

LAUDERDALE CITY COUNCIL MEETING AGENDA
7:30 P.M. TUESDAY, SEPTEMBER 22, 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 September 8, 2015 City Council Meeting
 - c. Claims Totaling \$64,313.43
4. **CONSENT**
5. **SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**
6. **INFORMATIONAL PRESENTATIONS / REPORTS**
 - a. Adult Services Managers from Ramsey County Regarding Group Homes
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. 2016 Preliminary Levy and Budget
 - b. Diseased Elm Abatement at 1820 Lake Street
8. **DISCUSSION / ACTION ITEMS**
 - a. Adoption of 2016 Preliminary Levy – Resolution 092215A
 - b. Diseased Elm Abatement at 1820 Lake Street - Resolution 092215B
9. **ITEMS REMOVED FROM THE CONSENT AGENDA**
10. **ADDITIONAL ITEMS**
11. **SET AGENDA FOR NEXT MEETING**
 - a. August Financial Report
 - b. Presentation by University of Minnesota Sustainability Students
 - c. Nuisance Abatement – 1847 Fulham Street
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. Accounting Software Upgrades
- c. Revisions to Driveway Ordinance
- d. Brandy Chase Condominiums Sprinkler Repair Request
- e. Community Development Update

13. **ADJOURNMENT**

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

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September 8, 2015

Mayor Pro-Tem Gaasch called the Regular City Council meeting to order at 7:32 p.m.

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

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

Others present: Ramsey County Sheriff Matt Bostrom and St Anthony Police Chief John Ohl.

Approvals

Mayor Pro-Tem Gaasch asked for changes to the meeting agenda. There being none, motion was made by Councilor Mac Lean to approve the agenda, seconded by Councilor Hawkinson and carried unanimously.

Councilor Mac Lean moved to approve the City Council meeting minutes of August 25, 2015. Councilor Hawkinson seconded the motion and carried unanimously.

Councilor Hawkinson moved and seconded by Councilor Mac Lean to approve the claims totaling \$110,996.38. Motion carried unanimously.

Consent

Mayor Pro-Tem Gaasch asked if any Councilors wished to remove items from the Consent Agenda. There being none, Councilor Hawkinson moved and seconded by Councilor Mac Lean to approve the Consent Agenda thereby acknowledging the July financial report. Motion carried unanimously.

Informational Presentations / Reports

A. Ramsey County Sheriff Matt Bostrom

Sheriff Bostrom thanked the city council for the opportunity to address them to highlight department activities and projects. The sheriff's department is responsible for detention services, court duties, paper service, patrol, and regional services such as water patrol. New projects include Coffee with a Cop that is advertised through social media and the Minnesota Sheriff's Association is responding to the president's report on policing. Across the state, public meetings will be held to gauge the level of satisfaction with county law enforcement services, as well as written surveys. The goal is a preliminary report this December. Lastly, Sheriff Bostrom highlighted technological advances that include a secure email system, automated voicemail, and video visiting from home for incarcerated individuals.

Councilors expressed their appreciation for their working relationship and services provided.

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

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September 8, 2015

Discussion / Action Items

A. 2016 Preliminary Levy and Budget

Administrator Butkowski noted that expenditures are coming in at a modest 2.9% over 2015. The primary cost increases are for the police contract (\$18,675), Comprehensive Plan update (\$15,000), and staffing costs (\$14,877). The additional expenses along with the loss of fiscal disparities revenue are resulting in a levy impact of 8.4%. Due to the significant increase in the City's tax capacity, a homeowner whose value doesn't increase should realize very little impact.

Council expressed satisfaction with the proposed levy and budget. Administrator Butkowski will prepare the resolution for council adoption at the September 22 council meeting. It was noted that the City can reduce the levy in December before final adoption.

City Administrator noted the next meeting may include the adoption of 2016 Levy and General Fund Budget, Driveway Ordinance Revisions, and Adult Services Managers from Ramsey County regarding group homes.

Work Session

A. Public Comment.

None.

B. Revisions to Driveway Ordinance

City Administrator Butkowski highlighted the proposed revisions to the driveway ordinance as it could be more clearly written for the benefit of homeowners. The discussion highlighted that there are 80 unimproved driveways in the City. Council discussion ensued as to imposing a fee until driveway improvements are made due to storm water concerns and lot coverage being a consideration for the area of driveway and parking pads. Administrator Butkowski will work with City Attorney Batty for a draft ordinance for council consideration on September 22.

C. Community Development Update

Administrator Butkowski reported that improvements are being completed at the city-owned property on Larpenteur Avenue by staff with minimal costs. The neighboring property owner again expressed interest in the property during their meeting this past week.

There being no further business on the council agenda, motion was made by Councilor Hawkinson and seconded by Councilor Mac Lean, carried unanimously, to adjourn the meeting at 8:18 p.m.

Respectfully submitted,



Terry J. Berg
Deputy City Clerk

CITY OF LAUDERDALE

CLAIMS FOR APPROVAL

September 22, 2015 City Council Meeting

Payroll

9/11/15 Payroll: Direct Deposit # 502083-502088	\$9,626.69
9/11/15 Payroll: Payroll Liabilities, e-payments 1030E-1032E	\$7,611.12

Vendor Claims

9/22/15 Claims: Check #'s 22967-22984	\$47,075.62
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SUBTOTAL \$64,313.43

Total Claims for Approval

\$64,313.43

LAUDERDALE, MN

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***Check Detail Register©**

SEPTEMBER 2015

Check Amt Invoice Comment

10100 NORTH STAR CHECKING

Paid Chk# 001030E 9/11/2015 ICMA RETIREMENT TRUST - 457

G 101-21705 ICMA RETIREMENT	\$1,869.46	102031307	September 11 2015 Payroll
Total ICMA RETIREMENT TRUST - 457	\$1,869.46		

Paid Chk# 001031E 9/11/2015 NORTH STAR BANK, CHECKING STMT

G 101-21703 FICA WITHHOLDING.	\$2,415.76		September 11 2015 Payroll
G 101-21701 FEDERAL TAXES	\$1,532.35		September 11 2015 Payroll
otal NORTH STAR BANK, CHECKING STMT	\$3,948.11		

