

LAUDERDALE CITY COUNCIL MEETING AGENDA
TUESDAY, JUNE 13, 2000
CITY HALL, 7:30 P.M.

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 MEETING TO ORDER AT 7:30 P. M.

2. ROLL:

Councilmembers:

Gower _____ Christensen _____
Gill-Gerbig _____ Hawkinson _____
Mayor Dains _____

Staff:

Adm. Rick Getschow _____

3. APPROVAL

- A. Approval of agenda
- B. Approval of the minutes of the 5/23/00 City Council Meeting
- C. Approval of claims totaling \$ 59,517.60

4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS NOT ON THE AGENDA

Any member of the public may speak at this time on any item NOT on the agenda. In consideration of the public attending the meeting for specific items on the agenda, 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 under Additional Items 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 Council's 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.

FILE COPY

5. CONSENT

**6. SPECIAL ORDER OF BUSINESS/ RECOGNITIONS/ PROCLAMATIONS/
CITIZEN'S ADDRESSING THE 2000 STREET AND UTILITY
IMPROVEMENTS**

7. INFORMATIONAL PRESENTATIONS

- A. 2000 Street and Utility Improvements Update- City Engineer *(no memorandum)*

8. PUBLIC HEARINGS

Public hearings are conducted so that the public affected by a proposal may have input into the decision. During hearings, all affected residents will be given an opportunity to speak pursuant to the ROBERT'S RULES OF ORDER AND THE STANDING RULES OF ORDER AND BUSINESS OF THE CITY COUNCIL.

9. ACTION

- A. Resolution 061300A: A Resolution Providing for the Issuance and Sale of the City's \$930,000 General Obligation Improvement Bonds, Series 2000A
- B. 2000 1st Quarter Financial and Investment Report
- C. Resolution 061300B: A Resolution Authorizing Entry into a Joint Powers Agreement in the Form of A Declaration of Trust Establishing an Entity Known as "Minnesota Municipal Money Market (4M) Fund" and Authorizing Participation in Certain Investment Programs in Connection Therewith
- D. Gift Certificates for 50th Anniversary Committee
- E. Change Public Hearing Date for the Lauderdale Business Subsidies Policy
- F. Dispute Resolution Center: Annual Report and Contribution
- G. City Administrator Performance Review

10. REPORTS

11. DISCUSSION

12. ITEMS REMOVED FROM THE CONSENT AGENDA

13. ADDITIONAL ITEMS

14. SET AGENDA FOR NEXT MEETING

15. ADJOURNMENT

**Lauderdale City Council
Meeting Minutes
May 23, 2000**

1. Meeting called to order at 7:30 P.M.

2. ROLL

Council present: Gill-Gerbig, Christensen, Hawkinson, and Mayor Dains

Council absent: Gower

Staff present: City Administrator Getschow

3. APPROVAL

A. Approval of Agenda. Motion by Hawkinson, second by Gill-Gerbig to approve the agenda. Roll: Yes: all. Motion carried.

B. Approval of Minutes. Motion by Christensen, second by Hawkinson to approve the minutes of the May 9, 2000 City Council meeting. Roll: Yes: all. Motion carried.

C. Approval of Claims totaling \$25,455.64. Motion by Hawkinson, second by Gill-Gerbig to approve the claims totaling \$25,455.64. Roll: Yes: all. Motion carried.

4. OPPORTUNITY FOR THE PUBLIC TO ADDRESS ITEMS NOT ON THE AGENDA

5. CONSENT

6. SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS/
CITIZEN'S ADDRESSING THE 2000 STREET AND UTILITY
IMPROVEMENTS

A. City History Event. The Mayor stated that the City History event on Sunday, May 21st was a success with good turnout. The Mayor thanked the 50th Anniversary Committee and City Staff for all of their work related to the history event. The Council discussed providing a gift certificate to the Committee in appreciation for all of their work over the past year. Staff will present a recommendation at the next meeting for the amount of the gift certificate.

7. INFORMATIONAL PRESENTATIONS

A. *2000 Street and Utility Improvements.* The City Engineer updated the City Council on the progress of the street and utility improvement project.

8. PUBLIC HEARINGS

9. ACTION

A. *1999 Year-end Financial and Investment Report.* Motion by Gill-Gerbig, second by Hawkinson to approve the 1999 Year-end Financial and Investment Report. Roll: Yes: all. Motion carried.

B. *Second Amendment to the Ramsey County Housing and Redevelopment Authority Joint Cooperation Agreement.* The City Administrator stated that there needs to be a revised agreement between Ramsey County and the City of Lauderdale in regards to the Community Development Block Grant (CDBG) programs. HUD has federal regulations that must be re-adopted for the submittal of funds to the county, and then to the City as a sub-grantee. Lauderdale has chosen to be a competitive sub-grantee under the County. This agreement keeps this arrangement in place. Since some of the regulations have been revised since the City approved the prior agreement with the County in 1985, there is a need for the approval of this second amendment.

Motion by Christensen, second by Hawkinson to approve the Second Amendment to the Ramsey County Housing and Redevelopment Authority Joint Cooperation Agreement. Roll: Yes: all. Motion carried.

C. *Business Subsidies Criteria Policy/Set a Public Hearing Date for the Policy.* The City Administrator stated that the State Legislature enacted a new law regulating business subsidies entered into or authorized on or after August of 1999 by a municipality. This law has annual reporting requirements, along with requirements calling for the approval of a business subsidy policy and the use of business subsidy agreements. The policy must be adopted by the municipality following a public hearing that is conducted by the City Council. The Council commented on the policy and discussed a public hearing date.

Motion by Gill-Gerbig, second by Christensen to set a public hearing on the business subsidies policy for June 13, 2000. Roll: Yes: all. Motion carried.

D. *Parking on Fulham Street (south of Larpentour Avenue).* Wayne Sisel, 1567 Fulham Street, addressed the City Council regarding parking issues on the portion of Fulham Street that is south of Roselawn Avenue. Sisel stated that the residents of that block often have problems parking in front of their houses because students of the St. Paul campus are parking at that location. This appears to be the only location in the area that does not have restricted parking. Sisel believes that signs regulating parking with a permitting process did exist for this block of Fulham Street in Lauderdale several years ago. He would like to see this system re-instituted similar to the parking regulations that Falcon Heights has for the purpose of continuity.

Motion by Gill-Gerbig, second by Hawkinson to restrict parking to two hours on weekdays from 8:00 a.m. to 4:00 p.m., except with permit, for the block of Fulham Street that is south of Larpentour Avenue. Roll: Yes: all. Motion carried.

Staff will work with the residents in placing the signs and instituting the permit process.

Sisel also discussed outdoor street lighting with the City Council. The petition process that is described in the assessment policy manual was also discussed.

A break was taken at 8:30 p.m. The meeting resumed at 8:40 p.m.

10. REPORTS

11. DISCUSSION

A. *Draft Zoning Ordinance.* The Council discussed Chapters 6-7 of the draft zoning ordinance with the City Administrator and the Plan Commission Chair.

B. *Larpentour Avenue Corridor Redevelopment.* The City Council discussed the redevelopment of the Larpentour Avenue Corridor within the context of recommendations contained within the Lauderdale Comprehensive Plan. The Council decided to focus any redevelopment efforts initially on the multi-family housing that exists between Eustis Street and Carl Street, south of Larpentour Avenue. The City Administrator will conduct more research and discuss the issue further with the Council at a later date.

12. ITEMS REMOVED FROM THE CONSENT AGENDA

13. ADDITIONAL ITEMS

14. SET AGENDA FOR NEXT MEETING

1. 2000 Street and Utility Improvement Update
2. Business Subsidies Policy
3. 2000 Street and Utility Improvement Bond Sale
4. 2000 1st. Quarter Financial and Investment Report
5. 50th Anniversary Committee gift certificate
6. City Administrator Performance Evaluation
7. City Administrator Contract

15. ADJOURNMENT

Motion by Hawkinson, second by Gill-Gerbig to adjourn at 9:45 P.M. Ayes: All.

The City of Lauderdale

Claims for Approval

6/13/00 City Council Meeting

May 26, 2000 Payroll # 6685 - 6689	\$4,916.97
June 9, 2000 Payroll # 6692 - 6701	\$6,811.77
June 13, 2000 Claims # 14567 - 14597	\$47,788.86
Total Claims for Approval	\$59,517.60

25 May 2000
Thu 9:12 AM

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*Paid Register
CITY OF LAUDERDALE
CLAIMS FOR APPROVAL
PAYROLL DATE: MAY 26, 2000
COUNCIL MEETING DATE: JUNE 13, 2000

Check Number	Employee Number	Employee Name	Social Security Number	Pay Period	Pay Group	Pay Group Description	Check Amount	Check Date	Status
006685	000000011	BOWNIK, JAMES		11	01	BI-WEEKLY	846.38	26-May-00	Outstanding
006686	000000030	GOYETTE, SHANNON		11	01	BI-WEEKLY	726.52	26-May-00	Outstanding
006687	000000003	Getschow, Rick		11	01	BI-WEEKLY	1,372.79	26-May-00	Outstanding
006688	000000002	HINRICHS, DAVID C		11	01	BI-WEEKLY	1,025.94	26-May-00	Outstanding
006689	000000005	HUGHES, JOSEPH A		11	01	BI-WEEKLY	945.34	26-May-00	Outstanding

Grand Total							4,916.97		

8 Jun 2000
Thu 9:57 AM

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*Paid Register
CITY OF LAUDERDALE
CLAIMS FOR APPROVAL
PAYROLL DATE: JUNE 9, 2000
COUNCIL MEETING DATE: JUNE 13, 2000

Check Number	Employee Number	Employee Name	Social Security Number	Pay Period	Pay Group	Pay Group Description	Check Amount	Check Date	Status
006692	000000011	BOWNIK, JAMES		12	01	BI-WEEKLY	846.38	09-Jun-00	Outstanding
006693	000000014	Christensen, Clay		12	01	BI-WEEKLY	317.68	09-Jun-00	Outstanding
006694	000000010	DAINS, JEFFREY		12	01	BI-WEEKLY	567.03	09-Jun-00	Outstanding
006695	000000016	GILL-GERBIG, KAREN		12	01	BI-WEEKLY	317.68	09-Jun-00	Outstanding
006696	000000015	GOWER, MOOSE		12	01	BI-WEEKLY	317.68	09-Jun-00	Outstanding
006697	000000030	GOYETTE, SHANNON		12	01	BI-WEEKLY	720.20	09-Jun-00	Outstanding
006698	000000003	Getschow, Rick		12	01	BI-WEEKLY	1,372.79	09-Jun-00	Outstanding
006699	000000041	HAWKINSON, DENISE		12	01	BI-WEEKLY	317.68	09-Jun-00	Outstanding
006700	000000002	HINRICHS, DAVID C		12	01	BI-WEEKLY	1,189.01	09-Jun-00	Outstanding
006701	000000005	HUGHES, JOSEPH A		12	01	BI-WEEKLY	845.64	09-Jun-00	Outstanding

Grand Total

6,811.77

9 Jun 2000
Fri 10:08 AM

* Paid Check Reg
CITY OF LAUDERDALE
CLAIMS FOR APPROVAL
JUNE 13, 2000
CITY COUNCIL MEETING

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Check Invoice Number Number	Name	Account Code	Comments	Transaction Amount
Check Number	14567 CARTRIDGECARE INC.			
14567 E5264	CARTRIDGECARE INC.	101-41200-201	TONER FOR LAZER PRINTER	83.07 ----- 83.07
Totals Check Number	14567 CARTRIDGECARE INC.			
Check Number	14568 CINTAS			
14568 754114836	CINTAS	601-49000-425	PUB WKS UNIFORMS	27.70
14568 754116158	CINTAS	601-49000-425	PUB WKS UNIFORMS	27.70
14568 754117480	CINTAS	601-49000-425	PUB WKS UNIFORMS	27.70 ----- 83.10
Totals Check Number	14568 CINTAS			
Check Number	14569 CITY OF FALCON HEIGHTS			
14569 6/13/00	CITY OF FALCON HEIGHTS	101-42200-321	MAY '00 FIRE CALLS	3,590.00 ----- 3,590.00
Totals Check Number	14569 CITY OF FALCON HEIGHTS			
Check Number	14570 CROTEAU, MARY			
14570 6/13/00	CROTEAU, MARY	201-45600-377	REIMB: HISTORY EVENT	118.21 ----- 118.21
Totals Check Number	14570 CROTEAU, MARY			
Check Number	14571 EAST HENNEPIN AUTO SERVICE INC			
14571 6/13/00	EAST HENNEPIN AUTO SERVICE INC	101-43100-212	MAY '00 TRUCK FUEL	56.02
14571 6/13/00	EAST HENNEPIN AUTO SERVICE INC	601-49000-212	MAY '00 TRUCK FUEL	56.03 ----- 112.05
Totals Check Number	14571 EAST HENNEPIN AUTO SERVICE INC			
Check Number	14572 HERMES FLORAL			
14572 163919	HERMES FLORAL	101-41100-439	FLOWERS: MOOSE GOWER	27.50 ----- 27.50
Totals Check Number	14572 HERMES FLORAL			
Check Number	14573 HUGHES & COSTELLO			
14573 6/13/00	HUGHES & COSTELLO	101-42300-305	JUNE '00 RETAINER FEE	825.00
14573 6/13/00	HUGHES & COSTELLO	101-42300-355	JUNE '00 PRINT & PROCESS	85.50 ----- 910.50
Totals Check Number	14573 HUGHES & COSTELLO			

9 Jun 2000
Fri 10:08 AM

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CITY OF LAUDERDALE
CLAIMS FOR APPROVAL
JUNE 13, 2000
CITY COUNCIL MEETING

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Check Invoice Number Number	Name	Account Code	Comments	Transaction Amount
Check Number	14574 ICMA RETIREMENT TRUST - 457			
14574 6/13/00	ICMA RETIREMENT TRUST - 457	101-21705	5/26/00 PAYROLL	745.82
14574 6/13/00	ICMA RETIREMENT TRUST - 457	101-21705	6/9/00 PAYROLL	745.82

Totals Check Number	14574 ICMA RETIREMENT TRUST - 457			1,491.64
Check Number	14575 KNOX LUMBER			
14575 0209441924	KNOX LUMBER	101-43100-228	LIGHT BULBS	12.67

Totals Check Number	14575 KNOX LUMBER			12.67
Check Number	14576 LEAGUE OF MINNESOTA CITIES			
14576 1-00003391	LEAGUE OF MINNESOTA CITIES	101-43100-308	DAVE/JOE: SFTY/LOSS CNTRL	40.00

Totals Check Number	14576 LEAGUE OF MINNESOTA CITIES			40.00
Check Number	14577 MEDIA WORKSHOP			
14577 1056	MEDIA WORKSHOP	201-45600-327	COPY HISTORY VIDEOS	438.85
14577 1065	MEDIA WORKSHOP	201-45600-327	COPY HISTORY VIDEOS	276.40

Totals Check Number	14577 MEDIA WORKSHOP			715.25
Check Number	14578 MET-COUNCIL ENVIRONMENTAL SER.			
14578 706507	MET-COUNCIL ENVIRONMENTAL SER.	601-49000-387	JULY '00 WASTEWATER SERV	10,944.00

Totals Check Number	14578 MET-COUNCIL ENVIRONMENTAL SER.			10,944.00
Check Number	14579 MINNESOTA AFSCME			
14579 6/13/00	MINNESOTA AFSCME	101-21709	MAY '00 UNION DUES	73.26

Totals Check Number	14579 MINNESOTA AFSCME			73.26
Check Number	14580 MN DEPARTMENT OF REVENUE			
14580 6/13/00	MN DEPARTMENT OF REVENUE	101-21702	MAY '00 STATE TAX	670.88

Totals Check Number	14580 MN DEPARTMENT OF REVENUE			670.88
Check Number	14581 MN POLLUTION CONTROL AGENCY			
14581 6/13/00	MN POLLUTION CONTROL AGENCY	601-49000-308	DAVE: RENEW CLASS SC LIC	23.00

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CITY OF LAUDERDALE
CLAIMS FOR APPROVAL
JUNE 13, 2000
CITY COUNCIL MEETING

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Check Invoice Number	Number	Name	Account Code	Comments	Transaction Amount
Check Number	14581	MN POLLUTION CONTROL AGENCY			
Totals Check Number	14581	MN POLLUTION CONTROL AGENCY			23.00
Check Number	14582	NORTH STAR STATE BANK			
14582 6/13/00		NORTH STAR STATE BANK	101-21703	MAY '00 FICA	2,394.30

Totals Check Number	14582	NORTH STAR STATE BANK			2,394.30
Check Number	14583	NORTH STAR STATE BANK			
14583 6/13/00		NORTH STAR STATE BANK	101-21701	MAY '00 FED TAX	1,625.22

Totals Check Number	14583	NORTH STAR STATE BANK			1,625.22
Check Number	14584	NORTHERN STATES POWER			
14584 6/13/00		NORTHERN STATES POWER	101-43100-383	CITY HALL: GAS	22.91
14584 6/13/00		NORTHERN STATES POWER	601-49000-383	CITY HALL: GAS	7.64
14584 6/13/00		NORTHERN STATES POWER	101-43100-381	CITY HALL: ELECTRIC	122.69
14584 6/13/00		NORTHERN STATES POWER	601-49000-381	CITY HALL: ELECTRIC	40.90
14584 6/13/00		NORTHERN STATES POWER	101-43100-383	CITY GARAGE: GAS	8.58
14584 6/13/00		NORTHERN STATES POWER	601-49000-383	CITY GARAGE: GAS	8.58
14584 6/13/00		NORTHERN STATES POWER	101-43100-381	CITY GARAGE: ELECTRIC	11.05
14584 6/13/00		NORTHERN STATES POWER	601-49000-381	CITY GARAGE: ELECTRIC	11.05
14584 6/13/00		NORTHERN STATES POWER	101-45200-383	CITY PARK: GAS	18.69
14584 6/13/00		NORTHERN STATES POWER	101-45200-381	CITY PARK: ELECTRIC	7.76
14584 1174406002		NORTHERN STATES POWER	101-43200-381	MAY '00 STREET LIGHTING	437.57

