

**LAUDERDALE CITY COUNCIL MEETING AGENDA**  
**7:30 P.M. TUESDAY, JANUARY 12, 2016**  
**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 December 8, 2015 City Council Meeting
- c. Claims Totaling \$124,900.39

**4. CONSENT**

- a. Designate *Roseville Review* as Official Newspaper
- b. Resolution 011216A Designating Depositories for City Funds
- c. Resolution 011216B Approving 2016 Tobacco Licenses
- d. Resolution 011216C Approving 3.2 Off Sale Malt Liquor License for 2016
- e. Resolution 011216D Accepting Donation – Twin City Chinese Christian Church
- f. Resolution 011216E Accepting Donations for Recreational Programs
- g. Resolution 011216F Approving Investment Policy
- h. November Finance Report

**5. SPECIAL ORDER OF BUSINESS/RECOGNITIONS/PROCLAMATIONS**

**6. INFORMATIONAL PRESENTATIONS / REPORTS**

**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.

**8. DISCUSSION / ACTION ITEMS**

- a. Elect Mayor Pro-Tem
- b. Appointments and Committee Assignments
- c. Engineering Proposal for Seal Coating Project
- d. Engineering Proposal for Sanitary Sewer Lining Project

**9. ITEMS REMOVED FROM THE CONSENT AGENDA**

**10. ADDITIONAL ITEMS**

**11. SET AGENDA FOR NEXT MEETING**

- a. Minnesota Commercial Rail Request for Support
- b. December Finance Report
- c. Fourth Quarter Investment Report

**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. PERA Defined Contribution Plan
- c. Community Development Update

**13. CLOSED SESSION**

- a. Acquisition of 1821 Eustis Street

**14. ADJOURNMENT**

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

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December 8, 2015

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

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

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

**Approvals**

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

Councilor Hawkinson moved to approve the amended City Council meeting minutes of November 24, 2015 correcting the motion to adjourn. Councilor Grove seconded the motion and carried unanimously.

Councilor Hawkinson moved and seconded by Councilor Mac Lean to approve the revised claims totaling \$93,806.14. Motion carried unanimously.

**Consent**

Mayor Pro-Tem asked if any Councilors wished to remove items from the Consent Agenda. Councilor Mac Lean moved and seconded by Councilor Hawkinson to approve the Consent Agenda thereby approving the Publication of Summary of CenturyLink Cable Franchise Ordinance, 2016 Council Meeting Schedule, Accounts Payable Authorization for Year-end, Resolution 120815C Adoption of 2016 Fee Schedule, Approve Replacement Public Works Truck Purchase and Public Works Maintenance Step Increase. Motion carried unanimously.

**Discussion / Action Items**

A. 2016 Budget and Levy

Mayor Pro-Tem Gaasch explained that the City would present the budget and levy recommendation with public comment after. City Administrator Butkowski reviewed a PowerPoint presentation on the proposed 2016 budget and corresponding levy.

Mayor Pro-Tem asked for public comment at 7:46 p.m.

Don Vandenberg of Brandy Chase condos questioned the 6% plus valuation increase of Lauderdale in relationship to Falcon Heights and St. Paul. Contact information for the Ramsey County assessor was provided.

There being no further public comment, council discussion ensued with the focus being the wide range valuation adjustments within the city.

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

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December 8, 2015

Motion was made by Mac Lean and seconded by Grove to adopt Resolution 120815A Adopting the 2016 Final Property Tax Levy and Resolution 120815B Adopting the Final Budget and Establish Fund Appropriations. Motion carried unanimously on a roll call vote.

City administrator noted the next meeting may include the Minnesota Commercial Rail Request for Support, November and December Financial Reports, Investment Report, Investment Policy, Designating Official Depository and Investment Institutions, Tobacco and Alcohol Licenses and Committee Appointments and Assignments.

**Work Session**

A. Public Comment.

None.

B. Community Update

Administrator Butkowski informed the Council that 1783 Pleasant Street was building a front yard deck but need a variance and the fitness center construction is progressing.

Lastly, the administrator reported that the city attorney is working on the former Rapit Printing building and its intended reuse.

There being no further business on the council agenda, motion was made by Councilor Mac Lean and seconded by Councilor Hawkinson, carried unanimously, to adjourn the meeting at 8:01 p.m.

Respectfully submitted,



Terry J. Berg  
Deputy City Clerk

**CITY OF LAUDERDALE**

**CLAIMS FOR APPROVAL**

**January 12, 2016 City Council Meeting**

Payroll

12/18/15 Payroll:	Direct Deposit # 502137-502146	\$9,480.45
12/18/15 Payroll:	Payroll Liabilities, e-payments 1057E-1059E	\$7,422.21
12/31/15 Payroll:	Direct Deposit #502147-502151	\$8,845.44
12/31/15 Payroll:	Payroll Liabilities, e-payments 1061E-1064E	\$7,551.57

Vendor Claims

12/22/15 Claims:	Check #'s 23115-23131	\$10,783.25
01/12/16 Claims:	Check #'s 23132-23148	\$11,750.27
01/12/16 Claims:	Check #'s 23149-23159	\$69,067.20

**SUBTOTAL \$124,900.39**

**Total Claims for Approval**

**\$124,900.39**

LAUDERDALE, MN

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Payments

Current Period: DECEMBER 2015

Batch Name 121815 PR  
 Payment Computer Dollar Amt \$7,422.21 Posted

Refer	5137 ICMA RETIREMENT TRUST - 457	Ck# 001057E 12/18/2015		
Cash Payment	G 101-21705 ICMA RETIREMENT	December 18 2015 Payroll		\$1,902.47
Invoice	102081800	12/18/2015		
Transaction Date	12/18/2015	Due 0	NORTH STAR CHE 10100	<b>Total</b> \$1,902.47
Refer	5138 NORTH STAR BANK, CHECKING S	Ck# 001058E 12/18/2015		
Cash Payment	G 101-21701 FEDERAL TAXES	December 18 2015 Payroll		\$1,335.41
Invoice		12/18/2015		
Cash Payment	G 101-21703 FICA WITHHOLDING.	December 18 2015 Payroll		\$2,370.80
Invoice		12/18/2015		
Transaction Date	12/18/2015	Due 0	NORTH STAR CHE 10100	<b>Total</b> \$3,706.21
Refer	5139 PERA	Ck# 001059E 12/18/2015		
Cash Payment	G 101-21704 PERA	December 18 2015 Payroll		\$1,813.53
Invoice		12/18/2015		
Transaction Date	12/18/2015	Due 0	NORTH STAR CHE 10100	<b>Total</b> \$1,813.53

Fund Summary

	10100 NORTH STAR CHECKING	
101 GENERAL		\$7,422.21
		<u>\$7,422.21</u>

Pre-Written Check	\$7,422.21
Checks to be Generated by the Computer	\$0.00
Total	<u>\$7,422.21</u>

**\*Check Detail Register©**

DECEMBER 2015

Check Amt Invoice Comment

**10100 NORTH STAR CHECKING**

Paid Chk#	Date	Payee	Check Amt	Invoice	Comment
<b>Paid Chk# 023115 12/22/2015 AVENET, LLC</b>					
E 202-49500-307		COMPUTER SERVICES	\$550.00	37904	2016 Web Hosting
		<b>Total AVENET, LLC</b>	<b>\$550.00</b>		
<b>Paid Chk# 023116 12/22/2015 BERG, TERRY</b>					
E 101-41200-201		GENERAL SUPPLIES	\$24.65		2016 Planner Calendars
E 101-41200-331		TRAVEL EXPENSE	\$3.00		Parking
E 101-41200-331		TRAVEL EXPENSE	\$136.28		Mileage
		<b>Total BERG, TERRY</b>	<b>\$163.93</b>		
<b>Paid Chk# 023117 12/22/2015 BOWNIK, JIM</b>					
E 101-41200-331		TRAVEL EXPENSE	\$27.46		8/27-12/16/2015 Mileage
		<b>Total BOWNIK, JIM</b>	<b>\$27.46</b>		
<b>Paid Chk# 023118 12/22/2015 BUTKOWSKI, HEATHER</b>					
E 101-41200-331		TRAVEL EXPENSE	\$87.17		4Q2015 Mileage
		<b>Total BUTKOWSKI, HEATHER</b>	<b>\$87.17</b>		
<b>Paid Chk# 023119 12/22/2015 CHRISTOPHER ENTERPRISES LLC</b>					
R 101-32180		RENTAL HOUSING LICENSE	\$30.00		Rental Property License Refund
		<b>Total CHRISTOPHER ENTERPRISES LLC</b>	<b>\$30.00</b>		
<b>Paid Chk# 023120 12/22/2015 CITY OF FALCON HEIGHTS</b>					
E 101-42100-321		FIRE CALLS	\$228.85		November False Alarms
E 101-42100-321		FIRE CALLS	\$457.68		November Fire Calls
		<b>Total CITY OF FALCON HEIGHTS</b>	<b>\$686.53</b>		
<b>Paid Chk# 023121 12/22/2015 GRACE, DUANE</b>					
E 101-43400-312		BUILDING INSPECTOR	\$132.03	2015	Building Permit 15-47
E 101-43400-312		BUILDING INSPECTOR	\$50.00	2015	Plumbing Permit 15-18
E 101-43400-312		BUILDING INSPECTOR	\$236.11	2015	Building Permit 15-41
E 101-43400-312		BUILDING INSPECTOR	\$1,400.89	2015	Building Permit 15-70
E 101-43400-312		BUILDING INSPECTOR	\$2,154.10	2015	Building Permit 15-73
E 101-43400-312		BUILDING INSPECTOR	\$72.31	2015	Rand Claussen Project
E 101-43400-312		BUILDING INSPECTOR	\$150.00	2015	Building Permit 15-34
		<b>Total GRACE, DUANE</b>	<b>\$4,195.44</b>		
<b>Paid Chk# 023122 12/22/2015 INTEGRA</b>					
E 101-41200-391		TELEPHONE/PAGERS	\$50.75	13510112	Fax Line
		<b>Total INTEGRA</b>	<b>\$50.75</b>		
<b>Paid Chk# 023123 12/22/2015 KENNEDY &amp; GRAVEN</b>					
E 101-41500-305		LEGAL FEES - CIVIL	\$115.50	129309	General Matters
E 101-41500-305		LEGAL FEES - CIVIL	\$775.50	129309	Council Attendance
E 101-41500-305		LEGAL FEES - CIVIL	\$231.00	129309	Sex Offender Ordinance
E 101-41500-305		LEGAL FEES - CIVIL	\$379.50	129309	Rapit Print Building
		<b>Total KENNEDY &amp; GRAVEN</b>	<b>\$1,501.50</b>		

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Paid Chk# 023124	12/22/2015	<b>PUBLIC EMPLOYEES INS PROGRAM</b>			
G 101-21706	HEALTH INSURANCE		\$2,581.35	402114	January Insurance Premiums
<b>Total</b>	<b>PUBLIC EMPLOYEES INS PROGRAM</b>		\$2,581.35		

Paid Chk# 023125	12/22/2015	<b>SUBURBAN ACE HARDWARE</b>			
E 101-43000-202	PERMANENT SUPPLIES		\$10.99	103327	Station - Nails, Fasteners
<b>Total</b>	<b>SUBURBAN ACE HARDWARE</b>		\$10.99		

Paid Chk# 023126	12/22/2015	<b>TRUCK UTILITIES INC</b>			
E 101-43000-202	PERMANENT SUPPLIES		\$15.00	0292167	Cutting Edge Bolt and Nut
<b>Total</b>	<b>TRUCK UTILITIES INC</b>		\$15.00		

Paid Chk# 023127	12/22/2015	<b>UNIVERSITY OF MINNESOTA</b>			
E 101-43000-308	TRAINING & EDUCATION		\$70.00		Pavement Training - G Beck
<b>Total</b>	<b>UNIVERSITY OF MINNESOTA</b>		\$70.00		

Paid Chk# 023128	12/22/2015	<b>US BANK EQUIPMENT FINANCE</b>			
E 101-41200-401	COPIER CONTRACT		\$149.00	293372892	Copier Contract
<b>Total</b>	<b>US BANK EQUIPMENT FINANCE</b>		\$149.00		

Paid Chk# 023129	12/22/2015	<b>VERIZON WIRELESS</b>			
E 602-49100-391	TELEPHONE/PAGERS		\$16.15	9756434860	November
E 601-49000-391	TELEPHONE/PAGERS		\$16.15	9756434860	November
E 101-43000-391	TELEPHONE/PAGERS		\$32.30	9756434860	November
<b>Total</b>	<b>VERIZON WIRELESS</b>		\$64.60		

Paid Chk# 023130	12/22/2015	<b>XCEL ENERGY, PARK &amp; GARAGE</b>			
E 101-45200-383	GAS UTILITIES		\$13.01	481811768	November
E 101-45200-381	ELECTRIC UTILITIES		\$34.09	481811768	November
E 101-43000-383	GAS UTILITIES		\$60.80	481811768	November
E 101-43000-381	ELECTRIC UTILITIES		\$39.16	481811768	November
E 101-43000-383	GAS UTILITIES		(\$21.49)	481811768	Outstanding Credit
<b>Total</b>	<b>XCEL ENERGY, PARK &amp; GARAGE</b>		\$125.57		

Paid Chk# 023131	12/22/2015	<b>XCEL ENERGY, STREET LIGHTING</b>			
E 101-43000-380	STREET LIGHTING		\$473.96	481443598	November Street Lighting
<b>Total</b>	<b>XCEL ENERGY, STREET LIGHTING</b>		\$473.96		

<b>10100 NORTH STAR CHECKING</b>	<b>\$10,783.25</b>
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DECEMBER 2015

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**Fund Summary**

**10100 NORTH STAR CHECKING**

101 GENERAL	\$10,200.95		
202 COMMUNICATIONS	\$550.00		
601 SEWER UTILITIES	\$16.15		
602 STORM SEWER ENTERPRISE FUND	\$16.15		
	<hr/>		
	\$10,783.25		

Payments

Current Period: DECEMBER 2015

Batch Name 123115 PR  
 Payment Computer Dollar Amt \$7,551.57 Posted

Refer	5144 ICMA RETIREMENT TRUST - 457	Ck# 001061E 12/31/2015		
Cash Payment	G 101-21705 ICMA RETIREMENT	December 31 2015 Payroll		\$500.00
Invoice	102088650	12/31/2015		
Transaction Date	12/31/2015	Due 0	NORTH STAR CHE 10100	<b>Total</b> \$500.00
Refer	5145 MN DEPARTMENT OF REVENUE	Ck# 001062E 12/31/2015		
Cash Payment	G 101-21702 STATE WITHHOLDING	December Payroll		\$1,755.16
Invoice	December	12/31/2015		
Transaction Date	12/31/2015	Due 0	NORTH STAR CHE 10100	<b>Total</b> \$1,755.16
Refer	5146 NORTH STAR BANK, CHECKING S	Ck# 001063E 12/31/2015		
Cash Payment	G 101-21701 FEDERAL TAXES	December 31 2015 Payroll		\$1,416.24
Invoice		12/31/2015		
Cash Payment	G 101-21703 FICA WITHHOLDING.	December 31 2015 Payroll		\$2,026.18
Invoice		12/31/2015		
Transaction Date	12/31/2015	Due 0	NORTH STAR CHE 10100	<b>Total</b> \$3,442.42
Refer	5147 PERA	Ck# 001064E 12/31/2015		
Cash Payment	G 101-21704 PERA	December 31 2015 Payroll		\$1,853.99
Invoice		12/31/2015		
Transaction Date	12/31/2015	Due 0	NORTH STAR CHE 10100	<b>Total</b> \$1,853.99

Fund Summary

	10100 NORTH STAR CHECKING	
101 GENERAL		\$7,551.57
		<u>\$7,551.57</u>

Pre-Written Check	\$7,551.57
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<b>\$7,551.57</b>

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JANUARY 2016

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**10100 NORTH STAR CHECKING**