Paid Chk# 001032E 9/11/2015 PERA

G 101-21704 PERA	\$1,793.55		September 11 2015 Payroll
Total PERA	\$1,793.55		

10100 NORTH STAR CHECKING \$7,611.12

Fund Summary

10100 NORTH STAR CHECKING

101 GENERAL	\$7,611.12
	\$7,611.12

***Check Detail Register©**

SEPTEMBER 2015

Check Amt Invoice Comment

10100 NORTH STAR CHECKING

10100 NORTH STAR CHECKING					
Paid Chk#	Date	Payee	Check Amt	Invoice	Comment
Paid Chk# 022967	9/22/2015	CASCADE ENGINEERING			
E 203-50000-202		PERMANENT SUPPLIES	\$34,555.60	30169141	Recycling Carts
		Total CASCADE ENGINEERING	\$34,555.60		
Paid Chk# 022968	9/22/2015	CITY OF FALCON HEIGHTS			
E 101-42100-321		FIRE CALLS	\$915.36	August	August Fire Calls
		Total CITY OF FALCON HEIGHTS	\$915.36		
Paid Chk# 022969	9/22/2015	EUREKA RECYCLING			
E 203-50000-389		RECYCLING CONTRACTOR	\$2,437.64	15285	August Recycling
		Total EUREKA RECYCLING	\$2,437.64		
Paid Chk# 022970	9/22/2015	HUGHES AND JOSEPH			
E 101-41500-300		LEGAL FEES - PROSECUTING	\$850.00	0044	August
		Total HUGHES AND JOSEPH	\$850.00		
Paid Chk# 022971	9/22/2015	INTEGRA			
E 101-41200-391		TELEPHONE/PAGERS	\$50.79	13289571	Fax Line
		Total INTEGRA	\$50.79		
Paid Chk# 022972	9/22/2015	LILLIE SUBURBAN NEWS			
E 101-41100-352		PUBLIC INFORMATION NOTICE	\$24.00	August	Dutch Elm Disease Hearing
E 405-48500-327		OTHER SERVICES	\$228.00	August	TIF Annual Disclosure
E 101-41100-352		PUBLIC INFORMATION NOTICE	\$132.00	August	Ordinance 15-04
		Total LILLIE SUBURBAN NEWS	\$384.00		
Paid Chk# 022973	9/22/2015	MINNESOTA EQUIPMENT			
E 101-45200-403		TRACTOR/MOWER REPAIR/MA	\$432.07	R12238	Tractor Repair
		Total MINNESOTA EQUIPMENT	\$432.07		
Paid Chk# 022974	9/22/2015	NAPA AUTO PARTS			
E 101-43000-228		REPAIR SUPPLIES	\$32.09	598012	Coupler, Adapters, Chuck, Oil Filter
E 101-43000-228		REPAIR SUPPLIES	\$7.99	604134	Hose Clamps for Air Tank
		Total NAPA AUTO PARTS	\$40.08		
Paid Chk# 022975	9/22/2015	ON SITE SANITATION			
E 101-45200-427		PORTA POTTY RENTAL	(\$68.00)	0000106509	Credit Special Event Portable Restroom
E 101-45200-427		PORTA POTTY RENTAL	\$125.00	101941	9/12-10/9/2015 Portable Restroom
		Total ON SITE SANITATION	\$57.00		
Paid Chk# 022976	9/22/2015	PREMIUM WATERS, INC			
E 101-41200-208		WATER DELIVERY	\$38.42	619861-08-15	August
		Total PREMIUM WATERS, INC	\$38.42		
Paid Chk# 022977	9/22/2015	PUBLIC EMPLOYEES INS PROGRAM			
G 101-21706		HEALTH INSURANCE	\$1,676.96	365867	October Insurance Premiums
		Total PUBLIC EMPLOYEES INS PROGRAM	\$1,676.96		

LAUDERDALE, MN

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***Check Detail Register©**

SEPTEMBER 2015

Check Amt Invoice Comment

Paid Chk# 022978 9/22/2015 RAMSEY COUNTY, PROP REC & REV					
E 101-41200-355	PRINTING SERVICES	\$25.00	RISK-001743	September Health Insurance	
G 101-21706	HEALTH INSURANCE	\$443.49	RISK-001743	September Health Insurance	
Total RAMSEY COUNTY, PROP REC & REV		\$468.49			
Paid Chk# 022979 9/22/2015 SAFETY SIGNS					
E 201-45600-378	NATIONAL NIGHT OUT	\$126.00	15002008	2015 National Night Out Barricades	
Total SAFETY SIGNS		\$126.00			
Paid Chk# 022980 9/22/2015 SAM S CLUB					
E 201-45600-377	DAY IN THE PARK	\$102.60	August	Day in the Park - Tennis Equipment	
E 201-45600-377	DAY IN THE PARK	\$170.14	August	Day in the Park - Snacks	
Total SAM S CLUB		\$272.74			
Paid Chk# 022981 9/22/2015 STANTEC					
E 602-49100-304	ENGINEERING	\$444.00	754473	Inflow and Infiltration Request	
E 405-48500-325	LARPENTEUR AVE IMPROVEM	\$184.00	954471	Larpenteur Avenue Streetscape	
E 601-49000-304	ENGINEERING	\$3,446.45	954476	Inflow and Infiltration	
Total STANTEC		\$4,074.45			
Paid Chk# 022982 9/22/2015 US BANK EQUIPMENT FINANCE					
E 101-41200-401	COPIER CONTRACT	\$149.00	287134019	Copier Contract	
Total US BANK EQUIPMENT FINANCE		\$149.00			
Paid Chk# 022983 9/22/2015 VERIZON WIRELESS					
E 602-49100-391	TELEPHONE/PAGERS	\$16.31	9751512813	August	
E 601-49000-391	TELEPHONE/PAGERS	\$16.31	9751512813	August	
E 101-43000-391	TELEPHONE/PAGERS	\$32.62	9751512813	August	
Total VERIZON WIRELESS		\$65.24			
Paid Chk# 022984 9/22/2015 XCEL ENERGY, STREET LIGHTING					
E 101-43000-380	STREET LIGHTING	\$481.78	470522464	August Street Lights	
Total XCEL ENERGY, STREET LIGHTING		\$481.78			
10100 NORTH STAR CHECKING		\$47,075.62			

Fund Summary

10100 NORTH STAR CHECKING	
101 GENERAL	\$5,348.57
201 COMMUNITY EVENTS	\$398.74
203 RECYCLING	\$36,993.24
405 TIF-PROJECTS	\$412.00
601 SEWER UTILITIES	\$3,462.76
602 STORM SEWER ENTERPRISE FUND	\$460.31
	\$47,075.62

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date September 22, 2015
 ITEM NUMBER Group Homes
 STAFF INITIAL AB
 APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Bob Wagner and Jenny Lewis, Ramsey County Disability Supervisors, will be at the meeting. I provided the County with the following questions to help them explain their role in the management of group homes. I recommend having them provide information about group homes first and then allowing the audience to ask question. I invited the managers of the two group homes in the City as well, but I don't know if they will be attending.

- Why do group homes exist?
- Who do they serve?
- What are the common disabilities that people in group homes have?
- Who licenses group homes?
- Can cities license group homes?
- What agencies have oversight of the facility?
- How are group homes typically staffed?
- Who oversees the quality of care?
- If someone doesn't seem cared for, who should neighbors call?
- Who pays for the daily services group home residents receive?
- Who pays for their medical care and the emergency care they receive? (The neighbors see regular ambulance service to these homes.)
- Do the group homes own the homes they operate out of or do they lease them?
- If they rent the homes, can the City require them to get a rental housing license?
- Are group home companies for-profit or non-profit businesses?
- If they are for-profit, can they be required to get a business license?
- Who inspects the homes?
- How often does that happen?
- What do they get inspected for? Fire code violations? Building code violations?

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date September 22, 2015
 ITEM NUMBER 2016 Budget and Levy
 STAFF INITIAL AB
 APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Based on the discussion at the last council meeting, staff prepared a resolution that would raise the total levy to \$676,561 with a local levy of \$560,404. As you know, the preliminary levy sets the ceiling for the 2016 levy; the final levy can not be higher than the preliminary levy.

Based on the levy amount set by the Council, the County will calculate everyone's estimated property taxes for 2016 and mail notices in November. The notice will include the date of the public hearing at which the Council will take comments. As the Council doesn't schedule a second meeting in December, that public hearing will be on December 8. The County continues to revise their property value estimates until the end of the year so the tax rate for the year won't be finalized until then.

While not required, I included a public hearing on the preliminary budget and levy should anyone wish to address the Council.

STAFF RECOMMENDATION:

Motion to adopt Resolution 092215A— A Resolution Adopting the 2016 Preliminary Tax Levy and Establishing the Budget Meeting Date.

RESOLUTION 092215A

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

**ADOPTING THE 2016 PRELIMINARY PROPERTY TAX LEVY
AND ESTABLISHING THE BUDGET MEETING DATE**

WHEREAS, the City annually adopts an operating levy for the coming year in accordance with Minnesota Statutes; and

WHEREAS, Minnesota Statutes 275.065, Subdivision 1 requires cities to certify a maximum proposed levy on or before September 30, 2015 and to establish a public meeting date for the purpose of discussing said proposed levy.

NOW, THEREFORE BE IT RESOLVED, that:

Section 1: The preliminary 2016 levy to be certified to the Ramsey County Auditor of \$676,561, inclusive of anticipated fiscal disparities revenue, is hereby established as the maximum possible levy for property tax payable in 2016.

Section 2: That Tuesday, December 8, 2015 is hereby established for the public meeting on the proposed 2016 budget and tax levy to be held at the City Hall Council Chambers beginning at 7:30 p.m.

Adopted by the City of Lauderdale this 22nd day of September, 2015.

