

**LAUDERDALE CITY COUNCIL MEETING AGENDA**  
**7:30 P.M. TUESDAY, AUGUST 25, 2015**  
**LAUDERDALE CITY HALL, 1891 WALNUT STREET**

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

1. **CALL THE MEETING TO ORDER**
2. **ROLL CALL**
3. **APPROVALS**
  - a. Agenda
  - b. Minutes of the August 11, 2015 City Council Meeting
  - c. Claims Totaling \$39,225.44
4. **CONSENT**
  - a. Revisions to City Facility Use Policy
  - b. PCIC Minutes
  - c. Amendment to the Recycling Contract Providing for Alley Collection
5. **SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**
6. **INFORMATIONAL PRESENTATIONS / REPORTS**
  - a. Lauderdale – Falcon Heights 5K Fun Run / Walk
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. Ordinance No. 15-04 Amending the Rental Property Licensing Provisions
8. **DISCUSSION / ACTION ITEMS**
  - a. Ordinance No. 15-04 Amending the Rental Property Licensing Provisions
9. **ITEMS REMOVED FROM THE CONSENT AGENDA**
10. **ADDITIONAL ITEMS**
11. **SET AGENDA FOR NEXT MEETING**
  - a. 2016 Budget and Levy
  - b. Brandychase Reimbursement Request Update
  - c. Sheriff Matt Bostrom
  - d. Adult Services Manager from Ramsey County Regarding Group Homes – September 22
12. **WORK SESSION**
  - a. Opportunity for the Public to Address the City Council

Any member of the public may speak at this time on any item not on the agenda. In consideration for the public attending the meeting, this portion of the meeting will be limited to fifteen (15) minutes. Individuals are requested to limit their comments to four (4) minutes or less. If the majority of the Council determines that additional time on a specific issue is warranted, then discussion on that issue shall be continued at the end of the agenda. Before addressing the City Council, members of the public are asked to step up to the microphone, give their name, address, and state the subject to be discussed. All remarks shall be addressed to the Council as a whole and not to any member thereof. No person other than members of the Council and the person having the floor shall be permitted to enter any discussion without permission of the presiding officer.

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

- b. 2016 Budget and Levy
- c. Community Development Update

### 13. **ADJOURNMENT**

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

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August 11, 2015

Mayor Dains called the Regular City Council meeting to order at 7:32 p.m.

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

Councilors absent: None.

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

Others present: Chris Goodwin of Eureka! Recycling and Paul Winkelaar.

### **Approvals**

Mayor Dains asked for changes to the meeting agenda. There being none, motion was made by Councilor Grove to approve the agenda, seconded by Councilor Mac Lean and carried unanimously.

Councilor Gaasch moved to approve the City Council meeting minutes of July 28, 2015 and goal setting session minutes of July 28, 2015. Councilor Hawkinson seconded the motion and carried unanimously.

Councilor Hawkinson moved and seconded by Councilor Gaasch to approve the claims totaling \$91,313.75. Motion carried unanimously.

### **Consent**

Mayor Dains asked if any Councilors wished to remove items from the Consent Agenda. There being none, Councilor Mac Lean moved and seconded by Councilor Grove to approve the Consent Agenda acknowledging the Quarterly Investment Report and Resolution 081115A Approving the Purchase of New Voting Equipment. Motion carried unanimously.

### **Informational Presentations / Reports**

#### **A. Day in the Park**

Assistant City Administrator Bownik noted that Day in the Park is this Saturday, August 15 from 12:00 noon until 3:00 p.m. Events will be similar as to past years.

### **Discussion / Action Items**

#### **A. Use of City Park**

City Administrator Butkowski noted that Paul Winkelaar requested to use the park on September 12 for a bean bag tournament. This is the fourth year for the event; arrangements will be the same as past years where Mr. Winkelaar will reimburse the City for additional costs incurred. The only event change is that kid friendly games are being added this year. Motion was made by Councilor Gaasch and seconded by Councilor Mac Lean to approve the use of the City Park request for September 12, 2015. Motion carried unanimously on a roll call vote.

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B. Revisions to the Recycling Contract for Alley Collection

Assistant City Administrator Bownik reported that the current agreement with Eureka! Recycling is for curbside collection of recyclables. Due to the hardship this causes some residents, Eureka!

Recycling purchased a truck can that collect recyclables in alleys. In short, recyclables will be collected where refuse is collected with a map provided showing the collection service by street. Assistant City Administrator Bownik noted that with the new larger carts, the City could change to bi-weekly collection and the rates would remain at \$2.08 or if the weekly schedule continues the new rate is \$2.52 including alley collection. Council discussed the frequency question with the consensus to continue with weekly collection.

City Administrator Butkowski stated that the agreement would be revised to reflect the Council's decision for the August 25 agenda. Chris Goodwin of Eureka! Recycling stated that they would begin updating marketing materials for residents that will be distributed by City email list, mailed postcards, and a hanger on the recycling cart.

City Administrator noted the next meeting may include the Amendment to Rental Housing Ordinance and 2016 Levy and Budget. Sheriff Matt Bostrom is scheduled for September 8.

**Work Session**

A. Public Comment

None.

B. 2016 Budget and Levy

City Administrator Butkowski highlighted the preliminary budget noting that city staff will know more about market values and tax rates after the August 13 Ramsey County Finance Directors' meeting. Increased costs to the 2016 General Fund budget include policing and county dispatch, election operation, cost of living for employee wages, drafting the amendment for the Comprehensive Plan, and a transfer to the Community Development Fund. The Council briefly discussed levy impact realizing that information from Ramsey County has not been received.

C. Draft Revisions to Social Room Policy

Administrator Butkowski noted that the policy had been revised five years ago and staff felt that revisions were again necessary due to recent incidents. Revisions include limiting use to Lauderdale residents, limiting the hours for rental from 7:00 a.m. to 10:00 p.m., and adjusting the fee schedule. The fee schedule could be adjusted at the time the policy is revised or delayed until January 1, 2016 when the new fee schedule becomes effective. Council suggested that groups with longstanding relationships with Lauderdale be grandfathered in lieu of the residency requirement.

The last issue is whether there should be an additional fee for actual cooking in the kitchen rather than using for service only. The Council decided to take that question under consideration.

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D. Planning for 2016 Eustis Street Improvements

Ramsey County plans to repave Eustis Street in 2016 and the question of limiting parking was raised due to public safety concerns. The advantages for one sided parking include creating full

size parking spaces, providing space for pedestrians, and allowing for easier snow removal. Councilor Mac Lean suggested one sided parking on the east with marked bike lane and sidewalk on the west. Council consensus was for Administrator Butkowski to contact Ramsey County regarding pedestrian improvements with a resolution drafted for future consideration.

E. Planning for Technology Upgrades

City staff has been researching software products that would increase efficiency to manage the City's financial records, building permits, code enforcement, and rental housing licenses. It was stressed that the City would need to invest in the current Banyon software, a new complete package, or individual software modules. Discussion ensued with Council support to update software to improve efficiency and customer service. Staff will complete their research and bring a recommendation to Council.

F. Brandy Chase Condominium Association Reimbursement Request

City Administrator noted that staff is waiting on additional quotes for Council consideration of the request.

D. Community Development Update

Administrator Butkowski noted that the contractor has had scheduling conflicts preventing completion of the nuisance abatement at 1701 Carl Street.

The trimming on Eustis Street hill will be handled by the property owners not the County going forward.

Administrator Butkowski contacted Ramsey County regarding the timing of crosswalk signals on Eustis Street. They will contact residents who have expressed concern to determine whether the signals need adjustments. Councilors offered other solutions as examples implemented in other areas for pedestrian safety and ease.

The City's offer for 1821 Eustis Street has been declined with Fannie Mae opting to make extensive improvements to the structure and list it for sale. It was noted that staff did inquire if a higher offer could be made which was declined.

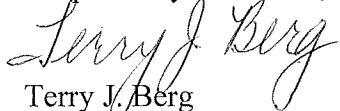
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There being no further business on the council agenda, motion was made by Councilor Mac Lean and seconded by Councilor Gaasch, carried unanimously, to adjourn the meeting at 8:44 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Terry J. Berg".

Terry J. Berg  
Deputy City Clerk

**CITY OF LAUDERDALE**

**CLAIMS FOR APPROVAL**

**August 25, 2015 City Council Meeting**

Payroll

8/14/15 Payroll: Direct Deposit # 502066-502071	\$9,664.84
8/14/15 Payroll: Payroll Liabilities, e-payments 1023E-1025E	\$7,627.56

Vendor Claims

8/25/15 Claims: Check #'s 22924-22938	\$21,933.04
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**SUBTOTAL \$39,225.44**

**Total Claims for Approval**

**\$39,225.44**

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08/18/15 10:44 AM

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Payments

Current Period: AUGUST 2015

Batch Name 081415 PR  
 Payment Computer Dollar Amt \$7,627.56 Posted

Refer	4865 ICMA RETIREMENT TRUST - 457	Ck# 001023E 8/14/2015			
Cash Payment	G 101-21705 ICMA RETIREMENT	August 14 2015 Payroll			\$1,869.46
Invoice	102018065	8/14/2015			
Transaction Date	8/14/2015	Due 0	NORTH STAR CHE	10100	<b>Total</b> \$1,869.46
Refer	4866 NORTH STAR BANK, CHECKING S	Ck# 001024E 8/14/2015			
Cash Payment	G 101-21701 FEDERAL TAXES	August 14 2015 Payroll			\$1,540.49
Invoice		8/14/2015			
Cash Payment	G 101-21703 FICA WITHHOLDING.	August 14 2015 Payroll			\$2,424.06
Invoice		8/14/2015			
Transaction Date	8/14/2015	Due 0	NORTH STAR CHE	10100	<b>Total</b> \$3,964.55
Refer	4867 PERA	Ck# 001025E 8/14/2015			
Cash Payment	G 101-21704 PERA	August 14 2015 Payroll			\$1,793.55
Invoice		8/14/2015			
Transaction Date	8/14/2015	Due 0	NORTH STAR CHE	10100	<b>Total</b> \$1,793.55

Fund Summary

	10100 NORTH STAR CHECKING	
101 GENERAL		\$7,627.56
		<u>\$7,627.56</u>

Pre-Written Check	\$7,627.56
Checks to be Generated by the Computer	\$0.00
Total	<u>\$7,627.56</u>



Paid Register

Check Number	Employee Number	Employee Name	Pay Period	Pay Group Description	Check Amount	Check Date	Status
502070	000000002	HINRICHS, DAVID C	17	BI-WEEKLY	\$1,728.08	8/14/2015	Outstanding
502071	000000005	HUGHES, JOSEPH A	17	BI-WEEKLY	\$1,387.45	8/14/2015	Outstanding
502068	000000011	BOWNIK, JAMES	17	BI-WEEKLY	\$1,656.69	8/14/2015	Outstanding
502069	000000007	BUTKOWSKI-HINRICHS, HE	17	BI-WEEKLY	\$2,340.25	8/14/2015	Outstanding
502066	000000029	BECK, GORDON	17	BI-WEEKLY	\$1,254.56	8/14/2015	Outstanding
502067	000000036	BERG, TERRY	17	BI-WEEKLY	\$1,297.81	8/14/2015	Outstanding
					<u>\$9,664.84</u>		

**\*Check Detail Register©**

AUGUST 2015

Check Amt Invoice Comment

**10100 NORTH STAR CHECKING**

Paid Chk#	Date	Payee	Check Amt	Invoice	Comment
<b>10100 NORTH STAR CHECKING</b>					
Paid Chk# 022924	8/25/2015	CITY OF ROSEVILLE			
E 101-45200-370		PARK & RECREATION EXPENS	\$800.00	081715	Puppet Wagon Visits
E 201-45600-377		DAY IN THE PARK	\$117.00	081715	Day in the Park - Puppet Wagon
		<b>Total CITY OF ROSEVILLE</b>	<b>\$917.00</b>		
<b>Paid Chk# 022925 8/25/2015 EHLERS</b>					
E 101-48100-306		CONSULTING FEES	\$210.00	68209	Attend Goal Setting Meeting
		<b>Total EHLERS</b>	<b>\$210.00</b>		
<b>Paid Chk# 022926 8/25/2015 FLEXIBLE PIPE TOOL COMPANY</b>					
E 601-49000-402		CITY TRUCK REPAIR/MAINTEN	\$980.00	19034	Sewer Jetting Machine Repair
E 601-49000-228		REPAIR SUPPLIES	\$65.00	19057	Sewer Jetting Machine Pressure Gauge
		<b>Total FLEXIBLE PIPE TOOL COMPANY</b>	<b>\$1,045.00</b>		
<b>Paid Chk# 022927 8/25/2015 HUGHES AND JOSEPH</b>					
E 101-41500-300		LEGAL FEES - PROSECUTING	\$850.00	0043	July
		<b>Total HUGHES AND JOSEPH</b>	<b>\$850.00</b>		
<b>Paid Chk# 022928 8/25/2015 INTEGRA</b>					
E 101-41200-391		TELEPHONE/PAGERS	\$50.79	13211505	Fax Line
		<b>Total INTEGRA</b>	<b>\$50.79</b>		
<b>Paid Chk# 022929 8/25/2015 KENNEDY &amp; GRAVEN</b>					
E 601-49000-327		OTHER SERVICES	\$511.50	127160	Inflow and Infiltration Ordinance Research
G 101-22225		LUTHER SEMINARY ESCROW	\$594.00	127160	Luther Seminary PUD
E 101-41500-305		LEGAL FEES - CIVIL	\$379.50	127160	Rental Housing Ordinance Amendment
E 101-41500-305		LEGAL FEES - CIVIL	\$577.50	127160	Sex Offender Residency Research
		<b>Total KENNEDY &amp; GRAVEN</b>	<b>\$2,062.50</b>		
<b>Paid Chk# 022930 8/25/2015 LMCIT</b>					
E 202-49500-151		WORKERS COMPENSATION I	\$65.94	30455	8/15-8/16 Workers Compensation Renewal
E 203-50000-151		WORKERS COMPENSATION I	\$97.42	30455	8/15-8/16 Workers Compensation Renewal
E 601-49000-151		WORKERS COMPENSATION I	\$2,462.29	30455	8/15-8/16 Workers Compensation Renewal
E 602-49100-151		WORKERS COMPENSATION I	\$2,011.00	30455	8/15-8/16 Workers Compensation Renewal
E 101-43400-151		WORKERS COMPENSATION I	\$1,197.97	30455	8/15-8/16 Workers Compensation Renewal
E 101-43000-151		WORKERS COMPENSATION I	\$1,286.30	30455	8/15-8/16 Workers Compensation Renewal
E 101-41100-151		WORKERS COMPENSATION I	\$35.82	30455	8/15-8/16 Workers Compensation Renewal
E 101-41500-151		WORKERS COMPENSATION I	\$72.13	30455	8/15-8/16 Workers Compensation Renewal
E 101-45200-151		WORKERS COMPENSATION I	\$1,131.93	30455	8/15-8/16 Workers Compensation Renewal
E 101-41200-151		WORKERS COMPENSATION I	\$742.20	30455	8/15-8/16 Workers Compensation Renewal
E 101-41100-361		GENERAL LIABILITY	\$173.00	30545	8/15-8/16 Volunteer Accident Plan
		<b>Total LMCIT</b>	<b>\$9,276.00</b>		
<b>Paid Chk# 022931 8/25/2015 ON SITE SANITATION</b>					
E 101-45200-427		PORTA POTTY RENTAL	\$68.00	0000081157	8/15-9/11/2015 Portable Restroom
		<b>Total ON SITE SANITATION</b>	<b>\$68.00</b>		

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**\*Check Detail Register©**