Paid Chk#	Date	Vendor	Check Amt	Invoice	Comment
<b>8TH DAY LANDSCAPING</b>					
E 101-43000-313	1/12/2016	SNOW & ICE REMOVAL	\$645.00	3988	December Snow Removal
<b>Total 8TH DAY LANDSCAPING</b>			<b>\$645.00</b>		
<b>ABDO EICK &amp; MEYERS LLP</b>					
E 101-41500-301	1/12/2016	AUDITING	\$2,500.00	357141	Audit Progress Bill
<b>Total ABDO EICK &amp; MEYERS LLP</b>			<b>\$2,500.00</b>		
<b>AFSCME</b>					
G 101-21709	1/12/2016	UNION DUES	\$140.25	December	December Union Dues
<b>Total AFSCME</b>			<b>\$140.25</b>		
<b>AMERIPRIDE</b>					
E 101-43000-228	1/12/2016	REPAIR SUPPLIES	\$116.43	1003331827	2 Cases Paper Towels
<b>Total AMERIPRIDE</b>			<b>\$116.43</b>		
<b>CITY OF ROSEVILLE</b>					
E 101-45200-370	1/12/2016	PARK & RECREATION EXPENS	\$752.00	151231	2015 Aug - Dec Recreation Program Reimbursement
<b>Total CITY OF ROSEVILLE</b>			<b>\$752.00</b>		
<b>EUREKA RECYCLING</b>					
E 203-50000-327	1/12/2016	OTHER SERVICES	\$652.00	15588	Recycling Promotional Materials
E 203-50000-389	1/12/2016	RECYCLING CONTRACTOR	\$2,590.20	15588	December Recycling
<b>Total EUREKA RECYCLING</b>			<b>\$3,242.20</b>		
<b>G &amp; K SERVICES</b>					
E 601-49000-425	1/12/2016	CLOTHING	\$90.29	2277524-12	December Uniforms
E 602-49100-425	1/12/2016	CLOTHING	\$90.28	2277524-12	December Uniforms
<b>Total G &amp; K SERVICES</b>			<b>\$180.57</b>		
<b>GOPHER STATE ONE CALL</b>					
E 101-43400-386	1/12/2016	GOPHER STATE ONE CALL	\$23.20	154399	December Locates
<b>Total GOPHER STATE ONE CALL</b>			<b>\$23.20</b>		
<b>HUGHES AND JOSEPH</b>					
E 101-41500-300	1/12/2016	LEGAL FEES - PROSECUTING	\$850.00	0048	December
<b>Total HUGHES AND JOSEPH</b>			<b>\$850.00</b>		
<b>LILLIE SUBURBAN NEWS</b>					
E 101-41100-352	1/12/2016	PUBLIC INFORMATION NOTICE	\$72.00		Ordinance No 15-09
<b>Total LILLIE SUBURBAN NEWS</b>			<b>\$72.00</b>		
<b>LMCIT</b>					
E 101-41200-151	1/12/2016	WORKERS COMPENSATION I	\$67.43	31247	Workers Compensation Final Audit
E 101-41100-151	1/12/2016	WORKERS COMPENSATION I	\$3.25	31247	Workers Compensation Final Audit
E 202-49500-151	1/12/2016	WORKERS COMPENSATION I	\$5.99	31247	Workers Compensation Final Audit
E 203-50000-151	1/12/2016	WORKERS COMPENSATION I	\$8.85	31247	Workers Compensation Final Audit
E 101-45200-151	1/12/2016	WORKERS COMPENSATION I	\$102.83	31247	Workers Compensation Final Audit

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JANUARY 2016

			Check Amt	Invoice	Comment
E 101-41500-151	WORKERS COMPENSATION I		\$6.55	31247	Workers Compensation Final Audit
E 101-43000-151	WORKERS COMPENSATION I		\$116.86	31247	Workers Compensation Final Audit
E 601-49000-151	WORKERS COMPENSATION I		\$223.70	31247	Workers Compensation Final Audit
E 602-49100-151	WORKERS COMPENSATION I		\$182.71	31247	Workers Compensation Final Audit
E 101-43400-151	WORKERS COMPENSATION I		\$108.83	31247	Workers Compensation Final Audit
	<b>Total LMCIT</b>		<b>\$827.00</b>		
<hr/>					
Paid Chk# 023143	1/12/2016	<b>METRO SALES, INC.</b>			
E 101-41200-401	COPIER CONTRACT		\$226.13	418437	9/17-12/16/2015 Copier Charge
	<b>Total METRO SALES, INC.</b>		<b>\$226.13</b>		
<hr/>					
Paid Chk# 023144	1/12/2016	<b>MN DEPT OF LABOR AND INDUSTRY</b>			
E 101-43400-443	SURCHARGE REPORT		\$523.56	23788123025	4Q2015 Surcharge Report
	<b>Total MN DEPT OF LABOR AND INDUSTRY</b>		<b>\$523.56</b>		
<hr/>					
Paid Chk# 023145	1/12/2016	<b>NORTH STAR BANK, PETTY CASH</b>			
E 101-41200-201	GENERAL SUPPLIES		\$68.28		Cardstock, Envelopes, Rulers
E 101-41200-201	GENERAL SUPPLIES		(\$6.41)		Return Rulers
E 101-41200-327	OTHER SERVICES		\$60.60		Binding Budget Books, Large Format Copies
	<b>Total NORTH STAR BANK, PETTY CASH</b>		<b>\$122.47</b>		
<hr/>					
Paid Chk# 023146	1/12/2016	<b>RAMSEY COUNTY, PROP REC &amp; REV</b>			
E 101-42100-442	MISCELLANEOUS		\$6.24	EMCOM-0048	December Fleet Support
E 101-42100-318	911 DISPATCH		\$1,116.41	EMCOM-0048	December 911 Dispatch
E 101-42100-318	911 DISPATCH		\$228.72	EMCOM-0048	December 911 Dispatch - CAD
	<b>Total RAMSEY COUNTY, PROP REC &amp; REV</b>		<b>\$1,351.37</b>		
<hr/>					
Paid Chk# 023147	1/12/2016	<b>RAPIT PRINTING</b>			
E 101-41200-201	GENERAL SUPPLIES		\$137.10	153688	Receipt Pads
	<b>Total RAPIT PRINTING</b>		<b>\$137.10</b>		
<hr/>					
Paid Chk# 023148	1/12/2016	<b>SAM S CLUB</b>			
E 101-41200-442	MISCELLANEOUS		\$40.99		Service Charge
	<b>Total SAM S CLUB</b>		<b>\$40.99</b>		
	<b>10100 NORTH STAR CHECKING</b>		<b>\$11,750.27</b>		

**Fund Summary**

<b>10100 NORTH STAR CHECKING</b>	
101 GENERAL	\$7,906.25
202 COMMUNICATIONS	\$5.99
203 RECYCLING	\$3,251.05
601 SEWER UTILITIES	\$313.99
602 STORM SEWER ENTERPRISE FUND	\$272.99
	<b>\$11,750.27</b>

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JANUARY 2016

Check Amt Invoice Comment

**10100 NORTH STAR CHECKING**

Paid Chk#	Date	Payee	Check Amt	Invoice	Comment
Paid Chk# 023149	1/12/2016	CITY OF ST ANTHONY			
E 101-42100-319		POLICE CONTRACT	\$54,418.83	3337	January Police Contract
		<b>Total CITY OF ST ANTHONY</b>	<b>\$54,418.83</b>		
Paid Chk# 023150	1/12/2016	EHLERS			
E 101-41200-308		TRAINING & EDUCATION	\$280.00	1791676-8818	Public Finance Seminar - TB
		<b>Total EHLERS</b>	<b>\$280.00</b>		
Paid Chk# 023151	1/12/2016	MET COUNCIL ENVIRONMENTAL SERV			
E 601-49000-387		WATER TREATMENT SERVICE	\$11,602.32	1051050	February Wastewater Treatment
		<b>Total MET COUNCIL ENVIRONMENTAL SERV</b>	<b>\$11,602.32</b>		
Paid Chk# 023152	1/12/2016	MINNESOTA GFOA			
E 101-41200-438		DUES & SUBSCRIPTIONS	\$60.00		Membership Renewal - TB
		<b>Total MINNESOTA GFOA</b>	<b>\$60.00</b>		
Paid Chk# 023153	1/12/2016	NORTH STAR BANK, PETTY CASH			
E 101-41200-438		DUES & SUBSCRIPTIONS	\$20.00		Register Notary - TB
E 101-43000-442		MISCELLANEOUS	\$16.00		2012 Ford License Tabs
E 101-43000-442		MISCELLANEOUS	\$16.00		2006 Ford License Tabs
		<b>Total NORTH STAR BANK, PETTY CASH</b>	<b>\$52.00</b>		
Paid Chk# 023154	1/12/2016	POSTMASTER - NEWSLETTER			
E 101-41200-203		POSTAGE	\$225.00		First Class Sort Permit 1073
E 101-41200-203		POSTAGE	\$1,500.00		Permit 1073 Postage Deposit
		<b>Total POSTMASTER - NEWSLETTER</b>	<b>\$1,725.00</b>		
Paid Chk# 023155	1/12/2016	POSTMASTER - STAMPS			
E 101-41200-203		POSTAGE	\$49.00		1 Roll of Stamps
E 101-43400-203		POSTAGE	\$49.00		1 Roll of Stamps
		<b>Total POSTMASTER - STAMPS</b>	<b>\$98.00</b>		
Paid Chk# 023156	1/12/2016	WASTE MANAGEMENT			
E 101-43000-384		REFUSE DISPOSAL	\$234.87	7299655-0500-	January - Public Works
		<b>Total WASTE MANAGEMENT</b>	<b>\$234.87</b>		
Paid Chk# 023157	1/12/2016	XCEL ENERGY, 2430 LARPENTEUR			
E 101-43000-381		ELECTRIC UTILITIES	\$124.12	484704318	2430 Larpenteur Avenue
		<b>Total XCEL ENERGY, 2430 LARPENTEUR</b>	<b>\$124.12</b>		
Paid Chk# 023158	1/12/2016	XCEL ENERGY, CITY HALL			
E 101-43000-381		ELECTRIC UTILITIES	\$174.44	484630997	City Hall
E 101-43000-383		GAS UTILITIES	\$224.67	484630997	City Hall
E 101-43000-381		ELECTRIC UTILITIES	(\$38.49)	484630997	City Hall
		<b>Total XCEL ENERGY, CITY HALL</b>	<b>\$360.62</b>		
Paid Chk# 023159	1/12/2016	XCEL ENERGY, STREET LIGHTING			
E 101-43000-380		STREET LIGHTING	\$50.20	484681943	Lauderdale Bridge Lights

**\*Check Detail Register©**

JANUARY 2016

	Check Amt	Invoice	Comment
E 101-43000-380 STREET LIGHTING	\$61.24	484722803	Larpenteur Avenue
<b>Total XCEL ENERGY, STREET LIGHTING</b>	<b>\$111.44</b>		
<b>10100 NORTH STAR CHECKING</b>	<b>\$69,067.20</b>		

**Fund Summary**

<b><u>10100 NORTH STAR CHECKING</u></b>	
101 GENERAL	\$57,464.88
601 SEWER UTILITIES	\$11,602.32
	<b>\$69,067.20</b>

## LAUDERDALE COUNCIL ACTION FORM

### Action Requested

Consent                      X    
Public Hearing                   
Discussion                       
Action                            
Resolution                       
Work Session                 

Meeting Date    January 12, 2016

ITEM NUMBER            Designate Official Newspaper

STAFF INITIAL              HS  

APPROVED BY ADMINISTRATOR

### DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The City Council must designate an official newspaper at the first council meeting in January. For many years, the City Council has designated the *Roseville Review* and published all legal notices there. The *Review* sent a letter to the City indicating their desire to continue the relationship and the rates for 2016.

### OPTIONS:

1. Designate the *Roseville Review* as the City's official newspaper.
2. Do not designate the *Roseville Review* as the City's official newspaper and provide staff with alternative suggestions.

### STAFF RECOMMENDATION:

By approving the consent agenda, the City Council designates the *Roseville Review* as the City's official newspaper for 2016.

### COUNCIL ACTION:

# Lillie Suburban Newspapers, Inc.

2515 E. Seventh Avenue  
North St. Paul, MN 55109  
(651) 777-8800

December 14, 2015

Heather Butkowski  
City Administrator  
City of Lauderdale  
1891 Walnut Street  
Lauderdale, MN 55113

Dear Ms. Butkowski:

Thank you for the opportunity to bid on public notice publication services for the City of Lauderdale. Lillie Suburban Newspapers has been serving the needs of the Lauderdale area for 41 years, and is pleased to provide ongoing coverage of city government and school issues and community events.

Lillie Suburban Newspapers is the oldest weekly newspaper company in the St. Paul area. It was founded in 1938 by the late T. R. Lillie. His grandsons, Jeffery Enright and Ted H. Lillie, are continuing the family tradition of publishing award-winning community newspapers in the St. Paul suburbs.

It is our sincere desire to provide the best possible local news coverage in the Lauderdale area. Our experienced news staff provides readers with a well-balanced, lively and informative product each week. We realize that Lauderdale area residents look to the *Roseville Review* as one of their primary sources of information about city activities and meetings, and we will continue to publish the city's press releases and photos.

The *Roseville Review* has the official legal designation of Little Canada, Maplewood and the Roseville Area School District.

3 P.M. Thursday is the deadline each week for submitting public notices to our office. Public notices should be directed to Kitty Sundberg, Lillie Suburban Newspapers, 2515 E. Seventh Ave., North St. Paul, MN 55109. Our fax number is 651/777-8288. Notices may also be sent via e-mail to:

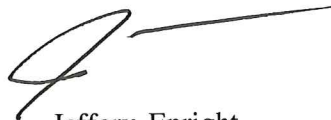
[legals@lillienews.com](mailto:legals@lillienews.com)

Legal publication rates for minutes, advertisements for bids and other notices are as follows:

\$13.20 per column inch for a one-time publication  
\$11.88 per column inch for each additional publication

Thank you for considering the *Roseville Review* as the official legal newspaper for the City of Lauderdale for 2015. If you have any further questions, don't hesitate to call us.

Sincerely,



Jeffery Enright  
Publisher



Ramsey County Review • Maplewood Review • Oakdale-Lake Elmo Review • Review Perspectives  
New Brighton Bulletin • Shoreview Bulletin • St. Anthony Bulletin • South-West Review  
Roseville-Little Canada Review • Woodbury-South Maplewood Review • East Side Review



**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

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

Meeting Date   January 12, 2016  

ITEM NUMBER   Designating Official Depository and Investment Institutions/Brokers for 2016  

STAFF INITIAL   TJB   

APPROVED BY ADMINISTRATOR

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

Annually, the City designates the official depository and investment institutions/brokers.

North Star Bank is recommended to continue as the official depository.

Investment institutions/brokers includes Morgan Stanley, Northland Securities, RBC Capital Markets, LLC and the 4M Fund/PFA Financial Network, Inc.

**OPTIONS:**

1. To approve Resolution 011216A.
2. To remove the item from the consent agenda for further consideration.

**STAFF RECOMMENDATION:**

Approve Resolution 011216A Designating Official Depository and Investment Institutions.

**COUNCIL ACTION:**

**RESOLUTION 011216A**

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

**RESOLUTION DESIGNATING  
OFFICIAL DEPOSITORY & INVESTMENT INSTITUTIONS**

**BE IT HEREBY RESOLVED**, that North Star Bank is designated as a depository for the funds of the City of Lauderdale.

**BE IT FURTHER RESOLVED**, that before any deposits are made that exceed the amount that is guaranteed by the Federal Deposit Insurance Corporation (FDIC), the depository must supply to the city a corporate surety bond in the amount of at least ten percent more than the amount on the deposit plus accrued interest at the close of the business day. The bond is subject to the approval of the city council.

**BE IT FURTHER RESOLVED**, that in lieu of the above bond, the depository may furnish collateral in the manner and to the extent permitted by law. All such collateral must be approved by the council and accompanied by a written assignment providing that, upon default, the financial institution shall release to the city on demand, free exchange or any other charges, the collateral pledged.