Jeffrey Dains, Mayor

ATTEST:

Heather Butkowski, City Administrator



CITY OF LAUDERDALE

BUDGET

2016

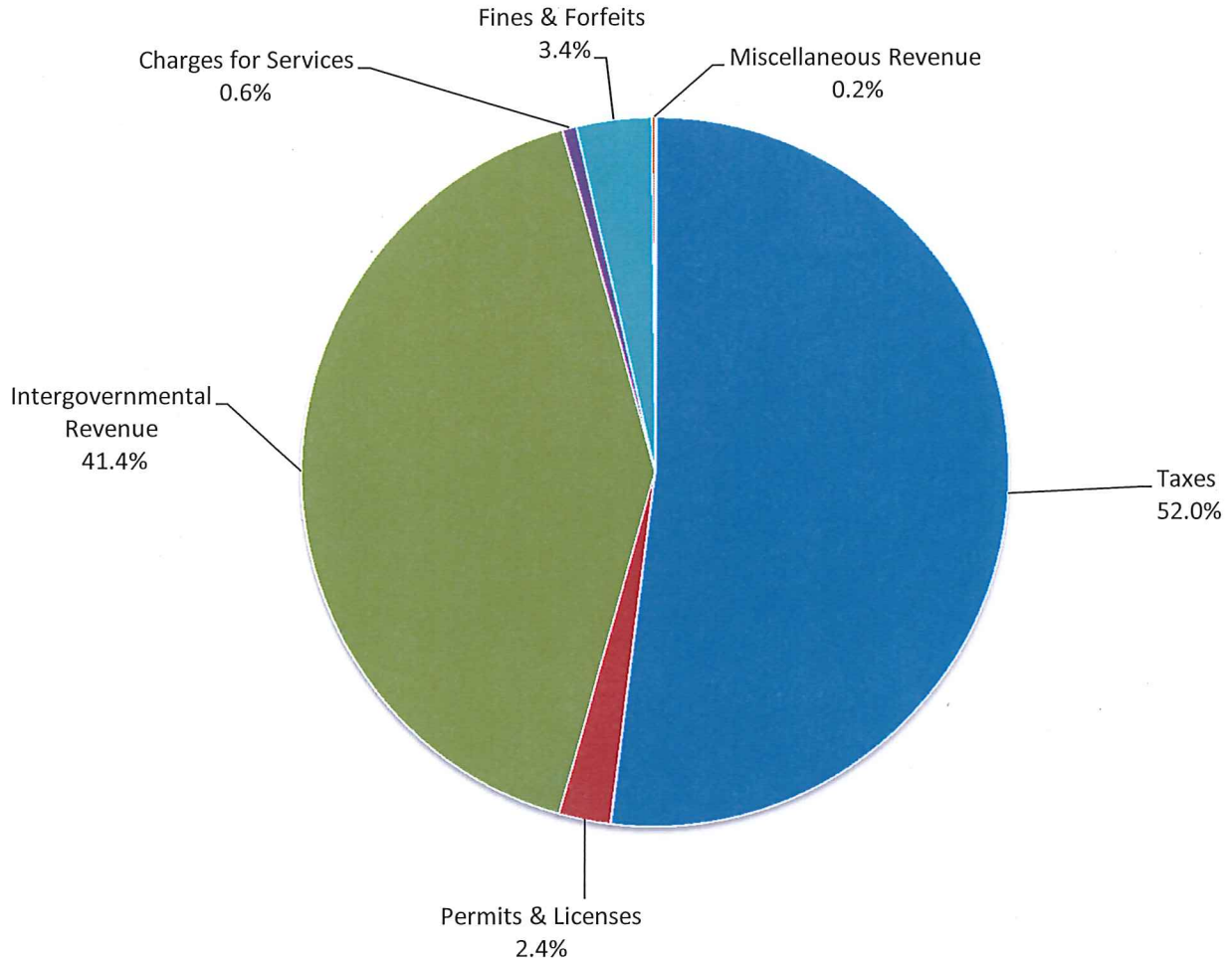
Draft 3 – September 8, 2015

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	\$ 560,404
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	\$ -	\$ -	\$ -	\$ -
	TAXES	\$ 625,406	\$ 602,269	\$ 624,357	\$ 676,561
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	\$ -	\$ -	\$ -	\$ -
	PERMITS & LICENSES	\$ 30,435	\$ 38,139	\$ 26,000	\$ 30,600
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	\$ -	\$ -	\$ -	\$ -
	INTERGOVERNMENTAL REVENUE	\$ 517,351	\$ 536,291	\$ 537,934	\$ 538,700
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	\$ -	\$ -	\$ -	\$ -
	CHARGES FOR SERVICES	\$ 9,072	\$ 9,787	\$ 8,600	\$ 8,150

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	\$ -	\$ -	\$ -
	FINES & FORFEITS	\$ 48,454	\$ 38,417	\$ 45,000	\$ 45,000
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	\$ -	\$ -
	MISCELLANEOUS REVENUE	\$ 10,980	\$ 7,124	\$ 1,900	\$ 2,600
101-39101	SALE OF CAPITAL ASSETS	\$ -	\$ -	\$ -	\$ -
101-39200	TRANSFER IN	\$ -	\$ -	\$ 20,461	\$ -
	OTHER SOURCES	\$ -	\$ -	\$ 20,461	\$ -
	TOTAL GENERAL FUND REVENUE	\$ 1,241,699	\$ 1,232,027	\$ 1,264,252	\$ 1,301,611
	REVENUES OVER/UNDER EXPENDITURES	\$ 25,974	\$ 20,247	\$ -	\$ -
	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	

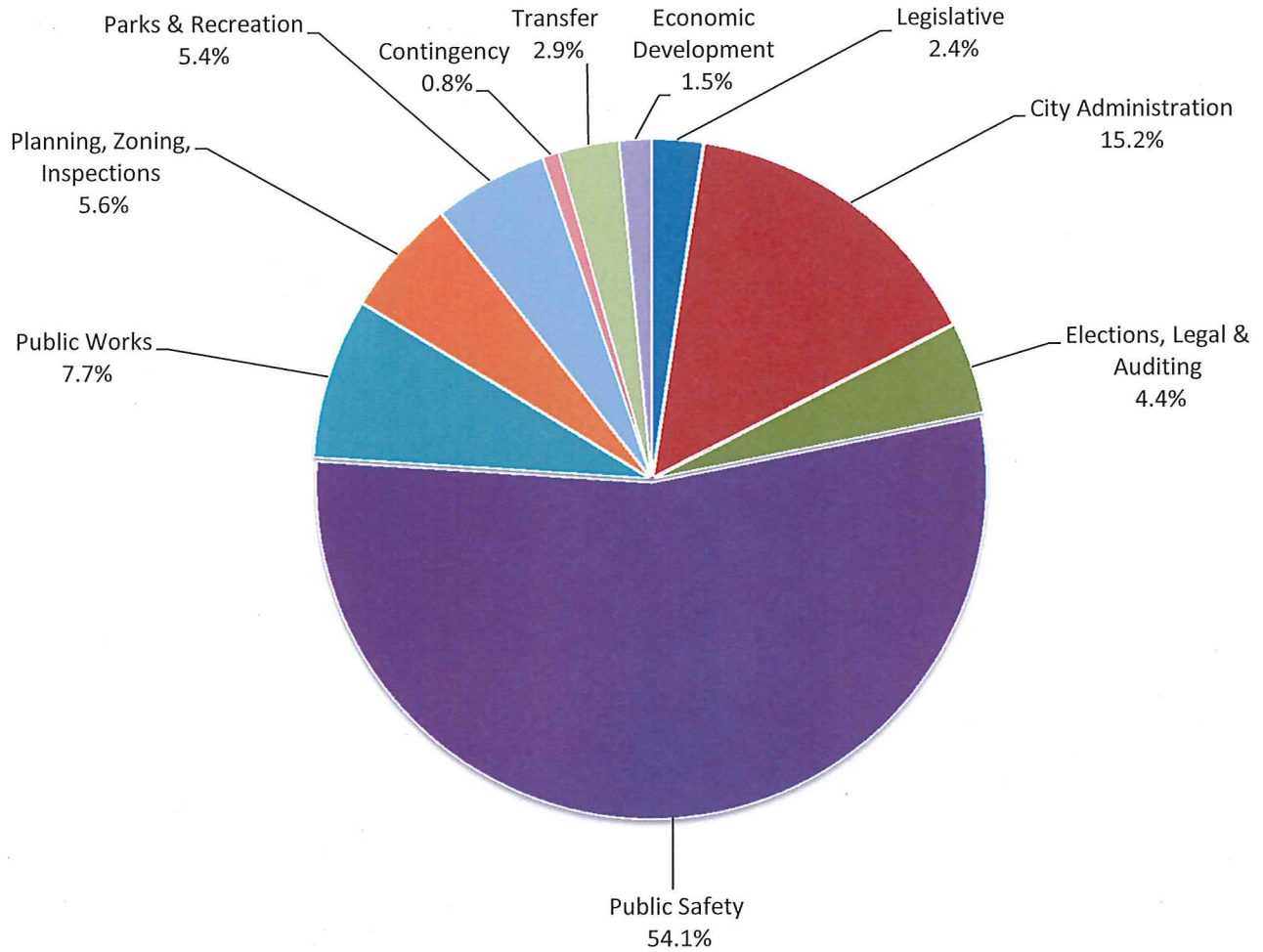
CITY OF LAUDERDALE PROPOSED 2016 BUDGET REVENUES



