

**LAUDERDALE CITY COUNCIL MEETING AGENDA**  
**7:00 P.M. TUESDAY, NOVEMBER 12, 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 October 22, 2024 City Council Meeting
  - c. Claims Totaling \$163,908.71
4. **CONSENT**
  - a. Abdo Financial Solutions Proposal for Audit Preparation Services
  - b. Sale of Ford F-350 to Boyer Trucks
  - c. Larpenteur Avenue Snow Removal Contract with 8<sup>th</sup> Day Landscaping
  - d. Joint Powers Agreement for Recycling Funding with Ramsey County
5. **SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**
6. **INFORMATIONAL PRESENTATIONS / REPORTS**
7. **PUBLIC HEARINGS**

Public hearings are conducted so that the public affected by a proposal may have input into the decision. During hearings all affected residents will be given an opportunity to speak pursuant to the Robert's Rules of Order and the standing rules of order and business of the City Council.
8. **DISCUSSION / ACTION ITEM**
  - a. Resolution No. 111224A – Certifying the Election Returns of the November 5, 2024, General Municipal Election
  - b. 2025-2034 Capital Improvement Plan
  - c. 2025 Sanitary Sewer, Storm Sewer, and Recycling Utility Rate Study
  - d. 2025 Special Revenue, Capital, and Enterprise Fund Budgets
  - e. Eustis Street Cost Share with Ramsey County
  - f. Resolution No. 111224B – Levying Special Assessments
  - g. Sanitary Sewer Cleaning and Televising Quotes
9. **ITEMS REMOVED FROM THE CONSENT AGENDA**
10. **ADDITIONAL ITEMS**

## 11. SET AGENDA FOR NEXT MEETING

- a. 2025 Capital and Enterprise Fund Budgets
- b. Resolution Establishing 2025 Utility Rates
- c. Catholic Eldercare Conduit Bond Project
- d. Truth-in-Taxation Public Hearing
- e. Draft Cannabis Regulations
- f. City Administrator Performance Review
- g. Resolution Certifying Single-Year Special Assessments for Delinquent or Unpaid Services (December 10)

## 12. WORK SESSION

- a. Community Development Updates
- 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: Nov 12, 2024 07:00 PM Central Time (US and Canada)

Topic: November 12, 2024 Lauderdale City Council Webinar

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83455994759?pwd=sQtsdbsfH23uhOMJksERFIXVv0KW4.1>

Passcode: 510313

Or One tap mobile :

+13052241968,,83455994759#,,,,\*510313# US

+13092053325,,83455994759#,,,,\*510313# 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)

Webinar ID: 834 5599 4759

Passcode: 510313

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

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October 22, 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, Sharon Kelly, Duane Pulford, and Mayor Mary Gaasch.  
Councilors absent: None.

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

**Approvals**

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

Mayor Gaasch asked if there were corrections to the minutes of the October 8, 2024, City Council meeting. There being none, Councilor Sayre moved and seconded by Councilor Pulford to approve the October 8, 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 Kelly to approve the claims totaling \$117,424.53. Motion carried unanimously.

**Consent**

Councilor Dains moved and seconded by Councilor Kelly to approve the Consent Agenda thereby acknowledging the September financial report and the third quarter investment report.

**Informational Presentations/Reports**

A. Halloween Party

Assistant to the City Administrator Bownik approached the Council to share a Halloween event planning update. On Halloween, candy and beverages will be available from 5-7 p.m. at City Hall. There will also be a food truck in front of City Hall serving cheese steaks and corn dogs. The City's event will be complimented by other festivities hosted by residents.

**Public Hearings**

A. Resolution 102224A – Abating A Tree at 1838 Lake Street

Three property owners that were notified of dead and/or diseased trees have not removed them. Typically, staff work with the owners of dead and diseased trees to have them removed through petition and waiver agreements. We will do that with these property owners if they ask.

Prior to voting, the City Council must hold a hearing on the matter should the parties responsible for the properties wish to address the City Council. Please adopt each resolution separately.

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

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October 22, 2024

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

Councilor Kelly made a motion to adopt Resolution No. 102224A – A Resolution Abating a Tree at 1838 Lake Street. This was seconded by Councilor Pulford and carried unanimously.

B. Resolution No. 102224B – Abating a Tree at 1829 Lake Street  
Councilor Pulford made a motion to adopt Resolution No. 102224B – A Resolution Abating a Tree at 1829 Lake Street. This was seconded by Councilor Kelly and carried unanimously.

C. Resolution No. 102224C – Abating Seven Trees at 1929 Pleasant Street  
Councilor Sayre made a motion to adopt Resolution 102224C – A Resolution Abating Seven Trees at 1929 Pleasant Street. This was seconded by Councilor Pulford and carried unanimously.

**Set Agenda for Next Meeting**

Butkowski stated that the October 22 council meeting might include the 2025 capital and enterprise fund budgets, sewer cleaning and televising quotes, and a Catholic Eldercare conduit bonding resolution.

**Work Session**

A. Community Development Update

Butkowski stated that staff and Ramsey County have recently engaged in cost sharing numbers for the reconstruction of Eustis Street south of Larpenteur Avenue.

B. Opportunity for the Public to Address the City Council

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

Jaidyn and Janet Martin, 1719 Eustis Street, addressed the Council regarding their interest in building an ADU (Accessory Dwelling Unit) on their property.

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

**Adjournment**

Councilor Kelly moved and seconded by Councilor Dains to adjourn the meeting at 7:29 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:** November 12, 2024  
**Subject:** List of Claims

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The claims totaling \$163,908.71 are provided for City Council review and approval that includes check numbers 29125 to 29148.

# Accounts Payable

## Checks by Date - Detail by Check Date

User: miles.cline  
 Printed: 11/7/2024 11:31 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	77 4Q2024	United States Postal Service 4Q2024 Newsletter Postage	10/23/2024	584.97
Total for this ACH Check for Vendor 77:				584.97
Total for 10/23/2024:				584.97
ACH	34	AFSCME MN Council 5 PR Batch 52200.10.2024 Union Dues	10/25/2024 PR Batch 52200.10.2024 Uni	240.60
Total for this ACH Check for Vendor 34:				240.60
ACH	389	BCBSM Inc PR Batch 52200.10.2024 Vision Insurance	10/25/2024 PR Batch 52200.10.2024 Visi	12.82
Total for this ACH Check for Vendor 389:				12.82
ACH	415	Securian Life Insurance Company PR Batch 52200.10.2024 Life Insurance	10/25/2024 PR Batch 52200.10.2024 Life	204.43
Total for this ACH Check for Vendor 415:				204.43
ACH	423	Madison National Life Ins Co Inc PR Batch 52200.10.2024 Long Term Disability PR Batch 52200.10.2024 Short Term Disability	10/25/2024 PR Batch 52200.10.2024 Lon PR Batch 52200.10.2024 Sho	123.42 85.38
Total for this ACH Check for Vendor 423:				208.80
ACH	43	Public Employees Retirement Association PR Batch 52200.10.2024 PERA Coordinated PR Batch 52200.10.2024 PERA Coordinated	10/25/2024 PR Batch 52200.10.2024 PER PR Batch 52200.10.2024 PER	1,268.70 1,099.53
Total for this ACH Check for Vendor 43:				2,368.23
ACH	44	Minnesota Department of Revenue PR Batch 52200.10.2024 State Income Tax	10/25/2024 PR Batch 52200.10.2024 Stat	759.66
Total for this ACH Check for Vendor 44:				759.66
ACH	45	ICMA Retirement Corporation PR Batch 52200.10.2024 Deferred Comp PR Batch 52200.10.2024 Deferred Comp	10/25/2024 PR Batch 52200.10.2024 Def PR Batch 52200.10.2024 Def	1,438.30 1,771.48
Total for this ACH Check for Vendor 45:				3,209.78
ACH	46	Internal Revenue Service PR Batch 52200.10.2024 FICA Employee Portio PR Batch 52200.10.2024 Medicare Employee Pc PR Batch 52200.10.2024 Federal Income Tax PR Batch 52200.10.2024 Medicare Employer Po	10/25/2024 PR Batch 52200.10.2024 FIC. PR Batch 52200.10.2024 Mec PR Batch 52200.10.2024 Fed PR Batch 52200.10.2024 Mec	1,254.92 293.51 2,045.31 293.51

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		PR Batch 52200.10.2024 FICA Employer Portio	PR Batch 52200.10.2024 FIC.	1,254.92
		Total for this ACH Check for Vendor 46:		5,142.17
		Total for 10/25/2024:		12,146.49
ACH	43	Public Employees Retirement Association	11/08/2024	
		PR Batch 52300.11.2024 PERA Coordinated	PR Batch 52300.11.2024 PER	1,118.84
		PR Batch 52300.11.2024 PERA Coordinated	PR Batch 52300.11.2024 PER	1,290.98
		Total for this ACH Check for Vendor 43:		2,409.82
ACH	44	Minnesota Department of Revenue	11/08/2024	
		PR Batch 52300.11.2024 State Income Tax	PR Batch 52300.11.2024 Stat	776.15
		Total for this ACH Check for Vendor 44:		776.15
ACH	45	ICMA Retirement Corporation	11/08/2024	
		PR Batch 52300.11.2024 Deferred Comp	PR Batch 52300.11.2024 Defe	1,129.83
		PR Batch 52300.11.2024 Deferred Comp	PR Batch 52300.11.2024 Defe	1,438.30
		Total for this ACH Check for Vendor 45:		2,568.13
ACH	46	Internal Revenue Service	11/08/2024	
		PR Batch 52300.11.2024 Medicare Employer Po	PR Batch 52300.11.2024 Med	268.56
		PR Batch 52300.11.2024 FICA Employer Portio	PR Batch 52300.11.2024 FIC.	1,148.29
		PR Batch 52300.11.2024 Medicare Employee Pc	PR Batch 52300.11.2024 Med	268.56
		PR Batch 52300.11.2024 Federal Income Tax	PR Batch 52300.11.2024 Fedc	1,989.86
		PR Batch 52300.11.2024 FICA Employee Portio	PR Batch 52300.11.2024 FIC.	1,148.29
		Total for this ACH Check for Vendor 46:		4,823.56
ACH	47	Public Employees Insurance Program	11/08/2024	
		PR Batch 52300.11.2024 Dental	PR Batch 52300.11.2024 Den	85.20
		PR Batch 52300.11.2024 Health Insurance	PR Batch 52300.11.2024 Heal	2,732.58
		Total for this ACH Check for Vendor 47:		2,817.78
		Total for 11/8/2024:		13,395.44
29125	383 S1 474681110124	Aspen Waste Systems of Minnesota Inc November Refuse Service	11/12/2024	440.83
		Total for Check Number 29125:		440.83
29126	434 25438	Center for Energy and Environment 4 Home Energy Squad Planner Visits	11/12/2024	200.00
		Total for Check Number 29126:		200.00
29127	29 4508	City of St Anthony October Police Services	11/12/2024	81,980.42
		Total for Check Number 29127:		81,980.42
29128	61 4100539	Gopher State One Call October Locate Tickets	11/12/2024	29.70
		Total for Check Number 29128:		29.70

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
29129	82 112024	Home Depot General Supplies	11/12/2024	20.94
Total for Check Number 29129:				20.94
29130	134 00149	Katrina Joseph October Legal Services	11/12/2024	925.00
Total for Check Number 29130:				925.00
29131	31 184132	Kennedy & Graven Chartered September Legal Services	11/12/2024	2,106.00
Total for Check Number 29131:				2,106.00
29132	387 2267 2267 2267	Metro-INET November IT/Phone November IT/Phone November IT/Phone	11/12/2024	547.01 1,641.02 275.97
Total for Check Number 29132:				2,464.00
29133	24 0001179130	Metropolitan Council Environmental Serv December Waste Water	11/12/2024	14,146.65
Total for Check Number 29133:				14,146.65
29134	28 56999	Mike McPhillips Inc Fall Street Sweeping	11/12/2024	6,300.00
Total for Check Number 29134:				6,300.00
29135	79 SEP1230252024	Minnesota Department of Labor & Industry 3Q2024 Surcharge Report	11/12/2024	112.64
Total for Check Number 29135:				112.64
29136	84 112024 112024 112024 112024 112024 112024 112024 112024 112024 112024 112024 112024 112024 112024 112024	North Star Bank Cardmember Services October Costco Fuel Costco - Apple Cider for Halloween OTC Brands - Halloween Supplies ICMA Renewal - Heather Amazon - Paper Stock Costco - Halloween Supplies October Costco Fuel Amazon - Projector for Halloween Costco - Hot Chocolate for Halloween Costco - General Supplies Miller Towing - Truck Tow October Costco Fuel Amazon - Paper Stock	11/12/2024	51.25 32.67 57.77 682.40 15.61 55.57 51.25 29.55 95.94 77.92 378.24 239.18 18.43
Total for Check Number 29136:				1,785.78
29137	11 2024-565	North Suburban Communications Commiss 3Q24 Contribution	11/12/2024	951.27
Total for Check Number 29137:				951.27
29138	433 101320430	Northern Heating & Air Conditioning Inc. Met Council Grant Sewer Line - 1897 Carl Stree	11/12/2024	3,375.00



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 29138:	3,375.00
29139	10 0001803560 0001805694	On Site Sanitation Inc 10/23/2024-10/25/2024 Park Portable Restroom 10/26/2024-11/22/2024 Park Portable Restroom	11/12/2024	8.54 202.00
			Total for Check Number 29139:	210.54
29140	388 PS-INV105781	PeopleService Inc November Wastewater	11/12/2024	630.00
			Total for Check Number 29140:	630.00
29141	5 619861-09-24	Premium Waters Inc September Water Bottles	11/12/2024	23.89
			Total for Check Number 29141:	23.89
29142	286 112024	Joe Sax Community Park Hill Mowing	11/12/2024	1,730.00
			Total for Check Number 29142:	1,730.00
29143	81 112024 112024 112024	St Paul Regional Water Service 1915 Walnut St 1885 Fulham St 1891 Walnut St	11/12/2024	24.29 57.09 105.40
			Total for Check Number 29143:	186.78
29144	26 2298055 2298055 2298055 2298055	Stantec Consulting Services Inc EPA Audit 1769 Walnut Repair Eustis Street Sanitary Sewer Improvement Project	11/12/2024	11,327.75 685.50 539.00 2,172.00
			Total for Check Number 29144:	14,724.25
29145	4 SI012356 SI012356	The Neighborhood Recycling Company Inc October Single Unit Dwelling October Multi-Family Recycling	11/12/2024	4,132.23 601.19
			Total for Check Number 29145:	4,733.42
29146	3 540408366	US National Equipment Finance Inc November Copier Lease	11/12/2024	155.00
			Total for Check Number 29146:	155.00
29147	425 6290299500 6290299500 6290301736 6290301736 6290303908 6290303908 6290306038 6290306038	Vestis October Uniforms October Uniforms October Uniforms October Uniforms October Uniforms October Uniforms November Uniforms November Uniforms	11/12/2024	22.76 22.77 22.77 22.76 22.77 22.76 22.77 22.76
			Total for Check Number 29147:	182.12

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
29148	74	Xcel Energy	11/12/2024	
	897355142	1891 Walnut Street		228.83
	897355142	1891 Walnut Street		29.91
	897368681	1917 Walnut Street		20.52
	897368681	1885 Fulham Street		24.18
	897368681	1917 Walnut Street		24.18
	897368681	1885 Fulham Street		39.96
Total for Check Number 29148:				367.58
Total for 11/12/2024:				137,781.81
Report Total (38 checks):				163,908.71

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent                      X    
Public Hearing                   
Discussion                       
Action                             
Resolution                       
Work Session                 

Meeting Date                    November 12, 2024

ITEM NUMBER                   Year End Financials

STAFF INITIAL                   AB

APPROVED BY ADMINISTRATOR

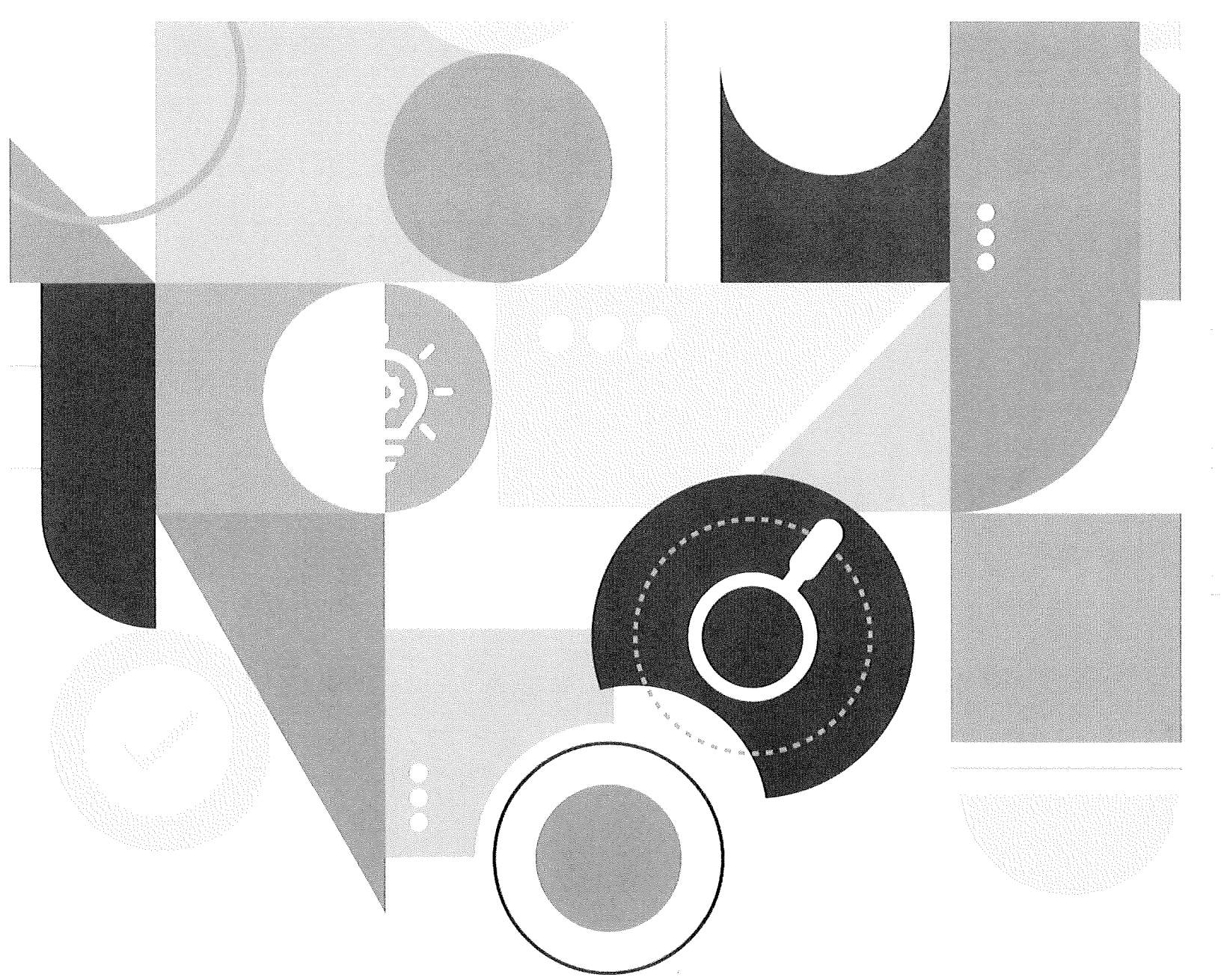
**DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:**

Annually, the City hires Abdo Financial Solutions to close the year-end books in preparation for the audit. It is a valuable tool which allows staff to continue working on projects instead of losing about a month to prepare for the audit. This service is billed on an hourly basis. The rates are on page 7 and the estimated cost is \$13,500.

**OPTIONS:**

**STAFF RECOMMENDATION:**

By approving the consent agenda, the Council enters into an agreement with Abdo Financial Solutions for assistance with audit preparation.



SERVICE PROPOSAL FOR

# City of Lauderdale

1891 Walnut St, Lauderdale, Minnesota 55113

October 28, 2024

[abdosolutions.com](http://abdosolutions.com) | Mankato, MN - Edina, MN - Scottsdale, AZ

**Abdo**  
Financial  
Solutions

Proposed by

Victoria Holthaus, CPA, MPA

Partner | Abdo

[victoria.holthaus@abdofs.com](mailto:victoria.holthaus@abdofs.com)

P +1 952.715.3069



Heather Butkowski, City Administrator  
City of Lauderdale  
1891 Walnut St  
Lauderdale, Minnesota 55113

October 28, 2024

Dear Heather,

Thank you for the opportunity to submit this proposal to the City of Lauderdale, Minnesota (the City), for accounting services. Based on our past experience with cities of comparable size and complexity, we believe our structured contract with defined outcomes offered through Abdo Financial Solutions, LLC (Abdo FS), will provide the City with excellent financial services.

We believe our solution will result in the City receiving high-level information, continual improvement of processes, and allow the City to keep overall costs stable. Our proposal is based on the needs of the City as determined through years of experience working with you and your team. This proposal outlines the scope of services we believe will address the needs of the City.

The following are a few ways in which our Financial Solutions team can provide support:

- You indicated that support is needed in preparing work papers and adjustments for the City's annual audit. This is due to the size of the City staff, and limited resources. Our team will partner with the City to ensure the audit is completed timely.

The term of this contract shall be from January 1, 2025 through June 30, 2025.

An Abdo FS representative will be in the City offices as necessary to perform responsibilities as noted on the Scope of Services page. Services will also be performed remotely as necessary.

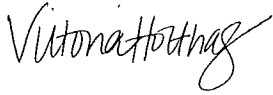
The investment required for our services is indicated on the value page, and this quote remains valid for thirty (30) days. Please note that Abdo FS is independent of the City as defined by auditing standards generally accepted in the United States of America.

Abdo FS acknowledges the City may have retained an independent registered municipal advisor (IRMA) to assist and advise the City in evaluating information relating to the issuance of municipal securities and/or municipal financial products. Abdo FS acknowledges the City will rely on advice from their IRMA. Abdo FS will have no recourse against the City or its IRMA, regarding action or inaction relating to evaluating, commenting on, or responding to financial projects or information received under this Agreement. Abdo FS acknowledges it is not the registered independent municipal advisor retained by the Municipal Entity Client.

Abdo FS would like to thank the City for the opportunity to propose on these services. We look forward to exceeding your expectations and continuing our long-term, mutually beneficial relationship.

Sincerely,

**Abdo Financial Solutions**

A handwritten signature in black ink that reads "Victoria Holthaus". The signature is written in a cursive, flowing style.

**Victoria Holthaus, CPA, MPA**

Partner | Abdo

# The Abdo Difference

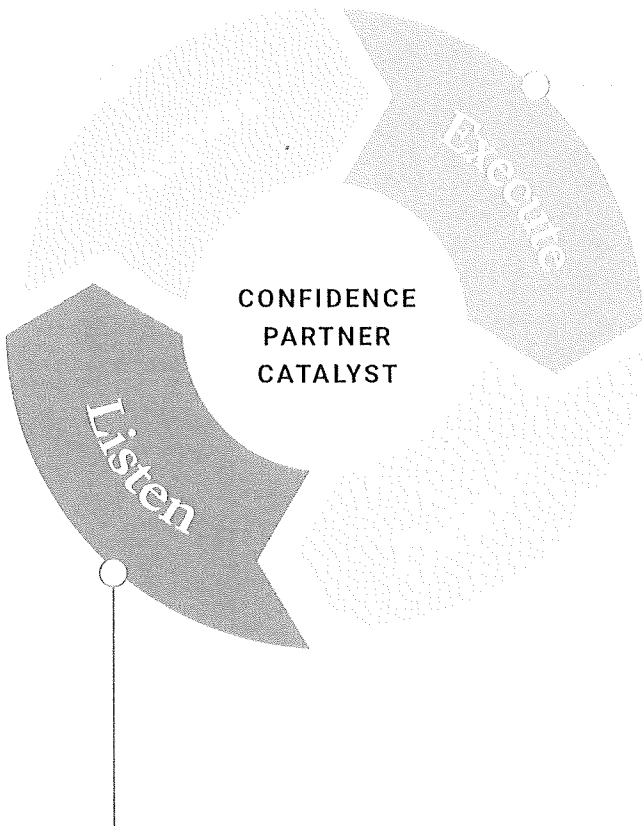
At Abdo, we believe in the importance of relationships. This core value is the foundation of our approach to delivering the best experience and outcomes for our clients. It's inherent in our people and the way we work. We know that for our clients to be successful, it takes more than having experience and credentials – we take the time to listen to their unique motivations, goals, and challenges. We truly care about their journey and where their path leads.

Our process is built around a deep commitment to every client:

*We light the path forward so you can proceed with **confidence**.*

*We're the **partner** you can trust to help you along the way.*

*We're the **catalyst** who empowers you to reach your goals.*



## Prepare *Illuminating the path ahead*

Our best work begins when we have a clear, mutual understanding of your needs and expectations, setting the stage for a successful partnership that achieves your goals. By starting with this foundation, we are able to map out the road ahead for you and for our team.

