

City of Hewitt
Regular City Council Meeting
February 9, 2010
Meeting Agenda

Call to Order

Pledge of Allegiance

Consent Agenda

Meeting Minutes: Public Hearing and Regular City Council Meeting January 12, 2010*

Financial Reports:

Balance Sheet*

Cash Balance Statement*

Claims List for Approval*

Accounts Receivable Report*

Presenters, Requests and Complaints

Fire Department/Township Contracts*

Staff Reports:

Maintenance Report

Clerk's Report*

Mayor's Forum

Unfinished Business

Fire Department Applicants*

Fire Chief Annual Salary

New Business

Request for Grad Bash Donations*

Lions Letter and Request*

Lions C/D Permit*

City of Hewitt
Public Hearing and
Meeting Minutes
Wellhead Protection Plan Public Hearing and
Regular City Council Meeting
January 12, 2010

The Public Hearing regarding the City's Wellhead Protection Plan (WHP) was called to order at 6:30 p.m. by Mayor Juanita Mitchell.

Members Present: Mayor Juanita Mitchell, Johannes Marsland, Jim Opelia, Alice Schwening and Don FitzGerald.

Others Present: MRWA Representative Aaron Meyer, INH Reporter Karin Nauber, Clerk/Treasurer Miriam A. Collom-Winters, Maintenance Operator Aaron Fore, Deanna Hall, Thomas and Jeannette Meszaros, Gerald and Diana Chromey, Bill and Karla Dukowitz and Michael Dagen.

Pledge of Allegiance.

Guest speaker Aaron Meyer of Minnesota Rural Water Association gave a summary of the City's WHP and informed of what the next steps would be in approving and implementing the plan.

- Electrical back-up for the water plant has been completed
- Grants may be available later this year for sealing well(s) ect.
- We can expect an audit from the Minnesota Department of Health...likely in 2016
- The WHP is crucial in protecting our water and proper implementation of the plan is critical

Opportunity was given for Council and members of the public to ask questions. After discussion of questions, the hearing was closed at 7:00 p.m.

The Regular City Council meeting was called to order at 7:00 p.m. by Mayor Juanita Mitchell.

Johannes Marsland motioned "we approve the Wellhead Protection Plan as presented." Second by Jim Opelia. No discussion. All in favor. Motion carried.

Consent Agenda: Minutes of December 2009: Motion to accept by Jim Opelia. Second by Alice Schwening. All in favor. Motion carried.

Financial Reports: Questions were asked regarding claims for Dailey Electric and Permberton. Motion to refer to audit by Jim Opelia. Second by Johannes Marsland. All in favor. Motion carried.

Fire Department Summary was reviewed; discussion of fire department subjects would be later in the meeting.

Presenters, Requests and Complaints: William and Karla Dukowitz, on behalf of Denim and Diamonds, addressed the council regarding a City Ordinance limiting hours of on-sale. Mr. and Mrs. Dukowitz made the following statements and representations:

- The City can not restrict on-sale for the entire day of Christmas Day

- They were not notified of any change or proposed change in any City Ordinance
- They were not aware of the Ordinance until the Tuesday before Christmas
- They were told they had been open illegally for the last five years
- Christmas day is worth between \$1,000 and \$1,500
- The Ordinance was changed “under the cover of darkness” as the Council did not know about it and neither did the owners of the bar
- They have always been open on Christmas
- Clerk called them to tell them they would be in violation if they were open

Bill and Karla Dukowitz presented an invoice to the City for \$650 for lost revenues. Mayor Juanita Mitchell stated it would be turned over to the City Attorney.

Mayor Juanita Mitchell apologized to the Bill and Karla Dukowitz.

After a brief discussion of the adoption of ordinances, Bill and Karla Dukowitz left the meeting.

Mayor Juanita Mitchell made a “motion we amend the liquor ordinance.” Second by Don FitzGerald. Mayor called for a vote. Johannes Marsland asked what we are amending the ordinance to say as you can't just amend an ordinance. FitzGerald stated we are amending the ordinance so they can be open on Christmas. Discussion of the the amendment as follows:

- Current ordinance (relevant portion) was read
- Discussion of changing the hours to close at 10:00 p.m.
- Discussion of changing hours to open at 12:00 noon
- Discussion of changing hours to close at 10:00 p.m. unless Christmas falls on Friday or Saturday, then close at midnight
- Discussion of separation of church and state and religious holidays
- Discussion of business types- grocery distribution versus business selling a controlled substance

Motion to “amend the liquor ordinance to this part be 8:00 Christmas Eve to Noon Christmas Day” by Mayor Juanita Mitchell. Second by Don FitzGerald.

Move “to amend the motion to include a closing time of 10:00 p.m. on Christmas Day” by Johannes Marsland. No second. Motion failed.

Alice Schweninger asked if the ordinance could state that they close on Christmas at 10:00 p.m. unless it falls on Friday or Saturday night.

Johannes Marsland proposed that “we amend the motion to include a closing time of 10:00 p.m. with the exception of Friday and Saturday night, which the closing time would be midnight on Christmas.” Second by Jim Opelia. Discussion that it should be midnight of the 26th. Don FitzGerald stated it should be open until midnight on Christmas day no matter what day of the week Christmas falls on.

Johannes Marsland called the question with all pending amendments. Second by Jim Opelia. Michael Dagen asked what other cities in the area do as far as closing hours. Discussion of traffic on Christmas Day. Concern of people driving through town after leaving the bar. Vote on call of question motion. Mayor Juanita Mitchell opposed. All others in favor. Motion carried. Vote of question. Johannes Marsland in favor. Jim Opelia opposed. Alice Schweninger in favor. Don FitzGerald opposed.

Mayor Juanita Mitchell opposed. Motion failed.

Motion that "we have them close at 8:00 Christmas Eve and have them open at noon Christmas day" by Jim Opelia. Second by Don FitzGerald. Discussion.

Johannes Marsland moved to amend the motion to include a closing time of midnight. No second. Motion failed.

Vote of motion. Johannes Marsland opposed. Jim Opelia in favor. Alice Schweninger in favor. Don FitzGerald in favor. Mayor Juanita Mitchell in favor. Motion carried.

Maintenance Report: Aaron Fore gave verbal maintenance report. Snowplowing was discussed. Gerald Chromey asked if the snow on Dakota Street could be plowed to the other side of the road because there is seven houses on his side of the road and only one on the other side of the road. The matter will be discussed with Adam Templin.

Aaron Fore requested funds to attend the MRWA conference in March. He gave a breakdown of the costs, including cost for the course, exams and lodging. "Motion we approve it" by Jim Opelia. Second by Don FitzGerald. Motion to "amend to make the amount to \$500.00" by Don FitzGerald. Second by Jim Opelia. All in favor. Motion carried.

Aaron Fore asked for permission to purchase a replacement for the hardness test kit that is missing. The cost is about \$53 plus shipping. Motion "we approve the purchase" by Johannes Marsland. Second by Jim Opelia. All in favor. Motion carried.

Johannes Marsland asked if conferences should be presented on a purchase order form rather than verbally requested. Short discussion of that subject.

Clerk's Report: Request approval of funds for attending clerk's conference in March. Motion to "approve the expenditure of clerk's conference for March of 2010" by Don FitzGerald. Second by Jim Opelia. All in favor. Motion carried.

Committee Reports: Business Licensing Committee: Mayor Juanita Mitchell gave brief statement regarding the transfer of ownership of the Stampede. Jim Wurst has purchased the building and has applied for the liquor licenses. Motion to "approve liquor licenses for the new owners" by Don FitzGerald. Second by Alice Schweninger. Johannes Marsland opposed. All others in favor. Motion carried.

Unfinished business: Johannes Marsland made a "motion to clarify to indicate a \$400 to \$500 increase for the fire relief association." Second by Don FitzGerald. All in favor. Motion carried.

New Business:

Mayor Juanita Mitchell appointed Jim Opelia as acting mayor for 2010. Motion to accept Resolution #10-001 by Jim Opelia. Second by Don FitzGerald. Jim Opelia declined to accept the appointment of acting mayor. After further discussion, Jim Opelia accepted the appointment. Vote of motion. All in favor. Motion carried.

Appointment of Committee Member: Assign Adam Templin to Roads and Bridges committee. Motion to "accept appointments" by Johannes Marsland. Second by Don FitzGerald. Don FitzGerald opposed. All others in favor. Motion carried.

Fire Department member applications: Johannes Marsland asked that the City Council pre-approve acceptance of the fire department member applications, and allow the fire department to make the ultimate decision after they have interviewed them,

as he does not feel the city council should be the evaluating board for the fire department. Don FitzGerald and Mayor Juanita Mitchell opposed Johannes Marsland's statements in that regard. Johannes Marsland feels that Council should give the fire department the ability to make their own decisions regarding the two applicants, for political and relationship purposes. Johannes Marsland stated that he has been successful thus far in making sure the fire department understands that the City Council needs to be involved, but that they were not "micro-managing" the fire department, even though he personally has taken some 'pretty serious guff' for the things that have been done. He further cautioned that there will be political ramifications if the City Council requires the fire department to interview the applicants first, then allow the Council to approve or disapprove the recommendations of the fire department.

After further discussion of the subject matter, Johannes Marsland made a motion to "approve tentatively these two gentlemen pending fire department approval of them after their interview and include in the motion a caution that further approvals of any fire department members should be accompanied with an application to City Council, or they will not be considered." Second by Jim Opelia. Further discussion regarding background checks, and putting trust in the fire department, and the reputation of the fire department ensued. Vote of motion. Johannes Marsland and Jim Opelia in favor. Alice Schweningen, Don FitzGerald and Mayor Juanita Mitchell opposed. Motion failed.

Fire Chief Pay Raise: Chief Steven Peterson requested that his annual salary be raised from \$100 to \$500. Motion the fire chief pay remains the same at \$100 a year" by Don FitzGerald. Second by Mayor Juanita Mitchell. Discussion: Mayor Juanita Mitchell stated that it should be voted on by the fire department members and then brought to council for final approval. Johannes Marsland stated the fire chief does a lot of work, going to meetings all over the state, and does not get reimbursement; that the \$500 would barely cover even mileage, not to mention the time he takes to attend meetings, etc. Move to table by Johannes Marsland. Second by Mayor Juanita Mitchell. All in favor. Motion carried.

MNDOT Agreement: Johannes Marsland asked for clarification of the phrase "large scale". However, there is not any real clarification. Motion "we approve the Maintenance Agreement Number 3A-US-2009-34167" by Johannes Marsland. Second by Don FitzGerald. All in favor. Motion carried.

MPFA Amendments: "Move we approve CDAP-89-0209-R-FY-90 Amendment Number 1" by Johannes Marsland. Second by Don FitzGerald. All in favor. Motion carried. "Move we approve CDAP-89-0209-R-FY92 Amendment number 1" by Johannes Marsland. Second by don FitzGerald. All in favor. Motion carried.

Motion to adjourn at 8:43 by Don FitzGerald. Second by Johannes Marsland.

Call for discussion and more discussion of snowplowing.

Vote of motion: Johannes Marsland, Jim Opelia, Alice Schweningen and Mayor Juanita Mitchell in favor. Don FitzGerald opposed. Motion carried.

Meeting adjourned at 8:48 p.m.

Respectfully submitted

Miriam A. Collom-Winters
City Clerk/Treasurer

Balance Sheet
February 2010

Bank Balances:

Checking Accounts:	\$3672.30
Savings Accounts:	\$32598.80
Investment Accounts:	<u>\$47259.30</u>

Total Bank Balance: \$83,530.40

Less Outstanding Checks: \$1960.40

Plus Deposits in Transit: \$0.00

CTAS Cash Balance: \$81570.00

+/- \$0.00

Interim Claims Paid:

Price Fire and Rescue \$1265.40

IRS 4th Quarter \$3086.37

MN Dept of Revenue \$380.11

GoDaddy.com (website) \$29.99

As of 02/03/2010
Fiscal Year:2010

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursements</u>	<u>Ending Balance</u>
General Fund	\$40,541.10	\$8,852.43	\$12,247.19	\$37,146.34
Fire Department Fund	\$22,345.51	\$25.00	\$4,779.11	\$17,591.40
Fire Dept. Capital Fund	\$11,496.58	\$0.00	\$0.00	\$11,496.58
Debt Service Fund	\$10,702.86	\$966.99	\$0.00	\$11,669.85
Charitable/Parks Fund	\$5,384.48	\$454.48	\$0.00	\$5,838.96
Water Operations Fund	(\$693.97)	\$2,571.33	\$1,784.14	\$93.22
Sewer Operations Fund	(\$2,081.45)	\$857.14	\$1,042.04	(\$2,266.35)
Total	\$87,695.11	\$13,727.37	\$19,852.48	\$81,570.00

Date range: 01/03/2010 to 02/03/2010

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Detail</u>
02/02/2010	MN DNR	Permit Fees	1868	\$142.00	600-49400-492	\$142.00
02/02/2010	USA Bluebook	Test Kit/Supplies	1869	\$135.96	600-49400-210	\$135.96
02/02/2010	Gopher State One-Call	Tickets	1870	\$11.60	100-41800-300	\$11.60
02/02/2010	Contact Radio Communications	Light for Plow Truck	4195	\$201.99	100-41950-220	\$201.99
02/02/2010	TransWorld Network Corp	Long Distance	4196	\$21.98	100-41500-321	\$21.98
02/02/2010	Prairie Sanitary Services	Pick-up Service	4197	\$11.70	100-45300-384	\$11.70
02/02/2010	Minnesota Energy Resources	January	4198	\$523.57	225-42200-383	\$247.64
02/02/2010	Bertha Medical Clinic	Physical	4199	\$280.20	100-45100-383	\$119.89
02/02/2010	Weber's Wadena Hardware	Light Bulbs	4200	\$30.05	100-45100-383	\$156.04
02/02/2010	Verizon Wireless	Maintenance Cell Phone	4201	\$40.80	100-41300-580	\$280.20
02/02/2010	BP	Fire dept fuel	422	\$186.38	100-45300-321	\$30.05
02/02/2010	City of Hewitt	Senior Center and City Hall W/S	423	\$89.40	225-42200-212	\$40.80
02/02/2010	MCFOA	Annual Conference Registration	424	\$200.00	100-45100-382	\$186.38
02/02/2010	Northland Fire Protection	Fire Extinguishers	425	\$65.00	100-45100-310	\$89.40
02/02/2010	Harms Manufacturing	Repair for Truck	426	\$54.91	100-45300-580	\$200.00
02/02/2010	Independent News Heralds	Publication	427	\$24.00	100-41950-220	\$65.00
02/02/2010	MPFA	Bond Payment	428	\$10,250.00	100-41500-350	\$54.91
02/02/2010	MVTL	Water Testing	430	\$42.00	300-47210-600	\$24.00
02/02/2010	Miriam A. Collom-Winters	Cell Phone/Mileage	431	\$82.95	600-49400-437	\$10,250.00
02/02/2010	Rick's Repair	Repair on 193	432	\$342.68	100-41500-321	\$42.00
02/03/2010	Star Bank	Bank fee	95222	\$8.00	100-41500-331	\$21.00
					225-42200-220	\$61.95
					100-41500-437	\$342.68
					100-41500-437	\$8.00

Total For Selected Claims

\$12,745.17

\$12,745.17

City of Hewitt (2) Customer List

Filter Criteria includes: 1) Customers only. Report order is by ID.

Customer ID	Customer	Balance
001	Steve Aeiling	113.30
002	John Allen	45.90
003	Anderson, David	
004	Ashbaugh, David and Beck	
005	Bartylla, Dale	44.70
006	Bibeau, Rodney	138.78
007	Blaske, Kenneth	44.70
008	Bounds, Larry	44.70
009	Brauch, Ruth	
010	Brisset, Wayne	295.80
011	Bristlin, Mike	-18.78
012	Buchholz, Marian	
013	Bushey, Peter	44.70
014	Cain, Steve and Kim	
015	Camacho, Dale	392.67
016	Canfield, Nichole	505.32
017	Chromey, Gerald	
018	Church of the Nazarene	
019	Church of the Nazarene (2)	
022	Dagen, Michael	
026	Dirks, Allen	44.70
027	Drake, Richard and Linda	-0.90
028	Dupuis, Ron	44.10
029	Dykhoff, Jason	480.82
030	Erickson, Patsy	
031	Fah, Scott and Darlene	49.50
032	FitzGerald, Don	44.56
033	Flannery, Jennifer and Kyle	584.36
034	Fore, Aaron	
035	Fore, Lucinda	89.40
036	Foresight Development	88.80
037	Gotham, Jerome and Shar	
039	Greenwaldt, Eugene	44.70
040	Greenwaldt, Jeff	228.10
041	Greenwaldt, Joyce	
042	Grewe, Julie	44.70
043	Haisman, Tonya	39.80
044	Hall, David	61.90
045	Hall, Robert Jr.	59.26
046	Hallstrom, Florence	
047	Hansen, Bonnie	216.60
048	Hansen, LaDonna	44.70
049	Harmon, Anthony	
050	Harris, Glen	
051	Heller, Fred	
052	Helsley, Teresa	44.70
053	Heltemes, JoAnn	284.10
054	Hendrickson, Jacklyn	
055	Hershberger, Gina	47.10
056	Hewitt Community Center	44.70
057	Hewitt Senior Citizens Cent	89.40
058	Horton, Lila	44.70
059	Hurtig, Angella	44.70
060	Hurtig, Shawnette	369.80
061	Kludt, Chris	44.70
062	Knutson, Allen	45.90
063	Koenig, John	221.60
064	Kvamme, Daniel and Jamie	372.28
065	Lewis, Diana	177.96
066	Maijala, Jody	62.30
067	McAllister, Ardy	44.70
068	McDaniel, Chris and LeAnn	67.05
069	McKane, Jackie	44.70
070	McLaughlin, Rosemary	

City of Hewitt (2) Customer List

Filter Criteria includes: 1) Customers only. Report order is by ID.

Customer ID	Customer	Balance
071	Terry Melzer	
072	Miller, Dani	324.56
073	Miller, Maxine	
074	Mitchell, Ricky and Juanita	189.70
075	Derek Moats	143.20
076	Moats, Angela	186.10
077	Moats, David and Karen	225.50
078	Morris, Amy	177.66
079	Mote, Roseanne	229.84
080	Mote, Roseanne	274.70
081	Motschenbacher, Charlene	2.00
082	Jessica Berndt	
083	Opelia, James	
084	Ortiz, Robert and Suzi	62.70
085	Ostrowski, Derek	
086	Peters, Ellen	44.70
087	Peterson, Jim	185.69
088	Pomerence, Craig	181.20
089	Rick's Repair	26.22
090	Saltzman, Woodrow	156.84
091	Schultz, Eugene	
092	Schweninger, Alice	
093	Snelling, Floyd and Linda	44.70
094	Sorenson, Larry	44.70
095	Stange, Donald	44.70
096	Stokes, Mike and Shelia	208.46
097	Sullivan, Larry	44.70
098	Sullivan, Rick	-28.86
099	Sweeney, Gerald	44.70
100	Denim and Diamonds	104.45
1001	Stowe Prairie Township	
1002	Bartlett Township	
1003	Oak Valley Township	
101	Trinity Lutheran Church	
102	Uberto, Wayne	
103	United Methodist Church	-89.40
104	United States Post Office	44.70
105	VanBatavia, Steve	44.70
106	Wagner, Tim and Margo	212.30
107	Walker, Jim and Kathy	189.20
108	Weego, Alex and Karen	44.70
109	Widmer, Shannon	58.70
110	Wiirre, Miles	144.04
111	Yarnavick, Kim	
112	Ziemkowski, Duane and Ka	
113	Zimmerman, Chad	48.70
114	Zutter, Roxanne	89.40
115	Willis, Bud & Yvonne	44.70
116	Christy Armitage	191.60
117	Kimber, Cory and Jodi	151.60
119	Jason Ehnes	53.90
120	Carter, Doug	84.10
121	Graphenteen, Dan	55.90
123	Thompson, ReAnn	
200	Grandma's Kountry Kitchen	484.00
300	Fore, dennis	89.40
400	DJ Tack & Treasure	47.77
500	Stampede	86.72
Wurst	Jim Wurst	

Fire Contract Billing
City of Hewitt
Volunteer Fire Department

Township/City: Hewitt

Date: February 4, 2010

Contract Period: From March 1, 2010 to March 1, 2011

Formula of Standby Fee: $S = (A+C) \times \frac{(U+T)}{2}$

Where: A= Administrative Costs
 C= Fire Department's Operating Costs of Prior Fiscal Year
 U= Five Year Percentage of Department's Total Firefighting Hours
 Township's Total Firefighting Hours
 $U = \frac{\text{Fire Department's Total Firefighting Hours}}{\text{Township's Total Firefighting Hours}}$
 T= Tax Capacity Percentage of Total Contract Area Compared to Entire
 Area Served by the Hewitt Fire Department
 $T = \frac{\text{Tax Capacity of Township/City Served}}{\text{Tax Capacity of Total Area Served}}$
 S= Amount of Standby Fee

- | | | |
|----|------------------------------------|----------------|
| 1. | Administrative Costs | A = 0.00 |
| 2. | 2009 Actual Operating Costs | C = \$19793.92 |
| 3. | Five Year Percentage | |
| | Township's Total Hours 13.25 | |
| | Department's Total Hours 66.25 | U = 20% |
| 4. | Tax Capacity Percentage | |
| | Tax Capacity of Township 91007 | |
| | Tax Capacity of Total Area 555,903 | T = 16.3% |

Billing Calculation:

U .2 + T .16 divided by 2, multiplied by

A 0 + C 19793.92 = Standby Fee of: **\$3563.00**

Fire Contract Billing
City of Hewitt
Volunteer Fire Department

Township/City: Stowe Prairie

Date: February 4, 2010

Contract Period: From March 1, 2010 to March 1, 2011

Formula of Standby Fee: $S = (A+C) \times \frac{(U+T)}{2}$

Where: A= Administrative Costs
 C= Fire Department's Operating Costs of Prior Fiscal Year
 U= Five Year Percentage of Department's Total Firefighting Hours
 Township's Total Firefighting Hours
 $U = \frac{\text{Fire Department's Total Firefighting Hours}}{\text{Township's Total Firefighting Hours}}$
 T= Tax Capacity Percentage of Total Contract Area Compared to Entire
 Area Served by the Hewitt Fire Department
 $T = \frac{\text{Tax Capacity of Township/City Served}}{\text{Tax Capacity of Total Area Served}}$
 S= Amount of Standby Fee

- | | | |
|----|------------------------------------|----------------|
| 1. | Administrative Costs | A = 0.00 |
| 2. | 2009 Actual Operating Costs | C = \$19793.92 |
| 3. | Five Year Percentage | |
| | Township's Total Hours 29 | |
| | Department's Total Hours 66.25 | U = 44% |
| 4. | Tax Capacity Percentage | |
| | Tax Capacity of Township 238,786 | |
| | Tax Capacity of Total Area 555,903 | T = 43% |

Billing Calculation:

U .44 + T .43 divided by 2, multiplied by

A 0 + C 19793.92 = Standby Fee of: **\$8611.00**

Fire Contract Billing
City of Hewitt
Volunteer Fire Department

Township/City: Bartlett

Date: February 4, 2010

Contract Period: From March 1, 2010 to March 1, 2011

Formula of Standby Fee: $S = (A+C) \times \frac{(U+T)}{2}$

Where: A= Administrative Costs
 C= Fire Department's Operating Costs of Prior Fiscal Year
 U= Five Year Percentage of Department's Total Firefighting Hours
 Township's Total Firefighting Hours
 $U = \frac{\text{Fire Department's Total Firefighting Hours}}{\text{Township's Total Firefighting Hours}}$
 T= Tax Capacity Percentage of Total Contract Area Compared to Entire
 Area Served by the Hewitt Fire Department
 $T = \frac{\text{Tax Capacity of Township/City Served}}{\text{Tax Capacity of Total Area Served}}$
 S= Amount of Standby Fee

- | | | |
|----|---|----------------|
| 1. | Administrative Costs | A = 0.00 |
| 2. | 2009 Actual Operating Costs | C = \$19793.92 |
| 3. | Five Year Percentage
Township's Total Hours 8.25 | |
| | Department's Total Hours 66.25 | U = 12% |
| 4. | Tax Capacity Percentage
Tax Capacity of Township 55439 | |
| | Tax Capacity of Total Area 555,903 | T = 10% |

Billing Calculation:
 U .12 + T .10 divided by 2, multiplied by

A 0 + C 19793.92 = Standby Fee of: **\$2178.00**

Fire Contract Billing
City of Hewitt
Volunteer Fire Department

Township/City: Oak Valley

Date: February 4, 2010

Contract Period: From March 1, 2010 to March 1, 2011

Formula of Standby Fee: $S = (A+C) \times \frac{(U+T)}{2}$

Where:

- A= Administrative Costs
- C= Fire Department's Operating Costs of Prior Fiscal Year
- U= Five Year Percentage of Department's Total Firefighting Hours
Township's Total Firefighting Hours
- U= $\frac{\text{Department's Total Firefighting Hours}}{\text{Township's Total Firefighting Hours}}$
- T= Tax Capacity Percentage of Total Contract Area Compared to Entire
Area Served by the Hewitt Fire Department
- T= $\frac{\text{Tax Capacity of Township/City Served}}{\text{Tax Capacity of Total Area Served}}$
- S= Amount of Standby Fee

- | | | |
|----|------------------------------------|----------------|
| 1. | Administrative Costs | A = 0.00 |
| 2. | 2009 Actual Operating Costs | C = \$19793.92 |
| 3. | Five Year Percentage | |
| | Township's Total Hours 15.75 | |
| | Department's Total Hours 66.25 | U = 24% |
| 4. | Tax Capacity Percentage | |
| | Tax Capacity of Township 170,671 | |
| | Tax Capacity of Total Area 555,903 | T = 31% |

Billing Calculation:

U .24 + T .31 divided by 2, multiplied by

A 0 + C 19793.92 = Standby Fee of: **\$5,444.00**

Fund Name: 225 - Fire Department Fund
 Date Range: 01/01/2009 to 12/31/2009

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
01/07/2009	Bruce's Auto Service	Fire Truck Repairs	11167	\$40.09	225-42200-220	\$40.09
01/07/2009	Minnesota State Fire Chiefs Assn	Membership Dues	11168	\$65.00	225-42200-433	\$65.00
01/07/2009	Arvig Communication Systems	December Charges	11179	\$131.72	225-42200-321	\$33.62
01/07/2009	Minnesota Power	December Charges	E11174	\$1,423.84	225-42200-381	\$40.69
01/13/2009	Scott Fah	Reimbursement	11187	\$65.00	225-42200-580	\$65.00
01/22/2009	Price Fire & Rescue Equip	Annual Pulp Service	11189	\$965.00	225-42200-220 225-42200-489	\$880.00 \$85.00
02/05/2009	Northwest Regional Firefighter's As	Annual Dues	111214	\$35.00	225-42200-433	\$35.00
02/05/2009	Volunteer Firefighters Benefit Assc	Membership Renewal Fees	11198	\$15.00	225-42200-433	\$15.00
02/05/2009	Minnesota Energy Resources	January Charges	11199	\$737.76	225-42200-383	\$477.51
02/05/2009	Minnesota Power	January Charges	11200	\$521.76	225-42200-381	\$73.53
02/05/2009	Seven Oaks Express	Fuel	11205	\$340.63	225-42200-212	\$135.00
02/05/2009	Arvig Communication Systems	January Charges	11210	\$138.43	225-42200-321	\$35.50
03/05/2009	Minnesota Energy Resources	February Charges	11230	\$577.59	225-42200-383	\$363.09
03/05/2009	Minnesota Power	February Charges	11231	\$1,439.97	225-42200-381	\$52.12
03/05/2009	Ricks Repair	Fire Dept. Supplies	11233	\$102.00	225-42200-214 225-42200-489	\$52.00 \$50.00
03/05/2009	Steven Peterson	Reimbursement	11235	\$58.32	225-42200-220	\$58.32
03/05/2009	Todd Wadena Firefighters Assoc.	Dues	11236	\$30.00	225-42200-433	\$30.00
03/05/2009	Metro Fire	Repair and Maintenance	11238	\$601.58	225-42200-220	\$601.58
03/05/2009	Arvig Communication Systems	February Charges	11255	\$137.95	225-42200-321	\$39.52
03/05/2009	BP	Fire Dept Fuel	11258	\$134.02	225-42200-212	\$134.02
03/31/2009	BP	Fire Dept Fuel	EFT0309	\$94.13	225-42200-212	\$94.13
04/20/2009	Arvig Communication Systems	March Charges	11280	\$71.00	225-42200-321	\$71.00
04/20/2009	BP	Fire Dept Fuel	11282	\$69.89	225-42200-212	\$69.89
04/20/2009	Metro Fire	Repair and Maintenance	11292	\$259.92	225-42200-220	\$259.92
04/20/2009	Metro Fire	Tank	11292-2			VOID

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
04/20/2009	Volunteer Firefighters Benefit Assc	Membership Renewal Fees	11302	\$91.00	225-42200-433	\$91.00
04/20/2009	Minnesota Energy Resources	march	E0416	\$301.45	225-42200-383	\$301.45
04/20/2009	Minnesota Power	March	E0417	\$48.63	225-42200-381	\$48.63
05/01/2009	Arvig Communication Systems	April Charges	11338	\$35.61	225-42200-321	\$35.61
05/01/2009	Minnesota Energy Resources	April	E50109MNE	\$328.48	225-42200-383	\$217.26
05/01/2009	Minnesota Power	April	E5109MNP	\$1,120.19	225-42200-381	\$48.44
06/01/2009	Arvig Communication Systems	may Charges	11358	\$33.72	225-42200-321	\$33.72
06/01/2009	Bartlett Township	Refund of Standby Fee	11387	\$230.00	225-42200-203	\$230.00
07/01/2009	Arvig Communication Systems	June	11395	\$31.72	225-42200-321	\$31.72
07/01/2009	Daryl Schlueter Excavating	Fire Hall Drain	11398	\$240.00	225-49340-530	\$240.00
07/01/2009	LMCIT	Insurance Premiums	11403	\$3,756.00	225-41700-150	\$768.00
07/01/2009	LMCIT	Insurance Premiums	11442	\$6,235.00	225-41700-362 225-41700-363	\$264.00 \$1,069.00
07/01/2009	Ricks Repair	FD Repairs, City vehicle Repairs	11445	\$712.30	225-42200-214	\$618.71
07/01/2009	Steven Peterson	Reimbursement	11446	\$30.95	225-42200-220	\$30.95
07/01/2009	Gloriann Tristch	REimbursement	11447	\$34.58	225-42200-310	\$34.58
07/01/2009	Ricks Repair	FD Repairs	11448	\$392.39	225-42200-214 225-42200-489	\$292.39 \$100.00
07/01/2009	Minnesota Energy Resources	Natural Gas	E-MNE-0709	\$146.96	225-42200-383	\$96.33
07/01/2009	Minnesota Power	Electricity	E-MNP-0709	\$889.62	225-42200-381	\$36.72
07/01/2009	Minnesota Energy Resources	Natural Gas	MNE-E0609	\$73.74	225-42200-383	\$37.26
07/01/2009	Minnesota Power	June Charges	MNPE0609	\$872.67	225-42200-381	\$36.48
08/01/2009	Alex Air Apparatus	Equipment	11463	\$370.00	225-42200-580	\$370.00
08/01/2009	Arvig Communication Systems	July	11464	\$31.92	225-42200-321	\$31.92
08/01/2009	Contact Radio Communications	Fire Department-	11489	\$135.20	225-42200-220	\$135.20
08/01/2009	Minnesota Energy Resources	Natural Gas	E-MNE0809	\$42.90	225-42200-383	\$20.69
08/01/2009	Minnesota Power	July Charges	E-MNP0809	\$769.99	225-42200-381	\$38.93
09/01/2009	Contact Radio Communications	Fire Department-	11517	\$135.20	225-42200-220	\$135.20
09/01/2009	Minnesota Energy Resources	Natural Gas	E-MNe-0909	\$42.28	225-42200-383	\$20.72

<u>Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check #</u>	<u>Total</u>	<u>Account #</u>	<u>Amount</u>
09/01/2009	Minnesota Power	August Charges	E-MNP-0909	\$774.02	225-42200-381	\$34.46
10/09/2009	Arvig Communication Systems	Phone service	11547	\$36.12	225-42200-321	\$36.12
10/09/2009	Minnesota Energy Resources	Natural Gas	11553	\$34.76	225-42200-383	\$21.25
10/09/2009	Contact Radio Communications	Fire Department-	11560	\$48.09	225-42200-220	\$48.09
10/09/2009	Minnesota Power	September 2009	e11540	\$820.00	225-42200-381	\$30.18
10/19/2009	FD Capital	Inter Funds transfer	InterTrans	\$6,496.58	225-42200-720	\$6,496.58
10/29/2009	Hewitt Vol FF Relief Assoc.	State Aid Payment	11583	\$3,619.00	225-42200-124	\$3,619.00
11/02/2009	Steven Peterson	Reimbursement Batteries for SCBA	11587	\$53.28	225-42200-220	\$53.28
11/04/2009	Ricks Repair	Repair on Truck	11588	\$232.21	225-42200-220	\$232.21
11/04/2009	Arvig Communication Systems	October Telephone Charges	11590	\$180.35	225-42200-321	\$35.88
11/04/2009	BP	Fire Dept Fuel	11597	\$254.05	225-42200-212	\$254.05
11/04/2009	Lynks Hardware of Wadena	keys for fire hall	11598	\$27.09	225-42200-220	\$27.09
11/04/2009	Bertha-Hewitt Schools	FD Donation	11617	\$139.98	225-42200-490	\$139.98
11/04/2009	Minnesota Energy Resources	Natural Gas	E11596	\$58.96	225-42200-383	\$42.77
11/04/2009	Minnesota Power	October Charges	E11611	\$946.75	225-42200-381	\$18.34
11/30/2009	Ricks Repair	Fire truck	11629	\$168.50	225-42200-220	\$168.50
12/02/2009	Metro Fire	Parts/Supplies	11632	\$208.12	225-42200-220	\$208.12
12/02/2009	BP	Fire Dept Fuel	11634	\$122.37	225-42200-212	\$122.37
12/02/2009	Arvig Communication Systems	November Telephone/Internet	11635	\$178.96	225-42200-321	\$35.88
12/02/2009	Fire Instruction and Rescue Educati	Asbestos Inspection/training	11636	\$765.00	225-42200-310	\$765.00
12/02/2009	George Ashbaugh	Straw Bales	11644	\$42.00	225-42200-210	\$42.00
12/02/2009	Heiman Fire Equipment	equipment	11649	\$720.00	225-42200-220	\$720.00
12/02/2009	Minnesota Energy Resources	Natural Gas	E11641	\$111.73	225-42200-383	\$59.05
12/02/2009	Minnesota Power	November Charges	E11650	\$909.19	225-42200-381	\$19.72
12/31/2009	Metro Fire	Parts/Supplies	11677	\$1,250.82	225-42200-220	\$1,250.82
12/31/2009	Contact Radio Communications	electrical and fire dept	11680	\$230.33	225-42200-220	\$63.16
					225-42200-220	\$20.41
12/31/2009	BP	Fire Dept Fuel	11683	\$273.75	225-42200-212	\$273.75
12/31/2009	Fire Instructors Assoc. of MN	Live Burn Level 1 & 2	11684	\$700.00	225-42200-310	\$700.00
12/31/2009	Steven Peterson	Annual Salary	11688	\$100.00	225-42200-101	\$100.00

Total For Period	\$24,909.50
Total Year To Date	\$24,909.50