**BE IT FURTHER RESOLVED**, all collateral must be placed in safekeeping in a restricted account at either a Federal Reserve Bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution that is furnishing the collateral. In case of default upon the part of the depository, the council of the city shall have full power and authority to sell such collateral or as much as may be necessary to realize the full amount due the city over such federal guarantee.

**BE IT FURTHER RESOLVED**, Morgan Stanley, Northland Securities, RBC Capital Markets, LLC, and the 4M Fund/PFA Financial Network, Inc. are the city's investment institutions and brokers for 2016.

Adopted this 12<sup>th</sup> day of January 2016.

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Jeff Dains, Mayor

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Heather Butkowski, City Administrator


**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

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

Meeting Date January 12, 2016

ITEM NUMBER   2016 Tobacco Licenses  

STAFF INITIAL   TJB   

APPROVED BY ADMINISTRATOR

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

The City has received applications for renewal of tobacco licenses. The licenses would be valid January 1, 2016 — December 31, 2016.

Larpenteur SuperUSA - 2424 Larpenteur Avenue W  
Croix Oil (BP Station) - 2421 Larpenteur Avenue W

**OPTIONS:**

1. To approve Resolution 011216B.
2. To remove the item from the consent agenda for further consideration.

**STAFF RECOMMENDATION:**

Approve Resolution 011216B Approving 2016 Tobacco Licenses.

**COUNCIL ACTION:**

**RESOLUTION 011216B**

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

**APPROVING 2016 TOBACCO LICENSES**

WHEREAS, the following applicants:

Larpenteur SuperUSA	2424 Larpenteur Avenue W
Croix Oil	2421 Larpenteur Avenue W

have presented to the City of Lauderdale complete applications for renewal of current tobacco licenses; and

WHEREAS, the establishments listed above have provided the proper fee and the Certification of Workers Compensation form and insurance certificate.

NOW, THEREFORE BE IT RESOLVED, that the Lauderdale City Council authorizes that the establishments listed above, be granted tobacco licenses with the City of Lauderdale for the term of January 1, 2016 through December 31, 2016.

Adopted by the City of Lauderdale this 12th day of January, 2016.

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

ATTEST:

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

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent                      X    
Public Hearing                   
Discussion                       
Action                             
Resolution                 X    
Work Session                 

Meeting Date    January 12, 2016

ITEM NUMBER          3.2 Off Sale Malt Liquor  
License for 2016

STAFF INITIAL          TJB   

APPROVED BY ADMINISTRATOR

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

The City has received an application for renewal 3.2 off sale malt liquor license. The license would be valid January 1, 2016 — December 31, 2016.

Larpenteur SuperUSA - 2424 Larpenteur Avenue W

**OPTIONS:**

1. To approve Resolution 011216C.
2. To remove the item from the consent agenda for further consideration.

**STAFF RECOMMENDATION:**

Approve Resolution 011216C Approving 3.2 Off Sale Malt Liquor License for 2016.

**COUNCIL ACTION:**

**RESOLUTION 011216C**

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

**APPROVING 3.2 OFF SALE MALT LIQUOR LICENSE FOR 2016**

WHEREAS, the following applicant:

Larpenteur SuperUSA      2424 Larpenteur Avenue W

has presented to the City of Lauderdale their complete application for renewal of current 3.2 off sale malt liquor license; and

WHEREAS, the establishment listed above has provided the proper fee and the Certification of Workers Compensation form and insurance certificate.

NOW, THEREFORE BE IT RESOLVED, that the Lauderdale City Council authorizes that the establishment listed above, be granted 3.2 off sale malt liquor license with the City of Lauderdale for the term of January 1, 2016 through December 31, 2016.

Adopted by the City of Lauderdale this 12th day of January, 2016.

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

ATTEST:

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

## LAUDERDALE COUNCIL ACTION FORM

### Action Requested

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

Meeting Date January 12, 2016

ITEM NUMBER   Twin City Chinese Christian  
Church Donation  

STAFF INITIAL

  TJB   

APPROVED BY ADMINISTRATOR

### DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The City received a donation of \$1,500.00 in December from the Twin Cities Chinese Christian Church. The Church has made similar donations in years past, which the Council has accepted.

Minnesota Statutes 465.03 states that every donation acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.

The resolution accepts the donation for Fund 414 Development to use for community projects.

### OPTIONS:

1. Adopt resolution accepting the donation.
2. Declining the donation and returning to donor.

### STAFF RECOMMENDATION:

Adopt Resolution 011216D Accepting the Donation from the Twin City Chinese Christian Church.

### COUNCIL ACTION:

**RESOLUTION 011216D**

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

**RESOLUTION ACCEPTING DONATION**

WHEREAS, the City of Lauderdale is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of citizens, and is specifically authorized to accept gifts and bequests; and

WHEREAS, the following persons and entities have offered to contribute cash amounts set forth below to the city:

Twin City Chinese Christian Church	\$1,500.00
------------------------------------	------------

WHEREAS, all such donations have been contributed to assist the city in the establishment and operation of facilities and programs either alone or in cooperation with others, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donation offered.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF LAUDERDALE, MINNESOTA, AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and operate development programs either alone or in cooperation with others, as allowed by law.
2. The city administrator is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Adopted by the City of Lauderdale this 12th day of January, 2016.

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

ATTEST:

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



December 15, 2015

City of Lauderdale, MN  
1891 Walnut Street  
Lauderdale, MN 55113

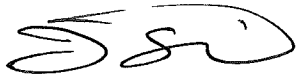
Re: City Gift

Dear City of Lauderdale,

We, the member of Twin City Chinese Christian Church, want to thank you for all your hard work and what you do to keep this City running and beautiful. Please accept this gift in the amount of \$1500 from our church.

We wish you all a Merry Christmas and a Happy New Year!

Sincerely,

A handwritten signature in black ink, appearing to be 'John Shen', written in a cursive style.

John Shen  
Building and Grounds Deacon

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent                      X    
Public Hearing                   
Discussion                       
Action                             
Resolution                 X    
Work Session                  

Meeting Date    January 12, 2016

ITEM NUMBER   Recreational Program Donations

STAFF INITIAL     TJB 

APPROVED BY ADMINISTRATOR

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

The City received a number of donations for the Day in the Park event and 5K Fun Run.

Minnesota Statutes 465.03 states that every donation acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.

The resolution accepts the donations for Fund 201 Community Events to use for the events listed in the resolution.

**OPTIONS:**

Adopt resolution accepting the donations.

**STAFF RECOMMENDATION:**

Adopt Resolution 011216E Accepting the Donations for recreational programs.

**COUNCIL ACTION:**

**RESOLUTION 011216E**

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

**RESOLUTION ACCEPTING DONATIONS**

WHEREAS, the City of Lauderdale is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of citizens, and is specifically authorized to accept gifts and bequests for the benefit of recreational services pursuant to Minnesota Statutes Section 471.17; and

WHEREAS, the following persons and entities have offered to contribute cash amounts set forth below to the city:

<u>Name of Donor</u>	<u>Day in the Park</u>
Falcon Heights- Lauderdale Lions	\$100.00
Beaupre Aerial Equipment	\$500.00
Twin City Die Casting	\$250.00
Malzer Chiropractic	\$500.00
Xcel Energy	\$250.00
Korean Service	\$200.00
Croix Oil	\$100.00
Nelson Financial	\$100.00

<u>Name of Donor</u>	<u>5K Fun Run</u>
Finn Sisu	\$150.00
Falcon Heights-Lauderdale Lions	\$100.00
Spire Credit Union	\$100.00
Goodmanson Construction	\$100.00

WHEREAS, all such donations have been contributed to assist the city in the establishment and operation of facilities and programs either alone or in cooperation with others, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF LAUDERDALE, MINNESOTA, AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and operate recreational programs either alone or in cooperation with others, as allowed by law.

2. The city administrator is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Adopted by the City of Lauderdale this 12th day of January, 2016.

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Jeffrey Dains, Mayor

ATTEST:

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Heather Butkowski, City Administrator

## LAUDERDALE COUNCIL ACTION FORM

### Action Requested

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

Meeting Date   January 12, 2016  

ITEM NUMBER   Investment Policy  

STAFF INITIAL   TJB   

APPROVED BY ADMINISTRATOR

### DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The current investment policy was approved on January 13, 2015. The policy has been re-written with revisions to comply with the Minnesota State Auditor recommended practices and with the Government Accounting Standards Board. The new format is similar to many other Minnesota entities.

An investment policy should be reviewed by staff annually but not taken to City Council except when revisions are recommended.

### OPTIONS:

Adopt Resolution 011216F Approving Investment Policy.

### STAFF RECOMMENDATION:

By approving the Consent Agenda, the Council adopts the Investment Policy as presented.

### COUNCIL ACTION:

**RESOLUTION 011216F**

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

**APPROVING INVESTMENT POLICY**

WHEREAS, the City of Lauderdale previously adopted an investment policy dated January 13, 2015; and

WHEREAS, City staff has completed a review of the policy and made revisions to the policy which comply with the Minnesota Office of the State Auditor recommended practices and with the Government Accounting Standards Board.

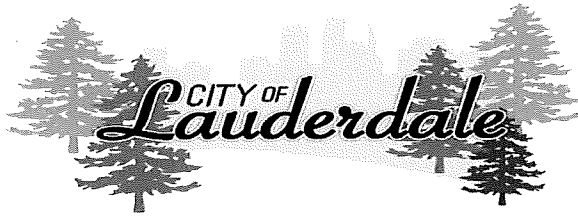
NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF LAUDERDALE, MINNESOTA that the attached investment policy dated January 12, 2016 is hereby adopted as written.

Adopted by the City of Lauderdale this 12th day of January, 2016.

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

ATTEST:

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



**Policy: Investment**

Effective: January 13, 2015

Revised: January 12, 2016

## **I. Introduction**

The intent of the Investment Policy of the City of Lauderdale is to define parameters within which funds are to be managed. In methods, procedures and practices, the policy formalizes the framework for the City's investment activities that must be exercised to ensure effective and judicious fiscal and investment management of the City's funds. The guidelines are intended to be broad enough to allow the city administrator to function properly within the parameters of responsibility and authority; yet specific enough to adequately safeguard the investment assets conforming to all applicable federal, state and/or local statutes govern the investment of public funds.

## **II. Standards of Care**

- A. Prudence – The standard of prudence to be used shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Individuals acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The “prudent person” standard states that, “Investments shall be made with judgment care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

- B. Ethics and Conflicts of Interest – Employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees shall disclose any material interests in financial institutions with which they may conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City.

- C. Delegation of Authority – Authority to manage the investment portfolio is the city administrator’s responsibility but may designate an employee of the City as investment designee, who shall act in accordance with established procedures and internal controls for the operation of the investment portfolio consistent with this investment policy.

### **III. Scope**

This investment policy applies to activities of the City of Lauderdale with regard to investing the financial assets of all funds. These funds are accounted for in the City’s Comprehensive Annual Financial Report and include:

101	General Fund
200’s	Special Revenue Funds
300’s	Debt Service Funds
400’s	Capital Improvement Funds
600’s	Enterprise Funds

In addition, funds held by trustees or fiscal agents are excluded from these rules; however, all funds are subject to regulations established by the State of Minnesota.

### **IV. Investment Objectives**

- A. Safety – The primary objective is the preservation of capital and the safeguarding of public funds by mitigating credit and interest rate risk.
  - a. Credit Risk – The City will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer.
  - b. Interest Rate Risk – The City will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in the market interest rates.
- B. Term – Investments will be scheduled to cover all expenditures. Investments will not be longer than one year for cash flow and all excess funds may be invested for longer than on year, with a maximum term of ten years.
- C. Liquidity – The portfolio shall remain liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, a portion of the portfolio may be placed in money market mutual funds or government investment pools which offer same-day liquidity for short-term funds.
- D. Yield – the investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the



investment risk constraints and liquidity needs. The benchmark to be used will be the 4M Plus Fund annual rate of return. Return on investment is of secondary importance compared to the safety and liquidity objectives. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity.

## **V. Pooling of Funds**

The City will consolidate (pool) cash and reserve balances from all funds, except for those legally restricted by statutes, to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration.

## **VI. Authorized Investments**

The City of Lauderdale will invest only in securities authorized by Minnesota Statute §118A.04 and §118A.05.

1. Government bonds, notes, bills, mortgages and other securities, which are direct obligations or are guaranteed or insured issues of the United States, its agencies, its instrumentalities, or organizations created by an act of Congress, excluding mortgage-backed securities defined as “high risk” (as defined below) or in certificates of deposit secured by letters of credit issued by Federal Home Loan Banks.

High risk mortgage-backed securities are as follows:

- A) Interest-only or principal-only mortgage-backed securities,
- B) Any mortgage derivative security that:
  - a) has an expected average life greater than ten years,
  - b) has an expected average life that:
    - i) will extend by more than four years as the result of an immediate or sustained parallel shift in the yield curve of plus 300 basis points; or
    - ii) will be shortened by more than six years as the result of an immediate and sustained parallel shift in yield curve of minus 300 basis points; or
  - c) will have an estimated change in price of more than 17 percent as the result of an immediate and sustained parallel shift in the yield curve of plus or minus 300 basis points.

2. Obligations of the United States or its agencies under a repurchase agreement if the margin agreement under the repurchase agreement is 101 percent and with any of the following institutions:

- A) A bank qualified as depository of public funds.
- B) Any national or state bank in the United States which is a member of the Federal Reserve System and whose combined capital and surplus equals or exceeds \$10,000,000.
- C) A primary reporting dealer in the United States government securities to the Federal Reserve Bank of New York.

D) A broker/dealer having its principal executive office in Minnesota, or an affiliate of it, regulated by the Securities and Exchange Commission and maintaining a combined capital and surplus of \$40,000,000 or more, exclusive of subordinated debt.

3. State and local government obligation as follows:

A) An obligation of the State of Minnesota or any of its municipalities:

- a) that having taxing power, and
- b) are rated "A" or better by a national bond rating service.

B) Obligation of other state and local governments:

- a) that have taxing power, and
- b) are rated "A" or better by a national bond rating service.

C) General obligations of the Minnesota Housing Finance Agency that are rated "A" or better by a national bond rating service.

D) General obligations of housing finance agencies of other states, provided:

- a) they include a moral obligation of the state, and
- b) they are rated "A" or better by a national bond rating service.

E) General revenue obligation of any agency or authority of the State of Minnesota other than those found in C or D above (Housing Finance Agency) that are rated "AA" or better by a national bond rating service.

4. Certificates of deposit at state and federally chartered banks and savings and loan associations. All investments made under this subsection shall be limited to the amount of Federal Deposit Insurance Corporation or the manner set forth in Minnesota Statute §118A.05. The certificate of deposit should be in the form of a discounted security maturing in the amount not to exceed the insurance coverage or in the amount so that at any time the face amount together with any accrued interest does not exceed the insurance coverage.

5. Banker's Acceptances of United States corporations or their Canadian subsidiaries that are rated "A1" by Moody's Investors Service and/or P1 by Standard and Poor's Corporation and matures in 270 days or less. Banker's Acceptances can only be purchased if the yield is greater than the United States Treasury obligations or Federal Agency issues.

6. Commercial Paper issued by United States corporations or their Canadian subsidiaries that are rated "A1" by Moody's Investors Services and/or "P1" by Standard and Poor's Corporation and matures in 270 days or less.

7. Money Market Funds consisting of United States Treasury Obligations and/or Federal Agency Issues and or re-purchase agreements as long as it is rated AAA by two rating agencies (FDIC, SIPC, FSLC, or NRSRO).

8. The City will not purchase securities that are considered highly sensitive. A highly sensitive investment is a debt instrument with contract terms that make the investment's fair value highly sensitive to interest rate changes. Examples include range notes and index amortizing notes, variable-rate investments with coupon multipliers, and coupons that vary inversely with benchmark index.

9. The City will not purchase securities that could expose the City to foreign currency risk.
10. The City will not purchase derivatives.

## **VII. Safekeeping and Custody**

Investments may be held in safekeeping with:

1. Any Federal Reserve bank.
2. Any bank authorized under the laws of the United States or any State to exercise corporate trust powers, including but not limited to the bank from which the investment is purchased.
3. A primary reporting dealer in United States government securities whom reports to the Federal Reserve Bank of New York, or
4. A securities broker-dealer having its principal executive office in Minnesota, licensed pursuant to Minnesota Statutes Chapter 80A, or an affiliate of it, regulated by the Securities and Exchange Commission and maintaining a combined capital and surplus of \$40,000,000 or more, exclusive of subordinated debt.

The City's ownership of all securities in which the fund is invested shall be evidenced by a written acknowledgment identifying the securities by:

- A. The name of issue,
- B. The maturity dates,
- C. The interest rates,
- D. Any serial number or cusips.

The City shall not invest in securities that are both uninsured and not registered in the name of the City and are held by either:

- A. The counterparty, or
- B. The counterparty's trust department or agent, but not in the name of the City.

The city administrator shall establish a system of internal controls, which shall be reviewed with the independent auditor of the City. The controls shall be designed to prevent the loss of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the City.

## **VIII. Investment Parameters**

No more than 60% of the investment portfolio, or \$2,000,000 (whichever is less) shall be invested with any one broker-dealer company. Additionally, no more than five percent of the overall portfolio may be invested in the securities of a single issuer, except for the securities of

the United States Government, or a maximum of 25 percent with any individual counter party in an external investment pool.

The city administrator or investment designee shall obtain competitive bids from at least two brokers or financial institutions on all purchases of investment instruments purchased on the secondary market.

### **IX. Investment Depositories and Authorized Brokers**

Annually, the City Council will designate by resolution depositories, brokers and financial institutions authorized to provide banking and investment services to the City. Prior to completing an initial transaction each year with a broker, the City shall provide to the broker a copy of the City's Investment Policy and a copy of the Notification to Broker and Certification by Broker as required by Minnesota Statutes Chapter 80A. The broker must sign and return the Notification to Broker and Certification by Broker and agree to handle the City's account in accordance with the City's Investment Policy and provide a copy of their broker's insurance coverage for their firm.

### **X. Investment Earnings**

Interest earnings will be credited to the source of the invested funds at the end of each month based on the average cash balances during the month. Market value adjustments and interest accruals will be allocated at the end of the fiscal year based on the average cash balances during the fiscal year.

### **XI. Reporting and Review**

The city administrator or investment designee shall prepare an investment report, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made quarterly. This management summary will be prepared in a manner which will allow the City to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report shall be provided to the mayor and city council at the end of each fiscal quarter. The report will include a list of investments with date of purchase, date of maturity, type of investment, firm invested with, and an interest rate with an analysis of interest rates and comparison to the benchmark as set forth in this policy.

### **XII. Exemption**

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirement of this policy. Upon maturity, if funds are re-invested the new securities must conform to this policy.

### **XIII. Review and Approval**

This investment policy shall be formally approved and adopted by resolution of the City Council and any future changes to the policy must be approved by the City Council.

Adopted by the City of Lauderdale on January 12, 2016.

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Jeffrey Dains, Mayor

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Heather Butkowski, City Administrator

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

Consent              X    
Public Hearing                
Discussion                    
Action                         
Resolution                    
Work Session               

Meeting Date            January 12, 2016

ITEM NUMBER            November Financial Report

STAFF INITIAL            AB

APPROVED BY ADMINISTRATOR

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

Every month I provide the Council with an updated copy of the city's finances. Following are the revenue, expense, and cash balance reports for November 2015.

**OPTIONS:**

**STAFF RECOMMENDATION:**

By approving the consent agenda, the Council acknowledges the city's financial report for November 2015.

**COUNCIL ACTION:**

LAUDERDALE, MN

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Cash Balances

Current Period: NOVEMBER 2015

FUND Descr	Account	MTD Debit	MTD Credit	Current Balance
<b>CASH</b>				
GENERAL	G 101-10100	\$187,448.08	\$91,937.69	-\$2,067,895.91
COMMUNITY EVENTS	G 201-10100	\$308.68	\$598.13	\$11,344.52
COMMUNICATIONS	G 202-10100	\$0.90	\$1,324.87	\$1,293.44
RECYCLING	G 203-10100	\$40.40	\$4,776.47	\$57,977.48
CAPITAL IMPROVEMENT STREETS	G 401-10100	\$412.17	\$0.00	\$591,495.93
CAPITAL IMPROVEMENTS	G 402-10100	\$34.07	\$0.00	\$48,891.93
CAPITAL IMPROVE STORM WATER	G 403-10100	\$126.96	\$0.00	\$182,192.02
PARK IMPROVEMENT	G 404-10100	\$192.40	\$0.00	\$276,120.41
TIF-PROJECTS	G 405-10100	\$0.00	\$21,582.17	-\$13,730.44
SEWER IMPROVEMENT	G 407-10100	\$421.78	\$0.00	\$605,289.00
DEVELOPMENT	G 414-10100	\$74.64	\$0.00	\$107,109.43
SEWER UTILITIES	G 601-10100	\$10,631.75	\$25,001.18	\$352,188.06
STORM SEWER ENTERPRISE FUND	G 602-10100	\$2,985.62	\$6,798.94	\$113,201.77
<b>Total CASH</b>		<b>\$202,677.45</b>	<b>\$152,019.45</b>	<b>\$265,477.64</b>
<b>PETTY CASH</b>				
GENERAL	G 101-10200	\$0.00	\$0.00	\$400.00
<b>Total PETTY CASH</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$400.00</b>
<b>INVESTMENTS</b>				
GENERAL	G 101-10400	\$2,032.14	\$0.00	\$2,637,053.80
<b>Total INVESTMENTS</b>		<b>\$2,032.14</b>	<b>\$0.00</b>	<b>\$2,637,053.80</b>
<b>Grand Total</b>		<b>\$204,709.59</b>	<b>\$152,019.45</b>	<b>\$2,902,931.44</b>

**LAUDERDALE, MN**  
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Current Period: NOVEMBER 2015

		2015	2015	NOVEMBER	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
<b>GENERAL</b>						
Active	R 101-31010 CURRENT AD VALORE	\$495,281.00	\$422,920.66	\$168,000.00	\$72,360.34	85.39%
Active	R 101-31020 DELINQUENT AD VALO	\$0.00	\$3,536.87	\$0.00	-\$3,536.87	0.00%
Active	R 101-31030 FORFEITED TAX SALE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-31040 FISCAL DISPARITIES	\$129,076.00	\$66,459.43	\$0.00	\$62,616.57	51.49%
Active	R 101-31055 EXCESS TAX INCREME	\$0.00	\$578.17	\$0.00	-\$578.17	0.00%
Active	R 101-31910 PENALTIES AND INTER	\$0.00	-\$46.47	\$0.00	\$46.47	0.00%
Active	R 101-32000 LICENSE AND PERMIT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-32110 3.2 ALCOHOL LICENSE	\$150.00	\$0.00	\$0.00	\$150.00	0.00%
Active	R 101-32120 CIGARETTE LICENSE	\$400.00	\$200.00	\$200.00	\$200.00	50.00%
Active	R 101-32130 GARBAGE HAULERS LI	\$1,300.00	\$1,425.00	\$0.00	-\$125.00	109.62%
Active	R 101-32140 HEATING/AC LICENSE	\$600.00	\$1,500.00	\$750.00	-\$900.00	250.00%
Active	R 101-32150 TREE COMPANIES LIC	\$400.00	\$500.00	\$150.00	-\$100.00	125.00%
In-Active	R 101-32170 DRIVEWAY CONTRACT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-32180 RENTAL HOUSING LIC	\$5,000.00	\$4,931.00	\$3,812.00	\$69.00	98.62%
Active	R 101-32210 BUILDING PERMITS	\$12,500.00	\$22,011.40	\$3,503.45	-\$9,511.40	176.09%
Active	R 101-32211 ZONING PERMIT APPLI	\$500.00	\$1,000.00	\$0.00	-\$500.00	200.00%
Active	R 101-32225 PLAN REVIEW FEE	\$2,500.00	\$6,618.16	\$2,154.10	-\$4,118.16	264.73%
Active	R 101-32230 PLUMBING PERMITS	\$1,000.00	\$4,896.00	\$1,824.00	-\$3,896.00	489.60%
Active	R 101-32240 ANIMAL LICENSES	\$150.00	\$170.00	\$10.00	-\$20.00	113.33%
Active	R 101-32270 HEATING A/C PERMIT	\$1,500.00	\$1,918.00	\$438.00	-\$418.00	127.87%
Active	R 101-32280 STREET EXCAVATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-33401 LOCAL GOVERNMENT	\$536,736.00	\$268,368.00	\$0.00	\$268,368.00	50.00%
Active	R 101-33402 HOMESTEAD CREDIT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-33405 PERA RATE INCREASE	\$1,198.00	\$599.00	\$0.00	\$599.00	50.00%
Active	R 101-33406 MARKET VAL HOM CR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-33623 MET COUNCIL - LIV CO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-33624 LIVABLE COMMUNITIE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34101 CITY HALL/PARK RENT	\$7,500.00	\$6,542.50	\$108.00	\$957.50	87.23%
Active	R 101-34103 ADMINISTRATIVE FEE	\$0.00	\$25.00	\$0.00	-\$25.00	0.00%
Active	R 101-34105 SALE OF PUBLICATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34107 ASSESSMENT SEARCH	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34109 COPIES	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
In-Active	R 101-34110 VARIANCE FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34111 LEGAL FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34112 CONDITIONAL USE PE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34113 ZONING AMENDMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34114 ADVERTISING SALES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34115 GENERAL GOVERNME	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34116 ENGINEERING FEES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34201 FALSE SECURITY ALA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34202 FALSE FIRE ALARM - FI	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	R 101-34203 FIRE INSPECTION FEE	\$500.00	\$455.00	\$455.00	\$45.00	91.00%
Active	R 101-34205 FIRE CALL REIMBURSE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-35101 COURT FINES	\$45,000.00	\$43,018.00	\$5,354.92	\$1,982.00	95.60%
Active	R 101-35104 OTHER FINES	\$0.00	\$200.00	\$0.00	-\$200.00	0.00%
Active	R 101-36100 SPECIAL ASSESSMENT	\$0.00	\$499.70	\$0.00	-\$499.70	0.00%
Active	R 101-36101 SPECIAL ASSESMEN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-36102 PENALTIES & INTERES	\$0.00	\$343.17	\$0.00	-\$343.17	0.00%
Active	R 101-36103 TREE REMOVAL	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-36200 MISCELLANEOUS REV	\$0.00	\$0.25	\$0.00	-\$0.25	0.00%
Active	R 101-36211 INVESTMENT INTERES	\$1,400.00	\$2,356.31	\$396.61	-\$956.31	168.31%



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Current Period: NOVEMBER 2015

		2015	2015	NOVEMBER	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	R 101-36230 DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-36231 DOG PARK DONATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-36240 SURCHARGES	\$500.00	\$1,365.01	\$287.00	-\$865.01	273.00%
Active	R 101-36250 REFUNDS & REIMBUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-36252 LMC INSURANCE REFU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
In-Active	R 101-36255 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-39101 SALES CAPITAL ASSET	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-39200 INTERFUND OPERATIN	\$20,461.00	\$0.00	\$0.00	\$20,461.00	0.00%
Active	R 101-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total GENERAL</b>		<b>\$1,264,252.00</b>	<b>\$862,390.16</b>	<b>\$187,443.08</b>	<b>\$401,861.84</b>	<b>68.21%</b>
<b>COMMUNITY EVENTS</b>						
Active	R 201-34785 PARK EVENTS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-34786 WINTER EVENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-34787 GARAGE SALE	\$75.00	\$75.00	\$0.00	\$0.00	100.00%
Active	R 201-34788 DAY IN THE PARK	\$1,000.00	\$2,000.00	\$0.00	-\$1,000.00	200.00%
Active	R 201-34789 MUSIC UNDER THE TR	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
Active	R 201-34790 MUGS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-34791 POP SALES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-34792 MERCHANDISE SALES	\$100.00	\$180.00	\$4.00	-\$80.00	180.00%
Active	R 201-34793 FUN RUN/WALK	\$400.00	\$452.00	\$2.00	-\$52.00	113.00%
Active	R 201-34794 NATIONAL NIGHT OUT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-34795 HALLOWEEN DONATIO	\$1,000.00	\$835.77	\$294.77	\$164.23	83.58%
Active	R 201-36211 INVESTMENT INTERES	\$25.00	\$51.97	\$7.91	-\$26.97	207.88%
Active	R 201-36230 DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-36250 REFUNDS & REIMBUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-36255 MISCELLANEOUS	\$0.00	\$58.06	\$0.00	-\$58.06	0.00%
Active	R 201-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 201-39201 TRANSFER FROM GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total COMMUNITY EVENTS</b>		<b>\$3,000.00</b>	<b>\$3,652.80</b>	<b>\$308.68</b>	<b>-\$652.80</b>	<b>121.76%</b>
<b>COMMUNICATIONS</b>						
Active	R 202-33600 GRANTS & AID FROM L	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 202-36211 INVESTMENT INTERES	\$25.00	\$5.24	\$0.90	\$19.76	20.96%
Active	R 202-36250 REFUNDS & REIMBUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 202-36253 CABLE FRANCHISE RE	\$20,000.00	\$14,870.74	\$0.00	\$5,129.26	74.35%
Active	R 202-36255 MISCELLANEOUS	\$0.00	\$40.00	\$0.00	-\$40.00	0.00%
<b>Total COMMUNICATIONS</b>		<b>\$20,025.00</b>	<b>\$14,915.98</b>	<b>\$0.90</b>	<b>\$5,109.02</b>	<b>74.49%</b>
<b>RECYCLING</b>						
Active	R 203-33621 METROPOLITAN COUN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 203-33622 COUNTY GRANTS	\$6,369.00	\$6,369.00	\$0.00	\$0.00	100.00%
Active	R 203-36100 SPECIAL ASSESMENT	\$35,000.00	\$18,113.89	\$0.00	\$16,886.11	51.75%
Active	R 203-36101 SPECIAL ASSESSMEN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 203-36102 PENALTIES & INTERES	\$0.00	\$187.23	\$0.00	-\$187.23	0.00%
Active	R 203-36211 INVESTMENT INTERES	\$400.00	\$436.00	\$40.40	-\$36.00	109.00%
Active	R 203-36250 REFUNDS & REIMBUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 203-36255 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 203-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total RECYCLING</b>		<b>\$41,769.00</b>	<b>\$25,106.12</b>	<b>\$40.40</b>	<b>\$16,662.88</b>	<b>60.11%</b>
<b>TAX INCREMENT DEBT SERVICE</b>						
Active	R 301-31040 FISCAL DISPARITIES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-31050 TAX INCREMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-31051 DELINQUENT TAX INC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-33402 HOMESTEAD CREDIT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

**LAUDERDALE, MN**  
**\*Revenue Guideline©**

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Current Period: NOVEMBER 2015