## Execute *Navigating as partners*

As our team plans and conducts the work, we maintain consistent communication with you so that you can have confidence and peace of mind throughout the process. This collaboration also helps us to anticipate potential obstacles and adjust our strategy as we work towards your goal.

## Deliver *Enlightening communication*

Relationships are at the core of our values and delivering on our promises to build trust is our top priority. But it goes further than that. We help guide you forward by providing clarity and insights behind the results.

## Listen *Empowering you to move forward*

The work may be done, but we aren't. It's our turn to take time to review outcomes so that we can both learn and improve, helping to uncover potential challenges and identify future opportunities. Nothing is more empowering than being ready for the next steps and knowing that you've got a partner who is invested in your ongoing success.

# Your Team

Based on our ability to provide the requested services, our shared core values, and an understanding of your unique needs, we have the resources, knowledge, people and services to light the path forward for your city.

We have assembled a team with relevant experience who are committed to working with you to ensure success. Each team member is briefly profiled below, and full biographies can be found in Appendix C.



VICTORIA HOLTHAUS, CPA, MCA

**Partner**  
*victoria.holthaus@abdofs.com*  
P 952.715.3069



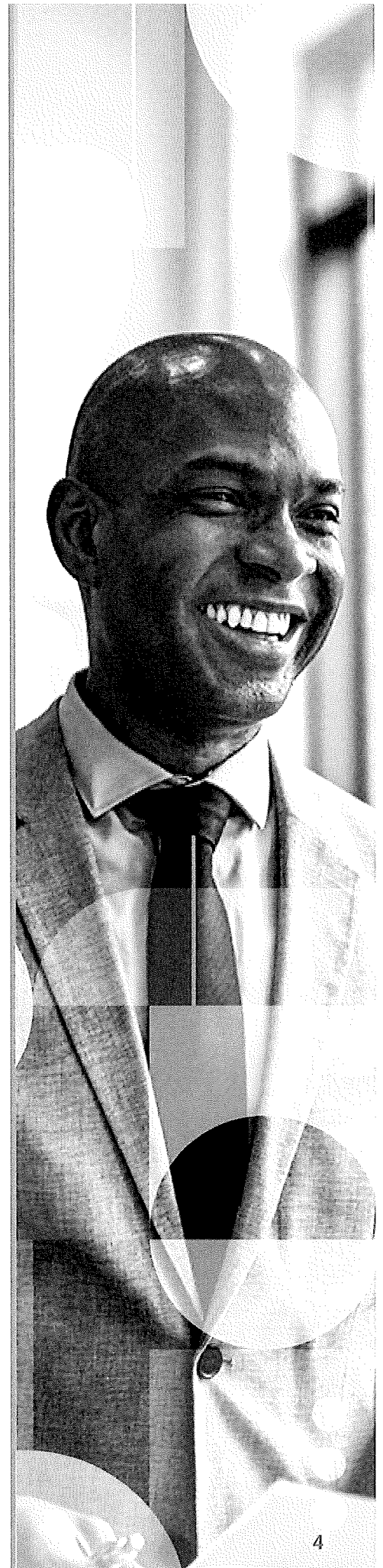
TYLER SEE, CPA

**Manager**  
*tyler.see@abdosolutions.com*  
P 952.939.3230



KELLI TRUVER, CPA

**Manager**  
*kelli.truver@abdofs.com*  
P 952.395.9534







# Government Experience

You can have confidence in our years of experience performing consulting services, the quality of the accounting services we offer and our understanding of the unique challenges our clients face in the government space. Since 1963, we've served cities just like yours. With an unwavering commitment to streamlining processes, training staff, and finding technology-based solutions, we proudly offer excellence in governmental consulting and auditing. Out of our 250-strong, talented staff, over 60 team members are 100% focused on government clients, which include over 100 cities and other governmental entities. By serving cities across Minnesota, we have become experts in the nuances of how to best support your city. Our expertise affords you a consulting experience that is painless. We do this by communicating up front, coming fully prepared, and being available throughout the year to support you.

## PROCESS

Our methods are centered around incorporating technology to deliver unparalleled solutions for government organizations. In addition to our consulting experience, our firm expertly performs outsourcing for governments giving us a wealth of experience in a consulting role. We don't believe in a one-size-fits-all mentality. So together, we'll focus on the needs that are relevant to your city and provide the right services to meet them with a customized methodology based on your needs. We're focused on developing creative, customized solutions to help your city mitigate costs and boost efficiency.

## FOCUS

Through continuous training and growth opportunities, we've established an environment with a focus on serving government entities. We spend more than 100 hours training and onboarding to ensure success for our clients. We truly hope that you partner with us to light the path forward for your organization.

## OUR QUALIFICATIONS

- GFOA and MnGFOA Association members
- Government operations training
- Consulting services for over 100 cities
- We've assisted many municipalities in preparing for the GFOA's Certificate of Achievement for Excellence awards in financial reporting

OUR FINANCIAL MANAGEMENT AND CONSULTING SERVICES INCLUDE:

- Budget process development
- Capital improvement planning
- Cash flow analysis
- Cost containment processes
- Debt management plans
- ERP system consulting
- Federal and State relations/grant consulting
- Finance Director services
- Financial management plans
- Financial reporting and analysis
- Fleet: Operations and replacement rate analysis
- Interim accounting and financial services
- Internal control evaluation
- Long-term strategic planning
- Payroll processing
- Policy development
- Process flows and efficiencies
- Project management
- Quarterly and monthly reporting to management
- Reconciliations
- Software implementation
- Utility/fee analysis
- Year-end audit preparation and financial statement preparation



# Value

We at Abdo FS help cities achieve their financial goals.

Our fees range from \$190 - \$510 per hour based upon the experience and level of the individuals to be assigned to perform your work. Fees are also based on the assumption and limitations outlined in the Scope of Services. Below are the fees for our services.

SERVICES	ESTIMATED FEE
Audit Preparation for Year-end 2024	\$13,500

Travel time will be invoiced at one-half our hourly rate and mileage at IRS standard rates.

This quote is valid for thirty (30) days.

# Scope of Services

## ABDO FS CONTRACT TASK

Cash and investment workpaper (including market value summary), and footnote disclosure summary

Broker confirmations

Interest allocation summary workpaper

Taxes revenue and receivable reconciliation and related workpaper

Fixed asset reconciliation and related workpaper

Special assessment revenue and receivable reconciliation and related workpaper

Governmental and enterprise accounts receivable reconciliation and related workpapers

State grant receipt coding reconciliation

Prepare all federal programs lead sheets

Transfers to and from other funds

Prepaid items schedule

Accounts payable reconciliation and related workpapers

Accrued payroll and payroll liability accounts reconciliation

Compensated absences reconciliation

Schedule of salaries payable

OPEB and Pension workpaper and related deferred inflows/outflows

Deferred inflows/outflows/unearned revenue reconciliation

Bonds payable reconciliation

Fund balance/net assets schedule (includes reconciliation of restricted, committed, and assigned fund balances/net position)

Summarize journal entries needed to match above workpapers and provide to City staff for entry into the City's accounting system

Respond to auditor requests including audit sampling testing

Comparative analysis of revenues, expenditures and budget

Utility billing revenue analysis workpaper

Respond to internal control testing and provide documentation

Generate requested report data

Prepare conduit debt schedule

Prepare all related year-end accruals

## CITY RESPONSIBILITIES:

- Devote uninterrupted time to work with us as needed
- Approve, enter and commit all journal entries to financial system
- Provide invoices for identified assets that need to be capitalized
- Make all management decisions and perform all management functions
- Provide remote access to accounting system, if possible



# Technology

We believe technology should enhance our service offerings, making our work less intrusive, our time with you more productive and everyone's data more secure. The use of technology in our financial accounting and consulting services enables us to streamline our processes and helps to automate certain functions of our work so we are able to spend more time analyzing our results and working directly with you.

Through the outbreak of COVID-19, our team has been able to seamlessly move to a completely remote work environment with no loss of productivity, cooperation, or communication. Since March 17, 2020, our staff has been successfully conducting remote financial accounting and consulting services using the latest video conferencing and secure file sharing technology. Through Zoom, Microsoft Teams, or whatever technology your city may use, our team will continue to work through normal procedures, including regular meetings with you during the engagement to ensure effective collaboration with your team.

We take the security of our client's data - and our own - very seriously. A number of systems are in place to ensure the safety of your city's data. We operate on a remote distributed infrastructure leveraging Microsoft's Cloud Platform Azure. This not only allows our staff to securely work from any computer, anywhere, any time, but also provides large-scale, cutting-edge technology and security for your data. Your data is housed in secure data centers that reside exclusively in the U.S. and not on laptops or local servers which could be stolen or misplaced. We continually provide security awareness training to our staff members to ensure they are good digital stewards of your data. In addition to this, we also consult bi annually with 3rd party security experts to conduct risk assessments and conduct annual penetration tests.

## IT ALSO MEANS:



All firm staff use dual authentication to ensure that every login to our remote environment is secure and authorized.



All data is saved on redundant servers and data centers so if one server fails, another immediately takes over with no data lost.



All data is backed up continually which means we always have an extra copy for safe-keeping.



All incoming emails, attachments, and embedded links are scanned for viruses prior to landing in our inbox, which allows us to operate with more protection from phishing emails, malware attacks, and other digital threats.

Our cloud platform, Azure, is globally trusted by companies and governments and has numerous security compliance standard they adhere to. Reports of these can be provided as requested.

# Value-Added Services

When you partner with Abdo, you get access to our entire catalog of services. Below is a selection of the additional solutions that we believe could be of great value to your city. If you have need of these services, please reach out to us so we can help! Our additional service offerings can be found at [www.abdosolutions.com](http://www.abdosolutions.com).

## HR & PAYROLL SERVICES

**We help employers better support their most valuable resource...their people.** Having clear and consistent HR practices that best suit the individuality of your city is key, even more so in today's tight employment environment. And because the right policies are just as important, we lend our HR expertise to help you strategically plan for your future.

We help cities with:

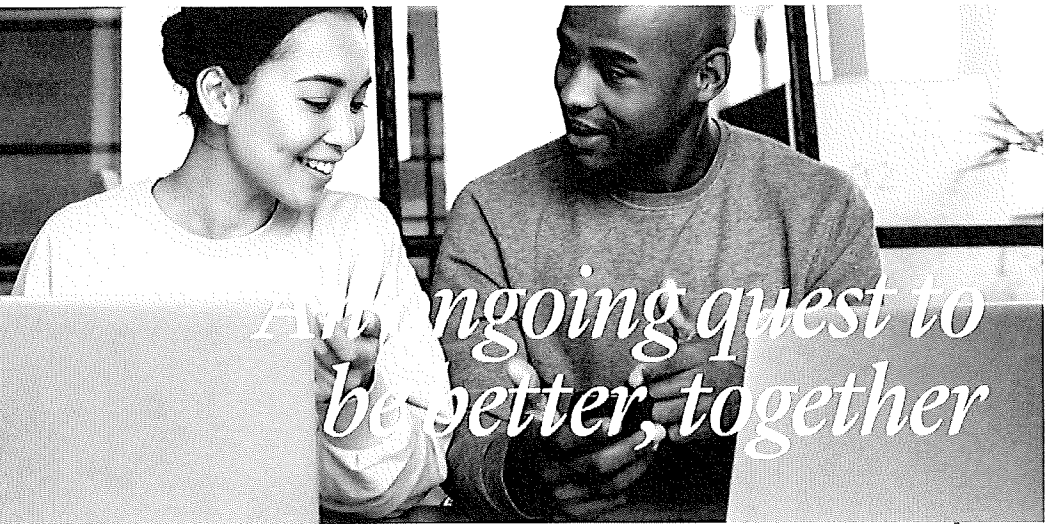
- Employee management and development
- Regulatory compliance
- Benefits analysis and administration, including the Affordable Care Act (ACA) and workers' compensation
- HR/Payroll software implementation and management
- Advisory services such as specialized labor cost analysis, compensation studies, and HR process development and implementation

## PROCESS SOLUTIONS

**"Because we've always done it that way" is an easy trap to fall into.** But outdated processes or systems might not be delivering the best results and cause redundancies, unreliable outcomes, and frustrated staff. An ineffective process can become your Achilles' heel in a crisis. Our customized process improvement solutions will meet you where you are - and guide you to a better tomorrow.

Our process solution services include:

- Process Mapping Documentation - *How do transactions and data flow through your city?*
- Abdo ProEval - *Removing waste in your processes allows your team members to focus on what they were hired to do - and to spend more time on value-added initiatives.*
- Abdo ProEval - Kaizen - *Does the project seem too large, or the change too overwhelming? The Kaizen approach is a pared - down version of our ProEval service. Instead of a full operational review, we'll focus on one aspect of your operation*
- Software Inventory & Assessment - *Including recommendations for increasing efficiency and, if possible, reducing software-related costs.*



*An ongoing quest to be better, together*

### OUR COMMITMENT TO DIVERSITY, EQUITY, & INCLUSION

At Abdo, we recognize the need for continuous improvement in diversity, equity and inclusion initiatives throughout our firm and the accounting industry at large. We believe that when we understand each other better, we grow better together.

Over the past year, we have increased our efforts to promote diversity, equity, and inclusion within our firm and community through implicit/unconscious bias, anti-harassment, and interview training. Our Diversity, Equity, and Inclusion Committee continues to implement new ideas, projects, and initiatives to move our firm forward through learning, understanding, and improving on these issues.

We continue to increase our number of women at the highest leadership level. We strive for continued growth in our ability to attract and retain women and people of color within our firm and we are working towards greater equity and diversity for all within our industry.

In order to build a more inclusive work environment, the firm has implemented diversity and inclusion education through partnering with expert speakers and trainers. Please let us know if you have any ideas on how we can improve diversity, equity, and inclusion at Abdo.



**61%**

*of our employees are female*



**51%**

*of our management level employees are female*



**23%**

*of our interns this year were people of color*

## ABDO DIVERSE SCHOLARSHIP & INTERNSHIP PROGRAM

Abdo was a proud co-sponsor of the AICPA PCPS George Willie Ethnically Diverse Student Scholarship & Internship, which allows 10 ethnically diverse accounting students the opportunity to be awarded internships with a firm that has been selected by the AICPA. Upon conclusion of this successful partnership, we were inspired to create our own DEI Sponsorship program, annually awarding a rising diverse accounting student a scholarship & internship.



## DEI Initiatives



### PARTNERSHIP WITH NABA

Abdo is proud to sponsor the Minnesota State University, Mankato Chapter of NABA (National Association of Black Accountants) Inc. NABA is committed to increasing the number of African Americans in the accounting and finance professions and to promoting their success. As a firm, we are invested in not only increasing diversity within our organization but support diversifying the industry as a whole. We are committed to providing guidance and mentorship along with financial support to this organization.



### GREATER MANKATO GROWTH DEI COLLABORATIVE

Abdo is a founding sponsor and member of Greater Mankato Growth's (the Mankato region's chamber of commerce) DEI Collaborative. This collaborative was formed to discuss what we could do as individuals, organizations, and the community to increase diversity and make our community a welcoming one. Together, we explored our individual biases, developed action plans to make a difference within our organization, and pledged to continue the work to make our community inclusive.

### CEO ACTION PLEDGE

We are proud signatories of the CEO Action Pledge, a pledge signed by CEOs from different sectors, sizes, and geographical area to support more inclusive workplaces. As part of this pledge, we work toward goals including DEI education and recruiting. We promise to have the difficult conversations and make our firm, and this industry—one that better reflects the communities we live and work.



### YWCA

We are committed to the continued support and advancement of women in our firm and in our communities. One of the ways we do this is through a partnership with YWCA Mankato, an organization whose mission is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all. We are proud sponsors of the Elizabeth Kearney Women's Leadership Program, Women's Leadership Conference, and Women of Distinction event.



### COMMUNITY INVOLVEMENT

Every year, we come together as a firm to participate in what we call a "Day of Action." This gives us an opportunity to give back to organizations within our communities that support underserved populations. You can catch us volunteering at a food shelf, building houses, or helping at an After School Program. In addition, the firm pledges 24 hours of VTO (Volunteer Time Off), for each employee to volunteer at the nonprofit of their choosing. We truly believe we are better, together.



# Why Partner with Abdo

## LIGHTING THE PATH FORWARD

In a world of ever-changing complexity, people need caring, empathetic and highly skilled professionals they can depend on to provide the right advice and solutions for them. Our clients seek growth and success, but also want security and confidence. For over 60 years, Abdo has provided insights for our clients to help them achieve their goals.

That same innovative spirit is also what has earned us the title of being one of the top accounting firms in the Midwest. Abdo is a better firm today because of the efforts we made to support a culture driven by our core values of growth, relationships, and teamwork.

With this foundation in place, we have successfully helped our clients identify and break through their own growth barriers. Every challenge they face is an opportunity for us to listen, understand and empower them with solutions and a plan to achieve their goals. It's fulfilling to serve as the catalyst that helps them overcome obstacles that block their progress.

When it comes to our working relationships, we are partners. We're confidants. We're the catalyst that sparks true business growth, providing guidance through every challenge and opportunity along the way.

## ABOUT ABDO

Abdo is a full-service accounting and consulting firm that delivers customized strategies and innovative solutions to help businesses, governments and nonprofits succeed. With more than 200 professionals and over six decades of experience, Abdo is ranked as one of the top accounting firms in the Midwest. It is a licensed CPA firm with offices located in Minneapolis and Mankato, Minnesota, and Scottsdale, AZ. Abdo's commitment to its clients is to gain in-depth knowledge of their unique challenges, opportunities, and needs. Through this consultative approach, Abdo partners with organization leaders to light the path forward to confidently reach their goals.

*"Listening to our clients' needs, understanding their challenges, and adjusting how we work together is key to our partnership with the people we serve."*

**-- Steve McDonald, CPA | Managing Partner**

# Appendix A

AGREEMENT FOR FINANCIAL SERVICES

# Agreement for Financial Services

THIS AGREEMENT, is made and entered into on October 28, 2024 by and between the City of Lauderdale, Minnesota (hereinafter referred to as the "Client"), and Abdo Financial Solutions (hereinafter referred to as the "Contractor").

## Articles of Agreement & Recitals

WHEREAS, the Client is authorized and empowered to secure from time to time certain professional services through contracts with qualified consultants; and

WHEREAS, the Contractor understands and agrees that:

1. The Contractor will act as an Independent Contractor in the performance of all duties under this Agreement. Accordingly, the Contractor shall be responsible for payment of all taxes, including federal, state and local taxes and professional/business license fees arising out of the Contractor's activities;
2. The Contractor shall have no authority to bind the Client for the performance of any services or to obligate the Client. The Contractor is not an agent, servant, or employee of the Client and shall not make any such representations or hold himself/herself out as such;
3. The Contractor shall be the exclusive outsourced accounting service provider for the Client during the term of this Agreement;
4. The Contractor shall perform all professional services in a competent and professional manner, acting in the best interests of the Client at all times.
5. The Contractor shall not accrue any continuing contract rights for the services performed under this Agreement.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, it is agreed as follows:

## ARTICLE I

### INCORPORATION OF RECITALS

The recitals and agreement set forth above are hereby incorporated into this Agreement.

## ARTICLE II

### LIABILITY INSURANCE

**Section 1 Liability Insurance:** The Contractor shall obtain professional liability insurance, at their expense with liability insurance coverage minimums in the amount of \$2,000,000, which Contractor must secure and maintain during the term of this Agreement. Contractor will provide Client with proof of liability insurance coverage under this Agreement in writing upon request by the Client.

### ARTICLE III

#### DURATION OF THE AGREEMENT

**Section 1 Duration:** This Agreement shall commence upon date of execution by all parties and will remain in effect until June 30, 2025 unless earlier terminated as provided in Sections 2 and 3.

**Section 2 Client's Termination Rights:** The Client may terminate this Agreement upon thirty (30) days written notice in the event the Client determines in its sole discretion that it is not in the Client's best interest to continue using Contractor's services. The Client may terminate on ten (10) days written notice if the Contractor fails to perform its obligations under this Agreement.

**Section 3 Contractor's Termination Rights:** Contractor may terminate this Agreement upon thirty (30) days written notice to Client in the event Client does not pay Contractor compensation as required under Article 5, Section 9 within fifteen (15) days after invoice is received by Client. In the event of non-payment within thirty (30) days, Contractor shall give the Client an opportunity to cure the default by giving a notice of such non-payment and an additional five (5) days after the Client's receipt of the notice to remit such payment, prior to giving a notice of termination. Contractor can also terminate the Agreement with thirty (30) days written notice if the Contractor believes it is in its best interests to terminate the Agreement.

### ARTICLE IV

#### GENERAL

**Section 1 Authorized Client Agent:** The Client's authorized agent for the purpose of administration of this Agreement is the City Administrator. Said agent shall have final authority for approval and acceptance of the Contractor's services performed under this Agreement and shall further have responsibility for administration of the terms and conditions of this Agreement. All notices under this Agreement shall be sent to the person and address indicated below on the signature lines.

**Section 2 Amendments:** No amendments or variations of the terms and conditions of this Agreement shall be valid unless in writing and signed by the parties.

**Section 3 Assignability:** The Contractor's rights and obligations under this Agreement are not assignable or transferable.

**Section 4 Data:** Any data or materials, including, but not limited to, reports, studies, photographs, negatives, or any and all other documents prepared by the Contractor or its outside consultants in the performance of the Contractor's obligations under this Agreement shall be the exclusive property of the Client, and any such data and materials shall be remitted to the Client by the Contractor upon completion, expiration, or termination of this Agreement. Further, any such data and materials shall be treated and maintained by the Contractor and its outside consultants in accordance with applicable federal, state and local laws. Further, Contractor will have access to data collected or maintained by the Client to the extent necessary to perform Contractor's obligations under this Agreement. Contractor agrees to maintain all data obtained from the Client in the same manner as the Client is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 or other applicable law (hereinafter referred to as the "Act"). Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the Client. Upon receipt of a request to obtain and/or review data as defined in the Act, Contractor will immediately notify the Client. The Client shall provide written direction to Contractor regarding the request within a reasonable time, not to exceed fifteen (15) days. The Client agrees to indemnify, hold harmless and defend Contractor for any liability, expense, cost, damages, claim, and action, including attorneys' fees, arising out of or related to Contractor's complying with the Client's direction. Subject to the aforementioned, Contractor agrees to defend and indemnify the Client from any claim, liability, damage or loss asserted against the Client as a result of Contractor's failure to comply with the requirements of the Act. Upon termination and/or completion of this Agreement, Contractor agrees to return all data to the Client, as requested by the Client.

**ARTICLE IV - CONTINUED**

GENERAL (CONTINUED)

**Section 5 Entire Agreement:** This Agreement is the entire agreement between the Client and the Contractor, and it supersedes all prior written or oral agreements. There are no other covenants, promises, undertakings, or understandings outside of this Agreement other than those specifically set forth. Any term, condition, prior course of dealing, course of performance, usage of trade, understanding, or agreement purporting to modify, vary, supplement, or explain any provision of this Agreement is null and void and of no effect unless in writing and signed by representatives of both parties authorized to amend this Agreement.

**Section 6 Severability:** All terms and covenants contained in this Agreement are severable. In the event any provision of this Agreement shall be held invalid by any court of competent jurisdiction, this Agreement shall be interpreted as if such invalid terms or covenants were not contained herein, and such holding shall not invalidate or render unenforceable any other provision hereof.

**Section 7 Contractor Fiscal Decision Waiver:** Contractor is responsible for providing the Client with timely and accurate financial recommendations and information that allows the Council the ability to make final financial decisions. Contractor will provide final financial recommendations but is not responsible for the final decisions made regarding financial matters.

**Section 8 Compensation:** The parties agree that the Contractor shall be paid compensation for the services provided hereunder, payable for work performed in accordance with this Agreement, based on the fees indicated on the Value page of this proposal. Additional fees will not be incurred without prior approval of the Client.

Initial invoice for anticipated first month fees will be sent within 10 days of the execution of this agreement. Monthly installment fees will be invoiced throughout the remainder of this Agreement. If the Agreement is for an hourly fee basis, invoices will be sent monthly.

**Section 9 Additional Services:** Should the Client request additional services in addition to the Contracted Services, the Contractor will provide the Client with proposed fees for the services to be provided. The Client shall provide a written or electronic confirmation prior to the proposed services implementation.

**Section 10 Outside Contractors:** It shall be the responsibility of Contractor to compensate any other outside consultants retained or hired by Contractor to fulfill their obligations under this Agreement and shall be responsible for their work and Contractor, by using outside contractors, shall not be relieved of its obligations under this Agreement.

**Section 11 Municipal Advisor:** Abdo FS acknowledges the Client may/has retained an independent registered municipal advisor (IRMA) to assist and advise the Client in evaluating information relating to the issuance of municipal securities and/or municipal financial products. Abdo FS acknowledges the Client will rely on advice from their IRMA. Abdo FS will have no recourse against the Client or its IRMA, regarding action or inaction relating to evaluating, commenting on, or responding to financial projects or information received under this Agreement. Abdo FS acknowledges it is not the registered independent municipal advisor retained by the Municipal Entity Client.