Totals Check Number	14584	NORTHERN STATES POWER			697.42
Check Number	14585	NORTHERN STATES POWER			
14585 6/13/00		NORTHERN STATES POWER	601-49000-381	LIFT STATIONS: ELECTRIC	217.63
14585 6/13/00		NORTHERN STATES POWER	601-49000-383	LIFT STATIONS: GAS	22.96

Totals Check Number	14585	NORTHERN STATES POWER			240.59
Check Number	14586	OFFICE MAX			
14586 8608		OFFICE MAX	101-41200-534	STEP STOOL	21.29
14586 8608		OFFICE MAX	101-41200-538	KEYBOARD MANAGER	63.89
14586 8608		OFFICE MAX	101-41200-201	MISC. OFFICE SUPPLIES	77.87

Totals Check Number	14586	OFFICE MAX			163.05

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CITY OF LAUDERDALE
CLAIMS FOR APPROVAL
JUNE 13, 2000
CITY COUNCIL MEETING

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Check Invoice Number Number	Name	Account Code	Comments	Transaction Amount
Check Number	14587 PARK SERVICE			
14587 6/13/00	PARK SERVICE	101-43100-212	MAY '00 TRUCK FUEL	43.02
14587 6/13/00	PARK SERVICE	601-49000-212	MAY '00 TRUCK FUEL	43.03

Totals Check Number	14587 PARK SERVICE			86.05
Check Number	14588 PUBLIC EMP RETIREMENT ASSSOC			
14588 6/13/00	PUBLIC EMP RETIREMENT ASSSOC	101-21704	5/26/00 PAYROLL	757.41
14588 6/13/00	PUBLIC EMP RETIREMENT ASSSOC	101-21704	6/9/00 PAYROLL	765.97

Totals Check Number	14588 PUBLIC EMP RETIREMENT ASSSOC			1,523.38
Check Number	14589 RAMSEY COUNTY			
14589 PRRLG00131	RAMSEY COUNTY	101-41600-352	'99/'00 TNT NOTICES	174.91

Totals Check Number	14589 RAMSEY COUNTY			174.91
Check Number	14590 RAMSEY COUNTY			
14590 PRRLG00156	RAMSEY COUNTY	101-41200-442	PROC POSTAL VERIF CARDS	6.72

Totals Check Number	14590 RAMSEY COUNTY			6.72
Check Number	14591 RED COMMUNICATION			
14591 1012	RED COMMUNICATION	202-49500-327	PRODUCE HISTORY VIDEO	2,400.00

Totals Check Number	14591 RED COMMUNICATION			2,400.00
Check Number	14592 ST. ANTHONY VILLAGE			
14592 3726	ST. ANTHONY VILLAGE	101-42100-319	JULY '00 POLICE SERVICES	17,196.33

Totals Check Number	14592 ST. ANTHONY VILLAGE			17,196.33
Check Number	14593 ST. PAUL PIONEER PRESS			
14593 180972	ST. PAUL PIONEER PRESS	201-45600-376	AD FOR CITY GARAGE SALE	35.00

Totals Check Number	14593 ST. PAUL PIONEER PRESS			35.00
Check Number	14594 SUPER CYCLE			
14594 175324	SUPER CYCLE	203-50000-389	MAY '00 RECYCLING	1,837.68

9 Jun 2000
Fri 10:08 AM

* Paid Check Reg
CITY OF LAUDERDALE
CLAIMS FOR APPROVAL
JUNE 13, 2000
CITY COUNCIL MEETING

Check Invoice				Transaction
Number	Number	Name	Account Code	Amount
Check Number 14594 SUPER CYCLE				
Totals Check Number 14594 SUPER CYCLE				1,837.68
Check Number 14595 US WEST COMMUNICATIONS				
14595	6/13/00	US WEST COMMUNICATIONS	101-41200-391	JUNE '00 CITY HALL PHONE 169.16
14595	6/13/00	US WEST COMMUNICATIONS	101-43100-391	JUNE '00 CITY HALL PHONE 29.72
14595	6/13/00	US WEST COMMUNICATIONS	601-49000-391	JUNE '00 CITY HALL PHONE 29.72
Totals Check Number 14595 US WEST COMMUNICATIONS				----- 228.60
Check Number 14596 US WEST COMMUNICATIONS				
14596	6/13/00	US WEST COMMUNICATIONS	601-49000-391	AUTODIAL: LARP AVE LIFT 59.48
Totals Check Number 14596 US WEST COMMUNICATIONS				----- 59.48
Check Number 14597 WAGERS BUSINESS SYSTEMS				
14597	967999	WAGERS BUSINESS SYSTEMS	101-41200-401	3RD QTR MAINT CONTRACT 225.00
Totals Check Number 14597 WAGERS BUSINESS SYSTEMS				----- 225.00
Grand Total				----- 47,788.86

City Council Memorandum

To: Mayor and City Council
From: Rick Getschow
Council Meeting Date: June 13, 2000
Agenda Item: Resolution 061300A: A Resolution Providing for the Issuance and Sale of the City's \$930,000 General Obligation Improvement Bonds, Series 2000A

BACKGROUND:

At the May 9, 2000 Council meeting, the Council requested that \$930,000 of bonds be sold for the 2000 Street and Utility Improvements. Offers for the purchase of the bonds were made at 11:00 a.m. on June 13, 2000. The purpose of this meeting and this resolution is to award the bid for the bonds to the purchaser. A Springsted representative will be present at the meeting to present the offers that have been made for the purchase of the bonds that the Council can award.

The draft resolution and the official statement included in the packet describes the details of the bond sale and covers such issues as: book-entry Depository, Bond Registrar (Firstar Bank) duties, interest payments, redemption, tax-exempt status of the bonds, and new funds to be created in the city budget. Some of these items that are blank in the draft form (i.e., Registrar name, Purchaser, interest rate on the bonds) will be completed following the offer and made a part of the sale of the bonds and the approval of the resolution.

Please contact me with any questions about the enclosed materials and the bond sale and issuance before the meeting.

ENCLOSURES:

Resolution 061300A: A Resolution Providing for the Issuance and Sale of the City's \$930,000 General Obligation Improvement Bonds, Series 2000A.
Official Statement for the \$930,000 GO Improvement Bond Issue

COUNCIL ACTION REQUESTED:

Provided that we are presented with good offers for the purchase of our bonds ...

Approval of Resolution 061300A: A Resolution Providing for the Issuance and Sale of the City's \$930,000 General Obligation Improvement Bonds, Series 2000A

EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE CITY OF
LAUDERDALE, MINNESOTA

Pursuant to due call and notice thereof, a regular or special meeting of the City Council of the City of Lauderdale, Minnesota, was duly held in the Lauderdale City Hall on June 13, 2000, commencing at 7:30 P.M., C.T., in part for the purpose of considering the offers which had been received for the purchase of the City's \$930,000 General Obligation Improvement Bonds, Series 2000A.

The following Councilmembers were present:

and the following were absent: .

*** *** ***

There was then presented a tabulation of the offers which had been received in the manner specified in the Terms of Proposal for the Bonds. The offers were as follows:

_____ then introduced the following Resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION PROVIDING FOR THE
ISSUANCE AND SALE OF THE CITY'S
\$930,000 GENERAL OBLIGATION IMPROVEMENT
BONDS, SERIES 2000A

BE IT RESOLVED by the City Council (the "Council") of the City of Lauderdale, Minnesota (the "City"), as follows:

1. Recitals. It is hereby determined:

(a) That the assessable public improvements (the "Improvements") described in the Council's resolution of May 9, 2000, relating to these Bonds have been duly ordered by the City and have been constructed by the City or will be constructed under contracts which the City has or will let therefor, all pursuant to and in accordance with the applicable provisions of Minnesota Statutes, Chapter 429.

(b) That is it necessary and expedient to the sound financial management of the affairs of the City that the City issue its bonds pursuant to Minnesota Statutes, Chapters 429 and 475, to provide financing for the Improvements.

(c) The Improvements and all their components have by requisite Council vote been ordered on or prior to the date hereof, after a hearing thereon (except where not required by law) for which mailed and published notice was duly given as required by law describing the Improvements and all their components by general nature, estimated cost, and area to be assessed.

(d) The Council desires that the Bonds be issued initially in "Book Entry Only Form" (as hereinafter described).

2. Acceptance of Offer; Book Entry Bonds.

(a) The offer of _____ (the "Purchaser") to purchase the City's \$930,000 General Obligation Improvement Bonds, Series 2000A (the "Bonds"), at the rates of interest and upon the other terms set forth in this Resolution, and to pay therefor the sum of \$_____ plus interest accrued to settlement, is hereby accepted.

(b) Book Entry Only System. The Depository Trust Company, a limited purpose trust company organized under the laws of the State of New York, or any of its successors to its functions hereunder (the "Depository"), will act as securities depository for the Bonds, and to this end:

(i) The Bonds shall be initially issued and, so long as they remain in book entry form only (the "Book Entry Only Period"), shall at all times be in the form of a separate single fully registered Bond for each maturity of the Bonds; and for purposes of complying with this requirement under paragraph 11 of this Resolution, authorized denominations for each maturity of Bonds shall be deemed to be limited during the Book Entry Only Period to the outstanding principal amount of that maturity. While in such book entry form, the Bonds are sometimes hereinafter referred to as being in "Book Entry Only Form."

(ii) Upon initial issuance, ownership of the Bonds shall be registered in a bond register maintained by the Bond Registrar appointed pursuant to paragraph 7 of this Resolution in the name of CEDE & CO., as the nominee (it or any nominee of the existing or a successor Depository, the "Nominee").

(iii) With respect to the Bonds, neither the City nor the Bond Registrar shall have any responsibility or obligation to any broker, dealer, bank, or any other financial institution for which the Depository holds Bonds as securities depository (the "Participant") or to the person for which a Participant holds an interest in the Bonds shown on the books and records of the Participant (the "Beneficial Owner"). Without limiting the immediately preceding sentence, neither the City, nor the Bond Registrar, shall have any such responsibility or obligation with respect to (A) the accuracy of the records of the Depository, the Nominee or any Participant with respect to any ownership interest in the Bonds, or (B) the delivery to any Participant, any Beneficial Owner or any other person, other than the Depository, of any notice with respect to the Bonds, including any notice of redemption, or (C) the payment to any Participant, any Beneficial Owner or any other person, other than the Depository, of any amount with respect to the principal of or premium, if any, or interest on the Bonds, or (D) the consent given or other action taken by the Depository as the registered owner of any Bonds (the "Holder"). For purposes of securing the vote or consent of any Holder under this Resolution, the City may, however, rely upon an omnibus proxy under which the Depository

assigns its consenting or voting rights to certain Participants to whose accounts the Bonds are credited on the record date identified in a listing attached to the omnibus proxy.

(iv) The City and the Bond Registrar may treat as and deem the Depository to be the absolute owner of the Bonds for the purpose of payment of the principal of and premium, if any, and interest on the Bonds, for the purpose of giving notices of redemption and other matters with respect to the Bonds, for the purpose of obtaining any consent or other action to be taken by Holders for the purpose of registering transfers with respect to such Bonds, and for all purpose whatsoever. The Bond Registrar, as paying agent hereunder, shall pay all principal of and premium, if any, and interest on the Bonds only to or upon the Holder or the Holders of the Bonds, as shown on the Bond Registrar's bond register, and all such payments shall be valid and effective to fully satisfy and discharge the City's obligations with respect to the principal of and premium, if any, and interest on the Bonds to the extent of the sum or sums so paid.

(v) Upon delivery by the Depository to the Bond Registrar of written notice to the effect that the Depository has determined to substitute a new Nominee in place of the existing Nominee, and subject to the transfer provisions in paragraph 11 hereof, references to the Nominee hereunder shall refer to such new Nominee.

(vi) So long as any Bond is registered in the name of a Nominee, all payments with respect to the principal of and premium, if any, and interest on such Bond and all notices with respect to such Bond shall be made and given, respectively, by the Bond Registrar or the City, as the case may be, to the Depository as provided in the Blanket Letter of Representations required by the Depository as a condition to its acting as book-entry Depository for the Bonds (said Blanket Letter of Representations, together with any replacement thereof or amendment or substitute thereto, including any standard procedures or policies referenced therein or applicable thereto respecting the procedures and other matters relating to the Depository's role as book-entry Depository for the Bonds, are collectively hereinafter referred to as the "Blanket Letter of Representations").

(vii) All transfers of beneficial ownership interests in each Bond issued in book-entry form shall

be limited in principal amount to authorized denominations and shall be effected by the Depository with the Participants for recording and transferring the ownership of beneficial interests in such Bonds.

(viii) In connection with any notice or other communication to be provided to the Holders pursuant to this Resolution by the City or the Bond Registrar with respect to any consent or other action to be taken by Holders, the Depository shall consider the date of receipt of notice requesting such consent or other action as the record date for such consent or other action; provided, that the City or the Bond Registrar may establish a special record date for such consent or other action. The City or the Bond Registrar shall, to the extent possible, give the Depository notice of such special record date not less than 15 calendar days in advance thereof to the extent possible.

(ix) Any successor Bond Registrar, in its written acceptance of its duties under this Resolution and any paying agency registrar agreement, shall agree to take any actions necessary from time to time to comply with the requirements of the Blanket Letter of Representations.

(c) Termination of Book-Entry Only System.
Discontinuance of a particular Depository's services and termination of the book-entry only system may be effected as follows:

(i) The Depository may determine to discontinue providing its services with respect to the Bonds at any time by giving written notice to the City and discharging its responsibilities with respect thereto under applicable law. The City may terminate the services of the Depository with respect to the Bonds if the City determines that the Depository is no longer able to carry out its functions as securities depository or the continuation of the system of book-entry transfers through the Depository is not in the best interests of the City.

(ii) Upon termination of the services of the Depository as provided in the preceding paragraph, and if no substitute securities depository is willing to undertake the functions of the Depository hereunder can be found which, in the opinion of the City, is willing and able to assume such functions upon reasonable or customary terms, or if the City determines that it is in the best interests of the City that the Beneficial Owners be issued certificates for the Bonds, the Bonds

shall no longer be registered in the name of the Nominee, but may be registered in whatever name or names the Holder of the Bonds shall designate at that time, in accordance with paragraph 11 hereof. To the extent that the Beneficial Owners are designated as the transferee by the Holders, in accordance with paragraph 11 hereof, the Bonds will be delivered to the Beneficial Owners.

(iii) Nothing in this subparagraph (c) shall limit or restrict the provisions of paragraph 11 hereof.

(d) Blanket Letter of Representations. The City's execution of the City the Blanket Letter of Representations in substantially the form on file in the offices of the City is hereby authorized and ratified. The provisions in the Blanket Letter of Representations are incorporated herein by reference and made fully a part of this Resolution to the same extent as if set forth in full herein, and if and to the extent that any provisions of this Resolution are inconsistent or in conflict with the provisions of the Blanket Letter of Representations, the provisions in the Blanket Letter of Representations shall control.

3. Title; Original Issue Date; Denominations; Maturities. The Bonds shall be titled "General Obligation Improvement Bonds, Series 2000A," shall be dated July 1, 2000, as the date of original issue and shall be issued forthwith on or after such date as fully registered bonds. The Bonds shall be numbered from R-1 upward in the denomination of \$5,000 each or in any integral multiple thereof of a single maturity. The Bonds shall mature on February 1 in the years and amounts as follows:

<u>Years</u>	<u>Amounts</u>	<u>Years</u>	<u>Amounts</u>
2003	\$75,000	2008	\$ 95,000
2004	75,000	2009	100,000
2005	80,000	2010	105,000
2006	85,000	2011	110,000
2007	90,000	2012	115,000

4. Purpose. The Bonds shall provide funds to finance the Improvements. The total cost of the Improvements, which shall include all costs enumerated in Minnesota Statutes, Section 475.65, is estimated to be at least equal to the amount of the Bonds. Work on the Improvements shall proceed with due diligence to completion.

5. Interest. The Bonds shall bear interest payable semiannually on February 1 and August 1 of each year (each, an "Interest Payment Date"), commencing February 1, 2001, calculated

on the basis of a 360-day year consisting of twelve 30-day months, at the respective rates per annum set forth opposite the maturity years, as follows:

<u>Maturity Year</u>	<u>Interest Rate</u>	<u>Maturity Year</u>	<u>Interest Rate</u>
2003	%	2008	%
2004		2009	
2005		2010	
2006		2011	
2007		2012	

6. Redemption. All Bonds maturing after February 1, 2009, shall be subject to redemption and prepayment at the option of the City on said date and on any date thereafter at a price of par plus accrued interest to date of redemption. Redemption may be in whole or in part of the Bonds subject to prepayment. If redemption is in part, the City shall determine the amount of Bonds of each maturity to be prepaid; and if only part of the Bonds having a common maturity date are called for prepayment, the specific Bonds to be prepaid shall be chosen by lot by the Bond Registrar. Bonds or portions thereof called for redemption shall be due and payable on the redemption date, and interest thereon shall cease to accrue from and after the redemption date. Published notice of redemption shall in each case be given if and to the extent required by applicable law, and mailed notice of redemption shall be given to the paying agent and to each affected registered owner of the Bonds.

To effect a partial redemption of Bonds having a common maturity date, the Bond Registrar, prior to giving notice of redemption, shall assign to each Bond of that maturity a distinctive number for each \$5,000 of the principal amount of such Bond. The Bond Registrar shall then select by lot, using such method of selection as it shall deem proper in its discretion, from the numbers so assigned to such Bonds, as many numbers as, at \$5,000 for each number, shall equal the principal amount of such Bonds to be redeemed. The Bonds to be redeemed shall be the Bonds to which were assigned numbers so selected; provided, however, that only so much of the principal amount of each such Bond of a denomination of more than \$5,000 shall be redeemed as shall equal \$5,000 for each number assigned to it and so selected. If a Bond is to be redeemed only in part, it shall be surrendered to the Bond Registrar (with, if the City or Bond Registrar so requires, a written instrument of transfer in form satisfactory to the City or Bond Registrar duly executed by the registered owner thereof or by the registered owner's attorney, duly authorized in writing) and the City shall execute (if necessary) and the Bond Registrar shall authenticate and deliver to the registered owner of such Bond, without service charge, a new Bond or Bonds of the same series having the same stated

maturity and interest rate and of any authorized denomination or denominations, as requested by such registered owner, in aggregate principal amount equal to and in exchange for the unredeemed portion of the principal of the Bond so surrendered.