Revenues

Taxes	\$ 676,561
Permits & Licenses	\$ 30,600
Intergovernmental Revenue	\$ 538,700
Charges for Services	\$ 8,150
Fines & Forfeits	\$ 45,000
Miscellaneous Revenue	\$ 2,600

CITY OF LAUDERDALE PROPOSED 2016 BUDGET EXPENDITURES



Expenditures

Legislative	\$ 31,653
City Administration	\$ 197,088
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
GENERAL FUND EXPENSE SUMMARY
2016

Department Number	Title	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed
41100	LEGISLATIVE	\$ 28,600	\$ 28,412	\$ 30,203	\$ 31,353
41200	CITY ADMINISTRATION	\$ 171,972	\$ 181,223	\$ 188,378	\$ 197,088
41500	ELECTIONS, LEGAL & AUDITING	\$ 44,210	\$ 47,530	\$ 51,660	\$ 56,680
	GENERAL GOVERNMENT	\$ 244,782	\$ 257,165	\$ 270,241	\$ 285,121
42100	PUBLIC SAFETY	\$ 643,517	\$ 667,292	\$ 685,919	\$ 704,910
	PUBLIC SAFETY	\$ 643,517	\$ 667,292	\$ 685,919	\$ 704,910
43000	PUBLIC WORKS	\$ 109,104	\$ 90,467	\$ 102,913	\$ 99,714
43400	PLANNING, ZONING & INSPECTION	\$ 51,090	\$ 53,773	\$ 54,428	\$ 73,113
	PUBLIC WORKS	\$ 160,194	\$ 144,240	\$ 157,341	\$ 172,827
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
	OTHER	\$ 154,713	\$ 141,560	\$ 130,751	\$ 118,753
48100	ECONOMIC DEVELOPMENT	\$ 12,520	\$ 1,786	\$ 20,000	\$ 20,000
	ECONOMIC DEVELOPMENT	\$ 12,520	\$ 1,786	\$ 20,000	\$ 20,000
TOTAL EXPENDITURES		\$ 1,215,726	\$ 1,212,043	\$ 1,264,252	\$ 1,301,611

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
	PERSONNEL	\$ 17,794	\$ 17,805	\$ 17,803	\$ 17,803
101-41100-201	GENERAL SUPPLIES	\$ -	\$ -	\$ -	\$ -
101-41100-202	PERMANENT SUPPLIES	\$ -	\$ -	\$ -	\$ -
	SUPPLIES	\$ -	\$ -	\$ -	\$ -
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	\$ 6,500
101-41100-438	DUES & SUBSCRIPTIONS	\$ 2,957	\$ 3,061	\$ 3,300	\$ 3,750
101-41100-439	SPECIAL EVENTS	\$ -	\$ -	\$ -	\$ -
101-41100-440	MEETING EXPENSES	\$ -	\$ -	\$ -	\$ -
	OTHER SERVICES & CHARGES	\$ 10,806	\$ 10,607	\$ 12,400	\$ 13,550
101-41100-530	FURNITURE & EQUIPMENT	\$ -	\$ -	\$ -	\$ -
	CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 28,600	\$ 28,412	\$ 30,203	\$ 31,353

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
	PERSONNEL	\$ 133,946	\$ 145,509	\$ 151,831	\$ 158,568
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
	SUPPLIES	\$ 5,556	\$ 4,377	\$ 4,950	\$ 6,250
101-41200-306	CONSULTING FEES	\$ 9,056	\$ 7,628	\$ 6,547	\$ 6,920
101-41200-307	COMPUTER SERVICES	\$ 1,612	\$ 1,590	\$ 1,700	\$ 3,000
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	\$ 5,800
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
	OTHER SERVICES & CHARGES	\$ 31,855	\$ 28,900	\$ 30,597	\$ 32,270
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	\$ -
	CAPITAL OUTLAY	\$ 615	\$ 2,438	\$ 1,000	\$ -
TOTAL EXPENDITURES		\$ 171,972	\$ 181,223	\$ 188,378	\$ 197,088

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
	PERSONNEL	\$ 10,618	\$ 14,584	\$ 13,160	\$ 16,962
101-41500-201	GENERAL SUPPLIES	\$ -	\$ 429	\$ -	\$ 600
101-41500-202	PERMANENT SUPPLIES	\$ -	\$ -	\$ -	\$ -
	SUPPLIES	\$ -	\$ 429	\$ -	\$ 600
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	\$ -	\$ -
	OTHER SERVICES & CHARGES	\$ 33,592	\$ 32,518	\$ 38,500	\$ 37,468
101-41500-530	FURNITURE & EQUIPMENT	\$ -	\$ -	\$ -	\$ -
101-41500-539	VOTING MACHINE	\$ -	\$ -	\$ -	\$ 1,650
	CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ 1,650
TOTAL EXPENDITURES		\$ 44,210	\$ 47,530	\$ 51,660	\$ 56,680

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	\$ - \$ -	\$ - \$ -	\$ - \$ -	\$ - \$ -
TOTAL EXPENDITURES		<u>\$ 643,517</u>	<u>\$ 667,292</u>	<u>\$ 685,919</u>	<u>\$ 704,910</u>