AUGUST 2015

			Check Amt	Invoice	Comment
Paid Chk#	022932	8/25/2015	PREMIUM WATERS, INC		
E 101-41200-208	WATER DELIVERY		\$38.42	619861-07-15	July
	<b>Total PREMIUM WATERS, INC</b>		\$38.42		
Paid Chk#	022933	8/25/2015	PUBLIC EMPLOYEES INS PROGRAM		
G 101-21706	HEALTH INSURANCE		\$1,676.96	355470	September Insurance Premiums
	<b>Total PUBLIC EMPLOYEES INS PROGRAM</b>		\$1,676.96		
Paid Chk#	022934	8/25/2015	STANTEC		
E 601-49000-304	ENGINEERING		\$2,477.98	94508	Inflow and Infiltration
E 601-49000-327	OTHER SERVICES		\$3,000.00	94508	Inflow and Infiltration Equipment Rental
	<b>Total STANTEC</b>		\$5,477.98		
Paid Chk#	022935	8/25/2015	SUBURBAN ACE HARDWARE		
E 101-43000-228	REPAIR SUPPLIES		\$16.79	102330	City Hall Door
	<b>Total SUBURBAN ACE HARDWARE</b>		\$16.79		
Paid Chk#	022936	8/25/2015	SURPLUS SERVICES		
E 101-41200-202	PERMANENT SUPPLIES		\$30.00	20036245	City Hall Lateral File
	<b>Total SURPLUS SERVICES</b>		\$30.00		
Paid Chk#	022937	8/25/2015	US BANK EQUIPMENT FINANCE		
E 101-41200-401	COPIER CONTRACT		\$149.00	284549235	Copier Contract
	<b>Total US BANK EQUIPMENT FINANCE</b>		\$149.00		
Paid Chk#	022938	8/25/2015	VERIZON WIRELESS		
E 602-49100-391	TELEPHONE/PAGERS		\$16.15	9749863268	July
E 601-49000-391	TELEPHONE/PAGERS		\$16.15	9749863268	July
E 101-43000-391	TELEPHONE/PAGERS		\$32.30	9749863268	July
	<b>Total VERIZON WIRELESS</b>		\$64.60		
	<b>10100 NORTH STAR CHECKING</b>		\$21,933.04		

Fund Summary

<u>10100 NORTH STAR CHECKING</u>	
101 GENERAL	\$10,112.61
201 COMMUNITY EVENTS	\$117.00
202 COMMUNICATIONS	\$65.94
203 RECYCLING	\$97.42
601 SEWER UTILITIES	\$9,512.92
602 STORM SEWER ENTERPRISE FUND	\$2,027.15
	<hr/>
	\$21,933.04

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent                      X    
Public Hearing                       
Discussion                            
Action                                 
Resolution                           
Work Session                      

Meeting Date                    August 25, 2015

ITEM NUMBER                    Social Room Policy

STAFF INITIAL                    

APPROVED BY ADMINISTRATOR

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

The attached Policy on City Facility Use reflects feedback from Council and staff. It doesn't do a couple of things, namely the damage deposit remains the same. The amount is less relevant now that only residents can use the facility and the policy allows the City to charge for all repairs costs or even assess the cost of damage to their property. When we get the ability to process credit cards, staff can explore the idea of taking credit card numbers in place of damage deposit checks.

The policy also doesn't differentiate between those that cook here and those that simply use the kitchen more minimally. Staff will tell users that a "kitchen fee" is being considered. Ideally, users will take it upon themselves to clean better.

If the Council would like to make additional changes, simply remove the item from the Consent Agenda during the meeting.

**STAFF RECOMMENDATION:**

By approving the Consent Agenda, the Council adopts the Policy on City Facility Use as presented.

## **CITY OF LAUDERDALE POLICY ON CITY FACILITY USE**

The purpose of this policy is to establish procedures and guidelines for persons and organizations requesting use of the Community Room /Kitchen at City Hall. It is the goal of the policy to encourage the use of the facilities by making it accessible to Lauderdale Residents yet doing so in a fair, equitable, and cost effective manner.

### **APPLICABILITY**

This policy applies to all persons and/or organizations requesting use of the Community Room / Kitchen at City Hall. This policy does not apply to the City Council Chambers nor does it include the use of City equipment/furniture other than what is available in the Community Room and Kitchen.

### **RESERVATIONS/CANCELLATIONS**

Requests for reservations can be made only by Lauderdale residents, business owners, and community groups. The person making the request shall provide identification demonstrating their residence or investment in Lauderdale. The City Council will consider requests from non-resident groups seeking to reserve the Community Room for ten or more ten days in a calendar year. Fees for non-residents will be established based upon the length and type of use. Reservations are handled on a first come, first served basis.

Requests for reservations during regular city business hours must not interfere with regular city business and are subject to approval by the City Administrator.

Cancellations made five (5) business days prior to the reservation will be subject to a \$20.00 cancellation fee. Cancellations made with less than five (5) business day notice are non-refundable.

Reservations are offered in five hour increments between 7 a.m. and 10 p.m. Users should plan for set-up and clean-up within their reservation time.

### **PROCEDURES**

All persons and/or organizations requesting to use City Hall facilities shall follow these procedures:

1. Submit written application to city staff as far in advance of the reservation date as possible. Applications are available at City Hall, on-line, or by mail upon request.
2. Full payment of the reservation fee, damage deposit, and key deposit are due with the application. Reservations are not guaranteed until the application, deposits, and reservation fee are received.
3. Approval will be determined by availability. All requests are secondary to the City's use of the facility.
4. All groups are required to submit the damage and key deposits, regardless of their fee status.

## **FEES FOR USE**

The City Council recognizes the costs associated with usage of the facilities. Therefore, all residents and organizations will be required to pay the scheduled fee, with the exception of community groups, such as the Falcon Heights-Lauderdale Lion's Club, local Boy Scout and Girl Scout troops, the local 4-H chapter, and the St. Anthony Park Area Seniors. Verification of non-profit status may be required with room application.

## **FEE SCHEDULE (Effective January 1, 2016)**

Use of the Community Room / Kitchen

\$50.00/ 5 hour block\*

\$100.00.....damage deposit\*\*

\$100.00.....key deposit\*\*

\$10.00....per excess bag of trash\*\*\*

\*20% room rental discount for reservations occurring Monday thru Thursday when the applicant is reserving ten days or more in a calendar year.

\*\* If the damage deposit does not cover the cost of repairs, applicants will be billed for the cost of the repair minus the damage deposit. Applicants shall reimburse the City for any damage or loss to city facilities or equipment within 48 hours. Unpaid charges for damages and reservation fees may be assessed to a Community Room applicant's property within the City.

\*\*\*Reservation fees include garbage service for three bags of trash for every five hour block the room is reserved. The cost for excess bags of trash will be billed to the applicant or deducted from the damage deposit.

## **RULES AND REGULATIONS**

1. The Community Room, entry corridor, restrooms, and kitchen shall be available for use under this policy.
2. Groups must clean up after using the facilities and dispose of all refuse in the facilities provided in the rear of the building.
3. Set-up and clean up must be done during the allotted time of the rental. Failure to provide proper clean up will result in forfeiture of damage deposit and/or future use of the facilities. This will be determined by the City Administrator.
4. The use of alcohol is prohibited at City Hall.
5. Pursuant to the Minnesota Clean Indoor Air Act and City Ordinance, smoking is prohibited.
6. The City of Lauderdale, the Lauderdale City Council, and staff assume no liability for loss, damage, injury, or illness incurred by the users of this facility.
7. The City of Lauderdale reserves the right to request proof of insurance when it is determined to be in the best interest of the City.
8. Play structures and inflatable devices such as bounce houses are prohibited.
9. The applicant is responsible for set-up and cleanup of the facility including:
  - a. Wiping down all surfaces including the kitchen sink.
  - b. Washing kitchen utensils and dishes and returning to cabinets.
  - c. Disposing of trash in containers provided in the rear of the building and placing new garbage bag liners in the garbage bins.
  - d. Stacking tables and chairs in racks.

- e. Sweeping and mopping of floors.
  - f. Removing all decorations.
  - g. Turning the heat down to 60 in winter.
  - h. Shutting off all lights (including restroom lights).
  - i. Closing and locking windows and exterior doors.
10. Prohibited items include candles and incense; items hung from the ceilings; and items taped to the painted portion of the walls.
  11. Residents may not make reservations for non-resident individuals or groups. Any unpaid rental fees will be deducted from the damage deposit.
  12. Failure to conform to these policies and rules may be cause for forfeiture of future use privileges and/or damage deposit.

Adopted by the Lauderdale City Council on August 25, 2015. The policy is effective for reservations made on or after September 1, 2015 with the fee schedule effective on January 1, 2016.

Signed: \_\_\_\_\_  
Mayor

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

ACTION REQUESTED	LAUDERDALE COUNCIL
Consent <u>    X    </u>	MEETING DATE <u>    August 25, 2015    </u>
Special <u>          </u>	ITEM NUMBER <u>    PCIC Minutes    </u>
Public Hearing <u>          </u>	STAFF INITIAL <u>    Jim    </u>
Report <u>          </u>	APPROVED BY ADMINISTRATOR <u>                  </u>
Discussion/Action <u>          </u>	
Resolution <u>          </u>	
Work session <u>          </u>	

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

Attached are the minutes from the Park & Community Involvement Committee meeting of August 3, 2015.

- OPTIONS:**
- 1) Approve as consent item.
  - 2) Remove from consent for discussion and/or action.

**STAFF RECOMMENDATION:**  
 By approving the consent agenda, the Council acknowledges receipt of and placing on file the attached minutes of the Park & Community Involvement Committee.

**COUNCIL ACTION:**



**MINUTES**  
**MONDAY, AUGUST 3, 2015**  
**PARK & COMMUNITY INVOLVEMENT COMMITTEE**



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1. CALL TO ORDER

Eisenschenk called the meeting to order at 6:41 p.m.

2. ROLL CALL

Members Present: Matt Eisenschenk, Monica Gallagher, Dan Murphy,  
Marilyn Smith

Members Absent: April Brandt, Susie Zahratka

Staff & Council Present: Jim Bownik

Others Present:

3. APPROVAL OF THE AGENDA

Gallagher motioned to approve the agenda, second by Murphy. Motion carried unanimously.

4. APPROVAL OF MINUTES OF JUNE 1, 2015 MEETING

Murphy motioned to approve the minutes, second by Gallagher. Motion carried unanimously.

5. REPORTS

A. Maintenance of Park Facilities

Bownik reported maintenance of the tennis courts, basketball courts and hockey rink has been completed. Additionally, Public Works repaired the retaining wall at the park along Roselawn. About two dozen new cap stones were purchased to replace deteriorating blocks. Also, a separate section at the corner of Roselawn and Pleasant was not needed and was completely removed.

B. MN Night to Unite

Bownik reported nine block parties are registered for MN Night to Unite this year. This compares to 10 last year. The City will provide barricades and street closed signs. A list of block parties and a map of the locations was provided.

C. Fun Run/Walk

Bownik reported on the event and asked for volunteers. Murphy indicated he could help, as did Brandt via email.

D. Farmers Market

Bownik reported 8-10 vendors at the June and July events. Blue Stratum and Larry Dittberner provided music. Pharaoh's Gyro's and Potters Pasties providing a food truck. The markets are on the third Thursday of the month from 4-7 p.m. Here is the schedule of the remaining events:

Thursday, August 20  
Thursday, September 17  
Thursday, October 15

6. DISCUSSION/ACTION

A. Day in the Park Planning

The Committee discussed final details for the event including food, music, and activities. Set up will begin at 10:30 a.m. Bownik reported new additions this year include a face painter. The Cub Scouts are also planning to bring pinewood derby cars and a track for kids to race the cars. Zahratka arranged for the food truck. Eisenschenk, Zahratka, Brandt and Grove are able to help with set up. Zahratka, Brandt and Smith are able to help during the event.

7. OTHER BUSINESS

8. SET PRELIMINARY AGENDA FOR NEXT MEETING

Eisenschenk read the preliminary agenda for the next meeting.

9. SET DATE FOR NEXT MEETING

The committee meets on Mondays at 6:30 p.m. The next meeting will be Monday, September 14.

10. ADJOURNMENT

Eisenschenk adjourned the meeting at 7:33 p.m.

Respectfully submitted,

Jim Bownik  
Assistant City Administrator / PCIC Staff Liaison

ACTION REQUESTED	LAUDERDALE COUNCIL
Consent <u>    X    </u>	MEETING DATE <u>August 25, 2015</u>
Special <u>          </u>	ITEM NUMBER <u>Proposed Recycling Changes</u>
Public Hearing <u>          </u>	STAFF INITIAL <u>Jim</u>
Report <u>          </u>	APPROVED BY ADMINISTRATOR <u>          </u>
Discussion/Action <u>          </u>	
Resolution <u>          </u>	
Work session <u>          </u>	

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

**Proposal:** Eureka! is now looking to introduce alley collection in addition to curbside collection. Essentially, residents would place their recycling cart by their garbage cart whether that is in the alley or at the curb.

I have attached the amended and restated agreement that was approved last year and a proposed amended agreement that reflects the following changes based on discussion at the previous council meeting:

- Include alley collection

Recycling collection will continue weekly at a cost of \$2.52 per household per month.

**Map:** Eureka! prepared the attached map highlighting the areas of the city that have only curb-side collection, only alley collection and areas that have both.

**Education:** Eureka! would produce and distribute information notifying and educating residents of the changes. The City would be responsible for the cost of printing and mailing, which is estimated at \$2,000.

**OPTIONS:**

- 1) Approve as part of the consent agenda.
- 2) Remove from consent agenda for discussion and possible action.

**STAFF RECOMMENDATION:**

By approving the consent agenda, the City Council is approving the amended agreement with Eureka! Recycling.

**COUNCIL ACTION:**

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# CITY OF LAUDERDALE

## AMENDED AND RESTATED AGREEMENT FOR RECYCLING SERVICES

This Amended and Restated Agreement for Recycling Services (the "Agreement") is made as of this 23<sup>rd</sup> day of September, 2014 between the City of Lauderdale (thereafter the "City") and Neighborhood Recycling Corporation DBA Eureka Recycling (thereafter the "Contractor"), a Minnesota non-profit organization.

Whereas, the City and the Contractor entered into an agreement for recycling services as of January 1, 2005, which agreement has been amended subsequently, and

Whereas, the City and the Contractor wish to amend and restate said agreement.

### 1 DEFINITIONS

These specifications define the requirements of the Comprehensive recycling Collection Program for the City:

- 1.1 **Carton** - Any of various containers made from cardboard or coated paper such as milk cartons and juice boxes.
- 1.2 **Certified Dwelling Unit (CDU)** – Defined as a living unit in a residential structure.
- 1.3 **Collection District** – Defined as a specific geographic area of the City established for the purpose of having recycling collection for all CDUs and other City designated recycling collection stops in the district on the same day.
- 1.4 **Collection Hours** – Defined as the time period during which collection of recyclables is authorized in the City, 7 a.m. – 6 p.m.
- 1.5 **Collection Vehicle** – Defined as any vehicle owned or operated by the Contractor for collection of recyclables within the corporate boundaries of the City.
- 1.6 **Contractor** – Means the company performing the recycling collection and processing services within the City, operating under a signed agreement with the City.
- 1.7 **Curbside** – Means near the edge of the public or private street from which the CDU gains its access.
- 1.8 **Curbside Recycling Carts** - Wheeled carts used as part of a single-sort collection system.
- 1.9 **Holidays** – Means the following: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
- 1.10 **Market Demand** – Means the economic and technical capacity of markets to use recyclable material to make new products.

- 1.11 **Markets** – Means any person or company that buys (or charges) for recycling of specified materials and may include, but are not limited to: end markets, intermediate processors, brokers and other recycling material reclaimers.
- 1.12 **Method of Collection** – a single-sort (rigids together with fibers) collection of materials plus clothes/textiles.
- 1.13 **Multiple Unit Dwellings (MUDs)** - A building or a portion thereof containing more than four dwelling units.
- 1.14 **MUD recycling containers** – City approved recycling containers used for MUDs including standard carts or dumpsters for temporary storage and accumulation of designated recyclables from residents in MUDs prior to collection. Such recycling containers must be separate, explicitly labeled with text and graphics as to recyclables allowed, and colored differently from other containers for mixed solid waste or trash. Recycling containers must be maintained in proper operating condition and be reasonably clean and sanitary.
- 1.15 **Organics** - Organic materials derived from plant and animal matter including non-recyclable paper that is collected for composting.
- 1.16 **Pizza Boxes** – Cardboard takeout/delivery pizza boxes not heavily caked with cheese or grease with all contents removed.
- 1.17 **Process Residuals** – Means the normal amount of material that cannot be economically recycled due to material characteristics such as size, shape, color, cross-material contamination, etc. and must be disposed as mixed municipal solid waste. Process residuals do not include clean, separated products that are normally processed for shipments to markets as commodities but are low-value because of market demand conditions.
- 1.18 **Recyclables** – defined as the following:
1. Rigids – Steel and aluminum food and beverage containers, foil and trays, plastic bottles and containers, glass food and beverage containers, milk cartons, and juice boxes.
  2. Fibers – Newspapers, magazines, mixed mail, phone books, office paper, corrugated cardboard (flattened and no more than 3 x 3 feet), catalogs, pizza boxes, and boxboard (dry food, pop, and beer boxes).
  3. Clothes/Textiles including but not limited to: Linens including tablecloths, sheets, towels, blankets, curtains, rags, and clothes including: belts, coats, hats, gloves, shoes and boots that are dry, clean and free of mold, mildew and excessive stains.

