

**LAUDERDALE CITY COUNCIL MEETING AGENDA
TUESDAY, FEBRUARY 8, 2005
CITY HALL, 7:00 P.M.**

The City Council is meeting as a legislative body to conduct the business of the City according to ROBERT'S RULES OF ORDER AND THE STANDING RULES OF ORDER AND BUSINESS OF THE CITY COUNCIL. Unless so ordered by the Mayor, citizen participation is limited to the times indicated and always within the prescribed rules of conduct for public input at meetings.

1. CALL MEETING TO ORDER AT 7:00 P. M.

2. ROLL:

Councilmembers:

McCloskey _____ Christensen _____
Gill-Gerbig _____ Giannetti _____
Mayor Dains _____

Staff: Bownik _____ Walsh _____

3. APPROVAL OF THE AGENDA

4. APPROVAL

- A. Approval of minutes of 1/25/05 City Council Meeting
- B. Approval of claims totaling \$34,541.77

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

Any member of the public may speak at this time on any item NOT on the agenda. In consideration of the public attending the meeting for specific items on the agenda, this portion of the meeting will be limited to fifteen (15) minutes. Individuals are requested to limit their comments to four (4) minutes or less. If the majority of the Council determines that additional time on a specific issue is warranted, then discussion on that issue shall be continued under Additional Items at the end of the agenda. Before addressing the City Council, members of the public are asked to step up to the microphone, give their name, address and state the subject to be discussed. All remarks shall be addressed to the Council as a whole and not to any member thereof. No person other than members of the Council and the person having the floor shall be permitted to enter any discussion without permission of the presiding officer. Your participation, as prescribed by the Council's ROBERT'S RULES OF ORDER AND THE STANDING RULES OF ORDER AND BUSINESS OF THE CITY COUNCIL, is welcomed and your cooperation is greatly appreciated.

6. CONSENT
7. SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS/ CITIZENS ADDRESSING STREET AND UTILITY IMPROVEMENTS
8. INFORMATIONAL PRESENTATIONS
9. 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.

10. REPORTS
11. ACTION
 - A. 2004 Year-End Financial and Investment Report
 - B. Replacement of the City Administrator- Contracted Search Assistance
12. DISCUSSION
13. ITEMS REMOVED FROM THE CONSENT AGENDA
14. ADDITIONAL ITEMS
15. SET AGENDA FOR NEXT MEETING
16. WORK SESSION DISCUSSION
 - A. Replacement of the City Administrator- Contracted Search Assistance
 - B. Park Improvements
17. ADJOURNMENT

**Lauderdale City Council
Meeting Minutes
January 25, 2005**

1. Meeting called to order at 7:10 P.M.

2. ROLL

Council present: Giannetti, Christensen, McCloskey, Gill-Gerbig and Mayor Dains

Staff present: Getschow, Bownik, Walsh

3. APPROVAL OF THE AGENDA

A. Approval of Agenda. Motion by McCloskey, second by Giannetti to approve the agenda. Roll: Yes: all. Motion carried.

4. APPROVAL

A. Approval of Minutes. Motion by Christensen, second by Gill-Gerbig to approve the minutes of the January 11, 2005 City Council meeting. Motion carried unanimously.

B. Approval of Claims totaling \$56,076.70. Motion by Giannetti, second by McCloskey to approve the claims totaling \$56,076.70. Motion carried unanimously.

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

6. CONSENT

7. SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS

A. Presentation of Plaque to Rick Getschow by Coralie Wilson, Executive Director of the North Suburban Communications Commission.

Ms. Wilson presented Mr. Getschow with a plaque of appreciation on behalf of the North Suburban Communications Commission and the Telecommunications Advisory Committee (TAC). Mr. Getschow had served as the Chair of TAC since July 2001.

B. Resolution 012505A: Resolution of Commendation for Rick Getschow.

The City Council thanked Mr. Getschow for his contributions to the City of Lauderdale during his tenure as City Administrator. Motion by Gill-Gerbig, second by Gill-Gerbig to approve Resolution 012505A: Resolution of Commendation for Rick Getschow. Roll: Yes: all. Motion carried.

*C. Snow*Commotion, Saturday, February 5, 3:00-6:00 p.m.*

Council member Giannetti stated that while some activities will once again be at the park, new this year will be a chili feed and book sale at City Hall. Also, the horse and buggy ride will travel between City Hall and the park.

8. INFORMATIONAL PRESENTATIONS

9. PUBLIC HEARINGS

10. REPORTS

A. 2005 Budget Presentation

Administrator Getschow presented the 2005 budget, stating that where the City sits for 2005 is a product of 2004. Mr. Getschow stated that the levy increased slightly for 2005, by 1.5 %. This is the first increase in the levy since 1999. Even with the increase, if housing values remained the same, the city tax rate would still decrease. Property tax increases are all due to increased property values. Mr. Getschow also stated that copies of the budget are available for review at City Hall.

11. ACTION

A. Appointment of the Assistant to the City Administrator as the Acting City Administrator.

The City Council discussed appointing Jim Bownik, Assistant to the City Administrator as Acting City Administrator at step 1 of the City Administrator compensation scale.

Council member McCloskey stated that he did not disagree with the appointment, but disagreed with the recommended compensation.

Council member Gill-Gerbig stated that she supports the compensation because anyone in that position deserves fair market value according to the City's compensation scale.

Mayor Dains stated that he supports the compensation because the appointment would be a temporary promotion with a lot of responsibilities.

Council member Christensen stated that he supports the compensation because the appointment would mean that Mr. Bownik would be dealing with the management of people and additional fiduciary and legal responsibilities in addition to his regular job responsibilities.

Motion by Gill-Gerbig, Second by Giannetti to appoint Jim Bownik Acting City Administrator at step 1 of the compensation scale effective January 31, 2005.
Yes: Dains, Christensen, Giannetti, Gill-Gerbig. No: McCloskey.

B. Replacement of the City Administrator- Contracted Search Assistance.

The City Council discussed the search process for the replacement of the City Administrator. The council directed staff to ask Springsted and Wally Wysopal to give a presentation to the City Council at the next meeting.

12. DISCUSSION
13. ITEMS REMOVED FROM THE CONSENT AGENDA
14. ADDITIONAL ITEMS
15. SET AGENDA FOR NEXT MEETING
 1. Replacement of the City Administrator
16. ADJOURNMENT

Motion by McCloskey, second by Gill-Gerbig, to adjourn at 8:13 P.M. Ayes: All.