CITY OF LAUDERDALE
PUBLIC WORKS
2016

Account Number	Account Description	2013 Actual	2014 Actual	2015 Adopted	2016 Proposed
101-43000-101	FULL TIME EMPLOYEES	\$ 31,040	\$ 33,150	\$ 30,079	\$ 30,415
101-43000-102	OVERTIME	\$ 1,311	\$ 2,014	\$ 3,000	\$ 3,000
101-43000-104	TEMPORARY EMPLOYEES	\$ -	\$ -	\$ -	\$ -
101-43000-121	PERA CONTRIBUTIONS	\$ 2,345	\$ 2,467	\$ 2,481	\$ 2,506
101-43000-122	FICA/MC CONTRIBUTIONS	\$ 2,608	\$ 2,929	\$ 2,531	\$ 2,556
101-43000-126	ICMA RETIREMENT	\$ -	\$ -	\$ -	\$ -
101-43000-131	HEALTH INSURANCE	\$ 4,673	\$ 4,971	\$ 5,400	\$ 5,700
101-43000-142	UNEMPLOYMENT	\$ -	\$ -	\$ -	\$ -
101-43000-151	WORKERS COMPENSATION INSURANCE	\$ 1,104	\$ 1,523	\$ 1,522	\$ 1,537
	PERSONNEL	\$ 43,081	\$ 47,054	\$ 45,013	\$ 45,714
101-43000-212	MOTOR FUELS	\$ 2,970	\$ 3,378	\$ 3,100	\$ 3,300
101-43000-213	LUBRICANTS & OTHER FLUIDS	\$ -	\$ -	\$ -	\$ -
101-43000-225	LANDSCAPING MATERIALS	\$ -	\$ -	\$ -	\$ -
101-43000-226	SIGNS	\$ 130	\$ -	\$ -	\$ -
101-43000-227	TOOLS & EQUIPMENT	\$ -	\$ -	\$ -	\$ 1,000
101-43000-228	REPAIR SUPPLIES	\$ 1,050	\$ 1,915	\$ 1,500	\$ 1,500
	SUPPLIES	\$ 4,150	\$ 5,293	\$ 4,600	\$ 5,800
101-43000-304	ENGINEERING	\$ -	\$ -	\$ 1,000	\$ 1,000
101-43000-308	TRAINING & EDUCATION	\$ -	\$ -	\$ -	\$ -
101-43000-313	SNOW & ICE REMOVAL	\$ 18,201	\$ 13,638	\$ 19,000	\$ 19,000
101-43000-314	STREET SWEEPING	\$ 3,080	\$ -	\$ -	\$ -
101-43000-317	TREE SERVICE	\$ 17,718	\$ 6,000	\$ 8,000	\$ 7,000
101-43000-324	ALLEY REPAIR	\$ -	\$ -	\$ -	\$ -
101-43000-327	OTHER SERVICES	\$ 4,602	\$ 410	\$ 500	\$ 500
101-43000-328	STREET REPAIR	\$ -	\$ -	\$ -	\$ -
101-43000-333	CLEANING CONTRACT	\$ -	\$ -	\$ 4,500	\$ 1,000
101-43000-380	STREET LIGHTING	\$ 7,101	\$ 6,546	\$ 7,000	\$ 7,000
101-43000-381	ELECTRIC UTILITIES	\$ 2,859	\$ 2,777	\$ 3,000	\$ 3,200
101-43000-382	WATER UTILITIES	\$ 160	\$ 264	\$ 200	\$ 200
101-43000-383	GAS UTILITIES	\$ 2,994	\$ 3,999	\$ 3,500	\$ 3,500
101-43000-384	REFUSE DISPOSAL	\$ 2,735	\$ 3,375	\$ 3,000	\$ 3,200
101-43000-391	TELEPHONE/PAGERS	\$ 530	\$ 386	\$ 500	\$ 500
101-43000-402	CITY TRUCK REPAIR	\$ 1,734	\$ 583	\$ 3,000	\$ 2,000
101-43000-426	MACHINERY REPAIR	\$ -	\$ -	\$ -	\$ -
101-43000-442	MISCELLANEOUS	\$ 159	\$ 142	\$ 100	\$ 100
	OTHER SERVICES & CHARGES	\$ 61,873	\$ 38,121	\$ 53,300	\$ 48,200
101-43000-530	FURNITURE & OFFICE EQUIPMENT	\$ -	\$ -	\$ -	\$ -
	CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 109,104	\$ 90,467	\$ 102,913	\$ 99,714

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
	PERSONNEL	\$ 46,905	\$ 49,386	\$ 51,528	\$ 53,763
101-43000-201	GENERAL SUPPLIES	\$ -	\$ -	\$ -	\$ -
101-43400-202	PERMANENT SUPPLIES	\$ -	\$ -	\$ -	\$ -
101-43400-203	POSTAGE	\$ 230	\$ 245	\$ 300	\$ 300
	SUPPLIES	\$ 230	\$ 245	\$ 300	\$ 300
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
	OTHER SERVICES & CHARGES	\$ 3,955	\$ 4,142	\$ 2,600	\$ 19,050
101-43000-510	COMPUTER SOFTWARE & EQUIPMENT	\$ -	\$ -	\$ -	\$ -
	CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 51,090	\$ 53,773	\$ 54,428	\$ 73,113

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
	PERSONNEL	\$ 59,966	\$ 64,996	\$ 66,401	\$ 67,803
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
	SUPPLIES	\$ 1,100	\$ 1,550	\$ 700	\$ 1,950
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	\$ -	\$ -	\$ -
	OTHER SERVICES & CHARGES	\$ 6,661	\$ 5,700	\$ 5,650	\$ 5,900
101-45200-540	MACHINERY & EQUIPMENT	\$ -	\$ -	\$ -	\$ -
	CAPITAL OUTLAY	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES		\$ 67,727	\$ 72,245	\$ 72,751	\$ 70,753

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
TOTAL EXPENDITURES		<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	\$ -	\$ -	\$ -	\$ -
	TRANSFERS	\$ 86,986	\$ 69,315	\$ 38,000	\$ 38,000
	TOTAL EXPENDITURES	\$ 86,986	\$ 69,315	\$ 38,000	\$ 38,000

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
TOTAL EXPENDITURES		<u>\$ 12,520</u>	<u>\$ 1,786</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date September 22, 2015

ITEM NUMBER 1820 Lake St. Abatement

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Staff provided notice to Anthony Erenberg, owner of 1820 Lake Street, of two diseased elm trees on his property. To date, he has not removed them. Should he fail to do so before Tuesday's meeting, the Council can abate the nuisance.

Attached are the letters Mr. Erenberg received from the City. If he doesn't comply before the meeting, and the Council orders the abatement, staff would have the City's tree service provider remove and dispose of the trees. The owner would be invoiced for the expense.

Prior to making a motion, the City Council must hold a public hearing regarding the matter. I have not heard from Mr. Erenberg so I do not know if he plans to attend the meeting or have any understanding of why he has not removed the trees himself.

OPTIONS:

STAFF RECOMMENDATION:

Motion to abate the diseased elm trees at 1820 Lake Street as provided by Title 4, Chapter 3 of Lauderdale City Code.

RESOLUTION 092215B

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

ABATEMENT OF DUTCH ELM DISEASED TREE AT 1820 LAKE STREET

WHEREAS, Title 4, Chapter 3 of Lauderdale City Code declares diseased elm trees as public nuisances; and

WHEREAS, two diseased elms were identified at 1820 Lake Street; and

WHEREAS, the owner, Anthony Erenberg, was provided notice regarding the diseased trees and was directed to remove them; and

WHEREAS, as of the date of this meeting, the trees have not been removed from the premises.

NOW, THEREFORE BE IT RESOLVED, that the Lauderdale City Council directs staff to abate the diseased elm trees at 1820 Lake Street and invoice the owner for the cost of the service.

Adopted by the City of Lauderdale this 22nd day of September, 2015.

Jeffrey Dains, Mayor

ATTEST:

Heather Butkowski, City Administrator



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

August 10, 2015

Anthony Erenberg
1820 Lake Street
Lauderdale, MN 55113

Dear Anthony,

The City's Tree Inspector found diseased Dutch Elm trees on your property. One is on your northern fence line and one on the southern fence line. Please let us know if you have problems identifying them.

Under Lauderdale City Code 4-3-8, the diseased trees must be removed. The City asks that you do this by August 25, 2015.

If the tree is not removed before the above date, the City Council will conduct a public hearing to consider taking action to abate the diseased tree nuisance. If this occurs, you will be given notice no less than one week prior to that meeting.

If you have any questions about this process, please feel free to call City Hall at 651-792-7650.

Thank you for your cooperation,

Heather Butkowski
City Administrator



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

August 27, 2015

Anthony Erenberg
1820 Lake Street
Lauderdale, MN 55113

Dear Mr. Erenberg,

Notice is hereby given that a Public Hearing will be held by the Lauderdale City Council on Tuesday, September 8, 2015, at 7:30 p.m. or soon thereafter as parties may be heard.

ISSUE: Nuisance relating to tree infected with Dutch Elm Disease

AFFECTED PROPERTY: 1820 Lake Street

ACTION PROPOSED: Cut infected tree at the base and dispose of properly

ESTIMATED COST OF NUISANCE ABATEMENT: \$500.00

All persons with reference to this matter will be heard during the City Council meeting, which will be held in the Council Chambers at Lauderdale City Hall located at 1891 Walnut Street in Lauderdale. Per City Ordinance, notice of the Public Hearing will be published in the Roseville Review.

If the diseased tree is disposed of before noon on September 8, 2015, please contact City Hall at 651-792-7650 to arrange for a follow up inspection.

Sincerely,

Heather Butkowski
Deputy City Clerk



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

September 10, 2015

Anthony Erenberg
1820 Lake Street
Lauderdale, MN 55113

Dear Mr. Erenberg,

The Public Hearing regarding your diseased elm trees did not make it on to the last City Council agenda. The new date of the Public Hearing will be Tuesday, September 22, 2015, at 7:30 p.m. or soon thereafter as parties may be heard.

