

**LAUDERDALE CITY COUNCIL MEETING AGENDA**  
**7:00 P.M. TUESDAY, MAY 28, 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 May 14, 2024 City Council Meeting
  - c. Claims Totaling \$22,711.80
4. **CONSENT**
  - a. Day in the Park Liquor License
  - b. Resolution No. 052824A – Depositing the Excess Unreserved Fund Balance in Capital Improvement Funds
  - c. April Financial Report
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. 2025 Budget and Goals
9. **ITEMS REMOVED FROM THE CONSENT AGENDA**
10. **ADDITIONAL ITEMS**
11. **SET AGENDA FOR NEXT MEETING**
  - a. May Financial Report
  - b. Metropolitan Council Sector Representative Peter Lindstrom (July 9)
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: May 28, 2024 07:00 PM Central Time (US and Canada)

Topic: May 28, 2024 Lauderdale City Council Webinar

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88416416764?pwd=cnROUjlzRGxrRG9QaTZxNGw1Ym1HQOT09>

Passcode: 337777

Or One tap mobile :

+13092053325,,88416416764# US

+13126266799,,88416416764# 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)

+1 305 224 1968 US

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

Webinar ID: 884 1641 6764

International numbers available: <https://us02web.zoom.us/j/88416416764>

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

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May 14, 2024

**Call to Order**

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

**Roll Call**

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

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 Pulford moved and seconded by Councilor Sayre to approve the agenda. Motion carried unanimously.

Mayor Gaasch asked if there were corrections to the minutes of the April 23, 2024 City Council meeting. There being none, Councilor Dains moved and seconded by Councilor Pulford to approve the April 23, 2024 City Council meeting minutes. Motion carried unanimously.

Mayor Gaasch asked if there were any questions on the claims. There being none, Councilor Dains moved and seconded by Councilor Sayre to approve the claims totaling \$178,547.81. Motion carried unanimously.

**Special Order of Business/Recognitions/Proclamations**

A. Recognition of Mayor Mary Gaasch

Luke Fischer, Executive Director of the League of Minnesota Cities (LMC), and Justin Miller, City Administrator for the City of Lakeville and First Vice President of the LMC, approached the dais to speak. They both thanked Mayor Gaasch for her dedication to the LMC as a member of the Board of Directors.

**Informational Presentations/Reports**

A. City Council Updates

Mayor Gaasch attended a Regional Council of Mayors meeting on May 13. She said that the Minneapolis Foundation is working on water quality governance throughout Minnesota, which is part of a larger effort to improve water quality in the six states in the Great Lakes region. Gaasch also said that Xcel Energy spoke about their mission to become carbon neutral by 2030. Finally, Metro Transit spoke about their recent increases in ridership and decreases in crime.

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MEETING MINUTES  
Lauderdale City Hall  
1891 Walnut Street  
Lauderdale, MN 55113

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May 14, 2024

**Public Hearings**

A. Ordinance No. 24-01 Creating an Environment and Sustainability Commission and Repealing Title 2, Chapters 2, 4, and 5 of Lauderdale City Code

City staff revised the Environment and Sustainability Commission ordinance based on Council recommendation at the last meeting. It is ready for adoption. Staff will prepare application forms and spread the word starting in late June about how residents can apply.

Mayor Gaasch opened the floor at 7:16 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 7:17 p.m.

Councilor Sayre made a motion to adopt Ordinance No. 24-01—creating an Environment and Sustainability Commission and Repealing Title 2, Chapters 2, 4, and 5. This was seconded by Councilor Pulford and carried unanimously.

B. Resolution No. 051424A – Authorizing Publication of Ordinance No. 24-01 by Title and Summary

Councilor Pulford made a motion to adopt Resolution No. 051424A—Authorizing Publication of Ordinance No. 24-01 by Title and Summary. This was seconded by Councilor Dains and carried unanimously.

**Discussion/Action Item**

A. Agreement with Center for Energy and the Environment to Perform Discounted Home Energy Squad Visits in the City of Lauderdale

Butkowski said that for years, City staff have been promoting the work of the Center for Energy and the Environment (CEE) as they administer Ramsey County's Energy Conservation Deferred Loan Program. It came to staff's attention recently that some Ramsey County cities are partnering with them to offer discounted home energy squad visits. Cities pay for half of the cost of the visit to encourage folks to take advantage of them. The full cost for the Energy Saver visit is \$70, and the Energy Planner Visit is \$100. The City would cover \$35 and \$50 of the costs respectively. Staff anticipate a few household each year will participate so the budgetary impact will be low.