CITY OF LAUDERDALE

Claims for Approval

February 8, 2005 City Council Meeting

Payroll

01/28/05 Payroll: Check # 7746-7754	\$11,751.98
01/28/05 Payroll: EFT: Federal Withholding Taxes/FICA	\$4,915.02
01/28/05 Payroll: EFT: PERA	\$1,848.82
01/28/05 Payroll: EFT: ICMA Retirement Fund	\$1,685.38
Jan 05 Payroll: EFT: State Withholding Taxes	\$1,279.23
2004 State Sales & Use Tax	\$116.00

Vendor Claims

02/8/05 Claims: Check # 17323-17341	\$12,945.34
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Subtotal of Claims From Above **\$34,541.77**

Total Claims for Approval	\$34,541.77
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CITY OF LAUDERDALE

Vendor Transactions

CHECK Nbr	Check Date	Batch Name Invoice	Amount	Comments
Search Name ABDO ABDO EICK & MEYERS				
017323	2/8/05	020805claims 216706	\$2,792.00	gasb conversion of financial statements
017323	2/8/05	020805claims 216706	\$698.00	gasb conversion of financial statements
Search Name ABDO ABDO EICK & MEYERS			\$3,490.00	
Search Name AFSCME				
017324	2/8/05	020805claims 2/8/05	\$80.90	1/05 union dues
Search Name AFSCME			\$80.90	
Search Name BRAUER GROUP				
017325	2/8/05	020805claims 2/8/05	\$5,025.00	larpenteur cooridor plan concepts
Search Name BRAUER GROUP			\$5,025.00	
Search Name CARTRIDGECARE INC.				
017326	2/8/05	020805claims q60	\$69.55	toner for printer
Search Name CARTRIDGECARE INC.			\$69.55	
Search Name CINTAS				
017327	2/8/05	020805claims 1/8/05	\$53.26	pw uniforms 1/27, 2/3
Search Name CINTAS			\$53.26	
Search Name CITY OF FALCON HEIGHTS				
017328	2/8/05	020805claims 1/8/05	\$2,200.00	2004 fire inspections
Search Name CITY OF FALCON HEIGHTS			\$2,200.00	
Search Name DOHERTY, KAREN				
017329	2/8/05	020805claims 2/8/05	\$18.75	snowcommotion supplies
Search Name DOHERTY, KAREN			\$18.75	
Search Name HERMES FLORAL				
017330	2/8/05	020805claims 826	\$55.33	plant for mary croteau
Search Name HERMES FLORAL			\$55.33	
Search Name HOME DEPOT CRC				
017331	2/8/05	020805claims 9563703	\$39.17	ice rink supplies
Search Name HOME DEPOT CRC			\$39.17	
Search Name JOHN PEDERSON CONSTRUCTION				
017332	2/8/05	020805claims 2/8/05	\$83.63	refund half of building permit
Search Name JOHN PEDERSON CONSTRUCTION			\$83.63	
Search Name KENNEDY & GRAVEN				
017333	2/8/05	020805claims 64579	\$747.00	12/04 legal services
Search Name KENNEDY & GRAVEN			\$747.00	
Search Name MAMA				
017334	2/8/05	020805claims 1017	\$18.00	1/05 meeting
Search Name MAMA			\$18.00	

CITY OF LAUDERDALE

Vendor Transactions

CHECK Nbr	Check Date	Batch Name Invoice	Amount	Comments
Search Name NELSON CHEESE AND DELI				
017335	2/8/05	020805claims 6963	\$124.07	reception for rick
Search Name NELSON CHEESE AND DELI			\$124.07	
Search Name NORTH STAR BANK, PETTY				
017336	2/8/05	020805claims 2/8/05	\$16.56	repair warming house lock
017336	2/8/05	020805claims 2/8/05	\$25.99	reception for rick
017336	2/8/05	020805claims 2/8/05	\$12.00	warming house maintenance
017336	2/8/05	020805claims 2/8/05	\$4.16	reception for rick
017336	2/8/05	020805claims 2/8/05	\$22.68	rg mileage
017336	2/8/05	020805claims 2/8/05	\$5.00	reception for rick
017336	2/8/05	020805claims 2/8/05	\$33.13	tools
Search Name NORTH STAR BANK, PETTY			\$119.52	
Search Name PARK SERVICE				
017337	2/8/05	020805claims 2/8/05	\$168.28	repair truck exhaust
017337	2/8/05	020805claims 2/8/05	\$225.27	1/05 truck fuel
017337	2/8/05	020805claims 2/8/05	\$25.03	1/05 truck fuel
Search Name PARK SERVICE			\$418.58	
Search Name POSTMASTER				
017338	2/8/05	020805claims 2/8/05	\$111.00	stamps for city hall
Search Name POSTMASTER			\$111.00	
Search Name US BANK, DEBT SERVICES				
017339	2/8/05	020805claims 1450415	\$158.13	admin fees 2000 street/util bonds
Search Name US BANK, DEBT SERVICES			\$158.13	
Search Name VICTORSEN, CATHERINE				
017340	2/8/05	020805claims 2/8/05	\$27.00	nonresi reimb rv rec
Search Name VICTORSEN, CATHERINE			\$27.00	
Search Name WAGERS BUSINESS SYSTEMS				
017341	2/8/05	020805claims 207943	\$106.45	toner for copier
Search Name WAGERS BUSINESS SYSTEMS			\$106.45	
			\$12,945.34	

FILTER: (([Period] in(2) and [Act Year] = '2005') and [Tran Nbr] in(20,21,22,23,25) and ([Vendor Nbr]>0))

M E M O

DATE: February 8, 2005
TO: Honorable Mayor and Council
FROM: Jim Bownik, Acting City Administrator
2004 Financial and Investment Report



Background

There have been no unusual expenditures or revenues this year. This report reflects an accurate financial picture of the City's expenditures and revenues.

Overall Finances

Combined Funds 101 – 601	Jan-Dec '03 Actual	2003 Budget	% of Budget	Jan-Dec '04 Actual	2004 Budget	% of Budget
Revenues	\$4,483,901	\$1,645,849	272%	\$1,997,448	\$1,797,381	111%
Expenditures	\$4,496,309	\$1,958,767	230%	\$1,648,900	\$1,806,794	91%

The above table gives an overall picture of the City's finances compared to last year. Revenues, which were about 11% more than budgeted, outpaced expenditures by about \$300,000. This was mostly due to prepayments received for the 2003 street assessments. Also, expenditures were about 9% less than budgeted.

Investments

The following is a comparison of the amount of funds the City has invested for the past 3 years:

Investment Fund 801	December 2002	December 2003	December 2004
Amount Invested	\$2,199,238	\$2,247,100	\$2,330,449
Interest Earned	\$37,067	\$24,867	\$23,349

The City's investments as of the end of the year are attached for your review.

Generally Speaking

General Fund 101 Revenues	Jan-Dec '03 Actual	2003 Budget	% of Budget	Jan-Dec '04 Actual	2004 Budget	% of Budget
Property Tax	413,545	410,173	101%	382,126	407,712	94%
Licenses & Permits	27,080	8,280	327%	25,600	8,280	309%
Intergovernmental	347,328	409,011	85%	335,617	335,400	100%
Public Safety	38,230	33,100	115%	42,728	33,100	129%
Charges for Services	17,737	310	5722%	24,338	15,310	159%
Interest	4,958	12,000	41%	5,836	7,000	83%
Miscellaneous	32,636	0	+%	5,454	20,000	27%
Total	\$881,514	\$872,874	101%	\$821,699	\$826,802	99%

Property taxes are mostly received in June and December. License and permit fees are keeping pace with last year. Intergovernmental revenue mostly consists of local government aid and fiscal disparities received from the State in July and December. Public Safety revenue includes court fines (\$35,862) and false fire alarm invoice fees (\$6,866). Charges for services include the last of four bond administrative fees from the Children's Home Society (\$15,000), reimbursement of legal fees for the Karkoc matter (\$4,110), social room rentals (\$3,330) and advertising in the resident's guide (\$1,375). Miscellaneous revenues include a LMNC insurance dividend (\$3,514), street lighting assessments (\$802), and reimbursement from the school district for the 2003 election (\$418).

General Fund 101 Expenditures	Jan-Dec '03 Actual	2003 Budget	% of Budget	Jan-Dec '04 Actual	2004 Budget	% of Budget
General Government	168,086	191,234	88%	192,170	216,155	89%
Public Safety	273,875	286,948	95%	282,791	298,518	95%
Public Works	88,393	97,319	91%	87,616	98,481	89%
Park & Recreation	50,959	54,857	93%	55,500	50,736	109%
Contingency	0	10,000	0%	0	10,000	0%
Transfers	185,000	185,000	100%	140,000	140,000	100%
Total	\$766,313	\$825,358	93%	\$758,077	\$813,890	93%

General fund expenditures are pretty much on par with last year. 32% of this year's general fund expenditures can be attributed to police services.

Special Revenue 201-204 Revenues	Jan-Dec '03 Actual	2003 Budget	% of Budget	Jan-Dec '04 Actual	2004 Budget	% of Budget
201 Community Events	2,476	2,075	119%	2,806	2,050	137%
202 Communications	15,032	12,100	124%	16,146	12,100	133%
203 Recycling	32,077	35,048	92%	41,914	39,458	106%
Total	\$49,585	\$49,223	101%	\$60,866	\$53,608	114%

Special Revenue 201-204 Expenditures	Jan-Dec '03 Actual	2003 Budget	% of Budget	Jan-Dec '04 Actual	2004 Budget	% of Budget
201 Community Events	2,024	2,050	99%	2,203	2,050	107%
202 Communications	13,988	15,703	89%	15,715	15,847	99%
203 Recycling	35,028	39,109	90%	40,946	41,140	100%
Total	\$51,040	\$56,862	90%	\$58,864	\$59,037	100%

201 Community Events: Revenues are mostly from Snow*Commotion (\$155), Day in the Park (\$1,272), Halloween (\$884), and t-shirt sales (\$291). Expenditures were mostly for Snow*Commotion (\$110), Day in the Park (\$893), Halloween (\$405), and t-shirts (\$455).

202 Communications: Revenues are mostly from franchise fees (\$15,851). An annual contribution to the North Suburban Cable Commission of \$3,686 was made, as well as payment for technical services (\$2,347).

203 Recycling: Revenues are mostly from a Ramsey County SCORE Grant (\$4,525) and recycling assessments (\$36,773). BFI has been paid \$30,060 in 2004.

Debt Service 301-304 Revenues	Jan-Dec '03 Actual	2003 Budget	% of Budget	Jan-Dec '04 Actual	2004 Budget	% of Budget
301 TIF Project	134,283	155,000	87%	141,247	130,000	109%
302 '00 Street Project	115,115	77,224	149%	104,258	90,000	116%
303 '02 Street Project	267,762	25,000	1071%	124,613	127,900	97%
304 '03 Street Project	108,682	0	+	264,847	52,000	509%
Total	\$625,842	\$257,224	243%	\$634,965	\$399,900	159%

Debt Service 301-304 Expenditures	Jan-Dec '03 Actual	2003 Budget	% of Budget	Jan-Dec '04 Actual	2004 Budget	% of Budget
301 TIF Project	141,755	141,755	100%	144,025	144,525	100%
302 '00 Street Project	124,466	124,665	100%	120,430	120,308	100%
303 '02 Street Project	56,512	57,175	99%	48,014	48,640	99%
304 '03 Street Project	0	0	0%	32,988	32,585	101%
Total	\$322,733	\$323,595	100%	\$345,457	\$346,058	100%

The City made its last TIF Bond principal and interest payment in January, as well as its first interest payment on the 2003 street/utility bonds. The revenues for these funds will come with the tax settlement twice per year.

Capital Improvement 401-413 Revenues	Jan-Dec '03 Actual	2003 Budget	% of Budget	Jan-Dec '04 Actual	2004 Budget	% of Budget
401 Streets	63,588	75,000	85%	3,126	10,000	31%
402 General	134,964	1,000	13496%	13,132	700	1876%
403 Storm Water	49,285	94,500	52%	47,263	51,000	93%
404 Parks	1,227	2,000	61%	1,163	1,500	78%
405 TIF Project	0	0	0%	0	0	0%
407 Sanitary Sewer	1,296	16,500	8%	730	3,000	24%
409 Water	22,469	7,700	292%	9,348	7,700	121%
410 '00 Street/Utility	0	0	0%	0	0	0%
411 '01 Street/Utility	0	0	0%	0	0	0%
412 '02 Street/Utility	369,588	38,000	973%	104,549	22,715	460%
413 '03 Street/Utility	1,810,350	0	+	73,314	194,456	38%
Total	\$2,452,767	\$234,700	1045%	\$252,625	\$291,071	87%

