

**FILE**

**LAUDERDALE CITY COUNCIL MEETING AGENDA  
7:30 P.M. TUESDAY, JANUARY 22, 2013  
LAUDERDALE CITY HALL, 1891 WALNUT STREET**

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

1. **CALL THE MEETING TO ORDER**
2. **ROLL CALL**
3. **APPROVALS**
  - a. Agenda
  - b. Minutes of the January 8, 2013 City Council Meeting
  - c. Claims Totaling \$31,437.28
4. **CONSENT**
  - a. December Finances
5. **SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**
6. **INFORMATIONAL PRESENTATIONS / REPORTS**
  - a. Legislative Update with State Representative Alice Hausman
7. **PUBLIC HEARINGS**

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

- a. Rental Housing License Provisions Ordinance
8. **DISCUSSION / ACTION ITEMS**
  - a. Rental Housing License Provisions Ordinance
  - b. Resolution 012213A – Resolution Authorizing Publication of Ordinance No. 13-01 by Title and Summary
9. **ITEMS REMOVED FROM THE CONSENT AGENDA**
10. **ADDITIONAL ITEMS**
11. **SET AGENDA FOR NEXT MEETING**
  - a. Collateral Pledge from North Star Bank
  - b. Business Licenses
  - c. St. Paul Regional Water Billing Agreement
  - d. Annual Police Report by Chief Ohl – February 26
  - e. Storm Water Pollution Prevention Public Hearing - March 12

**12. WORK SESSION**

a. Opportunity for the Public to Address the City Council

Any member of the public may speak at this time on any item not on the agenda. In consideration for the public attending the meeting 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 at the end of the agenda. Before addressing the City Council, members of the public are asked to step up to the microphone, give their name, address, and state the subject to be discussed. All remarks shall be addressed to the Council as a whole and not to any member thereof. No person other than members of the Council and the person having the floor shall be permitted to enter any discussion without permission of the presiding officer.

Your participation, as prescribed by the Robert's Rules of Order and the standing rules of order and business of the City Council, is welcomed and your cooperation is greatly appreciated.

a. Animal Control Ordinance Discussion – Poultry & Other Fowl

**13. ADJOURNMENT**

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

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January 8, 2013

Mayor Dains and Councilors Hawkinson and Mac Lean were sworn in prior to the start of the City Council meeting.

Mayor Dains called the City Council meeting to order at 7:40 p.m.

Councilors present: Mary Gaasch, Denise Hawkinson, Lara Mac Lean, and Mayor Jeff Dains.

Councilor absent: Roxanne Grove.

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

**Mayor Dains asked for changes to the meeting agenda. Councilor Hawkinson moved to approve the agenda. Councilor Mac Lean seconded the motion and it passed unanimously.**

**Councilor Mac Lean moved to approve the December 11, 2012, City Council meeting minutes. Councilor Gaasch seconded the motion and it passed unanimously.**

**Councilor Hawkinson moved approval of the claims totaling \$224,338.01. Councilor Mac Lean seconded the motion and it passed unanimously.**

**Councilor Gaasch moved to acknowledge the finances from November and approve the 2013 business licenses; the revised deputy clerk job description; the Roseville Review as the City's official newspaper for 2013; and the recreation agreement with Falcon Heights. Councilor Mac Lean seconded the motion and it passed unanimously.**

*Discussion Items:*

*2012 Donations to the City*

The City received many generous donations of time and money from individuals, group volunteers, and local businesses in 2012. Bownik especially thanked the Park and Community Involvement Committee and volunteers that attended meetings and planned community events in 2012. Bownik also names the local businesses that supported community events and noted that Hamline Auto Body sponsored the Music under the Trees series in 2012. He also mentioned that the Twin Cities Chinese Christian Church recently donated \$1,500.

The Council thanked the many generous donors to the City and the organizations and people of Lauderdale for donating their time and money to city events.

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January 8, 2013

**Councilor Hawkinson moved to accept the donations and thank the volunteers from 2012. Councilor Mac Lean seconded the motion and it passed unanimously.**

*2013 Fee Schedule – Resolution 010813A*

Staff presented revisions to the fee schedule for 2013.

**Councilor Gaasch moved to approve Resolution 010813A – A Resolution Establishing Licenses and Permit Fees and Administrative Fees and Fines for 2013. Councilor Hawkinson seconded the motion and it passed unanimously.**

*Designating Official Depository and Investment Institutions for 2013 – Resolution 010813B*

Staff did not present any changes to the official depository or investment institutions for 2013.

**Councilor Hawkinson moved to approve Resolution 010813B designating the Official Depository and Investment Institutions for 2013. Councilor Mac Lean seconded the motion and it passed unanimously.**

*2013 Investment Policy*

Staff did not present any changes to the Investment Policy for 2013.

**Councilor Mac Lean moved to approve the 2013 Investment Policy. Councilor Gaasch seconded the motion and it passed unanimously.**

*Appointments and Committee Assignments*

Councilor Gaasch will remain the Mayor Pro Temp and Councilor Mac Lean will remain the alternative bank signatory for 2013.

**Councilor Mac Lean moved to approve the Appointments and Committee Assignments for 2013. Councilor Gaasch seconded the motion and it passed unanimously.**

The Mayor closed the meeting at 7:58 p.m. for a short break. The Council Meeting was opened at 7:59 p.m.

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*Personnel Policy Revisions*

Staff proposed clarifying the overtime language in the personnel policy. Butkowski explained that the policy made the rink attendants eligible for overtime pay if they worked more than eight hours in a day. Long-servicing staff believe that previous council action had precluded this provision for the seasonal rink staff. Butkowski said the proposed changes would clarify this issue. Currently, rink attendants are not allowed to work more than eight hours in a day. The policy revision will allow attendants to work more than eight hours a day and receive overtime pay if they work over 40 hours in a week. The policy change will provide more flexibility when scheduling rink attendant hours.

**Councilor Mac Lean moved to approve the Personnel Policy revisions as presented. Councilor Hawkinson seconded the motion and it passed unanimously.**

*Proposed Rental Housing Ordinance Revisions*

Butkowski has been working with the city attorney to make final revisions to the Rental Housing License Provisions ordinance, including the Crime Free Housing provisions. The Crime Free Housing section allows for the immediate eviction of a tenant for egregious actions at a rental property. The Council needed to determine what conduct would rise to the level where immediate eviction was warranted. In lieu of listing crimes, the Council suggested that conduct chargeable as a gross misdemeanor or felony be subject to the Crime Free Housing provisions. Butkowski will discuss this with the city attorney.

Other changes to the rental housing ordinance clarify the occupancy of a tenant after revocation or suspension of a rental housing license. If adopted, the landlord would have 30 days to ensure the tenants have moved out of the property.

The proposed ordinance changes will be incorporate into the document and the ordinance will be ready for adoption at the next meeting.

Agenda items for the January 22 council meeting include a discussion of the Animal Control Ordinance in regards to the keeping of chickens and other fowl, the Rental Housing License Provisions ordinance, and the collateral pledge from North Star Bank.

Mayor Dains explained the Council was moving into the work session. Work sessions are a continuation of the meeting but not aired on community television.

The Mayor asked if anyone present wished to address the Council. No one present addressed the Council.

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January 8, 2013

*Work Session:*

There was no business conducted during the Work Session.

**There being no further business on the council agenda, Councilor Hawkinson moved to adjourn the meeting. Councilor Mac Lean seconded the motion and it carried. The meeting adjourned at 8:21 p.m.**

Respectfully submitted,



Kevin Kelly  
Deputy City Clerk

**CITY OF LAUDERDALE**

**CLAIMS FOR APPROVAL**

**January 22, 2013 City Council Meeting**

<u>Payroll</u>		
01/18/13 Payroll:	Direct Deposit # 501508-501520	\$9,692.23
01/18/13 Payroll:	Payroll Liabilities, e-payments #741E-744E	\$7,268.41
<u>Vendor Claims</u>		
01/22/13 Claims:	Check #'s 21566-21573	\$2,978.31
01/22/13 Claims:	Check #'s 21574-21587, e-payment #745E	\$11,271.11
01/22/13 ClaimS:	Check # 21588	\$227.22
<b>SUBTOTAL</b>		<b>\$31,437.28</b>

<b>Total Claims for Approval</b>	<b>\$31,437.28</b>
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CITY OF LAUDERDALE

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\*Claim Register©

11813payroll

JANUARY 2013

Claim Type	Direct					
Claim#	3117	NORTH STAR BANK, CHECKING S	Ck# 000741E	1/17/2013		
Cash Payment	G 101-21703	FICA WITHHOLDING.		01/18/13	Payroll	\$2,304.72
		Invoice				
Cash Payment	G 101-21701	FEDERAL TAXES		01/18/13	Payroll	\$1,295.80
		Invoice				
Transaction Date	1/17/2013	Due 0	NORTH STAR CHE	10100	<b>Total</b>	\$3,600.52
Claim#	3118	ICMA RETIREMENT TRUST - 457	Ck# 000742E	1/17/2013		
Cash Payment	G 101-21705	ICMA RETIREMENT		01/18/13	Payroll	\$1,205.92
		Invoice				
Transaction Date	1/17/2013	Due 0	NORTH STAR CHE	10100	<b>Total</b>	\$1,205.92
Claim#	3119	PERA	Ck# 000743E	1/17/2013		
Cash Payment	G 101-21704	PERA		01/18/13	Payroll	\$1,618.88
		Invoice			Project Payrol	
Transaction Date	1/17/2013	Due 0	NORTH STAR CHE	10100	<b>Total</b>	\$1,618.88
Claim#	3120	MN DEPARTMENT OF REVENUE	Ck# 000744E	1/17/2013		
Cash Payment	G 101-21702	STATE WITHHOLDING		01/18/13	Payroll	\$843.09
		Invoice				
Transaction Date	1/17/2013	Due 0	NORTH STAR CHE	10100	<b>Total</b>	\$843.09
	<b>Claim Type</b>	<b>Direct</b>			<b>Tota</b>	<b>\$7,268.41</b>

Pre-Written Check	\$7,268.41
Checks to be Generated by the Compute	\$0.00
<b>Total</b>	<b>\$7,268.41</b>



CITY OF LAUDERDALE

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JANUARY 2013

Check Amt Invoice Comment

**10100 NORTH STAR CHECKING**

Paid Chk# 021566	1/22/2013	AFSCME		
G 101-21709	UNION DUES		\$110.00	1/13 Union Dues
	<b>Total AFSCME</b>		\$110.00	
Paid Chk# 021567	1/22/2013	BUSINESS FORMS AND ACCOUNTING		
E 101-41200-201	GENERAL SUPPLIES		\$153.51	500 City Checks
	<b>otal BUSINESS FORMS AND ACCOUNTING</b>		\$153.51	
Paid Chk# 021568	1/22/2013	CITY OF ROSEVILLE		
E 101-41200-306	CONSULTING FEES		\$398.75	1/13 Phone and IT Services
E 101-41200-391	TELEPHONE/PAGERS		\$95.40	1/13 Phone and IT Services
	<b>Total CITY OF ROSEVILLE</b>		\$494.15	
Paid Chk# 021569	1/22/2013	CITY OF WHITE BEAR LAKE		
E 101-43000-327	OTHER SERV- SEWER/NPDES I		\$219.12	2013 RC GIS Fees
	<b>Total CITY OF WHITE BEAR LAKE</b>		\$219.12	
Paid Chk# 021570	1/22/2013	GOPHER STATE ONE-CALL		
E 101-43400-386	GOPHER STATE ONE CALL		\$100.00	2013 User Fee
	<b>Total GOPHER STATE ONE-CALL</b>		\$100.00	
Paid Chk# 021571	1/22/2013	METRO CITIES		
E 101-41200-438	DUES & SUBSCRIPTIONS		\$1,111.00	2013 Dues
	<b>Total METRO CITIES</b>		\$1,111.00	
Paid Chk# 021572	1/22/2013	RAMSEY CO LEAGUE OF LOCAL GOVT		
E 101-41100-438	DUES & SUBSCRIPTIONS		\$125.00	2013 Membership Dues
	<b>otal RAMSEY CO LEAGUE OF LOCAL GOVT</b>		\$125.00	
Paid Chk# 021573	1/22/2013	RAPIT PRINTING		
E 101-41200-353	NEWSLETTER PRINTING		\$665.53	1Q2013 Newsletter Printing
	<b>Total RAPIT PRINTING</b>		\$665.53	
	<b>10100 NORTH STAR CHECKING</b>		\$2,978.31	

Fund Summary

**10100 NORTH STAR CHECKING**

101 GENERAL	\$2,978.31
	\$2,978.31

CITY OF LAUDERDALE

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JANUARY 2013

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**10100 NORTH STAR CHECKING**

Paid Chk# 000745E 1/18/2013 MN DEPARTMENT OF REVENUE

G 101-21710 SALES & USE TAX	\$48.00	2012 Sales and Use Tax
<b>Total MN DEPARTMENT OF REVENUE</b>	<b>\$48.00</b>	

Paid Chk# 021574 1/22/2013 ABDO EICK & MEYERS LLP

E 602-49100-301 AUDITING	\$250.00	2012 financial audit
E 601-49000-301 AUDITING	\$250.00	2012 financial audit
E 101-41500-301 AUDITING	\$2,000.00	2012 financial audit
<b>Total ABDO EICK &amp; MEYERS LLP</b>	<b>\$2,500.00</b>	

Paid Chk# 021575 1/22/2013 CITY OF FALCON HEIGHTS

E 101-42100-323 FIRE INSPECTION	\$500.00	2012 Fire Inspections
E 101-42100-321 FIRE CALLS	\$1,445.31	12/12 Fire Calls
<b>Total CITY OF FALCON HEIGHTS</b>	<b>\$1,945.31</b>	

Paid Chk# 021576 1/22/2013 G & K SERVICES

E 601-49000-425 CLOTHING	\$63.55	12/12 PW Clothing
E 602-49100-425 CLOTHING	\$63.55	12/12 PW Clothing
<b>Total G &amp; K SERVICES</b>	<b>\$127.10</b>	

Paid Chk# 021577 1/22/2013 HOME DEPOT CRC

E 101-43000-442 MISC	\$69.98	Heater for PW Garage
E 101-43000-202 PERMENANT SUPPLIES	\$62.29	Cleaning Supplies
<b>Total HOME DEPOT CRC</b>	<b>\$132.27</b>	

Paid Chk# 021578 1/22/2013 HUGHES AND COSTELLO

E 101-41500-300 LEGAL FEES - PROSECUTING	\$850.00	12/12 Legal Fees
<b>Total HUGHES AND COSTELLO</b>	<b>\$850.00</b>	

Paid Chk# 021579 1/22/2013 INTEGRA

E 101-41200-391 TELEPHONE/PAGERS	\$47.17	12/12 Fax Line
<b>Total INTEGRA</b>	<b>\$47.17</b>	

Paid Chk# 021580 1/22/2013 NAPA AUTO PARTS

E 601-49000-402 CITY TRUCK REPAIR/MAINTEN	\$6.18	Oil Filter and Oil for PW Truck
E 101-43000-402 CITY TRUCK REPAIR/MAINTEN	\$28.85	Oil Filter and Oil for PW Truck
E 602-49100-402 CITY TRUCK REPAIR/MAINTEN	\$6.18	Oil Filter and Oil for PW Truck
<b>Total NAPA AUTO PARTS</b>	<b>\$41.21</b>	

Paid Chk# 021581 1/22/2013 PREMIUM WATERS, INC

E 101-41200-208 WATER DELIVERY	\$55.25	12/12 Water Delivery
<b>Total PREMIUM WATERS, INC</b>	<b>\$55.25</b>	

Paid Chk# 021582 1/22/2013 RAMSEY COUNTY, PROP REC & REV

E 101-41100-352 PUBLIC INFO NOTICES	\$157.23	2012 Truth inTaxation Notice
E 101-43000-313 SNOW & ICE REMOVAL	\$3,635.63	12/12 Plowing
<b>Total RAMSEY COUNTY, PROP REC &amp; REV</b>	<b>\$3,792.86</b>	

CITY OF LAUDERDALE

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JANUARY 2013

Check Amt Invoice Comment

Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
<b>Paid Chk# 021583 1/22/2013 SAM S CLUB</b>					
E 101-43000-228		MISC REPAIRS MAINT SUPPLIE	\$51.89		Cleaning Supplies
E 101-43000-212		MOTOR FUELS	\$48.00		Lubricants for PW
E 602-49100-212		MOTOR FUELS	\$6.00		General Supplies and Oil
E 601-49000-212		MOTOR FUELS	\$6.00		General Supplies and Oil
<b>Total SAM S CLUB</b>			<b>\$111.89</b>		
<b>Paid Chk# 021584 1/22/2013 SPRINT PCS</b>					
E 602-49100-391		TELEPHONE/PAGERS	\$18.15		12/12 PW Cell Phones
E 601-49000-391		TELEPHONE/PAGERS	\$18.15		12/12 PW Cell Phones
E 101-43000-391		TELEPHONE/PAGERS	\$36.31		12/12 PW Cell Phones
<b>Total SPRINT PCS</b>			<b>\$72.61</b>		
<b>Paid Chk# 021585 1/22/2013 STANTEC</b>					
E 101-48100-306		CONSULTING FEES	\$661.50		Eustis Sidewalk and Croix Oil Meetings, PUD Ordinance Review
<b>Total STANTEC</b>			<b>\$661.50</b>		
<b>Paid Chk# 021586 1/22/2013 XCEL ENERGY, PARK &amp; GARAGE</b>					
E 101-43000-383		GAS UTILITIES	\$108.66		12/12 PW and Warming House
E 101-45200-383		GAS UTILITIES	\$108.66		12/12 PW and Warming House
E 101-43000-381		ELECTRIC	\$68.42		12/12 PW and Warming House
E 101-45200-381		ELECTRIC	\$68.42		12/12 PW and Warming House
<b>Total XCEL ENERGY, PARK &amp; GARAGE</b>			<b>\$354.16</b>		
<b>Paid Chk# 021587 1/22/2013 XCEL ENERGY, STREET LIGHTING</b>					
E 101-43000-380		STREET LIGHT UTILITY	\$531.78		12/12 Street Lights
<b>Total XCEL ENERGY, STREET LIGHTING</b>			<b>\$531.78</b>		
<b>10100 NORTH STAR CHECKING</b>			<b>\$11,271.11</b>		

**Fund Summary**

<b>10100 NORTH STAR CHECKING</b>	
101 GENERAL	\$10,583.35
601 SEWER UTILITIES	\$343.88
602 STORM SEWER ENTERPRISE FUND	\$343.88
	<b>\$11,271.11</b>

**\*Check Detail Register©**

JANUARY 2013

			Check Amt	Invoice	Comment	Claim Nbr
<b>10100 NORTH STAR CHECKING</b>						
Paid Chk#	021588	1/22/2013			MN DEPT OF LABOR AND INDUSTRY	
	E 101-43400-443	SURCHARGE REPORT	\$92.80		4Q 2012 Surcharge Report	3123
	E 101-43400-443	SURCHARGE REPORT	\$134.42		3Q2012 Surcharge Report	3123
	<b>Total</b>	<b>MN DEPT OF LABOR AND INDUSTRY</b>	<b>\$227.22</b>			
	<b>10100</b>	<b>NORTH STAR CHECKING</b>	<b>\$227.22</b>			

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent              X    
Public Hearing                
Discussion                    
Action                         
Resolution                    
Work Session               

Meeting Date                      January 22, 2013

ITEM NUMBER                      December Finances

STAFF INITIAL                      AB

APPROVED BY ADMINISTRATOR

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

Every month I provide the Council with an updated copy of the city's finances. Following are the revenue, expense, and cash balance reports for December 2012.