Materials may be added to this list as part of Contractors proposal or by mutual written agreement between the City and the Contractor.

- 1.19 **Recycling Collection** – The collection of all recyclables from recycling carts or recycling dumpsters as approved by the City.

- 1.20 **Recycling Containers** – Collection of recyclable materials shall be from City supplied recycling containers. The recycling containers remain the property of the City. The City and Contractor have developed a “single sort transition plan” including a specific cart management plan, which is included as Attachment A.
- 1.21 **Scheduled Collection Day** – Means the day or days of the week on which recycling collection by the contractor is to occur, which the City has designated as every Monday.
- 1.22 **Single Unit Dwellings (SUDs)** – - A building or a portion thereof containing up to four dwelling units.
- 1.23 **Walk-Up Service** - A service where the driver will walk up to the resident’s garage door, stoop or other designated spot to collect recyclable material for loading onto the truck. The driver then returns the bins/carts to the same location. The City will compile a list of seniors, disabled and/or special needs residents who request such service.

## 2 SERVICES TO BE PERFORMED

- 2.1 The Contractor shall collect the recyclable materials as established by the City and in the corporate boundaries of the City at each CDU and public facility deemed acceptable by the City.
- 2.2 The Contractor shall not be required to make regular collections on holidays; provided, however, that collection occurs the day immediately following the scheduled pickup day or the next business day as agreed upon by the City and Contractor.
- 2.3 In extreme circumstances, collection may be suspended to protect public safety and/or the safety of the Contractor’s employees. In case of such an event, the Contractor will contact the appropriate City officials prior to suspension of recycling collections.

## 3 COLLECTION

- 3.1 **Frequency of Collection** – Curbside/Alley collection shall occur every week. Collection from multi-family properties will occur at least once each week and may occur more frequently as the need is determined by Contractor. (Collection Boundaries and MDU List is included as Attachment B)
- 3.2 **Collection Hours** – Collection shall commence no earlier than 7 am. Contractor shall maintain sufficient equipment and personnel to assure that all collection operations are completed by 6 pm on the scheduled collection day. Residents will be required to have their recyclables placed at the collection site (curbside wherever their trash is collected or otherwise arranged by multi-family dwellings) before 7 am on the scheduled collection day.
- 3.3 **Late Collection (Hours)** – If the Contractor determines that the collection of recyclables will not be completed by 6 pm on the scheduled day it shall notify the Recycling Coordinator by 4:30 pm and request an extension of the collection hours. The Contractor shall inform the Recycling Coordinator of the area not completed and the reason for non-completion and the expected time of completion. If the Recycling Coordinator cannot be reached, the Contractor will contact City Hall staff and report the problems to the Recycling Coordinator on the next business day.

- 3.4 **Number of Collection & Processing Sorts of Recycled Material** - The Contractor shall collect and process recycling material as a single-sort system (with the exception of clothes/linens). Any change in the number of sorts during recycling collection or processing shall be done only with written amendments to this Agreement and approved by the City Council. Failure to receive City approval for changes to the single-sort collection/processing system prior to implementation of collections in the City or material processing shall be considered by the City as a breach of this Agreement subject to termination.
- 3.5 **Materials Ownership** – All materials placed for collection shall be owned by and the responsibility of the occupants of residential properties until the Contractor handles them. Upon collection of the containers and recyclable materials by the Contractor, the recyclable materials become the property and responsibility of the Contractor.
- 3.6 **Containers Handling** – Handling of containers should be managed by picking them up, emptying their contents into the collection vehicles, and taking responsible care to place them back in the original location.
- 3.7 **Procedure for Unacceptable Recyclables** - If the Contractor determines that a resident has set out unacceptable recyclables, the driver shall use the following procedures:
1. **Curbside/Alley**: Contractor shall leave the unacceptable recyclables and leave an “education tag” indicating acceptable materials and the proper method of preparation. If the unacceptable recyclables have been tipped into the collection truck, the driver shall record the address of the stop. The Contractor shall send a letter to the resident noting the unacceptable recyclables and providing information on what are accepted recyclables. The address shall be recorded on a form acceptable to the City. Contractor shall report the addresses which set out unacceptable materials and have been sent letters to the City Recycling Coordinator at the end of each month.
  2. **Multiple-Unit Dwellings**: Contaminated carts or dumpsters of material will not be collected. It will be the responsibility of the Contractor to encourage cooperation from the building owner/manager in removal of trash and separation of acceptable materials so that the carts can be serviced. The Contractor shall notify the property manager of problems and make attempts to address the issues. Should the property manager or tenants be unresponsive or refuse to cooperate, the Contractor will be responsible for notifying the City so that the City can take any necessary steps to enforce compliance.
- 3.8 **Missed Collections** – The Contractor shall have a duty to pick up missed collections. Missed collections called in before 12 pm on the collection day will be collected that day. Calls after 12 pm will be collected before 4 pm on the following day. Missed collections called in before 11 am on the day after collections will be collection that day before 4 pm. Calls received after 11 am will be collected before 4 pm on the following business day. The same policy will apply for missed collections called in two days or more after collection. Calls for missed service are either customer calls made directly to the Contractor or customer calls relayed to the Contractor by the City.

3.9 **Materials Shall Be Recycled** – The Contractor shall use every best effort to ensure that all recyclable materials collected in the City are not placed in landfills or other mixed municipal solid waste disposal or recovery facilities but are distributed to the appropriate markets for reuse and recycling. Any unacceptable materials or garbage will be delivered to the appropriate facilities in accordance with State and County rules and documented as such. All weight tickets, etc. shall be maintained at the Contractor's office for review. The Contractor will report facility residual rates to the City once yearly. All costs associated with disposal will be borne by the Contractor. The contractor shall at all times have the duty to minimize recyclable materials placed in landfills or incinerators, and, in consultation with the City, shall at all times find and use the lowest cost but most environmentally sound method of disposal.

In the event that any market for a particular recyclable material ceases to exist, or becomes economically depressed such that it becomes economically unfeasible to continue collection of the particular material, the City will have the right to cause the Contractor to cease the collection of that particular recyclable material.

If the Contractor requests to cease collection of a particular recyclable material, but the City directs the Contractor to continue to collect the material, the City agrees to bear the cost incurred by the Contractor to market or dispose of such recyclable material by landfill, incineration or other method.

The Contractor will negotiate in good faith to establish a rate of recovery for all recyclable materials collected in the City under this Agreement.

- 3.10 **Reporting Requirements** – Contractor will keep accurate records, including (but not limited to):
1. An approved weight slip with the date, time, collections route, driver's name, vehicle number, tare weight, gross weight, and net weight for each load each day.
  2. Collection vehicles will be weighed after completion of a route or at the end of the day, whichever occurs first. A copy of each weight ticket shall be included as part of the billing sent to the City each month.
  3. The Contractor will also include a report of the total tons collected, including estimated amounts of each type of material delivered to each market.
  4. The Contractor will also report amount and location of all materials stored for more than 30 days.
- 3.11 **Compliance** – Collection and transportation of all recyclables shall be accomplished in accordance with all existing laws and ordinances, and future amendments thereto, of the State of Minnesota and local governing bodies.
- 3.12 **Collection Clean-ups** – Contractor shall adequately clean up any material spilled or blown during the course of collection and/or hauling operations including leakage from the truck operations. All collection vehicles shall be equipped with at least one broom and one shovel for use in cleaning material spillage. The contractor shall have no responsibility to remove or clean up any items which are not recyclable materials or were blown or fell from the containers before arrival.
- 3.13 **Resident Complaints** – The Contractor shall provide the City with a list of all customer complaints received within ten (10) working days, including a description of how each was resolved.



3.14 **City Facilities Collections** – City will provide containers and Contractor will provide recycling service for City facilities using standard recycling carts or dumpsters at no additional charge. Collection will occur weekly unless more frequent collection is required based on the amount of materials generated.

1. The Contractor shall collect recyclable material from the following City facilities:

- Lauderdale City Hall, 1891 Walnut Street
- Lauderdale Warming House, 1885 Fulham Street

3.15 **Material Composition Study** – The Contractor shall conduct at least one materials composition analysis of the City's recyclables each year to estimate the relative amount of weight of each recyclable commodity by grade. A City representative or designee may be present during the study. The results of this analysis shall include : (1) percent by weight of each recyclable commodity by grade as collected from the City; (2) relative change compared to the previous year's composition; and (3) a description of the methodology used to calculate the composition, including number of samples, dates weighed, and City route(s) used for sampling.

3.16 **Estimating Process Residuals** – The Contractor shall provide a written description of the means to estimate process residuals derived from the City's recyclables. This process shall be reviewed and approved in writing by the City. This written description shall be updated by the Contractor immediately after any changes to the processing facilities used by the Contractor.

#### 4 REPORTING AND PROMOTIONAL ACTIVITIES

4.1 **Monthly and Annual Materials Reports** - The Contractor shall submit to the City monthly reports and annual reports dealing with the City's recycling program. At a minimum, the Contractor shall include in each report the following information:

1. Gross amounts of materials collected, by recyclable material (in tons).
2. Net amounts of materials marketed, by recyclable material (in tons).
3. Amounts stored, by recyclable material, with any notes as to unusual conditions (in tons).
4. Amounts of process residuals disposed (in tons).
5. Revenue share credits back to the City (if any).
6. End market certification via letters from end markets. Such letters will be held as confidential data if requested and allowed by law.
7. Monthly reports shall be due to the City by the 15th day of each month.

Annual reports shall be due by January 31 following the end of each calendar year. The Contractor will be encouraged to include in its annual report recommendations for continuous improvement in the City's recycling program (e.g., public education, multifamily recycling, etc.).

- 4.2 **Participation Trend Study** – Each year, the Contractor shall conduct a participation trend study that counts the number of SUDs by address that participates in curbside/alley recycling. The sample of residences selected for the annual study shall remain the same (i.e., same addresses) and shall be no less than 200 households. The Contractor shall record recyclables set out by address for at least four consecutive weeks. The same period of weeks shall be used each year for the study. An annual participation trend study report shall be submitted to the City three weeks after the field data collection operations have been completed. The annual study report shall summarize participation trends and other data as a result of the data analysis. All participating and non-participating addresses shall be reported to the City each year as a result of the study, including a copy of the route map of the study area showing raw data participation tally marks by address. The Contractor may make recommendations for improving this participation trend study methods and procedures.
- 4.3 **Customer Relations Report** - Annually the Contractor shall provide the City with the following:
1. A list of all customer complaints, including a description of how each complaint was resolved.
  2. A list of all addresses where education tags were left for residents and why the tags were left.
  3. A list of all missed pickups reported to the Contractor.
- 4.4 **Annual Report to MUD Owners** - The Contractor shall provide an annual report by January 31 following the end of each calendar year to the MUD owners served by the Contractor. A copy of each report to the MUD owners shall also be submitted to the City. The report shall contain, at a minimum, the following information:
1. Name of owner, building manager and contact information (mailing address, phone numbers, e-mail, etc.)
  2. Street address of each MUD served.
  3. Number of dwelling units for each MUD.
  4. Description of collection services made available to occupants, including number of MUD recycling stations, number of MUD recycling containers, location of stations and dates of collection.
  5. Description of public education tools used to inform occupants of availability of services.
  6. Tonnage estimates for each building.
  7. Recommendations for future improvements (e.g., specific public education tools).
- 4.5 **Annual Performance Review Meeting to Discuss Recommendations for Continuous Improvement** - Upon receipt of the Contractor's annual report, the City shall schedule an annual meeting with the Contractor. The objectives of this annual meeting will include (but not limited to):
1. Review Contractor's annual report, including trends in recovery rate and participation.
  2. Efforts the Contractor has made to expand recyclable markets.
  3. Review Contractor's performance based on feedback from residents to the City.
  4. Review Contractor's recommendations for improvement in the City's recycling program, including enhanced public education and other opportunities.
  5. Review recommendations for improving Contractor's service.
  6. Discuss other opportunities for improvement with the remaining years under the current contract.
  7. Discuss actions Contractor is taking to reduce its carbon footprint.

4.6 **Publicity, Promotion, and Education** - The Contractor shall prepare and distribute the following educational materials to insure accurate information and program directions. The City must approve all of the Contractor's outreach materials prior to printing. The Contractor will provide a PDF or other mutually agreed upon electronic format version of the flyer to the City. The annual flyers described below must include at a minimum the County website and phone number for other disposal information including household hazardous waste, yard waste and organics.

1. Contractor shall pay for the design, printing and mailing of at least 539 copies of an annual **curbside-recycling** program flyer to City SUD residents. The flyer shall be delivered to City homes no later than January 31 of each year or on an alternative schedule as otherwise mutually agreed upon.
2. Contractor shall pay for the design, printing and distribution of an annual one-page flyer to MUD owners, landlords or other designated contact person for all such properties in the City. The flyer shall be supplied in sufficient number that one copy may be distributed to each tenant.
3. The Contractor shall also provide posters and other educational material for MUD owners, landlords or other designated contact person to post in common areas.

The Contractor must be able to provide public education material in languages other than English (e.g., Spanish, Hmong, Somali, Karan, etc.) and will provide these materials to City customers as needed. The City will work with the Contractor regarding the quantities needed and the locations for distribution.

During the term of the contract the Contractor may be asked by the City to make public appearances, provide information for local environmental groups, or attend public events sponsored by the City.

4.7 **Annual Work Plan** - The City and the Contractor shall develop a work plan annually. The work plan shall include initiatives the Contractor will undertake to improve the City's recycling program. These initiatives may include (but are not limited to) expansion of materials collected, voluntary expansion to businesses, effective education of residents - with measurement, community involvement, outreach to low participating communities, and outreach using electronic communications. The Plan shall be approved by the City and the Contractor by March 1 each year for the current year or a mutually agreed upon alternative schedule.

4.8 **Outreach to Low Participating Communities** - Contractor shall include in the annual work plan outreach efforts to low participating communities. Specifically the City seeks to engage immigrant communities.

4.9 **Outreach Using Electronic Communications** - Contractor shall identify in the annual work plan outreach efforts using electronic communications. The City seeks to engage residents where they are and is looking for electronic outreach to residents in addition to websites with information in text format.

4.10 Each year as part of the annual work plan, the Contractor shall propose how to support the City with recycling and source separated organics (SSO) collection operations at City-sponsored events. The services may include having an informational booth, providing recyclables + SSO collection services, or both. The Contractor shall provide these services to the City at no extra charge.

- 4.11 The Contractor shall submit to the City by June 1, 2015 a plan for how the City may be able to add SSO to its residential curbside/[alley](#) collection program. This plan shall have specifics on added costs and collection methods/operations. The City shall have sole discretion to accept the SSO plan, initiate negotiations with the Contractor to modify the plan, or reject the plan.
- 4.12 As a specific focus of the annual report and annual work plan, the Contractor shall itemize multi-unit housing recycling program performance and opportunities for improvement. The Contractor shall develop specific multi-unit recycling program improvement strategies for each upcoming year.