7. Bond Registrar. _____, in _____, _____, is appointed to act as bond registrar and transfer agent with respect to the Bonds (the "Bond Registrar"), and shall do so unless and until a successor Bond Registrar is duly appointed, all pursuant to any contract the City and Bond Registrar shall execute which is consistent herewith. The Bond Registrar shall also serve as paying agent unless and until a successor paying agent is duly appointed. The principal of and interest on the Bonds shall be paid to the registered owners (or record owners) of the Bonds in the manner set forth in the form of Bond and paragraph 13 of this Resolution.

8. Form of Bond. The Bonds, together with the Bond Registrar's Certificate of Authentication, the form of Assignment and the registration information thereon, shall be in substantially the following form:

UNITED STATES OF AMERICA
STATE OF MINNESOTA
COUNTY OF RAMSEY
CITY OF LAUDERDALE

R-_____

\$_____

GENERAL OBLIGATION IMPROVEMENT
BOND, SERIES 2000A

<u>INTEREST</u> <u>RATE</u>	<u>MATURITY</u> <u>DATE</u>	<u>DATE OF</u> <u>ORIGINAL ISSUE</u>	<u>CUSIP</u>
--------------------------------	--------------------------------	---	--------------

REGISTERED OWNER: _____

PRINCIPAL AMOUNT: _____ DOLLARS

The City of Lauderdale, Ramsey County, Minnesota (the "City"), hereby acknowledges itself to be indebted and, for value received, promises to pay to the registered owner specified above, or registered assigns, in the manner hereinafter set forth, the principal amount specified above on the maturity date specified above, unless duly called for earlier redemption, and to pay interest thereon semiannually on February 1 and August 1 of each year (each, an "Interest Payment Date"), commencing February 1, 2001, at the rate per annum specified above (calculated on the basis of a 360-day year consisting of twelve 30-day months) until the principal sum is paid or has been provided for. This Bond will bear interest from the most recent Interest Payment Date to which interest has been paid or, if no interest has been paid, from the date of original issue hereof. The principal of and premium, if any, on this Bond are payable upon presentation and surrender hereof at the principal office of _____, in

_____, (the "Bond Registrar"), acting as paying agent, or at the principal office of any successor paying agent duly appointed by the City. Interest on this Bond will be paid on each Interest Payment Date by check or draft mailed to the person in whose name this Bond is registered (the "Registered Owner") on the registration books of the City maintained by the Bond Registrar and at the address appearing thereon at the close of business on the fifteenth day of the calendar month preceding such Interest Payment Date (the "Regular Record Date"). Any interest not so timely paid shall cease to be payable to the person who is the Registered Owner hereof as of the Regular Record Date, and shall be payable to the person who is the Registered Owner hereof at the close of business on a date (the "Special Record Date") fixed by the Bond Registrar whenever money becomes available for payment of the defaulted interest. Notice

of the Special Record Date shall be given to Registered Owners not less than ten days prior to the Special Record Date. The principal of and premium, if any, and interest on this Bond are payable in lawful money of the United States of America.

REFERENCE IS HEREBY MADE TO THE FURTHER PROVISIONS OF THIS BOND SET FORTH ON THE REVERSE HEREOF, WHICH PROVISIONS SHALL FOR ALL PURPOSES HAVE THE SAME EFFECT AS IF SET FORTH HERE.

IT IS HEREBY CERTIFIED AND RECITED that all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to have happened and to be performed, precedent to and in the issuance of this Bond, have been done, have happened and have been performed in regular and due form, time and manner as required by law, and that this Bond, together with all other indebtedness of the City outstanding on the date of original issue hereof and the date of its actual issuance and delivery to the original purchaser, does not exceed any constitutional or statutory limitation of indebtedness.

IN WITNESS WHEREOF, the City of Lauderdale, Ramsey County, Minnesota, by its City Council, has caused this Bond to be executed on its behalf by the facsimile signatures of its Mayor and its City Administrator; has caused the corporate seal of the City to be intentionally omitted herefrom, as permitted by law; and has caused this Bond to be executed manually by the Bond Registrar, acting as the City's duly appointed authenticating agent for the Bonds.

Date of Registration:

Registrable by: _____

Payable at: _____

BOND REGISTRAR'S
CERTIFICATE OF

CITY OF LAUDERDALE,
RAMSEY COUNTY,
MINNESOTA

AUTHENTICATION

This Bond is one of the
Bonds described in the
Resolution mentioned
within.

Mayor

City Administrator

Bond Registrar

By _____
Authorized Signature

Redemption. All Bonds of this issue maturing after February 1, 2009, are subject to redemption and prepayment at the option of the City on said date and on any date thereafter at a price of par plus accrued interest to date of redemption. Redemption may be in whole or in part of the Bonds subject to prepayment. If redemption is in part, the City shall determine the amount of Bonds of each maturity to be prepaid; and if only part of the Bonds having a common maturity date are called for prepayment, the Bonds of that maturity to be prepaid shall be chosen by lot by the Bond Registrar. Bonds or portions thereof called for redemption shall be due and payable on the redemption date, and interest thereon shall cease to accrue from and after the redemption date. Published notice of redemption shall in each case be given if and to the extent required by applicable law, and mailed notice of redemption shall be given to the paying agent and to each affected registered owner of the Bonds.

Issuance; Purpose; General Obligation. This Bond is one of an issue in the total principal amount of \$930,000, all of like date of original issue and tenor, except as to registration number, maturity, interest rate, denomination and redemption privilege, which Bond has been issued pursuant to and in full conformity with the Constitution and laws of the State of Minnesota and pursuant to a resolution adopted by the City Council on June 13, 2000 (the "Resolution"), for the purpose of providing money to finance certain costs of assessable public improvements within the City. This Bond constitutes a general obligation of the City, and to provide moneys for the prompt and full payment of its principal, premium, if any, and interest when the same become due, the full faith and credit and taxing powers of the City have been and are hereby irrevocably pledged. Each capitalized term which is used but not otherwise defined in this Bond shall have the meaning given to that term in the Resolution.

[For Bonds in Book Entry Only Form, the following paragraph shall be added, and this Bond form (1) may be rearranged so that the signature blocks hereof appear at the end of the main text of this form or (2) may otherwise be amended to conform to book entry requirements and the Blanket Letter of Representations.]

Book Entry Only Form; Blanket Letter of Representations. Pursuant to the Resolution, the Bonds may be issued in Book Entry Only Form, and during any period in which Bonds are in such form, the provisions applicable to the Bonds pursuant to the Blanket Letter of Representations shall apply, notwithstanding any contrary or inconsistent provision herein or in the Resolution.

Denominations; Exchange; Resolution. The Bonds are issuable solely as fully registered bonds in the denominations of

\$5,000 and integral multiples thereof of a single maturity and are exchangeable for fully registered bonds of other authorized denominations in equal aggregate principal amounts at the principal office of the Bond Registrar, but only in the manner and subject to the limitations provided in the Resolution. Reference is hereby made to the Resolution for a description of the rights and duties of the Bond Registrar. Copies of the Resolution are on file in the principal office of the Bond Registrar.

Transfer. This Bond is transferable by the Registered Owner in person or by the Registered Owner's attorney duly authorized in writing at the principal office of the Bond Registrar upon presentation and surrender hereof to the Bond Registrar, all subject to the terms and conditions provided in the Resolution and to reasonable regulations of the City contained in any agreement with the Bond Registrar. Thereupon the City shall execute and the Bond Registrar shall authenticate and deliver, in exchange for this Bond, one or more new fully registered Bonds in the name of the transferee (but not registered in blank or to "bearer" or similar designation), of an authorized denomination or denominations, in aggregate principal amount equal to the principal amount of this Bond, of the same maturity and bearing interest at the same rate.

Fees upon Transfer or Loss. The Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge payable in connection with the transfer or exchange of this Bond and any legal or unusual costs regarding transfers and lost Bonds.

Treatment of Registered Owners. The City and Bond Registrar may treat the person in whose name this Bond is registered as the owner hereof for the purpose of receiving payment as herein provided (except as otherwise provided on the reverse side hereof with respect to the Record Date) and for all other purposes, whether or not this Bond shall be overdue, and neither the City nor the Bond Registrar shall be affected by notice to the contrary.

Authentication. This Bond shall not be valid or become obligatory for any purpose or be entitled to any security unless the Certificate of Authentication hereon shall have been executed by the Bond Registrar.

Designation of Bonds as Qualified Tax-Exempt Obligations. The Bonds have been designated by the City as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

ABBREVIATIONS

The following abbreviations, when used in the inscription on the face of this Bond, shall be construed as though they were written out in full according to applicable laws or regulations:

TEN COM - as tenants in common

TEN ENT - as tenants by the entireties

JT TEN - as joint tenants with right of survivorship
and not as tenants in common

UTMA - as custodian for

(Cust) (Minor)
under the Uniform
(State)
Transfers to Minors Act

Additional abbreviations may also be used though not in the above list.

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto _____ the within Bond and does hereby irrevocably constitute and appoint _____ as attorney to transfer the Bond on the books kept for the registration thereof, with full power of substitution in the premises.

Dated: _____

Notice: The assignor's signature to this assignment must correspond with the name as it appears upon the face of the within Bond in every particular, without alteration or any change whatever.

Signature Guaranteed:

Signature(s) must be guaranteed by a national bank or trust company, by a brokerage firm having a membership in one of the major stock exchanges or by any other "Eligible Guarantor Institution" as defined in 17 CFR 240.17 Ad-15(a)(2).

The Bond Registrar will not effect transfer of this Bond unless the information concerning the transferee requested below is provided.

Name and Address: _____

(Include information for all joint owners if the Bond is held by joint account.)

9. Execution; Temporary Bonds. The Bonds shall be executed on behalf of the City by the signatures of its Mayor and City Administrator and be sealed with the seal of the City; provided, however, that the seal of the City may be a printed facsimile; and provided further that both of such signatures may be printed facsimiles and the corporate seal may be omitted on the Bonds as permitted by law. In the event of disability or resignation or other absence of either such officer, the Bonds may be signed by the manual or facsimile signature of that officer who may act on behalf of such absent or disabled officer. In case either such officer whose signature or facsimile of whose signature shall appear on the Bonds shall cease to be such officer before the delivery of the Bonds, such signature or facsimile shall nevertheless be valid and sufficient for all purposes, the same as if he or she had remained in office until delivery. The City may elect to deliver, in lieu of printed definitive bonds, one or more typewritten temporary bonds in substantially the form set forth above, with such changes as may be necessary to reflect more than one maturity in a single temporary bond. Such temporary bonds shall, upon the printing of the definitive bonds and the execution thereof, be exchanged therefor and cancelled.

10. Authentication. No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this Resolution unless a Certificate of Authentication on such Bond, substantially in the form hereinabove set forth, shall have been duly executed by an authorized representative of the Bond Registrar. Certificates of Authentication on different Bonds need not be signed by the same person. The Bond Registrar shall authenticate the signatures of officers of the City on each Bond by execution of the Certificate of Authentication on the Bond and by inserting as the date of registration in the space provided the date on which the Bond is authenticated, except that for purposes of delivering the original Bonds to the Purchaser, the Bond Registrar shall insert as a date of registration the date of original issue, which date is July 1, 2000. The Certificate of Authentication so executed on each Bond shall be conclusive evidence that it has been authenticated and delivered under this Resolution.

11. Registration; Transfer; Exchange. The City will cause to be kept at the principal office of the Bond Registrar a bond register in which, subject to such reasonable regulations as the Bond Registrar may prescribe, the Bond Registrar shall provide for the registration of Bonds and the registration of transfers of Bonds entitled to be registered or transferred as herein provided.

Upon surrender for transfer of any Bond at the principal office of the Bond Registrar, the City shall execute (if necessary), and the Bond Registrar shall authenticate, insert

the date of registration (as provided in paragraph 10) of, and deliver, in the name of the designated transferee or transferees, one or more new Bonds of any authorized denomination or denominations of a like aggregate principal amount, having the same stated maturity and interest rate, as requested by the transferor; provided, however, that no Bond may be registered in blank or in the name of "bearer" or similar designation.

At the option of the registered owner thereof, Bonds may be exchanged for Bonds of any authorized denomination or denominations of a like aggregate principal amount and stated maturity, upon surrender of the Bonds to be exchanged at the principal office of the Bond Registrar. Whenever any Bonds are so surrendered for exchange, the City shall execute (if necessary), and the Bond Registrar shall authenticate, insert the date of registration of, and deliver the Bonds which the registered owner making the exchange is entitled to receive.

All Bonds surrendered upon any exchange or transfer provided for in this Resolution shall be promptly cancelled by the Bond Registrar and thereafter disposed of as directed by the City.

All Bonds delivered in exchange for or upon transfer of Bonds shall be valid obligations of the City evidencing the same debt, and entitled to the same benefits under this Resolution, as the Bonds surrendered for such exchange or transfer.

Every Bond presented or surrendered for transfer or exchange shall be duly endorsed or be accompanied by a written instrument of transfer, in form satisfactory to the Bond Registrar, duly executed by the registered owner thereof or the registered owner's attorney duly authorized in writing.

The Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge payable in connection with the transfer or exchange of any Bond and any legal or unusual costs regarding transfers and lost Bonds.

Transfers shall also be subject to reasonable regulations of the City contained in any agreement with the Bond Registrar, including regulations which permit the Bond Registrar to close its transfer books between record dates and payment dates.

12. Rights Upon Transfer or Exchange. Each Bond delivered upon transfer of or in exchange for or in lieu of any other Bond shall carry all the rights to interest accrued and unpaid, and to accrue, which were carried by such other Bond.

13. Interest Payment; Record Date. Interest on any Bond shall be paid on each Interest Payment Date by check or

draft mailed to the person in whose name the Bond is registered on the registration books of the City maintained by the Bond Registrar and at the address appearing thereon at the close of business on the fifteenth (15th) day of the calendar month preceding such Interest Payment Date (the "Regular Record Date"). Any such interest not so timely paid shall cease to be payable to the person who is the registered owner thereof as of the Regular Record Date, and shall be payable to the person who is the registered owner thereof at the close of business on a date (the "Special Record Date") fixed by the Bond Registrar whenever money becomes available for payment of the defaulted interest. Notice of the Special Record Date shall be given by the Bond Registrar to the registered owners not less than ten (10) days prior to the Special Record Date.

14. Treatment of Registered Owner. The City and Bond Registrar may treat the person in whose name any Bond is registered as the owner of such Bond for the purpose of receiving payment of principal of and premium, if any, and interest (subject to the payment provisions in paragraph 13 above) on, such Bond and for all other purposes whatsoever whether or not such Bond shall be overdue, and neither the City nor the Bond Registrar shall be affected by notice to the contrary.

15. Delivery; Application of Proceeds. The Bonds when so prepared and executed shall be delivered by the City Administrator to the Purchaser upon receipt of the purchase price, and the Purchaser shall not be obliged to see to the proper application thereof.

16. Fund and Accounts. There is hereby created a special fund of the City designated the "\$930,000 General Obligation Improvement Bonds, Series 2000A Fund" (the "Fund") to be held and administered by the City as a bookkeeping account separate and apart from all other funds maintained in the official financial records of the City. The Fund shall continue to be maintained in the manner herein specified until all of the Bonds herein authorized and all other bonds payable from said Fund and the interest thereon have been fully paid. There shall be maintained in the Fund two (2) separate accounts, to be designated the "Capital Account" and "Debt Service Account", respectively.

(i) Capital Account. To the Capital Account there shall be credited the proceeds of the sale of the Bonds, less any amounts thereof deposited into the Debt Service Account pursuant to paragraph 16(ii) below, plus any special assessments levied with respect to the Improvements and collected prior to completion of the Improvements and payment of the costs thereof. From the Capital Account there shall be paid all costs and expenses of making the Improvements, including the cost of any construction contracts heretofore let and all other costs incurred and to be

incurred of the kind authorized in Minnesota Statutes, Section 475.65; and the moneys in said account shall be used for no other purpose except as otherwise provided by law; provided that the proceeds of the Bonds may also be used to the extent necessary to pay interest on the Bonds due prior to the anticipated date of commencement of the collection of taxes or special assessments levied or covenanted to be levied; and provided further that if upon completion of the Improvements there shall remain any unexpended balance in the Capital Account, the balance (other than any special assessments) may be transferred by the Council to the fund of any other improvement instituted pursuant to Minnesota Statutes, Chapter 429; and provided further that any special assessments credited to the Capital Account shall only be applied towards payment of the costs of the Improvements upon adoption of a resolution by the City Council determining that the application of the special assessments for such purpose will not cause the City to no longer be in compliance with Minnesota Statutes, Section 475.61, Subdivision 1.

(ii) Debt Service Account. There are hereby irrevocably appropriated and pledged to, and there shall be credited to, the Debt Service Account: (a) all collections of special assessments herein covenanted to be levied with respect to the Improvements and either initially credited to the Capital Account and not already spent as permitted above and required to pay any principal and interest due on the Bonds or collected subsequent to the completion of the Improvements and payment of the costs thereof; (b) the accrued interest received upon delivery of the Bonds plus \$_____ of additional proceeds thereof, all to be used to pay the interest first coming due thereon; (c) any collections of all taxes herein or hereafter levied for the payment of the Bonds and interest thereon; (d) all funds remaining in the Capital Account after completion of the Improvements and payment of the costs thereof, not so transferred to the account of another improvement; (e) all investment earnings on funds held in the Debt Service Account; (f) with respect to those portions of the Improvements (if any) which also constitute improvements to the City's water utility, wastewater utility, or storm water utility (and with respect to the corresponding portions of the Bonds being used to finance said utility improvements), respectively, such amounts of the net, available revenues of said respective utilities necessary to pay the debt service on the corresponding portion of the Bonds, as may be reasonably determined by the City Administrator and to the extent funds otherwise available in the Debt Service Account are insufficient for such purpose(s); and (g) any and all other moneys which are properly available and are appropriated by the Council to the Debt Service Account. The Debt Service Account shall be used solely to pay the principal and interest and any premiums for redemption of the Bonds and any other general obligation bonds of the City hereafter issued by the City and made payable from said account as provided by law.