**OPTIONS:**

**STAFF RECOMMENDATION:**

By approving the consent agenda, the Council acknowledges the city's finances for December 2012.

**COUNCIL ACTION:**

CITY OF LAUDERDALE

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Cash Balances

Current Period: DECEMBER 2012

FUND Descr	Account	MTD Debit	MTD Credit	Current Balance
<b>CASH</b>				
GENERAL	G 101-10100	\$427,821.75	\$466,780.55	-\$2,383,022.65
COMMUNITY EVENTS	G 201-10100	\$17.49	\$192.81	\$7,220.77
COMMUNICATIONS	G 202-10100	\$1.27	\$2,139.69	\$18,973.91
RECYCLING	G 203-10100	\$7.61	\$744.11	\$113,535.34
03 ST/UTIL IMP DEBT SERVICE	G 304-10100	\$17.71	\$0.00	\$264,367.36
CAPITAL IMPROVEMENT STREETS	G 401-10100	\$35.76	\$0.00	\$533,725.39
CAPITAL IMPROVEMENTS	G 402-10100	\$1.65	\$0.00	\$24,663.92
CAPITAL IMPROVE STORM WATER	G 403-10100	\$12.05	\$0.00	\$179,788.02
PARK IMPROVEMENT	G 404-10100	\$17.10	\$0.00	\$255,127.58
TIF-PROJECTS	G 405-10100	\$31.33	\$48.75	\$467,558.96
SEWER IMPROVEMENT	G 407-10100	\$29.06	\$0.00	\$433,739.85
SEWER UTILITIES	G 601-10100	\$42,252.10	\$17,450.62	\$365,835.53
STORM SEWER ENTERPRISE FUND	G 602-10100	\$8,762.31	\$5,281.95	\$64,112.88
<b>Total CASH</b>		\$479,007.19	\$492,638.48	\$345,626.86
<b>PETTY CASH</b>				
GENERAL	G 101-10200	\$0.00	\$0.00	\$400.00
<b>Total PETTY CASH</b>		\$0.00	\$0.00	\$400.00
<b>INVESTMENTS</b>				
GENERAL	G 101-10400	\$375,240.48	\$0.00	\$3,243,199.18
<b>Total INVESTMENTS</b>		\$375,240.48	\$0.00	\$3,243,199.18
<b>Grand Total</b>		\$854,247.67	\$492,638.48	\$3,589,226.04

CITY OF LAUDERDALE

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\*Revenue Guideline©

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Current Period: DECEMBER 2012

		2012	2012	DECEMBER	2012	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
<b>GENERAL</b>						
Active	R 101-31010 CURRENT AD VALORE	\$496,993.00	\$478,083.03	\$152,931.56	\$18,909.97	96.20%
Active	R 101-31020 DELINQUENT AD VALO	\$0.00	\$7,165.59	\$0.00	-\$7,165.59	0.00%
Active	R 101-31030 FORFEITED TAX SALE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-31040 FISCAL DISPARITIES	\$101,159.00	\$100,748.07	\$0.00	\$410.93	99.59%
Active	R 101-32000 LICENSE AND PERMIT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-32110 3.2 ALCHOLIC LICENSE	\$150.00	\$150.00	\$150.00	\$0.00	100.00%
Active	R 101-32120 CIGARETTE LICENSE	\$400.00	\$400.00	\$200.00	\$0.00	100.00%
Active	R 101-32130 GARBAGE HAULERS LI	\$1,000.00	\$1,350.00	\$0.00	-\$350.00	135.00%
Active	R 101-32140 HEATING/AC LICENSE	\$600.00	\$970.00	\$200.00	-\$370.00	161.67%
Active	R 101-32150 TREE COMPANIES LIC	\$300.00	\$600.00	\$150.00	-\$300.00	200.00%
Active	R 101-32160 GAS STATION LICENSE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-32170 DRIVEWAY CONTRACT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-32180 RENTAL HOUSING LIC	\$3,000.00	\$4,933.25	\$3,013.50	-\$1,933.25	164.44%
Active	R 101-32210 BUILDING PERMITS	\$5,000.00	\$11,986.94	\$528.80	-\$6,986.94	239.74%
Active	R 101-32211 ZONING PERMIT APPLI	\$500.00	\$1,000.00	\$0.00	-\$500.00	200.00%
Active	R 101-32225 PLAN REVIEW FEE	\$1,000.00	\$2,736.32	\$0.00	-\$1,736.32	273.63%
Active	R 101-32230 PLUMBING PERMITS	\$700.00	\$1,494.00	\$0.00	-\$794.00	213.43%
Active	R 101-32240 ANIMAL LICENSES	\$250.00	\$340.00	\$10.00	-\$90.00	136.00%
Active	R 101-32270 HEATING A/C PERMIT	\$1,000.00	\$1,728.50	\$530.00	-\$728.50	172.85%
Active	R 101-32280 STREET EXCAVATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-33401 LOCAL GOVERNMENT	\$516,153.00	\$516,153.00	\$258,076.50	\$0.00	100.00%
Active	R 101-33402 HOMESTEAD CREDIT	\$0.00	-\$134.39	(\$134.39)	\$134.39	0.00%
Active	R 101-33405 PERA RATE INCREASE	\$1,198.00	\$1,198.00	\$599.00	\$0.00	100.00%
Active	R 101-33406 MARKET VAL HOM CR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-33623 MET COUNCIL - LIV CO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-33624 LIVABLE COMMUNITIE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34101 CITY HALL/PARK RENT	\$4,000.00	\$7,633.25	\$450.00	-\$3,633.25	190.83%
Active	R 101-34103 ADMINISTRATIVE FEE	\$0.00	\$31.00	\$0.00	-\$31.00	0.00%
Active	R 101-34105 SALE OF PUBLICATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34107 ASSESSMENT SEARCH	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34109 COPIES	\$50.00	\$98.38	\$17.65	-\$48.38	196.76%
Active	R 101-34110 VARIANCE FEES	\$0.00	\$150.00	\$0.00	-\$150.00	0.00%
Active	R 101-34111 LEGAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34112 CONDITIONAL USE PE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34113 ZONING AMENDMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34114 ADVERTISING SALES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34115 GENERAL GOVERNME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34116 ENGINEERING FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34201 FALSE SECURITY ALA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34202 FALSE FIRE ALARM - FI	\$500.00	\$222.63	\$0.00	\$277.37	44.53%
Active	R 101-34203 FIRE INSPECTION FEE	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	R 101-34205 FIRE CALL REIMBURSE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-35101 COURT FINES	\$37,000.00	\$47,268.90	\$4,533.25	-\$10,268.90	127.75%
Active	R 101-36100 SPECIAL ASSESMENT	\$0.00	\$27,469.25	\$0.00	-\$27,469.25	0.00%
Active	R 101-36101 PRINCIPAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-36102 PENALTIES & INTERES	\$0.00	\$1,830.55	\$0.00	-\$1,830.55	0.00%
Active	R 101-36103 TREE REMOVAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-36200 MISCELLANEOUS REV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-36211 INVESTMENT INTERES	\$6,000.00	\$2,322.24	\$57.64	\$3,677.76	38.70%
Active	R 101-36230 DONATIONS	\$0.00	\$1,500.00	\$1,500.00	-\$1,500.00	0.00%
Active	R 101-36231 DOG PARK DONATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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		2012	2012	DECEMBER	2012	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	R 101-36240 SURCHARGES	\$300.00	\$646.50	\$57.50	-\$346.50	215.50%
Active	R 101-36250 REFUNDS & REIMBURS	\$0.00	\$134.56	\$0.00	-\$134.56	0.00%
Active	R 101-36252 LMC INSURANCE REFU	\$0.00	\$7,149.00	\$4,815.00	-\$7,149.00	0.00%
Active	R 101-36255 MISC	\$0.00	\$16.65	\$0.00	-\$16.65	0.00%
Active	R 101-39101 SALES FIXED ASSETS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total GENERAL</b>	<b>\$1,178,253.00</b>	<b>\$1,227,375.22</b>	<b>\$427,686.01</b>	<b>-\$49,122.22</b>	<b>104.17%</b>
<b>COMMUNITY EVENTS</b>						
Active	R 201-34785 PARK EVENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-34786 WINTER EVENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-34787 GARAGE SALE	\$50.00	\$75.00	\$0.00	-\$25.00	150.00%
Active	R 201-34788 DAY IN THE PARK	\$1,500.00	\$1,200.00	\$0.00	\$300.00	80.00%
Active	R 201-34789 MUSIC UNDER THE TR	\$400.00	\$401.00	\$0.00	-\$1.00	100.25%
Active	R 201-34790 MUGS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-34791 POP SALES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-34792 T-SHIRT SALES	\$100.00	\$397.00	\$17.00	-\$297.00	397.00%
Active	R 201-34793 FUN RUN/WALK	\$0.00	\$325.00	\$0.00	-\$325.00	0.00%
Active	R 201-34794 NATIONAL NIGHT OUT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-34795 HALLOWEEN DONATIO	\$600.00	\$1,793.19	\$0.00	-\$1,193.19	298.87%
Active	R 201-36211 INVESTMENT INTERES	\$100.00	\$33.52	\$0.49	\$66.48	33.52%
Active	R 201-36230 DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-36250 REFUNDS & REIMBURS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-36255 MISC	\$100.00	\$139.64	\$0.00	-\$39.64	139.64%
Active	R 201-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-39201 TRANFER FROM GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total COMMUNITY EVENTS</b>	<b>\$2,850.00</b>	<b>\$4,364.35</b>	<b>\$17.49</b>	<b>-\$1,514.35</b>	<b>153.14%</b>
<b>COMMUNICATIONS</b>						
Active	R 202-33600 GRANTS & AID FROM L	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 202-36211 INVESTMENT INTERES	\$300.00	\$109.87	\$1.27	\$190.13	36.62%
Active	R 202-36250 REFUNDS & REIMBURS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 202-36253 CABLE FRANCHISE RE	\$20,000.00	\$15,079.59	\$0.00	\$4,920.41	75.40%
	<b>Total COMMUNICATIONS</b>	<b>\$20,300.00</b>	<b>\$15,189.46</b>	<b>\$1.27</b>	<b>\$5,110.54</b>	<b>74.82%</b>
<b>RECYCLING</b>						
Active	R 203-33621 METROPOLITAN COUN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 203-33622 COUNTY GRANTS	\$5,000.00	\$4,947.00	\$0.00	\$53.00	98.94%
Active	R 203-36100 SPECIAL ASSESMENT	\$35,000.00	\$35,001.22	\$0.00	-\$1.22	100.00%
Active	R 203-36101 PRINCIPAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 203-36102 PENALTIES & INTERES	\$0.00	\$52.00	\$0.00	-\$52.00	0.00%
Active	R 203-36211 INVESTMENT INTERES	\$800.00	\$488.33	\$7.61	\$311.67	61.04%
Active	R 203-36250 REFUNDS & REIMBURS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 203-36255 MISC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 203-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total RECYCLING</b>	<b>\$40,800.00</b>	<b>\$40,488.55</b>	<b>\$7.61</b>	<b>\$311.45</b>	<b>99.24%</b>
<b>TAX INCREMENT DEBT SERVICE</b>						
Active	R 301-31040 FISCAL DISPARITIES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-31050 TAX INCREMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-31051 DELINQUENT TAX INC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-33402 HOMESTEAD CREDIT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-33406 MARKET VAL HOM CR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-36100 SPECIAL ASSESMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-36211 INVESTMENT INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%



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		2012	2012	DECEMBER	2012	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	R 301-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-39205 TRANS FROM TIF PRO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total TAX INCREMENT DEBT SERVICE</b>		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>00 ST/UTIL IMP DEBT SERVICE</b>						
Active	R 302-36100 SPECIAL ASSESMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 302-36102 PENALTIES & INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 302-36211 INVESTMENT INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 302-36250 REFUNDS & REIMBURS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 302-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 302-39310 GENERAL OBLIGATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total 00 ST/UTIL IMP DEBT SERVICE</b>		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>02 ST/UTIL IMP DEBT SERVICE</b>						
Active	R 303-36100 SPECIAL ASSESMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 303-36102 PENALTIES & INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 303-36211 INVESTMENT INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 303-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 303-39310 GENERAL OBLIGATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total 02 ST/UTIL IMP DEBT SERVICE</b>		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>03 ST/UTIL IMP DEBT SERVICE</b>						
Active	R 304-36100 SPECIAL ASSESMENT	\$34,000.00	\$41,284.62	\$0.00	-\$7,284.62	121.43%
Active	R 304-36102 PENALTIES & INTERES	\$6,907.00	\$4,757.96	\$0.00	\$2,149.04	68.89%
Active	R 304-36211 INVESTMENT INTERES	\$3,000.00	\$1,153.30	\$17.71	\$1,846.70	38.44%
Active	R 304-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 304-39310 GENERAL OBLIGATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total 03 ST/UTIL IMP DEBT SERVICE</b>		\$43,907.00	\$47,195.88	\$17.71	-\$3,288.88	107.49%
<b>CAPITAL IMPROVEMENT STREETS</b>						
Active	R 401-36100 SPECIAL ASSESMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 401-36102 PENALTIES & INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 401-36200 MISCELLANEOUS REV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 401-36211 INVESTMENT INTERES	\$4,500.00	\$2,613.46	\$35.76	\$1,886.54	58.08%
Active	R 401-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 401-39201 TRANFER FROM GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 401-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total CAPITAL IMPROVEMENT STREETS</b>		\$4,500.00	\$2,613.46	\$35.76	\$1,886.54	58.08%
<b>CAPITAL IMPROVEMENTS</b>						
Active	R 402-36211 INVESTMENT INTERES	\$1,000.00	\$232.75	\$1.65	\$767.25	23.28%
Active	R 402-36250 REFUNDS & REIMBURS	\$0.00	\$70.50	\$0.00	-\$70.50	0.00%
Active	R 402-39101 SALES FIXED ASSETS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 402-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 402-39201 TRANFER FROM GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 402-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total CAPITAL IMPROVEMENTS</b>		\$1,000.00	\$303.25	\$1.65	\$696.75	30.33%
<b>CAPITAL IMPROVE STORM WATER</b>						
Active	R 403-36211 INVESTMENT INTERES	\$1,800.00	\$887.89	\$12.05	\$912.11	49.33%
Active	R 403-36250 REFUNDS & REIMBURS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 403-37230 PENALTIES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 403-37300 STORM SEWER FEE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 403-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 403-39201 TRANFER FROM GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 403-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total CAPITAL IMPROVE STORM WATER</b>		\$1,800.00	\$887.89	\$12.05	\$912.11	49.33%

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		2012 YTD Budget	2012 YTD Amt	DECEMBER MTD Amt	2012 YTD Balance	% of Budget
<b>PARK IMPROVEMENT</b>						
Active	R 404-33130 CDBG/DNR	\$0.00	\$8,305.30	\$0.00	-\$8,305.30	0.00%
Active	R 404-33400 STATE GRANTS AND AI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 404-36211 INVESTMENT INTERES	\$1,200.00	\$1,239.17	\$17.10	-\$39.17	103.26%
Active	R 404-36230 DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 404-36255 MISC	\$0.00	\$2,150.78	\$0.00	-\$2,150.78	0.00%
Active	R 404-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 404-39201 TRANFER FROM GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 404-39204 TRANS FROM COMMU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 404-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total PARK IMPROVEMENT</b>	\$1,200.00	\$11,695.25	\$17.10	-\$10,495.25	974.60%
<b>TIF-PROJECTS</b>						
Active	R 405-31050 TAX INCREMENT	\$161,000.00	\$159,807.31	\$0.00	\$1,192.69	99.26%
Active	R 405-31051 DELINQUENT TAX INC	\$0.00	-\$6,184.60	\$0.00	\$6,184.60	0.00%
Active	R 405-33406 MARKET VAL HOM CR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 405-33419 LARPENTEUR AVE REI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 405-36210 INTEREST EARNINGS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 405-36211 INVESTMENT INTERES	\$2,000.00	\$1,724.08	\$31.33	\$275.92	86.20%
Active	R 405-36255 MISC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 405-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 405-39207 TRANS FROM DEBT SE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 405-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total TIF-PROJECTS</b>	\$163,000.00	\$155,346.79	\$31.33	\$7,653.21	95.30%
<b>SEWER IMPROVEMENT</b>						
Active	R 407-36200 MISCELLANEOUS REV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 407-36211 INVESTMENT INTERES	\$4,000.00	\$2,142.07	\$29.06	\$1,857.93	53.55%
Active	R 407-37240 SEWER CONNECTION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 407-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total SEWER IMPROVEMENT</b>	\$4,000.00	\$2,142.07	\$29.06	\$1,857.93	53.55%
<b>WATER UTILITY</b>						
Active	R 409-36211 INVESTMENT INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 409-36251 ST. PAUL WATER SUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total WATER UTILITY</b>	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>02 ST/UTIL CONSTRUCTION</b>						
Active	R 412-36211 INVESTMENT INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total 02 ST/UTIL CONSTRUCTION</b>	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>03 ST/UTIL CONSTRUCTION</b>						
Active	R 413-33000 INTERGOVERNMENTA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 413-33600 GRANTS & AID FROM L	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 413-36100 SPECIAL ASSESMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 413-36211 INVESTMENT INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 413-36250 REFUNDS & REIMBURS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 413-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 413-39310 GENERAL OBLIGATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total 03 ST/UTIL CONSTRUCTION</b>	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>SEWER UTILITIES</b>						
Active	R 601-33000 INTERGOVERNMENTA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36100 SPECIAL ASSESMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36101 PRINCIPAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36102 PENALTIES & INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36104 SEWER ASSESSMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36211 INVESTMENT INTERES	\$2,300.00	\$1,590.58	\$24.51	\$709.42	69.16%

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		2012 YTD Budget	2012 YTD Amt	DECEMBER MTD Amt	2012 YTD Balance	% of Budget
Active	R 601-36230 DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36250 REFUNDS & REIMBURS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36255 MISC	\$0.00	\$20,622.32	\$0.00	-\$20,622.32	0.00%
Active	R 601-37210 SEWER SALES AND SE	\$242,000.00	\$263,071.66	\$42,227.59	-\$21,071.66	108.71%
Active	R 601-37215 DELINQUENT SEWER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-37230 PENALTIES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-37240 SEWER CONNECTION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-39101 SALES FIXED ASSETS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total SEWER UTILITIES</b>	<u>\$244,300.00</u>	<u>\$285,284.56</u>	<u>\$42,252.10</u>	<u>-\$40,984.56</u>	<u>116.78%</u>
<b>STORM SEWER ENTERPRISE FUND</b>						
Active	R 602-36211 INVESTMENT INTERES	\$500.00	\$289.68	\$4.30	\$210.32	57.94%
Active	R 602-37300 STORM SEWER FEE	\$55,000.00	\$67,366.10	\$8,758.01	-\$12,366.10	122.48%
Active	R 602-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total STORM SEWER ENTERPRISE FUND</b>	<u>\$55,500.00</u>	<u>\$67,655.78</u>	<u>\$8,762.31</u>	<u>-\$12,155.78</u>	<u>121.90%</u>
<b>GASB34</b>						
Active	R 999-31010 CURRENT AD VALORE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 999-36100 SPECIAL ASSESMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 999-39101 SALES FIXED ASSETS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total GASB34</b>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
	<b>Report Total</b>	<u>\$1,761,410.00</u>	<u>\$1,860,542.51</u>	<u>\$478,871.45</u>	<u>-\$99,132.51</u>	<u>105.63%</u>



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		2012	2012	DECEMBER	Enc	2012	% of
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 101-41200-440 MEETING EXPENS	\$200.00	\$86.92	\$0.00	\$0.00	\$113.08	43.46%
Active	E 101-41200-442 MISC	\$500.00	\$387.63	\$33.37	\$0.00	\$112.37	77.53%
Active	E 101-41200-530 FURNITURE & EQU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41200-531 OFFICE EQUIPMEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41200-534 OFFICE FURNITUR	\$0.00	\$147.06	\$0.00	\$0.00	-\$147.06	0.00%
Active	E 101-41200-538 COMPUTER SOFT	\$1,000.00	\$2,207.22	\$0.00	\$0.00	-\$1,207.22	220.72%
Active	E 101-41500-101 FULL TIME EMPLO	\$9,899.00	\$7,486.27	\$817.62	\$0.00	\$2,412.73	75.63%
Active	E 101-41500-103 PART TIME EMPLO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-104 TEMP EMPLOYEES	\$2,500.00	\$2,501.00	\$1,358.00	\$0.00	-\$1.00	100.04%
Active	E 101-41500-121 PERA CONTRIBUTI	\$535.00	\$542.82	\$59.27	\$0.00	-\$7.82	101.46%
Active	E 101-41500-122 FICA CONTRIBUTI	\$565.00	\$572.79	\$62.57	\$0.00	-\$7.79	101.38%
Active	E 101-41500-131 HEALTH INSURAN	\$900.00	\$900.00	\$75.00	\$0.00	\$0.00	100.00%
Active	E 101-41500-133 LIFE INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-151 WORKERS COMP	\$74.00	\$67.70	\$11.24	\$0.00	\$6.30	91.49%
Active	E 101-41500-201 GENERAL SUPPLIE	\$300.00	\$396.37	\$0.00	\$0.00	-\$96.37	132.12%
Active	E 101-41500-202 PERMENANT SUPP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-300 LEGAL FEES - PRO	\$12,000.00	\$9,358.10	\$850.00	\$0.00	\$2,641.90	77.98%
Active	E 101-41500-301 AUDITING	\$14,000.00	\$13,272.00	\$0.00	\$0.00	\$728.00	94.80%
Active	E 101-41500-305 LEGAL FEES - CIVI	\$10,000.00	\$14,980.40	\$1,752.20	\$0.00	-\$4,980.40	149.80%
Active	E 101-41500-327 OTHER SERV- SE	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	0.00%
Active	E 101-41500-331 TRAVEL EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-352 PUBLIC INFO NOTI	\$500.00	\$325.75	\$0.00	\$0.00	\$174.25	65.15%
Active	E 101-41500-355 MISC PRINTING/PR	\$700.00	\$52.54	\$0.00	\$0.00	\$647.46	7.51%
Active	E 101-41500-409 OTHER EQUIPMEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-440 MEETING EXPENS	\$200.00	\$51.67	\$0.00	\$0.00	\$148.33	25.84%
Active	E 101-41500-442 MISC	\$0.00	\$16.97	\$0.00	\$0.00	-\$16.97	0.00%
Active	E 101-41500-530 FURNITURE & EQU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-539 VOTING MACHINE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-202 PERMENANT SUPP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-318 911 Dispatch	\$12,126.00	\$11,114.73	\$1,010.43	\$0.00	\$1,011.27	91.66%
Active	E 101-42100-319 POLICE CONTRAC	\$596,069.00	\$596,069.08	\$49,672.43	\$0.00	-\$0.08	100.00%
Active	E 101-42100-320 FIRE CONTRACT	\$18,000.00	\$16,483.73	\$0.00	\$0.00	\$1,516.27	91.58%
Active	E 101-42100-321 FIRE CALLS	\$16,000.00	\$24,193.38	\$4,335.93	\$0.00	-\$8,193.38	151.21%
Active	E 101-42100-322 FIRE FALSE ALAR	\$500.00	\$240.89	\$0.00	\$0.00	\$259.11	48.18%
Active	E 101-42100-323 FIRE INSPECTION	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-42100-355 MISC PRINTING/PR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-360 INSURANCE	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00	0.00%
Active	E 101-42100-391 TELEPHONE/PAGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-442 MISC	\$500.00	\$62.40	\$6.24	\$0.00	\$437.60	12.48%
Active	E 101-42100-530 FURNITURE & EQU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-101 FULL TIME EMPLO	\$28,066.00	\$30,521.09	\$3,059.38	\$0.00	-\$2,455.09	108.75%
Active	E 101-43000-102 EMPLOYEE OVERT	\$3,000.00	\$2,329.94	\$771.96	\$0.00	\$670.06	77.66%
Active	E 101-43000-104 TEMP EMPLOYEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-121 PERA CONTRIBUTI	\$2,252.00	\$2,381.88	\$277.80	\$0.00	-\$129.88	105.77%
Active	E 101-43000-122 FICA CONTRIBUTI	\$2,377.00	\$2,639.50	\$304.34	\$0.00	-\$262.50	111.04%
Active	E 101-43000-131 HEALTH INSURAN	\$4,500.00	\$4,443.92	\$430.75	\$0.00	\$56.08	98.75%
Active	E 101-43000-151 WORKERS COMP	\$1,429.00	\$1,330.01	\$220.89	\$0.00	\$98.99	93.07%
Active	E 101-43000-202 PERMENANT SUPP	\$500.00	\$624.65	\$0.00	\$0.00	-\$124.65	124.93%
Active	E 101-43000-212 MOTOR FUELS	\$3,000.00	\$2,516.57	\$0.00	\$0.00	\$483.43	83.89%
Active	E 101-43000-213 LUBRICANTS & OT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-225 LANDSCAPING MA	\$0.00	\$54.51	\$0.00	\$0.00	-\$54.51	0.00%
Active	E 101-43000-226 SIGNS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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		2012	2012	DECEMBER	Enc	2012	% of
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 101-43000-227 TOOLS & EQUIPME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-228 MISC REPAIRS MAI	\$2,000.00	\$2,635.73	\$31.16	\$0.00	-\$635.73	131.79%
Active	E 101-43000-304 ENGINEERING	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-43000-308 TRAINING\CONFER	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
Active	E 101-43000-313 SNOW & ICE REMO	\$15,000.00	\$3,775.49	\$144.28	\$0.00	\$11,224.51	25.17%
Active	E 101-43000-314 STREET SWEEPIN	\$6,000.00	\$3,927.48	\$0.00	\$0.00	\$2,072.52	65.46%
Active	E 101-43000-317 TREE SERVICE	\$10,000.00	\$1,874.69	\$0.00	\$0.00	\$8,125.31	18.75%
Active	E 101-43000-324 ALLEY REPAIR	\$1,000.00	\$1,620.00	\$0.00	\$0.00	-\$620.00	162.00%
Active	E 101-43000-327 OTHER SERV- SE	\$1,500.00	\$1,079.41	\$0.00	\$0.00	\$420.59	71.96%
Active	E 101-43000-328 STREET REPAIR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-362 PROPERTY INSUR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-363 AUTOMOTIVE INSU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-380 STREET LIGHT UTI	\$6,400.00	\$5,927.41	\$568.81	\$0.00	\$472.59	92.62%
Active	E 101-43000-381 ELECTRIC	\$3,200.00	\$2,463.30	\$252.61	\$0.00	\$736.70	76.98%
Active	E 101-43000-382 WATER	\$100.00	\$100.96	\$0.00	\$0.00	-\$0.96	100.96%
Active	E 101-43000-383 GAS UTILITIES	\$3,500.00	\$1,774.11	\$273.25	\$0.00	\$1,725.89	50.69%
Active	E 101-43000-384 REFUSE DISPOSAL	\$3,000.00	\$2,598.89	\$176.96	\$0.00	\$401.11	86.63%
Active	E 101-43000-391 TELEPHONE/PAGE	\$500.00	\$465.73	\$38.37	\$0.00	\$34.27	93.15%
Active	E 101-43000-402 CITY TRUCK REPAI	\$3,000.00	\$828.69	\$374.46	\$0.00	\$2,171.31	27.62%
Active	E 101-43000-426 MACHINERY RENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-442 MISC	\$0.00	\$146.43	\$60.34	\$0.00	-\$146.43	0.00%
Active	E 101-43000-510 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-530 FURNITURE & EQU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-101 FULL TIME EMPLO	\$32,444.00	\$32,566.66	\$3,346.54	\$0.00	-\$122.66	100.38%
Active	E 101-43400-104 TEMP EMPLOYEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-121 PERA CONTRIBUTI	\$2,352.00	\$2,361.21	\$242.64	\$0.00	-\$9.21	100.39%
Active	E 101-43400-122 FICA CONTRIBUTI	\$2,482.00	\$2,699.16	\$273.18	\$0.00	-\$217.16	108.75%
Active	E 101-43400-126 ICMA RETIREMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-131 HEALTH INSURAN	\$4,725.00	\$4,493.24	\$375.77	\$0.00	\$231.76	95.10%
Active	E 101-43400-133 LIFE INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-151 WORKERS COMP	\$1,317.00	\$1,224.07	\$203.30	\$0.00	\$92.93	92.94%
Active	E 101-43400-201 GENERAL SUPPLIE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-202 PERMENANT SUPP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-203 POSTAGE	\$300.00	\$264.65	\$0.00	\$0.00	\$35.35	88.22%
Active	E 101-43400-306 CONSULTING FEE	\$5,300.00	\$0.00	\$0.00	\$0.00	\$5,300.00	0.00%
Active	E 101-43400-308 TRAINING\CONFER	\$500.00	\$750.00	\$0.00	\$0.00	-\$250.00	150.00%
Active	E 101-43400-310 PLUMBING INSPEC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-311 HEATING INSPEC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-312 BUILDING INSPEC	\$2,000.00	\$450.28	\$450.28	\$0.00	\$1,549.72	22.51%
Active	E 101-43400-327 OTHER SERV- SE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-331 TRAVEL EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-355 MISC PRINTING/PR	\$0.00	\$33.25	\$0.00	\$0.00	-\$33.25	0.00%
Active	E 101-43400-386 GOPHER STATE O	\$600.00	\$467.45	\$26.10	\$0.00	\$132.55	77.91%
Active	E 101-43400-388 SAC UNIT CHARGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-437 SALES TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-442 MISC	\$200.00	\$339.03	\$5.00	\$0.00	-\$139.03	169.52%
Active	E 101-43400-443 SURCHARGE REP	\$400.00	\$315.33	\$0.00	\$0.00	\$84.67	78.83%
Active	E 101-45200-101 FULL TIME EMPLO	\$38,932.00	\$38,969.94	\$3,950.02	\$0.00	-\$37.94	100.10%
Active	E 101-45200-103 PART TIME EMPLO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-104 TEMP EMPLOYEES	\$6,000.00	\$2,691.00	\$0.00	\$0.00	\$3,309.00	44.85%
Active	E 101-45200-121 PERA CONTRIBUTI	\$2,823.00	\$2,825.49	\$286.37	\$0.00	-\$2.49	100.09%
Active	E 101-45200-122 FICA CONTRIBUTI	\$3,437.00	\$3,356.30	\$316.24	\$0.00	\$80.70	97.65%

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		2012	2012	DECEMBER	Enc	2012	% of
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 101-45200-131 HEALTH INSURAN	\$6,300.00	\$5,597.81	\$448.67	\$0.00	\$702.19	88.85%
Active	E 101-45200-133 LIFE INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-142 UNEMPLOYMENT B	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-151 WORKERS COMP	\$1,256.00	\$1,169.57	\$194.24	\$0.00	\$86.43	93.12%
Active	E 101-45200-201 GENERAL SUPPLIE	\$300.00	\$69.60	\$32.08	\$0.00	\$230.40	23.20%
Active	E 101-45200-202 PERMENANT SUPP	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%
Active	E 101-45200-212 MOTOR FUELS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-225 LANDSCAPING MA	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-45200-228 MISC REPAIRS MAI	\$250.00	\$1,441.40	\$0.00	\$0.00	-\$1,191.40	576.56%
Active	E 101-45200-317 TREE SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-327 OTHER SERV- SE	\$0.00	\$106.87	\$0.00	\$0.00	-\$106.87	0.00%
Active	E 101-45200-370 PARK & REC EXPE	\$700.00	\$700.00	\$0.00	\$0.00	\$0.00	100.00%
Active	E 101-45200-371 NON-RESIDENT RE	\$1,300.00	\$1,107.00	\$315.00	\$0.00	\$193.00	85.15%
Active	E 101-45200-381 ELECTRIC	\$500.00	\$350.52	\$38.66	\$0.00	\$149.48	70.10%
Active	E 101-45200-382 WATER	\$200.00	\$54.20	\$0.00	\$0.00	\$145.80	27.10%
Active	E 101-45200-383 GAS UTILITIES	\$1,000.00	\$471.72	\$57.78	\$0.00	\$528.28	47.17%
Active	E 101-45200-384 REFUSE DISPOSAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-391 TELEPHONE/PAGE	\$50.00	\$20.33	\$20.33	\$0.00	\$29.67	40.66%
Active	E 101-45200-403 TRACTOR/MOWER	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-45200-412 WARMING HOUSE	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-45200-427 PORTA POTTY RE	\$500.00	\$827.49	\$0.00	\$0.00	-\$327.49	165.50%
Active	E 101-45200-437 SALES TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-442 MISC	\$300.00	\$16.05	\$0.00	\$0.00	\$283.95	5.35%
Active	E 101-45200-536 PARK PHONE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-540 MACHINERY & EQ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-550 OTHER IMPROVEM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45300-101 FULL TIME EMPLO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45300-121 PERA CONTRIBUTI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45300-122 FICA CONTRIBUTI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45300-131 HEALTH INSURAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45300-442 MISC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45300-444 CONTINGENCY FU	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
Active	E 101-45300-710 OPERATING TRAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-710 OPERATING TRAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-721 OPERATING TRAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-731 OPERATING TRAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-732 OPERATING TRAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-733 OPERATING TRAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-734 OPERATING TRAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-741 OPERATING TRAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-742 OPERATING TRAN	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
Active	E 101-45400-743 OPERATING TRAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-744 OPERATING TRAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-745 OPERATING TRAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-747 OPERATING TRAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-749 OPERATING TRAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-48100-306 CONSULTING FEE	\$26,000.00	\$5,798.25	\$0.00	\$0.00	\$20,201.75	22.30%
Active	E 101-48100-442 MISC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-48411-550 OTHER IMPROVEM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-48412-306 CONSULTING FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-48412-442 MISC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-48412-550 OTHER IMPROVEM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%









**CITY OF LAUDERDALE**  
**\*Expenditure Guideline©**

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Current Period: DECEMBER 2012

		2012	2012	DECEMBER	Enc	2012	% of
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 405-48500-530 FURNITURE & EQU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-540 MACHINERY & EQ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-710 OPERATING TRAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total TIF-PROJECTS</b>		\$1,000.00	\$1,164.07	\$48.75	\$0.00	-\$164.07	116.41%
<b>SEWER IMPROVEMENT</b>							
Active	E 407-48407-304 ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 407-48407-500 CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total SEWER IMPROVEMENT</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>WATER UTILITY</b>							
Active	E 409-48409-328 STREET REPAIR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 409-48409-710 OPERATING TRAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total WATER UTILITY</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>02 ST/UTIL CONSTRUCTION</b>							
Active	E 412-48410-304 ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 412-48410-328 STREET REPAIR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 412-48410-721 OPERATING TRAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total 02 ST/UTIL CONSTRUCTION</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>SEWER UTILITIES</b>							
Active	E 601-49000-101 FULL TIME EMPLO	\$27,742.00	\$22,047.84	\$2,767.26	\$0.00	\$5,694.16	79.47%
Active	E 601-49000-102 EMPLOYEE OVERT	\$12,000.00	\$10,135.26	\$1,119.90	\$0.00	\$1,864.74	84.46%
Active	E 601-49000-121 PERA CONTRIBUTI	\$2,881.00	\$2,738.45	\$281.79	\$0.00	\$142.55	95.05%
Active	E 601-49000-122 FICA CONTRIBUTI	\$3,040.00	\$3,003.53	\$306.42	\$0.00	\$36.47	98.80%
Active	E 601-49000-131 HEALTH INSURAN	\$4,185.00	\$4,962.37	\$398.15	\$0.00	-\$777.37	118.58%
Active	E 601-49000-151 WORKERS COMP	\$2,764.00	\$2,578.07	\$428.17	\$0.00	\$185.93	93.27%
Active	E 601-49000-201 GENERAL SUPPLIE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-212 MOTOR FUELS	\$700.00	\$539.25	\$0.00	\$0.00	\$160.75	77.04%
Active	E 601-49000-227 TOOLS & EQUIPME	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0.00%
Active	E 601-49000-228 MISC REPAIRS MAI	\$400.00	\$52.40	\$0.00	\$0.00	\$347.60	13.10%
Active	E 601-49000-301 AUDITING	\$1,700.00	\$1,659.00	\$0.00	\$0.00	\$41.00	97.59%
Active	E 601-49000-304 ENGINEERING	\$3,000.00	\$5,059.25	\$0.00	\$0.00	-\$2,059.25	168.64%
Active	E 601-49000-308 TRAINING/CONFER	\$500.00	\$1,200.00	\$600.00	\$0.00	-\$700.00	240.00%
Active	E 601-49000-315 SEWER JETTING	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0.00%
Active	E 601-49000-316 SEWER TELEVISIN	\$1,500.00	\$4,559.63	\$0.00	\$0.00	-\$3,059.63	303.98%
Active	E 601-49000-327 OTHER SERV- SE	\$7,000.00	\$34,696.09	\$1,572.85	\$0.00	-\$27,696.09	495.66%
Active	E 601-49000-331 TRAVEL EXPENSE	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 601-49000-361 GENERAL LIABILIT	\$1,800.00	\$1,686.25	\$0.00	\$0.00	\$113.75	93.68%
Active	E 601-49000-362 PROPERTY INSUR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-363 AUTOMOTIVE INSU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-382 WATER	\$100.00	\$31.68	\$0.00	\$0.00	\$68.32	31.68%
Active	E 601-49000-387 WATER TREATME	\$120,000.00	\$127,045.37	\$9,859.25	\$0.00	-\$7,045.37	105.87%
Active	E 601-49000-391 TELEPHONE/PAGE	\$300.00	\$232.88	\$19.18	\$0.00	\$67.12	77.63%
Active	E 601-49000-402 CITY TRUCK REPAI	\$100.00	\$99.59	\$46.81	\$0.00	\$0.41	99.59%
Active	E 601-49000-425 CLOTHING	\$1,000.00	\$685.85	\$50.84	\$0.00	\$314.15	68.59%
Active	E 601-49000-442 MISC	\$0.00	\$3,540.00	\$0.00	\$0.00	-\$3,540.00	0.00%
Active	E 601-49000-444 CONTINGENCY FU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-501 DEPRECIATION EX	\$34,000.00	\$0.00	\$0.00	\$0.00	\$34,000.00	0.00%
Active	E 601-49000-540 MACHINERY & EQ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-554 CATCH BASIN REP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 601-49000-710 OPERATING TRAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total SEWER UTILITIES</b>		\$226,612.00	\$226,552.76	\$17,450.62	\$0.00	\$59.24	99.97%
<b>STORM SEWER ENTERPRISE FUND</b>							
Active	E 602-49100-101 FULL TIME EMPLO	\$31,835.00	\$25,622.50	\$3,154.59	\$0.00	\$6,212.50	80.49%