Capital Improvement 401-413 Expenditures	Jan-Dec '03 Actual	2003 Budget	% of Budget	Jan-Dec '04 Actual	2004 Budget	% of Budget
401 Streets	424,930	60,000	708%	0	10,000	0%
402 General	0	1,000	0%	25,522	35,000	73%
403 Storm Water	248,027	72,514	342%	34,878	38,918	90%
404 Parks	1,464	0	+	32,738	10,000	327%
405 TIF Project	225,183	8,449	2665%	7,425	6,137	121%
407 Sanitary Sewer	43,328	10,000	433%	0	0	0%
409 Water	18,334	0	+	0	0	0%
410 '00 Street/Utility	0	0	0%	0	0	0%
411 '01 Street/Utility	0	0	0%	0	0	0%
412 '02 Street/Utility	233,063	370,000	63%	1,990	0	+
413 '03 Street/Utility	1,754,181	0	+	221,134	307,000	72%
Total	\$2,948,510	\$521,963	565%	\$323,687	\$407,055	80%

Revenues for funds 401-413 are mostly from storm sewer fees, water surcharge fees, sale of one of the lift station generators, and reimbursements from St. Paul Regional Water Services and the watershed district. Expenditures included remodeling the social room (\$22,756), warming house improvements (\$2,444), street repair (\$207,663) and engineering (\$13,471) for the 2003 street and utility improvement project, and purchase of the Karkoc property (\$32,500).

Sewer Utility Fund 601	Jan-Dec '03 Actual	2003 Budget	% of Budget	Jan-Dec '04 Actual	2004 Budget	% of Budget
Revenues	\$474,193	\$231,828	205%	\$227,293	\$226,000	101%
Expenditures	\$407,713	\$230,989	177%	\$162,815	\$180,754	90%

Fund 601 revenues outpaced expenditures by about \$60,000 this year. Also, expenditures were about 10% less than budgeted.

City Council Action Requested

Motion to approve the 2004 Financial & Investment Report.

City of Lauderdale

Current Investments 2004

Maturity Date	Purchase Date	Purchasing Agent	Depository Name	Investment Type	Interest Rate	Days Held	Amount Invested	Estimated Interest	Yearly Interest Received	Interest Dates
6/24/05	8/4/04	MJSK	Darby Bk & Trust	10 mo cd	2.650	324	\$97,701.74	\$2,298.26		maturity
5/26/05	11/26/04	MJSK	First Bank of Puerto Rico	6 mo cd	2.350	180	\$98,848.09	\$1,151.91		maturity
5/23/05	11/22/04	MJSK	Imperial Capital Bank	6 mo cd	2.300	180	\$98,866.16	\$1,133.84		maturity
4/28/05	11/3/04	Northland	Buckhead Com Bk	6 mo cd	2.339	180	\$98,884.55	\$1,115.45		maturity
4/28/05	10/28/04	MJSK	Metropolitan NB, New York	6 mo cd	2.250	180	\$98,890.54	\$1,109.46		maturity
4/27/05	10/28/04	Northland	Hanni Bk, Los Angeles	6 mo cd	2.300	180	\$98,883.48	\$1,116.52		maturity
4/20/05	10/20/04	Northland	Georgia Banking Co, Atlanta	6 mo cd	2.350	180	\$98,903.44	\$1,096.56		maturity
3/23/05	6/23/04	RBC Dain	Riggs Bank	9 mo cd	2.100	180	\$98,000.00	\$2,000.00		maturity
3/18/05	2/20/04	MJSK	Virginia Commerce Bank	13 mo cd	2.000	392	\$97,897.23	\$2,102.77		maturity
2/22/05	5/21/04	MJSK	American NB of MN - Baxter, MN	9 mo cd	1.900	277	\$98,578.59	\$1,421.41		maturity
2/3/05	2/20/04	MJSK	Advanta Bank	12 mo cd	2.000	349	\$98,123.56	\$1,876.44		maturity
11/26/04	5/27/04	MJSK	Rancho Bernardo Com Bk - San Diego	6 mo cd	1.900	183		943.61		maturity at 100,000
11/22/04	2/20/04	MJSK	Imperial Capital Bank	9 mo cd	1.600	276		\$1,133.84		maturity at 100,000
11/3/04	5/4/04	Northland	Buckhead Com Bk	6 mo cd	1.550	180		\$766.13		maturity at 100,000
10/29/04	5/4/04	Northland	American Bk - Rockville, MD	6 mo cd	1.550	180		\$745.22		maturity @ \$100,000
10/29/04	5/4/04	Northland	Universal Savings Bk	6 mo cd	1.500	180		\$721.19		maturity @ \$100,000
10/27/04	5/4/04	Northland	Nammli Bk	6 mo cd	1.500	180		\$713.09		maturity @ \$100,000
8/17/04	2/17/04	Northland	Texas Bank	6 mo cd	1.500	180		\$729.29		maturity @ \$100,000
6/15/04	12/15/03	MJSK	Metropolitan Nat'l Bank, New York, NY	6 mo cd	1.550	180		\$771.12		maturity @ \$100,000
6/15/04	12/15/03	MJSK	Financial Federal Savings Bank, Memphis, TN	6 mo cd	1.550	180		\$771.12		maturity @ \$100,000
6/15/04	12/15/03	MJSK	Indymac Bank, Pasadena, CA	6 mo cd	1.500	180		\$746.43		maturity @ \$100,000
6/15/04	12/15/03	MJSK	Community Bank, Pasadena, CA	6 mo cd	1.550	180		\$771.12		maturity @ \$100,000
5/11/04	2/11/04	RBC Dain	Stearns Bank	3 mo cd	1.250	90		\$281.41		maturity at 99,305.14
4/23/04	9/24/03	MJSK	COLONIAL BANK	7 mo cd	1.600	212		\$922.39		maturity at 100,000 +1.64
3/23/04	9/24/03	RBC Dain	1st Colonial	3 mo cd	1.250	90		\$308.53		maturity 99,000
3/19/04	9/24/03	Northland	ADVANTAGE BANK	6 mo cd	1.286	174		\$559.24		maturity at 100,000
3/19/04	9/24/03	Northland	BANK HYDRO	6 mo cd	1.336	174		\$559.24		maturity at 100,000
3/18/04	9/24/03	Northland	FIRST BANK MIAMI	6 mo cd	1.386	174		\$559.25		maturity at 100,000
3/18/04	9/24/03	Northland	SELECT BANK	6 mo cd	1.286	174		\$559.24		maturity at 100,000
		MJSK	Money Market						\$72.49	
		Northland	Pershing LLC						\$10.53	
		Wells Fargo	Wells Fargo Prime Investment MM Fund				\$38,164.48		\$30.13	monthly
		Insight Investment Mgmt	League of MN Cities 4M Fund				\$378,800.99		\$3,204.50	monthly
		Insight Investment Mgmt	League of MN Cities 4M Plus				\$829,905.98		\$7,170.04	monthly
					1.765		\$2,330,448.83		\$23,349.15	
					Average Rate		Total Investments		Yearly Interest Received	