No portion of the proceeds of the Bonds shall be used directly or indirectly to acquire higher yielding investments or to replace funds which were used directly or indirectly to acquire higher yielding investments, except (1) for a reasonable temporary period until such proceeds are needed for the purpose for which the Bonds were issued and (2) in addition to the above in an amount not greater than the lesser of five percent (5%) of the "Sale Proceeds" of the Bonds (being the "issue price" of the Bonds less accrued interest). To this effect, any proceeds of the Bonds and any sums from time to time held in the Capital Account or Debt Service Account in excess of amounts which under then-applicable federal arbitrage regulations may be invested without regard to yield shall not be invested at a yield in excess of the applicable yield restrictions imposed by said arbitrage regulations on such investments after taking into account any applicable "temporary periods" or "minor portion" made available under the federal arbitrage regulations. Money in the Fund shall not be invested in obligations or deposits issued by, guaranteed by or insured by the United States or any agency or instrumentality thereof if and to the extent that such investment would cause the Bonds to be "federally guaranteed" within the meaning of Section 149(b) of the federal Internal Revenue Code of 1986, as amended (the "Code").

17. Assessments. It is hereby determined that no less than twenty percent (20%) of the cost to the City of the Improvements financed hereunder within the meaning of Minnesota Statutes, Section 475.58, Subdivision 1(3), shall be paid by special assessments heretofore levied or to be levied hereafter against every assessable lot, piece and parcel of land benefitted by any of the Improvements. The City hereby covenants and agrees that it will let all construction contracts not heretofore let within one (1) year after ordering each Improvements financed hereunder unless the resolution ordering said Improvement specifies a different time limit for the letting of construction contracts. The City hereby further covenants and agrees that it will do and perform as soon as they may be done, all acts and things necessary for the final and valid levy of such special assessments, and in the event that any such assessment be at any time held invalid with respect to any lot, piece or parcel of land due to any error, defect, or irregularity in any action or proceedings taken or to be taken by the City or the Council or any of the City officers or employees, either in the making of the assessments or in the performance of any condition precedent thereto, the City and the Council will forthwith do all further acts and take all further proceedings as may be required by law to make the assessments a valid and binding lien upon such property.

At the time all of the assessments are in fact levied the Council shall, based on the then-current estimated collections of the assessments, make any adjustments in any ad

valorem taxes required to be levied in order to assure that the City continues to be in compliance with Minnesota Statutes, Section 475.61, Subdivision 1.

18. Tax Levies. To provide moneys for payment of the principal of and interest on the Bonds, there is hereby levied upon all of the taxable property in the City a direct annual ad valorem tax which shall be spread upon the tax rolls and collected with and as part of other general property taxes in the City for the years and in the amounts as follows:

<u>Year of Tax Levy</u>	<u>Year of Tax Collection</u>	<u>Amount</u>
2000	2001	\$
2001	2002	
2002	2003	
2003	2004	
2004	2005	
2005	2006	
2006	2007	
2007	2008	
2008	2009	
2009	2010	
2010	2011	

The foregoing respective tax levies shall be irrepealable so long as any of the Bonds are outstanding and unpaid, provided that the City reserves the right and power to reduce the levies in the manner and to the extent permitted by Minnesota Statutes, Section 475.61, Subdivision 3.

19. 105% Debt Service Coverage. It is hereby determined and reasonably anticipated that the estimated collections of special assessments relating to the Improvements and the other revenues available to the Debt Service Account will produce at least 5% in excess of the amount needed to meet, when due, the principal of and interest on the Bonds. The City Administrator is directed to file a certified copy of this Resolution with the Director of Property Taxation of Ramsey County and to obtain the certificate of said official required by Minnesota Statutes, Section 475.63.

20. General Obligation Pledge. The full faith and credit and taxing powers of the City are hereby pledged to the payment of the principal of and interest on the Bonds, and in the event of any current or anticipated deficiency of funds in the Debt Service Account of amounts needed to make any such payment, when due, the Council shall levy ad valorem taxes on all taxable property in the City in the amount of such deficiency. If the balance in the Debt Service Account is ever insufficient to pay all principal and interest then due on the Bonds and any other

bonds payable therefrom, the deficiency shall be promptly paid out of any other funds of the City which are available for such purpose, and such other funds may be reimbursed with or without interest from the Debt Service Account when a sufficient balance is available therein.

21. Records and Certificates. The officers of the City are hereby authorized and directed to prepare and furnish to the Purchaser, and to the attorneys approving the legality of the issuance of the Bonds, certified copies of all proceedings and records of the City relating to the Bonds and to the financial condition and affairs of the City, and such other affidavits, certificates and information as are required to show the facts relating to the legality and marketability of the Bonds as the same appear from the books and records under their custody and control or as otherwise known to them, and all such certified copies, certificates and affidavits, including any heretofore furnished, shall be deemed representations of the City as to the facts recited therein.

22. Negative Covenant as to Use of Improvements. The City hereby covenants not to use the Improvements or to cause or permit the Improvements to be used, or to enter into any deferred payment arrangements for the cost of the Improvements, in such a manner as (or to take any action or permit any other circumstance to exist or any action to be taken, the effect to which would be) to cause the Bonds to be "private activity bonds" within the meaning of Sections 103 and 141 through 150 of the Code. In particular, but without limitation, the City covenants to forebear the implementation, effectuation or enforcement of any and all contracts or other agreements respecting the Improvements or any property benefitted thereby or assessed with respect thereto, which it may now or in the future have with developers, contractors, owners or any other person or parties to the extent that such implementation, effectuation or enforcement would (individually or in the aggregate) cause the Bonds to become such "private activity bonds," and to said limited extent the City would and hereby does (solely for the benefit of the owners of the Bonds) disavow any and all such provisions, entitlements and enforcements which would or could become so offending.

23. Tax-Exempt Status of the Bonds; Rebate. The City shall comply with requirements necessary under the Code to establish and maintain the exclusion from gross income under Section 103 of the Code of the interest on the Bonds, including without limitation (1) requirements relating to temporary periods for investments, (2) limitations on amounts invested at a yield greater than the yield on the Bonds, and (3) the rebate of excess investment earnings to the United States if the Bonds (together with other obligations reasonably expected to be issued and outstanding at one time in this calendar year) exceed the small-issuer exception amount of \$5,000,000. For purposes of

qualifying for the small issuer exception to the federal arbitrage rebate requirements, the City hereby finds, determines and declares that (1) the Bonds are issued by a governmental unit with general taxing powers, (2) no Bond is a private activity bond, (3) ninety-five percent (95%) or more of the net proceeds of the Bonds are to be used for local governmental activities of the City (or of a governmental unit the jurisdiction of which is entirely within the jurisdiction of the City), and (4) the aggregate face amount of all tax-exempt obligations (other than private activity bonds) issued by the City (and all entities subordinate to, or treated as one issuer with, the City) during the 2000 calendar year is not reasonably expected to exceed \$5,000,000, all within the meaning of Section 148(f)(4)(D) of the Code.

24. Designation of Qualified Tax-Exempt Obligations.
The City hereby designates the Bonds as "qualified tax-exempt obligations" within the meaning of Section 265(b)(3) of the Code and hereby determines that:

(a) the reasonably anticipated amount of tax-exempt obligations (other than private activity bonds, treating qualified 501(c)(3) bonds as not being private activity bonds) which will be issued by the City (and all entities subordinate to, or treated as one issuer with, the City) during calendar year 2000 will not exceed \$10,000,000; and

(b) not more than \$10,000,000 of obligations issued or to be issued by the City during calendar year 2000 have been designated for purposes of Section 265(b)(3) of the Code.

The City shall use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designation made by this paragraph.

25. Defeasance. When any obligation of a Bond has been discharged as provided in this paragraph, all pledges, covenants and other rights granted by this Resolution to the registered owner of that Bond (with respect to the obligation thereof so defeased) shall, to the extent permitted by law, cease. The City may at any time discharge any or all of such obligation(s) with respect to any Bond, subject to the provisions of law now or hereafter authorizing or regulating such action, by depositing irrevocably in escrow, with a suitable institution qualified by law as an escrow agent for this purpose, cash or securities which are backed by the full faith and credit of the United States of America, bearing interest payable at such times and at such rates and maturing on such dates and in such amounts as shall be required and sufficient, subject to sale and/or reinvestment in like securities, to pay said obligation(s), which

may include any interest payment on such Bond and/or principal amount due thereon at a stated maturity (or if irrevocable provision shall have been made for permitted prior redemption of such principal amount, at such earlier redemption date).

26. Compliance With Reimbursement Bond Regulations. With respect to the Improvements, the City has complied and will continue to comply with the "Reimbursement Regulations" provided in United States Treasury Regulations Section 1.150-2. In particular, except where the following may not be required by said Regulations (e.g., with respect to certain "preliminary expenditures"), to the extent that any of the proceeds of the Bonds will be used to reimburse the City for a cost of the Improvements theretofore paid and temporarily financed by the City out of other City funds, prior to the initial payment thereof (or within applicable time limits thereafter) the City has made or will have made a duly qualifying statement of its official intent to bond for such costs (and the City will also make the written "reimbursement allocation" required by the Reimbursement Regulations); otherwise, the proceeds of the Bonds are to be used for initial payment, and not for such reimbursement, of costs of the Improvements.

27. No Continuing Disclosure Undertaking. The Council hereby finds that the Bonds are exempt from continuing disclosure requirements of Rule 15c2-12 of the Securities and Exchange Commission, as recently amended and/or supplemented, because the Bonds are issued in the aggregate principal amount of less than \$1,000,000. Consequently, the City is not covenanting to provide and will not provide annual financial information, notices of certain material events or any other disclosure or information which would otherwise be required by that Rule.

28. Severability. If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

29. Headings. Headings in this Resolution are included for convenience of reference only and shall not limit or define the meaning of any provision hereof.

I CERTIFY THAT the above resolution was adopted by the City Council of Lauderdale this 13th day of June, 2000.

(ATTEST)

Jeff Dains, Mayor

(SEAL)

Rick Getschow, City Administrator

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember _____ and upon a vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA
CITY OF LAUDERDALE

I, the undersigned, being the duly qualified and acting City Administrator of the City of Lauderdale, Minnesota, DO HEREBY CERTIFY that I have carefully compared the attached and foregoing extract of minutes with the original minutes of a meeting of the City Council duly called and held on the date therein indicated, which are on file and of record in my office, and the same is a full, true and complete transcript therefrom insofar as the same relates to awarding the sale of the City's \$930,000 General Obligation Improvement Bonds, Series 2000A.

WITNESS my hand as such City Administrator and the official seal of the City this ____ day of _____, 2000.

City Administrator

(SEAL)

STATE OF MINNESOTA)
)
COUNTY OF RAMSEY)

CERTIFICATE OF
FILING BOND RESOLUTION
AND LEVYING TAXES

The undersigned, being the duly appointed Director of Property Taxation of Ramsey County, Minnesota, hereby certifies that a certified copy of a resolution adopted by the City Council of the City of Lauderdale, Minnesota, on June 13, 2000, authorizing the issuance and sale of the City's \$930,000 General Obligation Improvement Bonds, Series 2000A, dated July 1, 2000, and levying ad valorem taxes for the payment thereof has been filed in said office that said Bonds have been entered on the register of obligations in said office, and said taxes have been levied in accordance with applicable law.

WITNESS my hand the official seal of my office this ____ day of _____, 2000.

(SEAL)

Director of Property Taxation
Ramsey County, Minnesota

By _____
Deputy

MEMOS BY JAMES

DATE: June 13, 2000
TO: Honorable Mayor and Council
FROM: James Bownik
RE: 1st Quarter 2000 Financial and Investment Report



BACKGROUND

There have been no unusual expenditures or revenues during this year. This quarterly report reflects an accurate financial picture of the City's expenditures and revenues. No changes to the accounting procedures are foreseen for future years.

Combined Funds 101 - 601

	1999 1/1-3/31 Actual	1999 Budget	% of Budget	2000 1/1-3/31 Actual	2000 Budget	% of Budget
Revenues	\$125,629	\$1,352,589	9%	\$154,575	\$1,648,239	9%
Expenditures	\$359,046	\$1,166,830	31%	\$401,363	\$1,425,206	28%

The above table gives an overall picture of the City's finances compared to last year.

General Fund 101 Revenues

	1999 1/1-3/31 Actual	1999 Budget	% of Budget	2000 1/1-3/31 Actual	2000 Budget	% of Budget
Property Tax	\$1,505	\$411,956	1%	\$1,978	\$440,078	1%
Licenses & Permits	\$3,700	\$4,490	82%	\$2,448	\$7,135	34%
Intergovernmental	\$0	\$207,232	0%	\$0	\$211,013	0%
Public Safety	\$6,379	\$29,468	22%	\$10,081	\$29,468	34%
Charges for Services	\$936	\$1,360	69%	\$647	\$1,750	37%
Interest	\$6,641	\$20,000	33%	\$7,512	\$20,000	38%
Miscellaneous	\$80	\$0	over	\$154	\$0	over
	\$19,241	\$674,506	3%	\$22,819	\$709,444	3%

Building permits made up half of the license and permit fees (\$1220), with HVAC licenses and permits adding \$475. Public Safety revenue is up due to an increase in revenue from court fines. Advertisements for the resident's guide (\$450) and City Hall rentals (\$175) were most of the revenue from Charges for Services.

General Fund 101 Expenditures

	1999 1/1-3/31 Actual	1999 Budget	% of Budget	2000 1/1-3/31 Actual	2000 Budget	% of Budget
General Government	\$28,222	\$152,731	18%	\$35,108	\$161,506	22%
Public Safety	\$82,689	\$254,237	33%	\$74,262	\$263,078	28%
Public Works	\$26,621	\$103,956	26%	\$26,128	\$100,108	26%
Park & Recreation	\$9,312	\$44,007	21%	\$12,626	\$50,447	25%
Contingency	\$0	\$10,000	0%	\$0	\$10,000	0%
Transfers	\$0	\$104,500	0%	\$0	\$120,000	0%
Total	\$146,844	\$669,431	22%	\$148,124	\$705,139	21%

General fund expenditures are about on par with what was anticipated.

Special Revenue Funds 201-204

	1999 1/1-3/31 Actual	1999 Budget	% of Budget	2000 1/1-3/31 Actual	2000 Budget	% of Budget
201 Community Events	\$104	\$13,300	1%	\$195	\$11,525	2%
202 Cable TV	\$11,127	\$13,550	82%	\$3,392	\$11,550	29%
203 Recycling	\$364	\$22,205	2%	\$3067	\$28,280	11%
Total	\$11,595	\$49,055	24%	\$6,654	\$51,355	13%

<i>Expenditures</i>	1999 1/1-3/31 Actual	1999 Budget	% of Budget	2000 1/1-3/31 Actual	2000 Budget	% of Budget
201 Community Events	\$1,517	\$15,400	10%	\$6,117	\$18,150	34%
202 Cable TV	\$3,507	\$12,620	28%	\$4,797	\$11,825	69%
203 Recycling	\$4,583	\$22,748	20%	\$6,527	\$28,409	23%
Total	\$9,607	\$50,768	19%	\$20,852	\$58,384	36%

- 201 Community Events:** The revenue is from Snow Commotion (\$107) and interest (88). \$5582 was spent on history books.
- 202 Cable TV:** The revenue is from franchise fees. The City made an annual contribution to the North Suburban Cable Commission of \$3,385 this quarter.
- 203 Recycling:** Revenues and expenditures are up due to the new recycling contract.

Debt Service Fund (TIF) 301

	1999 1/1-3/31 Actual	1999 Budget	% of Budget	2000 1/1-3/31 Actual	2000 Budget	% of Budget
Revenues	\$0	\$0	0%	\$3153	\$225,000	1%
Expenditures	\$124,873	\$143,068	87%	\$127,195	\$392,030	32%

The City made an annual TIF Bond payment - \$110,000 (principle) & \$17,195 (interest).

Capital Improvement Funds 401 - 406

Revenues	1999 1/1-3/31 Actual	1999 Budget	% of Budget	2000 1/1-3/31 Actual	2000 Budget	% of Budget
401 Street Imp.	\$9,638	\$60,000	16%	\$8995	\$65,000	14%
402 General Imp.	\$1,154	\$16,600	7%	\$161	\$21,600	1%
403 Storm Water Imp.	\$16,583	\$86,719	19%	\$15,904	\$91,718	17%
404 Park Imp.	\$573	\$900	64%	\$580	\$1,750	33%
405 TIF Project	\$5,752	\$236,000	2%	\$0	\$250,000	0%
406 Fulham Street Imp.	\$615	\$2,500	25%	\$205	\$2,500	8%
407 Sanitary Sewer	\$3,180	\$13,300	24%	\$39,035	\$10,000	390%
408 33rd Ave. Project	\$197	\$2,500	8%	\$187	\$2,200	9%
409 Water Imp. Fund	\$3,108	\$7,700	40%	\$2323	\$7,700	30%
Total	\$37,495	\$416,019	9%	\$64,880	\$442,568	15%

Expenditures	1999 1/1-3/31 Actual	1999 Budget	% of Budget	2000 1/1-3/31 Actual	2000 Budget	% of Budget
401 Street Imp.	\$0	\$12,000	0%	\$24,436	\$0	over
402 General Imp.	\$6,874	\$29,000	24%	\$0	\$11,000	0%
403 Storm Water Imp.	\$3,592	\$29,358	12%	\$15,292	\$23,193	66%
404 Park Imp.	\$0	\$4,500	0%	\$0	\$1,500	0%

405 TIF Project	\$4,104	\$7,612	54%	\$1,924	\$8,301	23%
406 Fulham Street Imp.	\$0	\$0	0%	\$0	\$0	0%
407 Sanitary Sewer	\$783	\$0	over	\$9,276	\$2,500	371%
408 33rd Ave. Project	\$0	\$0	0%	\$0	\$0	0%
409 Water Imp. Fund	\$0	\$0	0%	\$0	\$0	0%
Total	\$15,353	\$82,470	19%	\$50,928	\$46,494	110%

The revenue for Fund 407 is from a CDBG grant for the lift station generator project. Engineering for the 2000 street and utility project accounted for \$24,436 in expenditures for Fund 401 and \$10,766 for Fund 403. Fund 407 had engineering expenses of \$7776, with \$1500 for the lift stations.