**CITY OF LAUDERDALE**  
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Current Period: DECEMBER 2012

		2012	2012	DECEMBER	Enc	2012	% of
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 602-49100-102 EMPLOYEE OVERT	\$5,000.00	\$4,223.14	\$466.64	\$0.00	\$776.86	84.46%
Active	E 602-49100-121 PERA CONTRIBUTI	\$2,671.00	\$2,598.90	\$262.54	\$0.00	\$72.10	97.30%
Active	E 602-49100-122 FICA CONTRIBUTI	\$2,818.00	\$2,843.67	\$285.25	\$0.00	-\$25.67	100.91%
Active	E 602-49100-131 HEALTH INSURAN	\$4,590.00	\$4,602.71	\$371.66	\$0.00	-\$12.71	100.28%
Active	E 602-49100-151 WORKERS COMP	\$2,244.00	\$2,088.64	\$346.88	\$0.00	\$155.36	93.08%
Active	E 602-49100-201 GENERAL SUPPLIE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49100-212 MOTOR FUELS	\$700.00	\$539.28	\$0.00	\$0.00	\$160.72	77.04%
Active	E 602-49100-227 TOOLS & EQUIPME	\$0.00	\$403.72	\$0.00	\$0.00	-\$403.72	0.00%
Active	E 602-49100-228 MISC REPAIRS MAI	\$0.00	\$52.40	\$0.00	\$0.00	-\$52.40	0.00%
Active	E 602-49100-301 AUDITING	\$1,700.00	\$1,659.00	\$0.00	\$0.00	\$41.00	97.59%
Active	E 602-49100-304 ENGINEERING	\$9,000.00	\$928.50	\$0.00	\$0.00	\$8,071.50	10.32%
Active	E 602-49100-308 TRAINING\CONFER	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 602-49100-327 OTHER SERV- SE	\$2,500.00	\$3,718.77	\$277.56	\$0.00	-\$1,218.77	148.75%
Active	E 602-49100-352 PUBLIC INFO NOTI	\$100.00	\$38.00	\$0.00	\$0.00	\$62.00	38.00%
Active	E 602-49100-361 GENERAL LIABILIT	\$1,700.00	\$1,686.25	\$0.00	\$0.00	\$13.75	99.19%
Active	E 602-49100-391 TELEPHONE/PAGE	\$300.00	\$232.89	\$19.18	\$0.00	\$67.11	77.63%
Active	E 602-49100-402 CITY TRUCK REPAI	\$500.00	\$99.59	\$46.81	\$0.00	\$400.41	19.92%
Active	E 602-49100-425 CLOTHING	\$1,000.00	\$685.87	\$50.84	\$0.00	\$314.13	68.59%
Active	E 602-49100-438 DUES & SUBSCRIP	\$1,000.00	\$910.00	\$0.00	\$0.00	\$90.00	91.00%
Active	E 602-49100-442 MISC	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 602-49100-444 CONTINGENCY FU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49100-501 DEPRECIATION EX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49100-540 MACHINERY & EQ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49100-554 CATCH BASIN REP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49100-710 OPERATING TRAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total STORM SEWER ENTERPRISE FUND</b>		<b>\$68,758.00</b>	<b>\$52,933.83</b>	<b>\$5,281.95</b>	<b>\$0.00</b>	<b>\$15,824.17</b>	<b>76.99%</b>
<b>GASB34</b>							
Active	E 999-41000-100 WAGES AND SALA	\$0.00	-\$17,584.68	\$0.00	\$0.00	\$17,584.68	0.00%
Active	E 999-41000-420 RENTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-41000-500 CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-43000-100 WAGES AND SALA	\$0.00	-\$6,465.70	\$0.00	\$0.00	\$6,465.70	0.00%
Active	E 999-43000-420 RENTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-43000-499 LOSS ON DISPOSA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-43000-500 CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-45000-100 WAGES AND SALA	\$0.00	-\$7,498.60	\$0.00	\$0.00	\$7,498.60	0.00%
Active	E 999-45000-420 RENTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-45000-500 CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-47000-601 BOND PRINCIPAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-47000-611 BOND INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-49000-420 RENTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-49000-500 CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-49500-100 WAGES AND SALA	\$0.00	-\$2,271.62	\$0.00	\$0.00	\$2,271.62	0.00%
Active	E 999-50000-100 WAGES AND SALA	\$0.00	-\$1,210.06	\$0.00	\$0.00	\$1,210.06	0.00%
<b>Total GASB34</b>		<b>\$0.00</b>	<b>-\$35,030.66</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$35,030.66</b>	<b>0.00%</b>
<b>Report Total</b>		<b>\$1,711,349.00</b>	<b>\$1,537,471.23</b>	<b>\$119,611.51</b>	<b>\$0.00</b>	<b>\$173,877.77</b>	<b>89.84%</b>

## LAUDERDALE COUNCIL ACTION FORM

### Action Requested

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

Meeting Date January 22, 2013

ITEM NUMBER Rental Housing Ordinance

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

### DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Since the last meeting, additional language was added to clarify what happens to tenants if an owner chooses not to renew a license (as opposed to having it revoked or suspended by the City Council). The ordinance as drafted requires the owner to provide at least 30 days notice prior to the lapse of the license (by the end of November). These requirements are found in sections 9-11-7(D) and 9-11-8(H).

Section 9-11-6(E) was also changed to reflect the previous council discussion whereby the Crime Free Housing Provisions would apply in instances where the tenant or the tenant's guests engaged in criminal behavior chargeable as a gross misdemeanor or felony (even if they are not charged or there isn't a conviction).

If there are no further revisions, the Council may adopt the ordinance after holding a final public hearing. The Council may then consider adopting a resolution allowing staff to publish the changes by title and summary as the ordinance is lengthy at 19 pages.

### OPTIONS:

- Continue to amend the ordinance.
- Adopt the ordinance (with or without amendments).
- Adopt the resolution allowing for an abbreviated publishing of the ordinance.

### STAFF RECOMMENDATION:

Motion to adopt Ordinance 13-1 amending the Code of Ordinances relating to the Rental Housing License Provisions.

CITY OF LAUDERDALE

ORDINANCE NO. 13-01

An Ordinance Amending Section 9-11 of the Code of Ordinances regarding Rental Housing License Provisions.

The city council of the city of Lauderdale ordains as follows:

SECTION I. The Lauderdale City Code is amended by deleting the ~~stricken~~ material and adding the underlined material as follows:

CHAPTER 11  
RENTAL HOUSING LICENSE PROVISIONS

- 9-11-1 PURPOSE
- 9-11-2 APPLICABILITY; SCOPE
- 9-11-3 ADOPTION OF PROPERTY MAINTENANCE CODE
- 9-11-4 DEFINITIONS
- 9-11-5 ENFORCEMENT OFFICER
- 9-11-6 RESPONSIBILITY OF OWNER (LANDLORD)
- 9-11-7 RESPONSIBILITY OF OCCUPANT (RENTER)
- 9-11-8 GENERAL LICENSING PROVISIONS
- 9-11-9 INSPECTIONS
- 9-11-10 CONDUCT ON LICENSED PREMISES
- 9-11-11 CONDITION OF LICENSED PREMISES
- 9-11-12 HEARING PROCEDURE
- 9-11-13 LIABILITY FOR COSTS
- 9-11-14 MISDEMEANOR

9-11-1 PURPOSE.

It is the purpose of this ~~Chapter~~chapter to protect the public health, safety and welfare of the community at large and the residents of rental dwellings in the City of Lauderdale and to ensure that rental housing in the city is decent, safe and sanitary and is so operated and maintained as not to become a nuisance to the neighborhood or to become an influence that fosters blight and deterioration or creates a disincentive to reinvestment in the community. The operation of rental residential properties is a business enterprise that entails certain responsibilities. Owners and operators are responsible to take such reasonable steps as are necessary to ensure that the citizens of the city who occupy such units may pursue the quiet enjoyment of the normal activities of life in surroundings that are: safe, secure and

sanitary; free from noise, nuisances or annoyances; and free from unreasonable fears about safety of persons and security of property.

#### 9-11-2 APPLICABILITY; SCOPE.

~~This Chapter~~chapter applies to all rental dwellings in the City, including any accessory structures on the premises upon which the rental dwelling is located; (such as garages and, storage buildings and, appurtenances, such as sidewalks, and retaining walls) and any townhome, condominium unit, or residential property sold pursuant to a contract for deed whenever any unit is let for occupancy. This ~~Chapter~~chapter does not apply to on-campus college or university housing units; Minnesota Department of Health licensed rest homes; convalescent care facilities; licensed group homes; nursing homes; hotels; motels; ~~owner-occupied units; or condominium units as defined and governed by Minnesota Statutes Chapters 515, 515A, and 515B~~ or owner-occupied residential properties unless the owner lets a dwelling unit on the premises.

#### 9-11-3 ADOPTION OF PROPERTY MAINTENANCE CODE.

The most recently promulgated edition of the International Property Maintenance Code, 2003 edition, as published by the International Code Council, is adopted by reference an incorporated in its entirety as if it was set out in full, except as modified or amended ~~in this~~by the City Code. Nothing in this Chapter or the International Property Maintenance Code shall be construed to cancel, modify, or set aside any other provision of the City Code.

#### 9-11-4 DEFINITIONS.

“Building Official” means the building inspector or a designated agent authorized by the City Council ~~to administer and enforce this Chapter.~~

“City” means the City of Lauderdale.

“City Administrator” means the City Administrator or the City Administrator’s designated agent.

“Habitable space” means the space in a structure for living, sleeping, eating, or cooking. Bathrooms, toilet rooms, closets, halls, storage and utility spaces, and similar areas are not considered habitable spaces.

“Let for occupancy/Let” means to permit possession or occupancy of a rental dwelling or unit by a person who is not the legal owner of record thereof, pursuant to a written or unwritten lease, or pursuant to a recorded or unrecorded agreement regardless of whether a fee is required by the agreement.

~~“Multiple Family Dwelling~~family dwelling” means a rental dwelling containing three (3) or more units.

“Occupant” means any person living or sleeping in a rental dwelling or unit, or having possession of a space within a rental dwelling or unit.

~~“Owner” means, with respect to all matters involving the making of applications and the giving of notices, the individuals or entities holding legal and equitable title to the premises, or the legally constituted agent designated by the owner for such purposes or~~  
“licensee” means any person, agent, operator, firm, or corporation having a legal or equitable interest in the property; or recorded in the official records of the state, county, or municipality as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or administrator of the estate of such person if ordered to take possession of real property by a court, or any person representing the actual owner.

“Premises” means a lot, plot, or parcel of land including the building or structures thereon.

“Rent” means to let for occupancy or to let.

~~“Rental Dwelling~~dwelling” means a building or premises, or portion thereof, used or intended to be used for residential rental purposes.

~~“Resident Agent~~agent” means any person who has charge, care or control of a rental dwelling or unit on behalf of the owner or licensee.

“Unit” means a single unit within a rental dwelling providing complete, independent living facilities for one or more persons including permanent provisions for living, sleeping, eating, cooking, and sanitation.

#### 9-11-5 ENFORCEMENT OFFICER.

The ~~City~~ Building Official is authorized and directed to enforce all provisions of this ~~Chapter~~chapter, subject to review by the City Council.

#### 9-11-6 RESPONSIBILITY OF OWNER (LANDLORD).

- A. Owner Responsible. Every owner of a rental dwelling is responsible for violations of duties and obligations imposed by this ~~Chapter~~chapter even if the duty or obligation is also imposed on the occupant(s) of the rental dwelling or unit, or even if the owner, by agreement, has imposed on the occupant(s) the duty of making sure that the rental dwelling or unit complies with the requirements of this ~~Chapter~~chapter, applicable provisions of the City Code, state law, and the International Property Maintenance Code.



- B. Cleanliness. Every owner of a rental dwelling is responsible for keeping that part of the premises which he or she occupies or controls in, including any shared or common areas in a multiple family dwelling, in a clean, sanitary, and safe condition in conformance with this Chapterchapter, applicable provisions of the City Code and the International Property Maintenance Code, including any shared or common areas in a multiple family dwelling. The owner of a rental dwelling is responsible for ensuring that all rubbish, garbage, and waste is collected on a regular basis by a hauler who is licensed by the City as required by section 4-2-11 of this Code.
- C. Obtain License. The owner ~~or resident agent~~ must obtain a license and pay all license fees as required by this ~~Chapter~~chapter before the rental dwelling or unit may be rented.
- D. Occupancy: The owner or its registered agent may not rent a rental dwelling or a unit to more people than permitted by this paragraph. Every living room shall contain at least 120 square feet. Bedrooms shall contain at least seventy (70) square feet for the first occupant and an additional fifty (50) square feet for each additional occupant. A bedroom shall not constitute the only means of access to another bedroom or habitable spaces and shall not serve as the only means of egress from another habitable space.
- E. Crime Free Housing Program. (1) The owner or its registered agent may not rent a rental dwelling or unit unless there is a written agreement between the owner and the occupant that contains the following prohibition on the occurrence of criminal and drug related activity on the premises and in the rental dwelling or in the unit. For the purposes of section 9-11-6(E), criminal activity and drug-related criminal activity is defined as crimes punishable as a gross misdemeanor or felony. It is not necessary that a gross misdemeanor or felony criminal charge be brought in order to support a determination that a violation of the Crime Free Housing Program has occurred nor does the fact of dismissal or acquittal of such a criminal charge operate as a bar to adverse license action under this section.
- a. Tenant, any members of the tenant's household or a guest or other person affiliated with tenant shall not engage in criminal activity, including drug-related criminal activity, on or near the premises;
  - b. Tenant, any members of the tenant's household or a guest or other person affiliated with tenant shall not engage in any act intended to facilitate criminal activity, including drug related criminal activity, on or near the premises;
  - c. Tenant or members of the household will not permit the dwelling unit to be used for, or to facilitate criminal activity, including drug-related

- criminal activity, regardless of whether the individual engaging in such activity is a member of the household, or a guest;
- d. Tenant, any members of the tenant's household or a guest, or other person affiliated with the tenant shall not engage in the unlawful manufacturing, selling, using, storing, keeping, or giving of a controlled substance at any location, whether on or near the premises or otherwise.
2. Where there is no written agreement between the owner and the occupant, the owner, licensee, or registered agent shall have the occupant execute a written agreement containing all of the regulations contained in paragraph (1) of 9-11-6(E) acknowledging that violations of those regulations will result in termination of the occupant's tenancy.
3. Upon written notification from the City or its contracted police department to the owner, licensee, and the registered agent (if applicable) of a violation of any of the provisions of 9-11-6(E)(1)(a-d), the owner, licensee, and the registered agent must terminate the tenancy of the occupant(s) within 60 days. The owner, licensee, or registered agent may not offer any other rental dwelling or unit within the City to any occupant whose tenancy was terminated pursuant to this provision for a period of at least one year from the date of the occupant's removal from the rental dwelling or unit. The owner shall notify the City in writing of its occupant termination proceedings and provide copies of any applicable documents within ten (10) days of receiving initial notice of the violation(s).
4. An owner whose only rental dwelling is a single-family home or duplex that is classified as a relative homestead with Ramsey County is not required to comply with the requirements of 9-11-6(E). The owner must provide the City with documentation from Ramsey County of the relative homestead.
5. The owner, licensee, or registered agent of a rental dwelling shall make available to the City upon request a copy of the rental housing lease addendum(s). The City shall make the request via U.S. Mail to the owner, licensee, or registered agent. Said person is deemed to have received the request three (3) days after the request is mailed. Upon receiving the written request, the owner, licensee, or registered agent shall provide the requested lease addendum(s) within ten (10) business days of the written request. Failure to provide the required document(s) within the allotted time shall subject the owner to an administrative service fee in an amount set forth from time to time by the City Council by resolution. If after one month, the lease addendum(s) is not received, or do(es) not exist, the rental license may be suspended or revoked by the City Council.
6. Any owner that fails to proceed with an action to terminate the tenancy of the occupant after City or police department notification in accordance

with 9-11-6(E) shall be assessed an administrative fee in an amount set forth from time to time by the City Council by resolution for each day that the owner fails to proceed. If after two months the occupant has not been evicted, the rental license may be suspended or revoked by the City Council after a duly noticed hearing. Such notice of the hearing must be in writing; sent by U.S. Mail to the owner, licensee, and any registered agent; must specify all violations of 9-11-6(E); and must state the date, time, place, and purpose of the hearing. The owner's actions to undertake the required measures and proceedings, including a failed eviction process, may be presented as a defense during the hearing before the City Council. If in the sole discretion of the City Council, the evidence establishes that the owner, licensee, or registered agent initiate and pursued the eviction proceedings in good faith but failed, the City Council may waive or stay any administrative fee or rental license sanctions.

9-11-7 RESPONSIBILITY OF OCCUPANT (RENTER).

- A. Access By Owner. Every occupant of a rental dwelling shall give the owner, licensee or resident ~~registered~~ agent access to his or her rental dwelling or unit, and that part of the premises which ~~he or she~~ the occupant occupies or controls pursuant to the occupant's agreement with the owner, licensee, or registered agent, at reasonable times ~~for the purpose of inspections and maintenance, and making necessary repairs or alterations on the premises~~ and after a good faith effort to notify the tenant, for any reasonable purpose.
- B. Cleanliness. Every occupant of a rental dwelling or unit is responsible for keeping ~~his or her~~ the occupant's rental dwelling, unit, and any part of the premises which ~~he or she~~ the occupant occupies or controls pursuant to the occupant's agreement with the owner, licensee, or registered agent, in a clean, sanitary and safe condition in conformance with this ~~Chapter~~ chapter, applicable provisions of the City Code, state law, and the International Property Maintenance Code.
- C. Disposal of Rubbish. Every occupant of a rental dwelling or unit shall store and dispose of all ~~his or her~~ the occupant's rubbish, garbage and waste in a clean, sanitary and safe manner. All ~~rubbish, garbage, and waste~~ must be collected by a hauler who is licensed by the City as required by Section 4-2-11 of this Code.
- D. Plumbing Fixtures:
  - 1. ~~Furnished Fixtures.~~ Every occupant of a rental dwelling shall keep the supplied plumbing fixtures and facilities within his or her unit in a clean and sanitary condition and shall exercise reasonable care in their proper use and operation in accordance with this Chapter;

~~applicable provisions of the City Code and the International Property Maintenance Code.~~

~~2. Fixtures Furnished By Occupant. Every plumbing fixture furnished by the occupant shall be properly installed and maintained in good working condition, shall be clean and sanitary, and free from defects, leaks or obstructions in accordance with this Chapter, applicable provisions of the City Code and the International Property Maintenance Code.~~

~~D. No Occupancy. If an owner does not renew its license, it shall be unlawful for the owner, licensee, or the registered agent to thereafter permit the occupancy of the unlicensed rental dwelling or unit. The owner, licensee, or registered agent shall inform the tenant(s) at least thirty (30) days in advance of the expiration of the license that the owner does not intend to renew the license. Occupation of the rental dwelling or unit by a tenant after the expiration of the license is unlawful. A violation of this provision by a duly notified tenant is punishable as a misdemeanor.~~

#### 9-11-8 GENERAL LICENSING PROVISIONS.

##### A. License Required.

1. It is unlawful to ~~operate~~rent a rental dwelling or unit in the City without first having obtained a license from the City. An owner must obtain a license for each rental dwelling. If the rental dwelling contains two or more units, and has a common owner and a common property identification number, the owner may obtain a single license for the rental dwelling.