Purchasing Agent	Amount	Percentage
Smith Barney	\$0.00	0%
US Bank	\$0.00	0%
Dain Rauscher	\$98,000.00	4%
Wells Fargo	\$38,164.48	2%
Northland	\$296,671.47	13%
MJSK	\$688,905.91	30%
League of MN Cities	\$1,208,706.97	52%
Total	\$2,330,448.83	100%

Fed Agency	\$0.00	0%
Commercial Paper	\$0.00	0%
Treas & 100% Agency	\$0.00	0%
Certified Deposit	\$1,083,577.38	46%
Money Market	\$1,246,871.45	54%
Total	\$2,330,448.83	100%

Up to 2 year	\$1,083,577.38	46%
2 to 3 years	\$0.00	0%
3 years & over	\$0.00	0%
No time limit	\$1,246,871.45	54%
Total	\$2,330,448.83	100%

CITY OF LAUDERDALE

MEMORANDUM

TO: Mayor and Council Members
FROM: Kevin Walsh, Deputy Clerk
SUBJECT: Search Consultant
DATE: February 8, 2005

BACKGROUND

Per our last discussion, the City Council would like to hire a consultant in the search of a new administrator. In past searches, the City has used either an actual search firm or an individual with the necessary experience to perform the search.

City staff has found two parties interested in facilitating the City with the administrator search, Wally Wysopal and Springsted Inc. Both Mr. Wysopal and representatives from Springsted Inc. will be sharing their proposals and answering any questions the City Council may have.

Attached are the proposals of the two interested parties.

COUNCIL ACTION REQUESTED

Discuss the search process. Consider approving either Wally Wysopal, North St. Paul City Manager, or Springsted Inc. for the City to begin the search process. That person or firm can stay for the work session immediately following the City Council meeting.

January 24, 2005

Mr. Rick Getschow, City Administrator
City of Lauderdale
1891 Walnut Street
Lauderdale, MN 55113

Re: **Executive Search Services – City Administrator**

Dear Mr. Getschow:

Thank you for providing an opportunity to present information on Springsted's executive search services. Listed below is an outline of the services we provide and the associated fee for each phase. Presenting the process in phases makes it easier for the City to select only those services needed in conjunction with the recruitment and selection of a new City Administrator. In addition to Springsted's professional fee, an estimate is provided for certain related out-of-pocket costs, assuming five final candidates. Please note that advertising costs are not included in this quote.

Phase I - Profile Development

Basic Fee: \$2,000

Defining the City Administrator position is a cornerstone element of the selection process. The profile is used as a promotional tool to recruit applicants and as an evaluative tool to screen applicant qualifications. Springsted works closely with the City Council to review the existing job description and define the current and future requirements for the next City Administrator. We also discuss the conditions of employment such as salary and benefits that the City Council has in mind for this position. Based on this information, a Position Profile is developed and presented to the City Council for review and approval.

Phase II - Recruitment and Screening

Basic Fee: \$3,800

Recruitment is essentially the marketing process of identifying potential candidates and encouraging them to submit an application. Springsted customizes its search process to attract a pool of diverse candidates that possess the City's desired qualifications as expressed in the Position Profile. We work with the City to ensure that the recruitment process conforms to its established affirmative action requirements. Springsted actively seeks qualified candidates on the City's behalf through personal contacts and the use of professional networks and associations, publications, direct mailings and Web sites. Periodic updates are provided to the City. This phase provides for the City staff to place the advertisements and handle the distribution and receipt of application materials through the application deadline.

Phase III - Evaluation of Candidates

Basic Fee: \$3,000
Management Profile: \$1,200
Background Check: \$1,500

The evaluation process is designed to identify those candidates who most closely meet the desired qualifications described in the Position Profile. First, Springsted conducts telephone interviews to develop a list of ten semi-finalists. Next, Springsted meets with the City to present its recommendations on a slate of five candidates to be invited for interviews with the City. Then, Springsted conducts a more in-depth evaluation of candidates, including background checks and references. At the City's option, we can provide management profiles of the final candidates through Jim Lynn, a licensed psychologist with Lynn and Associates. The City receives a written report on each finalist prior to the scheduled interview. Springsted schedules the interviews and assists the City with the development of interview questions.

Phase IV - Candidate Selection

Basic Fee: \$800

This phase of the search process identifies the individual who most closely meets the desired qualifications stated in the Position Profile and has the best "fit" with the overall needs of the organization. Springsted assists with the negotiation of an offer and keeps all candidates apprised of the selection process until the City's appointment of a new City Administrator is finalized.

Springsted's professional fee for these services is \$9,600. The Springsted project team assigned to this project includes Bill Joynes, Interim Dean of Hamline University's School of Management and former Golden Valley city manager, and myself. Our resumes are attached.

The total package outlined above, including the estimated costs of the management profile and background checks, is \$12,300. We look forward to meeting with you to discuss these services. We would be happy to modify the services and associated fees to respond to the City's needs and provide additional information as requested.

Respectfully submitted,

Sharon Klumpp

Sharon G. Klumpp, Vice President
Client Representative

Enc.

Sharon G. Klumpp
Vice President

Experience

Sharon Klumpp is an organization and management consultant, specializing in organizational and departmental studies, human resource management and executive search for public agencies. She also assists governing bodies and senior-level managers in the development, execution and evaluation of strategic plans.

Ms. Klumpp has extensive experience in serving government. She has served as Executive Director of the Metropolitan Council, a seven-county regional planning agency for the Twin Cities, and as Associate Executive Director for the League of Minnesota Cities. Her experience also includes serving as City Administrator in Oakdale, Minnesota and as Assistant City Manager in both St. Louis Park, Minnesota and Saginaw, Michigan. Her private sector experience includes serving as the chief administrative officer for the Minneapolis office of a major global engineering and design firm.

Ms. Klumpp serves as an adjunct faculty member at Walden University, where she teaches public administration and organizational change in the University's School of Management. She is vice chair of the Ramsey County Charter Commission and sits on the board of the Ramsey County Library Foundation.