## 5 CONTRACTOR'S OPERATIONS

- 5.1 The Contractor shall establish and maintain an operating facility with an office and continuous supervision for accepting complaints and customer calls. The office shall be in service with continuous supervision from the hours of 8 am until 5 pm on all days of collection as specified in this Agreement. Address and telephone number of such office and any changes therein shall be given to the City in writing.
1. **Personnel** – The Contractor shall maintain sufficient personnel and equipment to fulfill the requirements and specifications of this Agreement.
  2. **Management** – The Contractor shall notify the City of any change in Supervisory, Operations, or daily Managers associated with this collection process. New personnel must be introduced to the City contract representative.
  3. **Access to Records** – The Contractor shall provide access to the City or any of its duly authorized representatives to review any books, documents, papers, and records of the Contractor related to performance of this Agreement for the purpose of duties or other examination verifying compliance with its terms.
- 5.2 **Contractor's Equipment**
1. Contractor's vehicles shall be marked with the name of the Contractor and phone number and be equipped with a (1) two-way radio, (2) first aid kit, (3) approved 2A10BC dry chemical fire extinguisher, (4) warning flashers, (5) warning alarms to indicate movement in reverse, (6) sign in rear of vehicle stating "this vehicle makes frequent stops," (7) and a broom and shovel for cleaning up spills.
- 5.3 **Compensation** – The City will compensate the Contractor for the collection of recyclable materials from residential units. During the term of the contract, City will pay to the Contractor, on a monthly basis, \$2.52 per household.

The pricing for collection will remain at its current level of \$2.52 per household per month while the City is using the blue bins for collection. The per household collection fee will change to \$2.08 per household per month when the City transitions to carts (anticipated for the spring of 2015). In the remaining years of the contract (2016, 2017, and 2018), the per household cost will increase each year based on the CPI (Consumer Price Index) for all goods and services published on the Federal Reserve Bank of Minneapolis at [www.minneapolisfed.org](http://www.minneapolisfed.org) or by 3%, whichever is smaller.

5.4 **Revenue Share** – Contractor shall, on a monthly basis, rebate an amount to the City based on the following formula:

1. The City will be charged a \$74 per ton processing fee and the City will receive 100% of the revenue for all tons collected in the City after the processing fee. The following Market Indexes will be used for the following material:

<u>Material</u>	<u>Market Index</u>
News Mix:	PPW/OBM - ONP #8 High side Chicago
Cardboard:	PPW/OBM - OCC #11 High side Chicago
Boxboard:	PPW/OBM – Mix Paper #2 High side Chicago
Carrier Stock:	PPW/OBM - Mix Paper #2 High side Chicago
Phone Books:	PPW/OBM - Mix Paper #2 High side Chicago
Textiles:	Market Price
Aluminum Cans:	Market Price
Steel Cans:	Market Price
HDPE NAT:	Recycling Markets.net - Chicago/Midwest Regional Low - Last Day of Month
HDPE Col:	Recycling Markets.net - Chicago/Midwest Regional Low - Last Day of Month
PET:	Recycling Markets.net - Chicago/Midwest Regional Low - Last Day of Month
Tubs and Lids:	Market Price
Thermoform:	Market Price
Mix Glass:	Market Price
Milk Cartons /Juice Boxes:	Market Price
Residual:	RRT - Newport

Each month the Contractor shall provide, together with the monthly rebate to the City, adequate documentation of the corresponding monthly estimate of tons of all paper grades and tons of aluminum collected from the City. Also, the Contractor shall provide copies of the referenced OBM market index and AMM market index.

5.5 **Monthly Statements** – The Contractor will submit a monthly statement for services rendered. The City will pay within 60 days of receipt of the Contractor’s monthly statements.

5.6 **CDU Yearly Review** – Yearly the City and the Contractor will review additions or subtractions from the total CDU count. Should the Contractor request more frequent review, the City will assist in this count and discussion.

## 6 SINGLE SORT CARTS

6.1 Free walk-up service as specified in 1.20 shall be provided for all customers who request it.

6.2 The Contractor must conduct at least once per quarter, or as agreed upon by the City and the Contractor, **curbside** recycling cart checks. The Contractor shall audit the contents of carts from at least 25 households and leave education tags if any Non-Targeted Materials are found in the bins. A log shall be kept of all resident addresses where education tags were left and the addresses shall be included in the annual report to the City.

### 6.3 Multi-Unit Single Sort

The Contractor shall convert the "dual-sort" carts as they are now to "single-sort" carts. This conversion may be addressed through changing out the lids or adding a new instructional sticker / label over the old "dual-sort" label. The Contractor may also use dumpsters for multi-unit single-sort collection, but the dumpsters shall have the appropriate labeling for single-sort recycling.

### 6.4 Non-Performance

1. Minnesota law governs any disputes and all disputes will be subject to the jurisdiction of the Ramsey County District Court.
2. The parties agree that, in addition to any other remedies available to it, the City may withhold payment from the Contractor in the amounts specified below as liquidated damages for failure of the Contractor to fulfill its obligation under this Agreement. These are liquidated damages not penalties. Further, the City and Contractor agree that proving damages due to the circumstances listed below would be difficult to ascertain and would cause considerable delay and expense. Instead of requiring such proof, the City and Contractor agree to liquidated damages (not a penalty) in the following amounts:
3. Failure to clean up recyclables spilled by Contractor within six (6) hours of oral or written notification -- \$50.00 per incident.
4. Failure to complete City-wide collection by 6 p.m. without permission for extension from the Recycling Coordinator and/or other City employee with exception of severe weather and street construction -- \$2,500 per incident.
5. A missed block is defined as a block where residents from at least three (3) households within two intersections of that block report that their material was out before 7 a.m., the material was not picked up and the addresses did not appear on the records of unacceptable setouts -- \$250.00 per incident.
6. Failure to pick up missed collections -- \$50.00 per incident.
7. Failure to file reports and/or provide scale receipts -- \$750 per incident.
8. Failure to maintain vehicle in a manner which prevents nuisances such as leaky seals or hydraulics -- \$100.00 per incident.
9. Failure or neglect to provide notice to resident upon recyclables refused for collection for cause -- \$50.00 per incident.
10. Failure to pick up MDU properties as needed -- \$50.00.
11. In addition to above, failure or neglect to correct chronic problems will be considered a Breach of Contract -- \$50.00 per incident.
12. A chronic problem shall be construed to be three or more occurrences of items 3, 4, 5, 6 or 8 immediately above within any period of six consecutive months whether or not remedied within 24-hours or six hours in the case of spilled solid waste.
13. The City will notify the Contractor in writing documenting the history of the account and reason for the fine. The Contractor will then have the opportunity to address and remedy the issue at which point the City can determine if a fine is the appropriate course of action.
14. Failure to maintain recycling carts in proper working order as specified in the cart management plan - \$100 each incident.

## 7 INSURANCE

Prior to commencement of this Agreement, the Contractor shall furnish the City with Certificates of Insurance for comprehensive general liability, automobile liability and property damage insurance. Certificates of Insurance shall name the City as an additional insured. Any losses to person or property connected with the collection of recyclable materials through this project shall be the responsibility of the Contractor.

Nothing herein shall be deemed to constitute a waiver by the City of any limits on liability it enjoys under common law or under Minnesota Statutes, Chapter 466.

## 8 INDEMNIFICATION

The Contractor hereby agrees to indemnify and hold harmless the City and its employees, officers, and agents from and against all claims, damages, losses or expenses, including attorneys' fees and other costs of defense, for which it may be held liable, arising out of or resulting from the assertion against the City of any claims, debts, or obligations in consequence of the performance of this Agreement by the Contractor, its employees, agents or subcontractors.

## 9 TERM AND TERMINATION

- 9.1 **Term** – The term of this agreement shall be from October 1, 2014 through December 31, 2018.
- 9.2 **Extension** – The City reserves the right to amend the Agreement to allow for its extension. This action must be approved by the City Council.
- 9.3 **Termination** – If in the City's sole discretion, the Contractor or subcontractor fails to perform this Agreement diligently and on schedule or fails to reach mutual agreement where the terms of this Agreement so specify, the City shall have the right to terminate this Agreement. Prior to termination, the City shall give thirty (30) days written notice identifying the basis of the intent to terminate. After the notice of intent to terminate has been served, both parties will attempt to reconcile their differences during the 30-day notice period. If after the 30 day notice period the basis of the intent to terminate has not been cured to the satisfaction of the City, either party may conclusively terminate this Agreement upon five (5) business days written notice serviced by certified mail, return receipt requested upon the other party, at the party's last known address.
- 9.4 Upon failure of the Contractor to fulfill any of its obligations under the Agreement, the City may hire such persons, or assign City employees and equipment, as are necessary to cure or mitigate Contractor's failure; the costs of such action may be charged and deducted from monies due the Contractor, collected from the Contractor, or collected by other legal recourse.
- 9.5 Contractor may terminate this Agreement for cause upon sixty (60) days written notice.

**10 ASSIGNMENT**

10.1 This Agreement is assignable only by agreement of the parties. If the Contractor's business is sold in whole or in part, the City reserves the right to negotiate a new agreement with any purchasers of the Contractor's business or its assets. The City reserves the right to declare this Agreement null and void within thirty (30) days of such a sale and to negotiate a new agreement for recycling collection services with the new owner or through a competitive bidding process.

**Neighborhood Recycling Corporation DBA Eureka Recycling**

\_\_\_\_\_  
Tim Brownell, CEO

\_\_\_\_\_  
Date

**City of Lauderdale**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



## AMENDED AGREEMENT FOR RECYCLING SERVICES

THIS AMENDED AGREEMENT FOR RECYCLING SERVICES made this 25th day of August, 2015, by and between the city of Lauderdale, a Minnesota municipal corporation ("City"), and the Neighborhood Recycling Corporation d/b/a Eureka Recycling, a Minnesota non-profit corporation ("Contractor").

### WITNESSETH:

WHEREAS, City and Contactor entered into that certain Amended and Restated Agreement for Recycling Services dated September 23, 2014 ("Agreement"); and

WHEREAS, City and Contractor desire to amend certain terms and conditions of the Agreement.

NOW, THEREFORE, in consideration of the covenants and mutual obligations contained herein, City and Contractor hereby covenant and agree that the following sections of the Agreement are hereby amended and revised as follows:

1. Section 1.8 of the Agreement is amended to delete curbside.
2. Section 3.1 of the Agreement is amended to change curbside to curbside/alley.
3. Section 3.2 of the Agreement is amended to replace curbside with wherever their trash is collected.
4. Section 3.7.1 of the Agreement is amended to change curbside to curbside/alley.
5. Section 4.2 of the Agreement is amended to change curbside to curbside/alley.
6. Section 4.6.1 of the Agreement is amended by replacing curbside with recycling.
7. Section 4.11 of the Agreement is amended to change curbside to curbside/alley.
8. Section 6.2 of the Agreement is amended to delete curbside.

IN WITNESS WHEREOF, City and Contractor have caused this Amended Agreement to be duly executed in their names and on their behalves on or as of the date first written above.

**City of Lauderdale**

**Neighborhood Recycling Corporation  
d/b/a Eureka Recycling**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CEO

\_\_\_\_\_  
City Administrator-Clerk

# LAUDERDALE



CURBSIDE  
1 Load

MULTI  
FAMILY

Curb Only

Alley Only

Alley + Curb

CONDOS

Back

**LAUDERDALE COUNCIL  
ACTION FORM**

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

Meeting Date	August 25, 2015
ITEM NUMBER	<u>Rental Housing</u>
STAFF INITIAL	<u>AB</u>
APPROVED BY ADMINISTRATOR	

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

The City Attorney reviewed the rental housing ordinance revisions prepared by staff. As you may recall, in two recent instances, property owners with family members living in the homes tried to file for a relative homestead designation at the County but were denied as they had purchased the property in the name of an LLC. As the intent of the ordinance was not to require people with family members living in their homes to get a rental housing license, the attached revisions would allow for that exemption in these unique circumstances. Ultimately, the owner will have to sign an affidavit indicating that a family member lives in their property and the family member will have to present government issued identification showing the Lauderdale property as their address.

**OPTIONS:**

**STAFF RECOMMENDATION:**

Motion to adopt Ordinance No. 15-04 Amending Title 9, Chapter 11, of the Code of Ordinances Regarding Rental Property Licensing Provisions.

CITY OF LAUDERDALE  
ORDINANCE NO. 15-04

An Ordinance Amending Title 9, Chapter 11 of the  
Code of Ordinances Regarding Rental Housing License Provisions

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

SECTION 1. The Lauderdale City Code is amended by deleting the ~~stricken material~~ and adding the **underlined material** as follows:

SECTION:

9-11-6: Responsibility of Owner (Landlord)

9-11-8: General Licensing Provisions

9-11-6: RESPONSIBILITY OF OWNER (LANDLORD):

5. An owner whose only rental dwelling is a single-family home or duplex that is classified as **or meets the definition of** 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 **or file an affidavit of exemption with the City stating at least one family member resides at the address. For purposes of this ordinance, relative is defined by Minnesota Statutes, Section 273.124, Subd. 1(c), as may be amended from time to time. The relative residing at the address shall provide the City with a valid Minnesota driver's license, Minnesota identification card, Minnesota learner's permit, or a receipt for any of these, or tribal identification with name, address, photo, and signature showing Lauderdale as their place of residence. If the owner is not a natural person, the person filing for exemption from the licensing provisions must demonstrate their ownership interest in the property.**

9-11-8: GENERAL LICENSING PROVISIONS:

A. License Required.

6. An owner whose only rental dwelling is a single-family home or duplex that is classified as **or meets the definition of** 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 **or file an affidavit of exemption with the City stating at least one family member resides at the address. For purposes of this ordinance, relative is defined by Minnesota Statutes, Section, 273.124, Subd. 1(c), as may be amended from time to time. The relative residing at the address shall provide the City with a valid Minnesota driver's license, Minnesota identification card, Minnesota learner's permit, or a**

**receipt for any of these, or tribal identification with name, address, photo, and signature showing Lauderdale as their place of residence. If the owner is not a natural person, the person filing for exemption from the licensing provisions must demonstrate their ownership interest in the property.**

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

Adopted by the Lauderdale City Council this 25<sup>th</sup> day of August, 2015.

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Jeffrey Dains, Mayor

ATTEST:

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Heather Butkowski, City Administrator

Published in the Roseville Review this 1<sup>st</sup> day of September, 2015.

## LAUDERDALE COUNCIL ACTION FORM

### Action Requested

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

Meeting Date August 25, 2015  
 ITEM NUMBER 2016 Budget and Levy  
 STAFF INITIAL AB  
 APPROVED BY ADMINISTRATOR \_\_\_\_\_

### DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Staff provided a draft budget at the last meeting based on anticipated revenue and expenses for 2016. The big unknown at the time was the amount of fiscal disparities revenue the City would be receiving. The City will be receiving \$12,919 less due to the County settling ten years of property tax petitions on the Ford Motors site in St. Paul. I included a StarTribune article from last winter that highlights the issues involved. Ultimately, the County paid Ford \$6.7 million in back taxes.

Based upon this news, staff updated the budget. On the one hand, expenses are coming in at a modest 3.2% over last year. However, that modest increase still results in a budget deficit of \$68,823 assuming the same local levy as last year (\$495,281). The biggest contributors to this deficit are the increase in the police contract costs (\$18,675), the Comprehensive Plan update (\$15,000), staffing costs (\$14,877), and the loss in fiscal disparities revenue (\$12,919). The staffing costs reflect an increase in the contribution to pay/benefits and bringing Joe Hughes back on a limited basis next summer. Terry prepared a bar graph to visually show anticipated costs for 2016.

As discussed in the past, the City only generates a little over \$6,000 for every percent the levy is increased. As such, the police contract requires a levy increase of three percent. The Comprehensive Plan adds on two and one-half percent as do the staffing costs. Finally, the levy needs to be raised two percent just to make up for the lost fiscal disparities revenue. All totaled, the levy would need to be raised 11% to cover these costs in 2016.

Each year the Council faces the same dilemma, finding a way to keep the levy increase manageable but balance the budget. You may recall that in previous years staffing costs were transferred to special revenue and enterprise funds as were costs such as street sweeping and sewer jetting that rightfully should be paid out of the enterprise funds instead of the General Fund. In other years, the City was fortunate and saw increases in fiscal disparities revenue or local government aid that balanced the budget. Last year the Council used \$20,461 of the Catholic Elder Care conduit debt administrative fee to balance the budget.