Sewer Utility Fund 601

	1999 1/1-3/31 Actual	1999 Budget	% of Budget	2000 1/1-3/31 Actual	2000 Budget	% of Budget
Revenue	\$53,993	\$202,809	27%	\$54,560	\$209,972	26%
Expenditures	\$62,371	\$220,493	28%	\$54,265	\$223,159	24%

Revenues and expenditures for fund 601 are about what was anticipated.

INVESTMENTS

For your reference, the following is a comparison of the amount of funds the City has invested for the past 3 years:

March, 1998:	\$ 2,263,764
March, 1999:	\$ 2,569,997
March, 2000:	\$ 2,617,099

Two investments totaling \$194,000 matured on March 17, 2000 bringing the total amount invested to \$2,617,099 for the end of March.

The City's investments as of March 31, 2000 are attached for your review.

CITY COUNCIL ACTION REQUESTED

Motion to approve the 1st Quarter 2000 Financial & Investment Report.

Current Investments - March, 2000

Maturity Date	Purchase Date	Invested With	Investment Type	Interest Rate	Days Held	Amount Invested	Estimated Interest	Monthly Interest Received	Interest Dates
3/17/2000	3/17/99	Dain	Colonial Bank CD	5.10%	365	\$0.00	\$4,942.10	\$4,960.55	Matured on 3/17/00 (\$97,000)
3/17/2000	3/17/99	Dain	Cenlar Bank CD	5.10%	365	\$0.00	\$4,942.10	\$4,960.55	Matured on 3/17/00 (\$97,000)
5/19/2000	5/21/99	Norwest	Community Bank C.D.	5.25%	363	\$95,024.87	\$4,958.58		Maturity
8/31/2000	8/31/99	Norwest	Yardville N.B. CD	6.00%	365	\$94,325.00	\$5,653.85		Maturity
11/10/2000	11/26/99	Dain	Providian National Bank CD	6.15%	350	\$94,235.55	\$5,554.50		Maturity
12/1/2000	12/2/99	Norwest	Guaranty Bank CD	6.25%	364	\$94,117.65	\$5,864.04		Maturity
12/1/2000	12/2/99	Norwest	Citizens Deposit Bank CD	6.25%	364	\$94,117.65	\$5,864.04		Maturity
1/16/2001	1/14/99	Norwest	CIB Bank CD	5.40%	732	\$90,216.57	\$9,757.56		Maturity
2/26/2001	2/24/99	Norwest	Key Bank CD	5.45%	728	\$90,134.93	\$9,838.08		Maturity
3/5/2001	3/3/99	Dain	MBNA America CD	5.25%	728	\$97,000.00	\$10,148.32	\$2,539.27	Maturity
3/27/2001	3/25/99	Dain	FNMA	5.38%	732	\$105,000.00	\$11,324.04	\$2,821.88	Maturity
6/29/2001	12/29/98	Smith	FHLB	5.36%	547	\$100,000.00	\$8,024.49		Callable 3/29/00
6/29/2001	7/1/99	Smith	Freddie Mac	6.05%	728	\$100,033.61	\$12,958.40		Maturity
10/15/2001	4/15/99	Dain	FHLB	5.50%	913	\$150,000.00	\$20,615.54		Maturity
12/14/2001	12/14/98	US Bank	FNMA	5.25%	1095	\$300,000.00	\$47,216.40		Maturity
12/20/2001	12/21/98	Norwest	FNMA	5.30%	1094	\$199,718.75	\$31,704.12		Maturity
7/3/2002	7/19/99	Smith	Federal Farm Credit	6.49%	1079	\$201,338.94	\$38,595.83		Callable 7/3/2000
5/12/2003	7/8/99	Norwest	FHLB	6.22%	1403	\$347,867.25	\$83,071.63		Callable 5/12/2000
12/8/2003	12/8/98	Smith	FNMA	5.65%	1825	\$230,000.00	\$64,696.25		Maturity
5/18/2004	5/18/99	Smith	Freddie Mac	6.25%	1825	\$100,000.00	\$31,225.75		Maturity
		Norwest	Wells Fargo Prime Investment MM Fund			\$34,168.62		\$158.11	
				5.68%		\$2,617,099.39		\$15,440.36	
				Average Rate		Total Investments		Monthly Interest Received	


Investments as of 3/31/00			
	\$		%
Smith	\$731,372.55		28%
Norwest	\$1,139,491.29		44%
US Bank	\$300,000.00		11%
Dain	\$446,235.55		17%
	\$2,617,099.39		100%

Investments as of 3/31/00			
	\$		%
Fed Agency	\$1,833,758.55		70%
Commercial Paper			0%
Treas & 100% Agency			0%
Certified Deposit	\$749,172.22		29%
Public Entity Fund	\$34,168.62		1%
	\$2,617,099.39		100%

Investments as of 3/31/00			
Term	\$		%
2 yr & under	\$1,703,924.58		65%
2-5 yr	\$879,006.19		34%
5-10 yr	\$0.00		0%
No time limit	\$34,168.62		1%
	\$2,617,099.39		100%

MEMOS BY JAMES

DATE: JUNE 13, 2000
TO: HONORABLE MAYOR AND COUNCIL
FROM: JAMES BOWNIK
RE: THE MINNESOTA MUNICIPAL MONEY MARKET FUND (4M)



BACKGROUND

The City of Lauderdale has a ladder of investments established that will be maturing over time. As these investments mature, the city will need the money to be liquid in order to use current investment monies to pay for the street and utility improvements. The 4M Fund would suit this purpose, as well as achieving an interest rate more competitive than a checking account.

The 4M Fund is a money market account for short-term investments that has the advantages of safety, liquidity, and a competitive yield. Almost every local community in Minnesota uses this fund for cash management. This fund is like a checking account except for one thing – the interest rate. As of 5/23/00, the 4M Fund was earning a rate of 5.9% (compounded daily).

COUNCIL ACTION REQUESTED

Motion to approve Resolution No. 061300B authorizing entry into a Joint Powers Agreement for the purpose of participating in the Minnesota Municipal Money Market Fund (4M).



Cities Bulletin

Number 1

January 6, 1995

Safety first in 4M Fund

Comparisons to other funds like apples to oranges

Tom Grundhoefer

The recent fiscal crisis in Orange County, California, together with the continuing poor performance of various intermediate bond funds investing in U.S. Agency mortgage derivatives, may have left some city officials wondering whether similar problems could occur in the League sponsored Minnesota Municipal Money Market Fund (4M Fund). The short answer is no, but a fuller explanation is warranted.

The Orange County treasurer was operating a local government investment pool with approximately 180 participants. The fund provided double digit returns for the past two or three years through its use of extensive leverage (i.e., borrowing solely for investment purposes), investments in long term securities, as well as other agency securities with considerable interest rate volatility (agency derivative securities). The high returns showed the portfolio's extreme interest rate risk. The downside of that risk became obvious as the Federal Reserve raised interest rates.

Unlike the Orange County pool and certain other intermediate bond funds, the 4M Fund is a short term money market fund that has always been managed in a very conservative

fashion. The Fund is not leveraged and is not permitted to invest in derivatives. The objectives of the 4M Fund have always been safety, liquidity, and yield, in that order.

Safety

The 4M Fund portfolio consists exclusively of very secure investments. Its Declaration of Trust and Investment Policies limit investments to only those allowed of Minnesota municipalities. The 4M Fund invests in obligations which are directly or indirectly guaranteed by the United States Government, the "highest quality" corporate commercial paper as rated A1 by Standard and Poors and P1 by Moody's Investors Service, Inc., bankers acceptances issued by the largest commercial banks eligible for purchase by the Federal Reserve System, and repurchase agreements which are fully collateralized by United States Treasury and agency securities. The 4M Fund has never been in the business of trying to predict the direction of interest rates.

Liquidity

The 4M Fund by nature is an extremely short-term fund. Investments in the Fund are limited to 397 days or less. In practice, the average

maturity of the securities has fluctuated between about 40 and 50 days. The short-term nature of the Fund insulates it from the effects of unanticipated interest rate swings.

Yield

While yield is an important aspect of the 4M Fund, it has always been secondary to safety and liquidity. Returns have always been very competitive, and have been single digit returns consistent with other high quality money market vehicles.

To ensure that the portfolio remains a conservatively invested high quality portfolio, a Board of Trustees consisting of the League of Minnesota Cities Board of Directors represents 4M Fund shareholder. The terms of the Declaration of Trust and the Investment policy restrict the Fund's portfolio manager, Insight Investment, Inc. Additionally, the Fund has a third-party custodian, First Trust, and is audited annually by PEAT Marwick. These multiple layers of oversight protect the 4M Fund from becoming another investment horror story.

If you have any questions concerning the 4M Fund's investment strategy or its management, please call Duke Addicks, Dave DuBord, or Tom Grundhoefer at the League offices. ♦

Legislative Information Inside

Complete list of 1995 House and Senate members and committee assignments begins on page 8.

Route to:

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_____	_____



*The
Minnesota
Municipal
Money
Market Fund
Program*

INFORMATION STATEMENT

Sponsored by the League of Minnesota Cities

*This booklet provides detailed information about the Funds.
Please read it carefully and retain it for future reference*

60 South Sixth Street
Minneapolis, MN 55402
(800) 333-0813

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THE TRUST AND THE FUNDS

The 4M Liquid Asset Fund and the 4M PLUS Fund (each a “Fund” and, together, the “Funds”) are distinct investment portfolios within the Minnesota Municipal Money Market Fund (the “Trust”), a common law trust organized and existing in accordance with the Minnesota Joint Powers Act (Minnesota Statutes, Section 471.59) (the “Joint Powers Act”). The Trust and the Liquid Asset Fund were created in 1987, and the PLUS Fund was created in November 1996. Each Fund is independent of the other. Neither the Liquid Asset Fund nor the PLUS Fund will constitute security or collateral for obligations of the other, except as may be described in the Declaration of Trust.

Only “Municipalities” (defined to include Minnesota cities, counties, towns, public authorities, public corporations, public commissions, special districts and public instrumentalities, each as defined in the Joint Powers Act) are permitted to open accounts and become participants (“Participants”) in either or both Funds.

The address of the Trust is:

Minnesota Municipal Money Market Fund
c/o Insight Investment Management
60 South Sixth Street
Minneapolis, MN 55402

INVESTMENT OBJECTIVES AND POLICIES

Investment Objectives

Each Fund seeks to provide Participants with safety and stability of principal, liquidity and, within the stringent investment policies and limitations set forth below, a competitive yield. No assurance can be given that either Fund will achieve its investment objective or that any benefits described in this Information Statement will result from placement of assets in either Fund.

Each Fund will employ the same investments and investment techniques. However, the PLUS Fund’s objective will be to provide Participants with a somewhat enhanced investment yield (compared with that of the Liquid Asset Fund) by having a somewhat longer average portfolio maturity than the Liquid Asset Fund. The PLUS Fund will seek to achieve a longer average portfolio maturity by requiring that Participants agree to an initial 30-day investment period with respect to each investment, after which redemptions may be made upon one Minnesota banking day’s notice. Participants in the Liquid Asset Fund will not have to agree to an initial 30-day investment period and may effect redemptions from the Fund at any time.

Each Fund seeks to maintain a stable net asset value of \$1.00 per share; however, there can be no assurance that either Fund will be able to continually achieve this goal. An investment in either Fund is not a deposit or obligation of, or guaranteed or endorsed by, any bank and is not insured or guaranteed by the U.S. Government, the Federal Deposit Insurance Corporation, the Federal Reserve Board or any other federal or state agency or instrumentality.

For a discussion of the expenses to which Participants of each Fund are indirectly subject, see “Expenses.”

Fund Investments

Each Fund is specifically designed for Minnesota Municipalities. Accordingly, each Fund may invest only in securities and instruments in which Municipalities are permitted to invest directly, as delineated in Minnesota Statutes, Section 475.66 ("Permitted Investments"). Permitted Investments include:

- (a) Government bonds, notes, bills, mortgages and other securities which are direct obligations or are guaranteed or insured issues of the United States, its agencies, its instrumentalities, or organizations created by an Act of Congress.
- (b) Any security which is a general obligation of the State of Minnesota or any of its municipalities.
- (c) Bankers' acceptances of United States banks eligible for purchase by the Federal Reserve System.
- (d) Commercial paper issued by United States corporations or their Canadian subsidiaries that is of the highest quality and matures in 270 days or less.
- (e) Deposits in a national bank or in a state bank or thrift institution insured by the Federal Deposit Insurance Corporation, provided that any such deposit shall be insured, bonded, or collateralized as required by law and that any such bank or thrift institution shall meet criteria designated from time to time by the Trustees.
- (f) Repurchase Agreements with "broker-dealers" (as more fully described below) and with "banks" (as more fully described below).

1. Broker/Dealers:

- a. The Funds may only enter into repurchase agreements with broker-dealers which, in the judgment of the Investment Adviser (as defined below), have a reputation for sound management and ethical business practices.
- b. Each broker/dealer must be registered with the Securities and Exchange Commission and be a primary reporting dealer to the Federal Reserve Bank of New York.
- c. Broker/dealers must have at least \$50 million in "Excess Capital". "Excess Capital" is that portion of a firm's permanent capital which is in excess of the minimum capital required under the Uniform Net Capital Rule of the Securities and Exchange Commission. Broker/dealer subsidiaries of companies having at least \$1 billion in net worth shall also be considered creditworthy, in the event of a lack of publicly available financial information. The Investment Adviser will use its best efforts to monitor the creditworthiness of broker/dealers.

d. Broker/dealers must have short-term, unsecured debt ratings of "A1" by Standard & Poor's Corporation ("S&P") or "P1" by Moody's Investors Service, Inc. ("Moody's").

2. Banks:

a. The Funds may only enter into repurchase agreements with banks whose short-term, unsecured debt is rated "A1" by S&P or "P1" by Moody's.

b. The Funds may only enter into repurchase agreements with banks that are among the 100 largest United States commercial banks.

(g) Any other investment instruments now or hereafter designated as a Permitted Investment under applicable law.

Investment Restrictions

Each Fund may buy and sell, and enter into agreements to buy and sell Permitted Investments subject to the restrictions described below. These restrictions are considered to be fundamental to the operation and activities of each Fund and may not be changed without the affirmative vote of a majority of the Participants. Each Fund:

(a) May not make any investment other than a Permitted Investment;

(b) May not purchase any Permitted Investment which has a maturity date more than one year from the date of purchase, unless it is subject at the time of purchase to an irrevocable agreement on the part of a responsible party to repurchase it from the Fund within one year;

(c) May not purchase any Permitted Investment if the effect of such purchase would result in the Fund's portfolio weighted average maturity to exceed ninety days (however, in determining the effect of a purchase on the average portfolio maturity, any Permitted Investment which is subject to an irrevocable agreement of the nature referred to in the preceding clause (b) is deemed to mature on the day on which the Fund is obligated to sell such Permitted Investment back to the responsible party);

(d) May not borrow money or incur indebtedness whether or not the proceeds thereof are intended to be used to purchase Permitted Investment, except as a temporary measure to facilitate withdrawal requests which might otherwise require unscheduled disposition of portfolio investments; and

(e) May not purchase securities or shares of investment companies or any entities similar to either Fund.

WITHDRAWALS FROM THE PLUS FUND

All investments in the PLUS Fund must be deposited for a minimum of 30 calendar days, and a one Minnesota banking day notice period is required for withdrawals from the PLUS Fund. Withdrawals during such 30-day period will be subject to a penalty equal to 15 days interest on the amount withdrawn (calculated using the dividend rates in effect for the 15-day period immediately preceding the withdrawal date). The penalty will be payable even if the amount withdrawn had not been invested in the PLUS Fund for the full 15-day period preceding the withdrawal. In determining whether an amount is eligible for withdrawal from a Participant account without the payment of a penalty, the first-in/first-out method will be used.

Withdrawal requests must be received by the Fund's Administrator not less than one Minnesota banking day prior to the requested withdrawal date. The notice requirement will be deemed to have been met if it is received by the Fund's Administrator not later than 11:00 a.m. (Central Time) on the day prior to withdrawal. In the event that a Participant withdraws an investment from the PLUS Fund without giving the required One Minnesota banking day notice, it will be subject to a penalty equal to the loss of 15 days interest on the amount so withdrawn calculated in the same manner as set forth above with respect to the penalty applicable to premature withdrawals.

There are no restrictions on withdrawals from the Liquid Asset Fund, which may be effected on a same-day basis.

TRUSTEES AND OFFICERS

Subject to the power of the Participants to amend the Declaration of Trust, the Board of Directors of the League of Minnesota Cities serves as the Board of Trustees of the Trust. Appointments and vacancies are filled in accordance with the by-laws of the League of Minnesota Cities and the Declaration of Trust. The Trustees have full, exclusive, and absolute control and authority over the business and affairs of the Trust and each Fund, in all cases subject to the rights of the Participants as provided in the Declaration of Trust.

The Trustees may perform such acts as in their sole judgment and discretion are necessary and proper for conducting the business and affairs of the Trust or promoting the interests of the Trust. The Trustees duties include, but are not limited to, overseeing, reviewing and supervising the activities of all consultants and professional advisers to the Fund (including, but not limited to, the Investment Adviser, the Administrator, the Sub-Administrator, if any, and the Custodian).

The Trustees serve without compensation but are reimbursed by the Trust for reasonable travel and other out-of-pocket expenses incurred in connection with their duties as Trustees. The Trustees are not required to devote their entire time to the affairs of the Trust.

The officers of the League of Minnesota Cities serve also as officers of the Trust. The executive director of the League of Minnesota Cities serves as the Trust's Secretary and as an *ex-officio*, non-voting member of the Board of Trustees. The Trustees may elect or appoint such other officers or agents who, subject to the Declaration of Trust and Bylaws of the Trust, shall have such powers, duties and responsibilities as the Trustees may deem to be advisable and appropriate.