		2015	2015	NOVEMBER	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	R 301-33406 MARKET VAL HOM CR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-36100 SPECIAL ASSESMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-36211 INVESTMENT INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-39205 TRANS FROM TIF PRO	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total TAX INCREMENT DEBT SERVICE</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>00 ST/UTIL IMP DEBT SERVICE</b>						
Active	R 302-36100 SPECIAL ASSESMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 302-36102 PENALTIES & INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 302-36211 INVESTMENT INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 302-36250 REFUNDS & REIMBUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 302-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 302-39310 GENERAL OBLIGATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total 00 ST/UTIL IMP DEBT SERVICE</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>02 ST/UTIL IMP DEBT SERVICE</b>						
Active	R 303-36100 SPECIAL ASSESMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 303-36102 PENALTIES & INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 303-36211 INVESTMENT INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 303-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 303-39310 GENERAL OBLIGATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total 02 ST/UTIL IMP DEBT SERVICE</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>03 ST/UTIL IMP DEBT SERVICE</b>						
Active	R 304-36100 SPECIAL ASSESMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 304-36102 PENALTIES & INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 304-36211 INVESTMENT INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 304-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 304-39310 GENERAL OBLIGATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total 03 ST/UTIL IMP DEBT SERVICE</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00%</b>
<b>CAPITAL IMPROVEMENT STREETS</b>						
Active	R 401-33431 SMALL CITIES ASSIST	\$0.00	\$12,815.50	\$0.00	-\$12,815.50	0.00%
Active	R 401-36100 SPECIAL ASSESMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 401-36102 PENALTIES & INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 401-36200 MISCELLANEOUS REV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 401-36211 INVESTMENT INTERES	\$2,000.00	\$2,810.14	\$412.17	-\$810.14	140.51%
Active	R 401-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 401-39201 TRANFER FROM GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 401-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total CAPITAL IMPROVEMENT STREETS</b>		<b>\$2,000.00</b>	<b>\$15,625.64</b>	<b>\$412.17</b>	<b>-\$13,625.64</b>	<b>781.28%</b>
<b>CAPITAL IMPROVEMENTS</b>						
Active	R 402-36211 INVESTMENT INTERES	\$400.00	\$232.52	\$34.07	\$167.48	58.13%
Active	R 402-36250 REFUNDS & REIMBUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 402-39101 SALES CAPITAL ASSET	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 402-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 402-39201 TRANFER FROM GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 402-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total CAPITAL IMPROVEMENTS</b>		<b>\$400.00</b>	<b>\$232.52</b>	<b>\$34.07</b>	<b>\$167.48</b>	<b>58.13%</b>
<b>CAPITAL IMPROVE STORM WATER</b>						
Active	R 403-36211 INVESTMENT INTERES	\$600.00	\$875.38	\$126.96	-\$275.38	145.90%
Active	R 403-36250 REFUNDS & REIMBUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 403-37230 PENALTIES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 403-37300 STORM SEWER FEE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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		2015	2015	NOVEMBER	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	R 403-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 403-39201 TRANSFER FROM GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 403-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total CAPITAL IMPROVE STORM WATER</b>		\$600.00	\$875.38	\$126.96	-\$275.38	145.90%
<b>PARK IMPROVEMENT</b>						
Active	R 404-33130 CDBG/DNR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 404-33400 STATE GRANTS AND AI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 404-36211 INVESTMENT INTERES	\$1,000.00	\$1,377.63	\$192.40	-\$377.63	137.76%
Active	R 404-36230 DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 404-36255 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 404-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 404-39201 TRANSFER FROM GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 404-39204 TRANS FROM COMMU	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 404-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total PARK IMPROVEMENT</b>		\$1,000.00	\$1,377.63	\$192.40	-\$377.63	137.76%
<b>TIF-PROJECTS</b>						
Active	R 405-31050 TAX INCREMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 405-31051 DELINQUENT TAX INC	\$0.00	-\$2,103.00	\$0.00	\$2,103.00	0.00%
Active	R 405-33406 MARKET VAL HOM CR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 405-33419 LARPENTEUR AVE REI	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 405-36210 INTEREST EARNINGS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 405-36211 INVESTMENT INTERES	\$0.00	\$130.88	\$0.00	-\$130.88	0.00%
Active	R 405-36255 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 405-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 405-39207 TRANS FROM DEBT SE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 405-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total TIF-PROJECTS</b>		\$0.00	-\$1,972.12	\$0.00	\$1,972.12	0.00%
<b>SEWER IMPROVEMENT</b>						
Active	R 407-36200 MISCELLANEOUS REV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 407-36211 INVESTMENT INTERES	\$1,500.00	\$2,911.33	\$421.78	-\$1,411.33	194.09%
Active	R 407-37240 SEWER CONNECTION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 407-39200 INTERFUND OPERATIN	\$35,000.00	\$130,000.00	\$0.00	-\$95,000.00	371.43%
<b>Total SEWER IMPROVEMENT</b>		\$36,500.00	\$132,911.33	\$421.78	-\$96,411.33	364.14%
<b>WATER UTILITY</b>						
Active	R 409-36211 INVESTMENT INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 409-36251 ST PAUL WATER SURC	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total WATER UTILITY</b>		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>02 ST/UTIL CONSTRUCTION</b>						
Active	R 412-36211 INVESTMENT INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total 02 ST/UTIL CONSTRUCTION</b>		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>03 ST/UTIL CONSTRUCTION</b>						
Active	R 413-33000 INTERGOVERNMENTA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 413-33600 GRANTS & AID FROM L	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 413-36100 SPECIAL ASSESMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 413-36211 INVESTMENT INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 413-36250 REFUNDS & REIMBUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 413-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 413-39310 GENERAL OBLIGATION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total 03 ST/UTIL CONSTRUCTION</b>		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>DEVELOPMENT</b>						
Active	R 414-36211 INVESTMENT INTERES	\$0.00	\$568.32	\$74.64	-\$568.32	0.00%

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		2015 YTD Budget	2015 YTD Amt	NOVEMBER MTD Amt	2015 YTD Balance	% of YTD Budget
Active	R 414-36230 DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 414-36255 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 414-39200 INTERFUND OPERATIN	\$38,000.00	\$0.00	\$0.00	\$38,000.00	0.00%
	<b>Total DEVELOPMENT</b>	\$38,000.00	\$568.32	\$74.64	\$37,431.68	1.50%
<b>SEWER UTILITIES</b>						
Active	R 601-33000 INTERGOVERNMENTA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36100 SPECIAL ASSESMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36101 SPECIAL ASSESMEN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36102 PENALTIES & INTERES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36104 SEWER ASSESSMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36211 INVESTMENT INTERES	\$1,800.00	\$1,718.41	\$245.42	\$81.59	95.47%
Active	R 601-36230 DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36250 REFUNDS & REIMBUR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36255 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-37210 SEWER SALES AND SE	\$251,125.00	\$219,421.56	\$10,386.33	\$31,703.44	87.38%
Active	R 601-37215 DELINQUENT SEWER	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-37230 PENALTIES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-37240 SEWER CONNECTION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-39101 SALES CAPITAL ASSET	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-39202 CONTRIB FROM ENTE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total SEWER UTILITIES</b>	\$252,925.00	\$221,139.97	\$10,631.75	\$31,785.03	87.43%
<b>STORM SEWER ENTERPRISE FUND</b>						
Active	R 602-36211 INVESTMENT INTERES	\$300.00	\$510.05	\$78.88	-\$210.05	170.02%
Active	R 602-37300 STORM SEWER FEE	\$68,200.00	\$80,872.53	\$2,906.74	-\$12,672.53	118.58%
Active	R 602-39200 INTERFUND OPERATIN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-39999 PRIOR PERIOD ADJUS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total STORM SEWER ENTERPRISE FUND</b>	\$68,500.00	\$81,382.58	\$2,985.62	-\$12,882.58	118.81%
<b>GASB34</b>						
Active	R 999-31010 CURRENT AD VALORE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 999-36100 SPECIAL ASSESMENT	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 999-39101 SALES CAPITAL ASSET	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 999-39202 CONTRIB FROM ENTE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Total GASB34</b>	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	<b>Report Total</b>	\$1,728,971.00	\$1,358,206.31	\$202,672.45	\$370,764.69	78.56%



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		2015	2015	NOVEMBER	Enc	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 101-41200-538 COMPUTER SO	\$1,000.00	\$1,191.50	\$0.00	\$0.00	-\$191.50	119.15%
Active	E 101-41500-101 FULL TIME EMP	\$9,953.00	\$8,431.89	\$759.75	\$0.00	\$1,521.11	84.72%
Active	E 101-41500-103 PART TIME EMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-104 TEMPORARY E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-121 PERA CONTRIB	\$746.00	\$614.55	\$56.97	\$0.00	\$131.45	82.38%
Active	E 101-41500-122 FICA/MC CONTR	\$761.00	\$644.90	\$58.11	\$0.00	\$116.10	84.74%
Active	E 101-41500-131 HEALTH INSURA	\$1,620.00	\$1,273.66	\$129.98	\$0.00	\$346.34	78.62%
Active	E 101-41500-133 LIFE INSURANC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-151 WORKERS CO	\$80.00	\$72.13	\$0.00	\$0.00	\$7.87	90.16%
Active	E 101-41500-201 GENERAL SUPP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-202 PERMANENT SU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-300 LEGAL FEES - P	\$11,500.00	\$9,350.00	\$850.00	\$0.00	\$2,150.00	81.30%
Active	E 101-41500-301 AUDITING	\$14,500.00	\$11,680.00	\$0.00	\$0.00	\$2,820.00	80.55%
Active	E 101-41500-305 LEGAL FEES - C	\$12,000.00	\$8,109.55	\$2,227.50	\$0.00	\$3,890.45	67.58%
Active	E 101-41500-327 OTHER SERVIC	\$500.00	\$213.45	\$0.00	\$0.00	\$286.55	42.69%
Active	E 101-41500-331 TRAVEL EXPEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-352 PUBLIC INFORM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-355 PRINTING SERV	\$0.00	\$16.00	\$0.00	\$0.00	-\$16.00	0.00%
Active	E 101-41500-409 OTHER EQUIPM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-440 MEETING EXPE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-442 MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-530 FURNITURE & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41500-539 VOTING MACHI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-202 PERMANENT SU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-318 911 DISPATCH	\$16,433.00	\$12,112.41	\$1,345.13	\$0.00	\$4,320.59	73.71%
Active	E 101-42100-319 POLICE CONTR	\$634,386.00	\$581,520.50	\$52,865.50	\$0.00	\$52,865.50	91.67%
Active	E 101-42100-320 FIRE CONTRAC	\$18,000.00	\$17,303.00	\$0.00	\$0.00	\$697.00	96.13%
Active	E 101-42100-321 FIRE CALLS	\$16,000.00	\$8,696.04	\$1,144.23	\$0.00	\$7,303.96	54.35%
Active	E 101-42100-322 FIRE FALSE ALA	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-42100-323 FIRE INSPECTIO	\$500.00	\$800.00	\$800.00	\$0.00	-\$300.00	160.00%
Active	E 101-42100-355 PRINTING SERV	\$0.00	\$1,345.13	\$0.00	\$0.00	-\$1,345.13	0.00%
Active	E 101-42100-360 INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-391 TELEPHONE/PA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-42100-442 MISCELLANEOU	\$100.00	\$56.16	\$6.24	\$0.00	\$43.84	56.16%
Active	E 101-42100-530 FURNITURE & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-101 FULL TIME EMP	\$30,079.00	\$30,815.14	\$2,325.40	\$0.00	-\$736.14	102.45%
Active	E 101-43000-102 OVERTIME	\$3,000.00	\$775.43	\$0.00	\$0.00	\$2,224.57	25.85%
Active	E 101-43000-104 TEMPORARY E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-121 PERA CONTRIB	\$2,481.00	\$1,792.69	\$174.42	\$0.00	\$688.31	72.26%
Active	E 101-43000-122 FICA/MC CONTR	\$2,531.00	\$2,718.45	\$205.99	\$0.00	-\$187.45	107.41%
Active	E 101-43000-131 HEALTH INSURA	\$5,400.00	\$3,659.20	\$429.25	\$0.00	\$1,740.80	67.76%
Active	E 101-43000-151 WORKERS CO	\$1,522.00	\$1,286.30	\$0.00	\$0.00	\$235.70	84.51%
Active	E 101-43000-202 PERMANENT SU	\$0.00	\$1,461.41	\$9.59	\$0.00	-\$1,461.41	0.00%
Active	E 101-43000-212 MOTOR FUELS	\$3,100.00	\$1,895.28	\$0.00	\$0.00	\$1,204.72	61.14%
Active	E 101-43000-213 LUBRICANTS &	\$0.00	\$94.12	\$0.00	\$0.00	-\$94.12	0.00%
Active	E 101-43000-225 LANDSCAPING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-226 SIGNS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-227 TOOLS & EQUIP	\$0.00	\$121.60	\$0.00	\$0.00	-\$121.60	0.00%
Active	E 101-43000-228 REPAIR SUPPLI	\$1,500.00	\$1,630.78	\$149.84	\$0.00	-\$130.78	108.72%
Active	E 101-43000-304 ENGINEERING	\$1,000.00	\$666.00	\$0.00	\$0.00	\$334.00	66.60%
Active	E 101-43000-308 TRAINING & ED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-313 SNOW & ICE RE	\$19,000.00	\$6,598.37	\$0.00	\$0.00	\$12,401.63	34.73%

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		2015	2015	NOVEMBER	Enc	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 101-43000-314 STREET SWEEP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-317 TREE SERVICE	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0.00%
Active	E 101-43000-324 ALLEY REPAIR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-327 OTHER SERVIC	\$500.00	\$958.51	\$180.25	\$0.00	-\$458.51	191.70%
Active	E 101-43000-328 STREET REPAIR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-333 CLEANING CON	\$4,500.00	\$2,936.85	\$0.00	\$0.00	\$1,563.15	65.26%
Active	E 101-43000-380 STREET LIGHTI	\$7,000.00	\$5,418.14	\$591.54	\$0.00	\$1,581.86	77.40%
Active	E 101-43000-381 ELECTRIC UTILI	\$3,000.00	\$2,721.97	\$168.39	\$0.00	\$278.03	90.73%
Active	E 101-43000-382 WATER UTILITIE	\$200.00	\$270.13	\$92.37	\$0.00	-\$70.13	135.07%
Active	E 101-43000-383 GAS UTILITIES	\$3,500.00	\$1,657.02	\$43.76	\$0.00	\$1,842.98	47.34%
Active	E 101-43000-384 REFUSE DISPO	\$3,000.00	\$2,940.69	\$229.23	\$0.00	\$59.31	98.02%
Active	E 101-43000-391 TELEPHONE/PA	\$500.00	\$417.39	\$32.70	\$0.00	\$82.61	83.48%
Active	E 101-43000-402 CITY TRUCK RE	\$3,000.00	\$610.27	\$0.00	\$0.00	\$2,389.73	20.34%
Active	E 101-43000-426 MACHINERY RE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43000-442 MISCELLANEOU	\$100.00	\$53.49	\$0.00	\$0.00	\$46.51	53.49%
Active	E 101-43000-530 FURNITURE & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-101 FULL TIME EMP	\$37,875.00	\$33,121.34	\$2,904.49	\$0.00	\$4,753.66	87.45%
Active	E 101-43400-104 TEMPORARY E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-121 PERA CONTRIB	\$2,841.00	\$2,457.30	\$217.82	\$0.00	\$383.70	86.49%
Active	E 101-43400-122 FICA/MC CONTR	\$2,897.00	\$2,739.89	\$240.56	\$0.00	\$157.11	94.58%
Active	E 101-43400-126 ICMA RETIREME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-131 HEALTH INSURA	\$6,480.00	\$5,010.68	\$475.18	\$0.00	\$1,469.32	77.33%
Active	E 101-43400-133 LIFE INSURANC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-151 WORKERS CO	\$1,435.00	\$1,197.97	\$0.00	\$0.00	\$237.03	83.48%
Active	E 101-43400-201 GENERAL SUPP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-202 PERMANENT SU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-203 POSTAGE	\$300.00	\$370.77	\$49.00	\$0.00	-\$70.77	123.59%
Active	E 101-43400-306 CONSULTING F	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-308 TRAINING & ED	\$500.00	\$951.25	\$0.00	\$0.00	-\$451.25	190.25%
Active	E 101-43400-310 PLUMBING INSP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-311 HEATING INSPE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-312 BUILDING INSPE	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%
Active	E 101-43400-327 OTHER SERVIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-331 TRAVEL EXPEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-355 PRINTING SERV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-386 GOPHER STATE	\$500.00	\$500.80	\$26.10	\$0.00	-\$0.80	100.16%
Active	E 101-43400-388 SAC UNIT CHAR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-437 SALES TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-43400-442 MISCELLANEOU	\$100.00	\$1,122.65	\$25.00	\$0.00	-\$1,022.65	1122.65%
Active	E 101-43400-443 SURCHARGE R	\$500.00	\$523.43	\$0.00	\$0.00	-\$23.43	104.69%
Active	E 101-45200-101 FULL TIME EMP	\$43,853.00	\$40,610.27	\$3,074.32	\$0.00	\$3,242.73	92.61%
Active	E 101-45200-103 PART TIME EMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-104 TEMPORARY E	\$6,000.00	\$4,956.75	\$0.00	\$0.00	\$1,043.25	82.61%
Active	E 101-45200-121 PERA CONTRIB	\$3,289.00	\$2,220.76	\$230.58	\$0.00	\$1,068.24	67.52%
Active	E 101-45200-122 FICA/MC CONTR	\$3,814.00	\$3,897.02	\$273.36	\$0.00	-\$83.02	102.18%
Active	E 101-45200-131 HEALTH INSURA	\$8,100.00	\$5,373.55	\$642.03	\$0.00	\$2,726.45	66.34%
Active	E 101-45200-133 LIFE INSURANC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-142 UNEMPLOYMEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-151 WORKERS CO	\$1,345.00	\$1,131.93	\$0.00	\$0.00	\$213.07	84.16%
Active	E 101-45200-201 GENERAL SUPP	\$200.00	\$122.44	\$0.00	\$0.00	\$77.56	61.22%
Active	E 101-45200-202 PERMANENT SU	\$0.00	\$559.64	\$0.00	\$0.00	-\$559.64	0.00%
Active	E 101-45200-212 MOTOR FUELS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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		2015	2015	NOVEMBER	Enc	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 101-45200-225 LANDSCAPING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-228 REPAIR SUPPLI	\$500.00	\$289.59	\$172.00	\$0.00	\$210.41	57.92%
Active	E 101-45200-317 TREE SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
In-Active	E 101-45200-327 OTHER SERVIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-370 PARK & RECRE	\$700.00	\$800.00	\$0.00	\$0.00	-\$100.00	114.29%
Active	E 101-45200-371 NON-RESIDENT	\$1,500.00	\$968.00	\$0.00	\$0.00	\$532.00	64.53%
Active	E 101-45200-381 ELECTRIC UTILI	\$500.00	\$328.98	\$0.00	\$0.00	\$171.02	65.80%
Active	E 101-45200-382 WATER UTILITIE	\$200.00	\$239.19	\$69.82	\$0.00	-\$39.19	119.60%
Active	E 101-45200-383 GAS UTILITIES	\$700.00	\$428.76	\$0.00	\$0.00	\$271.24	61.25%
Active	E 101-45200-384 REFUSE DISPO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-391 TELEPHONE/PA	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	0.00%
Active	E 101-45200-403 TRACTOR/MOW	\$1,000.00	\$1,594.00	\$0.00	\$0.00	-\$594.00	159.40%
Active	E 101-45200-412 WARMING HOU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-427 PORTA POTTY	\$1,000.00	\$606.68	\$0.00	\$0.00	\$393.32	60.67%
Active	E 101-45200-442 MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-540 MACHINERY & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45200-550 OTHER IMPROV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45300-444 CONTINGENCY	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0.00%
Active	E 101-45300-710 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-710 OPERATING TR	\$38,000.00	\$0.00	\$0.00	\$0.00	\$38,000.00	0.00%
Active	E 101-45400-721 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-731 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-732 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-733 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-734 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-741 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-742 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-743 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-744 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-745 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-747 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-45400-749 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-48100-306 CONSULTING F	\$20,000.00	\$735.00	\$0.00	\$0.00	\$19,265.00	3.68%
Active	E 101-48100-442 MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-48411-550 OTHER IMPROV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-48412-306 CONSULTING F	\$0.00	\$1,557.50	\$0.00	\$0.00	-\$1,557.50	0.00%
Active	E 101-48412-442 MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-48412-550 OTHER IMPROV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-48412-555 LARPEN TEUR A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total GENERAL</b>		<b>\$1,264,252.00</b>	<b>\$1,046,501.01</b>	<b>\$89,900.55</b>	<b>\$0.00</b>	<b>\$217,750.99</b>	<b>82.78%</b>
<b>COMMUNITY EVENTS</b>							
Active	E 201-45600-201 GENERAL SUPP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-45600-202 PERMANENT SU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-45600-327 OTHER SERVIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-45600-352 PUBLIC INFORM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-45600-368 FUN RUN/WALK	\$500.00	\$87.23	\$0.00	\$0.00	\$412.77	17.45%
Active	E 201-45600-369 MUSIC UNDER T	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0.00%
Active	E 201-45600-372 MUGS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-45600-373 T-SHIRTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-45600-374 POP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-45600-375 WINTER EVENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 201-45600-376 GARAGE SALE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%







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		2015	2015	NOVEMBER	Enc	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 403-48403-102 OVERTIME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-121 PERA CONTRIB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-122 FICA/MC CONTR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-131 HEALTH INSURA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-133 LIFE INSURANC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-151 WORKERS CO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-201 GENERAL SUPP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-304 ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-327 OTHER SERVIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-328 STREET REPAIR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-442 MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-444 CONTINGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-554 CATCH BASIN R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 403-48403-710 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total CAPITAL IMPROVE STORM WATER</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>PARK IMPROVEMENT</b>							
Active	E 404-48404-304 ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 404-48404-437 SALES TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 404-48404-510 LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 404-48404-524 PICNIC SHELTE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 404-48404-525 PLAYGROUND (	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 404-48404-526 PARK PATH (CD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 404-48404-527 GENERAL PARK	\$25,000.00	\$14,800.00	\$0.00	\$0.00	\$10,200.00	59.20%
Active	E 404-48404-528 COURT IMPROV	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total PARK IMPROVEMENT</b>		\$25,000.00	\$14,800.00	\$0.00	\$0.00	\$10,200.00	59.20%
<b>TIF-PROJECTS</b>							
Active	E 405-48500-101 FULL TIME EMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-121 PERA CONTRIB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-122 FICA/MC CONTR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-131 HEALTH INSURA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-133 LIFE INSURANC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-301 AUDITING	\$0.00	\$780.00	\$0.00	\$0.00	-\$780.00	0.00%
Active	E 405-48500-304 ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-305 LEGAL FEES - C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-325 LARPENTEUR A	\$0.00	\$61,699.72	\$21,582.17	\$0.00	-\$61,699.72	0.00%
Active	E 405-48500-327 OTHER SERVIC	\$0.00	\$228.00	\$0.00	\$0.00	-\$228.00	0.00%
Active	E 405-48500-408 LIFT STATION R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-442 MISCELLANEOU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-444 CONTINGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-530 FURNITURE & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-540 MACHINERY & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 405-48500-710 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total TIF-PROJECTS</b>		\$0.00	\$62,707.72	\$21,582.17	\$0.00	-\$62,707.72	0.00%
<b>SEWER IMPROVEMENT</b>							
Active	E 407-48407-304 ENGINEERING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 407-48407-500 CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total SEWER IMPROVEMENT</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>WATER UTILITY</b>							
Active	E 409-48409-328 STREET REPAIR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 409-48409-710 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total WATER UTILITY</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>02 ST/UTIL CONSTRUCTION</b>							



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		2015	2015	NOVEMBER	Enc	2015	% of YTD
		YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
Active	E 602-49100-301 AUDITING	\$1,800.00	\$1,460.00	\$0.00	\$0.00	\$340.00	81.11%
Active	E 602-49100-304 ENGINEERING	\$3,000.00	\$6,128.83	\$0.00	\$0.00	-\$3,128.83	204.29%
Active	E 602-49100-308 TRAINING & ED	\$500.00	\$14.00	\$0.00	\$0.00	\$486.00	2.80%
Active	E 602-49100-314 STREET SWEEP	\$5,500.00	\$5,900.00	\$2,950.00	\$0.00	-\$400.00	107.27%
Active	E 602-49100-327 OTHER SERVIC	\$3,500.00	\$765.30	\$4.42	\$0.00	\$2,734.70	21.87%
Active	E 602-49100-352 PUBLIC INFORM	\$100.00	\$48.00	\$0.00	\$0.00	\$52.00	48.00%
Active	E 602-49100-361 GENERAL LIABI	\$2,200.00	\$2,103.50	\$0.00	\$0.00	\$96.50	95.61%
Active	E 602-49100-391 TELEPHONE/PA	\$300.00	\$167.76	\$16.35	\$0.00	\$132.24	55.92%
Active	E 602-49100-402 CITY TRUCK RE	\$400.00	\$67.09	\$0.00	\$0.00	\$332.91	16.77%
Active	E 602-49100-425 CLOTHING	\$700.00	\$536.74	\$53.28	\$0.00	\$163.26	76.68%
Active	E 602-49100-438 DUES & SUBSC	\$500.00	\$910.00	\$0.00	\$0.00	-\$410.00	182.00%
Active	E 602-49100-442 MISCELLANEOU	\$0.00	\$53.31	\$0.00	\$0.00	-\$53.31	0.00%
Active	E 602-49100-444 CONTINGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49100-501 DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49100-540 MACHINERY & E	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49100-554 CATCH BASIN R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 602-49100-710 OPERATING TR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
<b>Total STORM SEWER ENTERPRISE FUND</b>		<b>\$72,514.00</b>	<b>\$61,037.44</b>	<b>\$6,798.94</b>	<b>\$0.00</b>	<b>\$11,476.56</b>	<b>84.17%</b>
<b>GASB34</b>							
Active	E 999-41000-100 WAGES AND SA	\$0.00	-\$23,882.79	\$0.00	\$0.00	\$23,882.79	0.00%
Active	E 999-41000-420 RENTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-41000-500 CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-43000-100 WAGES AND SA	\$0.00	-\$5,074.63	\$0.00	\$0.00	\$5,074.63	0.00%
Active	E 999-43000-420 RENTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-43000-499 LOSS ON DISPO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-43000-500 CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-45000-100 WAGES AND SA	\$0.00	-\$6,422.67	\$0.00	\$0.00	\$6,422.67	0.00%
Active	E 999-45000-420 RENTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-45000-500 CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-47000-601 BOND PRINCIPA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-47000-611 BOND INTERES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-49000-420 RENTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-49000-500 CAPITAL OUTLA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 999-49500-100 WAGES AND SA	\$0.00	-\$1,492.05	\$0.00	\$0.00	\$1,492.05	0.00%
Active	E 999-50000-100 WAGES AND SA	\$0.00	-\$3,444.33	\$0.00	\$0.00	\$3,444.33	0.00%
<b>Total GASB34</b>		<b>\$0.00</b>	<b>-\$40,316.47</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40,316.47</b>	<b>0.00%</b>
<b>Report Total</b>		<b>\$2,053,675.00</b>	<b>\$1,726,086.55</b>	<b>\$149,982.31</b>	<b>\$0.00</b>	<b>\$327,588.45</b>	<b>84.05%</b>

# LAUDERDALE COUNCIL ACTION FORM

### Action Requested

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

Meeting Date January 12, 2016

ITEM NUMBER Comm. & Mayor Pro Tem

STAFF INITIAL 

APPROVED BY ADMINISTRATOR

### DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

At the first meeting in January, the Council decides committee assignments and appoints a mayor pro tem (in the event the Mayor is unable to attend the meeting) and bank signatories.

The attachment has the committee assignments from last year. Staff carried over the same names to the 2016 column since they don't usually change much. Staff will update the list with changes made during the meeting and then send it out with a Friday Report for your reference.

### OPTIONS:

1. Determine committee assignments.
2. Select a mayor pro tem.
3. Determine who can sign city checks.

### STAFF RECOMMENDATION:

Motion to appoint \_\_\_\_\_ as the mayor pro tem, \_\_\_\_\_ as bank signatories, and adopt committee assignments as discussed.

### COUNCIL ACTION:

**CITY OF LAUDERDALE  
2016 APPOINTMENTS**

	<b>2015</b>	<b>2016</b>
Acting Mayor	Gaasch	Gaasch
Bank Signatories	Dains Mac Lean Butkowski	Dains Mac Lean Butkowski
Building Official: Residential	David Hinrichs	David Hinrichs
Building Official: Commercial	Duane Grace	Duane Grace
Data Practices Officer	Butkowski	Butkowski
LMC	Council: Dains Staff: Butkowski	Council: Dains Staff: Butkowski
Metro Cities	Council: Gaasch Staff: Butkowski	Council: Gaasch Staff: Butkowski
MWMO	Gaasch Alt: Dains	Gaasch Alt: Dains
NSCC	Council: Dains Alt: Hawkinson	Council: Dains Alt: Hawkinson
PCIC	Council: Grove Council Alt: Gaasch	Council: Grove Council Alt: Gaasch
Police Liaison	Council: Dains Staff: Butkowski	Council: Dains Staff: Butkowski
RCLLG	Council: Grove Alt: Mac Lean	Council: Grove Alt: Mac Lean
SRA	Butkowski Alt: Bownik	Butkowski Alt: Bownik
U of M Neighbors Group	Council: Hawkinson Staff: Butkowski	Council: Hawkinson Staff: Butkowski
Zoning Admin.	Bownik	Bownik

City Engineer	Stantec	Stantec
City Civil Attorney	Kennedy & Graven	Kennedy & Graven
City Pros. Attorney	Hughes & Joseph	Hughes & Joseph
Official Newspaper	Lillie Suburban Newspapers, Inc.	Lillie Suburban Newspapers, Inc.

**NOTE: Any councilor may attend LMC, Metro Cities, or RCLLG Meetings.**



## **Committees & Commissions**

**Acting Mayor:** The City Council decides during the first meeting of the year who will act as the mayor pro tem in the mayor's absence.

**League of Minnesota Cities (LMC):** The City is a LMC member city. The LMC provides the City with many membership services, the two most important being training and representation at the Capitol. The City also purchases insurance through the League's insurance trust. There are many different types of LMC meetings happening year round. They also do many webinars. All council members are able to get involved. The primary duty of the LMC appointee is to vote on the City's behalf at the annual meeting, if present.

**Metro Cities:** Metro Cities represents the interests of the cities in the seven county metropolitan area. They act as lobbyist on behalf of metro cities primarily representing cities before the Metropolitan Council and at the legislature. Meetings are held during the day throughout the year at their office in downtown St. Paul. The primary duty of the Metro Cities appointee is to vote on the City's behalf at the annual meeting, if present.

**Mississippi Water Management Organization (MWMO):** The City is one member of a joint powers board that manages and monitors the storm water quality in the Middle Mississippi Watershed area. The MWMO covers the southwest part of the city (south of Larpenteur Avenue and west of Eustis Street).

**North Suburban Cable Commission (NSCC):** The City is one of nine northern suburbs that jointly administer cable franchise agreements with Comcast and CenturyLink. The commission also oversees the operation of the local access stations and the institutional network. The board meets the first Thursday evening of each month at the cable commission office in Roseville.

**Parks and Community Involvement Committee (PCIC):** PCIC members provide recommendations to the City Council on the development and maintenance of the Community Park and the other open spaces in addition to organizing community events and celebrations. The committee meets on an irregular schedule.

**Police Liaison:** When needed, the police liaison meets with the St. Anthony Police Chief.

**Ramsey County League of Local Governments (RCLLG):** Ramsey County cities, school districts, and special districts meet monthly to network and learn through common issues. Meetings are held in the evening on the third Thursday of the month at alternating locations in Ramsey County. Each meeting is organized around a topic or trainer.

**Suburban Rate Authority (SRA):** The Suburban Rate Authority consists of metro communities in a joint powers arrangement that collectively work together to represent municipal interests in dealings with public utility providers like Xcel Energy and CenterPoint Energy. The group also provides a voice for rate payers when the Public Utilities Commission and utility providers negotiate rate increases and service changes. The committee meets quarterly (third Wednesday) in the afternoon at member city locations.

**LAUDERDALE COUNCIL  
ACTION FORM**

**Action Requested**

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

Meeting Date January 12, 2016

ITEM NUMBER 2016 Seal Coating Project

STAFF INITIAL AB

APPROVED BY ADMINISTRATOR

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

The city engineer prepared an outline of the process and timeframe for seal coating the streets in 2016. The cost is estimated at \$185,000 which would include the repair of some catch basins. Projects over \$100,000 must follow the public bidding laws. As such, the city engineer is asking the Council to order plans and specifications so they can begin working on the project.

**OPTIONS:**

Determine whether to proceed with the seal coating project as proposed.

**STAFF RECOMMENDATION:**

Motion to order the city engineer to prepare plans and specifications for the 2016 seal coating project.