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

What I find interesting is that different councils and different communities focus on different aspects of the budget. Here we have looked at overall revenue and expenses but the discussion has focused on the percent of the levy increase. Some councils focus on the percent increase or decrease in the budget while some focus on the tax rate. Each discussion highlights a different aspect of budgeting which may not make sense to the public unless they are equipped with a broad understanding of public finance. Next year's budget is a prime example of how confusing it can be. It will take an 11% levy increase to balance the budget but expenses are only going up by 3.2% yet an eight percent levy increase would hold the tax rate the same as last year.

Because of the ongoing volatility with fiscal disparities revenue and the overstated impact it can have when looking at levy increases and decreases, I think we should shift the focus of budget discussions from levy impacts to how much the overall budget is increasing or decreasing by and why. It is easy to explain a 3.2% budget increase and articulate that it will pay for the increase in the police contract, a small increase in staff pay, and the mandatory update to the City's Comprehensive Plan. It is hard to explain that the City is raising the levy two percent to recoup lost fiscal disparities revenue; no one understands that.

I ran the same levy impact numbers I show the Council every year. As you will see, it isn't until about an eight percent levy increase that the numbers show residents seeing much of a tax impact (if their market value stays the same). This is in part due to the 12.8% increase in tax capacity we are experiencing. Some of that is from Greenway Holdings purchase of the previously tax exempt Luther Seminary student housing (market value \$8,676,500), much of the rest is due to the increase in home values. Terry prepared the three colored bar chart that shows how much of an impact the addition of the Greenway Holdings property has on the market value of apartments and how much it raises the City's overall market value.

At the end of the day, to balance the budget requires an overall levy increase of 8.95% which amounts to a local levy increase (that portion paid by Lauderdale property owners) of 13.9% to make up for the loss in fiscal disparities revenue. In dollars, this means all Lauderdale property owners will share in the additional \$68,823 it costs to run the City in 2016.

My recommendation to the Council is to review the revenue and expenses to identify anything that you want to discuss or get more information about from staff. We are happy to provide information or generate financial scenarios in advance of the meeting. If budgetary numbers largely stay the same after the meeting, my recommendation would be to raise the total levy in the 8-9% range and see what the tax impact is. Remember, the Council can lower the levy before the end of the year but it can't raise it above what is established as the preliminary levy. The anticipated impact on a median value home should be in the \$30 to \$40 range. However, this wouldn't be a complete budget discussion if I didn't point out that the numbers are good estimates but don't reflect the ongoing shift that occurs between residential and other properties due to the Market Value Homestead Exclusion Program.

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

I saved the good news for last. I received a call from Julie Eddington, Kennedy and Graven bond counsel, and the City may be able to participate in another conduit debt project. This one will benefit the Benedictine Health System Group as the City of New Brighton already used their bank qualified debt for the year. The project is to refinance debt so it seems very likely to happen this year but we will learn more in the upcoming weeks and will know for sure by the time tax statements come out in November. If the tax impact seems unmanageable, and the conduit project moves ahead, the Council will be able to decide whether to use this one time money to help pay down the levy.

**STAFF RECOMMENDATION:**

Based on the discussion, staff will make changes to the budget and bring it back for Council consideration at the next meeting. While not required, the Council has often allowed for public comment on the draft budget and staff can add that to the next agenda. Ultimately, the preliminary levy needs to be set by resolution at the September 22 council meeting.



EAST METRO

## Sept. 4: Tax judge rules Ford site was overtaxed

The motor company found to have paid too much to Ramsey County for several years.

By James Walsh (<http://www.startribune.com/james-walsh/10646161/>) Star Tribune

SEPTEMBER 20, 2014 — 5:42PM

The Ford Motor Co. will be receiving a Minnesota property tax refund dating back several years, after a state tax court judge reduced the appraised value of Ford's former Twin Cities Assembly Plant property in St. Paul's Highland Park.

What is not yet known is how much that will be. If the court's rulings remain unchanged, Ford may be due nearly \$4 million in refunds, said Ramsey County Assessor Stephen Baker.

Ford was challenging the taxes it paid for 2007 through 2011, saying that the Ramsey County assessor's office had overestimated the value of the 122-acre site, which is being readied for redevelopment.

The case went to the Minnesota Tax Court for trial, and Judge Bradford Delapena last month arrived at much lower values for the site.

Delapena, chief judge of the tax court, ordered Ramsey County to recompute Ford's property taxes for the years 2007 through 2011 and pay the company refunds with interest for what it overpaid.

County officials say the property has great value as a future development site for residential and commercial use. The county's experts said the site should be valued at \$35 million to \$45 million.

In a 116-page opinion, however, Delapena ruled that the site's 2010 value was \$21.7 million. For the other years, his decision on the site's value ranged from \$33.9 million in 2006 (payable 2007) to \$26.8 million in 2009.

Ford had argued in tax court that the property, a former industrial site, had no value whatsoever. In total, Ford was seeking to get back all the \$10.6 million it paid for the five years in question.

County officials say Ford was arguing that since it would bear much of the cost to prepare the site for redevelopment years before seeing any income from a possible sale, it should not have to pay taxes.

Ramsey County officials had expected they would have to refund some of the money that Ford paid in the past, said attorney Marc Manderscheid, who represented the county.

He said that the original assessments were too high, especially when the economy tanked after 2006, and that later assessments didn't take into account what Ford had paid for demolition and other work to prepare the site for redevelopment.

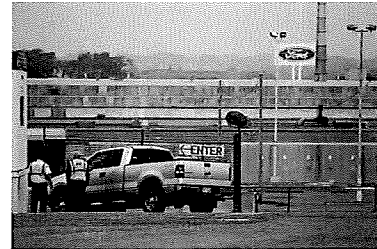
Manderscheid said the county has filed a motion for amended findings that is scheduled to be heard in tax court Thursday. He said the county is making a couple of arguments that could change the court's judgment on the property's value by \$5 million or \$6 million per year.

"For most of the decision, the county is accepting of what the judge did," Manderscheid said.

Dawn Booker, an official with Ford Land based in Dearborn, Mich., which manages property owned by Ford, said the company had no comment on the decision because of continuing litigation.

The case went to trial last December. It consolidated five tax petitions filed by Ford, dating back to April 30, 2007, when the company first challenged 2007 taxes based on the valuation of the land at its Highland Park plant.

The job of the tax court was to determine the market value of the property for each of the years in question.



(<http://s1media.startribune.com/images/420207+01FORD061113>)  
ELIZABETH FLORES, STAR TRIBUNE

In this June 2013 file photo, crews prepared for the demolition of the Ford assembly plant site in St. Paul's Highland Park neighborhood.

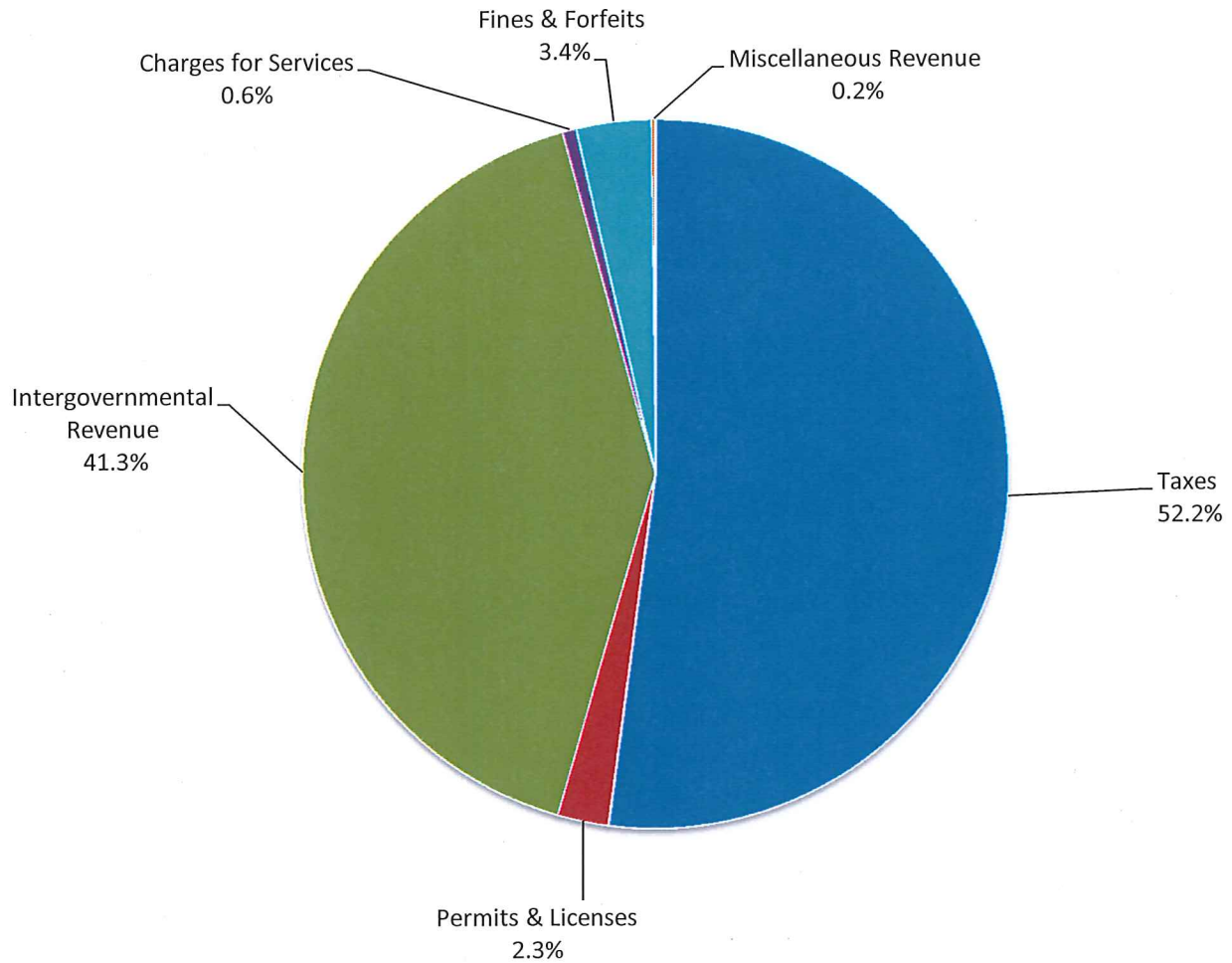
"This has been a very difficult case for my office," Baker said. He noted that at one point the county made a settlement offer to Ford, which the company did not respond to for three years. He said communication has been better lately with Ford, especially after the judge issued his ruling.

Still to come are four court appeals Ford has filed for the property's assessed value in the years since 2010.

"I'm hoping we can arrive at a mutual agreement," Baker said. "It's in everyone's interest to get the taxes set for this site."

jim.walsh@startribune.com 651-925-5041

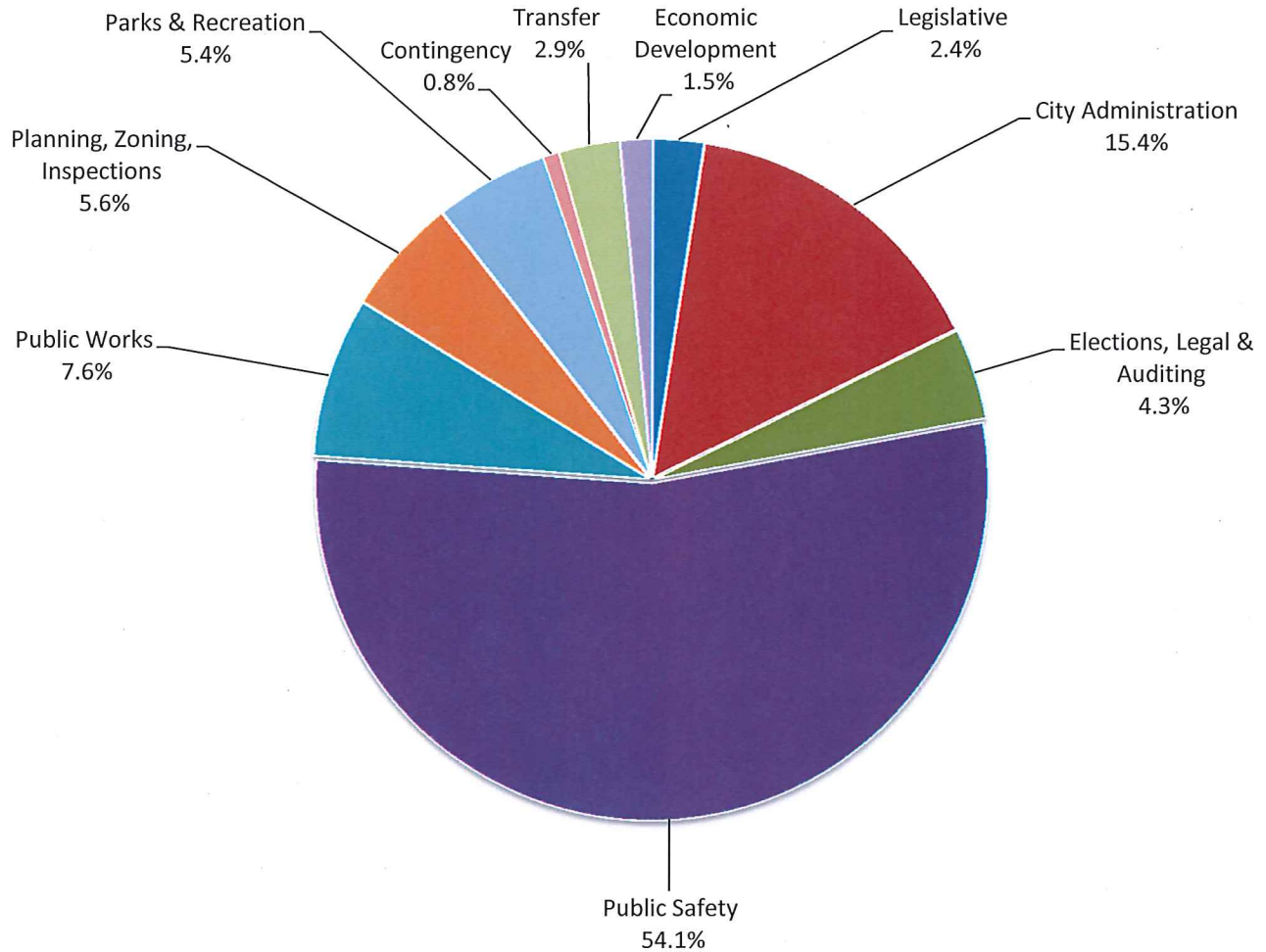
# CITY OF LAUDERDALE PROPOSED 2016 BUDGET REVENUES



## Revenues

Taxes	\$ 680,261
Permits & Licenses	\$ 29,600
Intergovernmental Revenue	\$ 538,700
Charges for Services	\$ 5,150
Fines & Forfeits	\$ 45,000
Miscellaneous Revenue	\$ 2,600

