SPECIAL JOINT MEETING AGENDA
SARTELL CITY COUNCIL & LESAUK TOWN BOARD
NOVEMBER 16, 2015
GOVERNMENT CENTER BUILDING/TOWN HALL
6:30 P.M.

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1. Agenda Review and Adoption
2. 2016 Fire Services Budget
3. Future Meetings Discussion
4. Adjourn

SARTELL-LESAUK JOINT MEETING

AGENDA COVER SHEET

Originating Department: **Fire Department & City Administration**	Meeting Date: **November 16, 2015**	Agenda Item No. **Joint Meeting #2**
Agenda Section:	Item: **2016 Fire Services Budget**	

The 2016 budget is attached, showing prior year and year to date comparisons, as well as a draft invoice for 2016. First, please note that the biggest increase in the budget is that State Aid pass through increasing by $17,000 and that has no actual impact on City or Town expense. The State pays this amount to the City toward Fire Relief pensions and we pay it over to the Relief Association. It is removed from the Town's invoice calculation as you can see on the invoice draft.

I know some discussion is desired on the invoice calculation formula. Those of us here when this formula was put into place may recall a few points of contention over the 2009 agreement. One of them was the amount of the equipment buyout the City was asked to make; the other was the 4% administrative fee the Town was asked to pay.

Overall, the new agreement has streamlined things and I certainly think both sides have tried to implement it fairly. The City voluntarily suggested what we felt was a fairer formula for the Township in 2013 – including capital charges that were based on actual existing equipment depreciation rather than a future capital plan that may or may not be followed through. That changed the equipment line item on which you were being charged and resulted in cutting your bill by about $14,000.

The Administrative Fee is something we should discuss. We do need to consider costs that you don't see in the FD budget – costs for the accounting and payroll work related to the Department, personnel management time, required reporting and paperwork that just never ceases to keep growing. On the other hand, I also understand the problem with a 4% administrative fee that ends up comprising 25% of the Town's fire services invoice amount. Another option could be to add a percentage administrative line item to the overall budget calculation, and then the Town just pays their calculated share of that – that is demonstrated on the attached draft using 15% for review and discussion.

CITY OF SARTELL
Expenditure Budget Worksheet-2016

Budget Line Items	2013 Amt	2014 Amt	2015 YTD Amt	2015 Budget	2016 Budget	Comment
DIV 422 FIRE						
E 101-42-422-101 REGULAR WAGES & S	$85,623.22	$72,757.47	$68,149.85	$87,000.00	$88,000.00	
E 101-42-422-102 OVERTIME WAGES	$0.00	$0.00	$0.00	$0.00	$0.00	
E 101-42-422-103 PART-TIME WAGES	$1,117.69	$1,302.17	$481.06	$1,400.00	$0.00	Cleaning co
E 101-42-422-122 EMPLOYER CONTRIB	$6,635.53	$5,665.44	$5,250.21	$7,200.00	$7,000.00	
E 101-42-422-127 FIRE RELIEF CONTRI	$7,800.00	$9,800.00	$0.00	$10,000.00	$10,200.00	
E 101-42-422-128 FIRE STATE AID PASS	$90,583.65	$87,045.42	$0.00	$70,000.00	$87,000.00	Revenue off
E 101-42-422-135 MEDICAL	$445.00	$1,609.50	$586.00	$3,800.00	$2,000.00	Annual & Ne
E 101-42-422-150 WORKERS COMPENS	$24,191.70	$29,343.88	$33,132.00	$34,000.00	$33,000.00	
E 101-42-422-170 CLOTHING ALLOWAN	$13,251.93	$7,499.69	$1,833.60	$13,000.00	$13,000.00	Turnout&Cla
E 101-42-422-200 OFFICE SUPPLIES	$33.82	$507.87	$218.43	$500.00	$500.00	
E 101-42-422-203 SOFTWARE/SUPPORT	$1,489.19	$1,505.00	$1,524.60	$1,600.00	$1,600.00	
E 101-42-422-210 SUPPLIES/MATERIAL	$6,687.41	$3,802.82	$7,732.34	$8,000.00	$7,000.00	
E 101-42-422-211 SAFETY SUPPLIES/OS	$56.75	$850.00	$746.39	$1,000.00	$1,000.00	
E 101-42-422-212 FUELS	$6,564.32	$4,511.28	$2,104.53	$7,000.00	$7,000.00	
E 101-42-422-240 SMALL TOOLS	$3,554.22	$4,784.81	$1,106.76	$3,000.00	$5,000.00	
E 101-42-422-305 CONSULTANTS-OTHE	$0.00	$142.50	$0.00	$0.00	$0.00	
E 101-42-422-310 AUDITING	$500.00	$500.00	$3,550.00	$800.00	$800.00	
E 101-42-422-320 COMMUNICATIONS/T	$5,485.72	$5,256.77	$3,881.56	$6,200.00	$6,000.00	
E 101-42-422-322 POSTAGE	$0.00	$0.00	$0.00	$50.00	$0.00	
E 101-42-422-330 TRANSPORTATION/L	$1,476.88	$1,428.66	$480.13	$4,000.00	$3,500.00	
E 101-42-422-340 TRAINING	$3,190.00	$4,930.00	$7,000.00	$6,000.00	$6,000.00	
E 101-42-422-350 PUBLICATIONS	$0.00	$0.00	$208.25	$0.00	$0.00	
E 101-42-422-360 COMP LIAB INSURAN	$14,955.19	$12,818.15	$13,880.00	$15,000.00	$15,500.00	
E 101-42-422-381 UTILITY ELECTRICIT	$4,866.35	$4,754.85	$2,481.20	$5,000.00	$5,000.00	
E 101-42-422-383 UTILITY GAS	$3,597.11	$6,573.46	$2,343.76	$4,800.00	$6,000.00	
E 101-42-422-384 REFUSE	$399.96	$399.96	$317.98	$500.00	$500.00	
E 101-42-422-401 R & M - OTHER	$37.02	$1,147.24	$213.63	$500.00	$500.00	
E 101-42-422-404 R & M- EQUIPMENT	$8,744.65	$15,570.89	$3,482.07	$11,550.00	$15,000.00	Hoses&Testi
E 101-42-422-405 R & M - VEHICLES	$21,152.91	$17,997.28	$15,781.86	$22,000.00	$22,000.00	
E 101-42-422-406 R & M - BLDG	$7,763.54	$8,195.23	$6,540.27	$7,000.00	$8,000.00	
E 101-42-422-409 CONTRACTED CLEANI	$0.00	$0.00	$280.00	$0.00	$1,500.00	
E 101-42-422-413 RENTALS	$338.61	$321.60	$214.40	$450.00	$500.00	Cylinders
E 101-42-422-414 LEASES-EQUIPMENT	$1,185.48	$1,104.00	$736.00	$1,400.00	$1,400.00	
E 101-42-422-429 FIRE PREVENTION S	$1,636.00	$1,250.13	$1,232.39	$1,500.00	$1,500.00	
E 101-42-422-430 MISCELLANEOUS	$4.00	$254.00	$170.00	$250.00	$250.00	
E 101-42-422-434 DUES & SUBSCRIPTI	$829.00	$1,142.00	$857.00	$1,000.00	$1,200.00	
E 101-42-422-500 CAPITAL OUTLAY	$18,454.51	$0.00	$3,918.00	$5,500.00	$5,500.00	Laptops
E 101-42-422-515 JUDGEMENTS & LOSS	$848.65	$0.00	$0.00	$1,000.00	$0.00	Deductible
E 101-42-422-550 CAP OUTLAY-EQUIP	$0.00	$2,368.00	$4,787.32	$4,700.00	$8,000.00	Misc equip
DIV 422 FIRE	$343,500.01	$317,140.07	$195,221.59	$346,700.00	$370,950.00	

Sartell Fire Services Invoice

For 2016 Fire Protection Services

	Current	Concept	
2016 Operating Budget	$370,950	$370,950	
less State Fire Aid budgeted	($87,000)	($87,000)	
less Building electricity budgeted	($5,000)	($5,000)	
less Building gas budgeted	($6,000)	($6,000)	
less Building Repair budgeted	($8,000)	($8,000)	
Subtotal Budget	$264,950	$264,950	
Plus Depreciation	$53,343	$53,343	NOT UPDATED YET
Plus Administrative Costs 15% of total operating budget		$55,643	
Total Fire Services 2016 Budget	$318,293	$373,936	
Township formula share	9.46%	9.46%	
Township operations and capital share (Total x %)	$30,121	$35,387	
2016 Admin Fee (4% of budget after reductions)	$10,598	$0	
TOTAL DUE FOR 2016	**$40,719**	**$35,387**	
First Half due 6/30/16	$20,360	$17,693	
Second Half due 12/31/16	$20,360	$17,693	

Building expenses will be invoiced separately per Fire Service Agreement

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FOR INFORMATION: Calculation of Town Percentage per Agreement:

Number of fire service calls to Town averaged over last three years: 8.00%

(2012, 2013 and 2014 annual reports from Fire Department)

2012: 113 total; 107 City (95%) and 6 Town (5%)

2013: 144 total; 126 City (88%) and 18 Town (12%)

2014: 116 total; 108 City (93%) and 8 Town (7%)

Taxable Market Value: 10.99% NOT UPDATED YET

LeSauk - $133,010,300

Sartell - $1,077,827,200

Population:

(2014 State Demographer's office: 16,949 for City; 1,758 for Town) 9.40%

Total: 28.39%

Divided by 3 for combined rate: **9.46%**

SARTELL-LESAUK JOINT MEETING

AGENDA COVER SHEET

Originating Department: **City Administration**	Meeting Date: **November 16, 2015**	Agenda Item No. **Joint Meeting #3**
Agenda Section:	Item: **Future Meetings Discussion**	

When we last met with Bob Heim to talk about maintaining a solid City-Town relationship, the administrative fees addressed above were raised, and the City was also asked to bring back further information on tax and other cost differences as well as clear maps of City/Town lines and growth boundaries, as well as specific ideas used by other cities/townships such as zones, tiers or other concepts from model agreements.

For purposes of tonight's meeting, I pulled up 2015 taxes for a $254,500 home in LeSauk and total taxes were $2,920; a $255,500 home in Sartell had taxes of $3,604. An average utility bill for a family of 4 in Sartell is about $50 per month, but those who irrigate their lawns using City water can pay significantly more and that just depends on their amount of irrigation. Once you buy into the system by paying SAC and WAC, our current assessment policy charges 35% of reconstruction costs when the utility lines need reconstruction (maybe every 40 to 50 years or more?), and the City pays the rest.

Anita will provide the maps and some model agreements, and we can then discuss whether/when to have further discussion on these topics and if we would like to bring back the facilitator.