ISSUE: Nuisance relating to tree infected with Dutch Elm Disease

AFFECTED PROPERTY: 1820 Lake Street

ACTION PROPOSED: Cut infected tree at the base and dispose of properly

ESTIMATED COST OF NUISANCE ABATEMENT: \$500.00

All persons with reference to this matter will be heard during the City Council meeting, which will be held in the Council Chambers at Lauderdale City Hall located at 1891 Walnut Street in Lauderdale. If the City Council votes to abate the nuisance, the trees will be removed and you will receive an invoice for the service. Unpaid invoices are ultimately assessed to the property.

If the diseased tree is disposed of before noon on September 21, 2015, please contact City Hall at 651-792-7650 to arrange for a follow up inspection.

Sincerely,

Heather Butkowski
City Administrator

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date September 22, 2015

ITEM NUMBER Financial Software

STAFF INITIAL _____

APPROVED BY ADMINISTRATOR _____

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

During the goal setting session, staff discussed the desire to start accepting credit cards and improving our processes, especially code enforcement, to be more effective and efficient. Staff have been looking at difference options that would integrate code enforcement, rental housing licensing, building permits, etc. in with a financial software package that can handle credit card processing and improve our budgeting and reporting options.

First, staff looked at the City's existing vendor Banyon Data Systems. Their software didn't appear to help automate any processes to improve the time it takes to get things done. Their software also has the security quirks we mentioned before and we have been underwhelmed by their customer service over the years.

Staff contacted a couple of vendors and two responded back. The first was Springbrook, which is the software Terry has used in the last couple of cities in which she has worked. It is a robust system that many cities in Minnesota use. In Ramsey County, for example, it is used by Roseville, Little Canada, and Arden Hills. Generally, cities of our size can't afford it but they offered us promotional pricing of about 50% off if the City decides to go with them before the end of September.

The other software staff looked at is BS & A, which is new to Minnesota. Currently, it is used by Prior Lake and Hutchinson and New Brighton recently purchased it. I would say it is a step above Banyon and a step below Springbrook and the costs reflect that.

Terry prepared the attached spreadsheet that shows that costs associated with each vendor. The actual software costs are in the first column, the other columns represent the potential costs based on whether we want historical data moved into the software or links to data from Ramsey County in addition to set up and training. We initially ball parked the price at \$25,000 based on a new financial software. Adding in all of the other models for building permits and code enforcement more than doubles that as the set up time is pretty involved.

Jim and Dave will be demoing the products on Monday. After that I will send out a follow up memo to you.

LAUDERDALE COUNCIL ACTION FORM

Action Requested

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

Meeting Date September 22, 2015

ITEM NUMBER Financial Software

STAFF INITIAL _____

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

After significant deliberation, staff is asking the Council to considering purchasing Springbrook's financial software. This would allow us to achieve the goal of accepting credit cards and put into place a more secure and useful software package for now and into the future. The City purchased Banyon back in 1994, so these purchases don't happen often.

The upfront cost for the license (\$12,100) and initial set up (\$3,200) is \$15,300. The additional set up costs of \$9,600 would happen as the software is implemented. It takes approximately six months to set up. Normally, set up would involve significant costs for training and flying people in to do that. This arrangement relies on Terry to be the trainer as she has significant experience in the software. I anticipate paying for the software out of the City's Development Fund (Fund 414) which has been funded largely with the conduit debt projects.

What we are not asking the Council to consider at this point is the purchase of software to manage code enforcement and building permits. I was not sold on Springbrook's software. I thought the other vendor we looked at had a better product. That is something staff will still work on over the course of time.

STAFF RECOMMENDATION:

Motion to accept the Accela/Springbrook quote dated September 21, 2015 for Finance accounting modules and authorize the mayor and city administrator to execute the contract.



City of Lauderdale - On Premise Finance and Payroll

12 Month Contract

City of Lauderdale, Minnesota

Proposed By:

Sally Loughridge
Business Development Executive
sally.loughridge@sprbrk.com

Proposal Date:

9/21/2015

Proposal Expiration Date:

9/30/2015 7:00:00 AM



Licensed Products and Services

#	Item	Product Type	QTY	Sales Price	Total Price
1	Finance Application Level 1 The following features are licensed: General Ledger with Basic Budgeting Standard Reports Library Ad-hoc Reporting Tools Accounts Payable Bank Reconciliation Dashboard	Premise; License	1	\$5,500.00	\$5,500.00
2	Finance Professional Services - Essential Professional Services includes: Dedicated Implementation Consultant Dedicated Project Manager Access to eLearning materials Remote configuration Remote Go-live assistance Basic Chart of Accounts Consultation Best Practice and Standard Application configurations Online webinar training for Reporting Tools Online webinar training for Budgeting	Professional; Service	1	\$6,400.00	\$6,400.00
3	Maintenance Finance Level 1 Maintenance Finance Level 1	Maintenance; License	1	\$2,200.00	\$2,200.00
4	Payroll & Personnel Management Application Level 1 The following features are included: Payroll with State and Federal Reporting PR Electronic Check Signature Direct Deposit Reporting Bulk Deductions Updating	Premise; License	1	\$6,600.00	\$6,600.00
5	Payroll & Personnel Management Professional Services - Essential Professional Services includes: Dedicated Implementation Consultant Dedicated Project Manager Access to eLearning materials during Implementation Remote Setup & Configuration Remote Parallel Processing assistance Remote Go-live assistance Best Practice and Standard Application configurations	Professional; Service	1	\$6,400.00	\$6,400.00
6	Maintenance Payroll & Personnel Management Level 1 Maintenance Payroll & Personnel Management Level 1	Maintenance; License	1	\$2,904.00	\$2,904.00



Product Family	Type	Total	Payment Terms
Recurring Costs			
License	Subscription	\$0.00	100% due upon signing, annually thereafter
License	Maintenance	\$5,104.00	100% due upon signing, annually thereafter
Service	Subscription	\$0.00	100% due upon signing, annually thereafter
IT	Hosting	\$0.00	100% due upon signing, annually thereafter
Non-Recurring Costs			
License	Premise	\$12,100.00	100% due upon signing
Service	Conversion	\$0.00	25% due upon signing, 25% due upon Acceptance of Core Modules Statement of Work, 20% due upon completion of Core Module Setup Phase, 20% upon Core Go-Live acceptance, 10% due upon Full Go-Live Acceptance of all Modules
Service	Professional	\$12,800.00	25% due upon signing, 25% due upon Acceptance of Core Modules Statement of Work, 20% due upon completion of Core Module Setup Phase, 20% upon Core Go-Live acceptance, 10% due upon Full Go-Live Acceptance of all Modules

Products and Services Detailed Descriptions

Item
<p>Finance Application Level 1 Finance Level 1 is optimized for organizations with about 10 Funds and 2 Banks (no limits or restrictions present). Up to five Full Users and 10 Casual Users are allowed in Finance Level 1. There are no additional options available in Level 1. The following licensed features are included as Standard in Level 1: General Ledger with Basic Budgeting, Standard Reports Library, Query by Example AdHoc Reporting Tool, Accounts Payable with Standard Mode (Invoices & Checks), Bank Reconciliation, Dashboard All standard interfaces included in this product are provided as is. Customization to meet specific 3rd party vendor requirements are billed separately and are not included with this product. ***This product requires Professional Services for use and are listed as a separate line item on this contract***</p>
<p>Finance Professional Services - Essential Offering is limited to Professional Services for the following Features and Functions. Additional Professional Services are required for Features and Functions not listed: AP: Application Configuration, Basic Invoice processing, Computer Checks Processing and Reporting GL: Application Configuration, Basic Chart of Accounts Maintenance, Journal Entries, Budgeting, Basic Reporting BR: Application Configuration, Basic Account Reconciliation CH: Application Configuration, Electronic Payment Processing CR: Application Configuration, Basic Cash Receipt Processing Essential includes an assigned Implementation Consultant and Project Manager, as well as access to eLearning materials. The project completion date is approximately 6 weeks from start. Finance Professional Services - Essential provides remote configuration and go-live assistance with the Consultant. Basic Chart of Accounts formulation assistance is provided, and Best Practice and Standard Application configurations are available in Essential. Online webinar training for Reporting Tools and Budgeting is provided. *Additional modules and functions that are necessary after Core System Go-Live require additional post Go-Live Professional Services.</p>
<p>Maintenance Finance Level 1 Maintenance Finance Level 1</p>
<p>Payroll & Personnel Management Application Level 1 Payroll & Personnel Management Level 1 is ideally suited for organizations with up to 20 Full Time Employees, up to 50 Part Time Employees, and for 1 Pay Schedule (no limits or restrictions present). Payroll Level 1 does not allow for Maintaining a Pension. Two Full Time Users and 50 Casual Users are allowed in Payroll Level 1. The following features are included as Standard in Level 1: Payroll with State and Federal Reporting, PR Electronic Check Signature, Direct Deposit Reporting, Human Resources with Mass Employee Election Update (Bulk Deductions) Additional options: Payroll Positive Pay. All standard interfaces included in this product are provided as is. Customization to meet specific 3rd party vendor requirements are billed separately and are not included with this product.</p>
<p>Payroll & Personnel Management Professional Services - Essential Offering is limited to Professional Services for the following Features and Functions. Additional Professional Services are required for Features and Functions not listed: Application Configuration Basic Payroll Processing Direct Deposit Configuration State and Federal Reporting Payroll Professional Services - Essential is available for all deployment models. Essential includes an assigned Implementation Consultant and Project Manager, as well as access to eLearning materials during Implementation. Payroll Professional Services - Essential provides remote Best Practice and Standard Application configurations and go-live assistance with the Consultant.</p>
<p>Maintenance Payroll & Personnel Management Level 1 Maintenance Payroll & Personnel Management Level 1</p>