2. ~~There are two types of licenses: Tier I and Tier II. Except as otherwise provided in this Chapter, both Tier I and Tier II licenses must comply with all provisions of this Chapter. (Amended, 2-13-2007)~~ An owner whose only rental dwelling is a single-family home or duplex that is classified as a relative homestead with Ramsey County is not required to obtain a license for the rental dwelling. The owner must provide the City with documentation from Ramsey County of the relative homestead.

B. License Application. The owner of a rental dwelling must submit an application for a license on forms and in the format provided by the City. The owner must give notice, in writing, to the City within ~~five~~thirty (30) ~~business~~calendar days of any changes to the information contained in the license application. The application must include:

1. the owner's name, mailing address, email address, and telephone number, owning partners if a partnership, and corporate officers if a corporation;
2. ~~the resident agent's name, street address and telephone number~~ number of the rental dwelling;
3. ~~legal address of the rental dwelling~~ the type and number of units in the rental dwelling;
4. ~~the type and number of units within the rental dwelling; and of structure to be licensed; and~~
5. ~~the type of structure to be licensed (i.e., single-family, duplex, triplex)~~ if the owner resides more than fifty (50) miles from the rental dwelling, then the owner must provide the name, mailing address, email address, and telephone number of a registered agent residing within fifty (50) miles of the rental dwelling that is authorized to act on behalf of the owner.

C. License Fees. The owner must pay an annual license fee, the amount of which ~~will be~~ is determined by the City Council. The license fee schedule is maintained at City Hall. The owner must submit the required fee along with ~~the a~~ complete application for a ~~new or renewal~~ license. ~~Applications for by December 15 of each year. An application and license fee for a renewal license submitted after the license term expiration are subject to a penalty fee, which shall be determined from time to time by the City Council of \$25 dollars per day. A renewal application will not be processed until the penalty has been paid.~~

D. License Period. ~~The initial license period begins upon the effective date of this Chapter, and ends on December 31, 2007. Thereafter, the license period is for one year and runs from January 1 to December 31. The license must be renewed annually.~~

E. License Issuance.

1. Preliminary Inspection and Investigation. Prior to issuing a new license, the Building Official ~~will~~ must inspect the rental dwelling to determine compliance with this ~~Chapter~~ chapter, the City Code, state law, and the International Property Maintenance Code. The City Administrator will review the application for completeness and determine whether all real estate taxes and municipal utilities are paid and current. The City will not issue a license for a rental property when the real estate taxes or municipal utilities are in arrears.

2. ~~Tier I License.~~ If the rental dwelling is in full compliance with paragraph (1), the City Administrator will issue a ~~Tier I~~ license to the owner.
3. ~~Compliance Order.~~ If the rental dwelling is not in full compliance with paragraph (1), the City will provide the owner or ~~resident~~registered agent with a compliance order pursuant to ~~Section~~section 9-11-11. If the owner corrects the items in the compliance order within the specified period of time, the City will issue a ~~Tier I~~ license to the owner.
4. ~~Tier II Licenses.~~ If the owner does not correct the items in the compliance order within the specified period of time, the City will issue a ~~Tier II~~ license to the owner, subject to the following conditions:
  - a. ~~The City will issue Tier II licenses only to applicants who are operating a rental dwelling with a tenant residing in the rental dwelling on the effective date of this Chapter. (Amended, 2-13-07)~~
  - b. ~~The Tier II license holder shall pay the Tier II license fee as established by the City Council. (Amended, 2-13-07)~~
  - c. ~~If the Tier II license holder corrects the violations in the compliance order(s), the licensee may apply for a Tier I license after the expiration of the current initial license period. (Amended, 2-13-07)~~
  - d. ~~Subject to the limitation in Section 9-11-8(E)(5), if violations in an outstanding compliance order(s) remain uncorrected, a Tier II license holder may continue to let a rental dwelling until end of the owner's existing lease term with the current tenant. (Amended, 2-13-07)~~
  - e. ~~All Tier II licenses expire upon one of the following, whichever occurs earlier: i) the existing tenant vacates the rental dwelling; ii) the existing lease term for the rental dwelling expires; iii) the initial license period expires on December 31, 2007; or, iv) the Building Official determines that an unsafe or dangerous condition exists as described in Section 9-11-8(E)(5). (Amended, 2-13-07)~~
  - f. ~~The City will issue no Tier II licenses after December 31, 2007. After that date, all applicants and rental dwellings must qualify for a Tier I license from the City. (Amended, 2-13-07)~~

5. ~~Unsafe or Dangerous Conditions.~~ No owner, licensee, or ~~resident~~registered agent may operate a rental dwelling, regardless of the type of license issued, if the Building Official determines that a condition exists in or on the rental dwelling, unit, or premises that is unsafe or poses an imminent danger to the health or safety of the tenants or the public. Any person who continues to operate a rental dwelling or unit after such a determination by the Building Official is subject to suspension or revocation of the license, criminal prosecution, and any civil or administrative remedies available to the City. (Amended, 2-13-07)
- F. Posting of License. The owner shall post a copy of the license in the rental dwelling in a conspicuous place. In multiple dwelling units requiring a single license, the license shall be posted in a common area of the building such as a corridor, hallway or lobby. The posted license shall be framed and covered with clear glass or plastic.
- G. Renewal of License. An owner may continue to rent a dwelling after the ~~expiration date of the license~~December 31 provided the owner has filed with the City on or before ~~December 31st~~15, the appropriate renewal license application and paid the City the license fee. The issuance of a license under this ~~Chapter~~chapter shall be considered a privilege and not an absolute right of the owner and shall not entitle the owner to an automatic renewal of the license. Allowing the owner to continue to rent while the renewal license is being processed does not obligate the City to automatically renew the license.
- H. Non-renewal of License. If an owner does not renew its license, it shall be unlawful for the owner, licensee, or the registered agent to thereafter permit the occupancy of the unlicensed rental dwelling or unit. The owner, licensee, or registered agent shall inform the tenant(s) at least thirty (30) days in advance of the expiration of the license that the owner does not intend to renew the license.
- I. Transfer of License. Licenses are not transferable. Any ~~changes~~change in the ownership of the rental dwelling ~~require~~or premises requires a new license. A new license must be applied for within thirty (30) days of the change in ownership.
- ~~IJ.~~ Resident-Registered Agent Required. ~~Owners of rental dwellings with five (5) or more individual units shall appoint a resident agent who shall reside within the rental dwelling to be responsible for the maintenance and upkeep of the rental dwelling and common areas and to handle licensing issues with the City. Owners of rental dwellings containing fewer than five (5) units who do not reside within the counties of Ramsey, Hennepin, Anoka, Carver, Dakota, Scott, Washington, Wright, Chisago, Isanti or Sherburne shall~~

appoint an agent that resides within one of these counties that shall be the responsible resident agent. If the owner of a rental dwelling resides more than fifty (50) miles from the rental dwelling, then the owner must provide the City with the name, mailing address, email address, and telephone number of the agent residing within fifty (50) miles of the rental dwelling that is authorized to act on behalf of the owner.

JK. Register of Occupancy. The owner, licensee, or its resident registered agent shall keep a current register of occupancy for each rental dwelling. This register of occupancy may be reviewed by the City at any time. Said register of occupancy shall contain, at a minimum, the following information:

1. Address(es) of the rental dwelling;
2. Number of bedrooms of each unit;
3. Number of units in each building; and
4. Number of adults and children (under 18) currently occupying each unit.

L. Access. Upon the request of the City, the owner, licensee, or its registered agent shall provide access to the rental dwelling or unit for the purpose of enforcing this chapter.

#### 9-11-9 INSPECTIONS.

A. Biannual Inspections. The City will inspect all currently licensed rental dwellings periodically to determine compliance with this Chapterchapter, the City Code, state law, and the International Property Maintenance Code. The City will inspect rental dwellings with odd-numbered addresses infor odd years licensure and rental dwellings with even-numbered addresses infor even year licensure. After each inspection, the City shall provide the owner or resident agent with a compliance order pursuant to Section 9-11-11. The owner or resident agent must correct the violations within the time period specified in the compliance order. If the violations are not corrected, the City may suspend or revoke the license under Section 9-11-12, unless it is the initial license period, in which case, the license is valid until the end of the owner's existing lease with the current tenant as noted in section 9-11-8(E)(4)(c). The City may, however, immediately suspend or revoke a license if an unsafe or dangerous condition exists as described in Section 9-11-8(E)(5). (Amended, 2-13-07)

B. Occupant Initiated Inspection. An occupant who believes that his or her rental dwelling or unit is not in compliance with the provisions of this



~~Chapter~~chapter, City Code, state law, or the International HousingProperty Maintenance Code may provide written notice to the owner, licensee, or residentregistered agent ~~offor~~ the rental dwelling unit specifying the alleged deficiency. If the owner, licensee, or residentregistered agent does not take action to correct the alleged problem within a reasonable amount of time, the occupant may contact the City and request an inspection of the rental dwelling or unit by the Building Official upon showing proofafter providing the City with documentation that the owner or resident agentoccupant had been properly notified the owner, licensee, or registered agent and has been given a reasonable amount of time in which to correct defiecienciesa deficiency has passed. The cost of the inspection shall be paid by the owner if the City's inspection reveals actual deficiencies as described by the occupant.

9-11-10 CONDUCT ON LICENSED PREMISES.

A. Owner Responsible. It shall be the responsibility of the owner or resident, licensee, and registered agent to see that persons occupying the rental dwellingoccupants and occupants' guests conduct themselves in such a manner as not to cause the premises to be disorderly. ~~This section applies to both Tier I and Tier II licenses.~~ For purposes of this section, a rental dwelling or unit is disorderly at whichwhen any of the following activities occur in the rental dwelling or unit or on the premises where the rental dwelling or unit is located:

1. Violation of Minnesota Statutes, sections 609.755 through 609.763 as may be amended from time to time, relating to gambling;
2. Violation of laws relating to prostitution or acts relating to prostitution as defined and sex trafficking as set forth in Minnesota Statutes, sections 609.321 through 609.3243, as may be amended from time to time;
3. Violation of Minnesota Statutes sections 152.01 through 152.027, chapter 152 as may be amended from time to time, relating to the unlawful sale, use, or possession of controlled substances;
4. Violation of Minnesota Statutes, sections 340A.401 and 340A.503 as may be amended from time to time, relating to the unlawful commercial sale and underage consumption of alcoholic beverages;
5. Violation of Minnesota Statutes, section 609.33 as may be amended from time to time, which prohibits owning, leasing, operating, managing, maintaining or conducting a disorderly house, or inviting or attempting to invite others to visit or remain in a disorderly house;

6. Violation of Minnesota Statutes, sections 97B.021, 97B.045, 609.66 through 609.67, 624.712 through 624.716, 624.719, 624.731 through 624.732 as may be amended from time to time, relating to the unlawful possession, transportation, sale or use of weapons;
7. Violation of City Code, section 5-2-2, or violation of Minnesota Statutes, section 609.72, as may be amended from time to time, relating to disorderly conduct;
8. Violation of City Code, section 5-7, relating to recreational fires;
9. Violation of City Code, section 5-8, relating to clandestine drug labs;
10. Violation of City Code, section 4-1, relating to nuisances; or
11. Violation of City Code, section 5-3, relating to animal control;
12. Exceeding the occupancy standards defined in City Code section 9-11-6;
13. Violation of Minnesota Statutes, sections 609.226 and 347.51 through 347.565, as may be amended from time to time, relating to dangerous dogs;
14. Violation of Minnesota Statutes, sections 609.221 through 609.2231, 609.224, and 609.2242, as may be amended from time to time, relating to assault and domestic assault;
15. Violation of Minnesota Statutes, section 609.78, as may be amended from time to time, which prohibits interfering with a 911 phone call;
16. Violation of Minnesota Statutes, section 609.713, as may be amended from time to time, which prohibits terroristic threats;
17. Violation of Minnesota Statutes, section 243.166, as may be amended from time to time, relating to Predatory Offender Registration;
18. Violation of Minnesota Statutes, section 609.229, as may be amended from time to time, relating to crimes done for the benefit of a gang;
19. Violation of Minnesota Statutes, section 609.50, as may be amended from time to time, which prohibits interference with a peace officer;

20. Violation of City Code, section 4-2 relating to garbage and refuse;
21. Violation of Minnesota Statutes, chapter 260C and section 609.26 subdivision 1(8), as may be amended from time to time, relating to the delinquency of a minor;
22. Violation of Minnesota Statutes, section 609.715, as may be amended from time to time, relating to unlawful assembly;
23. Violation of Minnesota Statutes, section 609.71, as may be amended from time to time, relating to a riot;
24. Violation of Minnesota Statutes, section 609.903, as may be amended from time to time, relating to racketeering; or
25. Violation of Minnesota Statutes, section 609.675, as may be amended from time to time, relating to exposing children to large containers that fasten automatically when closed.

- B. City Enforcement. The City Administrator is responsible for enforcement and administration of this section.
- C. First Violation. Upon determination by the City Administrator that a licensed ~~premises was used in a rental dwelling or unit in a disorderly manner,~~ as described in paragraph (A) of this section, the City Administrator must ~~give~~ provide written notice to the licensee, owner, and registered agent of the violation and direct the licensee to take steps to prevent any further violations.
- D. Second Violation. If another instance of disorderly use of the licensed ~~premises rental dwelling or unit~~ occurs within ~~threetwelve (12)~~ months of ~~an~~ the first incident for which a notice in ~~division paragraph~~ (C) of this section was given, the City Administrator must ~~notify~~ provide written notice to the licensee, owner, and registered agent of the second violation and must also require the licensee to submit a written report of the actions taken, and proposed to be taken, by the licensee, owner, and registered agent to prevent further disorderly use ~~of the premises.~~ This written report must be submitted to the City Administrator within ~~five~~ seven (7) business days of the date of the written notice of disorderly use ~~of the premises~~ and must detail all actions taken by the licensee in response to all notices of disorderly use ~~of the premises~~ within the preceding threetwelve (12) months.
- E. Third Violation.

1. ~~If another~~ a third instance of disorderly use of the licensed ~~premises~~ rental dwelling or unit occurs within ~~threetwelve~~ (12) months after ~~any two previous instances of disorderly use of the first incident~~ for which ~~notices were given to the licensee pursuant to a notice in paragraph (C) of this section was given~~, the rental dwelling license for the premises may be denied, revoked, suspended or not renewed. An action to deny, revoke, suspend, or not renew a license under this section must be initiated by the City Administrator who must give to the licensee written notice of a hearing before the City Council ~~to consider~~ such denial, revocation, suspension or non-renewal. Such written notice must specify all violations of this section, and must state the date, time, place and purpose of the hearing. The hearing must be held no less than ten (10) days and no more than thirty (30) days after giving such notice.
2. Following the hearing, the City Council may deny, revoke, suspend or decline to renew the license for all or any part or parts of the licensed premises or may grant a license upon such terms and conditions as it deems necessary to accomplish the purposes of this section.

F. No Adverse Action Pending Eviction. No adverse license action shall be imposed where the instance of disorderly use of the licensed ~~premises~~ rental dwelling or unit occurred during the pendency of an eviction proceedings ~~(unlawful detainer)~~ or within thirty (30) days of the notice given by the licensee to a tenant to vacate the premises ~~where the disorderly use was related to conduct by that tenant or by other occupants or guests of the tenant's unit.~~ Eviction proceedings are not a bar to adverse license action; however, ~~unless they are diligently pursued by the licensee.~~ Further, as long as the licensee is diligently pursuing such an eviction or voluntary vacation by the tenant. An action to deny, revoke, suspend, or not renew a license based upon ~~violations~~ a violation of this section may be postponed or discontinued at any time if ~~it appears~~, in the City's sole discretion, the City concludes that the licensee has taken appropriate measures ~~which will to~~ prevent further instances of disorderly use.

G. Finding of Disorderly Conduct. A determination that the licensed premises ~~have been used in a~~ is disorderly manner as described in paragraph (A) of this section shall be made upon a fair preponderance of the evidence to support such a determination. It is not necessary that a criminal ~~charges~~ charge be brought in order to support a determination of disorderly use nor does the fact of dismissal or acquittal of such a criminal charge operate as a bar to adverse license action under this section.

H. Service of Notices. All notices given by the City under this section must be ~~personally served on the licensee,~~ sent by certified first class U.S. mail to the

licensee's last known address or, ~~if neither method of service effects notice, by posting~~ posted on a conspicuous place on the licensed ~~premises~~ rental dwelling or unit if the address is unknown.

- I. Enforcement Actions. Enforcement actions provided in this section are not exclusive, and the City Council may take any action with respect to a licensee, a tenant, or the licensed ~~premises~~ rental dwelling or unit as is authorized by the city code, state or federal law.

#### 9-11-11 CONDITION OF LICENSED PREMISES.

- A. Compliance Order. Whenever the Building Official determines that the condition of any rental dwelling or unit or the premises ~~surrounding it~~ where any rental dwelling or unit is located fails to meet the provisions of this ~~Chapter~~ chapter, other applicable City Code provisions, state law, or the International Property Maintenance Code, ~~he or she~~ the Building Official may issue a compliance order setting forth the specific violations and ordering the owner, licensee, or registered agent to correct such violations.
- B. Contents of the Compliance Order. The compliance order shall:
  1. Be in writing;
  2. Describe the location and nature of the violations;
  3. Set forth a reasonable time for the correction of the violations by the owner, licensee, or resident ~~resident~~ registered agent; and
  4. Be served upon the owner, licensee, and resident ~~resident~~ registered agent ~~either personally or by certified~~ first class U.S. mail. A copy of the compliance order shall also be provided to the occupants of the rental dwelling or unit.
- C. License Action. ~~If the violations listed in the compliance order are not remedied by the owner or resident agent within the specified time given in the order, the license for the rental dwelling may be denied, suspended, revoked, or not renewed by the City. An administrative fine in an amount set forth from time to time by the City Council by resolution may also be imposed. If the City decides that it will be denying, suspending, revoking or not renewing a license or imposing an administrative fine pursuant to this Section, the City shall send a notice of the proposed action to the owner and resident agent of the rental dwelling. The proposed action by the City shall be heard by the City Council pursuant to the procedure set forth in Section 9-11-12 of this Chapter.~~

D. ~~Appeal.~~ Appeal. When it is alleged by the owner, licensee, or resident registered agent that the Building Official's compliance order is based upon the erroneous interpretation of this ~~Chapter~~ chapter, other applicable City Code provisions, state law, or the International Property Maintenance Code, the owner, licensee, or resident registered agent may appeal the compliance order to the City Council. Such appeal shall be in writing, must specify the grounds for the appeal, must be accompanied by a filing fee, as set forth by resolution of the City Council, from time to time, and must be filed with the City within ~~five~~ seven (57) ~~business~~ calendar days after ~~service of the date~~ the compliance order was sent to the owner, licensee, and registered agent. The appeal shall be heard by the City Council pursuant to the procedure set forth in ~~Section~~ section 9-11-12 (A-C) of this ~~Chapter~~ chapter. The filing of the appeal of the compliance order shall stay all proceedings in furtherance of the action ~~order~~ appealed from, unless such a stay would cause imminent peril to life, health or property. Upon the receipt of an appealed compliance order that contains a violation that imminently endangers life, health, or property, the Building Official will immediately notify the appellant in writing and by telephone or email to inform the appellant of those violations unaffected by the stay.

D. License Action. If the violation listed in the compliance order is not remedied by the owner, licensee, or registered agent within the specified time given in the order and the time to appeal the compliance order has expired, the license for the rental dwelling may be denied, suspended, revoked, or not renewed by the City. An administrative fine in an amount set forth from time to time by the City Council by resolution may also be imposed by the City. When the City seeks to deny, suspend, revoke, or not renew a license and/or impose an administrative fine pursuant to this section, the City shall send a notice of the proposed action to the licensee of the rental dwelling or unit. The proposed action shall be heard by the City Council pursuant to the procedures set forth in section 9-11-12 of this chapter.

#### 9-11-12 HEARING PROCEDURE.

A. Scheduling of Hearing. If the City makes ~~a determination that it will be denying, suspending, revoking or seeks to deny, suspend, revoke, or not renewing a license pursuant to Sections~~ sections 9-11-10 or 9-11-11(D) of this ~~Chapter~~ chapter, or if the owner, licensee, or resident registered agent is ~~appealing the~~ appeals the compliance order pursuant to ~~Section~~ section 9-11-11(C) of this ~~Chapter~~ chapter, the City Council shall conduct a hearing on the matter. The hearing shall be scheduled ~~at the next regular City Council meeting~~ no less than ten (10) calendar days and no more than thirty (30) calendar days following the date of the City's notice ~~to the owner or the City's receipt of the owner's notice of an~~ to the owner or the City's receipt of the owner's notice of an appeal of a compliance order.

- B. Hearing. At the hearing, the City Council shall hear all relevant evidence and arguments and shall review all testimony, documents, and other evidence submitted to the City at least five (5) calendar days before the hearing. The owner, licensee, or resident registered agent shall have the opportunity to address the City Council at the hearing.
- C. Findings. After the hearing is concluded, the City Council shall make findings on whether to uphold the compliance order or to revoke, suspend, deny or not renew the license or impose an administrative fine. The City Council shall make findings and shall issue a written decision within thirty (30) calendar days following the date of the hearing and shall send a copy of its decision to the owner and resident agent by first class U.S. mail. The decision shall specify the rental dwelling or units to which it applies.
- D. License Reinstatement. Upon a decision to revoke, suspend, deny, or not renew a license for violations of this section, the owner, licensee, or registered agent are ineligible for a new rental license for a period determined by the City Council, but such period shall not exceed twelve (12) months. Any owner, licensee, or registered agent who has had two or more licenses revoked, suspended, denied, or not renewed for a violation of this chapter within the previous twenty-four (24) months, is ineligible for a new rental license for a period determined by the City Council, but such period shall not exceed twenty-four (24) months. To reinstate a license, the owner must complete the licensing requirements established in 9-11-8 and pass an inspection as set forth in 9-11-9 and 9-11-11.
- DE. No Occupancy. If a license is revoked, suspended, denied or not renewed by the City Council, it shall be unlawful for the owner, licensee, or the resident registered agent to thereafter permit the occupancy of the unlicensed rental dwelling or the unit. A notice of the action shall be posted by the Building Official. The City shall send and post a copy of the City Council action on the rental dwelling(s) or the unit(s) impacted by action in order to prevent any further occupancy. No person shall reside in, occupy or cause to be occupied that any unlicensed rental dwelling or unit until a license is obtained or reinstated by the owner. If the rental dwelling(s) or unit(s) is occupied at the time the license is revoked, suspended, denied, or not renewed, then the owner, licensee, or registered agent shall inform the tenant(s) that the tenant(s) have thirty (30) days from the date of the City Council action to vacate. Occupation of the rental dwelling or unit after those thirty (30) days is unlawful.
- EF. Appeal. An owner may appeal the decision of the City Council as allowed under state law.

9-11-13      LIABILITY FOR COSTS.

- A. If the owner licensee, or registered agent fails to voluntarily comply with any requirement of this chapter, the City Council may direct the City Administrator to take all lawful steps to enforce the requirements of this chapter, including injunctive relief.
- B. The owner, licensee, or registered agent is responsible for all costs associated with any enforcement efforts undertaken pursuant to 9-11-13(A), including but not limited to court costs, attorneys' fees, and interest on any unpaid amounts incurred by the City pursuant to this chapter.
- C. All sums payable by the owner, licensee, or registered agent to the City pursuant to this section shall be deposited in the City's general fund to reimburse the City for its expenses and costs incurred to enforce this chapter.
- D. If the owner, licensee, or registered agent fails to pay the City as required by this chapter or any court order, said costs, fees, and amounts may be collected as a special assessment against the licensed property pursuant to Minnesota Statute, Chapter 429, as amended from time to time.

9-11-1314 MISDEMEANOR.

Failure by an owner, licensee, or registered agent to comply with a compliance order after the right of appeal has expired shall constitute a misdemeanor. A violation of any provision of the provisions of this Chapter this chapter by an owner, licensee, or registered agent shall constitute a misdemeanor. Each day that a violation continues shall be deemed a separate punishable offense.

SECTION 2. This ordinance shall be effective upon its adoption and publication.

Adopted by the city council of the City of Lauderdale this 22<sup>nd</sup> day of January, 2013.

\_\_\_\_\_  
Jeffrey Dains, Mayor

ATTEST:

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

Published in the Roseville Review the 29<sup>th</sup> day of January, 2013.



**RESOLUTION NO. 012213A**

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

**RESOLUTION AUTHORIZING PUBLICATION OF ORDINANCE  
NO. 13-01 BY TITLE AND SUMMARY**

**WHEREAS**, the city council of the city of Lauderdale has adopted Ordinance No. 13-01 amending Section 9-11 of the Code of Ordinances regarding Rental Housing License Provisions; and

**WHEREAS**, Ordinance No. 09-01 is approximately 19 pages in length; and

**WHEREAS**, Minnesota Statutes Section 412.191, subdivision 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

**WHEREAS**, the City Council believes that the following summary would clearly inform the public of the intent and the effect of the Ordinance.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Lauderdale that the city administrator shall cause the following summary of Ordinance No. 13-01 of the City Code to be published in the official newspaper in lieu of the entire Ordinance.

**PUBLIC NOTICE**

The City Council of the City of Lauderdale has adopted Ordinance No. 13-01, amending Section 9-11 of the Code of Ordinances regarding Rental Housing License Provisions. The ordinance applies to all rental dwellings, units, structures, and premises within the City. The ordinance adopts by reference the most recent version of the International Property Maintenance Code. The ordinance defines the responsibilities of landlords and tenants. It also creates a Crime Free Housing Program. The ordinance amends the general licensing provisions including allowing for relative homesteads to be exempted from the ordinance provisions. Applications and fees submitted late will be penalized \$25 per day. The ordinance also requires a registered agent to act on the owner's behalf if the owner lives more than fifty (50) miles from the rental dwelling. The ordinance expands the number of state and local laws that, if violated, result in enforcement action against the property and/or license. The ordinance clarifies the enforcement process and procedures for disorderly conduct on the premises. The ordinance clarifies the appeal and hearing process for code violations regarding the condition of the property. The ordinance establishes parameters for the duration of a license revocation, suspension, or non-renewal. It also establishes liability for costs incurred during the enforcement of the ordinance. The full text of Ordinance No. 13-01 is available for inspection at Lauderdale City Hall during regular business hours.

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Heather Butkowski, City Administrator

**BE IT FURTHER RESOLVED**, by the City Council of the City of Lauderdale that the city administrator keeps a copy of the ordinance at city hall for public inspection.

Dated this 22<sup>nd</sup> day of January, 2013.

APPROVED:

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Jeffrey Dains, Mayor

ATTEST:

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Heather Butkowski, City Administrator

(Roseville Review: January 29, 2013)

## LAUDERDALE COUNCIL ACTION FORM

### Action Requested

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

Meeting Date January 22, 2013  
 ITEM NUMBER Animal Ordinance Discussion  
 STAFF INITIAL   
 APPROVED BY ADMINISTRATOR \_\_\_\_\_

### DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The raising of "urban chickens" has become popular in the past couple of years. Whether cities allow chickens or not is very different. In Ramsey County, St. Paul and Maplewood allow them by ordinance and an annual license is required. In New Brighton and Roseville, they are basically allowed because they are not prohibited. This means the City does not provide licenses and would only be involved in a nuisance situation. Falcon Heights, Mounds View, Little Canada, and North St. Paul prohibit them. St. Anthony prohibits them unless the resident receives City Council approval. Arden Hills, Vadnais Heights, and White Bear Lake do not appear to address the issue in their animal control ordinances.

As the Council was made aware recently, Lauderdale residents were given permits for chickens and ducks due to codification errors when the animal control ordinance was last updated. With the Council undertaking the revision of the animal control ordinance, this is the time to clarify issues surrounding the raising of chickens or other fowl in the City. Before staff became aware of the issue with the ordinance, six chicken/duck permits were issued. Only two permits were applied for in the past year. The other permits have lapsed.

The Council discussed setting aside time at three city council meetings to gather input from residents before deciding how to proceed. The codification error has had the effect of creating a poultry "pilot project." Staff invited those who received poultry permits to attend the meeting and provide perspective on the raising of chickens. Until the recent introduction of roosters in the City, staff has not received complaints from the community about the chickens that were permitted.

If the Council does not to allow poultry within the City, staff will draft the ordinance to that effect and prepare some methods for phasing out those that currently have chickens or ducks. If the Council plans to allow poultry, staff will begin drafting the ordinance that way based upon the outcome of the discussion.

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

There are a variety of issues to consider:

- Permitted fowl
- Permit management
- Bird limitations
- Coop location
- Disposal and slaughter
- Community input

### **Permitted fowl:**

The primary interest has been in hen chickens for the benefit of the eggs. As I mentioned above, there has been a recent introduction of roosters at one residence if not two. The reason for a rooster is to breed chickens. Roosters are not required for egg production.

One person received a permit for ducks. Generally, people raise ducks for their meat but some are also good layers and people consume their eggs as well. There is general agreement from the sources I have read that ducks need a source of water nearby (that needs to be cleaned regularly).

Some cities require the legs of the birds be banded with the owners ID in case the animal gets out. Some do not.

### **Permit Management:**

If the Council allows poultry, the Council may choose to permit them or allow them without permit. The benefit to permitting is knowing where the animals are and being able to address things like coop location, coop size, and number of chickens on the front end. As this entails an administrative expense, cities that issue permits usually charge a fee. Non-permit issuing cities like Roseville and New Brighton don't take on those administrative costs and don't have a fee. They rely on their nuisance ordinances to address situations and could recover costs they incur through the abatement process. Either option is available.

Unlike with dogs and cats, in the case of chickens you are not giving a permit for each bird but allowing the activity. If the Council chooses to issue permits, staff suggests having a multi-year permit (3-5 years) to eliminate some of the administration of the permit program. The City should charge a fee that covers the cost of issuing a license as the current \$10 does not. The cost should be closer to \$50 to cover the cost of issuing the license, records retention, and managing the animal database.

### **Bird Limitations:**

When urban chicken ordinances started being drafted, 3-4 birds seemed to be a typical limit. I have not found information on why those limits were chosen. Maplewood's recent ordinance allows 10, Stillwater 5, and Minneapolis is unlimited. Some cities require the coop and run be a certain number of square feet per bird, which would be a limiting factor. The number of birds per permit is at the discretion of the Council but staff can provide more research for the Council at a future meeting.

### **Coop Location:**

Coops are often held to the same standards found in zoning ordinances. This would include the keeping of the coops in the rear or side yards and at least five feet from property lines.

**Disposal of Animals:**

Unlike traditional pets, poultry can also be eaten so many cities have taken up the issue of slaughtering. Some ordinances simply state that outdoor butchering is not allowed leaving people to do with the animals as they see fit inside their homes. Some ordinances prohibit slaughtering altogether.

Common language found in many ordinances is as follows: Dead chickens must be disposed of according to the Minnesota Board of Animal Health rules which require chicken carcasses to be disposed of as soon as possible after death, usually within forty-eight (48) to seventy-two (72) hours. Legal forms of chicken carcass disposal include offsite burial, offsite incineration or rendering, or offsite composting.

**Community Input:**

Some cities require the applicant to get approval from nearby property owners/tenants. The threshold in Maplewood is 100% of adjacent properties. The threshold in St. Paul is 75% of owners/tenants within 100 feet. In this instance some people within a city can have chickens and some not which may lead to a sense that it isn't fair.

**OPTIONS:**

The topic was included in the Work Session to offer a more informal time to discuss the issues with those currently raising chickens. Staff attached some information we found helpful. Matt Koncar prepared information for the Council which is included in the packet.

Staff will proceed after the meeting based on the discussion and Council direction.

**RELEVANT LINKS:**

Minn. Stat. § 343.21, subd. 9.

Minn. Stat. § 343.21, subd. 10.

Section IV-A Minnesota Pet and Companion Animal Welfare Act.

Minn. Stat. § 346.16. Minn. Stat. § 61.09.

*Stewart v. Frisch*, 381 N.W.2d 1 (Minn. Ct. App. 1986).

- Cause bodily harm to the service animal.
- Otherwise render the animal unable to perform its duties.

The penalties for violating this law vary, depending on the nature and severity of the situation. A violation may result in imprisonment or a fine. The court must also order the person violating the law to pay restitution for the cost and expenses resulting from the incident.

Upon conviction, the court must require that if the pet or companion animal was not seized by a peace officer or agent and is in the custody or control of the person, the pet or companion animal must be turned over to a peace officer or other appropriate person unless the court determines that the person is able and fit to provide adequately for the animal. The court may limit the person's further possession or custody of a pet or companion animal and may impose conditions on possession or custody.

## **C. Farm animals**

Farm animals generally include animals that typically live on farms, such as cattle, sheep, goats, pigs, horses. A city can define "farm animals" in its ordinance to include whatever animals it wishes.

In addition to the Animal Welfare Act requirements, cities take different approaches in how they regulate farm animals in their communities. Some cities will only allow farm animals in certain zoning districts, such as land zoned for agricultural uses. Other cities take a different approach and allow some farm animals anywhere in the city as long as the requirements in the ordinances are met, such as having a lot over a specified size. It is important to be clear what animals the ordinance covers and to provide clear definitions.

### **1. Farm animals at large**

If any person herds cattle, horses, asses, mules, sheep, swine, or goats on land over the protest of the land owner, the animals are considered to be running at large. Court opinions have determined that for the purposes of "at large," this means that the animals are not restrained or confined. Any person who knowingly allows animals to run at large is liable for damage caused.

### **2. Chickens**

Like other animals, cities take different approaches for regulating chickens. Some cities include chickens in the same regulations that apply to other farm animals or livestock. Other cities have ordinances that allow chickens in the city under certain circumstances. However the city decides to regulate chickens, it is important to be clear about the regulations.

**RELEVANT LINKS:**

*State v. Nelson*, 499 N.W.2d 512, 514 (Minn. Ct. App. 1993).

“Health risks associated with raising chickens,” Centers for Disease Control and Prevention.

Contact the LMC Research Department for sample ordinances.

A Minnesota court has found that, unless specifically included in the definition, chickens and roosters do not fall under the regulation of ordinances that reference livestock. If the city would like to include chickens in this category, it may do so by defining the term to include chickens, poultry, fowl, or other similar descriptions. The bottom line here is that if the city wants to regulate chickens, it should make sure that chickens are covered by the ordinance.

“Urban chickens,” also called “city chickens,” are becoming a more common issue in cities across the state and country. The urban chicken “movement” is often linked to the increased desire for people to be closer to their food sources. Urban chickens allow people to raise chickens at their homes to have access to fresh eggs on a regular basis. This is the small-scale keeping of chickens and is much different than a business that raises hens for eggs and meat. Those sorts of businesses are regulated differently than residents who want to keep a few chickens in their backyards.

There are no state laws that address urban chickens or keeping of chickens in cities, so it is up to the city council to decide if it wants to regulate the keeping of chickens. The city may choose to allow, allow if a permit is obtained from the city, or prohibit urban chickens. The city can do this in a number of ways, including regulation under the general animal or farm animal ordinance or by passing an ordinance specific to keeping chickens.

If the city does choose to regulate the keeping of urban chickens, some common requirements are:

- Allowing only hens (no roosters).
- Limiting the number of hens allowed.
- Maintaining coops or runs in a sanitary and humane condition.
- Keeping chickens contained or under control at all times.
- Locating coops a certain distance from property lines and other structures like houses.

**3. Farm animals as pets**

It is not uncommon for a resident to want to keep a farm animal, such as a miniature horse or potbelly pig, as a pet. Again, cities approach this issue in different ways. Some city ordinances would not allow for these animals as pets because the ordinance includes them as farm animals and prohibits them in residentially zoned areas. Other cities may allow for these types of animals by specific ordinance provisions, sometimes requiring a permit from the city. Given that these animals have been gaining in popularity, it is a good idea for the city to consider the issue and have an ordinance in place.

# Backyard Chicken Basics

By Betsy Wieland, Extension Educator  
Nora Nolden, Intern

As people are becoming more and more interested in knowing where their food comes from, the trend of raising backyard chickens is growing. Raising backyard chickens can be a rewarding experience and a great way to teach kids about nature, agriculture, and responsibility of caring for animals. Since most backyard chickens are raised for laying and not for meat, this factsheet will focus on layers.



*Figure 1. New Hampshire Red and Buff Orpington hens*

## BREEDS

There is a wide a variety of chicken breeds, developed for egg production, meat production, and/or good looks. While many breeds are adaptable to a backyard setting, certain breeds are better than others for backyard conditions. Medium to large breeds are good for cold winters. A mellow temperament and good egg laying are also pluses. If you see reference to a bantam bird,

that is a small version of any particular breed. It will look the same, but be smaller. Here are a few examples of great, mellow breeds for the backyard.

Table 1. Popular Backyard Chicken Breeds

<p><b>Rhode Island Red</b></p> <ul style="list-style-type: none"> <li>• Hens weigh about 6.5 lbs</li> <li>• Lay brown eggs</li> <li>• Dark red feathers</li> <li>• Dual purpose breed, but most often used for laying</li> <li>• Hardy breed that does well in small flocks</li> </ul>	<p><b>Ameraucana</b></p> <ul style="list-style-type: none"> <li>• Many different color varieties</li> <li>• Lay green eggs</li> <li>• Great long-term egg production</li> <li>• Dual purpose breed</li> <li>• Tolerant to all climates</li> <li>• Easy to handle</li> </ul>
<p><b>Wyandotte</b></p> <ul style="list-style-type: none"> <li>• Hens weigh about 6.5 lbs</li> <li>• Lay brown eggs</li> <li>• Dual purpose breed</li> <li>• Great for small flocks and rugged conditions</li> <li>• “Curvy” shape, good disposition</li> <li>• Many color varieties</li> </ul>	<p><b>Orpington</b></p> <ul style="list-style-type: none"> <li>• Hens weigh about 8 lbs</li> <li>• A larger dual purpose breed</li> <li>• Lay brown eggs</li> <li>• Many color varieties</li> <li>• Heavy size is ideal for cold weather</li> </ul>

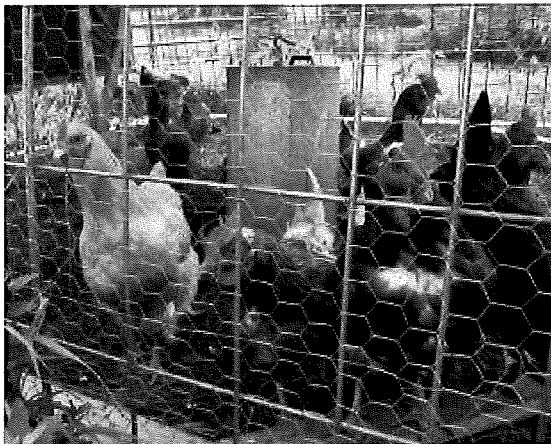
## DIET

Chickens are omnivores. They eat grains, fruits, and vegetables as well as insects. Chickens should typically be fed a prepared feed that is balanced for vitamins, minerals, and protein. A healthy laying hen diet



should also contain crushed oystershell for egg production, and grit for digestion. A six pound hen will eat roughly 3 pounds of feed each week. They love fruit and vegetable scraps from the kitchen and garden, as well as bread. Scratch - cracked corn and oats are a nice treat for the chickens that does not supply all their nutritional needs, but is fine in moderation.