**COUNCIL ACTION:**



January 6, 2016  
File: 193801702

**Attention: Ms. Heather Butkowski, City Administrator**  
City of Lauderdale  
1891 Walnut Street  
Lauderdale, MN 55113

Dear Heather,

**Reference: 2016 Seal Coat Project**

### Project Background

The City of Lauderdale reconstructed all of their local streets in the early 2000s, approximately 15 years ago. In order to maximize the length of the pavement life, standard pavement management practices recommend that seal coating, in conjunction with crack sealing and patching, should be completed every 5-7 years. In keeping with this practice, the City of Lauderdale crack sealed and seal coated the streets to the east of Eustis Street in 2006, and the streets to the west of Eustis Street in 2008. Given that 8-10 years have passed since the last seal coat application, we recommend the City of Lauderdale crack seal and seal coat all streets in 2016. In addition, the concrete rings on several storm sewer structures are in poor condition, which have led to the pavement section failing in these areas. We would recommend the rings and castings on these structures be replaced in conjunction with the seal coat and crack sealing.

### Project Schedule

Should the City choose to move forward with this project, we recommend the following schedule:

Order Plans and Specifications	January 12, 2016
Approve Plans/Authorize Advertising for Bids	February 9, 2016
Open Bids	March 17, 2016
Award Project	March 22, 2016
Construction Window Open	June 20, 2016
Construction Window	3 Weeks
Construction Window Closed	August 26, 2016

Providing a construction window gives the contractor greater flexibility in scheduling the project, which will help ensure the City receives more favorable prices.

### Project Costs

Our construction cost estimate for the project is \$185,000. This work will be performed under our Master Services Agreement with the City. Our engineering costs are estimated to be \$10,000 for design and bidding and \$10,000 for construction services. The total engineering costs are \$20,000.

**Design with community in mind**



January 6, 2016  
Ms. Heather Butkowski, City Administrator  
Page 2 of 2

**Reference: 2016 Seal Coat Project**

or approximately 10.8% of the construction cost. If you have any questions, please feel free to contact me at 651-604-4894.

Regards,

**Stantec Consulting Services Inc.**

A handwritten signature in black ink, appearing to read "D. Amundsen".

Darren Amundsen  
Senior Project Manager  
Phone: 651-604-4894  
[darren.amundsen@stantec.com](mailto:darren.amundsen@stantec.com)

**Authorization to Proceed:**  
**City of Lauderdale**

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

Date \_\_\_\_\_

And

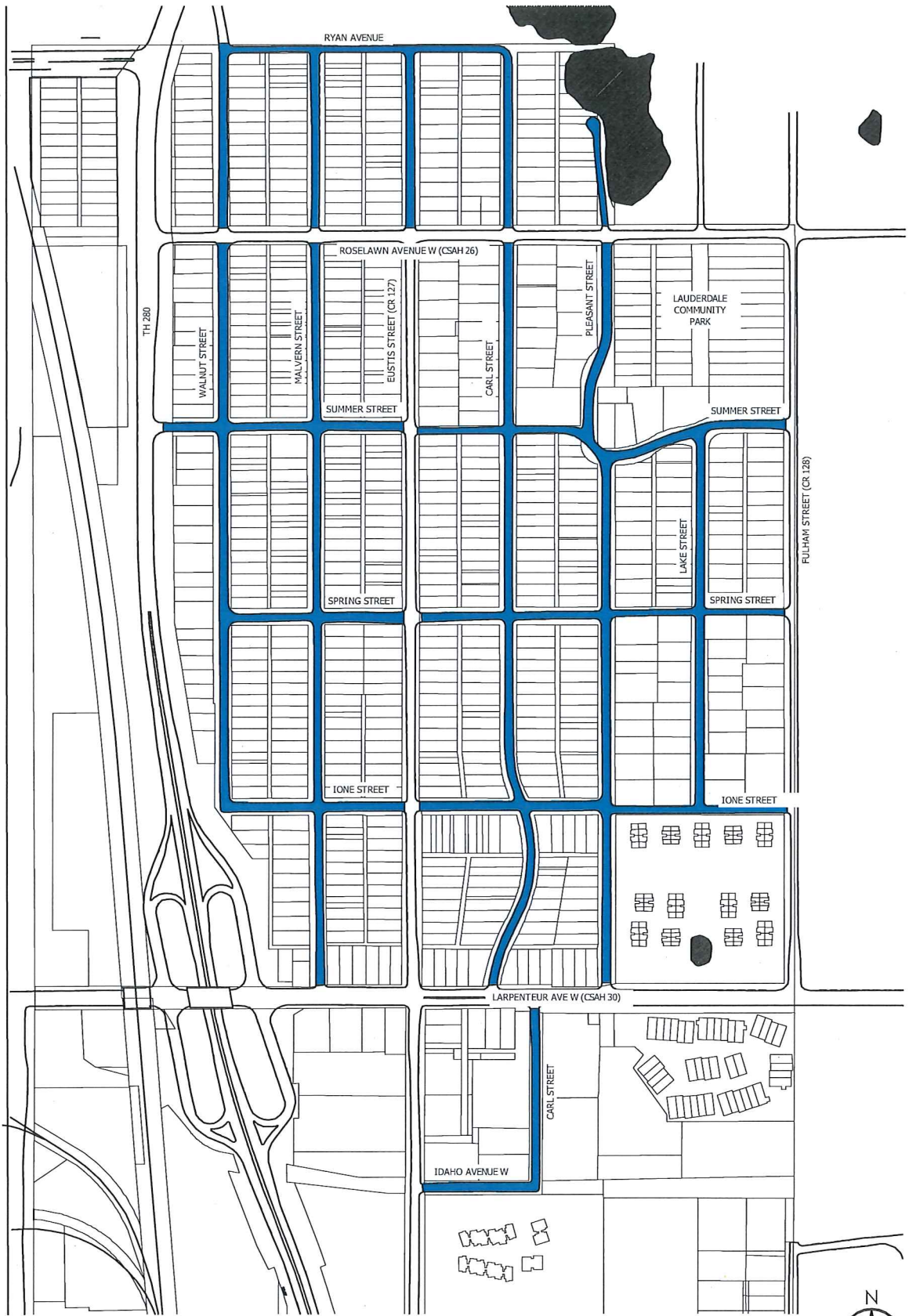
by \_\_\_\_\_  
Heather Butkowski, City Administrator

Date \_\_\_\_\_

Attachment: Location Plan

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**Design with community in mind**



LOCATION PLAN



SEAL COAT



CITY OF LAUDERDALE, MINNESOTA  
2016 SEAL COAT

FIGURE: 1



2335 Highway 36 W  
St. Paul, MN 55113  
www.stantec.com

DATE: 01/07/2016

PROJ. NO.: 193801702

# LAUDERDALE COUNCIL ACTION FORM

### Action Requested

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

Meeting Date     January 12, 2016

ITEM NUMBER     2016 Sewer Lining Project

STAFF INITIAL     IB

APPROVED BY ADMINISTRATOR

### DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

The city engineer prepared an outline of the process and timeframe for lining 2,100 feet of sanitary sewer pipes along Eustis Street and Como Avenue south of Larpenteur Avenue. The cost is estimated at \$110,000 which includes manhole repairs. Projects over \$100,000 must follow the public bidding laws. As such, the city engineer is asking the Council to order plans and specifications so they can begin working on the project. As you may recall, a grant from the Metropolitan Council will help off-set some of the costs. This cost of this work will also be applied against the City's inflow and infiltration surcharge.

### OPTIONS:

Determine whether to proceed with the sewer lining project as proposed.

### STAFF RECOMMENDATION:

Motion to order the city engineer to prepare plans and specifications for the 2016 sanitary sewer lining project.

### COUNCIL ACTION:



January 6, 2016  
File: 193801702

**Attention: Ms. Heather Butkowski, City Administrator**  
City of Lauderdale  
1891 Walnut Street  
Lauderdale, MN 55113

Dear Heather,

**Reference: 2016 Sanitary Sewer Lining Project**

### Project Background

The sanitary sewer system in Lauderdale is aging and experiencing typical issues including tree root intrusion, infiltration, and pipe deterioration. Cured-In-Place Pipe (CIPP) lining is a trenchless, cost-effective rehabilitation method that can mitigate or eliminate these issues, and prolong the life of the pipe. Most recently, the City of Lauderdale lined approximately 5000 feet of sewer pipe in 2013 and 2014.

This project would line approximately 2100 feet of 8" clay sanitary sewer pipe along Eustis Street from Larpenteur Avenue to the southerly city limits, and then westerly to the west city limits. In addition, all manhole castings, lids, and seals on the project would be replaced. This work would be coordinated with the 2016 Ramsey County Eustis Street bituminous overlay project to minimize costs.

### Project Schedule

Should the City choose to move forward with this project, we recommend the following schedule:

Order Plans and Specifications	January 12, 2016
Approve Plans/Authorize Advertising for Bids	February 9, 2016
Open Bids	March 17, 2016
Award Project	March 22, 2016
Construction Window Open	June 20, 2016
Construction Window	3 Weeks
Construction Window Closed	August 26, 2016

Providing a construction window gives the contractor greater flexibility in scheduling the project, which will help ensure the City receives more favorable prices.

### Project Costs

Our construction cost estimate for the project is \$110,000. This work will be performed under our Master Services Agreement with the City. Our engineering costs are estimated to be \$9,300 for

**Design with community in mind**



January 6, 2016  
Ms. Heather Butkowski, City Administrator  
Page 2 of 2

**Reference: 2016 Sanitary Sewer Lining Project**

design and \$10,700 for construction services. The total engineering costs are \$20,000, or approximately 18.2% of the estimated construction cost. If you have any questions, please feel free to contact me at 651-604-4894.

Regards,

**Stantec Consulting Services Inc.**

A handwritten signature in black ink, appearing to read "D. Amundsen".

Darren Amundsen  
Senior Project Manager  
Phone: 651-604-4894  
[darren.amundsen@stantec.com](mailto:darren.amundsen@stantec.com)

**Authorization to Proceed:  
City of Lauderdale**

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

Date \_\_\_\_\_

And

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

Date \_\_\_\_\_

Attachment: Location Plan

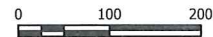
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LOCATION PLAN

—>— SEWER LINING



CITY OF LAUDERDALE, MINNESOTA  
2016 SANITARY SEWER LINING

FIGURE: 1



2335 Highway 36 W  
St. Paul, MN 55113  
www.stantec.com

DATE: 01/07/2016

PROJ. NO.: 193801702

# LAUDERDALE COUNCIL ACTION FORM

### Action Requested

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

Meeting Date January 12, 2016

ITEM NUMBER Public Employees Retirement Association (PERA) Defined Contribution Plan

STAFF INITIAL TJB 

APPROVED BY ADMINISTRATOR

### DESCRIPTION OF ISSUE AND PAST COUNCIL ACTION:

Public Employee Retirement Association (PERA) offers a defined contribution plan for elected officials; since 1990. This is a different plan from what the city employees contribute to.

The Defined Contribution Plan is a tax-deferred retirement savings program in which employee and employer contributions are deposited into a member's individual PERA account and invested as directed by the member. Participants invest by purchasing shares in accounts of the Minnesota Supplemental Fund. Total contributions plus investment gains and losses in the shares the person owns determine the ultimate lump-sum payment the member should expect from PERA.

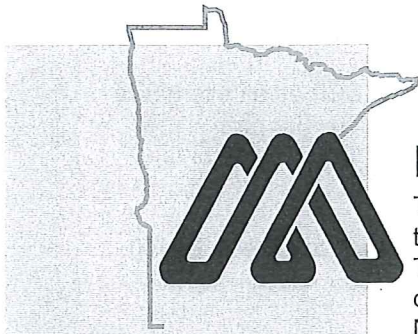
Public officials contribute 5 percent of their position salary to the DCP and the City contributes an identical amount. Officials who join DCP may choose to discontinue the membership at any time; however, a refund of the value in the account may not be taken until the official leaves office. According to PERA, once you participate in DCP you no longer contribute to social security only Medicare.

Information on the Defined Contribution Plan, enrollment form and investment selection have been included for your review.

### OPTIONS:

1. Elect to offer PERA Defined Contribution Plan to elected officials.
2. Decline PERA Defined Contribution Plan membership for Lauderdale.

### COUNCIL ACTION:



## Fact Sheet

### PERA Defined Contribution Plan

The Defined Contribution Plan (DCP) is a tax-qualified retirement savings program in which the member chooses how the employee and employer contributions are to be invested. This is done by designating a percentage of total contributions to be placed in one or more of seven accounts of the Minnesota Supplemental Investment Fund administered by the Minnesota State Board of Investment. Total contributions plus investment performance determine the ultimate benefit, which is paid as a lump sum upon withdrawal.

Employers must carefully determine the plan coverage for new employees and workers who move from one employment category to another because the PERA contribution rates, benefit payments, and Social Security withholding, may vary in each plan. As with decisions you make about overall PERA eligibility, members may appeal your selection of plan coverage. Minnesota Statutes contain detailed descriptions of the eligibility requirements for each of the retirement plans administered by PERA.

There are no minimum salary requirements for DCP membership (with one exception) and participation is optional on the part of the individual. However, the DCP is exclusively for elected local officials, physicians, city managers, and volunteer ambulance or rescue squad personnel as follows:

- **Elected Officials** – With the exception of a sheriff,\* any person elected to a local governmental position by the public or appointed to fill a vacant elected position may join the DCP. It was established in 1990 and currently has over 4400 members. Elected officials may start and stop participation at any time during their tenure in office. If an official is re-elected to the same office without a break in service, DCP membership is continuous. If an elected position changes to a non-elected position, the DCP membership of the incumbent must be discontinued.

Officials who chose DCP coverage have the Social Security tax withheld from their salary if either of these applies: (Medicare is withheld if elected after March 31, 1986.)

- a) The elected official has met the membership requirements of the Coordinated Plan, even though he or she did not choose such coverage.
  - b) A modification to Minnesota's Social Security Section 218 Agreement has been executed by PERA on behalf of your governmental subdivision and its elected officials. (Effective June 2, 2006, any local subdivision may request a modification to Minnesota's federal-state agreement to provide Social Security coverage to its DCP-covered elected official positions.)
- **Physicians** – Physicians may join the DCP if they are employees of a government subdivision, not independent contractors. If the physician chooses not to join the DCP within the first 90 days of employment, the employer must then enroll the physician in the Coordinated Plan when annual earnings are expected to exceed \$5,100. Once a physician chooses to join the DCP, the decision is irrevocable. This plan now covers about 30 physicians.

DCP-covered physicians pay Social Security unless their annual wage never exceed \$5,100. Medicare is withheld if employment began after March 31, 1986.

Public Employees  
Retirement Association  
of Minnesota  
updated January 2015

This publication is intended to provide general information; the rights and obligations of PERA members are governed by state and federal laws, rules and regulations. The Minnesota Legislature or the federal government may change the statutes, rules and regulations governing PERA at any time. If there is a discrepancy between the law governing PERA and the information contained in this publication, the statutes and regulations shall govern.

- **City Managers/Administrators** – Laws effective in 2006 allow city managers to join PERA's DCP as an alternative to the Coordinated Plan or the plan administered by the International City Managers Association. The person may enroll in the DCP at any time during employment provided he/she is not paying into the Coordinated Plan for this position. A city manager may revoke the choice of DCP coverage at any time.

DCP-covered city managers pay Social Security taxes unless their annual wage is not expected to exceed \$5,100. Medicare withholding applies if employment began after March 31, 1986.

- **Volunteer Ambulance Service** – Governmental subdivisions that have a volunteer ambulance service may make a revocable election to participate in the DCP. Once the ambulance service joins the DCP, its basic or advanced life support personnel may optionally enroll. Both ambulance personnel paid for their service with wages and personnel who are volunteer or largely uncompensated may participate, as long as the individuals do not contribute to another public or private pension plan for this service. Currently, we have just over 650 members of this DCP.

These DCP members do not pay Social Security if the combined PERA employer and employee contributions are 7.5% or more of the person's compensation. Medicare withholding must occur if employment began after March 31, 1986.