Education

University of Kansas, Lawrence, Kansas
Masters of Public Administration

Miami University, Oxford, Ohio
Bachelor of Arts in Political Science

Affiliations

International City/County Management Association
International Public Management Association for Human Resources

William S. Joynes
Consultant

Experience

Mr. Joynes' career in public service spans 32 years in executive level positions. The last 18 years he served as the City Manager/HRA Director for the City of Golden Valley, Minnesota, retiring in October of 2002. He currently serves as an Associate Professor and is the Interim Dean of the Hamline University Graduate School of Public Administration and Management. He teaches Human Resource Management and Public Sector Dispute Resolution concentrating on negotiation, mediation and arbitration skills. He additionally serves on the faculty of the University of Minnesota Employer Education Service, The Century College Management Certificate Program, the Southern Minnesota Public Safety Executive Development Program and the Inver Hills Community College Supervisory Training Program.

During his career, Mr. Joynes has extensively consulted with Minnesota cities and counties in the areas of executive search, labor relations, management structure and human resource systems.

Education

Minnesota State University, Minnesota
Bachelor of Arts in Psychology

Occidental College, Los Angeles, California
Master's Degree in Public Administration

Coro Foundation, St. Louis, Missouri
Public Affairs Fellowship Program

January 24, 2005

Dear Mayor Dains and Council members Christensen, Gill-Gerbig, McCloskey, and Giannetti:

It would be an honor and pleasure to assist you with your search for a City Administrator. The following proposal blends the abilities of your City Staff with my expertise to provide you with a cost effective solution. The effort is broken down into three sections. All work to be done by myself unless specified. My desire is your satisfaction with your selected candidate and the process which got you there. I am open to modifying the proposal to fit your specific needs.

1. **Recruitment** (4 weeks)
 - a. Review job description with elected officials and modify as needed.
 - b. Develop position profile with elected officials and any stakeholder input.
 - c. Advertise position opening by City Staff.
 - d. Compile, print, distribute and receive application packet by City Staff.
 - e. Develop and City Staff send targeted letter.

2. **Selection** (3 weeks)
 - a. Review applications compared to profile make cut.
 - b. Pre-screen candidates by phone or in person and background them.
 - c. Develop elected official interview questions and assessment.
 - d. Present a list of approximately 10 candidates on paper to elected official and assist them in selecting 5 for interviews.
 - e. Coordinate day of city interview.

3. **Appointment** (1 week)
 - a. Assist elected officials in the negotiation of the finalist.

It is anticipated to take 75 hours of consultant time to complete the search. Printing and mailing to be handled by the City. My fee for services based on the above items is not to exceed \$5,625.

My experience recruiting and selecting key personnel comes from twenty years experience in local government and teaching it at the graduate school level. This includes filling positions of police chief, fire chief, public works director, community development director and finance director. I have also assisted two consultants with the search for city manager.

Sincerely,

Wally Wysopal

Walter Wysopal

North St. Paul City Manager

Wally is a professional local government manager with 20 years experience. Currently, Wally serves the City of North Saint Paul, Minnesota as City Manager. He is the former Chair of the Board of Government Training Services and is a member of the Academic Board of Visitors for Saint Mary's University of Minnesota, Vice Chair of the Minnesota Municipal Power Agency and Chair of the Metropolitan Area Manager's Association Labor Relations Committee. He earned a Master of Arts in Public Administration degree from Northern Illinois University and a Bachelor of Arts degree in Public Administration from Saint Mary's University of Minnesota. He teaches Public Sector HR Management and Local Government Management at Hamline University.

Lauderdale City Council Memorandum

Council Meeting Date: February 8, 2005
To: Mayor and City Council
From: Kevin Walsh, Deputy Clerk
Agenda Item: Work Session Discussion Item A

BACKGROUND:

1. City Administrator Search.

Anticipating that the City Council has chosen from one of two proposals from Wally Wysopal or Springsted Inc. to assist the City with the administrator search, possible discussion items include: search timeline, anticipated salary, job description and advertisement. It may be that the search timeline is all that is confirmed at this meeting.

I have provided some background information on the last administrator search in 1998 including the agreement with Helping Minnesota Cities Inc, the previous job description advertisement and the 2004 administrator salary.

HELPING MINNESOTA CITIES INC.

Serving Your Human Resource Needs

14083 Delta Court
Rosemount, MN 55068

PAUL NESS
Personnel Specialist
(612) 423-4665, Phone / Fax

March 2, 1998

The Honorable Jeffrey Dains
and Council Members,
City of Lauderdale
1891 Walnut Street
St Paul, MN 55113-5196

RE: Project Proposal

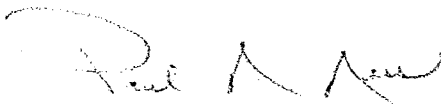
Dear Mayor Dains and Council Members:

For your evaluation, I enclose my proposal to assist the City with its Administrator hiring. This proposal is in response to Council Member Barlow's contact with Kay McAloney. The proposal discusses three project phases and includes a not-to-exceed price of \$4,800. As you know, Kay and I will be working together throughout the project.

Please evaluate the proposed services to determine if they meet your current needs. We will be responsive to any changes you might direct in regard to the scope of the project.

Thank you for the opportunity to submit this proposal. Please call me at (612) 423-2665 with any need for clarification or additional information. Kay and I look forward to working with you in this important endeavor.

Sincerely,



Paul N Ness
Personnel Specialist

CITY OF LAUDERDALE

PROPOSAL TO ASSIST IN CITY ADMINISTRATOR HIRING

March 1998

Submitted by: **HELPING MINNESOTA CITIES INC.**
and **KAY McALONEY**

Summary

Helping Minnesota Cities Inc. proposes to perform certain personnel services for the City of Lauderdale (hereafter known as "Lauderdale" or "City") as laid out in this document. The overall project, which supports the City's hiring of a city administrator, is organized into three phases: recruitment, evaluation, and selection.

Assumptions

1. Kay McAloney and Paul Ness will serve as the consultants on this project, and will maintain a direct work relationship with Sandy Smith, City's project manager.
2. The consultant will also maintain a relationship with Lauderdale's City Council interacting directly with the governing body during appropriate project activities.
3. The project's proposed time-frame is meant as a planning tool and must remain flexible; adjustments will be discussed with the City.
4. The consultants will not interfere with the Council decision making; all policy decisions and decisions related to compensation, interviewees and selection will remain with the City Council.
5. The City is expected to pay any and all costs associated with the hiring such as advertising and other recruitment costs, costs associated with verification of employment information and employment checks, and miscellaneous costs such as postage, photocopying, etc.

Resources

Lauderdale's governing body
Lauderdale's offices and other resources
Helping Minnesota Cities Inc. office and resources
Consultant Paul Ness
Sole Proprietor Kay McAloney

Pricing

The assistance provided under this proposal includes a **not-to-exceed price of \$4800.00.**

Billing

A payment of \$1600.00, representing one-third of the total price, is due upon acceptance of this proposal. A second invoice, for \$1600.00, will be sent at the project's approximate half-way point. A final invoice, representing the remaining unbilled hours and expenses, will be sent when the final report is submitted.