# Appendix B

AGREEMENT FOR THE PROVISION OF  
PROFESSIONAL SERVICES

# Agreement for the Provision of Professional Services

WHEREFORE, this Agreement was entered into on the date set forth below and the undersigned, by execution hereof, represent that they are authorized to enter into this Agreement on behalf of the respective parties and state that this Agreement has been read by them and that the undersigned understand and fully agree to each, all and every provision hereof, and hereby, acknowledge receipt of a copy hereof.

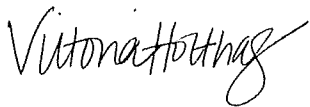
**City of Lauderdale**

1891 Walnut St,  
Lauderdale, Minnesota 55113

 Heather Butkowski

**Abdo Financial Solutions, LLC**

5201 Eden Avenue, Suite 250  
Edina, Minnesota 55436



**Victoria Holthaus, CPA, MPA**

Partner | Abdo  
October 28, 2024

# Appendix C

PROFESSIONAL BIOS





# Victoria Holthaus

## CPA, MPA

Partner | Abdo Financial Solutions

victoria.holthaus@abdofs.com

P 952.715.3069

Vicki aims to simplify the complex for her clients. Her goal is to give them a solid understanding of their finances, so they can confidently plan ahead. She specializes in working with local governments and nonprofit agencies to strategize capital improvements, develop long-range financial plans, and troubleshoot accounting and financial challenges. She also provides process evaluation and process improvement services for nonprofit and private sector clients. Over the past several years, Vicki has helped many organizations with strategic upgrades to technology and software as they navigate new ways of interacting with constituents and customers. Along with the ability to creatively explain technical terms, Vicki has firsthand knowledge of the issues local governments often face. Prior to joining the firm, she served Minnesota municipalities and joint ventures in various finance and administrative roles.

### EDUCATION

- Bachelor of Science in Accounting, National American University
- Master of Arts in Public Administration, Hamline University
- Minnesota Certified Municipal Clerk
- Continuing professional education

### PROFESSIONAL MEMBERSHIPS

- Minnesota and Arizona Society of Certified Public Accountants
- American Institute of Certified Public Accountants
- Minnesota Clerks and Finance Officers Association
- Government Finance Officers Association of the United States and Canada
- Minnesota and Arizona Government Finance Officers Association

### AFFILIATIONS

- Hamline School of Business, Accounting Board Member
- Arizona Women Leading Government Member

### QUALIFICATIONS

- 17 years of experience working with local governments and nonprofits in finance and administration
- Experience with budgeting, capital planning, debt management, as well as being the process evaluation and improvement engagement lead
- Previous speaker at MCFOA Municipal Clerks and Finance Officers Association, League of Minnesota Cities and has developed newsletter content on automation, long-term planning and process improvements



# Tyler See

## CPA

Manager

tyler.see@abdosolutions.com

Direct Line 952.939.3230

Tyler joined the firm in 2017 after completing his Accounting degree from Minnesota State University, Mankato. He was a government audit intern during the 2017 audit season. Tyler works with a variety of local governments and schools in Minnesota providing annual audits. In addition to his expertise in annual auditing, Tyler is experienced in municipal long-term financial plans and utility rate studies.

### EDUCATION

- Bachelor of Science in Accounting, Minnesota State University - Mankato
  - *Graduated Cum Laude*
- Master of Accounting, Minnesota State University – Mankato
- Continuing professional education as required by the AICPA and U.S. Government Accountability Office

### PROFESSIONAL MEMBERSHIPS

- American Institute of Certified Public Accountants
- Minnesota Society of Certified Public Accountants
- Minnesota Government Finance Officer's Association

### QUALIFICATIONS

- 8 years of experience in auditing local governments and schools in Minnesota
- Over 90 percent of billable time relates to governmental clients
- Works extensively with Microsoft Office and several accounting software
- Experienced in municipal government long-term financial plans and utility rate studies



# Kelli Truver

## PHD

Manager | Abdo Financial Solutions  
 kelli.truver@abdofs.com  
 P 952.395.9534

Kelli joined the Abdo Financial Solutions team in 2022. Kelli has extensive experience in managing nonprofits and small communities. Prior to joining the Abdo team, Kelli worked in various municipal roles, serving as the City Administrator and Auditor for Cavalier, North Dakota, as well as the Interim City Administrator and Auditor for Pembina, North Dakota. Kelli has a variety of skills spanning across numerous organizations, including, but not limited to: strategic planning, project management, risk management, budgeting and finance, data analysis, policy analysis, and tourism development.

### EDUCATION

- Associate's Degree in Mathematics & Spanish, Mohave Community College
- Bachelor of Science in Accounting, Kaplan University
- Master in Business Administration in Public Administration & Global Management, Ashford University
- PhD in Public Administration, Northcentral University
- Continuing professional education

### PROFESSIONAL MEMBERSHIPS

- Certified City Auditor, Municipal Finance Officers Association

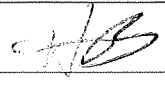
### QUALIFICATIONS

- Works extensively with Banyon, Tyler Technologies, and QuickBooks Online software
- Experience in bank reconciliations, payroll processing, AP/AR, budgeting, and utility billing
- Experience in software implementation, process evaluations and comprehensive evaluations of client processes to implement efficiencies
- Experience in analyzing processes and providing recommendations to increase efficiency, accuracy, and transparency, as well as policy and procedure development
- Experience overseeing the operations of local municipalities and providing education to City Council members
- Has been involved in many speaking panels covering various topics for the North Dakota League of Cities, North Dakota Travel Industry Conference, Missouri River Energy Services, and the American Society of Public Administration
- Experience with Microsoft Office Suite and XCM Task Management

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent                      X    
Public Hearing                   
Discussion                       
Action                             
Resolution                       
Work Session                  

Meeting Date            November 11, 2024  
ITEM NUMBER            Ford F-350 Trade In  
STAFF INITIAL              
APPROVED BY ADMINISTRATOR

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

The City currently has three pickups. Usually, we trade the old one in when we get a new one. Because the new truck came mid snow season and needed to be outfitted with box and plow, we had to keep using the old one. We thought having an emergency spare would be a decent idea but the truck is a money pit. We spent a fair amount keeping it going two extra years when we couldn't get a new truck delivered and it still is a headache. Staff towed it to Boyer to be fixed two weeks ago. At that time, we asked them about trade in value. They said they would pay ~\$15,000 minus the \$2,900 in estimated repairs. This is a simple way to part with the vehicle. Based on a little research, it seems to be a fair price. Staff couldn't get a Kelly Blue Book price because it is a commercial style vehicle but Edmunds said about \$13,000. If the Council agrees, staff will let Boyer know. They will remove the City's logo from the truck and provide proof. The funds from the sale would be deposited into Fund 401 for future general capital purchases.

**STAFF RECOMMENDATION:**

By approving the Consent Agenda, the Council directs staff to trade the 2012 F-350 pick up to Boyer Trucks for \$12,000.



## Appraisal Voucher

Customer Information	Appraisal Information
Name: City of Lauderdale (Gordy)	Completed Date: 10/24/2024 11:36 AM
Address: 1891 Walnut St	Appraised Value: \$12,000.00
City: Saint Paul	Appraiser: Corey Laska
Region: Minnesota	Salesperson:
Postal Code: 55113	
Home Phone: (612) 382-3548	

Vehicle Description	
Year: 2012	Odometer: 48,000
Make: Ford	VIN: 1FDRF3H68CEC32879
Model: F-350SD	Color: Blue
Series: XL	

### Owner Acknowledgement

The owner acknowledges that the information is correct and that any issues with this vehicle are noted below.

Vehicle Salvaged Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Flood Damage Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Factory Buyback Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Previously Damaged Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Emission Systems Verified Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Odometer Replaced Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Owner Signature \_\_\_\_\_ Date 10/24/24

Sales Manager Corey Laska

Appraiser \_\_\_\_\_

#12,000  
CL

### Notes

Shop estimate for new starter and power steering lines ~\$2900

[New](#)[Used](#)[Appraise](#)[Reviews](#)

## CarMax has made you a no-obligation offer.

Compare the Edmunds Appraisal Report with your offer >

[Offer Details](#)

[Edmunds Appraisal](#)

### Edmunds Appraisal Report

See how your offer compares to your estimated trade-in value amount of:

**\$13,103**

**Edmunds True Market Value<sup>®</sup>**

This is not a firm offer. [Learn more](#)

VIN: 1FDRF3H68CEC32879

2012 Ford F-350 Super Duty | Mileage: 60,000

#### Save your appraisal report

Get a copy of your appraisal report and monthly updates on your car's value.

Email †

SEND

† By clicking Send, I accept the terms of the [Edmunds Visitor Agreement](#). Our collection and use of your personal information.



### Your Edmunds Appraisal Report

As of October 25, 2024

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent              X    
Public Hearing                
Discussion                   
Action                        
Resolution                   
Work Session              

Meeting Date                      November 12, 2024

ITEM NUMBER                      LA Snow Removal

STAFF INITIAL                      AB

APPROVED BY ADMINISTRATOR

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

The City received a proposal from 8th Day Landscaping for the quickly approaching winter season. There was no price increase this year. They clear snow in front of the homes along Larpenteur Avenue on the north side.

**STAFF RECOMMENDATION:**

By approving the Consent Agenda, the Council directs staff to enter into a contract with 8th Day Landscaping for snow removal services as presented.

## **Contract between the City of Lauderdale and 8<sup>th</sup> Day Landscaping, LLC.**

This contract (the "Agreement") is made and entered into this 12<sup>th</sup> day of November, 2024, between the City of Lauderdale, Minnesota (the "City"), and 8<sup>th</sup> Day Landscaping, LLC., (the "Contractor"), (collectively, the "Parties").

### **Scope of Services**

#### **Snow plowing specifications for roadways, driveways and parking areas:**

Snow removal of roadways, driveways, and parking areas is not a part of the scope of services expected from the Contractor. In the event the services are needed, city staff will make arrangement with the Contractor at the *Equipment/Product Rates* defined below.

#### **Snow shoveling specifications: Trigger depth: 1.5 inches**

The snow removal area is identified in *Appendix A: Sidewalk Segments for Snow Removal*.

Snow shoveling will be completed by hand or power method. Snow shoveling will be completed with the following guidelines.

1. Snow will be removed from the walkways so as to maintain a minimum clearance of 36 inches. Cut outs for bus access also will be cleared to maintain a minimum width of 36 inches.
2. Walkways will be shoveled within 12 hours of cessation of snow. This standard will be used for all snowfalls that meet the trigger depth, and do not exceed 6 inches. For snow falls that are between 6-12 inches, the standard snow removal time will be extended an additional 18 hours. Any snowfall that exceeds 12 inches will be handled on a best effort basis.
3. Removal of ice built-up is not the responsibility of the Contractor.
4. All mail boxes will be shoveled around so they may be accessible for the residents and mail carriers. This will be completed within 12 hours for snowfalls that meet trigger depth, but do not exceed 6 inches. Snowfalls over 6 inches will extend their removal time an additional 18 hours.
5. Fire hydrants will be cleared of snow within 12 hours, for all snowfalls that meet trigger depth, but do not exceed 6 inches. Snow falls that exceed 6 inches will extend the removal time an additional 18 hours. Any snowfall that exceeds 12 inches will be handled on a best effort basis.
6. On occasion when temperatures reach -15F or less, shoveling may be delayed until safer working conditions prevail.

#### **Snow Removal: Call out**

In the event a property owner along Larpenteur Avenue does not perform snow removal or snow removal satisfactorily, the Contractor agrees to provide snow removal service in the same manner as it does in the contract area identified in Appendix A. This service requires a phone call or electronically written notice from the City Administrator or their designee. The Contractor will perform the service within 24 hours of receiving notice. Services will be provided at the costs identified in *Equipment/Product Rates* and billed to the City. The City is responsible for seeking reimbursement from the property owner serviced.

#### **Sanding of driveways, parking lots, and walks**

Sanding of drives, parking areas, walks, walkways, and steps will be completed as requested. Sanding and salting is available at an extra charge and will be billed at \$120.00 per ton of sand salt mix. The Contractor is not held responsible for injuries or accidents related to winter



conditions. The Contractor will not be held responsible for turf damage due to sanding or salting.

### **Sanding / Salting / De-icing Options (upon request)**

Ice melt products will be applied to roads and walkways as requested only. Cost for ice melt on roadways is \$120.00 per ton of salt sand mix or \$0.75 per pound applied to walkways. The Contractor is not held responsible for injuries or accidents related to winter conditions. The Contractor will not be held responsible for turf damage due to deicing procedures. The City will contact the Contractor when the City would like salt, sand, or deicing products dispersed. This will require a phone call or written statement from the City Administrator or their designee.

### **Inspections**

The Contractor will inspect sidewalks by May 15, and report any damages caused by snow plowing. Any damages that occur in excess of \$150.00 must be reported immediately.

### **Responsibility of the City**

The following activities are not part of this contract; however, the Contractor will advise the City to reduce costs in these areas.

1. Ice accumulation.
2. The use of deicer materials or activities not defined in these specifications to promote safety.
3. Snow removal, hauling, or relocating snow piles.
4. Any damage caused by protruding objects from paved areas, or from items not visible to the Contractor at the time of snow operations.
5. Snow removal requests that are below the specific trigger depth, or that are outside the specifications.

### **Compensation**

The Contractor will furnish all labor and materials for contract specifications. The above contract is valid from November 1, 2024 to April 30, 2025. The Monthly Contract amount is \$710.00 per month which the City will pay in six equal installments of \$710.00. The City agrees to pay the Contractor in full within 35 days of date of invoice. Payments not received within 35 days will be charged a service charge of 2% per month. Any increase in taxes or other regulations that become effective during the term of this agreement shall be passed on to the City.

-Any increase in fuel prices over 25% will be passed on to the City.

-Any services performed outside of these specifications will be billed at the following rates.

### **Equipment/Product Rates**

The following rates apply to additional services performed by the Contractor. A minimum charge of \$75 applies to callouts.

- ½ ton plow truck with operator: \$63.00 per hour
- ¾ ton plow truck with operator: \$79.00 per hour
- One-ton plow truck with operator: \$89.00 per hour
- Hand shoveling: \$49.00 per/man hour
- Sidewalk salt: \$0.75 per/lb. applied

- Magnesium salt: \$1.00 per/lb. applied
- Walk behind blower: \$55.00 per/hour
- Salt and sand mixture-for driveways: \$120.00 per ton
- Strait salt mixture- for driveways: \$150.00 per ton
- Bobcat with operator: \$110.00 per hour (1 hour minimum.)
- Dump truck with operator: \$150.00 per hour (1 hour minimum)

## **Terms of Contract**

### **1. Terms and Conditions**

The term of this contract shall be for a period of six months commencing on November 1, 2024 and terminating on April 30, 2025. The time performance of any portion of the obligations of the Contractor under this agreement shall be of the essence, subject only to delay caused by or contributed to by act of the City, its agents or employees, labor disputes, fire, unavoidable casualties, act of God, or action or non-action of utilities or of local, state, or federal government.

### **2. Insurance**

The Contractor shall fully insure itself against any and all liability which it may have under the worker's compensation law, general liability, and automobile coverage. The Contractor shall furnish a certificate of insurance to City prior to beginning work.

### **3. Force Majeure**

The Contractor shall not be liable to City for any damages to property, personal injuries, or other liability arising outside of the Contractor's control including but not limited to, vandalism, flood, rain, fire, wind, heavy snow, freezing, strikes, lack of salt availability, other natural causes, acts of God or acts of persons other than the Contractor's employees or agents.

### **4. Independent Contractor Relationship.**

It is expressly understood that the Contractor is an "independent contractor" and not an employee of the City. The Contractor shall have control over the manner in which the services are performed under this Agreement. The Contractor shall supply, at its own expense, all materials, supplies, equipment and tools required to accomplish the work contemplated by this Agreement. The Contractor shall not be entitled to any benefits from the City, including, without limitation, insurance benefits, sick and vacation leave, workers' compensation benefits, unemployment compensation, disability, severance pay, or retirement benefits.

### **5. Indemnification.**

The Contractor agrees to defend and indemnify the City, and its employees, officials, volunteers and agents from and against all claims, actions, damages, losses and expenses arising out of the Contractor's performance or failure to perform its duties under this Agreement.

### **6. General Provisions.**

- A. Assignment. The Contractor may not assign this Agreement to any other person unless written consent is obtained from the City.
- B. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both Parties.

- C. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota.
- D. Savings Clause. If any court finds any portion of this Agreement to be contrary to law or invalid, the remainder of the Agreement will remain in full force and effect.
- E. Waivers. The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.
- F. No Waiver by City. By entering into this agreement, the City does not waive its entitlement to any immunity under statute or common law.
- G. Termination. Either party may terminate this agreement at any time for any reason. If the contract is terminated early, the City will pay a prorated fee for services performed to date.

**7. Complete Agreement**

This agreement and all amendments and exhibits hereto specifically signed and incorporated herein, constitutes the entire agreement between the parties and supersede any and all other agreements, either oral or in writing. By signing below, each party acknowledges that they have read and understand this agreement and that no representation, inducement, promise or agreement oral or otherwise, has been made by any party, which is not embodied within. This agreement shall be construed as objectively in the light of its overall purpose, which is to provide the services herein for compensation. Neither the source nor the authorship of this agreement shall cause bias or presumption in the constitution or interpretation of this agreement. Any changes to the terms or conditions of this agreement are not binding unless in writing and signed by both parties hereto.

**8. Notices**

Notices under this contract shall be reserved on the parties by certified mail at the following addresses:

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

**Contractor:**  
 8th Day Landscaping  
 1965 Margaret St N  
 N. St. Paul, MN 55109

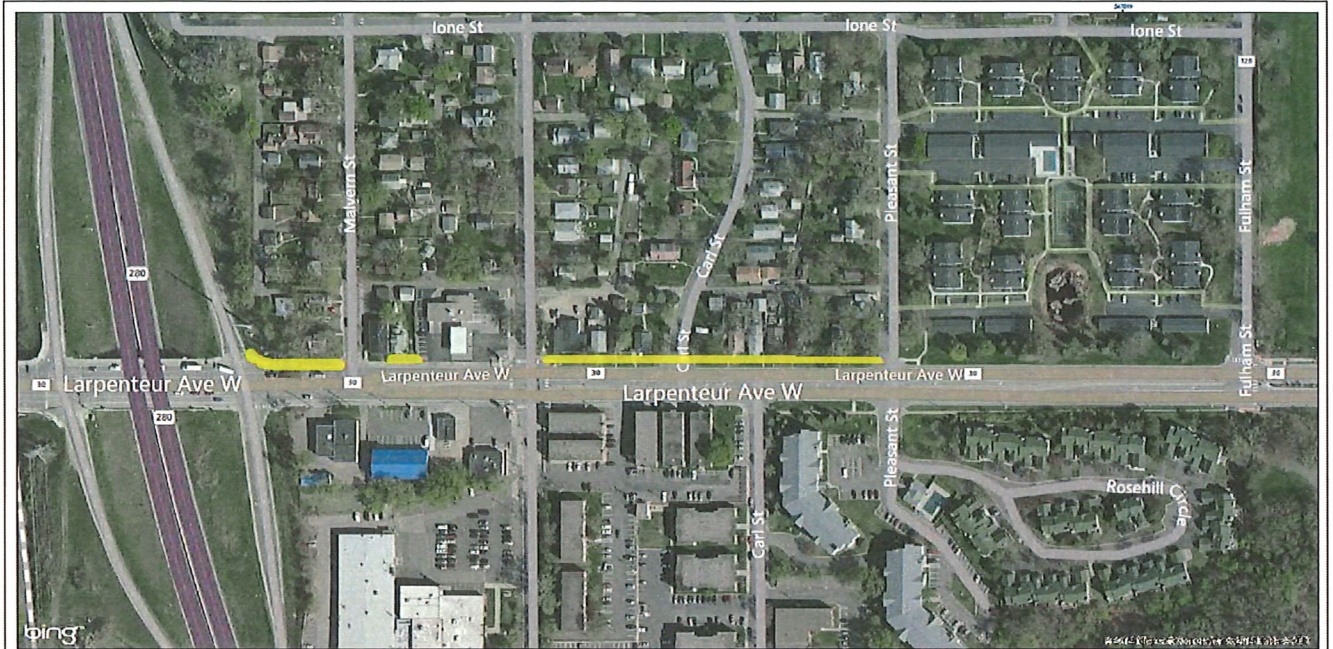
*In witness thereof, the parties hereto have executed this agreement the day and year first written above.*

By: \_\_\_\_\_  
 Heather Butkowski, Lauderdale City Administrator

By: \_\_\_\_\_  
 Daniel Alfred Owner/Operator  
 8th Day Landscaping

# Appendix A

## Sidewalks Segments for Snow Removal



**Sidewalk RFP**  
**Option 1**  
City of Lauderdale, MN



1:800 (at original document size of 11x17)



Microsoft tracked screen shots included with permission from Microsoft Corporation

Revised 8/15/16 by J. Smith

**LAUDERDALE COUNCIL  
ACTION FORM**

<b>Meeting Date</b>	November 12, 2024	<b>Agenda Item</b>	'25-'29 JPA Recycling
---------------------	-------------------	--------------------	-----------------------

**Action Requested**

Consent	<input checked="" type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Discussion	<input type="checkbox"/>
Action	<input type="checkbox"/>	Resolution	<input type="checkbox"/>	Work Session	<input type="checkbox"/>

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

The current Joint Powers Agreement (JPA) for recycling fees is set to expire on December 31, 2024. This is an agreement between Ramsey County and participating cities within the County to fund long-term municipal recycling programs. Recycling fees are collected by Ramsey County in the form of a recycling assessment to property owners. We receive these fees from the County via the tax settlements twice per year. Penalties and interest for delinquent recycling fees are also collected through this process.

The only change from the current JPA is the term of the agreement, which runs from January 1, 2025 through December 31, 2029.

**STAFF RECOMMENDATION:**

By approving the consent agenda, the council is authorizing staff to execute the JPA with Ramsey County for the collection of recycling fees.

## JOINT POWERS AGREEMENT FOR RECYCLING FUNDING

This Agreement is between the County of Ramsey, (“County”), and the City of Lauderdale (“City”).

### RECITALS

**WHEREAS**, the County requires municipalities to assure recycling service is available to all residents at their place of residence; and,

**WHEREAS**, the County requires each municipality to be responsible for developing a long- term financing mechanism to fund its residential recycling program; and,

**WHEREAS**, the County has authority, pursuant to Minnesota Statutes §§ 473.811 and 400.08, to collect just and reasonable rates and charges for solid waste management services provided by the County or by others under contract with the County; and,

**WHEREAS**, the City desires to finance its residential recycling program by assessing individual property owners within the City for the costs of its program utilizing the County’s solid waste management service charge authority under contract with the County;

**NOW, THEREFORE**, in consideration of the mutual promises and benefits that the Parties shall derive from this Agreement, the Parties hereby enter into this Agreement for the purposes stated herein.

### I. CITY OBLIGATIONS

- A. The City shall comply with all requirements as laid out in the 2025 SCORE grant agreement and all forthcoming SCORE grant agreements through the duration of this Agreement.
- B. The City shall comply with Minnesota Statutes §§ 115A.46 and 115A.471 when arranging for the management of mixed municipal solid waste (MSW), including MSW from City-owned, operated or leased properties, and assure delivery of such waste to a waste processing facility for resource recovery.
- C. The City shall apply funds collected by the County on behalf of the City, pursuant to this Agreement, hereafter described as recycling service charge funds, to residential recycling and related activities. Recycling service charge funds may be used for the recycling portion of residential clean-up events and curbside collections, recycled product procurement, recycling collection bins, costs of providing a recyclable material drop-off center, management of tree and shrub waste, source-separated organics collection and associated costs, educational materials, or other costs consistent with the County’s Solid Waste Management Plan and approved by Saint Paul – Ramsey County Public Health (“the

Department”). Administrative costs associated with the City’s solid waste and recycling program are eligible, but must first be approved by the Department.

The City may apply recycling service charge funds collected by the County on behalf of the City, pursuant to this Agreement, to non-residential recycling costs so long as fees are charged to non-residential properties for this service. Recycling service charge funds may be used for non-residential recycling costs, source-separated compostable material collection and associated costs, or other costs consistent with the County’s Solid Waste Management Plan and approved by Saint Paul – Ramsey County Public Health.

- D. On or before December 1 of each year the City shall provide the Department with a recycling budget which details eligible costs for the subsequent year. The budget shall show how all SCORE funds to be distributed to the City by the County for recycling service are proposed to be used.
- E. The City shall pay the County the actual costs of administering the City’s recycling service charge. The County’s actual costs will include but are not limited to the costs of computer programming and the Ramsey County Property Tax, Records and Election Services Department’s direct overhead costs attributable to providing these services. The City shall pay the County within thirty (30) days of receipt of the County’s invoice.
- F. On or before December 1 of each year, or on such other date as may be agreeable to the parties during the term of this Agreement, the City shall provide the County with a spreadsheet identifying property identification numbers (PINS), parcel types, recycling service charge rates and other requested information to be applied to each property.