The Trustees are responsible for the general investment policy and program of each Fund and for the general supervision and administration of the business and affairs of the Trust. However, the Trustees are not required personally to conduct all of the business of the Trust and, consistent with their ultimate responsibility, the Trustees have appointed the Administrator and Investment Adviser, a Sub-Administrator, the Custodian, and a Technical Advisory Board.

INVESTMENT ADVISER

Insight Investment Management (“Insight” or the “Investment Adviser”), a division of IFG Asset Management Services, Inc. (“AMS”), has been appointed by the Trustees as each Fund’s investment adviser. In such capacity, Insight provides investment advice to, and supervises the investment program of, each Fund. The agreement pursuant to which Insight serves as each Fund’s investment adviser will remain in effect with respect to each Fund until September 30, 1997, and thereafter from year to year if approved annually by the Board of Trustees or by a majority of the applicable Fund’s Participants. The agreement may be terminated without penalty on sixty days’ written notice at the option of the Fund or the Investment Adviser.

AMS is a wholly-owned subsidiary of Inter-Regional Financial Group, Inc. (“IFG”) of Minneapolis, Minnesota. The Fund does not engage in the trading of investment instruments with or through IFG or its subsidiary (Dain Rauscher, a registered full-service broker-dealer).

ADMINISTRATOR

The Trustees also have appointed Insight as each Fund’s administrator (the “Administrator”). MBIA Municipal Investors Service Corporation, a wholly-owned subsidiary of MBIA Inc. of Armonk, New York, has been appointed by the Administrator to serve as each Fund’s Sub-Administrator. The agreements pursuant to which the Administrator and the Sub-Administrator serve each Fund will remain in effect with respect to each Fund until September 30, 1997, and thereafter from year to year if approved annually by the Board of Trustees or by a majority of the applicable Fund’s Participants. Each agreement may be terminated without penalty on sixty days written notice at the option of non-terminating party.

The Administrator or the Sub-Administrator services all Participant accounts; determines and allocates income of each Fund; provides certain written confirmation of the investment and withdrawal of monies by Participants; determines the net asset value of each Fund on a daily basis; provides administrative personnel and facilities to the Trust and each Fund; bears certain expenses of the Trust and each Fund; and performs other related administrative services for the Trust and each Fund. On a quarterly basis, the Administrator provides the Trustees with a detailed evaluation of the performance of each Fund compared against money market mutual funds and various indices of money market securities.

CUSTODIAN

US Bank serves as Custodian for each Fund pursuant to a Custodian Agreement with the Trust. The Custodian acts as a safekeeping agent for each Fund’s investment portfolio and serves as the depository in connection with the direct investment and withdrawals of each Fund. The Custodian does not participate in either Fund’s investment decision-making process. Each Fund may invest in

obligations of the Custodian, and the Custodian may buy and sell Permitted Investments from and to each Fund.

TECHNICAL ADVISORY BOARD

The Trustees have appointed a Technical Advisory Board to assist and advise the Board of Trustees in developing policies and overseeing and reviewing the activities of the Trust and each Fund. The Technical Advisory Board consists of individuals skilled in the area of municipal finance and investments.

LEGAL COUNSEL

Legal counsel of the League of Minnesota Cities serves as General Counsel to the Trust pursuant to the direction of the Board of Trustees.

EXPENSES

Administrative and Investment Advisory Expenses

Under its Administrative and Investment Advisory Agreement with Insight, each Fund has agreed to pay Insight a fee at an annual rate equal to 0.26% of the Fund's average daily net assets. This fee is computed daily and paid monthly. Of the amount so received, Insight has agreed to pay to the League of Minnesota Cities for its sponsorship and administrative services an amount equal to 0.04% of the Fund's average daily net assets. This fee likewise will be calculated daily and paid monthly. The Sub-Administrator is compensated by the Administrator.

The Administrator or the Sub-Administrator is responsible for administrative costs of serving as Administrator or Sub-Administrator (as applicable) of the Fund, such as postage, telephone charges and computer time. Additionally, the Administrator is responsible for paying all costs associated with marketing the Fund.

Custodial Expenses

Under its agreement with the Custodian, the Liquid Asset Fund compensates the Custodian based on the following schedule (calculated daily and paid monthly):

<u>Average Daily Net Assets</u>	<u>Annual Fee</u>
First \$50 million	.15%
Next \$50 million	.12%
Over \$100 million	.10%

In addition, the Liquid Asset Fund pays the Custodian a flat fee of \$300 per month for the provision of various cash management services. For its fees, in addition to its role as custodian of the Liquid Asset Fund's assets, the Custodian provides check-writing, lock-box and certain other services to Liquid Asset Fund Participants.

Under its agreement with the Custodian, the PLUS Fund compensates the Custodian in the annual amount of .03% of the Fund's average daily net assets (calculated daily and paid monthly). The Custodian only provides custodial services for the PLUS Fund and its Participants.

Other Expenses

In addition, each Fund pays all of its other operating and other expenses not expressly assumed by the Administrator and the Sub-Administrator, including, without limitation, its legal costs, insurance costs and the cost of promotional material including Information Statements, Application Forms, brochures and meeting materials for Participants.

DAILY INCOME ALLOCATIONS

Each Fund's net income is determined as of the close of business on each Minnesota banking day (and at such other times as the Trustees may determine) and is credited immediately thereafter pro rata to each Participant's account. Such accrued income is reinvested in additional Fund shares at their net asset value (generally, \$1.00 per share). Although daily income accruals are not automatically transmitted in cash, Participants may obtain cash by withdrawing shares at their net asset value without charge.

Each Fund's net income for each income period consists of (1) all accrued interest income on Fund assets, (2) plus or minus all realized gains or losses on Fund assets and any amortized purchase discount or premium, and (3) less the Fund's accrued expenses applicable to that income period.

Each Fund expects to have net income each day. If for any reason there is a net loss on any day, the applicable Fund will reduce the number of its outstanding shares by having each Participant contribute its pro rata portion of the total number of shares required to be canceled in order to maintain the net asset value per share at a constant value of \$1.00. Each Participant will be deemed to have agreed to such a contribution in these circumstances by its adoption of the Declaration of Trust and its investment of monies into the Fund.

COMPUTATION OF YIELD

The "daily rate" and "annual yield" of each Fund may, from time to time, be quoted in reports, literature and information published by the Trust. The daily rate of each Fund is computed by taking daily investment income, plus or minus any purchased discount or premium less all accrued expenses, including realized capital gains or losses, and dividing by the total shares in the Fund, multiplied by 365. Each Fund will also report an "annual yield" calculated by compounding the daily rate as follows: by adding 1 to the daily rate, raising the sum to the power of 365, and subtracting 1 from the result. Each Fund may also quote a 7-day average yield and a 30-day average yield which is an average of the preceding 7- and 30-day daily annual yields, respectively.

Each Fund's yield may vary over time, and, therefore, the yields quoted from time to time should not be considered an indication of future investment results. Actual yields will depend not only on the type, quality, and maturities of the investments held by each Fund and changes in interest rates on such investments, but also on changes in the Fund's expenses during the period.

Yield information may be useful in reviewing the performance of each Fund and for providing a basis for comparison with other investment alternatives. However, each Fund's yield will fluctuate, unlike certificates of deposit or other investments which typically pay a fixed yield for a stated period of time.

DETERMINATION OF NET ASSET VALUE

The net asset value per share of each Fund for the purpose of calculating the price at which each Fund's shares are issued and redeemed is determined by the Administrator as of the close of business on each Minnesota banking day. Such determination is made by subtracting from the value of the assets of the applicable Fund the amount of the Fund's liabilities and dividing the remainder by the number of outstanding shares of the Fund.

The value of each Fund's investments are determined using the amortized cost method. The amortized cost method of valuation involves valuing an investment instrument at its cost at the time of purchase and thereafter assuming a constant amortization to maturity of any discount or premium, regardless of the impact of fluctuating interest rates on the market value of the instrument. While this method provides certainty in valuation, it may result in periods during which value, as determined by amortized cost, is higher or lower than the price the applicable Fund would receive if it sold the instrument. During such periods, the yield to Participants may differ somewhat from that which would be obtained if the applicable Fund used the market value method for all its portfolio investments. For example, if the use of amortized cost resulted in a lower (higher) aggregate portfolio value on a particular day, a prospective Participant would be able to obtain a somewhat higher (lower) yield than would result if the applicable Fund used the market value method, and existing Participants would receive less (more) investment income. The purpose of this method of calculation is to attempt to maintain a constant net asset value per share of \$1.00.

The Board of Trustees has adopted procedures with respect to each Fund's use of the amortized cost method to value its portfolio. These procedures are designed and intended (taking into account market conditions and each Fund's investment objectives) to stabilize net asset value per share as computed for the purpose of investment and redemption at \$1.00 per share. The procedures include a periodic review by the Board of Trustees, in such manner as they deem appropriate and at such intervals as are reasonable in light of current market conditions, of the relationship between net asset value per share based upon the amortized cost value of each Fund's investments and the net asset value per share based upon available indications of market value with respect to such portfolio investments. The Board of Trustees will consider steps, if any, that should be taken in the event of a difference of more than 1/2 of 1% between the two methods of valuation. The Board of Trustees will take such steps as they consider appropriate (such as shortening the average portfolio maturity or realizing gains or losses) to minimize any material dilution or other unfair results which might arise from differences between the two methods of valuation.

The Trust has adopted policies on behalf of each Fund to (1) maintain a dollar weighted average portfolio maturity (which will not be more than ninety days) appropriate to the objective of maintaining a stable net asset value of \$1.00 per share, and (2) not purchase any instrument with a remaining maturity of more than one year (unless such investment is subject at the time of its purchase to an irrevocable agreement on the part of a responsible person to purchase such investment from the applicable Fund within one year). Should the disposition of a portfolio investment result in a dollar weighted average

portfolio maturity of more than ninety days, available cash will be invested in such a manner as to reduce such average portfolio maturity to ninety days or less as soon as reasonably practicable.

PORTFOLIO TRANSACTIONS

Subject to the general supervision of the Board of Trustees, the Investment Adviser is responsible for the investment decisions and the placing of the orders for portfolio transactions for each Fund. Each Fund's portfolio transactions occur primarily with major dealers in money market instruments acting as principals. Such transactions are normally on a net basis which do not involve payment of brokerage commissions. Transactions with dealers normally reflect the spread between bid and asked prices.

The Investment Adviser places order for all purchases and sales of portfolio securities. Although neither Fund ordinarily seeks profits from short-term trading, the Investment Adviser may, on behalf of a Fund, dispose of any portfolio investment prior to its maturity if it believes such disposition is advisable.

The Investment Adviser seeks to obtain the best net price and most favorable execution of orders for the purchase and sale of portfolio securities. Where price and execution offered by more than one dealer are comparable, the Investment Adviser may, in its discretion, purchase and sell investments through dealers which provide research, statistical and other information to the Investment Adviser or to the Trust. Such supplemental information received from a dealer is in addition to the services required to be performed by the Investment Adviser under its agreement with each Fund, and the expenses of the Investment Adviser will not necessarily be reduced as a result of the receipt of such information. Fund investments will not be purchased from or sold to the Investment Adviser or the Administrator or any affiliate of the Investment Adviser or the Administrator.

REPORTS TO PARTICIPANTS

Participants in each Fund receive transaction advise subsequent to all investments and wire withdrawals that they make. Each Participant receives annual reports providing financial information regarding each applicable Fund (including a statement of net income) as well as a monthly statement of the Participant's account. The annual report includes audited financial statements of the Funds. Each Fund's fiscal year ends on December 31 of each year. Potential Participants are advised to review the financial reports of the Funds that are made available to them.

The Trust answers inquiries at any time during business hours (8:00 a.m. through 4:00 p.m., Minneapolis time) from a Participant concerning the status of its account (number of shares, etc.) and the current yield available through the Fund's investment program. Such inquiries can be made by telephoning (800) 373-1525.

TAXES

In the opinion of Counsel to the Trust, neither Fund is subject to federal or Minnesota income tax upon the income realized by it, and the Participants are not subject to tax upon distributions to them of such income. Counsel to the Trust is further of the opinion that the Participants are not subject to taxation as a result of their investment of municipal monies in either Fund.

DECLARATION OF TRUST

Each prospective Participant is given a copy of the Declaration of Trust before becoming a Participant. Certain portions of the Declaration of Trust are summarized in this Information Statement. The following summary is qualified in its entirety by reference to the text of the Declaration of Trust, as amended.

Description of Shares. The Declaration of Trust provides that the beneficial interests of Participants in the net assets of each Fund are, for convenience of reference, divided into shares which are used as units to measure the proportionate allocation of beneficial interest among the Participants of such Fund. The Declaration of Trust authorizes an unlimited number of full and fractional shares for each Fund, as well as adjustments in the total number of shares outstanding from time to time in order to permit each Fund to maintain a constant net asset value of \$1.00 per share.

Shares of each Fund are of the same class. Each Fund share has equal rights with respect to dividends and distributions of such Fund. The shares have no preference, conversion, exchange, or preemptive rights.

For all matters requiring a vote of Participants, each Participant is entitled to one vote with respect to each matter, without regard to the number of shares held by the Participant. It is not necessary for a Participant to hold any minimum number of shares to be entitled to vote. Separate votes are taken by each Fund except with respect to matters pertaining to the Trust as a whole, in which case Participants vote together, irrespective of the Fund in which such Participant participates. Shares have non-cumulative voting rights.

No shares may be transferred to any person other than the respective Fund's portfolios from which it originated at the time of withdrawal of monies by a Participant.

Participant Liability. The Declaration of Trust provides that Participants shall not be subject to any individual liability for the acts or obligations of the Trust and provides that every written undertaking made by the Trust shall contain a provision that such undertaking is not binding upon any of the Participants individually. In the opinion of the Board of Trustees, no individual liability will attach to the Participants under any undertaking containing such a provision. The Trustees intend to conduct the operations of the Trust and each Fund, with advice of counsel, in such a way as to avoid ultimate liability of the Participants for liabilities of the Trust or any Fund.

Responsibility of Trustees, Officers and Agents. No Trustee, officer, employee, or agent of the Trust is individually liable to the Trust or any Fund, a Participant, an officer, an employee or an agent of the Trust for any action or failure to act unless it is taken or omitted in bad faith or constitutes willful misfeasance, reckless disregard of duty, or gross negligence. All third parties shall look solely to the property of the applicable Fund for the satisfaction of claims arising in connection with the affairs of the Fund. The Trust will indemnify each Trustee, officer, employee, or agent of the Trust designated by the Trustees to receive such indemnification to the extent permitted by law, against all claims and liabilities to which they may become subject by reason of serving in such capacities for the Trust, except in certain circumstances set forth in the Declaration of Trust.

Termination of the Declaration of Trust. Either or both Funds and/or the Trust may be terminated by the affirmative vote of a majority of the Trustees and consented to by a majority of the

Participants entitled to vote. Upon the termination of any Fund or the Trust, and after paying or adequately providing for the payment of all of the Fund's or Trust's (as applicable) liabilities, and upon receipt of such releases, indemnities and refunding agreements as they deem necessary for their protection, the Trustees may distribute the remaining Fund or Trust property, in cash or in kind, or partly in cash and partly in kind, among the Participants according to their respective proportionate beneficial interests.

Amendment of the Declaration of Trust. The Declaration of Trust may be amended by the affirmative vote of a majority of the Participants entitled to vote or by an instrument in writing, signed by a majority of the Trustees and consented to by not less than a majority of the Participants entitled to vote. The Trustees may, from time to time, by a two-thirds vote of the Trustees, and after fifteen days prior written notice to the Participants, amend the Declaration of Trust without the vote or consent of the Participants, to the extent they deem necessary to conform the Declaration of Trust to the requirements of applicable laws or regulations, or any interpretation thereof by a court or other governmental agency, but the Trustees shall not be liable for failing to do so.

The name. "The Minnesota Municipal Money Market Fund" is the designation of the Trust under the Declaration of Trust. The Declaration of Trust is filed in the Office of the Secretary of State of Minnesota and provides that the name of the Fund refers to the Participants jointly in such capacity and not personally or as individuals. All persons dealing with a Fund must look solely to the property of such Fund for the enforcement of any claims against the Trust with respect to such Fund, since neither the Trustees, officers, agents, nor Participants assume any personal liability for obligations entered into on behalf of a Fund.

FIXED RATE PROGRAM

The League of Minnesota Cities has endorsed Dain Rauscher as a dealer and provider of various fixed income securities (including Certificates of Deposit and various other fixed rate instruments) and related financial services to the Participants. As a condition to the League's endorsement of Dain Rauscher for this program, Dain Rauscher has agreed that its compensation in connection with any trade shall not exceed 0.25% of the total purchase price of each fixed rate security. Of the amount so received, Dain Rauscher has agreed to pay the League of Minnesota Cities an amount generally equal to 0.03% of the total purchase price of each fixed rate security. Any Participant that also wishes to participate in the Fixed Rate Program should contact Stefanie Adams of Insight Investment Management at (800) 333-0813. Other than the eligibility of Participants to participate in this fixed rate investment program with Dain Rauscher, the fixed rate program is unrelated to the Trust.

RESOLUTION NO. 061300B

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

**A RESOLUTION AUTHORIZING ENTRY INTO JOINT POWERS AGREEMENT
IN THE FORM OF A DECLARATION OF TRUST ESTABLISHING AN ENTITY
KNOWN AS "MINNESOTA MUNICIPAL MONEY MARKET FUND" AND
AUTHORIZING PARTICIPATION IN CERTAIN INVESTMENT PROGRAMS IN
CONNECTION THEREWITH**

WHEREAS, Minnesota Statutes Section 471.59 (the Joint Powers Act) provides among other things that governmental units, by agreement entered into through action of their governing bodies, may jointly or cooperatively exercise any power common to the contracting parties; and

WHEREAS, the Minnesota Municipal Money Market Fund was formed in April 1987 pursuant to the Joint Powers Act by the adoption of a joint powers agreement in the form of a Declaration of Trust by a group of Minnesota Municipalities acting as the Initial Participants thereof; and

WHEREAS, the Declaration of Trust has been presented to the Lauderdale City Council and

WHEREAS, the Declaration of Trust authorizes municipalities of the State of Minnesota to adopt and enter into the Declaration of Trust and become Participants of the Fund.