The home energy squad visits are a great service. CEE is a partner of Xcel Energy so the visits includes "freebies" in terms of LED light bulbs, installed weather stripping, and shower heads that more than cover the cost of the visit. The Energy Planner Visit includes infrared reporting of a home's insulation, an otherwise costly service. If approved, staff will advertise in the next newsletter and online in the hope that residents take advantage of the service.

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Lauderdale City Hall  
1891 Walnut Street  
Lauderdale, MN 55113

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May 14, 2024

Councilor Sayre made a motion to adopt the Agreement to Perform Home Energy Squad Visits in the City of Lauderdale. This was seconded by Councilor Pulford and carried unanimously.

**Set Agenda for Next Meeting**

Butkowski stated that the May 28 council meeting might include the April financial report, a presentation from Met Council representative Peter Lindstrom, and a visit from the new owners of Finn Sisu.

**Work Session**

A. Community Development Update

Butkowski shared that Bluechip Tree Company was in the Lauderdale Nature Area today to remove trees about to fall on the old trolley tracks and on the new sewer project. Next week they will remove diseased ash trees as part of the DNR grant. She mentioned Stantec would be televising the inside of all sanitary sewer manholes to assess condition ahead of the mill and overlay project. Some of the manhole castings are covered by a Met Council grant. Staff will be meeting with Falcon Heights on May 15 regarding planning for Day in the Park. Finally, staff will be working on finalizing materials for the EPA's request for information follow up.

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 7:36 p.m. Motion carried unanimously.

Respectfully submitted,



Miles Cline  
Deputy City Clerk



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

## Request for Council Action

**To:** Mayor and City Council  
**From:** City Administrator  
**Meeting Date:** May 28, 2024  
**Subject:** List of Claims

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The claims totaling \$22,711.80 are provided for City Council review and approval that includes check numbers 28927 to 28940.

# Accounts Payable

## Checks by Date - Detail by Check Date

User: heather.butkowski  
 Printed: 5/23/2024 3:05 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	34	AFSCME MN Council 5 PR Batch 51100.05.2024 Union Dues	05/24/2024 PR Batch 51100.05.2024 Unic	240.60
Total for this ACH Check for Vendor 34:				240.60
ACH	389	BCBSM Inc PR Batch 51100.05.2024 Vision Insurance	05/24/2024 PR Batch 51100.05.2024 Visi	12.82
Total for this ACH Check for Vendor 389:				12.82
ACH	415	Securian Life Insurance Company PR Batch 51100.05.2024 Life Insurance	05/24/2024 PR Batch 51100.05.2024 Life	204.43
Total for this ACH Check for Vendor 415:				204.43
ACH	423	Madison National Life Ins Co Inc PR Batch 51100.05.2024 Short Term Disability PR Batch 51100.05.2024 Long Term Disability	05/24/2024 PR Batch 51100.05.2024 Sho PR Batch 51100.05.2024 Lon;	80.69 86.83
Total for this ACH Check for Vendor 423:				167.52
ACH	43	Public Employees Retirement Association PR Batch 51100.05.2024 PERA Coordinated PR Batch 51100.05.2024 PERA Coordinated	05/24/2024 PR Batch 51100.05.2024 PER PR Batch 51100.05.2024 PER	1,144.16 1,320.18
Total for this ACH Check for Vendor 43:				2,464.34
ACH	44	Minnesota Department of Revenue PR Batch 51100.05.2024 State Income Tax	05/24/2024 PR Batch 51100.05.2024 Stat	796.09
Total for this ACH Check for Vendor 44:				796.09
ACH	45	ICMA Retirement Corporation PR Batch 51100.05.2024 Deferred Comp PR Batch 51100.05.2024 Deferred Comp	05/24/2024 PR Batch 51100.05.2024 Def PR Batch 51100.05.2024 Def	1,691.64 1,318.95
Total for this ACH Check for Vendor 45:				3,010.59
ACH	46	Internal Revenue Service PR Batch 51100.05.2024 FICA Employer Portio PR Batch 51100.05.2024 Medicare Employer Po PR Batch 51100.05.2024 Medicare Employee Pc PR Batch 51100.05.2024 Federal Income Tax PR Batch 51100.05.2024 FICA Employee Portio	05/24/2024 PR Batch 51100.05.2024 FIC. PR Batch 51100.05.2024 Med PR Batch 51100.05.2024 Med PR Batch 51100.05.2024 Fede PR Batch 51100.05.2024 FIC.	1,269.42 296.91 296.91 2,155.57 1,269.42
Total for this ACH Check for Vendor 46:				5,288.23
Total for 5/24/2024:				12,184.62
28927	192	Comcast Holdings Corporation	05/28/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	201351155	May Internet		413.00
			Total for Check Number 28927:	413.00
28928	25 EMCOM-011639 EMCOM-011654 EMCOM-011670	County of Ramsey April Fleet Support April CAD Services April 911 Dispatch Services	05/28/2024	6.24 74.58 485.08
			Total for Check Number 28928:	565.90
28929	216 195124845	Dean's Professional Plumbing Inc I/I Private Grant for 1831 Pleasant St	05/28/2024	4,329.51
			Total for Check Number 28929:	4,329.51
28930	185 052024 052024 052024	Lauderdale Certified Auto Repair Inc April Fuel April Fuel April Fuel	05/28/2024	2.31 2.31 10.75
			Total for Check Number 28930:	15.37
28931	11 2024-547	North Suburban Communications Commiss 1Q24 Contribution	05/28/2024	927.60
			Total for Check Number 28931:	927.60
28932	10 0001706107 0001712388	On Site Sanitation Inc 04/25/2024 - 05/10/2024 Park Portable Restroom 05/11/2024 - 06/07/2024 Park Portable Restroom	05/28/2024	102.50 320.00
			Total for Check Number 28932:	422.50
28933	388 PS-INV104642	PeopleService Inc June Wastewater	05/28/2024	630.00
			Total for Check Number 28933:	630.00
28934	5 619861-04-24	Premium Waters Inc April Water Bottles	05/28/2024	33.48
			Total for Check Number 28934:	33.48
28935	26 2231013 2231013 2231013 2231013	Stantec Consulting Services Inc Metering Station Issues GIS Updates Eustis Street Project EPA Response	05/28/2024	196.00 277.50 245.00 461.25
			Total for Check Number 28935:	1,179.75
28936	71 130106827	Summit Fire Protection Inc 2024 Fire Extinguisher Inspection	05/28/2024	422.90
			Total for Check Number 28936:	422.90
28937	3 529471328	US National Equipment Finance Inc June Copier Lease	05/28/2024	155.00
			Total for Check Number 28937:	155.00
28938	90	Verizon Wireless	05/28/2024	