# CITY OF LAUDERDALE PROPOSED 2016 BUDGET EXPENDITURES



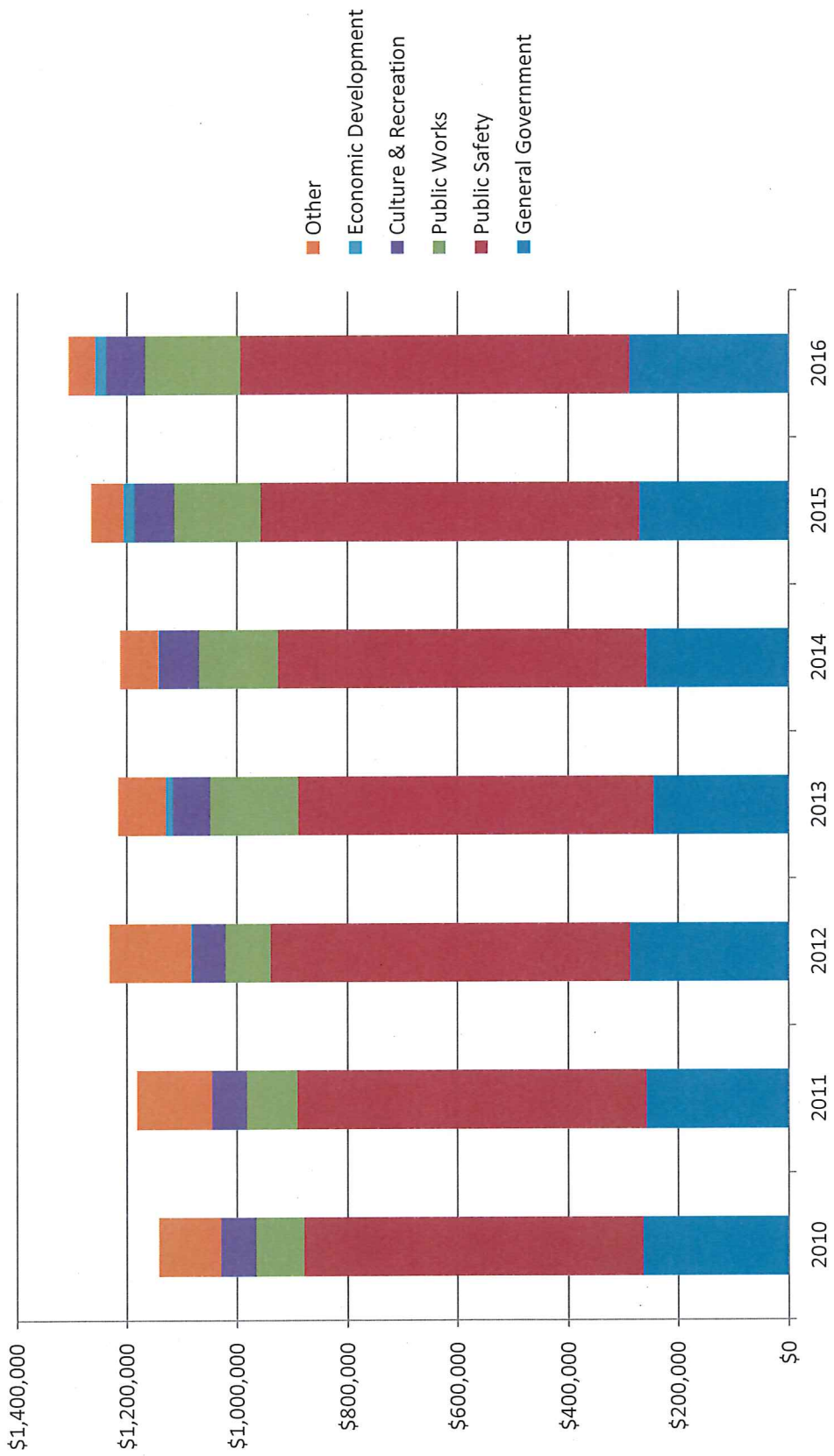
## Expenditures

Legislative	\$ 31,653
City Administration	\$ 200,488
Elections, Legal & Auditing	\$ 56,680
Public Safety	\$ 704,910
Public Works	\$ 99,714
Planning, Zoning, Inspections	\$ 73,113
Parks & Recreation	\$ 70,753
Contingency	\$ 10,000
Transfer	\$ 38,000
Economic Development	\$ 20,000

**CITY OF LAUDERDALE  
ESTIMATED MARKET VALUE COMPARISON BY YEAR**



# CITY OF LAUDERDALE EXPENDITURE COMPARISON BY FUNCTION



## 2015 PROPOSED LEVY IMPACTS ON LAUDERDALE HOMES

	City	City	City	City	City
	Total Levy	Fiscal Disparities	Net Local Levy	Tax Capacity	Tax Rate
2015	\$624,357	\$129,076	\$495,281	\$1,716,381	28.86%
2016 - 0%	\$624,357	\$116,157	\$508,200	\$1,936,578	26.24%
2016 - 2%	\$636,844	\$116,157	\$520,687	\$1,936,578	26.89%
2016 - 3%	\$643,088	\$116,157	\$526,931	\$1,936,578	27.21%
2016-5%	\$655,575	\$116,157	\$539,418	\$1,936,578	27.85%
2016-7%	\$668,062	\$116,157	\$551,905	\$1,936,578	28.50%
2016-9%	\$680,549	\$116,157	\$564,392	\$1,936,578	29.14%
2016-11%	\$693,036	\$116,157	\$576,879	\$1,936,578	29.79%
Median Value 2015		\$175,000			
Median Value 2016		\$186,550			

	Taxable Value	x Tax %	x Tax Rate	= City Tax on \$126,000 Home	
2015	\$100,100	1%	0.2886	Total Tax	\$288.89
2016 - 0%	\$100,100	1%	0.2624	Total Tax	\$262.66
				<b>DIFFERENCE</b>	<b>(\$26.23) -9.08%</b>

	Taxable Value	x Tax %	x Tax Rate	= City Tax on Median Lauderdale Home	
2015	\$175,000	1%	0.2886	Total Tax	\$505.05
2016 - 0%	\$186,550	1%	0.2624	Total Tax	\$489.51
				<b>DIFFERENCE</b>	<b>(\$15.54) -3.08%</b>

	Taxable Value	x Tax %	x Tax Rate	= City Tax on \$300,000 Home	
2015	\$289,760	1%	0.2886	Total Tax	\$836.25
2016 - 0%	\$289,760	1%	0.2624	Total Tax	\$760.33
				<b>DIFFERENCE</b>	<b>(\$75.92) -9.08%</b>

	Taxable Value	x Tax %	x Tax Rate	= City Tax on \$126,000 Home	
2015	\$100,100	1%	0.2886	Total Tax	\$288.89
2016 - 2%	\$100,100	1%	0.2689	Total Tax	\$269.17
				<b>DIFFERENCE</b>	<b>(\$19.72) -6.83%</b>

	Taxable Value	x Tax %	x Tax Rate	= City Tax on Median Lauderdale Home	
2015	\$175,000	1%	0.2886	Total Tax	\$505.05
2016 - 2%	\$186,550	1%	0.2689	Total Tax	\$501.63

**DIFFERENCE (\$3.42) -0.68%**

	<b>Taxable Value</b>	<b>x Tax %</b>	<b>x Tax Rate</b>	<b>= City Tax on \$300,000 Home</b>	
<b>2015</b>	\$289,760	1%	0.2886	<b>Total Tax</b>	\$836.25
<b>2016 - 2%</b>	\$289,760	1%	0.2689	<b>Total Tax</b>	\$779.16
				<b>DIFFERENCE</b>	<b>(\$57.08) -6.83%</b>

	<b>Taxable Value</b>	<b>x Tax %</b>	<b>x Tax Rate</b>	<b>= City Tax on \$126,000 Home</b>	
<b>2015</b>	\$100,100	1%	0.2886	<b>Total Tax</b>	\$288.89
<b>2016 - 3%</b>	\$100,100	1%	0.2721	<b>Total Tax</b>	\$272.37
				<b>DIFFERENCE</b>	<b>(\$16.52) -5.72%</b>

	<b>Taxable Value</b>	<b>x Tax %</b>	<b>x Tax Rate</b>	<b>= City Tax on Median Lauderdale Home</b>	
<b>2015</b>	\$175,000	1%	0.2886	<b>Total Tax</b>	\$505.05
<b>2016 - 3%</b>	\$186,550	1%	0.2721	<b>Total Tax</b>	\$507.60
				<b>DIFFERENCE</b>	<b>\$2.55 0.51%</b>

	<b>Taxable Value</b>	<b>x Tax %</b>	<b>x Tax Rate</b>	<b>= City Tax on \$300,000 Home</b>	
<b>2015</b>	\$289,760	1%	0.2886	<b>Total Tax</b>	\$836.25
<b>2016 - 3%</b>	\$289,760	1%	0.2721	<b>Total Tax</b>	\$788.44
				<b>DIFFERENCE</b>	<b>(\$47.81) -5.72%</b>

	<b>Taxable Value</b>	<b>x Tax %</b>	<b>x Tax Rate</b>	<b>= City Tax on \$126,000 Home</b>	
<b>2015</b>	\$100,100	1%	0.2886	<b>Total Tax</b>	\$288.89
<b>2016-5%</b>	\$100,100	1%	0.2785	<b>Total Tax</b>	\$278.78
				<b>DIFFERENCE</b>	<b>(\$10.11) -3.50%</b>

	<b>Taxable Value</b>	<b>x Tax %</b>	<b>x Tax Rate</b>	<b>= City Tax on Median Lauderdale Home</b>	
<b>2015</b>	\$163,600	1%	0.2886	<b>Total Tax</b>	\$472.15
<b>2016-5%</b>	\$175,000	1%	0.2785	<b>Total Tax</b>	\$487.38
				<b>DIFFERENCE</b>	<b>\$15.23 3.22%</b>

	<b>Taxable Value</b>	<b>x Tax %</b>	<b>x Tax Rate</b>	<b>= City Tax on \$300,000 Home</b>	
<b>2015</b>	\$289,760	1%	0.2886	<b>Total Tax</b>	\$836.25



2016-5%	\$289,760	1%	0.2785	Total Tax	\$806.98	
				<b>DIFFERENCE</b>	<b>(\$29.27)</b>	<b>-3.50%</b>

	Taxable Value	x Tax %	x Tax Rate	= City Tax on \$126,000 Home		
2015	\$100,100	1%	0.2886	Total Tax	\$288.89	
2016-7%	\$100,100	1%	0.285	Total Tax	\$285.29	
				<b>DIFFERENCE</b>	<b>(\$3.60)</b>	<b>-1.25%</b>

	Taxable Value	x Tax %	x Tax Rate	= City Tax on Median Lauderdale Home		
2015	\$175,000	1%	0.2886	Total Tax	\$505.05	
2016-7%	\$186,550	1%	0.285	Total Tax	\$531.67	
				<b>DIFFERENCE</b>	<b>\$26.62</b>	<b>5.27%</b>

	Taxable Value	x Tax %	x Tax Rate	= City Tax on \$300,000 Home		
2015	\$289,760	1%	0.2886	Total Tax	\$836.25	
2016-7%	\$289,760	1%	0.285	Total Tax	\$825.82	
				<b>DIFFERENCE</b>	<b>(\$10.43)</b>	<b>-1.25%</b>

	Taxable Value	x Tax %	x Tax Rate	= City Tax on \$126,000 Home		
2015	\$100,100	1%	0.2886	Total Tax	\$288.89	
2016-9%	\$100,100	1%	0.2914	Total Tax	\$291.69	
				<b>DIFFERENCE</b>	<b>\$2.80</b>	<b>0.97%</b>

	Taxable Value	x Tax %	x Tax Rate	= City Tax on Median Lauderdale Home		
2015	\$175,000	1%	0.2886	Total Tax	\$505.05	
2016-9%	\$186,550	1%	0.2914	Total Tax	\$543.61	
				<b>DIFFERENCE</b>	<b>\$38.56</b>	<b>7.63%</b>

	Taxable Value	x Tax %	x Tax Rate	= City Tax on \$300,000 Home		
2015	\$289,760	1%	0.2886	Total Tax	\$836.25	
2016-9%	\$289,760	1%	0.2914	Total Tax	\$844.36	
				<b>DIFFERENCE</b>	<b>\$8.11</b>	<b>0.97%</b>

	Taxable Value	x Tax %	x Tax Rate	= City Tax on \$126,000 Home		
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2015	\$100,100	1%	0.2886	Total Tax	\$288.89	
2016-11%	\$100,100	1%	0.2979	Total Tax	\$298.20	
				<b>DIFFERENCE</b>	<b>\$9.31</b>	<b>3.22%</b>

	Taxable Value	x Tax %	x Tax Rate	= City Tax on Median Lauderdale Home		
2015	\$175,000	1%	0.2886	Total Tax	\$505.05	
2016-11%	\$186,550	1%	0.2979	Total Tax	\$555.73	
				<b>DIFFERENCE</b>	<b>\$50.68</b>	<b>10.04%</b>

	Taxable Value	x Tax %	x Tax Rate	= City Tax on \$300,000 Home		
2015	\$289,760	1%	0.2886	Total Tax	\$836.25	
2016-11%	\$289,760	1%	0.2979	Total Tax	\$863.20	
				<b>DIFFERENCE</b>	<b>\$26.95</b>	<b>3.22%</b>



**CITY OF LAUDERDALE**

**BUDGET**

**2016**

Draft 2 – August 25, 2015

CITY OF LAUDERDALE  
GENERAL FUND REVENUES  
2016

Account Number	Account Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed
101-31010	CURRENT AD VALOREM TAXES	\$ 483,115	\$ 487,860	\$ 495,281	\$ 564,104
101-31020	DELINQUENT AD VALOREM TAXES	\$ 16,930	\$ (4,052)	\$ -	\$ -
101-31030	FORFEITED TAX SALES	\$ -	\$ -	\$ -	\$ -
101-31040	FISCAL DISPARITIES	\$ 125,362	\$ 118,461	\$ 129,076	\$ 116,157
101-31055	EXCESS TAX INCREMENT	\$ -	\$ -	\$ -	\$ -
101-31910	PENALTIES AND INTEREST TAXES	\$ -	\$ -	\$ -	\$ -
	<b>TAXES</b>	<b>\$ 625,406</b>	<b>\$ 602,269</b>	<b>\$ 624,357</b>	<b>\$ 680,261</b>
101-32110	3.2 ALCHOLIC LICENSES	\$ -	\$ 300	\$ 150	\$ 150
101-32120	CIGARETTE LICENSES	\$ -	\$ 800	\$ 400	\$ 400
101-32130	GARBAGE HAULERS LICENSES	\$ 1,408	\$ 1,500	\$ 1,300	\$ 1,400
101-32140	HVAC LICENSES	\$ 850	\$ 1,300	\$ 600	\$ 600
101-32150	TREE COMPANY LICENSES	\$ 500	\$ 750	\$ 400	\$ 400
101-32180	RENTAL HOUSING LICENSES	\$ 6,020	\$ 6,539	\$ 5,000	\$ 6,000
101-32210	BUILDING PERMITS	\$ 14,375	\$ 17,296	\$ 12,500	\$ 13,500
101-32211	ZONING PERMIT APPLICATIONS	\$ 1,450	\$ 1,650	\$ 500	\$ 1,000
101-32225	PLAN REVIEW FEES - CITY STAFF	\$ 2,264	\$ 5,223	\$ 2,500	\$ 1,500
101-32225	PLAN REVIEW FEES - CONSULTANT	\$ -	\$ -	\$ -	\$ 2,000
101-32230	PLUMBING PERMITS	\$ 1,248	\$ 832	\$ 1,000	\$ 2,000
101-32240	ANIMAL LICENSES	\$ 380	\$ 250	\$ 150	\$ 150
101-32270	HVAC PERMITS	\$ 1,941	\$ 1,699	\$ 1,500	\$ 1,500
101-32280	STREET EXCAVATION PERMITS	\$ -	\$ -	\$ -	\$ -
	<b>PERMITS &amp; LICENSES</b>	<b>\$ 30,435</b>	<b>\$ 38,139</b>	<b>\$ 26,000</b>	<b>\$ 30,600</b>
101-33401	LOCAL GOVERNMENT AID	\$ 516,153	\$ 535,093	\$ 536,736	\$ 537,502
101-33405	PERA RATE INCREASE	\$ 1,198	\$ 1,198	\$ 1,198	\$ 1,198
101-33406	MARKET VALUE HOMESTEAD CREDIT	\$ -	\$ -	\$ -	\$ -
101-33623	MET COUNCIL GRANT	\$ -	\$ -	\$ -	\$ -
	<b>INTERGOVERNMENTAL REVENUE</b>	<b>\$ 517,351</b>	<b>\$ 536,291</b>	<b>\$ 537,934</b>	<b>\$ 538,700</b>
101-34101	CITY HALL/PARK RENTAL	\$ 8,057	\$ 8,772	\$ 7,500	\$ 7,500
101-34103	ADMINISTRATIVE FEES	\$ 75	\$ 383	\$ -	\$ -
101-34105	SALE OF PUBLICATIONS	\$ 140	\$ -	\$ -	\$ -
101-34107	ASSESSMENT SEARCHES	\$ 150	\$ -	\$ -	\$ -
101-34109	COPIES	\$ -	\$ 57	\$ 100	\$ 50
101-34110	VARIANCE FEES	\$ -	\$ -	\$ -	\$ -
101-34111	LEGAL FEES	\$ -	\$ -	\$ -	\$ -
101-34112	CONDITIONAL USE PERMITS	\$ -	\$ -	\$ -	\$ -
101-34113	ZONING AMENDMENT	\$ -	\$ -	\$ -	\$ -
101-34114	ADVERTISING SALES	\$ -	\$ -	\$ -	\$ -
101-34116	ENGINEERING FEES	\$ -	\$ -	\$ -	\$ -
101-34201	FALSE SECURITY ALARM - POLICE	\$ -	\$ -	\$ -	\$ -
101-34202	FALSE FIRE ALARM - FIRE	\$ -	\$ -	\$ 500	\$ -
101-34203	FIRE INSPECTION FEE	\$ 650	\$ 575	\$ 500	\$ 600
101-34205	FIRE CALL REIMBURSEMENT	\$ -	\$ -	\$ -	\$ -
	<b>CHARGES FOR SERVICES</b>	<b>\$ 9,072</b>	<b>\$ 9,787</b>	<b>\$ 8,600</b>	<b>\$ 8,150</b>