Feed consumption may increase in the winter when burning more calories, and decrease in the heat of the summer. A critical part of a chicken's diet is continual access to clean, fresh water. This is especially true in the summer as they cool themselves by panting.

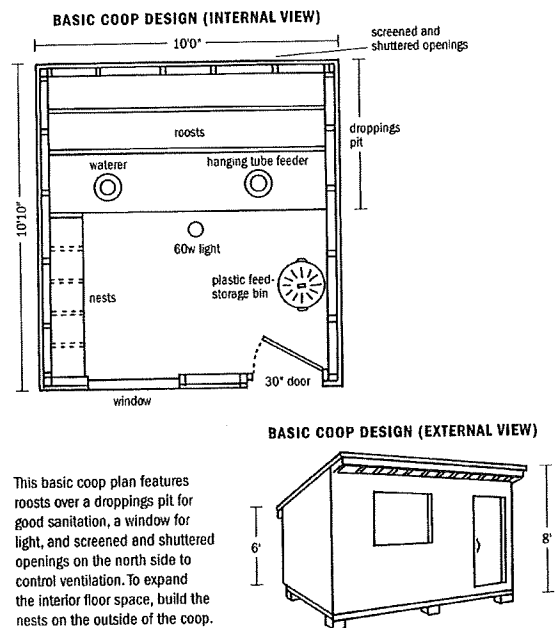


**Figure 2.** Quality feed and clean water will help keep birds healthy and productive.

## HOUSING

A quality coop is essential to backyard chicken production. Layers need nest boxes - one per 4-5 birds. Chickens are descended from jungle birds, which means they like to be up high, so a place for them to roost is important. Coops must provide protection from the weather and predators. There should be a well-insulated area with a light bulb or heat lamp for the winter months as well as ventilation for fresh air. Be sure to have a minimum 3-5 square feet per bird, including outdoor space.

Their main predators are raccoons, rats, owls, hawks, and cats. An enclosed space for them to stay at night is essential to their protection. Ensure that the coop is free of small holes for predators to sneak in. There is an endless variety of coop designs with just as much range in cost. Find a design that provides easy access and otherwise suits your situation. There are many books and websites with coop designs. See Figure 3 for a simple chicken coop schematic. The space should be free of unnecessary objects like woodpiles or equipment, as they attract predators.



**Figure 3.** Simple coop design for up to 16 hens from Storey's Guide to Raising Chickens

## DAILY CARE

Chickens need to be fed and water changed daily. They need to be let out of the coop each morning and put into the coop at dusk each night to protect them from predators. Eggs should be picked up twice a day. The coop and pen should be cleaned out weekly to maintain sanitation and odor control.

## BIRD HEALTH

Healthy birds will be active and alert with bright eyes. They will be moving around - pecking, scratching, and dusting - except on hot days when they will find shade. Chickens that are healthy and active will also talk and sing quietly throughout the day.

As far as laying and eating habits, each chicken is different, so monitor each chicken to get a feel for her normal production and consumption. Healthy droppings will be firm and grayish brown, with white urine salts. Roughly every tenth dropping is somewhat foamy, smellier than usual, and light brown.

Chickens raised in backyard settings generally stay healthy and are not easily susceptible to diseases. The easiest way to find disease in chickens is to know what a healthy bird looks like. When a chicken isn't acting normal, for instance if she doesn't run to the food as usual or she wheezes or sneezes, start investigating. Table 2 lists some possible causes of illness to chickens.

INFECTIOUS (INVASION BY ANOTHER ORGANISM)	NONINFECTIOUS (NONBIOLOGICAL IN ORIGIN)
BACTERIA	CHEMICAL POISONING
MOLD AND FUNGI	HEREDITARY DEFECTS
PARASITES	NUTRITIONAL DEFICIENCIES
VIRUSES	UNKNOWN CAUSES

Credit: *Storey's Guide to Raising Chickens* by Gail Damerow

## SANITATION

An important element to bird health is sanitation. In order to maintain a clean, healthy environment, the coop and outdoor area should be cleaned out weekly or as needed to control manure and odor build up. Feeders and waterers should be regularly cleaned and disinfected. Dust baths should be available, as they help control mites. It is

important that at least once a year, usually in the spring, a thorough cleaning is done on the coop and yard. Also cleaning before introducing new birds to the area will limit the spread of disease. A fall cleaning is also helpful with mite control over winter.

During this cleaning, safety precautions must be taken in dealing with dust. Wear a dust mask and mist the walls surrounding the area to control dust movement. Inhalation of dried chicken manure can be harmful to humans. Rake and clean out the yard. All feeders should be removed and bedding completely cleared out. It is important to remove dust and cobwebs from corners of the coop. The inside of the coop needs to be disinfected - including troughs, perches and nests. To disinfect, use one-tablespoon chlorine bleach to one gallon boiling water.

## MANURE MANAGEMENT

Chicken manure is made up of feed residue, intestinal bacteria, digestive juices, mineral by-products from metabolic processes, and water. In fact, 85% of chicken droppings, by weight, is water. This leads to issues with humidity and odor. So what are the options for managing manure?

One option is to complete thorough cleanings of the coop more than once a year. This will control the odor and fly populations.

Another option is to pasture the chickens. Moveable shelters are a valuable tool for pasturing chickens and reducing cleaning time. Simply move the location of the house when manure begins to build up. It offers new space for chickens to graze and peck, and free fertilizer for the lawn!

A third option is composting. Composting can be done right in the chickens' bedding. To start this process, lay down about 4 inches of bedding. Regularly stir up the

bedding to prevent clumping, and add fresh bedding until it is 10 inches deep by winter.

Continue this process until the bedding gets 12 to 15 inches deep. At this depth, composting actively begins and after 6 months can kill harmful bacteria. This composting releases heat, which keeps chickens warm in cooler months and attracts natural fly predators. To maintain the compost, it must be stirred regularly to prevent crusting. The same process can be done outside of the coop in a separate bin.

### EGG PRODUCTION

Hens begin laying at around six months of age and can continue for 5-10 years, with peak production occurring in the first 2 years. They will lay roughly 6 eggs each week. Egg production drops each year when the hens molt (replace their feathers in the early fall) and as daylight hours are lost. Hens need at least 12- 14 hours of light each day to continue laying eggs. A regular lightbulb is sufficient to supply this light.

### REGULATIONS

There are several regulations that you may encounter with chicken ownership. Raising chickens in the backyard may require a permit from your city, and each has different requirements and restrictions. It is not legal in some cities to keep poultry. Some cities may also limit the number of animals you can keep.

If you begin selling eggs or meat, you will encounter additional regulations. The Minnesota Department of Agriculture Dairy and Food Inspection Division manages and enforces these. Contact them for

information regarding these rules at 651-201-6027.

### PURCHASING BIRDS

There are several places to purchase chickens. Table 4 lists major chicken hatcheries and their websites. There are also many individuals breeding and selling poultry. Local farm supply stores may also order them for you.

Table 4. Major Chicken Hatcheries

HATCHERY	WEBSITE
MURRAY McMURRAY'S	WWW.MCMURRAYHATCHERY.COM
STROMBERG'S	WWW.STROMBERGSCHICKENS.COM
HOOVER'S HATCHERY	WWW.HOOVERSHATCHERY.COM

### ADDITIONAL INFORMATION

#### Online resources:

<http://www.extension.umn.edu/smallfarms>

<http://www.ansci.umn.edu/poultry/index.html>

[www.backyardchickens.com](http://www.backyardchickens.com)

[www.ansi.okstate.edu/poultry](http://www.ansi.okstate.edu/poultry)

[http://www.aragriculture.org/poultry/small\\_flock\\_information.htm](http://www.aragriculture.org/poultry/small_flock_information.htm)

#### Publications:

*Storey's Guide to Raising Chickens* by Gail Damerow

*American Standard of Perfection* by American Poultry Association

### QUESTIONS OR COMMENTS?

Contact Betsy Wieland at: [eliza003@umn.edu](mailto:eliza003@umn.edu) or 612-596-1175

## How To Raise Backyard Chickens In Your City - The Basics Of Raising Chickens

Subscribe

### Raising Chickens 101

So, you're interested in raising chickens? You've embarked on a fun and exciting journey! BYC (BackYardChickens) is FULL of great information. If your question isn't answered in the main pages of the site then we promise there is an answer on our chicken forum.

Below are the absolute basics of raising chickens. For more detailed information please explore the rest of the site and join our forum.

### Why Raise Chickens?

Here are a few of the most frequently expressed reasons people raise chickens:

- Easy and inexpensive to maintain (when compared to most other pets)
- Eggs that are fresh, great-tasting & nutritious
- Chemical-free bug and weed control
- Manufacture the worlds best fertilizer
- Fun & friendly pets with personality (yes, you read that right)

### Determine if you can legally own / raise backyard chickens:

- Search local chicken laws & ordinances
- Read comments in our forum devoted to chicken laws & ordinances.

### Where To Get Chicks:

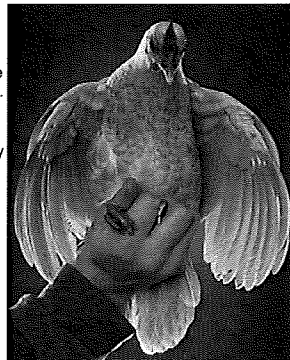
- Local Feed Stores often carry a variety of day old chicks around Spring
- Hatch chicks from eggs - HomeMade Chicken Incubators
- Search our forum for members listing hatching eggs or chickens for sale.
- Check our list of chicken supplies.


### How To Care For A Chick - First 60 Days:

- Young Chick Brooder - Can be as simple as a sturdy cardboard box or a small animal cage like one you'd use for rabbits.
- Flooring - Pine shavings work best. You can also use corn cob bedding. Try to stay clear of newspaper since it doesn't absorb well and can be slippery.
- Temperature - 90 to 100 deg. for the first week, decrease 5 deg. per week. A 100 watt bulb pointing in one corner (not the whole brooder) works well.
- Food & water - chick crumbles / starter & a chick waterer
- Play time - Play with your chicks when young to get the use to being around people.
- Outside time - Section off an area in your yard where the chicks can explore, scratch, etc. Make sure you can catch them when it's time to come in.
- More details: Article: How To Raise Baby Chicks - Forum Section: Raising Chicks

### Chicken Care After First 60 Days, General Chicken Care:

- Chicken Coops - Once feathered out you'll want to move your chickens into a chicken coop! Rule of thumb is about 2-3 square feet per chicken inside the henhouse and 4-5 sq/ft per chicken in an outside run. Keep local predators in mind and make a safe home for your flock!
- Flooring - Pine shavings work best. You can even try the deep litter method for even less maintenance.
- Food & water - Most people go with chicken layer feed / pellets. You can even make a homemade chicken feeder / waterer
- Treats - Vegetables, bread, bugs, chicken scratch (cracked corn, milo, wheat)



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BackYard Chickens > Learning Center Articles > Chicken FAQ's - The Frequent Asked Questions of Raising Chickens

## Chicken FAQ's - The Frequent Asked Questions of Raising Chickens

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1.Should I buy pullets or straight run chicks? Pullets have been sexed by the hatchery and are usually sexed 90% accurately. Most hatcheries or feed stores will refund your money or buy back the cockerels which exceed 10%. Straight run chicks are usually less expensive, but they are 50% pullets and 50% cockerels (more or less).

2.When can my chicks go outside? You should wait until they are fully feathered to put them outside. Depending on the temperature, they can go outside when they are from 5 to 12 weeks old.  
 Will racoons hurt my chickens? Yes. Racoons are one of the most common predators of chickens. They will attack mainly at night, and can tear a bird apart very quickly. They frequently will kill more than one. Good secure coops will help to protect your flock from racoons

1.How many eggs will my hens lay? On the average, 3 hens will give you 2 eggs a day. That means to get a dozen eggs a day, you would need 18 hens.

2.Should I wash the eggs my hens lay? This argument rages forever - I wash mine with a scrubby sponge and cold water when I'm ready to eat them. Some people use anti-bac soap, others claim you are washing off the bloom and letting bacterian INTO the egg by doing that. I like a nice clean egg when I'm going to cook it or give it to someone.

3.What is the difference between a bantam egg and a regular egg? A bantam egg is smaller. Nutritiionally there is no difference.

4.How long do chickens lay eggs? Chicken can lay eggs into their teens, although they sometimes stop earlier.

5.When will my hens start to lay eggs? Most hens start to lay around 4-6 months of age, more or less. However, for various reasons (time of year, temperature, etc.) they may wait until the next Spring to start laying eggs.

6.How do you tell what color eggs a hen will lay? You can tell by the color of the earlobes in general. A white lobed hen will lay white eggs, while a red lobed hen will lay brown eggs. The exception to this would be the Easter Egger, Ameraucana, and Araucana breeds. They will lay eggs in colors ranging from khaki green to sky blue, to pink tinted, to occasionally lavender tinted. they will usually have red ear lobes.

7. where does the egg come from, and how does the shell harden or form around the egg? After the yolk is formed in the hen's single ovary, the yolk drops into the body cavity. From there it goes into the infundibulum, or funnel. It then starts it on its way down the oviduct. The oviduct is more than 2 feet long and is lined with glands that secrete the materials for the albumen (egg white), shell membranes, and shell. The egg color pigment is added in the last stages of this process. It takes twenty-four hours or more from the time the yolk is released until the completed egg is laid.

8. One of our chickens laid an egg without a shell. Is this a cause for concern? A soft or even no-shelled egg is something that happens occasionally in even healthy hens. It's generally no cause for concern, unless there is other sign of illness or it's a regular occurrence. There's no need to separate your hen. What you may want to consider is adding some calcium to the diet if you haven't already. This can be given in the form of ground oyster shells, or other calcium supplements.

1.What is a broody hen? A broody hen is a hen who is trying to hatch out eggs by sitting on them all day and all night, only taking breaks once a day to eat, drink, and defecate.

2.How long does it take to hatch an egg? About 21 days.

3.Which is better, natural or artificial incubation? The advantages of natural incubation (i.e. a broody hen) are that the hen does all the work for you and she will probably hatch out a high percentage of the eggs. The disadvantages are that you can only fit a certain amount of eggs under a broody hen, you can never tell when a hen will go broody, and you can't be sure her chicks will be tame.


The advantages of artificial incubation (i.e. an incubator) are that you can incubate a large number of eggs, you can incubate whenever you want, and since you will be raising the chicks yourself, you can make sure to tame them. The disadvantages of artificial incubation are that it takes effort and worry on your part, the percentage of eggs that hatch will probably be lower than natural incubation, and you will inevitably have problems with temperature and humidity that could damage the chicks.


1.How tall should the side fences be on the chicken yard? Is seven feet sufficient? Six feet is a common level for poultry fencing. Seven feet would be sufficient in most cases. There have been cases of chickens flying out even at that level, however. Chickens can be kept contained in their pens as well as protected from overhead predators by covering the pens with some form of netting. A common, lightweight, and easy to use netting is deer netting available in most large home improvement stores as well as hardware stores.

2.What is the best material to spread on the coop floor? Pine shavings (or similar) work very well. Straw is also ok, but has spaces inside which can harbor mites and other pests.

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3. How much space do I need in my chicken house and run? Inside a minimum of 2 square feet of floor space. Outside, a minimum of 10 square feet in the run per bird (some say 4 sq. ft., but that's only 2x2, and I personally think that's restrictive).

4. Can a 6x8 garden shed be used as a chicken coop? What is a nesting box? Are they necessary? A standard garden shed can be converted nicely into a coop, you want to provide about 4 square feet per bird, so the size will shelter about 12-14 birds easily. You want to ensure that it is draft free and secure from predators, and has adequate ventilation. Heat and insulation needs vary based on location and climate. An example of nesting box design can be found here: <http://www.backyardchickens.com/coops/nestingbox.html>

5. Will painting the interior of the coop cause any health risk to the hens? If the paint is non toxic, and well dried, with good ventilation, it should cause no harm to the hens.

6. Could deer netting be used to fence my chickens in during the day? Will it be effective for keeping them out of the garden? The deer netting will keep the chickens in. Another way to address this concern is to put the deer netting around the garden. This way you can use permanent support such as t-posts or wooden fence posts to support it.

1. What should I use for perches? Wooden perches should be 2 in diameter for regular sized chickens and 1 for bantams. Plastic or metal is too smooth for the chicken to grasp. You can also use branches for a more natural setting.

Note: in cold climates, people use flat 2x4s for perches. That makes the chicken sit on its feet, keeping them warm.

2. How much roosting space do I need on the perches? You will need a minimum of 8 of perch space for each chicken.

3. How high should my perches be? The lowest perch should be 18-24 off the ground. There can be multiple perches - chickens will jump up from perch to perch. Some people use a leaning ladder perch arrangement.

4. How many nest boxes do I need? Generally, one box for every 4 hens.

5. How big should my nest boxes be? For larger breeds, a box 12 high, 12 deep and 14 high is fine.

6. How far off the ground should I place my nest boxes? 18 to 24 is a good height.

1. What is the best breed for laying eggs? Leghorns, Rhode Island Reds, Australorps and Orpingtons are all very productive breeds

2. What breed should I get? Decide what you want from your chickens. If you want them for eggs, you should get a breed that lays a lot of eggs. If you want them for meat, you should get a breed that grows heavy at a young age. If you want them for pets, you should get a breed that is calm and easy to handle. More information is available from the Links Page.

3. What is the difference between a bantam and a regular chicken? A bantam is a miniature chicken, usually about 1/4 to 1/2 the size of a regular chicken

4. What is the difference between a cockerel and a pullet? A cockerel is a young rooster. A pullet is a young hen.

1. What should I feed my chickens? Starter ration until they are 8 weeks old, grower ration until they are 18 weeks old, then layer ration; or combination starter-grower until they are 18 weeks, then layer ration. It is a good idea to supplement the layer ration with ground oyster shell. Oyster shell helps keep eggshells thick.

Can I feed my chickens treats?

Yes. Scratch is a good treat for chickens. Chickens like many things: cooked spaghetti, clean vegetable peels, fruit, cereal, meal worms, bugs, and snails. Avoid strong tasting foods like onions and garlic; some sources say this makes their eggs taste funny

2. What is scratch? Scratch is a cracked corn and wheat mix for chickens. It is available at most feed stores

3. Should chicks be fed raw oatmeal? Young chicks can be fed raw oatmeal as long as there is sufficient grit added to their diet. Without grit, chicks will be unable to obtain the nutritive value of the oatmeal.

1. How do roosters mate with hens? The sex organ of a rooster is located internally, inside the Cloaca, which is the opening where the feces comes out, and in the hen, the eggs. When mating, the rooster's organ is extruded (comes out) in order to place the sperm in the cloaca of the hen. rooster's organ is extruded (comes out) in order to place the sperm in the cloaca of the hen. The rooster mounts the hen, holding on with his beak to her head or neck feathers, in order to be in the proper position for fertilization to occur

2. I have two roosters. One was the alpha but has been challenged by the other. Can they live in peace or must one go? You will not be able to make them be friends. They may work out the new positions themselves and the pecking might subside. If not you may have to find a way to let them out alternate days with the hens. A product called Blu Kote, sold in most tack stores for cuts on horses, is good to put on the injured comb to discourage more pecking and help it heal. Use a Q-tip to apply it, careful not to get it in the eyes.

3. Do roosters need to be separated from each other when they are in with pullets? If so, at what age? Roosters that grow up together generally get along and may not need to be separated. Even if one is bantam and one is a standard they could live in harmony especially if they have a large area. It is individual however and can change with age so always keep an eye out.

4. Will my hens lay eggs if I don't have a rooster? Yes. A hen only needs a rooster in order to lay fertile eggs that could hatch

5. How many roosters do I need for my chickens? One rooster for every 8-12 hens will probably produce fertile eggs.

6. When and how can I tell if a chicken is a rooster? It is VERY difficult to tell male from female at an early age. Depending on the breed, cockerels (males) develop larger combs and wattles earlier than pullets (females) and will start trying to crow at 6 to 10 weeks (we had one start to crow at 16 weeks - it's not a precise science, sorry!) Cockerels tend to be bigger and/or taller than the pullets. You may also observe more aggressive rooster behaviors, like play fighting, hassling, mounting and such.

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7. Why do roosters crow? There's many reasons why A rooster crows.. He could be announcing his territory, or letting the hens know he's there. It can also be a challenge to another rooster.Why they crow when they crow, only the rooster knows for sure...

1. Why aren't my chickens laying? 1) they might be too young 2) they might be too old 3) if they look sick, an illness may have caused them to stop laying 4) chickens frequently stop laying while they are molting and 5) they might just need a break!

2. My hen chickens are laying thin-shelled eggs. What do I do? Try giving them oyster shells - the calcium helps keep the shells thick and strong

3. My young hen lays soft and misshapen eggs. Is this a problem? When they start laying eggs their young systems will produce eggs that are softshell, irregular shaped, real large, real small, etc. It takes a while for their reproductive system to get the complete hang of it.

4. My chickens are eating their own eggs. What should I do? Usually, egg-eating is due to a need for more calcium. Supplement with crushed oyster shells (available at feed stores). In a pinch, crush up regular chickens eggs and supplement with that (although that may encourage them to peck at eggs). For occasional stubborn hen who has just decided she likes the taste of eggs, you may have to try a nest box that allows the eggs to roll out of reach.

6.What is coccidiosis? A protozoa in the droppings, easily spread from chick to chick. Cocci can be prevented with medicated feed. Older chickens can be treated with Corrid or Albon. Usually readily available at most feed stores.Usually readily available at most feed stores.  
Cleaning the feeder and waterer at least daily is an important step in the prevention and treatment.

6. Is it all right to clip a chicken's toe nail ? It is alright to clip a chicken's toenails.. You need to be careful not to go too far up into the nail, or it may cause pain and bleeding.A dog toenail clipper is a useful tool for this.

7. Is there a salve to put on the hens backs to heal and prevent the rooster's plucking? Can I snip the tip of His beak to make it more sensitive? You can put neosporin on the hen's back if there's any broken skin.. You can also use blu-cote on it to reduce the chances of picking. It turns the skin dark and is therefore less attractive to any pickers. Trimming the beak is an option if he's picking with it. It will not make it more sensitive. It will make it shorter so he cannot get a good grip on feathers. However the rooster damage may come from the toenails, rather than the beak. Feather loss on hens is very common.

8. One of my hens has a protrusion outside her vent. What can cause this and do I need to take her to the vet? What you're describing is a prolapsed vent. This can happen when a hen strains too hard to lay an egg, or the egg is so big it causes some damage to the vent as it is laid. It's fairly common.What to do for it is to lubricate the vent gently with preparation h cream, or any of the hemorrhoidal creams and using a finger, gently push the vent back inside. The cream will then need to be applied twice a day till the vent is healed. It may help to keep the hen in a dark place to discourage laying while the healing takes place. The hen will need to be watched in the future, in case of re-occurrence.  
Rapid treatment is necessary not just to aid healing, but to prevent the other birds from picking the exposed tissue.

1. How can I prevent frostbite? using 2 x 4 roosts, laid flat, make the chickens roost on their feet, which will keep them warm. For combs and wattles, some vaseline will help prevent frostbite from happening. For VERY extreme conditions, heat the coop with a ceramic or red-bulb heating light.

2. It's been extremely cold in the northeast . My rooster now has blackness on his comb with yellow blisters. What this is and how can I treat it! Sounds like frostbite. Chickens commonly get it on the comb, wattles, or feet. It is best treated with an antibiotic ointment (like Polysporin) over the blisters and blackened areas. The blackened areas may wither and fall off if the frostbite is full thickness. Frostbite can be prevented with a thick coating of Vaseline over the comb and wattles and wide perches such that their feet are flat, like a 2x4 on side, not edge, so that their feet are warmed by the body. Reducing drafts in the coop in winter is important but do not allow the coop to be without ventilation as high humidity will increase the chances of frostbite happening.

3. What do I do if I live in a very cold climate? Insulate the coop, use heat lamps if needed, heat the waterer to keep it from freezing.

4. In colder climates, is it normal for chickens to stop laying in winter? It is normal for hens to stop or slow down laying in the winter months. The shorter days trigger this slow down, rather than the temperature.In order to keep hens laying all winter, artificial light can be used to equal 14 hours of light per day.

1. Can you wash a chicken? Yes. Show chickens are given baths often so their feathering is perfect for showing. Most people recommend Dawn dishwashing soap as it is gentle and will remove grease. Others prefer baby soap or shampoo. Chickens may have a variety of reactions to being bathed, but some seem to like it, especially silkies. You can also blow dry them on low after you're done

2. Where can I buy egg cartons? <http://www.eggcartons.com>

3. What is the best way to introduce new chickens to an already established flock? Separate newcomers and established birds with a barrier (i.e., wire), so they can see each other but not directly interact for a period of 1-4 weeks. This will help keep fighting to a minimum. Always introduce them while SUPERVISED, so you can control any fighting.

4. How long do chickens usually live? Most people say up to 10 years or more if they stay healthy. We have one hen, still laying, that is five years old.

5. When meat chickens are ready for processing, can you take them somewhere to have them done or do you have to do it yourself? Yes you can take them to processors to be killed and cleaned in most areas. Contact your local Poultry Club to find out if there is someone doing that as a business near you.

6. What is the moult? The moult is an annual process in which the chickens lose and regrow their feathers. Usually chickens molt in the late summer or early fall. They may stop laying eggs while they are moulting.

7. Do chickens smell bad? No. The only time chickens will smell bad is if they are sick or their coop is not cleaned often enough.

8. What can I do to get rid of snakes? Well, if you can catch them, you can put them in a pillow case for safety and then relocate them far away. Remember that snakes are territorial, and will return if they can.If you feel this will not work, then dispatching them would be your next choice.  
Snakes can be beneficial. They will remove vermin such as mice and rats, but will also remove chicks, small birds, and eggs.



WW-01189 Reviewed 2008

# Raising Ducks

**Melvin L. Hamre**

About 22 million ducks are raised annually in the United States. Most are produced under confinement on specialized duck farms in a few commercially important duck production areas. However, many farms still raise a few ducks primarily for family use or local sale. This publication is intended for the latter group.



Ducks are raised primarily for meat. Although most breeds used are relatively poor layers, the flock should be managed to save the eggs produced for food purposes or hatching. The commercial duck industry is built around the Pekin breed. Pekins reach market weight early and are fairly good egg producers, but they are poor setters and seldom raise a brood.

The Rouen is a popular farm flock breed. It is slower growing than the Pekin, but it reaches the same weight over the 5 to 6 month period of feeding and foraging under farm flock conditions. Its slower growth and colored plumage make it undesirable for commercial production.

The Muscovy, a breed unrelated to other domestic ducks, is also used to some extent in farm flocks. They are good foragers and make good setters. Muscovy males are much larger than the females at market age.

Meat production is generally of primary importance in selecting a breed, but egg production for propagation, brooding tendency, and the white plumage that produces an attractive dressed carcass should also be considered.

Keeping small, ornamental varieties of ducks, sometimes called bantam ducks, for exhibition or hobby purposes is increasing. Included in this grouping are White and Gray Calls, Black East Indias, Wood Ducks, Mandarins, and sometimes Teal. Most general poultry shows and some special bantam shows offer classes for these ducks.

## Brooding Ducklings

Small groups of ducklings can be brooded by broody chicken hens and most breeds of ducks other than Pekin and Runner. If the ducklings aren't hatched by the broody female, place them under her at night so that she will more readily accept them.

Ducklings can be brooded artificially in about the same way as baby chicks. Due to their rapid growth, ducklings will need heat a shorter period of time, and floor space requirements will increase more rapidly.

Any small building or garage or barn corner can be used as a brooding area for small numbers of birds. The brooding area should be dry, reasonably well lighted and ventilated, and free from drafts. Cover the floor



with about 4 inches of absorbent litter material, such as wood shavings, chopped straw, or peat moss. Litter dampness is more of a problem with ducks than with chicks. Good litter management will require removal of wet spots and frequent addition of clean, dry litter. Be sure litter is free of mold.

Infrared heat lamps are a convenient source of heat for brooding small numbers of birds. Use one 250-watt lamp for 30 ducklings. Heat lamps provide radiant heat to the birds under them. Since the air isn't heated, room temperature measurement isn't so important.

When using hover-type brooders, brood only half as many ducklings as the rated chick capacity. Because ducklings are larger than chicks in size, it may be necessary to raise the hover 3 to 4 inches. Have the temperature at the edge of the hover 85 to 90 degrees F when the ducklings arrive. Reduce it 5 to 10 degrees per week.

Confine the birds to the heated area with a corrugated paper chick guard for the first 3 to 4 days. Watch the actions of the birds as a clue to their comfort. If they are too hot, they will move away from the heat. If too cold they may pile up and be noisy.

High temperatures may result in slower feathering and growth. Supplementary heat may be needed for 5 to 6 weeks in cold weather; in summer, only 2 to 3 weeks. By 4 weeks of age, the ducklings should be feathered enough to be outdoors except in extremely cold, wet weather. In some areas attention to predator control may be necessary when the ducklings are turned out.

Allow 1/2 square foot of floor space per bird during the first two weeks. Increase this to at least 1 square foot by 4 weeks. If the birds are to remain confined after the first month, provide them with at least 2 square feet of floor space.

## Feeding

Ducklings should have feed and drinking water available when they are started under the brooder or hen. Use waterers the birds can't get into. This is especially important in the brooding area since ducklings are easily chilled when they become wet while still in the "down" stage. Pans or troughs with wire guards are satisfactory. Place waterers over low, wire-covered frames to help reduce wet litter problems. Change waterers or adjust size as birds grow. The waterer should be wide enough and deep enough for a bird to dip its bill and head.

In some areas commercial suppliers have feeds formulated for duck feeding. Check with the suppliers in your vicinity. If duck feeds aren't available, start ducklings on chick starter for the first 2 to 3 weeks. Place feed for the first few days on egg case flats or other rough paper: slick-surfaced paper may cause leg injuries. After 2 to 3 weeks ducklings can be fed a pelleted chicken grower ration plus cracked corn, or other grain. Keep feed before the birds at all times and provide grower-size insoluble grit. Less feed wastage and better feed efficiency result from using crumbled or pelleted feeds.

Ducks are easy to raise because they are hardy and not susceptible to many of the common poultry diseases. The use of medicated feeds isn't usually necessary. Very few additives have been approved for nutritional or medicinal use in duck feeds. Waterfowl may be more sensitive to some drugs than other poultry. Incorrect use of certain medicated feeds formulated for chickens and turkeys could harm ducklings.

Small flocks of ducklings raised in the late spring with access to green feed outdoors generally have few nutritional problems. While ducks are not as good foragers as geese, they do eat some green feed and farm

flocks are usually allowed to run at large. Cut green feed can be supplied to the birds when they must be kept inside in bad weather. Water for swimming isn't necessary for successful duck production.

Under commercial conditions, Pekin ducklings are ready for market when 7 to 9 weeks old. These birds weigh 6 to 7 pounds and have consumed 20 to 25 pounds of feed. Rouens raised under farm flock conditions may take 5 months to reach these weights. Muscovy ducks take somewhat longer.

The holiday retail duck market is greatest from Thanksgiving through New Year's Day. Ducks grown for home use or limited local sales can be slaughtered any time. If ducklings are kept longer than 11 to 12 weeks, new pinfeathers begin to come out, making it difficult to pick them clean for another several weeks. Growers planning on any commercial marketings should make scheduling plans in advance with a processor or marketing organization.

## Breeder Flock Management

Select stock from flocks hatched in April and May. Using males from early flocks will help insure their readiness for mating for the start of the following year. Choose vigorous birds with good weight, conformation, and feathering before marketing the young flock. Keep one male for each 5 to 6 females. Young birds should be selected only from families with good egg production, hatchability, and fertility records.

Identification of males and females is necessary when selecting birds for breeder flocks and for exhibition. Even in breeds that have a sex-differentiated color pattern, both sexes may resemble each other in their summer plumage. Ducks and geese can be sexed by everting the vent and examining the reproductive organs (see *Raising Geese*, FS-1190.) This practice requires some experience and may be more easily done with day-old birds or during the breeding season. In some breeds mature males develop characteristic curled feathers at the base of the tail. After about 6 weeks of age, the sounds ducks make can be a clue to their sex. Females have a more definite sharp quack, while males have a sound which is not nearly so loud or harsh but more of a muffled sound.

Birds held for breeders must be kept from becoming too fat. The breeder-developer ration fed during the holding period should contain less energy than starter and grower rations. If the grower ration is continued during the holding period, gradually restrict feed to about 70 percent of the amount fed at the start.

Change to a breeder-laying ration about 1 month before egg production starts. Don't bring birds into production before 7 months of age. Feeding oystershell is optional to improve eggshell quality. Increasing day length with lighting stimulates egg production. Provide a 14-hour day 3 weeks before the desired egg production date. The flock should be laying at a high rate of production within 5 to 6 weeks. Meat-type breeds should remain above 50 percent production for about 5 months.

Provide breeders with a clean, dry, well-ventilated shed or house. Allow 5 to 6 feet of floor space per bird. Birds are often confined at night to get a maximum number of eggs and then allowed daytime access to the yard. Provide floor level nest boxes. Most eggs are laid in early morning. Gather eggs about 7 a.m. and let the birds out of the house. If some birds stay on the nests, a second collection can be made later in the day. Clean, dry litter and nesting material will help produce clean eggs.

Soiled eggs should be cleaned soon after gathering. They should be washed in warm water (at least 20 degrees F warmer than the eggs) containing an egg cleaning and sanitizing compound used according to the manufacturer's instructions. Store eggs for hatching at 55 degrees F and a relative humidity of 75

percent. Eggs stored longer than 2 weeks may decline in hatchability. If stored more than a week, turn eggs daily to prevent yolks from sticking to shells.

## Incubation

Muscovy ducks require 35 days of incubation; eggs of other domestic duck breeds require 28 days. A chicken hen or female duck can set on 9 to 11 duck eggs. Place the nest where it won't be disturbed during the incubation period and provide a convenient source of feed and water. The nest should be checked at hatching time. Remove early hatching ducklings as soon as they hatch and place them under a brooder or heat lamp. This may prevent the hen from leaving the nest before completion of hatch or trampling some of the young if she becomes restless.

When using an incubator for duck eggs, follow the manufacturer's instructions for the machine being used. Turn the eggs 3 to 5 times daily until 3 days before they hatch. Some growers try to maintain a slightly higher incubator humidity for duck eggs than chicken eggs, especially during the hatching time. Sprinkling duck eggs with lukewarm water twice a week up to the 25<sup>th</sup> day has been helpful in some instances; others have had good success without sprinkling. Keep track of any modifications you make in your incubation procedures so you can evaluate them properly and adopt those that are most likely to increase the success of your operation.

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*A Brief Introduction to*

# Koncar's Poultry Ranch

As the Lauderdale City Council debates changes to the current chicken ordinance, I prepared this small hand-out to show what it takes to keep Lauderdale's largest chicken operation running smoothly year-round.



*The coop in summertime*



*The chickens in the compost*



*Run with feeder and waterer*

I began building my coop about five years ago after extensive research into backyard chicken-keeping. I settled on a double coop with common run, which allows me to conveniently separate adults from chicks. The coop took me one year to build in my spare time, and I have about \$3200 invested in materials and equipment.

The 9x13 run is founded on a triple-course of railroad ties, allowing me to use the deep-litter method of manure control. This significantly reduces work and smell, and provides excellent compost for our vegetable garden. I need to change the litter in the run once a year, and add more litter material as needed. Also located in the run are a rodent-proof feeder and a 5-gallon bucket waterer.

The coops are about 4x8 each, and also use the deep litter method. I need to change the coop's litter every few months. Coops are best designed at a human scale to facilitate efficient cleaning. I designed all doors extra-wide for easy access for cleaning and maintenance. Also, note the triangular windows at the top of each coop. These are ventilation windows. Chickens aspirate a lot of moisture, and this must be allowed to disperse if the birds are to remain healthy, especially in winter.

I utilize a three bin compost system designed to work with the chickens. The first year you throw in your kitchen scraps, which the chickens pick through. You can also add their old litter. The second year, this continues to break down, and the chickens continue to scratch and aerate the pile. The third year you use the finished compost. I can say from the experience that the system produces remarkably effective compost.

I currently have 24 hens, although an ideal winter flock size would be 15-18 birds for my coop size. Year round the coop gets about two dozen regular visitors who stop by to see the birds, talk chickens, and even donate their kitchen scraps as treats for the flock.

As a citizen with an investment in the topic, I believe chickens foster a sense of community and attract progressive, engaged young citizens to a neighborhood. I would like to see the Council continue the current liberal approach to chicken raising, and deal with problems and complaints via the nuisance ordinances as needed.

# Fun Chicken Facts

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The average chicken has about 8500 feathers

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Chickens egg production depends upon light, not temperature. In order to lay throughout the winter, I keep a light on a timer in the coop to provide the optimal 14 hours of daylight for egg production

----  
Chickens bred for a winter climate can withstand temperatures down to 20 degrees below zero

----  
The combs on a chicken's head are used to regulate it's body temperature

----  
The best commercial breeds of chickens will lay 325 eggs per year. Most heirloom, dual-purpose farm breeds will lay 200-250 per year

----  
According to Mother Earth News, compared to a supermarket egg, free-range eggs contain:  
1/3 less cholesterol  
1/4 less saturated fat  
2/3 more vitamin A  
2 times more omega-3 fatty acids  
3 times more vitamin E  
7 times more beta carotene

----  
The chicken was domesticated about 7,000 years ago from the Southeast Asian Jungle Fowl. Today there are at least 400 distinct breeds worldwide

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