Phase 1 - Recruitment

The recruitment phase will assist the City in determining the type of individual it should currently be looking for. This phase includes a meeting with the City Council to review the existing position description and discuss any changes as well as consider what is going on in the community as highlighted from council members. All of the preparatory work for recruitment will be completed in this phase.

March 2, 1998

Specific Activities

- Review job description and discuss position requirements; revise description as appropriate.
- Discuss relevant community needs and secure a one-page summary from the City.
- Draft job advertisement and submit to City Council for review and approval.
- Review compensation as necessary; receive commentary from City Council.
- Prepare draft supplemental application and submit to City Council for review and approval.
- Prepare draft evaluation sheet and submit to City Council for review and approval.
- Respond, as appropriate, to specific questions from applicants regarding process.

Phase 2 - Evaluation

The Evaluation phase includes reviewing application materials and evaluating them using a standardized form. The consultant will forward a list of applicants and their ratings. The consultant will assist the City in verifying applicant information and conducting employment checks. It is anticipated that one council member will actually perform the reference checks and an private firm may be used for verification work.

Specific Activities

- Receive completed application materials.
- Review application materials (application form, resume, and cover letter).
- Evaluate applicant's qualifications using evaluation sheet.
- Prepare a list of applicants based on evaluation ratings.
- Assist in verification of applicant information (educational degrees, experience, etc.) (This may occur in later phase).
- Assist in reference and background checks as appropriate (This may occur in later phase).

Phase 3 - Selection

The selection phase begins after applicants have been evaluated. The City Council will select finalists to be interviewed. It is recommended that two rounds of interviews be conducted. The final round would consist of interviews with 2 or 3 individuals. The consultants will support the preparation of interview questions, assist the City Council in preparing for interviews, and attend interviews.

Specific Activities

- Prepare a summary of interviewees' qualifications.
- Submit and discuss sample interview questions.
- Assist panel in preparing for interviews (brief primer on do's and dont's).
- Attend interviews.

March 2, 1998

Next Step

Please indicate your acceptance on the following page and return it to the Helping Minnesota Cities Inc.

Please address correspondence to:

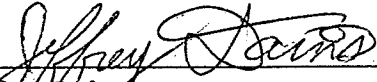
Helping Minnesota Cities Inc.
14083 Delta Court
Rosemount, MN 55068

March 2, 1998

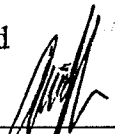
Acceptance

The terms and conditions contained in this proposal are accepted and the above constitutes an agreement for services between the City of Lauderdale and the Helping Minnesota Cities Inc.

City of Lauderdale

By 
Jeffrey Dains
Mayor

And

By 
Tim Cruikshank
City Administrator-Clerk

Helping Minnesota Cities Inc.

By _____
Paul Ness
Personnel Specialist

And

By _____
Kay McAloney
Sole Proprietor

LAUDERDALE 2005 WAGE SCHEDULE FOR NON-UNION

2004 Wage schedule

JOB TITLE	STANTON POSITION COMPARED TO	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Assistant to the City Administrator (Exempt)	Administrative Assistant (No. 169) - 25% Accountant #2 (No. 84) - 50% Planner (No. 160)- 25%	\$3,916.10	\$3,720.30	\$3,524.49	\$3,328.69	\$3,132.88
City Administrator (Exempt)	City Administrator (No. 174)	\$6,035.58	\$5,733.80	\$5,432.02	\$5,130.24	\$4,828.46

2005 Wage schedule (Includes Stanton Adjustment)

JOB TITLE	STANTON POSITION COMPARED TO	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Assistant to the City Administrator (Exempt)	Administrative Assistant (No. 169) - 25% Accountant #2 (No. 84) - 50% Planner (No. 160)- 25%	\$3,994.42	\$3,794.70	\$3,594.98	\$3,395.26	\$3,195.54
City Administrator (Exempt)	City Administrator (No. 175)	\$6,035.58	\$5,733.80	\$5,432.02	\$5,130.24	\$4,828.46

FINAL 2005 Wage schedule (Includes Stanton Adjustment and Merit Adjustment)

JOB TITLE	STANTON POSITION COMPARED TO	STEP 5	STEP 4	STEP 3	STEP 2	STEP 1
Assistant to the City Administrator (Exempt)	Administrative Assistant (No. 169) - 25% Accountant #2 (No. 84) - 50% Planner (No. 160)- 25%	\$4,108.26	\$3,902.85	\$3,697.44	\$3,492.02	\$3,286.61
City Administrator (Exempt)	City Administrator (No. 175)	\$6,035.58	\$5,733.80	\$5,432.02	\$5,130.24	\$4,828.46

CITY OF LAUDERDALE

Position Title: City Administrator

Department: Administration

Position Title of Immediate Supervisor City Council

Purpose Statement: The City Administrator is the chief administrative officer of the City. This position is responsible for the daily administration and coordination of all City affairs in accordance with the City Code, ordinances, resolutions, and directives from City Council.

TYPICAL DUTIES PERFORMED

1. Direct and monitor all municipal operations.
 - A. Oversee all functions under the Plan A form of municipal government.
 - B. Work closely with staff to plan and coordinate their functions.
 - C. Direct preparation of agendas and supporting data for all council meetings.
 - D. Coordinate city activities with the City Attorney, Engineering Consultant, Police, and Fire Department.

2. Provide effective management of financial assets as directed by Council.
 - A. Oversee the preparation of the annual budget for council action.
 - B. Monitor expenditures within approved budgetary guidelines.
 - C. Monitor and control all purchasing functions.
 - D. Oversee all fund management and investment activities.
 - E. Ensure effective accounting practices to properly control financial assets and provide accurate information for financial planning.
 - F. Develop plans to meet current and future financial needs.

3. Provide human resource management to the organization.
 - A. Supervise the municipal office and administration of duties of all city personnel.
 - B. Recommend the selection of all employees, ensure proper employee utilization and motivation, review employee performance, recommend salary changes, and determine replacement needs.
 - C. Recommend employee benefit and personnel policy programs and coordinate all phases of personnel administration.