## **II. COUNTY OBLIGATIONS**

After receipt of the recycling service charge rates from the City, the County shall list the City’s recycling charge on the property owners’ tax statements, and shall label the charge as “Recycling.”

## **III. TERM**

The Term of this Agreement is January 1, 2025 through December 31, 2029.

## **IV. TERMINATION**

- A. **FOR CAUSE.** In the event that the City fails to comply with the terms of this Agreement, or any statutory requirements, ordinances and/or plans related to this Agreement, the

County may terminate this Agreement. In the event that the County exercises its right to terminate this Agreement for cause, the County shall submit written notice to the City specifying the reasons for termination and the date upon which the termination becomes effective.

- B. WITHOUT CAUSE. This Agreement may be terminated by either party without cause, on one hundred-eighty (180) days written notice to the other party.
- C. OTHER EVENTS. In the event of a loss in funding or that the County's authority to provide the services contemplated in this Agreement is modified or repealed this Agreement immediately terminates.

## **V. ACCESS TO DOCUMENTS**

Until the expiration of six years after this Agreement terminates, the City shall make available to the County, the State Auditor or the County's ultimate funding source, a copy of this Agreement and books, documents, records and accounting procedures and practices of the City relating to this Agreement.

## **VI. HOLD HARMLESS**

Each party agrees to defend, indemnify and hold the other party harmless from any costs, claims, demands, actions or causes of action, including reasonable attorneys' fees, arising out of any act or omission on the part of the party or any of its agents or employees in the performance of or with relation to any of the work or services provided by the party under the terms of this Agreement. Nothing in this Agreement shall constitute a waiver by either party of any limitations or exceptions of liability under Minnesota Statutes Chapter 466.

## **VII. EQUAL EMPLOYMENT OPPORTUNITY**

Each party agrees to comply with all federal, state and local laws, resolutions, ordinances, rules, regulations and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, sexual preference, marital status, status with regard to public assistance, disability or age. When required by law and requested by the other party, each party shall furnish a written affirmative action plan to the other party.



**VIII. DATA PRACTICES**

All data collected, created, received, maintained or disseminated for any purpose in the course of either party’s performance of this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and rules adopted to implement the Act. The parties agree to abide strictly by these statutes, rules and regulations.

**WHEREFORE**, this Agreement is duly executed on the last date written below.

**RAMSEY COUNTY**

**CITY OF LAUDERDALE**

\_\_\_\_\_  
Victoria Reinhardt, Chair  
Ramsey County Board of Commissioners  
Date: \_\_\_\_\_

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

\_\_\_\_\_  
Jason Yang, Interim Chief Clerk  
Ramsey County Board of Commissioners  
Date: \_\_\_\_\_

\_\_\_\_\_  
Heather Butkowski, City Administrator

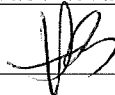
Approved as to form and insurance:

Date: \_\_\_\_\_

\_\_\_\_\_  
Assistant County Attorney  
Date: \_\_\_\_\_

**LAUDERDALE COUNCIL  
ACTION FORM**

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

Meeting Date	November 12, 2024
ITEM NUMBER	<u>Canvas Election Returns</u>
STAFF INITIAL	
APPROVED BY ADMINISTRATOR	

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

Per Minnesota Statutes section 205.185, the governing body of a city shall act as the canvassing board, canvas the returns, and declare the results of the election within three to ten days after a general election. Ramsey County election staff are preparing the abstract and resolution. Staff expect to receive this the morning of November 12. Staff will email it to the Council ahead of the meeting.

**STAFF RECOMMENDATION:**

Motion to adopt Resolution No. 111224A—A Resolution Certifying the Election Returns of the November 5, 2024, General Municipal Election.

**RESOLUTION NO. 111224A**

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

**RESOLUTION CERTIFYING THE ELECTION RETURNS  
OF THE NOVEMBER 5, 2024, GENERAL MUNICIPAL ELECTION**

**WHEREAS**, the City of Lauderdale and Ramsey County election officials have tabulated the votes in Precinct I for Mayor for a term of two years and two Council members for a term of four years effective January 1, 2025.

**WHEREAS**, the results have been compiled and are presented in the *Abstract of Votes Cast In the Precincts of the City of Lauderdale, State of Minnesota, at the State General Election Held Tuesday, November 5, 2024* which have been made part of this resolution.

**WHEREAS**, the write-in votes also have been tabulated and made a part of this resolution.

**NOW THEREFORE, BE IT RESOLVED** by the Canvassing Board that Mary Gaasch is duly declared elected to the Office of Mayor for a term of two years beginning January 1, 2025, and that Jeffrey Dains and Duane Pulford are duly declared elected to the Office of City Council for a term of four years beginning January 1, 2025.

**BE IT ALSO RESOLVED**, that the City Clerk is directed to certify the election returns to the Ramsey County Auditor.

Adopted by the City Council of the city of Lauderdale this 12<sup>th</sup> day of November, 2024.

(ATTEST)

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

(SEAL)

\_\_\_\_\_  
Heather Butkowski, City Administrator

Abstract of Votes Cast  
In the Precincts of the City of Lauderdale  
State of Minnesota  
at the State General Election  
Held Tuesday, November 5, 2024  
as compiled from the official returns.

Summary of Totals  
City of Lauderdale  
Tuesday, November 5, 2024 State General Election

Number of persons registered as of 7 a.m.	1559
Number of persons registered on Election Day	140
Number of accepted regular, military, and overseas absentee ballots and mail ballots	322
Number of federal office only absentee ballots	11
Number of presidential absentee ballots	0
Total number of persons voting	1395

Summary of Totals  
City of Lauderdale  
Tuesday, November 5, 2024 State General Election

KEY TO PARTY ABBREVIATIONS

NP - Nonpartisan

Mayor (Lauderdale)	NP	WI	NP	NP	NP
	Mary Gaasch	WRITE-IN	Michael J Brindamour	Jeffrey Dains	Gregory Williams
	985	46	133	598	288
Council Member (Lauderdale) (Elect 2)	NP	NP	NP	NP	NP
	Duane Pulford	Michael J Brindamour	Jeffrey Dains	Gregory Williams	Josh Dirksen
	397	133	598	288	311
	WI	WI	WI	WI	WI
	WRITE-IN	WRITE-IN	WRITE-IN	WRITE-IN	WRITE-IN
	31	31	31	31	31

Detail of Election Results  
 City of Lauderdale  
 Tuesday, November 5, 2024 State General Election

Precinct	Persons Registered as of 7 A.M.	Persons Registered on Election Day	Total Number of Persons Voting
62 0090 : LAUDERDALE P-1	1559	140	1395
City of Lauderdale Total:	1559	140	1395

Detail of Election Results  
 City of Lauderdale  
 Tuesday, November 5, 2024 State General Election

Office Title: Mayor (Lauderdale)

<b>Precinct</b>	NP	WI
	Mary Gaasch	WRITE-IN
62 0090 : LAUDERDALE P-1	985	46
<b>Total:</b>	<b>985</b>	<b>46</b>

Office Title: Council Member (Lauderdale) (Elect 2)

<b>Precinct</b>	NP	NP	NP	NP
	Duane Pulford	Michael J Brindamour	Jeffrey Dains	Gregory Williams
62 0090 : LAUDERDALE P-1	397	133	598	288
<b>Total:</b>	<b>397</b>	<b>133</b>	<b>598</b>	<b>288</b>
				NP
				Josh Dirksen
				311
				<b>311</b>

<b>Precinct</b>	WI
	WRITE-IN
62 0090 : LAUDERDALE P-1	31
<b>Total:</b>	<b>31</b>

We, the legally constituted county canvassing board, certify that we have herein specified the names of the persons receiving votes and the number of votes received by each office voted on, and have specified the number of votes for and against each question voted on, at the State General Election held on Tuesday, November 5, 2024

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the City of Lauderdale Clerk. Witness our official signature at \_\_\_\_\_ in \_\_\_\_\_ County this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Member of canvassing board

\_\_\_\_\_  
Member of canvassing board

\_\_\_\_\_  
Member of canvassing board

\_\_\_\_\_  
Member of canvassing board

\_\_\_\_\_  
Member of canvassing board

\_\_\_\_\_  
Member of canvassing board

\_\_\_\_\_  
Member of canvassing board



State of Minnesota  
City of Lauderdale

I, \_\_\_\_\_, Clerk of the City of Lauderdale do hereby certify the within and foregoing \_\_\_\_\_ pages to be a full and correct copy of the original abstract and return of the votes cast in the City of Lauderdale State General Election held on Tuesday, November 5, 2024.

Witness my hand and official seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_

**LAUDERDALE COUNCIL  
ACTION FORM**

<b>Meeting Date</b>	November 12, 2024	<b>Agenda Item</b>	2025 CIP
---------------------	-------------------	--------------------	----------

**Action Requested**

Consent	<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Discussion	<input checked="" type="checkbox"/>
Action	<input type="checkbox"/>	Resolution	<input type="checkbox"/>	Work Session	<input type="checkbox"/>

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

During the budgeting process, we tend not to focus as much on the capital improvement plan (CIP) because many of the items are routine replacements or maintenance. Staff drafted the CIP to include the typical items we keep on the radar along with the anticipated costs of repaving the city streets in the next one to three years.

Council members expressed interest in discussing whether to include other items of interest, specifically around the Community Park and City Hall. Some of the ideas include: ballfield improvements; landscaping around the dog park; more dog park benches; bench at public works facility; and solar panels / accessibility improvement at City Hall. If the Council is interested in exploring these ideas, we should prioritize them and then allocate dollars to the priority improvements.

Also included is a cash balance report showing the funds available in each capital improvement fund.

**STAFF RECOMMENDATION:**

# General Ledger

## Cash Balances



User: heather.butkowski  
 Printed: 11/6/2024 1:23:28 PM  
 Period 11 - 11  
 Fiscal Year 2024

Description	Account	Beg Bal	MTD Debit	MTD Credit	Current Balance
General Fund Cash	101-00000-000-10100	-3,086,408.75	6,957.83	0.00	-3,079,450.92
Change Fund	101-00000-000-10300	100.00	0.00	0.00	100.00
Commnications	226-00000-000-10100	36,900.52	0.00	438.00	36,462.52
Recycling	227-00000-000-10100	61,796.11	0.00	1,122.93	60,673.18
2019 Bonded Debt	306-00000-000-10100	217,803.30	0.00	0.00	217,803.30
General Cap. Improve.	401-00000-000-10100	73,871.69	0.00	0.00	73,871.69
Street Improvement	403-00000-000-10100	567,250.13	0.00	0.00	567,250.13
Park Improvement	404-00000-000-10100	208,023.43	0.00	0.00	208,023.43
Park Dedication	406-00000-000-10100	364,479.20	0.00	0.00	364,479.20
Development	414-00000-000-10100	334,148.11	0.00	0.00	334,148.11
TIF 1-2	416-00000-000-10100	789.33	0.00	0.00	789.33
Sanitary Sewer	602-00000-000-10100	941,531.16	0.00	2,894.03	938,637.13
Storm Sewer	603-00000-000-10100	409,904.65	0.00	2,502.87	407,401.78
<b>Current Assets</b>		<b>130,188.88</b>	<b>6,957.83</b>	<b>6,957.83</b>	<b>130,188.88</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	3,534,387.55	0.00	0.00	3,534,387.55
<b>Investments</b>		<b>3,534,387.55</b>	<b>0.00</b>	<b>0.00</b>	<b>3,534,387.55</b>
<b>Grand Total</b>		<b><u>3,664,876.43</u></b>	<b><u>6,957.83</u></b>	<b><u>6,957.83</u></b>	<b><u>3,664,876.43</u></b>

CITY OF LAUDERDALE  
 CAPITAL IMPROVEMENT PLAN  
 FUNDING SOURCE SUMMARY



FUND	TITLE	2025	2026	2027	2028	2029	2030	2031	2032	2033	\$	2,034.00	Total
226	Communications	\$ -									\$		\$ -
401	General Capital	\$ 45,000	\$ 50,000					\$15,000			\$	60,000.00	\$ 170,000
403	Street Improvement		\$2,225,000								\$		\$ 2,225,000
404	Park Improvement										\$		\$ -
414	Development/Debt Service	\$ 68,178	\$ 68,102	\$ 66,714	\$ 65,325	\$ 63,937					\$		\$ 332,256
602	Sanitary Sewer	\$ 250,000	\$ -	\$ 40,000	\$ 40,000		\$42,500	\$42,500		\$45,000	\$	45,000.00	\$ 505,000
603	Storm Water	\$ 50,000	\$ 208,000								\$		\$ 258,000
<b>GRAND TOTAL</b>		<u>\$ 413,178</u>	<u>\$ 2,551,102</u>	<u>\$ 106,714</u>	<u>\$ 105,325</u>	<u>\$ 63,937</u>	<u>\$ 42,500</u>	<u>\$ 57,500</u>	<u>\$ -</u>	<u>\$ 45,000</u>	<u>\$</u>	<u>105,000.00</u>	<u>\$ 3,490,256</u>

CITY OF LAUDERDALE  
 CAPITAL IMPROVEMENT PLAN  
 PROJECT SUMMARY BY YEAR AND FUNDING SOURCE



YEAR	PROJECT	FUND								
		226	401	403	404	414	602	603		
2025	Replace 2010 John Deere 3520 Tractor Jet and Televis Sanitary Sewer - West Side Sanitary Sewer Manhole Rehabilitation Jet and Televis Storm Sewer - City Wide		\$45,000						\$40,000 \$210,000 \$50,000	
2026	Replace 2016 Ford F350 Truck and Plow Mill and Overlay City Streets / Seal Coat Eustis Street		\$50,000	\$2,225,000						\$208,000
2027	Jet and Televis Sanitary Sewer - East Side								\$40,000	
2028	Jet and Televis Sanitary Sewer - West Side								\$40,000	
2029										
2030	Jet and Televis Sanitary Sewer - East Side								\$42,500	
2031	Jet and Televis Sanitary Sewer - West Side Replace 2021 Toro Lawn Mower		\$15,000						\$42,500	
2032										
2033	Jet and Televis Sanitary Sewer - East Side								\$45,000	
2034	Replace 2024 F350 Truck and Plow Jet and Televis Sanitary Sewer - West Side		\$60,000						\$45,000	
	<b>TOTALS</b>	\$ -	\$ 170,000	\$ 2,225,000	\$ -	\$ -	\$ -	\$ -	\$ 505,000	\$ 258,000











CITY OF LAUDERDALE  
 CAPITAL IMPROVEMENT PLAN  
 FUND 414 - Development



PROJECT	YEAR										
	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	
GO2019A Debt Service Transfer	\$ 68,178	\$ 68,102	\$ 66,714	\$ 65,325	\$ 63,937	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 68,178	\$ 68,102	\$ 66,714	\$ 65,325	\$ 63,937	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF LAUDERDALE  
 CAPITAL IMPROVEMENT PLAN  
 FUND 602 - SANITARY SEWER



PROJECT	YEAR														
	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2034	2034	2034	2034	
Sanitary Sewer Manhole Rehabilitation	\$ 210,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Jet and Televisé Sanitary Sewer	\$ 40,000	\$ -	\$ 40,000	\$ 40,000	\$ -	\$ 42,500	\$ 42,500	\$ -	\$ 45,000	\$ -	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
<b>TOTALS</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ 42,500</b>	<b>\$ 42,500</b>	<b>\$ -</b>	<b>\$ 45,000</b>	<b>\$ -</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>



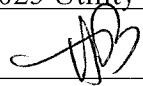
**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

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

Meeting Date November 12, 2024

ITEM NUMBER 2025 Utility Rates

STAFF INITIAL 

APPROVED BY ADMINISTRATOR

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

Annually, the City Council discusses the sewer and recycling funds and whether rate increases are necessary. Attached is a memo with additional information.

Staff recommend increasing the sanitary sewer rates by 6.7% in 2025 in anticipation of the manhole casting repair project prior to the mill and overlay project. This is an annual increase of \$16.74 per residential household.

Staff recommend increasing the storm sewer rates by 13.6% in 2025 also in anticipation of the future mill and overlay project. This is an increase of \$11.64 per residential household.

Staff recommend increasing the recycling rates by 7.5% in response to the new recycling contract and the need to replenish cash reserves. This is an annual increase of \$9.00 per residential household.

If the Council agrees with the recommended rate increases, a resolution adopting them will be brought to the next meeting.

**STAFF RECOMMENDATION:**

**2025 Sanitary Sewer, Storm Water and Recycling  
Rate Study**



## Key Findings

Annually, the City of Lauderdale establishes rates for sanitary sewer, storm water and recycling collection. Staff has completed the review and recommends the following:

- A 6.7% increase is proposed for the sanitary sewer residential and commercial charges.
- A 13.6% increase is proposed for the storm water charges.
- A 7.5% increase is proposed for the recycling collection charges.

## Goals of a Utility Rate Study

The purpose of the rate study is to ensure that:

1. Rates are sufficient to pay for the ongoing operations and capital improvements, and to maintain adequate cash balances.
2. Staff and Council revisit cash balance policies to ensure they are meeting their enterprise system's current and future needs.
3. The rate structure distributes the costs of operating the system across utility users consistent with the policy objectives of the Council.



### Sanitary Sewer Utility

The Metropolitan Council wastewater service fee for Lauderdale in 2025 is \$178,040 which is \$8,280 or 4.88% more than 2024.

### Sanitary Sewer Capital Improvements

The 2025-2034 Capital Improvement Plan (CIP) anticipates spending \$40,000 on sewer cleaning and televising in 2025. 2025 is year two of the City’s three-year cleaning cycle. The City also anticipates spending over \$300,000 on manhole casting repairs. The budget includes \$210,000 of the cost with the rest expected to be funded by a Metropolitan Council grant. The City needs to continue setting aside additional funds for the mill and overlay project expected in the next two to three years.

### Target Cash Reserves – Sanitary Sewer Funds

Adequate cash reserves are needed to accommodate cash flow needs, invest in sewer replacement projects, and save for future capital projects. The City raised rates 5.0% for 2024 but increases have been minimal over the past five years. Staff is proposing a 6.7% increase to the sanitary sewer rate to help pay for the manhole casting repairs and maintain reserves. This will result in an annual rate increase of \$16.74 per household.

### Quarterly Sanitary Sewer Rate History

Sewer Rates	2020	2021	2022	2023	2024	2025
Residential Base Charge	\$57.76	\$57.76	\$57.76	\$59.49	\$62.45	<b>\$66.63</b>
Commercial Flow Charge	\$2.86	\$2.86	\$2.86	\$2.95	\$3.10	<b>\$3.31</b>
% Increase	0.0%	0.0%	0.0%	3.0%	5.0%	<b>6.7%</b>

## Sanitary Sewer Availability Charge

The Metropolitan Council did not increase the base metropolitan sewer availability charge (SAC) for 2023. The SAC rate will be \$2,485 for metropolitan customer communities. The rate is the same since 2014.

Pursuant to Minnesota Statute 473.517, subd. 3, a metropolitan SAC is paid by our community to the Metropolitan Council as users connect to the metropolitan wastewater system for the first time or as a user's maximum demand for sewer capacity increases. These fees are for the availability of capacity, not the actual use or flow in the metropolitan system as demanded by development or changes in use on specific properties within our community. Lauderdale may adopt a different SAC rate that would include the Metropolitan Council amount plus additional funds for the City. Historically, Lauderdale has used the Metropolitan Council rate.

## Storm Water Utility

The Storm Water Utility pays for the infrastructure and maintenance that provides for and improves the quality of storm water run-off.

Lauderdale’s ordinance established a system for billing using Residential Equivalency Factor (REF). A single family residential property is considered to be one REF and pays the base fee adopted by the Council. The other developed properties were individually assigned a certain number of REF’s based on property size, impervious surface, and calculated storm water run-off. A property receives a credit if it has integrated storm water best management practices (BMPs). Since Lauderdale is considered fully developed, the City only anticipates an increase in the number of REF’s when redevelopment occurs.

## Storm Sewer Capital Improvements

The Capital Improvement Plan provides for spending on storm water system improvements with the future mill and overlay project.

## Target Cash Reserves – Storm Water Fund

The projected cash balances must be adequate to meet on-going storm water expenditures and ensure a cash reserve balance that allows the City to meet the obligations of its MS4 permit, especially Total Maximum Daily Load (TMDL) obligations imposed on the City by the Pollution Control Agency. As storm water projects can be expensive and TMDLs are expected as the City’s runoff terminates in the Mississippi River, the City has raised the storm water rates over the years to build the nest egg to cover future costs. The City’s recently completed Long-Term Financial Plan recommended raising rates 15.0% for 2024 as the projected \$208,000 in improvements during the mill and overlay project will overly deplete the fund. Staff recommend a similar increase of 13.6% for 2025 for the same reason. Costs to respond to the EPA request for information also depleted funds in 2024. This will result in an annual rate increase of \$11.64 per household.

## Storm Water Rate History

<b>Storm Water Rates</b>	2020	2021	2022	2023	2024	<b>2025</b>
Residential	\$17.75	\$17.75	\$17.75	\$18.64	\$21.44	<b>\$24.35</b>
Commercial	\$88.80	\$88.80	\$88.80	\$93.24	\$121.81	<b>\$107.23</b>
% Increase	2.0%	0.0%	0.0%	5.0%	15.0%	<b>13.6%</b>

### Recycling Fee

The City awarded Eureka! Recycling a contract for weekly curbside collection through October 2029. The recycling contract price per month in 2025 is \$7.99 per cart per month.

### Target Cash Reserves – Recycling Fund

In 2020, rates were raised to begin covering the increased recycling costs that are the result of the upheaval in the recycling markets worldwide. Previously, the contract was based on the number of housing units and all units paid the same price for recycling service. Starting with the new contract in 2019, the cost was based on the number of carts to save tens of thousands of dollars through the duration of the contract. With the increased per cart cost, rates have been raised since 2020 to pay for the cost of the service and begin replenishing reserves drawn upon during the price transition. Staff recommend raising rates by 7.5% or \$0.75 per month to cover costs and continue replenish the fund balance after the draw down from the increases in the previous contract.

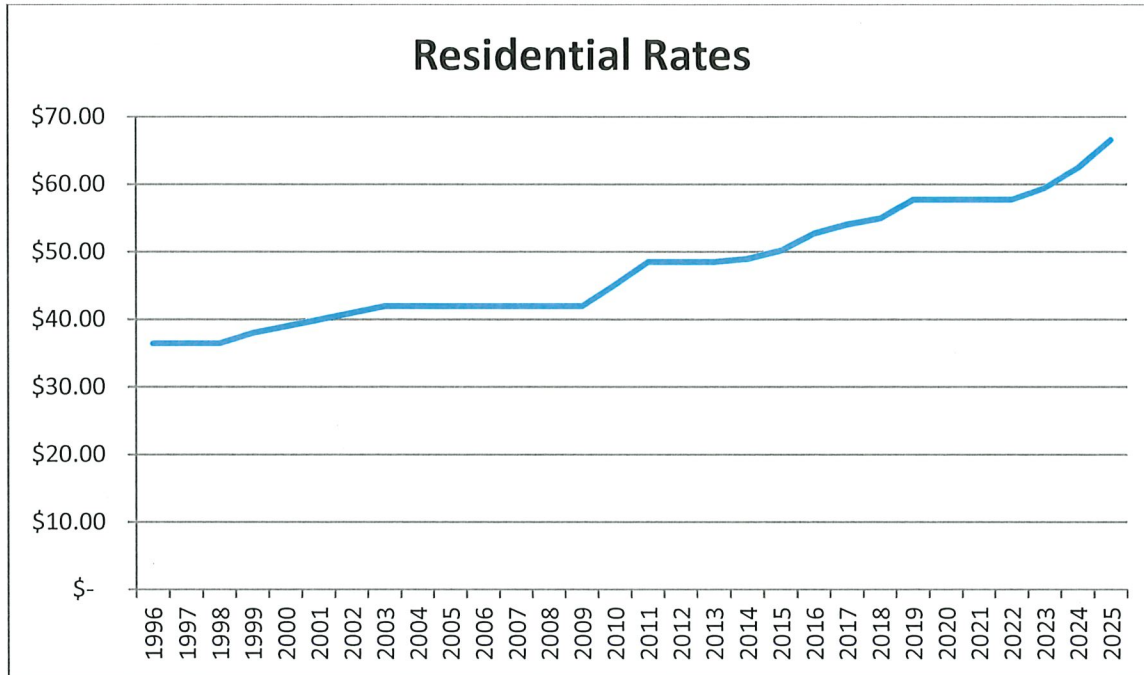
### Recycling Rate History (Per Month):

<b>Recycling Rate Per Cart</b>	2020	2021	2022	2023	2024	<b>2025</b>
Residential /Mo,	\$5.17	\$7.17	\$8.17	\$9.17	\$10.00	<b>\$10.75</b>
Residential /An.	\$62.04	\$86.04	\$98.04	\$110.04	\$120.00	<b>\$129.00</b>
% Increase	63%	39%	14%	12.2%	9.1%	<b>7.5%</b>

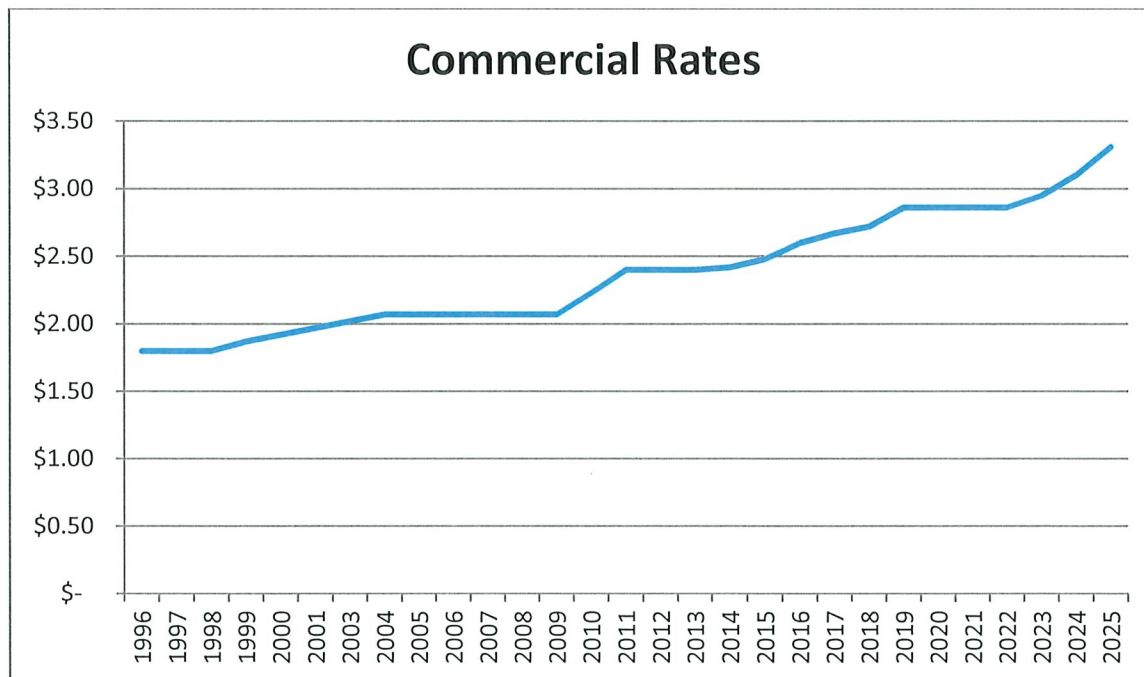
# Appendix A

## Sanitary Sewer Historical Rates

Residential rates are a flat charge per month.



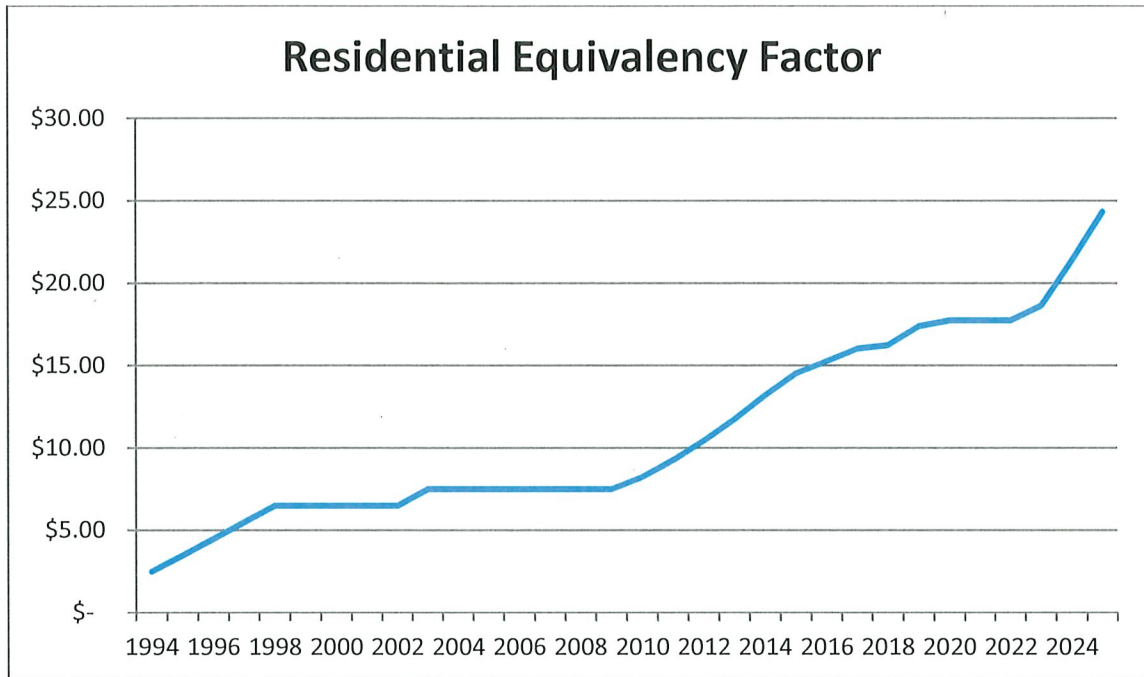
Commercial rates are based on flow or consumption charge.



## Appendix B

### Storm Water Historical Rates

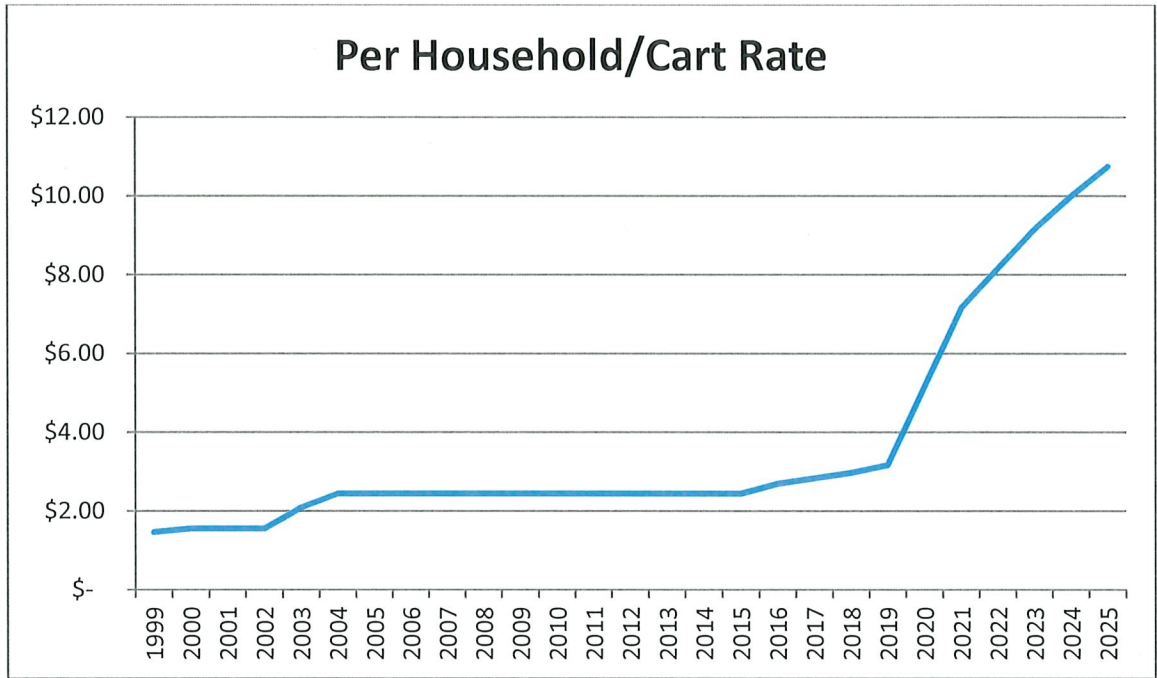
Storm Water rates are a flat charge based on Residential Equivalency Factor (REF) per month.



# Appendix C

## Recycling Historical Rates

Recycling rates are per household (1999-2018) and per cart (2019-present). These rates are collected through the property tax system as a special assessment.



**LAUDERDALE COUNCIL  
ACTION FORM**

<b>Meeting Date</b>	November 12, 2024	<b>Agenda Item</b>	2025 Funds Budgets
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**Action Requested**

Consent	<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Discussion	<input checked="" type="checkbox"/>
Action	<input type="checkbox"/>	Resolution	<input type="checkbox"/>	Work Session	<input type="checkbox"/>

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

Included with this memo are the 2025 Special Revenue, Capital, and Enterprise Fund budgets. The budgets include the various CIP expenditures already planned for and the utility rate revenue presented in the previous agenda item. Changes will be made based on the conversation by the Council during the meeting. Staff will bring final drafts to the next meeting for the Truth-in-Taxation public hearing. Adoption is expected on December 10.

**STAFF RECOMMENDATION:**



CITY OF LAUDERDALE  
 STORM WATER  
 2025

Account Number	Account Description	2023 Actual	2024 Adopted	2025 Proposed
603-00000-000-33422	OTHER STATE GRANTS & AIDS	\$ -	\$ -	\$ -
603-00000-000-33439	PERA PENSION OTHER REVENUE	\$ 4	\$ -	\$ -
603-00000-000-36210	INTEREST ON INVESTMENTS	\$ 15,241	\$ 9,000	\$ 13,000
603-00000-000-37170	STORM WATER CHARGES	\$ 123,523	\$ 132,025	\$ 150,000
603-00000-000-39200	TRANSFER IN	\$ -	\$ -	\$ -
	<b>TOTAL REVENUES</b>	<b>\$ 138,767</b>	<b>\$ 141,025</b>	<b>\$ 163,000</b>
603-49410-000-41290	PENSION EXPENSE	\$ 435	\$ -	\$ -
	<b>PENSION</b>	<b>\$ 435</b>	<b>\$ -</b>	<b>\$ -</b>
603-49500-000-41010	FULL TIME EMPLOYEES	\$ 45,602	\$ 48,283	\$ 50,408
603-49500-000-41020	OVERTIME	\$ 1,370	\$ -	\$ -
603-49500-000-41190	OTHER PAY	\$ -	\$ -	\$ -
603-49500-000-41195	COMP ABSENCES/OPEB	\$ -	\$ -	\$ -
603-49500-000-41210	PERA	\$ 3,536	\$ 3,621	\$ 3,781
603-49500-000-41220	FICA	\$ 3,315	\$ 2,994	\$ 3,125
603-49500-000-41225	MEDICARE	\$ 775	\$ 700	\$ 731
603-49500-000-41250	DEFERRED COMPENSATION	\$ 5,894	\$ 5,800	\$ 5,900
603-49500-000-41310	HEALTH INSURANCE	\$ 2,738	\$ 2,511	\$ 2,616
603-49500-000-41320	DENTAL INSURANCE	\$ 26	\$ 25	\$ 30
603-49500-000-41330	LIFE INSURANCE	\$ 325	\$ 250	\$ 325
603-49500-000-41340	DISABILITY INSURANCE	\$ 270	\$ 225	\$ 270
603-49500-000-41510	WORKERS COMPENSATION INSURANCE	\$ 3,248	\$ 2,694	\$ 2,694
	<b>PERSONNEL</b>	<b>\$ 67,099</b>	<b>\$ 67,103</b>	<b>\$ 69,880</b>
603-49500-000-42110	GENERAL SUPPLIES	\$ -	\$ -	\$ -
603-49500-000-42120	MOTOR FUELS	\$ 908	\$ 850	\$ 850
603-49500-000-42160	CHEMICALS & CHEMICAL PRODUCTS	\$ -	\$ -	\$ -
603-49500-000-42170	SAFETY EQUIPMENT	\$ -	\$ -	\$ -
603-49500-000-42210	VEHICLE/EQUIPMENT PARTS	\$ -	\$ -	\$ -
603-49500-000-42220	TIRES	\$ -	\$ -	\$ -
603-49500-000-42410	MINOR EQUIPMENT & TOOLS	\$ -	\$ -	\$ -
	<b>SUPPLIES</b>	<b>\$ 908</b>	<b>\$ 850</b>	<b>\$ 850</b>
603-49500-000-43010	AUDITING & ACCOUNTING SERVICES	\$ 5,835	\$ 4,700	\$ 6,500
603-49500-000-43030	ENGINEERING	\$ 2,302	\$ 2,000	\$ 2,000
603-49500-000-43090	EXPERT & PROFESSIONAL SERVICES	\$ 22,220	\$ 15,521	\$ 25,000
603-49500-000-43140	TRAINING & EDUCATION	\$ -	\$ -	\$ -
603-49450-000-43210	TELEPHONE & TELEGRAPH	\$ 563	\$ 700	\$ 600
603-49500-000-43310	TRAVEL EXPENSE	\$ -	\$ -	\$ -
603-49500-000-43510	LEGAL NOTICES PUBLISHING	\$ -	\$ -	\$ -
603-49500-000-43610	INSURANCE & BONDS	\$ 973	\$ 1,000	\$ 1,000
603-49500-000-44040	VEHICLE/EQUIPMENT REPAIRS	\$ -	\$ -	\$ -
603-49500-000-44060	LAUNDRY SERVICES	\$ 865	\$ 1,200	\$ 1,200
603-49500-000-44200	DEPRECIATION	\$ -	\$ -	\$ -
603-49500-000-44330	DUES & SUBSCRIPTIONS	\$ 2,187	\$ 2,000	\$ 2,400
603-49500-000-44370	MISCELLANEOUS CHARGES	\$ 1,580	\$ 1,500	\$ 1,700

603-49500-000-44390	TAXES & LICENSES	\$ -	\$ -	\$ -
	OTHER SERVICES & CHARGES	\$ 36,524	\$ 28,621	\$ 40,400
603-49500-000-45300	IMPROVEMENTS OTHER THAN BUILDINGS	\$ -	\$ -	\$ 50,000
	CAPITAL OUTLAY	\$ -	\$ -	\$ 50,000
603-49450-000-47200	TRANSFER OUT	\$ -	\$ -	\$ -
	OTHER FINANCING	\$ -	\$ -	\$ -
	<b>TOTAL EXPENDITURES</b>	<b>\$ 104,966</b>	<b>\$ 96,574</b>	<b>\$ 161,130</b>
	<b>REVENUES OVER/UNDER EXPENDITURES</b>	<b>\$ 33,801</b>	<b>\$ 44,451</b>	<b>\$ 1,870</b>

CITY OF LAUDERDALE  
COMMUNICATIONS  
2025

Account Number	Account Description	2023 Actual	2024 Adopted	2025 Proposed
226-00000-410-31810	FRANCHISE TAX	\$ 13,581	\$ 15,000	\$ 12,000
226-00000-410-36210	INTEREST ON INVESTMENTS	\$ 1,581	\$ 400	\$ 750
226-00000-000-39200	TRANSFER IN	\$ 50,000	\$ -	\$ -
	<b>TOTAL REVENUES</b>	<u>\$ 65,163</u>	<u>\$ 15,400</u>	<u>\$ 12,750</u>
226-49840-410-41010	FULL TIME EMPLOYEES	\$ 7,746	\$ 7,991	\$ -
226-49840-410-41210	PERA	\$ 581	\$ 599	\$ -
226-49840-410-41220	FICA	\$ 487	\$ 495	\$ -
226-49840-410-41225	MEDICARE	\$ 114	\$ 116	\$ -
226-49840-410-41250	DEFERRED COMPENSATION	\$ 70	\$ 90	\$ -
226-49840-410-41310	HEALTH INSURANCE	\$ 1,430	\$ 1,397	\$ -
226-49840-410-41320	DENTAL INSURANCE	\$ 51	\$ 50	\$ -
226-49840-410-41330	LIFE INSURANCE	\$ 33	\$ 30	\$ -
226-49840-410-41340	DISABILITY INSURANCE	\$ 41	\$ 35	\$ -
226-49840-410-41510	WORKERS COMPENSATION INSURANCE	\$ 71	\$ 64	\$ -
	<b>PERSONNEL</b>	<u>\$ 10,625</u>	<u>\$ 10,867</u>	<u>\$ -</u>
226-49840-410-42010	OFFICE SUPPLIES	\$ -	\$ -	\$ -
226-49840-410-42020	COMPUTER SUPPLIES	\$ -	\$ -	\$ -
	<b>SUPPLIES</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
226-49840-410-43130	SPECIAL PROGRAMS	\$ 8,516	\$ 8,600	\$ 9,000
226-49840-410-44160	RENTS & LEASES (CABLE COMM FEE)	\$ 3,984	\$ 4,300	\$ 4,300
226-49840-410-44370	MISCELLANEOUS CHARGES	\$ -	\$ -	\$ -
	<b>OTHER SERVICES &amp; CHARGES</b>	<u>\$ 12,499</u>	<u>\$ 12,900</u>	<u>\$ 13,300</u>
226-49840-410-45700	OFFICE EQUIPMENT & FURNITURE	\$ -	\$ -	\$ -
	<b>CAPITAL OUTLAY</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	<b>TOTAL EXPENDITURES</b>	<u>\$ 23,124</u>	<u>\$ 23,767</u>	<u>\$ 13,300</u>
	<b>REVENUES OVER/UNDER EXPENDITURES</b>	<b>\$ 42,039</b>	<b>\$ (8,367)</b>	<b>\$ (550)</b>

CITY OF LAUDERDALE  
 RECYCLING  
 2025

Account Number	Account Description	2023 Actual	2024 Adopted	2025 Proposed
227-00000-430-33620	COUNTY GRANTS	\$ 6,086	\$ 6,118	\$ 6,200
227-00000-430-36101	SPECIAL ASSESSMENTS - COUNTY	\$ 69,859	\$ 67,920	\$ 73,000
227-00000-430-36102	PENALTIES & INTEREST	\$ 314	\$ -	\$ -
227-00000-430-36210	INTEREST ON INVESTMENTS	\$ 2,771	\$ 1,300	\$ 2,000
	<b>TOTAL REVENUES</b>	<b>\$ 79,029</b>	<b>\$ 75,338</b>	<b>\$ 81,200</b>
227-43245-430-41010	FULL TIME EMPLOYEES	\$ 19,962	\$ 20,601	\$ 17,317
227-43245-430-41210	PERA	\$ 1,497	\$ 1,545	\$ 1,299
227-43245-430-41220	FICA	\$ 1,257	\$ 1,277	\$ 1,074
227-43245-430-41225	MEDICARE	\$ 294	\$ 299	\$ 251
227-43245-430-41250	DEFERRED COMPENSATION	\$ 146	\$ 180	\$ 100
227-43245-430-41310	HEALTH INSURANCE	\$ 3,660	\$ 3,480	\$ 2,974
227-43245-430-41320	DENTAL INSURANCE	\$ 128	\$ 120	\$ 125
227-43245-430-41330	LIFE INSURANCE	\$ 117	\$ 125	\$ 75
227-43245-430-41340	DISABILITY INSURANCE	\$ 103	\$ 100	\$ 50
227-43245-430-41510	WORKERS COMPENSATION INSURANCE	\$ 181	\$ 165	\$ 139
	<b>PERSONNEL</b>	<b>\$ 27,345</b>	<b>\$ 27,892</b>	<b>\$ 23,404</b>
227-43245-430-42110	GENERAL SUPPLIES	\$ -	\$ -	\$ -
227-43245-430-42115	MEETING EXPENSES	\$ -	\$ -	\$ -
	<b>SUPPLIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
227-43245-430-43130	RECYCLING CONTRACTOR	\$ 41,363	\$ 44,363	\$ 54,258
227-43245-430-43430	ADVERTISING - OTHER	\$ -	\$ -	\$ -
227-43245-430-44330	DUES & SUBSCRIPTIONS	\$ -	\$ 350	\$ 350
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$ 41,363</b>	<b>\$ 44,713</b>	<b>\$ 54,608</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 68,708</b>	<b>\$ 72,605</b>	<b>\$ 78,012</b>
	<b>REVENUES OVER/UNDER EXPENDITURES</b>	<b>\$ 10,321</b>	<b>\$ 2,733</b>	<b>\$ 3,188</b>

CITY OF LAUDERDALE  
 DEBT SERVICE FUNDS  
 2025

Fund	Fund Title	2023 Actual	2024 Adopted	2025 Proposed
306	GO IMPROVEMENT BONDS 2019A	\$ 114,901	\$ 123,275	\$ 123,439
	TOTAL REVENUES	<u>\$ 114,901</u>	<u>\$ 123,275</u>	<u>\$ 123,439</u>
306	GO IMPROVEMENT BONDS 2019A	\$ 118,938	\$ 117,313	\$ 116,500
	TOTAL EXPENDITURES	<u>\$ 118,938</u>	<u>\$ 117,313</u>	<u>\$ 116,500</u>

CITY OF LAUDERDALE  
DEBT SERVICE - GO IMPROVEMENT BONDS 2019A  
2025

Account Number	Account Description	2023 Actual	2024 Adopted	2025 Proposed
306-00000-430-36210	INTEREST ON INVESTMENTS	\$ 8,648	\$ 2,000	\$ 4,000
306-00000-450-36101	SPECIAL ASSESSMENT - COUNTY	\$ 30,577	\$ 42,452	\$ 42,452
306-00000-450-36102	PENALTIES AND INTEREST	\$ 7,478	\$ 10,570	\$ 8,809
306-00000-450-36103	DELINQUENT SPECIAL ASSESSMENTS	\$ -	\$ -	\$ -
306-00000-462-39200	TRANSFER IN	\$ 68,198	\$ 68,253	\$ 68,178
306-47000-462-39300	BONDS PROCEEDS	\$ -	\$ -	\$ -
	<b>TOTAL REVENUES</b>	<b>\$ 114,901</b>	<b>\$ 123,275</b>	<b>\$ 123,439</b>
306-47000-462-43090	PROFESSIONAL SERVICES	\$ 1,000	\$ 1,000	\$ 1,000
306-47000-462-44370	MISCELLANEOUS CHARGES	\$ -	\$ -	\$ -
306-47000-462-47110	BOND PRINCIPAL	\$ 100,000	\$ 100,000	\$ 100,000
306-47000-462-47210	BOND INTEREST	\$ 17,938	\$ 16,313	\$ 15,500
	OTHER FINANCING	\$ 118,938	\$ 117,313	\$ 116,500
	<b>TOTAL EXPENDITURES</b>	<b>\$ 118,938</b>	<b>\$ 117,313</b>	<b>\$ 116,500</b>
	<b>REVENUES OVER/UNDER EXPENDITURES</b>	<b>\$ (4,036)</b>	<b>\$ 5,962</b>	<b>\$ 6,939</b>

CITY OF LAUDERDALE  
 CAPITAL IMPROVEMENT FUNDS  
 2025

Fund	Fund Title	2023 Actual	2024 Adopted	2025 Proposed
401	GENERAL CAPITAL	\$ 53,897	\$ 1,500	\$ 3,200
403	STREET CAPITAL	\$ 171,275	\$ 9,000	\$ 51,778
404	PARK CAPITAL	\$ 7,544	\$ 4,000	\$ 7,000
406	PARK DEDICATION	\$ 13,213	\$ 3,000	\$ 12,000
414	DEVELOPMENT	\$ 97,990	\$ 4,000	\$ 11,000
415	HOUSING REDEVELOPMENT	\$ -	\$ -	\$ -
416	TIF DISTRICT NO. 1-2	\$ 1	\$ -	\$ 12,505
	<b>TOTAL REVENUES</b>	<b>\$ 343,920</b>	<b>\$ 21,500</b>	<b>\$ 97,483</b>
401	GENERAL CAPITAL	\$ -	\$ 85,000	\$ 45,000
402	STREET CAPITAL	\$ 58,997	\$ 5,500	\$ 5,500
404	PARK CAPITAL	\$ 6,963	\$ -	\$ -
406	PARK DEDICATION	\$ -	\$ -	\$ -
414	DEVELOPMENT	\$ 68,198	\$ 68,198	\$ 68,178
415	HOUSING REDEVELOPMENT	\$ -	\$ -	\$ -
416	TIF DISTRICT NO 1-2	\$ 91,581	\$ -	\$ 12,600
	<b>TOTAL EXPENDITURES</b>	<b>\$ 225,739</b>	<b>\$ 158,698</b>	<b>\$ 131,278</b>

CITY OF LAUDERDALE  
GENERAL CAPITAL  
2024

Account Number	Account Description	2023 Actual	2024 Adopted	2025 Proposed
401-00000-410-33422	OTHER STATE GRANTS & AIDS	\$ -	\$ -	\$ -
401-00000-410-36200	OTHER MISCELLANEOUS REVENUE	\$ -	\$ -	\$ -
401-00000-410-36210	INTEREST ON INVESTMENTS	\$ 3,897	\$ 1,500	\$ 3,200
401-00000-410-39200	TRANSFER IN	\$ 50,000	\$ -	\$ -
	<b>TOTAL REVENUES</b>	<u>\$ 53,897</u>	<u>\$ 1,500</u>	<u>\$ 3,200</u>
401-41940-410-44370	MISCELLANEOUS CHARGES	\$ -	\$ -	\$ -
	<b>OTHER SERVICES &amp; CHARGES</b>	\$ -	\$ -	\$ -
401-41940-410-45200	BUILDING & IMPROVEMENTS	\$ -	\$ -	\$ -
401-41940-410-45300	IMPROVEMENTS OTHER THAN BUILDINGS	\$ -	\$ -	\$ -
401-41940-410-45400	MACHINERY & EQUIPMENT	\$ -	\$ -	\$ -
401-41940-410-45500	VEHICLES	\$ -	\$ 85,000	\$ 45,000
	<b>CAPITAL OUTLAY</b>	\$ -	\$ 85,000	\$ 45,000
401-41940-410-47200	TRANSFER OUT	\$ -	\$ -	\$ -
	<b>OTHER FINANCING</b>	\$ -	\$ -	\$ -
	<b>TOTAL EXPENDITURES</b>	<u>\$ -</u>	<u>\$ 85,000</u>	<u>\$ 45,000</u>
	<b>REVENUES OVER/UNDER EXPENDITURES</b>	\$ 53,897	\$ (83,500)	\$ (41,800)



CITY OF LAUDERDALE  
STREET CAPITAL  
2025

Account Number	Account Description	2023 Actual	2024 Adopted	2025 Proposed
403-00000-430-33422	OTHER STATE GRANTS & AIDS	\$ -	\$ -	\$ 36,778
403-00000-430-36101	SPECIAL ASSESSMENT - COUNTY	\$ 5,827	\$ -	\$ -
403-00000-430-36102	PENALTIES & INTEREST	\$ 1,934	\$ -	\$ -
403-00000-430-36200	OTHER MISCELLANEOUS REVENUE	\$ 17,117	\$ -	\$ -
403-00000-430-36210	INTEREST ON INVESTMENTS	\$ 14,828	\$ 9,000	\$ 15,000
403-00000-430-39200	TRANSFER IN	\$ 131,569	\$ -	\$ -
403-47000-430-39300	BOND PROCEEDS	\$ -	\$ -	\$ -
403-47000-430-39320	BOND PREMIUM	\$ -	\$ -	\$ -
	<b>TOTAL REVENUES</b>	<u>\$ 171,275</u>	<u>\$ 9,000</u>	<u>\$ 51,778</u>
403-43121-430-43030	ENGINEERING	\$ 11,035	\$ 5,000	\$ 5,000
403-43121-430-43090	EXPERT & PROFESSIONAL SERVICES	\$ 368	\$ 500	\$ 500
403-43121-430-45300	IMPROVEMENTS OTHER THAN BUILDINGS	\$ 47,594	\$ -	\$ -
	<b>CAPITAL OUTLAY</b>	<u>\$ 58,997</u>	<u>\$ 5,500</u>	<u>\$ 5,500</u>
403-43121-430-47200	TRANSFER OUT	\$ -	\$ -	\$ -
403-47000-430-47600	ISSUANCE COSTS	\$ -	\$ -	\$ -
	<b>OTHER FINANCING</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	<b>TOTAL EXPENDITURES</b>	<u>\$ 58,997</u>	<u>\$ 5,500</u>	<u>\$ 5,500</u>
	<b>REVENUES OVER/UNDER EXPENDITURES</b>	<b>\$ 112,278</b>	<b>\$ 3,500</b>	<b>\$ 46,278</b>

CITY OF LAUDERDALE  
PARK CAPITAL  
2025

Account Number	Account Description	2023 Actual	2024 Adopted	2025 Proposed
404-00000-450-36200	OTHER MISCELLANEOUS REVENUE	\$ -	\$ -	\$ -
404-00000-450-36210	INTEREST ON INVESTMENTS	\$ 7,544	\$ 4,000	\$ 7,000
404-00000-450-36230	CONTRIBUTIONS & DONATIONS	\$ -	\$ -	\$ -
404-00000-450-36250	PARKLAND FEES	\$ -	\$ -	\$ -
404-0000-450-39200	TRANSFER IN	\$ -	\$ -	\$ -
	<b>TOTAL REVENUES</b>	<u>\$ 7,544</u>	<u>\$ 4,000</u>	<u>\$ 7,000</u>
404-45200-450-42410	MINOR EQUIPMENT & TOOLS	\$ -	\$ -	\$ -
	OTHER SERVICES & CHARGES	\$ -	\$ -	\$ -
404-45200-450-43030	ENGINEERING FEES	\$ -	\$ -	\$ -
404-45200-450-45100	LAND	\$ -	\$ -	\$ -
404-45200-450-45200	BUILDING & IMPROVEMENTS	\$ -	\$ -	\$ -
404-45200-450-45300	IMPROVEMENTS OTHER THAN BUILDINGS	\$ 6,963	\$ -	\$ -
404-45200-450-45400	MACHINERY & EQUIPMENT	\$ -	\$ -	\$ -
	<b>CAPITAL OUTLAY</b>	<u>\$ 6,963</u>	<u>\$ -</u>	<u>\$ -</u>
404-45200-450-47200	TRANSFER OUT	\$ -	\$ -	\$ -
	OTHER FINANCING	\$ -	\$ -	\$ -
	<b>TOTAL EXPENDITURES</b>	<u>\$ 6,963</u>	<u>\$ -</u>	<u>\$ -</u>
	<b>REVENUES OVER/UNDER EXPENDITURES</b>	\$ 581	\$ 4,000	\$ 7,000

CITY OF LAUDERDALE  
 PARK DEDICATION  
 2025

Account Number	Account Description	2023 Actual	2024 Adopted	2025 Proposed
406-00000-450-36200	OTHER MISCELLANEOUS REVENUE	\$ -	\$ -	\$ -
406-00000-450-36210	INTEREST ON INVESTMENTS	\$ 13,213	\$ 3,000	\$ 12,000
406-00000-450-36250	PARKLAND FEES	\$ -	\$ -	\$ -
406-0000-450-39200	TRANSFER IN	\$ -	\$ -	\$ -
	<b>TOTAL REVENUES</b>	<u>\$ 13,213</u>	<u>\$ 3,000</u>	<u>\$ 12,000</u>
406-45200-450-43030	ENGINEERING FEES	\$ -	\$ -	\$ -
406-45200-450-45100	LAND	\$ -	\$ -	\$ -
406-45200-450-45200	BUILDING & IMPROVEMENTS	\$ -	\$ -	\$ -
406-45200-450-45300	IMPROVEMENTS OTHER THAN BUILDINGS	\$ -	\$ -	\$ -
406-45200-450-45400	MACHINERY & EQUIPMENT	\$ -	\$ -	\$ -
	<b>CAPITAL OUTLAY</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
406-45200-450-47200	TRANSFER OUT	\$ -	\$ -	\$ -
	<b>OTHER FINANCING</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	<b>TOTAL EXPENDITURES</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	<b>REVENUES OVER/UNDER EXPENDITURES</b>	\$ 13,213	\$ 3,000	\$ 12,000

CITY OF LAUDERDALE  
DEVELOPMENT  
2025

Account Number	Account Description	2023 Actual	2024 Adopted	2025 Proposed
414-00000-462-36200	OTHER MISCELLANEOUS REVENUE	\$ 75,000	\$ -	\$ -
414-00000-462-36210	INVESTMENT INTEREST	\$ 14,295	\$ 4,000	\$ 11,000
414-00000-462-36230	DONATIONS	\$ -	\$ -	\$ -
414-00000-462-39200	TRANSFER IN	\$ 8,695	\$ -	\$ -
	<b>TOTAL REVENUES</b>	<u>\$ 97,990</u>	<u>\$ 4,000</u>	<u>\$ 11,000</u>
414-46500-462-44370	MISCELLANEOUS CHARGES	\$ -	\$ -	\$ -
414-46500-462-45300	IMPROVEMENTS OTHER THAN BUILDINGS	\$ -	\$ -	\$ -
414-46500-462-47200	TRANSFER OUT	\$ 68,198	\$ 68,198	\$ 68,178
	<b>OTHER FINANCING</b>	\$ 68,198	\$ 68,198	\$ 68,178
	<b>TOTAL EXPENDITURES</b>	<u>\$ 68,198</u>	<u>\$ 68,198</u>	<u>\$ 68,178</u>
	<b>REVENUES OVER/UNDER EXPENDITURES</b>	\$ 29,792	\$ (64,198)	\$ (57,178)

CITY OF LAUDERDALE  
TIF DISTRICT NO. 1-2  
2025

Account Number	Account Description	2023 Actual	2024 Adopted	2025 Proposed
416-00000-462-31050	TAX INCREMENT	\$ -	\$ -	\$ 12,500
416-00000-462-36210	INTEREST ON INVESTMENTS	\$ 1	\$ -	\$ 5
416-00000-462-39200	TRANSFER IN	\$ -	\$ -	\$ -
416-00000-462-39310	GAIN ON SALE	\$ -	\$ -	\$ -
	<b>TOTAL REVENUES</b>	<u>\$ 1</u>	<u>\$ -</u>	<u>\$ 12,505</u>
416-46500-462-44370	MISCELLANEOUS CHARGES	\$ 1,274	\$ -	\$ 600
416-46500-462-45300	IMPROVEMENTS OTHER THAN BUILDINGS	\$ -	\$ -	\$ -
416-46500-462-47110	BOND PRINCIPAL (FERN)	\$ -	\$ -	\$ 12,000
416-46500-462-47200	TRANSFER OUT	\$ 90,307	\$ -	\$ -
416-47111-462-39300	BOND PROCEEDS	\$ -	\$ -	\$ -
416-47000-462-47600	BOND ISSUANCE COSTS	\$ -	\$ -	\$ -
	<b>OTHER FINANCING</b>	<u>\$ 91,581</u>	<u>\$ -</u>	<u>\$ 12,600</u>
	<b>TOTAL EXPENDITURES</b>	<u>\$ 91,581</u>	<u>\$ -</u>	<u>\$ 12,600</u>
	<b>REVENUES OVER/UNDER EXPENDITURES</b>	\$ (91,580)	\$ -	\$ (95)

CITY OF LAUDERDALE  
 ENTERPRISE FUNDS  
 2025

Fund	Fund Title	2023 Actual	2024 Adopted	2025 Proposed
602	SANITARY SEWER	\$ 411,774	\$ 329,218	\$ 360,000
603	STORM WATER	\$ 138,767	\$ 141,025	\$ 163,000
	<b>TOTAL REVENUES</b>	<u>\$ 550,541</u>	<u>\$ 470,243</u>	<u>\$ 523,000</u>
602	SANITARY SEWER	\$ 360,829	\$ 293,530	\$ 364,724
603	STORM WATER	\$ 104,966	\$ 96,574	\$ 161,130
	<b>TOTAL EXPENDITURES</b>	<u>\$ 465,795</u>	<u>\$ 390,104</u>	<u>\$ 525,854</u>

CITY OF LAUDERDALE  
SANITARY SEWER  
2025

Account Number	Account Description	2023 Actual	2024 Adopted	2025 Proposed
602-00000-000-33422	OTHER STATE GRANTS & AIDS	\$ 50,521	\$ -	\$ -
602-00000-000-33439	PERA Pension Other Revenue	\$ 5	\$ -	\$ -
602-00000-000-36210	INTEREST ON INVESTMENTS	\$ 35,199	\$ 20,000	\$ 30,000
602-00000-460-36101	SPECIAL ASSESSMENTS - COUNTY	\$ 8,253	\$ -	\$ -
602-00000-460-36102	PENALTIES & INTEREST - COUNTY	\$ 727	\$ -	\$ -
602-00000-000-37210	SEWER CHARGES	\$ 319,553	\$ 309,218	\$ 330,000
602-00000-000-37290	SEWER ACCESS CHARGES	\$ (2,485)	\$ -	\$ -
602-00000-000-39101	SALE OF CAPITAL ASSETS	\$ -	\$ -	\$ -
602-00000-000-39110	GAIN ON DISPOSAL	\$ -	\$ -	\$ -
	<b>TOTAL REVENUES</b>	<b>\$ 411,774</b>	<b>\$ 329,218</b>	<b>\$ 360,000</b>
602-49410-000-41290	PENSION EXPENSE	\$ 381	\$ -	\$ -
	<b>PENSION</b>	<b>\$ 381</b>	<b>\$ -</b>	<b>\$ -</b>
602-49450-000-41010	FULL TIME EMPLOYEES	\$ 52,970	\$ 56,125	\$ 62,386
602-49450-000-41020	OVERTIME	\$ 1,712	\$ -	\$ -
602-49450-000-41190	OTHER PAY	\$ -	\$ -	\$ -
602-49450-000-41195	COMP ABSENCES/OPEB	\$ -	\$ -	\$ -
602-49450-000-41210	PERA	\$ 4,114	\$ 4,209	\$ 4,679
602-49450-000-41220	FICA	\$ 3,888	\$ 3,480	\$ 3,868
602-49450-000-41225	MEDICARE	\$ 909	\$ 814	\$ 905
602-49450-000-41250	DEFERRED COMPENSATION	\$ 7,351	\$ 7,163	\$ 7,959
602-49450-000-41310	HEALTH INSURANCE	\$ 2,853	\$ 2,650	\$ 3,000
602-49450-000-41320	DENTAL INSURANCE	\$ 26	\$ 25	\$ 50
602-49450-000-41330	LIFE INSURANCE	\$ 381	\$ 300	\$ 325
602-49450-000-41340	DISABILITY INSURANCE	\$ 317	\$ 275	\$ 300
602-49450-000-41510	WORKERS COMPENSATION INSURANCE	\$ 4,023	\$ 3,229	\$ 3,362
	<b>PERSONNEL</b>	<b>\$ 78,543</b>	<b>\$ 78,270</b>	<b>\$ 86,834</b>
602-49450-000-42110	GENERAL SUPPLIES	\$ -	\$ -	\$ -
602-49450-000-42120	MOTOR FUELS	\$ 908	\$ 850	\$ 850
602-49450-000-42130	LUBRICANTS & ADDITIVES	\$ -	\$ -	\$ -
602-49450-000-42170	SAFETY EQUIPMENT	\$ -	\$ -	\$ -
602-49450-000-42210	VEHICLE/EQUIPMENT PARTS	\$ 3,007	\$ -	\$ -
602-49450-000-42220	TIRES	\$ -	\$ -	\$ -
602-49450-000-42240	STREET MAINTENANCE MATERIALS	\$ -	\$ -	\$ -
602-49450-000-42410	MINOR EQUIPMENT & TOOLS	\$ -	\$ -	\$ -
	<b>SUPPLIES</b>	<b>\$ 3,915</b>	<b>\$ 850</b>	<b>\$ 850</b>
602-49450-000-43010	AUDITING & ACCOUNTING SERVICES	\$ 5,835	\$ 4,700	\$ 6,500
602-49450-000-43030	ENGINEERING	\$ 5,971	\$ 8,000	\$ 20,000
602-49450-000-43090	EXPERT & PROFESSIONAL SERVICES (PS)	\$ 18,184	\$ 14,000	\$ 14,000
602-49450-000-43091	EXPERT & PROFESSIONAL SERVICES (C/T)	\$ -	\$ -	\$ 40,000
602-49450-000-43140	TRAINING & EDUCATION	\$ 650	\$ 800	\$ 700
602-49450-000-43210	TELEPHONE & TELEGRAPH	\$ 563	\$ 700	\$ 650
602-49450-000-43310	TRAVEL EXPENSE	\$ -	\$ 100	\$ 100
602-49450-000-43430	ADVERTISING - OTHER	\$ -	\$ -	\$ -
602-49450-000-43610	INSURANCE & BONDS	\$ 4,059	\$ 3,800	\$ 4,000
602-49450-000-43820	WATER UTILITIES	\$ 97	\$ 150	\$ 150
602-49450-000-43850	SEWER - MET COUNCIL	\$ 156,353	\$ 169,760	\$ 178,040

602-49450-000-43860.	MET COUNCIL GRANTS	\$ -	\$ -	\$ -
602-49450-000-44040	VEHICLE/EQUIPMENT REPAIRS	\$ -	\$ -	\$ -
602-49450-000-44060	LAUNDRY SERVICES	\$ 864	\$ 1,200	\$ 1,200
602-49450-000-44160	RENTS & LEASES	\$ -	\$ -	\$ -
602-49450-000-44200	DEPRECIATION	\$ 73,892	\$ -	\$ -
602-49450-000-44330	DUES & SUBSCRIPTIONS (GIS)	\$ 2,567	\$ 1,500	\$ 2,700
602-49450-000-44370	MISCELLANEOUS CHARGES	\$ 8,954	\$ 9,000	\$ 9,000
602-49450-000-44390	TAXES & LICENSES	\$ -	\$ 700	\$ -
602-49450-000-44450	CLAIMS & DAMAGES	\$ -	\$ -	\$ -
	<b>OTHER SERVICES &amp; CHARGES</b>	<u>\$ 277,989</u>	<u>\$ 214,410</u>	<u>\$ 277,040</u>
602-49450-000-45300	IMPROVEMENTS OTHER THAN BUILDINGS	\$ 0	\$ -	\$ -
602-49450-000-45500	VEHICLES	\$ -	\$ -	\$ -
	<b>CAPITAL OUTLAY</b>	<u>\$ 0</u>	<u>\$ -</u>	<u>\$ -</u>
602-49450-000-47200	TRANSFER OUT	\$ -	\$ -	\$ -
	<b>OTHER FINANCING</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	<b>TOTAL EXPENDITURES</b>	<u><u>\$ 360,829</u></u>	<u><u>\$ 293,530</u></u>	<u><u>\$ 364,724</u></u>
	<b>REVENUES OVER/UNDER EXPENDITURES</b>	\$ 50,945	\$ 35,688	\$ (4,724)



CITY OF LAUDERDALE  
 STORM WATER  
 2025

Account Number	Account Description	2023 Actual	2024 Adopted	2025 Proposed
603-00000-000-33422	OTHER STATE GRANTS & AIDS	\$ -	\$ -	\$ -
603-00000-000-33439	PERA PENSION OTHER REVENUE	\$ 4	\$ -	\$ -
603-00000-000-36210	INTEREST ON INVESTMENTS	\$ 15,241	\$ 9,000	\$ 13,000
603-00000-000-37170	STORM WATER CHARGES	\$ 123,523	\$ 132,025	\$ 150,000
603-00000-000-39200	TRANSFER IN	\$ -	\$ -	\$ -
	<b>TOTAL REVENUES</b>	<b>\$ 138,767</b>	<b>\$ 141,025</b>	<b>\$ 163,000</b>
603-49410-000-41290	PENSION EXPENSE	\$ 435	\$ -	\$ -
	<b>PENSION</b>	<b>\$ 435</b>	<b>\$ -</b>	<b>\$ -</b>
603-49500-000-41010	FULL TIME EMPLOYEES	\$ 45,602	\$ 48,283	\$ 50,408
603-49500-000-41020	OVERTIME	\$ 1,370	\$ -	\$ -
603-49500-000-41190	OTHER PAY	\$ -	\$ -	\$ -
603-49500-000-41195	COMP ABSENCES/OPEB	\$ -	\$ -	\$ -
603-49500-000-41210	PERA	\$ 3,536	\$ 3,621	\$ 3,781
603-49500-000-41220	FICA	\$ 3,315	\$ 2,994	\$ 3,125
603-49500-000-41225	MEDICARE	\$ 775	\$ 700	\$ 731
603-49500-000-41250	DEFERRED COMPENSATION	\$ 5,894	\$ 5,800	\$ 5,900
603-49500-000-41310	HEALTH INSURANCE	\$ 2,738	\$ 2,511	\$ 2,616
603-49500-000-41320	DENTAL INSURANCE	\$ 26	\$ 25	\$ 30
603-49500-000-41330	LIFE INSURANCE	\$ 325	\$ 250	\$ 325
603-49500-000-41340	DISABILITY INSURANCE	\$ 270	\$ 225	\$ 270
603-49500-000-41510	WORKERS COMPENSATION INSURANCE	\$ 3,248	\$ 2,694	\$ 2,694
	<b>PERSONNEL</b>	<b>\$ 67,099</b>	<b>\$ 67,103</b>	<b>\$ 69,880</b>
603-49500-000-42110	GENERAL SUPPLIES	\$ -	\$ -	\$ -
603-49500-000-42120	MOTOR FUELS	\$ 908	\$ 850	\$ 850
603-49500-000-42160	CHEMICALS & CHEMICAL PRODUCTS	\$ -	\$ -	\$ -
603-49500-000-42170	SAFETY EQUIPMENT	\$ -	\$ -	\$ -
603-49500-000-42210	VEHICLE/EQUIPMENT PARTS	\$ -	\$ -	\$ -
603-49500-000-42220	TIRES	\$ -	\$ -	\$ -
603-49500-000-42410	MINOR EQUIPMENT & TOOLS	\$ -	\$ -	\$ -
	<b>SUPPLIES</b>	<b>\$ 908</b>	<b>\$ 850</b>	<b>\$ 850</b>
603-49500-000-43010	AUDITING & ACCOUNTING SERVICES	\$ 5,835	\$ 4,700	\$ 6,500
603-49500-000-43030	ENGINEERING	\$ 2,302	\$ 2,000	\$ 2,000
603-49500-000-43090	EXPERT & PROFESSIONAL SERVICES	\$ 22,220	\$ 15,521	\$ 25,000
603-49500-000-43140	TRAINING & EDUCATION	\$ -	\$ -	\$ -
603-49450-000-43210	TELEPHONE & TELEGRAPH	\$ 563	\$ 700	\$ 600
603-49500-000-43310	TRAVEL EXPENSE	\$ -	\$ -	\$ -
603-49500-000-43510	LEGAL NOTICES PUBLISHING	\$ -	\$ -	\$ -
603-49500-000-43610	INSURANCE & BONDS	\$ 973	\$ 1,000	\$ 1,000
603-49500-000-44040	VEHICLE/EQUIPMENT REPAIRS	\$ -	\$ -	\$ -
603-49500-000-44060	LAUNDRY SERVICES	\$ 865	\$ 1,200	\$ 1,200
603-49500-000-44200	DEPRECIATION	\$ -	\$ -	\$ -
603-49500-000-44330	DUES & SUBSCRIPTIONS	\$ 2,187	\$ 2,000	\$ 2,400
603-49500-000-44370	MISCELLANEOUS CHARGES	\$ 1,580	\$ 1,500	\$ 1,700

603-49500-000-44390	TAXES & LICENSES	\$ -	\$ -	\$ -
	OTHER SERVICES & CHARGES	\$ 36,524	\$ 28,621	\$ 40,400
603-49500-000-45300	IMPROVEMENTS OTHER THAN BUILDINGS	\$ -	\$ -	\$ 50,000
	CAPITAL OUTLAY	\$ -	\$ -	\$ 50,000
603-49450-000-47200	TRANSFER OUT	\$ -	\$ -	\$ -
	OTHER FINANCING	\$ -	\$ -	\$ -
	<b>TOTAL EXPENDITURES</b>	<b>\$ 104,966</b>	<b>\$ 96,574</b>	<b>\$ 161,130</b>
	<b>REVENUES OVER/UNDER EXPENDITURES</b>	<b>\$ 33,801</b>	<b>\$ 44,451</b>	<b>\$ 1,870</b>

**LAUDERDALE COUNCIL  
ACTION FORM**

**Meeting Date**      November 12, 2024

**Agenda Item**      Eustis Street Cost Share

**Action Requested**

Consent            Public Hearing            Discussion        
Action            Resolution            Work Session     

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

Previously, the City Council sent letters to the Ramsey County Commissioners regarding the anticipated cost share for Eustis Street. Public Works staff responded with an updated proposal reducing the cost share items the City's was expected to contribute to. City staff asked that they calculate the actually cost. John Mazzitello, Deputy Director of Ramsey County Public Works, responded with an estimate of \$183,789.

The City owns one leg of the Eustis Street / Larpenteur Avenue intersection. The expected cost share for the new signal system was estimated at \$100,000 to \$140,000 depending on whether a temporary traffic control system was needed during the 6-8 weeks the new signal system was constructed. We now know a temporary system will be necessary. The City's portion of the cost share for the signal is in the \$140,000 range. Ramsey County is asking for an addition \$45,000 to cover engineering and design. Ramsey County is proposing the City agree to a flat rate cost share of \$185,000. This puts the burden of cost overruns on Ramsey County.

This is a significant reduction from the County's cost share policy which put the cost share over \$600,000. If the Council agrees, the City would pay the \$185,000 from Fund 403 - Street Improvements. The current balance of that fund is \$567,000.

Following is a copy of the email from Mazzitello explaining the offer. Based on the Council's discussion, staff will follow up as needed.

**STAFF RECOMMENDATION:**

## Heather Butkowski

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**From:** Mazzitello, John <John.Mazzitello@CO.RAMSEY.MN.US>  
**Sent:** Wednesday, October 30, 2024 2:04 PM  
**To:** Heather Butkowski  
**Cc:** Maxwell, Alan; Isaacson, Brian  
**Subject:** Eustis Street Cost Share Figure

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

Heather,

Thanks for taking my call this afternoon. Below is a summary of the cost share items and a summary cost share number for you to share with your City Council. The highlighted items are what is being shared between the County and the City. Other items are proposed to be covered totally by the County due to the unique nature of Lauderdale.

- Removals associated with the Signal System: Our cost share policy does state that removals are 100% County paid. Typically we and other cities interpret the signal removal as part of the signal cost that is shared by leg. For this project, **the County is willing to fully cover the cost of the signal removal.**
- Concrete Curb & Gutter: In some instances when chasing certain kinds of drainage related funding, concrete curb and gutter may be considered a drainage cost instead of a separate item, since it is a water conveyance system. For this project, **the County is willing to treat the curb & gutter as a drainage cost that is 100% County paid.** Since the main driver for the project is the flooding of the Greenway Village Apartment's parking lot, and managing the runoff down the steep road grade via curb & gutter is a critical component of the design.
- Right-of-Way: The County's policy is a 50/50 split of the right-of-way costs with our constituent cities, as the utilities and traffic being carried through a corridor are a benefit to all users within the right-of-way. For this project, we recognize that the vast majority of the right-of-way being acquired is directly tied to the new underground storm BMP. And again, since correcting the drainage issues near Greenway Village Apartments is this project's main driver, **the County is willing to agree to cover the cost of the right-of-way for this project.**
- Eustis St & Larpenteur Ave Traffic Signal: Our cost share policy states that all cities are required to pay a portion of traffic signal costs, depending on how many legs of the intersection they own. In terms of equitability with the other cities within Ramsey County, **this is a cost Lauderdale will need to cover and is not negotiable.** It is simply an older signal in need of replacement, and Lauderdale owns 1/4<sup>th</sup> of the intersection.
- Design Fees and Construction Fees: You will see that there are two 12% fees associated with the design and the construction of this project. This design fee pays the County staff time for overseeing the design of the project. And the Construction fee pays for the County inspection time for oversight of the project while it is being built. These fees are proportional to the share of the project that Lauderdale is responsible for, **and will be required as part of our agreement.**
- Concrete Sidewalk: The cost share policy outlines a 50/50 share for new sidewalk, which directly benefits both the City and County. For this project, **this is a cost Lauderdale will need to cover and is not negotiable.**

The sum of the cost share for these items, based on the most current estimate from TKDA is **\$183,788.59**. I am proposing we set the Lauderdale contribution to the project at a flat fee of **\$185,000.00**. The cost share from the latest estimate is still subject to change due to bid prices, change orders, and other potential field changes that could possible alter the actual project cost. If acceptable the \$185,000 would be a fixed fee and would not change even if there are

changes to the project during construction. I was thinking it may be better for planning purposes to be able to agree to a flat fee instead of an approximate number that was still subject to change. As for invoicing, we can discuss what works best for the City from a cash flow standpoint. The latest we would be able to invoice would be January 2026.

Let me know what you think.

**John R. Mazzitello, PE, PMP, MBA**

651-266-7105

[ramseycounty.us](http://ramseycounty.us)

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

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

Meeting Date November 12, 2024

ITEM NUMBER Special Assess. Resolution

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

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

Each year the city must submit a resolution to Ramsey County certifying special assessments for the year. This year the City has three special assessment that were negotiated via petition and waiver agreements. The resolution is a formality as the petition and waiver agreements eliminate the need for a public hearing and the owners have forgone the right to appeal.

**STAFF RECOMMENDATION:**

Motion to adopt Resolution No. 111224B —A Resolution Levying Special Assessments.

**RESOLUTION NO. 111224B**

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

**RESOLUTION LEVYING SPECIAL ASSESSMENTS**

**WHEREAS**, the city of Lauderdale (the “City”) has a policy of assisting property owners with the cost of private projects that provide a public benefit; and

**WHEREAS**, the city of Lauderdale will assist property owners with the costs of special assessments for public improvement projects done in cooperation with other local government partners when the owner is unable to afford the cost of the necessary work without financing from the City; and

**WHEREAS**, the city of Lauderdale will assist residents with the cost of trimming or removal of trees when they are on private property, pose a hazard to the property owner or others and the owner is unable to afford the cost of the necessary work without financing from the City; and

**WHEREAS**, the city of Lauderdale will assist residents with sewer and water repairs on private property that impact livability and pose a hazard to the property owner or others and the owner is unable to afford the cost of the necessary work without financing from the City; and

**WHEREAS**, the owners of the properties identified on the list attached hereto have participated in the City’s programs; and

**WHEREAS**, it is not the intent of the City to pay for the work but to assist the property owners with financing the cost thereof through special assessments levied against their properties; and

**WHEREAS**, the owners of properties identified on the list attached hereto have each executed a petition and waiver agreement with the City allowing the City to a specially assess their property for the cost of said work without hearing or notice of hearing regarding the work or the assessment thereof to ensure the City has valid special assessments against said properties; and

**WHEREAS**, were it not for the petition and waiver agreements executed by the property owners, the City would not be willing to perform the work or levy the special assessment without hearing and notice of hearing on same; and

**WHEREAS**, the property owners have agreed that their properties are benefited by the work performed or paid for by the City in an amount at least equal the amount of the assessment.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAUDERDALE, MINNESOTA AS FOLLOWS:**

Section 1. The proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute a special assessment against the lands named therein, and each tract of land included therein is hereby found to be benefited by the work in the amount of the assessment levied against it.

Section 2. The assessment shall be payable over the period of years specified at an annual interest rate of 5.00 percent.

Section 3. The owner of property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property with interest accrued to the date of payment to the City Administrator, except that no interest shall be charged if the entire assessment is paid within 30 days from the date of the adoption of this resolution; and they may thereafter pay to the City Administrator until November 15 in any year the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made.

Section 4. The City Administrator shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of Ramsey County. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted: November 12, 2024

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Mary Gaasch  
Mayor

ATTEST:

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Heather Butkowski  
City Administrator



Final Assessments - Special Services  
470020241-470020242

	PIN	Property Owner	Address	Certified Assessment Amount	Interest Rate	Assessment Length (Years)	First Year Additional Days	Assessment Code
1	172923310108	Paul F. and Peiju B. Liu Picard	1897 Carl Street	\$3,421.00	5.00%	5	0	470020241
2	172923310035	David Auger	1904 Malvern Street	\$4,396.00	5.00%	10	0	470020242
3	172923310035	Joshua and Jessica Dirksen	1815 Lake Street	\$3,436.00	5.00%	10	0	470020242

**LAUDERDALE COUNCIL  
ACTION FORM**

**Meeting Date**      November 12, 2024

**Agenda Item**    Sanitary Sewer Cleaning

**Action Requested**

Consent            Public Hearing            Discussion        
Action            Resolution            Work Session     

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

Sanitary sewer cleanings are on a three-year schedule. This is scheduled for 2024 and 2025. The City is split into two halves for the work. The 2024 cleaning may end up carrying over into 2025. The 2025 cleaning will be in the fall.

City staff worked with the city engineer to produce specs and quote the work. Six sewer cleaning and televising companies responded with quotes. The quotes follow this memo. Behind the quotes are the specs prepared by the city engineer.

The pricing varied significantly between contractors. The best pricing was provided by Visu-Sewer. The sewer televising/ cleaning cost was \$65,332.25 without adjusting a buried manhole compared to \$66,886.25 provided by Pipe Services. If the missing manhole needs to be raised, Visu-Sewer provided the best price for that as well. Visu-Sewer completed the last round of televising and cleaning when they did the sewer lining for the City.

**STAFF RECOMMENDATION:**

Motion to approve the Contract between the City of Lauderdale and Visu-Sewer, Inc.

# VISU-SEWER

QUOTE FORM  
CITY OF LAUDERDALE SANITARY SEWER CLEANING/TELEVISIONING

No.	Item	Units	Qty	Unit Price	Total Price
PART A: 2024 CLEANING/TELEVISIONING					
1	JET/CLEAN AND TELEVISION 8" SANITARY SEWER	LF	14405	\$ <u>1.85</u>	\$ <u>26,649.25</u>
2	JET/CLEAN AND TELEVISION 10" SANITARY SEWER	LF	915	\$ <u>1.85</u>	\$ <u>1,692.75</u>
3	JET/CLEAN AND TELEVISION 12" SANITARY SEWER	LF	335	\$ <u>1.85</u>	\$ <u>619.75</u>
4	LOCATE MANHOLE	LS	1	\$ <u>7,325.00</u>	\$ <u>7,325.00</u>
5	ADJUST MANHOLE	LF	5	\$ <u>2,044.25</u>	\$ <u>10,321.25</u>
TOTAL PART A: 2024 CLEANING/TELEVISIONING					\$ <u>46,608.00</u>
PART B: 2025 CLEANING/TELEVISIONING					
6	JET/CLEAN AND TELEVISION 8" SANITARY SEWER	LF	10275	\$ <u>1.85</u>	\$ <u>19,008.75</u>
7	JET/CLEAN AND TELEVISION 10" SANITARY SEWER	LF	650	\$ <u>1.85</u>	\$ <u>1,202.50</u>
8	JET/CLEAN AND TELEVISION 12" SANITARY SEWER	LF	155	\$ <u>1.85</u>	\$ <u>286.75</u>
9	JET/CLEAN AND TELEVISION 15" SANITARY SEWER	LF	1315	\$ <u>6.50</u>	\$ <u>8,547.50</u>
TOTAL PART B: 2025 CLEANING/TELEVISIONING					\$ <u>29,045.50</u>
BASE QUOTE SUMMARY:					
TOTAL PART A: 2024 CLEANING/TELEVISIONING					\$ <u>46,608.00</u>
TOTAL PART B: 2025 CLEANING/TELEVISIONING					\$ <u>29,045.50</u>
TOTAL BASE QUOTE:					\$ <u>75,653.50</u>

QUOTE FORM  
 CITY OF LAUDERDALE SANITARY SEWER CLEANING/TELEVISION

No.	Item	Units	Qty	Unit Price	Total Price
<b>PART A: 2024 CLEANING/TELEVISION</b>					
1	JET/CLEAN AND TELEVISION 8" SANITARY SEWER	LF	14405	\$ 2.43	\$ 35,004.15
2	JET/CLEAN AND TELEVISION 10" SANITARY SEWER	LF	915	\$ 2.43	\$ 2,223.45
3	JET/CLEAN AND TELEVISION 12" SANITARY SEWER	LF	335	\$ 2.43	\$ 814.05
4	LOCATE MANHOLE	LS	1	\$ 1,240	\$ 1,240.00
<del>5</del>	<del>ADJUST MANHOLE</del> Unable to provide bid at this time, will work to identify subcontractor to support line item.	LF	5	\$ N/A	\$ N/A
<b>TOTAL PART A: 2024 CLEANING/TELEVISION</b>					\$ 39,281.65
.					
<b>PART B: 2025 CLEANING/TELEVISION</b>					
6	JET/CLEAN AND TELEVISION 8" SANITARY SEWER	LF	10275	\$ 1.86	\$ 19,111.50
7	JET/CLEAN AND TELEVISION 10" SANITARY SEWER	LF	650	\$ 1.86	\$ 1,209.00
8	JET/CLEAN AND TELEVISION 12" SANITARY SEWER	LF	155	\$ 1.86	\$ 288.30
9	JET/CLEAN AND TELEVISION 15" SANITARY SEWER	LF	1315	\$ 5.32	\$ 6,995.80
<b>TOTAL PART B: 2025 CLEANING/TELEVISION</b>					\$ 27,604.60
<b>BASE QUOTE SUMMARY:</b>					
<b>TOTAL PART A: 2024 CLEANING/TELEVISION</b>					\$ 39,281.65
<b>TOTAL PART B: 2025 CLEANING/TELEVISION</b>					\$ 27,604.60
<b>TOTAL BASE QUOTE:</b>					\$ 66,886.25



AMERICAN ENVIRONMENTAL  
 3086 WALDEN DRIVE, CHASKA MN  
 55318

QUOTE FORM  
 CITY OF LAUDERDALE SANITARY SEWER CLEANING/TELEVISIONING

No.	Item	Units	Qty	Unit Price	Total Price
PART A: 2024 CLEANING/TELEVISIONING					
1	JET/CLEAN AND TELEVISION 8" SANITARY SEWER	LF	14405	\$ 4. <sup>00</sup>	\$ 57,620. <sup>00</sup>
2	JET/CLEAN AND TELEVISION 10" SANITARY SEWER	LF	915	\$ 4. <sup>00</sup>	\$ 3,660. <sup>00</sup>
3	JET/CLEAN AND TELEVISION 12" SANITARY SEWER	LF	335	\$ 4. <sup>00</sup>	\$ 1,340. <sup>00</sup>
4	LOCATE MANHOLE	LS	1	\$ 2,500. <sup>00</sup>	\$ 2,500. <sup>00</sup>
5	ADJUST MANHOLE	LF	5	\$ 3,000. <sup>00</sup>	\$ 15,000. <sup>00</sup>
TOTAL PART A: 2024 CLEANING/TELEVISIONING					\$ 80,120. <sup>00</sup>
PART B: 2025 CLEANING/TELEVISIONING					
6	JET/CLEAN AND TELEVISION 8" SANITARY SEWER	LF	10275	\$ 4. <sup>00</sup>	\$ 41,100. <sup>00</sup>
7	JET/CLEAN AND TELEVISION 10" SANITARY SEWER	LF	650	\$ 4. <sup>00</sup>	\$ 2,600. <sup>00</sup>
8	JET/CLEAN AND TELEVISION 12" SANITARY SEWER	LF	155	\$ 4. <sup>00</sup>	\$ 620. <sup>00</sup>
9	JET/CLEAN AND TELEVISION 15" SANITARY SEWER	LF	1315	\$ 4. <sup>00</sup>	\$ 5,260. <sup>00</sup>
TOTAL PART B: 2025 CLEANING/TELEVISIONING					\$ 49,580. <sup>00</sup>
BASE QUOTE SUMMARY:					
TOTAL PART A: 2024 CLEANING/TELEVISIONING					\$ 80,120. <sup>00</sup>
TOTAL PART B: 2025 CLEANING/TELEVISIONING					\$ 49,580. <sup>00</sup>
TOTAL BASE QUOTE:					\$ 129,700. <sup>00</sup>

# Pipe Detectives

QUOTE FORM  
CITY OF LAUDERDALE SANITARY SEWER CLEANING/TELEVISION

No.	Item	Units	Qty	Unit Price	Total Price
<b>PART A: 2024 CLEANING/TELEVISION</b>					
1	JET/CLEAN AND TELEVISION 8" SANITARY SEWER	LF	14405	\$ <u>4.00</u>	\$ <u>57,620.00</u>
2	JET/CLEAN AND TELEVISION 10" SANITARY SEWER	LF	915	\$ <u>4.00</u>	\$ <u>3,660.00</u>
3	JET/CLEAN AND TELEVISION 12" SANITARY SEWER	LF	335	\$ <u>4.00</u>	\$ <u>1,340.00</u>
4	LOCATE MANHOLE	LS	1	\$ <u>500.00</u>	\$ <u>500.00</u>
5	ADJUST MANHOLE	LF	5	\$ <u>4,000.00</u>	\$ <u>20,000.00</u>
<b>TOTAL PART A: 2024 CLEANING/TELEVISION</b>					\$ <u>83,120.00</u>
<b>PART B: 2025 CLEANING/TELEVISION</b>					
6	JET/CLEAN AND TELEVISION 8" SANITARY SEWER	LF	10275	\$ <u>4.25</u>	\$ <u>43,668.75</u>
7	JET/CLEAN AND TELEVISION 10" SANITARY SEWER	LF	650	\$ <u>4.25</u>	\$ <u>2,762.50</u>
8	JET/CLEAN AND TELEVISION 12" SANITARY SEWER	LF	155	\$ <u>4.25</u>	\$ <u>658.75</u>
9	JET/CLEAN AND TELEVISION 15" SANITARY SEWER	LF	1315	\$ <u>4.25</u>	\$ <u>5,588.75</u>
<b>TOTAL PART B: 2025 CLEANING/TELEVISION</b>					\$ <u>52,678.75</u>
<b>BASE QUOTE SUMMARY:</b>					
<b>TOTAL PART A: 2024 CLEANING/TELEVISION</b>					\$ <u>83,120.00</u>
<b>TOTAL PART B: 2025 CLEANING/TELEVISION</b>					\$ <u>52,678.75</u>
<b>TOTAL BASE QUOTE:</b>					\$ <u>135,798.75</u>

Badger

QUOTE FORM  
CITY OF LAUDERDALE SANITARY SEWER CLEANING/TELEVISION

No.	Item	Units	Qty	Unit Price	Total Price
<b>PART A: 2024 CLEANING/TELEVISION</b>					
1	JET/CLEAN AND TELEVISION 8" SANITARY SEWER	LF	14405	\$ 8.98	\$ 129,356.90
2	JET/CLEAN AND TELEVISION 10" SANITARY SEWER	LF	915	\$ 9.16	\$ 8,381.40
3	JET/CLEAN AND TELEVISION 12" SANITARY SEWER	LF	335	\$ 9.36	\$ 3,135.60
4	LOCATE MANHOLE	LS	1	\$ 7,230.00	\$ 7,230.00
5	ADJUST MANHOLE	LF	5	\$ 25,500.00	\$ 25,500.00
<b>TOTAL PART A: 2024 CLEANING/TELEVISION</b>					\$ 173,603.90
<b>PART B: 2025 CLEANING/TELEVISION</b>					
6	JET/CLEAN AND TELEVISION 8" SANITARY SEWER	LF	10275	\$ 7.98	\$ 81,994.50
7	JET/CLEAN AND TELEVISION 10" SANITARY SEWER	LF	650	\$ 8.16	\$ 5,304.00
8	JET/CLEAN AND TELEVISION 12" SANITARY SEWER	LF	155	\$ 8.36	\$ 1,295.80
9	JET/CLEAN AND TELEVISION 15" SANITARY SEWER	LF	1315	\$ 8.66	\$ 11,387.90
<b>TOTAL PART B: 2025 CLEANING/TELEVISION</b>					\$ 99,982.20
<b>BASE QUOTE SUMMARY:</b>					
<b>TOTAL PART A: 2024 CLEANING/TELEVISION</b>					\$ 173,603.90
<b>TOTAL PART B: 2025 CLEANING/TELEVISION</b>					\$ 99,982.20
<b>TOTAL BASE QUOTE:</b>					\$ 273,586.10

# Nelson Sanitation & Rental, Inc.

QUOTE FORM  
CITY OF LAUDERDALE SANITARY SEWER CLEANING/TELEVISION

No.	Item	Units	Qty	Unit Price	Total Price
<b>PART A: 2024 CLEANING/TELEVISION</b>					
1	JET/CLEAN AND TELEVISION 8" SANITARY SEWER	LF	14405	<del>_____</del>	<del>_____</del>
2	JET/CLEAN AND TELEVISION 10" SANITARY SEWER	LF	915	<del>_____</del>	<del>_____</del>
3	JET/CLEAN AND TELEVISION 12" SANITARY SEWER	LF	335	<del>_____</del>	<del>_____</del>
4	LOCATE MANHOLE	LS	1	<del>_____</del>	<del>_____</del>
5	ADJUST MANHOLE	LF	5	<del>_____</del>	<del>_____</del>
<b>TOTAL PART A: 2024 CLEANING/TELEVISION</b>					<del>_____</del>

**PART B: 2025 CLEANING/TELEVISION**

6	JET/CLEAN AND TELEVISION 8" SANITARY SEWER	LF	10275	\$ <u>2.50</u>	\$ <u>25,687.50</u>
7	JET/CLEAN AND TELEVISION 10" SANITARY SEWER	LF	650	\$ <u>2.50</u>	\$ <u>1,625.00</u>
8	JET/CLEAN AND TELEVISION 12" SANITARY SEWER	LF	155	\$ <u>2.50</u>	\$ <u>387.50</u>
9	JET/CLEAN AND TELEVISION 15" SANITARY SEWER	LF	1315	\$ <u>4.20</u>	\$ <u>5,523</u>
<b>TOTAL PART B: 2025 CLEANING/TELEVISION</b>					\$ <u>33,223.00</u>

**BASE QUOTE SUMMARY:**

TOTAL PART A: 2024 CLEANING/TELEVISION	\$ _____
TOTAL PART B: 2025 CLEANING/TELEVISION	\$ <u>33,223.00</u>
<b>TOTAL BASE QUOTE:</b>	<b>\$ <u>33,223.00</u></b>

Addendum No 1 Received. CH



**Project Manual For**

**2024/2025 Sanitary Sewer  
Cleaning/Televising Project**

**Prepared for:**

**City of Lauderdale, Minnesota**



**October 2024**

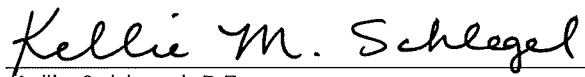
**Stantec Project No. 193806876**

SECTION 00 01 05

PROFESSIONAL CERTIFICATIONS

PROFESSIONAL ENGINEER

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.



Kellie Schlegel, P.E.

Date: October 28, 2024

License # 46200

END OF SECTION

**SECTION 00 01 10**

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**PROCUREMENT AND CONTRACTING REQUIREMENTS GROUP**

**Division 00 - Procurement and Contracting Requirements**

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**Contracting Requirements**

00 52 10 Agreement Form

**SPECIFICATIONS GROUP**

**Division 33 - Utilities**

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33 08 30 Commissioning of Sanitary Sewer Utilities

**DRAWINGS**

Sanitary Sewer Map

Sanitary Manhole Detail

**END OF SECTION**

## Contract between the City of Lauderdale and Contractor

This contract (the “Agreement”) is made and entered into this X<sup>th</sup> day of November, 2024, between the City of Lauderdale, Minnesota (the “City”), and **Contractor**, (the “Contractor”), (collectively, the “Parties”).

1. Scope of Services. The Contractor agrees to perform the following services:

- The cleaning and televising of various pipe sizes in the City of Lauderdale in two phases, including the following approximate quantities.
- Part A: 2024 Cleaning/ Televising
  - The cleaning and televising of:
    - 14,405LF of 8” Sanitary Sewer Pipe
    - 915 LF of 10” Sanitary Sewer Pipe
    - 335 LF of 12” Sanitary Sewer Pipe
  - Locating and adjusting Sanitary Sewer Manhole
- Part B: 2025 Cleaning/ Televising
  - The cleaning and televising of:
    - 10,275 LF of 8” Sanitary Sewer Pipe
    - 650 LF of 10” Sanitary Sewer Pipe
    - 155 LF of 12” Sanitary Sewer Pipe
    - 1,315 LF of 15” Sanitary Sewer Pipe

2. Compensation. The City agrees to pay the Contractor an amount not to exceed the quoted price of **\$(To be completed after award of project)**. The City shall not withhold monies for the payment of any federal or state income taxes, social security benefits, or other taxes.

3. Term. This agreement is applicable for 2024 and 2025 sanitary sewer cleaning and televising with the following completion dates:

- Part A: Cleaning and televising shall be completed by January 31, 2025. Televising reports and videos shall be received by the Owner by February 28, 2025.
- Part B: Cleaning and televising cannot begin until October 1, 2025. Cleaning and televising shall be completed by December 31, 2025. Televising reports and videos shall be received by the Owner by January 30, 2026.

4. Independent Contractor Relationship. It is expressly understood that the Contractor is an “independent contractor” and not an employee of the City. The Contractor shall have control over the manner in which the services are performed under this Agreement. The Contractor shall supply, at its own expense, all materials, supplies, equipment and tools required to accomplish the work contemplated by this Agreement. The Contractor shall not be entitled to any benefits from the City, including, without limitation, insurance benefits, sick and vacation leave, workers’ compensation benefits, unemployment compensation, disability, severance pay, or retirement benefits.

5. Insurance Requirements.

- A. Liability. The Contractor agrees to maintain commercial general liability insurance in a minimum amount of \$1,000,000 per occurrence. The policy shall cover liability arising from premises, operations, products-completed operations, personal injury, advertising injury, and contractually assumed liability. The City shall be named as an additional insured.
- B. Automobile Liability. If the Contractor operates a motor vehicle in performing the services under this Agreement, the Contractor shall maintain automobile liability insurance, including owned, hired, and non-owned automobiles, with a minimum liability limit of \$1,000,000 combined single limit. The City shall be named as an additional insured.
- C. Workers' Compensation. The Contractor agrees to comply with all applicable workers' compensation laws in Minnesota.
- D. Certificate of Insurance. The Contractor shall, prior to commencing services, deliver to the City a Certificate of Insurance as evidence that the above coverages are in full force and effect.

6. Indemnification. The Contractor agrees to defend and indemnify the City, and its employees, officials, volunteers and agents from and against all claims, actions, damages, losses and expenses arising out of the Contractor's performance or failure to perform its duties under this Agreement.

7. General Provisions.

- A. Entire Agreement. This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.
- B. Assignment. The Contractor may not assign this Agreement to any other person unless written consent is obtained from the City.
- C. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both Parties.
- D. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota.
- E. Savings Clause. If any court finds any portion of this Agreement to be contrary to law or invalid, the remainder of the Agreement will remain in full force and effect.
- F. Waivers. The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.
- G. No Waiver by City. By entering into this agreement, the City does not waive its entitlement to any immunity under statute or common law.
- H. Termination. Either party may terminate this agreement at any time for any reason. If the contract is terminated early, the City will pay a pro rated fee for services performed to date.

IN WITNESS WHEREOF, the Parties, have caused this Agreement to be approved on the date above.

**City of Lauderdale, Minnesota**

By: \_\_\_\_\_  
Mary Gaasch, Mayor

And: \_\_\_\_\_  
Heather Butkowski,  
City Administrator

**Contractor**

  
\_\_\_\_\_  
Contractor Representative  
Ryan Mergen  
CEO  
Pipe Services

## SECTION 33 08 30

### COMMISSIONING OF SANITARY SEWER UTILITIES

#### PART 1 GENERAL

##### 1.01 SUMMARY

- A. Section Includes
  - 1. Cleaning and Televising of sanitary sewer pipe.

##### 1.02 PRICE AND PAYMENT

- A. Measurement and Payment
  - 1. A Quote Item has been provided for Jet/Clean and Televiser Sanitary Sewer. Measurement will be by lineal foot for each pipe size, regardless of material, length, or depth. Payment will include all costs related to jetting, vacuuming, providing water for determining sags, and televising the line as specified, including submittals.
  - 2. A Bid Item has been provided for Locate Manhole. Bid Item is for locating the MH # 14 west of TH 280 as shown on the Drawing. Measurement shall be Lump Sum. Payment will include all costs related to utilizing electronic locating equipment, or other approved methods, to mark the manhole location and the pipe segments immediately upstream and downstream.
  - 3. All other Work and costs of this Section shall be incidental to the Project and included in the Total Base Bid.

##### 1.03 SUBMITTALS

- A. Submit the following items:
  - 1. Proposed cleaning methods.
  - 2. Results of field testing
  - 3. 2 copies on DVD or flash drive format of sewer televising and 2 copies of the written report on conditions. DVD/flash drive and written reports shall be submitted to both Engineer and Owner.

#### PART 2 PRODUCTS

Not Used.

#### PART 3 EXECUTION

##### 3.01 EXAMINATION

- A. All Lines as shown as shall jetted and vacuumed so that all debris has been removed.
- B. Commence televising only when pipe and structures are clean and free of dirt, water, or other foreign matter.

##### 3.02 FIELD QUALITY CONTROL

- A. Contractor shall provide all material, equipment, and labor required to clean and televise the sanitary sewer system.
- B. Contractor shall maintain access to all driveways, parking lots, streets, and parking lots at all times. Contractor shall coordinate any private access needs directly with the property owner.

### 3.03

#### 3.03 SANITARY SEWER CLOSED CIRCUIT TELEVISION INSPECTION

##### A. General

- 1. Cleaning and Televising shall be performed on all gravity sanitary sewer lines as indicated in the Drawing. .
- 2. Format – The video will be submitted in a DVD format with both audio and video.
- 3. Camera – The camera will be a self-propelled unit providing color video with the ability to tilt up and down and pan left to right. The camera lens shall be capable of turning and looking up each wye or service tap to a minimum distance of the first fitting of the service pipe. The camera is to provide color video and still photographs of any defect.
- 4. Rate – The televising shall be conducted at a rate not to exceed 30 feet per minute.

##### B. Line Requirements

- 1. All lines shall be jetted and vacuumed so that all debris has been removed prior to televising.
- 2. Contractor shall remove all large debris from downstream manholes.
- 3. A small quantity of water is to be introduced into the line prior to televising. Amount shall be determined by the Engineer and coordinated with the Owner's Water and Sewer Department. The amount of water shall be sufficient enough to distinguish any sags or alignment problems with the pipe.
- 4. Each run will consist of a starting and ending MH-#, line size, and a zero reading on the counter at center of the starting manhole.
- 5. Each service wye shall be examined using the pan and tilt feature.
- 6. The video camera operator shall type into the video the station (distance), wye location on either the left or right side of the pipe and any problems they notice while televising the sewer lines.

##### C. Manhole Requirements

- 1. Examine starting and ending doghouses for quality of mortar work.
- 2. Examine all joints to confirm watertight quality of gaskets and seals.
- 3. While at the bottom of the manhole, the camera will examine for infiltration as high as it can see around the entire manhole circumference.
- 4. Examine vertical outside drops.

##### D. Report Requirements

- 1. A technician shall observe the monitor at all times during the televising and record the data.
- 2. Note locations, length and depth of any sags in the pipe (indicate any depths greater than 1/2 inch).
- 3. Note locations, length and depth of any areas of dirt or debris in the pipe (indicate any depths greater than 1/2 inch).
- 4. Record distance from center of manhole to center of manhole.
- 5. Note each change in pipe material, including station.
- 6. Note each wye or service tap location with station and orientation (Example: wye right, 3 o'clock).



7. The complete report and DVD shall be submitted to the Owner/Engineer within 14 days after the completion of the televised segments.
  8. Include color photos/images of defects in the written report.
- E. Review
1. All television reports and DVDs will be reviewed after the submittal is received.
  2. Comments and corrections will be noted and submitted to the Contractor for immediate correction.
- F. Defects
1. Any pipe that is not at least 90% free of debris shall be immediately corrected by the Contractor.
  2. The re-cleaned segment shall then be re-televised from manhole to manhole in accordance with section 3.04, and submit a report within 7 days. No additional compensation shall be awarded for re-televising any lines.

#### 3.04 LOCATE MANHOLE

- A. Sanitary sewer MH # 14, as shown on the Drawings, is generally located off the south end of the Sunbelt Rentals parking lot just west of State Highway 280. The structure is not exposed and has not been able to be located. Owner will provide record plans prior to locating structure.
- B. Contractor shall utilize non-destructive means of locating structure. Contractor will have access to the upstream and downstream structures and pipes. Contractor shall have vehicle access to the Sunbelt Rentals parking lot, and the adjacent terrain is accessible by foot.
- C. Contractor shall paint the location of the upstream and downstream pipes. There may be a bend in the pipes.

#### 3.05 REQUIREMENTS FOR TEST FAILURES

- A. Test Failure
1. Unless otherwise permitted by the Engineer, any pipe that is not visually free of debris by more than 90% of the diameter shall be cleaned and televised again at the contractor's expense.

**END OF SECTION**

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## SECTION 33 39 00

### SANITARY UTILITY SEWER STRUCTURES

#### PART 1 GENERAL

##### 1.01 SUMMARY

- A. Section Includes
  - 1. Sanitary sewer manholes and miscellaneous appurtenances.
- B. Related Sections
  - 1. Section 33 08 30 – Commissioning of Sanitary Sewer Utilities.

##### 1.02 PRICE AND PAYMENT PROCEDURES

- A. Measurement and Payment
  - 1. A Bid Item has been provided for Locate and Adjust Manhole. Measurement will be linear feet of manhole adjustment required as measured from the top of the existing structure to the top of the final adjusted structure.
    - a. Based on record plans, the existing manhole depth is approximately 17.4'. The depth to the top of the structure is not known. Adjustment may require the installation of 4' diameter barrel sections and/or cone section if needed, in addition to adjustment rings and a new casting.
    - b. Manhole adjustment shall conform to the Sanitary Sewer Manhole Detail.
    - c. Payment includes all work required to physically locate the structure once nondestructive locating methods are complete; complete the adjustments, including use of barrel/cone sections, adjustment rings, external seal, and casting; backfilling; and restoration.
  - 2. All other Work and costs of this Section shall be incidental to the Project and included in the Total Base Bid.

##### 1.03 REFERENCES

- A. American Society of Testing and Materials (ASTM)
  - 1. A615 - Specification for Deformed and Plain Billet-Steel Bars for Concrete Reinforcement.
  - 2. C139 - Specification for Concrete Masonry Units for Construction of Catch Basins and Manholes.
  - 3. C150 - Specification for Portland Cement.
  - 4. C443 - Specification for Joints for concrete Pipe and Manholes, Using Rubber Gaskets.
  - 5. C478 - Specification for Precast Reinforced Concrete Manhole Sections.
  - 6. C 923 - Specification for Resilient Connectors Between Reinforced Concrete Manhole Structures, Pipes and Laterals.

##### 1.04 SITE CONDITIONS

- A. The exact manhole location is not known and is shown on the Drawings in a general way. Contractor should anticipate minor variations in both horizontal and vertical directions in locating existing system.

## 1.05 SUBMITTALS

- A. Submit Product Data for the following items consistent with Section 01 33 00.
  - 1. Gaskets.
  - 2. Joint sealants.
  - 3. Manufacturers recommended installation procedures for jointing.
  - 4. Plastic liner materials.
  
- B. Submit shop drawings for the following items:
  - 1. Manholes sections, including reinforcing, joints, and castings.
  - 2. Shop drawings shall indicate complete information for fabrication and installation of units. Include the following:
    - a. Plans and elevations locating and defining all material furnished by manufacturers.
    - b. Sections and details showing connections, cast-in items, field installed lifting devices, capacities, all openings, and their relation to the structure.
  
- C. Submit Manufacturer's Certificate of Compliance for the following items.
  - 1. Castings.
  - 2. Precast maintenance hole sections and steps.

## 1.06 QUALITY ASSURANCE

- A. The quality of all materials, the process of manufacture, and the finished sections shall be subject to inspection and approval by the Engineer or other representative of the Owner. Such inspection may be made at the place of manufacture or on the Work after delivery, or at both places and the materials shall be subject to rejection at any time on account of failure to meet any of the requirements specified herein. Material rejected after delivery to the Site shall be marked for identification and shall be removed from the Site at once. All materials which have been damaged after delivery will be rejected and if already installed shall be removed and replaced entirely at the Contractor's expense.
  
- B. At the time of inspection, the materials will be carefully examined for compliance with the appropriate ASTM Standard and this Section and with the approved manufacturer's drawings. All precast manhole sections shall be inspected for general appearance, dimension, "scratch-strength," blisters, cracks, roughness, soundness, etc. The surface shall be dense and close-textured.
  
- C. In Plant Certification of Manholes and Manhole Joints for Water Tightness
  - 1. All manholes used on this Project shall be tested according to the following procedures and meet or exceed the specified requirements. All procedures are located in the American Concrete Pipe Association Cast Plant Certification Manual v3.0 ([www.concrete-pipe.org/qcast.htm](http://www.concrete-pipe.org/qcast.htm)) in the referenced sections.
  - 2. Pipe spigot inspection 100-percent according to Section IV, Appendix A
    - a. Mark passing tested section with GNGP for passing.
    - b. Manholes delivered to the Site without testing and positive marking will be rejected or its Bid Unit Price reduced 5 percent at the discretion of the Owner. The foregoing Bid Unit Price reduction is cumulative to any and all other reductions available, including the reduction under Section 2 above.

## PART 2 PRODUCTS

### 2.01 COMPONENTS

- A. Manholes
  - 1. Precast concrete sections conforming to ASTM C478 and this Section. No lift holes permitted.
    - a. All sections shall be cured by an approved method and shall not be shipped nor subjected to loading until the concrete compressive strength has attained 3,000 psi and not before 5 days after fabrication and/or repair, whichever is longer.
    - b. The date of manufacture and the name and trademark of the manufacture shall be clearly marked on the inside of each precast section.
  - 2. Joints: Rubber gasketed joint forming a watertight seal conforming to ASTM C443.
- B. Steps: Reinforced polypropylene plastic steps with No. 2 deformed grade steel rod.
- C. Concrete Adjusting Ring:
  - 1. Size to match cone or opening in top slab.
  - 2. Concrete Compressive Strength: Minimum 3,000 psi.
  - 3. Reinforcing: Single hoop 8-gauge steel wire.
  - 4. Thickness: Minimum 2-inches, maximum 4-inches.
- D. Castings:
  - 1. Requirement: ASTM A48.
  - 2. Material: Class 35 cast iron. Best grade. Free from injurious defects and flaws.
  - 3. Finish Preparation: Sandblast.
  - 4. Machine cover and frame contact surface for non-rocking protection.

or NEENAH R1642, Type "B" Lid, or approved equal, for sanitary and storm sewer manholes, and NEENAH R3067, Type "V" Grate, or approved equal, for storm sewer catch basin manholes and catch basins. Covers without grate openings stamped with "SANITARY SEWER" or "STORM SEWER" as appropriate. Use 2 inch letters. Type and Style: Per details on Drawing.

## 2.02 ACCESSORIES

- A. Joint Sealers
  - 1. Sealer between upper precast section and casting frame and between all precast sections.
    - a. Thickness: 1-inch wide by 3/8-inch thick (minimum).
    - b. High quality, non-hardening, butyl rubber, 98-percent solids that will not harden, shrink or oxidize.
    - c. Ram-nek, or approved equal.
- B. Mortar
  - 1. Grout
    - a. Cement and fine aggregate as specified for concrete.
    - b. Mix Proportion: 1-part Portland cement, 2-parts sand, by weight.
    - c. Water/Cement Ratio: 0.50 +/- 0.05.
    - d. Non - Setting by prolonged mixing.
    - e. Mix 10 minutes in a power mixer.
    - f. Slump: 6 inches +/- 1 inch.
  - 2. Non-Shrink Grout – Minimum compressive strength of 3,000 psi.
- C. External Seal
  - 1. External Seals Approved Manufacturer: Infra-Shield, or approved equal
    - a. Multiple section seal system.

- b. Top section made of neoprene rubber.
- c. All other sections made of EPDM rubber; 60 mil minimum thickness, 8-inch minimum height for extension sections.
- d. Mastic: ASCO ST-30, BIDCO C56, or approved equal.

D. Seed mix: MnDOT Patch Mix (PM) or Southern Boulevard (SB)/Low Maintenance Turfgrass.

### **PART 3 EXECUTION**

#### **3.01 TRANSPORTATION**

- A. Transport precast units by rail or truck in a manner to avoid excessive stress or strain on units.
- B. Support units during hauling and stockpiling with sufficient hardwood shores to prevent cracking and spalling. Secure units in place to prevent shifting or undesired movements. Location of temporary supports shall be as directed by precast manufacturer.

#### **3.02 MANHOLE ADJUSTMENT**

- A. Locate structure non-destructively in accordance with Section 33 08 30.
- B. Excavate to top of manhole location and determine depth of manhole adjustment required.
- C. Set pre-cast concrete sections plumb with a 1/4-inch maximum out of plumb tolerance allowed. Seal all joints of pre-cast sections with a combination a rubber O-ring set in a recess and a Ram-nek preformed joint sealer in sufficient quantity to fill 75-percent of the joint depth.
- D. Steps
  1. Set the centerline of each step within each maintenance hole to be within 2 inches of the vertical centerline for the group of steps.
  2. Offset step centerline from pipe and drop openings.
  3. Install top step at a maximum of 20 inches below top of casting.
- E. Prevent entrance of dirt and debris from all new and existing manholes.

#### **3.03 ADJUST FRAME AND RING CASTING**

- A. Remove all dirt, debris, dust, and other deleterious material from surface prior to placement of first adjusting ring.
- B. Concrete Adjusting Ring
  1. Mortar on top and bottom surfaces of all concrete adjusting rings; between surface of top slab or cone and bottom ring; between surface of top ring and casting; on entire surface of area of ring with no gaps
    - a. Mortar Thickness: 1/4 to 1/2-inch.
  2. No shims of any material allowed.
  3. Required cross slope of casting to be achieved by varying thickness of mortar.
  4. Do not plaster the inside surface of rings.
  5. Wipe clean all excess mortar from the joints inside all rings and frame.
  6. Remove all mortar spills from the structure.

7. Minimum of 2, maximum of 5 adjusting rings allowed.
8. Use a 6-inch ring where applicable.

#### 3.04 INSTALLATION OF EXTERNAL SEAL SYSTEM

- A. Infra-Shield Type (External Seal)
  1. Remove all dirt, debris, dust, and other deleterious material from surfaces of structure, rings, and casting prior to installation of seal system.
  2. System to be installed per manufacturer's recommendation.
  3. Secure bottom section to top slab or cone, top section to casting flange with mastic.
  4. Minimum of 2-inches overlap required between top and bottom sections of seal system
    - a. If minimum overlap is not achieved, extension section(s) must be inserted between the top and bottom sections until 2-inches overlap at all seams between all sections of the seal system is achieved.
  5. Secure all seams between sections with mastic
    - a. Mastic to be installed continuously around entire perimeter of section with no gaps.

#### 3.05 FIELD QUALITY CONTROL

- A. Adjust Manholes and Catch Basin Frames level with the adjacent grade. Thorough tamping of the material around manhole and catch basin frames is required. Where existing frame is within 0.10 feet of grade, no adjustment is to be made.
- B. Adjust frame upward with standard concrete adjustment rings of the same size as the cone or slab opening. Place each adjustment ring and frame in a full mortar bed. Adjusting rings shall be incidental to the adjustment pay item.
- C. Regardless of the direction of adjustment, no shims of any material will be allowed. The minimum thickness of all mortar joints shall be at least 1/4-inch with a maximum allowable thickness of 1/2-inch. All excess mortar from the joint shall be wiped clean from the inside of all rings and frame. All manhole castings must be replaced prior to the placing of the final wear course.

#### 3.06 CLEANING

- A. All new manholes shall be thoroughly cleaned of all silt, debris, and foreign matter of any kind prior to final inspection.

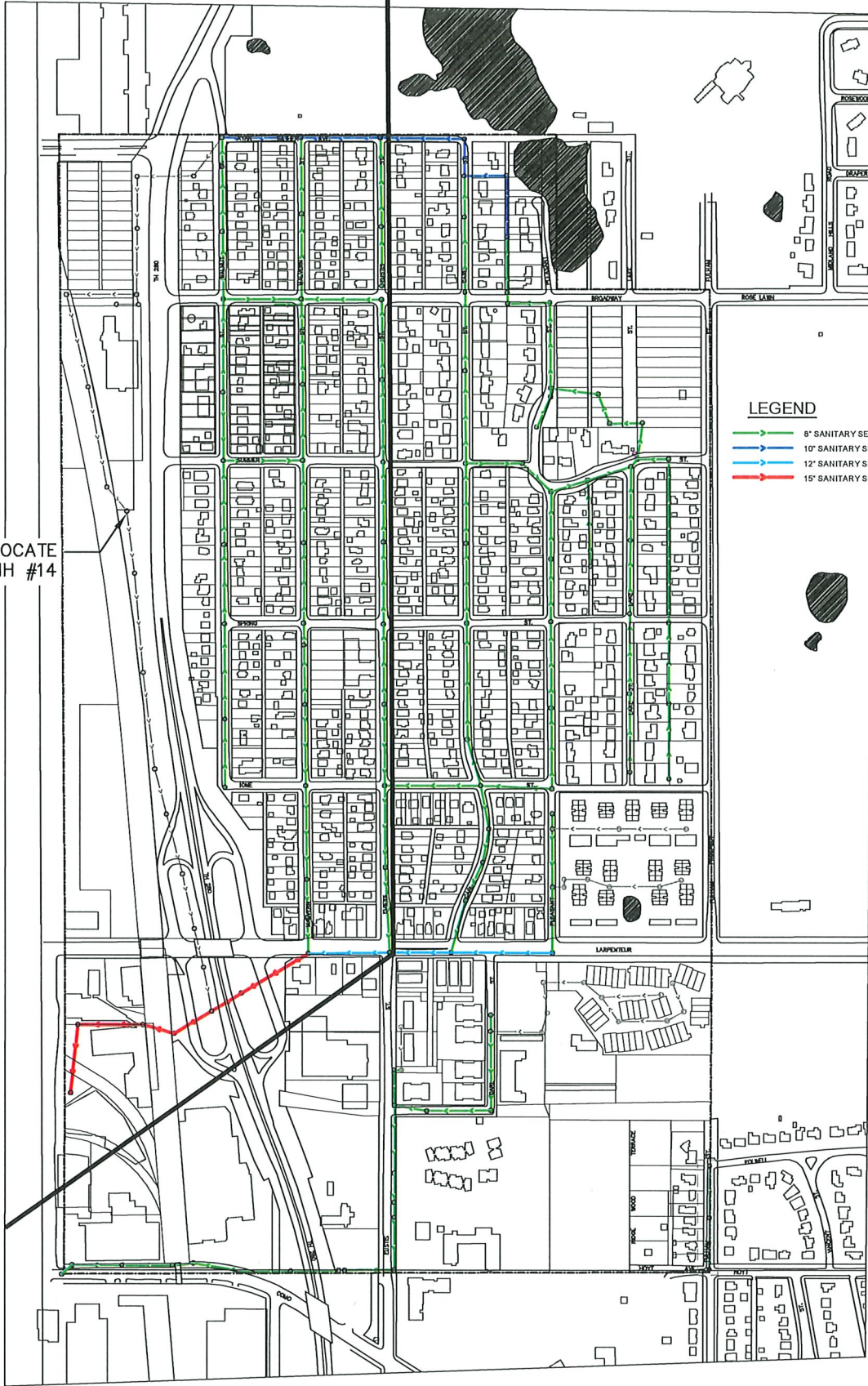
#### 3.07 RESTORATION

- A. Confirm adjustment height of structure with Owner/Engineer.
- B. After adjustment is complete, contractor shall grade disturbed area adjacent to Structure and restore with topsoil, seed, and mulch.

**END OF SECTION**

PART B: 2025 SANITARY  
CLEANING AND TELEVISION

PART A: 2024 SANITARY  
CLEANING AND TELEVISION



LOCATE  
MH #14

LEGEND

- 8" SANITARY SEWER
- 10" SANITARY SEWER
- 12" SANITARY SEWER
- 15" SANITARY SEWER

EXISTING SANITARY SEWER PIPE



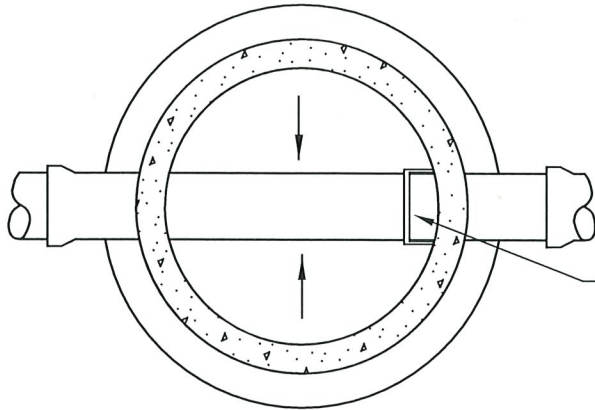
CITY OF LAUDERDALE  
SANITARY SEWER MAP

FIGURE 1





PRECAST INVERT MUST BE 1/2 DIAMETER OF THE PIPE AND BENCHES SLOPED 2" TOWARD THE INVERT.

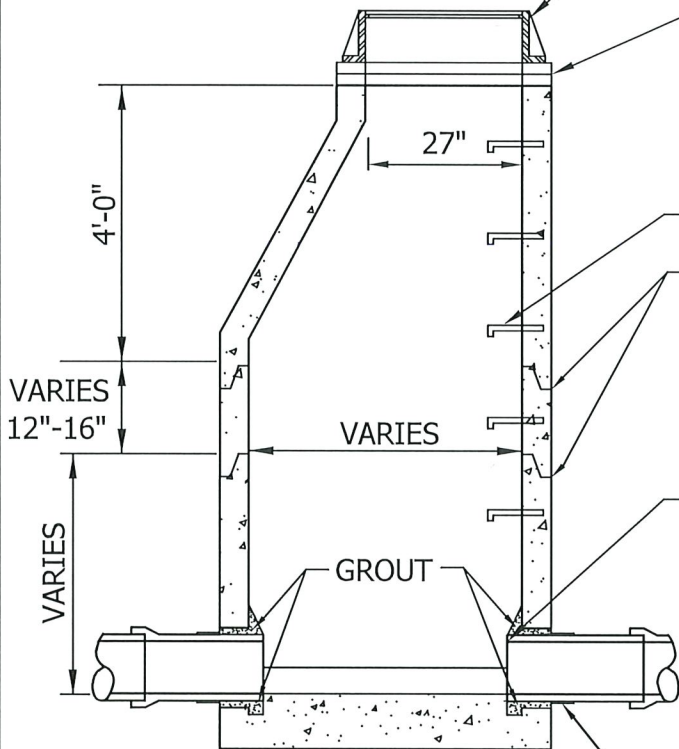


PLAN

MANHOLE STEPS SHALL BE PLACED SO THAT OFFSET VERTICAL PORTION OF CONE IS FACING DOWNSTREAM.

CASTING R-1642 OR APPROVED EQUAL.

CONCRETE ADJUSTMENT RINGS MIN. OF 2, MAX. OF 5 SHIMS NOT ALLOWED. MAX. 20" OF ADJUSTMENT INCLUDING RINGS AND CASTING.



MANHOLE STEPS, 16" ON CENTER.

ALL JOINTS TO HAVE RUBBER GASKETS AND INFI-SHIELD WRAP.

PIPE SHALL BE CUT TO BE 2" INSIDE MANHOLE AT THE PIPE'S MIDPOINT AND HAVE A WATER TIGHT SEAL, SEE SPECIFICATIONS.

ALL DOG HOUSES SHALL BE GROUTED ON INSIDE, AND OUTSIDE.

RUBBER BOOT FOR WATER TIGHT CONNECTION

SECTION



SANITARY SEWER MANHOLE

LAUDERDALE, MN

LAST REVISION:  
OCTOBER  
2022

PLATE NO.  
SAN-1