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	9963001916	April Cell Phone		40.92
	9963001916	April Cell Phone		81.83
	9963001916	April Cell Phone		40.92
Total for Check Number 28938:				163.67
28939	425	Vestis	05/28/2024	
	6290245511	April Uniforms		22.76
	6290245511	April Uniforms		22.77
	6290250074	May Uniforms		22.76
	6290250074	May Uniforms		22.77
	6290252562	May Uniforms		22.77
	6290252562	May Uniforms		22.76
Total for Check Number 28939:				136.59
28940	74	Xcel Energy	05/28/2024	
	876014364	April Street Lighting		499.49
	876070249	Larpenteur Bridge Lights		51.55
	876179224	1891 Walnut Street		190.76
	876179224	1891 Walnut Street		95.19
	876266906	Larpenteur Avenue		56.56
	876419391	1917 Walnut Street		23.85
	876419391	1885 Fulham Street		27.48
	876419391	1917 Walnut Street		36.86
	876419391	1885 Fulham Street		150.17
Total for Check Number 28940:				1,131.91
Total for 5/28/2024:				10,527.18
Report Total (22 checks):				22,711.80

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent                      X    
Public Hearing                     
Discussion                         
Action                                
Resolution                         
Work Session                   

Meeting Date              May 28, 2024  

ITEM NUMBER   Liquor License    
  for 7/18/24 Day in the Park  

STAFF INITIAL           Jim  

APPROVED BY ADMINISTRATOR           

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

In 2018, the Day in the Park planning committee supported having adult beverages and the applicable ordinances were updated to allow temporary on-sale liquor licenses for city events. Bent Brewstillery in Roseville has again agreed to sell and serve beer at Day in the Park. In previous years they have also offered wine and mixed drinks.

Attached is the application required by the State. Once approved by the City Council, staff will submit it to the State for approval.

**OPTIONS:**

Approve by adopting the consent agenda or remove for discussion.

**STAFF RECOMMENDATION:**

By approving the consent agenda, the City Council is approving a temporary on-sale liquor license for Bent Brewstillery to sell adult beverages at Day in the Park on July 18, 2024.



Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement Division  
445 Minnesota Street, Suite 1600, St. Paul, MN 55101  
651-201-7507 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY  
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization	Date of organization	Tax exempt number	
Bent Brewstillery	June 11, 2011	45-2650832	
Organization Address (No PO Boxes)	City	State	Zip Code
1744 Terrace Dr	Roseville	MN	55113
Name of person making application	Business phone	Home phone	
Bartley Blume	651-233-3843		
Date(s) of event	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer		
7/18/2024	<input checked="" type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name	City	State	Zip Code
Bartley Blume	Roseville	MN	55113
Organization officer's name	City	State	Zip Code
		MN	
Organization officer's name	City	State	Zip Code
		MN	

Location where permit will be used. If an outdoor area, describe.  
Lauderdale Community Park  
1885 Fulham St, Lauderdale, MN 55113

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.  
See attached.

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City of Lauderdale	5/28/2024
City or County approving the license	Date Approved
\$0	7/18/2024
Fee Amount	Permit Date
Event in conjunction with a community festival <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	jim.bownik@lauderdalemn.org
2271	City or County E-mail Address
Current population of city	

\_\_\_\_\_  
Please Print Name of City Clerk or County Official

\_\_\_\_\_  
Signature City Clerk or County Official

**CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event  
No Temp Applications faxed or mailed. Only emailed.**

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.**

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY  
PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY  
CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**

**LAUDERDALE COUNCIL  
ACTION FORM**

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

Meeting Date	May 28, 2024
ITEM NUMBER	<u>          Fund Balance Res.          </u>
STAFF INITIAL	<u>          AB          </u>
APPROVED BY ADMINISTRATOR	

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

The 2023 audit has been completed. The City has “excess” funds in the general fund at year end relative to the 2024 operating budget. The funds are the result of the transfer of American Rescue Plan Act dollars to the general fund to cover policing costs.

Historically, the City Council has transferred excess funds to capital improvement funds. This has been the primary method the City Council has used to save for future capital projects. The following resolution transfers the excess balance of \$50,000 to the General Capital Improvement Fund and \$49,957 to the Street Improvement Fund. The General Capital Improvement Fund was depleted this year as a new mower and truck were purchased. The transfer to the Street Improvement Fund is in anticipation of the upcoming mill and overlay project. A report of the current fund balances is attached. The funds receiving the deposits are circled in pink.

**OPTIONS:**

**STAFF RECOMMENDATION:**

By approving the Consent Agenda, the Council adopts Resolution 052824A - A Resolution Depositing the Excess Unreserved Fund Balance in Capital Improvement Funds.

**RESOLUTION NO. 052824A**

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

**A RESOLUTION DEPOSITING THE EXCESS UNRESERVED FUND BALANCE  
IN CAPITAL IMPROVEMENT FUNDS**

**WHEREAS**, the city auditor has completed the 2023 audit; and

**WHEREAS**, the City has \$99,957 in excess of 55% of the next year's operating budget already being retained in the General Fund; and

**WHEREAS**, the City Council historically transferred funds in excess of 45% to 60% of the next year's operating budget to capital improvement funds.

**NOW THEREFORE, BE IT RESOLVED**, by the City Council of the City of Lauderdale, that \$50,000 of the excess unreserved fund balance at the end of 2023 be deposited into the General Capital Improvement Fund (Fund 401) and \$49,957 of the excess unreserved fund balance be deposited into the General Capital Improvement Fund (Fund 403).

**ADOPTED** by the City Council of Lauderdale this 28<sup>th</sup> day of May, 2023.

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Mary Gaasch, Mayor

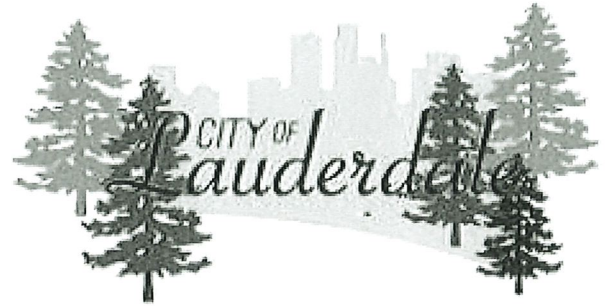
ATTEST:

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Heather Butkowski, City Administrator

# General Ledger

## Cash Balances



User: heather.butkowski  
 Printed: 5/24/2024 9:18:24 AM  
 Period 05 - 05  
 Fiscal Year 2024

Description	Account	Beg Bal	MTD Debit	MTD Credit	Current Balance
Cash	101-00000-000-10100	-2,881,485.18	172,483.89	142,457.96	-2,851,459.25
Change Fund	101-00000-000-10300	100.00	0.00	0.00	100.00
Cash	226-00000-000-10100	41,846.41	0.00	2,517.60	39,328.81
Cash	227-00000-000-10100	58,993.45	0.00	5,610.60	53,382.85
Cash	306-00000-000-10100	196,202.77	0.00	0.00	196,202.77
Cash	401-00000-000-10100	65,515.38	0.00	42,754.07	22,761.31
Cash	403-00000-000-10100	398,748.37	0.00	0.00	398,748.37
Cash	404-00000-000-10100	204,496.35	0.00	0.00	204,496.35
Cash	406-00000-000-10100	358,299.38	0.00	0.00	358,299.38
Cash	414-00000-000-10100	319,812.27	0.00	0.00	319,812.27
Cash	416-00000-000-10100	93,310.99	0.00	0.00	93,310.99
Cash	602-00000-000-10100	928,756.53	15,265.77	26,610.10	917,412.20
Cash	603-00000-000-10100	405,955.39	6,656.83	6,104.78	406,507.44
<b>Current Assets</b>		<b>190,552.11</b>	<b>194,406.49</b>	<b>226,055.11</b>	<b>158,903.49</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	3,518,830.45	0.00	150,000.00	3,368,830.45
<b>Investments</b>		<b>3,518,830.45</b>	<b>0.00</b>	<b>150,000.00</b>	<b>3,368,830.45</b>
<b>Grand Total</b>		<b>3,709,682.56</b>	<b>194,406.49</b>	<b>376,055.11</b>	<b>3,528,033.94</b>

**LAUDERDALE COUNCIL  
ACTION FORM**

<p style="text-align: center;"><b>Action Requested</b></p> <p>Consent                    <u>  X  </u></p> <p>Public Hearing           <u>          </u></p> <p>Discussion                <u>          </u></p> <p>Action                     <u>          </u></p> <p>Resolution               <u>          </u></p> <p>Work Session            <u>          </u></p>	<p>Meeting Date                    <u>  May 28, 2024  </u></p> <hr/> <p>ITEM NUMBER                    <u>  April Financial Report  </u></p> <p>STAFF INITIAL                    <u>          <i>AB</i>          </u></p> <p>APPROVED BY ADMINISTRATOR</p>
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**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 April 2024. These reports do not include all year-end adjusting entries.

**OPTIONS:**

**STAFF RECOMMENDATION:**

By approving the consent agenda, the Council acknowledges the city’s financial report for April 2024.

# General Ledger

## Cash Balances



User: heather.butkowski  
 Printed: 5/15/2024 11:36:41 AM  
 Period 04 - 04  
 Fiscal Year 2024

Description	Account	Beg Bal	MTD Debit	MTD Credit	Current Balance
Cash	101-00000-000-10100	-2,963,869.13	322,471.14	240,087.19	-2,881,485.18
Change Fund	101-00000-000-10300	100.00	0.00	0.00	100.00
Cash	226-00000-000-10100	40,298.65	3,385.82	1,838.06	41,846.41
Cash	227-00000-000-10100	65,141.44	131.54	6,279.53	58,993.45
Cash	306-00000-000-10100	195,765.31	437.46	0.00	196,202.77
Cash	401-00000-000-10100	94,855.55	146.08	29,486.25	65,515.38
Cash	403-00000-000-10100	399,102.55	889.07	1,243.25	398,748.37
Cash	404-00000-000-10100	204,040.39	455.96	0.00	204,496.35
Cash	406-00000-000-10100	357,500.50	798.88	0.00	358,299.38
Cash	414-00000-000-10100	319,099.20	713.07	0.00	319,812.27
Cash	416-00000-000-10100	93,310.99	0.00	0.00	93,310.99
Cash	602-00000-000-10100	936,443.69	14,708.54	22,395.70	928,756.53
Cash	603-00000-000-10100	407,309.78	4,458.22	5,812.61	405,955.39
<b>Current Assets</b>		<b>149,098.92</b>	<b>348,595.78</b>	<b>307,142.59</b>	<b>190,552.11</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	3,810,768.08	8,062.37	300,000.00	3,518,830.45
<b>Investments</b>		<b>3,810,768.08</b>	<b>8,062.37</b>	<b>300,000.00</b>	<b>3,518,830.45</b>
<b>Grand Total</b>		<b>3,960,167.00</b>	<b>356,658.15</b>	<b>607,142.59</b>	<b>3,709,682.56</b>



# General Ledger Revenue vs Expense

User: heather.butkowski  
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Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend	Collect
<b>101</b>	<b>General Fund</b>						
	<b>Revenue</b>						
	Taxes	1,110,179.00	0.00	-533.07	1,110,712.07		-0.05
	Licenses and Permits	58,650.00	4,890.00	26,953.50	31,696.50		45.96
	Intergovernmental Revenues	566,639.00	0.00	0.00	566,639.00		0.00
	Charges for Services	13,550.00	297.00	5,276.36	8,273.64		38.94
	Fines and Forfeits	25,000.00	3,184.62	9,893.74	15,106.26		39.57
	Miscellaneous Revenue	22,500.00	1,434.06	39,611.80	-17,111.80		176.05
	Other Financing Sources	0.00	0.00	0.00	0.00		0.00
		<b>1,796,518.00</b>	<b>9,805.68</b>	<b>81,202.33</b>	<b>1,715,315.67</b>		<b>4.52</b>
	<b>Revenue</b>						
	<b>Expense</b>						
	Personal Services	452,803.00	34,628.35	145,179.64	307,623.36		32.06
	Supplies	17,044.00	612.86	6,136.53	10,907.47		36.00
	Other Services and Charges	1,326,671.00	182,000.49	357,096.57	969,574.43		26.92
	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>1,796,518.00</b>	<b>217,241.70</b>	<b>508,412.74</b>	<b>1,288,105.26</b>		<b>28.30</b>
	<b>Expense</b>						
<b>101</b>	<b>General Fund</b>	<b>0.00</b>	<b>-207,436.02</b>	<b>-427,210.41</b>	<b>427,210.41</b>		<b>0.00</b>

# General Ledger Revenue vs Expense



User: heather.butkowski  
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 Period 04 - 04  
 Fiscal Year 2024

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
226	<b>Communications</b>					
	Revenue					
	Taxes	15,000.00	3,292.52	6,614.25	8,385.75	44.10
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	400.00	93.30	657.88	-257.88	164.47
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	<b>Revenue</b>	<b>15,400.00</b>	<b>3,385.82</b>	<b>7,272.13</b>	<b>8,127.87</b>	<b>47.22</b>
	<b>Expense</b>					
	Personal Services	10,867.00	843.14	3,726.65	7,140.35	34.29
	Supplies	0.00	248.07	248.07	-248.07	0.00
	Other Services and Charges	12,900.00	746.85	3,362.01	9,537.99	26.06
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	<b>Expense</b>	<b>23,767.00</b>	<b>1,838.06</b>	<b>7,336.73</b>	<b>16,430.27</b>	<b>30.87</b>
226	<b>Communications</b>	<b>-8,367.00</b>	<b>1,547.76</b>	<b>-64.60</b>	<b>-8,302.40</b>	<b>0.77</b>

# General Ledger Revenue vs Expense



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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>69,220.00</u>	<u>131.54</u>	<u>2,687.36</u>	<u>66,532.64</u>	<u>3.88</u>
	<b>Revenue</b>	<b>75,338.00</b>	<b>131.54</b>	<b>2,687.36</b>	<b>72,650.64</b>	<b>3.57</b>
	<b>Expense</b>					
	Personal Services	27,892.00	2,163.59	9,567.79	18,324.21	34.30
	Supplies	0.00	0.00	0.00	0.00	0.00
	Other Services and Charges	44,363.00	3,446.94	10,340.82	34,022.18	23.31
	Capital Outlay	<u>350.00</u>	<u>669.00</u>	<u>669.00</u>	<u>-319.00</u>	<u>191.14</u>
	<b>Expense</b>	<b>72,605.00</b>	<b>6,279.53</b>	<b>20,577.61</b>	<b>52,027.39</b>	<b>28.34</b>
227	<b>Recycling</b>	<b>2,733.00</b>	<b>-6,147.99</b>	<b>-17,890.25</b>	<b>20,623.25</b>	<b>-654.60</b>

# General Ledger Revenue vs Expense



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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>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<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>					
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Other Uses	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	<b>Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
228	<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



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

# General Ledger

## Revenue vs Expense



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 Period 04 - 04  
 Fiscal Year 2024

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
306	2019A Improvement Bonds					
	Revenue					
	Miscellaneous Revenue	2,000.00	437.46	3,045.76	-1,045.76	152.29
	Other Financing Sources	<u>121,275.00</u>	<u>0.00</u>	<u>70,493.73</u>	<u>50,781.27</u>	<u>58.13</u>
	Revenue	123,275.00	437.46	73,539.49	49,735.51	59.65
	Expense					
	Other Services and Charges	1,000.00	0.00	475.00	525.00	47.50
	Debt Service	<u>116,313.00</u>	<u>0.00</u>	<u>108,562.50</u>	<u>7,750.50</u>	<u>93.34</u>
	Expense	117,313.00	0.00	109,037.50	8,275.50	92.95
306	2019A Improvement Bonds	5,962.00	437.46	-35,498.01	41,460.01	-595.40

# General Ledger Revenue vs Expense



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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	3,500.00	146.08	1,452.56	2,047.44	41.50
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	<b>Revenue</b>	<b>3,500.00</b>	<b>146.08</b>	<b>1,452.56</b>	<b>2,047.44</b>	<b>41.50</b>
	<b>Expense</b>					
	Other Services and Charges	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	91,000.00	29,486.25	34,976.29	56,023.71	38.44
	Other Uses	0.00	0.00	0.00	0.00	0.00
	<b>Expense</b>	<b>91,000.00</b>	<b>29,486.25</b>	<b>34,976.29</b>	<b>56,023.71</b>	<b>38.44</b>
401	<b>General Capital Projects</b>	<b>-87,500.00</b>	<b>-29,340.17</b>	<b>-33,523.73</b>	<b>-53,976.27</b>	<b>38.31</b>

# General Ledger

## Revenue vs Expense



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 Fiscal Year 2024

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	9,000.00	889.07	6,227.61	2,772.39	69.20
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	<b>Revenue</b>	<b>9,000.00</b>	<b>889.07</b>	<b>6,227.61</b>	<b>2,772.39</b>	<b>69.20</b>
	Expense					
	Other Services and Charges	500.00	0.00	0.00	500.00	0.00
	Capital Outlay	5,000.00	1,243.25	3,146.00	1,854.00	62.92
	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>5,500.00</b>	<b>1,243.25</b>	<b>3,146.00</b>	<b>2,354.00</b>	<b>57.20</b>
403	Street Capital Projects	3,500.00	-354.18	3,081.61	418.39	88.05



# General Ledger Revenue vs Expense



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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	5,000.00	455.96	3,174.52	1,825.48	63.49
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
			<u>455.96</u>	<u>3,174.52</u>	<u>1,825.48</u>	<u>63.49</u>
	<b>Revenue</b>	<b>5,000.00</b>	<b>455.96</b>	<b>3,174.52</b>	<b>1,825.48</b>	<b>63.49</b>
	<b>Expense</b>					
	Supplies	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
			<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>0.00</b>	<b>0.00</b>	<b>0.00</b>
404	<b>Park Capital Projects</b>	<b>5,000.00</b>	<b>455.96</b>	<b>3,174.52</b>	<b>1,825.48</b>	<b>63.49</b>

# General Ledger

## Revenue vs Expense



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Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
406	Park Dedication Revenue	8,000.00	798.88	5,562.08	2,437.92	69.53
	Miscellaneous Revenue					
	<b>Revenue</b>	<b>8,000.00</b>	<b>798.88</b>	<b>5,562.08</b>	<b>2,437.92</b>	<b>69.53</b>
406	Park Dedication	8,000.00	798.88	5,562.08	2,437.92	69.53

# General Ledger Revenue vs Expense

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Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
414	<b>Development</b>					
	Revenue	8,000.00	713.07	4,964.63	3,035.37	62.06
	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
	Other Financing Sources					
	<b>Revenue</b>	<b>8,000.00</b>	<b>713.07</b>	<b>4,964.63</b>	<b>3,035.37</b>	<b>62.06</b>
	<b>Expense</b>					
	Other Services and Charges	0.00	0.00	0.00	0.00	0.00
	Other Uses	68,253.00	0.00	68,253.00	0.00	100.00
	<b>Expense</b>	<b>68,253.00</b>	<b>0.00</b>	<b>68,253.00</b>	<b>0.00</b>	<b>100.00</b>
414	<b>Development</b>	<b>-60,253.00</b>	<b>713.07</b>	<b>-63,288.37</b>	<b>3,035.37</b>	<b>105.04</b>

# General Ledger Revenue vs Expense



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Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
415	<b>Housing Redevelopment</b>					
	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>
	<b>Expense</b>					
	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	<b>Housing Redevelopment</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

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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	3,500.00	0.00	0.00	3,500.00	0.00
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	<b>Revenue</b>	<b>3,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,500.00</b>	<b>0.00</b>
	Expense					
	Other Services and Charges	1,500.00	0.00	511.86	988.14	34.12
	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>1,500.00</b>	<b>0.00</b>	<b>511.86</b>	<b>988.14</b>	<b>34.12</b>
416	TIF District No. 1-2	2,000.00	0.00	-511.86	2,511.86	-25.59

# General Ledger

## Revenue vs Expense

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Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
602	Sanitary Sewer					
	Revenue					
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Charges for Services	309,218.00	12,762.13	93,341.38	215,876.62	30.19
	Miscellaneous Revenue	20,000.00	2,070.81	14,380.89	5,619.11	71.90
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	<b>Revenue</b>	<b>329,218.00</b>	<b>14,832.94</b>	<b>107,722.27</b>	<b>221,495.73</b>	<b>32.72</b>
	Expense					
	Personal Services	78,270.00	5,958.76	26,317.89	51,952.11	33.62
	Supplies	850.00	70.15	184.53	665.47	21.71
	Other Services and Charges	214,410.00	16,491.19	93,571.38	120,838.62	43.64
	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>293,530.00</b>	<b>22,520.10</b>	<b>120,073.80</b>	<b>173,456.20</b>	<b>40.91</b>
602	Sanitary Sewer	35,688.00	-7,687.16	-12,351.53	48,039.53	-34.61

# General Ledger

## Revenue vs Expense

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Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
603	<b>Storm Water Revenue</b>					
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Charges for Services	132,025.00	3,575.03	37,427.08	94,597.92	28.35
	Miscellaneous Revenue	9,000.00	905.14	6,368.23	2,631.77	70.76
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	<b>Revenue</b>	<b>141,025.00</b>	<b>4,480.17</b>	<b>43,795.31</b>	<b>97,229.69</b>	<b>31.05</b>
	<b>Expense</b>					
	Personal Services	67,019.00	5,119.19	22,543.02	44,475.98	33.64
	Supplies	850.00	70.16	184.53	665.47	21.71
	Other Services and Charges	28,621.00	645.21	21,681.53	6,939.47	75.75
	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>96,490.00</b>	<b>5,834.56</b>	<b>44,409.08</b>	<b>52,080.92</b>	<b>46.02</b>
603	<b>Storm Water</b>	<b>44,535.00</b>	<b>-1,354.39</b>	<b>-613.77</b>	<b>45,148.77</b>	<b>-1.38</b>

# General Ledger

## Revenue vs Expense

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 Fiscal Year 2024



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: 5/15/2024 11:37:49 AM  
 Period 04 - 04  
 Fiscal Year 2024

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
Revenue Total		2,517,774.00	36,076.67	337,600.29	2,180,173.71	0.1341
Expense Total		2,566,476.00	284,443.45	916,734.61	1,649,741.39	0.3572
Grand Total		-48,702.00	-248,366.78	-579,134.32	530,432.32	11.8914

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

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

Meeting Date May 28, 2024

ITEM NUMBER 2024-2025 Goal Setting

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

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

Without much on the agenda, staff thought it would be a good time to get a jump start on discussing 2025. Staff will preparing the first draft of the budget shortly. I updated the "goals" from last year. For the most part these are tasks we hope to accomplish but sometimes they feel loftier than that! Staff crossed off those that were completed. We created a list of new bigger to-do items. Staff look forward to the discussion and hearing council member priorities.

**OPTIONS:**

**STAFF RECOMMENDATION:**

# Goal Setting

2023-2024



# Council Goals

- ▶ ~~Future of Elections Administration~~
- ▶ Implementation of GARE goals and objectives
- ▶ Environmental Committee
  - ▶ Discuss solid waste collection
  - ▶ Purpose of Walsh Lake land
  - ▶ Edible Park Land
- ▶ Green Step Cities Step 3
- ▶ Implementation of Cannabis Legislation
- ▶ Future of the Baseball Field
- ▶ Skyview Trail Access
- ▶ Use of Park Development Funds

# Previous Staff Goals

- ▶ ~~Capital Purchases: new dump truck and mower~~
- ▶ ~~Work with St. Anthony PD -- VCET position~~
- ▶ Complete Zoning Ordinance Update
- ▶ Shade, boulevard, and hazardous tree ordinance
- ▶ ~~Evaluate moving Springbrook to the cloud~~
- ▶ ~~Retire file server in favor of Office 365~~

# Future Staff Goals

- ▶ Complete Zoning Ordinance Update
- ▶ Shade, Boulevard, and Hazardous tree ordinance
- ▶ Implement DNR Tree Grant
- ▶ Implement Met Council Private Sewer Grant
- ▶ Implement Met Council Public Sewer Grant
- ▶ Address On-Going Sanitary Sewer Issues (Televise & Jet)
- ▶ Restructure File Server Data
- ▶ Recycling Contract Renewal
- ▶ Prepare for 2050 Comp Plan
- ▶ Implement New Zoning Ordinance
- ▶ Create Successful Internship Experience