- **Volunteer or On-Call Firefighters** – State laws passed in 2006 provide that certain volunteer or emergency on-call firefighters who serve as members of a municipal fire department or an independent nonprofit firefighting corporation may elect to participate in the DCP administered by PERA.

Any independent nonprofit firefighting corporation wishing to extend DCP coverage for its eligible firefighters must contact PERA to obtain a questionnaire to determine its eligibility to participate in the DCP.

- **Individuals appointed to a board or commission of a governmental subdivision** – A statutory change in 2010 enables the DCP option to individuals who are appointed after June 30, 2010 to a board or commission (such as a Joint Powers Board, Planning Commission or Parks Board) *and* earnings exceed \$425 in any one calendar month.

\* Legislation passed in 2010 allows elected County Sheriffs receiving a retirement benefit from PERA Police and Fire Plan to participate in the DCP.

beneficiaries, or, if none, to the participant's estate.

The payment may be rolled over to another tax-qualified plan or used to purchase an annuity from an insurance company. PERA will, at the direction of the participant, send the payment to an insurance company licensed to do business in Minnesota for the purpose of purchasing an annuity.

### The Defined Contribution Plan And Taxes

Participants do not pay taxes on contributions withheld from earnings and those made on behalf of the participant by the employer. However, because the DCP is a tax-deferred program, these contributions and any account appreciation become taxable upon withdrawal, unless rolled over to another tax-qualified plan. If taken out before age 59½ and not rolled over, withdrawals are, with a few exceptions, also subject to a 10 percent tax surcharge.

Employee payments for past service are recorded in the participant's account as taxed contributions. Consequently, the participant will not have tax liability for these contributions upon withdrawal.

Because the DCP is a tax-qualified plan, enrollment may lower the maximum contribution participants can make to a deferred compensation plan and may also, depending

upon income level, eliminate the tax deductibility of contributions to a traditional individual retirement account (IRA).

### Administrative Charges

Two percent of the employer contributions to the DCP (2 cents for each \$1.00 contributed by the employer) is used by PERA for administrative costs of the plan. In addition, 0.25 percent of the value of the participant's shares are also retained by PERA to help defray the costs of administering the plan. This asset-based charge amounts to \$2.50 for each \$1,000 of the participant's account value.

### Medicare and

### Social Security Withholdings

Participation in Medicare is required for all DCP members elected or appointed after March 31, 1986. With limited exceptions, members are excluded from participating in Social Security. For some positions, however, Social Security participation is required due to a Section 218 agreement between the federal government and either PERA or a single governmental unit. For details, contact your governmental unit's human resources office or PERA.

For retirement purposes, DCP members who do not have Social Security taxes withheld from their salary may have future Social Security benefits reduced (if eligible for such benefits) because of the DCP

lump-sum benefit they receive from PERA after terminating public service. For details, contact the Social Security Administration and request information on the Government Pension Offset and the Windfall Elimination provision.

### Contact PERA

If you have questions about your account or PERA's Defined Contribution Plan, you can contact PERA at 1-800-652-9026.

PERA also has a website with regular updates on share values and rates of return for the DCP investment accounts. The address is [www.mnpera.org](http://www.mnpera.org).

This publication is intended to provide general information; the rights and obligations of PERA members are governed by state and federal laws, rules and regulations. The Minnesota Legislature or the federal government may change the statutes, rules and regulations governing PERA at any time. If there is a discrepancy between the law governing PERA and the information contained in this publication, the statutes and regulations shall govern.

This document is available in alternative formats to individuals with disabilities by calling (651) 296-7460 or 1 800 652-9026, or through the Minnesota Relay Service at 1 800 627-3529.

Public Employees Retirement Association of Minnesota  
60 Empire Drive, St. Paul, MN 55103-2088  
1 800 652-9026 ♦ (651) 296-7460  
[www.mnpera.org](http://www.mnpera.org)



# Defined Contribution Plan

A retirement program  
for elected & appointed  
government officials

Public Employees Retirement  
Association of Minnesota

# DCP Defined Contribution Plan

The Defined Contribution Plan (DCP) administered by PERA is a tax-deferred retirement savings program for elected and appointed public officials, city managers, and several other specific groups of public employees in Minnesota. DCP participants determine how both employee and employer contributions are to be invested through the purchase of shares in accounts of the Minnesota Supplemental Investment Fund. Total contributions plus investment performance determine the ultimate benefit, which is paid as a lump sum upon withdrawal.

## Eligibility

All local public officials elected to their positions by the public at large are eligible to participate in the plan, as are those first appointed to a board or commission of a political subdivision after June 30, 2010, if the earnings exceed \$5,100 per year. Elected county sheriffs may participate only if excluded from participation in PERA's Police & Fire Plan. Officials appointed to vacant elective positions are also eligible for the plan for the remainder of the officer's term. DCP is the only PERA retirement plan available to officials first elected to governing body positions (ex: city council, county board, school board, etc.) after June 30, 2002.

For elected officials, participation in the plan is voluntary for each individual and there is no minimum salary requirement. Elected officials may also choose to discontinue participation at any time.

## How It Works

Public officials contribute 5 percent of their elective salary and their employers contribute an identical amount. Salary includes compensation the official receives for services rendered in the elected position as well as compensation received by the official for services rendered to a board or commission not filled through election by the public at large. It does not include pay for actual or anticipated expenses.

Plan participants designate a percentage of total contributions to be placed in one or more of seven accounts of the Minnesota Supplemental Investment Fund. This investment fund is administered by the Minnesota State Board of Investment (SBI) and includes actively and passively managed stock funds, an international stock fund, a bond fund, a balanced fund, a money market account and a fixed interest fund. The investment goals of these accounts and the returns they have actually achieved are described in *Investment Options, Minnesota Supplemental Investment Fund*, published by the Minnesota State Board of

Investment. This publication is posted on both PERA's and SBI's websites.

Shares belong entirely to the participant. Except for the money market and fixed interest funds, whose shares are always one dollar each, shares are purchased at market prices.

Interest paid by the money market and fixed interest funds is reinvested in additional shares of the respective accounts. Interest and dividends earned by the stocks and bonds held in the other five accounts are used to purchase additional stocks and bonds in those accounts. These purchases and the gains and losses in market value of the securities held in the accounts are reflected in the value of the accounts' shares, much like a mutual fund.

DCP participants may change their investment selections any time and may also transfer all or portions of previously purchased shares from one account to another. Some special restrictions apply, however, to transferring funds to other accounts from the Fixed Interest Account. (These restrictions are explained in the brochure *Changing Investment Selections*.)

DCP members receive account statements by mail once each year. They may also monitor their accounts online through MY PERA at [www.mnpera.org](http://www.mnpera.org).

## Benefits

Upon termination of covered service, the DCP participant is entitled to a lump-sum payment of the value of shares held in the account at the time payment is issued. The final value of the account is determined by economic and market conditions. Thus, PERA and the State of Minnesota cannot guarantee that the value of an account will not decrease to a level below that originally paid for the shares.

Participants who qualify for permanent disability under Minnesota statutes governing PERA have the option of receiving monthly payments from their account instead of a lump-sum distribution. The amount of the payments must be in \$100 increments and may not exceed ten times the combined employee and employer contributions for the month preceding the disability. The benefit ends when the disability status ends or when the account is depleted, whichever is sooner.

Proceeds of an account are payable 30 days or more after the date of termination of elected office, approval of disability, or death. An application for withdrawal of the funds must be filed with PERA by the member or by someone acting on the participant's behalf before payment can be made. Upon the member's death, the value of all accounts is payable, upon application, to the participant's designated

(Continued on reverse side)



# Membership Election by Public Officials

Public Employees Retirement Association (PERA) 60 Empire Dr., Suite 200, St. Paul MN 55103  
 PERA Employer Fax Number: 651 296-2493; Employer Lines: 651 296-3636 or 1-888-892-PERA

Deductions for coverage in the PERA Defined Contribution Plan (DCP) must not begin until the eligible individual has made a written selection to participate. The employing unit must send this form to PERA only if the eligible official has chosen to enroll in a PERA pension plan (retain this form if the person does not choose to join PERA).

## PART A - CERTIFICATION OF PLAN ELIGIBILITY

This section is to be completed by a representative of the governmental unit for which the official will serve.

Name of Governmental Subdivision		PERA Employer No.	
Name of Public Official (Last, First, M.I.)	Soc. Sec. No. - -	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Position Title
Date Person Took the Position / /	Pay Cycle(s) that Apply to the Salary of this Position <input type="checkbox"/> Weekly <input type="checkbox"/> Semi-monthly <input type="checkbox"/> Bimonthly <input type="checkbox"/> Annually <input type="checkbox"/> Biweekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other:		
<p><b>Eligibility</b> – Check the box below that describes the reason that the named individual is eligible for DCP membership based on services he or she provides to the identified governmental entity:</p> <p><input type="checkbox"/> A* As a local <i>elected</i> official holding a <i>non-governing body position</i> (i.e. county auditor, treasurer or attorney; city clerk, certain township clerks) or a person <i>appointed</i> to fill a vacant local elected non-governing body position.</p> <p><input type="checkbox"/> B As an official <i>first elected after June 30, 2002</i> to a local <i>governing-body</i> position (i.e., county commissioner, city council, school board, township supervisor, soil and water board, or other special district board) or a person who is <i>appointed</i> to fill the unfinished term of an elected official who is vacating a <i>governing-body</i> position</p> <p><input type="checkbox"/> C As a person <i>first appointed after June 30, 2010</i>, to a <i>board or commission of this governmental subdivision</i> and who has compensation for this position exceeds \$5,100 per year, or</p> <p><input type="checkbox"/> D As an elected county sheriff who is currently receiving retirement benefits from the PERA Police and Fire Plan.</p> <p>*A person elected to a <i>non-governing-body position</i> who earns more than \$5,100 per year may join the Coordinated Plan instead of the DCP.</p>			
Signature of Employer Representative		Date	Daytime Telephone No.

## PART B - MEMBERSHIP SELECTION

This section is to be completed by the public official who qualifies for PERA retirement plan membership.

<p>I make the following choice with respect to my option for PERA membership as an eligible elected or appointed official. (Check only one box as you may not join two PERA plans for wages earned in a single eligible position with an entity.)</p> <p><input checked="" type="checkbox"/> <b>Defined Contribution Plan – Membership is open to all positions listed above.</b> If you choose this membership, participation will begin the earlier of the first day in which DCP contributions are taken from your salary, or the date this form is received by PERA provided it is received within 60 days of the contributions. With some exceptions, this membership may preclude withholding Social Security contributions from your public service earnings.  <u>A choice for DCP coverage is revocable during incumbency; however a refund of the account value is payable only upon your termination of all public service.</u></p> <p><input type="checkbox"/> <b>Coordinated Plan – You may choose this coverage only if you hold a local elected <i>non-governing body position</i> (denoted by Box A above) and you have salary in excess of \$5,100 per year.</b> If you choose this coverage, membership begins on the first day for which plan contributions are deducted from eligible earnings provided that PERA receives this written election within 60 days of the receipt of the contributions. Social Security taxes will be withheld from earnings in addition to the deductions taken for coverage in this retirement plan.  <u>A choice for this coverage is irrevocable for your current and any successive terms in office.</u></p> <p><input type="checkbox"/> <b>No PERA Plan</b> – I choose to not exercise my right to join a PERA plan at this time. I understand that I must pay Social Security taxes unless I am an elected sheriff who is a retired member of the Police and Fire Plan.</p> <p><b>Note: PERA membership may, depending upon income, lower or eliminate the tax deductibility of contributions to an IRA.</b></p>	
Signature of Elected/Appointed Official	Date
If you have chosen to join PERA, provide your mailing address and date of birth for identification and mailing purposes. Mailing Address (include city, state, and zip code)	Date of Birth / /



# DCP INVESTMENT SELECTION FORM

Name (Please Print)	PERA ID No.:
Address (Street, City, State, Zip Code)	Social Security No: X X X - X X - _ _ _ _
<b>DCP Plan:</b> <input type="checkbox"/> Elected Official <input type="checkbox"/> Ambulance/Rescue <input type="checkbox"/> Physician <input type="checkbox"/> Vol. Firefighter <input type="checkbox"/> City Manager If you have more than one PERA Defined Contribution Plan account, the investment selections you make below will be applied to all of the plans you indicated above. If you wish to have different investment selections for multiple accounts, a separate form is necessary for each account.	

**Part I. Investment Selections—Future Contributions**  
 Complete this part to change how future contributions into your DCP account are to be invested.

**Investment Selections—Future Contributions**

Percentage	
	Income Share
	Growth Share
	Common Stock
	Bond Market
	International Share
	Fixed Interest
	Money Market
<b>100%</b>	Total of percentages (must add to 100% as shown)

**Part II. Transfer of Currently-Owned Shares to New Accounts**  
 Complete this part if you wish to remove some or all of the funds in one or more of your DCP accounts and place them in another account. In item A, indicate the box(es) corresponding to the account(s) for which you wish to sell shares the percentage of the account's value you want to withdraw. (You may withdraw from 1% to 100% of an account's value.) Upon receipt of a completed Part II, PERA will sell shares as you specify in item A below. With the proceeds from this sale, PERA will purchase shares in accounts you designate in item B below. Please use whole percentages in item B to indicate what proportion of the sale proceeds is to be used to purchase shares in new accounts. The percentages in item B must total to exactly 100 percent.

<p><b>A. Accounts from which you wish to transfer funds</b></p> <table border="1"> <thead> <tr> <th style="text-align: center;">Percentage</th> <th></th> </tr> </thead> <tbody> <tr><td> </td><td>Income Share</td></tr> <tr><td> </td><td>Growth Share</td></tr> <tr><td> </td><td>Common Stock</td></tr> <tr><td> </td><td>Bond Market</td></tr> <tr><td> </td><td>International Share</td></tr> <tr><td> </td><td>Fixed Interest</td></tr> <tr><td> </td><td>Money Market</td></tr> </tbody> </table>	Percentage			Income Share		Growth Share		Common Stock		Bond Market		International Share		Fixed Interest		Money Market	<p><b>B. Accounts for which you want to purchase shares</b></p> <table border="1"> <thead> <tr> <th style="text-align: center;">Percentage</th> <th></th> </tr> </thead> <tbody> <tr><td> </td><td>Income Share</td></tr> <tr><td> </td><td>Growth Share</td></tr> <tr><td> </td><td>Common Stock</td></tr> <tr><td> </td><td>Bond Market</td></tr> <tr><td> </td><td>International Share</td></tr> <tr><td> </td><td>Fixed Interest</td></tr> <tr><td> </td><td>Money Market</td></tr> <tr> <td style="text-align: center;"><b>100%</b></td> <td>Total of percentages (must add to 100% as shown)</td> </tr> </tbody> </table>	Percentage			Income Share		Growth Share		Common Stock		Bond Market		International Share		Fixed Interest		Money Market	<b>100%</b>	Total of percentages (must add to 100% as shown)
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Sign and date this form and provide a daytime telephone number where you can be contacted.  
**Unsigned investment designations cannot be processed and will be returned.**

**I authorize and request that my PERA account be updated to reflect the above data.**

Full Signature (Do not type or print; please use an ink pen.)	Date	Daytime Telephone Number

Revised 11/20/2013



**CITY OF LAUDERDALE  
LAUDERDALE, MINNESOTA**

**NOTICE OF SPECIAL CITY COUNCIL MEETING**

**Tuesday, January 12, 2016  
7:30 p.m.**

NOTICE IS HEREBY GIVEN that the City Council will hold a Special Closed Meeting pursuant to Minnesota Statutes, Section 13D.05, subdivision 3 on Tuesday, January 12, 2016, commencing at the conclusion of the 7:30 p.m. Regular City Council meeting at 1891 Walnut Street, Lauderdale, Minnesota for the following purpose:

1. To review confidential data and consider strategies for purchase of real property at 1821 Eustis Street conducted pursuant to Minnesota Statutes Sections 13D.05, subdivision 3 and 13.44, subdivision 3.

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

DATED: January 8, 2016.