

LAUDERDALE CITY COUNCIL MEETING AGENDA
7:30 P.M. TUESDAY, JUNE 30, 2015
LAUDERDALE CITY HALL, 1891 WALNUT STREET

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

1. **CALL THE MEETING TO ORDER**
 2. **ROLL CALL**
 3. **APPROVALS**
 - a. Agenda
 - b. Minutes of the June 9, 2015 City Council Meeting
 - c. Claims Totaling \$29,635.07
 4. **CONSENT**
 - a. May Financial Report
 - b. Sale of City Goods
 - c. Revised Data Practices Policy and Ensuring the Security of Not Public Data Policy
 5. **SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**
 6. **INFORMATIONAL PRESENTATIONS / REPORTS**
 - a. Farmer's Markets in the Park
 7. **PUBLIC HEARINGS**
 - a. Annual Storm Water Presentation and Public Comment Opportunity
 - b. Ordinance Amendment 15-03 Relating to Weeds
- Public hearings are conducted so that the public affected by a proposal may have input into the decision. During hearings all affected residents will be given an opportunity to speak pursuant to the Robert's Rules of Order and the standing rules of order and business of the City Council.
8. **DISCUSSION / ACTION ITEMS**
 - a. Ordinance Amendment 15-03 Relating to Weeds
 - b. Nuisance Abatement at 1701 Carl Street
 - c. Tort Liability Waiver – Workers Compensation Renewal
 - d. No Fault Sewer Back Up Coverage – Resolution 063015A
 - e. Revised Purchasing Policy
 - f. Park and Alley Paving Quotes
 - g. Set Time and Date of Annual Goal Setting Session
 9. **ITEMS REMOVED FROM THE CONSENT AGENDA**
 10. **ADDITIONAL ITEMS**

11. SET AGENDA FOR NEXT MEETING

- a. Amendment to Rental Housing Ordinance
- b. Visit by Superintendent John Thein
- c. Metropolitan Council Board Member Marie McCarthy, July 28

12. WORK SESSION

- a. 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 four (4) 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.

- b. Thor Nelson, Greenway Holdings, Planned Unit Development Revisions
- c. Community Development Update

13. ADJOURNMENT

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

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June 9, 2015

Mayor Dains called the Regular City Council meeting to order at 7:34 p.m.

Councilors present: Mayor Dains, Mary Gaasch, Roxanne Grove, and Lara Mac Lean.
Councilors absent: Denise Hawkinson.

Staff present: Heather Butkowski, City Administrator; Jim Bownik, Assistant City Administrator; and Terry Berg, Deputy City Clerk.

Approvals

Mayor Dains asked for changes to the meeting agenda. Motion was made by Councilor Grove to approve the agenda with the addition of the June 23, 2015 Council meeting to the work session, seconded by Councilor Mac Lean and carried unanimously.

Councilor Gaasch moved to approve the City Council meeting minutes of May 26, 2015. Councilor Grove seconded the motion and carried unanimously.

Councilor Mac Lean moved and seconded by Councilor Grove to approve the claims totaling \$88,077.83. Motion carried unanimously.

Consent

Mayor Dains asked if any Councilors wished to remove items from the Consent Agenda. There being none, Councilor Mac Lean moved and seconded by Councilor Grove to approve the Consent Agenda acknowledging the Quarterly Investment Report, PCIC Minutes, Amendment to Joint Cooperation Agreement with Ramsey County HRA, and Recreation Agreement with the City of Roseville. Motion carried unanimously.

Discussion / Action Items

A. Public Works Maintenance Staff Appointment

City Administrator Butkowski reported that three final candidates were interviewed by Councilor Hawkinson, Public Works Coordinator Dave Hinrichs, and herself with the recommendation of Gordon Beck for the position. Mr. Beck has completed the background check and pre-employment physical.

Motion was made by Councilor Mac Lean and seconded by Councilor Gaasch to appoint Gordon Beck to the public works maintenance position effective June 10, 2015. Motion carried unanimously on a roll call vote.

City Administrator noted the next meeting may include the Annual Storm Water Presentation, Abatement Public Hearing for 1701 Carl Street, and Quotes for Alley Repairs. Additionally, Superintendent John Their will address the council at their July 14 meeting.

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June 9, 2015

Work Session

A. Public Comment

None.

B. Rental Housing Ordinance

City Administrator Butkowski noted that the rental housing ordinance was revised several years back with regard to family members living at the address so no rental housing license was required. The expectation was that with family members residing at the address, the property would be homesteaded. Ramsey County will not homestead a property purchased by an LLC or other business organization. In discussion with City Attorney Ron Batty, it was suggested the ordinance could be amended so the property owner could file an affidavit with the City that family members reside and that those individuals provide government issued identification showing Lauderdale as their address as proof of residency. If these conditions are met, a rental housing license would not be required.

Administrator Butkowski added that properties with multiple units do need a rental housing license even if family resides at the address.

Council consensus was to move forward with staff preparing an ordinance to revise the City Code.

C. June 23, 2015 Council Meeting

Several council members have conflicts with June 23 so a quorum will not be present. Administrator Butkowski noted that the City has published for the storm water annual presentation for June 23. Research will be done if the presentation can be handled with staff and no council present.

Moved and seconded (Mac Lean/Gaasch) to move the June 23 council meeting to June 30, 2015 at 7:30 p.m. Motion carried unanimously on a roll call vote.

D. Community Development Update

Administrator Butkowski updated Council on the proposed fitness center project. The developer's plan is to have the facility open January 1, 2016 so they would like building permit(s) issued prior to the zoning being processed. Zoning will be handled first to reduce the risk to the developer.

Council briefly discussed the Chinese Christian Church which has listed the property for the assessed value from the county property records and a "for sale" sign has been posted.

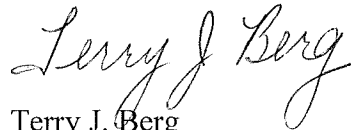
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June 9, 2015

There being no further business on the council agenda, motion was made by Councilor Grove and seconded by Councilor Mac Lean, carried unanimously, to adjourn the meeting at 8:00 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Terry J. Berg". The signature is written in black ink and is positioned above the printed name and title.

Terry J. Berg
Deputy City Clerk

CITY OF LAUDERDALE

CLAIMS FOR APPROVAL

June 30, 2015 City Council Meeting

Payroll

6/19/15 Payroll: Direct Deposit # 502032-502042	\$10,397.46
6/19/15 Payroll: Payroll Liabilities, e-payments 1007E-1010E	\$8,333.22

Vendor Claims

6/30/15 Claims: Check #'s 22833-22850	\$10,904.39
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SUBTOTAL \$29,635.07

Total Claims for Approval

\$29,635.07

CITY OF LAUDERDALE

Paid Register

Check Number	Employee Number	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date	Status
502040	000000002	HINRICHS, DAVID C	13	BI-WEEKLY	\$1,686.80	6/19/2015	Outstanding
502041	000000005	HUGHES, JOSEPH A	13	BI-WEEKLY	\$1,214.34	6/19/2015	Outstanding
502036	000000010	DAINS, JEFFREY	13	BI-WEEKLY	\$339.52	6/19/2015	Outstanding
502034	000000011	BOWNIK, JAMES	13	BI-WEEKLY	\$1,653.94	6/19/2015	Outstanding
502035	000000007	BUTKOWSKI-HINRICHS, HE	13	BI-WEEKLY	\$2,340.24	6/19/2015	Outstanding
502039	000000041	HAWKINSON, DENISE	13	BI-WEEKLY	\$230.87	6/19/2015	Outstanding
502042	000000013	MAC LEAN, LARA	13	BI-WEEKLY	\$230.87	6/19/2015	Outstanding
502038	000000019	GROVE, BARBARA ROXANN	13	BI-WEEKLY	\$230.87	6/19/2015	Outstanding
502037	000000020	GAASCH, MARY A.	13	BI-WEEKLY	\$230.87	6/19/2015	Outstanding
502032	000000029	BECK, GORDON	13	BI-WEEKLY	\$941.33	6/19/2015	Outstanding
502033	000000036	BERG, TERRY	13	BI-WEEKLY	\$1,297.81	6/19/2015	Outstanding
					<u>\$10,397.46</u>		

CITY OF LAUDERDALE

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Payments

Current Period: JUNE 2015

Batch Name 061915 PR
 Payment Computer Dollar Amt \$8,333.22 Posted

Refer	4744 ICMA RETIREMENT TRUST - 457	Ck# 001009E 6/19/2015			
Cash Payment	G 101-21705 ICMA RETIREMENT	June 19 2015 Payroll			\$1,476.84
Invoice	6/19/2015				
Transaction Date	6/25/2015	Due 0	NORTH STAR CHE	10100	Total \$1,476.84
Refer	4745 MN DEPARTMENT OF REVENUE	Ck# 001010E 6/19/2015			
Cash Payment	G 101-21702 STATE WITHHOLDING	June 19 2015 Payroll			\$1,243.00
Invoice	6/19/2015				
Transaction Date	6/25/2015	Due 0	NORTH STAR CHE	10100	Total \$1,243.00
Refer	4742 NORTH STAR BANK, CHECKING S	Ck# 001007E 6/19/2015			
Cash Payment	G 101-21701 FEDERAL TAXES	June 19 2015 Payroll			\$1,435.27
Invoice	6/19/2015				
Cash Payment	G 101-21703 FICA WITHHOLDING.	June 19 2015 Payroll			\$2,457.44
Invoice	6/19/2015				
Transaction Date	6/25/2015	Due 0	NORTH STAR CHE	10100	Total \$3,892.71
Refer	4743 PERA	Ck# 001008E 6/19/2015			
Cash Payment	G 101-21704 PERA	June 19 2015 Payroll			\$1,720.67
Invoice	6/19/2015				
Transaction Date	6/25/2015	Due 0	NORTH STAR CHE	10100	Total \$1,720.67

Fund Summary

	10100 NORTH STAR CHECKING	
101 GENERAL		\$8,333.22
		<u>\$8,333.22</u>

Pre-Written Check	\$8,333.22
Checks to be Generated by the Computer	\$0.00
Total	<u>\$8,333.22</u>

CITY OF LAUDERDALE

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***Check Detail Register©**

JUNE 2015

Check Amt Invoice Comment

10100 NORTH STAR CHECKING

Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
Paid Chk# 022833 6/30/2015 AFSCME					
G 101-21709		UNION DUES	\$41.28	June	June Union Dues
Total AFSCME			\$41.28		
Paid Chk# 022834 6/30/2015 CROIX OIL					
E 602-49100-212		MOTOR FUELS	\$52.04	429520	May Fuel
E 101-43000-212		MOTOR FUELS	\$242.86	429520	May Fuel
E 601-49000-212		MOTOR FUELS	\$52.04	429520	May Fuel
Total CROIX OIL			\$346.94		
Paid Chk# 022835 6/30/2015 G & K SERVICES					
E 601-49000-425		CLOTHING	\$44.14	2277524-5	May Uniforms
E 602-49100-425		CLOTHING	\$44.14	2277524-5	May Uniforms
Total G & K SERVICES			\$88.28		
Paid Chk# 022836 6/30/2015 HUGHES AND JOSEPH					
E 101-41500-300		LEGAL FEES - PROSECUTING	\$850.00	0041	May
Total HUGHES AND JOSEPH			\$850.00		
Paid Chk# 022837 6/30/2015 INTEGRA					
E 101-41200-391		TELEPHONE/PAGERS	\$53.43	13058049	Fax Line
Total INTEGRA			\$53.43		
Paid Chk# 022838 6/30/2015 MCFOA					
E 101-41200-438		DUES & SUBSCRIPTIONS	\$35.00		2015 Membership - Jim Bownik
Total MCFOA			\$35.00		
Paid Chk# 022839 6/30/2015 METRO SALES, INC.					
E 101-41200-401		COPIER CONTRACT	\$102.08	285890	Copier Contract
Total METRO SALES, INC.			\$102.08		
Paid Chk# 022840 6/30/2015 MN CITY/COUNTY MGMT ASSOC					
E 101-41200-438		DUES & SUBSCRIPTIONS	\$30.00		APMP 2015 Membership - J Bownik
Total MN CITY/COUNTY MGMT ASSOC			\$30.00		
Paid Chk# 022841 6/30/2015 NAPA AUTO PARTS					
E 602-49100-402		CITY TRUCK REPAIR/MAINTEN	\$11.59	568130	Brake Fluid, Accufit Conventional
E 601-49000-402		CITY TRUCK REPAIR/MAINTEN	\$11.58	568130	Brake Fluid, Accufit Conventional
E 101-43000-402		CITY TRUCK REPAIR/MAINTEN	\$20.94	571129	EP Grease Cart
Total NAPA AUTO PARTS			\$44.11		
Paid Chk# 022842 6/30/2015 ON SITE SANITATION					
E 101-45200-427		PORTA POTTY RENTAL	\$68.00	34407	6/20-7/17 Portable Restroom
Total ON SITE SANITATION			\$68.00		
Paid Chk# 022843 6/30/2015 PREMIUM WATERS, INC					
E 101-41200-208		WATER DELIVERY	\$38.42	619861-05-15	May

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JUNE 2015

		Check Amt	Invoice	Comment
Total PREMIUM WATERS, INC		\$38.42		
Paid Chk# 022844	6/30/2015	PUBLIC EMPLOYEES INS PROGRAM		
G 101-21706	HEALTH INSURANCE	\$2,443.78	341774	July Insurance Premiums
Total PUBLIC EMPLOYEES INS PROGRAM		\$2,443.78		
Paid Chk# 022845	6/30/2015	STANTEC		
E 601-49000-304	ENGINEERING	\$1,761.50	921296	Inflow and Infiltration
E 601-49000-327	OTHER SERV- SEWER/NPDES I	\$3,000.00	921296	Inflow and Infiltration Equipment Rental
E 405-48500-325	LARPENTEUR AVE IMPROVEM	\$606.00	921298	Larpenteur Avenue Improvements
Total STANTEC		\$5,367.50		
Paid Chk# 022846	6/30/2015	US BANK EQUIPMENT FINANCE		
E 101-41200-401	COPIER CONTRACT	\$149.00	280340761	Copier Contract
Total US BANK EQUIPMENT FINANCE		\$149.00		
Paid Chk# 022847	6/30/2015	VERIZON WIRELESS		
E 601-49000-391	TELEPHONE/PAGERS	\$16.15	9746528473	May
E 602-49100-391	TELEPHONE/PAGERS	\$16.15	9746528473	May
E 101-43000-391	TELEPHONE/PAGERS	\$32.30	9746528473	May
Total VERIZON WIRELESS		\$64.60		
Paid Chk# 022848	6/30/2015	VERSA-LOK		
E 101-45200-202	PERMENANT SUPPLIES	\$108.75	2064390	Retaining Wall
E 101-45200-202	PERMENANT SUPPLIES	\$15.00	2064390	Pallet Deposit
E 101-45200-202	PERMENANT SUPPLIES	(\$15.00)	2065200CM	Pallet Deposit
Total VERSA-LOK		\$108.75		
Paid Chk# 022849	6/30/2015	XCEL ENERGY, PARK & GARAGE		
E 101-43000-381	ELECTRIC	\$26.11	459337651	May
E 101-45200-381	ELECTRIC	\$26.11	459337651	May
E 101-43000-383	GAS UTILITIES	\$25.00	459337651	May
E 101-45200-383	GAS UTILITIES	\$25.00	459337651	May
Total XCEL ENERGY, PARK & GARAGE		\$102.22		
Paid Chk# 022850	6/30/2015	XCEL ENERGY, STREET LIGHTING		
E 101-43000-380	STREET LIGHT UTILITY	\$482.97	459003222	May Street Lights
E 101-43000-380	STREET LIGHT UTILITY	\$488.03	459003222	April Street Lights
Total XCEL ENERGY, STREET LIGHTING		\$971.00		
10100 NORTH STAR CHECKING		\$10,904.39		

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JUNE 2015

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Fund Summary

10100 NORTH STAR CHECKING

101 GENERAL	\$5,289.06		
405 TIF-PROJECTS	\$606.00		
601 SEWER UTILITIES	\$4,885.41		
602 STORM SEWER ENTERPRISE FUND	\$123.92		
	<hr/>		
	\$10,904.39		

**LAUDERDALE COUNCIL
ACTION FORM**

<p style="text-align: center;">Action Requested</p> <p>Consent <u> X </u></p> <p>Public Hearing <u> </u></p> <p>Discussion <u> </u></p> <p>Action <u> </u></p> <p>Resolution <u> </u></p> <p>Work Session <u> </u></p>	<p>Meeting Date <u>June 30, 2015</u></p> <hr/> <p>ITEM NUMBER <u> May Financial Report </u></p> <p>STAFF INITIAL <u> <i>AB</i> </u></p> <hr/> <p>APPROVED BY ADMINISTRATOR</p>
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DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Every month I provide the Council with an updated copy of the city's finances. Following are the revenue, expense, and cash balance reports for May 2015.

OPTIONS:

STAFF RECOMMENDATION:

By approving the consent agenda, the Council acknowledges the city's financial report for May 2015.

COUNCIL ACTION:

CITY OF LAUDERDALE

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Cash Balances

Current Period: MAY 2015

FUND Descr	Account	MTD Debit	MTD Credit	Current Balance
CASH				
GENERAL	G 101-10100	\$160,234.90	\$89,780.35	-\$2,265,122.17
COMMUNITY EVENTS	G 201-10100	\$102.15	\$28.00	\$10,423.02
COMMUNICATIONS	G 202-10100	\$1.04	\$1,857.63	\$1,250.83
RECYCLING	G 203-10100	\$76.86	\$9,982.54	\$92,262.03
CAPITAL IMPROVEMENT STREETS	G 401-10100	\$482.50	\$0.00	\$579,161.41
CAPITAL IMPROVEMENTS	G 402-10100	\$40.64	\$0.00	\$48,778.40
CAPITAL IMPROVE STORM WATER	G 403-10100	\$151.43	\$0.00	\$181,768.92
PARK IMPROVEMENT	G 404-10100	\$241.82	\$0.00	\$290,265.03
TIF-PROJECTS	G 405-10100	\$15.19	\$42,867.80	\$18,227.54
SEWER IMPROVEMENT	G 407-10100	\$503.10	\$0.00	\$603,883.36
DEVELOPMENT	G 414-10100	\$101.76	\$0.00	\$122,145.04
SEWER UTILITIES	G 601-10100	\$10,087.73	\$15,030.39	\$353,919.23
STORM SEWER ENTERPRISE FUND	G 602-10100	\$2,115.19	\$6,595.49	\$96,024.27
Total CASH		\$174,154.31	\$166,142.20	\$132,986.91
PETTY CASH				
GENERAL	G 101-10200	\$0.00	\$0.00	\$400.00
Total PETTY CASH		\$0.00	\$0.00	\$400.00
INVESTMENTS				
GENERAL	G 101-10400	\$2,260.40	\$150,000.00	\$2,580,240.44
Total INVESTMENTS		\$2,260.40	\$150,000.00	\$2,580,240.44
Grand Total		\$176,414.71	\$316,142.20	\$2,713,627.35

CITY OF LAUDERDALE

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*Revenue Guideline©

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Current Period: MAY 2015

		2015	2015	MAY	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
GENERAL						
Active	R 101-31010 CURRENT AD VALORE	\$495,281.00	-\$153.78	\$0.00	\$495,434.78	-0.03%
Active	R 101-31020 DELINQUENT AD VALO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-31030 FORFEITED TAX SALE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-31040 FISCAL DISPARITIES	\$129,076.00	\$0.00	\$0.00	\$129,076.00	0.00%
Active	R 101-32000 LICENSE AND PERMIT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-32110 3.2 ALCHOLIC LICENSE	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
Active	R 101-32120 CIGARETTE LICENSE	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
Active	R 101-32130 GARBAGE HAULERS LI	\$1,300.00	\$1,425.00	\$0.00	-\$125.00	109.62%
Active	R 101-32140 HEATING/AC LICENSE	\$600.00	\$650.00	\$150.00	-\$50.00	108.33%
Active	R 101-32150 TREE COMPANIES LIC	\$400.00	\$300.00	\$0.00	\$100.00	75.00%
Active	R 101-32170 DRIVEWAY CONTRACT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-32180 RENTAL HOUSING LIC	\$5,000.00	\$641.00	\$64.00	\$4,359.00	12.82%
Active	R 101-32210 BUILDING PERMITS	\$12,500.00	\$5,526.05	\$2,091.50	\$6,973.95	44.21%
Active	R 101-32211 ZONING PERMIT APPLI	\$500.00	\$50.00	\$0.00	\$450.00	10.00%
Active	R 101-32225 PLAN REVIEW FEE	\$2,500.00	\$1,223.21	\$803.79	\$1,276.79	48.93%
Active	R 101-32230 PLUMBING PERMITS	\$1,000.00	\$1,920.00	\$0.00	-\$920.00	192.00%
Active	R 101-32240 ANIMAL LICENSES	\$150.00	\$80.00	\$10.00	\$70.00	53.33%
Active	R 101-32270 HEATING A/C PERMIT	\$1,500.00	\$951.50	\$236.50	\$548.50	63.43%
Active	R 101-32280 STREET EXCAVATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-33401 LOCAL GOVERNMENT	\$536,736.00	\$0.00	\$0.00	\$536,736.00	0.00%
Active	R 101-33402 HOMESTEAD CREDIT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-33405 PERA RATE INCREASE	\$1,198.00	\$0.00	\$0.00	\$1,198.00	0.00%
Active	R 101-33406 MARKET VAL HOM CR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-33623 MET COUNCIL - LIV CO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-33624 LIVABLE COMMUNITIE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34101 CITY HALL/PARK RENT	\$7,500.00	\$3,434.50	\$660.00	\$4,065.50	45.79%
Active	R 101-34103 ADMINISTRATIVE FEE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34105 SALE OF PUBLICATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34107 ASSESSMENT SEARCH	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34109 COPIES	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
In-Active	R 101-34110 VARIANCE FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34111 LEGAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34112 CONDITIONAL USE PE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34113 ZONING AMENDMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34114 ADVERTISING SALES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34115 GENERAL GOVERNME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34116 ENGINEERING FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34201 FALSE SECURITY ALA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34202 FALSE FIRE ALARM - FI	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	R 101-34203 FIRE INSPECTION FEE	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	R 101-34205 FIRE CALL REIMBURSE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-35101 COURT FINES	\$45,000.00	\$17,996.17	\$5,843.69	\$27,003.83	39.99%
Active	R 101-36100 SPECIAL ASSESMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-36101 PRINCIPAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-36102 PENALTIES & INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-36103 TREE REMOVAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-36200 MISCELLANEOUS REV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-36211 INVESTMENT INTERES	\$1,400.00	\$1,106.26	\$262.53	\$293.74	79.02%
Active	R 101-36230 DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-36231 DOG PARK DONATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-36240 SURCHARGES	\$500.00	\$392.50	\$109.50	\$107.50	78.50%

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Current Period: MAY 2015

		2015 YTD Budget	2015 YTD Amt	MAY MTD Amt	2015 YTD Balance	% of YTD Budget
Active	R 101-36250 REFUNDS & REIMBUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-36252 LMC INSURANCE REFU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-36255 MISC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-39101 SALES FIXED ASSETS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-39200 INTERFUND OPERATIN	\$20,461.00	\$0.00	\$0.00	\$20,461.00	0.00%
Active	R 101-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total GENERAL	\$1,264,252.00	\$35,542.41	\$10,231.51	\$1,228,709.59	2.81%
COMMUNITY EVENTS						
Active	R 201-34785 PARK EVENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-34786 WINTER EVENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-34787 GARAGE SALE	\$75.00	\$75.00	\$75.00	\$0.00	100.00%
Active	R 201-34788 DAY IN THE PARK	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	R 201-34789 MUSIC UNDER THE TR	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
Active	R 201-34790 MUGS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-34791 POP SALES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-34792 T-SHIRT SALES	\$100.00	\$44.00	\$11.00	\$56.00	44.00%
Active	R 201-34793 FUN RUN/WALK	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
Active	R 201-34794 NATIONAL NIGHT OUT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-34795 HALLOWEEN DONATIO	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	R 201-36211 INVESTMENT INTERES	\$25.00	\$25.75	\$8.68	-\$0.75	103.00%
Active	R 201-36230 DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-36250 REFUNDS & REIMBUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-36255 MISC	\$0.00	\$34.72	\$7.47	-\$34.72	0.00%
Active	R 201-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-39201 TRANFER FROM GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total COMMUNITY EVENTS	\$3,000.00	\$179.47	\$102.15	\$2,820.53	5.98%
COMMUNICATIONS						
Active	R 202-33600 GRANTS & AID FROM L	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 202-36211 INVESTMENT INTERES	\$25.00	\$2.74	\$1.04	\$22.26	10.96%
Active	R 202-36250 REFUNDS & REIMBUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 202-36253 CABLE FRANCHISE RE	\$20,000.00	\$4,890.58	\$0.00	\$15,109.42	24.45%
	Total COMMUNICATIONS	\$20,025.00	\$4,893.32	\$1.04	\$15,131.68	24.44%
RECYCLING						
Active	R 203-33621 METROPOLITAN COUN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 203-33622 COUNTY GRANTS	\$6,369.00	\$0.00	\$0.00	\$6,369.00	0.00%
Active	R 203-36100 SPECIAL ASSESMENT	\$35,000.00	\$0.00	\$0.00	\$35,000.00	0.00%
Active	R 203-36101 PRINCIPAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 203-36102 PENALTIES & INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 203-36211 INVESTMENT INTERES	\$400.00	\$251.72	\$76.86	\$148.28	62.93%
Active	R 203-36250 REFUNDS & REIMBUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 203-36255 MISC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 203-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total RECYCLING	\$41,769.00	\$251.72	\$76.86	\$41,517.28	0.60%
TAX INCREMENT DEBT SERVICE						
Active	R 301-31040 FISCAL DISPARITIES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-31050 TAX INCREMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-31051 DELINQUENT TAX INC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-33402 HOMESTEAD CREDIT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-33406 MARKET VAL HOM CR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-36100 SPECIAL ASSESMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-36211 INVESTMENT INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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Current Period: MAY 2015