WHEREAS, the Lauderdale City Council deems it to be advisable for the City of Lauderdale to adopt and enter into the Declaration of Trust and become a Participant of the Fund for the purpose of the joint investment of Lauderdale's monies with those of other municipalities so as to enhance the investment earnings accruing to each; and

WHEREAS, the Lauderdale City Council deems it advisable for the City of Lauderdale to make use from time to time, in the discretion of the officials of the municipality identified in Section 2 of the following Resolution, of the Fixed Rate Program available to Participants of the Fund.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

Section 1. The City of Lauderdale shall join with other municipalities in accordance with the Joint Powers Act by becoming a Participant of the Fund and adopting and entering into the Declaration of Trust, which is adopted by reference herein with the same effect as if it had been set out verbatim in this resolution, and a copy of the Declaration of Trust shall be filed in the minutes of the meeting at which this Resolution was adopted. The City Administrator is hereby authorized to take such actions and execute any and all such documents as they may deem necessary and appropriate to effectuate the entry of the City of Lauderdale into the Declaration of Trust and the adoption thereof by this municipality.

Section 2. The City of Lauderdale is hereby authorized to invest its available monies from time to time and to withdraw such monies from time to time in accordance with the provisions of the Declaration of Trust. The following officers and officials of the municipality and their respective successors in office each hereby are designated as "Authorized Officials" with full powers and authority to effectuate the investment and withdrawal of monies of Lauderdale from time to time in accordance with the Declaration of Trust and pursuant to the Fixed Rate Program available to Participants of the Fund:

Rick Getschow, City Administrator

(signature)

James Bownik, Administrative Analyst

(signature)

The City Administrator shall advise the Fund of any changes in Authorized Officials in accordance with the procedures established by the Fund.

Section 3. The Trustees of the Fund are hereby designated as having official custody of the City of Lauderdale's monies which are invested in accordance with the Declaration of Trust.

Section 4. State banks, national banks, and thrift institutions located either within or outside of the State of Minnesota which qualify as depositories under Minnesota law and are included on a list approved and maintained for such purpose by the Investment Advisor of the Fund are hereby designated as depositories of this municipality pursuant to Minnesota Statutes Section 118.005 and monies of this municipality may be deposited therein, from time to time in the discretion of the Authorized Officials, pursuant to the Fixed Rate Program available to Participants of the Fund.

It is hereby certified that the City of Lauderdale duly adopted the Resolution No. 061300B at a duly convened meeting of the City Council held on the day of June 13, 2000, and that such Resolution is in full force and effect on this date, and that such Resolution has not been modified, amended, or rescinded since its adoption.

(ATTEST)

Jeffrey E. Dains, Mayor

(SEAL)

Richard B. Getschow, City Administrator

MEMOS BY JAMES

DATE: June 13, 2000
TO: Honorable Mayor and Council
FROM: James Bownik
RE: Gift Certificates for the 50th Anniversary Planning Committee

BACKGROUND

At the May 23, 2000 Council meeting, the City Council discussed the possibility of purchasing gift certificates for members of the 50th Anniversary Committee as a thank you for their exceptional contributions to the City's 50th Anniversary Celebrations. The following is a list of 50th Anniversary Committee members:

Mar(t)y Croteau
Heather Diedtrich
Dolores Erikson
Moose Gower
Bob James
Ginny James
Margaret Kneer

Patty Lindkvist
Marian Mangel
Dorothy Marvin
Virginia Matheny
Joan Phillips
Nancy Read-Hendricks
Mae Schmidt
Crystal Wisen

Council Liaisons:

Karen Gill-Gerbig
Denise Hawkinson

T.G.I. Friday's has a menu that may satisfy everyone. They also have quality food and service, however, their medium prices may justify a gift certificate of \$20.00 per person.

COUNCIL ACTION REQUESTED

To approve gift certificates for the 17 Committee members listed above as a thank you for their hard work and dedication to the City's 50th Anniversary.

City Council Memorandum

To: Mayor and City Council
From: Rick Getschow
Council Meeting Date: June 13, 2000
Agenda Item: Business Subsidy Policy

BACKGROUND:

As I stated in the last Council packet, The 1999 State Legislature enacted a new law regulating business subsidies entered into or authorized on or after August of 1999 by a municipality. This law has annual reporting requirements, along with requirements calling for the enactment of a business subsidy policy and the use of business subsidy agreements. The policy must be adopted by the municipality following a public hearing that is conducted by the City Council.

Thursday, June 1st was the deadline to send a public hearing notice to the official newspaper for publication. A day earlier I was informed that the governor had signed new legislation with new and different requirements for business subsidy policies and agreements. I felt that there was not ample time to review these changes and implement these changes in the draft policy before publishing public hearing notice. Therefore, I am requesting that the City Council move the scheduled public hearing date to July 11, 2000, the date of the first Council meeting in July.

At the last meeting, the Council also expressed concern with the overall state regulations regarding this proposed policy. Please contact me with those questions or concerns, so that I can provide you with more information that may not be readily understandable in the fact sheet that was provided in the last agenda packet.

COUNCIL ACTION REQUESTED:

Motion to move the public hearing date on the business subsidy policy from June 13, 2000 to July 11, 2000.

City Council Memorandum

To: Mayor and City Council
From: Rick Getschow
Council Meeting Date: June 13, 2000
Agenda Item: Dispute Resolution Center- Annual Report and Contribution

BACKGROUND:

You may recall the presentation that Executive Director Janeen Massaros gave to the Council about the services provided by the Dispute Resolution Center at the November 9, 1999 City Council meeting. I recently received the annual report from the Dispute Resolution Center. The report outlines a summary of activities along with the detailed description of the services offered by the Center.

Included with the report was a request for a contribution from the Center that I am presenting to the Council for consideration. The 2000 Lauderdale Budget for contributions is \$100. In 1998 and 1999, the City did not contribute any funds to any local organizations. Prior to 1998, contributions had been made to the North Suburban Tobacco Compliance Project. The Center is requesting donations of any amount but indicates \$25, \$50, \$75, or \$100 contributions on its forms.

ENCLOSURES:

1. Dispute Resolution Center – 1999 Annual Report

COUNCIL ACTION REQUESTED:

Decision on whether or not to contribute to the Dispute Resolution Center. If so, what amount?

DISPUTE RESOLUTION CENTER



1999 ANNUAL REPORT

Dispute Resolution Center 974 West 7th Street, St. Paul, MN 55102 (651) 292-7791

May 1, 2000

Dear Friend of Dispute Resolution Center,

I am proud to present our 1999 Annual Report which highlights the services and successes of Dispute Resolution Center including:

- a **thirty per cent increase in our mediation services** over the previous year's total.
- our **increased education and outreach** providing individuals, community groups, businesses and schools with the tools and skills necessary to resolve conflict effectively.
- our **Community Restorative Justice Program** which continues to receive community support and referrals as a valuable resource to address the impact of neighborhood crime.
- the **dedication and commitment of our community volunteers** who provide high quality mediation and training services in the East Metro area.

Many supporters have asked how they might assist us in fulfilling our mission. **One opportunity is to make a tax-deductible contribution to the Center** by returning the enclosed envelope included for your convenience. We hope you will contact us if we can assist you in the future. On behalf of the Board of Directors, volunteers, and staff of Dispute Resolution Center, thank you for your support of our work in the community.

Sincerely,


Janeen Massaros
Executive Director

OUR MISSION

DISPUTE RESOLUTION CENTER
promotes the constructive resolution of conflict
through open communication and shared decision-making.

DISPUTE RESOLUTION CENTER Overview of Services

Dispute Resolution Center is a private non-profit community mediation program established in 1982 to provide mediation, facilitation, training, and referral services in the East Metro area of the Twin Cities which includes Ramsey, Dakota and Washington Counties. The Center is one of six community-based mediation resources in the state of Minnesota and the only provider of low cost, effective mediation services in the East Metro area of the Twin Cities. Dispute Resolution Center qualifies as a Community Dispute Resolution Program under the guidelines administered by the Supreme Court. The Center provides an affordable, accessible opportunity for individuals, families, community groups, government agencies, and businesses to effectively resolve conflict. A majority of the individuals served by the Center are people in lower income ranges. Mediation and facilitation provide an alternative to costly litigation and assist in resolving disputes before they result in an escalation of violence. Fees are \$25.00 per hour and sliding fees are available. No one is ever denied services for inability to pay.

We receive referrals from neighborhood groups and block clubs, schools, social service providers, city administrations, courts, police departments and government agencies. We assist people to resolve a variety of issues including matters of public safety concerning traffic or parking, landlord/tenant concerns such as repairs or nonpayment of rent, consumer-merchant disputes, neighborhood conflicts around noise, pets, or property lines, small claims concerning money, property damage, dissatisfaction with services or breach of contract and post-divorce family issues such as parenting schedules and communication.

SUMMARY OF 1999 DISPUTE RESOLUTION CENTER ACTIVITIES

Training Services	
Individuals Served	~ 945
Total Contact Hours	240
Trainings	15
Youth groups/agencies	7
Community/Social agencies	6
Professional Conferences	2
Colleges and Universities	3

Outreach and Education Services	
Individuals Served (lectures)	~ 1,025
Lectures/Presentations	13
Community/Social agencies	3
Professional Conferences	2
City Administrations	8
Total Contact Hours	480

Mediation and Facilitation Services	
Individuals Served	~ 1375
Total Cases (excl. Info and Ref)	525
Conciliations	27
Facilitations/Mediations held	292
Fac/Med with agreements	199
Frequent Party Relationships in cases	
Landlord-Tenant	162
Consumer-Merchant	68
Neighbor-Neighbor	103
Divorced	46
Information and Referral Cases	480

Program Administration (incl. Mediator Training)	
Individuals Served	~ 125
Mediator Trainings	7
Introductory (25+ hours)	3
Orientation (for previously trained)	1
MN Justice Foundation	2
Advanced/Refresher Trainings	4
Total Contact Hours (training)	1200
New volunteer mediators trained	30
Staff and Board Development	2

WHAT IS MEDIATION?

MEDIATION is a confidential, usually voluntary, process of shared decision-making in which one or more impartial persons, called mediators, assist people, organizations and communities in conflict to work toward a variety of goals.

Mediation encourages parties to:

- improve communication, understanding and empathy
- improve relationships
- avoid or improve involvement with the legal system and courts
- reach their own decisions
- resolve underlying issues and conflicts
- prevent future problems

Mediation strengthens and builds communities by providing an opportunity for residents to resolve differences respectfully and learn self-sufficiency in handling future conflicts.

MEDIATION AND FACILITATION SERVICES

Mediation is the primary service delivered by Dispute Resolution Center. In 1999, the Center handled 525 cases referred for mediation, assisting our clients to effectively resolve disputes and learn positive communication skills. Of the 525 cases referred to the Center, 292 mediation sessions [55%] were conducted by our volunteers. Parties reached agreement in 199 cases [68%] with another 27 matters reaching conciliation of the issues as a result of our intervention. This total reflects a 30% increase over cases handled by the Center in 1998. While most sessions are held with parties meeting face-to-face, shuttle sessions, where the mediators meet separately with clients, are also available at the request of either party. Mediation provides our clients with a safe and respectful forum in which to work toward resolution of their issues.

We assist people to resolve a variety of issues including matters of public safety concerning traffic or parking, landlord/tenant concerns such as repairs or nonpayment of rent, consumer-merchant disputes, neighborhood conflicts around noise, pets, or property lines, small claims concerning money, property damage, dissatisfaction with services or breach of contract and post-divorce family issues such as parenting schedules and communication.

When mediation results in an agreement, studies demonstrate that those agreements are followed more often than settlements or solutions imposed by a third party. In post-session evaluations, participants report a high level of satisfaction with their agreements. They indicate that the process offered them an opportunity to be heard and fashion a solution that is fair and workable for their particular situation. We do not presume that mediation must result in an agreement to be successful. In addition to an opportunity to resolve issues, participants also report that mediation improved their relationship with the other party and opened the door to better communication in the future.

Facilitation of business and community group meetings and large group conflicts is another service provided by the Center. While most sessions involve two parties, a number involve multiple parties or, in some cases, entire neighborhoods concerned about an issue or issues. One such matter which came to our attention involved a neighborhood playground. In another instance, mediators assisted several neighbors and a business owner to resolve an issue of noise. With the assistance of a skilled facilitator, neighbors, co-workers, employers and employees have an opportunity to listen to one another respectfully, express their concerns, generate options, and develop solutions that are satisfactory to all involved.

EDUCATION AND OUTREACH

In addition to mediation, Dispute Resolution Center provides workshops and training sessions about effective conflict resolution and communication skills and presentations about services and mediation to community groups and organizations such as schools, colleges, landlord or tenant unions, community councils or block clubs, youth centers, and other audiences. These trainings build the capacity within families, schools and communities to peacefully address future conflicts.

Education about conflict and the mediation process encourages people to consider the full range of options when confronted with difficult situations, and to realize that violence is never an appropriate response. In 1999, our trainers provided educational sessions to approximately 950 participants to assist them in handling conflict and lessen the likelihood they will resort to violence as a means of resolving disputes in the future. In addition, another 1,000 individuals received information about our services and the mediation process through our speaker's bureau presentations.

Dispute Resolution Center has developed a reputation for quality education about conflict resolution skills and the demand for our training sessions continues to grow. To increase our ability to provide services, the Center conducted a "Training for Trainers" session in the fall, 1999 and now has a roster of contract trainers available to assist staff in delivering sessions to area businesses, schools and community groups.

We are proud of the strength of our training sessions as measured by participant evaluation forms following each session. Participants consistently rate our sessions highly. We employ a "hands-on" style that balances theory with practice and allows each person to be involved in learning effective ways to resolve everyday conflict at home and at work. The following is a summary of 1999 training and outreach activities:

Winter-Spring, 1999

Citizen's Service Office,
City of St. Paul
One hour presentation

Housing Expo
City of St. Paul
Four hours

Communication and Mediation Skills
Resident Hall Advisors, University of St. Thomas
Four hours

Conflict Resolution Skills
Neighborhood House
AmeriCorp volunteers
Six hours

Family Mediation Skills Training
ADR Services, Rochester, MN
Twenty hours

Basic Skills Mediation Training
New Volunteer Training
Thirty hours

Conflict Resolution Skills
Monroe School
Ten one-hour sessions

New Volunteer Orientation
Minnesota Justice Foundation
Four hours

Humanistic Mediation
presented by Dr. Mark Umbreit
Two hours continuing education

Summer-Fall, 1999

"Plant for Peace" Event

Collaboration between Dispute Resolution Center staff and volunteers and West 7th Partnership, Partners for Violence Prevention, Fort Road Federation and West 7th Family Center. Plant a peace garden as a visible sign of our commitment to peace in the community.

City of Roseville
D.R.C. Services Presentation
One hour

City of Birchwood
D.R.C. Services Presentation
One hour

"I Can Problem Solve"
Achievement Plus Youth Program
Two hours

Basic Mediation Skills and
Role Plays
Univ. of MN Social Work
Two hours

Family Services of St. Paul
D.R.C. Services Presentation
Two hours

New Brighton Property Mgr. Coalition
D.R.C. Services and mediation
Two hours

"Light the Night"
Promotion of Peace
Como Park Pavilion

Rosemount "Night Out"
D.R.C. Services
Three hours

Maplewood "Night Out"
D.R.C. Services
Three hours

Conflict Resolution Skills
Youthcare Young Women's Mentor
Program/ Two hours

30 hour Basic Mediation Skills Training
Dakota County Conciliation Court
Western Service Center

Victim-Offender Mediation Training
CRJ Program
Twenty five hours

Domestic Abuse Issues
ADR Services, Rochester, MN
Six hours

D.R.C Services and Mediation
Tenant Screening and Advocacy Project
One hour

D.R.C. Services
City of White Bear Lake
One hour

"Resolving Workplace Conflict"
Ramsey City. Dept. of Public Health
Eight hours

Positive Communication Skills
St. Pat's Lutheran Church
One hour

Peace Begins With Me!
St. Paul Open School
through Partners for Violence Prevention
One hour

"Resolving Workplace Conflict"
Minnesota Council of Nonprofits
Four hours

Communication and Listening
Women of Nations Staff Retreat
Two hours

"Resolving Family Conflict"
Working Family Resource Center
One hour

Landlord and Tenant Education:
North Country Coop Dev.
Two hours

Communication and Mediation
Lutheran Brotherhood
One hour

ADR and Family Mediation
Hamline Law School
Two hours

Effective Conflict Resolution
Neighborhood House/AmeriCorp

Peer Mediation Training
Henry Sibley High School

COMMUNITY RESTORATIVE JUSTICE PROGRAM

Our Community Restorative Justice Program (CRJ) was established in 1998 through a collaboration with the Summit-University Planning Council and funded through a three-year grant from the Bush Foundation. The program has been met with enthusiasm from the community and resulted in referrals from police departments, courts, youth services, residents and community groups. Approximately forty community volunteers assist victims, offenders, and community members to address the impact of crime in their neighborhoods and determine appropriate restitution for the harm done to others. The CRJ Program is located at 1216 Selby Avenue and primarily serves the Summit-University and Hamline-Midway neighborhoods of St. Paul, however, referrals are accepted from the entire East Metro service area.

As Program Coordinator, Heather Burns is responsible for case intake and management, collaboration with community members and organizations to publicize and oversee services, outreach efforts, and training and coordination of volunteer activities. Ms. Burns holds a B.S. in Sociology and is currently completing her Masters Degree in Social Work at the University of Minnesota. She has completed coursework in conflict resolution and mediation through the University of MN School of Social Work and restorative justice practices through the Minnesota Department of Corrections and the Center for Restorative Justice and Peacemaking in St. Paul, MN. where she currently serves as a Research Assistant to Dr. Mark Umbreit, one of the foremost authorities in the field of conflict resolution. Ms. Burns brings her considerable insight, experience and enthusiasm for the concept of restorative justice to her role with our program.

Victim-Offender mediation is a voluntary process, provided at no cost, which allows individuals directly affected by crime an opportunity to speak with one another and actively participate in dealing with the consequences of the crime. Cases referred to the Center include property theft, vandalism, minor assault, and auto theft involving first-time youthful offenders. Residents are encouraged to solve problems at a community level, through direct interaction with the victim, the offender, and the community members directly impacted by offenders and their behaviors. The conference provides a safe, controlled environment and allows victims and offender to work together toward a resolution that provides fair and just compensation for the crime committed. Contracts might include an agreement to repay a cash amount to the victim, community service, or personal service work. In this way, the offender is given the chance to repair the harm they have caused to both victim and community.

SUMMARY OF ACTIVITIES

In 1999, the CRJ Program received 24 referrals from the Minnesota Department of Corrections Probation, Juvenile Court, the police and community agencies. Of those cases, 18 victims of crime and offenders were offered an opportunity to address the impact of that crime through sessions conducted by program volunteers totaling approximately 200 hours of services. In five cases, parties reached an agreement about restitution, in six cases, one or both parties refused, and in five cases, the matter was determined to be inappropriate for mediation. In one case, parties chose to meet, but did not reach an agreement. Parties report that the opportunity to be heard and to ask questions in mediation is a valuable experience, regardless of whether the session results in a written agreement.



ne couple who was victimized found great value in the process and chose to share their experience with us:

"Dear Heather,

Having participated in the Community Restorative Justice Program, we can say, without qualification, that the program has had value beyond all expectations. After our property had been stolen, we felt a combination of undirected anger at "whoever had done this" and sadness at having lost an object that had sentimental value. The incident also affected the wider community by making us and our neighbors feel less safe in our homes.

Through our meetings with the offenders, their letters of apology and their voluntary restoration of the damaged property, our initial feelings of anger and sadness were completely changed. By gaining a better understanding of how the incident happened, we came to realize that the circumstances of the incident were unusual and should not be viewed as a general decline in the safety of our community. We also came to view the offenders as normal people who, given the type of motivations your program provides, have the desire and the capacity to do a lot more good than bad.

Your professional and spirited management of the entire program eliminated any initial concerns about "safety" and insured a positive outcome. We highly recommend the program to anyone else in the community who has been the victim of a crime. Keep up the good work.

Sincerely,

D. Lamm"

VOLUNTEER SUPPORT

Mediators with the CRJ program receive twenty-five hours of training to provide them with necessary skills and prepare them to conduct a process with the highest likelihood of success and safety for victim and offender. All mediators are community volunteers who provide a valuable service by assisting parties to address the impact of crime and rebuild a sense of community respect. We wish to acknowledge the following volunteers for their time and efforts in 1999:

Jemel Aguilar
Julie Angeles
Kris Banning
Ellen Barlow
Todd Bartholomay
Paul Bergstrom
Shelley Bertrand
Cathy Beulow
Martha Bollinger
Peter Brustman
Yvonne Challet
Lynn Cibuzar

Carol Lynn Courtney
Carol Crawford
Metric Gilles
Mark Guillemette
Carrie Gullickson
Susan Hardman
Judy Hauschild
Margaret Humphrey
Kathryn Kreminski
Louise Livesay
William Moore
Carl Nelson

John Nordby
Mary Sally Nunn
Edward Owens
Megan Schlueter
Tiffany Schmidt
Sharon Schwartz
Frank Schwegert
Rowzat Shiplander
Tammy Trudeau
Julie Ullrich
Kathy Vadnais
Chris Weber

Elizabeth Weinandt
Chris Woolery

CRJ Intern:

Volunteer Katie Courneya contributed to the program by developing a list of community service options and assisting with networking and outreach at the Juvenile Justice Center.

PROGRAM ADMINISTRATION

In 1999, the organizational structure of Dispute Resolution Center consisted of a seven person Board of Directors, a full time Executive Director, a full time Program and Family Services Coordinator, a 30-hour Community Restorative Justice Program Coordinator and a 25-hour Community and Court Services Coordinator. In addition, mediation sessions are conducted by a roster of 75 volunteers who each commit a minimum of two hours per month service to the Center. Please see the section on Volunteer Support for a more detailed description of the Board of Directors and volunteers.

Janeen Massaros is Executive Director for the Center and is responsible for the overall operation and day-to-day management of the organization including program development, payroll and budget, fund development, outreach and training for the Center. Ms. Massaros became Executive Director in 1998 after three years as the Director of Mediation Services for the Center. She is a graduate of William Mitchell College of Law and is qualified as a neutral by the Minnesota Supreme Court on both the civil and family rosters under Rule 114 of the Minnesota General Rules of Practice. Ms. Massaros has presented to a number of community groups, businesses and schools on the topic of mediation and conflict resolution skills. Ms. Massaros is a member of the Minnesota Supreme Court Alternative Dispute Resolution Review Board which oversees court-ordered mediation in the State of Minnesota, a past Board member of the Minnesota Association of Mediators (MAM), a member of the Society for Professionals in Dispute Resolution (SPIDR), the Association of Family and Conciliation Courts, and Wisconsin Association of Mediators (WAM) and is Co-Chair of the Workplace Action Team of the Initiative for Violence Free Families and Communities in Ramsey and Hennepin Counties.

Until September, 1999, Jerl Lyn Reinhardt was Program and Family Services Coordinator for the Center and responsible for the management of cases referred for post-divorce visitation matters. She acted as liaison to both Dakota County Courts and the Cooperation for the Children Program. Dispute Resolution Center is a provider of mediation services for this program, assisting parents to resolve disputes involving visitation in Ramsey County.

In April 1999, Heather Burns was hired as Community Restorative Justice Program Coordinator, and is responsible for cases referred through courts, law enforcement agencies and by community members for victim-offender mediation. For a more information about the program and Ms. Burn's qualifications, please see the section on Community Restorative Justice Program in this report.

Jean Peterson is Community and Court Services Coordinator and is responsible for management and coordination of community cases and those sessions conducted in Ramsey County Housing and Conciliation Courts. In addition, Ms. Peterson also conducts a number of training sessions for the Center and acts as Volunteer Coordinator, providing orientation and training to new volunteers about policies and procedures of the Center. Ms. Peterson is a graduate of William Mitchell College of Law and is qualified as a neutral by the Minnesota Supreme Court on both the civil and family rosters under Rule 114 of the Minnesota General Rules of Practice. She has presented to a number of community groups, businesses and schools on the topic of mediation and conflict resolution skills.

VOLUNTEER SUPPORT

To accomplish our goals of fostering open communication and encouraging positive responses to conflict in all neighborhoods in the East Metro area, the Dispute Resolution Center recruits and trains a diverse group of volunteer mediators who receive a minimum of 25 hours of training about conflict, communication skills and the mediation process. A mediator must relate well to the participants, both to earn their trust as well as to understand their language and culture. The Center benefits from a diverse group of over seventy-five volunteers—doctors, full-time parents, lawyers, bus drivers, students, retirees, teachers, social workers, business leaders—who represent a broad cross-section of the community. In addition to their initial training, each mediator must maintain an additional six hours of ongoing refresher courses in mediation each year.

Dispute Resolution Center volunteers are available not only to mediate neighborhood and family matters referred to the Center, but also conducted sessions at approximately 15 court dockets in Ramsey County Housing and Conciliation Courts, assisting landlords and tenants to resolve issues related to repairs, noise, nuisance and nonpayment of rent. Under a pilot project with Dakota County Conciliation Court which began in September, 1999, our volunteers also conducted mediations two days per week for matters filed in Conciliation Court at the Western Service Center in Apple Valley, MN. Here, they assisted business owners, consumers, neighbors, and service providers to resolve issues such as payment for goods and services, dissatisfaction with services, breach of contract, real estate transactions and insurance claims.

The high quality and delivery of our services is due to the efforts of our dedicated and talented volunteers who give of themselves, their time and their energy to the communities in which they work and live. In 1999 alone, our volunteers contributed approximately 1,500 hours of service to the Center as mediators, trainers, board members, and administrative support. We appreciate the dedication and commitment of our volunteers and wish to acknowledge the contribution of the following individuals to our many successes in 1999:

Kristin Anderson
Ross Azevedo
Jill Barnett
Sandie Beltran
Carol Berg
Martha Bolinger
Assata Brown
Sherry Bruckner
Rodney Bunker
Phillip Butler
Jim Coben
Joe Collins
Stephan Cominetti
Barbara Davis
Rene Diebold
John Easton
Clyde Eklund
Judith Emerson
Roland Faricy
Leslie Goranson
Harry Greenberg
Jean Greenwood
Marilyn Groenke
Earl Gustafson
Bobbi Hassl-Billie

Terry Hammlink
Kristi Haselman
Elizabeth Hayes
Timothy Hedeon
Kathy Heyman
Mike Hoffman
Cynthia Hoffman
Karen Hollaus
Nancy Howard
Kenneth Huber
Mariann Johnson
Margaret Jones
Nancy Leland
Don Lifto
Sara Litke
Mary Lockwood
Roberta Megard
Darcy Miner
David Moracco
Elizabeth Murray
Bill Norton
Shawn Nygaard
Fred Owusu
Joan Pasluk
Laura Pelkola

Kate Peppler
Jane Perry
Cathy Peterson
Jon Poppele
Gayle Prest
Paul Quie
Shane Reldel
Kate Rios
Tom Rolloff
Gi-Gi Schaper
Tracy Schramm
Nancy Schwappach
Dan Simon
Judy Spanberger
Florence Stiechen
Becky Tempest
Milt Thomas
Gretchen Ulrich
Carrie Uphus
Kathy Vadnais
Delane Welsch
Ned Wood
Lee Woolery
Chris Woolery
Michele Woster

We asked our volunteers to tell us what they like about being a volunteer with Dispute Resolution Center and received the following responses:

"The reasons I became a mediator eight years ago still motivate me today - the process empowers people, enables them to assume responsibility and assists with solutions to their problems. It works!"

"It is gratifying to be a part of a successful mediation and watch the process create harmony in people's lives. I believe it has a ripple effect, too, and spills out into the greater universe!"

BOARD OF DIRECTORS

Our Board of Directors is comprised of individuals from a variety of backgrounds who represent the population served by Dispute Resolution Center. They serve in a volunteer capacity for a term of three years. The Board Development Committee seeks nominations throughout the year and encourages participation by those who represent various cultures, educational and employment backgrounds and demonstrate a commitment to the work of the Center. The following individuals serve on the Dispute Resolution Center Board of Directors:

Ross Azevedo
Member-at-Large
Industrial Relations,
University of Minnesota

Earl Gustafson
Member-at-Large
Retired Judge

Kenneth Huber
Secretary
John G. Ness & Assoc.

Assata Brown
Board Development Chair
HER Consulting

Karen Hollaus
Board Chair
Consultant

Roberta Megard
Member-at-Large
Consultant

Clyde Eklund
Member-at-Large
Attorney-at-Law

Nancy Howard
Vice-Chair
Hamline University

Frederick K. Owusu
Treasurer
City Clerk & Director
Citizens Service Office,
City of St. Paul

Clyde Eklund left his position as Treasurer in 1999 after serving for twelve years on the Board of Directors and remains with the Center as a volunteer mediator. Earl Gustafson also left the Board to work as an arbitrator and mediator in private practice. We wish to acknowledge their contributions to the success of Dispute Resolution Center and appreciate their continued support.

ADMINISTRATIVE VOLUNTEER SUPPORT

A number of volunteers assisted with the overall operation and administration of the Center in other capacities. We wish to acknowledge the following volunteers for their efforts on our behalf:

Becky Tempest for her assistance updating our case management system and database software.

Sandie Beltran for her assistance with the graphic design and layout of our quarterly volunteer newsletter, D.R.C. UPDATE.

Bobbi Hassl-Billie for her design of our web page at www.spacestar.net/users/drc.

Diane Lynch of Lynch and Associates for her assistance in conducting a facilitation designed to assist community members to resolve issues related to a neighborhood park and playground.

Leon Wilson of Management Assistance Program for his many hours of assistance in the update of our computer systems and Y2K compliance.

VOLUNTEER SUPPORT

City Council Memorandum

To:	Mayor and City Council
From:	Rick Getschow
Council Meeting Date:	June 13, 2000
Agenda Item:	City Administrator Evaluation

BACKGROUND:

The annual performance evaluation needs to be completed for the City Administrator. The anniversary date for his employment is June 1st. The Administrator is currently at Step 3 in the salary and wage schedule.

Included in the packet is an evaluation form for discussion at the meeting, along with the current 2000 Wage schedule.

CITY OF LAUDERDALE PERFORMANCE EVALUATION

Date: June 13, 2000

Employee Name: Rick Getschow

Dept: Administration

Position Title: City Administrator

Evaluation Period From: Jan 1, 2000 to June 1, 2000

CRITERIA # 1 : KNOWLEDGE OF WORK

Evaluate the job-related "know how" and skills of the position. To what extent does the employee understand all aspects of the job requirements?

COMMENTS

RATING

☐ Outstanding

☐ Occasionally Meets
Requirements

☐ Consistently Exceeds Requirements

☐ Consistently Does Not Meet
Requirements

☐ Meets Requirements (Satisfactory)

☐ Unsatisfactory

CRITERIA # 2 : QUALITY OF WORK

How skillfully does the employee perform the duties and tasks of the position? Consider neatness and accuracy of detail. To what extent does the employee's performance meet the standards of the position?

COMMENTS

RATING

☐ Outstanding

☐ Occasionally Meets Requirements

☐ Consistently Exceeds Requirements

☐ Consistently Does Not Meet Requirements

☐ Meets Requirements (Satisfactory)

☐ Unsatisfactory

CRITERIA # 3 : PLANNING/ORGANIZATION OF WORK, PRODUCTIVITY

Consider the extent to which the employee makes optimum use of time and completes the required task. Does the employee meet schedules and deadlines in a timely manner? Evaluate the employee's accomplishment of workload in order of established priority.

COMMENTS

RATING

☐ Outstanding

☐ Occasionally Meets Requirements

☐ Consistently Exceeds Requirements

☐ Consistently Does Not Meet Requirements

☐ Meets Requirements (Satisfactory)

☐ Unsatisfactory

CRITERIA # 4 : INITIATIVE AND JUDGMENT

Appraise the employee's ability and readiness to accept responsibility in assignment of duties. Does the employee reach sound opinions and decisions? Consider ability to work independently. Does the employee apply abilities to resolve issues and problems?

COMMENTS

RATING

☐ Outstanding

☐ Occasionally Meets Requirements

☐ Consistently Exceeds Requirements

☐ Consistently Does Not Meet Requirements

☐ Meets Requirements (Satisfactory)

☐ Unsatisfactory

CRITERIA # 5 : DEPENDABILITY, PUNCTUALITY AND PERSONAL NEATNESS

Consider adherence to scheduled work hours or accepted work schedule. Is the employee punctual? Evaluate attendance record. Does the employee exemplify personal grooming which is compatible with job requirements, projecting an image of professionalism relative to assigned responsibilities?

COMMENTS

RATING

☐ Outstanding

☐ Occasionally Meets Requirements

☐ Consistently Exceeds Requirements

☐ Consistently Does Not Meet Requirements

☐ Meets Requirements (Satisfactory)

☐ Unsatisfactory

CRITERIA # 6: INTERPERSONAL RELATIONS

Evaluate the employee's ability to work with others. Consider how well the employee performs job responsibilities while working harmoniously and courteously with others. Does the employee demonstrate cooperation in accomplishing individual and team goals?

COMMENTS

RATING

☐ Outstanding

☐ Occasionally Meets
Requirements

☐ Consistently Exceeds Requirements

☐ Consistently Does Not Meet
Requirements

☐ Meets Requirements (Satisfactory)

☐ Unsatisfactory

CRITERIA # 7 : COMMUNICATION

Appraise the extent to which the employee informs others as to problems, issues, methods, results and other aspects of position responsibilities, so that high levels of productivity are encouraged through interchange of information and knowledge.

COMMENTS

RATING

☐ Outstanding

☐ Occasionally Meets
Requirements

☐ Consistently Exceeds Requirements

☐ Consistently Does Not Meet
Requirements

☐ Meets Requirements (Satisfactory)

☐ Unsatisfactory

CRITERIA # 8 : SAFETY AWARENESS

Consider the degree to which the employee demonstrates regard and awareness of safety practices in relation to self, others and property. Assess employee's observation of approved safety practices and respect for equipment.

COMMENTS

RATING

☐ Outstanding

☐ Occasionally Meets
Requirements

☐ Consistently Exceeds Requirements

☐ Consistently Does Not Meet
Requirements

☐ Meets Requirements (Satisfactory)

☐ Unsatisfactory

CRITERIA # 9 : ADHERENCE TO QUALITY CUSTOMER SERVICE

Consider the degree to which the employee performs the job responsibilities and duties with attention to providing a high level of awareness of service satisfaction to the citizens of the City. Does the employee respond to citizen requests and inquires in a timely and courteous manner. Does the employee exemplify the organizational commitment to quality customer service?

COMMENTS

RATING

☐ Outstanding

☐ Occasionally Meets
Requirements

☐ Consistently Exceeds Requirements

☐ Consistently Does Not Meet
Requirements

☐ Meets Requirements (Satisfactory)

☐ Unsatisfactory

REMEDIAL ACTIVITIES

Actions which supervisor and employee have agreed upon to correct performance evaluation rated unsatisfactory or below expectations.

- 1.
- 2.
- 3.

DEVELOPMENT ACTIVITIES

Action which supervisor and employee agreed upon to further employee professional development.

- 1.
- 2.
- 3.

GOALS

OVERALL PERFORMANCE RATING

COMMENTS

RATING

☐ Outstanding

☐ Occasionally Meets
Requirements

☐ Consistently Exceeds Requirements

☐ Consistently Does Not Meet
Requirements

☐ Meets Requirements (Satisfactory)

☐ Unsatisfactory

Was the position description reviewed during the conference?
__Yes __No

Position description is current _____ Needs revision _____

This form was reviewed by _____ and _____
(Employee Initials) (Appraisers Signature/Title)

Acknowledged _____
(City Administrator Initials) (Date)

FINAL 2000 Wage schedule (Includes Stanton Adjustment and Merit Adjustment)

JOB TITLE	STANTON POSITION COMPARED TO	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
City Administrator (Exempt)	City Administrator (No. 174)	\$4,739.57	\$4,502.59	\$4,265.62	\$4,028.64	\$3,791.66