4. Facilitate effective public relations.

- A. Ensure that public services are efficiently provided and that all complaints are effectively handled.
 - B. Direct communication activities to keep the public informed of city plans and operations.
 - C. Represent the city in local, regional, and state meetings and function as delegated by the council.
 - D. Provide telephone and in-person assistance to residents and customers as needed.
5. Ensure effective management and utilization of all physical assets.
- A. Ensure efficient use and proper care of all existing assets.
 - B. Develop and maintain an inventory of all physical assets.
 - C. Monitor for replacement or upgrading of equipment and other assets as appropriate.
6. Perform other duties as assigned by the City Council to effectively manage city affairs and achieve Council objectives.
- A. Perform council administrative work and implement council decisions.
 - B. Provide reports, recommendations, and advice as appropriate.
 - C. Keep council fully informed and assist in its policy making role.
 - D. Assist and coordinate with various city commissions as appropriate.
 - E. Evaluate operations and recommend changes in organization structure to best achieve city objectives.
 - F. Continue to research improved methods for their possible use in Lauderdale.
 - G. Cooperate with other governmental units and municipalities on matters of mutual interest.
 - H. Draft city ordinances, resolutions, and policies for council approval, utilizing the City Attorney and others as needed.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of laws, rules, and regulations applicable to City government.

Knowledge of budgeting and government accounting.

Knowledge of government processes, services, and operations.

Knowledge of management principles and practices as they apply to public sector management including personnel management and organizational development.

Ability to prepare, present, and administer budget.

Ability to communicate, both orally and in written format, effectively.

Ability to establish effective working relationships with elected officials, staff, advisory bodies, other public officials, and the public.

Ability to supervise and direct operations.

Ability to plan and analyze city operations, develop alternatives, and determine the costs, advantages and disadvantages of various alternatives.
Ability to research and prepare accurate and thorough reports.
Ability to perform mathematical calculations and to analyze data.
Ability to prioritize City needs, to coordinate City departmental operations and services, and to allocate resources effectively.
Ability to operate a computer and other office equipment.

MINIMUM QUALIFICATIONS

Strong interpersonal skills, four-year degree in Public Administration or closely related field, previous municipal experience, computer experience, ability to travel in the metropolitan area as needed. Must have a MN driver's license and satisfactory driving record.

Revised March, 1998

Lauderdale City Council Memorandum

Council Meeting Date: February 8, 2005
To: Mayor and City Council
From: Jim Bownik, Acting City Administrator
Agenda Item: Work Session Discussion Item B



BACKGROUND:

Park Improvements

With the passing of Mary Croteau, an avid tennis player and dedicated City volunteer, this would be a good time for the City Council to talk about the tennis courts and ways the City could honor her.

I have attached an article dated February 15, 2000 from the *Roseville Review* naming Mary Lauderdale's Woman of the Year for 1999

"Volunteering is a way for me to give back to my community."

Croteau is a volunteer-extraordinaire

by Jennifer Gansen
EDITOR

Atend any one of Lauderdale's annual get-togethers and chances are you'll run into local resident Mary Croteau.

Not only does she help monitor the events, she's the behind-the-scenes organizer, director and go-to person whenever anything needs to be done.

Traditionally, Lauderdale sponsors three activities each year: Snow Commotion in February, A Day in the Park in July and a Halloween Party in October. All the events require a great deal of time and energy from local volunteers, and can include everything from arranging the caterer, to serving refreshments, to setting up vendor booths for upcoming celebrations. Croteau is usually in the thick of things, leading the volunteers and helping organize the events from start to finish.

"Sometimes I think nothing would get done if it weren't for Mary," chuckles Rick Getschow, city administrator of Lauderdale. "From volunteering on local committees to helping with the Girl Scouts, to taking a leadership role in our community activities, Mary is really committed to the people of this city."

"I just enjoy helping people," says Croteau, the busy mother of two school-age children. "There's a certain amount of satisfaction you get from knowing that people appreciate what you do," she continues. "I also enjoy meeting new people

and getting to know my neighbors."

Croteau and her husband William, an electrician, have lived in Lauderdale for the past 20 years. But she didn't become active in the community until after her first child was born.

"I got involved in a kid's play group called 'Mom's in the Park' here in Lauderdale over 14 years ago," Croteau explains. "It was an opportunity for parents to meet and children to play together once a week. From there, I branched out and got active in the PTA at Brimhall, and then started volunteering at City Hall. Things just kind of snowballed from there."

Now not only is Croteau a member of that PTA, she has been both president and vice president of the organization within the last two years. She volunteers to be a "Cookie Mom" for a local Girl Scout Troop nearly every year, and has been a member of the Lauderdale Park and Community Involvement Committee for the past seven years.

"Volunteering is such a wonderful experience," Croteau says. "I encourage everyone to do something, however small. You'll be amazed at how much you gain from the experience. I never fail to learn something new about the people I meet, or about myself."

Croteau credits her mother with planting the seeds of volunteerism within her at a very young age. Growing up in central Iowa, Croteau says her mother was always volunteering at the local school, even during those peak times

when she needed to help her husband on the farm.

"No matter how busy she was, no matter how much she had to do at home, she always made time to volunteer at school," Croteau says. "That dedication is something I learned from her and hope to continue in my own children."

In her role as a program manager for Hennepin County, she helps care for disabled adults and seniors. She says the skills she's learned on the job have helped prepare her for many of the volunteer roles she now performs.

"Having a job like mine, you learn patience right away," Croteau says. "My job also helps bring home to me just how fortunate some people are and how easy it is to take it for granted. Volunteering is a way for me to give back to my community and a 'thank you' of sorts for having a healthy, happy family."

Croteau has been fortunate enough to job share her duties with another woman since her children were born. Currently, she works every Monday, Tuesday and every other Wednesday. Not only does this allow her to spend time with her kids, it also makes it easier for Croteau to find the time to do her community-service activities.

At the same time, Croteau has also been able to hone her skills as a tennis player. She is so good, in fact, that she is a member of the U.S. Tennis Association, and this year's team captain.

Her love of tennis has even benefited the citizens of Lauderdale. Since she's been



Rick Wachal/The Review
Mary Croteau is heavily involved in a number of community projects throughout the city of Lauderdale. Here she poses in front of the city map to point out her committee's contributions to the improvements at the local park in the city. Her next project is to look into creating a trail system to better connect local residents to that park.

involved with the Parks and Community Involvement Committee, the group has been instrumental in upgrading several facilities at the park. Those improvements include the installation of a sand volleyball court; a handicap assessable drinking fountain; and a pavilion with several surrounding grills for family use. This year the city's tennis courts will be repaved.

"We're always looking for ways to encourage our families to come together at the park,"

Croteau says. "The new amenities should help out a lot." Lauderdale Council Member Denise Hawkinson was the one to approach Croteau about joining the city's park committee. It's a decision she's never regretted.

"I knew that the skills Mary used in her job would be

WOMEN LEADERS
of today

People & Business