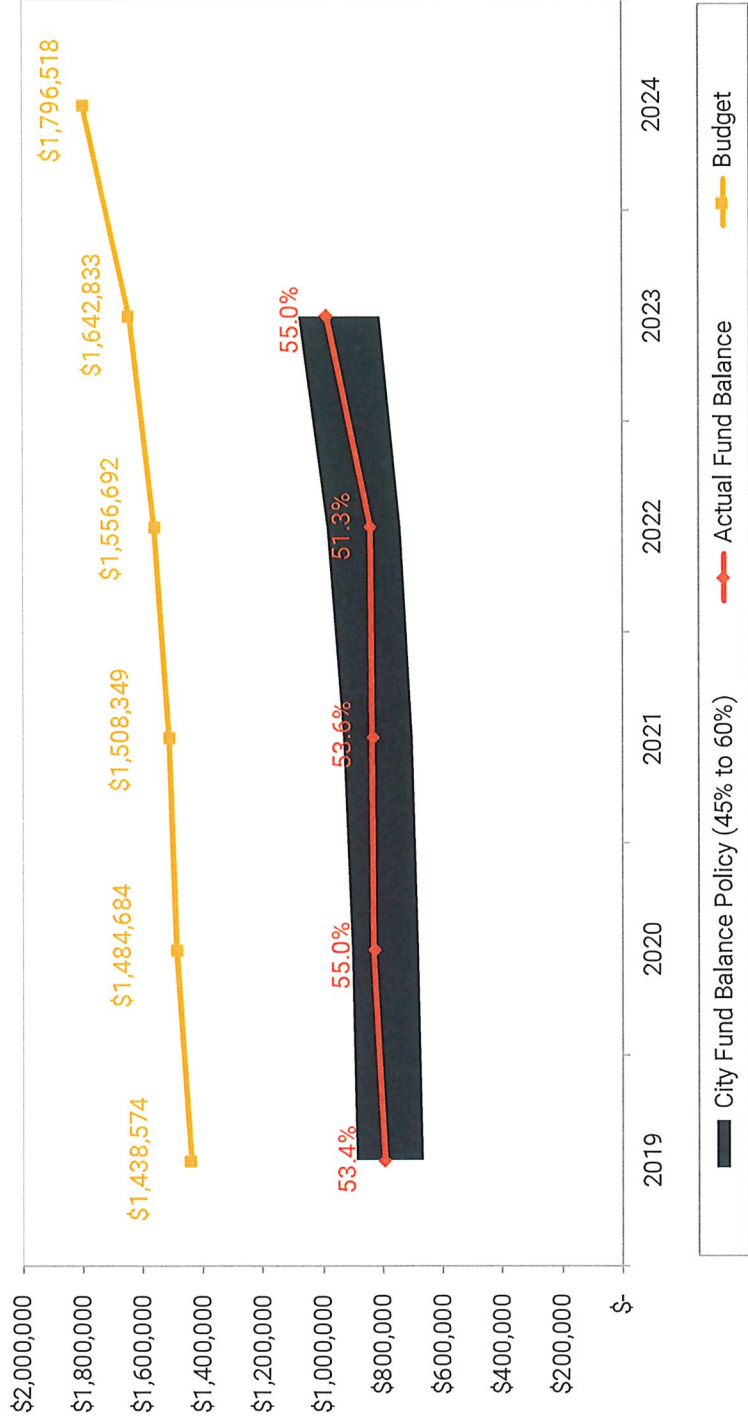
Unmodified Opinion

**Minnesota Legal  
Compliance**



No instances of  
noncompliance noted.

