

<p>LAUDERDALE CITY COUNCIL MEETING AGENDA 7:00 P.M. TUESDAY, JANUARY 14, 2025 LAUDERDALE CITY HALL, 1891 WALNUT STREET</p>

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. **SWEARING IN OF NEWLY ELECTED OFFICIALS**
 - a. Mary Gaasch
 - b. Jeffrey Dains
2. **CALL TO ORDER THE LAUDERDALE CITY COUNCIL MEETING**
3. **ROLL CALL**
4. **APPROVALS**
 - a. Agenda
 - b. Minutes of the December 10, 2024 City Council Meeting
 - c. Claims Totaling \$395,089.64
5. **CONSENT**
 - a. November Financial Report
 - b. December Financial Report
 - c. Resolution No. 011425A - Designating Official Depository and Investment Institutions
 - d. Establish 2025 City Council Meeting Schedule
6. **SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**
7. **INFORMATIONAL PRESENTATIONS / REPORTS**
8. **PUBLIC HEARINGS**

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

 - a. Resolution No. 011425B – Establishing 2025 License and Permit Fees and Administrative Fees and Fines
9. **DISCUSSION / ACTION ITEM**
 - a. Metropolitan Council 2025 Private Property Inflow and Infiltration Grant Agreement
 - b. 2025 Committee Appointments and Assignments
10. **ITEMS REMOVED FROM THE CONSENT AGENDA**
11. **ADDITIONAL ITEMS**

12. SET AGENDA FOR NEXT MEETING

- a. Fourth Quarter Investment Report
- b. Municipal Cannabis Feasibility Report

13. 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.

14. ADJOURNMENT

You are invited to a Zoom webinar!

When: Jan 14, 2025 07:00 PM Central Time (US and Canada)

Topic: January 14, 2025 Lauderdale City Council Webinar

Join from PC, Mac, iPad, or Android:

<https://us02web.zoom.us/j/89544347638?pwd=zaSn8HOUw4LrJXt3xOPArQacUAlBc8.1>

Passcode:414783

Phone one-tap:

+13092053325,,89544347638#,,, *414783# US

+13126266799,,89544347638#,,, *414783# US (Chicago)

Join via audio:

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 346 248 7799 US (Houston)

+1 507 473 4847 US

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Webinar ID: 895 4434 7638

Passcode: 414783

International numbers available: <https://us02web.zoom.us/j/kBQs1h6Qt>

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date January 14, 2025

ITEM NUMBER Swearing In Ceremony

STAFF INITIAL *JB*

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The swearing in ceremony will be the first item on the agenda. Staff will administer the oath to Mayor Gaasch and Council Member Dains. Council Member Pulford will not be in attendance. His swearing in will occur at the next meeting. Please sign the Oath of Office form. We have a card stock version of the oath for you to keep.

STAFF RECOMMENDATION:



OATH OF OFFICE

State of Minnesota

SS:

County of Ramsey

I, Jeffrey Dains, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of City Council of the City of Lauderdale, Minnesota, to the best of my judgment and ability, so help me God.

Signature

Subscribed and sworn to before me this 14th day of January 2025.

Signature of Notary Public

Printed Name of Notary Public

Heather Butkowski



OATH OF OFFICE

State of Minnesota

SS:

County of Ramsey

I, Mary Gaasch, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of Mayor of the City of Lauderdale, Minnesota, to the best of my judgment and ability, so help me God.

Signature

Subscribed and sworn to before me this 14th day of January 2025.

Signature of Notary Public

Printed Name of Notary Public

Heather Butkowski

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

Page 1 of 5

December 10, 2024

Call to Order

Mayor Gaasch called the Regular City Council meeting to order at 7:03 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. Butkowski requested adding rehiring an intern on a part time basis over the holidays. Council Dains added staff appreciation days to the Additional Items section of the agenda. There being nothing else, Councilor Dains moved and seconded by Councilor Kelly to approve the agenda as amended. Motion carried unanimously.

Mayor Gaasch asked if there were corrections to the minutes of the November 26, 2024, City Council meeting. There being none, Councilor Pulford moved and seconded by Councilor Sayre to approve the November 26, 2024, City Council meeting minutes. Motion carried unanimously.

Mayor Gaasch asked if there were any questions on the claims. There being none, Councilor Dains moved and seconded by Councilor Pulford to approve the claims totaling \$48,457.24. Motion carried unanimously.

Consent

Councilor Kelly moved and seconded by Councilor Sayre to approve the Consent Agenda thereby approving the warming house/rinks seasonal hires, year-end accounts payable authorization, and the 2025 SafeAssure contract.

Public Hearings

A. Ordinance No. 24-03 Repealing Title 3, Chapter 11 of the Code of Ordinances and Replacing with a new Chapter 11 Regarding Cannabis and Hemp Business Regulations
Butkowski explained, the City has an interim ordinance regulating hemp and cannabis sales that will expire January 1, 2025. The State expected to have cannabis regulations and licensing in place by that date. This hasn't happened, so cities are adopting ordinances regulating areas allowed by state law.

At the last meeting, the City Council reviewed a draft ordinance prepared by Kennedy and Graven attorneys which was modified by the City's planning consultant to reflect future zoning

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

Page 2 of 5

December 10, 2024

changes. Since that meeting, the ordinance was tweaked and finalized for adoption. The primary changes were adding language related to temporary cannabis events and adding language that uses the county-wide cap to limit the number of cannabis businesses in the City.

Prior to adoption, the City Council held a public hearing to allow for input. Mayor Gaasch opened the floor to those interested in addressing the Council on this topic at 7:26 p.m.

Elizabeth Nguyen, 1669 Rosehill Circle, approached the dais. She inquired how the legalization of cannabis would affect crime rates in the City. She asked how legalization would impact taxation, health, and usage rates. Nguyen stated that she would like to see a coffee shop in town.

Amal Mubarak, 1669 Rosehill Circle, was next to address the Council on this topic. She was interested in knowing what benefits the City would gain by having a dispensary in town.

There being nobody else interested in speaking, Mayor Gaasch closed the floor at 7:31 p.m.

Mayor Gaasch noted that state law does not allow cities to prohibit cannabis retailers in their communities. The ordinance is as restrictive as state law allows. Staff were asked to follow up with Ms. Nguyen and Ms. Mubarak regarding their questions.

Councilor Pulford made a motion to adopt Ordinance No. 24-03 Repealing Title 3, Chapter 11 of the Code of Ordinances and Replacing with a new Chapter 11 Regarding Cannabis and Hemp Business Regulations. This was seconded by Councilor Kelly and carried unanimously.

B. Resolution No. 121024A – Authorizing Publication of Ordinance No. 24-03 by Title and Summary

Councilor Kelly made a motion to adopt Resolution No. 121024A – Authorizing Publication of Ordinance No. 24-03 by Title and Summary. This was seconded by Councilor Pulford and carried unanimously.

C. Resolution No. 121024B – Adopting and Certifying Liens for Delinquent Utilities and Unpaid Services

Butkowski explained that cities must submit a resolution to Ramsey County certifying special assessments before the end of the year. This year, the City has one special assessment for unpaid tree removal services. The City Council may hold a public hearing to give the owner the opportunity to contest the special assessment.

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

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

Page 3 of 5

December 10, 2024

There being nobody interested in speaking, Mayor Gaasch closed the floor at 7:36 p.m.

Councilor Kelly made a motion to adopt Resolution No. 121024B—A Resolution Adopting and Certifying Liens for Delinquent Utilities and Unpaid Services. This was seconded by Councilor Dains and carried unanimously.

Discussion/Action Item

A. Resolution No. 121024C – Adopting the 2025 Final Property Tax Levy

At the previous meeting, the City Council held the Truth-in-Taxation public hearing required by statute. Butkowski said that unless the Council put forward changes, the only remaining items were to adopt the levy and budget resolutions.

Councilor Kelly made a motion to adopt Resolution 121024C—A Resolution Adopting the 2025 Final Property Tax Levy. This was seconded by Councilor Dains and carried unanimously.

B. Resolution No. 121024D – Adopting the 2025 Final Budget and Establishing Fund Appropriations

Councilor Pulford made a motion to adopt Resolution 121024D—A Resolution Adopting the 2025 Final Budget and Establishing Fund Appropriations. This was seconded by Councilor Dains and carried unanimously.

C. Resolution No. 121024E – Adopting and Certifying Recycling Assessments

Butkowski noted that city-wide organized recycling costs were recouped through special assessment. The County requires a resolution to this effect.

Councilor Sayre made a motion to adopt Resolution 121024E Adopting and Certifying Recycling Assessments. This was seconded by Councilor Pulford and carried unanimously.

D. Resolution No. 121024F – Levying Special Assessments

Butkowski explained that the City has three special assessments that were negotiated via petition and waiver agreements. The resolution levying the assessments 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. This resolution was initially adopted in November, but the amounts have changed.

Councilor Sayre made a motion to adopt Resolution No. 121024F – A Resolution Levying Special Assessments. This was seconded by Councilor Dains and carried unanimously.

Additional Items

A. Return of Previous Intern

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

Page 4 of 5

December 10, 2024

William Farley, the City's intern from this summer, reached out to staff about potential work over the holiday season. Butkowski shared that we could use help for a few days preparing old permits for future scanning.

Councilor Kelly moved, and seconded by Councilor Dains to have William Farley return over the winter holiday at a rate of \$20/hour. Motion carried unanimously.

B. Staff Recognition

Councilor Dains voiced his appreciation for City staff for their work throughout the year. He proposed staff be granted two personal days to be used at the City Administrator's discretion.

Councilor Dains made a motion to grant staff two personal days to be used at the City Administrator's discretion. This was seconded by Councilor Pulford and carried unanimously.

Set Agenda for Next Meeting

Butkowski stated that the January 14 Council meeting might include designating the official depository and investment institutions, the 2025 committee appointments and assignments, establishing the 2025 fee schedule, establishing the 2025 City Council meeting schedule, and the November Financial Report.

Work Session

A. Community Development Update

Butkowski stated that the Environmental Committee will meet on the third Tuesday of each month. The ice rink staff will continue to flood whenever weather permits. The Warming House is expected to open for the season on December 20.

B. Opportunity for the Public to Address the City Council

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

Closed Session

A. City Administration Annual Performance Review

Councilor Pulford made a motion to enter a closed session to conduct the City Administrator's annual performance review at 7:50 p.m. This was seconded by Councilor Sayre and carried unanimously.

Councilor Kelly made a motion to come out of closed session at 8:35 p.m. This was seconded by Councilor Pulford and carried unanimously.

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

Page 5 of 5

December 10, 2024

Adjournment

Councilor Pulford moved and seconded by Councilor Sayre to adjourn the meeting at 8:36 p.m.
Motion carried unanimously.

Respectfully submitted,

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

Miles Cline
Deputy City Clerk



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

Request for Council Action

To: Mayor and City Council
From: City Administrator
Meeting Date: January 14, 2025
Subject: List of Claims

The claims totaling \$395,089.64 are provided for City Council review and approval that includes check numbers 29191 to 29243.

Accounts Payable

Checks by Date - Detail by Check Date

User: miles.cline
Printed: 1/10/2025 2:29 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	180	Minnesota State Retirement System	12/20/2024	
	HCSP2024	2024 HCSP Sick Payout Payment		794.28
	HCSP2024	2024 HCSP Sick Payout Payment		129.17
	HCSP2024	2024 HCSP Sick Payout Payment		270.25
	HCSP2024	2024 HCSP Sick Payout Payment		2,106.12
	HCSP2024	2024 HCSP Sick Payout Payment		76.24
	HCSP2024	2024 HCSP Sick Payout Payment		680.16
	HCSP2024	2024 HCSP Sick Payout Payment		300.06
	HCSP2024	2024 HCSP Sick Payout Payment		570.62
	HCSP2024	2024 HCSP Sick Payout Payment		34.70
	HCSP2024	2024 HCSP Sick Payout Payment		966.56
Total for this ACH Check for Vendor 180:				5,928.16
ACH	34	AFSCME MN Council 5	12/20/2024	
		PR Batch 52600.12.2024 Union Dues	PR Batch 52600.12.2024 Uni	240.60
Total for this ACH Check for Vendor 34:				240.60
ACH	389	BCBSM Inc	12/20/2024	
		PR Batch 52600.12.2024 Vision Insurance	PR Batch 52600.12.2024 Visi	12.82
Total for this ACH Check for Vendor 389:				12.82
ACH	415	Securian Life Insurance Company	12/20/2024	
		PR Batch 52600.12.2024 Life Insurance	PR Batch 52600.12.2024 Life	204.43
Total for this ACH Check for Vendor 415:				204.43
ACH	423	Madison National Life Ins Co Inc	12/20/2024	
		PR Batch 52600.12.2024 Short Term Disability	PR Batch 52600.12.2024 Sho	85.38
		PR Batch 52600.12.2024 Long Term Disability	PR Batch 52600.12.2024 Lon	92.46
Total for this ACH Check for Vendor 423:				177.84
ACH	43	Public Employees Retirement Association	12/20/2024	
		PR Batch 52600.12.2024 PERA Coordinated	PR Batch 52600.12.2024 PER	1,312.22
		PR Batch 52600.12.2024 PERA Coordinated	PR Batch 52600.12.2024 PER	1,137.25
Total for this ACH Check for Vendor 43:				2,449.47
ACH	44	Minnesota Department of Revenue	12/20/2024	
		PR Batch 52600.12.2024 State Income Tax	PR Batch 52600.12.2024 Stat	803.11
Total for this ACH Check for Vendor 44:				803.11
ACH	45	ICMA Retirement Corporation	12/20/2024	
		PR Batch 52600.12.2024 Deferred Comp	PR Batch 52600.12.2024 Def	2,067.28
		PR Batch 52600.12.2024 Deferred Comp	PR Batch 52600.12.2024 Def	1,438.37

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor 45:				3,505.65
ACH	46	Internal Revenue Service	12/20/2024	
		PR Batch 52600.12.2024 Medicare Employee Pc	PR Batch 52600.12.2024 Mec	316.47
		PR Batch 52600.12.2024 Medicare Employer Po	PR Batch 52600.12.2024 Mec	316.47
		PR Batch 52600.12.2024 Federal Income Tax	PR Batch 52600.12.2024 Fed	2,129.69
		PR Batch 52600.12.2024 FICA Employer Portio	PR Batch 52600.12.2024 FIC	1,353.11
		PR Batch 52600.12.2024 FICA Employee Portio	PR Batch 52600.12.2024 FIC	1,353.11
Total for this ACH Check for Vendor 46:				5,468.85
29191	33	City of Falcon Heights	12/20/2024	
	24-11	May - August 2024 MCMA Internship Program		2,262.26
Total for Check Number 29191:				2,262.26
29192	29	City of St Anthony	12/20/2024	
	4523	November Police Services		81,980.42
	4526	December Police Services		81,980.42
Total for Check Number 29192:				163,960.84
29193	192	Comcast Holdings Corporation	12/20/2024	
	226436557	December Internet		413.00
Total for Check Number 29193:				413.00
29194	294	Goodmanson Construction Inc	12/20/2024	
	1158	Walnut St. Manhole Repairs		5,080.00
Total for Check Number 29194:				5,080.00
29195	31	Kennedy & Graven Chartered	12/20/2024	
	185167	November Legal Services		195.00
Total for Check Number 29195:				195.00
29196	326	Lauderdale AH 1, LLLP	12/20/2024	
	122024	Tax Increment Payment		11,404.94
Total for Check Number 29196:				11,404.94
29197	417	LifeLine Incorporated	12/20/2024	
	LL-21139	AED Oversight Program Annual Fee		100.00
Total for Check Number 29197:				100.00
29198	23	Metro Sales Inc	12/20/2024	
	INV2668041	4Q24 Copy Charges		170.36
Total for Check Number 29198:				170.36
29199	140	Minnesota Department of Agriculture	12/20/2024	
	122024	2025 Tree Care Registry		30.00
Total for Check Number 29199:				30.00
29200	12	NineNorth	12/20/2024	
	2024-179	October Virtual Meeting Charge		103.75
	2024-179	October Webstreaming & Archiving		266.90
	2024-179	October Virtual Meeting Production		376.20

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 29200:	746.85
29201	388 PS-INV106242	PeopleService Inc January Wastewater	12/20/2024	660.00
			Total for Check Number 29201:	660.00
29202	5 619861-11-24	Premium Waters Inc November Water Bottles	12/20/2024	35.74
			Total for Check Number 29202:	35.74
29203	26 2323088	Stantec Consulting Services Inc Cleaning and Televising Project	12/20/2024	1,631.50
			Total for Check Number 29203:	1,631.50
29204	162 1404 1405	Swanson Haskamp Consulting, LLC August 2024 - November 2024 General Planning Zoning Ordinance Update	12/20/2024	1,217.50 2,537.50
			Total for Check Number 29204:	3,755.00
29205	90 6100040505 6100040505 6100040505	Verizon Wireless November Cell Phone November Cell Phone November Cell Phone	12/20/2024	41.04 41.05 82.09
			Total for Check Number 29205:	164.18
29206	425 6290317534 6290317534 6290319760 6290319760	Vestis December Uniforms December Uniforms December Uniforms December Uniforms	12/20/2024	22.76 22.77 22.77 22.76
			Total for Check Number 29206:	91.06
29207	74 904770551 904825689 905142232 905193465 905554557 905554557 905669363 905669363 905669363 905669363	Xcel Energy Larpenteur Bridge Lights 2430 Larpenteur Avenue W November Street Lighting Larpenteur Avenue 1891 Walnut Street 1891 Walnut Street 1885 Fulham Street 1917 Walnut Street 1917 Walnut Street 1885 Fulham Street	12/20/2024	64.41 9.65 485.21 75.57 177.91 218.32 33.01 57.29 25.55 41.09
			Total for Check Number 29207:	1,188.01
			Total for 12/20/2024:	210,679.67
29208	13 11652	8th Day Landscaping LLC December Snow Removal	12/31/2024	710.00
			Total for Check Number 29208:	710.00
29209	413	Boyer Ford Trucks Inc	12/31/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	092S230571	Oil Change		100.76
			Total for Check Number 29209:	100.76
29210	357 01032025-02	Capitol Region Watershed District Seminary Pond Annual Maintenance	12/31/2024	1,692.78
			Total for Check Number 29210:	1,692.78
29211	36 12302024	City of Roseville January - December Non-Resident Reimburseme	12/31/2024	611.00
			Total for Check Number 29211:	611.00
29212	61 4120541	Gopher State One Call December Locate Tickets	12/31/2024	17.55
			Total for Check Number 29212:	17.55
29213	82 122024	Home Depot Warming House Supplies	12/31/2024	29.83
			Total for Check Number 29213:	29.83
29214	24 0001180191	Metropolitan Council Environmental Servic January Waste Water	12/31/2024	14,836.69
			Total for Check Number 29214:	14,836.69
29215	12 2024-213 2024-213 2024-213	NineNorth December Webstreaming & Archiving December Virtual Meeting Production December Virtual Meeting Charge	12/31/2024	266.90 188.10 103.75
			Total for Check Number 29215:	558.75
29216	84 122024 122024 122024 122024 122024 122024 122024	North Star Bank Cardmember Services Target - Distilled Water December Costco Fuel December Costco Fuel REI - Warming House Supplies REI - Warming House Supplies December Costco Fuel Costco - Snacks WH Opening Weekend	12/31/2024	6.95 64.05 64.06 21.62 59.55 298.92 64.69
			Total for Check Number 29216:	579.84
29217	10 0001830839	On Site Sanitation Inc 12/21/2024 - 01/17/2025 Park Portable Restroom	12/31/2024	50.50
			Total for Check Number 29217:	50.50
29218	437 1870	Spiess Carpet Cleaning LLC City Hall Carpet Cleaning	12/31/2024	309.99
			Total for Check Number 29218:	309.99
29219	4 SI012944 SI012944	The Neighborhood Recycling Company Inc December Single Unit Dwelling December Multi-Family Recycling	12/31/2024	4,132.23 601.19
			Total for Check Number 29219:	4,733.42

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
29220	3 544793573	US National Equipment Finance Inc January Copier Lease	12/31/2024	155.00
Total for Check Number 29220:				155.00
29221	425 6290321986 6290321986 6290324223 6290324223	Vestis December Uniforms December Uniforms December Uniforms December Uniforms	12/31/2024	22.76 22.77 22.76 22.77
Total for Check Number 29221:				91.06
Total for 12/31/2024:				24,477.17
ACH	43	Public Employees Retirement Association PR Batch 50100.01.2025 PERA Coordinated PR Batch 50100.01.2025 PERA Coordinated	01/03/2025 PR Batch 50100.01.2025 PER PR Batch 50100.01.2025 PER	1,386.23 1,201.39
Total for this ACH Check for Vendor 43:				2,587.62
ACH	44	Minnesota Department of Revenue PR Batch 50100.01.2025 State Income Tax	01/03/2025 PR Batch 50100.01.2025 Stat	862.97
Total for this ACH Check for Vendor 44:				862.97
ACH	45	ICMA Retirement Corporation PR Batch 50100.01.2025 Deferred Comp PR Batch 50100.01.2025 Deferred Comp	01/03/2025 PR Batch 50100.01.2025 Defi PR Batch 50100.01.2025 Defi	1,788.61 1,083.23
Total for this ACH Check for Vendor 45:				2,871.84
ACH	46	Internal Revenue Service PR Batch 50100.01.2025 Federal Income Tax PR Batch 50100.01.2025 Medicare Employee Pc PR Batch 50100.01.2025 Medicare Employer Po PR Batch 50100.01.2025 FICA Employee Portio PR Batch 50100.01.2025 FICA Employer Portio	01/03/2025 PR Batch 50100.01.2025 Fede PR Batch 50100.01.2025 Mec PR Batch 50100.01.2025 Mec PR Batch 50100.01.2025 FIC. PR Batch 50100.01.2025 FIC.	2,203.76 313.52 313.52 1,340.54 1,340.54
Total for this ACH Check for Vendor 46:				5,511.88
ACH	47	Public Employees Insurance Program PR Batch 50100.01.2025 Health Insurance PR Batch 50100.01.2025 Dental	01/03/2025 PR Batch 50100.01.2025 Hea PR Batch 50100.01.2025 Den	1,510.92 85.20
Total for this ACH Check for Vendor 47:				1,596.12
Total for 1/3/2025:				13,430.43
ACH	44 2024	Minnesota Department of Revenue 2024 Sales Tax Payable	01/14/2025	63.00
Total for this ACH Check for Vendor 44:				63.00
29222	20 500530 500530 500530	Abdo LLP 2024 Audit 2024 Audit 2024 Audit	01/14/2025	1,050.00 1,050.00 4,900.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 29222:				7,000.00
29223	383 S1 474681010125	Aspen Waste Systems of Minnesota Inc January Refuse Service	01/14/2025	468.19
Total for Check Number 29223:				468.19
29224	233 91829 91829 93019	Bond Trust Services Corporation 2019 Bond Interest 333519 2019 Bond Principal 333519 2019A Agent Paying Fee - Ref 93019-PA	01/14/2025	7,750.00 100,000.00 575.00
Total for Check Number 29224:				108,325.00
29225	57 012025	Heather Butkowski 4Q24 Mileage Reimbursement	01/14/2025	87.10
Total for Check Number 29225:				87.10
29226	133 012025	Miles Cline 4Q24 Mileage Reimbursement	01/14/2025	34.32
Total for Check Number 29226:				34.32
29227	385 012025	Fusion Learning Partners 2024RCLLGMMBRIZA0016	01/14/2025	210.00
Total for Check Number 29227:				210.00
29228	164 4327126	Imperial Dade Toilet Tissue	01/14/2025	212.62
Total for Check Number 29228:				212.62
29229	134 00151	Katrina Joseph December Legal Services	01/14/2025	925.00
Total for Check Number 29229:				925.00
29230	30 420069 420069 420266	League of Minnesota Cities Day on the Hill Event - HB Day on the Hill Event - MG Day on the Hill Event - SK	01/14/2025	99.00 99.00 99.00
Total for Check Number 29230:				297.00
29231	30 012025	League of Minnesota Cities 2025 LMC Dues	01/14/2025	3,024.00
Total for Check Number 29231:				3,024.00
29232	152 012025	Metro Watershed Partners 2025 Membership Clean Water MN	01/14/2025	500.00
Total for Check Number 29232:				500.00
29233	387 2344 2344 2344	Metro-INET January IT/Phone January IT/Phone January IT/Phone	01/14/2025	1,874.12 624.71 315.17

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 29233:				2,814.00
29234	99 012025	Metropolitan Area Management Association 2025 HB Dues	01/14/2025	50.00
Total for Check Number 29234:				50.00
29235	24 0001181386	Metropolitan Council Environmental Service February Waste Water	01/14/2025	14,836.69
Total for Check Number 29235:				14,836.69
29236	95 012025 012025	Minnesota County/City Managers Association 2025 APMP Dues - JB/MC 2025 MCMA Dues - HB	01/14/2025	150.00 170.40
Total for Check Number 29236:				320.40
29237	79 DEC1230252024	Minnesota Department of Labor & Industry 4Q2024 Surcharge Report	01/14/2025	62.69
Total for Check Number 29237:				62.69
29238	103 012025	Minnesota Mayors Association 2024-2025 Membership	01/14/2025	30.00
Total for Check Number 29238:				30.00
29239	367 1580	Northeast Youth & Family Services Municipality Service Contract	01/14/2025	5,510.99
Total for Check Number 29239:				5,510.99
29240	231 3706 3706 3706 3706 3706	SafeAssure Consultants Inc Safety Training Annual Contract Safety Training Annual Contract Safety Training Annual Contract Safety Training Annual Contract Safety Training Annual Contract	01/14/2025	144.19 432.58 288.38 288.38 288.38
Total for Check Number 29240:				1,441.91
29241	90 6102487063 6102487063 6102487063	Verizon Wireless December Cell Phone December Cell Phone December Cell Phone	01/14/2025	82.09 41.04 41.05
Total for Check Number 29241:				164.18
29242	425 6290326609 6290326609	Vestis January Uniforms January Uniforms	01/14/2025	22.76 22.77
Total for Check Number 29242:				45.53
29243	74 908916542 908953360	Xcel Energy Larpenteur Bridge Lights 2430 Larpenteur Avenue W	01/14/2025	70.44 9.31
Total for Check Number 29243:				79.75

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for 1/14/2025:				146,502.37
Report Total (68 checks):				395,089.64

LAUDERDALE COUNCIL ACTION FORM

Meeting Date January 14, 2025

Agenda Item November Finances

Action Requested

Consent ☒ Public Hearing ☐ Discussion ☐
Action ☐ Resolution ☐ Work Session ☐

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Every month, staff provide the Council with an updated copy of the city's finances. Following are the revenue, expense, and cash balance reports for November 2024.

STAFF RECOMMENDATION:

By approving the consent agenda, the Council acknowledges the city's financial report for November 2024.

General Ledger

Cash Balances

User: heather.butkowski
 Printed: 12/10/2024 11:55:04 AM
 Period 11 - 11
 Fiscal Year 2024



Description	Account	Beg Bal	MTD Debit	MTD Credit	Current Balance
Cash	101-00000-000-10100	-3,092,929.06	435,834.45	240,250.97	-2,897,345.58
Change Fund	101-00000-000-10300	100.00	0.00	0.00	100.00
Cash	226-00000-000-10100	36,975.32	92.77	1,797.84	35,270.25
Cash	227-00000-000-10100	61,921.38	36,031.89	6,905.58	91,047.69
Cash	306-00000-000-10100	218,244.82	17,594.56	0.00	235,839.38
Cash	401-00000-000-10100	74,021.44	195.20	0.00	74,216.64
Cash	403-00000-000-10100	568,400.03	5,262.43	2,286.50	571,375.96
Cash	404-00000-000-10100	208,445.12	549.69	0.00	208,994.81
Cash	406-00000-000-10100	365,218.05	963.11	0.00	366,181.16
Cash	414-00000-000-10100	334,825.48	874.39	3,250.00	332,449.87
Cash	416-00000-000-10100	790.93	12,707.65	0.00	13,498.58
Cash	602-00000-000-10100	943,439.78	19,388.85	33,328.10	929,500.53
Cash	603-00000-000-10100	410,735.59	13,284.74	23,804.37	400,215.96
Current Assets		130,188.88	542,779.73	311,623.36	361,345.25
Petty Cash	101-00000-000-10200	300.00	0.00	0.00	300.00
Petty Cash		300.00	0.00	0.00	300.00
Investments - Fair Value Adj	101-00000-000-10410	3,541,815.98	10,029.01	100,000.00	3,451,844.99
Investments		3,541,815.98	10,029.01	100,000.00	3,451,844.99
Grand Total		<u>3,672,304.86</u>	<u>552,808.74</u>	<u>411,623.36</u>	<u>3,813,490.24</u>

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 12/10/2024 12:00:13 PM
 Period 11 - 11
 Fiscal Year 2024

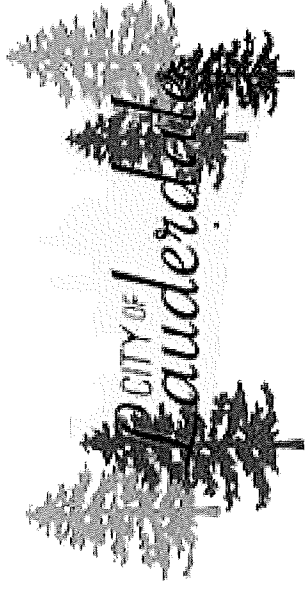


Account Number	Description	Budget	Current Period	YTD Balance	Variance	% ExpendCollect
101	General Fund					
	Revenue					
	Taxes	1,110,179.00	312,661.16	843,354.19	266,824.81	75.97
	Licenses and Permits	58,650.00	4,061.05	52,693.15	5,956.85	89.84
	Intergovernmental Revenues	566,639.00	0.00	249,735.00	316,904.00	44.07
	Charges for Services	13,550.00	1,431.50	13,001.09	548.91	95.95
	Fines and Forfeits	25,000.00	2,185.98	27,996.34	-2,996.34	111.99
	Miscellaneous Revenue	22,500.00	3,168.69	62,592.38	-40,092.38	278.19
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	1,796,518.00	323,508.38	1,249,372.15	547,145.85	69.54
	Expense					
	Personal Services	452,803.00	34,288.47	404,419.33	48,383.67	89.31
	Supplies	17,044.00	1,867.04	19,535.68	-2,491.68	114.62
	Other Services and Charges	1,326,671.00	181,741.99	1,241,460.03	85,210.97	93.58
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	1,796,518.00	217,897.50	1,665,415.04	131,102.96	92.70
101	General Fund	0.00	105,610.88	-416,042.89	416,042.89	0.00

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 12/10/2024 12:00:13 PM
 Period 11 - 11
 Fiscal Year 2024



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
226	Communications					
	Revenue					
	Taxes	15,000.00	0.00	9,521.10	5,478.90	63.47
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	400.00	92.77	1,469.86	-1,069.86	367.47
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	15,400.00	92.77	10,990.96	4,409.04	71.37
	Expense					
	Personal Services	10,867.00	846.57	10,051.51	815.49	92.50
	Supplies	0.00	0.00	248.07	-248.07	0.00
	Other Services and Charges	12,900.00	951.27	10,654.14	2,245.86	82.59
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Expense	23,767.00	1,797.84	20,953.72	2,813.28	88.16
226	Communications	-8,367.00	-1,705.07	-9,962.76	1,595.76	119.07

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 12/10/2024 12:00:13 PM
 Period 11 - 11
 Fiscal Year 2024



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
227	Recycling Revenue					
	Intergovernmental Revenues	6,118.00	0.00	0.00	6,118.00	0.00
	Miscellaneous Revenue	69,220.00	36,031.89	78,647.78	-9,427.78	113.62
	Revenue	75,338.00	36,031.89	78,647.78	-3,309.78	104.39
	Expense					
	Personal Services	27,892.00	2,172.16	25,802.47	2,089.53	92.51
	Supplies	0.00	0.00	0.00	0.00	0.00
	Other Services and Charges	44,363.00	4,733.42	39,615.32	4,747.68	89.30
	Capital Outlay	350.00	0.00	669.00	-319.00	191.14
	Expense	72,605.00	6,905.58	66,086.79	6,518.21	91.02
227	Recycling	2,733.00	29,126.31	12,560.99	-9,827.99	459.60

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 12/10/2024 12:00:13 PM
 Period 11 - 11
 Fiscal Year 2024



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
228	Fund					
	Revenue					
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
	Revenue	0.00	0.00	0.00	0.00	0.00
	Expense					
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	0.00	0.00	0.00	0.00	0.00
228	Fund	0.00	0.00	0.00	0.00	0.00

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 12/10/2024 12:00:13 PM
 Period 11 - 11
 Fiscal Year 2024



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

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 12/10/2024 12:00:13 PM
 Period 11 - 11
 Fiscal Year 2024



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
306	2019A Improvement Bonds					
	Revenue					
	Miscellaneous Revenue	2,000.00	620.29	7,763.66	-5,763.66	388.18
	Other Financing Sources	121,275.00	16,974.27	114,294.31	6,980.69	94.24
	Revenue	123,275.00	17,594.56	122,057.97	1,217.03	99.01
	Expense					
	Other Services and Charges	1,000.00	0.00	3,847.87	-2,847.87	384.79
	Debt Service	116,313.00	0.00	116,312.50	0.50	100.00
	Expense	117,313.00	0.00	120,160.37	-2,847.37	102.43
	2019A Improvement Bonds	5,962.00	17,594.56	1,897.60	4,064.40	31.83
306						

General Ledger Revenue vs Expense

User: heather.butkowski
 Printed: 12/10/2024 12:00:13 PM
 Period 11 - 11
 Fiscal Year 2024



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
401	General Capital Projects					
	Revenue					
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	3,500.00	195.20	2,907.89	592.11	83.08
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	3,500.00	195.20	2,907.89	592.11	83.08
	Expense					
	Other Services and Charges	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	91,000.00	0.00	77,730.36	13,269.64	85.42
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	91,000.00	0.00	77,730.36	13,269.64	85.42
401	General Capital Projects	-87,500.00	195.20	-74,822.47	-12,677.53	85.51

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 12/10/2024 12:00:13 PM
 Period 11 - 11
 Fiscal Year 2024



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
403	Street Capital Projects					
	Revenue					
	Intergovernmental Revenues	0.00	0.00	25,126.50	-25,126.50	0.00
	Miscellaneous Revenue	9,000.00	5,262.43	25,524.70	-16,524.70	283.61
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	9,000.00	5,262.43	50,651.20	-41,651.20	562.79
	Expense					
	Other Services and Charges	500.00	0.00	295.00	205.00	59.00
	Capital Outlay	5,000.00	2,286.50	6,216.00	-1,216.00	124.32
	Debt Service	0.00	0.00	0.00	0.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	5,500.00	2,286.50	6,511.00	-1,011.00	118.38
403	Street Capital Projects	3,500.00	2,975.93	44,140.20	-40,640.20	1,261.15

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 12/10/2024 12:00:13 PM
 Period 11 - 11
 Fiscal Year 2024



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
404	Park Capital Projects					
	Revenue					
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	5,000.00	549.69	7,672.98	-2,672.98	153.46
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	5,000.00	549.69	7,672.98	-2,672.98	153.46
	Expense					
	Supplies	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	0.00	0.00	0.00	0.00	0.00
404	Park Capital Projects	5,000.00	549.69	7,672.98	-2,672.98	153.46

General Ledger
Revenue vs Expense



User: heather.butkowski
Printed: 12/10/2024 12:00:13 PM
Period 11 - 11
Fiscal Year 2024

Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
406	Park Dedication Revenue	8,000.00	963.11	13,443.86	-5,443.86	168.05
	Miscellaneous Revenue					
	Revenue	8,000.00	963.11	13,443.86	-5,443.86	168.05
406	Park Dedication	8,000.00	963.11	13,443.86	-5,443.86	168.05

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 12/10/2024 12:00:13 PM
 Period 11 - 11
 Fiscal Year 2024



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
414	Development					
	Revenue					
	Miscellaneous Revenue	8,000.00	874.39	12,157.23	-4,157.23	151.97
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	8,000.00	874.39	12,157.23	-4,157.23	151.97
	Expense					
	Other Services and Charges	0.00	3,250.00	3,250.00	-3,250.00	0.00
	Other Uses	68,253.00	0.00	68,253.00	0.00	100.00
	Expense	68,253.00	3,250.00	71,503.00	-3,250.00	104.76
414	Development	-60,253.00	-2,375.61	-59,345.77	-907.23	98.49

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 12/10/2024 12:00:13 PM
 Period 11 - 11
 Fiscal Year 2024



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

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 12/10/2024 12:00:13 PM
 Period 11 - 11
 Fiscal Year 2024



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
416	TIF District No. 1-2					
	Revenue					
	Taxes	0.00	12,672.15	25,344.30	-25,344.30	0.00
	Miscellaneous Revenue	3,500.00	35.50	71.23	3,428.77	2.04
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	3,500.00	12,707.65	25,415.53	-21,915.53	726.16
	Expense					
	Other Services and Charges	1,500.00	0.00	511.86	988.14	34.12
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Debt Service	0.00	0.00	11,404.94	-11,404.94	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	1,500.00	0.00	11,916.80	-10,416.80	794.45
416	TIF District No. 1-2	2,000.00	12,707.65	13,498.73	-11,498.73	674.94

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 12/10/2024 12:00:13 PM
 Period 11 - 11
 Fiscal Year 2024



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
602	Sanitary Sewer					
	Revenue					
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Charges for Services	309,218.00	14,590.73	275,622.56	33,595.44	89.14
	Miscellaneous Revenue	20,000.00	4,428.28	38,510.59	-18,510.59	192.55
	Other Financing Sources	0.00	487.46	974.92	-974.92	0.00
	Revenue	329,218.00	19,506.47	315,108.07	14,109.93	95.71
	Expense					
	Personal Services	78,270.00	5,784.36	72,364.63	5,905.37	92.46
	Supplies	850.00	57.69	651.45	198.55	76.64
	Other Services and Charges	214,410.00	27,603.67	253,699.52	-39,289.52	118.32
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	293,530.00	33,445.72	326,715.60	-33,185.60	111.31
602	Sanitary Sewer	35,688.00	-13,939.25	-11,607.53	47,295.53	-32.53

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 12/10/2024 12:00:13 PM
 Period 11 - 11
 Fiscal Year 2024



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
603	Storm Water					
	Revenue					
	Intergovernmental Revenues	0.00	0.00	12,579.51	-12,579.51	0.00
	Charges for Services	132,025.00	12,252.87	120,071.99	11,953.01	90.95
	Miscellaneous Revenue	9,000.00	1,052.63	15,333.44	-6,333.44	170.37
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	141,025.00	13,305.50	147,984.94	-6,959.94	104.94
	Expense					
	Personal Services	67,019.00	4,979.79	62,028.46	4,990.54	92.55
	Supplies	850.00	57.69	651.44	198.56	76.64
	Other Services and Charges	28,621.00	18,787.65	76,690.24	-48,069.24	267.95
	Capital Outlay	0.00	0.00	14,800.00	-14,800.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	96,490.00	23,825.13	154,170.14	-57,680.14	159.78
603	Storm Water	44,535.00	-10,519.63	-6,185.20	50,720.20	-13.89

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 12/10/2024 12:00:13 PM
 Period 11 - 11
 Fiscal Year 2024



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
999	Fund					
	Revenue					
	Taxes	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	0.00	0.00	0.00	0.00	0.00
	Expense					
	Personal Services	0.00	0.00	0.00	0.00	0.00
	Other Services and Charges	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Debt Service	0.00	0.00	0.00	0.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	0.00	0.00	0.00	0.00	0.00
999	Fund	0.00	0.00	0.00	0.00	0.00

General Ledger
Revenue vs Expense

User: heather.butkowski
Printed: 12/10/2024 12:00:13 PM
Period 11 - 11
Fiscal Year 2024



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
Revenue Total		2,517,774.00	430,592.04	2,036,410.56	481,363.44	0.8088
Expense Total		2,566,476.00	289,408.27	2,521,162.82	45,313.18	0.9823
Grand Total		-48,702.00	141,183.77	-484,752.26	436,050.26	9.9534

LAUDERDALE COUNCIL ACTION FORM

Meeting Date January 14, 2025

Agenda Item December Finances

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:

Every month, staff provide the Council with an updated copy of the city's finances. Following are the revenue, expense, and cash balance reports for December 2024.

STAFF RECOMMENDATION:

By approving the consent agenda, the Council acknowledges the city's financial report for December 2024.

General Ledger

Cash Balances

User: heather.butkowski
 Printed: 1/10/2025 2:03:04 PM
 Period 12 - 12
 Fiscal Year 2024



Description	Account	Beg Bal	MTD Debit	MTD Credit	Current Balance
Cash	101-00000-000-10100	-2,897,345.58	738,806.63	905,417.40	-3,063,956.35
Change Fund	101-00000-000-10300	100.00	0.00	0.00	100.00
Cash	226-00000-000-10100	35,270.25	55.31	2,980.18	32,345.38
Cash	227-00000-000-10100	91,047.69	135.53	11,921.98	79,261.24
Cash	306-00000-000-10100	235,839.38	403.97	0.00	236,243.35
Cash	401-00000-000-10100	74,216.64	12,147.68	0.00	86,364.32
Cash	403-00000-000-10100	571,375.96	3,504.52	0.00	574,880.48
Cash	404-00000-000-10100	208,994.81	357.98	0.00	209,352.79
Cash	406-00000-000-10100	366,181.16	627.23	0.00	366,808.39
Cash	414-00000-000-10100	332,449.87	50,655.09	0.00	383,104.96
Cash	416-00000-000-10100	13,498.58	3.59	11,404.94	2,097.23
Cash	602-00000-000-10100	929,500.53	55,937.57	29,965.64	955,472.46
Cash	603-00000-000-10100	400,215.96	20,199.81	14,498.41	405,917.36
Current Assets		361,345.25	882,834.91	976,188.55	267,991.61
Petty Cash	101-00000-000-10200	300.00	0.00	0.00	300.00
Petty Cash		300.00	0.00	0.00	300.00
Investments - Fair Value Adj	101-00000-000-10410	3,451,844.99	607,142.27	150,000.00	3,908,987.26
Investments		3,451,844.99	607,142.27	150,000.00	3,908,987.26
Grand Total		<u>3,813,490.24</u>	<u>1,489,977.18</u>	<u>1,126,188.55</u>	<u>4,177,278.87</u>

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 1/10/2025 2:04:09 PM
 Period 12 - 12
 Fiscal Year 2024

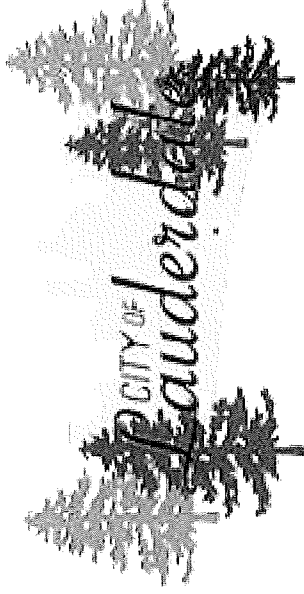


Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend	Collect
101	General Fund						
	Revenue						
	Taxes	1,110,179.00	269,000.48	1,112,354.67	-2,175.67		100.20
	Licenses and Permits	58,650.00	750.00	53,443.15	5,206.85		91.12
	Intergovernmental Revenues	566,639.00	249,735.00	499,470.00	67,169.00		88.15
	Charges for Services	13,550.00	500.00	13,501.09	48.91		99.64
	Fines and Forfeits	25,000.00	2,368.10	30,364.44	-5,364.44		121.46
	Miscellaneous Revenue	22,500.00	3,981.96	66,574.34	-44,074.34		295.89
	Other Financing Sources	0.00	0.00	0.00	0.00		0.00
		1,796,518.00	526,335.54	1,775,707.69	20,810.31		98.84
	Revenue						
	Expense						
	Personal Services	452,803.00	39,768.53	444,187.86	8,615.14		98.10
	Supplies	17,044.00	1,443.23	20,978.91	-3,934.91		123.09
	Other Services and Charges	1,326,671.00	194,592.28	1,436,052.31	-109,381.31		108.24
	Capital Outlay	0.00	0.00	0.00	0.00		0.00
	Other Uses	0.00	0.00	0.00	0.00		0.00
		1,796,518.00	235,804.04	1,901,219.08	-104,701.08		105.83
	Expense						
101	General Fund	0.00	290,531.50	-125,511.39	125,511.39		0.00

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 1/10/2025 2:04:09 PM
 Period 12 - 12
 Fiscal Year 2024



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
226	Communications					
	Revenue					
	Taxes	15,000.00	0.00	9,521.10	5,478.90	63.47
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	400.00	55.31	1,525.17	-1,125.17	381.29
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	15,400.00	55.31	11,046.27	4,353.73	71.73
	Expense					
	Personal Services	10,867.00	927.73	10,979.24	-112.24	101.03
	Supplies	0.00	0.00	248.07	-248.07	0.00
	Other Services and Charges	12,900.00	2,052.45	12,706.59	193.41	98.50
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Expense	23,767.00	2,980.18	23,933.90	-166.90	100.70
	Communications	-8,367.00	-2,924.87	-12,887.63	4,520.63	154.03

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 1/10/2025 2:04:09 PM
 Period 12 - 12
 Fiscal Year 2024



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
227	Recycling					
	Revenue					
	Intergovernmental Revenues	6,118.00	0.00	0.00	6,118.00	0.00
	Miscellaneous Revenue	69,220.00	135.53	78,783.31	-9,563.31	113.82
	Revenue	75,338.00	135.53	78,783.31	-3,445.31	104.57
	Expense					
	Personal Services	27,892.00	2,455.14	28,257.61	-365.61	101.31
	Supplies	0.00	0.00	0.00	0.00	0.00
	Other Services and Charges	44,363.00	9,466.84	49,082.16	-4,719.16	110.64
	Capital Outlay	350.00	0.00	669.00	-319.00	191.14
	Expense	72,605.00	11,921.98	78,008.77	-5,403.77	107.44
227	Recycling	2,733.00	-11,786.45	774.54	1,958.46	28.34

General Ledger
Revenue vs Expense

User: heather.butkowski
Printed: 1/10/2025 2:04:09 PM
Period 12 - 12
Fiscal Year 2024



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
228	Fund					
	Revenue					
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
	Revenue	0.00	0.00	0.00	0.00	0.00
	Expense					
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	0.00	0.00	0.00	0.00	0.00
228	Fund	0.00	0.00	0.00	0.00	0.00

General Ledger
Revenue vs Expense

User: heather.butkowski
Printed: 1/10/2025 2:04:09 PM
Period 12 - 12
Fiscal Year 2024



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

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 1/10/2025 2:04:09 PM
 Period 12 - 12
 Fiscal Year 2024



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
306	2019A Improvement Bonds					
	Revenue					
	Miscellaneous Revenue	2,000.00	403.97	8,167.63	-6,167.63	408.38
	Other Financing Sources	121,275.00	0.00	114,294.31	6,980.69	94.24
	Revenue	123,275.00	403.97	122,461.94	813.06	99.34
	Expense					
	Other Services and Charges	1,000.00	0.00	3,847.87	-2,847.87	384.79
	Debt Service	116,313.00	0.00	116,312.50	0.50	100.00
	Expense	117,313.00	0.00	120,160.37	-2,847.37	102.43
306	2019A Improvement Bonds	5,962.00	403.97	2,301.57	3,660.43	38.60

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 1/10/2025 2:04:09 PM
 Period 12 - 12
 Fiscal Year 2024



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
401	General Capital Projects					
	Revenue					
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	3,500.00	12,147.68	15,055.57	-11,555.57	430.16
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	3,500.00	12,147.68	15,055.57	-11,555.57	430.16
	Expense					
	Other Services and Charges	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	91,000.00	0.00	77,730.36	13,269.64	85.42
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	91,000.00	0.00	77,730.36	13,269.64	85.42
401	General Capital Projects	-87,500.00	12,147.68	-62,674.79	-24,825.21	71.63

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 1/10/2025 2:04:09 PM
 Period 12 - 12
 Fiscal Year 2024



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
403	Street Capital Projects					
	Revenue					
	Intergovernmental Revenues	0.00	2,521.50	27,648.00	-27,648.00	0.00
	Miscellaneous Revenue	9,000.00	983.02	26,507.72	-17,507.72	294.53
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	9,000.00	3,504.52	54,155.72	-45,155.72	601.73
	Expense					
	Other Services and Charges	500.00	0.00	295.00	205.00	59.00
	Capital Outlay	5,000.00	0.00	6,216.00	-1,216.00	124.32
	Debt Service	0.00	0.00	0.00	0.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	5,500.00	0.00	6,511.00	-1,011.00	118.38
403	Street Capital Projects	3,500.00	3,504.52	47,644.72	-44,144.72	1,361.28

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 1/10/2025 2:04:09 PM
 Period 12 - 12
 Fiscal Year 2024



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
404	Park Capital Projects					
	Revenue					
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	5,000.00	357.98	8,030.96	-3,030.96	160.62
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	5,000.00	357.98	8,030.96	-3,030.96	160.62
	Expense					
	Supplies	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	0.00	0.00	0.00	0.00	0.00
404	Park Capital Projects	5,000.00	357.98	8,030.96	-3,030.96	160.62

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 1/10/2025 2:04:09 PM
 Period 12 - 12
 Fiscal Year 2024



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
406	Park Dedication Revenue	8,000.00	627.23	14,071.09	-6,071.09	175.89
	Miscellaneous Revenue					
	Revenue	8,000.00	627.23	14,071.09	-6,071.09	175.89
406	Park Dedication	8,000.00	627.23	14,071.09	-6,071.09	175.89

General Ledger Revenue vs Expense

User: heather.butkowski
Printed: 1/10/2025 2:04:09 PM
Period 12 - 12
Fiscal Year 2024



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
414	Development					
	Revenue					
	Miscellaneous Revenue	8,000.00	50,655.09	62,812.32	-54,812.32	785.15
	Other Financing Sources	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	Revenue	8,000.00	50,655.09	62,812.32	-54,812.32	785.15
	Expense					
	Other Services and Charges	0.00	0.00	3,250.00	-3,250.00	0.00
	Other Uses	<u>68,253.00</u>	<u>0.00</u>	<u>68,253.00</u>	<u>0.00</u>	<u>100.00</u>
414	Expense	68,253.00	0.00	71,503.00	-3,250.00	104.76
	Development	-60,253.00	50,655.09	-8,690.68	-51,562.32	14.42

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 1/10/2025 2:04:09 PM
 Period 12 - 12
 Fiscal Year 2024



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

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 1/10/2025 2:04:09 PM
 Period 12 - 12
 Fiscal Year 2024



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
416	TIF District No. 1-2					
	Revenue					
	Taxes	0.00	0.00	25,344.30	-25,344.30	0.00
	Miscellaneous Revenue	3,500.00	3.59	74.82	3,425.18	2.14
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	3,500.00	3.59	25,419.12	-21,919.12	726.26
	Expense					
	Other Services and Charges	1,500.00	0.00	511.86	988.14	34.12
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Debt Service	0.00	11,404.94	22,809.88	-22,809.88	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	1,500.00	11,404.94	23,321.74	-21,821.74	1,554.78
416	TIF District No. 1-2	2,000.00	-11,401.35	2,097.38	-97.38	104.87

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 1/10/2025 2:04:09 PM
 Period 12 - 12
 Fiscal Year 2024



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
602	Sanitary Sewer					
	Revenue					
	Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.00
	Charges for Services	309,218.00	56,379.17	332,001.73	-22,783.73	107.37
	Miscellaneous Revenue	20,000.00	1,633.81	40,144.40	-20,144.40	200.72
	Other Financing Sources	0.00	0.00	974.92	-974.92	0.00
	Revenue	329,218.00	58,012.98	373,121.05	-43,903.05	113.34
	Expense					
	Personal Services	78,270.00	6,901.97	79,266.60	-996.60	101.27
	Supplies	850.00	130.87	782.32	67.68	92.04
	Other Services and Charges	214,410.00	19,928.21	273,627.73	-59,217.73	127.62
	Capital Outlay	0.00	5,080.00	5,080.00	-5,080.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	293,530.00	32,041.05	358,756.65	-65,226.65	122.22
602	Sanitary Sewer	35,688.00	25,971.93	14,364.40	21,323.60	40.25

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 1/10/2025 2:04:09 PM
 Period 12 - 12
 Fiscal Year 2024



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
603	Storm Water					
	Revenue					
	Intergovernmental Revenues	0.00	250.00	12,829.51	-12,829.51	0.00
	Charges for Services	132,025.00	19,621.96	139,693.95	-7,668.95	105.81
	Miscellaneous Revenue	9,000.00	694.10	16,027.54	-7,027.54	178.08
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	141,025.00	20,566.06	168,551.00	-27,526.00	119.52
	Expense					
	Personal Services	67,019.00	5,921.13	67,949.59	-930.59	101.39
	Supplies	850.00	130.86	782.30	67.70	92.04
	Other Services and Charges	28,621.00	8,812.67	85,502.91	-56,881.91	298.74
	Capital Outlay	0.00	0.00	14,800.00	-14,800.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	96,490.00	14,864.66	169,034.80	-72,544.80	175.18
603	Storm Water	44,535.00	5,701.40	-483.80	45,018.80	-1.09

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 1/10/2025 2:04:09 PM
 Period 12 - 12
 Fiscal Year 2024



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
999	Fund					
	Revenue					
	Taxes	0.00	0.00	0.00	0.00	0.00
	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
	Other Financing Sources	0.00	0.00	0.00	0.00	0.00
	Revenue	0.00	0.00	0.00	0.00	0.00
	Expense					
	Personal Services	0.00	0.00	0.00	0.00	0.00
	Other Services and Charges	0.00	0.00	0.00	0.00	0.00
	Capital Outlay	0.00	0.00	0.00	0.00	0.00
	Debt Service	0.00	0.00	0.00	0.00	0.00
	Other Uses	0.00	0.00	0.00	0.00	0.00
	Expense	0.00	0.00	0.00	0.00	0.00
999	Fund	0.00	0.00	0.00	0.00	0.00

General Ledger

Revenue vs Expense

User: heather.butkowski
 Printed: 1/10/2025 2:04:09 PM
 Period 12 - 12
 Fiscal Year 2024



Account Number	Description	Budget	Current Period	YTD Balance	Variance	% Expend/Collect
Revenue Total		2,517,774.00	672,805.48	2,709,216.04	-191,442.04	1.076
Expense Total		2,566,476.00	309,016.85	2,830,179.67	-263,703.67	1.1027
Grand Total		-48,702.00	363,788.63	-120,963.63	72,261.63	2.4838

LAUDERDALE COUNCIL ACTION FORM

Meeting Date January 14, 2025

Agenda Item 2025 Depositories

Action Requested

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

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

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

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

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

STAFF RECOMMENDATION:

By approving the Consent Agenda, the Council adopts Resolution No. 011425A Designating Official Depository and Investment Institutions.

RESOLUTION NO. 011425A

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

**DESIGNATING OFFICIAL DEPOSITORY
AND INVESTMENT INSTITUTIONS**

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

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

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

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

BE IT FURTHER RESOLVED, Northland Securities, RBC Capital Markets, LLC, and the 4M Fund/PFA Financial Network, Inc. are the city's investment institutions and brokers for 2025.

Adopted this 14th day of January 2025.

Mary Gaasch, Mayor

Heather Butkowski, City Administrator

LAUDERDALE COUNCIL ACTION FORM

Meeting Date January 14, 2025

Agenda Item '25 Meeting Schedule

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:

Annually, the City Council sets its meeting schedule for the following year. If the Council continues to meet on the second and fourth Tuesdays of the month, the schedule would be as attached. Exceptions are that Veterans Day conflicts with the usual meeting schedule. The schedule as proposed moves the city council meeting date to Wednesday, November 12. August 12 is the state primary. The meeting would begin at 8:00 p.m. unless otherwise changed to a different date. If meeting dates need to be rescheduled, staff will handle the posting of notices etc. After the Council adopts the meeting schedule, it will be posted at City Hall and published to the city's website.

The calendar also notes the dates of the Environment and Sustainability Commission meetings.

STAFF RECOMMENDATION:

By approving the Consent Agenda, the City Council adopts the meeting schedule for 2025 as presented.

2025 Lauderdale Meeting Schedule

City Council

January 14

January 28

February 11

February 25

March 11

March 25

April 8

April 22

May 13

May 27

June 10

June 24

July 8

July 22

August 12 (8 p.m.)

August 26

September 9

September 23

October 14

October 28

November 12 (Wed)

November 25

December 9

Environment and Sustainability Commission

January 21

February 18

March 18

April 15

May 20

June 17

July 15

August 19

September 16

October 21

November 18

December 16

Holidays Observed

New Year's – Wednesday, January 1

M. L. King Day – Monday, January 20

President's Day – Monday, February 17

Memorial Day – Monday, May 26

Juneteenth – Thursday, June 19

Independence Day – Friday, July 4

Labor Day – Monday, September 1

Veterans Day – Tuesday, November 11

Thanksgiving – Thursday, November 27 &

Friday, November 28

Christmas – Wednesday, December 24 &

Thursday, December 25

Meeting Notes:

City Council and Environmental
Commission meetings begin at 7:00
p.m. and are held at Lauderdale City
Hall, 1891 Walnut Street.

LAUDERDALE COUNCIL ACTION FORM

Meeting Date January 14, 2025

Agenda Item 2025 Fee Schedule

Action Requested

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

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

At the end of each calendar year, staff reviews the fee schedule in anticipation of the year ahead. Many fees haven't changed in years, even a decade or more. Staff noted in red staff's recommended fees. The previous fees are noted in the next column in black. Some are significant increases but more closely reflect the cost in staff time. Staff prefer to change the fees infrequently because it results in sizable work to update all of our forms with the new pricing. Prior to adopting the fee schedule, the city council must hold a public hearing.

STAFF RECOMMENDATION:

Adopt Resolution 011425B - A Resolution Establishing 2025 License and Permit Fees, and Administrative Fees and Fines.

RESOLUTION NO. 011425B

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

**A RESOLUTION ESTABLISHING 2025 LICENSE AND PERMIT FEES
AND ADMINISTRATIVE FEES AND FINES**

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

WHEREAS, the City may also charge for administrative activities and fines. Reasonable charges were included in the 2025 Fee Schedule; and

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

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Lauderdale, Minnesota, hereby adopts the 2025 Fee Schedule as attached.

Adopted by the City Council of the City of Lauderdale this 14th day of January, 2025.

Mary Gaasch, Mayor

ATTEST:

Heather Butkowski
City Administrator

2025 Fee Schedule

ADMINISTRATIVE FEE

Each Occurrence \$25.00

ADMINISTRATIVE VIOLATION / CITATION

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

ANIMALS

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

BINGO OR RAFFLE

\$100.00

BUILDING PERMITS

See Appendix A

BUILDING REGULATIONS PERMITS (CITY CODE CHAPTER 9)

Driveway or Parking Pad	\$100.00	\$50.00
Fence	\$100.00	\$50.00
Retaining Wall	\$100.00	\$50.00
Sidewalk	\$100.00	\$50.00
Swimming Pool	\$100.00	\$50.00
Waiver Application	\$200.00	\$100.00

BUSINESS ASSISTANCE

Escrow with minimum of \$10,000.00

CANNABIS AND HEMP BUSINESS LICENSES AND REGISTRATIONS

Initial Application	\$500.00
Renewal Application	\$1,000.00
Temporary Cannabis Events	\$500.00
Civil Penalty: Failing to Register	\$100 / day
Civil Penalty: Other Violations of Title 3, Chapter 11	\$100 / day

CERTIFIED COPIES

\$1.00/page plus sales tax

CIGARETTES/TOBACCO LICENSE

\$200.00/year

CITY COUNCIL

Requested Special Meeting	\$500.00	\$250.00
---------------------------	----------	----------

CITY PROPERTY RENTAL

Banquet Table Rent	\$4.00/table
Banquet Table Deposit	\$100.00/table

Metal Detector Rent	\$5.00/day	
Metal Detector Deposit	\$100.00	
Metal Folding Chair Rent	\$0.75/chair	
Metal Folding Chair Deposit	\$20.00/chair	
COMMUNITY ROOM RENTAL		
Resident Use Only	\$75.00/5 hour block	\$50.00/5 hour block
Cancellation Fee	\$20.00	
Deposit - Key	\$100.00	
Deposit - Damage	\$100.00	
Excess Trash Fee	\$10.00/bag	
COUNCIL MEETING RECORDING	\$100.00 plus sales tax	\$50.00
DOCUMENT RECORDING FEE	Ramsey County Rate	
FIRE		
False Alarms		
Per Ordinance	Cost plus administrative fee	
Fire Call		
Charge Back	Cost of Fire Services plus administrative fee	
Fire Inspection		
Annual or Additional	\$50.00/hour	
LIQUOR, 3.2 Percent		
Off-Sale	\$150.00	
On-Sale	\$300.00	
Temporary	\$50.00	
Penalties	See Appendix B	
MECHANICAL PERMITS	See Appendix A	
MERCHANDISE SALES		
History Book	\$25.00	(\$23.07 + \$1.93 sales tax)
Mugs	\$7.00	(\$6.46 + \$.54 sales tax)
T-shirts	\$13.00	
Long-sleeve t-shirt	\$16.00	
Sweatshits	\$22.00	
MILEAGE REIMBURSEMENT	Per IRS	
NON-SUFFICIENT FUNDS CHECK	\$30.00	
NUISANCE ABATEMENTS		
Weed/Grass Mowing	Actual Costs + Admin Fee	
Refuse	Actual Costs + Admin Fee	
Junk Vehicles	Actual Costs of Towing & Disposal + Admin Fee	
Nuisance Violation Appeal	\$200.00	
PARKING		
Disabled Parking Zone Sign	\$50.00/year	\$25.00
PARK DEDICATION		
Residential	\$3,000/per unit	
Commercial/Industrial	10% of fair market value of subdivided land	
PARK RESERVATION RENTALS		
Resident	No Fee	

Non-resident	\$35.00 plus sales tax/4 hour b \$20.00	
Non-resident Damage Deposit	\$50.00	
PHOTOCOPY	\$.25/page	
PLUMBING	See Appendix A	
REFUSE HAULER LICENSES		
Residential	\$250.00	
Commercial	\$250.00	
RENTAL HOUSING	See Appendix A	
RIGHT-OF-WAY		
City Engineer's Review, if applicable	\$150.00	
City Attorney Review, if applicable	\$100.00	
Excavation Permit	\$100.00 plus bond	
Obstruction Permit	\$100.00	
SANITARY SEWER AND WATER DEVELOPMENT		
Sewer Availability Charge	Per Metropolitan Council	
Water Availability Charge	Per St. Paul Water	
SPECIAL ASSESSMENTS, Interest Rate		
Delinquent Utility Bills, Accounts Receivable	8.0% or \$25.00, whichever is greater	
Petition and Waiver Agreements	4.25%	5.00%
SUBDIVISION APPLICATIONS (CITY CODE TITLE 11)		
Lot Consolitation / Division	\$250 plus \$500 escrow*	\$150 plus \$500 escrow*
Lot Line Rearrangement	\$250 plus \$1,000 escrow*	\$200 plus \$1,000 escrow*
Subdivision	\$500.00 plus \$1,500 escrow *	
TREE CONTRACTOR LICENSE	\$50.00/year	
VACATIONS (Streets, Alleys, etc.)	\$500.00 plus \$700 escrow *	
ZONING APPLICATIONS (CITY CODE TITLE 10)		
Conditional Use Permit	\$200 plus \$500 escrow*	
Home Occupation	\$100.00	
Planned Unit Development	\$500 plus \$5,000 escrow *	
Sign Permit	\$200.00	
Variance	\$150.00	
Zoning Amendment	\$500.00 plus \$1,500 escrow *	

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

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

2025 Rum River Consultants Permit and Inspection Fees Recommendation
Formatted in a way that is Understandable, Explainable, and Defendable

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

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

Total Valuation	Permit Fee
\$0 to \$2,000	\$100.00 Minimum
\$2,001 to \$25,000	\$83.50 for the first \$2,000 plus \$16.55 for each additional \$1,000 or fraction thereof, to and including \$25,000
\$25,001 to \$50,000	\$464.15 for the first \$25,000 plus \$12 for each additional \$1,000 or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$764.15 for the first \$50,000 plus \$8.45 for each additional \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$1,186.65 for the first \$100,000 plus \$6.75 for each additional \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$3,886.65 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000; and
\$1,000,001 and up	\$6,636.65 for the first \$1,000,000 plus \$4.50 for each additional \$1,000 or fraction thereof

Subd. 2. Project Valuation Determination. Valuation data may be referenced from the State of Minnesota, the International Code Council, or Exhibit C ("Rum River Consultant's Building Valuation Data Table") attached hereto.

Subd. 3. Plan Review Fees.

- (A) Plan review fees for building, mechanical, fire suppression, and fire alarm permits shall be sixty-five percent (65%) of the building permit fees as set forth in Subdivision 1 of this Section.
- (C) Plan review fees for all public, commercial, and industrial plumbing permits shall be:

- (a) Systems with both water distribution and drain, waste, and vent systems and having:
 - (i) 25 or fewer drainage fixture units, \$150
 - (ii) 26 to 50 drainage fixture units, \$250
 - (iii) 51 to 150 drainage fixture units, \$350
 - (iv) 151 to 249 drainage fixture units, \$500
 - (v) 250 or more drainage fixture units, \$3 per drainage fixture unit to a maximum of \$4,000; and
 - (vi) Interceptors, separators, or catch basins, \$70 per interceptor, separator, or catch basin design
- (b) Building sewer service only, \$150
- (c) Building water service only, \$150
- (d) Building water distribution system only, no drainage system, \$5 per supply fixture unit or \$150, whichever is greater
- (e) Storm drainage system, a minimum fee of \$150 or:
 - (i) \$50 per drain opening, up to a maximum of \$500; and
 - (ii) \$70 per interceptor, separator, or catch basin design
- (f) Manufactured home park or campground, one to 25 sites, \$300
- (g) Manufactured home park or campground, 26 to 50 sites, \$350
- (h) Manufactured home park or campground, 51 to 125 sites, \$400
- (i) Manufactured home park or campground, more than 125 sites, \$500
- (j) Revision to previously reviewed or incomplete plans:
 - (i) Review of plans for which the city has issued two or more requests for additional information, per review, \$100 or ten percent of the

original fee, whichever is greater

- (ii) Proposer-requested revision with no increase in project scope, \$50 or ten percent of original fee, whichever is greater
 - (iii) Proposer-requested revision with an increase in project scope, \$50 plus the difference between the original project fee and the revised project fee--
- (D) If a permit applicant submits an application that requires plan review and decides not to proceed with the project after the plan review has been completed, the plan review fee will be billed by the jurisdiction to the permit applicant.
- (E) Plan review fees for similar plans are set forth in Minnesota Rules 1300.0160.
- (F) Where a plan review fee is performed and charged, the minimum plan review fee for all permits is \$50.

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

Subd. 5. Refunds. The jurisdiction may refund up to 80% of the permit fees in which no work has been done and no inspections have been made. Requests for refunds must be made by the permit applicant in writing within 180 days of issuance. Within 10 business days of receipt, the Contractor must review the refund request and determine the amount to be refunded or deny the refund request for cause. No refunds will be approved or granted for the following: plan review fees, re-inspection fees, or any other services that have previously been rendered.

Subd. 6. Work Without a Permit. Work commenced without a permit may result in additional fees as specified in MN Rules 1300.0160, Subpart 8. Investigative fees are identified in Subp. 10 of this Fee Schedule.

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

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

New construction mechanical (includes HVAC system, mechanical ventilation system, and gas lines)	\$150 per dwelling unit
Addition, alteration, remodel, or replacement mechanical	\$125
Basement finish mechanical – if not a rental property & the owner is performing the work	Included with required building permit
Basement finish mechanical – if a rental property and/or the work is being performed by a mechanical contractor	\$125
Furnace, fireplace, air conditioner units, garage heater, gas lines, miscellaneous mechanical appliance, or other minor mechanical work	\$125 per unit, each
Furnace, fireplace, air conditioner units, garage heater, gas lines, miscellaneous mechanical appliance, or other minor mechanical work installed and inspected, simultaneously	\$185 per dwelling unit

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

New construction plumbing	\$150 per dwelling unit
Addition, alteration, remodel, or replacement	\$125 per unit, each
Basement finish plumbing – if not a rental property & the owner is performing the work	Included with required building permit
Basement finish plumbing – if a rental property and/or the work is being performed by a mechanical contractor	\$125
Water heater, water conditioning system, municipal sewer connection, municipal water connection, irrigation system, backflow prevention, or minor plumbing work	\$125 per unit, each
Water heater, water conditioning system, municipal sewer connection, municipal water connection, irrigation system, backflow prevention, or minor plumbing work installed and inspected simultaneously	\$185 per dwelling unit

Subd. 10. Other Permits and Fees.

Residential accessory structures	Refer to Subd. 1 table 65% plan review may apply Max fee: \$850, includes plan review
Structure additions, alterations	Refer to Subd. 1 table 65% plan review may apply
Structure remodel	Refer to Subd. 1 table 65% plan review may apply

Basement finishes	Refer to Subd. 1 table 65% plan review may apply Max fee: \$500, includes plan review
Deck	Refer to Subd. 1 table 65% plan review may apply
Fence over 7 feet high	Refer to Subd. 1 table 65% plan review may apply
Residential structure moving	\$250 Add'l fees if over 60 miles from jurisdiction
Residential roofing	\$125 per dwelling unit
Residential siding	\$125 per dwelling unit
Residential window same size replacement	\$125 per dwelling unit
Commercial demolition	Refer to Subd. 1 table 65% plan review may apply
Residential demolition	\$200 65% plan review may apply
Manufactured home set-up	\$175 Foundations and connections only
Solar/Photovoltaic Systems Residential (up to 3.5kW)	\$175
Solar/Photovoltaic Systems Residential (over 3.5kW)	Refer to Subd. 1 table 65% plan review may apply
Solar/Photovoltaic Systems Commercial	Refer to Subd. 1 table 65% plan review may apply
Association, commercial, industrial, multi-family plumbing irrigation system	Refer to Subd. 1 table 65% plan review may apply
Miscellaneous commercial or residential building permits for which no fee is specifically indicated	Refer to Subd. 1 table 65% plan review may apply
Non-Residential Temporary Heating Equipment	\$150
Inspections which no fee is specifically indicated	\$95 per hour One (1) hour minimum
Additional plan review required by changes, additions, or revisions to previously approved plans	\$95 per hour One (1) hour minimum
Re-inspection fees	\$95 per hour One (1) hour minimum
Investigative Fee, Minnesota Rules 1300.0160, Subp. 8	In addition to the required permit fee but may not exceed the permit fee
Temporary Certificate of Occupancy	Residential - \$250 Commercial - \$450
Inspections outside normal business hours	\$150 per hour

	Two (2) hour minimum
Change of Use/Occupancy	Refer to Subd. 1 table 65% plan review may apply \$300 minimum fee
Septic System - Residential New or Replacement	\$350
Septic System - Commercial New or Replacement	Refer to Subd. 1 table 65% plan review may apply
Septic System - Tank Replacement/Holding Tank	\$175
Operating Permit	\$200 Annually
Maintenance/Pumping Permit	\$10 Triennial

Subd. 11. Biennial Rental Licensing.

Condo	\$150.00 per dwelling unit
Single Family Dwelling	\$250.00 per dwelling unit
Duplex	\$300.00 per building
Multi-Family (3+ Units)	\$400.00 per building + \$25.00 per unit
Reinspection Fee for Single Family, Duplex, Townhome, or Condo	\$100.00 per reinspection, per unit
Reinspection Fee for Multi-Family	\$95.00 per hour/inspection - whichever is greater (one-hour minimum charge)
License Late Fees	1 - 15 days: 50% of license fee 16+ days: 100% of license fee
Point of Conversion (existing homes converting to a rental property)	\$500.00

Subd. 12. Zoning Permits and Fees.

Driveways	\$250.00
Agricultural Zoning Permits	\$250.00
Fence Permits	\$125.00
Accessory Structures under 200 square feet	\$125.00

Rum River Consultant's Building Valuation Data Table for Projects Not Included in the International Code Council's or Minnesota Department of Labor & Industry's

Building Valuation Data Tables

Residential Permit Calculator

Use	Value Per Square Foot
Slab on Grade	\$17
Crawl Space	\$22
Unfinished Basement (new home or addition)	\$15
Finished Basement Existing Home	\$15
Main/First Floor Area	\$150
Second Floor Area	\$125
Basement Full Finished (new home)	\$25
Attached Garage	\$75
Detached Garage	\$60
Post & Beam Accessory Structure, Interior Finish	\$60
Post & Beam Accessory Structure, Unfinished Shell	\$25
Lean-to	\$25
Carport/Gazebo	\$50
Garage Conversion to Living Space	\$75
Porch, Open	\$55
Porch, 3-Season	\$130
Porch, 3-Season on Existing Deck	\$100
Porch, Screen Porch or Breezeway	\$90
Solarium	\$145
Deck	\$45
Deck, Screen-In & Roof Over Existing	\$50
In-Ground Pool	\$40
Above-Ground Pool	\$15
Masonry Fireplace	\$34,275.64
Remodel, Repair, Alteration, Other	Depends on Scope of Work

Appendix B**2025 Civil Penalty Fee Schedule for Alcohol Violations**

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

LAUDERDALE COUNCIL ACTION FORM

Meeting Date January 14, 2025

Agenda Item

Met Council I/I Grant

Action Requested

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

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The City of Lauderdale was awarded a \$25,000 2025 Private Property Inflow and Infiltration Grant from the Metropolitan Council. The grant provides Lauderdale residents with grants up to \$5,000 to help with repairs that will remove and prevent clear water from entering the wastewater treatment system. In 2024, the City awarded \$16,000 in grant funds.

The purpose of the grant is to prevent clear water from private sewer pipes from entering the sanitary sewer system as it doesn't need to be treated as wastewater. The clean water takes up space in the wastewater system, especially during rain events that have required the discharge of sewage into rivers and lakes when the system is overwhelmed.

Certain work qualifies and the grant pays up to 50% of eligible costs for:

- Private lateral repair and / or replacement
- Foundation drain disconnects with new sump pump, if associated with the foundation drain disconnect
- Sewer lateral inspection and cleaning costs if televising and cleaning result in repair or replacement of sewer lateral

In order to proceed, the Council must approve the grant agreement.

STAFF RECOMMENDATION:

Motion to approve the Metropolitan Council 2025 Private Property Inflow and Infiltration (I/I) Grant Agreement No. SG-22740.

METROPOLITAN COUNCIL
2025 PRIVATE PROPERTY INFLOW AND INFILTRATION (I/I)
GRANT AGREEMENT NO. SG-22740

This Metropolitan Council Environmental Services (ES) Funded Grant Agreement ("Grant Agreement") is entered into this [date of signature by both parties] between the Metropolitan Council, a public corporation and political subdivision of the State of Minnesota ("Met Council") and the **City of Lauderdale**, a municipal corporation ("Grantee").

RECITALS

1. In 2022, Minnesota Statutes 2020, section 471.342 was amended to authorize towns and political subdivisions to establish inflow and infiltration prevention programs and make loans or grants to property owners.
2. The Metropolitan Council Environmental Services (ES, Council) calculates the peak hourly flow discharge limit (I/I Goal) for each community connected to the metropolitan sanitary sewer disposal system. Wastewater flow that exceeds the respective I/I Goal is considered excessive flow. Communities that have a measured wastewater flow rate greater than 80 percent of the I/I Goal are eligible to apply for the Grant.
3. The Council authorizes its staff to enter into a private property inflow and infiltration grant agreement with local municipalities that are eligible for this grant program.

GRANT AGREEMENT

1. Term of Grant Agreement.

- 1.1. **Effective Date.** The effective date of this Grant Agreement is the date on which the Grant Agreement has been duly executed by both parties.
- 1.2. **Grant Activity Period.** The first day of the month following the Effective Date through and including the expiration date.
- 1.3. **Expiration Date.** The latter of (i) 2 years after final distribution of funds to Grantee; or (ii) until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.4. **Survival of Terms.** The following clauses survive the expiration, termination, or cancellation of this Grant Agreement; 9. Liability and Insurance; 10. Audits; 11. Government Data Practices; 13. Data Availability; 14. Governing Law, Jurisdiction and Venues; 16. Data Disclosure; 18. Future Eligibility.

2. Duties, Representations and Warranties of Grantee and Use of Grant Funds.

- 2.1. The Grantee agrees to conduct, administer, and complete in a satisfactory manner the program ("Grantee Program") which is described in Grantee's application to Met Council for assistance under the Met Council's Private Inflow and Infiltration grant program, which application is incorporated into this Grant Agreement as **Exhibit A (Grant Application)**, and in accordance with the terms and conditions of

this Grant Agreement. Specifically, the Grantee agrees to perform the “Grant Program” in accordance with a specific timeline, all as described in **Exhibit A (Grant Application)** and to undertake the financial responsibilities described in **Exhibit A (Grant Application)** to this Grant Agreement. The Grantee has the responsibility for and obligation to complete the “Grant Program” as described in **Exhibit A (Grant Application)**. The Met Council makes no representation or warranties with respect to the success and effectiveness of the “Grant Program”. The Met Council acknowledges that “Grant Program” work may be limited to soliciting participation by building owners in the “Grant Program” and requires additional work by the Grantee only to the extent that building owners choose to participate in the “Grant Program”, all as described in the Grantee's application attached as **Exhibit A (Grant Application)**.

The Grant Funds cannot be used for:

- Normal municipal operating or overhead costs, including such related to the Grant Program;
- Grantee's own public sewer infrastructure costs;
- The cost of studies;
- Engineering costs;
- Planning costs; and
- For equipment, machinery, supplies or other property to conduct the Grant Program, except for equipment, supplies or other property which is used primarily for the Grant Program and is specifically listed in **Exhibit A (Grant Application)**.

2.2. Grantee Representations and Warranties. The Grantee further covenants with and represents and warrants to Met Council, as follows:

A. It has the legal authority to enter into, execute and deliver this Grant Agreement and all documents referred to herein, has taken all actions necessary to its execution and delivery of such documents and has provided to Met Council a copy of the resolution by its governing body which authorizes Grantee to enter into this Agreement, to undertake the Private Property I/I Grant Program, including the Grantee financial responsibilities as shown in **Exhibit A (Grant Application)** and which also designates an authorized representative for the Grant Program who is authorized to provide certifications required in this Grant Agreement and submit pay claims for reimbursement of Grantee Program costs.

B. It has legal authority to conduct and administer the Grant Program and use the Grant Funds for the purpose or purposes described in this Agreement.

C. This Grant Agreement and all other documents referred to herein are the legal, valid and binding obligations of the Grantee enforceable against the Grantee in accordance with their respective terms.

D. It will comply with all the terms, conditions, provisions, covenants, requirements, and warranties in this Agreement, and all other documents referred to herein.

E. It has made no materially false statement or misstatement of fact in connection with the Grant Funds, and all the information it has submitted or will submit to the Council relating to the Grant Funds or the disbursement of any of the Grant Funds is and will be true and correct. It agrees that all representations contained in its application for the Private I/I Grant are material representations of fact

upon which the Council relied in awarding this Grant and are incorporated into this Agreement by reference.

F. It is not in violation of any provisions of its charter or of the laws of the State of Minnesota, and there are no material actions, suits, or proceedings pending, or to its knowledge threatened, before any judicial body or governmental authority against or affecting it and is not in default with respect to any order, writ, injunction, decree, or demand of any court or any governmental authority which would impair its ability to enter into this Grant Agreement or any document referred to herein, or to perform any of the acts required of it in such documents.

G. Neither the execution and delivery of this Grant Agreement or any document referred to herein nor compliance with any of the terms, conditions, requirements, or provisions contained in any of such documents is prevented by, is a breach of, or will result in a breach of, any term, condition, or provision of any agreement or document to which it is now a party or by which it is bound.

H. The Grantee will not violate any applicable zoning or use statute, ordinance, building code, rule or regulation, or any covenant or agreement of record relating thereto.

J. The Grant Program will be conducted in full compliance with all applicable laws, statutes, rules, ordinances, and regulations issued by any federal, state, or other political subdivisions having jurisdiction over the Grant Program.

K. It has complied with the financial responsibility requirements contained in **Exhibit A (Grant Application)**.

L. The Grant Program will be conducted substantially in accordance with **Exhibit A (Grant Application)** by the Completion Date as stated in **Exhibit A (Grant Application)**.

M. It shall furnish such satisfactory evidence regarding the representations described herein as may be required and requested by the Met Council.

3. Time.

Grantee must comply with all time requirements described in this Grant Agreement.

4. Eligible Costs.

Eligible costs are those costs incurred by parties within the jurisdiction of the Grantee generally only for sewer service lateral repairs or replacements and foundation drain disconnections as described in **Exhibit A (Grant Application)**. The Grantee shall not be reimbursed for non-eligible costs. Any cost not defined as an eligible cost or not included in the Grant Program or approved in writing by the Council is a non-eligible cost.

5. Consideration and Payment.

5.1 The Met Council will reimburse Grantee for eligible costs performed by the Grantee during the Grant Period in an amount of up to the prequalified work's grant amount ("Grant Amount"). The Met Council shall bear no responsibility for any cost overruns that may be incurred by the Grantee or subrecipients of any tier in the performance of the Grantee Program. The initial Grant amount to Grantee under this Grant Agreement is \$25,000.

5.2. **Advance.** The Met Council will make no advance of the Grant Amount to Grantee. The disbursement of the Grant Amount shall be in the form of reimbursement for eligible costs as provided ahead in this Section 5.

5.3. **Payment.** To obtain payment under this Grant Agreement, the Grantee shall submit a Reimbursement Request/Progress Report on forms provided by or acceptable to the Met Council. Reimbursement Request/Progress Reports may be submitted once per quarter after this grant agreement has been executed. The Grantee shall describe its compliance with its the financial requirements and construction work completed and specific addresses where work was undertaken in connection with the grant and shall provide sufficient documentation of grant eligible expenditures and such other information as the Met Council's staff reasonably requests. The Met Council will promptly pay the Grantee after the Grantee presents to the Met Council a Reimbursement Request/Progress Report and an itemized invoice for all eligible services actually performed and the Met Council's Authorized Representative accepts the invoiced services.

6. Conditions of Payment.

6.1. The Grantee must certify to the Council that work at each site for which payment is requested is done, that Grantee has received receipts for such work, that the work was not performed in violation of federal, Met Council, or local law or regulation and that Grantee has issued the appropriate permits for the work completed in the Grant Program.

6.2. **Conditions Precedent to Any Reimbursement Request.** The obligation of the Met Council to make reimbursement payments hereunder shall be subject to the following conditions precedent:

A. The Met Council shall have received a Reimbursement Request/Progress Report for such amount of funds being requested for which the amounts for each individual site have been pre-qualified by Met Council.

B. The Met Council shall have received evidence upon request, and in form and substance acceptable to the Met Council, that (i) the Grantee has legal authority to and has taken all actions necessary to enter into this Agreement and (ii) this Agreement is binding on and enforceable against the Grantee.

C. No Event of Default under this Grant Agreement or event which would constitute an Event of Default but for the requirement that notice be given or that a period of grace or time elapse shall have occurred and be continuing.

D. The Grantee has supplied to the Met Council all other items that the Met Council may reasonably require to assure good fiscal oversight of this grant program.

7. Authorized Representative.

The Met Council's Authorized Representative is:

Name: Ward Brown or successor
Title: Principal Financial Analyst, ES Finance
Mailing Address: 390 North Robert Street
St. Paul, MN 55101

Phone: (651) 602-1263
E-Mail Address: ward.brown@metc.state.mn.us

or his successor and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the Met Council's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is:

Name: Heather Butkowski
Mailing Address: 1891 Walnut Street, Lauderdale, MN 55113
Phone: (651) 792-7657
E-Mail Address: heather.butkowski@lauderdalemn.org

If the Grantee's Authorized Representative changes at any time during this Grant Agreement, the Grantee must immediately notify the Met Council and within 30 days provide a new City resolution (if such resolution is necessary) specifying the new Representative.

8. Assignment, Amendments, Waiver, and Grant contract Complete.

8.1 Assignment. The Grantee may neither assign nor transfer any rights or obligations under this Grant Agreement without the prior consent of the Met Council and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Grant Agreement, or their successors in office.

8.2 Amendments. Any amendment to this Grant Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Grant Agreement, or their successors, or their delegatee in office.

8.3 Waiver. If the Met Council fails to enforce any provision of this Grant Agreement, that failure does not waive the provision or its right to enforce it.

8.4 Grant Contract Complete. This Grant Agreement contains all negotiations and agreements between the Met Council and the Grantee. No other understanding regarding this Grant Agreement, whether written or oral, may be used to bind either party.

9. Liability and Insurance.

9.1 The Grantee and the Met Council agree that they will, subject to any indemnifications provided herein, be responsible for their own acts and the results thereof to the extent authorized by law, and they shall not be responsible for the acts of the other party and the results thereof. The liability of the Met Council is governed by the provisions contained in Minn. Stat. Chapter 466 as it may be amended, modified or replaced from time to time. The liability of the Grantee, including but not limited to the indemnification provided under Section 9.2 is governed by the provisions contained in such Chapter 466.

9.2 Indemnification by the Grantee. The Grantee shall bear all losses, expenses (including attorneys' fees) and damages in connection with Grantee's administration of the Grant Program and agrees to indemnify and hold harmless the Met Council, its agents, servants and employees from all claims, demands and judgments made or recovered against the Met Council, its agents, servants and employees, because of bodily injuries, including death at any time resulting therefrom, or because of damages to

property, or others (including loss of use) from any cause whatsoever, arising out of, incidental to, or in connection with the Grant Program whether or not due to any act of omission or commission, including negligence of the Grantee or any contractor or their employees, servants or agents, and whether or not due to any act of omission or commission (excluding, however, negligence or breach of statutory duty) of the Met Council, its employees, servants or agents.

Grantee further agrees to indemnify, save and hold the Met Council, its agents and employees, harmless from all claims arising out of, resulting from, or in any manner attributable to any violation by the Grantee, its officers, employees, or agents, or any provision of the Minnesota Government Data Practices Act, including legal fees and disbursements paid or incurred to enforce the provisions contained in Section 11.

The Grantee's liability hereunder shall not be limited to the extent of insurance carried by or provided by the Grantee, or subject to any exclusions from coverage in any insurance policy. For the avoidance of doubt, this provision does not impact the Grantee's liability limits established in Minnesota Statutes Chapter 466.

The Grantee shall maintain or require to be maintained adequate insurance coverage for the Grant Program in such amounts with such limits as it determines in good faith to be reasonable or in such amounts and with such limits as may be reasonably required for participating cities by the Met Council from time to time.

9.3 Relationship of the Parties. Nothing contained in this Grant Agreement is intended or should be construed in any manner as creating or establishing the relationship of co-partners or a joint venture between the Grantee and the Met Council, nor shall the Grantee be considered or deemed to be an agent, representative, or employee of the Met Council in the performance of this Grant Agreement, or the Grant Program.

The Grantee represents that it has already or will secure or cause to be secured all personnel, including any third-party contractor required for the performance of this Grant Agreement and the Grant Program. All personnel of the Grantee or other persons while engaging in the performance of this Grant Agreement the Grant Program shall not have any contractual relationship with the Met Council related to the work of the Grant Program and shall not be considered employees of the Met Council. In addition, all claims that may arise on behalf of said personnel or other persons out of employment or alleged employment including, but not limited to, claims under the Workers' Compensation Act of the State of Minnesota, claims of discrimination against the Grantee, its officers, agents, contractors, or employees shall in no way be the responsibility of the Met Council. Such personnel or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the Met Council, including but not limited to, tenure rights, medical and hospital care, sick and vacation leave, disability benefits, severance pay and retirement benefits.

10. Audits.

Under Minn. Stat. § 16C.05, subd. 5, the Grantee's books, records, documents, and accounting procedures and practices relevant to this grant contract are subject to examination by the Met Council and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the termination date of this Grant Agreement.

11. Government Data Practices.

The Grantee and Met Council must comply with the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13, as it applies to all data provided by the Met Council under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this Grant Agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the Met Council. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the Met Council.

12. Workers' Compensation.

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered Met Council employees. Any claims that may arise under the Minnesota Workers Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the Met Council's obligation or responsibility.

14. Governing Law, Jurisdiction, and Venue.

Minnesota law, without regard to its choice-of-law provisions, governs this Grant Agreement. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

15. Termination.

Either Party may cancel this Grant Agreement at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment for services prequalified and satisfactorily performed before the termination notice.

16. Data Disclosure.

Under Minn. Stat. § 270C.65, subd. 3, and other applicable law, the Grantee consents to disclosure of its federal employer tax identification number, and/or Minnesota tax identification number, already provided to the Met Council, to federal and state tax agencies and Met Council personnel involved in the payment of Met Council obligations. Grantee will require compliance with this Section 16 by Grantee's contractor and shall submit evidence of such compliance to Met Council as requested.

17. Notices.

In addition to any notice required under applicable law to be given in another manner, any notices required hereunder must be in writing and shall be sufficient if personally served or sent by prepaid, registered, or certified mail (return receipt requested), to the business address of the party to whom it is directed. Such business address shall be that address specified below or such different address as may hereafter be specified, by either party by written notice to the other:

To the Grantee at:

City of Lauderdale
1891 Walnut Street
Lauderdale, MN 55113
Attention: Heather Butkowski

To the Met Council at:

Metropolitan Council
390 Robert Street North
St. Paul, MN 55101
Attention: Ward Brown, Principal Financial Analyst

With copy to:

ES Budget Manager
Metropolitan Council Environmental Services
390 Robert Street North
St. Paul, MN 55101

18. Prevailing Wages

The Grantee agrees to comply with all applicable provisions contained in chapter 177 of the Minnesota Statutes, and specifically those provisions contained in Minn. Stat. §§ 177.41 through 177.435, as they may be amended, modified or replaced from time to time with respect to the Grantee Program. By agreeing to this provision, the Grantee is not acknowledging or agreeing that the cited provisions apply to the Grantee Program.

19. Default and Remedies.

19.1 Defaults. The Grantee's failure to fully comply with all of the provisions contained in this Grant Agreement shall be an event of default hereunder ("Event of Default").

19.2. Remedies. Upon an event of default, the Met Council may exercise any one or more of the following remedies:

- a. Refrain from disbursing the Grant;
- b. Demand that all or any portion of the Grant already disbursed be repaid to it, and upon such demand the Grantee shall repay such amount to the Met Council.
- c. Enforce any additional remedies the Met Council may have at law or in equity.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their duly authorized representatives on or as of the date first above written.

METROPOLITAN COUNCIL

By: _____
Regional Administrator, successor, or delegate

Date: _____

GRANTEE:

The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Printed Name and Title

Date: _____



PRIVATE PROPERTY INFLOW & INFILTRATION GRANT PROGRAM

(Exhibit A)

Application for Participation - 2025

Information

This form provides the basis for entering into an agreement with the Metropolitan Council Environmental Services (Met Council, ES) for the Private Property Inflow & Infiltration (I/I) Grant Program for 2025. Completion of this form and its attachments confirms your municipality's intention to participate and verifies that the municipality has performed all required activities to receive grant funding for private residential I/I mitigation work.

More information on the grant program, including program guidelines, can be found at the following link: <https://metro council.org/Wastewater-Water/Funding-Finance/Available-Funding-Grants/Private-Property-Inflow-and-Infiltration-Grants.aspx>

Grant Application

Municipality Name: City of Lauderdale

Date: 11/19/2024

Designated Contact (all correspondence and municipality responsibility regarding participation in the program should be addressed to the individual named below):

Name: Heather Butkowski
Address: 1891 Walnut Street
Phone Number: 651-792-7657
Email: heather.butkowski@lauderdalemn.org

Requested Grant Amount: \$25,000

**Recent data suggests an average lining cost of \$9,000 per sewer lateral*

A resolution from Council confirming this individual's authority and certification that they have read the program guidelines and support participation in the program must be submitted.

Is a resolution attached: ☒ Yes ☐ No

Do you plan to solicit bids from MCUB businesses? ☐Yes ☒No

☒Check here for acknowledgement of Met Council MCUB approved businesses list.

If you plan to consider an equity component in your grant fund distributions, please provide a statement explaining how you plan to do this:

We do not.

Please provide a statement explaining how you plan to do outreach and communication to reach private property owners.

Our two main outreach tools are the city newsletter which is mailed to each property owner and our email distribution list. Both of those are widely read.

What, if any, outreach and communication support would be helpful to receive from Met Council?

The City appreciates the diagrams showing the sources of inflow and infiltration. Any similar information you create will be helpful.

LAUDERDALE COUNCIL ACTION FORM

Meeting Date	January 14, 2025	Agenda Item	2025 Committees
---------------------	------------------	--------------------	-----------------

Action Requested

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

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The Council determines committee assignments and makes other designations at the beginning of the year. The following document has the committee assignments and designations from last year. Staff carried over the assignments from 2024 to 2025 as a starting point for the discussion. Staff will revise the assignments base on the discussion.

STAFF RECOMMENDATION:

Motion to adopt committee assignments and designations as discussed.

CITY OF LAUDERDALE 2025 APPOINTMENTS

	2024	2025
Mayor Pro Tem	Pulford	Pulford
Bank Signatories	Gaasch Butkowski	Gaasch Butkowski
Building Official:	Rum River Consultants	Rum River Consultants
Data Practices Officer	Butkowski	Butkowski
Data Practices Compliance Officer	City Attorney	City Attorney
Environment and Sustainability Commission		
LMC	Council: Gaasch Staff: Butkowski	Council: Gaasch Staff: Butkowski
Metro Cities	Council: Gaasch Staff: Butkowski	Council: Gaasch Staff: Butkowski
MWMO	Dains Alt: Gaasch	Dains Alt: Gaasch
NYFS	Kelly	Kelly
NSCC (NineNorth)	Council: Pulford Alt: Sayre	Council: Pulford Alt: Sayre
Police Liaison	Council: Gaasch/Sayre Staff: Butkowski	Council: Gaasch / Sayre Staff: Butkowski
RCLLG	Council: Pulford Alt: Gaasch	Council: Pulford Alt: Gaasch
Roseville Area School Liaison	Kelly	Kelly
SRA	Council: Dains Alt: Butkowski	Council: Dains Alt: Butkowski

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

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

Committees & Commissions

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

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

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

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

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

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

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

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

Roseville Area School Liaison: Quarterly, the superintendent meets with local elected city, county, and school district officials to share updates on the school system and its buildings. The meetings generally start at 7:30 a.m.

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