Account Number	Account Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed
101-35101	COURT FINES	\$ 46,571	\$ 38,417	\$ 45,000	\$ 45,000
101-35104	OTHER FINES	\$ 1,883	\$ -	\$ -	\$ -
	<b>FINES &amp; FORFEITS</b>	<b>\$ 48,454</b>	<b>\$ 38,417</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>
101-36101	SPECIAL ASSESSMENTS	\$ (92)	\$ -	\$ -	\$ -
101-36102	PENALTIES AND INTEREST ASSESSMENTS	\$ 972	\$ -	\$ -	\$ -
101-36103	TREE REMOVAL	\$ -	\$ -	\$ -	\$ -
101-36200	MISCELLANEOUS REVENUE	\$ -	\$ (131)	\$ -	\$ -
101-36211	INVESTMENT INTEREST	\$ 1,195	\$ 2,023	\$ 1,400	\$ 2,100
101-36230	CONTRIBUTIONS & DONATIONS	\$ 1,500	\$ 1,500	\$ -	\$ -
101-36231	DOG PARK DONATIONS	\$ -	\$ -	\$ -	\$ -
101-36240	SURCHARGES COLLECTED	\$ 751	\$ 871	\$ 500	\$ 500
101-36250	REFUNDS & REIMBURSEMENTS	\$ 1,677	\$ (30)	\$ -	\$ -
101-36252	LMC INSURANCE REFUND	\$ 4,977	\$ 2,891	\$ -	\$ -
	<b>MISCELLANEOUS REVENUE</b>	<b>\$ 10,980</b>	<b>\$ 7,124</b>	<b>\$ 1,900</b>	<b>\$ 2,600</b>
101-39101	SALE OF CAPITAL ASSETS	\$ -	\$ -	\$ -	\$ -
101-39200	TRANSFER IN	\$ -	\$ -	\$ 20,461	\$ -
	<b>OTHER SOURCES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,461</b>	<b>\$ -</b>
	<b>TOTAL GENERAL FUND REVENUE</b>	<b>\$ 1,241,699</b>	<b>\$ 1,232,027</b>	<b>\$ 1,264,252</b>	<b>\$ 1,305,311</b>
	<b>REVENUES OVER/UNDER EXPENDITURES</b>	<b>\$ 25,974</b>	<b>\$ 20,247</b>	<b>\$ -</b>	<b>\$ -</b>
	FUND BALANCE - January 1	\$ 712,330	\$ 738,304	\$ 758,551	\$ 758,551
	FUND BALANCE - December 31	<u>\$ 738,304</u>	<u>\$ 758,551</u>	<u>\$ 758,551</u>	<u>\$ 758,551</u>
	FUND BALANCE - Nonspendable	\$ -	\$ 1,752	\$ 1,752	
	FUND BALANCE - Restricted	\$ -			
	FUND BALANCE - Committed	\$ -			
	FUND BALANCE - Assigned	\$ -			
	FUND BALANCE - Unassigned	\$ 738,304	\$ 756,799	\$ 756,799	

CITY OF LAUDERDALE  
GENERAL FUND EXPENSE SUMMARY  
2016

Department Number	Title	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed
41100	LEGISLATIVE	\$ 28,600	\$ 28,412	\$ 30,203	\$ 31,653
41200	CITY ADMINISTRATION	\$ 171,972	\$ 181,223	\$ 188,378	\$ 200,488
41500	ELECTIONS, LEGAL & AUDITING	\$ 44,210	\$ 47,530	\$ 51,660	\$ 56,680
	<b>GENERAL GOVERNMENT</b>	<b>\$ 244,782</b>	<b>\$ 257,165</b>	<b>\$ 270,241</b>	<b>\$ 288,821</b>
42100	PUBLIC SAFETY	\$ 643,517	\$ 667,292	\$ 685,919	\$ 704,910
	<b>PUBLIC SAFETY</b>	<b>\$ 643,517</b>	<b>\$ 667,292</b>	<b>\$ 685,919</b>	<b>\$ 704,910</b>
43000	PUBLIC WORKS	\$ 109,104	\$ 90,467	\$ 102,913	\$ 99,714
43400	PLANNING, ZONING & INSPECTION	\$ 51,090	\$ 53,773	\$ 54,428	\$ 73,113
	<b>PUBLIC WORKS</b>	<b>\$ 160,194</b>	<b>\$ 144,240</b>	<b>\$ 157,341</b>	<b>\$ 172,827</b>
45200	PARKS & RECREATION	\$ 67,727	\$ 72,245	\$ 72,751	\$ 70,753
45300	CONTINGENCY	\$ -	\$ -	\$ 20,000	\$ 10,000
45400	TRANSFER	\$ 86,986	\$ 69,315	\$ 38,000	\$ 38,000
	<b>OTHER</b>	<b>\$ 154,713</b>	<b>\$ 141,560</b>	<b>\$ 130,751</b>	<b>\$ 118,753</b>
48100	ECONOMIC DEVELOPMENT	\$ 12,520	\$ 1,786	\$ 20,000	\$ 20,000
	<b>ECONOMIC DEVELOPMENT</b>	<b>\$ 12,520</b>	<b>\$ 1,786</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,215,726</b>	<b>\$ 1,212,043</b>	<b>\$ 1,264,252</b>	<b>\$ 1,305,311</b>

CITY OF LAUDERDALE  
 LEGISLATIVE  
 2016

Account Number	Account Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed
101-41100-103	PART TIME EMPLOYEES	\$ 16,500	\$ 16,500	\$ 16,500	\$ 16,500
101-41100-122	FICA/MC CONTRIBUTIONS	\$ 1,262	\$ 1,263	\$ 1,262	\$ 1,262
101-41100-151	WORKERS COMPENSATION INSURANCE	\$ 32	\$ 42	\$ 41	\$ 41
	<b>PERSONNEL</b>	<b>\$ 17,794</b>	<b>\$ 17,805</b>	<b>\$ 17,803</b>	<b>\$ 17,803</b>
101-41100-201	GENERAL SUPPLIES	\$ -	\$ -	\$ -	\$ -
101-41100-202	PERMANENT SUPPLIES	\$ -	\$ -	\$ -	\$ -
	<b>SUPPLIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
101-41100-308	TRAINING & EDUCATION	\$ 490	\$ 139	\$ 1,500	\$ 1,500
101-41100-331	TRAVEL EXPENSE	\$ -	\$ 5	\$ 500	\$ 1,000
101-41100-352	LEGAL NOTICES & PUBLISHING	\$ 1,165	\$ 700	\$ 800	\$ 800
101-41100-361	INSURANCE & BONDS	\$ 6,194	\$ 6,702	\$ 6,300	\$ 6,800
101-41100-438	DUES & SUBSCRIPTIONS	\$ 2,957	\$ 3,061	\$ 3,300	\$ 3,750
101-41100-439	SPECIAL EVENTS	\$ -	\$ -	\$ -	\$ -
101-41100-440	MEETING EXPENSES	\$ -	\$ -	\$ -	\$ -
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$ 10,806</b>	<b>\$ 10,607</b>	<b>\$ 12,400</b>	<b>\$ 13,850</b>
101-41100-530	FURNITURE & EQUIPMENT	\$ -	\$ -	\$ -	\$ -
	<b>CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 28,600</b>	<b>\$ 28,412</b>	<b>\$ 30,203</b>	<b>\$ 31,653</b>

**NOTES:**

Dues include Metro Cities, League of Minnesota Cities, Mayor's Association and Suburban Rate Authority

CITY OF LAUDERDALE  
CITY ADMINISTRATION  
2016

Account Number	Account Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed
101-41200-101	FULL TIME EMPLOYEES	\$ 103,481	\$ 111,427	\$ 116,043	\$ 121,029
101-41200-102	OVERTIME	\$ -	\$ -	\$ -	\$ -
101-41200-104	TEMPORARY EMPLOYEES	\$ -	\$ -	\$ -	\$ -
101-41200-121	PERA CONTRIBUTIONS	\$ 7,502	\$ 8,079	\$ 8,703	\$ 9,077
101-41200-122	FICA/MC CONTRIBUTIONS	\$ 8,174	\$ 8,805	\$ 8,877	\$ 9,259
101-41200-126	ICMA RETIREMENT	\$ -	\$ -	\$ -	\$ -
101-41200-131	HEALTH INSURANCE	\$ 14,160	\$ 16,320	\$ 17,280	\$ 18,240
101-41200-142	UNEMPLOYMENT	\$ -	\$ -	\$ -	\$ -
101-41200-151	WORKERS COMPENSATION INSURANCE	\$ 629	\$ 879	\$ 928	\$ 963
	<b>PERSONNEL</b>	<b>\$ 133,946</b>	<b>\$ 145,509</b>	<b>\$ 151,831</b>	<b>\$ 158,568</b>
101-41200-201	GENERAL SUPPLIES	\$ 1,499	\$ 1,652	\$ 1,500	\$ 1,800
101-41200-202	PERMANENT SUPPLIES	\$ -	\$ -	\$ -	\$ -
101-41200-203	POSTAGE	\$ 3,631	\$ 2,099	\$ 3,000	\$ 3,000
101-41200-208	WATER DELIVERY	\$ 426	\$ 626	\$ 450	\$ 450
101-41200-227	TOOLS & EQUIPMENT	\$ -	\$ -	\$ -	\$ 1,000
	<b>SUPPLIES</b>	<b>\$ 5,556</b>	<b>\$ 4,377</b>	<b>\$ 4,950</b>	<b>\$ 6,250</b>
101-41200-306	CONSULTING FEES	\$ 9,056	\$ 7,628	\$ 6,547	\$ 6,920
101-41200-307	COMPUTER SERVICES	\$ 1,612	\$ 1,590	\$ 1,700	\$ 6,000
101-41200-308	TRAINING & EDUCATION	\$ 2,017	\$ 614	\$ 2,500	\$ 2,500
101-41200-309	DELIVERY	\$ -	\$ -	\$ -	\$ -
101-41200-327	OTHER SERVICES	\$ 324	\$ 324	\$ 400	\$ 400
101-41200-331	TRAVEL EXPENSE	\$ 1,557	\$ 973	\$ 1,200	\$ 1,200
101-41200-352	PUBLIC INFO NOTICES	\$ 855	\$ 950	\$ 1,100	\$ 1,100
101-41200-353	NEWSLETTER PRINTING	\$ 2,683	\$ 2,952	\$ 2,800	\$ 2,800
101-41200-355	PRINTING SERVICES	\$ 300	\$ 275	\$ 300	\$ 300
101-41200-361	INSURANCE & BONDS	\$ 5,644	\$ 6,054	\$ 5,800	\$ 6,200
101-41200-391	TELEPHONE/PAGERS	\$ 1,686	\$ 1,575	\$ 1,250	\$ 1,250
101-41200-401	COPIER CONTRACT	\$ 2,907	\$ 2,839	\$ 3,000	\$ 3,000
101-41200-404	COMPUTER REPAIR/MAINTENANCE	\$ -	\$ -	\$ -	\$ -
101-41200-409	OTHER EQUIPMENT REPAIR/MAINT	\$ -	\$ -	\$ -	\$ -
101-41200-420	RENTALS	\$ -	\$ -	\$ -	\$ -
101-41200-438	DUES & SUBSCRIPTIONS	\$ 2,565	\$ 2,588	\$ 3,400	\$ 3,400
101-41200-439	SPECIAL EVENTS	\$ -	\$ -	\$ -	\$ -
101-41200-440	MEETING EXPENSES	\$ 75	\$ 51	\$ 100	\$ 100
101-41200-442	MISCELLANEOUS	\$ 574	\$ 486	\$ 500	\$ 500
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$ 31,855</b>	<b>\$ 28,900</b>	<b>\$ 30,597</b>	<b>\$ 35,670</b>
101-41200-530	FURNITURE & EQUIPMENT	\$ -	\$ -	\$ -	\$ -
101-41200-531	OFFICE EQUIPMENT	\$ -	\$ -	\$ -	\$ -
101-41200-534	OFFICE FURNITURE	\$ -	\$ -	\$ -	\$ -
101-41200-538	COMPUTER SOFTWARE & EQUIPMENT	\$ 615	\$ 2,438	\$ 1,000	\$ -
	<b>CAPITAL OUTLAY</b>	<b>\$ 615</b>	<b>\$ 2,438</b>	<b>\$ 1,000</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 171,972</b>	<b>\$ 181,223</b>	<b>\$ 188,378</b>	<b>\$ 200,488</b>

NOTES

Dues include MCFOA, MAMA, MN GFOA, IMCA, MN City/County Management Association, Pioneer Press, Notary



CITY OF LAUDERDALE  
ELECTIONS, LEGAL AND AUDITING  
2016

Account Number	Account Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed
101-41500-101	FULL TIME EMPLOYEES	\$ 8,154	\$ 9,366	\$ 9,953	\$ 10,553
101-41500-103	PART TIME EMPLOYEES	\$ -	\$ -	\$ -	\$ -
101-41500-104	TEMPORARY EMPLOYEES	\$ -	\$ 2,207	\$ -	\$ 3,000
101-41500-121	PERA CONTRIBUTIONS	\$ 591	\$ 679	\$ 746	\$ 791
101-41500-122	FICA/MC CONTRIBUTIONS	\$ 624	\$ 717	\$ 761	\$ 807
101-41500-131	HEALTH INSURANCE	\$ 1,200	\$ 1,530	\$ 1,620	\$ 1,710
101-41500-133	LIFE INSURANCE	\$ -	\$ -	\$ -	\$ -
101-41500-151	WORKERS COMPENSATION INSURANCE	\$ 49	\$ 85	\$ 80	\$ 101
	<b>PERSONNEL</b>	<b>\$ 10,618</b>	<b>\$ 14,584</b>	<b>\$ 13,160</b>	<b>\$ 16,962</b>
101-41500-201	GENERAL SUPPLIES	\$ -	\$ 429	\$ -	\$ 600
101-41500-202	PERMANENT SUPPLIES	\$ -	\$ -	\$ -	\$ -
	<b>SUPPLIES</b>	<b>\$ -</b>	<b>\$ 429</b>	<b>\$ -</b>	<b>\$ 600</b>
101-41500-300	LEGAL FEES - PROSECUTING	\$ 10,200	\$ 9,350	\$ 11,500	\$ 11,100
101-41500-301	AUDITING	\$ 13,688	\$ 13,688	\$ 14,500	\$ 14,500
101-41500-305	LEGAL FEES - CIVIL	\$ 9,278	\$ 8,692	\$ 12,000	\$ 11,000
101-41500-327	OTHER SERVICES	\$ 426	\$ 426	\$ 500	\$ 568
101-41500-331	TRAVEL EXPENSE	\$ -	\$ -	\$ -	\$ -
101-41500-352	PUBLIC INFORMATION NOTICES	\$ -	\$ 310	\$ -	\$ 300
101-41500-355	PRINTING SERVICES	\$ -	\$ -	\$ -	\$ -
101-41500-409	OTHER EQUIPMENT REPAIR/MAINT	\$ -	\$ -	\$ -	\$ -
101-41500-440	MEETING EXPENSES	\$ -	\$ -	\$ -	\$ -
101-41500-442	MISCELLANEOUS	\$ -	\$ 52	\$ -	\$ -
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$ 33,592</b>	<b>\$ 32,518</b>	<b>\$ 38,500</b>	<b>\$ 37,468</b>
101-41500-530	FURNITURE & EQUIPMENT	\$ -	\$ -	\$ -	\$ -
101-41500-539	VOTING MACHINE	\$ -	\$ -	\$ -	\$ 1,650
	<b>CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,650</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 44,210</b>	<b>\$ 47,530</b>	<b>\$ 51,660</b>	<b>\$ 56,680</b>

CITY OF LAUDERDALE  
PUBLIC SAFETY  
2016

Account Number	Account Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed
101-42100-202	PERMANENT SUPPLIES SUPPLIES	\$ - \$ -	\$ 1,069 \$ 1,069	\$ - \$ -	\$ - \$ -
101-42100-318	DISPATCH	\$ 13,172	\$ 14,075	\$ 16,433	\$ 17,174
101-42100-319	POLICE CONTRACT	\$ 602,030	\$ 617,081	\$ 634,386	\$ 653,061
101-42100-320	FIRE CONTRACT	\$ 15,890	\$ 14,903	\$ 18,000	\$ 18,000
101-42100-321	FIRE CALLS	\$ 12,357	\$ 17,370	\$ 16,000	\$ 16,000
101-42100-322	FIRE FALSE ALARMS	\$ -	\$ -	\$ 500	\$ -
101-42100-323	FIRE INSPECTION	\$ -	\$ 450	\$ 500	\$ 600
101-42100-355	PRINTING SERVICES	\$ 31	\$ 37	\$ -	\$ -
101-42100-360	INSURANCE	\$ -	\$ -	\$ -	\$ -
101-42100-391	TELEPHONE/PAGERS	\$ -	\$ -	\$ -	\$ -
101-42100-442	MISCELLANEOUS OTHER SERVICES & CHARGES	\$ 37 \$ 643,517	\$ 2,306 \$ 666,223	\$ 100 \$ 685,919	\$ 75 \$ 704,910
101-42100-530	FURNITURE & EQUIPMENT CAPITAL OUTLAY	\$ - \$ -	\$ - \$ -	\$ - \$ -	\$ - \$ -
<b>TOTAL EXPENDITURES</b>		<b>\$ 643,517</b>	<b>\$ 667,292</b>	<b>\$ 685,919</b>	<b>\$ 704,910</b>

CITY OF LAUDERDALE  
 PLANNING, ZONING & INSPECTIONS  
 2016

Account Number	Account Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed
101-43400-101	FULL TIME EMPLOYEES	\$ 33,941	\$ 36,413	\$ 37,875	\$ 39,463
101-43400-104	TEMPORARY EMPLOYEES	\$ 1,316	\$ -	\$ -	\$ -
101-43400-121	PERA CONTRIBUTIONS	\$ 2,461	\$ 2,640	\$ 2,841	\$ 2,960
101-43400-122	FICA/MC CONTRIBUTIONS	\$ 2,920	\$ 3,022	\$ 2,897	\$ 3,019
101-43400-126	ICMA RETIREMENT	\$ -	\$ -	\$ -	\$ -
101-43400-131	HEALTH INSURANCE	\$ 5,242	\$ 5,893	\$ 6,480	\$ 6,840
101-43400-133	LIFE INSURANCE	\$ -	\$ -	\$ -	\$ -
101-43400-151	WORKERS COMPENSATION INSURANCE	\$ 1,025	\$ 1,419	\$ 1,435	\$ 1,481
	<b>PERSONNEL</b>	<b>\$ 46,905</b>	<b>\$ 49,386</b>	<b>\$ 51,528</b>	<b>\$ 53,763</b>
101-43000-201	GENERAL SUPPLIES	\$ -	\$ -	\$ -	\$ -
101-43400-202	PERMANENT SUPPLIES	\$ -	\$ -	\$ -	\$ -
101-43400-203	POSTAGE	\$ 230	\$ 245	\$ 300	\$ 300
	<b>SUPPLIES</b>	<b>\$ 230</b>	<b>\$ 245</b>	<b>\$ 300</b>	<b>\$ 300</b>
101-43400-306	CONSULTING FEES	\$ 2,203	\$ 148	\$ -	\$ 15,000
101-43400-308	TRAINING & EDUCATION	\$ 500	\$ 705	\$ 500	\$ 1,000
101-43400-310	PLUMBING INSPECTIONS	\$ -	\$ -	\$ -	\$ -
101-43400-311	HEATING INSPECTIONS	\$ -	\$ -	\$ -	\$ -
101-43400-312	BUILDING INSPECTIONS	\$ 150	\$ 1,970	\$ 1,000	\$ 2,000
101-43400-327	OTHER SERVICES	\$ 30	\$ -	\$ -	\$ -
101-43400-331	TRAVEL EXPENSES	\$ -	\$ -	\$ -	\$ -
101-43400-355	PRINTING SERVICES	\$ -	\$ 46	\$ -	\$ -
101-43400-386	GOPHER STATE LOCATES	\$ 439	\$ 677	\$ 500	\$ 500
101-43400-388	SAC UNIT CHARGES	\$ -	\$ -	\$ -	\$ -
101-43400-437	SALES TAX	\$ -	\$ -	\$ -	\$ -
101-43400-442	MISCELLANEOUS	\$ -	\$ 119	\$ 100	\$ 50
101-43400-443	SURCHARGE REPORT	\$ 633	\$ 477	\$ 500	\$ 500
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$ 3,955</b>	<b>\$ 4,142</b>	<b>\$ 2,600</b>	<b>\$ 19,050</b>
101-43000-510	COMPUTER SOFTWARE & EQUIPMENT	\$ -	\$ -	\$ -	\$ -
	<b>CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 51,090</b>	<b>\$ 53,773</b>	<b>\$ 54,428</b>	<b>\$ 73,113</b>

CITY OF LAUDERDALE  
 PLANNING, ZONING & INSPECTIONS  
 2016

Account Number	Account Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed
101-43400-101	FULL TIME EMPLOYEES	\$ 33,941	\$ 36,413	\$ 37,875	\$ 39,463
101-43400-104	TEMPORARY EMPLOYEES	\$ 1,316	\$ -	\$ -	\$ -
101-43400-121	PERA CONTRIBUTIONS	\$ 2,461	\$ 2,640	\$ 2,841	\$ 2,960
101-43400-122	FICA/MC CONTRIBUTIONS	\$ 2,920	\$ 3,022	\$ 2,897	\$ 3,019
101-43400-126	ICMA RETIREMENT	\$ -	\$ -	\$ -	\$ -
101-43400-131	HEALTH INSURANCE	\$ 5,242	\$ 5,893	\$ 6,480	\$ 6,840
101-43400-133	LIFE INSURANCE	\$ -	\$ -	\$ -	\$ -
101-43400-151	WORKERS COMPENSATION INSURANCE	\$ 1,025	\$ 1,419	\$ 1,435	\$ 1,481
	<b>PERSONNEL</b>	<b>\$ 46,905</b>	<b>\$ 49,386</b>	<b>\$ 51,528</b>	<b>\$ 53,763</b>
101-43000-201	GENERAL SUPPLIES	\$ -	\$ -	\$ -	\$ -
101-43400-202	PERMANENT SUPPLIES	\$ -	\$ -	\$ -	\$ -
101-43400-203	POSTAGE	\$ 230	\$ 245	\$ 300	\$ 300
	<b>SUPPLIES</b>	<b>\$ 230</b>	<b>\$ 245</b>	<b>\$ 300</b>	<b>\$ 300</b>
101-43400-306	CONSULTING FEES	\$ 2,203	\$ 148	\$ -	\$ 15,000
101-43400-308	TRAINING & EDUCATION	\$ 500	\$ 705	\$ 500	\$ 1,000
101-43400-310	PLUMBING INSPECTIONS	\$ -	\$ -	\$ -	\$ -
101-43400-311	HEATING INSPECTIONS	\$ -	\$ -	\$ -	\$ -
101-43400-312	BUILDING INSPECTIONS	\$ 150	\$ 1,970	\$ 1,000	\$ 2,000
101-43400-327	OTHER SERVICES	\$ 30	\$ -	\$ -	\$ -
101-43400-331	TRAVEL EXPENSES	\$ -	\$ -	\$ -	\$ -
101-43400-355	PRINTING SERVICES	\$ -	\$ 46	\$ -	\$ -
101-43400-386	GOPHER STATE LOCATES	\$ 439	\$ 677	\$ 500	\$ 500
101-43400-388	SAC UNIT CHARGES	\$ -	\$ -	\$ -	\$ -
101-43400-437	SALES TAX	\$ -	\$ -	\$ -	\$ -
101-43400-442	MISCELLANEOUS	\$ -	\$ 119	\$ 100	\$ 50
101-43400-443	SURCHARGE REPORT	\$ 633	\$ 477	\$ 500	\$ 500
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$ 3,955</b>	<b>\$ 4,142</b>	<b>\$ 2,600</b>	<b>\$ 19,050</b>
101-43000-510	COMPUTER SOFTWARE & EQUIPMENT	\$ -	\$ -	\$ -	\$ -
	<b>CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 51,090</b>	<b>\$ 53,773</b>	<b>\$ 54,428</b>	<b>\$ 73,113</b>

CITY OF LAUDERDALE  
PARKS & RECREATION  
2016

Account Number	Account Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed
101-45200-101	FULL TIME EMPLOYEES	\$ 40,375	\$ 44,005	\$ 43,853	\$ 44,675
101-45200-103	PART TIME EMPLOYEES	\$ -	\$ -	\$ -	\$ -
101-45200-104	TEMPORARY EMPLOYEES	\$ 5,767	\$ 5,558	\$ 6,000	\$ 6,000
101-45200-121	PERA CONTRIBUTIONS	\$ 2,917	\$ 3,075	\$ 3,289	\$ 3,351
101-45200-122	FICA/MC CONTRIBUTIONS	\$ 3,698	\$ 4,086	\$ 3,814	\$ 3,877
101-45200-131	HEALTH INSURANCE	\$ 6,236	\$ 6,932	\$ 8,100	\$ 8,550
101-45200-133	LIFE INSURANCE	\$ -	\$ -	\$ -	\$ -
101-45200-142	UNEMPLOYMENT BENEFIT	\$ -	\$ -	\$ -	\$ -
101-45200-151	WORKERS COMPENSATION INSURANCE	\$ 973	\$ 1,341	\$ 1,345	\$ 1,350
	<b>PERSONNEL</b>	<b>\$ 59,966</b>	<b>\$ 64,996</b>	<b>\$ 66,401</b>	<b>\$ 67,803</b>
101-45200-201	GENERAL SUPPLIES	\$ -	\$ 472	\$ 200	\$ 250
101-45200-202	PERMANENT SUPPLIES	\$ 129	\$ -	\$ -	\$ 200
101-45200-212	MOTOR FUELS	\$ -	\$ -	\$ -	\$ -
101-45200-225	LANDSCAPING MATERIALS	\$ -	\$ 975	\$ -	\$ 1,000
101-45200-228	REPAIR SUPPLIES	\$ 971	\$ 103	\$ 500	\$ 500
	<b>SUPPLIES</b>	<b>\$ 1,100</b>	<b>\$ 1,550</b>	<b>\$ 700</b>	<b>\$ 1,950</b>
101-45200-317	TREE SERVICE	\$ -	\$ -	\$ -	\$ -
101-45200-370	PARK & RECREATION EXPENSES	\$ 700	\$ 760	\$ 700	\$ 700
101-45200-371	NON-RESIDENT REIMBURSEMENT	\$ 1,284	\$ 1,744	\$ 1,500	\$ 1,700
101-45200-381	ELECTRIC UTILITIES	\$ 491	\$ 465	\$ 500	\$ 500
101-45200-382	WATER UTILITIES	\$ 290	\$ 352	\$ 200	\$ 250
101-45200-383	GAS UTILITIES	\$ 820	\$ 624	\$ 700	\$ 700
101-45200-384	REFUSE DISPOSAL	\$ -	\$ -	\$ -	\$ -
101-45200-391	TELEPHONE/PAGERS	\$ 22	\$ 63	\$ 50	\$ 50
101-45200-403	TRACTOR/MOWER REPAIR/MAINT	\$ -	\$ 709	\$ 1,000	\$ 1,000
101-45200-412	WARMING HOUSE REPAIR/MAINT	\$ -	\$ -	\$ -	\$ -
101-45200-427	PORTA POTTY RENTAL	\$ 1,072	\$ 983	\$ 1,000	\$ 1,000
101-45200-442	MISCELLANEOUS	\$ 1,982	\$ -	\$ -	\$ -
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>\$ 6,661</b>	<b>\$ 5,700</b>	<b>\$ 5,650</b>	<b>\$ 5,900</b>
101-45200-540	MACHINERY & EQUIPMENT	\$ -	\$ -	\$ -	\$ -
	<b>CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 67,727</b>	<b>\$ 72,245</b>	<b>\$ 72,751</b>	<b>\$ 70,753</b>

CITY OF LAUDERDALE  
CONTINGENCY  
2016

Account Number	Account Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed
101-45300-444	CONTINGENCY FUNDS	\$ -	\$ -	\$ 20,000	\$ 10,000
	OTHER SERVICES & CHARGES	\$ -	\$ -	\$ 20,000	\$ 10,000
<b>TOTAL EXPENDITURES</b>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ 10,000</u>

CITY OF LAUDERDALE  
 TRANSFERS  
 2016

Account Number	Account Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed
101-45400-710	OPERATING TRANSFER	\$ -	\$ 38,000	\$ 38,000	\$ 38,000
101-45400-721	OPERATING TRANSFER TO 201	\$ -	\$ -	\$ -	\$ -
101-45400-731	OPERATING TRANSFER TO 301	\$ -	\$ -	\$ -	\$ -
101-45400-732	OPERATING TRANSFER TO 302	\$ -	\$ -	\$ -	\$ -
101-45400-733	OPERATING TRANSFER TO 303	\$ -	\$ -	\$ -	\$ -
101-45400-734	OPERATING TRANSFER TO 304	\$ -	\$ 6,297	\$ -	\$ -
101-45400-741	OPERATING TRANSFER TO 401	\$ 6,993	\$ -	\$ -	\$ -
101-45400-742	OPERATING TRANSFER TO 402	\$ 79,993	\$ 25,018	\$ -	\$ -
101-45400-743	OPERATING TRANSFER TO 403	\$ -	\$ -	\$ -	\$ -
101-45400-744	OPERATING TRANSFER TO 404	\$ -	\$ -	\$ -	\$ -
101-45400-745	OPERATING TRANSFER TO 405	\$ -	\$ -	\$ -	\$ -
101-45400-747	OPERATING TRANSFER TO 407	\$ -	\$ -	\$ -	\$ -
101-45400-749	OPERATING TRANSFER TO 409	\$ -	\$ -	\$ -	\$ -
	<b>TRANSFERS</b>	<b>\$ 86,986</b>	<b>\$ 69,315</b>	<b>\$ 38,000</b>	<b>\$ 38,000</b>
<b>TOTAL EXPENDITURES</b>		<b>\$ 86,986</b>	<b>\$ 69,315</b>	<b>\$ 38,000</b>	<b>\$ 38,000</b>

CITY OF LAUDERDALE  
 ECONOMIC DEVELOPMENT  
 2016

Account Number	Account Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed
101-48100-306	CONSULTING FEES	\$ 12,296	\$ 1,786	\$ 20,000	\$ 20,000
101-48100-442	MISCELLANEOUS	\$ 224	\$ -	\$ -	\$ -
	OTHER SERVICES & CHARGES	\$ 12,520	\$ 1,786	\$ 20,000	\$ 20,000
<b>TOTAL EXPENDITURES</b>		<u>\$ 12,520</u>	<u>\$ 1,786</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>