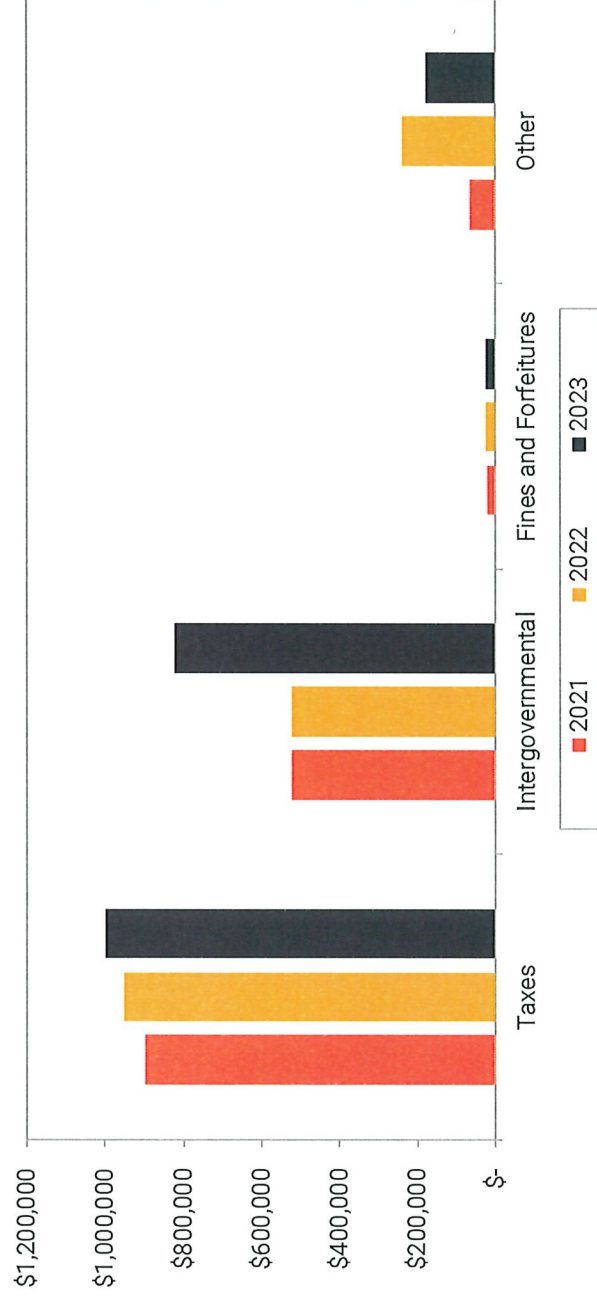
# General Fund - Fund Balances



# General Fund Budget to Actual

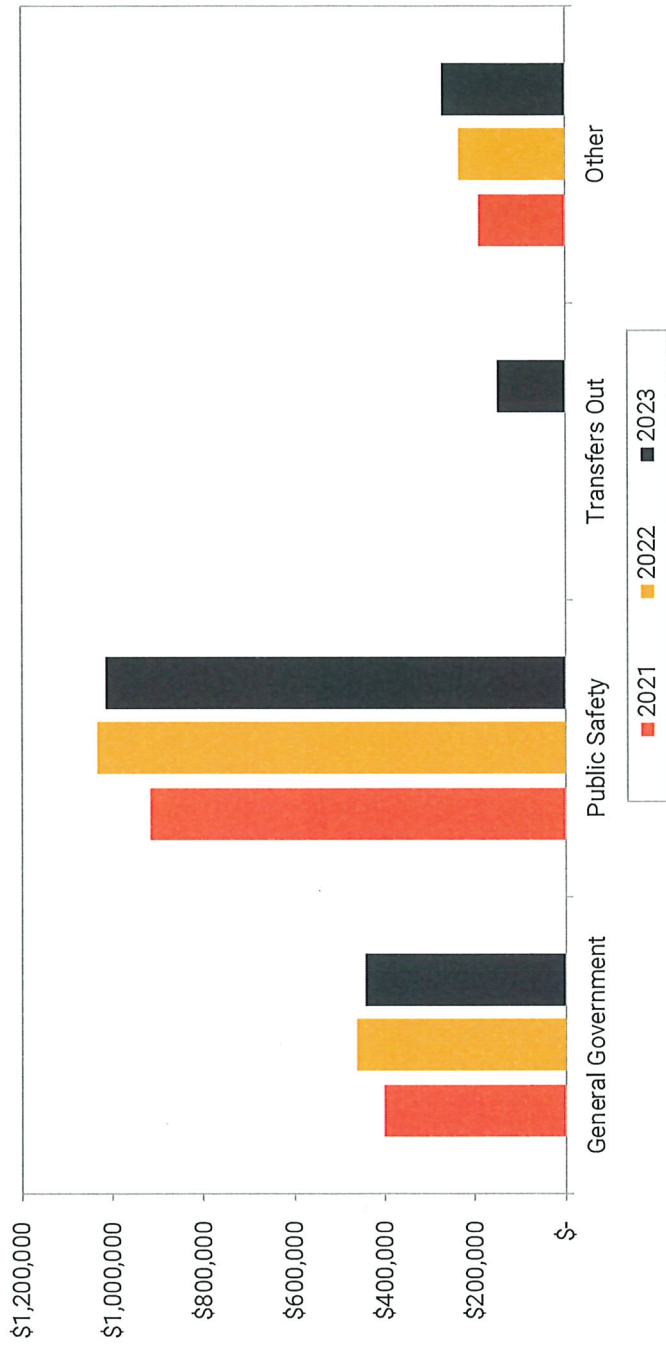
	Final Budgeted Amounts	Actual Amounts	Variance with Final Budget
Revenues	\$ 1,587,833	\$ 2,025,441	\$ 437,608
Expenditures	1,642,833	1,730,229	(87,396)
Excess (Deficiency) of Revenues Over (Under) Expenditures	(55,000)	295,212	350,212
Other Financing Sources (Uses)			
Transfer in	55,000	-	(55,000)
Transfers out	-	(149,957)	(149,957)
Total Other Financing Sources (Uses)	55,000	(149,957)	(204,957)
Net Change in Fund Balances	-	145,255	145,255
Fund Balances, January 1	842,963	842,963	-
Fund Balances, December 31	<u>\$ 842,963</u>	<u>\$ 988,218</u>	<u>\$ 145,255</u>

