

CONSENT AGENDA

**CITY OF LAKE ST. CROIX BEACH
16455 20th STREET SOUTH
WASHINGTON COUNTY, MINNESOTA
SPECIAL CITY COUNCIL MEETING
MAY 23, 2016**

CITY COUNCIL MEMBERS PRESENT:

Tom McCarthy, Michelle Kline, Jim Unker, Charles Brown, Cindie Reiter

STAFF PRESENT:

Susan Schuler Clerk/Administrator

OTHERS PRESENT:

CALL TO ORDER by Mayor McCarthy at 5:30 p.m. followed by the Pledge of Allegiance

Schuler stated to council that the personnel committee had met and conducted four interviews with candidates, who applied for the Deputy Clerk Position and read the following recommendation,

MOTION BY SIEVERT SECOND BY RILEY THAT THE PERSONNEL TO OFFER ANDREW BRUNICK THE POSITION OF DEPUTY CLERK CONTINGENT ON PASSING A BACKGROUND CHECK FOR A WAGE DETERMINED BY COUNCIL OFFERING THE SAME BENEFITS THAT THE PREVIOUS ONE HAD, AND TO HAVE A 6 MONTH PERFORMANCE EVALUATION. AYES: ALL. MOTION CARRIED

MOTION BY BROWN SECOND BY REITER TO HIRE ANDREW BRUNICK FULL TIME FOR DEPUTY CLERK WAGE IN THE AMOUNT OF \$18.50 HOURLY WITH BENEFITS AND TO DO AN EMPLOYEE EVALUATION AFTER 6 MONTHS.

AFTER SOME DISCUSSION A VOTE WAS CALLED: AYES: ALL MOTION CARRIED.

Schuler will get Mr. Brunick the necessary paperwork to proceed with the background check and offer.

ADJOURNMENT: MOTION BY BROWN SECOND BY REITER TO ADJOPURN AT 6:15 PM. AYES; ALL MOTION CARRIED

Respectfully Submitted
Susan Schuler
City Clerk/Administrator

Tom McCarthy, Mayor

Susan Schuler, Clerk-Administrator

Date

Public Safety Reports

Washington County Sheriff's Office
 CONTRACT ICR's
 Contract Report for LAKE ST CROIX BEACH
 For the Period 5/01/16 To 5/31/16

Date	Time	ICR #	ID#	Street Name	Complaint
5/03/16	11:30:30	116015634	0130	19TH ST	TRAFFIC DAC
5/04/16	8:43:45	116015749	0078	17TH ST	POSSIBLE DOMESTIC-3RD PARTY CA
5/04/16	18:15:14	116015831	0076	18TH ST	BURNING COMPLAINT/ASSAULT
5/04/16	21:56:15	116015838	0170	SAINTE CROIX TR	DECEASED DOG
5/05/16	17:16:06	116015914	0084	13TH ST	SUSPICIOUS ACTIVITY
5/05/16	23:32:04	116015959	1264	21ST ST	MEDICAL LEVEL 1
5/06/16	15:02:22	116016036	0061	QUEENS AV	MEDICAL LEVEL 2
5/06/16	16:35:03	116016059	0061	QUINLAN AV	DRIVING COMPLAINT *SEE COMP
5/07/16	2:39:33	116016137	0066	18TH ST	SUSPICIOUS PERSON **RSTK AMB
5/07/16	8:45:30	116016146	0081	RACINE AV	RECOVERED STOLEN TRAILER *REST
5/07/16	11:31:29	116016162	0094	RACINE AV	BURNING COMPLAINT
5/07/16	12:33:02	116016170	0160	QUEENS AV	ANIMAL COMPLAINT
5/07/16	23:29:09	116016230	1208	18TH ST	VANDALISM REPORT
5/08/16	14:43:28	116016282	0094	QUEENS AV	ABANDONED VEHICLE
5/08/16	15:46:13	116016292	0176	RACINE AV	ORD & PARKING VIOL
5/08/16	21:11:49	116016307	0176	RACINE AV	NOISE COMPLAINT
5/09/16	5:10:24	116016325	1280	RACINE AV	SUSPICIOUS ACTIVITY
5/09/16	10:26:22	116016360	0075	RACINE AV	IDENTITY THEFT
5/09/16	17:19:38	116016417	0089	SAINTE CROIX TR	THREATS REPORT
5/09/16	17:55:09	116016419	0093	ST CROIX BEACH	SUICIDAL FEMALE
5/09/16	18:52:12	116016425	0139	RACINE AV	MEDICAL LEVEL 1
5/10/16	9:27:46	116016470	0130	SAINTE CROIX TR	DAMAGE TO VEHICLES
5/11/16	11:37:36	116016620	0130	RACINE AV	MEDICAL **LEVEL 1**
5/11/16	16:25:26	116016678	0147	RACINE AV	ORDER FOR APPREHENSION
5/12/16	11:54:18	116016759	0075	RAMADA AV	PARKING COMPLAINT
5/12/16	19:14:35	116016818	0174	RACINE AV	FOX SIGHTING
5/13/16	13:35:03	116016905		RACINE AV	WARRANT / WCSO / CR161483
5/13/16	15:31:23	116016934	0061	RACINE AV	OFFICER QUESTIONS
5/16/16	16:15:47	116017244	0176	UPPER 22ND ST	SUSPICIOUS PEOPLE
5/16/16	20:47:58	116017287	0176	20TH ST	SCB COUNCIL MEETING
5/17/16	8:03:44	116017316	0078	23RD ST	DRIVING CONCERN
5/17/16	10:16:25	116017337	0078	SAINTE CROIX TR	THEFT REPORT
5/18/16	0:29:44	116017455	1204	RACINE AV	FAMILY ASSIST
5/20/16	17:31:34	116017856	0093	QUEBEC AV	BRUNING CONCERN
5/20/16	21:22:46	116017885	0174	QUEENS AV	MISSING DOGS
5/21/16	3:23:01	116017926	0066	20TH ST	UNWANTED MALE **RSTK 21 TH
5/21/16	3:23:01	116611264	0066	20TH ST	UNWANTED MALE-AOA
5/21/16	3:23:01	116501224	0066	20TH ST	UNWANTED MALE-AOA
5/21/16	14:37:32	116017966	0078	RACINE AV	NOISE COMPLAINT

CJBWPFR\$

5/21/16	20:15:26	116018018	0061	QUEENS AV	CHECK WELARE	*RSTK PER 12
5/21/16	20:47:23	116018020	0174	QUENTIN AV	MEDICAL LEVEL 1	
5/21/16	21:30:00	116018024	1204	QUANT AV	MEDICAL LEVEL 1	
5/22/16	20:31:10	116018150	0061	20TH ST	PARKING COMPLAINT	
5/23/16	8:55:05	116018188	1212	18TH ST	POLITICAL SIGN VIOLATION-CALL	
5/23/16	16:17:39	116018275	0176	RIVIERA AV	MINI-BIKE COMPLAINT	
5/23/16	16:41:49	116018278	0176	QUASAR CT	MEDICAL LEVEL 1	
5/26/16	9:19:24	116018662	0110	13TH ST	FOUND PROPERTY	
5/26/16	11:51:05	116018689	0094	SAINT CROIX TR	DRIVING COMPLAINT	
5/27/16	0:06:51	116018779	1208	SAINT CROIX TR	DRUG ACTIVITY	
5/27/16	19:45:23	116018910	0174	RACINE AV	TRESPASSING COMPLAINT	
5/27/16	21:54:58	116018921	0093	QUINLAN AV	POSSIBLE SHOTS HEARD	
5/27/16	22:46:55	116018923	0090	17TH ST	FIRE WORKS COMPLAINT	**ICR R

PRT CONTRACT ICR REPORT

QIJS Page 2
6/01/16 5:33:43

Washington County Sheriff's Office
 CONTRACT ICR's
 Contract Report for LAKE ST CROIX BEACH
 For the Period 5/01/16 To 5/31/16

Date	Time	ICR #	ID#	Street Name	Complaint
5/28/16	4:50:17	116018942	0089	QUENTIN AV	DOMESTIC
5/28/16	7:12:33	116018947	0130	SAINT CROIX TR	ASSIST
5/28/16	18:27:03	116019001	0174	SAINT CROIX TR	INFORMATION/POSSIBLE DISTURBAN
5/28/16	23:18:45	116019021	1264	QUASAR AV	SUSPICIOUS ACTIVITY
5/30/16	11:53:18	116019150	0075	QUINLAN AV CIR	BURGLARY REPORT
5/30/16	13:09:17	116019163	0081	SAINT CROIX TR	VEH LOCKOUT
5/30/16	14:18:29	116019170	0160	SAINT CROIX TR	VEHICLE UNLOCK
5/30/16	21:10:38	116019216	0082	QUENTIN AV	CHECK ADDRESS
5/30/16	21:26:17	116019218	0082	21ST ST	SUSPICIOUS VEHICLE
5/30/16	22:28:04	116019224	0082	QUENTIN AV	911 CALL
5/31/16	12:48:26	116019303	0160	RACINE AV	PUBLIC ASSIST
5/31/16	15:42:43	116019342	0078	SAINT CROIX TR	CIVIL ASSIST
5/31/16	16:09:31	116019348	0078	15TH ST	SCAM REPORT

Total ICRs Processed: 65

** END OF REPORT **

Washington County Sheriff's Office
CITATIONS BY CITY REPORT

City Selected: LAKE ST CROIX BEACH

From Date: 5/01/2016 To: 5/31/2016

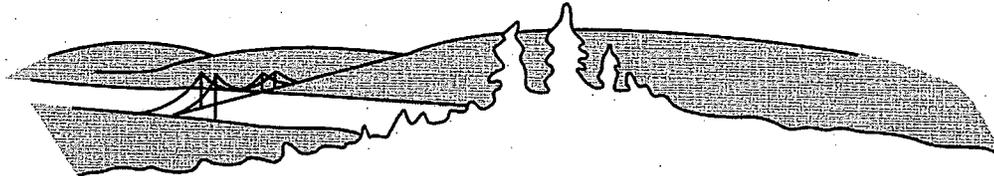
LAKE ST CROIX BEACH

Offense Date	Offense Time	Location	Citation #
5/03/2016 Statute 171	1130 24 3	19TH ST / QUEENS AV DAC	CT8224491
5/08/2016 Statute 169	1544 35 1	1745 RACINE AV ILLEGAL PARKING	CT8224370
5/17/2016 Statute 609	1016 52 3	2020 ST CROIX TR THEFT	CT8221219

Total for City: LAKE ST CROIX BEACH

3

** END OF REPORT **



LOWER ST. CROIX VALLEY FIRE PROTECTION DISTRICT

1560 St. Croix Trail South

Mailing Address: P.O. Box 234 - Lakeland, MN 55043

(651) 436-7033 • FAX (651) 436-1682

May 11, 2016

To: Mayors and Council Members of Afton, Lakeland, Lakeland Shores, Lake St. Croix Beach and St. Mary's Point

Subject: Fire District Budget and Levies for 2017

On behalf of the Lower St. Croix Valley Fire Protection District please find enclosed the 2017 Operating and Debt Service Budgets and Tax Levies as approved by the Fire District Board on May 11, 2016.

Please use these schedules in your 2017 Budget process. Either Tom Wilson, Finance Committee Chair, myself or another Fire District Representative plan to present the budget and levy at an upcoming Council meeting.

Sincerely,

Jim Stanton, Fire District Board Chair
Lower St. Croix Valley Fire Protection District
Jrstanton7@gmail.com
651-248-8136

Lower St. Croix Valley Fire Protection District 2017 Operating and Debt Service Budgets and Tax Levies

The overall increase in the Operating Tax Levy is 4.59%. Individual City % may vary depending on the changes in population and tax capacity. The Debt Service Tax Levy is \$96,000, a decrease of \$16,500 or 14.67% from \$112,500 due to a very favorable refunding of the 2003 Fire Hall Bonds.

Schedules Attached:

- A. 2017 Operating Tax Levy - Summary Allocation
- B. Tax Levy Summary, Reserve Funding Summary and Yearly Operations Budget Summary
- C. Budget FY 2017 Worksheet
- D. 2017 Debt Service Tax Levy Allocation
- E. 2015 Population and Household Estimates (Preliminary) as prepared by Metropolitan Council.
- F. Washington County Final Pay 2016 Market and Net Tax Capacity Values

Approved by Fire District Board on May 11, 2016

2017 Operating Tax Levy - Summary Allocation

LSCV FIRE PROTECTION DISTRICT

Total Operating Tax Levy									
\$468,691									
CITY	POPULATION	POPULATION % OF TOTAL	TAX CAPACITY	TAX CAPACITY % OF TOTAL	COMBINED PERCENT OF TOTAL	2017 Levy	2016 Levy	INCREASE	PERCENT INCREASE
AFTON	2906	45.2930%	\$6,428,917	58.5264%	51.9097%	\$243,296	\$232,893	\$10,403	4.4669%
LAKELAND	1788	27.8367%	\$2,332,126	21.2308%	24.5337%	\$114,987	\$108,697	\$6,290	5.7867%
LAKELAND SHORES	295	4.5979%	\$581,166	5.2907%	4.9443%	\$23,173	\$22,800	\$373	1.6360%
LAKE ST CROIX BEACH	1056	16.4589%	\$900,716	8.1998%	12.3293%	\$57,786	\$55,076	\$2,711	4.9224%
ST MARY'S POINT	373	5.8136%	\$717,719	6.7523%	6.2829%	\$29,448	\$28,650	\$798	2.7853%
	6416	100.0000%	\$10,984,840	100.0000%	100.0000%	\$468,690	\$448,115	\$20,575	4.59%

SOURCES: POPULATION - METROPOLITAN COUNCIL Metropolitan Council - 2015 Estimate (Preliminary)
(THIS WILL CHANGE ONLY IF CORRECTED BY MET COUNCIL)
 TOTAL TAX CAPACITY - WASHINGTON COUNTY Final Pay 2016 Values
 TAX CAPACITY IS BASED ON TOTAL BEFORE DEDUCTIONS

BASIS FOR APPORTIONMENT TO CITIES: 50% ON POPULATION AND 50% ON TAX CAPACITY

THIS TABLE SHOWS THE EFFECTIVE COST PER PERSON, PER DOLLAR OF TAX CAPACITY AND PER HOUSEHOLD FOR EACH CITY.							
	COST/CAPITA	Rank	COST/TAX CAP	Rank	COST/HH	Rank	Households 2016 Met Council Est
AFTON	\$83.72	1	\$0.038	5	\$220.18	1	1105
LAKELAND	\$64.38	4	\$0.049	2	\$169.85	4	877
LAKELAND SH	\$78.55	3	\$0.040	3	\$203.27	2	114
LAKE SCB	\$54.72	5	\$0.064	1	\$124.54	5	484
ST MARY'S PT	\$78.95	2	\$0.040	4	\$197.64	3	149
TOTAL DISTRICT	\$73.05		\$0.043		\$166.80		2509

A

CONFIDENTIAL

2017

Tax Levy Summary	
Funding Area	Tax Levy for 2017
I. Reserve Funding	\$148,559
II. General Operations (Fire & Ambulance)	\$320,132
TOTAL TAX LEVY FOR YEAR	\$468,691

Reserve Funding Summary

Reserve Fund	Fund Balance (Cash)	Tax Levy for
	12/31/15	2017
Medical Reserve	\$6,354	\$4,000
Tires & Batteries Reserve	\$8,840	\$0
Equipment Replacement Reserve	\$101,876	\$7,000
Vehicle Replacement Reserve - Fire	\$655,086	\$147,559
Facility Reserve	\$140,138	\$0
Designated Reserve	\$153,099	(\$10,000)
Net Reserve Funding from Cities	\$1,065,393	\$148,559

Yearly Operations Budget Summary

	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Projections			
						Budget 2017	2018	2019	2020
Total II. A. Oper Tax Levies & Dist Inc									
District Income	\$154,082	\$178,030	\$192,567	\$171,768	\$176,540	\$167,040	\$171,216	\$175,496	\$179,884
II. B. Operating Expense									
Total II. B1. Board, Fire & Amb Personnel	\$151,436	\$152,853	\$169,268	\$202,152	\$240,483	\$236,797	\$242,717	\$248,785	\$255,004
Total II.B2. Facilities & Administration	\$55,827	\$57,837	\$60,399	\$55,209	\$58,100	\$62,050	\$63,601	\$65,191	\$66,821
Total II.B3. Insurance	\$29,979	\$33,002	\$30,951	\$28,662	\$36,300	\$37,600	\$38,540	\$39,504	\$40,491
Total II.B4. Vehicles & Equipment	\$94,024	\$90,713	\$82,700	\$72,781	\$91,610	\$93,110	\$95,438	\$97,824	\$100,269
Total II.B5. Training	\$10,933	\$16,978	\$18,002	\$21,701	\$20,000	\$21,500	\$22,038	\$22,588	\$23,153
Total II.B6. Other Expenses	\$32,544	\$26,768	\$30,963	\$36,310	\$31,900	\$34,115	\$34,968	\$35,842	\$36,738
Total 440.0 - Recruit and Recog	\$4,598	\$2,518	\$2,000	\$2,000	\$2,000	\$2,000	\$2,050	\$2,101	\$2,154
Total II.B. Operating Expense	\$379,341	\$380,668	\$394,283	\$418,814	\$480,393	\$487,172	\$499,351	\$511,835	\$524,631
Net Transfers	\$1,694	(\$39,000)	(\$58,000)	(\$20,000)	\$0	\$0	\$0	\$0	\$0
Net II. Oper Funding Required	\$223,564	\$241,637	\$259,716	\$267,046	\$303,853	\$320,132	\$328,135	\$336,339	\$344,747

B

CONFIDENTIAL

Lower St. Croix Valley Fire Protection District
Budget FY 2017 Worksheet

	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Budget 2017	% Change 2017-2016
I. Tax Levies - Reserve Funds								
Tax Levy - Medical	\$1,000	\$1,500	\$3,000	\$3,000	\$3,000	\$3,000	\$4,000	33.3%
Tax Levy - Tires & Batteries	\$1,000	\$2,000	\$0	\$1,000	\$0	\$0	\$0	
Tax Levy - Equipment Replacement	\$11,000	\$17,500	\$14,500	\$13,500	\$7,000	\$7,000	\$7,000	0.0%
Tax Levy - Vehicle Replacement	\$121,258	\$127,321	\$133,687	\$136,361	\$139,088	\$143,261	\$147,559	3.0%
Tax Levy - Facility & Annual Audit	\$7,000	\$7,000	\$5,000	\$5,000	\$0	\$0	\$0	
Tax Levy - Designated Fund	\$0	\$0	\$0	\$0	\$0	(\$9,000)	(\$10,000)	11.1%
Total I.A. Tax Levies - Reserve Funds	\$ 141,258	\$ 155,321	\$ 156,187	\$ 158,861	\$ 149,088	\$144,261	\$148,559	3.0%
II. Income and Expense - Operations (F& A)	37.79%	37.38%	39.08%	44.92%	37.19%	40.00%	40.00%	
II. A. Operating Tax Levies & District Income								
340.0 - Ambulance Service Billings	\$270,171	\$233,662	\$269,083	\$ 333,497	\$257,250	\$285,000	\$270,000	-5.3%
340.3 - Medicare Billing Adjustments	(102,110)	(87,349)	(105,155)	(149,797)	(95,674)	(114,000)	(108,000)	-5.3%
340.6 - Fire & Rescue Services	\$2,150	\$3,281	\$1,421	\$ 2,934	\$1,600	\$3,000	\$2,500	-16.7%
345.0/350.1 - EMT Trng Classes, Contrib & Grants	\$0		\$8,760	\$ 3,098	\$5,530			
360.0 - Interest Earned	\$24	\$37	\$41	\$ 41	\$42	\$40	\$40	0.0%
361.0 - Fire Inspections/Burn Permits	\$1,625	\$1,475	\$2,100	\$ 1,500	\$1,925	\$2,000	\$2,000	0.0%
362.0 - Other Income/Service Charges/Grants	\$592	\$2,976	\$1,780	\$ 1,294	\$1,095	\$500	\$500	0.0%
Subtotal- District Income	\$172,452	\$154,082	\$178,030	\$192,567	\$171,768	\$176,540	\$167,040	-5.4%
310.0 - Tax Levy - General Operations	\$247,370	\$228,110	\$245,920	\$260,310	\$ 263,037	\$ 303,853	\$320,132	23.0%
Total II. A. Oper Tax Levies & Dist Inc	\$419,822	\$382,192	\$423,950	\$452,877	\$434,805	\$480,393	\$487,172	1.4%

CI

CONFIDENTIAL

Lower St. Croix Valley Fire Protection District
Budget FY 2017 Worksheet

	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Budget 2017	% Change 2017-2016
II. B. Operating Expense								
II. B1. Board, Fire & Amb Personnel								
401.1 · Comp-Board	\$4,455	\$4,459	\$4,505	\$ 4,483	\$4,558	\$4,500	\$5,000	11.1%
401.2 · Comp-Fire	\$70,461	\$60,165	\$60,096	\$ 65,139	\$63,172	\$95,000	\$80,000	-15.8%
401.3 · Comp-Ambulance	\$27,846	\$27,702	\$25,538	\$ 32,603	\$27,112	\$33,170	\$35,000	5.5%
401.4 · Comp-Fire Chief	\$4,799	\$4,799	\$4,799	\$ 4,943	\$5,104	\$5,173	\$32,651	531.2%
401.45 · FT Firefighter & EMS	\$3,500	\$18,533	\$21,957	\$ 24,092	\$50,000	\$51,500	\$26,523	-48.5%
401.5 · Comp-Officers/Admin	\$16,938	\$13,737	\$12,392	\$ 12,348	\$15,559	\$14,780	\$18,163	22.9%
401.6 · Comp-Fire Inspections	\$680	\$0	\$0	\$ -	\$0	\$0	\$0	
401.8 · Comp-Vac Pay for Volunteers	\$3,375	\$3,125	\$2,625	\$ 3,375	\$3,875	\$3,500	\$4,000	14.3%
402.9 · Reimb Expense/Equip Allowance	\$10,170	\$10,098	\$10,029	\$ 11,311	\$10,947	\$11,160	\$11,160	0.0%
403.0 · FICA-Employers Portion	\$4,223	\$5,367	\$5,837	\$ 5,155	\$5,123	\$5,000	\$6,000	20.0%
403.1 · Medicare-Employers Portion	\$1,860	\$1,950	\$1,913	\$ 2,133	\$2,603	\$2,200	\$3,000	36.4%
403.2 · PERA Police & Fire - Employers Portion		\$1,502	\$3,162	\$ 3,686	\$8,100	\$8,500	\$9,300	9.4%
403.3 · Medical & Other Benefits - Employers Portion		\$0	\$0	\$ -	\$6,000	\$6,000	\$6,000	0.0%
Total II. B1. Board, Fire & Amb Personnel	\$148,307	\$151,436	\$152,853	\$169,268	\$202,152	\$240,483	\$236,797	-1.5%
II.B2. Facilities & Administration								
404.3 · Facility Cash Contrib - Amb	\$4,200	\$4,200	\$4,200	\$ 4,200	\$4,200	\$4,200	\$4,200	0.0%
404.5 · Comp - Facility Personnel	\$4,860	\$5,025	\$4,735	\$ 4,650	\$4,154	\$5,650	\$5,000	-11.5%
404.6 · Employer Paid Taxes - Facility	\$724	\$749	\$706	\$ 693	\$629	\$750	\$650	-13.3%
405.0 · Taxes, Licenses & Fees	\$85	\$79	\$26	\$ 93	\$150	\$200	\$200	0.0%
405.5 · Professional Fees	\$10,760	\$11,110	\$11,040	\$ 12,213	\$12,530	\$12,000	\$15,000	25.0%
405.7 · Fire & Amb Billing & Collections	\$6,521	\$6,357	\$5,652	\$ 6,280	\$3,656	\$6,000	\$6,000	0.0%
406.1 · Light & Power	\$7,753	\$7,070	\$8,269	\$ 7,739	\$7,117	\$7,500	\$7,500	0.0%
407.1 · Heat	\$4,007	\$2,416	\$3,328	\$ 4,531	\$2,792	\$4,500	\$4,000	-11.1%
408.1 · Telephone	\$5,487	\$5,372	\$5,782	\$ 5,835	\$6,449	\$5,500	\$6,000	9.1%
409.1 · Admin Office Supplies & Software	\$6,109	\$4,839	\$6,408	\$ 6,314	\$7,246	\$4,800	\$6,500	35.4%
415.1 · Repairs & Maint - Building	\$9,780	\$8,611	\$7,691	\$ 7,852	\$6,285	\$7,000	\$7,000	0.0%
Total II.B2. Facilities & Administration	\$60,287	\$55,827	\$57,837	\$60,399	\$55,209	\$58,100	\$62,050	6.8%

C2

CONFIDENTIAL

Lower St. Croix Valley Fire Protection District
Budget FY 2017 Worksheet

	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Budget 2017	% Change 2017-2016
II.B3. Insurance								
410.1 Insurance-Vehicle Fleet	\$9,391	\$ 11,554	\$11,214	\$ 12,634	\$11,087	\$13,000	\$13,000	0.0%
410.2 Insurance-Commercial Package	\$3,999	\$ 4,133	\$4,173	\$ 4,472	\$4,500	\$5,000	\$8,500	70.0%
410.3 Insurance-Directors/Officers Liab	\$789	\$ 789	\$789	\$ 788	\$788	\$800	\$800	0.0%
410.4 Insurance-Disability Income/AD&D	\$1,748	\$ 1,748	\$1,888	\$ 1,893	\$1,893	\$1,900	\$1,900	0.0%
410.5 Insurance-General Liability	\$1,876	\$ 1,918	\$1,943	\$ 1,948	\$1,995	\$1,300	\$1,300	0.0%
410.8 Ins-Worker's Comp/Unemploy Claims	\$8,170	\$ 7,664	\$10,788	\$ 7,269	\$6,406	\$12,200	\$10,000	-18.0%
410.9 Insurance - Equipment	\$1,886	\$ 2,173	\$2,207	\$ 1,947	\$1,993	\$2,100	\$2,100	0.0%
Total II.B3. Insurance	\$27,859	\$29,979	\$33,002	\$30,951	\$28,662	\$36,300	\$37,600	3.6%
II.B4. Vehicles & Equipment								
411.2 Minor Equip - Fire	\$6,310	\$12,399	\$8,646	\$ 9,220	\$7,841	\$7,500	\$8,500	13.3%
411.3 Minor Equip - Ambulance	\$1,016	\$1,278	\$1,289	\$ 1,221	\$490	\$1,300	\$1,300	0.0%
412.2 Supplies - Fire	\$1,629	\$2,138	\$940	\$ 2,054	\$320	\$2,000	\$1,500	-25.0%
412.3 Supplies - Ambulance	\$9,123	\$10,571	\$9,654	\$11,927	\$7,768	\$9,000	\$9,000	0.0%
413.2 Vehicle-Fuel/Oil - Fire	\$13,470	\$13,067	\$11,663	\$ 10,705	\$7,393	\$11,000	\$10,000	-9.1%
413.3 Vehicle-Fuel/Oil - Ambulance	\$4,157	\$4,733	\$4,701	\$ 4,756	\$2,817	\$5,000	\$4,500	-10.0%
414.1 800 Mhz System County User Fee	\$9,664	\$10,611	\$10,347	\$ 10,302	\$10,817	\$11,000	\$11,000	0.0%
414.2 Vehicle Maintenance - Fire	\$23,182	\$15,288	\$22,412	\$ 9,318	\$9,793	\$17,000	\$17,000	0.0%
414.3 Vehicle-Maintenance - Ambulance	\$3,280	\$1,714	\$731	\$ 386	\$596	\$1,750	\$1,750	0.0%
415.2 Equip Maint & Uniforms - Fire	\$2,585	\$2,088	\$1,269	\$ 2,874	\$4,886	\$5,000	\$5,000	0.0%
415.3 Equip Maint - Ambulance	\$1,408	\$76	\$0	\$ 877	\$0	\$1,000	\$1,000	0.0%
417.3 Amb Replacement Cash Contrib	\$17,000	\$17,000	\$16,000	\$ 16,000	\$17,000	\$17,000	\$19,500	14.7%
418.3 Duty Veh Cash Contrib - Amb	\$1,260	\$1,260	\$1,260	\$ 1,260	\$1,260	\$1,260	\$1,260	0.0%
419.3 EMS Equip Cash Contrib - Amb	\$1,200	\$1,200	\$1,200	\$ 1,200	\$1,200	\$1,200	\$1,200	0.0%
420.3 T&B Amb Cash Contrib - Amb	\$420	\$420	\$420	\$ 420	\$420	\$420	\$420	0.0%
421.3 T&B Duty Veh Cash Contrib - Amb	\$180	\$180	\$180	\$ 180	\$180	\$180	\$180	0.0%
Total II.B4. Vehicles & Equipment	\$95,882	\$94,024	\$90,713	\$82,700	\$72,781	\$91,610	\$93,110	1.6%
II.B5. Training								
422.2 Training - Fire	\$8,775	\$6,930	\$10,046	\$ 11,572	\$15,798	\$16,000	\$17,000	6.3%
422.3 Training - Ambulance	\$2,170	\$4,003	\$469	\$ 324	\$4,852	\$4,000	\$4,500	12.5%
422.4 Training Exp - EMT/CPR Classes			\$6,463	\$ 6,106	\$1,051			
Total II.B5. Training	\$10,944	\$10,933	\$16,978	\$18,002	\$21,701	\$20,000	\$21,500	7.5%

CONFIDENTIAL

Lower St. Croix Valley Fire Protection District
Budget FY 2017 Worksheet

	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Budget 2017	% Change 2017-2016
II.B6 - Other Expenses								
431.2 - Fire Prevention & Inspections	\$416	\$687	\$940	\$ 1,230	\$ 173	\$1,000	\$1,000	0.0%
433.2 - Dues & Subs - Fire	\$1,319	\$1,668	\$1,136	\$ 1,831	\$1,531	\$1,200	\$1,500	25.0%
433.3 - Dues & Subs - Amb	\$658	\$948	\$122	\$ 390	\$705	\$400	\$500	25.0%
434.2 - Confer & Meetings - Fire	\$5,327	\$4,470	\$4,189	\$ 3,561	\$3,106	\$4,500	\$5,500	22.2%
434.3 - Confer & Meetings - Ambulance	\$2,175	\$2,861	\$1,599	\$ 1,538	\$2,676	\$2,000	\$2,500	25.0%
435.3 - Prov for Amb Writeoffs	\$24,254	\$19,170	\$16,016	\$ 19,619	\$25,304	\$20,000	\$20,000	0.0%
436.3 - Medical Direction Fees	\$2,307	\$1,539	\$1,565	\$ 1,593	\$1,615	\$1,600	\$1,615	0.9%
437.3 - Med Exam Cash Contrib - Amb	\$1,200	\$1,200	\$1,200	\$ 1,200	\$1,200	\$1,200	\$1,500	25.0%
Total II.B6 - Other Expenses	\$37,656	\$32,544	\$26,768	\$30,963	\$36,310	\$31,900	\$34,115	6.9%
II.B7 - Recruitment and Recognition								
440.1 - Employee Recognition	\$3,972	\$2,598	\$518	\$0	\$2,000	\$2,000	\$2,000	0.0%
440.2 - Employee Recognition	\$2,000	\$2,000	\$2,000	\$2,000	\$0	\$0	\$0	
Total II.B7 - Recruit and Recog	\$5,972	\$4,598	\$2,518	\$2,000	\$2,000	\$2,000	\$2,000	0.0%
Total II.B. Operating Expense	\$386,906	\$379,341	\$380,668	\$394,283	\$418,814	\$480,393	\$487,172	1.4%
Net Oper Inc (Exp) b/4 Trf/Debt Serv	\$32,915	\$2,852	\$43,283	\$58,594	\$15,991	\$0	\$0	
388.0 - Transfers In		\$31,347						
888.0 - Transfers Out	(\$23,225)	(\$29,653)	(\$39,000)	(\$58,000)	(\$20,000)			
II. Net Operating Income (Expense)	\$9,690	\$4,546	\$4,283	\$594	(\$4,009)	\$0	\$0	

2017 Debt Service Tax Levy Allocation

LSCV FIRE PROTECTION DISTRICT

Debt Service Levy

96,000

CITY	POPULATION	POPULATION % OF TOTAL	TAX CAPACITY	TAX CAPACITY % OF TOTAL	COMBINED PERCENT OF TOTAL	2017	2016	Increase (Decrease)	Percent Inc (Dec)
						Levy	Levy		
AFTON	2906	45.2930%	\$6,428,917	58.5264%	51.9097%	\$49,833	\$58,469	(\$8,635)	-14.77%
LAKELAND	1786	27.8367%	\$2,332,126	21.2308%	24.5337%	\$23,552	\$27,289	(\$3,737)	-13.69%
LAKELAND SHORES	295	4.5979%	\$581,166	5.2907%	4.9443%	\$4,747	\$5,724	(\$977)	-17.07%
LAKE ST CROIX BEACH	1056	16.4589%	\$900,718	8.1998%	12.3293%	\$11,836	\$13,827	(\$1,991)	-14.40%
ST MARY'S POINT	373	5.8136%	\$741,713	6.7523%	6.2829%	\$6,032	\$7,193	(\$1,161)	-16.14%
	6416	100.0000%	\$10,984,640	100.0000%	100.0000%	\$96,000	\$112,501	(\$16,501)	-14.67%

SOURCES: POPULATION - METROPOLITAN COUNCIL Metropolitan Council - 2015 Estimate (Preliminary)
(THIS WILL CHANGE ONLY IF CORRECTED BY MET COUNCIL)
 TOTAL TAX CAPACITY - WASHINGTON COUNTY Final Pay 2016 Values
 TAX CAPACITY IS BASED ON TOTAL BEFORE DEDUCTIONS

BASIS FOR APPORTIONMENT TO CITIES: 50% ON POPULATION AND 50% ON TAX CAPACITY

41

**Twin Cities Region
Population and Household Estimates, 2015 (PRELIMINARY)**

City or Township	Population			Households		
	2010 Census	2015 Estimate (preliminary)	2010-15 Growth	2010 Census	2015 Estimate (preliminary)	2010-15 Growth
Afton	2,886	2,906	20	1,081	1,105	24
Bayport	3,471	3,675	204	855	930	75
Baytown township *	1,617	1,788	171	573	636	63
Birchwood Village	870	868	(2)	351	358	7
Cottage Grove	34,589	35,596	1,007	11,719	12,040	321
Dellwood *	1,065	1,072	7	373	378	5
Denmark township	1,737	1,758	21	615	629	14
Forest Lake *	18,377	20,261	1,884	7,015	7,579	564
Grant *	4,094	4,126	32	1,463	1,480	17
Grey Cloud Island township *	295	282	(13)	117	118	1
Hastings (part)	0	3	3	0	1	1
Hugo	13,332	14,179	847	4,990	5,404	414
Lake Elmo *	8,061	8,643	582	2,776	2,883	107
Lakeland	1,796	1,786	(10)	681	677	(4)
Lakeland Shores	311	295	(16)	117	114	(3)
Lake St. Croix Beach *	1,053	1,056	3	460	464	4
Landfall *	663	719	56	257	285	28
Mahtomedi	7,676	7,845	169	2,827	2,939	112
Marine on St. Croix	689	676	(13)	302	295	(7)
May township	2,776	2,748	(28)	1,083	1,074	(9)
Newport	3,435	3,582	147	1,354	1,416	62
Oakdale *	27,401	28,172	771	10,956	11,218	262
Oak Park Heights *	4,445	4,706	261	1,911	2,178	267
Pine Springs	408	415	7	144	145	1
St. Marys Point *	366	373	7	147	149	2
St. Paul Park *	5,273	5,441	168	1,967	2,032	65
Scandia *	3,934	3,896	(38)	1,498	1,476	(22)
Stillwater *	18,227	19,754	1,527	7,076	7,585	509
Stillwater township *	2,364	1,965	(399)	855	721	(134)
West Lakeland township *	4,054	4,306	252	1,286	1,314	28
White Bear Lake (part)	403	387	(16)	198	202	4
Willernie	507	547	40	218	229	11
Woodbury	61,961	66,974	5,013	22,594	24,598	2,004
Washington County Total	238,136	250,800	12,664	87,859	92,652	4,793
Region Total	2,849,567	3,004,693	155,126	1,117,749	1,176,604	58,855

Source: Metropolitan Council preliminary estimates as of April 1, 2015.
Communities may review and comment on these estimates by June 24, 2016.

* Census 2010 counts for sixteen places in Washington Co. have been corrected by Census Bureau.

** Statistics for Rogers include Hassan township (fully annexed in 2012).

**Lower St. Croix Valley
Fire Protection District**

Post Office Box 234
Lakeland, Minnesota 55043

Financial Reports May 2016

*Lower St. Croix Valley Fire Protection District
Financial Snapshot
May 2016*

Fund Description	Balance 12/31/15	Balance 4/30/16	May-16			Trfs	Balance 5/31/16	Net Inc (Exp)
			Accrual Adj.	Income	Expense			
100 General Fund								
Cash	\$90,978.84	\$161,712.64	(\$22,399.85)	\$25,441.71	\$21,541.47	\$0.00	\$143,213.03	\$3,900.24
A/R Tax Levy	\$0.00	(\$74,685.86)	\$37,342.91				(\$37,342.95)	\$0.00
A/R Wash Cty Cleaning	\$0.00	\$80.00	\$80.00				\$160.00	\$0.00
A/R Special	\$7,888.00	\$0.00					\$0.00	\$0.00
Prepaid Insurance	\$10,329.00	\$20,528.00	\$710.00				\$21,238.00	\$0.00
Accounts Payable	(\$31,651.21)	(\$26,282.66)	(\$6,072.08)				(\$32,354.74)	\$0.00
Accrued Comp & Payroll Liabilities	(\$30,687.36)	(\$15,416.23)	(\$9,660.98)				(\$25,077.21)	\$0.00
Total 100 General Fund	\$46,857.27	\$65,935.89	\$0.00	\$25,441.71	\$21,541.47	\$0.00	\$69,836.13	\$3,900.24
150 Ambulance Fund								
Cash	\$56,685.89	\$58,331.89	(\$10,794.63)	\$18,432.91	\$18,510.98	\$0.00	\$47,459.19	(\$78.07)
A/R Ambulance	\$165,191.74	\$163,399.98	\$10,794.63				\$174,194.61	\$0.00
Reserve - Uncollectible Billings	(\$115,176.36)	(\$120,824.65)	\$0.00		\$164.34		(\$120,988.99)	(\$164.34)
Total 150 Ambulance Fund	\$106,701.27	\$100,907.22	\$0.00	\$18,432.91	\$18,675.32	\$0.00	\$100,664.81	(\$242.41)
200 Debt Service Fund								
Cash	\$171,654.73	\$74,182.32	\$0.00	\$10.29	\$0.00	\$0.00	\$74,192.61	\$10.29
2016A Facil Lease Rev Refunding Note	\$0.00	(\$765,000.00)	\$0.00		\$0.00		(\$765,000.00)	\$0.00
2016A Facil Lease Rev Refund Note - Int Ex	\$0.00	(\$2,280.00)	\$0.00		\$760.00		(\$3,040.00)	(\$760.00)
2003 Facility Lease Revenue Bonds	(\$795,000.00)	\$0.00	\$0.00		\$0.00		\$0.00	\$0.00
2003 Facil Lease Rev Bds - Int Expense	(\$16,617.20)	\$0.00	\$0.00		\$0.00		\$0.00	\$0.00
Total 200 Debt Service Fund	(\$639,962.47)	(\$693,097.68)	\$0.00	\$10.29	\$760.00	\$0.00	(\$693,847.39)	(\$749.71)
Total 300 Medical Fund	\$6,354.26	\$4,427.55		\$350.32	\$0.00	\$0.00	\$4,777.87	\$350.32
Total 400 Tires & Batteries Fund	\$8,840.34	\$9,042.70		\$50.64	\$0.00	\$0.00	\$9,093.34	\$50.64
500 Equipment Fund								
Cash - General Equipment	\$101,876.03	\$103,146.36		\$696.84	\$0.00	\$0.00	\$103,843.20	\$696.84
Total 500 Equipment Fund	\$101,876.03	\$103,146.36	\$0.00	\$696.84	\$0.00	\$0.00	\$103,843.20	\$696.84
600 Vehicle Replacement Fund								
Cash - All Vehicles except Ambulance	\$656,524.56	\$635,244.04	(\$7,572.28)	\$12,025.62	\$1,961.34	\$0.00	\$637,736.04	\$10,064.28
Cash - Ambulance Replacement	\$92,906.10	\$98,992.78	\$0.00	\$1,521.67		\$0.00	\$100,514.45	\$1,521.67
Fixed Assets (net of depreciation)	\$1,634,715.90	\$1,645,493.80	\$0.00	\$0.00	\$14,798.91		\$1,630,694.89	(\$14,798.91)
Perf Cash Advance 4158 Rescue Pumper	(\$0.00)	\$0.00	\$0.00		\$0.00		\$0.00	\$0.00
#4153 Utility Vehicle Lease (US Bank 2.79%)	(\$40,325.36)	(\$37,508.61)	\$708.29		\$0.00		(\$36,800.32)	\$0.00
#4156 Tender 10 Yr Lease (US Bank 3.52%)	(\$227,023.56)	(\$219,392.90)	\$1,921.28		\$0.00		(\$217,471.62)	\$0.00
#4158 Rescue Pumper Lease (US Bank 2.61%)	(\$583,344.92)	(\$565,921.52)	\$4,379.56		\$0.00		(\$561,541.96)	\$0.00
#4160 Duty Vehicle Lease (US Bank 3.15%)	(\$9,093.90)	(\$6,855.99)	\$563.15		\$0.00		(\$6,292.84)	\$0.00
Total 600 Capital Replacement Fund	\$1,524,358.82	\$1,550,051.60	\$0.00	\$13,547.29	\$16,760.25	\$0.00	\$1,546,838.64	(\$3,212.96)
700 Facilities Fund								
Cash - General	\$132,573.21	\$122,664.68	\$0.00	\$367.27	\$0.00	\$0.00	\$123,031.95	\$367.27
Cash - Audit & Legal Reserve	\$7,565.00	\$7,565.00	\$0.00		\$0.00		\$7,565.00	\$0.00
Total 700 Facilities Fund	\$140,138.21	\$130,229.68	\$0.00	\$367.27	\$0.00	\$0.00	\$130,596.95	\$367.27
Total 900 Designated Funds	\$153,099.21	\$151,653.52	\$0.00	\$20.86	\$0.00	\$0.00	\$151,674.38	\$20.86
Total Fund Balances	\$1,448,262.94	\$1,422,296.84	\$0.00	\$58,918.13	\$57,737.04	\$0.00	\$1,423,477.93	\$1,181.09

Lower St. Croix Valley Fire Protection District
Statement of Operations - Operating Funds (General and Ambulance)
May 2016

	Current Month			Year to Date			2016 Budget		
	100 General Fund	150 Ambulance Fund	Total Operating Funds	100 General Fund	150 Ambulance Fund	Total Operating Funds	Annual Budget	YTD % Annual Budget	Remaining Budget
Operating Income									
310.0 · Tax Levy - General	24,571.16		24,571.16	122,855.80		122,855.80	294,853.00	41.7%	171,997.20
340.0 · Ser. Billed-Ambulance		30,386.95	30,386.95		109,002.95	109,002.95	285,000.00	38.2%	175,997.05
340.3 · Medicare Billing Adjustments		(11,960.37)	(11,960.37)		(48,311.73)	(48,311.73)	(114,000.00)	42.4%	(65,688.27)
340.4/350.1 · EMT Trng Classes, Contrib and Grants	0.00	0.00	0.00	0.00	8,650.00	8,650.00	0.00		(8,650.00)
340.6 · Serv. Billed-Fire Dept/Rescue	300.00		300.00	300.00		300.00	3,000.00	10.0%	2,700.00
360.0 · Interest Earned	15.55	6.33	21.88	55.68	27.80	83.48	40.00	208.7%	(43.48)
361.0 · Fire Inspections/Bum Permits	475.00		475.00	775.00		775.00	2,000.00	38.8%	1,225.00
362.0 · Other Income/Service Charges	80.00	0.00	80.00	400.06	489.51	889.57	500.00	177.9%	(389.57)
Total Operating Income	25,441.71	18,432.91	43,874.62	124,386.54	69,858.53	194,245.07	471,393.00	41.2%	277,147.93
Operating Expense									
401.0 · Personnel Cost									
401.1 · Comp-Board 15% Amb, 85% Fire	315.00	55.00	370.00	1,575.00	275.00	1,850.00	4,500.00	41.1%	2,650.00
401.2 · Comp-Fire	4,600.00		4,600.00	23,674.02		23,674.02	95,000.00	24.9%	71,325.98
401.3 · Comp-Ambulance		1,800.00	1,800.00		10,525.75	10,525.75	33,170.00	31.7%	22,644.25
401.4 · Comp-Fire Chief	346.21	86.55	432.76	1,731.05	432.75	2,163.80	5,173.00	41.8%	3,009.20
401.45 · Comp-FT Firefighter, EMT	858.33	3,433.34	4,291.67	4,291.67	17,166.70	21,458.37	51,500.00	41.7%	30,041.63
401.5 · Comp-Officers	1,200.00	300.00	1,500.00	5,895.07	1,488.77	7,383.84	14,780.00	50.0%	7,396.16
401.7 · Reimb Expense/Equip Allowance	930.00		930.00	4,530.00		4,530.00	11,160.00	40.6%	6,630.00
401.8 · Comp-Vacation Pay	0.00	0.00	0.00	2,000.00	250.00	2,250.00	3,500.00	64.3%	1,250.00
403.0 · FICA-Employers Portion	373.00	75.00	448.00	1,502.24	376.92	1,879.16	5,000.00	37.6%	3,120.84
403.1 · Medicare-Employers Portion	148.92	86.84	235.76	639.02	425.65	1,064.67	2,200.00	48.4%	1,135.33
403.2 · PERA Police & Fire-Employers Portion	139.05	556.20	695.25	695.26	2,781.00	3,476.26	8,500.00	40.9%	5,023.74
403.3 · Medical and Other Benefits	100.00	400.00	500.00	500.00	2,000.00	2,500.00	6,000.00	41.7%	3,500.00
Total 401.0 · Personnel Cost	9,010.51	6,792.93	15,803.44	47,033.33	35,722.54	82,755.87	240,483.00	34.4%	157,727.13
404.0 · Facilities & Admin - 15% Amb, 85% Fire									
404.5 · Comp - Facility Personnel	360.00		360.00	2,285.00		2,285.00	5,650.00	40.4%	3,365.00
404.6 · Employer Paid Taxes - Facility	54.54		54.54	377.55		377.55	750.00	50.3%	372.45
404.3 · Facility Cash Contrib - Ambulance		350.00	350.00		1,750.00	1,750.00	4,200.00	41.7%	2,450.00
405.0 · Taxes, Licenses, Fees	41.32	0.00	41.32	84.15	0.00	84.15	200.00	42.1%	115.85
405.5 · Professional Fees	1,660.00		1,660.00	5,900.00		5,900.00	12,000.00	49.2%	6,100.00
405.7 · Fire & Ambulance Billings & Collection		340.00	340.00	0.00	1,258.00	1,258.00	6,000.00	21.0%	4,742.00
406.1 · Light & Power	27.43		27.43	2,335.27		2,335.27	7,500.00	31.1%	5,164.73
407.1 · Heat	122.27		122.27	2,275.98		2,275.98	4,500.00	50.6%	2,224.02
408.1 · Telephone	1,260.84		1,260.84	3,211.13		3,211.13	5,500.00	58.4%	2,288.87
409.1 · Admin Office Supplies & Software	1,376.52		1,376.52	2,995.52		2,995.52	4,800.00	62.4%	1,804.48
415.1 · Repair & Maint - Building	1,110.80		1,110.80	2,839.07		2,839.07	7,000.00	40.6%	4,160.93
904.8 · Allocated Facilities to Ambulance	(902.05)	902.05	0.00	(3,386.66)	3,386.66	0.00	0.00		0.00
Total 404.0 · Facilities & Administration	5,111.67	1,592.05	6,703.72	18,917.01	6,394.66	25,311.67	58,100.00	43.6%	32,788.33

2

Lower St. Croix Valley Fire Protection District
Statement of Operations - Operating Funds (General and Ambulance)
May 2016

	Current Month			Year to Date			2016 Budget		
	100 General	150	Total	100 General	150	Total	Annual Budget	YTD % Annual Budget	Remaining Budget
	Fund	Ambulance Fund	Operating Funds	Fund	Ambulance Fund	Operating Funds			
410.0 · Insurance 15% Amb, 85% Fire									
410.1 · Insurance-Auto Fleet	1,083.00		1,083.00	4,605.00		4,605.00	13,000.00	35.4%	8,395.00
410.2 · Insurance-Commercial Package	634.00		634.00	2,185.00		2,185.00	5,000.00	43.7%	2,815.00
410.3 · Insurance-Directors/Officers Liab	66.00		66.00	330.00		330.00	800.00	41.3%	470.00
410.4 · Insurance-Disablt Income/AD&D	164.00		164.00	817.00		817.00	1,900.00	43.0%	1,083.00
410.5 · Insurance-General Liability	185.00		185.00	901.00		901.00	1,300.00	69.3%	399.00
410.8 · Insurance-Workman Compensation	1,014.00		1,014.00	6,182.00		6,182.00	12,200.00	50.7%	6,018.00
410.9 · Insurance-Floater (Equip)	196.00		196.00	956.00		956.00	2,100.00	45.5%	1,144.00
910.8 · Allocated Insurance to Ambulance	(501.30)	501.30	0.00	(2,396.40)	2,396.40	0.00	0.00		0.00
Total 410.0 · Insurance 15% Amb, 85% Fire	2,840.70	501.30	3,342.00	13,579.60	2,396.40	15,976.00	36,300.00	44.0%	20,324.00
411.0 · Vehicles & Equipment									
411.2 · Minor Equipment - Fire	900.62		900.62	4,404.74		4,404.74	7,500.00	58.7%	3,095.26
411.3 · Minor Equipment - Ambulance		104.45	104.45		135.99	135.99	1,300.00	10.5%	1,164.01
412.2 · Supplies - Fire	0.00		0.00	246.04		246.04	2,000.00	12.3%	1,753.96
412.3 · Supplies - Ambulance		434.24	434.24		4,156.37	4,156.37	9,000.00	46.2%	4,843.63
413.2 · Vehicle Fuel & Oil-Fire	209.59		209.59	1,943.00		1,943.00	11,000.00	17.7%	9,057.00
413.3 · Vehicle Fuel & Oil-Ambulance		0.00	0.00		678.95	678.95	5,000.00	13.6%	4,321.05
414.1 · Equipment Maint (800 Mhz Radios)	0.00		0.00	2,678.52		2,678.52	11,000.00	24.4%	8,321.48
414.2 · Vehicle Maintenance-Fire	22.28		22.28	1,116.90		1,116.90	17,000.00	6.6%	15,883.10
414.3 · Vehicle Maintenance-Ambulance		1,465.40	1,465.40		1,465.40	1,465.40	1,750.00	83.7%	284.60
415.2 · Equipment Maintenance - Fire	1,587.75		1,587.75	4,130.93		4,130.93	5,000.00	82.6%	869.07
415.3 · Equipment Maintenance - Ambulance		0.00	0.00		478.68	478.68	1,000.00	47.9%	521.32
417.3 · Ambulance Cash Contrib - 100% Amb		1,416.67	1,416.67		7,083.35	7,083.35	17,000.00	41.7%	9,916.65
418.3 · Command Veh Cash Contrib - 50% Amb		105.00	105.00		525.00	525.00	1,260.00	41.7%	735.00
419.3 · EMS Equip Cash Contrib - 100% Amb		100.00	100.00		500.00	500.00	1,200.00	41.7%	700.00
420.3 · Tires & Batt Cash Contrib - 100% Amb		35.00	35.00		175.00	175.00	420.00	41.7%	245.00
421.3 · Tires & Batt Cash Contrib - 50% Amb		15.00	15.00		75.00	75.00	180.00	41.7%	105.00
Total 411.0 · Vehicles & Equipment	2,720.24	3,675.76	6,396.00	14,520.13	15,273.74	29,793.87	91,610.00	32.5%	61,816.13

Lower St. Croix Valley Fire Protection District
Statement of Operations - Operating Funds (General and Ambulance)
May 2016

	Current Month			Year to Date			2016 Budget		
	100 General Fund	150 Ambulance Fund	Total Operating Funds	100 General Fund	150 Ambulance Fund	Total Operating Funds	Annual Budget	YTD % Annual Budget	Remaining Budget
420.0 · Training									
422.2 · Training - Fire	2,183.35		2,183.35	7,790.12		7,790.12	16,000.00	48.7%	8,209.88
422.3 · Training - Ambulance		0.00	0.00		200.00	200.00	4,000.00	5.0%	3,800.00
422.4 · Training Exp - EMT/CPR Classes		5,848.94	5,848.94		7,977.02	7,977.02			(7,977.02)
Total 420.0 · Training	2,183.35	5,848.94	8,032.29	7,790.12	8,177.02	15,967.14	20,000.00	79.8%	4,032.86
430.0 · Other Expenses									
431.2 · Fire Prevention & Inspections	0.00		0.00	0.00		0.00	1,000.00	0.0%	1,000.00
433.2 · Dues & Subs - Fire	0.00		0.00	957.00		957.00	1,200.00	79.8%	243.00
433.3 · Dues & Subs - Amb		0.00	0.00			0.00	400.00	0.0%	400.00
434.2 · Confer & Meetings - Fire	(325.00)		(325.00)	77.49	0.00	77.49	4,500.00	1.7%	4,422.51
434.3 · Confer & Meetings - Amb		0.00	0.00		0.00	0.00	2,000.00	0.0%	2,000.00
435.3 · Provision for Ambulance Writeoffs		164.34	164.34		5,812.63	5,812.63	20,000.00	29.1%	14,187.37
436.3 · Medical Direction Fees		0.00	0.00		1,618.00	1,618.00	1,600.00	101.1%	(18.00)
437.3 · Medical Exams Cash Contrib - 20% Amb		100.00	100.00		500.00	500.00	1,200.00	41.7%	700.00
Total 430.0 · Other Expenses	(325.00)	264.34	(60.66)	1,034.49	7,930.63	8,965.12	31,900.00	28.1%	22,934.88
440.0 · Recruitment & Recognition 20% Amb, 80% Fire									
440.1 · Employee Recruitment	0.00	0.00	0.00	33.00	0.00	33.00	2,000.00	1.7%	1,967.00
440.2 · Employee Recognition	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
940.0 · Allocated Recruit & Recog to Amb	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
Total 440.0 · Recruitment & Recognition	0.00	0.00	0.00	33.00	0.00	33.00	2,000.00	1.7%	1,967.00
Total Operating Expense	21,541.47	18,675.32	40,216.79	102,907.68	75,894.99	178,802.67	480,393.00	37.2%	301,590.33
Net Operating Income (Expense)	3,900.24	(242.41)	3,657.83	21,478.86	(6,036.46)	15,442.40	(9,000.00)		(24,442.40)
Other Income (Expense)									
388.9 · Trf from Designated Fund	0.00	0.00	0.00	1,500.00	0.00	1,500.00	9,000.00	16.7%	7,500.00
888.3 · Trf to Medical Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
888.4 · Trf to Tires & Batteries Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
888.5 · Trf to Equipment Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
888.6 · Trf to Vehicle Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
888.7 · Trf to Facilities Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
888.9 · Trf to Designated Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
Total Other Income (Expense)	0.00	0.00	0.00	1,500.00	0.00	1,500.00	9,000.00	16.7%	7,500.00
Net Income (Expense)	3,900.24	(242.41)	3,657.83	22,978.86	(6,036.46)	16,942.40	0.00		(16,942.40)

4

Lower St. Croix Valley Fire Protection District: Ambulance Billings

Per Accountant	115.0 A/R Ambulance Accounts Receivable	115.1 Reserve - Uncollectible Billings	115.0 A/R Ambulance Accounts Receivable	115.1 Reserve - Uncollectible Billings
	May-16		YTD 2016	
Balance Beg of Period	\$163,399.98	\$120,824.65	\$165,191.74	\$115,176.36
Actual Write offs of individual customer accounts	\$0.00	\$0.00	\$0.00	\$0.00
Cash Recovery - Accounts Previously Written Off		\$0.00		\$0.00
Billings/Sales: Regular	\$30,386.95		\$109,005.01	
Medicare Billing Adjustments	(\$11,960.37)		(\$48,311.73)	
Cash Collections - Active Accounts	(\$7,631.95)		(\$51,690.43)	
Credit Memos- Adjustments to Active Accounts	\$0.00		\$0.02	
Take back to Income - Undeterminable refunds	\$0.00		\$0.00	
Refunds/Payment Reversals - Active Accounts	\$0.00		\$0.00	
Provision for Uncollectible Billings		\$164.34		\$5,812.63
Balance End of Period - Accountant	\$174,194.61	\$120,988.99	\$174,194.61	\$120,988.99

Aging Analysis and Evaluation of Reserve for Uncollectible Accounts			Prior Month	
0 - 90 Days	\$40,871.68	23.5%	\$34,996.77	21.4%
91 -180 Days	\$7,573.50	4.3%	\$5,597.07	3.4%
181-270 Days	\$5,253.42	3.0%	\$3,956.24	2.4%
271 - 360 Days	\$2,680.64	1.5%	\$4,412.01	2.7%
361 + Days	\$117,815.37	67.6%	\$114,437.89	70.0%
Total Accounts Receivable	\$174,194.61	100.0%	\$163,399.98	100.0%
40% Provision for Accounts 181 - 360 Days	\$3,173.62		\$3,347.30	
100% Provision for Accounts 361 + Days	\$117,815.37		\$114,437.89	
Total Estimate of Reserve Needed for Uncollectible Accounts	\$120,988.99		\$117,785.19	
Current Reserve Balance Account 115.1	\$120,824.65			
Deficit (Excess) in Reserve	\$164.34			

Additional Provision for
Uncollectible Accounts
needed at 5/31/16

**Lower St. Croix Valley Fire Protection District
Disbursement Detail - Claims to be Approved
May 12, 2016 through June 8, 2016**

<u>Checks Numbered</u>		Description	Total Amount
From	To		
13273	13279	Vendor Bill(s) paid at last meeting + May OBRA	\$3,884.78
13280	13281	Doliff Insurance: Premium increases for Fire Station and New Rescue R1	\$4,052.00
13282	13283	Sherry Kirby re. EMS Training and Tom Niedzwiecki re. 2017 Budget	\$5,360.00
13284	13300	Vendor Bills	\$5,216.76
201606001	201606005	Direct Deposit: May Staff Payroll and PERA	\$5,137.17
201606006	201606007	EFT: May IRS Payroll Taxes & MN Dept of Revenue W/H Taxes	\$1,245.60
201606008		EFT: Century Link (Fire Station Phone)	\$147.03
201606009	201606010	US Bank Credit Card (Autopay)	\$7,196.77
201606011		EFT: Xcel Energy	\$576.43
201606012	201606013	Direct Deposit: May Staff Expense Reimbursement	\$273.88
201606014		EFT: US Bank 4156 Tender	\$2,546.54
201606015		EFT: US Bank 4160 Duty Vehicle	\$581.15
201606016		EFT: US Bank R1 Rescue Pumper	\$5,610.44
201606017		EFT: US Bank U1 Utility Truck	\$795.49
201606018		EFT: CP Energy	\$122.27
Total Claims to Be Approved			<u><u>\$42,746.31</u></u>


 Submitted by Thomas H. Niedzwiecki and Martha J. Bennington, Accountants
 File: FD 2016 Check Summary.xlsm Worksheet: May16 6/5/2016

06/05/16

Lower St. Crx Valley Fire District
Disbursement Detail - Claims to be Approved
 May 12 through June 8, 2016

Type	Date	Num	Name	Memo	Account	Class	Paid Amount
Bill P...	05/12/2016	13273	River Valley Printing	Cust No. 1026	103.1 - Checking-4M/First Bank		
Bill	05/12/2016	5379-1		3000 8 pg newsletters and inserts	409.1 - Admin Office Supplies, Sof...	100 General Fund	(741.31)
TOTAL							(741.31)
Bill P...	05/12/2016	13274	Verizon Wireless (986696443-0000...		103.1 - Checking-4M/First Bank		
Bill	05/12/2016	9764718791		Share Plan for Kris Peterson, James Stanley, Aircard Ambulance a...	408.1 - Telephone	100 General Fund	(348.75)
TOTAL							(348.75)
Bill P...	05/12/2016	13275	Emergency Apparatus Maint.,Inc		103.1 - Checking-4M/First Bank		
Bill	05/12/2016	86098		Ambulance A-1	414.3 - Vehicle Maint - Ambulance	150 Ambulance ...	(948.51)
TOTAL							(948.51)
Bill P...	05/12/2016	13276	Fire CATT		103.1 - Checking-4M/First Bank		
Bill	05/12/2016	MN-5152		fire hose testing: 5,475 ft @ 29 cents	415.2 - Equip Maint - Fire	100 General Fund	(1,587.75)
TOTAL							(1,587.75)
Bill P...	05/12/2016	13277	Physio-Control Inc	Account 20927502	103.1 - Checking-4M/First Bank		
Bill	05/12/2016	416111229		HealthEMS SanFax minimum fee	412.3 - Supplies - Ambulance	150 Ambulance ...	(200.00)
TOTAL							(200.00)
Bill P...	05/12/2016	13278	WEX Bank	Acct No. 0424-00-382678-1	103.1 - Checking-4M/First Bank		
Bill	05/12/2016	44937634		Fuel Fire	413.2 - Vehicle Fuel & Oil - Fire	100 General Fund	(26.00)
TOTAL							(26.00)
Llabliff...	06/08/2016	13279	Nationwide Retirement Solutions	Entity No. 2360	103.1 - Checking-4M/First Bank		
				Entity No. 2360	212.5 - Withholding - OBRA Def C...		(32.46)
TOTAL							(32.46)
Bill P...	06/08/2016	13280	Dolliff Insurance	Client 14353	103.1 - Checking-4M/First Bank		
Bill	05/31/2016	335479		policy #FDK245728535 01/30/2016-01/30/2017 FirePak policy ch... <i>Building Valuation</i>	170.0 - Prepaid Insurance	100 General Fund	(2,203.00)
TOTAL							(2,203.00)
Bill P...	06/08/2016	13281	Dolliff Insurance	Client 14353	103.1 - Checking-4M/First Bank		

06/05/16

Lower St. Crx Valley Fire District
Disbursement Detail - Claims to be Approved
 May 12 through June 8, 2016

Type	Date	Num	Name	Memo	Account	Class	Paid Amount
Bill	05/31/2016	336103		policy #FDK245728535 01/30/2016 - 01/30/2017 FirePak policy ch...	170.0 · Prepaid Insurance	100 General Fund	(1,849.00)
TOTAL				<i>New Rescue R1</i>			(1,849.00)
Bill P...	06/08/2016	13282	Kirby, Sherry (EMS Trng)	EMS Training	103.1 · Checking-4M/First Bank		
Bill	05/31/2016	EMS Instruct...		EMS training: Instructor Fee 237 hrs @ \$20 9 EMTs, 2 EMRs	422.4 · Training-Exp EMT/CPR Cl...	150 Ambulance ...	(4,740.00)
TOTAL							(4,740.00)
Bill P...	06/08/2016	13283	Niedzwiecki, Thomas H.		103.1 · Checking-4M/First Bank		
Bill	05/30/2016	Budget2017		2017 Budget, preparation and attendance at 2 Finance Committee ... Office supplies and copies of Final Budget	405.5 · Professional Fees 409.1 · Admin Office Supplies, Sof...	100 General Fund 100 General Fund	(600.00) (20.00)
TOTAL							(620.00)
Bill P...	06/08/2016	13284	Aspen Mills	customer # 55043L	103.1 · Checking-4M/First Bank		
Bill	05/31/2016	181106		Brenda McKenzie EMS-2 pant	411.2 · Minor Equip - Fire	100 General Fund	(52.95)
TOTAL							(52.95)
Bill P...	06/08/2016	13285	Bound Tree Medical, LLC	Account No. 118194	103.1 · Checking-4M/First Bank		
Bill	05/31/2016	82149418		Medical Supplies	412.3 · Supplies - Ambulance	150 Ambulance ...	(287.99)
TOTAL							(287.99)
Bill P...	06/08/2016	13286	Century College	customer # 00174624	103.1 · Checking-4M/First Bank		
Bill	05/31/2016	00613666		HeartSaver and Provider cards	422.4 · Training-Exp EMT/CPR Cl...	150 Ambulance ...	(720.00)
TOTAL							(720.00)
Bill P...	06/08/2016	13287	City of Lakeland {Public Works}		103.1 · Checking-4M/First Bank		
Bill	05/31/2016	40239s FD ...		mow fire hall and trim 4/29, 5/14, 5/24	415.1 · Repair & Maint - Building	100 General Fund	(225.00)
TOTAL							(225.00)
Bill P...	06/08/2016	13288	Corey, Robert (reimburse expens...	Reimburse Expenses	103.1 · Checking-4M/First Bank		
Bill	05/31/2016	Cell phone ...		Cell phone @ \$40.00/month	408.1 · Telephone	100 General Fund	(40.00)
TOTAL							(40.00)
Bill P...	06/08/2016	13289	Emergency Apparatus Maint.,Inc		103.1 · Checking-4M/First Bank		
Bill	05/31/2016	86623		Ambulance A-1	414.3 · Vehicle Maint - Ambulance	150 Ambulance ...	(516.89)

06/05/16

Lower St. Crx Valley Fire District
Disbursement Detail - Claims to be Approved
 May 12 through June 8, 2016

Type	Date	Num	Name	Memo	Account	Class	Paid Amount
Bill	05/31/2016	88867		4155	414.2 · Vehicle Maint - Fire	100 General Fund	(22.28)
TOTAL							(539.17)
Bill P...	06/08/2016	13290	Emergency Services Marketing C...		103.1 · Checking-4M/First Bank		
Bill	05/31/2016	11187		Year Three of 5-year subscription fee (5/24/16 - 5/23/17)	408.1 · Telephone	100 General Fund	(650.00)
TOTAL							(650.00)
Bill P...	06/08/2016	13291	Kath Fuel Oil Service Co..		103.1 · Checking-4M/First Bank		
Bill	05/31/2016	119951		Diesel fuel for generator	413.2 · Vehicle Fuel & Oil - Fire	100 General Fund	(150.00)
TOTAL							(150.00)
Bill P...	06/08/2016	13292	Kirby, Kevin (reimburse expenses)	Reimburse Expenses	103.1 · Checking-4M/First Bank		
Bill	05/31/2016	May2016		2 Motorola Impress 6 bay battery chargers 4155, 4158	411.2 · Minor Equip - Fire	100 General Fund	(410.00)
TOTAL							(410.00)
Bill P...	06/08/2016	13293	KRS Corporation		103.1 · Checking-4M/First Bank		
Bill	05/31/2016	16374		Replacement battery for flashlight, FD Badges, badge holder with b...	411.2 · Minor Equip - Fire	100 General Fund	(190.15)
TOTAL							(190.15)
Bill P...	06/08/2016	13294	Maroney's Sanitation Inc		103.1 · Checking-4M/First Bank		
Bill	05/31/2016	0000629249		trash hauling	415.1 · Repair & Maint - Building	100 General Fund	(112.94)
TOTAL							(112.94)
Bill P...	06/08/2016	13295	Matheson Tri-Gas Inc	customer number FA892	103.1 · Checking-4M/First Bank		
Bill	05/31/2016	13467006		oxygen	412.3 · Supplies - Ambulance	150 Ambulance ...	(36.98)
TOTAL							(36.98)
Bill P...	06/08/2016	13296	MES - MIDAM	cust # C30421	103.1 · Checking-4M/First Bank		
Bill	05/31/2016	1029100		Job shirt + embroidery	411.2 · Minor Equip - Fire	100 General Fund	(134.89)
TOTAL							(134.89)
Bill P...	06/08/2016	13297	Niedzwiecki, Thomas H.		103.1 · Checking-4M/First Bank		
Bill	05/31/2016	AcctMay2016		Std Monthly Accounting Services	405.5 · Professional Fees	100 General Fund	(1,060.00)
				Std Monthly Postage, Envelopes, Labels, etc	409.1 · Admin Office Supplies, Sof...	100 General Fund	(30.00)
				Monthly Chg for Quickbooks incl Payroll Service & Forms	409.1 · Admin Office Supplies, Sof...	100 General Fund	(57.00)

06/05/16

Lower St. Crx Valley Fire District
Disbursement Detail - Claims to be Approved
 May 12 through June 8, 2016

Type	Date	Num	Name	Memo	Account	Class	Paid Amount
TOTAL				Monthly copies of Financial Reports	409.1 - Admin Office Supplies, Sof...	100 General Fund	(20.00)
							(1,167.00)
Bill P...	06/08/2016	13298	River Valley Printing	Cust No. 1026	103.1 - Checking-4M/First Bank		
Bill	05/31/2016	5429		5000 sheets copy paper	409.1 - Admin Office Supplies, Sof...	100 General Fund	(84.63)
TOTAL							(84.63)
Bill P...	06/08/2016	13299	Trans-Medic	Ambulance Runs	103.1 - Checking-4M/First Bank		
Bill	05/31/2016	May2016		Ambulance billings: 20 runs @ \$17.00	405.7 - Fire & Amb Billing & Collec...	150 Ambulance ...	(340.00)
TOTAL							(340.00)
Bill P...	06/08/2016	13300	Verizon (842011502-00001)	account # 842011502-00001	103.1 - Checking-4M/First Bank		
Bill	05/31/2016	9765561977		Wireless air cards for truck computers	408.1 - Telephone	100 General Fund	(75.06)
TOTAL							(75.06)
Paych...	05/31/2016	201606001	Peterson, Kris J.	Direct Deposit	103.1 - Checking-4M/First Bank		
				Direct Deposit	401.4 - Comp - Fire Chief	100 General Fund	(346.21)
				Direct Deposit	401.4 - Comp - Fire Chief	150 Ambulance ...	(86.55)
				Direct Deposit	212.5 - Withholding - OBRA Def C...		32.46
				Direct Deposit	403.21 - Medicare - Employer Actual	100 General Fund	(5.02)
				Direct Deposit	403.21 - Medicare - Employer Actual	150 Ambulance ...	(1.26)
				Direct Deposit	212.4 - Medicare Liability - Actual		6.28
				Direct Deposit	212.4 - Medicare Liability - Actual		6.28
				Direct Deposit	2110 - Direct Deposit Liabilities		394.02
TOTAL							0.00
Paych...	05/31/2016	201606002	Stanley, James F.	Direct Deposit	103.1 - Checking-4M/First Bank		
				Direct Deposit	401.45 - Comp - FT Firefighter, E...	150 Ambulance ...	(3,433.34)
				Direct Deposit	401.45 - Comp - FT Firefighter, E...	100 General Fund	(858.33)
				Direct Deposit	212.6 - PERA Payable - Staff		463.50
				Direct Deposit	403.7 - PERA Police & Fire - Empl...	150 Ambulance ...	(556.20)
				Direct Deposit	403.7 - PERA Police & Fire - Empl...	100 General Fund	(139.05)
				Direct Deposit	212.6 - PERA Payable - Staff		695.25
				Direct Deposit	403.8 - Medical & Other Benefits	150 Ambulance ...	(400.00)
				Direct Deposit	403.8 - Medical & Other Benefits	100 General Fund	(100.00)
				Direct Deposit	212.1 - Withholding - Federal Inc T...		783.00
				Direct Deposit	403.21 - Medicare - Employer Actual	150 Ambulance ...	(55.58)
				Direct Deposit	403.21 - Medicare - Employer Actual	100 General Fund	(13.90)
				Direct Deposit	212.4 - Medicare Liability - Actual		69.48
				Direct Deposit	212.4 - Medicare Liability - Actual		69.48
				Direct Deposit	212.2 - Withholding - Minnesota In...		256.00
				Direct Deposit	2110 - Direct Deposit Liabilities		3,219.69

06/05/16

Lower St. Crx Valley Fire District
Disbursement Detail - Claims to be Approved
 May 12 through June 8, 2016

Type	Date	Num	Name	Memo	Account	Class	Paid Amount
TOTAL							
Paych...	05/31/2016	201606003	Stanley, Margaret M	Direct Deposit	103.1 · Checking-4M/First Bank		0.00
				Direct Deposit	404.5 · Comp - Facility Personnel	100 General Fund	(200.00)
				Direct Deposit	404.5 · Comp - Facility Personnel	100 General Fund	(160.00)
				Direct Deposit	212.6 · PERA Payable - Staff	100 General Fund	23.40
				Direct Deposit	404.6 · Empl'er Pd Tax & Benef - ...	100 General Fund	(27.00)
				Direct Deposit	212.6 · PERA Payable - Staff		27.00
				Direct Deposit	403.11 · FICA - Employer Actual	100 General Fund	(22.32)
				Direct Deposit	212.3 · FICA Liability - Actual		22.32
				Direct Deposit	212.3 · FICA Liability - Actual		22.32
				Direct Deposit	403.21 · Medicare - Employer Actual	100 General Fund	(5.22)
				Direct Deposit	212.4 · Medicare Liability - Actual		5.22
				Direct Deposit	212.4 · Medicare Liability - Actual		5.22
				Direct Deposit	2110 · Direct Deposit Liabilities		309.06
TOTAL							
							0.00
Liabilit...	05/31/2016	201606004	QuickBooks Payroll Service	Created by Payroll Service on 05/26/2016	103.1 · Checking-4M/First Bank		
			QuickBooks Payroll Service	Fee for 3 direct deposit(s) at \$1.75 each Created by Payroll Service on 05/26/2016	405.0 · Taxes, Licenses & Fees	100 General Fund	(5.25)
					2110 · Direct Deposit Liabilities		(3,922.77)
TOTAL							
							(3,928.02)
Liabilit...	06/08/2016	201606005	PERA (Staff)	076700	103.1 · Checking-4M/First Bank		
				076700	212.6 · PERA Payable - Staff		(463.50)
				076700	212.6 · PERA Payable - Staff		(695.25)
				076700	212.6 · PERA Payable - Staff		(23.40)
				076700	212.6 · PERA Payable - Staff		(27.00)
TOTAL							
							(1,209.15)
Liabilit...	06/08/2016	201606006	IRS (Form 941)	TIN 41-1713964	103.1 · Checking-4M/First Bank		
				TIN 41-1713964	212.1 · Withholding - Federal Inc T...		(783.00)
				TIN 41-1713964	212.4 · Medicare Liability - Actual		(80.98)
				TIN 41-1713964	212.4 · Medicare Liability - Actual		(80.98)
				TIN 41-1713964	212.3 · FICA Liability - Actual		(22.32)
				TIN 41-1713964	212.3 · FICA Liability - Actual		(22.32)
TOTAL							
							(989.60)
Liabilit...	06/08/2016	201606007	MN Dept of Revenue	4413451	103.1 · Checking-4M/First Bank		
				4413451	212.2 · Withholding - Minnesota In...		(256.00)
TOTAL							
							(256.00)
Bill P...	06/08/2016	201606008	CenturyLink (EFT)	Account # 651-436-7033 203	103.1 · Checking-4M/First Bank		

06/05/16

Lower St. Crx Valley Fire District
Disbursement Detail - Claims to be Approved
May 12 through June 8, 2016

Type	Date	Num	Name	Memo	Account	Class	Paid Amount
Bill	05/31/2016	May2016		Monthly Fire Hall Phone	408.1 - Telephone	100 General Fund	(147.03)
TOTAL							(147.03)
Bill P...	06/08/2016	201606009	US Bank Edge ...2357 (EFT)	St Croix Valley Fire CPN 001574839	103.1 - Checking-4M/First Bank		
Bill	05/31/2016	May2016		DS Embassy Suites FDIC 2017	422.2 - Training-Fire Department	100 General Fund	(2,218.32)
				KK CPR training materials	422.4 - Training-Exp EMT/CPR Cl...	150 Ambulance ...	(388.94)
				RC FDIC registrations 2017	422.2 - Training-Fire Department	100 General Fund	(1,695.00)
				KP FDIC 2017	422.2 - Training-Fire Department	100 General Fund	(1,674.16)
				JS postage	409.1 - Admin Office Supplies, Sof...	100 General Fund	(95.36)
				JS amb equip maint	411.3 - Minor Equip - Ambulance	150 Ambulance ...	(104.45)
				JS vech maint fire	411.2 - Minor Equip - Fire	100 General Fund	(112.63)
				JS building grounds	415.1 - Repair & Maint - Building	100 General Fund	(602.70)
				JS fuel Duty car	413.2 - Vehicle Fuel & Oil - Fire	100 General Fund	(33.59)
				JS sign hardware and electrical hookup	415.1 - Repair & Maint - Building	100 General Fund	(138.08)
				KK firecompanies	409.1 - Admin Office Supplies, Sof...	100 General Fund	(79.99)
TOTAL							(7,143.22)
Bill P...	06/08/2016	201606010	US Bank Visa0824 (EFT)	St Croix Valley Fire CPN 000794549	103.1 - Checking-4M/First Bank		
Bill	05/31/2016	May2016		Webroot software	409.1 - Admin Office Supplies, Sof...	100 General Fund	(53.55)
TOTAL							(53.55)
Bill P...	06/08/2016	201606011	Xcel Energy EFT (51-4542905-6)	account # 51-4542905-6, premise # 302291334	103.1 - Checking-4M/First Bank		
Bill	05/31/2016	499690046		Fire Station Electricity	406.1 - Light & Power	100 General Fund	(576.43)
TOTAL							(576.43)
Check	06/07/2016	201606012	QuickBooks Payroll Service	Created by Direct Deposit Service on 06/05/2016	103.1 - Checking-4M/First Bank		
				Fee for 1 direct deposit(s) at \$1.75 each	405.0 - Taxes, Licenses & Fees	100 General Fund	(1.75)
TOTAL							(1.75)
Bill P...	06/08/2016	201606013	Stanley, James (DD) (Reimb Exp)	reimburse expenses	103.1 - Checking-4M/First Bank		
Bill	05/31/2016	May2016		hard drive storage for FD training	409.1 - Admin Office Supplies, Sof...	100 General Fund	(194.68)
				cleaning	422.2 - Training-Fire Department	100 General Fund	(45.37)
					415.1 - Repair & Maint - Building	100 General Fund	(32.08)
TOTAL							(272.13)
Bill P...	06/08/2016	201606014	US Bank (4156 Tender)	Lease #550-0045650, Credit Acct No. 1097665	103.1 - Checking-4M/First Bank		
Bill	05/31/2016	304848252		Principal Payment Lease #550-0045650, Credit Acct No. 1097665: ...	264.9 - USB10 Y Lease 3.42% 415...		(1,921.28)
				Interest Payment Lease #550-0045650, Credit Acct No. 1097665: ...	218.4 - Acc Int USB 3.42% 4156 T...		(825.26)

06/05/16

Lower St. Crx Valley Fire District
Disbursement Detail - Claims to be Approved
 May 12 through June 8, 2016

Type	Date	Num	Name	Memo	Account	Class	Paid Amount
TOTAL							(2,546.54)
Bill P...	06/08/2016	201606015	US Bank (4160 Duty Vehicle)	Lease No. 550-0037109-000	103.1 · Checking-4M/First Bank		
Bill	05/31/2016	304848252		Principal Payment Lease #550-0037109, Credit Acct No. 1097665:...	264.8 · US Bank 3.15% 4160 Duty ...		(563.15)
				Interest Payment Lease #550-0037109, Credit Acct No. 1097665: ...	218.9 · Acc Int USB 3.15% 4160 D...		(18.00)
TOTAL							(581.15)
Bill P...	06/08/2016	201606016	US Bank (R1 Rescue)	Lease Sch No. 077-0019928-001	103.1 · Checking-4M/First Bank		
Bill	05/31/2016	304713571		R1 Rescue USB 10 Yr Lease 2.61%: Principal	265.2 · USB10 Y Lease 2.61% R1 ...		(4,379.56)
				R1 Rescue USB 10 Yr Lease 2.61%: Interest	218.2 · Acc Int USB 2.61% R1 Res...		(1,230.88)
TOTAL							(5,610.44)
Bill P...	06/08/2016	201606017	US Bank (U1 Util Truck)		103.1 · Checking-4M/First Bank		
Bill	05/31/2016	304667124		Interest Pymt USB 2.79% U1 Utility Truck	218.3 · Acc Int USB 2.79% U1 Util ...		(87.20)
				Principal Pymt USB 2.79% U1 Utility Truck	265.1 · USB 2.79% U1 Util Trk 60 ...		(708.29)
TOTAL							(795.49)
Bill P...	05/24/2016	201606018	CP Energy 7176 (EFT)	acct #5185087-176, Meter No. 1233899	103.1 · Checking-4M/First Bank		
Bill	05/24/2016	5185087176		Natural Gas Heat	407.1 · Heat	100 General Fund	(122.27)
TOTAL							(122.27)

LSCVFPD
Fund Transfers

		Month of:	May-16	
4M Fund Accounts				
#	<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Comments</u>
1	General (35229-101)	Equipment (35229-105)	\$583.33	May16 Levy
2	General (35229-101)	Vehicle Replacement (35229-106)	\$11,938.42	May16 Levy
3	General (35229-101)	Medical (35229-103)	\$250.00	May16 Levy
4	Ambulance (35229-108)	Facility (35229-107)	\$350.00	May16 Amb Cash Contrib - Facilities
5	Ambulance (35229-108)	Vehicle Replacement (35229-106)	\$1,521.67	May16 Amb Cash Contrib - Vehicles
6	Ambulance (35229-108)	Equipment (35229-105)	\$100.00	May16 Amb Cash Contrib - Equipment
7	Ambulance (35229-108)	Tires & Batteries (35229-104)	\$50.00	May16 Amb Cash Contrib - Tires and Batteries
8	Ambulance (35229-108)	Medical (35229-103)	\$100.00	May16 Amb Cash Contrib - Medical
9	Vehicle Replacement (35229-106)	General (35229-101)	\$795.49	4153 Util Truck Loan Pymt
10	Vehicle Replacement (35229-106)	General (35229-101)	\$2,546.54	4156 Tender Loan Pymt
11	Vehicle Replacement (35229-106)	General (35229-101)	\$5,610.44	4158 Rescue Loan Pymt
12	Vehicle Replacement (35229-106)	General (35229-101)	\$581.15	4160 Duty Vehicle Loan Pymt
13	General (35229-101)	Ambulance (35229-108)	\$7,631.95	May16 Amb Receipts
14	Ambulance (35229-108)	General (35229-101)	\$16,389.31	May16 Amb Expenses


 Recommended by Thomas H. Niedzwiecki, Accountant
 File: FD 2016 Bank Transfers.xlsm Worksheet: May16 6/5/2016

ANIMAL CONTROL REPORT
 Humane Animal Control Service
 Kathi Peinar, CVT, ACO
 Wildlife - Domestic - Exotics

Month/Year: May 2016
 City: La Grange St. Croix Beach

Date	Time	Caller	Location	Description of Animal	Collar / Tag	Dry Run	Overnight	Fee	Milage	Total	
5/11/16	10:00a.m.	Dave Longless	16717-20th St.S./ 14.6miles	investigate report of Owner not cleaning up dog droppings/UNFOUNDED	NA	No	No	55	8.1	63.10	
5/13/16		Dave Longless/again	16717-20th St.S.	same complaint as 5/11/fold him to talk with City or file civil suite						-	
				I found there to be nothing wrong at address						-	
		No Warning Letters Sent this Month								-	
										-	
										-	
										-	
		Lost Reports/ 3Dogs/1Cat	0 Found Reports							-	
										-	
										-	
										-	
										-	
Total									55.00	8.10	63.10

Date	Time	Caller	Location	Description of Animal	Collar / Tag	Dry Run	Overnight	Fee	Milage	Total
										-
										-
										-
										-
										-

**Amendment
Of The
Declaration of Covenants
Of
Conditions and Restrictions
For
Lake St. Croix Villas Homeowner's Association
And
The Bylaws
For
Lake St. Croix Villas Homeowner's Association**

WHEREAS, on June 3, 1994, the Developer for the Lake St. Croix Villas executed, with the City of Lake St. Croix Beach Washington County, Minnesota, a Developer's Agreement ("Developer's Agreement") Document No. 806216, and caused the same to be recorded in the office of County Recorder for the County of Washington in the State of Minnesota,

WHEREAS, included as part of the recorded Developer's Agreement were the Declaration of Covenants of Conditions and Restrictions for Lake St. Croix Villas Homeowner's Association ("Declaration") and the Bylaws for Lake St. Croix Villas Homeowner's Association ("Bylaws"),

WHEREAS, under Section 4. O. of the Developer's Agreement, modification of the permissible types of occupancy of the individual units is subject to the sole express written consent and approval of the City of Lake St. Croix Beach ("City"),

WHEREAS, the Lake St. Croix Villas Homeowner's Association ("Association") has amended and updated its Bylaws ("Amended Bylaws") including but limited to redefining "Owner Occupancy" attached hereto as Exhibit A,

WHEREAS, the Association has also approved Amendments of the Declaration to align with the definition of "Owner Occupancy" in the Amended Bylaws by the execution of this Amendment by 90% of the Lot Owner's as required by the Declaration, and the Amended Declaration is attached hereto as Exhibit B, and

WHEREAS, written approval of the Amendment of the Declaration and of the Amended Bylaws is required by the City of Lake St. Croix Beach in accordance with the Developer's Agreement.

NOW, THEREFORE, in compliance with the provisions contained in the above referenced recorded documents, the City and the Association do hereby amend the Declaration and the Bylaws, which are a part of the Developer's Agreement, as follows:

- 1. Article I, Section 2, of the Declaration is replaced with the following:**

“Owner” shall mean and refer to the record owner, whether one or more persons or entities, of fee simple title to any lot which is a part of the properties, including contract sales, but excluding those having interest merely a security for the performance of an obligation, and that at least one record owner for a lot must be age fifty-five (55) or older unless the owner is the estate of a former owner.

- 2. Article IX Section 1 of the Declaration is amended to include the following:**

“Owner Occupied” requires that the owner(s)'s Association Living Unit be the primary residence of the owner(s), or is the property of a deceased owner's estate.

- 3. This Amendment shall not affect the waiver approved by the Association Board in July of 2011 relating to unit owners Steven J. and Audrey A. Ferozzo.**
- 4. The Amended Bylaws and Declaration attached hereto as Exhibit A and B respectively replace Exhibit I of the Developers Agreement Document No. 806216.**

(The remainder of this page is left intentionally blank).

Lot 3: _____
 Robert L. Swenson **Arlene J. Swenson**

Lot 4: _____
 Robert L. Swenson **Arlene J. Swenson**

Lot 5: _____
 Diana M Winters

Lot 6: _____
 Steven Ferozzo

Lot 7: _____
 Marlene M. Doty

Lot 8: _____
 Joann J. Denson

Lot 9: _____
 Shirley Saxby

Lot 10: _____
 Richard Crosby **Carole Crosby**

Lot 11: _____
 Sharon Wynn

Lot 12: _____
 Bobbie G. Carey

Lot 13: _____
 Raymond E. Asp **Elaine H. Asp**

**Agreement Between the
Washington Conservation District
and the City of Lake St. Croix Beach
Amended June XX, 2016**

PARTIES: This letter of agreement will set forth the work to be provided by the Washington Conservation District (WCD) to the City of Lake St. Croix Beach (City) to deliver technical assistance to coordinate the planning, installation and maintenance of native vegetation on the Lake St. Croix Beach shoreline stabilization and restoration project.

TERM OF CONTRACT: The effective date of the agreement is from January 1, 2016 to December 31, 2016.

SCOPE OF SERVICES: Work to be performed by the WCD include the following tasks:

- a. Planting and maintenance plan development.
- b. Coordinate materials purchases and delivery. *
- d. Coordinate and oversee installation. **
- e. Direct maintenance activities.
- f. Other miscellaneous services related to and in support of items a through e, above, such as communications and preparation of reports or memos.
- g. Conduct the purchase and installation of a temporary irrigation system, not including electrical hookup.

* This agreement does not include the costs for the purchase of plants or other miscellaneous items that may be needed to install, establish or maintain the plantings.

**The labor for the installation of the planting will be through the Conservation Corps of Minnesota, funded from the State of Minnesota Clean Water Funding

COST AND PAYMENTS: Costs for services for these activities shall not exceed \$4,520. Reimbursement of actual costs of equipment purchases shall not exceed \$1,000. Services will be provided by the WCD Landscape Restoration Specialist (\$65/hr.). Invoices will be sent on a monthly basis and will list specifically the work performed. Invoices are payable by the City of LSCB within 60 days. Office supplies, normal office reproduction expenses, and transportation are included in the hourly rate. Other expenses are to be reimbursed at actual cost.

RELATIONSHIP: This agreement in no way shall constitute, nor be construed in such a way to create an employment relationship between the City and the WCD. WCD staff shall not be entitled to any rights, privileges, or benefits of employees of the City.

INDEMNIFICATION & INSURANCE: The WCD agrees it will defend, indemnify and hold harmless the City, its council members and employees against any and all liability, loss, costs, damages and expenses, including attorney's fees, which the WCD board members or employees may hereafter sustain, incur, or be required to pay arising out of the WCD performance or failure to adequately perform its obligations pursuant to this agreement. Likewise, the City agrees that it will defend, indemnify and hold harmless the WCD, its board members and employees against any and all liability, loss, costs, damages and expenses, including attorneys' fees, which the WCD its board members or employees may hereafter sustain, incur, or be required to pay arising out of the actions of the City. The parties acknowledge and agree that any exposure to liability of the City or the WCD, or the acts or omissions of their respective officers, agents board members and employees will not exceed the limits provided for in is governed by Minn. Stat. section 466.

EQUAL EMPLOYMENT OPPORTUNITY- CIVIL RIGHTS: During the performance of this Agreement, the WCD agrees to the following: No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance, criminal record, creed or national origin, be excluded from full employment rights in, be denied the benefits of, or be otherwise subjected to discrimination under any program, service, or activity under the provisions of and all applicable federal and state laws against discrimination including the Civil Rights Act of 1964.

RECORDS: Under Minn Stat. section 16C.05, the WCD's books, records, documents and accounting procedures and practices relevant to this grant are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate for a minimum of six years from the end of this agreement.

DATA PRIVACY: All data collected, created, received, maintained, or disseminated, or used for any purpose in the course of the WCD's performance of the Agreement is governed by the Minnesota Government Data Practices Act, Minnesota 1984, Section 13.01, et seq. Or any other applicable state statutes and state rules adopted to implement the Act, as well as state statutes and federal regulations on data privacy. The WCD agrees to abide by these statutes, rules and regulations and as they may be amended.

TERMINATION: Either the WCD or City may terminate this Agreement with or without cause by giving the other party thirty (30) days written notice prior to the effective date of such termination.

In Witness Whereof, the WCD and City have duly executed this Agreement as of the date and year referenced herein.

Susan Schuler
Administrator, LSCB

Jay Riggs
District Manager, WCD

Date

Date

Nature's Touch Irrigation

535 Old Highway 35
Hudson, WI 54016

Estimate

Date	Estimate #
5/16/2016	426

Name / Address
Middle St. Croix Watershed Management Org 455 Hayward Ave. Oakdale, MN 55128

Description	Qty	Cost	Project
			Total
Installation and removal of a temporary irrigation system in Lake St. Croix Beach. The system will be fed by a pump supplied by the customer. The customer will also provide all fittings, basket, and foot valve that goes between the pump and water source. (These parts will be needed when the pump is used in the future.) The recommended pump to run this system is a Myers 2C-200 2 horsepower pump. 230 volt power feed is needed for this pump. Parts included in this installation include: 200' of 1 1/4" sprinkler pipe, 340' of 1" sprinkler pipe, 13 Hunter PGP sprinkler heads, 13 3/4" x 24" risers, 13 metal posts, 2 Hunter PGPV 100MB valves, various fittings and clamps for all connections. All sprinkler lines will be above ground and staked into place. All sprinkler heads will be on risers and secured to metal posts.	1	2,962.00	2,962.00
Sales Tax		5.50%	0.00
We look forward to working with you!		Total	\$2,962.00

Phone #
715-381-7015

Customer Signature _____

without Pump, fittings & Power

ITEM	UNIT PRICE	QUANTITY	COST
Barracuda 2HP Sprinkler Pump	\$ 249.00	1	\$ 249.00
2" x 100ft Poly Irrigation Pipe	\$ 81.03	1	\$ 81.03
50 ft Heavy Duty Garden Hose	\$ 15.88	3	\$ 47.64
100 ft Heavy Duty Garden Hose	\$ 19.88	2	\$ 39.76
6 ft Leader Garden Hose	\$ 7.97	1	\$ 7.97
4 Hose Brass Faucet Manifold	\$ 14.98	1	\$ 14.98
Tripod Sprinkler	\$ 39.97	4	\$ 159.88
2.75" Stainless Steel Clamps	\$ 1.27	4	\$ 5.08
0.75" Shut off Coupling	\$ 5.97	1	\$ 5.97
2" FIP x 2" Barb Nylon Adapter	\$ 14.92	2	\$ 29.84
1.5" MPT x 0.75" FPT Reducer Bushing	\$ 1.19	1	\$ 1.19
0.75" MGH x 0.75" MIP Brass Adapter	\$ 4.80	1	\$ 4.80
2" Brass Foot Valve w/ Screen	\$ 42.99	1	\$ 42.99
0.5" x 10ft Rebar	\$ 4.78	1	\$ 4.78
Rebar Cap	\$ 3.38	1	\$ 3.38
3/8" x 50ft Yellow Poly Rope	\$ 6.50	1	\$ 6.50
12" Inflatable Buoy	\$ 34.99	1	\$ 34.99
	Tax		\$ 50.67
	EQUIPMENT SUBTOTAL		\$ 790.45
WCD Staff Time for Purchase and Installation	65.00	8	\$ 520.00
	WCD STAFF SUBTOTAL		520.00
	TOTAL		1,310.45

Date range: 05/20/2016 to 06/17/2016

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Detail</u>
05/20/2016	SHORT ELLIOTT HENDRICKSON	City Engineer Services	10043	\$4,501.86	100-46101-300 100-43280-300 100-45205-300 100-46320-300 410-43280-300 100-43120-300 100-43120-300 100-43170-300 100-43122-300 100-43122-300	\$74.00 \$148.00 \$561.48 \$37.00 \$74.00 \$37.00 \$2,448.40 \$99.00 \$948.98 \$74.00
05/20/2016	WASHINGTON COUNTY	2016 SA Billing	10045	\$5.00	100-41550-310	\$5.00
05/20/2016	Madison National Life Ins Co, Inc	Disability Insurance	10046	\$153.94	100-41900-131	\$153.94
05/20/2016	U.S. Bank	Credit card 4/19/16 - 5/18/16	10049	\$608.66	100-41580-322 100-41960-610 100-41570-200	\$15.98 \$13.18 \$579.50
05/23/2016	HIGHLAND SANITATION	City Garage Trash	10031	\$205.49	100-41940-310	\$205.49
05/24/2016	COMCAST	Phone Lines	10034	\$168.12	100-41575-380	\$168.12
05/25/2016	CENTERPOINT	Monthly Service - Acct 7711653-1&7711657-2 & 7711658-0	10033	\$65.07	100-41940-380 100-41940-380 100-41940-380	\$17.98 \$17.98 \$29.11
05/26/2016	QUILL OFFICE SUPPLIES	Office Supplies	10032	\$118.60	100-41570-200	\$118.60
05/26/2016	ST. CROIX RECREATION CO.	MDF Sand Strainer	10051	\$110.00	100-45201-210	\$110.00
05/27/2016	ACTION RENTAL	Concrete @ Pettitt path	10024	\$224.37	100-45201-390	\$224.37
05/27/2016	SHEARER ROBERT	Reimbursement - Park Supplies & Shipping	10025	\$49.73	100-45201-210 100-45201-322	\$39.73 \$10.00
05/27/2016	XCEL ENERGY	Electricity for accounts 51-0011291859-6, 51-5580426-7 & 51-6544553-6	10027	\$1,166.37	100-43160-380 410-43280-380 100-49860-380 100-41940-380 100-49860-380 100-41940-380	\$725.01 \$15.31 \$62.36 \$98.97 \$62.75 \$201.97
05/27/2016	Team Lab	Bugs Away Insect repellent	10035	\$74.00	100-45201-220	\$74.00

Approved

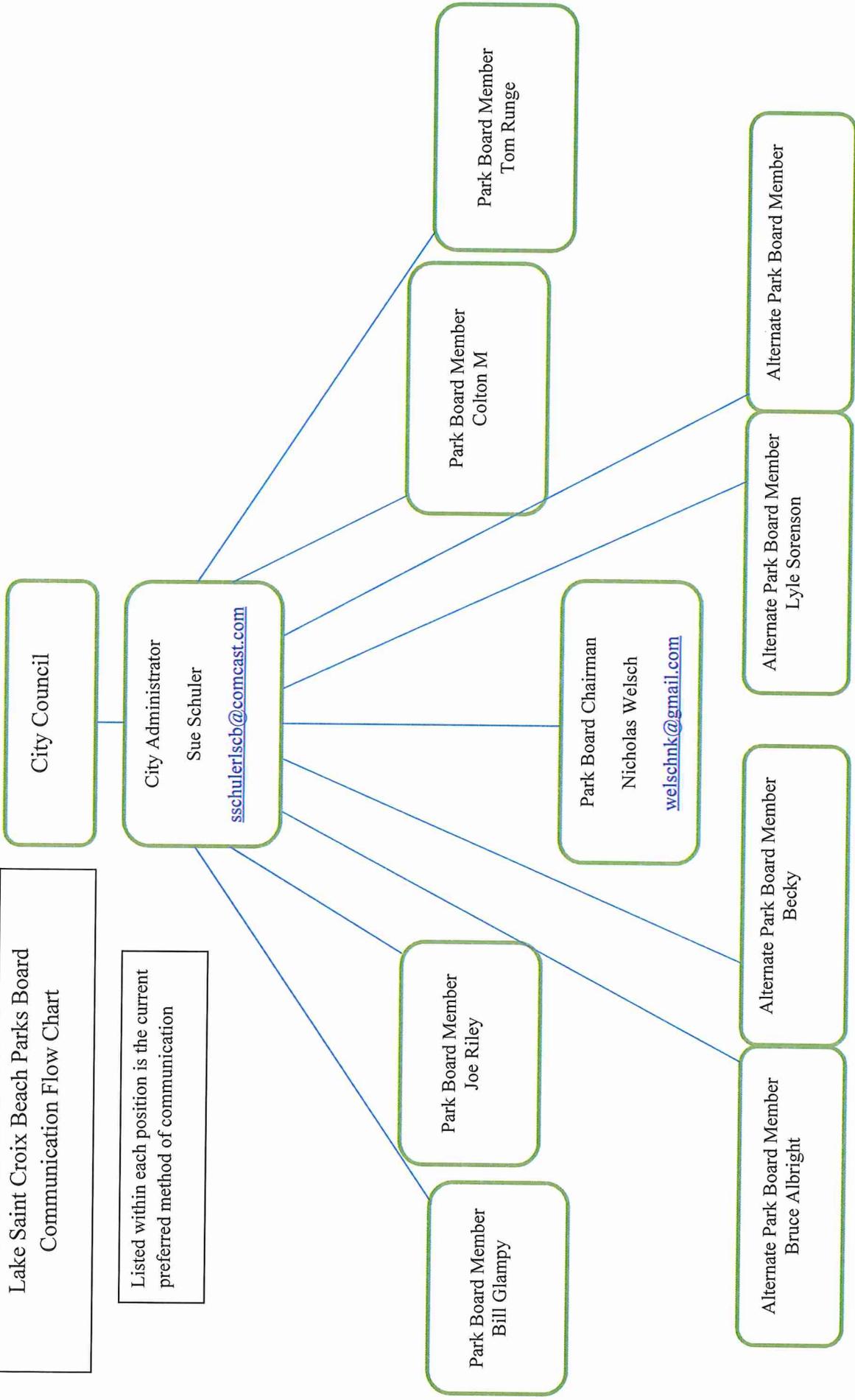
Date

Lake St Croix Beach Park Board Notes:

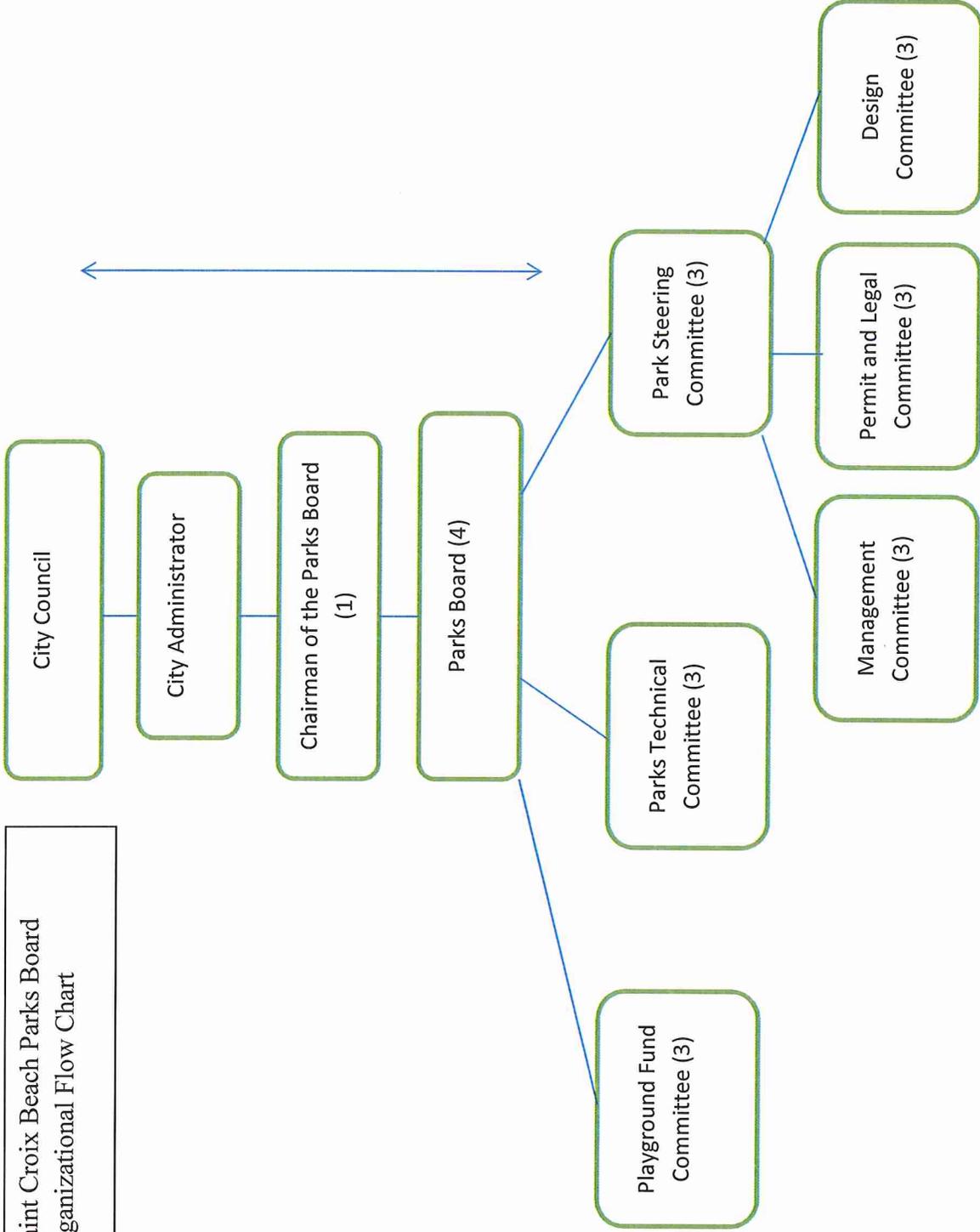
1. Flee Market/Car Show
 - a. We raised almost \$1,000.00
 - b. Donations storage (10 feet by 10 feet) in the City Garage
 - i. *Would like a motion by City Council*
2. Communication Plan and Organizational Chart
3. July Park Board Meeting will finish Permits for 2016
4. July City Council Meeting
 - a. Report on Permits
 - b. Semi-Annual Park Board Report
5. Walking Meeting set for 6/28/16 at 6PM
6. Park Legal Committee Meeting yet to be scheduled
 - a. Update Boat Permit Handouts
 - b. Any recommendations from the City Council?
7. Boat Permits
 - a. City Administrator report
 - b. Park Technical Committee Inspection yet to be scheduled
8. Third Party Audit for Boat Permits
 - a. Understanding the process and how to improve
 - b. Understanding Grandfathered Boat Permits
 - c. Liability within the Park Board and City Council
 - i. *Would like a motion by City Council*

Lake Saint Croix Beach Parks Board
Communication Flow Chart

Listed within each position is the current
preferred method of communication



Lake Saint Croix Beach Parks Board
Organizational Flow Chart



Notice Requirements

The Open Meeting Law ([Minnesota Statutes, Chapter 13D](#)) divides meetings into three types: regular meetings, special meetings, and emergency meetings. Every public body is required to provide members of the public with notice of its meetings, regardless of the type of meeting. The same notice requirements that apply for any type of closed meeting would apply for the same type of open meeting.

Regular Meetings

([Minnesota Statutes, section 13D.04, subdivision 1](#))

How must a public body give notice for a regular meeting that is either open or closed?

- The only notice requirement for a regular meeting is to have a schedule of the public body's regular meetings kept on file at its primary offices.
- If the date, time, and/or place of regular meeting changes, special meeting notice requirements apply.
- Additional notice is not required when all or part of a regular meeting will be closed. The only required notice is the established schedule of regular meetings.

Special Meetings

([Minnesota Statutes, section 13D.04, subdivision 2](#))

What is a special meeting?

- A special meeting is any meeting, other than an emergency meeting, that is not a regularly scheduled meeting.

How must a public body give notice for a special meeting that is either open or closed?

- Three days before a special meeting, a public body must post written notice on its principal bulletin board or usual meeting room door.
- The posted notice must include the date, time, and place of the special meeting. The notice must also include the purpose of the meeting, so that what can be discussed or decided at the meeting is limited to that purpose. The purpose should include all topics that will be discussed and/or acted upon at the special meeting.

What is required when a person requests notice of open or closed special meetings?

- Not only must a public body post notice of a special meeting, it must also mail or otherwise deliver notice, at least three days before the meeting, to any person who has made a written request for a personal notice of special meetings. As an alternative to mailing or delivering the notice to requestors, the public body may publish the notice in its official newspaper or a qualified newspaper of general circulation in the area.
- The personal notice to requestors must include the date, time, place, and purpose of the meeting.

Can a person limit his/her request for notice of open or closed special meetings?

- A request for notice of a special meeting may be limited so that a person only receives notice of meetings about particular subjects. This gives members of the public the option to attend only those meetings where a topic of interest or concern will be discussed.

Emergency Meetings

([Minnesota Statutes, section 13D.04, subdivision 3](#))

What is an emergency meeting?

- An emergency meeting is a special meeting called because of circumstances that require immediate consideration by the public body.
- Although "emergency" is not defined, the Commissioner of Administration in [Advisory Opinion 04-004](#) said that an emergency meeting is one where circumstances will not permit the public body to wait three days to give notice of a special meeting. These circumstances may include dealing with the aftermath of a natural disaster such as a tornado, flood, or blizzard.

How must a public body give notice for an emergency meeting that is either open or closed?

- Notice of the emergency meeting must be given to members of the public body and a good faith effort must be made to notify each news medium that has filed a written request for notice, if the request includes a telephone number. Notice to the media should be made as soon as reasonably practicable after members of the public body are notified.
- The notice requirements for an emergency meeting differ from a special meeting because of the urgency of the situation.
- Posted or published notice is not required.

Meetings by Telephone or Other Electronic Means

([Minnesota Statutes, section 13D.015](#) and [13D.021](#))

State-level public bodies may conduct meetings by telephone/electronically, if certain conditions are met. If state-level meetings are conducted by telephone/electronically, the meeting notice must include the regular meeting location, that

members may participate by telephone/electronically, and whether there are any costs to the public to monitor the meeting from a remote site. The state-level body must post the notice on its website at least 10 days before the meeting.

Other public bodies may only conduct meetings by phone in the event of an emergency, such as a health pandemic or weather event.

Meetings by Interactive Television

(Minnesota Statutes, section 13D.02)

Any public body may conduct meetings by interactive television, if certain conditions are met. If interactive television is used to conduct any type of meeting, the public body must provide notice of the regular meeting location and the location where any public body member will be participating by interactive television.

Note about State Agencies

Minnesota Statutes, section 13D.04, subdivision 6, says that the notice requirements in the Open Meeting Law apply to meetings of state agencies only if a statute governing their meetings does not discuss methods for providing notice. Publication of notice in the State Register satisfies any publication requirement for state agencies.

© Copyright 2016. Information Policy Analysis Division, [Minnesota Department of Administration](#)

201 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155 • Phone: 651-296-6733 or 800-657-3721 • [Email IPAD](#) • [Advisory Opinions RSS](#)

**LOWER ST. CROIX VALLEY
JOINT CABLE COMMUNICATIONS COMMISSION**

Unapproved meeting minutes of May 4, 2016
Lakeland City Hall
Lakeland, MN

Members Present

Chair, Richard Glasgow, Council member, Lakeland
Vice Chair, Charles Brown, Councilmember, Lake St. Croix Beach
Richard Bend, Councilmember, Afton
Tim Williams, Councilmember, St. Mary's Point
Gary Williams, Councilmember, St. Mary's Point

Others Present

Mark Swenson – Central Valley Cable
Greg Pierkarski – Central Valley Cable
Rachel Crary – Central Valley Cable

Next Meeting Date

The next meeting is at June 1, 2016, 6:00 pm at Lakeland City Hall.

Call to Order and Pledge of Allegiance

Meeting was called to order by Chair Glasgow at 6:00pm and the Pledge of Allegiance recited.

Approval of Prior Meeting Minutes from April 6, 2016

A motion was made by Brown and seconded by T. Williams to approve the April 6, 2016 meeting minutes. Motion carried unanimously.

League of MN Cities Insurance

Commissioner Bend made a motion to pay the LMC Insurance premium of \$1,200, \$600 of which will be returned. Vice Chair Brown seconded the motion. Motion passed unanimously.

Agreement with Central Valley Cable

A motion was made by Chair Glasgow and seconded by Commissioner Bend to extend contract with Central Valley Cable until June 30, 2016. Motion passed unanimously.

Our contract with Central Valley Cable expired last year. Negotiations of a new contract were attempted, however, CVC will not negotiate any lower. When Chair Glasgow reported that there is a great working relationship and he worked with the five cities to get set up. He reminded the commission that this agreement is for the receipt of the four public access channels. Access center is only as strong as the communities that want the service.

CVC representatives pointed out that Afton/Lakeland School does six to 10 programs per year. Don Fixmer works with many of the cities on projects. Channels – public programming from residents. The channels broadcast government, church services, high school sports, with 223 total meetings, 150 of which are live. The proposed PEG fee would amount to \$600 for the 50 subscribers who actually watch the meetings. CVC staff made it very clear that if the public service channels go away, they are gone for good. 10% of Afton residents have access to cable TV...mostly DSL and satellite. Residents who aren't able to receive the channels aren't using them. Franchise fees are the fees Comcast pays to run their lines through our cities. Residents are not telling us to keep the four access channels. We need to justify the \$21K annual fee. The commission will issue a check for \$4,200 to pay for the 1st quarter of 2016, since the agreement officially ended December 31, 2015.

**LOWER ST. CROIX VALLEY
JOINT CABLE COMMUNICATIONS COMMISSION**
Unapproved meeting minutes of May 4, 2016 (continued)

Commission Member Reports
Nothing to report.

Adjourn

Motion by Brown to adjourn the meeting. Meeting adjourned at 7:05 pm.

Minutes taken, transcribed and respectfully submitted by,
Charles Brown, Vice Chair, LSCVJCCC

CITY OF
LAKE ST. CROIX BEACH

**NO
PARKING**
ON ANY
CITY STREET

MAY 20 TO SEPT 15
10:00 AM TO 8:00 PM

10
M.P.H

RETURN TO
BEACH
PARKING
LOT