Additional Information

Definitions

Masters: static information and data, based on a single individual or entity. An example of a Master file is Customer, Employee or Vendor contact information.

History: Information that is updated or added on a regular basis that is tied to a Master File. An example of History includes Checks, Billings or Receipts.

Client Requirements

Client must perform all data extraction from their legacy system and populate then current Standard Templates. Standard Templates and field listings are available for review by client upon request.

Client must validate the accuracy of data. Data in legacy system which is incorrect or does not balance will need to be altered by Client, or incorrect results will be carried through to new system.

Client must provide data according to the schedule mutually agreed upon with Project Manager, or project may incur changes to schedule or additional fees. Client must provide field descriptions and/or definitions for data that is being extracted from the legacy system.

Client is responsible for travel costs in accordance with Vendor's customer travel policy.

Vendor Requirements

Vendor will provide the base for the application. The base for the Finance & Administration application includes System Setup, General Ledger Shell, Cash Receipts Shell, and Clearing House. The Finance & Administration base is included in all purchases.

Vendor will evaluate data provided from client to ensure that all required fields have been populated, that the formats provided meet the necessary criteria, and the limitations of field ranges.

Vendor will provide consulting services to assist client in analyzing whether data inputs meet criteria specified, and assist in testing to validate inputs are converted correctly to the Vendor System.

Vendor will provide a secure method for electronic data transmission.

Vendor will ensure that all data provided in finalized templates are converted correctly into the corresponding fields or tables within the applications.

Once Client has offered final approval of data sets, Vendor will provide three (3) data conversions into the Live UB System and one (1) data conversion into the Live system for all other Applicable as specified on table above.

Limitations of Conversions Services

Unless otherwise specified and agreed to, Vendor will not consult on or assist in the removal of data from Client legacy system.

Vendor cannot convert data from a legacy system which is not available in a corresponding field.

Vendor cannot convert data into fields which exceed the maximum database field limitations.

The services listed above do not include consulting or data manipulation for the purpose of supplying the Client with information the Client didn't previously have access to.

Data requested to be converted after agreed to live conversion will be considered out of scope, and will require a change order, and be subject to additional fees.

All current templates and field listings are available on the Vendor website, and included herein by reference.

Essential Features and Functions

The modules and features listed in this section are considered essential and required for Phase One of the Implementation. This list is limited to key modules and features and is not considered a complete list of all of the features that will be addressed during Phase One of the Implementation. Modules and features purchased with professional services but not listed in this section will be implemented in later Phases of the Implementation project based on Vendor's Standard project scheduling and forecasting practices.

Finance: General Ledger, Bank Reconciliation, Misc. Cash Receipts

Payroll: Payroll

Utility Billing: Not Applicable

Community Development:

Special Assessments: Not Applicable

Account Site	Phone
Albert Lea, MN	Minnesota
Alexandria, MN	Minnesota
Andover, MN	Minnesota
Arden Hills, MN	Minnesota
Baxter, MN	Minnesota
Bemidji, MN	Minnesota
Chanhassen, MN	Minnesota
East Grand Forks, MN	Minnesota
Fairmont, MN	Minnesota
Faribault, MN	Minnesota
Forest Lake, MN	Minnesota
Hopkins, MN	Minnesota
Lake Elmo, MN	Minnesota
Lino Lakes, MN	Minnesota
Litchfield, MN	Minnesota
Little Canada, MN	Minnesota
Minneapolis, MN	Minnesota
Monticello, MN	Minnesota
Moorhead, MN	Minnesota
Red Wing, MN	Minnesota
Rochester, MN	Minnesota
Rogers, MN	Minnesota
Roseville, MN	Minnesota
Savage, MN	Minnesota
Shorewood, MN	Minnesota
St. Michael, MN	Minnesota
Stillwater, MN	Minnesota
Vadnais Heights, MN	Minnesota

**LAUDERDALE COUNCIL
ACTION FORM**

Action Requested

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

Meeting Date September 22, 2015

ITEM NUMBER Driveway Ordinance

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Staff continued working on revisions to the driveway ordinance since the last meeting. Since the entire Council was not at the last meeting, I am bringing it back for further discussion before getting input from the city attorney.

As noted at the last meeting, the current language in the ordinance doesn't articulate well the difference between driveways that come off the alley versus the street. Staff is also proposing that parking pads fall in line with driveway permitting requirements as they are pretty much one in the same.

The big question for the Council is what triggers someone to have to come into compliance with the ordinance. As it is drafted, it would be required when owners make improvements that require a building permit, other than siding and roof replacement. The logic is that you don't want owners to defer basic maintenance to avoid compliance with the driveway ordinance.

Based on feedback, I will make further changes and then bring to the city attorney for review and language for the enforcement section.

OPTIONS:

STAFF RECOMMENDATION:

COUNCIL ACTION:

CITY OF LAUDERDALE
ORDINANCE NO. 15-0X

An Ordinance Amending Title 9, Chapter 10 of the
Code of Ordinances Regarding Driveway and Parking Pad Requirements

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:

CHAPTER 10

DRIVEWAY AND PARKING PAD REQUIREMENTS

SECTION:

- 9-10-1: Purpose
- 9-10-2: Scope
- 9-10-3: Driveway Permit Required
- 9-10-4: Application and Site Plan for Driveway Permit
- 9-10-5: Driveway Permit Fees
- 9-10-6: Driveway Construction Standards
- 9-10-7: Limitations
- 9-10-8 Deviations from Code
- 9-10-9 Revocation of Permit
- 9-10-~~8~~10: Enforcement

9-10-1: **Purpose:** The purpose of these requirements is to control the location, construction or reconstruction of driveways, parking pads, and curb cuts in order that traffic hazards be reduced and adequate street drainage be maintained. It is also the purpose and intent of these requirements to maintain the city's positive appearance.

9-10-2: **Scope:** These requirements shall apply to all new driveway and parking pad construction, to repairs and changes to existing driveways and parking pads, and to existing non-conforming driveways and parking pads upon improvement to the subject property. The requirements apply whether the driveway or parking pad is accessed from the street or alley.

9-10-3: **Driveway and Parking Pad Permit Required:** No driveway or parking pad shall be constructed or re-constructed in any location without first obtaining a Driveway Permit.

9-10-4: **Application and Site Plan ~~for Driveway Permit~~:** Any person desiring a permit shall present a written application to the City describing the improvements to be made. This application shall be accompanied by a site plan drawn to scale showing the location of the driveway or parking pad with respect to property lines, the width of the driveway or parking pad, type of construction material used, driveway angle, distance between adjacent driveways, and, if applicable, the driveway's distance from a street intersection.