# General Fund Revenues by Type



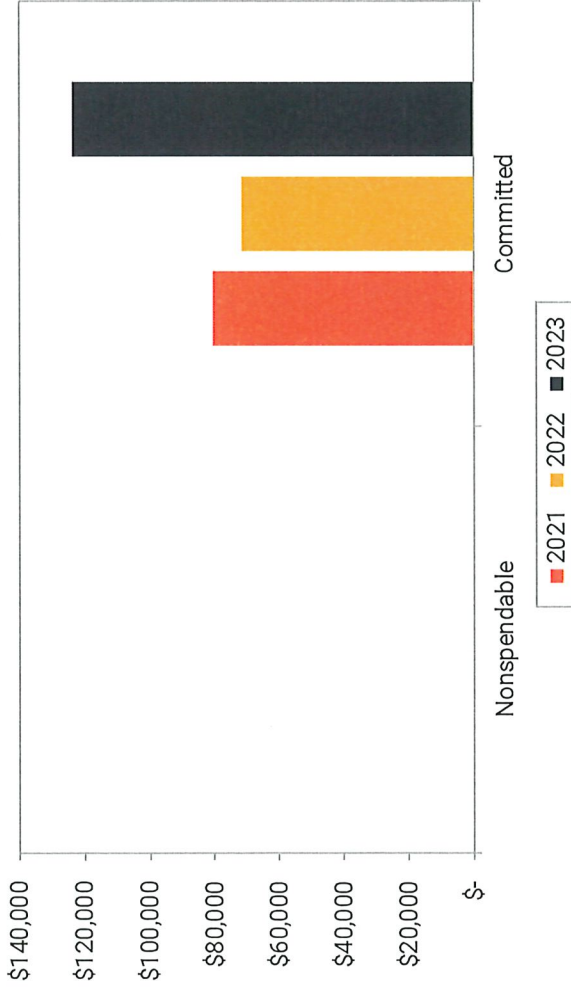


# General Fund Expenditures by Type



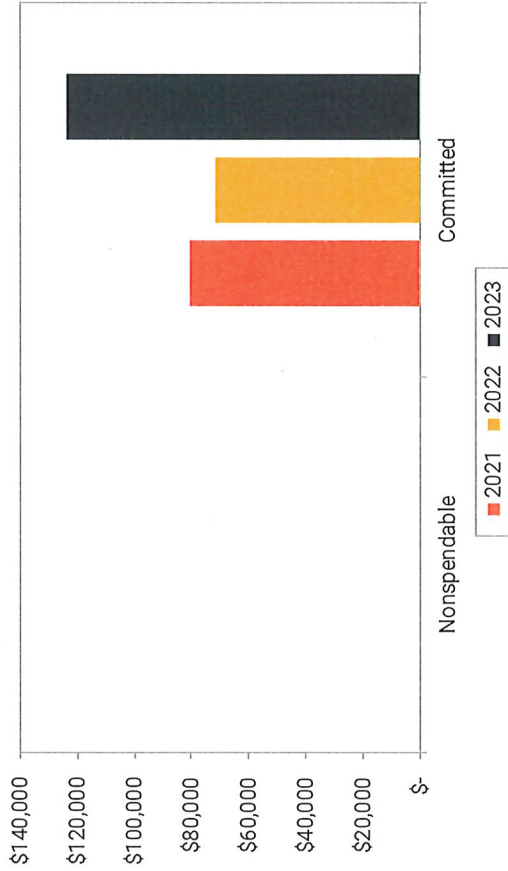
# Special Revenue Fund Balances

Fund	Fund Balances December 31,		Increase (Decrease)
	2023	2022	
Communications	\$ 45,233	\$ 3,194	\$ 42,039
Recycling	78,487	68,166	10,321
<b>Total</b>	<b>\$ 123,720</b>	<b>\$ 71,360</b>	<b>\$ 52,360</b>



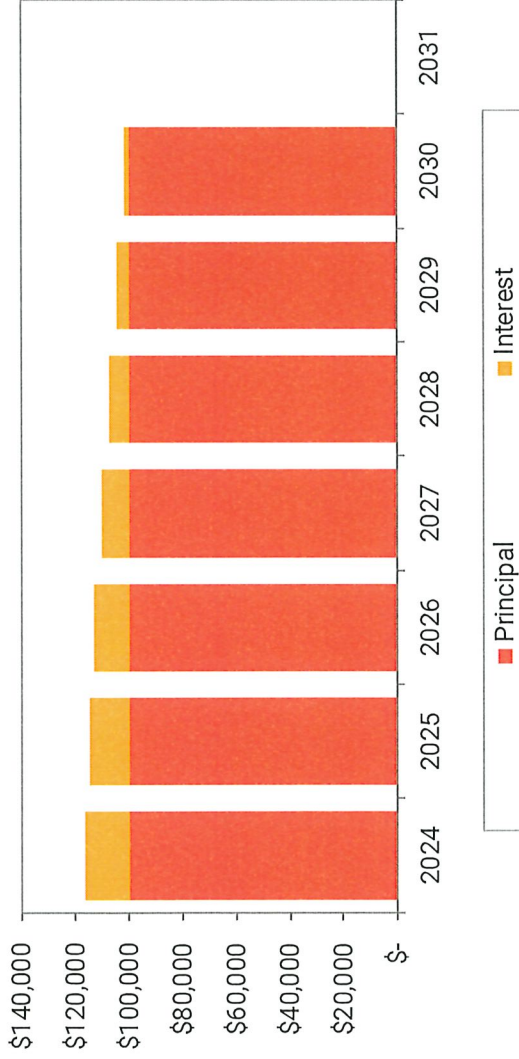
# Capital Project Fund Balances

Fund	Fund Balances December 31,		Increase (Decrease)
	2023	2022	
<b>Major</b>			
Street Improvement	\$ 445,624	\$ 414,957	\$ 30,667
Development	383,101	362,004	21,097
Park Dedication	352,737	339,524	13,213
Subtotal	1,181,462	1,116,485	64,977
<b>Nonmajor</b>			
Park Improvement	201,322	200,741	581
General Capital Improvement	149,039	147,622	1,417
Subtotal	440,668	439,944	724
<b>Total</b>	<b>\$ 1,622,130</b>	<b>\$ 1,556,429</b>	<b>\$ 65,701</b>



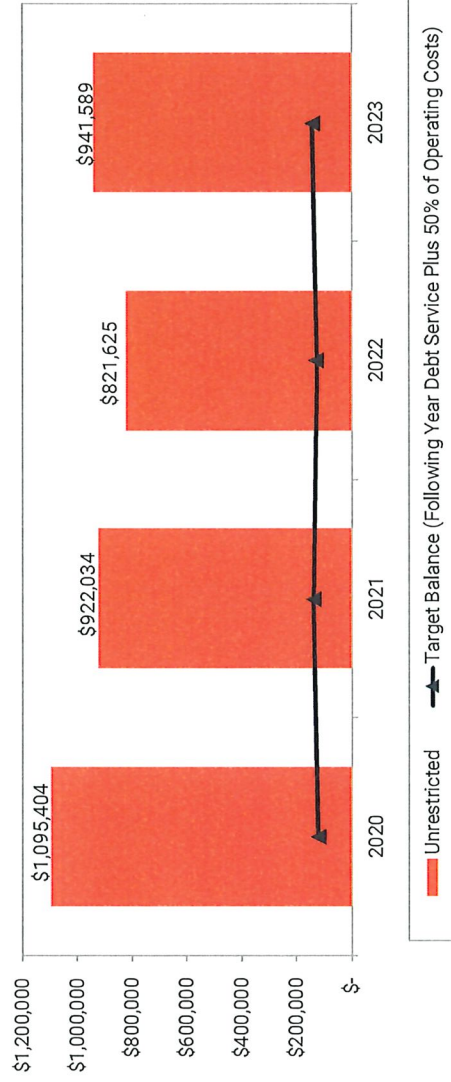
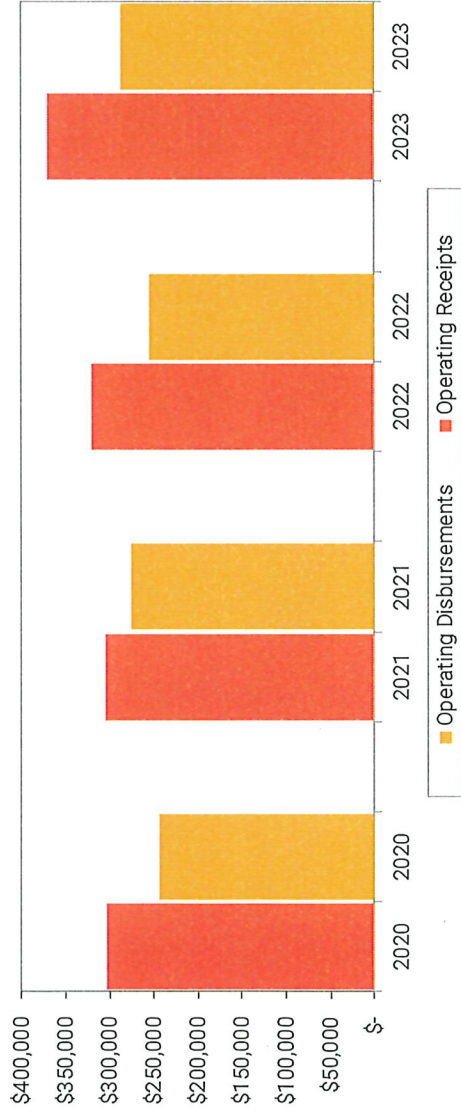
# Debt Service

Description	Total Cash and Investments	Total Assets	Bonds Outstanding	Year of Maturity
2019A G.O. Improvement Bonds	\$ 231,701	\$ 402,397	\$ 700,000	2030



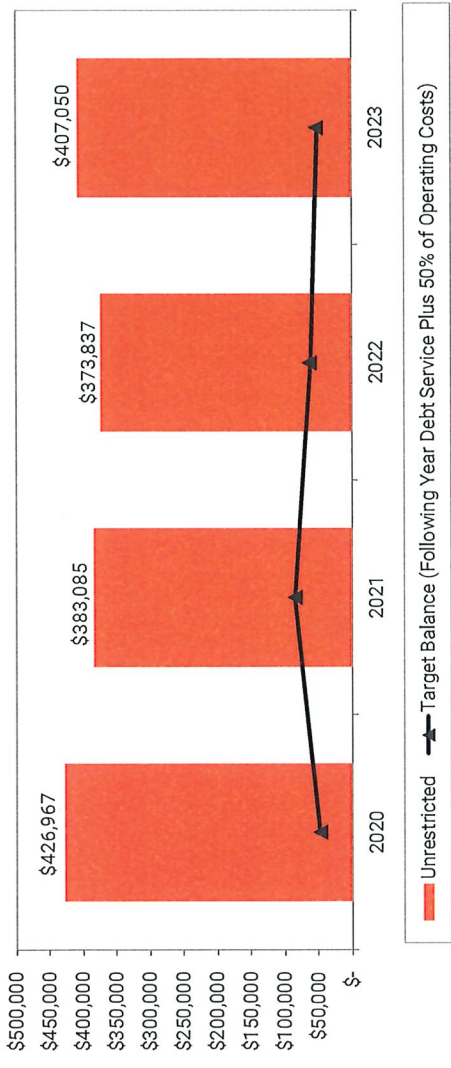
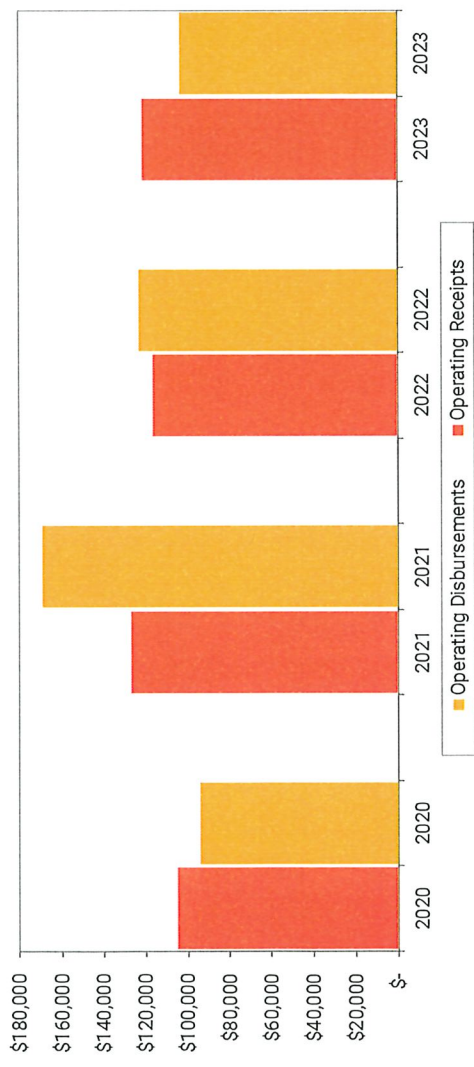
# Sewer Fund

## Cash Flows from Operations and Cash Balances

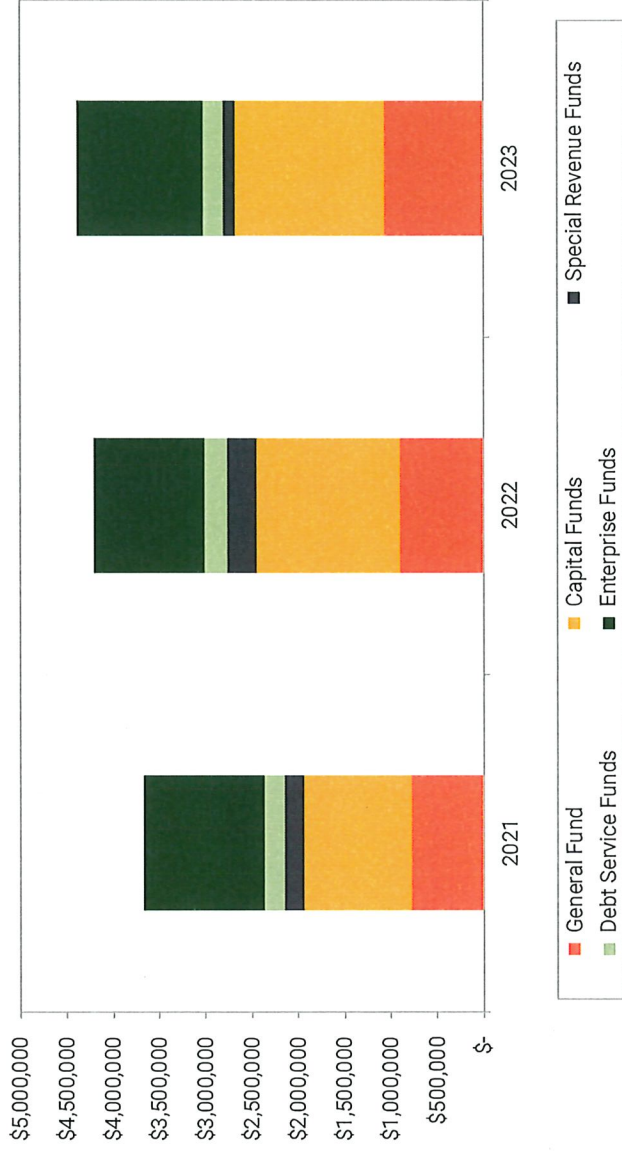


# Storm Sewer Fund

## Cash Flows from Operations and Cash Balances

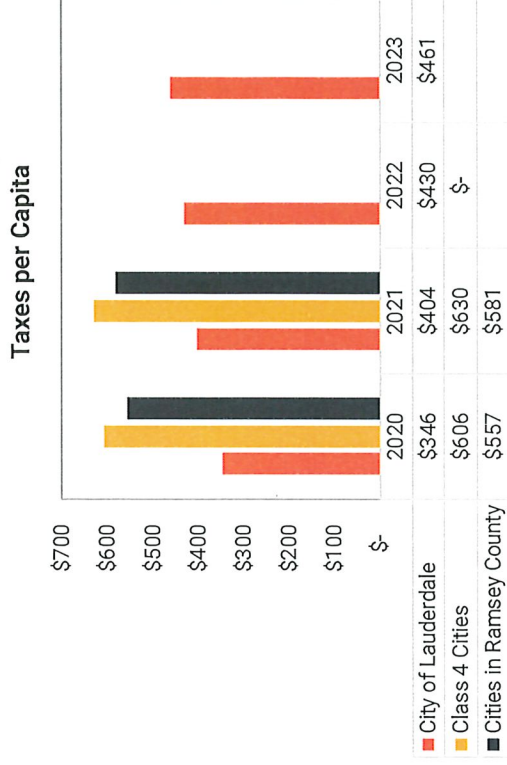
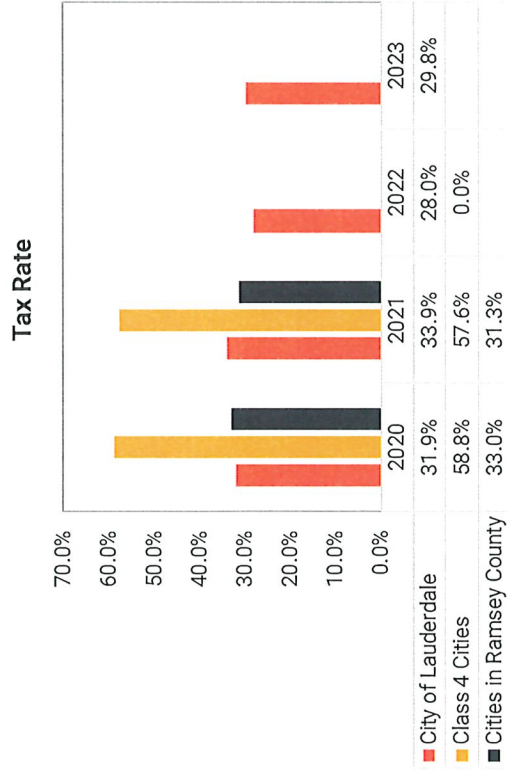


# Cash and Investments Balances by Fund Type



# Taxes

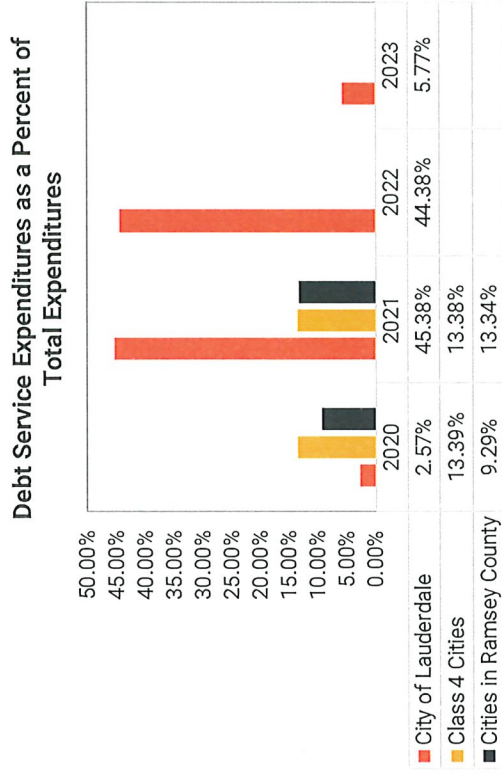
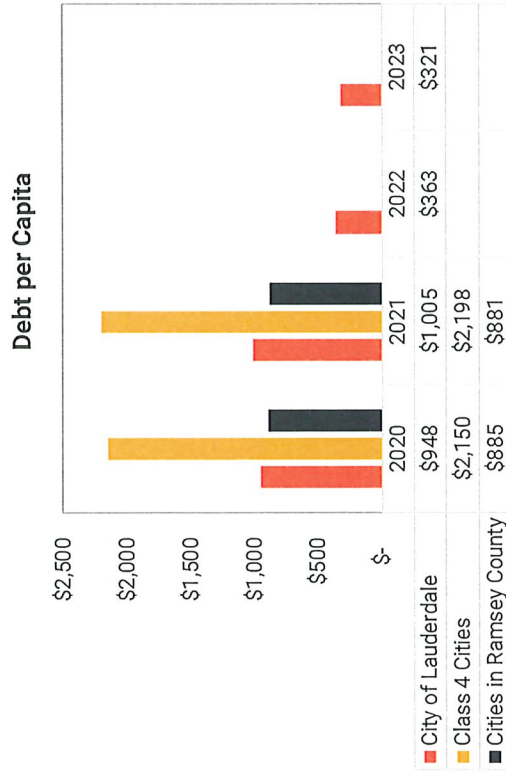
## Key Performance Indicators





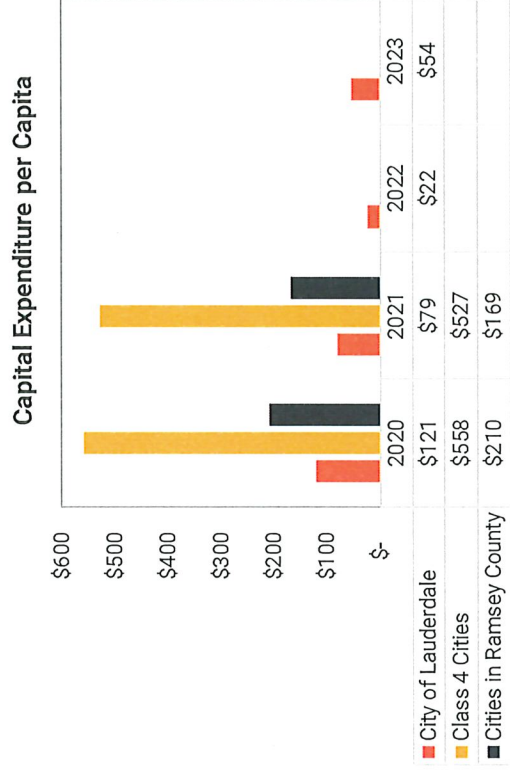
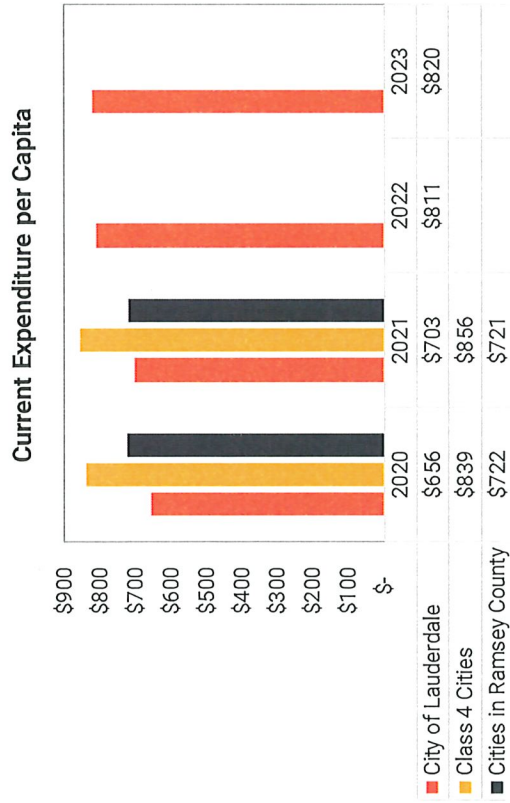
# Debt

## Key Performance Indicators



# Expenditures

## Key Performance Indicators



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# Your Abdo Team



Andy Berg, CPA  
Partner

[andrew.berg@abdosolutions.com](mailto:andrew.berg@abdosolutions.com)



Bonnie Schwieger, CPA  
Partner

[bonnie.schwieger@abdosolutions.com](mailto:bonnie.schwieger@abdosolutions.com)



Luke Vogt  
Senior Associate

[luke.vogt@abdosolutions.com](mailto:luke.vogt@abdosolutions.com)



Mathato Makhaye  
Senior Associate

[adam.owens@abdosolutions.com](mailto:adam.owens@abdosolutions.com)



Dave Abriol  
Associate

[dave.abriol@abdosolutions.com](mailto:dave.abriol@abdosolutions.com)