		2015 YTD Budget	2015 YTD Amt	MAY MTD Amt	2015 YTD Balance	% of YTD Budget
Active	R 301-39205 TRANS FROM TIF PRO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total TAX INCREMENT DEBT SERVICE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
00 ST/UTIL IMP DEBT SERVICE						
Active	R 302-36100 SPECIAL ASSESMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 302-36102 PENALTIES & INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 302-36211 INVESTMENT INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 302-36250 REFUNDS & REIMBUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 302-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 302-39310 GENERAL OBLIGATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total 00 ST/UTIL IMP DEBT SERVICE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
02 ST/UTIL IMP DEBT SERVICE						
Active	R 303-36100 SPECIAL ASSESMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 303-36102 PENALTIES & INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 303-36211 INVESTMENT INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 303-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 303-39310 GENERAL OBLIGATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total 02 ST/UTIL IMP DEBT SERVICE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
03 ST/UTIL IMP DEBT SERVICE						
Active	R 304-36100 SPECIAL ASSESMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 304-36102 PENALTIES & INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 304-36211 INVESTMENT INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 304-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 304-39310 GENERAL OBLIGATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total 03 ST/UTIL IMP DEBT SERVICE		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CAPITAL IMPROVEMENT STREETS						
Active	R 401-36100 SPECIAL ASSESMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 401-36102 PENALTIES & INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 401-36200 MISCELLANEOUS REV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 401-36211 INVESTMENT INTERES	\$2,000.00	\$1,441.12	\$482.50	\$558.88	72.06%
Active	R 401-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 401-39201 TRANFER FROM GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 401-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total CAPITAL IMPROVEMENT STREETS		\$2,000.00	\$1,441.12	\$482.50	\$558.88	72.06%
CAPITAL IMPROVEMENTS						
Active	R 402-36211 INVESTMENT INTERES	\$400.00	\$118.99	\$40.64	\$281.01	29.75%
Active	R 402-36250 REFUNDS & REIMBUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 402-39101 SALES FIXED ASSETS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 402-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 402-39201 TRANFER FROM GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 402-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total CAPITAL IMPROVEMENTS		\$400.00	\$118.99	\$40.64	\$281.01	29.75%
CAPITAL IMPROVE STORM WATER						
Active	R 403-36211 INVESTMENT INTERES	\$600.00	\$452.28	\$151.43	\$147.72	75.38%
Active	R 403-36250 REFUNDS & REIMBUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 403-37230 PENALTIES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 403-37300 STORM SEWER FEE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 403-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 403-39201 TRANFER FROM GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 403-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total CAPITAL IMPROVE STORM WATER		\$600.00	\$452.28	\$151.43	\$147.72	75.38%

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		2015	2015	MAY	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
PARK IMPROVEMENT						
Active	R 404-33130 CDBG/DNR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 404-33400 STATE GRANTS AND AI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 404-36211 INVESTMENT INTERES	\$1,000.00	\$722.25	\$241.82	\$277.75	72.23%
Active	R 404-36230 DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 404-36255 MISC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 404-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 404-39201 TRANSFER FROM GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 404-39204 TRANS FROM COMMU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 404-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total PARK IMPROVEMENT		\$1,000.00	\$722.25	\$241.82	\$277.75	72.23%
TIF-PROJECTS						
Active	R 405-31050 TAX INCREMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 405-31051 DELINQUENT TAX INC	\$0.00	-\$2,103.00	\$0.00	\$2,103.00	0.00%
Active	R 405-33406 MARKET VAL HOM CR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 405-33419 LARPENTEUR AVE REI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 405-36210 INTEREST EARNINGS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 405-36211 INVESTMENT INTERES	\$0.00	\$113.94	\$15.19	-\$113.94	0.00%
Active	R 405-36255 MISC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 405-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 405-39207 TRANS FROM DEBT SE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 405-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total TIF-PROJECTS		\$0.00	-\$1,989.06	\$15.19	\$1,989.06	0.00%
SEWER IMPROVEMENT						
Active	R 407-36200 MISCELLANEOUS REV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 407-36211 INVESTMENT INTERES	\$1,500.00	\$1,505.69	\$503.10	-\$5.69	100.38%
Active	R 407-37240 SEWER CONNECTION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 407-39200 INTERFUND OPERATIN	\$35,000.00	\$130,000.00	\$0.00	-\$95,000.00	371.43%
Total SEWER IMPROVEMENT		\$36,500.00	\$131,505.69	\$503.10	-\$95,005.69	360.29%
WATER UTILITY						
Active	R 409-36211 INVESTMENT INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 409-36251 ST. PAUL WATER SUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total WATER UTILITY		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
02 ST/UTIL CONSTRUCTION						
Active	R 412-36211 INVESTMENT INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total 02 ST/UTIL CONSTRUCTION		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
03 ST/UTIL CONSTRUCTION						
Active	R 413-33000 INTERGOVERNMENTA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 413-33600 GRANTS & AID FROM L	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 413-36100 SPECIAL ASSESMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 413-36211 INVESTMENT INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 413-36250 REFUNDS & REIMBUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 413-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 413-39310 GENERAL OBLIGATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total 03 ST/UTIL CONSTRUCTION		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEVELOPMENT						
Active	R 414-36211 INVESTMENT INTERES	\$0.00	\$303.93	\$101.76	-\$303.93	0.00%
Active	R 414-36255 MISC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 414-39200 INTERFUND OPERATIN	\$38,000.00	\$0.00	\$0.00	\$38,000.00	0.00%
Total DEVELOPMENT		\$38,000.00	\$303.93	\$101.76	\$37,696.07	0.80%
SEWER UTILITIES						

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		2015 YTD Budget	2015 YTD Amt	MAY MTD Amt	2015 YTD Balance	% of YTD Budget
Active	R 601-33000 INTERGOVERNMENTA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36100 SPECIAL ASSESMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36101 PRINCIPAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36102 PENALTIES & INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36104 SEWER ASSESMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36211 INVESTMENT INTERES	\$1,800.00	\$876.72	\$294.85	\$923.28	48.71%
Active	R 601-36230 DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36250 REFUNDS & REIMBUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36255 MISC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-37210 SEWER SALES AND SE	\$251,125.00	\$84,525.20	\$9,792.88	\$166,599.80	33.66%
Active	R 601-37215 DELINQUENT SEWER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-37230 PENALTIES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-37240 SEWER CONNECTION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-39101 SALES FIXED ASSETS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-39202 CONTRIB FROM ENTE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total SEWER UTILITIES	\$252,925.00	\$85,401.92	\$10,087.73	\$167,523.08	33.77%
STORM SEWER ENTERPRISE FUND						
Active	R 602-36211 INVESTMENT INTERES	\$300.00	\$249.43	\$80.00	\$50.57	83.14%
Active	R 602-37300 STORM SEWER FEE	\$68,200.00	\$26,583.32	\$2,035.19	\$41,616.68	38.98%
Active	R 602-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total STORM SEWER ENTERPRISE FUND	\$68,500.00	\$26,832.75	\$2,115.19	\$41,667.25	39.17%
GASB34						
Active	R 999-31010 CURRENT AD VALORE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 999-36100 SPECIAL ASSESMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 999-39101 SALES FIXED ASSETS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 999-39202 CONTRIB FROM ENTE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total GASB34	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Report Total	\$1,728,971.00	\$285,656.79	\$24,150.92	\$1,443,314.21	16.52%

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		2015	2015	MAY	Enc	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 101-41200-538 COMPUTER SO	\$1,000.00	\$465.21	\$0.00	\$0.00	\$534.79	46.52%
Active	E 101-41500-101 FULL TIME EMP	\$9,953.00	\$3,571.89	\$647.86	\$0.00	\$6,381.11	35.89%
Active	E 101-41500-103 PART TIME EMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-104 TEMP EMPLOYE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-121 PERA CONTRIB	\$746.00	\$250.13	\$48.59	\$0.00	\$495.87	33.53%
Active	E 101-41500-122 FICA CONTRIBU	\$761.00	\$273.18	\$49.55	\$0.00	\$487.82	35.90%
Active	E 101-41500-131 HEALTH INSURA	\$1,620.00	\$493.78	\$45.00	\$0.00	\$1,126.22	30.48%
Active	E 101-41500-133 LIFE INSURANC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-151 WORKERS CO	\$80.00	\$0.00	\$0.00	\$0.00	\$80.00	0.00%
Active	E 101-41500-201 GENERAL SUPP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-202 PERMENANT SU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-300 LEGAL FEES - P	\$11,500.00	\$4,250.00	\$850.00	\$0.00	\$7,250.00	36.96%
Active	E 101-41500-301 AUDITING	\$14,500.00	\$11,680.00	\$0.00	\$0.00	\$2,820.00	80.55%
Active	E 101-41500-305 LEGAL FEES - C	\$12,000.00	\$3,026.15	\$555.00	\$0.00	\$8,973.85	25.22%
Active	E 101-41500-327 OTHER SERV- S	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-41500-331 TRAVEL EXPEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-352 PUBLIC INFO N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-355 MISC PRINTING/	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-409 OTHER EQUIPM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-440 MEETING EXPE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-442 MISC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-530 FURNITURE & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-539 VOTING MACHI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-202 PERMENANT SU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-318 911 Dispatch	\$16,433.00	\$4,041.63	\$1,345.13	\$0.00	\$12,391.37	24.59%
Active	E 101-42100-319 POLICE CONTR	\$634,386.00	\$264,327.50	\$52,865.50	\$0.00	\$370,058.50	41.67%
Active	E 101-42100-320 FIRE CONTRAC	\$18,000.00	\$17,303.00	\$0.00	\$0.00	\$697.00	96.13%
Active	E 101-42100-321 FIRE CALLS	\$16,000.00	\$3,203.80	\$1,601.91	\$0.00	\$12,796.20	20.02%
Active	E 101-42100-322 FIRE FALSE ALA	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42100-323 FIRE INSPECTIO	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42100-355 MISC PRINTING/	\$0.00	\$1,345.13	\$0.00	\$0.00	-\$1,345.13	0.00%
Active	E 101-42100-360 INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-391 TELEPHONE/PA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-442 MISC	\$100.00	\$18.72	\$6.24	\$0.00	\$81.28	18.72%
Active	E 101-42100-530 FURNITURE & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-101 FULL TIME EMP	\$30,079.00	\$11,743.56	\$2,351.59	\$0.00	\$18,335.44	39.04%
Active	E 101-43000-102 EMPLOYEE OVE	\$3,000.00	\$92.13	\$0.00	\$0.00	\$2,907.87	3.07%
Active	E 101-43000-104 TEMP EMPLOYE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-121 PERA CONTRIB	\$2,481.00	\$652.56	\$108.72	\$0.00	\$1,828.44	26.30%
Active	E 101-43000-122 FICA CONTRIBU	\$2,531.00	\$980.03	\$191.61	\$0.00	\$1,550.97	38.72%
Active	E 101-43000-131 HEALTH INSURA	\$5,400.00	\$1,255.24	\$204.24	\$0.00	\$4,144.76	23.25%
Active	E 101-43000-151 WORKERS CO	\$1,522.00	\$0.00	\$0.00	\$0.00	\$1,522.00	0.00%
Active	E 101-43000-202 PERMENANT SU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-212 MOTOR FUELS	\$3,100.00	\$504.30	\$229.73	\$0.00	\$2,595.70	16.27%
Active	E 101-43000-213 LUBRICANTS &	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-225 LANDSCAPING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-226 SIGNS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-227 TOOLS & EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-228 MISC REPAIRS	\$1,500.00	\$312.56	\$0.00	\$0.00	\$1,187.44	20.84%
Active	E 101-43000-304 ENGINEERING	\$1,000.00	\$481.00	\$0.00	\$0.00	\$519.00	48.10%
Active	E 101-43000-308 TRAINING\CONF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-313 SNOW & ICE RE	\$19,000.00	\$6,598.37	\$0.00	\$0.00	\$12,401.63	34.73%

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		2015	2015	MAY	Enc	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 101-43000-314 STREET SWEEP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-317 TREE SERVICE	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0.00%
Active	E 101-43000-324 ALLEY REPAIR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-327 OTHER SERV- S	\$500.00	\$425.12	\$206.00	\$0.00	\$74.88	85.02%
Active	E 101-43000-328 STREET REPAIR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-333 CLEANING CON	\$4,500.00	\$2,007.00	\$223.00	\$0.00	\$2,493.00	44.60%
Active	E 101-43000-380 STREET LIGHT	\$7,000.00	\$1,692.60	\$39.36	\$0.00	\$5,307.40	24.18%
Active	E 101-43000-381 ELECTRIC	\$3,000.00	\$1,489.72	\$217.41	\$0.00	\$1,510.28	49.66%
Active	E 101-43000-382 WATER	\$200.00	\$85.59	\$85.59	\$0.00	\$114.41	42.80%
Active	E 101-43000-383 GAS UTILITIES	\$3,500.00	\$1,399.67	\$111.53	\$0.00	\$2,100.33	39.99%
Active	E 101-43000-384 REFUSE DISPO	\$3,000.00	\$1,226.86	\$228.41	\$0.00	\$1,773.14	40.90%
Active	E 101-43000-391 TELEPHONE/PA	\$500.00	\$222.85	\$32.34	\$0.00	\$277.15	44.57%
Active	E 101-43000-402 CITY TRUCK RE	\$3,000.00	\$444.07	\$0.00	\$0.00	\$2,555.93	14.80%
Active	E 101-43000-426 MACHINERY RE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-442 MISC	\$100.00	\$53.49	\$0.00	\$0.00	\$46.51	53.49%
Active	E 101-43000-530 FURNITURE & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-101 FULL TIME EMP	\$37,875.00	\$14,359.69	\$2,736.66	\$0.00	\$23,515.31	37.91%
Active	E 101-43400-104 TEMP EMPLOYE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-121 PERA CONTRIB	\$2,841.00	\$1,050.27	\$205.23	\$0.00	\$1,790.73	36.97%
Active	E 101-43400-122 FICA CONTRIBU	\$2,897.00	\$1,194.13	\$228.51	\$0.00	\$1,702.87	41.22%
Active	E 101-43400-126 ICMA RETIREME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-131 HEALTH INSURA	\$6,480.00	\$2,164.41	\$353.08	\$0.00	\$4,315.59	33.40%
Active	E 101-43400-133 LIFE INSURANC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-151 WORKERS CO	\$1,435.00	\$0.00	\$0.00	\$0.00	\$1,435.00	0.00%
Active	E 101-43400-201 GENERAL SUPP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-202 PERMENANT SU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-203 POSTAGE	\$300.00	\$38.94	\$6.49	\$0.00	\$261.06	12.98%
Active	E 101-43400-306 CONSULTING F	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-308 TRAINING/CONF	\$500.00	\$185.00	\$0.00	\$0.00	\$315.00	37.00%
Active	E 101-43400-310 PLUMBING INSP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-311 HEATING INSPE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-312 BUILDING INSPE	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-43400-327 OTHER SERV- S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-331 TRAVEL EXPEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-355 MISC PRINTING/	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-386 GOPHER STATE	\$500.00	\$209.25	\$37.70	\$0.00	\$290.75	41.85%
Active	E 101-43400-388 SAC UNIT CHAR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-437 SALES TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-442 MISC	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-43400-443 SURCHARGE R	\$500.00	\$194.17	\$194.17	\$0.00	\$305.83	38.83%
Active	E 101-45200-101 FULL TIME EMP	\$43,853.00	\$15,182.59	\$2,999.10	\$0.00	\$28,670.41	34.62%
Active	E 101-45200-103 PART TIME EMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-104 TEMP EMPLOYE	\$6,000.00	\$4,956.75	\$0.00	\$0.00	\$1,043.25	82.61%
Active	E 101-45200-121 PERA CONTRIB	\$3,289.00	\$791.88	\$130.23	\$0.00	\$2,497.12	24.08%
Active	E 101-45200-122 FICA CONTRIBU	\$3,814.00	\$1,643.88	\$245.74	\$0.00	\$2,170.12	43.10%
Active	E 101-45200-131 HEALTH INSURA	\$8,100.00	\$1,828.24	\$249.22	\$0.00	\$6,271.76	22.57%
Active	E 101-45200-133 LIFE INSURANC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-142 UNEMPLOYMEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-151 WORKERS CO	\$1,345.00	\$0.00	\$0.00	\$0.00	\$1,345.00	0.00%
Active	E 101-45200-201 GENERAL SUPP	\$200.00	\$9.64	\$9.64	\$0.00	\$190.36	4.82%
Active	E 101-45200-202 PERMENANT SU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-212 MOTOR FUELS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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		2015	2015	MAY	Enc	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 101-45200-225 LANDSCAPING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-228 MISC REPAIRS	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-45200-317 TREE SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-327 OTHER SERV- S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-370 PARK & REC EX	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0.00%
Active	E 101-45200-371 NON-RESIDENT	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
Active	E 101-45200-381 ELECTRIC	\$500.00	\$279.32	\$56.71	\$0.00	\$220.68	55.86%
Active	E 101-45200-382 WATER	\$200.00	\$126.68	\$126.68	\$0.00	\$73.32	63.34%
Active	E 101-45200-383 GAS UTILITIES	\$700.00	\$378.76	\$0.00	\$0.00	\$321.24	54.11%
Active	E 101-45200-384 REFUSE DISPO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-391 TELEPHONE/PA	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0.00%
Active	E 101-45200-403 TRACTOR/MOW	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-45200-412 WARMING HOU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-427 PORTA POTTY	\$1,000.00	\$87.43	\$87.43	\$0.00	\$912.57	8.74%
Active	E 101-45200-442 MISC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-540 MACHINERY & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-550 OTHER IMPROV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45300-444 CONTINGENCY	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
Active	E 101-45300-710 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-710 OPERATING TR	\$38,000.00	\$0.00	\$0.00	\$0.00	\$38,000.00	0.00%
Active	E 101-45400-721 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-731 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-732 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-733 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-734 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-741 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-742 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-743 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-744 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-745 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-747 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-749 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-48100-306 CONSULTING F	\$20,000.00	\$525.00	\$210.00	\$0.00	\$19,475.00	2.63%
Active	E 101-48100-442 MISC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-48411-550 OTHER IMPROV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-48412-306 CONSULTING F	\$0.00	\$1,557.50	\$0.00	\$0.00	-\$1,557.50	0.00%
Active	E 101-48412-442 MISC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-48412-550 OTHER IMPROV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-48412-555 LARPENTEUR A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total GENERAL	\$1,264,252.00	\$473,951.20	\$86,951.78	\$0.00	\$790,300.80	37.49%
COMMUNITY EVENTS							
Active	E 201-45600-201 GENERAL SUPP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-45600-202 PERMENANT SU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-45600-327 OTHER SERV- S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-45600-352 PUBLIC INFO N	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-45600-368 FUN RUN/WALK	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 201-45600-369 MUSIC UNDER T	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
Active	E 201-45600-372 MUGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-45600-373 T-SHIRTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-45600-374 POP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-45600-375 WINTER EVENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-45600-376 GARAGE SALE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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		2015	2015	MAY	Enc	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 412-48410-328 STREET REPAIR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 412-48410-721 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total 02 ST/UTIL CONSTRUCTION		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEVELOPMENT							
Active	E 414-48100-721 OPERATING TR	\$20,461.00	\$0.00	\$0.00	\$0.00	\$20,461.00	0.00%
Total DEVELOPMENT		\$20,461.00	\$0.00	\$0.00	\$0.00	\$20,461.00	0.00%
SEWER UTILITIES							
Active	E 601-49000-101 FULL TIME EMP	\$30,279.00	\$6,146.70	\$2,147.19	\$0.00	\$24,132.30	20.30%
Active	E 601-49000-102 EMPLOYEE OVE	\$12,000.00	\$4,594.86	\$884.44	\$0.00	\$7,405.14	38.29%
Active	E 601-49000-121 PERA CONTRIB	\$3,171.00	\$962.28	\$173.23	\$0.00	\$2,208.72	30.35%
Active	E 601-49000-122 FICA CONTRIBU	\$3,234.00	\$1,266.64	\$247.05	\$0.00	\$1,967.36	39.17%
Active	E 601-49000-131 HEALTH INSURA	\$5,184.00	\$1,800.06	\$308.09	\$0.00	\$3,383.94	34.72%
Active	E 601-49000-151 WORKERS CO	\$2,895.00	\$0.00	\$0.00	\$0.00	\$2,895.00	0.00%
Active	E 601-49000-201 GENERAL SUPP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-212 MOTOR FUELS	\$700.00	\$119.45	\$49.23	\$0.00	\$580.55	17.06%
Active	E 601-49000-227 TOOLS & EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-228 MISC REPAIRS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-301 AUDITING	\$1,800.00	\$1,460.00	\$0.00	\$0.00	\$340.00	81.11%
Active	E 601-49000-304 ENGINEERING	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	E 601-49000-308 TRAINING\CONF	\$600.00	\$300.00	\$0.00	\$0.00	\$300.00	50.00%
Active	E 601-49000-315 SEWER JETTIN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-316 SEWER TELEVI	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
Active	E 601-49000-327 OTHER SERV- S	\$7,000.00	\$1,931.25	\$90.09	\$0.00	\$5,068.75	27.59%
Active	E 601-49000-331 TRAVEL EXPEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-361 GENERAL LIABI	\$2,200.00	\$0.00	\$0.00	\$0.00	\$2,200.00	0.00%
Active	E 601-49000-362 PROPERTY INS	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 601-49000-363 AUTOMOTIVE IN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-382 WATER	\$100.00	\$17.32	\$17.32	\$0.00	\$82.68	17.32%
Active	E 601-49000-387 WATER TREAT	\$133,000.00	\$66,116.52	\$11,019.42	\$0.00	\$66,883.48	49.71%
Active	E 601-49000-391 TELEPHONE/PA	\$300.00	\$65.90	\$16.16	\$0.00	\$234.10	21.97%
Active	E 601-49000-402 CITY TRUCK RE	\$400.00	\$55.50	\$0.00	\$0.00	\$344.50	13.88%
Active	E 601-49000-425 CLOTHING	\$700.00	\$219.99	\$55.17	\$0.00	\$480.01	31.43%
Active	E 601-49000-442 MISC	\$0.00	\$23.00	\$23.00	\$0.00	-\$23.00	0.00%
Active	E 601-49000-444 CONTINGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-501 DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-540 MACHINERY & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-554 CATCH BASIN R	\$10,500.00	\$0.00	\$0.00	\$0.00	\$10,500.00	0.00%
Active	E 601-49000-710 OPERATING TR	\$35,000.00	\$130,000.00	\$0.00	\$0.00	-\$95,000.00	371.43%
Total SEWER UTILITIES		\$273,063.00	\$215,079.47	\$15,030.39	\$0.00	\$57,983.53	78.77%
STORM SEWER ENTERPRISE FUND							
Active	E 602-49100-101 FULL TIME EMP	\$34,360.00	\$7,294.13	\$2,472.85	\$0.00	\$27,065.87	21.23%
Active	E 602-49100-102 EMPLOYEE OVE	\$5,000.00	\$1,914.55	\$368.52	\$0.00	\$3,085.45	38.29%
Active	E 602-49100-121 PERA CONTRIB	\$2,952.00	\$885.55	\$158.98	\$0.00	\$2,066.45	30.00%
Active	E 602-49100-122 FICA CONTRIBU	\$3,011.00	\$1,165.70	\$228.29	\$0.00	\$1,845.30	38.71%
Active	E 602-49100-131 HEALTH INSURA	\$5,616.00	\$1,633.39	\$280.38	\$0.00	\$3,982.61	29.08%
Active	E 602-49100-151 WORKERS CO	\$2,375.00	\$0.00	\$0.00	\$0.00	\$2,375.00	0.00%
Active	E 602-49100-201 GENERAL SUPP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49100-212 MOTOR FUELS	\$700.00	\$119.44	\$49.23	\$0.00	\$580.56	17.06%
Active	E 602-49100-227 TOOLS & EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49100-228 MISC REPAIRS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49100-301 AUDITING	\$1,800.00	\$1,460.00	\$0.00	\$0.00	\$340.00	81.11%
Active	E 602-49100-304 ENGINEERING	\$3,000.00	\$5,096.83	\$0.00	\$0.00	-\$2,096.83	169.89%

CITY OF LAUDERDALE
***Expenditure Guideline©**

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Current Period: MAY 2015

		2015	2015	MAY	Enc	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 602-49100-308 TRAINING\CONF	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 602-49100-314 STREET SWEEP	\$5,500.00	\$2,950.00	\$2,950.00	\$0.00	\$2,550.00	53.64%
Active	E 602-49100-327 OTHER SERV- S	\$3,500.00	\$340.80	\$15.90	\$0.00	\$3,159.20	9.74%
Active	E 602-49100-352 PUBLIC INFO N	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 602-49100-361 GENERAL LIABI	\$2,200.00	\$0.00	\$0.00	\$0.00	\$2,200.00	0.00%
Active	E 602-49100-391 TELEPHONE/PA	\$300.00	\$65.92	\$16.16	\$0.00	\$234.08	21.97%
Active	E 602-49100-402 CITY TRUCK RE	\$400.00	\$55.50	\$0.00	\$0.00	\$344.50	13.88%
Active	E 602-49100-425 CLOTHING	\$700.00	\$219.99	\$55.18	\$0.00	\$480.01	31.43%
Active	E 602-49100-438 DUES & SUBSC	\$500.00	\$410.00	\$0.00	\$0.00	\$90.00	82.00%
Active	E 602-49100-442 MISC	\$0.00	\$53.31	\$0.00	\$0.00	-\$53.31	0.00%
Active	E 602-49100-444 CONTINGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49100-501 DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49100-540 MACHINERY & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49100-554 CATCH BASIN R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49100-710 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total STORM SEWER ENTERPRISE FUND		\$72,514.00	\$23,665.11	\$6,595.49	\$0.00	\$48,848.89	32.64%
GASB34							
Active	E 999-41000-100 WAGES AND SA	\$0.00	-\$23,882.79	\$0.00	\$0.00	\$23,882.79	0.00%
Active	E 999-41000-420 RENTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-41000-500 CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-43000-100 WAGES AND SA	\$0.00	-\$5,074.63	\$0.00	\$0.00	\$5,074.63	0.00%
Active	E 999-43000-420 RENTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-43000-499 LOSS ON DISPO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-43000-500 CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-45000-100 WAGES AND SA	\$0.00	-\$6,422.67	\$0.00	\$0.00	\$6,422.67	0.00%
Active	E 999-45000-420 RENTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-45000-500 CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-47000-601 BOND PRINCIPA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-47000-611 BOND INTERES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-49000-420 RENTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-49000-500 CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-49500-100 WAGES AND SA	\$0.00	-\$1,492.05	\$0.00	\$0.00	\$1,492.05	0.00%
Active	E 999-50000-100 WAGES AND SA	\$0.00	-\$3,444.33	\$0.00	\$0.00	\$3,444.33	0.00%
Total GASB34		\$0.00	-\$40,316.47	\$0.00	\$0.00	\$40,316.47	0.00%
Report Total		\$2,053,675.00	\$843,099.44	\$163,313.63	\$0.00	\$1,210,575.56	41.05%

LAUDERDALE COUNCIL ACTION FORM

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date June 30, 2015
ITEM NUMBER Misc. City Hall Items
STAFF INITIAL AB
APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

As I have mentioned before, Terry is doing a tremendous job digitizing our records. As a result, once full shelves, filing cabinets, and bankers boxes are no longer going to be necessary. Many of these items aren't in great shape but someone may find a use for them. Staff would like to continue offering them up for sale to the community via the City newsletter. We would list them for what staff consider a fair price. If something doesn't sell, it will either be donated or recycled.

The Council has to approve the sale of public goods so I am putting this on the consent agenda for your consideration. Let me know if you want to see what we are talking about in advance of the meeting.

OPTIONS:

STAFF RECOMMENDATION:

By approving the consent agenda, the Council permits staff to sell, give away, or dispose of extraneous office supplies, equipment, and furniture.

COUNCIL ACTION:

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

Consent X
Public Hearing
Discussion
Action
Resolution
Work Session

Meeting Date June 30, 2015

ITEM NUMBER Data Practices Policy

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

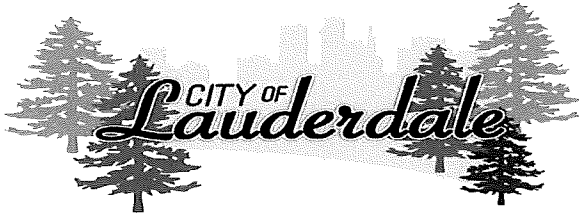
One of the things on staff's to-do list has been to update our data practices policy to comply with state law changes. Terry pulled it all together and it is ready for adoption.

OPTIONS:

STAFF RECOMMENDATION:

By approving the consent agenda, the Council adopts the Minnesota Government Data Practices Act Guidelines and Procedure and the Ensuring the Security of Not Public Data policy as presented.

COUNCIL ACTION:



**Policy: Minnesota Government Data
Practices Act Guidelines and
Procedures**

Effective: June 30, 2015

Revised: June 30, 2015

**City of Lauderdale
Data Practices Procedures
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City of Lauderdale
Data Practices Procedures
List of Exhibits

- Exhibit 1 LIST OF DESIGNEES
- Exhibit 2 PHOTOCOPYING CHARGES
- Exhibit 3 INFORMATION DISCLOSURE REQUEST
- Exhibit 4 GOVERNMENT DATA ACCESS & NONDISCLOSURE AGREEMENT
- Exhibit 5 NOTICE TO PERSONS UNDER THE AGE OF 18
- Exhibit 6 CONSENT TO RELEASE PRIVATE DATA
- Exhibit 7 CONSENT TO RELEASE COPYRIGHTED DATA
- Exhibit 8 DATA PRACTICES ADVISORY
- Exhibit 9 TENNESSEN WARNING FORM
- Exhibit 10 SAMPLE CONTRACT PROVISION
- Exhibit 11 BUILDING PERMIT/PLANS DATA PRACTICES ADVISORY

Appendix A Private and Confidential Data Maintained by the City of Lauderdale

DATA PRACTICES PROCEDURES

1.0 Introduction. These procedures are adopted to comply with the requirements of the Minnesota Government Data Practices Act (the "Act"), specifically Minnesota Statutes Sections 13.03, subdivision 2 and 13.05, subdivisions 5 and 8. It is the intent of the City of Lauderdale ("City") to remain in compliance with the Act. These procedures shall be supplemented by the requirements of the Act as needed and if any procedure contained herein is inconsistent with those requirements, as they may be amended, the specific provisions of the Act shall be controlling.

2.0 Responsible Authority. The Deputy City Clerk is the Responsible Authority and the City Administrator is the Compliance Official responsible for the collection, use, and distribution of government data and is accountable for City compliance with the Minnesota Government Data Practices Act. The Responsible Authority has authorized certain other City employees to collect, maintain, disseminate and otherwise assist in complying with the Act ("Designees"). These Designees are listed on attached Exhibit 1. The Responsible Authority shall provide training to Designees and staff at such times and in such a manner as the designated Responsible Authority determines is appropriate to inform them of their obligations under the Act. The designated Responsible Authority shall also be authorized to amend or supplement the Exhibits attached to these procedures as needed to further the intent of these procedures and the City's compliance with the Act. For the purposes of carrying out these procedures, the term Responsible Authority shall include Designees unless the context in which it is used indicates a different intent.

3.0 Access to Public Data. All information maintained by the City is public unless there is a specific statutory designation which gives it a different classification. Categories of classification are as follows:

Classification:	Data on Individuals* (Minn. Stat. § 13.02, subd. 5)	Data on Decedents (Minn. Stat. § 13.10, subd. 1)	Data not on Individuals* (Minn. Stat. § 13.02, subd. 4)
Public	Certain data on individuals are accessible to anyone. Minn. Stat. § 13.02, subd. 15.	Certain data on decedents are accessible to anyone. Minn. Stat. § 13.02, subd. 15.	Certain data not on individuals are accessible to anyone. Minn. Stat. § 13.02, subd. 14.
Private	Certain data on individuals are accessible to the data subject, but not accessible to the public. Minn. Stat. § 13.02, subd. 12.	Certain data on decedents are accessible to the representative of the decedent, but not accessible to the public.** Minn. Stat. § 13.10, subd. 1 (b).	
Nonpublic			Certain data not on individuals are accessible to the data subject, but not accessible to the public. Minn. Stat. § 13.02, subd. 9.
Confidential	Certain data on individuals are not accessible to the data subject and not accessible to the public. Minn. Stat. § 13.02, subd. 3.	Certain data on decedents are not accessible to the representative of the decedent and not accessible to the public.** Minn. Stat. § 13.10, subd. 1 (a).	
Protected Nonpublic			Certain data not in individuals are not accessible to the data subject and not accessible to the public. Minn. Stat. § 13.02, subd. 13.

* "Individual" is defined by Minnesota Statutes Section 13.02, subdivision 8. "Individual" means a living human being. It does not mean any type of entity created by law, such as a corporation.

** Private and confidential data on decedents become public data 10 years after the death of the data subject and 30 years after the creation of the data.

3.1 People Entitled to Access. Any person has the right to inspect or view public data or to have an explanation of the meaning of the data. The person does not need to state his or her name or give the reason for the request, unless a statute specifically authorizes the City to request such information. The Responsible Authority may ask a person to provide identifying or clarifying information for the sole purpose of facilitating access to the data. Examples of when identifying information may be requested include, but are not limited to, obtaining a mailing address when the person has requested that copies be mailed or requesting identification when copies have been paid for by check. Additionally, any person has the right to obtain a copy of public data except in the case of copyrighted materials in the possession of the City for which the City does not have express written permission to reproduce. (Exhibit 9)

3.1A Copyrighted Documents. Copyrighted public documents may be shown to anyone but shall not be reproduced or photocopied without express written permission from the copyright holder.

3.1A1 The Responsible Authority reserves the right to refuse to provide copies of copyrighted data in accordance with the copyright law of the United States (Title 17, United States Code) which governs the making of photocopies or other reproductions of copyrighted material.

3.1A2 Public documents created by the City of Lauderdale or its officials or employees on behalf of the City do not qualify for copyright protection and shall be available for viewing and reproduction in accordance with the Act. In certain cases, the City may enforce a copyright or acquire a patent for a computer software program or components of a program created by the City. In such cases, the data shall be treated as trade secret information.

3.2 Form of Request. The request for public data may be verbal or written. The Responsible Authority or designee may require a verbal request to be made in writing whenever a written request will assist the Responsible Authority or designee in performing his or her duties. (Exhibit 3).

3.3 Identification of Requesting Party. The Responsible Authority **may not** require the requesting party to provide identification to view public documents unless contact information is required in order to clarify the request. The Responsible Authority must verify the identity of the requesting party as a person entitled to reproductions when reproductions of copyrighted public data are requested. Identity can be established through personal knowledge, presentation of photo identification, comparison of the data subject's signature on a consent form with the person's signature in City records, or other reasonable means.

3.4 Form of Copies. Where public data is maintained in a computer storage medium, the Responsible Authority shall provide copies of the public data in electronic form upon request, provided a copy can reasonably be made in that form. The Responsible Authority is not required to provide the data in an electronic format or program that is different from the format or program in which the Responsible Authority maintains the data. The Responsible Authority may charge a fee for the actual cost of providing the copy.

3.5 Time Limits. Requests will be received and processed only at Lauderdale City Hall during normal business hours. If copies cannot be made at the time of the request, copies must be supplied as soon as reasonably possible. Whenever possible, the Responsible Authority will immediately allow the requesting person to inspect the public data. When providing an immediate response to the requester, it should not interfere with the City's efficient operations. The Responsible Authority may require that the requesting person make an appointment or return at a later time to inspect or to pick up copies of the requested data. When public data on individuals is requested by the individual data subject and an immediate response is not possible, the authorized City employee will provide the data within 10 days of the date of the request, excluding Saturdays, Sundays and legal holidays.

3.6 Fees. Anyone may inspect or view public data for any reason without charge. Fees may be charged only if the requesting person asks for a copy or electronic transmittal of the data. Fees will be charged according to the City's current fee schedule and may not include time necessary to separate public from non-public data. A summary of fees generally associated with data requests is contained in Exhibit 2.

4.0 Access to Private and Confidential Data on Individuals. Information about individual persons is classified by law as public, private, or confidential. A list of the private and confidential information maintained by the City is contained in Appendix A.

4.1 Persons Entitled to Access.

4.1A Public information about an individual may be shown or given to anyone for any reason.

4.1B Private information about an individual may be shown or given to:

4.1B1 The individual, but only once every six months, unless a dispute has arisen or additional data has been collected or created.

4.1B2 A person who has been given access by the express written consent of the data subject.

4.1B3 Persons, or another responsible authority, which are authorized access by the federal, state, or local law or court order.

4.1B4 Persons within the City staff, the City Council, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.

4.1C Confidential information may not be given to the subject of the data, but may be given or shown to:

4.1C1 Persons who are authorized access by federal, state, or local law or court order.

4.1C2 Persons within the City staff, the City Council, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.

4.2 Form of Request. Any individual may request data verbally or in writing. Data will be released depending on whether or not the City has stored the data requested and whether the data is classified as public, private, or confidential. All requests to see private or confidential information must be made in writing in order to verify identity. The Responsible Authority will provide a form (Exhibit 3) to document the requesting party's identity, the information requested, and the City's response; however, any individual may request data verbally or in writing as long as the request is accompanied by documentation of the requesting party's identity and a detailed description of the information requested.

4.3 Identification of Requesting Party. The Responsible Authority must verify the identity of the requesting party as a person entitled to access when private or confidential data is requested. Identity can be established through personal knowledge, presentation of photo identification, comparison of the data subject's signature on a consent form with the person's signature in City records, or other reasonable means.

4.4 Time Limits. Requests will be received and processed at Lauderdale City Hall only during normal business hours. Access to the data will be provided as soon as is reasonably possible. Data requested by the individual data subject will be provided within 10 days of the date of the request, excluding Saturdays, Sundays and legal holidays if an immediate response is not possible.

4.5 Fees. Fees will be charged in the same manner as for public information and are summarized in Exhibit 2.

4.6 Summary Data. The term "summary data" refers to statistical records and reports derived from data on individuals but which does not identify an individual by name or reveal any other characteristic that could uniquely identify an individual. Summary data derived from private or confidential data is public. The Responsible Authority will prepare summary data upon request, if the request is in writing and the requesting party pays for the cost of preparation. The Responsible Authority must notify

the requesting party about the estimated costs and collect these costs before preparing or supplying the summary data. This should be done within 10 days after receiving the request. If the summary data cannot be prepared within 10 days, the Responsible Authority must notify the requester of the anticipated time schedule and the reason for the delay.

Summary data may be prepared by “blacking out” personal identifiers, cutting out portions of the records that contain personal identifiers, creating a spreadsheet, programming computers to delete personal identifiers, or other reasonable means.

The Responsible Authority may ask an outside agency or person to prepare the summary data if: (1) the specific purpose is given in writing; (2) the agency or person agrees not to disclose the private or confidential data; and (3) the Responsible Authority determines that access by this outside agency or person will not compromise the privacy of the private or confidential data. (Exhibit 4)

4.7 Records of Minors and Incapacitated Persons. The following applies to private (not confidential) data about minors (persons under the age of 18) and about those persons who are incapacitated as defined by Minnesota Statutes Section 524.5-102, subdivision 6.

4.7A Parent/Guardian Access. In addition to the persons listed above who may have access to private data, a parent may have access to private information about a minor or an incapacitated person. For the purposes of these procedures, “parent” shall include guardians and individuals acting as parents or guardians in the absence of parents or guardians. A parent is presumed to have this right unless the minor has requested that the Responsible Authority withhold the data and withholding the data would be in the best interest of the minor, or it has been given evidence that there is a state law, court order, or other legally binding document, which prohibits this right.

4.7B Notice to Minors and Incapacitated Persons. Before requesting private data from minors and incapacitated persons, City personnel must notify the minors and incapacitated persons that they may request that the information not be given to their parent(s) or guardian(s). (Exhibit 5)

4.7C Denial of Parent or Guardian Access. The Responsible Authority may deny parent or guardian access to private data when the individual requests this denial and the Responsible Authority determines that withholding the data would be in the best interest of the individual. The request from the individual must be in writing, stating the reasons for the request. In determining the best interest of the individual, the Responsible Authority will consider:

4.7C1 Whether the individual is of sufficient age and maturity to explain the reasons and understand the consequences;

4.7C2 Whether denying access may protect the individual from physical or emotional harm;

4.7C3 Whether there are reasonable grounds to support the individual's reasons; and

4.7C4 Whether the data concerns medical, dental, or other health services provided under Minnesota Statutes Sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent or guardian would seriously jeopardize the health of the individual.

The Responsible Authority may also deny parental/guardian access without a request from the juvenile or incapacitated person under Minnesota Statutes Section 144.335, or under any other state or federal statute that allows or requires denial of parental or guardian access and that provides standards for denying parental or guardian access

5.0 Access to Private and Confidential Data on Decedents. Private data on decedents means data which, prior to the death of the data subject, were classified by statute, federal law, or temporary classification as private data. Confidential data means data which, prior to the death of the data subject, were classified by statute, federal law, or temporary classification as confidential data. A list of the private and confidential information maintained by the City is contained in Appendix A. Information about individuals who are deceased will be treated the same as data that is about individuals who are living except:

5.0A Private and confidential data on decedents will become public data 10 years after the death of the data subject and 30 years after the creation of the data in accordance with Minnesota Statutes Section 13.10, subdivision 2. An individual is presumed dead if either 90 years have elapsed since the creation of the data or 90 years have elapsed since the individual's birth, whichever is earlier, except that an individual is not presumed to be dead if the Responsible Authority has information readily available to him or her indicating the individual is still living.

5.0B A representative of the decedent may exercise the rights that the decedent could have exercised as a living individual. A "representative of the decedent" means a personal representative of the estate of the decedent during the period of administration, or if no personal representative has been appointed or after discharge, the surviving spouse, any child of the decedent, or, if there is no surviving spouse or children, the parents of the decedent.

6.0 Access to Data Not On Individuals. Information not about individuals is classified by law as public, nonpublic, and protected nonpublic. Information that is not about individuals will generally be treated the same as data about individuals. Nonpublic and protected nonpublic information, except for security information, becomes public either 10 years after it was created by the City or 10 years after the data was received or collected by the City unless the

Responsible Authority reasonably determines that if the information was made public or made available to the data subject that the harm to the public or the data subject would outweigh the benefit to the public or the data subject.

6.1 People Entitled to Access.

6.1A Public information not about an individual may be shown to anyone. Copyrighted documents will not be reproduced or photocopied without express written permission from the copyright holder.

6.1B Nonpublic information not about an individual may be shown or given to:

6.1B1 An authorized representative of the subject entity of the data, but only once every six months, unless a dispute has arisen or additional data has been collected.

6.1B2 A person who has been given access by the express written consent of the authorized representative of the entity which is the subject of the data.

6.1B3 Persons who are authorized access by the federal, state, or local law or court order.

6.1B4 Persons within the City staff, the City Council, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.

6.1C Protected nonpublic information may not be given to the authorized representative of the entity, but may be given or shown to:

6.1C1 Persons who are authorized access by federal, state, or local law or court order.

6.1C2 Persons within the City staff, the City Council, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.

6.2 Form of Request. Any person may request data verbally or in writing. Data will be released depending on whether or not the City has stored the data requested and whether the data is classified as public, nonpublic, protected nonpublic or is copyrighted.

All requests to view or receive a reproduction of nonpublic or protected nonpublic information must be made in writing in order to verify identity. All requests to receive a reproduction of copyrighted public, nonpublic or protected nonpublic information must be made in writing in order to determine if the request for copyrighted material qualifies for release under copyright law of the United States (Title 17 of the United States Code). The Responsible Authority will provide a form (Exhibit 3) to document the requesting

party's identity, the information requested, and the City's response; however, any person may request data verbally or in writing as long as the request includes documentation of the requesting party's identity and a detailed description of the information requested.

6.3 Identification of Requesting Party. The Responsible Authority must verify the identity of the requesting party as a person entitled to access when non-public or protected nonpublic data is requested. The Responsible Authority must also verify the identity of the requesting party as a person entitled to access when copies of copyrighted private, non-public, or protected nonpublic data is requested. Identity can be established through personal knowledge, presentation of photo identification, comparison of the data subject's signature on a consent form with the person's signature in City records, or other reasonable means.

6.4 Time Limits. Requests will be received and processed at Lauderdale City Hall only during normal business hours. The response must be immediate, if possible, or prompt and reasonable, if an immediate response is not possible.

6.5 Fees. Fees will be charged in the same manner as for public information and are summarized in Exhibit 2.

7.0 Temporary Classification. If the Responsible Authority determines information not expressly classified by law should be protected, the Responsible Authority may apply to the Department of Administration Commissioner for permission to classify information as private, confidential, nonpublic or protected nonpublic for its own use and for the use of other governmental entities on a temporary basis. The application and the classification of the information shall be in accordance with Minnesota Statutes Section 13.06.

8.0 Denial of Access. If the Responsible Authority determines that the requested data is not accessible to the requesting party, the Responsible Authority must inform the requesting party verbally at the time of the request or in writing as soon after that as possible. The Responsible Authority must give the specific legal authority, including statutory section, for withholding the data. The Responsible Authority must place a verbal denial in writing upon request. This must also include the specific legal authority for the denial.

9.0 Collection of Data on Individuals. The collection and storage of information about individuals will be limited to that necessary for the administration and management of the programs specifically authorized by the state legislature, City Council, or federal government.

9.1 Tennesen Warning. When an individual is asked to supply private or confidential information about the individual, the City employee requesting the information must give the individual a Tennesen warning.

9.1A This warning must contain the following:

9.1A1 The purpose and intended use of the requested data;

9.1A2 Whether the individual may refuse or is legally required to supply the requested data;

9.1A3 Any known consequences from supplying or refusing to supply the information, and

9.1A4 The identity of other persons or entities authorized by state or federal law to receive the data.

9.1B A Tennessean warning is not required when:

9.1B1 An individual is requested to supply investigative data to a law enforcement officer;

9.1B2 The data subject is not an individual (e.g., the data subject is a corporation or partnership);

9.1B3 The data subject offers information that has not been requested by the City;

9.1B4 The information requested from the individual is about someone else;

9.1B5 The City receives information about the subject from someone else; or

9.1B6 The information requested from the subject is classified as public data.

9.1C A Tennessean warning may be on a separate form (Exhibit 9) or may be incorporated into the form which requests the private or confidential data.

9.1D Collection of Data on Individuals through the Use of the City's Computer. When an individual gains access to government information or services through the City's computer, the City may create, collect, or maintain electronic access data or use its computer to install a cookie on an individual's computer. The City must inform individuals gaining access to the City's computer of the creation, collection, or maintenance of electronic access data or the City's use of cookies before requiring the individual to provide any data about the individual to the City. As part of that notice, the City must inform the individual how the data will be used and disseminated. Notwithstanding an individual's refusal to accept a cookie on its computer, the City must allow the individual to gain access to data or information, transfer data or information, or use government services by means of the City's computer.

9.2 Data Quality Procedures. The City is required to establish procedures that data on individuals are accurate, complete and current. The Responsible Authority shall work with employees that collect, use, or disseminate data on individuals to implement the following procedures:

9.2A At the time that data is collected from the individual data subject, the individual should be advised of his or her right to review and contest the accuracy or completeness of public or private data concerning him/herself.

9.2B An individual data subject should be encouraged to review his/her file for accuracy, completeness and currency.

9.2C Whenever possible and practical, collect data about an individual from the individual subject of the data rather than from third parties (e.g., birth date, address, etc.) (This directive does not prohibit employees from collecting data from third parties).

9.2D Design forms to collect objective types of data elements whenever possible, rather than data which calls for an opinion or conclusion or other subjective entry. Forms for the collection of data on individuals should request only necessary data.

9.2E Department heads should periodically review forms used to collect data on individuals. Data elements that are not necessary or that lend themselves to ambiguity or subjectivity should be removed and the forms redesigned.

9.2F Department heads should periodically conduct quality/validity checks on sample case files that contain data on individuals.

10.0 Challenge to Data Accuracy or Completeness. An individual who is the subject of public or private data may contest the accuracy or completeness of that data maintained by the City. The individual must notify the Responsible Authority in writing describing the nature of the disagreement. Within 30 days, the Responsible Authority must respond and either (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that he or she believes the data to be correct.

An individual who is dissatisfied with the Responsible Authority's action may appeal to the Commissioner of the Minnesota Department of Administration, using the contested case procedures under Minnesota Statutes Chapter 14. The Responsible Authority will correct any data if so ordered to do so by the Commissioner.

11.0 Data Protection.

11.1 Accuracy and Currency of Data.

11.1A All City employees will be requested, and given appropriate forms, to provide updated personal information to the appropriate supervisor, which is necessary for tax, insurance, emergency notification, and other personnel purposes. Other people who provide private or confidential information will also be encouraged to provide updated information when appropriate.

11.1B Department heads should, on a yearly basis, review forms used to collect data on individuals to delete items that are not necessary and to clarify items that may be ambiguous.

11.1C All records must be disposed of according to the State of Minnesota General Records Retention Schedule.

11.2 Data Safeguards.

11.2A Private and confidential information will be stored in files or databases which are not readily accessible to individuals who do not have authorized access and which will be secured during hours when the offices are closed.

11.2B Private and confidential data must be kept only in City offices, except when necessary for City business.

11.2C Only those employees whose job responsibilities require them to have access will be allowed access to files and records that contain private or confidential information. These employees will be instructed to:

11.2C1 Not discuss, disclose, or otherwise release private or confidential data to anyone who is not authorized to access the data including City employees or officials whose job responsibilities do not require access to the data;

11.2C2 Not leave private or confidential data where non-authorized individuals might see it; and

11.2C3 Shred private or confidential data before discarding.

11.2D When a contract with an outside party requires access to private or confidential information, the contracting party will be required to use and disseminate the information consistent with the Act. The City must include in a written contract the language contained in Exhibit 10 or substantially similar language.

EXHIBIT 1
LIST OF DESIGNEES

The Minnesota Data Practices Act establishes a system for compilation and distribution of data gathered by government agencies. All data collected and maintained by the City of Lauderdale ("City") is presumed public and is accessible to the public for both inspection and copying, unless classified as Private, Confidential, Nonpublic or Protected Nonpublic in accordance with federal law, state statute or a temporary classification.

The City of Lauderdale has appointed the following position to administer this system.

Responsible Authority:

Deputy City Clerk
City of Lauderdale
1891 Walnut Street
Lauderdale, MN 55113
Phone: (651) 792-7650
Fax: (651) 631-2066

Compliance Official:

City Administrator
City of Lauderdale
1891 Walnut Street
Lauderdale, MN 55113
Phone: (651) 792-7650
Fax: (651) 631-2066

Positions appointed as designees in system administration are as follows:

St. Anthony Police Department Records Supervisor
Falcon Heights Fire Department Records Supervisor

Other persons responsible for the maintenance and dissemination of City records are as apparent or assigned.

**EXHIBIT 2
PHOTOCOPYING CHARGES**

Regular Photocopy Charge

(if 100 or fewer pages of black and white letter or legal size paper copies are requested)

\$.25 per page

\$.05 per page for additional copies of the same document

Special Copy Charge

(charged in all other circumstances, including requests to provide data electronically or by facsimile)

Actual Cost*

* the "actual cost" means the cost of any materials (paper, copier ink, staples, CDs/DVDs, video/audio tapes, etc.), any special costs associated with making copies from computerized data, such as writing or modifying a computer program to format data, any mailing costs and any vehicle costs directly involved in transporting data to the appropriate facility when necessary to provide copies. In addition, "actual cost" also includes City staff time spent making, certifying and compiling the copies (when requested by the data subject). For requests by anyone other than the data subject, the "actual cost" also includes City staff time spent retrieving the data to be copied, sorting and labeling the documents (if this is necessary to identify what is to be copied), removing staples or paper clips, taking documents to the copier for copying as well as making, certifying and compiling the copies. Labor costs are never charged for separating public from not public data.

Document Charge

(charged for certain frequently requested documents, such as zoning codes, maps, etc.)

Fee as established in the City fee schedule

EXHIBIT 3

**INFORMATION DISCLOSURE REQUEST
Minnesota Government Data Practices Act**

A. To be Completed by Requestor

REQUESTOR NAME (Last, First, MI):	DATE OF REQUEST:
STREET ADDRESS:	PHONE NUMBER:
CITY, STATE, ZIP CODE:	SIGNATURE:
DESCRIPTION OF THE INFORMATION REQUESTED:	

B. To be Completed by the City

DEPARTMENT NAME:	HANDLED BY:
INFORMATION CLASSIFIED AS: <input type="checkbox"/> PUBLIC <input type="checkbox"/> NON-PUBLIC <input type="checkbox"/> PRIVATE <input type="checkbox"/> PROTECTED NON-PUBLIC <input type="checkbox"/> CONFIDENTIAL	ACTION: <input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED IN PART (explain below) <input type="checkbox"/> DENIED (explain below)
REMARKS OR BASIS FOR DENIAL INCLUDING STATUTE SECTION:	
PHOTOCOPYING CHARGES: <input type="checkbox"/> NONE <input type="checkbox"/> _____ Pages x _____ = _____ <input type="checkbox"/> Special Rate: _____ (attach explanation)	IDENTITY VERIFIED FOR PRIVATE INFORMATION: <input type="checkbox"/> IDENTIFICATION: DRIVER'S LICENSE, STATE I.D., etc. <input type="checkbox"/> COMPARISON WITH SIGNATURE ON FILE <input type="checkbox"/> PERSONAL KNOWLEDGE <input type="checkbox"/> OTHER: _____
AUTHORIZED SIGNATURE:	DATE:

EXHIBIT 4

GOVERNMENT DATA ACCESS AND NONDISCLOSURE AGREEMENT

1. **AUTHORIZATION.** The City of Lauderdale (the "City") hereby authorizes _____, (the "Authorized Party") access to the following government data: _____

2. **PURPOSE.** Access to this government data is limited to the objective of creating summary data for the following purpose: _____

3. **COST.** (Check all that apply):

_____ The Authorized Party has been requested by the City to prepare summary data and will be paid in accordance with City policy. The estimated total is: \$ _____.

_____ _____ is the person who requested the summary data and agrees to bear the City's costs associated with the preparation of the data which has been estimated to be \$ _____.

Signature of Requestor

Date

4. **SECURITY.** The Authorized Party agrees that it and any employees or agents under its control must protect the privacy interests of individual data subjects in accordance with the terms of this Agreement.

The Authorized Party agrees to remove all unique personal identifiers which could be used to identify any individual from data classified by state or federal law as not public which is obtained from City records and incorporated into reports, summaries, compilations, articles, or any document or series of documents.

Data contained in files, records, microfilm, or other storage media maintained by the City are the City's property and are not to leave the City's custody. The Authorized Party agrees not to make reproductions of any data or remove any data from the site where it is provided, if the data can in any way identify an individual.

No data which is not public and which is irrelevant to the purpose stated above shall ever be disclosed or communicated to anyone by any means.

The Authorized Party warrants that the following named individual(s) will be the only person(s) to participate in the collection of the data described above:

Complete name (printed)

Title (printed)

5. **LIABILITY FOR DISCLOSURE.** The Authorized Party is liable for any unlawful use or disclosure of government data collected, used and maintained in the exercise of this agreement and is classified as not public under state or federal law. The Authorized Party understands that it may be subject to civil or criminal penalties under those laws. The Authorized Party agrees to

defend, indemnify, and hold the City, its officials, agents and employees harmless from any liability, claims, damages, costs, judgments, or expenses, omission of the Authorized Party's failure to fully perform in any respect all obligations under this Agreement.

6. INSURANCE. In order to protect itself as well as the City, the Authorized Party agrees at all times during the term of this Agreement to maintain insurance covering the Authorized Party's activities under this Agreement. The insurance will cover \$1,500,000 per claimant for personal injuries or damages and \$1,500,000 per occurrence. The policy must cover the indemnification obligation specified above.

7. ACCESS PERIOD. The Authorized Party may have access to the information described above from _____ to _____.

8. ACCESS RESULTS.

A copy of all reports, summaries, compilations, articles, publications or any document or series of documents that are created from the information provided under this Agreement must be provided to the City. The Authorized Party may retain one copy of the summary data created for its own records but may not disclose it without City permission, except in defense of claims brought against it.

AUTHORIZED PARTY: _____

By: _____ Date: _____

Title (if applicable): _____

REQUESTOR OF SUMMARY DATA: _____

By: _____ Date: _____

Title (if applicable): _____

CITY OF LAUDERDALE:

By: _____ Date: _____

Its: _____

EXHIBIT 5
NOTICE TO PERSONS UNDER AGE 18

Some of the information you are asked to provide is classified as private under State law. You have the right to request that some or all of the information not be given to one or both of your parents/legal guardians. Please complete the form below if you wish to have information withheld.

Your request does not automatically mean that the information will be withheld. State law requires the City to determine if honoring the request would be in your best interest. The City is required to consider:

- * Whether you are of sufficient age and maturity to explain the reasons and understand the consequences;
- * Whether denying access may protect you from physical or emotional harm;
- * Whether there are reasonable grounds to support your reasons; and
- * Whether the data concerns medical, dental, or other health service provided under Minnesota Statutes Sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent would seriously jeopardize your health.

NOTICE GIVEN TO: _____ DATE: _____

BY: _____
(Name) (Title)

REQUEST TO WITHHOLD INFORMATION

I request that the following information _____

Be withheld from: _____

For these reasons: _____

Date: _____ Print name: _____

Signature: _____

**EXHIBIT 6
CONSENT TO RELEASE PRIVATE DATA**

I, _____, authorize the City of Lauderdale ("City") to release the
(print name)

following private data about me:

to the following person(s) or entity(ies):

The person(s) or entity(ies) receiving the private data may use it only for the following purpose or purposes:

This authorization is dated _____ and expires on _____

I understand that my records are protected under state privacy regulations and cannot be disclosed without my written consent unless otherwise provided for by law. I also understand that I may cancel this consent at any time prior to the information being released and that in any event this consent expires automatically 90 days after signing. By signing this document, I give my full and voluntary consent to the City to release the above-listed data to the persons identified in this release, and I waive any and all claims against the City for the disclosure of private data about me in accordance with this document.

Signature

Signature of parent or guardian
(if data subject is under 18 years of age)

IDENTITY VERIFIED BY:

- Witness:** x _____
- Identification:** Driver's License, State ID, Passport,
other: _____
- Comparison with signature on file**
- Other:** _____

Responsible Authority/Designee: _____

EXHIBIT 8
DATA PRACTICES ADVISORY
(Tennessee Warning)

Some or all of the information that you are asked to provide on the attached form is classified by state law as either private or confidential. Private data is information that generally cannot be given to the public but can be given to the subject of the data. Confidential data is information that generally cannot be given to either the public or the subject of the data.

The City's purpose and intended use of this information is: _____

You ___ are/ ___ are not legally required to provide this information.

If you refuse to supply the information, the following may happen: _____

Other persons or entities authorized by law to receive this information are:

**EXHIBIT 9
CITY OF LAUDERDALE
TENNESSEN WARNING FORM**

It is the City of Lauderdale's responsibility to inform potential employees of their privacy rights. Please carefully read the Tennessee Warning provided below. Sign and date the form and return it with your application. Your signature indicates that you have received information regarding your rights as they pertain to the Minnesota Government Data Practices Act.

In accordance with the Minnesota Government Data Practices Act, the City of Lauderdale is required to inform you of your rights as they relate to the private information collected from you. Private data is information that is available to you, but not to the public; the personal information we collect about you is private. Minnesota Statutes Sections 13.04 and 13.43 are two sections that govern what affects you as an applicant for employment at the City of Lauderdale. All data collected is considered private except for the following:

1. Your veteran's status;
2. Relevant test scores;
3. Your job history;
4. Your education and training; and
5. Your work availability.

Your name is considered to be private information; however, if you are selected to be interviewed as a finalist, your name becomes public information.

The data supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel policies, rules, and regulations of the City of Lauderdale. Furnishing social security numbers is voluntary for applicants to the City of Lauderdale, but refusal to supply other requested information would mean that your application for employment might not be considered.

Private data is available only to you, appropriate City employees, and others as provided by state and federal laws who have a bona fide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the application for employment that is not designated in this notices as private data.

The information you give about yourself is needed to identify you and to assist the City of Lauderdale in determining your suitability for the position for which you are applying.

I have read and understand the information given above regarding the Minnesota Data Practices Act.

Applicant Signature

Date

EXHIBIT 10
SAMPLE CONTRACT PROVISION

Data Practices Compliance. Contractor will have access to data collected or maintained by the City to the extent necessary to perform Contractor's obligation under this contract. Contractor agrees to maintain all data contained from the City in the same manner as the City is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (the "Act"). Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the City. Contractor agrees to defend and indemnify the City from any claim, liability, damage or requirements of the Act or this contract. Upon termination of this contract, Contractor agrees to return data to the City as requested by the City.

EXHIBIT 11
BUILDING PERMIT/PLANS
DATA PRACTICES ADVISORY

You may be required to submit building plans with your building permit application so that the City of Lauderdale can determine whether or not your building permit application should be approved. If you do not submit plans when they are required, your building permit will not be approved. The Minnesota Government Data Practices Act establishes a presumption that all government data are public and are accessible by the public for both inspection and copying unless there is a federal law, a state statute, or a temporary classification of data that provides that certain data are not public. Minnesota Statutes Section 13.01 defines government data as being all data collected, created, received, maintained, or disseminated by the City.

The Government Data Practices Act allows building plans to be classified as non-public ONLY if they contain the following information:

Security information defined by Minnesota Statutes Section 13.37, subdivision 1(a) as being “government data the disclosure of which would be likely to substantially jeopardize the security of information, possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury.”

OR

Trade secret information defined by Minnesota Statutes Section 13.37, subdivision 1 (b) as being “government data, including a formula, pattern, compilation, program, device, method, technique or process (1) that was supplied by the affected individual or organization, (2) that is the subject of efforts by the individual or organization that are reasonable under the circumstances to maintain its secrecy, and (3) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.”

Building plans submitted to the City are generally public information and will be presumed to be available for copying and release to the public. If you hold a copyright to the plans and do not want them copied for the public, then you will need to indicate as such below. Also, if you believe that your building plans qualify for the classification of nonpublic data you must provide documentation verifying your claim. The Responsible Authority for the City of Lauderdale will determine whether or not the plans qualify for nonpublic data classification within 10 business days of the request.

Building plans and related documents submitted to the City are presumed to be public and by submitting them and signing this document you are expressly giving permission to the City to make copies for the City’s use and to make available to the public upon request unless you indicate otherwise as follows:

_____ **The building plans I have submitted contain SECURITY INFORMATION as defined by Minnesota Statutes Section 13.37, subdivision 1(a) and are to be treated as protected nonpublic data.** I understand I must provide an explanation (below) to support my claim that the information I am providing constitutes security information under law.

_____ **The building plans I have submitted contain TRADE SECRET INFORMATION as defined by Minnesota Statutes Section 13.37, subdivision 1 (b) and are to be treated as protected nonpublic data.** I understand I must provide an explanation (below) to support my claim that the information I am providing constitutes trade secret information under law.

_____ **The building plans I have submitted are COPYRIGHTED under and protected by the Federal Copyright Act and I do not give permission for them to be copied for release to the public.** However, I understand the plans are considered public information under Minnesota law and may be viewed by the public.

Explanation:

_____ Name of Applicant (Please Print)	_____ Date
_____ Signature of Applicant	_____ Property Address
_____ Contact Address	_____ Contact Phone Number
_____ E-mail address	

**APPENDIX A
PRIVATE AND CONFIDENTIAL DATA
MAINTAINED BY THE CITY OF LAUDERDALE**

The list of data types is divided into the following categories: **General; Administration; Planning; Personnel; and Police.** The categories are provided only for convenience in locating types of data. Inclusion in any particular category is not intended to indicate an exclusive location for that data type (e.g., data listed under Personnel may be physically located in more than one City department).

GENERAL

Applications for Election or Appointment

CLASSIFICATION(S): Public

GOVERNING STATUTE: Minn. Stat. § 13.601, subd. 3

DESCRIPTION OF DATA: The following data on all applicants for election or appointment are public: name, city of residence (except when the appointment has a residency that requires the entire address to be public), education and training, employment history, volunteer work, awards and honors, prior government service and any data required to be provided.

Business Data

CLASSIFICATION(S): Private/Nonpublic/Public

GOVERNING STATUTE: Minn. Stat. § 13.591

DESCRIPTION OF DATA: Data submitted to the City by a business requesting financial assistance or a benefit financed by public funds are private or nonpublic data. The data becomes public when public financial assistance is provided or the business receives a benefit from the City, except that business plans, income and expense projections not related to the financial assistance provided, customer lists, income tax returns, and design, market and feasibility studies not paid for with public funds remain private or nonpublic.

City Attorney Records

CLASSIFICATION(S): Confidential

GOVERNING STATUTE: Minn. Stat. § 13.393

DESCRIPTION OF DATA: The use, collection, storage, and dissemination of data by the City Attorney is governed by statutes, rules, and professional standards concerning discovery, production of documents, introduction of evidence, and professional responsibility. Data which is the subject of attorney-client privilege is confidential. Data which is the subject of the "work product" privilege is confidential.

Civil Investigative Data

CLASSIFICATION(S): Confidential / Protected Nonpublic/ Not public / Public

GOVERNING STATUTE: Minn. Stat. § 13.39

DESCRIPTION OF DATA: Data collected as part of an active investigation undertaken to commence or defend pending civil litigation, or which are retained in anticipation of pending civil litigation are classified as protected nonpublic data pursuant to Minnesota Statutes

Section 13.02, subdivision 13, in the case of data not on individuals and confidential pursuant to Minnesota Statutes Section 13.02, subdivision 3, in the case of data on individuals. The City may make any data classified as confidential or protected nonpublic accessible to any person, agency or the public if the City determines that the access will aid the law enforcement process, promote public health or safety or dispel widespread rumor or unrest.

Community Dispute Resolution Center Data

CLASSIFICATION(S): Private/Public

GOVERNING STATUTE: Minn. Stat. § 13.88

DESCRIPTION OF DATA: Data relating to a case in a community dispute resolution program are classified as private data on individuals, with the exceptions set forth in Minnesota Statutes Section 13.88.

Elected Officials Correspondence

CLASSIFICATION(S): Private / Public

GOVERNING STATUTE: Minn. Stat. § 13.601, subd. 2

DESCRIPTION OF DATA: Correspondence between individuals and elected officials is private data on individuals, but may be made public by either the sender or the recipient.

Emergency Services for Homeless Persons

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.587

DESCRIPTION OF DATA: Data that identifies any individual receiving emergency services for homeless persons from the City under a grant from a state agency are private data on individuals.

Financial Disclosure Statements

CLASSIFICATION(S): Public

GOVERNING STATUTE: Minn. Stat. § 13.601, subd. 1.

DESCRIPTION OF DATA: Financial disclosure statements of elected or appointed officials which, by requirement of the City, are filed with the City, are public data on individuals.

Identity of Employees Making Complaints

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 181.932, subd. 2; 13.7905, subd. 5(b)

DESCRIPTION OF DATA: The identity of an individual who reports to any governmental body or law enforcement official a violation or suspected violation by the individual's employer of any federal or state law or rule is private data on individuals if it meets the requirements of Minnesota Statutes Section 181.932, subdivision 2.

Internal Competitive Response

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. §§ 13.591, subd. 5, 13.37.

DESCRIPTION OF DATA: A bid or proposal to provide the City with goods or services that is prepared by City staff in competition with bids or proposals solicited by the City from the private sector or a different government entity from the private sector are classified as private or nonpublic until completion of the selection process or completion of the evaluation process at

which time the data are public with the exception of trade secret information as defined and classified in Minnesota Statutes Section 13.37.

Internal Auditing Data

CLASSIFICATION(S): Confidential/Private/Protected Nonpublic/Public

GOVERNING STATUTE: Minn. Stat. § 13.392

DESCRIPTION OF DATA: Data, notes, and preliminary drafts of reports created, collected and maintained by the internal audit offices of the City or by person performing audits for the City and relating to an audit or investigation are confidential data on individuals or protected nonpublic data until the final report has been published or the audit or investigation is no longer being pursued actively. Data on an individual supplying information for an audit or investigation that could reasonably be used to determine the individuals' identity are private data on individuals if the information supplied was needed for an audit or investigation and would not have been provided to the internal audit office or person performing audits without an assurance to the individual that the individual's identity would remain private.

Pleadings

CLASSIFICATION(S): Public

GOVERNING STATUTE: Minn. Stat. § 13.03, subd. 12

DESCRIPTION OF DATA: Pleadings in a lawsuit by or against the City are public data to the same extent that the data would be public if filed with the court.

Requests for Proposals

CLASSIFICATION(S): Private/Nonpublic/Not public/Public

GOVERNING STATUTE: Minn. Stat. §§ 13.591, subd. 3(b), 13.37

DESCRIPTION OF DATA: Data submitted by a business to the City in response to a request for proposals are private or nonpublic until the responses are opened. Once the responses are opened, the name of the responder is read and becomes public. All other data in a response to a request for proposal are private or nonpublic data until completion of the evaluation process. After completion of the evaluation process, all remaining data submitted by responders are public with the exception of trade secret data as classified in Minnesota Statutes Section 13.37. If all responses to a request for proposals are rejected prior to completion of the evaluation process, all data, other than that made public at the response opening, remain private or nonpublic until a resolicitation of the requests for proposal results in the completion of the evaluation process or a determination is made to abandon the purchase. If rejection occurs after the completion of the evaluation process, the data remains public. If resolicitation of the proposals does not occur within one year of the proposal opening data, the remaining data become public.

Sealed Bids

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37

DESCRIPTION OF DATA: Sealed bids, including the number of bids received, prior to opening are classified as nonpublic data with regard to data not on individuals and as private data with regard to data on individuals.

Security Information

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37

DESCRIPTION OF DATA: Data which if disclosed would be likely to substantially jeopardize the security of information, possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury is classified as nonpublic data with regard to data not on individuals and as private data with regard to data on individuals. This includes crime prevention block maps and lists of volunteers who participate in community crime prevention programs and their home addresses and telephone numbers, but these may be disseminated to other volunteers participating in crime prevention programs.

Service Cooperative Claims Data

CLASSIFICATION(S): Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.203

DESCRIPTION OF DATA: Claims experience and all related information received from carriers and claims administrators participating in a group health or dental plan, including any long-term disability plan, offered through Minnesota service cooperatives to Minnesota political subdivisions and survey information collected from employees and employers participating in these plans and programs, except when the executive director of a Minnesota service cooperative determines that release of the data will not be detrimental to the plan or program, are classified as nonpublic data not on individuals.

Social Security Numbers

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.355

DESCRIPTION OF DATA: Social Security numbers of individuals are private data on individuals, except to the extent that access to the Social Security number is specifically authorized by law.

Trade Secret Information

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37, subd. 1 (b)

DESCRIPTION OF DATA: Data, including a formula, pattern, compilation, program, device, method, technique or process: (1) that was supplied by the affected individual or organization; (2) that is the subject of efforts by the individual or organization that are reasonable under the circumstances to maintain its secrecy; and (3) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use are nonpublic data with regard to data not on individuals and as private data with regard to data on individuals.

ADMINISTRATION**Absentee Ballots**

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37, subd. 2.

DESCRIPTION OF DATA: Sealed absentee ballots before opening by an election judge are nonpublic data with regard to data not on individuals and private data with regard to data on individuals.

Assessor's Data

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.51

DESCRIPTION OF DATA: Data contained on sales sheets from private multiple listing service organizations are classified as private or nonpublic depending on the content of the specific data. Income information on individuals used to determine eligibility of property for classification for class 4(d) under Minnesota Statutes Section 273.128 and 273.13 are classified as private data on individuals. Specified data regarding income properties are classified as private or nonpublic data.

Computer Access Data

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.15

DESCRIPTION OF DATA: Data created, collected, or maintained about a person's access to the City's computer for the purpose of: (1) gaining access to data or information; (2) transferring data or information; or (3) using government services are private data on individuals or nonpublic data.

Deferred Assessment Data

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.52

DESCRIPTION OF DATA: Data collected pursuant to Minnesota Statutes Section 435.193, which indicates the amount or location of cash or other valuables kept in the homes of applicants for deferred assessment are private data.

Federal Contracts Data

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.35

DESCRIPTION OF DATA: All data collected and maintained by the City when required to do so by a federal agency as part of its contract with the City are classified as either private or nonpublic depending on whether the data are data on individuals or data not on individuals.

Homestead Applications

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.4965, subd. 3, 273.124, subd. 13

DESCRIPTION OF DATA: Social Security numbers, affidavits or other proofs of entitlement to homestead status that are submitted by property owners or their spouses are private data on individuals. The data may be disclosed to the Commissioner of Revenue or, under limited circumstances, the County Treasurer.

Library and Historical Data

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.40

DESCRIPTION OF DATA: Data that links a library patron's name with materials requested or borrowed or with a specific subject about which the patron has requested information or materials; data in applications for borrower cards, other than the name of the borrower; data contributed to a historical records repository operated by the City, if the data was contributed by private persons under an agreement that restricts access or if access would significantly endanger the physical or organizational integrity of the data are private data on individuals.

Lodging Tax Data

CLASSIFICATION(S): Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.495

DESCRIPTION OF DATA: Data, other than basic taxpayer identification data, collected from taxpayers under a lodging tax ordinance are nonpublic data.

Municipal Bonds Register Data

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.202, subd. 12, 475.55, subd. 6

DESCRIPTION OF DATA: Data with respect to the ownership of municipal obligations are nonpublic data.

Municipal Electric Utility Customer Data

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.685

DESCRIPTION OF DATA: Data on customers of municipal electric utilities are private data on individuals or nonpublic data.

Municipal Self-Insurer Claims

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.202, subd. 9(a), 471.617, subd. 5

DESCRIPTION OF DATA: Data about individual claims or total claims made by an individual under a self-insured health benefit plan of a municipality.

Parking Space Leasing Data

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37, subd. 1 (d) and subd. 2

DESCRIPTION OF DATA: The following data on an applicant for or lessee of a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, work telephone number and location of the parking space are classified as nonpublic data with regard to data not on individuals and as private data with regard to data on individuals.

Registered Voter Lists

CLASSIFICATION(S): Confidential/Public

GOVERNING STATUTE: Minn. Stat. §§ 13.607, subd. 6; 201.091

DESCRIPTION OF DATA: The information contained in the master list of registered voters may only be made available to public officials for purposes related to election administration,

jury selection, and in response to a law enforcement inquiry concerning a violation of or a failure to comply with any criminal statute or state or local tax statute.

Security Service Data

CLASSIFICATION(S): Nonpublic/Private/Public

GOVERNING STATUTE: Minn. Stat. §§ 13.861, 13.37 and 13.82, subd. 2, 3 and 4.

DESCRIPTION OF DATA: Data collected, created, or maintained by a security service for the purpose of providing security services to the City that are similar to the data described as request for service data and response or incident data in Minnesota Statutes Section 13.82, subdivision 3 and 4 are public. If personnel of a security service make a citizen's arrest, then any security service data that are similar to the data described as arrest data in Minnesota Statutes Section 13.82, subdivision 2 are public. If a security service participates in but does not make an arrest, it shall, upon request, provide data that identify the arresting law enforcement agency. All other security service data are security information pursuant to Minnesota Statutes Section 13.37.

Social Recreational Data

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.548

DESCRIPTION OF DATA: For individuals enrolling in recreational or other social programs: name, address, telephone number, any other data that identifies the individual, and any data which describes the health or medical condition of the individual, family relationships, living arrangements, and opinions as to the emotional makeup or behavior of an individual are classified as private.

Solid Waste Collector Customer Lists

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. §§ 13.7411, subd. 4 (c), 115A.93, subd. 5

DESCRIPTION OF DATA: Customer lists provided to the City by solid waste collectors are private data on individuals or nonpublic data with regard to data not on individuals.

Transportation Service Data

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.72, subd. 10

DESCRIPTION OF DATA: Personal, medical, financial, familial or locational information, except the name, of applicants or users of services providing transportation for the disabled or elderly, with the exception of the name of the applicant or user of the service, are private.

PLANNING

Appraisal Data

CLASSIFICATION(S): Confidential/Protected Nonpublic/Public

GOVERNING STATUTE: Minn. Stat. § 13.44, subd. 3

DESCRIPTION OF DATA: Estimated or appraised values of property that are made by the City or by an independent appraiser acting for the City for the purpose of selling or acquiring land through purchase or condemnation are classified as confidential data on individuals or protected nonpublic data. Appraised values of property that are made by appraisers working for fee

owners or contract purchasers who have received an offer to purchase their property from a government entity are classified as private data on individuals or nonpublic data. Appraisal data made confidential or nonpublic become public when the data are submitted to a court appointed condemnation commissioner, the data are presented in court in condemnation proceedings or the parties enter into an agreement for the purchase and sale of the property.

Award Data

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.48

DESCRIPTION OF DATA: Financial data on business entities submitted to the City for the purpose of presenting awards to business entities for achievements in business development or performance are private data on individuals or nonpublic data.

Benefit Data

CLASSIFICATION(S): Private/Public

GOVERNING STATUTE: Minn. Stat. § 13.462

DESCRIPTION OF DATA: Data on individuals collected or created when an individual seeks information about becoming, is or was an applicant for or a recipient of benefits or services provided under any housing, home ownership, rehabilitation and community action agency, Head Start, or food assistance programs administered by the City are private data on individuals with the exception of the names and addresses of applicants for and recipients of the benefits, which are classified as public data on individuals.

Convention Center Data

CLASSIFICATION(S): Private/Nonpublic/Public

GOVERNING STATUTE: Minn. Stat. § 13.55

DESCRIPTION OF DATA: Letters or documentation from any person who makes inquiry to or who is contacted by the convention facility regarding availability of the facility for staging events; identity of firms and corporations that contact the facility; the type of event that the contacting person wants to stage in the facility; suggested terms of rentals and responses of staff to such inquiries are not public data. The names, addresses and contact persons for individual exhibitors at an exhibition may be withheld at the discretion of the City to protect the competitive position of the facility or its customers.

Housing Agency Data

CLASSIFICATION(S): Confidential/Private/Protected Nonpublic/Nonpublic/Public

GOVERNING STATUTE: Minn. Stat. § 13.585

DESCRIPTION OF DATA: Correspondence between the housing agency and agency's attorney containing data collected as part of an active investigation undertaken for the purpose of the commencement or defense of potential or actual litigation; initiation of lease terminations and eviction actions; admission denial hearings concerning prospective tenants; commencement of actions against independent contractors of the agency; and tenant grievance hearings are classified as confidential data. Income information on individuals collected and maintained to determine property tax classification eligibility is private data on individuals. Data pertaining to negotiations with property owners regarding the purchase of property are classified as nonpublic data.

Property Complaint Data

CLASSIFICATION(S): Confidential

GOVERNING STATUTE: Minn. Stat. § 13.44, subd. 1

DESCRIPTION OF DATA: Data that identifies individuals who register complaints concerning violations of state laws or local ordinances concerning the use of real property are classified as confidential data.

Redevelopment Data

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.59

DESCRIPTION OF DATA: Names and addresses of individuals and businesses and the legal descriptions of property owned by individuals and businesses, when collected in surveys of individuals conducted by the City or Housing and Redevelopment Authority for the purposes of planning, development, and redevelopment are classified as private data.

PERSONNEL**Employee Drug and Alcohol Tests**

CLASSIFICATION(S): Confidential/Private

GOVERNING STATUTE: Minn. Stat. §§ 13.7905, subd. 5(c), 181.954, subd. 2 and 3

DESCRIPTION OF DATA: Test results and other information acquired in an employee drug and alcohol testing process are private data on individuals.

Employment and Training Data

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.47

DESCRIPTION OF DATA: Data on individuals collected, maintained, used, or disseminated because an individual applies for, is currently enrolled in, or has been enrolled in employment and training programs funded with federal, state or local resources are private data on individuals.

Examination Data

CLASSIFICATION(S): Private/Confidential

GOVERNING STATUTE: Minn. Stat. § 13.34

DESCRIPTION OF DATA: Data consisting solely of testing or examination materials or scoring keys used solely to determine individual qualifications for appointment or promotion, the disclosure of which would compromise the objectivity or fairness of the testing or examination process are classified as nonpublic, except pursuant to court order.

Human Rights Data

CLASSIFICATION(S): Confidential/Private/Protected Nonpublic/Public

GOVERNING STATUTE: Minn. Stat. §§ 13.552, 363A.28 and 363A.35

DESCRIPTION OF DATA: Data maintained by the human rights department of the City. Human rights investigative data contained in an open case file are confidential data on individuals or protected nonpublic data. The name and address of the charging party and

respondent, factual basis of the allegations, and the statute under which the action is brought are private data on individuals or nonpublic data but are accessible to the charging party and the respondent. Human rights investigative data contained in a closed case file are private data on individuals or nonpublic data. The name and address of the charging party and respondent, factual basis of the allegations, the statute under which the action is brought, the party of the summary of the investigation that does not contain identifying data on a person other than the complainant or respondent and the commissioner's memorandum determining whether probable cause has been shown are public data.

Labor Relations Information

CLASSIFICATION(S): Private/Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.37

DESCRIPTION OF DATA: Management positions on economic and noneconomic items that have not been presented during the collective bargaining process or interest arbitration, including information specifically collected or created to prepare the management position is classified as nonpublic data with regard to data non on individuals and as private data with regard to data on individuals.

Personnel and Employment Data

CLASSIFICATION(S): Private/Public

GOVERNING STATUTE: Minn. Stat. § 13.43.

DESCRIPTION OF DATA: Data on individuals collected because the individual is or was an employee of or an applicant for employment by, performs services on a voluntary basis for, or acts as an independent contractor with the City.

Salary Benefit Survey Data

CLASSIFICATION(S): Nonpublic

GOVERNING STATUTE: Minn. Stat. § 13.435

DESCRIPTION OF DATA: Salary and personnel benefit survey data purchased from consulting firms, nonprofit corporations or associations or obtained from employers with the written understanding that the data shall not be made public is classified as nonpublic.

PUBLIC SAFETY

911 Emergency Telephone Service

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.202, subd. 6, 403.07, subd. 3 and 4

DESCRIPTION OF DATA: Names, addresses and telephone numbers provided to a 911 system are private data.

Ambulance Service Data

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.381, subd. 12, 144E.123

DESCRIPTION OF DATA: Ambulance reports/prehospital medical care data are private data on individuals.

Arson Investigation

CLASSIFICATION(S): Confidential/Public

GOVERNING STATUTE: Minn. Stat. §§ 13.6905, subd. 26, 299F.055 and 299F.056

DESCRIPTION OF DATA: Data received pursuant to the Arson Reporting Immunity Law, Minnesota Statutes Sections 299F.052 to 299F.057 by an authorized person or insurance company shall be confidential data until its release is required pursuant to a criminal or civil proceeding.

Child Abuse Report Records

CLASSIFICATION(S): Confidential/Private

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 6 (b), 13.82, subd. 8 and 9 and 626.556

DESCRIPTION OF DATA: Active or inactive investigative data that identify a victim of child abuse or neglect reported under Minnesota Statutes Section 626.556 are private data on individuals. Active or inactive investigative data that identify a reporter of child abuse or neglect under Minnesota Statutes Section 626.556 are confidential data on individuals, unless the subject of the report compels disclosure under Minnesota Statutes Section 626.556, subdivision 11. Investigative data that becomes inactive under Minnesota Statutes Section 626.556, subdivision 7 paragraph (a) or (b) and that relate to the alleged abuse or neglect of a child by a person responsible for the child's care, as defined in Minnesota Statutes Section 626.556, subdivision 2 are private data.

Crime Victim Notice of Release

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 5 (a), 611A.06

DESCRIPTION OF DATA: All identifying information regarding a crime victim, including a victim's request for notice of release and a notice of release made pursuant to Minnesota Statutes Section 611A.06 is classified as private data on individuals.

Criminal Gang Investigative Data System

CLASSIFICATION(S): Confidential

GOVERNING STATUTE: Minn. Stat. §§ 13.6905, subd. 14, 299C.091

DESCRIPTION OF DATA: Data in the criminal gang investigative data system are confidential data on individuals as defined in Minnesota Statutes Section 13.02, subdivision 3, but are accessible to law enforcement agencies and may be released to the criminal justice agencies.

Criminal History Data

CLASSIFICATION(S): Private/Public

GOVERNING STATUTE: Minn. Stat. § 13.87

DESCRIPTION OF DATA: Data maintained in criminal history records compiled by the Bureau of Criminal Apprehension, including, but not limited to, fingerprints, photographs, identification data, arrest data, prosecution data, criminal court data, custody and supervision data that is maintained by the City is classified as private pursuant to Minnesota Statutes Section 13.02, subdivision 12, except that the data created, collected or maintained by the Bureau of Criminal Apprehension that identify an individual who was convicted of a crime, the offense of which the individual was convicted, associated court disposition and sentence information,

controlling agency and confinement information are public data for 15 years following the discharge of the sentence imposed for that offense.

Data on Videotape Consumers

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 325I.02, subd. 2, 13.487, subd. 3

DESCRIPTION OF DATA: Personally identifiable information concerning a videotape consumer that a law enforcement agency obtains in connection with an action commenced by the videotape seller or provider to collect fines for overdue or unreturned videotapes or collection for unpaid videotapes shall be maintained by the City as investigative data under Minnesota Statutes Section 13.82, except that when the investigation becomes inactive, the information is private data on individuals.

Diversion Program Data

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.6905, subd. 18, 299C.46, subd. 5

DESCRIPTION OF DATA: Names and identifying data concerning diversion program participants that are maintained in the criminal justice information system are private data.

Domestic Abuse Data

CLASSIFICATION(S): Confidential/Public

GOVERNING STATUTE: Minn. Stat. § 13.80

DESCRIPTION OF DATA: Data on individuals collected, created, received or maintained by the Police Department pursuant to the Domestic Abuse Act, Minnesota Statutes Section 518.01 are classified as confidential data, pursuant to Minnesota Statutes Section 13.02, subdivision 3, until a temporary court order made pursuant to subdivisions 5 or 7 of Minnesota Statutes Section 518B.01 is executed or served upon the data subject who is the respondent to the action.

EMT or First Responder Misconduct Data

CLASSIFICATION(S): Confidential/Protected Nonpublic

GOVERNING STATUTE: Minn. Stat. §§ 13.383, subd. 2, 144E.305, subd. 3.

DESCRIPTION OF DATA: Reports of emergency medical technicians, emergency medical technicians-intermediate, emergency medical technicians-paramedic or first responders misconduct are considered to be confidential or protected nonpublic while an investigation is active. Except for the Emergency Medical Services Regulatory Board's final determination, all communications or information received by or disclosed to the Board relating to disciplinary matters of any person or entity subject to the Board's regulatory jurisdiction are confidential and privileged and any disciplinary hearing shall be closed to the public.

Firearms Data

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.87, subd. 2

DESCRIPTION OF DATA: Data about the purchase or transfer of firearms and applications for permits to carry firearms are classified as private.

Hazardous Substance Emergency

CLASSIFICATION(S): Nonpublic

GOVERNING STATUTE: Minn. Stat. §§ 13.6905, subd. 27, 299F.095 and 299F.096, subd. 1

DESCRIPTION OF DATA: Data contained in hazardous materials notification reports made pursuant to Minnesota Statutes Sections 299F.091 to 299F.099 are classified as nonpublic.

Health Data

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. § 13.3805, subd. 1 (a)(2) and (b)

DESCRIPTION OF DATA: Data on individuals created, collected, received or maintained by the City relating to the identification, description, prevention, and control of disease or as part of an epidemiologic investigation designated by the Commissioner of Health as necessary to analyze, describe or protect the public health are private data on individuals.

Investigative Detention Data

CLASSIFICATION(S): Confidential

GOVERNING STATUTE: Minn. Stat. § 13.86

DESCRIPTION OF DATA: Data created, collected, used or maintained by the City jail or detention facility that, if revealed, would identify an informant who provided information about suspected illegal activities and is likely to subject the informant to physical reprisals by others are confidential.

Law Enforcement Data

CLASSIFICATION(S): Private / Confidential / Public/ Non Public

GOVERNING STATUTE: Minn. Stat. §§13.82, 259.10, subd. 2, 243.166, 299C.54

DESCRIPTION OF DATA: Certain arrest data, request for service data, and response or incident data are public data.

An audio recording of a call placed to a 911 system for the purpose of requesting service for a law enforcement, fire or medical emergency is private data on individuals, except that a written transcript of the audio recording is public, unless it reveals the identity of an individual otherwise protected under Minnesota Statutes Section 13.82, subdivision 17.

Criminal investigative data collected or created by a law enforcement agency in order to prepare a case against a person for the commission of a crime or other offense for which the agency has primary investigative responsibility is confidential or protected nonpublic while the investigation is still active. Inactive investigation data is public unless the release of the data would jeopardize another ongoing investigation or would reveal the identity of individuals protected under Minnesota Statutes Section 13.82, subdivision 17.

Photographs that are part of inactive investigative files and that are clearly offensive to common sensibilities are classified as private or nonpublic, provided that the existence of the photographs shall be disclosed to any person requesting access to the inactive investigative file.

Data on court records relating to name changes under Minnesota Statutes Section 259.10, subdivision 2 which is held by a law enforcement agency is confidential data on an individual

while an investigation is still active and is private data on an individual when the investigation becomes inactive.

Data in arrest warrant indices are classified as confidential data until the defendant has been taken into custody, served with a warrant or appears before the court, except when the law enforcement agency determines that the public purpose is served by making that information public.

Data that uniquely describe stolen, lost, confiscated or recovered property are classified as either private data on individuals or nonpublic data depending on the content.

Financial records of a program that pays rewards to informants are protected nonpublic data in the case of data not on individuals or confidential data in the case of data on individuals.

Data on registered criminal offenders as described in Minnesota Statutes Section 243.166 are private data on individuals.

Data included in a missing children bulletin distributed pursuant to Minnesota Statutes Section 299C.54 are public data.

Data that reflect deliberative processes or investigative techniques of law enforcement agencies are confidential data on individuals or protected nonpublic data, provided that information, reports, or memoranda that have been adopted as the final opinion or justification for a decision of a law enforcement agency are public data.

Booking photographs are public data.

Data that would reveal the identity of persons who are customers of a licensed pawnbroker, secondhand goods dealer or a scrap metal dealer are private data on individuals. Data describing the property in a regulated transaction with a licensed pawnbroker, secondhand goods dealer or a scrap metal dealer are public.

Peace Officer Discipline Procedures

CLASSIFICATION(S): Confidential/Private/Public

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 6(p), 626.89, subd. 6 and 13.43

DESCRIPTION OF DATA: The complainant is entitled to copies of any witness statements in the possession of the other party and an officer is entitled to a copy of the investigating agency's investigative report, provided that any references in a witness statement or investigative report that would reveal the identity of confidential informants need not be disclosed except upon order of the person presiding over the administrative hearing for good cause shown.

Peace Officer Records on Juveniles

CLASSIFICATIONS(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.875, subd. 2, 260B.171, subd. 5.

DESCRIPTION OF DATA: Peace officers' records of children who are or may be delinquent or who may be engaged in criminal acts are private data but shall be disseminated pursuant to Minnesota Statutes Section 260B.171, subdivision 5.

Reports of Gunshot Wounds

CLASSIFICATION(S): Confidential

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 6 (a), 626.53

DESCRIPTION OF DATA: A report made by a health professional concerning a wound or injury arising from or caused by discharge of a firearm or inflicted by the perpetrator of a crime using a dangerous weapon other than a firearm is confidential.

Sex Offender HIV Tests

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 5(b), 611A.19, subd. 2

DESCRIPTION OF DATA: Results of HIV tests of sex offenders are private data must be handled in accordance with Minnesota Statutes Section 611A.19.

Sexual Assault Crime Victims

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 3(e), 609.3471

DESCRIPTION OF DATA: Data that specifically identifies a victim who is a minor, in records or reports relating to petitions, complaints or indictments made for criminal sexual conduct in the first, second, third or fourth degrees are private data.

Undercover Buy Fund

CLASSIFICATION(S): Confidential/Private/Public

GOVERNING STATUTE: Minn. Stat. §§ 13.6905, subd. 13, 299C.065, subd. 4

DESCRIPTION OF DATA: An application to the Commissioner of Public Safety for a grant pursuant to Minnesota Statutes Section 299C.065 is a confidential record. Information within investigative files that identifies or could reasonably be used to ascertain the identity of assisted witnesses, sources or undercover investigators is a confidential record. A report at the conclusion of an investigation is a public record, except that information in a report pertaining to the identity or location of an assisted witness is private data.

Use of Motor Vehicle to Patronize Prostitutes

CLASSIFICATION(S): Private

GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 3 (c) and 609.324, subd. 5

DESCRIPTION OF DATA: A notation in a driving record that the driver has used a motor vehicle to patronize prostitutes is classified as private data on individuals, but is accessible for law enforcement purposes. If the person has previously been convicted of a violation of Minnesota Statutes Sections 609.324 or 609.322, the notation is public data.

Videotapes of Child Abuse Victims

CLASSIFICATION(S): Private/Confidential

GOVERNING STATUTE: Minn. Stat. §§ 13.821, 611A.90

DESCRIPTION OF DATA: An individual subject of data may not obtain a copy of a videotape in which a child victim or alleged victim is alleging, explaining, denying, or describing an act of physical or sexual abuse without a court order under Minnesota Statutes Sections 13.01, subdivision 6 or 611A.90.

Vulnerable Adult Report Records

CLASSIFICATION(S): Private/Confidential

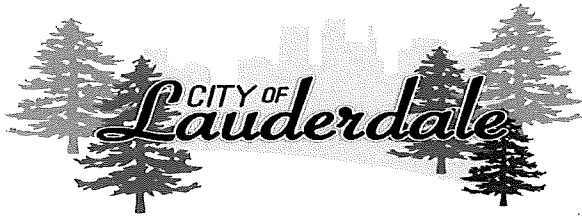
GOVERNING STATUTE: Minn. Stat. §§ 13.871, subd. 6 (l), 626.557, subd. 12(b).

DESCRIPTION OF DATA: Data contained in reports made pursuant to Minnesota Statutes Section 626.557 of possible incidents of maltreatment of vulnerable adults and identities of individuals making such reports are confidential data on individuals or protected nonpublic data.

Adopted by the City of Lauderdale on June 30, 2015.

Jeffrey Dains, Mayor

Heather Butkowski, City Administrator



Policy: Ensuring the Security of Not Public Data

Effective: June 30, 2015

Revised: June 30, 2015

Legal Requirement:

The adoption of this policy by the City of Lauderdale satisfies the requirement in Minnesota Statutes, section 13.05, subd. 5, to establish procedures ensuring appropriate access to not public data. By incorporating employee access in the individual employee's position description limits access to not public data to employees whose work assignment reasonably requires access.

Procedures Implementing:

Employee Position Descriptions

Position descriptions may contain provisions identifying any not public data accessible to the employee when a work assignment reasonably requires access.

Data Sharing With Authorized Entities or Individuals

State or federal law may authorize the sharing of not public data in specific circumstances. Not public data may be shared with another entity if a federal or state law allows or mandates it. Individuals will have notice of any sharing in applicable Tennessee warnings (Minnesota Statutes, section 13.04) will obtain the individual's informed consent. Any sharing of not public data will be strictly limited to the data necessary to required to comply with the applicable law.

Ensuring that Not Public Data are not Accessed without Work Assignment

Recommended actions for ensuring appropriate access include:

- Assigning appropriate security roles.
- Password protecting employee computers and locking computers before leaving workstations.
- Security not public data within locked work spaces and in locked cabinets.
- Shredding not public documents before disposing of them.

Penalties for Unlawfully Accessing Not Public Data

The penalties for unlawful access to not public data provided for in Minnesota Statutes, section 13.09, if necessary. Penalties include suspension, dismissal, or referring the matter to the appropriate prosecutorial authority that may pursue a criminal misdemeanor charge.

Signed: _____
Mayor Jeffrey E. Dains

Date: _____

Data on Individuals
Maintained by the City of Lauderdale
June 2015

This document identifies the name, title, and address of the Responsible Authority for the City of Lauderdale and describes private or confidential data on individuals maintained by the City of Lauderdale (see Minn. Stat. 13.05 and Minn. Rules 1205.1200).

This document is also part of the City of Lauderdale's procedures for ensuring that not public data are only accessible to individuals whose work assignment reasonably requires access (see Minn. Stat. 13.05, subd. 5). In addition to the employees listed, the City's Responsible Authority, Data Practices Compliance Official, and Data Practices Designee(s) will also have access to all not public data on an as needed basis as part of a specific work assignment.

City of Lauderdale's Responsible Authority is:

Deputy City Clerk
1891 Walnut Street
Lauderdale, MN 55113

Direct all questions about this document to the City of Lauderdale's Data Practices Compliance Official:

Heather Butkowski, City Administrator
1891 Walnut Street
Lauderdale, MN 55113
Phone: 651-792-7650
Fax: 651-631-2066
E-mail: heather.butkowski@ci.lauderdale.mn.us

Data Maintained by the City of Lauderdale

The following data are maintained by the City of Lauderdale

Name of Record, File, Process, Form or Data Type	Description (Understandable to General Public)	Data Classification	Citation for Classification	Employee Work Access
Applicant Records	Completed assessments and results, related documentation, and application forms	Public Private	MSS 13.43	Certain employees on an as needed basis as part of specific work assignments
Attorney Data	Data related to attorney work product or data protected by attorney-client privilege	Private	MS 13.393	Certain employees on an as needed basis as part of specific work assignments
Benefits Enrollment Forms	Employees' medical, dental, deferred compensation, etc. election forms	Private	MS 13.43	Certain employees on an as needed basis as part of specific work assignments
Building Permit Applications	Data received from individuals during the process of applying for building permits	Public Non-Public	MS 13.37	Certain employees on an as needed basis as part of specific work assignments
City Council Member Data	Data pertaining to City Council members	Public Private Confidential	MS 13.601	Certain employees on an as needed basis as part of specific work assignments
Claims	Claims filed by or against the city	Public Private	MS 13.43	Certain employees on an as needed basis as part of specific work assignments
Complaints by Citizens	The identity of individuals who register complaints with government entities concerning violations of state laws or local ordinances concerning the use of real property.	Confidential; the data becomes public when submitted to a court-appointed condemnation commissioner or the data is presented in court for a condemnation proceeding	MS 13.44	Certain employees on an as needed basis as part of specific work assignments
Continuity of Operations	Personal home contact information used to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of operation of a government entity.	Private	MS 13.43, subd 17	Certain employees on an as needed basis as part of specific work assignments
Correspondence	Letters and electronic correspondence	Public Private Confidential	Various	Certain employees on an as needed basis as part of specific work assignments
Data on Individuals	Data that would identify an individual reporting a violation, suspected violation, or planned violation of any federal or state law	Private	MS 181.932, subd 2	Certain employees on an as needed basis as part of specific work assignments

Name of Record, File, Process, Form or Data Type	Description (Understandable to General Public)	Data Classification	Citation for Classification	Employee Work Access
	or common law or rule adopted pursuant to law to an employer or to any governmental body or law enforcement official;			
Data on Individuals	Data that would identify an employee who is requested by a public body or office to participate in an investigation, hearing, inquiry	Private	MS 181.932, subd 2	Certain employees on an as needed basis as part of specific work assignments
Data on Individuals with Disabilities	Data that identify an individual with a disability or a family member of an individual with a disability	Private	MS 13.64, subd 2	Certain employees on an as needed basis as part of specific work assignments
Deferment Application	Information collected on individuals for the purpose of processing a deferment application	Private Non-Public	MS 13.51, subd 2 MS 13.52	Certain employees on an as needed basis as part of specific work assignments
Drug and Alcohol Testing Results	Employees' test results	Public Private	MS 13.43	Certain employees on an as needed basis as part of specific work assignments
Employee Expense Reports	Expense reimbursement requests	Public Private	MS 13.43	Certain employees on an as needed basis as part of specific work assignments
Employment Eligibility Verification/I-9 Form Examination File	I-9 Forms submitted by employees Completed exams administered to applicants & promotional exams administered to employees	Private	MS 13.43	Certain employees on an as needed basis as part of specific work assignments
Family Medical Leave Documents	Data on employees regarding FMLA	Private	MS 13.43	Certain employees on an as needed basis as part of specific work assignments
Garnishments	Data collected on employees relating to child support and/or spousal maintenance	Private	MS 13.43	Certain employees on an as needed basis as part of specific work assignments
Government Services Transactions Data	Credit card, charge card, debit card and other electronic transactions	Private	MS 16A.626	Certain employees on an as needed basis as part of specific work assignments
Grievance Files	Formal written employee grievance and/or complaint filed under a labor agreement or personnel rules, and received by the City.	Public Private	MS 13.43	Certain employees on an as needed basis as part of specific work assignments
Internal Audit Data	Data created, collected, and maintained for the purpose of performing audits and/or relating to an audit or investigation; working papers gathered or generated until the final report is published or audit becomes inactive.	Public Private Confidential	MS 13.392 MS 13.43 MS 13.37	Finance Director City Administrator Auditor
Labor Relations information	Management positions that have not been presented during the collective bargaining	Private Confidential	MS 13.37, subd 1(a)	Certain employees on an as needed basis as part of specific work assignments

Name of Record, File, Process, Form or Data Type	Description (Understandable to General Public)	Data Classification	Citation for Classification	Employee Work Access
	process or interest arbitration, including information collected or created to prepare the management position			
Medical Data	Medical data of employees disclosed for the purpose of administering claims	Private	MS 13.384 subd, 3	Certain employees on an as needed basis as part of specific work assignments
Personal Contact and Online Account Information	Telephone number, email address and usernames and passwords collected, maintained, or received by a government entity for notification purposes or as part of a subscription list for an entity's electronic periodic publications as requested by the individual.	Private	MS 13.356	Certain employees on an as needed basis as part of specific work assignments
Personnel Data	Data about employees, applicants, volunteers and independent contractors; labor relations information	Public Private Confidential	MS 13.43 179A.03, subd 4	Certain employees on an as needed basis as part of specific work assignments
Real Property Appraisal Data (a)	Estimated or appraised values of individual parcels of real property that are made by personnel of the state or a political subdivision or by independent appraisers for the purpose of selling or acquiring land through purchase or condemnation	Confidential Public	MS 13.44, subd 3(a), 3(c)	Certain employees on an as needed basis as part of specific work assignments
Real Property Appraisal Data (b)	Appraised values of individual parcels of real property that are made by appraisers working for fee owners or contract purchasers who have received an offer to purchase their property from the state or a political subdivision	Private Public	MS 13.44, subd 3(b), 3(c)	Certain employees on an as needed basis as part of specific work assignments
Rehabilitation Data	Data collected that pertain to individuals applying for or receiving rehabilitation services	Private	MS 13.791	Certain employees on an as needed basis as part of specific work assignments
Reprimands/Disciplinary Action	Data collected on employees regarding reprimands and/or disciplinary action	Public Private	MS 13.43	Certain employees on an as needed basis as part of specific work assignments
Response to Data Requests	Data collected by Data Practices Compliance Official in responding to requests for data	Public Private	Various	Responsible Authority Data Practices Compliance Official/Designee(s)
Responses to Requests for Proposal	Responses submitted are private until the responses are opened. All other data on individuals are private until completion of the evaluation process. If all responses are rejected prior to completion of the	Private Public	MS 13.599	Certain employees on an as needed basis as part of specific work assignments

Name of Record, File, Process, Form or Data Type	Description (Understandable to General Public)	Data Classification	Citation for Classification	Employee Work Access
	evaluation process, all data, other than that made public at the opening, are private until resolicitation or abandonment of the project.			
Responses to Requests for Proposals (RFPs) and Requests for Bids	Responses to Requests for Proposals (RFPs) and requests for bids	Public Private	MS 13.591	Certain employees on an as needed basis as part of specific work assignments
Responses to Requests for Proposals (RFPs) and Requests for Bids	Trade secret data in response to Requests for Proposals (RFPs) and requests for bids	Private	MS 13.37	Certain employees on an as needed basis as part of specific work assignments
Social Security Numbers	Social Security numbers assigned to individuals	Private	MS 13.355	Certain employees on an as needed basis as part of specific work assignments
Travel Expense/per diem Reports for Council, Commission, and Board Members	Travel expense reimbursement requests	Public Private	MS 13.601 MS 13.43	Certain employees on an as needed basis as part of specific work assignments
Unemployment Compensation Billings	Records of billings from DEED for employee unemployment compensation	Private	MS 13.43	Certain employees on an as needed basis as part of specific work assignments
Workers Compensation Billings and Information	Records of billings for employees who receive workers compensation benefits	Private	MS 13.43	Certain employees on an as needed basis as part of specific work assignments

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date June 30, 2015

ITEM NUMBER Storm Water Presentation

STAFF INITIAL 

APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Annually, the City must provide an opportunity for the public to hear information about the City's management of storm water and take comments from the public. Some of the requirements of the City's previous MS4 permit have been loosened, such as the obligation to publish notice of the public hearing 30-days prior. I will provide a few comments on the City's storm water system and new permit prior to the opening of the public hearing.

OPTIONS:

STAFF RECOMMENDATION:

COUNCIL ACTION:

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date June 30, 2015

ITEM NUMBER Nuisance Weed Ordinance

STAFF INITIAL _____

APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

As you can tell from the extent of the issues at 1701 Carl Street, the City's abatement process for weeds and rank growth can result in unacceptably rough looking yards before the City can take action. The issue is the two part notice process laid out in City Code. At best, the process takes six to seven weeks depending on the council meeting schedule. Staff is asking the Council to amend the ordinance to allow for an abatement after one notice and the opportunity to appeal. That will cut the processing time down to three to four weeks.

OPTIONS:

Decide whether the Council feels the proposed ordinance changes are warranted.

STAFF RECOMMENDATION:

Motion to adopt Ordinance No. 15-03, An Ordinance Amending Chapter 6 of the Code of Ordinances Regarding Weeds.



CITY OF LAUDERDALE
ORDINANCE NO. 15-03

An Ordinance Amending Chapter 6 of the
Code of Ordinances Regarding Weeds

SECTION I. The city council of the city of Lauderdale ordains as follows:

SECTION 1. The definition of "Property Owner" in Section 4-6-41 of the Lauderdale City Code is amended by deleting the ~~stricken material~~ and adding the **double-underlined material** as follows:

PROPERTY OWNER. ~~The person occupying the property, the holder of legal title or a person having control over the property of another, such as a right of way, easement, license or lease.~~
The persons or entities listed as the "owner" or the "taxpayer" on the Ramsey County Property Record and Revenue GIS Online Mapping website.

SECTION 2. Section 4-6-44 of the Lauderdale City Code is amended by deleting the ~~stricken material~~ and adding the **double-underlined material** as follows:

4-6-44: NOTICE OF VIOLATIONS:

- A. Upon receiving a complaint as described in 4-6-43, the Inspector shall inspect the subject property. If pursuant to this inspection a violation of this subchapter is observed, the Inspector shall send the Property Owner ~~or the occupant of the subject property~~ a Notice **of Violations which describes describes** the violations under this subchapter and directing **directs** the Property Owner ~~or the occupant~~ to remove the violation within two ~~(2)~~ weeks. This Notice of Violations shall be served **sent to the Property Owner** in writing by certified **U.S.** mail and filed with the City Administrator.
- B. ~~Certified mailings to the City Administrator~~ **Notices of Violations pursuant to paragraph A** ~~or others is~~ **are** deemed filed **with the City Administrator** on the date of posting to **mailing with** the United States Postal Service.
- C. **The Notice must provide the date, time, and location of the meeting at which the City Council will consider abating the violation. The Notice of Violations must also notify the Property Owner of his or her right to appeal the violation.**

SECTION 3. Section 4-6-45 of the Lauderdale City Code is amended by deleting the ~~stricken material~~ and adding the **double-underlined material** as follows:

4-6-45: ~~NON-COMPLIANCE LETTER~~ **DESTRUCTION ORDER:**

- A. If the Property Owner ~~or occupant~~ does **has** not complied with the Notice of Violations, the Inspector shall send the Property Owner and occupant of the subject property a Non-Compliance Letter notifying the Property Owner and Occupant that the City Council will consider the violations described in the Non-Compliance Letter and that the City Council has the authority to approve a Destruction Order directing a designated city staff person, its agents, representatives, or designees to have the violation repaired or removed the violations at the Property Owner's expense. The Non-Compliance Letter Notice of Violation shall also notify the Property Owner of its right to appeal and provide the property owner information on how to appeal, including any dates when the right expires. The Non-Compliance Letter shall be served in writing by certified mail and filed with the City Administrator.
- B. This Destruction Order may be will not be approved by the City Council less than two (2) weeks after from the date that the Non-Compliance Letter Notice of Violations was filed with the City Administrator.
- C. After a Destruction Order is approved by the City Council and if the same violations continue after the City's abatement, the City may continue to correct the violations on the property without having to obtain a new Destruction Order from the City Council provided that 10 days' written notice is given to the Property Owner.

SECTION 4. Section 4-6-46 of the Lauderdale City Code is amended by deleting the stricken material and adding the double-underlined material as follows:

4-6-46: APPEALS:

- A. The Property Owner has the right to appeal the Inspector's findings as described in the Notice of Violations ~~or the Non-Compliance Letter.~~ The Property Owner also has the right to appeal a notice from the City that states that it will be continuing to correct the violations on the property.
- B. Appeals by the Property Owner must be received in writing by the City Administrator no later than seven (7) days after the Non-Compliance Letter Notice of Violations was filed or seven days from the date of the written notice that was received regarding the continuing violations. The Property Owner has the burden of demonstrating compliance with this subchapter.
- C. Appeals by the Property Owner shall be considered by the City Council prior to approving a Destruction Order or in the case of continuing violations, prior to performing the abatement.

SECTION 5. Section 4-6-47 of the Lauderdale City Code is amended by deleting the stricken material and adding the double-underlined material as follows:

4-6-47: DESTRUCTION ORDER; LIABILITY OF COSTS:

- A. ~~If after considering the violations described in the Notice of Violations and the Non-Compliance Letter and any appeals by the Property Owner, the City Council may approve a Destruction Order directing a designated city staff person, its agent, representatives, or designees to remove the violations to conform to this subchapter by all lawful means. The city may see injunctive relief by serving a notice of motion for summary enforcement or obtain an administrative search and seizure warrant to remove the violation.~~
- B. A. The Property Owner is liable for all costs incurred by the City in of removal, cutting, or destruction of Weeds, Grasses, and Rank Vegetation removing the nuisance(s) contained in the Notice of Violations or Destruction Order.
- C. B. The Property Owner is responsible for all collection costs associated with the Destruction Order, including but not limited to court costs, attorneys' fees, and interest on any unpaid amount incurred by the city pursuant to this subchapter. If the city uses its municipal employees to remove the violations, it shall set and assign a reasonable per hour rate for employees, equipment, supplies, and chemicals that may be used.
- D. C. All sums payable by the Property Owner are to be paid to the City Administrator and shall be deposited in a general fund as compensation for expenses and costs incurred by the city.
- E. D. All sums payable by the Property Owner may be collected as a special assessment pursuant to Minnesota Statute Chapter 429, as amended from time to time, and shall include an administrative fee and interest.
- F. E. The Property Owner or other responsible party in control of the property, upon the request of the designated city staff person, its agents, representatives, or designees, shall provide access to the property for the purpose of enforcing and assuring compliance with this subchapter after the procedures set forth in this subchapter have been followed.

SECTION II. This ordinance shall be effective upon its adoption and publication.

Adopted by the Lauderdale City Council this 30th day of June, 2015.

Jeffrey Dains, Mayor

ATTEST:

Heather Butkowski, City Administrator

Published in the Roseville Review this 7th day of July, 2015.

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date June 30, 2015

ITEM NUMBER 1701 Carl Abatement

STAFF INITIAL 

APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Last year, city staff sent numerous notices to the owners of 1701 Carl Street before they removed their code violations relating to rank growth and noxious weeds. Staff began providing notice to the owners again this year when the growth exceeded eight inches. It appears someone may have attempted to mow, but as of the drafting of this memo, they have not cared for the property. City staff followed City Code in providing the owners of 1701 Carl Street notice that the City Council would be deciding whether to abate the nuisance at this meeting (copies of the notices are attached). The notices were sent to the Lauderdale address as well as an address staff reached them at last year. The owners have not appealed the violation notices as provided for by City Code; therefore, I do not expect them to attend the meeting. If they do, the Council should provide them an opportunity to address the Council before approving a Destruction Order.

Past practice has been to contract for the clean up needed. Attached are two estimates. 8th Day Landscaping anticipates it will take two people about four hours to clean up the yard at a cost of \$509 plus tax. This is the company the City contracted with for snow removal on the Larpenteur Avenue sidewalks.

OPTIONS:

Approve a Destruction Order for the abatement of the property or proceed with other civil or criminal remedies provided by ordinance.

STAFF RECOMMENDATION:

Motion to approve a Destruction Order directing staff to abate the rank vegetation and noxious weed nuisances at 1701 Carl Street as provided by Title 4, Chapter 6 of Lauderdale City Code.



B. Any person, firm or corporation who violates any provision of this code, including Minnesota Statutes specifically adopted by reference, which is designated to be a petty misdemeanor shall, upon conviction, be guilty of a petty misdemeanor. The penalty for any petty offense is defined by Minnesota Statute section 609.0331, as it may be amended from time to time by the Minnesota Legislature.

C. In either the case of a misdemeanor or a petty misdemeanor, the costs of prosecution may be added. A separate offense shall be deemed committed upon each day during which a violation occurs or continues.

D. The failure of any officer or employee of the city to perform any official duty imposed by this code shall not subject the officer or employee to the penalty imposed for a violation.

E. In addition to any penalties provided for in this section or in 4-5-31, if any person, firm or corporation fails to comply with any provision of this code, the Council or any city official designated by it, may institute appropriate proceedings at law or at equity to restrain, correct or abate the violation.

WEEDS

4-6-40 JURISDICTION.

This subchapter shall be in addition to any state statute or county ordinance presently in effect, subsequently added, amended or repealed.

4-6-41 DEFINITIONS; EXCLUSIONS.

A. For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

INSPECTOR. The person designated by the City Council to inspect properties located within the corporate limits of the city and to file the notices and letters required by this subchapter.

PROPERTY OWNER. The person occupying the property, the holder of legal title or a person having control over the property of another, such as a right-of-way, easement, license or lease.

WEEDS, GRASSES and RANK VEGETATION. Includes but is not limited to the following:

1. Noxious weeds and rank vegetation shall include but not be limited to: alum (allium), Buckthorn, Bur Cucumber, Canada Thistle, Corncockle, Cressleaf Groundsel, Curly Dock, Dodder, Field Bindweed, French Weed, Hairy Whitetop, Hedge Bindweed, Hoary Cress, Horsenettle, Johnsongrass, Leafy Spurge, Mile-A-Minute Weed, Musk Thistle, Oxeye Daisy, Perennial Sowthistle, Poison Hemlock, Purple Loosestrife, Quackgrass, Russian Knapweed,

Russian Thistle, Serrated Tussock, Shatter Cane, Sorghum, Wild Carrot, Wild Garlic, Wild Mustard, Wild Onion, Wild Parsnip;

2. Grapevines when growing in groups of 100 or more and not pruned, sprayed, cultivated, or otherwise maintained for two consecutive years;

3. Bushes of the species of tall, common, or European barberry, further known as *berberis vulgaris* or its horticultural varieties;

4. Any weeds, grass, or plants, other than trees, bushes, flowers, or other ornamental plants, growing to a height exceeding 8 inches;

5. Rank vegetation includes the uncontrolled, uncultivated growth of annuals and perennial plants;

6. The term *weeds* does not include shrubs, trees, cultivated plants or crops.

B. In no event shall cultivated plants or crops include plants which have been defined by state statute or administrative rule as being noxious or detrimental plants.

4-6-42 OWNERS RESPONSIBLE FOR TRIMMING AND REMOVAL

All property owners shall be responsible for the removal, cutting, or disposal and elimination of weeds, grasses and rank vegetation or other uncontrolled plant growth on their property, which at the time of notice, is in excess of 8 inches in height.

4-6-43 FILING COMPLAINT.

Any person, including the city, who believes there is property located within the corporate limits of the city which has growing plant matter in violation of this subchapter shall make a written complaint signed, dated and filed with the City Administrator.

4-6-44 NOTICE OF VIOLATIONS.

A. Upon receiving a complaint as described in 4-6-43, the Inspector shall inspect the subject property. If pursuant to this inspection a violation of this subchapter is observed, the Inspector shall send the Property Owner or the occupant of the subject property a Notice describing the violations under this subchapter and directing the Property Owner or the occupant to remove the violation within two (2) weeks. This Notice of Violations shall be served in writing by certified mail and filed with the City Administrator.

B. Certified mailings to the City Administrator or others is deemed filed on the date of posting to the United States Postal Service.

4-6-45 NON-COMPLIANCE LETTER.

A. If the Property Owner or occupant does not comply with the Notice of Violations, the Inspector shall send the Property Owner and occupant of the subject property a Non-Compliance Letter notifying the Property Owner and occupant that the City Council will consider the violations described in the Non-Compliance Letter and that the City Council has the authority to approve a Destruction Order directing a designated city staff person, its agents, representatives, or designees to remove the violations at the Property Owner's expense. The Non-Compliance Letter shall also notify the Property Owner of its right to appeal. This Non-Compliance Letter shall be served in writing by certified mail and filed with the City Administrator.

B. This Destruction Order may be approved by the City Council two (2) weeks after the Non-Compliance Letter was filed.

4-6-46 APPEALS.

A. The Property Owner has the right to appeal the Inspector's findings as described in the Notice of Violations or the Non-Compliance Letter.

B. Appeals by the Property Owner must be received in writing by the City Administrator no later than seven (7) days after the Non-Compliance Letter was filed. The Property Owner has the burden of demonstrating compliance with this subchapter.

C. Appeals by the Property Owner shall be considered by the City Council prior to approving a Destruction Order.

4-6-47 DESTRUCTION ORDER; LIABILITY FOR COSTS.

A. If after considering the violations described in the Notice of Violations and the Non-Compliance Letter and any appeals by the Property Owner, the City Council may approve a Destruction Order directing a designated city staff person, its agents, representatives, or designees to remove the violations to conform to this subchapter by all lawful means. The city may seek injunctive relief by serving a notice of motion for summary enforcement or obtain an administrative search and seizure warrant to remove the violation.

B. The Property Owner is liable for all costs of removal, cutting, or destruction of Weeds, Grasses, and Rank Vegetation.

C. The Property Owner is responsible for all collection costs associated with the Destruction Order, including but not limited to court costs, attorneys' fees, and interest on any unpaid amounts incurred by the city pursuant to this subchapter. If the city uses its municipal employees to remove the violations, it shall set and assign a reasonable per hour rate for employees, equipment, supplies, and chemicals that may be used.

D. All sums payable by the Property Owner are to be paid to the City Administrator and shall be deposited in a general fund as compensation for expenses and costs incurred by the city.

E. All sums payable by the Property Owner may be collected as a special assessment pursuant to Minnesota Statute Chapter 429, as amended from time to time.

F. The Property Owner or other responsible party in control of the property, upon the request of the designated city staff person, its agents, representatives, or designees, shall provide access to the property for the purpose of enforcing and assuring compliance with this subchapter after the procedures set forth in this subchapter have been followed.

4-6-48 EFFECTIVE DATE.

This ordinance shall be effective upon its adoption and publication.



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

May 12, 2015

Elizabeth Klum and Richard Mather
1701 Carl Street
Lauderdale, MN 55113

Dear Elizabeth and Richard,

This letter is providing Notice of Violations per Title 4, Chapter 6 of City Code regarding Weeds.

The violations on your property include the following:

- Rank vegetation: this includes all weeds, grass, and plants, other than trees, bushes, flowers, and other ornamental plants, growing to a height exceeding 8 inches;
- Rank vegetation: this includes the uncontrolled, uncultivated growth of annuals and perennial plants, including those growing over public rights-of-way; and
- Noxious weeds: this includes, but is not limited to, Canada Thistle.

You have two weeks from the date of this letter, May 26, 2015, to comply with this Notice of Violations. Failure to do so will result in a Non-Compliance Letter notifying you of the date and time the City Council will approve the Destruction Order designating the violations to be removed. At that time, the Council will authorize for the continued abatement each time the vegetation violates City Code.

The property owner is liable for all costs of removal, cutting, or destruction of weeds, grasses, and rank vegetation. The practice of the City has been to hire a lawn service to perform the work. As the property owner, you will be billed for the cost of the service plus an administrative fee. Unpaid abatement charges are assessed to the property.

I sincerely hope you contract with a provider to maintain the property so the abatement process is unnecessary. Please call City Hall if you have any questions 651.792.7650.

Sincerely,

Heather Butkowski
City Administrator

cc: PO Box 203, Pengilly, MN 55775



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

May 27, 2015

Elizabeth Klum and Richard Mather
1701 Carl Street
Lauderdale, MN 55113

Dear Elizabeth and Richard,

I looked at your property today and the issues noted in your Notice of Violation dated May 12 remain. Per Title 4, Chapter 6 of City Code, this is your Non-Compliance Letter.

The violations on your property include the following:

- Rank vegetation: this includes all weeds, grass, and plants, other than trees, bushes, flowers, and other ornamental plants, growing to a height exceeding 8 inches;
- Rank vegetation: this includes the uncontrolled, uncultivated growth of annuals and perennial plants, including those growing over public rights-of-way; and
- Noxious weeds: this includes, but is not limited to, Canada Thistle.

The City Council will consider the violations described above at their June 23, 2015 City Council meeting. The meeting will be held at Lauderdale City Hall starting at 7:30 p.m. At that meeting, the City Council has the authority to approve a Destruction Order directing the staff to remove the violations at the Property Owner's expense. This will include the Council authorizing for the continued abatement each time the vegetation violates City Code. You have the right to appeal. I must receive the appeal in writing no later than seven days after the date of this letter.

The property owner is liable for all costs of removal, cutting, or destruction of weeds, grasses, and rank vegetation. The practice of the City has been to hire a lawn service to perform the work. As the property owner, you will be billed for the cost of the service plus an administrative fee. Unpaid abatement charges are assessed to the property.

I sincerely hope you contract with a provider to maintain the property so the abatement process is unnecessary. Please call City Hall if you have any questions 651.792.7650.

Sincerely,

Heather Butkowski
City Administrator

cc: PO Box 203, Pengilly, MN 55775



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

June 11, 2015

Elizabeth Klum and Richard Mather
1701 Carl Street
Lauderdale, MN 55113

Dear Elizabeth and Richard,

I previously sent you a letter indicating that the City Council would be considering abatement of the violations on your property at their June 23, 2015 City Council meeting. That meeting has been moved to June 30, 2015. I looked at your property again today and the issues noted in your Notice of Violation dated May 12 remain. Per Title 4, Chapter 6 of City Code, this is your Non-Compliance Letter.

The violations on your property include the following:

- Rank vegetation: this includes all weeds, grass, and plants, other than trees, bushes, flowers, and other ornamental plants, growing to a height exceeding 8 inches;
- Rank vegetation: this includes the uncontrolled, uncultivated growth of annuals and perennial plants, including those growing over public rights-of-way; and
- Noxious weeds: this includes, but is not limited to, Canada Thistle.

The June 30 meeting will be held at Lauderdale City Hall starting at 7:30 p.m. At the meeting, the City Council has the authority to approve a Destruction Order directing the staff to remove the violations at the Property Owner's expense. This will include the Council authorizing for the continued abatement each time the vegetation violates City Code. You have the right to appeal. I must receive the appeal in writing no later than seven days after the date of this letter.

The property owner is liable for all costs of removal, cutting, or destruction of weeds, grasses, and rank vegetation. The practice of the City has been to hire a lawn service to perform the work. As the property owner, you will be billed for the cost of the service plus an administrative fee. Unpaid abatement charges are assessed to the property.

I sincerely hope you contract with a provider to maintain the property so the abatement process is unnecessary. Please call City Hall if you have any questions 651.792.7650.

Sincerely,

Heather Butkowski
City Administrator

cc: PO Box 203, Pengilly, MN 55775

Heather Butkowski

From: ddalfred@comcast.net
Sent: Tuesday, June 23, 2015 7:44 PM
To: Heather Butkowski
Subject: clean-up estimate
Attachments: Lauderdale clean-up.pdf

Hi Heather,

I had my partner Myles take a look at the Carl ave. property we spoke about. he sent me pics. Wow, I see why you called! He noted a few areas that will take some special effort (fenced in areas). He quoted 2 men for 4 hours, plus a haul-away. I've attached his estimate for the clean-up and branch trimming. We can likely get to it soon if this quote works for you.

Thanks for the call, I look forward to hearing from you soon.

Daniel D Alfred
Owner/Operator
651-492-8190
8thdaylandscaping.com
ddalfred@comcast.net



1112 174th Avenue, New Richmond, WI 54017
651-487-5772

This contract is between All Seasons Maintenance Services, herein referred to as ASMS, and **City of Lauderdale** for the property located at **1707 Carl Street**.

Description of work:

1. Mow down all grass areas including flower beds around house, trim up and dispose of overhanging shrubs in alleyway
\$ 600.00 plus applicable tax

Payment Terms: All payments are due in full within 30 days of the invoice date. For any account with an outstanding balance of 45 days or more from the invoice date, ASMS will halt all service until the account, including late fees, is paid to a zero balance. A late fee equating to 1.5% of the outstanding balance will be assessed to the account monthly. Parties agree that ASMS will continue to receive payment in full for future months as if services had been rendered. When all past due amounts, including any applicable late fees, are paid in full, ASMS will resume service as stated in this contract.

Parties agree that if any portion of this contract is found illegal or unenforceable the remainder of the agreement shall be valid and enforceable. Parties agree that any legal disputes shall be addressed in the District Court of Ramsey County, MN.

~~I have read this contract completely including attached provisions on page, and I understand and agree to all terms listed.~~

We are looking forward to a lasting relationship with you, and we will do our best to provide you with outstanding service. If you have any questions or concerns, please contact Jim Giossi at 651-487-5772.

Signature of Client _____

Date _____

Signature of ASMS Rep _____

Date _____

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date	June 30, 2015
ITEM NUMBER	<u>Insurance Renewal</u>
STAFF INITIAL	<u>JCS</u>
APPROVED BY ADMINISTRATOR	

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The City's insurance policy runs from August to August. Annually, the City Council must determine whether or not to waive the municipal tort liability limits established by statute. The City has not waived them in the past as it opens the City to greater financial liability and would require the purchase of additional insurance. Staff recommend the City not waive the tort liability limits.

Also attached is the quote for workers compensation insurance for the upcoming year. For many years, the City has selected a \$2,500 deductible. The second page has the Deductible Premium Options available to the City.

Unless the Council would like to make any changes, I suggest the following motion.

OPTIONS:

STAFF RECOMMENDATION:

1. A motion ***not*** to waive the monetary limits on municipal tort liability established by MS 466.04 and purchase workers' compensation insurance from the League of MN Cities Insurance Trust per the attached quote based on a _____ deductible.

COUNCIL ACTION:



CONNECTING & INNOVATING
SINCE 1913

LIABILITY COVERAGE – WAIVER FORM

LMCIT members purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. Please return the completed form to your underwriter or email to pstech@lmc.org

This decision must be made by the member's governing body every year. You may also wish to discuss these issues with your attorney.

League of Minnesota Cities Insurance Trust (LMCIT) members that obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits apply regardless of whether the city purchases the optional excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name _____

Check one:

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04.

The member **WAIVES** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council/governing body meeting 6-30-15

Signature Shaffer Berthel

Position City Administrator

League of Minnesota Cities Insurance Trust
 Group Self-Insured Workers' Compensation Plan
 145 University Avenue West St. Paul, MN 55103-2044 Phone (651)215-4173

Notice of Premium Options for Standard Premiums up to \$25,000

LAUDERDALE, CITY OF
 1891 WALNUT STREET
 LAUDERDALE MN 55113-5137

Agreement No.: 0200047430
 Agreement Period: From: 8/01/2015
 To: 8/01/2016

Enclosed is a quotation for workers' compensation deposit premium. **Note: Renewal Coverage will be bound as per the expiring coverage arrangement and with the premium indicated on the quote, unless the member or agent send a written request not to bind renewal coverage.**

PAYROLL DESCRIPTION	CODE	RATE	ESTIMATED PAYROLL	DEPOSIT PREMIUM
SEE ATTACHED SCHEDULE FOR DETAILS				

Manual Premium	12156.
Experience Modification .84	
Standard Premium	10211.
Deductible Credit 0%	.
Premium Discount	495.
Net Deposit Premium	9716.

OPTIONS

Please indicate below the premium option you wish to select. You may choose only one option and you cannot change options during the agreement period.

1. <input type="checkbox"/> Regular Premium Option	<u>NET DEPOSIT PREMIUM</u> 9716.
--	-------------------------------------

League of Minnesota Cities Insurance Trust
Group Self-Insured Workers' Compensation Plan
145 University Avenue West
St. Paul, MN 55103-2044
(651)215-4173

The "City"

LAUDERDALE, CITY OF
 1891 WALNUT STREET
 LAUDERDALE

MN 55113-5137

Agreement No.: 0200047430
 Agreement Period From: 8/01/2015
 To: 8/01/2016

CONTINUATION SCHEDULE FOR QUOTATION PAGE

REMUNERATION	RATE	CODE	DESCRIPTION	EST. PREM
207546.	.77	8810	CLERICAL OFFICE EMPLOYEES NOC	1598.
35079.	5.71	9015	BUILDINGS-OPER BY OWNER	2003.
6000.	6.23	9016	SKATING RINK OPERATION	374.
35079.	4.33	9102	PARKS	1519.
18200.	.37	9411	ELECTED OR APPOINTED OFFICIALS	67.
70159.	9.40	5506	GENERAL MAINTENANCE	6595.
			Manual Premium	12156.

Agent: 411938086
 00790: NCI-BIB
 ESW INSURANCE AGENCY INC
 8200 HIGHWOOD DR
 PO BOX 9396
 MINNEAPOLIS MN 55440-9396

2. **Deductible Premium Option**

Deductible options are available in return for a premium credit applied to your estimated standard premium of \$ 10211. The deductible will apply per occurrence to paid medical costs only. There is no aggregate limit.

	<u>Deductible per Occurrence</u>	<u>Premium Credit</u>	<u>Credit Amount</u>	<u>Net Deposit Premium</u>
_____	\$250	1.10%	112.	9604.
_____	\$500	2.00%	204.	9512.
_____	\$1,000	3.40%	347.	9369.
_____	\$2,500	6.00%	613.	9103.
_____	\$5,000	9.00%	919.	8797.
_____	\$10,000	12.50%	1276.	8440.
_____	\$25,000	20.00%	2042.	7674.
_____	\$50,000	26.00%	2655.	7061.

This quotation is for a deposit premium based on your estimate of payroll and selected options. Your final actual premium will be computed after an audit of payroll subsequent to the close of your agreement year and will be subject to revisions in rates, payrolls and experience modification. While you are a member of the LMCIT workers' Compensation Plan, you will be eligible to participate in dividend distributions from the Trust based upon claims experience and earnings of the Trust.

If you desire the coverage offered above, please return this signed document for the option you have selected.

This quotation should be signed by an authorized representative of the city requesting coverage.

Signature Title Date

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date June 30, 2015

ITEM NUMBER League of Minnesota Cities Insurance Trust No-Fault Sewer Backup Coverage

STAFF INITIAL _____

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

In the past, the City has purchased the League of Minnesota Cities Insurance Trust 's (LMCIT) optional no-fault sewer backup coverage. This coverage reimburses a property owner for up to \$10,000 of clean-up costs and damages caused by a sewer backup or water main break, irrespective of whether the city was negligent or legally liable for those damages.

This optional coverage has been available since 2001. Important changes have been made in 2015 that will effectively narrow the coverage. The coverage always had an exclusion for natural disasters and situations where there's been exceptionally heavy rainfall. The revision makes the coverage more restrictive and now a broader range of events will be excluded.

LMCIT currently has 77 member cities that purchase this coverage generating \$156,000 in premiums and after the heavy rains of 2014, claims submitted totaled \$500,000. This coverage is to be self-sustaining by generating enough through premiums to pay claims submitted. Due to recent events, the coverage was re-evaluated and the revision made.

Changes include:

- Now excludes any situation declared a disaster by FEMA.

The exclusion for FEMA-declared disasters has been reworded to exclude NFSB coverage in any weather-related or other event which has been declared by the President of the United States to be a major disaster pursuant to the Stafford Act.

- Now excludes any situation where rainfall exceeds certain amounts, which is more restrictive than the "100-year rainfall" standard used in the previous coverage.

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION—continued:

The exclusion for heavy rainfall events has been revised to apply to any situation in which rainfall or precipitation exceeds the following amounts:

- 2.0 inches in a 1-hour period; or
- 2.5 inches in a 3-hour period; or
- 3.0 inches in a 6-hour period; or
- 3.5 inches in a 12-hour period; or
- 4.0 inches in a 24-hour period; or
- 4.5 inches in a 72-hour period; or
- 5.5 inches in a 168-hour period.

The renewal premium rates for the no-fault sewer backup coverage will not change and will continue based on a per sewer connection basis.

OPTIONS:

1. To purchase No-Fault Sewer Backup Coverage with League of Minnesota Cities Insurance Trust renewal.
2. Decline coverage as part of the renewal.

STAFF RECOMMENDATION:

COUNCIL ACTION:

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION—continued:

The exclusion for heavy rainfall events has been revised to apply to any situation in which rainfall or precipitation exceeds the following amounts:

- 2.0 inches in a 1-hour period; or
- 2.5 inches in a 3-hour period; or
- 3.0 inches in a 6-hour period; or
- 3.5 inches in a 12-hour period; or
- 4.0 inches in a 24-hour period; or
- 4.5 inches in a 72-hour period; or
- 5.5 inches in a 168-hour period.

The renewal premium rates for the no-fault sewer backup coverage will not change and will continue based on a per sewer connection basis.

OPTIONS:

1. To purchase No-Fault Sewer Backup Coverage with League of Minnesota Cities Insurance Trust renewal.
2. Decline coverage as part of the renewal.

STAFF RECOMMENDATION:

COUNCIL ACTION:

RESOLUTION 063015A

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

**RESOLUTION ESTABLISHING LIMITED CLEAN UP AND
PROPERTY DAMAGE PROTECTION FOR SEWER BACK-UPS AND
WATER MAIN BREAKS FOR WATER AND SEWER CUSTOMERS**

WHEREAS, the City of Lauderdale (the Governmental Unit) provides water and sanitary sewer services to property within its jurisdiction; and

WHEREAS, water main breaks may cause water to enter into property causing damage; and

WHEREAS, blockages or other conditions in the Governmental Unit's sanitary sewer lines may cause the back-up of sewage into properties that are connected to those Governmental Unit's sanitary lines; and

WHEREAS, water main breaks and sewer back-ups pose a public health and safety concern; and

WHEREAS, it is often difficult to determine the exact cause and responsibility for water main breaks and sanitary sewer back-ups; and

WHEREAS, the Governmental Unit desires to encourage the expeditious clean-up of properties that have encountered damage from water main breaks and sewer back-ups; and

WHEREAS, the Governmental Unit desires to minimize the potential of expensive lawsuits arising out of water main breaks and sanitary sewer back-up claims; and

WHEREAS, the Governmental Unit is a member of the League of Minnesota Cities Insurance Trust (LMCIT); and

WHEREAS, LMCIT has offered the Governmental Unit limited "no fault" sewer coverage and water main break coverage (No-Fault Coverage) that will reimburse users of the water and sewer system for certain clean-up costs and property damage regardless of whether the Governmental Unit is at fault.

NOW THEREFORE, BE IT RESOLVED, as follows:

The Governmental Unit will reimburse water and sanitary sewer customer for up to \$10,000 of clean-up costs and property damages caused by a water main break or sanitary sewer back-up, regardless of whether the Governmental Unit is negligent or otherwise legally liable for damages, subject to the following conditions:

I. Sanitary Sewer Back-Ups. For sanitary sewer back-ups:

- A. The back-up must have resulted from a condition in the Governmental Unit's sanitary sewer system or lines and not from a condition in a private line.
- B. The back-up must not have been caused by catastrophic weather or other event which has been declared by the President of the United States to be a major disaster pursuant to 42 U.S.C. §§5121-5206, commonly known as the Stafford Act.
- C. The back-up must not have been caused by an interruption in electric power to the Governmental Unit's sewer system or to any Governmental Unit lift station, which continues for more than 72 hours.
- D. The back-up must not have been caused by amount of precipitation equivalent to rainfall amounts which exceed:
 - 2.0 inches in a 1-hour period; or
 - 2.5 inches in a 3-hour period; or
 - 3.0 inches in a 6-hour period; or
 - 3.5 inches in a 12-hour period; or
 - 4.0 inches in a 24-hour period; or
 - 4.5 inches in a 72-hour period; or
 - 5.5 inches in a 168-hour period.
- E. Neither the Governmental Unit nor LMCIT will reimburse any costs which have been or are eligible to be covered under a property owner's own homeowners' or other property insurance, or which would be eligible to be reimbursed under a National Flood Insurance Protection (NFIP) policy, whether or not the property owner actually has NFIP Coverage.
- F. The maximum amount that the Governmental Unit or LMCIT will reimburse is \$10,000 per building, per year. In this regard, a structure or group of structures served by a single connection to the Governmental Unit's sewer system is considered a single building.

II. Water Main Breaks. For water main breaks:

- A. Neither the Government Unit nor LMCIT will reimburse any costs which have been or are eligible to be covered under a property owner's own homeowners' or other property insurance.
- B. The maximum amount that the Governmental Unit or LMCIT will reimburse is \$10,000 to any claimant, regardless of the number of occurrences or the number of properties affected.
- C. Neither the Governmental Unit nor LMCIT will pay more than \$250,000 for water main break damages resulting from any single occurrence. All water main break damage which occurs during any period of 72 consecutive hours is deemed to result from a single occurrence. If the total water main break damage for all claimants in a single occurrence exceeds \$250,000, the reimbursement to each claimant will be calculated as follows:
 - 1. A preliminary reimbursement figure is established for each claimant, equal to the lesser of the claimant's actual damages or \$10,000.
 - 2. The sum of the preliminary reimbursement figures for all claimants will be calculated.

3. Each claimant will be paid a percentage of his or her preliminary reimbursement figure, equal to the percentage calculated by dividing \$250,000 by the sum of all claimants' preliminary reimbursement figures.

III. The Governmental Unit's determination to make these payments is contingent on and expressly limited to the extent that No-Fault Coverage is in force and available to reimburse the Governmental Unit for the costs set forth herein.

IV. The Governmental Unit retains the right, in its sole discretion, to revoke, rescind, or modify this resolution at any time.

IN WITNESS WHEREOF, the Governmental Unit, by action of its governing body, caused this Resolution to be approved on June 30, 2015.

CITY OF LAUDERDALE
Governmental Unit

By: _____
Its: Mayor, Jeffrey Dains

And: _____
Its: City Administrator, Heather Butkowski



CONNECTING & INNOVATING
SINCE 1913

November 13, 2014

To: LMCIT Members and Agents

From: Pete Tritz, LMCIT Administrator
Dan Greensweig, LMCIT Assistant Administrator
Liam Bieber, LMCIT Underwriting Manager

RE: **Coverage Changes to LMCIT's Optional No-Fault Sewer Backup Coverage**

Your city is one of several that purchases LMCIT's optional no-fault sewer backup (NFSB) coverage, which has been offered to cities as an additional-cost option since 2001. This coverage reimburses a property owner for up to \$10,000 (higher limits of \$25,000 and \$40,000 are available) of clean-up costs and damages caused by a sewer backup or water main break, irrespective of whether the city was negligent or legally liable for those damages.

The NFSB coverage was introduced in 2001 after being requested by several cities. The coverage is meant to be fully funded by member cities that choose to purchase it (i.e. not subsidized by member cities that choose not to purchase it), since the intent of the coverage is to really provide a solution for cities that want to cover sewer backup claims or water main breaks, even if the city is not negligent. Of course another intent of the coverage is to help reduce health hazards by encouraging prompt clean-ups.

For 2015, there are important changes to the NFSB coverage that will effectively narrow the coverage. The coverage has always had an exclusion for natural disasters and situations where there's been exceptionally heavy rainfall. The revision makes the coverage more restrictive. That is, there will now be a broader range of events that will be excluded under the NFSB coverage.

Why is LMCIT making these changes?

There are currently 77 member cities that purchase NFSB coverage, which generates about \$156,000 in annual premiums. After the heavy rains this summer, specifically the July rainstorms, over 50 claims were submitted under the NFSB coverage, with a total cost in the range of \$500,000. Accordingly, the NFSB coverage program operated at a loss this year, with those losses being funded by LMCIT reserves rather than through the premiums generated by this program.

Because of the way the NFSB coverage is currently written, it could expose LMCIT to an extremely expensive total loss cost in some circumstances which the current premium rates are not adequate to support.

What are the changes?

Following are the coverage changes that will be made for renewals on or after November 15, 2014. These changes should reduce the loss costs under this coverage to a level the current rates can support. If your city chooses to continue with the NFSB coverage in 2014-15, you will receive a new endorsement with the changes outlined herein.

- ***Now excludes any situation declared a disaster by FEMA.***

The exclusion for FEMA-declared disasters has been reworded to exclude NFSB coverage in *any weather-related or other event which has been declared by the President of the United States to be a major disaster pursuant to 42 U.S.C. §§ 5121-5206, commonly known as the Stafford Act.*

Coverage language prior to the 2014-15 coverage year referred to situations where FEMA disaster assistance was available, which created an ambiguity as to whether the assistance had to be available to the homeowner in order for the exclusion to apply. Changes this year now exclude any situation declared a disaster by FEMA.

- ***Now excludes any situation where rainfall exceeds certain amounts, which is more restrictive than the "100-year rainfall" standard used in the previous coverage.***

The exclusion for heavy rainfall events has been revised to apply to any situation in which rainfall or precipitation exceeds the following amounts:

- 2.0 inches in a 1-hour period; or
- 2.5 inches in a 3-hour period; or
- 3.0 inches in a 6-hour period; or
- 3.5 inches in a 12-hour period; or
- 4.0 inches in a 24-hour period; or
- 4.5 inches in a 72-hour period; or
- 5.5 inches in a 168-hour period.

Coverage language prior to the 2014-15 coverage year had excluded situations in which rainfall or precipitation exceeded the 100-year rainfall amount for the location. LMCIT will no longer use the 100-year rainfall as an indicator for claim exclusion. It will now be based on the above amounts.

With the coverage changes taking place, will the premium rates for NFSB coverage change?

No. Rates for NFSB coverage will not change for the 2014-15 coverage year (which is based on a per sewer connection basis).

Do we have to pass a new resolution if our city chooses to continue with the NFSB coverage?

Yes. Part of the process for putting the NFSB coverage in place is for your city council to pass a formal resolution that makes the NFSB protection part of the agreement between the city and the sewer customer. The idea is that by paying their sewer bill, the sewer user is purchasing not just sewer services but also the right to be reimbursed for certain specified sewer backup costs and damages. Because of the coverage changes taking place, NFSB members will need to pass a new resolution so the contractual obligation to provide NFSB costs to water and sewer customers aligns with the coverage you are purchasing with LMCIT to provide those benefits. Attached with this letter is a model resolution that can be used.


More Information

If you have additional questions about the changes taking place for the no-fault sewer backup coverage, contact your underwriter at 651.281.1200 or 800.925.1122.

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date June 30, 2015
ITEM NUMBER Purchasing Policy
STAFF INITIAL 
APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Staff is asking the Council to consider revising the City's Purchasing and Contracting Policy for a couple of reasons. Most notably, \$100,000 became the threshold for sealed bid purchases per state law a couple of years ago. The City has been following state law but the change should be reflected in the policy as well.

As staff were updating the policy, we noticed a couple of undated purchasing policies in paper and electronic forms that conflicted with the one we were operating under. Council adoption of a new policy would supersede those and clear up any confusion regarding which policy should be followed.

The revised Purchasing and Contracting Policy also clarifies that the City intends to purchase through cooperative ventures. That is language the auditor would like to see. The policy also indicates that the City has the right to negotiate with vendors after receiving their quotes to get better pricing and terms. Cities can act like any other consumer in that way unless the project requires sealed bids.

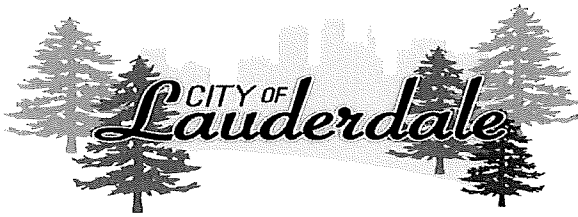
OPTIONS:

1. Approve the policy as presented.
2. Approve the policy with amendments.

STAFF RECOMMENDATION:

Motion to approve the Purchasing and Contracting Policy as presented / as amended.

COUNCIL ACTION:



Policy: Purchasing and Contracting

Effective: June 30, 2015

Revised: June 30, 2015

Fiscal Policy

The City of Lauderdale requires that all expenditures be valid based upon the public purpose for which it is purchased or contracted and the specific or implied authority for the expenditure found in Minnesota State Statutes and as authorized as part of the City of Lauderdale's annual budget.

Purpose

This policy is to establish procedures for purchasing and contracting on behalf of the City, who declares its intention to purchase and contract competitively without prejudice and to seek the maximum value for every dollar expended.

A. Process

Purchases of less than \$1,000

The purchase may be made in the open market by an authorized purchaser. Authorized purchasers are strongly encouraged to seek quotations.

Purchases from \$1,000 to \$10,000

If the amount is estimated to exceed \$1,000 but not to exceed \$10,000, the purchase may be made after obtaining a minimum of two written quotes. The purchase shall be authorized by the City Administrator or designee if the item is identified in the current year's adopted budget. If not included in the current year's budget, the City Administrator shall bring the item to the City Council for approval. City staff may negotiate for more favorable pricing and terms among the vendors that provided quotes.

Purchases from \$10,000 but not exceeding \$50,000

If the purchase or contract is expected to exceed \$10,000 but not to exceed \$50,000, the City Council has the discretion to make the purchase or contract by obtaining quotes or it may buy the item on the open market. If the City Council chooses to obtain quotations, at least two written quotes will be forwarded to the City Council with a recommendation for selection and approval. City staff may negotiate for more favorable pricing and terms among the vendors that provided quotes.

Purchases from \$50,000 but not exceed \$100,000

If the purchase or contract is expected to exceed \$50,000 but not to exceed \$100,000, the City Council can choose to use either the competitive bidding process or make the purchase or contract by direct negotiation. If direct

negotiation is used, at least three written quotations will be forwarded to the City Council with a recommendation for selection and approval. City staff may negotiate for more favorable pricing and terms among the vendors that provided quotes.

Purchases exceeding \$100,000

The City will use competitive bidding process with the law applying to:

- Contracts for the sale, purchase or rental of supplies, materials or equipment.
- Contracts for the construction, alteration, repair or maintenance of real or personal property.

Bidding Procedures

Once the engineer or City staff has prepared the necessary specifications, the City Council will seek competitive bids if the law requires or the City Council believes they are desirable.

- Specifications – for the purchase of supplies or equipment or public improvements. The City cannot prepare specifications to exclude all but one type of supply or equipment.
- Bid Advertisement – the published notice should contain at least the following information.
 - A description of the project or purchase being sought.
 - The availability and location of specifications.
 - Bid requirements (such as sealed bids or security).
 - Where the bids must be submitted.
 - The deadline for submitting bids.
 - The time and place of the bid opening.
 - The City officers who will be present for the opening.
 - A statement indicating that the City may delay the award until certain events occur.
- Opening and Tabulation of Bids – bids should be kept unopened by the City Clerk until after the closing time for receiving them. At the time set by the City Council in the advertisement, the bids should be opened publicly in the presence of the officials named in the bid advertisement. All bids should be opened and tabulated at a public meeting by the City Council or in advance of the council meeting by designated officials.
- Award of Bids – contracts must generally go to the lowest responsible bidder. (Minnesota Statutes Section 412.311, subd. 1 and Minnesota Statutes Section 429.41, subd. 2.) Tabulation of quotations must be forwarded to the City Council with recommendation for selection and approval with all contracts approved by resolution.

Cooperative Purchasing

The City may increase savings from bulk discounts by making purchases jointly with one or more governmental units through joint powers agreement. Under these programs, several governmental units can enter into an agreement to authorize one party to solicit bids and provide for the purchase at the option of each participating governmental unit. Once the governmental units agree on the specifications of the item, one party may advertise for bids on behalf of all parties that participate in the agreement. Rather than specify a specific number of items, the advertising participant will advertise for a range of quantities estimated for the entire group. Each participating unit can make the final decision on whether to purchase the items from the successful bidder.

The City may also participate in other state and national cooperative purchasing ventures. For example, the City currently participates in the Cooperative Purchasing Venture (CPV) administered by the Minnesota State Board of Administration and U.S Communities Government Purchasing Alliance. The City may participate in any cooperative purchasing venture so long as the pricing was competitively bid by another government entity.

Exemptions

A number of City contracts, purchases, or related agreements are not subject to the competitive bidding laws. Common exemptions, exceptions, or alternatives:

- Non-contracts. An agreement that does not meet the definition of a contract under the competitive bidding law is exempt, such as refuse hauling, janitorial services, tree trimming and removal, street sweeping, etc.
- Electronic purchases through reverse auctions. Vendors compete to provide the requested supplies, materials, or equipment at the lowest selling price in an open and interactive electronic environment.
- Electronic sales of surplus supplies, materials, and equipment. The City may, regardless of value, sell surplus, obsolete or unused supplies, materials, and equipment using an electronic process in which purchasers compete to offer the highest purchase price in an open and interactive environment.
- Best value contracting. Under certain circumstances, the City may use best value contracting for construction projects. The City is allowed to consider performance criteria in addition to price in the selection process.
- Intergovernmental contracts.
- Real estate contracts. The purchase or sale of real property is not required to be competitively bid.
- Professional service contracts. The City is not required to following competitive bidding process when contracting for professional services such as those provided by engineers, lawyers, architects, accountants, as

well as other services requiring technical, scientific or professional training.

- Insurance contracts. The City is not required to follow competitive bidding requirements for insurance contracts. Once City employment of 25 or more employees is met, the City must solicit through a request for proposal.
- Emergency contracts. The Emergency Management Act provides for the City to declare an emergency for a limited period of time. During an emergency or disaster per Minnesota Statutes Section 12.37, the City is not required to use mandated contracting procedures for performance of public work, contracting, employing temporary workers, renting equipment and purchasing supplies and materials.
- Sewer Emergencies: City staff is authorized to contract for services to address the sewer emergency and provide for any immediate clean up necessary to meet the City's obligations under the law without prior City Council approval. Staff is also authorized to contract with any outside company to address the source of the problem without prior City Council approval.
- Some intergovernmental construction contracts. Competitive bidding is not required for a cooperative agreement to construct a project with the state or another political subdivision of the state when the other unit does the construction. This applies only where there is an agreement prior to the initial advertising for bids on the project.
- Public improvements made by a developer. The construction and installation of public improvements made by a developer or a developer's contractor do not need to comply with competitive bidding requirements.

General Provisions City staff should not be burdened with, nor encourage visits from supplier's representatives except where it is to obtain a quotation on goods or services.

City staff shall keep themselves free of obligation to any of the City's vendors.

City staff are not to split orders to attempt to circumvent any provisions of the State law or any policy established by the City regarding purchasing.

Any willful violation of this policy will be reported promptly to the City Administrator and City Council and could be subject to disciplinary action.

Signed: _____
Mayor Jeffrey E. Dains

Date: _____



LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date June 23, 2015

ITEM NUMBER Park and Alley Paving

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The Council previously discussed expanding the parking lots in Community Park and repairing two alleys this year. We expected the cost to be up to \$40,000. The quotes came in less than expected. We received two written quotes (attached) and one verbal quote from three contractors.

T.A. Schifsky—\$10,850.00

Affordable Asphalt—\$11,400.00 (Verbal)

Asphalt Contractors, Inc.—\$32,303.84

OPTIONS:

STAFF RECOMMENDATION:

Motion to contract with T.A. Schifsky for the parking lot and alley improves.

Walnut Street Alley



Carl Street Alley





10285 89th Ave. N. • Maple Grove, MN 55369
 Ph. (763) 424-9191 • Fax (763) 424-9190

Proposal # 2015-1571

Date: Tuesday, May 26, 2015

<p>Submitted To: Heather Butkowski City of Lauderdale 1891 Walnut St. Lauderdale, MN 55113</p> <p>Contact Information: Phone: (651) 792-7657 Mobile: E-mail: heather.butkowski@ci.lauderdale.mn.us</p>	<p>Site Description: # S121292 Streets in Lauderdale Lauderdale, MN 55113</p> <p>Site Contact: Site Phone: Site Email:</p>	<p>Prepared By: David Johnson</p> <p>Contact Information: Mobile: 612-251-7360 Office: 763-424-9191 E-mail: davidj@aciasphalt.com</p> <p>Project Manager: Chad Kayser Mobile: 763-688-5532</p>
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Repairs required in two sections of alley.

Qty	Proposed Service(s) & Description(s)	Depth	
340 Sq. Ft.	Asphalt Mill Patching - Profile Mill	2"	
	<p>Service Description <i>This procedure allows a patch to be placed without impeding the drainage of the surrounding areas. The entire patch area is milled down to a uniform depth and the millings are swept up and hauled to recycling center. Before new asphalt is installed the area is swept clean and a tack oil (adhesive) is applied to assure bonding. Finally hot mixed asphalt is installed and compacted with a vibratory roller. The repair depth will vary slightly with compaction and contour of area to be patched.</i></p>		
2,188 Sq. Ft.	Asphalt Leveling (Low Spots)	2"	
	<p>Service Description <i>Before new asphalt is installed the area to be patched is cleaned and a tack oil (adhesive) is applied to assure bonding. Hot mixed asphalt is installed and compacted with a vibratory roller or plate compactor. The thickness will vary slightly with compaction and contour of area to be patched.</i></p>		
3,175 Sq. Ft.	Asphalt Skin Patching	1.5"	\$11,692.21
	<p>Service Description <i>Before new asphalt is installed the area to be patched is cleaned and a tack oil (adhesive) is applied to assure bonding. Hot mixed asphalt is installed and compacted with a vibratory roller or plate compactor. The thickness will vary slightly with compaction and contour of area to be patched.</i></p>		

PAYMENT TERMS 0 Down, Balance Net 15

Project Total: **\$11,692.21**

SERVICE TERMS Landscape restoration not included in scope of work unless specifically noted. ACI is not responsible for damage to irrigation systems when not properly marked by client. Customer will be notified when work is to be performed. It is the customer's responsibility to make sure the irrigation systems are shut off as to not cause damage to the work performed.

This proposal may be withdrawn at our option if not accepted within 7 days of May 26, 2015

Pavement Consultant David Johnson

David Johnson

Accepted Authorized Signature



10285 89th Ave. N. • Maple Grove, MN 55369
 Ph. (763) 424-9191 • Fax (763) 424-9190

Proposal # 2015-1572

Date: Tuesday, May 26, 2015

<p>Submitted To: Heather Butkowski City of Lauderdale 1891 Walnut St. Lauderdale, MN 55113</p> <p>Contact Information: Phone: (651) 792-7657 Mobile: E-mail: heather.butkowski@ci.lauderdale.mn.us</p>	<p>Site Description: # S121293 Lauderdale Community Park 1885 Fulham Street Lauderdale, MN 55113</p> <p>Site Contact: Site Phone: Site Email:</p>	<p>Prepared By: David Johnson</p> <p>Contact Information: Mobile: 612-251-7360 Office: 763-424-9191 E-mail: davidj@aciasphalt.com</p> <p>Project Manager: Chad Kayser Mobile: 763-688-5532</p>
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Qty	Proposed Service(s) & Description(s)	Depth
4,251 Sq. Ft.	Excavate and Remove Materials From Site	9"
	<p>Service Description <i>Remove asphalt, concrete, sod, dirt or unsuitable materials to depth noted on the proposal and haul off site.</i></p>	
4,251 Sq. Ft.	Install and Grade Recycled Class 5 Base Material	6"
	<p>Service Description <i>Unless otherwise stated, the standard product of choice to be used in base work installations is CL-5 recycle base. Once compacted this product provides an excellent foundation and is environmentally friendly as it is made from recycled concrete and bituminous.</i></p>	
4,251 Sq. Ft.	Asphalt Base Lift (MnDot Spec. 2360-LV3 Non-wear Bituminous)	1.5"
	<p>Service Description <i>Install the new hot mix asphalt with self propelled paver and compact with vibratory roller over compacted CL-5 gravel base. The thickness will vary slightly with compaction and contour of area to be paved.</i></p>	
4,251 Sq. Ft.	Asphalt Wear Lift (MnDot Spec. 2360-SPWEA240B Bituminous)	1.5"
	<p>Service Description <i>Before wear asphalt is installed the area is cleaned and a tack oil (adhesive) is applied to assure bonding. Then the hot mixed asphalt is installed with a self propelled paver and compacted with a vibratory roller. The thickness will vary slightly with compaction and contour of area to be paved.</i></p>	
1 Lump Sum	Striping and Lot Marking	\$20,611.63
	<p>Service Description <i>Done as per existing or plan using an oil or latex base paint depending on whether being applied over sealer or new asphalt pavement. NOTE: White paint will darken quicker than yellow. Please indicate color if different from existing. (Vehicles need to be cleared and sprinklers need to be turned off.)</i></p>	

PAYMENT TERMS 0 Down, Balance Net 15

Project Total: **\$20,611.63**

SERVICE TERMS Landscape restoration not included in scope of work unless specifically noted. ACI is not responsible for damage to irrigation systems when not properly marked by client. Customer will be notified when work is to be performed. It is the customer's responsibility to make sure the irrigation systems are shut off as to not cause damage to the work performed.

This proposal may be withdrawn at our option if not accepted within 7 days of May 26, 2015

Pavement Consultant David Johnson

David Johnson

Accepted Authorized Signature



TERMS, CONDITIONS & GUARANTEE

ACI Asphalt & Concrete, Inc. hereafter referred to as "ACI"

Asphalt Guarantee

Fully covering labor, and materials against breakup for a period of year(s).

Any request made to "ACI" by the owner, general contractor or their respective authorized supervisory employees to overlook the standard practices and procedures previously stated in these conditions will automatically negate any guarantee of material or workmanship whether such guarantee is written, implied or orally stated. Guarantee does not cover markings from sharp pointed objects, power steering created tire marks, or drippings from solvents and gas. Guarantee does not cover heaving of asphalt, subgrade failure, settling or expansion cracks due to freeze thaw weather cycle or tree roots. Asphalt is a machine laid surface which has seams that are sometimes noticeable. The surface texture of hand laid areas may not be uniform to machine laid areas, due to hand raking. "ACI" shall not be liable for water ponding or retention in surrounding areas of patching due to current grades or construction method chosen. Guarantee does not cover damage caused by acts of third parties.

Sealcoat Guarantee

"ACI" will guarantee sealers (Asphalt emulsions and Blended sealers) from chipping and peeling for a period of 1 year. This guarantee does not include wearing of sealer and adherence of sealer to oil spots, hydraulic spots and tree sap. Guarantee does not cover damage caused by acts of third parties.

Terms: Terms are as stated above. If payment is not made in accordance with the above terms, the customer agrees to pay any collection, legal fees and interest for any unpaid balances. Interest will accrue at a rate of .66% per month from the date of completion. Terms of guarantee are contingent upon receipt of final payment.

PRICE is based on specifications and estimates as shown on the "Proposal & Agreement". Field measurements may be made when the job is completed and any changes of specifications, areas, tonnage, or gallonages will correspondingly change the completed price. One mobilization charge is included in price, unless stated on the "Proposal & Agreement". Additional mobilization charges will be at the rate set forth in agreed upon change order which is made part and parcel of these conditions and "Proposal & Agreement".

ADDITIONAL CHARGES may become necessary if permit(s), extra equipment time, extra materials, or extra labor would become necessary to complete this job, if subgrade is not up to acceptable specifications or requirements or if extra services and/or materials are requested in writing by the owner or general contractor of their respective authorized supervisory employees. "ACI" shall not be held liable for damage to surrounding areas of driveway or parking lot due to poor subgrade, moisture, or other unforeseen circumstance. Additional charges would be in accordance with the agreed upon change order which is made part and parcel of these conditions and "Proposal & Agreement". "ACI" reserves the right to refuse additional equipment time, extra materials or extra labor if it would interfere with advanced scheduling with other customers with whom previous commitments had already been extended.

Conditions: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are contracted to do the work as specified and the stated payment terms are acceptable. All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner in accordance to standard construction practices. Any deviation from this proposal or extra work will be executed only upon owner or owners agent orders and may become an extra charge over and above this agreement. All agreements are contingent upon delays beyond our control. Property owner to carry fire, tornado and any other necessary insurance. We do not guarantee against pavement cracking from weather cycles and water ponding or retention due to pre-existing grade conditions. We cannot guarantee drainage or against water ponding on new asphalt without adequate slope. In flat areas water will not drain unless there is more than 1-1/2" of fall per 10 feet. "ACI" shall not be liable for damage to adjoining concrete flat work by asphalt installation equipment during standard construction procedures. Proposal excludes the following unless otherwise stated in the proposal: Permits, Excavation, Staking, Material Testing, Sod Restoration & Landscaping, Manhole/Catch Basin/Gate Valve Adjustments or Repairs, Vegetation Removal, SAC/WAC Charges, Dewatering. You authorize ACI to perform a credit investigation and /or obtain credit reports from credit reporting agencies.

Notice Of Lien: A) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions. B) Under Minnesota Law, you may have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a Lien Waiver signed by persons who supplied any Labor and Material for the improvement and who gave you timely notice.

Customer Initial _____ Date _____

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date June 30, 2015

ITEM NUMBER _____ Goal Setting Date _____

STAFF INITIAL *AB*

APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

It has been a few years since the Council held a separate goal setting session. The Mayor would like to hold one in the next month or so as staff begin working on the annual budget. In the past, the goal setting session has been held before a regularly scheduled council meeting (~5:00 p.m.) but it can be another night as well. Once the date is decided, it will be posted at City Hall and published in the Roseville Review. Staff will arrange for a food option.

OPTIONS:

Set time and date for the annual goal setting session.


STAFF RECOMMENDATION:

Motion to approve __ (Date) __ at __ (Time) __ at Lauderdale City Hall to hold the annual goal setting session.

COUNCIL ACTION:

**LAUDERDALE COUNCIL
ACTION FORM**

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

Meeting Date	June 30, 2015
ITEM NUMBER	<u>Greenway Fitness PUD</u>
STAFF INITIAL	<u></u>
APPROVED BY ADMINISTRATOR	

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Thor Nelson, COO of Greenway Holdings, plans to attend the meeting. He will be presenting concept plans regarding their proposed fitness center. I have included his more recent renderings. This meeting is an opportunity to for the Council to learn more about the plans for the fitness center and get answers to any questions you may have.

As you may recall, some of the documentation from the creation of the PUD that encompasses their property is no where to be found. Due to their request, it is a good time to reestablish the supporting documentation for their original PUD and add the fitness center use, if that is the decision of the Council. Greenway Holding's attorney and the City's attorney have been working on an "Amended and Restated Development Agreement" that will be brought to the next meeting for Council consideration.

OPTIONS:

STAFF RECOMMENDATION:

COUNCIL ACTION:

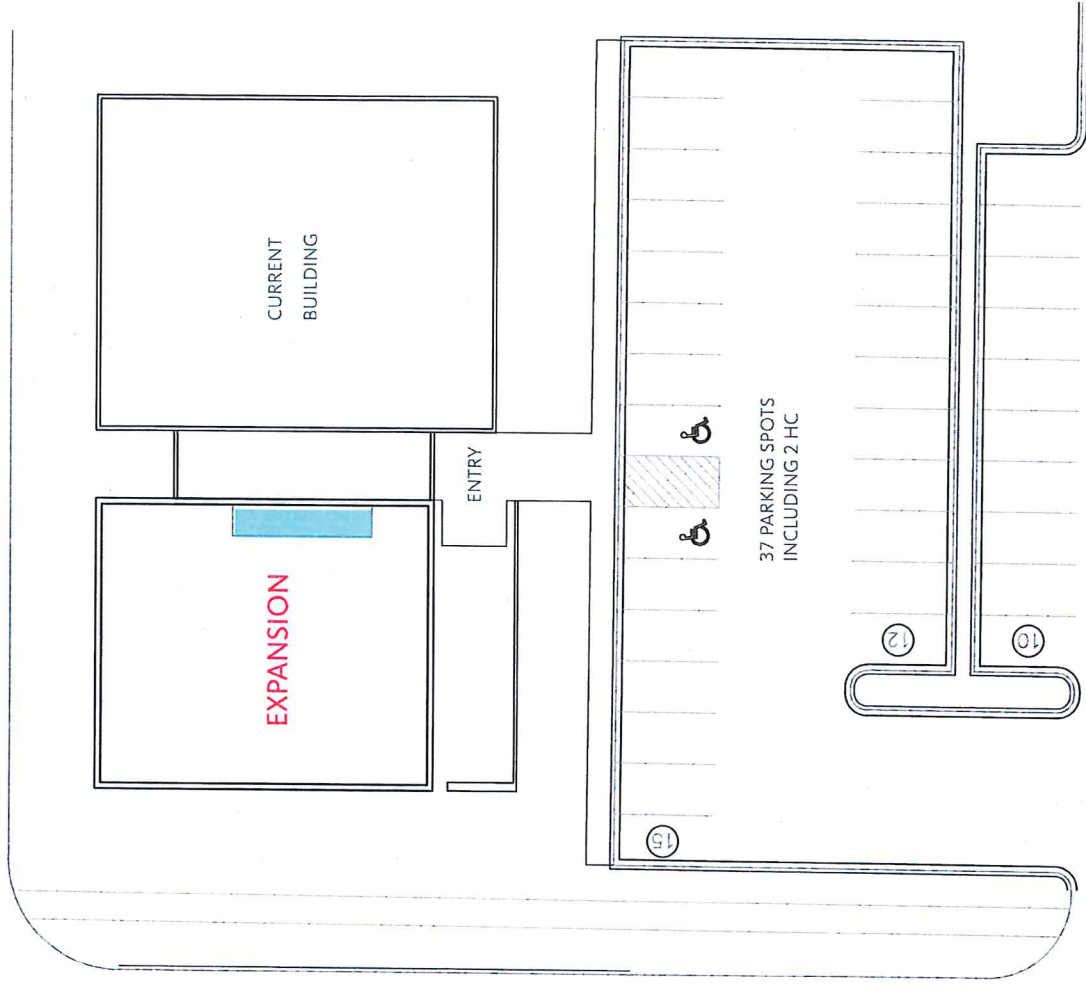
SITE PLAN

SQUARE FOOTAGE

CURRENT:
4,250 SF

EXPANSION:
3,610 SF

TOTAL:
7,860 SF



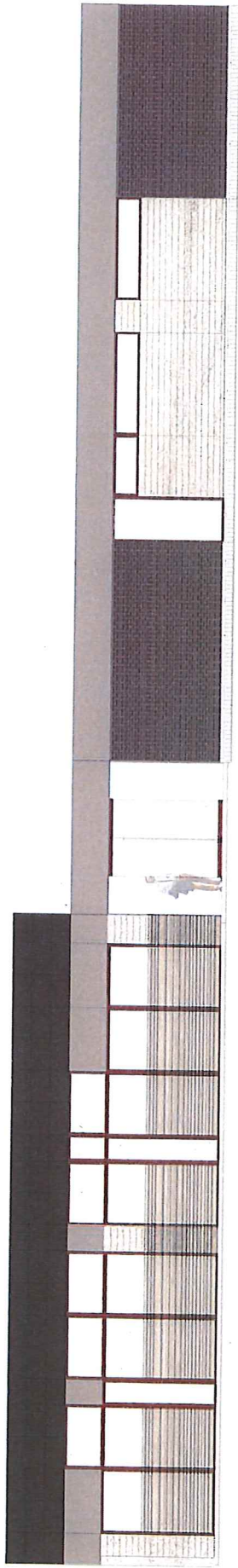
SCHEME 01

SW perspective view

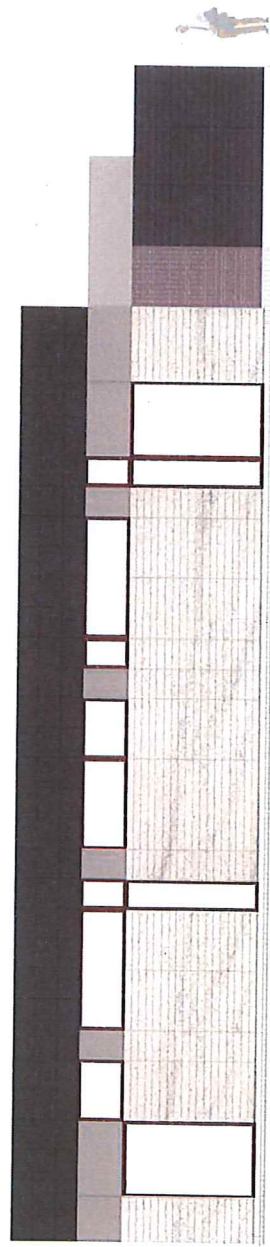


SCHEME 01

elevations



south



west

SCHEME 01

SE perspective view



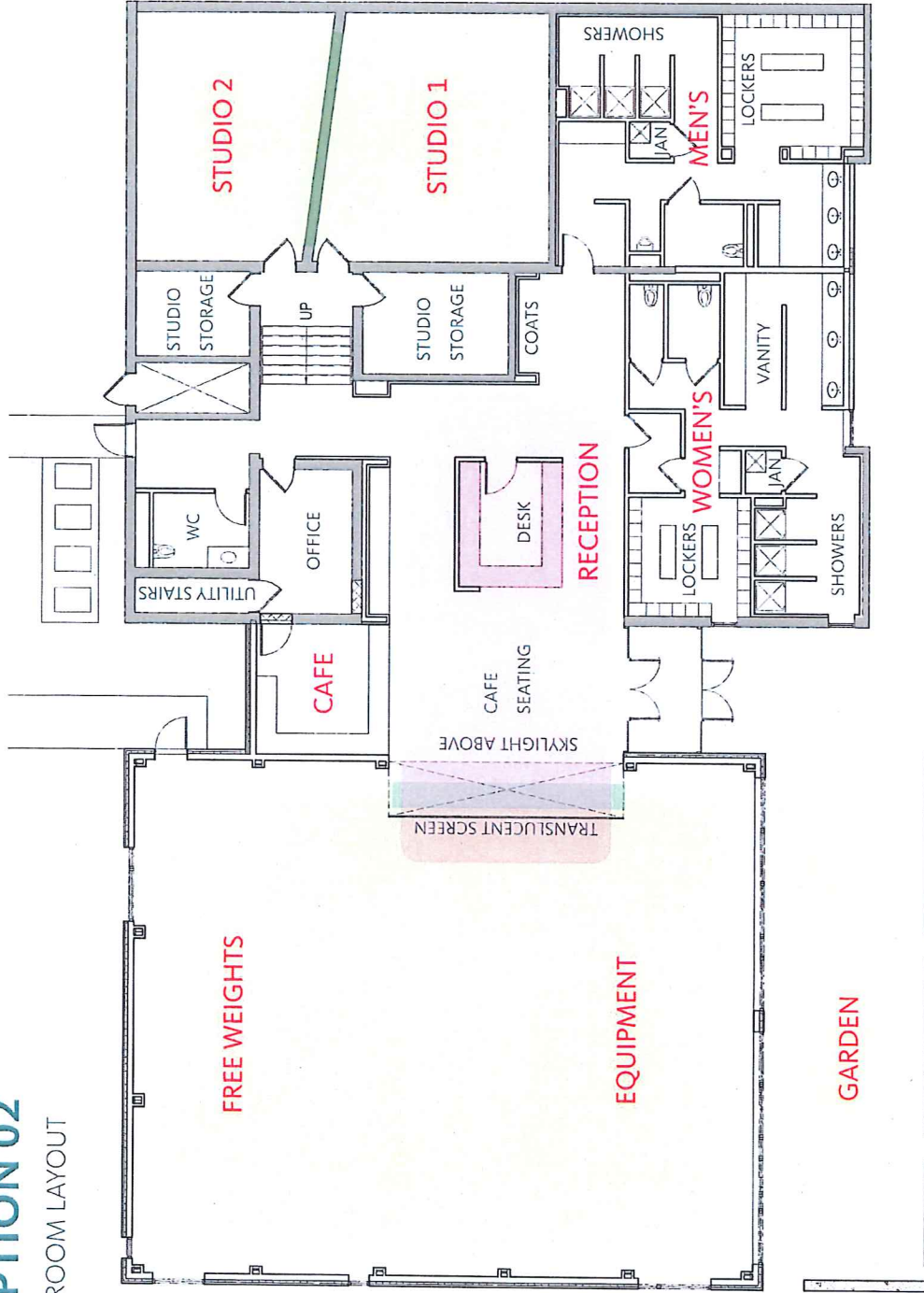
SCHEME 01

aerial view



PLAN OPTION 02

NEW LOCKER ROOM LAYOUT



SQUARE FOOTAGE

CURRENT:
4,250 SF

EXPANSION:
3,610 SF

TOTAL:
7,860 SF