9-10-5: **Driveway and Parking Permit Fees:** The ~~Driveway P~~ermit fees shall be prescribed, from time to time, by City Council resolution on file with the City Administrator.

9-10-6: **Driveway and Parking Pad Construction Standards:**

A. Surface: All driveways and parking pads shall be surfaced with one of the following materials:

1. Bituminous. A plant-mixed, machine-laid bituminous material conforming to Minnesota Department of Transportation (MNDOT) Specification No. 2331, Mixed Designation 41WEA5055X, which have been approved by the City Engineer. However, should it subsequently become necessary to repair or replace such bituminous surfacing in the right-of-way area in whole or in part, the owner of the property serviced by such bituminous driveway shall pay all costs of such repairs or replacements.

2. Concrete. Concrete specifications must be a plant mix unless otherwise approved by the City Engineer ~~may also be used for such driveway surfacing~~. However, should it subsequently become necessary to repair or replace such concrete surfacing in the right-of-way area in whole or in part, the owner of property serviced by such concrete driveway shall pay all costs of such repairs or replacements.

3. Gravel Driveways. Gravel driveways existing on or before the date of the adoption of this Ordinance June 28, 2005, may be maintained as gravel driveways; until such time as the property owner makes improvements to the property that require application for a construction (building) permit that requires the submittal of construction documents for a plan review. The submittal of construction documents applies to all construction permits except

those exempted by the Building Official per the Minnesota Residential Building Code Section 1300.0130. be constructed of, at minimum, four inches (4") of crushed Class 5 limestone gravel compacted into place after initial excavation. Prior to placing gravel, the driveway shall be excavated to result in the final gravel surface matching the grade of the adjacent yard.

B. Driveway Widths:

1. Community Business (B-1), Neighborhood Business (B-2), and Industrial (I-1) Zones: Driveway widths, on site and at the curb cut, shall not exceed thirty-six feet ~~(36')~~.
2. Multiple Residential (R-3) Zones: Driveway widths, on site and at the curb cut, shall not exceed thirty feet ~~(30')~~.
3. Suburban Residential (R-1) And Urban Residential (R-2) Zones: Driveway widths, on site and at the curb cut, shall not exceed twenty-four feet ~~(24')~~.

C. Driveway Length: All street-accessed driveways shall extend a minimum of twenty (20) feet beyond the back edge of the right-of-way apron inclusive of parking space or spaces and provide access for vehicles to a parking space or spaces, carport, garage, or dwelling or other structure towards a parking space in the side or rear of the property. If providing access to a parking space or spaces in the side and rear yard, the driveway must extend at least 20 feet past the front of the house as measured from the projection closest to the right-of-way. Parking shall not be allowed in the public right-of-way.

D. Distance Between Driveways: The minimum distance between curbs of driveways shall be ten feet (10') in any R-2 and R-3 residential district, and twenty feet (20') in any B-1, B-2, and I-1 business or commercial district.

E. Distance From Intersection: No driveway or curb cut shall be less than twenty feet (20') from any street intersection, except that in Industrial (I-1) Zones, the minimum distance shall be fifty feet (50').

F. Driveway Angle: The minimum driveway angle from a two- (2) way access shall be ninety (90) degrees. The minimum driveway angle from a one-way street shall be thirty (30) degrees.

G. Setbacks:

1. Driveways in any R-2, R-3, B-1, B-2, and I-1 district, except driveways which are shared by two ~~(2)~~ or more adjacent property owners, shall not be located within five feet ~~(5')~~ of any side or rear lot line.

~~1-2.~~ In the R-1 district, there is no setback requirement for driveways from the side yard lot line, ~~but~~ Property owners must provide proof of property lines when submitting a permit application to demonstrate that no part of the driveway ~~may will~~ encroach onto neighboring properties.

H. Control Of Traffic: Where commercial land uses are adjacent to residential districts, driveways shall be located, ~~whenever feasible,~~ to reduce the amount of traffic entering residential areas.

I. Street Access: For properties having frontage on two streets, access shall be provided via the street with the least traffic wherever feasible in order to reduce the number of curb cuts on more heavily traveled streets.

J. State And County Highway Requirements: If the proposed driveway is to be constructed so that it opens onto any street designated as a State or County highway or street, all additional specifications of the appropriate highway departments will apply. The applicant must provide proof of State or County approval from these other applicable jurisdictions with their driveway permit application.

K. Shared Driveways: If two ~~(2)~~ or more driveways are shared, the portion of the driveway on each property shall comply with maximum driveway width requirements.

L. Licensed Contractor: All work done within the right ~~of~~ way of the street shall be done by a ~~regularly licensed~~ contractor holding a valid Residential Building Contractor (RBC) license issued by the State of Minnesota under the ~~supervision of the proper City employee.~~

M. Notification of Construction: The City is to be notified at least twenty-four hours in advance of the date the construction will start.

9-10-7 **Limitations:**

A. Driveways: Each residential property is limited to one driveway unless the owner has two improved driveways as of the date of this ordinance. When an owner desires to construct a driveway in a new

location, a permit will not be issued until the existing driveway is removed in its entirety and replaced with a vegetative ground cover.

B. **Parking Pads:** Each residential property is limited to one parking pad not exceeding 240 square feet. When an owner desires to construct a parking pad in a new location, a permit will not be issued until the existing parking pad is removed in its entirety and replaced with vegetative ground cover. Parking pads shall be located in rear and side yards and may not extend beyond the front plane of the house as defined by the projection farthest from the front yard right-of-way line.

C. **Lot Coverage:** Driveways and parking pads must still conform to lot coverage standards as provided in Title 10 of City Code.

9-10-78: **Deviation from Code:** Any person wishing to construct a driveway in a manner contrary to this Chapter shall first obtain permission from the City Council. The Council will consider deviations from City Code in instances where the property owner can demonstrate that compliance is not possible on the subject property.

9-10-9 **Revocation of Permit:** The permit issued may be revoked at any time after its issuance for failure to comply with the ~~eonditionsprovisions~~ of this section or the directions of ~~the City~~ relative to the work covered by the ~~permit~~ employees or the City Engineer.

9-10-810: **Enforcement:** ~~The enforcement of this ordinance will occur as the City progresses with its planned street and utility improvements and provides curb cuts throughout the City. Non-conforming driveways currently existing shall come in to conformance with this ordinance upon property improvement or street repair or maintenance.~~

Comment [HB1]: To be completed

9-10-9 **Definitions:** For purposes of this chapter the following definitions apply.

Alley: A thoroughfare through the middle of a block giving access to the rear of lots or buildings.

Driveway: A private road leading from the street or alley to parking spaces beyond the front plane of the house.

Parking Pad: Improved surface intended for the parking of a vehicle as defined in Minnesota Statute Section 609.487 subd. 2a.

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

Adopted by the Lauderdale City Council this 13th day of October, 2015.

Jeffrey Dains, Mayor

ATTEST:

Heather Butkowski, City Administrator

Published in the Roseville Review this 20th day of October, 2015.

History of Amendments Since Codification: 4/25/2000,
6/28/2005, 10/13/2015.

**LAUDERDALE COUNCIL
ACTION FORM**

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

Meeting Date	September 22, 2015
ITEM NUMBER	<u>Brandy Chase Sprinkler Sys.</u>
STAFF INITIAL	<u>JAS</u>
APPROVED BY ADMINISTRATOR	

DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Brandy Chase received an estimate of \$2,319.57 from 8th Day Landscaping (the City's contractor) to repair their sprinkler system. Their quotes were for approximately \$4,100 and \$7,400. I received the estimate on Thursday and haven't been able to reach their property manager since then.

The City's snow removal contractor also provided them a quote of \$395.00 per month for snow removal with a 1 inch trigger which covers countless snowfalls and plow wakes. Alternatively, snow removal would be 75.00 per visit with a 1 inch trigger or \$95 per on-call visit. I asked the contractor to provide the cost based on a 1.5 inch trigger, which is what the City contracted for last year, but since they didn't I asked them to revise.

At this point, this is just for the Council's information unless I can have a conversation with their property manager next week to see how they feel about the snow removal costs.

OPTIONS:

STAFF RECOMMENDATION:

COUNCIL ACTION: